



Council Briefing/Agenda Review Session

Tuesday 21 July 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:

- 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. 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.
- 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	8
7.0	ELECTED MEMBER REPORTS	9
7.1	Elected Member Updates	9
8.0	OFFICER REPORTS & UPDATES	10
8.1	Community	10
	Golf Course Error! Bookmark not defined.	
	Woodanilling Sport and Recreation Association Error! Bookmark not defined.	
	Bloom Festival/Great Southern Treasures..... Error! Bookmark not defined.	
	Wagin Woodanilling Landcare Zone Error! Bookmark not defined.	
8.2	Corporate Services	10
8.3	Community Emergency Services Manager	10
8.4	Executive Manager Infrastructure	10
8.5	Chief Executive Officer	11
	Meetings Attended	11
	Compliance/Governance	11
	Workforce Update	11
	Projects/Initiatives Update	11
	Ongoing: 'Homes for Regional Workforce Growth'	11
	Ongoing: 'Water for Future'	11
	Ongoing: 4WDL Joint Application to \$25 million Regional Housing Support Fund	11
9.0	CORRESPONDENCE RECEIVED FROM THE COMMUNITY	11
10.0	CLOSURE	12

1.0 OPENING

The Presiding Member declared the meeting open at 4 pm

2.0 ATTENDANCE/APOLOGIES

Attendance

Cr Thomson OAM - President

Cr Vermeulen – Deputy President

Cr Stephens

Cr Marshall

Cr Trimming

Cr Garstone

Mike FitzGerald

Temporary Chief Executive Officer

Apologies

3.0 DISCLOSURES OF INTEREST

4.0 PRESENTATIONS

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
DR73	2/06/2026	Anika Serer	CEO	11	Donations, Discounts and Debt Write-offs	Various Rateable Assessments	4 x properties	Woodanilling	Small Balance Writes Offs- May 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	That Council: 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.	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 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.	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	That Council: 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 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. That Council, subject to the prior written consent of the Minister of Lands being obtained:	Woodanilling Golf Club Incorporation has been suspended. Note that current lease on 'Golf Club' paddock expires on 31/12/27 with clause transferring licence to Woodanilling Sport & Rec Association. The temporary CEO met with the prospective lessees and is awaiting a revised wish list to be considered and the lease document amended where needed to accommodate their wishlist.	CEO	In progress	30%

		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)	That Council: 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; 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%
16/06/2025	Item 15.1 WAGIN WOODANILLING LANDCARE ZONE – FUTURE ARRANGEMENT S AND VEHICLE	That Council: 1. Notes that the Memorandum of Understanding between Wagin Woodanilling Landcare Zone, Shire of Wagin and Shire of Woodanilling will cease on 30 June 2026; 2. Notes the request from WWLZ for a \$15,000 financial contribution in 2026/27 and includes this in its draft budget deliberations; 3. Authorises the CEO to give local public notice of the intent to dispose of the Isuzu D-Max 24MY SX 4x2 crew cab vehicle, registration WO 022 to Wagin Woodanilling Landcare Zone for the sum of \$0; and If no submissions are received in response to the local public notice, authorises the CEO to proceed with the disposal of the vehicle as outlined above.	The CEO gave public notice of intent to dispose of the vehicle registration WO 022 to Wagin Woodanilling Landcare Zone, and no public submissions were received by the closing deadline. We are waiting for the WWLZ to establish an account with DOT Direct, so as the transfer can be implemented. The annual contribution of \$15,000.00 has been paid to WWLZ.	CEO/FO	In progress	60%

16/06/2026	Item 13.4 Appointment if Independent Presiding Member and Independent Deputy of Presiding Member – Audit, Risk and Improvement Committee (ARIC)	That Council: 1) appoints Greg Ball to be the Independent Presiding Member of its Audit, Risk and Improvement Committee (ARIC) until the 2027 local government election; 2) appoints Dale Douglas to be the Independent Deputy of Presiding Member of its ARIC until the 2027 local government election attending ARIC meetings when the Independent Presiding Member is unable to attend; 3) includes the length of term for the roles of Independent Presiding Member and Independent Deputy of Presiding Member of its ARIC to be aligned with local government election cycles following the 2027 local government election; and 4) that the Terms of Reference for the ARIC be updated with the above role terms, as presented.	The letters confirming these appointments have been issued to Messrs Ball and Douglas and Mr Ball will be presiding over an ARIC meeting at 1:30pm immediately prior to the OCM on 21 July 2026.	CEO	Completed	100%
------------	--	--	--	-----	-----------	------

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

7.1 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 strategic Shire operations.

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

8.1 Community

8.2 Corporate Services

8.3 Community Emergency Services Manager

Agenda item regarding shared CESM arrangements with Broomehill-Tambellup on a 1:2 basis rather than the current 3:1 basis was considered at the March meeting and May. Still on approval from DFES and new funding MOU to commence recruitment.

8.4 Executive Manager Infrastructure

General operational update:

- Contractor works commenced circa 16 March and are now complete:
 - The faults on the latest sealing work on Robinson Road West will be undertaken in the near future, and Greenfields have advised that there is still sufficient MRD funding left to complete this remedial work,
- Tree pruning as directed by Western Power delayed by contractor – Purchase Order issued
- Gravel pit investigations underway to source new and future supplies
- A Shire employee is undertaking training so as to be able to manage the Shire's needs in respect to the deployment and data collection of Traffic counters, so that this function will be performed in-house in the near future..

Shire road works:

Maintenance grading

Tree branches removed from roads

Town maintenance – leaves, branches, drain cleaning, mowing, general maintenance

Other Maintenance/Works:

(Ongoing) 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 another couple of weeks as Sandy from DWER is on annual leave at present, returning in 2 weeks.

Meetings Attended

Compliance/Governance

Workforce Update

- The new CEO, Signe Balodis, will arrive in town on 17 August 2026 to commence duties on 24 August 2026
- CESM role will be advertised once partnership arrangements are finalised & DFES approval
- Manager Corporate Services is currently being advertised and applications closed to allow the new CEO to participate in the interview process.
- The new Manager Works & Services, Peter Vlahov, will commence duties on Monday 3 August 2026. Peter met with the Plant Committee members and the Leading Hand/Acting Works Supervisor on Monday 20 July 2026 to assess roadworks needs for the coming year.

Projects/Initiatives Update

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; draft report issued end May for feedback.

DPIRD will be providing an update on the preliminary findings of paleochannel investigations for local governments (Woodanilling, West Arthur, Kojonup) on 25th June at Woody pavilion.

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.

Note update in State budget increasing this fund to \$75 million, no news regarding expected timing of announcements.

9.0 CORRESPONDENCE RECEIVED FROM THE COMMUNITY

10.0 CLOSURE

The briefing was closed by the Presiding Member at pm