



SHIRE OF KOJONUP

AGENDA

SWEARING-IN CEREMONY

28 October 2025

TO: COUNCILLORS & COUNCILLORS ELECT

NOTICE is hereby given that a ceremony is scheduled to commence at 2.00pm on Tuesday 28 October 2025, Administration Building, 93 Albany Highway, for the purpose of 'Swearing-In' the newly elected Councillors.

I certify that with respect to all advice, information or recommendation provided to the Council in or with this Agenda:

- i. The advice, information or recommendation is given by a person who has the qualifications or experience necessary to give such advice, information or recommendation; and
- ii. Where any advice is directly given by a person who does not have the required qualifications or experience, that person has obtained and taken into account in that person's general advice the advice from an appropriately qualified or experienced person.

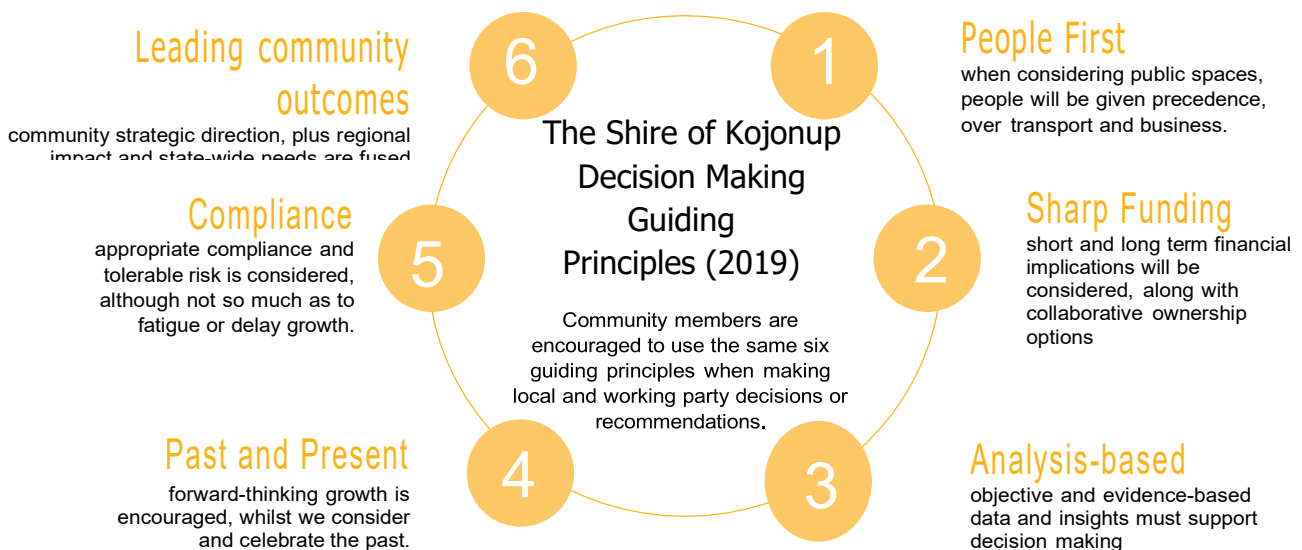
GRANT THOMPSON
CHIEF EXECUTIVE OFFICER
23 October 2025

AGENDA FOR A SWEARING-IN CEREMONY TO BE HELD ON 28 OCTOBER 2025

TABLE OF CONTENTS

1	DECLARATION OF OPENING AND ANNOUNCEMENT OF GUESTS	3
2	ATTENDANCE.....	4
3	SWEARING-IN OF COUNCILLORS ELECT	4
4	CLOSURE OF CEREMONY.....	4

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.



AGENDA

1 DECLARATION OF OPENING AND ANNOUNCEMENT OF GUESTS

The CEO shall declare the Ceremony open at ____ 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 ATTENDANCE COUNCILLORS

Cr Wieringa
Cr Radford
Cr Mathwin

COUNCILLORS ELECT

To be confirmed after the Local Government Election being held 18 October 2025. New Councillors will make a 'Declaration of Elected Member' in the prescribed manner at this Ceremony before Mrs Cathy Ivey JP before commencing their duties at 3.00pm October 2023.

STAFF

Grant Thompson

Chief Executive Officer

3 SWEARING-IN OF COUNCILLORS ELECT

In accordance with section 2.29 of the *Local Government Act 1995* and regulation 13 of the *Local Government (Constitution) Regulations 1996* a person elected as a Councillor must make a declaration of office before acting in the office.

Regulation 13 of the *Local Government (Constitution) Regulations 1995* provides the prescribed form, Form 7 (**Attachment 3.1 - Declaration by Elected Member - Councillor**), and the following (in part):

- (1) *A declaration required by section 2.29 to be made by a person elected as a councillor, deputy mayor or deputy president is to be made before an authorised person. ...*

- (5) *In this regulation —*

authorised person means a person before whom a statutory declaration can be made under the Oaths, Affidavits and Statutory Declarations Act 2005.

Newly elected Councillors shall be invited to make their Declaration of Office, in accordance with section 13(1) and (3) above.

Note: Cathy Ivey, JP is an authorised person under the *Oaths, Affidavits and Statutory Declarations Act 2005*.

4 CLOSURE OF CEREMONY



SHIRE OF KOJONUP

AGENDA

Ordinary Council Meeting

28 October 2025

TO: THE SHIRE PRESIDENT AND COUNCILLORS

NOTICE is hereby given that an Ordinary Meeting of the Council will be held in the Council Chambers, Administration Building, 93 Albany Highway, Kojonup on Tuesday, 28 October 2025 commencing at 3:00pm.

I certify that with respect to all advice, information or recommendation provided to the Council in or with this Agenda:

- i. The advice, information or recommendation is given by a person who has the qualifications or experience necessary to give such advice, information or recommendation; and
- ii. Where any advice is directly given by a person who does not have the required qualifications or experience, that person has obtained and taken into account in that person's general advice the advice from an appropriately qualified or experienced person.

The Swearing-In Ceremony for the new Councillors will take place prior to the Special Council Meeting, at 2pm.

The Election and Swearing-In Ceremony for President and Deputy President will take place in this OCM Meeting, refer to the below Agenda

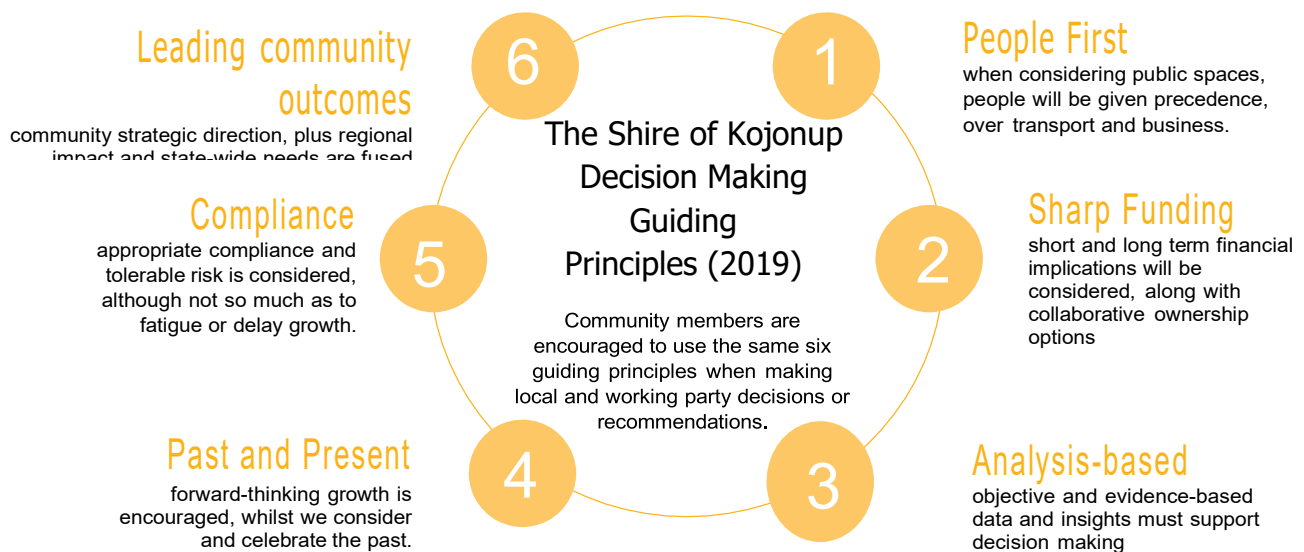
GRANT THOMPSON
CHIEF EXECUTIVE OFFICER
23 October 2025

