SHIRE OF WOODANILLING

ORDINARY MEETING OF COUNCIL Agenda 17 November 2026

Dear Elected Member
The next Ordinary Meeting of Council of the Shire of Woodanilling will be held on 17 November 2026 in the Council Chambers, 3316 Robinson Road, Woodanilling commencing at 5.00p.m.

Signe Balodis
CHIEF EXECUTIVE OFFICER

Disclaimer
The recommendations contained in the Agenda 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 AGENDA

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:	
Signe Balodis	Chief Executive Officer
Peter Vlahov	Manager Works and Services
Ciara Whitmore	Customer Service and Corporate Support Officer
Jarrad Blair	Manager Corporate Services
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

Nil.

8. CONFIRMATION OF COUNCIL MEETING MINUTES

8.1. ORDINARY MEETING OF COUNCIL HELD 20 OCTOBER 2026

That the Minutes of the Ordinary Meeting of Council held 20 October 2026 be confirmed as a true and correct record of proceedings.

9. RECEIVAL OF OTHER MEETING MINUTES

9.1. GREAT SOUTHERN VROC EXECUTIVE MEETING HELD 29 OCTOBER 2026

That the Minutes of the Great Southern VROC Executive Meeting held 29 October 2026 be received by Council.

10. RECOMMENDATIONS FROM COMMITTEE

Nil.

11. REPORTS OF OFFICERS

12. REGULATORY SERVICES

12.1. PROPOSED REDEVELOPMENT OF WOODANILLING TAVERN AND PROPOSED TOURIST ACCOMMODATION – LOTS 61, 62 & 350 (NO. 861) BURT ROAD & LOT 50 (NO. 3315) ROBINSON ROAD, WOODANILLING

File Reference	A227
Date of Report	10 November 2026
Responsible Officer	Signe Balodis, Chief Executive Officer
Author of Report	Steve Thompson, Senior Partner, Edge Planning & Property
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 *Local Government Act 1995*).
Voting Requirement	Simple Majority
Attachments	Attachment 12.1.1 – Design drawings Attachment 12.1.2 – Design report Attachment 12.1.3 – Feature survey Attachment 12.1.4 – Bushfire BAL Report

	Attachment 12.1.5 – Site Soil Evaluation Attachment 12.1.6 – Structural report Attachment 12.1.7 – Geotechnical report Attachment 12.1.8 – Wastewater site plan *Attachment 12.1.9 – Shire of Woodanilling Local Planning Scheme No. 1* Map Attachment 12.1.10 – Extract of *Planning and Development (Local Planning Schemes) Regulations 2015*

BRIEF SUMMARY

To consider an application for development approval to renovate the ground floor of the Woodanilling Tavern and construct 25 short-stay accommodation units (tourist accommodation) at Lots 61, 62 and 350 Burt Road and Lot 50 Robinson Road, Woodanilling.

BACKGROUND

The Shire has received a Development Application for tourist accommodation. In particular, the development proposes to renovate the ground floor of the existing Woodanilling tavern as well as construct 25 modular accommodation units, along with associated landscaping, sealed parking and on-site sewage disposal treatment. Details submitted with the application are set out in Attachments 12.1.1 to 12.1.8, which provide background information.

The site:

- Is located in the town centre;
- Has a combined area of 5748m^2;
- Contains the Woodanilling Tavern and an outbuilding on Lot 350; and
- Contains two dwellings on Lot 50, facing Robinson Road, which are proposed to be demolished. Neither dwelling is on the Shire of Woodanilling Heritage List.

All lots are zoned 'Commercial' in the *Shire of Woodanilling Local Planning Scheme No. 1* (the Scheme). The Scheme Map is provided in Attachment 12.1.9. Key sections of the Scheme include:

- Clause 3.2 states the following objective for the Commercial zone: 'To provide for retail shopping, office and commercial development, and social, recreational and community activities servicing the town as a whole';
- Table 1 Zoning Table - sets out that 'Tourist Accommodation' is an 'A' use (advertising required) in the Commercial zone;
- Table 2 outlines for 'tavern/hotel' that setbacks are to be determined by the local government in each particular case; and
- The Scheme defines 'tourist accommodation' as 'means development and associated tourism uses such as retailing and services, where such uses are an integral part of the development and are of a scale appropriate to the needs of the development.'

Tourist accommodation is a commercial use and accordingly the proposed use is consistent with the Commercial zone objective. The proposed development is consistent with Scheme setbacks and standards.

Tourist (short-stay) accommodation operators are bound to comply with various levels of State Government and local government legislation.

The site is located within a Bush Fire Prone Area as set out at https://maps.slip.wa.gov.au/landgate/bushfireprone/.

Attachment 12.1.10 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.

COMMENT

Overview

It is recommended that Council approve the Development Application subject to conditions. This follows assessment against the State and local planning framework, the site context and site features, internal comments and other available information. It is noted:

- It is consistent with the planning framework;
- The proposed 'tourist accommodation' use is consistent with the objectives and purposes of the Commercial Zone in the Scheme;
- Bushfire risks are modest noting the assigned BAL-12.5 and risks can also be mitigated through preparation and implementation of a Bushfire Emergency Plan;
- It supports diversifying and growing the local economy, bolstering investment, job creation and supports tourism along with supporting the reopening and feasibility of the tavern;
- The development is considered compatible with the setting in terms of height, bulk, scale, orientation and appearance, and will not adversely detract from the character and amenity of the area;
- While traffic numbers will increase, traffic can be accommodated on local roads;
- There is adequate on-site car parking to support the development along with generous on-street parking;
- There are minimal environmental impacts if noise is effectively managed;
- Following extensive consultation, only one submission was received which has been withdrawn. It can only be assumed there is community and stakeholder support to the application;
- There are no objections from other Shire officers; and
- Development conditions can assist to control the use and management of the development.

While noting the above, there are various issues associated with the development which should be considered by the Council in determining the Development Application. Some of these issues are outlined below.

Setbacks

Table 2 of the Scheme outlines standards for hotel/tavern. The Scheme does not however, identify specific setback requirements for tourist accommodation or for other development within the Commercial zone.

The submitted plans (Attachment 12.1.1) show a generous setback for the tourist accommodation from the front (Burt Road) boundary and the tourist accommodation is located behind the tavern. The setback to the eastern boundary is 1.59m which is considered suitable adjoining Shire housing. The proposed 4.65m setback from the Robinson Road frontage is also considered suitable for a Commercial zoned property.

Car Parking

The Scheme does not set out parking provisions for tourist accommodation, and the Council has no planning policy on car parking standards.

Given the tavern is being redeveloped with modest changes in floor area, it is suggested that no additional parking is required for the tavern. Tavern parking will largely occur on street in Burt Road.

The applicant proposes 26 sealed car bays for the tourist accommodation. This is considered sufficient noting possible occupancy rates and that there is also generous on-street parking in Burt Road and Robinson Road.

Landscaping

Attachment 12.1.1 shows a generous amount of open space and landscaping at approximately 47% of the site. A large part of this, in the northern section, is to treat and dispose of sewage on-site.

Table 2 of the Scheme specifies that a minimum of 10% of a site is required to be set aside for landscaping for a hotel/tavern.

