ORDINARY MEETING OF THE SHIRE OF KULIN COUNCIL AGENDA

Wednesday, 29 July 2026 4:00PM

Alan Leeson
Chief Executive Officer
24 July 2026

ORDER OF BUSINESS

1 DECLARATION OF OPENING

The President declares the meeting open.

2 ANNOUCEMENTS 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 Hobson	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 17 June 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 17 June 2026, be confirmed as a true and correct record.

7.2 Committee Meetings

Nil

8 PRESENTATIONS / DEPUTATIONS

Nil

9 AGENDA BUSINESS - MATTERS REQUIRING DECISION

9.1 List of Accounts Paid During the Month of June 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 1 – Copy of Schedule of Payments, Credit Card Summary and Credit Card Statement June 2026

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 June 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 June 2026 are attached within **Attachment 1.**

The table below summarises the payments made during June 2026.

June 2026	
Fund	Amount
Municipal	$1,196,045.10
Trust	$959.40
Total	**$1,197,004.50**

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 June 2026 are attached within **Attachment 1.**

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

(iii) sufficient information to identify the transaction; and

(b) the date of the meeting of the council to which the list is to be presented.

(3) A list prepared under subregulation (1) or (2) is to be —

(a) presented to the council at the next ordinary meeting of the council after the list is prepared; and

(b) recorded in the minutes of that meeting.

13A. Payments by employees via purchasing cards

(1) If a local government has authorised an employee to use a credit, debit or other purchasing card, a list of payments made using the card must be prepared each month showing the following for each payment made since the last such list was prepared —

(a) the payee's name;

(b) the amount of the payment;

(c) the date of the payment;

(d) sufficient information to identify the payment.

(2) A list prepared under subregulation (1) must be —

(a) presented to the council at the next ordinary meeting of the council after the list is prepared; and

(b) recorded in the minutes of that meeting.

POLICY IMPLICATIONS

Nil

COMMUNITY CONSULTATION

Nil

WORKFORCE IMPLICATIONS

Nil

OFFICER'S RECOMMENDATION

That Council receive:

1. the list of accounts paid from the Municipal and Trust accounts during the month of June 2026, totalling $1,197,004.50 as detailed within Attachment 1; and
2. the list of payments made using credit, debit and purchasing cards in June 2026, as detailed within Attachment 1.

VOTING REQUIREMENTS

Simple majority required.

Attachment 1 Item 9.1 Copy of Schedule of Payments Credit Card Summary and Credit Card statement June 2026

9.2 Financial Report – June 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 2 - Monthly Financial Report June 2026

SUMMARY
Council is provided with the financial report for the month ended 30 June 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 2.**

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 30 June 2026, as presented in Attachment 2.

VOTING REQUIREMENTS
Simple majority required.

Attachment 2 – Monthly Financial Report June 2026

9.3 Adoption of 2026/27 Annual Budget

Responsible Officer:	Chief Executive Officer
File Reference:	12.06
Author:	Cassi Lewis, Executive Manager Governance & Risk
Strategic Reference:	Strategic Pillar 12: Accurate forward planning to achieve community priorities
Disclosure of Interest:	Nil
Attachment:	Attachment 3 – Annual Budget Statements

SUMMARY

To consider and adopt the Municipal Fund Budget for the 2026/2027 financial year together with supporting schedules, including imposition of rates and minimum payments, establishment of new reserve account funds, setting of council members fees for the year and other consequential matters arising from the budget papers.

BACKGROUND

Section 6.2 of the *Local Government Act 1995* requires each local government, by no later than 31 August in each financial year, or such extended time as the Minister allows, to prepare and adopt a budget for its municipal fund for the financial year ending on the following 30 June.

The 2026/2027 draft Budget has been prepared from the detailed estimates of revenue and expenditure developed and reviewed by the Executive Management Team. Council has also considered the draft Budget through a budget workshop, including a detailed review of operating and capital projects and the effect of each project on the projected closing position. The budget process has focused on identifying the full cost of proposed operating and capital projects, separating externally funded projects from Council-funded items, confirming the use of reserves and borrowings, and determining which projects should be retained, reduced, staged, deferred or removed to achieve a financially sustainable budget position.

The opening current position is higher than an ordinary unrestricted opening surplus because it includes funding received before 30 June 2026 for expenditure proposed in the 2026/2027 Budget. This includes Financial Assistance Grant funding received in advance and loan funding received on 30 June 2026 for the housing construction project. These amounts increase the reported opening position but are not additional unrestricted funds available for new expenditure. The final opening position remains subject to the finalisation of 30 June 2026 year-end accounts and audit review. Any material variation to the opening position will be addressed through a future budget review.

COMMENT

The budget has been prepared to include information required by the *Local Government Act 1995*, *Local Government (Financial Management) Regulations 1996* and Australian Accounting Standards. The main features of the draft budget include:

Rates and minimum payments

The budget applies an overall 5.0% increase to the rate yield and reduces the early-payment discount from 5.0% to 2.5%. The proposed rate in the dollar and minimum-payment settings are:

Rating category	Rate in the dollar	Minimum payment
GRV Residential	0.120150	$589.10
GRV Industrial	0.120150	$589.10
GRV Commercial	0.120150	$589.10
GRV Rural	0.120150	$589.10
UV Rural	0.004320	$589.10
UV Mining	0.004320	$589.10

Instalment charges, interest and due dates

Charge	Value	
Penalty interest on overdue rates	11.0%	
Instalment interest	5.5%	
Instalment administration charge	$12.00 per instalment after the first	
Payment option	**Instalment**	**Due date**
Full payment	Full amount	Friday, 25 September 2026
Two instalments	First	Friday, 25 September 2026
Two instalments	Second	Friday, 27 November 2026
Four instalments	First	Friday, 25 September 2026
Four instalments	Second	Friday, 27 November 2026
Four instalments	Third	Friday, 29 January 2027
Four instalments	Fourth	Friday, 26 March 2027

Waste service charges

The Budget includes waste service charges imposed under section 67 of the *Waste Avoidance and Resource Recovery Act 2007* to recover the cost of providing waste and recycling services to relevant properties:

Charge	Unit	Value
Domestic bin charge	Per bin	$315
Commercial bin charge	Per bin	$315
Recycling bin charge	Per bin	$185

Operating and capital budget

The recurrent operating budget includes operating revenue of approximately $6.6 million. This is lower than the actual operating revenue received in 2025/26 of approximately $10.9 million, largely due to the timing of the Financial Assistance Grants. In June 2026, the Shire received approximately 80% of its 2026/27 Financial Assistance Grant allocation in advance, which has reduced the amount to be recognised as operating grant revenue in the 2026/27 financial year.

Operating expenditure has increased from a budget of approximately $10.7 million in 2025/26 to approximately $11.8 million in 2026/27. Employee costs allocated to the operating budget have increased by approximately 10%, largely due to the finalisation of previously funded major road projects and a shift in focus back to road maintenance in 2026/27. While no increase in staff numbers is planned, the 4.75% minimum wage increase has also been applied to most staff.

