



SHIRE OF KOJONUP

AGENDA

Ordinary Council Meeting

26 May 2026

TO: THE SHIRE PRESIDENT AND COUNCILLORS

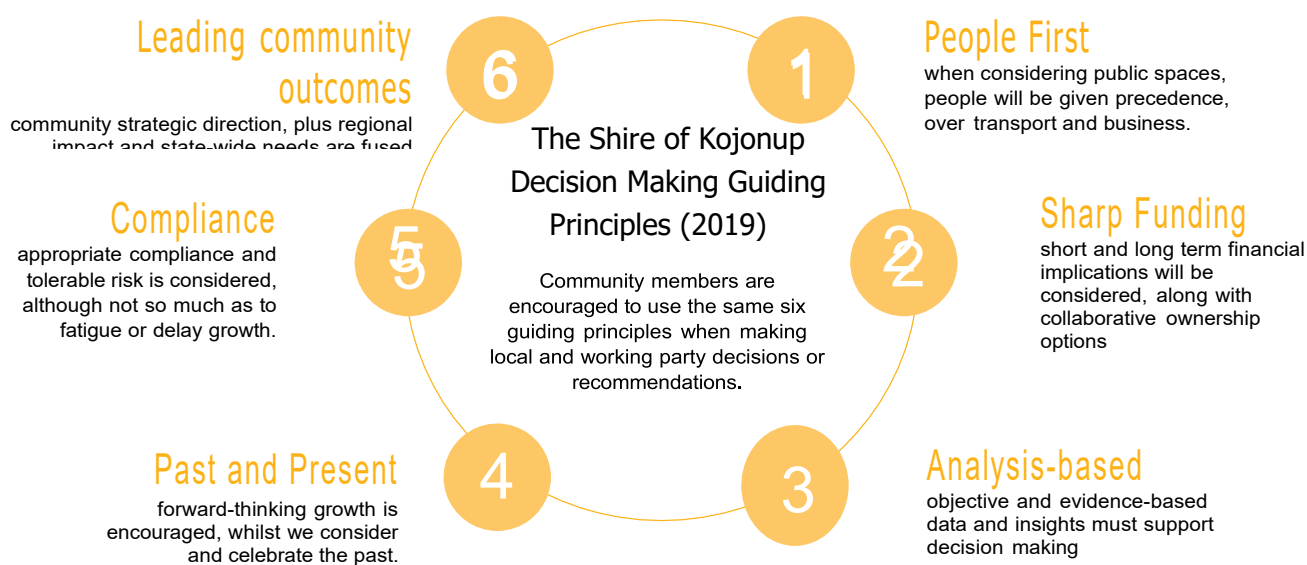
NOTICE is hereby given that an Ordinary Meeting of the Council will be held in the Council Chambers, Administration Building, 93 Albany Highway, Kojonup on 26 May 2026 commencing at 3:00pm.

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

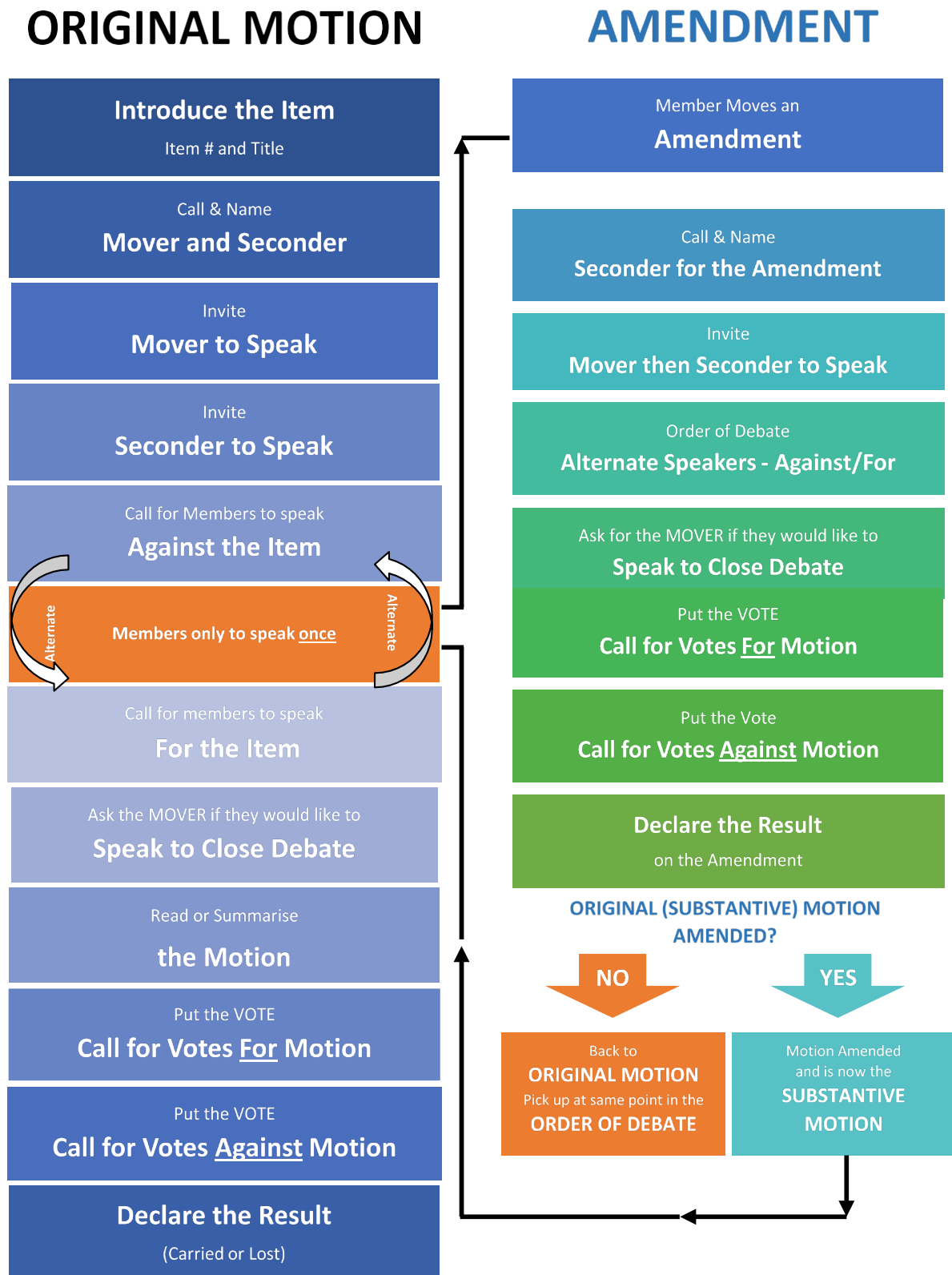
- i. The advice, information or recommendation is given by a person who has the qualifications or experience necessary to give such advice, information or recommendation; and
- ii. Where any advice is directly given by a person who does not have the required qualifications or experience, that person 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
21 May 2026

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.

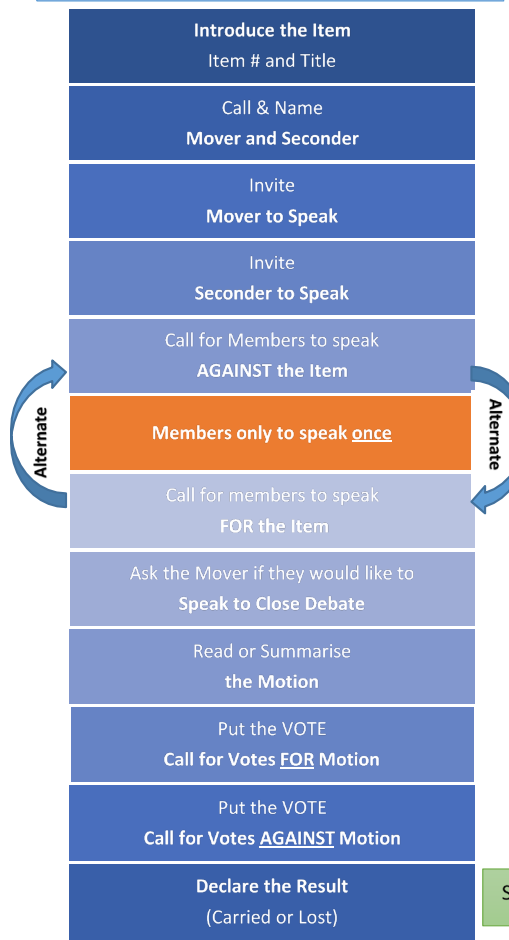


Process of Substantive Motion, Amendment to Motion and Foreshadowed Motion



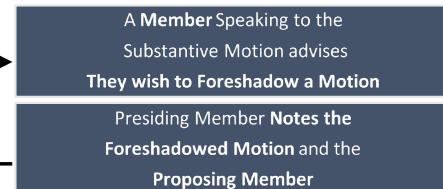
Minor clarification of wording of motions: A minor amendment of the motion can be done at any time through the Presiding Member with the approval of the Mover and the Secnder.

Substantive Motion

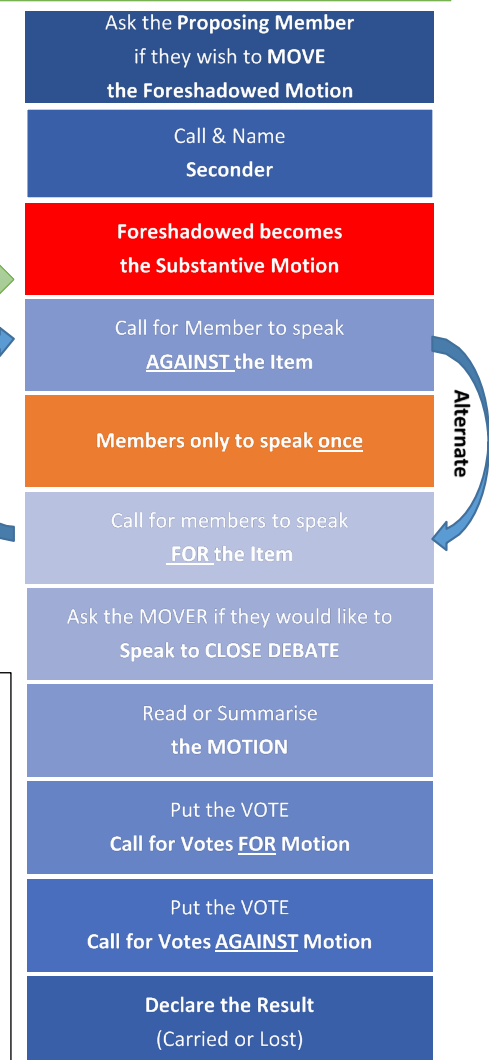


Process: Foreshadowed Motion

E.g. If the substantive motion is lost then I wish to foreshadow an alternative motion



Foreshadowed Motion



Substantive Motion LOST

CARRIED
Foreshadowed Motion
Lapses

Note:

1. Deferring an item wording:

"Deferred for consideration at [TIME] on [DATE] and resubmitting for debate to Council at Ordinary Council Meeting on [DATE]"

2. **"Laying an item on the table"**: is similar to **"deferring"** but the item needs to be re-tabled and be considered and debated in the same meeting.

3. Clarifying Questions can be asked at any time, BUT cannot be debated.

AGENDA FOR AN ORDINARY COUNCIL MEETING TO BE HELD ON 26 MAY 2026

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SHIRE OF KOJONUP ORDINARY COUNCIL MEETING 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. No responsibility whatsoever is implied or accepted by the Shire of Kojonup for any act, omission or statement or intimation occurring during Council or committee meetings.

Where an application for an approval, a license or the like is discussed or determined during the meeting, the Shire cautions 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.

Any person or legal entity who acts or fails to act in reliance upon any statement, act or omission made in a Council or committee meeting does so at that person's or legal entity's own risk.

The Shire of Kojonup advises that anyone who has any application lodged with the Shire of Kojonup shall obtain and should only rely on written confirmation of the outcome of the application, and any conditions attaching to the decision made by the Shire of Kojonup in respect of the application.

These minutes are not a verbatim record but include the contents pursuant to Regulation 11 of Local Government (Administration) Regulations 1996.

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. RECORD OF ATTENDANCE AND APOLOGIES

3.1 ATTENDANCE

COUNCILLORS

Cr Roger Bilney	Shire President
Cr Michael Mathwin	Deputy President
Cr Ned Radford	Councillor
Cr Cindy Wieringa	Councillor
Cr Cherilyne Michael	Councillor

SHIRE OFFICERS

Grant Thompson	Chief Executive Officer
Jill Johnson	Deputy Chief Executive Officer
Darryn Watkins	Manager Works & Infrastructure
Estelle Lottering	Manager Regulatory Services
Du-wayne Lottering	Manager Property Services & NRM
Nerrida Robinson	Rates Officer

3.2 APOLOGIES

3.3 PUBLIC GUESTS

3.4 APPROVED LEAVE OF ABSENCE

Cr Craig Mitchell	Councillor
Cr Kerry Mickle	Councillor

4. DECLARATION OF INTEREST

5. PUBLIC QUESTION TIME

5.1 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

5.2 PUBLIC QUESTION TIME

6. CONFIRMATION OF MINUTES

6.1 MINUTES OF ORDINARY COUNCIL MEETING 28 April 2026

Unconfirmed Minutes of an Ordinary Council Meeting held 28 April 2026 are at [Attachment 6.1.1.](#)

OFFICER RECOMMENDATION

That the Minutes of an Ordinary Council Meeting held 28 April 2026 be confirmed as a true record.