The applicant has advised that high-quality landscaping will be a feature of the development. It is recommended that a landscaping plan be prepared and implemented as a condition of development approval.

Building design and external appearance

The submitted plans outline detail the development is designed to a high standard using a range of materials and extensive landscaped areas. The single storey units have high pitched roofs and verandahs that complement the heritage values of the tavern.

The development will have a unified appearance when viewed from both Burt Road and Robinson Road.

On-site sewage disposal

A Site Soil Evaluation, geotechnical report and wastewater site plan are provided in Attachments 12.1.5, 12.1.7 and 12.1.8. These reports conclude that there is suitable ground conditions and sufficient area to treat and dispose of sewage on-site. The Shire referred the Development Application to the Department of Health for comment. At the time of preparing this report, the Department has not provided its comments. Subject to Council's decision on the Development Application, there will be a separate requirement to gain Department of Health approval for on-site sewage disposal.

Servicing

The development is required to be suitably serviced prior to occupation which is addressed in various conditions along with other legislation and guidelines from servicing authorities. This includes impervious areas are suitably drained, parking and vehicle access are sealed, and the development is connected to required services. The applicant is required to address requirements of agencies such as Water Corporation and Western Power.

Amenity and noise

The proposed tourist accommodation is located in the town centre. If appropriately managed, the impacts of the tourist accommodation are compatible in the town centre. There are several recommended development conditions that seek to address amenity including controlling lighting and noise.

The *Environmental Protection (Noise) Regulations 1997* apply to the site (and throughout Western Australia). Should written complaints on noise be received in the future, the Shire will separately investigate.

Effective management of the tourist accommodation

There are several recommended development conditions that seek to minimise land use impacts and encourage appropriate neighbourly relations. This includes a recommended condition requiring the applicant to prepare, gain approval and effectively implement a Management Plan.

The Management Plan, amongst matters, should address visitor behaviour and other relevant management measures to avoid adverse impacts on the area's amenity including:

- Quiet hours for guests;
- Guest and vehicle limits;
- Clear parking instructions including no parking on neighbouring verges or across driveways;
- Nominated contact person for neighbour concerns;
- Regular cleaning and property inspections;
- Regular garden and maintenance schedule; and
- Clear bin and waste management procedures.

Heritage

The tavern is included on the Council's Heritage List. The proposed internal renovations and enhancements are supported. The proposed external changes, such as an alfresco, beer garden and new large folding door, are considered sympathetic with the heritage values.

The building on Lot 51 (No. 3313) Robinson Road (corner Burt Road/Robinson Road) is also on the Council's Heritage List (Richardson & Co Store). The application does not include Lot 51. The proposed development is considered sympathetic to the heritage values of the building.

The development does propose to demolish two dwellings on Lot 50, facing Robinson Road. The western dwelling is older compared to the eastern dwelling. The western dwelling, in particular, adds to the amenity of the area. Neither building is on the Council's Heritage List. Accordingly, there is no planning/statutory requirement or objection to demolish these two dwellings, especially when balanced with other components of the Development Application.

Signage

No details of signage have been provided at this stage. Subject to Council's decision on this Development Application, signage will be separately progressed.

Other approvals

Subject to the Council's decision on the Development Application, there are additional health, building and liquor licensing approvals to later address.

Conclusion

The proposal aims to renovate the ground floor of the tavern and build 25 new short-stay (tourist) accommodation units in the Woodanilling town centre. If approved and implemented, it will bolster tourism and accommodation. The proposed development complies with the planning framework. If appropriately managed, the development will enhance and strengthen the town centre and local economy. There will be a need for ongoing effective management of guests.

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 12.1.10 is an extract from the Regulations.

Shire of Woodanilling Local Planning Scheme No. 1

POLICY IMPLICATIONS

Nil in terms of local policies. Local Planning Policies are non-statutory documents which provide guidance to assist the Council in its decision making.

Relevant State Planning Policies (SPP) have been considered including *SPP 2.9 Water, SPP 3.5 Historic Heritage Conservation, SPP 3.7 Bushfire, SPP 5.4 Road and Rail Noise* and *SPP 7.0 Design of the Built Environment.*

FINANCIAL IMPLICATIONS

The applicant has paid the Development Application fee. All costs associated with the development will be borne by the applicant. Should the applicant be aggrieved by Council's decision, the applicant may seek a review of that decision or conditions through the State Administrative Tribunal. If this occurred, there would be financial implications due to legal costs. Accordingly, any Council decision needs to be based on planning grounds.

STRATEGIC IMPLICATIONS

Nil

CONSULTATION/COMMUNICATION

The Shire was required to publicly advertise the Development Application given 'tourist accommodation' is an 'A' use in the Commercial zone. The Shire administration invited comment on the Development Application for a 42 day period from neighbours, the community, stakeholders and State Government agencies. This occurred through placing details on the website, Facebook, locally circulating newspaper, providing details at the Shire, and writing to neighbours and government agencies. Comments were also sought from relevant Shire officers.

The Shire received one submission, however the submitter has requested the submission be withdrawn.

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 Scheme objectives. Therefore, it is assessed that the risk is "Low" as reflected below.

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 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 the renovation of the ground floor level of the Woodanilling Tavern, 25 new tourist accommodation units and associated works at Lots 61, 62 and 350 Burt Road and Lot 50 Robinson Road, Woodanilling 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 plans and these shall not be altered and/or modified without the prior knowledge and written consent of the local government.

2. This development approval shall lapse and be of no further effect if the development hereby permitted has not been substantially commenced within 3 years of the date hereof. Where the Development Approval has lapsed, no further development is to be carried out.

3. Prior to lodging an application for a Building Permit, a detailed landscaping plan must be submitted to and approved by the local government. Following this, the approved landscaping plan to be implemented prior to

occupation of the development to the satisfaction of the local government and maintained on an ongoing basis to the satisfaction of the local government.

4. Prior to occupation of the development, the crossovers, vehicle access ways, car parking and loading area(s), shown on the approved site plan, including the provision of universally accessible (disabled) car parking, are to be constructed (sealed), drained, and line marked to the satisfaction of the local government. All of these areas are to be available and maintained for their approved purpose on an ongoing basis to the satisfaction of the local government.

5. Prior to lodging an application for a Building Permit, the applicant must submit and have approved by the local government, and thereafter implement to the satisfaction of the local government, a Construction Management Plan addressing the following matters:

    i) How materials and equipment will be delivered and removed from the site;
    ii) How materials and equipment will be stored on the site;
    iii) Parking arrangements for contractors;
    iv) Construction waste disposal strategy and location of waste disposal bins;
    v) Other matters likely to impact on the surrounding properties.

6. A Waste Management Plan is submitted to and approved by the local government prior to lodging an application for a Building Permit and thereafter implemented to the satisfaction of the local government. The plan must include the following details to the satisfaction and specification of the local government:

    i) The location of bin storage areas and bin collection areas;
    ii) The number, volume and type of bins, and the type of waste to be placed in the bins;
    iii) Details on the future ongoing management of the bins and the bin storage areas, including cleaning, rotation and moving bins to and from the bin collection areas; and
    iv) Frequency of bin collections.

