

SHIRE OF KOJONUP



Kojonup Natural Resource Management (NRM) Advisory Committee

NRMAC

AGENDA

15 May 2025

TABLE OF CONTENTS

AGENDA

1	DECLARATION OF OPENING AND ANNOUNCEMENT OF GUESTS	3
2	ATTENDANCE & APOLOGIES	3
3	CONFIRMATION OF MINUTES	3
4	GENERAL BUSINESS	4
5	OTHER ITEMS FOR DISCUSSION OR FUTHER RESEARCH	4
6	FINANCIAL REPORT	4
7	STATUS REPORTS	5
8	MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN	7
9	NEXT MEETING	7
10	CLOSURE	7
11	ATTACHMENTS (SEPARATE)	7

AGENDA

1 DECLARATION OF OPENING AND ANNOUNCEMENT OF GUESTS

The meeting was declared open at _____pm.

2 ATTENDANCE & APOLOGIES

MEMBERS

Roger Bilney	Shire President
Alan Egerton-Warburton	Councillor
Prue Batchelor	Community Representative
Kath Mathwin	Community Representative

STAFF (OBSERVERS)

Grant Thompson	Chief Executive Officer
Dwayne Lottering	Property Services and Natural Resource Management
Eloise Brown	Property Services Team Leader
Tonya Pearce	Governance and Rates Officer

APOLOGIES

3 CONFIRMATION OF MINUTES

KOJONUP NATURAL RESOURCE MANAGEMENT ADVISORY COMMITTEE MEETING – 20 FEBRUARY 2025. [Attachment 3.1](#)

OFFICER RECOMMENDATION

That the minutes of the Kojonup Natural Resource Management Advisory Committee meeting held 20 February 2025 be confirmed as a true record.

4 GENERAL BUSINESS

Item	Response/Action	Comment
1. NRM Initiatives	Refer to status update. Action plans and priorities to be discussed and developed. Recommendations to Council as needed.	CEO to lead discussion. A priority list of NRM Shire initiatives is required for preparatory budgeting purposes. CEO to lead discussion from Project Status report
2. Great Southern VROC - Climate Strategies	Update from CEO.	Outcomes from any recent GS VROC meetings. Discuss Climate current Initiatives.
3. Water Tanks - DWER Update	CEO & MPS to provide update	Shire to brief the Committee on recent water capture and storage.
4. Katanning Land Care Initiative Update	CEO to update on recent discussions with Katanning Landcare.	For Information.
5. Southern Dirt	CEO Update on Southern Dirt Relationship with NRM Committee	Recommendation required from NRM committee.
6. Wagyl Kaip Ranger Program	Pauline Michael to update on Wagyl Kaip Ranger Program for Kojonup.	Discuss outcomes.

5 OTHER ITEMS FOR DISCUSSION OR FUTHER RESEARCH

6 FINANCIAL REPORT

7 STATUS REPORTS

Actions Issues and Strategic Initiatives to be discussed by Committee.

