



# SHIRE OF WOODANILLING



## ORDINARY MEETING OF COUNCIL Unconfirmed Minutes 17 February 2026

### Disclaimer

The recommendations contained in the Minutes are subject to confirmation by Council. The Shire of Woodanilling warns that anyone who has an application lodged with Council must obtain and should only rely on written confirmation of the outcomes of the application following the Council meeting, and any conditions attaching to the decision made by the Council in respect of the application. No responsibility whatsoever is implied or accepted by the Shire of Woodanilling for any act, omission or statement or intimation occurring during a Council Meeting.

Agendas and Minutes are available on the Shire website [www.woodanilling.wa.gov.au](http://www.woodanilling.wa.gov.au)

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# ORDINARY MEETING OF COUNCIL

## UNCONFIRMED MINUTES

### 1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The Presiding Member declared the meeting open at 5.00pm.

#### 1.1. 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".

### 2. RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE (PREVIOUSLY APPROVED)

|                   |                        |
|-------------------|------------------------|
| Cr HR Thomson OAM | Shire President        |
| Cr S Vermeulen    | Deputy Shire President |
| Cr R Marshall     |                        |
| Cr I Garstone     |                        |
| Cr K Stephens     |                        |
| Cr M Trimming     |                        |

#### Officers:

|                |                                      |
|----------------|--------------------------------------|
| Anika Serer    | Chief Executive Officer              |
| Ciara Whitmore | Customer Service Officer             |
| Judy Stewart   | Executive Manager Corporate Services |

#### Leave of Absence:

Nil.

#### Apologies:

Nil.

#### Presenters/Observers:

|                      |                                                                 |
|----------------------|-----------------------------------------------------------------|
| Hannah McLean-Stefan | Environmental Project Officer, Wagin Woodanilling Landcare Zone |
| Annabel Paulley      | Secretary, Wagin Woodanilling Landcare Zone                     |

### 3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil.

### 4. PUBLIC QUESTION TIME

Nil.

## 5. PETITIONS/DEPUTATIONS/PRESENTATIONS

### 5.1. PRESENTATION – WWLZ PLANNED PROJECTS AND INITIATIVES

Hannah McLean-Stefan, Environmental Project Officer, Wagin Woodanilling Landcare Zone, provided a presentation to Council regarding current and planned projects and initiatives. The presentation included an overview of:

- Current grant-funded revegetation and fencing programs
- Community engagement and environmental initiatives
- Future funding opportunities and project planning

Councillors asked questions regarding project delivery and future opportunities, to which responses were provided. Council thanked Ms McLean-Stefan for her presentation.

*Annabel Paulley and Hannah McLean-Stefan left the meeting at 5.21pm.*

## 6. APPLICATIONS FOR LEAVE OF ABSENCE

An application for Leave of Absence was received from Cr Garstone for the April 2026 Ordinary Council Meeting.

### **COUNCIL RESOLUTION – 6.1. APPLICATIONS FOR LEAVE OF ABSENCE (OCM 493/02/2026)**

**Moved: Cr Vermeulen**

**Seconded: Cr Stephens**

That Council grant Cr Garstone a Leave of Absence for the April 2026 Ordinary Council Meeting.

**CARRIED 6/0**

**For: Cr Thomson, Cr Vermeulen, Cr Stephens, Cr Marshall, Cr Garstone, Cr Trimming**

**Against: Nil**

## 7. ANNOUNCEMENTS BY SHIRE PRESIDENT AND/OR DEPUTY PRESIDENT WITHOUT DISCUSSION

Nil.

## 8. CONFIRMATION OF COUNCIL MEETING MINUTES

### 8.1. ORDINARY MEETING OF COUNCIL HELD 16 DECEMBER 2025

That the Minutes of the Ordinary Meeting of Council held 16 December 2025 be confirmed as a true and correct record of proceedings without amendment.

### **COUNCIL RESOLUTION – 8.1. ORDINARY MEETING OF COUNCIL HELD 16 DECEMBER 2025 (OCM 494/02/2026)**

**Moved: Cr Garstone**

**Seconded: Cr Vermeulen**

That the Minutes of the Ordinary Meeting of Council held 16 December 2025 be confirmed as a true and correct record of proceedings without amendment.

**CARRIED 6/0**

**For: Cr Thomson, Cr Vermeulen, Cr Stephens, Cr Marshall, Cr Garstone, Cr Trimming**

**Against: Nil**

## 9. CONFIRMATION OF OTHER MEETING MINUTES

### 9.1. 4WDL VROC MEETING HELD 25 NOVEMBER 2025

That the Minutes of the 4WDL VROC Meeting held 25 November 2025 be received by Council.

#### **COUNCIL RESOLUTION – 9.1. 4WDL VROC MEETING HELD 25 NOVEMBER 2025 (OCM 495/02/2026)**

**Moved: Cr Marshall**

**Seconded: Cr Vermeulen**

That the Minutes of the 4WDL VROC Meeting held 25 November 2025 be received by Council.

**CARRIED 6/0**

**For: Cr Thomson, Cr Vermeulen, Cr Stephens, Cr Marshall, Cr Garstone, Cr Trimming**

**Against: Nil**

### 9.2. WALGA STATE COUNCIL MEETING HELD 3 DECEMBER 2025

That the Minutes of the WALGA State Council Meeting held 3 December 2025 be received by Council.