7. All stormwater is to be suitably designed, detained and constructed on the site before connection to the local government's drainage system to the satisfaction to the local government. The works are to be suitably implemented prior to occupation and then maintained to the satisfaction of the local government.

8. The development is to be connected to Water Corporation's reticulated water system prior to occupation.

9. The development is connected to an approved wastewater disposal system(s) to the satisfaction of the local government and the Department of Health prior to a Building Permit being issued.

10. Other than the manager/caretaker and their family, no person is permitted to stay on the property for a period of more than 3 months in any 12-month period.

11. The applicant is to submit and gain local government approval for a Management Plan, prior to occupation of the tourist accommodation, which addresses the responsibility for the behaviour of clients/visitors and the management measures to be implemented to minimise adverse impacts on the amenity of the locality.

12. A smoke alarm must be installed in the tourist accommodation on or near the ceiling:

    i) in every bedroom; and
    ii) in every corridor or hallway associated with a bedroom or, if there is no corridor or hallway, in an area between the bedrooms and the remainder of the subject building.

13. A system of emergency lighting must be installed in the tourist accommodation to assist evacuation of occupants in the event of fire, and this lighting must:

    i) be activated by a smoke alarm(s) (required by the previous Condition); and
    ii) consist of:
        a) a light incorporated within the smoke alarm(s) itself; or
        b) lighting located within the corridor, hallway or area served by the required smoke alarm(s).

14. The development is constructed in accordance with the assigned BAL-12.5 construction standard in accordance with *AS3959 Construction of Buildings in Bushfire Prone Areas*. The Asset Protection Zone is permanently maintained around the development in accordance with the BAL assessment.

15. A Bushfire Emergency Plan is prepared to the satisfaction of the local government prior to occupation and then suitably implemented to the satisfaction of the local government.

16. The development is not to impact local amenity by reason of noise. As part of this, any air-conditioning plants are located away from the residential boundary where practicable.

17. Any lighting devices are to be positioned and shielded so as not to cause any direct, reflected or incidental light to encroach beyond property boundaries, in accordance with *Australian Standard AS4282*.

Advice Notes:

A) This is not a Building Permit. A Building Permit must be obtained before any site or building works commence.

B) In relation to Condition 9, the approval of on-site wastewater systems must be sought and obtained by the applicant by submitting an application to the Shire of Woodanilling and the Department of Health issuing approval, before a Building Permit can be issued.

C) In relation to Condition 11, the Management Plan is to address matters including:

   i) Address the responsibility for client/visitor behaviour and management measures to be implemented to minimise adverse impact on the amenity of the locality;
   ii) Seek the operation to be a good neighbour and be considerate including noise;
   iii) Restricting the maximum number and type of, and/or managing pets; and
   iv) Parking of vehicles.

D) In relation to Condition 11, the applicant is also to make appropriate arrangements, prior to commencement of the use, outlining how they will advise patrons of the Management Plan. This should include information provided on the website, social media platforms, tourist accommodation booking platforms and in the units.

E) The applicant should ensure that guests (and as relevant their pets) are considerate of neighbours at all times. In particular, activities should be especially low in volume between 9.00pm and 7.00am and are to comply with the *Environmental Protection (Noise) Regulations 1997*.

F) Some signs are exempt from development approval while other signs require a Development Application to the Shire. Please contact the Shire for further details.

G) The applicant should ensure that a suitable Public Liability Insurance Policy is always maintained while the tourist accommodation use is operating.

H) The applicant is advised that the approved development must comply with all relevant provisions of the *Health (Miscellaneous Provisions) Act 1911*, *Food Act 2008, Food Regulations 2009, Public Health Act 2016, Health (Public Buildings) Regulations 1992* and the *Shire of Woodanilling Health Local Laws*.

I) It is recommended that the applicant liaise with a certified Building Practitioner over the level of proposed accessible compliant accommodation units and the developments general compliance with requirements of the *National Construction Code* and other relevant legislation/standards.

J) The property may be impacted by rail freight noise as set out in *State Planning Policy 5.4 Road and Rail Noise* which is outlined at https://www.wa.gov.au/government/publications/state-planning-policy-54-road-and-rail-noise. It is suggested that mitigation measures are reviewed to minimise noise impacts on occupants.

K) It is recommended that the applicant review lot boundaries, existing and proposed service connections and then submits an amalgamation application to the Western Australian Planning Commission. This is to ensure that

wastewater systems and land application areas are on the same lot as the buildings and there are no buildings or structures extending over boundaries.

L) 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.

13. CORPORATE SERVICES

13.1. LIST OF ACCOUNTS FOR PAYMENT – 31 OCTOBER 2026

File Reference	ADM0066
Date of Report	11 November 2026
Responsible Officer	Signe Balodis, Chief Executive Officer
Author of Report	Brooke Dellacqua, Assistant Finance Manager
Disclosure of any Interest	*The Chief Executive Officer declares a financial interest in this item under section 5.70 of the* Local Government Act 1995*, as the list of accounts includes a reimbursement paid to the Chief Executive Officer (EFT8495, $245.42). No other officer involved in the preparation of this report has an interest to declare.*
Voting Requirement	Simple Majority
Attachments	**Attachment 13.1.1** – List of Accounts for Payment – 31 October 2026

BRIEF SUMMARY

The purpose of this report is to present to Council the list of accounts paid, for the month ending 31 October 2026, as required under the *Local Government (Financial Management) Regulations 1996*.

BACKGROUND/COMMENT

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

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

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

Payments up to 31 October 2026

Payment Type	Account Type	Amount $
Automatic Payment Deductions (Direct Debits & BPay)	Municipal	$19,378.54
Cheque Payments	Municipal	$0.00
EFT Payments #8462 to #8516	Municipal	$240,016.80
Sub Total	**Municipal**	**$259,395.34**
Payments	**Trust**	$0.00
Payments	**Reserve**	$0.00
Totals		**$259,395.34**

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 "Low". If Council does not receive the list of accounts paid, the Shire would fail to meet the requirements of regulation 13 of the Local Government (Financial Management) Regulations 1996. This risk is managed by Shire officers providing a full, detailed listing of payments made each month.

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 $259,395.34, paid under delegated authority in accordance with regulation 13(1) of the *Local Government (Financial Management) Regulations 1996* for the period ended 31 October 2026, as contained within **Attachment 13.1.1.**

13.2. MONTHLY FINANCIAL REPORT FOR THE PERIOD ENDING 31 OCTOBER 2026

File Reference	ADM0066
Date of Report	12 November 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 31 October 2026

BRIEF SUMMARY

The Monthly Financial Report for period ending 31 October 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 31 October 2026 shows a closing surplus of $2,042,649.

