



SHIRE OF KOJONUP

MINUTES

Ordinary Council Meeting

22 July 2025

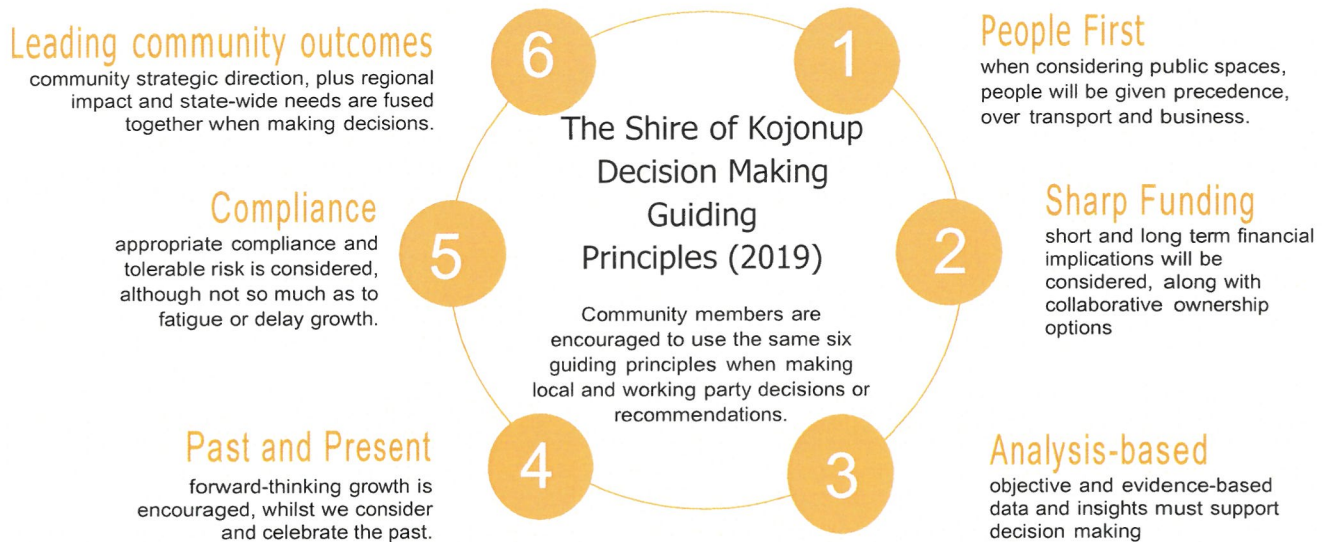
MINUTES OF A ORDINARY COUNCIL MEETING HELD ON 22 JULY 2025

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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 3.01pm 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
Darryn Watkins	Manager Works and Infrastructure
Jill Johnson	Manager Financial and Corporate Services

3.1 APOLOGIES

3.2 APPROVED LEAVE OF ABSENCE

MEMBERS OF THE PUBLIC

Cathy Ivey, B&D Eatt, P Crook, S&M Williams

4 DECLARATION OF INTEREST

9.1.1 Proposed Local Planning Policy No. 10 – Wind Farms/Wind Turbines

Cr Wieringa
Cr Webb

14.1.2 CEO and Contracted Roles Annual Salary Review Escalator 2025

Grant Thompson, CEO
Tonya Pearce, Governance and Rates Officer

5 PUBLIC QUESTION TIME

5.1 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Not applicable

5.2 PUBLIC QUESTION TIME

6 CONFIRMATION OF MINUTES

6.1 ORDINARY COUNCIL MEETING 24 JUNE 2025

Unconfirmed Minutes of an Ordinary Council Meeting held 24 June 2025 are at [attachment 6.1.1.](#)

OFFICER RECOMMENDATION/COUNCIL DECISION

95/25 Moved Cr Mathwin

Seconded Cr Radford

That the Minutes of an Ordinary Council Meeting held 24 June 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

7 PRESENTATIONS

7.1 PETITIONS

7.2 PRESENTATIONS

7.3 DEPUTATIONS

7.4 DELEGATES' REPORTS

Cr Bilney – Great Southern Zone Meeting

8 METHOD OF DEALING WITH AGENDA BUSINESS

Nil

9

REPORTS

9.1 KEY PILLAR ‘LIFESTYLE’ REPORTS

9.1.1 PROPOSED LOCAL PLANNING POLICY NO. 10 – WIND FARMS / WIND TURBINES

AUTHOR	Steve Thompson- Consultant Planner, Edge Planning & Property
DATE	Thursday, 10 July 2025
FILE NO	M – 1829138942-10
ATTACHMENT(S)	<p>9.1.1.1- Publicly advertised draft Policy</p> <p>9.1.1.2- Submissions</p> <p>9.1.1.3- Western Australian Planning Commission Position Statement: Renewable Energy Facilities</p> <p>9.1.1.4- Recommended final adopted version of Local Planning Policy 10 – Wind Farms/Wind Turbines</p> <p>9.1.1.5- <i>Planning and Development (Local Planning Scheme) Regulations 2015</i></p>

‘PLACEMAKING’ STRATEGIC COMMUNITY PLAN 2023 – 2033 To be “The Cultural Experience Centre of the Great Southern” STRATEGIC/CORPORATE IMPLICATIONS		
Key Strategic Pillar/s	Community Goal/s	Corporate Objective/s
Lifestyle Economics Performance	2. Proactive Community Spirit 5. Assisted New Business 12. A High Performing Council	2.6 Wellbeing advancement 5.1 Industrial land release

DECLARATION OF INTEREST

Edge Planning & Property receive payment for planning advice to the Shire and declare a Financial Interest (section 5.70 of the *Local Government Act 1995*).

SUMMARY

To inform Council of the public consultation outcomes and to seek Council’s final adoption of *Local Planning Policy No. 10 Wind Farms / Wind Turbines*.

BACKGROUND

At the Ordinary Council Meeting on 20 August 2024, the Council passed the following motion at minute No 90/24:

‘That Council:

- 1. Adopt the draft Local Planning Policy No. 10 - Wind Farms for the purpose of public advertising.*
- 2. Authorise the Chief Executive Officer to advertise the draft policy as required and*
- 3. Present any community feedback to Council for consideration.*
- 4. Amend 3H in the Policy*

From:

'Ensure that wind farms are located so as not to have any detrimental impact on Kojonup views from Kojonup townsites or any other residential areas, such as Muradup and Jingalup.'

To:

'Ensure that wind farms are located so as not to have a significant impact on Views from the Kojonup, Muradup and Jingalup townsites.'

In accordance with the Council resolution, the Shire administration consulted extensively for a six (6) week period from 25 November 2024 to 6 January 2025. The publicly advertised draft Policy is outlined in [Attachment 9.1.1.1](#).

The Shire received nine (9) submissions on the draft Policy which are outlined in [Attachment 9.1.1.2](#). One submitter made two (2) submissions. A range of views were expressed including the need for the Policy, the impacts and benefits of wind farms and key matters for the Council to consider. Four (4) submissions sought to 'soften' the Policy, while five (5) submissions sought to 'harden' the Policy.

Issues raised in the submissions included:

- A key issue relates to wind turbines setbacks from non-host landholdings with a range of suggestions;
- There is a need to protect traditional agricultural and related activities, with also a need to diversify the local economy and support employment opportunities;
- There is a need for additional renewable energy in Western Australia and the Council should support new renewable energy facilities;
- Wind farms are compatible with agriculture;
- Wind farms should not have detrimental impacts on neighbouring or nearby landowners;
- Consider the suitability and impacts on local roads;
- Consider the impacts of aviation and aerial spraying near turbines;
- Potential increased bushfire risks and potential impacts of wind turbines drying pastures;
- Wind farm proponents support local communities such as through a community fund;
- Seek to extend the consultation period on the draft Policy; and
- Finalising the Policy can assist the Shire from costs associated with compliance.

[Attachment 9.1.1.3](#) sets out in the Western Australian Planning Commission (WAPC) *Position Statement: Renewable Energy Facilities*.

COMMENT

Following a review of the submissions, it is recommended that Council grant final adoption to the version of the Policy set out in [Attachment 9.1.1.4](#). This incorporates modifications from the version that was publicly advertised. The modifications are a result of the submissions, to not duplicate the WAPC *Position Statement: Renewable Energy Facilities* and to regroup various sections. The modified Policy is more succinct than the advertised draft Policy. It still covers the same issues and highlights the need for appropriate separation distances from neighbouring dwellings and non-host property boundaries.

Wind farms present an opportunity to contribute to a clean and sustainable source of power and support economic development. However, it is crucial to manage these developments to minimise impacts on the environment, landscape and local communities.

The Policy sets out matters the local government requires to be suitably addressed in a Development Application. The Policy includes policy provisions relating to:

- Siting, Separation Distances and Noise Impacts;
- Other Environmental and Social Impacts;
- Visual and Landscape Impact;
- Traffic Impacts and Road Contributions;
- Community Benefit Fund; and
- Decommissioning.