#### **COUNCIL RESOLUTION – 9.2. WALGA STATE COUNCIL MEETING HELD 3 DECEMBER 2025 (OCM 496/02/2026)**

**Moved: Cr Garstone**

**Seconded: Cr Stephens**

That the Minutes of the WALGA State Council Meeting held 3 December 2025 be received by Council.

**CARRIED 6/0**

**For: Cr Thomson, Cr Vermeulen, Cr Stephens, Cr Marshall, Cr Garstone, Cr Trimming**

**Against: Nil**

## 10. REPORTS OF OFFICERS

Nil.

## 11. REGULATORY SERVICES

Nil.

## 12. INFRASTRUCTURE SERVICES

Nil.

## 13. CORPORATE SERVICES

### 13.1. LIST OF ACCOUNTS FOR PAYMENT – 31 DECEMBER 2025

|                                   |                                                                                                                                                              |
|-----------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>File Reference</b>             | ADM0066                                                                                                                                                      |
| <b>Date of Report</b>             | 04 February 2026                                                                                                                                             |
| <b>Responsible Officer</b>        | Anika Serer, Chief Executive Officer                                                                                                                         |
| <b>Author of Report</b>           | Brooke Dellacqua, Senior Finance Officer                                                                                                                     |
| <b>Disclosure of any Interest</b> | No Officer involved in the preparation of this report has an interest to declare in accordance with the provisions of the <i>Local Government Act 1995</i> . |
| <b>Voting Requirement</b>         | Simple Majority                                                                                                                                              |
| <b>Attachments</b>                | <b>Attachment 13.1.1</b> – List of Accounts for Payment – 31 December 2025                                                                                   |

#### BRIEF SUMMARY

The purpose of this report is to present to Council the list of accounts paid, for the month ending 31 December 2025, as required under the *Local Government (Financial Management) Regulations 1996*.

#### BACKGROUND/COMMENT

In accordance with *Local Government (Financial Management) Regulations 1996*, Clause 13 (1) schedules of all payments made through Council's bank accounts are presented to Council for inspection.

Council has delegated, to the Chief Executive Officer, the exercise of its power to make payments from the Shire's Municipal and Trust funds. In accordance with Regulation 13 of the *Local Government (Financial Management) Regulations 1996*, a list of accounts paid is to be provided to Council, where such delegation is made.

The following table summarises the payments for the period by payment type, with full details of the accounts paid contained within **Attachment 13.1.1**.

#### Payments up to 31 December 2025

| Payment Type                                        | Account Type     | Amount \$           |
|-----------------------------------------------------|------------------|---------------------|
| Automatic Payment Deductions (Direct Debits & BPay. | Municipal        | \$19,964.80         |
| Cheque Payments                                     | Municipal        | \$0.00              |
| EFT Payments #8092 to #8148                         | Municipal        | \$240,630.87        |
| <b>Sub Total</b>                                    | <b>Municipal</b> | <b>\$260,595.67</b> |
| Payments                                            | <b>Trust</b>     | \$0.00              |
| Payments                                            | <b>Reserve</b>   | \$0.00              |
| <b>Totals</b>                                       |                  | <b>\$260,595.67</b> |

#### STATUTORY/LEGAL IMPLICATIONS

Regulation 13 of the *Local Government (Financial Management) Regulations 1996* states:

#### 13. Payments from municipal fund or trust fund by CEO, CEO's duties as to etc.

- (1) *If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared —*
  - (a) *the payee's name; and*
  - (b) *the amount of the payment; and*
  - (c) *the date of the payment; and*

- (d) *sufficient information to identify the transaction.*
- (2) *A list of accounts for approval to be paid is to be prepared each month showing —*
- (a) *for each account which requires council authorisation in that month —*
- (i) *the payee's name; and*
- (ii) *the amount of the payment; and*
- (iii) *sufficient information to identify the transaction;*
- and*
- (b) *the date of the meeting of the council to which the list is to be presented.*
- (3) *A list prepared under subregulation (1) or (2) is to be —*
- (a) *presented to the council at the next ordinary meeting of the council after the list is prepared; and*
- (b) *recorded in the minutes of that meeting.*

### **POLICY IMPLICATIONS**

The Chief Executive Officer, under relevant delegation, is authorised to arrange purchase of specific items in the budget, which do not require calling tenders, providing that it is within the approved and adopted budget.

### **FINANCIAL IMPLICATIONS**

There are no financial implications that have been identified as a result of this report or recommendation.

### **STRATEGIC IMPLICATIONS**

#### **PILLAR 3: CIVIC LEADERSHIP**

#### **Goal 8: Accountable and compliant governance**

8.1 Maintain compliance with the *Local Government Act 1995* and associated regulations

### **CONSULTATION/COMMUNICATION**

There are no community engagement implications that have been identified as a result of this report or recommendation.