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 January and 31 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 / 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 receives the Monthly Financial Report for the period ending 31 October 2026, in accordance with section 6.4 of the *Local Government Act 1995* and Regulation 34 of the *Local Government (Financial Management) Regulations 1996* as presented in **Attachment 13.2.1.**

13.3. POL-G01 POLICY FRAMEWORK

File Reference	ADM0019
Date of Report	10 November 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 (Recommendation 1), Absolute Majority (Recommendation 2)
Attachments	Attachment 13.3.1 – POL-G01 Policy Framework Attachment 13.3.2 – POL-G01 Summary of Changes

BRIEF SUMMARY

The purpose of this report is for Council to consider adopting POL-G01 Policy Framework, which replaces Policy 1 Definitions and Policy 88 Policies: Process for Adopting, Amending or Repealing, and to delegate to the Chief Executive Officer (CEO) the power to make administrative amendments to Council Policies.

BACKGROUND

The Shire's policies are held in a single Policy Manual containing 58 policies, 28 of which have not been reviewed since 15 May 2018. A review of the manual identified the following issues:

- Strategic Council matters and internal operational matters, such as workplace smoking and IT use, sit together as Council Policies, so minor operational changes require a Council resolution.
- The contents page contains errors, including a policy listed under the wrong title, a number with no policy, and a listed policy that is not in the manual.
- Several policies refer to position titles that no longer exist under the current organisational structure.
- There is no framework-wide review cycle and no register to track review dates.

Policy 1 and Policy 88 do not provide a framework to address these issues. POL-G01 has been prepared to replace them.

COMMENT

POL-G01 Policy Framework (Attachment 13.3.1) sets out how the Shire develops, approves, publishes and reviews its policy documents. The key elements are:

- Three tiers of documents: Council Policies adopted by Council, Organisational Directives approved by the CEO, and Procedures approved by Managers (clause 3).
- A test for what must be a Council Policy, being matters required by legislation, matters affecting the community, matters concerning Elected Members or the CEO, and matters setting the Shire's strategic position (clause 3(a)).
- A numbering system by tier and category, for example POL-G01 (clause 4).
- The Policy 88 requirements for adopting, amending and repealing Council Policies are retained, with community consultation linked to the Shire's Community Engagement Policy (clause 5).
- The CEO may make administrative amendments to Council Policies under delegation, with each amendment reported to the next Ordinary Council Meeting (clauses 2(d) and 6).
- All documents are reviewed at least every three years, a review program is presented to Council after each ordinary election, and a Policy Register is presented to the Audit, Risk and Improvement Committee annually (clauses 8 and 9).

A comparison of Policies 1 and 88 with POL-G01 is provided in the Summary of Changes at Attachment 13.3.2.

Adopting POL-G01 does not change any existing Council Policy. Under clause 12, existing policies remain in force until they are converted to the new numbering and template, or are reviewed, replaced or repealed. Following adoption:

- policies that only need to be renumbered, moved into the new template and updated for current position titles and legislative references will be converted by the CEO under delegation, with each conversion reported to Council; and
- changes that alter the intent or effect of a policy, the transfer of operational policies to the CEO as Organisational Directives, and the repeal of policies no longer required will be presented to Council in separate reports.

The delegation to the CEO is set out in Recommendation 2. Its conditions match the definition of an administrative amendment in clause 2(d) of POL-G01 and do not allow any change to the intent or effect of a Council Policy. Once made, the delegation will be entered in the Shire's Delegations Register.

Policy 88 requires the following matters to be considered before a policy is introduced, amended or repealed:

- **Comparison with other local governments:** The framework has been compared with six Western Australian local governments (Attachment 13.3.2). Separating Council Policies from CEO-approved documents is consistent with Donnybrook-Balingup, Waroona, Nannup, Koorda, Katanning and Ravensthorpe, and the three-year review cycle aligns with Donnybrook-Balingup, Waroona and Nannup.
- **Effect on residents and consultation:** The framework is an internal governance document and does not change the rights, obligations or entitlements of residents. Community consultation is not considered necessary.
- **Cost impact:** Officer time only, within existing resources.
- **Sunset clause:** Not appropriate, as all documents are reviewed at least every three years.
- **Legal implications:** Addressed under Statutory/Legal Implications.

STATUTORY/LEGAL IMPLICATIONS

Local Government Act 1995

2.7. Role of council

(2) The council's governing role includes the following -

(b) determining the local government's policies;

5.41. Role of CEO

(2) The CEO's executive role includes the following -

(c) determining procedures and systems for -

(i) implementing the local government's policies as determined by the council; and

(ii) otherwise managing the local government's administration and operations;

5.42. Delegation of some powers and duties to CEO

(1) A local government may delegate* to the CEO the exercise of any of its powers or the discharge of any of its duties under -

(a) this Act other than those referred to in section 5.43; or

(b) the *Planning and Development Act 2005* section 214(2), (3) or (5).

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

* Absolute majority required.

Section 5.46 requires delegations to be reviewed at least once every financial year and a record kept of each exercise of a delegated power.

POLICY IMPLICATIONS

If adopted, POL-G01 will replace Policy 1 Definitions and Policy 88 Policies: Process for Adopting, Amending or Repealing. All other Council Policies remain in force until they are converted, reviewed, replaced or repealed.

FINANCIAL IMPLICATIONS

Nil.

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

8.4 Conduct annual reviews of Council Policies & Delegations

Delegations will continue to be reviewed every financial year as required by section 5.46(2) of the *Local Government Act 1995*. POL-G01 sets a minimum three-year review cycle for Council Policies, and the Policy Register is presented to the Audit, Risk and Improvement Committee each year so that overdue or required reviews are identified annually.

CONSULTATION/COMMUNICATION

- Signe Balodis, Chief Executive Officer
- Councillor Briefing Session to be held 17 November 2026

RISK MANAGEMENT

The risk is considered “Low” should the recommendation not be supported. The Shire would continue to operate under Policies 1 and 88, which do not provide for review cycles, a Policy Register or a clear distinction between Council and CEO documents. The delegation is limited to changes that do not alter the intent or effect of a Council Policy, and each amendment is reported to Council.

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

Recommendation 1: Simple Majority

Recommendation 2: Absolute Majority

OFFICER'S RECOMMENDATION 1

That Council:

1. Adopts POL-G01 Policy Framework as presented at Attachment 13.3.1, effective from the date of this resolution.
2. Repeals Policy 1 Definitions and Policy 88 Policies: Process for Adopting, Amending or Repealing, effective from the date of this resolution.
3. Notes that, in accordance with clause 12 of POL-G01 Policy Framework, existing Council Policies remain in force until they are converted to the new numbering and template, or are reviewed, replaced or repealed.

OFFICER'S RECOMMENDATION 2

That Council, by absolute majority, in accordance with section 5.42 of the *Local Government Act 1995*, delegates to the Chief Executive Officer the power to make administrative amendments to Council Policies, as defined in POL-G01 Policy Framework, subject to the following conditions:

(a) Amendments are limited to updating position titles, organisation names or legislative references to reflect changes made elsewhere; correcting spelling, grammar, formatting, numbering or cross-references; updating contact details or links; and converting a document to the numbering and template set out in POL-G01 Policy Framework.

(b) Amendments must not alter the intent or effect of a Council Policy.

(c) The delegation does not apply to a Council Policy that legislation requires to be amended by Council.

(d) Each amendment is recorded in the policy's version history and reported to Council at the next Ordinary Council Meeting.

(e) The delegation may not be subdelegated.

14. COMMUNITY SERVICES

Nil.

