



ORDINARY MEETING OF THE SHIRE OF KULIN COUNCIL AGENDA

Wednesday, 15 April 2026 4:00PM

DISCLAIMER: The advice and information contained herein is given by and to the Council without liability or responsibility for its accuracy. Before placing any reliance on this advice or information, a written inquiry should be made to the Council giving entire reasons for seeking the advice or information and how it is proposed to be used. Please note this agenda contains recommendations, which have not yet been adopted by Council.

A handwritten signature in black ink, appearing to be 'Alan Leeson', written over a white background.

Alan Leeson
Chief Executive Officer
13 April 2026

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1 DECLARATION OF OPENING

The President declares the meeting open.

2 ANNOUNCEMENTS FROM THE PRESIDING MEMBER

In accordance with Section 5.23A of the *Local Government Act 1995*, and Part 2A of the *Local Government (Administration) Regulations 1996*, this Council meeting is being digitally recorded (audio). All recordings will be retained as part of the Shire of Kulin's records and will be made available to the public via Council's website, excluding recordings of matters that Council take Behind Closed Doors.

3 RECORD OF ATTENDANCE

ATTENDANCE

G Robins	President
B Smoker	Deputy President
J Noble	Councillor
C Mullan	Councillor
R Bowey	Councillor
B Miller	Councillor
L Siviour	Councillor
A Leeson	Chief Executive Officer
F Murphy	Executive Manager Financial Services
T Scadding	Executive Manager Community Development
C Lewis	Executive Manager of Governance and Risk
J Hudson	Executive Manager Works
C Higgins	Executive Support Officer

APOLOGIES

LEAVE OF ABSENCE

Nil

4 DECLARATIONS OF INTEREST BY MEMBERS

4.1 Declarations of Financial Interest

4.2 Declarations of Proximity Interest

4.3 Declarations of Impartiality Interest

4.4 Declarations of Indirect Financial Interest

5 PUBLIC QUESTION TIME

6 APPLICATIONS FOR LEAVE OF ABSENCE

7 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

7.1 Previous Council Meetings

Minutes of Shire of Kulin Ordinary Council meeting held on 18 March 2026, provided to Councillors via the Shire's portal.

OFFICER'S RECOMMENDATION:

That the minutes of the Shire of Kulin Ordinary Council meeting held on 18 March 2026, be confirmed as a true and correct record.

7.2 Committee Meetings

7.2.1 Local Emergency Management Committee

Minutes of the meeting of the Local Emergency Management Committee (LEMC), held on 26 March 2026, a copy of which is contained in **Attachment 1**.

OFFICER'S RECOMMENDATION:

That the minutes of the meeting of the Local Emergency Management Committee held on 26 March 2026 be received.

[Attachment 1 – Minutes of the meeting of the Local Emergency Management Committee](#)

7.2.2 Shire of Kulin Bush Fire Brigades Annual Meeting

Minutes of the Annual Meeting of the Shire of Kulin Bush Fire Brigades held on 31 March 2026, a copy of which is contained in **Attachment 2**.

OFFICER'S RECOMMENDATION:

That the minutes of the Annual Meeting of the Shire of Kulin Bush Fire Brigades held on 31 March 2026, be received.

[Attachment 2 – Minutes of the Shire of Kulin Bush Fire Brigades](#)

8 PRESENTATIONS / DEPUTATIONS

Nil

9 Agenda Business - Matters Requiring Decision

9.1 List of Accounts Paid During the Month of March 2026

Responsible Officer:	Chief Executive Officer
File Reference:	12.06
Author:	Fiona Murphy, Executive Manager Financial Services
Strategic Reference:	12 – Accurate forward planning to achieve community priorities
Disclosure of Interest:	Nil
Attachment:	Attachment 3 - March 2026 List of Accounts

SUMMARY

For Council to receive the list of accounts paid from the municipal fund and the trust fund, and payments made using purchasing cards under the Chief Executive Officer's delegated authority, during the month of March 2026, in accordance with its statutory obligations under *Local Government Act 1995* and *Local Government (Financial Management) Regulations 1996*.