MOVED:		
SECONDED:		
VOTE:	FOR:	
	AGAINST:	

7. PRESENTATIONS

7.1 PETITIONS

Nil		
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7.2 PRESENTATIONS

Nil		
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7.3 DEPUTATIONS

Nil		
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7.4 DELEGATES' REPORT

Nil		
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8. METHOD OF DEALING WITH AGENDA BUSINESS

Nil		
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9. REPORTS**9.1 KEY PILLAR 'LIFESTYLE' REPORTS****9.1.1 THE FUTURE OF BLOOM FESTIVAL 2026 – AUSTRALIA SOUTHWEST**

REPORTING OFFICER:	Grant Thompson – Chief Executive Officer
DATE:	Friday, 15 April 2026
ATTACHMENT(S):	9.1.1.1 ASW proposal for the Bloom Festival 2026.

'PLACEMAKING' STRATEGIC COMMUNITY PLAN JULY 2023 TO JUNE 2033 To be "The Cultural Experience Centre of the Great Southern" STRATEGIC/CORPORATE IMPLICATIONS		
<i>Key Strategic Pillar/s</i>	<i>Community Goal/s</i>	<i>Corporate Objective/s</i>
Visitation	8. Experience – Kojonup Occasional Adventures	8.3 Cultural Experience Annual Event

DECLARATION OF INTEREST

NIL

PURPOSE OF THIS REPORT

The purpose of the report is to;

1. Inform Council that Great Southern Treasures is being disbanded.
2. Update Council on the proposed arrangements for Bloom Festival 2026.
3. Approve a marketing arrangement with Australia Southwest, in partnership with six other Great Southern Local Governments, to market the Bloom Festival 2026 and approve an allocation of \$7,000 in the marketing budget of Kodja Place to contribute to this marketing partnership.

BACKGROUND

Council moved a motion in December 2025 supporting the Great Southern Treasures MOU and membership fees based on the membership at the time.

*Motion 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*

Subsequently, the resignation of two (2) Local Government Authorities (LGA's), Shire of Kent and Shire of Jerramungup, and internal cost pressures prompted Council to review its membership of the Great Southern Treasures (GST) which Council considered untenable and therefore not sustainable in its current form.

As a result the Council moved the following motion in March 2026 Ordinary Council Meeting due to the changing circumstances:

Motion: 25/26

Moved: Cr Mitchell

Seconded: Cr Michael

That Council resigns as a member of Great Southern Treasures (GST) as of the 1st of July 2026.

Carried: 6/1

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

Against: Cr Bilney

COMMENT

The resignation of the three (3) Local Government Authorities (LGA's), including Shire of Kojonup, prompted a regional review of Great Southern Treasures (GST).

It is important to note that the Shire of Kojonup remains a member until 30 June 2026.

Following these resignations, Shire of Katanning has also resolved to exit Great Southern Treasures whilst seeking to maintain regional marketing collaboration, albeit at a reduced level, particularly for the Bloom Festival, managed through the Great Southern Voluntary Regional Organisation of Councils.

This final exit has resulted in the GST becoming untenable and therefore not sustainable. The GST has therefore decided to wind up and focus on the sustainability of the Bloom Festival as a short term need.

As a result of further discussions with the other participating Shires it is clear there is a willingness to continue a regional marketing campaign for Bloom Festival 2026, at a lesser targeted cost.

A proposal ([Attachment 9.1.1.1](#)) has been drawn up for ASW to be directly contracted to market the Bloom Festival 2026.

The proposal is contingent on receipt of \$45,000 from the seven (8) participating Councils to Bloom. At this point, the future beyond Bloom 2026 will not be considered until the post Festival review is complete and its value proposition agreed upon.

The Councils have also recommended GSVROC to take governance ownership of the relationship and management of ASW, which has the in principle support of the participating CEO's. The GSVROC will continue to work on viable options for a new approach in due course.

It makes sense that GSVROC becomes the hub for all joint programs in the region.

At the last GSVROC meeting there was in principle agreement that the CEOs would seek the respective Councils consideration to participate in the marketing partnership of the Bloom Festival in 2026 only.

This years Bloom Festival is at an advanced stage in its planning, sponsorship attraction and Grant agreements as can be seen in the attachment and are dependent on the Festival moving forward. As a benchmark Shire of Kojonup has completed all the planning, identified the events, 11 in total, to be held during the event. Resources, time and sunk investment have already been outlaid. The sunk investment, time and resource cost, for the Shire of Kojonup this Bloom Festival is in the order of ~\$7,500.

The partnership requires all member Shires to contribute to the ASW partnership for this year to facilitate and deliver the 2026 Bloom Festival.

This is significantly less than the \$20,000 membership fee Council has paid in the past and it is likely less than the cost of the Shire marketing its own Bloom Festival activities as a standalone entity.

The disadvantages of the Shire of Kojonup going alone far outweigh the benefits as follows:

- The Shire of Kojonup would be excluded from the Bloom Festival Branding, marketing and sales collateral meaning that it couldn't market itself on the bloom activities as Bloom Festival. We would be removed from the trail maps for visitors seeking out Bloom activities.
- The Shire does not have the marketing reach of the ASW online networks and therefore a significantly reduced footprint and online presence would significantly reduce coverage and contact with visitors.
- The Shire lacks knowledge, capacity and capability in this type of marketing, promotion and social media management.
- Being part of the Bloom marketing and coverage brings gravitas to the Shire's events.
- The Shire will attract fewer visitors e.g. national, inter-state and international visitors who are aware of Bloom.
- The disadvantage of working in a marketing silo to the other Shires may damage the relationships.
- Whilst it may seem feasible to continue with Kojonup only events, without ASW support the number of events would be scaled back considerable from 11 to maybe 2 events.
- A cost difference in resources and marketing. It has been estimated that if we had to market ourselves the promotional budget of ~\$12,000 would be required, time of the social media and communications role would increase to support the activities (responsible for social media and marketing), and the need for the production of signage which ASW currently provide.
- In the absence of ASW support the Manager of the Bloom Festival activities in the Shire of Kojonup has requested an additional short term resource to support her in events management as they alone will not be able to manage the whole event landscape.

The advantages of this recommended partnership are as follows:

- Retain the existing regional partnership with ASW (not GST) with their leverage of Grant funding access and sponsorship partners.
- The Bloom Festival is promoted and marketed both globally, inter and intra State.

- Continue to increase visitors and regional visitation by working in partnership with the Shires of the GSVROC.
- Continue momentum of the development and expansion of the Bloom Festival, which has seen the emergence of increasingly prestigious events over the past 10 years since it was established with increasing visitation on an annual basis. This has taken time and considerable investment.
- Continuing partnership with ASW promotes financial savings in regard to marketing, promotion, and media coverage. (See stats under **8. Bloom Marketing Approach**).
- Build regional partnerships.

The investment of \$7,000 by the Shire generates a material Community Return On Capital (C-ROC), as expected, due to the estimated multiplier value it creates within the Kojonup micro economy. Bloom has a material multiplier effect benefiting businesses who employ people through social cohesion, wellbeing and benefiting the mental health of the population.

Timing for a decision is critical and the Bloom Festival go/no-go decision is the 28 May 2026 which allows ASW time to unwind and reverse agreements with Sponsors and Grantors in the immediate timeframe if it is to be cancelled.

If Kojonup chooses not to support this funding, apart from the obvious fact we won't be able participate in the Bloom Festival, it is likely that the Bloom Festival across the region will cease to exist as ASW cannot fund the makeup cost and the other participating Shires are clear that they are not willing to make up the shortfall.

GSVROC will consider future options for delivery of strategic tourism initiatives in the region over the next twelve (12) months.

Due to the economic return, the partnership advantage of building relationships and the sunk cost of the Shires investment it is recommended to fund this new arrangement to the amount of \$7,000.

CONSULTATION

Australia Southwest (ASW) has been consulting with member Councils, through the GSVROC.
Deputy CEO
Curator Kodja Place

STATUTORY REQUIREMENTS

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

A contribution of \$7,000 is being requested as the Shire's contribution to the Bloom Festival 2026.

Every year Council considers budgetary items for the marketing and management of events and Kodja Place to deliver Bloom amongst other things. The total marketing budget, made

up of different cost elements, last year for events and marketing and included Great Southern Treasures (GST) membership covering the marketing of bloom was approximately \$65,000.

With the removal of the GST membership fee of \$20,000 and subject to approval of this agenda item the budgetary allocations in the next budget for marketing purposes will be ~\$52,000 of which \$7,000 will be used for the Bloom Festival 2026, a saving of \$13,000 year on year.

RISK MANAGEMENT IMPLICATIONS

RISK MANAGEMENT FRAMEWORK			
Risk Profile	Risk Description/Cause	Key Control	Current Action
10. Management of Facilities, Venues and Events	Failure to effectively manage the day to day operations of facilities, venues and/or events.	Post event evaluations	Develop post event procedures and event evaluation debrief - progressing
Risk rating – ADEQUATE			
IMPLICATIONS			
Not supporting the Bloom festival may mean leakage of multiplier value from the Community.			

ASSET MANAGEMENT IMPLICATIONS

Nil

GREAT SOUTHERN VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

That Council;

1. Notes that the Great Southern Treasures (GST) Memorandum of Understanding between the Shire's of Broomhill-Tambellup, Cranbrook, Jerramungup, Katanning, Kent, Kojonup, Woodanilling and Gnowangerup will not be renewed by 30 June 2026, therefore GST will no longer be a working committee. As a result the current Australia South West Service Level Agreement will terminate.
2. Approves the Shire to enter directly into a partnership with Australia South West (ASW), the Shires of Katanning, Gnowangerup, Kent, Woodanilling, Broomehill-Tambellup, Jerramungup and Cranbrook, for the purposes of marketing of, and support, to the Bloom Festival 2026.
3. Approves the CEO to include a marketing budget line into the 2026/27 budget of \$7,000, to contribute toward the partnership, as above, funding the marketing of the 2026 Bloom Festival to be payable directly to Australia South West.

MOVED		
SECONDED		
VOTE	FOR:	AGAINST:

9.2 KEY PILLAR ' <i>ECONOMICS</i> ' REPORTS

NIL

9.3 KEY PILLAR ' <i>VISITATION</i> ' REPORTS
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NIL

9.4 KEY PILLAR ‘PERFORMANCE’ REPORTS**9.4.1 FINANCIAL MANAGEMENT – MONTHLY STATEMENT OF FINANCIAL ACTIVITY (APRIL 2026)**

REPORTING OFFICER:	Jill Johnson – Deputy Chief Executive Officer
DATE:	Wednesday, 20 May 2026
ATTACHMENT(S):	9.4.1.1 – Monthly Financial Statements 1 April 2026 to 30 April 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		
<i>Key Strategic Pillar/s</i>	<i>Community Goal/s</i>	<i>Corporate Objective/s</i>
Performance	12. A High Performing Council	12.2 SoKo Monitoring and Reporting

DECLARATION OF INTEREST

NIL

PURPOSE OF THIS REPORT

The purpose of this report is to note the Monthly Financial Statement for the months ending 30 April 2026.

BACKGROUND

Regulation 34 of the Local Government (Financial Management) Regulations 1996 requires a local government to prepare a Statement of Financial Activity each month, and to present it to an ordinary meeting of the Council within two (2) months after the end of the reporting period. The Statement of Financial Activity is the primary monthly financial reporting instrument and provides Council with an overview of the Shire’s financial performance against the adopted budget for the year to date. Subsequently, the resignation of two (2) Local Government Authorities (LGA’s), Shire of Kent and Shire of Jerramungup, and internal cost pressures prompted Council to review its membership of the Great Southern Treasures (GST) which Council considered untenable and therefore not sustainable in its current form.

COMMENT

The attached Statement of Financial Activity for the period April 2026 represents ten (10) months of the 2025/2026 financial year, or 83% of the year elapsed.

The statements are presented in accordance with Regulation 34 of the Local Government (Financial Management) Regulations 1996 and Council Policy 2.1.6. The overall financial position of the Shire remains sound.

The following items are worthy of noting:

- Closing surplus position of \$3,032,696. This represents the net position after accounting for all operating revenues and expenditures to date and is broadly

consistent with the expected year-to-date budget position at this stage of the financial year.

- Capital expenditure has achieved 99.2% of budgeted projects at the ten-month mark, indicating solid delivery of the capital works program. Remaining projects are expected to be progressed or completed prior to 30 June 2026, with any incomplete works to be considered for carryover as part of the 2026/2027 budget process.
- Cash holdings total \$4,148m, of which \$1,142m is held in cash-backed reserve accounts and \$3,006 m in unrestricted cash. The Shire’s liquidity position remains strong and is sufficient to meet operational obligations and committed capital expenditure for the remainder of the financial year.
- Rates debtors outstanding equate to 8% of total rates raised for 2025/2026. This is within an acceptable range for this point in the financial year and is being actively managed. Follow-up action on overdue accounts is ongoing in accordance with the Shire’s debt recovery procedures.
- Major budget variations comparing year-to-date (amended) budget to year-to-date actuals are detailed on Page 11 of the statements, in accordance with Council Policy 2.1.6. Council’s attention is drawn to any significant variances noted therein; these are explained in the statements and do not represent a cause for concern unless otherwise indicated.