AGENDA FOR AN ORDINARY COUNCIL MEETING TO BE HELD ON 28 OCTOBER 2025

TABLE OF CONTENTS

1	DECLARATION OF OPENING AND ANNOUNCEMENT OF GUESTS	4
2	ANNOUNCEMENTS FROM THE PRESIDING MEMBER	5
3	ATTENDANCE.....	5
3.1	APOLOGIES	5
3.2	APPROVED LEAVE OF ABSENCE	5
4	DECLARATION OF INTEREST	5
5	PUBLIC QUESTION TIME.....	5
5.1	RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE	5
5.2	PUBLIC QUESTION TIME	5
6	CONFIRMATION OF MINUTES	5
6.1	ORDINARY COUNCIL MEETING.....	5
7	PRESENTATIONS	5
7.1	PETITIONS.....	5
7.2	PRESENTATIONS.....	5
7.3	DEPUTATIONS	5
7.4	DELEGATES' REPORTS	5
8	METHOD OF DEALING WITH AGENDA BUSINESS	5
9	REPORTS.....	6
9.1	KEY PILLAR 'LIFESTYLE' REPORTS.....	6
9.2	KEY PILLAR 'ECONOMICS' REPORTS	6
9.3	KEY PILLAR 'VISITATION' REPORTS	6
9.4	KEY PILLAR 'PERFORMANCE' REPORTS	6
9.4.1	ELECTION OF SHIRE PRESIDENT (2 YEAR TERM)	6
9.4.2	ELECTION OF DEPUTY SHIRE PRESIDENT (2 YEAR TERM)	6
9.4.3	COMMUNITY ADVISORY COMMITTEE AND TERMS OF REFERENCE CREATION – MURADUP COMMUNITY ADVISORY COMMITTEE	7
9.4.4	APPOINTMENT OF COUNCIL DELEGATES TO EXTERNAL ORGANISATIONS	11
9.4.5	ADVISORY COMMITTEES OF COUNCIL – APPOINTMENT OF ELECTED MEMBERS FOLLOWING ELECTION.....	14
10	APPLICATIONS FOR LEAVE OF ABSENCE	21
11	MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN	21
12	QUESTIONS FROM ELECTED MEMBERS WITHOUT NOTICE	21
13	NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF THE MEETING	21
14	MEETING CLOSED TO THE PUBLIC	21
14.1	MATTERS FOR WHICH THE MEETING MAY BE CLOSED	21
14.2	PUBLIC READING RESOLUTIONS THAT MAY BE MADE PUBLIC.....	22
15	CLOSURE.....	22
16	ATTACHMENTS (SEPARATE)	23

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.



AGENDA

1 DECLARATION OF OPENING AND ANNOUNCEMENT OF GUESTS

The CEO shall declare the meeting open at ____ 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 Wieringa
Cr Radford
Cr Mathwin

Councillors elect

To be confirmed after the Local Government Election being held 18 October 2025. New Councillors will make a 'Declaration of Elected Member' in the prescribed manner before Mrs Cathy Ivey JP before commencing their duties at 3.00pm October 2023. Refer separate Agenda for Swearing-In Ceremony.

STAFF

Grant Thompson

Chief Executive Officer

3.1 APOLOGIES

3.2 APPROVED LEAVE OF ABSENCE

4 DECLARATION OF INTEREST

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

Nil

7 PRESENTATIONS

7.1 PETITIONS

7.2 PRESENTATIONS

7.3 DEPUTATIONS

7.4 DELEGATES' REPORTS

8 METHOD OF DEALING WITH AGENDA BUSINESS

9 REPORTS

9.1 KEY PILLAR 'LIFESTYLE' REPORTS

Nil

9.2 KEY PILLAR 'ECONOMICS' REPORTS

Nil

9.3 KEY PILLAR 'VISITATION' REPORTS

Nil

9.4 KEY PILLAR 'PERFORMANCE' REPORTS

9.4.1 ELECTION OF SHIRE PRESIDENT (2 YEAR TERM)

*NOTE: Nominations for the office of Shire President **must be made in writing to the Chief Executive Officer** at any time prior to the meeting and during the meeting up until the Election.*

The election of Shire President will be carried out in accordance with the *Local Government Act 1995, Section 2.6(3), Schedule 2.3 & 4.1* and the *Local Government (Constitution) Regulations 1998*.

The successful nominee will then make a 'declaration of elected member' in the prescribed manner before Mrs Cathy Ivey JP, before commencing their duties as the Shire President of the Council and presiding over the meeting.

The Shire President will take the Chair after declaration.

9.4.2 ELECTION OF DEPUTY SHIRE PRESIDENT (2 YEAR TERM)

*NOTE: Nominations for the office of Deputy Shire President **must be made in writing to the Chief Executive Officer** at any time prior to the meeting and during the meeting up until the Election.*

The election of Deputy Shire President will be carried out in accordance with the *Local Government Act 1995, Section 2.6(3), Schedule 2.3 & 4.1* and the *Local Government (Constitution) Regulations 1998*.

The successful nominee will then make a 'declaration of elected member' in the prescribed manner before Mrs Cathy Ivey JP, before commencing their duties as the Deputy Shire President of the Council.

9.4.3 COMMUNITY ADVISORY COMMITTEE AND TERMS OF REFERENCE CREATION – MURADUP COMMUNITY ADVISORY COMMITTEE

AUTHOR	Grant Thompson
ATE	Wednesday 22 October 2025
FILE NO	
ATTACHMENT(S)	9.4.3.1 – Unconfirmed Minutes Muradup Hall Community Meeting 20 August 2025 9.4.3.2 – Muradup Community Advisory Committee - Draft Terms of Reference 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

Council to consider creating a new Community Advisory Committee and Terms of Reference (ToR) for a new committee, the Muradup Community Advisory Committee (MCAC).

BACKGROUND

A Muradup Hall Association (MHA) was formed to manage the operations and minor maintenance of the Muradup Hall in Muradup Townsite.

The Shire was negotiating a new Memorandum of Understanding (MOU) with the MHA when the covid pandemic hit the State. The Muradup Hall was shut down for a lengthy period of time and all negotiations stopped as a result of isolation.

The CEO has been in recent conversations with the officers of the MHA regarding their incorporation and intent to continue to manage the Hall.

COMMENT

The CEO and Councillors Bilney, Radford and Egerton-Warburton attended a MHA community meeting in June 2025 as invited guests.

The CEO was requested to speak to what options the Community had regarding management of the Hall and participation of the volunteers moving forward.

The CEO presented the following:

The Shire did not want to dictate to the Community how to manage their affairs, we are here to listen and support which direction the Community want to take this relationship. The Shire is the last resort.

The Options for the community came down to three key pathways:

Option One and Two

1. Become an Incorporated Association - Community Not for Profit
2. Become an Unincorporated Association - Community Not for Profit

Disadvantages for an Association

- i. Associations regulations have recently been updated and the rigour and responsibility for governance, insurance and liability was far greater now than it has ever been.
- ii. Reporting annually is now mandated - Labour and time intensive.
- iii. The Association pathway requires three separate Association Officers to be appointed and manage the affairs of the Association.
- iv. Members and Officers on the Committee are liable for the organisation.
- v. Required to sign an MOU with the Shire and maintain Association accreditation, i.e. meet all governance and compliance obligations.

