



SHIRE OF WOODANILLING



ORDINARY MEETING OF COUNCIL Unconfirmed Minutes 21 July 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

The Shire President, Cr Thomson, declared the meeting open at 5.00pm.

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

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

1.1. DISCLOSURE OF INTEREST AFFECTING IMPARTIALITY

Division 6 Subdivision 1 of the Local Government Act 1995 requires Council Members and Employees to declare any direct or indirect financial interest or general interest in any matter listed in this Agenda.

The Act also requires the nature of the interest to be disclosed in writing before the meeting or immediately before the matter be discussed.

NB: A Council member who makes a disclosure must not preside or participate in, or be present during, any discussion or decision making procedure relating to the declared matter unless the procedures set out in Sections 5.68 or 5.69 of the Act have been complied with.

DISCLOSURE OF INTEREST AFFECTING IMPARTIALITY

Disclosures of Interest Affecting Impartiality are required to be declared and recorded in the minutes of a meeting. Councillors who declare such an interest are still permitted to remain in the meeting and to participate in the discussion and voting on the particular matter. This does not lessen the obligation of declaring financial interests etc. covered under the Local Government Act.

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

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

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

Cr HR Thomson OAM	Shire President
Cr S Vermeulen	Deputy Shire President
Cr R Marshall	
Cr K Stephens	
CR I Garstone	
Cr M Trimming	
Officers:	
Mike FitzGerald	Temporary Chief Executive Officer
Ciara Whitmore	Customer Service Officer
Leave of Absence:	
Nil.	
Apologies:	
Nil.	
Observers:	
Nil.	

3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil.

4. PUBLIC QUESTION TIME

Nil.

5. PETITIONS / DEPUTATIONS / PRESENTATIONS

Nil.

6. APPLICATIONS FOR LEAVE OF ABSENCE

Nil.

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

The Shire President welcomed the Shire's new Works Manager and advised that he had accompanied him on a tour of the district the previous day.

8. CONFIRMATION OF COUNCIL MEETING MINUTES

8.1. ORDINARY MEETING OF COUNCIL HELD 16 JUNE 2026

That the Minutes of the Ordinary Meeting of Council held 16 June 2026 be confirmed as a true and correct record of proceedings.

COUNCIL RESOLUTION – 8.1. ORDINARY MEETING OF COUNCIL HELD 16 JUNE 2026 (OCM 555/07/2026)

Moved: Cr Garstone

Seconded: Cr Stephens

That the Minutes of the Ordinary Meeting of Council held 16 June 2026 be confirmed as a true and correct record of proceedings.

CARRIED 6/0

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

Against: Nil

8.2. SPECIAL MEETING OF COUNCIL HELD 23 JUNE 2026

That the Minutes of a Special Council Meeting held 23 June 2026 be confirmed as a true and correct record of proceedings with the following amendments:

- Where s. 5.23 (2) (a) of the Local Government Act 1995 is referenced in Item 8.1, replace with s. 5.23 (2) (b) of the Local Government Amendment Act 2024; and
- Where r. 19FB of the Local Government (Administration) Regulations is referenced in Attachment 8.1.1, replace with r. 18FB.

COUNCIL RESOLUTION – 8.2. SPECIAL MEETING OF COUNCIL HELD 23 JUNE 2026 (OCM 556/07/2026)

Moved: Cr Marshall

Seconded: Cr Vermeulen

That the Minutes of a Special Council Meeting held 23 June 2026 be confirmed as a true and correct record of proceedings with the following amendments:

- Where s. 5.23 (2) (a) of the Local Government Act 1995 is referenced in Item 8.1, replace with s. 5.23 (2) (b) of the Local Government Amendment Act 2024; and
- Where r. 19FB of the Local Government (Administration) Regulations is referenced in Attachment 8.1.1, replace with r. 18FB.