CONSULTATION

Nil

STATUTORY REQUIREMENTS

Regulation 34 (1) requires a local government to prepare a “Statement of Financial Activity” each month, reporting on the sources and applications of funds for the year to date. Regulation 34(4) requires the Statement to be presented to an ordinary meeting of the Council within two (2) months after the end of the month to which it relates. This report satisfies that requirement for the month ending 30 April 2026, with the meeting occurring on 26 May 2026.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Council Policy 2.1.6 defines the content of the financial reports.

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.	Budget Controls	Cash Flow Budget and reporting to be implemented
Risk rating – <i>ADEQUATE</i>			
IMPLICATIONS			
Financial reporting is required to create transparency.			

ASSET MANAGEMENT IMPLICATIONS

Nil

GREAT SOUTHERN VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

That Council notes the monthly financial statements for the period ending 30 April 2026, as attached.

MOVED:	
SECONDED:	
VOTE:	FOR:
	AGAINST:

9.4.2 MONTHLY PAYMENTS LISTING – APRIL 2026

REPORTING OFFICER:	Rachael Egerton-Warburton – Finance Officer (Creditors)
DATE:	Monday, 11 May 2026
ATTACHMENT(S):	9.4.2.1 - Monthly Payment Listing April 2026

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

DECLARATION OF INTEREST

Nil

PURPOSE OF THIS REPORT

To receive the list of payments covering the months of April 2026.

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.

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.	Budget Controls	Cash Flow Budget and reporting to be implemented
Risk rating – <i>ADEQUATE</i>			
IMPLICATIONS			
Financial reporting is required to create transparency. A control measure to ensure transparency of financial systems and controls regarding creditor payments.			

ASSET MANAGEMENT IMPLICATIONS

Nil

GREAT SOUTHERN 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 April 2026		31 April 2026
Municipal Cheques		Municipal Cheques
EFTs	37859-38057	\$1,381,187.59
Direct Debits		\$449,930.23
Total		\$1,831,117.82

be received.

MOVED:		
SECONDED:		
VOTE:	FOR:	
	AGAINST:	

9.4.3 FINANCIAL MANAGEMENT – RATES WRITE-OFFS

REPORTING OFFICER:	Nerrida Robinson – Rates Officer
DATE:	Tuesday, 26 May 2026
ATTACHMENT(S):	9.4.3.1 - Rates to be written off

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

DECLARATION OF INTEREST

Nil

PURPOSE OF THIS REPORT

The purpose of this report is to seek Council authorisation to the write-off of interest charges that were incorrectly levied against a number of rateable properties during a period in which the Shire of Kojonup was reviewing and correcting underlying rate account issues. The interest was generated automatically by the rates system and did not reflect amounts lawfully owing.

BACKGROUND

The Shire of Kojonup's rates system accrues interest daily on outstanding rate balances. During a review of rating accounts, it was identified that several properties had been incorrectly rated, resulting in rate charges being raised in error. While the underlying rate errors were corrected, interest that had accrued against these accounts during the review period was not automatically reversed. The properties and the interest amounts affected are listed in [Attachment 9.4.3.1](#).

COMMENT

The interest charges listed in Attachment 9.4.3.1 were generated automatically by the Shire's rates system because of the incorrect rate assessments. As the underlying rates were raised in error, any interest flowing from those assessments is also incorrectly charged and should not be recoverable from the affected ratepayers.

The Rates Officer has reviewed each of the affected accounts and confirmed that the interest charges arose solely from the erroneous rate assessments. The total amount proposed to be written off is \$145.25. The CEO and DCEO have reviewed the accounts and concur with the officer's assessment that write-off is appropriate in each case.

CONSULTATION

Chief Executive Officer
Deputy Chief Executive Officer

STATUTORY REQUIREMENTS

Section 6.12(1)(b) of the Local Government Act 1995 provides that a local government may, by resolution, write off any amount of money. This is the applicable provision authorising Council to write off the incorrectly levied interest charges. Sections 6.25 to 6.82 of the Local Government Act 1995 and Sections 52 to 78 of the Local Government (Financial Management) Regulations 1996 also relate to property rating requirements and procedures more broadly.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

The write-off of interest charges totalling \$145.25 will result in a reduction of revenue receivable by the Shire. As these amounts were incorrectly levied and do not represent revenue lawfully owing, the write-off does not constitute a material impact on the Shire's adopted budget. The amounts have been reviewed and are not considered to be material to the Shire's overall financial position. Any budget impact will be managed within existing operational allocations.

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.	Budget Controls	Cash Flow Budget and reporting to be implemented
Risk rating – <i>ADEQUATE</i>			
IMPLICATIONS			
Failure to write off the incorrectly levied interest charges carries reputational and legal risk for the Shire. Seeking payment of amounts that were not lawfully raised may expose the Shire to complaints, disputes, and potential legal challenge from affected ratepayers. Approving this write-off mitigates those risks and demonstrates sound and transparent financial administration.			

ASSET MANAGEMENT IMPLICATIONS

Nil

GREAT SOUTHERN VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

That Council, pursuant to Section 6.12(1)(b) of the Local Government Act 1995, resolves to write off interest charges totalling \$145.25 incorrectly levied against the properties listed in Attachment 9.4.3.1, on the basis that those charges were raised as a consequence of rate assessments that were themselves raised in error.

MOVED:		
SECONDED:		
VOTE:	FOR:	
	AGAINST:	

9.4.4 BUSH FIRE ADVISORY COMMITTEE (BFAC) MEETING MINUTES – 7 MAY 2025

REPORTING OFFICER:	Estelle Lottering – Manager Regulatory Services
DATE:	Tuesday, 19 May 2026
ATTACHMENT(S):	9.4.4.1 – Unconfirmed BFAC Minutes – 5 May 2026 9.4.4.2 – Unconfirmed Bush Fire Association Annual General Meeting Minutes – 22 April 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		
<i>Key Strategic Pillar/s</i>	<i>Community Goal/s</i>	<i>Corporate Objective/s</i>
Performance	12. A High Performing Council	12.2 SoKo Monitoring and Reporting

DECLARATION OF INTEREST

Nil

PURPOSE OF THIS REPORT

The purpose of this report is to receive the unconfirmed minutes of a BFAC meeting held 5 May 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.

COMMENT

Unconfirmed minutes of a BFAC meeting held 5 May 2025 are attached. A recommendation to appoint bush fire control officers is addressed separately.

CONSULTATION

Bush Fire Association Members
Volunteer Fire Rescue Services
BFAC Members
Chief Executive Officer

STATUTORY REQUIREMENTS

Section 67 of the *Bush Fires Act 1954*

POLICY IMPLICATIONS

Nil

FINANCIAL 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	Committee Meetings Scheduled
Risk rating – <i>ADEQUATE</i>			
IMPLICATIONS			
Under legislation, the Shire of Kojonup (Shire) may establish and maintain a BFAC. The risk of not having a BFAC is that Staff and Councillors do not necessarily possess the relevant knowledge or experience regarding 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 IMPLICATIONS

Nil

GREAT SOUTHERN VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

That Council receive the unconfirmed minutes of a Bush Fire Advisory Committee Meeting held on the 5th of May 2026

MOVED:	
SECONDED:	
VOTE:	FOR:
	AGAINST:

9.4.5 APPOINTMENT OF BUSH FIRE CONTROL OFFICERS

REPORTING OFFICER:	Estelle Lottering – Manager Regulatory Services
DATE:	Tuesday, 19 May 2026
ATTACHMENT(S):	9.4.4.1 – Unconfirmed Bushfire Advisory Committee (BFAC) Minutes – 5 May 2026 9.4.4.2 – Unconfirmed Kojonup Bush Fire Association Annual General Meeting Minutes – 22 April 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		
<i>Key Strategic Pillar/s</i>	<i>Community Goal/s</i>	<i>Corporate Objective/s</i>
Performance	12. A High Performing Council	12.2 SoKO Monitoring and Reporting

DECLARATION OF INTEREST

Nil

PURPOSE OF THIS REPORT

The purpose of this report is to consider the recommendations of the BFAC for the appointment of Bush Fire Control Officers for the 2026/2027 bush fire season as voted in [Attachment 9.4.4.2](#) and endorsed by the Kojonup Bushfire Advisory Committee in [Attachment 9.4.4.1](#)

BACKGROUND

The AGM of the Association was held on 22 April 2026.

The BFAC endorsed the Association's recommendations at its meeting held on 5 May 2026.

COMMENT

The BFAC ratified the following recommendations for 2026/2027, at its 5 May 2025 meeting:

- a) *"Tony Fisher be recommended for the Chief Bush Fire Control Officer (CBFCO);*
- b) *Ross Fryer-Smith be recommended for the Deputy Chief Bush Fire Control Officer (DCBFCO);*
- c) *Ben Blewett and Paul Norrish are recommended for the Senior Bush Fire Control Officers (SBFCO);*
- d) *The CBFCO and the DCBFCO are recommended for the Fire Weather Officer and Deputy Fire Weather Officer respectively;*
- e) *The CBFCO and the DCBFCO are recommended to be appointed as authorised officers to issue permits to burn for the collection of clover seed in the Shire; and*
- f) *The CBFCO, DCBFCO and the two Senior SBFCO's be authorised to advise the Chief Executive Officer of the Shire of Kojonup on the imposition of harvesting and*

movement of vehicles bans in the Shire of Kojonup for the 2026/2027 year.

CONSULTATION

Bush Fire Association Members
Volunteer Fire Rescue Services
BFAC Members
Chief Executive Officer

STATUTORY REQUIREMENTS

Section 38 of the *Bush Fires Act 1954*
Section 67 of the *Bush Fires Act 1954*

POLICY IMPLICATIONS

Policy 6.1 Fire Management Plan
Policy 2.3.4 Risk Management

FINANCIAL IMPLICATIONS

Nil

RISK MANAGEMENT IMPLICATIONS

RISK MANAGEMENT FRAMEWORK			
Risk Profile	Risk Description/Cause	Key Control	Current Action
2 - Business Disruption	Failure to adequately prepare and respond to events that cause disruption to the local community and/or normal business activities.	Community fire and emergency education	Nil
3 - Compliance	Failure to correctly 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.	Maintain regular communications with agencies and support services	
	Ineffective policies & processes	External Audits (compliance)	
Risk rating – ADEQUATE			
IMPLICATIONS			
Appointment of these positions is legislated by the <i>Bushfires Act 1954 (Act)</i> ; compliance with this <i>Act</i> demonstrates processes are followed at management and governance levels that will assist in minimising the risks of bush fire upon the greater community.			

ASSET MANAGEMENT IMPLICATIONS

Nil

GREAT SOUTHERN VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

That Council:

A) Appoints the following positions for the 2026/2027 year:

1. Chief Bush Fire Control Officer and Bush Fire Weather Officer - Tony Fisher;
2. Deputy Chief Bush Fire Control Officer and Deputy Fire Weather Officer - Ross Fryer-Smith;
3. Senior Bush Fire Control Officers - Paul Norrish and Ben Blewett;
4. The Chief Bush Fire Control Officer and the Deputy Chief Bush Fire Control Officer be appointed as authorised officers to issue permits to burn for the collection of clover seed in the Shire;
5. The Chief Bush Fire Control Officer, Deputy Chief Bush Fire Control Officer and the two Senior Bush Fire Control Officers be authorised to recommend to the Chief Executive Officer of the Shire of Kojonup on the imposition of Harvest and Vehicle Movement Bans.
6. The nominees listed below be appointed to their respective Bush Fire Brigades subject to each person having successfully completed the Fire Control Officer's (FCO) course as conducted by the Department of Fire and Emergency Services:

Bevin Bignell	Captain/FCO, Boilup Brigade
Kim Bellotti	Captain/FCO, Boscabel Brigade
Murray Magini	Captain/FCO, Changerup Brigade
Peter Kowald	Captain/FCO, Cherry Tree Pool Brigade
Steve McGuire	Captain/FCO, Jingalup Brigade
Matt Bilney	Captain/FCO, Kojonup Brigade
James Heggaton	Captain/FCO, Lumeah Brigade
Andrew Parker	Captain/FCO, Mobrup Brigade
Kent Stone	Captain/FCO, Muradup Brigade
Griff Chomley	Captain/FCO, Orchid Valley Brigade
Shannon Binns	Captain/FCO, Qualeup Brigade
Stuart Tohl	Captain/FCO, Ryan's Brook Brigade
Bevan Brown	FCO, Kojonup Town

B) That the Council expresses its sincere appreciation to the Kojonup Bushfire Association and Bush Fire Advisory Committee members and Zulus for continuing to provide essential bush fire services to our community.

MOVED:		
SECONDED:		
VOTE:	FOR:	
	AGAINST:	

9.4.6 SHIRE OF KOJONUP FIRE BREAK ORDER 2026/2027

REPORTING OFFICER:	Estelle Lottering – Manager Regulatory Services
DATE:	Tuesday, 19 May 2026
ATTACHMENT(S):	9.4.6.1 – Shire of Kojonup Fire Break Order 2026-2027 9.4.6.2 – Western Australian Government Gazette – Friday, 3 February 2012 No.16 , Pages 611 -619

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

DECLARATION OF INTEREST

Nil

PURPOSE OF THIS REPORT

The purpose of this report is for Council to consider adopting the Shire of Kojonup Fire Break Order for the year 2026/2027.

