



SHIRE OF KOJONUP

MINUTES

Ordinary Council Meeting

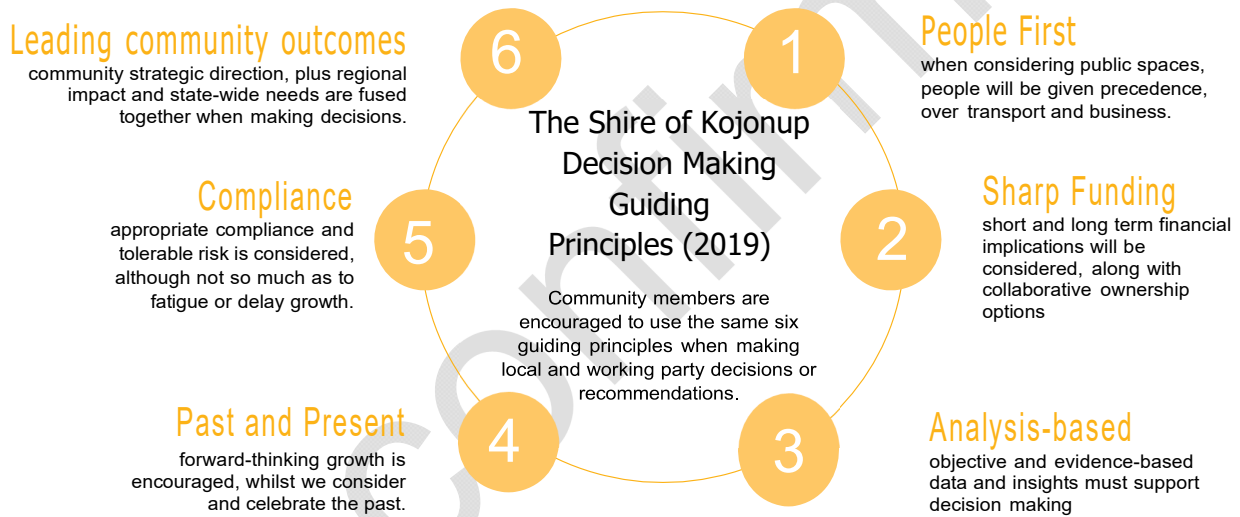
24 March 2026

MINUTES FOR AN ORDINARY COUNCIL MEETING HELD ON 24 MARCH 2026

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	6
6.1	ORDINARY COUNCIL MEETING 16 DECEMBER 2025	6
7	PRESENTATIONS	6
7.1	PETITIONS	6
7.2	PRESENTATIONS	6
7.3	DEPUTATIONS	6
7.4	DELEGATES' REPORTS	6
8	METHOD OF DEALING WITH AGENDA BUSINESS	6
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	7
9.4.1	FINANCIAL MANAGEMENT – MONTHLY STATEMENT OF FINANCIAL ACTIVITY FROM 1 JANUARY 2026 TO 28 FEBRUARY 2026	7
9.4.2	MONTHLY PAYMENTS LISTING – JANUARY 2026	10
9.4.3	MONTHLY PAYMENTS LISTING – FEBRUARY 2026	16
9.4.4	FINANCIAL MANAGEMENT – BUDGET REVIEW REPORT (31 DECEMBER 2025)	21
9.4.5	KOJONUP SALEYARDS – EXPRESSION OF INTEREST FOR PURCHASE AND REMOVAL OF STEEL YARD INFRASTRUCTURE	21
9.4.6	KLOPPER CONTRACTING – THORNBURY CLOSE ROAD LIFT AND LEASE FEE WAIVER ARRANGEMENT	25
9.4.7	DELEGATION REGISTER MANUAL – ANNUAL REVIEW 2026	29
9.4.8	GREAT SOUTHERN VOLUNTARY REGIONAL ORGANISATION OF COUNCILS FUNDING MODEL	32
9.4.9	LOCAL GOVERNMENT ELECTORAL REFORM	38
9.4.10	MEMORANDUM OF UNDERSTANDING (DRAFT) BETWEEN GREAT SOUTHERN TREASURES AND THE SHIRE OF KOJONUP	42
9.4.11	COMMUNITY EMERGENCY SERVICES MANAGER REGIONAL STRUCTURAL CHANGE	47
10	APPLICATIONS FOR LEAVE OF ABSENCE	59
11	MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN	59
12	QUESTIONS FROM MEMBERS WITHOUT NOTICE	59
13	NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF THE MEETING	59
14	MEETING CLOSED TO THE PUBLIC	59
14.1	MATTERS FOR WHICH THE MEETING MAY BE CLOSED	59
14.2	PUBLIC READING OF RESOLUTIONS THAT MAY BE MADE PUBLIC	59
15	CLOSURE	59
16	ATTACHMENTS (SEPARATE)	60

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 Shire President shall declare the meeting open at **15:00 pm** 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

Nil

**3 ATTENDANCE
COUNCILLORS**

Cr Bilney

Shire President (Presiding Member)

Cr Mathwin

Deputy Shire President

Cr Wieringa

Cr Radford

Cr Mitchell

Cr Mickle

Cr Michael

STAFF

Estelle Lottering

Manager Regulatory Services

Jill Johnson

Deputy Chief Executive Officer

Grant Thompson

Chief Executive Officer

3.1 APOLOGIES

Nil

3.2 APPROVED LEAVE OF ABSENCE

Nil

4 DECLARATION OF INTEREST

Nil

5 PUBLIC QUESTION TIME

5.1 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

5.2 PUBLIC QUESTION TIME

Nil

6 CONFIRMATION OF MINUTES

6.1 ORDINARY COUNCIL MEETING 24 February 2026

Unconfirmed Minutes of an Ordinary Council Meeting held 24 February 2026 are at [attachment 6.1.1](#).

OFFICER RECOMMENDATION / COUNCIL DECISION

Motion: 13/26

Moved: Cr Michael

Seconded: Cr Mickle

That the Minutes of an Ordinary Council Meeting held 24 February 2026 be confirmed as a true record.

Carried: 7/0

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

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 FINANCIAL MANAGEMENT – MONTHLY STATEMENT OF FINANCIAL ACTIVITY FROM 1 JANUARY 2026 to 28 FEBRUARY 2026

AUTHOR	Jill Johnson – Deputy Chief Executive Officer
DATE	Tuesday, 17 March 2026
ATTACHMENT(S)	9.4.1.1 – Monthly Financial Statements 31 January 2026 9.4.1.2 – Monthly Financial Statement 28 February 2026

‘PLACEMAKING’ STRATEGIC COMMUNITY PLAN JULY 2023 TO JUNE 2033 To be <i>“The Cultural Experience Centre of the Great Southern”</i>		
STRATEGIC/CORPORATE IMPLICATIONS		
Key Strategic Pillar/s	Community Goal/s	Corporate Objective/s
Performance	12. A High Performing Council	12.2 SoK monitoring and reporting

DECLARATION OF INTEREST

Nil

SUMMARY

The purpose of this report is to note the Monthly Financial Statement for the months ending 31 January 2026 and 28 February 2026.

BACKGROUND

In addition to good governance, the presentation to the Council of monthly financial reports is a statutory requirement, with these to be presented at an ordinary meeting of the Council within two (2) months after the end of the period to which the statements relate.

COMMENT

The attached Statement of Financial Activity for the period 1 January 2026 to 28 February 2026 represents eight (8) months, or 66% of the year.

The following items are worthy of noting:

- Closing surplus position of \$4,001,991.
- Capital expenditure achieved 64.7% of budgeted projects.
- Cash holdings of \$4,811m of which \$1,140m is held in cash backed reserve accounts and \$3,671m is unrestricted cash.
- Rates debtors outstanding equate to 14% of total rates raised for 2025/2026
- Page 11 of the statements detail major variations comparing year to date (amended) budgets to year-to-date actuals in accordance with Council Policy 2.1.6.

CONSULTATION

Nil

STATUTORY REQUIREMENTS

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

POLICY IMPLICATIONS

Council Policy 2.1.6 defines the content of the financial reports.

FINANCIAL IMPLICATIONS

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

RISK MANAGEMENT IMPLICATIONS

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

ASSET MANAGEMENT IMPLICATIONS

Nil

GREAT SOUTHERN VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION / COUNCIL DECISION

Motion: 14/26

Moved: Cr Mathwin

Seconded: Cr Mickle

That the monthly financial statements for the period ending 31 January 2026 and 28 February 2026, as attached, be noted.

Carried: 7/0

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

Unconfirmed

9.4.2 MONTHLY PAYMENTS LISTING – JANUARY 2026

AUTHOR	Rachael Egerton-Warburton – Finance and Payroll Officer
DATE	Thursday, 19 February 2026
ATTACHMENT	9.4.2.1 - Monthly Payment Listing January 2026

'PLACEMAKING' STRATEGIC COMMUNITY PLAN JULY 2023 TO JUNE 2033 To be "The Cultural Experience Centre of the Great Southern" STRATEGIC/CORPORATE IMPLICATIONS		
Key Strategic Pillar/s	Community Goal/s	Corporate Objective/s
Performance	12. A High Performing Council	12.2 SoK monitoring and reporting

DECLARATION OF INTEREST

Nil

SUMMARY

To receive the list of payments covering the months of January 2026.

BACKGROUND

Nil

COMMENT

The attached list of payments is submitted for receipt by the Council.

Any comments or queries regarding the list of payments are to be directed to the Chief Executive Officer prior to the meeting.

CONSULTATION

Nil

STATUTORY REQUIREMENTS

Regulation 12(1)(a) of the *Local Government (Financial Management) Regulations 1996* provides that payment may only be made from the municipal fund or trust fund if the Local Government has delegated the function to the Chief Executive Officer.

The Chief Executive Officer has delegated authority to authorise payments. Relevant staff have also been issued with delegated authority to issue orders for the supply of goods and services subject to budget limitations.

Regulation 13 of the *Local Government (Financial Management) Regulations 1996* provides that if the function of authorising payments is delegated to the Chief Executive Officer then a list of payments is to be presented to the Council at the next ordinary meeting and recorded in the minutes.

POLICY IMPLICATIONS

Council's Policy 2.1.2 provides authorisations and restrictions relative to purchasing commitments.

FINANCIAL IMPLICATIONS

All payments are made in line with Council Policy.

STRATEGIC/CORPORATE IMPLICATIONS

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

RISK MANAGEMENT IMPLICATIONS

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

ASSET MANAGEMENT PLAN IMPLICATIONS

There are no asset management implications for this report.

GREAT SOUTHERN VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION / COUNCIL DECISION

Motion: 15/26

Moved: Cr Radford

Seconded: Cr Wieringa

That, in accordance with Regulation 13 (1) of the *Local Government (Financial Management) Regulations 1996*, the list of payments as attached made under delegated authority:

FROM – 1 January 2026		TO – 31 January 2026
Municipal Cheques	14414	\$40,239.33
EFTs	37377-37522	\$739,305.41
Direct Debits		\$678,319.29
Total		\$1,457,864.03

be received.

Carried: 6/1

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

Against: Cr Mitchell

Unconfin

9.4.3 MONTHLY PAYMENTS LISTING – FEBRUARY 2026

AUTHOR	Rachael Egerton-Warburton – Finance and Payroll Officer
DATE	Thursday, 12 March 2026
ATTACHMENT	9.4.3.1 - Monthly Payment Listing February 2026

'PLACEMAKING' STRATEGIC COMMUNITY PLAN JULY 2023 TO JUNE 2033 To be "The Cultural Experience Centre of the Great Southern" STRATEGIC/CORPORATE IMPLICATIONS		
Key Strategic Pillar/s	Community Goal/s	Corporate Objective/s
Performance	12. A High Performing Council	12.2 SoK monitoring and reporting

DECLARATION OF INTEREST

Nil

SUMMARY

To receive the list of payments covering the months of February 2026.

BACKGROUND

Nil

COMMENT

The attached list of payments is submitted for receipt by the Council.

Any comments or queries regarding the list of payments are to be directed to the Chief Executive Officer prior to the meeting.

CONSULTATION

Nil

STATUTORY REQUIREMENTS

Regulation 12(1)(a) of the *Local Government (Financial Management) Regulations 1996* provides that payment may only be made from the municipal fund or trust fund if the Local Government has delegated the function to the Chief Executive Officer.

The Chief Executive Officer has delegated authority to authorise payments. Relevant staff have also been issued with delegated authority to issue orders for the supply of goods and services subject to budget limitations.

Regulation 13 of the *Local Government (Financial Management) Regulations 1996* provides that if the function of authorising payments is delegated to the Chief Executive Officer then a list of payments is to be presented to the Council at the next ordinary meeting and recorded in the minutes.

