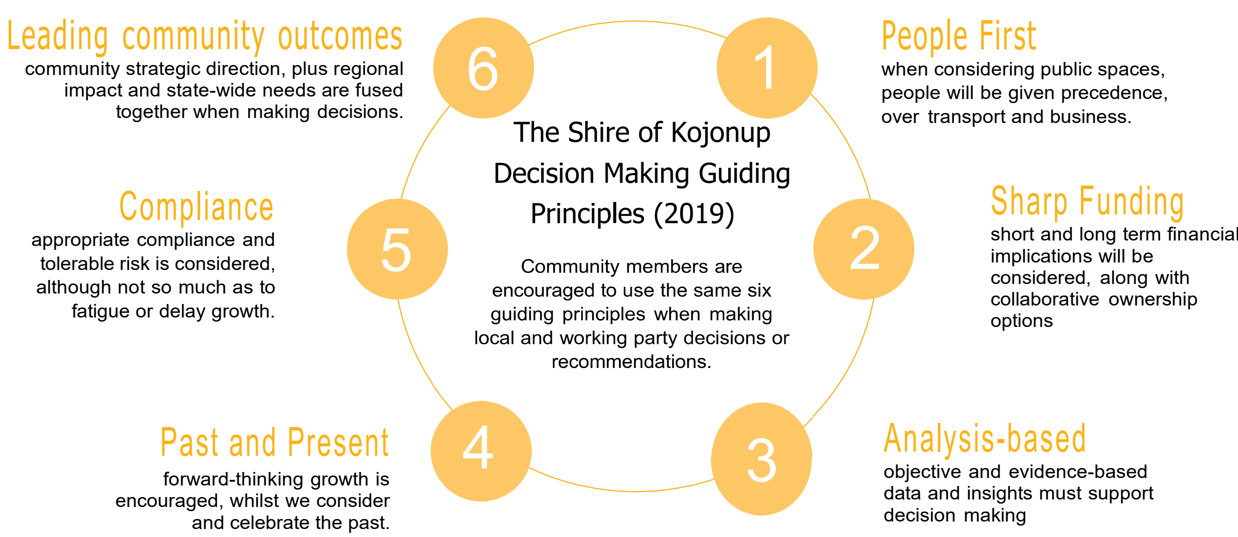
SHIRE OF KOJONUP

MINUTES

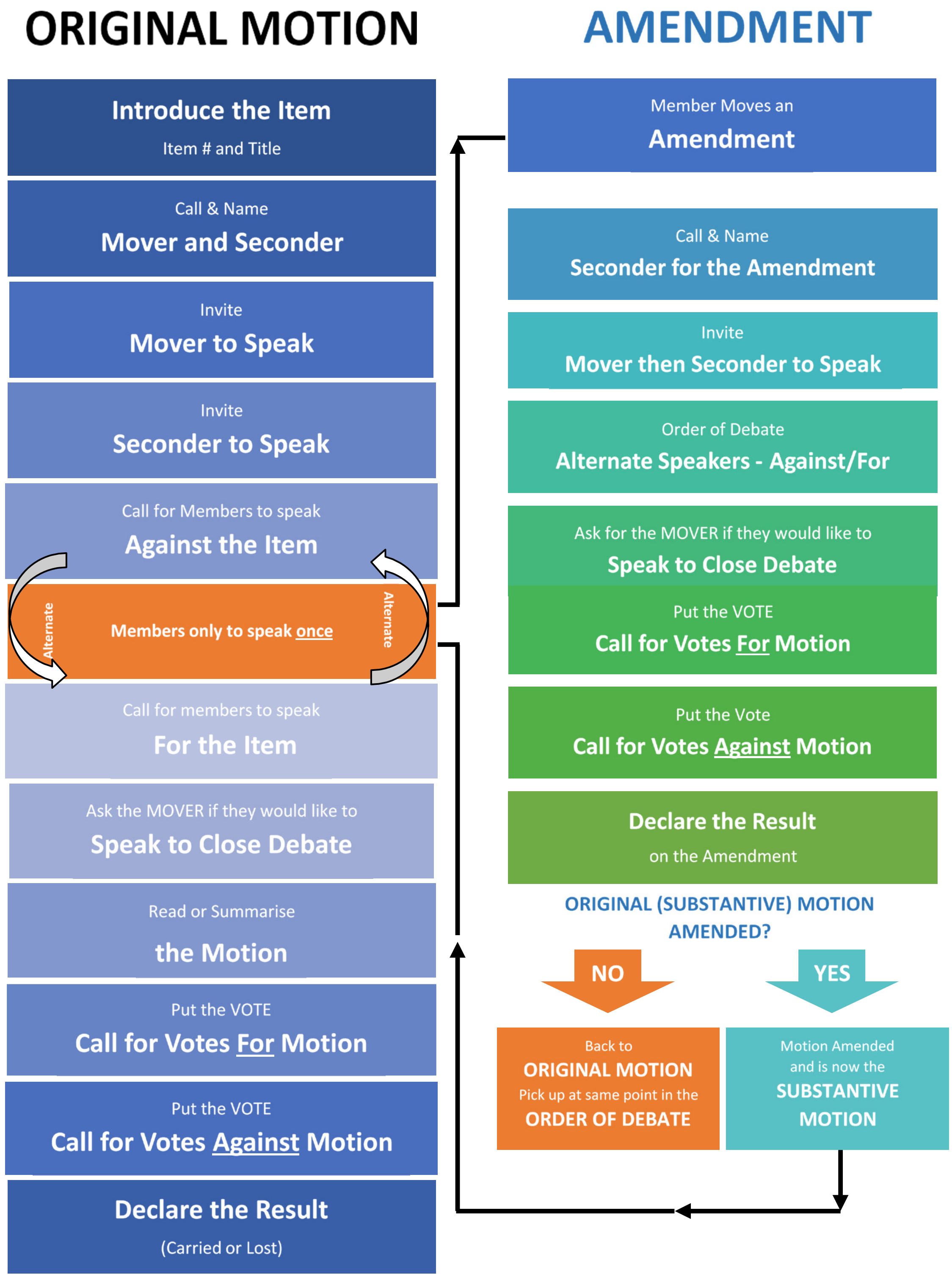
Ordinary Council Meeting

23 JUNE 2026

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.

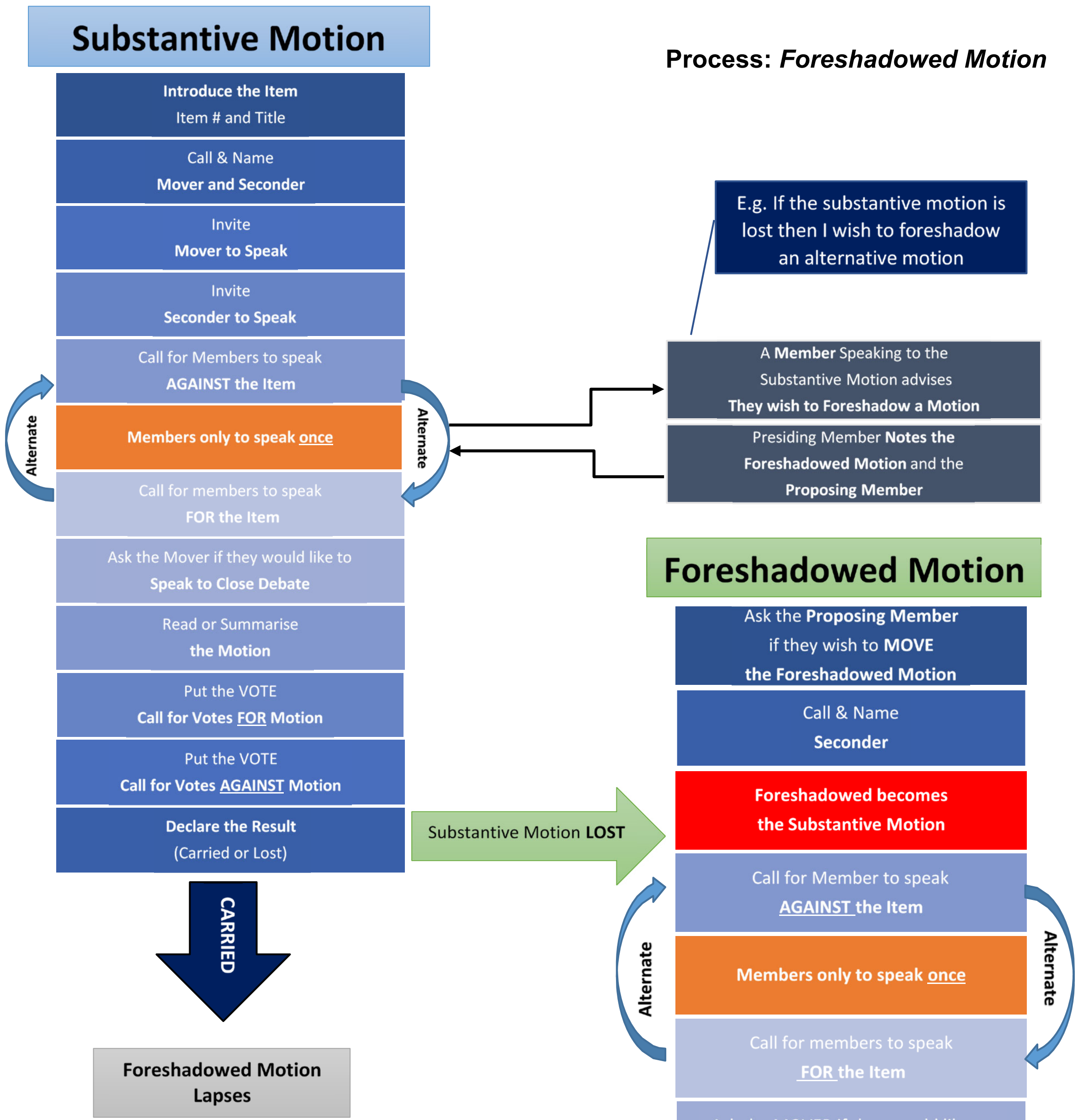


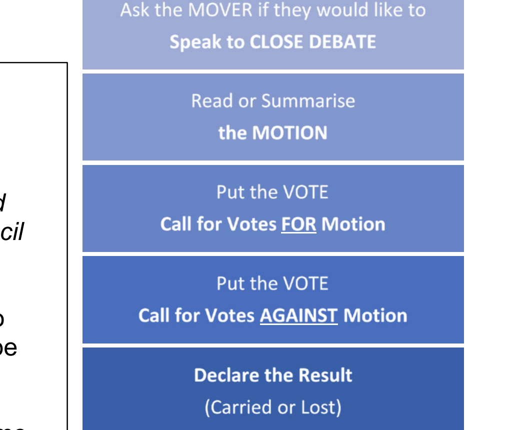
Process of Substantive Motion, Amendment to Motion and Foreshadowed Motion



Minor clarification of wording of motions: A minor amendment of the motion can be done at any time through the Presiding Member with the approval of the Mover and the Seconder.