BACKGROUND

Council issues a Fire Break Order each year, under section 33 of the *Bush Fires Act 1954* (Act). The order requires certain things to be done with respect to fire hazard reduction/fire prevention on land within the district. The order is distributed with the rates notice and any other publication conducted as required by the Act.

COMMENT

The format of the Fire Break Order will be similar to previous years.

The proposed 2026/2027 Fire Break Order is in alignment with the current gazetted Prohibited and Restricted Burning Times issued by the Fire and Emergency Services (FES) Commissioner.

Under Sections 17(7) and 18(5) of the *Bush Fires Act 1954*, Local Governments do have the power to amend these gazetted Prohibited and Restricted Burning Times; however, should this occur, Local Government must provide notification to adjoining Local Governments, the FES Commissioner and the general public.

Under recommendation from the FES Commissioner, the Minister for Emergency Services may rescind or vary the Local Government's amended Prohibited and Restricted Burning Times.

Should the Shire of Kojonup wish to vary these times, it will be undertaken in accordance to these legislative requirements. The variation of these dates will be advertised separately

to the Fire Break Order as they will be seasonal changes generally made after the Fire Break Order's publication.

Other changes such as updated Brigade contact information has been confirmed with Denise Berryman (Secretary) and implemented into the proposed 2025/2026 Fire Break Order.

The attached document will only show content; the final format will be a folded, flip chart type document approximately 10cm X 20cm with a double magnet on the back page so that it can be placed on the refrigerator for easy reference as required.

Adoption of the proposed 2025/2026 Fire Break Order at this meeting will allow time for printing of the notices for inclusion with the Council annual Rate Notice mail out scheduled for July 2025.

CONSULTATION

Bush Fire Advisory Committee (BFAC) meeting, 5 May 2026
Bush Fire Association Members
Volunteer Fire Rescue Services
BFAC Members
Chief Executive Officer

STATUTORY REQUIREMENTS

Section 17(1) of the Bush Fires Act 1954 – Prohibited Burning Periods

17. Prohibited burning times may be declared by Minister

(1) The Minister may, by declaration published in the Gazette, declare the times of the year during which it is unlawful to set fire to the bush within a zone of the State mentioned in the declaration and may, by subsequent declaration so published, vary that declaration or revoke that declaration either absolutely or for the purpose of substituting another declaration for the declaration so revoked.

18. Restricted burning times may be declared by FES Commissioner

(1) Nothing contained in this section authorises the burning of bush during the prohibited burning times.

(2) The FES Commissioner may, by notice published in the Gazette, declare the times of the year during which it is unlawful to set fire to the bush within a zone of the State mentioned in the notice except in accordance with a permit obtained under this section and with the conditions prescribed for the purposes of this section, and may, by subsequent notice so published, vary that declaration or revoke that declaration either wholly or for the purpose of substituting another declaration for the declaration so revoked.

Section 33 of the Bush Fires Act 1954 – Local government may require occupier of land to plough or clear fire-break.

(1) Subject to subsection (2) a local government at any time, and from time to time, may, and if so required by the Minister shall, as a measure for preventing the outbreak of a bush fire, or for preventing the spread or extension of a bush fire which may occur, give notice in writing to an owner or occupier of land situate within the district of the local government or

shall give notice to all owners or occupiers of land in its district by publishing a notice in the Government Gazette and in a newspaper circulating in the area requiring him or them as the case may be within a time specified in the notice to do or to commence to do at a time so specified all or any of the following things —

(a) to plough, cultivate, scarify, burn or otherwise clear upon the land fire-breaks in such manner, at such places, of such dimensions, and to such number, and whether in parallel or otherwise, as the local government may and is hereby empowered to determine and as are specified in the notice, and thereafter to maintain the fire-breaks clear of inflammable matter;

(b) to act as and when specified in the notice with respect to anything which is upon the land, and which in the opinion of the local government or its duly authorised officer, is or is likely to be conducive to the outbreak of a bush fire or the spread or extension of a bush fire, and the notice may require the owner or occupier to do so

(c) as a separate operation, or in co-ordination with any other person, carrying out a similar operation on adjoining or neighbouring land; and

(d) in any event, to the satisfaction of either the local government or its duly authorised officer, according to which of them is specified in the notice.

(2) A notice in writing under subsection (1) may be given to an owner or occupier of land by posting it to him at his last postal address known to the local government and may be given to an owner of land by posting it to him at the address shown in the rate record kept by the local government pursuant to the Local Government Act 1995, as his address for the service of rate notices

POLICY IMPLICATIONS

Policy 6.1 Fire Management Plan
Policy 2.3.4 Risk Management

FINANCIAL IMPLICATIONS

Nil

RISK MANAGEMENT IMPLICATIONS

RISK MANAGEMENT FRAMEWORK			
Risk Profile	Risk Description/Cause	Key Control	Current Action
2 - Business Disruption	Failure to adequately prepare and respond to events that cause disruption to the local community and/or normal business activities.	Community fire and emergency education	Nil
3 - Compliance	Failure to correctly communicate laws and regulations as a result of an inadequate compliance framework. This includes new or proposed regulatory and	Maintain regular communications with agencies and support services	

	legislative changes, in addition to the failure to maintain updated internal & public domain legal documentation.	External Audits (compliance)	
	Ineffective policies & processes		
Risk rating – <i>ADEQUATE</i>			
IMPLICATIONS			
Maximising compliance with legislation mitigates risk of damage to image and reputation as well as penalties associated with non-compliance; compliance demonstrates that best practice methodology is in place. Advertising of the dates of the burning period is required as per the <i>Bush Fires Act 1954</i>; compliance with this <i>Act</i> demonstrates processes are being followed at a governance level that will assist in minimising the risks of bushfire upon the greater community.			

ASSET MANAGEMENT IMPLICATIONS

Nil

GREAT SOUTHERN VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

That Council adopt the 2026/2027 Fire Break Order for publishing, as presented.

MOVED:	
SECONDED:	
VOTE:	FOR:
	AGAINST:

9.4.7 WASTE MANAGEMENT SERVICES – AUTHORITY TO INVITE TENDERS

REPORTING OFFICER:	Estelle Lottering – Manager Regulatory Services
DATE:	Tuesday, 19 May 2026
ATTACHMENT(S):	9.4.7.1 RFT 042526 – Waste Collection, Disposal and Transfer Station Services 9.4.7.2 – Addendum No.1 – Summary of Required Services

'PLACEMAKING' STRATEGIC COMMUNITY PLAN JULY 2023 TO JUNE 2033 To be <i>"The Cultural Experience Centre of the Great Southern"</i> STRATEGIC/CORPORATE IMPLICATIONS		
<i>Key Strategic Pillar/s</i>	<i>Community Goal/s</i>	<i>Corporate Objective/s</i>
Economics	Nil	5.4 – Recycling Business
Performance	Nil	12.1 SOK Finances and funding

DECLARATION OF INTEREST

Nil

PURPOSE OF THIS REPORT

The purpose of this report is for Council to consider authorising the Chief Executive Officer to invite public tenders for Waste Collection, Disposal and Transfer Station Services, following the expiry of the current contract held with Warren Blackwood Waste (WBW). The draft Request for Tender (RFT) documentation has been prepared and is presented to Council for endorsement prior to advertising via the WALGA Online Tenders portal.

BACKGROUND

The Shire of Kojonup has engaged Warren Blackwood Waste (WBW) to provide waste management services under a contract that commenced 1 July 2016. That contract has reached the end of its term and the Shire is required to retender these services to ensure ongoing value for money, service quality and compliance with contemporary procurement obligations under the Local Government Act 1995 and the Local Government (Functions and General) Regulations 1996.

Waste management is a core service delivery function of the Shire, encompassing kerbside collection for the Kojonup and Muradup townsites, transfer station operations, landfill management at the Kojonup/Albany Highway Landfill Facility, and recyclables sorting and processing. The current contract arrangements have been reviewed and the scope of services for the new contract has been developed to reflect current operational requirements and contemporary procurement standards.

COMMENT

The draft RFT has been prepared and is attached to this report for Council's reference. The RFT seeks offers for an integrated suite of waste management services across four Service Streams:

Service Stream 1 – Kerbside Waste Collection: weekly general waste collection, fortnightly recyclables collection and weekly commercial/public bin collection for the Kojonup and Muradup townsites, including supply and maintenance of all Municipal Garbage Bins (MGBs) throughout the contract term.

Service Stream 2 – Transfer Station Management or Lease: tenderers may submit offers under Option A (Managed Services, whereby the Shire retains ownership and the Contractor manages the facility at an agreed hourly rate) or Option B (Lease/Contra Arrangement, whereby the Contractor leases the site and retains tip fees and recyclable proceeds in lieu of a management fee), or both. The Transfer Station is open Monday, Wednesday, Friday and Saturday, 10:00am to 5:00pm.

Service Stream 3 – Landfill Management: management and operation of the Kojonup/Albany Highway Landfill Facility on a contra basis, whereby the Contractor retains tip fees in return for covering, compacting and maintaining the landfill in accordance with the Environmental Protection (Rural Landfill) Regulations 2002 and all relevant DER licence conditions. The Shire is responsible for excavation of waste trenches and capping of used cells.

Service Stream 4 – Recyclables Sorting: sorting and processing of all co-mingled recyclable material collected from kerbside and delivered to the Transfer Station, including maintenance of records for DER annual waste census and Shire reporting.

The proposed contract term is five (5) years, with options for extension of up to two (2) x two (2) year periods at the Shire's discretion, subject to satisfactory performance. Contract prices will be subject to annual CPI adjustment and a fuel levy adjustment mechanism based on the FuelWatch average price for diesel in the Great Southern Region.

Tenders will be evaluated against weighted criteria encompassing price and value for money (30%), relevant experience and demonstrated capability (25%), quality of methodology and service delivery plan (20%), local content and regional benefit (10%), environmental management and sustainability (10%), and safety record and OH&S management system (5%).

Mandatory pass/fail requirements include a valid ABN, public liability insurance of a minimum \$5,000,000 per claim and \$20,000,000 in aggregate per 12 months, workers compensation insurance as required by the Workers Compensation and Injury Management Act 1981 (WA) plus \$50,000,000 common law liability, a completed and signed Tender Form and all required Schedules, and a Conflict of Interest Declaration. It is proposed that the RFT be advertised via the WALGA Online Tenders portal, which is the standard procurement platform for Western Australian local governments and ensures broad market reach and compliance with tendering obligations. All enquiries will be responded to via the portal and published to all registered Tenderers. A tender evaluation panel will assess submissions following the close of the tender period and a further report will be brought to Council recommending award of the contract.

CONSULTATION

The scope of services has been developed based on a review of the current contract arrangements and operational requirements.

No external consultation is required prior to the invitation of tenders.

Following evaluation of submissions, a further report will be presented to Council prior to contract award. All responses to tenderer enquiries will be published on the WALGA Online Tenders portal and made available to all registered Tenderers.

STATUTORY REQUIREMENTS

Section 3.57 of the Local Government Act 1995 requires a local government to invite tenders before entering into contracts for the supply of goods or services where the consideration under the contract is, or is reasonably expected to be, \$250,000 or more, as prescribed under the Local Government (Functions and General) Regulations 1996.

Regulation 11(1) of the Local Government (Functions and General) Regulations 1996 – Tenders to be publicly invited.

Regulation 14 of the Local Government (Functions and General) Regulations 1996 – Conditions for calling tenders.

Advertising the RFT via the WALGA Online Tenders portal satisfies the public invitation requirement under these provisions.

POLICY IMPLICATIONS

Policy 2.3.4 Risk Management

Policy 2.1.2 Purchasing and Procurement

FINANCIAL IMPLICATIONS

Waste management services are provided within the annual operational budget. The cost of advertising the RFT via the WALGA Online Tenders portal is minimal and is absorbed within the existing budget. The financial implications of the new contract will be reported to Council at the time of the award recommendation, once tenders have been received and evaluated.

The Transfer Station (Option B Lease) and Landfill Management Service Streams are structured as contra arrangements, whereby the Contractor retains tip fees and recyclable material proceeds in lieu of a direct management fee, minimising direct cost to the Shire. Under Option A (Transfer Station Managed Services), the Contractor is remunerated at an hourly rate, CPI-adjusted annually.

RISK MANAGEMENT IMPLICATIONS

RISK MANAGEMENT FRAMEWORK			
Risk Profile	Risk Description/Cause	Key Control	Current Action
2 - Business Disruption	Failure to adequately prepare and respond to events that cause disruption to the local community and/or normal business activities.	Early commencement of tender process to allow sufficient time for advertising, evaluation and contract execution prior to the required commencement date.	Nil
3 - Compliance		RFT to be advertised via	

	Failure to comply with procurement obligations under the Local Government Act 1995 and Local Government (Functions and General) Regulations 1996 by entering into a contract without first publicly inviting tenders.	WALGA Online Tenders portal; Council resolution authorising the tender process prior to advertising.	
Risk rating – <i>ADEQUATE</i>			
IMPLICATIONS			
Inviting public tenders in accordance with the <i>Local Government Act 1995</i> and <i>Local Government (Functions and General) Regulations 1996</i> ensures compliance with the Shire's procurement obligations and provides a competitive process that delivers value for money for the ratepayer. Commencing the tender process promptly mitigates the risk of a service gap resulting from delay in securing a new contract.			

