



# ORDINARY MEETING OF THE SHIRE OF KULIN COUNCIL AGENDA

Wednesday, 20 May 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  
15 May 2026

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## 1 DECLARATION OF OPENING

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The President declares the meeting open.

## 2 ANNOUNCEMENTS FROM THE PRESIDING MEMBER

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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

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### 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

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### 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

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## 6 APPLICATIONS FOR LEAVE OF ABSENCE

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## 7 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

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### 7.1 Previous Council Meetings

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Minutes of Shire of Kulin Ordinary Council meeting held on 15 April 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 15 April 2026, be confirmed as a true and correct record.

### 7.2 Committee Meetings

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#### 7.2.1 Central Country Zone Meeting

Minutes of the meeting of the Central Country Zone Meeting held on 17 April 2026, a copy of which is contained in **Attachment 1**.

**OFFICER'S RECOMMENDATION:**

That the unconfirmed minutes of the meeting of the Central Country Zone Meeting held on 17 April 2026 be received.

[Attachment 1 - Unconfirmed Minutes of Central Country Zone Meeting 17 April 2026](#)

#### 7.2.2 Audit, Risk and Improvement Committee

Minutes of the Audit, Risk and Improvement Committee of the Shire of Kulin held on 15 April 2026, a copy of which is contained in **Attachment 2**.

**OFFICER'S RECOMMENDATION:**

That the unconfirmed minutes of the meeting of the Audit, Risk and Improvement Committee of the Shire of Kulin held on 15 April 2026 be received.

[Attachment 2 – Unconfirmed Minutes of Audit, Risk and Improvement Committee 15 April 2026](#)

## 8 PRESENTATIONS / DEPUTATIONS

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Nil

## 9 Agenda Business - Matters Requiring Decision

### 9.1 List of Accounts Paid During the Month of April 2026

<b>Responsible Officer:</b>	Chief Executive Officer
<b>File Reference:</b>	12.06
<b>Author:</b>	Fiona Murphy, Executive Manager Financial Services
<b>Strategic Reference:</b>	12 – Accurate forward planning to achieve community priorities
<b>Disclosure of Interest:</b>	Nil
<b>Attachment:</b>	Attachment 3 – Copy of Schedule of Payments, Credit Card Summary and Credit Card Statement

#### 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 April 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 April 2026 are attached within **Attachment 3**.

The table below summarises the payments made during April 2026.

April 2026	
Fund	Amount
Municipal	\$1,234,865.11
Trust	\$0
<b>Total</b>	<b>\$1,234,865.11</b>

#### 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 April 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 – April 2026

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

### SUMMARY

Council is provided with the financial report for the month ended 30 April 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 30 April 2026, as presented in Attachment 4.

**VOTING REQUIREMENTS**

Simple majority required.

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

### 9.3 Audit Risk and Improvement Committee

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<b>Responsible Officer:</b>	Chief Executive Officer
<b>File Reference:</b>	09.02
<b>Author:</b>	Chief Executive Officer – Alan Leeson Shire of Kulin Strategic Integrated Plan 2025-2035
<b>Strategic Reference:</b>	11- Civic Leadership and Governance
<b>Disclosure of Interest:</b>	Nil Attachment 5 - Draft Terms of Reference of Audit, Risk and Improvement Committee
<b>Attachment:</b>	

#### SUMMARY

Amendments were introduced in 2024 to the *Local Government Act 1995* (“the Act”) which included a range of reforms that will apply to all local governments.

The reforms introduce a requirement to establish a committee of Council to be called the Audit, Risk and Improvement (“ARIC”) committee and other requirements that need to be met to ensure full compliance with the reforms by 30 June 2026.

The Shire of Kulin Council is deemed to have established an ARIC because the Audit Committee of Council that existed immediately before the amendment day of the changes to the Act, met the requirements of Regulation 19 of the *Local Government (Audit Regulations) 1996*. It is noted that the existing ‘Audit Committee’ is now known as the ‘Audit, Risk and Improvement Committee’.

The purpose of this report is to seek that Council:

1. Notes the establishment of the ARIC;
2. Confirms the composition of the ARIC;
3. Adopts the attached draft Terms of Reference for the ARIC (containing a marked up amendment); and
4. Recommends to Council it take appropriate action to appoint an independent Deputy Presiding Member to the ARIC by 30 June 2026.

#### BACKGROUND & COMMENT

The relevant amendments to the Act include requirements that:

1. an ARIC be established;
2. the ARIC include an Independent Presiding Member (Chair) and Deputy Presiding Member (Deputy Chair);
3. members of the ARIC must not be employees;
4. the ARIC have a minimum of three (3) members;
5. Council adopt appropriate governance documentation, including a Terms of Reference to guide the role and function of the ARIC.

