SHIRE OF KOJONUP

PUBLIC MINUTES

Special Council Meeting

05 August 2026

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MINUTES OF A SPECIAL COUNCIL MEETING HELD ON 05 AUGUST 2026
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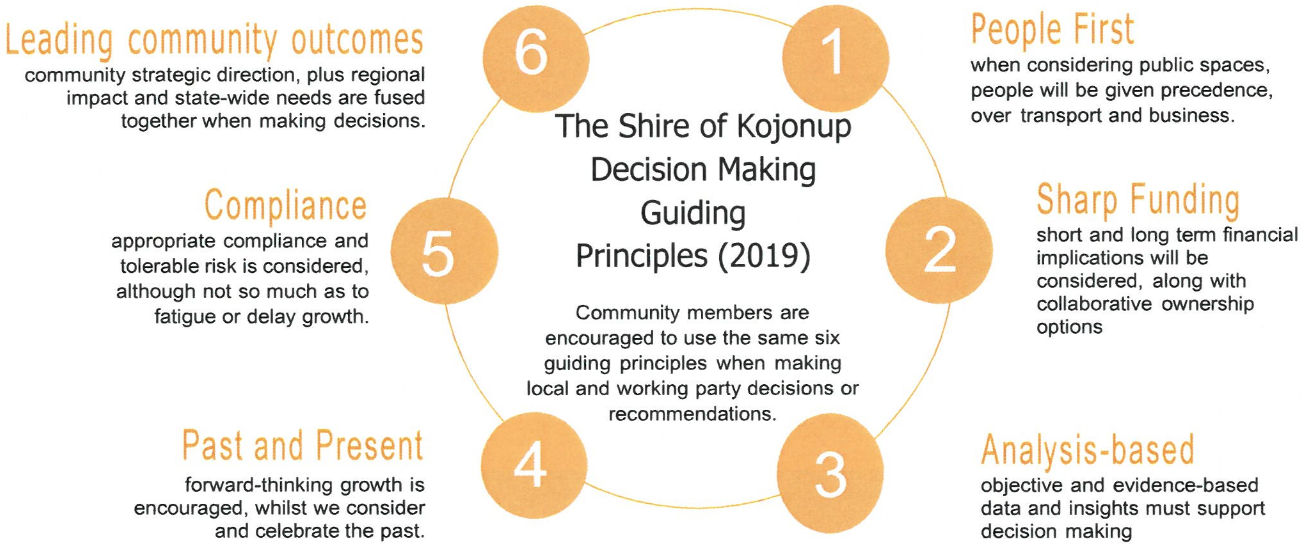
The Shire of Kojonup has a set of six guiding principles it uses when making decisions. These principles are checked and enhanced every two years in line with the Strategic Community Plan review schedule.



MINUTES

1 DECLARATION OF OPENING AND ANNOUNCEMENT OF GUESTS

The Shire President declared the meeting open at 3.30pm and drew the meeting's attention to the disclaimer below:

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

The Shire of Kojonup expressly disclaims liability for any loss or damage suffered by any person as a result of relying on or acting on the basis of any advice or information provided by a member or officer, or the content of any discussion occurring, during the course of the meeting.

Where an application for an approval, a license or the like is discussed or determined during the meeting, the Shire warns that neither the applicant, nor any other person or body, should rely upon that discussion or determination until written notice of either an approval and the conditions which relate to it, or the refusal of the application has been issued by the Shire.

Acknowledgement of Country

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

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

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

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

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

Amen

2 ANNOUNCEMENTS FROM THE PRESIDING MEMBER

2.1 ANNUAL RETURNS

The President provided a reminder that Annual Returns are required and advised that there is a $1,000 fine for non-compliance.

2.2 TRAINING FOR COUNCILLORS IN GNOWANGERUP

03 September 2026 – CEO Performance Review Training
04 September 2026 – CEO Recruitment Training

2.3 MEMORIAL HALL CENTENARY CELEBRATIONS – 22 AUGUST 2026

The President invited as many Councillors as possible to attend the Memorial Hall Centenary Celebrations and advised that the ABC (Australian Broadcasting Corporation) will be attending. The President thanked Robert Sexton (Vice President, Kojonup Returned Services League) and Jill Watkin (Heritage & Tourism Experience Curator, Shire of Kojonup), for their diligent background work, in relation to these celebrations.

3 ATTENDANCE

COUNCILLORS

Cr Bilney	Shire President
Cr Mathwin	Deputy Shire President
Cr Mickle	Councillor
Cr Michael	Councillor
Cr Wieringa	Councillor
Cr Mitchell	Councillor

STAFF

Grant Thompson	Chief Executive Officer
Jill Johnson	Deputy Chief Executive Officer
Darryn Watkins	Manager Works and Infrastructure
Este Lottering	Manager Regulatory Services
Judy Stewart	Governance Officer

OBSERVER

Frank Pritchard	
Melvin Hettner	4.04pm

3.1 APOLOGIES

Cr Radford	Councillor

3.2 APPROVED LEAVE OF ABSENCE

Cr Mitchell; however, Cr Mitchell was available to attend.

