



Council Briefing/Agenda Review Session

Tuesday 15th September 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.

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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

Signe Balodis

Jarrad Blair

Peter Vlahov

Chief Executive Officer

Manager Corporate Services

Manager Works and Services

Apologies

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
—	—	—	—	—	No new delegated authority information provided for this update.	—	—	—	—

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	In progress	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.	CEO	In progress	20%

		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 provided the required acquittal.	CEO	Complete	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 2026			
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

Woodanilling Art Exhibition

The Woodanilling Art Exhibition opening was held on Friday 11 September 2026. A verbal update will be provided at the briefing.

Bloom Festival / Great Southern Treasures

Woodanilling hosted the opening event for the 2026 Bloom Festival on Saturday 12 September 2026. A verbal update will be provided at the briefing.

Wagin Woodanilling Landcare Zone

The Shire of Wagin ceased its direct involvement in the Wagin Woodanilling Landcare Zone from 1 July 2026. Transition arrangements for the Landcare Zone are continuing.

8.2 Manager Corporate Services

Review of Shire policies, governance documentation and administrative processes is continuing. A new Unreasonable Customer and Complainant Conduct Policy is included in the September Ordinary Council Meeting agenda.

8.3 Community Emergency Services Manager

The revised shared Community Emergency Services Manager arrangements with the Shire of Broomehill-Tambellup have progressed, with the Memorandum of Understanding now executed. The newly appointed Community Emergency Services Manager commences on Monday 14 September 2026.

8.4 Manager Works & Services

General operational update:

Robinson Road West

The required works are currently underway. The remaining works are expected to be completed over the next few weeks.

Road Construction and Maintenance

- Cartmeticup Road - shoulder grading has been completed and repairs to failed areas are programmed to commence on 15 September 2026.
- Oxley Road - quotes have been received for asphalt works, with repairs to failed areas programmed to commence on 22 September 2026.
- Andrews Road Floodway - quotes have been received for asphalt works.
- Shoulder grading has been completed on Shenton Road, Robinson Road West, Robinson Road East and Cartmeticup Road.
- Maintenance grading has continued across the Shire's unsealed road network, together with gravel sheeting, bitumen patching and general road maintenance.

Parks, Gardens and Shire Facilities

Routine town maintenance, mowing, pruning, weed and vegetation control and building maintenance have continued. Water has also been transferred from the CBH catchment to the holding dam.

Other Works

Plant and equipment replacement is progressing, together with routine plant and machinery servicing and repairs.

2026/27 Road Works Program

The adopted road works program is being progressed, with current priorities, programmed works and outstanding works underway across the Shire's road network.

Town Water Infrastructure

The Town Dam, standpipe and associated water infrastructure projects remain under review as part of the Shire's current works and water security priorities.

8.5 Chief Executive Officer

Meetings Attended

- Since commencing on 24 August 2026, the Chief Executive Officer has undertaken introductory meetings with elected members, staff, neighbouring local governments, consultants and key regional stakeholders.
- 11 September - Great Southern Voluntary Regional Organisation of Councils Chief Executive Officer Strategic Workshop

Compliance/Governance

Initial review of the Shire's governance, policy, compliance and administrative processes is underway.

Workforce Update – Vacancies filled

- Signe Balodis commenced as Chief Executive Officer on 24 August 2026.
- Jarrad Blair commenced as Manager Corporate Services on 20 August 2026.
- Peter Vlahov commenced as Manager Works and Services on 4 August 2026.
- David Wellstead commenced as Plant Operator / General Hand on 25 August 2026.
- Recruitment for the Community Emergency Services Manager has been completed, with the successful applicant commencing on 14 September 2026.
- Recruitment for other vacant positions is progressing.

Planning and Development

The development application for the proposed redevelopment of the Woodanilling Tavern is currently being advertised for public comment. Written submissions are invited and close on 16 October 2026.

Projects/Initiatives Update

Ongoing: 'Homes for Regional Workforce Growth'

The regional Homes for Regional Workforce Growth project is continuing. The Shire of Woodanilling has contributed \$2,000 towards the project, which is being coordinated through the Shire of Kojonup in partnership with participating Great Southern local governments.

Ongoing: 'Water for Future' Great Southern Development Commission

The Water for Future project involves the development of integrated non-potable water strategies for the eight local governments participating in the Inland Great Southern Drought Resilience Plan. A draft report was issued for feedback in May 2026.

Regional Housing Support Fund – 4WDL

The joint 4WDL application to the State Government's Regional Housing Support Fund has been successful, securing up to \$4,508,965 (excl GST) towards the delivery of 20 key worker dwellings across the Shires of Wagin, West Arthur, Williams, Woodanilling, Dumbleyung and Lake Grace. Further consideration will be required regarding the Shire of Woodanilling's contribution and project delivery arrangements.

Western Australian Local Government Association Local Government Convention

The Chief Executive Officer, President and Deputy President will attend the Western Australian Local Government Association Local Government Convention from 16 to 18 September 2026.

9.0 CORRESPONDENCE RECEIVED FROM THE COMMUNITY

10.0 CLOSURE

The briefing was closed by the Presiding Member at pm