A capital works program totalling approximately $7.5m for investment in infrastructure, land and buildings, plant and equipment, motor vehicles and furniture and equipment is planned. Major projects include the construction of four new houses ($2.7m), road infrastructure upgrades ($2.5m), plant replacement ($1.5m), tourism related projects ($100k).

Unsuccessful sustainability funding application

At the time of the budget workshop, an application for $177,000 in funding through the Community Child Care Fund was still pending. The Shire has since been advised that the application was unsuccessful, creating an additional funding shortfall of $177,000.

As the draft budget had been prepared on the basis that this funding would be received, a number of savings, expenditure reductions and additional revenue measures have since been identified. These changes have reduced the impact of the lost grant funding and brought the projected closing position back to a deficit of approximately $66,000.

The table below summarises the savings, expenditure reductions and additional revenue measures identified to offset the unsuccessful grant funding:

Budget adjustment	Improvement to funding position
Fund photocopier purchase from the Administration Equipment Reserve	$10,000
Reduce shed construction expenditure at 19 Wright Street	$20,000
Remove pool slide and interpretive signage project	$10,000
Remove capital expenditure at the tennis club toilets	$10,000
Reduce minor plant purchases	$10,000
Remove Jilakin Rock gazebo and interpretive signage project	$15,000
Increase Kulin Child Care Centre fees	$11,000
Reduce Kulin Child Care Centre wages	$38,000
Reduce medical services/doctor costs	$17,660
Increase anticipated interest income	$15,000
Reduce Unit 4, 25 Johnston Street project expenditure	$4,500
Total identified offsets	$161,160

The Jilakin Rock gazebo and interpretive signage project will be fully scoped and costed before being submitted to a future Kulin Bush Races funding round. If an urgent minor plant replacement is required during the year, a reserve-funded budget amendment may be presented to Council. Together with other minor budget movements, the revised draft Budget projects a closing funding deficit of $21,805.

Fees and charges

Council adopted the majority of its 2026/2027 fees and charges at the June 2026 Ordinary Meeting. Most fees were increased by approximately 4.6% in line with the March quarter CPI. During final budget preparation, Kulin Child Care Centre fees were further reviewed and increased, generating approximately $11,000 in additional revenue. The amended fees and charges schedule is therefore presented with the annual Budget for adoption.

Charge	Value
Full day	$149
Half Day - morning (8am-12noon)	$115
Half Day – afternoon (12noon-5.30pm)	$120
After School Wednesday	$58
After School M, T, T, F	$47
Short Notice	$40

Reserve accounts

A new Infrastructure & Public Building Development Reserve is proposed. The purpose of the reserve is to provide funds for the development, renewal and replacement of infrastructure and public buildings. The additional rate revenue arising from the reduction in the early-payment discount is proposed to be transferred to this reserve. The photocopier purchase will be funded through a $10,000 transfer from the Administration Equipment Reserve.

Capital Grant Funding

Capital grants, subsidies and contributions of approximately $2.0 million are included in the 2026/27 Budget, compared with approximately $4.1 million recognised in 2025/26. This represents a reduction of approximately $2.1 million, or 52%.

The reduction is primarily due to the completion of works funded through the Wheatbelt Secondary Freight Network program, which provided approximately $2.3 million in capital funding during 2025/26. The capital grant funding included in the 2026/27 Budget is approximately $1.1 million from the Roads to Recovery program and $750,000 from the Regional Road Group program.

Council member fees and allowances

The draft Budget includes Council member fees, allowances and reimbursements within the ranges established by the 2026 Salaries and Allowances Tribunal determination:

Fee or allowance	Proposed amount
Shire President's annual allowance	$9,303
Deputy Shire President's annual allowance	$2,326
Shire President - Council meeting attendance fee	$542 per meeting
Council member - Council meeting attendance fee	$266 per meeting
Committee meeting attendance fee	$133 per meeting
ICT allowance	$500 per Council member
Travel reimbursement	In accordance with the applicable Tribunal determination
Childcare reimbursement	Actual cost, subject to the Tribunal determination
Independent Committee Member/Independent ARIC member attendance fee	$250 per meeting

Loan Borrowings

Loan borrowings of $300,000 to partly fund the housing construction project are proposed.

CONSULTATION

The draft 2026/27 Budget has been developed through internal consultation with the Chief Executive Officer, Executive Management Team and relevant officers responsible for the preparation of operating and capital budget estimates.

Council considered the draft Budget through a project prioritisation workshop. At this workshop, Council worked through the proposed operating and capital project schedules and considered the priority, timing, funding source and budget impact of each project. Council also considered the use of reserves, proposed borrowings, rating assumptions and other funding options as part of this process.

Budget submissions were invited from the community, with a small number of submissions received and considered as part of the budget preparation process.

Community consultation has previously occurred through the development of the Shire's Strategic Community Plan and Corporate Business Plan, which inform the priorities and services reflected in the annual Budget.

STATUTORY ENVIRONMENT

Section 6.2 of the *Local Government Act 1995* requires that not later than 31 August in each financial year, or such extended time as the Minister allows, each local government is to prepare and adopt, (Absolute Majority required) in the form and manner prescribed, a budget for its municipal fund for the financial year ending on the next following 30 June.

Divisions 5 and 6 of Part 6 of the *Local Government Act 1995* refer to the setting of budgets and raising of rates and charges. The *Local Government (Financial Management) Regulations 1996* details the form and content of the budget. The draft 2026/2027 budget as presented is considered to meet statutory requirements.

Section 67 of the *Waste Avoidance and Resource Recovery Act 2007* enables a local government to impose an annual charge in respect of premises provided with a waste service by the local government.

Section 7B(2) of the *Salaries and Allowances Act 1975* requires the Tribunal, at intervals of not more than 12 months, to inquire into and determine –

- the amount of fees to be paid to Council members;
- the amount of expenses to be reimbursed to Council members;
- the amount of allowances to be paid to Council members.

The Determination on Local Government Chief Executive Officers and Elected Members requires local governments to set an amount within the relevant range determined for fees, expenses or allowances.

Section 5.98 of the *Local Government Act 1995* sets out fees, expenses and reimbursements etc payable to council members as determined by the Tribunal.

Section 5.98A of the *Local Government Act 1995* sets out allowances which may be paid to deputy Presidents or deputy Mayors up to a percentage determined by the Tribunal (Absolute Majority required).

Section 5.99 of the *Local Government Act 1995* provides a local government may pay an annual fee in lieu of fees for attending meetings, as determined by the Tribunal (Absolute Majority required).

Section 5.99A of the *Local Government Act 1995* sets out that a local government may pay an annual allowance for council members in lieu of reimbursement of expenses, as determined by the Tribunal (Absolute Majority required).

Section 5.100 of the *Local Government Act 1995* sets out fees, expenses and reimbursements payable to a committee member who is not an elected council member or employee, or an independent committee member, or an independent Audit, Risk and Improvement Committee (ARIC) Member of the local government as determined by the Tribunal.

Regulations 30, 31, 32, and 34ACA of the *Local Government (Administration) Regulations 1996* set the limits, parameters and types of allowances that can be paid to Council and committee members.

POLICY IMPLICATIONS

There are no known policy implications arising from this report.

