SHIRE OF WOODANILLING

ORDINARY MEETING
OF COUNCIL
Unconfirmed Minutes
20 October 2026

Disclaimer
The resolutions 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 Shire President, Cr Thomson, declared the meeting open at 5.01pm.

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".

Nil.

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:	
Signe Balodis	Chief Executive Officer
Peter Vlahov	Manager of Works and Services
Ciara Whitmore	Customer Service Officer
Leave of Absence:	
Nil.	
Apologies:	
Nil.	
Observers:	
Nil.	

3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

At the Ordinary Council Meeting held on 15 September 2026, written questions were received from Mrs Cathi Bessell-Browne in relation to Road Capital Works Prioritisation and Robinson Road West. As Mrs Bessell-Browne was not present, the questions were taken on notice. A written response was provided to Mrs Bessell-Browne on 15 October 2026, with a clarification to Question 1 provided on 16 October 2026. The questions are reproduced verbatim and the responses are summarised.

Question 1: "For each of the 2024/25, 2025/26 and 2026/27 capital road programs, who selected and prioritised the individual projects and determined their project-level budget allocations, and when did this occur? Could the relevant Council resolution, committee decision or delegation please be identified?"

Response: Council adopted the total capital road allocation within each annual budget (OCM 346/08/2024, OCM 450/08/2025 and OCM 579/08/2026). The statutory budget lists only the total capital expenditure for roads. Draft project lists were prepared by the administration, with technical input from the Shire's consultant engineers, and presented at budget workshops. The final project list was provided to Councillors at each budget adoption meeting as a supporting document. There is no separate Council resolution, committee decision or delegation for individual project allocations, other than the resolutions specific to Robinson Road West (OCM 317/04/2024, OCM 400/02/2025, OCM 427/05/2025 and OCM 510/03/2026).

Question 2: "Was the five-year Strategic Road Plan referred to in the Corporate Business Plan review formally adopted or endorsed by Council? If not, who approved it, when, and under what delegation?"

Response: The plan was prepared for the Shire by Greenfield Technical Services in June 2024. No record has been located of the plan itself being presented to Council for adoption. Council endorsed the Corporate Business Plan Year 1 Progress Report (OCM 541/05/2026), which reported that a road plan had been developed.

Question 3: "For Robinson Road West, when was the investigation into possible transfer completed, what was its outcome, and were the findings presented to Council? Who decided the matter will progress from investigation to development of a proposal/application for transfer to Main Roads WA, when was that decision made, and under what authority?"

Response: The investigation has not been completed, and no outcome has been reported to Council. The investigation is Action 10.3 of the Corporate Business Plan adopted by Council (SCM 02/02/2025). The Year 1 Progress Report, endorsed by Council (OCM 541/05/2026), described an application as being developed. No separate decision to progress to an application has been located, no findings have been presented to Council, and no application has been lodged. Main Roads WA has confirmed it has received no formal correspondence from the Shire on the matter.

Question 4: "Could the Shire explain its governance arrangements for its capital road projects and major strategic road proposals, including how requests or suggestions to prioritise, defer or substitute projects (including those raised by elected members outside Council meetings) are considered and formally recorded; what records are maintained of the decision-maker, reasons, funding source and approval pathway; and how any relevant interests of elected members, employees, or others involved are identified, disclosed and managed? Could the Shire please confirm if these processes have been consistently followed for the road programs and proposals currently being implemented?"

Response: Road works are approved by Council through the budget, and expenditure for a purpose not in the budget requires an absolute majority resolution (s.6.8). Changes to an adopted program are made by Council resolution and recorded in the minutes, with the funding source identified in the officer report. The CEO is responsible for managing the Shire's administration and operations and for employees (s.5.41), and council members must not direct employees (Model Code of Conduct, cl. 20). Interests are disclosed under Part 5, Division 6 of the Local Government Act 1995 and the Codes of Conduct, and disclosures are recorded in the minutes. A review of the minutes from March 2024 to September 2026 found that the road allocation in each budget, and each change to the Robinson Road West budget identified, was made by resolution of Council.

