Council Briefing/Agenda Review Session

Tuesday 17th November 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	Chief Executive Officer
Jarrad Blair	Manager Corporate Services
Peter Vlahov	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.	-	-	-	-

6.2Council 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.	10 November 2026 - All works are complete, including installation of the new standpipe in town. The plumber is finishing the final connections. Once the plumbing is finished, the final Milestone 5 report and costings will be submitted to the Department of Water and Environmental Regulation to claim the final grant payment of $9,998 (ex GST).	CEO	In progress	95%
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:	10 November 2026 - In progress. Discussions on the future use and lease of Reserve 11066 are continuing. 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.			

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	14/09/2022	29/11/2022	16/12/2022	08/11/2022	18/09/2022	DAP training 05/02/2024
Cr Ian Garstone	10/2023	16/02/2024	17/08/2024	17/08/2024	17/08/2024	27/06/2024	Completed
Cr Rod Marshall	10/2023	23/11/2023	19/04/2024	27/01/2024	09/12/2023	01/12/2023	Completed
Cr Kahlia Stephens	10/2023	15/02/2024	24/05/2024	06/09/2024	26/08/2024	24/03/2024	Completed
Cr Morris Trimming	10/2025	24/07/2026	09/10/2026	10/10/2026	24/08/2026	23/07/2026	Completed
Cr Sally Vermeulen	10/2025	15/06/2026	18/10/2026	17/10/2026	14/10/2026	26/07/2026	Completed
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.					

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

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

Remembrance Day
The Remembrance Day service was held at the Woodanilling Memorial on Wednesday 11 November 2026.

Community Citizen of the Year Awards
Nominations opened on 1 November 2026 and close on 1 December 2026. Award winners will be announced at the 2027 Australia Day Breakfast.

Dog and Cat Registrations
Dog and cat registrations were due for renewal on 31 October 2026, and reminders were sent to owners.

Karate Lessons
Expressions of interest are being sought for karate lessons on Wednesday evenings with a trained instructor. Classes will only go ahead if there is enough interest.

8.2 Manager Corporate Services

Tavern Development Application
One submission was received during advertising, which closed on 16 October 2026, and was later withdrawn by the submitter. The application has been assessed and is presented to Council at the November Ordinary Council Meeting (Item 12.1).

Grant Applications
The Shire's application for an Australia Day grant of $10,000 has been approved. The outcome of the All West Australians Reducing Emergencies (AWARE) application, to review and update the Shire's Local Emergency Management Arrangements, has not yet been received.

Policy Framework
POL-G01 Policy Framework is presented to Council at the November Ordinary Council Meeting (Item 13.3). It replaces Policy 1 Definitions and Policy 88 Policies: Process for Adopting, Amending or Repealing. It sets up three types of policy documents (Council Policies, Organisational Directives and Procedures), a three-year review cycle, and a Policy Register to be presented to the Audit, Risk and Improvement Committee each year. Council is also asked to delegate to the Chief Executive Officer the power to make administrative amendments to Council Policies. If adopted, existing policies will be moved to the new template as they come up for review.

8.3 Community Emergency Services Manager

Weekly meetings with the Department of Fire and Emergency Services Community Emergency Services Manager continue, with fire season preparation the current focus.

Fire Season Preparation
The Bush Fire Advisory Committee met on 5 October 2026 to plan for the season.

On 15 and 16 October 2026, the Shire joined the Eastern and Western brigades for breakfast, with a pre-season briefing and a show and tell of the fire units. The Shire President, Chief Executive Officer, Manager Works and Services and Community Emergency Services Manager attended.

Dorcas - Narrogin Op Shop has made a donation to each of the Shire's five volunteer bush fire brigades.

New folders have been prepared for Fire Control Officers, and the radio moves have been completed.

Harvest is under way. The fire weather committee is monitoring conditions for the imposition of Harvest and Vehicle Movement Bans.

Equipment and Grants
A Local Government Grants Scheme application has been prepared for fast fill trailers. Quotes are being sought for personal protective equipment and clothing, and work is continuing on the replacement of the Woodanilling brigade truck.

Plans and Procedures
The review of the Local Emergency Management Arrangements, Bushfire Risk Management Plan and Standard Operating Procedures is continuing, including an update of the Local Emergency Management Arrangements contact list.

