



SHIRE OF KOJONUP

AGENDA

Ordinary Council Meeting

24 February 2026

TO: THE SHIRE PRESIDENT AND COUNCILLORS

NOTICE is hereby given that an Ordinary Meeting of the Council will be held in the Council Chambers, Administration Building, 93 Albany Highway, Kojonup on Tuesday, 24 February 2026 commencing at 3:00pm.

I certify that with respect to all advice, information or recommendation provided to the Council in or with this Agenda:

- i. The advice, information or recommendation is given by a person who has the qualifications or experience necessary to give such advice, information or recommendation; and
- ii. Where any advice is directly given by a person who does not have the required qualifications or experience, that person has obtained and taken into account in that person's general advice the advice from an appropriately qualified or experienced person.

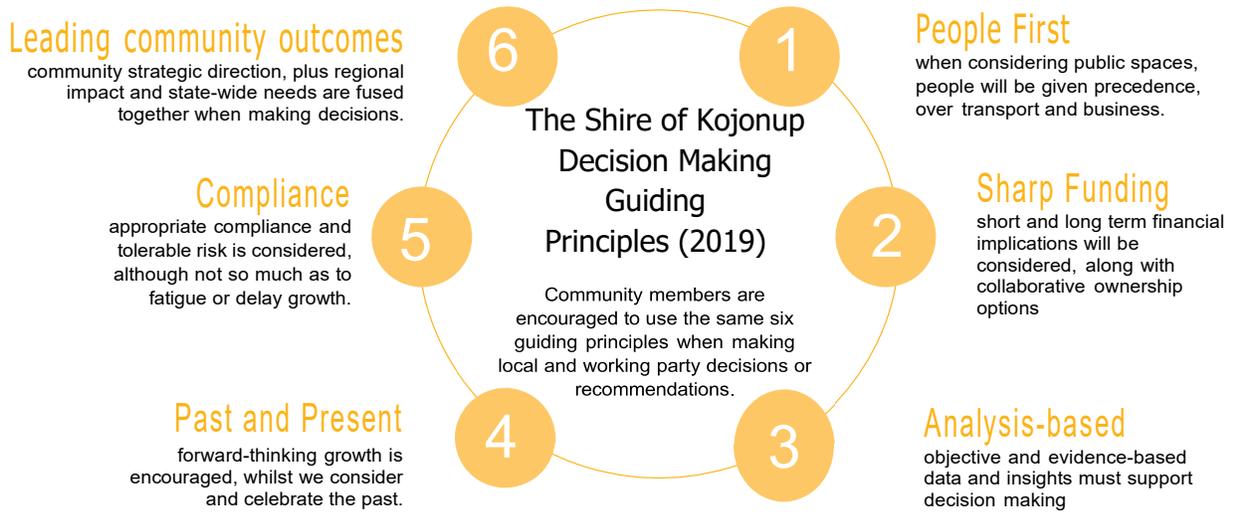
GRANT THOMPSON
CHIEF EXECUTIVE OFFICER
20 February 2026

AGENDA FOR AN ORDINARY COUNCIL MEETING TO BE HELD ON 24 FEBRUARY 2026

TABLE OF CONTENTS

1	DECLARATION OF OPENING AND ANNOUNCEMENT OF GUESTS	4
2	ANNOUNCEMENTS FROM THE PRESIDING MEMBER.....	5
3	ATTENDANCE	5
3.1	APOLOGIES	5
3.2	APPROVED LEAVE OF ABSENCE	5
4	DECLARATION OF INTEREST	5
5	PUBLIC QUESTION TIME	5
5.1	RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE.....	5
5.2	PUBLIC QUESTION TIME	5
6	CONFIRMATION OF MINUTES	6
6.1	ORDINARY COUNCIL MEETING 16 DECEMBER 2025	6
6.2	SPECIAL COUNCIL MEETING 23 DECEMBER 2025.....	6
7	PRESENTATIONS	6
7.1	PETITIONS.....	6
7.2	PRESENTATIONS	6
7.3	DEPUTATIONS.....	6
7.4	DELEGATES’ REPORTS	6
8	METHOD OF DEALING WITH AGENDA BUSINESS	6
9	REPORTS	6
9.1	KEY PILLAR ‘LIFESTYLE’ REPORTS	6
9.2	KEY PILLAR ‘ECONOMICS’ REPORTS	6
9.3	KEY PILLAR ‘VISITATION’ REPORTS	6
9.4	KEY PILLAR ‘PERFORMANCE’ REPORTS	6
9.4.1	FINANCIAL MANAGEMENT – MONTHLY STATEMENT OF FINANCIAL ACTIVITY (DECEMBER 2025)	7
9.4.2	MONTHLY PAYMENTS LISTING – DECEMBER 2025	9
9.4.3	DELEGATION REGISTER MANUAL – ANNUAL REVIEW.....	11
9.4.4	ROADS AND TECHNICAL SERVICES ADVISORY COMMITTEE MINUTES	14
9.4.5	NATURAL RESOURCES MANAGEMENT ADVISORY COMMITTEE MINUTES	16
9.4.6	BUSH FIRE ADVISORY COMMITTEE MINUTES	18
9.4.7	POLICY: CUSTOMER COMPLAINTS AND UNREASONABLE COMPLAINANTS	20
9.4.8	POLICY: CODE OF CONDUCT FOR COUNCILLORS, COMMITTEE MEMBERS & CANDIDATES	23
9.4.9	ADVISORY COMMITTEES OF COUNCIL - APPOINTMENT OF INDEPENDENT CHAIRPERSON AND INDEPENDENT SITTING FEE - AUDIT, RISK AND IMPROVEMENT COMMITTEE	27
9.4.10	ADVISORY COMMITTEES OF COUNCIL – APPOINTMENT OF COMMUNITY REPRESENTATIVES –NATURAL RESOURCE MANAGEMENT COMMITTEE.....	31
10	APPLICATIONS FOR LEAVE OF ABSENCE	33
11	MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN	33
12	QUESTIONS FROM MEMBERS WITHOUT NOTICE	33
13	NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF THE MEETING.....	33
14	MEETING CLOSED TO THE PUBLIC.....	33
14.1	MATTERS FOR WHICH THE MEETING MAY BE CLOSED	33
14.2	PUBLIC READING OF RESOLUTIONS THAT MAY BE MADE PUBLIC.....	34
15	CLOSURE	34
16	ATTACHMENTS (SEPARATE)	35

The Shire of Kojonup has a set of six guiding principles it uses when making decisions. These principles are checked and enhanced every two years in line with the Strategic Community Plan review schedule.



AGENDA

1 **DECLARATION OF OPENING AND ANNOUNCEMENT OF GUESTS**

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

Disclaimer

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

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

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

Acknowledgement of Country

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

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

Prayer

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

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

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

Amen

2 ANNOUNCEMENTS FROM THE PRESIDING MEMBER

**3 ATTENDANCE
COUNCILLORS**

Cr Wieringa
Cr Radford
Cr Mitchell
Cr Mathwin
Cr Mickle
Cr Michael

Deputy Shire President

STAFF

Estelle Lottering
Jill Johnson
Grant Thompson

Manager Regulatory Services
Deputy CEO
Chief Executive Officer

3.1 APOLOGIES

3.2 APPROVED LEAVE OF ABSENCE

Cr Bilney Shire President

4 DECLARATION OF INTEREST

5 PUBLIC QUESTION TIME

5.1 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Not applicable

5.2 PUBLIC QUESTION TIME

6 CONFIRMATION OF MINUTES

6.1 ORDINARY COUNCIL MEETING 16 DECEMBER 2025

Unconfirmed Minutes of an Ordinary Council Meeting held 16 December 2025 are at [attachment 6.1.1](#).

OFFICER RECOMMENDATION

That the Minutes of an Ordinary Council Meeting held 16 December 2025 be confirmed as a true record.

6.2 SPECIAL COUNCIL MEETING 23 DECEMBER 2025

Unconfirmed Minutes of an Ordinary Council Meeting held 23 December 2025 are at [attachment 6.2.1](#).

OFFICER RECOMMENDATION

That the Minutes of a Special Council Meeting held 23 December 2025 be confirmed as a true record.

7 PRESENTATIONS

7.1 PETITIONS

7.2 PRESENTATIONS

7.3 DEPUTATIONS

7.4 DELEGATES' REPORTS

8 METHOD OF DEALING WITH AGENDA BUSINESS

9 REPORTS

9.1 KEY PILLAR 'LIFESTYLE' REPORTS

Nil

9.2 KEY PILLAR 'ECONOMICS' REPORTS

Nil

9.3 KEY PILLAR 'VISITATION' REPORTS

Nil

9.4 KEY PILLAR 'PERFORMANCE' REPORTS

**9.4.1 FINANCIAL MANAGEMENT – MONTHLY STATEMENT OF FINANCIAL ACTIVITY
(DECEMBER 2025)**

AUTHOR	Jill Johnson – Deputy Chief Executive Officer
DATE	Thursday, 19 February 2026
ATTACHMENT(S)	9.4.1.1 – Monthly Financial Statements to December 2025

‘PLACEMAKING’ STRATEGIC COMMUNITY PLAN JULY 2023 TO JUNE 2033 To be “The Cultural Experience Centre of the Great Southern”		
STRATEGIC/CORPORATE IMPLICATIONS		
Key Strategic Pillar/s	Community Goal/s	Corporate Objective/s
Performance	12. A High Performing Council	12.2 SoK monitoring and reporting

DECLARATION OF INTEREST

Nil

SUMMARY

The purpose of this report is to note the Monthly Financial Statement for the months ending 31 December 2025.

BACKGROUND

In addition to good governance, the presentation to the Council of monthly financial reports is a statutory requirement, with these to be presented at an ordinary meeting of the Council within two (2) months after the end of the period to which the statements relate.

COMMENT

The attached Statement of Financial Activity for the period 1 December 2025 to 31 December 2025 represents six (6) months, or 50% of the year.

The following items are worthy of noting:

- Closing surplus position of \$5,201,984.
- Capital expenditure achieved 35.7% of budgeted projects.
- Cash holdings of \$6,052m of which \$1,139m is held in cash backed reserve accounts and \$4,913m is unrestricted cash.
- Rates debtors outstanding equate to 23% of total rates raised for 2025/2026
- Page 11 of the statements detail major variations comparing year to date (amended) budgets to year-to-date actuals in accordance with Council Policy 2.1.6.

CONSULTATION

Nil

STATUTORY REQUIREMENTS

Regulation 34 of the *Local Government (Financial Management) Regulations 1996* sets out the basic information which must be included in the monthly reports to Council.

POLICY IMPLICATIONS

Council Policy 2.1.6 defines the content of the financial reports.

FINANCIAL IMPLICATIONS

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

RISK MANAGEMENT IMPLICATIONS

RISK MANAGEMENT FRAMEWORK			
Risk Profile	Risk Description/Cause	Key Control	Current Action
<i>16) Financial Sustainability</i>	Failure or reduction in controls associated with financial management, accounting standards, purchasing to pay, order to cash, plant, equipment or machinery lease or purchase, Treasury Functions, bank reconciliations, budget etc. These include processes and controls that are end to end in external and internal to the organisation.	<i>Budget Controls</i>	Cash Flow Budget and reporting to be implemented
<i>Risk rating: Adequate</i>			
IMPLICATIONS			
Financial reporting is required to create transparency.			

ASSET MANAGEMENT IMPLICATIONS

Nil

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

That the monthly financial statements for the period ending 31 December 2025, as attached, be noted.

9.4.2 MONTHLY PAYMENTS LISTING – DECEMBER 2025

AUTHOR	Rachael Egerton-Warburton – Finance and Payroll Officer
DATE	Friday, 19 February 2026
ATTACHMENT	9.4.2.1 - Monthly Payment Listing December 2025

‘PLACEMAKING’ STRATEGIC COMMUNITY PLAN JULY 2023 TO JUNE 2033 To be <i>“The Cultural Experience Centre of the Great Southern”</i> STRATEGIC/CORPORATE IMPLICATIONS		
Key Strategic Pillar/s	Community Goal/s	Corporate Objective/s
Performance	12. A High Performing Council	12.2 SoK monitoring and reporting

DECLARATION OF INTEREST

Nil

SUMMARY

To receive the list of payments covering the months of December 2025.

BACKGROUND

Nil

COMMENT

The attached list of payments is submitted for receipt by the Council.

Any comments or queries regarding the list of payments are to be directed to the Chief Executive Officer prior to the meeting.

CONSULTATION

Nil

STATUTORY REQUIREMENTS

Regulation 12(1)(a) of the *Local Government (Financial Management) Regulations 1996* provides that payment may only be made from the municipal fund or trust fund if the Local Government has delegated the function to the Chief Executive Officer.

The Chief Executive Officer has delegated authority to authorise payments. Relevant staff have also been issued with delegated authority to issue orders for the supply of goods and services subject to budget limitations.

Regulation 13 of the *Local Government (Financial Management) Regulations 1996* provides that if the function of authorising payments is delegated to the Chief Executive Officer then a list of payments is to be presented to the Council at the next ordinary meeting and recorded in the minutes.

POLICY IMPLICATIONS

Council’s Policy 2.1.2 provides authorisations and restrictions relative to purchasing commitments.

FINANCIAL IMPLICATIONS

All payments are made in line with Council Policy.

STRATEGIC/CORPORATE IMPLICATIONS

There are no strategic/corporate implications involved with presentation of the list of payments.

RISK MANAGEMENT IMPLICATIONS

A control measure to ensure transparency of financial systems and controls regarding creditor payments.

ASSET MANAGEMENT PLAN IMPLICATIONS

There are no asset management implications for this report.

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

That, in accordance with Regulation 13 (1) of the *Local Government (Financial Management) Regulations 1996*, the list of payments as attached made under delegated authority:

FROM – 1 December 2025		TO – 31 December 2025
Municipal Cheques	14413	\$5,101.22
EFTs	37204-37376	\$926,653.64
Direct Debits		\$635,382.65
Total		\$1,567,17.51

be received.

9.4.3 DELEGATION REGISTER MANUAL – ANNUAL REVIEW

AUTHOR	Estelle Lottering
DATE	Monday, 19 February 2026
ATTACHMENT	9.4.3.1 - Delegation Register Manual– Existing copy (November 2023) showing changes

‘PLACEMAKING’ STRATEGIC COMMUNITY PLAN JULY 2023 TO JUNE 2033 To be <i>“The Cultural Experience Centre of the Great Southern”</i> STRATEGIC/CORPORATE IMPLICATIONS		
Key Strategic Pillar/s	Community Goal/s	Corporate Objective/s
Performance	12. A High Performing Council	12.2 SoK monitoring and reporting

DECLARATION OF INTEREST

Nil

SUMMARY

The purpose of this report is to conduct an annual review of Council’s Delegation Register Manual (Register).

BACKGROUND

Section 5.46 (2) of the *Local Government Act 1995* requires that delegation’s manual be reviewed at least once every financial year. Council’s Delegation Register Manual was last reviewed by the Council in December 2023.

Council has resolved to adopt and delegate the functions referred to within the attached Delegations Register Manual to the Chief Executive Officer (CEO). Under the *Local Government Act 1995*, the Council is only able to delegate to the CEO and the CEO may then on delegate to other Officers. When a decision is made under delegation, it is as if that decision has been made by the Council.

Any changes made by Council between its annual reviews of the Register Manual are amended in the Register immediately following the Council meeting wherein the change was resolved.

COMMENT

A review of the Delegation Register Manual has been undertaken in accordance with the *Local Government Act 1995* to ensure that it contains the requirements for the Shire of Kojonup to function efficiently and to ensure good governance.

All managers and other relevant staff were given the opportunity to participate in the Register Manual review.

A notifiable change to the Delegation Register Manual are FIN003 – Write off Money owed to Shire. “The Chief Executive Officer is delegated authority under section 6.47 to write off small rates balances owed to the Shire less than \$100.00”

Update of sub-delegation authority and conditions

CONSULTATION

Chief Executive Officer
 Deputy Chief Executive Officer
 Manager Works and Infrastructure
 Property Services Manager and NRM
 Manager and Regulatory Services

STATUTORY REQUIREMENTS

The *Local Government Act 1995*, sections 5.42 to 5.46 and Regulation 19 of the *Local Government (Administration) Regulations 1996* relate to delegations.

Specifically, section 5.42 of the *Local Government Act 1995* allows for the delegation of some powers and duties from the Council to the CEO. Section 5.42 states:

(1) A local government may delegate to the CEO the exercise of any of its powers or the discharge of any of its duties under this Act other than those referred to in section 5.43.*

**Absolute majority required.*

A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.

POLICY IMPLICATIONS

There are no policy implications for this report.

FINANCIAL IMPLICATIONS

This report or its recommendation does not in itself have a financial implication.

RISK MANAGEMENT IMPLICATIONS

RISK MANAGEMENT FRAMEWORK			
Risk Profile	Risk Description/Cause	Key Control	Current Action
3 - Compliance	Failure to correctly identify, interpret, assess, respond and communicate laws and regulations as a result of an inadequate compliance framework.	Ineffective policies & processes; Ineffective monitoring of changes to legislation.	Nil
<i>Risk rating: Adequate</i>			
IMPLICATIONS			

This report ensures legislative compliance and continues a framework of delegations to ensure that the Council and staff are aware of and are undertaking their respective roles and responsibilities.

ASSET MANAGEMENT IMPLICATIONS

There are no asset management implications for this report.

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Absolute Majority

OFFICER RECOMMENDATION

That the Delegation Register Manual dated February 2026, with amendments as presented, be adopted in accordance with section 5.42 of the *Local Government Act 1995*.

Note: All references to “Manager of Finance, Corporate Services and Community” within the Delegation Register Manual are to be read as “Deputy CEO” from the date of adoption.

9.4.4 MINUTES OF THE ROADS AND TECHNICAL SERVICES ADVISORY COMMITTEE MEETING HELD 3 FEBRUARY 2026

AUTHOR	Estelle Lottering – Manager Regulatory Services
DATE	Monday, 19 February 2026
ATTACHMENT(S)	9.4.4.1 - Unconfirmed minutes of a Roads and Technical Services Advisory Committee Meeting held 3 February 2026

‘PLACEMAKING’ STRATEGIC COMMUNITY PLAN JULY 2023 TO JUNE 2033 To be <i>“The Cultural Experience Centre of the Great Southern”</i> STRATEGIC/CORPORATE IMPLICATIONS		
Key Strategic Pillar/s	Community Goal/s	Corporate Objective/s
Performance	12. A High Performing Council	12.2 SoK monitoring and reporting

DECLARATION OF INTEREST

Nil

SUMMARY

The purpose of this report is to receive the unconfirmed minutes of the Roads and Technical Services Advisory Committee meeting held 3 February 2026.

BACKGROUND

The Roads and Technical Services Advisory Committee purpose is to advise Council on issues in relation to the Shire of Kojonup’s roads and technical services.

COMMENT

This item is the Council receiving the minutes of its Roads and Technical Services Advisory Committee meeting held 3 February 2026.

CONSULTATION

Nil

STATUTORY REQUIREMENTS

Sections 7.1A to 7.1C of the *Local Government Act 1995*

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

RISK MANAGEMENT IMPLICATIONS

RISK MANAGEMENT FRAMEWORK			
Risk Profile	Risk Description/Cause	Key Control	Current Action
3. Failure to Fulfil Compliance Requirement's	3 rd party adverse findings against Shire	Roads and Technical Services Advisory Committee	4 Meetings held per annum
<i>Risk rating: Low</i>			
IMPLICATIONS			
As per s.7.1A of the <i>Local Government Act 1995</i> , a local government is to establish an audit and risk committee of 3 or more persons to exercise the powers and discharge the duties conferred on it.			

ASSET MANAGEMENT IMPLICATIONS

Nil

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

That Council receive the unconfirmed minutes of a Roads and Technical Services Advisory Committee meeting held 3 February 2026.

**9.4.5 NATURAL RESOURCE MANAGEMENT ADVISORY COMMITTEE (NRMAC) MEETING
4 FEBRUARY 2026 – MINUTES**

AUTHOR	Estelle Lottering – Manager Regulatory Services
DATE	Monday, 19 February 2026
ATTACHMENT(S)	9.4.5.1 - Unconfirmed minutes of a NRM Advisory Committee Meeting held 4 February 2026

‘PLACEMAKING’ STRATEGIC COMMUNITY PLAN JULY 2023 TO JUNE 2033 To be “The Cultural Experience Centre of the Great Southern” STRATEGIC/CORPORATE IMPLICATIONS		
Key Strategic Pillar/s	Community Goal/s	Corporate Objective/s
Performance	12. A High Performing Council	12.2 SoK monitoring and reporting

DECLARATION OF INTEREST

Nil

SUMMARY

The purpose of this report is to receive the unconfirmed minutes of the NRMAC meeting held 4 February 2026.

BACKGROUND

The NRMAC’s purpose is to advise Council on issues in relation to the Shire of Kojonup’s natural resources and environmental management.

COMMENT

This item is solely the Council receiving the unconfirmed minutes of the NRMAC meeting held 4 February 2026.

CONSULTATION

Nil

STATUTORY REQUIREMENTS

Sections 7.1A to 7.1C of the *Local Government Act 1995*

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

RISK MANAGEMENT IMPLICATIONS

RISK MANAGEMENT FRAMEWORK			
Risk Profile	Risk Description/Cause	Key Control	Current Action
3. Failure to Fulfil Compliance Requirement's	3 rd party adverse findings against Shire	Natural Resource Management Advisory Committee	4 Meetings held per annum
<i>Risk rating: Low</i>			
IMPLICATIONS			
As per s.7.1A of the <i>Local Government Act 1995</i> , a local government is to establish an audit and risk committee of 3 or more persons to exercise the powers and discharge the duties conferred on it.			

ASSET MANAGEMENT IMPLICATIONS

Nil

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

That Council receive the unconfirmed minutes of the Natural Resource Management Advisory Committee meeting held on 4 February 2026.

9.4.6 BUSH FIRE ADVISORY COMMITTEE (BFAC) MEETING MINUTES – 3 FEBRUARY 2026

AUTHOR	Estelle Lottering – Manager of Regulatory Services
DATE	Thursday, 19 February 2026
ATTACHMENT	9.4.6.1 – BFAC Unconfirmed Meeting Minutes – 3 February 2026 9.4.6.2 – BFAC Attachments for Meeting held on 3 February 2026

‘PLACEMAKING’ STRATEGIC COMMUNITY PLAN JULY 2023 TO JUNE 2033 To be <i>“The Cultural Experience Centre of the Great Southern”</i> STRATEGIC/CORPORATE IMPLICATIONS		
Key Strategic Pillar/s	Community Goal/s	Corporate Objective/s
Performance	12. A High Performing Council	12.2 SoK monitoring and reporting

DECLARATION OF INTEREST

Nil

SUMMARY

The purpose of this report is to receive the unconfirmed minutes of a BFAC meeting held 3 February 2026.

BACKGROUND

The BFAC is established under Section 67 of the Bush Fires Act 1954 and plays an important role in the Council’s decision-making process. Minutes are required to be noted by Council.

COMMENT

Unconfirmed minutes of a BFAC meeting held 3 February 2026, [attachment 9.4.6.1 –BFAC Unconfirmed Meeting Minutes – 3 February 2026](#), for Council noting.

CONSULTATION

Community Emergency Services Manager
Manager Regulatory Services
Chief Executive Officer

STATUTORY REQUIREMENTS

Section 67 of the Bush Fires Act 1954

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC/CORPORATE IMPLICATIONS

Nil

RISK MANAGEMENT IMPLICATIONS

RISK MANAGEMENT FRAMEWORK			
Risk Profile	Risk Description/Cause	Key Control	Current Action
2 - Business Disruption	Lack of (or inadequate) emergency response/business continuity plans. Lack of training for specific individuals or availability of appropriate emergency response.	Regular LEMC, DEMC Meetings	Nil
<i>Risk rating: Adequate</i>			
IMPLICATIONS			
Under legislation, the Shire of Kojonup (Shire) may establish and maintain a BFAC. The risk of not creating a BFAC is that the Shire supports the knowledge and capability in the Shire to manage bush fires. The Shire is reliant on the BFAC to be able to provide this knowledge and to support volunteer bush fire efforts, training and resourcing requirements in protecting community safety and assets.			

ASSET MANAGEMENT PLAN IMPLICATIONS

Nil

GREAT SOUTHERN VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

That Council receives and notes the unconfirmed minutes of a Bush Fire Advisory Committee meeting held 3 February 2026.

9.4.7 CUSTOMER COMPLAINTS AND UNREASONABLE CUSTOMER COMPLAINANTS' POLICY – NEW POLICY

AUTHOR	Lisa Berry – Records Administration Officer
DATE	Tuesday 24 th February 2026
ATTACHMENT(S)	9.4.7.1 New Policy – Customer Complaints and Unreasonable Complainants Policy

'PLACEMAKING' STRATEGIC COMMUNITY PLAN JULY 2023 TO JUNE 2033 To be "The Cultural Experience Centre of the Great Southern"		
STRATEGIC/CORPORATE IMPLICATIONS		
Key Strategic Pillar/s	Community Goal/s	Corporate Objective/s
Performance	12. A High Performing Council	12.2 SoK monitoring and reporting

DECLARATION OF INTEREST

Nil

SUMMARY

The purpose of this report is for Council to consider and adopt the following Customer Complaints Policy:

1. Adopt a new policy, Customer Complaints and Dealing with Unreasonable Customer Conduct (*attachment 9.4.7.1 New Policy – Customer Complaints and Unreasonable Complainants Policy*).

BACKGROUND

As a part of an ongoing focus on improving Governance, with a focus on People Process and Technology, Shire Officers have been reviewing the current Customer Complaints process and have identified a need for dealing with Unreasonable Customer behaviours.

This also contributes to forming a part of the current Customer Service Charter.

COMMENT

Efficiency when dealing with Customer complaints and Unreasonable Customer behaviour.

This policy outlines the principles, responsibilities, and procedures for managing customers that are placing unreasonable demands on the Council. The main themes of this Policy are:

- **Policy Purpose and Scope:**
 1. Outline how the Shire of Kojonup manages complaints from the community members, whilst striving to meet our community's expectations. We will use consistent, fair and equitable resolution processes and work with our community to understand and improve.
 2. Outline our process to address unreasonable behaviour by community members, including deliberate attempts to disrupt council business and operation.

3. This policy applies to all employees, councillors, contractors, agents, and volunteers of the Shire of Kojonup. It applies to all complaints made by customers in relation to the Shire's operations.
4. It will assist staff and councillors to identify unreasonable customer behaviour and the process to follow in dealing with such complaints.

- **Guiding Principles:** Accessibility, Commitment, Reasonable and Fair, Open and Transparent, Conduct, Health and Safety

- **Unreasonable Customer Conduct:** The Shire of Kojonup is committed to providing a safe and healthy workplace for all Council employees. We expect our staff to treat people with courtesy and respect, and we expect those same values reciprocated from the community. We do not tolerate occupational violence and aggression or behaviour which consumes a disproportionate amount of time and resources.

- **Recognising Unreasonable Customer Conduct:** Unreasonable persistence, Unreasonable demands, Unreasonable lack of cooperation, Unreasonable arguments, Unreasonable behaviour

- **Customer Management Strategies:** In instances where Unreasonable Customer Conduct has been assessed, the CEO may recommend the implementation of a CMS. The CEO will oversee the entire process of this strategy.

- **Customer Management Strategies available:** Limiting how the complainant may contact the Shire, assigning a specific Shire Officer or Councillor to handle all communications with the customer, Limiting or banning access to certain council facilities or services, limiting contact and responses, limiting times and days of contact, and in extreme circumstances referring to the police.

- **Support and Training:** Ongoing training and resources will be provided to staff to enhance their skills in customer communication and conflict resolution. Counselling and support will be offered to those staff members affected.

- **Documentation:** All incidents involving complaints and Unreasonable conduct will be documented in line with privacy and record keeping requirements. A register will be maintained, and each complaint will be registered within it.

- **Customer Service and Complaints handling Procedure:** This will outline the procedure for handling all customer complaints. The goal is to resolve issues efficiently and to the satisfaction of all parties involved.

CONSULTATION

Chief Executive Officer

Ombudsman Office of Western Australia

STATUTORY REQUIREMENTS

Work Health and Safety Act 2020

State Records Act 2000

Privacy and Responsible Information Sharing Act 2024

POLICY IMPLICATIONS

The policy shifts focus to ‘managed, safe and efficient’ interaction model, providing staff with clear boundaries to handle challenging interaction.

FINANCIAL IMPLICATIONS

Nil

RISK MANAGEMENT IMPLICATIONS

RISK MANAGEMENT FRAMEWORK			
Risk Profile	Risk Description/Cause	Key Control	Current Action
<i>Engagement Practices</i>	<i>Failure to maintain effective working relationships with the Community (including local Media), Stakeholders, Key Private Sector Companies, Government Agencies and/or Elected Members. This includes activities where communication, feedback or consultation is required and where it is in the best interests to do so.</i>	<i>Customer Service Charter</i>	<i>Customer Complaints and Unreasonable Complaints Policy</i>
<i>Risk rating: Adequate</i>			
IMPLICATIONS			
The risk of not having a policy and procedure to manage this is vexatious complaints may increase and or Team members may be placed in harms way with unreasonable complainants.			

ASSET MANAGEMENT IMPLICATIONS

Nil

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

The attached policy, as presented, be adopted and published in accordance with the State Records Act and the Privacy and Responsible Information Sharing Act.

**9.4.8 CODE OF CONDUCT FOR COUNCILLORS, COMMITTEE MEMBERS AND CANDIDATES
– NEW POLICY**

AUTHOR	Estelle Lottering – Manager Regulatory Services
DATE	Thursday, 19 February 2026
ATTACHMENT(S)	9.4.8.1 New Policy – Code of Conduct for Councillors, Committee Members and Candidates

‘PLACEMAKING’ STRATEGIC COMMUNITY PLAN JULY 2023 TO JUNE 2033 To be <i>“The Cultural Experience Centre of the Great Southern”</i> STRATEGIC/CORPORATE IMPLICATIONS		
Key Strategic Pillar/s	Community Goal/s	Corporate Objective/s
Performance	12. A High Performing Council	12.1 Effective and Accountable Governance

DECLARATION OF INTEREST

Nil

SUMMARY

The purpose of this report is for Council to consider and adopt the following Code of Conduct for Councillors, Committee Members and Candidates ([9.4.8.1 New Policy – Code of Conduct for Councillors, Committee Members and Candidates](#)), as required under the Local Government (Model Code of Conduct) Regulations 2021.

BACKGROUND

The Local Government (Model Code of Conduct) Regulations 2021 require all local governments in Western Australia to adopt a Code of Conduct for Councillors, Committee Members and Candidates.

The Shire of Kojonup is required to review and formally adopt a Code of Conduct that reflects the model prescribed under the Regulations. Shire Officers have undertaken a review of the current governance framework and identified the need to formalise this policy in accordance with legislative requirements.

The adoption of this Code of Conduct supports the Shire’s commitment to transparent, accountable and ethical governance, and contributes to community confidence in the elected Council.

COMMENT

The Code of Conduct sets clear standards of behaviour expected of all councillors, committee members and candidates. It supports ethical decision-making, protects the integrity of the council process, and provides a framework for managing complaints about member conduct.

The Code of Conduct outlines the standards and obligations applicable to all councillors, committee members and candidates of the Shire of Kojonup. The main themes of this Policy are:

- **Policy Purpose and Scope:**

1. The Code of Conduct applies to all councillors, committee members and candidates of the Shire of Kojonup. It sets out the standards of conduct expected in carrying out their roles and responsibilities.
 2. It provides a framework for managing complaints about alleged breaches of the Code of Conduct by councillors, committee members and candidates, including the process for lodging, investigating and resolving such complaints.
 3. The policy aligns with the Local Government (Model Code of Conduct) Regulations 2021 and Part 5 Division 9 of the Local Government Act 1995 (WA), ensuring the Shire meets its statutory obligations.
 4. It will assist councillors, committee members and the CEO to understand the standards of behaviour required and the process to follow when a potential breach of the Code is identified.
- **General Conduct Obligations:** Integrity, respect for others, accountability, transparency, and compliance with the law
 - **Conflict of Interest Obligations:** Councillors and committee members must declare and manage conflicts of interest in accordance with the Local Government Act 1995 (WA). The Code outlines the types of interests, disclosure obligations, and the process for managing conflicts to protect the integrity of Council decisions.
 - **Complaint Handling – Minor Breach Process:** Complaints of minor breaches must be lodged with the Shire’s Complaints Officer within six months of the alleged breach. The Code sets out the process for assessment, investigation, and determination of minor breach complaints in accordance with the Regulations.
 - **Serious Misconduct and External Referrals:** Complaints of serious misconduct by a councillor or employee are referred to the Corruption and Crime Commission (CCC). Complaints of minor misconduct by a local government employee are referred to the Public Sector Commission. The Shire will assist complainants to identify the appropriate external body.
 - **Conduct at Council Meetings:** Councillors and committee members are required to conduct themselves with respect and professionalism at all meetings. This includes refraining from offensive or disruptive behaviour, complying with meeting procedures, and respecting the chair’s authority and the rights of fellow members and the public.
 - **Training and Induction:** All new councillors and committee members will be provided with a copy of the Code of Conduct and relevant induction training. Ongoing guidance will be available from the CEO to support compliance with the Code.
 - **Documentation and Record Keeping:** All complaints about alleged breaches of the Code of Conduct will be documented in accordance with the State Records Act 2000 (WA) and the Privacy and Responsible Information Sharing Act. A complaints register will be maintained by the Complaints Officer and reviewed regularly by the CEO.
 - **Review of the Code of Conduct:** The Code of Conduct will be reviewed periodically or as required by changes to legislation or the Model Code of Conduct Regulations, to ensure it remains current and fit for purpose.

CONSULTATION

Chief Executive Officer

Records and Information Officer

Department of Local Government, Sport and Cultural Industries (DLGSC)

STATUTORY REQUIREMENTS

Local Government Act 1995 (WA) – Part 5, Division 9

Local Government (Model Code of Conduct) Regulations 2021 (WA)

Corruption, Crime and Misconduct Act 2003 (WA)

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

RISK MANAGEMENT IMPLICATIONS

RISK MANAGEMENT FRAMEWORK			
Risk Profile	Risk Description/Cause	Key Control	Current Action
<i>8 – Errors, Omissions and Delays</i>	Changes to Legislation	<i>Policies and Procedures</i>	Nil
<i>Risk rating: Adequate</i>			
IMPLICATIONS			
Robust systems and controls, including guidance documents such as Council’s Policy Manual, reduce inconsistencies and risks associated with Shire operations. A lack of effective policies and processes can contribute to impulsive decision making (causes of compliance risk).			
Timely updating of policies in accordance with legislation amendments assists in reducing the likelihood of non-compliance with legal requirements.			

ASSET MANAGEMENT IMPLICATIONS

Nil

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Absolute Majority

OFFICER RECOMMENDATION

That the Code of Conduct for Councillors, Committee Members and Candidates, as presented, be adopted and published in accordance with the Local Government (Model Code of Conduct) Regulations 2021.

9.4.9 ADVISORY COMMITTEES OF COUNCIL – APPOINTMENT OF INDEPENDENT CHAIRPERSON AND INDEPENDENT SITTING FEE – AUDIT, RISK AND IMPROVEMENT COMMITTEE (ARIC).

AUTHOR	Grant Thompson, CEO
DATE	19 February 2026
ATTACHMENT(S)	<i>9.4.9.1 – Tribunal Determination 2025-026 – Local Government CEO and Elected Council Members Determination Variation No.1 of 2025</i> <i>9.4.9.2 – Tribunal Determination 2025-006 – Determination of the Salaries and Allowances Tribunal</i>

‘PLACEMAKING’ STRATEGIC COMMUNITY PLAN JULY 2023 TO JUNE 2033 To be <i>“The Cultural Experience Centre of the Great Southern”</i> STRATEGIC/CORPORATE IMPLICATIONS		
Key Strategic Pillar/s	Community Goal/s	Corporate Objective/s
Performance	12. A High Performing Council	12.2 SoK monitoring and reporting

DECLARATION OF INTEREST

Nil

SUMMARY

To appoint an Independent Presiding Member and Independent Deputy Presiding Member for Council’s Audit, Risk and Improvement Committee (ARIC) and to establish the sitting fee for the Independent Members as per the recent reforms to the *Local Government Act 1995*.

BACKGROUND

The *Local Government Amendment Act 2024*, which advances a range of reforms to the *Local Government Act 1995* and associated regulations, became law on 6 December 2024 and is now required to be enacted in the Shire. This new legislation affects local government audit committees as follows:

1. A local government must establish a committee of its council to be called the Audit, Risk and Improvement Committee (ARIC). Audit committees to have an improved focus as 'audit, risk and improvement' that are independently chaired, with greater clarity on how council committees should operate.
2. An employee of the local government is not to be a member of the ARIC, nor is a member to be nominated by, or is to be appointed to represent, any employee of the local government.
3. The presiding member of the ARIC cannot be a council member of the local government or of any other local government.
4. Any deputy presiding member of the ARIC cannot be a council member of the local government or of any other local government.
5. Two or more local governments may agree to establish a single committee to be the audit, risk and improvement committee of each of their councils (a shared committee).

The legislation, while in force since 6 December 2024, has transitional provisions relating to the establishment of the ARIC.

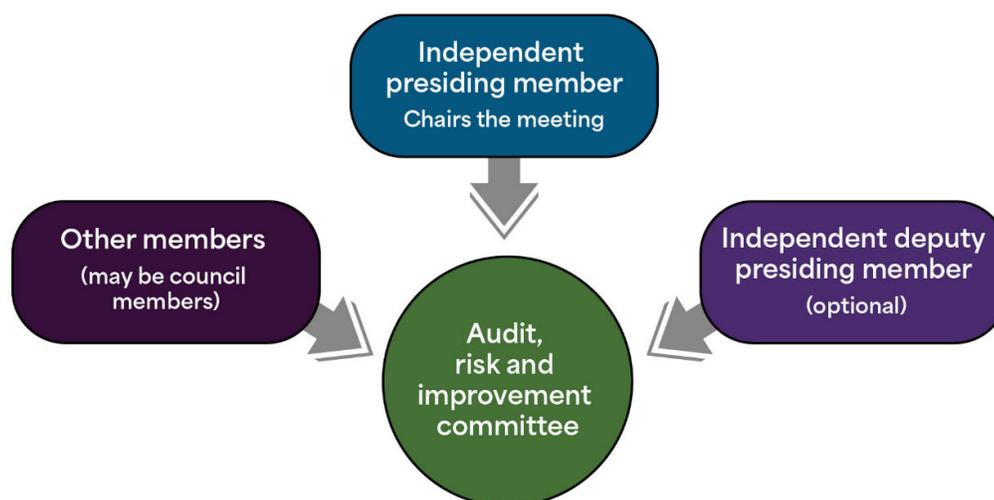
The introduction of an independent presiding member provides an opportunity for increased community confidence in the Shire’s financial and risk management.

Operations may also benefit through appointing an independent chair with risk and financial management expertise that may otherwise be unavailable.

In relation to the current Act, an audit committee is required to be established comprising 3 or more persons appointed by absolute majority by a local government.

Most of the members must be Council Members. The CEO or a local government employee cannot be a member.

Audit, risk and improvement committee model;



The new Audit, Risk and Improvement Committee comprises the following roles, with a total of 3 or more members.

Under the proposed amendments in the Bill, an ARIC now requires an independent presiding member. A local government can choose to appoint an independent deputy presiding member to chair the meeting if the independent presiding member is unable to do so.

If a local government chooses not to nominate a deputy presiding member, the council will need to appoint an independent proxy to chair the meeting should the need arise.

Smaller local governments may also now choose to share an ARIC to reduce the burden on their resources.

COMMENT

The current ARIC Independent Presiding Member, Cathy Ivey, has tendered herself unavailable to continue in this role at this present time. As a result of this circumstance and the October 2025 Election the Shire recently called for nominations for the Independent Presiding Member and Independent Deputy Presiding Member.

Council has received one (1) Independent Presiding Member Nomination for its Audit, Risk and Improvement Committee.

Council has received one (1) Independent Deputy Presiding Member nomination for its Audit, Risk and Improvement Committee.

It is therefore recommended these two nominations be appointed to the Audit Risk & Improvement Committee independent roles as per the recommended motion.

Furthermore, the Salaries and Allowances Tribunal (SAT) has determined that independent members of the ARIC should be paid a minimum sitting fee for their services. The SAT has released the *Local Government Chief Executive Officers and Elected Council Members Determination No 1 of 2025* and *local_govt_variation_no._01_of_2025 (9.4.9.2 – Tribunal Determination 2025-006 – Determination of the Salaries and Allowances Tribunal)*.

In clause **6.4A Meeting attendance fees for Independent Audit, Risk and Improvement Committee members – per meeting** the following applies:

In accordance with section 5.100(1)(b) of the Local Government Act 1995, the fee payable by a local government or regional local government council to an Independent Audit, Risk and Improvement Committee (ARIC) Member (whether Presiding Member, Deputy Presiding Member, Deputy Member or Member) for attendance at an ARIC meeting must be set within the range provided in table 8A. The fees provided in table 8A are exclusive of superannuation. Local government bodies should seek their own professional advice in regard to whether or not independent committee members are to be paid superannuation.

The range in table 8A is provided to enable local governments to appropriately compensate independent ARIC members depending on the skills and expertise required to undertake the roles. The local government must resolve that the fee represents value for money. The State Government’s Audit and Financial Advisory Services Common Use Agreement (CUAFA2024) may be used as guide.

Table 8A: per meeting fees for independent ARIC members – local government and regional local governments

Independent ARIC per meeting fees:

Table 8A: per meeting fees for independent ARIC members – local government and regional local governments

Independent ARIC per meeting fees		
Bands	Independent ARIC Member	
	Min	Max
1 – 4	\$105	\$1,215

In accordance with sections 5.100(4), (5) and (6) of the LG Act, an independent ARIC member can be reimbursed for attending ARIC meetings.

The extent to which an independent committee member can be reimbursed for expenses attending ARIC meetings is the actual travel and associated costs incurred by the independent member demonstrated to the satisfaction of the local government.

CONSULTATION

Chief Executive Officer
 Shire President
 Shire Deputy President

STATUTORY REQUIREMENTS

Local Government Act 1995 – sections 5.8 to 5.25: Council meetings, committees and their meetings and electors’ meetings
Local Government Amendment Act 2024
SAT Determination

POLICY IMPLICATIONS

There are no known policy implications.

FINANCIAL IMPLICATIONS

The Audit Risk and Improvement Committee independent roles are now minimum paid roles as per the Salaries Allowances Tribunal determination 2025 (*9.4.9.2 – Tribunal Determination 2025-006 – Determination of the Salaries and Allowances Tribunal*).

The financial impact is 2 roles at \$105 per meeting, 4 meetings per year = \$840 per year. Travel allowances will be determined by the kilometre’s claimed however is estimated to range between \$400 - \$500 per year based on a round trip of 60km per sitting independent member per meeting.

RISK MANAGEMENT IMPLICATIONS

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

ASSET MANAGEMENT IMPLICATIONS

Nil

GREAT SOUTHERN VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS)
IMPLICATIONS

Nil

VOTING REQUIREMENTS

Absolute Majority

OFFICER RECOMMENDATION

That Council:

1. Appoints the following Independent Presiding Member and Independent Deputy Presiding Member to the Audit, Risk and Improvement Committee (ARIC):

Independent Presiding Member – Pip Crook

Independent Presiding Deputy Member – Digby Stretch

2. Authorises the CEO to implement the minimum committee attendance fee, as per the Salaries and Allowances Tribunal *Local Government Chief Executive Officers and Elected Council Members Determination No 1 of 2025* and *local_govt_variation_no._01_of_2025* for the Independent ARIC roles, set at \$105 per person per Audit Risk and Improvement Committee meeting and authorises reimbursement of travel costs at the current rate of 0.88 cents per kilometre for the 2025/2026 financial year.

9.4.10 ADVISORY COMMITTEES OF COUNCIL – APPOINTMENT OF COMMUNITY REPRESENTATIVES –NATURAL RESOURCE MANAGEMENT COMMITTEE

AUTHOR	Estelle Lottering
DATE	Friday, 20 February 2026
ATTACHMENT(S)	9.4.10.1 – Terms of Reference – Advisory Committees of Council

‘PLACEMAKING’ STRATEGIC COMMUNITY PLAN JULY 2023 TO JUNE 2033 To be <i>“The Cultural Experience Centre of the Great Southern”</i> STRATEGIC/CORPORATE IMPLICATIONS		
Key Strategic Pillar/s	Community Goal/s	Corporate Objective/s
Performance	12. A High Performing Council	12.2 SoK monitoring and reporting

DECLARATION OF INTEREST

Nil

SUMMARY

To endorse community representatives for membership on Council’s Natural Resource Management Committee.

BACKGROUND

The Shire advertised via noticeboards, Shire of Kojonup (Shire) website and social media and as requested by Council, was placed in the Kojonup News, on noticeboards, the Shire website and social media platforms.

The current Terms of Reference for Council’s Advisory Committees are at attachment 9.4.10.1

COMMENT

Council has received one community representative nomination for its Natural Resource Management (NRM) Committee. Community member Chris Lewis was nominated to join the Natural Resource Management Committee.

CONSULTATION

Chief Executive Officer

STATUTORY REQUIREMENTS

The appointment of members to Committees and their operation is set out in *Sections 5.8 to 5.25 of the Act and Regulations 14 to 14B of the Local Government (Administration) Regulations, 1995.*

A local government may, by absolute majority, establish Committees comprising of 3 or more persons, be it elected members, employees and/ or other persons, to exercise the powers and discharge the duties of the local government that can be delegated to committees.

Individual Councillors are entitled to be members of at least one committee, which comprises elected members only or elected members and employees.

Section 5.10 allows the Shire President to be a member on any Committee that has an elected member and also the CEO (or their representative) to be on any Committee that has an employee as a member.

POLICY IMPLICATIONS

There are no known policy implications.

FINANCIAL IMPLICATIONS

There are no known financial implications.

RISK MANAGEMENT IMPLICATIONS

Nil

ASSET MANAGEMENT IMPLICATIONS

Nil

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

That Council appoints the following membership to its Formal Advisory Committees as follows:

KOJONUP NATURAL RESOURCE MANAGEMENT (NRM) ADVISORY COMMITTEE
Community Member – Chris Lewis

10 APPLICATIONS FOR LEAVE OF ABSENCE

11 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

12 QUESTIONS FROM MEMBERS WITHOUT NOTICE

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

14 MEETING CLOSED TO THE PUBLIC

14.1 MATTERS FOR WHICH THE MEETING MAY BE CLOSED

NIL

STATUTORY REQUIREMENTS

Section 5.23(2) of the Local Government Act 1995 permits the Council to close a meeting, or part of a meeting, to members of the public if the meeting deals with any of the following:

- (a) a matter affecting an employee or employees; and
- (b) the personal affairs of any person; and
- (c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting; and
- (d) legal advice obtained, or which may be obtained, by the local government and which relates to a matter to be discussed at the meeting; and
- (e) a matter that if disclosed, would reveal —
 - (i) a trade secret; or
 - (ii) information that has a commercial value to a person; or
 - (iii) information about the business, professional, commercial or financial affairs of a person, where the trade secret or information is held by, or is about, a person other than the local government; and
- (f) a matter that if disclosed, could be reasonably expected to —
 - (i) impair the effectiveness of any lawful method or procedure for preventing, detecting, investigating or dealing with any contravention or possible contravention of the law; or
 - (ii) endanger the security of the local government's property; or
 - (iii) prejudice the maintenance or enforcement of a lawful measure for protecting public safety; and
- (g) information which is the subject of a direction given under section 23(1a) of the *Parliamentary Commissioner Act 1971*.

Subsection (3) requires a decision to close a meeting, or part of a meeting and the reason for the decision to be recorded in the minutes.

PROCEDURAL MOTION

That the meeting proceed behind closed doors in accordance with Section 5.23(2) (e) of the *Local Government Act 1995* at _____ pm.

PROCEDURAL MOTION

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

14.2 PUBLIC READING OF RESOLUTIONS THAT MAY BE MADE PUBLIC

15 CLOSURE

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

16 ATTACHMENTS (SEPARATE)

6.1	6.1.1	Unconfirmed Minutes of an Ordinary Council Meeting held on 16 December 2025
6.2	6.2.1	Unconfirmed Minutes of Special Council Meeting held on 23 December 2025
9.4.1	9.4.1.1	Monthly Financial Statements December 2025
9.4.2	9.4.2.1	Monthly Payment Listing December 2025
9.4.3	9.4.3.1	Delegation Register Manual– Existing copy (November 2023) showing changes
9.4.4	9.4.4.1	Unconfirmed minutes of a Roads and Technical Services Advisory Committee Meeting held 3 February 2026
9.4.5	9.4.5.1	Unconfirmed minutes of NRM Advisory Committee Meeting held 4 February 2026
9.4.6	9.4.6.1	BFAC Unconfirmed Meeting Minutes – 3 February 2026
	9.4.6.2	BFAC Attachments for Meeting held on 3 February 2026
9.4.7	9.4.7.1	New Policy – Customer Complaints and Unreasonable Complainants Policy
9.4.8	9.4.8.1	Code of Conduct for Council Members, Committee Members and Candidates
9.4.9	9.4.9.1	Tribunal Determination 2025-026 – Local Government CEO and Elected Council Members Determination Variation No.1 of 2025
	9.4.9.2	Tribunal Determination 2025-006 – Determination of the Salaries and Allowances Tribunal

9.4.10

9.4.10.1

Committees of Council – Terms
of Reference



SHIRE OF KOJONUP

MINUTES

Unconfirmed
Ordinary Council Meeting

16 December 2025

MINUTES OF AN ORDINARY COUNCIL MEETING HELD ON 16 DECEMBER 2025

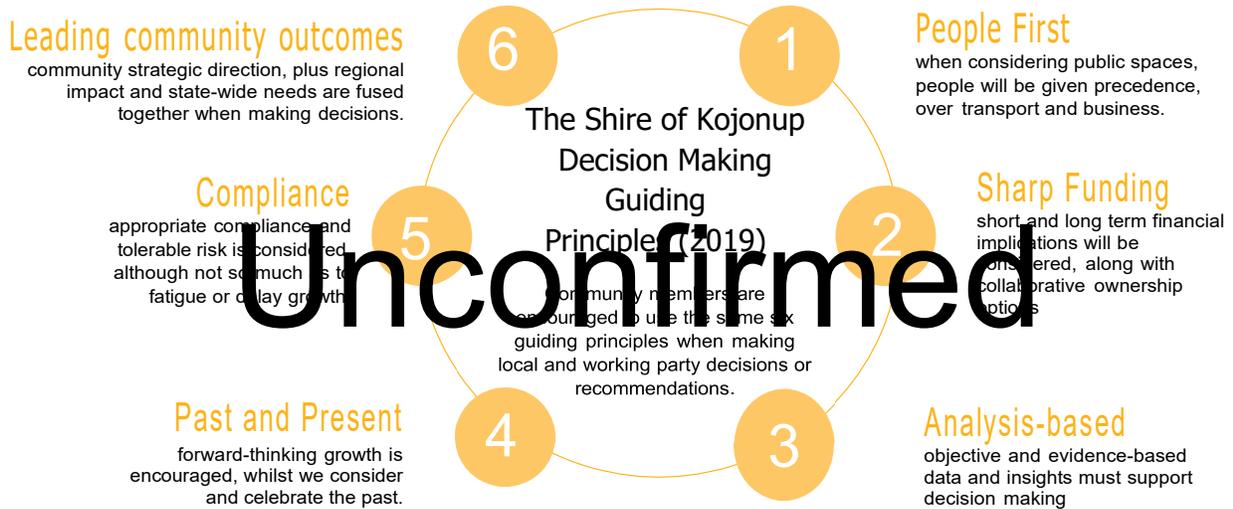
TABLE OF CONTENTS

1	DECLARATION OF OPENING AND ANNOUNCEMENT OF GUESTS	ERROR! BOOKMARK NOT DEFINED.	BOOKMARK NOT DEFINED.
2	ANNOUNCEMENTS FROM THE PRESIDING MEMBER		5
3	ATTENDANCE.....		5
3.1	APOLOGIES.....		5
3.2	APPROVED LEAVE OF ABSENCE		5
4	DECLARATION OF INTEREST		5
5	PUBLIC QUESTION TIME		5
5.1	RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE		5
5.2	PUBLIC QUESTION TIME		5
6	CONFIRMATION OF MINUTES.....		6
6.1	ORDINARY COUNCIL MEETING 25 NOVEMBER 2025		6
7	PRESENTATIONS		6
7.1	PETITIONS		6
7.2	PRESENTATIONS.....		6
7.3	DEPUTATIONS		6
7.4	DELEGATES’ REPORTS.....		6
8	METHOD OF DEALING WITH AGENDA BUSINESS.....		6
9	REPORTS.....		6
9.1	KEY PILLAR ‘LIFESTYLE’ REPORTS		6
9.2	KEY PILLAR ‘ECONOMICS’ REPORTS		6
9.3	KEY PILLAR ‘VISITATION’ REPORTS		6
9.3.1	MEMORIAL HALL FEE VARIATION (JANUARY TO SEPTEMBER 2025).....		7
9.3.2	MEMORIAL HALL MILITARY MUSLIM CREATION.....		10
9.4	KEY PILLAR ‘PERFORMANCE’ REPORTS	ERROR! BOOKMARK NOT DEFINED.	
9.4.1	FINANCIAL MANAGEMENT – MONTHLY STATEMENT OF INANCIAL ACTIVITY (NOVEMBER) 2025	ERROR! BOOKMARK NOT DEFINED.	3
9.4.2	MONTHLY PAYMENT LISTING - OCTOBER 2025.....		16
9.4.3	MONTHLY PAYMENT LISTING - NOVEMBER 2025.....		19
9.4.4	AUDITED ANNUAL FINANCIAL STATEMENTS 2025/2025 AND GENERAL MEETINGS OF ELECTORS.....		22
9.4.5	VARIATION TO COMMITTEES OF COUNCIL - MEETING DATES FOR 2026.....		29
9.4.6	REQUEST SHIRE OF KOJONUP TO SIGN COMMITMENT STATEMENT - RECONCILIATION WESTERN AUSTRALIA.....		32
9.4.7	MEMORANDUM OF UNDERSTANDING (DRAFT) BETWEEN GREAT SOUTHERN TREASURS AND THE SHIRE OF KOJONUP.....		35
10	APPLICATIONS FOR LEAVE OF ABSENCE	ERROR! BOOKMARK NOT DEFINED.	9
11	MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN.....	ERROR! BOOKMARK NOT DEFINED.	9
12	QUESTIONS FROM MEMBERS WITHOUT NOTICE	ERROR! BOOKMARK NOT DEFINED.	9
13	NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF THE MEETING.....	ERROR! BOOKMARK NOT DEFINED.	9
13.1	ADVISORY COMMITTEES OF COUNCIL - APPOINTMENT OF COMMUNITY REPRESENTATIVES - AUDIT AND RISK COMMITTEE / KOJONUP HISTORICAL TOURISM CULTURAL COMMITTEE / KOJONUP AGING, DISABILITY, ACCESS, INCLUSION AND HEALTH COMMITTEE.....		40
14	MEETING CLOSED TO THE PUBLIC		42
14.1	MATTERS FOR WHICH THE MEETING MAY BE CLOSED.....		42

Unconfirmed

14.2 PUBLIC READING OF RESOLUTIONS THAT MAY BE MADE PUBLIC 42
15 CLOSURE..... 43
16 ATTACHMENTS (SEPARATE)..... 44

The Shire of Kojonup has a set of six guiding principles it uses when making decisions. These principles are checked and enhanced every two years in line with the Strategic Community Plan review schedule.



MINUTES

1 **DECLARATION OF OPENING AND ANNOUNCEMENT OF GUESTS**

The Shire President shall declare the meeting open at 3.00pm and draw the meeting's attention to the disclaimer below:

Disclaimer

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

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

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

Acknowledgement of Country

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

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

Prayer

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

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

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

Amen

2 ANNOUNCEMENTS FROM THE PRESIDING MEMBER

**3 ATTENDANCE
COUNCILLORS**

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

STAFF

Grant Thompson	Chief Executive Officer
Estelle Lottering	Manager Regulatory Services
Darryn Watkin	Manager of Works and Infrastructure

3.1 APOLOGIES

3.2 APPROVED LEAVE OF ABSENCE

Cr Radford

4 DECLARATION OF INTEREST
Nil

Unconfirmed

5 PUBLIC QUESTION TIME

5.1 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

5.2 PUBLIC QUESTION TIME

Nil

6 CONFIRMATION OF MINUTES

6.1 ORDINARY COUNCIL MEETING 25 NOVEMBER 2025

Unconfirmed Minutes of an Ordinary Council Meeting held 25 NOVEMBER 2025 are at [attachment 6.1.1](#).

OFFICER RECOMMENDATION/COUNCIL DECISION

144/25 Moved Cr Michael

Seconded Cr Wieringa

That the Minutes of an Ordinary Council Meeting held 25 November 2025 be confirmed as a true record.

CARRIED 6/0

For: Cr Bilney, Cr Wieringa, Cr Michael, Cr Mitchel, Cr Mathwin, Cr Mickle

7 PRESENTATIONS

7.1 PETITIONS

7.2 PRESENTATIONS

7.3 DEPUTATIONS

7.4 DELEGATES' REPORTS

Unconfirmed

8 METHOD OF DEALING WITH AGENDA BUSINESS

Nil

9 REPORTS

9.1 KEY PILLAR 'LIFESTYLE' REPORTS

Nil

9.2 KEY PILLAR 'ECONOMICS' REPORTS

Nil

9.3 KEY PILLAR ‘VISITATION’ REPORTS

9.3.1 MEMORIAL HALL FEE VARIATION JANUARY TO DECEMBER 2026

AUTHOR	Jill Watkin – Heritage & Tourism Experience Curator
DATE	Wednesday 10 December 2025
ATTACHMENT(S)	Nil

‘PLACEMAKING’ STRATEGIC COMMUNITY PLAN JULY 2023 TO JUNE 2033 To be <i>“The Cultural Experience Centre of the Great Southern”</i> STRATEGIC/CORPORATE IMPLICATIONS		
Key Strategic Pillar/s	Community Goal/s	Corporate Objective/s
Performance	11 Fresh Community Engagement	11.5 Visionary milestone celebrations

DECLARATION OF INTEREST

Nil

SUMMARY

To consider a variation to the Memorial Hall, hire fees between January and December 2026.

BACKGROUND

The Memorial Hall Centennial year is between 11 November 2025 and 26 December 2026.

Community consultation determined a desire for monthly events to be held at the Hall with the support of community.

COMMENT

To mark the Centenary, the Shire plans to encourage local community groups, sports clubs and Not-For-Profits to use the Hall during the Centennial year for their fundraising events.

As such, it is being recommended that the Hall Hire fees be waived for the 2026 calendar year.

A full deposit (as per fees and charges) would be incurred and refunded if the Hall is left in original condition.

Additionally, if the Hall requires further cleaning, an additional fee would still be applicable to the hirer.

The aim is to re-invigorate interest in the community to hire and utilize the Hall .

Unconfirmed

Current hire fees are:

Reference to Council Approved Fees and Charges Schedule

Community Functions

Hire fees:

Main Hall	\$125
Lesser Hall	\$85
Kitchen	\$75
Entire Facility	\$250

Deposits:

Standard Bond	\$450
Additionally with Liquor being served	\$600

CONSULTATION

Chief Executive Officer

STATUTORY REQUIREMENTS

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

By waving the hire fees for the Mercurial Hall cash flow will be impacted negatively.

Unconfirmed

The 2025/2026 budget has a revenue target of \$1625.00 in the 2025/2026 financial year.

The Shire has collected YTD December 2025 \$1354.55 in revenue for the 2025/26 budget.

The financial impact on revenue at this stage on the 2025/26 budget is not material and estimated at a deficit of \$270.45 for the 2025/26 budget year.

For the 2026 calendar year the revenue impact is expected to be approximately \$1625.00 in total.

RISK MANAGEMENT IMPLICATIONS

RISK MANAGEMENT FRAMEWORK			
Risk Profile	Risk Description/Cause	Key Control	Current Action
10 – Facilities, Venues and Events	Failure to effectively manage the day-to-day operations of facilities, venues and/or events	Booking process	Draft improved planning process guidelines

Risk Rating: Adequate

IMPLICATIONS

Encouraging the hire and utilization of the Memorial Hall by the community aligns with the effective management of the day-to-day operations associated with the Shire facilities, venues and/or events.

ASSET MANAGEMENT IMPLICATIONS

Nil

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Absolute Majority

OFFICER RECOMMENDATION

145/25 Moved Cr Mitchell

Seconded Cr Mickle

That Council approve:

1. A variation to waive the Memorial Hall Community hire fees for the Calendar Year 2025 in support of encouraging the community to utilise the Hall during its Centennial year.
2. The varied Memorial Hall Community hire fees be advertised on the Shire of Kojonup website and via local public notice.

CARRIED 6/0

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

9.3.2 MEMORIAL HALL MILITARY MUSEUM CREATION

AUTHOR	Jill Watkin – Heritage & Tourism Experience Curator
DATE	Wednesday 10 December 2025
ATTACHMENT(S)	Nil

‘PLACEMAKING’ STRATEGIC COMMUNITY PLAN JULY 2023 TO JUNE 2033 To be <i>“The Cultural Experience Centre of the Great Southern”</i> STRATEGIC/CORPORATE IMPLICATIONS						
Key Strategic Pillar/s	Community Goal/s			Corporate Objective/s		
Performance	11	Fresh	Community	11.5	Visionary	milestone
	Engagement			celebrations		

DECLARATION OF INTEREST

Nil

SUMMARY

To consider the creation of a Military Museum in the larger north and south anterooms of the Memorial Hall to commemorate Kojonup’s service personnel, serving in conflicts since WW1 and to mark the Centennial year of the Memorial Hall.

BACKGROUND

The Memorial Hall Centennial year is between 11 November 2015 and 26 September 2026.

A Government grant ‘Saluting Their Service’ has been identified in consultation with Kojonup RSL to fund the creation of a Military Museum.

Approximately \$70,000.00 will be requested as a part of the grant application to fund the creation of the Musuem.

Consultation with the RSL will occur in early 2026 and the grant application will be submitted by the 5th of February 2026.

COMMENT

The creation of a Military Musuem is a fitting tribute and testimony of both remembrance and in commemoration of the Memorial Hall’s Centennial year.

The creation of a Military Musuem aligns with the Shire strategy for the 2025/26 financial year to launch a new Military History Trail and Tours that coincide with Albany’s Bicentennial celebrations.

The Centennial year of the Memorial Hall presents as a timely opportunity to apply for the grant and leverage the \$55,000.00 spent by the Shire recently to restore the lead lights and stained-glass windows in the Memorial Hall.

The outcome of the grant application will be announced in June 2026.

Unconfirmed

It should be considered by Councilor’s, that currently, the Shire utilizes one of the ante rooms for short term records storage. The discussion with the Records and Cemeteries Officer suggests the smaller anteroom on the south side of the building may be more suitable as a records storage room in the short term. Records requirements will be fully considered in the planning of the Museum.

To commemorate the Memorial Hall Centennial Year and opening of the Military Musuem, the Shire would host a community celebration estimated to cost circa \$4000.

The Author is requesting the Shire support the allocation of the \$4,000 in the 2026/27 budget to fund an event associated with the new museum opening and supporting the grant application.

This is all dependent on the aforementioned grant being approved.

CONSULTATION

Chief Executive Officer

STATUTORY REQUIREMENTS

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

The Council would be forward committing to allocating approximately \$4,000 in the 2026/27 annual budget in order to support the grant application for ‘Saluting Their Service’.

Unconfirmed

RISK MANAGEMENT IMPLICATIONS

RISK MANAGEMENT FRAMEWORK			
Risk Profile	Risk Description/Cause	Key Control	Current Action
6 - Engagement	Inadequate involvement with or support of community groups	Community engagement/networking	Nil
Risk Rating: Adequate			
IMPLICATIONS			
Creation of a Military Musuem at the Memorial Hall and celebration of the opening of it and the Centennial year of the Hall aligns with maintaining and re-engaging with community groups and encouraging the continued utilization of the historical facilities within the Shire of Kojonup.			

ASSET MANAGEMENT IMPLICATIONS

Better utilisation of the Memorial Hall for its intended purpose.

**SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS)
IMPLICATIONS**

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

146/25 Moved Cr Mathwin

Seconded Cr Mickle

That Council approve:

- 1. The Shire providing written support to the Kojonup RSL grant application for a museum to be created in the Memorial Hall for *'Saluting Their Service'*.**
- 2. The request to utilize the larger north and south anterooms of the Memorial Hall to develop a military history museum, taking into consideration the Shires requirement for short term records storage; and**
- 3. To allocate \$4,000 in the 2026/27 annual budget to hold a community celebration to mark the opening of the new museum dependent on the RSL being approved for the *'Saluting Their Service'* grant to the amount of \$70,000.**

CARRIED 6/0

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

9.4 KEY PILLAR ‘PERFORMANCE’ REPORTS

9.4.1 FINANCIAL MANAGEMENT – MONTHLY STATEMENT OF FINANCIAL ACTIVITY (NOVEMBER 2025)

AUTHOR	Jill Johnson – Manager Financial, Corporate & Community
DATE	Thursday, 11th December 2025
FILE NO	FM.FNR.2
ATTACHMENT	9.4.1.1 – Monthly Financial Statements to 30 November 2025

‘PLACEMAKING’ STRATEGIC COMMUNITY PLAN JULY 2023 TO JUNE 2033 To be <i>“The Cultural Experience Centre of the Great Southern”</i> STRATEGIC/CORPORATE IMPLICATIONS		
Key Strategic Pillar/s	Community Goal/s	Corporate Objective/s
Performance	12. A High Performing Council	12.2 SoK monitoring and reporting

DECLARATION OF INTEREST

Nil

SUMMARY

The purpose of this report is to note the Monthly Financial Statement for the months ending 30 November 2025.

Unconfirmed

BACKGROUND

In addition to good governance, the presentation to the Council of monthly financial reports is a statutory requirement, with these to be presented at an ordinary meeting of the Council within two (2) months after the end of the period to which the statements relate.

COMMENT

The attached Statement of Financial Activity for the period 1 November 2025 to 30 November 2025 represents four (5) months, or 41% of the year.

9.4.5.1 - Monthly Financial Statements to 30 November 2025.

The following items are worthy of noting:

- Closing surplus position of \$6,319,583m.
- Capital expenditure achieved 22.6% of budgeted projects.
- Cash holdings of \$7,115 of which \$1,137m is held in cash backed reserve accounts and \$5,978m is unrestricted cash.
- Rates debtors outstanding equate to 25% of total rates raised for 2025/2026
- Page 11 of the statements detail major variations comparing year to date (amended) budgets to year-to-date actuals in accordance with Council Policy 2.1.6.

CONSULTATION

Nil

STATUTORY REQUIREMENTS

Regulation 34 of the Local Government (Financial Management) Regulations 1996 sets out the basic information which must be included in the monthly reports to Council.

POLICY IMPLICATIONS

Council Policy 2.1.6 defines the content of the financial reports.

FINANCIAL IMPLICATIONS

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

STRATEGIC/CORPORATE IMPLICATIONS

Nil

RISK MANAGEMENT IMPLICATIONS

RISK MANAGEMENT FRAMEWORK			
Risk Profile	Risk Description/Cause	Key Control	Current Action
16) <i>Financial Sustainability</i>	Failure or reduction in controls associated with financial management, accounting standards, purchasing to pay, order to cash, plant, equipment or machinery lease or purchase, Treasury Functions, bank reconciliations, budget etc. These include processes and controls that are end to end in external and internal to the organisation.	<i>Budget Controls</i>	Cash Flow Budget and reporting to be implemented
<i>Risk rating: Adequate</i>			
IMPLICATIONS			
Financial reporting is required to create transparency.			

ASSET MANAGEMENT PLAN IMPLICATIONS

Nil

GREAT SOUTHERN VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

147/25 Moved Cr Mickle

Seconded Cr Mathwin

That the monthly financial statement for the period ending 30 November as attached, be noted.

CARRIED 6/0

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

Unconfirmed

9.4.2 MONTHLY PAYMENTS LISTING – OCTOBER 2025

AUTHOR	Rachael Egerton-Warburton – Finance Officer
DATE	Monday, 8 December 2025
FILE NO	FM.AUT.1
ATTACHMENT	9.4.2.1 Creditors report for Council - October 2025

‘PLACEMAKING’ STRATEGIC COMMUNITY PLAN JULY 2023 TO JUNE 2033 To be <i>“The Cultural Experience Centre of the Great Southern”</i> STRATEGIC/CORPORATE IMPLICATIONS		
Key Strategic Pillar/s	Community Goal/s	Corporate Objective/s
Performance	12. A High Performing Council	12.2 SoK monitoring and reporting

DECLARATION OF INTEREST

Nil

SUMMARY

To receive the list of payments covering the month of October 2025.

BACKGROUND

Nil

Unconfirmed

COMMENT

The attached list of payments is submitted for receipt by the Council.

Any comments or queries regarding the list of payments is to be directed to the Chief Executive Officer prior to the meeting.

CONSULTATION

Nil

STATUTORY REQUIREMENTS

Regulation 12(1)(a) of the *Local Government (Financial Management) Regulations 1996* provides that payment may only be made from the municipal fund or trust fund if the Local Government has delegated the function to the Chief Executive Officer.

The Chief Executive Officer has delegated authority to authorise payments. Relevant staff have also been issued with delegated authority to issue orders for the supply of goods and services subject to budget limitations.

Regulation 13 of the *Local Government (Financial Management) Regulations 1996* provides that if the function of authorising payments is delegated to the Chief Executive Officer then a list of payments is to be presented to the Council at the next ordinary meeting and recorded in the minutes.

POLICY IMPLICATIONS

Council’s Policy 2.1.2 provides authorisations and restrictions relative to purchasing commitments.

FINANCIAL IMPLICATIONS

All payments are made in line with Council Policy.

STRATEGIC/CORPORATE IMPLICATIONS

There are no strategic/corporate implications involved with presentation of the list of payments.

RISK MANAGEMENT IMPLICATIONS

RISK MANAGEMENT FRAMEWORK			
Risk Profile	Risk Description/Cause	Key Control	Current Action
16) Financial Sustainability	Failure or reduction in controls associated with financial management, accounting standards, purchasing to pay, order to cash, plant, equipment or machinery lease or purchase, Treasury Functions, bank reconciliations, budgets etc. These include processes and controls that are end to end in external and internal to the organisation.	Budget Controls	Cash Flow Budget and reporting to be implemented
<i>Risk rating: Adequate</i>			
IMPLICATIONS			
Financial reporting is required to create transparency.			

Unconfirmed

ASSET MANAGEMENT PLAN IMPLICATIONS

There are no asset management implications for this report.

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

46/25 Moved Cr Wieringa

Seconded Cr Michael

That, in accordance with Regulation 13 (1) of the *Local Government (Financial Management) Regulations 1996*, the list of payments as attached made under delegated authority:

FROM – 1 October 2025		TO – 31 October 2025
Municipal Cheques	14409-14410	\$575.95
EFTs	36841-37044	\$704,888.76
Direct Debits		\$544,592.34
Total		\$1,250,057.05

be received.

CARRIED 6/0

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

Unconfirmed

9.4.3 MONTHLY PAYMENTS LISTING – NOVEMBER 2025

AUTHOR	Rachael Egerton-Warburton – Finance Officer
DATE	Tuesday, 9 December 2025
FILE NO	FM.AUT.1
ATTACHMENT	9.4.3.1 Creditors report for Council - November 2025

‘PLACEMAKING’ STRATEGIC COMMUNITY PLAN JULY 2023 TO JUNE 2033 To be <i>“The Cultural Experience Centre of the Great Southern”</i> STRATEGIC/CORPORATE IMPLICATIONS		
Key Strategic Pillar/s	Community Goal/s	Corporate Objective/s
Performance	12. A High Performing Council	12.2 SoK monitoring and reporting

DECLARATION OF INTEREST

Nil

SUMMARY

To receive the list of payments covering the month of November 2025.

BACKGROUND

Nil

COMMENT

The attached list of payments is submitted for receipt by the Council.

Unconfirmed

Any comments or queries regarding the list of payments is to be directed to the Chief Executive Officer prior to the meeting.

CONSULTATION

Nil

STATUTORY REQUIREMENTS

Regulation 12(1)(a) of the *Local Government (Financial Management) Regulations 1996* provides that payment may only be made from the municipal fund or trust fund if the Local Government has delegated the function to the Chief Executive Officer.

The Chief Executive Officer has delegated authority to authorise payments. Relevant staff have also been issued with delegated authority to issue orders for the supply of goods and services subject to budget limitations.

Regulation 13 of the *Local Government (Financial Management) Regulations 1996* provides that if the function of authorising payments is delegated to the Chief Executive Officer then a list of payments is to be presented to the Council at the next ordinary meeting and recorded in the minutes.

POLICY IMPLICATIONS

Council’s Policy 2.1.2 provides authorisations and restrictions relative to purchasing commitments.

FINANCIAL IMPLICATIONS

All payments are made in line with Council Policy.

STRATEGIC/CORPORATE IMPLICATIONS

There are no strategic/corporate implications involved with presentation of the list of payments.

RISK MANAGEMENT IMPLICATIONS

RISK MANAGEMENT FRAMEWORK			
Risk Profile	Risk Description/Cause	Key Control	Current Action
16) Financial Sustainability	Failure or reduction in controls associated with financial management, accounting standards, purchasing to pay, order to cash, plant, equipment or machinery lease or purchase, Treasury Functions, bank reconciliations, budget etc. These include processes and controls that are used to ensure financial integrity to the organisation.	Budget Controls	Cash Flow Budget and reporting to be implemented
<i>Risk rating: Adequate</i>			
IMPLICATIONS			
Financial reporting is required to create transparency.			

Unconfirmed

ASSET MANAGEMENT PLAN IMPLICATIONS

There are no asset management implications for this report.

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

149/25 Moved Cr Wieringa

Seconded Cr Mickle

That, in accordance with Regulation 13 (1) of the *Local Government (Financial Management) Regulations 1996*, the list of payments as attached made under delegated authority:

FROM – 1 November 2025		TO – 30 November 2025
Municipal Cheques	14411-14412	\$14,672.84
EFTs	37045-37203	\$432,257.78
Direct Debits		\$456,273.79
Total		\$903,204.41

be received.

CARRIED 6/0

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

Unconfirmed

9.4.4 AUDITED ANNUAL FINANCIAL STATEMENTS 2024/2025 AND GENERAL MEETINGS OF ELECTORS

AUTHOR	Grant Thompson – Chief Executive Officer
DATE	Wednesday, 10 December 2025
FILE NO	FM.AUD.2 & FM.FNR.1
ATTACHMENT(S)	<p>9.4.4.1 Audited Annual Financial Report - Shire of Kojonup - 30 June 2025</p> <p>9.4.4.2 Interim Management Letter Attachment - Shire of Kojonup - 30 June 2025</p> <p>9.4.4.3 Transmittal Letter to CEO - Shire of Kojonup - 30 June 2025</p> <p>9.4.4.4 Opinion - Shire of Kojonup - 30 June 2025</p>

<p>‘PLACEMAKING’ STRATEGIC COMMUNITY PLAN JULY 2023 TO JUNE 2033 To be <i>“The Cultural Experience Centre of the Great Southern”</i> STRATEGIC/CORPORATE IMPLICATIONS</p>		
Key Strategic Pillar/s	Community Goal/s	Corporate Objective/s
Performance	12. A High Performing Council	12.1 SoK finances and funding 12.2 SoK monitoring and reporting

DECLARATION OF INTEREST

Nil

Unconfirmed

SUMMARY

The purpose of this report is to consider the 2023/2024 Audited Annual Financial Report, incorporating the Audit Report and associated correspondence and consider whether to recommend to the Council to adopt the 2023/2024 Audited Reports.

BACKGROUND

Each local government is to prepare an annual financial report for each financial year. The report is a record of the Shire of Kojonup’s (Shire) activities for the financial year and is an integral part of the accountability principles established for local governments in Western Australia.

COMMENT

The Audit Report and Annual Financial Report will be considered by the Council at its 25 February 2025 Ordinary Meeting. The Auditor’s Management Letter is provided as additional information to the Committee and Council for transparency and full disclosure.

It is recommended that the Audited Annual Financial Report, incorporating the aforementioned documents and the regulatory reporting, be considered by Council at a Special Council Meeting to be called for 3.00pm, Tuesday, 3 February 2026.

The Annual Electors Meeting must be held within 56 days of the Council accepting the Annual Financial Report, with appropriate time being allowed after adoption to give notice of the meeting, say 14 days.

If the Council adopts this recommendation it effectively means that the Annual Electors Meeting needs to be held prior to the 25 April 2026.

In previous years, the Annual Electors Meeting has been held in the evening following the Ordinary Council Meeting (OCM). However, as the OCM is in late April it is recommended that the Annual Electors Meeting be held on Tuesday 17 April 2026 at the Kojonup Sporting Complex.

The Annual Electors Meeting will be publicised in the Great Southern Herald, on the Shire website and Shire Facebook page as soon as possible after the date is set, and in the next available Kojonup News and Shire mediums.

FINDINGS IDENTIFIED DURING THE FINAL AUDIT

Index of findings	Potential impact on audit opinion	Rating			Prior year finding
		Significant	Moderate	Minor	
1. Monthly reconciliation process	No	?			?
2. General journal review processes	No	?			?
3. General IT controls – Access rights & permissions	No		?		?
4. Quotes	No			?	
5. Leave applications	No		?		

Unconfirmed

Key to ratings

The Ratings in this management letter are based on the audit team’s assessment of risks and concerns with respect to the probability and/or consequence of adverse outcomes if action is not taken. The auditors give consideration to potential adverse outcomes in the context of both quantitative impact (for example financial loss) and qualitative impact (for example inefficiency, non-compliance, poor service to the public or loss of public confidence).

Significant - Those findings where there is potentially a significant risk to the entity should the finding not be addressed by the entity promptly. A significant rating could indicate the need for a modified audit opinion in the current year, or in a subsequent reporting period if not addressed. However, even if the issue is not likely to impact the audit opinion, it should be addressed promptly.

Moderate - Those findings which are of sufficient concern to warrant action being

taken by the entity as soon as practicable.

Minor - Those findings that are not of primary concern but still warrant action being taken.

Contained within the 2023/2024 Audit Report were matters identified as significant by the Auditor. The matters raised as significant by the Auditor were as follows:

1. Monthly reconciliation process

Finding

The auditors identified weaknesses with the preparation and review of monthly reconciliations, including the following observations:

- Several key account reconciliations (e.g. bank, debtors, creditors, and rates) were not performed on a timely basis for the months of July 2024 to January 2025
- The August 2024 reconciliation for Trust and Reserve bank accounts had no evidence of review by an authorised officer
- Debtors' reconciliations for August 2024, February & March 2025 were either not completed or not evidenced.

The auditor acknowledged the Shire has made improvements to its monthly reconciliation processes from when this finding was first identified in 2023.

Unconfirmed

Rating: Significant (2024: Significant)

Implication

Reconciliations are a key control to ensure financial data is completely and accurately reflected in the general ledger from which financial statements are derived. There is a risk that internal controls are not being fully applied and that unreconciled or unauthorised transactions may go undetected and/or unresolved.

Recommendation

Management should ensure that all month-end reconciliations are completed and reviewed by an independent officer as soon as practicable in the following month. Evidence of review and follow-up actions taken where required should also be retained.

Management comment

- *The Shire has taken the steps to train the Senior Finance Officer in bank reconciliations to support the process by providing a back-up officer with this skillset in the event these circumstances prevail again.*
- *Key finance personal have now been appointed and will oversee the monthly processes in Creditors and Debtors.*

2. General journal review processes Finding

From our sample of 30 journal entries examined, we noted the following:

- *Seventeen journals relating to Department of Transport payments made were incorrectly processed via general journals instead of the appropriate payment process*
- *Two rates journal entries for amalgamations and adjustments did not include evidence of review prior to posting.*

This finding was first identified in 2024.

Rating: Significant (2024: Significant)

Implication

In the absence of, incorrect use, or adequate review of all general journals posted, there is an increased risk of unauthorised journals being posted whether due to fraud or error which may result in errors posted to the annual financial report.

Recommendation

Management should ensure that all general journals are reviewed by an appropriate person who is independent of the person performing the tasks. All general journals and supporting documentation should be reviewed by an appropriate officer and signed as evidence of review.

General journals should also not be used to recognise payments made; this should be performed using the appropriate accounts payable functions.

Management comment

- *Am acknowledge that the current process of mailing journals to receipt Department of Transport payments is perhaps not a preferred process by the auditor's method but was in place in the absence of other controls.*
- *Changes will be instigated immediately and the payments received on the bank, will now be processed via the Creditors function in Synergy where 2 Factor authorisation is in place.*
- *It is already the Shire policy/procedure that all general journals are reviewed by an appropriate officer.*
- *As such the Rates Officer will receive training on providing following the correct process for Rate journals, which will be approved by an authorised officer.*

Greater detail of all findings can be read in the management letter and correspondence attached.

Further to this the Shire officers received the audited financials on 3 December 2025.

CONSULTATION

Auditors – Lincolns Accountants Albany
The Office of the Auditor General
Audit Riak & Improvement Committee
Shire President
Briefing Session
Manager Financial Corporate Community

STATUTORY REQUIREMENTS

Section 5.26 to 5.33; 5.53 & 5.54 of the *Local Government Act 1995*

Section 7.12A (Duties of local government with respect to audits) of the *Local Government Act 1995*

Regulation 50(1) (c) of the Local Government (Financial Management) Regulations 1996

The Local Government Act 1995 Division 5, Section 5.54 states the following:

5.54. Acceptance of annual reports

(1) *Subject to subsection (2), the annual report for a financial year is to be accepted* by the local government no later than 31 December after that financial year.*

** Absolute majority required.*

(2) *If the auditor's report is not available in time for the annual report for a financial year to be accepted by 31 December after that financial year, the annual report is to be accepted by the local government no later than 2 months after the auditor's report becomes available.*

The Auditors report was received on 3rd December. As a result Shire Officers do not have available time from when the statements were received to compile the report before the 15 December Ordinary Council meeting which is the next available time it could be accepted.

Unconfirmed

Therefore, we are applying section 5.54 subsection (2) to carry forward the compilation of the Annual Report to be finalized on or before the 3rd February 2026.

In the meantime the Annual Financial Statements may be adopted by Council and this ensures our auditing compliance with the 31st December deadline as per the recommendation.

POLICY IMPLICATIONS

There are no policy implications for this report.

FINANCIAL IMPLICATIONS

This item reports on the financial position of the Shire as at 30 June 2024. The recommendation does not in itself have a financial implication.

RISK MANAGEMENT IMPLICATIONS

There are no risk management implications for this report.

ASSET MANAGEMENT IMPLICATIONS

There are no asset management implications for this report.

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Absolute Majority

OFFICER RECOMMENDATION/COMMITTEE DECISION

150/25 Moved Cr Wieringa

Seconded Cr Mickle

That the Council receive the 2024/25 Audited Annual Financial Statements and:

1. The 2024/2025 Audited Annual Financial Statements, and accompanying correspondence, be approved by Council; and,
2. The Chief Executive Officer be requested to forward a copy of this Council agenda item, to the Minister for Local Government and place them on the Shire of Kojonup website in accordance with Section 7.12A (Duties of local government with respect to audits) of the *Local Government Act 1995*; and,
3. The matters raised in the Auditor's Management Letter be noted, a report produced internally on how the significant items will be addressed, and those actions be included in the Committee Status Report of future Audit and Risk Committee agendas; and
4. Due to the lack of available time for the annual report to be compiled for the 2024/2025 financial year to be accepted by 31 December 2025, the Council direct the Chief Executive Officer to complete the Annual Report compilation and:
 - present the finalized 'Electors Annual Report' for consideration to a Special Council Meeting to be held at 3.00pm, Tuesday, 3 February 2026 (within 2 months of the receipt of the audited financials) and
 - schedule an Annual Electors Meeting to be held at 6.00pm, Tuesday, 17 April 2026 at the Kojonup Sporting Complex.

LOST 6/0

Against: Cr Bilney, Cr Wieringa, Cr Michael, Cr Mitchell, Cr Mathwin, Cr Mickle

FORESHADOWED ALTERNATIVE MOTION

151/25 Moved Cr Mathwin

Seconded Cr Mitchell

That Council:

1. Call a Special Council Meeting on the 23 of December 2025 at 3pm to approve the 2024/2025 Annual Report and Audited Financial Statements; and
2. Direct the CEO to present the Annual Report and Audited Financial Statements and revised electors meeting schedule to Council at the Special Council meeting on the 23rd of December 2025

CARRIED 6/0

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

9.4.5 VARIATION TO COMMITTEES OF COUNCIL - MEETING DATES FOR 2026

AUTHOR	Grant Thompson – Chief Executive Officer
DATE	Wednesday, 19 November 2025
ATTACHMENT	Nil

'PLACEMAKING' STRATEGIC COMMUNITY PLAN JULY 2023 TO JUNE 2033 To be <i>"The Cultural Experience Centre of the Great Southern"</i> STRATEGIC/CORPORATE IMPLICATIONS		
Key Strategic Pillar/s	Community Goal/s	Corporate Objective/s
Performance	12. A High Performing Council	12.2 SoK monitoring and reporting

DECLARATION OF INTEREST

Nil

SUMMARY

Council to consider a schedule of meeting place, dates and times for Committees of Council for the 2026 calendar year.

BACKGROUND

At the November 2025 Ordinary Council meeting the Council approved the meeting dates and times for the 2026 Calendar year as following:

That Council:

Unconfirmed

1. ***Approve dates and times for the 2026 calendar year for the respective Committees of Council as follows:***
 - ***The Audit, Risk and Improvement (ARIC) Committee schedules its meetings to be held on 3 March, 2 June, 1 September and 2 December for the 2026 calendar year and meet time be established as 10:00 am.***
 - ***The Natural Resource Management Advisory Committee (NRMAC) meetings be held on 4 February, 6 May, 2 September for the 2026 calendar year, times as presented.***
 - ***The Noongar Advisory Committee schedule its meetings to be held on 3 March, 4 August and 3 November for the 2026 calendar year, times as presented.***
 - ***The Bush Fire Advisory Committee (BFAC) schedule its meetings to be held on 3 February and 5 August for the 2026 calendar year, times as presented.***
 - ***The Historical, Tourism and Cultural Committee schedules its meetings to be held on 3 March, 4 August, 3 November for the 2026 calendar year, times as presented.***

- ***The Kojonup Aging, Disability, Access, Inclusion and Health Committee schedules its meetings to be held on 3 March, 2 June, 1 September and 2 December for the 2026 calendar year and meet time be established as 10:00 am.***
- ***The Roads and Technical Services Advisory Committee schedule its meetings to be held on 3 February, 5 May, 3 June, 5 August and 4 November for the 2026 calendar year and meet time be established as 9:00 am.***
- ***The Muradup Community Advisory Committee schedule its meetings to be held on 4 February, 6 May and 2 September for the 2026 calendar year and meet time be established as 2:00 pm.***

2. Direct the CEO to publish the Council Committee Meetings schedule, as presented, on the Shire of Kojonup website and local public notice given.

Carried 7/0

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

A conflict has been identified on the 3 March schedule of meetings between the Audit Risk and Improvement Committee, Kojonup Aging, Health and DAIP Committee, Noongar Advisory Committee, Historical, Tourism and Cultural Committee.

COMMENT

To resolve the conflict the Author is requesting the Council support changing the schedule of the Audit Risk and Improvement Committee and the Kojonup Aging, Health and DAIP Committee to the 4 March 2026 at the same time already approved.

CONSULTATION

Nil

STATUTORY REQUIREMENTS

Section 5.25 (1) (g) - Local Government Act 1995:

5.25. Regulations about council and committee meetings and committees

(1) Without limiting the generality of s. 9.59, regulations may make provision in relation to—

- (g) the giving of public notice of the date and agenda for council or committee meetings;**

Regulation 12 - Local Government (Administration) Regulations 1996 –

12. Publication of meeting details [Act s. 5.25(1) (g)]

(1) In this regulation —

***meeting details*, for a meeting, means the date and time when, and the place where, the meeting is to be held.**

(2) The CEO must publish on the local government’s official website the meeting details for the following meetings before the beginning of the year in which the meetings are to be held—

- (a) ordinary council meetings;**
- (b) committee meetings that are required under the Act to be open to**

members of the public or that are proposed to be open to members of the public.

- (3) *Any change to the meeting details for a meeting referred to in sub-regulation (2) must be published on the local government’s official website as soon as practicable after the change is made.*
- (4) *If a local government decides that a special meeting of the council is to be open to members of the public, the CEO must publish the meeting details for the meeting and the purpose of the meeting on the local government’s official website as soon as practicable after the decision is made.*

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC/CORPORATE IMPLICATIONS

Nil

RISK MANAGEMENT IMPLICATIONS

RISK MANAGEMENT FRAMEWORK			
Risk Profile	Risk Description/Cause	Key Control	Current Action
3 - Compliance	Failure to correctly identify, interpret, assess, respond and communicate laws and regulations as a result of an inadequate compliance framework. This includes new or proposed regulatory and legislative changes, in addition to the failure to maintain updated internal & public domain legal documentation.	Councillor/Staff Induction Process Councillor/Staff training	Nil
6 - Engagement Practices	Failure to maintain effective working relationships with the Community (including local Media), Stakeholders, Key Private Sector Companies, Government Agencies and/or Elected Members.	Policies and Procedures	Nil
<i>Risk rating: Adequate</i>			

Unconfirmed

IMPLICATIONS

Allows compliance with s. 5.25 (1) (g) of the Local Government Act 1995 and r. 12 – Local Government (Administration) Regulations 1996 - publication of meeting details.

ASSET MANAGEMENT PLAN IMPLICATIONS

Nil

GREAT SOUTHERN VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

152/25 Moved Cr Mickle

Seconded Cr Mathwin

That Council:

1. Amend the scheduled dates for the following committees from 3 March 2026 to the 4 March 2026 as follows:

- The Audit, Risk and Improvement (ARI) Committee reschedules its meeting from the 3 March 2026 to 4 March 2026 at 9:00 am.
- The Kojonup Aging, Disability, Access, Inclusion and Health Committee reschedules its meeting from the 3 March 2026 to 4 March 2026 at 2:00pm.

2. Direct the CEO to publish the amended Council Committee Meetings schedule, as presented, on the Shire of Kojonup website and local public notice given.

CARRIED 6/0

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

Unconfirmed

9.4.6 REQUEST SHIRE OF KOJONUP TO SIGN COMMITMENT STATEMENT - RECONCILIATION WESTERN AUSTRALIA

AUTHOR	Grant Thompson – Chief Executive Officer
DATE	Thursday, 20th November 2025
ATTACHMENT	9.4.6.1 – Commitment Statement

'PLACEMAKING' STRATEGIC COMMUNITY PLAN JULY 2023 TO JUNE 2033 To be <i>"The Cultural Experience Centre of the Great Southern"</i> STRATEGIC/CORPORATE IMPLICATIONS		
Key Strategic Pillar/s	Community Goal/s	Corporate Objective/s
Performance	10. Contributed Socially	10.2 Shire and Community reconciliation plan

DECLARATION OF INTEREST

Nil

SUMMARY

The purpose of this report is for Council to consider signing a commitment statement with Reconciliation WA toward creating a local reconciliation pathway with the local Keneang Noongar.

BACKGROUND

This relates to reconciliation WA creating a place-based pathway for reconciliation in the Great Southern.

Unconfirmed

As a part of a Federally funded reconciliation plan, the Great Southern has been involved in a Pilot program to involve all key stakeholders including Local Government Authorities to participate in a program to move toward reconciliation at a local level.

COMMENT

The Shire President was invited to participate in a regional workshop to define pathways toward reconciliation

One of the outcomes from this is for stakeholders to sign a commitment statement that means we all walk together toward reconciliation in local place-based manner.

The statement itself does not commit funds or resources but rather an intent to undertake place-based reconciliation.

The statement of commitment is attached for Council to consider.

The Author recommends the Council support the Shire President to sign the commitment statement on behalf of the Council and Shire.

CONSULTATION

Shire President
Briefing Session

STATUTORY REQUIREMENTS

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

RISK MANAGEMENT IMPLICATIONS

RISK MANAGEMENT FRAMEWORK			
Risk Profile	Risk Description/Cause	Key Control	Current Action
<i>6. Engagement</i>	Failure to maintain effective working relationships with the Community (including local Media), Stakeholders, Key Private Sector Companies, Government Agencies and/or Elected Members. This includes activities where communication, feedback or consultation is required and where it is in the best interests to do so.	<i>Community-based Committees, forums & workshops</i>	Stakeholder Engagement Plan to be created
<i>Risk rating: Adequate</i>			
IMPLICATIONS			
Minimal risk involved and works toward building a local relationship with the Keneang Noongar.			

Unconfirmed

ASSET MANAGEMENT PLAN IMPLICATIONS

Nil

GREAT SOUTHERN VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

153/25 Moved Cr Wieringa

Seconded Cr Michael

That Council:

- 1. Supports the Commitment Statement intent and authorises the Shire President to sign and support the intention on behalf of the Council and Shire.**
- 2. Directs the CEO to create a plan to address the intention of the Commitment Statement in-line with the Community Strategic Plan.**

CARRIED 6/0

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

Unconfirmed

9.4.7 MEMORANDUM OF UNDERSTANDING (DRAFT) BETWEEN GREAT SOUTHERN TREASURES AND THE SHIRE OF KOJONUP

AUTHOR	Grant Thompson, CEO
DATE	Tuesday, 9 December 2025
FILE NO	FM.AUT.1
ATTACHMENT	9.4.7.1 – GST DRAFT MOU 9.4.7.2 – GST Annual Report 2024-2025

‘PLACEMAKING’ STRATEGIC COMMUNITY PLAN JULY 2023 TO JUNE 2033 To be “The Cultural Experience Centre of the Great Southern” STRATEGIC/CORPORATE IMPLICATIONS		
Key Strategic Pillar/s	Community Goal/s	Corporate Objective/s
Performance	11 Fresh Community Engagement	11.4 Innovative Partnerships

DECLARATION OF INTEREST

Nil

SUMMARY

The purpose of the report is for Council to consider;

1. receiving and considering a draft Memorandum of Understanding between Great Southern Treasures Shire members and the Shire of Kojonup;
2. Noting the GST Annual Report;
3. approving the Great Southern Treasures MOU subject to no significant change, committing the Shire to participate for a further three (3) years to 2029;
4. delegating authority to the CEO to execute the MOU
4. approving the membership fees of GST to be included in the budget until the termination of the MOU in 2029.

BACKGROUND

Great Southern Treasures (GST) is primarily comprised of Councils within the Great Southern region; the composition of the consortium has changed over time. Currently the consortium comprises the Shires of Broomhill-Tambellup, Cranbrook, Gnowangerup, Jerramungup, Katanning, Kent, Kojonup and Woodanilling.

The primary purpose of Great Southern Treasures is to:

1. Maximise the economic return from tourists and visitors to the participant local governments.
2. Promote and develop the tourism assets of the participant local governments.
3. Cooperate and take an active interest in tourism matters affecting the participant communities.
4. Nurture industry partners and key stakeholders within the local, regional, state and national tourism industry.

At the Great Southern VROC CEO Strategic Planning Workshop held on 2 October 2025, discussion was held regarding the upcoming renewal of the Great Southern Treasures (GST) Memorandum of Understanding (MOU), which is due to expire on 30 June 2026.

To support the members in considering future participation, Sophie Zalokar, representing Great Southern Treasures and Australia Southwest (ASW), attended the Great Southern VROC meeting on 3 November 2025 to provide a presentation outlining the organisations recent activities, including the Bloom Festival.

Following the presentation, member Shires discussed the value and level of benefit derived from participation in GST, noting varying views regarding local impact, volunteer reliance, and the level of return on financial contributions.

A number of participating members have highlighted the reliance on volunteers and the limited local economic return to their communities with a question being posed: does this investment of the current annual contribution provide sufficient value for ratepayers?

The meeting acknowledged the broader importance of regional collaboration and agreed that the value of participation in GST is influenced by the level of engagement and contribution from each Council.

The Great Southern VROC resolved to note the presentation and to list the matter for further consideration at its February 2026 meeting.

It was agreed that

- Each member Shire would review its position and level of commitment to the GST MOU renewal prior to the February meeting;
- A GSVROC CEOs meeting, including the Shire of Jerramungup, would be held prior to the February 2026 VROC meeting to discuss a collective position and formulate a recommendation; and

COMMENT

Great Southern Treasures contracts Australia Southwest (ASW), the major tourism body for the South of the State, to manage the executive functions and marketing of GST, via a 3 year service level agreement aligned to the term of the MOU.

ASW is required to deliver on marketing, brand and communication initiatives that comprise:

- Regional branding and communication
- The Bloom festival
- Other festivals

The success of these initiatives is tracked via the following key performance indicators (KPIs):

- Intrastate visitation.
- Brand awareness.
- Industry and stakeholder awareness.
- Growth in the financial contribution from the Bloom festival.

One of the essential outputs for successful events and tourism is promotion and marketing, particularly social media platforms. The primary purpose of Great Southern Treasures is to

provide this service to Local Government and have well-established channels in which to do so.

The Shire’s contribution to GST will be \$20,000 per annum for a 3-year agreement.

An alternative would be to withdraw from the partnership and look at funding marketing Kojonup Tourism internally.

The Shire would need to bring all its tourism promotion in-house. This would create resource and budget implications.

The Author believes the Shire of Kojonup’s investment in GST, and then on to ASW, is value for money. The networks and marketing that ASW bring to the table is good value for the \$20,000 investment. The Shire could spend more than that on marketing and sales collateral and still not have the same impact with visitors. That being said the Shires human assets and other assets are fully employed in this space and do most of the groundwork with the planning and execution of activities and events held in Kojonup during the year.

Should the Shires enter into this MOU, it is likely a Service Level Agreement will be entered into between GST and ASW reflecting the term and ongoing arrangement.