CARRIED 6/0

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

Against: Nil

9. RECEIVAL OF OTHER MEETING MINUTES

9.1. GREAT SOUTHERN COUNTRY ZONE MINUTES HELD 19 JUNE 2026

That the Minutes of the Great Southern Country Zone held 19 June 2026 be received by Council.

COUNCIL RESOLUTION – 9.1. GREAT SOUTHERN COUNTRY ZONE MINUTES HELD 19 JUNE 2026 (OCM 557/07/2026)

Moved: Cr Vermeulen

Seconded: Cr Trimming

That the Minutes of the Great Southern Country Zone held 19 June 2026 be received by Council.

CARRIED 6/0

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

Against: Nil

9.2. STATE COUNCIL SUMMARY MINUTES HELD 1 JULY 2026

That the Minutes of the State Council Summary held 1 July 2026 be received by Council.

COUNCIL RESOLUTION – 9.2. STATE COUNCIL SUMMARY MINUTES HELD 1 JULY 2026 (OCM 558/07/2026)

Moved: Cr Marshall

Seconded: Cr Stephens

That the Minutes of the State Council Summary held 1 July 2026 be received by Council.

CARRIED 6/0

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

Against: Nil

9.3. GREAT SOUTHERN VROC MINUTES HELD 9 JULY 2026

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

COUNCIL RESOLUTION – 9.3. GREAT SOUTHERN VROC MINUTES HELD 9 JULY 2026 (OCM 559/07/2026)

Moved: Cr Vermeulen

Seconded: Cr Trimming

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

CARRIED 6/0

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

Against: Nil

9.4. AUDIT, RISK AND IMPROVEMENT COMMITTEE MINUTES HELD 21 JULY 2026

That the Minutes of the Audit, Risk and Improvement Committee held 21 July 2026 be received by Council.

COUNCIL RESOLUTION – 9.4. AUDIT, RISK AND IMPROVEMENT COMMITTEE MINUTES HELD 21 JULY 2026 (OCM 560/07/2026)

Moved: Cr Marshall

Seconded: Cr Garstone

That the Minutes of the Audit, Risk and Improvement Committee held 21 July 2026 be received by Council.

CARRIED 6/0

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

Against: Nil

10. RECOMMENDATIONS FROM COMMITTEE

Nil.

11. REPORTS OF OFFICERS

Nil.

12. REGULATORY SERVICES

Nil.

13. CORPORATE SERVICES

13.1. LIST OF ACCOUNTS FOR PAYMENT – 30 JUNE 2026

File Reference	ADM0066
Date of Report	13 July 2026
Responsible Officer	Mike FitzGerald, Temporary 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 – 30 June 2026

BRIEF SUMMARY

The purpose of this report is to present to Council the list of accounts paid, for the month ending 30 June 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 30 June 2026

Payment Type	Account Type	Amount \$
Automatic Payment Deductions (Direct Debits & BPay.	Municipal	\$20,641.83
Cheque Payments: Chq 15404	Municipal	\$92.85
EFT Payments #8312 to #8380	Municipal	\$677,291.56
Sub Total	Municipal	\$698,026.24
Payments	Trust	\$0.00
Payments	Reserve	\$0.00
Totals		\$698,026.24

STATUTORY/LEGAL IMPLICATIONS

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

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

- (1) *If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared —*
 - (a) *the payee's name; and*
 - (b) *the amount of the payment; and*
 - (c) *the date of the payment; and*
 - (d) *sufficient information to identify the transaction.*

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

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

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

STRATEGIC IMPLICATIONS

PILLAR 3: CIVIC LEADERSHIP

Goal 8: Accountable and compliant governance

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

CONSULTATION/COMMUNICATION

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

RISK MANAGEMENT

The risk in relation to this matter is assessed as “Minor- Moderate” on the basis that if Council does not accept the payments. The risk identified would be failure to fulfil statutory regulations or compliance requirements. Shire Officer’s provide a full detailed listing of payments made in the timely manner.