### **RISK MANAGEMENT**

The risk in relation to this matter is assessed as “Medium” on the basis that if Council does not accept the payments. The risk identified would be failure to fulfil statutory regulations or compliance requirements. Shire Officers provide a full detailed listing of payments made in the timely manner.

| Consequence<br>Likelihood | Insignificant | Minor  | Moderate | Major  | Extreme |
|---------------------------|---------------|--------|----------|--------|---------|
| Almost Certain            | Medium        | High   | High     | Severe | Severe  |
| Likely                    | Low           | Medium | High     | High   | Severe  |
| Possible                  | Low           | Medium | Medium   | High   | High    |
| Unlikely                  | Low           | Low    | Medium   | Medium | High    |
| Rare                      | Low           | Low    | Low      | Low    | Medium  |

| Risk Rating | Action                                                                                                |
|-------------|-------------------------------------------------------------------------------------------------------|
| LOW         | Monitor for continuous improvement.                                                                   |
| MEDIUM      | Comply with risk reduction measures to keep risk as low as reasonably practical.                      |
| HIGH        | Review risk reduction and take additional measures to ensure risk is as low as reasonably achievable. |
| SEVERE      | Unacceptable. Risk reduction measures must be implemented before proceeding.                          |

#### VOTING REQUIREMENTS

Simple Majority

#### OFFICER'S RECOMMENDATION

That Council accepts the list of accounts and details of the credit card amounts, totalling \$260,595.67 paid under delegated authority in accordance with Regulation 13(1) of the *Local Government (Financial Management) Regulations 1996* for the period ended 31 December 2025, as contained within **Attachment 13.1.1.**

#### **COUNCIL RESOLUTION – 13.1. LIST OF ACCOUNTS FOR PAYMENT – 31 DECEMBER 2025 (OCM 497/02/2026)**

**Moved: Cr Marshall**

**Seconded: Cr Stephens**

That Council accepts the list of accounts and details of the credit card amounts, totalling \$260,595.67 paid under delegated authority in accordance with Regulation 13(1) of the *Local Government (Financial Management) Regulations 1996* for the period ended 31 December 2025, as contained within **Attachment 13.1.1.**

**CARRIED 6/0**

**For: Cr Thomson, Cr Vermeulen, Cr Stephens, Cr Marshall, Cr Garstone, Cr Trimming**

**Against: Nil**



## 13.2. LIST OF ACCOUNTS FOR PAYMENT – 31 JANUARY 2026

|                                   |                                                                                                                                                              |
|-----------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>File Reference</b>             | ADM0066                                                                                                                                                      |
| <b>Date of Report</b>             | 05 February 2026                                                                                                                                             |
| <b>Responsible Officer</b>        | Anika Serer, Chief Executive Officer                                                                                                                         |
| <b>Author of Report</b>           | Brooke Dellacqua, Senior Finance Officer                                                                                                                     |
| <b>Disclosure of any Interest</b> | No Officer involved in the preparation of this report has an interest to declare in accordance with the provisions of the <i>Local Government Act 1995</i> . |
| <b>Voting Requirement</b>         | Simple Majority                                                                                                                                              |
| <b>Attachments</b>                | <b>Attachment 13.2.1</b> – List of Accounts for Payment – 31 January 2026                                                                                    |

### BRIEF SUMMARY

The purpose of this report is to present to Council the list of accounts paid, for the month ending 31 January 2026, as required under the *Local Government (Financial Management) Regulations 1996*.

### BACKGROUND/COMMENT

In accordance with *Local Government (Financial Management) Regulations 1996*, Clause 13 (1) schedules of all payments made through Council's bank accounts are presented to Council for inspection.

Council has delegated, to the Chief Executive Officer, the exercise of its power to make payments from the Shire's Municipal and Trust funds. In accordance with Regulation 13 of the *Local Government (Financial Management) Regulations 1996*, a list of accounts paid is to be provided to Council, where such delegation is made.

The following table summarises the payments for the period by payment type, with full details of the accounts paid contained within **Attachment 13.2.1**.

#### Payments up to 31 January 2026

| Payment Type                                        | Account Type     | Amount \$          |
|-----------------------------------------------------|------------------|--------------------|
| Automatic Payment Deductions (Direct Debits & BPay. | Municipal        | \$23,341.52        |
| Cheque Payments                                     | Municipal        | \$0.00             |
| EFT Payments #8092 to #8148                         | Municipal        | \$61,470.78        |
| <b>Sub Total</b>                                    | <b>Municipal</b> | <b>\$84,785.30</b> |
| Payments                                            | <b>Trust</b>     | \$0.00             |
| Payments                                            | <b>Reserve</b>   | \$0.00             |
| <b>Totals</b>                                       |                  | <b>\$84,785.30</b> |

### STATUTORY/LEGAL IMPLICATIONS

Regulation 13 of the *Local Government (Financial Management) Regulations 1996* states:

#### 13. **Payments from municipal fund or trust fund by CEO, CEO's duties as to etc.**

- (1) *If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared —*
  - (a) *the payee's name; and*
  - (b) *the amount of the payment; and*
  - (c) *the date of the payment; and*
  - (d) *sufficient information to identify the transaction.*

- (2) *A list of accounts for approval to be paid is to be prepared each month showing —*
- (a) *for each account which requires council authorisation in that month —*
    - (i) *the payee's name; and*
    - (ii) *the amount of the payment; and*
    - (iii) *sufficient information to identify the transaction;*
  - and*
  - (b) *the date of the meeting of the council to which the list is to be presented.*
- (3) *A list prepared under subregulation (1) or (2) is to be —*
- (a) *presented to the council at the next ordinary meeting of the council after the list is prepared; and*
  - (b) *recorded in the minutes of that meeting.*

### **POLICY IMPLICATIONS**

The Chief Executive Officer, under relevant delegation, is authorised to arrange purchase of specific items in the budget, which do not require calling tenders, providing that it is within the approved and adopted budget.