4 DECLARATION OF INTEREST

The Chief Executive Officer declared a Financial Interest in Item 14.1.1 - Chief Executive Officer (CEO) Annual Contract Review July 2026.

5 PUBLIC QUESTION TIME

5.1 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

5.2 PUBLIC QUESTION TIME

Nil

6 CONFIRMATION OF MINUTES

Nil

7 PRESENTATIONS

7.1 PETITIONS

Nil

7.2 PRESENTATIONS

Nil

7.3 DEPUTATIONS

Nil

7.4 DELEGATES' REPORTS

Nil

8 METHOD OF DEALING WITH AGENDA BUSINESS

Nil changes

9 REPORTS

9.1 KEY PILLAR 'LIFESTYLE' REPORTS

9.2 KEY PILLAR 'ECONOMICS' REPORTS

9.3 KEY PILLAR 'VISITATION' REPORTS

9.4 KEY PILLAR 'PERFORMANCE' REPORTS

9.4.1 ADOPTION OF 2026-2027 ANNUAL BUDGET

REPORTING OFFICER:	Darren Long – Financial Consultant
DATE:	27 July 2026
ATTACHMENT(S):	9.4.1.1 – 2026-2027 Statutory Budget

'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	12.1 SoK finances and funding

DECLARATION OF INTEREST

Nil

PURPOSE OF THIS REPORT

The purpose of this report is for Council to consider and adopt the 2026-2027 Annual Budget.

BACKGROUND

The following draft Annual Budget is presented to Council, as a balanced budget, for consideration and adoption.

The 2026-2027 Annual Budget has been prepared in accordance with Section 6.2 of the *Local Government Act 1995* and the Local Government (Financial Management) Regulations Part 3, Regulations 22 to 33.

COMMENT

The 2025-2026 Annual Budget comprises the following information-

1. Budget Statement of Comprehensive Income By Nature/Type for the Year Ending 30 June 2027.
2. Budget Statement of Cash Flows for the Year Ending 30 June 2027.
3. Budget Statement of Financial Activity/Rate Setting Statement for the Year Ending 30 June 2027.
4. Notes to the Budget.

Materiality Threshold for reporting purposes
Each year the Council is required to adopt a percentage or value for the purposes of reporting material variances in the monthly Statement of Financial Activity.

This value or percentage is then used throughout the financial year to identify potential areas in Council's actual revenues and expenditures that vary significantly from Council's budget estimates. The early identification of these potential variances and their cause can assist in better budget management and increased utilisation and allocation of Council funds and resources.

Council has previously used a value of (+) or (-) $10,000 and a percentage of (+) or (-) 10% for each of the revenue and expenditure nature/type categories listed on the Statement of Financial Activity.

CONSULTATION

Internal – Senior Executives,
Councillors
External - Nil

STATUTORY REQUIREMENTS

Local Government Act (1995) s.6.2. (1) states that each Local Government is to prepare an annual budget prior to 31 August, unless an extension from the Minister is granted.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

The 2026-27 budget is presented as a balanced budget.

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:	HIGH - INADEQUATE		
IMPLICATIONS			
A control measure to raise rate revenue to offset budget expenditure as listed in the 2026-2027 budget, whilst ensuring compliance with applicable legislation.			

ASSET MANAGEMENT IMPLICATIONS

The budget has a positive effect on Assets for maintenance and repairs.

GREAT SOUTHERN VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Absolute Majority

OFFICER RECOMMENDATION

That Council:

1. Pursuant to Section 6.2 of the *Local Government Act 1995* and the Local Government (Financial Management) Regulations Part 3, Regulations 22 to 33, adopt the 2026-27 Annual Budget (as contained in Attachment 1) for the Shire of Kojonup, including the following-
   - ***(a)*** Budget Statement of Comprehensive Income by Nature/Type for the year ending 30 June 2027 showing a net result of ($3,583,660);
   - ***(b)*** Budget Statement of Cash Flows for the year ending 30 June 2027;
   - ***(c)*** Budget Statement of Financial Activity for the year ending 30 June 2027;
   - ***(d)*** Basis of preparation;
   - ***(e)*** Rates and Service Charges;
   - ***(f)*** Net Current Assets;
   - ***(g)*** Reconciliation of cash;
   - ***(h)*** Property, Plant and Equipment;
   - ***(i)*** Depreciation;
   - ***(j)*** Borrowings;
   - ***(k)*** Reserve Accounts;
   - ***(l)*** Other Information;
   - ***(m)*** Elected Members Remuneration;
   - ***(n)*** Revenue and Expenditure;
   - ***(o)*** Program Information;
   - ***(p)*** Fees & Charges;
   - ***(q)*** Schedule of Fees and Charges for 2026-2027.