POLICY IMPLICATIONS

Council's Policy 2.1.2 provides authorisations and restrictions relative to purchasing commitments.

FINANCIAL IMPLICATIONS

All payments are made in line with Council Policy.

STRATEGIC/CORPORATE IMPLICATIONS

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

RISK MANAGEMENT IMPLICATIONS

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

ASSET MANAGEMENT PLAN IMPLICATIONS

There are no asset management implications for this report.

GREAT SOUTHERN VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION / COUNCIL DECISION

Motion: 16/26

Moved: Cr Mathwin

Seconded: Cr Wieringa

That, in accordance with Regulation 13 (1) of the *Local Government (Financial Management) Regulations 1996*, the list of payments as attached made under delegated authority:

FROM – 1 February 2026		TO – 28 February 2026
Municipal Cheques	14415	\$1,755.27
EFTs	37523-37688	\$1,172,272.41
Direct Debits		\$428,511.67
Total		\$1,602,539.35

be received.

Carried: 6/1

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

Against: Cr Mitchell

Unconfirmed

9.4.4 FINANCIAL MANAGEMENT – BUDGET REVIEW REPORT (31 DECEMBER 2025)

AUTHOR	Jill Johnson
DATE	Tuesday, 17 March 2026
ATTACHMENT	9.4.4.1 – Budget Review Report – 31 December 2025

'PLACEMAKING' STRATEGIC COMMUNITY PLAN JULY 2023 TO JUNE 2033 To be "The Cultural Experience Centre of the Great Southern" STRATEGIC/CORPORATE IMPLICATIONS		
Key Strategic Pillar/s	Community Goal/s	Corporate Objective/s
Performance	12. A High Performing Council	12.2 SoK monitoring and reporting

DECLARATION OF INTEREST

Nil

SUMMARY

To consider and adopt the Budget Review Report, and authorise amendments to the Adopted Budget, based on projection outcomes to 30 June 2026.

BACKGROUND

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.

The Local Government (Financial Management) Regulations 1996 require local governments to undertake a review of the Annual Budget.

33A. Review of Budget

- (1) Between 1 January and the last day of February in each financial year a local government is to carry out a review of its annual budget for that year.
- (2A) The review of an annual budget for a financial year must —
 - (a) consider the local government's financial performance in the period beginning on 1 July and ending no earlier than 31 December in that financial year; and
 - (b) consider the local government's financial position as at the date of the review; and
 - (c) review the outcomes for the end of that financial year that are forecast in the budget; and
 - (d) Include the following-
 - (i) the annual budget adopted by the local government;
 - (ii) an update of each of the estimates included in the annual budget;

- (iii) the actual amounts of expenditure, revenue and income as at the date of the review;
- (iv) adjacent to each item in the annual budget adopted by the local government that stated an amount, the estimated end-of-year amount for the item.
- (2) The review of an annual budget for a financial year must be submitted to the council on or before 31 March in that financial year.
- (3) A council is to consider a review submitted to it and is to determine* whether or not to adopt the review, any parts of the review or any recommendations made in the review.

*Absolute majority required.

- (4) Within 14 days after a council has made a determination, a copy of the review and determination is to be provided to the Department.

A detailed analysis at account level incorporating year to date actual results and budget projections to 30 June 2026, for the period ending 31 December 2025, is presented for consideration. A Statement of Financial Activity, at Nature/Type level, has been prepared to provide a summarisation of the budget review results, as well as a Statement of Closing Funds detailing the projected surplus as at 30 June 2026.

COMMENT

The budget review has been prepared to include the information required by the Local Government Act 1995, the Local Government (Financial Management) Regulations 1996, and the Australian Accounting Standards. Council adopted a 10% or \$10,000 threshold minimum for the reporting of material variances to be used in the Statement of Financial Activity and the annual Budget Review Report.

In summary, based on current trends, it is anticipated that a balanced budget can be achieved as at 30 June 2026.

The following table details the proposed budget amendments:

ACCOUNT	DESCRIPTION	ORIGINAL BUDGET AMOUNT	REVISED BUDGET AMOUNT	POSITIVE OUTCOME	NEGATIVE OUTCOME
Proceeds on Sale of Assets					
9608	Proceeds on Sale of Assets F&E – Decrease in proceeds due to sale of sale of utilities not occurring this year.	(\$72,000)	(\$35,768)		\$36,232
General Purpose Funding					
1043	Non Payment Penalty Interest – Decrease in interest on late payment of rates	(\$35,000)	(\$23,253)		\$11,747
1333	Financial Assistance Grant – General Purpose – Decrease in grant allocation	(\$354,208)	(\$264,804)		\$89,404
1343	Financial Assistance Grant – Local Road– Increase in grant allocation	(\$383,657)	(\$448,937)	(\$65,280)	
1393	Interest Received – Reserves – Decrease in interest earned due to	(\$28,000)	(\$7,335)		\$20,665

Shire of Kojonup – Ordinary Council Meeting – Minutes – 24 March 2026

ACCOUNT	DESCRIPTION	ORIGINAL BUDGET AMOUNT	REVISED BUDGET AMOUNT	POSITIVE OUTCOME	NEGATIVE OUTCOME
	decrease in investment balance available				
Governance					
1702	Member Admin Allocations – Increase in non-cash admin allocation expenses	\$697,914	\$803,802		\$105,888
1852	Administration Salaries – Increase in salaries expenses	\$1,066,276	\$1,294,660		\$228,384
1882	Administration Superannuation – Increase in superannuation expenses	\$134,456	\$158,349		\$23,893
1892	Admin Workers Compensation insurance – Decrease in premium	\$47,418	\$34,500	(\$12,918)	
1902	Admin FBT – Increase in FBT Expense	\$17,000	\$29,000		\$12,000
2043	ICT Website Subscription – Increase in website subscription expense	\$0	\$11,400		\$11,400
2182	Less Admin Cash Expenses Allocated – Increase in administration expenses allocated to other programs	(\$1,994,039)	(\$2,295,165)	(\$301,126)	
2053	Admin Sundry Income – Increase in insurance claim reimbursement	(\$300)	(\$26,341)	(\$26,041)	
Law, Order and Public Safety					
2281	Community emergency Services Manager Wages – Decrease in wages	\$129,737	\$112,230	(\$17,507)	
2292	Fire Hazard Reduction Expenses – Increase in wages, overheads and plant costs	\$33,625	\$45,150		\$11,525
2372	Brigade Expenses – Increase in materials expense for protective clothing, decrease in insurance premium	\$87,130	\$58,558	(\$28,572)	
2284	Bushfire Risk Mitigation Officer Wages – Decrease in wages, position not filled	\$72,250	\$0	(\$72,250)	
2393	Sundry Miscellaneous Income – Decrease in fees from slashing blocks	(\$32,500)	(\$3,200)		\$29,300
2573	Contract Ranger Expenses – Increase in contract services	\$42,500	\$57,500		\$15,000
Health					
3102	Health Salaries – allocation relocated to Admin Salaries GL # 1852	\$109,243	\$0	(\$109,243)	
3132	Health Superannuation – allocation relocated to Admin Superannuation GL # 1882	\$13,109	\$0	(\$13,109)	

Shire of Kojonup – Ordinary Council Meeting – Minutes – 24 March 2026

ACCOUNT	DESCRIPTION	ORIGINAL BUDGET AMOUNT	REVISED BUDGET AMOUNT	POSITIVE OUTCOME	NEGATIVE OUTCOME
3142	Health FBT – allocation relocated to Admin FBT GL # 1902	\$12,000	\$0	(\$12,000)	
Education and Welfare					
3477	Kindy Café – Decrease in wages expense	\$15,200	\$4,265	(\$10,935)	
Housing					
4083	Loton Close ILU Rent Income – Increase in rental income	(\$166,920)	(\$180,000)	(\$13,080)	
Community Amenities					
5027	Verge Pickup – Hard Waste – Decrease in contractor expense as pickup not being held this year	\$30,000	\$0	(\$30,000)	
5842	Town Planning Expense – Increase in planning assessment expense for Wind farms	\$30,000	\$57,097		\$27,097
5973	Planning Fees – Increase in planning application fees	(\$6,500)	(\$75,800)	(\$69,300)	
6001	Cemetery Grave Digging – Increase in wages, overheads and plant costs	\$45,225	\$55,700		\$10,475
Recreation and Culture					
6374	Apex Park Grounds Maintenance – Increase in wages, overheads, plant costs and materials expense. Decrease in water consumption	\$59,680	\$74,193		\$14,513
Transport					
7632	Town Streets Drainage Maintenance – Decrease in wages, overheads and plant costs	\$30,400	\$4,150	(\$26,250)	
7662	Bridge Maintenance – Decrease in bridge insurance, increase in contractor expenses for bridge repairs	\$90,145	\$128,311		\$38,166
RM01	Winter Grading – Decrease in wages and plant costs	\$1,035,445	\$958,881	(\$76,564)	
RM03	Drainage Maintenance – Decrease in plant costs	\$197,325	\$170,325	(\$27,000)	
RM05	Guide Posts and Signage – Decrease in wages, overheads and plant costs	\$113,725	\$53,071	(\$60,654)	
RM08	Rural Limb and Tree Removal – Decrease in wages and plant costs	\$128,405	\$116,005	(\$12,400)	
RM15	Trees Rural Major Works – Decrease in wages and plant costs	\$114,310	\$96,990	(\$17,320)	
RM16	Townsite Verge Maintenance – Increase in wages, overheads, materials expense and contract spraying	\$60,725	\$101,214		\$40,489

Shire of Kojonup – Ordinary Council Meeting – Minutes – 24 March 2026

ACCOUNT	DESCRIPTION	ORIGINAL BUDGET AMOUNT	REVISED BUDGET AMOUNT	POSITIVE OUTCOME	NEGATIVE OUTCOME
7702	Administration Allocated Cash – Increase in administration expenses allocated	\$697,914	\$803,042		\$105,128
020D	Depreciation on Road Assets – Increase in asset depreciation	\$3,775,075	\$3,908,370		\$133,295
7405	RRG Road Grants – Increase in grant funding for Kojonup-Frankland Rd project	(\$1,090,000)	(\$1,240,000)	(\$150,000)	
7415	Regional Road Safety Grants – Increase in grant funding for Broomehill Kojonup Rd project	\$0	(\$2,305,413)	(\$2,305,413)	
7435	Roads to Recovery Grants – Decrease in grant funding due to reduced projects	(\$1,241,133)	(\$1,070,800)		\$170,333
Economic Services					
8002	Water Standpipes – Decrease in water expenses	\$64,480	\$17,480	(\$47,000)	
8003	Water Standpipe Charges – Decrease in sale of water fees	(\$57,000)	(\$10,000)		\$47,000
8172	Kodja Place Grounds Maintenance – Increase in wages, overheads, plant costs and contractor expenses for grounds maintenance	\$19,700	\$33,530		\$13,830
8412	Administration Allocated Cash - Increase in administration expenses allocated	\$99,702	\$114,720		\$15,018
8502	Café Salaries – Increase in wages	\$338,575	\$355,750		\$17,175
8534	Café Utilities – Increase in electricity, Decrease in water and gas	\$46,360	\$35,500	(\$10,860)	
8552	Building Admin Salaries – Increase in salaries	\$122,770	\$136,266		\$13,496
Other Property and Services					
9002	Private Works Expenses – Decrease in wages, overheads and plant costs	\$28,450	\$1,975	(\$26,475)	
9102	PWOH Training – Increase in overheads and plant costs, increase in materials for staff training	\$38,910	\$59,516		\$20,606
9162	PWOH Workers Compensation	\$77,946	\$117,127		\$39,181
9192	Long Service Leave – Increase in LSL paid	\$0	\$34,000		\$34,000
9312	PWOH Less Allocated to Works – Increase in overheads allocated to works	(\$1,779,752)	(\$1,876,889)	(\$97,137)	
9372	Plant Repair Wages – Decrease in wages	\$103,540	\$90,000	(\$13,540)	

