

Kojonup



SHIRE OF KOJONUP

MINUTES

Special Council Meeting

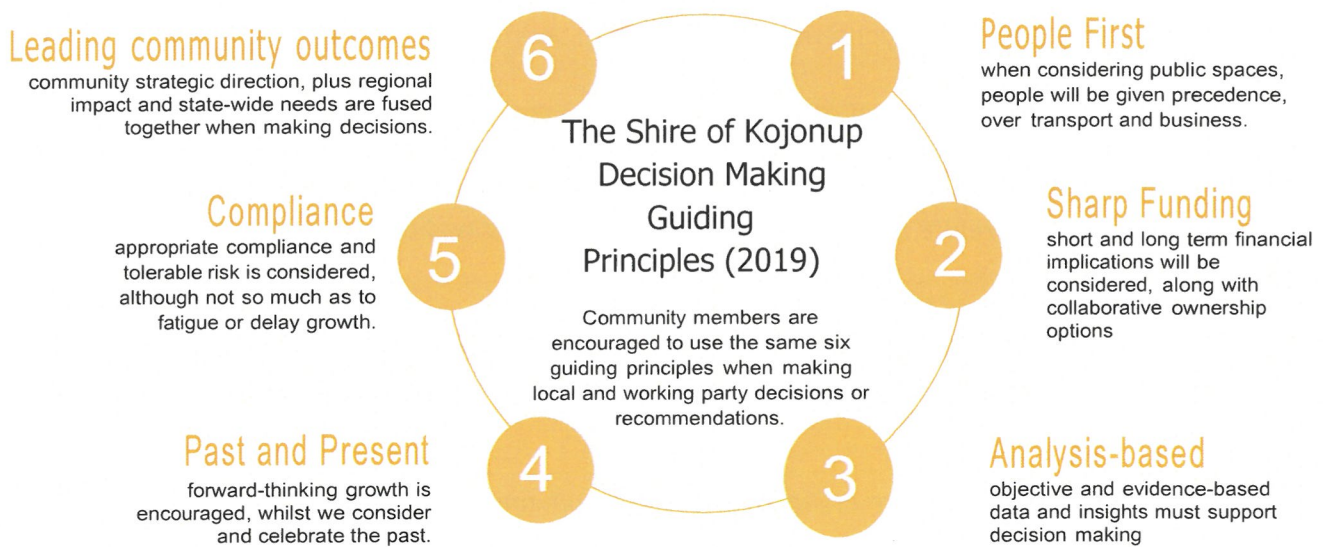
3 November 2025

MINUTES OF A ORDINARY COUNCIL MEETING HELD ON 3 NOVEMBER 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 Chief Executive Officer 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
Cr Wieringa
Cr Radford
Cr Mathwin
Cr Mickle
Cr Mitchell

STAFF

Grant Thompson

Chief Executive Officer

3.1 **APOLOGIES**

Cr Michael

3.2 **APPROVED LEAVE OF ABSENCE**

Nil

MEMBERS OF THE PUBLIC

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**

6 **CONFIRMATION OF MINUTES**

NA

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

9.2 KEY PILLAR 'ECONOMICS' REPORTS

Nil

9.3 KEY PILLAR 'VISITATION' REPORTS

Nil

9.4 KEY PILLAR 'PERFORMANCE' REPORTS

9.4.1 GRAIN STORAGE & HANDLING FACILITY - LOTS 1, 3 & 4202 (No. 23368) ALBANY HIGHWAY, LUMEAH

| | |
|---------------|---|
| AUTHOR | Steve Thompson - Consultant Planner, Edge Planning & Property |
| DATE | 20 October 2025 |
| ATTACHMENT(S) | <p>9.4.1.1 – Location Plan</p> <p>9.4.1.2 – GSGH Development Application – Sept 2025</p> <p>9.4.1.3 – Development Application</p> <p>9.4.1.4 – Extract <i>Planning and Development (Local Planning Scheme) Regulations 2015</i></p> <p>9.4.1.5 – <i>Bushfire Attack Level (BAL) Certificate</i></p> |

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

DECLARATION OF INTEREST

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

SUMMARY

To consider an application for development approval for a grain storage and handling facility (rural industry).