Training and Meetings
All Works team members attended the Shire Rural Fire Awareness training on Wednesday 28 October 2026, delivered by the Community Emergency Services Manager.

8.4 Manager Works & Services

General operational update:

Roads
Robinson Road West - the two-coat seal was completed on 14 October 2026.

Douglas Road gravel sheeting - gravel has been pushed and sheeting is under way. Works are 50% complete, with completion expected by 1 December 2026.

Oxley Road surface correction - preparation works are complete and the eQuote for asphalt works has been finalised. Completion is expected by 20 December 2026.

Cartmeticup Road surface repairs and reseal - preparation works are complete and the eQuote for asphalt works has been finalised. Quotes have been sourced for the bitumen seal. Completion is expected by 1 February 2027.

Onslow Road gravel sheeting - gravel has been secured, with completion expected in May 2027.

The asphalt eQuote is being finalised with the aim of presenting it to Council at the December meeting.

Bridges
Level One bridge inspections and routine maintenance are being carried out by A&C Cutrie and are expected to be complete by 13 November 2026. The inspection reports and photos will then be forwarded to Main Roads WA.

Capital Works Reporting
The Financial Accountant will review capital works reporting monthly and prepare the quarterly Roads to Recovery report. The Capital Road Program 2026-27 Monthly Delivery Report is provided as Attachment 1.

Town Maintenance
All mowing within the town area and the fire mitigation slashing have been completed. Tree pruning and pothole patching have also been carried out.

The Works Crew cleared rubbish dumped in bushland near the refuse site. Residents have passed on positive feedback about the roadside maintenance.

Water Systems
The new standpipe behind the Shire office has been installed. AA Plumbing (Wagin Plumbing) has been engaged to connect it to the water main, and some minor finishing works remain. Completion is expected by 20 November 2026. The old standpipe opposite the Tavern is now for Fire Use only.

Oval Watering Infrastructure
Water from the CBH catchment dam has been moved to the holding dam on Shenton Road. The main pump at the holding dam has burnt out and is being replaced, with funding being sought through the Department of Water and Environmental Regulation.

Thinkwater Great Southern has completed a full audit of the oval watering system, and its report is being prepared.

Plant
All major plant has had urgent repairs carried out by Hunter Mechanical Services, including servicing, brake and tyre replacements and air conditioner repairs. A full plant condition report is being completed.

Buildings
Ongoing maintenance has been carried out on most Shire buildings.

8.5 Chief Executive Officer

Meetings Attended

Date	Meeting	Comment
19 October	Western Australian Local Government Association Season Ready	Local government emergency management pre-season briefing
21 October	Rangers - Fire hazard inspections	Inspections, notifications and the fines process
27 October	Department of Fire and Emergency Services Great Southern Emergency Management District	Climate risk workshop
28 October	ReadyTech on-site visit	2026/27 priorities and current support
29 October	Main Roads WA	Annual catch-up with the Regional Director
29 October	Great Southern Voluntary Regional Organisation of Councils	Chief Executive Officers meeting
4 November	Thinkwater Great Southern	Audit of the oval watering system
4 November	Traffic counters and Strategic Road Plan	Review
12 November	Great Southern Voluntary Regional Organisation of Councils	Meeting hosted by the Shire of Woodanilling
13 November	Great Southern Regional Road Group	Katanning
Weekly	Department of Fire and Emergency Services Community Emergency Services Manager	Wednesday meetings, fire season preparation

Compliance/Governance

Local Laws Review
The Shire's local laws are to be reviewed under section 3.16 of the Local Government Act 1995. The Shire does not have a Meeting Procedures (Standing Orders) Local Law, and one will be considered as part of the review. Report is included in the November Ordinary Council Meeting Agenda.

Mandatory Councillor Training
Cr Trimming and Cr Vermeulen, both elected in October 2025, have completed all five mandatory training modules within their first 12 months, as required under the Local Government Act 1995 and the Local Government (Administration) Regulations 1996. All Councillors have now completed the mandatory training.

Policy and Governance Review
The review of the Shire's governance, policy, compliance and administrative processes is continuing.

Workforce Update
The Shire's Workforce Plan will be prepared in-house during 2026/27.
Recruiting for Regulatory & Corporate Services Officer. Second round.

Projects/Initiatives Update

Staff Housing - Regional Housing Support Fund
Work on the Shire's two staff dwellings under the 4WDL Regional Housing Support Fund application is in progress.