Shire of Kojonup – Ordinary Council Meeting – Minutes – 24 March 2026

ACCOUNT	DESCRIPTION	ORIGINAL BUDGET AMOUNT	REVISED BUDGET AMOUNT	POSITIVE OUTCOME	NEGATIVE OUTCOME
9362	External Parts and Repairs – Increase in contractor expenses for plant repairs	\$130,000	\$222,000		\$92,000
9402	Less POC Allocated to Works – Increase in plant costs allocated to projects	(\$689,705)	(\$768,415)	(\$78,710)	
9482	Salaries and Wages Drawn – Decrease in gross wages paid	\$4,499,879	\$4,484,666	(\$15,213)	
9492	Workers Compensation Expenses – Decrease in workers compensation expenses	\$25,000	\$3,788	(\$21,212)	
9512	Salaries and Wages allocated to Works – Decrease in gross wages allocated to projects	(\$4,499,879)	(\$4,484,666)		\$15,213
9493	Workers Compensation Income – Decrease in reimbursements for workers compensation	(\$25,000)	(\$3,788)		\$21,212
Capital Expenditure					
000000	(Surplus)/Deficit Brought Forward – Decrease in opening surplus due to end of year adjustments	(\$2,660,000)	(\$2,595,085)		\$64,915
222222	Depreciation Written Back – Increase in non-cash depreciation written back	(\$5,155,411)	(\$5,288,706)	(\$133,295)	
C137	ICT Plan Implementation – Decrease in ERP expense this year	\$300,000	\$144,460	(\$155,540)	
C310	Subdivision Construction – Decrease in cost for Western Power upgrade	\$200,000	\$100,000	(\$100,000)	
C105	Memorial Hall Capital Expenditure – Increase in contractor expenses to replace ceiling and renovate hall	\$0	\$69,840		\$69,840
C106	RSL Hall Capital Expenditure – Increase in contractor cost to paint hall	\$0	\$10,000		\$10,000
C177	Kodja Place Capital Expenditure – Increase in contractor expense for new cabinets and expansion of retail space	\$15,000	\$38,750		\$23,750
C349	Black Cockatoo Café Capital Expenditure – Works deferred to 26/27 budget	\$25,000	\$0	(\$25,000)	
7604	Major Plant Purchases – Decrease in purchase cost of Clegg Hammer, Utility and sweeper attachment replacement deferred to 26/27 budget	\$153,000	\$54,869	(\$98,131)	
C507	RTR Spring Street Asphalt – Increase in contractor expenses	\$375,000	\$595,800		\$220,800

Shire of Kojonup – Ordinary Council Meeting – Minutes – 24 March 2026

ACCOUNT	DESCRIPTION	ORIGINAL BUDGET AMOUNT	REVISED BUDGET AMOUNT	POSITIVE OUTCOME	NEGATIVE OUTCOME
C508	RTR Mission Road Floodway – project deferred to 26/27	\$20,000	\$0	(\$20,000)	
C512	RTR Newton Street Reseal - project deferred to 26/27	\$18,530	\$0	(\$18,530)	
7424/ R2R402	RTR Frankland Road Repairs SLK 19.94 - project deferred to 26/27	\$112,136	\$0	(\$112,136)	
7424/ R2R403	RTR Boscabel Chittinup Road Reseal SLK 3.80-4.06 - project deferred to 26/27	\$85,000	\$0	(\$85,000)	
7424/ R2R404	RTR Boscabel Chittinup Road Reseal SLK 4.86-6.22 - project deferred to 26/27	\$95,000	\$0	(\$95,000)	
7394/ RRG005	Kojonup Frankland Road Reconstruction and Reseal – New RRG project funded	\$0	\$225,000		\$225,000
7434	RRSP Broomehill Kojonup Road AEL/ACL – New project funded by Regional Road Safety grant	\$0	\$2,302,413		\$2,302,413
8974	Country Water Supply Tanks – Increase in contractor expense for sand pads	\$0	\$14,000		\$14,000
	Other Minor variations below the \$10,000 threshold			(\$187,070)	\$402,428
TOTAL				(\$4,796,811)	\$4,796,811
Net Adjustment to 2025/26 Budget				(\$0)	

Estimated closing funds in 2025-26 Adopted Budget	\$ 0
Plus, net savings as detailed in table above	\$0
Net Estimated Closing Funds	\$0

Based on current revenue and expenditure trends, and projections as at 31 December 2025, it is estimated that a balanced budget can be achieved as at 30 June 2026.

CONSULTATION

Chief Executive Officer
 Deputy Chief Executive Officer
 DL Financial Consultant – Darren Long
 Council Budget Review Workshop – Briefing Session

STATUTORY REQUIREMENTS

Local Government Act 1995 Section 6.2
 Local Government (Financial Management) Regulations 1996, Regulation 33A.

POLICY IMPLICATIONS

Rewriting and implementing controls for Purchase Order Management and Journaling to the Ledger

FINANCIAL IMPLICATIONS

The financial implications of this report are detailed in the commentary section. Based on current trends, the budget review analysis predicts:

1. an overall decrease in operating revenue of \$76,786;
2. an overall increase in operating expenditure of \$92,621;
3. an overall increase in capital expenditure on assets of \$2,168,486;
4. an overall increase in non-operating revenue of \$2,285,080;
5. an overall decrease in Proceeds on Sale of Assets of \$36,232;
6. an overall decrease in Transfers to Reserve of \$20,665;
7. a decrease in the Opening Surplus of \$64,915.

RISK MANAGEMENT IMPLICATIONS

RISK MANAGEMENT FRAMEWORK			
Risk Profile	Risk Description/Cause	Key Control	Current Action
3 – Compliance	Ineffective polices and processes.	Financial Management Review	Review Financial and Procurement Polices and Controls.
8) Errors Omissions and Delays	Human Error	Policies and Procedures	
<i>Risk rating: Medium to High</i>			
IMPLICATIONS			
The risk has a potential material impact on cash flow and budget management.			

ASSET MANAGEMENT IMPLICATIONS

Nil.

GREAT SOUTHERN VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Absolute Majority

OFFICER RECOMMENDATION / COUNCIL DECISION

Motion: 17/26

Moved: Cr Michael

Seconded: Cr Radford

That Council:

- 1. Adopt the 2025/26 Annual Budget Review, as presented in Attachment 1, and note that the estimated closing funds are based on current revenue and expenditure trends; and**
- 2. approve the following budget amendments as authorised expenditure:**

ACCOUNT	DESCRIPTION	ORIGINAL BUDGET AMOUNT	REVISED BUDGET AMOUNT	POSITIVE OUTCOME	NEGATIVE OUTCOME
Proceeds on Sale of Assets					
9608	Proceeds on Sale of Assets F&E – Decrease in proceeds due to sale of sale of utilities not occurring this year.	(\$72,000)	(\$35,768)		\$36,232
General Purpose Funding					
1043	Non Payment Penalty Interest – Decrease in interest on late payment of rates	(\$35,000)	(\$23,253)		\$11,747
1333	Financial Assistance Grant – General Purpose – Decrease in grant allocation	(\$354,208)	(\$264,804)		\$89,404
1343	Financial Assistance Grant – Local Road– Increase in grant allocation	(\$383,657)	(\$448,937)	(\$65,280)	
1393	Interest Received – Reserves – Decrease in interest earned due to decrease in investment balance available	(\$28,000)	(\$7,335)		\$20,665
Governance					
1702	Member Admin Allocations – Increase in non-cash admin allocation expenses	\$697,914	\$803,802		\$105,888
1852	Administration Salaries – Increase in salaries expenses	\$1,066,276	\$1,294,660		\$228,384
1882	Administration Superannuation – Increase in superannuation expenses	\$134,456	\$158,349		\$23,893
1892	Admin Workers Compensation insurance – Decrease in premium	\$47,418	\$34,500	(\$12,918)	
1902	Admin FBT – Increase in FBT Expense	\$17,000	\$29,000		\$12,000
2043	ICT Website Subscription – Increase in website subscription expense	\$0	\$11,400		\$11,400
2182	Less Admin Cash Expenses Allocated – Increase in	(\$1,994,039)	(\$2,295,165)	(\$301,126)	

Shire of Kojonup – Ordinary Council Meeting – Minutes – 24 March 2026

ACCOUNT	DESCRIPTION	ORIGINAL BUDGET AMOUNT	REVISED BUDGET AMOUNT	POSITIVE OUTCOME	NEGATIVE OUTCOME
	administration expenses allocated to other programs				
2053	Admin Sundry Income – Increase in insurance claim reimbursement	(\$300)	(\$26,341)	(\$26,041)	
Law, Order and Public Safety					
2281	Community emergency Services Manager Wages – Decrease in wages	\$129,737	\$112,230	(\$17,507)	
2292	Fire Hazard Reduction Expenses – Increase in wages, overheads and plant costs	\$33,625	\$45,150		\$11,525
2372	Brigade Expenses – Increase in materials expense for protective clothing, decrease in insurance premium	\$87,130	\$58,558	(\$28,572)	
2284	Bushfire Risk Mitigation Officer Wages – Decrease in wages, position not filled	\$72,250	\$0	(\$72,250)	
2393	Sundry Miscellaneous Income – Decrease in fees from slashing blocks	(\$32,500)	(\$3,200)		\$29,300
2573	Contract Ranger Expenses – Increase in contract services	\$42,500	\$57,500		\$15,000
Health					
3102	Health Salaries – allocation relocated to Admin Salaries GL # 1852	\$109,243	\$0	(\$109,243)	
3132	Health Superannuation – allocation relocated to Admin Superannuation GL # 1882	\$13,109	\$0	(\$13,109)	
3142	Health FBT – allocation relocated to Admin FBT GL # 1902	\$12,000	\$0	(\$12,000)	
Education and Welfare					
3477	Kindy Café – Decrease in wages expense	\$15,200	\$4,265	(\$10,935)	
Housing					
4083	Loton Close ILU Rent Income – Increase in rental income	(\$166,920)	(\$180,000)	(\$13,080)	
Community Amenities					
5027	Verge Pickup – Hard Waste – Decrease in contractor expense as pickup not being held this year	\$30,000	\$0	(\$30,000)	
5842	Town Planning Expense – Increase in planning assessment expense for Wind farms	\$30,000	\$57,097		\$27,097
5973	Planning Fees – Increase in planning application fees	(\$6,500)	(\$75,800)	(\$69,300)	

Shire of Kojonup – Ordinary Council Meeting – Minutes – 24 March 2026

ACCOUNT	DESCRIPTION	ORIGINAL BUDGET AMOUNT	REVISED BUDGET AMOUNT	POSITIVE OUTCOME	NEGATIVE OUTCOME
6001	Cemetery Grave Digging – Increase in wages, overheads and plant costs	\$45,225	\$55,700		\$10,475
Recreation and Culture					
6374	Apex Park Grounds Maintenance – Increase in wages, overheads, plant costs and materials expense. Decrease in water consumption	\$59,680	\$74,193		\$14,513
Transport					
7632	Town Streets Drainage Maintenance – Decrease in wages, overheads and plant costs	\$30,400	\$4,150	(\$26,250)	
7662	Bridge Maintenance – Decrease in bridge insurance, increase in contractor expenses for bridge repairs	\$90,145	\$128,311		\$38,166
RM01	Winter Grading – Decrease in wages and plant costs	\$1,035,445	\$958,881	(\$76,564)	
RM03	Drainage Maintenance – Decrease in plant costs	\$197,325	\$170,325	(\$27,000)	
RM05	Guide Posts and Signage – Decrease in wages, overheads and plant costs	\$113,725	\$53,071	(\$60,654)	
RM08	Rural Limb and Tree Removal – Decrease in wages and plant costs	\$128,405	\$116,005	(\$12,400)	
RM15	Trees Rural Major Works – Decrease in wages and plant costs	\$114,310	\$96,990	(\$17,320)	
RM16	Townsite Verge Maintenance – Increase in wages, overheads, materials expense and contract spraying	\$60,725	\$101,214		\$40,489
7702	Administration Allocated Cash – Increase in administration expenses allocated	\$697,914	\$803,042		\$105,128
020D	Depreciation on Road Assets – Increase in asset depreciation	\$3,775,075	\$3,908,370		\$133,295
7405	RRG Road Grants – Increase in grant funding for Kojonup-Frankland Rd project	(\$1,090,000)	(\$1,240,000)	(\$150,000)	
7415	Regional Road Safety Grants – Increase in grant funding for Broomehill Kojonup Rd project	\$0	(\$2,305,413)	(\$2,305,413)	
7435	Roads to Recovery Grants – Decrease in grant funding due to reduced projects	(\$1,241,133)	(\$1,070,800)		\$170,333
Economic Services					
8002	Water Standpipes – Decrease in water expenses	\$64,480	\$17,480	(\$47,000)	