### **FINANCIAL IMPLICATIONS**

There are no financial implications that have been identified as a result of this report or recommendation.

### **STRATEGIC IMPLICATIONS**

#### **PILLAR 3: CIVIC LEADERSHIP**

#### **Goal 8: Accountable and compliant governance**

8.1 Maintain compliance with the Local Government Act 1995 and associated regulations

### **CONSULTATION/COMMUNICATION**

There are no community engagement implications that have been identified as a result of this report or recommendation.

### **RISK MANAGEMENT**

The risk in relation to this matter is assessed as “Medium” on the basis that if Council does not accept the payments. The risk identified would be failure to fulfil statutory regulations or compliance requirements. Shire Officer's provide a full detailed listing of payments made in the timely manner.

| Consequence    | Insignificant | Minor  | Moderate | Major  | Extreme |
|----------------|---------------|--------|----------|--------|---------|
| Likelihood     |               |        |          |        |         |
| Almost Certain | Medium        | High   | High     | Severe | Severe  |
| Likely         | Low           | Medium | High     | High   | Severe  |
| Possible       | Low           | Medium | Medium   | High   | High    |
| Unlikely       | Low           | Low    | Medium   | Medium | High    |
| Rare           | Low           | Low    | Low      | Low    | Medium  |

| Risk Rating | Action                                                                                                |
|-------------|-------------------------------------------------------------------------------------------------------|
| LOW         | Monitor for continuous improvement.                                                                   |
| MEDIUM      | Comply with risk reduction measures to keep risk as low as reasonably practical.                      |
| HIGH        | Review risk reduction and take additional measures to ensure risk is as low as reasonably achievable. |
| SEVERE      | Unacceptable. Risk reduction measures must be implemented before proceeding.                          |

#### VOTING REQUIREMENTS

Simple Majority

#### OFFICER'S RECOMMENDATION

That Council accepts the list of accounts and details of the credit card amounts, totalling \$84,785.30 paid under delegated authority in accordance with Regulation 13(1) of the *Local Government (Financial Management) Regulations 1996* for the period ended 31 January 2026, as contained within **Attachment 13.2.1.**

#### **COUNCIL RESOLUTION – 13.2. LIST OF ACCOUNTS FOR PAYMENT – 31 JANUARY 2026 (OCM 498/02/2026)**

**Moved: Cr Marshall**

**Seconded: Cr Stephens**

That Council accepts the list of accounts and details of the credit card amounts, totalling \$84,785.30 paid under delegated authority in accordance with Regulation 13(1) of the *Local Government (Financial Management) Regulations 1996* for the period ended 31 January 2026, as contained within **Attachment 13.2.1.**

**CARRIED 6/0**

**For: Cr Thomson, Cr Vermeulen, Cr Stephens, Cr Marshall, Cr Garstone, Cr Trimming**

**Against: Nil**

### 13.3. MONTHLY FINANCIAL REPORTS FOR THE PERIODS ENDING 31 DECEMBER 2025 AND 31 JANUARY 2026

|                                   |                                                                                                                                                              |
|-----------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>File Reference</b>             | ADM0066                                                                                                                                                      |
| <b>Date of Report</b>             | 11 February 2026                                                                                                                                             |
| <b>Responsible Officer</b>        | Anika Serer, Chief Executive Officer                                                                                                                         |
| <b>Author of Report</b>           | DL Consulting                                                                                                                                                |
| <b>Disclosure of any Interest</b> | No Officer involved in the preparation of this report has an interest to declare in accordance with the provisions of the <i>Local Government Act 1995</i> . |
| <b>Voting Requirement</b>         | Simple Majority                                                                                                                                              |
| <b>Attachments</b>                | <b>Attachment 13.3.1</b> – Monthly Financial Report 31 December 2025<br><b>Attachment 13.3.2</b> – Monthly Financial Report 31 January 2026                  |

#### BRIEF SUMMARY

Due to there being no Ordinary Council Meeting in January 2026, the Monthly Financial Reports for the periods ending 31 December 2025 and 31 January 2026 are presented for Council's consideration.

#### BACKGROUND/COMMENT

In accordance with regulation 34 of the *Government (Financial Management) Regulations 1996*, the Shire is to prepare a monthly Statement of Financial Activity for approval by Council. The Monthly Financial Reports have been prepared in accordance with statutory requirements.

The Statement of Financial Activity as at 31 January 2026 shows a closing surplus of \$1,212,634.

#### STATUTORY/LEGAL IMPLICATIONS

Section 6.4 of the *Local Government Act 1995* requires a Local Government to prepare an annual financial statement for the preceding year and other financial reports as they prescribed.