In compliance with the amendments to the Act, it is noted that Council has already:

- established an ARIC (deemed established *pursuant to Regulation 19 of the Local Government (Audit Regulations) 1996* as explained above); and
- appointed an independent Presiding Member (Mr Darren Mollenoyux) in accordance with the requirements of the Act (appointed in June 2025).

The composition of the ARIC is noted to be as follows:

- all elected Councillors of the Shire of Kulin, noted to currently be seven (7);
- an independent Presiding Member (Mr Darren Mollenoyux); and
- an independent Deputy Presiding Member (to be appointed).

A meeting of the ARIC was held on 15 April 2026, the outcome of which:

- noted the establishment of the ARIC;
- endorsed the current composition of the ARIC;
- recommended to Council that it take appropriate action to appoint an independent Deputy Presiding Member prior to 30 June 2026; and

- endorsed draft Terms of Reference for the ARIC and recommended Council adopt those Terms of Reference.

### Terms of Reference

The proposed Terms of Reference have been developed to provide a clear governance framework for the operation of the ARIC and to ensure the Committee functions in accordance with the requirements of the *Local Government Act 1995* and associated regulations.

The Terms of Reference outline the:

- purpose, role and responsibilities of the ARIC;
- membership and meeting arrangements;
- reporting obligations to Council;
- expectations relating to governance, risk management, internal controls, compliance and financial oversight; and
- operational procedures of the Committee.

The Terms of Reference are intended to support transparency, accountability and consistency in the operation of the ARIC and provide clarity to both Council and Committee members regarding the Committee's function and responsibilities.

However, an amendment to the Terms of Reference recommended to be adopted by the ARIC regarding the independent Deputy Presiding Member has been included for Council's consideration, with further explanation below.

### Independent Deputy Presiding Member

The amendments to the Act require the ARIC to include both an independent **Presiding Member** and an independent **Deputy** Presiding Member. An independent Presiding Member has already been appointed by Council.

Council may either appoint the **Deputy** Presiding Member from the membership of the ARIC, **or** appoint a Deputy Presiding Member to deputise and act for the Independent Presiding Member, only when required.

Given the ARIC is comprised of all elected Members and an independent Presiding Member, no existing member is currently eligible to be appointed as the Deputy Presiding Member.

This is because, as with the role of the Independent Presiding Member, the Deputy must also be independent of Council and not an employee.

Following further research and consideration of industry feedback, it is recommended that Council amend the draft Terms of Reference to provide flexibility regarding the role of the independent Deputy Presiding Member as the legislation does not require the Deputy to be a member of the ARIC.

The amended Terms of Reference would allow Council discretion to determine whether a Deputy Presiding Member:

- is appointed to the ARIC as a member, and therefore attends all meetings as a standing member of the ARIC; or
- acts only when required to deputise for the Presiding Member.

The suggestion to amend the Terms of Reference provides flexibility for Council to determine the most appropriate governance arrangement having regard to operational requirements, continuity of governance oversight, cost considerations and the expectations associated with the role of the Deputy Presiding Member at the time of the appointment.

The proposed amendment to clause 6 of the draft Terms of Reference is shown in **Attachment 5** and is shown marked up below:

## **Membership of the ARIC**

### **6.1 Appointment**

Members of the ARIC are appointed by Council in accordance with section 7.1A of the Act.

### **6.2 Independent Appointments**

Council is required by the Act to make independent appointments to the ARIC.

Council must appoint an independent Presiding Member and an independent Deputy of the Presiding Member, as defined by the Act. Neither of these roles can be held by a member of Council or an employee of the Shire.

Council may determine whether the Independent Deputy Presiding Member:

- a) is appointed as a full voting member of the ARIC; or
- b) serves solely in the capacity of deputy to the Independent Presiding Member and attends meetings only when required to act in that capacity.

### **6.3 Composition of the ARIC**

Council members are permitted to be members of the ARIC.

Staff members are not permitted to be members of ARIC but are permitted to attend meetings of the ARIC, within the scope of clauses 5 and 7 of these Terms of Reference.

6.3.1 Membership of the ARIC will ~~be comprised of a maximum of nine (9) members as follows:~~

1. All elected members of the Council of the Shire of Kulin (noted to currently be seven (7));
2. One (1) external independent committee member to be the Independent Presiding Member; and
3. Subject to 6.3.2, one (1) external independent committee member to be the Independent Deputy Presiding Member.

6.3.2 The Independent Deputy Presiding Member may either:

- a) be appointed as a full voting member of the ARIC; or
- b) attend only when acting in place of the Independent Presiding Member, as determined by Council.

Voting rights of the Independent Deputy Presiding Member will apply in accordance with the nature of their appointment determined by Council. All members of the ARIC have full voting rights.

## **STATUTORY AND PLANNING IMPLICATIONS**

Local Government (Audit) Regulations 1996

Local Government Act 1995 (and Local Government Amendment Act 2024)

To ensure compliance with the requirements of the Act, an independent Deputy Presiding Member needs to be appointed by 30 June 2026.

