



SHIRE OF WOODANILLING



ORDINARY MEETING OF COUNCIL

Unconfirmed Minutes
17 March 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

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ORDINARY MEETING OF COUNCIL

UNCONFIRMED MINUTES

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

The Presiding Member declared the meeting open at 5.00pm.

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 *Local Government Act*.

To help with complying with the requirements of declaring Interests Affecting Impartiality the following statement is recommended to be announced by the person declaring such an interest and to be produced in the minutes.

"I (give circumstances of the interest being declared, eg: have a long standing personal friendship with the proponent). As a consequence, there may be a perception that my impartiality on this matter may be affected. I declare that I will consider this matter on its merits and vote accordingly".

2. RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE (PREVIOUSLY APPROVED)

Cr HR Thomson OAM	Shire President
Cr S Vermeulen	Deputy Shire President
Cr R Marshall	
Cr I Garstone	
Cr K Stephens	
Cr M Trimming	
Officers:	
Anika Serer	Chief Executive Officer
Ciara Whitmore	Customer Service Officer
Judy Stewart	Executive Manager Corporate Services
Leave of Absence:	
Nil.	
Apologies:	
Nil.	
Observers:	
Nil.	

3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

3.1. RESPONSE TO PUBLIC QUESTIONS TAKEN ON NOTICE AT THE ANNUAL ELECTORS MEETING HELD ON TUESDAY 10 FEBRUARY 2026.

Pauline Edgcumbe (written response provided 5 March 2026):

What is the remaining lifespan of the landfill facility?

A formal inspection and evaluation of the Woodanilling Landfill Site was undertaken by iw Projects in November 2024. The report states that there is significant (estimated +20 years) available landfill airspace. At some time in the future, once the current waste placement gets to its maximum northern limit, the Shire will need to decide whether to continue landfilling on top of the previous landfill area (another layer) or open up a new landfill area at the site, subject to regulations.

Increased Access to Health Services and Transport

The Shire is in the process of developing a Public Health Plan (Plan) by the middle of 2026, aimed at planning for improved public health outcomes for the Shire’s residents. In the coming months we will be distributing a survey to Woodanilling residents seeking their feedback on local health and wellbeing. Included in this survey, in addition to local statistical data identifying health issues in Woodanilling over the ten years to 2024, will be an opportunity for residents to identify priorities which will enable needs such as access to services to be better understood. I encourage you to complete and return the survey to assist with informing the Plan.

Allocation of Funding toward Town and Community Services (compared to roads)

We appreciate that the regulatory format of monthly financial reporting is difficult to interpret. The snip below is an extract from page 5 of the January 2026 Financial Report (available in the Shire’s January Council Meeting attachments on the website):

	2025-2026 ANNUAL BUDGET	2025-2026 YTD BUDGET	2025-2026 YTD ACTUAL
EXPENDITURE (Excluding Finance Costs)	\$		\$
General Purpose Funding	(41,005)	(21,549)	(19,321)
Governance	(283,101)	(181,833)	(138,314)
Law, Order, Public Safety	(165,223)	(102,472)	(94,891)
Health	(57,403)	(35,934)	(26,405)
Education and Welfare	(98,259)	(62,717)	(48,392)
Housing	(100,235)	(61,122)	(41,394)
Community Amenities	(292,563)	(174,341)	(134,455)
Recreation and Culture	(333,517)	(199,795)	(230,128)
Transport	(3,138,544)	(1,835,664)	(1,822,504)
Economic Services	(118,301)	(73,698)	(33,689)
Other Property and Services	(2,031)	(13,816)	51,484
Operating Expenses	(4,630,182)	(2,762,941)	(2,538,008)

‘Transport’ refers to roads, footpaths, bridges, street cleaning and lighting, road verges, streetscaping and depot maintenance, with a budget in 25/26 of \$3,138,544.

Community and town services are covered by a range of the above line items:

- Law, Order, Public Safety – includes fire prevention, emergency services and animal control (\$165,223)
- Health – includes Environmental Health Officer services, food and water quality (\$57,403)
- Education and Welfare – includes provision of housing for aged persons (\$100,235)
- Community amenities – rubbish collection, protection of the environment, town planning, cemeteries and public toilets (\$292,563)
- Recreation and Culture – public halls, recreation centres, parks and reserves, libraries etc (\$333,517)

This expenditure is not specific to the townsite, but the overall 25/26 budget for these areas totals \$948,941.

Cathi Bessell-Browne (written response provided 6 March 2026):

“What is happening with complaints about dangerous overgrown conditions at crossroads, road maintenance, and missing road signage which have been reported to the Shire for over six years? What is happening to complaints and where are they going?”

We understand recent verge maintenance has been undertaken by the Shire at the offset crossroads (Tie Line, Church Road, and Darby Road) but it has been many years since this has happened. We acknowledge your concern that this work has not been carried out proactively in the past and the importance of timely maintenance in high-risk areas.

Our records show that the last road maintenance complaint received from you was in 2022. It is concerning that there may be other unresolved matters, and I would appreciate it if you could forward any outstanding complaints to me so that I can follow up and investigate them promptly. I am unable to comment on why the complaint/maintenance request process has failed in the past. We encourage the community to report any maintenance needs online and have reviewed the website to make this more accessible. Any reports made by phone to the office are recorded in the same format. We recommend these options are followed to ensure the request can be recorded and tracked appropriately.

Thank you also for raising the issue of missing road signs. We are currently conducting a physical audit of road signage across the Shire and will be arranging and installing replacements over the coming months. If you are aware of specific signs that are missing, your assistance in identifying these locations would be greatly appreciated and will help us ensure the audit is as thorough as possible.

4. PUBLIC QUESTION TIME

Nil.

5. PETITIONS / DEPUTATIONS / PRESENTATIONS

Nil.

6. APPLICATIONS FOR LEAVE OF ABSENCE

Nil.

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

Nil.

8. CONFIRMATION OF COUNCIL MEETING MINUTES

8.1. ORDINARY MEETING OF COUNCIL HELD 17 FEBRUARY 2026

That the Minutes of the Ordinary Meeting of Council held 17 February 2026 be confirmed as a true and correct record of proceedings without amendment.

COUNCIL RESOLUTION – 8.1. ORDINARY MEETING OF COUNCIL HELD 17 FEBRUARY 2026 (OCM 501/03/2026)

Moved: Cr Garstone

Seconded: Cr Vermeulen

That the Minutes of the Ordinary Meeting of Council held 17 February 2026 be confirmed as a true and correct record of proceedings without amendment.

CARRIED 6/0

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

Against: Nil

9. RECIEVAL OF OTHER MEETING MINUTES

9.1. GREAT SOUTHERN VROC ORDINARY MEETING HELD 9 FEBRUARY 2026

That the Minutes of the Great Southern VROC Meeting held 9 February 2026 be received by Council.

COUNCIL RESOLUTION – 9.1. GREAT SOUTHERN VROC ORDINARY MEETING HELD 9 FEBRUARY 2026 (OCM 502/03/2026)

Moved: Cr Marshall

Seconded: Cr Stephens

That the Minutes of the Great Southern VROC Meeting held 9 February 2026 be received by Council.

CARRIED 6/0

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

Against: Nil

9.2. SHIRE OF WOODANILLING ANNUAL ELECTORS MEETING HELD 10 FEBRUARY 2026

That the Amended Minutes of the Annual Electors Meeting held 10 February 2026 be received by Council.

COUNCIL RESOLUTION – 9.2. SHIRE OF WOODANILLING ANNUAL ELECTORS MEETING HELD 10 FEBRUARY 2026 (OCM 503/03/2026)

Moved: Cr Marshall

Seconded: Cr Stephens

That the Amended Minutes of the Annual Electors Meeting held 10 February 2026 be received by Council.

CARRIED 6/0

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

Against: Nil

9.3. GREAT SOUTHERN COUNTRY ZONE MEETING HELD 20 FEBRUARY 2026

That the Minutes of the Great Southern Country Zone Meeting held 20 February 2026 be received by Council.

COUNCIL RESOLUTION – 9.3. GREAT SOUTHERN COUNTRY ZONE MEETING HELD 20 FEBRUARY 2026 (OCM 504/03/2026)

Moved: Cr Vermeulen

Seconded: Cr Garstone

That the Minutes of the Great Southern Country Zone Meeting held 20 February 2026 be received by Council.

CARRIED 6/0

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

Against: Nil

9.4. GREAT SOUTHERN SPORT AND RECREATION GROUP MINUTES HELD 26 FEBRUARY 2026

That the Minutes of the Great Southern Sport and Recreation Group Meeting held 26 February 2026 be received by Council.

COUNCIL RESOLUTION – 9.4. GREAT SOUTHERN SPORT AND RECREATION GROUP MINUTES HELD 26 FEBRUARY 2026 (OCM 505/03/2026)

Moved: Cr Garstone

Seconded: Cr Vermeulen

That the Minutes of the Great Southern Sport and Recreation Group Meeting held 26 February 2026 be received by Council.

CARRIED 6/0

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

Against: Nil

9.5. LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING HELD 4 MARCH 2026

That the Minutes of the Local Emergency Management Committee Meeting held 4 March 2026 be received by Council.