FINANCIAL IMPLICATIONS

Specific financial implications are as outlined in the body of this report and as itemised in the draft 2026/2027 budget attached for adoption.

STRATEGIC IMPLICATIONS

The draft Budget has been prepared with regard to the Shire of Kulin Strategic Community Plan and Corporate Business Plan and provides funding for the services, projects and priorities identified through the integrated planning and reporting framework.

VOTING REQUIREMENTS

Recommendation 1 – Absolute Majority Required
Recommendation 2 – Absolute Majority Required
Recommendation 3 – Absolute Majority Required
Recommendation 4 – Absolute Majority Required for some parts of the recommendation

OFFICER'S RECOMMENDATION TO BE DEBATED AND RESOLVED BY COUNCIL

RECOMMENDATION 1 – BUDGET FOR 2026/2027

That Council:

1.1 Pursuant to the provisions of Section 6.2 of the *Local Government Act 1995 and Part 3 of the Local Government (Financial Management) Regulations 1996*, Council adopt the Budget as contained in Attachment 3 of this agenda for the Shire of Kulin for the 2026/2027 financial year which includes the following:

- Statement of Comprehensive Income.
- Statement of Cash Flows.
- Statement of Financial Activity.
- Notes to and Forming Part of the Budget.

1.2 Pursuant to section 6.11 of the *Local Government Act 1995*, establishes the Infrastructure & Public Building Development Reserve for the purpose of providing funds for the development, renewal and replacement of infrastructure and public buildings.

VOTING REQUIREMENTS

Absolute Majority required.

RECOMMENDATION 2 – GENERAL RATES, MINIMUM PAYMENTS, INSTALMENT PAYMENT ARRANGEMENTS, DISCOUNTS AND INTEREST

That Council, for the purpose of yielding the deficiency disclosed by the 2026/2027 Municipal Fund Budget:

2.1. Pursuant to sections 6.32, 6.34 and 6.35 of the *Local Government Act 1995*, imposes the following general rates and minimum payments:

Rating category	Rate in the dollar	Minimum payment
GRV Residential	0.120150	$589.10
GRV Industrial	0.120150	$589.10
GRV Commercial	0.120150	$589.10
GRV Rural	0.120150	$589.10
UV Rural	0.004320	$589.10
UV Mining	0.004320	$589.10

2.2. Pursuant to section 6.45 of the *Local Government Act 1995* and regulation 64(2) of the *Local Government (Financial Management) Regulations 1996*, nominates the following due dates:

Single payment

Full payment – Friday, 25 September 2026

Two-instalment option

First instalment – Friday, 25 September 2026, and

Second instalment – Friday, 29 January 2027

Four-instalment option

First instalment – Friday, 25 September 2026, and

Second instalment – Friday, 27 November 2026, and

Third instalment – Friday, 29 January 2027, and

Fourth instalment – Friday, 26 March 2027

2.3. Pursuant to section 6.46 of the *Local Government Act 1995*, offers a 2.5% early-payment discount on current-year general rates paid in full by the full-payment due date, in accordance with the conditions set out in the Annual Budget and rate notice.

2.4. Pursuant to section 6.45 of the *Local Government Act 1995* and regulation 67 of the *Local Government (Financial Management) Regulations 1996*, adopts an instalment administration charge of $12.00 for each instalment after the first.

2.5. Pursuant to section 6.45 of the *Local Government Act 1995* and regulation 68 of the *Local Government (Financial Management) Regulations 1996*, adopts instalment interest of 5.5% per annum.

2.6. Pursuant to section 6.51 of the *Local Government Act 1995* and regulation 70 of the *Local Government (Financial Management) Regulations 1996*, adopts penalty interest of 11.0% per annum on rates and service charges that remain unpaid after becoming due and payable.

VOTING REQUIREMENTS

Absolute Majority required.

RECOMMENDATION 3 - FEES AND CHARGES FOR 2026/2027

That Council, pursuant to section 6.16 of the *Local Government Act 1995* and other relevant legislation, adopts the amended Schedule of Fees and Charges included in the Shire of Kulin 2026/2027 Annual Budget, including the revised Kulin Child Care Centre fees set out below:

Charge	Value
Full day	$149
Half Day - morning (8 am-12noon)	$115
Half Day – afternoon (12 noon-5.30pm)	$120
After School Wednesday	$58
After School M, T, T, F	$47
Short Notice	$40

VOTING REQUIREMENTS

Absolute Majority required.

RECOMMENDATION 4 – COUNCIL MEMBERS' FEES AND ALLOWANCES FOR 2026/2027 (BY ABSOLUTE MAJORITY)

That Council adopts the following fees and allowances for the 2026/2027 financial year:

4.1 In accordance with Section 5.98(1)(b) of the *Local Government Act 1995*, Regulation 30 *Local Government (Administration) Regulations 1996*, Part 6.2 (1) and Part 6.3 (1)(a) of the Determination for Local Government Chief Executive Officers and Elected Council Members pursuant to Section 7B of the *Salaries and Allowances Act 1975*, Council member meeting attendance fees be set at $266 per Council meeting, and $133 per committee meeting.

4.2 In accordance with Section 5.98(1) (b) of the *Local Government Act 1995*, Regulation 30 *Local Government (Administration) Regulations 1996*, Part 6.2 (1) and Part 6.3 (1)(a) of the Determination for Local Government Chief Executive Officers and Elected Council Members pursuant to Section 7B of the *Salaries and Allowances Act 1975*, meeting attendance fees for the Shire President be set at $542 per Council meeting and $271 per committee meeting.

4.3 In accordance with Section 5.98(5) of the *Local Government Act 1995* and Part 7.2 (1) of the Determination for Local Government Chief Executive Officers and Elected Council Members pursuant to Section 7B of the *Salaries and Allowances Act 1975*, the annual allowance for the Shire President be set at $9,303.

4.4 In accordance with Section 5.98A(1) of the *Local Government Act 1995* and Part 7.3 (1) of the Determination for Local Government Chief Executive Officers and Elected Council Members pursuant to Section 7B of the *Salaries and Allowances Act 1975*, the annual allowance for the Deputy Shire President be set at $2,326 (absolute majority decision required).

4.5 In accordance with Section 5.99A(b) of the *Local Government Act 1995*, Regulation 31 *Local Government (Administration) Regulations 1996*, and Part 9.2 (2) of the Determination for Local Government Chief Executive Officers and Elected Council Members pursuant to Section 7B of the *Salaries and Allowances Act 1975*, the annual allowance for ICT expenses for Council members be set at $500 (absolute majority decision required).

4.6 In accordance with Section 5.100 of the *Local Government Act 1995*, Regulation 30 *Local Government (Administration) Regulations 1996*, and Part 6.4 and 6.4A of the Determination for Local Government Chief Executive Officers and Elected Council Members pursuant to Section 7BAA of the *Salaries and Allowances Act 1975*, meeting attendance fees for independent committee members/independent Audit, Risk and Improvement Committee (ARIC) Member be set at $250 per committee meeting.

VOTING REQUIREMENTS

Absolute majority required for some parts of recommendation.