Shire of Kojonup – Ordinary Council Meeting – Minutes – 24 March 2026

ACCOUNT	DESCRIPTION	ORIGINAL BUDGET AMOUNT	REVISED BUDGET AMOUNT	POSITIVE OUTCOME	NEGATIVE OUTCOME
8003	Water Standpipe Charges – Decrease in sale of water fees	(\$57,000)	(\$10,000)		\$47,000
8172	Kodja Place Grounds Maintenance – Increase in wages, overheads, plant costs and contractor expenses for grounds maintenance	\$19,700	\$33,530		\$13,830
8412	Administration Allocated Cash - Increase in administration expenses allocated	\$99,702	\$114,720		\$15,018
8502	Café Salaries – Increase in wages	\$338,575	\$355,750		\$17,175
8534	Café Utilities – Increase in electricity, Decrease in water and gas	\$46,360	\$35,500	(\$10,860)	
8552	Building Admin Salaries – Increase in salaries	\$122,770	\$136,266		\$13,496
Other Property and Services					
9002	Private Works Expenses – Decrease in wages, overheads and plant costs	\$28,450	\$1,975	(\$26,475)	
9102	PWOH Training – Increase in overheads and plant costs, increase in materials for staff training	\$38,910	\$59,516		\$20,606
9162	PWOH Workers Compensation	\$77,946	\$117,127		\$39,181
9192	Long Service Leave – Increase in LSL paid	\$0	\$34,000		\$34,000
9312	PWOH Less Allocated to Works – Increase in overheads allocated to works	(\$1,779,752)	(\$1,876,889)	(\$97,137)	
9372	Plant Repair Wages – Decrease in wages	\$103,540	\$90,000	(\$13,540)	
9362	External Parts and Repairs – Increase in contractor expenses for plant repairs	\$130,000	\$222,000		\$92,000
9402	Less POC Allocated to Works – Increase in plant costs allocated to projects	(\$689,705)	(\$768,415)	(\$78,710)	
9482	Salaries and Wages Drawn – Decrease in gross wages paid	\$4,499,879	\$4,484,666	(\$15,213)	
9492	Workers Compensation Expenses – Decrease in workers compensation expenses	\$25,000	\$3,788	(\$21,212)	
9512	Salaries and Wages allocated to Works – Decrease in gross wages allocated to projects	(\$4,499,879)	(\$4,484,666)		\$15,213

Shire of Kojonup – Ordinary Council Meeting – Minutes – 24 March 2026

ACCOUNT	DESCRIPTION	ORIGINAL BUDGET AMOUNT	REVISED BUDGET AMOUNT	POSITIVE OUTCOME	NEGATIVE OUTCOME
9493	Workers Compensation Income – Decrease in reimbursements for workers compensation	(\$25,000)	(\$3,788)		\$21,212
Capital Expenditure					
000000	(Surplus)/Deficit Brought Forward – Decrease in opening surplus due to end of year adjustments	(\$2,660,000)	(\$2,595,085)		\$64,915
222222	Depreciation Written Back – Increase in non-cash depreciation written back	(\$5,155,411)	(\$5,288,706)	(\$133,295)	
C137	ICT Plan Implementation – Decrease in ERP expense this year	\$300,000	\$144,460	(\$155,540)	
C310	Subdivision Construction – Decrease in cost for Western Power upgrade	\$200,000	\$100,000	(\$100,000)	
C105	Memorial Hall Capital Expenditure – Increase in contractor expenses to replace ceiling and renovate hall	\$0	\$69,840		\$69,840
C106	RSL Hall Capital Expenditure – Increase in contractor cost to paint hall	\$0	\$10,000		\$10,000
C177	Kodja Place Capital Expenditure – Increase in contractor expense for new cabinets and expansion of retail space	\$15,000	\$38,750		\$23,750
C349	Black Cockatoo Café Capital Expenditure – Works deferred to 26/27 budget	\$25,000	\$0	(\$25,000)	
7604	Major Plant Purchases – Decrease in purchase cost of Clegg Hammer, Utility and sweeper attachment replacement deferred to 26/27 budget	\$153,000	\$54,869	(\$98,131)	
C507	RTR Spring Street Asphalt – Increase in contractor expenses	\$375,000	\$595,800		\$220,800
C508	RTR Mission Road Floodway – project deferred to 26/27	\$20,000	\$0	(\$20,000)	
C512	RTR Newton Street Reseal - project deferred to 26/27	\$18,530	\$0	(\$18,530)	
7424/ R2R402	RTR Frankland Road Repairs SLK 19.94 - project deferred to 26/27	\$112,136	\$0	(\$112,136)	
7424/ R2R403	RTR Boscabel Chittinup Road Reseal SLK 3.80-4.06 - project deferred to 26/27	\$85,000	\$0	(\$85,000)	
7424/ R2R404	RTR Boscabel Chittinup Road Reseal SLK 4.86-6.22 - project deferred to 26/27	\$95,000	\$0	(\$95,000)	

Shire of Kojonup – Ordinary Council Meeting – Minutes – 24 March 2026

ACCOUNT	DESCRIPTION	ORIGINAL BUDGET AMOUNT	REVISED BUDGET AMOUNT	POSITIVE OUTCOME	NEGATIVE OUTCOME
7394/RRG005	Kojonup Frankland Road Reconstruction and Reseal – New RRG project funded	\$0	\$225,000		\$225,000
7434	RRSP Broomehill Kojonup Road AEL/ACL – New project funded by Regional Road Safety grant	\$0	\$2,302,413		\$2,302,413
8974	Country Water Supply Tanks – Increase in contractor expense for sand pads	\$0	\$14,000		\$14,000
	Other Minor variations below the \$10,000 threshold			(\$187,070)	\$402,428
TOTAL				(\$4,796,811)	\$4,796,811
Net Adjustment to 2025/26 Budget				(\$0)	

Carried: 7/0

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

Unconfirmed

9.4.5 KOJONUP SALEYARDS – EXPRESSION OF INTEREST FOR PURCHASE AND REMOVAL OF STEEL YARD INFRASTRUCTURE

AUTHOR	Estelle Lottering
DATE	Tuesday, 10 March 2026
ATTACHMENT	9.4.5.1 – Minutes 17 November 2020 Confirmed – Saleyards 9.4.5.2 – Kojonup Saleyard and Truck Wash Review 2020

<p>‘PLACEMAKING’ STRATEGIC COMMUNITY PLAN JULY 2023 TO JUNE 2033 To be <i>“The Cultural Experience Centre of the Great Southern”</i> STRATEGIC/CORPORATE IMPLICATIONS</p>		
Key Strategic Pillar/s	Community Goal/s	Corporate Objective/s
Performance	12. A High Performing Council	12.6 SoK Asset management

DECLARATION OF INTEREST

Nil

SUMMARY

To seek Council approval to call for Expressions of Interest (EOI) for the purchase and removal of the Kojonup Saleyards steel yard infrastructure, at the applicants cost, with the Shire to retain the land for future use.

BACKGROUND

Council has considered a number of officer reports regarding the Kojonup Saleyards at Ordinary Council Meetings held in November 2014, June 2015, July 2016 and March 2019.

These reports were in response to the need to obtain, and the operating implications of, a saleyard operating licence from the Department of Water and Environmental Regulation (DWER), as well as considerations regarding public liability and risk.

At the Ordinary Council Meeting of 17 November 2020, Council received the “Kojonup Saleyard & Truckwash Review 2020” report prepared by Denbar Pastoral Pty Ltd. The review concluded that the saleyards were not fit for purpose and exposed the Shire to an unacceptable level of risk. Council resolved (Decision 157/20) as follows:

1. *“The “Kojonup Saleyard & Truck wash Review 2020” report prepared by Denbar Pastoral Pty Ltd October 2020 be received.*
2. *Endorses CEO and Mr Saunders’ approach to DWER for conditional use of the Saleyards until 31 December 2020.*
3. *The Kojonup Saleyards be closed effective 1 January 2021.*
4. *Council authorise the Chief Executive Officer to call for expressions of interest from the community or from a corporate body for the future management and/or purchase of the Saleyard with expressions closing 30 April 2021.*
5. *The truck wash be retained for use and be maintained by Council.”*

CARRIED 8/0

This report progresses item 4 of that decision.

However, having further considered the matter, Council's intent is now to seek the sale and complete removal of the steel yard infrastructure by an applicant at their own cost, with the Shire retaining the land for future community use.

COMMENT

In accordance with Council Decision 157/20, the CEO is authorised to call for Expressions of Interest (EOI) for the purchase and removal of the Kojonup Saleyards steel yard infrastructure.

The EOI is for the sale of the physical steel infrastructure only. The successful applicant will be required to dismantle and remove all steel yard infrastructure from the site entirely, at their own cost and within an agreed timeframe. The Shire will retain ownership of the land for future use. The EOI process will be publicly advertised and will seek submissions addressing the following:

- Purchase price offered for the steel yard infrastructure;
- Demonstrated capacity and experience in dismantling and removing steel yard or similar infrastructure;
- A proposed methodology and timeframe for the complete dismantling and removal of all steel yard infrastructure from the site;
- Confirmation that all dismantling, removal, and site make-good works will be carried out entirely at the purchaser's cost and to the satisfaction of the Shire; and
- Evidence of public liability insurance and any relevant licences, if required, for removal works.

The EOI will be advertised in local media and on the Shire's website and Facebook. Submissions will close 30 April 2021. The Shire will assess all submissions and a report on the outcomes will be presented to Council following the close of the EOI period.

Any agreement for the sale and removal of the infrastructure will be subject to a formal contract, which will include agreed timelines, make-good obligations, and penalties for non-completion.

Submissions will close Thursday, 30 April 2026. The Shire will assess all submissions and a report on the outcomes will be presented to Council following the close of the EOI period.

For Council consideration.

CONSULTATION

Chief Executive Officer
Manager Works and Infrastructure
Property Services Manager and NRM
Manager Regulatory Services

Prior stakeholder consultation was undertaken by Denbar Pastoral Pty Ltd in October 2020, including briefings to Council and meetings with key stakeholders: N Matthews, Jeff Miotti, D Stretch, I Robertson, Elders and Nutrien representatives, R House, G Cavanaugh and S McGuire.

STATUTORY REQUIREMENTS

Local Government Act 1995 – Section 3.58 relates to the disposal of property by local government, including the requirement to invite public tenders or expressions of interest where applicable.

Environmental Protection Act 1986 – Outlines licensing requirements and obligations to prevent pollution to the environment.

Animal Welfare Act 2002 – Outlines obligations for the welfare, safety and health of animals.

Work Health and Safety Act 2020 (WA) – Places an onus on the operator to provide safe places and systems of work.

POLICY IMPLICATIONS

2.1.8 – Financial Governance – Establishes financial management and governance principles to be applied to general financial decision making, including those required to manage and maintain physical assets. Budget items are assessed against factors including demonstrated community need and economic or community development advantages.

2.3.4 – Asset Management Plan – Aims to guide the management of the Shire’s infrastructure assets to meet agreed service delivery and performance expectations.

FINANCIAL IMPLICATIONS

All costs associated with the dismantling, removal, and site make-good of the steel yard infrastructure are to be borne entirely by the purchaser. Any proceeds from the sale of the infrastructure will be reported to Council as part of the EOI outcomes report.

RISK MANAGEMENT IMPLICATIONS

RISK MANAGEMENT FRAMEWORK			
Risk Profile	Risk Description/Cause	Key Control	Current Action
3 - Compliance	Failure to correctly identify, interpret, assess, respond and communicate laws and regulations as a result of an inadequate compliance framework.	Ineffective policies & processes; Ineffective monitoring of changes to legislation.	Nil
<i>Risk rating: Moderate</i>			
IMPLICATIONS			
The primary risk is that the EOI does not attract buyers, or that a purchaser fails to complete removal works within the agreed timeframe, leaving the Shire with a partially cleared site. These risks are mitigated by including robust contractual terms requiring full removal and site make-good at the purchaser’s cost, with clear timelines and financial penalties for non-completion. Should no viable submissions be received, a further report will be presented to Council on alternative disposal options.			

ASSET MANAGEMENT IMPLICATIONS

Upon completion of the removal of all steel yard infrastructure by the purchaser, the land will be available for future Shire use.

The intended future use of the land will be the subject of a separate planning process. No further capital expenditure is anticipated on the saleyard's infrastructure.

GREAT SOUTHERN VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION / COUNCIL DECISION

Motion: 18/26

Moved: Cr Radford

Seconded: Cr Mitchell

That Council endorse the calling of Expressions of Interest for the purchase and complete removal of the Kojonup Saleyards steel yard infrastructure, with all dismantling, removal, and site make-good costs to be borne entirely by the purchaser, expressions of interest closing 30 April 2026, the Shire to retain ownership of the land for future use, and the CEO to report back to Council on the outcomes of the EOI process.