COUNCIL RESOLUTION – 9.5. LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING HELD 4 MARCH 2026 (OCM 506/03/2026)

Moved: Cr Marshall

Seconded: Cr Trimming

That the Minutes of the Local Emergency Management Committee Meeting held 4 March 2026 be received by Council.

CARRIED 6/0

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

Against: Nil

10. REPORTS OF OFFICERS

Nil.

11. REGULATORY SERVICES

11.1 PROPOSED TREE FARM FOR CARBON SEQUESTRATION – LOTS 12349 & 12357 LIME LAKE ROAD EAST, CARTMETRICUP

File Reference	A110
Date of Report	10 March 2026
Responsible Officer	Anika Serer
Author of Report	Steve Thompson
Disclosure of any Interest	Edge Planning & Property receive payment for planning advice to the Shire and declare a Financial Interest (section 5.70 of the <i>Local Government Act 1995</i>).
Voting Requirement	Simple Majority
Attachments	Attachment 11.1.1 - Location Plan Attachment 11.1.2 - Information from applicant Attachment 11.1.3 - Chief Bush Fire Control Officer advice Attachment 11.1.4 - WAPC Tree Farms Fact Sheet Attachment 11.1.5 - Extract from <i>Planning and Development (Local Planning Schemes) Regulations 2015</i>

BRIEF SUMMARY

To consider an application for development approval for a tree farm to plant native vegetation on Lots 12349 and 12357 Lime Lake Road East. This will primarily be used to claim carbon credits (carbon sequestration).

BACKGROUND

The applicant, INPEX New Energy Business Australia Pty Ltd, seeks development approval to plant approximately 146 hectares of native vegetation on Lots 12349 and 12357 Lime Lake Road East within the Shire of Woodanilling. The documentation, submitted by the applicant, also shows proposed planting in the Shire of Wagin. This report and assessment will focus on planting in the Shire of Woodanilling. The proposed planting is a part of the Wheatbelt Connect project.

Lots 12349 and 12357 Lime Lake Road East are to be called the 'site'. The site's location is outlined in Attachment 1. The planting, within the Shire of Woodanilling, is located near the Shire's northern boundary.

Lot 12349 is 316.9ha in area, while Lot 12357 is 692.5ha in area (or a total area of 1009.4ha). The site is predominantly cleared and used for cropping and grazing. There are smaller areas of remnant vegetation.

The applicant proposes planting of biodiverse species of native vegetation on approximately 146 hectares of the site for the purpose of carbon sequestration (or around 14.4% of the site area). The applicant sets out that proposed areas of tree planting are suboptimal for cropping and grazing activities and would benefit from a land use change to native vegetation. All activities associated with the proposed tree planting will be undertaken on existing cleared areas, with no clearing or disturbance of remnant vegetation. The restoration project will both sequester carbon and improve ecological outcomes.

The applicant has submitted a comprehensive application which is supported by a Bushfire Management Plan. Details are provided in Attachment 2 and are generally not repeated in this report.

There was no public consultation on the Development Application, however the Shire sought advice from the Chief Bush Fire Control Officer (CBFCO) and the Local Captain. The CBFCO advice is outlined in Attachment 3. The proposed firebreaks, in the submitted Bushfire Management Plan, do not meet the *Shire of Woodanilling Fire Break Notice & Bush Fire Information 2025/26*. Subject to the firebreak widths being amended, the CBFCO raises no objection to the Development Application.

The site is zoned 'Regional Rural' in the *Shire of Woodanilling Local Planning Scheme No. 1 (Scheme)*. Tree farm is a 'P' (permitted) use in the Regional Rural zone.

An aim of the Scheme (clause 1.6) includes 'To protect and enhance the environmental values and natural resources of the Scheme area and to promote ecologically sustainable land use and development.'

Clause 3.2 of the Scheme sets out zone objectives. One of the objectives of the Regional Rural Zone is:

'to protect broad-acre agricultural land from land degradation and any further loss of biodiversity by:

- (i) minimising the clearing of remnant vegetation on public and private lands;
- (ii) encouraging the retention and protection of existing remnant vegetation;
- (iii) encouraging the development and protection of corridors of native vegetation;
- (iv) encouraging the development of environmentally acceptable surface and subsurface drainage;
- (v) encouraging the rehabilitation of salt affected land;
- (vi) controlling the introduction and spread of alien species of flora and fauna;
- (vii) encouraging soil conservation through the application of cultural vegetational land management measures.'

The Scheme sets out the following definition:

"tree farm" means land used commercially for tree production where trees are planted in blocks of more than one hectare, including land in respect of which a carbon right is registered under the *Carbon Rights Act 2003* section 5;

COMMENT

It is recommended that Council approve the Development Application subject to conditions. This follows assessment against the planning framework (including State guidance), the Scheme and information provided by the applicant. It is noted, for instance, that:

- The application is consistent with the planning framework including Scheme objectives and requirements for the Regional Rural zone;
- It is consistent with Federal Government objections to reduce carbon emissions;
- There are suitable separation distances to off-site dwellings; and
- Recommended development conditions and advice can assist to control the use and management of the tree farm.

It is suggested that if the tree farm is suitably managed and development conditions are met, that environmental and bushfire management considerations can be appropriately addressed.

Based on Western Australian Planning Commission policy (including as set out in Attachment 4), it is suggested there are not strong grounds to refuse Development Applications in general for tree farms given the State planning framework is generally in favour of tree farms. Significantly, the property is not within a Landscape Protection Special Control Area and the Shire of Woodanilling does not contain land classified as State priority agricultural land.

While noting the above, it is highlighted the Scheme sets out that the Council is unable to refuse a Development Application for a 'P' (permitted) use. Clause 3.3.3 of the Scheme in part states:

The local government will not refuse a 'P' use because of the unsuitability of the use for the zone but may impose conditions on the use of the land to comply with any relevant development standards or requirements of the Scheme and may refuse or impose conditions on any development of the land.

While noting the above, there are various planning considerations that need to be considered by the Council. Some of these are outlined below:

- Bushfire risks – the applicant has provided a Bushfire Management Plan which gets out ways to mitigate fire risks on an on-going basis. The Bushfire Management Plan proposes firebreaks generally ranging between 3 – 6m. The firebreaks are inconsistent with the *Shire of Woodanilling Fire Break Notice & Bush Fire Information 2025/26* (an extract is outlined in the Statutory/Legal Implications section of this report). As outlined earlier and in Attachment 3, the CBFCO recommends the Bushfire Management Plan is amended to ensure compliance with the Fire Break Notice. The CBFCO recommendation is supported and is reflected in the Officer Recommendation;
- Environmental and water quality benefits – it is considered the proposal will result in positive environmental outcomes including enhancing biodiversity and lowering the risk of salinity;
- Loss of agricultural land – while noting the modest size of the tree farm in the Shire of Woodanilling, the applicant advises that the planting will occur on low capability agricultural land; and
- Precedent - it is acknowledged that support of the application may create a precedent with other carbon sequestration projects. If planted on an extensive basis, on higher capability agricultural land, tree farms can have an adverse effect on local economies and communities. If bushfire risks are suitably addressed, it is suggested there are minimal precedent implications for planting on low capability soils. It is suggested that each Development Application will always need to be considered on its individual merits.

STATUTORY/LEGAL IMPLICATIONS

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

Attachment 5 is an extract from the *Planning and Development (Local Planning Schemes) Regulations* which sets out matters to be considered by local government in assessing a Development Application.

The planning framework is extensive relating to tree farms and this Development Application including:

- *Planning and Development Act 2005*;
- *Planning and Development (Local Planning Schemes) Regulations 2015*;
- *State Planning Policy 2.5 Rural Planning*;
- *Rural Planning Guidelines*;
- *Code of Practice for Timber Plantations in Western Australia*;
- *Guidelines for Plantation Fire Protection*;
- *Shire of Woodanilling Local Planning Scheme No. 1*; and
- The area proposed for the tree farm is classified as a Bush Fire Prone Area as set out at <https://maps.slip.wa.gov.au/landgate/bushfireprone/>.

The following is an extract from the *Shire of Woodanilling Fire Break Notice & Bush Fire Information 2025/26*:

5.0 PLANTATIONS

- 1.1 A fire break being a minimum of 15 metres width shall be constructed along the boundaries of separate ownership, and all formed public roads, or on such alternative locations as may be agreed between the Local Government authority and the plantation owner.
- 1.2 Internal fire breaks between compartments of up to 30 hectares must be a minimum of 6 metres wide and for compartments over 30 hectares, a minimum of 10 metres wide.
- 1.3 All fire breaks shall have a 5 metre trafficable surface with a minimum vertical clearance of 4 metres to allow access by fire fighting appliances.

POLICY IMPLICATIONS

The Council does not have a Local Planning Policy relating to tree farms.

FINANCIAL IMPLICATIONS

The applicant has paid the Development Application fee. The applicant has a right of review to the State Administrative Tribunal to review the Council's decision. If this occurred, the Shire would have associated costs.

STRATEGIC IMPLICATIONS

Nil

CONSULTATION/COMMUNICATION

The Shire has not undertaken public consultation on the Development Application given a tree farm is a 'P' (permitted) use in the Regional Rural zone. The Shire has however sought comments from the CBFCO and the Local Captain,

RISK MANAGEMENT

Should Council not proceed on the officer's recommendation, there is a risk to the Shire's reputation should it be seen as not supporting the objectives of the *Shire of Woodanilling Local Planning Scheme No. 1*. Therefore, it is assessed that the risk is "Low" as reflected below.