Attachment 3 - Shire of Kulin Annual Budget for the Year Ended 30 June 2027

9.4 Adoption of New HR Policies and Revocation of Existing Policies

Responsible Officer:	Chief Executive Officer
File Reference:	13.0 Governance
Author:	Fiona Murphy, Executive Manager Financial Services
Strategic Reference:	Shire of Kulin Strategic Integrated Plan 2025-2035 11- Civic Leadership and Governance
Disclosure of Interest:	Nil
Attachment:	Attachment 4 – Policies HR6 Employee Complaint Management; HR18 Workplace Behaviour (Harassment, Discrimination & Bullying); HR25 Under Performance Management (and Performance Improvement Plan Template)

SUMMARY

Section 2.7(2)(b) of the *Local Government Act 1995* outlines that one of the roles of Council is to determine the local government's policies.

Other legislation not directly administered by the Shire, but with which it must comply (such as workplace legislation) is also relevant to the content, application and adoption of local government policies.

Attached for Council's review are the following new policies, which are recommended for adoption:

1. HR6 – Employee Complaint Management
2. HR18 – Workplace Behaviour (Harassment, Discrimination & Bullying)
3. HR25 – Under Performance Management (associated Performance Improvement Plan Template attached for noting)

If Council adopt the attached policies HR6 Employee Complaint Management and HR18 Workplace Behaviour (Harassment, Discrimination & Bullying) it is recommended that Council contemporaneously revoke existing policies HR6 Grievance Procedures and HR18 Workplace Bullying, which are intended to be replaced by the aforementioned policies.

BACKGROUND & COMMENT

Policies HR6 Employee Complaint Management and HR18 Workplace Behaviour (Harassment, Discrimination & Bullying), are intended to replace the Shire of Kulin existing policies titled HR6 Grievance Procedures and HR18 Workplace Bullying.

Policy HR25 (Under Performance Management) is a new policy recommended to be introduced to provide guidance in dealing with underperformance by an employee.

In summary, the objective of the policies are broadly as follows:

Policy HR6 Employee Complaint Management

Explains how the Shire of Kulin will resolve worker complaints and workplace issues.

Policy HR18 Workplace Behaviour (Harassment, Discrimination & Bullying)

To promote and maintain a workplace that is safe, respectful, inclusive and free from unlawful discrimination, harassment, sexual harassment, victimisation, bullying and other inappropriate workplace behaviours.

Policy HR25 Under Performance Management

To provide guidance in dealing with under performance by an employee.

FINANCIAL IMPLICATIONS

Nil

STATUTORY AND PLANNING IMPLICATIONS

Local Government Act 1995

Shire of Kulin Code of Conduct and Equal Opportunity & Diversity Plan

Proposed policies HR18 (Workplace Behaviour – Harassment, Discrimination & Bullying) and, where applicable, HR25 (Under Performance Management) also address matters regarding the following legislation:

- *Local Government Industry Award 2020 Industrial Agreement*
- *Equal Opportunity Act 1984 (WA)*
- *Work, Health and Safety Act 2020 (WA) and its related regulations and codes*
- *Industrial Relations Act 1979 (WA)*
- *Sex Discrimination Act 1984 (Cth)*
- *Racial Discrimination Act 1975 (Cth)*
- *Disability Discrimination Act 1992 (Cth)*
- *Age Discrimination Act 2004 (Cth)*
- *Australian Human Rights Commission Act 1986 (Cth)*
- *Fair Work Act 2009 (Cth)*
- *Industrial Relations Act 1979 (WA)*

POLICY IMPLICATIONS

Proposed policies HR6 Employee Complaint Management and HR18 Workplace Behaviour (Harassment, Discrimination & Bullying) are intended to replace existing policy HR6 Grievance Procedures and HR18 Workplace Bullying. The introduction of new proposed policy HR25 Under Performance Management will provide a framework and guidance for dealing with and managing employee under performance which is not formally embedded in policy at this stage.

COMMUNITY CONSULTATION

Nil.

WORKFORCE IMPLICATIONS

Staff will be informed of the new policies which will be adopted into the Shire of Kulin's forms, manuals, practices and procedures where applicable.

OFFICER'S RECOMMENDATION

That Council:

1. Adopt the attached policies HR6 Employee Complaint Management, HR18 Workplace Behaviour (Harassment, Discrimination & Bullying) and HR25 Under Performance Management (and notes the associated Performance Improvement Plan Template); and
2. Revokes existing policies HR6 Grievance Procedures and HR18 Workplace Bullying.

VOTING REQUIREMENTS

Simple majority required.

Attachment 4 – Policies HR6 Employee Complaint Management; HR18 Workplace Behaviour (Harassment, Discrimination & Bullying); HR25 Under Performance Management (and Performance Improvement Plan Template)

9.5 Appointment of Additional Dual Fire Control Officers for Shire of Kulin and Shire of Corrigin for the 2026/27 Fire Season

Responsible Officer:	Chief Executive Officer
File Reference:	09.02
Author:	Chief Executive Officer – Alan Leeson
Strategic Reference:	Shire of Kulin Strategic Integrated Plan 2025-2035 Law Order & Public Safety
Disclosure of Interest:	Nil
Attachment:	Nil

SUMMARY

At the Shire of Kulin Ordinary Council meeting of 15 April 2026, in accordance with the provisions of the *Bush Fires Act 1954*, Council determined the dates of prohibited and restricted burning for the 2026/2027 fire season and formally appointed fire control officers (including dual bush fire control officers).

Section 40 of the *Bush Fires Act 1954* allows two or more local governments to appoint dual bush fire control officers by agreement.

The purpose of this report is to recommend the appointment of additional dual fire control officers for the Shire of Kulin, who have already been appointed as fire control officers in the Shire of Corrigin.

BACKGROUND & COMMENT

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. As noted above, section 40 of the *Bush Fires Act 1954* allows two or more local governments to appoint dual bush fire control officers by agreement.

The Shire of Corrigin has requested that the Shire of Kulin appoint Mr Bruce Talbot as a Dual Fire Control Officer for the 2026/2027 bush fire season.

It is noted that the Shire of Kulin Council formally appointed Mr Don Bradford and Mr David Lewis as Dual Fire Control officers for Shire of Corrigin and the Shire of Kulin. As with any dual appointment, for it to be effective, the corresponding Shire must also formally appoint the individuals to be dual fire control officers in that Shire.

The Chief Executive Officer of the Shire of Kulin has written to the Shire of Corrigin in regard to the appointments of Mr Bradford and Mr Lewis and requested that the Shire of Corrigin Council consider those appointments.

Correspondence has also been sent to the relevant Shires in relation to the various other proposed dual appointments as resolved at the Ordinary Council Meeting of 15 April 2026.

As required by the *Bush Fires Act 1954*, the Shire of Kulin Council must formally endorse and appoint Mr Bruce Talbot in order for him to be validly and formally appointed as a dual bush fire control officer for the Shire of Kulin.

The officer's recommendation in this report is that Council appoint Mr Bruce Talbot as a dual fire control officer for the Shire of Kulin.