Carried: 7/0

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

Unconfirmed

9.4.6 KLOPPER CONTRACTING – THORNBURY CLOSE ROAD LIFT AND LEASE FEE WAIVER TRANSACTION

AUTHOR	Grant Thompson – Chief Executive Officer
DATE	Tuesday, 24 February 2026
ATTACHMENT(S)	9.4.6.1 - Email from Simon Klopper to CEO dated 4 February 2025 – Thornbury Close Extension and gravel

'PLACEMAKING' STRATEGIC COMMUNITY PLAN JULY 2023 TO JUNE 2033 To be <i>"The Cultural Experience Centre of the Great Southern"</i> STRATEGIC/CORPORATE IMPLICATIONS		
Key Strategic Pillar/s	Community Goal/s	Corporate Objective/s
Performance	12. A High Performing Council	12.6 SoK asset management 12.1 SoK finances and funding
Economics	4. Grown Existing Business 5. Assisted New Business	4.1 Economic support program 5.1 Industrial land release

DECLARATION OF INTEREST

Nil

SUMMARY

To seek Council approval to endorse a transaction between the Shire of Kojonup and Klopper Contracting whereby Klopper Contracting has completed a road lift works on Thornbury Close, and in consideration of this contribution the Shire will waive an equivalent value lease fee owed by Klopper Contracting to the Shire.

BACKGROUND

Thornbury Close is a local road within the Shire of Kojonup. The road required a lift (re-sheeting/reforming works) to address drainage and surface condition issues.

The works involved moving material, grading and compacting to raise the road level.

Klopper Contracting holds a lease/licence agreement with the Shire of Kojonup for Industrial land and has rental fees due under this lease.

A request by Klopper Contracting was requested to the CEO to substitute the value of the lease for the quoted Thornbury Close road gravel/fill lift works.

By email dated 4 February 2025, Simon Klopper confirmed to the CEO that the road lift on Thornbury Close had been completed, with gravel application remaining.

Klopper Contracting's costs for the road lift works were as follows:

- Moving material, grading and compacting to lift Thornbury Close – \$15,574 + GST; and
- Gravel for Thornbury Close – 600 tonnes @ \$27/tonne (delivered and spread) – \$16,200 + GST.

The total value of works completed by Klopper Contracting is \$31,774 + GST (\$34,951.40 inclusive of GST).

This report requests approval and authorisation by Council to journal the transaction offsetting the lease fees against the road lift works cost.

COMMENT

This recommendation represents a mutually beneficial outcome. Klopper Contracting has delivered road improvement works that the Shire otherwise needs to fund, in return Klopper Contracting's outstanding lease rental fees be offset as full consideration for the value of those works.

As the arrangement involves a financial substitution transaction Council is required to approve the transaction and authorise the write-off of the lease fees to the same value owed by Klopper Contracting.

It is noted that the value of the road lift works completed by Klopper Contracting (\$31,774 + GST) is considered to be a reasonable and fair exchange for the lease fees being waived.

Officers recommend Council endorse the arrangement and formally write off the outstanding lease rental fees against the cost of the roadworks accordingly.

The terms of his lease was two years from the 1st March 2023 up to the 28 February 2025 or until the property is subdivided and titles are transferred. The subdivision has not occurred yet therefore the lease is ongoing and lease fees will be required to be paid once the transaction is complete.

The rental agreement of \$9,500.00 per annum GST exclusive payable on the commencement of the lease and annually thereafter. Mr Klopper has not paid the past three years lease fees of \$31,350.00 GST inclusive.

CONSULTATION

Chief Executive Officer
Simon Klopper (Klopper Contracting)
Manager Works and Infrastructure

STATUTORY REQUIREMENTS

Local Government Act 1995 – Section 6.12 provides that a local government may, by absolute majority, write off any amount of money owed to the local government. Council is required to resolve by absolute majority to write off the outstanding lease fees.

POLICY IMPLICATIONS

2.1.8 – Financial Governance – The write-off of outstanding lease fees in lieu of works completed on behalf of the Shire is consistent with sound financial governance principles where demonstrated community and infrastructure value has been received in return.

FINANCIAL IMPLICATIONS

The Shire will forego the recovery of same value lease rental fees owed by Klopper Contracting. In lieu of this, the Shire has received road improvement works to the value of \$34,951.40 incl. GST on Thornbury Close.

The net financial impact on the Shire is considered neutral, with the value of the works completed being equivalent to the lease fees written off. No additional budget allocation is required.

RISK MANAGEMENT IMPLICATIONS

RISK MANAGEMENT FRAMEWORK			
Risk Profile	Risk Description/Cause	Key Control	Current Action
10 – Financial Management	Informal arrangement entered into without prior Council authority; perception of impropriety in writing off a debt owed to the Shire	Full transparency to Council; formal ratification by absolute majority as required under s.6.12 LGA 1995; works value documented	Report to Council for formal resolution
<i>Risk rating: Low</i>			
IMPLICATIONS			
The primary risk is the perception that an arrangement may have been entered into, and that a debt owed to the Shire is being written off in favour of a contractor. This risk is substantially mitigated by bringing the matter formally before Council for ratification with full transparency, by the clear documentation of the works completed and their value, and by the requirement for an absolute majority resolution under s.6.12 of the Local Government Act 1995. The value of the infrastructure works delivered is commensurate with the lease fees to be written off.			

ASSET MANAGEMENT IMPLICATIONS

The road lift and gravel work on Thornbury Close will improve the condition and extend the serviceable life of the road asset. These works align with the Shire’s road asset management obligations. The works and cost will be recorded against the Thornbury Close Road asset in the Shire’s asset register accordingly.

GREAT SOUTHERN VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Absolute Majority

OFFICER RECOMMENDATION / COUNCIL DECISION

Motion: 19/26

Moved: Cr Mitchell

Seconded: Cr Radford

That Council:

- 1. Approves a substitution transaction of value whereby Klopper Contracting completed road lift works on Thornbury Close, being the moving of material, grading and compacting to lift the road, and the supply and spreading of 600 tonnes of gravel, at a total cost of \$34,951.40 inclusive of GST and offset a lease debt with the Shire to the value of \$31,350.00 inclusive of GST; and**
- 2. Pursuant to Section 6.12 of the Local Government Act 1995, by absolute majority, resolves to write off the outstanding lease rental fees owed by Klopper Contracting to the Shire of Kojonup, in full consideration of the road improvement works completed on Thornbury Close to the value of the current lease debt of \$31,350.00 inclusive of GST.**

Carried: 7/0

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

Unconfirmed

9.4.7 DELEGATION REGISTER MANUAL – ANNUAL REVIEW 2026

AUTHOR	Estelle Lottering
DATE	Monday, 19 February 2026
ATTACHMENT	9.4.7.1 - Delegation Register Manual– Existing copy (November 2023) showing changes

‘PLACEMAKING’ STRATEGIC COMMUNITY PLAN JULY 2023 TO JUNE 2033 To be <i>“The Cultural Experience Centre of the Great Southern”</i> STRATEGIC/CORPORATE IMPLICATIONS		
Key Strategic Pillar/s	Community Goal/s	Corporate Objective/s
Performance	12. A High Performing Council	12.2 SoK monitoring and reporting

DECLARATION OF INTEREST

Nil

SUMMARY

The purpose of this report is to conduct an annual review of Council’s Delegation Register Manual (Register).

BACKGROUND

Section 5.46 (2) of the *Local Government Act 1995* requires that delegation’s manual be reviewed at least once every financial year. Council’s Delegation Register Manual was last reviewed by the Council in December 2023.

Council has resolved to adopt and delegate the functions referred to within the attached Delegations Register Manual to the Chief Executive Officer (CEO). Under the *Local Government Act 1995*, the Council is only able to delegate to the CEO and the CEO may then on delegate to other Officers. When a decision is made under delegation, it is as if that decision has been made by the Council.

Any changes made by Council between its annual reviews of the Register Manual are amended in the Register immediately following the Council meeting wherein the change was resolved.

COMMENT

A review of the Delegation Register Manual has been undertaken in accordance with the *Local Government Act 1995* to ensure that it contains the requirements for the Shire of Kojonup to function efficiently and to ensure good governance.

All managers and other relevant staff were given the opportunity to participate in the Register Manual review.

A notifiable change to the Delegation Register Manual are FIN003 – Write off Money owed to Shire. “The Chief Executive Officer is delegated authority under section 6.47 to write off small rates balances owed to the Shire equal to or less than \$100.00”

Update of sub-delegation authority and conditions and role name changes.

CONSULTATION

Chief Executive Officer
 Deputy Chief Executive Officer
 Manager Works and Infrastructure
 Property Services Manager and NRM
 Manager and Regulatory Services

STATUTORY REQUIREMENTS

The *Local Government Act 1995*, sections 5.42 to 5.46 and Regulation 19 of the *Local Government (Administration) Regulations 1996* relate to delegations.

Specifically, section 5.42 of the *Local Government Act 1995* allows for the delegation of some powers and duties from the Council to the CEO. Section 5.42 states:

(1) A local government may delegate to the CEO the exercise of any of its powers or the discharge of any of its duties under this Act other than those referred to in section 5.43.*

**Absolute majority required.*

A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.

POLICY IMPLICATIONS

There are no policy implications for this report.

FINANCIAL IMPLICATIONS

This report or its recommendation does not in itself have a financial implication.

RISK MANAGEMENT IMPLICATIONS

RISK MANAGEMENT FRAMEWORK			
Risk Profile	Risk Description/Cause	Key Control	Current Action
3 - Compliance	Failure to correctly identify, interpret, assess, respond and communicate laws and regulations as a result of an inadequate compliance framework.	Ineffective policies & processes; Ineffective monitoring of changes to legislation.	Nil
<i>Risk rating: Adequate</i>			
IMPLICATIONS			
This report ensures legislative compliance and continues a framework of delegations to ensure that the Council and staff are aware of and are undertaking their respective roles and responsibilities.			

ASSET MANAGEMENT IMPLICATIONS

Nil

GREAT SOUTHERN VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Absolute Majority

OFFICER RECOMMENDATION / COUNCIL DECISION

Motion: 20/26

Moved: Cr Michael

Seconded: Cr Mitchell

That the Delegation Register Manual dated February 2026, with amendments as presented, be adopted in accordance with section 5.42 of the *Local Government Act 1995*.

Note: All references to “Manager of Finance, Corporate Services and Community” within the Delegation Register Manual will be replaced as “Deputy Chief Executive Officer” from the date of adoption.

Carried: 7/0

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

Unconfirmed

9.4.8 GREAT SOUTHERN VOLUNTARY REGIONAL ORGANISATION OF COUNCILS FUNDING MODEL

AUTHOR	Grant Thompson – Chief Executive Officer
DATE	Wednesday, 18 March 2026
ATTACHMENT(S)	9.4.8.1 - GSVROC Draft MOU 19052025 9.4.8.2 - GSA Strategic Directions Slideshow VROC

'PLACEMAKING' STRATEGIC COMMUNITY PLAN JULY 2023 TO JUNE 2033 To be <i>"The Cultural Experience Centre of the Great Southern"</i> STRATEGIC/CORPORATE IMPLICATIONS		
Key Strategic Pillar/s	Community Goal/s	Corporate Objective/s
Performance	11. Fresh Community Engagement	11.1 Targeted Community and Stakeholder Engagement

DECLARATION OF INTEREST

Nil

SUMMARY

The purpose of this report is to reaffirm and approve the Shire of Kojonup's funding component of the evolved Great Southern Voluntary Regional Organisation of Councils (GSVROC) taking into consideration the resignation of the Shire of Plantagenet from the membership base. This will enable the GSVROC to remain sustainable and achieve its objectives as per the attached Strategic Plan [Attachment - 9.4.8.2 - GSA Strategic Directions Slideshow VROC](#).

The report recommends the Shire of Kojonup make a financial contribution to the employment of an Executive Officer for, and ongoing participation in, the Great Southern Voluntary Regional Organisation of Councils (GSVROC).

BACKGROUND

Since 2023, the Southern Link VROC CEOs worked together to develop a Strategic Directions and roadmap that will guide the group's activities into the future. This also included broadening the membership base to form a broader VROC. The newly formed VROC would be named the Great Southern Voluntary Regional Organisation of Councils (GSVROC).

The three key strategic imperatives of the plan are:

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

The Shires of Kent and Woodanilling were invited to participate as observers to meetings of the SLVROC prior to the formation of the GSVROC and were requested to consider a membership onto the newly formed group.

As a result of these forming discussions, the Council supported two motions at a July 2025 Ordinary Council Meeting (OCM) approving a Memorandum of Understanding (MOU), [Attachment - 9.4.8.1 - GSVROC Draft MOU 19052025](#), and the funding model, including approving the funding of the Executive Officer role.

Council ratified the following two motions respectively for the MOU and separately for the funding of the Executive Officer role in the 2025/26 financial year.

109/25 Moved Cr Mathwin

Seconded Cr Egerton-Warburton

That Council:

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

CARRIED 7/0

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

108/25 Moved Cr Wieringa

Seconded Cr Mickle

That Council:

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

CARRIED 7/0

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

Woodanilling and Kent affirmed their membership of the group, alongside the other participants, and *The Great Southern Voluntary Regional Organisation of Councils* (GSVROC) was formed under a Memorandum of Understanding (MOU) in 2025 for the following purposes:

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

The new GSVROC membership until July 2026 consisted of the following Shires:

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

The GSVROC employs a part-time Executive Officer currently funded by grants. The funding arrangement for the Executive Officer expires in May 2026.