BACKGROUND

The applicant seeks development approval for a grain storage and handling facility on the site outlined in [Attachment 9.4.1.1](#). The site:

- Is approximately 18 km south south-east of the Kojonup townsite;
- Consists of portions of three lots - Lots 1, 3 and 4202;
- Contains Kojonup Feeds Pty Ltd (Rural-Industry use) which consists of various sheds, tanks, silos, and a weighbridge;

- Is cleared;
- Has two vehicle access points (heavy vehicle access is via Jingalup Road and secondary access is from Albany Highway); and
- Adjoins and is surrounded by Rural zoned land.

Proposal

This application proposes a 35,000 tonne grain storage and handling facility consisting of two bulkhead grain storage bays ('bulkheads') with the provision to add two additional bays at a later stage. The two additional bays are not part of this Development Application. Each bulkhead will be designed with an east–west cross slope of 1–2%, with an apex at the centre to facilitate drainage. The proposed bulkheads are 250 metres in length, 38 metres in width and have a wall height of 1.8 metres.

The applicant sets out:

- There are two vehicle access points. The primary access will be a new 30-metre-wide heavy vehicle entrance connecting directly to Jingalup Road at the northern boundary of the site. The secondary access (existing) is to Albany Highway and will only be used by employees and light vehicles;
- Sealed 30-metre-wide access roads between each bulkhead, together with a dedicated heavy vehicle access road connecting through to Jingalup Road;
- All heavy vehicles will enter and exit the site via the Jingalup Road entrance;
- One twin-deck weighbridge (42m x 3.5m);
- One demountable 20ft grain sample hut;
- One demountable amenities block, including septic services;
- Installation of storm water culverts and water management plan flowing from east to west into a neighbouring catchment dam and overflow provisions;
- 5,000 litre rainwater tank connected to the sample hut basic amenities;
- Noise generated is expected to be no greater than a typical large scale farming operation;
- In peak periods, 35 vehicle movements per day;
- The facility will operate year-round, generally five to seven days per week, subject to seasonal demand. Peak activity will occur during the grain harvest period (November to December), when the facility will operate from 6:00am to 10:00pm, seven days per week. During this period, the workforce is expected to consist of 5–6 staff; and
- Outside of the peak season, the facility is expected to operate on an as-needs basis, generally five days per week between 7:00am and 5:00pm, with a reduced workforce of approximately 2.

Development plans are set out in [Attachment 9.4.1.2](#). [Attachment 9.4.1.3](#) provides extensive information relating to the property, planning and environmental framework, existing operations, proposed development and how relevant matters will be addressed.

COMMENT

A) Overview

The two proposed bulkheads and associated infrastructure are supported. Following an assessment of the Development Application against the planning framework, the site context

and site features, it is recommended that Council conditionally approve the Development Application given:

- It is consistent with the planning framework;
- The proposed development meets Town Planning Scheme No. 3 setbacks from property boundaries;
- The applicant owns adjoining and surrounding lots;
- The proposed development is not considered to create any significant amenity impacts, noting neighbours' dwellings are well setback from the facility. The closest dwelling is located approximately 250 metres from the bulkheads to the east of Albany Highway. This dwelling is owned by the applicant;
- There are manageable bushfire risks;
- There are expected to be manageable environmental impacts given the facility footprint is cleared and there are appropriate setbacks to the seasonal watercourse;
- Heavy vehicle access is via Jingalup Road;
- It supports diversifying and growing the local economy and supports job creation;
- There are no objections from other Shire officers/units; and
- Development conditions can assist to control the use and management of the development.

While noting the above, the key issues with the application are outlined in below sections.

B) Vehicle access and road upgrading

Restricted access vehicles (RAVs) and heavy vehicles are proposed to use Jingalup Road for all access to and from the site. Only light vehicle access (by employees) is proposed to/from Albany Highway via an existing crossover.

The proposed development will increase traffic volumes and impacts on local roads, noting the applicant suggests there will be 35 vehicle movements per day during the peak period. It is noted that 30–50% of the total storage capacity will be sourced directly from the Heggaton's own farming enterprise and may be delivered to the site via intra-farm transfers. Traffic generation is expected to be comparable with other commercial operations in industrial areas.