BACKGROUND & COMMENT

Council has delegated to the Chief Executive Officer the exercise of its power to make payments from the Shire's Municipal and Trust funds.

Regulation 13 – List of Accounts

In accordance with Regulation 13 of the *Local Government (Financial Management) Regulations 1996*, a list of accounts paid by the Chief Executive Officer is to be provided to Council each month.

Lists detailing the payments for March 2026 are attached within **Attachment 3**.

The table below summarises the payments made during March 2026.

March 2026	
Fund	Amount
Municipal	\$1,266,506.86
Trust	\$0
Total	\$1,266,506.86

Regulation 13A – Credit, Debit and Other Purchasing Cards

Regulation 13A of the *Local Government (Financial Management) Regulations 1996* requires a list of payments made using credit, debit or other purchasing cards to be prepared and presented to Council each month.

Lists of payments made using credit, debit and other purchasing cards in March 2026 are attached within **Attachment 3**.

FINANCIAL IMPLICATIONS

The expenditure explained in this report is in accordance with the Annual Budget, as adopted or amended by Council. Relevant financial delegations for the expenditure have been granted by Council (last reviewed in May 2025).

STATUTORY AND PLANNING IMPLICATIONS

Regulations 13 and 13A of the *Local Government (Financial Management) Regulations 1996* are set out below:

- 13. Payments from municipal fund or trust fund by CEO, CEO's duties as to etc.**
- (1) *If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared —*
- (a) *the payee's name; and*
 - (b) *the amount of the payment; and*
 - (c) *the date of the payment; and*
 - (d) *sufficient information to identify the transaction.*
- (2) *a list of accounts for approval to be paid is to be prepared each month showing –*
- (a) *for each account which requires council authorisation in that month –*
 - (i) *the payee's name; and*
 - (ii) *the amount of the payment; and*

9.2 Financial Report – March 2026

Responsible Officer:	Chief Executive Officer
File Reference:	12.06
Author:	Fiona Murphy, Executive Manager Financial Services
Strategic Reference:	12 – Accurate Forward Planning To Achieve Community Priorities
Disclosure of Interest:	Nil
Attachment:	Attachment 4 - March 2026 Monthly Financial Report

SUMMARY

Council is provided with the financial report for the month ended 31 March 2026 for review, in accordance with its statutory obligations under the *Local Government Act 1995* and *Local Government (Financial Management) Regulations 1996*. The monthly financial report is attached as **Attachment 4**.

BACKGROUND & COMMENT

The monthly financial report include:

- an update on revenue and expenditure in comparison to the annual budget;
- a statement of financial position;
- the basis of preparation;
- an explanation of material variances (greater than \$10,000 and 10%) are included in the monthly financial report; and
- other supplementary financial information relevant to the report month.

FINANCIAL IMPLICATIONS

Nil

STATUTORY AND PLANNING IMPLICATIONS

Council is required by section 6.4 of the *Local Government Act 1995* to prepare financial reports as prescribed. Regulations 34 and 35 of the *Local Government (Financial Management) Regulations 1996* require preparation of monthly financial activity statements and statements of financial position.

Regulations 34 and 35 are set out below:

34. **Financial activity statement required each month (Act s.64)**

(1A) in this regulation –

committed assets means revenue unspent but set aside under the annual budget for a specific purpose.

- (1) A local government is to prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget under regulation 22(1)(d), for the previous month (the **relevant month**) in the following detail –
 - (a) annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c); and
 - (b) budget estimates to the end of the relevant month; and
 - (c) actual amounts of expenditure, revenue and income to the end of the relevant month; and
 - (d) material variances between the comparable amounts referred to in paragraphs (b) and (c); and
 - (e) the net current assets at the end of the relevant month and a note containing a summary explaining the composition of the net current assets.
- (1B) The detail included under subregulation (1)(e) must be structured in the same way as the detail included in the annual budget under regulation 31(1) and (3)(a).
- (1C) Any information relating to exclusions from the calculation of a budget deficiency that is included as part of the budget estimates referred to in subregulation (1)(a) or (b) must be structured in the same way as the corresponding information included in the annual budget.
- (2) Each statement of financial activity is to be accompanied by documents containing –
 - [(a) deleted]
 - (b) an explanation of each of the material variances referred to in subregulation (1)(d); and
 - (c) such other supporting information as is considered relevant by the local government.
- (3) The information in a statement of financial activity must be shown according to nature classification.
- (4) A statement of financial activity, and the accompanying documents referred to in subregulation (2), are to be –
 - (a) presented at an ordinary meeting of the council within 2 months after the end of the relevant month; and