At the GSVROC meeting held in February 2026, each member Council was requested to consider making a financial contribution towards the ongoing employment of the Executive Officer role to support the activities and output of the GSVROC.

Looking forward to the 2026/27 financial year two (2) funding models have been proposed, the first based on the population of each Shire (as per the Great Southern Treasures funding model) and the second on an equal contribution basis. The GSVROC CEO's are recommending the equal share model.

Since the discussion at GSVROC February meeting the Shire of Plantagenet has advised it will be resigning and withdrawing from the GSVROC as of 1 July 2026. Plantagenet provided the following reason for withdrawing:

1. The size and shape of the GSVROC membership and coverage area by its nature is less focused and more diverse than the original SLVROC group of four Councils.
2. Duplication of the WALGA GS Zone activities. The issues being considered on a regular basis at the GSVROC meetings tend to duplicate the work being done at the WALGA GS Zone.
3. The focus on issues which are not relevant to the Shire of Plantagenet.
4. The best use of the Shire of Plantagenet resources and value for the investment. The focus on matters which are largely of low priority for the Shire of Plantagenet; and the time required by Shire Staff and Councilor's to participate in the GSVROC is not the best use of Shire resources.
5. Existing alliances, resource sharing arrangements and participation in the WALGA GS Zone provides significant opportunities to collaborate with local governments at a regional level.

COMMENT

As the Shire of Plantagenet has elected to resign this leaves the remaining Shires to contribute finances to cover the cost of the GSVROC Executive Officer and other operating expenses.

The remaining Central Great Southern shires have all expressed an interest in continuing to collaborate to create regional benefit.

To enable the MOU and the GSVROC Strategic Plan to be executed the Local Government CEO's have agreed to present a plan to their Councils to fund:

1. the contract for an executive officer which generates operating expenses that must be recovered from participating GSVROC members.

2. an annual membership fee which will be implemented as a part of the MOU to meet the operating costs : and,
3. individual Project cost allocations on an as needs basis.

Due to a change in membership this agenda item seeks the Council’s ratification of its funding model approval to contribute to the cost of engaging an executive officer and ancillary expenses to be allocated in the Shire of Kojonup 2026 – 2027 budget.

At the last CEO meeting post Plantagenet withdrawal the CEO’s agreed to request their Councils to fund an equal share amount toward the Executive officer which equates to an amount of \$7,631 per Shire remaining in the alliance.

The motion ratified by Council in July 2025 setting aside the funds in the budget, as presented in the background section of this report, will fully cover the expense for the remainder of this financial year as the equal share model means the Shire of Kojonup will pay less than it would on the previous based population model.

The total cost for the administration of GSVROC is estimated to be in the range of ~\$8,000 - \$9,000 (excluding projects) per annum for the Shire of Kojonup based on all remaining members participating at the assumed level.

It is also recommended that the Shire of Kojonup allocates funds for specific projects that may require funding throughout the year.

An amount of \$20,000 is being recommended to cover all liabilities, annual fee, Executive Officer and individual project cost.

CONSULTATION

GSVROC Member Shires

STATUTORY REQUIREMENTS

Contractual

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

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

If approved, the Shire of Kojonup’s 2026-2027 FY Budget will reflect a contribution pro-rata, up to \$20,000 /year for the life of the three-year MOU term to meet the cost requirements and to cover other expenses such as projects etc of the GSVROC.

RISK MANAGEMENT IMPLICATIONS

RISK MANAGEMENT FRAMEWORK			
Risk Profile	Risk Description/Cause	Key Control	Current Action
6. Engagement	Failure to maintain effective working relationships with the Community (including local Media), Stakeholders, Key Private Sector Companies, Government Agencies and/or Elected Members.	Participate in advisory committees/groups	Support Stakeholder Engagement Plan
Risk rating - <i>Adequate</i>			
IMPLICATIONS			
<p>The overall risk of this proposal is considered low. Not participating could isolate the Shire of Kojonup from neighbouring shires and other local governments who are participating in the GSVROC.</p> <p>It is important that Council maintains strategic alliances with like-minded local governments in the region. The GSVROC provides an opportunity to work together with local governments in the central Great Southern. While the focus of the GSVROC is to maintain collaboration to add value through resource sharing, participation also provides the opportunity to maintain relationships and build a greater understanding of the issues that face all local governments in the region.</p>			

ASSET MANAGEMENT IMPLICATIONS

Nil

GREAT SOUTHERN VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

The funding contributes to a fully functioning VROC.

VOTING REQUIREMENTS

Absolute Majority

OFFICER RECOMMENDATION / COUNCIL DECISION

Motion: 21/26

Moved: Cr Mathwin

Seconded: Cr Wieringa

That Council:

Approve an allocation in the Shire of Kojonup Financial Year 2026-2027 budget of \$20,000 to meet its share of the Great Southern VROC's annual operating expenses, project expenses and costs associated with employing a GSVROC Executive Officer (pro-rata).

Delegate Authority to the Shire of Kojonup Voting Member Delegate to vote in favour to endorse the proposed GSVROC budget and specifically the engagement of a GSVROC Executive Officer, and authority to execute any changes to the MOU required as a result of Plantagenet's resignation where no material change to the cost structure occurs.

Carried: 7/0

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

Unconfidential

9.4.9 LOCAL GOVERNMENT ELECTORAL REFORM

AUTHOR	Grant Thompson – Chief Executive Officer
DATE	Friday, 13 March 2026
ATTACHMENT(S)	9.4.9.1 Draft – Discussion paper – Electoral Reform

<p>‘PLACEMAKING’ STRATEGIC COMMUNITY PLAN JULY 2023 TO JUNE 2033 To be <i>“The Cultural Experience Centre of the Great Southern”</i> STRATEGIC/CORPORATE IMPLICATIONS</p>		
Key Strategic Pillar/s	Community Goal/s	Corporate Objective/s
Performance	12. A High Performing Council	12.6 SoKO Finances and Funding

DECLARATION OF INTEREST

Nil

SUMMARY

To consider and resolve an advocacy position on State Government plans to reform local government elections by introducing;

- 1) full spill elections every four years; and
- 2) compulsory voting at Local Government election

WALGA has requested feedback on these matters to governance@walga.asn.au by 4.00pm Friday 27 March 2026.

BACKGROUND

The above reforms have been raised in statements by the Minister for Local Government, Hon Hannah Beazley MLA, but no formal proposals have yet been provided for consultation.

WALGA has initiated engagement on the potential reforms to ensure their position reflects the sector’s current views and enable timely, well-informed and effective engagement with the anticipated State Government election reform.

A discussion paper prepared by WALGA’s governance team is [Attachment 9.4.9.1 Draft – Discussion paper – Electoral Reform](#).

COMMENT

WALGA’s current advocacy position supports voluntary voting and for elections to be held every two years to fill half the elected member positions. This promotes continuity.

However, the State Government has analysed this position as contrary to processes of all other states which are summarised in the following **Table 1.0**;

Jurisdiction	Compulsory/optional voting	Frequency	Postal/In Person
Western Australia	Optional	Half spill every 2 years	Postal or in person
South Australia	Optional	Full spill every 4 years.	Postal.
Northern Territory	Compulsory	Full spill every 4 years	Postal or in person.
Queensland	Compulsory	Full spill every 4 years.	Postal or in person.
New South Wales	Compulsory	Full spill every 4 years.	In person.
Victoria	Compulsory	Full spill every 4 years.	Postal
Tasmania	Compulsory	Full spill every 4 years.	Postal

The 2025 election is expected to cost the Shire ~\$25,000 – \$30,000 per election based on WAEC direct costs and indirect costs associated with managing the election. The Council budgeted ~\$31,000. In addition to the direct costs there is considerable in-kind effort which absorbed a significant amount of time and resource within the Shire.

Conducting a full spill election every 4 years will result in an incremental marginal cost for one election cycle but should reduce the overall cost considerably year on year.

This being the case, from an administration perspective an election every 4 years would be less costly & less disruptive to operations.

Table 2.0 Local Government Election Cycle (two yearly vs four yearly)

Pros (4-Yearly)	Cons (4-Yearly)
The cash cost of hosting the election would reduce – amount of reduction uncertain – note that the Electoral Commission charges are based on the number of vacancies.	Loss of continuity – large turnover results in loss of corporate knowledge.
Staff administrative effort is substantially reduced (eg managing the returning officer, advertising, support staff training, candidate briefings & compliance management, elected member inductions etc).	Large turnover may result in strategy reversal and stalled projects which in turn will lead to instability for staff and staff retention challenges.
Team continuity – elected members have a full four years to plan & deliver target outcomes. Delivers a longer planning cycle.	Less frequent accountability checkpoints – half spill provides mid-term correction opportunities.

Reduces voter fatigue – voting every two years may create complacency.	If conflict exists between elected members this may need to be managed over a longer period.
Avoids confusion about which Councillors are contesting.	One-off processes to fill extraordinary vacancies might be more frequent.
Brings WA in-step with other Australian states & territories.	

Table 3.0 Compulsory Vs Optional Voting (local government elections)

Pros (compulsory)	Cons (compulsory)
Increased voter participation.	Voter fatigue – compulsory voting for already in place for federal elections every 3 years and state elections every 4 years.
Election outcomes are more representative of the community’s view giving elected members a stronger mandate to deliver on their commitments to the electorate	Enforcement responsibility & cost.
Reduces over-representation of single-issue voters / candidates	Increased donkey & informal voting.
Encourages better community education & engagement	Might favour those who can build a profile with a better resourced campaign.
Brings WA in-step with other Australian states & territories.	

CONSULTATION

Shire of Katanning
 Shire President
 WALGA

STATUTORY REQUIREMENTS

Local Government Act (1995) broad legal framework for local government elections;
 Local Government (Elections) Regulations 1997 detail the electoral procedures.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

It is expected that reducing to a four-year cycle will reduce direct cost, increase productivity, and reduce bureaucracy. The actual cost differential cannot be determined until a full election cycle has

been completed mainly due to the fact the WAEC have not released costs for a full Councillor election cycle and they usually quote costs based on the number of vacancies.

RISK MANAGEMENT IMPLICATIONS

RISK MANAGEMENT FRAMEWORK			
Risk Profile	Risk Description/Cause	Key Control	Current Action
3) Compliance	Failure to correctly identify, interpret, assess, respond and communicate laws and regulations as a result of an inadequate compliance framework	Professional Accreditation/Certification maintained	Nil
Risk Rating – <i>Adequate</i>			
IMPLICATIONS			
This is considered a low risk with minimal implications			

ASSET MANAGEMENT IMPLICATIONS

Nil

GREAT SOUTHERN VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION / COUNCIL DECISION

Motion: 22/26 Moved: Cr Mitchell Seconded: Cr Mathwin

That Council supports:

- 1) A full spill local government election every four-years; and
- 2) Non-compulsory voting for local government elections

Amendment to the Motion:

Motion: 23/26 Moved: Cr Wieringa Seconded: Cr Mitchell

That Council supports:

- 1) Half spill elections every two years; and
- 2) Compulsory voting for local government elections.

Carried: 7/0

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

Amendment becomes the Substantive Motion:

Motion: 22/26

Moved: Cr Mitchell

Seconded: Cr Mathwin

That Council supports:

- 1) Half spill elections every two years; and
- 2) Compulsory voting for local government elections.

Carried: 7/0

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

Unconfirmed

9.4.10 MEMORANDUM OF UNDERSTANDING (DRAFT) BETWEEN GREAT SOUTHERN TREASURES AND THE SHIRE OF KOJONUP

AUTHOR	Grant Thompson, CEO
DATE	Wednesday, 18 March 2026
ATTACHMENT	<p>9.4.10.1 – GST VROC Presentation</p> <p>9.4.10.2 – 20260209 GST CEO Meeting Minutes</p> <p>9.4.10.3 – Draft GST SLA</p> <p>9.4.10.4 – Draft GST MOU</p> <p>9.4.10.5 – GST Financial Report June 2025 to Feb 2026</p>

<p>‘PLACEMAKING’ STRATEGIC COMMUNITY PLAN JULY 2023 TO JUNE 2033 To be <i>“The Cultural Experience Centre of the Great Southern”</i> STRATEGIC/CORPORATE IMPLICATIONS</p>		
Key Strategic Pillar/s	Community Goal/s	Corporate Objective/s
Performance	11. Fresh Community Engagement	11.1 Targeted Community and Stakeholder Engagement

DECLARATION OF INTEREST

Nil

SUMMARY

In light of the Shire of Kent and the Shire of Jerramungup resigning as members of the Great Southern Treasures it is appropriate that the Council review a December 2025 decision to remain a member of the Great Southern Treasures.