15. OFFICE OF CEO

15.1. 4WDL COMMERCIAL AND INDUSTRIAL LAND ACTIVATION STUDY - SHIRE CONTRIBUTION

File Reference	ADM0342
Date of Report	9 November 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	Simple Majority (Officer's Recommendation) Absolute Majority (Alternative Resolution)
Attachments	Attachment 15.1.1 – Urbis proposal, 4WDL Commercial and Industrial Land Activation Plan (October 2026) Attachment 15.1.2 – 4WDL agenda, 14 October 2026

BRIEF SUMMARY

The 4WDL is considering a regional study of commercial and industrial land, to be prepared by Urbis at a cost of $90,000 (excluding GST), or $15,000 (excluding GST) for each member Shire. The 4WDL agenda of 14 October 2026 states that the project cannot proceed as proposed unless all members agree.

Councillors were briefed on the proposal at the Councillor briefing session. The officer's recommendation is based on the assessment of cost and value set out in this report. An alternative resolution is provided should Council wish to support the study.

BACKGROUND

The 4WDL is a group of six neighbouring Shires: Dumbleyung, Lake Grace, Wagin, West Arthur, Williams and Woodanilling. The group previously commissioned a regional housing business case, prepared by Econosis with J.E Consulting, and made a joint Regional Housing Support Fund application that includes the two new homes planned for Woodanilling.

At its meeting on 28 July 2026, the 4WDL resolved that a scope of works be prepared with a view to obtaining quotes for "an analysis and environmental scan of the commercial and industrial land development opportunities and means to address barriers in member local governments". The member CEOs consider the main barrier to be cost. Servicing a lot with roads, power, water and drainage is likely to cost more than the lot would sell for, so private developers do not proceed. Measuring that gap for each site is a key part of the proposed study.

The land zoned Industrial in the Woodanilling townsite is shown in purple on Scheme Map 3 of Local Planning Scheme No. 1, on the following page (Figure 1). It is limited to two small areas on the eastern side of Burt Road, beside the railway, near Yarabin Road and Carlton Street. Scheme Map 2, Townsite North, shows no land zoned Industrial.

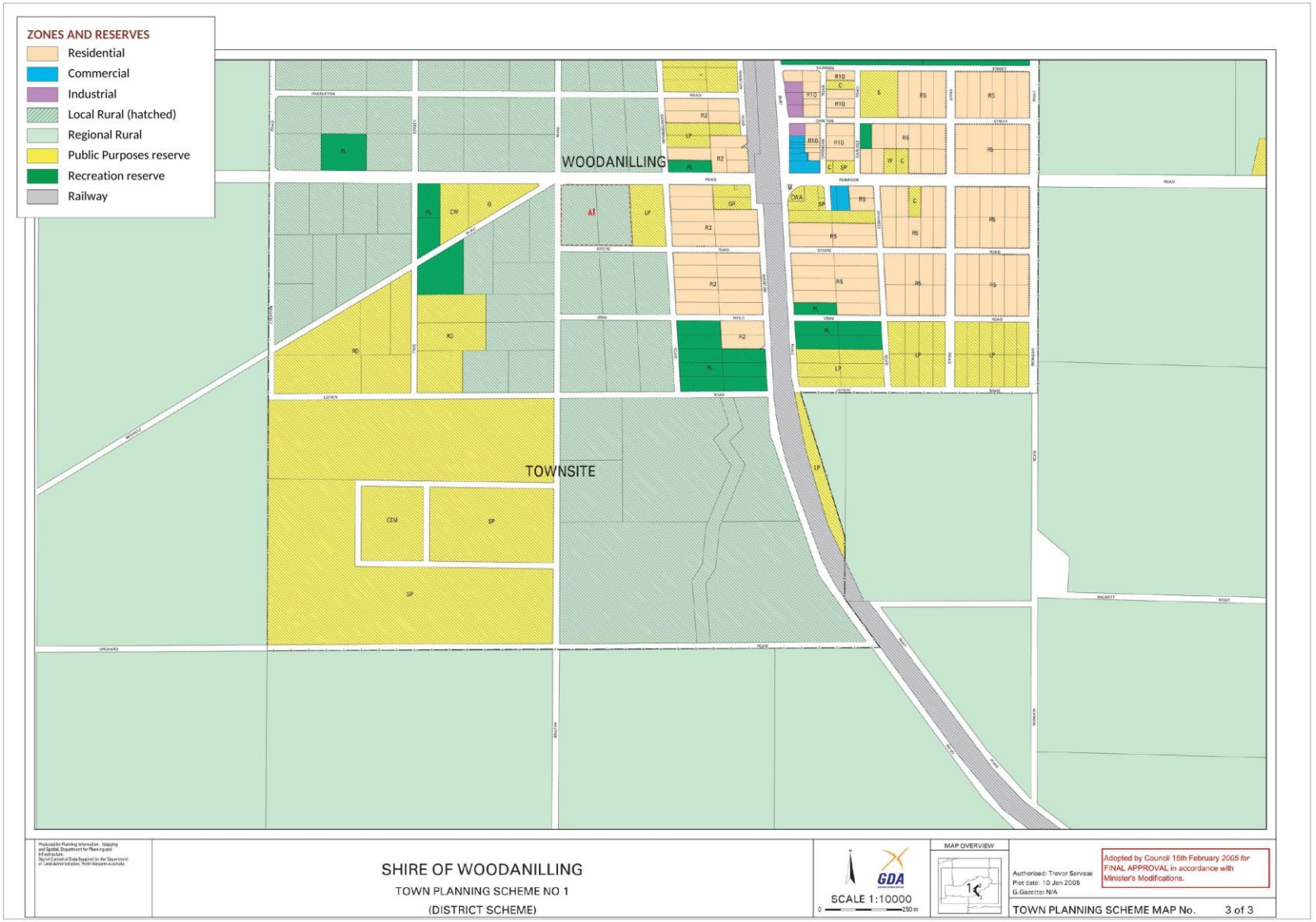

ZONES AND RESERVES
Residential
Commercial
Industrial
Local Rural (hatched)
Regional Rural
Public Purposes reserve
Recreation reserve
Railway
WOODANILLING
TOWNSITE
SHIRE OF WOODANILLING
TOWN PLANNING SCHEME NO 1
(DISTRICT SCHEME)
SCALE 1:10000
MAP OVERVIEW
Adopted by Council 15th February 2005 for FINAL APPROVAL in accordance with Minister's Modifications.
TOWN PLANNING SCHEME MAP No. 3 of 3

Figure 1: Local Planning Scheme No. 1, Scheme Map 3, Townsite South (Industrial zone shown in purple)

The Shire of Wagin, as 4WDL secretariat, sent the expression of interest to seven consultants and received three submissions. Five of the six member CEOs met to review them and agreed Urbis was the most advantageous. Urbis had submitted two options: $106,000 (excluding GST) for the full scope, and $74,000 (excluding GST) for six sites across the region with three or four assessed in detail. The CEOs asked Urbis for a third option between these two, with one site per Shire assessed in detail. The revised fee is $90,000 (excluding GST). A lower bid of $68,570 (excluding GST) from Keston Economics was considered not to show the same depth of experience in industrial land activation, market analysis and investment advice.