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 15 SEPTEMBER 2026

That the Minutes of the Ordinary Meeting of Council held 15 September 2026 be confirmed as a true and correct record of proceedings.

The Shire President was advised that the Agenda incorrectly referred to the previous Ordinary Council Meeting as being held on 16 September 2026. The correct meeting date was 15 September 2026.

COUNCIL RESOLUTION – 8.1. ORDINARY MEETING OF COUNCIL HELD 15 SEPTEMBER 2026 (OCM 584/10/2026)
Moved: Cr Stephens
Seconded: Cr Trimming

That the Minutes of the Ordinary Meeting of Council held on 15 September 2026 be confirmed as a true and correct record of proceedings.

CARRIED 6/0

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

9. RECEIVAL OF OTHER MEETING MINUTES

9.1. STATE ROADS FUNDS TO LOCAL GOVERNMENT ADVISORY COMMITTEE MEETING MINUTES HELD 9 SEPTEMBER 2026

That the Minutes of the State Roads Funds to Local Government Advisory Committee Meeting held 9 September 2026 be received by Council.

COUNCIL RESOLUTION – 9.1. STATE ROADS FUNDS TO LOCAL GOVERNMENT ADVISORY COMMITTEE MEETING MINUTES HELD 9 SEPTEMBER 2026 (OCM 585/10/2026)
Moved: Cr Garstone
Seconded: Cr Vermeulen

That the Minutes of the State Roads Funds to Local Government Advisory Committee Meeting held 9 September 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

10.1. BUSH FIRE ADVISORY COMMITTEE MEETING HELD 5 OCTOBER 2026

File Reference	ADM0038
Date of Report	15 October 2026
Responsible Officer	Signe Balodis, Chief Executive Officer
Author of Report	Jarrad Blair, 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 *Local Government Act 1995.*
Voting Requirement	Simple Majority
Attachments	**Attachment 10.1.1 -** Unconfirmed Minutes of the Bush Fire Advisory Committee Meeting held 5 October 2026 **Attachment 10.1.2 -** Wheatbelt Connect Furnihurst Supporting Documents

BRIEF SUMMARY

This report presents the unconfirmed Minutes of the Bush Fire Advisory Committee (BFAC) meeting held on 5 October 2026 and seeks Council's consideration of the three recommendations made by the Committee, relating to a firebreak variation for the Wheatbelt Connect Furnihurst carbon project, a request to the Department of Fire and Emergency Services (DFES) regarding plantation guidelines, and the Committee's investment priorities for Western Power funding.

BACKGROUND

The BFAC is established under section 67 of the *Bush Fires Act 1954* to advise the Shire on all matters relating to the prevention, control and extinguishment of bush fires. The Committee met in the Council Chambers on Monday 5 October 2026, commencing at 6:50pm and closing at 10:00pm. The meeting was attended by the Shire President Cr Russel Thomson, Cr Ian Garstone, the Chief Bush Fire Control Officer (CBFCO), Deputy CBFCO, both Senior Fire Control Officers, Brigade representatives and Shire staff. Apologies were received from the Cartmeticup and Glencoe Brigade Captains.

Mr Murray Crane of Wheatbelt Connect presented to the Committee on the Furnihurst carbon project, and Ms Stacey Sinclair of DFES attended as a visitor. The unconfirmed Minutes are provided at **Attachment 10.1.1.**

The Committee made the following recommendations to Council:

- That Council grant a variation/exemption to the firebreak requirements to Wheatbelt Connect for the Furnihurst project for the 2026/2027 fire season, being the current firebreaks (6m/6m/3m) as established under the original firebreak plan, with the matter reviewed prior to the 2027/2028 fire season (Item 5).
- That the Shire write to DFES requesting a variation to the plantation guidelines (Item 5).
- That the investment priorities for Western Power funding be tillage equipment and a water tanker (Item 8.16).