Process: *Foreshadowed Motion*





Note:

1. **Deferring an item wording**:

"*Deferred for consideration at [TIME] on [DATE] and resubmitting for debate to Council at Ordinary Council Meeting on [DATE]*"

2. ***"Laying an item on the table"***: is similar to "***deferring***" but the item needs to be re-tabled and be considered and debated in the same meeting.

3. Clarifying Questions can be asked at any time, BUT cannot be debated.

MINUTES FOR AN ORDINARY COUNCIL MEETING HELD ON 23 JUNE 2026

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1. DECLARATION OF OPENING AND ANNOUNCEMENT OF GUESTS

The Shire President shall declare the meeting open at 3:00pm and draw the meeting's attention to the disclaimer below:

Disclaimer
No person should rely on or act on the basis of any advice or information provided by a Member or Officer, or on the content of any discussion occurring, during the course of the meeting.

The Shire of Kojonup expressly disclaims liability for any loss or damage suffered by any person as a result of relying on or acting on the basis of any advice or information provided by a member or officer, or the content of any discussion occurring, during the course of the meeting. No responsibility whatsoever is implied or accepted by the Shire of Kojonup for any act, omission or statement or intimation occurring during Council or committee meetings.

Where an application for an approval, a license or the like is discussed or determined during the meeting, the Shire cautions 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.

Any person or legal entity who acts or fails to act in reliance upon any statement, act or omission made in a Council or committee meeting does so at that person's or legal entity's own risk.

The Shire of Kojonup advises that anyone who has any application lodged with the Shire of Kojonup shall obtain and should only rely on written confirmation of the outcome of the application, and any conditions attaching to the decision made by the Shire of Kojonup in respect of the application.

These minutes are not a verbatim record but include the contents pursuant to Regulation 11 of Local Government (Administration) Regulations 1996. The meeting is audio recorded.

Acknowledgement of Country
The Shire of Kojonup acknowledges the first nations people of Australia as the Traditional custodians of this land and in particular the Keneang people of the Noongar nation upon whose land we meet.

We pay our respect to their Elders past, present and emerging.

Prayer
Almighty God, we pray for wisdom for our reigning monarch King Charles.

We ask for guidance in our decision making and pray for the welfare of all the people of Kojonup.

Grant us grace to listen and work together as a Council to nurture the bonds of one community.

Amen

2. ANNOUNCEMENTS FROM THE PRESIDING MEMBER

3. RECORD OF ATTENDANCE AND APOLOGIES

3.1 ATTENDANCE

COUNCILLORS

Cr Roger Bilney	Shire President
Cr Michael Mathwin	Deputy President
Cr Ned Radford	Councillor
Cr Cindy Wieringa	Councillor
Cr Kerryn Mickle	Councillor
Cr Craig Mitchell	Councillor

SHIRE OFFICERS

Grant Thompson	Chief Executive Officer
Jill Johnson	Deputy Chief Executive Officer

3.2 APOLOGIES

3.3 PUBLIC GUESTS

Denise Berryman	Muradup
Len North	Muradup

The President welcomed the Public Guests to the meeting.

3.4 APPROVED LEAVE OF ABSENCE

Cr. Cherilyne Michael	Councillor

4. DECLARATION OF INTEREST

CEO:	Grant Thompson
Items: 14.1.1,.14.1.2, 14.1.3	Impartiality declaration of Interest

5. PUBLIC QUESTION TIME

5.1 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

5.2 PUBLIC QUESTION TIME

Len North:	
One Question: Who appoints the auditor and who pays the auditor.	CEO answered the question, Office of the Auditor General selects and appoints the auditor and sets the pay amount. The Shire pays the auditor directly.

6. CONFIRMATION OF MINUTES

6.1 MINUTES OF ORDINARY COUNCIL MEETING [DATE]

Unconfirmed Minutes of an Ordinary Council Meeting held 24 March 2026 are at Attachment 6.1.1 - 04-Minutes-Ordinary-Council-Meeting-26-May-2026-Unconfirmed

OFFICER RECOMMENDATION

That the Minutes of an Ordinary Council Meeting held 26 May 2026 be confirmed as a true record.

MOTION	48/26
MOVED:	Cr Radford
SECONDED:	Cr Wieringa
VOTE:	6/0
FOR:	Cr Bilney, Cr Mathwin, Cr Wieringa, Cr Radford, Cr Mickle, Cr Mitchell
AGAINST:	

7. PRESENTATIONS

7.1 PETITIONS

Nil

7.2 PRESENTATIONS

Nil

7.3 DEPUTATIONS

Nil

7.4 DELEGATES' REPORT

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 (MAY 2026)

REPORTING OFFICER:	Jill Johnson – Deputy Chief Executive Officer
DATE:	Friday 19 June 2026
ATTACHMENT(S):	9.4.1.1 – Monthly Financial Statements 1 May 2026 to 31 May 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

PURPOSE OF THIS REPORT

The purpose of this report is to note the Monthly Financial Statement for the month ending 31 May 2026.

BACKGROUND

Regulation 34 of the Local Government (Financial Management) Regulations 1996 requires a local government to prepare a Statement of Financial Activity each month, and to present it to an ordinary meeting of the Council within two (2) months after the end of the reporting period. The Statement of Financial Activity is the primary monthly financial reporting instrument and provides Council with an overview of the Shire's financial performance against the adopted budget for the year to date.

COMMENT

The attached Statement of Financial Activity for the period ending 31 May 2026 represents eleven (11) months of the 2025/2026 financial year, or 91% of the year elapsed.

The statements are presented in accordance with Regulation 34 of the Local Government (Financial Management) Regulations 1996 and Council Policy 2.1.6. The overall financial position of the Shire remains sound.

The following items are worthy of noting:

Closing surplus position of $2,257,895. This represents the net position after accounting for all operating revenues and expenditures to date and is broadly consistent with the expected year-to-date budget position at this stage of the financial year.

Capital expenditure has achieved 102.5% of budgeted projects at the eleventh-month mark, indicating solid delivery of the capital works program. Remaining projects are expected to be progressed or completed prior to 30 June 2026, with any incomplete works to be considered for carryover as part of the 2026/2027 budget process.

Cash holdings total $3.510m, of which $1.142m is held in cash-backed reserve accounts and $2.368m in unrestricted cash. The Shire's liquidity position remains strong and is sufficient to meet operational obligations and committed capital expenditure for the remainder of the financial year.

Rates debtors outstanding equate to 8% of total rates raised for 2025/2026. This is within an acceptable range for this point in the financial year and is being actively managed. Follow-up action on overdue accounts is ongoing in accordance with the Shire's debt recovery procedures.

Major budget variations comparing year-to-date (amended) budget to year-to-date actuals are detailed on Page 11 of the statements, in accordance with Council Policy 2.1.6. Council's attention is drawn to any significant variances noted therein; these are explained in the statements and do not represent a cause for concern unless otherwise indicated.

CONSULTATION

Nil

STATUTORY REQUIREMENTS

Regulation 34(1) of the Local Government (Financial Management) Regulations 1996 requires a local government to prepare a "*Statement of Financial Activity*" each month, reporting on the sources and applications of funds for the year to date.

Regulation 34(4) requires the Statement to be presented to an ordinary meeting of the Council within two (2) months after the end of the month to which it relates. This report satisfies that requirement for the month ending 31 May 2026, with the meeting occurring on 23 June 2026.

POLICY IMPLICATIONS

Council Policy 2.1.6 defines the content of the financial reports.

FINANCIAL IMPLICATIONS

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

RISK MANAGEMENT IMPLICATIONS

RISK MANAGEMENT FRAMEWORK			
Risk Profile	Risk Description/Cause	Key Control	Current Action
16) Financial Sustainability	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.	*Budget Controls*	Cash Flow Budget and reporting to be implemented
RISK RATING:	ADEQUATE		
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	
That Council notes the monthly financial statements for the period ending 31 May 2026, as attached.	
MOTION	49/26
MOVED:	Cr Mathwin
SECONDED:	Cr Mickle
VOTE:	6/0
FOR:	Cr Bilney, Cr Mathwin, Cr Wieringa, Cr Radford, Cr Mickle, Cr Mitchell
AGAINST:	

9.4.2 MONTHLY PAYMENTS LISTING – MAY 2026

REPORTING OFFICER:	Rachael Egerton-Warburton – Finance Officer (Creditors)
DATE:	Tuesday, 16 June 2026
ATTACHMENT(S):	9.4.2.1 – Monthly Payment Listing May 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

PURPOSE OF THIS REPORT

To receive the list of payments covering the month of May 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.

RISK MANAGEMENT IMPLICATIONS

RISK MANAGEMENT FRAMEWORK			
Risk Profile	Risk Description/Cause	Key Control	Current Action
Financial	Lack of transparency or appropriate control over creditor payments made under delegated authority.	Monthly Payment Listing presented to Council in accordance with Regulation 13 of the Local Government (Financial Management) Regulations 1996.	Monthly reporting of payments to Council under delegated authority.
RISK RATING:	LOW		
IMPLICATIONS			
A control measure to ensure transparency of financial systems and controls regarding creditor payments.			

ASSET MANAGEMENT IMPLICATIONS

Nil

GREAT SOUTHERN VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

That Council;

In accordance with Regulation 13(1) of the *Local Government (Financial Management) Regulations 1996*, receives the list of payments as attached, made under delegated authority for the period 1 May 2026 to 31 May 2026, as follows:

Payment Type	Reference	Amount
Municipal Cheques	14417	$41,461.97
EFTs	38058–38218	$358,315.30
Direct Debits		$1,056,659.88
Total		$1,456,437.15

be received.

MOTION	50/26
MOVED:	Cr Radford
SECONDED:	Cr Wieringa
VOTE:	6/0
FOR:	Cr Bilney, Cr Mathwin, Cr Wieringa, Cr Radford, Cr Mickle, Cr Mitchell
AGAINST:	

9.4.3 PERMANENT INCREASE TO DEPUTY CHIEF EXECUTIVE OFFICER CREDIT CARD LIMIT - $10,000

REPORTING OFFICER:	Grant Thompson – Chief Executive Officer
DATE:	17 June 2026
ATTACHMENT(S):	9.4.3.1 - Council Policy Manual 9.4.3.2 - Shire of Kojonup Credit Card Register 2025/2026 9.4.3.3 - Temporary Authorised Credit Card Limit Increase Letter (1 April 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 SoKO Monitoring and Reporting

DECLARATION OF INTEREST

Nil

PURPOSE OF THIS REPORT

The purpose of this report is for Council to consider permanently increasing the credit card limit of the Deputy Chief Executive Officer (DCEO) from $3,000 to $10,000, and to amend *Council Policy 2.1.8 - Corporate Credit Cards* to reflect the new authorised limit.

BACKGROUND

The Shire of Kojonup currently issues two (2) corporate credit cards as recorded in the Shire of Kojonup Credit Card Register 2025/2026 (Attachment 9.4.3.2 - Shire of Kojonup Credit Card Register 2025/2026) :

- CC-001 - Chief Executive Officer (Grant Thompson) - authorised limit $10,000; and
- CC-002 - Deputy Chief Executive Officer (Jill Johnson) - authorised limit $3,000, with the condition that any individual purchase exceeding $3,000 requires CEO approval.