It is the Authors’ recommendation that the Shire commits to funding GST for a further three year period on the basis that ASW is the service provider for marketing purposes and the membership remains at a similarly funded scale and GST remains viable.

Unconfirmed

CONSULTATION

Nil

LEGAL & STATUTORY REQUIREMENTS

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

The operational costs for GST are shared between the member councils. As per the MOU ongoing contributions of Kojonup for the three-year term will be \$20,000 per financial year. The Shire of Kojonup is a tier one council for this purpose.

RISK MANAGEMENT IMPLICATIONS

RISK MANAGEMENT FRAMEWORK			
Risk Profile	Risk Description/Cause	Key Control	Current Action
3) <i>Compliance</i>	Failure to correctly identify, interpret, assess, respond and communicate laws and regulations as a result of an inadequate compliance framework.	<i>Audit Risk & Improvement Committee</i>	Internal Audits

Risk rating: Adequate

IMPLICATIONS

Minimal risk involved and works toward building a local relationship with the Keneang Noongar.

ASSET MANAGEMENT PLAN IMPLICATIONS

There are no asset management implications for this report.

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Absolute Majority

OFFICER RECOMMENDATION

154/25 Moved Cr Mathwin

Seconded Cr Mickle

That Council:

- 1. Notes the Great Southern Treasures Annual Report 2024 – 2025;**
- 2. Delegates Authority and authorises the CEO to sign the Memorandum of Understanding with Great Southern Treasures on behalf of the Council, subject to no material changes; and**
- 3. Approves the membership fees of Great Southern Treasures and directs the CEO to include the amount of \$20,000 (excluding Goods and Services Tax) in the budget until the end of the Memorandum of Understanding period in 2029,**

on the basis that GST remains a viable Great Southern Shire member-based group.

CARRIED 6/0

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

10 APPLICATIONS FOR LEAVE OF ABSENCE

155/25 Moved Cr Bilney Seconded Cr Mathwin

That Council approves leave for Roger Bilney From 6 February 2026 to 4 March 2025.

CARRIED 6/0

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

11 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

12 QUESTIONS FROM ELECTED MEMBERS WITHOUT NOTICE

Nil

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

Urgent Item

This item needs to be received and a decision to be reached

Vote Required

Absolute Majority

Unconfirmed

OFFICER RECOMMENDATION

156/25 Moved Cr Mickle Seconded Cr Wieringa

That Council approves the late matter

“ADVISORY COMMITTEES OF COUNCIL APPOINTMENT OF COMMUNITY REPRESENTATIVES – AUDIT AND RISK COMMITTEE / NATURAL RESOURCE MANAGEMENT COMMITTEE / KOJONUP HISTORICAL TOURISM CULTURAL COMMITTEE / KOJONUP AGING, DISABILITY, ACCESS, INCLUSION AND HEALTH COMMITTEE

to be considered in the standing orders of this Ordinary Council Agenda dated 16 December 2025.

CARRIED 6/0

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

13.1 ADVISORY COMMITTEES OF COUNCIL – APPOINTMENT OF COMMUNITY REPRESENTATIVES – AUDIT AND RISK COMMITTEE / NATURAL RESOURCE MANAGEMENT COMMITTEE / KOJONUP HISTORICAL TOURISM CULTURAL COMMITTEE / KOJONUP AGING, DISABILITY, ACCESS, INCLUSION AND HEALTH COMMITTEE

AUTHOR	Grant Thompson, CEO
DATE	Monday, 15 December 2025
ATTACHMENT(S)	13.1.1 – Terms of Reference – Advisory Committees of Council UNDER SEPARATE COVER 13.1.2 – Expressions of Interest – Community Representative Positions – Respective Council Committee Nominations

‘PLACEMAKING’ STRATEGIC COMMUNITY PLAN JULY 2023 TO JUNE 2033 To be <i>“The Cultural Experience Centre of the Great Southern”</i> STRATEGIC/CORPORATE IMPLICATIONS		
Key Strategic Pillar/s	Community Goal/s	Corporate Objective/s
Performance	12. A High Performing Council	12.2 SoK monitoring and reporting

DECLARATION OF INTEREST

Nil

Unconfirmed

SUMMARY

To endorse community representatives for membership on Council’s Audit and Risk Committee and Natural Resource Management Committee and Kojonup Historical Tourism Cultural Committee.

BACKGROUND

In previous decisions Council has created the terms of reference for the Council Committees. The current Terms of Reference for Council’s Advisory Committees are at attachment 13.1.1

Committee roles are spilled and readvertised after each local government election. An election took place in October 2025.

As a result, the Shire recently advertised the vacant committee roles locally. Advertising included the Koji news, noticeboards, Shire of Kojonup (Shire) website and social media platforms.

COMMENT

Council has received one community representative nomination for its Natural Resource Management (NRM) Advisory Committee, one community member nomination for its Audit and Risk Committee and three nominations for its Historical Tourism Cultural Committee.

The Council also received One (1) nomination for the Kojonup Aging, Disability, Access, Inclusion and Health Committee.

Therefore, the Council is still seeking two (2) further community representatives required for the NRM Committee and at least one additional (1) community representative for the Kojonup Aging, Disability, Access, Inclusion and Health Committee. The Shire will readvertise the positions.

The Muradup Community Committee was not advertised and will be advertised in 2026 aligning to the agreed timeframes with the Muradup community.

CONSULTATION

Nil

STATUTORY REQUIREMENTS

The appointment of members to Committees and their operation is set out in *Sections 5.8 to 5.25 of the Act and Regulations 14 to 14B of the Local Government (Administration) Regulations, 1995.*

A local government may, by absolute majority, establish Committees comprising of 3 or more persons, be it elected members, employees and/ or other persons, to exercise the powers and discharge the duties of the local government that can be delegated to committees.

Individual Councillors are entitled to be members of at least one committee, which comprises elected members only or elected members and employees.

Section 5.10 allows the Shire President to be a member of any Committee that has an elected member and also the CEO (or their representative) to be on any Committee that has an employee as a member.

Unconfirmed

POLICY IMPLICATIONS

There are no known policy implications.

FINANCIAL IMPLICATIONS

There are no known financial implications.

RISK MANAGEMENT IMPLICATIONS

RISK MANAGEMENT FRAMEWORK			
Risk Profile	Risk Description/Cause	Key Control	Current Action
Engagement	Failure to maintain effective working relationships with the Community (including local Media), Stakeholders, Key Private Sector Companies, Government Agencies and/or Elected Members.	Community-based Committees, forums & workshops Advisory committees/groups	Stakeholder Engagement Plan to be created
<i>Risk rating - Moderate</i>			

IMPLICATIONS

Having good community representation on Advisory Committees supports the community engagement in Council strategy and decisions.

ASSET MANAGEMENT IMPLICATIONS

Nil

GREAT SOUTHERN VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

157/25 Moved Cr Bilney

Seconded Cr Mathwin

That Council appoints community membership to the following Committees as follows:

- 1. AUDIT AND RISK COMMITTEE**
Community Member – Digby Stretch
- 2. KOJONUP NATURAL RESOURCE MANAGEMENT (NRM) ADVISORY COMMITTEE**
Community Member - Kath Mathwin
- 3. KOJONUP HISTORICAL TOURISM CULTURAL COMMITTEE**
Community Member – Ronice Blair
Community Member – Barbara Hobbs
Community Member – Andy Chandler
- 4. KOJONUP AGING, DISABILITY, ACCESS, INCLUSION AND HEALTH COMMITTEE**
Community Member – Lucy Camilla Hall

Unconfirmed

CARRIED 6/0

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

14 **MEETING CLOSED TO THE PUBLIC**

14.1 **MATTERS FOR WHICH THE MEETING MAY BE CLOSED**

NIL

STATUTORY REQUIREMENTS

Section 5.23(2) of the Local Government Act 1995 permits the Council to close a meeting, or part of a meeting, to members of the public if the meeting deals with any of the following:

- (a) a matter affecting an employee or employees; and
- (b) the personal affairs of any person; and
- (c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting; and
- (d) legal advice obtained, or which may be obtained, by the local government and which relates to a matter to be discussed at the meeting; and
- (e) a matter that if disclosed, would reveal —
 - (i) a trade secret; or
 - (ii) information that has a commercial value to a person; or
 - (iii) information about the business, professional, commercial or financial affairs of a person, where the trade secret or information is held by, or is about, a person other than the local government; and
- (f) a matter that if disclosed, could be reasonably expected to —
 - (i) impair the effectiveness of any lawful method or procedure for preventing, detecting, investigating or dealing with any contravention or possible contravention of the law; or
 - (ii) endanger the security of the local government's property; or
 - (iii) prejudice the maintenance or enforcement of a lawful measure for protecting public safety; and
- (g) information which is the subject of a direction given under section 23(1a) of the *Parliamentary Commissioner Act 1971*.

Subsection (3) requires a decision to close a meeting, or part of a meeting and the reason for the decision to be recorded in the minutes.

PROCEDURAL MOTION

That the meeting proceeds behind closed doors in accordance with Section 5.23(2) (e) of the *Local Government Act 1995* at _____ pm.

PROCEDURAL MOTION

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

14.2 **PUBLIC READING RESOLUTIONS THAT MAY BE MADE PUBLIC**

15 CLOSURE

There being no further business to discuss, the President thanked the members for their attendance and declared the meeting closed at 3:35pm.

Unconfirmed

16 ATTACHMENTS (SEPARATE)

- 6.1.1. Unconfirmed Minutes of an Ordinary Council Meeting held 25 November 2025

- 9.4.1.1 Monthly Financial Statements to 30 November 2025
- 9.4.2.1 Creditors report for Council - October 2025
- 9.4.3.1 Creditors report for Council - November 2025

- 9.4.4.1 Audited Annual Financial Report - Shire of Kojonup - 30 June 2025
- 9.4.4.2 Interim Management Letter Attachment - Shire of Kojonup - 30 June 2025
- 9.4.4.3 Transmittal Letter to CEO - Shire of Kojonup - 30 June 2025
- 9.4.4.4 Opinion - Shire of Kojonup - 30 June 2025

- 9.4.6.1 Commitment Statement

- 9.4.7.1 GST DRAFT MOU
- 9.4.7.2 GST Annual Report 2024-2025

Unconfirmed

Kojonup



One community, many choices

SHIRE OF KOJONUP

MINUTES

Special Council Meeting

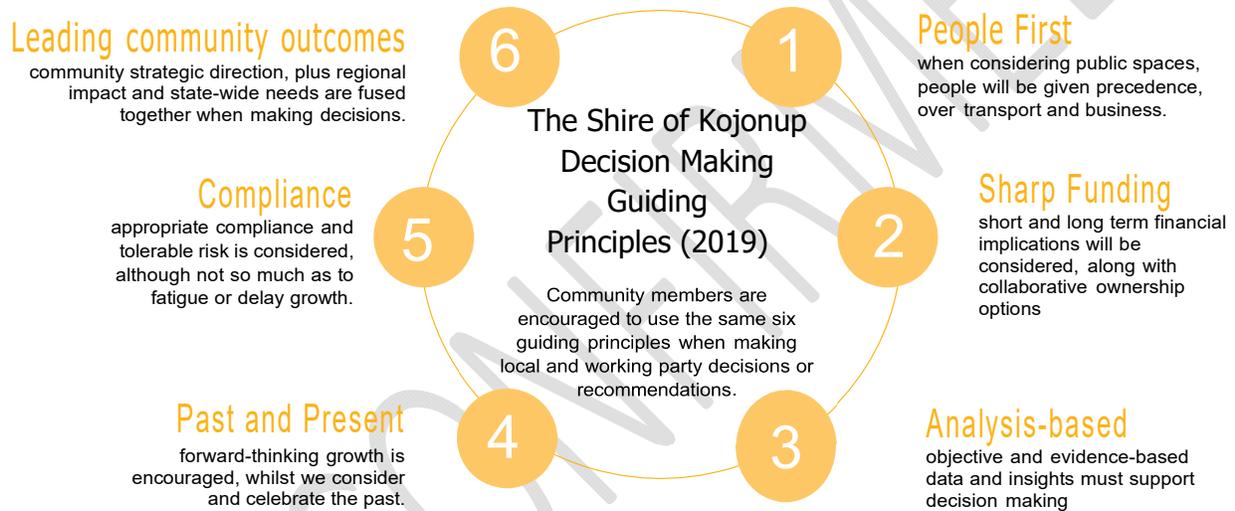
23 December 2025

MINUTES OF SPECIAL COUNCIL MEETING HELD ON 23 DECEMBER 2025

TABLE OF CONTENTS

1	DECLARATION OF OPENING AND ANNOUNCEMENT OF GUESTS.....	4
2	ANNOUNCEMENTS FROM THE PRESIDING MEMBER.....	5
3	ATTENDANCE.....	5
4	DECLARATION OF INTEREST.....	5
5	PUBLIC QUESTION TIME.....	5
6	CONFIRMATION OF MINUTES.....	6
7	PRESENTATIONS.....	6
8	METHOD OF DEALING WITH AGENDA BUSINESS.....	6
9	REPORTS.....	6
9.4.1	TRANSFER OF RESERVE FUNDS – MECHANICAL REPAIR OF HINO 6 WHEEL WATER CART KO 122.....	6
9.4.2	ELECTED MEMBER FEES & ALLOWANCES 2025 2026 FINANCIAL YEAR.....	9
9.4.3	ANNUAL REPORT INCLUDING AUDITED ANNUAL FINANCIAL STATEMENTS 2024/2025 AND GENERAL MEETINGS OF ELECTORS.....	14
10	APPLICATIONS FOR LEAVE OF ABSENCE.....	21
11	MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN.....	21
12	QUESTIONS FROM ELECTED MEMBERS WITHOUT NOTICE.....	21
13	NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF THE MEETING.....	21
14	MEETING CLOSED TO THE PUBLIC.....	21
14.1	MATTERS FOR WHICH THE MEETING MAY BE CLOSED.....	21
14.1.1	QUOTATION FOR PROVISION OF BITUMEN SEALING SERVICES – BROOMEHILL KOJONUP ROAD – REGIONAL ROAD SAFETY PROGRAM.....	21
15	CLOSURE.....	22
16	ATTACHMENTS (SEPARATE).....	23

The Shire of Kojonup has a set of six guiding principles it uses when making decisions. These principles are checked and enhanced every two years in line with the Strategic Community Plan review schedule.



MINUTES

1 DECLARATION OF OPENING AND ANNOUNCEMENT OF GUESTS

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

Disclaimer

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

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

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

Acknowledgement of Country

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

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

Prayer

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

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

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

Amen

2 ANNOUNCEMENTS FROM THE PRESIDING MEMBER

**3 ATTENDANCE
COUNCILLORS**

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

STAFF

Grant Thompson	Chief Executive Officer
----------------	-------------------------

3.1 APOLOGIES

Cr Mathwin	Deputy Shire President
------------	------------------------

3.2 APPROVED LEAVE OF ABSENCE

Approved leave of absence for Councillor Radford

4 DECLARATION OF INTEREST

Nil

5 PUBLIC QUESTION TIME

5.1 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Not applicable

5.2 PUBLIC QUESTION TIME

6 **CONFIRMATION OF MINUTES**

Nil

7 **PRESENTATIONS**

7.1 **PETITIONS**

Nil

7.2 **PRESENTATIONS**

Nil

7.3 **DEPUTATIONS**

Nil

7.4 **DELEGATES' REPORTS**

Nil

8 **METHOD OF DEALING WITH AGENDA BUSINESS**

Nil

9 **REPORTS**

9.1 **KEY PILLAR 'LIFESTYLE' REPORTS**

9.2 **KEY PILLAR 'ECONOMICS' REPORTS**

9.3 **KEY PILLAR 'VISITATION' REPORTS**

9.4 **KEY PILLAR 'PERFORMANCE' REPORTS**

9.4.1 **TRANSFER OF RESERVE FUNDS – MECHANICAL REPAIR OF HINO 6 WHEEL WATER CART KO 122**

AUTHOR	Darryn Watkins – Manager Works & Infrastructure
DATE	Monday 1 st December 2025
FILE NO	
ATTACHMENT(S)	Nil

'PLACEMAKING' STRATEGIC COMMUNITY PLAN JULY 2023 TO JUNE 2033 To be <i>"The Cultural Experience Centre of the Great Southern"</i> STRATEGIC/CORPORATE IMPLICATIONS		
Key Strategic Pillar/s	Community Goal/s	Corporate Objective/s
KP – Performance	12. High Performing Council	12.1 SoK Finances and Funding

DECLARATION OF INTEREST

Nil

SUMMARY

The purpose of this report is for Council to approve a funds transfer from Plant Reserve to fund the mechanical repairs to Hino KO 122 6 Wheel water cart.

BACKGROUND

The Shire has one Hino 6 Wheel tip truck with a 10,000lt water body with spray bar. The truck is a Hino 700 series 6 Wheeler 2018 model. It is estimated that the truck has approximately 105,000km on the odometer with an average usage of 13,500km per annum.

Hino KO122 is scheduled for replacement in the Plant Replacement Program in the FY 2027/2028.

COMMENT

During the course of the Shamrock Rd widening and reconstruction capital project (RRG 001) the vehicle suffered catastrophic failure of the transmission whilst in transit at the end of day. The vehicle was transported to WA Hino in Perth for diagnosis and repair.

The report back from WA Hino is that the auto transmission has suffered heat damage due to having very low oil.

There is a leak from where the PTO mounts onto the gearbox.

The transmission is a sealed unit and therefore not subject to operator pre start checks.

WA Hino have offered 2 options for the repair.

Option 1: Replace with all new parts \$62,381.78 ex GST. Genuine parts, 3-year unlimited parts warranty for manufacture defects

Option 2: Service exchange unit \$31,050 ex GST. Comes with 6-month workmanship warranty.

The pricing above is supply and fit, along with costs incurred to date for the diagnosis being \$1,755 ex GST

CONSULTATION

Chief Executive Officer

Manager Financial & Corporate Services

STATUTORY REQUIREMENTS

Local Government Act 1995

6.2 Local Government to prepare annual budget

Local Government (Function and General) Regulations 1996

Part4 – Provision of Goods and Services

POLICY IMPLICATIONS

2.1.8 Financial Governance

The Shire will make decisions in relation to financial management and financial governance that encompass the following principles:

1. Management of financial risk prudently, having regard to economic circumstances;
2. Examples of financial risks to be managed prudently include the level of debt, commercial activities, community business activities, financial assets and liabilities.

FINANCIAL IMPLICATIONS

As a part of the terms and conditions of the Plant Reserve, emergency repairs are allowed. \$32,805 will be transferred from this reserve to the municipal account and thus reduce the principal in the reserve. The current balance of this reserve is \$269,951.

RISK MANAGEMENT IMPLICATIONS

RISK MANAGEMENT FRAMEWORK			
Risk Profile	Risk Description/Cause	Key Control	Current Action
Supplier Contract Control: Adequate	Limited availability of suppliers	<ul style="list-style-type: none"> • Ongoing reviews of supplier/contractor arrangements • Regular monitoring of delivery of contracts 	<ul style="list-style-type: none"> • Service Interruption • Financial
Risk rating – Moderate			
IMPLICATIONS			
The risk of contractor not being able to deliver within time frame due to: <ul style="list-style-type: none"> • Weather conditions • Staff availability 			

ASSET MANAGEMENT IMPLICATIONS

Nil

GREAT SOUTHERN VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Absolute Majority

MOTION 165/25	MOVED: Cr MICHAEL	SECONDED: Cr MITCHELL
<p>That Council approves the transfer of \$32,805 excluding GST from the Plant Reserve to fund the emergency mechanical repairs to Hino KO 122.</p>		
<p>CARRIED 5/0</p>		
<p>For: Cr Bilney, Cr Wieringa, Cr Mickle, Cr Michael, Cr Mitchell</p>		

9.4.2 ELECTED MEMBER FEES & ALLOWANCES 2025 2026 FINANCIAL YEAR

AUTHOR	Grant Thompson
DATE	Monday 22 December 2025
FILE NO	
ATTACHMENT(S)	9.4.2.1 - Policy 3.7 Councillors Fees & Reimbursements 9.4.2.2 - local government ceo and elected council members determination 2025

<p>‘PLACEMAKING’ STRATEGIC COMMUNITY PLAN JULY 2023 TO JUNE 2033 To be <i>“The Cultural Experience Centre of the Great Southern”</i> STRATEGIC/CORPORATE IMPLICATIONS</p>		
Key Strategic Pillar/s	Community Goal/s	Corporate Objective/s
KP – Performance	12. High Performing Council	12.1 SoK Finances and Funding

DECLARATION OF INTEREST

Nil

SUMMARY

The purpose of this report is for Council to consider retrospectively setting the Councillor Fees and Allowances for the 2025 2026 budget.

BACKGROUND

Council has previously agreed to the option of paying an annual attendance fee in lieu of council meeting, committee meeting and prescribed meeting attendance fees which is permissible under the Local Government Act and the Salaries and Allowances Tribunal determination 4 April 2025.

Furthermore, Council Policy 3.7 – ‘Councillors Fees & Reimbursements’, [attachment 9.4.2.1 - Policy 3.7 Councillors Fees & Reimbursements](#), states as follows:

‘Elected member fees and allowances are set annually by the Salaries and Allowances Tribunal and are to be set at 75%, determined by the allocated band, of the maximum level permitted under the Local Government Act 1995 and Salaries and Allowances Act 1975.

The Information and Communication Technology allowance be set at \$3,000 or 75% of the maximum level permitted, whichever is the greater.’

COMMENT

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

The annual meeting attendance fee range within the bands, as defined in the *Determination of the Salaries and Allowances Tribunal on Local Government Chief Executive Officers and Elected Members* made on 4 April 2025 are as follows:

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

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

Band	Elected council member		Mayor or President	
	Minimum	Maximum	Minimum	Maximum
1	\$27,560	\$35,480	\$27,560	\$53,215
2	\$16,655	\$26,020	\$16,655	\$34,890
3	\$8,615	\$18,335	\$8,615	\$28,385
4	\$4,020	\$10,650	\$4,020	\$21,880

Allowances

The annual allowance for a Deputy Shire President is set within the determination and section 5.98A(1) of the *Local Government Act 1995* as 25% of that the Shire President is entitled to. Therefore, the minimum allowance that can be paid to the Deputy President is \$7,760 as per the current SAT determination.

The annual allowance for ICT expenses is also set within the determination and section 5.99A(b) of the *Local Government Act 1995*, which the SAT sets at a minimum of \$500 and maximum of \$3,500.

The current Shire allowance is set at \$3,000 which is within the threshold of the current determination therefore it is recommended it remain at \$3,000.

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

Process of setting annual sitting fees

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

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

'A local government cannot –

- (a) make any payment to; or
- (b) reimburse an expense of,

a person who is a council member or a mayor or president in that person's capacity as council member, mayor or president unless the payment or reimbursement is in accordance with this Division.'

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

‘A local government may decide* that instead of paying council members a fee referred to in section 5.98(1), it will instead pay all council members who attend council or committee meetings –

(a) the annual fee determined by the Salaries and Allowances Tribunal under the Salaries and Allowances Act 1975 section 7B; or

(b) where the local government has set a fee within the range for annual fees determined by that Tribunal under that section, that fee.

* Absolute majority required.’

As such, the Council is required to set the annual fee for meeting attendance, which is currently undertaken via Policy 3.10.

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

Table 4: Recommended Annual sitting fee Councillors and President of a local government as per the SAT Determination and Shire Policy 3.7

For a Councillor	Elected council member		Recommended as per Shire Policy 3.7
LG Band	Minimum	Maximum	Councillor Sitting Fee
3	\$8,615	\$18,335	\$13,751
For President	President		Recommended as per Shire Policy 3.7
LG Band	Minimum	Maximum	President Sitting Fee
3	\$8,615	\$28,385	\$21,289

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

For a President			Recommended as per Shire Policy 3.8
LG Band	Minimum	Maximum	President Allowance
3	\$1,152	\$41,388	\$31,041
For a Deputy President (25% of Entitlement)			Recommended as per Shire Policy 3.7
LG Band	Minimum	Maximum	Deputy President Allowance
3	\$288	\$10,347	\$7,760

CONSULTATION

Manager Finance Corporate Community

STATUTORY REQUIREMENTS

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

The Determination of the Salaries and Allowances Tribunal on Local Government Chief Executive Officers and Elected Members made on 4 April 2025 is made under section 7A of the Salaries and Allowances Act 1975, [attachment 9.4.2.2 - local government ceo and elected council members determination 2025](#).

POLICY IMPLICATIONS

Council Policy 3.7 – ‘Councillors Fees & Reimbursements’ sets the level of allowances paid to elected members within the range prescribed by the Salaries and Allowances Tribunal.

FINANCIAL IMPLICATIONS

An increase in Elected Member Fees and allowances. The combination of the increase and the Shire policy means this is a higher increase than 3%. If Council wants to reduce these fees then Policy 3.7 requires to be amended.

RISK MANAGEMENT IMPLICATIONS

RISK MANAGEMENT FRAMEWORK			
Risk Profile	Risk Description/Cause	Key Control	Current Action
16) Financial Sustainability	Failure or reduction in controls associated with financial management, accounting standards, purchasing to pay, order to cash, plant, equipment or machinery lease or purchase, Treasury Functions, bank reconciliations, budget etc. These include processes and controls that are end to end in external and internal to the organisation.	Budget Controls	Cash Flow Budget and reporting to be implemented.
Risk rating – <i>Adequate</i>			
IMPLICATIONS			
Council sets the policies for setting fees and allowances as per the SAT determinations.			

ASSET MANAGEMENT IMPLICATIONS

Nil

GREAT SOUTHERN VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Absolute Majority

(If setting an annual fee for council members in lieu of fees for attending meetings, otherwise simple majority)

MOTION 166/25 CARRIED: Cr MICHAEL SECONDED: Cr WIERINGA

That Council:

1. Notes the Salaries Allowances Tribunal Determination 4 April 2025 related to the setting of Elected Members Fees and Allowances (**attachment 9.4.2.2 - local government ceo and elected council members determination 2025**).
2. Approves the President Allowance to be set at \$31,041 to be compliant with the Shire Policy 3.7;
3. Approve the Deputy President Allowance to be set at \$7760 to be compliant with the Shire Policy 3.7;
4. Approve the President annual sitting fee in lieu of fees for attending meetings to be compliant with the Shire Policy 3.7 at \$21,289;
5. Approve the elected Member annual sitting fee in lieu of fees for attending meetings to be compliant with the Shire Policy 3.7 at \$13,751.

CARRIED 5/0

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

9.4.3 ANNUAL REPORT INCLUDING AUDITED ANNUAL FINANCIAL STATEMENTS 2024/2025 AND GENERAL MEETINGS OF ELECTORS

AUTHOR	Grant Thompson – Chief Executive Officer
DATE	Wednesday, 10 December 2025
FILE NO	
ATTACHMENT(S)	<p>9.4.3.1 Annual Report including Audited Annual Financial Report - Shire of Kojonup - 30 June 2025</p> <p>9.4.3.2 Interim Management Letter Attachment - Shire of Kojonup - 30 June 2025</p> <p>9.4.3.3 Transmittal Letter to CEO - Shire of Kojonup - 30 June 2025</p> <p>9.4.3.4 Opinion - Shire of Kojonup - 30 June 2025</p>

<p>‘PLACEMAKING’ STRATEGIC COMMUNITY PLAN JULY 2023 TO JUNE 2033 To be <i>“The Cultural Experience Centre of the Great Southern”</i> STRATEGIC/CORPORATE IMPLICATIONS</p>		
Key Strategic Pillar/s	Community Goal/s	Corporate Objective/s
Performance	12. A High Performing Council	12.1 SoK finances and funding 12.2 SoK monitoring and reporting

DECLARATION OF INTEREST

Nil

SUMMARY

The purpose of this report is to consider acceptance of the 2024 2025 Annual Report incorporating the Audited Annual Financial Statements, and associated correspondence, and consider adopting the 2024 2025 Annual Report and schedule for the Electors meeting.

BACKGROUND

Each local government is to prepare an annual financial report for each financial year. The report is a record of the Shire of Kojonup’s (Shire) activities for the financial year and is an integral part of the accountability principles established for local governments in Western Australia.

COMMENT

The audited financial reports are now finalized and incorporated into the Annual Report, [attachment 9.4.3.1 Annual Report including Audited Annual Financial Report - Shire of Kojonup - 30 June 2025](#).

This year’s Annual Report contains the annual snapshot of the activities of Council for 2024 2025 including statistical information, the Elected Members who formed Council, President’s Report, Councillors’ attendance at meetings, Chief Executive Officer’s Report, Council’s Senior Management Team, the Organisational Structure, changes to staffing, a ‘traffic light’ system indicating progress within Key Pillars of the Shire’s Strategic Community Plan, Statutory Statements, and the Audited Financial Statements for the financial year.

It is recommended that the Annual Report including the Audited Annual Financial Report, incorporating the aforementioned documents and the regulatory reporting, be approved.

The Annual Electors Meeting must be held within 56 days of the Council accepting the Annual Financial Report, with appropriate time being allowed after adoption to give notice of the meeting.

If the Council adopts this recommendation it effectively means that the Annual Electors Meeting needs to be held on or prior to the 17 February 2026.

In previous years, the Annual Electors Meeting has been held in the evening following an Ordinary Council Meeting (OCM). However, as the OCM is in late February it is recommended that the Annual Electors Meeting be held on Tuesday 17 February 2026 at the Kojonup Sporting Complex.

The Annual Electors Meeting will be publicised in the Great Southern Herald, on the Shire website and Shire Facebook page as soon as possible after the date is set, and in the next available Kojonup News and Shire mediums.

FINDINGS IDENTIFIED DURING THE FINAL AUDIT

Index of findings	Potential impact on audit opinion	Rating			Prior year finding
		Significant	Moderate	Minor	
1. Monthly reconciliation process	No	✓			✓
2. General journal review processes	No	✓			✓
3. General IT controls – Access rights & permissions	No		✓		✓
4. Quotes	No			✓	
5. Leave applications	No		✓		

Key to ratings

The Ratings in this management letter are based on the audit team’s assessment of risks and concerns with respect to the probability and/or consequence of adverse outcomes if action is not taken. The auditors give consideration to potential adverse outcomes in the context of both quantitative impact (for example financial loss) and qualitative impact (for example inefficiency, non-compliance, poor service to the public or loss of public confidence).

Significant - Those findings where there is potentially a significant risk to the entity should the finding not be addressed by the entity promptly. A significant rating could indicate the need for a modified audit opinion in the current year, or in a subsequent reporting period if not addressed. However, even if the issue is not likely to impact the audit opinion, it

should be addressed promptly.

Moderate - Those findings which are of sufficient concern to warrant action being taken by the entity as soon as practicable.

Minor - Those findings that are not of primary concern but still warrant action being taken.

Contained within the 2023/2024 Audit Report were matters identified as significant by the Auditor. The matters raised as significant by the Auditor were as follows:

1. Monthly reconciliation process

Finding

The auditors identified weaknesses with the preparation and review of monthly reconciliations, including the following observations:

- Several key account reconciliations (e.g. bank, debtors, creditors, and rates) were not performed on a timely basis for the months of July 2024 to January 2025
- The August 2024 reconciliation for Trust and Reserve bank accounts had no evidence of review by an authorised officer
- Debtors' reconciliations for August 2024, February & March 2025 were either not completed or not evidenced.

The auditors acknowledged the Shire has made improvements to its monthly reconciliation processes from when this finding was first identified in 2023.

Rating: Significant (2024: Significant)

Implication

Reconciliations are a key control to ensure financial data is completely and accurately reflected in the general ledger from which financial statements are derived. There is a risk that internal controls are not being fully applied and that unreconciled or unauthorised transactions may go undetected and/or unresolved.

Recommendation

Management should ensure that all month-end reconciliations are completed and reviewed by an independent officer as soon as practicable in the following month. Evidence of review and follow-up actions taken where required should also be retained.

Management comment

- *The Shire has taken the steps to train the Senior Finance Officer in bank reconciliations to support the process by providing a back-up officer with this skillset in the event these circumstances prevail again.*
- *Key finance personal have now been appointed and will oversee the monthly processes in Creditors and Debtors.*

2. General journal review processes finding

From our sample of 30 journal entries examined, we noted the following:

- *Seventeen journals relating to Department of Transport payments made were incorrectly processed via general journals instead of the appropriate payment process*
- *Two rates journal entries for amalgamations and adjustments did not include evidence of review prior to posting.*

This finding was first identified in 2024.

Rating: *Significant (2024: Significant)*

Implication

In the absence of, incorrect use, or adequate review of all general journals posted, there is an increased risk of unauthorised journals being posted whether due to fraud or error which may result in errors posted to the annual financial report.

Recommendation

Management should ensure that all general journals are reviewed by an appropriate person who is independent of the person performing the tasks. All general journals and supporting documentation should be reviewed by an appropriate officer and signed as evidence of review. General journals should also not be used to recognise payments made; this should be performed using the appropriate accounts payable functions.

Management comment

- *Acknowledged that the current process of raising journals to receipt Department of Transport payments is perhaps not a preferred process by the auditor's method but was in place in the absence of other controls.*
- *Changes will be instigated immediately and the payments received on the bank, will now be processed via the Creditors function in Synergy where 2 Factor authorisation is in place.*
- *It is already the Shire policy/procedure that all general journals are reviewed by an appropriate officer.*
- *As such the Rates Officer will receive training on providing following the correct process for Rate journals, which will be approved by an authorised officer.*

Greater detail of all findings can be read in the management letter and correspondence attached [9.4.3.2 Interim Management Letter Attachment - Shire of Kojonup - 30 June 2025](#); [9.4.3.3 Transmittal Letter to CEO - Shire of Kojonup - 30 June 2025](#); [9.4.3.4 Opinion - Shire of Kojonup - 30 June 2025](#).

Further to this the Shire officers received the audited financials on 3 December 2025.

CONSULTATION

Auditors – Lincolns Accountants Albany
The Office of the Auditor General
Shire President
Briefing Session
Manager Financial Corporate Community

STATUTORY REQUIREMENTS

Section 5.26 to 5.33; 5.53 & 5.54 of the *Local Government Act 1995*
Section 7.12A (Duties of local government with respect to audits) of the *Local Government Act 1995*
Regulation 50(1) (c) of the Local Government (Financial Management) Regulations 1996

POLICY IMPLICATIONS

There are no policy implications for this report.

FINANCIAL IMPLICATIONS

This item reports on the financial position of the Shire as at 30 June 2025. The recommendation does not in itself have a financial implication.

RISK MANAGEMENT IMPLICATIONS

There are no risk management implications for this report.

ASSET MANAGEMENT IMPLICATIONS

There are no asset management implications for this report.

**GREAT SOUTHERN VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS)
IMPLICATIONS**

Nil

VOTING REQUIREMENTS

Absolute Majority

MOTION 167/25 CARRIED: Cr WIERINGA SECONDED: Cr MICKLE

That the Council accept and receive the 2024 2025 Audited Annual Financial Statements and:

1. Approve the 2024 2025 Annual Report, as presented, incorporating the adopted Annual Financial Statements, in readiness for the Annual Electors Meeting; and
2. The Chief Executive Officer forward a copy of the Annual Report to the Minister for Local Government and places the Annual Report on the Shire of Kojonup website in accordance with Section 7.12A (Duties of local government with respect to audits) of the Local Government Act 1995.
3. The matters raised in the Auditor’s Management Letter be noted, a report produced internally on how the significant items will be addressed, and those actions be included in the Committee Status Report of future Audit and Risk Committee agendas; and
4. Schedule an Annual Electors Meeting to be held at 6.00pm, Tuesday, 17 February 2026 at the Kojonup Sporting Complex.

AMENDMENT TO MOTION 168/25 MOVED: Cr MICKLE SECONDED: Cr MICHAEL

That the Council amend the substantive motion point 4 to:

4. Schedule an Annual Electors Meeting to be held at 6.00pm, Wednesday, 4 February 2026 at the Kojonup Sporting Comple and remove the conflict of committee dates and change the Natural Resource Management Committee meeting date to be determined by the CEO.

CARRIED 5/0

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

AMENDMENT BECOMES THE SUBSTANTIVE MOTION 167/25
CARRIED: Cr WIERINGA SECONDED: Cr MICKLE

That the Council accept and receive the 2024 2025 Audited Annual Financial Statements and:

1. Approve the 2024 2025 Annual Report, as presented, incorporating the adopted Annual Financial Statements, in readiness for the Annual Electors Meeting; and
2. The Chief Executive Officer forward a copy of the Annual Report to the Minister for Local Government and places the Annual Report on the Shire of Kojonup website in accordance with Section 7.12A (Duties of local government with respect to audits) of the Local Government Act 1995.
3. The matters raised in the Auditor's Management Letter be noted, a report produced internally on how the significant items will be addressed, and those actions be included in the Committee Status Report of future Audit and Risk Committee agendas; and
4. Schedule an Annual Electors Meeting to be held at 6.00pm, Wednesday, 4 February 2026 at the Kojonup Sporting Complex and remove the conflict of committee dates and change the Natural Resource Management Committee meeting date to be determined by the CEO.

CARRIED 5/0

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

10 APPLICATIONS FOR LEAVE OF ABSENCE

Nil

11 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

12 QUESTIONS FROM ELECTED MEMBERS WITHOUT NOTICE

Nil

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

Nil

14 MEETING CLOSED TO THE PUBLIC

14.1 MATTERS FOR WHICH THE MEETING MAY BE CLOSED

STATUTORY REQUIREMENTS

Subsection (3) requires a decision to close a meeting, or part of a meeting and the reason for the decision to be recorded in the minutes.

NOTE: The reason for the meeting to be closed is so Council can consider and compare several commercial in confidence tenders.

PROCEDURAL MOTION

169/25 MOVED: Cr MICKLE

SECONDED: Cr WIERINGA

That the meeting proceed behind closed doors in accordance with Section 5.23(2) (a) of the *Local Government Act 1995* at 3.30 pm.

CARRIED 5/0

PROCEDURAL MOTION

171/25 MOVED: Cr MICKLE

SECONDED: Cr WIERINGA

That the meeting be reopened to the public at 3.33pm.

CARRIED 5/0

14.2 PUBLIC READING OF RESOLUTIONS THAT MAY BE MADE PUBLIC

14.1.1 QUOTATION FOR PROVISION OF BITUMEN SEALING SERVICES – BROOMEHILL KOJONUP ROAD – REGIONAL ROAD SAFETY PROGRAM

MOTION 170/25

MOVED: Cr MICHAEL

SECONDED: CR WIERINGA

That Council approves the quotation from Colas WA Pty Ltd for sum of \$252,809.14 excluding GST for the provision of bitumen shoulder sealing for the Regional Road Safety Program – Broomehill Kojonup Rd.

CARRIED 5/0

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

15 CLOSURE

There being no further business to discuss, the President thanked the members for their attendance and declared the meeting closed at 3:34pm

UNCONFIRMED



MONTHLY FINANCIAL REPORT

31 DECEMBER 2025

TABLE OF CONTENTS

	Page
Basis of Preparation	2
Executive Summary	3-4
Key Terms and Descriptions - Reporting Functions/Programs	5
Statement of Comprehensive Income - by Program	6
Key Terms and Descriptions - Nature & Type	7
Statement of Comprehensive Income - by Nature & Type	8
Statement of Financial Activity by Nature	9
Net Current Position	10
Variance Report	11-13
Statement of Financial Position	14
Progress of the Capital Program / Smart Implementation	15
Statement of Capital Grants & Contract Liabilities	16
Reserve Accounts	17
Rates & Sundry Receivables	18
Loans	19
Major Business Unit Details	20
Detailed Operating & Non-Operating Accounts	21-70

**SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 31 DECEMBER 2025**

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 31 DECEMBER 2025

Prepared by: Darren Long (Finance Consultant)

Reviewed by: Jill Johnson (MFCS)

BASIS OF PREPARATION

REPORT PURPOSE

This report is prepared to meet the requirements of Local Government (Financial Management) Regulations 1996, Regulation 34 . Note: The Statements and accompanying notes are prepared based on all transactions recorded at the time of preparation and may vary due to transactions being processed for the reporting period after the date of preparation.

BASIS OF ACCOUNTING

This statement comprises a special purpose financial report which has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities), Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board, the Local Government Act 1995 and accompanying regulations. Material accounting policies which have been adopted in the preparation of this statement are presented below and have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the report has also been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

THE LOCAL GOVERNMENT REPORTING ENTITY

All Funds through which the Council controls resources to carry on its functions have been included in this statement. In the process of reporting on the local government as a single unit, all transactions and balances between those funds (for example, loans and transfers between Funds) have been eliminated. All monies held in the Trust Fund are excluded from the statement. The Council currently holds no monies in the Trust Fund.

SIGNIFICANT ACCOUNTING POLICES

GOODS AND SERVICES TAX

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO). Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable

from, or payable to, the ATO is included with receivables or payables in the statement of financial position. Cash flows

are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

CRITICAL ACCOUNTING ESTIMATES

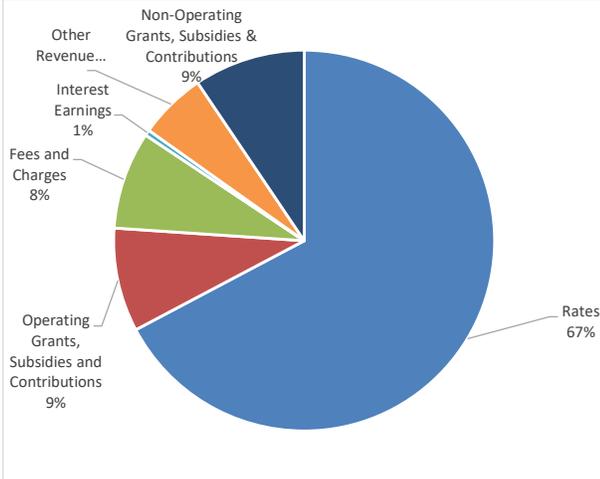
The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses. The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

ROUNDING OFF FIGURES

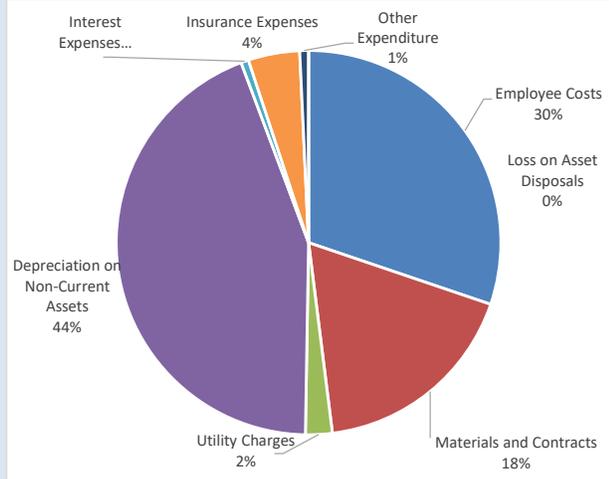
All figures shown in this statement are rounded to the nearest dollar.

**SHIRE OF KOJONUP
EXECUTIVE SUMMARY
FOR THE PERIOD ENDING 31 DECEMBER 2025**

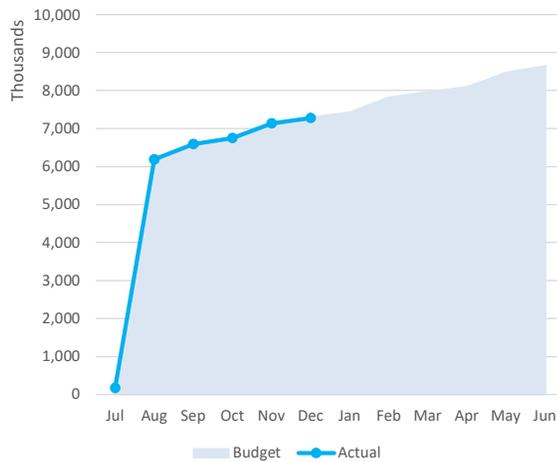
OPERATING REVENUE



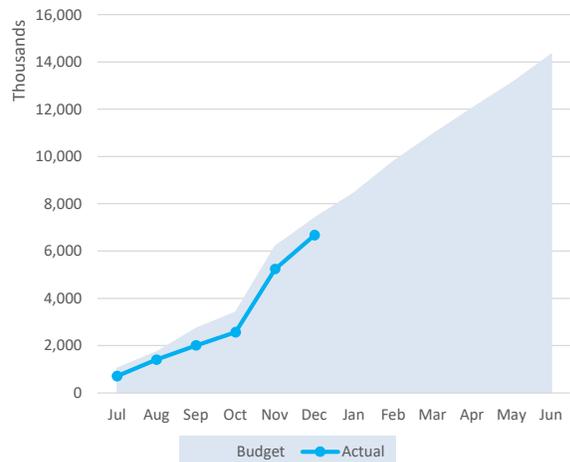
OPERATING EXPENSES



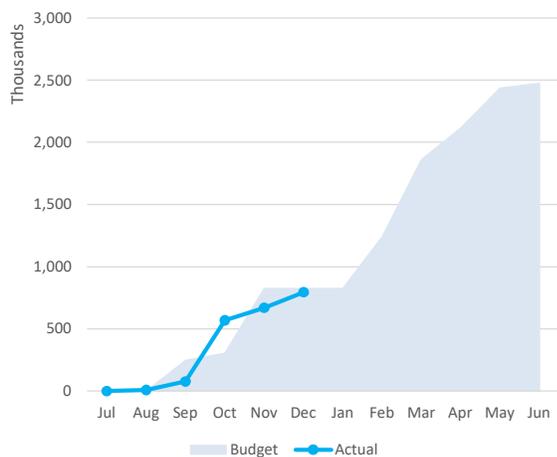
OPERATING REVENUE - Budget-v-YTD Actual



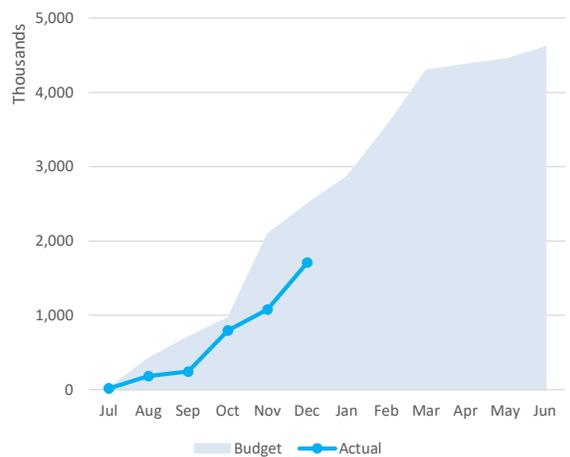
OPERATING EXPENSES - Budget-v-YTD Actual



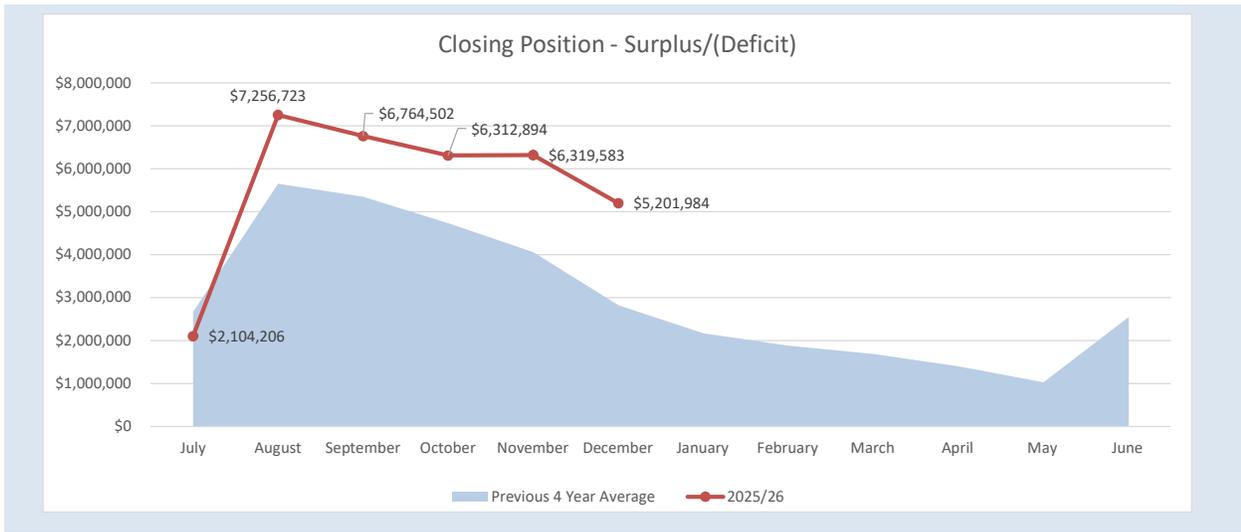
CAPITAL REVENUE - Budget-v-YTD Actual



CAPITAL EXPENSES - Budget-v-YTD Actual



**SHIRE OF KOJONUP
EXECUTIVE SUMMARY
FOR THE PERIOD ENDING 31 DECEMBER 2025**



**SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 31 DECEMBER 2025**

STATUTORY REPORTING PROGRAMS

The local governments operations as disclosed in these financial statements encompass the following service orientated activities/programs.

	ACTIVITIES
<p>GOVERNANCE</p> <p>To provide a decision making process for the efficient allocation of scarce resources.</p>	Administration and operation of facilities and services to members of the Council. Other costs that relate to the tasks of assisting elected members and ratepayers on matters which are which are not directly related to specific shire services.
<p>GENERAL PURPOSE FUNDING</p> <p>To collect revenue to allow for the provision of services.</p>	Rates, general purpose government grants and interest revenue.
<p>LAW, ORDER, PUBLIC SAFETY</p> <p>To provide services to help ensure a safer community.</p>	Supervision of various by-laws, fire prevention, emergency services and animal control.
<p>HEALTH</p> <p>To provide an operational framework for good community health.</p>	Food and water quality, pest control, immunisation services, child health services and health education.
<p>EDUCATION AND WELFARE</p> <p>To meet the needs of the community in these areas.</p>	Management and support for families, children, youth and the aged within the community by providing Youth, Aged and Family Centres, Home and Community Aged Care Programs and assistance to schools.
<p>HOUSING</p> <p>To help ensure adequate housing.</p>	Provision of residential housing for council staff. Provision of housing for aged persons, low income families, government and semi government employees.
<p>COMMUNITY AMENITIES</p> <p>Provide services required by the community.</p>	Rubbish collection services and disposal of waste, stormwater drainage, protection of the environment, town planning and regional development and other community amenities (cemeteries and public toilets).
<p>RECREATION AND CULTURE</p> <p>To establish and manage efficiently infrastructure and resources which will help the social wellbeing of the community.</p>	Public halls, recreation and aquatic centres, parks and reserves, libraries, heritage and culture.
<p>TRANSPORT</p> <p>To provide effective and efficient transport services to the community.</p>	Construction and maintenance of roads, footpaths, bridges, street cleaning and lighting, road verges, streetscaping and depot maintenance.
<p>ECONOMIC SERVICES</p> <p>To help promote the Shire and its economic wellbeing.</p>	The regulation and provision of tourism, area promotion, building control, noxious weeds, vermin control and standpipes.
<p>OTHER PROPERTY AND SERVICES</p> <p>To monitor and control Shire's overhead operating accounts.</p>	Private works, public works overheads, plant and equipment operations, town planning schemes and activities not reported in the above programs.

SHIRE OF KOJONUP
STATEMENT OF COMPREHENSIVE INCOME BY FUNCTION/PROGRAM
FOR THE PERIOD ENDING 31 DECEMBER 2025

	2025-2026 ANNUAL BUDGET	2025-2026 YTD BUDGET	2025-2026 YTD ACTUAL	VARIANCE
EXPENDITURE (Excluding Finance Costs)	\$	\$	\$	
General Purpose Funding	(85,551)	(37,056)	(13,326)	-64%
Governance	(1,190,673)	(691,961)	(406,496)	-41%
Law, Order, Public Safety	(627,836)	(349,468)	(242,069)	-31%
Education and Welfare	(52,978)	(27,948)	(19,979)	-29%
Health	(529,526)	(265,935)	(104,013)	-61%
Housing	(397,618)	(207,938)	(256,427)	23%
Community Amenities	(932,923)	(515,761)	(402,296)	-22%
Recreation and Culture	(1,615,138)	(834,983)	(797,066)	-5%
Transport	(6,718,327)	(3,376,466)	(3,520,035)	4%
Economic Services	(1,969,818)	(1,015,526)	(961,561)	-5%
Other Property and Services	(77,325)	5,625	94,052	1572%
Operating Expenses	(14,197,712)	(7,317,416)	(6,629,216)	
REVENUE				
General Purpose Funding	6,232,974	5,827,076	5,810,523	0%
Governance	60,040	32,020	62,136	94%
Law, Order, Public Safety	256,136	128,067	46,335	-64%
Education and Welfare	20,580	1,340	2,601	94%
Health	3,000	1,500	1,784	19%
Housing	406,420	218,202	219,633	1%
Community Amenities	317,300	305,550	370,171	21%
Recreation and Culture	67,386	14,192	39,715	180%
Transport	253,357	253,357	248,444	-2%
Economic Services	952,860	476,411	448,992	-6%
Other Property & Services	83,450	41,723	28,070	-33%
Operating Revenue	8,653,503	7,299,439	7,278,405	
Sub-total	(5,544,209)	(17,977)	649,189	
FINANCE COSTS (INTEREST)				
Law & Order	(19,970)	(16,980)	(7,456)	-56%
Health	(1,647)	(919)	(270)	-71%
Housing	(32,315)	(24,774)	(9,407)	-62%
Recreation & Culture	(64,449)	(36,582)	(20,083)	-45%
Transport	(1,565)	(880)	(257)	-71%
Economic Services	(10,834)	0	(4,890)	0%
Total Finance Costs	(130,780)	(80,135)	(42,363)	
NON-OPERATING REVENUE				
Transport	2,365,133	825,676	758,703	-8%
Total Non-Operating Revenue	2,365,133	825,676	758,703	
PROFIT/(LOSS) ON SALE OF ASSETS				
Transport - Loss on Sale	0	0	0	0%
Transport - Profit on Sale	0	0	0	0%
Total Profit/(Loss)	0	0	0	
NET RESULT	(3,309,856)	727,564	1,365,528	
Other Comprehensive Income				
Changes on revaluation of non-current assets	0	0	0	
Total Other Comprehensive Income	0	0	0	
TOTAL COMPREHENSIVE INCOME	(3,309,856)	727,564	1,365,528	

"Traffic Lights" Colour Coding:

For the purposes of identifying "material variances" under Local Government (Financial Management) Regulation 34, the Council has defined a formula in Council Policy 2.1.6 (see also Variance Report in these Statements).

To simplify this reporting, a traffic light system is used in the variance column of the Statement of Comprehensive Income and the Rate Setting Statement, as follows:

Revenue:

Green = Actual Revenue is greater than Year-to-Date budgeted revenue

Red = Variance between Actual Revenue and Year-to-Date budget is greater than 10% (lower)

Expenditure:

Green = Actual Expenditure is less than Year-to-Date budgeted expenditure

Red = Variance between Actual Expenditure and Year-to-Date budget is greater than 10% (higher)



**SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 31 DECEMBER 2025**

NATURE OR TYPE DESCRIPTIONS

REVENUE

RATES

All rates levied under the Local Government Act 1995. Includes general, differential, specific area rates, minimum rates, interim rates, back rates, ex-gratia rates, less discounts offered. Exclude administration fees, interest on instalments, interest on arrears and service charges.

GRANTS, SUBSIDIES AND CONTRIBUTIONS

Refer to all amounts received as grants, subsidies and contributions that are not non-operating grants.

CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS

Amounts received specifically for the acquisition, construction of new or the upgrading of non-current assets paid to a local government, irrespective of whether these amounts are received as capital grants, subsidies, contributions or donations.

PROFIT ON ASSET DISPOSAL

Profit on the disposal of assets including gains on the disposal of long term investments. Losses are disclosed under the expenditure classifications.

FEES AND CHARGEES

Revenues (other than service charges) from the use of facilities and charges made for local government services, sewerage rates, rentals, hire charges, fee for service, photocopying charges, licences, sale of goods or information, fines, penalties and administration fees. Local governments may wish to disclose more detail such as rubbish collection fees, rental of property, fines and penalties, other fees and charges.

SERVICE CHARGES

Service charges imposed under Division 6 of Part 6 of the Local Government Act 1995. Regulation 54 of the Local Government (Financial Management) Regulations 1996 identifies these as television and radio broadcasting, underground electricity and neighbourhood surveillance services. Exclude rubbish removal charges. Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

INTEREST REVENUE

Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

OTHER REVENUE / INCOME

Other revenue, which can not be classified under the above headings, includes dividends, discounts, rebates etc.

EXPENSES

EMPLOYEE COSTS

All costs associate with the employment of person such as salaries, wages, allowances, benefits such as vehicle and housing, superannuation, employment expenses, removal expenses, relocation expenses, worker's compensation insurance, training costs, conferences, safety expenses, medical examinations, fringe benefit tax, etc.

MATERIALS AND CONTRACTS

All expenditures on materials, supplies and contracts not classified under other headings. These include supply of goods and materials, legal expenses, consultancy, maintenance agreements, communication expenses, advertising expenses, membership, periodicals, publications, hire expenses, rental, leases, postage and freight etc. Local governments may wish to disclose more detail such as contract services, consultancy, information technology, rental or lease expenditures.

UTILITIES (GAS, ELECTRICITY, WATER, ETC.)

Expenditures made to the respective agencies for the provision of power, gas or water. Exclude expenditures incurred for the reinstatement of roadwork on behalf of these agencies.

INSURANCE

All insurance other than worker's compensation and health benefit insurance included as a cost of employment.

LOSS ON ASSET DISPOSAL

Loss on the disposal of fixed assets.

DEPRECIATION

Depreciation expense raised on all classes of assets.

FINANCE COSTS

Interest and other costs of finance paid, including costs of finance for loan debentures, overdraft accommodation and refinancing expenses.

OTHER EXPENDITURE

Statutory fees, taxes, provision for bad debts, member's fees or State taxes. Donations and subsidies made to community groups.

**SHIRE OF KOJONUP
STATEMENT OF COMPREHENSIVE INCOME
BY NATURE/TYPE
FOR THE PERIOD ENDING 31 DECEMBER 2025**

	2025-2026 ANNUAL BUDGET	2025-2026 YTD BUDGET	2025-2026 YTD ACTUAL	VARIANCE
Expenses				
Employee Costs	(4,695,071)	(2,215,230)	(2,015,418)	-9%
Materials and Contracts	(3,166,263)	(1,674,438)	(1,187,852)	-29%
Utility Charges	(397,675)	(198,863)	(150,677)	-24%
Depreciation on Non-Current Assets	(5,155,411)	(2,577,602)	(2,937,594)	14%
Interest Expenses	(130,780)	(80,135)	(42,363)	-47%
Insurance Expenses	(496,255)	(489,487)	(288,153)	-41%
Other Expenditure	(287,037)	(161,796)	(49,523)	-69%
Operating Expenses	(14,328,492)	(7,397,551)	(6,671,579)	
Revenue				
Rates	5,405,109	5,405,114	5,403,516	0%
Operating Grants, Subsidies and Contributions	1,322,758	777,607	709,907	-9%
Fees and Charges	906,330	601,003	666,088	11%
Service Charges	0	0	0	0%
Interest Earnings	75,500	41,930	39,142	-7%
Other Revenue	943,806	473,785	459,752	-3%
Operating Revenue	8,653,503	7,299,439	7,278,405	
Sub-total	(5,674,989)	(98,112)	606,826	
Non-Operating Grants, Subsidies & Contributions	2,365,133	825,676	758,703	-8%
Fair Value Adjustments to financial assets at fair value through profit/loss	0	0	0	0%
Profit on Asset Disposals	0	0	0	0%
Loss on Asset Disposals	0	0	0	0%
Non-Operating Revenue	2,365,133	825,676	758,703	
Net Result	(3,309,856)	727,564	1,365,528	
Other Comprehensive Income				
Changes on revaluation of non-current assets	0	0	0	
Total Other Comprehensive Income	0	0	0	
TOTAL COMPREHENSIVE INCOME	(3,309,856)	727,564	1,365,528	

SHIRE OF KOJONUP
STATEMENT OF FINANCIAL ACTIVITY BY NATURE/TYPE
FOR THE PERIOD ENDING 31 DECEMBER 2025

	2025-2026 ANNUAL BUDGET	2025-2026 YTD BUDGET (a)	2025-2026 YTD ACTUAL (b)	MATERIAL \$ (b)-(a)	MATERIAL % (b)-(a)/(a)	VAR
OPERATING REVENUE						
Rates	\$ 5,405,109	\$ 5,405,114	\$ 5,403,516	Within Threshold	Within Threshold	
Operating Grants and Subsidies	1,322,758	777,607	709,907	(67,700)	Within Threshold	
Fees and Charges	906,330	601,003	666,089	65,086	10.83%	▲
Interest Earnings	75,500	41,930	39,142	Within Threshold	Within Threshold	
Profit on Asset Disposal	0	0	0	Within Threshold	0.00%	
Other Revenue	943,806	473,785	459,752	(14,033)	Within Threshold	
	8,653,503	7,299,439	7,278,406			
LESS OPERATING EXPENDITURE						
Employee Costs	(4,695,071)	(2,215,230)	(2,015,418)	199,812	Within Threshold	
Materials & Contracts	(3,166,264)	(1,674,438)	(1,187,852)	486,586	29.06%	▲
Utilities	(397,675)	(198,863)	(150,677)	48,186	(24.23%)	▲
Depreciation on Non-Current Assets	(5,155,411)	(2,577,602)	(2,937,594)	(359,992)	13.97%	▼
Interest Expense	(130,780)	(80,135)	(42,363)	37,772	47.14%	▲
Insurances	(496,255)	(489,487)	(288,153)	201,334	(41.13%)	▲
Loss on Asset Disposal	0	0	0	Within Threshold	0.00%	
Other Expenditure	(287,036)	(161,796)	(49,523)	112,273	(69.39%)	▲
	(14,328,492)	(7,397,552)	(6,671,580)			
Amount Attributable to Operating Activities	(5,674,989)	(98,112)	606,826			
ITEMS EXCLUDED FROM OPERATING ACTIVITIES						
Movement in Doubtful Debt Provision	500	0	0	Within Threshold	0.00%	
Movement in Accrued Interest on Loans	0	0	(21,895)	(21,895)	0.00%	
Profit on the disposal of assets	0	0	0	Within Threshold	0.00%	
Depreciation Written Back	5,155,411	2,577,602	2,937,594	359,991	13.97%	▲
Total Items Excluded	5,155,911	2,577,602	2,915,699			
Sub Total	(519,078)	2,479,490	3,522,525			
INVESTING ACTIVITIES						
Outflows from investing activities					0.00%	
Land Held for Resale	(200,000)	0	0	Within Threshold	0.00%	
Purchase Buildings	(112,000)	(90,000)	(102,970)	(12,970)	14.41%	▲
Purchase Plant and Equipment	(306,500)	(46,500)	(65,620)	(19,120)	41.12%	▲
Purchase Furniture and Equipment	(315,000)	(150,000)	(16,907)	133,093	88.73%	▲
Infrastructure Assets - Roads	(3,073,381)	(1,907,211)	(1,279,200)	628,011	32.93%	▲
Infrastructure Assets - Parks & Ovals	(33,480)	(33,480)	0	33,480	(100.00%)	▲
Infrastructure Assets - Other	(60,000)	0	0	Within Threshold	0.00%	
Inflows from investing activities						
Proceeds from Sale of Assets	72,000	0	35,768	35,768	0.00%	
Contributions for the Development of Assets	2,365,133	825,676	758,703	(66,973)	Within Threshold	
Amount Attributable to Investing Activities	(1,663,228)	(1,401,515)	(670,226)			
FINANCING ACTIVITIES						
Outflows from financing activities						
Repayment of Debt - Loan Principal	(486,694)	(260,031)	(241,732)	18,299	Within Threshold	
Transfer to Reserves	(28,000)	(13,422)	(3,668)	Within Threshold	72.67%	
Inflows from financing activities						
Transfer from Reserves	37,000	0	0	Within Threshold	0.00%	
Amount Attributable to Financing Activities	(477,694)	(273,453)	(245,400)			
Sub Total	(2,660,000)	804,522	2,606,899			
FUNDING FROM						
Estimated Opening Surplus at 1 July	2,660,000	2,660,000	2,595,085	(64,915)	Within Threshold	
Closing Funds	0	0	0			
	2,660,000	2,660,000	2,595,085			
NET SURPLUS/(DEFICIT)	(0)	3,464,522	5,201,984			

SHIRE OF KOJONUP
SUMMARISED NET CURRENT POSITION
FOR THE PERIOD ENDING 31 DECEMBER 2025

	ACTUAL 30 JUNE 2025	ACTUAL YTD
Cash - Unrestricted	\$2,451,286	\$4,912,957
Cash - Restricted General	\$0	\$0
Cash - Restricted Reserves	\$1,135,419	\$1,139,087
Accounts Receivable - Rates	\$492,025	\$1,526,476
Accounts Receivable - Sundry	\$237,010	\$124,015
GST Receivable	\$1,842	\$78,346
Contract Assets	\$296,070	\$296,070
Inventories	\$22,290	\$36,885
Land held for Resale	\$233,584	\$233,584
Loans - Clubs	\$0	\$0
CURRENT ASSETS	\$4,869,526	\$8,347,420
LESS: CURRENT LIABILITIES		
Payables	(\$475,862)	(\$307,195)
ATO Liabilities	\$57,476	(\$13,437)
Unspent Grant Liabilities	(\$496,045)	(\$1,461,126)
Employee Provisions	(\$524,215)	(\$524,215)
Accrued Interest on Loans	(\$21,895)	\$0
Interest Bearing Loans	(\$486,694)	(\$244,962)
Springhaven Accommodation Bonds	\$0	\$0
CURRENT LIABILITIES	(\$1,947,235)	(\$2,550,935)
LESS: EXCLUSIONS		
Cash - Restricted Reserves	(\$1,135,419)	(\$1,139,087)
Cash - Restricted Cash	\$0	\$0
Interest Bearing Loans	\$486,694	\$244,962
Self Supporting Loan Debtors	\$0	\$0
Less Land held for Resale	(\$233,584)	(\$233,584)
Less Provision for Doubtful Debts	\$8,993	\$8,993
Add back Cash backed LSL Provision		
Add Back Springhaven Bonds	\$0	\$0
Add Back Accrued Interest on Loans	\$21,895	\$0
Add: Current liabilities not expected to be cleared at end of year	\$524,215	\$524,215
Unspent loan funds - Loan 150	\$0	
Roundings	\$0	\$0
NET CURRENT POSITION - SURPLUS/(DEFICIT)	\$2,595,086	\$5,201,984

**SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDING 31 DECEMBER 2025**

EXPLANATION OF MATERIAL VARIANCES

The Local Government (Financial Management) Regulation 34 (2) (b) requires 'an explanation of each of the material variances' identified within the Rate Setting Statement (from the adopted Budget) for each months financial statements. The information contained within the 'Statement of Financial Activity' on page 4 of these financial statements contains all of the information provided within the 'Rate Setting Statement' and therefore any material variances on these pages will be reported below.

Defining a 'Material Variance'

The Local Government (Financial Management) Regulation 34 (5) states that "Each financial year, a local government is to adopt a percentage or value, calculated in accordance with AAS5, to be used in statements of financial activity for reporting material variances." The Shire's policy 2.1.6, 'Material Variances' states:

For the purposes of identifying "material variances" under Local Government (Financial Management) Regulation 34, the following formula shall be used:

$$\frac{\text{Year-to-Date Actual}}{\text{Year-to-Date Budget}} - 100\%$$

Material variances to be reported when exceeding 10%, and a minimum of \$10,000, of the items contained within the Statement of Financial Activity.

REPORTING AREA	YTD BUDGET	YTD ACTUAL	VARIANCE \$	VARIANCE %	TIMING / PERMANENT	EXPLANATION
<u>Operating Revenue</u>						
Operating Grants	777,607	709,907	(67,700)	Within Threshold	TIMING	Decrease in General Purpose Grant \$45k, Increase in Local Roads Grant \$33k, Decrease in CESM Contributions \$42k, Decrease in CESM Grant \$28k.
Fees & Charges	601,003	666,089	65,086	11%	TIMING	Increase in Planning Fees \$68k, Decrease in Standpipe Water Charges \$25k, Increase in Private Works Income \$13k.
Other Revenue	473,785	459,752	(14,033)	Within Threshold	TIMING	Increase in Sundry Income \$26k, Decrease in Mics Fire Income \$16k, Decrease in Workers Compensation \$ 12k, Decrease in Lease of KSC Properties Income \$13k.
<u>Operating Expenses</u>						
Employee Costs	(2,215,230)	(2,015,418)	199,812	Within Threshold	TIMING	Increase in Salaries Admin \$72k, Decrease in Admin FBT \$33k, Decrease in Community Emergency Services Manager \$16k, Decrease in BRPC Salaries \$36k, Increase in Fire Hazard Reduction \$11k, Decrease in Health - Salaries \$55k, Decrease Staff Housing- Ground Maintenance Various \$15k, Decrease in Salaries -Swimming Pool \$16k, Increase in Library Salaries \$12k, Decrease in Salaries (Tour) \$12k, Decrease Salaries Works Supervisor \$29k, Decrease in Superannuation (supervisors) \$11k, Decrease in Grading \$129k, Increase Drainage Maintenance \$50k, Decrease in Guide Post & Signage \$14k, Increase in Trees Major Works \$36k, Increase in Townsite-Kojonup-Verge Maint \$34k.

**SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDING 31 DECEMBER 2025**

EXPLANATION OF MATERIAL VARIANCES

The Local Government (Financial Management) Regulation 34 (2) (b) requires 'an explanation of each of the material variances' identified within the Rate Setting Statement (from the adopted Budget) for each months financial statements. The information contained within the 'Statement of Financial Activity' on page 4 of these financial statements contains all of the information provided within the 'Rate Setting Statement' and therefore any material variances on these pages will be reported below.

Defining a 'Material Variance'

The Local Government (Financial Management) Regulation 34 (5) states that "Each financial year, a local government is to adopt a percentage or value, calculated in accordance with AAS5, to be used in statements of financial activity for reporting material variances." The Shire's policy 2.1.6, 'Material Variances' states:

For the purposes of identifying "material variances" under Local Government (Financial Management) Regulation 34, the following formula shall be used:

$$\frac{\text{Year-to-Date Actual}}{\text{Year-to-Date Budget}} - 100\%$$

Material variances to be reported when exceeding 10%, and a minimum of \$10,000, of the items contained within the Statement of Financial Activity.

REPORTING AREA	YTD BUDGET	YTD ACTUAL	VARIANCE \$	VARIANCE %	TIMING / PERMANENT	EXPLANATION
Materials & Contracts	(1,674,438)	(1,187,852)	486,586	29%	TIMING	Decrease in Depreciation W/Back \$ 72k, Decrease in Election & Poll Exp \$ 36k, Decrease in Integrated Planning Exp \$ 44k, Decrease in Office printing & stationary \$ 11k, Decrease in Telephone & Internet \$ 13k, Decrease in Software Licensing Fees \$ 72k, Decrease in ICT support \$ 27k, Increase in ICT Website (Subscription & Upgrades) \$11k, Decrease in VROC-Shared Services \$ 22k, Decrease in Records Management \$10k, Decrease CESM Other Exp \$17k, Decrease in Health -Contractors \$ 19k, Decrease in Doctors Services Contribution Exp \$ 61k, Increase in Staff Housing- Ground Maintenance Various \$ 17k, Decrease in Housing -GD Homes Mou Exp \$ 15k, Decrease in Recycle Depot \$ 68k, Decrease in Verge Pick up -Hard Waste \$ 15k, Increase in NRM- Environmental Reserve Management \$ 10k, Increase in Town Planning Exp 15k, Decrease in Bridge Maintenance \$ 27k, Increase in Airstrip Ground Maint \$ 20k, Decease in Story Area (Digital) \$ 23k, Decrease in Other Staff Exp (INC.FBT) \$ 14k, Increase in Ramm Road Inventory \$ 13k, Decrease in Fuel & Oil \$ 26k, Decrease in Tyres & Tubes \$ 14k, Increase in Parts, Ext Works & Sundries \$ 35k, Increase in Grading \$ 35k, Increase in Trees Rural Major Works \$14k.
Utilities	(198,863)	(150,677)	48,186	-24%	TIMING	Increase in Telephone & Internet \$12k, Decrease in Swimming Pool utilities \$11k, Decrease in Decrease in Apex Park Utilities \$11k, Decrease in Standpipe Water \$23k, Decrease in Black Cockatoo Utilities \$11k.
Interest Expense	(80,135)	(42,363)	37,772	47%	TIMING	Decrease in Staff Housing Loan Interest \$11k, Decrease Recreation Loan \$14k.
Insurances	(489,487)	(288,153)	201,334	-41%	TIMING	Decrease in Admin Staff Insurances \$13k, Decrease in Admin Office insurance \$21k, Decrease in Brigade Insurance \$33k, Deccrease in bridge Insurance \$14k, Decrease in Workers Comp Insurance \$17k, Decrease in Plant Insurance \$46k.

**SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDING 31 DECEMBER 2025**

EXPLANATION OF MATERIAL VARIANCES

The Local Government (Financial Management) Regulation 34 (2) (b) requires 'an explanation of each of the material variances' identified within the Rate Setting Statement (from the adopted Budget) for each months financial statements. The information contained within the 'Statement of Financial Activity' on page 4 of these financial statements contains all of the information provided within the 'Rate Setting Statement' and therefore any material variances on these pages will be reported below.

Defining a 'Material Variance'

The Local Government (Financial Management) Regulation 34 (5) states that "Each financial year, a local government is to adopt a percentage or value, calculated in accordance with AAS5, to be used in statements of financial activity for reporting material variances." The Shire's policy 2.1.6, 'Material Variances' states:

For the purposes of identifying "material variances" under Local Government (Financial Management) Regulation 34, the following formula shall be used:

$$\frac{\text{Year-to-Date Actual}}{\text{Year-to-Date Budget}} - 100\%$$

Material variances to be reported when exceeding 10%, and a minimum of \$10,000, of the items contained within the Statement of Financial Activity.

REPORTING AREA	YTD BUDGET	YTD ACTUAL	VARIANCE \$	VARIANCE %	TIMING / PERMANENT	EXPLANATION
Other Expenses	(161,796)	(49,523)	112,273	-69%	TIMING	Decrease in member Attendance \$ 27k, Decrease in Member Conference Exp \$ 15k, Decrease in Less Plant Costs Allocated To W.&S \$35k.

Investing Activities

Buildings	(90,000)	(102,970)	(12,970)	14%	TIMING	Increase in Memorial Hall Capital Expenditure \$ 40k, Decrease in Black Cockatoo Café Capital Expenditure \$ 23k.
Plant & Equipment	(46,500)	(65,620)	(19,120)	41%	TIMING	Decrease in Swimming pool Equipment \$ 36k, Increase in Major Plant Purchases \$ 55k.
Furniture & Equipment	(150,000)	(16,907)	133,093	89%	TIMING	Decrease in ICT Plan Implementation \$ 133k.
Infrastructure - Roads	(1,907,211)	(1,279,200)	628,011	33%	TIMING	Decrease in Spring Street Asphalt \$233k, Decrease in Misson Road Floodway \$20k, Decrease in Shamrock Rd Widen \$188k, Increase in Kojonup Darkan Rd Reseal \$53k, Decrease in Kojonup Darkan Rd Reconstruction \$128k, Decrease in Jingalup Rd Reseal \$99k, Decrease in Thornbury Close Construction (Industrial Area) \$151k.
Infrastructure - Parks & Ovals	(33,480)	0	33,480	-100%	TIMING	Decrease in Apex Park Playground \$ 33k.
Non-Operating Grants	825,676	758,703	(66,973)	Within Threshold	TIMING	Increase in Regional Road Group Grants \$349k, Decrease in Road to Recovery Grant \$504, Increase in Regional Road Safety Grant \$80k.

Financing Activities

Loan Principal Repayments	(260,031)	(241,732)	18,299	Within Threshold	TIMING	Decrease in Loan 150 - Communications tower Loan Principal repayments \$24k.
---------------------------	-----------	-----------	--------	------------------	--------	--

SHIRE OF KOJONUP
STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDING 31 DECEMBER 2025

	Note	2024-25 ACTUAL \$	2025-2026 ACTUAL \$	Variance \$
Current assets				
Unrestricted Cash & Cash Equivalents		2,451,286	4,912,957	2,461,671
Restricted Cash & Cash Equivalents		1,135,419	1,139,087	3,668
Trade and other receivables		729,035	1,650,491	921,456
ATO Receivables		1,842	78,346	76,504
Contract Assets		296,070	296,070	0
Inventories		22,290	36,885	14,595
Land Held for Resale		233,584	233,584	0
Total current assets		4,869,526	8,347,420	3,477,894
Non-current assets				
Trade and other receivables		114,776	114,776	0
LG House Unit Trust		99,524	99,524	0
Land Held for Resale		0	0	0
Land		2,292,085	2,292,085	0
Buildings		26,749,619	26,503,643	-245,976
Furniture & Equipment		367,345	372,101	4,757
Plant & Equipment		3,049,662	2,855,892	-193,770
Tools		0	0	0
Roads Infrastructure		94,871,109	93,797,433	-1,073,676
Kerbing Infrastructure		2,085,779	2,085,779	0
Drainage Infrastructure		10,018,154	10,018,154	0
Bridges Infrastructure		5,875,371	5,875,371	0
Footpaths Infrastructure		1,217,497	1,217,497	0
Parks Infrastructure		2,234,623	2,234,623	0
Other Infrastructure		5,820,586	5,820,586	0
Total non-current assets		154,796,130	153,287,465	-1,508,665
Total assets		159,665,656	161,634,884	1,969,228
Current liabilities				
Trade and other payables		497,757	307,195	190,562
ATO Liabilities		-57,476	13,437	-70,913
Contracts Liability		496,045	1,461,126	-965,081
Interest-bearing loans and borrowings		486,694	244,962	241,732
Provisions		524,215	524,215	0
Total current liabilities		1,947,235	2,550,935	-603,700
Non-current liabilities				
Interest-bearing loans and borrowings		3,993,184	3,993,184	0
Non-Current Payables		0	0	0
Provisions		94,599	94,599	0
Total non-current liabilities		4,087,783	4,087,783	0
Total liabilities		6,035,019	6,638,719	-603,700
Net assets		153,630,638	154,996,166	1,365,528
Equity				
Retained surplus		71,354,745	71,351,077	-3,668
Net Result		0	1,365,528	1,365,528
Reserve - asset revaluation		81,140,473	81,140,473	0
Reserve - Cash backed		1,135,419	1,139,087	3,668
Total equity		153,630,638	154,996,166	1,365,528

This statement is to be read in conjunction with the accompanying notes

**SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDING 31 DECEMBER 2025**

PROGRESS OF THE CAPITAL PROGRAM/SMART IMPLEMENTATION

COA	Description	SMART Implement. Ref.	Resp. Officer	Asset Class	Asset Invest. Type	2025/2026 Original Budget	2025/2026 YTD Budget	2025/2026 YTD Actuals	% of Annual Budget
Governance									
C137	ICT Plan Implementation		CEO	F&E	Renewal	300,000	150,000	16,907	6%
2104	Purchase of Light Vehicles		CEO	P&E	Renewal	107,000	0	0	0%
						407,000	150,000	16,907	
Housing									
C142	8 Soldier Road - Building renewal	2.2.14	MPS	L&B	Renewal	35,000	35,000	27,414	78%
C313	Jean Sullivan Units - Building Renewal		MPS	L&B	Renewal	10,000	0	0	0%
C145	ILU's - Building Renewal		MPS	L&B	Renewal	12,000	0	0	0%
						57,000	35,000	27,414	
Community Amenities									
C310	Subdivision Construction	2.4.3	CEO	L4R	Upgrade	200,000	0	0	0%
						200,000	0	0	
Recreation & Culture									
C158	Swimming Pool Equipment		MPS	P&E	Renewal	46,500	46,500	10,750	23%
6644	Sports Complex - New oven		MPS	F&E	Renewal	15,000	0	0	0%
C295	Swimming Pool - Cover over pool		MPS	L&B	Renewal	15,000	15,000	13,840	92%
C105	Memorial Hall Capital Expenditure - Replace ceiling		MPS	L&B	Renewal	0	0	39,840	0%
C357	Apex Park - Replace Equipment		SH	Infr.	Renewal	33,480	33,480	0	0%
						109,980	94,980	64,430	
Transport - Plant Purchases									
7604	Plant Major Purchases		MWS	P&E	New	153,000	0	54,870	36%
						153,000	0	54,870	
Transport - Infrastructure									
C507	RTR - Spring Street Asphalt		MWS	Infr.	Renewal	375,000	249,975	17,370	5%
CJ508	RTR - Misson Road Floodway		MWS	Infr.	Renewal	20,000	20,000	0	0%
CJ509	RTR - Soldier Road - Asphalt		MWS	Infr.	Renewal	75,000	0	0	0%
CJ512	RTR - Newton Street Reseal 24/25 C/Over SLK 0.00 - 0.26		MWS	Infr.	Renewal	18,530	0	0	0%
R2R400	R2R - Balgarup Road Tree Pruning/Verge Mulching Works		MWS	Infr.	Renewal	75,000	0	0	0%
R2R401	RTR - Tone Rd Stab & Seal Failures SLK 5.30 - 5.90		MWS	Infr.	Renewal	145,000	0	0	0%
R2R402	RTR - Frankland Rd Repair Pavement SLK 19.94		MWS	Infr.	Renewal	112,136	0	0	0%
R2R403	RTR - Boscabel Chittinup RD Reseal SLK 3.80 - 4.06		MWS	Infr.	Renewal	85,000	0	0	0%
R2R404	RTR - Boscabel Chittinup RD Reseal SLK 4.86 - 6.22		MWS	Infr.	Renewal	95,000	0	0	0%
R2R405	RTR - Old Broomehill Rd Seal Bridge Approach SLK 2.25		MWS	Infr.	Renewal	60,000	0	0	0%
R2R406	RTR - Old Broomehill Rd Seal Bridge Approach SLK 5.16		MWS	Infr.	Renewal	60,000	0	0	0%
R2R407	RTR - Old Broomehill Rd Seal Bridge Approach SLK 7.65		MWS	Infr.	Renewal	60,000	0	0	0%
RRG001	Shamrock Rd Widen SLK 15.8 - 18.8		MWS	Infr.	Upgrade	705,000	705,000	517,444	73%
RRG002	Kojonup Darkan Rd Reseal SLK 3.8 - 5.0		MWS	Infr.	Renewal	105,000	26,250	79,271	75%
RRG003	Kojonup Darkan Rd Reconstruction SLK 1.9 - 3.8		MWS	Infr.	Upgrade	615,000	615,000	487,129	79%
RRG004	Jingalup Rd Reseal SLK 2.0 - 4.0		MWS	Infr.	Renewal	210,000	139,986	41,380	20%
RRG005	Rrg - Kojonup-Frankalnd Rd Reconstruct And Reseal		MWS	Infr.	Renewal	0	0	2,200	0%
CJ079	Reillys Creek Road - Gravel Sheet		MWS	Infr.	Upgrade	76,715	0	8,610	11%
RC003	Thornbury Close Construction including fire road (Industrial Area)		MWS	Infr.	Upgrade	151,000	151,000	46,182	31%
RC004	Jingalup Road Re-Alignment		MWS	Infr.	Upgrade	30,000	0	0	0%
RSP001	Broomehill-Koonup Rd Seal With Aec/Acl - Slk 0.00 To 16.85		MWS	Infr.	Upgrade	0	0	79,614	0%
						3,073,381	1,907,211	1,279,200	
Economic Services									
C177	Kodja Place - Capital Renewal/Improvement	2.1.10	MCCS	L&B	Renewal	15,000	15,000	19,750	132%
C349	Black Cockatoo Café Capital Expenditure		MCCS	L&B	Renewal	25,000	25,000	2,126	9%
C054	Promotional Signage at Airstrip	1.4.7	CEO	Infr.	New	60,000	0	0	0%
						100,000	40,000	21,877	
Total Capital Expenditure						4,100,361	2,227,191	1,464,696	35.7%

SUMMARIES:				
Land Held for Resale	200,000	0	0	0.0%
Land & Buildings	112,000	90,000	102,970	91.9%
Infrastructure	3,166,861	1,940,691	1,279,200	40.4%
Plant & Equipment	306,500	46,500	65,620	21.4%
Furn & Equipment	315,000	150,000	16,907	5.4%
	4,100,361	2,227,191	1,464,696	35.7%
At No Cost	0		0	0.0%
Asset Renewal	2,109,646	756,191	270,848	12.8%
New Asset	213,000	0	54,870	25.8%
Upgrading Asset	1,777,715	1,471,000	1,138,979	64.1%
	4,100,361	2,227,191	1,464,696	35.7%
Chief Executive Officer	667,000	150,000	16,907	2.5%
Manager Corporate & Community Services	40,000	40,000	21,877	54.7%
Manager Works & Services	3,226,381	1,907,211	1,334,069	41.3%
Senior Horticulturalist	33,480	33,480	0	0.0%
Manager Property Services	133,500	96,500	91,843	68.8%
	4,100,361	2,227,191	1,464,696	35.7%

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT
STATEMENT OF CAPITAL GRANTS & CONTRACT LIABILITIES
FOR THE PERIOD ENDING 31 DECEMBER 2025

UNSPENT CAPITAL GRANTS

Grant Provider	Liability 1 July 2025	Increase in Liability	Liability Recorded as Revenue	Closing Liability	Adopted Budget Revenue	YTD Budget	YTD Actual Revenue
Housing							
RAAP Funding - Great Southern Housing Initiative (GSHI)	0	0	0	0	0	0	0
Recreation & Culture							
DITRDC - LRCI 3 Grant	0	0	0	0	0	0	0
Transport							
MRWA - Regional Road Group Grants 2024-2025	142,379	0	(142,379)	0	0	0	0
DITRDC - Roads to Recovery Grant 2024-2025	349,997	0	(17,370)	332,627	548,997	0	17,370
DITRDC - Roads to Recovery Grant 2025-2026	0	0	0	0	692,136	521,276	0
MRWA - RRG 25-26 Shamrock Rd Widen	0	376,000	(376,000)	0	470,000	56,400	375,998
MRWA RRG 24-25 Jinalup Rd Reseal	0	56,000	(41,380)	14,620	140,000	56,000	41,380
MRWA RRG 24-25 Kojonup Darkan Reseal	0	56,000	(10,354)	45,646	70,000	28,000	10,354
MRWA RRG 24-25 Kojonup Darkan Reconstruction	0	328,000	(225,377)	102,623	410,000	164,000	225,377
MRWA - RRG 25-26 Kojonup-Frankland Rd Widen	0	60,000	0	60,000	0	0	0
MRWA Regional Road Safety Project-Broomhill	0	922,165	(79,614)	842,551	0	0	79,614
MRWA Commodity Route Funding	0	68,000	(8,610)	59,390	34,000	0	8,610
Economic Services							
Dept of Water - Water Re-use (Community Drought)	3,669	0	0	3,669	0	0	0
Total Unspent Capital Grants	496,045	1,866,165	(901,084)	1,461,126	2,365,133	825,676	758,703

CONTRACT LIABILITIES

Grant Provider	Liability 1 July 2025	Increase in Liability	Liability Recorded as Revenue	Closing Liability	Adopted Budget Revenue	YTD Budget	YTD Actual Revenue
Housing							
GSDC - Great Southern Homes Grant	0	30,000	(30,000)	0	30,000	30,000	30,000
Total Contract Liabilities	-	30,000	(30,000)	-	30,000	30,000	30,000
TOTAL LIABILITIES & REVENUE	496,045	1,896,165	(931,084)	1,461,126	2,395,133	855,676	788,703

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDING 31 DECEMBER 2025

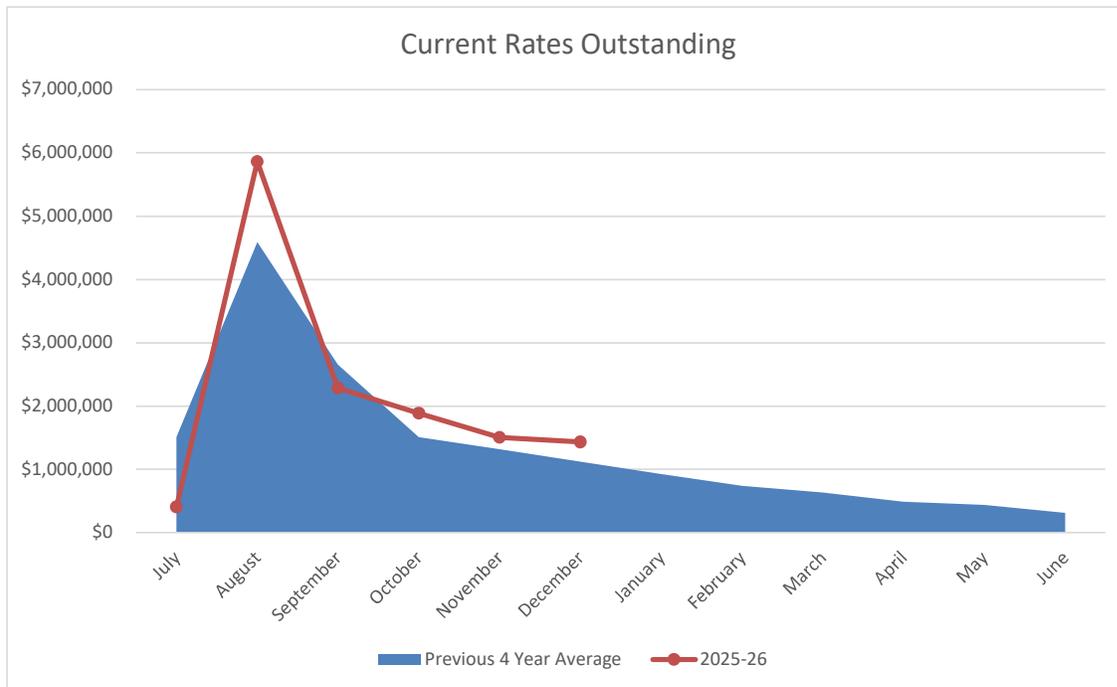
RESERVES - CASH BACKED	2025-2026 Actual Opening Balance	2025-2026 Actual Transfer to	2025-2026 Actual Transfer (from)	2025-2026 Actual Closing Balance	2025-2026 Budget Opening Balance	2025-2026 Budget Transfer to	2025-2026 Budget Transfer (from)	2025-2026 Budget Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$
Plant Reserve	269,951	872	0	270,823	269,771	7,800	0	277,571
Employee Leave	296,408	957	0	297,365	296,230	7,800	0	304,030
Low Income Housing	91,023	294	0	91,317	90,963	1,850	0	92,813
Sporting Facility	0	0	0	0	68,321	1,380	(15,000)	54,701
Landfill Waste Management	87,276	282	0	87,558	87,217	1,770	0	88,987
Kodja Place Tourist Precinct	0	0	0	0	18	0	0	18
Community Grants Reserve	10,627	34	0	10,661	10,619	215	0	10,834
Independent Living Units	172,455	557	0	173,012	172,339	3,490	(22,000)	153,829
Natural Resource Management	106,230	343	0	106,573	106,159	2,150	0	108,309
The Kodja Place Building Upgrade & Renewal	19,222	62	0	19,284	19,191	390	0	19,581
Asset Acquisition and Replacement Reserve	0	0	0	0	0	0	0	0
Sports Complex Building, Plant & Equipment Upgrade and Renewal Reserve	82,228	266	0	82,494	13,830	1,155	0	14,985
	1,135,420	3,667	0	1,139,087	1,134,658	28,000	(37,000)	1,125,658

**SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDING 31 DECEMBER 2025**

RATES & SUNDRY RECEIVABLES

Rates:

	1-Jul-25	Levy for 2025/26	Collectable	Received	Outstanding
Property Rates	\$ 213,171	\$ 5,403,627	\$ 5,616,798	\$ (4,401,786)	\$ 1,215,012
Rubbish Charges	\$ 46,040	\$ 287,080	\$ 333,120	\$ (275,304)	\$ 57,816
Emergency Services Levy	\$ 22,122	\$ 19,994	\$ 42,116	\$ -	\$ 42,116
Instalment fee & Interest	\$ -	\$ 19,461	\$ 19,461	\$ (19,461)	\$ -
Penalty & ESL Interest	\$ 131,124	\$ 20,135	\$ 151,259	\$ (25,048)	\$ 126,211
Excess Rates	\$ (70,709)	\$ -	\$ (70,709)	\$ (21,774)	\$ (92,483)
Sub- Total	\$ 341,748	\$ 5,750,297	\$ 6,092,045	\$ (4,743,373)	\$ 1,348,672 23%
OTHER ITEMS					
Pensioner Rebates to claim	\$ 79,569	\$ -	\$ 79,569	\$ 5,753	\$ 85,322
Sub-Total	\$ 421,316				\$ 1,433,993
Pensioner Deferred Rates	\$ 114,776	\$ -	\$ 114,776	\$ -	\$ 114,776
Total Outstanding	\$ 456,523	\$ 5,750,297	\$ 6,206,820	\$ (4,743,373)	\$ 1,463,447



Sundry Debtors:

	30-Jun-25		31/12/25		Movement This FY
Credit Balance	\$ (7,112)		\$ (7,813)		\$ 702
Current	\$ 364,492		\$ 11,793		\$ 352,699
30 - 60 days	\$ 6,417	1%	\$ 5,329	4%	\$ 1,088
60 - 90 days	\$ 1,562	0%	\$ 2,156	2%	\$ (594)
Greater than 90 days	\$ 127,516	26%	\$ 121,543	91%	\$ 5,973
	\$ 492,875		\$ 133,008		

**SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDING 31 DECEMBER 2025**

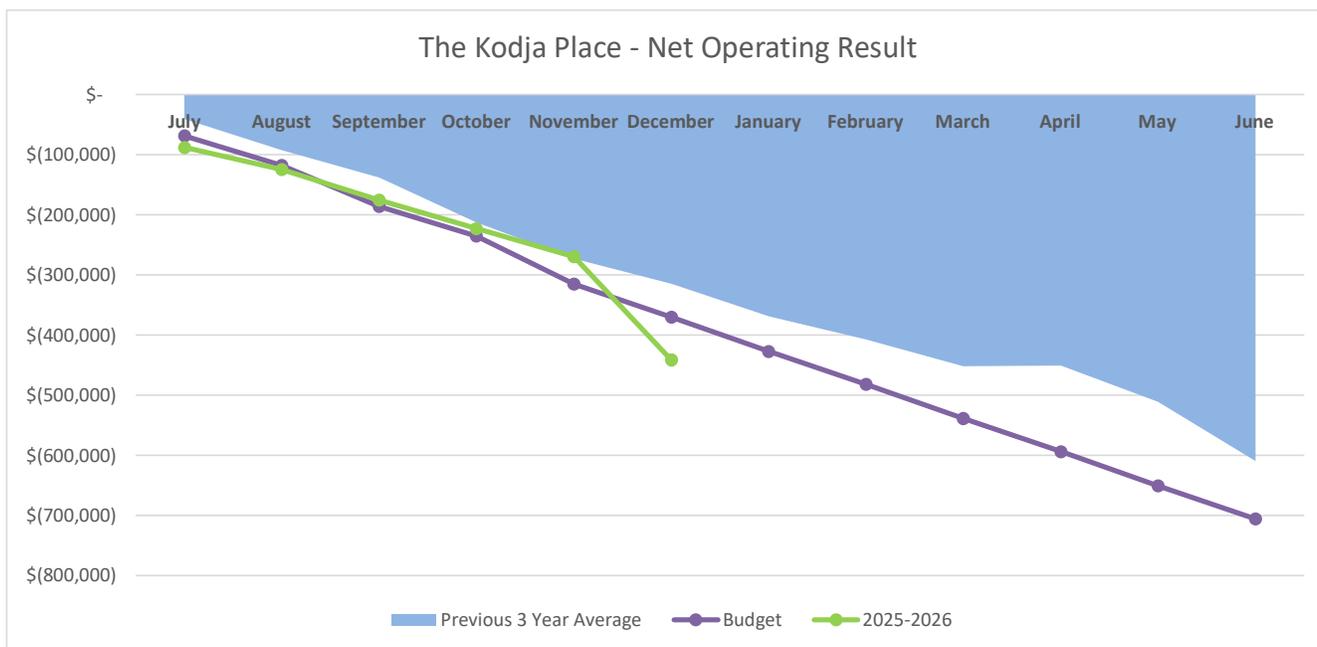
LOAN REPAYMENTS	Loan Number	2025-2026	2025-2026	2025-2026	2025-2026	2025-2026	2025-2026	2025-2026	2025-2026	2025-2026	2025-2026
		Actual	New	New	Actual	Actual	Budget	Budget	Budget	Budget	Budget
		Principal 1	New Loans	Principal	Interest	Principal	Principal	New	Principal	Interest	Principal
		July 2025		Repayments	Repayments	Outstanding	1 July 2025	Loans	Repayments	Repayments	Outstanding
		\$		\$	\$	\$	\$		\$	\$	\$
Law, order, public safety											
Communications Tower	150	358,792	0	(17,541)	(7,456)	341,251	358,792	0	(35,479)	(19,970)	323,313
Health											
Medical Centre Donation	137	101,679	0	(4,483)	(270)	97,196	101,679	0	(9,005)	(1,647)	92,674
Housing											
Bagg Street Unit	135	33,259	0	(5,334)	(485)	27,925	33,259	0	(10,750)	(929)	22,509
Aged Units - GSHI	139	0	0	0	0	0	0	0	0	0	0
Staff Housing - GSHI	140	669,970	0	(31,060)	(1,871)	638,910	669,970	0	(62,388)	(11,409)	607,582
GROH Housing - GSHI	138	592,029	0	(57,722)	(1,376)	534,307	592,029	0	(115,860)	(8,171)	476,169
Staff Housing - GSHI	144	22,617	0	(5,575)	(75)	17,042	22,617	0	(11,203)	(375)	11,414
GROH Housing - GSHI	145	22,617	0	(5,575)	(75)	17,041	22,617	0	(11,203)	(375)	11,414
Staff Housing Renovations	148	254,607	0	(8,160)	(5,526)	246,447	254,607	0	(16,501)	(11,056)	238,106
Recreation and culture											
Sports Complex	134	161,764	0	(9,812)	(3,952)	151,952	161,764	0	(19,867)	(7,952)	141,897
Sports Complex Wall	136	42,391	0	(5,117)	(350)	37,274	42,391	0	(10,285)	(793)	32,106
Netball Courts & Roof	143	1,228,607	0	(28,269)	(6,244)	1,200,338	1,228,607	0	(56,945)	(34,945)	1,171,662
Oval Lighting	142	157,404	0	(12,601)	(743)	144,802	157,404	0	(25,294)	(2,194)	132,110
Harrison PI Toilets & Park	146	295,831	0	(18,571)	(5,066)	277,260	295,831	0	(37,506)	(7,340)	258,325
Harrison PI Toilets & Park	149	141,646	0	(8,771)	(3,728)	132,875	141,646	0	(17,740)	(11,225)	123,906
Transport											
Airstrip Lighting	141	111,131	0	(5,214)	(257)	105,917	111,131	0	(10,468)	(1,565)	100,663
Economic services											
Land Development	147	285,534	0	(17,925)	(4,890)	267,609	285,534	0	(36,200)	(10,834)	249,334
		4,479,877	0	(241,732)	(42,363)	4,238,145	4,479,878	0	(486,694)	(130,780)	3,993,184

**SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDING 31 DECEMBER 2025**

MAJOR BUSINESS UNITS

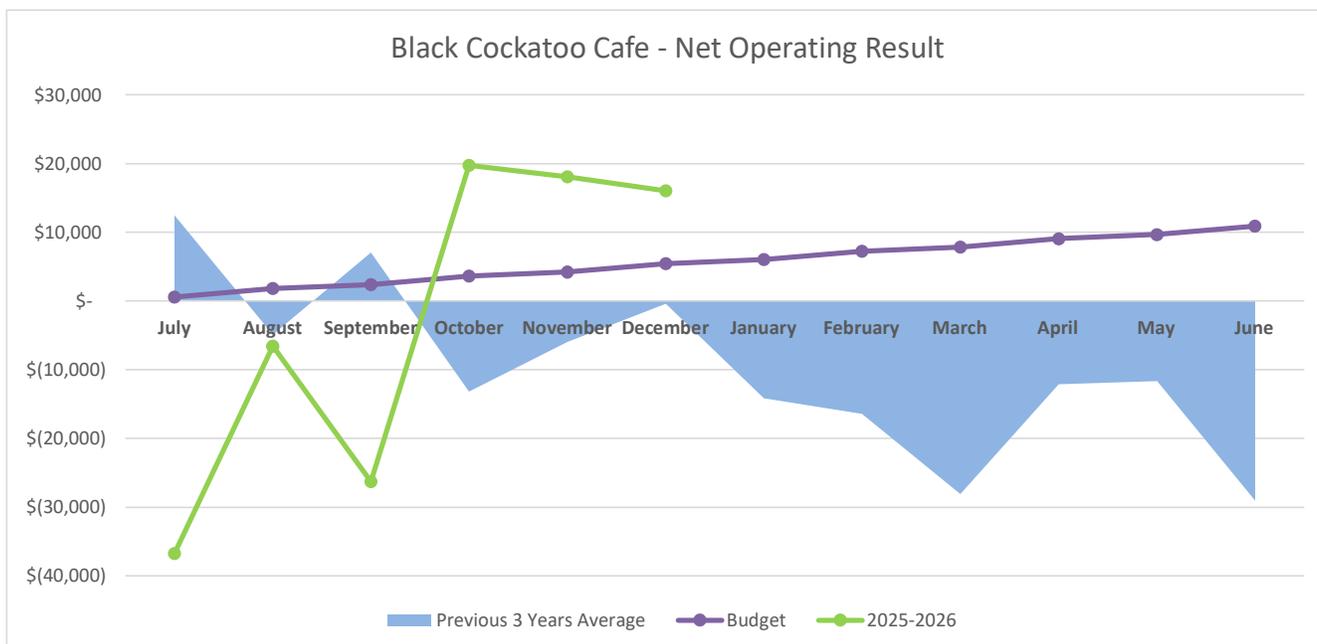
The Kodja Place Precinct

The Shire of Kojonup owns and operates The Kodja Place precinct, a tourism, retail and cultural interpretive centre on Albany Highway. The following graph shows the operations of TKPP (profit or loss). There is also capital expenditure (p.13), a loan (p.15) and a reserve account (p.16) associated with TKPP.



