



Council Briefing/Agenda Review Session

Tuesday 18 August 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
6.3	Mandatory Training for Elected Members	6
7.0	ELECTED MEMBER REPORTS	7
7.1	Elected Member Updates	7
8.0	OFFICER REPORTS & UPDATES	8
8.1	Community	8
8.2	Corporate Services	9
8.3	Community Emergency Services Manager	9
8.4	Executive Manager Infrastructure	9
8.5	Chief Executive Officer	10
	Meetings Attended	10
	Compliance/Governance	10
	Workforce Update	10
	Projects/Initiatives Update	10
	Ongoing: 'Homes for Regional Workforce Growth'	10
	Ongoing: 'Water for Future'	10
	Ongoing: 4WDL Joint Application to \$25 million Regional Housing Support Fund	10
9.0	CORRESPONDENCE RECEIVED FROM THE COMMUNITY	10
10.0	CLOSURE	10

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

Nil

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:

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

Australia Day 2027

The Shire is preparing for the 2027 Australia Day Community Event and will be eligible to apply for funding through the National Australia Day Council Community Events Grant Program.

Under the 2027 grant requirements, local governments are required to contribute at least the same amount they contributed towards their most recent NADC grant-supported Australia Day event. The Shire's contribution for 2027 will therefore need to be based on the amount contributed towards the 2026 event and cannot be less than this.

Before staff progress the grant application and start obtaining quotes and making bookings, some direction from Council is required around what they would like the 2027 event to look like.

- Would Council prefer a morning-only event, or would they like the event to continue into the afternoon again?
- Would Council like morning tea and/or lunch provided?
- Would Council like waterslides/inflatables again?
- Would Council like face painting again?
- Would Council like live entertainment again?
- Are there any new activities Council would like staff to look into and obtain quotes for?
- Would Council like an ice cream van again?
- Would Council like the free water station again?
- Are Councillors willing to assist with cooking, serving and general event duties on the day?
- Are there any changes Council would like made from the previous Australia Day event?
- Is Council happy for staff to proceed with the grant application, quotes and preliminary bookings once direction has been provided?
- Is Council supportive of maintaining the required Shire contribution towards the event, being at least the same amount contributed towards the 2026 event?

Bloom Festival

As with last year's Bloom Art Exhibition opening night, staff will need to allow time before the event to purchase the food for the grazing table and set everything up prior to guests arriving.

Drinks will also need to be purchased and collected before the event and taken to the venue and chilled.

On the night, a staff member who holds a current RSA will operate the bar. Her partner will also be assisting with topping up the grazing table throughout the evening and helping where required.

Staff time will need to be allowed for:

- Purchasing food for the grazing table
- Collecting drinks before the event (unless delegated elsewhere)
- Setting up the grazing table and refreshments
- Bar service during the event
- Topping up the grazing table throughout the evening
- Pack-up and clean-up after the event

8.2 Corporate Services

Nil

8.3 Community Emergency Services Manager

The Temporary CEO will attend interviews for the new CESM in Tambellup on Wednesday 19 August 2026 at 9:15am.

8.4 Executive Manager Infrastructure

General operational update:

The new Manager Works and Services commenced duties on 3 August 2026.

- Tree pruning as directed by Western Power completed
- Gravel pit investigations underway to source new and future supplies and Gravel Policy update on today's agenda.
- 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) A new Town standpipe is all systems go. The solar pump project funded by DWER is complete. The estimated cost for a replacement standpipe (\$22-25k). This arrangement is now in its final stages

Meetings Attended

Compliance/Governance

Workforce Update

- The new CEO, Signe Balodis, arrived in town on 17 August 2026 to commence duties on 24 August 2026
- Manager Corporate Services recruitment campaign is complete, and an appointment will be made this week.
- The new Manager Works & Services, Peter Vlahov, commenced 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