Advantages for Association

- i. Independent of the Shire - both financially and regarding day-to-day management of the Hall via an MOU.
- ii. Can create an independent bank account and raise funds separately.

Third Option

1. The Community work alongside the Shire to become an Advisory Committee to the Council and allow the Shire to manage the governance of the Group whilst the volunteers managed the day-to-day operations of the Hall.

Disadvantages of Option Three

- i. Lose some independence and become dependent on co-operation with Council through an advisory committee of Council.

Advantages of Option Three

- ii. With minimal governance requirements it releases more volunteer time for Community members to focus on managing the Hall and volunteering for work days;
- iii. Relinquishes liability to the Shire;
- iv. Finances can be managed by the Shire; and
- v. No reporting for the Community Members
- vi. Much Less governance and liability overall by committee members

Further questions were raised from the floor regarding the vesting of the Hall in the Shire and answered at the meeting. The Hall is vested in the Shire of Kojonup.

After much discussion the Community moved a motion to work with the Shire, with the governance of managing the Hall and to follow a path of winding up the Association.

The motion was carried in the majority. Unconfirmed Minutes are attached at **Attachment 9.4.3.1.**

The MHA is facing similar issues that most of the community groups are, that is time commitment and volunteer burnout.

As a result of these conversations the Author is recommending that the Shire support the Muradup Community by creating an advisory committee and supporting them in managing the Muradup Hall.

The ToR for this advisory Committee are attached at [Attachment 9.4.3.2](#).

Suggested frequency of meetings to be at least biannually or/and as needed.

CONSULTATION

Shire President

STATUTORY REQUIREMENTS

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

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

RISK MANAGEMENT IMPLICATIONS

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

ASSET MANAGEMENT IMPLICATIONS

There is no change to the Shires responsibility as it an Asset vested in the Shire currently.

GREAT SOUTHERN VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS)
IMPLICATIONS

Nil

VOTING REQUIREMENTS

Absolute Majority

OFFICER RECOMMENDATION

That Council establishes a Muradup Community Advisory Committee with Terms of Reference (ToR), as presented.

9.4.4 APPOINTMENT OF COUNCIL DELEGATES TO EXTERNAL ORGANISATIONS

AUTHOR	Grant Thompson – Chief Executive Officer
DATE	Wednesday, 22 October 2025
FILE NO	
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	12.1 SoK finances and funding 12.3 SoK values and culture growth

DECLARATION OF INTEREST

Nil

SUMMARY

To appoint Council delegates for representation to external organisations following the October 2025 local government elections.

BACKGROUND

All appointments to committees, whether the person is an elected member, employee or community member, expired on 18 October 2025 in line with the local government election.

Since March 2004, the Council dispensed with the structure of standing committees reporting to the Council each month in favour of a process where delegates report directly to Council.

Appointment of delegates to external organisations now needs to be considered.

COMMENT

Representation on committees should be considered on the basis of knowledge of the subject, relevancy of the President and Deputy President's roles, equitable distribution of the workload amongst Councillors, utilisation of specific skills where appropriate, or to add diversity to existing groups to ensure the appropriate mix of skills on committees.

One of the pillars upon which the *Act* is built is for better decision-making and more efficient and effective local government (s. 1.3 (2)). Consequently, there is nothing that precludes Council from appointing one or two deputies/proxies for each committee in case the delegates cannot attend.

This report deals only with appointment of Council delegates to external organisations.

A separate Agenda relating to Committees of Council is forthcoming in this Agenda.

DELEGATES TO LOCAL & REGIONAL ORGANISATIONS

This Agenda seeks appointment to the external organisations and committees that the Shire of Kojonup (Shire) is either:

- A member of and, therefore, needs representatives to attend meetings; or
- Invited to have a delegate to represent the Shire.

CONSULTATION

Nil

STATUTORY REQUIREMENTS

The appointment of members to committees and their operation is set out in *Sections 5.8 to 5.25 of the Act and Regulations 14 to 14B of the Local Government (Administration) Regulations, 1995*.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

RISK MANAGEMENT IMPLICATIONS

Nil

ASSET MANAGEMENT IMPLICATIONS

Nil

GREAT SOUTHERN VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

This report appoints Council's delegates to this Committee.

VOTING REQUIREMENTS

Absolute Majority

OFFICER RECOMMENDATION

That Council appoints delegates to local and regional organisations as follows:

GREAT SOUTHERN ZONE OF WA LOCAL GOVERNMENT ASSOC.

Members President and Deputy President

Deputies Cr _____ and Cr _____

GREAT SOUTHERN VROC (Voluntary Regional Organisation of Councils)

Members President and Deputy President

Deputy Cr _____

DEVELOPMENT ASSESSMENT PANEL

(* subject to approval of the Minister for Planning)

Members Cr _____ and Cr _____

Deputy Cr _____ and Cr _____

GREAT SOUTHERN REGIONAL ROAD GROUP

Member Cr _____

Deputy Cr _____

GREAT SOUTHERN RECREATION ADVISORY GROUP

Member Cr _____

Deputy Cr _____

GREAT SOUTHERN TREASURES

Member Cr _____

CEO or the nominated delegate

KOJONUP HOMES FOR THE AGED COMMITTEE

Member Cr _____

Deputy Cr _____

GEORGE CHURCH COMMUNITY MEDICAL CENTRE INC

Member Cr _____

9.4.5 ADVISORY COMMITTEES OF COUNCIL – APPOINTMENT OF ELECTED MEMBERS FOLLOWING ELECTION

AUTHOR	Grant Thompson - CEO
DATE	Thursday 23 October 2025
FILE NO	
ATTACHMENT(S)	9.4.5.1 – Committees of Council – Terms of Reference

'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 review and select elected member representation on Council Advisory Committees following the October 2025 local government elections.

BACKGROUND

All appointments to committees, whether the person is an elected member, employee or community member, expired on 18 October 2025 in line with the local government election.

Since March 2004, the Council has dispensed with the structure of standing committees reporting to the Council each month in favour of a process where everything comes before the Council. Since this time, the Council has established an Audit Risk & Improvement Committee (required by legislation) and numerous formal advisory committees for specialist items and large projects.

At its Special Council Meeting held 7 November 2023, Council appointed Councillor delegates to External Organisations as follows:

That Council appoints delegates to local and regional organisations as follows:

- (a) GREAT SOUTHERN ZONE OF WA LOCAL GOVERNMENT ASSOC.
 Members President and Deputy President
 Deputies Cr Egerton-Warburton and Cr Mathwin
- (b) SOUTHERN LINK VROC (Voluntary Regional Organisation of Councils)
 Members President and Deputy President
 Deputy Cr Mathwin
- (c) GREAT SOUTHERN JOINT DEVELOPMENT ASSESSMENT PANEL
 (* subject to approval of the Minister for Planning)
 Members Cr Bilney and Cr Egerton-Warburton
 Deputy Cr Mickle and Cr Radford

- (d) GREAT SOUTHERN REGIONAL ROAD GROUP
 - Member Cr Webb
 - Deputy Cr Radford
- (e) GREAT SOUTHERN RECREATION ADVISORY GROUP
 - Member Cr Mickle
 - Deputy -
- (f) GREAT SOUTHERN TREASURES
 - Member Cr Wieringa
 - CEO or the nominated delegate
- (g) KOJONUP HOMES FOR THE AGED COMMITTEE
 - Member Cr Mathwin
 - Deputy Cr Mickle
- (h) KODJA PLACE COMMUNITY FUND INC.
 - Member Shire President
 - Member Deputy Shire President
 - Proxy Cr Egerton-Warburton

At Council's 21 November 2023 Ordinary Meeting, the Terms of Reference for Council's Advisory Committee's were reviewed and amended where applicable. At this meeting, an Historical, Tourism and Cultural Committee was formed and the Springhaven Working Group was re-named Kojonup Aging in Place Committee.

Since then the Council has merged the Kojonup Aging in Place Committee with the Disability and Access Inclusion Committee to form one committee for both purposes. The Council also formed the Roads & Technical Services Advisory Committee.