Black Cockatoo Café

Effective from 1 July 2023, the Shire assumed ownership and operation of The Black Cockatoo Café, located in The Kodja Place Precinct. The following graph shows the trading results of the café.



**SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT**

Details By function Under The Following Programme Titles
And Type Of Activities Within The Programme

ACCOUNT	JOB	COMPARATIVES YEAR TO DATE 31 DECEMBER 2025		ACTUAL 31 DECEMBER 2025		ADOPTED BUDGET 2025-2026	
		Budget	Actual	Income	Expense	Income	Expense
9605	Proceeds Sale of Assets - Plant & Equipment	\$0	(\$35,768)	(\$35,768)	\$0	(\$72,000)	\$0
	Sub Total - PROCEEDS/REALISATION ON SALE OF ASSET	\$0	(\$35,768)	(\$35,768)	\$0	(\$72,000)	\$0
	WRITTEN DOWN VALUE						
	Sub Total - WDV ON SALE OF ASSET	\$0	\$0	\$0	\$0	\$0	\$0
	Total - GAIN/LOSS ON DISPOSAL OF ASSET	\$0	(\$35,768)	(\$35,768)	\$0	(\$72,000)	\$0
	Sub Total - ABNORMAL ITEMS	\$0	\$0	\$0	\$0	\$0	\$0
	Total - OPERATING STATEMENT	\$0	(\$35,768)	(\$35,768)	\$0	(\$72,000)	\$0

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

Details By function Under The Following Programme Titles
 And Type Of Activities Within The Programme

ACCOUNT	JOB	COMPARATIVES		ACTUAL		ADOPTED BUDGET	
		YEAR TO DATE		31 DECEMBER 2025		2025-2026	
		Budget	Actual	Income	Expense	Income	Expense
GENERAL PURPOSE FUNDING - RATES							
OPERATING EXPENDITURE							
1112	Admin Allocated to Rates (Cash)	\$29,909	\$8,304	\$0	\$8,304	\$0	\$59,821
1122	Admin Allocated to Rates (Non-Cash)	\$2,124	\$666	\$0	\$666	\$0	\$4,247
1132	Rating Salaries	\$0	\$0	\$0	\$0	\$0	\$0
1162	Superannuation	\$0	\$0	\$0	\$0	\$0	\$0
1182	Rates Printing/postage	\$1,000	\$0	\$0	\$0	\$0	\$1,000
1192	Valuation Expenses	\$1,120	\$2,861	\$0	\$2,861	\$0	\$15,725
1202	Title Searches	\$245	\$0	\$0	\$0	\$0	\$500
1222	Insurance - Emp Costs (Rates)	\$2,258	\$1,495	\$0	\$1,495	\$0	\$2,258
1262	Legal Costs Incurred - Rates	\$400	\$0	\$0	\$0	\$0	\$2,000
	Sub Total - GENERAL RATES OP/EXP	\$37,056	\$13,326	\$0	\$13,326	\$0	\$85,551
OPERATING INCOME							
1003	General Rates Levied	(\$5,402,594)	(\$5,403,607)	(\$5,403,607)	\$0	(\$5,402,594)	\$0
1053	Back Rates	(\$100)	(\$20)	(\$20)	\$0	(\$100)	\$0
1013	Ex-Gratia Rates	(\$2,515)	\$0	\$0	\$0	(\$2,515)	\$0
1043	Non Payment Penalty Interest	(\$18,200)	(\$20,135)	(\$20,135)	\$0	(\$35,000)	\$0
1073	Instalment Administration Charge	(\$4,000)	(\$4,122)	(\$4,122)	\$0	(\$4,000)	\$0
1063	Instalment Interest Charge	(\$12,000)	(\$15,339)	(\$15,339)	\$0	(\$12,000)	\$0
1273	ESL Levy Admin Fee	(\$4,000)	(\$4,000)	(\$4,000)	\$0	(\$4,000)	\$0
1092	Rates Written Off/Refunded	\$95	\$111	\$111	\$0	\$100	\$0
1283	Settlement & Search Charges	(\$2,700)	(\$2,873)	(\$2,873)	\$0	(\$4,500)	\$0
1263	Legal Expenses - Recovered	(\$400)	\$0	\$0	\$0	(\$2,000)	\$0
	Sub Total - GENERAL RATES OP/INC	(\$5,446,414)	(\$5,449,985)	(\$5,449,985)	\$0	(\$5,466,609)	\$0
	Total - GENERAL RATES	(\$5,409,358)	(\$5,436,659)	(\$5,449,985)	\$13,326	(\$5,466,609)	\$85,551

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

Details By function Under The Following Programme Titles
 And Type Of Activities Within The Programme

ACCOUNT	JOB	COMPARATIVES		ACTUAL		ADOPTED BUDGET			
		YEAR TO DATE		31 DECEMBER 2025		2025-2026			
		Budget	Actual	Income	Expense	Income	Expense		
OTHER GENERAL PURPOSE FUNDING									
OPERATING EXPENDITURE									
Sub Total - OTHER GENERAL PURPOSE FUNDING OP/EXP				\$0	\$0	\$0	\$0		
OPERATING INCOME									
1333	Grants Commission General Purpose Grant	(\$177,104)	(\$132,402)	(\$132,402)	\$0	(\$354,208)	\$0		
1343	Grants Commission Local Roads Grant	(\$191,829)	(\$224,469)	(\$224,469)	\$0	(\$383,657)	\$0		
1373	Interest Received - Municipal	(\$250)	\$0	\$0	\$0	(\$500)	\$0		
1393	Interest Received - Reserves	(\$11,480)	(\$3,668)	(\$3,668)	\$0	(\$28,000)	\$0		
Sub Total - OTHER GENERAL PURPOSE FUNDING OP/INC				(\$380,662)	(\$360,539)	(\$360,539)	\$0	(\$766,365)	\$0
Total - OTHER GENERAL PURPOSE FUNDING				(\$380,662)	(\$360,539)	(\$360,539)	\$0	(\$766,365)	\$0
Total - GENERAL PURPOSE FUNDING				(\$5,790,021)	(\$5,797,197)	(\$5,810,523)	\$13,326	(\$6,232,974)	\$85,551

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

Details By function Under The Following Programme Titles
 And Type Of Activities Within The Programme

ACCOUNT	JOB	COMPARATIVES		ACTUAL		ADOPTED BUDGET	
		YEAR TO DATE		31 DECEMBER 2025		2025-2026	
		Budget	Actual	Income	Expense	Income	Expense
GOVERNANCE - MEMBERS OF COUNCIL							
OPERATING EXPENDITURE							
002D	Depreciation	\$812	\$819	\$0	\$819	\$0	\$1,625
1502	Meeting Attendance Fees	\$51,579	\$24,223	\$0	\$24,223	\$0	\$103,157
1508	Members Travelling	\$1,956	\$868	\$0	\$868	\$0	\$2,920
1512	Conferences & Training Expenses	\$15,250	\$0	\$0	\$0	\$0	\$15,500
1522	Members Communications Allowance	\$10,500	\$4,500	\$0	\$4,500	\$0	\$21,000
1532	Election Expenses	\$36,100	\$0	\$0	\$0	\$0	\$36,100
1542	Presidents/Dep Allowances	\$19,000	\$9,500	\$0	\$9,500	\$0	\$38,000
1562	Refreshments & Functions (Councillors)	\$5,994	\$5,127	\$0	\$5,127	\$0	\$11,100
1572	Refreshments & Functions Staff)	\$4,643	\$3,914	\$0	\$3,914	\$0	\$6,190
1592	Members Insurance	\$11,775	\$7,359	\$0	\$7,359	\$0	\$11,775
1602	Subscriptions	\$37,870	\$28,783	\$0	\$28,783	\$0	\$37,870
1612	Misc Expenses - Members	\$990	\$262	\$0	\$262	\$0	\$1,500
1624	Integrated Planning Expenses	\$43,706	\$0	\$0	\$0	\$0	\$87,415
1632	Vehicle Operating Expenses	\$450	\$0	\$0	\$0	\$0	\$500
1642	Advertising	\$0	\$680	\$0	\$680	\$0	\$0
1662	Audit Fees	\$7,226	\$2,950	\$0	\$2,950	\$0	\$51,650
1702	Administration Allocation (Cash)	\$348,943	\$166,087	\$0	\$166,087	\$0	\$697,914
1712	Administration Allocation (Non-Cash)	\$10,618	\$8,877	\$0	\$8,877	\$0	\$21,237
1772	Doubtful Debt Expenses	\$0	\$0	\$0	\$0	\$0	\$500
1792	Legal Costs	\$1,530	\$0	\$0	\$0	\$0	\$3,000
2075	VROC - Shared Services	\$22,000	\$0	\$0	\$0	\$0	\$22,000
Sub Total - MEMBERS OF COUNCIL OP/EXP		\$630,942	\$263,949	\$0	\$263,949	\$0	\$1,170,953
OPERATING INCOME							
Sub Total - MEMBERS OF COUNCIL OP/INC		\$0	\$0	\$0	\$0	\$0	\$0
Total - MEMBERS OF COUNCIL		\$630,942	\$263,949	\$0	\$263,949	\$0	\$1,170,953

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

Details By function Under The Following Programme Titles
 And Type Of Activities Within The Programme

ACCOUNT	JOB	COMPARATIVES		ACTUAL		ADOPTED BUDGET	
		YEAR TO DATE		31 DECEMBER 2025		2025-2026	
		Budget	Actual	Income	Expense	Income	Expense
GOVERNANCE - GENERAL							
OPERATING EXPENDITURE							
003D	Depreciation (Sch 4)	\$53,090	\$53,381	\$0	\$53,381	\$0	\$106,185
1852	Salaries - Admin	\$533,117	\$604,638	\$0	\$604,638	\$0	\$1,066,276
1882	Admin Superannuation	\$67,225	\$72,620	\$0	\$72,620	\$0	\$134,456
1892	Staff Insurances	\$47,418	\$34,500	\$0	\$34,500	\$0	\$47,418
1902	FBT Admin Staff	\$8,670	(\$24,417)	\$0	(\$24,417)	\$0	\$17,000
1912	Conference & Training	\$7,032	\$18,568	\$0	\$18,568	\$0	\$18,030
1922	Advertising	\$2,160	\$300	\$0	\$300	\$0	\$8,000
1931	Occupational Risk Co-Ordinator Costs	\$4,500	\$0	\$0	\$0	\$0	\$9,000
1932	Occ Health & Safety	\$6,390	\$1,120	\$0	\$1,120	\$0	\$12,780
1942	Staff Uniforms	\$4,675	\$488	\$0	\$488	\$0	\$5,500
1952	Admin Staff Costs	\$7,933	\$8,014	\$0	\$8,014	\$0	\$14,985
1957	Office Building Maintenance	\$5,137	\$2,418	\$0	\$2,418	\$0	\$7,675
1958	Office - Cleaning & Assoc	\$20,537	\$28,218	\$0	\$28,218	\$0	\$41,075
1959	Office - Utility Charges	\$6,601	\$5,332	\$0	\$5,332	\$0	\$13,200
1962	Office Gardens & Surrounds-Mtce	\$2,142	\$5,911	\$0	\$5,911	\$0	\$6,284
1972	Admin Printing & Stationery	\$14,200	\$10,804	\$0	\$10,804	\$0	\$28,400
1982	Telephone & Internet	\$12,612	\$12,217	\$0	\$12,217	\$0	\$26,275
2002	Office Equip Maint	\$500	\$0	\$0	\$0	\$0	\$1,000
2004	Office - Insurance.	\$42,124	\$21,405	\$0	\$21,405	\$0	\$42,124
2006	Donations CEO discretion	\$250	\$0	\$0	\$0	\$0	\$500
2008	Donations - Council	\$1,000	\$100	\$0	\$100	\$0	\$1,000
2012	Non Capital Purchases	\$708	\$0	\$0	\$0	\$0	\$2,500
2022	Bank Charges	\$19,720	\$14,193	\$0	\$14,193	\$0	\$34,000
2032	Postage & Freight	\$3,780	\$4,415	\$0	\$4,415	\$0	\$6,000
2042	ICT Computer Support	\$61,223	\$32,038	\$0	\$32,038	\$0	\$121,865
1992	ICT Software Licensing Fees	\$81,857	\$18,922	\$0	\$18,922	\$0	\$146,036
2043	ICT Website Subscription & Upgrade	\$0	\$11,400	\$0	\$11,400	\$0	\$0
2044	ICT Hardware Purchases (<\$5,000)	\$750	\$554	\$0	\$554	\$0	\$1,500
2052	Admin Vehicle Expenses	\$8,300	\$4,680	\$0	\$4,680	\$0	\$16,600
2062	Admin Legal Expenses	\$12,500	\$5,770	\$0	\$5,770	\$0	\$25,000
2277	Finance Consultants	\$40,100	\$45,257	\$0	\$45,257	\$0	\$89,600
2275	Records Management	\$22,849	\$12,892	\$0	\$12,892	\$0	\$45,700
2278	Security Monitoring	\$800	\$436	\$0	\$436	\$0	\$1,600
2092	Mis Expense - Admin	\$1,330	\$639	\$0	\$639	\$0	\$2,660
2102	Admin - Novated Lease Expenses	\$9,860	\$10,555	\$0	\$10,555	\$0	\$19,720
2172	Less Admin Non Cash Realloc	(\$53,090)	(\$44,387)	\$0	(\$44,387)	\$0	(\$106,185)

**SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT**

Details By function Under The Following Programme Titles
And Type Of Activities Within The Programme

ACCOUNT	JOB	COMPARATIVES		ACTUAL		ADOPTED BUDGET	
		YEAR TO DATE		31 DECEMBER 2025		2025-2026	
		31 DECEMBER 2025	31 DECEMBER 2025	Income	Expense	Income	Expense
		Budget	Actual				
2182	Less Admin Cash Exp Realloc	(\$996,980)	(\$830,433)	\$0	(\$830,433)	\$0	(\$1,994,039)
	Sub Total - GOVERNANCE - GENERAL OP/EXP	\$61,019	\$142,547	\$0	\$142,547	\$0	\$19,720
	OPERATING INCOME						
2053	Sundry Misc Income - Admin	(\$150)	(\$26,341)	(\$26,341)	\$0	(\$300)	\$0
2083	Police Licensing Commissions	(\$22,000)	(\$25,190)	(\$25,190)	\$0	(\$40,000)	\$0
2113	Admin - Novated Lease Contributions	(\$9,860)	(\$10,555)	(\$10,555)	\$0	(\$19,720)	\$0
2143	Photocopying Fees	(\$10)	\$0	\$0	\$0	(\$20)	\$0
169730	SUNDRY INCOME - LIBRARY MUN		(\$50)	(\$50)			
	Sub Total - GOVERNANCE - GENERAL OP/INC	(\$32,020)	(\$62,136)	(\$62,136)	\$0	(\$60,040)	\$0
	Total - GOVERNANCE - GENERAL	\$28,999	\$80,411	(\$62,136)	\$142,547	(\$60,040)	\$19,720
	Total - GOVERNANCE	\$659,941	\$344,360	(\$62,136)	\$406,496	(\$60,040)	\$1,190,673

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

Details By function Under The Following Programme Titles
 And Type Of Activities Within The Programme

ACCOUNT	JOB	COMPARATIVES		ACTUAL		ADOPTED BUDGET	
		YEAR TO DATE		31 DECEMBER 2025		2025-2026	
		Budget	Actual	Income	Expense	Income	Expense
LAW ORDER & PUBLIC SAFETY							
FIRE PREVENTION							
OPERATING EXPENDITURE							
2272	Emergency Operating Expenses	\$6,842	\$11,085	\$0	\$11,085	\$0	\$13,685
2271	Emergency Operations Room - Storage	\$250	\$0	\$0	\$0	\$0	\$500
2281	Community Emergency Services Manager Wages Expense	\$64,869	\$54,250	\$0	\$54,250	\$0	\$129,737
2283	CESM Other Expenses	\$20,100	\$3,641	\$0	\$3,641	\$0	\$40,200
2292	Fire Hazard Reduction	\$16,812	\$36,336	\$0	\$36,336	\$0	\$33,625
2302	Ground & Aerial Inspections	\$6,000	\$3,784	\$0	\$3,784	\$0	\$6,000
2322	Administration Costs	\$4,030	\$2,828	\$0	\$2,828	\$0	\$5,060
2342	Fire Fighting - Shire Resources	\$3,236	\$2,167	\$0	\$2,167	\$0	\$5,873
2372	Brigade Expenses	\$74,154	\$44,763	\$0	\$44,763	\$0	\$87,130
2284	Bushfire Risk Mitigation Officer (BRMO)- Salaries	\$36,124	\$0	\$0	\$0	\$0	\$72,250
2294	BRMO - Superannuation	\$4,353	\$0	\$0	\$0	\$0	\$8,706
2382	Administration Allocated - Cash	\$29,909	\$24,913	\$0	\$24,913	\$0	\$59,821
2442	Administration Allocated - Non-Cash	\$531	\$444	\$0	\$444	\$0	\$1,062
2443	Interest on Loan - Bushfire	\$16,980	\$7,456	\$0	\$7,456	\$0	\$19,970
2444	Govt Guarantee Fee - Loan 150 Expense	\$1,008	\$0	\$0	\$0	\$0	\$1,680
004D	Buildings Depreciation	\$20,624	\$16,883	\$0	\$16,883	\$0	\$41,250
Sub Total - FIRE PREVENTION OP/EXP		\$305,822	\$208,548	\$0	\$208,548	\$0	\$526,549
OPERATING INCOME							
2363	Fines & Penalties	(\$550)	(\$2,015)	(\$2,015)	\$0	(\$1,100)	\$0
2383	Sale of Fire Maps	(\$80)	(\$73)	(\$73)	\$0	(\$160)	\$0
2393	Sundry Misc income - Fire	(\$16,249)	(\$1,800)	(\$1,800)	\$0	(\$32,500)	\$0
2373	ESL Levy Funding	(\$37,500)	(\$38,316)	(\$38,316)	\$0	(\$75,000)	\$0
2343	Operating Grant Income	\$0	\$0	\$0	\$0	\$0	\$0
2403	Operating Grants, Subsidies & contributions	(\$70,808)	\$0			(\$141,616)	\$0
Sub Total - FIRE PREVENTION OP/INC		(\$125,187)	(\$42,204)	(\$42,204)	\$0	(\$250,376)	\$0
Total - FIRE PREVENTION		\$180,635	\$166,344	(\$42,204)	\$208,548	(\$250,376)	\$526,549

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

Details By function Under The Following Programme Titles
 And Type Of Activities Within The Programme

ACCOUNT	JOB	COMPARATIVES		ACTUAL		ADOPTED BUDGET	
		YEAR TO DATE		31 DECEMBER 2025		2025-2026	
		Budget	Actual	Income	Expense	Income	Expense
ANIMAL CONTROL							
OPERATING EXPENDITURE							
2532	Other Employment Costs	\$0	\$3,335	\$0	\$3,335	\$0	\$0
2542	Conference & Training	\$1,750	\$2,316	\$0	\$2,316	\$0	\$3,500
2552	Ranger Vehicle	\$0	\$93	\$0	\$93	\$0	\$0
2562	Dog Control Expenses	\$977	\$93	\$0	\$93	\$0	\$1,955
2572	Dog Pound Expenses	\$917	\$198	\$0	\$198	\$0	\$1,834
2573	Contract Ranger Expenses	\$21,249	\$24,450	\$0	\$24,450	\$0	\$42,500
2582	Other Animal Control	\$100	\$0	\$0	\$0	\$0	\$200
2583	Cat Control Expenses	\$380	\$182	\$0	\$182	\$0	\$760
2584	Cat Pound Expenses	\$180	\$13	\$0	\$13	\$0	\$360
2602	Administration Allocated - Cash	\$29,909	\$8,304	\$0	\$8,304	\$0	\$59,821
2612	Administration Allocated - Non-Cash	\$531	\$444	\$0	\$444	\$0	\$1,062
005D	Depreciation Buildings - Animal Control	\$882	\$979	\$0	\$979	\$0	\$1,765
Sub Total - ANIMAL CONTROL OP/EXP		\$56,876	\$40,407	\$0	\$40,407	\$0	\$113,757
OPERATING INCOME							
2633	Ranger Income	(\$200)	\$0	\$0	\$0	(\$400)	\$0
2653	Fines & Penalties - Dog Act	(\$250)	(\$257)	(\$257)	\$0	(\$500)	\$0
2663	Impounding Fees - Dogs	(\$605)	\$0	\$0	\$0	(\$1,210)	\$0
2673	Dog Registrations	(\$1,575)	(\$2,621)	(\$2,621)	\$0	(\$3,150)	\$0
2674	Cat Registrations	(\$250)	(\$444)	(\$444)	\$0	(\$500)	\$0
Sub Total - ANIMAL CONTROL OP/INC		(\$2,880)	(\$3,321)	(\$3,321)	\$0	(\$5,760)	\$0
Total - ANIMAL CONTROL		\$53,996	\$37,086	(\$3,321)	\$40,407	(\$5,760)	\$113,757

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

Details By function Under The Following Programme Titles
 And Type Of Activities Within The Programme

ACCOUNT	JOB	COMPARATIVES YEAR TO DATE 31 DECEMBER 2025		ACTUAL 31 DECEMBER 2025		ADOPTED BUDGET 2025-2026	
		Budget	Actual	Income	Expense	Income	Expense
OTHER LAW ORDER & PUBLIC SAFETY							
OPERATING EXPENDITURE							
2832	Vehicle Impounding	\$750	\$308	\$0	\$308	\$0	\$1,500
2845	Fines Enforcement Charges	\$0	\$263	\$0	\$263	\$0	\$0
2862	Local Law review	\$3,000	\$0	\$0	\$0	\$0	\$6,000
Sub Total - OTHER LAW ORDER & PUBLIC SAFETY OP/EXP		\$3,750	\$570	\$0	\$570	\$0	\$7,500
OPERATING INCOME							
2863	Income - Misc Other Law & Order	\$0	(\$810)	(\$810)	\$0	\$0	\$0
Sub Total - OTHER LAW ORDER & PUBLIC SAFETY OP /INC		\$0	(\$810)	(\$810)	\$0	\$0	\$0
Total - OTHER LAW ORDER PUBLIC SAFETY		\$3,750	(\$240)	(\$810)	\$570	\$0	\$7,500
Total - LAW ORDER & PUBLIC SAFETY		\$238,381	\$203,190	(\$46,335)	\$249,525	(\$256,136)	\$647,806

**SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT**

Details By function Under The Following Programme Titles
And Type Of Activities Within The Programme

ACCOUNT	JOB	COMPARATIVES		ACTUAL		ADOPTED BUDGET	
		YEAR TO DATE		31 DECEMBER 2025		2025-2026	
		Budget	Actual	Income	Expense	Income	Expense
HEALTH							
HEALTH ADMINISTRATION & INSPECTION							
OPERATING EXPENDITURE							
3102	Health - Salaries	\$54,619	\$0	\$0	\$0	\$0	\$109,243
3132	Superannuation	\$6,554	\$7,229	\$0	\$7,229	\$0	\$13,109
3142	Fringe Benefits Tax	\$6,000	\$0	\$0	\$0	\$0	\$12,000
3162	Health - Other Employment Costs	\$4,050	\$3,013	\$0	\$3,013	\$0	\$5,840
3164	Health - Contractors	\$27,999	\$9,005	\$0	\$9,005	\$0	\$56,000
3212	Admin Allocation to HIA - Cash	\$29,909	\$8,304	\$0	\$8,304	\$0	\$59,821
3242	Analytical Expenses	\$500	\$492	\$0	\$492	\$0	\$1,000
3252	Administration Allocated - Non-cash	\$796	\$666	\$0	\$666	\$0	\$1,593
Sub Total - HEALTH ADMIN & INSPECTION OP/EXP		\$130,428	\$28,709	\$0	\$28,709	\$0	\$258,606
OPERATING INCOME							
3223	Health Act fees, Licences	(\$1,250)	(\$1,548)	(\$1,548)	\$0	(\$2,500)	\$0
3233	Septic Tank Inspection Fees	(\$250)	(\$236)	(\$236)	\$0	(\$500)	\$0
Sub Total - HEALTH ADMIN & INSPECTION OP/INC		(\$1,500)	(\$1,784)	(\$1,784)	\$0	(\$3,000)	\$0
Total - HEALTH ADMIN & INSPECTION		\$128,928	\$26,925	(\$1,784)	\$28,709	(\$3,000)	\$258,606

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

Details By function Under The Following Programme Titles
 And Type Of Activities Within The Programme

ACCOUNT	JOB	COMPARATIVES		ACTUAL		ADOPTED BUDGET	
		YEAR TO DATE		31 DECEMBER 2025		2025-2026	
		Budget	Actual	Income	Expense	Income	Expense
OTHER HEALTH							
OPERATING EXPENDITURE							
3360	Doctor Services Expenses	\$124,980	\$64,063	\$0	\$64,063	\$0	\$250,000
3361	Interest Paid on Loans	\$919	\$270	\$0	\$270	\$0	\$1,647
New	Vehicle Operating Expenses			\$0	\$0	\$0	\$0
3368	Loan Guarantee Fee	\$405	\$0	\$0	\$0	\$0	\$675
009D	Depreciation Buildings	\$10,122	\$11,241	\$0	\$11,241	\$0	\$20,245
Sub Total - OTHER HEALTH OP/EXP		\$136,426	\$75,574	\$0	\$75,574	\$0	\$272,567
OPERATING INCOME							
Sub Total - OTHER HEALTH OP/INC		\$0	\$0	\$0	\$0	\$0	\$0
Total - OTHER HEALTH		\$136,426	\$75,574	\$0	\$75,574	\$0	\$272,567
Total - HEALTH		\$265,354	\$102,499	(\$1,784)	\$104,283	(\$3,000)	\$531,173

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

Details By function Under The Following Programme Titles
 And Type Of Activities Within The Programme

ACCOUNT	JOB	COMPARATIVES		ACTUAL		ADOPTED BUDGET	
		YEAR TO DATE		31 DECEMBER 2025		2025-2026	
		Budget	Actual	Income	Expense	Income	Expense
EDUCATION & WELFARE							
EDUCATION							
OPERATING EXPENDITURE							
3455	Play in the Park	\$1,250	\$0	\$0	\$0	\$0	\$2,500
3452	Smart Start Expenses	\$1,557	\$0	\$0	\$0	\$0	\$3,115
Sub Total - EDUCATION OP/EXP		\$2,807	\$0	\$0	\$0	\$0	\$5,615
OPERATING INCOME							
Sub Total-EDUCATION OP/INC		\$0	\$0	\$0	\$0	\$0	\$0
Total - EDUCATION		\$2,807	\$0	\$0	\$0	\$0	\$5,615

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

Details By function Under The Following Programme Titles
 And Type Of Activities Within The Programme

ACCOUNT	JOB	COMPARATIVES		ACTUAL		ADOPTED BUDGET	
		YEAR TO DATE		31 DECEMBER 2025		2025-2026	
		Budget	Actual	Income	Expense	Income	Expense
PRE-SCHOOL/OTHER EDUCATION							
OPERATING EXPENDITURE							
3462	Child Care Centre - Building Maint	\$2,052	\$2,062	\$0	\$2,062	\$0	\$2,750
3476	Play Group Community Assistance		\$79	\$0	\$79		
3477	Kindy Café	\$7,600	\$2,125	\$0	\$2,125	\$0	\$15,200
3472	Playgroup/Toy Library - Building Maint	\$3,571	\$4,187	\$0	\$4,187	\$0	\$5,578
3474	Playgroup/Toy Library - Grounds Maint	\$1,685	\$130	\$0	\$130	\$0	\$3,370
3478	SPARK - Expenditure	\$1,500	\$1,697	\$0	\$1,697	\$0	\$3,000
006D	DEPRECIATION (SCH 8)	\$8,732	\$9,699	\$0	\$9,699	\$0	\$17,465
Sub Total - OTHER EDUCATION OP/EXP		\$25,141	\$19,979	\$0	\$19,979	\$0	\$47,363
OPERATING INCOME							
3463	Occasional Care Rent	(\$1,250)	(\$1,251)	(\$1,251)	\$0	(\$2,500)	\$0
3465	Grant - Kindy Café	\$0	\$0	\$0	\$0	(\$14,900)	\$0
3473	Playgroup/Toy Library Fees	(\$90)	\$0	\$0	\$0	(\$180)	\$0
3475	SPARK - Income	\$0	(\$1,350)	(\$1,350)	\$0	(\$3,000)	\$0
Sub Total - OTHER EDUCATION OP/INC		(\$1,340)	(\$2,601)	(\$2,601)	\$0	(\$20,580)	\$0
Total - OTHER EDUCATION		\$23,801	\$17,378	(\$2,601)	\$19,979	(\$20,580)	\$47,363
Total - EDUCATION & WELFARE		\$26,608	\$17,378	(\$2,601)	\$19,979	(\$20,580)	\$52,978

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

Details By function Under The Following Programme Titles
 And Type Of Activities Within The Programme

ACCOUNT	JOB	COMPARATIVES		ACTUAL		ADOPTED BUDGET	
		YEAR TO DATE		31 DECEMBER 2025		2025-2026	
		Budget	Actual	Income	Expense	Income	Expense
HOUSING							
SPRING HAVEN HOUSING							
OPERATING EXPENDITURE							
3914	Utilities	\$0	\$17	\$0	\$17	\$0	\$0
3916	Insurance	\$0	\$4,054	\$0	\$4,054	\$0	\$0
3992	Administration Allocated - Cash	\$0	\$36,758	\$0	\$36,758	\$0	\$0
012D	Spring Haven Depreciation	\$35,199	\$34,809	\$0	\$34,809	\$0	\$70,400
013D	Spring Haven Depreciation	\$1,125	\$1,071	\$0	\$1,071	\$0	\$2,250
Sub Total - SPRING HAVEN HOUSING OP/EXP		\$36,324	\$76,709	\$0	\$76,709	\$0	\$72,650
OPERATING INCOME							
Sub Total - SPRING HAVEN HOUSING OP/INC		\$0	\$0	\$0	\$0	\$0	\$0
Total - SPRING HAVEN HOUSING		\$36,324	\$76,709	\$0	\$76,709	\$0	\$72,650

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

Details By function Under The Following Programme Titles
 And Type Of Activities Within The Programme

ACCOUNT	JOB	COMPARATIVES		ACTUAL		ADOPTED BUDGET	
		YEAR TO DATE		31 DECEMBER 2025		2025-2026	
		Budget	Actual	Income	Expense	Income	Expense
STAFF HOUSING							
OPERATING EXPENDITURE							
3768	Staff Housing Building Maintenance	\$4,943	\$6,306	\$0	\$6,306	\$0	\$9,887
3769	Staff Housing - Operating Expenses	\$21,830	\$17,006	\$0	\$17,006	\$0	\$42,261
3764	Staff Housing - Ground Maint. Various	\$14,090	\$24,704	\$0	\$24,704	\$0	\$28,181
3767	Housing - Great Southern Homes MoU Expenses	\$14,999	\$0	\$0	\$0	\$0	\$30,000
3770	Loan Guarantee Fee L135, L140, L144 & L148	\$3,969	\$0	\$0	\$0	\$0	\$6,615
3771	Staff Housing Loan Interest	\$18,971	\$8,094	\$0	\$8,094	\$0	\$23,769
011D	Housing Depreciation	\$43,303	\$89,465	\$0	\$89,465	\$0	\$86,610
Sub Total - STAFF HOUSING OP/EXP		\$122,106	\$145,575	\$0	\$145,575	\$0	\$227,323
OPERATING INCOME							
3703	Residential Rent - Staff	(\$6,900)	(\$4,452)	(\$4,452)	\$0	(\$13,800)	\$0
3706	Operating Grants, Subsidies & Contributions	(\$30,000)	(\$30,000)	(\$30,000)	\$0	(\$30,000)	\$0
Sub Total - STAFF HOUSING OP/INC		(\$36,900)	(\$34,452)	(\$34,452)	\$0	(\$43,800)	\$0
Total - STAFF HOUSING		\$85,206	\$111,123	(\$34,452)	\$145,575	(\$43,800)	\$227,323

**SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT**

Details By function Under The Following Programme Titles
And Type Of Activities Within The Programme

ACCOUNT	JOB	COMPARATIVES YEAR TO DATE		ACTUAL		ADOPTED BUDGET	
		31 DECEMBER 2025	31 DECEMBER 2025	31 DECEMBER 2025	31 DECEMBER 2025	2025-2026	2025-2026
		Budget	Actual	Income	Expense	Income	Expense
HOUSING OTHER							
OPERATING EXPENDITURE							
4062	Loton Close ILU's Building Maint	\$5,541	\$6,166	\$0	\$6,166	\$0	\$10,383
4064	Loton Close ILU's Grounds Maint	\$4,905	\$1,518	\$0	\$1,518	\$0	\$9,810
4065	Loton Close ILU's Utilities	\$16,838	\$18,209	\$0	\$18,209	\$0	\$33,670
4066	Loton Close ILU's Insurance	\$8,350	\$3,975	\$0	\$3,975	\$0	\$8,350
4202	J Sullivan Units Building Maintenance	\$9,020	\$486	\$0	\$486	\$0	\$17,555
4204	J Sullivan Units Grounds Maintenance	\$2,750	\$6	\$0	\$6	\$0	\$5,500
4205	J Sullivan Units Utilities	\$5,456	\$3,166	\$0	\$3,166	\$0	\$10,910
4206	J Sullivan Units Insurance	\$2,055	\$979	\$0	\$979	\$0	\$2,055
4254	Interest Paid on Loans	\$5,803	\$1,314	\$0	\$1,314	\$0	\$8,546
4255	Loan Guarantee Fee (Housing Other)	\$2,082	\$0	\$0	\$0	\$0	\$3,470
4232	Bagg Street Units Operating	\$3,003	\$3,743	\$0	\$3,743	\$0	\$6,006
4256	GROH - Building Maintenance	\$8,480	\$3,988	\$0	\$3,988	\$0	\$13,705
Sub Total - HOUSING OTHER OP/EXP		\$74,283	\$43,551	\$0	\$43,551	\$0	\$129,960
OPERATING INCOME							
4083	Loton Close ILU's Rent	(\$83,457)	(\$90,220)	(\$90,220)	\$0	(\$166,920)	\$0
4103	Loton Close ILU's - Power Recoups	(\$6,750)	(\$10,853)	(\$10,853)	\$0	(\$13,500)	\$0
4203	J Sullivan Units - Rent	(\$18,499)	(\$16,081)	(\$16,081)	\$0	(\$37,000)	\$0
4243	GROH - Rent	(\$72,597)	(\$68,027)	(\$68,027)	\$0	(\$145,200)	\$0
Sub Total - HOUSING OTHER OP/INC		(\$181,303)	(\$185,181)	(\$185,181)	\$0	(\$362,620)	\$0
Total - HOUSING OTHER		(\$107,020)	(\$141,631)	(\$185,181)	\$43,551	(\$362,620)	\$129,960
Total - HOUSING		\$14,510	\$46,201	(\$219,633)	\$265,835	(\$406,420)	\$429,933

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

Details By function Under The Following Programme Titles
 And Type Of Activities Within The Programme

ACCOUNT	JOB	COMPARATIVES		ACTUAL		ADOPTED BUDGET	
		YEAR TO DATE		31 DECEMBER 2025		2025-2026	
		Budget	Actual	Income	Expense	Income	Expense
COMMUNITY AMENITIES							
SANITATION - HOUSEHOLD REFUSE							
OPERATING EXPENDITURE							
5022	Refuse Collection - Kerbside	\$40,748	\$38,220	\$0	\$38,220	\$0	\$81,500
5012	Refuse Site Maintenance	\$3,280	\$0	\$0	\$0	\$0	\$6,560
5013	Refuse Site Rehabilitation	\$1,551	\$86	\$0	\$86	\$0	\$3,102
5002	Recycling Depot/Transfer Stn - Contract	\$150,495	\$81,520	\$0	\$81,520	\$0	\$204,495
5122	Recycling Collection - Kerbside	\$36,849	\$34,649	\$0	\$34,649	\$0	\$73,700
5142	Recycling Education	\$125	\$930	\$0	\$930	\$0	\$250
014D	Depreciation (Sch 10)	\$2,022	\$2,246	\$0	\$2,246	\$0	\$4,045
Sub Total - SANITATION HOUSEHOLD REFUSE OP/EXP		\$235,070	\$157,651	\$0	\$157,651	\$0	\$373,652
OPERATING INCOME							
5023	Collection Charges - Kerbside	(\$293,800)	(\$287,080)	(\$287,080)	\$0	(\$293,800)	\$0
5033	Recycling/Transfer Station Rental	(\$1,150)	\$0	\$0	\$0	(\$2,300)	\$0
Sub Total - SANITATION H/HOLD REFUSE OP/INC		(\$294,950)	(\$287,080)	(\$287,080)	\$0	(\$296,100)	\$0
Total - SANITATION HOUSEHOLD REFUSE		(\$59,879)	(\$129,429)	(\$287,080)	\$157,651	(\$296,100)	\$373,652

**SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT**

Details By function Under The Following Programme Titles
And Type Of Activities Within The Programme

ACCOUNT	JOB	COMPARATIVES YEAR TO DATE		ACTUAL		ADOPTED BUDGET	
		31 DECEMBER 2025 Budget	Actual	31 DECEMBER 2025 Income	Expense	2025-2026 Income	Expense
SANITATION OTHER							
OPERATING EXPENDITURE							
5027	Verge Pick Up - Hard Waste	\$14,999	\$0	\$0	\$0	\$0	\$30,000
5251	Street Bins Collection - Contract	\$21,249	\$16,273	\$0	\$16,273	\$0	\$42,500
5262	Repair Street Bins	\$100	\$0	\$0	\$0	\$0	\$200
5263	Drum Muster	\$1,250	\$0	\$0	\$0	\$0	\$2,500
5264	Transport of Waste & Loader Hire	\$41,898	\$31,741	\$0	\$31,741	\$0	\$83,800
Sub Total - SANITATION OTHER OP/EXP		\$79,497	\$48,013	\$0	\$48,013	\$0	\$159,000
OPERATING INCOME							
5303	Litter Infringements	(\$100)	\$0	\$0	\$0	(\$200)	\$0
5304	Drum Muster Reimbursement Income	(\$1,250)	\$0	\$0	\$0	(\$2,500)	\$0
Sub Total - SANITATION OTHER OP/INC		(\$1,350)	\$0	\$0	\$0	(\$2,700)	\$0
Total - SANITATION OTHER		\$78,147	\$48,013	\$0	\$48,013	(\$2,700)	\$159,000
SEWERAGE							
OPERATING EXPENDITURE							
5090	Liquid Waste Pond - Maintenance	\$685	\$1,304	\$0	\$1,304	\$0	\$1,370
Sub Total - SEWERAGE OP/EXP		\$685	\$1,304	\$0	\$1,304	\$0	\$1,370
OPERATING INCOME							
Sub Total - SEWERAGE OP/INC		\$0	\$0	\$0	\$0	\$0	\$0
Total - SEWERAGE		\$685	\$1,304	\$0	\$1,304	\$0	\$1,370

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

Details By function Under The Following Programme Titles
 And Type Of Activities Within The Programme

ACCOUNT	JOB	COMPARATIVES		ACTUAL		ADOPTED BUDGET	
		YEAR TO DATE		31 DECEMBER 2025		2025-2026	
		Budget	Actual	Income	Expense	Income	Expense
PROTECTION OF THE ENVIRONMENT							
OPERATING EXPENDITURE							
5616	NRM - Salaries & Wages/Consultancy Fees	\$2,500	\$375	\$0	\$375	\$0	\$5,000
5681	Noxious Weeds	\$2,318	\$0	\$0	\$0	\$0	\$4,637
5686	NRM - Environmental Reserve M'ment	\$6,650	\$14,574	\$0	\$14,574	\$0	\$13,300
5687	Reserve Clean Up	\$10,278	\$0	\$0	\$0	\$0	\$20,556
5752	Administration Allocation Cash	\$9,970	\$16,609	\$0	\$16,609	\$0	\$19,940
5742	Administration Allocation Non-Cash	\$1,327	\$1,110	\$0	\$1,110	\$0	\$2,655
Sub Total - PROTECTION OF THE ENVIRONMENT OP/EXP		\$33,042	\$32,667	\$0	\$32,667	\$0	\$66,088
OPERATING INCOME							
Sub Total - PROTECTION OF THE ENVIRONMENT OP/INC		\$0	\$0	\$0	\$0	\$0	\$0
Total - PROTECTION OF THE ENVIRONMENT		\$33,042	\$32,667	\$0	\$32,667	\$0	\$66,088
TOWN PLANNING AND REGIONAL DEVELOPMENT							
OPERATING EXPENDITURE							
5842	Town Planning Expenses	\$14,999	\$29,803	\$0	\$29,803	\$0	\$30,000
5922	TPS Review	\$12,500	\$12,228	\$0	\$12,228	\$0	\$25,000
5962	Administration Allocated Cash	\$29,909	\$8,304	\$0	\$8,304	\$0	\$59,821
5832	Administration Allocated Non-Cash	\$531	\$444	\$0	\$444	\$0	\$1,062
Sub Total - TOWN PLAN & REG DEV OP/EXP		\$57,939	\$50,779	\$0	\$50,779	\$0	\$115,883
OPERATING INCOME							
5973	Planning Fees	(\$3,250)	(\$71,265)	(\$71,265)	\$0	(\$6,500)	\$0
Sub Total - TOWN PLAN & REG DEV OP/INC		(\$3,250)	(\$71,265)	(\$71,265)	\$0	(\$6,500)	\$0
Total - TOWN PLANNING & REGIONAL DEVELOPMENT		\$54,689	(\$20,486)	(\$71,265)	\$50,779	(\$6,500)	\$115,883

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

Details By function Under The Following Programme Titles
 And Type Of Activities Within The Programme

ACCOUNT	JOB	COMPARATIVES		ACTUAL		ADOPTED BUDGET	
		YEAR TO DATE		31 DECEMBER 2025		2025-2026	
		Budget	Actual	Income	Expense	Income	Expense
COMMUNITY AMENITIES - CEMETERIES							
OPERATING EXPENDITURE							
5999	Cemetery Digital Database	\$650	\$0	\$0	\$0	\$0	\$1,300
6001	Cemetery - Grave Digging	\$22,612	\$30,116	\$0	\$30,116	\$0	\$45,225
6006	Kojonup Cemetery - Niche Wall Maint	\$812	\$66	\$0	\$66	\$0	\$1,625
6002	Kojonup Cemetery - Grounds Maint	\$10,342	\$14,747	\$0	\$14,747	\$0	\$20,685
6000	Kojonup Cemetery - Trees	\$750	\$0	\$0	\$0	\$0	\$1,501
6012	Boscabel Cemetery - Grounds Maint	\$295	\$290	\$0	\$290	\$0	\$590
6014	Muradup Cemetery - Grounds Maintenance	\$2,587	\$4,260	\$0	\$4,260	\$0	\$5,175
015D	Community Amenities Buildings Depreciation	\$23,702	\$27,314	\$0	\$27,314	\$0	\$47,405
Sub Total - COMMUNITY AMEN - CEMETERIES OP/EXP		\$61,751	\$76,794	\$0	\$76,794	\$0	\$123,506
OPERATING INCOME							
6013	Cemetery Fees (Inc Gst)	(\$5,000)	(\$11,057)	(\$11,057)	\$0	(\$10,000)	\$0
6023	Cemetery Fees Licences (Not Inc Gst)	(\$1,000)	(\$769)	(\$769)	\$0	(\$2,000)	\$0
Sub Total - COMMUNITY AMEN - CEMETERIES OP/INC		(\$6,000)	(\$11,826)	(\$11,826)	\$0	(\$12,000)	\$0
Total - COMMUNITY AMENITIES CEMETERIES		\$55,751	\$64,968	(\$11,826)	\$76,794	(\$12,000)	\$123,506

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

Details By function Under The Following Programme Titles
 And Type Of Activities Within The Programme

ACCOUNT	JOB	COMPARATIVES		ACTUAL		ADOPTED BUDGET	
		YEAR TO DATE		31 DECEMBER 2025		2025-2026	
		Budget	Actual	Income	Expense	Income	Expense
COMMUNITY AMENITIES - PUBLIC CONVENIENCES & OTHER							
OPERATING EXPENDITURE							
6042	Harrison Place Conveniences - Maint	\$125	\$133	\$0	\$133	\$0	\$250
6044	Harrison Place Conveniences - Cleaning	\$11,902	\$12,671	\$0	\$12,671	\$0	\$22,550
6034	CWA - Building Maintenance	\$1,473	\$783	\$0	\$783	\$0	\$2,378
6052	Town Street & Park Seating	\$556	\$0	\$0	\$0	\$0	\$1,113
6112	Community Resource Centre / Telecentre	\$1,798	\$833	\$0	\$833	\$0	\$3,488
6142	Administration Allocated Non-Cash	\$1,327	\$1,110	\$0	\$1,110	\$0	\$2,655
6152	Administration Allocated Cash	\$29,909	\$18,685	\$0	\$18,685	\$0	\$59,821
Sub Total - COMMUNITY AMEN - PUBLIC CONVEN OP/EXP		\$47,092	\$34,214	\$0	\$34,214	\$0	\$92,255
OPERATING INCOME							
Sub Total - COMMUNITY AMEN - PUBLIC CONVEN OP/INC		\$0	\$0	\$0	\$0	\$0	\$0
Total - COMMUNITY AMENITIES PUBLIC CONVEN & OTHER		\$47,092	\$34,214	\$0	\$34,214	\$0	\$92,255
COMMUNITY AMENITIES - COMMUNITY DEVELOPMENT							
OPERATING EXPENDITURE							
6064	Men's Shed - Building Maintenance	\$685	\$874	\$0	\$874	\$0	\$1,170
Sub Total - COMMUNITY AMEN - COMMUNITY DEV OP/EXP		\$685	\$874	\$0	\$874	\$0	\$1,170
OPERATING INCOME							
Sub Total - COMMUNITY AMEN - COMMUNITY DEV OP/INC		\$0	\$0	\$0	\$0	\$0	\$0
Total - COMMUNITY AMENITIES - COMMUNITY DEVELOPMENT		\$685	\$874	\$0	\$874	\$0	\$1,170
Total - COMMUNITY AMENITIES		\$210,211	\$32,125	(\$370,171)	\$402,296	(\$317,300)	\$932,923

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

Details By function Under The Following Programme Titles
 And Type Of Activities Within The Programme

ACCOUNT	JOB	COMPARATIVES		ACTUAL		ADOPTED BUDGET	
		YEAR TO DATE		31 DECEMBER 2025		2025-2026	
		Budget	Actual	Income	Expense	Income	Expense
RECREATION & CULTURE							
PUBLIC HALL & CIVIC CENTRES							
OPERATING EXPENDITURE							
6202	Memorial Hall - Cleaning & Operations	\$17,595	\$12,348	\$0	\$12,348	\$0	\$24,710
6212	RSL Hall - Cleaning & Operations	\$3,211	\$1,463	\$0	\$1,463	\$0	\$4,638
6214	Memorial Hall - Building Maintenance	\$3,688	\$6,840	\$0	\$6,840	\$0	\$7,376
6216	Mobrup Hall - Building Expenses	\$0	\$164	\$0	\$164	\$0	\$0
6218	Muradup Hall - Building Expenses	\$1,710	\$2,045	\$0	\$2,045	\$0	\$2,010
6219	Qualeup Hall - Building Expenses	\$205	\$22	\$0	\$22	\$0	\$330
6224	Memorial Hall - Grounds Maintenance	\$7,270	\$8,500	\$0	\$8,500	\$0	\$14,226
6227	Boscabel Hall - Building Expenses	\$570	\$629	\$0	\$629	\$0	\$945
6232	All Halls - Cutlery & Crockery	\$1,000	\$0	\$0	\$0	\$0	\$2,000
6324	RSL Hall - Building Maintenance	\$1,650	\$959	\$0	\$959	\$0	\$2,780
6146	Interest on Loan - Loan 146 & 149	\$11,700	\$8,794	\$0	\$8,794	\$0	\$18,565
6147	Loan Guarantee Fee - Loan 146 & 149	\$1,950	\$0	\$0	\$0	\$0	\$3,250
016D	Public Halls Building Depreciation	\$31,141	\$34,649	\$0	\$34,649	\$0	\$62,285
Sub Total - PUBLIC HALLS & CIVIC CENTRES OP/EXP		\$81,692	\$76,413	\$0	\$76,413	\$0	\$143,115
OPERATING INCOME							
6203	Memorial Hall Rentals	(\$812)	(\$1,355)	(\$1,355)	\$0	(\$1,625)	\$0
6213	RSL Hall Rentals	(\$627)	(\$900)	(\$900)	\$0	(\$1,255)	\$0
Sub Total - PUBLIC HALLS & CIVIC CENTRES OP/INC		(\$1,440)	(\$2,255)	(\$2,255)	\$0	(\$2,880)	\$0
Total - PUBLIC HALL & CIVIC CENTRES		\$80,252	\$74,159	(\$2,255)	\$76,413	(\$2,880)	\$143,115

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

Details By function Under The Following Programme Titles
 And Type Of Activities Within The Programme

ACCOUNT	JOB	COMPARATIVES		ACTUAL		ADOPTED BUDGET	
		YEAR TO DATE		31 DECEMBER 2025		2025-2026	
		Budget	Actual	Income	Expense	Income	Expense
OTHER RECREATION & SPORT							
OPERATING EXPENDITURE							
6362	Kojonup Springs Conveniences	\$12,166	\$14,170	\$0	\$14,170	\$0	\$24,333
6364	Kojonup Springs Grounds Maintenance	\$6,700	\$5,791	\$0	\$5,791	\$0	\$13,400
6372	Apex Park Conveniences - Operating	\$27,039	\$25,901	\$0	\$25,901	\$0	\$52,852
6373	Apex Park Conveniences - Building Maint	\$1,790	\$1,127	\$0	\$1,127	\$0	\$3,580
6374	Apex Park - Grounds Maint	\$29,919	\$37,192	\$0	\$37,192	\$0	\$59,680
6382	Railway Reserve Conveniences	\$1,925	\$1,130	\$0	\$1,130	\$0	\$3,450
6392	Newstead Park - Grounds Maint	\$4,487	\$5,718	\$0	\$5,718	\$0	\$8,975
6394	Railway Reserve Grounds Maint	\$8,899	\$14,226	\$0	\$14,226	\$0	\$16,745
6402	Sports Complex - Netball Conveniences	\$4,515	\$4,362	\$0	\$4,362	\$0	\$8,595
6403	Sports Complex - Netball Area Maint	\$1,805	\$1,581	\$0	\$1,581	\$0	\$3,610
6404	Sports Complex - Grounds Maint	\$84,084	\$80,346	\$0	\$80,346	\$0	\$168,175
6408	Sports Complex - Conveniences	\$2,574	\$3,833	\$0	\$3,833	\$0	\$5,148
6412	Hillman Park - Grounds Maint	\$5,986	\$7,539	\$0	\$7,539	\$0	\$11,973
6414	Sports Complex - Reticulation	\$13,244	\$9,693	\$0	\$9,693	\$0	\$26,490
6415	Oval Lighting	\$2,400	\$2,899	\$0	\$2,899	\$0	\$4,800
6422	Kojonup Bk (Piesse Park) - Grounds Maint	\$8,155	\$7,725	\$0	\$7,725	\$0	\$16,310
6425	Sports Complex - Hockey Club Building	\$781	\$762	\$0	\$762	\$0	\$1,543
6434	Turkey Nest Dam Maintenance	\$6,279	\$1,215	\$0	\$1,215	\$0	\$12,558
6435	Water - Showgrounds Maint	\$2,491	\$4,909	\$0	\$4,909	\$0	\$4,983
6444	Muradup Townsite Grounds	\$2,537	\$6,114	\$0	\$6,114	\$0	\$5,075
6452	Playground Safety & Minor Upgrades	\$1,120	\$0	\$0	\$0	\$0	\$2,240
6454	Kojonup Town Entrances	\$2,560	\$288	\$0	\$288	\$0	\$5,120
6474	Industrial Area Slashing & Spraying	\$371	\$147	\$0	\$147	\$0	\$743
6477	Sports Complex - Utilities & Insurance	\$14,626	\$8,197	\$0	\$8,197	\$0	\$20,035
6492	Myrtle Benn Reserve	\$892	\$4	\$0	\$4	\$0	\$1,785
6494	Sundry Reserves	\$4,647	\$369	\$0	\$369	\$0	\$8,495
6496	Kojonup Golf Club Community Grant	\$122	\$0	\$0	\$0	\$0	\$245
6552	Sports Complex - Cleaning	\$3,515	\$2,600	\$0	\$2,600	\$0	\$7,030
6554	Sports Complex - Building Maint	\$4,996	\$5,514	\$0	\$5,514	\$0	\$9,993
6558	Loan Guarantee Fee - Loans 134, 136, 142, 143	\$6,069	\$0	\$0	\$0	\$0	\$10,115
6559	Recreation - Interest on Loans	\$24,882	\$11,289	\$0	\$11,289	\$0	\$45,884
6592	Skate Park	\$358	\$348	\$0	\$348	\$0	\$715
6792	Admin Allocation - Cash	\$19,940	\$16,193	\$0	\$16,193	\$0	\$39,881
7107	Polocrosse Works Requested	\$110	\$0	\$0	\$0	\$0	\$221
017D	Other Sport Buildings Depreciation	\$186,643	\$187,938	\$0	\$187,938	\$0	\$373,301
Sub Total - OTHER RECREATION & SPORT OP/EXP		\$498,631	\$469,122	\$0	\$469,122	\$0	\$978,078

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

Details By function Under The Following Programme Titles
 And Type Of Activities Within The Programme

ACCOUNT	JOB	COMPARATIVES		ACTUAL		ADOPTED BUDGET	
		YEAR TO DATE		31 DECEMBER 2025		2025-2026	
		Budget	Actual	Income	Expense	Income	Expense
OPERATING INCOME							
6564	Kidsport Funding	\$0	(\$909)	(\$909)	\$0	\$0	\$0
6523	Complex Bldg Fees	(\$2,250)	(\$2,827)	(\$2,827)	\$0	(\$4,500)	\$0
6533	Rec Ground Lease Fees	\$0	\$0	\$0	\$0	(\$3,000)	\$0
6553	Contribution-Dept Education - Oval	\$0	\$0	\$0	\$0	(\$36,000)	\$0
Sub Total - OTHER RECREATION & SPORT OP/INC		(\$2,250)	(\$3,736)	(\$3,736)	\$0	(\$43,500)	\$0
Total - OTHER RECREATION & SPORT		\$496,381	\$465,385	(\$3,736)	\$469,122	(\$43,500)	\$978,078
SWIMMING AREAS & BEACHES							
OPERATING EXPENDITURE							
6252	Building Maintenance	\$2,325	\$2,008	\$0	\$2,008	\$0	\$4,650
6254	Consumables & Minor Expenses	\$750	\$1,325	\$0	\$1,325	\$0	\$1,500
6257	Utilities & Telephone	\$19,669	\$8,621	\$0	\$8,621	\$0	\$39,330
6258	Insurance	\$14,008	\$8,829	\$0	\$8,829	\$0	\$14,008
6261	Maintenance - Pool Building	\$3,655	\$3,476	\$0	\$3,476	\$0	\$6,941
6262	Grounds Maintenance	\$6,412	\$10,212	\$0	\$10,212	\$0	\$12,825
6264	Swimming Pool - Chemicals	\$4,500	\$6,988	\$0	\$6,988	\$0	\$9,000
6271	Non-Capital Purchases per 10yr Plan	\$750	\$0	\$0	\$0	\$0	\$1,500
6272	Equipment Maintenance	\$4,300	\$3,834	\$0	\$3,834	\$0	\$8,600
6274	Kiosk - COGS	\$3,395	\$3,591	\$0	\$3,591	\$0	\$6,790
6352	Swimming Pool Salaries	\$63,496	\$52,895	\$0	\$52,895	\$0	\$126,997
6353	Superannuation	\$7,518	\$5,745	\$0	\$5,745	\$0	\$15,037
6354	Conferences & Training	\$2,150	\$1,653	\$0	\$1,653	\$0	\$4,300
6292	Administration Allocated Cash	\$19,940	\$8,304	\$0	\$8,304	\$0	\$39,881
050D	Depreciation Buildings	\$27,136	\$27,258	\$0	\$27,258	\$0	\$54,275
Sub Total - SWIMMING AREAS & BEACHES OP/EXP		\$180,004	\$144,741	\$0	\$144,741	\$0	\$345,634
OPERATING INCOME							
6294	Pool Entry Fees	(\$2,100)	(\$6,468)	(\$6,468)	\$0	(\$4,200)	\$0
6295	Pool Kiosk Sales	(\$3,900)	(\$5,263)	(\$5,263)	\$0	(\$7,800)	\$0
6296	Pool Daily Entry Fees	(\$4,500)	(\$2,880)	(\$2,880)	\$0	(\$9,000)	\$0
Sub Total - SWIMMING AREAS & BEACHES OP/INC		(\$10,500)	(\$14,611)	(\$14,611)	\$0	(\$21,000)	\$0
Total - SWIMMING AREAS & BEACHES		\$169,505	\$130,130	(\$14,611)	\$144,741	(\$21,000)	\$345,634

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

Details By function Under The Following Programme Titles
 And Type Of Activities Within The Programme

ACCOUNT	JOB	COMPARATIVES		ACTUAL		ADOPTED BUDGET	
		YEAR TO DATE		31 DECEMBER 2025		2025-2026	
		Budget	Actual	Income	Expense	Income	Expense
TV & RADIO BROADCASTING & RETRANSMISSION							
OPERATING EXPENDITURE							
6752	Television Translator	\$45	\$19	\$0	\$19	\$0	\$45
6772	VHF Repeater Operating/Maintenance	\$50	\$0	\$0	\$0	\$0	\$100
Sub Total - TV & RADIO RETRANSMISSION OP/EXP		\$95	\$19	0	\$19	\$0	\$145
Total - TV & RADIO RETRANSMISSION		\$95	\$19	\$0	\$19	\$0	\$145
LIBRARIES							
OPERATING EXPENDITURE							
6812	Library Salaries	\$48,225	\$68,831	\$0	\$68,831	\$0	\$96,453
6842	Superannuation	\$7,779	\$2,586	\$0	\$2,586	\$0	\$15,559
6852	Emp Insurances (Lib)	\$4,516	\$3,335	\$0	\$3,335	\$0	\$4,516
6862	Conference & Training (Lib)	\$500	\$0	\$0	\$0	\$0	\$1,000
6882	Library Operating Expenses	\$3,250	\$872	\$0	\$872	\$0	\$6,500
6892	Lib Software Licencing	\$2,082	\$5,547	\$0	\$5,547	\$0	\$4,165
6902	Library Resource Purchases	\$1,000	\$34	\$0	\$34	\$0	\$2,000
6903	Library Regional Activity Plan Contribution	\$1,000	\$1,904	\$0	\$1,904	\$0	\$2,000
6942	Administration Allocated Cash	\$9,970	\$8,304	\$0	\$8,304	\$0	\$19,940
6952	Administration Allocated Non-Cash	\$1,327	\$1,110	\$0	\$1,110	\$0	\$2,655
Sub Total - LIBRARIES OP/EXP		\$79,649	\$92,522	\$0	\$92,522	\$0	\$154,788
OPERATING INCOME							
6973	Sundry Income	(\$3)	(\$16,093)	(\$16,093)	\$0	(\$6)	\$0
6993	Be Connected Income	\$0	(\$3,020)	(\$3,020)	\$0	\$0	\$0
Sub Total - LIBRARIES OP/INC		(\$3)	(\$19,113)	(\$19,113)	\$0	(\$6)	\$0
Total - LIBRARIES		\$79,646	\$73,409	(\$19,113)	\$92,522	(\$6)	\$154,788

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

Details By function Under The Following Programme Titles
 And Type Of Activities Within The Programme

ACCOUNT	JOB	COMPARATIVES		ACTUAL		ADOPTED BUDGET	
		YEAR TO DATE		31 DECEMBER 2025		2025-2026	
		Budget	Actual	Income	Expense	Income	Expense
HERITAGE & OTHER CULTURE							
OPERATING EXPENDITURE							
7012	Historical Soc. Rooms	\$85	\$66	\$0	\$66	\$0	\$170
7022	Old Military Barracks	\$808	\$396	\$0	\$396	\$0	\$1,616
7024	Old Post Office - Building Maintenance	\$1,645	\$610	\$0	\$610	\$0	\$2,505
7032	Elverd Cottage - Building Mtce	\$1,240	\$4,584	\$0	\$4,584	\$0	\$2,373
7034	Elverd Cottage - Ground Maint	\$1,610	\$1,940	\$0	\$1,940	\$0	\$3,219
7046	Old Post Office - Grounds Maintenance	\$813	\$43	\$0	\$43	\$0	\$1,375
7106	Showgrounds - Building Maintenance	\$4,289	\$2,550	\$0	\$2,550	\$0	\$5,341
7101	Annual Show - Works Assistance	\$8,752	\$11,877	\$0	\$11,877	\$0	\$17,505
7103	Muradup & Jingalup War Memorials	\$122	\$0	\$0	\$0	\$0	\$245
7222	Military Barracks - Ground Maint	\$2,331	\$2,114	\$0	\$2,114	\$0	\$3,878
019D	Depreciation Buildings	\$9,800	\$10,152	\$0	\$10,152	\$0	\$19,600
Sub Total - OTHER CULTURE OP/EXP		\$31,494	\$34,333	\$0	\$34,333	\$0	\$57,827
OPERATING INCOME							
Sub Total - OTHER CULTURE OP/INC		\$0	\$0	\$0	\$0	\$0	\$0
Total - OTHER CULTURE		\$31,494	\$34,333	\$0	\$34,333	\$0	\$57,827
Total - RECREATION AND CULTURE		\$857,372	\$777,434	(\$39,715)	\$817,149	(\$67,386)	\$1,679,587

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

Details By function Under The Following Programme Titles
 And Type Of Activities Within The Programme

ACCOUNT	JOB	COMPARATIVES		ACTUAL		ADOPTED BUDGET	
		YEAR TO DATE		31 DECEMBER 2025		2025-2026	
		Budget	Actual	Income	Expense	Income	Expense
STREETS,ROADS, BRIDGES, DEPOTS - MAINTENANCE							
OPERATING EXPENDITURE							
7632	Town Streets - Drainage Mtce	\$15,199	\$0	\$0	\$0	\$0	\$30,400
7652	Road Maintenance	\$2,317	\$0	\$0	\$0	\$0	\$4,635
7662	Bridge Maintenance	\$58,671	\$12,810	\$0	\$12,810	\$0	\$90,145
7672	Footpath Maintenance	\$8,700	\$910	\$0	\$910	\$0	\$17,400
7682	Lighting Of Streets	\$29,249	\$30,666	\$0	\$30,666	\$0	\$58,500
7692	Depot Maint	\$16,217	\$16,171	\$0	\$16,171	\$0	\$28,712
7694	Depot - Grounds & Nursery Maint	\$11,117	\$16,699	\$0	\$16,699	\$0	\$22,235
7695	Depot - OHS Minor Items	\$634	\$0	\$0	\$0	\$0	\$1,268
7704	Depot Cleaning	\$17,517	\$15,344	\$0	\$15,344	\$0	\$35,035
RM01	Grading - Winter	\$517,702	\$422,107	\$0	\$422,107	\$0	\$1,035,445
RM03	Drainage Maintenance	\$98,659	\$150,503	\$0	\$150,503	\$0	\$197,325
RM04	Bitumen Patching/Repair	\$71,222	\$80,329	\$0	\$80,329	\$0	\$142,450
RM05	Guide Post & Signage	\$56,860	\$35,131	\$0	\$35,131	\$0	\$113,725
RM06	Roadside Spraying	\$18,262	\$7,033	\$0	\$7,033	\$0	\$36,525
RM08	Rural Limb & Tree Removal - Fallen	\$64,200	\$79,621	\$0	\$79,621	\$0	\$128,405
RM10	Traffic Counter Transportation	\$7,312	\$2,733	\$0	\$2,733	\$0	\$14,625
RM11	Kerb Maintenance	\$2,120	\$1,894	\$0	\$1,894	\$0	\$4,240
RM15	Trees Rural Major Works	\$57,153	\$106,667	\$0	\$106,667	\$0	\$114,310
RM16	Townsite-Kojonup-Verge Mtce	\$31,961	\$62,940	\$0	\$62,940	\$0	\$60,725
RM17	Townsite Trees - General Mtce	\$8,175	\$3,600	\$0	\$3,600	\$0	\$16,350
RM18	TOWNSITE TREES - UPGRADE, WATERING etc	\$3,937	\$0	\$0	\$0	\$0	\$7,875
RM19	Townsite Trees - Pruning - Contractor	\$6,109	\$0	\$0	\$0	\$0	\$12,219
RM20	Road Accident Recovery	\$1,475	\$3,076	\$0	\$3,076	\$0	\$2,950
RM22	Removal of Street Trees	\$3,267	\$0	\$0	\$0	\$0	\$6,535
RM23	Townsite Street Sweeping	\$5,250	\$3,900	\$0	\$3,900	\$0	\$10,500
RM24	Carpark Line marking	\$2,750	\$859	\$0	\$859	\$0	\$5,500
7701	Blackwood Rd Solar Dam Maintenance	\$992	\$0	\$0	\$0	\$0	\$1,984
7702	Administration Allocated Cash	\$348,943	\$253,893	\$0	\$253,893	\$0	\$697,914
7703	Plant Auction Selling Expenses	\$250	\$0	\$0	\$0	\$0	\$500
020D	Depreciation on Road Assets	\$1,887,462	\$2,178,545	\$0	\$2,178,545	\$0	\$3,775,075
Sub Total - MTCE STREETS ROADS DEPOTS OP/EXP		\$3,353,682	\$3,485,430	\$0	\$3,485,430	\$0	\$6,673,507

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

Details By function Under The Following Programme Titles
 And Type Of Activities Within The Programme

ACCOUNT	JOB	COMPARATIVES		ACTUAL		ADOPTED BUDGET	
		YEAR TO DATE		31 DECEMBER 2025		2025-2026	
		Budget	Actual	Income	Expense	Income	Expense
OPERATING INCOME							
7405	Roads Grants RRG	(\$304,400)	(\$653,109)	(\$653,109.00)	\$0	(\$1,090,000)	\$0
7415	Roads Grants Regional Road Safety	\$0	(\$79,614)	(\$79,614)	\$0	\$0	\$0
7375	Main Roads WA Direct Grant	(\$253,357)	(\$248,630)	(\$248,630)	\$0	(\$253,357)	\$0
7325	Grant - Special Commodity Route Funding	\$0	(\$8,610)	(\$8,610)	\$0	(\$34,000)	\$0
7435	Roads to Recovery - Current Allocation	(\$521,276)	(\$17,370)	(\$17,370)	\$0	(\$1,241,133)	\$0
7605	Sale of Small Items	\$0	\$186	\$186	\$0	\$0	\$0
Sub Total - MTCE STREETS ROADS DEPOTS OP/INC		(\$1,079,033)	(\$1,007,147)	(\$1,007,147)	\$0	(\$2,618,490)	\$0
Total - MTCE STREETS ROADS DEPOTS		\$2,274,649	\$2,478,283	(\$1,007,147)	\$3,485,430	(\$2,618,490)	\$6,673,507
AERODROMES							
OPERATING EXPENDITURE							
7762	Airport Building - Maintenance	\$2,354	\$3,895	\$0	\$3,895	\$0	\$4,102
7761	Interest on Loan 141 (Airstrip)	\$880	\$257	\$0	\$257	\$0	\$1,565
7764	Airport Building - Cleaning	\$521	\$508	\$0	\$508	\$0	\$1,043
7771	Loan Guarantee Fee (Airstrip)	\$432	\$0	\$0	\$0	\$0	\$720
7772	Airstrip Operations	\$25	\$0	\$0	\$0	\$0	\$50
7774	Airstrip Ground Maintenance	\$19,452	\$30,202	\$0	\$30,202	\$0	\$38,905
Sub Total - AERODROMES OP/EXP		\$23,664	\$34,863	\$0	\$34,863	\$0	\$46,385
OPERATING INCOME							
Sub Total - AERODROMES OP/INC		\$0	\$0	\$0	\$0	\$0	\$0
Total - AERODROMES		\$23,664	\$34,863	\$0	\$34,863	\$0	\$46,385
Total - TRANSPORT		\$2,298,313	\$2,513,145	(\$1,007,147)	\$3,520,292	(\$2,618,490)	\$6,719,892

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

Details By function Under The Following Programme Titles
 And Type Of Activities Within The Programme

ACCOUNT	JOB	COMPARATIVES		ACTUAL		ADOPTED BUDGET	
		YEAR TO DATE		31 DECEMBER 2025		2025-2026	
		Budget	Actual	Income	Expense	Income	Expense
	ECONOMIC SERVICES						
	RURAL SERVICES						
	OPERATING EXPENDITURE						
023D	Depreciation (Sch 13)	\$2,130	\$2,147	\$0	\$2,147	\$0	\$4,260
8002	Water Standpipes	\$32,246	\$7,484	\$0	\$7,484	\$0	\$64,480
8006	Rural Street Addressing	\$50	\$0	\$0	\$0	\$0	\$100
	Sub Total - RURAL SERVICES OP/EXP	\$34,426	\$9,631	\$0	\$9,631	\$0	\$68,840
	OPERATING INCOME						
8003	Water Standpipe Charges	(\$28,499)	(\$3,647)	(\$3,647)	\$0	(\$57,000)	\$0
	Sub Total - RURAL SERVICES OP/INC	(\$28,499)	(\$3,647)	(\$3,647)	\$0	(\$57,000)	\$0
	Total - RURAL SERVICES	\$5,927	\$5,984	(\$3,647)	\$9,631	(\$57,000)	\$68,840

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

Details By function Under The Following Programme Titles
 And Type Of Activities Within The Programme

ACCOUNT	JOB	COMPARATIVES		ACTUAL		ADOPTED BUDGET	
		YEAR TO DATE		31 DECEMBER 2025		2025-2026	
		Budget	Actual	Income	Expense	Income	Expense
TOURISM AND AREA PROMOTION - KODJA PLACE							
OPERATING EXPENDITURE							
8302	Salaries (Tour)	\$139,726	\$129,334	\$0	\$129,334	\$0	\$279,464
8344	Superannuation - Visitors Centre	\$17,298	\$23,019	\$0	\$23,019	\$0	\$34,598
8364	Tour Guide Expenses	\$7,015	\$1,325	\$0	\$1,325	\$0	\$14,031
8322	Employee Insurances (Tour)	\$8,705	\$6,555	\$0	\$6,555	\$0	\$8,705
8342	Conferences & Training	\$525	\$1,200	\$0	\$1,200	\$0	\$1,050
8109	Story Area (Mosaic)	\$5,000	\$1,841	\$0	\$1,841	\$0	\$10,000
8367	Story Area (Digital)	\$25,167	\$0	\$0	\$0	\$0	\$50,337
8110	Catering	\$1,000	\$257	\$0	\$257	\$0	\$2,000
8368	Activity (Educational)	\$400	\$84	\$0	\$84	\$0	\$800
8126	Insurances - Various	\$15,637	\$8,219	\$0	\$8,219	\$0	\$15,637
8152	Public Liability Insurance - Kodja Place	\$10,306	\$5,917	\$0	\$5,917	\$0	\$10,306
8142	Printing, Stationary & Office Expenses	\$5,500	\$4,747	\$0	\$4,747	\$0	\$11,000
8162	Building Maintenance	\$3,249	\$7,789	\$0	\$7,789	\$0	\$6,499
8164	Utilities	\$5,736	\$8,435	\$0	\$8,435	\$0	\$11,470
8166	Cleaning	\$22,529	\$25,066	\$0	\$25,066	\$0	\$45,060
8172	Grounds Maintenance	\$9,850	\$16,127	\$0	\$16,127	\$0	\$19,700
8174	Kodja Place Rose Maze Grounds Maint	\$21,719	\$21,669	\$0	\$21,669	\$0	\$43,440
8192	Misc Expenses	\$1,500	\$3,019	\$0	\$3,019	\$0	\$3,000
8358	Kodja Place Website	\$1,000	\$0	\$0	\$0	\$0	\$2,000
8444	Retail Stock - COGS	\$13,749	\$9,922	\$0	\$9,922	\$0	\$27,500
8394	Events & Exhibitions Expenses	\$7,500	\$495	\$0	\$495	\$0	\$15,000
8395	Community Events Expenses	\$12,500	\$7,283	\$0	\$7,283	\$0	\$25,000
8412	General Administration Allocated Cash	\$49,849	\$73,078	\$0	\$73,078	\$0	\$99,702
8422	General Administration Allocated Non-Cash	\$1,062	\$1,110	\$0	\$1,110	\$0	\$2,124
022D	Depreciation	\$33,324	\$33,321	\$0	\$33,321	\$0	\$66,650
055D	Depreciation	\$1,262	\$1,270	\$0	\$1,270	\$0	\$2,525
Sub Total - TOURISM & AREA PROMOTION KODJA OP/EXP		\$421,109	\$391,083	\$0	\$391,083	\$0	\$807,598

**SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT**

Details By function Under The Following Programme Titles
And Type Of Activities Within The Programme

ACCOUNT	JOB	COMPARATIVES YEAR TO DATE 31 DECEMBER 2025		ACTUAL 31 DECEMBER 2025		ADOPTED BUDGET 2025-2026	
		Budget	Actual	Income	Expense	Income	Expense
OPERATING INCOME							
8205	Kodja Place - Visitor Fees	(\$1,900)	(\$1,738)	(\$1,738)	\$0	(\$3,800)	\$0
8203	Kodja Place - Hire Fees	(\$1,750)	(\$1,063)	(\$1,063)	\$0	(\$3,500)	\$0
8204	Tour Groups	(\$650)	(\$3,121)	(\$3,121)	\$0	(\$1,300)	\$0
8207	Kodja Place - Activity Fees	(\$480)	(\$532)	(\$532)	\$0	(\$960)	\$0
8223	Membership Fees & Brochure Racking	\$0	(\$725)	(\$725)	\$0	\$0	\$0
8233	Events & Exhibitions Income	(\$7,500)	(\$4,081)	(\$4,081)	\$0	(\$15,000)	\$0
8234	Community Events Income	(\$7,500)	(\$6,188)	(\$6,188)	\$0	(\$15,000)	\$0
8243	Retail Sales	(\$27,499)	(\$27,341)	(\$27,341)	\$0	(\$55,000)	\$0
8263	Sales - Commissions	(\$2,250)	(\$2,638)	(\$2,638)	\$0	(\$4,500)	\$0
8283	Contributions & Donations	(\$400)	(\$1,722)	(\$1,722)	\$0	(\$800)	\$0
8284	RV Fee Income	(\$1,050)	(\$809)	(\$809)	\$0	(\$2,100)	\$0
8285	Trans WA Income	\$0	(\$100)	(\$100)	\$0	\$0	\$0
Sub Total - TOURISM & AREA PROMOTION KODJA OP/INC		(\$50,978)	(\$50,057)	(\$50,057)	\$0	(\$101,960)	\$0
Total - TOURISM & AREA PROMOTION KODJA PLACE		\$370,131	\$341,025	(\$50,057)	\$391,083	(\$101,960)	\$807,598

**SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT**

Details By function Under The Following Programme Titles
And Type Of Activities Within The Programme

ACCOUNT	JOB	COMPARATIVES YEAR TO DATE		ACTUAL		ADOPTED BUDGET	
		31 DECEMBER 2025	31 DECEMBER 2025	31 DECEMBER 2025	31 DECEMBER 2025	2025-2026	2025-2026
		Budget	Actual	Income	Expense	Income	Expense
TOURISM & AREA PROMOTION OTHER							
OPERATING EXPENDITURE							
8101	Kojonup Marketing & Promotions	\$5,757	\$20	\$0	\$20	\$0	\$8,415
8107	Great Southern Treasures	\$22,000	\$20,136	\$0	\$20,136	\$0	\$22,000
8414	Wool Wagon	\$125	\$0	\$0	\$0	\$0	\$250
8354	Subscriptions, Accreditation, etc.	\$1,212	\$593	\$0	\$593	\$0	\$2,425
8374	Australia Day Breakfast	\$1,000	\$0	\$0	\$0	\$0	\$2,000
8371	EV Charging Station	\$0	\$384	\$0	\$384	\$0	\$0
8432	Railway Station Building Maintenance	\$837	\$104	\$0	\$104	\$0	\$1,675
8402	Railway Station Building - Operating	\$415	\$173	\$0	\$173	\$0	\$415
029D	Depreciation	\$37,608	\$44,228	\$0	\$44,228	\$0	\$75,220
Sub Total - TOURISM & AREA PROM OTHER OP/EXP		\$68,956	\$65,637	\$0	\$65,637	\$0	\$112,400
OPERATING INCOME							
Sub Total - TOURISM & AREA PROM OTHER OP/INC		\$0	\$0	\$0	\$0	\$0	\$0
Total - TOURISM & AREA PROMOTION OTHER		\$68,956	\$65,637	\$0	\$65,637	\$0	\$112,400

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

Details By function Under The Following Programme Titles
 And Type Of Activities Within The Programme

ACCOUNT	JOB	COMPARATIVES		ACTUAL		ADOPTED BUDGET	
		YEAR TO DATE		31 DECEMBER 2025		2025-2026	
		Budget	Actual	Income	Expense	Income	Expense
TOURISM & AREA PROMOTION - BLACK COCKATOO CAFÉ							
OPERATING EXPENDITURE							
8502	Café Salaries	\$169,281	\$177,856	\$0	\$177,856	\$0	\$338,575
8532	Café Superannuation	\$20,313	\$17,339	\$0	\$17,339	\$0	\$40,628
8534	Café Utilities	\$23,183	\$12,388	\$0	\$12,388	\$0	\$46,360
8546	Café Minor Equipment & Repairs	\$1,750	\$875	\$0	\$875	\$0	\$3,500
8554	Café Other Minor Expenses	\$4,750	\$12,151	\$0	\$12,151	\$0	\$9,500
8555	Café Uniforms & Safety Wear	\$750	\$0	\$0	\$0	\$0	\$1,500
8556	Café Telephone & IT	\$475	\$692	\$0	\$692	\$0	\$950
8557	Café Building Maintenance	\$2,792	\$2,224	\$0	\$2,224	\$0	\$5,585
8567	Cost of Goods Sold - Food Supplies Purchased	\$157,494	\$149,743	\$0	\$149,743	\$0	\$315,000
Sub Total - TOURISM & AREA PROM CAFE OP/EXP		\$380,788	\$373,268	\$0	\$373,268	\$0	\$761,598
OPERATING INCOME							
8503	Trading Income	(\$384,985)	(\$386,700)	(\$386,700)	\$0	(\$770,000)	\$0
8533	Catering	(\$1,250)	(\$2,604)	(\$2,604)	\$0	(\$2,500)	\$0
Sub Total - TOURISM & AREA PROM CAFE OP/INC		(\$386,235)	(\$389,304)	(\$389,304)	\$0	(\$772,500)	\$0
Total - TOURISM & AREA PROMOTION CAFÉ		(\$5,447)	(\$16,036)	(\$389,304)	\$373,268	(\$772,500)	\$761,598

**SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT**

Details By function Under The Following Programme Titles
And Type Of Activities Within The Programme

ACCOUNT	JOB	COMPARATIVES YEAR TO DATE 31 DECEMBER 2025		ACTUAL 31 DECEMBER 2025		ADOPTED BUDGET 2025-2026	
		Budget	Actual	Income	Expense	Income	Expense
BUILDING CONTROL							
OPERATING EXPENDITURE							
8552	Building Admin. Salaries	\$61,383	\$68,140	\$0	\$68,140	\$0	\$122,770
8572	Superannuation	\$7,268	\$9,499	\$0	\$9,499	\$0	\$14,537
8602	Other Emp Costs (Bldg)	\$2,000	\$3,335	\$0	\$3,335	\$0	\$4,000
8612	Vehicle Operating Bld Control	\$5,735	\$6,046	\$0	\$6,046	\$0	\$11,470
8622	Building Control Expenses	\$8,500	\$12,670	\$0	\$12,670	\$0	\$17,000
8672	Admin Realloc Cash (Bldg)	\$9,970	\$8,304	\$0	\$8,304	\$0	\$19,940
8682	Admin Realloc Non Cash (Bldg)	\$1,062	\$444	\$0	\$444	\$0	\$2,124
Sub Total - BUILDING CONTROL OP/EXP		\$95,917	\$108,439	\$0	\$108,439	\$0	\$191,841
OPERATING INCOME							
8653	Building Licence Fees	(\$4,250)	(\$1,779)	(\$1,779)	\$0	(\$8,500)	\$0
8663	Bciff & Brb Commissions	(\$200)	(\$123)	(\$123)	\$0	(\$400)	\$0
Sub Total - BUILDING CONTROL OP/INC		(\$4,450)	(\$1,902)	(\$1,902)	\$0	(\$8,900)	\$0
Total - BUILDING CONTROL		\$91,467	\$106,537	(\$1,902)	\$108,439	(\$8,900)	\$191,841

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

Details By function Under The Following Programme Titles
 And Type Of Activities Within The Programme

ACCOUNT	JOB	COMPARATIVES		ACTUAL		ADOPTED BUDGET	
		YEAR TO DATE		31 DECEMBER 2025		2025-2026	
		Budget	Actual	Income	Expense	Income	Expense
OTHER ECONOMIC SERVICES							
OPERATING EXPENDITURE							
8011	Wash Down Bay - Repairs	\$4,146	\$2,106	\$0	\$2,106	\$0	\$8,103
8807	Wash Down Bay - Utility Charges	\$2,851	\$2,476	\$0	\$2,476	\$0	\$5,700
8800	Saleyards - Ground Maintenance	\$5,244	\$8,686	\$0	\$8,686	\$0	\$10,488
8808	Saleyards - Insurances	\$400	\$188	\$0	\$188	\$0	\$400
8802	Saleyards - Other	\$100	\$48	\$0	\$48	\$0	\$200
8872	Loan Guarantee Fee	\$1,590	\$0	\$0	\$0	\$0	\$2,650
8862	Subdivision - Interest on Loans	\$0	\$4,890	\$0	\$4,890	\$0	\$10,834
	Sub Total - OTHER ECONOMIC SERVICES OP/EXP	\$14,331	\$18,393	\$0	\$18,393	\$0	\$38,375
OPERATING INCOME							
8013	Washdown Bay Fees	(\$6,250)	(\$4,082)	(\$4,082)	\$0	(\$12,500)	\$0
	Sub Total - OTHER ECONOMIC SERVICES OP/INC	(\$6,250)	(\$4,082)	(\$4,082)	\$0	(\$12,500)	\$0
	Total - OTHER ECONOMIC SERVICES	\$8,081	\$14,311	(\$4,082)	\$18,393	(\$12,500)	\$38,375
	Total - ECONOMIC SERVICES	\$539,115	\$517,459	(\$448,992)	\$966,450	(\$952,860)	\$1,980,652

**SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT**

Details By function Under The Following Programme Titles
And Type Of Activities Within The Programme

ACCOUNT	JOB	COMPARATIVES YEAR TO DATE 31 DECEMBER 2025		ACTUAL 31 DECEMBER 2025		ADOPTED BUDGET 2025-2026	
		Budget	Actual	Income	Expense	Income	Expense
	OTHER PROPERTY AND SERVICES						
	PRIVATE WORKS						
	OPERATING EXPENDITURE						
9002	Private Works	\$14,224	\$2	\$0	\$2	\$0	\$28,450
	Sub Total - PRIVATE WORKS OP/EXP	\$14,224	\$2	\$0	\$2	\$0	\$28,450
	OPERATING INCOME						
9003	Private Works Income	(\$14,224)	(\$27,419)	(\$27,419)	\$0	(\$28,450)	\$0
	Sub Total - PRIVATE WORKS OP/INC	(\$14,224)	(\$27,419)	(\$27,419)	\$0	(\$28,450)	\$0
	Total - PRIVATE WORKS	\$0	(\$27,416)	(\$27,419)	\$2	(\$28,450)	\$28,450

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

Details By function Under The Following Programme Titles
 And Type Of Activities Within The Programme

ACCOUNT	JOB	COMPARATIVES		ACTUAL		ADOPTED BUDGET	
		YEAR TO DATE		31 DECEMBER 2025		2025-2026	
		Budget	Actual	Income	Expense	Income	Expense
PUBLIC WORKS OVERHEADS							
OPERATING EXPENDITURE							
9022	Salaries-Works-Supervisors; Assistance	\$229,205	\$200,186	\$0	\$200,186	\$0	\$458,428
9042	Superannuation (Supervisors)	\$27,504	\$16,989	\$0	\$16,989	\$0	\$55,011
9052	Conferences & Training (Supervisors)	\$1,950	\$0	\$0	\$0	\$0	\$3,900
9062	Emp Insurances (Supervisors)	\$12,836	\$3,335	\$0	\$3,335	\$0	\$12,836
9072	Other Staff Expenses (Inc. FBT)	\$14,500	\$404	\$0	\$404	\$0	\$29,000
9502	Allowances	\$1,000	\$0	\$0	\$0	\$0	\$2,000
9082	Vehicle Operating	\$8,500	\$13,554	\$0	\$13,554	\$0	\$17,000
9084	Consulting Technical	\$8,225	\$5,005	\$0	\$5,005	\$0	\$16,450
9092	Office Expenses	\$7,300	\$2,507	\$0	\$2,507	\$0	\$14,600
9094	Minor Equipment/Consumables	\$4,100	\$6,109	\$0	\$6,109	\$0	\$8,200
9095	RAMM Inventory	\$6,870	\$13,049	\$0	\$13,049	\$0	\$13,740
9102	Training	\$19,454	\$22,181	\$0	\$22,181	\$0	\$38,910
9112	Meetings	\$3,700	\$4,013	\$0	\$4,013	\$0	\$7,400
9122	Annual Leave	\$88,332	\$84,843	\$0	\$84,843	\$0	\$176,672
9132	Public Holidays	\$39,153	\$34,442	\$0	\$34,442	\$0	\$78,310
9142	Sick Leave	\$39,153	\$31,413	\$0	\$31,413	\$0	\$78,310
9152	Superannuation	\$120,569	\$122,759	\$0	\$122,759	\$0	\$511,147
9162	Workers Comp Ins	\$77,946	\$61,353	\$0	\$61,353	\$0	\$77,946
9172	Staff Functions	\$1,175	\$90	\$0	\$90	\$0	\$2,350
9182	INSURANCE ON WORKS	\$6,848	\$3,805	\$0	\$3,805	\$0	\$6,848
9192	Long Service Leave	\$0	\$34,060	\$0	\$34,060	\$0	\$0
9202	Safety Equipment & P.P.E.	\$12,055	\$19,345	\$0	\$19,345	\$0	\$24,110
9262	Emp Insurances - Pwo	\$6,090	\$4,324	\$0	\$4,324	\$0	\$6,090
9280	Cleaners - Annual Leave	\$6,584	\$0	\$0	\$0	\$0	\$13,169
9281	Cleaners - Long Service Leave	\$1,936	\$0	\$0	\$0	\$0	\$3,872
9282	Cleaners - Sick Leave	\$3,267	\$0	\$0	\$0	\$0	\$6,535
9284	Cleaners - Public Holidays	\$3,292	\$0	\$0	\$0	\$0	\$6,585
9286	Cleaners - Superannuation	\$8,973	\$978	\$0	\$978	\$0	\$17,947
9254	Cleaners - Administration	\$3,600	\$3,723	\$0	\$3,723	\$0	\$7,200
9302	Admin Realloc - Cash (Pwo)	\$0	\$166,087	\$0	\$166,087	\$0	\$0
9332	Admin Non Cash Realloc (Pwo)	\$31,854	\$27,964	\$0	\$27,964	\$0	\$63,711
9421	Small Items (Chainsaws, Mowers, etc)	\$2,500	\$0	\$0	\$0	\$0	\$5,000
9422	Sundry Plant Recovery - Automatic Recoveries	\$8,237	\$8,459	\$0	\$8,459	\$0	\$16,475
9312	Less Allocated To Works & Services	(\$889,840)	(\$909,759)	\$0	(\$909,759)	\$0	(\$1,779,752)
Sub Total - PUBLIC WORKS O/HEADS OP/EXP		(\$83,132)	(\$18,783)	\$0	(\$18,783)	\$0	\$0

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

Details By function Under The Following Programme Titles
 And Type Of Activities Within The Programme

ACCOUNT	JOB	COMPARATIVES YEAR TO DATE		ACTUAL		ADOPTED BUDGET	
		31 DECEMBER 2025	31 DECEMBER 2025	31 DECEMBER 2025	31 DECEMBER 2025	2025-2026	2025-2026
		Budget	Actual	Income	Expense	Income	Expense
OPERATING INCOME							
	Sub Total - PUBLIC WORKS O/HEADS OP/INC	\$0	\$0	\$0	\$0	\$0	\$0
	Total - PUBLIC WORKS OVERHEADS	(\$83,132)	(\$18,783)	\$0	(\$18,783)	\$0	\$0
PLANT OPERATION COSTS							
OPERATING EXPENDITURE							
9372	Wages & Overheads	\$51,768	\$42,347	\$0	\$42,347	\$0	\$103,540
9352	Tyres & Tubes	\$12,500	\$50	\$0	\$50	\$0	\$25,000
9344	Vehicle Tracking	\$11,000	\$11,103	\$0	\$11,103	\$0	\$22,000
9362	Parts,Ext Work & Sundries	\$64,997	\$99,956	\$0	\$99,956	\$0	\$130,000
9382	Vehicles - Insurance	\$75,165	\$29,487	\$0	\$29,487	\$0	\$75,165
9386	Vehicles - Licences	\$0	\$39	\$0	\$39	\$0	\$0
9342	Fuels & Oils	\$162,494	\$136,705	\$0	\$136,705	\$0	\$325,000
9363	Purchase of Tools	\$4,500	\$217	\$0	\$217	\$0	\$9,000
9402	Less Poc Allocated To W. & S.	(\$344,839)	(\$346,186)	\$0	(\$346,186)	\$0	(\$689,705)
021D	Depreciation (Sch 12)	\$152,431	\$161,105	\$0	\$161,105	\$0	\$304,875
025D	Depreciation W/Back	(\$152,431)	(\$224,157)	\$0	(\$224,157)	\$0	(\$304,875)
	Sub Total - PLANT OPERATIONS COSTS OP/EXP	\$37,584	(\$89,334)	\$0	(\$89,334)	\$0	\$0
OPERATING INCOME							
9373	Income - Contribution Plant Op Costs	(\$500)	\$0	\$0	\$0	(\$1,000)	\$0
	Sub Total - PLANT OPERATIONS COSTS OP/INC	(\$500)	\$0	\$0	\$0	(\$1,000)	\$0
	Total - PLANT OPERATIONS COSTS	\$37,084	(\$89,334)	\$0	(\$89,334)	(\$1,000)	\$0

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

Details By function Under The Following Programme Titles
 And Type Of Activities Within The Programme

ACCOUNT	JOB	COMPARATIVES		ACTUAL		ADOPTED BUDGET	
		YEAR TO DATE		31 DECEMBER 2025		2025-2026	
		Budget	Actual	Income	Expense	Income	Expense
	OTHER PROPERTY AND SERVICES						
	SALARIES AND WAGES						
	OPERATING EXPENDITURE						
9482	Salaries & Wages Drawn	\$2,249,850	\$2,236,152	\$0	\$2,236,152	\$0	\$4,499,879
9492	Workers Compensation	\$12,500	\$3,788	\$0	\$3,788	\$0	\$25,000
9512	Salary & Wage Alloc To W. & S.	(\$2,249,850)	(\$2,236,152)	\$0	(\$2,236,152)	\$0	(\$4,499,879)
	Sub Total - SALARIES AND WAGES OP/EXP	\$12,500	\$3,788	\$0	\$3,788	\$0	\$25,000
	OPERATING INCOME						
9493	Workers Compensation Income	(\$12,500)	\$0	\$0	\$0	(\$25,000)	\$0
	Sub Total - SALARIES AND WAGES OP/INC	(\$12,500)	\$0	\$0	\$0	(\$25,000)	\$0
	Total - SALARIES AND WAGES	\$0	\$3,788	\$0	\$3,788	(\$25,000)	\$25,000

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

Details By function Under The Following Programme Titles
 And Type Of Activities Within The Programme

ACCOUNT	JOB	COMPARATIVES		ACTUAL		ADOPTED BUDGET	
		YEAR TO DATE		31 DECEMBER 2025		2025-2026	
		Budget	Actual	Income	Expense	Income	Expense
UNCLASSIFIED							
OPERATING EXPENDITURE							
9572	Land Survey & Leasing	\$1,500	\$0	\$0	\$0	\$0	\$3,000
9682	Misc Expenses-Other Property	\$2,650	\$1,203	\$0	\$1,203	\$0	\$2,775
9687	LOSS ON LG HOUSE UNIT TRUST	\$0	\$0	\$0	\$0	\$0	\$0
024D	Depreciation on Assets	\$9,050	\$9,072	\$0	\$9,072	\$0	\$18,100
Sub Total - UNCLASSIFIED OP/EXP		\$13,200	\$10,274	\$0	\$10,274	\$0	\$23,875
OPERATING INCOME							
9683	Lease Of Ksc Properties	(\$13,249)	\$0	\$0	\$0	(\$26,500)	\$0
9695	Recoverable Costs Income	(\$1,250)	(\$652)	(\$652)	\$0	(\$2,500)	\$0
Sub Total - UNCLASSIFIED OP/INC		(\$14,499)	(\$652)	(\$652)	\$0	(\$29,000)	\$0
Total - UNCLASSIFIED		(\$1,300)	\$9,622	(\$652)	\$10,274	(\$29,000)	\$23,875
Total - OTHER PROPERTY AND SERVICES		(\$47,348)	(\$122,122)	(\$28,070)	(\$94,052)	(\$83,450)	\$77,325