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

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

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION

That Council accepts the list of accounts and details of the credit card amounts, totalling \$698,026.24 paid under delegated authority in accordance with Regulation 13(1) of the *Local Government (Financial Management) Regulations 1996* for the period ended 30 June 2026, as contained within **Attachment 13.1.1.**

COUNCIL RESOLUTION – 13.1. LIST OF ACCOUNTS FOR PAYMENT – 30 JUNE 2026 (OCM 561/07/2026)

Moved: Cr Marshall

Seconded: Cr Garstone

That Council accepts the list of accounts and details of the credit card amounts, totalling \$698,026.24 paid under delegated authority in accordance with Regulation 13(1) of the Local Government (Financial Management) Regulations 1996 for the period ended 30 June 2026, as contained within Attachment 13.1.1.

CARRIED 6/0

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

Against: Nil

13.2. MONTHLY FINANCIAL REPORT FOR THE PERIOD ENDING 30 JUNE 2026

File Reference	ADM0066
Date of Report	15 July 2026
Responsible Officer	Mike FitzGerald, Temporary 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 30 June 2026

BRIEF SUMMARY

The Monthly Financial Report for period ending 30 June 2026 is presented for Council's consideration.

BACKGROUND/COMMENT

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

The Statement of Financial Activity as at 30 June 2026 shows a closing surplus of \$1,577,798.

This surplus figure may change due to any year-end adjustments, or any audit adjustments from auditors.

STATUTORY/LEGAL IMPLICATIONS

Section 6.4 of the *Local Government Act 1995* requires a Local Government to prepare an annual financial statement for the preceding year and other financial reports as they prescribed.

Regulation 34 (1) of the *Local Government (Financial Management) Regulations 1996* as amended requires the Local Government to prepare monthly financial statements and report on actual performance against what was set out in the annual budget.

POLICY IMPLICATIONS

There is no Council Policy relevant to this item.

FINANCIAL IMPLICATIONS

The Budget will be regularly monitored on at least a monthly basis, by the Chief Executive Officer and Financial Consultant/Accountant. Responsible Officers are also required to review their particular line items for anomalies each month, with a major review required by law, between 1 February and 28 March of each year pursuant to the *Local Government (Financial Management) Regulations 1996* (Regulation 33A).

Any material variances that have an impact on the outcome of the budgeted closing surplus/deficit position are detailed in the Monthly Financial Report contained within **Attachment 13.2.1**.

STRATEGIC IMPLICATIONS

PILLAR 3: CIVIC LEADERSHIP

Goal 8: Accountable and compliant governance

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

CONSULTATION/COMMUNICATION

Reporting Officers receive monthly updates to track expenditure and income and to be aware of their work commitments versus budget allocations.

RISK MANAGEMENT

The risk in relation to this matter is assessed as “Low” on the basis that if Council does not receive the Monthly Financial Reports for the month reported leading to the Shire not meeting legislative requirements on financial reporting. The risk identified would be failure to fulfil statutory regulations or compliance requirements.

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

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

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION

That Council receive the Monthly Financial Report for the period of 30 June 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 30 JUNE 2026
(OCM 562/07/2026)

Moved: Cr Vermeulen

Seconded: Cr Trimming

That Council receive the Monthly Financial Report for the period of 30 June 2026, in accordance with section 6.4 of the Local Government Act 1995 and Regulation 34 of the Local Government (Financial Management) Regulations 1995 as presented in Attachment 13.2.1.

CARRIED 6/0

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

Against: Nil

13.3. ENDORSEMENT OF FIRE BREAK NOTICE AND BUSH FIRE INFORMATION 2026/2027 AND APPOINTMENT OF OFFICER BEARERS

File Reference	ADM0038
Date of Report	July 2026
Responsible Officer	Mike FitzGerald, Temporary Chief Executive Officer
Author/s of Report	Hannah Wilson, Corporate Services 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 13.3.1 –Fire Break Notice & Bush Fire Information 2026/2027

BRIEF SUMMARY

The purpose of this report is to endorse the Shire's annual Fire Break Notice and Bush Fire Information 2026/2027 being issued under section 33 of the *Bush Fires Act 1954* for the upcoming fire season. The power to endorse this notice has been delegated to the Chief Executive Officer in accordance with section 48 of the *Bush Fires Act 1954*. There is no power to sub-delegate under this Act.