Over the past 12 months the DCEO's $3,000 limit has, on three separate occasions, been temporarily increased to $10,000 by the CEO under delegated authority to meet legitimate operational expenditure requirements (June 2025, December 2025 - March 2026, and April - May 2026). Each temporary increase has expired at the end of the authorised period.

In correspondence to the DCEO dated 17 December 2025 authorising the second temporary increase, the CEO foreshadowed an intention to bring the matter to Council for permanent approval, noting that the Shire has reduced the number of active corporate credit cards in the organisation down to two and that the operational case for ongoing access to a higher limit is established.

Council Policy 2.1.8 - Corporate Credit Cards currently provides that 'each credit card provided shall have a maximum limit of $3,000 except for the Chief Executive Officer whose maximum limit shall be $10,000'.

A permanent increase to the DCEO limit therefore requires both a Council resolution and an amendment to *Policy 2.1.8*.

COMMENT

Operational case for a permanent $10,000 limit

The repeated need for temporary increases to $10,000 across 2025 and 2026 demonstrates a recurring, legitimate operational requirement that exceeds the current $3,000 limit.

The DCEO is responsible for Finance, Corporate Services and Community functions and routinely transacts business that cannot practically be processed on a $3,000 limit, including:

- annual software subscriptions and licence renewals (finance, payroll, records and corporate systems);
- online purchases and orders where no supplier account is held or where the supplier does not accept purchase orders;
- conference, training and accommodation bookings for staff and Elected Members;
- professional and statutory membership renewals;
- fuel, vehicle servicing and after-hours operational purchases; and
- emergency or unbudgeted expenditure where deferral is not appropriate.

Guided by Council the Shire has actively reduced the number of corporate credit cards on issue to two Shire Officers (CEO and DCEO). This concentrates expenditure across fewer cards, which means transactions previously spread across multiple cardholders now fall to either the CEO or DCEO.

A $3,000 limit on the DCEO card is no longer commensurate with the volume and value of operational expenditure that legitimately needs to flow through that card.

Role of the Deputy CEO and continuity of operations

The DCEO is a Senior Employee under *section 5.37* of the *Local Government Act 1995* and can be appointed Acting CEO during the CEO's absence under *Council Policy 3.16*.

The DCEO already holds significant sub-delegated financial authority - including FIN 001 (Payments from Municipal & Trust Fund), FIN 002 (Investment of Surplus Funds), FIN 003 (Write Off Money Owed to Shire) and FIN 005 (Borrowings) - all of which permit the DCEO to commit Shire funds at materially higher thresholds than $3,000.

Aligning the DCEO credit card limit with the CEO limit also ensures business continuity. When the CEO is absent and payments are required by the DCEO, a $3,000 card limit is a practical constraint that has, in recent periods, required a separate temporary increase to be authorised each time. A permanent $10,000 limit removes this administrative overhead and supports the agile decision-making expected of the position.

Controls and accountability

The proposed increase does not weaken the existing control framework around corporate credit card use. All the controls in Council *Policy 2.1.8 and r.11(1)(a) of the Local Government (Financial Management) Regulations 1996* continue to apply, including:

- use restricted to purchasing goods and services authorised in the current Annual Budget;

- tax invoices and receipts to be retained for every transaction and provided to the CEO with general ledger / job number allocations;
- monthly statement certification by the cardholder, with reconciliation approved by the CEO and presented to Council;
- no cash withdrawals; no personal use; no rewards schemes.

The combination of an increased card limit and a retained CEO oversight delivers operational flexibility for routine and after-hours expenditure. This is considered a more efficient control than the current cycle of recurring temporary limit increases.

CONSULTATION

Deputy Chief Executive Officer

STATUTORY REQUIREMENTS

Section 6.5(a) of the Local Government Act 1995 requires the CEO to ensure proper accounts and records of the transactions and affairs of the local government are kept in accordance with the Regulations.

Regulation 11(1)(a) of the Local Government (Financial Management) Regulations 1996 requires the local government to develop procedures for the authorisation and payment of accounts to ensure that there is effective security for, and properly authorised use of, credit cards and similar devices by which goods, services, money or other benefits may be obtained.

POLICY IMPLICATIONS

Council Policy 2.1.8 - Corporate Credit Cards is the governing Shire instrument for corporate credit card use and limits. Approval of a permanent $10,000 limit for the DCEO requires an amendment to *Policy 2.1.8*.

The following amendment to *Policy 2.1.8* is recommended:

1. **Amend the credit card limit clause** - to read: '*Each credit card provided shall have a maximum limit of $3,000 except for the Chief Executive Officer and the Deputy Chief Executive Officer whose maximum limit shall be $10,000.*'
2. **No change to other Policy 2.1.8 settings** - all other controls in *Policy 2.1.8* (cardholder agreement, register of cardholders, prohibition on cash withdrawals and personal use, receipt and reconciliation requirements, ABN obligations, etc.) are retained unchanged.

   Subject to Council resolution, the Chief Executive Officer will update *Policy 2.1.8* accordingly and table the amended Policy at the next scheduled Policy review for formal adoption.

   No other Council policies are affected by this report.

FINANCIAL IMPLICATIONS

There is no direct financial impact on the Shire's adopted Annual Budget from the proposed increase. A credit card limit represents the maximum exposure available on the card; it is not, of itself, expenditure.

All transactions on the DCEO card continue to be drawn from budgeted operational expenditure that has been approved by Council, and continue to be paid monthly by direct debit from the Municipal Fund on the statement due date and reported to Council on a monthly basis.

The increased limit will, however, deliver indirect financial and administrative benefits, including the removal of the recurring administrative effort associated with issuing temporary limit increase letters reducing transactional cost, updating the bank, and reverting the limit; and a reduction in the risk of declined or split transactions for legitimate operational purchases.

The Total Active Cards (2) and the aggregate authorised credit limit profile of the Shire moves from $13,000 to $20,000.

RISK MANAGEMENT IMPLICATIONS

RISK MANAGEMENT FRAMEWORK			
Risk Profile	Risk Description/Cause	Key Control	Current Action
16) Financial Sustainability	Increased financial exposure on the DCEO card in the event of misuse, fraud, or compromise of card details. Mitigated by the retained *Policy 2.1.8* controls, the retention of the 'CEO approval over $3,000' transaction condition, monthly statement certification, and the existing fraud monitoring provided by the issuing bank.	*Policy 2.1.8* controls; transaction limit; reconciliation	maintain monthly statement certification and audit review
3) Compliance & Governance	Repeated reliance on temporary credit card limit increases (three occasions in 12 months) creates governance and audit risk, including inconsistency with the current $3,000 limit set by Council *Policy 2.1.8* and potential audit findings on the inadequacy of the controls framework.	Council resolution to permanently set the DCEO limit at $10,000; corresponding amendment to *Policy 2.1.8*	Approve permanent increase and update *Policy 2.1.8*
Risk rating – ***ADEQUATE***			
IMPLICATIONS			
A permanent $10,000 DCEO credit card limit, supported by retained *Policy 2.1.8* controls is considered a low-risk option available to Council. It removes the recurring control weakness associated with temporary limit increases, formalises the operational reality of expenditure flowing across only two cards, and aligns the DCEO card with the DCEO's broader delegated financial authority. The risk rating is assessed as ***ADEQUATE*** on implementation of the recommended controls.			

ASSET MANAGEMENT IMPLICATIONS

Nil

GREAT SOUTHERN VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Absolute Majority

OFFICER RECOMMENDATION

That Council:

1. Notes and approves the operational requirement for the Deputy Chief Executive Officer (DCEO) to transact at a higher credit card limit than the existing $3,000 ceiling and the three temporary increases to $10,000 authorised under delegation in the 12 months preceding this report.
2. Approves a permanent increase to the credit card limit of the Deputy Chief Executive Officer (DCEO) from $3,000 to $10,000, with effect from the date of this resolution.
3. Directs the Chief Executive Officer to update *Council Policy 2.1.8 - Corporate Credit Cards* to reflect the new authorised maximum limit for the Deputy Chief Executive Officer's credit card and to present the amended Policy to Council at the next scheduled Policy review for formal adoption.
4. Directs the Chief Executive Officer to arrange for the National Australia Bank to permanently update the credit limit on card CC-002 and to update the Shire of Kojonup Credit Card Register accordingly.
5. Directs the Chief Executive Officer to arrange for the Deputy Chief Executive Officer to re-execute the Shire of Kojonup Credit Card Agreement to acknowledge the revised $10,000 authorised limit and the cardholder's ongoing responsibilities under *Council Policy 2.1.8 - Corporate Credit Cards*, with the executed agreement to be retained on the Deputy Chief Executive Officer's personnel file and noted in the Shire of Kojonup Credit Card Register 2025 2026.
6. Notes that all other controls in *Council Policy 2.1.8 - Corporate Credit Cards* remain unchanged and continue to apply to the Deputy Chief Executive Officer's credit card.

MOTION	51/26
MOVED:	Cr Mitchell
SECONDED:	Cr Mickle
VOTE:	6/0
FOR:	Cr Bilney, Cr Mathwin, Cr Wieringa, Cr Radford, Cr Mickle Cr Mitchell
AGAINST:	

9.4.4 ELECTED MEMBER AND INDEPENDENT COMMITTEE MEMBER FEES AND ALLOWANCES 2026/2027 FINANCIAL YEAR

REPORTING OFFICER:	Grant Thompson – Chief Executive Officer
DATE:	15 June 2026
ATTACHMENT(S):	9.4.3.1 - Council Policy Manual 9.4.4.2 – Local Government CEO and Elected Council Members Determination April 2026 – Salaries & Allowances Tribunal

'*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 SoKO Monitoring and Reporting

DECLARATION OF INTEREST

Nil

PURPOSE OF THIS REPORT

The purpose of this report is for Council to consider approving and setting the Elected Member (Councillor) and Independent Committee Member Fees and Allowances for the 2026/2027 budget, following the release of the Salaries and Allowances Tribunal (SAT) Determination dated 2 April 2026 (Attachment 9.4.4.2 – Local Government CEO and Elected Council Members Determination April 2026 – Salaries & Allowances Tribunal) which takes effect on 1 July 2026.

BACKGROUND

Council has previously agreed to the option of paying an annual attendance fee in lieu of council meeting, committee meeting and prescribed meeting attendance fees which is permissible under the *Local Government Act 1995* and the 2026 SAT Determination dated 2 April 2026 (effective 1 July 2026).

The Council also approved attendance fees and travel allowance for Independent Committee Members of the Audit, Risk and Improvement Committee at a prior Ordinary Council Meeting.

The 2026 SAT Determination (Tribunal Determination 2026 – 032), (Attachment 9.4.4.2 – Local Government CEO and Elected Council Members Determination April 2026 – Salaries & Allowances Tribunal), introduced the following key changes relevant to the Shire of Kojonup (a Band 3 local government):

- a 3.5% general economic increase to CEO remuneration bands, Elected Member meeting attendance fees, annual fees in lieu, and the Mayor/President/Chair annual allowance ranges;

- retention of the 25% rate for the Deputy President annual allowance (calculated against the new President allowance range);
- amendment to the ICT annual allowance to provide that where ICT equipment is supplied to an Elected Member by the local government, the allowance is to be reduced by the cost of that equipment;
- expansion of the Regional/Isolation Allowance eligibility to include 17 additional Wheatbelt and Great Southern local governments (assessed against ARIA++ > 5 and SEIFA < 1000 thresholds) – the Shire of Kojonup is **not** currently listed in Table 3 of the Determination and is therefore not eligible for this allowance; and
- no change to housing or motor vehicle allowances.