The current Terms of Reference for Council's Advisory Committees are at [Attachment 9.4.5.1](#).

COMMENT

Committee representation should be considered on the basis of equitable distribution amongst Councillors, utilisation of specific skills where appropriate, or to add diversity to existing groups to ensure the appropriate mix of skills are present.

The *Act* does not specifically mention anything about Deputies or proxies other than Deputy President and Deputy Presiding members. One of the pillars upon which the *Local Government Act 1995* is built, is for better decision-making and more efficient and effective local government (*Ref: Section 1.3 (2)*). Consequently, there is nothing that precludes Council from appointing deputies for each Committee.

FORMAL ADVISORY COMMITTEES

Established under the *Local Government Act 1995*, these Committees are an immediate extension of the Council. Each meeting shall be called, conducted and recorded in accordance with the *Act* (i.e. local public notice of meetings, public question time, Local Government (Council Meetings) Local Law 2020, formal minutes, etc.).

Minutes of these meetings will be presented to the Council and all recommendations are considered through a written report.

Formal Community Advisory Committees include:

1. Audit Risk & Improvement Committee
2. Bush Fire Advisory Committee
3. Kojonup Natural Resource Management (NRM) Advisory Committee

OTHER SHIRE COMMITTEES

These Committees are less formal groups established by the Council. While they play an equally important advisory role to the Council's decision making process, they are not established in accordance with *Section 5.8 of the Local Government Act 1995* and are deliberately less formal than the Advisory Committee's to better reflect the subject matter concerned.

Minutes of these meetings will be presented to the Council to ensure information flow.

Other Shire Committees include:

1. Kojonup Ageing, Disability, Access, Inclusion and Health Committee
2. Kojonup Historical, Tourism and Cultural Committee
3. Road and Technical Services Committee
4. Noongar Advisory Committee
5. Muradup Community Advisory Committee

This agenda item is only dealing with Councillor Appointments to these Committees, once appointed the Shire will advertise for Community Member involvement and Council will consider these appointments at a future OCM.

CONSULTATION

Briefing Sessions

STATUTORY REQUIREMENTS

The appointment of members to Committees and their operation is set out in *Sections 5.8 to 5.25 of the Act and Regulations 14 to 14B of the Local Government (Administration) Regulations, 1995*.

A local government may, by absolute majority, establish Committees comprising of 3 or more persons, be it elected members, employees and/ or other persons, to exercise the powers and discharge the duties of the local government that can be delegated to committees.

Individual Councillors are entitled to be members of at least one committee, which comprises elected members only or elected members and employees.

Section 5.10 allows the Shire President to be a member on any Committee that has an elected member and also the CEO (or their representative) to be on any Committee that has an employee as a member.

POLICY IMPLICATIONS

There are no known policy implications.

FINANCIAL IMPLICATIONS

There are no known financial implications.

RISK MANAGEMENT IMPLICATIONS

Nil

ASSET MANAGEMENT IMPLICATIONS

Nil

**GREAT SOUTHERN VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS)
IMPLICATIONS**

Nil

VOTING REQUIREMENTS

Absolute Majority

OFFICER RECOMMENDATION

1. That Council appoints the following membership to its Formal Advisory Committees as follows:

A) AUDIT RISK & IMPROVEMENT COMMITTEE

Independent Presiding Member (TBD)

Independent Deputy Presiding Member (TBD)

Community Member (TBD)

Cr _____

Cr _____

Cr _____

Cr _____ (proxy delegate)

Cr _____ (proxy delegate)

B) BUSHFIRE ADVISORY COMMITTEE

Voting Members

Cr _____

Cr _____

Cr _____

Cr _____

The President of the Kojonup Bushfire Association

The Chief Bush Fire Control Officer

The Deputy Chief Bush Fire Control Officer

Senior Fire Control Officer (Zulu)

Senior Fire control Officer (Zulu)

Secretary of the Kojonup Bushfire Association

Captain of the Volunteer Fire and rescue Service

That Council appoints Cr _____ as the Presiding Member of the Kojonup Bushfire Advisory Committee.

C) KOJONUP NATURAL RESOURCE MANAGEMENT (NRM) ADVISORY COMMITTEE

Community Member (TBD)

Community Member (TBD)

Community Member (TBD)

Cr _____

Cr _____

That Council appoints Cr _____ as the Presiding Member of the Kojonup Natural Resource Management (NRM) Advisory Committee.

2. That Council appoints the following membership to its other Shire Committees/Working Groups as follows:

A) KOJONUP HISTORICAL, TOURISM AND CULTURAL COMMITTEE

Community Member (TBD)

Community Member (TBD)

Community Member (TBD)

Cr _____

Cr _____ (proxy delegate)

That Council appoints Cr _____ as the Presiding Member of the Kojonup Historical, Tourism and Cultural Committee.

B) KOJONUP AGING DISABILITY ACCESS AND HEALTH COMMITTEE

Community Member (TBD)

Community Member (TBD)

Community Member (TBD)

Cr _____

Cr _____

Cr _____

That Council appoints Cr _____ as the Presiding Member of the Kojonup Aging in Place Committee.

C) ROADS AND TECHNICAL SERVICES ADVISORY COMMITTEE

Cr _____

Cr _____

Cr _____

Cr _____ (proxy delegate)

Cr _____ (proxy delegate)

That Council appoints Cr _____ as the Presiding Member of the Kojonup Roads and Technical Services Advisory Committee.

D) NOONGAR COMMUNITY ADVISORY COMMITTEE

Community Members as determined by the Keneang Community (TBD) no more than six (6)

Cr _____

Cr _____

Cr _____

That Council appoints Cr _____ as the Presiding Member of the Noongar Community Advisory Committee.

E) MURADUP COMMUNITY ADVISORY COMMITTEE

Community Member (TBD)

Community Member (TBD)

Community Member (TBD)

Cr _____

Cr _____

Cr _____

That Council appoints Cr _____ as the Presiding Member of the Muradup Community Advisory Committee.

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

Nil

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 RESOLUTIONS THAT MAY BE MADE PUBLIC

15 CLOSURE

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

16 ATTACHMENTS (SEPARATE)

9.4.3	9.4.3.1	Unconfirmed Minutes Muradup Hall Community Meeting 20 August 2025
	9.4.3.2	Muradup Community Advisory Committee - Draft Terms of Reference 2025
9.5.1	9.4.5.1	Committees of Council – Terms of Reference



Form 7. Declaration by elected member of council [r. 13(1)(c)]
Local Government Act 1995
Local Government (Constitution) Regulations 1998

DECLARATION BY ELECTED MEMBER

I, _____ of _____,
having been elected to the office of **Councillor** of the Shire of Kojonup, declare
that I take the office upon myself and will duly, faithfully, honestly, and with
integrity, fulfil the duties of the office for the people in the district according to
the best of my judgment and ability, and will observe the *Code of Conduct for
Council Members, Committee Members and Candidates* adopted by the Shire of
Kojonup under section 5.104 of the *Local Government Act 1995*.

Declared at Kojonup on 28 October 2025

by

Before me:

Minutes for 20th August- Muradup Agricultural Hall – future

Meeting started at 7pm.

Present: John Sexton, Denise Berryman, Rodney Brockman, Terry Myers, Anne Myers, Len North, Nathan Leitch, Caroline Lindsell, Norm Lindsell, Many Pescud, Simon Zacher, Derrick and Kiri Harford, Georgia Rumble, Sean Keating, Paul Grant, Kent Stone, Robert Sexton, Sue Piesse

Roger Bilney- Shire President, Alan Egerton-Warburton - Councillor, Ned Radford.- Councillor also arrived to attend the meeting.

Invited guest; Grant Thompson – CEO Shire of Kojonup

The meeting was called to decide whether the community still wanted to manage the hall and do all the governance and hiring of the hall, collecting money and banking in Hall committee accounts and minor maintenance, take out insurances etc. and continue with a formal association.