COMMENT

Wheatbelt Connect: Furnihurst Project Firebreak Variation

The Furnihurst project covers 129 hectares within the Shire (399 hectares in the Shire of Wagin), planted in July and August 2026 with approximately 258,000 seedlings of mixed mallee and environmental species at around 450 stems per hectare. The plantation is located on land degraded by salt and waterlogging, with a mature height of 5 to 10 metres and a target canopy cover of 20% to meet Clean Energy Regulator requirements.

The Shire's Fire Break Notice requires 15m firebreaks on plantation boundaries and roads, internal firebreaks of 6m (compartments up to 30 hectares) or 10m (over 30 hectares), and a 5m trafficable surface. Wheatbelt Connect advised that these widths are typically designed for bluegum and pine plantations planted at 1,000 to 1,500 stems per hectare. The project's firebreaks were established under its original firebreak plan, which Wheatbelt Connect advised was based on the DFES Guidelines for Plantation Fire Protection (6m external firebreaks, 6m internal firebreaks and a 3m trafficable surface). It is noted that

the Guidelines specify 6m external and internal firebreaks for mallee plantings of up to 20% canopy cover, and a 3m trafficable surface. The 15m external firebreak applies to bluegum and pine plantations. Supporting documentation is provided at **Attachment 10.1.2**.

Council granted development approval for the project on 17 March 2026. The approval requires firebreaks to be in line with the approved Bushfire Management Plan, the Fire Break Notice and the DFES Guidelines. The approved plan (15 May 2026) shows 15m external, 5m perimeter and 6m compartment firebreaks, unless otherwise agreed with the Shire. The firebreaks on the ground follow the original plan, not the approved plan. If the variation is granted, Wheatbelt Connect will need to provide an updated firebreak plan for the Shire's records.

Wheatbelt Connect submitted its request for a variation on 1 October 2026, in accordance with the timeframe specified in the Fire Break Notice. The landowner, Mr Greg Ball, has also written in support of the request (**Attachment 10.1.2**) and advises 3m graded firebreaks are in place. Wheatbelt Connect has requested agreement that the current firebreaks are acceptable for 2026/2027, noting that fuel loads are presently lower than a typical cropping system (seedlings only, with mounding works having removed significant fuel). It has also sought agreement on a practical firebreak requirement for future years, or a timeline for that decision, so firebreaks can be installed before the 2027/2028 fire season. Mr Crane advised that the Darkan project was approved on the same basis.

The CESM advised the Committee that the DFES guidelines apply in part but are not a one size fits all approach. The Committee unanimously supported a one year variation retaining the current firebreaks, with the matter to be reviewed for future seasons. The officer recommendation reflects this, limited to the 2026/2027 fire season and conditional on the firebreaks being inspected by the CESM or an FCO, an updated firebreak plan being provided, and the firebreaks being maintained clear of flammable material in accordance with the remaining requirements of the Fire Break Notice.

The BFAC has agreed to meet on Wednesday 17 February 2027 to review the Fire Break Notice, including definitions for plantations, uninhabited buildings, standalone power systems and solar arrays. This provides an appropriate forum to settle a longer term plantation firebreak standard before the 2027/2028 Fire Break Notice is presented to Council.

Request to DFES

The Committee recommended that the Shire write to DFES requesting a variation to the plantation guidelines. It is proposed that the letter seek DFES advice on the application of the *Guidelines for Plantation Fire Protection* to low density mallee and environmental carbon plantings, which will inform the February 2027 review of the Fire Break Notice.

Western Power Funding: Investment Priorities

Western Power funding is currently open. The Committee supported tillage equipment (an offset disc or speed tiller) and a water tanker as its investment priorities, with the water tanker identified as the higher priority. It was noted that a speed tiller is the better option but carries higher upkeep costs. Any funding application will be coordinated through the CESM or Chief Executive Officer.

