



SHIRE OF KOJONUP

MINUTES

Ordinary Council Meeting

24 June 2025

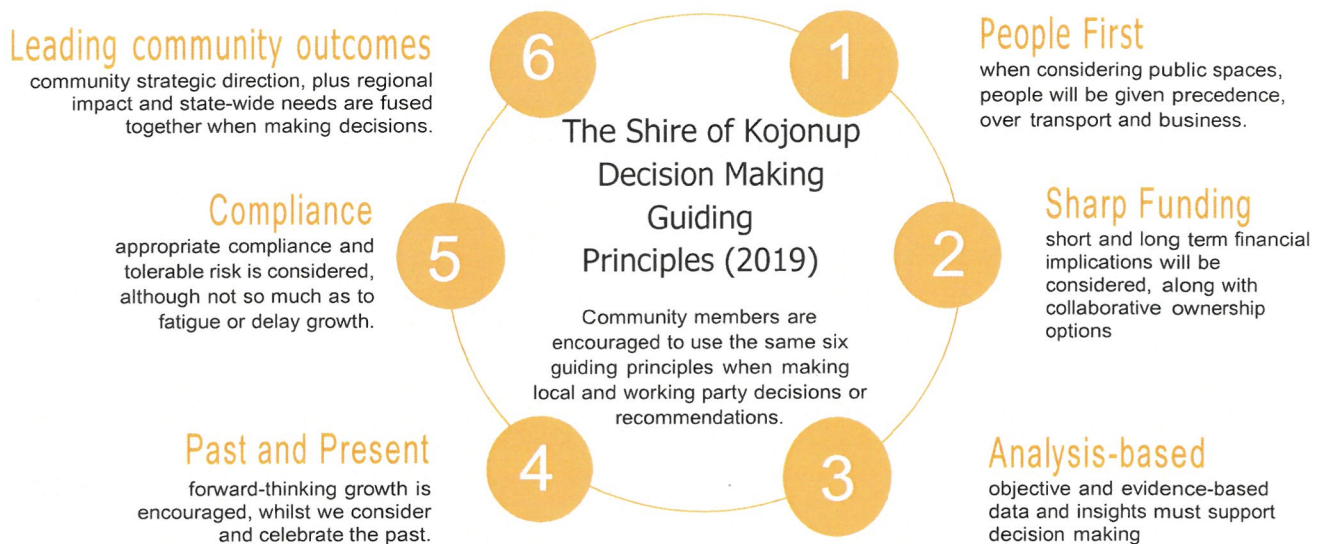
MINUTES OF AN ORDINARY COUNCIL MEETING HELD ON 24 JUNE 2025

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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

3.1 APOLOGIES

3.2 APPROVED LEAVE OF ABSENCE

4 DECLARATION OF INTEREST

14.1.1 Minutes of a Chief Executive Officer's (CEO) Performance Review (PR) Committee Meeting Held 25 March 2025 and 29 April 2025
Grant Thompson, CEO

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 20 MAY 2025

Unconfirmed Minutes of an Ordinary Council Meeting held 20 May 2025 are at [attachment 6.1.1.](#)

OFFICER RECOMMENDATION/COUNCIL DECISION

75/25 Moved Cr Radford

Seconded Cr Mathwin

That the Minutes of an Ordinary Council Meeting held 20 May 2025 be confirmed as a true record.

CARRIED 7/0

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

Question: The Merger of the two (2) Committees, is this occurring or has this occurred?

Answer: It is noted that the terms of reference for the merged Committee, went to the 20 May 2025 Ordinary Council Meeting. Motion 71/25 Carried.

7 PRESENTATIONS

7.1 PETITIONS

7.2 PRESENTATIONS

7.3 DEPUTATIONS

7.4 DELEGATES' REPORTS

7.4.1 CR BILNEY – RENEWABLE ENERGY MINISTERIAL FORUM – 12 JUNE 2025

[\(Attachment 7.4.1\)](#)

COUNCIL DECISION

76/25 Moved Cr Mickle

Seconded Cr Egerton-Warburton

That Council receive the Shire Presidents Renewable Energy Ministerial Forum report.

