

Kojonup



SHIRE OF KOJONUP

MINUTES

Ordinary Council Meeting

26 August 2025

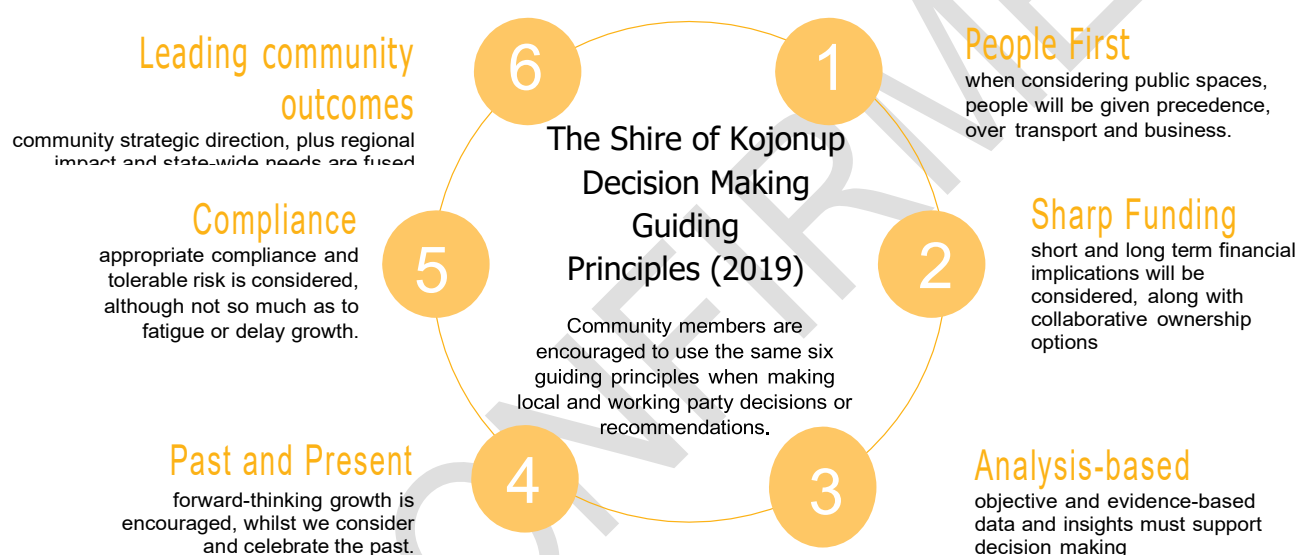
MINUTES OF A ORDINARY COUNCIL MEETING HELD ON 26 AUGUST 2025

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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

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
Jill Johnson	Manager Financial and Corporate Services

3.1 **APOLOGIES**

3.2 **APPROVED LEAVE OF ABSENCE**

MEMBERS OF THE PUBLIC

Denise Berryman, Muradup.

4 **DECLARATION OF INTEREST**
Nil

5 **PUBLIC QUESTION TIME**

5.1 **RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**

Not applicable

5.2 **PUBLIC QUESTION TIME**

Denise Berryman, Muradup Resident raised two questions regarding the status of the library.

1. **Question on Library Public Consultation Commitment:** Denise inquired whether a public meeting would be held before any decision on relocating the library was considered, referencing previous discussions and concerns about timing due to elections and budget constraints.
2. **Answer:** The President clarified that while a formal consultation has not yet occurred, the Council has been listening and engaging the community and remains committed to engaging the community on a formal basis before any decision on the library is made.

3. **Question on Expenditure on Library Shelving:** Denise Berryman asked whether any funds had been spent on Library Shelving?

4. **Answer:** The Shire confirmed that no money has been expended on new bookshelves for the library, clarifying that while some funds have been spent on other items such as required flooring, the shelving purchase is on hold pending further community consultation and a decision on the library. And the President noted this item will be considered further in the Agenda.

6 CONFIRMATION OF MINUTES

6.1 ORDINARY COUNCIL MEETING 22 JULY 2025

Unconfirmed Minutes of an Ordinary Council Meeting held 22 July 2025 are at **attachment 6.1.1.**

OFFICER RECOMMENDATION/COUNCIL DECISION

115/25 Moved Cr Mathwin

Seconded Cr Wieringa

That the Minutes of an Ordinary Council Meeting held 22 July 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

Nil

7.2 PRESENTATIONS

Nil

7.3 DEPUTATIONS

Nil

7.4 DELEGATES' REPORTS

Nil

8 METHOD OF DEALING WITH AGENDA BUSINESS

Nil

9 **REPORTS**9.1 **KEY PILLAR ‘LIFESTYLE’ REPORTS**

Nil

9.1.1 – MOTION TO RELOCATE LIBRARY TO KODJA PLACE RE-TABLED AFTER BEING DEFERRED

AUTHOR	Jill Johnson – Manager Financial and Corporate Services
DATE	Thursday, 17 April 2025
FILE NO	CP.DAC.09
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	11 – Fresh Community Engagement	11.1 – Targeted Community and Stakeholder Engagement

DECLARATION OF INTEREST

Nil

SUMMARY

The purpose of this report is for Council to consider motion 50/25 that was deferred at a previous Ordinary Council Meeting (OCM), taking community feedback at the time into consideration, for approval of the relocation of the library services to Kodja Place.

BACKGROUND

The Council moved a motion at the 29 April 2025 Ordinary Council Meeting.

NOTICE OF MOTION

50/25 Moved Cr Bilney

Seconded Cr Wieringa

That Council defer consideration of the motion for item 9.4.8. to the August 2025 Ordinary Council Meeting.