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

Details By function Under The Following Programme Titles
 And Type Of Activities Within The Programme

ACCOUNT	JOB	COMPARATIVES		ACTUAL		ADOPTED BUDGET	
		YEAR TO DATE		31 DECEMBER 2025		2025-2026	
		Budget	Actual	Income	Expense	Income	Expense
FUND TRANSFERS							
EXPENDITURE							
New	Tfr to Employee Leave Res.	\$3,900	\$958	\$0	\$958	\$0	\$7,800
New	Transfer To Plant Res.	\$3,900	\$872	\$0	\$872	\$0	\$7,800
New	Transfer to Low Income Housing Res.	\$925	\$294	\$0	\$294	\$0	\$1,850
New	Transfer to Sporting Facility Res.	\$690	\$0	\$0	\$0	\$0	\$1,380
New	Transfer to Landfill Waste Mgmt Res.	\$885	\$282	\$0	\$282	\$0	\$1,770
New	Transfer to Community Grants Res.	\$107	\$34	\$0	\$34	\$0	\$215
New	Transfer To Independent Living Units Res.	\$1,745	\$557	\$0	\$557	\$0	\$3,490
New	Transfer to Natural Resource Mgmt Res.	\$1,075	\$343	\$0	\$343	\$0	\$2,150
New	Transfer To Swimming Pool Res.	\$0	\$266	\$0	\$266	\$0	\$0
New	Transfer to Kodja Place Building Res.	\$195	\$62	\$0	\$62	\$0	\$390
New	Transfer to Sporting Complex Building Upgrade Res.	\$0	\$0	\$0	\$0	\$0	\$1,155
Sub Total - TRANSFERS TO RESERVE		\$13,422	\$3,668	\$0	\$3,668	\$0	\$28,000
INCOME							
	Transfer from Independent Living Units Res.	\$0	\$0	\$0	\$0	(\$22,000)	\$0
	Transfer from Sporting Facility Res.	\$0	\$0	\$0	\$0	(\$15,000)	\$0
Sub Total - TRANSFERS FROM RESERVE		\$0	\$0	\$0	\$0	(\$37,000)	\$0
Total - TRANSFERS		\$13,422	\$3,668	\$0	\$3,668	(\$37,000)	\$28,000
Total - FUND TRANSFER		\$13,422	\$3,668	\$0	\$3,668	(\$37,000)	\$28,000

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

Details By function Under The Following Programme Titles
 And Type Of Activities Within The Programme

ACCOUNT	JOB	COMPARATIVES		ACTUAL		ADOPTED BUDGET	
		YEAR TO DATE		31 DECEMBER 2025		2025-2026	
		Budget	Actual	Income	Expense	Income	Expense
SURPLUS CARRIED FORWARD							
	NEW - (Surplus) / Deficit - Opening 1 July	(\$2,660,000)	(\$2,595,085)	(\$2,595,085)	\$0	(\$2,660,000)	\$0
	Sub Total - SURPLUS C/FWD	(\$2,660,000)	(\$2,595,085)	(\$2,595,085)	\$0	(\$2,660,000)	\$0
	Total - SURPLUS	(\$2,660,000)	(\$2,595,085)	(\$2,595,085)	\$0	(\$2,660,000)	\$0
LIABILITY LOANS - PRINCIPAL REPAYMENT							
EXPENDITURE							
New	Loan 150 - Communications tower	\$33,179	\$8,771	\$0	\$8,771	\$0	\$35,479
New	Loan 137 - Medical Centre	\$4,406	\$4,483	\$0	\$4,483	\$0	\$9,005
New	Loan 135 - Bagg St House	\$5,174	\$5,334	\$0	\$5,334	\$0	\$10,750
New	Loan 140 - Staff Housing	\$30,529	\$31,060	\$0	\$31,060	\$0	\$62,388
New	Loan 138 - GROH Housing	\$56,900	\$57,722	\$0	\$57,722	\$0	\$115,860
New	Loan 144 - Staff Housing	\$5,472	\$5,575	\$0	\$5,575	\$0	\$11,203
New	Loan 145 - GROH Housing	\$5,472	\$5,575	\$0	\$5,575	\$0	\$11,203
New	Loan 148 - Staff Housing renovations	\$7,812	\$8,160	\$0	\$8,160	\$0	\$16,501
New	Loan 134 - Sports Complex	\$9,345	\$9,812	\$0	\$9,812	\$0	\$19,867
New	Loan 136 - Sports Complex Wall	\$5,017	\$5,117	\$0	\$5,117	\$0	\$10,285
New	Loan 143 - Netball Courts & Roof	\$27,473	\$28,269	\$0	\$28,269	\$0	\$56,945
New	Loan 142 - Oval Lighting	\$12,421	\$12,601	\$0	\$0	\$0	\$25,294
New	Loan 146 - Harrison Place Toilets & Park	\$17,864	\$18,571	\$0	\$18,571	\$0	\$37,506
New	Loan 149 - Harrison Place Toilets & Park	\$16,589	\$17,541	\$0	\$17,541	\$0	\$17,740
New	Loan 141 - Airstrip Lighting	\$5,136	\$5,214	\$0	\$5,214	\$0	\$10,468
New	Loan 147 - Land Development	\$17,242	\$17,925	\$0	\$17,925	\$0	\$36,200
	Sub Total - LOAN REPAYMENTS	\$260,031	\$241,732	\$0	\$241,732	\$0	\$486,694
INCOME							
	Sub-Total - LOAN PRINCIPAL REIMBURSEMENTS			\$0	\$0	\$0	\$0
	Total - NON CURRENT LIABILITIES	\$260,031	\$241,732	\$0	\$241,732	\$0	\$486,694

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

Details By function Under The Following Programme Titles
 And Type Of Activities Within The Programme

ACCOUNT	JOB	COMPARATIVES		ACTUAL		ADOPTED BUDGET	
		YEAR TO DATE		31 DECEMBER 2025		2025-2026	
		Budget	Actual	Income	Expense	Income	Expense
NON CASH ITEMS EXCLUDED FROM OPERATING ACTIVITIES							
	Depreciation Written Back	(\$2,577,602)	(\$2,937,594)	\$0	(\$2,937,594)	\$0	(\$5,155,411)
	Profit on Sale of Assets Written Back	\$0	\$0	\$0	\$0	\$0	\$0
	Write back on Land held for Resale	\$0	\$0	\$0	\$0	\$0	\$0
	Movement in Accrued Interest Expense	\$0	\$21,895	\$0	\$21,895	\$0	\$0
	Movement in Doubtful Debts	\$0	\$0	\$0	\$0	\$0	(\$500)
	Sub Total - DEPRECIATION WRITTEN BACK	(\$2,577,602)	(\$2,915,699)	\$0	(\$2,915,699)	\$0	(\$5,155,911)
	Total - NON CASH ITEMS	(\$2,577,602)	(\$2,915,699)	\$0	(\$2,915,699)	\$0	(\$5,155,911)

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

Details By function Under The Following Programme Titles
 And Type Of Activities Within The Programme

ACCOUNT	JOB	COMPARATIVES		ACTUAL		ADOPTED BUDGET	
		YEAR TO DATE		31 DECEMBER 2025		2025-2026	
		Budget	Actual	Income	Expense	Income	Expense
	LAND HELD FOR RESALE						
	COMMUNITY AMENITIES						
	CAPITAL EXPENDITURE						
C310	Subdivision Construction	\$0	\$0	\$0	\$0	\$0	\$200,000
	Sub Total - CAPITAL WORKS	\$0	\$0	\$0	\$0	\$0	\$200,000
	Total- COMMUNITY AMENITIES	\$0	\$0	\$0	\$0	\$0	\$200,000
	Total - LAND	\$0	\$0	\$0	\$0	\$0	\$200,000

**SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT**

Details By function Under The Following Programme Titles
And Type Of Activities Within The Programme

ACCOUNT	JOB	COMPARATIVES YEAR TO DATE 31 DECEMBER 2025		ACTUAL 31 DECEMBER 2025		ADOPTED BUDGET 2025-2026	
		Budget	Actual	Income	Expense	Income	Expense
BUILDINGS							
HOUSING - CAPITAL EXPENDITURE							
C142	8 Soldier Road	\$35,000	\$27,414	\$0	\$27,414	\$0	\$35,000
C313	Jean Sullivan Units	\$0	\$0	\$0	\$0	\$0	\$10,000
C145	Loton Close Units	\$0	\$0	\$0	\$0	\$0	\$12,000
Sub Total - CAPITAL WORKS		\$35,000	\$27,414	\$0	\$27,414	\$0	\$57,000
Total - HOUSING		\$35,000	\$27,414	\$0	\$27,414	\$0	\$57,000
BUILDINGS							
COMMUNITY AMENITIES - CAPITAL EXPENDITURE							
Sub Total - CAPITAL WORKS		\$0	\$0	\$0	\$0	\$0	\$0
Total - COMMUNITY AMENITIES		\$0	\$0	\$0	\$0	\$0	\$0
BUILDINGS							
RECREATION AND CULTURE - CAPITAL EXPENDITURE							
C105	Memorial Hall Capital Expenditure	\$0	\$39,840	\$0	\$39,840	\$0	\$0
C295	SWIMMING POOL BUILDINGS CAPITAL EXPENDITURE	\$15,000	\$13,840	\$0	\$13,840	\$0	\$15,000
Sub Total - CAPITAL WORKS		\$15,000	\$53,680	\$0	\$53,680	\$0	\$15,000
Total - RECREATION AND CULTURE		\$15,000	\$53,680	\$0	\$53,680	\$0	\$15,000

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

Details By function Under The Following Programme Titles
 And Type Of Activities Within The Programme

ACCOUNT	JOB		COMPARATIVES		ACTUAL		ADOPTED BUDGET	
			YEAR TO DATE		31 DECEMBER 2025		2025-2026	
			Budget	Actual	Income	Expense	Income	Expense
		BUILDINGS						
		ECONOMIC SERVICES - CAPITAL EXPENDITURE						
C177	C507	Kodja Place Capital Expenditure	\$15,000	\$19,750	\$0	\$19,750	\$0	\$15,000
C349		Black Cockatoo Café Capital Expenditure	\$25,000	\$2,126	\$0	\$2,126	\$0	\$25,000
		Sub Total - CAPITAL WORKS	\$40,000	\$21,877	\$0	\$21,877	\$0	\$40,000
		Total - ECONOMIC SERVICES	\$40,000	\$21,877	\$0	\$21,877	\$0	\$40,000
		Total - BUILDINGS	\$90,000	\$102,970	\$0	\$102,970	\$0	\$112,000

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

Details By function Under The Following Programme Titles
 And Type Of Activities Within The Programme

ACCOUNT	JOB	COMPARATIVES		ACTUAL		ADOPTED BUDGET	
		YEAR TO DATE		31 DECEMBER 2025		2025-2026	
		Budget	Actual	Income	Expense	Income	Expense
	PLANT AND EQUIPMENT						
	GOVERNANCE - CAPITAL EXPENDITURE						
2104	Purchase of Light Vehicles	\$0	\$0	\$0	\$0	\$0	\$107,000
	Sub Total - CAPITAL WORKS	\$0	\$0	\$0	\$0	\$0	\$107,000
	Total - GOVERNANCE	\$0	\$0	\$0	\$0	\$0	\$107,000
	PLANT AND EQUIPMENT						
	RECREATION AND CULTURE						
	CAPITAL EXPENDITURE						
C158	Swimming Pool Equipment	\$46,500	\$10,750	\$0	\$10,750	\$0	\$46,500
	Sub Total - CAPITAL WORKS	\$46,500	\$10,750	\$0	\$10,750	\$0	\$46,500
	Total - RECREATION AND CULTURE	\$46,500	\$10,750	\$0	\$10,750	\$0	\$46,500
	PLANT AND EQUIPMENT						
	TRANSPORT						
	CAPITAL EXPENDITURE						
7604	Major Plant Purchases	\$0	\$54,870	\$0	\$54,870	\$0	\$153,000
	Sub Total - CAPITAL WORKS	\$0	\$54,870	\$0	\$54,870	\$0	\$153,000
	Total - TRANSPORT	\$0	\$54,870	\$0	\$54,870	\$0	\$153,000
	Total - PLANT AND EQUIPMENT	\$46,500	\$65,620	\$0	\$65,620	\$0	\$306,500

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

Details By function Under The Following Programme Titles
 And Type Of Activities Within The Programme

ACCOUNT	JOB	COMPARATIVES		ACTUAL		ADOPTED BUDGET		
		YEAR TO DATE		31 DECEMBER 2025		2025-2026		
		Budget	Actual	Income	Expense	Income	Expense	
INFRASTRUCTURE ASSETS - ROAD RESERVES								
CAPITAL EXPENDITURE								
Roads to Recovery Projects								
C507		RTR - Spring Street Asphalt	\$249,975	\$17,370	\$0	\$17,370	\$0	\$375,000
C508	CJ508	RTR - Misson Road Floodway 24/25 C/Over	\$20,000	\$0	\$0	\$0	\$0	\$20,000
C509	CJ509	RTR - Soldier Road - Asphalt 24/25 C/Over	\$0	\$0	\$0	\$0	\$0	\$75,000
C512	CJ512	RTR - Newton Street Reseal 24/25 C/Over SLK 0.00 - 0.26	\$0	\$0	\$0	\$0	\$0	\$18,530
7424	R2R400	R2R - Balgarup Road Tree Pruning/Verge Mulching Works	\$0	\$0	\$0	\$0	\$0	\$75,000
7424	R2R401	RTR - Tone Rd Stab & Seal Failures SLK 5.30 - 5.90	\$0	\$0	\$0	\$0	\$0	\$145,000
7424	R2R402	RTR - Frankland Rd Repair Pavement SLK 19.94	\$0	\$0	\$0	\$0	\$0	\$112,136
7424	R2R403	RTR - Boscabel Chittinup RD Reseal SLK 3.80 - 4.06	\$0	\$0	\$0	\$0	\$0	\$85,000
7424	R2R404	RTR - Boscabel Chittinup RD Reseal SLK 4.86 - 6.22	\$0	\$0	\$0	\$0	\$0	\$95,000
7424	R2R405	RTR - Old Broomehill Rd Seal Bridge Approach SLK 2.25	\$0	\$0	\$0	\$0	\$0	\$60,000
7424	R2R406	RTR - Old Broomehill Rd Seal Bridge Approach SLK 5.16	\$0	\$0	\$0	\$0	\$0	\$60,000
7424	R2R407	RTR - Old Broomehill Rd Seal Bridge Approach SLK 7.65	\$0	\$0	\$0	\$0	\$0	\$60,000
C117	CJ117	Darkan/Kojonup Road - Stage 2	\$0	\$0	\$0	\$0	\$0	\$0
RRG Projects								
7394	RRG001	Shamrock Rd Widen SLK 15.8 - 18.8	\$705,000	\$517,444	\$0	\$517,444	\$0	\$705,000
7394	RRG002	Kojonup Darkan Rd Reseal SLK 3.8 - 5.0	\$26,250	\$79,271	\$0	\$79,271	\$0	\$105,000
7394	RRG003	Kojonup Darkan Rd Reconstruction SLK 1.9 - 3.8	\$615,000	\$487,129	\$0	\$487,129	\$0	\$615,000
7394	RRG004	Jingalup Rd Reseal SLK 2.0 - 4.0	\$139,986	\$41,380	\$0	\$41,380	\$0	\$210,000
7394	RRG005	Rrg - Kojonup-Frankalnd Rd Reconstruct And Reseal	\$0	\$2,200	\$0	\$2,200	\$0	\$0
Commodity Route Projects								
C079	CJ079	Reillys Creek Road - Gravel Sheet	\$0	\$8,610	\$0	\$8,610	\$0	\$76,715
Regional Road Safety Projects								
7434	RSP001	Broomehill-Kojonup Road AEL/ACL	\$0	\$79,614	\$0	\$79,614	\$0	\$0
Municipal Fund Projects								
7484	RC003	Council - Thornbury Close Construction including fire road (Industrial Area)	\$151,000	\$46,182	\$0	\$46,182	\$0	\$151,000
7484	RC004	Jingalup Road Re-Alignment	\$0	\$0	\$0	\$0	\$0	\$30,000
		Sub Total - CAPITAL WORKS	\$1,907,211	\$1,279,200	\$0	\$1,279,200	\$0	\$3,073,381
		Total - ROADS	\$1,907,211	\$1,279,200	\$0	\$1,279,200	\$0	\$3,073,381
		Total - INFRASTRUCTURE ASSETS ROAD RESERVES	\$1,907,211	\$1,279,200	\$0	\$1,279,200	\$0	\$3,073,381

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

Details By function Under The Following Programme Titles
 And Type Of Activities Within The Programme

ACCOUNT	JOB	COMPARATIVES YEAR TO DATE 31 DECEMBER 2025		ACTUAL 31 DECEMBER 2025		ADOPTED BUDGET 2025-2026		
		Budget	Actual	Income	Expense	Income	Expense	
		INFRASTRUCTURE - PARKS - CAPITAL EXPENDITURE						
		RECREATION & CULTURE						
C357	Apex Park Playground	\$33,480	\$0	\$0	\$0	\$0	\$33,480	
	Sub-Total - CAPITAL WORKS	\$33,480	\$0	\$0	\$0	\$0	\$33,480	
	Total - RECREATION & CULTURE	\$33,480	\$0	\$0	\$0	\$0	\$33,480	
	Total - INFRASTRUCTURE PARKS	\$33,480	\$0	\$0	\$0	\$0	\$33,480	
		OTHER INFRASTRUCTURE - CAPITAL EXPENDITURE						
		ECONOMIC SERVICES						
C054	Community Promotional Signage	\$0	\$0	\$0	\$0	\$0	\$60,000	
	Sub Total - CAPITAL WORKS	\$0	\$0	\$0	\$0	\$0	\$60,000	
	Total - ECONOMIC SERVICES	\$0	\$0	\$0	\$0	\$0	\$60,000	
	Total - INFRASTRUCTURE ASSETS - OTHER	\$0	\$0	\$0	\$0	\$0	\$60,000	
	GRAND TOTALS	(\$3,464,522)	(\$5,201,984)	(\$10,667,961)	\$5,465,977	(\$13,787,636)	\$13,787,636	



SHIRE OF KOJONUP

Detailed December 2025 Creditors List

Cheque Payments 1/12/25-31/12/25				
Chq/EFT	Date	Name	Description	Amount
14413	01/12/2025	Water Corporation	Water rates	-5101.22
9007692223 NOV	27/11/2025	Water Corporation	Provide water supply Standpipe at Albany Highway	4410.38
9010495140 NOV	27/11/2025	Water Corporation	Provide water supply Black Cockatoo Cafe	690.84
				5101.22

EFT Payments 1/12/25-31/12/25				
EFT	Date	Name	Description	Amount
EFT37204	03/12/2025	Hi-Way Sales & Service	Engineering & hardware	-562.41
277174	24/11/2025	Hi-Way Sales & Service	41.43L ULP @ \$1.88/L	77.85
277343	27/11/2025	Hi-Way Sales & Service	10.14L ULP @ \$1.91/L	19.36
277531	30/11/2025	Hi-Way Sales & Service	4 x key cutting & 3 x key tags - Bagg st units, Loctite 263, 1L Gear Oil, 10x 100mm bolt, 1 x Long Sign, 1 x Z929 Oil filter, 2 x key cutting - complex, Trimmer head, Brass fitting, Harness 5372163-01, 2 x fuel cap	465.20
EFT37205	03/12/2025	Telstra	Telecommunications	-774.75
8602216000 NOV	15/11/2025	Telstra	Acc 8602216000 to 7/11/25 - Modem Admin, bushfire charges, complex security, Depot security, Airstrip security	241.76
3916895091 NOV	18/11/2025	Telstra	Acc 3916895091 to 17/11/25 - Springhaven solar panels, Saleyard data charges-avdata	27.42
3916895109 NOV	25/11/2025	Telstra	Acc 3916895109 to 24/11/25 CEO Mobile, Swimming pool coordinator mobile, Works Manager, Foreman, Technical Officer mobiles, TWIG Zone Devices, CCTV Data charges, Standpipe controllers, Emergency phone, Data service	505.57
EFT37206	03/12/2025	BK Thomson Electrical Service	Electrician	-445.89
3972	12/11/2025	BK Thomson Electrical Service	Install 5 x Down Lights at Kodja Place	445.89
EFT37207	03/12/2025	BOC Gases	Industrial Gas supplies	-42.24
4040601598	28/11/2025	BOC Gases	Supply of industrial gases Oxygen G size Container service 29/10/25-27/11/25	42.24
EFT37208	03/12/2025	Egabva Plumbing & Gas Service	Plumbing	-929.50
5230	26/11/2025	Egabva Plumbing & Gas Service	RPZD water flow test annual - Saleyards, RV Dump point	319.00
5214	26/11/2025	Egabva Plumbing & Gas Service	12A Elverd Street - replace leaking dishwasher hose	385.00
5218	26/11/2025	Egabva Plumbing & Gas Service	Sports Complex Pool unblock disabled toilet	225.50
EFT37209	03/12/2025	Wurth Australia Pty Ltd	Mechanical parts	-661.05
4321630030	12/11/2025	Wurth Australia Pty Ltd	assorted R clips, hose clamps, 100x oil spill mats, headlight globes, lamps	661.05
EFT37210	03/12/2025	Hersey's Safety Pty Ltd	Tool supply	-1853.50
INV-4467	12/09/2025	Hersey's Safety Pty Ltd	1 Leica 610 Rugby Laser Level inc Rod eye and Tripod staff - quote QU1064	1853.50
EFT37211	03/12/2025	Western Australian Treasury Corporation	Loan repayments	-53421.07
01 DEC 2025	01/12/2025	Western Australian Treasury Corporation	Interest payment for loan 136, Capital payment for loan 136	5538.74
8 OCT 25	08/12/2025	Western Australian Treasury Corporation	Interest payment loan 147, Capital payment loan 147, Interest payment loan 146, Capital payment loan 146	47882.33
EFT37212	03/12/2025	Jill Johnson	Staff reimbursement	-285.00
REIM 021225	02/12/2025	Jill Johnson	Internet and phone reimbursement Sep 25, Oct 25 and Nov 25	285.00
EFT37213	03/12/2025	Optus Billing Services Pty Ltd	Telecommunications	-437.40
541071469	13/11/2025	Optus Billing Services Pty Ltd	Acc 62203522214 Deopt Loop 13/10/25-12/11/25	240.00
542385260	20/11/2025	Optus Billing Services Pty Ltd	Acc 62197291735 20/10/25-19/11/25 - phone charges for Admin, Pool , Account fees	197.40
EFT37214	03/12/2025	Australia's South West	Tourism fees	-150.00
12652	07/07/2025	Australia's South West	Bloom Festival Fees 2025	150.00
EFT37215	03/12/2025	COLAS West Australia	Road Contractor	-202103.16
SIN2511302100665	21/11/2025	COLAS West Australia	Reseal of Kojonup Darkan Rd SLK between SLK 7.0 to 7.49 and 3.85 to 5.0 10,850m2 @ \$4.83 m2 , Mobe - Demobe Costs	74828.04
SIN2511302100664	21/11/2025	COLAS West Australia	Primerseal of Kojonup Darkan SLK Rd 1.9 to 3.8 17,550m2 @ \$7.14m2	127275.12
EFT37216	03/12/2025	PFD Foodservices (Southway Distributors)	Food & Cleaning supplies	-1326.85

LS369168	12/11/2025	PFD Foodservices (Southway Distributors)	Cleaning supplies for BCC, Food supplies for BCC	1065.65
LS369169	12/11/2025	PFD Foodservices (Southway Distributors)	Food supplies for BCC	261.20
EFT37217	03/12/2025	Gower Industries	Tools	-169.40
4409	26/11/2025	Gower Industries	5 inch metabo angle grinder, black nitrile gloves	169.40
EFT37218	03/12/2025	Katie Joy's Free Range Eggs	Eggs	-71.70
334473	24/11/2025	Katie Joy's Free Range Eggs	10.5kg Eggs for Black Cockatoo Cafe	71.70
EFT37219	03/12/2025	Dardanup Butchering Company	Meat supplies	-832.51
BW409210	10/11/2025	Dardanup Butchering Company	Meat supplies for BCC, Consignment fee	832.51
EFT37220	03/12/2025	Grande Food Service	Food supplies	-1760.68
4258378	25/11/2025	Grande Food Service	Food supplies for Black Cockatoo Cafe, Food supplies for Black Cockatoo Cafe	1760.68
EFT37221	03/12/2025	Leaf Bean Machine	Coffee supplies & service	-919.19
142706	24/11/2025	Leaf Bean Machine	Coffee supplies & service for BCC, Coffee supplies & service for BCC	919.19
EFT37222	03/12/2025	Klopper Contracting T/A Ron Wright Bulldozing	Earthworks	-4950.00
IV0000002993	24/11/2025	Klopper Contracting T/A Ron Wright Bulldozing	Create tankpad for 2 x 250 000 L water tanks at showgrounds	4950.00
EFT37223	03/12/2025	Stacia Smith	Staff reimbursement	-115.50
REIM 261125	02/12/2025	Stacia Smith	Purchase of dinner while at training, Tuff table purchased for Play Cafe - messy play	115.50
EFT37224	03/12/2025	L W Hull t/a Hully's Spraying Service	Roadside spraying	-7679.40
INV-2720	23/11/2025	L W Hull t/a Hully's Spraying Service	Road verge spraying, incl chemical. Tambellup West Rd, Kojonup-Frankland Rd, Jingalup Rd, Shamrock Rd, Balgarup Rd, Mobrur Rd, Riverdale rd, Broomehill-Kojonup Rd, Kojonup-Darkan Rd, ,	7679.40
EFT37225	03/12/2025	Mathwin Transport	Freight	-109.30
8528	25/11/2025	Mathwin Transport	Freight 21/11/25 ex Sigma	109.30
EFT37226	03/12/2025	Zone 50 Engineering Surveys Pty Ltd	Surveyors	-13715.90
INV-1578	25/11/2025	Zone 50 Engineering Surveys Pty Ltd	Survey services as per quote Shamrock Rd. Initial road survey - seal alignment, design centreline, Set out centreline and 2.5m cutlines	3141.60
INV-1595	27/11/2025	Zone 50 Engineering Surveys Pty Ltd	Survey services Shamrock Rd - 3D feature survey of existing formation, design 100mm gravel overlay, peg overlay with levels at 20m intervals, survey stakes, accommodation & meals	10574.30
EFT37227	03/12/2025	Du-wayne Lottering	Staff reimbursement	-275.80
REIM 221125	24/11/2025	Du-wayne Lottering	Inline flow valves - chlorine line, swimming pool, Dry acid, pool thermometers - swimming pool, Knee pads for pool staff	275.80
EFT37228	03/12/2025	Harvey Fresh (1994) Ltd T/A Lactalis	Dairy products and fruit juices	-539.19
242511794	27/11/2025	Harvey Fresh (1994) Ltd T/A Lactalis	Dairy products and fruit juices for Black Cockatoo Cafe, Service Fee	539.19
EFT37229	03/12/2025	Meg's Muffins	Catering	-200.00
27	24/11/2025	Meg's Muffins	Desserts for council dinner - 20 people	200.00
EFT37230	03/12/2025	WA Fuel Supplies Pty Ltd	Fuel supplies	-12625.62
234891	25/11/2025	WA Fuel Supplies Pty Ltd	6955L Diesel @ \$1.6503/L	12625.62
EFT37231	03/12/2025	Kojonup Auto Electrics (Lerrom Pty Ltd)	Auto electrician	-782.83
3300	24/11/2025	Kojonup Auto Electrics (Lerrom Pty Ltd)	Find airconditioner fault and repair	782.83
EFT37232	03/12/2025	Elizabeth Mathwin	Staff reimbursement	-87.00
REIM 111125	11/11/2025	Elizabeth Mathwin	Police check reimbursement	87.00
EFT37233	03/12/2025	Kojonup Wind Farm Pty Ltd	REFUND BOND FOR HIRE OF LESSER HALL	-450.00
T252	02/12/2025	Kojonup Wind Farm Pty Ltd	Windfarm Meeting - Hall Hire	450.00
EFT37234	03/12/2025	Teini Samate	Staff reimbursement	-90.00
REIM 011225	02/12/2025	Teini Samate	Police check reimbursement	90.00
EFT37235	05/12/2025	Payroll Deductions - Shire of Kojonup	Payroll deductions	-905.00
DEDUCTION	02/12/2025	Payroll Deductions - Shire of Kojonup	Payroll Deductions	655.00
DEDUCTION	02/12/2025	Payroll Deductions - Shire of Kojonup	Payroll Deductions	250.00
EFT37236	05/12/2025	Child Support Agency	Payroll deductions	-437.69
DEDUCTION	02/12/2025	Child Support Agency	Payroll Deductions	437.69
EFT37237	05/12/2025	Australian Services Union (MEU)	Payroll deductions	-128.50
DEDUCTION	02/12/2025	Australian Services Union (MEU)	Payroll Deductions	128.50
EFT37238	15/12/2025	Royce Melville Quarrell	Rates refund	-3809.68
A6171	12/12/2025	Royce Melville Quarrell	Rates refund for assessment A6171 7 STOCK RD KOJONUP WA 6395	3809.68
EFT37239	15/12/2025	NATASHA CLARKE	Staff reimbursement	-32.80

REIM 301125	30/11/2025	NATASHA CLARKE	Lollies purchased for the Twilight markets	32.80
EFT37240	15/12/2025	ITR	Mechanical parts	-323.14
840327	14/11/2025	ITR	set of scarifying tips, set of scarifying tips, set of scarifying tips	323.14
EFT37241	15/12/2025	Wendy Ribbands	REFUND BOND FOR HIRE OF SPORTING COMPLEX	-400.00
T254	15/12/2025	Wendy Ribbands	Sporting Complex Hire Bond	400.00
EFT37242	17/12/2025	Air Liquide	Industrial gases	-25.22
NX9380	30/11/2025	Air Liquide	Cylinder Fee 1/11/25-31/11/25	25.22
EFT37243	17/12/2025	DL Consulting	Financial Consultant	-8781.50
1345	30/11/2025	DL Consulting	Financial Consultant - November 2025	8781.50
EFT37244	17/12/2025	Kojonup Bowling Club	SPARK Expenses	-150.00
166	13/11/2025	Kojonup Bowling Club	SPARK Expenses - clubhouse hire	150.00
EFT37245	17/12/2025	Ian K McDonald	Goods sold on consignment	-30.00
REQ NOV 25	30/11/2025	Ian K McDonald	Goods sold on consignment Kodja Place November 25	30.00
EFT37246	17/12/2025	Department of Fire & Emergency Services (DFES)	Emergency Services Levy	-41414.70
160362	21/11/2025	Department of Fire & Emergency Services (DFES)	2025/2026 Emergency Services Levy Quarter 2,	41414.70
EFT37247	17/12/2025	MARY RACHAEL HOBBS	Goods sold on consignment	-39.00
REQ NOV 25	30/11/2025	MARY RACHAEL HOBBS	Goods sold on consignment Kodja Place November 25	39.00
EFT37248	17/12/2025	Australia Post	Postage & Freight	-178.08
1014401895	03/12/2025	Australia Post	Postage & Freight November 2025	178.08
EFT37249	17/12/2025	Hi-Way Sales & Service	Fuel supplies	-318.57
277628	03/12/2025	Hi-Way Sales & Service	7.23L ULP @ \$1.91/L	13.80
277711	04/12/2025	Hi-Way Sales & Service	51.53 L ULP @ \$1.91/L	98.37
277988	10/12/2025	Hi-Way Sales & Service	49.74L ULP @ \$1.91/L	94.95
277982	10/12/2025	Hi-Way Sales & Service	11.87L ULP @ \$1.91/L	22.66
277979	10/12/2025	Hi-Way Sales & Service	Jerry can for pool grounds, 5.24L ULP @ \$1.91/L, 1L 2 stroke oil	66.00
278027	11/12/2025	Hi-Way Sales & Service	11.94 L ULP @ \$1.91	22.79
EFT37250	17/12/2025	Kojonup Agricultural Supplies	Agricultural Supplies	-4369.76
IN20001961	10/12/2025	Kojonup Agricultural Supplies	210L Guardol 15W 40 engine oil, 210L Powerdrive hydraulic fluid 10W, 210L Megaflow hydraulic oil 68	4369.76
EFT37251	17/12/2025	Kojonup Pharmacy	Pharmacy	-51.90
110161	19/11/2025	Kojonup Pharmacy	2 x bottles of QV moisturising cream	51.90
EFT37252	17/12/2025	Shire Of Katanning	Refuse site	-5913.60
48694	30/11/2025	Shire Of Katanning	Shire of Katanning Refuse site fees - October 2025	5913.60
EFT37253	17/12/2025	Synergy	Electricity	-1019.06
2010614226	01/12/2025	Synergy	Acc 392675750 Electricity Powerwatch 400HPS 1/11/25-30/11/25	184.05
2002682502	05/12/2025	Synergy	Acc 337284750 Electricity Kodja Place 6/11/25-4/12/25	835.01
EFT37254	17/12/2025	Kojonup Tyre Service	Tyre replacement	-3557.98
INV-15369	18/11/2025	Kojonup Tyre Service	Replace damaged tyre on water cart, truck tyre disposal	432.03
INV-15593	06/12/2025	Kojonup Tyre Service	4 tyres Yokohama 265/60R18 & wheel alignment & tyre disposal KO914 Isuzu Mux	1578.80
INV-15625	06/12/2025	Kojonup Tyre Service	2x new steer tyres, balanced and fitted, tyre disposal fee	1547.15
EFT37255	17/12/2025	BK Thomson Electrical Service	Electrician	-6628.32
3991	20/11/2025	BK Thomson Electrical Service	Bi-Annual RCD and smoke alarm testing	5312.87
3997	25/11/2025	BK Thomson Electrical Service	Clean Aircon 73B Soldier Road	269.50
3996	25/11/2025	BK Thomson Electrical Service	Repair to oven 28 Kojonup - Katanning Road	441.54
4009	04/12/2025	BK Thomson Electrical Service	Install aerial for emergency services at depot.	604.41
EFT37256	17/12/2025	Kojonup Supermarket	Groceries	-80.75
805 NOV 25	30/11/2025	Kojonup Supermarket	Acc 805 SPARK Groceries for seniors event	80.75
EFT37257	17/12/2025	Westrac Equipment	Mechanical parts	-9942.32
PI1422368	22/09/2025	Westrac Equipment	Mechanical parts	8.80
SI1862888	21/10/2025	Westrac Equipment	Seals Gaskets & Labour to replace solenoids	5679.62
PI1637222	19/11/2025	Westrac Equipment	assorted filters P28007, P29003, P29004, P17003, P15005, P15004, P30006, P30008, P30007	2145.28
PI1637223	19/11/2025	Westrac Equipment	3 new aircompressor governors	367.62
PI1646848	21/11/2025	Westrac Equipment	2x batteries, 2 door bumpers, new door seal	1501.90
PI1670742	28/11/2025	Westrac Equipment	assorted filters P17003	86.26
PI1709001	09/12/2025	Westrac Equipment	Dust seals, O-rings, and ring back up	60.48
PI1713785	10/12/2025	Westrac Equipment	intercooler pipe - clamps & freight	92.36
EFT37258	17/12/2025	Kojonup Country Kitchen	Catering	-556.40
3141	13/11/2025	Kojonup Country Kitchen	SPARK expenses - Scones for SPARK event	26.40
3145	25/11/2025	Kojonup Country Kitchen	Catering for Council Meeting 25/11/25, Lunch for 10 people.	190.00
3144	09/12/2025	Kojonup Country Kitchen	Council Catering for 9/12/25 morning tea 10 people, lunch 15 people	340.00
EFT37259	17/12/2025	Egabva Plumbing & Gas Service	Plumbing	-1045.00

5233	01/12/2025	Egabva Plumbing & Gas Service	New Tsurumi pump required for truck wash down bay	1045.00
EFT37260	17/12/2025	Lotex Filter Cleaning Service	Filters	-85.17
12281	07/11/2025	Lotex Filter Cleaning Service	Filters - 1780413450, M131802, Ranger, 178010L040, WA5482	85.17
EFT37261	17/12/2025	Winc Australia Pty Ltd	Stationery	-180.41
9049273443	26/11/2025	Winc Australia Pty Ltd	A4 black cardboard 6 x Pk 10	30.29
9049319001	02/12/2025	Winc Australia Pty Ltd	Pack of 24 AAA batteries, Blue tac, sticky notes, 12 x ball point pens	42.25
9049332420	03/12/2025	Winc Australia Pty Ltd	A4 2026 Diary, A5 2026 Diary	18.90
9049343893	04/12/2025	Winc Australia Pty Ltd	Pencil cup and Post it tabs	15.47
9049354363	05/12/2025	Winc Australia Pty Ltd	Pk 24 AA batteries, box rubber bands	26.57
9049350811	05/12/2025	Winc Australia Pty Ltd	Post it sign & date flags, Sign here flags	46.93
EFT37262	17/12/2025	Kojonup Community Resource Centre	Printing	-80.00
17880	02/12/2025	Kojonup Community Resource Centre	SPARK - Printing of seniors event flyers	80.00
EFT37263	17/12/2025	St Bernards School	Goods sold on consignment	-10.00
REQ NOV 25	30/11/2025	St Bernards School	Goods sold on consignment Kodja Place November 25	10.00
EFT37264	17/12/2025	Hersey's Safety Pty Ltd	Safety gear	-2622.34
INV-4785	20/11/2025	Hersey's Safety Pty Ltd	2 x UHF Microphones XRS 660	264.00
INV-4826	02/12/2025	Hersey's Safety Pty Ltd	24 x Tsunami clear safety glasses, 24 x Sunscreen 50+ tube, 50 x Fly nets 60cm, 12 x Willow cooler 2.5L, 6 x Thortz drink cooler 5L, 2 x Hi-vis cargo work pants size 4, 1 x Steel Blue Argyle ladies scuff composite safety boot size 7	2358.34
EFT37265	17/12/2025	Station Motors Vehicle Group	Vehicle service	-792.47
R62694	02/12/2025	Station Motors Vehicle Group	150 000 km Service KO 914 Isuzu MUX, Change Front and Back diff oil, Electronic Fault Rough terrain electronics	792.47
EFT37266	17/12/2025	Kojonup Aboriginal Corporation	Goods sold on consignment	-186.45
REQ NOV 25	30/11/2025	Kojonup Aboriginal Corporation	Goods sold on consignment Kodja Place November 25	186.45
EFT37267	17/12/2025	CGS ENGINEERS	Engineering	-155.04
28271	05/12/2025	CGS ENGINEERS	Chemical cabinet louvre vents	155.04
EFT37268	17/12/2025	Avdata Australia	Water usage	-146.60
150063520	21/11/2025	Avdata Australia	14.66 kL water from standpipe for roadworks	146.60
EFT37269	17/12/2025	Western Australian Treasury Corporation	Loan repayments	-71050.03
22 DEC 25	22/12/2025	Western Australian Treasury Corporation	Interest payment on loan 135, Capital payment on loan 135	5844.69
29 DEC 25	25/12/2025	Western Australian Treasury Corporation	Interest & capital payment for loan 134, Interest & capital payment for loan 148, Interest & capital payment for loan 150, Interest & capital payment for loan 149	65205.34
EFT37270	17/12/2025	Yandilla Trust	Gravel supply	-8250.00
INV-2505	11/12/2025	Yandilla Trust	2500 gravel for Shamrock Road Widening	8250.00
EFT37271	17/12/2025	McLeods Lawyers Pty Ltd	Legal advice	-457.60
148363	31/10/2025	McLeods Lawyers Pty Ltd	Springhaven contract advice	457.60
EFT37272	17/12/2025	Team Global Express Pty Ltd	Freight	-331.03
0407-80774145	23/11/2025	Team Global Express Pty Ltd	Freight 14/11/25 ex ITR, Freight 19/11/25 ex Westrac	98.14
408-80774145	30/11/2025	Team Global Express Pty Ltd	Freight 14/11/25 ex Bunbury trucks, Freight 21/11/25 ex Westrac	174.89
0409-80774145	07/12/2025	Team Global Express Pty Ltd	Freight PPE equipment ex Herseys 26/11/25	58.00
EFT37273	17/12/2025	Patricia Bunny	Goods sold on consignment	-15.00
REQ NOV 25	30/11/2025	Patricia Bunny	Goods sold on consignment Kodja Place November 25	15.00
EFT37274	17/12/2025	Warren Blackwood Waste	Waste management	-29999.16
20110	30/11/2025	Warren Blackwood Waste	Apex park and Kodja Front lift bin - November 2025	660.00
20141	01/12/2025	Warren Blackwood Waste	November 25 Kojonup Transfer station Management, Extra Costs, Transfer fees	10926.76
20142	01/12/2025	Warren Blackwood Waste	Travel Costs November 25, 240 LT Recycling Bins Pick Up November 25, Kojonup street bins pick up, 240L Bins Pick up, Service Town Site Bins	18412.40
EFT37275	17/12/2025	Public Transport Authority	Bus tickets	-313.91
NOVEMBER 25	30/11/2025	Public Transport Authority	Bus tickets for November 25	313.91
EFT37276	17/12/2025	MARION GALE	Goods sold on consignment	-30.00
REQ NOV 25	30/11/2025	MARION GALE	Goods sold on consignment Kodja Place November 25	30.00
EFT37277	17/12/2025	Readytech T/A IT Vision Australia PTY LTD	IT support	-2055.28
INITV042746	26/11/2025	Readytech T/A IT Vision Australia PTY LTD	Travel expenses for Vicki Wenham 26/10/25-30/10/25 - training SFO and MFCS in new Payroll system	2055.28
EFT37278	17/12/2025	I SWEEP	Street sweeping	-4290.00
2812	06/10/2025	I SWEEP	26 hours sweeping town streets for bloom fest.	4290.00
EFT37279	17/12/2025	BEST OFFICE SYSTEMS	Printer maintenance	-115.50
651799	22/10/2025	BEST OFFICE SYSTEMS	Printer maintenance - printer jamming at exit	115.50
EFT37280	17/12/2025	ABCO Products	Cleaning Supplies	-4306.65

INV1109817	09/12/2025	ABCO Products	Cleaning Supplies December and Jan for Admin office, Kodja Place, Depot, Kojonup Springs toilets, Netball toilets, Memorial Hall, Apex Park, Sporting complex	4306.65
EFT37281	17/12/2025	KOJONUP BMC EMBROIDERY	Staff uniforms	-2331.00
11521	26/11/2025	KOJONUP BMC EMBROIDERY	Uniform for new staff member KC - 4 shirts, 1 jumper	322.00
11531	04/12/2025	KOJONUP BMC EMBROIDERY	Cleaners uniforms x 5	1559.00
11544	08/12/2025	KOJONUP BMC EMBROIDERY	30 x Broadbrim hat - Shire Logo on front - navy for outside work crew	450.00
EFT37282	17/12/2025	LANDGATE	Valuation services	-339.36
77040318	20/11/2025	LANDGATE	5 x UV Interim - Rural Areas - valuations 11/10/25-7/11/25	242.40
77058363	25/11/2025	LANDGATE	UV Interim - Rural areas - Rural 2 Valuations	96.96
EFT37283	17/12/2025	PFD Foodservices (Southway Distributors)	Food & Cleaning supplies	-8534.85
LS444479	19/11/2025	PFD Foodservices (Southway Distributors)	Pool Kiosk - icecreams, chips and confectionery	376.55
LS444494	19/11/2025	PFD Foodservices (Southway Distributors)	Cleaning supplies for BCC, Food supplies for BCC	1551.55
LS444493	19/11/2025	PFD Foodservices (Southway Distributors)	Cleaning supplies for BCC	96.70
LS444478	19/11/2025	PFD Foodservices (Southway Distributors)	Food supplies for BCC	300.40
LS529766	26/11/2025	PFD Foodservices (Southway Distributors)	Food & Cleaning supplies for BCC	279.35
LS519252	26/11/2025	PFD Foodservices (Southway Distributors)	Cleaning supplies for BCC, Food supplies for BCC	1370.25
LS595971	03/12/2025	PFD Foodservices (Southway Distributors)	Food supplies for BCC	111.30
LS595955	03/12/2025	PFD Foodservices (Southway Distributors)	Food for Pool Kiosk	167.70
LS595970	03/12/2025	PFD Foodservices (Southway Distributors)	Cleaning supplies for BCC, Food supplies for BCC	1952.35
LS674904	10/12/2025	PFD Foodservices (Southway Distributors)	Food expenses for BCC	46.20
LS674906	10/12/2025	PFD Foodservices (Southway Distributors)	Pool Kiosk supplies 10/12/25	759.55
LS674905	10/12/2025	PFD Foodservices (Southway Distributors)	Pool Kiosk supplies 10/12/25	48.50
LS674908	10/12/2025	PFD Foodservices (Southway Distributors)	Cleaning expenses for BCC, Food expenses for BCC, Food expenses for BCC	1187.90
LS674907	10/12/2025	PFD Foodservices (Southway Distributors)	Food expenses for BCC	286.55
EFT37284	17/12/2025	Linda Marie Bilney	Reimbursement - SPARK	-616.00
6	01/12/2025	Linda Marie Bilney	Branded products - Star biscuits for seniors event and twilight market	616.00
EFT37285	17/12/2025	Christie Leanne McVee	Goods sold on consignment	-63.00
REQ NOV 25	30/11/2025	Christie Leanne McVee	Goods sold on consignment Kodja Place November 25	63.00
EFT37286	17/12/2025	BETTA ROADS	Roadworks supplies	-43263.00
INV-1652	19/11/2025	BETTA ROADS	Polycom stabiliser binder 17100m2 Kojonup Darkan Road 2kg bottle	43263.00
EFT37287	17/12/2025	FULTON HOGAN INDUSTRIES PTY LTD	Plant hire	-32667.80
20965385	28/11/2025	FULTON HOGAN INDUSTRIES PTY LTD	2 x days 2.4 m stabiliser hire & mobilisation, demobilisation WALGA E Quote VPR830579	32667.80
EFT37288	17/12/2025	MARGARET RAE HILL	Goods sold on consignment	-41.00
REQ NOV 25	30/11/2025	MARGARET RAE HILL	Goods sold on consignment Kodja Place November 25	41.00
EFT37289	17/12/2025	TMSW Pty Ltd t/a Traffic Force	Traffic management	-3126.20
SO00000498	24/11/2025	TMSW Pty Ltd t/a Traffic Force	Site specific traffic management plan for RRSP Broomehill Kojonup Rd	3126.20
EFT37290	17/12/2025	Autosmart WA Southwest	Mechanical parts	-45.90
2406008	21/11/2025	Autosmart WA Southwest	15kg rags	45.90
EFT37291	17/12/2025	Everlon	Memorial plaques	-234.30
20774	01/12/2025	Everlon	Plaque - Russell	234.30
EFT37292	17/12/2025	Katie Joy's Free Range Eggs	Eggs	-143.40
334616	01/12/2025	Katie Joy's Free Range Eggs	10.5kg catering eggs for Black Cockatoo Cafe	71.70
334770	08/12/2025	Katie Joy's Free Range Eggs	10.5kg catering eggs for Black Cockatoo Cafe	71.70
EFT37293	17/12/2025	Thea Commins Wholesale	Goods for sale	-180.40
28347	05/12/2025	Thea Commins Wholesale	Gold bookmarks for sale in Visitor Centre Shop	180.40
EFT37294	17/12/2025	Thurlby Herb Farm Pty Ltd	Goods for sale	-565.01
17563	25/11/2025	Thurlby Herb Farm Pty Ltd	Assorted herb pest repellants, soaps & heat packs for sale in Visitor Centre Shop	565.01
EFT37295	17/12/2025	Dardanup Butchering Company	Meat supplies	-1448.85
BW409591	18/11/2025	Dardanup Butchering Company	Meat supplies for BCC, Consignment fee	495.48
BW410033	25/11/2025	Dardanup Butchering Company	Meat supplies for BCC, Consignment fee	953.37

EFT37296	17/12/2025	Grande Food Service	Food supplies	-4765.09
4258757	02/12/2025	Grande Food Service	Food & cleaning supplies for Black Cockatoo Cafe	2721.79
4259203	10/12/2025	Grande Food Service	Food & cleaning supplies for Black Cockatoo Cafe	2385.57
6019783	12/12/2025	Grande Food Service	Credit note	-342.27
EFT37297	17/12/2025	WA Tool and Trade Supply Co	Tool supplies	-537.97
3220	18/11/2025	WA Tool and Trade Supply Co	Assorted nuts, bolts and washers	537.97
EFT37298	17/12/2025	OFFICE OF THE AUDITOR GENERAL	Audit fees	-46970.00
INV-1868	05/12/2025	OFFICE OF THE AUDITOR GENERAL	Audit fees for the year ended 30 June 2025	46970.00
EFT37299	17/12/2025	CJ Liquor Pty Ltd	Beverages	-1220.00
INV-1003	30/11/2025	CJ Liquor Pty Ltd	Beverages and ice for Twilight Markets, Beverages for staff Christmas party	970.00
INV-1003A	30/11/2025	CJ Liquor Pty Ltd	Beverages for Councillor dinner	250.00
EFT37300	17/12/2025	Leaf Bean Machine	Coffee supplies & service	-1323.29
142927	01/12/2025	Leaf Bean Machine	Coffee supplies & service for BCC	893.22
143151	08/12/2025	Leaf Bean Machine	Coffee supplies & service for BCC	430.07
EFT37301	17/12/2025	Central Regional TAFE (Northam)	Training services	-1258.11
I0034534	20/11/2025	Central Regional TAFE (Northam)	Regulatory Officer Compliance Skills (ROCS) 1 - 4-7 November Beechboro Campus, Regulatory Officer Compliance Skills (ROCS) 2 - February 2026 - Northam campus	1258.11
EFT37302	17/12/2025	Science and Nature Pty Ltd	Goods for sale	-798.83
173281	27/11/2025	Science and Nature Pty Ltd	Assorted figurines, finger puppets & keyrings for sale in Visitor Centre Shop	798.83
EFT37303	17/12/2025	WA Contract Ranger Services	Ranger Services	-5068.25
6716	26/11/2025	WA Contract Ranger Services	Ranger Services - 12/11/25-19/11/25,	2926.00
6740	09/12/2025	WA Contract Ranger Services	Ranger Services - 26/11/25-4/12/25,	2142.25
EFT37304	17/12/2025	DONALDSON MECHANICAL	mechanical parts	-76.47
28766	13/11/2025	DONALDSON MECHANICAL	Spring brake booster	76.47
EFT37305	17/12/2025	Stacia Smith	Staff reimbursement	-239.00
REIM 151225	15/12/2025	Stacia Smith	Tables and toys for Kindy Cafe, Santa costume, Bean bag fill & santa sack for KP	239.00
EFT37306	17/12/2025	Vivicka Renia Kahn	Staff reimbursement	-602.88
REIM 111225	11/12/2025	Vivicka Renia Kahn	Travel 526km @ 88c/km Definitiv Payroll training onsite in Kojonup, Mobile phone plan, November 2025, December 2025	602.88
EFT37307	17/12/2025	DOR Trading Pty Limited T/A IMCO Australasia	Asphalt	-4840.00
INV-1749	11/12/2025	DOR Trading Pty Limited T/A IMCO Australasia	1 x Pallet per Asphalt repaire for town site Required 11 December, 1 x Pallet per Asphalt repaire Required 11 December	4840.00
EFT37308	17/12/2025	Corsign WA Pty Ltd	Signage	-523.60
100337	20/11/2025	Corsign WA Pty Ltd	2 X W1-5BL Winding road left, 2 X W1-5BR Winding road right, 4 X W8-2A 80 km/h	523.60
EFT37309	17/12/2025	Brolly Australasia Pty Ltd	Records management	-1425.60
INV-2025758	27/10/2025	Brolly Australasia Pty Ltd	Flying Solo plan for managing social media records 28/11/25-28/11-26	1425.60
EFT37310	17/12/2025	3E Advantage Pty Ltd	Printing Charges	-1349.08
INV-221997-V5Y8M1	03/12/2025	3E Advantage Pty Ltd	Printing Charges November 2025	1349.08
EFT37311	17/12/2025	Albany Ford and Albany World of Cars (T&T WA Pty Ltd T/As)	Vehicle service	-755.00
JC44002884	18/11/2025	Albany Ford and Albany World of Cars (T&T WA Pty Ltd T/As)	60,000km service Ford Ranger K0 5	755.00
EFT37312	17/12/2025	Mathwin Transport	Freight	-181.77
8500	18/11/2025	Mathwin Transport	Freight 18/11/25 ex Team G	72.47
8633	02/12/2025	Mathwin Transport	Freight ex Sigma chemicals 2/12/25	109.30
EFT37313	17/12/2025	BGL Solutions PTY LTD	Garden maintenance	-407.00
INV-0007829	10/12/2025	BGL Solutions PTY LTD	Garden maintenance 34 Katanning Rd Dec 25 - Wetter and liquid applicator	407.00
EFT37314	17/12/2025	Oztrology Australian Greeting cards	Goods sold on consignment	-5.00
REQ NOV 25	30/11/2025	Oztrology Australian Greeting cards	Goods sold on consignment Kodja Place November 25	5.00
EFT37315	17/12/2025	Saje Creative Co T/A Samantha Marinoni	Goods sold on consignment	-10.53
REQ NOV 25	30/11/2025	Saje Creative Co T/A Samantha Marinoni	Goods sold on consignment Kodja Place November 25	10.53
EFT37316	17/12/2025	Georgia Emmerson-Rose Rumble	Goods sold on consignment	-50.00
REQ NOV 25	30/11/2025	Georgia Emmerson-Rose Rumble	Goods sold on consignment Kodja Place November 25	50.00
EFT37317	17/12/2025	D & T Window Cleaning	Window Cleaning	-360.00
1487	02/12/2025	D & T Window Cleaning	Window Cleaning - BCC Internal & External, Window Cleaning - Depot Internal and external	360.00

EFT37318	17/12/2025	Zone 50 Engineering Surveys Pty Ltd	Engineering surveys	-27115.51
INV-1594	09/12/2025	Zone 50 Engineering Surveys Pty Ltd	Survey and detail design Spring St - Barracks Pl - Thorn Pl	9416.51
INV-1574	09/12/2025	Zone 50 Engineering Surveys Pty Ltd	Survey pick up and design Kojonup Darkan Rd	16130.40
INV-1593	09/12/2025	Zone 50 Engineering Surveys Pty Ltd	Variation claim Shamrock Road survey	1568.60
EFT37319	17/12/2025	Monique Sackers T/A 3 Bridges Collections	Goods sold on consignment	-254.01
REQ NOV 25	30/11/2025	Monique Sackers T/A 3 Bridges Collections	Goods sold on consignment Kodja Place November 25	254.01
EFT37320	17/12/2025	Teletrac Navman and Transtech	Vehicle tracking	-2035.50
93445711	05/12/2025	Teletrac Navman and Transtech	Vehicle tracking and cameras - December 2025	2035.50
EFT37321	17/12/2025	Kaylene Shepherd - Nature on Linen	Goods sold on consignment	-28.00
REQ NOV 25	30/11/2025	Kaylene Shepherd - Nature on Linen	Goods sold on consignment Kodja Place November 25	28.00
EFT37322	17/12/2025	Richard Nash T/A Old School Honey	Goods sold on consignment	-8.50
REQ NOV 25	30/11/2025	Richard Nash T/A Old School Honey	Goods sold on consignment Kodja Place November 25	8.50
EFT37323	17/12/2025	Harvey Fresh (1994) Ltd T/A Lactalis	Dairy products and fruit juices	-1198.71
242557532	04/12/2025	Harvey Fresh (1994) Ltd T/A Lactalis	Dairy products and fruit juices for Black Cockatoo Cafe, Service Fee	569.52
242607890	11/12/2025	Harvey Fresh (1994) Ltd T/A Lactalis	Dairy products and fruit juices for Black Cockatoo Cafe, Service Fee	629.19
EFT37324	17/12/2025	QHSE Integrated Solution (Skytrust)	WHS program	-548.90
INV-41781	18/11/2025	QHSE Integrated Solution (Skytrust)	Skytrust - WHS program - November 2025	548.90
EFT37325	17/12/2025	Blue Wren Park	Goods sold on consignment	-20.00
REQ NOV 25	30/11/2025	Blue Wren Park	Goods sold on consignment Kodja Place November 25	20.00
EFT37326	17/12/2025	Farmlink Rural	Agricultural supplies	-1536.70
261976	10/11/2025	Farmlink Rural	Fertiliser for rose maze November 25-May 26	1536.70
EFT37327	17/12/2025	Benjamin Graham Castle	Goods sold on consignment	-203.00
REQ NOV 25	30/11/2025	Benjamin Graham Castle	Goods sold on consignment Kodja Place November 25	203.00
EFT37328	17/12/2025	Mohana Catering	Catering	-2840.00
326	11/12/2025	Mohana Catering	Catering for 2025 Staff Christmas Party	2840.00
EFT37329	17/12/2025	Tracey Reeves - trading as Wonky Wombat	Goods sold on consignment	-72.00
REQ NOV 25	30/11/2025	Tracey Reeves - trading as Wonky Wombat	Goods sold on consignment Kodja Place November 25	72.00
EFT37330	17/12/2025	Allwest Plant Hire Australia	Plant hire	-16877.50
44106	31/10/2025	Allwest Plant Hire Australia	Hire roller required for Roadworks Koji Darkan	5692.50
43911	31/10/2025	Allwest Plant Hire Australia	Hire Roller Required for Road construction Shamrock Road	7215.31
44655	11/12/2025	Allwest Plant Hire Australia	Hire roller required for Roadworks Koji Darkan	3349.84
44668	12/12/2025	Allwest Plant Hire Australia	Replace RH Flipper	619.85
EFT37331	17/12/2025	Supagas Pty Ltd	Bulk gas supply	-427.68
C651476-11-2025	30/11/2025	Supagas Pty Ltd	405L LPG for Black Cockatoo	427.68
EFT37332	17/12/2025	Jennifer Hughes	Goods sold on consignment	-150.00
REQ NOV 25	30/11/2025	Jennifer Hughes	Goods sold on consignment Kodja Place November 25	150.00
EFT37333	17/12/2025	Lisa Berry	Staff reimbursement	-833.34
REIM 151225	15/12/2025	Lisa Berry	Fuel reimbursement as per contract	833.34
EFT37334	17/12/2025	WA Fuel Supplies Pty Ltd	Fuel Supplies	-27460.97
236558	09/12/2025	WA Fuel Supplies Pty Ltd	16007L Diesel supplied 9/12/25	27460.97
EFT37335	17/12/2025	J & J Mobile Autoglass	Windscreen repairs	-1176.62
INV-0096A	06/11/2025	J & J Mobile Autoglass	Fit new windscreen and new RH door glass	1176.62
EFT37336	17/12/2025	Commercial Aquatics Australia (WA) Pty Ltd	Pool maintenance	-11825.00
35630	12/12/2025	Commercial Aquatics Australia (WA) Pty Ltd	Supply and install 10 butterfly valves for water treatment plant	6490.00
35632	12/12/2025	Commercial Aquatics Australia (WA) Pty Ltd	Supply and install new acid dosing pump	5335.00
EFT37337	17/12/2025	New Signs	Signage	-212.00
62377	06/11/2025	New Signs	Custom - No School No Pool Sign /900mm / Non Reflective as per quote D7010	212.00
EFT37338	17/12/2025	Edge Hire Pty Ltd T/as Edge Equipment	Plant hire	-15142.70
INV00046	28/11/2025	Edge Hire Pty Ltd T/as Edge Equipment	Accommodation for technician on 18/10/25 with grader hire	265.20
INV00040	28/11/2025	Edge Hire Pty Ltd T/as Edge Equipment	Grader and GPS Hire with trainer 11/11/25-14/11/25	14877.50
EFT37339	17/12/2025	Mayday Rental	Plant hire	-7755.00

86774	21/11/2025	Mayday Rental	Water Truck Hire x 9 days, Mobilisation and demobilization for water truck	7755.00
EFT37340	17/12/2025	Teini Samate	Staff reimbursement	-927.24
REIM 161225	16/12/2025	Teini Samate	Meals whilst on DOT training, Travel allowance to DOT Training 546km @ \$0.88/km, Allowance for staff uniform	927.24
EFT37341	17/12/2025	Branded Products	SPARK	-843.70
INV17110	18/11/2025	Branded Products	100 x Highlighters & 100 x 50g lolly bags	843.70
EFT37342	22/12/2025	Payroll Deductions - Shire of Kojonup	Payroll deductions	-905.00
DEDUCTION	16/12/2025	Payroll Deductions - Shire of Kojonup	Payroll deductions	655.00
DEDUCTION	16/12/2025	Payroll Deductions - Shire of Kojonup	Payroll deductions	250.00
EFT37343	22/12/2025	Child Support Agency	Payroll deductions	-437.69
DEDUCTION	16/12/2025	Child Support Agency	Payroll deductions	437.69
EFT37344	22/12/2025	Australian Services Union (MEU)	Payroll deductions	-128.50
DEDUCTION	16/12/2025	Australian Services Union (MEU)	Payroll deductions	128.50
EFT37345	23/12/2025	Hi-Way Sales & Service	Fuel supplies	-131.20
278203	16/12/2025	Hi-Way Sales & Service	48.31 L ULP @ \$1.91/L	92.22
278236	17/12/2025	Hi-Way Sales & Service	8.76L ULP @ \$1.91/L	16.72
278298	18/12/2025	Hi-Way Sales & Service	11.66L ULP @ \$1.91/L	22.26
EFT37346	23/12/2025	Carony Pty Ltd	Hardware	-1625.90
1-03-170594	01/11/2025	Carony Pty Ltd	Barracks wood paint and metal paint for window bars, sanding block, brushes	253.90
1-03-170629	01/11/2025	Carony Pty Ltd	Sanding kit, roller kit	35.45
1-03-170639	01/11/2025	Carony Pty Ltd	rope & tarp clips - swimming pool cover	18.75
1-03-170776	03/11/2025	Carony Pty Ltd	masonry drill bit	17.95
1-03-170761	03/11/2025	Carony Pty Ltd	AA batteries	10.95
1-03-170769	03/11/2025	Carony Pty Ltd	Masonary bit & Hex screws	19.55
1-03-170945	05/11/2025	Carony Pty Ltd	Padlocks for the water tanks at Muradup	67.00
1-03-170884	05/11/2025	Carony Pty Ltd	tape dispenser and bubble wrap	41.45
1-03-171143	07/11/2025	Carony Pty Ltd	5L Hydrochloric acid	19.95
1-03-171072	07/11/2025	Carony Pty Ltd	Calcium increaser 16Kg	139.80
1-03-171332	10/11/2025	Carony Pty Ltd	Stain eraser for pool cleaning	18.20
1-03-171272	10/11/2025	Carony Pty Ltd	Laminating pouches, ezy tac	16.75
1-03-171372	11/11/2025	Carony Pty Ltd	Metal/glass marker	4.60
1-03-171469	11/11/2025	Carony Pty Ltd	long nose pliers, reducing joiners x 2	21.45
1-03-171679	14/11/2025	Carony Pty Ltd	10 pack AA batteries	22.50
1-03-171775	15/11/2025	Carony Pty Ltd	Chalkboard paint, spatula	49.75
1-03-171934	17/11/2025	Carony Pty Ltd	Plunger	7.25
1-03-172002	18/11/2025	Carony Pty Ltd	45kg gas bottle delivered to CEO house	209.95
1-03-171952	18/11/2025	Carony Pty Ltd	tape dispenser - pool chemicals	12.95
1-03-171941	18/11/2025	Carony Pty Ltd	4 x 2.5L Hydrochloric acid	74.60
1-03-172119	19/11/2025	Carony Pty Ltd	7.5L Hydrochloric acid	55.95
1-03-172247	20/11/2025	Carony Pty Ltd	20L Hydrochloric acid	64.00
1-03-172274	21/11/2025	Carony Pty Ltd	Water nozzle	35.25
1-03-172481	24/11/2025	Carony Pty Ltd	Water tap timer	98.50
1-03-172493	24/11/2025	Carony Pty Ltd	4kg alkali buffer	75.90
1-03-172486	24/11/2025	Carony Pty Ltd	Push on DWV cap 100mm	3.50
1-03-172462	24/11/2025	Carony Pty Ltd	1 x 20L Hydrochloric Acid	67.00
1-03-172699	26/11/2025	Carony Pty Ltd	Knife sharpener, meat tenderiser	17.44
1-03-172823	27/11/2025	Carony Pty Ltd	Gorilla tape for swimming pool	17.95
1-03-172808	27/11/2025	Carony Pty Ltd	Toilet plunger, Chemical bucket, pliers	54.80
1-03-172763	27/11/2025	Carony Pty Ltd	water pipe fittings for spray truck. Elbow, nipple, socket, camlock adaptor	40.01
1-03-172806	27/11/2025	Carony Pty Ltd	2 x boxes of fairy lights for rose maze	16.90
1-03-172744	27/11/2025	Carony Pty Ltd	Fairy lights for Rose maze	15.95
EFT37347	23/12/2025	Shire Of Katanning	Refuse site fees	-8618.40
48713	09/12/2025	Shire Of Katanning	Shire of Katanning Refuse site fees November 2025	8618.40
EFT37348	23/12/2025	Synergy	Electricity	-6828.74
2042571808	12/11/2025	Synergy	Acc 145682100 Electricity 9/9/25-7/11/25	396.26
3000248647	15/12/2025	Synergy	Acc 647537230 Electricity Memorial Hall 12/11/25-9/12/25, Acc 310216670 Electricity Turkey nest dam 4/10/25-2/12/25, Acc 375969790 Electricity Swimming Pool 21/10/25-17/11/25, , Acc 375969790 Electricity Complex 21/10/25-17/11/25,	5241.58

2030612750	17/12/2025	Synergy	Acc 375598810 Electricity 26 Katanning Rd - 18/10/25-16/12/25	888.60
2030612751	17/12/2025	Synergy	Acc 375598950 Electricity 28 Katanning Rd - 18/10/25-16/12/25	302.30
EFT37349	23/12/2025	Kojonup Supermarket	Groceries	-1349.96
46701/10104	03/11/2025	Kojonup Supermarket	Depot Melbourne cup breakfast and toolbox meeting	433.68
800 NOV	30/11/2025	Kojonup Supermarket	Groceries for BCC - November 2025, Groceries for BCC - November 2025	568.15
617 NOV	30/11/2025	Kojonup Supermarket	Council refreshments, Staff refreshments, Dog pound expenses, Pool kiosk expenses, Cleaning expenses, Melbourne cup tool box meeting expenses	348.13
EFT37350	23/12/2025	Egabva Plumbing & Gas Service	Plumbing repairs	-886.42
5219	01/12/2025	Egabva Plumbing & Gas Service	Repairs to truck wash	886.42
EFT37351	23/12/2025	Synergy - Street Lights	Electricity street lights	-5713.09
2002691508	15/12/2025	Synergy - Street Lights	Acc 131337630 Electricity Street lights - 25/10/25-24/11/25	5713.09
EFT37352	23/12/2025	Team Global Express Pty Ltd	Freight	-847.44
0410-80774145	14/12/2025	Team Global Express Pty Ltd	Freight ex Hersey safety 22/9/25, Freight ex Westrac 9/12/25	60.02
0593-5104118	14/12/2025	Team Global Express Pty Ltd	Freight ex Corsign 29/10/25, , Freight ex Corsign 20/11/25	787.42
EFT37353	23/12/2025	Optus Billing Services Pty Ltd	Telecommunications	-1481.00
545558974	07/12/2025	Optus Billing Services Pty Ltd	Acc 62203521984 Telephone for Admin 7/12/25-6/1/26	1109.00
546097052	10/12/2025	Optus Billing Services Pty Ltd	Acc 62203521992 Kodja Place telephone 10/12/25-9/1/26	372.00
EFT37354	23/12/2025	Maria Laura Jones	Bloom ticket sales	-220.00
71	09/12/2025	Maria Laura Jones	Ticket Sales Bloom - 63 Newstead Rd	220.00
EFT37355	23/12/2025	Sigma Telford Group	Swimming pool chemicals	-2595.51
194877/01	24/11/2025	Sigma Telford Group	Swimming pool chemicals for 10 x 25kg Bicarbonate soda, 1 pallet	531.30
195476/01	16/12/2025	Sigma Telford Group	Swimming pool chemicals 200L Chlorine, 200L Poly blue, 5 x 20L Chlorine, 5 x 20L poly blue, 10 x 25kg stabiliser, 10 x 25kg dry acid, 2 pallets	2064.21
EFT37356	23/12/2025	LANDGATE	Land valuations	-51.68
77168487	11/12/2025	LANDGATE	GRV Interim Valuations - regional 2 values	51.68
EFT37357	23/12/2025	Ramped Technology & Management Systems Pty Ltd	ICT support	-4411.00
INV-14883	09/12/2025	Ramped Technology & Management Systems Pty Ltd	ICT support for December 2025 Monthly service fee	4411.00
EFT37358	23/12/2025	LEADING EDGE HI-FI ALBANY	Electronic supplies	-289.00
93621	05/08/2025	LEADING EDGE HI-FI ALBANY	Icom Shire Bushfire Radio Batteries x 3	289.00
EFT37359	23/12/2025	Department of Planning, Lands and Heritage (Dept of Planning)	Planning application	-17097.00
REQ 251125	22/12/2025	Department of Planning, Lands and Heritage (Dept of Planning)	DAP1 Kojonup Wind Farm application 2025-09827	17097.00
EFT37360	23/12/2025	Clarke's Furniture & Kitchen Design	Cabinetry	-2235.00
3204	11/12/2025	Clarke's Furniture & Kitchen Design	Myrtle Benn Cabinet Restoration, including supply and fit 4 castor wheels, supply paint and paint 4 handles, supply paint and paint 4 top drawers	2025.00
3207	17/12/2025	Clarke's Furniture & Kitchen Design	Supply & Install locks to house at 32 Katanning Rd	210.00
EFT37361	23/12/2025	Edge Planning & Property	Town Planning Advice	-4633.20
3087	15/12/2025	Edge Planning & Property	29.25 hour town planning services November 2025	4633.20
EFT37362	23/12/2025	Grande Food Service	Food & cleaning supplies	-2753.57
4259590	17/12/2025	Grande Food Service	Food expenses BCC	135.52
4259588	17/12/2025	Grande Food Service	Cleaning expenses BCC, Food expenses BCC	2595.65
4259589	17/12/2025	Grande Food Service	Food expenses BCC	22.40
EFT37363	23/12/2025	Leaf Bean Machine	Coffee supplies & service	-3358.27
143412	15/12/2025	Leaf Bean Machine	Coffee supplies & service for BCC	3358.27
EFT37364	23/12/2025	Stephen Tusoy Antao	Bloom sales	-302.50
72	09/12/2025	Stephen Tusoy Antao	Ticket Sales Bloom - 2 Anthony Street Open garden	302.50
EFT37365	23/12/2025	Kojonup Light Civil	Sand and Blue metal	-33650.00
764A	29/11/2025	Kojonup Light Civil	Remainder DWER - water tanks installation 7 tanks. As per Council decision 48/25. 29/04/2025 . NRM reserve funds.	7700.00
764B	29/11/2025	Kojonup Light Civil	Sand bed and blue metal water tanks at Showgrounds, to supply gravel to form level base, sand to form sand bed and blue metal to surround four water tanks Netball court	22600.00
764C	29/11/2025	Kojonup Light Civil	Sand Water tank installation. Sand Mens Shed. DWER supply tank and installation.	600.00
764D	29/11/2025	Kojonup Light Civil	Grounds maintenance for water tanks	2750.00
EFT37366	23/12/2025	BGL Solutions PTY LTD	Oval maintenance	-3266.45
INV-0007830	10/12/2025	BGL Solutions PTY LTD	Garden maintenance 34 Katanning Rd sprinkler repairs	201.30
INV-0007861	18/12/2025	BGL Solutions PTY LTD	24 replacement sprinklers Oval and Hockey field, 2 bags of extensions.	3065.15
EFT37367	23/12/2025	Estelle Lottering	Staff reimbursement	-80.00
REIM 18/12/25	18/12/2025	Estelle Lottering	Mobile phone charges 5/12/25-4/1/26	80.00
EFT37368	23/12/2025	Du-wayne Lottering	Staff reimbursement	-80.00
REIM 18/12/25	18/12/2025	Du-wayne Lottering	Mobile phone charges 5/10/25-4/1/26	80.00

EFT37369	23/12/2025	Scavenger Supplies Pty Ltd	Bushfire Brigades PPE	-4114.00
INV-23918	11/12/2025	Scavenger Supplies Pty Ltd	Bushfire Brigades PPE 10 x Helmets, 4 x Jackets and 4 x Pants	4114.00
EFT37370	23/12/2025	Air Charters West	Plane hire	-4162.68
AUTO2641	16/12/2025	Air Charters West	Aerial firebreak inspection Dec 2025	4162.68
EFT37371	23/12/2025	Albany V Belt & Rubber	Water fittings	-310.68
IN427261	12/12/2025	Albany V Belt & Rubber	Muradup Water tank and pump extensions - 4 x 3 inch camlock fittings, 2 x reducing nipples, reducing threaded part	310.68
EFT37372	23/12/2025	The Mad Cutter	Town block maintenance	-2530.00
INV-0064	19/12/2025	The Mad Cutter	Slashing of non compliant blocks, Slashing of non compliant blocks 64 Albany Highway, Corner of Honner next to house number 32, 39 Newstead Rd	2530.00
EFT37373	23/12/2025	M & L Frusher Contracting	Bar Service Attendant	-250.00
9	09/12/2025	M & L Frusher Contracting	Bar Service Attendant for 2025 Twilight Markets	250.00
EFT37374	31/12/2025	Payroll Deductions - Shire of Kojonup	Payroll deductions	-905.00
DEDUCTION	30/12/2025	Payroll Deductions - Shire of Kojonup	Payroll deductions	655.00
DEDUCTION	30/12/2025	Payroll Deductions - Shire of Kojonup	Payroll deductions	250.00
EFT37375	31/12/2025	Child Support Agency	Payroll deductions	-437.69
DEDUCTION	30/12/2025	Child Support Agency	Payroll deductions	437.69
EFT37376	31/12/2025	Australian Services Union (MEU)	Payroll deductions	-128.50
DEDUCTION	30/12/2025	Australian Services Union (MEU)	Payroll deductions	128.50
				926,653.64

Direct Deposits 1/12/25-31/12/25				
DD24883.1	02/12/2025	Aware Super	Payroll deductions	-10568.80
SUPER	02/12/2025	Aware Super	Payroll deductions	9091.87
DEDUCTION	02/12/2025	Aware Super	Payroll deductions	1326.93
DEDUCTION	02/12/2025	Aware Super	Payroll deductions	150.00
DD24883.2	02/12/2025	Sparky Downs Superannuation Fund	Superannuation contributions	-51.13
SUPER	02/12/2025	Sparky Downs Superannuation Fund	Superannuation contributions	51.13
DD24883.3	02/12/2025	Hesta Super	Payroll deductions	-242.63
SUPER	02/12/2025	Hesta Super	Superannuation contributions	222.63
DEDUCTION	02/12/2025	Hesta Super	Payroll deductions	20.00
DD24883.4	02/12/2025	AMP Super Fund	Superannuation contributions	-372.79
SUPER	02/12/2025	AMP Super Fund	Superannuation contributions	372.79
DD24883.5	02/12/2025	Bendigo SmartStart Super	Superannuation contributions	-389.82
SUPER	02/12/2025	Bendigo SmartStart Super	Superannuation contributions	389.82
DD24883.6	02/12/2025	Vanguard Super	Payroll deductions	-415.50
SUPER	02/12/2025	Vanguard Super	Superannuation contributions	321.07
DEDUCTION	02/12/2025	Vanguard Super	Payroll deductions	94.43
DD24883.7	02/12/2025	ANZ Smart Choice Super	Payroll deductions	-409.40
SUPER	02/12/2025	ANZ Smart Choice Super	Superannuation contributions	374.40
DEDUCTION	02/12/2025	ANZ Smart Choice Super	Payroll deductions	35.00
DD24883.8	02/12/2025	Retirement Portfolio Service	Payroll deductions	-585.42
SUPER	02/12/2025	Retirement Portfolio Service	Superannuation contributions	452.37
DEDUCTION	02/12/2025	Retirement Portfolio Service	Payroll deductions	133.05
DD24883.9	02/12/2025	Care Super	Payroll deductions	-547.69
SUPER	02/12/2025	Care Super	Superannuation contributions	447.69
DEDUCTION	02/12/2025	Care Super	Payroll deductions	100.00
DD24886.1	02/12/2025	Easigroup	Novated Lease Payments	-781.48
25/26 PP12 WEEK24	02/12/2025	Easigroup	JJ - Novated Lease Post Tax, Novated Lease Pre Tax	781.48
DD24888.1	02/12/2025	AUSTRALIAN TAXATION OFFICE	PAYGW	-34166.58
25/26 PP12 WEEK24	02/12/2025	AUSTRALIAN TAXATION OFFICE	STP 80268	34166.58
DD24893.1	01/12/2025	NAB	Credit card November 2025	-9957.32
CC NOV MFCS	20/10/2025	WA Newspapers	Subscription	32.00
CC NOV MFCS	23/10/2025	Host	Cutlery, Ice blender, gloves for BCC	3687.80
CC NOV MFCS	23/10/2025	Allstamps	Stamps for office	127.60
CC NOV MFCS	23/10/2025	Officeworks	shopping bags Kodja Place	106.95
CC NOV MFCS	27/10/2025	Callows	Diaries for councillors	41.44
CC NOV MFCS	28/10/2025	Shire of Kojonup	Vehicle plate change	38.80

CC NOV MFCS	29/10/2025	Australia Post	Library books postage	88.85
CC NOV MFCS	28/10/2025	Dept of Racing, Gaming & Liquor	Liquor licence for markets	60.50
CC NOV MFCS	04/11/2025	Shire of Kojonup	Employee Drivers licence renewal - JW	48.20
CC NOV MFCS	06/11/2025	Australia Post	Library books postage	36.10
CC NOV MFCS	10/11/2025	Black Cockatoo	Meeting expenses	42.60
CC NOV MFCS	10/11/2025	Kmart	Staff uniforms	52.00
CC NOV MFCS	10/11/2025	Telstra	Café Phone to 22/10/25	122.90
CC NOV MFCS	12/11/2025	Shire of Kojonup	DL renewal MJ	84.00
CC NOV MFCS	13/11/2025	Australia Post	Library books postage	30.50
CC NOV MFCS	14/11/2025	Officeworks	Supplies for councillors	246.95
CC NOV MFCS	17/11/2025	WA Newspapers	Subscription	32.00
CC NOV MFCS	17/11/2025	Black Cockatoo	Interview - meeting	53.50
CC NOV MFCS	18/11/2025	Country comfort Amity Motel	Accommodation 17/11/25 - SS	137.03
CC NOV MFCS	18/11/2025	NAB	Card Fee	3.25
CC NOV CEO	20/10/2025	Kojonup Supermarket	Groceries for Council Meetings	71.69
CC NOV CEO	20/10/2025	Kojonup Supermarket	Groceries for Council Meetings	22.89
CC NOV CEO	20/10/2025	Booking.com	Accommodation EL	412.39
CC NOV CEO	20/10/2025	Booking.com	Accommodation EL	412.39
CC NOV CEO	20/10/2025	124 Deli & Restaurant	Council election - food expenses	146.74
CC NOV CEO	24/10/2025	Swan towing	Pick up truck, broken down on road	2640.00
CC NOV CEO	03/11/2025	Booking.com	Accommodation EL	690.00
CC NOV CEO	18/11/2025	Country Comfort	Accommodation Pool lifeguard training	485.00
CC NOV CEO	18/11/2025	NAB	Card Fee	3.25
DD24901.1	16/12/2025	Aware Super	Payroll deductions	-11144.85
SUPER	16/12/2025	Aware Super	Superannuation contributions	9657.87
DEDUCTION	16/12/2025	Aware Super	Payroll deductions	1336.98
DEDUCTION	16/12/2025	Aware Super	Payroll deductions	150.00
DD24901.2	16/12/2025	Sparky Downs Superannuation Fund	Superannuation contributions	-28.40
SUPER	16/12/2025	Sparky Downs Superannuation Fund	Superannuation contributions	28.40
DD24901.3	16/12/2025	Hesta Super	Payroll deductions	-327.80
SUPER	16/12/2025	Hesta Super	Superannuation contributions	307.80
DEDUCTION	16/12/2025	Hesta Super	Payroll deductions	20.00
DD24901.4	16/12/2025	AMP Super Fund	Superannuation contributions	-366.90
SUPER	16/12/2025	AMP Super Fund	Superannuation contributions	366.90
DD24901.5	16/12/2025	Bendigo SmartStart Super	Superannuation contributions	-398.79
SUPER	16/12/2025	Bendigo SmartStart Super	Superannuation contributions	398.79
DD24901.6	16/12/2025	Vanguard Super	Payroll deductions	-415.50
SUPER	16/12/2025	Vanguard Super	Superannuation contributions	321.07
DEDUCTION	16/12/2025	Vanguard Super	Payroll deductions	94.43
DD24901.7	16/12/2025	ANZ Smart Choice Super	Payroll deductions	-409.40
SUPER	16/12/2025	ANZ Smart Choice Super	Superannuation contributions	374.40
DEDUCTION	16/12/2025	ANZ Smart Choice Super	Payroll deductions	35.00
DD24901.8	16/12/2025	Retirement Portfolio Service	Payroll deductions	-585.42
SUPER	16/12/2025	Retirement Portfolio Service	Superannuation contributions	452.37
DEDUCTION	16/12/2025	Retirement Portfolio Service	Payroll deductions	133.05
DD24901.9	16/12/2025	Care Super	Payroll deductions	-547.69
SUPER	16/12/2025	Care Super	Superannuation contributions	447.69
DEDUCTION	16/12/2025	Care Super	Payroll deductions	100.00
DD24905.1	16/12/2025	Easigroup	Novated Lease Payments	-781.48
25/26 PP13 WEEK26	16/12/2025	Easigroup	JJ - Novated Lease Post Tax, Novated Lease Pre Tax	781.48
DD24907.1	16/12/2025	AUSTRALIAN TAXATION OFFICE	PAYGW	-35406.58
25/26 PP13 WEEK26	16/12/2025	AUSTRALIAN TAXATION OFFICE	STP 80621	35406.58
DD24913.1	30/12/2025	Aware Super	Payroll deductions	-10982.26
SUPER	30/12/2025	Aware Super	Superannuation contributions	9460.44
DEDUCTION	30/12/2025	Aware Super	Payroll deductions	1371.82
DEDUCTION	30/12/2025	Aware Super	Payroll deductions	150.00
DD24913.2	30/12/2025	Hesta Super	Payroll deductions	-433.62
SUPER	30/12/2025	Hesta Super	Superannuation contributions	413.62
DEDUCTION	30/12/2025	Hesta Super	Payroll deductions	20.00
DD24913.3	30/12/2025	AMP Super Fund	Superannuation contributions	-404.40
SUPER	30/12/2025	AMP Super Fund	Superannuation contributions	404.40

DD24913.4	30/12/2025	Bendigo SmartStart Super	Superannuation contributions	-405.07
SUPER	30/12/2025	Bendigo SmartStart Super	Superannuation contributions	405.07
DD24913.5	30/12/2025	Vanguard Super	Payroll deductions	-415.50
SUPER	30/12/2025	Vanguard Super	Superannuation contributions	321.07
DEDUCTION	30/12/2025	Vanguard Super	Payroll deductions	94.43
DD24913.6	30/12/2025	ANZ Smart Choice Super	Payroll deductions	-421.75
SUPER	30/12/2025	ANZ Smart Choice Super	Superannuation contributions	386.75
DEDUCTION	30/12/2025	ANZ Smart Choice Super	Payroll deductions	35.00
DD24913.7	30/12/2025	Retirement Portfolio Service	Payroll deductions	-594.61
SUPER	30/12/2025	Retirement Portfolio Service	Superannuation contributions	459.47
DEDUCTION	30/12/2025	Retirement Portfolio Service	Payroll deductions	135.14
DD24913.8	30/12/2025	Care Super	Payroll deductions	-547.69
SUPER	30/12/2025	Care Super	Superannuation contributions	447.69
DEDUCTION	30/12/2025	Care Super	Payroll deductions	100.00
DD24913.9	30/12/2025	The Trustee For Third Day Super Fund	Payroll deductions	-72.29
SUPER	30/12/2025	The Trustee For Third Day Super Fund	Superannuation contributions	72.29
DD24915.1	30/12/2025	AUSTRALIAN TAXATION OFFICE	PAYGW	-37212.58
25/26 PP14 WEEK28	30/12/2025	AUSTRALIAN TAXATION OFFICE	STP 80718	37212.58
DD24917.1	30/12/2025	Easigroup	Novated Lease Payments	-781.48
25/26 PP14 WEEK28	30/12/2025	Easigroup	JJ - Novated Lease Post Tax, Novated Lease Pre Tax	781.48
DD24927.1	01/12/2025	Department of Transport	Department of Transport	-7472.05
20251127	01/12/2025	Department of Transport	01/12/25	7472.05
DD24927.2	12/12/2025	Department of Transport	Department of Transport	-4427.00
20251210	12/12/2025	Department of Transport	12/12/25	4427.00
DD24927.3	15/12/2025	Department of Transport	Department of Transport	-3287.95
20251211	15/12/2025	Department of Transport	15/12/25,	3287.95
DD24927.4	16/12/2025	Department of Transport	Department of Transport	-2777.25
20251212	16/12/2025	Department of Transport	16/12/25	1868.50
20251128	02/12/2025	Department of Transport	02/12/25	908.75
DD24927.5	17/12/2025	Department of Transport	Department of Transport	-2699.55
20251215	17/12/2025	Department of Transport	17/12/25	2699.55
DD24927.6	18/12/2025	Department of Transport	Department of Transport	-2305.65
20251216	18/12/2025	Department of Transport	18/12/25	2305.65
DD24927.7	19/12/2025	Department of Transport	Department of Transport	-12623.55
20251217	19/12/2025	Department of Transport	19/12/25	11556.20
20251203	05/12/2025	Department of Transport	05/12/25	1067.35
DD24927.8	22/12/2025	Department of Transport	Department of Transport	-3086.50
20251218	22/12/2025	Department of Transport	22/12/25	3086.50
DD24927.9	23/12/2025	Department of Transport	Department of Transport	-1312.65
20251219	23/12/2025	Department of Transport	23/12/25	1312.65
DD24956.1	29/12/2025	NAB	NAB Credit Card	-3674.79
CC CEO DEC 25	24/11/2025	Net Registry	Licence for Historical Society	15.41
CC CEO DEC 25	25/11/2025	Instrument choice	Waterproof thermometer	322.30
CC CEO DEC 25	25/11/2025	JB Hi-Fi	Navman dashcam for reporting clearing	261.99
CC CEO DEC 25	05/12/2025	Kojonup Roadhouse	46.93L ULP	97.10
CC CEO DEC 25	16/12/2025	Seek	Advertising CESM position	258.50
CC CEO DEC 25	18/11/2025	NAB	Card Fee	3.25
CC MFCS DEC 25	21/11/2025	Officeworks	Stationery for KP	45.85
CC MFCS DEC 25	21/11/2025	Shire of Kojonup	Vehicle plate change	51.40
CC MFCS DEC 25	24/11/2025	Dan Murphys	refreshments for Council dinner	80.00
CC MFCS DEC 25	25/11/2025	Monstorball	amusement for Twilight markets	706.83
CC MFCS DEC 25	27/11/2025	Australia Post	Library books postage	45.75
CC MFCS DEC 25	08/12/2025	Telstra	Café Phone to 22/11/25	93.50
CC MFCS DEC 25	11/12/2025	Kmart	Purchase library books	189.00
CC MFCS DEC 25	12/12/2025	Officeworks	Stationery - ink cartridges	329.94
CC MFCS DEC 25	12/12/2025	Allstamps	Stationery - self inking date stamps	116.60
CC MFCS DEC 25	15/12/2025	WA Newspapers	Subscription	32.00
CC MFCS DEC 25	15/12/2025	Quest Innaloo	Accommodation TS- DOT training	1022.12
CC MFCS DEC 25	18/12/2025	NAB	Card Fee	3.25
DD24957.1	22/12/2025	Caltex Star Card	Fuel card	-1198.29

NOVEMBER 25	22/12/2025	Caltex Star Card	KO5 Diesel 99.01L, CB 126 CESH Diesel 234.30L, KO914 Diesel 71.26L, KO784 Diesel 51.48L, KO1022 ULP 50.77L, 2KO Diesel 100.91L, Express delivery fee, Card transaction fees	1198.29
DD24957.2	21/12/2025	Ampol	November Fuel card	-118.92
1367056	21/12/2025	Ampol	Card fees, service & repairs fee	118.92
DD24883.10	02/12/2025	The Trustee For Third Day Super Fund	Superannuation contributions	-147.36
SUPER	02/12/2025	The Trustee For Third Day Super Fund	Superannuation contributions	147.36
DD24883.11	02/12/2025	Unisuper	Superannuation contributions	-356.38
SUPER	02/12/2025	Unisuper	Superannuation contributions	356.38
DD24883.12	02/12/2025	REST SUPERANNUATION	Superannuation contributions	-435.53
SUPER	02/12/2025	REST SUPERANNUATION	Superannuation contributions	435.53
DD24883.13	02/12/2025	GESB Superannuation	Superannuation contributions	-25.02
SUPER	02/12/2025	GESB Superannuation	Superannuation contributions	25.02
DD24883.14	02/12/2025	Student Super Professional Super	Superannuation contributions	-92.79
SUPER	02/12/2025	Student Super Professional Super	Superannuation contributions	92.79
DD24883.15	02/12/2025	HOSTPLUS	Superannuation contributions	-389.01
DEDUCTION	02/12/2025	HOSTPLUS	Payroll deductions	88.41
SUPER	02/12/2025	HOSTPLUS	Superannuation contributions	300.60
DD24883.16	02/12/2025	HUB24 Superannuation Fund	Superannuation contributions	-373.84
DEDUCTION	02/12/2025	HUB24 Superannuation Fund	Payroll deductions	75.00
SUPER	02/12/2025	HUB24 Superannuation Fund	Superannuation contributions	298.84
DD24883.17	02/12/2025	Prime Super	Superannuation contributions	-1704.60
DEDUCTION	02/12/2025	Prime Super	Payroll deductions	40.00
SUPER	02/12/2025	Prime Super	Superannuation contributions	1664.60
DD24883.18	02/12/2025	Australian Super Pty Ltd	Superannuation contributions	-4010.24
DEDUCTION	02/12/2025	Australian Super Pty Ltd	Payroll deductions	206.01
SUPER	02/12/2025	Australian Super Pty Ltd	Superannuation contributions	3804.23
DD24883.19	02/12/2025	Panorama Super	Superannuation contributions	-248.33
SUPER	02/12/2025	Panorama Super	Superannuation contributions	248.33
DD24883.20	02/12/2025	Australian Retirement Trust	Superannuation contributions	-1150.54
DEDUCTION	02/12/2025	Australian Retirement Trust	Payroll deductions	138.88
SUPER	02/12/2025	Australian Retirement Trust	Superannuation contributions	1011.66
DD24883.21	02/12/2025	Commonwealth Superannuation Savings Account	Superannuation contributions	-856.15
SUPER	02/12/2025	Commonwealth Superannuation Savings Account	Superannuation contributions	856.15
DD24901.10	16/12/2025	The Trustee For Third Day Super Fund	Superannuation contributions	-177.94
SUPER	16/12/2025	The Trustee For Third Day Super Fund	Superannuation contributions	177.94
DD24901.11	16/12/2025	Unisuper	Superannuation contributions	-359.25
SUPER	16/12/2025	Unisuper	Superannuation contributions	359.25
DD24901.12	16/12/2025	REST SUPERANNUATION	Superannuation contributions	-714.68
SUPER	16/12/2025	REST SUPERANNUATION	Superannuation contributions	714.68
DD24901.13	16/12/2025	GESB Superannuation	Superannuation contributions	-27.80
SUPER	16/12/2025	GESB Superannuation	Superannuation contributions	27.80
DD24901.14	16/12/2025	Student Super Professional Super	Superannuation contributions	-157.30
SUPER	16/12/2025	Student Super Professional Super	Superannuation contributions	157.30
DD24901.15	16/12/2025	HOSTPLUS	Superannuation contributions	-356.78
DEDUCTION	16/12/2025	HOSTPLUS	Payroll deductions	81.09
SUPER	16/12/2025	HOSTPLUS	Superannuation contributions	275.69
DD24901.16	16/12/2025	HUB24 Superannuation Fund	Superannuation contributions	-298.13
DEDUCTION	16/12/2025	HUB24 Superannuation Fund	Payroll deductions	75.00
SUPER	16/12/2025	HUB24 Superannuation Fund	Superannuation contributions	223.13
DD24901.17	16/12/2025	Prime Super	Superannuation contributions	-1668.21
DEDUCTION	16/12/2025	Prime Super	Payroll deductions	40.00
SUPER	16/12/2025	Prime Super	Superannuation contributions	1628.21
DD24901.18	16/12/2025	Australian Super Pty Ltd	Superannuation contributions	-3963.79
DEDUCTION	16/12/2025	Australian Super Pty Ltd	Payroll deductions	261.24
SUPER	16/12/2025	Australian Super Pty Ltd	Superannuation contributions	3702.55
DD24901.19	16/12/2025	Panorama Super	Superannuation contributions	-211.93
SUPER	16/12/2025	Panorama Super	Superannuation contributions	211.93
DD24901.20	16/12/2025	Australian Retirement Trust	Superannuation contributions	-1192.11
DEDUCTION	16/12/2025	Australian Retirement Trust	Payroll deductions	137.03

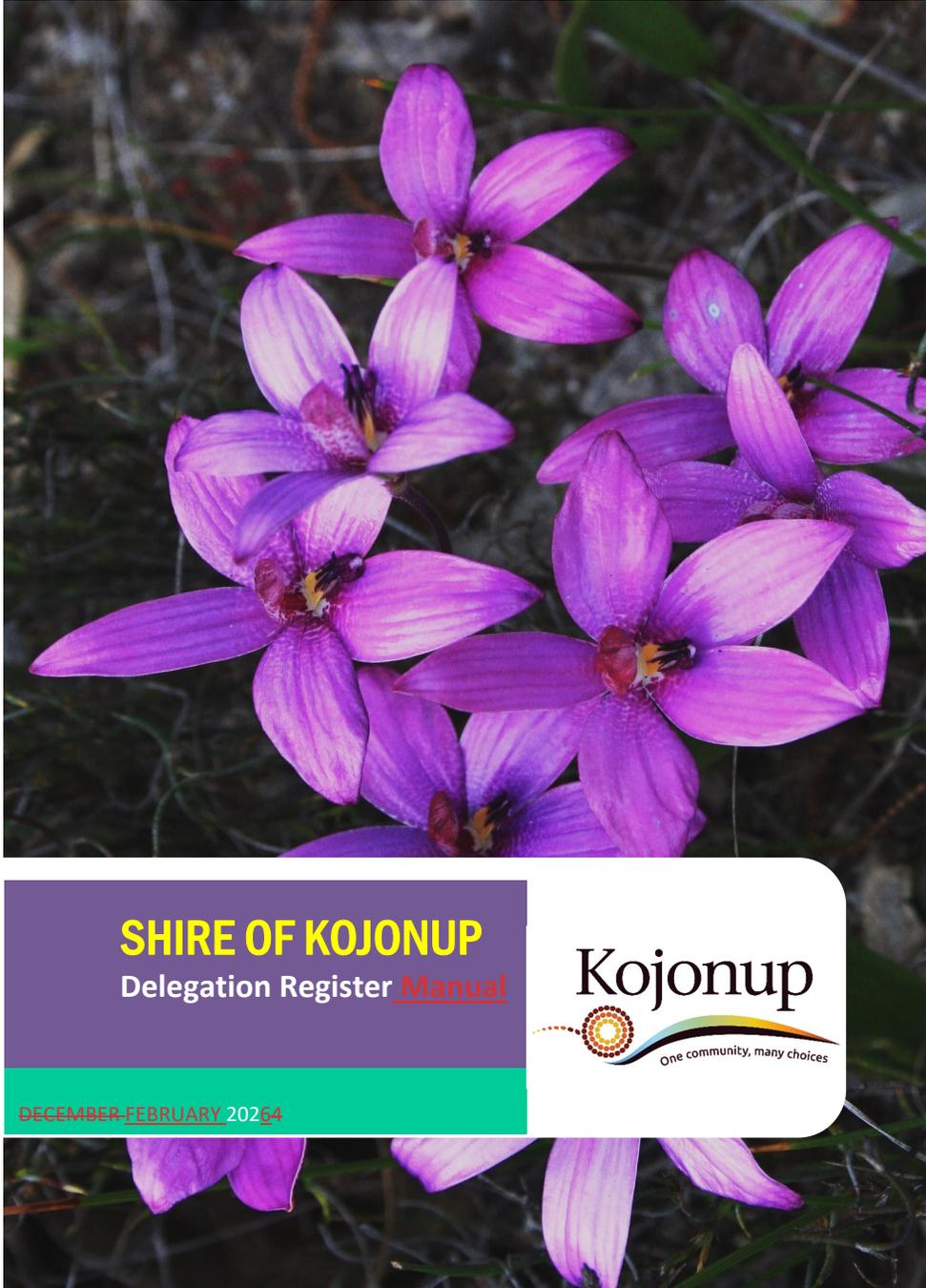
DEDUCTION	16/12/2025	Australian Retirement Trust	Payroll deductions	8.68
SUPER	16/12/2025	Australian Retirement Trust	Superannuation contributions	1046.40
DD24901.21	16/12/2025	Commonwealth Superannuation Savings Account	Superannuation contributions	-856.15
SUPER	16/12/2025	Commonwealth Superannuation Savings Account	Superannuation contributions	856.15
DD24913.10	30/12/2025	Unisuper	Superannuation contributions	-297.22
SUPER	30/12/2025	Unisuper	Superannuation contributions	297.22
DD24913.11	30/12/2025	GESB Superannuation	Superannuation contributions	-88.97
SUPER	30/12/2025	GESB Superannuation	Superannuation contributions	88.97
DD24913.12	30/12/2025	REST SUPERANNUATION	Superannuation contributions	-718.78
SUPER	30/12/2025	REST SUPERANNUATION	Superannuation contributions	718.78
DD24913.13	30/12/2025	Student Super Professional Super	Superannuation contributions	-174.61
SUPER	30/12/2025	Student Super Professional Super	Superannuation contributions	174.61
DD24913.14	30/12/2025	HOSTPLUS	Superannuation contributions	-333.13
DEDUCTION	30/12/2025	HOSTPLUS	Payroll deductions	75.71
SUPER	30/12/2025	HOSTPLUS	Superannuation contributions	257.42
DD24913.15	30/12/2025	HUB24 Superannuation Fund	Superannuation contributions	-337.49
DEDUCTION	30/12/2025	HUB24 Superannuation Fund	Payroll deductions	75.00
SUPER	30/12/2025	HUB24 Superannuation Fund	Superannuation contributions	262.49
DD24913.16	30/12/2025	Prime Super	Superannuation contributions	-1730.57
DEDUCTION	30/12/2025	Prime Super	Payroll deductions	40.00
SUPER	30/12/2025	Prime Super	Superannuation contributions	1690.57
DD24913.17	30/12/2025	Australian Super Pty Ltd	Superannuation contributions	-4063.70
DEDUCTION	30/12/2025	Australian Super Pty Ltd	Payroll deductions	245.40
SUPER	30/12/2025	Australian Super Pty Ltd	Superannuation contributions	3818.30
DD24913.18	30/12/2025	Australian Retirement Trust	Superannuation contributions	-1399.84
DEDUCTION	30/12/2025	Australian Retirement Trust	Payroll deductions	144.46
DEDUCTION	30/12/2025	Australian Retirement Trust	Payroll deductions	31.04
SUPER	30/12/2025	Australian Retirement Trust	Superannuation contributions	1224.34
DD24913.19	30/12/2025	Panorama Super	Superannuation contributions	-135.22
SUPER	30/12/2025	Panorama Super	Superannuation contributions	135.22
DD24913.20	30/12/2025	Commonwealth Superannuation Savings Account	Superannuation contributions	-878.67
SUPER	30/12/2025	Commonwealth Superannuation Savings Account	Superannuation contributions	878.67
DD24927.10	24/12/2025	Department of Transport	Department of Transport	-2766.30
20251222	24/12/2025	Department of Transport	24/12/25	2766.30
DD24927.11	29/12/2025	Department of Transport	Department of Transport	-1743.15
20251223	29/12/2025	Department of Transport	29/12/25	1743.15
DD24927.12	03/12/2025	Department of Transport	Department of Transport	-3129.20
20251201	03/12/2025	Department of Transport	03/12/25	3129.20
DD24927.13	04/12/2025	Department of Transport	Department of Transport	-3505.65
20251202	04/12/2025	Department of Transport	04/12/25	3505.65
DD24927.14	08/12/2025	Department of Transport	Department of Transport	-2237.20
20251204	08/12/2025	Department of Transport	08/12/25	2237.20
DD24927.15	09/12/2025	Department of Transport	Department of Transport	-966.70
20251205	09/12/2025	Department of Transport	09/12/25	966.70
DD24927.16	10/12/2025	Department of Transport	Department of Transport	-3668.65
20251208	10/12/2025	Department of Transport	10/12/25	3668.65
DD24927.17	11/12/2025	Department of Transport	Department of Transport	-1574.10
20251209	11/12/2025	Department of Transport	11/12/25	1574.10

FEES	31/12/2025	2025	Centrelink Charge	-7.92
GJ25260601	04/12/2025	iiNet	December iiNet	-617.89
GJ25260601	31/12/2025	NAB	December Bank Charges	-1447.29
GJ25260601	31/12/2025	Payroll	December Payroll Creditors	-377629.77

635,382.65

Summary for December 2025	
Cheque 14413	5,101.22
EFT 37204-37376	926,653.64

Direct Debits	635,382.65
Total	1,567,137.51



SHIRE OF KOJONUP

Delegation Register Manual



DECEMBER-FEBRUARY 2024

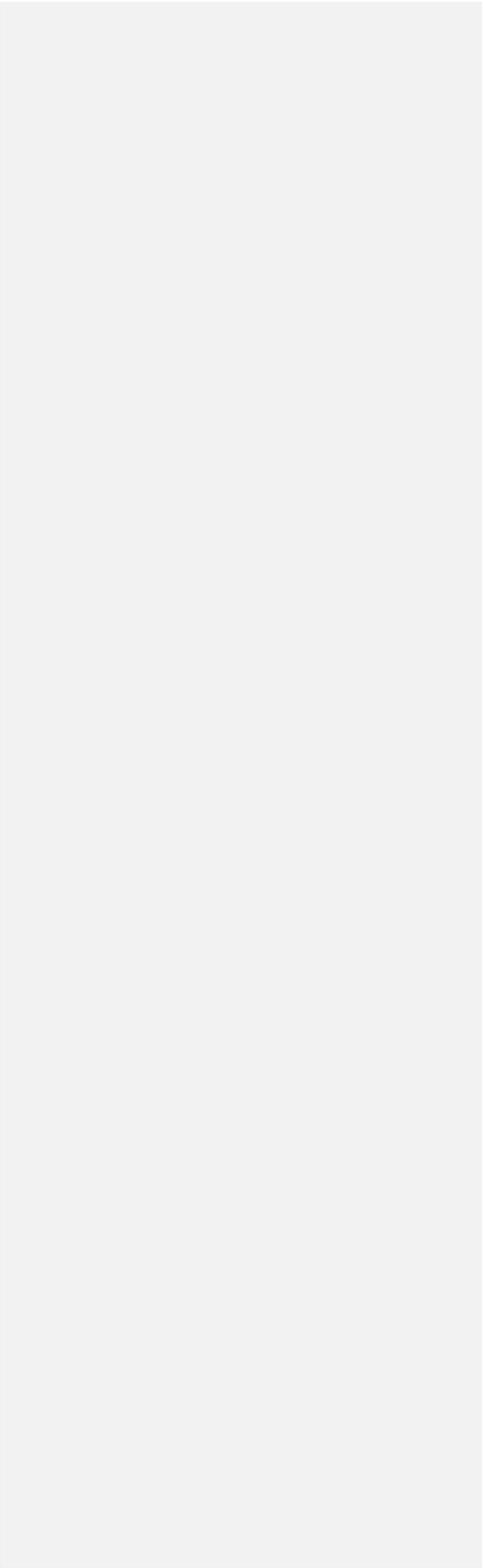


Table of Contents

INTRODUCTION	44
CORPORATE SERVICES	55
ADMIN 001 CERTAIN ACTIONS TO BE TAKEN ON PRIVATE LAND.....	55
ADMIN 002 MINOR VARIATIONS TO APPROVED CONTRACTS.....	66
ADMIN 003 SALE & CONSUMPTION OF LIQUOR ON SHIRE PROPERTY	77
ADMIN 004 REIMBURSEMENT OF EXPENSES INCURRED BY COUNCILLORS & EMPLOYEES WHILE ON SHIRE BUSINESS.....	88
ADMIN 005 APPOINTMENT OF AUTHORISED PERSONS	99
ADMIN 006 ENTERING INTO CONTRACTS OF INSURANCE.....	1212
ADMIN 007 ACCEPT OR DENY CLAIMS AGAINST THE SHIRE FOR PROPERTY DAMAGE	1313
ADMIN 008 ENGROSSMENT OF CONTRACT DOCUMENTS	1414
ADMIN 009 AUTHORIZING OFFICERS TO IMPOUND GOODS & SELL UNCOLLECTED GOODS	1515
ADMIN 010 POWER OF ENTRY ONTO PRIVATE LAND.....	1616
ADMIN 011 PROSECUTIONS, ENFORCEMENT & LEGAL PROCEEDINGS.....	1717
ADMIN 012 TENDERS OR QUOTATIONS FOR THE SUPPLY OF GOODS & SERVICES	1818
ADMIN 013 ACQUISITION & DISPOSAL OF PROPERTY	1919
ADMIN 014 VEHICLE LICENSING & REGISTRATION AGENCY CONTRACT.....	2020
ADMIN 015 DONATIONS TO LOCAL GROUPS OR INDIVIDUALS	2121
EMPL 001 STAFF EMPLOYMENT, SALARIES & CONTRACTS	2222
FIN 001 PAYMENTS FROM MUNICIPAL & TRUST FUND.....	2323
FIN 002 INVESTMENT OF SURPLUS FUNDS	2424
FIN 003 WRITE OFF MONEY OWED TO SHIRE.....	2525
FIN 004 RATING	2626
REC 01 APPOINTMENT OF INTERNAL REVIEW OFFICER – FREEDOM OF INFORMATION ACT 1992	
2727	
REC 02 APPOINTMENT OF INFORMATION COORDINATOR – FREEDOM OF INFORMATION ACT 1992	2828
REC 03 APPOINTMENT OF PRINCIPLE DECISION MAKER – FREEDOM OF INFORMATION ACT 1992	
2929	
REC 04 APPOINTMENT OF AUTHORISED PERSON – LEGAL PROCEEDINGS, INFRINGEMENTS AND ENFORCEMENTS – LOCAL GOVERNMENT ACT	3030
REGULATORY SERVICES	3231
BLDG 001 BUILDING AND DEMOLITION PERMITS	3231
BLDG 002 PERMISSION TO DEPOSIT MATERIALS ON OR EXCAVATE ADJACENT TO A STREET	3332
BLDG 003 ISSUING NOTICES FOR BUILDING WORKS	3433
FIRE 001 APPROVAL TO BURN ROAD VERGES.....	3635
FIRE 002 VARYING PROHIBITED / RESTRICTED BURNING TIMES (VARIATIONS)	3736
FIRE 003 INSTITUTE PROSECUTIONS FOR BREACHES OF THE BUSH FIRES ACT 1954	3837
FIRE 004 APPOINTMENT OF DUAL BUSH FIRE CONTROL OFFICERS.....	3938
FIRE 005 EXEMPTIONS FOR BUSH FIRE ACT	4039
FIRE 006 APPOINTMENT OF BUSHFIRE CONTROL OFFICERS & FIRE WEATHER OFFICERS (BUSH FIRE ACT 1954).....	41
FIRE 007 APPOINTMENT OF AUTHORISED PERSONS FOR OFFENCES & INFRINGEMENTS (BUSH FIRE ACT 1954, S.59& s59A).....	44
RANGER 001 INSTITUTE PROCEEDINGS FOR OFFENCES UNDER THE CAT ACTS.....	4640
RANGER 002 INSTITUTE PROCEEDINGS FOR OFFENCES UNDER THE DOG ACTS	4741
RANGER 003 INSTITUTE PROCEEDINGS FOR OFFENCES UNDER THE CARAVAN PARKS AND CAMPING GROUNDS ACT 1995	4842

Formatted: Font: (Default) +Body (Calibri), 12 pt

Formatted: Normal

RANGER 004 INSTITUTE PROCEEDINGS FOR OFFENCES UNDER THE LITTER ACT 1979 ~~4943~~

RANGER 005 INSTITUTE PROCEEDINGS FOR OFFENCES UNDER THE CONTROL OF VEHICLES (OFF-ROAD AREAS)
ACT 1978 ~~5044~~

RANGER 006 APPOINTMENT OF AUTHORISED PERSONS ~~5145~~

**RANGER 007 ROAD TRAFFIC (ADMINISTRATION) ACT 2008 - REQUESTING VEHICLE
AND OWNER INFORMATION (S.14).....51**

PLAN 001 DEVELOPMENT APPLICATIONS ~~5446~~

PLAN 002 LAND USE APPLICATIONS ~~5749~~

PLAN 003 APPOINTMENT OF AUTHORISED PERSONS ~~6355~~

WORKS & SERVICES..... 6456

ROADS 001 TEMPORARY CLOSURE OF ROADS FOR PUBLIC EVENTS ~~6456~~

ROADS 002 TEMPORARY CLOSURE OF ROADS FOR REPAIRS & MAINTENANCE ~~6557~~

ROADS 003 CLOSURE OF ROADS FOR A PERIOD NOT EXCEEDING FOUR WEEKS ~~6658~~

ROADS 004 CLOSURE OF ROADS FOR A PERIOD EXCEEDING FOUR WEEKS ~~6759~~

ROADS 005 OVER DIMENSION VEHICLES ~~6860~~

ROADS 006 ROAD TRAIN AND EXTRA MASS VEHICLES ~~6961~~

ROADS 007 GATE OR OTHER DEVICE ACROSS THOROUGHFARE ~~7062~~

ROADS 008 CONSTRUCTION OF CROSSING FROM THOROUGHFARE TO PRIVATE LAND (CROSSOVER)
~~7163~~

ROADS 009 NOTICE TO CONSTRUCT OR REPAIR CROSSING ~~7264~~

ROADS 010 MAKE SAFE DANGEROUS EXCAVATION IN OR NEAR PUBLIC THOROUGHFARE ~~7365~~

ROADS 011 ACTIVITIES ON THOROUGHFARES & TRADING IN THOROUGHFARES & PUBLIC PLACES LOCAL LAW ~~7466~~

Formatted: Normal

Formatted: Font: (Default) +Body (Calibri)

INTRODUCTION

The aim of Delegated Authority is to assist with the efficiency of the Shire of Kojonup (Shire) by way of being agile and allowing for business continuity between Council meetings. It also removes congestion and improves Council decision making at Council meetings, allowing Council to focus on more strategic issues. This is consistent with the Shire of Kojonup's Strategic Community Plan and Customer Service Charter; it also aligns to the Shire's Elected Member Charter. This Delegation Register will be reviewed on an annual basis in accordance with the *Local Government Act 1995* requirements.