Furthermore, *Council Policy 3.7 – 'Councillors Fees & Reimbursements'*, (9.4.3.1 - Council Policy Manual), states as follows:

> *'Elected member fees and allowances are set annually by the Salaries and Allowances Tribunal and are to be set at 75%, determined by the allocated band, of the maximum level permitted under the Local Government Act 1995 and Salaries and Allowances Act 1975.*
>
> *The Information and Communication Technology allowance be set at $3,000 or 75% of the maximum level permitted, whichever is the greater.'*

COMMENT

The Salaries and Allowances Tribunal classifies Western Australian local governments into four (4) bands, with Band 1 being the largest local governments and Band 4 being the smallest. The Shire of Kojonup is a Band 3 local government.

The annual meeting attendance fee range within the bands, as defined in the *Determination of the Salaries and Allowances Tribunal on Local Government Chief Executive Officers and Elected Members* made on 2 April 2026 (Tribunal Determination 2026 – 032), which incorporates a 3.5% general economic increase as follows:

> The ranges of fees in Table 1 apply where a local government or regional local government decides by an absolute majority that, instead of paying council members an attendance fee referred to in section 5.98 of the LG Act, it will pay an annual fee to all council members who attend council, committee or prescribed meetings. The Kojonup Council has previously decided this is the preferred ongoing method.

Table 1: Annual attendance fees in lieu of council meeting, committee meeting and prescribed meeting attendance fees – local governments

	Elected council member		Mayor or President	
Band	**Minimum**	**Maximum**	**Minimum**	**Maximum**
1	$28,525	$36,722	$28,525	$55,078
2	$17,238	$26,931	$17,238	$36,112
3	$8,917	$18,977	$8,917	$29,379
4	$4,161	$11,023	$4,161	$22,646

Allowances

The annual allowance for a Deputy Shire President is set within the determination and section 5.98A(1) of the *Local Government Act 1995* as 25% of that the Shire President is entitled to. The 2026 SAT Determination retains the 25% rate.

The annual allowance for Information and Communication Technology (ICT) expenses is set within the determination and section *5.99A(b) of the Local Government Act 1995*, with the SAT setting a minimum of $500 and maximum of $3,500.

As part of the 2026 SAT Determination, the Tribunal has affirmed wording of this allowance to embed good practice and avoid misuse: where ICT equipment is supplied to an Elected Member by the local government, the annual allowance payable to that member is to be reduced by the cost of the supplied ICT equipment. This is currently the process the Shire of Kojonup deploys.

The current Shire allowance is set at $3,000, which falls within the SAT range and is consistent with *Council Policy 3.7*. It is therefore recommended that the allowance remain at $3,000 for 2026/2027, with the provision that when ICT equipment is supplied to an Elected Member, the cost of that equipment will be deducted from the member's $3,000 ICT allowance.

Transport allowance will remain as is and as per the SAT determination and Council policy.

<u>Process of setting annual sitting fees</u>

The *Local Government Act 1995* legislates the manner and types of payments able to be made to Elected Members.

Section 5.98 '*Fees etc. for council members*', part (6) states as follows:

> *'A local government cannot —*
>
> *(a) make any payment to; or*
>
> *(b) reimburse an expense of,*
>
> *a person who is a council member or a mayor or president in that person's capacity as council member, mayor or president unless the payment or reimbursement is in accordance with this Division.'*

Section 5.99 *'Annual fee for council members in lieu of fees for attending meetings'* states as follows:

> *'A local government may decide*, instead of paying council members a fee referred to in section 5.98(1) for attendance at a meeting, to pay all council members who attend council or committee meetings the annual fee set by the local government within the range for annual fees determined by the Salaries and Allowances Tribunal under the Salaries and Allowances Act 1975 section 7B.*
>
> ** Absolute majority required.'*

Note: *Regulation 30(3C) of the Local Government (Administration) Regulations 1996* provides that a council member cannot be paid a per-meeting attendance fee for attending a meeting of a type prescribed in regulation 30(3A) if (a) the person who organises the meeting pays the council member a fee for attending, (b) the council member is paid an annual fee in accordance with section 5.99 of the LG Act, or (c) the council member is deputising for a member of a regional local government council who

is paid an annual fee under *section 5.99*.
Once Council resolves under *section 5.99* to pay an annual fee in lieu, no additional sitting fee for council, committee or prescribed meetings may be paid to those members.

As such, the Council is required to set the annual fee for meeting attendance, which is currently undertaken via *Policy 3.7* (Attachment 9.4.3.1 - Council Policy Manual).

The following recommendations are made on the Annual Fees and Allowances for Elected Members at the Shire of Kojonup.

Table 2: Recommended Annual sitting fee Councillors and President of a local government as per the SAT Determination and Shire Policy 3.7

For a Councillor	Elected council member		Recommended as per Shire Policy 3.7 (75%)
LG Band	**Minimum**	**Maximum**	**Councillor Sitting Fee**
3	$8,917	$18,977	$14,233
For President	**President**		**Recommended as per Shire Policy 3.7 (75%)**
LG Band	**Minimum**	**Maximum**	**President Sitting Fee**
3	$8,917	$29,379	$22,034

Table 3: Recommended Annual allowance for a President and Deputy President of a local government as per the SAT Determination and Shire Policy 3.7.

For a President			Recommended as per Shire Policy 3.7 (75%)
LG Band	**Minimum**	**Maximum**	**President Allowance**
3	$1,193	$42,837	$32,128
For a Deputy President (25% of Entitlement)			**Recommended as per Shire Policy 3.7 (75%)**
LG Band	**Minimum**	**Maximum**	**Deputy President Allowance**
3	$298	$10,709	$8,032

<u>Independent Audit, Risk and Improvement Committee (ARIC) Members – Meeting Attendance Fees and Travel Reimbursements</u>

The provisions in this section relate solely to Independent ARIC Members, who are dealt with separately under Table 7 of the Determination.

Pursuant to *Section 5.100(2)(b) of the Local Government Act 1995*, a local government may pay an Independent Audit, Risk and Improvement Committee (ARIC) Member (whether Presiding Member, Deputy Presiding Member, Deputy Member or Member) a per-meeting attendance fee set within the range determined by the Salaries and Allowances Tribunal. Under *Sections 5.100(4), (5) and (6) of the Local Government Act 1995*, an Independent ARIC Member may also be reimbursed for actual travel and associated costs incurred in attending ARIC meetings, to the satisfaction of the local government.

The 2026 SAT Determination (Tribunal Determination 2026 – 032) sets the following per-meeting fee range for Independent ARIC Members of a Band 1 – 4 local government (Table 7 of the Determination), which applies to the Shire of Kojonup as a Band 3 local government.

Table 5: SAT 2026 – Independent ARIC Member per-meeting attendance fees (Bands 1 – 4)

Bands	Minimum	Maximum
1 – 4 (incl. Band 3)	$110	$1,215

The Tribunal has applied a 3.5% increase to the **minimum** of the Independent ARIC Member meeting fee range, lifting it from $106 to **$110 per meeting**. The maximum of $1,215 per meeting remains unchanged, on the basis that the ARIC fee range was only recently considered and determined effective from 1 January 2026.

The range is provided to enable local governments to appropriately compensate Independent ARIC Members depending on the skills and expertise required to undertake the role, and the local government must resolve that the fee represents value for money.

Having regard to the small number of ARIC meetings held each year (typically four scheduled meetings), the volunteer-style nature of these appointments at the Shire, and the desire to maintain a transparent and consistent approach, it is recommended that the per-meeting attendance fee for Independent ARIC Members be set at the **minimum amount allowable** under the 2026 SAT Determination, being **$110 per meeting**.

In addition, and consistent with *Sections 5.100(4), (5) and (6) of the Local Government Act 1995 and Section 6.5(3) and (4) of the 2026 SAT Determination*, it is recommended that Council approve the reimbursement of **actual travel and associated costs** incurred by Independent ARIC Members in attending ARIC meetings as per Shire Policy, demonstrated to the satisfaction of the Shire.

CONSULTATION

Deputy CEO
Council – Briefing Session 16 June 2026

STATUTORY REQUIREMENTS

Section 5.98 to 5.102 of the Local Government Act 1995 legislates payments and gifts local governments can make to its members.

The Determination of the Salaries and Allowances Tribunal on Local Government Chief Executive Officers and Elected Members made on 2 April 2026 (Tribunal Determination 2026 – 032) is made under sections 7A and 7B of the Salaries and Allowances Act 1975, attachment 9.4.1.2 – Local Government CEO and Elected Council Members Determination 2026.

POLICY IMPLICATIONS

Council Policy 3.7 – *'Councillors Fees & Reimbursements'* remains the governing Shire instrument for setting Elected Member fees, allowances and reimbursements within the

range prescribed annually by the Salaries and Allowances Tribunal.
The release of the 2026 SAT Determination requires a targeted amendment to *Policy 3.7* to remain compliant and aligned with contemporary good governance practice.

The following changes to *Policy 3.7* are required:

3. Insertion of a new ICT deduction clause – to give effect to the 2026 SAT amendment, *Policy 3.7* must expressly provide that where ICT equipment is supplied to an Elected Member by the Shire, the annual ICT allowance payable to that Member is to be reduced by the actual cost (GST inclusive) of the supplied equipment.
4. Definitions and administrative supports – clear definitions of *'ICT equipment'* and *'cost of the supplied equipment'*; a carry-forward mechanism where the equipment cost exceeds the annual allowance in the year of issue; ownership and return obligations on cessation of office; and a requirement for the CEO to maintain a register of ICT equipment supplied to Elected Members (date of issue, cost and deduction applied) to support transparent reporting and audit assurance.
5. No change to other *Policy 3.7* settings – the existing 75% (of the SAT maximum) approach, the $3,000 minimum ICT allowance floor under Shire *Policy 3.7* (which sits within the SAT range of $500 – $3,500), and the biennial review cycle are retained unchanged.

   Subject to Council resolution, the Chief Executive Officer will update *Policy 3.7* accordingly and table the amended Policy changes at the next scheduled Policy review for formal adoption. No other Council policies are affected by this report.