2. Pursuant to Regulation 34(5) of the Local Government (Financial Management) Regulations 1996, adopts the following as the materiality threshold for 2026-2027:
   - (a) Over $10,000 or 10%, for the purposes of reporting material variances.

MOVED:	**Cr Wieringa**
SECONDED:	**Cr Michael**

COUNCIL MOTION That Council suspends Standing Orders at 3.44pm to allow Officers to clarify the 10% variance.	
MOTION #:	91/26
MOVED:	Cr Mathwin
SECONDED:	Cr Mickle
VOTE:	6/0
FOR:	Cr Bilney, Cr Mathwin, Cr Wieringa, Cr Mickle, Cr Mitchell, Cr Michael
AGAINST:	Nil

COUNCIL MOTION That Council resumes Standing Orders at 3.59pm.	
MOTION #:	92/26
MOVED:	Cr Mickle
SECONDED:	Cr Mitchell
VOTE:	6/0
FOR:	Cr Bilney, Cr Mathwin, Cr Wieringa, Cr Mickle, Cr Mitchell, Cr Michael
AGAINST:	Nil

AMENDMENT TO THE MOTION That Point 2. (a) is amended as follows: Over $10,000 for the purposes of reporting material variances.	
MOTION #:	93/26
MOVED:	Cr Mathwin
SECONDED:	Cr Mickle
VOTE:	6/0
FOR:	Cr Bilney, Cr Mathwin, Cr Wieringa, Cr Mickle, Cr Mitchell, Cr Michael
AGAINST:	Nil

THE AMENDMENT BECAME PART OF THE MOTION AND THE MOTION WAS PUT

COUNCIL MOTION

That Council:

1. Pursuant to Section 6.2 of the *Local Government Act 1995* and the Local Government (Financial Management) Regulations Part 3, Regulations 22 to 33, adopt the 2026-27 Annual Budget (as contained in Attachment 1) for the Shire of Kojonup, including the following -

   (a) Budget Statement of Comprehensive Income by Nature/Type for the year ending 30 June 2027 showing a net result of ($3,583,660);
   (b) Budget Statement of Cash Flows for the year ending 30 June 2027;
   (c) Budget Statement of Financial Activity for the year ending 30 June 2027;
   (d) Basis of preparation;
   (e) Rates and Service Charges;
   (f) Net Current Assets;
   (g) Reconciliation of cash;
   (h) Property, Plant and Equipment;
   (i) Depreciation;
   (j) Borrowings;
   (k) Reserve Accounts;
   (l) Other Information;
   (m) Elected Members Remuneration;
   (n) Revenue and Expenditure;
   (o) Program Information;
   (p) Fees & Charges;
   (q) Schedule of Fees and Charges for 2026-2027.

2. Pursuant to Regulation 34(5) of the Local Government (Financial Management) Regulations 1996, adopts the following as the materiality threshold for 2026-2027:
   (a) Over $10,000 for the purposes of reporting material variances.

MOTION #:	94/26
MOVED:	Cr Wieringa
SECONDED:	Cr Michael
VOTE:	5/1 by Absolute Majority
FOR:	Cr Bilney, Cr Mathwin, Cr Wieringa, Cr Mickle, Cr Michael
AGAINST:	Cr Mitchell
REASON FOR CHANGE TO OFFICER RECOMMENDATION:	To state that all material variances over $10,000 are reported.

Melvin Hettner entered the meeting at 4.04pm.

COUNCIL MOTION That Council suspends Standing Orders at 4.04pm to allow Officers to clarify the rate in the dollar general rate figure for UV properties in Item 9.4.2.	
MOTION #:	95/26
MOVED:	Cr Mickle
SECONDED:	Cr Michael
VOTE:	6/0
FOR:	Cr Bilney, Cr Mathwin, Cr Wieringa, Cr Mickle, Cr Mitchell, Cr Michael
AGAINST:	Nil

COUNCIL MOTION That Council resumes Standing Orders at 4.07pm.	
MOTION #:	96/26
MOVED:	Cr Michael
SECONDED:	Cr Mickle
VOTE:	6/0
FOR:	Cr Bilney, Cr Mathwin, Cr Wieringa, Cr Mickle, Cr Mitchell, Cr Michael
AGAINST:	Nil

9.4.2 VALUATIONS AND GENERAL RATES FOR 2026-2027 ANNUAL BUDGET

REPORTING OFFICER:	Darren Long – Financial Consultant
DATE:	27 July 2026
ATTACHMENT(S):	9.4.1.1 – 2026-2027 Statutory Budget

'*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	12.1 SoK finances and funding

DECLARATION OF INTEREST

Nil

PURPOSE OF THIS REPORT

The purpose of this report is for Council to give consideration to the adoption of applicable valuations and the imposition of general rates on rateable property for the 2026-2027 financial year.