ASSET MANAGEMENT IMPLICATIONS

The new contract will require the successful Contractor to supply, maintain and replace all Municipal Garbage Bins throughout the contract term. The Shire retains ownership of and all regulatory approvals for the Transfer Station site and the Kojonup/Albany Highway Landfill Facility. Asset management implications associated with the new contract will be confirmed at the award stage.

GREAT SOUTHERN VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

That Council pursuant to section 3.57 of the *Local Government Act 1995* and Regulation 11(1) of the *Local Government (Functions and General) Regulations 1996*, authorise the Chief Executive Officer to publicly invite tenders for Waste Collection, Disposal and Transfer Services via the WALGA Online Tenders portal, substantially in accordance with the draft Request for Tender presented to Council at this meeting.

MOVED:		
SECONDED:		
VOTE:	FOR:	
	AGAINST:	

9.4.8 RE-TABLED - DELEGATION OF AUTHORITY – APPROVAL TO KEEP MORE THAN TWO DOGS ON PREMISES (RANGER 008)

REPORTING OFFICER:	Estelle Lottering – Manager Regulatory Services
DATE:	Tuesday, 19 May 2026
ATTACHMENT(S):	9.4.8.1 – Instrument of Delegation RANGER 008 – Approval to Keep More Than Two Dogs on Premises 9.4.8.2 – Shire of Kojonup Dog Local Law

'PLACEMAKING' STRATEGIC COMMUNITY PLAN JULY 2023 TO JUNE 2033 To be <i>"The Cultural Experience Centre of the Great Southern"</i> STRATEGIC/CORPORATE IMPLICATIONS		
<i>Key Strategic Pillar/s</i>	<i>Community Goal/s</i>	<i>Corporate Objective/s</i>
Performance	12. A High Performing Council	12.2 SoKo monitoring and reporting 3.1.7 – Determine responsibilities for all assets and review Delegation Register

DECLARATION OF INTEREST

Estelle Lottering - Impartial Interest

PURPOSE OF THIS REPORT

The purpose of this report is to seek Council's approval, by absolute majority, of a new Instrument of Delegation (RANGER 008) under section 10AA of the Dog Act 1976 (WA), delegating to the Chief Executive Officer the authority to grant or refuse exemptions from the dog number limits prescribed by the Shire of Kojonup Dogs Local Law 2020. The CEO may expressly sub-delegate this function in writing to a Ranger or Authorised Officer.

BACKGROUND

The Dog Act 1976 (WA) establishes the framework for the keeping of dogs in Western Australia. Under section 26(1), a local government may, by local law, limit the number of dogs over 3 months of age that may be kept on premises within the district. Section 26(3) empowers the local government to grant an exemption from those limits in respect of any particular premises where it is satisfied that the approved kennel establishment provisions of the Act need not apply.

The permitted number of dogs within the Shire of Kojonup is prescribed by clause 3.2(2) of the Shire of Kojonup Dogs Local Law 2020, which differentiates between gazetted townsite and non-townsite premises as follows:

- (a) Premises situated within a gazetted townsite (including the Kojonup townsite and the Muradup townsite): 2 dogs over the age of 3 months, and the young of those dogs under that age; or
- (b) Premises situated outside a gazetted townsite (rural and farming properties throughout the Shire district): 4 dogs over the age of 3 months, and the young of those

dogs under that age.

These limits do not apply to premises licensed under Part 4 of the Dogs Local Law 2020 as an approved kennel establishment, or to premises already granted an exemption under section 26(3) of the Dog Act 1976: clause 3.2(1).

Both Kojonup and Muradup are confirmed gazetted townsites within the meaning of the Dog Act 1976 and the Land Administration Act 1997. Kojonup was constituted as a townsite under colonial-era legislation and is recognised as a gazetted townsite on the Department of Planning, Lands and Heritage planning scheme maps.

Muradup was gazetted as a townsite in 1907 (originally as 'Muradupp') and has remained a gazetted townsite since. All other land within the Shire district, including rural and farming properties, lies outside these gazetted townsites and is subject to the higher limit of 4 dogs.

Any person wishing to keep more than the applicable permitted number must apply to the local government for a section 26(3) exemption. Under section 26(3)(b), no exemption may authorise the keeping of more than 6 dogs over the age of 3 months on any premises. This is a statutory ceiling set by the Dog Act 1976 that cannot be exceeded regardless of the merits of any application.

Currently, no delegation exists in the Shire's Delegation Register for the exercise of this function. As a result, every application would require determination by full Council resolution, which is administratively impractical given the routine nature of these assessments. RANGER 008 will formalise and streamline this process by delegating the authority to the CEO under section 10AA of the Dog Act 1976, with an express power to sub-delegate to the Ranger or Authorised Officer in writing.

COMMENT

The proposed Instrument of Delegation RANGER 008 (Attachment 9.4.8.1) delegates to the Chief Executive Officer the authority under section 26(3) of the Dog Act 1976 to grant or refuse exemptions from the dog number limits prescribed by clause 3.2(2) of the Dogs Local Law 2020, and to impose conditions on any exemption granted. The CEO may expressly sub-delegate this function in writing to a Ranger or Authorised Officer pursuant to section 10AA(3) of the Dog Act 1976.

The key distinction between townsite and outside-townsites premises is fundamental to the correct exercise of this delegation:

- (a) Kojonup townsite and Muradup townsites residents: a section 26(3) exemption is required to keep more than 2 dogs over 3 months of age. The maximum that may be approved under any exemption is 6 dogs.
- (b) Rural and farming properties (outside gazetted townsites): a section 26(3) exemption is required to keep more than 4 dogs over 3 months of age. The maximum that may be approved under any exemption is 6 dogs.

Key features of the instrument are as follows:

Applications must be received in writing on the Shire's approved form, identifying the number and breed of dogs proposed to be kept and the location and nature of the premises, including whether the premises are within or outside a gazetted townsite. A site inspection of the premises must be undertaken prior to any determination to assess fencing, shelter, space, and impact on neighbouring and adjoining properties.

The delegated officer must apply the correct permitted number for the premises under clause 3.2(2) of the *Dogs Local Law 2020* based on whether the premises are within or outside a gazetted townsite and must not approve an exemption for more than 6 dogs over 3 months of age: section 26(3)(b) *Dog Act 1976*.

All determinations — approvals and refusals — must be issued in writing with reasons and saved in the Shire's Records Management System. Outcomes and usage of the delegation are to be reported to Council in the delegation's usage register.

Applicants have a statutory right under section 26(5) of the *Dog Act 1976* to apply to the State Administrative Tribunal for a review of a refusal to grant an exemption, a revocation of an exemption, or the conditions attached to an exemption. An application to the SAT must be made within 28 days of service of notice of the decision: section 26(6). The Shire must ensure that all decision notices include written advice of this right of review.

CONSULTATION

Chief Executive Officer
WA Contract Ranger

STATUTORY REQUIREMENTS

Dog Act 1976 (WA):

Section 10AA(1) – A local government may, by absolute majority, delegate to its CEO any power or duty of the local government under another provision of the *Dog Act 1976*. This is the correct head of power for delegating functions conferred by the *Dog Act*, including the exemption power under section 26(3).

Section 10AA(2) – The delegation must be in writing.

Section 10AA(3) – The delegation may expressly authorise the delegate to further delegate the power or duty. RANGER 008 includes such express authority, permitting the CEO to sub-delegate to a Ranger or Authorised Officer in writing.

Section 10AB – Register of, and review of, delegations. The Shire must maintain a register of delegations made under section 10AA and review each delegation at least once every financial year.

Section 26(1) – Authorises a local government, by local law, to limit the number of dogs over 3 months of age that may be kept on premises in the district.

Section 26(2) – Any limit under section 26(1) cannot prevent the keeping of 1 or 2 dogs over 3 months of age and their pups; cannot apply to licensed kennel establishments; and cannot apply to declared or restricted breed dangerous dogs.

Section 26(3) – Where a local law limits the number of dogs in a specified area, the local government may grant an exemption in respect of particular premises. Any exemption: (a) may be subject to conditions; and (b) cannot authorise keeping more than 6 dogs over 3 months of age or pups of those dogs.

Section 26(4) – Offence to keep more than the permitted number of dogs on premises without an exemption under section 26(3) or a kennel establishment licence under section 27.

Section 26(5) – Any person aggrieved by the conditions of an exemption, by a refusal to grant an exemption, or by the revocation of an exemption, may apply to the State Administrative Tribunal for a review of the decision.

Section 26(6) – Application to SAT under section 26(5) must be made within 28 days of service of notice of the decision.

Section 29(1) – Authorised person powers under the Dog Act 1976.

Shire of Kojonup Dogs Local Law 2020:

Clause 3.2(1) – The limitation in clause 3.2 does not apply to premises licensed as an approved kennel establishment under Part 4, or to premises granted an exemption under section 26(3) of the Dog Act 1976.

Clause 3.2(2)(a) – Limit of 2 dogs over 3 months of age (and their young under that age) on premises within a gazetted townsite. Applies to Kojonup townsite and Muradup townsite.

Clause 3.2(2)(b) – Limit of 4 dogs over 3 months of age (and their young under that age) on premises outside a gazetted townsite. Applies to all rural and farming properties in the Shire district outside the boundaries of the Kojonup and Muradup townsites.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

The adoption of this delegation does not in itself have a financial implication. Any application fee for keeping additional dogs is set by the Shire's Schedule of Fees and Charges and is not determined by this instrument.

RISK MANAGEMENT IMPLICATIONS

RISK MANAGEMENT FRAMEWORK			
Risk Profile	Risk Description/Cause	Key Control	Current Action
2 - Business Disruption	Absence of a delegation requiring every application to be determined by full Council resolution, causing administrative delay, impracticality for applicants, and risk of applicants continuing to keep dogs above the permitted number pending determination	RANGER 008 formalises decision-making at officer level. Written reasons required on all decisions. Outcomes reported to Council via delegations usage register. Delegations register reviewed at least annually under section 10AB of the <i>Dog Act 1976</i>	Nil

3 - Compliance	Incorrect application of the permitted number threshold – particularly applying the townsite limit of two dogs to rural / farming properties outside a gazetted townsite (where the limit is four dogs), or vice versa. Failure to advise applicants of their SAR review rights under section 26(5) of the <i>Dog Act 1976</i>	RANGER 008 requires the delegated officer to identify whether premises are within or outside a gazetted townsite and apply the correct limit under clause 3.2(2) of the Dogs Local Law 2020 before assessing each application. All decision notices must include written advice of the right of SAT review. Site inspection mandatory prior to determination.	Nil
Legal/Review	Risk of SAT review of refusal decisions or conditions imposed on approvals. Refusals are not final – applicants have a right of SAT review under section 26(5) of the <i>Dog Act 1976</i> within 28 days of service of notice of the decision.	All decisions issued in writing with reasons. Decision notices include written advice of SAT review rights and the 28-day timeframe. Site inspection and documented assessment support defensible and auditable outcomes. Delegated officer to be aware that the 6-dog ceiling under section 26(3)(b) is an absolute statutory limit.	
Risk rating – <i>ADEQUATE</i>			
IMPLICATIONS			
The delegation of this function at officer level enables timely, consistent and properly documented decision-making. The requirement for site inspections prior to determination,			

written reasons on all decisions, mandatory advice of SAT review rights, and annual review of the delegation register under section 10AB of the Dog Act 1976 supports defensible and auditable outcomes. Officers exercising the delegation must be aware that: (a) the correct permitted number depends on whether the premises are within or outside a gazetted townsite; and (b) no exemption may approve more than 6 dogs over 3 months of age regardless of the circumstances of the application.

ASSET MANAGEMENT IMPLICATIONS

Nil

GREAT SOUTHERN VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Absolute Majority

OFFICER RECOMMENDATION

That Council:

Pursuant to section 10AA(1) of the *Dog Act 1976* (WA), resolves by absolute majority to adopt Instrument of *Delegation RANGER 008 – Approval to Keep More Than the Permitted Number of Dogs on Premises*, as presented in **Attachment 9.4.8.1**, delegating to the Chief Executive Officer the authority to grant or refuse exemptions under section 26(3) of the *Dog Act 1976* (WA) from the dog number limits prescribed by clause 3.2(2) of the Shire of Kojonup Dogs Local Law 2020, being:

- a) more than 2 dogs over 3 months of age on premises situated within a gazetted townsite (including the Kojonup townsite and the Muradup townsite); and,
- b) more than 4 dogs over 3 months of age on premises situated outside a gazetted townsite (rural and farming properties within the Shire district); and,
- c) that no exemption granted under this delegation may authorise the keeping of more than 6 dogs over 3 months of age on any premises, in accordance with section 26(3)(b) of the *Dog Act 1976* (WA); and
- d) that the CEO is expressly authorised to sub-delegate this power in writing to a Ranger or Authorised Officer of the Shire, pursuant to section 10AA(3) of the *Dog Act 1976* (WA), effective from the date of this resolution.

MOVED:		
SECONDED:		
VOTE:	FOR:	
	AGAINST:	

9.4.9 POLICY MANUAL REVIEW

REPORTING OFFICER:	Estelle Lottering – Manager Regulatory Services
DATE:	Wednesday, 20 May 2026
ATTACHMENT(S):	9.4.4.1 - Policy Manual – existing (December 2023) copy showing proposed changes 9.4.4.2 – Policy Manual – final May 2026

'PLACEMAKING' STRATEGIC COMMUNITY PLAN JULY 2023 TO JUNE 2033 To be "The Cultural Experience Centre of the Great Southern" STRATEGIC/CORPORATE IMPLICATIONS		
<i>Key Strategic Pillar/s</i>	<i>Community Goal/s</i>	<i>Corporate Objective/s</i>
Performance	12. A High Performing Council	12.2 SoKO monitoring and reporting 3.1.7 – Determine responsibilities for all assets and review Delegation Register

DECLARATION OF INTEREST

NIL

PURPOSE OF THIS REPORT

The purpose of this report is to conduct an annual review of Council's Policy Manual.