In relation to the Community Benefit Fund, it is highlighted there is no current statutory backing for a Community Benefit Fund or similar. In the foreseeable future, this would be a negotiated arrangement with the proponent. It is suggested the Shire review Commonwealth and/or State schemes, programs and guidelines relating to renewable energy and consider implications for the Shire.

The Policy sets out that no development approval is required for a domestic scale wind turbine servicing a single residence or a farming operation where infrastructure is contained on one lot and where it meets Scheme setback requirements for the zone. This is subject to the works not impacting a heritage-protected place. Development approval is required for all other wind farm and renewable energy facility development.

The Council has the following options:

- Proceed with the Policy without modification; or
- Proceed with the Policy with modification; or
- Defer and seek additional information; or
- Not to proceed with the Policy.

CONSULTATION

The Shire administration undertook extensive consultation on the draft Policy for a six (6) week period. This included writing to and inviting comments from relevant stakeholders, placing a public notice in a local paper, details on the Shire's Facebook page, placing details on the Shire website and having information available at the Shire office.

STATUTORY REQUIREMENTS

Planning and Development Act 2005, Planning and Development (Local Planning Schemes) Regulations 2015 and Shire of Kojonup Town Planning Scheme No.3.

Attachment 9.1.1.5 is the *Planning and Development (Local Planning Schemes) Regulations 2015* which sets out matters relating to making and amending local planning policies. This includes that draft policies need to be advertised for at least 21 days. The Shire met and exceeded the requirements in the Regulations.

POLICY IMPLICATIONS

These are addressed in this report and in the attachments. Finalisation of the Policy will set the framework to future wind farm development within the Shire. The Policy will inform future development applications and planning decisions, ensuring that wind farm development projects are developed responsibly and sustainably.

Local planning policies are non-statutory documents which provide guidance to assist the local government in its decision making. Accordingly, the local government is not bound by the Policy but is required to have regard to the Policy in determining development applications.

Relevant informing policy documents include:

- Position Statement: Renewable Energy Facilities
- *State Planning Policy 2.5 Rural Planning*
- *State Planning Policy 4.1 Industrial Interface*

FINANCIAL IMPLICATIONS

There were Shire costs in advertising the draft Policy.

RISK MANAGEMENT IMPLICATIONS

RISK MANAGEMENT FRAMEWORK			
Risk Profile	Risk Description/Cause	Key Control	Current Action
6. Engagement	Inadequate documentation or procedures	Public notices / local papers / website communication	Nil
7. Environment	Inadequate local laws / planning schemes	Environmental management compliance	Nil
<i>Risk rating: Adequate</i>			
IMPLICATIONS			
The Shire has met the statutory requirements in seeking comment on the draft Policy. Any future amendment to the Policy requires community and stakeholder consultation. It is expected that final adoption of the Policy will mitigate risks by providing clear guidelines for the assessment and management of wind farm projects in the future.			

ASSET MANAGEMENT IMPLICATIONS

Nil at this stage. The Policy considers impacts on Shire managed roads.

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

Cr Webb left the meeting at 3.08pm

COUNCIL DECISION

96/25 Moved Cr Egerton-Warburton

Seconded Cr Mathwin

That Council

1. notes Cr Wieringa's Indirect Financial Interest related to a closely associated relevant person; and,
2. authorises Cr Wieringa to stay present in the Chamber, participate in the debate, and be allowed to vote on the item 9.1.1.

CARRIED 6/0

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

COUNCIL DECISION

98/25 Moved Cr Mathwin

Seconded Cr Mickle

Adjourn the meeting at 3.24pm for the Chief Executive Officer to get clarification from the Town Planner on a proposed amendment to the Policy.

CARRIED 6/0

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

COUNCIL DECISION

99/25 Moved Cr Mickle

Seconded Cr Mathwin

Reconvene the meeting at 3.31pm with the return of the Chief Executive Officer.

CARRIED 6/0

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

CEO clarified, the Town Planner advised the policy can be amended as it does not change the intention or materiality of the clause, but clarifies its purpose, and advised that it can be the height of the turbine to the tip of the blade plus a percentage, as an example 20%. Therefore, the Shire is not required to re-advertise the Policy.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

97/25 Moved Cr Egerton-Warburton Seconded Cr Radford

That Council:

1. Pursuant to Schedule 2, Part 2 and Clause 4(3) of the *Planning and Development (Local Planning Schemes) Regulations 2015* grant final adoption to *Local Planning Policy No. 10 – Wind Farms / Wind Turbines* as set out in Attachment 9.1.1.4.
2. Note the Shire administration will arrange to publish a copy of the notice relating to the final adopted policy on the Shire website and in a local newspaper.
3. Thank submitters for making a submission.

AMENDMENT

100/25 Moved Cr Mathwin

Seconded Cr Mickle

To amend 5.1 F) of the policy. That in addition to addressing the above, wind turbines are sited to mitigate safety risks in the event of a blade drop or throw from a non-host landholding boundaries, from the edge of public road reserves or from other public land. The recommended setback is to be a minimum of 1.5 times the height of the turbine, inclusive of the blade length to the tip of the blade.

CARRIED 6/0

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

MOTION WITH AMENDMENT WAS PUT

That Council:

1. Pursuant to Schedule 2, Part 2 and Clause 4(3) of the *Planning and Development (Local Planning Schemes) Regulations 2015* grant final adoption to *Local Planning Policy No. 10 – Wind Farms / Wind Turbines* as set out in Attachment 9.1.1.4.
2. Note the Shire administration will arrange to publish a copy of the notice relating to the final adopted policy on the Shire website and in a local newspaper.
3. Thank submitters for making a submission.
4. To amend 5.1 F) of the policy. That in addition to addressing the above, wind turbines are sited to mitigate safety risks in the event of a blade drop or throw from a non-host landholding boundaries, from the edge of public road reserves or from other public land. The recommended setback is to be a minimum of 1.5 times the height of the turbine, inclusive of the blade length to the tip of the blade.

CARRIED 6/0

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

Question: Can you confirm that in the plan, there is a 1000m setback between the turbine and the boundary of the neighbour who is a non-stakeholder?

Response: Yes, there is a minimum distance before the negotiation with the non-stakeholder takes place.

Question: What is the process of Development Applications for Wind Farms? Outline the Development Application Process?

Response: For clarity there is no Development Application currently being assessed. There are currently three (3) avenues for a developer to apply for a Development Application. One (1) is through the Local Government, two (2) they can choose to have the Development Application assessed through a Development Assessment Panel and, three (3) assessment through the Strategic Development Assessment Unit, this is for significant capital investment and this is done through the West Australian Planning Commission.

Question: What affect can the policy have on a Development Application?

Response: There is only a guideline from the State perspective in place for the Renewable Energy Developments. This policy firms up detail around how the Council may assess the different types of developments being constructed. The Council still has an ability to develop conditions through a Development Application process that are reasonable. Any reasonable process will revert back to Local Government seeking input.

It should be stated the State Government, through the Minister, is developing a Planning Framework that in future may or may not remove Local Governments involvement in these Renewable Energy Developments.

Question: Is it possible to amend this document without going back to public consultation?

Response: Depends if it materially changes the intent of the clause being amended. If it is materially different then it would have to go out to public consultation. Clarity is required. CEO to seek immediate advice.

After advice from the CEO the Mover of the amendment confirmed the amendment intent was 1.5 times the height of the turbine inclusive of the length of the blade to the tip of the blade.

Question: Can the Policy be reviewed annually?

Technically planning policies are reviewed every four (4) years, however if something changes the Council may review sooner.

Comment: Under 5.1 D 1500m from any dwelling or sensitive site. Could it be added that it be noted that it is seven (7) times the height of the structure, which ever is the greater. If turbines or projects get bigger, noise could increase. 1.5km may not be sufficient distance from someone's residence.

Response: Meterage is the obvious and easiest metric the Shire can utilize in the policy to demonstrate setbacks, otherwise very complex to write for each different noise scenario.

Comment: under 5.1 F – There is no distance outlined. Would like to add, that it be recommended at 300m or 1.5 times of the turbine between the non-stakeholder host boundary.

Response: This clause gives the Council flexibility to manage that, at the point of time when the Development Application process comes through. Not every turbine is going to have the same parameters, so the current policy wording gives the Council the ability to set those metrics during the assessment process.

Question: is there opportunity with the community benefit fund to receive funding from other sources, other than the wind farm developer/operator, as an example can the landholders contribute to the benefit fund as they are receiving a material benefit.

Response: For clarity Non-stakeholder landholder benefits are a separate issue to the Community benefit fund. The draft policy paper is clear that there are different levels of benefit depending on the impact on the community. How this is paid and collected is being considered by State Government. The Great Southern WALGA Zone preference is to have one number at \$1500 per megawatt, a mandatory number. As the benefit is generated from the turbines it is unlikely stakeholder landholders will be obliged to contribute to the community benefit fund.