Issue / Action #	Submitted By	Issue Description	Action(s)	Submitted Date	Actions Assigned Owner	Department	Due By Date	Category	Priority	Urgency	Action Approved	Risk	Comments/Variance Reporting on progress	Status	Estimated Completion Date	Closed Date	% ACTION COMPLETE
1	Adele Scarfone	Look into the spraying of verges, both in town and out of town.	Review Weed Plan for the Town	14/11/2024	TLPS - Eloise Brown	Property Services	1/04/2025	Environmental	MEDIUM	Must Have - 6 months	YES	LOW	Plan in place underway, progress is good resources improved,	In Process			5%
2	Kath Mathwin	Gravel on verges to be 'water wise'	Investigate programs community waterwise programs	14/11/2024	MPS - Dwayne Lottering	Property Services	1/04/2025	Environmental	LOW	Nice to have 24 Months	NO	LOW		Not Started			0%
3	Adele Scarfone	The Blackwood Biosecurity Group – could help with developing plans	Develop relationships	14/11/2024	TLPS - Eloise Brown	Property Services	28/02/2025	Environmental	LOW	Required before 12 months	NO	LOW		Not Started			0%
5	Kath Mathwin	Kojonup Weed Strategy (attached) needs to be updated.	Review Weed Plan	14/11/2024	MPS - Dwayne Lottering	Property Services	1/04/2025	Environmental	HIGH	Must Have - 6 months	YES	MEDIUM	Plan is formed, Newer technology, rates of chemicals more precision, more effective, Program starting in Autumn	In Process			80%
6	Kath Mathwin	Start creating awareness in the community	Communication Plan to be developed	14/11/2024	CEO - Grant Thompson	Office of the CEO	1/06/2025	Community	MEDIUM	Required before 12 months	YES	LOW	CEO to create messages and stakeholder plan	Not Started			5%
7	Kath Mathwin	Contact Southern Dirt to be involved in the NRM Committee	Develop relationships	14/11/2024	MPS - Dwayne Lottering	Property Services	28/02/2025	Community	MEDIUM	Must Have - 6 months	NO	LOW	Dwayne to contact	Not Started			5%
8	Adele Scarfone	WALGA Resources – Local Government Integrated Weed Management Working Group	Contact WALGA	14/11/2024	MPS - Dwayne Lottering	Property Services	28/02/2025	Community	MEDIUM	Required before 12 months	YES	LOW	Dwayne to contact	Not Started			0%
9	Kath Mathwin	Steve Hopper from Albany (suggested by Kath Mathwin)	Contact Steve Hopper	14/11/2024	MPS - Dwayne Lottering	Property Services	28/02/2025	Community	MEDIUM	Required before 12 months	YES	LOW	Dwayne to Contact	Not Started			0%
10	Prue Batchelor	No mow verges	mostly Victoria and some suburbs in Perth, have no mow verges.	20/02/2025	TLPS - Eloise Brown	Property Services	1/05/2025	Environmental	MEDIUM	Nice to have 24 Months	NO	LOW		Not Started			0%
11	Prue Batchelor	Education Programs with the schools	Busy Bee days to get the community involved involunteering	20/02/2025	TLPS - Eloise Brown	Property Services	1/05/2025	Community	LOW	Required before 12 months	YES	LOW		In Process			0%
12	Cr Egerton-Warburton	Rubbish on roadsides - Kojonup-Frankland Rd	Check Main Roads policies. Clean up Australia Day on a Shire level?	20/02/2025	MPS - Dwayne Lottering	Property Services	1/05/2025	Assets & Infrastructure	MEDIUM	Must Have - 6 months	YES	MEDIUM		Not Started			0%
13	Kath Mathwin	Seminar on climate change	Invite other Shires to be involved in the seminar, through the climate alliance meeting	20/02/2025	CEO - Grant Thompson	Office of the CEO	1/05/2025	Community	LOW	Nice to have 24 Months	NO	LOW		Not Started			0%
14	NRM Committee	Committee Members to send in recommendations for budget allocations in the 25/26 budget, as per the Strategic Initiatives.	Committee members to identify any budget requirements for next committee.	20/02/2025	CEO - Grant Thompson	Office of the CEO	1/05/2025	Financial	HIGH	Urgent - 2 months	YES	LOW		In Process	15/05/2025		0%