Council is required to establish appropriate governance framework, including by adopting a Terms of Reference for the ARIC.

## **POLICY IMPLICATIONS**

Consequential policy implications will be addressed by compliance with the abovementioned statutory requirements.

## **FINANCIAL IMPLICATIONS**

Sitting fees for Elected Members and independent committee members will be set in accordance with Council policy, within the limits prescribed by the *Salaries and Allowances Tribunal*, and incorporated into Council's annual budget each financial year.

## **RISK IMPLICATIONS**

The legislative reforms require compliance by 30 June 2026. To eliminate the risk of legislative non-compliance, appointment of an independent Deputy Presiding Member and adoption of appropriate governance framework for the ARIC, including by adoption of Terms of Reference, is required to be undertaken by Council.

**WORKFORCE IMPLICATIONS**

Nil.

**COMMUNITY CONSULTATION**

There is no requirement for community consultation. The Terms of Reference attached to this report have been endorsed by the ARIC and recommended for adoption, although further research suggests Council may wish to retain flexibility regarding appointment of a Deputy Presiding Member as noted above and make an amendment to the draft Terms of Reference as contained in the attachment.

There has been appropriate internal consultation amongst the Executive Management Team and review of sector practice regarding appointment of an independent Deputy Presiding Member.

**RECOMMENDATION**

That Council:

1. Notes the establishment of the ARIC;
2. Endorses the current composition of the ARIC;
3. Adopts the draft Terms of Reference, as amended, for the ARIC; and
4. Authorises the Chief Executive Officer to undertake a recruitment process for an independent Deputy Presiding Member of the ARIC, with a recommendation to be presented to Council for consideration and appointment.

**VOTING REQUIREMENTS**

Simple Majority

[Attachment 5 – Draft Terms of Reference Audit, Risk and Improvement Committee](#)

## 9.4 Proposed Speed Zone Changes – Gorge Rock Lake Grace Road (M017)

<b>Responsible Officer:</b>	Chief Executive Officer
<b>File Reference:</b>	20.0 Roads
<b>Author:</b>	Chief Executive Officer – Alan Leeson Shire of Kulin Strategic Integrated Plan 2025-2035
<b>Strategic Reference:</b>	Objective 1 – A Connected and Safe Community
<b>Disclosure of Interest:</b>	Nil
<b>Attachment:</b>	Attachment 6 - Main Roads WA – Speed Zone Assessment Report

### SUMMARY

Main Roads Western Australia (MRWA) has completed a review of the speed environment on a section of Gorge Rock Lake Grace Road (M017), following a request from the Shire of Kulin associated with the development and occupation of a new residential housing estate accessed from Hodgson Street.

MRWA is recommending a reduction in the speed limit from 110 km/h to 80 km/h between SLK 28.60 and 30.07 on Gorge Rock Lake Grace Road (M017). A copy of the Speed Zone Assessment Report is attached as **Attachment 6**.

### BACKGROUND & COMMENT

Following a request from the Shire of Kulin, MRWA undertook an assessment of the section of Gorge Rock Lake Grace Road (M017) located between SLK 28.60 and 30.07. The review was initiated in response to increased residential development activity associated with the adjoining housing estate accessed via Hodgson Street.

MRWA's assessment identified a number of considerations supporting a reduced speed environment, including:

- Increased residential access movements associated with the housing estate;
- The proximity of the Hodgson Street intersection;
- Horizontal road alignment constraints approaching the M038 intersection; and
- Improved vehicle control and reaction time outcomes associated with a reduced speed limit.

The proposed speed reduction applies over an approximate 1.47 kilometre section of road and would reduce the posted speed limit from 110 km/h to 80 km/h.

As Gorge Rock Lake Grace Road is a State Road under the care and control of MRWA, the final determination and implementation of any speed zoning changes remains the responsibility of MRWA. Council's feedback is sought as part of MRWA's consultation process.

### FINANCIAL IMPLICATIONS

Nil direct financial implications to the Shire of Kulin associated with the proposed speed zoning changes.

### STATUTORY AND PLANNING IMPLICATIONS

Gorge Rock Lake Grace Road (M017) is a State Road under the care and control of Main Roads Western Australia.

### POLICY IMPLICATIONS

Nil.

### COMMUNITY CONSULTATION

Consultation has occurred between MRWA and the Shire of Kulin in relation to the proposed changes.

### WORKFORCE IMPLICATIONS

Nil.

### SUMMARY

MRWA has recommended reducing the speed limit from 110 km/h to 80 km/h on a section of Gorge Rock Lake Grace Road (M017) in response to increased residential access movements and road geometry considerations

associated with the adjoining housing estate development. The officer's recommendations below are made in recognition of the evolving land use and residential access considerations associated with the area.