CARRIED 7/0

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

8 METHOD OF DEALING WITH AGENDA BUSINESS

Nil

9 REPORTS

9.1 KEY PILLAR 'LIFESTYLE' REPORTS

Nil

9.2 KEY PILLAR 'ECONOMICS' REPORTS

Nil

9.3 KEY PILLAR 'VISITATION' REPORTS

Nil

9.4 KEY PILLAR ‘PERFORMANCE’ REPORTS

9.4.1 FINANCIAL MANAGEMENT – MONTHLY STATEMENT OF FINANCIAL ACTIVITY (MAY 2025)

AUTHOR	Jill Johnson – Manager Financial and Corporate Services
DATE	Wednesday, 18 June 2025
ATTACHMENT(S)	9.4.1.1 – Monthly Financial Statements; 1 May 2025 to 31 May 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 31 May 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 May 2025 to 31 May 2025 represents eleven (11) months, or 91% of the year.

The following items are worthy of noting:

- Closing surplus position of \$2,389,149.
- Capital expenditure achieved 56.8% of budgeted projects.
- Cash holdings of \$2,756m of which \$1,135m is held in cash backed reserve accounts and \$3,891 is unrestricted cash.
- Rates debtors outstanding equate to 7% 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 2.1.5 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

77/25 Moved Cr Egerton-Warburton Seconded Cr Mickle

That the monthly financial statements for the period ending 31 May 2025, as attached, be noted.

CARRIED 7/0

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

9.4.2 MONTHLY PAYMENTS LISTING – MAY 2025

AUTHOR	Rachael Egerton-Warburton – Finance Officer
DATE	Tuesday, 17 June 2025
ATTACHMENT	9.4.2.1 - Monthly Payment Listing May 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 May 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 2.1.1 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

78/25 Moved Cr Mathwin

Seconded Cr Radford

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 May 2025		TO – 31 May 2025
Municipal Cheques	14400-14402	\$52,073.91
EFTs	35607-36245	\$642,758.85
Direct Debits		\$615,673.37
Total		\$1,310,506.13

be received.

CARRIED 7/0

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

9.4.3 ADVISORY COMMITTEES OF COUNCIL – APPOINTMENT OF INDEPENDENT CHAIRPERSON – AUDIT, RISK AND IMPROVEMENT COMMITTEE

AUTHOR	Tonya Pearce, Governance and Rates Officer
DATE	Friday, 09 August 2024
ATTACHMENT(S)	9.4.3.1 – Expressions of Interest – Independent Chairperson Position – Audit, Risk and Improvement Committee

‘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

To appoint an independent chairperson for Council’s Audit, Risk and Improvement 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.

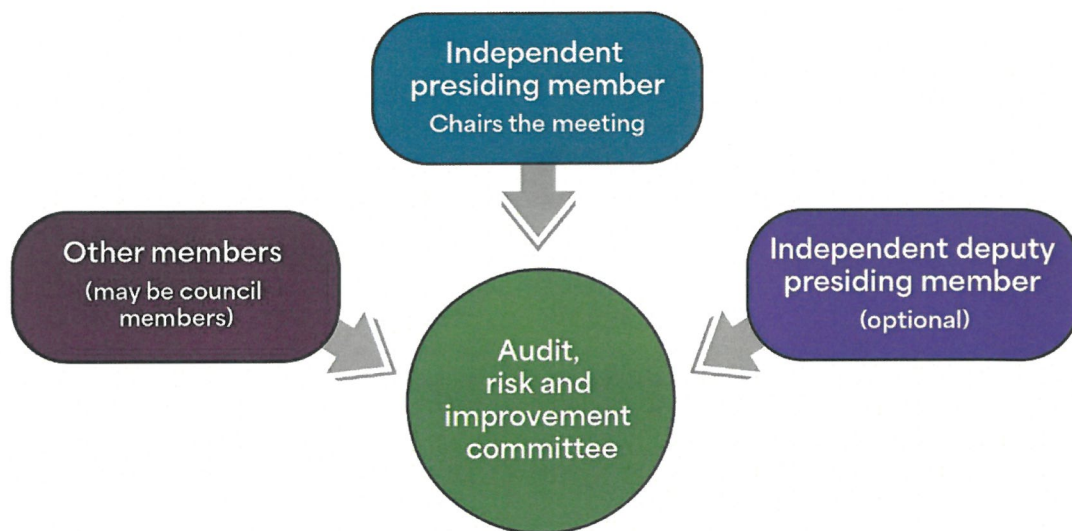
The introduction of an independent presiding member provides an opportunity for increased community confidence in the Shire’s financial and risk management. Operations may also