B&D Eatt, P Crook, S&M Williams left the meeting at 3.39pm
Cr Webb and Estelle Lottering entered the meeting at 3.39pm

9.1.2 PROPOSED SHADE SHELTER (GAZEBO) - KOJONUP CEMETERY, TUNNEY ROAD, KOJONUP (LAND ID 1929358)

AUTHOR	Steve Thompson - Consultant Planner, Edge Planning & Property
DATE	Friday, 4 July 2025
FILE NO	M-1967563435-21
ATTACHMENT(S)	9.1.2.1 – Lions Cemetery Planning 9.1.2.2 – 2025.5.11 Shire of Kojonup Official Letter cemetery project

‘PLACEMAKING’ STRATEGIC COMMUNITY PLAN 2023 – 2033 To be “The Cultural Experience Centre of the Great Southern” STRATEGIC/CORPORATE IMPLICATIONS		
Key Strategic Pillar/s	Community Goal/s	Corporate Objective/s
Lifestyle Performance	2. Proactive Community Spirit 12. A High Performing Council	2.6 Wellbeing advancement

DECLARATION OF INTEREST

Edge Planning & Property receive payment for planning advice to the Shire and declare a Financial Interest (section 5.70 of the *Local Government Act 1995*).

SUMMARY

To consider an application for development approval for a shade shelter at the Kojonup Cemetery.

BACKGROUND

The applicant seeks approval to construct a shade shelter (gazebo) to provide shade and shelter for visitors to the cemetery. The proposed gazebo will have a gabled roof with open sides and will be located at the main gathering entrance of the cemetery. The proposed gazebo is 12.5 metres long, 8.5 metres wide and 3.5 metres high to enable access of service vehicles. The existing trees that line the entrance to the cemetery will not be impacted by the structure.

A site plan and details relating to the structure are set out in [Attachment 9.1.2.1](#).

COMMENT

The proposed shade shelter is supported. Following an assessment of the Development Application against the planning framework, it is recommended that Council conditionally approve the Development Application given:

- It is consistent with the objectives of the Public Purposes Reserve in the Scheme;
- The proposed development will not create amenity impacts but instead provides shelter and shade to those attending the cemetery;
- It does not impede on service vehicles entering the cemetery;
- The existing trees are not impacted; and
- There are no objections from other Shire officers/units.

ALTERNATIVE OPTIONS AND THEIR IMPLICATIONS

The Council has a number of options available to it which are summarised below:

1. *Not approve the proposal*
2. *Approve the proposal* - the Council can choose to approve the application, with or without conditions.
3. *Defer the proposal* - the Council can choose to defer the matter and seek additional information from the applicant before proceeding to make a decision.

This is a discretionary decision and the applicant has a right to request a review of any decision and/or condition made by the local government to the State Administrative Tribunal if aggrieved by the decision and/or any condition.

CONSULTATION

No consultation has been undertaken.

STATUTORY REQUIREMENTS

Planning and Development Act 2005

Planning and Development (Local Planning Schemes) Regulations 2015

Shire of Kojonup Town Planning Scheme No. 3 (TPS3)

The site is reserved as 'Public Purposes' in TPS3. Clause 2.2 of the TPS3 text requires the local government to consider the objectives and purpose of the reserve.

The site is located within a bushfire prone area as designated by the Fire and Emergency Services Commissioner.

POLICY IMPLICATIONS

State Planning Policy 3.7 Bushfire

FINANCIAL IMPLICATIONS

Nil

RISK MANAGEMENT IMPLICATIONS

RISK MANAGEMENT FRAMEWORK			
Risk Profile	Risk Description/Cause	Key Control	Current Action
3 – Compliance	Impulsive decision making Ineffective monitoring of changes to legislation	Professional accreditation / certification maintained	Nil
6 – Engagement	Inadequate documentation or procedures	Public notices / local papers / website communication	Nil
7 – Environment	Inadequate local laws / planning schemes	Environmental management compliance	Nil

8 – Errors, Omissions and Delays	Complex legislation Incorrect information	Development Approval performance report	Nil
<i>Risk rating: Adequate</i>			
IMPLICATIONS			
Applicants need to ensure that Development Applications accord with the intent of the Shire of Kojonup Town Planning Scheme. Council in assessing applications needs to adopt a similar approach that reflects present and future requirements without compromising amenity or establishing precedents.			

ASSET MANAGEMENT IMPLICATIONS

Nil

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

101/25 Moved Cr Radford

Seconded Cr Egerton-Warburton

That Council grant Development Approval for a shade shelter (gazebo) at the Kojonup Cemetery, Tunney Road, Kojonup (Land ID 1929358) *pursuant to Schedule 2, Clause 68 of the Planning and Development (Local Planning Schemes) Regulations 2015* and subject to the following conditions and advice note:

1. The development hereby approved must be carried out in accordance with the submitted plans and specifications (addressing all conditions) or otherwise amended by the local government and these shall not be altered and/or modified without the prior knowledge and written consent of the local government.
2. If the development subject of this approval is not substantially commenced within a period of 2 years, or such other period as specified in the approval after the date of the determination, the approval shall lapse and be of no further effect. Where an approval has so lapsed, no development shall be carried out without the further approval of the local government having first been sought and obtained.

Advice

- A) If an applicant or owner is aggrieved by this determination there is a right of review by the State Administrative Tribunal in accordance with the *Planning and Development Act 2005* Part 14. An application must be made within 28 days of the determination.

AMENDMENT

102/25 Moved Cr Egerton-Warburton

Seconded Cr Mathwin

Move that Advice A becomes Advice B and Advice A is replaced with the advice that states 'Local Traditional owners, Keneang Noongar, must be consulted prior to any commencement of construction.'

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 grant Development Approval for a shade shelter (gazebo) at the Kojonup Cemetery, Tunney Road, Kojonup (Land ID 1929358) *pursuant to Schedule 2, Clause 68 of the Planning and Development (Local Planning Schemes) Regulations 2015* and subject to the following conditions and advice note:

1. The development hereby approved must be carried out in accordance with the submitted plans and specifications (addressing all conditions) or otherwise amended by the local government and these shall not be altered and/or modified without the prior knowledge and written consent of the local government.
2. If the development subject of this approval is not substantially commenced within a period of 2 years, or such other period as specified in the approval after the date of the determination, the approval shall lapse and be of no further effect. Where an approval has so lapsed, no development shall be carried out without the further approval of the local government having first been sought and obtained.

Advice

- A) Local Traditional owners, Keneang Noongar, must be consulted prior to any commencement of construction.
- B) If an applicant or owner is aggrieved by this determination there is a right of review by the State Administrative Tribunal in accordance with the *Planning and Development Act 2005* Part 14. An application must be made within 28 days of the determination.

CARRIED 7/0

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

Question: Is there a requirement to change the kerbing? Is there works to be done in the area before the shelter can go in?

Response: No kerbing needs to be changed.

Comment: The Shire needs to liaise with the local traditional owners.

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 (JUNE 2025)

AUTHOR	Jill Johnson – Manager Financial and Corporate Services
DATE	Thursday, 17 July 2025
ATTACHMENT(S)	9.4.1.1 – Monthly Financial Statements; 1 June 2025 to 30 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 note the Monthly Financial Statement for the month ending 30 June 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 June 2025 to 30 June 2025 represents eleven (12) months, or 100% of the year.

The following items are worthy of noting:

- Closing surplus position of \$2,466,502.
- Capital expenditure achieved 60.4% of budgeted projects.
- Cash holdings of \$3,586 of which \$1,135m is held in cash backed reserve accounts and \$2,451 is unrestricted cash.
- Rates debtors outstanding equate to 6% 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

103/25 Moved Cr Mathwin

Seconded Cr Wieringa

That the monthly financial statements for the period ending 30 June 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 – JUNE 2025

AUTHOR	Rachael Egerton-Warburton – Finance Officer
DATE	Monday, 14 July 2025
ATTACHMENT	9.4.2.1 - Monthly Payment Listing 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

To receive the list of payments covering the month of June 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

104/25 Moved Cr Mickle

Seconded Cr Wieringa

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 June 2025		TO – 30 June 2025
Municipal Cheques	14403	\$15,649.05
EFTs	36246-36445	\$1,192,705.09
Direct Debits		\$404,106.89
Total		\$1,612,461.03

be received.

CARRIED 7/0

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

9.4.3 IMPOSITION OF FEES AND CHARGES, AND RUBBISH REMOVAL CHARGES FOR 2025/2026 ANNUAL BUDGET

AUTHOR	Grant Thompson – Chief Executive Officer
DATE	Thursday, 17 July 2025
ATTACHMENT(S)	9.4.3.1 – FY 2025-2026 Fees and Charges

'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 for Council to consider the imposition of -

1. Fees and charges for the 2025/2026 financial year;
2. Rubbish removal charges and recycling removal charges for the 2025/2026 financial year.

BACKGROUND

Sections 6.16 to 6.19 of the *Local Government Act 1995* govern how a local government may impose fee and charges for the provision of goods or services.