- (b) recorded in the minutes of the meeting at which it is presented.
- (5) Each financial year, a local government is to adopt a percent or value, calculated in accordance with the ASS, to be used in statements of financial activity for reporting material variances.

35. Financial position statement required each month

- (1) A local government must prepare each month a statement of financial position showing the financial position of the local government as at the last day of the previous month (the **previous month**) and —
 - (a) the financial position of the local government as at the last day of the previous financial year; or
 - (b) if the previous month is June, the financial position of the local government as at the last day of the financial year before the previous financial year.
- (2) A statement of financial position must be —
 - (a) presented at an ordinary meeting of the council within 2 months after the end of the previous month; and
 - (b) recorded in the minutes of the meeting at which it is presented.

POLICY IMPLICATIONS

Nil

COMMUNITY CONSULTATION

Nil

WORKFORCE IMPLICATIONS

Nil

OFFICER'S RECOMMENDATION

That Council, in accordance with Regulations 34 and 35 of the *Local Government (Financial Management) Regulations 1996*, receive the Monthly Financial Report including Statement of Financial Activity, Statement of Financial Position and supporting documentation for the period ending 31 March 2026, as presented in Attachment 4.

VOTING REQUIREMENTS

Simple majority required.

[Attachment 4 – Monthly Financial Report March 2026](#)

9.3 Bush Fire Brigades Annual Meeting & Appointments for the 2026/27 Fire Season

Responsible Officer:	Chief Executive Officer
File Reference:	09.02
Author:	Chief Executive Officer – Alan Leeson
Strategic Reference:	Law Order & Public Safety
Disclosure of Interest:	Nil
Attachment:	Attachment 2- Minutes of Annual Meeting of the Shire of Kulin Bush Fire Brigades 31 March 2026

SUMMARY

The Annual Meeting of Shire of Kulin Bush Fire Brigades was held in Kulin on 31 March 2026.

Council approval is required to formally approve recommended appointments of:

- Chief Bush Fire Control Officer
- Deputy Chief Bush Fire Control Officer
- Fire Weather Officer
- Deputy Fire Weather Officers
- Harvest Ban Officers
- Fire Control Officers
- Brigade Captains/Contacts
- Dual Fire Control Officers

BACKGROUND & COMMENT

Minutes of the meeting are included with this Agenda as **Attachment 2**.

FINANCIAL IMPLICATIONS

Nil

STATUTORY AND PLANNING IMPLICATIONS:

Bush Fires Act 1954

Section 38 (1) of the *Bush Fires Act 1954* provides that a local government may from time to time appoint such persons as it thinks necessary to be its Bush Fire Control officers under and for the purposes of the Act. Pursuant to section 38 (2A) of the *Bush Fires Act 1954*, the Shire of Kulin is required to cause notice of an appointment made under the provisions of section 38(1) to be published at least once in a newspaper circulating in its district.

POLICY IMPLICATIONS

Nil

COMMUNITY CONSULTATION

Appointments to be advertised widely across the Shire of Kulin community.

WORKFORCE IMPLICATIONS

Nil

OFFICER'S RECOMMENDATION

That Council formally approve the following appointments of officers and dates of prohibited and restricted burning for the 2026/2027 fire season, in accordance with the provisions of the *Bush Fires Act 1954*;

Chief Bush Fire Control Officer	Rod Diery
Deputy Chief Bush Fire Control Officer	Evan Wyatt
Fire Weather Officer	Chief Executive Officer – Alan Leeson
Deputy Fire Weather Officers	DBFCO – Evan Wyatt Fire Control Officer – Judd Hobson
Authorised Harvest Ban Officers	Chief Executive Officer – Alan Leeson Executive Manager Works & Kulin Town Fire Control Officer - Judd