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

Council has received one (1) independent chairperson nomination for its Audit, Risk and Improvement Committee.

It is recommended this person be appointed to the Audit Risk & Improvement Committee Independent Chairperson Role.

CONSULTATION

Local Government Amendment Act 2024

Chief Executive Officer

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

There are no known policy implications.

FINANCIAL IMPLICATIONS

There are no known financial implications.

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

OFFICER RECOMMENDATION/COUNCIL DECISION

79/25 Moved Cr Mathwin

Seconded Cr Mickle

That Council appoints the following independent chairperson to the Audit, Risk and Improvement Committee:

Independent Chairperson – Cathrine Ivey

CARRIED 7/0

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

9.4.4 MINUTES OF AN ANNUAL MEETING OF ELECTORS HELD 9 APRIL 2025

AUTHOR	Tonya Pearce – Governance and Rate Officer
DATE	Monday, 16 June 2025
ATTACHMENT(S)	9.4.4.1 - Unconfirmed minutes of an Annual Meeting of Electors held 9 April 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 an Annual Meeting of Electors held 9 April 2025.

BACKGROUND

An Annual Meeting of Electors must be held within 56 days of adopting an Annual Report that includes Annual Financial Statements.

Council adopted its 2023-2024 Annual Report including Annual Financial Statements at its 25 March 2025 Ordinary Meeting.

COMMENT

This item is solely for Council to receive the minutes of its 9 April 2025 Annual Electors Meeting.

CONSULTATION

Nil

STATUTORY REQUIREMENTS

Division 4, Sections 5.26 to 5.33 of the *Local Government Act 1995* - deal with Electors' General Meetings.

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 Requirements (Statutory/Regulatory)	Failure to correctly identify, interpret, assess, respond and communicate laws and regulations as a result of an inadequate compliance framework	External Audits (compliance)	Nil
<i>Risk rating: Adequate</i>			
IMPLICATIONS			
Presenting minutes of an Annual Electors Meeting at the next available meeting of Council, regardless of whether there are actions to be undertaken or otherwise, ensures Council and the public receive the minutes in a timely manner.			

ASSET MANAGEMENT IMPLICATIONS

Nil

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

80/25 Moved Cr Mathwin

Seconded Cr Radford

That Council receives the unconfirmed minutes of its Annual Meeting of Electors held 9 April 2025.

CARRIED 7/0

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

**9.4.5 MINUTES OF A ROADS AND TECHNICAL SERVICES ADVISORY COMMITTEE MEETING
HELD 15 MAY 2025**

AUTHOR	Tonya Pearce – Governance and Rates Officer
DATE	Monday, 16 May 2025
ATTACHMENT(S)	9.4.5.1 - Unconfirmed minutes of a Roads and Technical Services Advisory Committee Meeting held 15 May 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 Roads and Technical Services Advisory Committee meeting held 15 May 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 15 May 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

81/25 Moved Cr Radford

Seconded Cr Egerton-Warburton

That Council receive the unconfirmed minutes of a Roads and Technical Services Advisory Committee meeting held 15 May 2025.