Section 6.16 states:

6.16. Imposition of fees and charges

- (1) *A local government may impose* and recover a fee or charge for any goods or service it provides or proposes to provide, other than a service for which a service charge is imposed.*

*** Absolute majority required.**

- (2) *A fee or charge may be imposed for the following —*
 - (a) *providing the use of, or allowing admission to, any property or facility wholly or partly owned, controlled, managed or maintained by the local government;*
 - (b) *supplying a service or carrying out work at the request of a person;*
 - (c) *subject to section 5.94, providing information from local government records;*
 - (d) *receiving an application for approval, granting an approval, making an inspection and issuing a licence, permit, authorisation or certificate;*
 - (e) *supplying goods;*
 - (f) *such other service as may be prescribed.*

- (3) *Fees and charges are to be imposed when adopting the annual budget but may be —*
- (a) *imposed* during a financial year; and*
 - (b) *amended* from time to time during a financial year.*

*** Absolute majority required.**

6.17. Setting level of fees and charges

- (1) *In determining the amount of a fee or charge for a service or for goods a local government is required to take into consideration the following factors —*
- (a) *the cost to the local government of providing the service or goods; and*
 - (b) *the importance of the service or goods to the community; and*
 - (c) *the price at which the service or goods could be provided by an alternative provider.*
- (2) *A higher fee or charge or additional fee or charge may be imposed for an expedited service or supply of goods if it is requested that the service or goods be provided urgently.*
- (3) *The basis for determining a fee or charge is not to be limited to the cost of providing the service or goods other than a service —*
- (a) *under section 5.96; or*
 - (b) *under section 6.16(2)(d); or*
 - (c) *prescribed under section 6.16(2)(f), where the regulation prescribing the service also specifies that such a limit is to apply to the fee or charge for the service.*
- (4) *Regulations may —*
- (a) *prohibit the imposition of a fee or charge in prescribed circumstances; or*
 - (b) *limit the amount of a fee or charge in prescribed circumstances.*

6.18. Effect of other written laws

- (1) *If the amount of a fee or charge for a service or for goods is determined under another written law a local government may not —*
- (a) *determine an amount that is inconsistent with the amount determined under the other written law; or*
 - (b) *charge a fee or charge in addition to the amount determined by or under the other written law.*
- (2) *A local government is not to impose a fee or charge for a service or goods under this Act if the imposition of a fee or charge for the service or goods is prohibited under another written law.*

6.19. Local government to give notice of fees and charges

If a local government wishes to impose any fees or charges under this Subdivision after the annual budget has been adopted it must, before introducing the fees or charges, give local public notice of —

- (a) *its intention to do so; and*

(b) *the date from which it is proposed the fees or charges will be imposed.*

Sections 67 and 68 of the *Waste Avoidance and Resource Recovery Act 2007* also apply to the imposition of rubbish and recycling removal charges. Section 67 of the *Waste Avoidance and Resource Recovery Act 2007* states:

67. Local government may impose receptacle charge

- (1) *A local government may, in lieu of, or in addition to a rate under section 66, provide for the proper disposal of waste, whether within its district or not, by making an annual charge per waste receptacle, payable in one sum or by equal monthly or other instalments in advance, in respect of premises provided with a waste service by the local government.*
- (2) *The charge is to be imposed on the owner (as defined in section 64(1)) or occupier, as the local government may decide, of any premises provided with a waste service by the local government.*
- (3) *The provisions of the Local Government Act 1995 relating to the recovery of general rates apply with respect to a charge referred to in subsection (1).*
- (4) *In the case of premises being erected and becoming occupied during the year for which payment is to be made, the charge for the service provided is to be the sum that proportionately represents the period between the occupation of the premises and the end of the year for which payment is made.*
- (5) *Notice of any charge made under this section may be included in any notice of rates imposed under section 66 or the Local Government Act 1995, but the omission to give notice of a charge does not affect the validity of the charge or the power of the local government to recover the charge.*
- (6) *A charge may be limited to premises in a particular portion of the area under the control of the local government.*
- (7) *Charges under this section may be imposed in respect of and are to be payable for all premises in respect of which a waste service is provided, whether such premises are rateable or not.*
- (8) *A local government may make different charges for waste services rendered in different portions of its district.*

Section 68 of the *Waste Avoidance and Resource Recovery Act 2007* states:

68. Fees and charges fixed by local government

Nothing in this Part prevents or restricts a local government from imposing or recovering a fee or charge in respect of waste services under the Local Government Act 1995 section 6.16.

COMMENT

Fees and Charges schedule ([attachment 9.4.3.1](#)) for reference. There are no recommended changes to the rubbish removal charges from the previous year.

Incorporated into the Schedule of Fees and Charges are the following Rubbish Removal Charges relating to the 2025-2026 financial year:

Annual Fee GST Exclusive

Waste & Recycling Collection – weekly/fortnightly service	\$420.00
---	----------

Additional Waste Collection 240lt bin	\$250
Additional Recycling Collection 240lt bin	\$210

The main fees and charges that have changed, and their variances, in the 2025/2026 budget year on year are summarised in the following Tables (refer to [attachment 9.1.3.1](#) for more detailed information):

Motor Vehicle Licensing	<u>Variance</u>
Shire of Kojonup Local Authority Number Plates (This is addition to the Dept of Transport fees set by the Dept of Transport - as at 1 July 2025)	-\$ 225.00
Impounding - All stock/head	\$ 110.00
Daily Sustenance fees/head	\$ 55.00
Destruction - All stock /head	\$ 110.00
Ranger Services Labour Hire (per hour)	\$ -
Ranger Attendance (8am -5pm)	\$ 90.00
Ranger Attendance (5pm - 8am)	\$ 216.00
Approval to Breed Dogs - 1 Year/per breeding	\$ 100.00
Approval to Breed Cats - 1 Year/per breeding	\$ 100.00
Application and License to keep approved dog kennel establishment (Annual)	\$ 200.00
Application and License to keep approved cat pound establishment (Annual)	\$ 150.00
Dog kept in approved kennel establishment licensed under section 27 (Normal dog)	\$ 200.00
Dog kept in approved kennel establishment licensed under section 27 (Working dog)	\$ 50.00
Microchipping of Impounded Dog	\$ 25.00
Microchipping of Impounded Cat	\$ 25.00
Disposal of small animal carcasses	\$ 110.00
Fire Maps	
Fire Maps - A3 size	\$ 5.00
Fire Maps - A1 Size	\$ 10.00
Installing of Fire Breaks - Contract work	
Administration Fee to arrange Non-compliant fire breaks	\$ 137.41
Fines Enforcement Registry - Registration Fee Increase 2025-2026	
Final Demand	\$ 27.60
Fee for Enforcement Certificate	\$ 23.50
Fee for Registering Infringement	\$ 88.50
Health Services	
Environmental Health Officer	
Food Premises Registration	\$ 255.00
Caravan Park or Camping Grounds (schedule 3 of Regulations)	
Registration of Lodging Houses	\$ 250.00

<u>Independent Living Units (Loton Close)</u>	
4 Weekly Maintenance - Units	
North Units - Rent per week (existing tenants as at 1 July 2015)	\$ 5.00
North Units - Rent per week (new tenants after 1 July 2015)	\$ 5.00
South Units - Rent per week	\$ 5.00
Soldier Rd Units - Rent per week	\$ 5.00
Bond	
<u>Housing Rental - Per Week</u>	\$ -
8c Newton Street	\$ 5.00
12b Elverd Street	\$ 5.00
Lot 8 Soldier Road	\$ 5.00
26 Katanning Road	\$ 5.00
30 Katanning Road	\$ 5.00
34 Katanning Road	\$ 5.00
15 Loton Close	\$ 5.00
<u>Cemeteries</u>	
<u>Right of Burial</u>	
Form of Grant of Right of Burial/Interment	
Land 2.4m x 1.2m where directed by Trustees	\$ 15.00
Reservation of Plot	\$ 5.00
<u>Interment Fees</u>	
Double Interment at the same time	\$ 1,500.00
Interment of Ashes into burial plot	\$ 500.00
<u>Miscellaneous Cemetery Charges</u>	
Urn & Decanting of Ashes (if required)	\$ 20.00
<u>Cemetery Licences</u>	
Monumental Licence Annual Licence Fee	\$ 350.00
<u>Sanitation - Refuse</u>	
Additional Rubbish Bin	\$ 120.00
<u>Sewerage</u>	
Local Government Report Fee (when EHO approval is needed)	\$ 118.00
<u>Town Planning - Scheme Amendment / Structure Plan</u>	
LPS Amendment - Basic	3500
LPS Amendment - Standard	6600
LPS Amendment - Complex	9900
Structure Plan	6600
<u>Memorial Hall and Lesser Hall - Additional Charges</u>	
Memorial Hall and Lesser Hall - Bonds (Refundable)	
- With liquor per booking	\$ 200.00
<u>Recreation Sporting Complex</u>	
<u>Recreation Sporting Complex - Day OR Evening (or part thereof)</u>	
<u>Private and/or Commercial:</u>	
Main Upstairs Function Room & Kitchen	\$ 50.00
<u>Recreation Sporting Complex - Additional Charges</u>	
<u>Recreation Sporting Complex - Bonds (Refundable)</u>	
- Standard Hire Bond	
- Hire Bond (with alcohol)	\$ 50.00
<u>Miscellaneous Planning Fees</u>	
Permanent road closure application	\$ 1,500.00
Information Research (Town Planner) per hour	\$ 186.00
<u>Saleyard and Washdown Bay</u>	
Fob Key	\$ 40.00
<u>Vehicle Impound Fees</u>	
- Storage of Abandoned Vehicles (per day)	\$ 5.00
<u>Labour Hire (per hour) Normal Working Hours - (overtime rates apply outside of normal working hours)</u>	
Labour Hire - Private Works	\$ 5.00

CONSULTATION

Management Team

STATUTORY REQUIREMENTS

Local Government Act 1995 s.6.16 to s.6.19.