The Council needs to be cognisant of how the increase in grain receipt and storage will generate a greater impact on the local road network from a maintenance perspective. This presents a financial impost and poses an increased risk for road safety should the maintenance not be adequately delivered.

It is suggested that no contribution is required from the applicant relating to future impacts of traffic from the grain handling facility on Jingalup Road. The reasons include Jingalup Road adjoining the site is sealed and is suitable for RAVs. In comparison, if a similar development was proposed on an unsealed road that was not classified for RAVs, it would be reasonable to impose a road upgrading condition.

If Council determines that a road upgrading condition is warranted for this development, considerations include WALGA's *Heavy Vehicle Cost Recovery Policy Guideline for Sealed Roads* policy.

The officer recommendation includes a condition for the applicant to suitably design, drain, construct (seal) and maintain the vehicle crossover on Jingalup Road to the satisfaction of the local government.

C) Dust

There is a requirement for the applicant/operator to effectively manage dust during construction, ongoing operations of the grain storage facility and on local roads. It is recommended this is addressed through a dust management plan being prepared and implemented as a condition of development approval.

It is noted the proposed bulk storage bins will be approximately 250 metres to the closest residence (to the east of Albany Highway which is owned by the applicant). Effective on-going mitigating measures by the applicant/operator should assist to reduce dust impacts.

D) Amenity including noise

Amenity refers to the comfortable enjoyment of life and property, particularly in terms of air quality, noise, lighting and visual appearance.

The Environmental Protection Authority's *Guidance Statement No.3 - Separation Distances between Industrial and Sensitive Land Uses* does not specify a separation distance (buffer distance) for grain storage facilities. The closest comparable use is suggested to be grain cleaning (non-milling) which has a buffer distance of 300-500m. Given all adjoining and nearby lots are owned by the applicant, it is suggested that amenity impacts can be appropriately addressed.

The proposed grain storage facility needs to comply with the standards prescribed under the *Environmental Protection (Noise) Regulations 1997*.

E) Minimising fire risks

The site is partially within a bushfire prone area. The applicant has arranged a Bushfire Attack Level Assessment [Attachment 9.4.1.5 - Bushfire Attack Level \(BAL\) Certificate](#).

It is suggested the applicant carefully consider and implement bushfire mitigation measures including .

F) Site drainage

Upon review of the application and site characteristics, it is suggested that water run-off or drainage can be effectively managed. Detailed drainage considerations can be suitably addressed through approval and implementation of the Stormwater Management Plan.

G) Visual impact

It is suggested that open bulk storage is generally accepted in a rural landscape. The facility should not adversely reflect the visual qualities of the area.

H) Rodent management and weed control

The applicant will need to effectively manage rodents and weeds. The applicant is aware of biosecurity considerations for the facility and for the area.

I) On-going management

The responsibility for appropriate on-going management rests with the operator/landowner to ensure the operation does not create inappropriate impacts to adjoining/nearby properties or environmental impacts. Various development conditions are recommended to address amenity.

ALTERNATIVE OPTIONS AND THEIR IMPLICATIONS

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

1. Not approve the proposal

The Council is unable to refuse the application as 'Industry – Rural' is a 'P' use in the Rural Zone as set out in the *Shire of Kojonup Town Planning Scheme No. 3* Zoning Table. If this option were chosen, it is suggested that the State Administrative Tribunal would overturn the Council's decision.

2. Approve the proposal

The Council can choose to approve the application, with or without conditions.

3. Defer the proposal

The Council can choose to defer the matter and seek additional information from the applicant before proceeding to make a decision.

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

CONSULTATION

No consultation is required given Rural-Industry is a 'P' (permitted) use in the Rural zone. The applicant owns adjoining and nearby lots.

Internal comments were sought from the Shire's officers. No objections were raised.

STATUTORY REQUIREMENTS

Planning and Development Act 2005 and *Planning and Development (Local Planning Schemes) Regulations 2015* - the processing of the Development Application is required to comply with the requirements of the *Shire of Kojonup Town Planning Scheme No. 3* (TPS3) which is an operative local planning scheme under the provisions of the Act and Regulations.