CARRIED 7/0

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

9.4.6 NATURAL RESOURCE MANAGEMENT ADVISORY COMMITTEE (NRMAC) MEETING 15 MAY 2025 – MINUTES

AUTHOR	Tonya Pearce – Governance and Rates Officer
DATE	Monday, 16 May 2025
ATTACHMENT(S)	9.4.6.1 - Unconfirmed minutes of a NRM Advisory Committee Meeting held 15 May 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 15 May 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 15 May 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

82/25 Moved Cr Egerton-Warburton Seconded Cr Mathwin

That Council receive the unconfirmed minutes of the Natural Resource Management Advisory Committee meeting held on 15 May 2025.

CARRIED 7/0

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

Question: Can it be verified as to the capacity Pauline will sit on the committee, whether the attendance is representing the Rangers or as a representative of Wagyl Kaip.

Response: The Ranger Program is developed under the Wagyl Kaip Organisation and Pauline is employed by Wagyl Kaip as the senior ranger coordinator based in Kojonup. As far as the Shire is concerned this role is a representative of the ranger program on behalf of Wagyl Kaip. We will seek confirmation at the next meeting as these are unconfirmed minutes.

The CEO can confirm that Pauline Michael and Southern Dirt Representatives were attending as observers for this one meeting. The Council will ratify membership at a future meeting.

Question: Are there any constraints having another representatives on the committee, having two (2) representatives e.g. from Wagyl Kaip or other organisations?

Response: Consideration at a future meeting will explore a recommendation of the representation of community stakeholders on the NRM Committee.

9.4.7 MINUTES OF A KOJONUP HISTORICAL, TOURISM AND CULTURAL COMMITTEE
MEETING HELD 3 JUNE 2025

AUTHOR	Tonya Pearce – Governance and Rates Officer
DATE	Monday, 16 May 2025
FILE NO	CS.SRP.3
ATTACHMENT(S)	9.4.7.1 - Unconfirmed minutes of a KHTC Committee Meeting held 3 June 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 a Kojonup Historical, Tourism and Cultural Committee meeting held 3 June 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 3 June 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

83/25 Moved Cr Wieringa

Seconded Cr Mickle

That Council receive the unconfirmed minutes of a Kojonup Historical, Tourism and Cultural Committee meeting held 3 June 2025.

CARRIED 7/0

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

Comment: the RSL Group has requested representation on this Committee.

Response: The Administration is also aware of this request. The committee makeup and representation recommendations will come back to Council at a future Ordinary Council meeting for consideration.

9.4.8 REMOVAL OF TREES REQUEST AT 50 NEWSTEAD ROAD

AUTHOR	Estelle Lottering – Projects Manager and Regulatory Services
DATE	Monday, 16 May 2025
ATTACHMENT(S)	9.4.8.1 - 50 Newstead Road – Trees – Pictures 9.4.8.2 - Norma Ball – Request to remove trees 9.4.8.3 - Local Law Gazettal 22 May 2020 – page 11

‘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	10. Contributed Socially 12. A High Performing Council	10.1 Environment Action 12.2 SoK monitoring and reporting

DECLARATION OF INTEREST

Nil

SUMMARY

To consider the removal of trees on the verge of 50 Newstead Road by property owner Norma Ball.

BACKGROUND

As part of the Shires continued improvement regarding directional service.

COMMENT

The Property Services Manager reviewed the location and identified trees that are on the fence line of 50 Newstead Road and prohibiting the owner in erecting a fence on her property for safety reasons. The trees are Jam and She-Oak trees and stumps would need to be removed.