FINANCIAL IMPLICATIONS

The Shire of Kojonup Council comprises seven (7) elected members – the Shire President, the Deputy Shire President and five (5) sitting Councillors. The recommended fees and allowances for the 2026/2027 financial year, calculated in accordance with Council *Policy 3.7* (75% of the SAT Band 3 maximum) and incorporating the SAT 3.5% general economic increase, produces the following estimated increased cost to Council this budget:

Table 4: Estimated 2026/2027 budget impact – Elected Member fees and allowances

Fee / Allowance	Per Member ($)	No.	2026/27 Total ($)	2025/26 Total ($)	Variance ($)
President sitting fee (annual in lieu)	22,034	1	22,034	21,289	745
Councillor sitting fee (annual in lieu) – incl. Deputy President	14,233	6	85,398	82,512	2,886
President Annual Allowance	32,128	1	32,128	31,041	1,087
Deputy President Annual Allowance	8,032	1	8,032	7,760	272
ICT Allowance	3,000	7	21,000	21,000	0
Independent ARIC Member meeting fee (excl. super)	440	2	880	848	32
Independent ARIC Member travel reimbursement	375 (est.)	2	750	750	0

(estimated, no super)					
TOTAL ESTIMATED COST	–	–	170,222	165,200	5,022

The total estimated cost to Council for Elected Member fees and allowances and Independent ARIC Member fees and travel reimbursements in 2026/2027 is **$170,222**, representing an increase of approximately **$5,022 (3.03%)** on the equivalent 2025/26 cost of **$165,200**.

The Independent ARIC Member sitting fee component ($880 p.a., based on 2 Independent Members × 4 scheduled ARIC meetings × $110 per meeting) is exclusive of superannuation; the travel reimbursement of $750 p.a. is an indicative estimate based on actual costs claimable under the *Local Government Officers' (Western Australia) Award 2021* (s.30.6) and will be reimbursed on a use-basis only.

The ICT allowance remains unchanged at $3,000 per Elected Member. This additional cost will be accommodated within the Governance / Members of Council operating budget for the 2026/2027 financial year.

RISK MANAGEMENT IMPLICATIONS

RISK MANAGEMENT FRAMEWORK			
Risk Profile	Risk Description/Cause	Key Control	Current Action
16) Financial Sustainability	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.	Budget Controls	Cash Flow Budget and reporting to be implemented
3) Compliance & Governance	Failure to implement the 2026 SAT Determination ICT deduction rule by the commencement date of **1 July 2026** may result in non-compliance with the Determination (Tribunal Determination 2026 – 032), overpayment of ICT allowances to Elected Members who also receive Shire-supplied ICT equipment, and adverse findings from the Office of the Auditor General or the Department of Local	Policy 3.7 update; CEO-maintained ICT Register; payroll system control	Policy 3.7 addendum to be adopted and Register established prior to 1 July 2026

	Government, Industry Regulation and Safety.		

Risk rating – *ADEQUATE*

IMPLICATIONS

Council sets the policies for setting fees and allowances as per the SAT determinations. The 2026 SAT Determination (Tribunal Determination 2026 – 032) commences on 1 July 2026, and introduces a new requirement that the ICT annual allowance be reduced by the cost of any ICT equipment supplied by the Shire to an Elected Member. To manage the associated compliance and audit risk, Council *Policy 3.7* should be updated to reflect this requirement, and supporting controls implemented prior to the commencement date of 1 July 2026. The proposed Officer Recommendation directs the CEO to action these changes for Council consideration.

ASSET MANAGEMENT IMPLICATIONS

Nil

GREAT SOUTHERN VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Absolute Majority

OFFICER RECOMMENDATION

That Council:

1. Notes the Salaries and Allowances Tribunal Determination (SATD) dated 2 April 2026 (effective 1 July 2026) related to the setting of Elected Member Fees and Allowances (Attachment 9.4.4.2 – Local Government CEO and Elected Council Members Determination April 2026 – Salaries & Allowances Tribunal).
2. Approves the President Allowance to be set at $32,128 to be compliant with the Shire *Policy 3.7*;
3. Approves the Deputy President Allowance to be set at $8,032 to be compliant with the Shire *Policy 3.7*;
4. Approves the President annual sitting fee in lieu of fees for attending meetings to be compliant with the Shire *Policy 3.7* at $22,034;
5. Approves the Elected Member annual sitting fee in lieu of fees for attending meetings to be compliant with the Shire *Policy 3.7* at $14,233;
6. Confirms the Information and Communication Technology (ICT) annual allowance remains set at $3,000 (within the SAT range of $500 minimum and $3,500 maximum) consistent with Shire *Policy 3.7*, and notes that, in accordance with the 2026 SAT Determination, where ICT equipment is supplied to an Elected Member by the Shire the cost of that equipment will be deducted from the member's ICT allowance;

7. Approves, in accordance with Section 5.100(2)(b) of the *Local Government Act 1995* and Table 7 of the 2026 SAT Determination (Tribunal Determination 2026 – 032), that the per-meeting attendance fee payable to Independent Audit, Risk and Improvement Committee (ARIC) Members be set at the minimum amount allowable, being $110 per meeting (exclusive of superannuation);
8. Approves, in accordance with *Sections 5.100(4), (5) and (6) of the Local Government Act 1995 and Section 6.5(3) and (4) of the 2026 SAT Determination*, the reimbursement of actual travel and associated costs incurred by Independent ARIC Members in attending ARIC meetings, demonstrated to the satisfaction of the Shire; and
9. Directs the Chief Executive Officer to update Council *Policy 3.7 – 'Councillors Fees & Reimbursements'* to incorporate the required policy wording changes, effective immediately, and present the amended Policy to Council at the next scheduled Policy review.

MOTION	52/26
MOVED:	Cr Wieringa
SECONDED:	Cr Mickle
VOTE:	5/1
FOR:	Cr Bilney, Cr Mathwin, Cr Wieringa, Cr Radford, Cr Mickle
AGAINST:	Cr Mitchell

9.4.5 RETABLED - APPOINTMENT OF BUSH FIRE CONTROL OFFICERS

REPORTING OFFICER:	Estelle Lottering
DATE:	Tuesday, 19 May 2026
ATTACHMENT(S):	9.4.5.1 – Unconfirmed Bushfire Advisory Committee (BFAC) Minutes – 5 May 2026 9.4.5.2 – Unconfirmed Kojonup Bush Fire Association Annual General Meeting Minutes – 22 April 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

PURPOSE OF THIS REPORT

The purpose of this report is for Council to consider the recommendations of the Kojonup Bushfire Advisory Committee for the appointment of Bush Fire Control Officers and related authorised positions for the 2026/2027 bush fire season.

BACKGROUND

The Kojonup Bush Fire Association held its Annual General Meeting on 22 April 2026 and considered nominations for brigade and Shire-level bush fire control positions. The recommendations arising from that meeting were subsequently considered and endorsed by the Bushfire Advisory Committee at its meeting held on 5 May 2026. Council is now requested to make the relevant appointments for the 2026/2027 bush fire season.

COMMENT

The annual appointment of Bush Fire Control Officers supports the Shire's capacity to coordinate local bush fire preparedness, response and statutory functions. The Bushfire Advisory Committee has recommended that Tony Fisher be appointed as Chief Bush Fire Control Officer and Fire Weather Officer, Ross Fryer-Smith be appointed as Deputy Chief Bush Fire Control Officer and Deputy Fire Weather Officer, and Paul Norrish and Ben Blewett be appointed as Senior Bush Fire Control Officers.

It is also recommended that the Chief Bush Fire Control Officer and Deputy Chief Bush Fire Control Officer be appointed as authorised officers to issue permits to burn for the collection of clover seed within the Shire. The Chief Bush Fire Control Officer, Deputy Chief Bush Fire Control Officer and the two Senior Bush Fire Control Officers are further recommended to be authorised to advise the Chief Executive Officer on the imposition of Harvest and Vehicle Movement Bans for the 2026/2027 year.

CONSULTATION

Kojonup Bush Fire Association
Kojonup Bushfire Advisory Committee

STATUTORY REQUIREMENTS

Section 38 of the *Bush Fires Act 1954*
Section 67 of the *Bush Fires Act 1954*

POLICY IMPLICATIONS

Policy 6.1 Fire Management Plan
Policy 2.3.5 Risk Management

FINANCIAL IMPLICATIONS

Nil

RISK MANAGEMENT IMPLICATIONS

<table>
<tr><th colspan="4">RISK MANAGEMENT FRAMEWORK</th></tr>
<tr><th>Risk Profile</th><th>Risk Description/Cause</th><th>Key Control</th><th>Current Action</th></tr>
<tr><td>2 - Business Continuity
3 - Compliance</td><td>Failure to adequately prepare and respond to events that cause disruption to the local community and/or normal business activities.

Failure to correctly communicate laws and regulations as a result of an inadequate compliance framework, including new or proposed regulatory and legislative changes and the failure to maintain updated internal and public domain legal documentation.
Ineffective policies and processes.</td><td>Community fire and emergency education
Maintain regular communications with agencies and support services
External audits (compliance)

Insert here.

If no current Controls pertain to the item then state ‘Nil’</td><td>Nil

Insert here.

If no current Actions pertain to the item then state ‘Nil’</td></tr>
<tr><td>RISK RATING:</td><td colspan="3">ADEQUATE</td></tr>
<tr><th colspan="4">IMPLICATIONS</th></tr>
<tr><td colspan="4">Appointment of these positions is required under the Bush Fires Act 1954. Compliance with the Act supports appropriate governance and operational processes that assist in minimising bush fire risk to the community.</td></tr>
</table>

ASSET MANAGEMENT IMPLICATIONS

Nil

GREAT SOUTHERN VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

That Council:

1. Appoints the following persons to the listed positions for the 2026/2027 year:
a) Tony Fisher – Chief Bush Fire Control Officer and Fire Weather Officer;
b) Ross Fryer-Smith – Deputy Chief Bush Fire Control Officer and Deputy Fire Weather Officer; and
c) Paul Norrish and Ben Blewett – Senior Bush Fire Control Officers.

2. Appoints the Chief Bush Fire Control Officer and Deputy Chief Bush Fire Control Officer as authorised officers to issue permits to burn for the collection of clover seed in the Shire.

3. Authorises the Chief Bush Fire Control Officer, Deputy Chief Bush Fire Control Officer and the two Senior Bush Fire Control Officers to recommend to the Chief Executive Officer the imposition of Harvest and Vehicle Movement Bans.

4. Appoints the nominees listed below to their respective Bush Fire Brigades, subject to each person having successfully completed the Fire Control Officer course conducted by the Department of Fire and Emergency Services:

Bevin Bignell –	Captain/FCO, Boilup Brigade
Kim Bellotti –	Captain/FCO, Boscabel Brigade
Murray Magini –	Captain/FCO, Changerup Brigade
Peter Kowald –	Captain/FCO, Cherry Tree Pool Brigade
Steve McGuire –	Captain/FCO, Jingalup Brigade
Matt Bilney –	Captain/FCO, Kojonup Brigade
Lachie Thorn –	Captain/FCO, Lumeah Brigade
Andrew Parker –	Captain/FCO, Mobrup Brigade
Kent Stone –	Captain/FCO, Muradup Brigade
Griff Chomley –	Captain/FCO, Orchid Valley Brigade
Shannon Binns –	Captain/FCO, Qualeup Brigade
Stuart Tohl –	Captain/FCO, Ryan's Brook Brigade
Bevan Brown –	FCO, Kojonup Town.

5. Expresses its sincere appreciation to the Kojonup Bush Fire Association, Bushfire Advisory Committee members and volunteers for continuing to provide essential bush fire services to the community.