BACKGROUND

When imposing rates on property local governments need to ensure they comply with the provisions of Part 6 of the *Local Government Act 1995*.

Section 6.32 of the *Local Government Act 1995* states:
6.32. Rates and service charges-

(1) When adopting the annual budget, a local government

(a) in order to make up the budget deficiency, is to impose a general rate on rateable land within its district, which rate may be imposed either:*

(i) uniformly; or

(ii) differentially; and

(b) may impose on rateable land within its district*

(i) a specified area rate; or

(ii) a minimum payment; and

(c) may impose a service charge on land within its district.*

** Absolute majority required.*

(2) Where a local government resolves to impose a rate it is required to:

(a) set a rate which is expressed as a rate in the dollar of the gross rental value of rateable land within its district to be rated on gross rental value; and

(b) set a rate which is expressed as a rate in the dollar of the unimproved value of rateable land within its district to be rated on unimproved value.

COMMENT

Following the draft budget workshops held with Council, the following general rates are presented for Councils consideration.

The deficiency of expenditure over income for the purpose of striking the rate for the 2026-2027 financial year amounts to $5,749,340.

Every year, the unimproved value (UV) of each property is reassessed by the State's Valuer Generals Office. The gross rental valuation (GRV) of each property for country local governments is reassessed by the State's Valuer Generals Office every five (5) years. The Shire's UV properties were revalued effective 1 July 2026.

The following valuations are currently recorded in Council's 2026-27 rate book-

(a) Unimproved Valuations (UV) - $977,997,410, of which $9,020,410 are minimum values;

(b) Gross Rental Valuations (GRV) - $7,718,360, of which $115,483 are minimum values.

The Shire bases the determination of annual property rates payable upon the unimproved values (UV) for rural properties and the gross rental values (GRV) for non-rural properties; with the values set by the Valuer General. The Shire applies a rate in the dollar charge for each valuation category, which is multiplied against a property's valuation.

The rate in the dollar adopted for the 2025-2026 financial year was, for UV properties at 0.4605 cents, and for GRV properties at 15.9150 cents. This becomes the base rate in the dollar when determining the following year's rate in the dollar. When properties are revalued, the previous year's rate in the dollar is adjusted in consideration of the whether the valuation has increased or decreased. This allows for a revised base rate in the dollar that would generate the same amount of revenue using the new property valuations. The increase in UV valuations of 9.86% has necessitated an adjustment to the UV rate in the dollar as follows:

1. UV – decrease from 0.4605 cents to 0.4193 cents to account for the valuation increment.

The rates in the dollar proposed in the draft budget are as follows-

(a) The GRV rate in the dollar for 2026-2027 will increase from 15.9150 cents to 16.71080 cents, equating to a 5.00% increase; and

(b) UV rate in the dollar for 2026-2027 will increase from 0.4193 cents to 0.4478 cents, equating to a 6.80% increase.

CONSULTATION

Internal – Senior Executives and Councillors
External - Nil

STATUTORY REQUIREMENTS

Local Government Act (1995) s.6.2. (1) states that each Local Government is to prepare an annual budget prior to 31 August, unless an extension from the Minister is granted.

Local Government Act 1995 s.6.32.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

The 2026-27 budget is presented as a balanced budget.

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:	HIGH - INADEQUATE		
IMPLICATIONS			
A control measure to raise rate revenue to offset budget expenditure as listed in the 2026-2027 budget, whilst ensuring compliance with applicable legislation.			

ASSET MANAGEMENT IMPLICATIONS

Nil

GREAT SOUTHERN VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Absolute Majority

OFFICER RECOMMENDATION/COUNCIL MOTION

1. That Council adopt the valuations, as supplied by the Valuer General's Office and recorded in the Rate Book, for the 2026-2027 year-

   Gross Rental Valuations $ 7,718,360
   Unimproved Valuations $ 977,997,410

2. That Council, pursuant to Section 6.32 of the *Local Government Act 1995*, impose the following rate in the dollar general rate for 2026-2027-

   GRV properties $0.167108
   UV properties $0.004478

MOTION #:	97/26
MOVED:	Cr Michael
SECONDED:	Cr Mickle
VOTE:	5/1 by Absolute Majority
FOR:	Cr Bilney, Cr Mathwin, Cr Wieringa, Cr Mickle, Cr Michael
AGAINST:	Cr Mitchell

9.4.3 MINIMUM PAYMENT FOR 2025-2026 ANNUAL BUDGET

REPORTING OFFICER:	Darren Long – Financial Consultant
DATE:	27 July 2026
ATTACHMENT(S):	9.4.1.1 – 2026-2027 Statutory Budget

'*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	12.1 SoK finances and funding

DECLARATION OF INTEREST

Nil

PURPOSE OF THIS REPORT

The purpose of this report is for Council to give consideration to the adoption and imposition of the Minimum Payment on rateable property for 2026-2027.

