

Kojonup



SHIRE OF KOJONUP

MINUTES

Ordinary Council Meeting

25 March 2025

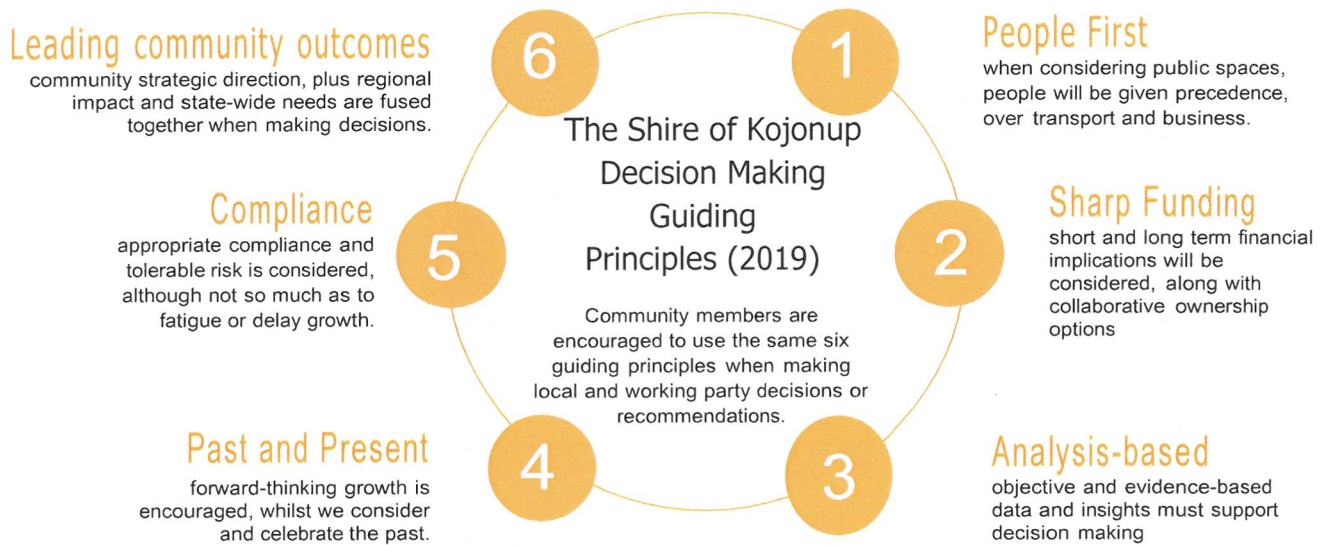
MINUTES OF AN ORDINARY COUNCIL MEETING HELD ON 25 MARCH 2025

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The Shire of Kojonup has a set of six guiding principles it uses when making decisions. These principles are checked and enhanced every two years in line with the Strategic Community Plan review schedule.



MINUTES

1 DECLARATION OF OPENING AND ANNOUNCEMENT OF GUESTS

The Shire President shall declare the meeting open at 3.00pm and draw the meeting's attention to the disclaimer below:

Disclaimer

No person should rely on or act on the basis of any advice or information provided by a Member or Officer, or on the content of any discussion occurring, during the course of the meeting.

The Shire of Kojonup expressly disclaims liability for any loss or damage suffered by any person as a result of relying on or acting on the basis of any advice or information provided by a member or officer, or the content of any discussion occurring, during the course of the meeting.

Where an application for an approval, a license or the like is discussed or determined during the meeting, the Shire warns that neither the applicant, nor any other person or body, should rely upon that discussion or determination until written notice of either an approval and the conditions which relate to it, or the refusal of the application has been issued by the Shire.

Acknowledgement of Country

The Shire of Kojonup acknowledges the first nations people of Australia as the Traditional custodians of this land and in particular the Keneang people of the Noongar nation upon whose land we meet.

We pay our respect to their Elders past, present and emerging.

Prayer

Almighty God, we pray for wisdom for our reigning monarch King Charles.

We ask for guidance in our decision making and pray for the welfare of all the people of Kojonup.

Grant us grace to listen and work together as a Council to nurture the bonds of one community.

Amen

2 ANNOUNCEMENTS FROM THE PRESIDING MEMBER

3 ATTENDANCE
COUNCILLORS

Cr Bilney	Shire President
Cr Wieringa	Deputy Shire President
Cr Radford	
Cr Egerton-Warburton	
Cr Mathwin	
Cr Mickle	
Cr Webb	

STAFF

Grant Thompson	Chief Executive Officer
Tonya Pearce	Governance and Rates Officer
Dwayne Lottering	Property Services Manager and NRM
Eloise Brown	Property Services Team Leader

3.1 APOLOGIES

3.2 APPROVED LEAVE OF ABSENCE

4 DECLARATION OF INTEREST
Nil

5 PUBLIC QUESTION TIME

5.1 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE
Not applicable

5.2 PUBLIC QUESTION TIME
Nil

6 CONFIRMATION OF MINUTES

6.1 ORDINARY COUNCIL MEETING 10 DECEMBER 2024

Unconfirmed Minutes of an Ordinary Council Meeting held 25 February 2025 are at [attachment 6.1.1](#).

OFFICER RECOMMENDATION/COUNCIL DECISION

21/25 Moved Cr Mathwin

Seconded Cr Radford

That the Minutes of an Ordinary Council Meeting held 25 February 2025 be confirmed as a true record.

CARRIED 7/0

For: Cr Bilney, Cr Wieringa, Cr Webb, Cr Egerton-Warburton, Cr Radford, Cr Mathwin, Cr Mickle

Note: Cr Mathwin queried whose responsibility is it to ensure that the responsibility of the delegation register is being done appropriately or correctly? Refer specifically to the extension or otherwise of the burning period, where the Council delegated the authority to the Chief Bush Fire Control Officer and the Shire President, jointly. Decisions have been made unilaterally about extending the bushfire season, which is done, moving forward into next year, there needs to be clarity.

CEO - Operationally the CEO is responsible for managing the performance of any delegations. This issue is being researched and the CEO will need to speak to the Shire President about how to practically implement this delegation, due to the Chief Bushfire Control Officer having had a lot of decision making responsibility in isolation to the Shire.

CEO to speak with the Shire President, Chief Bushfire Control Officer and the Community Emergency Services Manager (CESM) to make sure everyone is clear on the process, so there is no misunderstanding. It is clear there is a joint delegated authority here that needs to be managed.

7 PRESENTATIONS

7.1 PETITIONS

7.2 PRESENTATIONS

7.3 DEPUTATIONS

7.4 DELEGATES' REPORTS

8 METHOD OF DEALING WITH AGENDA BUSINESS

Nil

REPORTS**9.1 KEY PILLAR ‘LIFESTYLE’ REPORTS****9.1.1 KOJONUP CLOSED-CIRCUIT TELEVISION – REQUEST FOR VARIATION**

AUTHOR	Estelle Lottering – Manger Projects and Regulatory Services
DATE	Monday, 17 March 2025
FILE NO	CP.SEC.2
ATTACHMENT(S)	9.1.1.1 – SAPIO - Variation for Anti Climb

‘PLACEMAKING’ STRATEGIC COMMUNITY PLAN JULY 2023 TO JUNE 2033 To be <i>“The Cultural Experience Centre of the Great Southern”</i> STRATEGIC/CORPORATE IMPLICATIONS		
Key Strategic Pillar/s	Community Goal/s	Corporate Objective/s
Lifestyle	2. Proactive Community Spirit	2.5 Wellbeing advancement
Performance	12. A High Performing Council	12.6 SoK asset management

DECLARATION OF INTEREST

Nil

SUMMARY

The purpose of this report is for Council to consider a variation received from the successful Tenderer SAPIO for the installation of anti-climb brackets on the Closed Circuit Television (CCTV) solar poles.

BACKGROUND

As a part of the Local Roads Community Infrastructure Phase 4 (LRCIP 4), a CCTV project was approved as a compliant project for use of the funds.

The Council approved the project in 2023/24 budget as a capital project funded through the LRCIP 4.

COMMENT

Closed Circuit Television is a valuable tool for Council to utilize for the management of our services, assets and facilities. The Shire has been in discussion with the local police for the past two and half years regarding the need for CCTV network in the Shire. The local police have shown their support in writing to assist the process.

Included in the original manufacturers scope is a “light” protection unit attached to the poles to ensure people cannot climb the pole and interfere with the cameras.

SAPIO have approached the Shire and recommended that it upgrade the protections from the standard unit to a heavier duty spike. The obvious value is the deterrent factor of heavier spikes.

The following site locations are all solar powered and will have the anti-climb brackets installed:

1. Showgrounds entrance from Blackwood Road
2. Corner of Blackwood Road / Pensioner
3. Broomehill Kojonup Road
4. Kojonup Katanning Road
5. Corner of Albany Highway and Kojonup-Katanning Road
6. Corner of Soldier and Tunney Road
7. Loton Close Road
8. Corner of Albany and Stock Road

It is the authors recommendation that Council consider funding the variation of eight (8) Anti Climb units for a total variation cost of \$2189.00 inc. of GST.

CONSULTATION

Abraham Gouws (SAPIO)

Brenton Castle (SAPIO)

Grant Thompson (Chief Executive Officer)

STATUTORY REQUIREMENTS

Nil

POLICY IMPLICATIONS

Policy 2.1.2 Purchasing & Creditor Control outlines the processes to follow when purchasing goods. Due to the anticipated value of this project, proposals were called in line with this policy and legislative requirements for tenders – r.11 of the *Local Government (Functions and General Regulations) 1996*.

FINANCIAL IMPLICATIONS

The 2023/2024 Annual Budget contained an allowance of \$267,000.00 for this project.

Funding of \$219,411.00 is confirmed in the LRCIP Phase 4 funding. The RFP Proposals received through the tender process was more than the confirmed funding.

The successful tenderer quoted an amount of \$226,256.21 which will increase with the variation of \$2,189.00 to the total amount of \$228,445.21.

This variation is still within the approved budget of \$267,000.

RISK MANAGEMENT IMPLICATIONS

RISK MANAGEMENT FRAMEWORK			
Risk Profile	Risks Description/Cause	Key Controls	Current Action
1 – Project Management	Inadequate analysis, design, delivery and / or status reporting of change initiatives, resulting in additional expenses, time delays or scope changes.	Project status reporting to Council	Project Management Reporting to Council to commence
<i>Risk Rating - Adequate</i>			
IMPLICATIONS			

With any large construction project, implications can include scope variations due to poor project management; unknown variables found after construction commencement e.g. poor contractor workmanship leading to cost overruns etc.

ASSET MANAGEMENT IMPLICATIONS

The construction and implementation of a new asset increases depreciation, operating and maintenance costs impacting the profit and loss statement, asset register and balance sheet.

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Absolute Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

22/25 Moved Cr Radford

Seconded Cr Mickle

That Council:

1. Approves the variation for \$2,189.00 for the eight (8) anti climb units for the eight Solar poles of the Closed-circuit Television Project, as presented.

CARRIED 7/0

For: Cr Bilney, Cr Wieringa, Cr Webb, Cr Egerton-Warburton, Cr Radford, Cr Mathwin, Cr Mickle

9.2 KEY PILLAR ‘ECONOMICS’ REPORTS

Nil

9.3 KEY PILLAR ‘VISITATION’ REPORTS

Nil

9.4 KEY PILLAR ‘PERFORMANCE’ REPORTS

9.4.1 ACCEPTANCE OF ANNUAL REPORT 2023/2024

AUTHOR	Grant Thompson – Chief Executive Officer
DATE	Monday, 17 March 2025
FILE NO	FM.AUD.2 & FM.FNR.1
ATTACHMENT(S)	9.4.1.1 - Annual Report 2023-2024

‘PLACEMAKING’ STRATEGIC COMMUNITY PLAN JULY 2023 TO JUNE 2033 To be “The Cultural Experience Centre of the Great Southern” STRATEGIC/CORPORATE IMPLICATIONS		
Key Strategic Pillar/s	Community Goal/s	Corporate Objective/s
Performance	12. A High Performing Council	12.1 SoK finances and funding 12.2 SoK monitoring and reporting

DECLARATION OF INTEREST

Nil

SUMMARY

The purpose of this report is for Council to consider acceptance of the 2023/2024 Annual Report incorporating the audited Annual Financial Statements.