Other Matters Noted

The following operational matters were also raised and are provided for Council's information:

- COMCEN has advised that no incident reporting has been completed for the Shire of Woodanilling. Incident reports must be completed by FCOs, with the person in charge of a fire required to log the incident with COMCEN.
- FCOs are required to meet minimum training requirements by February 2027, with the Shire to work progressively towards the State training requirements (approximately 13 hours over 12 months).
- Town firebreak enforcement will be strengthened, with inspections to be completed before 15 November 2026, a reminder notice to town residents and messaging on the electronic billboard and in the Woody Wongi.

- Conditions are dry, with most dams in the east of the Shire empty. Approximately 500,000 litres is held in tanks, with the tank behind the Town Hall to be held in reserve for firefighting. A water resources list is to be prepared for brigades.
- 2026/2027 is the CBFCO's final year, with additional responsibilities to be delegated to the Deputy CBFCO and Senior Fire Control Officers.
- Beaufort/Kenmare, Boyerine/Westwood, Cartmeticup and Woodanilling Central Brigades each received a $2,000 donation from the Narrogin Op Shop.
- $9,770 is available for pump trailers, with quotes to be sourced for next season.

STATUTORY/LEGAL IMPLICATIONS

Section 33 of the *Bush Fires Act 1954* empowers a local government to require owners and occupiers of land to install and maintain firebreaks of such dimensions and at such places as the local government determines and specifies in its notice. The Shire's requirements are set out in the Shire of Woodanilling Fire Break Notice 2026/2027, presented to Council at its Ordinary Meeting held 18 August 2026.

Section 67 of the *Bush Fires Act 1954* provides for the appointment of a bush fire advisory committee to advise the local government regarding all matters relating to the preventing, controlling and extinguishing of bush fires. The Committee's recommendations are advisory and require a resolution of Council to take effect.

POLICY IMPLICATIONS

There are no Council Policies applicable to this item. The DFES *Guidelines for Plantation Fire Protection* are guidelines only and are not binding on the Shire.

FINANCIAL IMPLICATIONS

There are no direct financial implications arising from the firebreak variation or the letter to DFES. Any application for Western Power funding will be prepared within existing resources. Should a grant be successful, any Shire co-contribution or ongoing maintenance and insurance costs associated with the equipment will be presented to Council for consideration through the budget process.

STRATEGIC IMPLICATIONS

The Committee's recommendations support the Shire's bushfire preparedness and align with Goal 4 of the Strategic Community Plan (Mitigate the impact of natural events), which includes conducting fire hazard mitigation (including firebreaks) and equipment inspections, supporting the training of local emergency service volunteers, and applying for grant funding where possible.

CONSULTATION/COMMUNICATION

- Bush Fire Advisory Committee
- Community Emergency Services Manager
- Wheatbelt Connect
- Department of Fire and Emergency Services (in attendance at the BFAC meeting)

RISK MANAGEMENT

There is a risk that reduced firebreak widths at the Furnihurst project could contribute to the spread of a fire, and that the variation may be seen as a precedent for other plantations within the area. This risk is mitigated by the low fuel load of the newly planted seedlings, the variation being limited to the 2026/2027 fire season, inspection of the firebreaks and the review of plantation firebreak requirements scheduled before the 2027/2028 season. The residual risk is assessed as "Moderate" (Unlikely/Major) as reflected below.

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

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)

VOTING REQUIREMENTS

Simple Majority.

OFFICER'S RECOMMENDATION

That Council:

1. Receives the unconfirmed Minutes of the Bush Fire Advisory Committee meeting held 5 October 2026, as presented at **Attachment 10.1.1**.

2. In accordance with section 33 of the Bush Fires Act 1954, grants Wheatbelt Connect a variation to the plantation firebreak requirements of the Shire of Woodanilling Fire Break Notice for the Furnihurst project, for the 2026/2027 fire season only, permitting the firebreaks currently established under the original firebreak plan (6m external, 6m internal and 3m trafficable surface), subject to the firebreaks being inspected by the Community Emergency Services Manager or a Fire Control Officer, Wheatbelt Connect providing an updated firebreak plan, and the firebreaks being maintained in accordance with all other requirements of the Fire Break Notice.