BACKGROUND

Section 6.35 of the *Local Government Act 1995* states:

(1) Subject to this section, a local government may impose on any rateable land in its district a minimum payment which is greater than the general rate which would otherwise be payable on that land.

(2) A minimum payment is to be a general minimum but, subject to subsection (3), a lesser minimum may be imposed in respect of any portion of the district.

(3) In applying subsection (2) the local government is to ensure the general minimum is imposed on not less than —

(a) 50% of the total number of separately rated properties in the district; or

(b) 50% of the number of properties in each category referred to in subsection (6),

on which a minimum payment is imposed.

(4) A minimum payment is not to be imposed on more than the prescribed percentage of —

(a) the number of separately rated properties in the district; or

(b) the number of properties in each category referred to in subsection (6),

unless the general minimum does not exceed the prescribed amount.

(5) If a local government imposes a differential general rate on any land on the basis that the land is vacant land it may, with the approval of the Minister, impose a minimum payment in a manner that does not comply with subsections (2), (3) and (4) for that land.

(6) For the purposes of this section a minimum payment is to be applied separately, in accordance with the principles set forth in subsections (2), (3) and (4) in respect of each of the following categories —

(a) to land rated on gross rental value; and

(b) to land rated on unimproved value; and

(c) to each differential rating category where a differential general rate is imposed.

COMMENT

The following minimum payments are presented for Councils consideration.

The Minimum Payment for UV properties is proposed to increase by 6.80%, from $921 to $984.

The Minimum Payment for GRV properties is proposed to increase by 5.00%, from $899 to $944

The proposed 2026-2027 UV Minimum Payment will be imposed on 72 UV property assessments, being 11.29% of the total UV property assessments.

The proposed 2026-2027 GRV Minimum Payment will be imposed on 73 GRV property assessments, being 10.28% of the total GRV property assessments.

CONSULTATION

Internal – Senior Executives
External - Nil

STATUTORY REQUIREMENTS

Local Government Act 1995 s.6.35.

The imposition of the proposed Minimum Payment complies with the percentage requirements of subclause (3) of Section 6.35.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

The 2026-27 budget is presented as a balanced budget.

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:	HIGH - INADEQUATE		
IMPLICATIONS			
A control measure to raise rate revenue to offset budget expenditure as listed in the 2026-2027 budget, whilst ensuring compliance with applicable legislation.			

ASSET MANAGEMENT IMPLICATIONS

Nil

GREAT SOUTHERN VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Absolute Majority

OFFICER RECOMMENDATION/COUNCIL MOTION

That Council, pursuant to Sections 6.32 and 6.35 of the *Local Government Act 1995,* impose the following Minimum Payment for 2026-2027-

GRV properties	$944 per rateable assessment
UV properties	$984 per rateable assessment

MOTION #:	98/26
MOVED:	Cr Mitchell
SECONDED:	Cr Mickle
VOTE:	6/0 by Absolute Majority
FOR:	Cr Bilney, Cr Mathwin, Cr Wieringa, Cr Mickle, Cr Mitchell, Cr Michael
AGAINST:	

9.4.4 PAYMENT OF RATES OPTIONS AND INTEREST CHARGES FOR 2026-2027 ANNUAL BUDGET

REPORTING OFFICER:	Darren Long – Financial Consultant
DATE:	27 July 2026
ATTACHMENT(S):	9.4.1.1 – 2026-2027 Statutory Budget

'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	12.1 SoK finances and funding

DECLARATION OF INTEREST

Nil

PURPOSE OF THIS REPORT

The purpose of this report is for Council to give consideration to the-

1. Setting of options for the payment of rates and service charges for the 2026-2027 financial year;
2. Imposition of an administration fee and instalment interest charge for payments made by instalments; and
3. Imposition of a rate of interest on overdue rates and service charges for the 2026-2027 financial year.

BACKGROUND

Section 6.45 of the *Local Government Act 1995 (Act*) requires a local government to set the options for the payment of rates or service charges; as well as the ability to impose an administration fee and an instalment interest charge applicable to those payment options.

Section 6.45 of the *Local Government Act 1995* states-

6.45. Options for payment of rates or service charges

(1) A rate or service charge is ordinarily payable to a local government by a single payment but the person liable for the payment of a rate or service charge may elect to make that payment to a local government, subject to subsection (3), by —

(a) 4 equal or nearly equal instalments; or

(b) such other method of payment by instalments as is set forth in the local government's annual budget.

(2) Where, during a financial year, a rate notice is given after a reassessment of rates under section 6.40 the person to whom the notice is given may pay the rate or service charge —

(a) by a single payment; or

(b) by such instalments as are remaining under subsection (1)(a) or (b) for the remainder of that financial year.