CARRIED 6/0

For: Cr Bilney, Cr Wieringa, Cr Webb, Cr Radford, Cr Mathwin, Cr Mickle

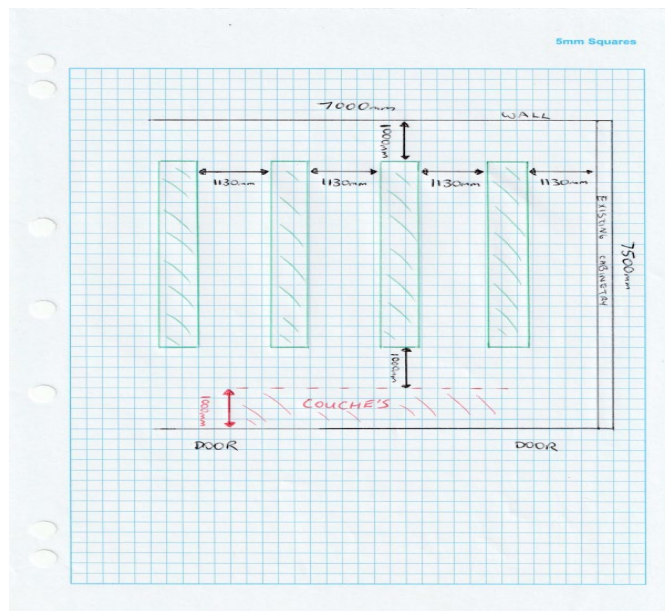
COMMENT

Creation of ‘Kodja Place Community & Cultural Centre’

As part of the amalgamation of the Kodja Place Gallery and the Shire Library, the gallery space will remain intact and preserved in its current form. This is a well-presented historical exhibition.

Retail stock (in the current area) will be moved to the foyer area, adjacent to the main entry door. The concept for the retail space would then be to promote local produce and items relevant to the Kojonup area, leaving the existing retail space to form the new library space.

The diagram shows a basic layout of the shelving plan in the area designated for the library.



- Polished concrete floors in this area will be carpeted, providing a warm welcoming environment along with lots of natural light supplied by the glass doors and windows.
- 4 x marri timber bookshelves to be installed
- Bookshelves measure 4100mm in length x 1980mm in height and have 5 shelves to each bookshelf. These will be on castors and moveable if required.
- The current display board on the backwall will be used for library exhibits.

Example included below: Library shelves with castors supplied in timber to match Kodja Place interior.



The floor area is big enough to accommodate the library shelves and furniture, while providing full wheelchair access.

Two computers and a printer will be accessible to the public.

The kitchenette fitted near the front counter will be a useful resource for library patrons.

Public toilets are onsite unlike the current library.

With new shelves and carpet in place, the transition of the library to the new site should be relatively simple. Books and library furniture will need to be transferred but this could be facilitated in-house.

With the library being relocated between the Café and the Gallery it will provide a welcoming community area for both locals and visitors. Patrons will be able to buy a coffee, read a book while their children play in the lawned area (within safe parameters). Families and visitors can take a stroll through the Gallery, providing both a community and cultural experience.

As a Shire facility, the staff support across these areas will be hugely beneficial to the public. With community and cultural staff working together, this will create a comprehensive service for both the Kojonup community and visitors.

The facility will be open 7 days a week (as resources permit). The current library is only open on weekdays (not at weekends).

CONSULTATION

Briefing Sessions
Annual Electors Meeting
Chief Executive Officer
Senior Library Officer
Manager Kodja Place

STATUTORY REQUIREMENTS

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

1. New bookshelves - \$47,400.00
(made by a local supplier using marri with 5 shelves to each bookshelf)
2. Heavy duty commercial carpet - \$4,746.00
(supplied and laid)

RISK MANAGEMENT IMPLICATIONS

RISK MANAGEMENT FRAMEWORK			
Risk Profile	Risk Description/Cause	Key Control	Current Action

13. Project – Change Management	Inadequate Design	Clear scope of works	Project Management Framework
Risk rating – <i>Inadequate</i>			
IMPLICATIONS			
As a community and cultural area, the services could be heavily used requiring additional infrastructure to support the growth.			

ASSET MANAGEMENT IMPLICATIONS

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS
Nil

VOTING REQUIREMENTS

Simple Majority

NOTICE OF MOTION (RE-TABLED)

116/25 Moved Cr Wieringa

Seconded Cr Mickle

That the Council approves the relocation of the library to Kodja Place, as presented, to support the transition of Community Services to Kodja Place.

NOTICE OF ALTERNATIVE MOTION

117/25 Moved Cr Alan Egerton-Warburton

Seconded Cr Wieringa

That Council gives no further consideration to relocating the Library from its current location in the administration building until such time that Library Community Members support it being moved.

For: Cr Bilney, Cr Wieringa, Cr Egerton-Warburton, Cr Webb, Cr Radford, Cr Mathwin, Cr Mickle
CARRIED 7/0

ALTERNATIVE MOTION BECOMES THE SUBSTANTIVE MOTION

118/25 Moved Cr Wieringa

Seconded Cr Mickle

That Council gives no further consideration to relocating the Library from its current location in the administration building until such time that Library Community Members support it being moved.

For: Cr Bilney, Cr Wieringa, Cr Egerton-Warburton, Cr Webb, Cr Radford, Cr Mathwin, Cr Mickle
CARRIED 7/0

Note: Alternative Motion was moved because the mover believes the Council needs more time to engage the community and consider the whole process and the alternative motion gives the Council that time.