MOTION	53/26
MOVED:	Cr Radford
SECONDED:	Cr Mitchell
VOTE:	6/0
FOR:	Cr Bilney, Cr Mathwin, Cr Wieringa, Cr Radford, Cr Mickle, Cr Mitchell

AGAINST:	

9.4.6 CREATION – MURADUP COMMUNITY (FINANCIAL) RESERVE – RESTRICTED FUNDS

REPORTING OFFICER:	Grant Thompson
DATE:	Wednesday 22 October 2025
ATTACHMENT(S):	9.4.6.1 – Muradup Community Advisory Committee - Terms of Reference 2025 9.4.3.1- Council Policy Manual

'*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

PURPOSE OF THIS REPORT

The purpose of this report is for Council to consider creating a new Muradup Community Reserve (financial) aligned to the Muradup Community Advisory Committee (MCAC) Terms of Reference (ToR).

BACKGROUND

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

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

The Shire in recent conversations with the officers of the MHA regarding their incorporation and intent to continue to manage the hall, agreed to work alongside the Shire to manage the hall requirements.

At the 28 October OCM the Council moved to create a Muradup Community Advisory Committee (Attachment 9.4.6.1 – Muradup Community Advisory Committee - Terms of Reference 2025) to support this move. As a part of the terms of reference and Councils direction a reserve account must be established to receive funds from the Community.

Substantive Motion
127/25 *Moved Cr Radford* *Seconded Cr Mickle*

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

CARRIED 7/0

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

If funds are made available to the Shire by the Community those funds will be subject to and managed through a 'Reserve Account' as per the *Local Government Act 1995: Financial Regulations*. The MCAC will receive financial management reports on this account.

Council is ultimately responsible for the usage of the funds of this 'Reserve Account', based on the Accounts terms of reference however the terms of an established reserve account will mean the Council will take advice and guidance from the Muradup Community Advisory Committee on how the funds are utilised.

Sub Section of Shire *Policy 2.1.6*

"Cash Reserves
In addition to grant funding, the Shire's reserve accounts are a tool for funding for specific Shire projects, unplanned maintenance events, renewal of current assets, co-funding capital Grants, meeting statutory obligations and will be decided in the annual budget by Council.

Cash reserves are to be established and maintained to accumulate funds under the following guidelines:

1. *Only agree to transfer cash to reserves when free cashflow allows on a year-by-year basis;*
2. *To meet the statutory obligations of the Shire;*
3. *Council to determine the timing of transfers;*
4. *To offset liabilities in respect of previously earned employee entitlements to the extent they require an outflow of funds not allocated in the annual budget;*
5. *To fund renewal of existing physical/built assets;*
6. *To fund future strategic initiatives and the provision of new services and facilities to future residents;*
7. *To buffer against unpredictable or unplanned events such as unexpected maintenance events or replacement of Plant & Equipment failures;*
8. *To hold unspent grants and contributions; and*
9. *Other purposes as determined by the Council from time to time.*
10. *To be created as funding sources and managed as per section 6.11 under the Local Government Act 1995.*

When preparing the annual budget each year and where free cashflow allows, consideration will be given to supporting the current agreed reserve accounts as decided by Council.

The CEO will conduct an annual review for the Council addressing the appropriateness of each reserve account purpose, suitability of current balances, and deficiencies for the funding of future projects as identified in adopted forward plans and present to Council for consideration……"

COMMENT

In line with the *Local Government Act 1995* and Shire policy cash reserves are established in accordance with and maintained to accumulate funds for the following purposes:

- To smooth funding allocations over future years.
- To offset liabilities in respect of previously earned employee entitlements to the extent they require an outflow of funds not allocated in the annual budget.
- To meet statutory obligations
- To fund renewal of existing physical/built assets.
- To fund future strategic initiatives and the provision of new services and facilities to future residents.
- To buffer against unpredictable events.
- To hold unspent grants and contributions.
- Other purposes as determined by the Council from time to time.

It is therefore appropriate to create a Muradup Community Reserve account with terms of reference as per below:

Terms of Reference Muradup Community Reserve (Financial)

"To fund the 'Muradup Community' objectives to primarily support maintenance and renewal of the Muradup Agricultural Hall (Hall) and Tennis Courts sustainably:

1. Work closely with and take advice from the Muradup Community Advisory Committee on how the funds will be expended on the Muradup Agricultural Hall and Tennis Courts and other Muradup Community Assets as agreed to by the Muradup Community Advisory Committee.
2. These funds are not to be utilized for Shire business for usual operating expenditure such as roads, grounds maintenance (gardens), but rather focus on supporting asset opportunities to create liveability in Muradup primarily related to the Hall and Tennis courts.
3. Provide regular reports on the reserve to the Muradup Community Advisory Committee"

CONSULTATION

Shire President
Deputy CEO

STATUTORY REQUIREMENTS

Section 6.11 of the Local Government Act 1995 states that when a local government wishes to set aside money for use for a purpose in a future financial year, it is to establish and maintain a reserve account for each such purpose.

Council will be required to advertise the changes to the Community as per *section 6.11* of the *Local Government Act 1995* which legislates reserve accounts and states:

(1) Subject to subsection (5), where a local government wishes to set aside money for use for a purpose in a future financial year, it is to establish and maintain a reserve account for each such purpose.

(2) Subject to subsection (3), before a local government —

 (a) changes* the purpose of a reserve account; or

(b) uses* the money in a reserve account for another purpose, it must give one month's local public notice of the proposed change of purpose or proposed use.

**** Absolute majority required.***

(3) A local government is not required to give local public notice under subsection(2):

(a) where the change of purpose or of proposed use of money has been disclosed in the annual budget of the local government for that financial year; or

(b) in such other circumstances as are prescribed.

(4) A change of purpose of, or use of money in, a reserve account is to be disclosed in the annual financial report for the year in which the change occurs.

POLICY IMPLICATIONS

This report has been completed in accordance with Council *Policy 2.1.6* – '*Financial Governance*' - as outlined in this report (Attachment 9.4.3.1 - Council Policy Manual).

FINANCIAL IMPLICATIONS

Nil

RISK MANAGEMENT IMPLICATIONS

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

ASSET MANAGEMENT IMPLICATIONS

There is no change to the Shire's asset responsibility as it is an asset vested in the Shire currently.

GREAT SOUTHERN VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Absolute Majority

OFFICER RECOMMENDATION

That Council:

Establishes a Muradup Community Reserve (Financial) with Terms of Reference (ToR) as follows:

To fund the 'Muradup Community' objectives to primarily support maintenance and renewal of the Muradup Agricultural Hall (Hall) and Tennis Courts, sustainably:

1. Work closely with and take advice from the Muradup Community Advisory Committee (MCAC) on how the funds will be expended on the Muradup Agricultural Hall and Tennis Courts and other Muradup Community Assets as supported by the Muradup Community Advisory Committee.
2. These funds are not to be utilized for Shire business for usual operating expenditure such as roads, grounds maintenance (gardens), but rather focus on supporting asset opportunities to create liveability in Muradup primarily related to the Hall and Tennis courts.
3. Provide regular financial update reports on the reserve to the Muradup Community Advisory Committee.

MOTION	55/26
MOVED:	Cr Mathwin
SECONDED:	Cr Mitchell
VOTE:	6/0
FOR:	Cr Bilney, Cr Mathwin, Cr Wieringa, Cr Radford, Cr Mickle, Cr Mitchell
AGAINST:	

9.4.7 LOCAL EMERGENCY MANAGEMENT COMMITTEE (LEMC) MEETING MINUTES – 8 JUNE 2026

REPORTING OFFICER:	Grant Thompson – Chief Executive Officer
DATE:	Tuesday, 3 December 2024
ATTACHMENT(S):	9.4.7.1 – Unconfirmed LEMC Meeting minutes 8 June 2026 9.4.7.2 – Kojonup Capacity and Services Matrix LEMC 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

PURPOSE OF THIS REPORT

The purpose of this report is to receive the unconfirmed minutes of the Local Emergency Management Committee (LEMC) Meeting held on 8 June 2026.

BACKGROUND

The LEMC is established under Section 38 of the *Emergency Management Act 2005* and plays an important role in the Council's decision-making process. Minutes of these meetings are presented to Council to be received.

COMMENT

The minutes record routine governance matters, including attendance and apologies, noting that the previous minutes were unavailable for confirmation and that no business arose.

Agency updates addressed mitigation works, review of local emergency management arrangements and plans, emergency service capability and volunteer matters, changes to fire control arrangements, health service accommodation works, current biosecurity monitoring, and school operational updates.

The committee agreed to create a services and capability worksheet to identify gaps and response times within the Shire of Kojonup community emergency response groups. The template is attached for Council information and has been distributed.

The next LEMC meeting is scheduled for 7 September 2026.

CONSULTATION

Members of the Local Emergency Management Committee.

STATUTORY REQUIREMENTS

Section 38 of the *Emergency Management Act 2005*.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

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 LEMC, DEMC Meetings	Nil
RISK RATING:	ADEQUATE		
IMPLICATIONS			
Local governments are legislated to establish and maintain a LEMC. The risk of not having a LEMC would include lack of guidance for Staff, Councillors and relevant Community members who need to be able to work together under pressure in times of extreme stress should an emergency situation arise.			

ASSET MANAGEMENT IMPLICATIONS

Nil

GREAT SOUTHERN VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

That Council;

Receives the unconfirmed minutes of the Local Emergency Management Committee (LEMC) meeting held on 8 June 2026.

MOTION	55/26
MOVED:	Cr Mathwin
SECONDED:	Cr Wieringa
VOTE:	6/0
FOR:	Cr Bilney, Cr Mathwin, Cr Wieringa, Cr Radford, Cr Mickle, Cr Mitchell
AGAINST:	

9.4.8 CHIEF EXECUTIVE OFFICER PERFORMANCE AGREEMENT 2026 2027

REPORTING OFFICER:	Grant Thompson - Chief Executive Officer
DATE:	Thursday, 18 June 2026
ATTACHMENT(S):	9.4.8.1 – CEO Performance Agreement 2026 2027

'*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

Impartiality: the Author is the CEO. The matter relates to the CEO annual performance agreement. The CEO was involved in the process of determining the KPI's in conjunction with the Council.

PURPOSE OF THIS REPORT

The purpose of this report is to present the Chief Executive Officer (CEO) Performance Agreement 2026/2027 to Council and seek endorsement of the agreed performance criteria, key performance indicators and review arrangements for the 2026/2027 performance period.

BACKGROUND

Council is responsible for the employment and performance review of the Chief Executive Officer. The Local Government Act 1995 requires the performance of a local government Chief Executive Officer to be reviewed at least once in relation to every year of the CEO's employment. The Local Government (Administration) Regulations 1996 prescribe model standards for CEO recruitment, performance review and termination, and the Shire's adopted standards give local effect to those requirements.

The attached Chief Executive Officer Performance Agreement 2026/2027 establishes the agreed period, reviewing body, behavioural performance criteria, outcome-based performance criteria, measurable targets and review arrangements.