Following the Shire of Kojonup activities in throughfares and public places and trading Local Law 2020 – Division three (3) Verge Treatments, Subdivision four (4) 2.13 – Power to carry out public works on verge. The Shire of Kojonup will not be liable to replace or restore any verge treatment, and in particular, any plant or acceptable material or other hard surface;
Under *The Environmental Protection (Clearing of Native Vegetation) Regulations 2004 - R5 Item 10* Clearing along a fence line are exempt if the owner of the property clear a strip of native vegetation on either side of a fence line on a private property to provide access for fence maintenance and construction.

CONSULTATION

Property Services & NRM Manager

STATUTORY REQUIREMENTS

A guide to the exemptions and regulations for clearing native vegetation – Under part V of the *Environmental Protection Act 1986*.

Local Government Act 1995 – Shire of Kojonup Activities in Thoroughfares and Public places and Trading Local Law 2020.

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		Nil
<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

84/25 Moved Cr Mathwin

Seconded Cr Mickle

That Council approves request from Norma Ball to remove trees on the verge of 50 Newstead Road at her own cost.

That Council gives Norma Ball the power to carry out public works on the verge in front of 50 Newstead Road.

For each tree removed approximately three (3) to five (5) trees of suitable variety be planted in an alternative suitable location.

AMENDMENT

85/25 Moved Cr Webb

Seconded Cr Egerton-Warburton

Remove bottom line of the motion that states 'For each tree removed approximately three (3) to five (5) trees of suitable variety be planted in an alternative suitable location.'

CARRIED 4/3

For: Cr Egerton-Warburton, Cr Webb, Cr Radford, Cr Mathwin

Against: Cr Bilney, Cr Wieringa, Cr Mickle

MOTION WITH AMENDMENT WAS PUT

That Council approves request from Norma Ball to remove trees on the verge of 50 Newstead Road at her own cost.

That Council gives Norma Ball the power to carry out public works on the verge in front of 50 Newstead Road.

ADDITIONAL AMENDMENT

86/25 Moved Cr Mathwin

Seconded Cr Wieringa

That Council encourages the property owner to plant one (1) tree for one (1) tree removed in consultation with the Shire.

CARRIED 7/0

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

MOTION WITH AMENDMENT WAS PUT

That Council approves request from Norma Ball to remove trees on the verge of 50 Newstead Road at her own cost.

That Council gives Norma Ball the power to carry out public works on the verge in front of 50 Newstead Road.

That Council encourages the property owner to plant one (1) tree for one (1) tree removed in consultation with the Shire.

CARRIED 7/0

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

Comment: It says a suitable location, not an actual location for planting of trees.

Question: Is this a large block? Is there room for more trees to be planted?

Response: It is sizeable block, yes, not sure of exact size. There is enough room to plant more trees.

Question: Is this requirement a standard outcome or is it specific to the block? i.e. If another property owner with a smaller block made the same request would it be a different outcome.

Response: This was a conversation between Regulatory Services and the property owner. There was an indication from the property owner other trees would be replacing the removal of the frontage trees. We will revert this query to the Property Services Manager.

Comment: looking at the photo, there is about 20 trees that are going to be removed, so a lot of trees will need to be replanted. The number of replanting may be a bit high.

Question: It actually doesn't stipulate on the item that the trees to replace them have to be planted on the owners block. It just says to plant them in a suitable location. So, who determines where that is? And if there's no room on her block, could she be planting trees elsewhere?

Comment: This could be an option moving forward that if there is other places to plant trees within the Shire where we would like trees to be planted. Residents who are requesting trees to be removed and they will replace them. It doesn't necessarily have to be on the block that the trees have to be removed. It could be an alternative location.

Question: These trees are on the fence line. Are they not entitled to take a metre and a half either side of the fence line to improve the fence without having to go and plant trees elsewhere?

Response: Would have to clarify the verge requirements in the town site with Department Water Environment Regulator.