3. Notes that the plantation firebreak requirements for the Furnihurst project will be reviewed by the Bush Fire Advisory Committee prior to the 2027/2028 fire season.

4. Requests the Chief Executive Officer write to the Department of Fire and Emergency Services seeking a variation to, or advice on the application of, the Guidelines for Plantation Fire Protection for low density mallee and environmental plantings.

5. Endorses the Bush Fire Advisory Committee's investment priorities for Western Power funding, being a water tanker (higher priority) and tillage equipment.

COUNCIL RESOLUTION – 10.1. BUSH FIRE ADVISORY COMMITTEE MEETING HELD 5 OCTOBER 2026 (OCM 586/10/2026)

Moved: Cr Marshall
Seconded: Cr Garstone

That Council:

1. Receives the unconfirmed Minutes of the Bush Fire Advisory Committee meeting held 5 October 2026, as presented at Attachment 10.1.1.
2. In accordance with section 33 of the Bush Fires Act 1954, grants Wheatbelt Connect a variation to the plantation firebreak requirements of the Shire of Woodanilling Fire Break Notice for the Furnihurst project, for the 2026/2027 fire season only, permitting the firebreaks currently established under the original firebreak plan (6m external, 6m internal and 3m trafficable surface), subject to the firebreaks being inspected by the Community Emergency Services Manager or a Fire Control Officer, Wheatbelt Connect providing an updated firebreak plan, and the firebreaks being maintained in accordance with all other requirements of the Fire Break Notice.
3. Notes that the plantation firebreak requirements for the Furnihurst project will be reviewed by the Bush Fire Advisory Committee prior to the 2027/2028 fire season.
4. Requests the Chief Executive Officer write to the Department of Fire and Emergency Services seeking a variation to, or advice on the application of, the Guidelines for Plantation Fire Protection for low density mallee and environmental plantings.
5. Endorses the Bush Fire Advisory Committee's investment priorities for Western Power funding, being a water tanker (higher priority) and tillage equipment.

CARRIED 6/0

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

11. REPORTS OF OFFICERS

Nil.

12. REGULATORY SERVICES

Nil.

13. CORPORATE SERVICES

13.1. LIST OF ACCOUNTS FOR PAYMENT – 30 SEPTEMBER 2026

File Reference	ADM0066
Date of Report	13 October 2026
Responsible Officer	Signe Balodis, 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 *Local Government Act 1995.*
Voting Requirement	Simple Majority
Attachments	**Attachment 13.1.1** – List of Accounts for Payment – 30 September 2026

BRIEF SUMMARY

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

Payment Type	Account Type	Amount $
Automatic Payment Deductions (Direct Debits & BPay.	Municipal	$29,606.80
Cheque Payments:	Municipal	
EFT Payments #8435 to #8461	Municipal	$178,400.56
Sub Total	**Municipal**	**$208,007.36**
Payments	**Trust**	$0.00
Payments	**Reserve**	$0.00
Totals		**$208,007.36**

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 $208,007.36 paid under delegated authority in accordance with Regulation 13(1) of the *Local Government (Financial Management) Regulations 1996* for the period ended 30 September 2026, as contained within **Attachment 13.1.1.**

COUNCIL RESOLUTION – 13.1. LIST OF ACCOUNTS FOR PAYMENT – 30 SEPTEMBER 2026 (OCM 587/10/2026)
Moved: Cr Vermeulen
Seconded: Cr Stephens

That Council accepts the list of accounts and details of the credit card amounts, totalling $208,007.36 paid under delegated authority in accordance with Regulation 13(1) of the Local Government (Financial Management) Regulations 1996 for the period ended 30 September 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 SEPTEMBER 2026

File Reference	ADM0066
Date of Report	12 October 2026
Responsible Officer	Signe Balodis, 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 *Local Government Act 1995.*
Voting Requirement	Simple Majority
Attachments	**Attachment 13.2.1** – Monthly Financial Report 30 September 2026

BRIEF SUMMARY

The Monthly Financial Report for period ending 30 September 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 September 2026 shows a closing surplus of $2,225,088.