The site is zoned 'Rural' in TPS3. 'Industry – Rural' is a 'P' use in the Rural Zone as set out in the TPS3 Zoning Table. The local government is not able to refuse a 'P' use. TPS3 defines Industry – Rural as 'an industry handling, treating, processing or packing primary products

grown, reared or produced in the locality, and a workshop servicing plant or equipment used for rural purposes in the locality.’

The *Shire of Kojonup Strategic Community Plan* supports a diversified economic base.

The site is partly located within a bushfire prone area as designated by the Fire and Emergency Services Commissioner. The proposed grain storage bulkheads are partially located within the bushfire prone area.

Based on the Environmental Protection Regulations (schedule 1 – prescribed premises), there is no requirement for DWER licencing for grain storage (given there is no manufacturing/grain cleaning).

Attachment 9.4.1.4 is an extract from the *Planning and Development (Local Planning Schemes) Regulations 2015* which sets out matters to be considered by local government in assessing a Development Application.

POLICY IMPLICATIONS

Relevant policy documents include:

- *State Planning Policy 2.5 Rural Planning*
- *State Planning Policy 3.7 Bushfire*
- *State Planning Policy 4.1 Industrial Interface*
- *State Planning Policy 3.6 Infrastructure Contributions*
- *Rural Planning Guidelines*
- *EPA Separation Distances between Industrial and Sensitive Land Uses*

FINANCIAL IMPLICATIONS

The applicant has paid the Development Application fee which included a penalty fee for retrospective works.

A key financial consideration is additional road maintenance costs, particularly for Jingalup Road.

RISK MANAGEMENT IMPLICATIONS

| RISK MANAGEMENT FRAMEWORK | | | |
|---------------------------|---|---|----------------|
| Risk Profile | Risk Description/Cause | Key Control | Current Action |
| 3 – Compliance | Impulsive decision making Ineffective monitoring of changes to legislation | Professional accreditation / certification maintained | Nil |
| 6 – Engagement | Inadequate documentation or procedures | Public notices / local papers / | Nil |

| | | | |
|--|--|---|-----|
| | | website communication | |
| 7 – Environment | Inadequate local laws / planning schemes | Environmental management compliance | Nil |
| 8 – Errors, Omissions and Delays | Complex legislation Incorrect information | Development Approval performance report | Nil |
| <i>Risk rating: Adequate</i> | | | |
| IMPLICATIONS | | | |
| Applicants need to ensure that Development Applications accord with the intent of the Shire of Kojonup Planning Scheme. Council in assessing applications needs to adopt a similar approach that reflects present and future requirements without compromising amenity or establishing precedents. | | | |

ASSET MANAGEMENT IMPLICATIONS

Nil.

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil.

VOTING REQUIREMENTS

Simple Majority.

OFFICER RECOMMENDATION

Motion: 130 /25 Moved Cr Mitchell

Seconded Cr Radford

That Council grant Development Approval for two grain storage bulkheads and associated infrastructure (rural industry use) on Lots 1 and 3 on Deposited Plan 73131 and Lot 4202 on Deposited Plan 127588 (No. 23368) Albany Highway, Lumeah, *pursuant to Schedule 2, Clause 68 of the Planning and Development (Local Planning Schemes) Regulations 2015* and subject to the following conditions and advice notes:

1. The development hereby approved must be carried out in accordance with the submitted plans and specifications (addressing all conditions) or otherwise amended by the local government and these shall not be altered and/or modified without the prior knowledge and written consent of the local government.
2. If the development subject of this approval is not substantially commenced within a period of 2 years, or such other period as specified in the approval after the date of the determination, the approval shall lapse and be of no further effect. Where an approval has so lapsed, no development shall be carried out without the further approval of the local government having first been sought and obtained.
3. The capacity is limited to 35,000 tonne storage.