Regulation 34 (1) of the *Local Government (Financial Management) Regulations 1996* as amended requires the Local Government to prepare monthly financial statements and report on actual performance against what was set out in the annual budget.

#### POLICY IMPLICATIONS

There is no Council Policy relevant to this item.

#### FINANCIAL IMPLICATIONS

The Budget will be regularly monitored on at least a monthly basis, by the Chief Executive Officer and Financial Consultant/Accountant. Responsible Officers are also required to review their particular line items for anomalies each month, with a major review required by law, between 1 February and 28 March of each year pursuant to the *Local Government (Financial Management) Regulations 1996* (Regulation 33A).

Any material variances that have an impact on the outcome of the budgeted closing surplus/deficit position are detailed in the Monthly Financial Reports contained within **Attachment 13.3.1** and **Attachment 13.3.2**.

#### STRATEGIC IMPLICATIONS

##### PILLAR 3: CIVIC LEADERSHIP

##### Goal 8: Accountable and compliant governance

8.1 Maintain compliance with the Local Government Act 1995 and associated regulations

## CONSULTATION/COMMUNICATION

Reporting Officers receive monthly updates to track expenditure and income and to be aware of their work commitments versus budget allocations.

## RISK MANAGEMENT

The risk in relation to this matter is assessed as “Low” on the basis that if Council does not receive the Monthly Financial Reports for the month reported leading to the Shire not meeting legislative requirements on financial reporting. The risk identified would be failure to fulfil statutory regulations or compliance requirements.

| Consequence    | Insignificant | Minor  | Moderate | Major  | Extreme |
|----------------|---------------|--------|----------|--------|---------|
| Likelihood     |               |        |          |        |         |
| Almost Certain | Medium        | High   | High     | Severe | Severe  |
| Likely         | Low           | Medium | High     | High   | Severe  |
| Possible       | Low           | Medium | Medium   | High   | High    |
| Unlikely       | Low           | Low    | Medium   | Medium | High    |
| Rare           | Low           | Low    | Low      | Low    | Medium  |

| Risk Rating | Action                                                                                                |
|-------------|-------------------------------------------------------------------------------------------------------|
| LOW         | Monitor for continuous improvement.                                                                   |
| MEDIUM      | Comply with risk reduction measures to keep risk as low as reasonably practical.                      |
| HIGH        | Review risk reduction and take additional measures to ensure risk is as low as reasonably achievable. |
| SEVERE      | Unacceptable. Risk reduction measures must be implemented before proceeding.                          |

## VOTING REQUIREMENTS

Simple Majority

## OFFICER'S RECOMMENDATION

That Council receive the Monthly Financial Reports for the periods of 31 December 2025 and 31 January 2026, in accordance with section 6.4 of the *Local Government Act 1995* and Regulation 34 of the *Local Government (Financial Management) Regulations 1995* as presented in **Attachment 13.3.1** and **Attachment 13.3.2**.

### **COUNCIL RESOLUTION – 13.3 MONTHLY FINANCIAL REPORTS FOR THE PERIODS ENDING 31 DECEMBER 2025 AND 31 JANUARY 2026 (OCM 499/02/2026)**

**Moved: Cr Vermeulen**

**Seconded: Cr Garstone**

That Council receive the Monthly Financial Reports for the periods of 31 December 2025 and 31 January 2026, in accordance with section 6.4 of the *Local Government Act 1995* and Regulation 34 of the *Local Government (Financial Management) Regulations 1995* as presented in **Attachment 13.3.1** and **Attachment 13.3.2**.

**CARRIED 6/0**

**For: Cr Thomson, Cr Vermeulen, Cr Stephens, Cr Marshall, Cr Garstone, Cr Trimming**

**Against: Nil**

**14. COMMUNITY SERVICES**

Nil.

## 15. OFFICE OF CEO

### 15.1. GREAT SOUTHERN VROC EXECUTIVE OFFICER POSITION

|                                   |                                                                                                                                                              |
|-----------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>File Reference</b>             | ADM0403                                                                                                                                                      |
| <b>Date of Report</b>             | 11 February 2026                                                                                                                                             |
| <b>Responsible Officer</b>        | Anika Serer, Chief Executive Officer                                                                                                                         |
| <b>Author of Report</b>           | Anika Serer, Chief Executive Officer                                                                                                                         |
| <b>Disclosure of any Interest</b> | No Officer involved in the preparation of this report has an interest to declare in accordance with the provisions of the <i>Local Government Act 1995</i> . |
| <b>Voting Requirement</b>         | Simple Majority                                                                                                                                              |
| <b>Attachments</b>                |                                                                                                                                                              |

#### BRIEF SUMMARY

The purpose of this report is for Council to consider a funding model from Great Southern VROC to fund the continuation of the GSVROC Executive Officer position, which currently expires on 30 May 2026.