Waste Avoidance and Resource Recovery Act 2007, s67 and s68.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

All fees listed in the attached schedule have been incorporated into the Draft Budget.

RISK MANAGEMENT IMPLICATIONS

Nil

ASSET MANAGEMENT IMPLICATIONS

An appropriate list of fees and charges can assist to fund the required asset management activities.

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Absolute Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

105/25 Moved Cr Radford

Seconded Cr Mathwin

That Council, pursuant to Sections 6.16 of the Local Government Act 1995 and Section 67 of the Waste Avoidance and Resource Recovery Act 2007, adopts the fees and charges, as listed in the Schedule of Fees and Charges for 2025/2026, and incorporates the Schedule of Fees and Charges into its 2025/2026 annual budget.

CARRIED 7/0

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

9.4.4 APPOINTMENT OF CHAIRPERSON AND DEPUTY CHAIRPERSON FOR LOCAL GOVERNMENT COMMITTEES

AUTHOR	Tonya Pearce – Governance and Rates Officer
DATE	Friday, 11 July 2025
ATTACHMENT(S)	Nil

'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

Amendments to the Local Government Act 1995 now require that Council formally appoint the Chairperson and Deputy Chairperson to committees established under section 5.8. Excluding the Audit, Risk and Improvement Committee and committees established under other Acts, are required to appoint Committee Chairs by absolute majority at an Ordinary Meeting of Council.

BACKGROUND

Recent amendments to section 5.12 of the Local Government Act 1995 remove the ability for committee members to elect their own Chairperson. The Chair and Deputy Chair are to be appointed from within the elected members group.

Considering these changes, Council may wish to reconsider the status of the Roads and Technical Services Advisory Committee in the context of establishing this as a working group. This is recommended as it makes sense as it is an internal Council meeting with no community members.

The Audit, Risk and Improvement Committee has established an Independent Chairperson at its 24 June 2025 Ordinary Council Meeting. A Deputy Chairperson is yet to be appointed.

"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"

COMMENT

The Council has the following committees established under section 5.8 of the Act

Audit, Risk and Improvement Committee

Cr Bilney

Cr Mickle

Cr Mathwin

Cr Webb

Cathy Ivey (Independent Chair)

Natural Resource Management Committee

Cr Bilney (Chair)

Cr Egerton-Warburton

Kath Mathwin

Prue Batchelor

Observers (Wagyl Kaip & Southern Dirt)

Bush Fire Advisory Committee

Cr Bilney (Chair)

Cr Mathwin

Cr Webb

Cr Radford

Disability, Access, Inclusion and Health Committee

Cr Bilney (Chair)

Cr Mathwin

Cr Egerton-Warburton

Kevin Broom

Cathy Ivey

Lorenzo Prandi

Historical, Tourism and Cultural Committee

Cr Wieringa (Chair)

Cr Mickle

Barbara Hobbs

Ronice Blair

Andrew Chandler

Observer (Katy from Caravan Park)

RSL

Roads and Technical Services Advisory Committee

Cr Radford (Chair)

Cr Egerton-Warburton

Cr Webb

CONSULTATION

CEO

STATUTORY REQUIREMENTS

Sections 5.8 and 5.12 *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
6. Engagement	Failure to maintain effective working relationships with the Community (including local Media), Stakeholders, Key Private Sector Companies, Government Agencies and/or Elected Members.	Community-based Committees, forums & workshops	Review Legislative requirement for Communications Plans
<i>Risk rating: Moderate</i>			
IMPLICATIONS			
There are two implications 1. not complying with the local government reforms and regulations, 2. Not having effective representation can stifle community involvement.			

ASSET MANAGEMENT IMPLICATIONS

Nil

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Absolute Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

106/25 Moved Cr Mathwin

Seconded Cr Mickle

In terms of section 5.12 of the *Local Government Act 1995* the following Chairperson and Deputy Chairperson is appointed to the relevant committees established in terms of section 5.8 of the *Local Government Act 1995*.

Natural Resource Management Committee

Chairperson: Cr Bilney

Deputy Chairperson: Cr Egerton-Warburton

Bush Fire Advisory Committee

Chairperson: Cr Bilney

Deputy Chairperson: Cr Mathwin

Disability, Access, Inclusion and Health Committee

Chairperson: Cr Bilney

Deputy Chairperson: Cr Mathwin

Historical, Tourism and Cultural Committee

Chairperson: Cr Wieringa

Deputy Chairperson: Cr Mickle

and;

The Council authorises the CEO:

1. To amend the terms of reference and purpose of the Roads and Technical Services Advisory Committee to a Working Group; and
2. rename it as the Roads and Technical Services Working Group, and
3. remove it from the Council's formal committee list; and
4. approve the appointment of Cr. Roger Bilney as a member of the Roads and Technical Services Working Group.

CARRIED 7/0

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

Question: Why change the Roads and Technical Services Advisory Committee to a Working Group.

Response: This is a Councillor internal Committee, therefore a working group of Council, it is not a community advisory group.

9.4.5 ELECTED MEMBERS CHARTER REVIEW

AUTHOR	Tonya Pearce – Governance and Rate Officer
DATE	Monday, 16 June 2025
ATTACHMENT(S)	9.4.5.1 – Elected Members Charter

'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 for Council to conduct an annual review of its Elected Members Charter.

BACKGROUND

The Elected Members Charter (the Charter) was designed to assist elected members to understand their roles and responsibilities and to serve as an enduring resource throughout the Elected Members term.

The Charter is planned for review annually unless requiring amendment in the interim.

A separate induction program, relevant to the Shire of Kojonup, is also conducted post biennial election.

COMMENT

The *Local Government (Model Code of Conduct) Regulations 2021* were gazetted on Tuesday 2 February 2021 and took effect on 3 February 2021. Council subsequently adopted the "Model Code of Conduct for Elected Members, Committee Members and Candidates" (the Code), on 18 May 2021 and resolved to include the Code in the Elected Members Charter.

The Code has been developed to guide the decisions, actions and behaviours of members, in council, on council committees and candidates running for election as a council member. Elected Members, Committee Members and Candidates *must comply* with the provisions of the Code in fulfilling their role and responsibilities, as set out in the *Local Government Act 1995*.

Local Government Elections will be held on 18 October 2025. Candidates are subject to the same requirements as an Elected Member while they are campaigning. Feedback obtained from Elected Members (via the Briefing Session held 13 July 2021) indicated that Elected Members had felt ill prepared for the challenges which are part and parcel of their role, and

that prior knowledge of what was involved (in addition to undertaking the Department of Local Government, Industry Regulation and Safety (DLGIRS) induction), would have been helpful. Elected Members advised that the “Charter” was a helpful resource and, as such, it is the author’s recommendation that Candidates are provided with a copy of the Elected Members Charter upon submitting their nomination.

CONSULTATION

Chief Executive Officer
Governance and Rates Officer

STATUTORY REQUIREMENTS

In accordance with *Section 4.48 and 4.49* of the *Local Government Act 1995*, potential candidates for election to Council are required to have ‘completed the course of induction’.

While it is considered best practice for local governments to have policies, procedures and guidelines that provide guidance to both staff and elected members, there is no statutory requirement to produce this Charter in particular.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

RISK MANAGEMENT IMPLICATIONS

RISK MANAGEMENT FRAMEWORK			
Risk Profile	Risk Description/Cause	Key Control	Current Action
3. Compliance	Ineffective policies & processes	Councillor/Staff Induction Process	Nil
Risk rating: Adequate			
IMPLICATIONS			
Robust systems and controls, including guidance documents such as an Elected Members Charter, provide for good governance and reduce risk associated with lack of training and reference material.			

ASSET MANAGEMENT IMPLICATIONS

Nil

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

107/25 Moved Cr Mathwin

Seconded Cr Egerton-Warburton

That

1. Council endorses the updated Elected Members Charter, as presented; and
2. The Elected Members Charter be provided to candidates in the Local Government Elections.

CARRIED 7/0

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

Comment: This is a general review and the document is being modernised and updated.

9.4.6 GREAT SOUTHERN VOLUNTARY REGIONAL ORGANISATION OF COUNCILS (GSVROC) MEMORANDUM OF UNDERSTANDING AND STRATEGIC PLAN

AUTHOR	Grant Thompson – Chief Executive Officer
ATE	Thursday, 17 July 2025
ATTACHMENT(S)	9.4.6.1 - GSVROC Draft MOU 19052025 9.4.6.2 - GSA Strategic Directions Slideshow VROC 9.4.6.3 - Draft Minutes - Great Southern Local Govt Meeting (Katanning) 19052025

‘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	11. Fresh Community Engagement	11.1 Targeted Community and Stakeholder Engagement

DECLARATION OF INTEREST

Nil

SUMMARY

The purpose of this report is to consider the Shire of Kojonup’s participation in the evolved Great Southern Voluntary Regional Organisation of Councils (GSVROC).