Consequence	Insignificant	Minor	Moderate	Major	Extreme
Likelihood					
Almost Certain	Medium	High	High	Severe	Severe
Likely	Low	Medium	High	High	Severe
Possible	Low	Medium	Medium	High	High
Unlikely	Low	Low	Medium	Medium	High
Rare	Low	Low	Low	Low	Medium

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

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION

That Council pursuant to Clause 68(2) of the *Planning and Development (Local Planning Schemes) Regulations 2015* in Schedule 2 and Part 9, and the *Shire of Woodanilling Local Planning Scheme No. 1*, grant development approval for a tree farm, in particular the planting of native vegetation for carbon sequestration purposes, at Lot 12349 on Deposited Plan 146204 and Lot 12357 on Deposited Plan 201779 Lime Lake Road East, Cartmetricup. This is subject to the following conditions and advice notes:

1. The development hereby approved must be carried out in accordance with the plans submitted with the application, addressing all conditions, or otherwise amended by the local government and shown on the approved plan and these shall not be altered and/or modified without the prior knowledge and written consent of the local government.
2. Fire management measures outlined in the application shall be implemented on an on-going basis in accordance with:
 - i) The submitted Bushfire Management Plan (or future updates approved by the local government) including water supplies. This is subject to firebreaks outlined in the Bushfire Management Plan being amended to ensure consistency with the *Shire of Woodanilling Fire Break Notice & Bush Fire Information*;
 - ii) The requirements of the Annual Firebreak Notice issued by the Shire of Woodanilling under the *Bush Fires Act 1954*; and
 - iii) The *Guidelines for Plantation Fire Protection* document published by the Department of Fire and Emergency Services.
3. The applicant is to prepare a Tree Farm Management Plan, to the satisfaction of the local government prior to planting, which is then suitably implemented to the satisfaction of the local government.

Advice Notes:

- A) If the development the subject of this approval is not substantially commenced within a period of 2 years, the approval will lapse and be of no further effect.
- B) The applicant is advised to undertake the appropriate due diligence processes for this activity type associated with the *Aboriginal Heritage Act 1972* to satisfy the requirements of that Act and avoid potential penalties.
- C) The property is located in a Bush Fire Prone Area as set out at <https://maps.slip.wa.gov.au/landgate/bushfireprone/>.

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

COUNCIL RESOLUTION – 11.1 PROPOSED TREE FARM FOR CARBON SEQUESTRATION – LOTS 12349 & 12357 LIME LAKE ROAD EAST, CARTMETRICUP (OCM 507/03/2026)

Moved: Cr Stephens

Seconded: Cr Trimming

That Council pursuant to Clause 68(2) of the Planning and Development (Local Planning Schemes) Regulations 2015 in Schedule 2 and Part 9, and the Shire of Woodanilling Local Planning Scheme No. 1, grant development approval for a tree farm, in particular the planting of native vegetation for carbon sequestration purposes, at Lot 12349 on Deposited Plan 146204 and Lot 12357 on Deposited Plan 201779 Lime Lake Road East, Cartmetricup. This is subject to the following conditions and advice notes:

1. The development hereby approved must be carried out in accordance with the plans submitted with the application, addressing all conditions, or otherwise amended by the local government and shown on the approved plan and these shall not be altered and/or modified without the prior knowledge and written consent of the local government.
2. Fire management measures outlined in the application shall be implemented on an on-going basis in accordance with:
 - i) The submitted Bushfire Management Plan (or future updates approved by the local government) including water supplies. This is subject to firebreaks outlined in the Bushfire Management Plan being amended to ensure consistency with the *Shire of Woodanilling Fire Break Notice & Bush Fire Information*;
 - ii) The requirements of the Annual Firebreak Notice issued by the Shire of Woodanilling under the *Bush Fires Act 1954*; and
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If the applicant is aggrieved by this determination there is a right of review by the State Administrative Tribunal in accordance with the *Planning and Development Act 2005* Part 14. An application must be made within 28 days of the determination.

CARRIED 6/0

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

Against: Nil

12. INFRASTRUCTURE SERVICES

Nil.

13. CORPORATE SERVICES

13.1. LIST OF ACCOUNTS FOR PAYMENT – 28 FEBRUARY 2026

File Reference	ADM0066
Date of Report	05 March 2026
Responsible Officer	Anika Serer, Chief Executive Officer
Author of Report	Brooke Dellacqua, Senior Finance Officer
Disclosure of any Interest	No Officer involved in the preparation of this report has an interest to declare in accordance with the provisions of the <i>Local Government Act 1995</i> .
Voting Requirement	Simple Majority
Attachments	Attachment 13.1.1 – List of Accounts for Payment – 28 February 2026

BRIEF SUMMARY

The purpose of this report is to present to Council the list of accounts paid, for the month ending 28 February 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 28 February 2026

Payment Type	Account Type	Amount \$
Automatic Payment Deductions (Direct Debits & BPay.	Municipal	\$18,508.20
Cheque Payments	Municipal	\$0.00
EFT Payments #8181 to #8211	Municipal	\$156,735.56
Sub Total	Municipal	\$175,243.76
Payments	Trust	\$0.00
Payments	Reserve	\$0.00
Totals		\$175,243.76

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 \$175,243.76 paid under delegated authority in accordance with Regulation 13(1) of the *Local Government (Financial Management) Regulations 1996* for the period ended 28 February 2026, as contained within Attachment 13.1.1.

COUNCIL RESOLUTION – 13.1. LIST OF ACCOUNTS FOR PAYMENT – 28 FEBRUARY 2026 (OCM 508/03/2026)

Moved: Cr Marshall

Seconded: Cr Garstone

That Council accepts the list of accounts and details of the credit card amounts, totalling \$175,243.76 paid under delegated authority in accordance with Regulation 13(1) of the *Local Government (Financial Management) Regulations 1996* for the period ended 28 February 2026, as contained within Attachment 13.1.1.

CARRIED 6/0

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

Against: Nil

13.2. MONTHLY FINANCIAL REPORT FOR THE PERIOD ENDING 28 FEBRUARY 2026

File Reference	ADM0066
Date of Report	11 March 2026
Responsible Officer	Anika Serer, Chief Executive Officer
Author of Report	DL Consulting
Disclosure of any Interest	No Officer involved in the preparation of this report has an interest to declare in accordance with the provisions of the <i>Local Government Act 1995</i> .
Voting Requirement	Simple Majority
Attachments	Attachment 13.2.1 – Monthly Financial Report 28 February 2026

BRIEF SUMMARY

The Monthly Financial Report for period ending 28 February 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 28 February 2026 shows a closing surplus of \$1,190,907.

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 28 February 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 28 FEBRUARY 2026 (OCM 509/03/2026)

Moved: Cr Garstone

Seconded: Cr Vermeulen

That Council receive the Monthly Financial Report for the period of 28 February 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 Garstone, Cr Trimming

Against: Nil

13.3	2025/2026 BUDGET REVIEW – COVERING ACTUALS FROM 1 JULY 2025 TO 31 DECEMBER 2025
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File Reference	ADM0059
Date of Report	24 February 2026
Responsible Officer	Anika Serer, Chief Executive Officer
Author/s of Report	Darren Long, Finance Consultant
Disclosure of any Interest	No Officer involved in the preparation of this report has an interest to declare in accordance with the provisions of the <i>Local Government Act 1995</i> .
Voting Requirement	Absolute Majority
Attachments	Attachment 13.3.1 – 2025/2026 Budget Review Report – 1 July 2025 to 31 December 2025

BRIEF SUMMARY

This item is for Council to consider and adopt the 2025/2026 Budget Review as presented in the Statement of Financial Activity for the period ending 31 December 2025.

BACKGROUND/COMMENT

The *Local Government (Financial Management) Regulations 1996*, regulation 33A, requires that local governments conduct a budget review between 1 January and the last day in February in each financial year. A copy of the review and determination is to be provided to the Department of Local Government within 14 days of the adoption of the review.

The budget review has been prepared to include information required by the *Local Government Act 1995*, *Local Government (Financial Management) Regulations 1996* and *Australian Accounting Standards*. Council adopted a 10% or a \$5,000 minimum for the reporting of material variances to be used in the statements of financial activity and the annual budget review.

The Shire of Woodanilling adopted a balanced 2025/2026 Annual Budget with a nil carry forward. The proposed 2025/2026 Budget Review proposes a small surplus of \$49,000.

The Shire of Woodanilling 2025/2026 Budget Review Report is contained in Attachment 13.3.1.

A detailed analysis at account level incorporating year to date actual results and budget projections to 30 June 2026, for the period ending 31 December 2025, is presented for consideration. A Statement of Financial Activity at Nature/Type level has been prepared to provide a summarisation of the budget review results, as well as a Statement of Closing Funds detailing the projected surplus as at 30 June 2026.