The opening surplus brought forward from 2025-2026 is still subject to changes from any audit adjustments.

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 Accountant. Responsible Officers are also required to review their particular line items for anomalies each month, with a major review required by law, between 1 February and 28 March of each year pursuant to the *Local Government (Financial Management) Regulations 1996* (Regulation 33A).

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

STRATEGIC IMPLICATIONS

THEME 3

Governance

OBJECTIVES

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

STRATEGIES

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

CONSULTATION/COMMUNICATION

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

RISK MANAGEMENT

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

Consequence 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 receive the Monthly Financial Report for the period of 30 September 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 SEPTEMBER 2026 (OCM 588/10/2026)

Moved: Cr Vermeulen
Seconded: Cr Stephens

That Council receive the Monthly Financial Report for the period of 30 September 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 LATE ITEM – AMENDMENT AND RE-ADOPTION OF THE 2026-2027 SCHEDULE OF FEES AND CHARGES

File Reference	ADM0088
Date of Report	20 October 2026
Responsible Officer	Signe Balodis, Chief Executive Officer
Author of Report	Signe Balodis, 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 *Local Government Act 1995*.
Voting Requirement	Absolute Majority
Attachments	**Attachment 13.3.1** – Amended Schedule of Fees and Charges 2026-2027 (corrections highlighted) **Attachment 13.3.2** – Amended Schedule of Fees and Charges 2026-2027 (effective 9 November 2026)

REASON FOR LATE ITEM

The errors set out in this report were identified and confirmed with the Shire's Financial Accountant after the agenda for this meeting was issued. Dealing with the matter at this meeting allows the corrected Schedule of Fees and Charges to be advertised and published without further delay, so that customers are charged the correct fees.

BRIEF SUMMARY

A review of the 2026-2027 Schedule of Fees and Charges, adopted at the Special Council Meeting held on 27 August 2026, has identified errors in six areas of the Schedule. Three fees show different amounts in the GST exclusive and GST inclusive columns, one fee has an incorrect GST split, and a number of lines cite the wrong section of the Local Government Act 1995. Council is asked to amend the Schedule to correct these errors and to re-adopt the Schedule in full, so there is no doubt about the fees that apply.

BACKGROUND

At the Special Council Meeting held on 27 August 2026, Council resolved (resolution OCM 578/08/2026, carried 5/0):

> *"That Council, pursuant to Section 6.16 of the Local Government Act 1995, adopts the fees and charges, as listed in the Schedule of Fees and Charges for 2026-2027, and incorporates the Schedule of Fees and Charges into its 2026-2027 annual budget."*

The Schedule adopted was Attachment 8.6.1 to that meeting. The same Schedule is reproduced in the adopted 2026-2027 Annual Budget.

In preparing the Schedule for publication on the Shire's website, the errors below were identified. They were referred to the Shire's Financial Accountant, who confirmed each error and advised that the full Schedule be taken back to Council for re-adoption. The health fees were reviewed by the Environmental Health Officer during the preparation of the Schedule. The errors arose when those amounts were transferred into the Schedule and when cells were copied in the spreadsheet.

COMMENT

The following corrections are proposed. All other fees and charges remain as adopted on 27 August 2026. Each correction is highlighted in **Attachment 13.3.1**.

Fee or line	As adopted	Correction	Reason
1. Food Business Notification Fee (plus Assessment Fee)	$100.00 excl. GST, $50.00 incl. GST (GST exempt)	$100.00 incl. GST	GST inclusive column was not updated to the amount set by the EHO. No GST applies, so both columns must match.
2. WA Health Department Administration Fee	$102.00 excl. GST, $120.00 incl. GST (GST exempt)	$102.00 incl. GST	Typing error in the GST inclusive column. No GST applies, so both columns must match.