BACKGROUND

A group of eight (8) Great Southern Shires have expressed an interest in collaborating to participate in a voluntary regional organisation of councils focused on creating regional benefit. A Memorandum of Understanding (MOU) is proposed to document how this collaboration will be structured and governed.

In 2009, Southern Link Voluntary Regional Organisation of Councils (SLVROC) was formed with the Shires of Plantagenet, Cranbrook, Broomehill-Tambellup and Kojonup. The purpose of the group was to work together on resource sharing projects that benefited the members of the VROC.

In 2021, the Shires of Gnowangerup and Katanning were invited to join the group.

Since 2023, the VROC CEOs have been working together on developing a Strategic Directions document that will guide the group’s activities and priorities for project output.

The SLVROC has also been involved in discussions with the other interested Shires in the evolution of the Southern Link Voluntary Regional Organisations of Councils (SLVROC) to a Great Southern VROC (GSVROC) and the formation of a new Memorandum of Understanding to firm up the structure, governance and new membership of the group.

During a March 2025 VROC meeting it was agreed that a draft Memorandum of Understanding be further considered and presented to individual Councils for endorsement.

As a part of the process of renewal a Strategic Plan has been developed and the VROC group has agreed in principle to the key priorities.

The key priorities in the allocation of effort and resources of the formed GSVROC, documented in the strategic plan, are:

1. Economic viability
2. Operational efficiencies
3. Climate resilience

At a meeting of the VROC held in Katanning 19 May 2025 an in principle draft MOU was developed and it was agreed that each of the participating local governments Councils would formally consider a revised MOU.

Further to the evolution of the membership of the group, the Shires of Kent and Woodanilling are invited to participate.

A draft MOU has been prepared with input from all the relevant Councils and with support from Great Southern Development Commission (GSDC)

The next GSVROC meeting is being held on Monday, 4 August 2025 in Mount Barker.

COMMENT

The name of the VROC would change to the Great Southern Voluntary Regional Organisation of Councils (GSVROC).

The GSVROC will not be an incorporated association, nor will it be established under the Local Government Act (Part 3, Division 4). That is, it is not a regional local government.

The GSVROC will be established under the general functions of local governments (clause 3.1). Participating local governments will do so voluntarily.

The Objectives of the evolved GSVROC are to:

1. enhance and assist in the advancement of the Region; and
2. encourage cooperation and resource sharing on a regional basis.

Membership may include the following Councils:

1. Shire of Kojonup
2. Shire of Cranbrook
3. Shire of Broomehill Tambellup
4. Shire of Plantagenet
5. Shire of Gnowangerup
6. Shire of Katanning
7. Shire of Kent
8. Shire of Woodanilling

GSVROC may not borrow money or apply for grants in its own right. It is not intended that GSVROC will take out any policies of insurance and while attending GSVROC meetings or undertaking GSVROC business the members' local government insurances will apply.

GSVROC may apply for an Australian Business Number (ATO recognises unincorporated groups) and therefore may open a bank account. If a bank account is opened the executive officer and the hosting local government CEO could, for example, be signatories for the account to ensure that momentum can be maintained in the delivery of initiatives.

By virtue of having a bank account, the GSVROC may directly contract an executive officer if the majority of members agree.

The obligations of a nominated host local government include the following;

- a) Borrowing funds (the debt becomes a liability of the host local government)
- b) Applying for grants and managing grant recipient obligations,
- c) Host local government CEO;
- d) Assumes direct executive officer line management, and
- e) is a co-signatory for the GSVROC's bank account.

To assist the discussion and agreement on the MOU, the following key terms are presented for ease of reference;

#	Issue	Proposal
1	Name	Great Southern Voluntary Regional Organisation of Councils (GSVROC)
2	Delegates	Participants may appoint one (1) voting member and two (2) non-voting proxy members.
3	Votes	Each Participant Shire has one (1) vote.
4	Attendance	Both the voting member and proxy delegate may attend meetings.
5	Observers	The CEO may attend and participate in the meeting.
6	Chair & Deputy	Elected by the voting members.
7	Term	Two (2) years.
8	Financial contributions	The GSVROC may resolve to require Participants to make a financial contribution to its operation.
9	Funding share	Different annual contribution may be requested from a Band 3 local government compared to a Band 4 local government.
10	Specific project funding	The GSVROC may resolve to require Participants to make an additional financial contribution to a special project or support the appointment of an Executive Officer.
11	Winding up of a special project	Project plan and budget to determine Participant's financial contributions to a special project and on winding up the surplus be allocated and any outstanding debt paid, in proportion to the contributions outlined in the Project Plan & Budget.
12	Term of MOU	MOU termination by agreement and if not extended, will expire on 30 June 2028.
13	Minimum membership	Three (3) years.
14	Participant termination	Shall be reimbursed or contribute to any debt in proportion to relevant contribution.
15	New members	By GSVROC resolution.

16	New member payments	In addition to the annual operating fee (if applicable) the GSVROC may require a new member to pay an “entry fee”.
17	Executive functions	Host Local Government is from the elected Chair Origination Shire. If no Executive Officer then host Local Government performs the Executive functions
18	Meetings	Quarterly
19	Notice for termination	12 months notice of withdrawal

CONSULTATION

Chief Executive Officer
CEO, Shire of Katanning
Southern Link VROC Members
Kojonup Shire President

STATUTORY REQUIREMENTS

Contractual

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Local governments are expected to cover their own cost of travel and meeting attendance.

An annual operating fee can be requested from participating local governments as per the draft MOU.

The draft MOU proposes employing a part-time executive officer, but GSVROC Councils are still reviewing this option during their budget planning.

The Shire may be requested to contribute to the cost of Special Projects and the appointment of an Executive Officer.

The funding will be presented in a separate agenda item subsequent to this agenda item.

A copy of the Draft MOU and the Strategic Directions document is presented to this meeting for consideration.

RISK MANAGEMENT IMPLICATIONS

RISK MANAGEMENT FRAMEWORK			
Risk Profile	Risk Description/Cause	Key Control	Current Action
6. Engagement	Failure to maintain effective working relationships with the Community (including local Media), Stakeholders, Key Private Sector Companies, Government Agencies and/or Elected Members.	Participate in advisory committees/groups	Support Stakeholder Engagement Plan
Risk rating - <i>Adequate</i>			
IMPLICATIONS			
<p>The overall risk of this proposal is considered low. It is important that Council maintains strategic alliances with like-minded local governments in the region. Not participating could isolate the Shire of Kojonup from activities that create value and other local governments who are participating in the GSVROC.</p> <p>The GSVROC presents an opportunity to collaborate with peer local governments in the Central Great Southern on relationships and issues that are consistent throughout the region.</p>			

ASSET MANAGEMENT IMPLICATIONS

Nil

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Minimal impact. SLVROC will evolve to GSVROC with an increase in membership.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

108/25 Moved Cr Wieringa

Seconded Cr Mickle

That Council:

1. Approve the draft Great Southern Voluntary Regional Organisation of Councils (GSVROC) Memorandum of Understanding (MOU), as presented, and authorise the Shire President, Cr. Roger Bilney, to vote in favour of the adoption of the MOU at the next VROC meeting to be held on 4 August 2025 and by doing so create an evolved VROC for the region;
2. Delegate authority to the Shire President and Chief Executive Officer to execute the MOU for the Shire to become a participating member on the basis the draft MOU is approved and adopted by the majority of VROC members at the 4 August 2025 VROC meeting; and,
3. Endorse the Great Southern Voluntary Regional Organisation of Councils Strategic Directions document, as presented, with the following key priorities:
 - a. Economic viability
 - b. Operational efficiencies
 - c. Climate resilience.

CARRIED 7/0

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

9.4.7 GREAT SOUTHERN VOLUNTARY REGIONAL ORGANISATION OF COUNCILS FUNDING MODEL

AUTHOR	Grant Thompson – Chief Executive Officer
ATE	Thursday, 17 July 2025
ATTACHMENT(S)	9.4.7.1 - GSVROC Draft MOU 19052025 9.4.7.2 - GSA Strategic Directions Slideshow VROC 9.4.7.3 - Draft Minutes - Great Southern Local Govt Meeting (Katanning) 19052025

‘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	11. Fresh Community Engagement	11.1 Targeted Community and Stakeholder Engagement

DECLARATION OF INTEREST

Nil

SUMMARY

The purpose of this report is to consider the Shire of Kojonup’s funding component of the evolved Great Southern Voluntary Regional Organisation of Councils (GSVROC) to enable the GSVROC to remain sustainable and achieve its objects as per the attached Strategic Plan.

BACKGROUND

Central Great Southern shires have expressed an interest in collaborating to create regional benefit and a Memorandum of Understanding is proposed to organise how this collaboration will be structured and governed.