4. Any further use, addition to and/or intensification of any part of the subject development that is not in accordance with the approved application and the Conditions of Approval, and that is not considered minor, shall be subject to a new Development Application and approval for that use, addition and/or intensification.
5. The use hereby permitted shall not cause injury to or prejudicially affect the amenity of the locality by reason of the emission of dust, chaff, odour, noise, waste product or other impact.
6. A Dust and Chaff Management Plan shall be prepared and submitted prior to occupation to the satisfaction of the local government. Suitable dust and chaff suppression measures shall be implemented during construction and operation of the grain storage facility to the satisfaction of the local government.
7. The applicant to implement a Stormwater Management Plan to the satisfaction of the local government prior to occupation. The stormwater facilities provided in accordance with this condition shall be permanently maintained in an operative condition to the satisfaction of the local government.
8. Access by large vehicles, to and from the site, is limited via Jingalup Road. No large vehicles are to access or leave the site directly to/from Albany Highway.
9. The vehicle crossover on Jingalup Road is suitably designed, drained, constructed (sealed) and maintained to the satisfaction of the local government.
10. Any crossovers to Albany Highway can only be created or used with explicit permission from Main Roads Western Australia occurring prior to use.
11. All trafficable areas within the grain storage facility shall be sign posted to clearly delineate:
 - Direction for heavy vehicles to the weigh bridge upon entering the site;
 - Dedicated loading/unloading areas;
 - Internal vehicle circulation and marked clear ways; and
 - Dedicated areas for heavy vehicle queuing and parking, and storage of plant/equipment.
12. Any lighting device shall be positioned and shielded so as not to cause any direct, reflected or incidental light beyond the property boundaries. Lighting should be designed in accordance with *AS 4282-2019 Control of the Obtrusive Effects of Outdoor Lighting*.
13. A Vermin and Weed Management Plan shall be prepared and submitted prior to occupation to the satisfaction of the local government. Following this, the plan to be suitably implemented to the satisfaction of the local government.
14. Prior to commencement of site works, the applicant shall ensure that a self-propelled firefighting unit, capable of immediate deployment without the need for towing, is present on site at all times when machinery is operating or ground disturbance is occurring. Fire trailers are not considered an acceptable firefighting resource for this purpose. Evidence of compliance is to be made available to the Shire upon request.

15. Aboriginal Heritage – Applicant Responsibility

The applicant must undertake their own Aboriginal heritage due diligence consistent with the *Aboriginal Cultural Heritage Act 2021 (WA)* and associated guidelines. Where ground disturbance or development activities may affect Aboriginal cultural heritage, the applicant must obtain appropriate approvals and commission an Aboriginal heritage survey if required. It is the applicant's sole responsibility to ensure compliance with the *Aboriginal Cultural Heritage Act 2021 (WA)*. The Shire does not warrant that the site is free of Aboriginal heritage constraints and accepts no liability should the applicant fail to fulfil their obligations under the Act.

Advice

- A) The applicant is encouraged to:
- Maintain a low fuel area around the bulkheads at all times;
 - Suitably maintain the required self propelled firefighting unit with adequate capacity on-site;
 - Ensure requirements are met during Harvest and Vehicle Movement Bans as agreed with the Chief Bushfire Control Officer;
 - Prepare and implement a Bushfire Emergency Evacuation Plan; and
 - Work with the Shire to progress and finalise closure of the superfluous section of the Jingalup Road reserve and the creation of the new Jingalup Road reserve.
- B) The level of noise emanating from the site shall not exceed that prescribed in the *Environmental Protection Act 1986* and the *Environmental Protection (Noise) Regulations 1997* (and any associated amendments).
- C) If an applicant or owner is aggrieved by this determination there is a right of review by the State Administrative Tribunal in accordance with the *Planning and Development Act 2005* Part 14. An application must be made within 28 days of the determination.

CARRIED 6/0

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

9.4.2 CONSIDERATION OF TWO (2) UNBUDGETED ROAD FUNDING ITEMS TO BE INCLUDED IN THE 25-26 ADOPTED BUDGET; I. REGIONAL ROAD SAFETY PROGRAM (RRSP) – WIDENING BROOMEHILL KOJONUP ROAD; II. REGIONAL ROAD GROUP (RRG) - RESEALING OF KOJONUP FRANKLAND RD SLK 29 -31.

| | |
|---------------|--|
| AUTHOR | Grant Thompson – Chief Executive Officer |
| DATE | Wednesday, 29 November 2025 |
| FILE NO | |
| ATTACHMENT(S) | Nil |

| ‘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 | SOK Finances and Funding |

DECLARATION OF INTEREST

Nil

SUMMARY

For Council to consider a budget amendment of two (2) allocations of unallocated expenditure related to funding in the 2025/26 road budget from the Regional Road Safety Program (RRSP) – Local Roads program, widening of Broomehill Kojonup Road of \$2,305,413 of which no co-funding is required; and Regional Road Group Application for the resealing of Kojonup Frankland Rd SLK 29 -31 of \$225,000 of which one third (1/3) funding is to be provided by Council.