(3) A local government may impose an additional charge (including an amount by way of interest) where payment of a rate or service charge is made by instalments and that additional charge is, for the purpose of its recovery, taken to be a rate or service charge, as the case requires, that is due and payable.

(4) Regulations may —

(a) provide for the manner of making an election to pay by instalments under subsection (1) or (2); and

(b) prescribe circumstances in which payments may or may not be made by instalments; and

(c) prohibit or regulate any matters relating to payments by instalments; and

(d) provide for the time when, and manner in which, instalments are to be paid; and

(e) prescribe the maximum amount (including the maximum interest component) which may be imposed under subsection (3) by way of an additional charge; and

(f) provide for any other matter relating to the payment of rates or service charges.

Section 6.51 provides for a local government to impose an interest charge on a rate of service charge that remains unpaid after becoming due and payable.

6.51. Accrual of interest on overdue rates or service charges

(1) A local government may at the time of imposing a rate or service charge resolve to impose interest (at the rate set in its annual budget) on —*

(a) a rate or service charge (or any instalment of a rate or service charge); and

(b) any costs of proceedings to recover any such charge, that remains unpaid after becoming due and payable.

**** Absolute majority required***

COMMENT

Payment options

The Shire has traditionally offered three payment options-

Option 1 Payment in full by the due date.

Option 2 Payment in two equal instalments, being-

(a) Instalment 1 - 50% of the rates and service charges within 35 days of date of issue;

(b) Instalment 2 - 50% of the rates and service charges within 4 months of (a).

Option 3 Payment in four equal instalments, being-

(a) Instalment 1 - 25% of the rates and service charges within 35 days of date of issue;
(b) Instalment 2 - 25% of the rates and service charges within 2 months of (a);
(c) Instalment 3 - 25% of the rates and service charges within 2 months of (b); and
(d) Instalment 4 - 25% of the rates and service charges within 2 months of (c).

It is suggested that these payment options continue.

Administration fee and instalment interest charge

Section 6.45 of the *Act* permits Council to impose an administration charge where a payment of rate or service charge is made by instalments.

Regulations 67 and 68 of the Local Government (Financial Management) Regulations 1996 limit how much can be imposed as an administration charge and as an instalment interest charge.

In 2025-2026 the Shire imposed an administration fee of $9 on the second, third and fourth instalment payments.

It is suggested that the same administration fee of $9 apply to the second, third and fourth instalment payments for 2026-2027.

The maximum instalment interest rate local governments are able to impose under Regulation 68 is 5.5%.

The Shire has also previously imposed an instalment interest charge of 5.5% when option 2 and/or 3 is selected by ratepayers.

It is suggested that Council continue to impose an instalment interest charge of 5.5%.

Accrual of interest on overdue rates or service charges

Section 6.51 of the *Act* permits Council to impose an interest charge on overdue rates or service charges.

The Shire has previously imposed a late payment interest charge of 11% in 2025-2026.

It is suggested that Council impose a late payment interest charge of 11% on overdue rates or service charges not paid by the due date.

CONSULTATION

Internal – Senior Executives
External - Nil

STATUTORY REQUIREMENTS

Local Government Act 1995 s.6.45, 6.50, 6.51.
Local Government (Financial Management) Regulations 1996, Regulations 67, 68, 70 and 71.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

The 2026-27 budget is presented as a balanced budget.

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:	HIGH - INADEQUATE		
IMPLICATIONS			
A control measure to raise rate revenue to offset budget expenditure as listed in the 2026-2027 budget, whilst ensuring compliance with applicable legislation.			

ASSET MANAGEMENT IMPLICATIONS

Nil

GREAT SOUTHERN VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Absolute Majority

OFFICER RECOMMENDATION/COUNCIL MOTION

That Council:

1. Pursuant to Section 6.45 of the *Local Government Act 1995*, offer two payment options for rates and service charges for the 2026-2027 financial year, being-
   (a.) Option 1 – Payment in full by a single instalment by the due date of 24 September 2026, being 35 days from the date of issue of the rate notice;
   (b.) Option 2 - Payment in two equal instalments, being-
      (i) Instalment 1 - 50% of the rates and service charges within 35 days of date of issue of the rate notice, being 24 September 2026;
      (ii) Instalment 2 - 50% of the rates and service charges within 4 months the due date, being 28 January 2027.
   (c.) Option 3 – Payment in four equal instalments, being-
      (i) Instalment 1 - 25% of the rates and service charges within 35 days of date of issue of the rate notice, being 24 September 2026;
      (ii) Instalment 2 - 25% of the rates and service charges within 2 months the due date, being 26 November 2026;
      (iii) Instalment 3 - 25% of the rates and service charges within 2 months of (ii), being 28 January 2027; and
      (iv) Instalment 4 - 25% of the rates and service charges within 2 months of (iii), being 01 April 2027.
2. Pursuant to Section 6.45 of the *Local Government Act 1995,* that an administration fee of $9 per instalment apply to Instalments 2, 3 and 4 under payment options 2 and 3.
3. Pursuant to Section 6.45 of the *Local Government Act 1995*, impose an instalment interest charge of 5.5%, which is to apply to Instalments 2, 3 and 4 under payment options 2 and 3.
4. Pursuant to Section 6.51 of the *Local Government Act 1995*, impose an 11.0% rate of penalty interest on overdue rates and service charges that remain unpaid after the due date.