In 2009, Southern Link Voluntary Regional Organisation of Councils (SLVROC) was formed with the Shires of Plantagenet, Cranbrook, Broomehill-Tambellup and Kojonup. The purpose of the group was to work together on resource sharing projects that benefited the members of the VROC.

In 2021, the Shires of Gnowangerup and Katanning were invited to join the group.

Since 2023, the VROC CEOs have been working together on developing a Strategic Directions document that will guide the group’s activities and priorities for project output.

The SLVROC has also been involved in discussions with the other interested Shires in the evolution of the Southern Link Voluntary Regional Organisations of Councils (SLVROC) to a Great Southern Voluntary Regional Organisations of Councils (GSVROC) and the formation of a new Memorandum of Understanding to firm up the structure, governance and new membership of the group.

The key priorities of the Strategic plan are:

1. Economic viability
2. Operational efficiencies
3. Climate resilience

During a March 2025 VROC meeting it was agreed that a draft Memorandum of Understanding be further considered and presented to individual Councils for endorsement.

At a meeting of the VROC held in Katanning 19 May 2025 an in principle draft MOU was developed and it was agreed that each of the participating local governments Councils would formally consider a revised MOU.

A recent draft MOU has been prepared with input from all the relevant Councils and with support from Great Southern Development Commission (GSDC) and outlines the potential costs associated with operating the GSVROC over the life of the MOU.

The next GSVROC meeting is being held on Monday, 4 August 2025 in Mount Barker which will consider both the adoption of the MOU and funding for the GSVROC.

COMMENT

The focus of the GSVROC is to maintain collaboration, to add value through resource sharing and participation provides the opportunity to maintain relationships and build a greater understanding of the issues that face all local governments in the region.

To enable the Memorandum of Understanding and the GSVROC Strategic Plan to be executed to create value the Local Government members may be required to provide funding for:

1. Contracting of an executive officer which generates operating expenses that must be recovered from participating GSVROC members.
2. An annual membership fee which will be implemented as a part of the MOU to meet the operating costs: and,
3. Individual Project cost allocation on an as needs basis.

This Agenda item seeks the Council's consideration to allocate an amount in the Shire of Kojonup FY 2025/2026 Budget commensurate with the expected costs contributing to engaging an executive officer and ancillary expenses as presented.

The following cost estimates are based on these context and assumptions:

1. The requirement for an executive officer is driven by the Great Southern VROC strategic plan, the work output and project delivery complexity.
2. The strategy is not fully yet agreed so it is difficult to determine support hours required.
3. Estimated costs are therefore based on 615hrs/yr of actual executive officer support contracted and benchmarked by the North Eastern Wheatbelt ROC workload.
4. Mileage for meetings etc applies & it's assumed the executive officer will be local.
5. It is assumed the executive officer will;
 - a) work from home.
 - b) be engaged as a contractor by a member council (host council).
 - c) be supplied with a computer (year 1 expense).
 - d) supply their own mobile phone.

The estimated costs are outlined in the following table:

Expenses costs	Unit	Total	No. Members	Annual Fee Equal	Differential Fee Band 4	Differential Fee Band 3	% Difference
Contractor Expenses							
Hours/yr	615		4	\$17,577	\$16,346	\$18,807	15%
Base salary/hr	\$72.50		5	\$14,062	\$13,077	\$15,046	15%
Sub Total		\$44,588	6	\$11,718	\$10,898	\$12,538	15%
IT & Incidentals			7	\$10,044	\$9,341	\$10,747	15%
Phone, internet & general office		\$1,400	8	\$8,788	\$8,173	\$9,404	15%
Accommodation & sustenance*		\$1,500					
Projects**		\$16,000					
Annual audit		\$1,500					
Meeting expenses***		\$4,000					
Sub Total		\$24,400					
Travel							
Travel (km/yr)	1,500						
ATO rate/km	\$0.88						
Sub Total		\$1,320					
Grand Total		\$70,308					

*Accommodation & sustenance covers executive officer expenses.

**Projects – unlinked for delivery of actions, studies, reports etc.

***Meeting expenses covers lunches, morning & afternoon teas and post meeting refreshments.

Please note, to implement actions under the Inland Great Southern Drought Resilience Plan, the Great Southern Development Commission has offered \$42,000 for the employment of an executive officer to assist with implementation of actions under this plan.

The Inland Great Southern Drought Resilience Plan is broad and identifies actions across each of the strategic objectives outlined in the draft GSVROC strategic plan. The three strategic objectives of GSVROC are;

1. Economic Viability
2. Operational efficiency
3. Climate resilience

Due to the alignment of objectives between the GSVROC draft strategic plan and the Inland Drought Resilience Plan, the GSDC has agreed to allocate the \$42,000 it has available, to meet the cost of contracting an Executive Officer to the GSVROC.

To enable this to occur, the GSVROC MOU needs to be fully executed by participating member Councils and a host local government would need to be identified and agreed.

The cost to each Council is estimated to be circa \$10,000 each per annum based on all eight (8) members participating at the assumed levels. However, it is recommended that the Shire of Kojonup allocates additional funds for specific projects or in the event of other scenarios materialising that requires additional funding throughout the year. An amount of \$20,000 is being recommended.

CONSULTATION

Chief Executive Officer
Shire of Katanning CEO
SLVROC Members
Kojonup Shire President

STATUTORY REQUIREMENTS

Contractual

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Local governments are expected to cover their own cost of travel and meeting attendance at the GSVROC meeting schedule.

If approved, the Shire of Kojonup's Financial Year 2025/2026 Budget should reflect that it may be required to contribute pro-rata, up to \$20,000 /per annum over the three-year MOU term to meet the cost requirements and to cover other expenses such as projects etc of the GSVROC.

RISK MANAGEMENT IMPLICATIONS

RISK MANAGEMENT FRAMEWORK			
Risk Profile	Risk Description/Cause	Key Control	Current Action
6. Engagement	Failure to maintain effective working relationships with the Community (including local Media), Stakeholders, Key Private Sector Companies, Government Agencies and/or Elected Members.	Participate in advisory committees/groups	Support Stakeholder Engagement Plan
Risk rating - <i>Adequate</i>			
IMPLICATIONS			
<p>The overall risk of this proposal is considered low. However, not participating may isolate the Shire of Kojonup from neighbouring Shires and other local governments who are participating in an effective GSVROC excluding the opportunity for Kojonup to participate in scalable projects and advocacy positions.</p> <p>It is important that Council maintains strategic alliances with like-minded local governments in the region. The GSVROC provides an opportunity to work together with local governments in the Central Great Southern.</p>			

ASSET MANAGEMENT IMPLICATIONS

Nil

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

The funding contributes to a fully functioning VROC.

VOTING REQUIREMENTS

Absolute Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

109/25 Moved Cr Mathwin

Seconded Cr Egerton-Warburton

That Council:

1. Approve an allocation in the Shire of Kojonup Financial Year 2025/2026 budget of \$20,000 to meet its share of the Great Southern VROC's annual operating expenses, project expenses and costs associated with employing a GSVROC Executive Officer (pro-rata).
2. Delegate Authority to the Shire of Kojonup Voting Member to vote in favour of endorsing the proposed GSVROC budget and specifically the engagement of a GSVROC Executive Officer at the August 4, 2025, meeting of GSVROC, as presented.

CARRIED 7/0

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

9.4.8 ADMINISTRATION OFFICE - CHANGE OF OPENING AND CLOSING TIMES

AUTHOR	Grant Thompson, Chief Executive Officer
DATE	Thursday, 17 July 2025
ATTACHMENT(S)	Nil

'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

The author is a Shire of Kojonup employee and, as such, is affected by the outcome of this report.

SUMMARY

To approve a change to the administration office opening times, specifically Friday closing times.

BACKGROUND

The Shires current hours for the administration office is from 8.00 in the morning until 17.00 in the afternoon, 5 days per week.

The office opens its door to the public at 8.30 in the morning and closes the door to the public at 16.30 in the afternoon, except Wednesdays when the doors are closed to the public at 16.00.

COMMENT

The current averaged worked hours of a Team Member are defined by the Award, the Federal National Employment Standards (NES) and the Enterprise Bargaining Agreement (EBA) as an average of 38 hours per week.

The current hours the office is manned averages 40 hours per week.

Those team members who are a party to the EBA receive a Rostered Day Off (RDO) once per every four (4) weeks as a result of working the additional two (2) hours per week.

RDO's accrue unless taken and the Shire pays the ordinary time wages for the RDO.