**OFFICER'S RECOMMENDATION**

That Council:

1. Notes the assessment and recommendation provided by Main Roads Western Australia in relation to proposed speed zone changes on Gorge Rock Lake Grace Road (M017); and
2. Advises Main Roads Western Australia that Council supports the proposed reduction in speed limit from 110 km/h to 80 km/h between SLK 28.60 and 30.07 on Gorge Rock Lake Grace Road (M017).

**VOTING REQUIREMENTS:**

Simple Majority.

[Attachment 6 - Main Roads WA – Speed Zone Assessment Report](#)

## 9.5 Variation of Prohibited & Restricted Burning Times

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<b>Responsible Officer:</b>	Chief Executive Officer, Alan Leeson
<b>File Reference:</b>	9.02
<b>Author:</b>	Chief Executive Officer, Alan Leeson Shire of Kulin Strategic Integrated Plan 2025-2035
<b>Strategic Reference:</b>	Law order & public safety
<b>Disclosure of Interest:</b>	Nil
<b>Attachment:</b>	Attachment 7 - Minutes of Annual Meeting of Shire of Kulin Bushfire Brigade 31 March 2026

### SUMMARY

Council is requested to consider and approve a formal variation to the default Prohibited and Restricted Burning Times applicable to the Shire of Kulin, in accordance with the *Bush Fires Act 1954*.

### BACKGROUND & COMMENT

The Shire of Kulin has historically applied local burning times that differ slightly from the default periods declared in the Government Gazette.

At the Annual Meeting of the Shire of Kulin Bush Fire Brigades held on 31 March 2026 (copy attached as **Attachment 7**) the following burning periods were endorsed for the 2026/2027 fire season:

Restricted: 19 September – 31 October

Prohibited: 1 November – 15 February

Restricted: 16 February – 15 March

These dates reflect long-standing local practice and are considered appropriate having regard to seasonal conditions, local knowledge and operational experience.

Subsequent correspondence from the Department of Fire and Emergency Services (DFES) has identified that the Shire's currently advertised Prohibited Burning Time does not align with the default gazetted period, which extends to 28 February.

DFES has advised that while local governments may vary burning periods, any variation must be formally made in accordance with the *Bush Fires Act 1954* and accurately reflected in public information.

This report seeks to formalise the Shire's existing local practice through a Council resolution, thereby ensuring compliance with legislative requirements while maintaining locally appropriate burning times.

### FINANCIAL IMPLICATIONS

Nil

### STATUTORY AND PLANNING IMPLICATIONS

#### *Bush Fires Act 1954*

The Act provides that Prohibited and Restricted Burning Times are declared via the Government Gazette. Local Governments may vary these periods, provided the variation is made in accordance with the Act and appropriately published.

### POLICY IMPLICATIONS

Nil.

### COMMUNITY CONSULTATION

Consultation has occurred through the Bush Fire Brigades Annual General Meeting process.

### WORKFORCE IMPLICATIONS

Nil.

## OFFICER'S RECOMMENDATION

That Council:

1. Pursuant to the *Bush Fires Act 1954*, approve a variation to the default Prohibited and Restricted Burning Times applicable to the Shire of Kulin as follows:  
  
Restricted: 19 September – 31 October  
Prohibited: 1 November – 15 February  
Restricted: 16 February – 15 March
2. Determine that the above burning periods will apply on an ongoing basis until amended by resolution of Council.
3. Authorise the Chief Executive Officer to:
  - (i) Notify the Department of Fire and Emergency Services of the adopted variation; and
  - (ii) Ensure the varied burning times are appropriately published and communicated.

## VOTING REQUIREMENTS

Simple majority required.

[Attachment 7- Minutes of Annual Meeting of Shire of Kulin Bushfire Brigade 31 March 2026](#)

## 9.6 Kulin Bush Races – 2026 Community Funding Round

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<b>Responsible Officer:</b>	Chief Executive Officer, Alan Leeson
<b>File Reference:</b>	13.0
<b>Author:</b>	Taryn Scadding – Executive Manager Community Services Shire of Kulin Strategic Integrated Plan 2025-2035 Strategic Pillar 2 – Community Goal 5.1 – Population attraction, retention and support for community leadership and volunteers Goal 6.5 – Partnership approach to sport and recreation facility renewal and upgrades Goal 6.7 – Safe and inclusive community spaces Strategic Pillar 1 – Economy Goal 3.1 – Collaboration with stakeholders to advance economic and community priorities
<b>Strategic Reference:</b>	
<b>Disclosure of Interest:</b>	Nil
<b>Attachment:</b>	Summary of 2026 Kulin Bush Races Funding Round Project Submissions – <i>provided under separate cover</i>

### SUMMARY

The purpose of this report is to seek Council endorsement of the projects proposed for submission under the 2026 Kulin Bush Races (KBR) Community Funding Round.

The Kulin Bush Races Community Funding Program provides an opportunity for local community groups and organisations to access funding support generated through the annual Kulin Bush Races event. The funding program aims to support projects and initiatives which deliver community benefit and contribute positively to the social, recreational and community wellbeing outcomes across the Shire of Kulin.