Hobson
CBFCO – Rod Diery
DCBFCO – Evan Wyatt

Fire Control Officers

Kulin Town: Craig McInnes, Rod Diery, Judd Hobson
Kulin North: Don Bradford, David Lewis, Brendan Sloggett, Lachlan Siviour
Kulin South: Darren Kirby, Clinton Mullan, John Bowey, Brayden Young
Jilakin/ Pingaring: Evan Wyatt, Sean Scadding, Michael Lane
Holt Rock/Little Italy: Brent Hyde, Cameron Mudge

Brigade Captains / Contacts

Kulin Town: Craig McInnes
Kulin North: Lachlan Siviour
Kulin South: Brayden Young
Jilakin/Pingaring: Evan Wyatt
Holt Rock/Little Italy: Brent Hyde / Cameron Mudge

Dual Fire Control Officer Appointments

Clinton Mullan / David Lewis: **Wickepin**
Don Bradford / David Lewis: **Corrigin**
Darren Kirby / Clinton Mullan: **Dumbleyung**
Rod Diery / Evan Wyatt: **Kondinin**
Evan Wyatt / Brent Hyde: **Lake Grace**

Prohibited and Restricted Burning Times

Restricted: 19 September – 31 October
Prohibited: 1 November – 15 February
Restricted: 16 February – 15 March

VOTING REQUIREMENTS

Simple majority required.

[Attachment 2 – Bushfire Brigade AGM Minutes 31 March 2026](#)

9.4 Confirmation of Appointment of Councillor and Community Representatives – Portfolios and External Organisations

Responsible Officer:	Chief Executive Officer
File Reference:	13.03 Council Representation
Author:	Alan Leeson – Chief Executive Officer
Strategic Reference:	11 - Civic Leadership and Governance
Disclosure of Interest:	Nil
Attachment:	Nil

SUMMARY

Council previously considered and endorsed portfolio allocations and representative appointments at the November 2025 Ordinary Council Meeting.

This report is presented to confirm Councillor and community representative appointments to non-statutory portfolios, community organisations and external bodies for the 2025–2027 period.

BACKGROUND & COMMENT

Council previously considered and endorsed portfolio allocations and representative appointments at the November 2025 Ordinary Council Meeting.

Those appointments included both membership of the Audit Committee, now referred to as the Audit, Risk and Improvement Committee, and a range of Councillor representative roles across portfolios, community groups and external organisations.

Subsequent review has identified merit in clearly distinguishing between statutory appointments to Committees of Council established under the *Local Government Act 1995* and non-statutory portfolio, liaison and representative appointments.

The Audit, Risk and Improvement Committee is the only formal Committee of Council within this context and is subject to specific legislative requirements, including appointment by absolute majority. That requirement was satisfied at the November 2025 meeting, with the resolution carried 7/0 by absolute majority.

The remaining portfolio and external appointments are not Committees of Council and do not involve the exercise of delegated statutory authority. Councillors in these roles act in a representative and liaison capacity only, with any matters requiring formal decision, policy direction or financial commitment referred back to Council.

This report is therefore presented to provide clarity in separating statutory committee membership from representative appointments and to confirm the current portfolio and external representation arrangements for the 2025–2027 period.

It is proposed that any further refinement of portfolio structures, delegate roles or administrative processes be considered as part of the broader APOG review, scheduled for May 2026.

PORTFOLIO APPOINTMENTS

- **Health**
Cr Bowey
Cr Smoker
- **Roads and Transport**
Cr Robins
Cr Miller
Cr Siviour (Proxy)
- **Sport and Recreation (FRAC, Sporting Groups, Oval)**
Cr Noble
Cr Siviour
- **Tourism (Kulin Bush Races, Roe Tourism)**
Cr Bowey
Cr Miller

- **Agriculture**
Cr Mullan
Mr Jim Sullivan
- **Business Development** (CRC, Business Development)
Cr Smoker
Cr Robins
- **Emergency Services** (LEMC, Bush Fire, Ambulance, Emergency Services)
Cr Noble
Cr Mullan
- **Townscape, Town Planning and Tidy Towns**
Cr Smoker
Cr Noble
Cr Siviour
- **Shire Housing and Buildings**
Cr Bowey
Cr Smoker