Table 1.0 below demonstrates the mechanics of the administration office 40 hour week:

Current Rostered Admin Hours - 40 Hours per week											
	Start Time	Opening Procedures/ flags/etc	Doors Open to the Public	Breaks	Doors Close to the Public	Closing/Daily Reconciliation n/etc	Finish Time	Office Opening Hours	Total Hours	Actual Worked Hours	Normal Hours as per NES
Monday	8	0.5	8.3	1	16.3	0.5	17	8	9	8	7.6
Tuesday	8	0.5	8.3	1	16.3	0.5	17	8	9	8	7.6
Wednesday	8	0.5	8.3	1	16	1	17	7.7	9	8	7.6
Thursday	8	0.5	8.3	1	16.3	0.5	17	8	9	8	7.6
Friday	8	0.5	8.3	1	16.3	0.5	17	8	9	8	7.6
Current Hours										40	38
						2	additional hours per week				
						8	Hours per month equates to one RDO per month				
							RDOs accrue if not taken				
							creates a leave liability				

Table 1.0

The Shire Officers are recommending reverting back to a 38 hour week as per the following Table 2.0:

Recommended Rostered Admin Hours - 38 Hours per week											
	Start Time	Opening Procedures/ flags/etc	Doors Open to the Public	Breaks	Doors Close to the Public	Closing/Daily Reconciliation n/etc	Finish Time	Office Opening Hours	Total Hours	Actual Worked Hours	Normal Hours as per NES
Monday	8.00	0.5	8.30	1	16.30	0.5	17.00	8	9	8	7.6
Tuesday	8.00	0.5	8.30	1	16.30	0.5	17.00	8	9	8	7.6
Wednesday	8.00	0.5	8.30	1	16.30	0.5	17.00	8	9	8	7.6
Thursday	8.00	0.5	8.30	1	16.30	0.5	17.00	8	9	8	7.6
Friday	8.00	0.5	8.30	1	14.30	0.5	15.00	6	7	6	7.6
Current Hours										38	38
						0	additional hours per week				
						0	Hours per month equates to one RDO per month				
							RDO's are not required				

Table 2.0

The impact of this change is the office closes early each Friday.

The benefits of the change are:

1. Team Member Engagement breaking early on a Friday.
2. Friday afternoons are the quietest time of the administration customer service days.
3. Reduce leave liability and costs to Shire.
4. Value for the wages spent. Increased efficiency to the Shire of reducing two (2) hours per week of eligible roles and the reduction of the need for RDO's.

The disadvantage of this change is:

1. The public do not have access to services on a Friday afternoon as the office will be closed early therefore a reduced customer service impact may materialise.

Quantifying the value of the change is more difficult as it is related to productivity and coverage rather than direct wage savings i.e. less RDO's and therefore more coverage of services over a longer period of time.

The following Table 3.0 gives the Council guidance as to the wage cost correlated to an increasing number of employees. There will be a percentage of cost savings of the total costs outlined in this Table 3.0.

# FTE Roles	# Hours	Avg wage per hour	Total per week per person	fortnightly	yearly
1	2	\$ 35	\$ 70	\$ 140	\$ 3,640.00
4	8	\$ 35	\$ 280	\$ 560	\$ 14,560.00
5	10	\$ 35	\$ 350	\$ 700	\$ 18,200.00

Value creation can also be attributable to reduced RDO Liability which will not be accrued and productivity improvements

Table 3.0

CONSULTATION

Manager Financial and Corporate Services

STATUTORY REQUIREMENTS

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

The direct financial impact is minimal and the benefit is a net positive outcome.

RISK MANAGEMENT IMPLICATIONS

RISK MANAGEMENT FRAMEWORK			
Risk Profile	Risk Description/Cause	Key Control	Current Action
5 – Employment Practices	Insufficient staff numbers to achieve objectives	Structural consideration	Nil
Risk Rating: High			
IMPLICATIONS			
Reduced customer service is considered a low risk as the number of customers being serviced on a Friday afternoon is negligible.			

ASSET MANAGEMENT IMPLICATIONS

Nil

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

110/25 Moved Cr Radford

Seconded Cr Mickle

That Council approve:

1. The changes to the scheduled administration office hours, as presented; and
2. The Shire advertises the change to the community for a minimum 14 days.

CARRIED 7/0

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

Estelle Lottering left the meeting at 4.01pm

10 APPLICATIONS FOR LEAVE OF ABSENCE

10.1 Cr Radford – 29 July 2025

COUNCIL DECISION

111/25 Moved Cr Egerton Warburton

Seconded Cr Mickle

That Cr Radford be granted leave of absence 29 July 2025.

CARRIED 7/0

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

11 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

12 QUESTIONS FROM ELECTED 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 QUOTATION FOR PROVISION OF BITUMEN SEALING SERVICES

AUTHOR	Darryn Watkins – Manager Works and Infrastructure
DATE	Thursday, 17 July 2025
ATTACHMENT(S)	CONFIDENTIAL 14.1.1.1 - Quotation – Bitumen Sealing - Fulton Hogan Pty Ltd 14.1.1.2 - Quotation – Bitumen Sealing – Boral Resources WA Ltd 14.1.1.3 - Quotation – Bitumen Sealing – Bitutek Pty Ltd 14.1.1.4 - Quotation – Bitumen Sealing – Colas WA Pty Ltd

14.1.2 CEO AND CONTRACTED ROLES ANNUAL SALARY REVIEW ESCALATOR 2025

AUTHOR	Tonya Pearce – Governance and Rates Officer
ATE	Thursday, 17 July 2025
ATTACHMENT(S)	14.1.2.1 - Variation to Contract Remuneration - Grant Thompson 14.1.2.2 – Determination of the Salaries and Allowances Tribunal - April 2025

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.

Cathy Ivey left the meeting at 4.11pm

PROCEDURAL MOTION/COUNCIL DECISION

112/25 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 4.11pm.

CARRIED 7/0

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

PROCEDURAL MOTION/COUNCIL DECISION

115/25 Moved Cr Radford

Seconded Cr Wieringa

That the meeting be reopened to the public at 4.20pm.

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 QUOTATION FOR PROVISION OF BITUMEN SEALING SERVICES

OFFICER RECOMMENDATION/COUNCIL DECISION

113/25 Moved Cr Mathwin

Seconded Cr Radford

That Council approves the quotation from Colas WA Pty Ltd for sum of \$534,632.10 excluding GST for the provision of bitumen sealing services for the 2025/2026 period.

CARRIED 7/0

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

14.1.2 CEO AND CONTRACTED ROLES ANNUAL SALARY REVIEW ESCALATOR 2025

OFFICER RECOMMENDATION/COUNCIL DECISION

114/25 Moved Cr Mathwin

Seconded Cr Wieringa

That Council:

1. Approves the attached 'Variation to Contract Remuneration 2025 - Grant Thompson', which adjusts the CEO's total remuneration components as presented, in compliance with the recommendation of the *'Western Australia Salaries and Allowances Act 1975 - Determination Of The Salaries And Allowances Tribunal On Local Government Chief Executive Officers And Elected Members April 2025'* determination;
2. Approves a 3% escalator be applied to contracted employees remuneration packages eligible for an escalator, considering the outcome of performance reviews and base remuneration packages of contracted employees as determined appropriate by the CEO; and
3. Apply the 0.5% increase to the superannuation guarantee charge component as per regulatory requirements;
4. Approves the above increases back dated to the 1 July 2025 to align to the performance and salary review period.

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 4.23pm.

16 ATTACHMENTS (SEPARATE)

6.1	6.1.1	Unconfirmed Minutes of an Ordinary Council Meeting held on 24 June 2025
9.1.1	9.1.1.1	Publicly advertised draft Policy
	9.1.1.2	Submissions
	9.1.1.3	Western Australian Planning Commission Position Statement: Renewable Energy Facilities
	9.1.1.4	Recommended final adopted version of Local Planning Policy 10 – Wind Farms/Wind Turbines
	9.1.1.5	<i>Planning and Development (Local Planning Scheme) Regulations 2015</i>
9.1.2	9.1.2.1	Lions Cemetery Planning
	9.1.2.2	2025.5.11 Shire of Kojonup Official Letter cemetery project
9.4.1	9.4.1.1	Monthly Financial Statements; 1 June 2025 to 30 June 2025
9.4.2	9.4.2.1	Monthly Payment Listing June 2025
9.4.3	9.4.3.1	FY 2025-2026 Fees and Charges
9.4.5	9.4.5.1	Elected Members Charter
9.4.6	9.4.6.1	GSVROC Draft MOU 19052025
	9.4.6.2	GSA Strategic Directions Slideshow VROC
	9.4.6.3	Draft Minutes - Great Southern Local Govt Meeting (Katanning) 19052025
9.4.7	9.4.7.1	GSVROC Draft MOU 19052025
	9.4.7.2	GSA Strategic Directions Slideshow VROC
	9.4.7.3	Draft Minutes - Great Southern Local Govt Meeting (Katanning) 19052025

CONFIDENTIAL

14.1.1	14.1.1.1	Quotation – Bitumen Sealing – Fulton Hogan Pty Ltd
	14.1.1.2	Quotation – Bitumen Sealing – Boral Resources WA Ltd
	14.1.1.3	Quotation – Bitumen Sealing – Bitutek Pty Ltd
	14.1.1.4	Quotation – Bitumen Sealing – Colas WA Pty Ltd

14.1.2

14.1.2.1

Variation to Contract Remuneration
- Grant Thompson

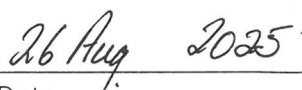
14.1.2.2

Determination of the Salaries and
Allowances Tribunal - April 2025

Confirmed on 26 August 2025 as a true record –



Presiding Member



Date