9.4.9 COMMUNITY EMERGENCY SERVICES MANAGER

AUTHOR	Grant Thompson – Chief Executive Officer
DATE	Thursday, 19 June 2025
FILE NO	ES.CIR.2
ATTACHMENT(S)	UNDER SEPARATE COVER 9.4.9.1 – Community Emergency Services Manager (CESM) Memorandum of Understanding 9.4.9.2 – CESM Performance Plan

‘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	12.6 SoKO Asset Management

DECLARATION OF INTEREST

Nil

SUMMARY

The purpose of this report is to inform the Council of the current executed Memorandum of Understanding for the Community Emergency Services Manager role and for Council to receive and accept the agreement.

BACKGROUND

The Shire has obligations for emergency management under Section 67 of the *Bush Fires Act 1954* and these obligations play an important role in the Council’s decision-making process for supporting emergency services.

As a result of these obligations, the Council has funded a CESM role on a part basis with the Shires of Gnowangerup and Cranbrook since 2020.

Communications from Department of Fire Emergency Services (DFES) have recently requested the Shire review their participation in the program and notify them if it wishes to continue with the current Memorandum of Understanding (MOU).

The MOU will expire at the end of June 2025.

At a 25 March Ordinary Council meeting the Council approved the continuation of the CESM program and MOU as follows:

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*

The main objectives of the MOU agreement are to establish and agree upon specific responsibilities with respect to the delivery of emergency services within the Shires, in particular to:

1. Deliver coordinated prevention programs to reduce the incidence of emergencies and improve the level of safety in the community;
2. Operate to a consistent set of protocols and equipment standards;
3. Provide efficient systems of communication between organisations at all levels to improve service delivery outcomes;
4. Promote and support volunteer organisational arrangements that combine the spirit of volunteerism to attract and retain members;
5. Provide and or coordinate the level of training to personnel, to ensure the competencies are appropriate to the risk level of emergencies to which volunteers will be required to respond;
6. Develop a partnership that will see a best practice approach to emergency service delivery implemented between the Shire and DFES; and
7. Enhance community ownership of fire prevention and preparedness programs and activities.

COMMENT

Attached is the Memorandum of Understanding for Councils information. As per previous discussions and motion the author presents the MOU for receiving and acceptance.

The current hours of the CESM for the Shire of Kojonup is relative to activities but the MOU means the Shire receives an average of productive time from the CESM for approximately 12 hours per week or 1.5 days per week.

The current MOU does not account for any mitigation works required in the Shire.

Other Shires have multiple roles for emergency services including CESM, Risk Mitigation Coordinators and other administrative supporting roles giving them more capacity to implement the required regulatory and risk standards for emergency services.

CONSULTATION

Wayne Green District Manager DFES
Dereck Jones, Regional Coordinator, DFES
Shire of Cranbrook
Shire of Gnowangerup
Multiple Council Briefing sessions
Shire President

STATUTORY REQUIREMENTS

Bush Fires Act 1954
Emergency Management Act 2005.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Minimal impact based on previous and established commitment.

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 Local Emergency Management Committee (LEMC), District Emergency Management Committee (DEMC), Bushfire Advisory Committee (BFAC) and other Meetings. Emergency Services Skills, training and competent people in emergency services roles.	Nil
Risk Rating – <i>Inadequate</i>			
IMPLICATIONS			
This MOU does not cover the functions of mitigation management.			

ASSET MANAGEMENT IMPLICATIONS

Nil

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Absolute Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

87/25 Moved Cr Mathwin

Seconded Cr Radford

That Council receives and accepts the Executed Memorandum of Understanding, as presented, for the appointment of a Community Emergency Services Manager (CESM) to be funded in the 2025/26 financial budget, as presented.

CARRIED 7/0

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

Comment: In the MOU there are two (2) types of overtime to be paid to the CESM, one (1) is from DFES and in that instance, DFES will pay the overtime on invoice from the Shire. The other is overtime for authorised attendance at Shire controlled operational incidents. What happens if a CESM goes to a fire, without being instructed by the Shire, who pays that overtime?