BACKGROUND

Council moved a motion in December 2025 supporting the Great Southern Treasures MOU and membership fees based on the membership at the time.

OFFICER RECOMMENDATION

154/25 *Moved Cr Mathwin* *Seconded Cr Mickle*

That Council:

1. *Notes the Great Southern Treasures Annual Report 2024 – 2025;*
2. *Delegates Authority and authorises the CEO to sign the Memorandum of Understanding with Great Southern Treasures on behalf of the Council, subject to no material changes; and*
3. *Approves the membership fees of Great Southern Treasures and directs the CEO to include the amount of \$20,000 (excluding Goods and Services Tax) in the budget until the end of the Memorandum of Understanding period in 2029, on the basis that GST remains a viable Great Southern Shire member-based group.*

CARRIED 6/0

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

Great Southern Treasures (GST) is primarily comprised of Councils within the Great Southern region, the composition of the consortium has changed over time. Currently the consortium comprises the

Shires of Broomhill-Tambellup, Cranbrook, Gnowangerup, Jerramungup, Katanning, Kent, Kojonup and Woodanilling.

The primary purpose of Great Southern Treasures is to:

1. Maximise the economic return from tourists and visitors to the participant local governments.
2. Promote and develop the tourism assets of the participant local governments.
3. Cooperate and take an active interest in tourism matters affecting the participant communities.
4. Nurture industry partners and key stakeholders within the local, regional, state and national tourism industry.

At the Great Southern Treasures CEO Strategic Planning Workshop held on 2 October 2025, discussion was held regarding the upcoming renewal of the Great Southern Treasures (GST) Memorandum of Understanding (MOU), which is due to expire on 30 June 2026. Refer to [Attachment 9.10.4 – Draft GST MOU](#)

To support the members in considering future participation, Sophie Zalokar, representing Great Southern Treasures and Australia Southwest (ASW), attended the Great Southern VROC meeting on 3 November 2025 to provide a presentation outlining the organisations recent activities, including the Bloom Festival. Refer to [Attachment 9.4.10.1 - GST VROC Presentation](#).

Following the presentation, member Shires discussed the value and level of benefit derived from participation in GST, noting varying views regarding local impact, volunteer reliance, and the level of return on financial contributions.

A number of participating members have highlighted the reliance on volunteers and the limited local economic return to their communities with a question being posed: does this investment of the current annual contribution provide sufficient value for ratepayers?

The meeting acknowledged the broader importance of regional collaboration and agreed that the value of participation in GST is influenced by the level of engagement and contribution from each Council.

The Great Southern VROC resolved to note the presentation and to list the matter for further consideration at its February 2026 meeting.

At the February 2026 meeting it was agreed that each member Shire would review its position and level of commitment to the GST MOU renewal prior to the next meeting.

COMMENT

Since these meetings were held the Shires of Kent and Jerramungup have verified their resignation as members of Great Southern Treasures.

This is a material change to the previous position and therefore Council should reconsider its position on the Great Southern Treasures MOU and funding model based on the new information.

At this stage, with the decline of membership, there will be a shortfall of funding of \$20,000. Divided equally between the remaining six (6) Shires this would equate to an additional ~\$3,333 per Shire, however the GST model is a tiered system based on population and it is possible Kojonup and

Katanning would be liable for a higher portion of the \$20,000 in the order of an additional ~\$5,000 each.

This would make the total investment into GST ~\$25,000 for the Shire of Kojonup, a 20% increase per annum for a 3 year engagement.

GST contracts Australia Southwest (ASW), the major tourism body for the South of the State, to manage the executive functions and marketing of GST, via a three (3) year service level agreement aligned to the term of the MOU. Refer to [Attachment 9.4.10.3 – Draft GST SLA](#).

ASW is required to deliver on marketing, brand and communication initiatives that comprise:

- Regional branding and communication
- The Bloom festival
- Other festivals

The success of these initiatives is tracked via the following key performance indicators (KPIs):

- Intrastate visitation.
- Brand awareness.
- Industry and stakeholder awareness.
- Growth in the financial contribution from the Bloom festival.

One of the essential outputs for successful events and tourism is promotion and marketing, particularly social media platforms. The primary purpose of Great Southern Treasures is to provide this service to Local Government and have well-established channels in which to do so.

Alternative Pathway

An alternative would be to withdraw from the partnership and look at funding marketing Kojonup Tourism internally.

The Shire would need to bring all its tourism promotion in-house. This would create resource and budget implications.

The Author believes the Shire of Kojonup's investment in GST is currently value for money. One of the areas to consider is the use of the Bloom Festival Brand and the sponsorship attracted to these events from ASW's efforts.

The Shire may not be able to leverage the Bloom Brand for local marketing purposes and the Bloom Festival itself may be downgraded or shutdown completely as a result of a Kojonup withdrawal.

The networks and marketing that ASW bring to the table is value for a \$25,000 investment. The Shire could spend more than that on marketing and sales collateral and still not have the same impact with visitors.

That being said the Shires human assets and other assets are fully employed in this space and do most of the ground work with the planning and execution of activities and events held in Kojonup during the year.

The Council has two options

1. Resign its membership; or,
2. Increase its funding to sustain the current output of marketing.

It is the recommendation of this report that the Shire commits to the increased funding of GST for a further three year period on the basis that ASW is the service provider for marketing purposes.

The Author believes it is in the interest of the region to support the other Shires by using scale and options in our effort to attract visitors.

CONSULTATION

Nil

LEGAL & STATUTORY REQUIREMENTS

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

The operational costs for GST are shared between the member councils. As per the MOU ongoing contributions of Kojonup for the three-year term may increase to ~\$25,000 per financial year. The Shire of Kojonup is a tier one council for this purpose.

RISK MANAGEMENT IMPLICATIONS

RISK MANAGEMENT FRAMEWORK			
Risk Profile	Risk Description/Cause	Key Control	Current Action
2 - Engagement	Failure to maintain effective working relationships with the Community (including local Media), Stakeholders, Key Private Sector Companies, Government Agencies and/or Elected Members.	Public Engagement	Nil
Risk Rating – <i>Adequate</i>			
IMPLICATIONS			
The implication is the Shire may lose traction on marketing networks and spend more on this internally losing the leverage of scale.			

ASSET MANAGEMENT PLAN IMPLICATIONS

Nil

GREAT SOUTHERN VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Absolute Majority

OFFICER RECOMMENDATION / COUNCIL DECISION

Motion: 24/26

Moved: Cr Mathwin

Seconded: Cr Wieringa

That Council:

- 1. Reaffirms its commitment to Great Southern Treasures (GST) and delegates authority to the President and/or Chief Executive Officer to sign the 2026 – 2029 Memorandum of Understanding with GST on behalf of the Council;**
- 2. Approves the membership fees of Great Southern Treasures (GST) and directs the CEO to include an amount of \$25,000 (excluding Goods and Services Tax) in the budget until the end of the Memorandum of Understanding period in 2029, on the basis that GST remains a viable Shire member-based group.**

Lost: 1/6

Against: Cr Mathwin, Cr Michael, Cr Wieringa, Cr Mitchell, Cr Mickle, Cr Radford

For: Cr Bilney

Foreshadowed Alternative Motion

Motion: 25/26

Moved: Cr Mitchell

Seconded: Cr Michael

That Council resigns as a member of Great Southern Treasures (GST) as of the 1st of July 2026

Carried: 6/1

Against: Cr Mathwin, Cr Michael, Cr Wieringa, Cr Mitchell, Cr Mickle, Cr Radford

For: Cr Bilney

9.4.11 COMMUNITY EMERGENCY SERVICES MANAGER REGIONAL STRUCTURAL CHANGE

AUTHOR	Grant Thompson – Chief Executive Officer
DATE	Thursday, 13 March 2026
ATTACHMENT(S)	<p>9.4.11.1 MOU - CESM - Shires of Gnowangerup Cranbrook and Kojonup - MOU Agreement - 2025-2028 (LG Endorsed)</p> <p>9.4.11.2 Proposed CESM Split - Options for consideration</p> <p>9.4.11.3 CESM Proposed 30% - 70% Split</p> <p>9.4.11.4 CESM Proposed 40% - 60% Split</p>

<p>‘PLACEMAKING’ STRATEGIC COMMUNITY PLAN JULY 2023 TO JUNE 2033 To be <i>“The Cultural Experience Centre of the Great Southern”</i> STRATEGIC/CORPORATE IMPLICATIONS</p>		
Key Strategic Pillar/s	Community Goal/s	Corporate Objective/s
Performance	12. A High Performing Council	12.6 SoKO Asset Management

DECLARATION OF INTEREST

Nil

SUMMARY

This report requests Council consider a regional change to the Community Emergency Services Manager (CESM) structure. The proposal, in conjunction with DFES and six (6) participating local governments (LGA’s), would evolve from one CESM role shared by three LGA’s to one CESM role shared by two LGA’s, requiring an increase in funding for the additional role.

BACKGROUND

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

Since 2020, the Council has provided partial funding for a CESM position in collaboration with the Shires of Gnowangerup and Cranbrook. It is a joint funded role with DFES contributing 50% of the total cost and the three (3) LGA’s contributing the remaining 50% of the total cost.

The Shires shared contribution under the current arrangement equates to ~\$28,000 per year (this excludes any overtime that the Shire authorises for the CESM).

To view the current Memorandum of Understanding (MOU) refer to [Attachment 9.4.11.1 MOU - CESM - Shires of Gnowangerup Cranbrook and Kojonup - MOU Agreement - 2025-2028 \(LG Endorsed\)](#).

At a 25 March 2025 Ordinary Council meeting the Council approved the continuation of the CESM program and MOU as follows:

40/25 Moved Cr Mathwin

Seconded Cr Webb

That Council approves the continuation of the Memorandum of Understanding with the other two (2) Shires to continue employing the CESM as currently stands.

CARRIED 7/0

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

The objectives of the current MOU arrangement are to establish and agree upon specific responsibilities with respect to the delivery of emergency services within the LGA's, in particular to:

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

In October 2025 the Shire CEO presented to this Council on the CESM capacity and capability constraints within the current CESM structure. This presentation highlighted the risk profile and functional requirements for emergency services management in the Shire. The analysis concluded the current CESM role does not have capacity to manage the Shires Emergency Services Regulatory and minimum critical control management requirements.

COMMENT

Communications from the Department of Fire Emergency Services (DFES) recently requested the LGA's review a proposal to build capacity in the region and introduce a third CESM role into the region.

The introduction of a third CESM to the region requires the six (6) LGA's to share the incremental cost of that role therefore the total cost for the arrangement to the LGA's will increase. **Refer below to Financial Implications** for more information on the cost increase.

The proposal is based on the following:

- The LGA's involved are Cranbrook, Gnowangerup, Katanning, Woodanilling, Broomehill-Tambellup, Kojonup;
- The six (6) LGA's to co-fund a third CESM in the region to increase capacity; and,
- The funding arrangement, worst-case scenario, is a 70% - 30% split LGA/DFES respectively, the best-case scenario is a 60% - 40% split LGA/DFES respectively depending on discussion outcomes with DFES.

The four scenarios being considered based on the multi variables of travel time, Volunteer numbers, total brigade numbers, volunteer response brigades and DFES appliances is as follows. For more

detailed information on the options please refer to [Attachment 9.4.11.2 Proposed CESM Split - Options for consideration](#):

Pairing Scenario one (1)

1. Kojonup - Woodanilling
2. Cranbrook - Broomehill-Tambellup
3. Katanning - Gnowangerup

Pairing Scenario Two (2)

1. Katanning - Woodanilling
2. Kojonup - Broomehill-Tambellup
3. Cranbrook - Gnowangerup

Pairing Scenario Three (3)

1. Katanning - Woodanilling
2. Cranbrook - Kojonup
3. Broomehill-Tambellup - Gnowangerup

Pairing Scenario Four (4)

1. Katanning - Kojonup
2. Cranbrook - Gnowangerup
3. Broomehill-Tambellup – Woodanilling

Based on the multi variable analysis and customised discussions (regarding relationships and cultural fit in the region) between the LGA CEO's, the recommendation from the CEO group is to implement Pairing Scenario # four (4). There is in principle support by the CEO's in each LGA as it has an equivalent positive effect for the organisations management of Emergency services.

It should be noted that if one Council does not support the change then the concept may be compromised based on the distribution of the incremental cost of the third role across all the six (6) shires minimising individual LGA increases.

Consequently, if Council approves the arrangement, Kojonup and Katanning will share one (1) CESM. All options were viable for Kojonup but as far as travel time being a consideration and a balance of volunteer numbers and brigades this pairing is a very good outcome.