STATUTORY/LEGAL IMPLICATIONS

Regulation 33A of the *Local Government (Financial Management) Regulations 1996* requires:

- (1) *Between 1 January and the last day of February in each financial year a local government is to carry out a review of its annual budget for that year.*
- (2A) *The review of an annual budget for a financial year must*
 - a) *Consideration the local government's financial performance in the period beginning on 1 July and ending no earlier than 31 December in that financial year; and*
 - b) *Consider the local government's financial position as at the date of the review; and*
 - c) *Review the outcomes for the end of that financial year that are forecast in the budget; and*
 - d) *Include the following-*
 - (i) *the annual budget adopted by the local government.*
 - (ii) *an update of each of the estimates included in the annual budget.*
 - (iii) *the actual amounts of expenditure, revenue and income as at the date of the review.*
 - (iv) *adjacent to each item in the annual budget adopted by the local government that stated an amount, the estimated end-of-year amount for the item.*

- (2) The review of an annual budget for a financial year must be submitted to the council on or before 31 March in that financial year.
- (3) A Council is to consider a review submitted to it and is to determine* whether or not to adopt the review, any parts of the review or any recommendations made in the review.

*Absolute majority required.

- (4) Within 14 days after a council has made a determination, a copy of the review and determination is to be provided to the Department.

POLICY IMPLICATIONS

There is no Council Policy relevant to this item.

FINANCIAL IMPLICATIONS

A budget review has been undertaken by staff as per the requirements of the *Local Government Act 1995* and *Local Government (Financial Management) Regulations 1996*. The following has been identified in the table below:

BUDGET VARIATIONS

In summary, based on current trends, it is anticipated that a surplus of \$49,000 can be achieved as at 30 June 2026.

The following table details the proposed budget amendments:

GL ACCOUNT	DESCRIPTION/COMMENT	ORIGINAL BUDGET AMOUNT	REVISED BUDGET AMOUNT	POSITIVE OUTCOME	NEGATIVE OUTCOME
General Purpose Funding					
032010	Grants Commission – General – Additional general-purpose grant provided by WA Local Government Grants Commission	(\$306,758)	(\$383,970)	(\$77,212)	
032020	Grants Commission – Roads – Additional local road grant provided by WA Local Government Grants Commission	(\$179,099)	(\$210,226)	(\$31,127)	
032080	Interest on Municipal funds - Decrease in interest due to reduction in funds available for investment	(\$10,000)	(\$0)		\$10,000
Governance					
041141	Expenses Relating to Great Southern VROC - Increase in contribution to GS VROC	\$2,000	\$10,000		\$8,000
042120	Governance - Administration Staff Training Increase in staff training expenses	\$5,000	\$10,000		\$5,000
042180	Governance - Admin Costs Recovered – Decrease in admin expenses allocated to other programs	(\$864,546)	(\$880,099)	(\$15,553)	
Law, Order & Public Safety					
051200	Fire Prevention - Expenses Relating to Fire Prevention - Increase in electricity expenses and SMS messages expenses	\$48,838	\$54,838		\$6,000

GL ACCOUNT	DESCRIPTION/COMMENT	ORIGINAL BUDGET AMOUNT	REVISED BUDGET AMOUNT	POSITIVE OUTCOME	NEGATIVE OUTCOME
Housing					
091220	Staff Housing - Maintenance 3327 Robinson Road (CEO) Increase for electrical repairs, replace fence, new hot water system, increase in electricity expenses.	\$19,940	\$27,886		\$7,946
Community Amenities					
106020	Protect Env - Council Contribution to WWLZ - Increase in contribution to WWLZ	\$0	\$15,000		\$15,000
Recreation & Culture					
113010	Other Recreation - Maintenance - Parks & Reserves - Increase in wages, overheads and plant costs Decrease in electricity and water expenses	\$25,563	\$45,313		\$19,750
113020	Other Recreation-Maintenance-Oval & Building - Increase in wages, overheads, and plant costs. Increase in electrical repairs, contract mowing. Decrease in electricity expenses	\$107,308	\$136,296		\$28,988
113030	Other Recreation - Maintenance Golf Club - Increase in wages and overheads. Increase in plumbing repairs and electricity.	\$8,782	\$19,780		\$10,998
113200	Other Recreation - Income Relating to Other Recreation & Sport Increase in contribution for oval maintenance	(\$1,300)	(\$15,398)	(\$14,098)	
111000	Swim Areas - Expenses Relating to Queerearrup Lake - Increase in wages and overheads, Increase in contractor expense for replacement BBQ.	\$4,910	\$18,296		\$13,386
Transport					
122020	Transport - Maintenance Direct Grant - Decrease in wages, overheads, and plant costs	\$14,000	\$3,750	(\$10,250)	
122040	Transport - Expenses relating to the Shire Depot Decrease in wages and overheads. Decrease in materials expense and insurance	\$55,963	\$33,277	(\$22,686)	
122030	Transport - Maintenance Muni Fund Roads - Increase in wages and overheads. Decrease in plant costs. Increase in consultant expenses	\$956,116	\$921,361	(\$34,755)	
122040	Transport – Expenses relating to Shire Depot – Decrease in wages and overheads, materials and insurance expenses	\$55,963	\$33,277	(\$22,686)	
125010	Transport - Licensing Payments - Decrease in licensing payments as now recorded in balance sheet	\$114,165	\$675	(\$113,490)	

GL ACCOUNT	DESCRIPTION/COMMENT	ORIGINAL BUDGET AMOUNT	REVISED BUDGET AMOUNT	POSITIVE OUTCOME	NEGATIVE OUTCOME
125210	Transport - Licensing Receipts - Decrease in licensing receipts as now recorded in balance sheet	(\$114,165)	\$0		\$114,165
Economic Services					
135210	Other Economic - Income Relating to Standpipes Decrease in sale of water income	(\$70,000)	(\$60,000)		\$10,000
Other Property & Services					
143005	Public Works - Supervision Salaries - Decrease in Works Supervisor Salary	\$128,857	\$106,266	(\$22,591)	
143011	Public Works – Superannuation - Increase in superannuation expenses	\$87,700	\$93,114		\$5,414
143070	Public Works - Works Crew Staff Training - Decrease in contractor expenses	\$23,940	\$17,500	(\$6,440)	
143090	Public Works - Expenses Relating to Occ Safety & Health – Increase in contractor expenses	\$9,945	\$16,420		\$6,475
143050	Less: Allocation of Public Works Overheads - Decrease in overheads allocated to projects	(\$434,909)	(\$417,767)		\$17,142
143210	Public Works - Workers Compensation Reimbursements - Increase in workers compensation reimbursements	\$0	(\$56,490)	(\$56,490)	
144020	Plant Operation - Tyres & Tubes - Decrease in tyre purchases	\$20,000	\$15,000	(\$5,000)	
147000	Gross Salaries & Wages - Decrease in gross salaries and wages paid	\$1,311,026	\$1,288,497	(\$22,529)	
147010	Less Salaries & Wages Allocated - Decrease in salaries and wages allocated	(\$1,311,026)	(\$1,288,497)		\$22,529
Capital Expenditure					
000000	Surplus/Deficit Carried Forward – Decrease in opening surplus due to audit adjustments	(\$880,000)	(\$847,189)		\$32,811
121310	Robinson West Reconstruct 500m Increase in contractor expense for line marking	\$500,000	\$525,000		\$25,000
	Other minor variations below the \$5,000 Threshold			(\$14,269)	\$61,572
TOTAL				(\$469,176)	\$420,176
Net Adjustment to 2025/26 Budget				(\$49,000)	

STRATEGIC IMPLICATIONS

THEME 3

Governance

OBJECTIVES

To promote continual improvement that is supported by efficient and effective governance structures and processes.

STRATEGIES

By ensuring legislation is used to effectively enable quality decision making.

CONSULTATION/COMMUNICATION

Consultation was held with the Chief Executive Officer and relevant Shire Officers. The draft budget review was presented to Elected Members at the Council Briefing Session.

RISK MANAGEMENT

The risk in relation to this matter is assessed as “Low” on the basis that if Council does not receive the Budget review 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 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, in accordance with Regulation 33A of the *Local Government (Financial Management) Regulations 1996*, Council:

1. Adopts the 2025/2026 Budget Review Report as contained in **Attachment X**; and
2. Approve the following budget amendments as authorised expenditure:

GL ACCOUNT	DESCRIPTION/COMMENT	ORIGINAL BUDGET AMOUNT	REVISED BUDGET AMOUNT	POSITIVE OUTCOME	NEGATIVE OUTCOME
General Purpose Funding					
032010	Grants Commission – General – Additional general-purpose grant provided by WA Local Government Grants Commission	(\$306,758)	(\$383,970)	(\$77,212)	
032020	Grants Commission – Roads – Additional local road grant provided by WA Local Government Grants Commission	(\$179,099)	(\$210,226)	(\$31,127)	
032080	Interest on Municipal funds - Decrease in interest due to reduction in funds available for investment	(\$10,000)	(\$0)		\$10,000
Governance					
041141	Expenses Relating to Great Southern VROC - Increase in contribution to GS VROC	\$2,000	\$10,000		\$8,000
042120	Governance - Administration Staff Training Increase in staff training expenses	\$5,000	\$10,000		\$5,000
042180	Governance - Admin Costs Recovered – Decrease in admin expenses allocated to other programs	(\$864,546)	(\$880,099)	(\$15,553)	
Law, Order & Public Safety					
051200	Fire Prevention - Expenses Relating to Fire Prevention - Increase in electricity expenses and SMS messages expenses	\$48,838	\$54,838		\$6,000
Housing					
091220	Staff Housing - Maintenance 3327 Robinson Road (CEO) Increase for electrical repairs, replace fence, new hot water system, increase in electricity expenses.	\$19,940	\$27,886		\$7,946
Community Amenities					
106020	Protect Env - Council Contribution to WWLZ - Increase in contribution to WWLZ	\$0	\$15,000		\$15,000
Recreation & Culture					
113010	Other Recreation - Maintenance - Parks & Reserves - Increase in wages, overheads and plant costs Decrease in electricity and water expenses	\$25,563	\$45,313		\$19,750