Kojonup NRM Advisory Committee Meeting – Agenda – 15 May 2025

Project ID	COA	Project	Description	Approved Project	Project Rating	Department	Project Sponsor	Project Owner (SPA)	Project Manager	Process Owner
1		Create a funding budget for NRM	NRM requires an approved budget	Yes	11	Office of the CEO	CEO	CEO - Grant Thompson	MFCS - Jill Johnson	MFCS
2		Identify Funding Sources for projects ie grants and council funding	Utilise NRM reserve to leverage Grants and achieve strategies	Yes	8	Property Services	MPS	MPS - Dwayne Lottering	PMRS - Estelle Lottering	PMRS
3		Investigate the cost of a specialised role in NRM	Identify the right role and person to achieve NRM goals	No	1	Office of the CEO	CEO	MPS - Dwayne Lottering	MPS - Dwayne Lottering	MPS
4		Project Management Framework to be created for NRM	Governance structure required for NRM deliverables	Yes	16	PM & Regulatory Services	CEO	MPS - Dwayne Lottering	PMRS - Estelle Lottering	PMRS
5		Determine whether a partnership with GS Dirt is viable	GS Dirt may be a viable partner for achieving NRM goals	No	1	Office of the CEO	CEO	MPS - Dwayne Lottering	MPS - Dwayne Lottering	CEO
6		Identify community projects to get volunteers involved	Volunteers important to the sustainability of the Shire	Yes	22	Property Services	MPS	MPS - Dwayne Lottering	TLPS - Eloise Brown	TLPS
7		Create a GS Climate Alliance	LGA now has a mandate to decarbonise and consider climate impact. Climate alliance a good vehicle to drive advocacy	Yes	37	Office of the CEO	CEO	CEO - Grant Thompson	CEO - Grant Thompson	CEO
8		Identify advocacy positions through WALGA & GS Alliance	Researched Policies required	Yes	5	Office of the CEO	CEO	CEO - Grant Thompson	CEO - Grant Thompson	CEO
9		Create a Vermin and Pest Control Plan for the Shire	Localised pest control plans are key to sustainability	Yes	3	Property Services	MPS	MPS - Dwayne Lottering	TLPS - Eloise Brown	MPS
10		Create a specific noxious weed control management plan for the Shire	Localised weed control plans are key to sustainability	Yes	11	Property Services	MPS	MPS - Dwayne Lottering	TLPS - Eloise Brown	TLPS
11		Identify the problems that exist in the roadside verge to understand the solution	Localised roadside verge management key to sustainability	Yes	11	Property Services	MPS	MPS - Dwayne Lottering	TLPS - Eloise Brown	TLPS
12		Create a Roadside Biodiversity Management Plan	Localised roadside verge management plans critical	Yes	11	Property Services	MPS	MPS - Dwayne Lottering	TLPS - Eloise Brown	TLPS
13		Create a Noongar Accord to protect culturally significant sites	Identifying cultural sites are important to the Shire	Yes	28.5	Office of the CEO	CEO	CEO - Grant Thompson	CEO - Grant Thompson	CEO
14		Identify culturally sensitive sites that are within Shire mandate to protect	Identifying cultural sites are important to the Shire	Yes	5	Property Services	CEO	MPS - Dwayne Lottering	MPS - Dwayne Lottering	MPS
15		Create a co-authored management plan to protect culturally sensitive agreed sites	Identifying cultural sites are important to the Shire	No	1	Office of the CEO	CEO	MPS - Dwayne Lottering	MPS - Dwayne Lottering	MPS

8 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

9 NEXT MEETING

The next meeting of the Kojonup Natural Resource Management Advisory Committee is to be held 21 August 2025 at 5.00pm.

10 CLOSURE

There being no further business, the Presiding Member thanked the members for their attendance and declared the meeting closed at _____pm.

11 ATTACHMENTS (SEPARATE)

3.1 Unconfirmed Kojonup NRM Advisory Committee Meeting – 20 February 2025

SHIRE OF KOJONUP



Kojonup Natural Resource Management (NRM) Advisory Committee

NRMAC

MINUTES

20 February 2025

TABLE OF CONTENTS

MINUTES

1	DECLARATION OF OPENING AND ANNOUNCEMENT OF GUESTS	3
2	ATTENDANCE & APOLOGIES	3
3	CONFIRMATION OF MINUTES	3
4	GENERAL BUSINESS	4
5	OTHER ITEMS FOR DISCUSSION OR FUTHER RESEARCH	4
6	FINANCIAL REPORT	4
7	STATUS REPORTS	5
8	MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN	7
9	NEXT MEETING	7
10	CLOSURE	7
11	ATTACHMENTS (SEPARATE)	7

MINUTES

1 DECLARATION OF OPENING AND ANNOUNCEMENT OF GUESTS

The meeting was declared open at 5.00pm.

2 ATTENDANCE & APOLOGIES

MEMBERS

Roger Bilney	Shire President
Alan Egerton-Warburton	Councillor
Prue Batchelor	Community Representative
Kath Mathwin	Community Representative

STAFF (OBSERVERS)

Grant Thompson	Chief Executive Officer
Dwayne Lottering	Property Services and Natural Resource Management
Eloise Brown	Property Services Team Leader
Tonya Pearce	Governance and Rates Officer

APOLOGIES

Adele Scarfone	Community Representative
----------------	--------------------------

3 CONFIRMATION OF MINUTES

KOJONUP NATURAL RESOURCE MANAGEMENT ADVISORY COMMITTEE MEETING – 14 NOVEMBER 2024. [Attachment 3.1](#)

OFFICER RECOMMENDATION/COMMITTEE DECISION

NRM1 Moved Cr Egerton-Warburton Seconded K.Mathwin

That the minutes of the Kojonup Natural Resource Management Advisory Committee meeting held 14 November 2024 be confirmed as a true record.