BACKGROUND

Council's Policy Manual is reviewed, in its entirety, on an annual basis and was last reviewed by Council in February 2025. Amendments to, and formation of, individual policies have been presented to Council for its consideration on an as needs basis in the interim, being incorporated into the Policy Manual at the time of amendment or formation.

COMMENT

The annual review of the Policy Manual has been undertaken by Shire Officers.

The following Officer commentary summarises the changes and proposed detailed amendments (tracked) can be seen in [Attachment 9.4.4.1](#).

The Shire of Kojonup Policy Manual is a comprehensive governance and operational document setting out Council policies across community development, corporate services, governance, works, independent living units and regulatory services.

The manual is designed as a living reference document to support consistent decision-making, efficient administration, clear accountability and public access to information.

The proposed draft reflects a substantial modernisation of the manual, with significant additions in community development, tourism, events, heritage and regulatory governance.

Several existing policies have been expanded and rewritten to strengthen legal compliance, risk management, safety obligations, transparency and operational clarity.

New and revised content places stronger emphasis on the current environment related to workplace health and safety, child safety, public liability, cultural heritage protection, privacy, responsible alcohol management and formal approval processes.

Overall, the revised manual broadens policy coverage, improves internal controls, and aligns the Shire’s policy framework more closely with contemporary legislative and governance expectations.

The following quick-reference table and detailed digest below summarise the most significant tracked changes visible in the current proposed draft. The summary is based on the tracked insertions and deletions presently shown in the document.

Section	Main Change Type	Quick Reference Summary
1.2	Major revision	Expanded Hall hire policy with safety, alcohol, child safety, cancellations and complaints provisions.
1.3	Major revision	Recast as a structured equipment hire and asset-control policy for RSL Hall equipment.
1.4	New policy	Introduces a formal grants and financial assistance framework, including eligibility and acquittal requirements.
1.5	New policy	Introduces an event governance framework covering approvals, major events, alcohol and post-event reporting.
1.6	New policy	Establishes principles for tourism investment, visitor promotion, partnerships and reporting.
1.7	New policy	Creates a governance and management framework for Kodja Place and visitor centre operations.
1.8	New policy	Introduces an Aboriginal cultural heritage policy aligned to current legislative obligations.
1.9	New policy	Introduce controls for photography, filming and drone use on Shire land.
2.1.1	Revision and strengthening	Updates purchasing controls, quote thresholds, documentation standards and officer responsibilities.

Changes Detailed Digest by Policy Section

Section 1.2 – Memorial and Lesser Halls Community Usage/Management

This section has been comprehensively rewritten and expanded from a relatively simple hall hire policy into a more formal governance and compliance framework. The tracked changes add a broader objective focused on safe, accessible and well-managed community facilities and insert explicit guiding principles around non-discrimination, community benefit, equitable access and user safety.

New operational clauses introduce mandatory hire agreements, commercial-use approval requirements, minimum public liability insurance expectations, discretionary insurance

waivers for low-risk events, and stronger controls around work health and safety, alcohol, smoke-free and vape-free requirements, child safety obligations, closing times, fees, discounts, bonds, waste costs, booking priority, cancellations, complaints handling and special requests.

Section 1.3 – Hall Equipment – RSL Hall

This section has also been substantially reworked. The original policy wording, which mainly described equipment availability in broad terms, has been largely deleted and replaced with a clearer asset management and hire framework. The revised section introduces a stronger objective focused on safe, accountable management of Shire assets, identifies the specific types of equipment available for hire, and clarifies that only RSL Hall equipment—not equipment from other Council-operated facilities—is available externally. New provisions establish expectations for maintaining an inventory and inspection history, prioritising venue bookings over equipment hire, applying fees and bonds, managing insurance requirements for higher-value hire, ensuring safe use under work health and safety obligations, and setting requirements for return, inspection and recovery of damage costs. The updated version also adds a process for removal and disposal of unserviceable or surplus equipment, linking disposal to broader purchasing and legislative requirements.

Section 1.4 – Community Grants and Financial Assistance

This appears to be an entirely new policy inserted into the manual. The tracked changes establish a full grants governance framework rather than a brief discretionary assistance statement. The new section includes an objective, background and principles, then sets out eligibility requirements, categories of assistance, grant rounds and budgeting, application requirements, assessment criteria, conditions of grant, acquittal obligations, reporting and exclusions. The additions indicate a shift toward a transparent, merit-based and documented process for financial assistance, with greater emphasis on accountability, community benefit, strategic alignment and legislative compliance. The policy also distinguishes different assistance categories such as event support, capital contributions, operating assistance, in-kind support and fee waivers.

Section 1.5 – Events Policy

This is another substantial new insertion. The tracked changes introduce a dedicated events policy governing Shire-organised, Shire-supported and third-party events on Shire land. The new material defines scope and key terms, including major events, and establishes a structured approval framework. It adds requirements for budgeting, event coordination, safety and compliance planning, application lead times, insurance, fees and conditions of use. Additional clauses address major-event management plans, agency consultation, traffic and noise management, alcohol approvals and responsible service expectations. The policy also creates cancellation provisions, force majeure-style protections, and post-event reporting requirements for supported events above a stated funding threshold. Overall, the changes formalise event governance and substantially strengthen risk management and accountability.

Section 1.6 – Tourism and Visitor Promotion

This section appears as a newly inserted tourism policy. The tracked changes establish an overarching framework for how the Shire invests in and promotes tourism. The additions set out an objective and background, then introduce principles for tourism investment, planning, regional partnerships, visitor information, signage, digital promotion and annual reporting. The policy links tourism activity to strategic planning, budget processes and measurable economic outcomes, and emphasises partnerships with regional tourism bodies. It also references Kodja Place, tourism signage and social media controls, indicating stronger

integration between tourism activity and other policy areas. In effect, the changes move tourism promotion from an implied operational function to a defined strategic policy area.

Section 1.7 – Kodja Place and Visitor Centre Management

This newly inserted section creates a dedicated governance and service delivery framework for Kodja Place. The tracked changes describe Kodja Place as the Shire's primary cultural, heritage and tourism asset and introduce operating principles covering cultural integrity, visitor experience, financial sustainability, community use and asset stewardship. The new provisions establish reporting expectations, CEO oversight, visitor-centre functions, heritage collection management, community and commercial hire of spaces, and separate financial management arrangements within the annual budget. The policy also introduces consultation expectations relating to collections and heritage interpretation. Overall, this represents a formalisation of Kodja Place management that was not previously visible in the manual.

Section 1.8 – Aboriginal Cultural Heritage

This is a new policy reflecting more contemporary heritage obligations and risk management of sensitive sites.

The tracked changes insert a formal objective, acknowledgement, background and policy framework tied to the Aboriginal Cultural Heritage Act 2021 (WA).

The new section commits the Shire to respectful engagement, embedding heritage considerations into planning and works, supporting cultural celebration, and providing training to staff and Councillors.

It also introduces practical decision-making requirements around heritage identification, due diligence for ground-disturbing works, unexpected finds procedures, and consultation regarding cultural interpretation at Kodja Place.

The additions signal a clear move toward a more explicit and legislatively aligned approach to Aboriginal cultural heritage management.

Section 1.9 – Photography and Filming on Shire Land

This is a newly inserted policy establishing controls for photography and filming on Shire-managed land and facilities.

The tracked changes define the scope of the policy and distinguish personal photography from commercial activity.

New provisions address approval requirements for commercial filming, application lead times, insurance, fees, operating conditions, drone regulation, privacy considerations and protections for heritage and culturally sensitive sites.

The policy also adds rules for Shire-engaged photographers at events and establishes grounds on which the CEO may refuse approval.

This section broadens the manual into a new regulatory and asset-protection area not previously visible in the same structured form.

Section 2.1.1 – Purchasing and Creditor Control

The tracked changes in this section show strengthening and modernisation rather than wholesale replacement of the policy.

Reviewer responsibility shifted from the Manager Financial and Corporate Services to Deputy CEO as per structural changes.

Importantly, the procurement threshold table has been revised with more explicit wording around verbal and written quotations, record-keeping and purchase order requirements.

For lower-value procurement, the revised text clarifies the need for one verbal quotation, documentation in the quotes register and stated exceptions to purchase order requirements.

For mid-range procurement, the changes require at least two verbal or written quotations and introduce more specific documentation expectations, including use of a record-of-quotes form where written quotations are unavailable or impracticable.

These updates suggest a stronger emphasis on auditability, administrative clarity and consistent purchasing controls.

Please refer to the [Attachment 9.4.4.1](#) for more detailed and specific tracked changes.

Key Implications of the Revisions

The revisions visible in the current draft have a number of practical implications for the Shire's governance, administration and service delivery. The key implications are summarised below:

- 1) **Stronger Governance and Accountability:** The revised manual introduces more formal approval pathways, clearer officer responsibilities, documented decision-making requirements and improved reporting expectations across several policy areas.
- 2) **Increased legislative and compliance obligations:** The additions and revisions place greater emphasis on compliance with contemporary legislation, including work health and safety, child safety, liquor licensing, privacy, cultural heritage and public liability requirements.
- 3) **More structured community-facing processes:** Community grants, events, hall hire, filming approvals and related activities are now framed through more transparent application, assessment and acquittal processes, which is likely to improve consistency but may require clearer public guidance and forms.
- 4) **Additional administrative workload:** The new and expanded policies are likely to increase internal administration associated with applications, approvals, record-keeping, compliance checks, inspections, reporting and ongoing policy monitoring.
- 5) **Potential resource and training implications:** Effective implementation may require staff training, updated procedures, revised templates, improved registers and stronger coordination between operational areas to ensure the policies are applied consistently.
- 6) **Higher risk management expectations:** The revised content reflects a stronger risk management approach, particularly for facilities, events, asset hire, tourism operations and heritage matters, which may reduce exposure but will require active oversight.
- 7) **Need for implementation review:** Given the scale of the revisions, the Shire may benefit from a staged implementation review to confirm that related procedures, delegations, forms, website information and internal responsibilities are aligned with the updated manual.

CONSULTATION

Chief Executive Officer
Manager Regulatory Services
Human Resource Advisor

STATUTORY REQUIREMENTS

While policies have no legal status, it is considered best practice for local governments to have a set of policies that provide guidance to staff, effectively negating the need for staff to constantly refer to Council. Council may adopt, amend or waive policies under Section 2.7 (2) of the *Local Government Act 1995*.

POLICY IMPLICATIONS

This item recommends material amendments to several existing Council policies, creating new policies as outlined in the *Comment Section* and tracked in **Attachment 9.4.4.1**.

FINANCIAL IMPLICATIONS

Nil

RISK MANAGEMENT IMPLICATIONS

RISK MANAGEMENT FRAMEWORK			
Risk Profile	Risk Description/Cause	Key Control	Current Action
8 - Errors, Omissions and Delays	Changes to legislation	Policies and Procedures	Nil
Risk rating – <i>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

GREAT SOUTHERN VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Absolute Majority

OFFICER RECOMMENDATION

That Council approve and adopt the attached Shire of Kojonup Policy Manual, dated May 2026, including amendments as presented.

MOVED:		
SECONDED:		
VOTE:	FOR:	
	AGAINST:	

10. APPLICATIONS FOR LEAVE OF ABSENCE

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11. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil		
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12. QUESTIONS FROM MEMBERS WITHOUT NOTICE

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

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14. MEETING CLOSED TO THE PUBLIC

14.1 MATTERS FOR WHICH THE MEETING MAY BE CLOSED

Nil		
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STATUTORY REQUIREMENT

Section 5.23 of the *Local Government Act 1995* provides as follows: —

Meetings generally open to public

(1) The following are to be open to members of the public —

- (a) all council meetings;
- (b) all meetings of a committee.

(2) Despite subsection (1), if any of the following matters is to be dealt with at a meeting, the council or committee must close the meeting to members of the public to the extent necessary to ensure that the matter is dealt with at the meeting on a confidential basis —

- (a) a matter that a committee of a House of Parliament, or a joint committee of both Houses, has advised the local government must be dealt with on a confidential basis;
- (b) a matter relating to the recruitment or employment of the CEO or a senior employee, including the following —
 - (i) the termination of employment;
 - (ii) a review of performance under section 5.38;
- (c) a prescribed matter;
- (d) a matter that is the subject of a direction given under section 5.23AA(1).

(3) Despite subsection (1), the council or committee must close a meeting to members of the public to the extent necessary to ensure compliance with a requirement (however formulated) —

- (a) that is imposed under a written law, excluding this Act and local laws; and
- (b) that prohibits or restricts the making public of information.