#### BACKGROUND

- The Great Southern VROC Memorandum of Understanding (2025–2029) provides for the appointment of an Executive Officer to support delivery of the VROC's strategic objectives, including administration, meeting coordination, project delivery, stakeholder engagement and financial management.
- The Executive Officer position is currently funded through drought resilience funding and supports delivery of the Inland Great Southern Drought Resilience Plan, in addition to broader GSVROC priorities.
- The Executive Officer is engaged through the Host Local Government (Shire of Katanning) and is responsible for project implementation and reporting, secretariat support, financial administration, stakeholder engagement and grant coordination.
- Funding for the Executive Officer role was originally due to conclude in October 2025. As the position did not commence until September 2025, an extension was sought and approved. The South West Development Commission has confirmed that the funding expenditure period has been extended to 30 May 2026.
- A decision is now required regarding continuation of the Executive Officer role and funding arrangements beyond this date to avoid disruption to GSVROC operations.

At the GSVROC Executive meeting on 2nd February 2026 the GSVROC CEOs:

1. *Noted and accepted the revised Band Contribution funding model, including the corrected calculations.*
2. *Agreed to recommend to the GSVROC Ordinary Meeting on 9 February 2026 to continue with the Executive Officer position and that the preferred funding model for the GSVROC Executive Officer position be based on the Great Southern Treasures model.*
3. *Agreed that the host Shire is responsible for meeting catering costs.*
4. *Determined that funding for additional GSVROC project work will be considered and approved on a project-by-project basis.*

#### COMMENT

The GSVROC CEOs have agreed in principle to support continuation of the Executive Officer position, subject to confirmation of the funding approach and related arrangements by the Great Southern VROC. CEOs considered several funding options and generally supported adoption of a model aligned with the Great Southern Treasures subscription framework as the preferred approach.

### Funding Model Options

To continue the Executive Officer position beyond the current drought funding period, the following funding models were considered:

| <b>Option</b>                            | <b>Description</b>                                                                                   | <b>Benefits</b>                                                                                                                               | <b>Risks</b>                                                                                                                                                                          |
|------------------------------------------|------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>A: Equal Share Model</b>              | Each member Council contributes an equal amount toward the annual operating cost.                    | <ul style="list-style-type: none"><li>- Simple and transparent.</li><li>- Easy to administer and budget.</li></ul>                            | <ul style="list-style-type: none"><li>- May not reflect differences in Council size or capacity.</li><li>- Smaller Councils may perceive contributions as disproportionate.</li></ul> |
| <b>B: Banded Contribution Model</b>      | Contributions are based on Council classification e.g. Band 3 vs Band 4.                             | <ul style="list-style-type: none"><li>- Recognizes varying financial capacity.</li><li>- Aligns with existing banding frameworks.</li></ul>   | <ul style="list-style-type: none"><li>- Requires agreement on banding and contribution levels.</li><li>- Potential for debate on fairness.</li></ul>                                  |
| <b>C: Population-Based Formula</b>       | Contributions calculated proportionally based on each Council's population.                          | <ul style="list-style-type: none"><li>- Reflects service demand and regional representation.</li><li>- Scales contributions fairly.</li></ul> | <ul style="list-style-type: none"><li>- Requires accurate and updated population data.</li><li>- May disadvantage larger Councils.</li></ul>                                          |
| <b>D: Hybrid Model (Base + Variable)</b> | A fixed base contribution for all Councils plus a variable component based on population or banding. | <ul style="list-style-type: none"><li>- Balances equity and simplicity.</li><li>- Provides predictable minimum funding.</li></ul>             | <ul style="list-style-type: none"><li>- More complex to administer.</li><li>- Requires consensus on formula.</li></ul>                                                                |

### Financial Implications

Indicative cost calculations for the Executive Officer services total \$53,414.56 per annum, based on current service arrangements.



|                                             |                   |                    |
|---------------------------------------------|-------------------|--------------------|
| <b>Executive Officer Services</b>           |                   |                    |
| EO Hourly Rate                              | \$                | 85.00              |
| Annual Hours                                |                   | 572                |
| <b>Total</b>                                | <b>\$</b>         | <b>48,620.00</b>   |
|                                             |                   |                    |
| Office Expenses Allowance per month         | \$                | 70.00              |
| Months                                      |                   | 12                 |
| <b>Total Office Expenses</b>                | <b>\$</b>         | <b>840.00</b>      |
|                                             |                   |                    |
| <b>Attend GSVROC Meetings</b>               |                   |                    |
| Travel @ .85c per km                        | <i>KMs Return</i> | \$ 0.88            |
| Katanning (Feb 26)                          | 590               | \$ 519.20          |
| Nyabing (May 26)                            | 550               | \$ 484.00          |
| Kojonup (August 26)                         | 672               | \$ 591.36          |
| Mt Barker (Nov 26)                          | 900               | \$ 792.00          |
|                                             | <b>Subtotal</b>   | <b>\$ 2,386.56</b> |
|                                             |                   |                    |
| <b>2 x CEO Meetings (TBD)</b>               | <i>KMs Return</i> | \$ 0.88            |
| Nyabing (TBD)                               | 550               | \$ 484.00          |
| Nyabing (TBD)                               | 550               | \$ 484.00          |
|                                             | <b>Subtotal</b>   | <b>\$ 968.00</b>   |
|                                             |                   |                    |
| <b>Total Kms Costs</b>                      | <b>\$</b>         | <b>3,354.56</b>    |
|                                             |                   |                    |
| <b>Accommodation and Sustenance</b>         |                   |                    |
| Kojonup (August 26)                         | \$ 300.00         | <i>approx</i>      |
| Mt Barker (Nov 26)                          | \$ 300.00         | <i>approx</i>      |
| <b>Total Accom</b>                          | <b>\$</b>         | <b>600.00</b>      |
|                                             |                   |                    |
| <b>Total Annual Executive Officer Costs</b> | <b>\$</b>         | <b>53,414.56</b>   |
|                                             |                   |                    |
| <b>Monthly Costs</b>                        | <b>\$</b>         | <b>4,451.21</b>    |