OR

They= management governance can go under the Shire umbrella and the community do basically what they do now for working bees but the Insurances and governance would be done by the shire and hiring money would go to the shire. Community members could put their name with council for a committee of council with money going into an account reserved for Muradup Hall , community members would hold the key, clean the hall (same as done now) put garbage out and let shire know at meeting if anything needs to be done out at Muradup hall.

John Sexton – President opened the meeting.

John read out a small report of where we are at present – attached

John thanked people for coming – read his note.

If the meeting decided to go ahead with management of the Hall we would have an AGM - John made mention that he and Denise would not be going on - and new committee would have to be elected. At the moment if anything was to happen the committee and the president would be held responsible as we are not incorporated and no insurances.

Len North asked to speak – thanked people for coming.

He asked a question and it was suggested that the CEO would be able to answer. After a little bit of discussion Len did ask the CEO and he replied.

The CEO was asked to explain what would happen if the Shire took back control of the Hall. He said it would basically stay the same except that the shire would look after all the insurances and maintenance and the money for hire of hall would now go into a reserve account with Muradup Hall as a notation and this would be used solely for the purpose of anything to do with the hall. He said this meeting is to let the shire know what to do. Volunteer groups are finding it hard when it gets to the point of governing documents, filling Officer positions – the shire insurance doesn't cover Associations.

He was asked by Kent Stone who had come in late would this mean the Hall could be knocked down. The CEO said no that this would not happen and would require community consultation and a council resolution. The hall is on the shire heritage listing – not statutory but the shire has obligations to maintain.

Ned Radford asked what maintenance costs we had. Up until now the arrangement from years gone by has been we only did minor things – no gas, electricity or plumbing but small fixing of jobs. Mr Francis used to look after those little things and just bought the bits and pieces himself to do the work – as a community member.

Denise did mention that the Shire property services manager had been out before and done a walk check through of the Hall to see what needed to be done and had written down things to put in his report for the Shire. He had been made mention of the windows again that needed to be fixed and he said he would get a quote from Katanning glazing which she understands he did get but has heard nothing more about it.

Paul Grant said that the roof would soon need to be replaced – it was said that we could not get a grant as a group but the CEO then said that the shire would be able to support this process.

Mention was made of Rabobank having rural community group grants. They give out \$120,000 per year for heritage structural organisation for community halls to do. about \$10,000 per applicant

Georgia Rumble asked would things remain the same for the Christmas tree and was told yes.

How would things work? People would hold key, take bookings and do what is done now but the money would have to be banked into a shire reserve account. At meeting with council they would give updates on how often hall hired and recommend if anything needs to be maintained.

Roger just commented that whoever went on committee could raise matters with the shire. A community member just commented roads. All laughed.

Len North brought up about an association and looking to get mobile coverage - mentioned so Denise could get it. Denise said that she had told him before that the Shire had told her they had put Muradup on high priority for coverage through some group - . asked Mr Thompson to explain and he told Len and meeting what they had done as a group with the WALGA zone and communication with Telstra..

Len mentioned a letter he wrote to the secretary that he delivered to her house with information included – said he allowed four days so there would be a reply. Denise opened the package after he left and emailed him and said that she had let President know of his enquiry and was told to pass on to the Shire which she did by taking in to shire. She had not heard and seeing Mr Thompson was here he could maybe answer it for him. Len insisted and asked Denise received a reply and she said - No

Mr Thompson answered Len and stated the query related to this meeting and stated the hall is vested in the Shire and had been for quite some time. There had been no other vesting. The shire is responsible for the hall.

Rodney Brockman asked to move a motion.

'That the meeting hand control of the Muradup hall back to the shire and the community works with the shire to manage the Hall''''

Moved : Rodney Brockman

Seconded : Nathan Leitch.

All in favour- Yes by show of hands.

Against –

Note : it was agreed that a committee would be established after the 2025 Local Government elections

Council members and CEO did not participate in the vote.

Len asked to speak and thanked people for coming and wanted to read out a letter he had from a man involved in bush fire Association in answer to something Len had been doing in another capacity – not the Hall.

It was agreed to work towards handing the Hall back to the shire through whatever needed to be done and determine a pathway to wind up the Association.

Meeting ended: 9 pm

John Sexton

President

D Berryman

Secretary/Treasurer

Public Officer

Muradup Hall 20/08/2025

Some history ,we are not regesterd at any Gov Dep

Not incorporated/not association/no constitution/we have a tax file number/bank account and cheque book.

The Hall is vested in the Shire,we do the bookings collect and bank the money,clean and make sure every thing is in order.

We don't charge a fee if it is a community function just ask for a donation.

We don't earn enough enough money to cover the costs if we stay the same as now,insurance is the big cost about \$1350 a year,some companys don't cover volsand some do with age restrictions.

What we need from this group is a clear indication of how you would like the Hall run.We can become incorporated or become a unincorporate charitable association,with that goes rules and regulations,Pres/Sec/Treu/and committee,pay all the accounts and insurances.

Or we could go under the Shire they would cover all the costs of the Hall,and receive the money from the bookings

We would be required to do the bookings hold a key and general keep the place neat and tidy,We would also require at least two on a Shire committee that would meet at least two times a year to advise council on what needs to be done at the Hall or any issues that have appeared.

We have two bank a/c one is the Hall's and one is the money that was given to the Hall when the Tennis Club disbanded,we could gift them to the Shire only to be used for the Muradup Hall

MURADUP COMMUNITY ADVISORY COMMITTEE (MCAC) [Est. 2025]

Terms of Reference

1. MCAC will make recommendations to Council on matters pertaining to the governance and planning matters specifically concerning maintenance and operations of the Muradup Hall, and other assets in the townsite of Muradup as requested by Council, and make budget recommendations to the Council.
2. Provide input to Council as requested on matters pertaining to the Muradup Community in general.
3. Submit input into any future projects requested by Council regarding Muradup;
4. This Committee is explicitly set up to oversee processes related to the daily management and minor maintenance of the Muradup Hall by those Council approved volunteer Community Members.
5. The Shire is to provide governance and support to those approved Community Members who are managing the day-to-day services at the Hall including support for volunteer workdays, procedures regarding the usage of the Hall, events management etc. (this list is not exhaustive).
6. The MCAC does not have executive powers or authority to implement actions in areas over which Shire management has responsibility and does not have any delegated financial responsibility.
7. MCAC is not responsible for the operational and executive management of the Shire as per the *Local Government Act 1995*.
8. The MCAC role is to report to Council and provide appropriate recommendations and advice on matters relevant to its Terms of Reference in order to facilitate decision-making by Council in relation to the discharge of Council's responsibilities. The Council will fully consider recommendations from the Committee but is not obligated to accept such recommendations.
9. If funds are made available by the Community those funds will be subject to and managed through a 'Reserve Account' as per the *Local Government Act 1995: Financial Regulations*. The MCAC will receive financial management reports on this account. Council is ultimately responsible for the usage of the funds of this 'Reserve Account', based on the Accounts terms of reference.

Duties and Responsibilities:

The MCAC will engage with the Shire in a constructive and professional manner in order to discharge its advisory responsibilities and formulate its advice to Council.

Members of MCAC are expected to:

1. adhere to the Code of Conduct for Council Members, Committee Members and Candidates;
2. demonstrate behaviour which reflects the Shire of Kojonup's (Shire) desired culture ;
3. act in the best interests of the Shire as a whole;
4. apply good analytical skills, objectivity and good judgment ;
5. express opinions constructively and openly, raise issues that relate to the MCAC's responsibilities and pursue lines of enquiry in relation to Muradup;
6. exercise due care, diligence and skill when performing their duties;
7. observe the legal and regulatory obligations of local government.

MCAC members must not use or disclose information obtained through the MCAC except in meeting the MCAC's responsibilities, or unless expressly agreed by the President of the Shire or the Shire CEO.