COMMUNITY AND EXTERNAL ORGANISATIONS

- **Australia Day Committee**
Cr Miller
Cr Mullan
- **Freebairn Recreation Centre Management Committee**
Cr Noble
Cr Siviour
- **Kulin Retirement Homes**
Chief Executive Officer
- **Tender Assessment Panel**
Cr Noble
Cr Robins
- **Roe Regional Organisations of Council (RoeROC)**
Cr Smoker
Cr Bowey
- **Regional Road Group** (including Lakes Sub Group)
Cr Robins
Cr Miller
- **Wheatbelt Secondary Freight Network**
Cr Robins
- **Central Ag Care**
Mr Haydn McInnes
- **Development Assessment Panel**
Cr Smoker
Cr Mullan
- **Cultivating Kulin Committee**
Cr Siviour
Cr Miller

- **Eastern Wheatbelt Biosecurity Group**
Cr Mullan
Mr Jim Sullivan
- **Roe Tourism Association**
Cr Bowey
Cr Miller
- **WALGA Central Country Zone**
Cr Bowey
- **Local Emergency Management Committee**
Cr Noble
Cr Mullan
- **Local Government Convention Voting Delegates**
To be appointed prior to each Convention

FINANCIAL IMPLICATIONS

Nil direct financial implications.

STATUTORY AND PLANNING IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

COMMUNITY CONSULTATION

Nil

WORKFORCE IMPLICATIONS

Nil

OFFICER'S RECOMMENDATION

That Council confirm the appointment of Councillor and community representatives to portfolios, community organisations and external bodies for the 2025–2027 period as detailed in this report.

VOTING REQUIREMENTS

Simple majority

9.5 Supply of 6 x 4 Rigid Tipping Truck – RFQ 08-25/26

Responsible Officer:	Chief Executive Officer, Alan Leeson
File Reference:	RFQ 08-25/26
Author:	Chief Executive Officer, Alan Leeson Shire of Kulin Strategic Integrated Plan 2025–2035 – Strategic Pillar: Economy – Goal 1: Safe, capable and efficient transport network.
Strategic Reference:	
Disclosure of Interest:	Nil
Attachment:	Attachment 5 - Request for Quote Documentation

SUMMARY

Council is requested to consider submissions received for RFQ 08-25/26 for the supply and delivery of one (1) 6x4 rigid tipping truck and determine the preferred supplier.

BACKGROUND & COMMENT

The Shire of Kulin invited quotations under RFQ 08-25/26 for the supply and delivery of one (1) 6x4 rigid tipping truck with two-way tipping body.

This procurement has been brought forward as a result of the loss of an existing heavy vehicle within the Shire's fleet, following a crash incident on 2 February 2026. The vehicle was deemed a total loss and requires replacement to maintain operational capability.

The procurement was undertaken via WALGA Preferred Supplier arrangements. RFQ submissions and the associated comparison analysis have been circulated to relevant Portfolio Elected Members, being Cr Robins and Cr Noble.

FINANCIAL IMPLICATIONS

Provision for the replacement of this plant is accommodated within the Shire's Plant Replacement Program and associated funding sources. All figures are exclusive of GST.

It is noted that the February 2026 incident resulted in insurance proceeds totalling \$359,000, comprising:

- Mack tipper – \$259,000
- Semi water tanker – \$69,000
- Dolly – \$24,000
- Rigid water tank – \$7,000

The total replacement cost of the affected plant is \$610,920, comprising:

- Semi water tanker – \$147,410
- Rigid truck (Mack Granite) – \$408,400
- Dolly – \$40,110
- Water tank for rigid truck – \$15,000

The replacement program is funded as follows:

- Insurance proceeds – \$359,000
- Municipal funds – \$75,000
- Plant Reserve – \$176,920

This funding arrangement fully accounts for the replacement cost of the affected plant, with the Plant Reserve utilised to manage the balance following insurance and municipal contributions.

The replacement plant reflects current market pricing and improved specification relative to the insured assets.