FINANCIAL IMPLICATIONS
Nil applicable

STATUTORY AND PLANNING IMPLICATIONS
Bush Fires Act 1954

POLICY IMPLICATIONS
Nil

COMMUNITY CONSULTATION
Appointments will be advertised widely across the Shire of Kulin community and as required by the *Bush Fires Act 1954.*

WORKFORCE IMPLICATIONS
Nil

OFFICER'S RECOMMENDATION
That Council accept the nomination from the Shire of Corrigin and formally appoints Mr Bruce Talbot as an additional dual fire control officer for Shire of Kulin for the 2026/2027 fire season, in accordance with the provisions of the *Bush Fires Act 1954.*

VOTING REQUIREMENTS

Simple majority.

9.6 Request for Financial Contribution – Wave Rock (Katter Kich) Discovery Centre

Responsible Officer:	Chief Executive Officer
File Reference:	09.02
Author:	Chief Executive Officer – Alan Leeson
Strategic Reference:	Shire of Kulin Strategic Integrated Plan 2025-2035; Strategic Pillar 4 – Civic Leadership; Goal 12 – Accurate forward planning to achieve community priorities; Priority Strategy 12.1 - Ensure Council's Long Term Financial Plan aligns with our strategic priorities
Disclosure of Interest:	Nil
Attachment:	Nil

SUMMARY

The Hyden Progress Association (HPA) has written to the Shire of Kulin seeking a financial contribution of $10,000 towards the proposed Wave Rock (Katter Kich) Discovery Centre project located in Hyden. HPA have indicated that they have invited other neighbouring Shires within the Roe Tourism Association (through its Pathways to Wave Rock regional brand), to also contribute $10,000 towards this project.

BACKGROUND & COMMENT

The Hyden Progress Association is the lead community proponent for the proposed Wave Rock (Katter Kich) Discovery Centre, a project estimated to cost approximately $14 million.

According to the correspondence, the proposed facility would include exhibition and discovery spaces, community meeting and training rooms, a Community Resource Centre, Noongar arts facilities, visitor amenities, café facilities and associated tourism infrastructure. The project is proposed to be delivered in partnership with the Shire of Kondinin, which is identified as the grant auspice body and a co-investor under a Memorandum of Understanding with the Hyden Progress Association.

The correspondence states that the Shire of Kondinin has committed approximately $1.4 million towards the project and that local investment exceeds $2.5 million through a combination of cash, land and in-kind contributions.

The Hyden Progress Association has requested that the Shire of Kulin contribute $10,000 towards the project, with the contribution intended to demonstrate regional support and strengthen future grant funding applications.

While there is little doubt that Wave Rock is a significant regional tourism asset and an important destination within the broader Wheatbelt tourism network, the project is located entirely outside the Shire of Kulin and there is currently no identified direct benefit, governance role, ownership interest or operational involvement proposed for the Shire of Kulin.

Council is currently considering and planning for a significant number of strategic projects within its own Long Term Financial Plan for the Shire of Kulin. Collectively, the intended projects in the Shire of Kulin Long Term Financial Plan represent a substantial future financial commitment and are directly aligned to the needs and priorities of the Kulin community.

Whilst not making a recommendation on the merits of the Wave Rock project itself, given the scale of strategic projects already identified within the Shire of Kulin's own planning framework and the absence of any direct ownership, governance or operational involvement in the project, it is considered that the request from HPA does not align with current Council priorities and should not be supported.

FINANCIAL IMPLICATIONS

A contribution of $10,000 has been requested from the Shire of Kulin. No provision currently exists within the adopted budget for this purpose.

STATUTORY AND PLANNING IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

COMMUNITY CONSULTATION

Nil required.

WORKFORCE IMPLICATIONS

Nil

OFFICER'S RECOMMENDATION

That Council notes the request from Hyden Progress Association for a contribution of $10,000 towards the Wave Rock (Katter Kich) Discovery Centre project and authorises the Chief Executive Officer to reply to the letter from the Hyden Progress Association and decline to provide the requested financial assistance towards the project.

VOTING REQUIREMENTS

Simple Majority.

9.7 Second Voting Delegate and Proxies for External Organisation

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 April 2026 Ordinary Council Meeting.

This report is presented to recommend Council appoint a second voting delegate for the Central Country Zone, in addition to Councillor Bowey.

BACKGROUND & COMMENT

Councillor Robbie Bowey is endorsed as Council's representative and voting delegate to the Central Country Zone. Each Local Government is entitled to appoint two voting delegates and two proxies. The officer's recommendation is that in addition to the existing appointment of Councillor Bowey to the Central Country Zone, that Council take up the option to appoint a second voting delegate and nominate a Councillor in that capacity, which will ensure that representation from the Shire of Kulin can always be achieved at Central Country Zone Meetings.

FINANCIAL IMPLICATIONS

Councillors who attend Central Country Zone Meetings on behalf of the Shire of Kulin in a committee representative capacity are entitled to reimbursement of committee member fees and travel reimbursement in line with Council policy.

STATUTORY AND PLANNING IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

COMMUNITY CONSULTATION

Nil

WORKFORCE IMPLICATIONS

Nil

OFFICER'S RECOMMENDATION

That Council nominate Councillor _____________ as a second voting delegate to the Central Country Zone on behalf of the Shire of Kulin.

VOTING REQUIREMENTS

Simple majority.

9.8 Workforce Housing Project – Major Land Transaction – Final Determination

Responsible Officer:	Chief Executive Officer
File Reference:	05.11
Author:	Alan Leeson – Chief Executive Officer
Strategic Reference:	Goal 4 – Increase Housing & Land Options Goal 5 – Provide Opportunity to Grow Our Resident Population
Disclosure of Interest:	Nil
Attachment:	Nil

SUMMARY

The purpose of this report is to provide an update on the statutory public advertising process undertaken in accordance with section 3.59 of the *Local Government Act 1995* relating to Council's proposed Workforce Housing Project and to seek Council's authority to proceed with the project, subject to consideration of any public submissions received before the close of the advertising period.

At the Special Council Meeting held on 10 June 2026, Council endorsed the Workforce Housing Business Plan (for Council's proposed Workforce Housing Project)and resolved to undertake Statewide Public Notice.

The Business Plan was subsequently published and made available for public inspection in accordance with section 3.59 of the *Local Government Act 1995*. References in this report are to the published version of the Business Plan. The advertising period commenced on Saturday 13 June 2026, with submissions closing at 4.00 pm on Monday 27 July 2026, providing an advertising period exceeding the statutory minimum requirement of six weeks. No public submissions were received.

While the statutory advertising period was underway, officers continued progressing all project activities capable of being undertaken concurrently throughout the advertising period, including geotechnical investigations, site preparation planning, detailed design, negotiations with the Department of Communities regarding the proposed Agreement for Lease, discussions with WA Treasury Corporation regarding loan borrowings, and finalisation of project documentation.

Council has completed the public submission period required under section 3.59 of the *Local Government Act 1995* and is now requested to determine whether to:

- proceed with the Workforce Housing Project;
- authorise execution of the Building Contract with Stallion Building Co Pty Ltd;
- finalise the Agreement for Lease with the Department of Communities; and
- complete associated borrowing arrangements through WA Treasury Corporation.