The Agreement continues the balanced scorecard approach across financial sustainability, community engagement, process and performance improvement, and learning and people outcomes.

COMMENT

The proposed Performance Agreement (Attachment 9.4.8.1 – CEO Performance Agreement 2026 2027) provides a clear and measurable framework for Council to assess the CEO's performance against adopted priorities, organisational outcomes and leadership expectations.

The Agreement identifies two key pillars for performance management: behavioural performance criteria and outcome-focused performance criteria.

The behavioural criteria cover communication and influence, productive relationships, achievement of results, strategic thinking, personal integrity and financial and economic acumen.

The outcome-based criteria include Community Return on Capital, approved budget delivery, major projects on budget and on time, community satisfaction, major engagement meetings, non-conformances, enterprise process improvement, operational productivity, people engagement, retention and attraction of skilled people, and safety culture.

Endorsement of the Agreement will support transparent monitoring during the year and provide a consistent basis for the annual review.

The Agreement also requires performance to be assessed having regard to measurable targets, the quality of leadership demonstrated, external factors that may materially affect delivery, Council-adopted plans and budgets, and the strategic priorities of the Shire of Kojonup.

CONSULTATION

Shire President
CEO Performance Review Committee
Human Resource Advisor

STATUTORY REQUIREMENTS

Section 5.38 of the Local Government Act 1995

The *Local Government (Administration) Regulations 1996* prescribe model standards for CEO recruitment, performance review and termination under regulation 18FA.

The Department of Local Government, Industry Regulation and Safety's operational guideline, CEO recruitment and selection, performance review and termination, explains that the model standards were introduced to support best practice and greater consistency in CEO recruitment, performance review and termination processes across local governments.

The Performance agreement must be published on the Shire Website.

POLICY IMPLICATIONS

The CEO Performance Agreement is to be administered in accordance with the Shire of Kojonup Standards for CEO Recruitment, Performance and Termination.

The performance criteria should remain aligned with the Strategic Community Plan, Corporate Business Plan, annual budget, adopted workforce and risk management settings, and Council's governance responsibilities.

FINANCIAL IMPLICATIONS

There are no direct unbudgeted financial implications arising from endorsement of the Chief Executive Officer Performance Agreement 2026/2027.

The Agreement establishes performance expectations relating to financial sustainability, budget delivery, capital program control and organisational productivity.

RISK MANAGEMENT IMPLICATIONS

RISK MANAGEMENT FRAMEWORK			
Risk Profile	Risk Description/Cause	Key Control	Current Action
5. Employment Practices	Failure to establish clear, lawful and measurable CEO performance expectations may create ambiguity in Council's review process and reduce accountability for organisational leadership outcomes.	Annual performance agreement, statutory CEO review requirements, adopted CEO standards and Council oversight.	Council consideration of the Performance Agreement and ongoing monitoring through the annual review process.
RISK RATING:	ADEQUATE		
IMPLICATIONS			
The annual CEO Performance Agreement is a key governance control that supports clear expectations, transparent assessment and alignment between Council priorities and organisational performance. Endorsement reduces the risk of uncertainty in the review process and supports evidence-based assessment of the CEO's performance.			

ASSET MANAGEMENT IMPLICATIONS

Nil.

GREAT SOUTHERN VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil.

VOTING REQUIREMENTS

Simple Majority.

PROCEDURAL MOTION – CONFLICT OF INTEREST

Council approves the CEO to remain in the meeting for Agenda items 9.4.8, 14.1.1, 14.1.2, 14.1.3 as the declared conflict of interest relates to an impartiality conflict of interest and not a financial or proximity conflict of interest.

MOTION	56/26
MOVED:	Cr Mathwin
SECONDED:	Cr Mickle
VOTE:	6/0
FOR:	Cr Bilney, Cr Mathwin, Cr Wieringa, Cr Radford, Cr Mickle, Cr Mitchell
AGAINST:	

OFFICER RECOMMENDATION

That Council;

1. Endorses the Chief Executive Officer Performance Agreement 2026 2027 as presented in attachment 9.4.8.1 – CEO Performance Agreement 2026 2027;
2. Notes that performance will be reviewed by the CEO Performance Review Committee and Council oversight in accordance with statutory requirements and the Shire's adopted CEO standards; and
3. Authorises the CEO Performance Agreement to be published on the Shire of Kojonup Website.

MOTION	57/26
MOVED:	Cr Radford
SECONDED:	Cr Mickle
VOTE:	6/0
FOR:	Cr Bilney, Cr Mathwin, Cr Wieringa, Cr Radford, Cr Mickle, Cr Mitchell
AGAINST:	

9.4.9 ALCOHOL AND OTHER DRUGS POLICY REVIEW

REPORTING OFFICER:	Chief Executive Officer
DATE:	Wednesday, 17 June 2026
ATTACHMENT(S):	9.4.9.1 Current Alcohol and Other Drugs Policy 2024 9.4.9.2 Proposed Alcohol and Other Drugs Policy 9.4.9.3 Proposed Alcohol and Other Drugs Testing Procedure

‘*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

PURPOSE OF THIS REPORT

The purpose of this report is to seek Council approval to replace the current Workplace Drug and Alcohol Use policy with a contemporary Alcohol and Other Drugs Policy and supporting internal Alcohol and Other Drugs Testing Procedure.

BACKGROUND

Council’s current Workplace Drug and Alcohol Use policy was adopted on 17 November 2015 and reviewed on 4 December 2024. The current policy establishes that persons impaired by alcohol or other drugs are not fit for work, applies across Shire operations including employees, volunteers, contractors and visitors, and identifies responsibilities for the Chief Executive Officer, senior management, managers, supervisors and team members.

A review has identified the need to separate Council’s policy position from operational testing processes. The proposed Alcohol and Other Drugs Policy sets the overarching governance framework for managing fitness for work, prescribed medication, medicinal cannabis, reporting requirements, education, support, testing circumstances and confidentiality.

The proposed internal Testing Procedure provides the administrative process for applying the policy consistently, including testing modalities, authorisation, pre-test steps, non-negative results, refusal to test, storage of testing information and employee support.

The proposed policy and procedure expressly refers to the Work Health and Safety Act 2020 (WA), including the Shire’s duty to manage risks to workers and other persons so far as is reasonably practicable, and the need to consult with workers where health and safety matters may directly affect them.
The Shire Work Health & Safety (WHS) established regulatory committee was consulted on these changes at two WHS meetings this year.

COMMENT

The proposed replacement strengthens the Shire's policy framework by aligning the policy with contemporary work health and safety terminology, clarifying the application to employees, contractors, labour hire personnel, volunteers, preferred candidates and visitors, and recognising that alcohol, illicit drugs, prescribed medication and medicinal cannabis may affect fitness for work.

The replacement also improves procedural fairness by distinguishing preliminary non-negative results from confirmatory testing, recognising confidential support options and requiring proportionate responses based on the circumstances, available evidence and the worker's role.

The proposed internal procedure is intended to support implementation rather than operate as a Council policy. It is attached for the Councils information.

This approach allows Council to adopt the policy position while enabling the Chief Executive Officer to administer detailed operational processes, including provider protocols, chain-of-custody requirements, testing modality selection and confidential records management. This is consistent with the policy review approach used for Council policy updates, where Council determines policy direction and operational guidance is managed administratively.

The key changes from the current policy are the adoption of a clearer fitness-for-work framework, expanded coverage of prescribed medication and medicinal cannabis, more explicit testing circumstances including pre-employment, random, for-cause and post-incident testing, stronger confidentiality provisions, and more detailed employee education and support arrangements through the Employee Assistance Program.

Table 1: Summary of Key Policy Changes

Area of change	Summary
Policy structure	Separates Council policy from internal testing procedure.
WHS alignment	Updates language and obligations to align with the Work Health and Safety Act 2020 (WA).
Fitness for work	Clarifies expectations for alcohol, illicit drugs, prescribed medication and medicinal cannabis.
Testing framework	Provides for pre-employment, random, for-cause and post-incident testing.
Fairness and support	Strengthens confidentiality, confirmatory testing, procedural fairness and employee support arrangements.

CONSULTATION

Human Resources Advisor
Shire WSH Consultative Committee
WALGA
If adopted workforce consultation will be required prior to implementation where workers are likely to be directly affected by the policy and testing procedure.

STATUTORY REQUIREMENTS

Section 2.7(2)(b) of the Local Government Act 1995 provides that Council is to determine the local government's policies. T

he Work Health and Safety Act 2020 (WA) is also relevant. Section 19 establishes the primary duty of care for a person conducting a business or undertaking to ensure, so far as is reasonably practicable, the health and safety of workers and other persons.

Section 47 requires consultation, so far as is reasonably practicable, with workers who are, or are likely to be, directly affected by a matter relating to work health or safety.

The proposed policy and procedure are designed to support the Shire's WHS risk-management obligations by providing clear expectations for fitness for work, testing, confidentiality, support and procedural fairness.

POLICY IMPLICATIONS

Adoption of the proposed Alcohol and Other Drugs Policy will supersede the current Workplace Drug and Alcohol Use policy. The supporting Alcohol and Other Drugs Testing Procedure will be administered internally to give effect to the adopted policy.

Related documents include the Employee Code of Conduct, Work Health and Safety Policy, Disciplinary Policy, Grievance and Resolution Policy and Procedure, and associated records-management requirements for confidential testing information.

FINANCIAL IMPLICATIONS

There are no immediate budget amendments proposed. Implementation may involve operational costs associated with workforce communication, supervisor training, external testing providers, confirmatory testing and Employee Assistance Program referrals. These costs are expected to be managed within existing operational budgets unless a higher level of testing activity is required and will be recommended in the annual budget.

Any material future cost impact will be reported through the normal budget process.

RISK MANAGEMENT IMPLICATIONS

RISK MANAGEMENT FRAMEWORK			
Risk Profile	Risk Description/Cause	Key Control	Current Action
3 - Compliance 14 – Safety &* Security	Non-compliance with the Work Health Safety Act 2020, associated regulations and standards. It is also the inability to ensure the physical security requirements of staff, contractors and visitors. Other considerations are negligence or carelessness.	Drug and Alcohol Procedure	Process review for safety documentation Safety Culture change program developed

RISK RATING:	ADEQUATE
IMPLICATIONS	
A clear and contemporary AOD policy and supporting testing procedure reduces the likelihood of inconsistent responses to impairment concerns, supports compliance with WHS duties, and assists managers to take proportionate action where alcohol, drugs or medication may affect fitness for work. Without updated controls, the Shire may be exposed to increased safety, employment, privacy and reputational risks.	

ASSET MANAGEMENT IMPLICATIONS

Nil.

GREAT SOUTHERN VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

That Council:

1. Repeals the current Workplace Drug and Alcohol Use Policy 2.2.9 adopted on 17 November 2015 and last reviewed on 4 December 2024.
2. Adopts the Alcohol and Other Drugs Policy as presented in Attachment 9.4.9.2 Proposed Alcohol and Other Drugs Policy.
3. Notes the Alcohol and Other Drugs Testing Procedure as an internal administrative procedure to support implementation of the adopted policy.
4. Directs and supports the Chief Executive Officer to undertake workforce communication and consultation required for implementation of the policy and procedure.