Ongoing: 'Homes for Regional Workforce Growth'
Great Southern local governments are working with the Great Southern Development Commission to increase worker housing in the region, and the implementation plan is being finalised.

4WDL Commercial and Industrial Land Activation Study
A report on the Shire's contribution to the 4WDL Commercial and Industrial Land Activation Study is included in the November Ordinary Council Meeting agenda.

9.0 CORRESPONDENCE RECEIVED FROM THE COMMUNITY

Nil

10.0 CLOSURE

The briefing was closed by the Presiding Member at pm

ATTACHMENT 1 - CAPITAL ROAD PROGRAM 2026-27 - MONTHLY DELIVERY REPORT

Period ending: 31 October 2026

1. Program position

Program	Adopted budget	Actual spend to date	Committed	Spent + committed	% of budget spent or committed	Forecast final cost	Forecast carry forward to 2027-28
Regional Road Group	$1,152,922	$125,932	$4,460	$130,392	11%	$1,142,445	$0
Roads to Recovery	$434,744	$1,551	$0	$1,551	<1%	$434,744	$0
Total	**$1,587,666**	**$127,483**	**$4,460**	**$131,943**	**8%**	**$1,577,189**	**$0**

Forecast final cost is calculated: adopted budget, or spent + committed if higher; actual spend once a job is complete.

2. Project status

Complete	In progress	Not started	Deferred	Not yet updated	Overdue or late start
2	6	2	0	0	0

3. Project detail

Job	Road / project	Status	% spent	% works complete	Adopted budget	Spent + committed	Forecast final cost	Schedule flag	Comments / issues
RRG66	Robinson Road West - reconstruct 500m, carry-over pavement repairs	Complete	100%	100%	$61,613	$58,752	$58,752	Complete	Schedule: Riverhill completed; Fulton Hogan 2-coat seal completed 14 October 2026.
RRB66	Robinson Road West Reconstruct 380. C/O Pavement Repairs	Complete	100%	100%	$41,309	$38,153	$33,693	Complete	Schedule: Riverhill completed; Fulton Hogan 2-coat seal completed 14 October 2026.
RRG68	Robinson Road West SLK 26.33-26.97 (P30005400)	Not started	0%	0%	$700,000	$0	$700,000	On schedule	Schedule: quotes for excavator and engineering design Dec-Jan; works Feb-Mar 2027. Timing due to soil conditions in the swamp country - moisture in the soil.
RRG69	Oxley Road SLK 11.90-12.20 (P30005401)	In progress	10%	5%	$200,000	$19,227	$200,000	On schedule	Schedule: E-Quotes in progress.
RRG70	Cartmeticup Road pavement repairs and reseal SLK 0-2	In progress	10%	10%	$150,000	$14,260	$150,000	On schedule	Schedule: E-Quotes in progress.
	Subtotal - Regional Road Group		**11%**	**11%**	**$1,152,922**	**$130,392**	**$1,142,445**		
R2R019	Onslow Road	Not started	0%	0%	$103,312	$0	$103,312	On schedule	Schedule: gravel agreement (Donald Carter); push and stockpile quotes. Same job number as 2025-26 project shown complete - carry-over. Access to gravel will only be in January 2027.
R2R68	Douglas Road gravel sheet and vegetation	In progress	1%	5%	$83,333	$916	$83,333	On schedule	Schedule: gravel agreement; push and stockpile quotes. Same job number as 2025-26 project shown complete - carry-over.
R2R129	Robinson Road West edge repairs	In progress	1%	5%	$82,256	$635	$82,256	On schedule	Carry over job from 25/26. E-Quotes in progress.
R2R150	Andrews Road reconstruct floodway	In progress	0%	5%	$28,703	$0	$28,703	On schedule	Schedule: E-Quotes in progress.
R2R151	Orchard Road gravel sheet	In progress	0%	5%	$137,140	$0	$137,140	On schedule	Schedule: gravel agreement; push and stockpile quotes in March. The delay is due to moisture content in the gravel, need to be March, April, May.
	Subtotal - Roads to Recovery		**<1%**	**4%**	**$434,744**	**$1,551**	**$434,744**		
	TOTAL 2026-27 ROAD CAPITAL PROGRAM		**8%**	**9%**	**$1,587,666**	**$131,943**	**$1,577,189**		

4. Matters for Council decision