BACKGROUND & COMMENT

Housing availability continues to represent one of the most significant strategic challenges facing the Shire of Kulin and many rural and regional communities throughout Western Australia. In recent years, the shortage of suitable residential accommodation has increasingly impacted the ability of local government, State Government agencies and other essential service providers to attract and retain suitably qualified employees, directly affecting service delivery, economic development and the long-term sustainability of regional communities.

Recognising this challenge, Council identified workforce housing as a strategic priority and, through the 2025/26 Budget process, resolved to facilitate the construction of four new workforce dwellings on Shire-owned land in Ellson Street, Kulin. The project was developed in response to demonstrated demand for additional housing to support the recruitment and retention of Shire employees together with key Government workers including Police Officers, Teachers and other essential service personnel.

As discussions progressed with the Department of Communities, an opportunity emerged to establish a strategic partnership through the Government Regional Officers Housing (GROH) Program whereby three of the proposed dwellings would be leased to the Department of Communities for the accommodation of Government employees.

The proposed arrangement provides significant strategic benefits for both the State Government and the Shire of Kulin. Upon completion of the three new dwellings, two existing Shire-owned houses currently utilised by the Department of Communities for GROH purposes will be returned to the Shire's own workforce housing portfolio. Together with the fourth new dwelling being retained by the Shire, this arrangement will substantially increase the availability of workforce housing within Kulin whilst simultaneously strengthening the capacity of both the Shire and State Government agencies to attract and retain essential workers.

The three proposed GROH dwellings are to be constructed on the following Shire-owned freehold properties:

- 6 Ellson Street, Kulin (Lot 11)
- 8 Ellson Street, Kulin (Lot 10)
- 14 Ellson Street, Kulin (Lot 7)

The proposed Executive Residence at 16 Ellson Street does not form part of the GROH arrangement or the Major Land Transaction and will remain within the Shire's workforce housing portfolio.

As the estimated value of the proposed lease arrangement exceeded the prescribed threshold for a Major Land Transaction under section 3.59 of the *Local Government Act 1995* and Regulation 8A of the *Local Government (Functions and General) Regulations 1996*, officers prepared a comprehensive Workforce Housing Business Plan for Council's consideration.

At the Special Council Meeting held on 10 June 2026, Council endorsed the Workforce Housing Business Plan and resolved to commence the statutory public advertising process in accordance with section 3.59 of the *Local Government Act 1995*. As noted above, Statewide Public Notice commenced on Saturday 13 June 2026, with submissions closing at 4.00 pm on Monday 27 July 2026 (providing an advertising period exceeding the statutory minimum requirement of six weeks).

Throughout the advertising period, the Business Plan remained available for public inspection at the Shire Administration Office and on the Shire's website, with members of the public invited to make written submissions regarding the proposal. No submissions were received during the required advertising period.

Importantly, the statutory advertising period did not delay progression of the project. Officers continued advancing all matters capable of being undertaken concurrently, including:

- Geotechnical investigations and soil classification.
- Determination of fill and building pad requirements.
- Site preparation planning.
- Finalisation of architectural drawings and engineering specifications.
- Progression of the proposed Agreement for Lease with the Department of Communities.
- Progression of borrowing discussions with WA Treasury Corporation.
- Ongoing liaison with Stallion Building Co Pty Ltd.

Following Council's Special Meeting, Stallion Building Co Pty Ltd confirmed in writing that its quoted construction pricing would remain valid until 31 July 2026, thereby providing Council with sufficient certainty to complete the statutory consultation process without jeopardising the negotiated contract pricing.

The revised loan borrowings associated with the project have subsequently been incorporated within Council's 2026/27 Annual Budget and Long Term Financial Plan, enabling borrowing documentation to be finalised immediately following Council's determination should approval be granted.

Council has progressed the statutory, governance and financial requirements associated with the proposed Workforce Housing Project and is in a position to determine whether to proceed with construction, execute the Building Contract with Stallion Building Co Pty Ltd, finalise the Agreement for Lease with the Department of Communities and complete associated loan documentation with WA Treasury Corporation.

Officers consider the proposal to represent a significant long-term investment in the future sustainability of the Kulin community. Beyond the construction of three new dwellings, the project strengthens the Shire's workforce housing portfolio, supports the continued delivery of essential Government services, improves regional housing availability and demonstrates Council's proactive leadership in addressing one of the most significant strategic challenges facing rural and regional Western Australia.

FINANCIAL IMPLICATIONS

The estimated construction cost of the three workforce dwellings proposed under the Government Regional Officers Housing (GROH) Program is approximately $1.886 million (excluding GST)**.** This excludes the fourth dwelling (Executive Residence), which forms part of the broader Workforce Housing Project but is not subject to the proposed Major Land Transaction.

The project is proposed to be funded through a combination of municipal funds and long-term borrowings from WA Treasury Corporation (WATC). Borrowings of $1,400,000 were included in Council's 2025/26 Annual Budget, with the loan funds drawn down from WATC on 30 June 2026. Additional borrowings of $300,000 have been included in Council's proposed 2026/27 Annual Budget and Long Term Financial Plan, bringing the total project borrowings to $1,700,000.

Subject to adoption of the 2026/27 Annual Budget, the additional borrowing documentation can be finalised with WATC to enable the remaining project expenditure to be funded as required. Following Council's endorsement of the Workforce Housing Business Plan at the Special Council Meeting held on 10 June 2026, officers commenced discussions with WA Treasury Corporation to progress the proposed loan facilities, ensuring the necessary funding arrangements could be finalised immediately upon Council determining to proceed with the project.

The Department of Communities has continued progressing the proposed Agreement for Lease under the Government Regional Officers Housing (GROH) Program. The proposed long-term lease arrangements will provide Council with a secure and predictable rental income stream which will contribute towards servicing the associated loan borrowings together with the ongoing maintenance, renewal and lifecycle management of the dwellings.

Importantly, following Council's Special Meeting, Stallion Building Co Pty Ltd confirmed in writing that its quotes construction pricing would remain valid until 31 July 2026. This enabled Council to fully comply with the statutory public advertising requirements under section 3.59 of the *Local Government Act 1995* without jeopardising the negotiated contract pricing or project budget.

The project represents a significant strategic capital investment by the Shire. However, the financial model has been developed on the basis of long-term ownership of high-quality residential assets that will continue to generate both financial and strategic returns through the provision of secure workforce accommodation for many years beyond the initial lease term.

Accordingly, officers are satisfied that the project is financially sustainable and that appropriate funding and borrowing provisions are available to enable the project to proceed should Council resolve to do so.

STATUTORY AND PLANNING IMPLICATIONS

The proposed Workforce Housing Project has been developed having regard to the relevant provisions of the *Local Government Act 1995*, the *Local Government (Functions and General) Regulations 1996*, the *Planning and Development Act 2005* and the Shire of Kulin Local Planning Framework.

As the proposed lease of three workforce dwellings to the Department of Communities under the Government Regional Officers Housing (GROH) Program exceeded the prescribed threshold for a Major Land Transaction, Council was required to comply with the provisions of section 3.59 of the *Local Government Act 1995*.