9.2 KEY PILLAR 'ECONOMICS' REPORTS

Nil

9.3 KEY PILLAR 'VISITATION' REPORTS

Nil

9.4 KEY PILLAR ‘PERFORMANCE’ REPORTS

9.4.1 RECORDS POLICIES FOR REVIEW UNDER NEW RESPONSIBLE INFORMATION SHARING LEGISLATION REQUIREMENTS

AUTHOR	Lisa Berry – Records Administration Officer
DATE	Wednesday 13 th August 2025
FILE NO	M – 2100919508-3
ATTACHMENT(S)	9.4.1.1 Reviewed Records Management Policy 2.3.2 9.4.1.2 Data Breach Policy (PRIS)

‘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	12.4 Community Data and Knowledge Commitment

DECLARATION OF INTEREST

Nil

SUMMARY

The purpose of this report is for Council to consider and adopt the following Record Keeping Policies:

1. Review and update existing Policy ‘Records Management’ (Attachment 9.4.1.1);
2. Adopt new Data Breach Policy (PRIS), in readiness for the Responsible Information Sharing (PRIS) legislation coming into effect in June 2026.

BACKGROUND

As a part of an ongoing focus on improving Governance, with a focus on People Process and Technology, Shire Officers have been reviewing the current Records process’ and the eventual review of the Record Keeping Plan to be conducted by November 2025.

This also contributes to forming a part of the Privacy and Responsible Information Sharing (PRIS) legislation rollout and create Policies and Procedures in readiness for June 2026 when the legislation comes into effect.

These Policies are to be adopted and published prior to the June deadline.

COMMENT

Records Management Policy

Effective records management is essential for the Shire of Kojonup to ensure accurate, reliable, and secure handling of its corporate records in compliance with legal requirements.

This policy outlines the principles, responsibilities, and procedures for managing records throughout their lifecycle. The main themes of this Policy are:

- **Policy Purpose and Scope:** The policy defines principles for managing, retaining, and disposing of records in accordance with the State Records Act 2000, applying to all staff, elected members, contractors, volunteers, and all types of records regardless of format. The Recordkeeping Plan is reviewed every five years, with the next review due in 2025.

- **Ownership of Records:** Records are corporate assets belonging to the Shire of Kojonup, not to individuals who create them. Records must remain accessible within the official recordkeeping system and should not be removed for extended periods.
- **Creation and Management of Records:** Officers receiving records are responsible for managing them, ensuring full and accurate documentation of the Shire's activities. Records must include appropriate metadata and be managed through the electronic records management system (EDRMS).
- **Security Measures:** Records may contain sensitive information and are protected by security classifications based on staff roles. Confidential records are stored securely, and access is controlled according to security levels, the Freedom of Information Act 1992, and the Local Government Act 1995 for elected members.
- **Retention and Disposal:** Records are disposed of according to the General Disposal Schedule for Local Government Records after review and authorization by the Records Administration Officer and Chief Executive Officer. Disposal occurs bi-annually in June and December.
- **Elected Member Records:** Records created by elected members must document their decision-making roles and accountability. Official correspondence should be returned to the Shire administration for proper registration.
- **Record Definitions:** Records include any recorded information in various formats such as writing, maps, photographs, or electronic data, as defined by the State Records Act 2000.
- **Record Categories:** Records are categorized as ephemeral (short-term value), significant (administrative, legal, or historical value), vital (essential for business continuity), and non-records (public domain materials used for reference). Vital records include key documents such as Council minutes, contracts, financial statements, and policy manuals.
- **Record Storage and Procedures:** Records are stored onsite and offsite at designated Shire locations. Procedures ensure proper handling of incoming, outgoing, internal, and confidential mail to maintain record integrity.

Data Breach Policy

The Shire of Kojonup's Data Breach Policy outlines the framework for identifying, responding to, and managing data breaches involving personal information, ensuring compliance with legislative requirements and community expectations.

It covers the scope of personal information at risk, principles guiding the policy, and roles responsible for enforcement and oversight. The main themes of this policy are:

- **Data breach risks and controls:** The policy identifies key risks such as unauthorized access due to exposed credentials, misdirected emails, improper handling or storage of personal information, loss of portable devices or records, cyber attacks, and misuse of legitimate access. Controls aim to mitigate these risks to protect personal data.
- **Response and management procedures:** It includes protocols for reporting, containing, and responding to data breaches, determining which breaches are notifiable, and strategies for communication and notification to affected parties. Post-breach reviews and evaluations are part of the continuous improvement process.
- **Roles, responsibilities, and definitions:** The Finance and Corporate Services department enforces the policy, while the Records Administration Officer manages procedural aspects. Definitions clarify terms such as personal information, notifiable breaches, disclosure, and distinctions between internal and external persons.

The Author recommends the Policies as presented be considered by Council.