GL ACCOUNT	DESCRIPTION/COMMENT	ORIGINAL BUDGET AMOUNT	REVISED BUDGET AMOUNT	POSITIVE OUTCOME	NEGATIVE OUTCOME
113020	Other Recreation-Maintenance-Oval & Building - Increase in wages, overheads, and plant costs. Increase in electrical repairs, contract mowing. Decrease in electricity expenses	\$107,308	\$136,296		\$28,988
113030	Other Recreation - Maintenance Golf Club - Increase in wages and overheads. Increase in plumbing repairs and electricity.	\$8,782	\$19,780		\$10,998
113200	Other Recreation - Income Relating to Other Recreation & Sport Increase in contribution for oval maintenance	(\$1,300)	(\$15,398)	(\$14,098)	
111000	Swim Areas - Expenses Relating to Queerearrup Lake - Increase in wages and overheads, Increase in contractor expense for replacement BBQ.	\$4,910	\$18,296		\$13,386
Transport					
122020	Transport - Maintenance Direct Grant - Decrease in wages, overheads, and plant costs	\$14,000	\$3,750	(\$10,250)	
122040	Transport - Expenses relating to the Shire Depot Decrease in wages and overheads. Decrease in materials expense and insurance	\$55,963	\$33,277	(\$22,686)	
122030	Transport - Maintenance Muni Fund Roads - Increase in wages and overheads. Decrease in plant costs. Increase in consultant expenses	\$956,116	\$921,361	(\$34,755)	
122040	Transport – Expenses relating to Shire Depot – Decrease in wages and overheads, materials and insurance expenses	\$55,963	\$33,277	(\$22,686)	
125010	Transport - Licensing Payments - Decrease in licensing payments as now recorded in balance sheet	\$114,165	\$675	(\$113,490)	
125210	Transport - Licensing Receipts - Decrease in licensing receipts as now recorded in balance sheet	(\$114,165)	\$0		\$114,165
Economic Services					
135210	Other Economic - Income Relating to Standpipes Decrease in sale of water income	(\$70,000)	(\$60,000)		\$10,000
Other Property & Services					
143005	Public Works - Supervision Salaries - Decrease in Works Supervisor Salary	\$128,857	\$106,266	(\$22,591)	
143011	Public Works – Superannuation - Increase in superannuation expenses	\$87,700	\$93,114		\$5,414
143070	Public Works - Works Crew Staff Training - Decrease in contractor expenses	\$23,940	\$17,500	(\$6,440)	
143090	Public Works - Expenses Relating to Occ Safety & Health – Increase in contractor expenses	\$9,945	\$16,420		\$6,475

GL ACCOUNT	DESCRIPTION/COMMENT	ORIGINAL BUDGET AMOUNT	REVISED BUDGET AMOUNT	POSITIVE OUTCOME	NEGATIVE OUTCOME
143050	Less: Allocation of Public Works Overheads - Decrease in overheads allocated to projects	(\$434,909)	(\$417,767)		\$17,142
143210	Public Works - Workers Compensation Reimbursements - Increase in workers compensation reimbursements	\$0	(\$56,490)	(\$56,490)	
144020	Plant Operation - Tyres & Tubes - Decrease in tyre purchases	\$20,000	\$15,000	(\$5,000)	
147000	Gross Salaries & Wages - Decrease in gross salaries and wages paid	\$1,311,026	\$1,288,497	(\$22,529)	
147010	Less Salaries & Wages Allocated - Decrease in salaries and wages allocated	(\$1,311,026)	(\$1,288,497)		\$22,529
Capital Expenditure					
000000	Surplus/Deficit Carried Forward – Decrease in opening surplus due to audit adjustments	(\$880,000)	(\$847,189)		\$32,811
121310	Robinson West Reconstruct 500m Increase in contractor expense for line marking	\$500,000	\$525,000		\$25,000
	Other minor variations below the \$5,000 Threshold			(\$14,269)	\$61,572
TOTAL				(\$469,176)	\$420,176
Net Adjustment to 2025/26 Budget				(\$49,000)	

COUNCIL RESOLUTION – 13.3 2025/2026 BUDGET REVIEW – COVERING ACTUALS FROM 1 JULY 2025 TO 31 DECEMBER 2025 (OCM 510/03/2026)

Moved: Cr Marshall

Seconded: Cr Vermeulen

That, in accordance with Regulation 33A of the *Local Government (Financial Management) Regulations 1996*, Council:

1. Adopts the 2025/2026 Budget Review Report as contained in Attachment 13.3.1 and
2. Approve the following budget amendments as authorised expenditure:

GL ACCOUNT	DESCRIPTION/COMMENT	ORIGINAL BUDGET AMOUNT	REVISED BUDGET AMOUNT	POSITIVE OUTCOME	NEGATIVE OUTCOME
General Purpose Funding					
032010	Grants Commission – General – Additional general-purpose grant provided by WA Local Government Grants Commission	(\$306,758)	(\$383,970)	(\$77,212)	
032020	Grants Commission – Roads – Additional local road grant provided by WA Local Government Grants Commission	(\$179,099)	(\$210,226)	(\$31,127)	
032080	Interest on Municipal funds - Decrease in interest due to reduction in funds available for investment	(\$10,000)	(\$0)		\$10,000
Governance					

GL ACCOUNT	DESCRIPTION/COMMENT	ORIGINAL BUDGET AMOUNT	REVISED BUDGET AMOUNT	POSITIVE OUTCOME	NEGATIVE OUTCOME
041141	Expenses Relating to Great Southern VROC - Increase in contribution to GS VROC	\$2,000	\$10,000		\$8,000
042120	Governance - Administration Staff Training Increase in staff training expenses	\$5,000	\$10,000		\$5,000
042180	Governance - Admin Costs Recovered – Decrease in admin expenses allocated to other programs	(\$864,546)	(\$880,099)	(\$15,553)	
Law, Order & Public Safety					
051200	Fire Prevention - Expenses Relating to Fire Prevention - Increase in electricity expenses and SMS messages expenses	\$48,838	\$54,838		\$6,000
Housing					
091220	Staff Housing - Maintenance 3327 Robinson Road (CEO) Increase for electrical repairs, replace fence, new hot water system, increase in electricity expenses.	\$19,940	\$27,886		\$7,946
Community Amenities					
106020	Protect Env - Council Contribution to WWLZ - Increase in contribution to WWLZ	\$0	\$15,000		\$15,000
Recreation & Culture					
113010	Other Recreation - Maintenance - Parks & Reserves - Increase in wages, overheads and plant costs Decrease in electricity and water expenses	\$25,563	\$45,313		\$19,750
113020	Other Recreation-Maintenance-Oval & Building - Increase in wages, overheads, and plant costs. Increase in electrical repairs, contract mowing. Decrease in electricity expenses	\$107,308	\$136,296		\$28,988
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111000	Swim Areas - Expenses Relating to Queerearrup Lake - Increase in wages and overheads, Increase in contractor expense for replacement BBQ.	\$4,910	\$18,296		\$13,386
Transport					
122020	Transport - Maintenance Direct Grant - Decrease in wages, overheads, and plant costs	\$14,000	\$3,750	(\$10,250)	

GL ACCOUNT	DESCRIPTION/COMMENT	ORIGINAL BUDGET AMOUNT	REVISED BUDGET AMOUNT	POSITIVE OUTCOME	NEGATIVE OUTCOME
122040	Transport - Expenses relating to the Shire Depot Decrease in wages and overheads. Decrease in materials expense and insurance	\$55,963	\$33,277	(\$22,686)	
122030	Transport - Maintenance Muni Fund Roads - Increase in wages and overheads. Decrease in plant costs. Increase in consultant expenses	\$956,116	\$921,361	(\$34,755)	
122040	Transport – Expenses relating to Shire Depot – Decrease in wages and overheads, materials and insurance expenses	\$55,963	\$33,277	(\$22,686)	
125010	Transport - Licensing Payments - Decrease in licensing payments as now recorded in balance sheet	\$114,165	\$675	(\$113,490)	
125210	Transport - Licensing Receipts - Decrease in licensing receipts as now recorded in balance sheet	(\$114,165)	\$0		\$114,165
Economic Services					
135210	Other Economic - Income Relating to Standpipes Decrease in sale of water income	(\$70,000)	(\$60,000)		\$10,000
Other Property & Services					
143005	Public Works - Supervision Salaries - Decrease in Works Supervisor Salary	\$128,857	\$106,266	(\$22,591)	
143011	Public Works – Superannuation - Increase in superannuation expenses	\$87,700	\$93,114		\$5,414
143070	Public Works - Works Crew Staff Training - Decrease in contractor expenses	\$23,940	\$17,500	(\$6,440)	
143090	Public Works - Expenses Relating to Occ Safety & Health – Increase in contractor expenses	\$9,945	\$16,420		\$6,475
143050	Less: Allocation of Public Works Overheads - Decrease in overheads allocated to projects	(\$434,909)	(\$417,767)		\$17,142
143210	Public Works - Workers Compensation Reimbursements - Increase in workers compensation reimbursements	\$0	(\$56,490)	(\$56,490)	
144020	Plant Operation - Tyres & Tubes - Decrease in tyre purchases	\$20,000	\$15,000	(\$5,000)	
147000	Gross Salaries & Wages - Decrease in gross salaries and wages paid	\$1,311,026	\$1,288,497	(\$22,529)	
147010	Less Salaries & Wages Allocated - Decrease in salaries and wages allocated	(\$1,311,026)	(\$1,288,497)		\$22,529
Capital Expenditure					
000000	Surplus/Deficit Carried Forward – Decrease in opening surplus due to audit adjustments	(\$880,000)	(\$847,189)		\$32,811
121310	Robinson West Reconstruct 500m Increase in contractor expense for line marking	\$500,000	\$525,000		\$25,000