In accordance with those statutory requirements, Council:

- Prepared a comprehensive Workforce Housing Business Plan.
- Considered and endorsed the Business Plan at the Special Council Meeting held on 10 June 2026.
- Resolved to undertake Statewide Public Notice in accordance with section 3.59 of the *Local Government Act 1995*.
- Made the Business Plan available for public inspection for a period exceeding the statutory minimum of six weeks.
- Invited written public submissions regarding the proposal.
- Will consider the outcome of the public consultation process prior to making a final determination.

The statutory public advertising period closed at 4.00 pm on Monday 27 July 2026 and no public submissions were received.

From a planning perspective, the proposed dwellings are to be constructed on Shire-owned freehold land within the Kulin townsite and are consistent with the zoning and intended residential use of the respective lots. All necessary development approvals, building approvals and associated statutory requirements will be obtained prior to the commencement of construction where required.

Should Council resolve to proceed with the project, the Chief Executive Officer will be required to be authorised to:

- finalise and execute the Building Contract with Stallion Building Co Pty Ltd;
- complete the Agreement for Lease with the Department of Communities; and
- undertake all other actions necessary to give effect to Council's resolution.

Overall, officers are satisfied that the proposal is consistent with the applicable legislative and planning framework and that all statutory requirements have been appropriately addressed prior to Council making its final determination.

POLICY IMPLICATIONS

Nil.

COMMUNITY CONSULTATION

Statewide public notice was undertaken from Saturday 13 June 2026 to Monday 4.00pm 27 July 2026. No submissions were received by the closing date.

WORKFORCE IMPLICATIONS

The Workforce Housing Project will substantially improve housing availability for essential workers within the Shire. The project will support the attraction and retention of Police Officers, Teachers, Government employees, Shire employees and other essential workers whilst strengthening the long-term sustainability and liveability of the Kulin community.

OFFICER'S RECOMMENDATION

That Council:

1. Notes that the statutory public advertising period for the Workforce Housing Business Plan closed on 27 July 2026, that no public submissions were received, and determines to proceed with the Workforce Housing Project comprising three (3) residential dwellings on Shire-owned land for lease to the Department of Communities under the Government Regional Officers Housing Program.
2. Accepts the quotation submitted by Stallion Building Co Pty Ltd through the WALGA Preferred Supplier Program for the construction of the three (3) workforce dwellings, and authorises the Chief Executive Officer to finalise and execute the Building Contract and associated contractual documentation.
3. Authorises the Chief Executive Officer to finalise and execute the Agreement for Lease and all associated lease documentation with the Department of Communities for the three (3) workforce dwellings under the Government Regional Officers Housing (GROH) Program.
4. Authorises the Chief Executive Officer to execute all other agreements, contracts, instruments and documentation, and to undertake all administrative actions necessary to give effect to Council's resolution.

VOTING REQUIREMENTS

Absolute majority required.

9.9 Request to Initiate a Review of Local Laws for Shire of Kulin

Responsible Officer:	Chief Executive Officer
File Reference:	19.03
Author:	Alan Leeson – Chief Executive Officer
Strategic Reference:	
Disclosure of Interest:	Nil
Attachment:	Nil

SUMMARY

Council is requested to initiate a review of the Shire of Kulin's local laws in accordance with section 3.16 of the *Local Government Act 1995* and to give local public notice of the review. Local Shire laws govern a range of operational and community matters, in addition to, and not in replacement of, any other State legislation requirements.

BACKGROUND & COMMENT

Section 3.16 of the *Local Government Act 1995* requires that all local laws be reviewed within a 15-year period after their commencement to determine if they should be repealed, be amended or remain unchanged.

The 15-year period is taken to be from either when the local law commenced or when the last review of the local law was completed.

However, the transitional provisions in clause 65 of Schedule 9.3 of the *Local Government Amendment Act 2024* require local governments to review all local laws within a two (2) year period, prior to 7 December 2026, unless a review of the local law occurred within the last eight (8) years.

Local laws that are not reviewed by 7 December 2026, and which are required to be reviewed, will automatically lapse.

It has been identified that two (2) local laws of the Shire of Kulin require statutory review to ensure that they do not automatically lapse.

These local laws are:

- Shire of Kulin Health Local Law 2016
- Shire of Kulin Animals, Environment and Nuisance Amendment Local Law 2018

In addition to required statutory reviews, periodic review of local laws may be initiated by local governments to ensure they remain relevant and contemporary with current legislation and governance practices.

There are several important steps involved in reviewing local laws, including giving local public notice and allowing not less than six (6) weeks for provision of any submissions.

In consideration of efficiency and alignment of timing of review of the local laws, the officer's recommendation is to take the current opportunity to review all the Shire of Kulin's local laws, in addition to reviewing those that require statutory review arising from the *Local Government Amendment Act 2024.*

Other local laws of the Shire of Kulin include:

- Cemeteries Local Law 2020
- Dogs Local Law 2020
- Standing Orders Local Law 2020

Following conclusion of the public notice period, any submissions received will be reviewed and presented to Council for consideration, including the officer's recommendation regarding the retention, amendment or repeal of any of the local laws.

Council will then be required to determine by absolute majority whether the local law/s should be repealed, be amended or remain unchanged. Should Council resolve to amend a local law, necessary next steps will include advertising any proposed draft local law for the relevant statutory period to allow for public comments prior to publication in the Gazette and provision to the Department of Local Government, Industry Regulation and Safety.

FINANCIAL IMPLICATIONS

As a necessary part of the review, there may be modest costs associated with relevant public advertising and general administration costs of preparation of any amended or new local laws (pending the outcome of review of submissions) and gazette publication as required. Costs will be allowed within existing operational budgets.

STATUTORY AND PLANNING IMPLICATIONS

Local Government Act 1995 (Subdivision 2 of Division 2 of Part 3)
Local Government Amendment Act 2024 (Transitional provisions, section 65, Schedule 9.3)

POLICY IMPLICATIONS

The outcomes of the review may result in amendments, repeal or consolidation of certain local laws to ensure they remain consistent with current operational practices or legislation.

COMMUNITY CONSULTATION

Consultation will include management review and community consultation as part of the statutory review process through the required public notice process.

WORKFORCE IMPLICATIONS
Nil.

VOTING REQUIREMENTS
Simple majority.

OFFICER'S RECOMMENDATION

That Council:
1. Initiates a review of the Shire of Kulin's local laws outlined in this report in accordance with section 3.16 of the *Local Government Act 1995;*
2. Gives local public notice that the Shire of Kulin proposes to review its local laws and invites submissions from the public for a period of not less than six (6) weeks from giving that notice;
3. Notes that copies of the local laws will be available for inspection on the Shire of Kulin's website and at the Shire of Kulin administration office during the consultation period; and
4. Requests that a report be presented to Council following the consultation period, outlining the submissions received and recommendations regarding the retention, amendment or repeal of the Shire of Kulin's local laws.