Membership

Two (2) Councillors; and

Two (2) Proxy Delegates (Councillors) if required; and

3-4 Muradup Community Members as agreed and approved by Council

- (a) The evaluation of potential external members will be undertaken by the Chairperson of the MCAC and the Chief Executive Officer (CEO) who will take into account the experience of this person/s and their likely ability to apply appropriate skills.
- (b) Appointments of any external members shall be made by Council. Their tenure is at the discretion of the Council.
- (c) There will be no remuneration paid to members of the MCAC including any external person/s.
- (d) The Shire of Kojonup CEO shall be responsible for the provision of secretarial and administrative support to the MCAC.

Support Team

Chief Executive Officer or delegated nominee

Manager Financial and Corporate Services

Manager Works and Infrastructure

Manager Prop

Manager Property Services

Governance & CEO Executive Assistant

Meetings

Bi Annually and/or as required related to Council requests for information on matters raised by the Muradup Community.

Open to Public: Muradup Community Members Only as determined by Council

Voting: Voting is in accordance with Section 5.21 of the *Local Government Act 1995 (Act)*.

Confidentiality: All Committee members will be required to adhere to the Shire's confidentiality requirements as per the Code of Conduct for Council Members, Committee Members and Candidates.

Conduct of Meetings: MCAC meetings will be held in accordance with the *Act*, subsidiary legislation, and the Shire of Kojonup Local Government (Council Meetings) Local Law 2020.

That Council creates a Muradup Advisory Committee based on the presented Terms of Reference with representation from the following elected Councillors:

Cr. _____
Cr. _____

Cr. _____

Proxy Delegates

Cr. _____

Cr. _____

DRAFT

TERMS OF REFERENCE

AUDIT, RISK & IMPROVEMENT COMMITTEE (ARIC)

Established under Section 7.1 of the *Local Government Act 1995 (Act)* - every local government must have an Audit Risk & Improvement Committee (ARIC).

Terms of Reference

ARIC is responsible for assisting and independently advising Council in recommending appropriate actions, controls and improvements with regards to audit, risk oversight, governance, finances and systems of internal control.

Its role is to provide oversight related to significant risk exposures and control issues, including fraud risks, governance issues and other matters as necessary or requested by the CEO or Council. This is to ensure the Shire's activities are fully compliant with legislation, regulations, accounting and reporting Standards and that the Shire is executing its responsibility to the community in efficiently utilising their assets.

The ARIC is not responsible for the executive management of these functions. The ARIC will engage with management in a constructive and professional manner in discharging its advisory responsibilities and formulating its advice to Council.

The ARIC is an independent Committee of Council, advising Council on required improvements to ensure compliance.

Duties and Responsibilities:

Members of the ARIC are expected to observe the legal and regulatory obligations of the Local Government.

Committee members must not use or disclose information obtained through the ARIC except in meeting the ARIC's responsibilities, or unless expressly agreed by the President of the Shire.

Committee Members must adhere to the Code of Conduct for Council Members, Committee Members and Candidates and demonstrate behaviour which reflects the Shire's desired culture.

ARIC Members are expected to:

1. act in the best interests of the Shire as a whole;
2. apply good analytical skills, objectivity and good judgement;
3. express opinions constructively and openly, raise issues that relate to the ARIC's responsibilities and pursue lines of enquiry in relation to the "Risk Controls" the Shire has in place;
4. contribute the time required to meet their responsibilities; and
5. exercise due care, diligence and skill when performing their duties.

Member Duties/Responsibilities:

- Oversee the Shire's risk management, through:
 - a) Biennial review of the Shire's Risk Management Policy;
 - b) Recommending and reviewing the Shire's Risk Appetite Statement in order to recommend the organisation's Risk Tolerance to the Council;
 - c) Reviewing reports on the movement of the Shire's current strategic risks, and the emergence of new strategic risks;
 - d) Overseeing strategic risks which sit outside of the Shire's Risk Appetite ; and
 - e) Monitor and receive reports concerning the development, implementation and on-going management of the Shire's Risk Management Plan and the effectiveness of its Risk Management Framework;
- Overseeing the Shire's processes for managing fraud and corruption, by:

- a) Performing oversight responsibilities and advising Council;
- b) Enquiring with the CEO and the Office of the Auditor General (OAG) about whether they are aware of any actual, suspected, or alleged fraud or corruption affecting the Shire; and
- c) Reviewing summary reports from the CEO on communication from external parties including regulators that indicate problems in the internal control system or inappropriate management actions.
- Overseeing the Shire's financial management and legislative compliance, by:
 - a) Reviewing the Shire's annual Compliance Audit Return and reporting the results of that review to Council, in accordance with the Local Government (Audit) Regulations 1996;
 - b) Receiving and reviewing reports from the CEO regarding the appropriateness and effectiveness of the Shire's legislative compliance and ensuring any non-compliances are rectified on a timely basis;
 - c) Considering and recommending adoption of the annual financial report to Council;
 - d) Receive and review the biannual reports from the Chief Executive Officer (CEO) regarding the appropriateness and effectiveness of the Shire's risk management, internal controls and legislative compliance and make recommendations to Council; and
 - e) Consider and recommend adoption of the Annual Financial Report to the Council;
- Overseeing the internal audit function, by;
 - a) Assessing and making a recommendation to Council on an Internal Audit Plan to ensure that it comprehensively covers material business risks that may threaten the achievement of strategic objectives and which identifies key risks and control mechanisms;
 - b) Reviewing the quality and timeliness of internal audit reports;
 - c) Monitoring the implementation of internal audit recommendations; and
 - d) Considering the implications of internal audit findings on the organisation, its risks, and controls.
- Fulfilling responsibilities pertaining to external audit, by:
 - a) Reviewing reports from the OAG, including auditor's reports, closing reports and management letters;
 - b) Reviewing management's response to OAG findings and recommendations;
 - c) Monitoring the implementation of recommendations from external audits;
 - d) Reviewing results of relevant OAG audit reports and better practice publications for guidance on good practices, including any assessment by the CEO; and
 - e) Examine the reports of the auditor after receiving a report from the CEO on the matters and:
 - a. determine if any matters raised require action to be taken by the Shire; and
 - b. ensure that appropriate action is taken in respect of those matters.

Seek information or obtain expert advice through the CEO on matters of concern within the scope of the Committee's terms of reference following authorisation from the Council.

- Fulfilling responsibilities pertaining to reviewing and advising on service area and process changes (Continuous Improvement) to ensure compliance, by:
 - f) Reviewing reports and reviews by the CEO on key service processes within the Shire;
 - g) Reviewing management's response to OAG findings and recommendations;
 - h) Monitoring the implementation of recommendations;
 - i) Reviewing results of relevant OAG audit reports and better practice publications on good practice, including any assessments by Management.

Membership

One (1) Independent Chair Role (Presiding Member of Committee);
 One (1) Independent Deputy Presiding Member Role;
 Four (4) Councillors; and
 One (1) Community Member.

The independent roles will be advertised and selected by Council.

Supporting Team Members

Manager Financial and Corporate Services
Governance and Rates Officer
Chief Executive Officer or delegated nominee

Meetings

Quarterly for ordinary meetings and as required related to audit functions.

Voting: Voting is in accordance with Section 5.21 of the *Act*.

Confidentiality: All Committee members will be required to adhere to the Shire's confidentiality requirements as per the Code of Conduct for Council Members, Committee Members and Candidates.

Conduct of Meetings: ARIC Meetings will be held in accordance with the *Act*, subsidiary legislation, and the Shire's Standing Orders.

Committee Sitting Fees and Reimbursements

The Local Government Amendment Act 2023, assented to on 18 May 2023, changes the Local Government Act 1995 to provide for independent committee members to receive meeting fees. An independent committee member is a committee member who is not an elected member or an employee of the local government.

The Salaries and Allowances Tribunal (SAT) has issued a Determination to allow for the payment of meeting fees to independent committee members. Local governments will have the ability to set appropriate fees, within a specified range as determined by the SAT.

The Council will determine the amount of fees payable for independent members when it considers the budget fees and charges on an annual basis.