BACKGROUND

The substantial direction setting and oversight role of the Council e.g.; adopting plans and reports, accepting tenders, directing operations, and setting and amending of budgets is a regulated and important function.

The Local Government (Financial Management) Regulations 1996 state that a local government must adopt a budget annually.

The intent is for Council to approve any material changes to a budget.

The Council recently approved the annual 2025/26 budget in July 2025. These projects were not considered nor approved at the time of budget adoption.

Funding Allocation 1 - In May 2025, the Shire of Kojonup lodged an application to Main Roads under the Regional Road Safety Program. Initially Main Roads WA preselected the Darkan Kojonup Rd as meeting the eligibility requirements of the funding program.

The RRSP Local Roads Advisory Group (Main Roads, WALGA, RAC) met on 12 June 2025 to review submissions. An application by the Shire to the RRSP in 2024/25 budget timeframe was not included in the annual budget as it was deemed not approved at that time.

Since the Shire budget has been adopted, the RRSP has corresponded with the Shire stating the circa \$2,305,413 for widening 16Km of Broomehill Kojonup Road was now offered to the Shire.

Funding Allocation 2 – The Regional Road Group Application for the resealing of Kojonup Frankland Rd SLK 29 -31 was initially not funded in the 2025-2026 Road Project Grant Program.

The Shire initially submitted 6 applications for ROSI (Roads of Significant Importance) roads of which 4 were funded totalling \$1,090,000 of state funds, which was the second highest allocation in the Great Southern Region. Since the budget was adopted the Shire of Kojonup was advised that the project could now be funded FY25-26 with an additional \$150,000 of state funds being allocated and Council funding one third (1/3) at \$75,000 bring the total cost of the project to \$225,000.

COMMENT

These allocations must be considered by Council as a major variation to the budget.

Funding Allocation 1 - RRSP – Broomehill Kojonup Rd - The mandatory scope of works for the project includes seal widening, installation of guideposts and signage, and provision of audible line marking.

It is intended that the scope of works be delivered by the Shire using its own resources supplemented by contractor day works.

The project will be managed inhouse by the Shire of Kojonup with contract resources as required. Funding also includes project management costs for the project.

Construction methodology is to be in line with Main Roads Standards and Specifications along with monthly progress reporting of key milestones to the MRWA Program Manager. The project must be completed by 30 June 2025.

Payment Basis: Funding will be provided to the Local Government from Main Roads on the same basis as Road Project Grants under the State Road Funds to Local Government Agreement.

The Shire must agree to execute an MOU to receive the funding.

The MOU sets out the high-level principles upon which the funding and delivery of the RRSP are outlined and focuses on:

- a) The roles and responsibilities of both parties.
- b) A mechanism of funding for the Project.
- c) Agreement on the Scope of Works, Schedule, and costs of the Project

Schedule and Cost Reporting

Payments are tied to project progress:

- 40% of Project budget on the date the last party executes Memorandum and Project Management Plan and baseline Schedule have been submitted and meet the required standard. This equates to circa \$900,000.
- 40% of Project budget on receipt of a Progress Payment Certificate signed by the CEO, certifying that incurred expenditure on the project has exceeded 40% of the approved project budget. Circa \$900,000.
- 20% of Project budget on the submission of a Certificate of Completion. Remaining funds based on overall expenditure.

Road Safety Standards

The Shire must demonstrate that specific road safety measures are incorporated to AS1742.2-2009: Manual of Uniform Traffic Control Devices, Part 2, including:

- Curve warning signs.
- Replacement or new guideposts.
- Chevron Alignment Markers.
- Other traffic control devices.
- For new longitudinal line marking (centre and/or edge lines) where none existed, LGs must contact Main Roads Regional Office to discuss installation.