BACKGROUND

Each local government is to prepare an annual report for each financial year. The report is a record of the Shire of Kojonup’s (Shire) activities for the financial year and is an integral part of the accountability principles established for local governments in Western Australia.

The Audit and Risk Committee considered the Annual Financial Statements and the Auditor’s Management letter at its meeting held 5 February 2025 and resolved as follows:

“That the Audit & Risk Committee present the 2023/24 Audited Annual Financial Report to the Council and recommend to Council that:

- 1. The 2023/2024 Audited Annual Financial Report, and accompanying correspondence, be adopted;*
- 2. The Chief Executive Officer be requested to forward a copy of this Audit Committee recommendation, and the Council agenda item, to the Minister for Local Government and place them on the Shire of Kojonup website in accordance with Section 7.12A (Duties of local government with respect to audits) of the Local Government Act 1995;*

3. The matters raised in the Auditor's Management Letter be noted, a report produced internally on how the significant items will be addressed, and those actions be included in the Committee Status Report of future Audit and Risk Committee agendas; and

4. The Council direct the Chief Executive Officer to complete the Annual Report compilation and:

- present the finalized 'Electors Annual Report' for consideration to the March Ordinary Council Meeting held at 3.00pm, Tuesday, 25 March 2025; and
- schedule an Annual Electors Meeting to be held at 6.00pm, Wednesday, 9 April 2025 at the Kojonup Sporting Complex."

Council, at its 25 February 2025 Ordinary Meeting, resolved as follows:

"That the Audit & Risk Committee present the 2023/24 Audited Annual Financial Report to the Council and recommend to Council that:

1. The 2023/2024 Audited Annual Financial Report, and accompanying correspondence, be adopted;

2. The Chief Executive Officer be requested to forward a copy of this Audit Committee recommendation, and the Council agenda item, to the Minister for Local Government and place them on the Shire of Kojonup website in accordance with Section 7.12A (Duties of local government with respect to audits) of the Local Government Act 1995;

3. The matters raised in the Auditor's Management Letter be noted, a report produced internally on how the significant items will be addressed, and those actions be included in the Committee Status Report of future Audit and Risk Committee agendas; and

4. The Council direct the Chief Executive Officer to complete the Annual Report compilation and:

- present the finalised 'Electors Annual Report' for consideration to the March Ordinary Council Meeting held at 3.00pm, Tuesday, 25 March 2025; and
- schedule an Annual Electors Meeting to be held at 6.00pm, Wednesday, 9 April 2025 at the Kojonup Sporting Complex."

COMMENT

This year's Annual Report contains the customary annual snapshot of the activities of Council for 2023/2024 including some statistical information, the Elected Members who formed Council, President's Report, Councillors' attendance at meetings, Chief Executive Officer's Report, Council's Senior Management Team, the Organisational Structure, changes to staffing, a 'traffic light' system indicating progress within Key Pillars of the Shire's Strategic Community Plan, Statutory Statements, and the Audited Financial Statements for the financial year.

The Annual Electors Meeting will be publicised in the Great Southern Herald, on the Shire website and Shire Facebook page as soon as possible after the Annual Report is adopted, and in the next available Kojonup News and Shire noticeboards.

CONSULTATION

Chief Executive Officer

Governance and Rates Officer

Manager Financial and Corporate Services

STATUTORY REQUIREMENTS

Section 5.26 to 5.33; 5.53 & 5.54 of the *Local Government Act 1995*

Section 7.12A (Duties of local government with respect to audits) of the *Local Government Act 1995*

Regulation 50(1) (c) of the Local Government (Financial Management) Regulations 1996

POLICY IMPLICATIONS

There are no policy implications for this report.

FINANCIAL IMPLICATIONS

This item reports on the financial position of the Shire as at 30 June 2024. The recommendation does not in itself have a financial implication.

RISK MANAGEMENT IMPLICATIONS

There are no risk management implications for this report.

ASSET MANAGEMENT IMPLICATIONS

There are no asset management implications for this report.

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Absolute Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

23/25 Moved Cr Mathwin

Seconded Cr Mickle

That:

1. The 2023/2024 Annual Report, as presented and incorporating the adopted Annual Financial Statements be adopted, in readiness for the Annual Electors Meeting to be held on 9 April 2025; and
2. The Chief Executive Officer forward a copy of the Committee and the Council agenda items to the Minister for Local Government and places the Annual Report on the Shire of Kojonup website in accordance with Section 7.12A (Duties of local government with respect to audits) of the *Local Government Act 1995*.

AMENDMENT

24/25 Moved Cr Wieringa

Seconded Cr Mickle

3. Page 12 is incorrect and is to be replaced with the correct organisation chart to include Springhaven.

MOTION AS AMENDMENT WAS PUT

That:

1. The 2023/2024 Annual Report, as presented and incorporating the adopted Annual Financial Statements be adopted, in readiness for the Annual Electors Meeting to be held on 9 April 2025; and
2. The Chief Executive Officer forward a copy of the Committee and the Council agenda items to the Minister for Local Government and places the Annual Report on the Shire of Kojonup website in accordance with Section 7.12A (Duties of local government with respect to audits) of the *Local Government Act 1995*.
3. Page 12 is incorrect and is to be replaced with the correct organisation chart to include Springhaven.

CARRIED 7/0

For: Cr Bilney, Cr Wieringa, Cr Webb, Cr Egerton-Warburton, Cr Radford, Cr Mathwin, Cr Mickle

9.4.2 FINANCIAL MANAGEMENT – MONTHLY STATEMENT OF FINANCIAL ACTIVITY (FEBRUARY 2025)

AUTHOR	Jill Johnson – Manager Financial and Corporate Services
DATE	Monday, 17th March 2025
FILE NO	FM.FNR.2
ATTACHMENT(S)	9.4.2.1 – Monthly Financial Statements; 1 February 2025 to 28 February 2025

‘PLACEMAKING’ STRATEGIC COMMUNITY PLAN JULY 2023 TO JUNE 2033 To be “The Cultural Experience Centre of the Great Southern” STRATEGIC/CORPORATE IMPLICATIONS		
Key Strategic Pillar/s	Community Goal/s	Corporate Objective/s
Performance	12. A High Performing Council	12.2 SoK monitoring and reporting

DECLARATION OF INTEREST

Nil

SUMMARY

The purpose of this report is to note the Monthly Financial Statement for the month ending 28 February 2025.

BACKGROUND

In addition to good governance, the presentation to the Council of monthly financial reports is a statutory requirement, with these to be presented at an ordinary meeting of the Council within two (2) months after the end of the period to which the statements relate.

COMMENT

The attached Statement of Financial Activity for the period 1 February 2025 to 28 February 2025 represents eight (8) months, or 66% of the year.

The following items are worthy of noting:

- Closing surplus position of \$3,504,960.
- Capital expenditure achieved 35.3% of budgeted projects.
- Cash holdings of \$4,467m of which \$1,168m is held in cash backed reserve accounts and \$3,299 is unrestricted cash.
- Rates debtors outstanding equate to 13% of total rates raised for 2024/2025.
- Page 11 of the statements detail major variations comparing year to date (amended) budgets to year-to-date actuals in accordance with Council Policy 2.1.6.

CONSULTATION

Nil

STATUTORY REQUIREMENTS

Regulation 34 of the *Local Government (Financial Management) Regulations 1996* sets out the basic information which must be included in the monthly reports to Council.

POLICY IMPLICATIONS

Council Policy 2.1.6 defines the content of the financial reports.

FINANCIAL IMPLICATIONS

This item reports on the current financial position of the Shire of Kojonup. The recommendation does not in itself have a financial implication.

RISK MANAGEMENT IMPLICATIONS

Nil

ASSET MANAGEMENT IMPLICATIONS

Nil

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

25/25 Moved Cr Warburton

Seconded Cr Webb

That the monthly financial statements for the period ending 28 February 2025, as attached, be noted.

CARRIED 7/0

For: Cr Bilney, Cr Wieringa, Cr Webb, Cr Egerton-Warburton, Cr Radford, Cr Mathwin, Cr Mickle

9.4.3 MONTHLY PAYMENTS LISTING – FEBRUARY 2025

AUTHOR	Rachael Egerton-Warburton – Finance and Payroll Officer
DATE	Monday, 17 March 2025
FILE NO	FM.AUT.1
ATTACHMENT	9.4.3.1 - Monthly Payment Listing February 2025

'PLACEMAKING' STRATEGIC COMMUNITY PLAN JULY 2023 TO JUNE 2033 To be <i>"The Cultural Experience Centre of the Great Southern"</i> STRATEGIC/CORPORATE IMPLICATIONS		
Key Strategic Pillar/s	Community Goal/s	Corporate Objective/s
Performance	12. A High Performing Council	12.2 SoK monitoring and reporting

DECLARATION OF INTEREST

Nil

SUMMARY

To receive the list of payments covering the month of February 2025.

BACKGROUND

Nil

COMMENT

The attached list of payments is submitted for receipt by the Council.

Any comments or queries regarding the list of payments is to be directed to the Chief Executive Officer prior to the meeting.

CONSULTATION

Nil

STATUTORY REQUIREMENTS

Regulation 12(1)(a) of the *Local Government (Financial Management) Regulations 1996* provides that payment may only be made from the municipal fund or trust fund if the Local Government has delegated the function to the Chief Executive Officer.

The Chief Executive Officer has delegated authority to authorise payments. Relevant staff have also been issued with delegated authority to issue orders for the supply of goods and services subject to budget limitations.

Regulation 13 of the *Local Government (Financial Management) Regulations 1996* provides that if the function of authorising payments is delegated to the Chief Executive Officer then a list of payments is to be presented to the Council at the next ordinary meeting and recorded in the minutes.

POLICY IMPLICATIONS

Council's Policy 2.1.2 provides authorisations and restrictions relative to purchasing commitments.

FINANCIAL IMPLICATIONS

All payments are made in line with Council Policy.

STRATEGIC/CORPORATE IMPLICATIONS

There are no strategic/corporate implications involved with presentation of the list of payments.

RISK MANAGEMENT IMPLICATIONS

A control measure to ensure transparency of financial systems and controls regarding creditor payments.

ASSET MANAGEMENT PLAN IMPLICATIONS

There are no asset management implications for this report.

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

26/25 Moved Cr Wieringa

Seconded Cr Egerton-Warburton

That, in accordance with Regulation 13 (1) of the *Local Government (Financial Management) Regulations 1996*, the list of payments as attached made under delegated authority:

FROM – 1 February 2025		TO – 28 February 2025
Municipal Cheques	14397-14397	\$226.73
EFTs	35589 - 35740	\$663,923.05
Direct Debits		\$398,086.36
Total		\$1,062,236.14

be received.