At this point in time the meetings fees are \$0 (Zero). However, reimbursement of approved expenses for independent members may be paid to each independent external members in accordance with Section 5.100 of the *Act*.

ROADS AND TECHNICAL SERVICES ADVISORY COMMITTEE (RTSAC)

Terms of Reference

To oversee and make recommendation to the Council on all matters pertaining to the long term planning of civil and technical services to assets and roads, and on all matters concerning the capital upgrades and to the maintenance of those assets. This includes roads and all civil or technical works.

RTSAC is not responsible for the operational and executive management of Works and/or Technical Services as per the *Local Government Act 1995*. The RTSAC will engage with the Chief Executive Officer (CEO), Manager Works and Services, and/or Manager Financial and Corporate Services in a constructive and professional manner in order to discharge its advisory responsibilities and formulate its advice to Council.

Duties and Responsibilities:

Members of RTSAC are expected to observe the legal and regulatory obligations of local government.

RTSAC members must not use or disclose information obtained through the RTSAC except in meeting the RTSAC's responsibilities, or unless expressly agreed by the President of the Shire.

RTSAC Members must adhere to the Code of Conduct for Council Members, Committee Members and Candidates, and demonstrate behaviour which reflects the Shire of Kojonup's (Shire) desired culture.

Members are expected to:

1. act in the best interests of the Shire as a whole;
2. apply good analytical skills, objectivity and good judgment ;
3. express opinions constructively and openly, raise issues that relate to the RTSAC's responsibilities and pursue lines of enquiry in relation to Roads and Technical Services; and
4. exercise due care, diligence and skill when performing their duties.

Members Duties and responsibilities:

1. Oversee the Shire's Road and Technical Management Strategies and Plans, through:
 - a) Advising Council on Works & Services long term plans for civil works in the Shire;
 - b) Receiving the 10 year Plant & Equipment Plan, the 10 year Road Capital and Maintenance Plan and recommending adoption to Council;
 - c) Overseeing the inputs and specifications required for future road and depot projects across the Shire;
 - d) Reviewing reports on the level of the Shire's current road funding risks, and the emergence of road and technical services strategic risks; and
 - e) Monitor and receive performance reports concerning the performance of tenders and contractor works, specifications and the effectiveness of the Shire's Road & Technical Services Management Framework.
2. Discuss and recommend naming frameworks for roads.
3. Oversee the Shire's financial management of road contracts, by:
 - a) Reviewing the Shire's road and technical services actual financials against the long term plans including reviewing benchmarks for performance;
 - b) Receiving and reviewing reports from the CEO and Manager Works & Services regarding the appropriateness and effectiveness of the Shire's Road and Technical Services Management Framework and ensuring any non-compliances are rectified on a timely basis; and

- c) Consider and recommend the adoption of the Roads & Technical Services Annual Operating Plans & Budget to the Council.

Membership

Three (3) Councillors; and

Two (2) Proxy Delegates (Councillors)

Supporting Team Members

Manager Works and Infrastructure

Chief Executive Officer or delegated nominee

Manager Financial and Corporate Services

Governance and Rates Officer

Meetings

Quarterly for meetings and as required related to Council requests for information on roads and technical services.

Open to Public: No, Internal Committee

Voting: Voting is in accordance with Section 5.21 of the *Local Government Act 1995 (Act)*.

Confidentiality: All Committee members will be required to adhere to the Shire's confidentiality requirements as per the Code of Conduct for Council Members, Committee Members and Candidates.

Conduct of Meetings: RTSAC meetings will be held in accordance with the *Act*, subsidiary legislation, and the Shire of Kojonup Local Government (Council Meetings) Local Law 2020.

- **Kojonup Aging, Disability, Access, Inclusion and Health Committee**

The primary objective of the Kojonup Aging, Disability, Access, Inclusion and Health Committee is to recommend to Council on matters related to "future proofing" medical and wellbeing infrastructure and facilities for the aged, disabled, medical and aged care assets in Kojonup including but not limited to: strategic issues, financial reporting, management of risk, maintaining a reliable system of internal controls and facilitating the achievement of regulatory standards. As well as focussing on inclusion and access for all residents.

The *Disability Services Act 1993* requires local government authorities to develop and implement a Disability Access and Inclusion Plan (DAIP) that provides the framework through which Local Governments can create accessible and inclusive communities.

The Committee is not responsible for the executive management of these functions. The Committee will engage with management in a constructive and professional manner in discharging its advisory responsibilities and formulating its advice to Council.

This Committee does not have executive powers or authority to implement actions in areas over which management has responsibility and does not have any delegated financial responsibility.

The Committee's role is to report to Council and provide appropriate recommendations and advice on matters relevant to its Terms of Reference in order to facilitate decision-making by Council in relation to the discharge of Council's responsibilities.

Terms of Reference

The purpose of this committee is to:

- Provide community advice and identify opportunities relating to the implementation of the Disability Access and Inclusion Plan (DAIP), including seeking access to funding opportunities;
- Liaise with the community and relate agency feedback to the implementation of the DAIP;
- Contribute to the review and reporting of the DAIP;
- Identify issues relating to disability access and inclusion in the Shire; and
- Raise awareness and community input about matters relating to disability access and inclusion in the Shire and with key organisations.

As part of Council's governance obligations to its community and aged care, the Kojonup Aging in Place Committee will review, monitor and advise Council on:

- the Strategic options for sustainability of infrastructure and facilities for the aged and aged care in Kojonup;
- effective management options relating to operational costs, financial and other risks and the protection of Council's aged care assets;
- Recommend strategies on the Aged Care Portfolio of assets including the ILU's;
- Revenue generating options and the funding model for the aged care facility; and
- Compliance with legislation as well as use of clinical best practice guidelines.

The Committee will also review, monitor and advise Council on the strategic options for sustainability of medical services in Kojonup including;

- Funding of services

- Management of services
- Support and liaison with community medical groups

Membership

Membership of the Committee will be at least six (6) members made up as follows:

- Community members – the community will be represented by at least two (2) community members with relevant interest and experience;
- Clinical expertise – at least one clinical subject matter expert who works with people covered by the above terms of reference;
- Elected members – the Council will be represented by at least three (3) Councillors;
- One Councillor will act as Chair; and
- External independent relevant expertise as required decided by the Council.

The Chairperson of this committee will be an elected member appointed by the Council.

The evaluation of a potential external independent person/s will be undertaken by the Chairperson of the Committee and the Chief Executive Officer (CEO) who will take into account the experience of this person/s and their likely ability to apply appropriate skills.

Appointments of any external person/s shall be made by Council. Their tenure is at the discretion of the Council.

There will be no remuneration paid to members of the Kojonup Aging, Disability, Access, Inclusion and Health Committee including any external person/s.

The Shire of Kojonup CEO shall be responsible for the provision of secretarial and administrative support to the Kojonup Aging, Disability, Access, Inclusion and Health Committee.

Supporting Team Members

Chief Executive Officer

Governance and Rates Officer

Other Council staff will attend as required determined by the CEO.

Meetings

Meetings of this Committee will ordinarily take place on a quarterly basis or as deemed appropriate by the Chairperson.

Reporting

This Committee shall, after every meeting, forward a record of that meeting to the next practical Ordinary Meeting of the Council including any recommendations and key outcomes.

TERMS OF REFERENCE FOR ADVISORY COMMITTEES OF COUNCIL

• KOJONUP KENEANG NOONGAR ADVISORY COMMITTEE

Established under Section 5.8 of the *Local Government Act 1995* to advise Council on matters and projects related to the Keneang Noongar Community in the Shire of Kojonup.

The Committee is not responsible for the executive management of these functions. The Committee will engage with management in a constructive and professional manner in discharging its advisory responsibilities and formulating its advice to Council.