Council endorsement is sought for the project submissions detailed within the summary provided under separate cover. .

### BACKGROUND & COMMENT

Kulin Bush Races Incorporated has formally opened its 2026 Community Funding Round, with applications closing on 31 May 2026.

The funding round provides an opportunity for community groups, sporting clubs and organisations to seek financial assistance for projects, equipment purchases, infrastructure improvements and other initiatives that provide a demonstrated community benefit.

The Shire has received and/or facilitated a number of project submissions for consideration under the 2026 funding round. A summary of the proposed submissions is provided under separate cover.

Council endorsement of the proposed submissions is considered appropriate to demonstrate organisational support for the respective projects and to acknowledge the positive contribution the Kulin Bush Races event continues to make toward reinvestment into the broader Kulin community.

Further detail in relation to each project, including indicative funding requests and project descriptions, is contained within the summary provided under separate cover.

### FINANCIAL IMPLICATIONS

The projects identified may include varying levels of Shire financial contribution, in-kind support and/or future operational considerations.

Any direct financial contribution or budget allocation associated with individual projects will be subject to separate Council consideration and future budget processes where required.

**STATUTORY AND PLANNING IMPLICATIONS**

Nil identified.

**POLICY IMPLICATIONS**

Nil identified.

**COMMUNITY CONSULTATION**

Consultation has occurred with relevant community groups, sporting organisations and stakeholders in relation to the preparation of the proposed submissions.

**WORKFORCE IMPLICATIONS**

Administration and coordination associated with the preparation and lodgement of submissions will be undertaken within existing staff resources.

**SUMMARY**

The Kulin Bush Races Community Funding Round provides a valuable opportunity to support local community initiatives and infrastructure improvements that deliver positive outcomes across the Shire of Kulin.

Council endorsement of the project submissions provided under separate cover is recommended.

**OFFICER'S RECOMMENDATION**

That Council:

1. Endorse the proposed project submissions provided under separate cover; and
2. Authorise the Chief Executive Officer to finalise and submit the endorsed applications under the 2026 Kulin Bush Races Community Funding Round as required.

**VOTING REQUIREMENTS**

Simple Majority.

## 9.7 Planning for Future Residential and Rural Residential Development in the Kulin Townsite

<b>Responsible Officer:</b>	Chief Executive Officer, Alan Leeson
<b>File Reference:</b>	18.02 – Land Use and Planning
<b>Author:</b>	Mr Joe Douglas – Town Planner (Exurban Rural & Regional Planning) and Mr Alan Leeson, Chief Executive Officer Shire of Kulin Strategic Integrated Plan 2025-2035
	<ul style="list-style-type: none"> <li>• Strategic Pillar 1: Economy - Goal 4. Increase housing and land options.</li> <li>• Strategic Pillar 2: Community - Goal 5. Provide opportunity to grow our resident population.</li> </ul>
<b>Strategic Reference:</b>	
<b>Disclosure of Interest:</b>	Nil Attachment 8.1 – Proposed Subdivision Plans 6 & 7 – Corrigin-Kulin Road, Kulin
<b>Attachment:</b>	Attachment 8.2 – Outline Development Plan – Kulin Road West Kulin

### SUMMARY

This report recommends that Council resolve to:

- Prepare and lodge a subdivision application with the Western Australian Planning Commission for the next stage of residential subdivision development in the Kulin townsite comprising portions of Lot 51 on DP401313 and Lot 9001 on DP64330 Corrigin-Kulin Road, Kulin in accordance with the draft subdivision plans attached (see **Attachment 8.1**);
- Review the Outline Development Plan for Lots 9001 and 51 as shown in **Attachment 8.2**, and prepare a new Local Structure Plan;
- Amend the current 'Urban Development' zoning classification applicable to Lots 9001 and 51 referred to above, including all previous stages of subdivision development, in the Shire's proposed new Local Planning Strategy and Local Planning Scheme; and
- Allocate sufficient funding in the Shire's budgets for the 2026/27 and 2027/28 financial years to undertake all of the abovementioned tasks.

### BACKGROUND

As Council is aware, the Shire previously developed a number of residential lots bounded by Ellson and Price Streets in the north-western part of the Kulin townsite as well as a number of rural residential type lots in the south-western part of the townsite fronting Rankin Street, Hodgson Street and Davies Road. This was in accordance with an Outline Development Plan originally adopted by Council and endorsed by the Western Australian Planning Commission in 1999 (see **Attachment 8.2**).

The Shire's Chief Executive Officer recently confirmed nearly all the residential and rural residential lots in the Kulin townsite previously developed by the Shire have now been sold and the Shire would now like to start planning for the subdivision and release of additional lots of the same type to accommodate future anticipated demand.