GL ACCOUNT	DESCRIPTION/COMMENT	ORIGINAL BUDGET AMOUNT	REVISED BUDGET AMOUNT	POSITIVE OUTCOME	NEGATIVE OUTCOME
	Other minor variations below the \$5,000 Threshold			(\$14,269)	\$61,572
	TOTAL			(\$469,176)	\$420,176
	Net Adjustment to 2025/26 Budget			(\$49,000)	

CARRIED 6/0

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

Reason for Change: Officer noted correction to Attachment from X to 13.3.1

13.4 AMENDMENT TO COUNCIL POLICY 15 – CODE OF CONDUCT FOR COUNCIL MEMBERS, COMMITTEE MEMBERS AND CANDIDATES

File Reference	ADM0019
Date of Report	09 March 2026
Responsible Officer	Anika Serer, Chief Executive Officer
Author of Report	Judy Stewart – Executive Manager Corporate Services
Disclosure of any Interest	No Officer involved in the preparation of this report has an interest to declare in accordance with the provisions of the <i>Local Government Act 1995</i> .
Voting Requirement	Absolute Majority
Attachments	Attachment 13.4.1 – Existing/draft amended Policy 15 – Code of Conduct for Council Members, Committee Members and Candidates – showing amendments

BRIEF SUMMARY

The purpose of this report is for Council to consider amendments to Council Policy 15 - Code of Conduct for Council Members, Committee Members and Candidates (Policy 15), as per the *Local Government Act 1995 (Act)* and Local Government (Model Code of Conduct) Regulations 2021 (Regulations).

BACKGROUND

Council's Policy 15, based on the original Regulations' Model Code of Conduct, was adopted in June 2021 in accordance with legislation taking effect on 3 February 2021, the purpose of which being the provision of guidance on decisions, actions and behaviours of Council and Committee members and local government election candidates.

COMMENT

The State Government has recently prescribed amendments to the Regulations to provide for the new role of Local Government Inspector and to clarify decision-making responsibilities for behaviour breach complaints.

Please see Attachment A showing new Policy 15 clauses (highlighted in yellow) and amendments to existing wording (highlighted in green) recommended for Council adoption, in accordance with new Regulation requirements as described in the Statutory/Legal Implications below.

STATUTORY/LEGAL IMPLICATIONS

Local Government Act 1995 - s. 5.104 Adoption of model code of conduct

(2) *Within 3 months after the day on which regulations amending the model code come into operation, the local government must amend* the adopted code of conduct to incorporate the amendments made to the model code.*

(7) *The CEO must publish an up-to-date version of a local government's adopted code of conduct on the local government's official website.*

Model Code of Conduct Regulations 2021

New regulations/sub-clauses:

- r. 11. Complaint about alleged breach (4), (5) and (6)
- r. 12. Dealing with complaint (Note for subclause 1)
- r. 14A Appointment of Monitor
- r. 14B Performance of local government's functions under cl. 12 and 13
- r. 15 Other provisions about complaints (3)

Division 4 – Rules of Conduct (Notes for this Division – changes to legislation references)

- r. 21 Disclosure of information (1) (b)

POLICY IMPLICATIONS

Council Policy 15 – Code of Conduct for Council Members, Committee Members and Candidates: amendments in accordance with Regulations.

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

WALGA – Governance Newsletter February 2026

Council Briefing Session – 17 February 2026

RISK MANAGEMENT

The timely updating of policies in accordance with legislation ensures nil breach of compliance/legal requirements and assists with mitigation of potential reputational or financial risk.

The risk is considered ‘medium’ should the recommendation 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. 5.104 (2) of the *Local Government Act 1995*, endorses amendments to Council Policy 15 – Code of Conduct for Council Members, Committee Members and Candidates, as attached.

COUNCIL RESOLUTION – 13.4 AMENDMENT TO COUNCIL POLICY 15 – CODE OF CONDUCT FOR COUNCIL MEMBERS, COMMITTEE MEMBERS AND CANDIDATES (OCM 511/03/2026)

Moved: Cr Stephens

Seconded: Cr Marshall

That Council, pursuant to s. 5.104 (2) of the *Local Government Act 1995*, endorses amendments to Council Policy 15 – Code of Conduct for Council Members, Committee Members and Candidates, as attached.

CARRIED 6/0

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

Against: Nil

13.5 NEW COUNCIL POLICY 116 – INFORMATION SESSIONS

File Reference	ADM0019
Date of Report	09 March 2026
Responsible Officer	Anika Serer, Chief Executive Officer
Author of Report	Judy Stewart – Executive Manager Corporate Services
Disclosure of any Interest	No Officer involved in the preparation of this report has an interest to declare in accordance with the provisions of the <i>Local Government Act 1995</i> .
Voting Requirement	Absolute Majority
Attachments	Attachment 13.5.1 – Draft Policy 116 – Information Sessions

BRIEF SUMMARY

The purpose of this report is for Council to consider a new *Information Sessions* policy to act as a guideline for best practice in its conduct of meetings other than formal structured meetings convened under the *Local Government Act 1995 (Act)*.

BACKGROUND

The intention of the *Act* is that councils conduct business and make decisions according to the principles of the *Act* –

- Openly and transparently;
- With a high level of accountability to their community;
- Efficiently and effectively;
- With due probity and integrity;
- Acknowledging relevant community input;
- With all available information and professional advice; and
- With the fullest possible participation of elected members.

It is a legal requirement that all decisions made by a local government council are to be made at meetings called and convened under the provisions of the *Act* and, therefore, an Information Session (briefing session/pre-meeting agenda/concept forum) does not represent a debating or decision-making domain.

To assist in meeting the principles of the *Act* and to address potential public perception that various types of informal Information Sessions (historically closed to the public) are where decisions are informally made ahead of the Council meeting process, the Department of Local Government, Sport and Cultural Industries (DLGSC) formed an Operational Guideline to provide guidance to councils on conduct within informal Information Session settings. DLGSC Guideline Number 5 *Council Forums* provides guidance, appropriate for policy making purposes, for elected members, staff, and the public, regarding conduct within the informal meeting setting.

COMMENT

Information Sessions provide elected members and staff with opportunities to discuss and clarify, in a less structured manner than a statutory meeting allows, the diverse range of matters that come before local government. With the exception of matters that must be discussed within a closed meeting setting (as per s. 5.23 (2) of the *Act*), Information Sessions can be open to members of the public to enable the public to be privy to the same preliminary information as elected members are with regard to matters anticipated to come before Council for deliberation. The less formal Information Sessions allow formal Ordinary and Special Meetings of Council to focus more efficiently and effectively on debate and decision making, as is the intent of the statutory meeting.

A policy on Information Sessions outlines appropriate procedural and behavioural controls for the various Information Sessions that a local government conducts and assists in demonstrating to the community that Council decision making is well informed, accountable, and open and transparent whilst also accommodating discussion on matters that are confidential and require a closed meeting environment in accordance with s. 5.23 (2) of the *Act*. The opportunity for members of the public to attend also assists in

the prevention of Information Sessions becoming implied or otherwise collective or collaborative decision-making forums.

The attached draft Policy 116 proposes that Information Sessions generally be conducted prior to Shire of Woodanilling Council Meetings (and at other times as required) and broken into three distinct sessions, as follows:

- **Briefing Sessions**

Briefing Sessions provide an opportunity to allow elected members and staff to propose, discuss and formulate philosophies, ideas, strategies, and concepts for the development and betterment of the local government and its district without the restrictive nature of the structured statutory Ordinary or Special Meeting. They allow officers to seek guidance from elected members as to the worthiness of further research being undertaken on matters such as those of local or regional significance, future development, revenue/expenditure needs, strategic outcomes, and selection criteria and objectives for the Chief Executive Office etc. They also provide elected members with the opportunity to question and clarify matters with officers, regarding such upcoming matters as mentioned above.

Open Briefing Sessions provide transparency and openness for community members via access to the same preliminary discussions and information (non-confidential) that councillors are privy to and that may inform councillors' basis for subsequent decision-making at the statutory Council Meeting level.

Closed Briefing Sessions allow for more informal and less limited discussion by elected members and officers while adhering to legislation protecting matters of a confidential nature; for example, when a proposal may include information of a personal nature or inclusive of a person's financial details/plans.