Roles of the Committee Members:

- To volunteer and encourage other community volunteers to support the Council in its strategic purpose
- Advise the Council on all matters related to Keneang Noongar Community

Membership

- six (6) Community Representatives as selected and endorsed by Council
- Three (3) Councillors

Supporting Team Members:

- Chief Executive Officer or delegated nominee
- Governance and Rates Officer
- Community Development Officers as directed by the CEO

Meetings

The Kojonup Keneang Noongar Advisory Committee shall meet as deemed appropriate by the Chairperson, and at least four times per year.

The Shire of Kojonup is committed to working with the Keneang Noongar people of Kojonup to promote a greater understanding throughout the community of Aboriginal and Non Aboriginal people's history and culture.

The Shire of Kojonup recognise the cultural and spiritual links that Noongar people have to the land.

The Shire of Kojonup acknowledges local Aboriginal people live according to their traditional values, subject to the law, and will respect Noongar places of cultural significance.

In developing the Terms of reference the following broad subject areas were identified to give direction to this committee on what it may advise Council on:

- Keneang Noongar Cultural aspects of the Shire of Kojonup
- Keneang Noongar Community issues
- Cross cultural awareness;
- Consultative mechanisms and liaison;
- Social and economic planning;
- Environment;
- Local history and site conservation;
- Employment, Education and Training;
- Young Keneang Noongar people.

Terms of Reference

The Committee is to recommend and advise Council on appropriate partnership arrangements to more effectively align Aboriginal Culture and Community values.

The Committee's role is to guide the Council on the areas where research will enhance the economic, environmental, cultural and social outcomes within the Shire.

Aims and Objectives

To work collaboratively with the community under the following five (5) main areas:

Cross Cultural Awareness & Understanding

- To improve awareness and understanding of Keneang Noongar Aboriginal culture and customs amongst Elected Members and the Shire of Kojonup Team Members.
- To improve the status and recognition of Keneang Noongar Aboriginal people within the community.
- To raise awareness of Keneang Noongar Aboriginal cultural issues within the broader community.
- To consider and advise Council on a Reconciliation Action Plan (RAP) within the Shire of Kojonup

Consultation

- To provide an ongoing avenue of liaison and consultation between Council and the Keneang Noongar Aboriginal Community.
- To ensure that Keneang Noongar Aboriginal people are consulted on all relevant issues.

Social & Economic Planning

- To provide Keneang Noongar Aboriginal people with an opportunity to be actively involved in social and economic planning processes of the Shire of Kojonup.
- To increase the involvement of Keneang Noongar Aboriginal people in civic and community affairs.

Environment

- To recognise the traditional and cultural links that Aboriginal people have with the environment and to ensure those links continue.
- To ensure that Keneang Noongar Aboriginal people are given an ongoing involvement in the management of the environment.
- To raise awareness of the significance of indigenous flora and fauna to traditional Keneang Noongar Aboriginal culture.

Local History & Site Conservation

- To increase awareness and understanding of local Keneang Noongar Aboriginal history.
- To ensure that sites that are culturally significant to Keneang Noongar Aboriginal people are treated with dignity and respect.

Employment Education & Training

- Discuss and advise on improving employment opportunities for Keneang Noongar Aboriginal people.
- Discuss and advise on improvements to the retention of young Aboriginal people in primary, secondary and tertiary education.

Young People

- To advise on methods to increase self-esteem and pride within the young Keneang Noongar Aboriginal Community.
- To advise on methods to increase the involvement of young Keneang Noongar Aboriginal people in recreational activity.
- To advise on methods to enhance the employment prospects of young Keneang Noongar Aboriginal people.
- To advise on methods to help reduce the incidence of crime and anti-social behaviour involving young Keneang Noongar Aboriginal people.

Specific Identified Projects

Advise on the Management of the Spring and other culturally sensitive sites.

Reconciliation Action Planning.

Provide leadership within the Keneang Noongar Aboriginal and broader community;

Promote a positive attitude towards the sustainable management and use of all resources.

TERMS OF REFERENCE

• KOJONUP HISTORICAL, TOURISM & CULTURAL COMMITTEE

Established under Section 5.8 of the *Local Government Act 1995* to advise Council on Historical, Cultural and Tourism matters and projects related to improving the Historical, Cultural and Tourism assets that the Shire owns or is custodian.

The Committee is not responsible for the executive management of these functions. The Committee will engage with management in a constructive and professional manner in discharging its advisory responsibilities and formulating its advice to Council.

This committee may advise Council on:

- the collection, classification and preservation of records and other items relating to the history and culture of the Kojonup District and its people.
- the strategy and future of the Military Barracks and Elverd's Cottage noting they are important historical buildings of Western Australia.
- promotions and campaigns related to historical assets.
- Public access for research purposes.

Roles of the Committee Members:

- To volunteer and encourage other community volunteers to support the Council in its events and activities related to the historical assets;
- To cooperate with the Shire on transferring knowledge and supporting capability to manage the historical, cultural and tourism assets.

Membership

- Three (3) Community Representatives as selected and endorsed by Council

1 Councillor

1 Delegate Proxy

Supporting Team Members:

- Manager Kodja Place, Tourism and Marketing
- Project Manager & Community Services
- Chief Executive Officer or delegated nominee
- Manager Governance & Administration
- Records Officer

Meetings

Meetings to be held a minimum of half yearly.

- **KOJONUP NATURAL RESOURCE MANAGEMENT (NRM) ADVISORY COMMITTEE**

Established under *Section 5.8 of the Local Government Act 1995* to advise Council on NRM matters and projects related to improving the Natural Resource assets that the Shire owns or is custodian.

The NRM Trust Fund Reserve to be no less than \$20,000.00 at any one time. The reserve is to be used for either leveraging or directly funding projects and operating costs directly related to NRM.

Council allocates an agreed annual amount towards NRM projects as approved by and prioritised with the Kojonup NRM Advisory Committee. Meetings to be held at least half yearly with a quorum of 50% required.

The Committee is not responsible for the executive management of these functions. The Committee will engage with management in a constructive and professional manner in discharging its advisory responsibilities and formulating its advice to Council.

Terms of Reference

The Committee is to recommend and advise Council on appropriate partnership arrangements to more effectively align NRM and Community values for Natural resource assets.

The Committee's role is to guide the Council on the areas where research will enhance the economic, environmental, cultural and social outcomes within the Shire.

Aims and Objectives

To work collaboratively with the community under the following five (5) main areas:

1. Economy, Community and Environment

Develop an NRM strategy for the Shire of Kojonup based on natural asset condition and management driven by the triple bottom line approach.

2. Stewardship and Partnerships

Undertake or ensure environmental planning, policies to protect and preserve environmental assets, reserves and ecology within Kojonup's natural and agricultural ecosystems.

3. Collaboration and Capacity Building

Actively participate and promote sustainable NRM including education, research and policy development programs, on ground projects, and funding opportunities.

4. Innovation and Education

Increase awareness of constraints in the climate and develop management actions for the Shire, primary producers and local businesses to create opportunities, particularly focussing on Drought Resilience and future water management.

5. Leadership and Responsibility

Advisory capacity to support the Council in implementing Best Management Practices (BMPs) for Shire activities to improve the environmental performance of the organisation.

Specific Identified Projects

- Develop and implement a sustainable Bridal Creeper and Tagasaste Eradication program.

- Assist Council to progress the sustainable management of water resources including water harvesting and re-use opportunities in the Shire.
- To improve biosecurity by managing floral and faunal pests.
- Coordinate weed management and planting of native trees and shrubs to improve bio diversity, fauna habitat and natural resource management outcomes in conjunction with Schools, the Kojonup Aboriginal Corporation and community groups within identified Reserves such as:

- a) Myrtle Benn, Farrar and Quin Quin;
- b) Showground's area; and
- c) Blackwood Road arboretum.

Membership

- Three (3) Community Representatives as endorsed by Council
- Two (2) Councillors

Supporting Team Members

- Supervisor Horticulture Tradesperson
- Project Manager & Community Services Officer
- Chief Executive Officer or delegated nominee and
- NRM Officer

Meetings

Meetings to be held biannually.