### COMMENT

Following a detailed review of future subdivision development options in the Kulin townsite, the reporting officer, Mr Joe Douglas (Town Planner) has prepared a draft subdivision plan for the northern-most portions of Lot 51 on DP401313 and Lot 9001 on DP64330 Corrigin-Kulin Road, Kulin to provide for the creation of the following:

- twenty (27) new residential lots comprising an average area of approximately 1,153m<sup>2</sup> per lot;
- two (2) new public open space reserves comprising a total area of approximately 1.07 and 1.62 hectares respectively to satisfy the requirements of the WAPC's Development Control Policy 2.3 entitled 'Public Open Space in Residential Areas' and State Planning Policy 5.4 entitled 'Road and Rail Noise';
- a number of new 20-metre-wide local road reserves within the subdivision area to provide direct access to/from the existing constructed road network immediately abutting the subject land and all new lots proposed to be created; and

- two (2) balance-of-title lots comprising areas of 51.6 and 14.49 hectares respectively that will be subdivided and developed by the Shire for residential and rural residential purposes at a later date subject to market demand, WAPC approval and the availability of adequate funding (see **Attachment 8.1**).

This land was identified as being the preferred option for the next stage of residential subdivision development due to its close proximity to existing key essential service infrastructure and established road network which will help to minimise subdivision development costs.

It is recommended Council endorse the proposed subdivision plan contained in **Attachment 8.1** to allow the Shire administration to prepare and lodge the required subdivision application with the WAPC in the 2026/27 financial year to obtain conditional approval before engaging a licensed surveyor and civil engineer to commence preparation of the detailed plans required for costing, tendering, construction and final approvals to allow for the issuance of new certificates of title.

It is also recommended Council resolve to undertake the following key tasks to ensure all future development proceeds in a proper and orderly manner having regard for more contemporary planning practice:

- i) Review the Outline Development Plan for Lots 9001 and 51 as shown in **Attachment 8.2**, including the potential to include additional land which may or may not be owned by the Shire to accommodate future anticipated demand for residential and rural residential lots, and prepare a new Local Structure Plan to guide all future subdivision development. Council should note the preparation of a Local Structure Plan is the more contemporary approach to planning for future subdivision development and supersede Outline Development Plans that were previously prepared for this purpose; and
- ii) Amend the current 'Urban Development' zoning classification applicable to Lots 9001 and 51 referred to above, including all previous stages of subdivision development, in the Shire's proposed new Local Planning Strategy and Local Planning Scheme by assigning more standard zoning and reserve classifications. This should include appropriate residential density codings where applicable, to reflect the guidance provided by the proposed new Local Structure Plan and provide greater certainty in terms of the standards and requirements applicable to all future built form development.

## STATUTORY ENVIRONMENT

- *Planning and Development Act 2005* (as amended)
- *Planning and Development (Local Planning Schemes) Regulations 2015*
- Shire of Kulin Local Planning Scheme No.2

## POLICY IMPLICATIONS

- WAPC Operational Policy 1.1 — Subdivision of Land - General Principles
- WAPC Development Control Policy 1.7 — General Road Planning
- WAPC Development Control Policy 2.3 — Public Open Space in Residential Areas
- WAPC Development Control Policy 2.6 — Residential Road Planning
- WAPC Development Control Policy 5.1 – Regional Roads Vehicular Access
- Residential Design Codes Volume 1
- State Planning Policy 2.9 - Water
- State Planning Policy 3.0 - Urban Growth and Settlement
- State Planning Policy 5.4 - Road and Rail Noise

## COMMUNITY CONSULTATION

To be undertaken in accordance with the relevant procedural requirements prescribed in the *Planning and Development (Local Planning Schemes) Regulations 2015* at the appropriate times.

## FINANCIAL IMPLICATIONS

The cost to undertake all of the key tasks recommended by this report are itemised broadly as follows:

- Subdivision Application – Approximately \$10,000 excluding GST;
- Local Structure Plan - Approximately \$25,000 excluding GST; and
- Strategic land use and zoning amendments in the Shire's Local Planning Strategy and Local Planning Scheme –

The cost will be included in the total cost to prepare these documents which is yet to be quantified but is likely to be approximately \$50,000 excluding GST.

## STRATEGIC IMPLICATIONS

The proposal to plan and secure all required approvals to progress the proposed subdivision development of additional residential and rural residential lots in the Kulin townsite to accommodate future demand is consistent with the aims and objectives of the Shire's Strategic Integrated Plan 2025-2035 as it applies specifically to the following matters:

- *Strategic Pillar 1: Economy - Goal 4. Increase housing and land options.*
- *Strategic Pillar 2: Community - Goal 5. Provide opportunity to grow our resident population.*

## OFFICER'S RECOMMENDATION

That Council resolve to:

1. Prepare and lodge a subdivision application with the Western Australian Planning Commission for the next stage of residential subdivision development in the Kulin townsite comprising portions of Lot 51 on DP401313 and Lot 9001 on DP64330 Corrigin-Kulin Road, Kulin in accordance with the draft subdivision plans attached (see **Attachment 8.1**);
2. Review the Outline Development Plan for Lots 9001 and 51 as shown in **Attachment 8.2**, including the potential to include additional land to accommodate future anticipated demand for residential and rural residential lots, and prepare a new Local Structure Plan in accordance with the procedural requirements of Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015* to guide all future subdivision development; and
3. Amend the current 'Urban Development' zoning classification applicable to Lots 9001 and 51 referred to above, including all previous stages of subdivision development, in the Shire's proposed new Local Planning Strategy and Local Planning Scheme by assigning more standard zoning and reserve classifications, including appropriate residential density codings where applicable, to reflect the guidance provided by the proposed new Local Structure Plan and provide greater certainty in terms of the standards and requirements applicable to all future built form development.
4. Allocate \$40,000 in the Shire's budget for the 2026/27 financial year and a further \$45,000 in the budget for the 2027/28 financial year to undertake all of the abovementioned tasks.

## VOTING REQUIREMENTS

Simple majority required.

[Attachment 8.1 – Proposed Subdivision Plans 6 & 7 – Corrigin-Kulin Road, Kulin](#)

[Attachment 8.2 – Outline Development Plan – Kulin Road West Kulin](#)

## 9.8 Disposal of Administration Pool Vehicle

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<b>Responsible Officer:</b>	Chief Executive Officer, Alan Leeson
<b>File Reference:</b>	23.0
<b>Author:</b>	Chief Executive Officer <ul style="list-style-type: none"> <li>• Shire of Kulin Strategic Integrated Plan 2025/2035</li> <li>• Strategic Pillar 4 – Civic Leadership             <ul style="list-style-type: none"> <li>Goal 12 – Accurate forward planning to achieve community priorities</li> <li>Goal 12.1 - Ensure Council's Long Term Financial Plan aligns with our strategic priorities.</li> </ul> </li> </ul>
<b>Strategic Reference:</b>	
<b>Disclosure of Interest:</b>	Nil Attachment 9 - RedBook Valuation Certificate – Mitsubishi Outlander AWD Wagon

### Attachment

### SUMMARY

Council is requested to consider the disposal of the Shire's Administration Pool Vehicle, being a 2024 Mitsubishi Outlander AWD Wagon, by way of public tender.

The vehicle was originally purchased in August 2024 to provide a shared administration fleet vehicle for use by elected members and administration staff attending external meetings, conferences, training and general Shire business activities. Since acquisition, the vehicle has travelled approximately 10,000 kilometres.

Following review and discussion by the Executive Team, it has been identified that usage of the vehicle has remained limited and sporadic, particularly by elected members. Administration staff usage has also been relatively low and inconsistent.

Given the limited utilisation of the vehicle, it is considered that the ongoing ownership costs associated with the asset, including depreciation, registration, insurance, servicing and operating costs, are not financially justified.

It is therefore recommended that Council approve disposal of the vehicle by way of public tender.

### BACKGROUND & COMMENT

In August 2024, the Shire purchased a 2024 Mitsubishi Outlander AWD Wagon at a purchase cost of approximately \$35,000 inclusive of GST.

The purpose of the vehicle was to provide a centrally available administration pool vehicle for:

- elected members attending external meetings and conferences;
- administration staff attending meetings, training and operational activities; and
- general Shire business travel requirements.

At the time of purchase, the vehicle was intended to provide operational flexibility and reduce reliance on private vehicles for official travel purposes.

Since acquisition in 2024, the vehicle has accumulated approximately 10,000 kilometres. Whilst available for use, actual utilisation has remained relatively low and well below original expectations.

The matter has been discussed by the Executive Team on several occasions, with the overall consensus being that retention of the vehicle does not represent an efficient or cost-effective use of Shire resources given:

- low and sporadic utilisation levels;
- ongoing depreciation of the asset;
- annual registration and insurance costs;
- servicing and operational costs; and
- the capital tied up in the vehicle.

It is also noted that Executive Managers, other than the Chief Executive Officer and Executive Manager of Works,

are provided with an allowance in lieu of a Shire vehicle.

The Shire already maintains provisions for reimbursement of authorised travel expenses where elected members or staff utilise private vehicles for official Shire business.

A current RedBook valuation certificate dated 13 May 2026 (**Attachment 9**) indicates an estimated private sale value of approximately \$34,293 and trade-in value of approximately \$29,894.

Disposal by way of public tender is considered the most appropriate and transparent method of sale.

### **FINANCIAL IMPLICATIONS**

Disposal of the vehicle will:

- reduce ongoing operating and ownership costs;
- reduce future depreciation exposure;
- release capital currently tied up in the asset; and
- result in future travel requirements being managed through existing reimbursement arrangements.

### **STATUTORY AND PLANNING IMPLICATIONS**

*Local Government Act 1995*

*Local Government (Functions and General) Regulations 1996*

### **POLICY IMPLICATIONS**

Nil.