MOTION #:	99/26
MOVED:	Cr Mickle
SECONDED:	Cr Mitchell
VOTE:	6/0 by Absolute Majority
FOR:	Cr Bilney, Cr Mathwin, Cr Wieringa, Cr Mickle, Cr Mitchell, Cr Michael
AGAINST:	

9.4.5 IMPOSITION OF FEES AND CHARGES AND SANITATION REMOVAL CHARGES – 2026 2027 ANNUAL BUDGET

REPORTING OFFICER:	Grant Thompson – Chief Executive Officer
DATE:	Thursday, 30 July 2026
ATTACHMENT(S):	9.4.4.1 2026-2027 Statutory Budget Note: Schedule of Fees and Charges are found in the above attachment Annual Statutory Budget, pages 24–53.

'*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 Shire of Kojonup monitoring and reporting

DECLARATION OF INTEREST

Nil

PURPOSE OF THIS REPORT

The purpose of this report is for Council to consider imposing the Schedule of Fees and Charges, including rubbish and recycling removal charges, for the 2026–2027 financial year and incorporating those charges into the 2026–2027 annual budget.

BACKGROUND

Sections 6.16 to 6.19 of the *Local Government Act 1995* govern the imposition, setting, amendment and notification of fees and charges.

Under section 6.16, fees and charges are ordinarily imposed when adopting the annual budget and an absolute majority is required. Section 6.17 requires Council to consider the cost of providing the goods or service, its importance to the community and the price available from alternative providers.

Section 6.18 preserves fee amounts or prohibitions established under other written laws, while section 6.19 requires local public notice where a fee or charge is introduced after budget adoption.

Sections 67 and 68 of the *Waste Avoidance and Resource Recovery Act 2007* enables a local government to impose an annual waste-receptacle charge on premises receiving a waste service and do not restrict the imposition of waste-service fees under section 6.16 of the *Local Government Act 1995*.

COMMENT

The draft 2026–2027 annual budget includes total fees and charges revenue of **$844,330**.

One of the the largest program allocations is Community Amenities, which includes Sanitation.

The detailed Schedule of Fees and Charges forms part of the budget at pages 24–53.

The proposed annual rubbish and recycling collection charge for two 240-litre service is **$456.00** (weekly rubbish and fortnightly recycling), increasing from **$420.00**. The proposed charge for an additional recycling service remains **$210.00** and the additional rubbish service remains **$250.00**.

This currently under recovers the total cost of the sanitation removal program by approximately $24,000 meaning the Shire subsidises the sanitation removal service by this amount. It is considered cost recovery of the full sanitation program is a material increase to the rateable properties. If the Council wishes to charge full cost recovery the fee would be circa $481.00. There are 672 rateable properties the full cost can be distributed across.

An additional rubbish bin is proposed at $120.00. These charges support provision of the collection service and are included in Community Amenities revenue.

The schedule also updates selected administrative, statutory, regulatory, facility-hire, cemetery, swimming-pool, building, plant-hire and other service charges. Adoption with the annual budget provides a clear and consistent basis for charging from 1 July 2026, subject to any fee fixed or limited by other legislation.

For Council consideration.

CONSULTATION

Deputy CEO
Darren Long Accounting Consultant
Leadership Team Members
Responsible officers contributing to the 2026–2027 Schedule of Fees and Charges
Council Briefing Session

STATUTORY REQUIREMENTS

Local Government Act 1995, sections 6.16–6.19; *Waste Avoidance and Resource Recovery Act 2007*, sections 67–68; and applicable legislation and regulations prescribing or limiting individual statutory fees within the Schedule.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

The Schedule of Fees and Charges has been incorporated into the draft 2026–2027 annual budget. Total fees and charges revenue is budgeted at $869,251.

Waste-related fees contribute to Community Amenities revenue budgeted at $363,573. Adoption will establish the lawful charging basis and support recovery of service-delivery costs during the financial year.

RISK MANAGEMENT IMPLICATIONS

RISK MANAGEMENT FRAMEWORK			
Risk Profile	**Risk Description/Cause**	**Key Control**	**Current Action**
17) Financial sustainability	Fees may not adequately recover service costs, may be inconsistent with legislation, or may be applied without valid Council authority.	Budget Controls	Adopt the schedule with the annual budget and monitor revenue and service costs during 2026–2027.
RISK RATING:	HIGH-INADEQUATE		
IMPLICATIONS			
Failure to validly adopt, publish or consistently apply the schedule could result in revenue leakage, customer disputes and non-compliance. The annual budget process, legislative review and absolute-majority resolution reduce these risks to a low level.			