The *Local Government Act 1995 (Act)* provides the power to delegate certain local government functions to the Chief Executive Officer. Furthermore, the *Act* allows for the Chief Executive Officer to sub delegate to another employee (Section 5.44 (1)). This must be done in writing (Section 5.44 (2)). The *Act* allows for the Chief Executive Officer to place conditions on any delegations, if desired (Section 5.44 (4)).

Other Acts administered by local government such as the *Building Act 2011*, *Food Act 2008*, *Bushfires Act 1954* and *Planning and Development Act 2005* also provide the power to delegate functions of local government and references within each delegation subject to provision of information on the respective head of power.

Once a decision has been made under delegation it is deemed the Council itself has made the decision. That is, it is not subject to approval or ratification by the Council.

CORPORATE SERVICES

INSTRUMENT OF DELEGATION

ADMIN 001 CERTAIN ACTIONS TO BE TAKEN ON PRIVATE LAND

Delegate:	Chief Executive Officer	Sub Delegate:	Nil
Adopted by Council:	21/08/2007	Last Reviewed:	10/12/2024

POWER/DUTY

The Chief Executive Officer is, under section 3.24 of the *Local Government Act 1995*, expressly authorised on behalf of the Shire to exercise any of the powers, any of the functions and any of the duties given to the Shire under Subdivision 2 of Division 3 of Part 3 of the *Local Government Act 1995* as amended.

HEAD OF POWER

Local Government Act 1995 (as amended) sections 5.42(1) and 3.24

CONDITIONS

Council to be advised of notices issued and outcome.

RELATED POLICY/FILE REFERENCE AND DOCUMENTATION REQUIREMENTS

Notices to be saved in the Record Management System.

Use of Delegation to be recorded on Shire of Kojonup Delegation Register and must be presented to the Council regularly.

INSTRUMENT OF DELEGATION

ADMIN 002 MINOR VARIATIONS TO APPROVED CONTRACTS

Delegate:	Chief Executive Officer	Sub Delegate:	Nil
Adopted by Council:	21/08/2007	Last Reviewed:	10/12/2024

POWER/DUTY

The Chief Executive Officer is Delegated Authority to approve variations to contracts (not exceeding 10% of the contract price as per conditions below) entered into by the Shire.

HEAD OF POWER

Local Government Act 1995 (as amended) section 5.42(1)

CONDITIONS

Subject to the variation not exceeding 10% of the contract price up to a maximum of \$50,000 and the funds required to meet the cost of the variation being included in the Shire's adopted budget.

Does not include extension of contract where no option period or renewal is explicit in prior agreement.

RELATED POLICY/FILE REFERENCE AND DOCUMENTATION REQUIREMENTS

Use of Delegation to be recorded on Shire of Kojonup Delegation Register and must be presented to the Council regularly.

INSTRUMENT OF DELEGATION

ADMIN 003 SALE & CONSUMPTION OF LIQUOR ON SHIRE PROPERTY

Delegate:	Chief Executive Officer	Sub Delegate:	Manager Financial and Corporate Services
Adopted by Council:	21/08/2007	Last Reviewed:	10/12/2024

POWER/DUTY

The Chief Executive Officer (CEO) is Delegated Authority to determine applications for the sale of liquor from property under the care, control and management of the Shire and to approve applications to consume liquor on property under the care, control and management of the Shire.

HEAD OF POWER

Local Government Act 1995 section 5.42(1)

Liquor Licensing Act 1998 section 119(1)

CONDITIONS

Nil

SUB-DELEGATION – ADMIN (S) 003

Discharge of power and duty in accordance with the conditions of Delegation Admin 003, without further conditions being imposed under this Sub Delegation.

HEAD OF POWER OF SUB-DELEGATION AND AUTHORISATION

The CEO sub-delegates this delegation to the Manager of Financial and Corporate Services under section 5.44 of the *Local Government Act 1995*.

RELATED POLICY/FILE REFERENCE AND DOCUMENTATION REQUIREMENTS

Use of Delegation to be recorded on Shire of Kojonup Delegation Register and must be presented to the Council regularly.

INSTRUMENT OF DELEGATION

ADMIN 004 REIMBURSEMENT OF EXPENSES INCURRED BY COUNCILLORS & EMPLOYEES WHILE ON SHIRE BUSINESS

Delegate:	Chief Executive Officer	Sub Delegate:	Nil
Adopted by Council:	21/08/2007	Last Reviewed:	10/12/2024

POWER/DUTY

The Chief Executive Officer (CEO) is Delegated Authority to reimburse all reasonable expenses to Councillors and employees incurred whilst attending authorised conferences, seminars and training courses and during such absences from the district on business deemed necessary by the CEO.

Such expenses may include, [but not limited to](#), registration fees, accommodation, meals, refreshments, travel and appropriate out of pocket expenses.

This Delegation also applies to the payment of expenses of partners when the Council has specifically resolved that it is appropriate for a Councillor or employee to be accompanied by a partner.

HEAD OF POWER

Local Government Act 1995 (as amended) section 5.42(1)

CONDITIONS

In exercising this Delegation, the CEO shall obtain from the Councillor or employee receipts or other appropriate proof that the expense was incurred, along with a declaration that the expense was incurred wholly whilst on Shire business.

RELATED POLICY/FILE REFERENCE AND DOCUMENTATION REQUIREMENTS

Refer also to Council Policy 2.2.3 (Employee Conferences, Seminars & Workshops) and 3.10 (Councillors Fees & Reimbursements).

Use of Delegation to be recorded on Shire of Kojonup Delegation Register and must be presented to the Council regularly.

INSTRUMENT OF DELEGATION

ADMIN 005 APPOINTMENT OF AUTHORISED PERSONS

Delegate:	Chief Executive Officer	Sub Delegate:	Manager of Property Services and NRM, Manager Works & Infrastructure, Manager Projects and Regulatory Services, Ranger, Environmental Health Officer,
Adopted by Council:	21/08/2007	Last Reviewed:	10/12/2024
Amended:	16/02/2021 10/12/2024		

POWER/DUTY

The Chief Executive Officer (CEO) is Delegated Authority, in respect of the relevant legislation outlined under the head of power of this Delegation, to:

1. Exercise the powers and the discharge duties of the local government, permit authority and/or enforcement agency; and
2. Appoint where considered necessary by the CEO, -
 - a) any employee of the Shire as an "Authorised Officer", "Authorised Person", "Pound keeper" or "Ranger"; "Environmental Health Officer" and
 - b) appoint any person to the position of "Authorised Person"

to undertake the functions and responsibilities authorised therein.

HEAD OF POWER

Local Government Act 1995 (as amended) section 5.42(1) and otherwise as stated in the legislation column of the table below:

LEGISLATION	FUNCTIONS AND DUTIES
<i>Local Government (Miscellaneous Provisions) Act 1960</i> s.449	To perform the general functions and exercise the powers of a Pound keeper and Ranger.
<i>Building Act 2011</i>	To undertake the functions of an "Authorised Person" conferred on that office. <i>Building Act 2011</i> - Entry Powers <i>Building Act 2011</i> s.96(3) Authorised persons Div 3 – Powers of authorised persons s.100 Entry powers s.101 Powers after entry for compliance purposes s.102 Obtaining information and documents s.103 Use of force and assistance s.106 Entry warrant to enter place
<i>Local Government Act 1995</i> s.3.24, 3.31 and 3.33	To enter land to perform any function that the Shire has under the <i>Local Government Act 1995 (LGA)</i> if entry is required for the performance of the function or in any other case in which entry is authorised by this LGA other than by a local law. (Refer to Subdivision 3 of Part 3 of the LGA and especially section 3.31 and 3.33).
<i>Local Government Act 1995</i> s3.18(1)	To undertake the functions of an "Authorised Person" conferred on that office under a local law.
<i>Local Government Act 1995</i> s9.10	Parking Local Law 2022 The administration of the Parking Local Law 2022, including the appointment of Authorised Persons (under section 9.10 of the Act) to perform any of the

LEGISLATION	FUNCTIONS AND DUTIES
	functions of the authorised person under this local law, be delegated to the CEO.
<i>Food Act 2008 s.118 (Functions of enforcement agencies and delegation</i>	To undertake any of the functions of an “Authorised Officer” under the <i>Food Act 2008</i> . Authority to serve a prohibition order on the proprietor of a food business in accordance with s.65 of the Food Act 2008 [s.65(1)]. Authority to give a certificate of clearance, where inspection demonstrates compliance with a prohibition order and any relevant improvement notices [s.66]. Authority to give written notice to a proprietor of a food business on whom a prohibition order has been served of the decision not to give a certificate of clearance after an inspection [s.67(4)].
<i>Food Act 2008 s122(1) – Appointment of authorised officers</i> <i>Food Act 2008 s126(6), (7), and (13) – Infringements Officers</i>	Authority to appoint a person to be an authorised officer for the purposes of the <i>Food Act 2008</i> [s.122(2)]. Authority to appoint an Authorised Officer appointed under s.122(2) of this Act or the s.24(1) of the <i>Public Health Act 2016</i> , to be a Designated Officer for the purposes of issuing Infringement Notices under the <i>Food Act 2008</i> [s.126(13)]. Authority to appoint as Authorised Officer to be a Designated Officer (who is prohibited by s.126(13) from also being a Designated Officer for the purpose of issuing infringements), for the purpose of extending the time for payment of modified penalties [s.126(6)] and determining withdrawal of an infringement notice [s.126(7)].
<i>Caravan Parks and Camping Grounds Act 1995 s.17</i> <i>Caravan and Camping Ground Regulations 1997</i> <i>Caravan Parks and Camping Grounds Act 1995 s.22</i> <i>Caravan Parks and Camping Grounds Act 1995 s.23</i>	To undertake any of the functions of an “authorised person” under the <i>Caravan Parks and Camping Grounds Act 1995</i> . Caravan and Camping Ground Regulations 1997 r.6 Local Government: A function conferred on a local government by these regulations may be performed by an authorised person appointed by that local government who is authorised in writing by that government to do so. Initiate legal proceedings under this Act. To sign and give notices under this Act.
<i>Health (Miscellaneous Provisions) Act 1911</i>	To undertake the functions of an ‘Authorised Officer’ conferred on that office. Includes approval under subsidiary legislation.
<i>Public Health Act 2016</i> <i>Public Health Act 2016 s.24(1) and (3) – Designation of authorised officers</i>	To undertake the functions of an “Authorised Officer” conferred on that office. Includes the designation “Environmental Health Officer”. Authority to designate a person or class of persons as authorised officers for the purposes of: The Public Health Act 2016 or other specified Act Specified provisions of the Public Health Act 2016 or other specified Act Provisions of the Public Health Act 2016 or another specified Act, other than the specified provisions of that Act. Including: a) an environmental health officer or environmental health officers as a class; OR b) a person who is not an environmental health officer or a class of persons who are not environmental health officers; OR c) a mixture of the two. [s.24(1) and (3)].
<i>Fines, Penalties & Infringement Notices Enforcement Act 1994 s.16 and s.22</i>	To hold the position of “prosecuting officer”. [Under s.13(2), the Council may give the Registrar written notice of those officers that are designated as prosecuting officers for the purposes of and in accordance with sections 16 and 22].
<i>Control of Vehicles (Off Road Areas) Act 1978 - (COV) S. 38(3)</i>	To be an authorised officer for the purposes of this Act either in respect of the whole of its district or any part thereof defined in the appointment.

LEGISLATION	FUNCTIONS AND DUTIES
<i>Control of Vehicles (Off Road Areas) Act 1978 - (COV) S. 40</i>	To initiate legal proceedings under the <i>Control of Vehicles (Off Road Areas) Act 1978</i> .
<i>Food Act 2008</i>	Administer the functions of the Shire of Kojonup as an “enforcement agency”, pursuant to the <i>Food Act 2008</i> and the Food Regulations 2009.
<i>Food Act 2008</i>	Appoint Authorised officers in accordance with Section 122.
<i>Graffiti Vandalism Act 2016 S.15</i>	For the purpose of the <i>Local Government Act 1995</i> Part 9 Divisions 1 and 2, a function that a person may be authorised to perform under this Part. Local Government Act 1995: s.18(2) Notice requiring removal of graffiti s.19(3) & (4) Additional powers when notice is given
<i>Cemeteries Act 1986</i>	
<i>Environmental Protection Act 1986 s.20</i>	Noise Control – Environmental Protection Notices [Reg.65(1)] All the powers and duties of the Chief Executive Officer, where any noise is being or is likely to be emitted from any premises not being premises licensed under the Act, to serve an environmental protection notice under section 65(1) in respect of those premises, and where an environmental protection notice is so served in such a case, all the powers and duties of the Chief Executive Officer under Part V of the Act in respect of that environmental protection notice. Persons to whom delegation made— This delegation is made to any person for the time being holding or acting in the office of Chief Executive Officer under the Local Government Act 1995 Noise Management Plan – Keeping Logbooks, Noise Control Notices, Calibration and Approval of Non-complying Events Any person for the time being holding or acting in the office of a Chief Executive Officer under the Local Government Act 1995, powers and duties under the Environmental Protection (Noise) Regulations 1997, other than this power of delegation, in relation to— waste collection and other works—noise management plans relating to specified works under regulation 14A or 14B; a. bellringing or amplified calls to worship—the keeping of a log of bellringing or amplified calls to worship requested under regulation 15(3)(c)(vi); b. community activities—noise control notices in respect of community noise under regulation 16; c. motor sport venues—noise management plans in relation to motor sport venues under Part 2 Division 3; d. shooting venues—noise management plans in relation to shooting venues under Part 2 Division 4; e. calibration results—requesting, under regulation 23(b), details of calibration results undertaken and obtained under Schedule 4; f. sporting, cultural and entertainment events—approval of events or venues for sporting, cultural and entertainment purposes under Part 2 Division 7, subject to the following limitation— i. Subregulation 18(13)(b) is not delegated.
Local Government (Model Code of Conduct) Regulations 2021 – cl. 11 (3)	To appoint an authorised officer/s for the purpose of receiving complaints and withdrawals of complaints relating to Council Members, Committee Members and Candidates.

CONDITIONS

In exercising this Delegation, the CEO shall have regard to the qualifications and experience of the person to be appointed and must consider them a fit and proper person. The CEO shall consider any prescribed qualifications or prerequisite registrations applicable to the appointment.

Each person authorised under this Delegation must be given a certificate of authority or identity card outlining the power or responsibilities they have been delegated.

RELATED POLICY/FILE REFERENCE AND DOCUMENTATION REQUIREMENTS

Copies of appointment certificates to be kept in personnel file.

Use of Delegation to be recorded on Shire of Kojonup Delegation Register and must be presented to the Council regularly.

INSTRUMENT OF DELEGATION

ADMIN 006 ENTERING INTO CONTRACTS OF INSURANCE

Delegate:	Chief Executive Officer	Sub Delegate:	Manager Financial and Corporate Services
Adopted by Council:	21/08/2007	Last Reviewed:	10/12/2024

POWER/DUTY

The Chief Executive Officer (CEO) is Delegated Authority to enter into appropriate contracts of insurance. In exercising the Delegated Authority the CEO is to have regard to the provisions of the Annual Budget.

HEAD OF POWER

Local Government Act 1995 (as amended) section 5.42(1)

CONDITIONS

Subject to sufficient provision being made in the Shire's Annual Budget for insurance expenses.

SUB-DELEGATION - ADMIN (S) 006

Discharge of power and duty in accordance with the conditions of Delegation Admin 007, without further conditions being imposed under this ~~s~~Sub Delegation.

HEAD OF POWER OF SUB-DELEGATION AND AUTHORISATION

The CEO sub-delegates this delegation to the Manager Financial and Corporate Services under section 5.44 of the *Local Government Act 1995*

RELATED POLICY/FILE REFERENCE AND DOCUMENTATION REQUIREMENTS

Contracts entered into are to be saved in the Record Management System.

Copies of full policy documentation and certificates of currency to be obtained.

Use of Delegation to be recorded on Shire of Kojonup Delegation Register and must be presented to the Council regularly.

INSTRUMENT OF DELEGATION

ADMIN 007 ACCEPT OR DENY CLAIMS AGAINST THE SHIRE FOR PROPERTY DAMAGE

Delegate:	Chief Executive Officer	Sub Delegate:	Nil
Adopted by Council:	21/08/2007	Last Reviewed:	10/12/2024

POWER/DUTY

The Chief Executive Officer is Delegated Authority to consider claims against the Shire for property damage that do not exceed the insurance policy excess levels and to accept or deny liability on behalf of the Shire.

HEAD OF POWER

Local Government Act 1995 (as amended) section 5.42(1)

CONDITIONS

In cases where liability is accepted, payment may only be made up to the value of the Shire's relevant insurance excess amount and then only upon receipt of an appropriate release form provided by the Shire's insurers.

RELATED POLICY/FILE REFERENCE AND DOCUMENTATION REQUIREMENTS

Letter seeking advice and the advice received to be placed on file in a manner that maintains any legal privilege of the documentation.

Use of Delegation to be recorded on Shire of Kojonup Delegation Register and must be presented to the Council regularly.

INSTRUMENT OF DELEGATION

ADMIN 008 ENGROSSMENT OF CONTRACT DOCUMENTS

Delegate:	Chief Executive Officer	Sub Delegate:	Nil
Adopted by Council:	21/08/2007	Last Reviewed:	10/12/2024

POWER/DUTY

The Chief Executive Officer (CEO) is Delegated Authority to prepare the necessary documentation taking into account any specific or policy requirements of Council and arrange for engrossment of contract documents without further reference to the Council.

HEAD OF POWER

Local Government Act 1995 (as amended) section 5.42(1)

CONDITIONS

The CEO is only to exercise the Delegation where:

- a) The Council has authorised entering into a formal contract, or
- b) A formal contract is authorised under a Delegated Authority from the Council, or
- c) A formal contract is considered necessary by the CEO as part of the day to day operation of the Council.

RELATED POLICY/FILE REFERENCE AND DOCUMENTATION REQUIREMENTS

Executed formal contracts/deeds and important documents must be logged noting expiry dates or reporting requirements and originals kept within the separate locked fire rated cabinet, as well as copies kept within the relevant file. Where the common seal is used it is to be recorded separately in the *Common Seal Register*.

Use of Delegation to be recorded on Shire of Kojonup Delegation Register and must be presented to the Council regularly.

INSTRUMENT OF DELEGATION

ADMIN 009 AUTHORISING OFFICERS TO IMPOUND GOODS & SELL UNCOLLECTED GOODS (ABANDONED VEHICLE)

Delegate:	Chief Executive Officer	Sub Delegate:	<u>Manager Regulatory Services,</u> Manager Works and Services Manager Property Services and NRM Ranger
Adopted by Council:	21/08/2007	Last Reviewed:	<u>10/12/2024</u> <u>01/12/2025</u>
Amended:	10/12/2024		

POWER/DUTY

The Chief Executive Officer is Delegated Authority to:

- Authorise an employee under Section 3.39 to remove and impound any "goods" that are involved in a contravention that can lead to impounding.
- Authorise an employee under Section 3.40A to remove and impound a vehicle that in the opinion of the person authorised is an abandoned vehicle wreck.
- Give notice to an owner under section 3.40A (2).
- Take appropriate action under Section 3.42 in respect to impounded non-perishable goods.
- Give notice in accordance with Section 3.44 to collect goods.
- Under Section 3.46 refuse to allow goods to be collected until all costs have been paid.
- Under Section 3.47 sell or otherwise dispose of confiscated or uncollected goods.

HEAD OF POWER

Local Government Act 1995:(as amended)

s.5.42 – Delegation of some powers or duties to the CEO

s.5.43 – Limitations on delegations to the CEO

s.~~36(1)~~-3.40A (1) & (4)– Abandoned vehicle wreck may be taken

CONDITIONS

Nil

RELATED POLICY/FILE REFERENCE AND DOCUMENTATION REQUIREMENTS

Full details of impounded property, including a picture, are required to be kept in the records management system.

Use of Delegation to be recorded on Shire of Kojonup Delegation Register and must be presented to the Council regularly.

INSTRUMENT OF DELEGATION

ADMIN 010 POWER OF ENTRY ONTO PRIVATE LAND

Delegate:	Chief Executive Officer	Sub Delegate:	Manager Regulatory Services Manager Property Services and NRM Manager Works and Infrastructure Ranger Environmental Health Officer Community Emergency Services Manager
Adopted by Council:	21/08/2007	Last Reviewed:	10/12/2024
Amended:	10/12/2024		

POWER/DUTY

The Chief Executive Officer is expressly authorised on behalf of the Shire to exercise any of the powers, any of the functions and any of the duties given to the Shire under *Local Government Act 1995*:

S3.28 – When this Subdivision applies

s.3.32 – Notice on entry

s.3.33 – Entry under warrant

s.3.34 – Entry in an emergency

s3.36 – Opening fences

HEAD OF POWER

Local Government Act 1995 section 5.42(1) – Delegation of some powers or duties to the CEO

Local Government Act 1995 s.5.43 – Limitations on delegations to the CEO

CONDITIONS

Council to be advised of any notices issued and the outcome. Delegated authority under s3.34(1) and (3) may only be used, where there is imminent or substantial risk to public safety or property.

RELATED POLICY/FILE REFERENCE AND DOCUMENTATION REQUIREMENTS

Written notices to be saved in the Record Management System.

Use of Delegation to be recorded on Shire of Kojonup Delegation Register and must be presented to the Council regularly.

INSTRUMENT OF DELEGATION

ADMIN 011 PROSECUTIONS, ENFORCEMENT & LEGAL PROCEEDINGS

Delegate:	Chief Executive Officer	Sub Delegate:	Manager Financial and Corporate Services, <u>Manager of Regulatory Services,</u> Ranger Environmental Health Officer
Adopted by Council:	21/08/2007	Last Reviewed:	10/12/2024
Amended:	10/12/2024	Last Updated:	10/12/2024 01/12/2025

POWER/DUTY

Within budgetary constraints, the Chief Executive Officer is delegated authority to appoint persons to initiate prosecutions on behalf of Council and appoint persons, or classes of persons, to be authorised for specific purposes as stated under the Local Government Act s9.10 Appointment of authorised persons (1) In this section — law means any of the following —

- (a) this Act;
- (b) the Caravan Parks and Camping Grounds Act 1995;
- (c) the Cat Act 2011;
- (d) the Cemeteries Act 1986;
- (e) the Control of Vehicles (Off-road Areas) Act 1978;
- (f) the Dog Act 1976;
- (g) subsidiary legislation made under an Act referred to in any of paragraphs (a) to (f);
- (h) a written law prescribed for the purposes of this section; specified means specified in the instrument of appointment

The Chief Executive Officer is Delegated Authority to initiate prosecutions, issue statutory orders and generally conduct legal activities, including seeking legal advice at the CEO's discretion, on behalf of Council and to take any other action incidental to such prosecutions or legal defence.

HEAD OF POWER

Local Government Act 1995:

s.5.42 – Delegation of some powers or duties to the CEO

s.5.43 – Limitations on delegations to the CEO

CONDITIONS

Council to be advised of any prosecution initiated by the Shire or any legal claim lodged against the Shire.

RELATED POLICY/FILE REFERENCE AND DOCUMENTATION REQUIREMENTS

Documentation and notices to comply with any statutory provisions and treated in a manner that protects legal privilege and privacy as required.

All legal proceedings that are to be initiated by the Shire, must be referred to Council prior to proceeding.

Use of Delegation to be recorded on Shire of Kojonup Delegation Register and must be presented to the Council regularly.

INSTRUMENT OF DELEGATION

ADMIN 012 TENDERS OR QUOTATIONS FOR THE SUPPLY OF GOODS & SERVICES

Delegate:	Chief Executive Officer	Sub Delegate:	Nil
Adopted by Council:	21/08/2007	Last Reviewed:	10/12/2024
Amended:	10/12/2024		

POWER/DUTY

The Chief Executive Officer is Delegated Authority to invite quotations or tenders for the supply of goods and services provided for within the Shire's Annual Budget.

The Chief Executive Officer is delegated authority to:

1. Determine the selection criteria that will be used to assess the competence of the tender.
2. Advertise tenders inviting the supply of goods or services, under the provisions of the Council's annual approved expenditure budget (s3.57).
3. To accept a tender not exceeding \$250,000.
4. Assess all valid tenders, through written evaluations that score each tender submission under the criteria.
5. Make recommendations to Council based on the conclusion of the evaluation assessment

HEAD OF POWER

Local Government Act 1995 (as amended) section 5.42(1)

Local Government Act 1995:

s.3.57 Tenders for providing goods or services

Local Government (Functions and General) Regulations 1996:

r.11 When tenders have to be publicly invited,

r.13 Requirements when local government invites tenders though not required to do so,

r.14 Publicly inviting tenders, requirements for,

r.18 Rejecting and accepting tenders,

r.20 Variation of requirements before entry into contract,

r.21A Varying a contract for the supply of goods or services.

CONDITIONS

Exercise of the Delegated Authority to be in accordance with Council Purchasing Policy.

Where a formal tender process is entered into, the determination of the tender rests with the Council.

RELATED POLICY/FILE REFERENCE AND DOCUMENTATION REQUIREMENTS

Use of delegation to be recorded on Shire of Kojonup Delegation Register and must be presented to the Council regularly.

INSTRUMENT OF DELEGATION

ADMIN 013 ACQUISITION & DISPOSAL OF PROPERTY

Delegate:	Chief Executive Officer	Sub Delegate:	Nil
Adopted by Council:	21/08/2007	Last Reviewed:	10/12/2024

POWER/DUTY

The Chief Executive Officer is delegated the authority to:

- a) acquire or accept proposals for service provision valued at an amount not exceeding \$150,000; and
- b) dispose of any property (other than land) with an estimated value not exceeding \$20,000.

HEAD OF POWER

Local Government Act 1995 (as amended) section 5.42(1)

CONDITIONS

Exercising of the delegated authority to be in accordance with Council Policy 2.1.2 (Purchasing and Creditor Control) and appropriate provision must be made in the Annual Budget.

If a formal tender process is enacted then regardless of value the process must comply with all *Local Government Act 1995* and Tender regulation provisions and be presented to the Council for decision.

This delegation cannot be used for the appointment of the Shire's auditor.

RELATED POLICY/FILE REFERENCE AND DOCUMENTATION REQUIREMENTS

Use of delegation to be recorded on Shire of Kojonup Delegation Register and must be presented to the Council regularly.

INSTRUMENT OF DELEGATION

ADMIN 014 VEHICLE LICENSING & REGISTRATION AGENCY CONTRACT

Delegate:	Chief Executive Officer	Sub Delegate:	Nil
Adopted by Council:	21/08/2007	Last Reviewed:	10/12/2024

POWER/DUTY

The Chief Executive Officer is Delegated Authority to negotiate the renewal of future contracts with the State Government for the delivery of vehicle licensing and registration services.

HEAD OF POWER

Local Government Act 1995 (as amended) section 5.42(1)

CONDITIONS

Agreements entered into not to exceed a term of three years.

The Council to be advised of agreements entered into.

RELATED POLICY/FILE REFERENCE AND DOCUMENTATION REQUIREMENTS

Use of Delegation to be recorded on Shire of Kojonup Delegation Register and must be presented to the Council regularly.

INSTRUMENT OF DELEGATION

ADMIN 015 DONATIONS TO LOCAL GROUPS OR INDIVIDUALS

Delegate:	Chief Executive Officer	Sub Delegate:	Nil
Adopted by Council:	21/08/2007	Last Reviewed:	12/12/2023
		Last Updated:	10/12/2024

POWER/DUTY

The Chief Executive Officer (CEO) is Delegated Authority to determine requests for donation of monies (cash) up to the value of \$2,000 when a group or individual can demonstrate:

1. Significant direct benefit to the local community
2. The group is a community group or non-profit making organisation or running a non-profit activity
3. The group's financial status is such as to justify a donation from the Shire
4. Special circumstances or needs exist in the opinion of the CEO to warrant a donation, e.g. support of needy groups and individuals who bring credit to the district by achieving State or National representation or awards, which sees them requiring financial assistance for travelling, accommodation or other incidental expenses.

The Chief Executive Officer (CEO) is Delegated Authority to determine requests for waiving fees for community asset use as a donation to community or special groups where the CEO can justify community benefit.

HEAD OF POWER

Local Government Act 1995 (as amended) section 5.42(1)

CONDITIONS

The aggregate of any cash donations made by the CEO under this Delegated Authority shall not exceed the amount allocated in the Shire's Annual Budget for the purpose without prior approval from the Council.

Requests for amounts over \$2,000 must be approved by the Council and should have regard to the annual community grant submission process.

RELATED POLICY/FILE REFERENCE AND DOCUMENTATION REQUIREMENTS

Use of Delegation to be recorded on Shire of Kojonup Delegation Register and must be presented to the Council regularly.

INSTRUMENT OF DELEGATION

EMPL 001 STAFF EMPLOYMENT, SALARIES & CONTRACTS

Delegate:	Chief Executive Officer	Sub Delegate:	Nil
Adopted by Council:	21/08/2007	Last Reviewed:	10/12/202412/12/2023
		Last Updated:	

POWER/DUTY

The Chief Executive Officer (CEO) is Delegated Authority to employ staff and review conditions of employment.

CEO is Delegated Authority to negotiate all value points of contracted positions with flexibility to package the remuneration to attract the right skilled and qualified persons.

HEAD OF POWER

Local Government Act 1995 (as amended) section 5.42(1)

CONDITIONS

Employees can be appointed to roles that are approved in the Shire's Workforce and Diversity Plan (WDP) and aligned to the budget, noting that the WDP is a guiding document and structural changes may occur.

Contracted roles are negotiated between the CEO and the individual.

All other roles appointed are as per the relevant award and/or industrial instrument under the current framework the Shire operates within i.e. Enterprise Bargaining Agreement WAIRC.

Performance and salary reviews are undertaken annually or as nominated by industrial instrument or contract of employment.

The salary review shall have regard for level classification and band/increment increases covered by the appropriate industrial instrument or existing contract of employment, and be contingent on satisfactory performance appraisal.

Proposals to employ or dismiss a senior employee must be considered by the Council (in accordance with s5.37 of the Act); however, the CEO is authorised to renew contracts and remuneration levels for continuing senior staff, subject to successful performance reviews.

RELATED POLICY/FILE REFERENCE AND DOCUMENTATION REQUIREMENTS

Arrangements to be recorded on appropriate personnel file.

Use of Delegation to be recorded on Shire of Kojonup Delegation Register and must be presented to the Council regularly.

INSTRUMENT OF DELEGATION

FIN 001 PAYMENTS FROM MUNICIPAL & TRUST FUND

Delegate:	Chief Executive Officer	Sub Delegate:	Manager Financial and Corporate Services
Adopted by Council:	21/08/2007	Last Reviewed:	10/12/202410/12/2024
		Last Updated:	

POWER/DUTY

The Chief Executive Officer (CEO) is Delegated Authority to make payments from the Municipal Fund Bank Account and the Trust Fund Bank Account.

HEAD OF POWER

Local Government Act 1995 (as amended) section 5.42(1)

Local Government (Financial Management) Regulations 1996 Regulation 12

CONDITIONS

Each payment is to be noted on a list compiled for each month showing:

- the payee's name
- amount of the payment
- date of the payment
- sufficient information to identify the transaction

SUB-DELEGATION - FIN (S) 001

Discharge of power and duty in accordance with the conditions of Delegation FIN 001, without further conditions being imposed under this sub Delegation.

HEAD OF POWER OF SUB-DELEGATION AND AUTHORISATION

Under section 5.44 of the *Local Government Act 1995* the CEO can sub delegate this Delegation Authority to the following relevant Senior Employees;

- Manager Financial and Corporate Services
- Senior Employee Acting in the CEO Role in the absence of the CEO.

RELATED POLICY/FILE REFERENCE AND DOCUMENTATION REQUIREMENTS

List to go to next Ordinary monthly meeting of the Council and is to appear in the minutes of that meeting.

Use of Delegation to be recorded on Shire of Kojonup Delegation Register and must be presented to the Council regularly.

INSTRUMENT OF DELEGATION

FIN 002 INVESTMENT OF SURPLUS FUNDS

Delegate:	Chief Executive Officer	Sub Delegate:	Manager Financial and Corporate Services
Adopted by Council:	21/08/2007	Last Reviewed:	10/12/2024

POWER/DUTY

The Chief Executive Officer (CEO) is Delegated Authority to invest surplus Shire municipal and trust funds with recognised financial institutions to achieve the maximum investment potential.

HEAD OF POWER

Local Government Act 1995 (as amended) section 5.42(1)

CONDITIONS

Investments to be undertaken in line with the Council Policy.

SUB-DELEGATION - FIN (S) 002

Discharge of power and duty in accordance with the conditions of Delegation FIN 002, without further conditions being imposed under this Sub Delegation.

HEAD OF POWER OF SUB-DELEGATION AND AUTHORISATION

The CEO exercises this Delegation to the Manager Financial and Corporate Services under section 5.44 of the *Local Government Act 1995*

RELATED POLICY/FILE REFERENCE AND DOCUMENTATION REQUIREMENTS

Investments to be recorded in an Investment Register and be included in the monthly finance report to the next Ordinary monthly meeting of the Council.

Use of Delegation to be recorded on Shire of Kojonup Delegation Register and must be presented to the Council regularly.

INSTRUMENT OF DELEGATION

FIN 003 WRITE OFF MONEY OWED TO SHIRE

Delegate:	Chief Executive Officer	Sub Delegate:	Manager Financial and Corporate Services
Adopted by Council:	21/08/2007	Last Reviewed:	10/12/2024 19/02/2026

POWER/DUTY

1. The Chief Executive Officer is delegated authority under section 6.12 (1) (c) of *the Local Government Act 1995* to write off an amount of money owed to the Shire. This delegation is limited to the amount of \$250 per use.
2. The Chief Executive Officer is delegated authority under section 6.47 to write off small rates balances owed to the Shire less than ~~\$5,000.00~~.

Formatted: Highlight

Formatted: Highlight

HEAD OF POWER

Local Government Act 1995 (as amended) section 5.42(1), and 6.12(1) (c)

CONDITIONS

The Council to be advised as part of the monthly financial report presented to the Ordinary meeting.

RELATED POLICY/FILE REFERENCE AND DOCUMENTATION REQUIREMENTS

Authority of write off to be saved in the Record Management System.

Use of Delegation to be recorded on Shire of Kojonup Delegation Register and must be presented to the Council regularly.

INSTRUMENT OF DELEGATION

FIN 004 RATING

Delegate: Chief Executive Officer	Sub Delegate: Nil
Adopted by Council: 21/08/2007	Last Reviewed: 10/12/2024

POWER/DUTY

The Chief Executive Officer is Delegated the performance of the following functions of the local government under the *Local Government Act 1995*:

1. The time allowed for the payment of the rate before it becomes in arrear, s. 6.50 (1) & (2).
2. The powers conferred in s. 6.40 (3)
3. The exercise of discretion in regard to granting of any extension of time for service of objections to the Rate Book, s. 6.76 (4)
4. The recovery of rates by complaint or action pursuant to the provisions of s. 6.56 (1)
5. Entering into an agreement in accordance with s. 6.49
6. Requiring the lessee to pay rent to the Shire in satisfaction of rates or service charges due and payable in accordance with s. 6.60 (2)
7. Lodge caveats on land where the rates are in arrears and it is considered that the interests of the Shire should be protected and the subsequent withdrawal of caveats once arrears of rates have been settled, s. 6.64 (3).
8. Allow or disallow in accordance with s. 6.75 (5) any objection to the rate record lodged under s. 6.76(1) and to serve notice of the decision and a statement of reasons for the decision upon the person lodging the objection in accordance with s. 6.76 (6).

HEAD OF POWER

Local Government Act 1995 (as amended) section 5.42 (1)

CONDITIONS

Nil

RELATED POLICY/FILE REFERENCE AND DOCUMENTATION REQUIREMENTS

All decisions or approvals are to be saved into the relevant property file in the records management system.
Use of Delegation to be recorded on Shire of Kojonup Delegation Register and must be presented to the Council regularly.

INSTRUMENT OF DELEGATION

REC 01	APPOINTMENT OF INTERNAL REVIEW OFFICER – FREEDOM OF INFORMATION ACT 1992
--------	--

Delegate:	Chief Executive Officer	Sub Delegate:	Nil Records Administration Officer
Adopted by Council:	29 April 2025	Last Reviewed:	April 2025
		Last Updated:	April 2025

POWER/DUTY

Pursuant to s41 Freedom of Information Act 1992 the Chief Executive Officer is designated Internal Review Officer.

HEAD OF POWER

Freedom of Information Act 1992 s41

CONDITIONS

Must comply with relevant Council Policies

RELATED POLICY/FILE REFERENCE AND DOCUMENTATION REQUIREMENTS

Use of Delegation to be recorded on Shire of Kojonup Delegation Register and must be presented to the Council regularly.

INSTRUMENT OF DELEGATION

REC 02 APPOINTMENT OF INFORMATION COORDINATOR – FREEDOM OF INFORMATION ACT 1992

Delegate:	Chief Executive Officer	Sub Delegate:	Records Administration Officer
Adopted by Council:	29 April 2025	Last Reviewed:	29 April 2025
		Last Updated:	29 April 2025

POWER/DUTY

The Chief Executive Officer appoints the Records Administration Officer as the Freedom of Information Coordinator to undertake the duties and functions associated with the lodgement and collation of an application for information in accordance with s11, 12, of the Freedom of Information Act 1992.

HEAD OF POWER

Freedom of Information Act 1992 s100

CONDITIONS

Must comply with relevant Council Policies

RELATED POLICY/FILE REFERENCE AND DOCUMENTATION REQUIREMENTS

Use of Delegation to be recorded on Shire of Kojonup Delegation Register and must be presented to the Council regularly.

INSTRUMENT OF DELEGATION

REC 03 APPOINTMENT OF PRINCIPLE DECISION MAKER – FREEDOM OF INFORMATION ACT 1992

Delegate:	Chief Executive Officer	Sub Delegate:	Manager of Finance and Corporate Services Records Administration Officer
Adopted by Council:	29 April 2025	Last Reviewed:	29 April 2025
		Last Updated:	29 April 2025

Formatted: Font: Not Bold

POWER/DUTY

In accordance with s100 of the Freedom of Information Act [1992](#) the Principal Decision Maker is the Chief Executive Officer or an employee directed by the Chief Executive Officer to undertake the duties and functions. The Chief Executive Officer has determined that the Manager of Finance and Corporate or Records Administration Officer will be the Principal Decision Maker.

HEAD OF POWER

Freedom of Information Act 1992 s100

CONDITIONS

Must comply with relevant Council Policies
Shire of Kojonup Freedom of Information Act Information Statement

RELATED POLICY/FILE REFERENCE AND DOCUMENTATION REQUIREMENTS

Use of Delegation to be recorded on Shire of Kojonup Delegation Register and must be presented to the Council regularly.

INSTRUMENT OF DELEGATION

REC 04 APPOINTMENT OF AUTHORISED PERSON – LEGAL PROCEEDINGS, INFRINGEMENTS AND ENFORMENTS – LOCAL GOVERNMENT ACT

Delegate:	Chief Executive Officer	Sub Delegate:	## Records Administration Officer
Adopted by Council:	<u>29 April 2025</u>	Last Reviewed:	<u>29 April 2025</u>
		Last Updated:	<u>29 April 2025</u>

POWER/DUTY

The Chief Executive Officer is appointed an authorised person for the purposes of s9.10(1), s9.11, s9.13, s9.16, s9.17, s9.19, s9.20 and s9.24 of the Local Government Act 1995.

HEAD OF POWER

LOCAL GOVERNMENT ACT 1995; S9.10(1), S9.10(2), S9.11, S9.13, S9.16, S9.17, S9.19, S9.20, S9.24

CONDITIONS

Appointed Authorised Persons are to hold a Certificate of Appointment in accordance with s9.10(2).
Must comply with relevant Council Debt Policies.

RELATED POLICY/FILE REFERENCE AND DOCUMENTATION REQUIREMENTS

Use of Delegation to be recorded on Shire of Kojonup Delegation Register and must be presented to the Council regularly.

Formatted: Indent: Left: 0 cm

REGULATORY SERVICES

INSTRUMENT OF DELEGATION

BLDG 001 BUILDING AND DEMOLITION PERMITS

Delegate:	Chief Executive Officer	Sub Delegate:	Manager of Regulatory Services Building Surveyor
Adopted by Council:	21/08/2007	Last Reviewed:	10/12/2024 19/02/2026
Amended:	10/12/2024		

POWER/DUTY

The Chief Executive Officer is delegated authority under s127(1) of the Building Act 2011 to exercise powers and duties as a permit authority under the Act, including the appointment of authorised persons.

Formatted: Indent: Left: 0 cm

HEAD OF POWER

Building Act 2011 s.127 (1) & (3) Delegation: special permit authorities and local government.

Building Act 2011 s.127(6A) Delegation: special permit authorities and local governments (power of sub-delegation limited to CEO) Local Government.

CONDITIONS

Delegated authority in accordance with r.5 of the *Building Regulations 2012*

In accordance with r70(1) of the *Building Regulations 2012*:

Local Government Act 1995 s9.19 - extend time to pay a Building Act infringement notice and s9.20 withdraw an infringement notice

STATUTORY FRAMEWORK

- *Building Act 2011*
 - i. s.119 Building and demolition permits – application for review by SAT
 - ii. s.23 Time for deciding application for building or demolition permits.
 - iii. s.17 Uncertified application to be considered by building surveyor
- *Building Regulations 2012* – r.25 Review of decision to refuse to extend time during which permit has effect (s.32(3)) – reviewable by SAT
- *Building Services (Registration Act) 2011* – Section 7
- *Home Building Contracts Act 1991* – Part 3A, Division 2 – Part 7, Division 2
- *Building and Construction Industry Training Levy Act 1990*
- *Heritage of Western Australia Act 1990*
- *Heritage Act 2018*

RELATED POLICY/FILE REFERENCE AND DOCUMENTATION REQUIREMENTS

Use of Delegation to be recorded on Shire of Kojonup Delegation Register and must be presented to the Council regularly.

INSTRUMENT OF DELEGATION

BLDG 002 PERMISSION TO DEPOSIT MATERIALS ON OR EXCAVATE ADJACENT TO A STREET

Delegate:	Chief Executive Officer	Sub Delegate:	Nil
Adopted by Council:	21/08/2007	Last Reviewed:	10/12/2024
Amended:	10/12/2024		

POWER/DUTY

The Chief Executive Officer is Delegated the Authority to grant consent to deposit materials on a street, way or other public place and to excavate on land abutting or adjoining a street, way or other public place in accordance with Section 76 of the *Building Act 2011*.

HEAD OF POWER

Local Government Act 1995 Section 5.42

CONDITIONS

The Chief Executive Officer shall first obtain confirmation from the Environmental Health Officer, Building Surveyor and Manager Works and infrastructure that the proposed activity will not create undue interference with the operation of the street, way or public place.

Authorisations for encroachment over Crown Land may require authorisation under the Land Administration Act 1997.

RELATED POLICY/FILE REFERENCE AND DOCUMENTATION REQUIREMENTS

Use of Delegation to be recorded on Shire of Kojonup Delegation Register and must be presented to the Council regularly.

INSTRUMENT OF DELEGATION

BLDG 003 ISSUING NOTICES FOR BUILDING WORKS

Delegate:	Chief Executive Officer	Sub Delegate:	Manager Regulatory Services Building Surveyor Town Planner
Adopted by Council:	21/08/2007	Last Reviewed:	10/12/2024 19/02/2026
Amended:	10/12/2024		

POWER/DUTY

The Chief Executive Officer is Delegated Authority to:

- a) Issue building orders in relation to (Section 110 of the *Building Act 2011*)
 - Stop work, alter a building or evacuate a building where there is a contravention of the provisions of the Act
 - Take specific action to prevent contravention of the Act;
 - Finish an outward facing side of a wall.
- b) Authority to revoke building orders (section 117 of the *Building Act 2011*)
- c) Authority to commence prosecution (Section 139 of the *Building Act 2011*).

HEAD OF POWER

Building Act 2011 s127(1) & (3) Delegation: special permit authorities and local government
Building Act 2011: s.18 Further Information; s.20 Grant of building permit
s.22 Further grounds for not granting an application;s.27(1) and (3) Impose Conditions on Permit
Building Regulations 2012: r.23 Application to extend time during which permit has effect (s.32);
r.24 Extension of time during which permit has effect s.32(3))
r.26 Approval of new responsible person (s.35(c))
s20 Grant building permit;
s21 Grant demolition permit;
s22 Further grounds for not granting an application;
s24 Notice of decision to not grant building or demolition permit
s32 Application to extend duration of building or demolition permit
s58 Grant of occupancy permit, building approval certificate
s60 Notice of decision to not grant occupancy permit, building approval certificate;
s65 Extension of duration - occupancy permit, building approval certificate
s110 Building orders;
s111 Notice of proposed building order other than building order (emergency);
s117 Revocation of building order;
s118 Permit authority may give effect to building order if noncompliant
s128 Register of permits, building approval certificates, building orders;

CONDITIONS

The Chief Executive Officer is to report to the Council the exercise of any powers of this Delegation.

RELATED POLICY/FILE REFERENCE AND DOCUMENTATION REQUIREMENTS

Use of Delegation to be recorded on Shire of Kojonup Delegation Register and must be presented to the Council fortnightly.

STATUTORY FRAMEWORK

- *Building Act 2011*
 - iv. s.119 Building and demolition permits – application for review by SAT
 - v. s.23 Time for deciding application for building or demolition permits.
 - vi. s.17 Uncertified application to be considered by building surveyor

- *Building Regulations 2012* – r.25 Review of decision to refuse to extend time during which permit has effect (s.32(3)) – reviewable by SAT
- *Building Services (Registration Act) 2011* – Section 7
- *Home Building Contracts Act 1991* – Part 3A, Division 2 – Part 7, Division 2
- *Building and Construction Industry Training Levy Act 1990*
- *Heritage of Western Australia Act 1990*
- *Heritage Act 2018*

INSTRUMENT OF DELEGATION

FIRE 001 APPROVAL TO BURN ROAD VERGES (BUSH FIRES ACT 1954)

Delegate:	Chief Executive Officer	Sub Delegate:	Nil
Adopted by Council:	21/08/2007	Last Reviewed:	10/12/2024

POWER/DUTY

The Chief Executive Officer is Delegated Authority to approve applications submitted by the relevant Fire Control Officer to burn a road verge vested in the care, control and management of the Shire of Kojonup, provided that prior to approval the CEO is satisfied that:

- a) Where the burning is for the purpose of fire hazard reduction or firebreak maintenance, the burning is authorised under the Bush Fires Act 1954 and qualifies as exempt clearing under Schedule 6 of the Environmental Protection Act 1986; or
 - b) Where the burning does not qualify for an exemption, a clearing permit has been obtained from the Department of Water and Environmental Regulations (DWER) under Part V Division 2 of the Environmental Protection Act 1986; or
- C The road verge does not contain a designated environmentally sensitive area, mapped threatened flora or fauna habitat, or registered Aboriginal Cultural Heritage site – and if any of these are present, the relevant agency (DWER, DBCA, or DPLH as applicable) has been consulted prior to approval. ing that the burn has Department of Water and Environmental Regulation approval. Should it be DWER and DPLH?? Queried by Council Feb 2025

Formatted: Font color: Red

Formatted: Font color: Red

Formatted: Indent: Left: 1.04 cm

Formatted: Indent: Left: 1.04 cm, No bullets or numbering

Formatted: Policy - Para

Head of Power

Local Government Act 1995 (as amended) section 5.42(1), Bush Fires Act 1954 s.36(b)

CONDITIONS

All approvals must impose a condition that burning complies with the requirements of the Bush Fires Act 1954, the Environmental Protection (Clearing of Native Vegetation) Regulations 2004, the Biodiversity Conservation Act 2016, and the Aboriginal Heritage Act 1972(WA) were applicable, and that regard is had to environmental impacts. Approval of applications to impose a condition that any burning comply with the requirements of the Bush Fires Act 1954, Environmental Protection (Clearing of Native Vegetation) Regulations 2004 and have regard to the environmental impacts.

RELATED POLICY/FILE REFERENCE AND DOCUMENTATION REQUIREMENTS

All decisions or approvals are to be saved into the relevant file within the records management system.

Use of Delegation to be recorded on Shire of Kojonup Delegation Register and must be presented to the Council regularly.

INSTRUMENT OF DELEGATION

FIRE 002 VARYING PROHIBITED / RESTRICTED BURNING TIMES (VARIATIONS)

Delegate:	Chief Executive Officer Chief Bushfire Control Officer	Sub Delegate:	Nil
Adopted by Council:	21/08/2007	Last Reviewed:	10/12/2024 19/02/2026
Amended:	10/12/2024		

POWER/DUTY

~~The CEO is delegated authority to exercise the Council's powers under s.17(7) and S.17(8) of the Bush fires Act 1954 to vary the prohibited burning times in the Shire district and give notice of any such variation, and under s.18(5) to vary restricted burning times. The Shire President and Chief Bushfire Control Officer are jointly Delegated Authority to exercise the Council's powers within section 17 (7) and 17 (8) of the Bushfires Act 1954 (relates to the varying of the prohibited burning times in the Shire and giving notice of the change).~~

HEAD OF POWER

~~Bush Fires Act 1954 s.48(1); s. 17(7); s. 17(8); S.18(5)~~

CONDITIONS

~~Any variation must comply with the requirements of s.17 and s.18 of the Bush Fires Act 1954. The CEO must consult with the Chief Bushfire Control Officer and Community Emergency Services Manager prior to making any variation. Variation to be notified in accordance with s.17(8) Any variation approved is to comply with the requirements of s. 17, 18 and 48 of the Bush Fires Act 1954 and after consultation with the Community Emergency Services Manager.~~

RELATED POLICY/FILE REFERENCE AND DOCUMENTATION REQUIREMENTS

Variation to be advertised within the Shire.

Use of Delegation to be recorded on Shire of Kojonup Delegation Register and must be presented to the Council regularly.

Note: The Bush Fires Act does not permit this delegation to be delegated to anyone other than the Chief Executive Officer or on-delegated by the Chief Executive Officer.

INSTRUMENT OF DELEGATION

FIRE 003 **INSTITUTE PROSECUTIONS FOR BREACHES OF THE *BUSH FIRES ACT 1954***

Delegate:	Chief Executive Officer	Sub-Direct	Ranger Nil
		Delegate:	<u>Manager of Regulatory Services</u>
		Sub-Delegate:	Nil
Adopted by Council:	21/08/2007	Last Reviewed:	10/12/2024 <u>19/02/2026</u>
Amended	10/12/2024		

POWER/DUTY

~~The Chief Executive Officer (CEO) is Delegated Authority to consider allegations of offences against the Bush Fires Act 1954 within the district and, if the CEO thinks fit, to institute and carry out proceedings in the name of the Shire against any person alleged to have committed those offences.~~

~~Separately, under S.59(3) of the Act, Council directly delegates to the Ranger and the Manager of Regulatory Services the power to investigate alleged offences against the Act and, where they think fit, to institute and carry out proceedings in the name of the Shire. This is a direct delegation from Council – not a sub-delegation from the CEO.~~

~~Both delegations extend to the issue and service of infringement notices under s59A(2), noting that the maximum infringement notice penalty is \$1,000.00~~

~~The Chief Executive Officer (CEO) is Delegated General Authority to consider allegations of offences alleged to have been committed against the *Bush Fires Act 1954* within the district and, if the Chief Executive Officer thinks fit, to institute and carry out proceedings in the name of the Shire against any person alleged to have committed any of those offences against this Act [s.59].~~

~~This Delegation extends to the issue/serve of infringement notices for an offence i against this Act [s59*(2)].~~

HEAD OF POWER

~~Bush Fires Act 1954 s.48(1) Delegation by Local Government CEO~~

~~Bush Fires Act 1954 s.59 Prosecution of offences~~

~~Bush Fires Act 1954 s. 59(3) Direct delegation to bush fire control officer or other officers~~

~~Bush Fires Act 1954 s.45 Delegation by Local Government~~

~~Bush Fires Act 1954 s59 Prosecution of offences~~

~~Bush Fires Act 1954 s59A(2) Alternative procedure – infringement notices~~

CONDITIONS

~~Before instituting proceedings, the relevant delegate must consult with the Chief Bush Fire Control Officer and other appropriate Bush Fire Officers. Council to be advised when proceedings are instituted. Maximum infringement notice penalty: \$1,000.00 per s.59A(8).~~

~~CEO to consult with the Chief Bush Fire Control Officer and other appropriate Bush Fire Officers before instituting proceedings. The Council to be advised when appropriate.~~

RELATED POLICY/FILE REFERENCE AND DOCUMENTATION REQUIREMENTS

Record of proceedings instituted to be kept within the records management system.

Use of Delegation to be recorded on Shire of Kojonup Delegation Register and must be presented to the Council regularly.

INSTRUMENT OF DELEGATION

FIRE 004 APPOINTMENT OF DUAL BUSH FIRE CONTROL OFFICERS

Delegate:	Chief Executive Officer	Sub Delegate:	Nil
Adopted by Council:	18/09/2018	Last Reviewed:	10/12/2024

POWER/DUTY

The Chief Executive Officer is delegated authority to appoint persons to the position of Dual Bush Fire Control Officer with adjoining local governments, as provided for under Section 40 of the *Bush Fires Act 1954*.

HEAD OF POWER

Bush Fires Act 1954 s38

CONDITIONS

The Chief Executive Officer shall have regard to the provisions of the *Bush Fires Act 1954* and in particular Section 40.

The Council to be advised of appointments made.

RELATED POLICY/FILE REFERENCE AND DOCUMENTATION REQUIREMENTS

Record of appointments to be kept in relevant file.

Use of delegation to be recorded on Shire of Kojonup Delegation Register and must be presented to Council regularly.

INSTRUMENT OF DELEGATION

FIRE 005 DFES EXEMPTIONS REQUESTS FOR (BUSH FIRE ACT 1954)

Delegate:	Chief Executive Officer	Sub Delegate:	Nil
Adopted by Council:	10/12/2024	Last Reviewed:	10/12/2024 <u>01/12/2025</u>

POWER/DUTY

~~The Chief Executive Officer is delegated authority to for providing Local Government approval or refusal to exemptions sought through Department of Fire and Emergency Services (DFES) by residents, businesses and property owners under the *Bush Fires Act 1954*.~~

~~This delegation of this authority also includes:~~

- ~~1. Requesting to DFES that additional conditions to be included in any exemption being sought from DFES; or~~
- ~~2. Requesting to DFES that proposed conditions be excluded from any exemption being sought from DFES;~~

~~Prior to the exercising of this delegated authority,~~

~~The Council delegates to the Chief Executive Officer the authority to:~~

- ~~- **Provide the Shire of Kojonup's support, conditional support, or objection** to any exemption request made by a resident, business, landowner or organisation to the **Department of Fire and Emergency Services (DFES)** under **Section 22C of the Bush Fires Act 1954**.~~
- ~~- **Request DFES include additional conditions** on any exemption being sought.~~
- ~~- **Request DFES remove or amend proposed conditions** on any exemption being sought.~~
- ~~- **Liaise with the Shire's Chief Bush Fire Control Officer (CBFCO)** regarding operational suitability before issuing the Shire's position to DFES.~~
- ~~- **Obtain input** from the relevant local Bush Fire Brigade where the exemption affects that brigade's response area.~~

Formatted: Bulleted + Level: 1 + Aligned at: 0.4 cm + Indent at: 1.04 cm

~~Despite other indications in this delegation, where the proposed exemption is considered by the Chief Executive Officer to be of a contentious nature, a decision on a proposed exemption is to be determined by Council.~~

HEAD OF POWER

~~Local Government Act 1995~~

~~- S5 (42) – Delegation Powers and duties to the CEO~~

~~Bush Fires Act 1954 s38~~

~~s.38 – Appointment and functions of Bush Fires Control Officers~~

~~S 18 – Permits to burn (relevant for exemptions affecting permit periods)~~

~~S 22C – Exemptions granted by FES Commissioner or Minister (primary Legislative authority for this delegation)~~

~~Bush Fires Regulations 1954~~

~~General Reference to operational requirements for burning, restricted burning times, prohibited burning periods, and conditions of exemptions~~

Formatted: Bulleted + Level: 1 + Aligned at: 0.4 cm + Indent at: 1.04 cm

CONDITIONS

~~The Chief Executive Officer shall have regard to the provisions of the *Bush Fires Act 1954* and in particular Section 40. Is Section 40 Correct? Queried by Council Feb 2025~~

~~The Council to be advised of appointments made.~~

Delegation Register – Reviewed ~~December 2024~~January 2026

When exercising this delegation:

1. The CEO must have regard to the **purpose, scope and limitations of Section 22C**, including that **only DFES (FES Commissioner or Minister) can legally grant an exemption.**
2. The CEO must consult with the **Chief Bush Fire Control Officer (CBFCO)** before providing the Shire's position to DFES.
3. If operationally relevant, the CEO must obtain comment from the **local volunteer bush fire brigade** responsible for the affected area.
4. The CEO must ensure that all decisions made under this delegation are:
 - o documented,
 - o placed on the relevant file, and
 - o recorded in the **Shire of Kojonup Delegation Usage Register.**
5. A summary of the use of this delegation must be **presented to Council regularly.**

4. RESTRICTIONS

The CEO must **not** exercise this delegation where:

- the exemption has high political, environmental, cultural or community sensitivity,
- the exemption may significantly increase bushfire risk, or
- the exemption may materially conflict with the Shire's Bushfire Risk Management Plan.

Such matters must be referred to **Council** for decision.

5. RECORDKEEPING REQUIREMENTS

- All correspondence with DFES must be retained on the appropriate Shire file.
- A copy of the exemption request, Shire position, and CBFCO/brigade advice must be recorded.
- Use of this delegation must be entered into the **Delegation Register.**
- Council is to be notified of all exemption-related decisions quarterly.

6. RELATED DOCUMENTS

- Shire of Kojonup Bushfire Risk Management Plan
- Shire of Kojonup Bush Fire Response SOPs
- Bush Fires Act 1954
- Bush Fire Regulations 1954
- DFES "Exemptions and Variations" Policy
- Delegation Register

RELATED POLICY/FILE REFERENCE AND DOCUMENTATION REQUIREMENTS

~~The approval of the Shire of Kojonup Chief Bush Fire Control Officer should be obtained prior to exercising of any aspect of this delegation. The local volunteer bush fire brigade, relevant to the area where the exemption being sought is to provide comment on any exemption prior to the exercising of this delegation.~~

~~Record of appointments to be kept in relevant file.~~

~~Use of delegation to be recorded on Shire of Kojonup Delegation Register and must be presented to Council regularly.~~

INSTRUMENT OF DELEGATION

FIRE 006 APOINTMENT OF BUSH FIRE CONTROL OFFICERS & FIRE WEATHER OFFICERS (BUSH FIRE ACT 1954)

Delegate:	<u>Chief Executive Officer</u>	Appointees:	<u>Fire Control Officers, Rangers, Community Emergency Services Manager, Authorised Officers</u>
Adopted by Council:		Sub-Delegate:	<u>Sub-delegation is prohibited</u>
		Last Reviewed:	<u>01/12/2025</u>

Formatted: Space After: 0 pt

Formatted: Space After: 0 pt

POWER / DUTY DELEGATED

Council delegates to the Chief Executive Officer the authority to:

- 1. Appoint Bush Fire Control Officers (FCOs) & Fire Weather Officers under Section 38(1) of the Bush Fires Act 1954 for the Shire of Kojonup.**
- 2. Appoint Senior Fire Control Officers, including:**
 - o Chief Bush Fire Control Officer (CBFCO)
 - o Deputy Chief Bush Fire Control Officer(s) (DCBFCO)
- 3. Issue, amend, or revoke certificates of appointment for FCOs.**
- 4. Publish and maintain the official list of appointed FCOs for public notice and DFES notification.**
- 5. Ensure all appointments comply with the Shire's operational criteria, brigade endorsements, training requirements, and seasonal readiness.**

Formatted: Font: Bold

Formatted: Space After: 0 pt

Despite this delegation, the CEO must refer any appointment that is considered **contentious, disputed by brigades, or operationally sensitive** to Council for final determination.

HEAD OF POWER

Local Government Act 1995

- s.5.42 – Delegation of powers and duties to the CEO.

Bush Fires Act 1954

- s.38(1) & (2) – Appointment, powers and duties of Bush Fire Control Officers.
- s.38A – Notification to the FES Commissioner.
- s.59(3) – Authorised persons for enforcement (relevant when issuing FCO appointment cards).

Bush Fire Regulations 1954

- General reference for training, permit books, equipment, and operational duties.

Formatted: Space After: 0 pt

CONDITIONS OF DELEGATION

When exercising this delegation, the CEO must:

- 1. Consult with the Chief Bush Fire Control Officer regarding suitability, training, brigade endorsement, operational competence and role requirements.**
- 2. Ensure appointees meet minimum requirements, including:**
 - o Suitable experience and training
 - o Good standing within brigade / community
 - o Adequate understanding of the Bush Fires Act
 - o Ability to issue permits, conduct inspections, and coordinate response
- 3. Provide appointees with:**

Formatted: Font: Not Bold

Formatted: Space After: 0 pt

- Instrument of Appointment
- FCO ID Card
- Permit books (if relevant)
- Shire Bushfire SOPs
- Delegation conditions

4. Notify DFES of all FCO appointments as required under **s.38A**.
5. Update the **Shire of Kojonup FCO Register** immediately following appointment, revocation or change.
6. Record all use of this delegation in the **Delegation Register**, to be reported to Council regularly.

Formatted: Space After: 0 pt, Outline numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.63 cm + Tab after: 1.27 cm + Indent at: 1.27 cm

Formatted: Space After: 0 pt

RESTRICTIONS

The CEO is **not** to appoint:

- Anyone who has not met the minimum training / competency standards.
- Anyone who has unresolved conflicts with brigades or the Shire.
- Anyone who is not willing or able to carry out statutory duties under the Act.
- Anyone for whom the appointment may cause community, political, or operational concerns — these must be referred to Council.

Formatted: Space After: 0 pt, Outline numbered + Level: 1 + Numbering Style: Bullet + Aligned at: 0.63 cm + Tab after: 1.27 cm + Indent at: 1.27 cm

Formatted: Space After: 0 pt

RECORDKEEPING REQUIREMENTS

The CEO must ensure that:

- A copy of each **appointment instrument** is filed in the relevant FCO personnel file.
- The **FCO Register** is kept current.
- DFES is notified of all appointments and revocations.
- Copies of all appointment certificates and ID cards are retained on file.
- Use of the delegation is entered into the Delegation Register and included in scheduled reports to Council.

Formatted: Space After: 0 pt

RELATED DOCUMENTS

- Bush Fires Act 1954
- Bush Fire Regulations 1954
- Shire of Kojonup Bush Fire Brigade Local Laws
- Shire of Kojonup Bushfire Risk Management Plan
- Shire of Kojonup Bushfire Operational SOPs
- FCO Appointment Certificate
- FCO Appointment Card / Warrant Card
- Shire Delegation Register

INSTRUMENT OF DELEGATION

FIRE 007 APOINTMENT OF AUTHORISED PERSONS FOR OFFENCES & INFRINGEMENTS (BUSH FIRES ACT 1954, S.59 & S.59A)

Delegate:	<u>Chief Executive Officer</u>	Appointees:	<u>Rangers, Community, Authorised Officers</u>
			<u>Sub-delegation is prohibited</u>
Adopted by Council:		Sub-Delegate:	
		Last Reviewed:	<u>01/12/2025</u>

POWER / DUTY DELEGATED

Council delegates to the Chief Executive Officer the authority to:

1. Appoint Authorised Persons under Section 59(3) of the Bush Fires Act 1954 for the purpose of:
 - o Detecting offences
 - o Initiating prosecutions
 - o Exercising powers of entry relevant to investigations
 - o Issuing infringement notices
 - o Serving notices under the Act
2. Appoint Infringement Officers under Section 59A for the purpose of issuing infringement notices for prescribed offences under the Act and Regulations.
3. Revoke, suspend, or amend any appointment made under this delegation.
4. Issue, amend and sign Authorised Officer ID Cards for officers appointed under s.59 and s.59A.
5. Maintain and publish the official list of Authorised Persons and Infringement Officers for transparency and compliance.
- 6.

Despite this delegation, the CEO must refer **any contentious, legally sensitive, or politically significant enforcement matter** to Council for guidance or direction.

HEAD OF POWER

Local Government Act 1995

- s.5.42 – Delegation of powers and duties to the CEO
- s.9.10 – Appointment of authorised persons (general LG Act authority)

Bush Fires Act 1954

- s.59 – Offences and penalties; appointment of Authorised Persons (s.59(3))
- s.59A – Appointment of persons for issuing infringement notices
- s.59B–59F – Procedures relating to infringement notices
- s.38 – Powers of FCOs (relevant where also appointed as enforcement officers)

Bush Fire Regulations 1954

- Prescribed offences for infringement notices
- Prescribed forms, amounts and procedural requirements

CONDITIONS OF DELEGATION

When exercising this delegation, the CEO must ensure:

1. Appointees have:

Formatted: Space After: 0 pt

Formatted: Space After: 0 pt

Formatted: Space After: 0 pt

Formatted: Space After: 0 pt, Outline numbered + Level: 1 + Numbering Style: Bullet + Aligned at: 0.63 cm + Tab after: 1.27 cm + Indent at: 1.27 cm

Formatted: Space After: 0 pt

- appropriate knowledge of the Bush Fires Act;
- training in evidence collection, infringement procedure, and enforcement ethics;
- understanding of Shire bushfire policies & SOPs.

2. Officers receive:

- a written **Instrument of Appointment;**
- **Authorised Officer ID Card**
- instruction on limitations and responsibilities of their authority.

3. All appointments and revocations are:

- recorded in the Shire's **Authorised Officer Register;**
- filed in the personnel record;
- notified to the relevant supervisor or brigade (if applicable).

4. Use of the delegation, including all appointments and revocations, is:

- **entered in the Delegation Register;**
- **reported to Council at regular intervals.**

RESTRICTIONS

Any enforcement action that may expose the Shire to **significant legal, political, cultural or reputational risk** must be referred to Council.

5. RECORDKEEPING REQUIREMENTS

The CEO must ensure that:

- A complete record of all Authorised Persons and Infringement Officers is maintained.
- All Instruments of Appointment and are stored.
- A current copy of powers delegated, and authorisations is available to staff.
- All use of delegation is entered into the Shire's Delegation Usage Register.

6. RELATED DOCUMENTS

- Bush Fires Act 1954
- Bush Fire Regulations 1954
- Local Government Act 1995
- Shire of Kojonup Delegation Register
- Shire Bushfire Enforcement SOP
- FCO and Ranger Enforcement Procedures
- Authorised Officer ID Card Template
- Infringement Notice Administrative Procedure

INSTRUMENT OF DELEGATION

RANGER 001 INSTITUTE PROCEEDINGS FOR OFFENCES UNDER THE CAT ACTS

Delegate:	Chief Executive Officer	Sub Delegate:	Manager Regulatory Services
			Ranger
			Manager Property Services and NRM
Adopted by Council:	21/08/2007	Last Reviewed:	10/12/2024
Amended:	10/12/2024		

POWER/DUTY

The Chief Executive Officer is, in accordance with s. 44 of the *Dog Act 1976*, authorised to institute and carry out proceedings in the name of the Shire in respect to offences alleged to have been committed within the district against that *Act*.

This appointment also applies under s. 29(1) of the *Dog Act 1976* as an authorised person to exercise the powers of the Shire under that *Act*.

The Chief Executive Officer is authorised to institute and carry out proceedings in the name of the Shire in respect to offences alleged to have been committed within the district against the *Cat Act 2011*.

HEAD OF POWER

Dog Act 1976 s 44 and 29(1)

Cat Act 2011 s.44(1) – *Delegation by local government*

CONDITIONS

A power of duty under s63, s64, and s65 concerning infringements cannot be delegated.

The Council to be informed when appropriate.

RELATED POLICY/FILE REFERENCE AND DOCUMENTATION REQUIREMENTS

Action taken to be properly documented and saved in the Record Management System.

Use of Delegation to be recorded on Shire of Kojonup Delegation Register and must be presented to the Council regularly.

STATUTORY FRAMEWORK

Cat Act 2011;

Cat Regulations 2012; *Cat(Uniform Local Provisions) Regulations 2013*

Shire of Kojonup Cat Local Law

INSTRUMENT OF DELEGATION

RANGER 002 INSTITUTE PROCEEDINGS FOR OFFENCES UNDER THE DOG ACTS

Delegate:	Chief Executive Officer	Sub Delegate:	Manager Regulatory Services Ranger Manager of Property Services and NRM Manager Works and Infrastructure Projects Manager and Regulatory Services
Adopted by Council:	21/08/2007	Last Reviewed:	10/12/2024
Amended:	10/12/2024		

POWER/DUTY

The Chief Executive Officer is, in accordance with s. 44 of the *Dog Act 1976*, authorised to institute and carry out proceedings in the name of the Shire in respect to offences alleged to have been committed within the district against that Act.

This appointment also applies under s. 29(1) of the *Dog Act 1976* as an authorised person to exercise the powers of the Shire under that Act.

HEAD OF POWER

Dog Act 1976

CONDITIONS

The Council to be informed when appropriate.

RELATED POLICY/FILE REFERENCE AND DOCUMENTATION REQUIREMENTS

Action taken to be properly documented and saved in the Record Management System.

Use of Delegation to be recorded on Shire of Kojonup Delegation Register and must be presented to the Council regularly.

STATUTORY FRAMEWORK

Dog Act 1974;

Dog Regulations 2013

Shire of Kojonup Dog Local Law

INSTRUMENT OF DELEGATION

RANGER 003 INSTITUTE PROCEEDINGS FOR OFFENCES UNDER THE CARAVAN PARKS AND CAMPING GROUNDS ACT 1995

Delegate:	Chief Executive Officer	Sub Delegate:	Nil
Adopted by Council:	12/12/2023	Last Reviewed:	10/12/2024

POWER/DUTY

The Chief Executive Officer is, in accordance with s. 17 of the *Caravan Parks and Camping Grounds Act 1995*, authorised to institute and carry out proceedings in the name of the Shire in respect to offences alleged to have been committed within the district against that Act.

HEAD OF POWER

Caravan Parks and Camping Grounds Act 1995 s.17(1)

CONDITIONS

The Council to be informed when appropriate.

RELATED POLICY/FILE REFERENCE AND DOCUMENTATION REQUIREMENTS

Action taken to be properly documented and saved in the Record Management System.

Use of Delegation to be recorded on Shire of Kojonup Delegation Register and must be presented to the Council regularly

INSTRUMENT OF DELEGATION

RANGER 004 INSTITUTE PROCEEDINGS FOR OFFENCES UNDER THE LITTER ACT 1979

Delegate:	Chief Executive Officer	Sub Delegate:	All Manager Regulatory Services Ranger
Adopted by Council:	12/12/2023	Last Reviewed:	10/12/2024
Amended:	10/12/2024		

POWER/DUTY

For the purposes of this Act an authorised officer is within the district of a local government, any person who is an employee of the local government

HEAD OF POWER

Litter Act 1979 s.26(1)(c)(ii)

Litter Act 1979 s27AA – To appoint a person to be an honorary inspector

Litter Act 1979 s30(1) – Notwithstanding the general authorisation contained within s.26 if the *Litter Act 1979* – Under s.30(1); to undertake the functions of authorised officer as generally specified in the *Litter Act 1979* including the initiation of legal proceedings for offences under the Act.

CONDITIONS

The Council to be informed when appropriate.

RELATED POLICY/FILE REFERENCE AND DOCUMENTATION REQUIREMENTS

Action taken to be properly documented and saved in the Record Management System.

Use of Delegation to be recorded on Shire of Kojonup Delegation Register and must be presented to the Council regularly

INSTRUMENT OF DELEGATION

RANGER 005 INSTITUTE PROCEEDINGS FOR OFFENCES UNDER THE CONTROL OF VEHICLES (OFF-ROAD AREAS) ACT 1978

Delegate:	Chief Executive Officer	Sub Delegate:	Ranger
Adopted by Council:	12/12/2023	Last Reviewed:	10/12/2024

POWER/DUTY

A person is appointed as an authorised person under this 38(3) if the person is appointed under the *Local Government Act 1995* section 9.10(2)

HEAD OF POWER

Control of vehicles (off-road areas) Act 1978 s.38(3)

CONDITIONS

The Council to be informed when appropriate.

RELATED POLICY/FILE REFERENCE AND DOCUMENTATION REQUIREMENTS

Action taken to be properly documented and saved in the Record Management System.

Use of Delegation to be recorded on Shire of Kojonup Delegation Register and must be presented to the Council regularly

INSTRUMENT OF DELEGATION

RANGER 006 APPOINTMENT OF AUTHORISED PERSONS

Delegate:	Chief Executive Officer	Sub Delegate:	Nil
Adopted by Council:	21/08/2007	Last Reviewed:	10/12/2024

POWER/DUTY

The Chief Executive Officer (CEO) is Delegated Authority, in respect of the relevant legislation outlined under the head of power of this Delegation, to:

9. Exercise the powers and discharge the duties of the Council; and
10. Appoint where considered necessary by the CEO, -
 - a) any officer of the Shire as an "Authorised Officer"; and
 - b) appoint any person to the position of "Authorised Person"to undertake the functions and responsibilities authorised therein.

HEAD OF POWER

Local Government Act 1995 (as amended) section 5.42(1) and otherwise as stated in the legislation column of the table below:

LEGISLATION	FUNCTIONS AND DUTIES
<i>Dog Act 1976</i> Part 3	To undertake the functions and powers of a Registration Officer under Part 3 of the <i>Dog Act 1976</i>
<i>Dog Act 1976</i> s.11(1)	To undertake the functions and powers (<i>of a fit and proper persons</i>) to administer a pound and otherwise to carry out the objects of this Act.
<i>Dog Act 1976</i> s.26(3)	To grant an exemption in respect of premises.
<i>Dog Act 1976</i> s. 27(4)	To grant a licence for a kennel establishment.
<i>Dog Act 1976</i> s.29(1)	To exercise on behalf of the local government the powers conferred on an authorised person by this Act but not including authorisation to initiate legal proceedings.
<i>Cat Act 2011</i>	Appoint of Authorised persons in accordance with Section 48 and the Power to Delegate in accordance with Section 45.
<i>Control of vehicles (off-road areas) Act 1978</i> s.38(3)	A person is appointed as an authorised person under this 38(3) if the person is appointed under the <i>Local Government Act 1995</i> section 9.10(2)
<i>Litter Act 1979</i> s.26(1)(c)(ii)	For the purposes of this Act an authorised officer is within the district of a local government, any person who is an employee of the local government
<i>Caravan Parks and Camping Grounds Act 1995</i> s.17(1)	The chief executive officer CEO of the Department may appoint such persons to be authorised persons for the purposes of this Act as the chief executive officer CEO considers necessary
<u>Bush Fires Act 1954 S.59 & S.59A</u>	

CONDITIONS

In exercising this Delegation, the CEO shall have regard to the qualifications and experience of the person to be appointed and must consider them a fit and proper person.

Each person authorised under this Delegation must be given a certificate outlining the power or responsibilities they have been Delegated.

RELATED POLICY/FILE REFERENCE AND DOCUMENTATION REQUIREMENTS

Copies of appointment certificates to be kept in personnel file.

Use of Delegation to be recorded on Shire of Kojonup Delegation Register and must be presented to the Council regularly.

INSTRUMENT OF DELEGATION

RANGER 007 ROAD TRAFFIC (ADMINISTRATION) ACT 2008 – REQUESTING VEHICLE AND OWNER INFORMATION (S.14)

Delegate: Chief Executive Officer **Sub Delegate:** Ranger, Manager of Regulatory Services, Prescribed Persons

Adopted by Council: **Last Reviewed:** 01/12/2025
Amended:

FUNCTION PERFORMED

- To allow ranger and authorised officer staff to request information from the **Department of Transport – Driver and Vehicle Services (DVS)** and the **Release of Information (ROI)** section for the investigation and administration of matters relating to abandoned vehicles, animal control, infringements, local laws and other statutory functions.

This includes requesting:

- Name & address of vehicle owners
- Vehicle plate, VIN and registration details
- Previous ownership / disposal records
- Information required to identify responsible persons
- Information required to issue notices or undertake enforcement

This text is a reference only. Delegates shall only act with full understanding of the delegated statutory power, inclusive of all conditions.

Power Being Delegated

Road Traffic (Administration) Act 2008

- s.14 – Disclosure of information to prescribed persons

Road Traffic (Administration) Regulations 2014

- r.7 – Disclosure of information to prescribed persons
- r.7(2)(n) – Local government staff prescribed for requesting information

Power Originally Assigned To

- Chief Executive Officer

Power to Delegate

Regulation 7(2)(n) permits information to be released to:

- Local government CEO, or persons nominated by the CEO.

This delegation authorises those nominated persons to act as “prescribed persons” for the purpose of requesting information.

Nominated Persons

Formatted: Font: 12 pt, Bold

Formatted: Indent: Left: 1.27 cm, No bullets or numbering

Formatted: Bulleted + Level: 1 + Aligned at: 1.9 cm + Indent at: 2.54 cm

Formatted: Font: Not Italic

Formatted: Indent: Left: 1.27 cm, No bullets or numbering

Formatted: Indent: Left: 0.4 cm, No bullets or numbering

Formatted: Font: Not Bold

Formatted: Indent: Left: 0.4 cm, No bullets or numbering

Formatted: Font: Not Bold

Formatted: Font: Not Bold

Formatted: Indent: Left: 0.4 cm, No bullets or numbering

Formatted: Font: Not Bold

Formatted: Font: Not Bold

Formatted: Font: Not Bold

Formatted: Indent: Left: 0.4 cm, No bullets or numbering

Formatted: Indent: Left: 1.27 cm, No bullets or numbering

The following Shire officers are authorised to request vehicle owner and registration information from the Department of Transport:

[Manager of Regulatory Services](#)

[Ranger / Authorised Officer](#)

[CEO \(automatic as Authority Holder\)](#)

Formatted: Indent: Left: 0.4 cm, No bullets or numbering

Formatted: Font: Not Bold

Formatted: Indent: Left: 1.27 cm, No bullets or numbering

Formatted: Font: Not Bold

Formatted: Font: Not Bold

Formatted: Indent: Left: 0.4 cm, No bullets or numbering

CEO Conditions

1. Information obtained from DoT/DVS/ROI may **only** be used for the administration and enforcement of:
 - o [Local Government Act 1995](#)
 - o [Local Government \(Miscellaneous Provisions\) Act 1960](#)
 - o [Bush Fires Act 1954](#)
 - o [Dog Act 1976](#)
 - o [Cat Act 2011](#)
 - o [Litter Act 1979](#)
 - o [Caravan Parks and Camping Grounds Act 1995](#)
 - o [Animal Welfare Act 2002](#)
 - o Vehicle-related investigations (abandoned vehicles, impounded vehicles, damage, incidents, compliance)
2. Information may **not** be used for any purpose unrelated to statutory investigations or local government operational requirements.
3. All officers must comply with DoT security, privacy and data-handling requirements.
4. Requests must only be made via approved channels (email: ROI / DVS).
5. All officers must record each information request in the **Shire's ROI Request Log**, including:
 - o Date
 - o Officer
 - o Purpose
 - o Property / vehicle reference
 - o Legislative authority relied upon
6. Any misuse of DoT information will result in immediate removal of authorisation.

Power to Sub-Delegate

- Nil.
Nominated officers are "prescribed persons," not sub-delegates.

Formatted: Font: Not Bold

Compliance Links

- [Road Traffic \(Administration\) Act 2008](#)
- [Road Traffic \(Administration\) Regulations 2014](#)
- [Local Government Act 1995](#)
- [DoT – ROI Access Security Protocols](#)
- [Shire of Kojonup Delegation Register](#)
- [Shire of Kojonup Ranger SOPs](#)

Formatted: Policy - Para

instrument of Delegation

PLAN 001 DEVELOPMENT APPLICATIONS

Delegate: Chief Executive Officer	Sub Delegate: Nil
Adopted by Council: 19/05/2009	Last Reviewed: 10/12/202418/8/2020
	Last Updated:

POWER/DUTY

The Chief Executive Officer (CEO) is authorised under the Shire of Kojonup Town Planning Scheme No.3 and *Planning and Development Act 2005* to exercise the following functions:

Delegated Power	Conditions
<p>a) Approve all 'P' permitted development applications including the placement of conditions on the approval where the use and development complies with the standards prescribed by the Scheme and any relevant Local Planning Policies. Approve all 'D' discretionary development applications including the placement of conditions on the approval, subject to:</p> <ul style="list-style-type: none">i) The use and development complying with objectives for the zone;ii) The use and development complying with the standards prescribed by the Scheme; andiii) Complying with any relevant Local Planning Policies. <p>In exercising this power, the CEO may require an application to be advertised under c.6.2. if considered necessary prior to determining the application. Any decision to refuse an application shall be referred to Council.</p>	<p>Where no objections have been received (or where the objections have been resolved), and where the application meets the performance criteria of the Residential Design Codes, and relevant policies.</p>
<p>b) Approve requests for boundary setback variations required by the Residential Design Codes, the Scheme and relevant Local Planning Policies (where there is power to vary the standard) and where the variation will not adversely impact on the amenity of adjoining residence/s and adjoining owners support has been received, if deemed necessary.</p>	<p>For single storey residential buildings and sheds under 65 sq. metres only.</p> <p>Where the use is permitted under the Town Planning Scheme No 3. and no objections have been received (or where the objections have been resolved), and the application meets the performance criteria of the Residential Design Codes and relevant policies.</p>
<p>c) To recommend approval to the WA Planning Commission (WAPC) for subdivision or amalgamation proposals and request WAPC apply relevant conditions.</p>	<ul style="list-style-type: none">1. Only for subdivision proposals creating 2 lots, where the proposal complies with TPS 3 Policy and Provisions.2. There is no limit on the size or number of lots under this Delegation for subdivision proposals where the property is covered by an adopted Guide Development Plan and the proposal complies with TPS3 Policy, Provisions and the adopted Guided Development Plan.3. There is no limit on the size or number of lots under this Delegation for amalgamations.
<p>d) Endorse clearance of Freehold title and Strata Title subdivisions on Deposited Plans or Plans of Strata/Survey Strata and Strata documents when compliant with all conditions imposed by Council have been satisfactorily met.</p>	

Delegated Power	Conditions
e) To approve proposals for outbuildings where such outbuildings exceed a maximum floor area or height limit specified by a TPS Policy or Scheme.	Only up to 80 square metres on the basis that adjoining owners' support has been received and the outbuilding will not have an adverse visual impact on the amenity of the locality. The approval can include conditions which may limit the floor area or height or specify external colours and finishes and will have regard to the size of the block, R Code (density of development), intended use and access.
<p>f) To initiate the necessary public advertisement of 'SA' development applications prior to determination by Council.</p> <p>i) The CEO may, without referral to Council, approve the application including the placement of conditions on the approval following the closure of the advertising period subject to no valid objection (s) being received. Any decision to refuse an application shall be referred to Council.</p> <p>ii) Initiate the advertising process under c.6.2 of the Scheme for a 'Use Not Listed' under c.3.3.5 prior to determination by the Council. The CEO may, without referral to the Council, approve the application including the placements of conditions on the approval following the closure of the advertising period subject to no valid objection (s) being received. Any decision to refuse an application shall be referred to the Council.</p>	
g) To endorse clearance of freehold title and strata title subdivisions on Diagrams or Plans of Survey and strata documents.	That are in accordance with any approved subdivision plan.
h) To approve or refuse applications for advertising signs.	<p>Where the proposed sign(s) comply with the standards prescribed in Town Planning Scheme No.3 and any adopted Town Planning Scheme Policy.</p> <p>Signs may be refused on the basis of safety, failure to meet sub Delegation conditions from Main Roads WA, inadequate or no space allocated at the proposed location, adverse impact on the amenity, non-compliance with policy or building licence.</p>
i) To provide responses to the Minister or the State Administrative Tribunal on any development decision appeal.	Legal representation and advice to be sought by the CEO.
j) To approve applications for tree plantations.	<p>That:</p> <ul style="list-style-type: none"> ➤ are eucalypt or pine species and deemed appropriate land use for the zone; ➤ are presented with an appropriate plantation plan; ➤ comply with the industry Code of Practice for timber plantations; ➤ are less than 200 Ha.
k) To approve demolition of collapsed, damaged and/or destroyed farm buildings including machinery/storage sheds, shearing sheds, worker's quarters, dwellings, silos etc. on rural properties.	Where the property and/or building has no cultural heritage values.
l) Approve development applications in a Local Scheme Reserve where the proposed use is consistent with the ultimate purpose intended for the reserve under the Scheme.	