CONSULTATION

CEO

PRIS readiness checklist and previous Record Keeping Policies

STATUTORY REQUIREMENTS

State Records Act 2000

Privacy Responsible Information Sharing Act 2024 (PRIS act)

Privacy Legislation Amendment (Enforcement and Other Measures) Act 2022

Privacy Act 1988

POLICY IMPLICATIONS

2.3.2 Record Keeping and Information management

FINANCIAL IMPLICATIONS

Nil

RISK MANAGEMENT IMPLICATIONS

RISK MANAGEMENT FRAMEWORK			
Risk Profile	Risk Description/Cause	Key Control	Current Action
4) <i>Document Management Processes</i>	Failure to adequately capture, store, archive, retrieve, provide or dispose of documentation. This includes: -Contact lists; -Procedural documents, personnel files, complaints; -Applications, proposals or documents; - Contracts and Position Descriptions; and -Forms or requests.	<i>Record Keeping Plan</i>	Record Keeping plan and Policies reviewed annually
<i>Risk rating: InAdequate</i>			
IMPLICATIONS			

ASSET MANAGEMENT IMPLICATIONS

Nil

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Absolute Majority

OFFICER RECOMMENDATION

119/25 Moved Cr Egerton-Warburton

Seconded Cr Webb

That Council adopt the attached policies, Policy 2.3.2 - Records Management and Policy 2.3.9 Data Breach Policy - PRIS, as presented, and publish the Policies in accordance with the State Records Act and the Privacy and Responsible Information Sharing Act

For: Cr Bilney, Cr Wieringa, Cr Egerton-Warburton, Cr Webb, Cr Radford, Cr Mathwin, Cr Mickle
CARRIED 7/0

UNCONFIRMED

9.4.2 REVIEW OF CEMETERY POLICIES

AUTHOR	Lisa Berry – Records Administration Officer
DATE	Wednesday 13 th August 2025
FILE NO	
ATTACHMENT(S)	9.4.2.1 Policy Manual - 4.5 - Cemeteries – Burials and Exhumations 9.4.2.2 Policy Manual - 4.10 - Cemeteries – Monuments and Memorials

‘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	12.4 Community Data and Knowledge Commitment

DECLARATION OF INTEREST

Nil

SUMMARY

The purpose of this report is for Council to consider and adopt the Cemeteries and Monuments policies:

1. Review and additions of Policy 4.5 Backfilling of Graves;
2. Create policy – 4.6 Monuments & Memorials.

BACKGROUND

As a part of an ongoing focus on improving Governance, with a focus on People Process and Technology, Shire Officers have been reviewing the current Cemetery process’ and the application of policies and procedures within this area of core business.

A part of the review of the Cemeteries, it was identified a gap in Policies for cemeteries. These new and amended policies will provide clarity regarding the aesthetics of the cemeteries as well as provide a safer environment for Shire Team Members, contractors and visitors.

COMMENT

Burials & Exhumations Policy

This policy outlines the procedures and regulations for managing burials, exhumations, and cemetery operations within the Shire of Kojonup. It ensures compliance with legislation and safety standards while respecting cultural and religious practices.

- **Burial application process:** Applications require an “Application for Interment” form and, if applicable, an “Application for Grant of Right of Burial” along with a death certificate or Coroner’s order. Grants are valid for 25 years.
- **Reservations and funeral director licensing:** Burial plot or niche wall reservations can be made for 25 years with fees and do not confer burial rights until a grant is purchased. Funeral directors must hold an annual license or obtain a single funeral permit, providing proof of public liability insurance.
- **Funeral and grave requirements:** Funeral processions must adhere to scheduled times and vehicle restrictions. Graves are dug to a standard depth of 2.1 meters with specified dimensions, with possible exceptions granted by the CEO. Ashes disposal is managed by Shire employees in designated areas.

- **Backfilling and cemetery access:** Families may assist in backfilling graves using hand tools with prior notice, limited to six participants, and without entering the grave. Cemetery access is allowed from 6am to 6pm with vehicle restrictions and speed limits enforced. Exhumations require Ministerial approval under legislation.

It is the Authors advice to maintain and update these policies on a regular schedule to support decision making within the organization and to align the Policies and procedures to the Cemeteries Act and current Local Law 2020.

Cemeteries and Monuments Policy

This policy ensures consistent standards for memorials and monuments in the Shire of Kojonup cemeteries, focusing on safety, aesthetics, and environmental considerations.

- **Monumental mason licensing:** Only licensed monumental masons may carry out work in the cemeteries, requiring an application including insurance certificates, monument specifications, and payment before installation.
- **Burial monument standards:** Monuments must be made of natural stone with specific size limits and foundation requirements, including a maximum height of 1.55m and defined base dimensions for single and double graves.
- **Lawn/plinth section rules:** Headstones or plaques must not extend beyond their base, be made of natural stone, affixed to a concrete plinth, and adhere to size restrictions; admiralty bronze plaques are permitted with specified dimensions and mounting.
- **Maintenance and restrictions:** Families are responsible for monument upkeep by licensed masons; tributes must fit within plot boundaries, with prohibitions on glass items and planting trees or shrubs; Australian War Graves memorials are exempt from fees and paperwork.

It is the Authors recommendation that Council consider adopting the changes to the policies as presented.

CONSULTATION

CEO

Cemeteries and Crematoria Association of Western Australia (CCAWA)

Metropolitan Cemeteries Board (MCB)

STATUTORY REQUIREMENTS

Cemeteries Act 1986

Shire of Kojonup Local Law 2020

POLICY IMPLICATIONS

Changes and edits improving Policy # 4.5 -Review and additions to Backfilling of graves – renaming this Policy to '*Burials & Exhumations*'.

Creating a new Policy - 4.6 Additional Policy – Cemeteries – Monuments & Memorials.

