



Council Briefing/Agenda Review Session

Tuesday 21st April 2026, 4pm

Council Chambers

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".

POLICY STATEMENT (117) – INFORMATION REGARDING OPEN BRIEFING/PRE-MEETING AGENDA REVIEW MEETINGS

Open Briefing Session/Pre-Meeting Agenda Review meetings are open to all Councillors and, generally, to all members of the public; however, matters of a confidential nature included, or to be included, in an upcoming Council agenda or Council Committee agenda will be discussed Behind Closed Doors in accordance with s. 5.23 (2) of the Act.

Briefing Session/Pre-Meeting Agenda Review meetings

The following guidelines apply to ensure openness and accountability is safeguarded:

- Briefing Session/Pre-Meeting Agenda Review meetings are to be held prior to Ordinary Council Meetings (or Special Council Meetings, if necessary) with additional sessions as required and called by Council or the Shire President, or as convened by the CEO in liaison with the Shire President.
- Briefing Session/Pre-Meeting Agenda Review meetings are to be chaired by the Shire President or the Deputy President in the President's absence. If neither the President nor Deputy President are in attendance, a Councillor will be chosen by those Councillors present.
- The CEO is responsible for the administration of the Briefing Session/Pre-Meeting Agenda Review meetings in terms of Officer attendance, convening sessions and notice of items to be discussed at each session.
- All Councillor or Officer questions must be through the Chair and are to be, or likely to be, related to an upcoming Council agenda; there is to be no free-flowing discussion or debate of subject matter between Councillors.
- Councillors and Officers must disclose conflicts of interest in matters to be discussed in Briefing Session/Pre-Meeting Agenda Review meetings. Interests must be disclosed at the start of the Briefing Session/Pre-Meeting Agenda Review meetings and in accordance with the provisions of the *Act* as they apply to Ordinary Council Meetings (OCM) and Special Council Meetings (SCM). Persons disclosing a financial or proximity interest must not participate in that part of the meeting relating to their interest and must leave the room. Interests affecting impartiality should also be disclosed and dealt with in accordance with the Local Government (Model Code of Conduct) Regulations 2021. Given the sometimes-unpredictable nature of discussions, it is possible that discussions may occur with respect to an issue or issues not specifically included on the list of matters for discussion. This means that participants may not necessarily be aware prior to the discussion taking place that they will need to disclose an interest on a particular matter. Under these circumstances, a person with an interest in a matter raised "ad hoc" during a Briefing Session/Pre-Meeting Agenda Review meeting must disclose that interest at the time the subject matter that is the conflict of interest is raised and before further discussion commences.
- The Presiding Member may invite elected members to introduce matters that they have been dealing with on behalf of Council or relevant ideas they would like to be discussed.
- There must be no implication of debate or collective or collaborative decisions being made or implied at Briefing Session/Pre-Meeting Agenda Review meetings nor any agreement on movers, seconders, or amendments to Officer Recommendations.
- Pre-Meeting Agenda Review should only be used for clarification purposes or to address urgent business or new information coming to hand since an OCM or SCM agenda was published.
- Notice of Briefing Session/Pre Agenda Review meetings will be given by email invitation to Councillors and will include a list of topics or a program. Councillors wishing to have an item included in the list or on a program are to advise the CEO and the Shire President via email at the earliest opportunity. The public will be informed of items which will be discussed in these meetings via the Shire of Woodanilling's official website.
- Briefing Session/Pre-Meeting Agenda Review meetings provide an opportunity to view presentations etc. Where these meetings are open to the public, the Shire President may permit a person to provide a presentation to Council or answer questions.
- Site visits during Briefing Sessions, that relate to planning applications before Council, should be attended by all Councillors, the CEO, relevant Officers/Consultants and the applicant. For practical (and on occasion, confidentiality) reasons, members of the public will not be able to attend.
- The nature of development (and other) issues means that Briefing Session/Pre-Meeting Agenda Review meetings must be conducted with strict adherence to the rules outlined within this Policy, including maintaining confidentiality (s. 5.23 (2) of the *Act*). Development issues are often discussed in Briefing Sessions due to the importance of elected members being fully informed on the matter at hand. There should be no debate between elected members; the session should primarily involve information being given by the relevant

Officer/Consultant/other parties with any questions from the floor being directed through the Chair in order that all elected members are privy to the same information. Additionally, elected members should be wary of involvement in the lead-up process to Council resolving a development matter if they are likely to be subjected to information from a developer or a developer’s associated parties, as this may be interpreted as reducing the independence of a Councillor.