Delegated Power	Conditions
m) Provide responses to mobile phone carriers in accordance with the <i>Telecommunications Act 1997</i> in respect of the installation of low impact facilities.	
n) Approve applications for advertisements that comply with the requirements of the Scheme and any relevant Local Planning Policies.	

CONDITIONS GENERALLY

There are no delegations to refuse an application, other than for advertising signs, which may be refused on the basis of safety, failure to meet sub Delegation conditions from Main Roads WA, inadequate or no space allocated at the proposed location, non-compliance with policy or building permit. If the CEO is not in a position to approve an application under delegation then it must be referred to the Council.

HEAD OF POWER

Local Government Act 1995 (as amended) section 5.42(1) and 3.24
 Shire of Kojonup Town Planning Scheme No 3
Planning and Development Act 2005

CONDITIONS

The Council to be advised of notices issued and outcome.

RELATED POLICY/FILE REFERENCE AND DOCUMENTATION REQUIREMENTS

Determinations to be saved in the Record Management System.
 Use of Delegation to be recorded on Shire of Kojonup Delegation Register and must be presented to the Council regularly.

INSTRUMENT OF DELEGATION

PLAN 002 LAND USE APPLICATIONS

Delegate:	Chief Executive Officer	Sub Delegate:	Nil
Adopted by Council:	27/08/2009	Last Reviewed:	10/12/2024

POWER/DUTY

The Chief Executive Officer is authorised under the Town Planning Scheme No.3 and *Planning and Development Act 2005* to determine land use proposals within the particular zones as set out in the following table:

LAND USE	ZONE					
	DEFINITION (FROM TPS 3)	RESIDENTIAL	COMMERCIAL	INDUSTRIAL	SPECIAL RURAL	RURAL
Agroforestry	Land used commercially for both tree production and agriculture where trees are planted in blocks of more than 1 hectare				X	X*
Ancillary Accommodation	Self-contained living accommodation on the same lot as a single house that may be attached or detached from the single house occupied by members of the same family as the occupiers of the main dwelling	X			X	X
Animal Boarding House	Land and buildings used for the boarding and breeding of animals where such premises are registered or required to be registered by the Council, these premises include a cattery; and may include the sale of animals where such use is incidental to the predominant use			X		
Bed & Breakfast	Short-stay residential accommodation offering overnight lodgings, with or without breakfast, in a domestic environment		X			X
Betting Agency	A totalisator agency established and operated in accordance with <i>Totalisator Agency Board Act 1960</i>		X			
Caretaker's Dwelling	A building used as a residence by the proprietor or manager of an industry, business, office building or recreation area existing upon the same site and occupied by a person having the care of the building, plant, equipment or grounds thereof		X	X		
Civic Use	Land and buildings used by a Government Department, an instrumentality of the Crown, or the Council, for administrative, recreational or other purpose		X	X		
Community Use	Land used by a club or association or other body approved by the Council as a meeting place for formal and informal activity, including entertainment and includes any land appurtenant thereto used for recreation, and includes a residential club		X			
Convenience Store	Land and buildings, used for the retail sale of convenience goods being those goods commonly sold in supermarkets, delicatessens and newsagents but including the sale of petrol and operated during hours which include but which may not extend beyond normal trading hours and provide associated parking. The buildings associated with a convenience store shall not exceed 200m ² gross leasable area.		X			
Day Care Centre	Land and buildings used for the daily or occasional care of children in accordance with the <i>Child Welfare (Care Centres) Regulation 1968 (as amendment)</i>		X			
Fast Food Outlet	Land and buildings used for the preparation, sale and serving of food to customers in a form ready to be eaten without further preparation, primarily off the premises, including drive in facilities, but does not include a fish shop		X			
Garden Centre	Land and buildings used for the sale and display of garden products, including garden ornaments, plants, seeds, domestic garden implements and motorised implements and the display but not manufacture of prefabricated garden buildings		X	X		
Grouped Dwelling	A dwelling that is one of a group of two or more dwellings on the same lot such that no dwelling is placed wholly or partly vertically above another, except where special conditions of landscape or topography dictate otherwise, and includes a dwelling on a survey strata with common property	X*	X			
Holiday Accommodation	Accommodation comprising two or more cabins, apartments, chalets, cottages or flats which, by way of trade or business, or for the purpose of any trade or business is held out as being available or is made available for holiday purposes for occupation by persons other than the proprietor		X			

LAND USE	ZONE DEFINITION (FROM TPS 3)	RESIDENTIAL	COMMERCIAL	INDUSTRIAL	SPECIAL RURAL	RURAL
Home Occupation	A business or activity carried on with the written permission of the Council within a dwelling house or the curtilage of a house by a person resident therein or within a domestic outbuilding by a person resident in the dwelling house to which it is appurtenant	X*	X*	X*	X*	X*
Industry – Cottage	A trade or light industry producing arts and craft goods which does not fall within the definition of a home occupation and which: <ul style="list-style-type: none"> a) does not cause injury to or adversely affect the amenity of the neighbourhood including (but without limiting the generality of the foregoing) injury, or prejudicial affection, due to the emission of light, noise, vibration, steam, soot, ash, dust, grit, oil, liquid waste or waste products; b) where operated in a residential zone, does not entail the employment of any person not a member of the occupier's family normally resident on the land; c) is conducted in an outbuilding which is compatible to the zone and its amenity and does not occupy an area in excess of 55m²; d) does not require the provision of any essential service main of a greater capacity than normally required in the zone in which it is located; and e) does not display a sign exceeding 0.2m² in area 		X	X		
Industry – General	An industry other than a cottage, extractive, hazardous, light, noxious, rural or service industry			X		
Industry – Light	An industry: <ul style="list-style-type: none"> a) in which the processes carried on, the machinery used, and the goods and commodities carried to and from the premises will not cause any injury to, or will not adversely affect the amenity of the locality by reason of the emission of light, noise, electrical interference, vibration, smell, fumes, smoke, vapour steam, soot, ash, dust, waste water or other waste products; and b) the establishment of which will not or the conduct of which does not impose an undue load on any existing or projected service for the supply or provision of water, gas, electricity, sewerage facilities, or any other like services 		X	X		
Industry – Rural	An industry handling, treating, processing or packing primary products grown, reared or produced in the locality, and a workshop servicing plant or equipment used for rural purposes in the locality					X
Industry – Service	A light industry carried out on land or in buildings which may have a retail shop front and from which goods manufactured on the premises may be sold; or land and buildings having a retail shop front and used as a depot for receiving goods to be serviced		X	X		
Liquor Store	Premises in respect of which a store licence has been granted under the <i>Liquor Act 1970</i>		X			
Market	Land and buildings used for a fair, a farmer's or producer's market, or a swap meet in which the business or selling carried on or the entertainment provided is by independent operators or stallholders carrying on their business or activities independently of the market operator save for the payment where appropriate of a fee or rental		X			

LAND USE	ZONE DEFINITION (FROM TPS 3)	RESIDENTIAL	COMMERCIAL	INDUSTRIAL	SPECIAL RURAL	RURAL
Medical Centre	A building (other than a hospital) that contains or is designed to contain facilities not only for the practitioner or practitioner(s) mentioned under the interpretations of consulting rooms but also for ancillary services such as chemists, pathologists and radiologists		X			
Medical Clinic	Premises in which facilities are provided for two or more of the following: a medical practitioner, a dental practitioner, physiotherapist, chiropractor, masseur		X			
Office	A building used for the conduct of administration, the practice of a profession, the carrying on of agencies, banks, typist and secretarial services, and services of a similar nature		X	X		
Plant Nursery	The growing of trees, plants, shrubs or flowers, for replanting in domestic, commercial or industrial gardens		X	X		
Private Recreation	Premises used for leisure, recreation or sporting activities which are not normally open to the public without charge (from new draft TPS)		X			
Public Utility	Any work or undertaking constructed or maintained by a public Authority or the Council as may be required to provide water, sewerage, electricity, gas, drainage, communications or other similar services	X	X	X	X	X
Restaurant	A building or portion of a building wherein food is prepared for sale and consumption within the building or portion thereof and the expression shall include a licensed restaurant, café or nightclub, and also includes a restaurant at which food for consumption outside the building, or portion thereof, is sold where the Council is of the opinion that it forms a minor part of the business only		X			
Rural Pursuit	The use of land for any of the purposes set out hereunder and shall include such outbuildings normally associated therewith: a) growing of vegetable, fruit, cereals or food crops; b) the rearing or agistment of poultry, sheep, cattle or beasts of burden; c) the stabling, agistment or training of horses; d) the sale of produce grown solely on the lot but does not include the following except as approved by the Council: i) the keeping of pigs; ii) the processing, treatment or packing of produce; iii) the breeding, rearing or boarding of domestic pets					X
Shop	Land and a building or portion of a buildings wherein goods are kept, exposed or offered for sale by retail, and includes a convenience store or an establishment by any name retailing convenience goods but does not include a bank, fuel depot, a wholesale market, service station, milk depot, marine store, timber yard or land or buildings used for the sale of vehicles or for any purpose falling within the definition of industry and does not include a warehouse		X	X		
Service Station	Land buildings used for the supply of petroleum products and motor vehicle accessories and for carrying out greasing, tyre repairs, and minor mechanical repairs and may include a cafeteria, restaurant or shop incidental to the primary use; but does not include transport depot, panel beating, spray painting, major repairs or wrecking		X	X		

LAND USE	ZONE					
	DEFINITION (FROM TPS 3)	RESIDENTIAL	COMMERCIAL	INDUSTRIAL	SPECIAL RURAL	RURAL
Showroom	A building wherein goods are displayed and may be offered for sale by wholesale and/or retail, excluding the sale by retail of: foodstuffs, liquor or beverages; items of clothing or apparel; magazines, books or paper products; medical or pharmaceutical products; china, glassware or domestic hardware; and items of personal adornment		X	X		
Single House	A dwelling standing wholly on its own green title or survey strata lot, together with any easement over adjoining land for support of a wall or for access or services and excludes dwellings on titles with areas held in common property	X*				X
Trade Display	Land and buildings used for the display of trade goods and equipment for the purposes of advertisement		X	X		
Transport Depot	Land or a building or buildings used for the parking or garaging of road motor vehicles (including taxis) which are used or intended to be used for the carriage of passengers or goods, or land or a building or buildings used for the transfer of goods from one such motor vehicle to another of such motor vehicles and includes the maintenance of such vehicles			X		
Tree Plantation	Has the same meaning as in the <i>Code of Practice for Timber Plantations in Western Australia (1997)</i> published by the CALM and the Australian Forest Growers					X*
Warehouse	a) a building or enclosed land, or part of a building or enclosed land, used for the storage of goods, the carrying out of commercial transactions involving the sale of such goods by wholesale; or b) a bulk store or depot			X		
Wineshop	Means premises in respect of which a winehouse licence has been granted under the <i>Liquor Act 1970</i> .		X			

CONDITIONS GENERALLY

There are no delegations to refuse an application, other than for advertising signs, which may be refused on the basis of safety, failure to meet sub delegation conditions from Main Roads WA, in adequate or no space allocated at the proposed location, non-compliance with policy or building permit. If the Chief Executive Officer is not in a position to approve an application under Delegation then it must be referred to the Council.

HEAD OF POWER

Local Government Act 1995 (as amended) section 5.42(1) and 3.24

Shire of Kojonup Town Planning Scheme No 3

Planning and Development Act 2005

CONDITIONS

The Council to be advised of notices issued and outcome.

RELATED POLICY/FILE REFERENCE AND DOCUMENTATION REQUIREMENTS

Use of Delegation to be recorded on Shire of Kojonup Delegation Register and must be presented to the Council regularly.

INSTRUMENT OF DELEGATION

PLAN 003 APPOINTMENT OF AUTHORISED PERSONS

Delegate:	Chief Executive Officer	Sub Delegate:	Shire Planner, Manager of Regulatory Services, Environmental Health Officer
Adopted by Council:	17/5/2016	Last Reviewed:	10/12/2024 01/12/2025

POWER/DUTY

[Employees are appointed to perform a relevant Development Assessment Panels \(DAP\) function for and on the behalf of the local government, including the preparation or responsible authority reports.](#)

The Chief Executive Officer (CEO) is delegated authority in accordance with clause 7.1(c) of the Shire of Kojonup Town Planning Scheme No.3 to:

'at all reasonable times enter any building or land for the purpose of ascertaining whether the provisions of the Scheme are being served.'

HEAD OF POWER

Planning and Development Act 2005

Clause 7.1 (c) of the Shire of Kojonup Town Planning Scheme No.3

[Local Government \(Development Assessment Panels\) Regulations 2025 – r.5 Performance of a relevant DAP function.](#)

[Local Government Act 1995 – s.6\(1\) Authorisation of employees](#)

CONDITIONS

In exercising this Delegation, the CEO shall have regard to the qualifications and experience of the person to be appointed and must consider them a fit and proper person.

Each person authorised under this Delegation must be given a certificate or identification card outlining the power or responsibilities they have been delegated.

RELATED POLICY/FILE REFERENCE AND DOCUMENTATION REQUIREMENTS

Copies of appointment certificates to be kept in the records management system (personnel file).

Use of delegation to be recorded on Shire of Kojonup Delegation Register and must be presented to the Council regularly.

WORKS & SERVICES

INSTRUMENT OF DELEGATION

ROADS 001 TEMPORARY CLOSURE OF ROADS FOR PUBLIC EVENTS

Delegate:	Chief Executive Officer	Sub Delegate:	Manager Works and Infrastructure
Adopted by Council:	21/08/2007	Last Reviewed:	10/12/2024

POWER/DUTY

The Chief Executive Officer (CEO) is Delegated Authority to determine applications for the temporary closure of roads for public events. The determination shall be in accordance with provisions of the *Road Traffic (Events on Roads) Regulations 1991* and the *Local Government Act 1995*.

HEAD OF POWER

Local Government Act 1995 section 5.42 (1)

CONDITIONS

Approval shall contain the following conditions:

1. the closure is to be advertised in a local newspaper
2. arrangements are to be made for appropriate signposting to effect the closure
3. applicant is to take out a public risk insurance policy which indemnifies the Shire against any damages claims and a copy is to be delivered to Council
4. Applicant is to notify the local Emergency Services and ensure that whilst the event is in progress, satisfactory arrangements are made to allow access to premises by Emergency Services.

CEO may determine other conditions to be imposed on any approvals issued.

RELATED POLICY/FILE REFERENCE AND DOCUMENTATION REQUIREMENTS

Applications with notification of approval or refusal are to be saved in the Record Management System.

Use of Delegation to be recorded on Shire of Kojonup Delegation Register and must be presented to the Council regularly.

INSTRUMENT OF DELEGATION

ROADS 002 TEMPORARY CLOSURE OF ROADS FOR REPAIRS & MAINTENANCE

Delegate:	Chief Executive Officer	Sub Delegate:	Manager Works and Infrastructure
Adopted by Council:	21/08/2007	Last Reviewed:	10/12/2024
Amended:	10/12/2024		

POWER/DUTY

The Chief Executive Officer (CEO) is Delegated Authority under section 3.50A of the *Local Government Act 1995* to partially and temporarily close a thoroughfare, without giving public notice, for the purpose of carrying out repairs or maintenance and the closure is unlikely to have a significant adverse effect on road users.

HEAD OF POWER

Local Government Act 1995 section 5.42(1)

CONDITIONS

For periods in excess of five working days, local public notice is to be given.
Councillors to be informed of any significant temporary road closures.

SUB-DELEGATION - ROADS (S) 002

Discharge of power and duty in accordance with the conditions of Delegation Roads 002, without further conditions being imposed under this sub Delegation.

HEAD OF POWER OF SUB-DELEGATION AND AUTHORISATION

The CEO on-delegates this to the Manager Works and Infrastructure in accordance with s5.44 of the *Local Government Act 1995*

RELATED POLICY/FILE REFERENCE AND DOCUMENTATION REQUIREMENTS

Use of Delegation to be recorded on Shire of Kojonup Delegation Register and must be presented to the Council regularly.

INSTRUMENT OF DELEGATION

ROADS 003 CLOSURE OF ROADS FOR A PERIOD NOT EXCEEDING FOUR WEEKS

Delegate:	Chief Executive Officer	Sub Delegate:	Manager Works and Infrastructure
Adopted by Council:	21/08/2007	Last Reviewed:	10/12/2024
Amended:	10/12/2024		

POWER/DUTY

The Chief Executive Officer (CEO) is Delegated Authority under section 3.50 (1a) of the *Local Government Act 1995* to wholly or partially close a thoroughfare to the passage of vehicles for a period not exceeding four weeks. Under section 3.50 (2) the order may limit the closure to vehicles of any class, to particular times, or to such other case or class of case as deemed appropriate and may contain exceptions.

HEAD OF POWER

Local Government Act 1995 section 3.50

CONDITIONS

Councillors to be informed of any closure and the reasons for the closures.

SUB-DELEGATION - ROADS (S) 003

Discharge of power and duty in accordance with the conditions of Delegation Roads 003, without further conditions being imposed under this sub Delegation.

HEAD OF POWER OF SUB-DELEGATION AND AUTHORISATION

The CEO on-delegates this to the Manager Works and Infrastructure in accordance with s5.44 of the *Local Government Act 1995*

RELATED POLICY/FILE REFERENCE AND DOCUMENTATION REQUIREMENTS

Closure to be saved in the Record Management System.

Use of Delegation to be recorded on Shire of Kojonup Delegation Register and must be presented to the Council regularly.

INSTRUMENT OF DELEGATION

ROADS 004 CLOSURE OF ROADS FOR A PERIOD EXCEEDING FOUR WEEKS

Delegate:	Chief Executive Officer	Sub Delegate:	Nil
Adopted by Council:	21/08/2007	Last Reviewed:	10/12/2024

POWER/DUTY

The Chief Executive Officer is Delegated Authority under section 3.50 (1a) of the *Local Government Act 1995* to, by local public notice, order that a thoroughfare is wholly or partially closed to the passage of vehicles for a period exceeding four weeks. Under section 3.50 (2) the order may limit the closure to vehicles of any class, to particular times, or to such other case or class of case as deemed appropriate and may contain exceptions.

HEAD OF POWER

Local Government Act 1995 section 5.42(1)

CONDITIONS

Delegated Authority is limited to periods of closure not exceeding three months.

Councillors to be informed of any closure and the reasons for the closures.

RELATED POLICY/FILE REFERENCE AND DOCUMENTATION REQUIREMENTS

Closure to be properly recorded in the records management system.

Use of Delegation to be recorded on Shire of Kojonup Delegation Register and must be presented to the Council regularly.

INSTRUMENT OF DELEGATION

ROADS 005 OVER DIMENSION VEHICLES

Delegate:	Chief Executive Officer	Sub Delegate:	Nil
Adopted by Council:	21/08/2007	Last Reviewed:	10/12/2024

POWER/DUTY

The Chief Executive Officer (CEO) is Delegated Authority to consider and determine all applications for the use of over dimension vehicles.

HEAD OF POWER

Local Government Act 1995 section 5.42(1)

CONDITIONS

The CEO shall take into account any existing Shire policies and is authorised to impose any conditions considered appropriate.

RELATED POLICY/FILE REFERENCE AND DOCUMENTATION REQUIREMENTS

Records of approval or rejection to be saved in the Record Management System.

Use of Delegation to be recorded on Shire of Kojonup Delegation Register and must be presented to the Council regularly.

INSTRUMENT OF DELEGATION

ROADS 006 ROAD TRAIN AND EXTRA MASS VEHICLES

Delegate:	Chief Executive Officer	Sub Delegate:	Nil
Adopted by Council:	21/08/2007	Last Reviewed:	10/12/2024

POWER/DUTY

The Chief Executive Officer is Delegated Authority to determine any application recommending approval or refusal, with conditions as follows, for referral to Main Roads WA, to use road trains and applications for extra mass permits on any local road.

HEAD OF POWER

Local Government Act 1995 section 5.42(1)

CONDITIONS

Conditions:

- a) All roads are subject to the appropriate approval by the Main Roads WA and subsequent issue of relevant permits;
- b) Applicant to supply the Shire with a copy of Main Roads WA permit before operations commence;
- c) The speed limits of vehicles do not exceed 60kmh on gravel roads;
- d) Applicants are requested to utilise sealed routes, where possible, particularly during periods of wet weather;
- e) Applicant to be advised that approval may be withdrawn; and
- f) Other conditions such as curfews, communication requirements with school buses or pilot vehicles may be considered.

RELATED POLICY/FILE REFERENCE AND DOCUMENTATION REQUIREMENTS

Compliance with Main Roads WA network access permit guidelines and restricted access permits – see <https://mrapps.mainroads.wa.gov.au/RavNetworkMap>

Use of Delegation to be recorded on Shire of Kojonup Delegation Register and must be presented to the Council regularly.

INSTRUMENT OF DELEGATION

ROADS 007 GATE OR OTHER DEVICE ACROSS THOROUGHFARE

Delegate:	Chief Executive Officer	Sub Delegate:	Nil
Adopted by Council:	21/08/2007	Last Reviewed:	10/12/2024

POWER/DUTY

The Chief Executive Officer is, under Regulation 9 of the *Local Government (Uniform Local Provisions) Regulations 1996*, authorised to approve applications for a person to have a gate or other device across a public thoroughfare that enables motor traffic to pass across but prevents livestock from straying.

HEAD OF POWER

Local Government Act 1995 section 5.42(1)

CONDITIONS

Register to be kept of gates or other devices approved.
The Council to be advised of approvals given.

RELATED POLICY/FILE REFERENCE AND DOCUMENTATION REQUIREMENTS

Shire of Kojonup Activities on Thoroughfares and Trading in Thoroughfares & Public Places Local Law
Records of approval or rejection to be saved in the Record Management System.
Use of Delegation to be recorded on Shire of Kojonup Delegation Register and must be presented to the Council regularly.

INSTRUMENT OF DELEGATION

ROADS 008 CONSTRUCTION OF CROSSING FROM THOROUGHFARE TO PRIVATE LAND (CROSSOVER)

Delegate:	Chief Executive Officer	Sub Delegate:	Manager Works and Infrastructure
Adopted by Council:	21/08/2007	Last Reviewed:	10/12/2024

POWER/DUTY

The Chief Executive Officer is, under Regulation 12 of the Local Government (Uniform Local Provisions) Regulations 1996, on receipt of an application Delegated Authority to approve the construction of a crossing giving access from a public thoroughfare under the management and control of the Shire to the land or a private thoroughfare serving the land.

HEAD OF POWER

Local Government Act 1995 section 5.42(1)

CONDITIONS

That the construction of the crossing be under the supervision of the Shire and completed to the satisfaction of the Shire.

RELATED POLICY/FILE REFERENCE AND DOCUMENTATION REQUIREMENTS

Approvals and refusals to be saved in the Record Management System.

Use of Delegation to be recorded on Shire of Kojonup Delegation Register and must be presented to the Council regularly.

INSTRUMENT OF DELEGATION

ROADS 009 NOTICE TO CONSTRUCT OR REPAIR CROSSING

Delegate:	Chief Executive Officer	Sub Delegate:	Manager Works and Infrastructure
Adopted by Council:	21/08/2007	Last Reviewed:	10/12/2024

POWER/DUTY

The Chief Executive Officer is, under Regulation 13 of the Local Government (Uniform Local Provisions) Regulations 1996, is authorised to give a person who is the owner or occupier of private land a notice requiring the person to construct or repair a crossing from a public thoroughfare under the management and control of the Shire to the land or a private thoroughfare serving the land.

HEAD OF POWER

Local Government Act 1995 section 5.42(1)

CONDITIONS

Failure of the person to comply with the notice to be presented to Council for a decision on further action.

RELATED POLICY/FILE REFERENCE AND DOCUMENTATION REQUIREMENTS

Notices given to be saved in the Record Management System.

Use of Delegation to be recorded on Shire of Kojonup Delegation Register and must be presented to the Council regularly.

INSTRUMENT OF DELEGATION

ROADS 010 MAKE SAFE DANGEROUS EXCAVATION IN OR NEAR PUBLIC THOROUGHFARE

Delegate:	Chief Executive Officer	Sub Delegate:	Manager Works and Infrastructure
Adopted by Council:	21/08/2007	Last Reviewed:	10/12/2024

POWER/DUTY

The Chief Executive Officer (CEO) is Delegated Authority to the necessary action under Local Government (Uniform Local Provisions) Regulations 1996 Regulation 11 to make safe a dangerous excavation in or near a public thoroughfare.

HEAD OF POWER

Local Government Act 1995 section 5.42(1)

CONDITIONS

Nil

RELATED POLICY/FILE REFERENCE AND DOCUMENTATION REQUIREMENTS

Shire of Kojonup Activities on Thoroughfares and Trading in Thoroughfares & Public Places Local Law

Action taken to be properly documented and saved in the Record Management System.

Use of Delegation to be recorded on Shire of Kojonup Delegation Register and must be presented to the Council regularly.

INSTRUMENT OF DELEGATION

ROADS 011 ACTIVITIES ON THOROUGHFARES & TRADING IN THOROUGHFARES & PUBLIC PLACES LOCAL LAW

Delegate:	Chief Executive Officer	Sub Delegate:	Manager of Works and Services Manager of Property Services and NRM Ranger Environmental Health Officer
Adopted by Council:	17/2/2015	Last Reviewed:	10/12/2024
Amended:	10/12/2024		

POWER/DUTY

The Chief Executive Officer (CEO) is, on receipt of an application, delegated authority to issue any of the permits referred to in the *Shire of Kojonup Activities on Thoroughfares and Trading in Thoroughfares & Public Places Local Law 2020*.

HEAD OF POWER

Local Government Act 1995 section 5.42(1)

Local Government Act 1995 s3.18, s.5.42 & s.9.10

Activities in Thoroughfares and Public Places and Trading Local Law 2020

CONDITIONS

In exercising this delegation, the CEO, in addition to the existing considerations contained within the local law, shall have regard to the potential risks of the application with respect to existing Shire assets.

The CEO may refer any matter to the council

Council is to be informed of any prosecution under the local law

Council decision is required to:

- i. Make a determination under Part 2
- ii. Hear an objection under Part 8
- iii. Appoint authorised persons who are not employees under section 9.10 of the act

RELATED POLICY/FILE REFERENCE AND DOCUMENTATION REQUIREMENTS

Approvals and refusals to be saved in the Record Management System.

Use of Delegation to be recorded on Shire of Kojonup Delegation Register and must be presented to the Council regularly.

SHIRE OF KOJONUP

Kojonup



Roads and Technical Support Advisory Committee

Minutes

3 February 2026

DRAFT

TERMS OF REFERENCE

ROADS AND TECHNICAL SERVICES ADVISORY COMMITTEE (RTSAC)

Terms of Reference

To oversee and make recommendation to the Council on all matters pertaining to the long-term planning of civil and technical services to assets and roads, and on all matters concerning the capital upgrades and to the maintenance of those assets. This includes roads and all civil or technical works. RTSAC is not responsible for the operational and executive management of Works and/or Technical Services as per the *Local Government Act 1995*. The RTSAC will engage with the Chief Executive Officer (CEO), Manager Works and Services, and/or Manager Financial and Corporate Services in a constructive and professional manner in order to discharge its advisory responsibilities and formulate its advice to Council.

Duties and Responsibilities:

Members of RTSAC are expected to observe the legal and regulatory obligations of local government. RTSAC members must not use or disclose information obtained through the RTSAC except in meeting the RTSAC's responsibilities, or unless expressly agreed by the President of the Shire.

RTSAC Members must adhere to the Code of Conduct for Council Members, Committee Members and Candidates, and demonstrate behaviour which reflects the Shire of Kojonup's (Shire) desired culture.

Members are expected to:

1. act in the best interests of the Shire as a whole;
2. apply good analytical skills, objectivity and good judgment ;
3. express opinions constructively and openly, raise issues that relate to the RTSAC's responsibilities and pursue lines of enquiry in relation to Roads and Technical Services; and
4. exercise due care, diligence and skill when performing their duties.

Members Duties and responsibilities:

1. Oversee the Shire's Road and Technical Management Strategies and Plans, through: Advising Council on Works & Services long term plans for civil works in the Shire;
 - a) Receiving the 10 year Plant & Equipment Plan, the 10 year Road Capital and Maintenance Plan and recommending adoption to Council;
 - b) Overseeing the inputs and specifications required for future road and depot projects across the Shire;
 - c) Reviewing reports on the level of the Shire's current road funding risks, and the emergence of road and technical services strategic risks; and
 - d) Monitor and receive performance reports concerning the performance of tenders and contractor works, specifications and the effectiveness of the Shire's Road & Technical Services Management Framework.
2. Discuss and recommend naming frameworks for roads.
3. Oversee the Shire's financial management of road contracts, by:
 - a) Reviewing the Shire's road and technical services actual financials against the long term plans including reviewing benchmarks for performance;
 - b) Receiving and reviewing reports from the CEO and Manager Works & Services regarding the appropriateness and effectiveness of the Shire's Road and Technical Services Management Framework and ensuring any non-compliances are rectified on a timely basis; and
 - c) Consider and recommend the adoption of the Roads & Technical Services Annual Operating Plans & Budget to the Council.

Membership

Three (3) Councillors; and
Two (2) Proxy Delegates (Councillors)

Supporting Team Members

Manager Works and Infrastructure
Chief Executive Officer or delegated nominee
Manager Financial and Corporate Services
Governance and Rates Officer

Meetings

Quarterly for meetings and as required related to Council requests for information on roads and technical services.

Open to Public: No, Internal Committee

Voting: Voting is in accordance with Section 5.21 of the *Local Government Act 1995 (Act)*.

Confidentiality: All Committee members will be required to adhere to the Shire’s confidentiality requirements as per the Code of Conduct for Council Members, Committee Members and Candidates.

Conduct of Meetings: RTSAC meetings will be held in accordance with the *Act*, subsidiary legislation, and the Shire of Kojonup Local Government (Council Meetings) Local Law 2020.

DRAFT

ROADS AND TECHNICAL SUPPORT ADVISORY COMMITTEE

MINUTES

1 . DECLARATION OF OPENING

The chairperson declared the meeting open at 9:00am

2 . ATTENDANCE & APOLOGIES

Members

Cr Michael Mathwin	Member (Chair)
Cr Craig Mitchell	Member
Cr Roger Bilney	Member

Staff (Observers)

Grant Thompson	Chief Executive Officer
Jill Johnson	Senior Finance Officer
Darryn Watkins	Manager of Works and Infrastructure
Kelsey Batista	Technical Officer

Apologies

Cr Ned Radford	Member
----------------	--------

3 . CONFIRMATION OF MINUTES

Roads and Technical Serviced Committee Meeting held 15 May 2025

(Attachment 3.1)

OFFICER RECOMMENDATION/COMMITTEE DECISION

That the minute of the Roads and Technical Services Committee Meeting held on 15 May 2025 be confirmed as a true and accurate record.

Moved: Cr Mitchell

Seconded: Cr Bilney

CARRIED: 3/0

4 . BUSINESS ARISING

Nil

5 . STATUS REPORT

Current Road Projects Status Report – MWI Darryn Watkins

Funding	Project	Estimated Completion Date	Notes
Regional Road Group (RRG)	Shamrock Rd Widening	27/02/2026	Delayed due to faults. Sealing to be completed this week.
	Kojonup Darkan Rd repair and reseal	27/02/2026	Reseal complete. Line marking to be completed next week.
	Kojonup Darkan Rd reconstruction	27/02/2026	Recon complete. Line marking to be completed next week.
	Jingalup Rd repair and reseal	31/03/2026	Repairs started. Seal mid-March.
	Frankland Rd repair and reseal	31/03/2026	Repairs started. Seal mid-March.
Roads to Recovery (R2R) 2024/25	Spring St asphalt treatment	30/06/2026	To be discussed in financial update.
	Soldier Rd asphalt treatment	30/06/2026	To be discussed in financial update.
	Mission Rd floodway repair	Propose to cancel	Floodway is fit for purpose.
Roads to Recovery 2025/26	Tone Rd stabilise and reseal	31/03/2026	Gravel overlay complete. Seal mid-March
	Frankland Rd repair cracking	Monitor	Monitor cracking, cold patching completed to waterproof. Cracks held up over harvest.
	Boscabel Chittinup Rd stabilise and reseal	Defer	-
	Boscabel Chittinup Rd reseal	Defer	-
	Old Broomehill Rd seal bridge approach SLK 2.3	27/07/2026	Gravel overlay complete. Ready to be stabilised and sealed.
	Old Broomehill Rd seal bridge approach SLK 5.2	27/07/2026	Gravel overlay complete. Ready to be stabilised and sealed.
	Old Broomehill Rd seal bridge approach SLK 7.7	27/07/2026	Gravel overlay complete. Ready to be stabilised and sealed.
	Balgarup Rd mulching	30/06/2026	Commence after first rain.
Commodity Route	Reily's Creek Rd gravel resheet	30/04/2026	
Municipal	Thornberry Cl construction	27/02/2026	Ready to be stabilised next week.
Regional Road Safety Program (RRSP)	Broomehill Rd shoulder sealing, ACL, AEL	30/05/2025	1/3 complete, on track to seal mid-March.

6 . GENERAL BUSINESS

Roads Financial Update (include Grant Milestones and cashflow impact) Presentation

Funding	Project	Project Total (\$)	First Claim (\$)	Second Claim (\$)	Final Claim (\$)	Actual Spend (\$) 03/02/2026
RRG	Shamrock Rd Widening	705,000	188,000	180,000		517,444.40
	Kojonup Darkan Rd repair and reseal	105,000	28,000	28,000		79,271.07
	Kojonup Darkan Rd reconstruction	615,000	164,000	164,000		497,774.72
	Jingalup Rd repair and reseal	210,000	56,000	56,000		41,379.55
	Frankland Rd repair and reseal	225,000	60,000			17,761.00
R2R 2024/25	Spring St asphalt treatment	375,000				17,370.20
	Soldier Rd asphalt treatment	75,000				0.00
	Mission Rd floodway repair	20,000				0.00
R2R 2025/26	Tone Rd stabilise and reseal	145,000				11,674.15
	Frankland Rd repair cracking	112,136				0.00
	Boscabel Chittinup Rd stabilise and reseal	85,000				0.00
	Boscabel Chittinup Rd reseal	95,000				0.00
	Old Broomehill Rd seal bridge approach SLK 2.3	60,000				4,914.65
	Old Broomehill Rd seal bridge approach SLK 5.2	60,000				4,377.54
	Old Broomehill Rd seal bridge approach SLK 7.7	60,000				4,797.88
	Balgarup Rd mulching	75,000				873.46
Commodity Route	Reily's Creek Rd gravel resheet	225,000	68,000	68,000		196,652.00
Municipal	Thornberry Cl construction	151,000				31,626.63
RRSP	Broomehill Rd shoulder sealing, ACL, AEL	2,305,413	992,165.20			310,674.58

R2R Financial Summary

Total allocation	\$3,806,749.00
Nominated projects to date	\$1,374,489.00
Available allocation	\$2,432,260.00
Finding Drawn 24/25	\$562,350.00
Projects commenced	\$700,000.00
Available funding 25/26	\$526,000.00
	\$388,350.00
Projects outstanding	\$462,136.00
Available funding 26/27	\$688,325.00

- R2R funding is untied and can be reallocated and updated on the R2R portal

Roads to Recovery Projects (R2R) – Discussion

R2R General

- Note: R2R 24/25 projects from previous manager
- Moving forward, larger projects should be encouraged to increase value and efficiency
- RRG meeting moved a motion to remove funds that are not spent by EOFY, requiring LG to cover cost of project completion

Spring St/Solider Rd

- Keep projects
- Add footpath repair to scope of works
- Allocate additional \$40,000 to budget

Mission Rd

- Cancel projects
- Good water flow through floodway. No cracking or erosion of concrete visible. New signs can be installed as maintenance.

Frankland Rd

- Defer project
- Works could be completed as maintenance, if required

Balgarup Rd

- Keep project
- No additional funding required

Boscabel Chittinup

- Defer both projects
- Reconstruction required rather than reseal

Reiley’s Creek

- Continue project
- Seal fishtail at Qualeup Rd intersection
- State department has indicated that approval for tree removal is unlikely, and road realignment would be recommended

Verge Maintenance

- R2R funds can be used for verge treatments
- Road Hierarchy and Level of Service (LOS) are work in progress

- Darryn to investigate other tree pruning methods
- Asset management register commenced and to be reviewed at upcoming budget meeting
- Pending cash flow, pruning should begin in March

Reginal Road Group (RRG) Projects – Discussion

Road	SLK	Description	State Contribution	LG Contribution	Total Project Cost	Outcome
Shamrock Rd	18.80-22.04	9m formation, 7m seal	\$500,000	\$250,000	\$750,000	Supported
Kojonup Darkan Rd	0.00-1.90	Repair pavement, 7m reseal	\$420,000	\$210,000	\$630,000	Supported
Kojonup Frankland Rd	29.00-31.00	Repair pavement, 7m reseal	\$150,000	\$75,000	\$225,000	Supported
Jingalup Rd	4.00-6.00	Repair pavement, 7m reseal	\$230,000	\$115,000	\$345,000	Supported
Kojonup Frankland Rd	31.00-33.00	Repair pavement, 7m reseal	\$150,000	\$75,000	\$225,000	Supported

Note: R2R funding can be used as 1/3 contribution to RRG projects, if needed.

Capital Road Projects Forward Funding – RRSP 2026/27 – Update

- Same treatment as RRSP001, funding will not fund any other scope of works
- Awaiting confirmation (March)
- 10% contingency in calculated costings
- Project to be completed over 2 years (27-28)
- Environmental and Aboriginal Heritage is Shire responsibility
- First section may require significant amount of gravel removed; second half will need top-up, trim, compact and seal. Unit rate per km is higher than RRSP001 for this reason
- Shire workers used to offset costs to fully funded project with supplementary contractors
- Pruning is part of enabling works and therefore included in scope of works

Unsealed Road Planning and forward funding – Discussion

Balgarup Rd

- Traffic count (SLK 9.5) high season counts between 6-17 cars/day
- Box out and patch failures as they occur rather than gravel resheet

7 . OTHER ITEMS FOR DISCUSSION OR FURTHER RESEARCH

Plant replacement

- MWI ute to WS
- Earth moving equipment is easily hired, from a risk perspective, truck replacement is most critical
- Look at optimising earth moving fleet in coming years. Possibly sell grader. 1000h/year is the threshold for owning a grader, currently operating approx. 700h/year
- Can hire in third grader for construction projects and cost can be covered by project funds. Dry hire grader rates about 70% costs
- Backhoe loader purchase should be built into future purchases
- Darryn to investigate further and present to council
- Aim to standardise fleet

Asset Name	Purchase	Trade
Hilux SR5 Dual Cab KO5 70,000km	\$85,000	
Isuzu MUX KO 914 157,000km	\$70,000	\$25,000
Hino Prime Mover (Float – Water cart)	\$265,000	\$30,000
Can-Am Defender 2017 8500km	\$40,000	\$5,000
	\$460,000	\$60,000

Gravel binder

- Used on Shamrock Rd, results look good. Increases structural integrity of gravel road
- Darryn to investigate costings of binding to minimise grading frequency, particularly on high traffic sections of roads

Hino truck gear box

- Serviced once a year in accordance with Hino manual specifications
- Suspected catastrophic failure out on the road
- Mechanic had completed service and operators complete daily pre-start checks
- Accountability needs to continue being managed and compliance encouraged
- Maintenance review to be conducted and documented
- Fleet management system to be created and implemented in future planning

Confirm a date in March for RTSAC committee to drive roads.

8 . NEXT MEETING

The next meeting of the Roads and Technical Support Advisory Committee is scheduled to be held 5 May 2026.

9 . CLOSURE

There being no further business to discuss, the Chairperson thanked members for their attendance and declared the meeting closed at 11:56am.

SHIRE OF KOJONUP



Kojonup Natural Resource Management (NRM)
Advisory Committee

NRMAC

MINUTES

3 February 2026

TABLE OF CONTENTS

MINUTES

1	DECLARATION OF OPENING AND ANNOUNCEMENT OF GUESTS	3
2	ATTENDANCE & APOLOGIES	3
3	CONFIRMATION OF MINUTES	3
4	GENERAL BUSINESS	4
5	OTHER ITEMS FOR DISCUSSION OR FUTHER RESEARCH	5
6	FINANCIAL REPORT	5
7	STATUS REPORTS	6
8	MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN	8
9	NEXT MEETING	8
10	CLOSURE	8
11	ATTACHMENTS (SEPARATE)	8

UNCONFIRMED

MINUTES

1 DECLARATION OF OPENING AND ANNOUNCEMENT OF GUESTS

The meeting was declared open at 5.01pm.

2 ATTENDANCE & APOLOGIES

MEMBERS

Kerryn Mickle	Shire President
Cherilyne Michael	Councillor
Kath Mathwin	Community Representative

STAFF (OBSERVERS)

Grant Thompson	Chief Executive Officer
Dwayne Lottering	Property Services and Natural Resource Management
Eloise Brown	Property Services Team Leader
Estelle Lottering	Manager Regulatory services

OBSERVERS

Nil

APOLOGIES

Pauline Michael
Jessica Sunderland

3 CONFIRMATION OF MINUTES

KOJONUP NATURAL RESOURCE MANAGEMENT ADVISORY COMMITTEE MEETING – 15 May 2025. [Attachment 3.1](#)

OFFICER RECOMMENDATION/COMMITTEE DECISION

NRM1/26 Moved C Mathwin Seconded C Michael

That the minutes of the Kojonup Natural Resource Management Advisory Committee meeting held 15 May 2025 be confirmed as a true record.

CARRIED 3/0

For: Cr Mickle, Cr Michael, K Mathwin

4 GENERAL BUSINESS

Item	Response/Action	Comment	Notes
1. Weed Control	Eloise Brown Dwayne Lottering	<p>A significant amount of weed control has been undertaken on town verges. Many of the weeds are now showing resistance to the products currently being sprayed. This resistance is likely due to incorrect chemical selection and application rates used in previous years.</p> <p>Rye grass is showing strong resistance.</p> <p>Patersons curse is increasing on vacant lots and blocks, and prickly lettuce is becoming more prevalent along the creek line.</p> <p>Kath Mathwin requested that the Committee review the Shire’s historical weed register. This will include investigating the difference between weeds registered by the Shire and those listed as State declared weeds.</p>	<p>There is a need to investigate alternative chemical groups for future weed control to address resistance issues. We have had some success using Fusilade; however, it is a high cost product and may not be sustainable for broad scale use without further assessment.</p>
1. Great Southern VROC - Climate Strategies	Update from CEO.	<p>Outcomes from any recent GS VROC meetings. Discuss Climate current Initiatives.</p>	<p>To create a Drought Implementation Plan from funding provided. Plan to be completed by October 2025. Southern Dirt have just completed a similar plan and have</p>

			all the data, can assist with this plan.
2. Water Tanks - DWER Update	MPS to provide update Presentation attached	Nearly all the tanks and gutters are done, looking at the Depot next.	Thirteen tanks were allocated to the Shire of Kojonup, roughly \$500 000.00 DWER has spent.
3. Kojonup Landcare	Community garden at the back of the CWA building.	Information and practical session advertised to community to come out and enjoy the day and assist.	Water tank next to men shed can assist with watering.

4. Yarning Circle	Cr Michael brainstorming the idea of a special place when Aboriginal people can come together to tell stories and would be safe place for yarning.	Cr Michael can get a few grass trees to be donated to the new area that will be decided upon.	Further ideas will be investigated at places which would be suitable.
-------------------	--	---	---

5 OTHER ITEMS FOR DISCUSSION OR FUTHER RESEARCH

6 FINANCIAL REPORT

Nil

7 **STATUS REPORTS**

Actions Issues and Strategic Initiatives to be discussed by Committee.

Issue / Action #	Submitted By	Issue Description	Action(s)	Submitted Date	Actions Assigned Owner	Department	Due By Date	Category	Priority	Urgency	Action Approved	Risk	Comments/Variance Reporting on progress	Status	Estimated Completion Date	Closed Date	% ACTION COMPLETE
1	Adele Scarfone	Look into the spraying of verges, both in town and out of town.	Review Weed Plan for the Town	14/11/2024	TLPS - Eloise Brown	Property Services	1/04/2025	Environmental	MEDIUM	Must Have - 6 months	YES	LOW	Plan in place underway, progress is good resources improved,	In Process			5%
2	Kath Mathwin	Gravel on verges to be 'water wise'	Investigate programs community waterwise programs	14/11/2024	MPS - Dwayne Lottering	Property Services	1/04/2025	Environmental	LOW	Nice to have 24 Months	NO	LOW		Closed			100%
3	Adele Scarfone	The Blackwood Biosecurity Group – could help with developing plans	Develop relationships	14/11/2024	TLPS - Eloise Brown	Property Services	28/02/2025	Environmental	LOW	Required before 12 months	NO	LOW		Not Started			0%
5	Kath Mathwin	Kojonup Weed Strategy (attached) needs to be updated.	Review Weed Plan	14/11/2024	MPS - Dwayne Lottering	Property Services	1/04/2025	Environmental	HIGH	Must Have - 6 months	YES	MEDIUM	Plan is formed, Newer technology, rates of chemicals more precision, more effective, Program starting in Autumn	In Process			80%
6	Kath Mathwin	Start creating awareness in the community	Communication Plan to be developed	14/11/2024	CEO - Grant Thompson	Office of the CEO	1/06/2025	Community	MEDIUM	Required before 12 months	YES	LOW	CEO to create messages and stakeholder plan	Not Started			5%
7	Kath Mathwin	Contact Southern Dirt to be involved in the NRM Committee	Develop relationships	14/11/2024	MPS - Dwayne Lottering	Property Services	28/02/2025	Community	MEDIUM	Must Have - 6 months	NO	LOW	Dwayne to contact	Closed			100%
8	Adele Scarfone	WALGA Resources – Local Government Integrated Weed Management Working Group	Contact WALGA	14/11/2024	MPS - Dwayne Lottering	Property Services	28/02/2025	Community	MEDIUM	Required before 12 months	YES	LOW	Dwayne to contact	Closed			100%
9	Kath Mathwin	Steve Hopper from Albany (suggested by Kath Mathwin)	Contact Steve Hopper	14/11/2024	MPS - Dwayne Lottering	Property Services	28/02/2025	Community	MEDIUM	Required before 12 months	YES	LOW	Dwayne to Contact	Closed			100%
10	Prue Batchelor	No mow verges	mostly Victoria and some suburbs in Perth, have no mow verges.	20/02/2025	TLPS - Eloise Brown	Property Services	1/05/2025	Environmental	MEDIUM	Nice to have 24 Months	NO	LOW		Closed			100%
11	Prue Batchelor	Education Programs with the schools	Busy Bee days to get the community involved involunteering	20/02/2025	TLPS - Eloise Brown	Property Services	1/05/2025	Community	LOW	Required before 12 months	YES	LOW		In Process			0%
12	Cr Egerton-Warburton	Rubbish on roadsides - Kojonup-Frankland Rd	Check Main Roads policies. Clean up Australia Day on a Shire level?	20/02/2025	MPS - Dwayne Lottering	Property Services	1/05/2025	Assets & Infrastructure	MEDIUM	Must Have - 6 months	YES	MEDIUM		Not Started			0%
13	Kath Mathwin	Seminar on climate change	Invite other Shires to be involved in the seminar, through the climate alliance meeting	20/02/2025	CEO - Grant Thompson	Office of the CEO	1/05/2025	Community	LOW	Nice to have 24 Months	NO	LOW		Not Started			0%
14	NRM Committee	Committee Members to send in recommendations for budget allocations in the 25/26 budget, as per the Strategic Initiatives.	Committee members to identify any budget requirements for next committee.	20/02/2025	CEO - Grant Thompson	Office of the CEO	1/05/2025	Financial	HIGH	Urgent - 2 months	YES	LOW	In Progress. Motion made at 15/05/25 Meeting	In Process	15/05/2025		50%
15	NRM Committee	Grants to fund the NRM Role	Find grants to support an NRM Role	15/05/2025	CEO - Grant Thompson	Office of the CEO	1/07/2025	Operations & Processes	MEDIUM	Must Have - 6 months		MEDIUM		Not Started			0%
16	Jess Sunderland	Landcare Equipment	Shire of Kojonup to look for Landcare equipment, if possible.	15/05/2025	PMRS - Estelle Lottering	PM & Regulatory Services	21/08/2025	Community	MEDIUM	Urgent - 2 months		LOW		Not Started			0%

Kojonup NRM Advisory Committee Meeting – Minutes – 3 February 2026

Project ID	COA	Project	Description	Approved Project	Project Rating	Department	Project Sponsor	Project Owner (SPA)	Project Manager	Process Owner
1		Create a funding budget for NRM	NRM requires an approved budget	Yes	11	Office of the CEO	CEO	CEO - Grant Thompson	MFCS - Jill Johnson	MFCS
2		Identify Funding Sources for projects ie grants and council funding	Utilise NRM reserve to leverage Grants and achieve strategies	Yes	8	Property Services	MPS	MPS - Dwayne Lottering	PMRS - Estelle Lottering	PMRS
3		Investigate the cost of a specialised role in NRM	Identify the right role and person to achieve NRM goals	No	1	Office of the CEO	CEO	MPS - Dwayne Lottering	MPS - Dwayne Lottering	MPS
4		Project Management Framework to be created for NRM	Governance structure required for NRM deliverables	Yes	16	PM & Regulatory Services	CEO	MPS - Dwayne Lottering	PMRS - Estelle Lottering	PMRS
5		Determine whether a partnership with GS Dirt is viable	GS Dirt may be a viable partner for achieving NRM goals	No	1	Office of the CEO	CEO	MPS - Dwayne Lottering	MPS - Dwayne Lottering	CEO
6		Identify community projects to get volunteers involved	Volunteers important to the sustainability of the Shire	Yes	22	Property Services	MPS	MPS - Dwayne Lottering	TLPS - Eloise Brown	TLPS
7		Create a GS Climate Alliance	LGA now has a mandate to decarbonise and consider climate impact. Climate alliance a good vehicle to drive advocacy	Yes	37	Office of the CEO	CEO	CEO - Grant Thompson	CEO - Grant Thompson	CEO
8		Identify advocacy positions through WALGA & GS Alliance	Researched Policies required	Yes	5	Office of the CEO	CEO	CEO - Grant Thompson	CEO - Grant Thompson	CEO
9		Create a Vermin and Pest Control Plan for the Shire	Localised pest control plans are key to sustainability	Yes	3	Property Services	MPS	MPS - Dwayne Lottering	TLPS - Eloise Brown	MPS
10		Create a specific noxious weed control management plan for the Shire	Localised weed control plans are key to sustainability	Yes	11	Property Services	MPS	MPS - Dwayne Lottering	TLPS - Eloise Brown	TLPS
11		Identify the problems that exist in the roadside verge to understand the solution	Localised roadside verge management key to sustainability	Yes	11	Property Services	MPS	MPS - Dwayne Lottering	TLPS - Eloise Brown	TLPS
12		Create a Roadside Biodiversity Management Plan	Localised roadside verge management plans critical	Yes	11	Property Services	MPS	MPS - Dwayne Lottering	TLPS - Eloise Brown	TLPS
13		Create a Noongar Accord to protect culturally significant sites	Identifying cultural sites are important to the Shire	Yes	28.5	Office of the CEO	CEO	CEO - Grant Thompson	CEO - Grant Thompson	CEO
14		Identify culturally sensitive sites that are within Shire mandate to protect	Identifying cultural sites are important to the Shire	Yes	5	Property Services	CEO	MPS - Dwayne Lottering	MPS - Dwayne Lottering	MPS
15		Create a co-authored management plan to protect culturally sensitive agreed sites	Identifying cultural sites are important to the Shire	No	1	Office of the CEO	CEO	MPS - Dwayne Lottering	MPS - Dwayne Lottering	MPS

8 **MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

Nil

9 **NEXT MEETING**

The next meeting of the Kojonup Natural Resource Management Advisory Committee is to be held 6 May 2026 at 1.00pm.

10 **CLOSURE**

There being no further business, the Presiding Member thanked the members for their attendance and declared the meeting closed at 6.26pm.

11 **ATTACHMENTS (SEPARATE)**

3.1 Unconfirmed Kojonup NRM Advisory Committee Meeting – 20 February 2025

Confirmed as a true record –

Presiding Member

Date



SoKO NRM ISSUES / ACTION REGISTER:

Issue / Action #	Submitted By	Issue Description	Action(s)	Submitted Date	Actions Assigned Owner	Department	Due By Date	Category	Priority	Urgency	Action Approved	Risk	Comments/Variance Reporting on progress	Status	Estimated Completion Date	Closed Date	% ACTION COMPLETE
1	Adele Scarfone	Look into the spraying of verges, both in town and out of town.	Review Weed Plan for the Town	14/11/2024	TLPS - Eloise Brown	Property Services	1/04/2025	Environmental	MEDIUM	Must Have - 6 months	YES	LOW	Plan in place underway, progress is good resources improved,	In Process			5%
3	Adele Scarfone	The Blackwood Biosecurity Group – could help with developing plans	Develop relationships	14/11/2024	TLPS - Eloise Brown	Property Services	28/02/2025	Environmental	LOW	Required before 12 months	NO	LOW		Not Started			0%
5	Kath Mathwin	Kojonup Weed Strategy (attached) needs to be updated.	Review Weed Plan	14/11/2024	MPS - Dwayne Lottering	Property Services	1/04/2025	Environmental	HIGH	Must Have - 6 months	YES	MEDIUM	Plan is formed, Newer technology, rates of chemicals more precision, more effective, Program starting in Autumn	In Process			80%
6	Kath Mathwin	Start creating awareness in the community	Communication Plan to be developed	14/11/2024	CEO - Grant Thompson	Office of the CEO	1/06/2025	Community	MEDIUM	Required before 12 months	YES	LOW	CEO to create messages and stakeholder plan	Not Started			5%
11	Prue Batchelor	Education Programs with the schools	Busy Bee days to get the community involved involunteering	20/02/2025	TLPS - Eloise Brown	Property Services	1/05/2025	Community	LOW	Required before 12 months	YES	LOW		In Process			0%
12	Cr Egerton-Warburton	Rubbish on roadsides - Kojonup-Frankland Rd	Check Main Roads policies. Clean up Australia Day on a Shire level?	20/02/2025	MPS - Dwayne Lottering	Property Services	1/05/2025	Assets & Infrastructure	MEDIUM	Must Have - 6 months	YES	MEDIUM		Not Started			0%
13	Kath Mathwin	Seminar on climate change	Invite other Shires to be involved in the seminar, through the climate alliance meeting	20/02/2025	CEO - Grant Thompson	Office of the CEO	1/05/2025	Community	LOW	Nice to have 24 Months	NO	LOW		Not Started			0%
14	NRM Committee	Committee Members to send in recommendations for budget allocations in the 25/26 budget, as per the Strategic Initiatives.	Committee members to identify any budget requirements for next committee.	20/02/2025	CEO - Grant Thompson	Office of the CEO	1/05/2025	Financial	HIGH	Urgent - 2 months	YES	LOW	In Progress. Motion made at 15/05/25 Meeting	In Process	15/05/2025		50%



DWER- Kojonup Rainwater Tanks

Water Tank Installation Program

Drought and Bushfire Resilience

The Department of Water and Environmental Regulation offered the Shire a grant for water tank installations to improve drought and bushfire resilience.

Total grant funding
\$500,000

Shire contribution
0.07 percent of total project cost

Sites were selected based on

- Roof catchment size
- Strategic importance
- Existing water availability

Approved Installations

Muradup Fire Shed
90,000 litre tank

Muradup Hall
200,000 litre tank

Netball Courts
4 x 250,000 litre tanks

Showgrounds Shed
2 x 250,000 litre tanks

Showgrounds Shearing Shed
150,000 litre tank

Changerup Hall
200,000 litre tank

Men's Shed
90,000 litre tank



Muradup Fire Shed – 90 000 L



Muradup Hall – 250 000 L + Gutters



Changerup Hall – 200 000 L + Gutters



Showground shearing
shed – 150 000
L+Gutters



Showground sheep shed – 500 000 L



Netball Court shed – 1 000 000 L



Next= Depot yard – 2
tanks 500 000 L



WATER FOR FUTURE STRATEGIES STAKEHOLDER WORKSHOP NOTES– SHIRE OF KOJONUP

Thursday 18 December 2025, 93 Albany Highway, Kojonup

Attendees

- Roger Biliney
- Grant Thompson
- Estelle Lottering
- Dwayne Lottering
- Eloise Brown
- Shelley Shepherd (Urbaqua)

Introduction

The consultant provided background to the project including its objective to build drought resilience through preparation of an integrated non-potable water strategy for the Shire. The Strategy will be focussed on non-potable water uses and sources which will include consideration of rainwater, groundwater, surface water, dams, stormwater and wastewater sources and water used for irrigation of public open spaces, emergency water supplies for firefighting and stock water, water for road maintenance and construction, water for the environment and maintenance of key environmental values, water resources of cultural significance and water for major projects, industry and agriculture including dams. It was noted that while the Strategy will broadly recognise the water needs of farmers and industry, it will focus primarily on the Shire's responsibilities and needs for non-potable water now and into the future. Accordingly, it was agreed that the strategy would focus on the townsites of Kojonup, Muradup and Boscabel and not specifically address Quaelup or Jingalup.

The consultant provided a summary of the environmental context, which would help inform an understanding of the Shire's water resources and water balance and likely changes in the future. This included a desktop assessment of climate, surface geology, soils, surface water, groundwater, native vegetation and registered Aboriginal Heritage sites, as well as water/wastewater services and land uses for each townsite (see attached presentation).

Discussion

Workshop participants then provided commentary on the non-potable water context for the Shire. Key points of note include:

- Other townsites (Muradup Boscabel, Quaelup & Jingalup) could be included just for emergency services/ management. Jingalup has around 20 people living there, a tennis club and a small dam near the golf club. But not necessary to include this time. Boscobel cemetery – would like to find a source of water for irrigation. Would also like some water for Kojonup cemetery. Currently irrigate trees with scheme. Paleochannel come in at Boscobel.
- Have seen 5% decline since 2000 and climate projections suggest more is likely. See additional information here. <https://www.wa.gov.au/organisation/departments-of-water-and-environmental-regulation/climate-science-initiative-and-wa-climate-projections>
- Greening and nice gardens are really important to the community. Have the bloom festival.
- Population target is 2250 in 10 years (additional 350 pple). But likely more including visitors.
- Just starting their Reconciliation journey with a pilot project. Two main groups - Wagyl Kaip Southern Noongar Corporation and the Kojonup Aboriginal Corporation.
- Heritage values associated with Kojonup Brook.
- Started their drought strategy around 4 years ago.

- Support a regional strategy as well – Kojonup could be a drought resilience hub.
- Townsites have access to GSTWSS but only Kojonup has reticulated sewer. Scheme pressure is quite low though.
- Not many SCWS (strategic community water supply) locations across the Shire however DWER has funded dam upgrades including the showgrounds dam, and are currently installing 14x tanks off large sheds. The tanks can be used as part of the retic system provided they are full and available in a fire or drought emergency.
- Didn't run out of water last year but changed the irrigation scheduled to use less water when levels getting low. Also used less water at the swimming pool.
- Too many parks on scheme water – significant cost but difficult to calculate. Don't have submeters and parks also have toilets and water fountains. Hilman Park is watered with scheme. Can this be changed?
- Shire working with WC to take responsibility for their southern dam after they have upgraded it. WC have sent correspondence asking for sources of clean fill. Will reduce use of scheme within the town (by how much? What will it be used for?)
- Western Dam (also called white dam/western showgrounds dam) is not used as it leaks (?). 45ML capacity.
- Don't use treated wastewater in winter and it is discharged to the creek. Could Western Dam be used to store it instead? 440ML discharged annually (check with WC). Also the WWTP is at capacity and has odour issues. Taking the excess wastewater could benefit Water Corp. Also consider WC's involvement in renewables – consider new windfarm proposal?
- TWW goes to tanks for use within 48 hours. Any overflows go to the Turkey nest dam (Blackwood Road).
- Dam in industrial area – underutilised catchment. Small solar pump.
- Tanks at netball centre (now 1.25ML rainwater with additional tanks. Will fill up next winter) – would be good to link up as well. Bowling Club uses 2 tanks. Others will go to swimming pool for irrigation and backwash or even the pool itself. Consider the school.
- Non-potable standpipe is connected to the WC town dam and is used for stock.
- School oval not good. Just got some new tanks but likely need irrigation system upgrades. Currently have their own dam at the school farm. Use scheme when this runs out. St Bernards school on scheme.
- Showground park now has tanks. Could this be greened and turned into a dog park?
- Other tanks around town – what are they used for?
- All stormwater drains to the creek near the WWTP. Could this be captured and pumped to White dam (when fixed)? Would get extra 45ML. Town surface water catchment is around 251ha. If get 10,000L/mm rain, could capture 500ML theoretically.
- Capture from new development area at Quinn Quinn? Could help manage flooding.
- Proposed industrial area is currently rented to the tennis club for cropping but could also be a catchment for the Solar Dam.
- Proposal to construct the Red Dam – 30ML capacity with a 4ha catchment. See information sent through this morning (now summarised into Table 1...*but not sure where Red Dam is?*)
- Upgrading the irrigation system at the Town Oval now. Being maintained by contractor (BGL Solutions - Bruno) and modifying the schedule to improve the surface while using less water (moved to heavier watering two times per week to get the roots to grow deeper).
- Have carted water previously but not for a while.
- What about water for washdown bay – using scheme at the moment.
- Consider greening the creek. Had to clean it out 2 years ago due to fuel spill. Important cultural values. Highest level is about 1/3 up the rocks so significant capacity. Could remove some concrete/rocks and revegetate to improve the water quality but depends on opportunity to harvest stormwater. Any changes would need significant community engagement (including local Aboriginal knowledge holders).
- CBH likely to move out of town soon as currently limited by space. Consider opportunity to use their dam during the planning process.

- LPP and Scheme have water management requirements relating to dampness and flood risk.
- More data (need submeters) would be helpful to detect leaks. Ask WC?
- Technology to reduce evaporation - pool blankets and dam covers.
- Boscobel – could consider tanks is paleochannel is good. Is there a bore now?
- Could also create a regional storage (covered dam) for regional usage if sufficient water. Maybe more likely is West Arthur?

Muradup

- Muradup is an aging community. Want access to water for vege gardens etc.
- Would really like a greener townscape.
- Was the first war memorial in Australia – built 1916
- Standpipe is very slow (too slow for fire). Pipe is too small?? Built by Shire but listed as WC asset. 20m antennae required to link to the IT system for payment via fob key.
- Two tanks 250kL at Muradup hall and 90kL on Fire shed. New. Will take a few seasons to fill up.
- Risk of fire is high – one house burnt down before people could get there. No phone reception.
- Also a contaminated site so bores may be high risk.

Table 1: Water projects scoped by Shire

Project	Additional capacity	Proposed use	Status
2026 Planned Rainwater Tank Projects	Shire Depot: 2 x 250kL	Operational water supply, plant wash-down, and bushfire support	?
	Mens Shed 90kL	Facility operations and emergency water	?
	Shire Administration Office (Size TBC)	Non-potable building supply, landscape irrigation, and emergency reserve	Planning
Netball Courts – Rainwater Harvesting, Overflow & Drought/Bushfire Assessment	6 x 250kL tanks = 1.5ML Roof catchment 0.33ha	Aquatic centre and emergency water supplies	Completed
Solar Dam – Catchment Upgrade Assessment	Dam approx. 50ML capacity. Catchment could generate 8-12ML/yr.	Park irrigation?	Planning
Stormwater Harvesting Concept – pump to Western Showgrounds dam (25-35ML capacity)	Catchment could generate 440mL runoff/yr but dependent on dam	Park irrigation?	Concept
Kojonup Showgrounds – Sheep & Shearing Shed Rainwater Harvesting Assessment	2 new tanks approx. 0.6ML Roof catchment could generate same/yr	Showgrounds operations and emergency water	Completed
Showgrounds East Dam – Catchment & Condition Assessment	None – this catchment already contributes to the system	N/A	
Muradup Town – Rainwater Harvesting & Bushfire Mitigation Assessment	250kL and 90kL tanks	Bushfire response	Completed

Strategy objectives

The participants noted the following key issues and priorities for non-potable water for the Shire.

- Green town – supports sport, recreation, streetscape, tourist parks, cemetery and golf course.
- Sustainable supply and enough non-potable water for emergencies – drought, farmers/stock, firefighting
- Road management and disease management (wash down)
- Growth of townsite – supported by enough water for amenity
- Environmental restoration – fix the spring? Cultural values too.
- Water for economic development.

These have been worked into some draft objectives for consideration (and comment) as follows:

1. Support community health and wellbeing through access to sustainable non-potable water resources to maintain parks, recreational spaces and streetscape amenity into the future.
2. Work with agencies and the community to ensure water is available for firefighting, disease management and roadworks, and to support farming, particularly during drought conditions.
3. Improve health of local waterways to enhance environmental, cultural and recreational values for the community and visitors.
4. Explore opportunities for organisational and industry partnerships, together with trials of new approaches and technologies.

These objectives are also considered consistent with the objectives and strategies outlined in the Shire of Broomehill Tambellup Strategic Community Plan 2018-2028.

Opportunities to explore

The following opportunities were highlighted during the workshop discussion. These will be explored during preparation of the Strategy:

- Understand and track water and energy use for irrigation of ovals, parks and streetscape.
- Work with Water Corporation to ensure dam is able to be handed over to the Shire to add to the non-potable water system. Who will maintain the catchment into the future?
- Continue to scope the stormwater management concept – capture for reuse and/or revegetation to improve environmental values and water quality. Ensure consideration is given to impact of reduced flows to the Kojonup Brook. Will require input from community including local Aboriginal traditional owners.
- Engage with the Water Corporation to better understand licence conditions for wastewater disposal to the creek to inform scoping the opportunity to capture and use a larger volume.
- Scope opportunity to modified wash down bay or car wash using recycled water.
- Scope potential for a groundwater bore in Boscobel, having consideration of contamination risk.
- Understand infrastructure responsibilities for the standpipe in Muradup and potential to increase flow rate.
- Scope opportunity for improved stormwater management in Quinn.
- Consider opportunities to install dam covers and/or plastic catchments; upgrade irrigation systems and controls; and/or increase the size of dam catchments.
- Document timing and activities required to maintain dam catchments and dam structures at agreed service levels. Consider cost of power, water and staff time.
- Work with local Aboriginal groups to understand local cultural values of water resources and consider ways to preserve, enhance or celebrate these values as appropriate.

- Consider engaging with local Aboriginal people, DPIRD and/or landowners regarding the likelihood of finding less saline groundwater.
- Consider opportunity for passive watering of streetscape with stormwater.
- Ensure new development considers the total water cycle and secures access to water to meet the above objectives in accordance with State Planning Policy 2.9: Water.
- Consider development of a local planning policy regarding rainwater tanks and greywater systems (or amend the existing one).
- Advocate for additional grants and research/demonstration site opportunities.
- Advocate for incentives for improved water security for farmers.
- Develop a prioritisation framework for decisions on water usage during drought.

Additional actions will be developed to meet the objectives of the Strategy (once agreed).

Project outputs

The following project outputs were supported by participants:

- Strategy document including prioritised actions with an indication of timing and budget
- Summary in presentation format
- Digitisation of existing non-drinking water infrastructure
- Shape files of data for use in QGIS or links to data sources
- Spreadsheets to assist with monitoring water use

Identified gaps or information requested from Shire

- Drawings of existing treated wastewater and surface water irrigation networks and infrastructure. Dam and catchment capacities, tank sizes at each location. Which assets are linked together? What is the source of energy for the pumps? Identified infrastructure includes:
 - WC southern dam
 - Solar dam
 - Showground (east) dam
 - Showground west dam (does this need fixing?)
 - High school farm
 - Turkey nest dam
 - Quinn stormwater sump/ dam
 - Stormwater sump at WWTP
 - WWTP ponds
- Estimation of non-potable water use for each of the ovals, parks and schools, including source used and seasonal differences. Areas identified include:
 - Town oval and playing fields
 - Apex park and RV stop
 - Kodga Place and rose garden
 - High school and farm
 - St Barnards School
 - Hillman Park
 - Newstead Park
 - Streetscape
- Location and volumes of all tanks under Shire control and uses. Do they have meters/locks?
- Volumes/cost/areas irrigated with scheme water.
- Community and Shire water use from standpipes (volumes and uses if possible)

Water for Future strategies

Developing a non-potable water strategy for the
Shire of Kojonup

Thursday 18 December 2025

The logo for Urbacqua features the word 'urbacqua' in a white, lowercase, sans-serif font. A small green leaf icon is positioned above the 'u'. Below the main text, the tagline 'land and water solutions' is written in a smaller, white, lowercase font. The logo is set against a background of overlapping green and teal shapes.

urbacqua
land and water solutions

Acknowledgement of Country

*Ngala kattidj nidja Noongar moort boodja
wer gorah-gorah wer yy-i wer mila.*

*Ngala koort-kwab nidja boodja-k wer
kattidj netingar wer bee-dee-eer wer
gorah-gorah wer yy-i wer mila.*

We acknowledge this is Noongar people's country
from long, long ago to now to the future.

We are happy to be on this country and
acknowledge ancestors and elders from long,
long ago to now to the future.

The Board and staff of the Great Southern Development Commission
acknowledge the traditional custodians of the lands upon which we
operate, the Menang, Kaneang, Goreng, Wudjari and Wilman
Noongar peoples.

We acknowledge their continuing connection to the lands, waters
and sky, and celebrate their almost 50,000 years of life on this land.

We pay our respect to elders past, present and emerging.

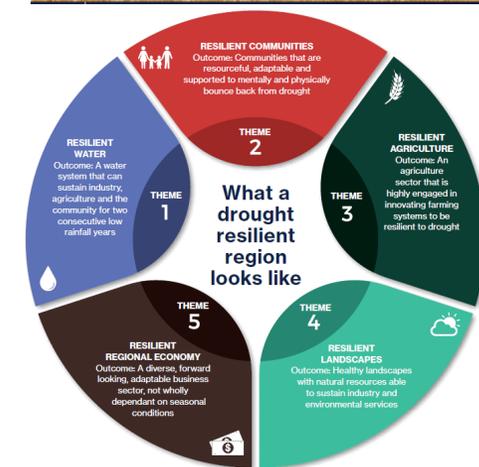
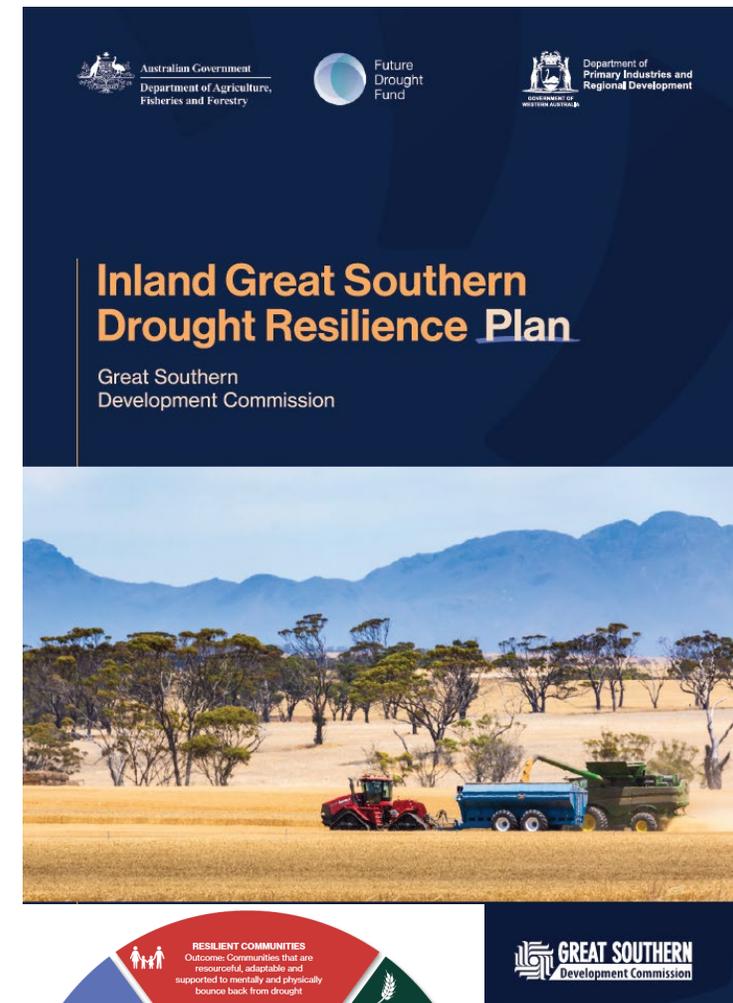


Menang man Larry Blight explains native
seeds and plants on Kurrah Mia tour



Project objective

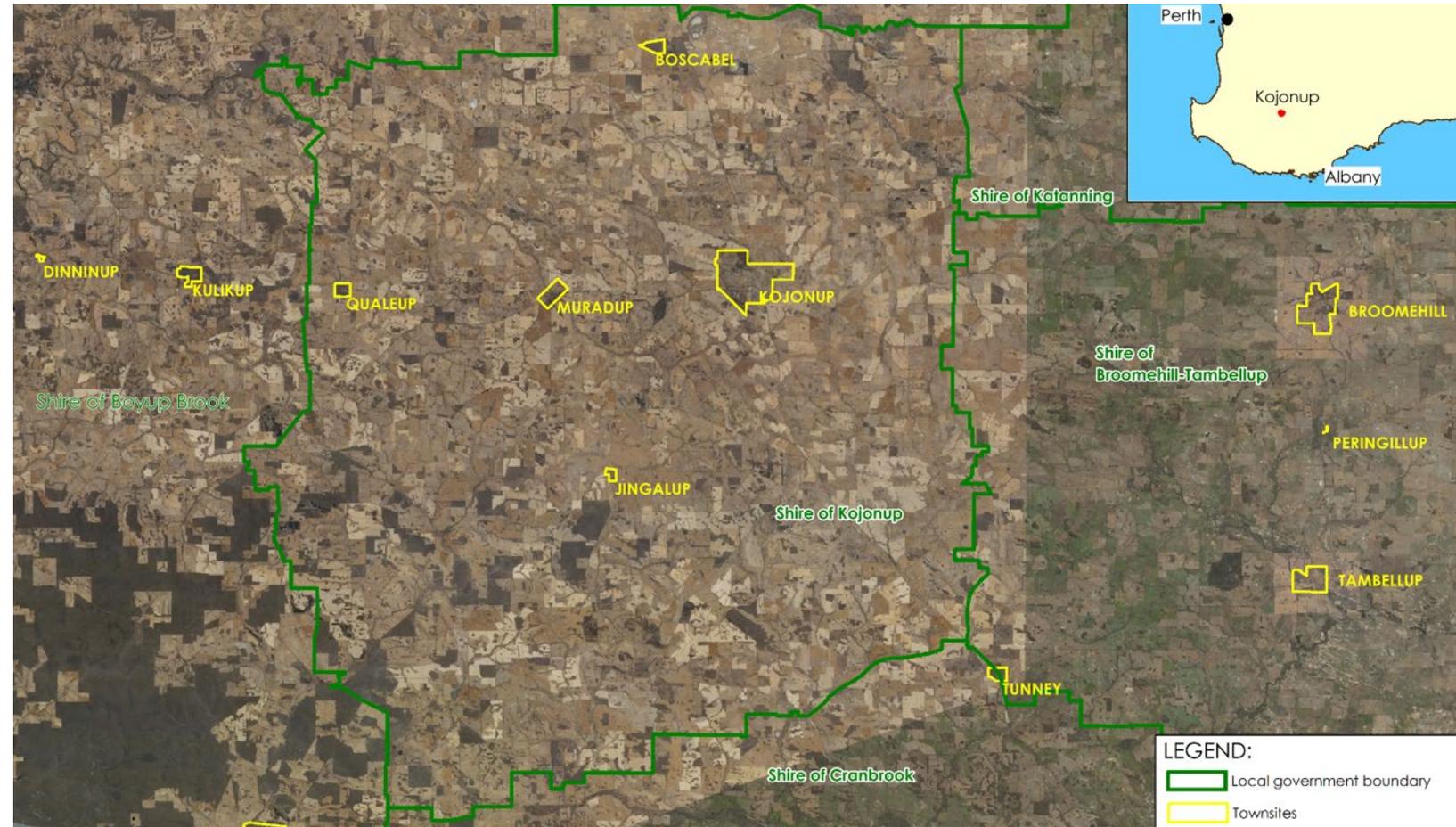
- Build drought resilience through preparation of an integrated non-potable water strategy for the Shire.
- Consideration of rainwater, groundwater, surface water, dams, stormwater and wastewater sources and water used for irrigation of public open spaces, emergency water supplies for firefighting and stock water, water for road maintenance and construction, water for the environment and maintenance of key environmental values, water resources of cultural significance and water for major projects, industry and agriculture including dams.
- Develop strategies to address any future shortfalls.





Kojonup

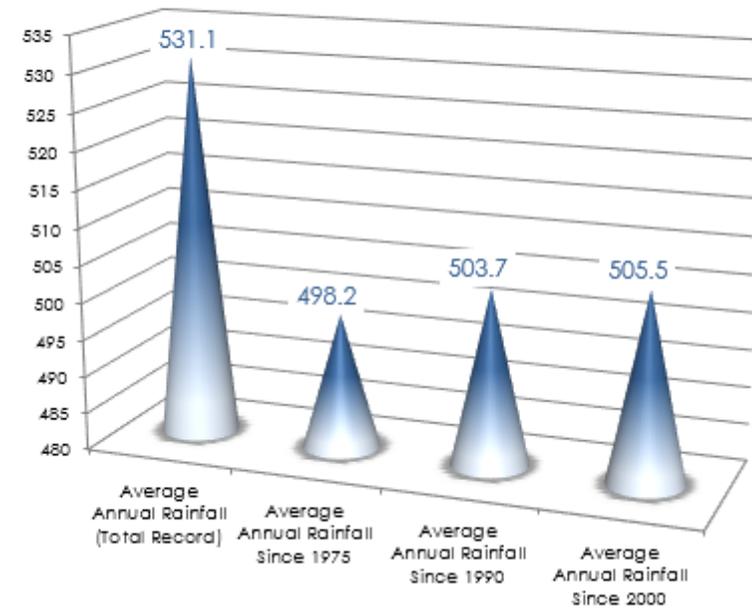
- Approx 2,932 km²
- Population in Shire of 1,901 in 2021 - steady
- Key towns:
 - Kojonup
 - Muradup
- Boscabel, Quaelup and Jingalup?



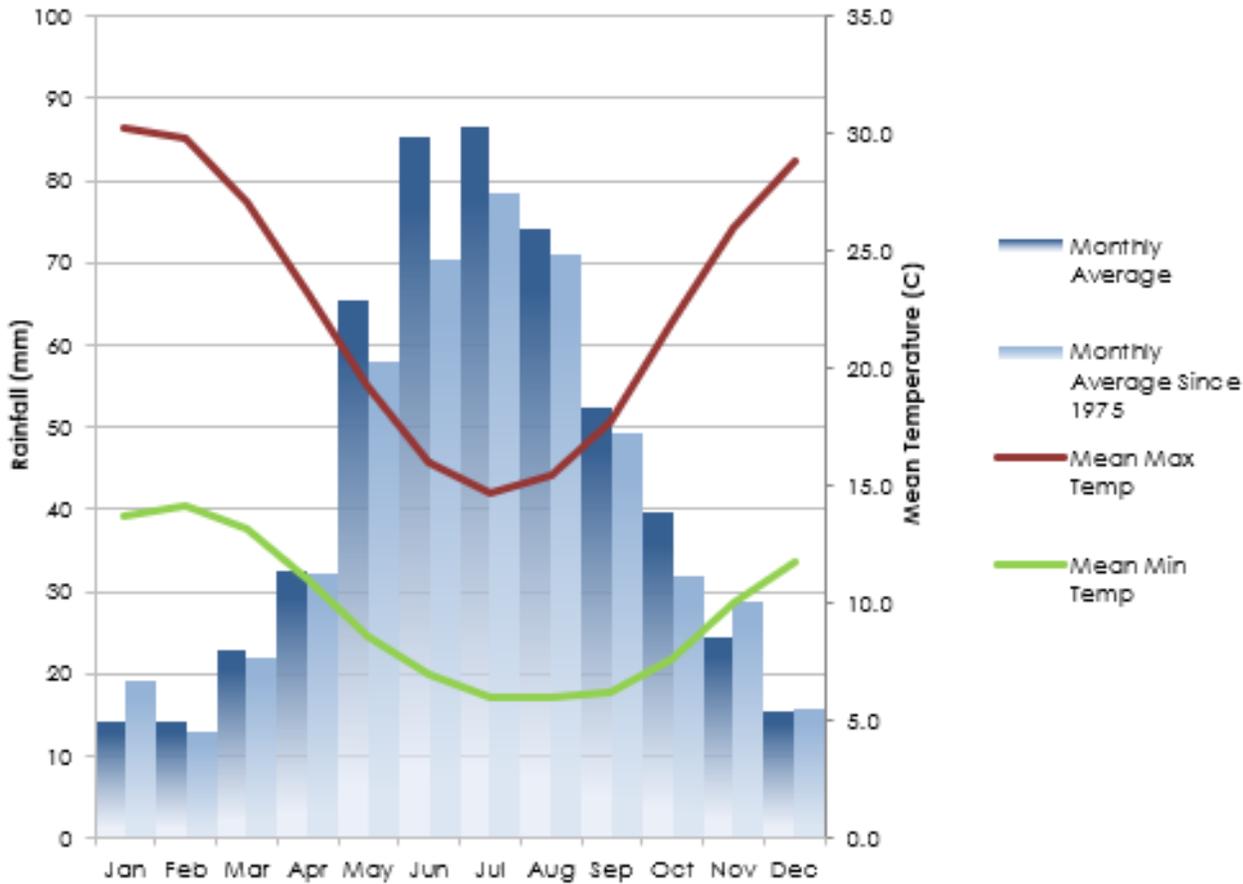


Climate – nearly 5% decline in rainfall since 2000

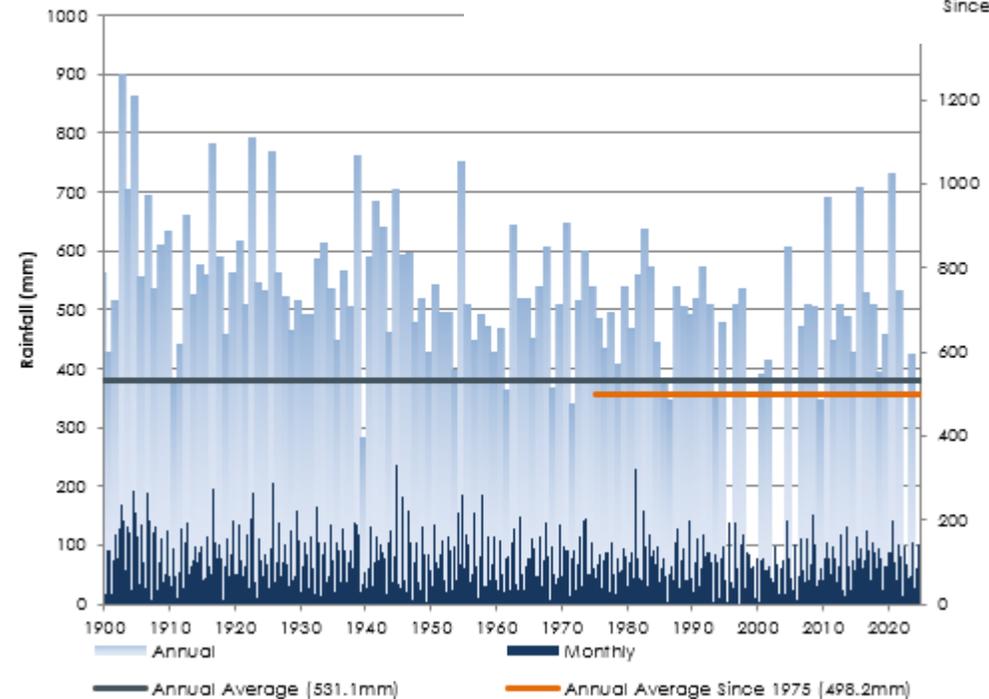
Rainfall Trend Since 1975



Average Monthly Rainfall and Climate Data



Average Annual and Monthly Rainfall





Will it get worse?

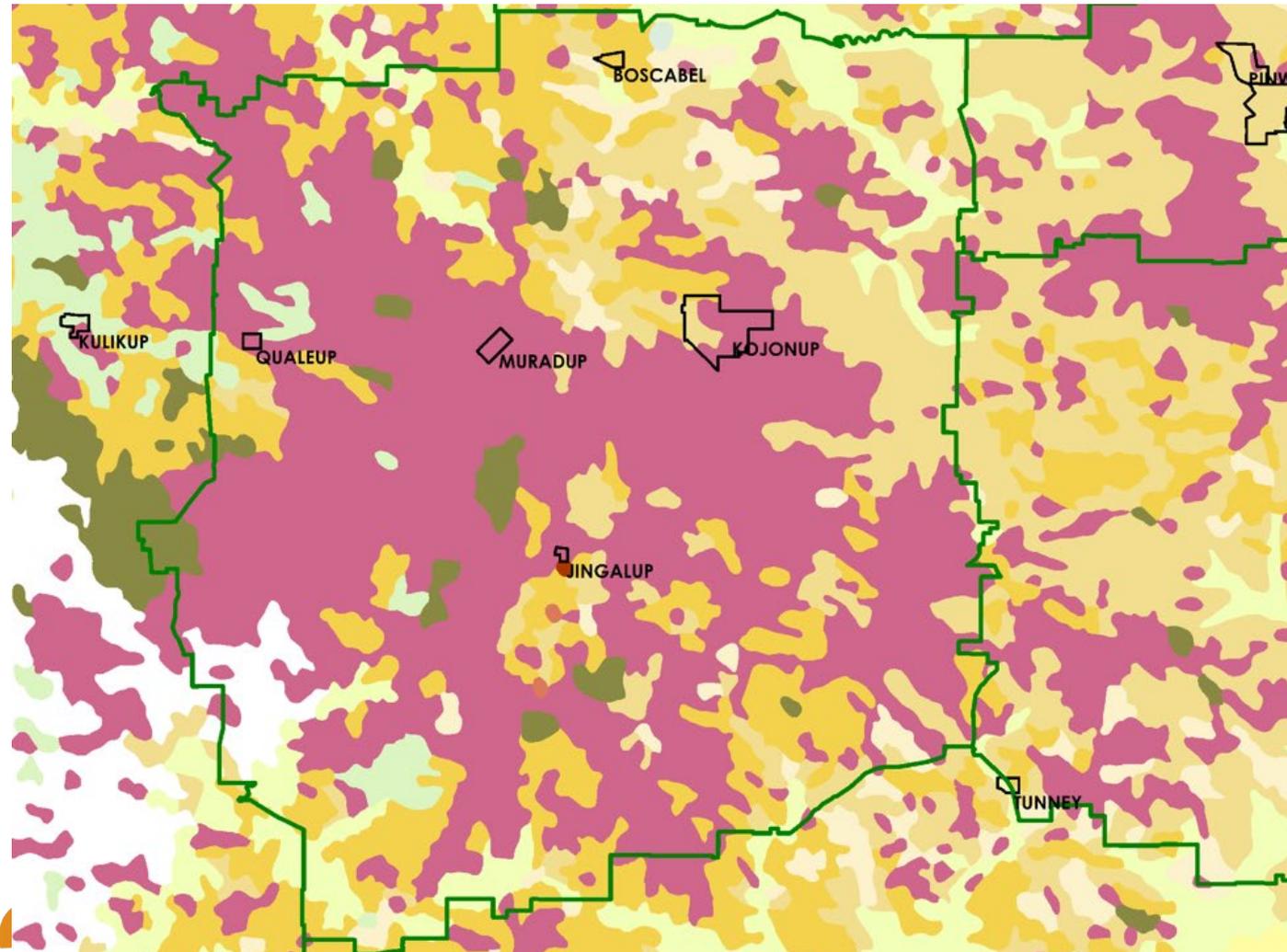
Townsite No. 1				Townsite No. 2				Townsite No. 3			
Townsite No. 1		KOJONUP		Townsite No. 2		KOJONUP		Townsite No. 3		KOJONUP	
Latitude		-33.83		Latitude		-33.83		Latitude		-33.83	
Longitude		117.16		Longitude		117.16		Longitude		117.16	
Parameter		Rainfall		Parameter		Max temperature		Parameter		Min temperature	
Analysis		Mean		Analysis		Mean		Analysis		Mean	
Season		Annual		Season		Annual		Season		Annual	
Model		All models		Model		All models		Model		All models	
Climate scenario				Climate scenario				Climate scenario			
Time period	baseline	SSP1-2.6	SSP3-7.0	Time period	baseline	SSP1-2.6	SSP3-7.0	Time period	baseline	SSP1-2.6	SSP3-7.0
baseline (present time)	551.9			baseline (present time)	21.6			baseline (present time)	9.2		
2020 to 2039		499.1	508.6	2020 to 2039		22.3	22.3	2020 to 2039		9.7	9.8
2040 to 2059		479.7	464.8	2040 to 2059		22.6	23.2	2040 to 2059		9.9	10.5
2060 to 2079		506.0	461.9	2060 to 2079		22.6	23.9	2060 to 2079		10.0	11.3
2080 to 2089		501.5	411.5	2080 to 2089		22.7	24.8	2080 to 2089		10.2	11.9

- Potentially a 10% rainfall decline and one or two degrees hotter in next 50 or so years
- 20km projection data from the WA Climate Science Initiative



Surface geology

- On the South West Terrane of the Archaean Yilgarn Craton
- Basement composed of highly impermeable, old crystalline rocks, predominantly granite and gneiss
- Fractures provide only pathways for deep water movement



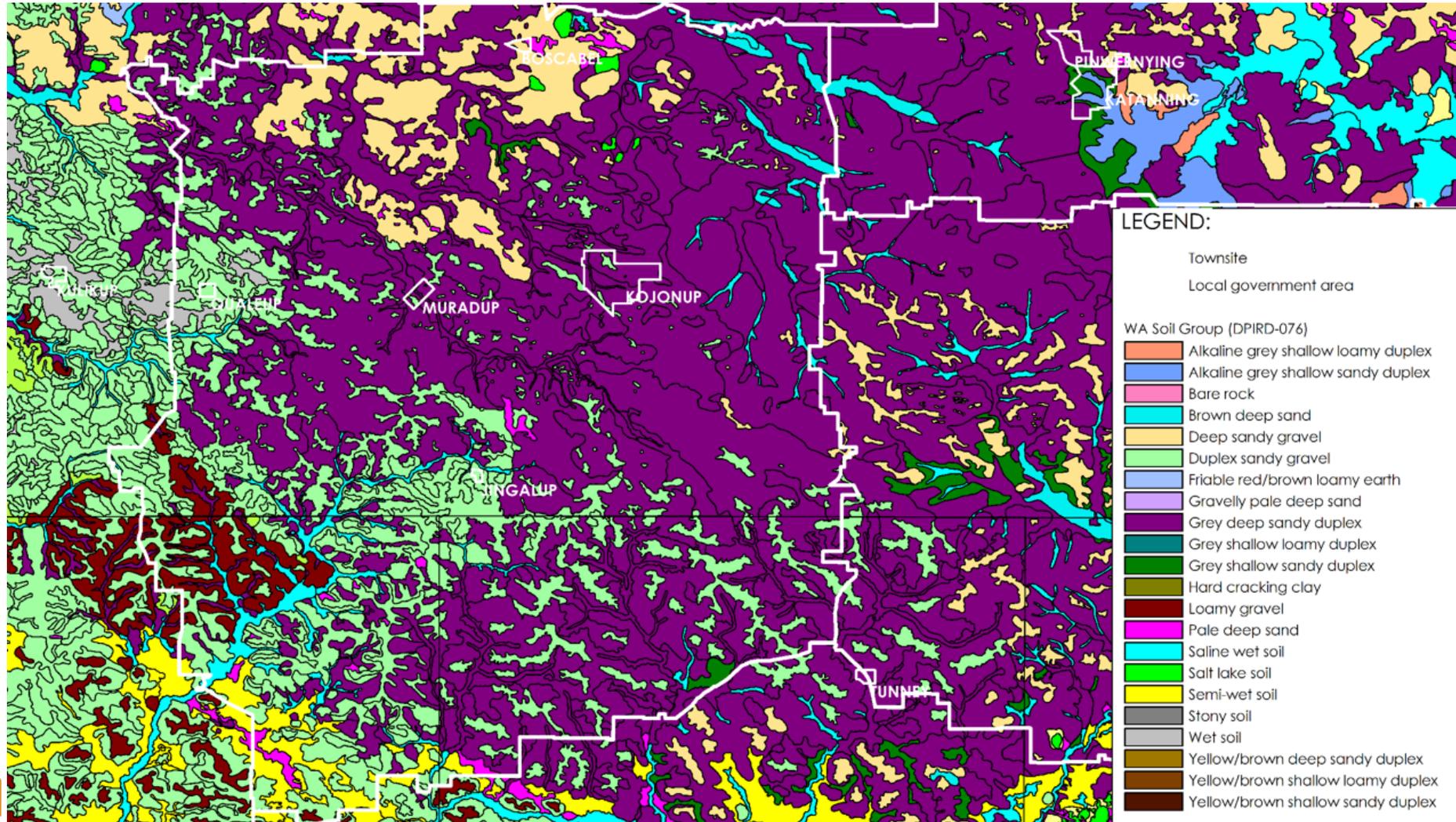
LEGEND:

	Local government boundary
	Townsite
Surface geology of Australia	
	alluvial sediment
	alluvial sediment, overbank deposit
	amphibolite
	calcrete
	chert, banded iron formation
	colluvial sediment
	dacite, agglomerate
	felsic gneiss, mafic granulite, felsic granulite, banded iron formation, migmatite
	gneiss, migmatite, dolerite, augen gneiss, felsic gneiss
	granite, monzogranite, diorite, pegmatite,
	lacustrine sediment
	lateritic duricrust
	monzogranite, granodiorite, granite, tonalite, quartz monzonite
	sand - residual
	sand - aeolian, sand - residual
	sand - aeolian, lacustrine sediment
	sandstone, quartzite
	sandstone, quartzite, shale, slate, phyllite
	sedimentary rock, colluvial sediment, weathered material - unknown origin, sand - residual, silt - unknown origin
	silcrete
	siltstone, sandstone



Soil groups

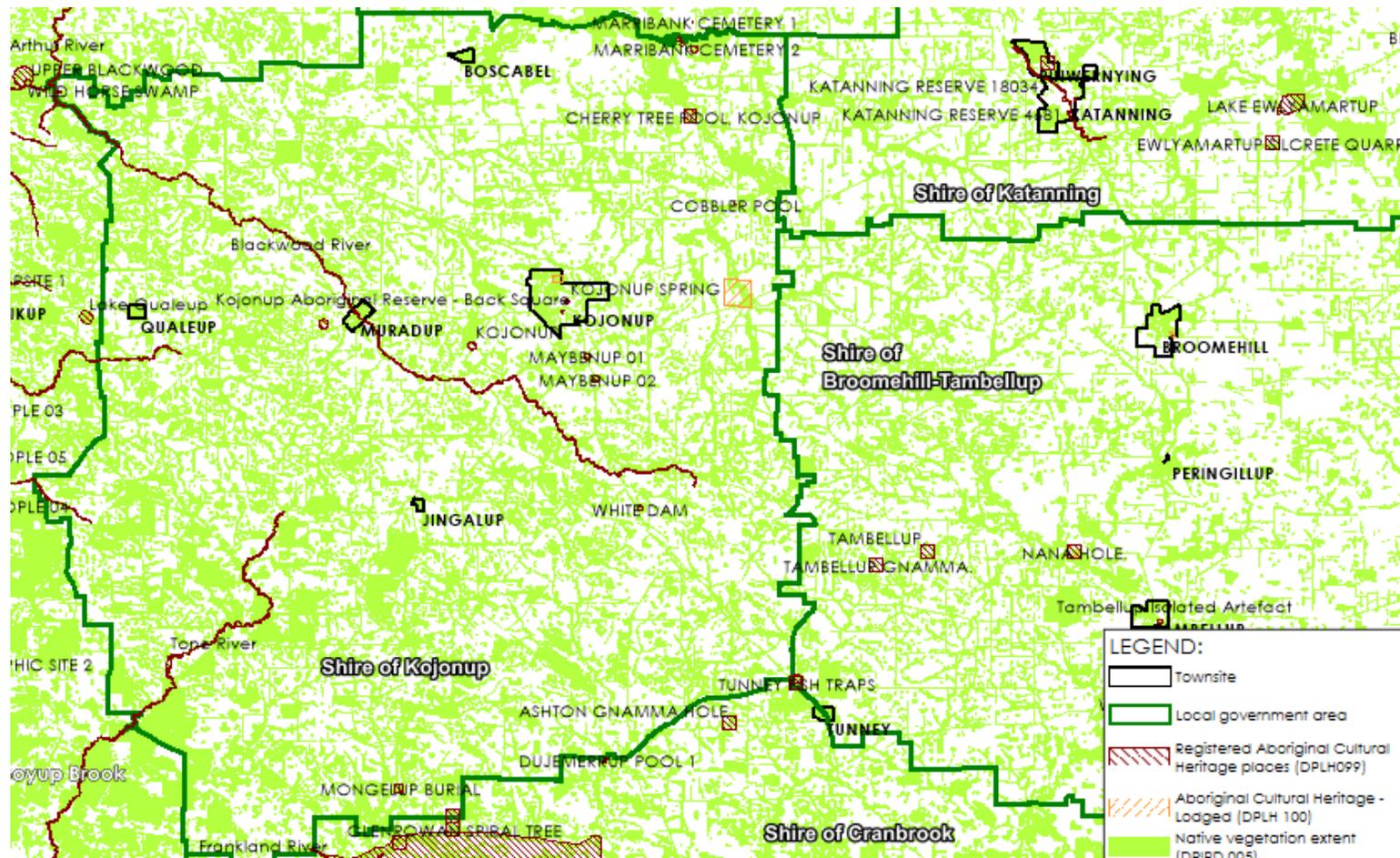
- Uplands: Lateritic Gravels - deep, freely draining, and gravelly
- Mid-slopes: Duplex soils - sandy or loamy topsoil overlying a dense, low-permeability clay subsoil which is highly effective at perching water
- Valley floor soils: Heavy, often saline, alluvial and colluvial soils found in drainage lines and floodplains.