9.10 Australia Post Retail Network – Senate Inquiry

Responsible Officer:	Chief Executive Officer
File Reference:	Government Relations/Advocacy
Author:	Alan Leeson – Chief Executive Officer
Strategic Reference:	Shire of Kulin Integrated Strategic Community Plan 2025-2035, Community, Economy and Civic Leadership
Disclosure of Interest:	Nil
Attachment:	Nil

SUMMARY

To seek Council endorsement for the Shire of Kulin to prepare and lodge a submission to the Senate Environment and Communications References Committee Inquiry into the Future of Australia's Post Office Retail Network, prior to the closing date of 7 August 2026.

BACKGROUND & COMMENT

The Senate Inquiry is examining the sustainability and future of Australia Post's retail network, particularly the role of Licensed Post Offices in regional, rural and remote Australia.

The Kulin Post Office is a critical community asset providing postal services, parcel handling, Bank@Post, passport applications, identity verification, National Police Checks and other government services. It also services residents from neighbouring communities where the same level of services may not be available.

Council has consistently advocated for the retention and enhancement of essential services in regional communities.

Lodging a submission aligns with this advocacy and provides an opportunity to emphasise the importance of maintaining a full-service Licensed Post Office in Kulin.

FINANCIAL IMPLICATIONS

Nil.

STATUTORY AND PLANNING IMPLICATIONS

Nil.

POLICY IMPLICATIONS

Consistent with the Shire's advocacy role.

COMMUNITY CONSULTATION

Informal discussions with Elected Members. Public submissions to the Inquiry are invited until 7 August 2026.

WORKFORCE IMPLICATIONS

Nil.

SUMMARY

It is considered appropriate that the Shire lodge a submission supporting the ongoing provision of a full-service Licensed Post Office within Kulin and advocating for the retention of Commonwealth services in regional communities.

OFFICER'S RECOMMENDATION

That Council:

1. Supports the preparation and lodgement of a submission to the Senate Environment and Communications References Committee Inquiry into the Future of Australia's Post Office Retail Network to advocate and support the ongoing provision of a full-service Licensed Post Office within Kulin and retention of Commonwealth services in regional communities.

2. Authorises the Chief Executive Officer to prepare, finalise and lodge the submission on behalf of the Shire of Kulin prior to 7 August 2026.

3. Receives a copy of the final submission for information following lodgement.

VOTING REQUIREMENTS

Simple Majority.

10 COMPLIANCE

10.1 Compliance Reporting – General and Financial Compliance June 2026

Responsible Officer:	Chief Executive Officer, Alan Leeson
File Reference:	04.05
Author:	Alan Leeson, Chief Executive Officer Cassi Lewis, Executive Manager Governance & Risk
Strategic Reference:	Strategic Integrated Plan Reference 4 – Civic Leadership – accurate forward planning to achieve community priorities
Disclosure of Interest:	Nil
Attachment:	Attachment 5 – General and Financial Compliance Checklist June 2026

SUMMARY
This report addresses General and Financial Compliance matters for June 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

OFFICER'S RECOMMENDATION
That Council receive the General and Financial Compliance Checklist for June 2026.

VOTING REQUIREMENTS
Simple majority.

Attachment 5 – June 2026 General and Financial Compliance Checklist

10.2 Proposed Amendments to Policy A15 – Councillor Fees, Allowances and Reimbursement of Expenses

Responsible Officer:	Chief Executive Officer, Alan Leeson
File Reference:	04.04
Author:	Cassi Lewis, Executive Manager Governance & Risk
Strategic Reference:	Strategic Integrated Plan Reference 11 – High Standard of Governance
Disclosure of Interest:	Nil
Attachment:	Attachment 6 – Policy A15, Councillor Fees, Allowances and Reimbursement of Expenses

SUMMARY

To consider amendments to Policy A15 to align the policy with the fees and allowances included in the 2026/27 Annual Budget and the current Salaries and Allowances Tribunal determination.

BACKGROUND & COMMENT

Policy A15 outlines the fees, allowances and reimbursement entitlements available to Elected Members.

The current policy states that meeting attendance fees and the annual allowances for the Shire President and Deputy Shire President are set at approximately the 95th percentile of the range determined by the Salaries and Allowances Tribunal.

This wording does not accurately reflect the allowance amounts previously paid or the basis on which Council intended the allowances to be calculated. The wording was included when the policy was adopted in June 2026 and incorrectly applied the same calculation method to all fees and allowances.

The proposed amendments correct this drafting error and retain the intended approach used in previous years. Meeting attendance fees will continue to be based on 95% of the applicable Band 4 maximum, while the Shire President's allowance will be calculated at 40% of the Band 4 maximum President allowance and the Deputy Shire President's allowance at 25% of the allowance paid to the Shire President.

The amendments do not represent a change in Council's intended level of remuneration. They clarify the calculation method and ensure the policy accurately reflects the amounts included in the 2026/27 Annual Budget.

The policy has been updated to reflect the basis on which the proposed fees and allowances are calculated with the following values being provided for in the 2026/2027 budget.

Fee or allowance	Amount
Shire President – Council meeting	$542 per meeting
Council Member – Council meeting	$266 per meeting
Committee or prescribed meeting	$133 per meeting
Shire President annual allowance	$9,303
Deputy Shire President annual allowance	$2,326
ICT allowance	$500 per member
Independent ARIC member attendance fee	$250 per meeting

FINANCIAL IMPLICATIONS

The proposed fees and allowances are included in the 2026/27 Annual Budget. Adoption of the amended policy does not create any additional financial commitment.

STATUTORY AND PLANNING IMPLICATIONS

Section 5.98 of the *Local Government Act 1995* provides that:

- a Council Member who attends a Council or committee meeting is entitled to receive the meeting attendance fee determined by the Salaries and Allowances Tribunal, or a fee set by Council within the range determined by the Tribunal;
- a Council Member attending a prescribed meeting at the request of Council may also receive the applicable attendance fee;
- prescribed expenses incurred by a Council Member are to be reimbursed in accordance with the extent determined by the Tribunal; and
- the Shire President is entitled, in addition to meeting attendance fees and expense reimbursements, to an annual allowance set by Council within the range determined by the Tribunal.

Section 5.98 provides that:

- Council may, by absolute majority, pay the Deputy Shire President an allowance of up to the percentage determined by the Salaries and Allowances Tribunal of the annual allowance paid to the Shire President. The allowance is paid in addition to the Deputy Shire President's ordinary meeting attendance fees and expense entitlements.

POLICY IMPLICATIONS

Policy A15 will be amended as shown in the attachment.

COMMUNITY CONSULTATION

Nil

WORKFORCE IMPLICATIONS

Nil

RECOMMENDATION

That Council:

1. Adopts the amended Policy A15 – Councillor Fees, Allowances and Reimbursement of Expenses, as included at Attachment 6.

VOTING REQUIREMENTS

Simple Majority Required.

Attachment 6 - Policy A15 – Councillor Fees, Allowances and Reimbursement of Expenses

11 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

12 MOTIONS FROM MEMBERS WITHOUT NOTICE

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

14 MEETING IS CLOSED TO THE PUBLIC

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 held on 19 August 2026 at 4:00pm.