The 4WDL agenda of 14 October 2026 states that the CEOs' preference for Urbis "is not the same as saying that member CEOs recommend that the 4WDL proceed", and that views differ between the Shires on financial capacity and value. It proposed that, if the 4WDL chose to proceed, each member Council consider the matter at its next Ordinary Council Meeting. The agenda is dated 21 October 2026 in error; the meeting was held on 14 October 2026.

COMMENT

The Urbis study would include:

- **Regional assessment:** demand for commercial and industrial land across the six Shires and an audit of current supply.
- **Site assessment:** each Shire nominates up to three sites, with one per Shire assessed for indicative servicing costs and the gap between that cost and the land value.
- **Site profile:** a short investment profile for each shortlisted site, covering likely jobs and possible funding sources.
- **Not included:** the Urbis proposal excludes business case preparation, detailed feasibility modelling, formal valuations and detailed engineering. Any of this work needed for a funding application would be a separate cost.

The argument for the study is that a single regional evidence base may carry more weight with the State Government than separate requests from each Shire, and that Woodanilling would pay one sixth of the total cost.

The argument against is stronger for Woodanilling. The member CEOs consider they already know their priority sites and the main barrier. The study would measure the funding gap but would not fund or close it, and none of the 4WDL papers identifies a funding source to act on its findings. Woodanilling would pay the same share as each other member Shire, regardless of how many suitable sites it has.

The adopted 2026/27 budget includes no allocation for this study (Monthly Financial Report, 31 October 2026). On balance, the study does not offer sufficient value to the Shire to justify unbudgeted expenditure of $15,000. The officer's recommendation confirms the Shire's continued support for the 4WDL.

STATUTORY/LEGAL IMPLICATIONS

Section 6.8(1) of the *Local Government Act 1995* provides that a local government is not to incur expenditure from its municipal fund for an additional purpose unless the expenditure is authorised in advance by resolution of Council by absolute majority. The contribution is not included in the adopted 2026/27 budget, so the alternative resolution requires an absolute majority.

POLICY IMPLICATIONS

The procurement was undertaken by the Shire of Wagin as 4WDL secretariat. At $90,000 the contract is below the $250,000 tender threshold in the *Local Government (Functions and General) Regulations 1996*.

FINANCIAL IMPLICATIONS

There are no financial implications under the officer's recommendation.

Under the alternative resolution, the Shire would contribute $15,000 (excluding GST). The amount is not in the 2026/27 budget and would be funded from municipal funds, with the budget amended at the mid-year review. The adopted budget forecasts unrestricted cash at bank of $120,746 at 30 June 2027 (Monthly Financial Report, 31 October 2026, Statement of Cash Flows).

STRATEGIC IMPLICATIONS

The Strategic Community Plan 2025 - 2035 and Corporate Business Plan 2024/25 - 2027/28 (*The Woodanilling Way*) apply as follows:

- **Pillar 4 Economic, Goal 11:** local economic growth is supported by essential services and robust infrastructure. Action 11.3 (investigate alternative uses of the Woodanilling CBH infrastructure) and Action 11.5 (review of the Town Planning Scheme and preparation of Land Use Strategies) relate to the use of land for economic purposes.
- **Pillar 3 Civic Leadership, Goal 8:** accountable and compliant governance, including sound financial management and Action 8.5 (develop and maintain a Long Term Financial Plan).

The Corporate Business Plan does not include an action for a regional commercial and industrial land study. Its 4WDL commitments are the 4WDL Housing Strategy (Action 11.1) and tourism initiatives with Great Southern Treasures and the 4WDL (Action 12.1).

CONSULTATION/COMMUNICATION

4WDL member CEOs, and Councillors at the Councillor briefing session.

RISK MANAGEMENT

Should Council adopt the officer's recommendation, the risk is that the Shire would not have regional evidence to support a future funding application for commercial or industrial land in Woodanilling. This can be addressed if a suitable site and funding opportunity arise. Should Council adopt the alternative resolution, the risk is financial, as the Shire would commit $15,000 of unbudgeted funds to a study that may not lead to funding for any site. Therefore, it is assessed that the risk of the officer's recommendation is "Low" as reflected below.

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

Officer's Recommendation: Simple Majority

Alternative Resolution: Absolute Majority

OFFICER'S RECOMMENDATION

That Council:

1. Advise the 4WDL that the Shire of Woodanilling will not contribute $15,000 (excluding GST) to the 4WDL Commercial and Industrial Land Activation study proposed by Urbis, as the study does not offer sufficient value to the Shire to justify the cost.

2. Confirm its continued support for the 4WDL, and its willingness to consider future joint projects that offer clear value to the Shire.

ALTERNATIVE RESOLUTION

That Council, by absolute majority:

1. Support a contribution of $15,000 (excluding GST) towards the 4WDL Commercial and Industrial Land Activation study by Urbis, subject to all six member Councils agreeing to contribute, and the Urbis proposal being confirmed in a written agreement between the six Shires before a contract is signed.

2. Authorise the expenditure of $15,000 (excluding GST) from municipal funds under section 6.8(1)(b) of the Local Government Act 1995, to be included in the 2026/27 mid-year budget review.

15.2. CORRECTION TO MINUTES - AMENDMENT TO ROAD MAKING MATERIALS POLICY (OCM 572/08/2026)

File Reference	ADM0019
Date of Report	11 November 2026
Responsible Officer	Signe Balodis, Chief Executive Officer
Author/s 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	Simple Majority
Attachments	**Attachment 15.2.1 – Extract of Minutes, Ordinary Council Meeting 18 August 2026, Item 13.5** **Attachment 15.2.2 – Policy POL-C98 Road Making Materials (updated to reflect resolution 572/08/2026)**

BRIEF SUMMARY

The purpose of this report is to correct an error in the minutes of the Ordinary Council Meeting held 18 August 2026 for Item 13.5 Amendment to Road Making Materials Policy (resolution 572/08/2026).

Council resolved that the compensation payable to landholders be $2.50 per cubic metre, excluding GST. The minutes record the rate as $2.50 per cubic metre, including GST. This report does not change Council's decision. It corrects the record so that the minutes reflect the decision Council made.

BACKGROUND

At the Ordinary Council Meeting held 18 August 2026, Council considered an amendment to Road Making Materials Policy No. 98. The Officer's Recommendation proposed increasing the compensation payable to landholders from $1.10 per cubic metre, including GST, to $2.50 per cubic metre, including GST.

Cr Marshall moved, seconded Cr Stephens, that the Officer's Recommendation be amended by replacing the word "including" with "excluding" in relation to the proposed rate of $2.50 per cubic metre. The amendment was carried 5/0. The substantive motion as amended was then moved by Cr Trimming, seconded Cr Garstone, and carried 5/0.

The minutes of that meeting were confirmed at the Ordinary Council Meeting held 15 September 2026 (resolution 572/09/2026).

COMMENT

When the minutes were prepared, the change from "including" to "excluding" was applied to the $1.10 rate instead of the $2.50 rate. As a result, the minutes record the substantive motion as amended as increasing the rate "from $1.10 per cubic metre, excluding GST, to $2.50 per cubic metre, including GST". This does not reflect the amendment Council carried.