Note:

- Costs do not include additional work beyond the Executive Officer functions outlined in Item 7 of the Services Contract.
- Any additional work must be authorised by the principal in advance and will be charged at \$145 per hour.
- Hourly rates will be reviewed annually on 1 July and increased by CPI.

The South West Development Commission approved funding of \$43,795 from the GSDC PIP Funding Budget to support appointment of an Executive Officer for drought implementation activities. While originally due to conclude in October 2025, this funding period has now been extended and will conclude on 30 May 2026.

Continuation of the Executive Officer position beyond this date will require annual contributions from Member Councils. Comparative contribution tables are provided below for consideration, including an indicative contribution model aligned with the Great Southern Treasures subscription framework (adjusted proportionally).

### Indicative Contribution Comparison

| Shire | Equal Share | LG Band | Population  | %      | Payment | Fixed Base  | Pop Base | Total       |             |
|-------|-------------|---------|-------------|--------|---------|-------------|----------|-------------|-------------|
| PL    | \$6,676.82  | 3       | \$12,463.40 | 5,669  | 35.12%  | \$18,761.29 | \$2,000  | \$13,141.46 | \$15,141.46 |
| KA    | \$6,676.82  | 3       | \$12,463.40 | 4,057  | 25.14%  | \$13,426.45 | \$2,000  | \$9,404.64  | \$11,404.64 |
| KO    | \$6,676.82  | 3       | \$12,463.40 | 1,985  | 12.30%  | \$6,569.26  | \$2,000  | \$4,601.48  | \$6,601.48  |
| GN    | \$6,676.82  | 4       | \$3,204.87  | 1,215  | 7.53%   | \$4,020.98  | \$2,000  | \$2,816.52  | \$4,816.52  |
| BHT   | \$6,676.82  | 4       | \$3,204.87  | 1,144  | 7.09%   | \$3,786.01  | \$2,000  | \$2,651.94  | \$4,651.94  |
| CB    | \$6,676.82  | 4       | \$3,204.87  | 1,098  | 6.80%   | \$3,633.78  | \$2,000  | \$2,545.30  | \$4,545.30  |
| KT    | \$6,676.82  | 4       | \$3,204.87  | 524    | 3.25%   | \$1,734.15  | \$2,000  | \$1,214.70  | \$3,214.70  |
| WO    | \$6,676.82  | 4       | \$3,204.87  | 448    | 2.78%   | \$1,482.63  | \$2,000  | \$1,038.52  | \$3,038.52  |
|       | \$53,414.56 | 29      | \$53,414.56 | 16,140 | 100.00% | \$53,414.56 | \$16,000 | \$37,414.56 | \$53,414.56 |

| Shire | Fixed Base | Band Base   | Total       | Fixed Base | Rate Revenue | Total       | GS Treasures Tier | Total       |
|-------|------------|-------------|-------------|------------|--------------|-------------|-------------------|-------------|
| PL    | \$2,000    | \$8,730.06  | \$10,730.06 | \$2,000    | \$9,157.55   | \$11,157.55 | 3                 | \$9,453.90  |
| KA    | \$2,000    | \$8,730.06  | \$10,730.06 | \$2,000    | \$5,819.87   | \$7,819.87  | 3                 | \$9,453.90  |
| KO    | \$2,000    | \$8,730.06  | \$10,730.06 | \$2,000    | \$5,733.45   | \$7,733.45  | 3                 | \$9,453.90  |
| GN    | \$2,000    | \$2,244.87  | \$4,244.87  | \$2,000    | \$5,668.59   | \$7,668.59  | 2                 | \$6,145.04  |
| BHT   | \$2,000    | \$2,244.87  | \$4,244.87  | \$2,000    | \$3,376.78   | \$5,376.78  | 2                 | \$6,145.04  |
| CB    | \$2,000    | \$2,244.87  | \$4,244.87  | \$2,000    | \$3,532.75   | \$5,532.75  | 2                 | \$6,145.04  |
| KT    | \$2,000    | \$2,244.87  | \$4,244.87  | \$2,000    | \$2,843.40   | \$4,843.40  | 1                 | \$3,308.87  |
| WO    | \$2,000    | \$2,244.87  | \$4,244.87  | \$2,000    | \$1,282.16   | \$3,282.16  | 1                 | \$3,308.87  |
|       | \$16,000   | \$37,414.56 | \$53,414.56 | \$16,000   | \$37,414.56  | \$53,414.56 |                   | \$53,414.56 |

### Meeting Catering Costs

GSVROC CEOs agreed that catering continue to be covered by the hosting Council.