CARRIED 4/0

For: Cr Bilney, Cr Egerton-Warburton, K. Mathwin, P.Batchelor

4 **GENERAL BUSINESS**

Item	Response/Action	Comment
1. Strategic Discussion	Reflect on Previous Strategic Initiatives	CEO to lead discussion
2. Great Southern Climate Alliance	Update from CEO	Outcomes from recent meetings Discuss GS Climate Alliance Initiatives
3. NRM Initiatives	Action plans and priorities to be discussed and developed from this meeting to be presented to the Committee.	A priority list of NRM Shire initiatives is required for preparatory budgeting purposes. CEO to lead discussion from Project Status report

5 **OTHER ITEMS FOR DISCUSSION OR FUTHER RESEARCH**

Nil

6 **FINANCIAL REPORT**

NRM Reserve Level \$105,679

Committee Members to send in recommendations for budget allocations in the 25/26 budget, as per the Strategic Initiatives.

7 STATUS REPORTS

Actions Issues and Strategic Initiatives to be discussed by Committee.

Issue / Action #	Submitted By	Issue Description	Action(s)	Submitted Date	Actions Assigned Owner	Department	Due By Date	Category	Priority	Urgency	Action Approved	Risk	Comments/Variance Reporting on progress	Status	Estimated Completion Date	Closed Date	% ACTION COMPLETE
1	Adele Scarfone	Look into the spraying of verges, both in town and out of town.	Review Weed Plan for the Town	14/11/2024	TLPS - Eloise Brown	Property Services	1/04/2025	Environmental	MEDIUM	Must Have - 6 months	YES	LOW	Plan in place underway, progress is good resources improved,	In Process			5%
2	Kath Mathwin	Gravel on verges to be 'water wise'	Investigate programs community waterwise programs	14/11/2024	MPS - Dwayne Lottering	Property Services	1/04/2025	Environmental	LOW	Nice to have 24 Months	NO	LOW		Not Started			0%
3	Adele Scarfone	The Blackwood Biosecurity Group – could help with developing plans	Develop relationships	14/11/2024	TLPS - Eloise Brown	Property Services	28/02/2025	Environmental	LOW	Required before 12 months	NO	LOW		Not Started			0%
5	Kath Mathwin	Kojonup Weed Strategy (attached) needs to be updated.	Review Weed Plan	14/11/2024	MPS - Dwayne Lottering	Property Services	1/04/2025	Environmental	HIGH	Must Have - 6 months	YES	MEDIUM	Plan is formed, Newer technology, rates of chemicals more precision, more effective, Program starting in Autumn	In Process			80%
6	Kath Mathwin	Start creating awareness in the community	Communication Plan to be developed	14/11/2024	CEO - Grant Thompson	Office of the CEO	1/06/2025	Community	MEDIUM	Required before 12 months	YES	LOW	CEO to create messages and stakeholder plan	Not Started			5%
7	Kath Mathwin	Contact Southern Dirt to be involved in the NRM Committee	Develop relationships	14/11/2024	MPS - Dwayne Lottering	Property Services	28/02/2025	Community	MEDIUM	Must Have - 6 months	NO	LOW	Dwayne to contact	Not Started			5%
8	Adele Scarfone	WALGA Resources – Local Government Integrated Weed Management Working Group	Contact WALGA	14/11/2024	MPS - Dwayne Lottering	Property Services	28/02/2025	Community	MEDIUM	Required before 12 months	YES	LOW	Dwayne to contact	Not Started			0%
9	Kath Mathwin	Steve Hopper from Albany (suggested by Kath Mathwin)	Contact Steve Hopper	14/11/2024	MPS - Dwayne Lottering	Property Services	28/02/2025	Community	MEDIUM	Required before 12 months	YES	LOW	Dwayne to Contact	Not Started			0%
10	Prue Batchelor	No mow verges	mostly Victoria and some suburbs in Perth, have no mow verges.	20/02/2025	TLPS - Eloise Brown	Property Services	1/05/2025	Environmental	MEDIUM	Nice to have 24 Months	NO	LOW		Not Started			0%
11	Prue Batchelor	Education Programs with the schools	Busy Bee days to get the community involved involunteering	20/02/2025	TLPS - Eloise Brown	Property Services	1/05/2025	Community	LOW	Required before 12 months	YES	LOW		In Process			0%
12	Cr Egerton-Warburton	Rubbish on roadsides - Kojonup-Frankland Rd	Check Main Roads policies. Clean up Australia Day on a Shire level?	20/02/2025	MPS - Dwayne Lottering	Property Services	1/05/2025	Assets & Infrastructure	MEDIUM	Must Have - 6 months	YES	MEDIUM		Not Started			0%
13	Kath Mathwin	Seminar on climate change	Invite other Shires to be involved in the seminar, through the climate alliance meeting	20/02/2025	CEO - Grant Thompson	Office of the CEO	1/05/2025	Community	LOW	Nice to have 24 Months	NO	LOW		Not Started			0%
14	NRM Committee	Committee Members to send in recommendations for budget allocations in the 25/26 budget, as per the Strategic Initiatives.	Committee members to identify any budget requirements for next committee.	20/02/2025	CEO - Grant Thompson	Office of the CEO	1/05/2025	Financial	HIGH	Urgent - 2 months	YES	LOW		In Process	15/05/2025		0%