The audio recording of the meeting confirms that the amendment was moved and carried in relation to the $2.50 rate. The discussion begins at approximately the 10 minute mark of the recording. The recording also shows that the Temporary Chief Executive Officer advised the meeting that the proposed rate was $2.50 plus GST, and that Cr Marshall moved the amendment so that the recommendation reflected this. The reason for the amendment was not recorded in the minutes and will be included in the correction.

The minutes also show the heading "Council Resolution - 13.5. Amendment to Road Making Materials Policy (OCM 572/08/2026)" above the unamended Officer's Recommendation, rather than above the substantive motion as amended. The correction will place the resolution number against the motion Council carried.

The substantive motion as amended and carried by Council read:

"That Council:

a) Adopts the amended Road Making Materials Policy No. 98, with the compensation payable to landholders increased from $1.10 per cubic metre, including GST, to $2.50 per cubic metre, excluding GST; and

Notes that the amended policy provides for payment to the landholder when the material is quarried and heaped."

The Shire's Policy Manual has not yet been updated to reflect the August 2026 decision and still shows the previous rate of $1.10 per cubic metre, including GST. Attachment 15.2.2 is Policy No. 98 updated to reflect resolution 572/08/2026.

No compensation payments have been made at the new rate. Payments and landholder agreements have been held until the record is corrected.

Council Members who disclosed an interest in Item 13.5 at the meeting held 18 August 2026 should consider whether the same interest applies to this item.

STATUTORY/LEGAL IMPLICATIONS

Local Government Act 1995, section 5.22 - Minutes of council and committee meetings. The CEO must cause minutes to be kept of the proceedings of a council meeting, and the minutes are to be submitted to the next ordinary meeting of the council for confirmation. The Act does not set out a process for correcting minutes after they have been confirmed.

Local Government (Administration) Regulations 1996, regulation 11 - Minutes, content of. The minutes are to include details of each motion moved, the mover and the outcome, details of each decision made, and written reasons for each decision that is significantly different from the officer's written recommendation.

Local Government (Administration) Regulations 1996, regulation 10 - Revoking or changing decisions made at council or committee meetings. Regulation 10 does not apply, as this report does not seek to revoke or change the decision made by Council on 18 August 2026.

The Department of Local Government, Industry Regulation and Safety guide to the preparation of agendas and minutes notes that the recorded wording of a decision may only be changed where the resolution has been incorrectly recorded, and that corrections should be made in the original minutes in a way that makes the correction obvious and refers to the resolution authorising it.

POLICY IMPLICATIONS

Roads & Transport Policy No. 98 - Road Making Materials is to be updated in the Policy Manual to show compensation of $2.50 per cubic metre, excluding GST, and a date last reviewed of 18 August 2026.

FINANCIAL IMPLICATIONS

Nil beyond those considered by Council on 18 August 2026. Where a landholder is registered for GST, GST is payable in addition to the $2.50 per cubic metre rate.

STRATEGIC IMPLICATIONS

Nil

CONSULTATION/COMMUNICATION

Manager Corporate Services and Assistant Finance Manager. The audio recording of the Ordinary Council Meeting held 18 August 2026 has been reviewed. Landholders with current agreements will be advised of the correct rate once Council has resolved.

RISK MANAGEMENT

The risk in relation to this matter has been assessed as "Low". If the minutes are not corrected, the Shire's record of the decision, the Policy Manual and payments to landholders would be inconsistent, which could be raised through the audit process or by landholders.

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:

1. Notes that the minutes of the Ordinary Council Meeting held 18 August 2026, Item 13.5 Amendment to Road Making Materials Policy (resolution 572/08/2026), incorrectly record the substantive motion as amended.

2. Confirms that the substantive motion as amended and carried 5/0 at that meeting read:

"That Council:

a) Adopts the amended Road Making Materials Policy No. 98, with the compensation payable to landholders increased from $1.10 per cubic metre, including GST, to $2.50 per cubic metre, excluding GST; and

Notes that the amended policy provides for payment to the landholder when the material is quarried and heaped."

3. Authorises the Chief Executive Officer to correct the minutes of the Ordinary Council Meeting held 18 August 2026 so that resolution 572/08/2026 records the substantive motion as amended, including the reason for the amendment, with the correction shown in the minutes and referenced to this resolution.

4. Notes Policy POL-C98 Road Making Materials at Attachment 15.2.2, updated to reflect resolution 572/08/2026.

15.3. REVIEW OF LOCAL LAWS

File Reference	ADM0073, ADM0074 & ADM0075
Date of Report	9 November 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	Simple Majority
Attachments	Nil

BRIEF SUMMARY

The purpose of this report is to inform Council that three of the Shire's local laws will be repealed by operation of the *Local Government Act 1995* at the end of 6 December 2026, and to seek Council's endorsement of the actions that follow.

The *Local Government Amendment Act 2024* changed the periodic review of local laws under section 3.16. A local law that is not reviewed within the required period is now repealed automatically. Under the transitional provisions, the Shire's Dog Local Law 2008, Bush Fire Brigades By-laws 1990 and Cemetery By-laws 1969 had to be reviewed by 6 December 2026. The review process cannot be completed by that date, so the focus is now on preparing new local laws where they are needed.

It is recommended that Council note the repeal, authorise the notices the Act requires, and request that replacement Bush Fire Brigades and Dog local laws be prepared for Council's consideration in 2027.

BACKGROUND

Before 7 December 2024, section 3.16 of the *Local Government Act 1995* (the Act) required each local law to be reviewed within eight years of its commencement. There was no consequence in the Act for missing a review.

Section 20 of the *Local Government Amendment Act 2024* amended section 3.16 with effect from 7 December 2024. A local law must now be reviewed within 15 years of its commencement or its last review determination. Section 3.16(5) provides:

> *If no determination is made under subsection (4) within the applicable 15-year period under subsection (1), the local law is repealed at the end of that period.*

Clause 65 of Schedule 9.3 of the Act sets out transitional arrangements for local laws that were in force before 7 December 2024. Where a local law commenced before 7 December 2016 and no review notice was given between 7 December 2016 and 6 December 2024, clause 65(10) provides that its 15-year period ends at the end of the period of two years beginning on 7 December 2024. For those local laws, the review had to be completed by the end of 6 December 2026.

The Shire's Information Statement 2026–27 lists five local laws in force. The Shire of Woodanilling Repeal Local Law 2016, gazetted on 30 December 2016, repealed nine older by-laws, and none of the five below were among them.

Local law	Commenced	Review status	Outcome
Cemetery (Reserve 356/1156) By-Laws	1969	Not reviewed	Repealed at end of 6 December 2026
By-laws relating to the Establishment, Maintenance and Equipment of Bush Fire Brigades	1990	Not reviewed	Repealed at end of 6 December 2026
Dog Local Law	2008	Not reviewed	Repealed at end of 6 December 2026

Local law	Commenced	Review status	Outcome
Animals, Environment and Nuisance Local Law (amended October 2017)	2017	Not yet due	Review required by 2032
Health Local Law	2017	Not yet due	Review required by 2032

The overdue review has been reported previously. The Shire's 2025 Compliance Audit Return, considered by the Audit, Risk and Improvement Committee on 21 July 2026, answered "No" to the question on section 3.16, with the comment "Imminent". The Regulation 17 review undertaken by Hammond Woodhouse Advisory in July 2024 also recommended action on local laws, and the April 2026 status report recorded that item as "To be commenced: priority for next 6 months".