- **Pre-Meeting Agenda Review**

Pre-Meeting Agenda Review provides the opportunity for elected members to clarify anything in an upcoming agenda after an agenda has been published, in order to have the maximum knowledge and understanding of a matter before Council and to assist in making the most informed decisions. It also enables officers to provide any new information that may have come forward since the writing of the agenda report. As it not a forum for debating or pre-deciding the outcome of a matter being considered by Council, an Information Sessions policy clearly outlining the function of the Pre-Meeting Agenda Review helps protect the integrity of the decision-making process.

- **Concept Forums**

Concept Forums are generally closed to the public and tailored more to providing educational information (for example, discussion on best practice/legislation amendments etc.) and preliminary/conceptual discussions on various subject matters, some of which, potentially, may never progress to requiring further research or consideration.

It is also proposed in draft Policy 116 that Disclosures of Interest that apply to statutory meetings convened under the provisions of the *Act* will apply to Information Sessions. Whilst elected members and staff with conflicts of interest can legally participate in Information Sessions without breaching legislation, such participation is considered ethically unacceptable as it conflicts with the principles of the *Act* and local government Codes of Conduct.

Council is referred to Attachment 1 (draft *Policy 116 – Information Sessions*) for further detail regarding proposed protocols for Information Sessions.

STATUTORY/LEGAL IMPLICATIONS

Nil. Information Session policies are not a legislative requirement; however, are considered best practice.

POLICY IMPLICATIONS

This *Information Sessions* policy will become Council Policy 116 if the Officer's Recommendation is adopted.

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

DLGSC – Operational Guideline Number 05 – Council Forums

Council Briefing Session – 17 February 2026

RISK MANAGEMENT

Creating policies that represent best practice assists with mitigation of potential compliance, reputational, and financial risk.

The risk is considered 'low' should the recommendation 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 adopts *Policy 116 – Information Sessions*, as presented in Attachment 1, effective 18 March 2026.

COUNCIL RESOLUTION – 13.5 NEW COUNCIL POLICY 116 – INFORMATION SESSIONS (OCM 512/03/2026)

Moved: Cr Trimming

Seconded: Cr Garstone

That Council adopts *Policy 116 – Information Sessions*, as presented in Attachment 1, effective 18 March 2026.

CARRIED 6/0

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

Against: Nil

13.6 NEW COUNCIL POLICY 117 – RECORDING OF COUNCIL MEETINGS

File Reference	ADM0019
Date of Report	10 March 2026
Responsible Officer	Anika Serer, Chief Executive Officer
Author of Report	Judy Stewart – Executive Manager Corporate Services
Disclosure of any Interest	No Officer involved in the preparation of this report has an interest to declare in accordance with the provisions of the <i>Local Government Act 1995</i> .
Voting Requirement	Absolute Majority
Attachments	Attachment 13.6.1 – Draft Policy 117 – Recording of Council Meetings

BRIEF SUMMARY

The purpose of this report is for Council to consider a *Recording of Council Meetings* policy (Policy) that outlines how audio recording is undertaken and dealt with at local government meetings convened under the *Local Government Act 1995* (Act) and the protocols, responsibilities and possible repercussions for elected members, employees and members of the public when speaking during attendance at recorded meetings.

BACKGROUND

Since 1 January 2025, s. 5.23A (2) of the Act has required Class 3 and 4 local governments (of which the Shire of Woodanilling is the latter) to audio record all meetings convened under the Act (Ordinary and Special Meetings of Council).

The intent of the requirement to audio record statutory meetings is to increase transparency and accountability throughout local government, engage Community, and improve accessibility to the local Council decision making process.

COMMENT

The aim of this Policy is to inform elected members, employees and members of the public of how the Shire of Woodanilling will use and make available recordings of statutory meetings and to provide information and guidance to attendees on such matters as record keeping, technical recording issues, conduct and behaviour, confidentiality, copyright, and defamation.

Council is referred to Attachment 1 (draft Policy 117 – Recording of Council Meetings) outlining the above matters and requirements in more detail.

STATUTORY/LEGAL IMPLICATIONS

Local Government Act 1995

Section 5.23 (A) (2) – Electronic broadcasting and video or audio recording of council meetings -

- (2) Regulations may require, regulate or otherwise make provision in relation to any of the following –
- (a) the electronic broadcasting of council meetings (either live or with a delay);
 - (b) the making or retaining of recordings of council meetings;
 - (c) the making of recordings of council meetings publicly available;
 - (d) the provision of, or otherwise making available of, recordings of council meetings to any person (on the person's request or otherwise).

Section 9.57A (2) – Local government protected from liability for defamation: council proceedings on website

- (2) A local government is not liable to an action for defamation in relation to matter published on its official website as part of a broadcast, audio recording, or video recording, of council proceedings.

Local Government (Administration) Regulations 1996

Part 2A - Electronic broadcasting and video or audio recording of council meetings

POLICY IMPLICATIONS

This proposed *Recording of Council Meetings* policy will become Council Policy 117 if the Officer's Recommendation is adopted and an Information Sessions policy has been adopted previously within this agenda (if the Information Sessions policy is not adopted, this Policy will become Council Policy 116).

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

Council Briefing Session – 17 February 2026

RISK MANAGEMENT

This policy provides information and guidance that will serve to assist in mitigating compliance, financial and reputational risks.

The risk is considered 'low' should the recommendation 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 adopts *Policy 117 – Recording of Council Meetings* as presented in Attachment 1.

COUNCIL RESOLUTION – 13.6 NEW COUNCIL POLICY 117 – RECORDING OF COUNCIL MEETINGS (OCM 513/03/2026)

Moved: Cr Stephens

Seconded: Cr Marshall

That Council adopts *Policy 117 – Recording of Council Meetings* as presented in Attachment 1.

CARRIED 6/0

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

Against: Nil

14 COMMUNITY SERVICES

Nil.

15 OFFICE OF CEO

15.1 LOCAL GOVERNMENT ELECTORAL REFORM – FEEDBACK TO WALGA

File Reference	ADM0084
Date of Report	11 February 2026
Responsible Officer	Anika Serer, Chief Executive Officer
Author of Report	Anika Serer, Chief Executive Officer
Disclosure of any Interest	No Officer involved in the preparation of this report has an interest to declare in accordance with the provisions of the <i>Local Government Act 1995</i> .
Voting Requirement	Simple Majority
Attachments	Attachment 15.1.1 - Electoral Reform Discussion Paper

BRIEF SUMMARY

The purpose of this report is to present the WALGA Electoral Reform Discussion Paper to Council and seek endorsement of the Shire of Woodanilling’s feedback regarding potential reforms to Western Australia’s Local Government electoral system, including:

- compulsory versus voluntary voting;
- election frequency (four-year full spill vs two-year half spill); and
- related electoral changes under consideration by the State Government.

This consultation forms part of a WALGA-initiated sector review responding to Ministerial signalling of possible reforms to local government elections in Western Australia.

BACKGROUND

In December 2024, WALGA reviewed its Elections Advocacy Positions, with sector-wide consultation showing:

- 74% support for voluntary voting overall;
- 64% support for compulsory voting among metropolitan LGAs;
- 61% support for compulsory voting among Class 1 and 2 LGAs;
- 98% support for four-year terms with a two-year spill (biennial elections).

Given State Government interest in broader reform—including possible introduction of compulsory voting and a full spill every four years—WALGA prepared an Electoral Reform Discussion Paper for LGA consultation. This paper seeks Council-endorsed sector feedback prior to a final WALGA advocacy position being formulated.

WALGA Draft Discussion Paper – Electoral Reform

The Discussion Paper outlines two key reform concepts being explored by the State Government:

1. Compulsory voting at Local Government elections;
2. Full-spill elections every four years replacing the current two-year half-spill system.

It requests Local Government feedback to ensure WALGA’s advocacy position reflects contemporary sector views.

State Government Reform Signals

Minister for Local Government Hon. Hannah Beazley has indicated interest in:

- compulsory voting for Council elections; and
- a shift to four-year full-spill elections, citing voter fatigue and low turnout as key concerns.

Low participation rates—often below one-third of eligible electors—have been raised as undermining the representativeness of councils.

COMMENT

Compulsory vs Voluntary Voting

Advantages of compulsory voting include:

- Increased voter turnout;
- Greater representativeness;
- Stronger democratic mandate;
- Reduced influence of small voting blocs.

Disadvantages include:

- Increased administrative cost and complexity;
- Potential community resistance (noted in WALGA's prior consultations).

Historically, Woodanilling has achieved comparatively strong turnout (47.48% in 2025), though still below State and Federal levels where voting is compulsory.

Given this, the Shire may consider whether compulsory voting would improve or unnecessarily burden small rural communities.

Election Frequency: Four-Year Full Spill vs Two-Year Half Spill

WALGA sector feedback (2024) strongly supported maintaining half spills every two years (98%).

However, State Government interest is moving toward:

- Full spills every four years, intended to reduce voter fatigue and create clearer election cycles.

For small rural shires, a full-spill model may pose risks:

- High potential for total turnover of Council;
- Disruption to continuity and strategic oversight;
- Increased vulnerability to single-issue campaigns.

Cost and Administrative Considerations

WALGA's 2024 analysis of election cycles identifies:

- rising election costs;
- concerns regarding transparency in WAEC costings;
- need for improved cost allocation methods.

Introducing compulsory voting or altering election frequency may further increase administrative complexity for small Shires.