Vegetation and Heritage

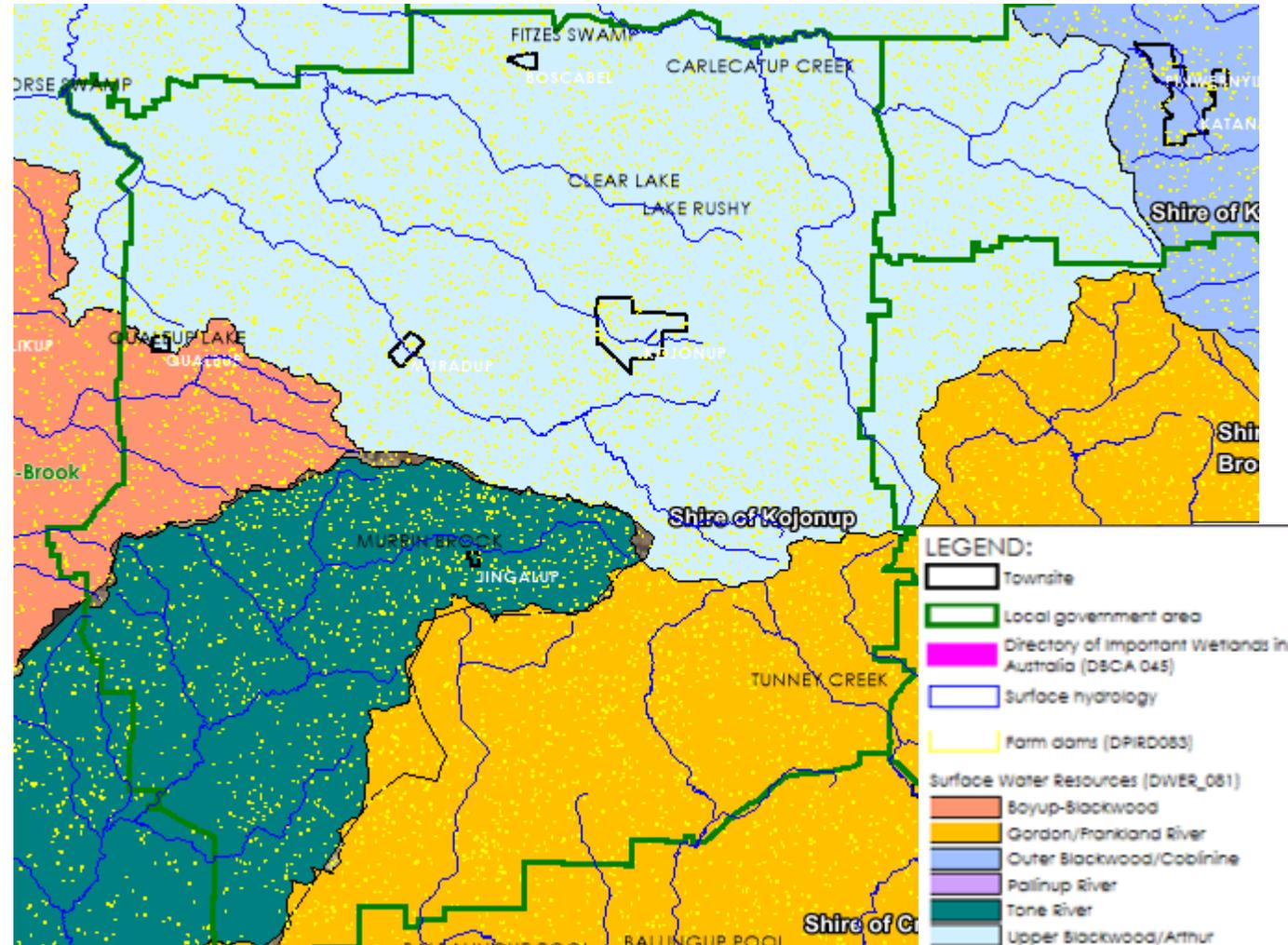
- Historically dominated by Wandoo (*Eucalyptus wandoo*) and Jarrah (*Eucalyptus marginata*) woodlands on the uplands, and River Gum (*Eucalyptus rudis*) and Melaleuca species along waterways, however the remnants are severely fragmented
- Protection is provided by numerous small Nature Reserves (e.g., Wilgeup Nature Reserve, Marribank Native Reserve), which are crucial for protecting isolated populations of flora and fauna. Roadside reserves provide critical connectivity
- Important flora and fauna includes the nationally listed Eucalypt Woodlands of the Western Australian Wheatbelt (Critically Endangered), the Red-tailed Phascogale (*Phascogale calura*) and the Carnaby's Black Cockatoo (Endangered).
- Traditional lands of the Wiilman and Kaneang Noongar people. The former Carrolup Native Settlement (now Marribank) is a nationally significant site, as is part of the Blackwood River catchment, including its tributaries and specific pools near Muradup and Kojonup.





Surface water

- Upper Blackwood/ Arthur River, Boyup-Blackwood, Tone River and Gordon/Frankland River surface water catchments (unproclaimed)
- The Blackwood River's headwaters originate in or near the Shire. The upper reaches are characterised by low, intermittent flow and high salinity, contributing saline water to the larger system downstream
- Numerous Creeks (e.g., Balicup Creek) are key conduits for surface runoff and serve as primary discharge points where rising, saline groundwater leads to waterlogging and salt scalding on adjacent floodplains
- Numerous small, ephemeral swamps and pools are common in low-relief valley floors and function as recharge and discharge points. Water quality is often severely compromised by the surfacing of saline groundwater, supporting only salt-tolerant Samphire and Melaleuca species.



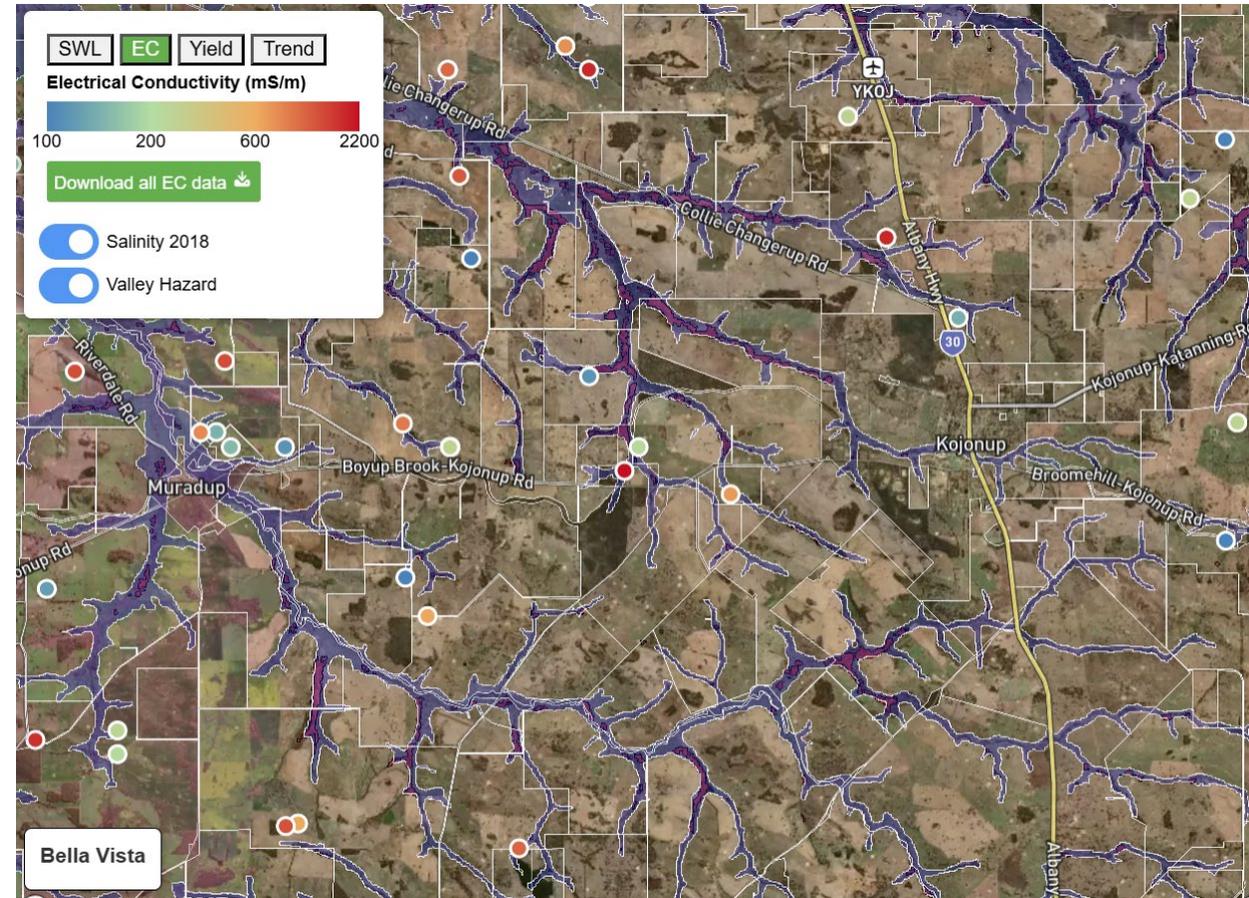


Groundwater

- Within the Karri Groundwater Management Area (non-proclaimed)
- Groundwater is shallow and rising due to the removal of deep-rooted native plants. It moves slowly laterally through the soil layer towards the creeks.
- Typically brackish to highly saline
- Creeks and wetlands are groundwater discharge zones, receiving highly saline water from the surrounding cleared land, leading to high salt concentrations, especially in summer when evaporation is high.

urbaquua

DPIRD Groundwater and Salinity map



<https://dpiird-dma.github.io/SalinityMapV2/>

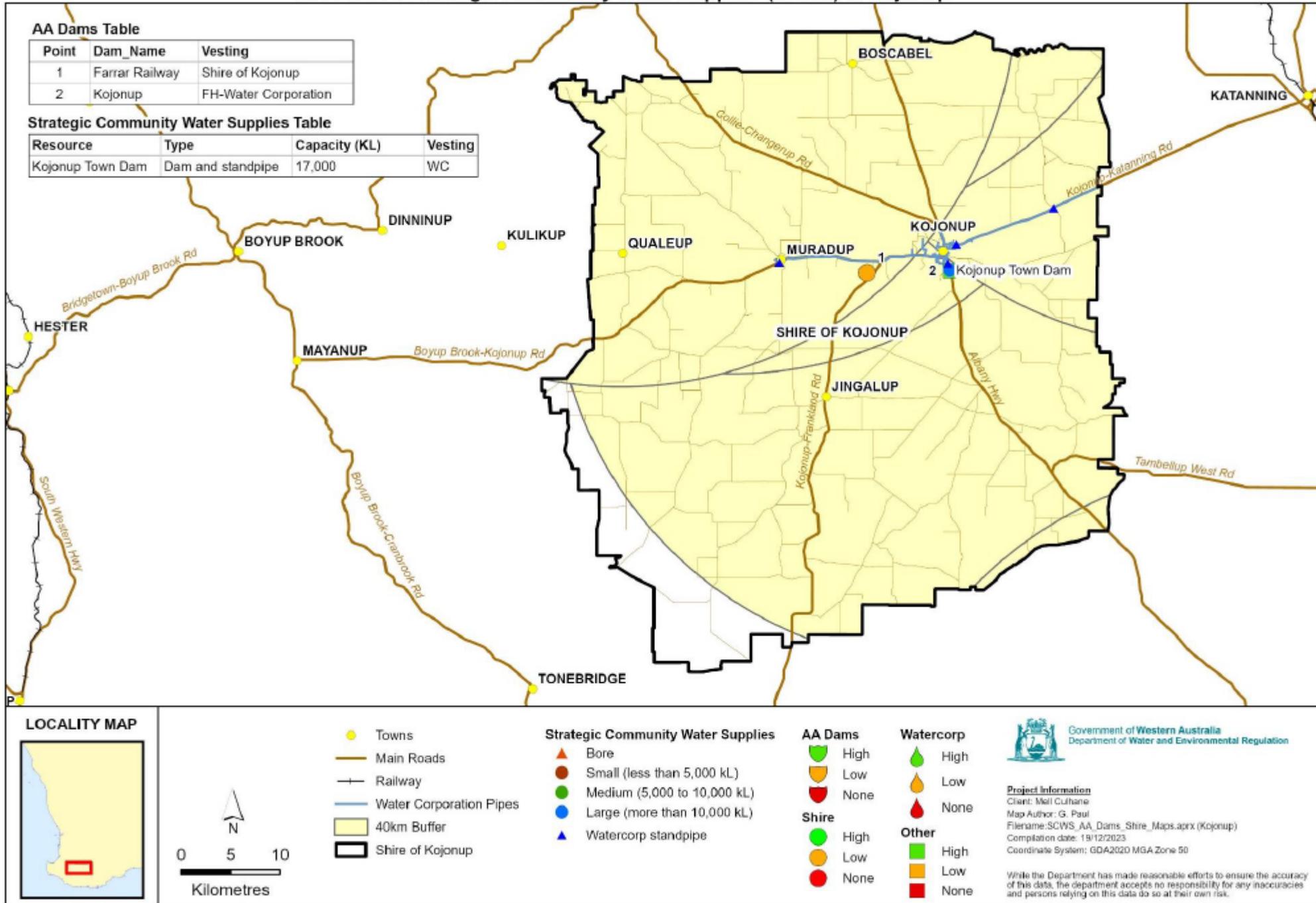


SCWS

- Kojonup Town Dam (WC)
- Farrar Railway dam (Shire)
- Standpipes

Recent DWER funding supporting improvements to showgrounds dam, and installing 14x tanks off large sheds

AA Dams & Strategic Community Water Supplies (SCWS) at Kojonup





Previous studies - 2015

WC IWCM trial – what was the outcome?

- investigate school water use, and option for TWW reuse
- explore links with Shire’s engineering design report “Stage 2”
- include Water Efficiency option in cost/benefit analysis; include rainwater tanks as option
- include Winter Storage of TWW in cost/benefit analysis; investigate winter storage in existing dams; investigate additional TWW users/irrigators
- include Surface Runoff Capture (existing dams) in cost/benefit analysis; viability of Kojonup Dam for surface runoff capture, other dams TWW storage
- include Non-Potable Standpipe in cost/benefit analysis
- Exclude TWW reuse at WWTP this option due to technical water quality issues. Add new option to allow captured surface water in existing dam(s) to be used at WWTP
- Include Stormwater Management in cost/benefit analysis. Explore more opportunities for stormwater capture/management and WSUD in Kojonup



INTEGRATED WATER CYCLE MANAGEMENT



LEGEND

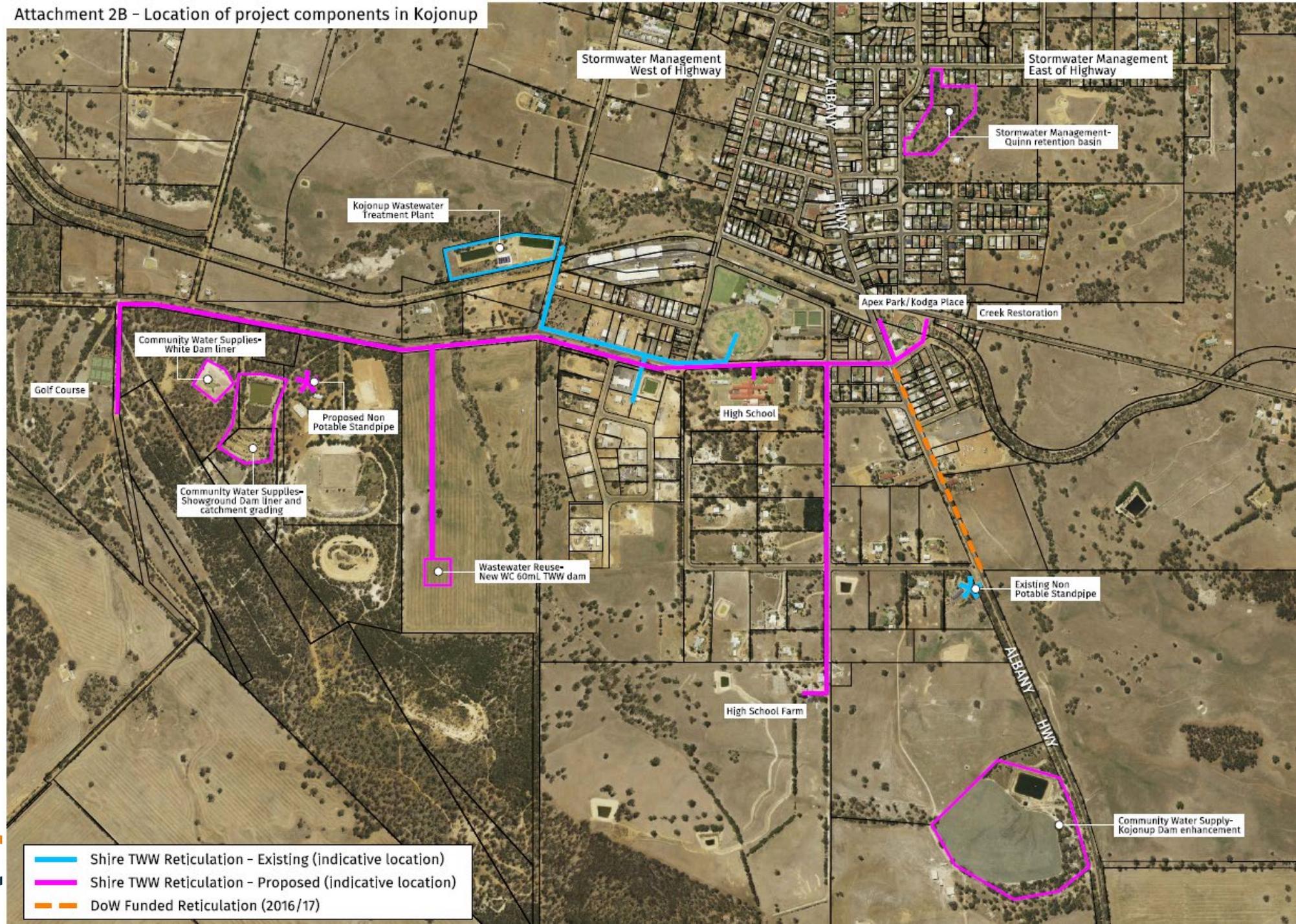
- STANDPIPE
- WATER CARTING OPTION
- CONNECTION OPTION
- NON-POTABLE REUSE OPTION





- Is this current?
- Study?

Attachment 2B - Location of project components in Kojonup



Thinking about non-potable
needs and sources

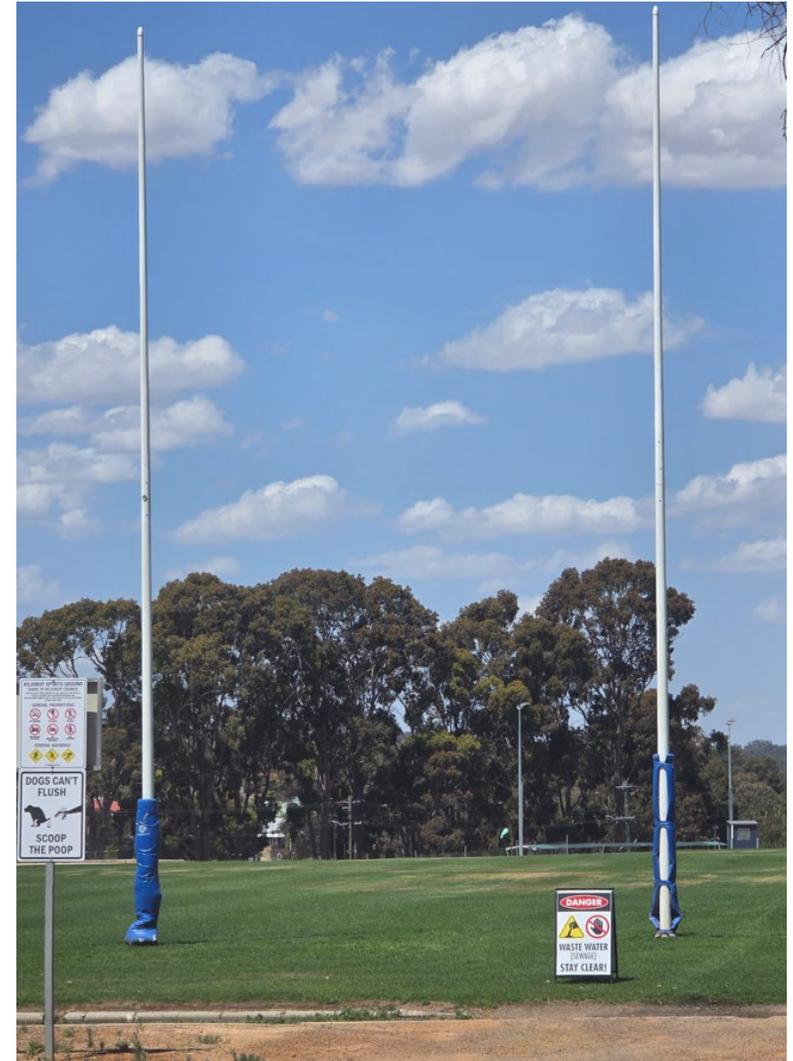
urbaqua
land and water solutions



What are the objectives for water in the Shire?

From Aurora survey (2022)

- Prioritise what it is used for – re-use water from sewerage ponds. Chlorinated – used within 24hs sewage ponds – for irrigation of ovals 200,000L capacity
- Water-Corp Dam (Kodja place, Rose maze, Apex Park) - runs out. Have to use potable – December to Feb
- Capturing stormwater





What do you want your towns to be in the future? What can this strategy deliver?



- What are we finding water for? What values are a priority to maintain?
- What are the key objectives of this strategy?
- What are the key issues you are facing now?
- What does sustainability look like in the face of climate change?

Where and what are you using water for?

Kojonup & Muradup

The logo for Urbacqua features the word 'urbacqua' in a white, lowercase, sans-serif font. A small white leaf icon is positioned above the letter 'u'. Below the main text, the tagline 'land and water solutions' is written in a smaller, white, lowercase, sans-serif font. The logo is set against a background of overlapping orange, teal, and lime green shapes.

urbacqua
land and water solutions



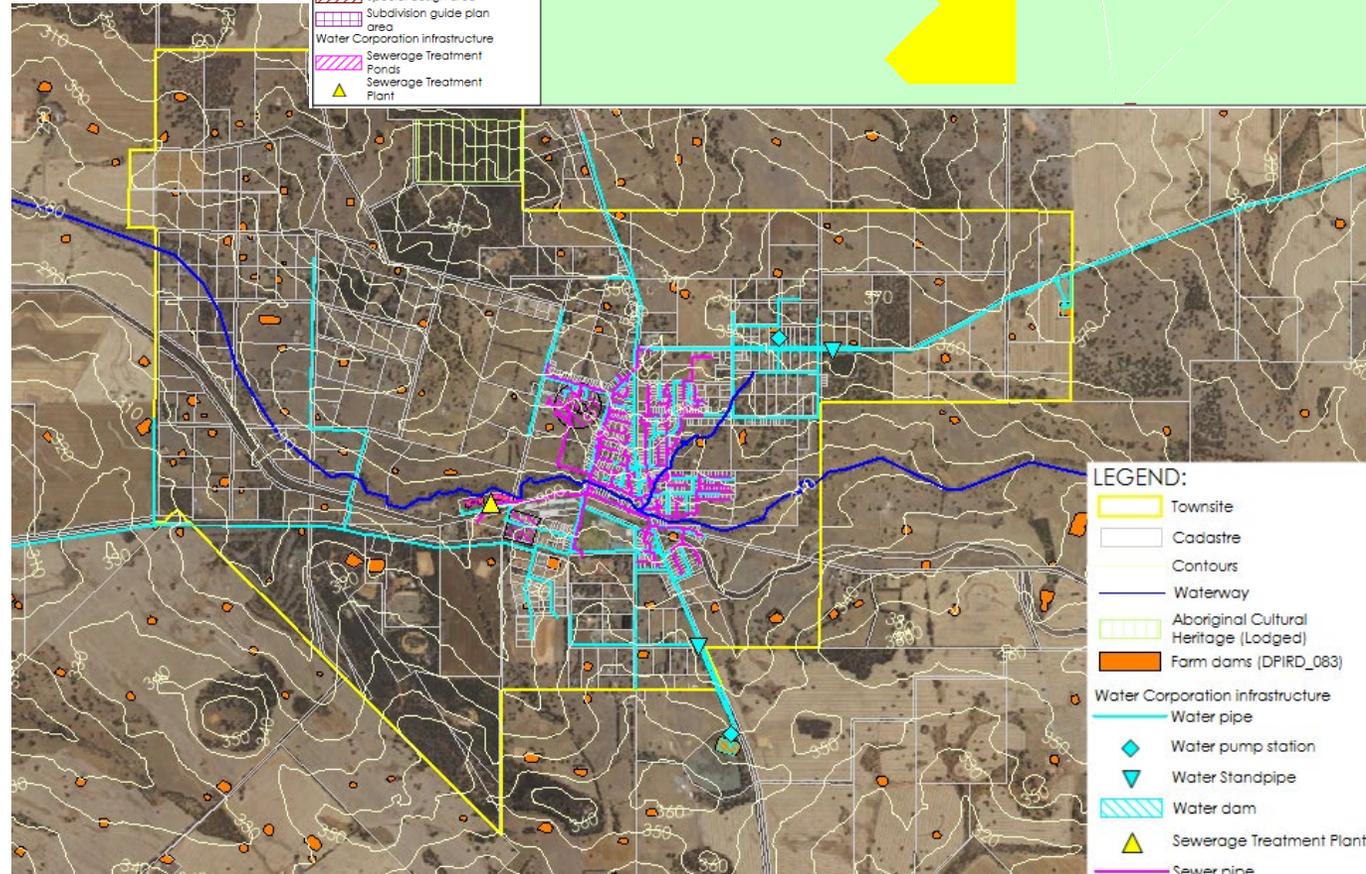
Kojonup





Kojonup

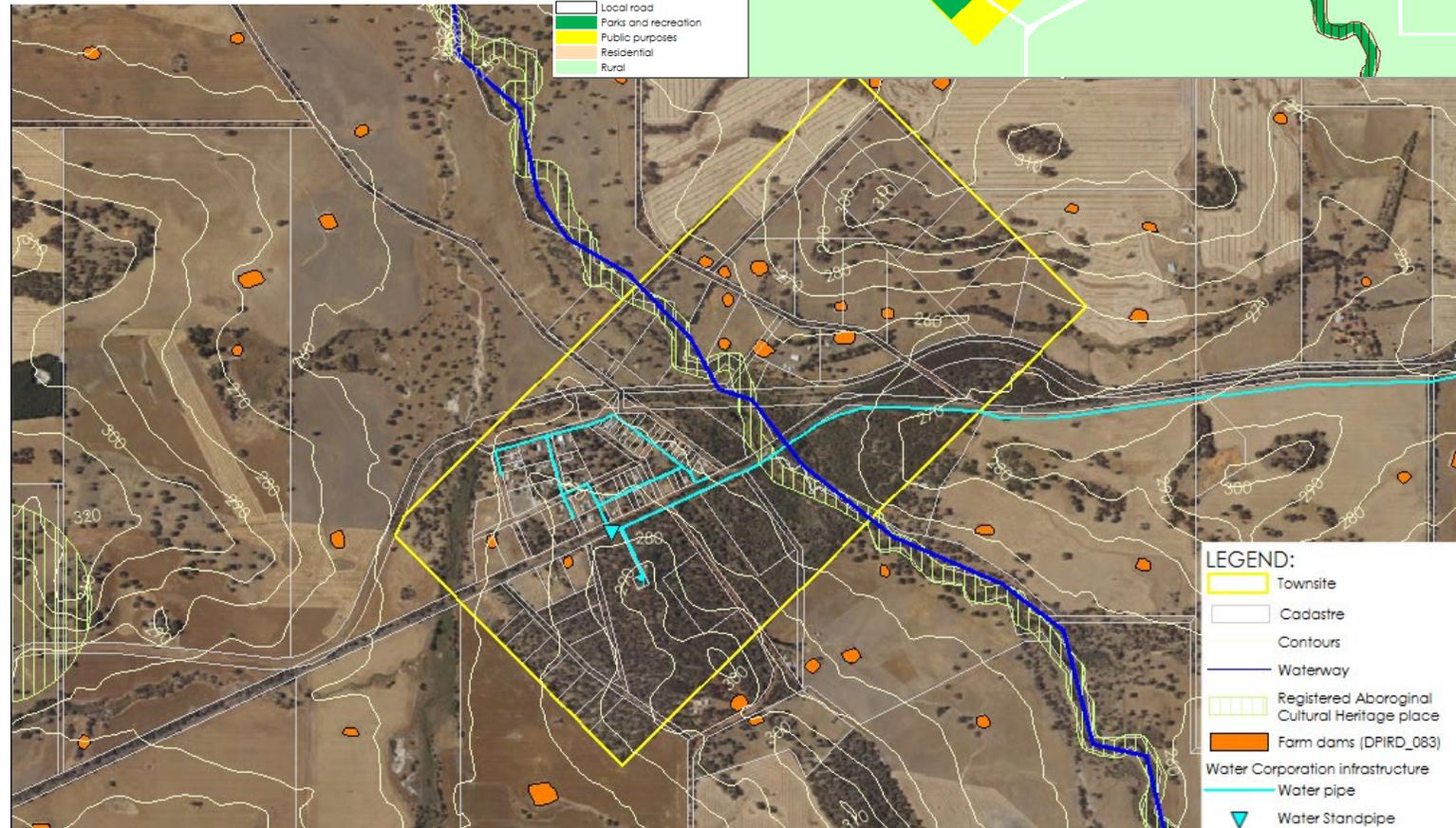
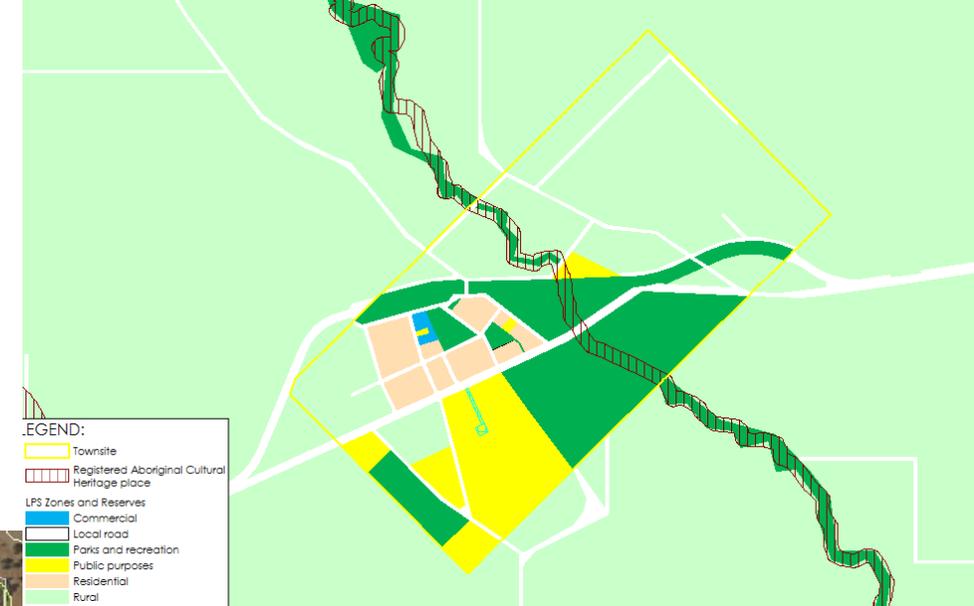
- Scheme water (GSTWSS)
- Reticulated sewer and reuse of treated wastewater including standpipe
- Town Dam (others?)
- Irrigation of:
 - Town oval and playing fields
 - Apex park, RV stop (?)
 - Kodga Place (rose garden)
 - High school and farm, St Barnards
 - Hillman Park & Newstead Park
- Tanks at each irrigated area location
- Kojonup Brook – heavily modified through town





Muradup

- Scheme water (GSTWSS)
- No reticulated sewer
- Balgarup River (?)
- Blackwood River - registered Aboriginal Cultural Heritage site
- Standpipe



Opportunities for WSUD?





Other options?

- Is more water needed? What for?
- Would access to data help?
- Are there any useful WC assets to be repurposed?
- CBH partnerships?



Opportunities for implementation

What strategies support the delivery of the objectives?

The logo for Urbacqua features the word "urbacqua" in a white, lowercase, sans-serif font. A small leaf icon is positioned above the letter 'u'. Below the main text, the tagline "land and water solutions" is written in a smaller, white, lowercase, sans-serif font. The logo is set against a dark blue background with large, overlapping teal and lime green circular shapes on the right side.

urbacqua
land and water solutions



Recommendations in Drought Vulnerability Assessment

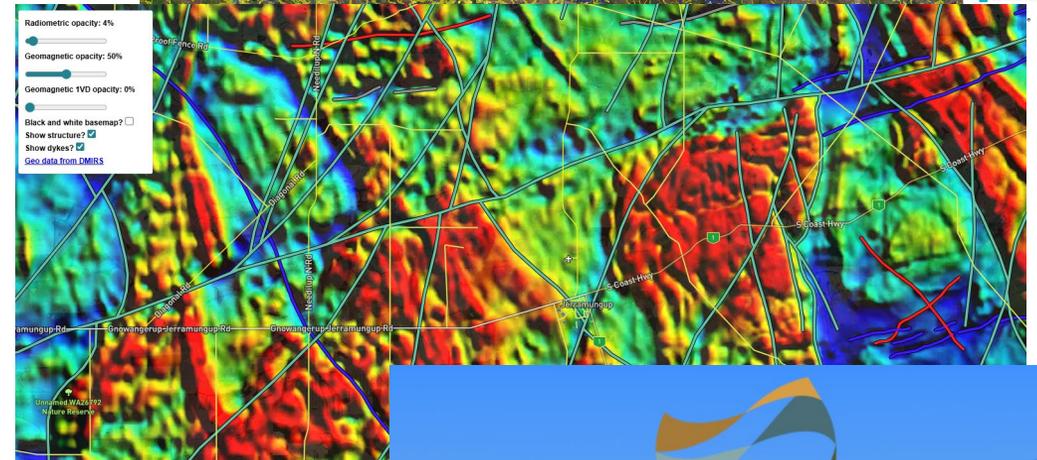
- Shift from reactive to proactive drought planning
 - Invest in resilient infrastructure, economic diversification, and community support
 - Integrate Traditional Ecological Knowledge
 - Improve data collection and regional coordination
-
- Can this project assist with any of this?
 - What else do you want to do?





Project output – what will be helpful?

- Report
- Summary (Powerpoint)
- Spatial data
- Spreadsheets for monitoring
- Training in DPIRD tools



Hydroguide
GeoMap

Groundwater and salinity map
Water Evaluation Platform





Next steps

- Write up workshop outcomes including draft strategies
- Agree strategies and incorporate into Water for Future Strategy
- Develop any additional agreed outputs
- Share with Shire and stakeholders for comment
- Revise and finalise



Thank you for your time!

Please send any additional thoughts or information to shelley@urbaqua.org.au

urbaqua
land and water solutions

SHIRE OF KOJONUP

Kojonup



Kojonup Bush Fire Advisory Committee

MINUTES
RECEPTION ROOM

7:00 pm Tuesday, 3rd February 2026

BUSHFIRE ADVISORY COMMITTEE TERMS OF REFERENCE

Established under *Section 67 of the Bush Fires Act 1954*.

Terms of Reference

The Bush Fire Advisory Committee is established for the purpose of:

- a) Advising the Shire regarding all matters relating to the preventing, controlling and extinguishing of bush fires;
- b) The planning of the layout of firebreaks in the district;
- c) Prosecutions for breaches of this Act;
- d) The formation of bush fire brigades and the grouping thereof under group brigade officers (in accordance with any local laws);
- e) Recommendations on Fire Control Officer positions;
- f) Feedback on the Council's Fire Break Notice;
- g) Specific requirements from each brigade with regard to:
 - Protective Personal Equipment;
 - Equipment and vehicles resources required; and
 - Training Requirements;
- h) The ensuring of cooperation and coordination of Bush Fire Brigades in their efforts and activities; and
- i) Any other matter relating to bush fire control whether of the same kind as, or a different kind from, those specified in this subsection.

Other:

- a) The Bush Fire Advisory Committee shall include an elected member of the Council;
- b) The committee shall elect one of their members to be chairman;
- c) The quorum required for the transaction of business at meetings of the committee is set at 50%

Membership

Voting Members (11 in total)

- Councillors 3 (Currently Cr Radford, Cr Mathwin, Cr Mitchell)
- The President of the Kojonup Bushfire Association
- The Chief Bush Fire Control Officer
- The Deputy Chief Bush Fire Control Officer
- Senior Fire Control Officer (Zulu)
- Senior Fire control Officer (Zulu)
- Secretary of the Kojonup Bushfire Association
- Captain of the Volunteer Fire and Rescue Service

Supporting Team Members

- The Chief Executive Officer (CEO)
- Shire Delegates x 4

MINUTES FOR THE KOJONUP BUSH FIRE ADVISORY COMMITTEE MEETING

HELD 3 FEBRUARY 2026

TABLE OF CONTENTS

1.	DECLARATION OF OPENING AND ANNOUNCEMENT OF GUESTS	5
2.	ATTENDANCE & APOLOGIES	5
3.	SUMMARY OF RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE	6
4.	PUBLIC QUESTION TIME	6
5.	APPLICATIONS FOR LEAVE OF ABSENCE	6
6.	CONFIRMATION OF MINUTES	6
7.	BUSINESS ARISING	6
8.	ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION	6
9.	PETITIONS, DEPUTATIONS & PRESENTATIONS	6
10.	DECLARATIONS OF INTEREST	6
11.	STATUS REPORTS / GENERAL ITEMS	6
12.	OTHER ITEMS	9
13.	MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN	9
14.	LATE ITEMS	9
15.	NEXT MEETING	9
16.	CLOSURE	9

MINUTES

1. DECLARATION OF OPENING AND ANNOUNCEMENT OF GUESTS

The Presiding Member declared the meeting open at 07:07 pm and alerted the meeting of the procedures for emergencies including evacuation, designated exits and muster points.

2. ATTENDANCE & APOLOGIES

MEMBERS

Denise Berryman	Secretary of the Kojonup Bush Fire Association
Matthew Crabb	Kojonup Volunteer Fire and Rescue Service
Tony Fisher	Chief Bush Fire Control Officer
Ross Fryer – Smith	Deputy Chief Bush Fire Control Officer
Paul Norrish	Senior Bush Fire Control Officer
Ben Blewett	Senior Bush Fire Control Officer
John Binns	President – Kojonup Bush Fire Association
Mick Mathwin	Councillor / Chairperson
Ned Radford	Councillor
Craig Mitchell	Councillor

SUPPORTING TEAM MEMBERS

Grant Thompson	Chief Executive Officer
Estelle Lottering	Manager Regulatory Services
Deb Walker	Ranger – Shire of Kojonup
Phill Gunn	Community Emergency Services Manager
Paul Leiper	DFES - A/District Officer Great Southern Rural
Sean Bleach	Kojonup Volunteer Fire and Rescue – Apparatus Officer

APOLOGIES

Sean Winter	Wagyl Kaip - Cultural and Statutory Fire Coordinator
Roy Parsons	DFES Area Officer Great Southern Rural

3. **SUMMARY OF RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE**

Nil

4. **PUBLIC QUESTION TIME**

Nil

5. **APPLICATIONS FOR LEAVE OF ABSENCE**

Nil

6. **CONFIRMATION OF MINUTES**

Minutes of the Bushfire Advisory Committee Meeting held on 11th November 2025 were previously circulated under separate cover.

COMMITTEE DECISION

That the minutes of the Bushfire Advisory Committee Meeting held 11 November 2025 be confirmed as a true record with changes as requested.

Moved by Matt Crabb and seconded by Ned Radford

Carried 10/0

7. **BUSINESS ARISING**

Paul Norrish – Starlink for brigades

- Please follow up again on this issue.
- **Grant THOMPSON** – The shire would have to do some analysis on the costs.
 - Separately, the Shire is advocating to install a phone tower in the Muradup area.
 - Shire can draft a letter to the DFES Commissioner asking for an explanation as to why this is not an option.
- **Phill GUNN** – Starlink is not eligible for funding under the LGGS funding scheme.
- **Paul LEIPER** – Government contracts come at a high cost to be installed across the organisation.
- **Mick MATHWIN** – We need to look into other funding avenues
- **Paul NORRISH** – There are other options on the market, not just with Starlink

MOTION

Recommendation to council to investigate Starlink as a Communication option for the ZULUs

Moved by Paul NORRISH, Seconded by Ross FRYER-SMITH

Carried 10/0

8. **ANNOUNCEMENTS**

Nil

9. **PETITIONS, DEPUTATIONS & PRESENTATIONS**

Nil

10. **DECLARATIONS OF INTEREST**

Nil

11. **STATUS REPORTS / GENERAL ITEMS**

11.1 Shire of Kojonup – Community Emergency Services Manager – Phill Gunn

11.1.1 Report attached – Report Tabled and read by officer.

11.1.1.1 6 Applications for Funding from Western Power and the Volunteer Bushfire Association, 1 of which was successful. The successful application was for 3x Handheld radios. Matt BILNEY (Kojonup BFB Captain) has stated they will only need 1, with 2 radios to be distributed at the Zulus discretion.

11.1.1.2 Shire of Gnowangerup under investigation following the fatality of a volunteer firefighter during firefighting operations. Questions were asked regarding whether the volunteer had undergone the minimum training required. No formal directives have been made, but the CEO of Kojonup has the final duty of care for all volunteers operation in the Shire. We need to be certain that our volunteers are adequately trained, signed off on the WHS induction and are operating under direction of the Incident Controller.

- **Mick MATHWIN** – is there a list of the volunteers who have not undergone the training which can be circulated by brigade captains or FCO's? **P.GUNN** – yes there is, the list cannot be circulated amongst the public. **M.MATHWIN** - Can this be brought up at an end of season debrief?
- **Tony FISHER** – This information needs to go out to the brigades and be driven from the ground up. The issue remains that the brigades are having such a high turnover of members, training becomes an issue. We also have an issue with vehicle radio operators and completing scheds in the mornings, some operators that have vehicle radios have not responded to the morning sched at all this season. We should streamline this into 3 radios only per brigade, with people who are willing and able to do this as operators.
- **Paul NORRISH** - Training needs to be completed, they need to complete it to become compliant. Can we hold a training course on the 1st of November each year to capture the seasonal volunteers.

- **Grant THOMPSON** - Inductions to be rolled out and returned. This is a legal requirement. Please support and drive the induction process within the brigades.
 - **Paul LEIPER** – In regards to the reopening of the roads after they have been affected by a fire, due diligence needs to be taken by the Officer in Charge and the road owner.
- 11.1.1.3 **P.GUNN** – PPC continues to be issued, with a back order on PPC at the moment.

11.2 Shire of Kojonup - Chief Executive Officer – Grant Thompson

11.2.1 Addressed the Action Register

11.2.1.1 Skytrust – induction to send out

11.2.1.2 Joint Volunteer Service Centre

- **Matt Crabb** – Feedback from Wayne Green, the joint centre in Denmark is made up of funding predominantly from LGGS, but not from DFES, Kojonup VFRS is number 20th on the list for new station. Know Jane has been speaking to drafters to bring the project more to life.

11.2.1.3 Shire of West Arthur, CEO to discuss camp ground cooking fires and the Shire of West Arthurs exemptions of those fires during HVMB's, **Grant THOMPSON** – Have not had had the opportunity to action this as yet.

11.2.1.4 Kojonup Fuel Load. **P.GUNN** has completed this, can be removed from the action register.

11.2.1.5 Aboriginal Cultural Heritage Training.

- Darren PRIOR attended the Shire and instructed members of the BFAC on looking up areas of importance.
- **G.THOMPSON** appreciates how the Myrtle Benn fire was managed.
- **Tony FISHER** – after requesting assistance from Wagyl Kaip. Also considerable wait time when seeking approval to bring in machinery to the reserve, with concerns about legal action.
- **G.THOMPSON** - if there is an imminent threat to life and assets you may need to do it.
- **M.MATHWIN** – can't do a break on a piece where there is no fire, but if there is a tree on fire you can go ahead and put dozer through
- **P.GUNN** – The Bushfires Act holds considerable weight in those conditions, but you will need to reasonably justify your actions.
- **T.FISHER** – Had a meeting with Sean Winter of Wagyl Kaip, Pauline Michael and Ross Fryer-Smith regarding future actions in the Myrtle Benn Reserve. Cleared up actions and responsibilities moving forward. **G.THOMPSON** – can we please get that in writing?
- **T.FISHER** - Wing attack support for that area (if there is fire in other areas), we will be struggling to get assistance.
- **T.FISHER** - Will have a conversation again with Sean and Pauline, and community members to do a burn through with assistance from the BFB's.
- **G.THOMPSON** – DPLH has confirmed that the survey approval is still continuing.

11.2.1.6 Community Preparedness Meetings – Ran 3 in August, lacklustre attendance from the community, **P.GUNN** – to run more in the lead up to the 26/27 fire season.

11.2.1.7 **P Norrish** – When driving in South Australia, they have big signs stating ‘this is the place of last resort’. Big signs, is this something we can look into?

- **Paul L** – Current Project for places of last resort, presented to State Hazard Plan - Fire. DFES, with all the other states, shires, WALGA etc. Currently in concept stage. If it’s a point of interest here, to go to WALGA and ask for info.

11.2.1.8 Excel farms – **T.FISHER & R.FRYER-SMITH** Met with management and inspected, they have fire units in place

11.3 Kojonup Chief Bushfire Control Officer – Tony Fisher

11.3.1 5 fires in SOK so far, other that brigades attended to assist other shires (with good numbers)

11.3.2 Would like to congratulate Ben and Nod for their exceptional work, excellent on the radio especially with info that goes back to CBFCO

11.3.3 Myrtle Benn –, no other sign of lightning etc. Police involved, with cameras, this did highlight the issues/ problems we have at Myrtle Benn, Meetings with Sean and Pauline – good to catchup and straighten things out.

11.3.4 Header Fires and Side by Sides causing fires in paddocks, all pieces of machinery need to be fitted with a fire extinguisher, with all activities in the paddocks or croplands need to be accompanied by a fire unit. This includes fencing etc, very simple request.

11.3.5 Issue with Radio operators, all brigades need to be notified that you don’t just rotate people, it’s a waste of time to call people who are never there during radio scheds. If no one wants to take the position on, then drop back to two active radios. By not being active they are a hinderance. Get out and be active, we need to be a guide for the future for us as a bushfire association.

11.3.6 Like to thank all active members, Zulu’s and Ross, Ross has been doing a lot of the work.

11.3.7 Fast fills, we need to get something happening, put it to Paul Leiper and Phill Gunn, to update some of the fast fills, they’re old and been around quite a while.

11.3.8

11.3.9

11.3.10 Myrtle Benn fire, thanks to the VFRS, who volunteered to shuttle up the water, also to Les Lomas who called to bring the shire water truck up asap.

11.3.11 The Shire of Wagin has a 30 000l tanker available for any farmer to collect during a fire which is fitted with two standpipes and sponsored by the shire and can be picked up at any time. Anything is better than nothing, is this something that can be sponsored by the Shire of Kojonup?

11.4 Kojonup Bushfire Association President – John BINNS

11.4.1 Read to Report - Attached

11.5 Kojonup Volunteer Fire and Rescue Service – Matt Crabb

11.5.1 Few fires and crashes since last meeting, nothing out of the ordinary.

11.5.2 House fires, outside of the gazetted town site, VFRS trucks don't have any water, we are happy to run the job, just need the BFB's assistance to ferry water. **G.THOMPSON** – DWER have installed tanks around the Shire for our use in firefighting operations, they are not full as we have not had a rain season yet. **P.NORRISH** – Changerup Hall has a tank installed to the hall and the gutters are falling off. DWER are replacing the gutters.?

11.6 General Business:

11.6.1 **T.FISHER** – Businesses deliberately disregarding the community in Tony's eyes, Council needs to set these rules. It's not the Zulu's work, powers taken away from Zulu's, but when there is a fire, then they have the powers again. This needs to come from a pro-active council to the act that was written in 1954.

G.THOMPSON – been in conversation for some time, the act limits what we can and can not do.

- We have tried to get agreements in place between the organisations and Tony, Ross and president.
- **T.FISHER** - the representative of the organization, he's not going to be the person that signed an agreement.
- **G.THOMPSON**, the agreement gives you at least some agreed powers.
- **M.MATHWIN** Community Services legislation is being reviewed and will go to VROC, with a document, there is a group to look at it before it becomes legislation and an act. Trying to put these emergency services acts together.
- Same people using unapproved land, using it for factories and businesses.
- We are also looking at discussing with the planning minister, to rate those plant differently, on unimproved land, we should be able to rate that differently.
- **T.FISHER** – in our situation we are in the business of volunteers putting fires out. Red alarm bells.
- **M.MATHWIN** – focus on question – can we under the bushfire act – No the powers are limited where the management of Plant is a consideration..

T.FISHER – one is fantastic, the other one is no where close to being compliant, under total harvest vehicle movement ban we can't have two trucks going past each other.

11.6.2 **Deb WALKER** – This is her first bushfire season as the ranger for the Shire of Kojonup, would like to discuss the points put forward in the agenda;

- The fire break notice states that fire breaks are 3M wide, with no description on height of fire breaks, I suggest that for the next fire break notice we add in that firebreaks need to be 4M in height also.
 - The townsite and rural area inspection times are different; can we bring those dates into line at the start of November? Inspection times in December are too late in the season. **G.THOMPSON** – Can we undertake the aerial inspection earlier? **R.FRYER-SMITH** – We should leave the inspection times as is.
 - In the rural areas, Asset Protection Zone states 20M, at what height?
 - Have issues 30 warnings with 14 infringements, predominantly absentee landowners.
 - If you see someone undertaking works during a TFB or HVMB, then take a photo and send through to the Ranger or WAPOL to be processed and fined.
- 11.6.3 **P.GUNN** – Conversation around LGGS finding offer for the 26/27 period. Capital funding is for items costing \$5000 and over. This is where we apply for new fire appliances, brigade sheds and fast fill trailers. If you want to apply for funding for a Joint Emergency Services building, then this is the place for it. I will assess the Fast Fills the shire has over the next 3-4 weeks to assess what needs replacing and apply for those units to be replaced. Justification of the units needing replacement will need to be included in the application.

11 OTHER ITEMS

12 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

13 LATE ITEMS

13.1 DFES District Officer Great Southern Rural, Paul LEIPER

Read to report, attached.

Noted from his report; The High Season aerial support fleet remains in Albany, 2 Water Bombers, just need to have good SITREPS to COMCEN, a ground controller and an action plan for their use.

14 NEXT MEETING

5th May 2026

15 CLOSURE

There being no further business to discuss the Presiding Member thanked the members for their attendance and declared the meeting closed at 09:15 pm.

Confirmed as true and correct:

Presiding Member

Date

UNCONFIRMED

COMPLAINTS & UNREASONABLE COMPLAINANT POLICY

Adopted or Reviewed by Council:	24/02/2026	Council Minute Reference:	8/15
Reviewer:	Information Manager		
Local Law:			
Procedure:	Complaints handling procedure – Unreasonable behaviour procedure – Letter to Unreasonable complainants		
Legislation:	<u><i>WHS Work, Health and Safety Act 2023, Local Government Act 1995 (WA) / Local Government (Model Code of Conduct) Regulations 2021 / Corruption, Crime and Misconduct Act 2003 (WA) / Equal Opportunity Act 1984 (WA), State Records Act 2000, Privacy and Responsible Information Sharing Act 2024</i></u>		

Formatted: Font: Italic

Formatted: Font: Italic

Formatted: Font: Italic

The Shire of Kojonup Complaint and Unreasonable Behaviour Policy describes how ~~we the Shire~~ enables, responds to, and learns from complaints and feedback from members of the community. This policy reinforces ~~our~~the Shire's commitment to delivering quality customer service across all interactions. ~~within our organisation.~~

PURPOSE

The purpose of this policy is to;

1. Outline how the Shire of Kojonup manages complaints from ~~our~~ community members, whilst always striving to meet ~~our~~ community's expectations. Sometimes it is not possible to satisfy all complaints. In this instance, ~~the Shire we~~ will use consistent, fair and equitable resolution processes and work with ~~the~~our community to understand and improve;
2. Outline the Shire's process to address unreasonable behaviour by community members, including deliberate attempts to disrupt council business and operation

SCOPE

This policy applies to all employees, councillors, contractors, agents and volunteers of the Shire of Kojonup. It applies to all complaints made by customers and community members in relation to the Shire's operations. Where a complaint is outside the Shire of Kojonup's responsibility, ~~the Shire we~~ will assist by providing guidance to the appropriate agency, authority, or service provider.

This policy will promote the communities right to provide feedback or make a complaint. The Shire of Kojonup will ensure that complaints are investigated and responded to in an appropriate, consistent, and effective manner. ~~The Shire We~~ will also outline strategies to ensure the health, safety and wellbeing of all parties involved.

DEFINITIONS

- **Complaint** – an expression of dissatisfaction about a service. ~~Action of~~ staff member, where a response or resolution is expected.
- **Complainant** – any individual or entity that lodges a complaint with the Shire.

- **Unreasonable Customer Conduct (UCC)** – any behaviour by a current or former customer (Community member) that, due to its nature or frequency, raises substantial health, safety, resource, or equity issues for the organization, its staff, or other service users. This includes behaviours such as unreasonable persistence, unreasonable demands, and unreasonable lack of cooperation, which can significantly impact the Shire of Kojonup's ability to serve its customers effectively.
- **Customer Management Strategy (CMS)**- a set of guidelines and practices aimed at effectively addressing and managing customer behaviour that is deemed unreasonable

GUIDING PRINCIPLES

The Shire of Kojonup will apply the following best practice principles to every complaint.

- **Accessibility** – ~~We The Shire~~ will make it accessible for everyone in our community to lodge a complaint, regardless of ethnic identity, national origin, religion, linguistic background, sexual orientation, gender expression, physical ability or other cultural or personal factors. Our employees will actively assist everyone to navigate the complaint process.
- **Commitment** – ~~We The Shire~~ will take all complaints seriously. ~~The Shire of Kojonup and~~ is committed to resolving ~~them~~. ~~Complaints are~~ ~~viewed~~ ~~them~~ as a valuable source of feedback that will help ~~us~~ ~~the Shire~~ to improve ~~our~~ ~~its~~ services
- **Reasonable-Reasonable and Fair** – ~~We The Shire~~ value ~~our~~ ~~its~~ customers and community members. Complaints will be handled with professionalism, empathy and impartiality.
- **Open and Transparent** - The Shire of Kojonup will make it clear how to complain, where to complain and how their complaint will be handled. The steps taken to respond to a complaint, how they are recorded and will stand up to external scrutiny or investigation.
- **Conduct** – Shire employees will not be rude or abusive, even when provoked. All file notes and communication will be communicated in a professional manner, using factual, objective and descriptive comments.
- **Work, Health and Safety** – The Shire of Kojonup has a zero-tolerance towards any unreasonable conduct outlined in this policy. ~~We The Shire~~ will prioritise work health and safety and duty of care obligations by identifying the potential risks posed by unreasonable conduct to staff health, safety and wellbeing and will implement measures to eliminate or control those risks.

UNREASONABLE CUSTOMER CONDUCT

The Shire of Kojonup is committed to providing a safe and healthy workplace for all Council employees. ~~We The Shire~~ expect ~~its~~ ~~our~~ staff to treat people with courtesy and respect, and ~~we~~ expect ~~s~~ these same values reciprocated from the community.

~~We The Shire~~ ~~does~~ not tolerate occupational violence and aggression or behaviour which consumes a disproportionate amount of time or resources. This includes deliberate acts to disrupt the Shire's business or operations, including council meetings and unreasonable, offensive, or defamatory arguments.

The Shire of Kojonup sets out below how it will deal with challenging behaviour in a way that is fair and balances the interests of the complainants, council officers, ~~our~~ ~~the~~ organisation, and the entire community.

RECOGNISING UNREASONABLE CUSTOMER CONDUCT – (UCC)

- **Unreasonable Persistence** – Bombarding with calls, visits, or information. Contacting different officers seeking a different response. Reframing an old complaint so it looks like a new issue. Refusing to accept the decision after a complaint has been thoroughly investigated, the same outcome has been explained and any questions have been answered.
- **Unreasonable demands** – Insisting on an immediate response or priority that is not warranted. Insisting on a response to every point, no matter how minor. Demanding information they are not entitled to, eg staff details. Insisting that the head of the organisation, or senior officer handles the complaint in preference to the officer responsible. Instructing a Council officer how to deal with a complaint.
- **Unreasonable lack of cooperation** – Sending voluminous amounts of information. Providing little or no information about the complaint. Presenting fragmented information. Refusing to comply with reasonable requests for information.
- **Unreasonable arguments** – Insisting on the importance of minor issues. Making unsubstantiated allegations, bias or corrupt. Insisting on cause and effect without evidence, eg Insisting that one thing makes something else happen.
- **Unreasonable behaviour** – Verbal abuse. Aggressive behaviour, Harassment, making threats.

CUSTOMER MANAGEMENT STRATEGIES (CMS)

In instances of unreasonable customer conduct (UCC), the CEO may recommend the implementation of a Customer Management Strategy (CMS). The strategies can be applied to an individual or group.

The policy will consider human rights and does not limit legislative access or service rights but seeks to guide management of future contact between the Shire and the person(s) displaying unreasonable complainant conduct.

The CEO will oversee the documentation of all instances of a CMS being imposed. The complainant will be informed in writing of the requirements under the relevant CMS and the reasons for taking such steps.

STRATEGIES AVAILABLE

Depending on the circumstances, the CMS may include, but is not limited to, one or more of the following;

- Limiting how the complainant may contact the Shire – eg only in writing and only through the council@kojonup.wa.gov.au email;
- Assigning a specific Shire officer or Councillor who will handle all communications with the complainant;
- Limiting or banning access to certain council facilities or events, including council meetings;
- Limiting contact and responses on the same or similar issues where the complainant does not provide significant or substantial new information. This may include declining to respond to incoming correspondence from the complainant;
- Limiting the number of requests Council will address in any given period;

- Limiting the types of issues council will address – eg only address significant or serious risk issues;
- Limiting times and days that contact will be accepted and;
- In extreme circumstances, the Shire may refer the matter to the Police.

The Shire of Kojonup will review all CMS's that limit access to ~~its~~ ~~our~~ services. This will happen at least once every 12 months.

Should a customer be dissatisfied with the implementation or extension of a CMS, the customer may request a review. If the complainant is dissatisfied with the review, they may contact the WA Ombudsman's office.

COMPLAINTS OFFICER

The Shire of Kojonup will designate a Complaints Officer responsible for receiving, acknowledging, tracking, and escalating complaints in accordance with this policy. For complaints involving alleged breaches of the Code of Conduct by elected members or candidates, the Complaints Officer will be appointed by Council resolution in accordance with clause 11(3) of the Local Government (Model Code of Conduct) Regulations 2021. The Complaints Officer is not an advocate for either party and will apply the principles of procedural fairness in all complaint handling.

EXTERNAL REVIEW – WA OMBUDSMAN

If a complainant is dissatisfied with the outcome of a complaint after the Shire's internal process has been completed, they may refer the matter to the WA Ombudsman. The WA Ombudsman is an independent State Government body that can investigate complaints about local governments and other public authorities. The Ombudsman requires complainants to have first given the Shire an opportunity to resolve the matter before lodging a referral.

COMPLAINTS REGISTER AND REPORTING

The Shire of Kojonup will maintain a Complaints Register to record all complaints received, the actions taken, and outcomes achieved. This register supports transparency, accountability, and compliance with the Shire's obligations under the Local Government Act 1995 (WA), including completion of the annual Compliance Audit Return. Complaint data will be used to identify systemic issues and improve Shire services. The register will be managed by the Complaints Officer and reviewed regularly by the CEO.

SHIRE OF KOJONUP

Code of Conduct

for Council Members, Committee Members and Candidates

Adopted pursuant to s.5.104 of the Local Government Act 1995 (WA)
Incorporating the Local Government (Model Code of Conduct) Regulations 2021
As amended by the Local Government Amendment Act 2023 and Local Government Amendment Act 2024

Document Title	Code of Conduct for Council Members, Committee Members and Candidates
Local Government	Shire of Kojonup
Legislation	Local Government Act 1995 (WA) s.5.104
Model Code Authority	Local Government (Model Code of Conduct) Regulations 2021
Amendment Acts	Local Government Amendment Acts 2023 and 2024
Date of Effect	7 December 2024 (latest amendments in force)
Review Date	Within 12 months of each ordinary election
Applies To	All Council Members, Committee Members and Candidates

1. Introduction and Purpose

The Shire of Kojonup is committed to serving the community with integrity, transparency and accountability. This Code of Conduct ('the Code') sets out the standards of behaviour expected of all Council Members, Committee Members and Candidates in performing their roles on behalf of the Shire.

This Code has been adopted by the Shire of Kojonup pursuant to section 5.104 of the Local Government Act 1995 (WA) ('the Act') and incorporates the mandatory requirements of the Local Government (Model Code of Conduct) Regulations 2021 ('the Regulations'). It has been updated to reflect amendments introduced by the Local Government Amendment Act 2023 and the Local Government Amendment Act 2024, the latter of which came substantially into force on 7 December 2024.

All Council Members, Committee Members and Candidates are required to observe this Code at all times in the performance of their official duties.

2. Legislative Framework

This Code is established under, and must be read in conjunction with, the following legislation and instruments:

Legislation / Instrument	Relevance
Local Government Act 1995 (WA)	Primary governing legislation for all WA local governments. Establishes councillor roles, responsibilities, conduct framework and disciplinary processes.
Local Government (Model Code of Conduct) Regulations 2021	Prescribes the mandatory model code of conduct containing general principles, behavioural requirements and rules of conduct. Came into effect 3 February 2021.
Local Government Amendment Act 2023	First tranche of major WA local government reforms, implementing changes to elections, representation and governance.
Local Government Amendment Act 2024 (No.47 of 2024)	Second and most significant tranche of reforms since 1995. Came substantially into force 7 December 2024. Introduces the Local Government Inspector, revised councillor role definitions, strengthened CEO protections and updated conduct framework.
Work Health and Safety Act 2020 (WA)	Imposes due diligence obligations on Council Members as officers of a PCBU in relation to workplace health and safety.
Local Government Legislation Amendment Act 2019	Introduced mandatory code of conduct requirements and modernised the standards panel system.
The Criminal Code (WA)	Provides for serious criminal offences relevant to public officers including corruption (s.83).

Key Reform — Local Government Amendment Act 2024

The Local Government Amendment Act 2024 (No. 47 of 2024) represents the most significant changes to local government in WA in over 25 years. Effective 7 December 2024, it introduced the new independent Local Government Inspector with broad oversight and early intervention powers, clarified the roles and duties of Councillors and CEOs, and overhauled the complaints and conduct system. Council Members must be familiar with these changes as they directly affect the obligations set out in this Code.

3. Application of This Code

3.1 Who This Code Applies To

This Code applies to:

- All elected Council Members of the Shire of Kojonup
- All Committee Members (whether or not they are Council Members)
- All Candidates for election as a Council Member

In accordance with clause 16(2) of Schedule 1 of the Regulations, a reference to a 'council member' in the Rules of Conduct (Division 4) includes a council member acting as a committee member.

3.2 When This Code Applies

This Code applies to all conduct undertaken in connection with the performance of a person's role as a Council Member, Committee Member or Candidate, including:

- Attendance at Council and committee meetings
- Participation in workshops, briefings and other official Shire events
- Use of social media and other communications in connection with their official role
- Interactions with other Council Members, Shire employees, residents and the general public in their official capacity
- Any conduct that could reasonably reflect on the Shire or on the office of Councillor

3.3 Oath of Office

Upon taking office, each Council Member is required to declare, in the form prescribed by the Local Government (Constitution) Regulations 1998, that they will duly, faithfully, honestly and with integrity fulfil the duties of their office and will observe this Code of Conduct.

4. Role and Responsibilities of Councillors

The role of a Councillor is defined in section 2.10 of the Local Government Act 1995, as amended by the Local Government Amendment Act 2024 (effective 7 December 2024). A Councillor:

- Represents the interests of the electors, ratepayers and residents of the district and takes account of the interests of other persons who work in, or visit, the district
- Participates in the deliberation and decision-making of the local government at Council and committee meetings
- Facilitates communication with the community about Council decisions
- Facilitates and maintains good working relationships with other councillors, the President and the CEO
- Acts consistently with section 2.7(3) to (5) of the Act (the governing role of Council)
- Maintains and develops the requisite skills to perform their role effectively

4.1 Role of Council (s.2.7 as amended)

Under the amended section 2.7 of the Act, Council (as a whole):

- Governs the local government's affairs
- Is responsible for the performance of the local government's functions
- Must have regard to the separation between the Council's governing role and the CEO's executive/administrative role
- Must support the respectful and fair treatment of employees by the local government

4.2 What is NOT the Role of a Councillor

Critically, the role of a Councillor does NOT include the performance of any responsibilities or functions of the Chief Executive Officer. Council Members must not:

- Direct or attempt to direct Shire employees to perform or not perform any act in their capacity as employees

- Seek to involve themselves in the day-to-day administration or operations of the Shire
- Attempt to use their position to influence individual decisions made in the administration of the Shire

5. General Principles

Division 2 of Schedule 1 of the Regulations sets out general principles to guide the behaviour of all Council Members, Committee Members and Candidates. While these principles do not constitute enforceable rules of conduct, they reflect the standard of conduct to which all persons subject to this Code should aspire.

5.1 Personal Integrity

A Council Member, Committee Member or Candidate should:

- Act with reasonable care and diligence
- Act with honesty and integrity
- Act lawfully
- Identify and appropriately manage any conflict of interest
- Avoid damage to the reputation of the Shire

In addition, a Council Member or Committee Member should:

- Act in accordance with the trust placed in Council Members and Committee Members
- Participate in decision-making in an honest, fair, impartial and timely manner
- Actively seek out and engage in training and development opportunities to improve their performance
- Attend and participate in briefings, workshops and training sessions provided or arranged by the Shire

5.2 Relationship with Others

A Council Member, Committee Member or Candidate should:

- Treat others with respect, courtesy and fairness
- Respect and value diversity in the community

A Council Member or Committee Member should also maintain and contribute to a harmonious, safe and productive work environment.

5.3 Accountability

A Council Member or Committee Member should:

- Base decisions on relevant and factually correct information.
- Make decisions on merit, in the public interest and in accordance with statutory obligations and principles of good governance and procedural fairness.
- Read all agenda papers given to them in relation to Council or committee meetings.
- Be open and accountable to, and represent, the community in the Shire of Kojonup.

6. Behavioural Requirements (Division 3)

Division 3 of Schedule 1 of the Regulations sets out mandatory behavioural requirements. A breach of a behavioural requirement is dealt with by the Shire in accordance with the complaint process set out at Section 9 of this Code.

6.1 Personal Integrity — Behavioural Requirements

A Council Member, Committee Member or Candidate:

- Must ensure that their use of social media and all other forms of communication complies with this Code.
- Must only publish material that is factually correct.

In addition, a Council Member or Committee Member:

- Must not be impaired by alcohol or drugs in the performance of their official duties.
- Must comply with all policies, procedures and resolutions of the Shire.

6.2 Relationship with Others — Behavioural Requirements

A Council Member, Committee Member or Candidate:

- Must not bully or harass another person in any way.
- Must deal with the media in a positive and appropriate manner and in accordance with the Shire's media policy.
- Must not use offensive or derogatory language when referring to another person.
- Must not disparage the character of another Council Member, Committee Member, Candidate or Shire employee in connection with the performance of their official duties.
- Must not impute dishonest or unethical motives to another Council Member, Committee Member, Candidate or Shire employee in connection with the performance of their official duties.

6.3 Council and Committee Meetings — Behavioural Requirements

When attending a Council or committee meeting, a Council Member, Committee Member or Candidate:

- Must not act in an abusive or threatening manner towards another person.
- Must not make a statement that they know, or could reasonably be expected to know, is false or misleading.
- Must not repeatedly disrupt the meeting.
- Must comply with any requirements of a local law of the Shire relating to the procedures and conduct of Council or committee meetings.
- Must comply with any direction given by the person presiding at the meeting.
- Must immediately cease to engage in any conduct that has been ruled out of order by the person presiding at the meeting.

7. Rules of Conduct (Division 4) — Minor Breach Provisions

Important — Legal Consequences

Contravention of a Rule of Conduct constitutes a 'minor breach' under section 5.105(1) of the Local Government Act 1995. Minor breaches are determined by the Standards Panel. A councillor who accumulates three or more minor breach findings within a three-year period may be suspended or disqualified from office (section 2.25A, as inserted by the Local Government Amendment Act 2024).

7.1 Misuse of Local Government Resources (Clause 17)

A Council Member must not, directly or indirectly, use the resources of the Shire for an electoral purpose or any other purpose unless authorised to do so under the Act, or by the Shire or the CEO.

'Resources of a local government' includes Shire property and services provided or paid for by the Shire. 'Electoral purpose' means the purpose of persuading electors to vote in a particular way at an election, referendum or other poll held under the Act, the Electoral Act 1907 or the Commonwealth Electoral Act 1918.

7.2 Securing Personal Advantage or Disadvantaging Others (Clause 18)

A Council Member must not make improper use of their office:

- To gain, directly or indirectly, an advantage for the Council Member or any other person.
- To cause detriment to the Shire or any other person.

Note: This rule does not apply to conduct that contravenes section 5.93 of the Act or section 83 of The Criminal Code, as those provisions impose separate criminal liability.

7.3 Prohibition Against Involvement in Administration (Clause 19)

A Council Member must not undertake a task that contributes to the administration of the Shire unless authorised by the Shire or the CEO to undertake that task.

This prohibition does not apply to anything a Council Member does as part of the deliberations at a Council or committee meeting.

7.4 Relationship with Shire Employees (Clause 20)

A Council Member or Candidate must not:

- Direct or attempt to direct a Shire employee to do or not do anything in their capacity as an employee.
- Attempt to influence, by means of a threat or the promise of a reward, the conduct of a Shire employee in their capacity as an employee.
- Act in an abusive or threatening manner towards a Shire employee.

When attending a Council or committee meeting or other organised event (including briefings or workshops), a Council Member or Candidate must not orally, in writing or by any other means:

- Make a statement that a Shire employee is incompetent or dishonest.
- Use an offensive or objectionable expression when referring to a Shire employee.

Note: The prohibition on giving directions does not apply to anything a Council Member does as part of the deliberations at a Council or committee meeting.

7.5 Disclosure of Confidential Information (Clause 21)

A Council Member must not disclose information that they:

- Derived from a confidential document (a document marked by the CEO not to be disclosed).
- Acquired at a closed meeting (a meeting or part thereof closed to the public under s.5.23(2) of the Act), other than information from a non-confidential document.

This prohibition does not prevent disclosure:

- At a closed meeting
- To the extent specified by Council and subject to conditions it determines
- Of information already in the public domain
- To an officer of the Department of Local Government, Sport and Cultural Industries
- To the Minister for Local Government
- To a legal practitioner for the purpose of obtaining legal advice
- Where disclosure is required or permitted by law

7.6 Disclosure of Interests (Clause 22)

A Council Member who has an interest in any matter to be discussed at a Council or committee meeting must disclose the nature of that interest:

- In a written notice given to the CEO before the meeting, or
- At the meeting, immediately before the matter is discussed

An 'interest' for this purpose means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person — including interests arising from kinship, friendship or membership of an association.

Where an interest is disclosed at or before a meeting, the nature of the interest must be recorded in the minutes of the meeting. Note: This obligation is separate from the financial interest disclosure obligations under Division 6 of Part 5 of the Act (s.5.60 and related provisions), which impose additional requirements.

7.7 Compliance with Behavioural Improvement Plan (Clause 23)

If a plan addressing a Council Member's behaviour has been prepared under the complaint process (see Section 9) and includes a requirement for the Council Member to take specified action (such as mediation, counselling or training), the Council Member must comply with that requirement.

8. Conflicts of Interest

8.1 Financial and Proximity Interests

In addition to the disclosure obligations under Clause 22 of this Code (see Section 7.6 above), Council Members are subject to the financial and proximity interest provisions of Division 6 of Part 5 of the Local Government Act 1995. These provisions apply when a Council Member has a direct or indirect financial interest, or a proximity interest, in a matter before the Council.

8.2 Identifying and Managing Conflicts

A Council Member should take proactive steps to identify potential conflicts of interest. Where a conflict arises, a Council Member should:

- Declare the conflict at the earliest practicable opportunity

- Disclose the nature of the conflict honestly and fully
- Consider whether they should withdraw from discussion and voting on the matter
- Seek advice from the CEO or Shire solicitor where uncertain

8.3 Impartiality Interest

Even where a Council Member does not hold a financial or proximity interest that triggers mandatory disclosure under the Act, a Council Member should be mindful of any interest that may give rise to an apprehension of bias in the eyes of a reasonable, informed observer. The disclosure of interests obligation under Clause 22 of this Code (Section 7.6) applies to all such interests.

9. Complaint Process

9.1 Behavioural Requirement Complaints

A person may make a complaint alleging a breach of the behavioural requirements set out in Division 3 of Schedule 1 (see Section 6 of this Code). Such a complaint must be:

- Made in writing in the form approved by the Shire
- Submitted to a person authorised by the Shire to receive complaints (under subclause (3))
- Made within one (1) month after the occurrence of the alleged breach

The Shire must, in writing, authorise one or more persons to receive complaints and withdrawals of complaints.

9.2 Dealing with Behavioural Complaints

After receiving and considering a complaint, the Shire must (unless it dismisses the complaint or it is withdrawn) under clause 13 or the complaint is withdrawn under clause 14(1), make a finding as to whether the alleged breach occurred. Before making a finding, the Shire must give the person to whom the complaint relates a reasonable opportunity to be heard. A finding that a breach has occurred must be based on evidence establishing, on the balance of probabilities, that the breach is more likely to have occurred than not.

If the Shire finds that a breach has occurred, it may:

- Take no further action, or
- Prepare and implement a plan to address the Council Member's behaviour, when preparing a plan under subclause (4) (b) (consulting with the Council Member in preparing the plan)

A behavioural improvement plan may require the Council Member to:

- Engage in mediation
- Undertake counselling
- Undertake training
- Take any other action the Shire considers appropriate

The Shire must provide written notice of its finding and decision (including reasons) to both the complainant and the person to whom the complaint relates.

9.3 Dismissal of Complaints

The Shire must dismiss a complaint if it is satisfied that:

- The behaviour occurred at a Council or committee meeting, and

- Either the behaviour was dealt with by the person presiding at the meeting, or the person responsible took remedial action in accordance with the Shire's local laws on meeting procedures

If a complaint is dismissed, the Shire must provide written notice of the decision and reasons to the complainant and the person to whom the complaint related.

9.4 Withdrawal of Complaints

A complainant may withdraw their complaint at any time before the Shire makes a finding. A withdrawal must be in writing and given to an authorised person (Under subclause 11(3)).

9.5 Candidates

A complaint alleging a breach by a Candidate cannot be dealt with unless the Candidate has subsequently been elected as a Council Member.

9.6 Minor Breach — Rules of Conduct

Breaches of the Rules of Conduct in Division 4 (Section 7 of this Code) are 'minor breaches' under section 5.105(1) of the Act and are referred to and determined by the Local Government Standards Panel under section 5.110 of the Act. The Shire does not determine minor breach complaints — these are matters for the Standards Panel.

10. Disciplinary Framework and Local Government Inspector

10.1 Minor Breach System

Under the minor breach system, the Local Government Standards Panel determines whether a Council Member has committed a minor breach (contravention of a rule of conduct). If the Standards Panel makes three or more minor breach findings against a Council Member within a three-year period, the Council Member may face suspension or disqualification from office under section 2.25A of the Act (inserted by the Local Government Amendment Act 2024).

10.2 Serious Breach

Serious breaches of the Act, including corrupt conduct and other criminal offences, are dealt with through separate processes including investigation by the Corruption and Crime Commission, the Police or, for Local Government Act breaches, the Local Government Inspector.

10.3 Local Government Inspector (New — Effective December 2024)

The Local Government Amendment Act 2024 established the independent Local Government Inspector, appointed by the Governor of Western Australia. The Inspector's role includes:

- Overseeing all 139 WA local governments with early intervention powers to ensure compliance
- Assigning monitors to work proactively within local governments to resolve dysfunction
- Receiving, investigating and handling complaints about potential breaches of the Act or its regulations
- Taking enforcement actions where breaches of the Act are identified

Council Members should be aware that the Inspector represents a significant new oversight mechanism and that the Inspector may intervene in matters involving Council conduct.

10.4 Obligation to Cooperate

All Council Members, Committee Members and Candidates are obliged to cooperate fully with any investigation or inquiry conducted by the Local Government Standards Panel, the Local Government Inspector or any other lawful authority exercising oversight functions in relation to local government conduct.

11. Mandatory Training

The Local Government Amendment Act 2024 introduced a requirement for new Council Members to undertake mandatory training. Council Members who fail to complete mandatory training may be prevented from receiving their councillor allowances.

The Shire of Kojonup will:

- Arrange mandatory training for all new Council Members in accordance with the Act and associated regulations
- Facilitate and encourage ongoing professional development for all Council Members
- Maintain records of Council Member training and development activities

All Council Members are encouraged to actively seek out training and development opportunities to improve their performance in the role, in accordance with Clause 4(2)(c) of Schedule 1 of the Regulations.

12. Work Health and Safety Obligations

Under the Work Health and Safety Act 2020 (WA), the Shire of Kojonup is a 'person conducting a business or undertaking' (PCBU). Council Members who are 'officers' for the purposes of the WHS Act have ongoing due diligence obligations to ensure the Shire complies with its work health and safety duties.

Officer due diligence is a personal, non-delegable duty. Council Members who are officers must:

- Acquire and keep up to date knowledge of work health and safety matters relevant to the Shire
- Understand the nature of the Shire's operations and the associated WHS hazards and risks
- Ensure the Shire has appropriate resources and processes to eliminate or minimise WHS risks
- Ensure the Shire has appropriate processes for receiving and considering WHS information and responding in a timely way
- Ensure the Shire has, and implements, processes for complying with its WHS duties and obligations

Council Members who are uncertain whether they are 'officers' for the purposes of the WHS Act should seek advice from the CEO or the Shire's legal advisors.

13. Gifts, Benefits and Contributions

Section 5.100A of the Local Government Act 1995 and associated regulations govern the receipt of gifts by Council Members. Council Members must:

- Not seek or accept gifts or benefits that could create a conflict of interest or give rise to a perception of bias or improper conduct
- Comply with any Shire policy on the receipt of gifts and benefits
- Disclose any gift received in accordance with the requirements of the Act and Shire policy

The receipt of any gift or benefit that could reasonably be perceived to influence a Council Member's decision-making must be avoided. Where a gift is received, it must be declared and recorded in the Shire's gift register.

14. Social Media and Communications

Council Members, Committee Members and Candidates must ensure that their use of social media and all other forms of communication complies with this Code. This obligation applies to all platforms and all forms of electronic and non-electronic communication, whether or not used in an expressly 'official' capacity, where the communication relates to or may affect the Council Member's role or the Shire.

Key obligations include:

- Publishing only material that is factually correct (Clause 8(1)(b) of Schedule 1)
- Not using offensive or derogatory language when referring to another person
- Not disparaging the character of another Council Member, Committee Member, Candidate or Shire employee in connection with their official duties
- Not imputing dishonest or unethical motives to others in connection with their official duties
- Complying with all relevant Shire policies on media and communications

Council Members should be aware that posts, comments and other communications made on personal social media accounts can still constitute a breach of this Code if they relate to the Council Member's role or to Shire matters.

15. Review and Amendment

This Code must be reviewed and, if necessary, amended periodically. In accordance with section 5.104 of the Act:

- The Code must be reviewed at least once in every term of Council
- Any review must be conducted within 12 months of an ordinary election
- Council may, by resolution of an absolute majority, amend this Code at any time, provided the amended Code complies with the mandatory requirements of the Regulations
- Any amendments that remove or restrict prescribed provisions require the approval of the Minister for Local Government

The Code, as adopted and as amended from time to time, must be published on the Shire of Kojonup's official website, as required by section 5.104(7) of the Act.

16. Quick Reference — Key Obligations

Obligation	Requirement	Authority
Conflict of Interest	Disclose before discussion at meeting or in writing to CEO beforehand	Clause 22, Schedule 1; LGA s.5.60
Conduct at Meetings	No threatening behaviour; no false statements; no disruption; follow presiding member	Clause 10, Schedule 1
Shire Resources	No use for electoral or personal purposes without authorisation	Clause 17, Schedule 1
Shire Staff	No directing, influencing or threatening Shire employees	Clause 20, Schedule 1
Confidential Information	Do not disclose confidential documents or information from closed meetings	Clause 21, Schedule 1
Social Media	Only publish factually correct material; comply with Code requirements in all communications	Clause 8, Schedule 1
Mandatory Training	Complete mandatory training; failure may result in loss of allowances	LGA Amendment Act 2024

17. Declaration of Adoption

This Code of Conduct for Council Members, Committee Members and Candidates was adopted by the Shire of Kojonup at a duly constituted meeting of the Council.

Resolution No.

Date of Adoption

Signed — Shire President

Signed — Chief Executive Officer



Western Australia

Local Government Act 1995

Local Government (Local Government Inspector) Regulations 2025

Local Government (Local Government Inspector) Regulations 2025

Contents

Part 1 — Preliminary		
1.	Citation	1
2.	Commencement	1
Part 2 — Breach complaints and general complaints (Part 8A of Act)		
3.	Terms used	2
4.	Conduct breaches (s. 8A.3 of Act)	2
5.	Specified breaches (s. 8A.4 of Act)	2
6.	Complaint alleging behavioural breach (s. 8A.12 of Act)	2
7.	Mediation (s. 8A.15 and 8A.34 of Act)	3
8.	Publication of censures and orders made by adjudicator (s. 8A.20 of Act)	5
9.	Publication of censures and SAT orders (s. 8A.26 of Act)	5
10.	Complaint or report about CEO (s. 8A.33 and 8A.35 of Act)	5
11.	Confidentiality about complaints (s. 8A.36 of Act)	7
Part 3 — Monitors (Part 8B Division 5 of Act)		
12.	Remuneration and expenses (s. 8B.39 and 8B.41 of Act)	9
13.	Selection and appointment (s. 8B.41 of Act)	9

14.	Variation of terms of appointment (s. 8B.41 of Act)	10
15.	Early termination of appointment (s. 8B.41 of Act)	11
16.	Powers (s. 8B.41 of Act)	11
Part 4 — Powers of authorised officers (Part 8B Division 6 of Act)		
17.	Application for entry warrant (s. 8B.50 of Act)	13
18.	Form of entry warrant (s. 8B.51 of Act)	13
Part 5 — Infringement notices issued by authorised inspectorate officer (Part 9 Division 2 Subdivision 2A of Act)		
19.	Prescribed offences and modified penalties (s. 9.22B of Act)	14
20.	Appointment of authorised inspectorate officer (s. 9.22C of Act)	14
21.	Form of infringement notice and approved officer (s. 9.22C and 9.22E of Act)	14
22.	Issuing infringement notices (s. 9.22D of Act)	15
23.	Form of notice to withdraw infringement notice (s. 9.22G of Act)	15
Part 6 — Transitional provisions (Schedule 9.3 clause 81(2) of Act)		
24.	Application	16
25.	Publication of information relating to complaints	16
26.	Provisions relating to s. 5.119(1) of Act	17
27.	Confidentiality about complaints made before 1 January 2026	18

Schedule 1 — Form of entry warrant

**Schedule 2 — Prescribed offences
and modified penalties**

**Schedule 3 — Form of infringement
notice**

**Schedule 4 — Form of notice to
withdraw infringement notice**

Notes

Compilation table

26

Defined terms

Local Government (Local Government Inspector) Regulations 2025

Part 1 — Preliminary

1. Citation

These regulations are the *Local Government (Local Government Inspector) Regulations 2025*.

2. Commencement

These regulations come into operation as follows —

- (a) Part 1 — on the day on which these regulations are published on the WA legislation website;
- (b) the rest of the regulations — on 1 January 2026.

Part 2 — Breach complaints and general complaints (Part 8A of Act)

3. Terms used

- (1) In this Part —
adopted code of conduct, of a local government, means the code of conduct adopted by the local government under section 5.104 of the Act.
- (2) If a term used in this Part is given a meaning in section 8A.1 of the Act, it has the same meaning in this Part.

4. Conduct breaches (s. 8A.3 of Act)

- (1) In this regulation —
local law as to conduct means a local law made under the Act that relates to the conduct of people at council meetings or meetings of a committee of a council.
- (2) For the purposes of section 8A.3(1)(b) of the Act, the contravention of a local law as to conduct is a conduct breach.

5. Specified breaches (s. 8A.4 of Act)

For the purposes of section 8A.4(2)(b) of the Act, an offence under the *Local Government (Administration) Regulations 1996* regulation 36B is a specified offence.

6. Complaint alleging behavioural breach (s. 8A.12 of Act)

- (1) This regulation applies for the purposes of section 8A.12(1) of the Act.
- (2) Subject to subregulation (3), the Inspector must refer the complaint to the local government concerned to be dealt with under the local government's adopted code of conduct.
- (3) The Inspector must refer the complaint to the Principal Adjudicator under section 8A.13(1)(a) of the Act to be dealt

with under Part 8A Division 5 of the Act as if the complaint were a breach complaint alleging a conduct breach if —

- (a) the respondent has, on at least 2 previous occasions, been found, under a local government’s adopted code of conduct, to have committed, on or after 1 January 2026, a behavioural breach; and
- (b) having regard to those behavioural breaches, the Inspector considers that the complaint ought to be dealt with under Part 8A Division 5 of the Act as if the complaint were a breach complaint alleging a conduct breach.

7. Mediation (s. 8A.15 and 8A.34 of Act)

- (1) This regulation applies for the purposes of sections 8A.15(2) and 8A.34(4) of the Act.
- (2) The Principal Adjudicator must establish and maintain a panel (the *mediators panel*) that consists of persons who the Principal Adjudicator considers to be suitably qualified and experienced to be mediators.
- (3) An adjudicator may be a member of the mediators panel.
- (4) If a complainant and respondent agree to a request to participate in mediation under section 8A.15(1) or 8A.34(3) of the Act —
 - (a) the adjudicator or Inspector, as the case requires, must —
 - (i) appoint a member of the mediators panel to be the mediator; and
 - (ii) set the time within which the mediation must be completed;and
 - (b) the mediator must determine the procedures to be followed for the mediation; and

- (c) the mediation must be completed within the time set under paragraph (a)(ii), subject to any extension of that time allowed by the adjudicator or Inspector, as the case requires; and
- (d) the mediator must report the outcome of the mediation to the adjudicator or Inspector, as the case requires; and
- (e) an amount equal to the costs of the mediation, as determined and certified by the Principal Adjudicator, must be paid to the State by the local government concerned.

Examples for this paragraph:

1. The mediator's remuneration and expenses.
 2. Administrative costs incurred by the State in connection with the mediation.
- (5) In the case of a mediation under section 8A.15(1) of the Act, the adjudicator cannot appoint themselves to be the mediator under subregulation (4)(a)(i).
 - (6) If, after a mediation under section 8A.15(1) of the Act, the adjudicator finds under section 8A.18 of the Act that a conduct breach has occurred, the adjudicator may order that the respondent pay to the local government concerned an amount equal to the amount to be paid by the local government to the State under subregulation (4)(e).
 - (7) If, after a mediation under section 8A.34(3) of the Act, the Inspector forms the view under section 8A.34(5) of the Act that a person has contravened, or is contravening, a provision, the Inspector may order that the person pay to the local government concerned an amount equal to the amount to be paid by the local government to the State under subregulation (4)(e).
 - (8) An amount certified under subregulation (4)(e), or ordered to be paid under subregulation (6) or (7), is recoverable by the State or the local government, as the case requires, in a court of competent jurisdiction as a debt due to the State or the local government.

8. Publication of censures and orders made by adjudicator (s. 8A.20 of Act)

- (1) For the purposes of section 8A.20(2) of the Act, information referred to in section 8A.20(1) of the Act must be kept on the Inspector's website for the period of 12 years beginning on the day on which the information is published on the Inspector's website.
- (2) If an application is made under section 8A.22(1) of the Act for a review of a decision to make an order that is required to be published under section 8A.20(1) of the Act, the Inspector must also publish the following on the Inspector's website as soon as practicable —
 - (a) a note that the application has been made;
 - (b) a note of the outcome of the application.
- (3) A note published under subregulation (2) must be kept on the Inspector's website with the published order.

9. Publication of censures and SAT orders (s. 8A.26 of Act)

- (1) This regulation applies for the purposes of section 8A.26(1)(c) and (4) of the Act.
- (2) Information referred to in section 8A.26(1)(a) or (b) of the Act must be kept on the Inspector's website for the period of 12 years beginning on the day on which the information is published on the Inspector's website.
- (3) If the Inspector includes a note under section 8A.26(3)(b) of the Act, the Inspector must include a note of the outcome of the appeal as soon as practicable.

10. Complaint or report about CEO (s. 8A.33 and 8A.35 of Act)

- (1) In this regulation —
employee means an employee of the local government other than the CEO;

matter means, as the case requires —

- (a) the complaint relating to the CEO referred to in section 8A.33(6) of the Act; or
 - (b) the investigator’s report referred to in section 8A.35(5) of the Act.
- (2) This regulation applies for the purposes of sections 8A.33(6) and 8A.35(5) of the Act.
- (3) In relation to the dealing with of the matter —
- (a) the role of the CEO, as described in section 5.41(1) to (5) of the Act, is to be performed by an employee nominated by the mayor or president; and
 - (b) in performing that role, the employee is subject to the direction of the mayor or president.
- (4) Without limiting subregulation (3)(b), the mayor or president may direct the employee —
- (a) to determine the reports, advice or other assistance that the council will need in order to deal with the matter; and
 - (b) to provide or procure those reports, advice or other assistance; and
 - (c) to do anything else that the mayor or president considers appropriate in relation to the dealing with of the matter.
- (5) Without limiting subregulation (3), if the mayor or president decides to call for a special meeting of the council under section 5.4(a) of the Act for the purpose of dealing with the matter —
- (a) the notice under section 5.4(a) of the Act is to be given to an employee nominated by the mayor or president; and
 - (b) that employee must then, at the direction of the mayor or president, perform the CEO’s function under section 5.5(2) of the Act.

11. Confidentiality about complaints (s. 8A.36 of Act)

For the purposes of section 8A.36(6)(h) of the Act, the disclosure or use of information to which section 8A.36(2) of the Act applies is authorised if any of the following has occurred —

- (a) the complaint is dismissed or withdrawn under the adopted code of conduct of the local government concerned;
- (b) a finding is made under the adopted code of conduct of the local government concerned as to whether the alleged breach the subject of the complaint has occurred;
- (c) the Inspector declines to accept the complaint under section 8A.8(1) of the Act;
- (d) the Inspector declines to continue dealing with the complaint under section 8A.8(2) of the Act;
- (e) the Inspector declines to accept the complaint under section 8A.9 of the Act;
- (f) the complaint is withdrawn under section 8A.16(1) of the Act (unless section 8A.16(4) of the Act applies);
- (g) the Inspector publishes information relating to the complaint under section 8A.20(1) or 8A.26(1) of the Act;
- (h) on an allegation under section 8A.24(1) of the Act, the State Administrative Tribunal refuses to find that the person against whom the allegation was made committed a specified breach;
- (i) the Inspector declines to accept the complaint under section 8A.31(1) of the Act;
- (j) the Inspector declines to continue dealing with the complaint under section 8A.31(2) of the Act;
- (k) the Inspector declines to accept the complaint under section 8A.32 of the Act;

- (l) after receiving a report in relation to the complaint from an investigator under section 8A.34 of the Act, the Inspector decides that the complaint is not to be dealt with any further under that section.

Part 3 — Monitors (Part 8B Division 5 of Act)

12. Remuneration and expenses (s. 8B.39 and 8B.41 of Act)

- (1) This regulation applies for the purposes of sections 8B.39(2)(c) and (g) and 8B.41(a), (b) and (c) of the Act.
- (2) Before appointing a monitor for a local government, the Inspector must —
 - (a) determine the remuneration and expenses to be paid to the monitor and the procedure for their payment; and
 - (b) include the determination in the monitor’s terms of appointment under section 8B.39 of the Act.
- (3) Without limiting what else may be included in the determination, the determination may provide as follows —
 - (a) for the monitor to be paid an expense that is not otherwise covered by the determination if the expense is incurred with the Inspector’s prior approval;
 - (b) for the local government to pay the monitor’s remuneration and expenses to the State (rather than to the monitor directly).
- (4) The local government must pay the monitor’s remuneration and expenses in accordance with the determination.
- (5) If the local government does not pay any remuneration or expense of the monitor in accordance with the determination, the unpaid amount is recoverable from the local government by the State in a court of competent jurisdiction as a debt due to the State.

13. Selection and appointment (s. 8B.41 of Act)

- (1) This regulation applies for the purposes of section 8B.41(e) and (f) of the Act.

r. 14

- (2) None of the following can be selected or appointed as a monitor —
- (a) an inspectorate officer;
 - (b) a member of a council;
 - (c) a member of the governing body of a regional subsidiary;
 - (d) an employee of a local government or regional subsidiary;
 - (e) an employee of WALGA or the Local Government Professionals Australia (WA);
 - (f) a member of the governing body of, or an employee of, a body corporate the activities of which are, wholly or mainly, advocating or otherwise acting for, or on behalf of, 1 or more of the following —
 - (i) local governments;
 - (ii) members of councils;
 - (iii) employees of local governments.
- (3) A person cannot be selected or appointed as a monitor for a local government if the person is a member of the local government's audit, risk and improvement committee under Part 7 Division 1A of the Act, including where that committee is a shared committee under section 7.1CB of the Act.

14. Variation of terms of appointment (s. 8B.41 of Act)

- (1) This regulation applies for the purposes of section 8B.41(g) of the Act.
- (2) The Inspector may vary a monitor's terms of appointment at any time.

- (3) If the Inspector decides to vary a monitor's terms of appointment —
 - (a) the Inspector must give the monitor and the local government each a written notice that —
 - (i) sets out the variation; and
 - (ii) specifies the time at which the variation takes effect;
 - and
 - (b) the terms of appointment are varied accordingly at the specified time.

15. Early termination of appointment (s. 8B.41 of Act)

- (1) This regulation applies for the purposes of section 8B.41(h) of the Act.
- (2) The Inspector may terminate a monitor's appointment early.
- (3) If the Inspector decides to terminate a monitor's appointment early —
 - (a) the Inspector must give the monitor and the local government each a written notice that —
 - (i) states that the appointment is to be terminated early; and
 - (ii) specifies the time at which the termination takes effect;
 - and
 - (b) the appointment terminates accordingly at the specified time.

16. Powers (s. 8B.41 of Act)

- (1) This regulation applies for the purposes of section 8B.41(i) of the Act if a monitor attends a council meeting or a meeting of a committee of a council.

- (2) The monitor may, on 1 or more occasions, adjourn the meeting for up to 24 hours at a time if the monitor considers that —
 - (a) the meeting is disorderly; or
 - (b) the meeting is not being conducted in accordance with the Act; or
 - (c) the meeting is considering a motion that, if carried, would result in a decision or other action that is not authorised by, or that otherwise contravenes, a written law.
- (3) The monitor must notify the Inspector if the monitor adjourns the meeting to the following day.

Part 4 — Powers of authorised officers (Part 8B Division 6 of Act)

17. Application for entry warrant (s. 8B.50 of Act)

For the purposes of section 8B.50(2)(a) of the Act, an application for an entry warrant must include the following information —

- (a) the applicant's name and the position they hold;
- (b) a reasonably particular description of the place to which the application relates;
- (c) a reasonably particular description of the authorised purpose for which entry to the place is required;
- (d) if the authorised purpose is investigating a suspected offence under the Act — the provision of the Act suspected of being contravened;
- (e) the grounds of the application, including an explanation as to why it is necessary for an authorised person to enter the place for the authorised purpose.

18. Form of entry warrant (s. 8B.51 of Act)

For the purposes of section 8B.51(3) of the Act, the form of entry warrant is the form in Schedule 1.

**Part 5 — Infringement notices issued by authorised
inspectorate officer (Part 9 Division 2 Subdivision 2A
of Act)**

19. Prescribed offences and modified penalties (s. 9.22B of Act)

For the purposes of section 9.22B(1) and (3)(a) of the Act, the offences and modified penalties are as set out in Schedule 2.

20. Appointment of authorised inspectorate officer (s. 9.22C of Act)

- (1) For the purposes of section 9.22C(a) of the Act, the Inspector may appoint, as an authorised inspectorate officer, an inspectorate officer who is an investigator.
- (2) Unless otherwise specified by the Inspector, an appointment under subregulation (1) applies in relation to all the offences prescribed under regulation 19.
- (3) For the purposes of section 9.22C(b) of the Act, the identity card issued under section 8B.34(1) of the Act to an investigator who is an authorised inspectorate officer must state that the investigator is authorised to issue infringement notices under Part 9 Division 2 Subdivision 2A of the Act.