### **COMMUNITY CONSULTATION**

Nil.

### **WORKFORCE IMPLICATIONS**

Nil.

### **SUMMARY**

The Administration Pool Vehicle was purchased to support elected members and administration staff undertaking official Shire business. Since acquisition, usage levels have remained limited and sporadic.

Given the relatively low utilisation of the vehicle and the ongoing ownership costs associated with retaining the asset, it is considered financially prudent to dispose of the vehicle and utilise existing travel reimbursement arrangements where required.

### **RECOMMENDATION**

That Council:

1. Approves the disposal of the Shire's 2024 Mitsubishi Outlander AWD Wagon Administration Pool Vehicle by way of public tender; and
2. Authorises the Chief Executive Officer to undertake the public tender process and report the outcome back to Council for consideration.

### **VOTING REQUIREMENTS**

Simple Majority.

[Attachment 9 - RedBook Valuation Certificate – Mitsubishi Outlander AWD Wagon](#)

## 10 Compliance

### 10.1 Compliance Reporting – General and Financial Compliance April 2026

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<b>Responsible Officer:</b>	Chief Executive Officer
<b>File Reference:</b>	04.05 Corporate Management Procedures - Compliance
<b>Author:</b>	Alan Leeson, Chief Executive Officer
<b>Strategic Reference:</b>	SIP 4: Civic Leadership - accurate forward planning to achieve community priorities
<b>Disclosure of Interest:</b>	Nil
<b>Attachment:</b>	Attachment 10 - April 2026 General and Financial Compliance Checklist

#### **SUMMARY**

This report addresses General and Financial Compliance matters for April 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 April 2026.

#### **VOTING REQUIREMENTS**

Simple majority

#### **[Attachment 10 – General and Financial Compliance Checklist April 2026](#)**

## 11 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

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Nil

## 12 MOTIONS FROM MEMBERS WITHOUT NOTICE

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Nil

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

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Nil

## 14 MEETING IS CLOSED TO THE PUBLIC

### 14.1 Confidential Items (Meeting Closed to the Public)

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<b>Responsible Officer:</b>	Chief Executive Officer
<b>File Reference:</b>	13.03
<b>Author:</b>	Alan Leeson, Chief Executive Officer
<b>Strategic Reference:</b>	11 – High standard of governance
<b>Disclosure of Interest:</b>	Nil

#### SUMMARY

For Council to discuss matters of a confidential nature, adoption of the Responsible Officer's recommendation to move "in camera" (behind closed doors), is required for Items 14.2 and 14.3.

#### BACKGROUND & COMMENT

Council is empowered by sections 5.23 (2), (3) and (4) of the *Local Government Act 1995* to move behind closed doors if the meeting, or part of the meeting, deals with matters as outlined in those sections entitling Council to close the meeting to the public.

#### POLICY IMPLICATIONS

Nil

#### WORKFORCE IMPLICATIONS

Nil

#### OFFICER'S RECOMMENDATION

That Council consider Items 14.2 and 14.3 "in camera" in accordance with section 5.23(4)(g) of the *Local Government Act 1995* and Regulation 4A(a) of the *Local Government (Administration) Regulations 1996* and close the meeting to the public while those Items are being considered.

#### VOTING REQUIREMENTS

Simple Majority required.

## 14.2 Confidential Item (Meeting closed to the public)

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Meeting closed to the public.

## 14.3 Confidential Item (Meeting closed to the public)

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Meeting closed to the public.

## 14.4 Procedural Motion - Meeting is opened to the Public

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<b>Responsible Officer:</b>	Chief Executive Officer, Alan Leeson
<b>File Reference:</b>	13.03
<b>Author:</b>	Alan Leeson, Chief Executive Officer
<b>Strategic Reference:</b>	11 – High level of governance
<b>Disclosure of Interest:</b>	Nil
<b>Attachment:</b>	Nil

### SUMMARY

For Council to move out from behind “closed doors” following determination of Items 14.2 and 14.3

### BACKGROUND & COMMENT

Council is empowered by sections 5.23 (2), (3) and (4) of the *Local Government Act 1995* to move behind closed doors if the meeting, or part of the meeting, deals with matters as outlined in those sections entitling Council to close the meeting to the public.

### POLICY IMPLICATIONS

Nil

### WORKFORCE IMPLICATIONS

Nil

### OFFICER’S RECOMMENDATION

That following Council’s consideration of Items 14.2 and 14.3 “in camera” in accordance with section 5.23(4)(g) of the *Local Government Act 1995* and Regulation 4A(a) of the *Local Government (Administration) Regulations 1996*, that the meeting is now re-opened to the public.

### VOTING REQUIREMENTS

Simple Majority required.

## 15 CLOSURE / DATE AND TIME OF NEXT MEETING

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

**The next Ordinary Meeting of Council will be on 17 June 2026 at 4:00pm.**