CARRIED 7/0

For: Cr Bilney, Cr Wieringa, Cr Webb, Cr Egerton-Warburton, Cr Radford, Cr Mathwin, Cr Mickle

Estelle Lottering entered the meeting at 3.10pm

9.4.4 BUDGET REVIEW

AUTHOR	Grant Thompson Chief Executive Officer
DATE	Tuesday, 17 March 2025
FILE NO	FM.FNR.2
ATTACHMENT(S)	9.4.4.1 – Kojonup Budget Review 31 December 2024

'PLACEMAKING' STRATEGIC COMMUNITY PLAN JULY 2023 TO JUNE 2033 To be <i>"The Cultural Experience Centre of the Great Southern"</i> STRATEGIC/CORPORATE IMPLICATIONS		
Key Strategic Pillar/s	Community Goal/s	Corporate Objective/s
Performance	12. A high Performing Council	SOK Finances and Funding

DECLARATION OF INTEREST

Nil

SUMMARY

To consider and adopt the Budget Review Report, and authorise amendments to the Adopted Budget, based on projection outcomes to 30 June 2025.

BACKGROUND

The Local Government Act provides for local governments, including regional local governments, to prepare an annual budget.

6.2. Local government to prepare annual budget

- (1) During the period from 1 June in a financial year to 31 August in the next financial year, or such extended time as the Minister allows, each local government is to prepare and adopt*, in the form and manner prescribed, a budget for its municipal fund for the financial year ending on the 30 June next following that 31 August.

*Absolute majority required.

The Local Government (Financial Management) Regulations 1996 require local governments to undertake a review of the Annual Budget.

33A. Review of Budget

- (1) Between 1 January and the last day of February in each financial year a local government is to carry out a review of its annual budget for that year.
- (2A) The review of an annual budget for a financial year must —
 - (a) consider the local government's financial performance in the period beginning on 1 July and ending no earlier than 31 December in that financial year; and
 - (b) consider the local government's financial position as at the date of the review; and
 - (c) review the outcomes for the end of that financial year that are forecast in the budget; and
 - (d) Include the following-
 - (i) the annual budget adopted by the local government;

- (ii) an update of each of the estimates included in the annual budget;
 - (iii) the actual amounts of expenditure, revenue and income as at the date of the review;
 - (iv) adjacent to each item in the annual budget adopted by the local government that stated an amount, the estimated end-of-year amount for the item.
- (2) The review of an annual budget for a financial year must be submitted to the council on or before 31 March in that financial year.
- (3) A council is to consider a review submitted to it and is to determine* whether or not to adopt the review, any parts of the review or any recommendations made in the review.

*Absolute majority required.

- (4) Within 14 days after a council has made a determination, a copy of the review and determination is to be provided to the Department.

A detailed analysis at account level incorporating year to date actual results and budget projections to 30 June 2025, for the period ending 31 December 2024, is presented for consideration. A Statement of Financial Activity, at Nature/Type level, has been prepared to provide a summarisation of the budget review results, as well as a Statement of Closing Funds detailing the projected surplus as at 30 June 2025.

COMMENT

The budget review has been prepared to include the information required by the Local Government Act 1995, the Local Government (Financial Management) Regulations 1996, and the Australian Accounting Standards. Council adopted a 10% or \$10,000 threshold minimum for the reporting of material variances to be used in the Statement of Financial Activity and the annual Budget Review Report.

In summary, based on current trends, it is anticipated that a small surplus can be achieved as at 30 June 2025.

The following table (Table 1) details the proposed budget amendments:

ACCOUNT	DESCRIPTION	ORIGINAL BUDGET AMOUNT	REVISED BUDGET AMOUNT	POSITIVE OUTCOME	NEGATIVE OUTCOME
9608	Proceeds on Sale of Assets F&E – Increase in proceeds due to sale of Springhaven furniture assets to Hall & Prior.	(\$0)	(\$123,225)	(\$123,225)	
9605	Proceeds on Sale of Assets PF&E – Increase in proceeds due to sale of Springhaven plant assets to Hall & Prior.	(\$55,000)	(\$179,775)	(\$124,775)	
New	Proceeds sale of Land – Sale of land not proceeding this financial year.	(\$80,000)	\$0		\$80,000
1132	Rating salaries – Decrease in salary allocations	\$40,000	\$0	(\$40,000)	
1333	Financial Assistance Grant – General Purpose – Decrease in grant allocation due to over payment in 23/24	(\$132,209)	(\$9,496)		\$122,713
1343	Financial Assistance Grant – Local Road– Increase in grant allocation	(\$46,215)	(\$80,679)	(\$34,464)	
1393	Interest Received – Reserves – Decrease in interest earned due to decrease in investment balance available	(\$35,000)	(\$24,000)		\$11,000
1602	Member subscriptions – Increase in WALGA subscriptions and financial reporting template	\$26,114	\$36,124		\$10,010
1852	Salaries – Administration – Decrease in salaries	\$1,048,333	\$1,005,259	(\$43,074)	
1624	Integrated Planning Expense – Defer integrated planning to 25/26	\$20,000	\$0	(\$20,000)	
1702	Administration Allocations – Decrease in administration costs allocated	\$498,312	\$461,189	(\$37,123)	

ACCOUNT	DESCRIPTION	ORIGINAL BUDGET AMOUNT	REVISED BUDGET AMOUNT	POSITIVE OUTCOME	NEGATIVE OUTCOME
1852	Administration salaries – Decrease in salaries allocation	\$1,112,727	\$909,972	(\$202,755)	
1912	Admin Conferences & Training – Decrease in training expenses	\$31,100	\$10,100	(\$21,000)	
2022	Bank Charges – Increase in bank fees and ATO penalties	\$17,800	\$37,256		\$19,456
2043	ICT Website Subscriptions – Decrease in WALGA subscription expense	\$16,140	\$1,000	(\$15,140)	
2052	Admin Vehicle expenses – Decrease in Plant cost allocations	\$34,500	\$19,057	(\$15,443)	
2062	Legal Expenses - Increase in legal expenses for Planning, Industrial and Springhaven disposal.	\$20,000	\$40,000		\$20,000
2274	HR/IR Consultants – Increase in consultant expenses.	\$5,000	\$20,000		\$15,000
2277	Finance Consultants – Increase in consultant fees	\$74,400	\$97,500		\$23,100
2182	Less Admin Costs Allocated – Decrease in administration costs allocated to other programs	(\$1,993,259)	(\$1,832,273)		\$160,986
2292	Fire Hazard Reduction Expenses – Increase in wages, overheads and plant cost allocations	\$15,763	\$38,801		\$23,038
2362	Bushfire Mitigation Expenses – Increase in mitigation expenses.	\$0	\$45,500		\$45,500
2343	Operating Grant Income – Increase in Mitigation grant funding	\$0	(\$22,750)	(\$22,750)	
2573	Contract Ranger Expenses – Increase in contractor expense	\$24,000	\$44,000		\$20,000
2633	Ranger income – Decrease in fee income for ranger services	(\$20,000)	\$0		\$20,000

ACCOUNT	DESCRIPTION	ORIGINAL BUDGET AMOUNT	REVISED BUDGET AMOUNT	POSITIVE OUTCOME	NEGATIVE OUTCOME
3102	Health Admin Salaries – Increase in salaries allocations	\$0	\$10,850		\$10,850
3132	Health Superannuation – Increase in superannuation expense	\$0	\$10,189		\$10,189
3142	Health FBT Expense – Decrease in FBT expense	\$12,000	\$0	(\$12,000)	
3164	Health Contractors – Decrease in contractor expense	\$45,000	\$30,000	(\$15,000)	
3465	Kindy Café Grant Income – Decrease in grant funding	(\$20,000)	(\$7,820)		\$12,180
3752	Spring Haven Salaries – Increase in wages allocation and contract relief staff via agency	\$446,760	\$777,841		\$331,081
3772	Springhaven Superannuation – Increase in superannuation expense	\$143,775	\$168,279		\$24,504
3902	Springhaven Building Operation Expense – Increase in maintenance expenses and replacement equipment	\$27,702	\$48,366		\$20,664
3903	Spring Haven Building Maintenance Unforeseen – Increase in contractor expenses for plumbing repairs, fire equipment repairs, and kitchen appliance repairs.	\$3,400	\$20,648		\$17,248
3915	Refund of Interest on Principal – Refund of interest earned on housing deposits	\$0	\$14,110		\$14,110
3812	Springhaven – Workers Comp Insurance – Increase in premium	\$11,285	\$57,477		\$46,192
3916	Springhaven Insurances – Increase in insurance premiums	\$6,595	\$17,787		\$11,192

ACCOUNT	DESCRIPTION	ORIGINAL BUDGET AMOUNT	REVISED BUDGET AMOUNT	POSITIVE OUTCOME	NEGATIVE OUTCOME
010A	Springhaven Annual Leave Expense – Increase in payout of annual leave entitlements	\$0	\$64,438		\$64,438
010L	Springhaven LSL Expense – Increase in payout of LSL entitlements	\$0	\$53,481		\$53,481
012D	Springhaven Asset Depreciation – Increase in depreciation expense on assets (non-cash)	\$42,309	\$68,656		\$26,347
4003	Springhaven Residential Rent Income – Increase in rent received	(\$150,000)	(\$187,326)	(\$37,326)	
4013	Spring Haven Personal Care Subsidy – Increase in personal care subsidy from Commonwealth Government	(\$500,000)	(\$604,604)	(\$104,604)	
4143	Miscellaneous Income – Decrease in contribution from Hall and Prior – recorded as proceeds on sale of assets	(\$129,000)	(\$0)		\$129,000
022P	Springhaven Profit on Disposal of Asset – Increase in profit from disposal of assets to Hall and Prior	\$0	(\$71,000)	(\$71,000)	
3703	Residential Rent – Staff – Decrease in rental income due to vacancies	(\$46,904)	(\$16,985)		\$29,919
5027	Verge Pick-Up – Hard Waste – Allocation not required – hard waste collection not taking place this financial year	\$30,000	\$0	(\$30,000)	
6404	Sports Complex – Grounds Maintenance – Decrease in wages, overheads and plant cost allocations. Increase in freight expenses.	\$195,400	\$180,200	(\$15,200)	

ACCOUNT	DESCRIPTION	ORIGINAL BUDGET AMOUNT	REVISED BUDGET AMOUNT	POSITIVE OUTCOME	NEGATIVE OUTCOME
6812	Library Salaries – Decrease in salary allocation	\$106,613	\$89,750	(\$16,863)	
7632	Town Streets Drainage Maintenance – Decrease in wages, overheads and plant cost allocations.	\$22,610	\$8,140	(\$14,470)	
7694	Depot – Grounds & Nursery Maintenance – Increase in wages, overheads and plant cost allocations	\$9,000	\$24,350		\$15,350
RM01	Grading – Winter – Increase in Wages, overheads and plant cost allocations.	\$792,260	\$1,218,340		\$426,080
RM03	Drainage Maintenance – Increase in Wages, overheads and plant cost allocations.	\$68,400	\$184,500		\$116,100
RM04	Bitumen Patching/Repair – Increase in Wages, overheads and plant cost allocations.	\$90,520	\$135,257		\$44,737
RM05	Guide Post & Signage Expenses – Increase in Wages, overheads and plant cost allocations.	\$44,600	\$102,490		\$57,890
RM06	Roadside Spraying – Increase in wages and overheads allocations	\$38,020	\$52,000		\$13,980
RM010	Traffic Counter Transportation - Increase in Wages, overheads and plant cost allocations.	\$4,422	\$15,950		\$11,528
RM17	Townsite Trees General Maintenance – Decrease in Wages allocations.	\$18,070	\$5,780	(\$12,290)	
RM18	Townsite Trees – Upgrade, Watering - Decrease in Wages, overheads and plant cost allocations.	\$21,030	\$1,850	(\$19,180)	
7702	Administration allocations – Decrease	\$398,652	\$274,789	(\$123,863)	