- When members of the public are present, any questions from members of the public are at the discretion of the Presiding Member. If there are any public questions that members of the public wish to be recorded in the minutes of the next or relevant OCM or SCM will be required to be asked at that Ordinary or Special Council Meeting.
- No formal minutes are required to be taken; however, the CEO will note items of discussion and record conflict of interest disclosures and the items effecting those disclosures and cause the record to be kept in accordance with the Shire’s Record Keeping Plan.
- Councillor Briefing Session/Pre-Meeting Agenda Review meetings will not be live streamed or recorded unless there are special circumstances, as determined at the Shire President and CEO’s discretion.

TABLE OF CONTENTS

1.0 OPENING..... 4

2.0 ATTENDANCE/APOLOGIES 4

3.0 DISCLOSURES OF INTEREST 4

4.0 PRESENTATIONS..... 4

5.0 AGENDA REVIEW/QUESTIONS 4

6.0 OPERATIONAL ITEMS..... 4

6.1 Actions Performed Under Delegated Authority 5

6.2 Council Motions 5

6.3 Mandatory Training for Elected Members 7

7.0 ELECTED MEMBER REPORTS 8

6 Elected Member Updates 8

8.0 OFFICER REPORTS & UPDATES 9

8.1 Community 9

 Discussion: Golf Course.....9

 Woodanilling Sport and Recreation Association9

 Bloom Festival/Great Southern Treasures.....9

 Wagin Woodanilling Landcare Zone9

8.2 Corporate Services 10

8.3 Community Emergency Services Manager 10

8.4 Executive Manager Infrastructure 10

8.5 Chief Executive Officer 12

 Workforce Update (Ongoing) 12

 Ongoing: 4WDL Proposal for Joint Application to \$25 million Regional Housing Support Fund..... 12

9.0 CORRESPONDENCE RECEIVED FROM THE COMMUNITY13

10.0 CLOSURE13

1.0 OPENING

The Presiding Member declared the meeting open at 4 pm

2.0 ATTENDANCE/APOLOGIES

Attendance

Cr Thomson - President

Cr Vermeulen – Deputy President

Cr Stephens

Cr Marshall

Cr Trimming

Anika Serer

Chief Executive Officer

Judy Stewart

Executive Manager Corporate Services

Apologies

Cr Garstone

3.0 DISCLOSURES OF INTEREST

4.0 PRESENTATIONS

Nil

5.0 AGENDA REVIEW/QUESTIONS

6.0 OPERATIONAL ITEMS

6.1 Actions Performed Under Delegated Authority

Record #	Issue Date	Officer	Position	Delegation	Delegation Subject	Parties Concerned	Property Address	Suburb	Delegation Particulars
DR70	1/04/2026	Anika Serer	CEO	11	Donations, Discounts and Debt Write-offs	Various Rateable Assessments	2 x properties	Woodanilling	Small Balance Write Offs- March 2026

6.2 Council Motions

Date of Meeting	Item Title	Council Decision	Officers Status Update	Assigned to	Estimated Due Date	Complete
19/04/22 OCM	Late Item – 18.1 – Grant Application – Community Water Supply Program – Town Dam	<p>That Council:</p> <ol style="list-style-type: none"> 1. Authorises the Chief Executive Officer to lodge the grant application for the 2022 Community Water Supply Program for the enhancement of works with the Town Dam as detailed in this report; and 2. Considers that the request for an additional amount of \$43,000 to be added to the 2022/2023 draft Annual Budget process for the purpose of the Town Dam enhancement for the proposed schedule of works with the Department of Water and Environment Regulation, in principle. 	<p>Works nearly complete – culverts have now been installed to CBH sump for installation of solar panels and connection of solar pump, and minor connection works required to tanks at Rec Centre</p> <p>Final works for project included digging out & other works at CBH sump – suggest variation to the funding agreement for these funds to be applied to replacement standpipe in town.</p>	CEO		80%
20/12/2022	Item 14.2 – Woodanilling Golf Club – Relinquish of Lease Reserve 11066 & Transfer of Golf Club Paddock Lease on Reserves 7470 & Part 5967	<p>That Council:</p> <ol style="list-style-type: none"> 1. Approves for the lease agreement on Reserve 11066 be relinquished back to the Shire of Woodanilling from the Woodanilling Golf Club; 2. Authorises the Chief Executive Officer to bring back to Council options for the use of the site with costings; and <p>Authorises the Chief Executive Officer to work with the Woodanilling Golf Club on the final requirements on the terms of the lease agreement on the exit of the building on Reserve 11066.</p> <p>That Council, subject to the prior written consent of the Minister of Lands being obtained:</p>	<p>Woodanilling Golf Club Incorporation has been suspended.</p> <p>Note that current lease on ‘Golf Club’ paddock expires on 31/12/27 with clause transferring licence to Woodanilling Sport & Rec Association.</p>	CEO	In progress	20%