COMMENT

Timing of the review

A review under section 3.16 requires local public notice with a submission period of not less than six weeks, followed by a report to Council and a decision by absolute majority. As this timeframe extends beyond 6 December 2026, the three local laws will be repealed by operation of the Act. The Shire will then make new local laws where they are needed, using current WALGA templates that reflect present legislation.

Arrangements following the repeal

Bush Fire Brigades By-laws 1990. The Shire's five volunteer bush fire brigades are established under the *Bush Fires Act 1954* and continue to operate under the Shire of Woodanilling Bushfire Operating Procedures 2025/2026. A new Bush Fire Brigades Local Law is the first priority. It will be drafted from the WALGA template, in consultation with the Chief Bush Fire Control Officer and the Bush Fire Advisory Committee.

Dog Local Law 2008. Dog management continues under the *Dog Act 1976*, including registration and the control of dogs in public places. A new Dog Local Law is the second priority. It will be drafted from the WALGA template and will set local provisions such as dog exercise areas and kennel establishments.

Cemetery By-laws 1969. The Woodanilling Cemetery continues to operate under the *Cemeteries Act 1986* and the Cemeteries Regulations 1987. The need for a cemeteries local law will be assessed once the two new local laws are in place.

Local laws made in 2017

The Animals, Environment and Nuisance Local Law 2017 and the Health Local Law 2017 commenced within the eight years before 7 December 2024, so clause 65(10) does not apply to them. Their 15-year review period runs from commencement, and each must be reviewed by 2032.

Meeting procedures

The State Government has foreshadowed standard meeting procedures that will apply to all local governments and replace meeting procedures local laws. Council meetings will continue to be conducted under the Act and the *Local Government (Administration) Regulations 1996*, and the Shire will adopt the standard meeting procedures when they commence.

Notice of repeal and publication

Section 3.16(6) requires the Shire, not later than 14 days after the end of the period, to give notice of the repeal to the Director General of the Department of Local Government, Industry Regulation and Safety, to publish notice of the repeal in the *Government Gazette*, and to give local public notice of the repeal. Where another department assists in administering the Act under which a local law was made, notice must also go to the chief executive officer of that department. For the Bush Fire Brigades By-laws this is the Department of Fire and Emergency Services. All notices must be given by 20 December 2026.

Section 5.96A(1)(b) of the Act requires an up-to-date consolidated version of each local law in force to be published on the Shire's website. At present only the two 2017 local laws are published. The website and the Information Statement will be updated to show the local laws in force and the notices of repeal.

STATUTORY/LEGAL IMPLICATIONS

Local Government Act 1995:

- section 3.12, procedure for making local laws;
- section 3.16, periodic review of local laws, including the repeal under subsection (5) and the notice requirements under subsection (6);
- Schedule 9.3, clause 65, transitional provisions for the periodic review of local laws; and
- section 5.96A(1)(b), publication of local laws on the official website.

Bush Fires Act 1954, *Dog Act 1976* and *Cemeteries Act 1986*, which continue to apply after the repeal of the local laws made under them.

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

The cost of publishing the notice of repeal in the *Government Gazette* is estimated at $250 and can be met from the current budget.

Preparing the two replacement local laws will require officer time, *Government Gazette* publication fees and, where needed, a legal review of the final drafts. These costs will be identified when the proposed local laws are presented to Council.

STRATEGIC IMPLICATIONS

The recommendation supports the governance and compliance objectives of the Shire's Strategic Community Plan and responds to the local laws recommendation of the Regulation 17 review.

CONSULTATION/COMMUNICATION

Following Council's consideration of this report, consultation will take place as follows:

- the Department of Local Government, Industry Regulation and Safety will be consulted on the notices of repeal; and
- the Chief Bush Fire Control Officer and the Bush Fire Advisory Committee will be consulted on the proposed Bush Fire Brigades Local Law.

The replacement local laws will be drafted from WALGA template local laws, and the community will be invited to comment on each through the public notice process under section 3.12.

RISK MANAGEMENT

The repeal of the three local laws will occur regardless of Council's decision. Should Council not proceed on the officer's recommendation, there is a compliance risk that the notices required by section 3.16(6) are not given, and an operational risk that the Shire is without a Bush Fire Brigades or Dog local law for an extended period. The likelihood is assessed as Possible (3) and the consequence as Moderate (3). Therefore, it is assessed that the risk is "Moderate (9)" as reflected below.

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:

1. Notes that, under section 3.16(5) and Schedule 9.3 clause 65 of the *Local Government Act 1995*, the following local laws will be repealed at the end of 6 December 2026:
   a) Shire of Woodanilling Cemetery (Reserve 356/1156) By-Laws 1969;
   b) Shire of Woodanilling By-laws relating to the Establishment, Maintenance and Equipment of Bush Fire Brigades 1990; and
   c) Shire of Woodanilling Dog Local Law 2008.
2. Authorises the Chief Executive Officer to give notice of the repeal in accordance with section 3.16(6) of the *Local Government Act 1995* by 20 December 2026.
3. Requests the Chief Executive Officer to prepare a proposed Bush Fire Brigades Local Law and a proposed Dog Local Law for Council's consideration under section 3.12 of the *Local Government Act 1995* in the first half of 2027.

4. Notes that the Animals, Environment and Nuisance Local Law 2017 and the Health Local Law 2017 are due for review by 2032.
5. Notes that Council meetings will continue to be conducted under the *Local Government Act 1995* and its regulations until the State Government's standard meeting procedures commence.
6. Requests the Chief Executive Officer to update the Shire's website and Information Statement to show the local laws in force and the notices of repeal.

16. CONFIDENTIAL REPORTS

16.1. CONFIDENTIAL - KEY STAFF HOUSING

File Reference	ADM0342
Date of Report	12 November 2026
Responsible Officer	Signe Balodis, Chief Executive Officer
Author of Report	Signe Balodis, Chief Executive Officer
Disclosure of any Interest	The Chief Executive Officer has disclosed an interest under section 5.70 of the *Local Government Act 1995*. The nature of the interest is set out in the confidential report.
Voting Requirement	Simple Majority
Attachments	Confidential Attachments 16.1.1 to 16.1.7

Reason for Confidentiality

Section under the Act	This matter is to be considered behind closed doors pursuant to s.5.23(4)(g) of the *Local Government Act 1995* and regulation 4A of the *Local Government (Administration) Regulations 1996* as the subject matter relates to:
Sub-clause and Reason:	Regulation 4A(a): "the price, or potential price, for the sale or purchase of property by the local government and any information relating to the price or potential price"; and regulation 4A(c)(iii): information relating to a property that is, or is to be, used as a residence for employees of the local government.

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 _____.

Presiding Member - Cr HR Thomson OAM

Date:_____