Fee or line	As adopted	Correction	Reason
3. Local Government Report Fee to DOH for onsite effluent disposal	$123.00 excl. GST, $118.00 incl. GST (GST exempt)	$123.00 incl. GST	Typing error in the GST inclusive column. No GST applies, so both columns must match.
4. Food Business lines (7 lines)	LG Act 1995 – Sections 6.17 to 6.24	LG Act 1995 – Section 6.16	Spreadsheet copying error. Section 6.16 is the power to impose fees, as shown in the 2025-2026 Schedule.
5. Woodanilling Recreation Centre (Oval and Building) lines (13 lines)	LG Act 1995 – Sections 6.17 to 6.29	LG Act 1995 – Section 6.16	Spreadsheet copying error, as above.
6. Replacement Access key card for controlled standpipes	$27.27 + $5.73 GST = $33.00	$30.00 + $3.00 GST = $33.00	GST was calculated incorrectly. The fee charged does not change.

Corrections 4, 5 and 6 do not change the amount any customer pays. Corrections 1, 2 and 3 change the amount charged, as follows:

Fee	Amount currently charged	Amount from Monday 9 November 2026
Food Business Notification Fee (plus Assessment Fee)	$50.00	$100.00
WA Health Department Administration Fee	$120.00	$102.00
Local Government Report Fee to DOH for onsite effluent disposal	$118.00	$123.00

Because these three fees change after the budget was adopted, section 6.19 of the Local Government Act 1995 requires local public notice of the intention to impose the amended fees and the date from which they will apply, before they are introduced. It is proposed that the amended fees apply from Monday 9 November 2026, which allows local public notice to be given for at least 7 days. The fees as adopted on 27 August 2026 continue to apply until that date. No refunds or additional charges are proposed for transactions before that date.

Re-adopting the full Schedule, rather than amending individual lines, is recommended by the Shire's Financial Accountant. It provides a single, complete Schedule for 2026-2027 that can be published on the Shire's website and relied on by staff and the community.

STATUTORY/LEGAL IMPLICATIONS

Local Government Act 1995

Sections 6.16 to 6.19 of the *Local Government Act 1995* govern how a local government may impose fees and charges for the provision of goods or services. The sections relevant to this item state:

6.16. Imposition of fees and charges

(1) A local government may impose and recover a fee or charge for any goods or service it provides or proposes to provide, other than a service for which a service charge is imposed.*

**** Absolute majority required.***

(3) Fees and charges are to be imposed when adopting the annual budget but may be —

(a) imposed during a financial year; and*

(b) amended from time to time during a financial year.*

**** Absolute majority required.***

6.18. Effect of other written laws

(1) If the amount of a fee or charge for a service or for goods is determined under another written law a local government may not —

(a) determine an amount that is inconsistent with the amount determined under the other written law; or

(b) charge a fee or charge in addition to the amount determined by or under the other written law.

6.19. Local government to give notice of fees and charges

If a local government wishes to impose any fees or charges under this Subdivision after the annual budget has been adopted it must, before introducing the fees or charges, give local public notice of —

(a) its intention to do so; and

(b) the date from which it is proposed the fees or charges will be imposed.

Under section 1.7 of the Act, local public notice must be published on the Shire's official website and given in at least three of the ways prescribed in regulation 3A of the *Local Government (Administration) Regulations 1996*. Where the Act does not set a period, the notice must be published on the website, and on any notice board or social media used, for at least 7 days. It is proposed that notice be given on the Shire's website, on the notice board at the Shire Administration Office, on the Shire's social media account, and in the Woody Wongi.

Local Government (Administration) Regulations 1996 – regulation 3A (local public notice).

Local Government (Financial Management) Regulations 1996.

POLICY IMPLICATIONS

There is no Council Policy relevant to this item.