21. Form of infringement notice and approved officer (s. 9.22C and 9.22E of Act)

- (1) For the purposes of section 9.22C(c) of the Act, the form of infringement notice is the form in Schedule 3.
- (2) The Inspector is the approved officer for the purposes of infringement notices.

Note for this subregulation:

The *Criminal Procedure Act 2004* section 9(1)(f)(iii), as applied by section 9.22E(1) of the Act, requires an infringement notice to inform the alleged offender that if the alleged offender does not want to be prosecuted for the alleged offence, the modified penalty for the offence

may be paid to an approved officer within 28 days after the date of the notice.

22. Issuing infringement notices (s. 9.22D of Act)

- (1) This regulation applies for the purposes of section 9.22D(2) of the Act.
- (2) Subject to subregulation (3), the prescribed period is the period of 6 months after the day on which the authorised inspectorate officer believes the alleged offence to have been committed.
- (3) If it has not already expired, the prescribed period expires at the end of the period of 21 days after the day on which the authorised inspectorate officer forms the belief that there is sufficient evidence to support the allegation of the offence.

23. Form of notice to withdraw infringement notice (s. 9.22G of Act)

For the purposes of section 9.22G(2) of the Act, the form of notice is the form in Schedule 4.

Part 6 — Transitional provisions (Schedule 9.3 clause 81(2) of Act)

24. Application

This Part applies for the purposes of Schedule 9.3 clause 81(2) of the Act.

25. Publication of information relating to complaints

- (1) In this regulation —
transitional period means the period beginning on 1 January 2026 and ending on 15 October 2027.
- (2) Despite its deletion by the *Local Government Amendment Act 2024* section 71, section 5.118 of the Act, as in force immediately before 1 January 2026, continues to apply during the transitional period in relation to the publication of the following —
 - (a) a censure ordered before 1 January 2026;
 - (b) a censure ordered during the transitional period by a standards panel under Schedule 9.3 clause 73(2) of the Act.
- (3) Despite its deletion by the *Local Government Amendment Act 2024* section 71, section 5.121 of the Act, as in force immediately before 1 January 2026, continues to apply during the transitional period in relation to the following —
 - (a) a complaint that resulted, before 1 January 2026, in a finding referred to in section 5.121(1) of the Act;
 - (b) a complaint that results, during the transitional period, in a finding referred to in section 5.121(1) of the Act under Schedule 9.3 clause 73(2) of the Act.
- (4) For the purposes of section 5.121 of the Act as it continues to apply under subregulation (3), the CEO of a local government is taken to be the complaints officer for the local government.

- (5) In section 5.53(2)(hb) of the Act, as inserted by the *Local Government Amendment Act 2024* section 52(1), the reference to entries made under section 5.96C of the Act includes the following —
- (a) entries made before 1 January 2026 under section 5.121 of the Act;
 - (b) entries made during the transitional period under section 5.121 of the Act as it continues to apply under subregulation (3).
- (6) Despite its deletion by the *Local Government Amendment Act 2024* section 59(1), section 5.94(ab) of the Act, as in force immediately before 1 January 2026, continues to apply during the transitional period in relation to any register of complaints that is required to be maintained during the transitional period under section 5.121 of the Act as it continues to apply under subregulation (3).

26. Provisions relating to s. 5.119(1) of Act

- (1) On and after 1 January 2026 —
- (a) a person suspended by an order made before 1 January 2026 under section 5.119(1) of the Act is taken to be, or to have been, suspended by an order under section 8A.27(2)(b) of the Act, except in section 2.25A of the Act; and
 - (b) a person disqualified from holding office as a member of a council by an order made before 1 January 2026 under section 5.119(1) of the Act is taken to be, or to have been, disqualified by an order under section 8A.27(2)(b) of the Act.
- (2) Subregulation (3) applies if, immediately before 1 January 2026, there are uncompleted proceedings before the State Administrative Tribunal under section 5.119 of the Act.

r. 27

- (3) On and after 1 January 2026 —
- (a) the proceedings may be completed under section 5.119 of the Act, which continues to apply with section 5.117 of the Act accordingly despite their deletion by the *Local Government Amendment Act 2024* section 71; and
 - (b) if an order is made under section 5.119(1) of the Act suspending a person — the person is taken to have been suspended by an order under section 8A.27(2)(b) of the Act, except in section 2.25A of the Act; and
 - (c) if an order is made under section 5.119(1) of the Act disqualifying a person from holding office as a member of a council — the person is taken to have been disqualified by an order under section 8A.27(2)(b) of the Act.

27. Confidentiality about complaints made before 1 January 2026

- (1) In this regulation —
complaint means a complaint made before 1 January 2026 and in relation to which section 5.123 of the Act applied immediately before 1 January 2026.
- (2) In relation to the disclosure, on or after 1 January 2026, of information relating to a complaint, section 5.123 of the Act continues to apply on and after 1 January 2026 as it applied immediately before 1 January 2026, despite its deletion by the *Local Government Amendment Act 2024* section 71.
- (3) In section 5.123(2)(c) of the Act, as it continues to apply under subregulation (2), the reference to section 5.110(6) of the Act includes that provision as it continues to apply under Schedule 9.3 clause 73(2) of the Act.

- (4) If, in accordance with Schedule 9.3 clause 73(3), (5) or (6) of the Act, a complaint is to be dealt with under the Act as amended by the *Local Government Amendment Act 2024* —
- (a) subregulation (2) does not apply, or ceases to apply, in relation to the disclosure of information relating to the complaint; and
 - (b) section 8A.36 of the Act applies instead as if the complaint were covered by the definition of ***complaint*** in section 8A.36(1) of the Act.

Schedule 1 — Form of entry warrant

[r. 18]

<i>Local Government Act 1995</i> s. 8B.51		Entry warrant	
To	All authorised officers under the <i>Local Government Act 1995</i> Part 8B Division 6.		
Application	The applicant has applied under the <i>Local Government Act 1995</i> s. 8B.50 to me, a magistrate, for an entry warrant.		
Applicant's details	Name of authorised officer		
	Position held by authorised officer		
Authorised purpose			
Warrant	This warrant authorises you to enter the place described below for the authorised purpose.		
Place to be entered			
Period during which warrant may be executed			
Issuing details	Name of magistrate		
	Date		Time
Magistrate's signature	Issued by me on the above date and at the above time. Magistrate		

Schedule 2 — Prescribed offences and modified penalties

[r. 19]

Offence	Modified penalty
Offence under section 4.87(1) of the Act	\$500
Offence under section 5.21(5) of the Act	\$1 000
Offence under section 5.75(1) or (2) of the Act	\$1 000
Offence under section 5.76(1) or (2) of the Act	\$1 000
Offence under section 5.87A(1) of the Act	\$1 000
Offence under section 5.87B(1) of the Act	\$1 000
Offence under section 9.10(6) of the Act	\$500
Offence under the <i>Local Government (Administration) Regulations 1996</i> regulation 36B(1) or (2)	\$500
Offence under the <i>Local Government (Elections) Regulations 1997</i> regulation 22AA(4) or (7)	\$500
Offence under the <i>Local Government (Elections) Regulations 1997</i> regulation 30B(2)	\$1 000

Schedule 3 — Form of infringement notice

[r. 21]

<i>Local Government Act 1995 Part 9 Division 2</i> Subdivision 2A INFRINGEMENT NOTICE		Infringement notice no.
Alleged offender	Name	
	Address	
Alleged offence	Date or period	
	Place	
	Provision of written law contravened	
	Details of offence	
Date	Date of notice	
Issuing officer	Name	
	Office	
	Signature	
Modified penalty	\$_____	
TAKE NOTICE	It is alleged that you have committed the above offence. If you do not want to be prosecuted in court for the offence, pay the modified penalty to the Local Government Inspector within 28 days after the date of this notice. If you do not pay the modified penalty within 28 days, you may be prosecuted or enforcement action may be taken under the <i>Fines, Penalties and Infringement Notices Enforcement</i>	

	<p><i>Act 1994.</i> Under that Act, some or all of the following actions may be taken — your driver’s licence may be suspended, your vehicle licence may be suspended or cancelled, you may be disqualified from holding or obtaining a driver’s licence or vehicle licence, your vehicle may be immobilised or have its number plates removed, your details may be published on a website, your earnings or bank accounts may be garnished, and your property may be seized and sold.</p> <p>If you need more time to pay the modified penalty, you should contact the Local Government Inspector at the address below.</p> <p>Paying the modified penalty will not be regarded as an admission for the purposes of any civil or criminal court case.</p> <p>If you want this matter to be dealt with by prosecution in court, sign and date here:</p> <p style="text-align: right;">_____ / /20</p> <p>and post this notice to the Local Government Inspector at the address below within 28 days after the date of this notice.</p> <p>If you consider that you have good reason to have this notice withdrawn, you can write to the Local Government Inspector at the address below requesting that this notice be withdrawn and setting out why you consider that this notice should be withdrawn. Your letter must be received not later than 28 days after the date of this notice.</p>	
How to pay	In person	<i>[Insert details for paying in person]</i>
	By post	Post this notice, with a cheque or money order made payable to <i>[insert payee]</i> , to: <i>[Insert address]</i> Do not send cash in the mail.
	Online	<i>[Insert details for paying online]</i>

Schedule 4 — Form of notice to withdraw infringement notice

[r. 23]

<i>Local Government Act 1995 Part 9 Division 2 Subdivision 2A</i> WITHDRAWAL OF INFRINGEMENT NOTICE		Withdrawal no.
Alleged offender	Name	
	Address	
Details of infringement notice	Infringement notice no.	
	Date of notice	
Alleged offence	Date or period	
	Place	
	Provision of written law contravened	
	Details of offence	
Local Government Inspector	Name	
	Signature	
Date	Date of withdrawal	

Withdrawal of infringement notice	The above infringement notice issued against you for the above alleged offence has been withdrawn. If you have already paid the modified penalty for the alleged offence in accordance with the infringement notice, the amount will be refunded to you.
--	---



Notes

This is a compilation of the *Local Government (Local Government Inspector) Regulations 2025*. For provisions that have come into operation see the compilation table.

Compilation table

Citation	Published	Commencement
<i>Local Government (Local Government Inspector) Regulations 2025</i>	SL 2025/209 17 Dec 2025	Pt. 1: 17 Dec 2025 (see r. 2(a)); Regulations other than Pt. 1: 1 Jan 2026 (see r. 2(b))

Defined terms

[This is a list of terms defined and the provisions where they are defined.

The list is not part of the law.]

Defined term	Provision(s)
adopted code of conduct	3(1)
complaint	27(1)
employee.....	10(1)
local law as to conduct.....	4(1)
matter	9(1)
mediators panel	7(2)
transitional period	25(1)

© State of Western Australia 2026.

This work is licensed under a Creative Commons Attribution 4.0 International Licence (CC BY 4.0).

To view relevant information and for a link to a copy of the licence, visit www.legislation.wa.gov.au.

Attribute work as: © State of Western Australia 2026.

By Authority: ROGER JACOBS, Acting Government Printer



Western Australia

Local Government Act 1995

**Local Government (Model Code of Conduct)
Regulations 2021**

Local Government (Model Code of Conduct) Regulations 2021

Contents

Part 1 — Preliminary		
1.	Citation	1
2.	Commencement	1
Part 2 — Model code of conduct		
3.	Model code of conduct (Act s. 5.103(1))	2
3A.	Referral of complaint to Inspector (Act s. 5.105(3))	2
Part 3 — Repeal and consequential amendments		
Division 1 — Repeal		
4.	<i>Local Government (Rules of Conduct) Regulations 2007</i> repealed	3
Division 2 — Other regulations amended		
5.	<i>Local Government (Administration) Regulations 1996</i> amended	3
Part 9A — Minor breaches by council members		
34D.	Contravention of local law as to conduct (Act s. 5.105(1)(b))	3
6.	<i>Local Government (Audit) Regulations 1996</i> amended	4
7.	<i>Local Government (Constitution) Regulations 1998</i> amended	4

Schedule 1 — Model code of conduct		
Division 1 — Preliminary provisions		
1.	Citation	5
2.	Terms used	5
Division 2 — General principles		
3.	Overview of Division	5
4.	Personal integrity	5
5.	Relationship with others	6
6.	Accountability	6
Division 3 — Behaviour		
7.	Overview of Division	7
8.	Personal integrity	7
9.	Relationship with others	7
10.	Council or committee meetings	8
11.	Complaint about alleged breach	8
12.	Dealing with complaint	9
13.	Dismissal of complaint	11
14.	Withdrawal of complaint	11
14A.	Appointment of monitor	11
14B.	Performance of local government's functions under cl. 12 and 13	12
15.	Other provisions about complaints	13
Division 4 — Rules of conduct		
16.	Overview of Division	13
17.	Misuse of local government resources	14
18.	Securing personal advantage or disadvantaging others	14
19.	Prohibition against involvement in administration	14
20.	Relationship with local government employees	14
21.	Disclosure of information	15
22.	Disclosure of interests	16
23.	Compliance with plan requirement	18
Notes		
	Compilation table	19
Defined terms		

Local Government (Model Code of Conduct) Regulations 2021

Part 1 — Preliminary

1. Citation

These regulations are the *Local Government (Model Code of Conduct) Regulations 2021*.

2. Commencement

These regulations come into operation as follows —

- (a) Part 1 — on the day on which these regulations are published in the *Gazette*;
- (b) the rest of the regulations — on the day on which the *Local Government Legislation Amendment Act 2019* sections 48 to 51 come into operation.

Part 2 — Model code of conduct

3. Model code of conduct (Act s. 5.103(1))

The model code of conduct for council members, committee members and candidates is set out in Schedule 1.

3A. Referral of complaint to Inspector (Act s. 5.105(3))

For the purposes of section 5.105(3) of the Act, a complaint must be referred to the Inspector if the person who is the subject of the complaint has, on at least 2 previous occasions, been found under a local government's adopted code of conduct (as defined in section 8A.2(1) of the Act) to have committed, on or after 1 January 2026, a behavioural breach.

[Regulation 3A inserted: SL 2025/208 r. 42.]

Part 3 — Repeal and consequential amendments

Division 1 — Repeal

**4. *Local Government (Rules of Conduct) Regulations 2007*
repealed**

The *Local Government (Rules of Conduct) Regulations 2007* are repealed.

Division 2 — Other regulations amended

**5. *Local Government (Administration) Regulations 1996*
amended**

- (1) This regulation amends the *Local Government (Administration) Regulations 1996*.
- (2) After regulation 34C insert:

Part 9A — Minor breaches by council members

**34D. *Contravention of local law as to conduct*
(Act s. 5.105(1)(b))**

- (1) In this regulation —
local law as to conduct means a local law relating to the conduct of people at council or committee meetings.
- (2) The contravention of a local law as to conduct is a minor breach for the purposes of section 5.105(1)(b) of the Act.

Local Government (Model Code of Conduct) Regulations 2021

Part 3 Repeal and consequential amendments

Division 2 Other regulations amended

r. 6

6. Local Government (Audit) Regulations 1996 amended

- (1) This regulation amends the *Local Government (Audit) Regulations 1996*.
- (2) In regulation 13 in the Table:
 - (a) under the heading “**Local Government Act 1995**” delete “s. 5.103” and insert:

s. 5.104

- (b) delete:

Local Government (Rules of Conduct) Regulations 2007		
r. 11		

7. Local Government (Constitution) Regulations 1998 amended

- (1) This regulation amends the *Local Government (Constitution) Regulations 1998*.
- (2) In Schedule 1 Form 7 delete “*Local Government (Rules of Conduct) Regulations 2007.*” and insert:

code of conduct adopted by the ³ under section 5.104 of the *Local Government Act 1995*.

Schedule 1 — Model code of conduct

[r. 3]

Division 1 — Preliminary provisions

1. Citation

This is the *[insert name of local government] Code of Conduct for Council Members, Committee Members and Candidates*.

2. Terms used

(1) In this code —

Act means the *Local Government Act 1995*;

candidate means a candidate for election as a council member;

complaint means a complaint made under clause 11(1);

publish includes to publish on a social media platform.

(2) Other terms used in this code that are also used in the Act have the same meaning as they have in the Act, unless the contrary intention appears.

Division 2 — General principles

3. Overview of Division

This Division sets out general principles to guide the behaviour of council members, committee members and candidates.

4. Personal integrity

(1) A council member, committee member or candidate should —

(a) act with reasonable care and diligence; and

(b) act with honesty and integrity; and

(c) act lawfully; and

(d) identify and appropriately manage any conflict of interest;
and

(e) avoid damage to the reputation of the local government.

- (2) A council member or committee member should —
- (a) act in accordance with the trust placed in council members and committee members; and
 - (b) participate in decision-making in an honest, fair, impartial and timely manner; and
 - (c) actively seek out and engage in training and development opportunities to improve the performance of their role; and
 - (d) attend and participate in briefings, workshops and training sessions provided or arranged by the local government in relation to the performance of their role.

5. Relationship with others

- (1) A council member, committee member or candidate should —
- (a) treat others with respect, courtesy and fairness; and
 - (b) respect and value diversity in the community.
- (2) A council member or committee member should maintain and contribute to a harmonious, safe and productive work environment.

6. Accountability

A council member or committee member should —

- (a) base decisions on relevant and factually correct information; and
- (b) make decisions on merit, in the public interest and in accordance with statutory obligations and principles of good governance and procedural fairness; and
- (c) read all agenda papers given to them in relation to council or committee meetings; and
- (d) be open and accountable to, and represent, the community in the district.

Division 3 — Behaviour

7. Overview of Division

This Division sets out —

- (a) requirements relating to the behaviour of council members, committee members and candidates; and
- (b) the mechanism for dealing with alleged breaches of those requirements.

8. Personal integrity

(1) A council member, committee member or candidate —

- (a) must ensure that their use of social media and other forms of communication complies with this code; and
- (b) must only publish material that is factually correct.

(2) A council member or committee member —

- (a) must not be impaired by alcohol or drugs in the performance of their official duties; and
- (b) must comply with all policies, procedures and resolutions of the local government.

9. Relationship with others

A council member, committee member or candidate —

- (a) must not bully or harass another person in any way; and
- (b) must deal with the media in a positive and appropriate manner and in accordance with any relevant policy of the local government; and
- (c) must not use offensive or derogatory language when referring to another person; and
- (d) must not disparage the character of another council member, committee member or candidate or a local government employee in connection with the performance of their official duties; and
- (e) must not impute dishonest or unethical motives to another council member, committee member or candidate or a local

government employee in connection with the performance of their official duties.

10. Council or committee meetings

When attending a council or committee meeting, a council member, committee member or candidate —

- (a) must not act in an abusive or threatening manner towards another person; and
- (b) must not make a statement that the member or candidate knows, or could reasonably be expected to know, is false or misleading; and
- (c) must not repeatedly disrupt the meeting; and
- (d) must comply with any requirements of a local law of the local government relating to the procedures and conduct of council or committee meetings; and
- (e) must comply with any direction given by the person presiding at the meeting; and
- (f) must immediately cease to engage in any conduct that has been ruled out of order by the person presiding at the meeting.

11. Complaint about alleged breach

- (1) A person may make a complaint, in accordance with subclause (2), alleging a breach of a requirement set out in this Division.
- (2) A complaint must be made —
 - (a) in writing in the form approved by the local government; and
 - (b) to a person authorised under subclause (3); and
 - (c) within 1 month after the occurrence of the alleged breach.
- (3) The local government must, in writing, authorise 1 or more persons to receive complaints and withdrawals of complaints.
- (4) A complaint must be dealt with under clauses 12 to 15 unless —
 - (a) the complaint is referred to the Inspector in accordance with subclause (5); and

- (b) the Inspector refers the complaint to be dealt with under Part 8A Division 5 of the Act.

Note for this subclause:

See section 5.105(1) of the Act.

- (5) If the *Local Government (Model Code of Conduct) Regulations 2021* regulation 3A applies to a complaint, a person authorised under subclause (3) must refer the complaint to the Inspector under section 5.105(3) of the Act.

- (6) A complaint must also be dealt with under clauses 12 to 15 if the Inspector refers the complaint to the local government under the *Local Government (Local Government Inspector) Regulations 2025* regulation 6.

[Clause 11 amended: SL 2025/208 r. 43.]

12. Dealing with complaint

- (1) After considering a complaint, the local government must, unless it dismisses the complaint under clause 13 or the complaint is withdrawn under clause 14(1), make a finding as to whether the alleged breach the subject of the complaint has occurred.

Note for this subclause:

See also clause 14A in relation to the appointment of a monitor to assist the local government to deal with matters raised by a complaint.

- (2) Before making a finding in relation to the complaint, the local government must give the person to whom the complaint relates a reasonable opportunity to be heard.
- (3) A finding that the alleged breach has occurred must be based on evidence from which it may be concluded that it is more likely that the breach occurred than that it did not occur.
- (4) If the local government makes a finding that the alleged breach has occurred, the local government may —
- (a) take no further action; or
 - (b) prepare and implement a plan to address the behaviour of the person to whom the complaint relates.

Local Government (Model Code of Conduct) Regulations 2021

Schedule 1 Model code of conduct

Division 3 Behaviour

cl. 12

- (5) When preparing a plan under subclause (4)(b), the local government must consult with the person to whom the complaint relates.
- (6) A plan under subclause (4)(b) may include a requirement for the person to whom the complaint relates to do 1 or more of the following —
- (a) engage in mediation;
 - (b) undertake counselling;
 - (c) undertake training;
 - (d) take other action the local government considers appropriate.
- (7) If the local government makes a finding in relation to the complaint, the local government must give the complainant, and the person to whom the complaint relates, written notice of —
- (a) its finding and the reasons for its finding; and
 - (b) if its finding is that the alleged breach has occurred — its decision under subclause (4).

[Clause 12 amended: SL 2025/208 r. 44.]

13. Dismissal of complaint

- (1) The local government must dismiss a complaint if it is satisfied that —
 - (a) the behaviour to which the complaint relates occurred at a council or committee meeting; and
 - (b) either —
 - (i) the behaviour was dealt with by the person presiding at the meeting; or
 - (ii) the person responsible for the behaviour has taken remedial action in accordance with a local law of the local government that deals with meeting procedures.
- (2) If the local government dismisses a complaint, the local government must give the complainant, and the person to whom the complaint relates, written notice of its decision and the reasons for its decision.

14. Withdrawal of complaint

- (1) A complainant may withdraw their complaint at any time before the local government makes a finding in relation to the complaint.
- (2) The withdrawal of a complaint must be —
 - (a) in writing; and
 - (b) given to a person authorised under clause 11(3).

14A. Appointment of monitor

- (1) The Inspector may appoint a monitor for the local government to assist the local government to deal with matters raised by a complaint.
- (2) If the Inspector appoints a monitor —
 - (a) the Inspector may direct the local government to defer further dealing with the complaint until the monitor reports to the Inspector on the outcome of the monitoring assignment; and
 - (b) the local government must comply with the direction.

[Clause 14A inserted: SL 2025/208 r. 45.]

14B. Performance of local government's functions under cl. 12 and 13

- (1) The local government's functions under clauses 12 and 13 must be performed by the council.
- (2) Despite subclause (1), the council may, by resolution carried with an absolute majority of the council, authorise a committee of the council comprising council members only to perform a function for and on behalf of the local government.
- (3) Despite subclause (1), the council may, by resolution carried with an absolute majority of the council, authorise a person who is none of the following to perform a function for and on behalf of the local government —
 - (a) a member of the council of any local government;
 - (b) a member of the governing body of any regional subsidiary;
 - (c) an employee of any local government or regional subsidiary;
 - (d) an employee of WALGA or the Local Government Professionals Australia (WA);
 - (e) a member of the governing body of, or an employee of, a body corporate the activities of which are, wholly or partly, advocating or otherwise acting for, or on behalf of, 1 or more of the following —
 - (i) local governments;
 - (ii) members of councils;
 - (iii) employees of local governments.
- (4) A resolution made under subclause (3) must include the following —
 - (a) a statement to the effect that the council is satisfied that the person being authorised is suitably qualified and experienced to perform the function;
 - (b) an explanation as to why the council is satisfied as referred to in paragraph (a);
 - (c) a statement to the effect that the council is satisfied that the person being authorised is impartial and has no close association with any member of the council or any employee of the local government.

- (5) Nothing in this clause prevents an employee of the local government from providing, in relation to the performance of a function, any advice or other assistance to the council, a committee authorised under subclause (2) or a person authorised under subclause (3).

[Clause 14B inserted: SL 2025/208 r. 45.]

15. Other provisions about complaints

- (1) A complaint about an alleged breach by a candidate cannot be dealt with by the local government unless the candidate has been elected as a council member.
- (2) The procedure for dealing with complaints may be determined by the local government to the extent that it is not provided for in this Division.
- (3) Clauses 14A and 14B do not apply in relation to a complaint made before 1 January 2026.

Note for this clause:

See also section 5.105(4) and (5) of the Act for restrictions on the activities of a person who makes a complaint or who is alleged to have breached a requirement set out in this Division.

[Clause 15 amended: SL 2025/208 r. 46.]

Division 4 — Rules of conduct

Notes for this Division:

1. Under section 8A.3(1) of the Act, a council member commits a conduct breach if the council member contravenes a rule of conduct. Section 8A.3(2) of the Act extends this to the contravention of a rule of conduct that occurred when the council member was a candidate.
2. A conduct breach is dealt with under Part 8A Division 5 of the Act.

[Notes inserted: SL 2025/208 r. 47.]

16. Overview of Division

- (1) This Division sets out rules of conduct for council members and candidates.
- (2) A reference in this Division to a council member includes a council member when acting as a committee member.

17. Misuse of local government resources

(1) In this clause —

electoral purpose means the purpose of persuading electors to vote in a particular way at an election, referendum or other poll held under the Act, the *Electoral Act 1907* or the *Commonwealth Electoral Act 1918*;

resources of a local government includes —

- (a) local government property; and
- (b) services provided, or paid for, by a local government.

(2) A council member must not, directly or indirectly, use the resources of a local government for an electoral purpose or other purpose unless authorised under the Act, or by the local government or the CEO, to use the resources for that purpose.

18. Securing personal advantage or disadvantaging others

(1) A council member must not make improper use of their office —

- (a) to gain, directly or indirectly, an advantage for the council member or any other person; or
- (b) to cause detriment to the local government or any other person.

(2) Subclause (1) does not apply to conduct that contravenes section 5.93 of the Act or *The Criminal Code* section 83.

19. Prohibition against involvement in administration

(1) A council member must not undertake a task that contributes to the administration of the local government unless authorised by the local government or the CEO to undertake that task.

(2) Subclause (1) does not apply to anything that a council member does as part of the deliberations at a council or committee meeting.

20. Relationship with local government employees

(1) In this clause —

local government employee means a person —

- (a) employed by a local government under section 5.36(1) of the Act; or
 - (b) engaged by a local government under a contract for services.
- (2) A council member or candidate must not —
- (a) direct or attempt to direct a local government employee to do or not to do anything in their capacity as a local government employee; or
 - (b) attempt to influence, by means of a threat or the promise of a reward, the conduct of a local government employee in their capacity as a local government employee; or
 - (c) act in an abusive or threatening manner towards a local government employee.
- (3) Subclause (2)(a) does not apply to anything that a council member does as part of the deliberations at a council or committee meeting.
- (4) If a council member or candidate, in their capacity as a council member or candidate, is attending a council or committee meeting or other organised event (for example, a briefing or workshop), the council member or candidate must not orally, in writing or by any other means —
- (a) make a statement that a local government employee is incompetent or dishonest; or
 - (b) use an offensive or objectionable expression when referring to a local government employee.
- (5) Subclause (4)(a) does not apply to conduct that is unlawful under *The Criminal Code* Chapter XXXV.

21. Disclosure of information

- (1) In this clause —
- closed meeting*** —
- (a) means a part of a council or committee meeting that is closed to members of the public under section 5.23(2), (3) or (4) of the Act; and
 - (b) includes a council or committee meeting held before 1 January 2026, or a part of a council or committee meeting

held before 1 January 2026, that was closed to members of the public under section 5.23(2) of the Act as in force before 1 January 2026;

confidential document means a document marked by the CEO, or by a person authorised by the CEO, to clearly show that the information in the document is not to be disclosed;

document includes a part of a document;

non-confidential document means a document that is not a confidential document.

- (2) A council member must not disclose information that the council member —
- (a) derived from a confidential document; or
 - (b) acquired at a closed meeting other than information derived from a non-confidential document.
- (3) Subclause (2) does not prevent a council member from disclosing information —
- (a) at a closed meeting; or
 - (b) to the extent specified by the council and subject to such other conditions as the council determines; or
 - (c) that is already in the public domain; or
 - (d) to an officer of the Department; or
 - (e) to the Minister; or
 - (f) to a legal practitioner for the purpose of obtaining legal advice; or
 - (g) if the disclosure is required or permitted by law.

[Clause 21 amended: SL 2025/208 r. 48.]

22. Disclosure of interests

- (1) In this clause —
- interest** —
- (a) means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest; and

- (b) includes an interest arising from kinship, friendship or membership of an association.
- (2) A council member who has an interest in any matter to be discussed at a council or committee meeting attended by the council member must disclose the nature of the interest —
 - (a) in a written notice given to the CEO before the meeting; or
 - (b) at the meeting immediately before the matter is discussed.
- (3) Subclause (2) does not apply to an interest referred to in section 5.60 of the Act.
- (4) Subclause (2) does not apply if a council member fails to disclose an interest because the council member did not know —
 - (a) that they had an interest in the matter; or
 - (b) that the matter in which they had an interest would be discussed at the meeting and the council member disclosed the interest as soon as possible after the discussion began.
- (5) If, under subclause (2)(a), a council member discloses an interest in a written notice given to the CEO before a meeting, then —
 - (a) before the meeting the CEO must cause the notice to be given to the person who is to preside at the meeting; and
 - (b) at the meeting the person presiding must bring the notice and its contents to the attention of the persons present immediately before any matter to which the disclosure relates is discussed.
- (6) Subclause (7) applies in relation to an interest if —
 - (a) under subclause (2)(b) or (4)(b) the interest is disclosed at a meeting; or
 - (b) under subclause (5)(b) notice of the interest is brought to the attention of the persons present at a meeting.
- (7) The nature of the interest must be recorded in the minutes of the meeting.

23. Compliance with plan requirement

If a plan under clause 12(4)(b) in relation to a council member includes a requirement referred to in clause 12(6), the council member must comply with the requirement.



Notes

This is a compilation of the *Local Government (Model Code of Conduct) Regulations 2021* and includes amendments made by other written laws. For provisions that have come into operation see the compilation table.

Compilation table

Citation	Published	Commencement
<i>Local Government (Model Code of Conduct) Regulations 2021</i>	SL 2021/15 2 Feb 2021	Pt. 1: 2 Feb 2021 (see r. 2(a)); Regulations other than Pt. 1: 3 Feb 2021 (see r. 2(b) and SL 2021/13 cl. 2)
<i>Local Government Regulations Amendment (Local Government Amendment Act 2024) Regulations 2025 Pt. 6</i>	SL 2025/208 17 Dec 2025	1 Jan 2026 (see r. 2(c))

Defined terms

*[This is a list of terms defined and the provisions where they are defined.
The list is not part of the law.]*

Defined term	Provision(s)
Act.....	Sch. 1 cl. 2(1)
candidate	Sch. 1 cl. 2(1)
closed meeting	Sch. 1 cl. 21(1)
complaint	Sch. 1 cl. 2(1)
confidential document.....	Sch. 1 cl. 21(1)
document.....	Sch. 1 cl. 21(1)
electoral purpose	Sch. 1 cl. 17(1)
interest.....	Sch. 1 cl. 22(1)
local government employee	Sch. 1 cl. 20(1)
non-confidential document	Sch. 1 cl. 21(1)
publish.....	Sch. 1 cl. 2(1)
resources of a local government.....	Sch. 1 cl. 17(1)

© State of Western Australia 2026.
This work is licensed under a Creative Commons Attribution 4.0 International Licence (CC BY 4.0).
To view relevant information and for a link to a copy of the licence, visit www.legislation.wa.gov.au.
Attribute work as: © State of Western Australia 2026.
By Authority: ROGER JACOBS, Acting Government Printer

SALARIES AND ALLOWANCES ACT 1975

DETERMINATION OF THE SALARIES AND ALLOWANCES TRIBUNAL

FOR LOCAL GOVERNMENT CHIEF EXECUTIVE OFFICERS AND ELECTED COUNCIL MEMBERS

TABLE OF CONTENTS

PREAMBLE	3
Statutory context	3
Considerations	3
Band allocation model	3
Christmas and Cocos (Keeling) Islands	4
Conclusions	4
DETERMINATION	6
PART 1 INTRODUCTORY MATTERS	6
1.1 Short Title	6
1.2 Commencement	6
1.3 Content and intent	6
1.4 Terms used	7
1.5 Pro rata payments	8
1.6 Local government band allocations	8
PART 2 TOTAL REWARD PACKAGE	9
2.1 General	9
2.2 Local Government Classification	10
Table 1: Local government band classification – Total Reward Package range	10
Table 2: Regional local government band classification	10
PART 3 REGIONAL/ISOLATION ALLOWANCE	11
3.1 General	11
3.2 Determining appropriateness and rate of allowance	11
3.3 Regional/Isolation Allowance	12
Table 3: Regional/Isolation Allowance	12
PART 4 HOUSING ALLOWANCE	14
4.1 General	14
4.2 Applicable housing allowance	14
PART 5 MOTOR VEHICLES	15
5.1 General	15
5.2 Private benefit value	15
PART 6 MEETING ATTENDANCE FEES	16
6.1 General	16
6.2 Council meeting attendance fees – per meeting	18
Table 4: Council meeting fees per meeting – local governments	18
Table 5: Council meeting fees per meeting – regional local governments	18
6.3 Committee meeting and prescribed meeting attendance fees – per meeting	18
Table 6: Committee meeting and prescribed meeting fees per meeting – local governments	18
Table 7: Committee meeting and prescribed meeting fees per meeting – regional local governments	19
6.4 Meeting attendance fees for independent committee members – per meeting	19
Table 8: Committee meeting and prescribed meeting fees per meeting for independent committee members – local government and regional local governments	19
6.5 Annual attendance fees in lieu of council meeting, committee meeting and prescribed meeting attendance fees	20
Table 9: Annual attendance fees in lieu of council meeting, committee meeting and prescribed meeting attendance fees – local governments	20
Table 10: Annual attendance fees in lieu of council meeting, committee meeting and prescribed meeting attendance fees – regional local government	20

PART 7 ANNUAL ALLOWANCE FOR A MAYOR, PRESIDENT, CHAIR, DEPUTY MAYOR, DEPUTY PRESIDENT AND DEPUTY CHAIR	21
7.1 General	21
7.2 Annual allowance for a Mayor, President or Chair	22
Table 11: Annual allowance for a mayor or president of a local government	22
Table 12: Annual allowance for a chair of a regional local government	22
7.3 Annual allowance for a Deputy Mayor, Deputy President or Deputy Chair	22
PART 8 EXPENSES TO BE REIMBURSED	23
8.1 General	23
8.2 Extent of expenses to be reimbursed.....	23
PART 9 ANNUAL ALLOWANCES IN LIEU OF REIMBURSEMENT OF EXPENSES.....	26
9.1 General	26
9.2 Annual allowances determined instead of reimbursement for particular types of expenses for Elected Council Members	27
SCHEDULE 1: LOCAL GOVERNMENT BAND ALLOCATIONS	28

PREAMBLE

Statutory context

1. Section 7A of the Salaries and Allowances Act 1975 ('the SA Act') requires the Salaries and Allowances Tribunal ('the Tribunal') to "inquire into and determine, the amount of remuneration, or the minimum and maximum amounts of remuneration, to be paid or provided to chief executive officers of local governments".
2. Under Section 7B(2) of the SA Act, the Tribunal must inquire into and determine the amount of:
 - fees, or the minimum and maximum amounts of fees, to be paid under the *Local Government Act 1995* ('the LG Act') to elected council members for attendance at meetings;
 - expenses, or the minimum and maximum amounts of expenses, to be reimbursed under the LG Act to elected council members; and
 - allowances, or the minimum and maximum amounts of allowances, to be paid under the LG Act to elected council members.
3. By issuing this Determination, the Tribunal discharges its obligations under Section 8 of the SA Act, which requires determinations under sections 7A and 7B to be issued at intervals of not more than 12 months.

Considerations

4. The Tribunal has considered sections 2.7 to 2.10 and section 5.41 of the LG Act, which outlines the roles and responsibilities of local governments, councillors, mayors, presidents and their deputies, and the functions of local government Chief Executive Officers.
5. The Tribunal invited individual local governments, the Department of Local Government, Sport and Cultural Industries, the Western Australian Local Government Association, Local Government Professionals WA and other interested individuals to provide information or submissions regarding developments across the sector.
6. Seven submissions were received, and all were considered within the Tribunal's deliberations.

Band allocation model

7. The Tribunal continues to apply the four Band allocation model. The model allows a number of measurable and non-measurable factors to be considered when assessing appropriate levels of remuneration. The model is adjusted annually to accommodate incremental increases experienced by all organisations.
8. The Tribunal notes that the remuneration ranges provide flexibility to local governments to set remuneration within the allocated Band. The Tribunal will only adjust a Band classification when a local government or regional local government can demonstrate a substantial and sustained increase in functions, roles or scope of the organisation.

Christmas and Cocos (Keeling) Islands

9. In 2016, the Commonwealth and WA Governments entered an agreement under the *Christmas Island Act 1958* (Cth), the *Cocos (Keeling) Islands Act 1995* (Cth) and the *Indian Oceans Territories (Administration of Laws) Act 1992* (WA), by which the Tribunal has the power to determine the remuneration of local government CEOs and the fees, expenses and allowances for local government elected council members of the Shires of Christmas Island and Cocos (Keeling) Islands.
10. This inquiry reviewed remuneration provided by the Shires of Christmas and Cocos (Keeling) Islands.

Conclusions

11. The Tribunal has determined that CEO remuneration bands be increased by 3.5%. The Tribunal considered this appropriate given the current economic conditions, including WA data on CPI and WPI, and the wider public sector framework. Further, the changes to the Superannuation Guarantee mean that minimum superannuation contributions will increase by 0.5% to 12% on 1 July 2025. In recognition of this, the Tribunal has applied a 0.5% increase to the CEO remuneration bands in addition to the 3.5%. Therefore, the total increase to the **CEO** remuneration bands is **4%**.
12. The Tribunal notes that each local government must set remuneration within the band to which it is allocated. Any increase, within the bands, must be determined by each local government through its own assessment of whether changes are justified.
13. In reviewing the band allocation model and all other relevant information, the Tribunal has examined local governments with potential to change band classification, including those provided in submissions. The Tribunal considers no change is warranted for any local government at this time.
14. However, the Tribunal resolved to conduct a comprehensive survey of the remuneration provided to local government CEOs and the fees and allowances provided to elected council members. As the Tribunal determines the bands for local governments, it is essential that the Tribunal has visibility as to where local governments are placed within these bands in order to ensure the suitability of the band ranges and other allowances.
15. This survey, to be conducted in the second half of this year, will also request information with respect to Regional/Isolation Allowances provided by local governments to CEOs, with the intention of reviewing the allowance to ensure that it is fit for purpose and achieving the desired outcome for those working in regional and isolated locations.
16. The main factor considered by the Tribunal in determining the eligibility and quantum of the Regional/Isolation Allowance has been the *District Allowance (Government Officers) General Agreement 2010* amount and boundaries, together with some other regional factors. Previously, the Tribunal has altered these amounts for certain local governments after consideration of specific regional issues via submissions or discussions.

17. The Tribunal reviewed submissions and determined that no change to the Regional/Isolation Allowance would be applied at present. However, subject to the results of the survey and review thereof, changes to the eligibility and quantum of the allowance may be made, and the submissions made to this inquiry and previous inquiries, will be re-considered.
18. As a result of changes to the *Metropolitan Region Town Planning Scheme Act 1959*, the definition of metropolitan / non-metropolitan region has been redefined, and reference is now made to Schedule 4 of *Planning and Development Act 2005*.
19. The motor vehicle allowance was significantly reviewed last year, and the Tribunal resolved to provide some clarity as to the impact of FBT on the TRP.
20. The Tribunal has determined **elected council member** attendance fees, and annual allowance ranges be increased by **3.5%** (and rounded). The Tribunal considered various submissions calling for increases, with the determined increase reflecting a variety of issues raised in the submissions.
21. The Tribunal maintains that elected council members' fees should be set to compensate costs for the prescribed role of an elected council member. The role of an elected council member was specifically described as not being a full-time occupation in parliamentary debates regarding the *Local Government Amendment Act 2011* and re-iterated again in the Parliament last year through the passing of the *Local Government Amendment Bill 2024*.
22. The Tribunal notes the recent legislative changes which enable superannuation payments to be made to local government elected council members. Any superannuation payments are in addition to the fees and allowances provided to elected council members as determined by the Tribunal.
23. Further, the Tribunal is cognisant of the forthcoming requirement for local governments to appoint an independent Chair for Audit, Risk and Improvement Committees. The Tribunal will determine rates with respect to this at a future date, to coincide with the commencement of these changes.
24. In the meantime, in order for local governments to adequately attract, retain and remunerate suitable people with the relevant skills and expertise to be independent committee members in general, the Tribunal has collapsed the bands into one fee range, and has also provided for the reimbursement of expenses for independent committee members to attend committee meetings.
25. Further amendments to the determination reflect changes to Regional Councils with Tamala Park Regional Council renamed as Catalina Regional Council; Rivers Regional Council becoming Rivers Regional Subsidiary and no longer within the Tribunal's jurisdiction; and Pilbara Regional Council being wound up.
26. All other allowances remain unchanged.

The Determination will now issue.

DETERMINATION

PART 1 INTRODUCTORY MATTERS

This Part deals with some matters that are relevant to the determination generally.

1.1 Short Title

This determination may be cited as the Local Government Chief Executive Officers and Elected Council Members Determination No. 1 of 2025.

1.2 Commencement

This determination comes into operation on **1 July 2025**.

1.3 Content and intent

- (1) The remuneration listed in this determination comprises all remuneration as defined under the *Salaries and Allowances Act 1975* as including salary, allowances, fees, emoluments and benefits.
- (2) The determination applies to:
 - (a) Chief Executive Officers (CEOs)
 - (b) Acting Chief Executive Officers
 - (c) Elected Council Members.
- (3) The remuneration specified in this determination for CEOs is based on a person being appointed to one local government CEO position only. In the case of a person appointed to undertake the duties of more than one CEO position simultaneously, the relevant local governments must seek a determination from the Tribunal for the multiple CEO positions held by that person.
- (4) If a local government undergoes an amalgamation or a rezoning of local government boundaries, the local government is required to seek a new determination from the Tribunal.
- (5) This determination provides for the amount of fees, expenses and allowances to be paid or reimbursed to elected council members under the *Local Government Act 1995* ('the LG Act') Part 5 Division 8. The determination applies to elected council members who are members of the council of a local government, and under section 3.66 of the LG Act.
- (6) Where the Tribunal has determined a specific amount for a fee, expense or allowance for elected council members of a local government or regional local government, the amount determined by the Tribunal will be payable to an eligible elected council member.

- (7) Where the Tribunal has determined a minimum and maximum amount for a fee, expense or allowance for elected council members of a local government or regional local government, each local government or regional local government will set an amount within the relevant range determined and the amount set will be payable to an eligible elected council member.
- (8) The fees, expenses and allowances determined are intended to recognise the responsibilities of elected council members, mayors and presidents of local governments and chairs of regional local governments and to remunerate them for the performance of the duties associated with their office.
- (9) Nothing in this determination shall be interpreted and/or applied in such a manner as to circumvent the intention of the Tribunal to ensure transparency and accountability in the remuneration of Local Government CEOs and the provision of fees, expenses and allowances to elected council members.

1.4 Terms used

- (1) In this determination, unless the contrary intention appears:

Chair means a person who is elected or appointed from among the members of a council of a regional local government as its chair;

Committee meeting means a meeting of a committee of a council where the committee comprises:

- (a) council members only; or
- (b) council members and employees of the local government or regional local government.

Council, in relation to:

- (a) a local government, means the council of the local government;
- (b) a regional local government, means the council of the regional local government;

Elected Council Member, in relation to:

- (a) a local government –
 - i means a person elected under the LG Act as a member of the council of the local government; and
 - ii includes the mayor or president of the local government;
- (b) a regional local government –
 - i means a person elected under the LG Act as a member of the council of a local government and who is a member of the council of the regional local government; and
 - ii includes the chair of the regional local government;

Independent committee member means a person who is a committee member but who is neither a council member nor an employee.

LG Regulations means the *Local Government (Administration) Regulations 1996*;

Mayor means a council member holding the office of mayor, whether elected by the council from amongst its members or elected by the electors;

Non-Metropolitan region means a local government defined in Schedule 4 of the *Planning and Development Act 2005*.

President means a council member holding the office of president, whether elected by the council from amongst its members or elected by the electors.

1.5 Pro rata payments

- (1) The Total Reward Package specified in this determination for CEOs is based on a person serving in the office on a full-time basis. The relevant range shall be payable on a pro rata basis if the position is undertaken on a part time basis.
- (2) The amount of a person's entitlement to remuneration, annual attendance fee or annual allowance specified in this determination shall be apportioned on a pro rata basis according to the portion of a year that the person holds office.

1.6 Local government band allocations

Unless the contrary intention appears, this determination allocates local governments to the bands set out in Schedule 1. Regional local governments (as constituted under Part 3 Division 4 of the LG Act) are allocated to a Band only with respect to CEOs.

PART 2 TOTAL REWARD PACKAGE

This Part deals with the remuneration payable to Chief Executive Officers.

2.1 General

- (1) Offices listed in this Part have been assigned by the Tribunal to one of four classifications designated Band 1 to Band 4.
- (2) Each classification (Band 1 to Band 4) has a commensurate Total Reward Package (TRP) range.
- (3) Typical components of a TRP include:
 - (a) Base salary
 - (b) Annual leave loading
 - (c) Associated FBT accrued (total annual amount of fringe benefits tax paid by the local government for all fringe benefits provided to a CEO; FBT for a motor vehicle, even if tool of trade, is to be included in the TRP)
 - (d) Association membership fees
 - (e) Attraction/retention allowance, not being provided under Part 3
 - (f) Personal benefit value of the provision of a motor vehicle for private use (if applicable) as defined under Part 5 of this determination
 - (g) Cash bonus and performance incentives
 - (h) Cash in lieu of a motor vehicle
 - (i) Fitness club fees
 - (j) Grooming/clothing allowance
 - (k) Health insurance
 - (l) School fees and/or child's uniform
 - (m) Superannuation (all mandatory and non-mandatory employer superannuation contributions)
 - (n) Travel or any other benefit taken in lieu of salary
 - (o) Travel for spouse or any other member of family
 - (p) Unrestricted entertainment allowance
 - (q) Utilities allowance (any water, power or other utility subsidy provided to the CEO).
- (4) Any other form of payment, in cash or not, in consideration as a reward or benefit of the CEOs duties.

- (5) The only exclusions from the TRP are:
- (a) items listed in Parts 3, 4 and 5 of this determination (however, any superannuation guarantee associated with the payment of a Regional/Isolation Allowance and any associated FBT accrued from the provision of a motor vehicle or accommodation are to be included as part of the TRP);
 - (b) employer obligations such as professional development (restricted to the CEO), reimbursement for genuine work expenses or the cost of recruitment and relocation expenses; and
 - (c) items considered by the local government to be a tool of trade (i.e. equipment needed to undertake the duties of a CEO) and which are not a direct or indirect reward or benefit for the performance of duties as a CEO.

2.2 Local Government Classification

- (1) The TRP ranges in table 1 apply where a local government or regional local government has been classified into the relevant band.

Table 1: Local government band classification – Total Reward Package range

Band	Total Reward Package
1	\$288,727 - \$439,682
2	\$238,132 - \$370,428
3	\$182,109 - \$300,370
4	\$163,051 - \$250,012

- (2) Local governments have been classified in Schedule 1.
- (3) Regional local governments have been classified in table 2 below.

Table 2: Regional local government band classification

Regional local government	Band
Bunbury-Harvey Regional Council	4
Catalina Regional Council	2
Eastern Metropolitan Regional Council	2
Mindarie Regional Council	3
Murchison Regional Vermin Council	4
Resource Recovery Group	2
Western Metropolitan Regional Council	4

PART 3 REGIONAL/ISOLATION ALLOWANCE

This Part deals with the Regional/Isolation Allowance that may be payable to Chief Executive Officers from local governments identified in this Part.

3.1 General

- (1) Local governments listed in table 3 in this Part may provide a Regional/Isolation Allowance to a CEO, in addition to the CEO's Total Reward Package, in recognition of the regional and isolation factors which may affect the attraction and retention of the CEOs of those local governments.
- (2) There is no requirement to provide a Regional/Isolation Allowance to a CEO. Payment of this allowance is at the discretion of the local government, within the parameters set by the Tribunal.
- (3) When a local government chooses to use any or all of this allowance, the payment of the allowance should be properly justified and applied in a transparent manner considering the issues outlined in 3.2.
- (4) When a local government chooses to pay all or any of this allowance, it is to be paid to the CEO as salary.

3.2 Determining appropriateness and rate of allowance

- (1) When assessing the appropriateness of providing a Regional/Isolation Allowance, an eligible local government must consider the impact of factors outlined in 3.2(3) on attraction and retention of a CEO. In the event these factors have little or no impact, the Local Government should not provide this Allowance.
- (2) In the event a Regional/Isolation Allowance is considered appropriate, the amount of the Allowance should be proportionate to the circumstances faced by the Local Government.
- (3) The following factors should be considered when determining whether to apply the Regional/Isolation Allowance:
 - (a) Remoteness - issues associated with the vast distances separating communities within a Local Government or the distance of the Local Government from Perth or a Regional Centre.
 - (b) Cost of living - the increased cost of living highlighted specifically in the Regional Price Index.
 - (c) Social disadvantage - reduced specialist health services, schooling opportunities for children, employment opportunities for spouse, reduced lifestyle commodities when compared to Perth and regional centres, and access to professional and personal support networks.

- (d) Dominant industry - the impact that a dominant industry such a mining or agriculture has on an area and the ability to attract and retain people in the face of a dominant industry.
- (e) Attraction/retention - the ability to recruit suitably qualified candidates and being able to retain them in light of the above concerns in competition with positions in Perth, regional centres and private industry.
- (f) Community expectations - the pressures on a CEO to meet expectations when professional or operational expertise is not readily available.

3.3 Regional/Isolation Allowance

Local governments eligible for the Regional/Isolation Allowance are listed in table 3.

Table 3: Regional/Isolation Allowance

Local Government	Maximum Regional/Isolation Allowance Per Annum
Ashburton Shire	\$55,000
Broome Shire	\$45,000
Carnamah Shire	\$38,600
Carnarvon Shire	\$38,600
Chapman Valley Shire	\$38,600
Christmas Island Shire	\$90,000
Cocos (Keeling) Islands Shire	\$90,000
Coolgardie Shire	\$38,600
Coorow Shire	\$38,600
Cue Shire	\$50,000
Derby-West Kimberley Shire	\$55,000
Dundas Shire	\$38,600
East Pilbara Shire	\$55,000
Esperance Shire	\$32,200
Exmouth Shire	\$45,000
Greater Geraldton City	\$32,200
Halls Creek Shire	\$75,000
Irwin Shire	\$38,600
Jerramungup Shire	\$32,200
Kalgoorlie-Boulder City	\$38,600
Karratha City	\$70,000
Kent Shire	\$12,900
Kondinin Shire	\$12,900

Local Government	Maximum Regional/Isolation Allowance Per Annum
Kulin Shire	\$12,900
Lake Grace Shire	\$12,900
Laverton Shire	\$50,000
Leonora Shire	\$50,000
Meekatharra Shire	\$50,000
Menzies Shire	\$38,600
Merredin Shire	\$12,900
Mingenew Shire	\$38,600
Morawa Shire	\$38,600
Mount Magnet Shire	\$38,600
Mount Marshall Shire	\$12,900
Mukinbudin Shire	\$32,200
Murchison Shire	\$38,600
Narembeen Shire	\$12,900
Ngaanyatjarraku Shire	\$50,000
Northampton Shire	\$38,600
Nungarin Shire	\$12,900
Perenjori Shire	\$38,600
Port Hedland Town	\$70,000
Ravensthorpe Shire	\$38,600
Sandstone Shire	\$38,600
Shark Bay Shire	\$45,000
Three Springs Shire	\$38,600
Upper Gascoyne Shire	\$50,000
Westonia Shire	\$32,200
Wiluna Shire	\$50,000
Wyndham-East Kimberley Shire	\$55,000
Yalgoo Shire	\$38,600
Yilgarn Shire	\$32,200

PART 4 HOUSING ALLOWANCE

This Part deals with the Housing Allowance that may be payable to Chief Executive Officers.

4.1 General

- (1) In recognition of the need for local governments to provide accommodation as a result of a lack of suitable housing or recruitment issues, on either a permanent or temporary basis, local governments are able to utilise this allowance as required.
- (2) When a local government utilises this allowance, the payment of the allowance should be properly justified and applied in a transparent manner.
- (3) Any accommodation provided under this Part must be located within or adjacent to the local government area in which the CEO is employed.
- (4) Local governments should tailor the provision of any housing allowance to suit their particular circumstances. This may include the CEO making contributions towards the cost of the accommodation.

4.2 Applicable housing allowance

- (1) Where a local government owns a property and provides that property to the CEO for accommodation, the value of this accommodation will not be included in the Total Reward Package.
- (2) For reporting purposes, the value of the local government owned property shall be valued at the annual Gross Rental Value of the property as determined by the Valuer General.
- (3) Where a local government leases accommodation for the use of the CEO, the lease costs will not be included in the Total Reward Package.
- (4) For reporting purposes, the value of the local government leased property shall be the annual actual costs of the accommodation lease.
- (5) Where a local government provides a Home Ownership Subsidy to the CEO, this will not be included in the Total Reward Package.
- (6) For reporting purposes, the value of the Home Ownership Subsidy shall be the annual actual costs of the Home Ownership Subsidy.

PART 5 MOTOR VEHICLES

This Part deals with the provision of motor vehicles to Chief Executive Officers.

5.1 General

- (1) For local governments generally, except those outlined in (2) below, the private benefit value of any motor vehicle provided to the CEO by the local government is to be included in the Total Reward Package.
- (2) For local governments listed in Table 3 under Part 3 of this determination and/or local governments classified as Band 3 or Band 4 located in a non-metropolitan region, any motor vehicle provided to the CEO or an allowance provided to a CEO for use of a private motor vehicle for work-related purposes, is to be considered a tool of trade (i.e. equipment needed to undertake the duties of a CEO in these local governments) and any private benefit will not be considered as part of the Total Reward Package.

5.2 Private benefit value

- (1) The private benefit value of the motor vehicle will be dependent on the type of motor vehicle provided, method of ownership (i.e. local government owned or leased), maintenance and running costs, insurance, any applicable luxury car tax and the amount of private use of the vehicle (i.e. non-business use).
- (2) As a general rule, the private benefit value will be based upon the annual costs multiplied by the percentage of private use.
- (3) Local governments and CEOs will need to agree on the most appropriate way to record the amount of private use in order to calculate the private benefit value.

PART 6 MEETING ATTENDANCE FEES

This Part deals with fees payable to council members for attendance at council and other meetings

6.1 General

- (1) Pursuant to section 5.98(1)(b) of the LG Act, an elected council member who attends a council meeting is entitled to be paid the fee set by the local government or the regional local government within the range determined in section 6.2 of this Part for council meeting attendance fees.
- (2) Pursuant to section 5.98(1)(b) and (2A)(b) of the LG Act, an elected council member who attends a committee meeting or (at the request of the local government or regional local government) a meeting of a type prescribed in regulation 30(3A) of the LG Regulations is entitled to be paid the fee set by the local government or regional local government within the range determined in section 6.3 of this Part for attending committee meetings or, as the case requires, meetings of that type.
- (3) Pursuant to section 5.100(2)(b) and (3)(b) of the LG Act, a committee member who is not an elected council member or employee of the local government, who attends a committee meeting or (at the request of the local government or regional local government) a meeting of a type prescribed in regulation 30(3A) of the LG Regulations is entitled to be paid the fee set by the local government or regional local government within the range determined in section 6.3 of this Part for attending committee meetings or, as the case requires, meetings of that type.
- (4) Each of the following meetings is a type of meeting prescribed in regulation 30(3A) of the LG Regulations:
 - (a) meeting of a WALGA Zone, where the council member is representing a local government as a delegate elected or appointed by the local government
 - (b) meeting of a Regional Road Group established by Main Roads Western Australia, where the council member is representing a local government as a delegate elected or appointed by the local government
 - (c) council meeting of a regional local government where the council member is the deputy of a member of the regional local government and is attending in the place of the member of the regional local government
 - (d) meeting other than a council or committee meeting where the council member is attending at the request of a Minister of the Crown who is attending the meeting

- (e) meeting other than a council meeting or committee meeting where the council member is representing a local government as a delegate elected or appointed by the local government.
- (5) Pursuant to section 5.99 of the LG Act, a local government or regional local government may decide by an absolute majority that instead of paying council members an attendance fee referred to in section 5.98(1) of the LG Act, it will pay all council members who attend council or committee meetings a fee set within the range for annual fees determined in section 6.4 of this Part.
- (6) Regulation 30(3C) of the LG Regulations prevents the payment of a fee to a council member for attending a meeting of a type prescribed in regulation 30(3A) of those regulations if the:
 - (a) person who organises the meeting pays the council member a fee for attending the meeting; or
 - (b) council member is paid an annual fee in accordance with section 5.99 of the LG Act; or
 - (c) council member is deputising for a council member at a meeting of a regional local government and the member of the regional local government is paid an annual fee in accordance with section 5.99 of the LG Act.
- (7) In determining the fees set out in this Part, the Tribunal has taken into account a range of factors including the:
 - (a) time required to prepare adequately for the meetings including consideration of agenda papers, site visits related to agenda items and consultation with council staff and community members
 - (b) role of the council member, mayor or president including, but not limited to, representation, advocacy, and oversight and determination of policy and local legislation
 - (c) particular responsibilities associated with the types of meetings attended;
 - (d) responsibilities of a mayor, president or chair to preside over meetings
 - (e) relative “size” of the local government as reflected in the Tribunal’s local government banding model.
- (8) The Tribunal has not determined a specific meeting attendance fee for the purposes of section 5.98(1)(a) or (2A)(a) of the LG Act.
- (9) The entitlement of an elected council member to a fee, allowance or reimbursement of an expense established under the LG Act, the LG Regulations and this determination, cannot be proscribed, limited or waived by a local government. Any eligible claim against those entitlements is to be paid in accordance with the applicable financial procedures of the local government.

6.2 Council meeting attendance fees – per meeting

- (1) The ranges of fees in table 4 and table 5 apply where a local government or regional local government decides by an absolute majority to pay a council member a fee referred to in section 5.98(1)(b) of the LG Act for attendance at a council meeting.

Table 4: Council meeting fees per meeting – local governments

LG Band	Elected council member		Elected council member mayor or president	
	Minimum	Maximum	Minimum	Maximum
1	\$700	\$890	\$700	\$1,215
2	\$420	\$660	\$420	\$880
3	\$225	\$465	\$225	\$710
4	\$105	\$270	\$105	\$550

Table 5: Council meeting fees per meeting – regional local governments

Regional LG Band	Elected council member		Elected council member chair	
	Minimum	Maximum	Minimum	Maximum
1 – 4	\$105	\$270	\$105	\$550

6.3 Committee meeting and prescribed meeting attendance fees – per meeting

- (1) The ranges of fees in tables 6 and 7 apply where a local government or regional local government decides to pay an elected council member a fee referred to in sections:
- 5.98(1)(b) of the LG Act for attendance at a committee meeting; or
 - 5.98(2A)(b) of the LG Act for attendance at a meeting of a type prescribed in regulation 30(3A) of the LG Regulations.

Table 6: Committee meeting and prescribed meeting fees per meeting – local governments

Elected council member		
LG Band	Minimum	Maximum
1	\$350	\$450
2	\$210	\$330
3	\$110	\$235
4	\$55	\$135

Table 7: Committee meeting and prescribed meeting fees per meeting – regional local governments

Elected council member		
Regional LG Band	Minimum	Maximum
1 – 4	\$55	\$135

6.4 Meeting attendance fees for independent committee members – per meeting

- (1) The range of fees in table 8 apply where a local government or regional local government decides to pay an **independent committee member** a fee referred to in:
 - (a) section 5.100(2)(b) of the LG Act for attendance at a committee meeting; or
 - (b) section 5.100(3)(a) of the LG Act for attendance at a meeting of a type prescribed in regulation 30(3A) of the LG Regulations.
- (2) The range is provided to enable local governments to appropriately compensate independent committee members depending on the skills and expertise they bring to the committee.

Table 8: Committee meeting and prescribed meeting fees per meeting for independent committee members – local government and regional local governments

Independent Committee Member		
Bands	Minimum	Maximum
1 – 4	\$0	\$450

- (3) In accordance with sections 5.100(4), (5) and (6) of the LG Act, an independent committee member can be reimbursed for attending committee meetings referred to in 6.4(1) above.
- (4) The extent to which an independent committee member can be reimbursed for attending committee meetings is the actual travel and associated costs incurred by the independent member demonstrated to the satisfaction of the local government.

6.5 Annual attendance fees in lieu of council meeting, committee meeting and prescribed meeting attendance fees

- (1) The ranges of fees in table 9 and table 10 apply where a local government or regional local government decides by an absolute majority that, instead of paying council members an attendance fee referred to in section 5.98 of the LG Act, it will pay an annual fee to all council members who attend council, committee or prescribed meetings.

Table 9: Annual attendance fees in lieu of council meeting, committee meeting and prescribed meeting attendance fees – local governments

Elected council member			Elected council member mayor or president	
Band	Minimum	Maximum	Minimum	Maximum
1	\$27,560	\$35,480	\$27,560	\$53,215
2	\$16,655	\$26,020	\$16,655	\$34,890
3	\$8,615	\$18,335	\$8,615	\$28,385
4	\$4,020	\$10,650	\$4,020	\$21,880

Table 10: Annual attendance fees in lieu of council meeting, committee meeting and prescribed meeting attendance fees – regional local government

Elected council member			Elected council member mayor or president	
Regional LG Band	Minimum	Maximum	Minimum	Maximum
1 – 4	\$2,015	\$11,830	\$2,215	\$17,740

PART 7 ANNUAL ALLOWANCE FOR A MAYOR, PRESIDENT, CHAIR, DEPUTY MAYOR, DEPUTY PRESIDENT AND DEPUTY CHAIR

This Part deals with annual allowances payable to mayors, presidents, chair and their deputies, in addition to any entitlement to meeting attendance fees or the reimbursement of expenses.

7.1 General

- (1) Pursuant to section 5.98(5) of the LG Act, the mayor or president of a local government and the chair of a regional local government are entitled, in addition to any fees or reimbursement of expenses payable under section 5.98(1) or (2), to be paid the annual allowance set by the local government or regional local government council within the range determined in section 7.2 of this Part.
- (2) Pursuant to section 5.98A(1) of the LG Act, a local government or regional local government may decide, by an absolute majority, to pay the deputy mayor or deputy president of the local government, or the deputy chair of the regional local government, an allowance of up to the percentage that is determined by the Tribunal of the annual allowance to which the mayor or president of the local government, or the chair of the regional local government, is entitled under section 5.98(5) of the LG Act. That percentage is determined in section 7.3 of this Part. This allowance is in addition to any fees or reimbursement of expenses payable to the deputy mayor, deputy president or deputy chair under section 5.98 of the LG Act.
- (3) In determining the allowances set out in this Part, the Tribunal has taken into account a range of factors including the following:
 - (a) the leadership role of the mayor, president or chair;
 - (b) the statutory functions for which the mayor, president or chair is accountable;
 - (c) the ceremonial and civic duties required of the mayor, president or chair, including local government business related entertainment;
 - (d) the responsibilities of the deputy mayor, deputy president or deputy chair when deputising;
 - (e) the relative “size” of the local government as reflected in the Tribunal’s local government banding model;
 - (f) the civic, ceremonial and representation duties particular to the Lord Mayor of Western Australia’s capital city.

7.2 Annual allowance for a Mayor, President or Chair

- (1) The ranges of allowances in table 10 apply where a local government sets the amount of the annual local government allowance to which a mayor or president is entitled under section 5.98(5) of the LG Act.
- (2) The range of allowances in table 11 apply where a regional local government sets the amount of the annual local government allowance to which a chair is entitled under section 5.98(5) of the LG Act.
- (3) Despite the provisions of subsection (1), the City of Perth is to set the amount of the annual local government allowance to which the Lord Mayor is entitled within the range of \$67,201 to \$149,971.

Table 11: Annual allowance for a mayor or president of a local government

For a mayor or president		
LG Band	Minimum	Maximum
1	\$57,404	\$100,514
2	\$17,222	\$70,951
3	\$1,152	\$41,388
4	\$575	\$22,470

Table 12: Annual allowance for a chair of a regional local government

For a chair		
Regional LG Band	Minimum	Maximum
1 – 4	\$575	\$22,470

7.3 Annual allowance for a Deputy Mayor, Deputy President or Deputy Chair

- (1) The percentage determined for the purposes of section 5.98A(1) of the LG Act is 25 per cent.
- (2) If the deputy performs the functions of mayor or president for a continuous period of no less than four months, the deputy will be entitled to receive the mayor or president allowance according to the applicable local government band in 7.2 of the Determination. This can be applied retrospectively, in instances where an initial short-term period of acting becomes a continuous period of acting for four months or more.

PART 8 EXPENSES TO BE REIMBURSED

This Part deals with expenses for which council members are entitled to be reimbursed.

8.1 General

- (1) Pursuant to section 5.98(2)(a) and (3) of the LG Act, an elected council member who incurs an expense of a kind prescribed in regulation 31(1) of the LG Regulations is entitled to be reimbursed for the expense to the extent determined in section 8.2(1) to (5) of this Part.
- (2) Regulation 31(1) of the LG Regulations prescribes the following kinds of expenses that are to be reimbursed:
 - (a) rental charges incurred by a council member in relation to one telephone and one facsimile machine; and
 - (b) child care and travel costs incurred by a council member because of the member's attendance at a council meeting or a meeting of a committee of which he or she is also a member.
- (3) Pursuant to section 5.98(2)(a) and (3) of the LG Act, an elected council member who incurs an expense of a kind prescribed in regulation 32(1) of the LG Regulations is entitled to be reimbursed for the expense to the extent determined in section 8.2(6) to (8) of this Part.
- (4) Regulation 32(1) of the LG Regulations prescribes the following kinds of expenses that may be approved by a local government for reimbursement:
 - (a) an expense incurred by an elected council member in performing a function under the express authority of the local government;
 - (b) an expense incurred by an elected council member to whom paragraph (a) applies by reason of the elected council member being accompanied by not more than one other person while performing the function if, having regard to the nature of the function, the local government considers that it is appropriate for the elected council member to be accompanied by that other person; and
 - (c) an expense incurred by an elected council member in performing a function in his or her capacity as an elected council member.

8.2 Extent of expenses to be reimbursed

- (1) The extent to which an elected council member can be reimbursed for rental charges in relation to one telephone and one facsimile machine is the actual expense incurred by the elected council member.

- (2) The extent to which an elected council member can be reimbursed for childcare costs incurred because of attendance at a meeting referred to in regulation 31(1)(b) of the LG Regulations is the actual cost per hour up to \$35 per hour. If an elected council member incurs costs greater than \$35 per hour due to having multiple children, children with special needs, lack of adequate childcare facilities or services or another extenuating circumstance, a local government may reimburse the elected council member for the actual costs upon the provision of sufficient receipts/evidence to satisfy the local government that the expense has been legitimately incurred.
- (3) The extent to which an elected council member of a local government can be reimbursed for reasonable travel costs referred to in regulation 31(1)(b) of the LG Regulations is:
- (a) if the person lives or works in the local government district or an adjoining local government district, the actual cost for the person to travel from the person's place of residence or work to the meeting and back; or
 - (b) if the person does not live or work in the local government district or an adjoining local government district, the actual cost, in relation to a journey from the person's place of residence or work and back:
 - i for the person to travel from the person's place of residence or work to the meeting and back; or
 - ii if the distance travelled referred to in subparagraph (i) is more than 100 kilometres, for the person to travel from the outer boundary of an adjoining local government district to the meeting and back to that boundary.
- (4) The extent to which an elected council member of a regional local government can be reimbursed for reasonable travel costs referred to in regulation 31(1)(b) of the LG Regulations is the actual cost for the person to travel from the person's place of residence or work to the meeting and back.
- (5) For the purposes of subsections (3) and (4), travel costs incurred while driving a privately owned or leased vehicle (rather than a commercially hired vehicle) are to be calculated at the same rate contained in Section 30.6 of the *Local Government Officers' (Western Australia) Award 2021* as at the date of this determination. For elected council members with Electric Vehicles, the 1600cc Motor Vehicle Allowance rate should be applied.

- (6) The extent to which an elected council member can be reimbursed for childcare costs incurred because of attendance at a meeting referred to in regulation 32(1) of the LG Regulations is the actual cost per hour up to \$35 per hour. If an elected council member incurs costs greater than \$35 per hour due to having multiple children, children with special needs, lack of adequate childcare facilities or services or another extenuating circumstance, a local government may reimburse the member for the actual costs upon the provision of sufficient receipts/evidence to satisfy the local government that the expense has been legitimately incurred.
- (7) The extent to which an elected council member can be reimbursed for intrastate or interstate travel and accommodation costs incurred in any of the circumstances referred to in regulation 32(1) of the LG Regulations is at the same rate applicable to the reimbursement of travel and accommodation costs in the same or similar circumstances under the *Public Service Award 1992* issued by the Western Australian Industrial Relations Commission as at the date of this determination.
- (8) The extent to which an elected council member can be reimbursed for any other cost incurred under regulation 32(1) of the LG Regulations is the actual cost upon presentation of sufficient evidence of the cost incurred.

PART 9 ANNUAL ALLOWANCES IN LIEU OF REIMBURSEMENT OF EXPENSES

This Part deals with annual allowances that a local government or regional local government may decide to pay.

9.1 General

- (1) Pursuant to section 5.99A of the LG Act, a local government or regional local government may decide by absolute majority that instead of reimbursing elected council members under the LG Act section 5.98(2) for all of a particular type of expense, it will pay all elected council members, for that type of expense, the annual allowance determined in section 9.2 of this Part or, as the case requires, an annual allowance within the range determined in that section.
- (2) Where a local government or regional local government has decided to pay elected council members an annual allowance for an expense of a particular type instead of reimbursing expenses of that type under section 5.98(2) of the LG Act, section 5.99A of the LG Act provides for reimbursement of expenses of that type in excess of the amount of the allowance.
- (3) In determining the maximum annual allowance for expenses of a particular type, the Tribunal has taken into account a range of factors including the following:
 - (a) the intent of the allowance to reflect the extent and nature of the expenses incurred and not to result in a windfall gain for council members;
 - (b) the capacity of local governments to set allowances appropriate to their varying operational needs;
 - (c) the particular practices of local governments in the use of information and communication technology (e.g. laptop computers, iPads); and
 - (d) the varying travel requirements of elected council members in local governments associated with geography, isolation and other factors.
- (4) With respect to ICT expenses, the Tribunal's intention is for the maximum annual allowance to cover the cost of providing ICT hardware and equipment. It is not the intention for the allowance to be paid in addition to providing equipment and hardware.

9.2 Annual allowances determined instead of reimbursement for particular types of expenses for Elected Council Members

(1) In this section:

ICT expenses means:

- (a) rental charges in relation to one telephone and one facsimile machine, as prescribed by regulation 31(1)(a) of the LG Regulations;
- (b) any other expenses that relate to information and communications technology (for example, telephone call charges and internet service provider fees) and that are a kind of expense prescribed by regulation 32(1) of the LG Regulations; or
- (c) any expenses, including the purchase costs, of ICT hardware provided to elected council members.

Travel and accommodation expenses means:

- (a) travel costs, as prescribed by regulation 31(1)(b) of the LG Regulations; or
- (b) any other expenses that relate to travel or accommodation and that are a kind of expense prescribed by regulation 32(1) of the LG Regulations.

(2) For the purposes of section 5.99A(b) of the LG Act, the minimum annual allowance for ICT expenses is \$500 and the maximum annual allowance for ICT expenses is \$3,500.

(3) For the purposes of section 5.99A(a) of the LG Act, the annual allowance for travel and accommodation expenses is \$100.

SCHEDULE 1: LOCAL GOVERNMENT BAND ALLOCATIONS

Local Government	Band
Albany City	1
Armadale City	1
Ashburton Shire	2
Augusta-Margaret River Shire	2
Bassendean Town	3
Bayswater City	1
Belmont City	1
Beverley Shire	4
Boddington Shire	4
Boyup Brook Shire	4
Bridgetown-Greenbushes Shire	3
Brookton Shire	4
Broome Shire	2
Broomehill-Tambellup Shire	4
Bruce Rock Shire	4
Bunbury City	1
Busselton City	1
Cambridge Town	2
Canning City	1
Capel Shire	3
Carnamah Shire	4
Carnarvon Shire	2
Chapman Valley Shire	4
Chittering Shire	3
Christmas Island Shire	3
Claremont Town	3
Cocos (Keeling) Islands Shire	4
Cockburn City	1
Collie Shire	3
Coolgardie Shire	3
Coorow Shire	4
Corrigin Shire	4
Cottesloe Town	3
Cranbrook Shire	4
Cuballing Shire	4
Cue Shire	4
Cunderdin Shire	4

Local Government	Band
Dalwallinu Shire	3
Dandaragan Shire	3
Dardanup Shire	3
Denmark Shire	3
Derby-West Kimberley Shire	2
Donnybrook Balingup Shire	3
Dowerin Shire	4
Dumbleyung Shire	4
Dundas Shire	4
East Fremantle Town	3
East Pilbara Shire	2
Esperance Shire	2
Exmouth Shire	3
Fremantle City	1
Gingin Shire	3
Gnowangerup Shire	4
Goomalling Shire	4
Gosnells City	1
Greater Geraldton City	1
Halls Creek Shire	3
Harvey Shire	2
Irwin Shire	3
Jerramungup Shire	4
Joondalup City	1
Kalamunda Shire	2
Kalgoorlie-Boulder City	1
Karratha City	1
Katanning Shire	3
Kellerberrin Shire	4
Kent Shire	4
Kojonup Shire	3
Kondinin Shire	4
Koorda Shire	4
Kulin Shire	4
Kwinana City	1
Lake Grace Shire	4
Laverton Shire	3
Leonora Shire	3

Local Government	Band
Mandurah City	1
Manjimup Shire	2
Meekatharra Shire	3
Melville City	1
Menzies Shire	4
Merredin Shire	3
Mingenew Shire	4
Moora Shire	3
Morawa Shire	4
Mosman Park Town	3
Mount Magnet Shire	4
Mount Marshall Shire	4
Mukinbudin Shire	4
Mundaring Shire	2
Murchison Shire	4
Murray Shire	2
Nannup Shire	4
Narembeen Shire	4
Narrogin Shire	3
Nedlands City	2
Ngaanyatjarraku Shire	4
Northam Shire	2
Northampton Shire	3
Nungarin Shire	4
Peppermint Grove Shire	4
Perenjori Shire	4
Perth City	1
Pingelly Shire	4
Plantagenet Shire	3
Port Hedland Town	1
Quairading Shire	4
Ravensthorpe Shire	3
Rockingham City	1
Sandstone Shire	4
Serpentine-Jarrahdale Shire	2
Shark Bay Shire	4
South Perth City	2
Stirling City	1

Local Government	Band
Subiaco City	2
Swan City	1
Tammin Shire	4
Three Springs Shire	4
Toodyay Shire	3
Trayning Shire	4
Upper Gascoyne Shire	4
Victoria Park Town	2
Victoria Plains Shire	4
Vincent City	2
Wagin Shire	4
Wandering Shire	4
Wanneroo City	1
Waroona Shire	3
West Arthur Shire	4
Westonia Shire	4
Wickepin Shire	4
Williams Shire	4
Wiluna Shire	4
Wongan-Ballidu Shire	4
Woodanilling Shire	4
Wyalkatchem Shire	4
Wyndham-East Kimberley Shire	2
Yalgoo Shire	4
Yilgarn Shire	3
York Shire	3

Signed on 4 April 2025



E Prof M Seares AO
CHAIR



Hon. J Day AM
MEMBER



Dr M Schaper
MEMBER

SALARIES AND ALLOWANCES TRIBUNAL

TERMS OF REFERENCE

AUDIT, RISK & IMPROVEMENT COMMITTEE (ARIC)

Established under Section 7.1 of the *Local Government Act 1995 (Act)* - every local government must have an Audit Risk & Improvement Committee (ARIC).

Terms of Reference

ARIC is responsible for assisting and independently advising Council in recommending appropriate actions, controls and improvements with regards to audit, risk oversight, governance, finances and systems of internal control.

Its role is to provide oversight related to significant risk exposures and control issues, including fraud risks, governance issues and other matters as necessary or requested by the CEO or Council. This is to ensure the Shire's activities are fully compliant with legislation, regulations, accounting and reporting Standards and that the Shire is executing its responsibility to the community in efficiently utilising their assets.

The ARIC is not responsible for the executive management of these functions. The ARIC will engage with management in a constructive and professional manner in discharging its advisory responsibilities and formulating its advice to Council.

The ARIC is an independent Committee of Council, advising Council on required improvements to ensure compliance.

Duties and Responsibilities:

Members of the ARIC are expected to observe the legal and regulatory obligations of the Local Government.

Committee members must not use or disclose information obtained through the ARIC except in meeting the ARIC's responsibilities, or unless expressly agreed by the President of the Shire.

Committee Members must adhere to the Code of Conduct for Council Members, Committee Members and Candidates and demonstrate behaviour which reflects the Shire's desired culture.

ARIC Members are expected to:

1. act in the best interests of the Shire as a whole;
2. apply good analytical skills, objectivity and good judgement;
3. express opinions constructively and openly, raise issues that relate to the ARIC's responsibilities and pursue lines of enquiry in relation to the "Risk Controls" the Shire has in place;
4. contribute the time required to meet their responsibilities; and
5. exercise due care, diligence and skill when performing their duties.

Member Duties/Responsibilities:

- Oversee the Shire's risk management, through:
 - a) Biennial review of the Shire's Risk Management Policy;
 - b) Recommending and reviewing the Shire's Risk Appetite Statement in order to recommend the organisation's Risk Tolerance to the Council;
 - c) Reviewing reports on the movement of the Shire's current strategic risks, and the emergence of new strategic risks;
 - d) Overseeing strategic risks which sit outside of the Shire's Risk Appetite ; and
 - e) Monitor and receive reports concerning the development, implementation and on-going management of the Shire's Risk Management Plan and the effectiveness of its Risk Management Framework;
- Overseeing the Shire's processes for managing fraud and corruption, by:

- a) Performing oversight responsibilities and advising Council;
- b) Enquiring with the CEO and the Office of the Auditor General (OAG) about whether they are aware of any actual, suspected, or alleged fraud or corruption affecting the Shire; and
- c) Reviewing summary reports from the CEO on communication from external parties including regulators that indicate problems in the internal control system or inappropriate management actions.
- Overseeing the Shire's financial management and legislative compliance, by:
 - a) Reviewing the Shire's annual Compliance Audit Return and reporting the results of that review to Council, in accordance with the Local Government (Audit) Regulations 1996;
 - b) Receiving and reviewing reports from the CEO regarding the appropriateness and effectiveness of the Shire's legislative compliance and ensuring any non-compliances are rectified on a timely basis;
 - c) Considering and recommending adoption of the annual financial report to Council;
 - d) Receive and review the biannual reports from the Chief Executive Officer (CEO) regarding the appropriateness and effectiveness of the Shire's risk management, internal controls and legislative compliance and make recommendations to Council; and
 - e) Consider and recommend adoption of the Annual Financial Report to the Council;
- Overseeing the internal audit function, by;
 - a) Assessing and making a recommendation to Council on an Internal Audit Plan to ensure that it comprehensively covers material business risks that may threaten the achievement of strategic objectives and which identifies key risks and control mechanisms;
 - b) Reviewing the quality and timeliness of internal audit reports;
 - c) Monitoring the implementation of internal audit recommendations; and
 - d) Considering the implications of internal audit findings on the organisation, its risks, and controls.
- Fulfilling responsibilities pertaining to external audit, by:
 - a) Reviewing reports from the OAG, including auditor's reports, closing reports and management letters;
 - b) Reviewing management's response to OAG findings and recommendations;
 - c) Monitoring the implementation of recommendations from external audits;
 - d) Reviewing results of relevant OAG audit reports and better practice publications for guidance on good practices, including any assessment by the CEO; and
 - e) Examine the reports of the auditor after receiving a report from the CEO on the matters and:
 - a. determine if any matters raised require action to be taken by the Shire; and
 - b. ensure that appropriate action is taken in respect of those matters.

Seek information or obtain expert advice through the CEO on matters of concern within the scope of the Committee's terms of reference following authorisation from the Council.

- Fulfilling responsibilities pertaining to reviewing and advising on service area and process changes (Continuous Improvement) to ensure compliance, by:
 - f) Reviewing reports and reviews by the CEO on key service processes within the Shire;
 - g) Reviewing management's response to OAG findings and recommendations;
 - h) Monitoring the implementation of recommendations;
 - i) Reviewing results of relevant OAG audit reports and better practice publications on good practice, including any assessments by Management.

Membership

One (1) Independent Chair Role (Presiding Member of Committee);
 One (1) Independent Deputy Presiding Member Role;
 Four (4) Councillors; and
 One (1) Community Member.

The independent roles will be advertised and selected by Council.

Supporting Team Members

Manager Financial and Corporate Services
Governance and Rates Officer
Chief Executive Officer or delegated nominee

Meetings

Quarterly for ordinary meetings and as required related to audit functions.

Voting: Voting is in accordance with Section 5.21 of the *Act*.

Confidentiality: All Committee members will be required to adhere to the Shire's confidentiality requirements as per the Code of Conduct for Council Members, Committee Members and Candidates.

Conduct of Meetings: ARIC Meetings will be held in accordance with the *Act*, subsidiary legislation, and the Shire's Standing Orders.

Committee Sitting Fees and Reimbursements

The Local Government Amendment Act 2023, assented to on 18 May 2023, changes the Local Government Act 1995 to provide for independent committee members to receive meeting fees. An independent committee member is a committee member who is not an elected member or an employee of the local government.

The Salaries and Allowances Tribunal (SAT) has issued a Determination to allow for the payment of meeting fees to independent committee members. Local governments will have the ability to set appropriate fees, within a specified range as determined by the SAT.

The Council will determine the amount of fees payable for independent members when it considers the budget fees and charges on an annual basis.

At this point in time the meetings fees are \$0 (Zero). However, reimbursement of approved expenses for independent members may be paid to each independent external members in accordance with Section 5.100 of the *Act*.

ROADS AND TECHNICAL SERVICES ADVISORY COMMITTEE (RTSAC)

Terms of Reference

To oversee and make recommendation to the Council on all matters pertaining to the long term planning of civil and technical services to assets and roads, and on all matters concerning the capital upgrades and to the maintenance of those assets. This includes roads and all civil or technical works.

RTSAC is not responsible for the operational and executive management of Works and/or Technical Services as per the *Local Government Act 1995*. The RTSAC will engage with the Chief Executive Officer (CEO), Manager Works and Services, and/or Manager Financial and Corporate Services in a constructive and professional manner in order to discharge its advisory responsibilities and formulate its advice to Council.

Duties and Responsibilities:

Members of RTSAC are expected to observe the legal and regulatory obligations of local government.

RTSAC members must not use or disclose information obtained through the RTSAC except in meeting the RTSAC's responsibilities, or unless expressly agreed by the President of the Shire.

RTSAC Members must adhere to the Code of Conduct for Council Members, Committee Members and Candidates, and demonstrate behaviour which reflects the Shire of Kojonup's (Shire) desired culture.

Members are expected to:

1. act in the best interests of the Shire as a whole;
2. apply good analytical skills, objectivity and good judgment ;
3. express opinions constructively and openly, raise issues that relate to the RTSAC's responsibilities and pursue lines of enquiry in relation to Roads and Technical Services; and
4. exercise due care, diligence and skill when performing their duties.

Members Duties and responsibilities:

1. Oversee the Shire's Road and Technical Management Strategies and Plans, through:
 - a) Advising Council on Works & Services long term plans for civil works in the Shire;
 - b) Receiving the 10 year Plant & Equipment Plan, the 10 year Road Capital and Maintenance Plan and recommending adoption to Council;
 - c) Overseeing the inputs and specifications required for future road and depot projects across the Shire;
 - d) Reviewing reports on the level of the Shire's current road funding risks, and the emergence of road and technical services strategic risks; and
 - e) Monitor and receive performance reports concerning the performance of tenders and contractor works, specifications and the effectiveness of the Shire's Road & Technical Services Management Framework.
2. Discuss and recommend naming frameworks for roads.
3. Oversee the Shire's financial management of road contracts, by:
 - a) Reviewing the Shire's road and technical services actual financials against the long term plans including reviewing benchmarks for performance;
 - b) Receiving and reviewing reports from the CEO and Manager Works & Services regarding the appropriateness and effectiveness of the Shire's Road and Technical Services Management Framework and ensuring any non-compliances are rectified on a timely basis; and

- c) Consider and recommend the adoption of the Roads & Technical Services Annual Operating Plans & Budget to the Council.

Membership

Three (3) Councillors; and

Two (2) Proxy Delegates (Councillors)

Supporting Team Members

Manager Works and Infrastructure

Chief Executive Officer or delegated nominee

Manager Financial and Corporate Services

Governance and Rates Officer

Meetings

Quarterly for meetings and as required related to Council requests for information on roads and technical services.

Open to Public: No, Internal Committee

Voting: Voting is in accordance with Section 5.21 of the *Local Government Act 1995 (Act)*.

Confidentiality: All Committee members will be required to adhere to the Shire's confidentiality requirements as per the Code of Conduct for Council Members, Committee Members and Candidates.

Conduct of Meetings: RTSAC meetings will be held in accordance with the *Act*, subsidiary legislation, and the Shire of Kojonup Local Government (Council Meetings) Local Law 2020.

- **Kojonup Aging, Disability, Access, Inclusion and Health Committee**

The primary objective of the Kojonup Aging, Disability, Access, Inclusion and Health Committee is to recommend to Council on matters related to "future proofing" medical and wellbeing infrastructure and facilities for the aged, disabled, medical and aged care assets in Kojonup including but not limited to: strategic issues, financial reporting, management of risk, maintaining a reliable system of internal controls and facilitating the achievement of regulatory standards. As well as focussing on inclusion and access for all residents.

The *Disability Services Act 1993* requires local government authorities to develop and implement a Disability Access and Inclusion Plan (DAIP) that provides the framework through which Local Governments can create accessible and inclusive communities.

The Committee is not responsible for the executive management of these functions. The Committee will engage with management in a constructive and professional manner in discharging its advisory responsibilities and formulating its advice to Council.

This Committee does not have executive powers or authority to implement actions in areas over which management has responsibility and does not have any delegated financial responsibility.

The Committee's role is to report to Council and provide appropriate recommendations and advice on matters relevant to its Terms of Reference in order to facilitate decision-making by Council in relation to the discharge of Council's responsibilities.

Terms of Reference

The purpose of this committee is to:

- Provide community advice and identify opportunities relating to the implementation of the Disability Access and Inclusion Plan (DAIP), including seeking access to funding opportunities;
- Liaise with the community and relate agency feedback to the implementation of the DAIP;
- Contribute to the review and reporting of the DAIP;
- Identify issues relating to disability access and inclusion in the Shire; and
- Raise awareness and community input about matters relating to disability access and inclusion in the Shire and with key organisations.

As part of Council's governance obligations to its community and aged care, the Kojonup Aging in Place Committee will review, monitor and advise Council on:

- the Strategic options for sustainability of infrastructure and facilities for the aged and aged care in Kojonup;
- effective management options relating to operational costs, financial and other risks and the protection of Council's aged care assets;
- Recommend strategies on the Aged Care Portfolio of assets including the ILU's;
- Revenue generating options and the funding model for the aged care facility; and
- Compliance with legislation as well as use of clinical best practice guidelines.

The Committee will also review, monitor and advise Council on the strategic options for sustainability of medical services in Kojonup including;

- Funding of services

- Management of services
- Support and liaison with community medical groups

Membership

Membership of the Committee will be at least six (6) members made up as follows:

- Community members – the community will be represented by at least two (2) community members with relevant interest and experience;
- Clinical expertise – at least one clinical subject matter expert who works with people covered by the above terms of reference;
- Elected members – the Council will be represented by at least three (3) Councillors;
- One Councillor will act as Chair; and
- External independent relevant expertise as required decided by the Council.

The Chairperson of this committee will be an elected member appointed by the Council.

The evaluation of a potential external independent person/s will be undertaken by the Chairperson of the Committee and the Chief Executive Officer (CEO) who will take into account the experience of this person/s and their likely ability to apply appropriate skills.

Appointments of any external person/s shall be made by Council. Their tenure is at the discretion of the Council.

There will be no remuneration paid to members of the Kojonup Aging, Disability, Access, Inclusion and Health Committee including any external person/s.

The Shire of Kojonup CEO shall be responsible for the provision of secretarial and administrative support to the Kojonup Aging, Disability, Access, Inclusion and Health Committee.

Supporting Team Members

Chief Executive Officer

Governance and Rates Officer

Other Council staff will attend as required determined by the CEO.

Meetings

Meetings of this Committee will ordinarily take place on a quarterly basis or as deemed appropriate by the Chairperson.

Reporting

This Committee shall, after every meeting, forward a record of that meeting to the next practical Ordinary Meeting of the Council including any recommendations and key outcomes.

TERMS OF REFERENCE FOR ADVISORY COMMITTEES OF COUNCIL

• **KOJONUP KENEANG NOONGAR ADVISORY COMMITTEE**

Established under Section 5.8 of the *Local Government Act 1995* to advise Council on matters and projects related to the Keneang Noongar Community in the Shire of Kojonup.

The Committee is not responsible for the executive management of these functions. The Committee will engage with management in a constructive and professional manner in discharging its advisory responsibilities and formulating its advice to Council.

Roles of the Committee Members:

- To volunteer and encourage other community volunteers to support the Council in its strategic purpose
- Advise the Council on all matters related to Keneang Noongar Community

Membership

- six (6) Community Representatives as selected and endorsed by Council
- Three (3) Councillors

Supporting Team Members:

- Chief Executive Officer or delegated nominee
- Governance and Rates Officer
- Community Development Officers as directed by the CEO

Meetings

The Kojonup Keneang Noongar Advisory Committee shall meet as deemed appropriate by the Chairperson, and at least four times per year.

The Shire of Kojonup is committed to working with the Keneang Noongar people of Kojonup to promote a greater understanding throughout the community of Aboriginal and Non Aboriginal people's history and culture.

The Shire of Kojonup recognise the cultural and spiritual links that Noongar people have to the land.

The Shire of Kojonup acknowledges local Aboriginal people live according to their traditional values, subject to the law, and will respect Noongar places of cultural significance.

In developing the Terms of reference the following broad subject areas were identified to give direction to this committee on what it may advise Council on:

- Keneang Noongar Cultural aspects of the Shire of Kojonup
- Keneang Noongar Community issues
- Cross cultural awareness;
- Consultative mechanisms and liaison;
- Social and economic planning;
- Environment;
- Local history and site conservation;
- Employment, Education and Training;
- Young Keneang Noongar people.

Terms of Reference

The Committee is to recommend and advise Council on appropriate partnership arrangements to more effectively align Aboriginal Culture and Community values.

The Committee's role is to guide the Council on the areas where research will enhance the economic, environmental, cultural and social outcomes within the Shire.

Aims and Objectives

To work collaboratively with the community under the following five (5) main areas:

Cross Cultural Awareness & Understanding

- To improve awareness and understanding of Keneang Noongar Aboriginal culture and customs amongst Elected Members and the Shire of Kojonup Team Members.
- To improve the status and recognition of Keneang Noongar Aboriginal people within the community.
- To raise awareness of Keneang Noongar Aboriginal cultural issues within the broader community.
- To consider and advise Council on a Reconciliation Action Plan (RAP) within the Shire of Kojonup

Consultation

- To provide an ongoing avenue of liaison and consultation between Council and the Keneang Noongar Aboriginal Community.
- To ensure that Keneang Noongar Aboriginal people are consulted on all relevant issues.

Social & Economic Planning

- To provide Keneang Noongar Aboriginal people with an opportunity to be actively involved in social and economic planning processes of the Shire of Kojonup.
- To increase the involvement of Keneang Noongar Aboriginal people in civic and community affairs.

Environment

- To recognise the traditional and cultural links that Aboriginal people have with the environment and to ensure those links continue.
- To ensure that Keneang Noongar Aboriginal people are given an ongoing involvement in the management of the environment.
- To raise awareness of the significance of indigenous flora and fauna to traditional Keneang Noongar Aboriginal culture.

Local History & Site Conservation

- To increase awareness and understanding of local Keneang Noongar Aboriginal history.
- To ensure that sites that are culturally significant to Keneang Noongar Aboriginal people are treated with dignity and respect.

Employment Education & Training

- Discuss and advise on improving employment opportunities for Keneang Noongar Aboriginal people.
- Discuss and advise on improvements to the retention of young Aboriginal people in primary, secondary and tertiary education.

Young People

- To advise on methods to increase self-esteem and pride within the young Keneang Noongar Aboriginal Community.
- To advise on methods to increase the involvement of young Keneang Noongar Aboriginal people in recreational activity.
- To advise on methods to enhance the employment prospects of young Keneang Noongar Aboriginal people.
- To advise on methods to help reduce the incidence of crime and anti-social behaviour involving young Keneang Noongar Aboriginal people.

Specific Identified Projects

Advise on the Management of the Spring and other culturally sensitive sites.

Reconciliation Action Planning.

Provide leadership within the Keneang Noongar Aboriginal and broader community;

Promote a positive attitude towards the sustainable management and use of all resources.

TERMS OF REFERENCE

• **KOJONUP HISTORICAL, TOURISM & CULTURAL COMMITTEE**

Established under Section 5.8 of the *Local Government Act 1995* to advise Council on Historical, Cultural and Tourism matters and projects related to improving the Historical, Cultural and Tourism assets that the Shire owns or is custodian.

The Committee is not responsible for the executive management of these functions. The Committee will engage with management in a constructive and professional manner in discharging its advisory responsibilities and formulating its advice to Council.

This committee may advise Council on:

- the collection, classification and preservation of records and other items relating to the history and culture of the Kojonup District and its people.
- the strategy and future of the Military Barracks and Elverd's Cottage noting they are important historical buildings of Western Australia.
- promotions and campaigns related to historical assets.
- Public access for research purposes.

Roles of the Committee Members:

- To volunteer and encourage other community volunteers to support the Council in its events and activities related to the historical assets;
- To cooperate with the Shire on transferring knowledge and supporting capability to manage the historical, cultural and tourism assets.

Membership

- Three (3) Community Representatives as selected and endorsed by Council

1 Councillor

1 Delegate Proxy

Supporting Team Members:

- Manager Kodja Place, Tourism and Marketing
- Project Manager & Community Services
- Chief Executive Officer or delegated nominee
- Manager Governance & Administration
- Records Officer

Meetings

Meetings to be held a minimum of half yearly.

- **KOJONUP NATURAL RESOURCE MANAGEMENT (NRM) ADVISORY COMMITTEE**

Established under *Section 5.8 of the Local Government Act 1995* to advise Council on NRM matters and projects related to improving the Natural Resource assets that the Shire owns or is custodian.

The NRM Trust Fund Reserve to be no less than \$20,000.00 at any one time. The reserve is to be used for either leveraging or directly funding projects and operating costs directly related to NRM.

Council allocates an agreed annual amount towards NRM projects as approved by and prioritised with the Kojonup NRM Advisory Committee. Meetings to be held at least half yearly with a quorum of 50% required.

The Committee is not responsible for the executive management of these functions. The Committee will engage with management in a constructive and professional manner in discharging its advisory responsibilities and formulating its advice to Council.

Terms of Reference

The Committee is to recommend and advise Council on appropriate partnership arrangements to more effectively align NRM and Community values for Natural resource assets.

The Committee's role is to guide the Council on the areas where research will enhance the economic, environmental, cultural and social outcomes within the Shire.

Aims and Objectives

To work collaboratively with the community under the following five (5) main areas:

1. Economy, Community and Environment

Develop an NRM strategy for the Shire of Kojonup based on natural asset condition and management driven by the triple bottom line approach.

2. Stewardship and Partnerships

Undertake or ensure environmental planning, policies to protect and preserve environmental assets, reserves and ecology within Kojonup's natural and agricultural ecosystems.

3. Collaboration and Capacity Building

Actively participate and promote sustainable NRM including education, research and policy development programs, on ground projects, and funding opportunities.

4. Innovation and Education

Increase awareness of constraints in the climate and develop management actions for the Shire, primary producers and local businesses to create opportunities, particularly focussing on Drought Resilience and future water management.

5. Leadership and Responsibility

Advisory capacity to support the Council in implementing Best Management Practices (BMPs) for Shire activities to improve the environmental performance of the organisation.

Specific Identified Projects

- Develop and implement a sustainable Bridal Creeper and Tagasaste Eradication program.

- Assist Council to progress the sustainable management of water resources including water harvesting and re-use opportunities in the Shire.
- To improve biosecurity by managing floral and faunal pests.
- Coordinate weed management and planting of native trees and shrubs to improve bio diversity, fauna habitat and natural resource management outcomes in conjunction with Schools, the Kojonup Aboriginal Corporation and community groups within identified Reserves such as:

- a) Myrtle Benn, Farrar and Quin Quin;
- b) Showground's area; and
- c) Blackwood Road arboretum.

Membership

- Three (3) Community Representatives as endorsed by Council
- Two (2) Councillors

Supporting Team Members

- Supervisor Horticulture Tradesperson
- Project Manager & Community Services Officer
- Chief Executive Officer or delegated nominee and
- NRM Officer

Meetings

Meetings to be held biannually.