BACKGROUND/COMMENT

The Shire publishes a Fire Break Notice and Bush Fire Information brochure annually in accordance with the *Bush Fires Act 1954*. The notice requires land owner/occupiers within the Shire to take specific action to prevent the outbreak and spread of bush fires within the district. This notice is issued under the authority of the Shire of Woodanilling Chief Executive Officer, as delegated under delegation instrument 21 - Variations to Firebreak Orders.

Should Council recommend endorsement, then Shire Officers will arrange advertisement of the Notice within the *Government Gazette* and the local newspaper. In addition, the information on the Shire's website and the Fire Break Notice and Bush Fire Information brochure will also be updated to provide current and consistent information.

The Fire Break Notice and Bush Fire Information 2026/2027 are contained in **Attachment 13.3.1**.

STATUTORY/LEGAL IMPLICATIONS

This request aligns to section 33 of the *Bush Fires Act 1954*, which states the following:

Bush Fires Act 1954

17. Prohibited burning times may be declared by Minister

- (1) *The Minister may, by declaration published in the Gazette, declare the times of the year during which it is unlawful to set fire to the bush within a zone of the State mentioned in the declaration and may, by subsequent declaration so published, vary that declaration or revoke that declaration either absolutely or for the purpose of substituting another declaration for the declaration so revoked.*
- (2) *Where by declaration made under subsection (1) prohibited burning times have been declared in respect of a zone of the State then, subject to such variations (if any) as are made under that subsection from time to time, those prohibited burning times shall have effect in respect of that zone in each year until that declaration is revoked.*

67. Advisory committees

- (1) *A local government may at any time appoint such persons as it thinks fit as a bush fire advisory committee for the purpose of advising the local government regarding all matters relating to the preventing, controlling and extinguishing of bush fires, the planning of the layout of fire-breaks in the district, prosecutions for breaches of this Act, the formation of bush fire brigades and the grouping thereof under group brigade officers, the ensuring of co-operation and co-ordination of bush fire brigades in their efforts and activities, and any other matter relating to bush fire control whether of the same kind as, or a different kind from, those specified in this subsection.*

33 *Local government may require occupier of land to plough or clear fire-break*

- (1) *Subject to subsection (2) a local government at any time, and from time to time, may, and if so required by the Minister shall, as a measure for preventing the outbreak of a **bush** fire, or for preventing the spread or extension of a bush fire which may occur, give notice in writing to an owner or occupier of land situate within the district of the local government or shall give notice to all owners or occupiers of land in its district by publishing a notice in the Government Gazette and in a newspaper circulating in the area requiring him or them as the case may be within a time specified in the notice to do or to commence to do at a time so specified all or any of the following things –*

Please refer to State Law Publisher for the full details from Sections 33(1) through to 33(9). The details are defined under this section of the Act.

POLICY IMPLICATIONS

There are no Council Policies applicable to this item.

FINANCIAL IMPLICATIONS

The printing of the Firebreak Notice is included within the Shire's annual budget.

STRATEGIC IMPLICATIONS

THEME 3

Law & Order

OBJECTIVES

To increase public awareness and empowerment of the community's role in crime prevention, animal control and fire management.