Response: This goes back to the process in place, the CESM can't just approve their own attendance if overtime is required. They either have to go to DFES and get approval or they come to the Shire and seek approval from the CEO.

In the three (3) years of having a CESM, the Shire has not paid overtime due to no overtime approval given, but if there were to be one of the three (3) respective Shires would fund that. In the CESM's attendance DFES has mostly approved and funded the overtime.

Question: When the CESM was deployed overseas, did the Shires pick up the tab?

Response: In any instance where the CESM is deployed by DFES, DFES cover the cost.

Question: It says they get up to eight (8) weeks leave for other duties, does this eight (8) week period come off the combined charge?

Response: The CESM's time and deployment is a part of the grant funding agreement and DFES pay the costs in that period.

Question: Is this for a three (3) year period? Do we have someone in mind?

Response: Yes it is a three (3) year period. The Shires have a current CESM that is employed and the aim is to continue that relationship.

10 APPLICATIONS FOR LEAVE OF ABSENCE

Nil

11 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

11.1 RATING SYSTEM ZONING

COUNCIL RECOMMENDATION/DECISION

88/25 Moved Cr Mathwin

Seconded Cr Wieringa

That council requests the CEO to investigate the possibility of changing the rating system on specific areas of a land holding that is zoned rural from unimproved value to gross rental value.

DEFER MOTION

89/25 Moved Cr Mathwin

Seconded Cr Egerton-Warburton

Defer the motion until such time as clarity is provided from Department of Planning, Lands and Heritage (DPLH) on the outcomes from the renewable energy policy framework.

CARRIED 7/0

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

Question: Has anything occurred recently with meetings that would mean that this motion is valid or redundant?

Response: This motion may pre-empt a review that, as the Shire understands, is being undertaken by DPLH within the renewable energy framework and code. This motion is much broader, encapsulating other developments as well. Although the renewable energy code may still be 12-18 months away, this motion will also create a process and workload with a similar timeframe and may be duplicating the outcome in which case may make the Shire's efforts redundant based on the DPLH outcomes. The process is quite lengthy due to the touchpoints with town planning etc and the Shire would also need to request permission from the Minister to make any local changes.

Comment: This motion is not purely about the renewable energy sector, it is a whole lot of other enterprises and business that can start up on unimproved value land.

12 QUESTIONS FROM ELECTED MEMBERS WITHOUT NOTICE

Question: The library motion has been deferred to August, at which time, there was an expectation that the Council would have a Community meeting with regard to that. Where is the planning for that?

Response: The Shire is exploring having an independent facilitator to help with the engagement and conversation. The Shire is hopeful to bring it back to Council in July to have agree on how the Shire and Council will consult with the community. To be clear the conversation is more than just having one Community meeting. The Council requires a broader discussion around the future and funding of Kodja Place. This piece of work is a

bigger engagement programme than just having one (1) Community meeting. This is going to take resources and time. It is flagged as having a possible impact on the timing of this deferred motion to fully exhaust what needs to be done.

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 MINUTES OF A CHIEF EXECUTIVE OFFICER'S (CEO) PERFORMANCE REVIEW (PR) COMMITTEE MEETING HELD 25 MARCH 2025 AND 29 APRIL 2025

AUTHOR	Tonya Pearce – Governance and Rates Officer
DATE	Monday, 16 June 2025
ATTACHMENT(S)	UNDER SEPARATE COVER 14.1.1.1 - Unconfirmed minutes of a CEO PR Committee meeting held 25 March 2025 14.1.1.2 - Unconfirmed minutes of a CEO PR Committee meeting held 29 April 2025 14.1.1.3 – CEO Performance Review

14.1.2 HUMAN RESOURCE STRUCTURAL CONSIDERATIONS

AUTHOR	Grant Thompson – Chief Executive Officer
DATE	Thursday, 19 June 2025
ATTACHMENT(S)	UNDER SEPARATE COVER 14.1.2.1 - Workforce Plan 14.1.2.2 - Organisational Structure 14.1.2.3 - Job Description

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

90/25 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 3.50pm.