ACCOUNT	DESCRIPTION	ORIGINAL BUDGET AMOUNT	REVISED BUDGET AMOUNT	POSITIVE OUTCOME	NEGATIVE OUTCOME
	in administration costs allocated				
7325	Commodity Route Funding – Increase in funding for Riverdale Rd expenses in 23/24	(\$170,000)	(\$207,574)	(\$37,574)	
7435	Roads to Recovery Grant Funding – only 70% of grant funding available in 1 st year of new program.	(\$761,349)	(\$562,361)		\$198,988
7774	Airstrip Grounds Maintenance – Increase in wages, overheads and plant cost allocations	\$14,584	\$37,500		\$22,916
8302	Salaries – Tourism – Increase In salaries	\$236,998	\$265,908		\$28,910
8364	Tour Guide Expenses – Decrease in wages paid to guides	\$45,805	\$1,427	(\$44,378)	
8367	Story Area – Digital – Increase in contractor expenses for digital story project, part grant funded	\$10,000	\$46,337		\$36,337
8174	Kodja Place Rose Maze Grounds – Increase in materials expense, part grant funded	\$45,840	\$63,471		\$17,631
8333	Operating Grants & Subsidies – Increase in grant funding for Rose Maze and Kodja place	\$0	(\$39,380)	(\$39,380)	
8334	Operating Grant – Story Area – Increase in grant funding for digital story expenses	\$0	(\$15,860)	(\$15,860)	
8393	Sundry Income – Increase in paid parental leave income	\$0	(\$10,990)	(\$10,990)	
8502	Café Salaries – Increase in wages allocations	\$320,833	\$408,749		\$87,916
8567	Café Cost of Goods Sold – Increase in food supplies purchased	\$272,000	\$295,000		\$23,000
8503	Café Trading Income – Trends indicate increase café sales	(\$700,000)	(\$780,000)	(\$80,000)	

ACCOUNT	DESCRIPTION	ORIGINAL BUDGET AMOUNT	REVISED BUDGET AMOUNT	POSITIVE OUTCOME	NEGATIVE OUTCOME
8533	Café Catering – Decrease in catering income	(\$15,000)	(\$690)		\$14,310
8552	Building Administration Salaries – Increase in salary allocations	\$0	\$97,772		\$97,772
8572	Building Superannuation – Increase in superannuation expense	\$0	\$13,500		\$13,500
9022	Works Supervisor Salaries – Increase in wage allocations	\$311,267	\$365,780		\$54,513
9042	Works Supervisor Superannuation – Decrease in superannuation expense	\$45,219	\$31,500	(\$13,719)	
9082	Vehicle Operating Expense – Decrease in plant cost allocations	\$27,500	\$10,500	(\$17,000)	
9112	PWOH Meetings – Decrease in wages allocations	\$21,900	\$6,028	(\$15,872)	
9122	Annual Leave – Decrease in wage allocations for annual leave	\$199,551	\$178,321	(\$21,230)	
9142	Sick Leave - Decrease in wage allocations for sick leave	\$99,776	\$88,615	(\$11,161)	
9152	PWOH Superannuation – Decrease in superannuation expenses	\$365,893	\$341,768	(\$24,125)	
9192	Long Service Leave Expense – Decrease in LSL paid	\$209,744	\$151,000	(\$58,744)	
9232	PWOH – Novated Lease Expenses – Decrease in novated lease expenses	\$33,358	\$8,982	(\$24,376)	
9312	Less Overheads Allocated to Works & Services – Increase in overheads allocated to projects	(\$2,175,846)	(\$2,225,600)	(\$49,754)	
9233	Novated Lease Income – Decrease in novated lease contributions	(\$33,358)	(\$8,982)		\$24,376

ACCOUNT	DESCRIPTION	ORIGINAL BUDGET AMOUNT	REVISED BUDGET AMOUNT	POSITIVE OUTCOME	NEGATIVE OUTCOME
9372	Plant Operation – Wages – Decrease in wages allocations	\$138,540	\$119,500	(\$19,040)	
9352	Tyres and Tubes – Increase in tyre purchases	\$18,000	\$30,000		\$12,000
9342	Fuels & Oils – Decrease in fuels and oils purchased	\$375,000	\$340,000	(\$35,000)	
9402	Less POC allocated to Works & Services – Increase plant costs allocated to other projects and programs	(\$744,587)	(\$1,073,188)	(\$328,601)	
9393	Diesel Fuel Rebate Income – Decrease fuel rebate claimed	(\$25,000)	(\$0)		\$25,000
9482	Salaries and Wages Drawn – Increase in salaries and wages paid	\$4,522,470	\$4,568,510		\$46,040
9492	Workers Compensation Expenses – Increase in workers compensation expenses paid	\$50,000	\$35,000	(\$15,000)	
9512	Less Salary & Wages allocated to Works & Services – Increase in salaries and wages allocated to other projects and programs	(\$4,522,470)	(\$4,568,510)	(\$46,040)	
9493	Workers Compensation Income – Decrease in workers compensation expenses reimbursed	(\$60,000)	(\$35,000)		\$25,000
9626	Sundry Miscellaneous Income – Increase in insurance claim reimbursements	\$0	(\$10,365)	(\$10,365)	
99R1	Transfer to Spring Haven Lodge Reserve – Transfer to reserve for additional housing bonds received	\$0	\$400,000		\$400,000
99R2	Transfer from Springhaven Lodge Reserve – Transfer from reserve to pay Springhaven Housing deposits to Hall & Prior	\$0	(\$4,095,000)	(\$4,095,000)	

ACCOUNT	DESCRIPTION	ORIGINAL BUDGET AMOUNT	REVISED BUDGET AMOUNT	POSITIVE OUTCOME	NEGATIVE OUTCOME
0000	Movement in Springhaven Lodge Bonds	\$0	\$4,095,000		\$4,095,000
0000	Write back of Profit on Sale of Asset	\$0	\$71,000		\$71,000
0000	Surplus/Deficit Opening – Increase in closing surplus due to audit adjustments	(\$2,619,834)	(\$3,200,112)	(\$580,278)	
C137	ICT Plan Implementation – Decrease in contractor expense for this financial year	\$450,000	\$400,000	(\$50,000)	
C310	Subdivision Construction – Increase in subdivision costs for Land held for Resale	\$0	\$11,608		\$11,608
C157	13/15 Loton Close – Project deferred	\$80,000	\$0	(\$80,000)	
C140	Staff House – 34 Katanning Road – Decrease in materials expense	\$30,000	\$10,000	(\$20,000)	
C442	Men's Shed – Increase in construction costs	\$323,768	\$342,000		\$18,232
C198	Historic Buildings – Project deferred	\$35,000	\$0	(\$35,000)	
C105	Memorial Hall Capital – Project deferred	\$30,000	\$0	(\$30,000)	
C295	Swimming Pool Buildings – Project deferred	\$30,000	\$0	(\$30,000)	
C408	Harrison Place Toilets – Project deferred	\$10,000	\$0	(\$10,000)	
C349	Café Sound proofing – Project deferred	\$25,000	\$0	(\$25,000)	
C158	Swimming Pool Robotic Cleaner – Increase in materials cost for purchase	\$0	\$11,895		\$11,895
7604	Major plant Purchases – Decrease in purchase price for utility. Shoulder Master and Skid Steer Trailer purchases not proceeding	\$285,000	\$60,952	(\$224,048)	
C507	Spring Street Asphalt – Decrease in wages and	\$347,350	\$374,733		\$27,383

ACCOUNT	DESCRIPTION	ORIGINAL BUDGET AMOUNT	REVISED BUDGET AMOUNT	POSITIVE OUTCOME	NEGATIVE OUTCOME
	overheads. Increase in contractor expenses and materials				
C508	Misson Road Floodway – Project deferred	\$20,000	\$0	(\$20,000)	
C509	Soldier Road Asphalt – Project deferred	\$75,000	\$0	(\$75,000)	
C510	Wanwindup Road Culvert – Project deferred	\$25,000	\$0	(\$25,000)	
C511	Qualeup South Rd Failure – Project Deferred	\$35,000	\$14,380	(\$20,620)	
C512	Newton Street Reseal – Project deferred	\$44,000	\$0	(\$44,000)	
R2R400	Balgarup Road Tree Pruning – Increase in wages, overheads and plant allocations. Increase in contractor expenses	\$0	\$28,918		\$28,918
C436	Shamrock Road Widening 24/25 – Decrease in wages, overheads and plant costs. Increase in contractor expenses and materials	\$690,000	\$657,321	(\$32,679)	
C450	Tambellup West Road - Decrease in wages, overheads and plant costs. Increase in contractor expenses and materials	\$255,000	\$185,427	(\$69,573)	
C319	Kojonup-Frankland Road Seal - Increase in wages, overheads and plant costs. Increase in contractor expenses and materials	\$210,000	\$259,345		\$49,345
C320	Kojonup-Darkan Road Seal - Increase in wages, overheads and plant costs. Increase in contractor expenses and materials	\$195,000	\$333,623		\$138,623
C460	Jingalup Road Widening - Decrease in wages, overheads and plant costs. Increase in	\$210,000	\$232,379		\$22,379

ACCOUNT	DESCRIPTION	ORIGINAL BUDGET AMOUNT	REVISED BUDGET AMOUNT	POSITIVE OUTCOME	NEGATIVE OUTCOME
	contractor expenses and materials				
C463	Kojonup-Darkan Shoulder Blackspot - increase in wages, overheads and plant costs. Increase in contractor expenses and materials	\$229,774	\$219,467	(\$10,307)	
C079	Reilly's Creek Road - Decrease in wages, overheads and plant costs. Increase in contractor expenses and materials	\$255,000	\$228,873	(\$26,127)	
C055	Newton Street Kerbing – Project deferred	\$26,000	\$0	(\$26,000)	
FPC02/C174	Newton Street Footpath – Project deferred	\$35,000	\$0	(\$35,000)	
C357	Apex Playground Park – Additional contractor expenses incurred in 24/25 not included in budget	\$0	\$39,010		\$39,010
6774	The Spring Reserve – Decrease in materials allocation	\$50,000	\$10,000	(\$40,000)	
C138	Bushfire Repeater Tower - Additional contractor expenses incurred in 24/25 not included in budget	\$0	\$62,961		\$62,961
C355	Town Furniture - Increase in wages, overheads and plant costs. Decrease in contractor expenses and materials	\$20,000	\$2,193	(\$17,807)	
C407	Refuse Site Development – Project deferred	\$115,250	\$0	(\$115,250)	
C054	Promotional Signage – Decrease in contractor expenses	\$60,000	\$20,000	(\$40,000)	
	Other Minor variations below the \$10,000 threshold			(\$292,132)	\$389,262
TOTAL				(\$8,158,575)	\$8,151,688
Net Adjustment to 2024/25 Budget				(\$6,887)	

Estimated closing funds in 2024-25 Adopted Budget	\$ 0
Plus, net savings as detailed in table above	(\$6,887)
Net Estimated Closing Funds	(\$6,887)

Based on current revenue and expenditure trends, and projections as at 31 December 2024, it is estimated that a small surplus of \$6,887 can be achieved as at 30 June 2025.

CONSULTATION

Manager Financial and Corporate Services
Darren Long, DL Financial Consulting
Works and Services Manager

STATUTORY REQUIREMENTS

Local Government Act 1995 Section 6.2
Local Government (Financial Management) Regulations 1996, Regulation 33A.

POLICY IMPLICATIONS

Rewriting and implementing controls for Purchase Order Management and Journaling to the Ledger.