### STATUTORY/LEGAL IMPLICATIONS

The Shire of Woodanilling entered a 4-year MOU with the Shires of Broomehill-Tambellup, Cranbrook, Gnowangerup, Katanning, Kent, Kojonup and Plantagenet in May 2025 to form the Great Southern Voluntary Regional Organisation of Councils (GS VROC). At the time of signing the MOU it was indicated that financial contributions in the vicinity of \$8,000 per annum may be required to fund the executive officer position in the future, however that was provided as an estimate at the time with no formal decision required.

### POLICY IMPLICATIONS

There is no policy associated with this item.

### FINANCIAL IMPLICATIONS

The various funding models indicate a contribution from the Shire of Woodanilling ranging from \$1,482.63 (model 2 – population based) up to a maximum of \$6,676.82 (model 1 – equal share). For the 2025/26 budget this would require one month (June) funding ranging from \$125 to \$560, and the full amount would need to be included in the development of the 2026/27 budget. Model 7 (based on the Great Southern Treasures contribution model), which indicates a contribution of \$3,308.87 from the Shire, is the recommended model however it is noted that all Councils need to seek their own approvals and may endorse an alternative. It is recommended the CEO is authorised to approve whichever funding contribution receives a majority from the VROC Councils to ensure a decision can be made in a timely manner.

### STRATEGIC IMPLICATIONS

Great Southern VROC enables the 8 Local Governments to work in partnership and leverage their collective strength to deliver a range of strategic opportunities and initiatives throughout the region. The Strategic Plan focuses on 3 pillars of Economic Viability (of our communities), Operational Efficiencies and

Climate Resilience, which complement and support the objectives of the Shire's Strategic Community Plan and Corporate Business Plan.

### CONSULTATION/COMMUNICATION

Consultation has been undertaken firstly with the Chief Executive Officers of GSVROC, and this item was tabled at the GSVROC meeting held on 9 February 2026 for referral to member Councils.

### RISK MANAGEMENT

There is a minor reputational risk to the Shire if a financial contribution is not endorsed, as an indicative value was provided prior to entering the MOU. The contribution represents value to the Shire for the collective strength and outcomes of the GSVROC.

| Consequenc<br>Likelihood | Insignifican<br>t | Minor  | Moderate | Major  | Extrem<br>e |
|--------------------------|-------------------|--------|----------|--------|-------------|
| Almost                   | Medium            | High   | High     | Severe | Severe      |
| Likely                   | Low               | Medium | High     | High   | Severe      |
| Possible                 | Low               | Mediu  | Medium   | High   | High        |
| Unlikely                 | Low               | Low    | Medium   | Mediu  | High        |
| Rare                     | Low               | Low    | Low      | Low    | Medium      |

| Risk Rating | Action                                                                                                |
|-------------|-------------------------------------------------------------------------------------------------------|
| LOW         | Monitor for continuous improvement.                                                                   |
| MEDIUM      | Comply with risk reduction measures to keep risk as low as reasonably practical.                      |
| HIGH        | Review risk reduction and take additional measures to ensure risk is as low as reasonably achievable. |
| SEVERE      | Unacceptable. Risk reduction measures must be implemented before proceeding.                          |

### VOTING REQUIREMENTS

Simple Majority

### OFFICER'S RECOMMENDATION

That Council:

1. Endorses the continuation of the GSVROC Executive Officer position beyond the current funding period ending 30 May 2026;
2. Authorises the CEO to recommend the Great Southern Treasures Contribution Model to Great Southern VROC, and approves a funding arrangement ranging from \$1,500 (model 2 – population based) up to a maximum of \$6,700 (model 1 – equal share) for 2026/27 with a pro-rata contribution for the month of June, to be reviewed annually;
3. Confirms the host Council will continue to be responsible for meeting catering costs; and
4. Notes that any additional GSVROC project work outside the core Executive Officer functions will be considered and approved on a project-by-project basis.

**COUNCIL RESOLUTION – 15.1. GREAT SOUTHERN VROC EXECUTIVE OFFICER POSITION (OCM 500/02/2026)**

**Moved: Cr Stephens**

**Seconded: Cr Vermeulen**

That Council:

1. Endorses the continuation of the GSVROC Executive Officer position beyond the current funding period ending 30 May 2026;
2. Authorises the CEO to recommend the Great Southern Treasures Contribution Model to Great Southern VROC, and approves a funding arrangement ranging from \$1,500 (model 2 – population based) up to a maximum of \$6,700 (model 1 – equal share) for 2026/27 with a pro-rata contribution for the month of June, to be reviewed annually;
3. Confirms the host Council will continue to be responsible for meeting catering costs; and
4. Notes that any additional GSVROC project work outside the core Executive Officer functions will be considered and approved on a project-by-project basis.

**CARRIED 6/0**

**For: Cr Thomson, Cr Vermeulen, Cr Stephens, Cr Marshall, Cr Garstone, Cr Trimming**

**Against: Nil**

**16. CONFIDENTIAL REPORTS**

Nil.

**17. ELECTED MEMBERS' MOTION OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

Nil.

**18. MOTIONS WITHOUT NOTICE BY PERMISSION OF THE COUNCIL**

Nil.

**19. CLOSURE OF MEETING**

There being no further business the Shire President declared the meeting closed at 5.31pm.