(4) Despite subsection (1), if any of the following information is to be dealt with at a meeting, the council or committee may close the meeting to members of the public to the extent necessary to ensure that the information is dealt with at the meeting on a confidential basis —

- (a) legal advice, or other information, over which the local government holds legal professional privilege;
- (b) information relating to the personal affairs of an individual;
- (c) information contained in a tender received by the local government for a contract to the extent that the information —
 - (i) is a tendered price; or
 - (ii) a tendered methodology for calculating a price;
- (d) information contained in a tender received by the local government for a contract to the extent that —
 - (i) the information discloses any technology, or any manufacturing, industrial or trade process, that the tenderer proposes to use in performing the contract; and
 - (ii) the information has not previously been made public; and
 - (iii) the making public of the information would be likely to have an adverse effect on the tenderer's business interests;
- (e) information the making public of which would be likely to endanger the security (including cyber-security) of any of the local government's property or operations;
- (f) information the making public of which would be likely to impair the effectiveness of any lawful method or procedure for preventing, detecting, investigating or dealing with any contravention or possible contravention of the law;
- (g) prescribed information;
- (h) information that is the subject of a direction given under section 5.23AA(2).

(5) For the purpose of deciding whether to close a meeting to members of the public under subsection (4) in relation to any information, the following matters are irrelevant —

- (a) whether making the information public would cause embarrassment to any of the following —

- (i) the local government;
- (ii) the council or a council member;
- (iii) a committee of the council or a member of a committee of the council;
- (iv) an employee;
- (b) whether making the information public would —
 - (i) cause a loss of confidence in the local government; or
 - (ii) make the local government susceptible to adverse criticism;
- (c) whether the information relates to a matter that is controversial in the district;
- (d) a prescribed matter.
- (6) Subsection (5) does not prevent other matters from being regarded as irrelevant.
- (7) A decision to close a meeting to members of the public under subsection (2), (3) or (4) must be made (including voted on if necessary) at the meeting and while the meeting is open to members of the public.
- (8) If a decision is made to close a meeting to members of the public under subsection (2), (3) or (4), the following must be recorded in the minutes of the meeting —
 - (a) the decision;
 - (b) the subsection under which the decision is made and, if that subsection is subsection (2) or (4), the paragraph of that subsection under which the decision is made;
 - (c) if the provision recorded under paragraph (b) is subsection (2)(c) or (4)(g) — the applicable regulation (including any applicable subregulation or paragraph);
 - (d) if the provision recorded under paragraph (b) is subsection (2)(d) or (4)(h) — a statement that a direction was given under section 5.23AA(1) or (2) (as the case requires);
 - (e) an explanation of how the matter or information to which the decision relates falls within the scope of the provision recorded under paragraph (b);
 - (f) a summary of the steps taken to ensure that the closure to members of the public is for no longer than required or authorised under the provision recorded under paragraph (b);
 - (g) any prescribed information.
- (9) Sections 5.95(3) and 5.96A(2) do not apply to information that is required to be recorded in the minutes of a meeting under subsection (8).

PROCEDURAL MOTION

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

MOVED:		
SECONDED:		
VOTE:	FOR:	
	AGAINST:	

PROCEDURAL MOTION

That the meeting be reopened to the public at _____pm.

MOVED:		
SECONDED:		
VOTE:	FOR:	
	AGAINST:	

14.2 PUBLIC READING RESOLUTIONS THAT MAY BE MADE PUBLIC

15. CLOSE

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

16. ATTACHMENTS

- | | | |
|--------|----------|---|
| 6.1 | 6.1.1 | Unconfirmed Minutes of an Ordinary Council Meeting held on 28 April 2026 |
| 9.4.1 | 9.4.1.1 | Kojonup Monthly Report 30 April 2026 |
| 9.4.2 | 9.4.2.1 | Monthly Payment Listing April 2026 |
| 9.4.3 | 9.4.3.1 | Rates to be written off |
| 9.4.4 | 9.4.4.1 | Unconfirmed BFAC Minutes – 5 May 2026 |
| | 9.4.4.2 | Bushfire Association AGM Minutes 22 April 2026 |
| 9.4.6 | 9.4.6.1 | Firebreak Order 2026-2027 |
| | 9.4.6.2 | Western Australian Government Gazette – Friday, 3 February 2012 No.16 – (Pages 611-619) |
| 9.4.7 | 9.4.7.1 | RFT 042526 – Waste Collection, Disposal and Transfer Station Services |
| | 9.4.7.2 | Addendum No.1 – Summary of Required Services |
| 9.4.8 | 9.4.8.1 | Instrument of Delegation Ranger 008 Approval to keep more than Two dogs on the premises |
| | 9.4.8.2 | Shire of Kojonup Dog Local Law |
| 9.4.9 | 9.4.9.1 | Shire of Kojonup Policy Manual – 2026 Draft |
| 9.4.10 | 9.4.10.1 | ASW proposal for the Bloom Festival 2026 |



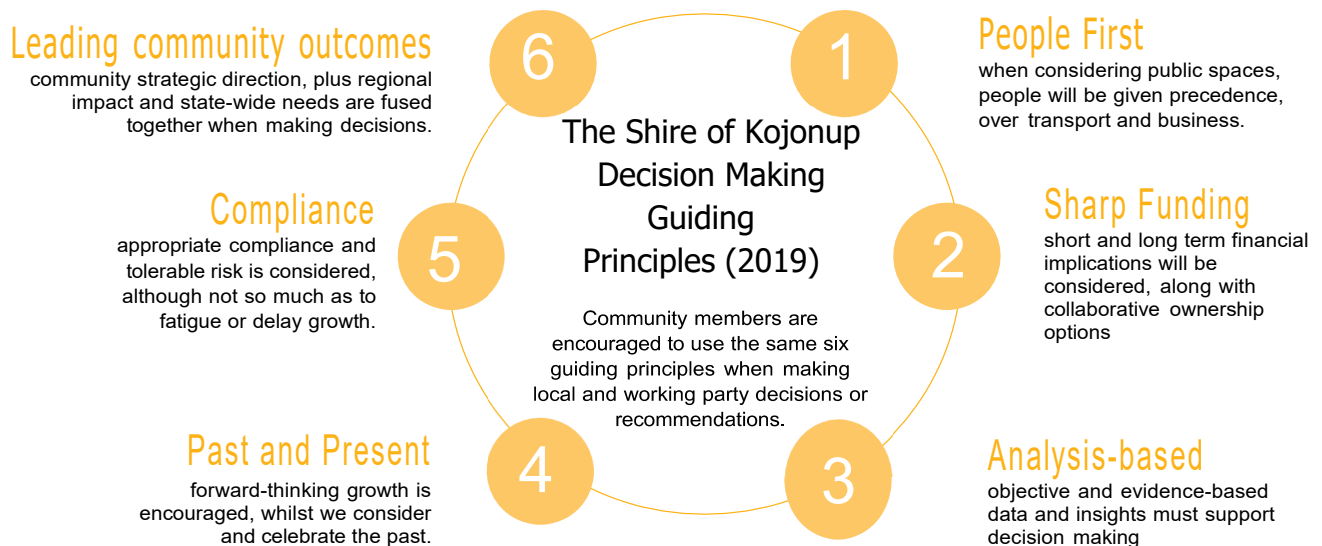
SHIRE OF KOJONUP

MINUTES

Ordinary Council Meeting

28 April 2026

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 FOR AN ORDINARY COUNCIL MEETING TO BE HELD ON 28 April 2026**TABLE OF CONTENTS**

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

The Shire President shall declare the meeting open at **15:00 pm** 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

Nil

3 ATTENDANCE**COUNCILLORS**

Cr Bilney

Cr Mathwin

Cr Wieringa

Cr Radford

Cr Mickle

Cr Mitchell

Cr Michael

Shire President (Presiding Member)

Deputy Shire President

STAFF

Grant Thompson

Jill Johnson

Estelle Lottering

Nerrida Robinson

Chief Executive Officer

Deputy Chief Executive Officer

Manager Regulatory Services

Rates Officer

3.1 APOLOGIES

Nil

3.2 APPROVED LEAVE OF ABSENCE

Nil

4 DECLARATION OF INTEREST

Nil

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 24 February 2026

Unconfirmed Minutes of an Ordinary Council Meeting held 24 February 2026 are at **attachment 6.1.1.**

OFFICER RECOMMENDATION / COUNCIL DECISION

Motion: 28/26

Moved: Cr Mickle

Seconded: Cr Radford

That the Minutes of an Ordinary Council Meeting held 24 March 2026 be confirmed as a true record with the correction that related to the deferral motion on Agenda Item 9.4.11, Cr Craig Mitchell voted for the motion and Cr Wieringa voted against the motion.

Carried: 7/0

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

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

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 (MARCH 2026)

AUTHOR	Jill Johnson – Deputy Chief Executive Officer
DATE	Thursday 23/04/2026
ATTACHMENT(S)	9.4.1.1 – Monthly Financial Statements 1 March 2026 to 31 March 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 note the Monthly Financial Statement for the months ending 31 March 2026.

BACKGROUND

Regulation 34 of the Local Government (Financial Management) Regulations 1996 requires a local government to prepare a Statement of Financial Activity each month, and to present it to an ordinary meeting of the Council within two (2) months after the end of the reporting period. The Statement of Financial Activity is the primary monthly financial reporting instrument and provides Council with an overview of the Shire's financial performance against the adopted budget for the year to date.

COMMENT

The attached Statement of Financial Activity for the period March 2026 represents nine (9) months of the 2025/2026 financial year, or 75% of the year elapsed.

The statements are presented in accordance with Regulation 34 of the Local Government (Financial Management) Regulations 1996 and Council Policy 2.1.6. The overall financial position of the Shire remains sound.

The following items are worthy of noting:

- Closing surplus position of \$3,395,762. This represents the net position after accounting for all operating revenues and expenditures to date, and is broadly consistent with the expected year-to-date budget position at this stage of the financial year.
- Capital expenditure has achieved 87.3% of budgeted projects at the nine-month mark, indicating solid delivery of the capital works program. Remaining projects are

expected to be progressed or completed prior to 30 June 2026, with any incomplete works to be considered for carryover as part of the 2026/2027 budget process.

- Cash holdings total \$5,128m, of which \$1,140m is held in cash-backed reserve accounts and \$3,988m in unrestricted cash. The Shire's liquidity position remains strong and is sufficient to meet operational obligations and committed capital expenditure for the remainder of the financial year.
- Rates debtors outstanding equate to 11% of total rates raised for 2025/2026. This is within an acceptable range for this point in the financial year and is being actively managed. Follow-up action on overdue accounts is ongoing in accordance with the Shire's debt recovery procedures.
- Major budget variations comparing year-to-date (amended) budget to year-to-date actuals are detailed on Page 11 of the statements, in accordance with Council Policy 2.1.6. Council's attention is drawn to any significant variances noted therein; these are explained in the statements and do not represent a cause for concern unless otherwise indicated.
- Rates debtors outstanding equate to 11% of total rates raised for 2025/2026

CONSULTATION

Nil

STATUTORY REQUIREMENTS

Regulation 34 (1) requires a local government to prepare a "Statement of Financial Activity" each month, reporting on the sources and applications of funds for the year to date. Regulation 34(4) requires the Statement to be presented to an ordinary meeting of the Council within two (2) months after the end of the month to which it relates. This report satisfies that requirement for the month ending 31 March 2026, with the meeting occurring on 28 April 2026.

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
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	<i>Budget Controls</i>	Cash Flow Budget and reporting to be implemented

	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>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**Motion: 29/26****Moved: Cr Wieringa****Seconded: Cr Mickle**

That the monthly financial statements for the period ending 31 March 2026, as attached, be noted.

Carried 7/0**For: Cr Bilney, Cr Mathwin, Cr Michael, Cr Wieringa, Cr Mitchell, Cr Mickle, Cr Radford**

9.4.2 MONTHLY PAYMENTS LISTING – MARCH 2026

AUTHOR	Rachael Egerton-Warburton – Finance Officer (Creditors)
DATE	Tuesday, 21 April 2026
ATTACHMENT	9.4.2.1 - Monthly Payment Listing March 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

To receive the list of payments covering the months of March 2026.

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

Motion: 30/26

Moved: Cr Michael

Seconded: Cr Mathwin

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 March 2026		31 March 2026
Municipal Cheques	14416	\$55,991.30
EFTs	37689-37858	\$933,814.23
Direct Debits		\$500,825.03
Total		\$1,490,630.56

be received.

Carried:7/0

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

9.4.3 FINANCIAL MANAGEMENT – RATES WRITE-OFFS

AUTHOR	Nerrida Robinson – Rates Officer
DATE	Thursday, 17 April 2026
ATTACHMENT	9.4.3.1 - Rates to be written off

‘PLACEMAKING’ STRATEGIC COMMUNITY PLAN JULY 2023 TO JUNE 2033 <i>To be “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 seek Council authorisation to the write-off of interest charges that were incorrectly levied against a number for rateable properties during a period in which the Shire of Kojonup was reviewing and correcting underlying rate account issues. The interest was generated automatically by the rates system and did not reflect amounts lawfully owing.

BACKGROUND

The Shire of Kojonup’s rates system accrues interest daily on outstanding rate balances. During a review of rating accounts, it was identified that several properties had been incorrectly rated, resulting in rate charges being raised in error. While the underlying rate errors were corrected, interest that had accrued against these accounts during the review period was not automatically reversed. The properties and the interest amounts affected are listed in **Attachment 9.4.4.1**.

COMMENT

The interest charges listed in **Attachment 9.4.4.1** were generated automatically by the Shire’s rates system because of the incorrect rate assessments. As the underlying rates were raised in error, any interest flowing from those assessments is also incorrectly charged and should not be recoverable from the affected ratepayers.