FINANCIAL IMPLICATIONS

Nil

RISK MANAGEMENT IMPLICATIONS

RISK MANAGEMENT FRAMEWORK			
Risk Profile	Risk Description/Cause	Key Control	Current Action
10) Facilities-Venues	Failure to effectively manage the day to day	<i>Develop Policies & Procedures</i>	None

	operations of facilities, venues and/or events.	<i>Managing Facilities</i>	
<i>Risk rating: In Adequate</i>			
IMPLICATIONS			
Adding these new policies will help in the decisions made by the cemetery administrator when approving monuments and works that are carried out in the cemetery to help mitigate the risk of an unsafe workplace.			

ASSET MANAGEMENT IMPLICATIONS

This will improve the aesthetics of the Shire cemeteries.

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Absolute Majority

OFFICER RECOMMENDATION

120/25 Moved Cr Radford

Seconded Cr Webb

That Council adopt the Cemetery Policies, as presented, and publish the Policies in accordance with the State Records Act and the Privacy and Responsible Information Sharing Act.

For: Cr Bilney, Cr Wieringa, Cr Egerton-Warburton, Cr Webb, Cr Radford, Cr Mathwin, Cr Mickle
CARRIED 7/0

9.4.3 FINANCIAL MANAGEMENT – MONTHLY STATEMENT OF FINANCIAL ACTIVITY (JUNE 2025)

AUTHOR	Jill Johnson – Manager Financial & Corporate Services
DATE	Saturday, 23 rd August 2025
FILE NO	FM.FNR.2
ATTACHMENT(S)	9.4.3.1 – Monthly Financial Statement July 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 31 July 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 one (1) month, or 8% of the year.

The following items are worthy of noting:

- Closing surplus position of \$2,104,206.
- Capital expenditure achieved 0.4% of budgeted projects.
- Cash holdings of \$3,567 of which \$1,135m is held in cash backed reserve accounts and \$2,432 is unrestricted cash.
- 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

Darren Long – Accounting Advisor

STATUTORY REQUIREMENTS

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

POLICY IMPLICATIONS

Council Policy 2.1.6 defines the content of the financial reports.

FINANCIAL IMPLICATIONS

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

RISK MANAGEMENT IMPLICATIONS

RISK MANAGEMENT FRAMEWORK			
Risk Profile	Risk Description/Cause	Key Control	Current Action
16) <i>Financial Sustainability</i>	Failure or reduction in controls associated with financial management, accounting standards, purchasing to pay, order to cash, plant, equipment or machinery lease or purchase, Treasury Functions, bank reconciliations, budget etc. These include processes and controls that are end to end in external and internal to the organisation.	<i>Budget Controls</i>	Cash Flow Budget and reporting to be implemented
<i>Risk rating: Adequate</i>			
IMPLICATIONS			
Financial reporting is required to create transparency.			

ASSET MANAGEMENT IMPLICATIONS

Nil

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

121/25 Moved Cr Mickle

Seconded Cr Mathwin

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

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

CARRIED 7/0

9.4.4 MONTHLY PAYMENTS LISTING – JULY 2025

AUTHOR	Rachael Egerton-Warburton – Finance Officer
DATE	Wednesday, 20 August 2025
FILE NO	FM.AUT.1
ATTACHMENT	9.4.4.1 - Monthly Payment Listing July 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 2.1.2 provides authorisations and restrictions relative to purchasing commitments.

FINANCIAL IMPLICATIONS

All payments are made in line with Council Policy.

STRATEGIC/CORPORATE IMPLICATIONS

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

RISK MANAGEMENT IMPLICATIONS

RISK MANAGEMENT FRAMEWORK			
Risk Profile	Risk Description/Cause	Key Control	Current Action
16) <i>Financial Sustainability</i>	Failure or reduction in controls associated with financial management, accounting standards, purchasing to pay, order to cash, plant, equipment or machinery lease or purchase, Treasury Functions, bank reconciliations, budget etc. These include processes and controls that are end to end in external and internal to the organisation.	<i>Purchasing Controls</i>	Purchasing Controls: Requisitions PO and reporting disciplines
<i>Risk rating: Adequate</i>			
IMPLICATIONS			
Financial reporting is required to create transparency on all creditors payments and purchases made.			

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

122/25 Moved Cr Mathwin

Seconded Cr Egerton-Warburton

That Council note and accept the monthly payments listing for the period ending 31 July 2025, as attached.

For: Cr Bilney, Cr Wieringa, Cr Egerton-Warburton, Cr Webb, Cr Radford, Cr Mathwin, Cr Mickle
CARRIED 7/0

Question – Cr Mathwin

Description of Department of Transport Office of National Rail Safety Creditor Description.
Haven't seen this description before and would like a verification of this creditor.

Question Taken on Notice by the Manager Finance and Corporate Services.

10 APPLICATIONS FOR LEAVE OF ABSENCE

Nil

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

Urgent Item

This item is urgent in that the Town planning Scheme requires permission to be advertised, and to achieve the required milestones for implementation, Shire Officers need to commence the process. It is time sensitive.

This motion will not limit community input as the reason we are seeking permission is to advertise it to the public for further comment.

Vote Required

Absolute Majority

13.1.1 SHIRE OF KOJONUP LOCAL PLANNING SCHEME NO. 4 – SUBMITTED TO SEEK ADVERTISING

AUTHOR	Steve Thompson - Consultant Planner, Edge Planning & Property
DATE	19 August 2025
FILE NO	M – 2124868971-7
ATTACHMENT(S)	<p>13.1.1 – Local Planning Scheme Flowchart</p> <p>13.1.2 – Report of Review and WAPC correspondence</p> <p>13.1.3 – Draft Local Planning Scheme No. 4 Maps</p> <p>13.1.4 – Draft Local Planning Scheme No. 4 text</p> <p>13.1.5 – Extract from <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 Regional Development Performance	1. Diverse accommodation options 2. Proactive Community Spirit 4. Grown Existing Business 5. Assisted New Business 12. A High Performing Council	1.1 Abundant short-stay 1.2 House land development stimulus 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

The purpose of this report is for Council to consider whether to proceed to seek approval to advertise the draft *Shire of Kojonup Local Planning Scheme No. 4* (LPS4) from the Western Australian Planning Commission (WAPC).