STATUTORY AND PLANNING IMPLICATIONS

The procurement process has been undertaken in accordance with the *Local Government Act 1995* and the *Local Government (Functions and General) Regulations 1996*.

POLICY IMPLICATIONS

The purchase is consistent with the *Shire of Kulin Plant Replacement Program and Procurement Policy*.

COMMUNITY CONSULTATION

Not applicable.

WORKFORCE IMPLICATIONS

The replacement vehicle will restore operational capacity within the Works team and support safe and efficient delivery of the Shire's works program.

SUMMARY

Council is requested to approve the purchase of a Mack Granite 6x4 rigid tipping truck (Truck Centre), as the most advantageous submission under RFQ 08-25/26.

RECOMMENDATION

That Council:

1. Accepts the quotation submitted by Truck Centre for RFQ 08-25/26 for the supply and delivery of one (1) Mack Granite 6x4 Rigid Tipping Truck, inclusive of two-way tipping body and associated fittings; and
2. Authorises the Chief Executive Officer to enter into a contract with Truck Centre for the supply and delivery of the Mack Granite 6x4 Rigid Tipping Truck in accordance with the Request for Quote documentation.

VOTING REQUIREMENTS

Simple Majority

[Attachment 5 Request for Quote documentation](#)

9.6 Chief Executive Officer's Annual Performance Review

Responsible Officer:	Cr Robins & Cr Smoker
File Reference:	22.00 CEO Personnel File
Author:	Chief Executive Officer
Strategic Reference:	Civic Leadership
Disclosure of Interest:	Financial & Impartiality – CEO Contract of Employment

SUMMARY

The Annual Performance Review of the Chief Executive Officer is presented for formal endorsement by Council.

BACKGROUND & COMMENT

The Chief Executive Officer commenced employment with the Shire of Kulin 20 March 2023 for a three-year period, subject to terms and conditions as listed in the employment contract. The Contract of Employment was extended for 5 years, commencing on 20 March 2026.

In line with the employment contract, it is a requirement to carry out an annual review of the CEO's performance against set criteria, as detailed in the Shire of Kulin's Policy HR2 Standards for CEO Recruitment, Performance and Termination.

Key steps as part of the annual review process have been;

- Performance Evaluation Surveys circulated and completed by Elected Members;
- Evaluation Meeting held between Shire President, Deputy Shire President and Chief Executive Officer – to be held 15 April 2026 – Minutes of Meeting – Key Performance Indicators for next 12-month period 20 March 2026 to 19 March 2027 / key outcomes to be circulated under separate cover.

FINANCIAL IMPLICATIONS

The provisions of the Chief Executive Officer's Remuneration Package are contained within the Council's Budget and any variations to the Remuneration Package, pursuant to the outcomes of appraisal, must not exceed the value laid out by the State Government, pursuant to the Salaries and Allowances Tribunal Determination of 5 April 2024 available here:

[Local Government Chief Executive Officers and Elected Members Determination No 1 of 2024 \(www.wa.gov.au\)](http://www.wa.gov.au)

The Chief Executive Officer's total employment package is within the parameters of Band 4.

STATUTORY AND PLANNING IMPLICATIONS

The Chief Executive Officer's Contract of Employment (provided under separate cover) and contract law, employment law and relevant taxation law relates.

Section 5.38 of the *Local Government Act 1995* ("the Act") requires the local government to review the performance of the CEO at least once per annum. Sections 5.39A and 5.39B of the Act specify regulations in relation to reviewing performance of a Chief Executive Officer. Regulation 18FA of the *Local Government (Administration) Regulations 1996* is also applicable.

POLICY IMPLICATIONS

Council Policy HR2 Standards for CEO Recruitment, Performance and Termination – Division 3 – Standards for Review of Performance of CEO's

Relevant extracts are set out below:

Division 3 — Standards for review of performance of CEOs

15. Overview of Division

This Division sets out standards to be observed by the local government in relation to the review of the performance of CEOs.

16. Performance review process to be agreed between local government and CEO

- (1) The local government and the CEO must agree on —
 - (a) the process by which the CEO's performance will be reviewed; and
 - (b) any performance criteria to be met by the CEO that are in addition to the contractual performance criteria.