Kojonup NRM Advisory Committee Meeting – Minutes – 20 February 2025

Project ID	COA	Project	Description	Approved Project	Project Rating	Department	Project Sponsor	Project Owner (SPA)	Project Manager	Process Owner
1		Create a funding budget for NRM	NRM requires an approved budget	Yes	11	Office of the CEO	CEO	CEO - Grant Thompson	MFCS - Jill Johnson	MFCS
2		Identify Funding Sources for projects ie grants and council funding	Utilise NRM reserve to leverage Grants and achieve strategies	Yes	8	Property Services	MPS	MPS - Dwayne Lottering	PMRS - Estelle Lottering	PMRS
3		Investigate the cost of a specialised role in NRM	Identify the right role and person to achieve NRM goals	No	1	Office of the CEO	CEO	MPS - Dwayne Lottering	MPS - Dwayne Lottering	MPS
4		Project Management Framework to be created for NRM	Governance structure required for NRM deliverables	Yes	16	PM & Regulatory Services	CEO	MPS - Dwayne Lottering	PMRS - Estelle Lottering	PMRS
5		Determine whether a partnership with GS Dirt is viable	GS Dirt may be a viable partner for achieving NRM goals	No	1	Office of the CEO	CEO	MPS - Dwayne Lottering	MPS - Dwayne Lottering	CEO
6		Identify community projects to get volunteers involved	Volunteers important to the sustainability of the Shire	Yes	22	Property Services	MPS	MPS - Dwayne Lottering	TLPS - Eloise Brown	TLPS
7		Create a GS Climate Alliance	LGA now has a mandate to decarbonise and consider climate impact. Climate alliance a good vehicle to drive advocacy	Yes	37	Office of the CEO	CEO	CEO - Grant Thompson	CEO - Grant Thompson	CEO
8		Identify advocacy positions through WALGA & GS Alliance	Researched Policies required	Yes	5	Office of the CEO	CEO	CEO - Grant Thompson	CEO - Grant Thompson	CEO
9		Create a Vermin and Pest Control Plan for the Shire	Localised pest control plans are key to sustainability	Yes	3	Property Services	MPS	MPS - Dwayne Lottering	TLPS - Eloise Brown	MPS
10		Create a specific noxious weed control management plan for the Shire	Localised weed control plans are key to sustainability	Yes	11	Property Services	MPS	MPS - Dwayne Lottering	TLPS - Eloise Brown	TLPS
11		Identify the problems that exist in the roadside verge to understand the solution	Localised roadside verge management key to sustainability	Yes	11	Property Services	MPS	MPS - Dwayne Lottering	TLPS - Eloise Brown	TLPS
12		Create a Roadside Biodiversity Management Plan	Localised roadside verge management plans critical	Yes	11	Property Services	MPS	MPS - Dwayne Lottering	TLPS - Eloise Brown	TLPS
13		Create a Noongar Accord to protect culturally significant sites	Identifying cultural sites are important to the Shire	Yes	28.5	Office of the CEO	CEO	CEO - Grant Thompson	CEO - Grant Thompson	CEO
14		Identify culturally sensitive sites that are within Shire mandate to protect	Identifying cultural sites are important to the Shire	Yes	5	Property Services	CEO	MPS - Dwayne Lottering	MPS - Dwayne Lottering	MPS
15		Create a co-authored management plan to protect culturally sensitive agreed sites	Identifying cultural sites are important to the Shire	No	1	Office of the CEO	CEO	MPS - Dwayne Lottering	MPS - Dwayne Lottering	MPS

8 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

9 NEXT MEETING

The next meeting of the Kojonup Natural Resource Management Advisory Committee is to be held 15 May 2025 at 5.00pm.

10 CLOSURE

There being no further business, the Presiding Member thanked the members for their attendance and declared the meeting closed at 6.20pm.

11 ATTACHMENTS (SEPARATE)

3.1 Unconfirmed Kojonup NRM Advisory Committee Meeting – 14 November 2024

7.1 NRM Status Reports