The Shire already shares an EHO with Katanning and we are the only two Shires with a gazetted fire district in gazetted town boundaries. This allows the CESM capacity to be released for bushfire and other emergency management only whereas the CESM in other LGA's is responsible for town fire management.

The option for consideration increases the capacity of emergency services functions in the Shire and de-risks a component of emergency services management across the Shire for a modest incremental cost increase.

This increase in cost is offset by higher productivity and a strong focus on critical control management as the new structured roles will only have:

- two LGA's to manage not three,
- less brigade numbers,

- lesser number of volunteers to train,
- less travel time and less kilometres to cover.

Preparedness is a critical control for managing emergency services risks and this will be considered in a separate agenda item. It must be noted the current arrangement and MOU with DFES does not account for mitigation work required in the Shire to reduce risk to assets identified in the Bushfire Risk Management Plan.

Other LGA's have multiple roles for emergency services including Risk Mitigation Coordinators and other administrative support roles giving them additional capacity to implement the required regulatory and critical controls for emergency services.

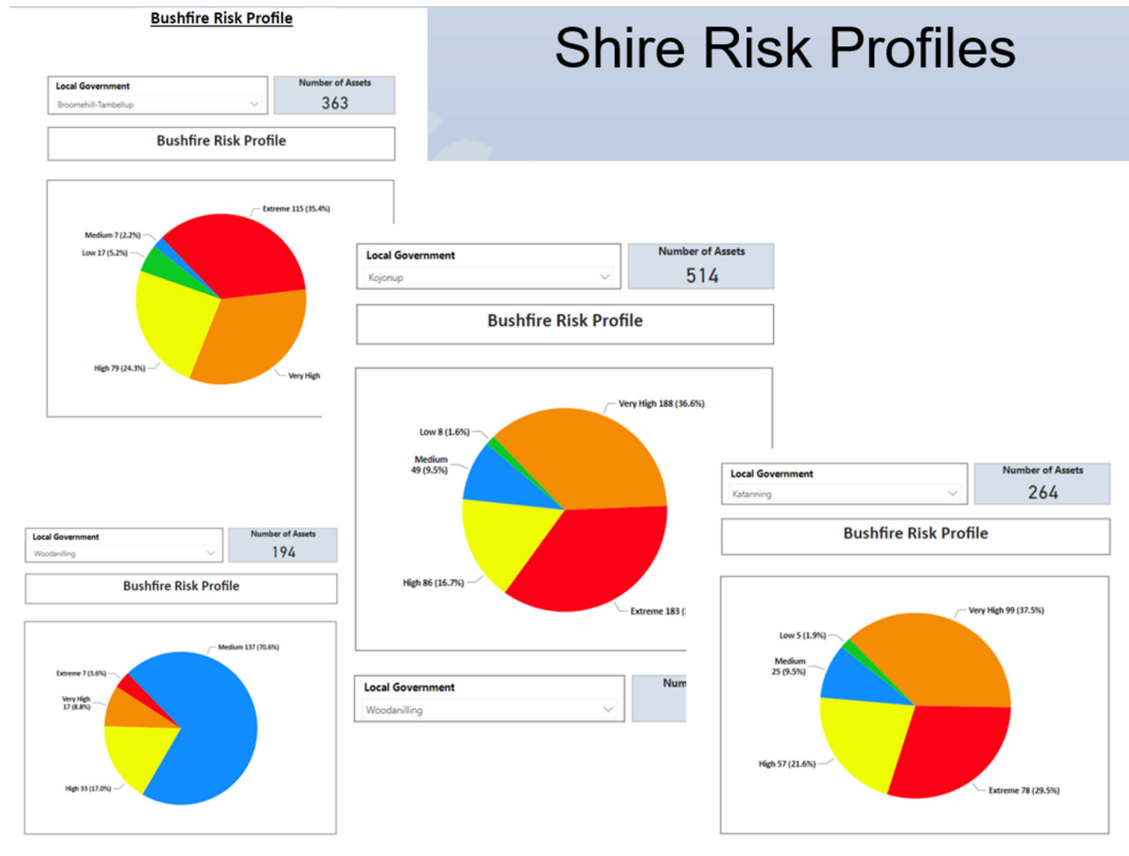
In recent years, emergency management demands have increased significantly for local governments due to:

- Expanded reporting and compliance requirements;
- Additional volunteer brigade administration;
- Work Safe Health Act introduction in 2021;
- Increased community expectations around preparedness, resilience, and communications.

The Shire of Kojonup has a higher risk profile than other near neighbour shires and therefore requires additional capacity to implement frameworks to manage Emergency Services, more than it actually receives from the current arrangement.

Refer to risk profile **Table 1.0** below to compare risk to other neighbouring shires in the Great Southern.

TABLE 1.0 – Comparable Shire Risk Profiles



Under the current 1:3 LGA ratio model, the CESH is required to divide their time across three shires, limiting availability during critical planning and operational periods.

In the Council presentation of October 2025, it was noted that while the current agreement specifies a total capacity of 1.5 days (approximately 11.4 hours) per week for CESH access, the actual access has averaged less than one day per week, or 7.6 hours. After accounting for travel time, this level of access has not sufficiently met the Shire's requirements.

The proposed model will give the Shire 50% access to a CESH, approximately 19 hours of access time per week, which was highlighted in the October 2025 presentation as the minimum hours required to service the Shires emergency services requirements, excluding mitigation, with less travel this is expected to improve the CESH's productive time materially.

A shift to this model would provide:

- Greater on-ground time within the Shire through increasing dedicated scheduled days in each participating Shire
- Improved consistency in volunteer brigade support
- Improved capacity for emergency management documentation, training and exercises.
- Greater flexibility during incidents and recovery operations

For Councillors information, all six (6) LGA's are now in the market to appoint a new person to their respective CESH roles due to natural attrition. The Shires of Cranbrook, Gnowangerup and Kojonup

are currently finalising the recruitment process for a CESM but have ensured this is tied to any supported structural changes.

The Shires of Katanning, Woodanilling and Broomehill-Tambellup will be required to recruit a new CESM before the end of April.

It is therefore time critical to review this arrangement across the six LGA's and evaluate the potential establishment of the third CESM position within the region. Advancing this discussion toward a prompt conclusion will facilitate a more effective recruitment process.

The Author proposes a structural change, seeking Council's preliminary approval for pairing scenario four (4) and associated funding of worst-case scenario 70/30 split, pending discussions with DFES.

The final MOU will be refined after discussion with DFES on the funding model (refer below to [Financial Implications for further information](#)).

Council is advised to approve this change and include increased CESM funding in the 2026/27 budget. The adjustments reflect a 0.5 FTE role, consistent with the CEO's capability and capacity analysis from late 2025.

CONSULTATION

District Manager DFES
CEO - Shire of Cranbrook
CEO - Shire of Gnowangerup CEO
CEO - Shire of Katanning
CEO - Shire of Woodanilling
CEO - Shire of Broomehill Tambellup
Council Briefing sessions
Shire Deputy President

STATUTORY REQUIREMENTS

Bush Fires Act 1954
Emergency Management Act 2005.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Under the existing DFES co-funded arrangement, 50/50 split, the cost of the CESM is shared between DFES and the three (3) participating shires (current contribution ~\$28,000 per annum).

Transitioning to a 1:2 model with a 70/30 split funding model commits the LGA's to a financial contribution of \$118,930 shared between two (2) LGA's, \$59,465 each. This will result in a modest increase to the Shire's contribution of ~\$31,465 per annum, subject to further refining the cost-sharing arrangements with the local governments and DFES.

DFES are investigating whether additional funding is available and if this materialises then funding could reduce to a 60/40 split. It must be noted this option has not been authorised, nor committed

at this stage and therefore the recommendation is to support the 70/30 split funding model. Any contribution less than 70/30 reduces the LGA’s contributions. Please refer to [Attachment 9.4.11.3 CESM Proposed 30% - 70% Split](#) and [Attachment 9.4.11.4 CESM Proposed 40% - 60% Split](#).

A detailed financial model, a detailed CESM business plan and a proposed partnership arrangement will be approved through a new MOU formation prior to final commitments being made.

RISK MANAGEMENT IMPLICATIONS

RISK MANAGEMENT FRAMEWORK			
Risk Profile	Risk Description/Cause	Key Control	Current Action
2 - Business Disruption	Lack of (or inadequate) emergency response/business continuity plans. Lack of training for specific individuals or availability of appropriate emergency response.	Regular Local Emergency Management Committee (LEMC), District Emergency Management Committee (DEMC), Bushfire Advisory Committee (BFAC) and other Meetings. Emergency Services Skills, training and competent people in emergency services roles.	Nil
Risk Rating – <i>Inadequate</i>			
IMPLICATIONS			
The current MOU does not cover the functions of mitigation management.			

ASSET MANAGEMENT IMPLICATIONS

A house for the CESM may need to be provided based on the subsidised rental policy for employees of the Shire. Housing is to be discussed and agreed with the Shire of Katanning.

An emergency services vehicle will be leased.

GREAT SOUTHERN VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

This aligns to the GSVROC strategic plan which council has endorsed to be more effective in sharing resources and increasing productivity across the regions.

VOTING REQUIREMENTS

Absolute Majority

OFFICER RECOMMENDATION / COUNCIL DECISION

Motion: 26/26 Moved: Cr Mitchell Seconded: Cr Radford

That Council approves:

- 1. the model, as presented, to introduce a third (3rd) CESM role into the region;**
- 2. the pairing scenario # four (4), as presented, aligning Katanning and Kojonup to host one (1) CESM;**
- 3. the associated funding scenario 70/30 split (LGA's/DFES), or a lesser amount whichever is negotiated with DFES, which equates to Katanning and Kojonup funding \$59,465 each, resulting in an increase to the CESM funding for the Shire of Kojonup of ~\$31,465, pending further discussions with DFES; and,**
- 4. directs the CEO to include the increased funding into the 2026/27 Shire budget.**

AMENDMENT TO DEFER MOTION 27/26:

Moved: Cr Mathwin Seconded: Cr Michael

That Council defer consideration of the Motion 26/26 for item 9.4.11. to the 21 April 2026 Ordinary Council Meeting.

Reason for the deferral:

So Council extend an invite to the Chief Bushfire Control Officer (CBFCO) and the Regional Manager of Department Fire Emergency Services (DFES) to attend a briefing session on the 21 April 2026 to brief Council, and that further information may be sought by Councilors on the proposed structural changes to the CESM role.

Carried 4/3

For: Cr Mathwin, Cr Radford, Cr Michael, Cr Mitchell

Against: Cr Mickle, Cr Wieringa, Cr Bilney

Substantive Motion 26/26 is deferred and will be re-tabled April 21, 2026, Ordinary Council Meeting.

10 **APPLICATIONS FOR LEAVE OF ABSENCE**

Nil

11 **MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

Nil

12 **QUESTIONS FROM 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 proceeds 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 **16:28** pm.

Unconfirmed

16 ATTACHMENTS (SEPARATE)

6.1	6.1.1	Unconfirmed Minutes of an Ordinary Council Meeting held on 16 December 2025
9.4.1	9.4.1.1	Kojonup Monthly Report 31 January 2026
	9.4.1.2	Kojonup Monthly Report 28 February 2026
9.4.2	9.4.2.1	Monthly Payment Listing January 2026
9.4.3	9.4.3.1	Monthly Payment Listing February 2026
9.4.4	9.4.4.1	Kojonup Budget Review Workpapers 31 December 2026
9.4.5	9.4.5.1	Minutes 17 November 2020 Confirmed – Saleyards
	9.4.5.2	Kojonup Saleyard and Truck was Review 2020
9.4.6	9.4.6.1	Email from Simon Klopper to CEO dated 4 February 2025 – Thornbury Close Extension and Gravel
9.4.7	9.4.7.1	Delegation Register – 2026 – Draft (Old Format)
9.4.8	9.4.8.1	GSVROC Draft MOU 19052025
	9.4.8.2	GSA Strategic Directions Slideshow VROC
9.4.9	9.4.9.1	Draft – Discussion Paper – Electoral Reform
9.4.10	9.4.10.1	GST VROC Presentation
	9.4.10.2	20260209 GST CEO Meeting Minutes
	9.4.10.3	Draft GST SLA
	9.4.10.4	Draft GST MOU
	9.4.10.5	GST Financial Report June 2025 to February 2026
9.4.11	9.4.11.1	MOU – CESM – Shires of Gnowangerup Cranbrook and Kojonup – MOU Agreement 2025-2028 (LG Endorsed)

- 9.4.11.2 Proposed CESM Split – Options for Consideration
- 9.4.11.3 CESM Prosposed 30%-70% Split
- 9.4.11.4 CESM Prosposed 40%-60% Split

Unconfirmed