ASSET MANAGEMENT IMPLICATIONS

Appropriate fees and charges contribute to funding the operation, maintenance and renewal of facilities, plant and waste-management assets used to deliver Council services.

GREAT SOUTHERN VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Absolute Majority

OFFICER RECOMMENDATION/COUNCIL MOTION

That Council:

1. Pursuant to section 6.16 of the *Local Government Act 1995*, adopts the Schedule of Fees and Charges for the 2026–2027 financial year as attached and incorporates the Schedule into the 2026–2027 annual budget; and
2. Pursuant to section 67 of the *Waste Avoidance and Resource Recovery Act 2007*, imposes for the 2026–2027 financial year the following annual rubbish and recycling removal charges:
   (a) 240-litre rubbish and recycling collection service — $456.00;
   (b) additional recycling service — $210.00;
   (c) additional rubbish service — $250.00; and
   (d) additional rubbish bin — $120.00.

MOTION #:	100/26
MOVED:	Cr Mathwin
SECONDED:	Cr Mitchell
VOTE:	6/0 by Absolute Majority
FOR:	Cr Bilney, Cr Mathwin, Cr Wieringa, Cr Mickle, Cr Mitchell, Cr Michael
AGAINST:	

The Manager Regulatory Services left the meeting at 4.16pm.

10. APPLICATIONS FOR LEAVE OF ABSENCE

Nil

11. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

12. QUESTIONS FROM MEMBERS WITHOUT NOTICE

Nil

13. NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF THE MEETING

Nil

14. MEETING CLOSED TO THE PUBLIC

14.1 MATTERS FOR WHICH THE MEETING MAY BE CLOSED

14.1.1 CHIEF EXECUTIVE OFFICER (CEO) ANNUAL CONTRACT REVIEW JULY 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 4.18 pm.

MOTION #:	101/26
MOVED:	Cr Mathwin
SECONDED:	Cr Michael
VOTE:	6/0
FOR:	Cr Bilney, Cr Mathwin, Cr Wieringa, Cr Mickle, Cr Mitchell, Cr Michael
AGAINST:	

Frank Pritchard, Melvin Hettner, the Deputy Chief Executive Officer, and the Manager Works and Infrastructure left the meeting at 4.18pm.

The Chief Executive Officer declared Impartial and Direct Financial Interests and left the meeting at 4.18pm.

PROCEDURAL MOTION

That the meeting be reopened to the public at 5.07pm.

MOTION #:	106/26
MOVED:	Cr Mathwin
SECONDED:	Cr Mickle
VOTE:	6/0
FOR:	Cr Bilney, Cr Mathwin, Cr Wieringa, Cr Mickle, Cr Mitchell, Cr Michael
AGAINST:	

14.2 PUBLIC READING RESOLUTIONS THAT MAY BE MADE PUBLIC

14.2.1 CHIEF EXECUTIVE OFFICER (CEO) ANNUAL CONTRACT REVIEW JULY 2026

COUNCIL MOTION	
That Council: 1. Notes the Salaries and Allowances Tribunal Determination dated April 2026 (effective 1 July 2026) related to the setting of the CEO Remuneration (Attachment 14.1.1 – Local Government CEO and Elected Council Members Determination April 2026 – Salaries & Allowances Tribunal). 2. Approves restructuring the CEO remuneration package to set the baseline for the remuneration package as presented plus a 2% increase as per page 14 of this report; and 3. Approves the attached 'Variation to Contract Remuneration 2026 - Grant Thompson', incorporating the Council approved adjustments to the CEO's remuneration components, in compliance with the *'Western Australia Salaries and Allowances Act 1975 - Determination Of The Salaries And Allowances Tribunal On Local Government Chief Executive Officers And Elected Members April 2026' determination.*	
MOTION #:	105/26
MOVED:	Cr Mickle
SECONDED:	Cr Michael
VOTE:	5/1 by Absolute Majority
FOR:	Cr Bilney, Cr Mathwin, Cr Wieringa, Cr Mickle, Cr Michael
AGAINST:	Cr Mitchell

15. CLOSURE

There being no further business to discuss, the President thanked the members for their attendance and declared the meeting closed at 5.10 pm.

16 ATTACHMENTS

9.4.1. 9.4.1.1 2026-2027 Statutory Budget (Including the Fees and Charges)

UNDER SEPARATE COVER

14.1.1 14.1.1.1 Chief Executive Officer (CEO) Annual Contract Review July 2026

Confirmed on 25 August 2026 as a true record –

Roger Bilney
Presiding Member

25 August 2026
Date