FINANCIAL IMPLICATIONS

The financial implications of this report are detailed in the commentary section. Based on current trends, the budget review analysis predicts:

1. an overall increase in operating revenue of \$30,329;
2. an overall increase in operating expenditure of \$812,260;
3. an overall decrease in capital expenditure on assets of \$688,801;
4. an overall decrease in non-operating revenue of \$161,414;
5. an overall increase in Proceeds on Sale of Assets of \$168,000;
6. an overall increase in Transfers to Reserve of \$392,879;
7. an overall increase in Transfers from Reserves of \$4,106,895;
8. an increase in the Opening Surplus of \$580,278.

RISK MANAGEMENT IMPLICATIONS

RISK MANAGEMENT FRAMEWORK			
Risk Profile	Risk Description/Cause	Key Control	Current Action
3) Compliance	Ineffective policies & processes	Financial management reviews	Review Financial and Procurement Policies and Controls.
8) Errors Omissions and Delays	Human Error	Policies and Procedures	
16) Financial Sustainability	Failure or reduction in controls associated with	Internal Layered Audits	Cash Flow Budget and reporting to be implemented

	financial management,		Layered Auditing Program (internal) - PO's and other financial management controls.
Medium to High			
IMPLICATIONS			
This risk has a potential material impact on cashflow and budget management.			

ASSET MANAGEMENT IMPLICATIONS

Nil

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Absolute Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

27/25 Moved Cr Radford

Seconded Cr Mickle

That Council:

1. Adopt the 2024/25 Annual Budget Review, as presented in Attachment 1, and note that the estimated closing funds are based on current revenue and expenditure trends; and
2. Approve the following budget amendments, as presented in Table 1 above, as authorised expenditure.

CARRIED 7/0

For: Cr Bilney, Cr Wieringa, Cr Webb, Cr Egerton-Warburton, Cr Radford, Cr Mathwin, Cr Mickle

Question:

Cr Mathwin - Springhaven Salaries have increased in wages and is a negative amount, is there any funding for grants or health funding?

CEO - Funding is provided through Aged Care Funding from the Federal Government.

Increase in agency nurse costs were required for accreditation.

9.4.5 LEASE OF COUNCIL PROPERTY – 162 BLACKWOOD ROAD, KOJONUP – EXPRESSION OF INTEREST

AUTHOR	Tonya Pearce – Governance and Rates Officer
DATE	Wednesday, 12 March 2025
FILE NO	CP.LEA.1
ATTACHMENT(S)	9.4.5.1 – Map showing 162 Blackwood Road, Kojonup 9.4.5.2 - Expression of Interest – Kojonup Tennis Club 9.4.5.3 - 162 Blackwood Road Lease Expression of Interest Public Notice 9.4.5.4 - Info Pack - 162 Blackwood Road

‘PLACEMAKING’ STRATEGIC COMMUNITY PLAN JULY 2023 TO JUNE 2033 To be <i>“The Cultural Experience Centre of the Great Southern”</i> STRATEGIC/CORPORATE IMPLICATIONS		
Key Strategic Pillar/s	Community Goal/s	Corporate Objective/s
Performance	12. A High Performing Council	12.2 SoK monitoring and reporting

DECLARATION OF INTEREST

Nil

SUMMARY

The purpose of this report is to consider an Expression of Interest received for the lease of Lot 162 Blackwood Road, Kojonup.

BACKGROUND

Lot 162 Blackwood Road, Kojonup, represents approximately 34 hectares of agricultural land situated between Kojonup’s industrial estate and the Showgrounds/Sporting Precinct on Blackwood Road. Previously, this land has been leased by the Kojonup Football and Cricket Clubs for farming purposes to provide funding for the Clubs’ ongoing operations.

The most recent lease over this land expires on 27 March 2025.

At its 29 November 2022 Ordinary Meeting, Council resolved as follows:

“That Council:

- 1. calls for public expressions of interest for the lease of lot 162 Blackwood Road, Kojonup with the following conditions applying:*
 - a) Term of lease to be for a period of three (3) years;*
 - b) The lessee accepts the property on an ‘as is’ basis;*
 - c) The lessee is to maintain perimeter fences at the current standards;*
 - d) The Shire of Kojonup will not be liable for any issues arising from fencing and/or containment of stock;*
 - e) The lessee is responsible for managing and minimising any fire hazard and complying with any relevant conditions of the annual fire break order; and*

- f) *Any stocking rates will be agreed by both parties on an ‘as needs’ basis to respond to any animal welfare, fire hazard reduction, and land quality preservation issues that may arise.*
and
2. *applies the following grading criteria to each expression of interest for this lease:*
- *Community Value Creation* 50%
 - *Price* 40%
 - *Proposed Property Improvements* 10%

A call for Expressions of Interest (EOI) was subsequently advertised at the end of 2022 for the leasing of 162 Blackwood Road, Kojonup, and closed on 20 January 2023.

At its 21 March 2023 Ordinary Council Meeting, Council resolved as follows:

“That the Expression of Interest from the Kojonup Tennis Club for \$2,550.00 per annum for the lease of 162 Blackwood Road, Kojonup, for a two (2) year period commencing 28 March 2023 and concluding 27 March 2025, for cropping purposes, be accepted.

That Council delegates authority to the Chief Executive Officer to negotiate and execute the above-mentioned lease agreement for 162 Blackwood Road, Kojonup with the Kojonup Tennis Club.”

COMMENT

At the close of EOIs on 27 February 2025 an EOI has been received from the Kojonup Tennis Club ([attachment 9.4.5.2](#)).

The Kojonup Tennis Club has stated, in its EOI, that it wishes to lease 162 Blackwood Road, Kojonup for a period of one (1) year for \$2,500 per year and in accordance with the advertised conditions of lease ([attachments 9.4.5.3 and 9.4.5.4](#)).

It is recommended that Council resolve to lease 162 Blackwood Road, Kojonup to the Kojonup Tennis Club.

CONSULTATION

Nil

STATUTORY REQUIREMENTS

Local Government Act 1995 s. 3.58:

3.58. Disposing of property

(1) *In this section —*

dispose *includes to sell, lease, or otherwise dispose of, whether absolutely or not;*

property *includes the whole or any part of the interest of a local government in property, but does not include money.*

Local Government (Functions and General) Regulations 1996 r. 30:

30. Dispositions of property excluded from Act s. 3.58

(1) *A disposition that is described in this regulation as an exempt disposition is excluded from the application of section 3.58 of the Act.*

(2) *A disposition of land is an exempt disposition if —*

- (b) the land is disposed of to a body, whether incorporated or not —
- (i) the objects of which are of a charitable, benevolent, religious, cultural, educational, recreational, sporting or other like nature; and
- (ii) the members of which are not entitled or permitted to receive any pecuniary profit from the body's transactions;
- (2a) A disposition of property is an exempt disposition if the property is disposed of within 6 months after it has been —
- (a) put out to the highest bidder at public auction, in accordance with section 3.58(2)(a) of the Act, but either no bid is made or any bid made does not reach a reserve price fixed by the local government; or
- (b) the subject of a public tender process called by the local government, in accordance with section 3.58(2)(b) of the Act, but either no tender is received or any tender received is unacceptable.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

The most recent annual lease payments for this parcel of land were \$5,100 for a two (2) year period.

There will also be a cost reduction in fire hazard control for the Shire as the lessee is responsible for this task.

RISK MANAGEMENT IMPLICATIONS

RISK MANAGEMENT FRAMEWORK			
Risk Profile	Risks Description/Cause	Key Controls	Current Action
10 – Management of Facilities, Venues and Events	Lack of Lease/Contract/Agreement/MOU/Licence documentation	Lease agreements for Shire facilities	Develop Lease agreements register for all Shire facilities
<i>Risk Rating - Adequate</i>			
IMPLICATIONS			
<p>The formation of leases for Shire owned or managed land defines the terms that apply to all parties and lessens the ambiguity if an issue arises during the term of the lease.</p> <p>Due diligence in the use/maintenance of the land by another party (e.g., a lessee) provides for fire hazard risk reduction.</p>			

ASSET MANAGEMENT IMPLICATIONS

Leasing of 162 Blackwood Road, Kojonup, ensures the use, maintenance and fire hazard reduction of this land asset whilst also providing revenue to the Shire and the community.

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

28/25 Moved Cr Radford

Seconded Cr Wieringa

That the Expression of Interest from the Kojonup Tennis Club for \$2,500.00 per annum for the lease of 162 Blackwood Road, Kojonup, for a one (1) year period commencing 28 March 2025 and concluding 27 March 2026, for cropping purposes, be accepted.

That Council delegates authority to the Chief Executive Officer to negotiate and execute the above-mentioned lease agreement for 162 Blackwood Road, Kojonup with the Kojonup Tennis Club.

CARRIED 7/0

For: Cr Bilney, Cr Wieringa, Cr Webb, Cr Egerton-Warburton, Cr Radford, Cr Mathwin, Cr Mickle

Note: CEO to make sure the lessee understands the need to have a three (3) metre fire break.

CEO responded that this requirement is required to go to the next Bushfire Advisory Committee for discussion in regards to cropping properties within the town boundary.

9.4.6 KOJONUP HOCKEY OVAL DRAINAGE

AUTHOR	Du-Wayne Lottering – Property Services Manager and NRM
DATE	Monday, 17 March 2025
FILE NO	DB.BDA.12
ATTACHMENT(S)	9.4.6.1 – Kojonup Hocky Drainage – Quote 9.4.6.2 – Kojonup Hockey – A3_500_1 9.4.6.3 – Sub Surface Drainage Specification 9.4.6.4 – SS Detail

‘PLACEMAKING’ STRATEGIC COMMUNITY PLAN JULY 2023 TO JUNE 2033 To be “The Cultural Experience Centre of the Great Southern” STRATEGIC/CORPORATE IMPLICATIONS		
Key Strategic Pillar/s	Community Goal/s	Corporate Objective/s
Performance	12. A high Performing Council	SoK Finances and Funding SoK Asset Management

DECLARATION OF INTEREST

Nil

SUMMARY

To consider a capital request to transfer funds from the Sporting Complex Reserve Account (which includes the Hockey Oval) for an asset maintenance request to install drainage for the south side of the hockey oval due to flooding during winter rain periods which forces the Hockey Club to move their games to other sporting facilities due to health and safety concerns.

BACKGROUND

Council Policy 2.1.8 – ‘Financial Governance’ has a section relating to reserve accounts, which states as follows:

‘In addition to grant funding, the Shire’s reserve accounts are one of the primary funding sources for major projects and will be prioritised in the annual budget. Cash reserves are to be established and maintained to accumulate funds for the following purposes:

- 1. To smooth funding allocations over future years;*
- 2. To offset liabilities in respect of previously earned employee entitlements to the extent they require an outflow of funds not allocated in the annual budget;*
- 3. To meet statutory obligations;*
- 4. To fund renewal of existing physical/built assets;*
- 5. To fund future strategic initiatives and the provision of new services and facilities to future residents;*
- 6. To buffer against unpredictable events;*
- 7. To hold unspent grants and contributions; and*
- 8. Other purposes as determined by the Council from time to time.*

When preparing the annual budget each year, consideration will be given to establishing reserve accounts for major projects as contained within the Community Strategic Plan.

COMMENT

This request is being sought due to the current drainage and safety issues regarding the Hockey Oval at Benn Parade.

It requires an urgent correction for the safety of our community members and Shire staff. Various quotes were requested from sports turf consultants and only one quote was received.

Quote received:

1. Sports Turf Construction T/A Subsurface Water Management - \$19,306.00

The author recommends using Subsurface Water Management as they specialise in this type of drainage replacement and irrigation solutions with the least amount of impact and quickest recovery on the hockey oval.

It is recommended that funds from the Sporting Complex Reserve is transferred to fund this emergency purchase.

CONSULTATION

BGL Consulting

Adam Davy Consulting

Chief Executive Officer

STATUTORY REQUIREMENTS

The Local Government Act provides for local governments, including regional local governments, to prepare an annual budget.