Signage: For projects with a total cost greater than \$250,000 or duration more than four weeks, project-specific signage is required in accordance with Commonwealth guidelines, highlighting the joint Commonwealth/State funding.

Audits & Evaluation:

LGs must participate and fully comply with State and Commonwealth audits. Main Roads will undertake an independent evaluation to identify the safety performance of the Project and RRSP.

Funding Allocation 2 - Regional Road Group – Kojonup Frankland Rd – This project totalling \$225,000 will allow for pavement repairs and bitumen reseal which is a continuation of the previous years works.

The project will be delivered by a combination of the Shires own resources and contractor day works for specialist items such stabilisation, geotechnical testing, and bitumen resealing. All conditions as per the current Regional Road Group funding.

The Shire is required to co-fund this project to the amount of \$75,000.

Project Schedule

The following table reflects the revised road project schedule for the Shire projects in the projected timeline.

| | 2025 | | | | | | 2026 | | | | | |
|------------------------------------|------|-----|-----------------|-----|------|------|------|-----|-----|-----|-----|------|
| Job | July | Aug | Sept | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | June |
| Bromehill Kojonup shoulder sealing | | | | | RRSP | | | | | | | |
| Shamrock Rd Widening | | | RRG IN PROGRESS | | | | | | | | | |
| Koj Darkan Rd Recon | | | RRG IN PROGRESS | | | | | | | | | |
| Koj Darkan Rd Re-seal | | | | | RRG | | | | | | | |
| Jingalup Rd Re-seal | | | | | | | | RRG | | | | |
| Frankland Rd Re-seal | | | | | | | | RRG | | | | |
| Balgarup Rd Mulching | | | | | | | | | | | | R2R |
| Boscabel Chittinup Reseal | | | | | | | | R2R | | | | |
| Boscabel Chittinup Reseal | | | | | | | | R2R | | | | |
| Spring St | | | | | | | | | | R2R | | |
| Soldier Rd | | | | | | | | | | R2R | | |
| Mission Rd Floodway | | | | | | R2R | | | | | | |
| Thornbury Close | | | | | | Muni | | | | | | |
| Old Broomehill Rd bridge x3 reseal | | | | | | | | | R2R | | | |
| | | | | | | | | | | | | |

Projects that are at risk of scope creep or timeline creep related to these new projects are the Roads to Recovery Projects (R2R):

- Boscabel Chittinup Reseal
- Mission Road Floodway
- Old Broomehill Road Bridge Reseal
- Balgarup Road Mulching

R2R does have flexibility with timelines however the Shire will still be obligated to undertake these projects within the subsequent budget year. At this stage it is expected these projects will be delivered within the current schedule with an 80-85% confidence rating.

CONSULTATION

Manager Financial Corporate Community Services

Manager Works and Infrastructure - The Manager of Works and Infrastructure is the responsible project owner for delivering this project

Briefing Session 28 October 2025

STATUTORY REQUIREMENTS

The Local Government Act provides for local governments, including regional local governments, to prepare an annual budget.

6.2. Local government to prepare annual budget

(1) During the period from 1 June in a financial year to 31 August in the next financial year, or such extended time as the Minister allows, each local government is to prepare and adopt, in the form and manner prescribed, a budget for its municipal fund for the financial year ending on the 30 June next following that 31 August.*

***Absolute Majority Required**

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Policy 2.1.8 Financial Governance

The Shire will make decisions in relation to financial management and financial governance that encompass the following principles:

1. Management of financial risk prudently, having regard to economic circumstances;
2. Examples of financial risks to be managed prudently include the level of debt, commercial activities, community business activities, financial assets and liabilities;

Broomehill Kojonup Road – cashflow impact will be close to a shortfall by 30 June 2026 without taking into consideration the Financial Assistance Grants (FAGS). This could be absorbed by deferring the aforementioned R2R Projects if required.

Timing of payments received from Main Roads will be critical but can be managed by limiting and managing other Shire expenditure and cashflow requirements.

No co-funding required for this project which provides an opportunity for the Shire to benefit from additional funding, to cover wage and plant overheads in the current budget. The shortfall in cashflow could be made up through the allocation of overheads to this project.

Frankland Road – cashflow impact will require the Shire to find an additional \$75,000 to contribute to the project.