FINANCIAL IMPLICATIONS

The corrections have no material effect on the adopted 2026-2027 Annual Budget. The Food Business Notification Fee increases by $50.00 and the Local Government Report Fee increases by $5.00 per application. The WA Health Department Administration Fee decreases by $18.00 per application. The number of these transactions each year is small.

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.

The amendment and re-adoption of the 2026–2027 Schedule of Fees and Charges supports legislative compliance, transparency and accountability by ensuring the Shire's adopted fees and charges are accurate and consistent with statutory requirements.

CONSULTATION/COMMUNICATION

The Shire's Financial Accountant, Darren Long of DL Consulting, and the Shire's finance staff have been consulted. The health fees were reviewed by the Environmental Health Officer during the preparation of the 2026-2027 Schedule. Once adopted, local public notice will be given as set out above, and the amended Schedule will be published on the Shire's website.

RISK MANAGEMENT

The risk in relation to this matter is assessed as "Moderate" on the basis that, if the errors are not corrected, the Shire would continue to publish a Schedule containing inconsistent fees. This may result in customers being charged incorrect amounts and in fees that are open to challenge. The risk identified would be failure to fulfil statutory regulations or compliance requirements, and reputational damage.

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

VOTING REQUIREMENTS

Absolute Majority

OFFICER'S RECOMMENDATION

That Council, by absolute majority:

1. Notes the errors identified in the 2026-2027 Schedule of Fees and Charges adopted at the Special Council Meeting held on 27 August 2026 (resolution OCM 578/08/2026), as set out in this report.
2. Pursuant to section 6.16(3)(b) of the *Local Government Act 1995*, amends the 2026-2027 Schedule of Fees and Charges as shown in **Attachment 13.3.1**, and re-adopts the 2026-2027 Schedule of Fees and Charges as amended, as shown in **Attachment 13.3.2**, with effect from Monday 9 November 2026.
3. Pursuant to section 6.19 of the *Local Government Act 1995*, gives local public notice of its intention to impose the amended fees and charges and that they will be imposed from Monday 9 November 2026.
4. Notes that the amended 2026-2027 Schedule of Fees and Charges will be published on the Shire's website.

COUNCIL RESOLUTION - 13.3 ACCEPTANCE OF LATE ITEM (OCM 589/10/2026)
Moved: Cr Marshall
Seconded: Cr Trimming

That Council accepts Late Item 13.3 for consideration at this meeting.

CARRIED 6/0

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

COUNCIL RESOLUTION - 13.3 LATE ITEM - AMENDMENT AND RE-ADOPTION OF THE 2026-2027 SCHEDULE OF FEES AND CHARGES (OCM 590/10/2026)
Moved: Cr Marshall
Seconded: Cr Trimming

That Council, by absolute majority:
1. Notes the errors identified in the 2026-2027 Schedule of Fees and Charges adopted at the Special Council Meeting held on 27 August 2026 (resolution OCM 578/08/2026), as set out in this report.
2. Pursuant to section 6.16(3)(b) of the Local Government Act 1995, amends the 2026-2027 Schedule of Fees and Charges as shown in Attachment 13.3.1, and re-adopts the 2026-2027 Schedule of Fees and Charges as amended, as shown in Attachment 13.3.2, with effect from Monday 9 November 2026.
3. Pursuant to section 6.19 of the Local Government Act 1995, gives local public notice of its intention to impose the amended fees and charges and that they will be imposed from Monday 9 November 2026.
4. Notes that the amended 2026-2027 Schedule of Fees and Charges will be published on the Shire's website.

CARRIED BY ABSOLUTE MAJORITY 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.

16. CONFIDENTIAL REPORTS

Nil.

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

Nil.

18. MOTIONS WITHOUT NOTICE BY PERMISSION OF THE COUNCIL

Nil.

19. CLOSURE OF MEETING

There being no further business, the Presiding Member declared the meeting closed at 5.12pm.

Presiding Member - Cr Russel Thomson OAM

Date:_____