(2) Without limiting subclause (1), the process agreed under subclause (1)(a) must be consistent with clauses 17, 18 and 19.

(3) The matters referred to in subclause (1) must be set out in a written document.

17. Carrying out a performance review

(1) A review of the performance of the CEO by the local government must be carried out in an impartial and transparent manner.

(2) The local government must —

(a) collect evidence regarding the CEO's performance in respect of the contractual performance criteria and any additional performance criteria in a thorough and comprehensive manner; and

(b) review the CEO's performance against the contractual performance criteria and any additional performance criteria, based on that evidence.

18. Endorsement of performance review by local government

Following a review of the performance of the CEO, the local government must, by resolution of an absolute majority of the council, endorse the review.

19. CEO to be notified of results of performance review

After the local government has endorsed a review of the performance of the CEO under clause 18, the local government must inform the CEO in writing of —

(a) the results of the review; and

(b) if the review identifies any issues about the performance of the CEO — how the local government proposes to address and manage those issues.

COMMUNITY CONSULTATION

Nil

WORKFORCE IMPLICATIONS

Nil

RECOMMENDATION

That with respect to the Chief Executive Officer's annual performance appraisal (to be provided to Elected Members under separate (confidential) cover), the Council, pursuant to sections 5.38, 5.39A and 5.39B of the *Local Government Act 1995*, and the Employment Contract between Alan James Leeson and Shire of Kulin:

1. Notes that the performance appraisal of Mr Alan Leeson, Chief Executive Officer, has been completed in line with Section 4 of the Employment Contract, for the period 20 March 2025 to 19 March 2026;
2. Endorses the annual review of the Chief Executive Performance in line with the Evaluation Review Meeting held between the Shire President, Deputy Shire President and Chief Executive Officer Performance 15 April 2026 –
 - a. Minutes of Meeting – Key Performance Indicators for next 12-month period 20 March 2026 to 19 March 2027 / key outcomes to be circulated under separate cover.
3. Endorses the Key Focus Items / Projects for the period 20 March 2026 to 19 March 2027 (circulated under separate cover); and
4. Authorises the Shire President and Deputy Shire President to adjust the remuneration of the Chief Executive Officer within defined parameters of Band 4 - Total Reward package as determined and set down by the Salaries and Allowances Tribunal (WA) , in agreement with the Chief Executive Officer.

VOTING REQUIREMENTS

Simple majority

10 Compliance

10.1 Compliance Reporting – General and Financial Compliance March 2026

Responsible Officer:	Chief Executive Officer
File Reference:	04.05 Corporate Management Procedures - Compliance
Author:	Alan Leeson, Chief Executive Officer SIP 4: Civic Leadership - accurate forward planning to achieve community priorities
Strategic Reference:	
Disclosure of Interest:	Nil
Attachment:	March 2026 General and Financial Compliance Checklist Attachment

SUMMARY

This report addresses General and Financial Compliance matters for March 2026. The report provides a guide to the compliance requirements being addressed as part of staff workloads and demonstrates the degree of internal audit being completed.

BACKGROUND & COMMENT

The General and Financial Compliance Checklist is an internal working document. This document is regularly reviewed and updated where required.

FINANCIAL IMPLICATIONS

Usual administration expenses associated with complying with Council obligations.

STATUTORY AND PLANNING IMPLICATIONS

Nil

POLICY IMPLICATIONS

Identified as necessary. For this report - Nil.

COMMUNITY CONSULTATION

N/A

WORKFORCE IMPLICATIONS

Nil

RECOMMENDATION

That Council receive the General and Financial Compliance Checklist for March 2026.

VOTING REQUIREMENTS

Simple majority

[Attachment 6 – General and Financial Compliance Checklist for March 2026](#)

11 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

12 MOTIONS FROM MEMBERS WITHOUT NOTICE

Nil

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

Nil

14 MEETING IS CLOSED TO THE PUBLIC

Nil

15 CLOSURE / DATE AND TIME OF NEXT MEETING

There being no further business the President declares the meeting closed.

The next Ordinary Meeting of Council will be on 20 May 2026 at 4:00pm.