BACKGROUND

A) *Planning framework*

Local planning schemes are a fundamental part of the planning system in Western Australia, they are subsidiary legislation under the *Planning and Development Act* and are the statutory component of local planning frameworks. Local planning schemes set out the way land is to be used and developed.

A Local Planning Scheme controls and guides land use, development and subdivision. It can also support economic development, conservation and infrastructure/servicing initiatives. The process to prepare a new Local Planning Scheme is set out in Attachment 13.1.1.

In accordance with the *Planning and Development Act 2005* and the *Planning and Development (Local Planning Schemes) Regulations 2015* (the Regulations), local governments are required to review their Local Planning Scheme every 5 years to ensure the scheme is 'fit for purpose'. The Shire reviewed its current Town Planning Scheme No. 3 via undertaking a Report of Review (see section C below).

Draft LPS4 builds on various changes to the State, regional and local planning framework over the recent years and increased efforts to diversify and grow the local economy. At a local level, draft LPS4 seeks to complement and assist in implementing relevant aspects of the *Strategic Community Plan 2023-2033*.

B) *Current Shire of Kojonup Town Planning Scheme No.3*

The current *Shire of Kojonup Town Planning Scheme No. 3* (TPS3) was gazetted on 9 October 1998. TPS3 is old and has been rarely amended. TPS3 is not compliant with the Regulations and is not aligned with the *Strategic Community Plan 2023 - 2033*. This has various implications including it limits scope for good development in appropriate locations which in-turn limits economic development.

TPS3 has been subjected to 14 amendments since its gazettal with 10 finalised and 4 not finalised.

C) *Council Resolution*

At the Ordinary Council Meeting on 19 May 2020, the Council passed the following motion at minute No 55/20:

'That Council approve the attached Review of Shire of Kojonup Town Planning Scheme No. 3 report and submit it to the WA Planning Commission as required by Regulation 66 of the *Planning and Development (local Planning Schemes) Regulations 2015* for their approval.'

Attachment 13.1.2 outlines the Report of Review and the WAPC correspondence requiring preparation of LPS4.

D) Recent liaising with the Department of Planning, Lands and Heritage

Recent liaising with the Department of Planning, Lands and Heritage (DPLH) revealed the DPLH are supportive of a new scheme that conforms to the model scheme text and later the Shire preparing its first Local Planning Strategy. This assists to ensure that the Shire has a scheme which is consistent with the Regulations and supports economic development.

COMMENT

1. Overview

Draft LPS4 is outlined in Attachments 13.1.3 and 13.1.4. LPS4 consists of the scheme text and scheme maps. The scheme text comprises a set of written objectives, provisions and standards that regulate the use and development of land zoned and reserved under the scheme. The scheme maps allocate all land within the district into either a Zone or Reserve. The scheme maps comprise 7 sheets.

Draft LPS4 is presented to Council to determine whether it is considered appropriate to refer the draft Scheme to the Environmental Protection Authority (EPA) for 'environmental clearance' and refer the Scheme to the WAPC to seek their consent to publicly advertise. The Shire administration considers that draft LPS4 is now suitable for referral to the EPA and suitable to seek consent to advertise from the WAPC.

It is intended that draft LPS4 is Regulation compliant, facilitates economic development, provides increased exemptions when development approval is not required and adds provisions relating to emerging planning issues in the Shire. While there are minimal substantive changes in zoning between TPS3 and draft LPS4, there are numerous changes in the text between TPS3 and draft LPS4.

Draft LPS4 seeks to support various economic, community and environmental outcomes including:

- Supporting a more robust, resilient and expanded economy. There are various proposals to reduce 'red tape' including reducing the number of developments and uses that are exempt from requiring development approval. LPS4 sets out that the establishment of businesses is encouraged in appropriate locations in the district provided relevant planning issues are addressed (including addressing off-site impacts, servicing and environmental considerations);
- Agriculture is a key local industry and accordingly agricultural land is proposed to be effectively conserved and managed for agricultural production and rural uses. There are also opportunities for appropriate and complementary land use change and value adding;
- Environmental assets will be conserved and where possible enhanced; and
- The district's character, landscape and heritage qualities will be conserved where possible.

2. Purpose of LPS4

The purpose of proposed LPS4 is to modernise the statutory planning controls within the district and provide guidance for the future development of the district. LPS4 seeks to address various matters including:

- Reserves and development in reserves;
- Zones and permissibility of land use;
- Specific and general development control provisions;
- Special control areas;
- Amenity;
- Advertisements; and
- Guidance in providing responses to the WAPC on subdivision applications.

The purpose of LPS4 is outlined in clause 8, while clause 9 sets out the Aims of Scheme.

LPS4, when finalised (gazetted), will amongst matters:

- Provide the Council and the Shire administration with more contemporary statutory provisions;
- Simplify several development issues; and
- Include provisions relating to emerging or expected planning, natural resource management, servicing and design issues.