6.2. Local government to prepare annual budget

(1) During the period from 1 June in a financial year to 31 August in the next financial year, or such extended time as the Minister allows, each local government is to prepare and adopt, in the form and manner prescribed, a budget for its municipal fund for the financial year ending on the 30 June next following that 31 August.*

***Absolute Majority Required**

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

There is no impact to the budget if the funds are transferred from the Sporting Complex Reserve. The Sporting Complex Reserve will decrease in value by the selected quote amount.

The combined sporting complex reserves have a current total balance of \$117,915.

RISK MANAGEMENT IMPLICATIONS

RISK MANAGEMENT FRAMEWORK			
Risk Profile	Risks Description/Cause	Key Controls	Current Action
1 – Asset Sustainability	Failure and Unexpected breakdowns	Routine maintenance schedule: Other infrastructure (Parks, reserves & play equipment)	Review and Update Long Term Asset Management Plan, Road Plan, P&E Plan
<i>Risk Rating - Adequate</i>			
IMPLICATIONS			
If the hockey field is not adequately drained, the risk of injury is significantly higher. Line marking can't be carried out, and currently staff members have to spread sand weekly over the wet areas by manual labour as it is too wet to use plant equipment.			

ASSET MANAGEMENT IMPLICATIONS

The outcome will be a safety feature on the asset to ensure the wellbeing of the community while enjoying the hockey field over the coming annual winter months.

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Absolute Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

29/25 Moved Cr Radford

Seconded Cr Mathwin

That Council approves a capital request withdrawal of \$19,306.00 from the Sporting Complex Reserve to fund the urgent Hockey Oval Drainage, as presented.

CARRIED 7/0

For: Cr Bilney, Cr Wieringa, Cr Webb, Cr Egerton-Warburton, Cr Radford, Cr Mathwin, Cr Mickle

Dwayne Lottering and Eloise Brown left the meeting at 3.17pm

9.4.7 MINUTES OF AN AUDIT AND RISK COMMITTEE MEETING HELD 5 FEBRUARY 2025

AUTHOR	Tonya Pearce – Governance and Rates Officer
DATE	Wednesday, 12 March 2025
FILE NO	FM.AUD.3
ATTACHMENT(S)	9.4.7.1 - Unconfirmed minutes of an Audit and Risk Committee Meeting held 5 February 2025

'PLACEMAKING' STRATEGIC COMMUNITY PLAN JULY 2023 TO JUNE 2033 To be <i>"The Cultural Experience Centre of the Great Southern"</i> STRATEGIC/CORPORATE IMPLICATIONS		
Key Strategic Pillar/s	Community Goal/s	Corporate Objective/s
Performance	12. A High Performing Council	12.2 SoK monitoring and reporting

DECLARATION OF INTEREST

Nil

SUMMARY

The purpose of this report is to receive the unconfirmed minutes of the Audit and Risk Committee meeting held 5 February 2025.

BACKGROUND

The Audit and Risk Committee is established under Section 71A of the *Local Government Act 1995* ensuring transparency in the Shire of Kojonup's financial management and decision making process. The Audit and Risk Committee was established with defined terms of reference and a membership consisting of six (6) committee members being four (4) Councillors and two (2) Community Members.

COMMENT

This item is the Council receiving the minutes of its Audit and Risk Committee meeting held 5 February 2025.

CONSULTATION

Nil

STATUTORY REQUIREMENTS

Sections 7.1A to 7.1C of the *Local Government Act 1995*

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

RISK MANAGEMENT IMPLICATIONS

RISK MANAGEMENT FRAMEWORK			
Risk Profile	Risk Description/Cause	Key Control	Current Action
3. Failure to Fulfil Compliance Requirement's	3 rd party adverse findings against Shire	Audit and Risk Committee	4 Meetings held per annum
<i>Risk rating: Low</i>			
IMPLICATIONS			
As per s.7.1A of the <i>Local Government Act 1995</i> , a local government is to establish an audit and risk committee of 3 or more persons to exercise the powers and discharge the duties conferred on it.			

ASSET MANAGEMENT IMPLICATIONS

Nil

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

30/25 Moved Cr Mickle

Seconded Cr Mathwin

That Council receive the unconfirmed minutes of an Audit and Risk Committee meeting held 5 February 2025.

CARRIED 7/0

For: Cr Bilney, Cr Wieringa, Cr Webb, Cr Egerton-Warburton, Cr Radford, Cr Mathwin, Cr Mickle

**9.4.8 MINUTES OF A ROADS AND TECHNICAL SERVICES ADVISORY COMMITTEE MEETING
HELD 13 FEBRUARY 2025**

AUTHOR	Tonya Pearce – Governance and Rates Officer
DATE	Wednesday, 12 March 2025
FILE NO	GO.CLR.026
ATTACHMENT(S)	9.4.8.1 - Unconfirmed minutes of a Roads and Technical Services Advisory Committee Meeting held 13 February 2025

‘PLACEMAKING’ STRATEGIC COMMUNITY PLAN JULY 2023 TO JUNE 2033 To be “The Cultural Experience Centre of the Great Southern” STRATEGIC/CORPORATE IMPLICATIONS		
Key Strategic Pillar/s	Community Goal/s	Corporate Objective/s
Performance	12. A High Performing Council	12.2 SoK monitoring and reporting

DECLARATION OF INTEREST

Nil

SUMMARY

The purpose of this report is to receive the unconfirmed minutes of the Roads and Technical Services Advisory Committee meeting held 13 February 2025.

BACKGROUND

The Roads and Technical Services Advisory Committee purpose is to advise Council on issues in relation to the Shire of Kojonup’s roads and technical services.

COMMENT

This item is the Council receiving the minutes of its Roads and Technical Services Advisory Committee meeting held 13 February 2025.

CONSULTATION

Nil

STATUTORY REQUIREMENTS

Sections 7.1A to 7.1C of the *Local Government Act 1995*

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

RISK MANAGEMENT IMPLICATIONS

RISK MANAGEMENT FRAMEWORK			
Risk Profile	Risk Description/Cause	Key Control	Current Action
3. Failure to Fulfil Compliance Requirement's	3 rd party adverse findings against Shire	Roads and Technical Services Advisory Committee	4 Meetings held per annum
<i>Risk rating: Low</i>			
IMPLICATIONS			
As per s.7.1A of the <i>Local Government Act 1995</i> , a local government is to establish an audit and risk committee of 3 or more persons to exercise the powers and discharge the duties conferred on it.			

ASSET MANAGEMENT IMPLICATIONS

Nil

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

31/25 Moved Cr Radford

Seconded Cr Egerton-Warburton

That Council receive the unconfirmed minutes of a Roads and Technical Services Advisory Committee meeting held 13 February 2025.

CARRIED 7/0

For: Cr Bilney, Cr Wieringa, Cr Webb, Cr Egerton-Warburton, Cr Radford, Cr Mathwin, Cr Mickle

9.4.9 BUSH FIRE ADVISORY COMMITTEE (BFAC) MEETING MINUTES – 13 February 2025

AUTHOR	Estelle Lottering – Project Manager and Regulatory Services
DATE	Tuesday, 14 March 2025
FILE NO	ES.CIR.2
ATTACHMENT(S)	<p>9.4.9.1 – Unconfirmed BFAC Meeting Minutes – 13 February 2025</p> <p>9.4.9.2 – DFES – LG Package Report – January 2025 – Shane Harris</p> <p>9.4.9.3 – Notes Meeting – Recommendations to BFAC – Mick Mathwin</p> <p>9.4.9.4 – 6.2 SOK Policies – Emergency Services – Bush Fire Control Officer Appointments – Shane Harris</p> <p>9.4.9.5 – 6.3 SOK Policies – Emergency Services – Hazard Reduction burning by brigades – Shane Harris</p> <p>9.4.9.6 – SOK Policies – Emergency Services – Bush Fire Mitigation – Shane Harris</p> <p>9.4.9.7 – Letter – Paul Grant 25.1.2025</p> <p>9.4.9.8 – Kojonup BFAC – DFES Notes February 2025</p> <p>9.4.9.9 – SoKO BFAC Issues – Actions Status Report 2025</p>

<p>‘PLACEMAKING’ STRATEGIC COMMUNITY PLAN JULY 2023 TO JUNE 2033 To be “The Cultural Experience Centre of the Great Southern” STRATEGIC/CORPORATE IMPLICATIONS</p>		
Key Strategic Pillar/s	Community Goal/s	Corporate Objective/s
Performance	12. A High Performing Council	12.2 SoK monitoring and reporting

DECLARATION OF INTEREST

Nil

SUMMARY

The purpose of this report is to receive the unconfirmed minutes of a BFAC meeting held 13 February 2025.

BACKGROUND

The BFAC is established under Section 67 of the *Bush Fires Act 1954* and plays an important role in the Council’s decision-making process.

COMMENT

Unconfirmed minutes of a BFAC meeting held 13 February 2025 are attached. A recommendation to appoint bush fire control officers is addressed separately.

CONSULTATION

Nil

STATUTORY REQUIREMENTS

Section 67 of the *Bush Fires Act 1954*

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

RISK MANAGEMENT IMPLICATIONS

RISK MANAGEMENT FRAMEWORK			
Risk Profile	Risk Description/Cause	Key Control	Current Action
2 - Business Disruption	Lack of (or inadequate) emergency response/business continuity plans. Lack of training for specific individuals or availability of appropriate emergency response.	Regular LEMC, DEMC Meetings	Nil
Risk Rating - <i>Adequate</i>			
IMPLICATIONS			
Under legislation, the Shire of Kojonup (Shire) may establish and maintain a BFAC. The risk of not having a BFAC is that Staff and Councillors do not necessarily possess the relevant knowledge or experience regarding bush fires. The Shire is reliant on the BFAC to be able to provide this knowledge and to support volunteer bush fire efforts, training and resourcing requirements in protecting community safety and assets.			

ASSET MANAGEMENT IMPLICATIONS

Nil

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

32/25 Moved Cr Mathwin

Seconded Cr Radford

That Council receive the unconfirmed minutes of a Bush Fire Advisory Committee meeting held 13 February 2025.

AMENDMENT

33/25 Moved Cr Webb

Seconded Cr Mathwin

Two (2) questions were raised to Derek Jones (DFES) by Cr Webb at the BFAC meeting that were in the minutes.

1. Do we need to pay any grant money back?
2. Can we use the money for works done at Myrtle Benn?

And requests the desired changes to be considered by the BFAC for confirmation.

MOTION AS AMENDMENT WAS PUT

That Council receive the unconfirmed minutes of a Bush Fire Advisory Committee (BFAC) meeting held 13 February 2025 and requests the BFAC to consider amending the minutes to include Cr Webb's queries related to:

Two (2) questions were raised to Derek Jones (DFES) by Cr Webb at the BFAC meeting that were in the minutes.

1. Do we need to pay any grant money back?
2. Can we use the money for works done at Myrtle Benn?

And requests the desired minute changes to be considered by the BFAC for confirmation.

CARRIED 7/0

For: Cr Bilney, Cr Wieringa, Cr Webb, Cr Egerton-Warburton, Cr Radford, Cr Mathwin, Cr Mickle

Note: Cr Wieringa asked if any questions could go to meetings on notice. They can go into the agenda prior to committee meetings and this gives committee members time to consider the answers. Any changes to Minutes should go back to the relevant Committee as the appropriate mechanism to get the minutes changed.