CARRIED 7/0

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

PROCEDURAL MOTION/COUNCIL DECISION

94/25 Moved Cr Mickle

Seconded Cr Mathwin

That the meeting be reopened to the public at 4.15pm.

CARRIED 7/0

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

14.2 PUBLIC READING OF RESOLUTIONS THAT MAY BE MADE PUBLIC

14.1.1 MINUTES OF A CHIEF EXECUTIVE OFFICER'S (CEO) PERFORMANCE REVIEW (PR) COMMITTEE MEETING HELD 25 MARCH 2025 AND 29 APRIL 2025

OFFICER RECOMMENDATION/COUNCIL DECISION

91/25 Moved Cr Wieringa

Seconded Cr Mickle

That Council receives the unconfirmed minutes of its Chief Executive Officer Performance Review Committee meeting held 25 March 2025 and 29 April 2025.

CARRIED 7/0

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

14.1.2 HUMAN RESORUCE STRUCTURAL CONSIDERATIONS

OFFICER RECOMMENDATION/COUNCIL DECISION

92/25 Moved Cr Wieringa

Seconded Cr Mathwin

That the Council direct the CEO to implement the Workforce Planning recommendations to the organisational structure and processes as presented.

CARRIED 7/0

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

COUNCIL DECISION

93/25 Moved Cr Wieringa

Seconded Cr Mathwin

That Council create a workforce and structure panel, to support the approved recommendations as presented, consisting of:

Shire President: Cr Roger Bilney

Deputy President: Cr Cindy Wieringa

Cr Kerry Mickle

Cr Mick Mathwin

CEO: Grant Thompson

CARRIED 7/0

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

15 CLOSURE

There being no further business to discuss, the President thanked the members for their attendance and declared the meeting closed at 4.17pm.

16 ATTACHMENTS (SEPARATE)


6.1	6.1.1	Unconfirmed Minutes of an Ordinary Council Meeting held on 20 May 2025
7.4	7.4.1	Renewable Energy Forum
9.4.1	9.4.1.1	Monthly Financial Statements; 1 May 2025 to 31 May 2025
9.4.2	9.4.2.1	Monthly Payment Listing May 2025
9.4.3	9.4.3.1	Expressions of Interest – Independent Chairperson Position – Audit, Risk and Improvement Committee
9.4.4	9.4.4.1	Unconfirmed minutes of an Annual Meeting of Electors held 9 April 2025
9.4.5	9.4.5.1	Unconfirmed minutes of a Roads and Technical Services Advisory Committee Meeting held 15 May 2025
9.4.6	9.4.6.1	Unconfirmed minutes of a NRM Advisory Committee Meeting held 15 May 2025
9.4.7	9.4.7.1	Unconfirmed minutes of a KHTC Committee Meeting held 3 June 2025
9.4.8	9.4.8.1 9.4.8.2 9.4.8.3	50 Newstead Road – Trees – Pictures Norma Ball – Request to remove trees Local Law Gazettal 22 May 2020 – page11

CONFIDENTIAL


9.4.9	9.4.9.1	Community Emergency Services Manager (CESM) Memorandum of Understanding
	9.4.9.2	CESM Performance Plan
14.1.1	14.1.1.1	Unconfirmed minutes of a CEO PR

- 14.1.1.2 Committee meeting held 25 March 2025
 - Unconfirmed minutes of a CEO PR
 - Committee meeting held 29 April 2025
 - 14.1.1.3 CEO Performance Review
 - 14.1.2
 - 14.1.2.1 Workforce Plan
 - 14.1.2.2 Organisational Structure
 - 14.1.2.3 Job Description

Confirmed on 22 July 2025 as a true record –



Presiding Member



Date