		<ol style="list-style-type: none"> 1. Approves for the lease agreement to be entered into between the Shire of Woodanilling and the Woodanilling Sports and Recreation Association (Inc.) for a period of 21 year for a Reserve 7470 (Lots 180 & 181) and Part Reserve 5967 Woodanilling. 2. With the annual rent payable continuing for the current lease agreement, to be reviewed annually in accordance with the June Perth, All Groups Consumer Price Index, and including an annual Lease Administration Fee, all outgoings, maintenance and repairs, as per the current lease agreement; and 3. Authorises the Shire President and Chief Executive Officer to sign and seal the Lease Agreement. 				
16/09/2025	Item 14.1 WOODANILLING COMMUNITY EVENTS GRANT FUND – CWA SENIORS CHRISTMAS LUNCH (OCM 459/09/2025)	<p>That Council:</p> <ol style="list-style-type: none"> 1. Approves the application from the Woodanilling Country Women’s Association under Council Policy 32 – Community Events Fund grant approval for \$800 for the Senior Citizens Xmas Luncheon to be held on 12 December 2025 with the following conditions; <ol style="list-style-type: none"> a) Grant acquittal required after the event submitted in a timely manner. b) The Shire of Woodanilling logo and/or acknowledgement of support to be encouraged to be used on all advertising. 	CWA delivered a successful lunch and has provided acquittal for review.	CEO	In progress	80%

6.3 Mandatory Training for Elected Members

All newly Elected Members, under amendments to the *Local Government Act 1995, Local Government (Administration) Regulations 1996* are now required to undertake mandatory training as part of their role as Councillor. There are 5 modules which are to be completed within the first 12 months of being elected. These modules are:

1. Understanding Local Government
2. Serving on Council
3. Understanding Financial Reports and Budgets
4. Meeting Procedures
5. Conflicts of Interest

Councillor Training Register (Has been updated Online)

Successfully Completed Mandatory Training (valid for 5 years)

Councillor	Elected	Understanding Local Government	Serving on Council	Understanding Financial Reports & Budgets	Meeting Procedures	Conflicts of Interest	Other
Cr Russel Thomson	10/2021	14 Sept 2022	29 November 2022	16 December 2022	8 November 2022	18 September 2022	DAP training 5/2/24
Cr Ian Garstone	10/2023	16 Feb 2024	17/08/2024	17/08/2024	17/08/2024	27 June 2024	
Cr Rod Marshall	10/2023	23 Nov 2023	19/04/2024	27 Jan 2024	9 Dec 2023	1 Dec 2023	
Cr Kahlia Stephens	10/2023	15 Feb 2024	24/05/2024	06/09/2024	26/08/2024	24 March 2024	
Cr Morris Trimming	10/2025						By Oct 2026
Cr Sally Vermeulen	10/2025						By Oct 2026
Additional Professional Training							
Cr Marshall,	11/2023	CEO training in house new elected member induction					
Cr Marshall, Garstone	11/2023	New Councillor Seminar – WALGA					
All	TBA	Practical Training with Accountant Darren Long on understanding the Woodanilling Budget & Financial Statements.					

** Updates are in BLUE

7.0 ELECTED MEMBER REPORTS

Items that might be of interest

- Meetings/conferences/guest appearances
- Any meetings to be scheduled in the coming month
- Emerging issues
- Maintenance requests – preference to be requested through the Shire
- Community acknowledgements/comments to address
- Other general business