OPTIONS

Council may:

- Option 1 – Endorse WALGA's Discussion Paper and provide feedback
Supports WALGA advocacy based on local views.
- Option 2 – Provide alternative feedback
Council may choose positions differing from WALGA's default direction.
- Option 3 – Decline to submit feedback
This would result in the sector-wide position being informed without Woodanilling's input.

STATUTORY/LEGAL IMPLICATIONS

Electoral provisions are governed by the Local Government Act (1995). Any change of election frequency or voting model would require legislative amendment.

POLICY IMPLICATIONS

There is no policy associated with this item.

FINANCIAL IMPLICATIONS

Direct financial implications of any changes cannot be determined at this stage.

STRATEGIC IMPLICATIONS

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

Strategic Pillar 3: Civic Leadership

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

Goal 9 – Enhance strong civic leadership

CONSULTATION/COMMUNICATION

Not applicable

RISK MANAGEMENT

There is a low risk to the Shire as it does not support an alternative that financial and governance implications can not be assessed.

Consequenc Likelihood	Insignifican t	Minor	Moderate	Major	Extrem e
Almost	Medium	High	High	Severe	Severe
Likely	Low	Medium	High	High	Severe
Possible	Low	Mediu	Medium	High	High
Unlikely	Low	Low	Medium	Mediu	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

Simple Majority

OFFICER'S RECOMMENDATION

That Council:

1. Receives WALGA's *Electoral Reform Discussion Paper* on compulsory voting and election frequency.
2. Provides the following feedback to WALGA as the Shire of Woodanilling's position:
 - o (a) Support for maintaining voluntary voting, noting existing voter engagement and rural community expectations.
 - o (b) Support for continuing the two-year half-spill election cycle to ensure continuity and stability for small rural councils.
 - o (c) Opposition to compulsory voting at this time, due to likely administrative burden, cost implications, and limited demonstrated benefit for small populations.

Requests the CEO to submit the endorsed feedback to WALGA by the required deadline.

COUNCIL RESOLUTION – 15.1 LOCAL GOVERNMENT ELECTORAL REFORM – FEEDBACK TO WALGA (OCM 514/03/2026)

Moved: Cr Garstone

Seconded: Cr Stephens

That Council:

1. Receives WALGA's *Electoral Reform Discussion Paper* on compulsory voting and election frequency.
2. Provides the following feedback to WALGA as the Shire of Woodanilling's position:
 - o (a) Support for maintaining voluntary voting, noting existing voter engagement and rural community expectations.
 - o (b) Support for continuing the two year half spill election cycle to ensure continuity and stability for small rural councils.
 - o (c) Opposition to compulsory voting at this time, due to likely administrative burden, cost implications, and limited demonstrated benefit for small populations.

Requests the CEO to submit the endorsed feedback to WALGA by the required deadline.

CARRIED 6/0

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

Against: Nil

15.2 PROPOSAL TO SUPPORT A REVISED COMMUNITY EMERGENCY SERVICES MANAGER (CESM) STAFFING MODEL

File Reference	ADM0040
Date of Report	11 March 2026
Responsible Officer	Anika Serer, Chief Executive Officer
Author of Report	Anika Serer, Chief Executive Officer
Disclosure of any Interest	No Officer involved in the preparation of this report has an interest to declare in accordance with the provisions of the <i>Local Government Act 1995</i> .
Voting Requirement	Simple Majority
Attachments	

BRIEF SUMMARY

The purpose of this report is to seek Council's approval in principle to support negotiating a revised Community Emergency Services Manager (CESM) arrangement with DFES and participating local governments, transitioning from the current 1 CESM per 3 local governments model to a 1 CESM per 2 local governments model.

BACKGROUND

The Shire of Woodanilling currently participates in a shared Community Emergency Services Manager (CESM) arrangement with the Shire of Katanning and Shire of Broomehill-Tambellup under a tripartite model. The CESM position is jointly funded by DFES and the participating shires, with responsibilities including:

- Bushfire preparedness and volunteer brigade support
- Mitigation activity coordination
- Emergency management planning and compliance
- Training facilitation and incident support
- Community engagement and resilience activities

The Shires of Kojonup, Cranbrook and Gnowangerup share a similar arrangement.

Across Western Australia, several CESM arrangements have transitioned from three-way to two-way partnerships due to increased workload, growing legislative compliance requirements, heightened emergency events, and rising community expectations.

Increasing local workload pressures—including mitigation planning, the complexities of Bushfire Risk Management Plans (BRMP), and obligations under the Emergency Management Act—have prompted the participating local governments to explore an updated staffing model that enables better service delivery and more dedicated resourcing.

Workload and Resourcing Requirements

In recent years, emergency management demands have increased significantly for local governments due to:

- More frequent and intense fire seasons
- Expanded reporting and compliance requirements
- Additional volunteer brigade administration
- Increased community expectations around preparedness, resilience, and communications

Under the current 1:3 model, the CESM is required to divide their time across three shires, limiting availability during critical planning and operational periods.

A shift to a 1:2 model would provide:

- Greater on-ground time within Woodanilling
- Improved consistency in volunteer brigade support
- Timelier development and implementation of mitigation programs
- Improved capacity for emergency management documentation and exercises
- Greater flexibility during incidents and recovery operations

Operational Benefits

A two-shire model is expected to enhance service levels through:

- Dedicated scheduled days in each participating Shire
- Greater capacity for community education and engagement
- Improved strategic planning for local risk areas
- Increased ability to support fire control officers and volunteer brigades
- Enhanced continuity of expertise and seasonal readiness

Financial Considerations

Under the existing DFES co-funded arrangement, the cost of the CESM is shared between DFES and the participating shires (current contribution ~\$22,000 per annum). Transitioning to a 1:2 model will result in a moderate increase in Woodanilling's contribution, subject to negotiation and cost-sharing arrangements with the partner local government and DFES. Initial modelling estimates the increase to be borne by the Shire of Woodanilling in the range of \$29,000 - \$38,000 per annum.

A detailed financial model and proposed partnership arrangements will be provided to Council prior to any final commitment. At this stage, the recommendation seeks approval in principle only, enabling further discussions to proceed.

Timing

The Shires of Kojonup, Cranbrook and Gnowangerup are currently in the recruitment process for a CESM, and with our CESM leaving at the end of April, it is timely to review the arrangements across the six local governments and explore the opportunity to establish a third position in the region. It is important to progress these discussions and seek a unified outcome from all participants in a timely manner so recruitment can commence as soon as possible.

STATUTORY/LEGAL IMPLICATIONS

There are no statutory or legal implications as Council is not being requested to enter into a new agreement at this stage.

POLICY IMPLICATIONS

There is no policy associated with this item.

FINANCIAL IMPLICATIONS

No immediate financial commitment is required for this approval in principle.

A change to a 2:1 arrangement is estimated to increase the cost to the Shire by \$29,000 - \$38,000 per annum, however this is indicative only.

A detailed budget proposal will be presented to Council once negotiations have progressed and DFES has provided a funding framework.

STRATEGIC IMPLICATIONS

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

Strategic Pillar 1: Social

- Community safety and emergency services: Enhancing public safety, supporting local emergency services, and increasing preparedness.

CONSULTATION/COMMUNICATION

Preliminary discussions have occurred between the CEO and CEOs of the participating local governments, with broad agreement to explore the transition. DFES District staff have also indicated support for reviewing the model and will provide information on financial modelling and suggested arrangements for Council consideration.

Consultation will continue with:

- DFES Lower Great Southern Region
- Partner local governments

RISK MANAGEMENT

There is a medium risk to the Shire if it declines to consider an alternative CESM model, as it may result in the other local governments negotiating an alternative arrangement without the Shire's inclusion. This would impact resourcing, particularly in emergency situations, and support for the Volunteer Bushfire Brigades, or necessitate the Shire employing a CESM independently.

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

Simple Majority

OFFICER'S RECOMMENDATION

That Council:

3. Supports in principle the transition from the current Community Emergency Services Manager (CESM) arrangement of one CESM shared across three local governments to a revised arrangement of one CESM shared across two local governments;
4. Authorises the Chief Executive Officer to continue discussions with DFES and neighbouring local governments regarding the development of a proposed 1:2 CESM model; and

Requests that the CEO present a further report to Council including full financial implications and a draft agreement prior to any final commitment.

COUNCIL RESOLUTION – 15.2 PROPOSAL TO SUPPORT A REVISED COMMUNITY EMERGENCY SERVICES MANAGER (CESM) STAFFING MODEL (OCM 515/03/2026)

Moved: Cr Marshall

Seconded: Cr Vermeulen

That Council:

3. Supports in principle the transition from the current Community Emergency Services Manager (CESM) arrangement of one CESM shared across three local governments to a revised arrangement of one CESM shared across two local governments;
 4. Authorises the Chief Executive Officer to continue discussions with DFES and neighbouring local governments regarding the development of a proposed 1:2 CESM model; and
- Requests that the CEO present a further report to Council including full financial implications and a draft agreement prior to any final commitment.

CARRIED 6/0

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

Against: Nil

16 CONFIDENTIAL REPORTS

Nil.

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

Nil.

18 MOTIONS WITHOUT NOTICE BY PERMISSION OF THE COUNCIL

Nil.

19 CLOSURE OF MEETING

There being no further business the Shire President declared the meeting closed at 5.19pm.