9.4.10 NATURAL RESOURCE MANAGEMENT ADVISORY COMMITTEE (NRMAC) MEETING 20 FEBRUARY 2025 – MINUTES

AUTHOR	Tonya Pearce – Governance and Rates Officer
DATE	Wednesday, 12 March 2025
FILE NO	EM.MET.2
ATTACHMENT(S)	9.4.10.1 - Unconfirmed minutes of a NRM Advisory Committee Meeting held 20 February 2025

'PLACEMAKING' STRATEGIC COMMUNITY PLAN JULY 2023 TO JUNE 2033 To be <i>"The Cultural Experience Centre of the Great Southern"</i> STRATEGIC/CORPORATE IMPLICATIONS		
Key Strategic Pillar/s	Community Goal/s	Corporate Objective/s
Performance	12. A High Performing Council	12.2 SoK monitoring and reporting

DECLARATION OF INTEREST

Nil

SUMMARY

The purpose of this report is to receive the unconfirmed minutes of the NRMAC meeting held 20 February 2025.

BACKGROUND

The NRMAC's purpose is to advise Council on issues in relation to the Shire of Kojonup's natural resources and environmental management.

COMMENT

This item is solely the Council receiving the unconfirmed minutes of the NRMAC meeting held 20 February 2025.

CONSULTATION

Nil

STATUTORY REQUIREMENTS

Sections 7.1A to 7.1C of the *Local Government Act 1995*

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

RISK MANAGEMENT IMPLICATIONS

RISK MANAGEMENT FRAMEWORK			
Risk Profile	Risk Description/Cause	Key Control	Current Action
3. Failure to Fulfil Compliance Requirement's	3 rd party adverse findings against Shire	Natural Resource Management Advisory Committee	4 Meetings held per annum
<i>Risk rating: Low</i>			
IMPLICATIONS			
As per s.7.1A of the <i>Local Government Act 1995</i> , a local government is to establish an audit and risk committee of 3 or more persons to exercise the powers and discharge the duties conferred on it.			

ASSET MANAGEMENT IMPLICATIONS

Nil

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

34/25 Moved Cr Egerton-Warburton Seconded Cr Mathwin

That Council receive the unconfirmed minutes of the Natural Resource Management Advisory Committee meeting held on 20 February 2025.

CARRIED 7/0

For: Cr Bilney, Cr Wieringa, Cr Webb, Cr Egerton-Warburton, Cr Radford, Cr Mathwin, Cr Mickle

Estelle Lottering left the meeting at 3.26pm

9.4.11 MINUTES OF A KOJONUP HISTORICAL, TOURISM AND CULTURAL COMMITTEE MEETING HELD 4 MARCH 2025

AUTHOR	Tonya Pearce – Governance and Rates Officer
DATE	Wednesday, 12 March 2025
FILE NO	CS.SRP.3
ATTACHMENT(S)	9.4.11.1 - Unconfirmed minutes of a KHTC Committee Meeting held 4 March 2025

'PLACEMAKING' STRATEGIC COMMUNITY PLAN JULY 2023 TO JUNE 2033 To be "The Cultural Experience Centre of the Great Southern" STRATEGIC/CORPORATE IMPLICATIONS		
Key Strategic Pillar/s	Community Goal/s	Corporate Objective/s
Performance	12. A High Performing Council	12.2 SoK monitoring and reporting

DECLARATION OF INTEREST

Nil

SUMMARY

The purpose of this report is to receive the unconfirmed minutes of a Kojonup Historical, Tourism and Cultural Committee meeting held 4 March 2025.

BACKGROUND

The Kojonup Historical, Tourism and Cultural Committee was established following Council's 2023 Local Government Election with defined terms of reference and a membership consisting of five (5) committee members being one (1) Councillor, one (1) Delegate Proxy and three (3) Community Members.

COMMENT

This item is solely the Council receiving the minutes of its Kojonup Historical, Tourism and Cultural Committee meeting held 4 March 2025.

CONSULTATION

Nil

STATUTORY REQUIREMENTS

Sections 7.1A to 7.1C of the *Local Government Act 1995*

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

RISK MANAGEMENT IMPLICATIONS

RISK MANAGEMENT FRAMEWORK			
Risk Profile	Risk Description/Cause	Key Control	Current Action
3. Failure to Fulfil Compliance Requirement's	3 rd party adverse findings against Shire	Kojonup Historical, Tourism and Cultural Committee	4 Meetings held per annum
<i>Risk rating: Low</i>			
IMPLICATIONS			
As per s.7.1A of the <i>Local Government Act 1995</i> , a local government is to establish an audit and risk committee of 3 or more persons to exercise the powers and discharge the duties conferred on it.			

ASSET MANAGEMENT IMPLICATIONS

Nil

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

35/25 Moved Cr Wieringa

Seconded Cr Mickle

That Council receive the unconfirmed minutes of a Kojonup Historical, Tourism and Cultural Committee meeting held 4 March 2025.

CARRIED 7/0

For: Cr Bilney, Cr Wieringa, Cr Webb, Cr Egerton-Warburton, Cr Radford, Cr Mathwin, Cr Mickle

9.4.12 UPDATE TERMS OF REFERENCE – AUDIT AND RISK COMMITTEE

AUTHOR	Tonya Pearce – Governance and Rates Officer
ATE	Monday, 17 March 2025
FILE NO	GO.CNM.6
ATTACHMENT(S)	9.4.12.1 – Updated Terms of Reference for the Audit and Risk Committee - Showing Changes 9.4.12.2 – Fact Sheet – Reforms to Governance and Committees 9.4.12.3 – Salaries and Allowances Act 1975.

'PLACEMAKING' STRATEGIC COMMUNITY PLAN JULY 2023 TO JUNE 2033 To be <i>"The Cultural Experience Centre of the Great Southern"</i> STRATEGIC/CORPORATE IMPLICATIONS		
Key Strategic Pillar/s	Community Goal/s	Corporate Objective/s
Performance	12. A High Performing Council	12.2 SoK monitoring and reporting

DECLARATION OF INTEREST

Nil

SUMMARY

Council to consider updated Terms of Reference (ToR) for its Audit and Risk committee.

BACKGROUND

The Local Government Amendment Act 2024, which advances a range of reforms to the Local Government Act 1995 and associated regulations, became law on 6 December 2024. This new legislation affects local government audit committees as follows:

1. A local government must establish a committee of its council to be called the Audit, Risk and Improvement Committee (ARIC). Audit committees to have an improved focus as 'audit, risk and improvement' that are independently chaired, with greater clarity on how council committees should operate.
2. An employee of the local government is not to be a member of the ARIC, nor is a member to be nominated by, or is to be appointed to represent, any employee of the local government.
3. The presiding member of the ARIC cannot be a council member of the local government or of any other local government.
4. Any deputy presiding member of the ARIC cannot be a council member of the local government or of any other local government.
5. Two or more local governments may agree to establish a single committee to be the audit, risk and improvement committee of each of their councils (a shared committee).

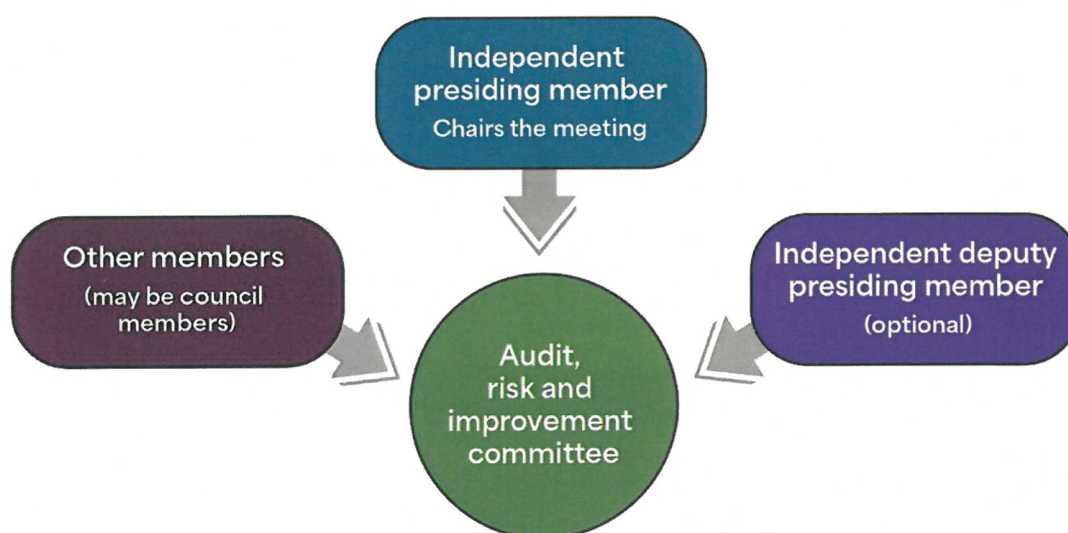
The legislation, while in force since 6 December 2024, has transitional provisions relating to the establishment of ARIC's and will be implemented over 2025. A separate agenda item will be completed for the Council to appoint a community presiding and deputy presiding member to the Committee and amend its name and functions.

The introduction of an independent presiding member provides an opportunity for increased community confidence in the Shire's financial and risk management. Operations may also benefit through appointing an independent chair with risk and financial management expertise that may otherwise be unavailable.

In relation to the current Act, an audit committee is required to be established comprising 3 or more persons appointed by absolute majority by a local government.

Most of the members must be Council Members. The CEO or a local government employee cannot be a member.

Audit, risk and improvement committee model;



The new Audit, Risk and Improvement Committee comprises the following roles, with a total of 3 or more members.

Under the proposed amendments in the Bill, an ARIC now requires an independent presiding member. A local government can choose to appoint an independent deputy presiding member to chair the meeting if the independent presiding member is unable to do so.

If a local government chooses not to nominate a deputy presiding member, the council will need to appoint an independent proxy to chair the meeting should the need arise.

Smaller local governments may also now choose to share an ARIC to reduce the burden on their resources.

COMMENT

Contained within this report are the updated Terms of Reference (ToR) for the new Audit, Risk & Improvement committee.

[Attachment 9.4.12.1](#) contains the proposed updated version of existing ToR's.

The Author is also seeking consideration from the Council to Advertise for the Independent Chair Role of the Committee.

CONSULTATION

Local Government Amendment Act 2024

CEO

STATUTORY REQUIREMENTS

Local Government Act 1995 – sections 5.8 to 5.25: Council meetings, committees and their meetings and electors' meetings

Local Government Amendment Act 2024

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

RISK MANAGEMENT IMPLICATIONS

RISK MANAGEMENT FRAMEWORK			
Risk Profile	Risk Description/Cause	Key Control	Current Action
6 - Engagement Practices	Failure to maintain effective working relationships with the Community (including local Media), Stakeholders, Key Private Sector Companies, Government Agencies and/or Elected Members.	Policies and Procedures	Nil
Risk rating - <i>Adequate</i>			
IMPLICATIONS			
Reviewing Terms of Reference allows Council to consider the ongoing relevance of its Committees, provides an opportunity to ensure that a Committee's purpose continues to meet the needs of Council and the Community into the future, and lessens the risk of not identifying Community matters for consideration; particularly, within those Committees that include community membership.			

ASSET MANAGEMENT IMPLICATIONS

Nil

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Absolute Majority - establishing a committee

OFFICER RECOMMENDATION/COUNCIL DECISION

36/25 Moved Cr Mathwin

Seconded Cr Webb

That Council:

1. Approve the creation of a new Audit, Risk & Improvement Committee (ARIC) aligned to the Terms of Reference (ToR), as presented, to supersede the current Audit & Risk Committee ToR's as per the *Local Government Amendment Act 2024*.
2. Authorise and direct the CEO to advertise for the appointment of two roles:
 - a. an Independent Chair to be the Presiding Member; and
 - b. a Deputy Presiding Member of the ARIC.
3. Direct the CEO to present an assessment of candidates for selection to the Council for its consideration post the recruitment process.