3. *Key changes between TPS3 and draft LPS4*

Draft LPS4 contains various zones and land use provisions which are similar to TPS3. There are, however, various new zones, reserves and several significantly amended or new provisions which in part are based on the Regulations. The key changes include:

- Introducing new zones e.g. Tourism, Service Commercial and Private Clubs, Institutions and Places of Worship;
- Introducing various new reserves e.g. Public Open Space, Civic and Community, Cemetery, Education, Emergency Services, Environmental Conservation, Heritage, Infrastructure Services, Medical Services, Primary Distributor Road, District Distributor Road, Local Distributor Road, Local Road and Drainage/Waterway;
- Deleting the Residential Development and Special Use zones;
- Renaming various zones and reserves;
- Adding a Special Control Area – Waste Water Treatment Plant Buffer;
- New or modified land use names and definitions e.g. Special Rural to Rural Residential and Industrial to General Industry;
- Reviewing the permissibility of uses in different zones. The Zoning Table has been amended to balance supporting job creation/economic development with conserving amenity;
- Introducing provisions relating to matters including natural resource management, repurposed second-hand dwellings and workforce accommodation; and
- Seeking to address various anomalies in TPS3.

Draft LPS4 is more succinct, enables greater flexibility of uses/development in different zones, supports economic development and seeks to address emerging issues compared to TPS3.

4. *LPS4 maps*

In terms of zoning and reserves, minimal mapping changes are proposed to those outlined in TPS3. The main changes are changing zone and reserve names to reflect the Regulations.

Draft LPS4 maps are intended to be as like for like where possible with TPS3. This is important for the EPA's consideration given it is expected they will require less information if matters are not perceived to increasing development impact without relevant technical investigations. There is however, a need to address various anomalies in TPS3 maps.

5. *LPS4 text*

The draft LPS4 text is crafted to be as flexible as possible in terms of the range of development/uses that can occur in relevant zones, while providing relevant guidance and controls to guide subdivision and development. Draft LPS4 adopts a risk-based approach and does not require development applications for various low-key and low-risk development/uses.

The proposed LPS4 text has various modifications given TPS3 is old. This has resulted in considerable changes to bring the Scheme in line with contemporary practice, State policy and the model provisions.

The LPS4 text includes:

- Clauses on parking standards and the standard of development;
- Lower car parking standards in the town centre (Commercial Zone). This, for instance, changes the standard of one car bay per 15m² of new floorspace for a shop in TPS3 to 1 car bay per 40m² of new floorspace in draft LPS4. This follows a review of car parking standards in several non-metropolitan and metropolitan local government schemes and to support job creation and economic development;
- Provisions relating to the new zones of Tourism, Service Commercial, Environmental Conservation, Private Clubs, Institutions and Places of Worship; and
- Deleting outdated Subdivision Guide Plans.

6. *Local Planning Strategy*

The Shire does not have a Local Planning Strategy. The Shire is committed to preparing a Local Planning Strategy following LPS4 being finalised and the Shire updating and extending its local planning policies. Some of the suggested key matters in preparing a Local Planning Strategy include:

- The provision of additional industrial employment and logistics land;
- Reviewing residential densities;
- Reviewing opportunities for possible additional rural living areas; and
- The possible long-term bypass or re-examining ways to make Albany Highway, in town, safer for the public and for road users.

7. *Future Scheme Amendments and Omnibus Amendment*

Preparation and finalisation of the Local Planning Strategy is likely to result in an omnibus amendment to LPS4. This is expected to include reviewing the R-Codes in relevant areas.

8. *Next steps*

TPS3 will be revoked when LPS4 is gazetted (finalised).

The process for preparing and finalising a Local Planning Scheme takes time. Given the mapping changes between TPS3 and draft LPS4 are modest, it is however hoped the process is expediated where possible. Should Council agree with the officer recommendation, the following next steps are summarised below:

- Draft LPS4 will be assessed by the EPA with the objective, from the Shire's perspective, of gaining 'environmental clearance';
- The WAPC will assess and in time grant consent to advertise draft LPS4 (with or without modifications);
- Draft LPS4 is advertised for a minimum of three (3) months. Draft LPS4 will be well publicised. Submissions will be invited through advertisements in papers, writing to government agencies and other stakeholders, details on the website, Facebook and at the Shire office;
- Following the close of the advertising period, submissions will be assessed by the Shire administration and Council with suggested modifications considered. After this, the Council will again consider draft LPS4 and determine whether it will seek final approval from the Minister for Planning (with or without modifications);
- The WAPC will consider the submissions and the Council's response to the submissions. The WAPC, in-turn, will make a recommendation to the Minister for Planning; and
- The Minister for Planning will, in-time, grant final approval with LPS4 incorporated into the Government Gazette. At this stage, LPS4 has legal effect and TPS3 will be repealed (no longer exist).

The timing to finalise LPS4 is dependent on many factors. Significantly, most of these factors are outside the power of the Shire as they involve other parties.

The Council has the following options:

- Proceed with the draft LPS4 without modification; or
- Proceed with the draft LPS4 with modification; or
- Defer and seek additional information; or
- Not to proceed with the draft LPS4.

CONSULTATION

In accordance with the Regulations, the Shire in 2020, undertook initial consultation with key State Government departments, servicing authorities and adjoining local government authorities. Following adoption of the resolution to prepare the new Local Planning Scheme No. 4 at its February 2020 meeting, the following consultation was undertaken:

- Notice and scheme area map advertised in the Great Southern Herald;
- Placed notice and scheme area map on public notice board and website; and
- Referred a copy of the notice and scheme area map to various agencies.

Councillors have been briefed regarding the process of preparing draft LPS4.