Meetings Scheduled

2026 Proposed Ordinary Council Meeting Dates			
Day	Date	Time	Location
NO MEETING IN JANUARY 2025			
Tuesday	17th February 2026	5:00pm	Woodanilling Council Chambers, 3316 Robinson Road, Woodanilling
Tuesday	17th March 2026	5:00pm	Woodanilling Council Chambers, 3316 Robinson Road, Woodanilling
Tuesday	21st April 2026	5:00pm	Woodanilling Council Chambers, 3316 Robinson Road, Woodanilling
Tuesday	19th May 2026	5:00pm	Woodanilling Council Chambers, 3316 Robinson Road, Woodanilling
Tuesday	16th June 2026	5:00pm	Woodanilling Council Chambers, 3316 Robinson Road, Woodanilling
Tuesday	21st July 2026	5:00pm	Woodanilling Council Chambers, 3316 Robinson Road, Woodanilling
Tuesday	18th August 2026	5:00pm	Woodanilling Council Chambers, 3316 Robinson Road, Woodanilling
Tuesday	15th September 2026	5:00pm	Woodanilling Council Chambers, 3316 Robinson Road, Woodanilling
Tuesday	20th October 2026	5:00pm	Woodanilling Council Chambers, 3316 Robinson Road, Woodanilling
Tuesday	17th November 2026	5:00pm	Woodanilling Council Chambers, 3316 Robinson Road, Woodanilling
Tuesday	15th December 2026	5:00pm	Woodanilling Council Chambers, 3316 Robinson Road, Woodanilling

6 Elected Member Updates

Meetings Attended By Councillors:

8.0 OFFICER REPORTS & UPDATES

The following is a progress update on important operational matters to ensure Elected Members are informed of Shire operations.

Elected Members are encouraged to seek clarification or further information during the CBF.

8.1 Community

Golf Course

Draft lease being prepared for presentation to Beyond Now Woodanilling Association & then requires Ministerial Approval.

Compliance issues to be resolved for public use -

Upgrade meter box & install emergency exit light: estimated \$2000 & GST

Fire extinguisher & blanket

Disability access: potential solution is portable ramp (pending feedback from EHO) \$2800-4800 plus delivery



Woodanilling Sport and Recreation Association

Note that AGM & Committee Meeting was held recently, and new Office Bearers elected.

Bloom Festival/Great Southern Treasures

The Great Southern Treasures MOU was discussed at the Great Southern VROC meeting on 3 November 2025. It is due for renewal in June 2026, and members were requested to seek feedback from their Council on ongoing support other intent. The MOU requires a three year commitment, with 12 months notice of intent to not continue or withdraw; 3 members have advised they will be withdrawing as at 30 June 2026 which will have a financial impact and also reduce the regional scope.

Australia's South West currently manage Great Southern Treasures and have been requested to provide a proposal considering the reduced funding for future years, with a focus on Bloom Festival as the signature event.

Wagin Woodanilling Landcare Zone

Minutes of last meeting provided in Council Agenda. Note that Shire of Wagin will be phasing out its direct involvement from 1 July 2026, but this does not prevent financial support being provided in future years through its Community Grants Program.

Landcare has been requested to advise on the impact of Wagin's withdrawal from the MOU and Constitution, for the Shire's information and consideration.

Other Maintenance/Works:

Town standpipe is not working, parts are not readily available as this model is now obsolete. The solar pump project funded by DWER is nearly complete, and the final component of the program was to cart and remove sludge from the sump at the Town Dam and CBH sump. The estimated cost for this is similar to the price of a replacement standpipe (\$22-25k) a variation request can be made to DWER once the pump project is completed to fund the standpipe. Expected this will take 4 weeks.

Mains water leak reported at Salmon Gums and repaired.

Shire of Woodanilling 2025/26 Capital Road Program

2025/2026	Updated August 2025			
Road	Project	Funding Source	Resource	Est. Timing
Robinson Rd West	Slk 25.46-25.96 Reconstruct 500m of the existing sealed carriageway commencing at the end of the work completed in 2024/25 heading west towards Albany Hwy. Work will provide a 7.2m wide sealed pavement.	RRG	Contract	Underway
Robinson Rd West (2)	Slk 30.87-31.25 Reconstruct 380m of the existing sealed carriageway. Work will provide a 7.2m wide sealed pavement. Priority assessed on condition and length of work delivered will depend on underlying condition	RRG	Contract	Underway
Oxley Rd	Slk 14-16.5 Pavement repairs and resealing of the existing sealed pavement	RRG	Contract	April
Church Rd	Slk 0.0 - 4.99 Targeted reforming and resheeting in specific locations	R2R	Shire	May
Darby Rd	Slk 0 – 5.73 Targeted reforming and resheeting in specific locations	R2R	Shire	Commenced
Douglas Rd	Slk 6.57-8.04 & Slk 16.37-15.95 Reform and resheet	R2R	Shire	Complete
Onslow Rd	Slk 11.15 & SLK 12.5 - SLK 12.88 Reconstruct 1 x sealed floodway approx. 50m & reforming & resheeting	R2R	Contract	Underway
Robinson Rd West	Various discontinuous locations Edge break repairs using asphalt edge repair treatment	R2R	Contract	Subject to contractor arrangements