This shortfall is more problematic for managing cashflow as the Shire will need to re-allocate funds from an existing Works and Infrastructure budget allocation, which would reduce service allocated in the budget.

The benefit of proceeding with this project may be outweighed by the financial impact placed on cashflow. Cashflow will need to be managed carefully through tight fiscal practices within the internal controls of the Shire.

RISK MANAGEMENT IMPLICATIONS

| RISK MANAGEMENT FRAMEWORK | | | |
|--|--|--|---|
| Risk Profile | Risk Description/Cause | Key Control | Current Action |
| 13) Project Change Management | Ineffective management of expectations (scope creep) | Project status reporting to Council | Review Financial and Procurement Policies and Controls. |
| 16) Financial Sustainability | Inadequate project planning (resources/budget) | | |
| | Procedures not clear | Budget Controls | Cash Flow Budget and reporting to be implemented |
| 15) Supplier Contract | Limited availability of suppliers | Regular monitoring of delivery of contracts | Contacting suppliers to determine supply |
| | Service Interruption | WALGA Preferred supplier Tender Process | |
| | | Ongoing reviews of supplier/contractor contract arrangements | |
| Risk Rating: <i>High</i> | | | |
| IMPLICATIONS | | | |
| The main risk is timing on the impact on cashflow. | | | |
| The final claims on the road projects may not be received in this financial year. | | | |
| The cashflow may support this if it happens if the Shire puts in tight financial controls. | | | |

ASSET MANAGEMENT IMPLICATIONS

Upgrade of asset to the nominated road and a safer road as a result.

GREAT SOUTHERN VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Absolute Majority

OFFICER RECOMMENDATION

Motion 131/25 Moved: Cr Mathwin Seconded: Cr Radford

That Council approves amending the 2025/2026 budget to include:

1. The road project *Regional Road Safety Program (RRSP) – Widening Broomehill Kojonup Road* total budget amendment of \$2,305,413 and
2. Authorizes Shire Officers to execute the Grant agreement/MOU with the Regional Road Safety Program.

And that Council approves;

3. The road project *Regional Road Group (RRG) - Resealing of Kojonup Frankland Rd SLK 29 -31* total budget amendment of \$225,000; and
4. Authorises a co-funding amount of \$75,000 to be reallocated from the 2025/26 Roads budget as co-funding for this project; and
5. Authorizes Shire Officers to execute the Grant agreement with the Regional Roads Group.

Amendment Motion 131/25 Moved: Cr Mitchell Seconded Cr Mathwin

That Council approves amending the 2025/2026 budget to the following:

1. The road project *Regional Road Safety Program (RRSP) – Widening Broomehill Kojonup Road* total budget amendment of \$2,305,413 and
2. Authorizes Shire Officers to execute the Grant agreement/MOU with the Regional Road Safety Program.

And that Council approves;

3. The road project *Regional Road Group (RRG) - Resealing of Kojonup Frankland Rd SLK 29 -31* total budget amendment of \$225,000; and
4. Delegates and authorises the CEO to find discretionary co-funding funds of \$75,000 for this project to be sourced and reallocated from within the 2025/26 budget without compromising the road budget cost centre for grading roads; and
5. Authorizes Shire Officers to execute the Grant agreement with the Regional Roads Group.

Carried 6/0

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

The Amendment becomes the Motion:

Motion 132/25 Moved: Cr Mathwin Seconded: Cr Radford

That Council approves amending the 2025/2026 budget to include:

1. The road project *Regional Road Safety Program (RRSP) – Widening Broomehill Kojonup Road* total budget amendment of \$2,305,413 and
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5. Authorizes Shire Officers to execute the Grant agreement with the Regional Roads Group.

CARRIED 6/0

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

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 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 **3.49** pm.

16 ATTACHMENTS (SEPARATE)

9.4.1.1 - Location Plan

9.4.1.2 - GSGH Development Application - Sept 2025

9.4.1.3 - Development Application

9.4.1.4 - Extract Planning and Development (Local Planning Schemes) Regulations 2015

9.4.1.5 - Bushfire Attack Level (BAL) Certificate

Confirmed on 25 November 2025 as a true record –



Presiding Member

25.11.25.
Date