Draft LPS4, in time, will be subject to community and stakeholder consultation in accordance with the Regulations. The Shire is required to consult for at least 3 months.

STATUTORY REQUIREMENTS

Planning and Development Act 2005

Planning and Development (Local Planning Schemes) Regulations 2015. The Regulations set out the statutory process in preparing and advertising a Local Planning Scheme. Attachment 13.1.5 is an extract from the *Regulations* which sets out procedural matters relating to preparing or adopting a Local Planning Scheme. This includes that a draft Scheme needs to be advertised for at least 90 days.

The deemed provisions of the Regulations have significant implications on LPS4. The Regulations specify deemed provisions (Schedule 2 of the LPS Regulations) which under section 257B of the Act apply automatically to all local planning schemes. The deemed provisions do not need to be replicated in local planning schemes.

A Local Planning Scheme is a statutory planning instrument used by local government to regulate zoning, land use and development.

POLICY IMPLICATIONS

There will be a need to review and prepare various local planning policies to support LPS4. This is particularly important given the WAPC now require local planning schemes to be more concise with details set out in other planning tools such as local planning policies. Where the Shire needs more detail on matters, such as signage, parking and landscaping, it is suggested this is best addressed through reviewing and preparing local planning policies.

The state planning framework comprises of various state planning policies and planning codes, position statements, regional and sub-regional strategies and other guidance to guide land use planning decision making. The state planning framework often provides specific direction on how various planning matters can be best addressed through local planning schemes.

Relevant informing State Planning Policy documents include:

- *State Planning Policy 2.0 Environment and Natural Resources Policy*
- *State Planning Policy 2.5 Rural Planning*
- *State Planning Policy 3.5 Historic Conservation*
- *State Planning Policy 4.1 Industrial Interface*

FINANCIAL IMPLICATIONS

These are budgeted for. The Shire will meet the cost of advertising draft LPS4 including placing notices in local papers and time there will be a cost of the notice in the Government Gazette.

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 will meet the statutory requirements in addressing the Regulations. Undertaking extensive advertising and review by the community, stakeholders, government agencies and the WAPC will mitigate risks by providing a contemporary Local Planning Scheme.			

ASSET MANAGEMENT IMPLICATIONS

Nil at this stage.

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Absolute Majority

OFFICER RECOMMENDATION

MOTION TO CONSIDER THIS URGENT ITEM

123/25 Moved Cr Mathwin

Seconded Cr Mickle

Council to approve the late agenda item, Shire of Kojonup local Planning Scheme No. 4 Submitted to seek advertising to be considered in the standing orders of the Ordinary Council Meeting 26 August 2025.

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

CARRIED 7/0

MOTION

124/25 Moved Cr Mickle

Seconded Cr Wieringa

That Council:

1. Pursuant to Regulation 21(1)(a) of the *Planning and Development (Local Planning Scheme) Regulations 2015*, proceed to seek approval to advertise the draft *Shire of Kojonup Local Planning Scheme No. 4* as outlined in Attachments 13.1.3 and 13.1.4.
2. Forward the draft *Shire of Kojonup Local Planning Scheme No. 4* to the Environmental Protection Authority with a request that environmental clearance be given (section 81 of the *Planning and Development Act*).
3. Following the Environmental Protection Authority giving environmental clearance, request that the Western Australian Planning Commission grant consent to advertise the draft *Shire of Kojonup Local Planning Scheme No. 4*.
4. When advertising approval is granted, advertise the draft *Shire of Kojonup Local Planning Scheme No. 4* in accordance with the *Planning and Development (Local Planning Scheme) Regulations 2015*.
5. Delegate authority to the Shire's Chief Executive Officer to progress matters with the Environmental Protection Authority, Department of Planning, Lands and Heritage, Western Australian Planning Commission and other stakeholders and make modifications to the *Shire of Kojonup Local Planning Scheme No. 4* if directed to by the Environmental Protection Authority or by the Western Australian Planning Commission.

CARRIED 6/1

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

Against: Cr Webb

14 **MEETING CLOSED TO THE PUBLIC**

14.1 **MATTERS FOR WHICH THE MEETING MAY BE CLOSED**

NIL

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

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

PROCEDURAL MOTION

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

14.2 **PUBLIC READING OF RESOLUTIONS THAT MAY BE MADE PUBLIC**

Nil

15 CLOSURE

There being no further business to discuss, the President thanked the members for their attendance and declared the meeting closed at **3.26** pm.

16 ATTACHMENTS (SEPARATE)

6.1	6.1.1	Unconfirmed Minutes of an Ordinary Council Meeting held on 22 July 2025
9.4.1	9.4.1.1	Reviewed Records Management Policy 2.3.2
	9.4.1.2	Policy Manual – 9.3.9 – Data Breach Policy - PRIS
9.4.2	9.4.2.1	Policy Manual – 4.5 - Cemeteries – Burials and Exhumations
	9.4.2.2	Policy Manual – 4.10 - Cemeteries – Monuments and Memorials
9.4.3	9.4.3.1	Monthly Financial Statement July 2025
9.4.4	9.4.4.1	Monthly Payment Listing July 2025
13.1	13.1.1	Local Planning Scheme Flowchart
	13.1.2	Report of Review and WAPC correspondence
	13.1.3	Draft Local Planning Scheme No. 4 Maps
	13.1.4	Draft Local Planning Scheme No. 4 text
	13.1.5	Extract from <i>Planning and Development (Local Planning Scheme) Regulations 2015</i>