CONSULTATION/COMMUNICATION

The Fire Break Notice was discussed at the Bush Fire Advisory Committee Meeting held 26 March 2026, and the following amendments were noted:

The Election of Office Bearers effective from 1 July 2026 are as follows:

BUSH FIRE EXECUTIVES

Chief Bushfire Control Officer (CBFCO) -	Evan Hall
Deputy Chief Bushfire Control Officer (DCBFCO) -	Lachlan Patterson
Senior Fire Control Officer (SFCO 1) -	Bindi Murray
Senior Fire Control Officer (SFCO 2) -	Braden Crosby
Fire Weather Officer (FWO) -	Bindi Murray
Deputy Fire Weather Officer (DFWO) -	Braden Crosby

BUSH FIRE CONTROL OFFICERS:

Beaufort Kenmare:	Mal Baxter
Boyerine Westwood:	Ben Whilhelm
Central:	Brad Garstone
Cartmeticup:	Wayne Shackley
Glencoe:	Ben Patterson

HARVEST BAN COMMITTEE:

CBFCO:	Evan Hall
DCBFCO	Lachlan Patterson
SFCO:	Bindi Murray
Beaufort/Kenmare:	Mal Baxter – Sally Vermeulen / Ray Kowald
Boyerine/Westwood:	Ben Wilhelm
Central:	Brad Garstone
Cartmeticup:	Wayne Shackley
Glencoe:	Braden Crosby

Clover Burning Officer	CBFCO – Evan Hall
Clover Burning Officer	Chief Executive Officer

Delegates to the ROAC	Chief Bush Fire Control Officer +1
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Secretary	Shire
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Moved: Bindi Murray	Seconded: Lachlan Patterson
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The Fire Break Notice and Bush Fire Information 2023/24 has been amended to reflect these changes and will be issued with the 2026/27 rates notices.

Attachment 13.3.1**RISK MANAGEMENT**

The risk in relation to this matter has been assessed as “Medium” on the basis that if Council does not endorse the amendments to the Fire Break and Fuel Hazard Reduction Notice, it may cause confusion to members of the community and fail to meet the statutory requirements of the *Bush Fires Act 1954*.

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

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

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION

That Council:

1. Recommends the Chief Executive Officer endorses the Shire's Fire Break Notice and Bush Fire Information Brochure 2026/27 as contained within **Attachment 13.3.1** in effect without amendment;
2. Authorises the Chief Executive Officer to arrange advertisement of the Notice within the *Government Gazette* and the local newspaper; and
3. Supports the appointment of the following persons by delegated authority for the 2026/2027 Fire Season effective 1st July 2026:

BUSH FIRE EXECUTIVES

Chief Bushfire Control Officer (CBFCO) -	Evan Hall
Deputy Chief Bushfire Control Officer (DCBFCO) -	Lachlan Patterson
Senior Fire Control Officer (SFCO 1) -	Bindi Murray
Senior Fire Control Officer (SFCO 2) -	Braden Crosby
Fire Weather Officer (FWO) -	Bindi Murray
Deputy Fire Weather Officer (DFWO) -	Braden Crosby

BUSH FIRE CONTROL OFFICERS:

Beaufort Kenmare:	Mal Baxter
Boyerine Westwood:	Ben Whilhelm
Central:	Brad Garstone
Cartmeticup:	Wayne Shackley
Glencoe:	Ben Patterson

HARVEST BAN COMMITTEE:

CBFCO:	Evan Hall
DCBFCO	Lachlan Patterson
SFCO:	Bindi Murray
Beaufort/Kenmare:	Mal Baxter – Sally Vermeulen / Ray Kowald
Boyerine/Westwood:	Ben Wilhelm
Central:	Brad Garstone
Cartmeticup:	Wayne Shackley
Glencoe:	Braden Crosby
Clover Burning Officer	CBFCO – Evan Hall
Clover Burning Officer	Chief Executive Officer
Delegates to the ROAC	Chief Bush Fire Control Officer +1
Secretary	Shire

COUNCIL RESOLUTION – 13.3. ENDORSEMENT OF FIRE BREAK NOTICE AND BUSH FIRE INFORMATION 2026/2027 AND APPOINTMENT OF OFFICER BEARERS (OCM 563/07/2026)

Moved: Cr Garstone

Seconded: Cr Stephens

That Council:

1. Recommends the Chief Executive Officer endorses the Shire's Fire Break Notice and Bush Fire Information Brochure 2026/27 as contained within Attachment 13.3.1 in effect without amendment;
2. Authorises the Chief Executive Officer to arrange advertisement of the Notice within the Government Gazette and the local newspaper; and
3. Supports the appointment of the following persons by delegated authority for the 2026/2027 Fire Season effective 1st July 2026:

BUSH FIRE EXECUTIVES

Chief Bushfire Control Officer (CBFCO) -	Evan Hall
Deputy Chief Bushfire Control Officer (DCBFCO) -	Lachlan Patterson
Senior Fire Control Officer (SFCO 1) -	Bindi Murray
Senior Fire Control Officer (SFCO 2) -	Braden Crosby
Fire Weather Officer (FWO) -	Bindi Murray
Deputy Fire Weather Officer (DFWO) -	Braden Crosby

BUSH FIRE CONTROL OFFICERS:

Beaufort Kenmare:	Mal Baxter
Boyerine Westwood:	Ben Wilhelm
Central:	Brad Garstone
Cartmeticup:	Wayne Shackley
Glencoe:	Ben Patterson

HARVEST BAN COMMITTEE:

CBFCO:	Evan Hall
DCBFCO	Lachlan Patterson

SFCO:	Bindi Murray
Beaufort/Kenmare: Mal Baxter – Sally Vermeulen / Ray Kowald	
Boyerine/Westwood:	Ben Wilhelm
Central:	Brad Garstone
Cartmeticup:	Wayne Shackley
Glencoe:	Braden Crosby
Clover Burning Officer	CBFCO – Evan Hall
Clover Burning Officer	Chief Executive Officer
Delegates to the ROAC	Chief Bush Fire Control Officer +1
Secretary	Shire.

CARRIED 6/0

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

Against: Nil

14. COMMUNITY SERVICES

Nil.

15. OFFICE OF CEO

Nil.

CLOSURE OF MEETING TO THE PUBLIC

Moved: Cr Marshall

Seconded: Cr Garstone

That, in accordance with section 5.23(2)(a) of the Local Government Act 1995, the meeting be closed to the public at 5.10pm to consider Item 16.1, as the matter relates to an employee or employees.

CARRIED 6/0

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

Against: Nil

At 5.10pm, Ciara Whitmore left the meeting and did not participate in the consideration of Item 16.1.

16. CONFIDENTIAL REPORTS

16.1. AMENDMENT TO ORGANISATIONAL STRUCTURE – JULY 2026

File Reference	ADM0333
Date of Report	July 2026
Responsible Officer	Mike Fitzgerald, Acting Chief Executive Officer
Author of Report	Hannah Wilson, Corporate Services 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	Confidential Attachment 16.1.1 – Revised Organisational Structure

REASON FOR CONFIDENTIALITY

Section under the Act	This matter is to be considered behind closed doors pursuant to section 5.23(2)(a) of the <i>Local Government Act 1995</i> as the subject matter relates to a matter affecting an employee or employees.
Sub-clause and Reason:	“A matter affecting an employee or employees.”

COUNCIL RESOLUTION – 15.1. AMENDMENT TO ORGANISATIONAL STRUCTURE – JULY 2026 (OCM 564/07/2026)

Moved: Cr Trimming

Seconded: Cr Marshall

That Council endorses the reviewed Organisational Structure – July 2026, as amended during consideration of the item and detailed in Confidential Attachment 16.1.1.

CARRIED 6/0

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

Against: Nil

REOPENING OF MEETING TO THE PUBLIC

Moved: Cr Stephens

Seconded: Cr Garstone

That the meeting be reopened to the public at 5.19pm.

CARRIED 6/0

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

Against: Nil

At 5.19pm, Ciara Whitmore returned to the meeting.

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

Nil.

18. MOTIONS WITHOUT NOTICE BY PERMISSION OF THE COUNCIL

Nil.

19. CLOSURE OF MEETING

There being no further business, the Presiding Member declared the meeting closed at 5.20pm.

Presiding Member - Cr Russel Thomson OAM

Date:_____