Meetings Attended – Anika Serer CEO

- 23 March – Audit Entrance Meeting with Lincolns and OAG
- 24 March – LEMC Special Meeting
- 25 March – RoadWise & MRWA meeting
- 25 March – meeting with Beyond Now representatives
- 26 March – Great Southern Treasures CEO meeting
- 26 March – presentation from Primary School students
- 27 March – Council Planning Network Session – LG Pro (online)
- 30 March – Great Southern VROC CEO meeting
- 31 March – 4WDL meeting (Dumbleyung)
- 1 April – Wagin Woodanilling Landcare Zone meeting
- 7 April – LEMC Special Meeting
- 8 April – Special Council Meeting
- 9 April – Meeting with GST Bloom Festival event organisers incl Cr Trimming & Lesley Trimming
- 14 April – Special Council Meeting
- 14 April – LEMC Special Meeting
- 15 April – Toolbox Meeting

Compliance/Governance:

- Auditors will be attending office on 5th & 6th May to carry out interim audit

Topics for Discussion/Note:

Workforce Update

- CEO role advertised by FitzGerald Strategies with applications closing 29 May; current CEO last day is 19 June, enquiries are being made to secure a temporary CEO for expected interim period
- Executive Manager Infrastructure currently advertised
- CESM role will be advertised once partnership arrangements are finalised & DFES approval
- CEO annual leave Friday 24 April and weekend of ANZAC Day
- Jarrad Blair has commenced with the Shire as the new Executive Assistant.

Ongoing: ‘Homes for Regional Workforce Growth’ Great Southern Development Commission – the Shire has committed \$2,000 towards the engagement of a consultant to further develop the business case (included in 25/26 budget), consultant being engaged by Shire of Kojonup, other participants are Broomehill-Tambellup, Albany, Cranbrook, Denmark, Gnowangerup, Jerramungup, Katanning, Kent & Plantagenet.

Ongoing: ‘Water for Future’ Great Southern Development Commission– a RFQ was issued by GSDC for a consultant to undertake the development of integrated non-potable water strategies for the eight Local Governments Areas (Shires) covered by the Inland Great Southern Drought Resilience Plan (DRP) to:

- increase understanding of water demand and supply potential at a local level.
- identify priority local and subregional projects to improve resilience.

Urbaqua has been engaged to undertake the project and hosted a workshop/briefing on 16 December

Ongoing: 4WDL Joint Application to \$25 million Regional Housing Support Fund

The State Government announced a \$25 million Regional Housing Support Fund to provide grants to support new housing and residential lot supply projects across regional Western Australia. Delivering new housing in regional Western Australia can be challenging due to additional costs often associated in bringing land and housing to market. These costs include site preparation, provision of enabling infrastructure, construction and civil works – all of which impact the feasibility and affordability of projects. The extent of feasibility gaps vary across regions, depending on factors such as location, availability of local expertise, materials and labour. The Fund is open to local governments, community housing providers and landowners/ developers to support key worker, community housing

and residential subdivision projects in regional Western Australia. Grants from this Fund are to assist with addressing identified and quantified feasibility gaps, subject to eligibility requirements, and bring projects sooner to fruition. A competitive assessment process applies to applications.

<https://www.wa.gov.au/government/document-collections/regional-housing-support-fund>

4WDL has submitted a joint application.

The Shire of Woodanilling's component in the business case is for the construction of 2 ancillary dwellings at the rear of 13 Cardigan Street seeking 43% contribution.

9.0 CORRESPONDENCE RECEIVED FROM THE COMMUNITY

Students from Woodanilling Primary School attended the Shire on 26 March. They are studying Civics and Citizenship, as part of this they went to the new playground and talked about rules. Three letters were presented with some suggested rules:

1. One at a time or you might hurt each other
2. No food or drinks – sliding onto a sticky mess is not fun!
3. No graffiti and vandalism
4. Make sure you don't damage it and the bigger kids can help the littler kids
5. Don't climb up the slide and try not to crash into people and the equipment
6. A sign that says 'keep going, you're almost there'
7. A sign that says FINISH and START maybe using red and green

10.0 CLOSURE

The briefing was closed by the Presiding Member at pm