MOTION	58/26
MOVED:	Cr Mitchell
SECONDED:	Cr Mickle
VOTE:	6/0
FOR:	Cr Bilney, Cr Mathwin, Cr Wieringa, Cr Radford, Cr Mickle, Cr Mitchell
AGAINST:	

10. APPLICATIONS FOR LEAVE OF ABSENCE

Cr Radford applied for a Leave of Absence for the periods 16 July to 10 August 2026

MOTION FROM THE FLOOR	
Council approve a leave of absence for Cr Radford for the period 16 July to 10 August 2026	
MOTION	59/26
MOVED:	Cr Mickle
SECONDED:	Cr Mitchell
VOTE:	6/0
FOR:	Cr Bilney, Cr Mathwin, Cr Wieringa, Cr Radford, Cr Mickle, Cr Mitchell
AGAINST:	

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

14.1.1 CHIEF EXECUTIVE OFFICER PERFORMANCE REVIEW COMMITTEE MEETING MINUTES – 19 MAY 2026 AND 3 JUNE 2026

14.1.2 APPOINTMENT OF ACTING CEO DURING CURRENT CEO APPROVED ABSENCE

14.1.1 CONTRACTED EMPLOYEES' ANNUAL ESCALATOR REVIEW JUNE 2026

STATUTORY REQUIREMENT

Section 5.23 of the *Local Government Act 1995* provides as follows: —

Meetings generally open to public

(1) The following are to be open to members of the public —

(a) all council meetings;

(b) all meetings of a committee.

(2) Despite subsection (1), if any of the following matters is to be dealt with at a meeting, the council or committee must close the meeting to members of the public to the extent necessary to ensure that the matter is dealt with at the meeting on a confidential basis —

(a) a matter that a committee of a House of Parliament, or a joint committee of both Houses, has advised the local government must be dealt with on a confidential basis;

(b) a matter relating to the recruitment or employment of the CEO or a senior employee, including the following —
  (i) the termination of employment;
  (ii) a review of performance under section 5.38;
(c) a prescribed matter;
(d) a matter that is the subject of a direction given under section 5.23AA(1).

(3) Despite subsection (1), the council or committee must close a meeting to members of the public to the extent necessary to ensure compliance with a requirement (however formulated) —
 (a) that is imposed under a written law, excluding this Act and local laws; and
 (b) that prohibits or restricts the making public of information.

(4) Despite subsection (1), if any of the following information is to be dealt with at a meeting, the council or committee may close the meeting to members of the public to the extent necessary to ensure that the information is dealt with at the meeting on a confidential basis —
 (a) legal advice, or other information, over which the local government holds legal professional privilege;
 (b) information relating to the personal affairs of an individual;
 (c) information contained in a tender received by the local government for a contract to the extent that the information —
  (i) is a tendered price; or
  (ii) a tendered methodology for calculating a price;
 (d) information contained in a tender received by the local government for a contract to the extent that —
  (i) the information discloses any technology, or any manufacturing, industrial or trade process, that the tenderer proposes to use in performing the contract; and
  (ii) the information has not previously been made public; and
  (iii) the making public of the information would be likely to have an adverse effect on the tenderer's business interests;
 (e) information the making public of which would be likely to endanger the security (including cyber-security) of any of the local government's property or operations;
 (f) information the making public of which would be likely to impair the effectiveness of any lawful method or procedure for preventing, detecting, investigating or dealing with any contravention or possible contravention of the law;
 (g) prescribed information;
 (h) information that is the subject of a direction given under section 5.23AA(2).

(5) For the purpose of deciding whether to close a meeting to members of the public under subsection (4) in relation to any information, the following matters are irrelevant —
 (a) whether making the information public would cause embarrassment to any of the following —
  (i) the local government;
  (ii) the council or a council member;
  (iii) a committee of the council or a member of a committee of the council;
  (iv) an employee;
 (b) whether making the information public would —
  (i) cause a loss of confidence in the local government; or
  (ii) make the local government susceptible to adverse criticism;
 (c) whether the information relates to a matter that is controversial in the district;
 (d) a prescribed matter.

(6) Subsection (5) does not prevent other matters from being regarded as irrelevant.

(7) A decision to close a meeting to members of the public under subsection (2), (3) or (4) must be made (including voted on if necessary) at the meeting and while the meeting is open to members of the public.

(8) If a decision is made to close a meeting to members of the public under subsection (2), (3) or (4), the following must be recorded in the minutes of the meeting —
 (a) the decision;
 (b) the subsection under which the decision is made and, if that subsection is subsection (2) or (4), the paragraph of that subsection under which the decision is made;
 (c) if the provision recorded under paragraph (b) is subsection (2)(c) or (4)(g) — the applicable regulation (including any applicable subregulation or paragraph);
 (d) if the provision recorded under paragraph (b) is subsection (2)(d) or (4)(h) — a statement that a direction was given under section 5.23AA(1) or (2) (as the case requires);
 (e) an explanation of how the matter or information to which the decision relates falls within the scope of the provision recorded under paragraph (b);
 (f) a summary of the steps taken to ensure that the closure to members of the public is for no longer than required or authorised under the provision recorded under paragraph (b);
 (g) any prescribed information.

(9) Sections 5.95(3) and 5.96A(2) do not apply to information that is required to be recorded in the minutes of a meeting under subsection (8).

PROCEDURAL MOTION

That the meeting proceeds behind closed doors in accordance with Section 5.23 of the Local Government Act 1995 at 3:54pm.

MOTION	60/26
MOVED:	Cr. Radford
SECONDED:	Cr. Mickle
VOTE:	6/0
FOR:	Cr Bilney, Cr Mathwin, Cr Wieringa, Cr Radford, Cr Mickle, Cr Mitchell
AGAINST:	

PROCEDURAL MOTION

That the meeting be reopened to the public at 5:02 pm.

MOTION	61/26
MOVED:	Cr Mickle
SECONDED:	Cr Mitchell
VOTE:	6/0
FOR:	Cr Bilney, Cr Mathwin, Cr Wieringa, Cr Radford, Cr Mickle, Cr Mitchell
AGAINST:	

14.2 PUBLIC READING RESOLUTIONS THAT MAY BE MADE PUBLIC

AGENDA ITEM 14.1.1 – CHIEF EXECUTIVE OFFICER PERFORMANCE REVIEW COMMITTEE MEETING MINUTES – 19 MAY 2026 AND 3 JUNE 2026

That Council;

Receives and notes the unconfirmed minutes of the Chief Executive Officer Performance Review Committee meetings held on:

a) 19 May 2026; and
b) 3 June 2026,

as presented at Attachments 14.1.1.1 and 14.1.1.2 respectively.

MOTION	62/26
MOVED:	Cr Mathwin
SECONDED:	Cr Radford
VOTE:	6/0
FOR:	Cr Bilney, Cr Mathwin, Cr Wieringa, Cr Radford, Cr Mickle, Cr Mitchell
AGAINST:	

AGENDA ITEM 14.1.2 – APPOINTMENT OF ACTING CEO DURING CURRENT CEO APPROVED ABSENCE
That Council; 1. Appoints Darryn Watkins, Manager Works & Infrastructure, as Acting Chief Executive Officer for the Shire of Kojonup, for the period 13 July 2026 to 23 July 2026 inclusive; 2. Appoints Jill Johnson, Deputy CEO, as Acting Chief Executive Officer for the Shire of Kojonup for the period 10 August 2026 to 20 September 2026 inclusive; 3. Appoints Darryn Watkins, Manager Works & Infrastructure, as Acting Deputy Chief Executive Officer for the Shire of Kojonup, for the period 10 August 2026 to 20 September 2026 inclusive; 4. Delegates to the appointed Acting Chief Executive Officer, for the relevant period of appointment, the powers and duties delegated to the Chief Executive Officer by Council subject to the *Local Government Act 1995*, relevant regulations, Council policy and the Shire of Kojonup Delegations Register; and 5. Delegates to the appointed Acting Deputy Chief Executive Officer, for the relevant period of appointment, the powers and duties delegated to the Deputy Chief Executive Officer by Council subject to the *Local Government Act 1995*, relevant regulations, Council policy and the Shire of Kojonup Delegations Register; and 6. Authorises payment of higher duties remuneration in accordance with Council *Policy 3.16 Appointment of Officers to Acting CEO* (Attachment 9.4.3.1 - Council Policy Manual).

MOTION	63/26
MOVED:	Cr Mathwin
SECONDED:	Cr Mickle
VOTE:	6/0
FOR:	Cr Bilney, Cr Mathwin, Cr Wieringa, Cr Radford, Cr Mickle, Cr Mitchell
AGAINST:	

AGENDA ITEM 14.1.3 – CONTRACTED EMPLOYEES' ANNUAL ESCALATOR REVIEW JUNE 2026	
That Council: 1. Notes the Salaries and Allowances Tribunal Determination dated April 2026 (effective 1 July 2026) as a guide to setting the escalator for Contracted roles (Attachment 9.4.4.2 – Local Government CEO and Elected Council Members Determination 2026). 2. Approves a general 3.5% escalator applied to contracted employee workforce salaries, eligible for an escalator, understanding the outcomes for individual salary packages may vary taking into consideration performance reviews, structural, functional and skill changes, competitive market increases and as determined appropriate by the CEO within the adopted budget.	
MOTION	64/26
MOVED:	Cr Mickle
SECONDED:	Cr Wieringa
VOTE:	5/1
FOR:	Cr Bilney, Cr Mathwin, Cr Wieringa, Cr Radford, Cr Mickle
AGAINST:	Cr Mitchell

15. CLOSE

There being no further business to discuss, the President thanked the members for their attendance and declared the meeting closed at 5:03pm.

ATTACHMENTS:

9.4.1	9.4.1.1 – Monthly Financial Statements 1 May 2026 to 31 May 2026
9.4.2	9.4.2.1 – Monthly Payment Listing May 2026
9.4.3	9.4.3.1 – Council Policy Manual 9.4.3.2 – Shire of Kojonup Credit Card Register 2025/2026 9.4.3.3 – Temporary Authorised Credit Card Limit Increase Letter (1 April 2026)
9.4.4	9.4.4.2 – Local Government CEO and Elected Council Members Determination April 2026 – Salaries & Allowances Tribunal
9.4.5	9.4.5.1 – Unconfirmed Bushfire Advisory Committee (BFAC) Minutes – 5 May 2026 9.4.5.2 – Unconfirmed Kojonup Bush Fire Association Annual General Meeting Minutes – 22 April 2026
9.4.6	9.4.6.1 – Muradup Community Advisory Committee – Terms of Reference 2025
9.4.7	9.4.7.1 – Unconfirmed LEMC Meeting Minutes 8 June 2026 9.4.7.2 – Kojonup Capacity and Services Matrix LEMC 2026
9.4.8	9.4.8.1 – CEO Performance Agreement 2026 2027
9.4.9	9.4.9.1 Current Alcohol and Other Drugs Policy 2024 9.4.9.2 Proposed Alcohol and Other Drugs Policy 9.4.9.3 Proposed Alcohol and Other Drugs Testing Procedure