AMENDMENT

37/25 Moved Cr Mathwin

Seconded Cr Mickle

In the Terms of Reference under 'Membership', strike the word two and replace with one.
To read: One (1) Community Member.

AMENDMENT AS MOTION WAS PUT

That Council:

1. Approve the creation of a new Audit, Risk & Improvement Committee (ARIC) aligned to the Terms of Reference (ToR), as presented, to supersede the current Audit & Risk Committee ToR's as per the *Local Government Amendment Act 2024*.
2. Authorise and direct the CEO to advertise for the appointment of two roles:
 - a. an Independent Chair to be the Presiding Member; and
 - b. a Deputy Presiding Member of the ARIC.
3. Direct the CEO to present an assessment of candidates for selection to the Council for its consideration post the recruitment process.

In the Terms of Reference under 'Membership', strike the word two and replace with one.
To read: One (1) Community Member.

CARRIED 7/0

For: Cr Bilney, Cr Wieringa, Cr Webb, Cr Egerton-Warburton, Cr Radford, Cr Mathwin, Cr Mickle

9.4.13 TERMS OF REFERENCE – COMMITTEES OF COUNCIL

AUTHOR	Tonya Pearce – Governance and Rates Officer
ATE	Monday, 17 March 2025
FILE NO	GO.CNM.6
ATTACHMENT(S)	9.4.13.1 – Proposed Terms of Reference for a new committee

'PLACEMAKING' STRATEGIC COMMUNITY PLAN JULY 2023 TO JUNE 2033 To be <i>"The Cultural Experience Centre of the Great Southern"</i> STRATEGIC/CORPORATE IMPLICATIONS		
Key Strategic Pillar/s	Community Goal/s	Corporate Objective/s
Performance	12. A High Performing Council	12.2 SoK monitoring and reporting

DECLARATION OF INTEREST

Nil

SUMMARY

Council to consider updated Terms of Reference (ToR) for a new committee.
 Council to consider creating an advisory committee with the Terms of Reference for a Keneang Noongar Advisory Committee.

BACKGROUND

Council has expressed an interest to form a new Keneang Noongar Advisory Committee as per the new focus for Local Government.

COMMENT

Councillors, at their 10 December 2024 Briefing Session, discussed the formation of a Keneang Noongar Advisory Committee and requested the CEO to present a draft ToR for consideration.

The ToR for a new Keneang Noongar Advisory Committee are included in [Attachment 9.4.13.1](#).

Suggested frequency of meetings to be one meeting per quarter.

The ToR represent a statement of commitment to working with the local Keneang Noongar Aboriginal people on a number of key areas and to promote a greater understanding throughout the community of Aboriginal and non-Aboriginal peoples' history and culture.

It is important that any draft be socialised with the Keneang Noongar Elders before the Council fully adopts the ToR.

CONSULTATION

Briefing Session – 10 December 2024
 Chief Executive Officer
 Elders Luncheon Meeting

STATUTORY REQUIREMENTS

Local Government Act 1995 – sections 5.8 to 5.25: Council meetings, committees and their meetings and electors' meetings

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Minor adjustment to the budget for catering purposes.

RISK MANAGEMENT IMPLICATIONS

RISK MANAGEMENT FRAMEWORK			
Risk Profile	Risk Description/Cause	Key Control	Current Action
6 - Engagement Practices	Failure to maintain effective working relationships with the Community (including local Media), Stakeholders, Key Private Sector Companies, Government Agencies and/or Elected Members.	Policies and Procedures	Nil
Risk rating - <i>Adequate</i>			
IMPLICATIONS			
Creating Terms of Reference allows Council to consider the ongoing relevance of its Committees, provides an opportunity to ensure that a Committee's purpose continues to meet the needs of Council and the Community into the future, and lessens the risk of not identifying Community matters for consideration; particularly, within those Committees that include community membership.			

ASSET MANAGEMENT IMPLICATIONS

Nil

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Absolute Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

38/25 Moved Cr Wieringa

Seconded Cr Mickle

That Council:

1. Approves the Draft Terms of Reference for establishing a Keneang Noongar Advisory Committee to Council and authorises the CEO to distribute the Draft Terms of Reference, as presented, to the Keneang Noongar Elders Meeting for consideration and input.
2. Request the CEO to present feedback to Council for further consideration.

CARRIED 7/0

For: Cr Bilney, Cr Wieringa, Cr Webb, Cr Egerton-Warburton, Cr Radford, Cr Mathwin, Cr Mickle

Note: This Committee is currently a voluntary position.

10 APPLICATIONS FOR LEAVE OF ABSENCE

Nil

11 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

12 QUESTIONS FROM MEMBERS WITHOUT NOTICE

Nil

13 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF THE MEETING

Nil

14 MEETING CLOSED TO THE PUBLIC

14.1 MATTERS FOR WHICH THE MEETING MAY BE CLOSED

14.1.1 COMMUNITY EMERGENCY SERVICES MANAGER

AUTHOR	Grant Thompson – Chief Executive Officer
DATE	Monday, 17 February 2025
FILE NO	ES.CIR.2
ATTACHMENT(S)	14.1.1.1 – Draft Recruitment Package CESM 14.1.1.2 – CESM Performance Plan

STATUTORY REQUIREMENTS

Section 5.23(2) of the Local Government Act 1995 permits the Council to close a meeting, or part of a meeting, to members of the public if the meeting deals with any of the following:

- (a) a matter affecting an employee or employees; and
- (b) the personal affairs of any person; and
- (c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting; and
- (d) legal advice obtained, or which may be obtained, by the local government and which relates to a matter to be discussed at the meeting; and
- (e) a matter that if disclosed, would reveal —
 - (i) a trade secret; or
 - (ii) information that has a commercial value to a person; or
 - (iii) information about the business, professional, commercial or financial affairs of a person, where the trade secret or information is held by, or is about, a person other than the local government; and
- (f) a matter that if disclosed, could be reasonably expected to —
 - (i) impair the effectiveness of any lawful method or procedure for preventing, detecting, investigating or dealing with any contravention or possible contravention of the law; or
 - (ii) endanger the security of the local government's property; or

- (iii) prejudice the maintenance or enforcement of a lawful measure for protecting public safety; and
- (g) information which is the subject of a direction given under section 23(1a) of the *Parliamentary Commissioner Act 1971*.

Subsection (3) requires a decision to close a meeting, or part of a meeting and the reason for the decision to be recorded in the minutes.

PROCEDURAL MOTION/COUNCIL DECISION

39/25 Moved Cr Mickle

Seconded Cr Wieringa

That the meeting proceed behind closed doors in accordance with Section 5.23(2) (e) of the *Local Government Act 1995* at 3.38pm.

CARRIED 7/0

For: Cr Bilney, Cr Wieringa, Cr Webb, Cr Egerton-Warburton, Cr Radford, Cr Mathwin, Cr Mickle

PROCEDURAL MOTION/COUNCIL DECISION

41/25 Moved Cr Wieringa

Seconded Cr Mickle

That the meeting be reopened to the public at 3.43pm.

CARRIED 7/0

For: Cr Bilney, Cr Wieringa, Cr Webb, Cr Egerton-Warburton, Cr Radford, Cr Mathwin, Cr Mickle

14.2 PUBLIC READING OF RESOLUTIONS THAT MAY BE MADE PUBLIC

14.1.1 COMMUNITY EMERGENCY SERVICES MANAGER

OFFICER RECOMMENDATION/COUNCIL DECISION

That Council approves the appointment of a Community Emergency Services Manager (CESM) to be funded in the 2025/26 financial budget, as presented.

ALTERNATIVE MOTION

40/25 Moved Cr Mathwin

Seconded Cr Webb

That Council approves the continuation of the Memorandum of Understanding with the other two (2) Shires to continue employing the CESM as currently stand.

CARRIED 7/0

For: Cr Bilney, Cr Wieringa, Cr Webb, Cr Egerton-Warburton, Cr Radford, Cr Mathwin, Cr Mickle

Note: Council requested to seek the CESM role to be hosted by the Shire of Kojonup. A house has been allocated to the CESM role if this can be attained.

Reason for alternative motion is Council tabled the original motion seeking further information from the CEO on the current program, which was provided by the Administration team. Based on further information Council believes the current program will provide more immediate business continuity reducing risk to the Shire and be more cost effective in the short term and give time to consider and transition to greater changes at a later date.

15 CLOSURE

There being no further business to discuss, the President thanked the members for their attendance and declared the meeting closed at 3.44pm.

16 ATTACHMENTS (SEPARATE)

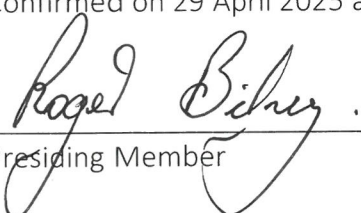
6.1	6.1.1	Unconfirmed Minutes of an Ordinary Council Meeting held on 25 February 2025
9.1.1	9.1.1.1	SAPIO - Variation for Anti Climb
9.4.1	9.4.1.1	Annual Report 2023-2024
9.4.2	9.4.2.1	Monthly Financial Statements; 1 February 2025 to 28 February 2025
9.4.3	9.4.3.1	Monthly Payment Listing February 2025
9.4.4	9.4.4.1	Kojonup Budget Review 31 December 2024
9.4.5	9.4.5.1	Map showing 162 Blackwood Road, Kojonup
	9.4.5.2	Expression of Interest – Kojonup Tennis Club
	9.4.5.3	162 Blackwood Road Lease Expression of Interest Public Notice
	9.4.5.4	Info Pack - 162 Blackwood Road
9.4.6	9.4.6.1	Kojonup Hocky Drainage – Quote
	9.4.6.2	Kojonup Hockey – A3_500_1
	9.4.6.3	Sub Surface Drainage Specification
	9.4.6.4	SS Detail
9.4.7	9.4.7.1	Unconfirmed minutes of an Audit and Risk Committee Meeting held 5 February 2025
9.4.8	9.4.8.1	Unconfirmed minutes of a Roads and Technical Services Advisory Committee Meeting held 13 February 2025
9.4.9	9.4.9.1	Unconfirmed BFAC Meeting Minutes – 13 February 2025
	9.4.9.2	DFES – LG Package Report – January 2025 – Shane Harris
	9.4.9.3	Notes Meeting – Recommendations To BFAC – M Mathwin
	9.4.9.4	6.2 SOK Policies – Emergency Services – Bush Fire Control Officer Appointments – Shane Harris
	9.4.9.5	6.3 SOK Policies – Emergency Services –


		Hazard Reduction burning by brigades – Shane Harris
	9.4.9.6	6.4 SOK Policies – Emergency Services – Bush Fire Mitigation – Shane Harris
	9.4.9.7	Letter – Paul Grant 25.1.2025
	9.4.9.8	Kojonup BFAC – DFES Notes February 2025
	9.4.9.9	SoKO BFAC Issues – Actions Status Report 2025
9.4.10	9.4.10.1	Unconfirmed minutes of a NRM Advisory Committee Meeting held 20 February 2025
9.4.11	9.4.11.1	Unconfirmed minutes of a KHTC Committee Meeting held 4 March 2025
9.4.12	9.4.12.1	Updated Terms of Reference for the Audit and Risk Committee - Showing Changes
	9.4.12.2	Fact Sheet – Reforms to Governance and Committees
	9.4.12.3	Salaries and Allowances Act 1975.
9.4.13	9.4.13.1	Proposed Terms of Reference for a new committee

CONFIDENTIAL

14.1.1	14.1.1.1	Draft Recruitment Package CESM
	14.1.1.2	CESM Performance Plan

Confirmed on 29 April 2025 as a true record –


 Presiding Member


 Date