The Rates Officer has reviewed each of the affected accounts and confirmed that the interest charges arose solely from the erroneous rate assessments. The total amount proposed to be written off is \$595.78. The CEO and DCEO have reviewed the accounts and concur with the officer’s assessment that write-off is appropriate in each case.

CONSULTATION

Chief Executive Officer

Deputy Chief Executive Officer

STATUTORY REQUIREMENTS

Section 6.12(1)(b) of the Local Government Act 1995 provides that a local government may, by resolution, write off any amount of money. This is the applicable provision authorising Council to write off the incorrectly levied interest charges. Sections 6.25 to 6.82 of the Local Government Act 1995 and Sections 52 to 78 of the Local Government (Financial Management) Regulations 1996 also relate to property rating requirements and procedures more broadly.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

The write-off of interest charges totalling \$595.78 will result in a reduction of revenue receivable by the Shire. As these amounts were incorrectly levied and do not represent revenue lawfully owing, the write-off does not constitute a material impact on the Shire's adopted budget. The amounts have been reviewed and are not considered to be material to the Shire's overall financial position. Any budget impact will be managed within existing operational allocations.

STRATEGIC/CORPORATE IMPLICATIONS

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

RISK MANAGEMENT IMPLICATIONS

Failure to write off the incorrectly levied interest charges carries reputational and legal risk for the Shire. Seeking payment of amounts that were not lawfully raised may expose the Shire to complaints, disputes, and potential legal challenge from affected ratepayers. Approving this write-off mitigates those risks and demonstrates sound and transparent financial administration.

ASSET MANAGEMENT PLAN IMPLICATIONS

Nil

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

Motion: 31/26

Moved: Cr Mitchell

Seconded: Cr Radford

That Council, pursuant to Section 6.12(1)(b) of the Local Government Act 1995, resolves to write off interest charges totalling \$595.78 incorrectly levied against the properties listed in Attachment 9.4.4.1, on the basis that those charges were raised as a consequence of rate assessments that were themselves raised in error.

Carried:7/0

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

9.4.4 LEASE OF COUNCIL PROPERTY – 162 BLACKWOOD ROAD, KOJONUP – EXPRESSION OF INTEREST

AUTHOR	Du-Wayne Lottering – Property Services Manager
DATE	Thursday 23 April 2026
ATTACHMENT(S)	9.4.4.1 – George Church Community Medical Centre Inc. Tender 162 Blackwood Road 9.4.4.2 – EOI Offer

‘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 3.1.7 – Determine responsibilities for all assets and review and update lease conditions where other entities have partial or full responsibility for assets on Council managed land.

DECLARATION OF INTEREST

Nil

SUMMARY

The purpose of this report is to consider an Expression of Interest received for the lease of Lot 162 Blackwood Road, Kojonup.

BACKGROUND

Lot 162 Blackwood Road, Kojonup, represents approximately 34 hectares of agricultural land situated between Kojonup’s industrial estate and the Showgrounds/Sporting Precinct on Blackwood Road. Previously, this land has been leased for farming purposes.

The most recent lease over this land expired early 2026. Following expiry, a public Expression of Interest process was undertaken in accordance with the *Local Government (Functions and General) Regulations 1996*. The EOI process closed on 9 April 2026 at 4pm.

The lease conditions advertised as part of the EOI process included the following:

- Term of lease to be for a period of three (3) years;
- The lessee accepts the property on an ‘as is’ basis;
- The lessee is to maintain perimeter fences at the current standards;
- The Shire of Kojonup will not be liable for any issues arising from fencing and/or containment of stock;

- The lessee is responsible for managing and minimising any fire hazard and complying with any relevant conditions of the annual fire break order; and
- Any stocking rates will be agreed by both parties on an 'as needs' basis to respond to any animal welfare, fire hazard reduction, and land quality preservation issues that may arise.

COMMENT

One Expression of Interest was received by the close of the EOI period. The EOI was submitted by George Church Community Medical Centre Inc. (GCCMC), represented by Cathy Ivey (Secretary), on 9 April 2026 ([Attachment 9.4.4.1](#) and [Attachment 9.4.4.2](#)).

GCCMC has proposed the following lease terms:

- Term: Three (3) years, commencing 10 April 2026;
- Annual lease payment: \$2,500 per year;
- Intended use: Cropping, undertaken to the standard of accepted district farming practices.

GCCMC noted in its submission although it was unable to access the full tender documentation it confirmed its intention to comply with the advertised lease conditions.

As the only proponent it is recommended that Council resolve to lease 162 Blackwood Road, Kojonup, to George Church Community Medical Centre Inc. and delegate authority to the Chief Executive Officer to negotiate and execute the lease agreement.

CONSULTATION

A public Expression of Interest process was undertaken in accordance with *regulation 30 of the Local Government (Functions and General) Regulations 1996*. One EOI was received from George Church Community Medical Centre Inc. No further external consultation has been undertaken.

STATUTORY REQUIREMENTS

Local Government Act 1995 s. 3.58 – Disposing of property: A lease of land constitutes a disposal of property under this section. Under s. 3.58(2)(b), a local government may dispose of property by public tender. Where a public EOI process has been conducted and a submission received, Council may consider awarding the lease on that basis.

Local Government (Functions and General) Regulations 1996 r. 30 – Dispositions of property excluded from Act s. 3.58: Under r. 30(2a)(b), a disposition of property is an exempt disposition if the property is disposed of within 6 months after it has been the subject of a public tender/EOI process but either no tender is received or any tender received is unacceptable. This provision may also be relevant where a compliant EOI is received following the close of the formal advertising period.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

If Council resolves to award the lease to George Church Community Medical Centre Inc., the Shire will receive \$2,500 per annum for the three-year lease term, totalling \$7,500 over the lease period. There will also be a reduction in fire hazard control costs for the Shire, as the lessee is responsible for managing and minimising fire hazard on the land under the advertised lease conditions.

RISK MANAGEMENT IMPLICATIONS

The formation of a lease for 162 Blackwood Road defines the terms that apply to all parties and reduces ambiguity if any issue arises during the lease term. A lease arrangement ensures the land is actively managed, fire hazard is minimised, and the Shire receives rental revenue. Failure to lease the land leaves it unmanaged, increasing fire hazard risk and foregoing revenue.

GCCMC's EOI noted it was unable to access all tender documentation at the time of submission; it is recommended that the CEO ensure full lease conditions are confirmed with GCCMC prior to execution of the lease agreement.

ASSET MANAGEMENT IMPLICATIONS

Leasing of 162 Blackwood Road, Kojonup, ensures the use, maintenance and fire hazard reduction of this land asset whilst also providing revenue to the Shire.

GREAT SOUTHERN VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION**Motion: 32/26****Moved: Cr Radford****Seconded: Cr Mickle****That Council:**

- 1. accept the Expression of Interest received from the George Church Community Medical Centre Inc. for \$2,500.00 per annum for the lease of 162 Blackwood Road, Kojonup, for a three (3) year period commencing 10 April 2026 and concluding 9 April 2029, for cropping purposes; and,**
- 2. Delegates authority to the Chief Executive Officer to negotiate and execute the standard lease agreement for 162 Blackwood Road, Kojonup, with George Church Community Medical Centre Inc., in accordance with the advertised lease conditions.**

Amendment to Motion**Mover: Cr Bilney****Seconder: Cr Mitchell****That Council amend the termination date to conclude on 1 February 2029****Carried: 7/0****For: Cr Bilney, Cr Mathwin, Cr Michael, Cr Wieringa, Cr Mickle, Cr Radford, Cr Mitchell****Amendment Becomes the Substantive Motion 32/26**
Mickle**Moved: Cr Radford Seconded: Cr****That Council:**

- 3. accept the Expression of Interest received from the George Church Community Medical Centre Inc. for \$2,500.00 per annum for the lease of 162 Blackwood Road, Kojonup, for a three (3) year period commencing 10 April 2026 and concluding 1 February 2029, for cropping purposes; and,**
- 4. Delegates authority to the Chief Executive Officer to negotiate and execute the standard lease agreement for 162 Blackwood Road, Kojonup, with George Church Community Medical Centre Inc., in accordance with the advertised lease conditions.**

Carried: 7/0**For: Cr Bilney, Cr Mathwin, Cr Michael, Cr Wieringa, Cr Mickle, Cr Radford, Cr Mitchell****Note: Amended due to the month of April being too late for cropping decisions.**

9.4.5 RESERVE ACCOUNT APPROPRIATENESS REVIEW – 2025/2026

AUTHOR	Grant Thompson – Chief Executive Officer
DATE	Wednesday, 14 April 2026
ATTACHMENT(S)	Nil

‘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 consider:

1. the annual review of appropriateness of each reserve account in accordance with Council Policy; and,
2. the Audit Risk and Improvement Committee recommendation to create a new reserve, and,
3. changes to *Financial Policy 2.1.6* to reflect the changes of decisions ratified by Council related to reserves.

BACKGROUND

Council resolved, at its Ordinary Meeting held 29 November 2022, that a review of the Reserves should be conducted and presented to its 7 February 2022 meeting:

“That Council defers the presentation of the following information to its 7 February 2023 Ordinary Meeting:

A report on how the reserve accounts operation could be enhanced in respect to the following, but not to the exclusion of other issues that appear during the process:

- *Council motions regarding contributions.*
- *Timing of cash movements.*
- *Monthly reporting of account balances.*
- *Detail provided in budgeting of reserve account transfers.*
- *The concept of saving for plant and equipment purchases versus borrowing the capital required at the time of purchase.”*

Post this review and after consideration of public comment the Council moved to seek community feedback on a recommendation to rationalise the number of reserves from 33 reserves (including Springhaven Lodge Bonds reserve) to 8 reserves at a 28 February 2023 Special Council Meeting:

15/23 *Moved Cr Gale*

Seconded Cr Wieringa

That:

The annual review undertaken addressing the appropriateness of all reserve accounts' purposes, financial sustainability, suitability of current balances, and deficiencies for the funding of asset management and future projects as identified in forward plans be received;

The Council advertises the proposed recommended changes, as presented, in accordance with section 6.11 of the Local Government Act 1995 Reserve Accounts and including the following changes:

- 1. the Community Grant Scheme Reserve be renamed the Memorial Hall - Theatrical Infrastructure Reserve with nil change to the Terms of Reference; and*
- 2. the Plant and Equipment Reserve be renamed the Emergency Plant Repair and Replacement Reserve with the Terms of Reference to include repairs and funds being capped at \$250,000 with any surplus returned to the Shire of Kojonup Municipal Fund; and*

If nil public submissions are received the Council authorises the Chief Executive Officer to action the changes in the 2022/23 budget review; and that the 2023/2024 draft budget include the streamlined and reduced number of reserves as recommended.

CARRIED BY ABSOLUTE MAJORITY

7/0

This review recommended the following reserves to be maintained/merged as follows:

1. Employee Leave
2. Springhaven Lodge (Bonds)
3. Sports Complex P&E Upgrade & Renewal (Newly Merged Reserve)
4. Independent Living Units
5. Plant Replacement
6. Landfill Waste Management
7. Low Income Housing
8. The Kodja Place P&E, Upgrade & Renewal (Newly Merged Reserve)

Post community Consultation the Council moved the following motion at a May 2023 Ordinary Council meeting:

55/23 Moved Cr Egerton-Warburton

Seconded Cr F Webb

That, having received and considered formal Community feedback as per s. 6.11 of the Local Government Act 1995 (Reserve Accounts):

1. *The annual review undertaken by the Council at the formal Council meeting on 28 February 2023 addressing the appropriateness of all reserve accounts' purposes, financial sustainability, suitability of current balances, and deficiencies for the funding of asset management, be adopted, as presented, including the following changes:*
 - a. *the Community Grant Scheme Reserve be renamed the Memorial Hall - Theatrical Infrastructure Reserve with nil change to the Terms of Reference; and,*
 - b. *the Plant and Equipment Reserve be renamed the Emergency Plant Repair and Replacement Reserve with the Terms of Reference to include repairs and funds being capped at \$250,000 with any surplus returned to the Shire of Kojonup Municipal Fund; and,*
 - c. *the NRM Reserve be retained with its current terms of reference; and*
2. *Council authorises the Chief Executive Officer to action the changes in the 2022/23 budget review and that the 2023/2024 draft budget include the streamlined and reduced number of reserves as recommended.*

CARRIED BY ABSOLUTE MAJORITY 8/0

As a result of Community feedback the Council moved the above motion to retain the:

1. Community Grants Reserve (to be renamed to the Memorial Hall Theatrical Reserve); and
2. The Natural Reserve Management Reserve.

Since the review, the Springhaven Lodge (Bonds) reserve has been closed as per the major land transaction to Hall & Prior.

In 2025 Council further instructed the CEO to investigate the appropriateness of an unplanned capital and maintenance expenditure reserve on properties and assets as per the Audit Risk & improvement Committee recommendation as follows:

COUNCIL Motion 60/25

Moved Cr Mathwin

Seconded Cr Mickle

That Council instruct the CEO to investigate creating a reserve appropriateness reserve fund specifically to be used for unplanned capital and maintenance expenditure on properties and assets.

CARRIED 6/0

For: Cr Bilney, Cr Wieringa, Cr Egerton-Warburton, Cr Radford, Cr Mathwin, Cr Mickle

The recommendation from this investigation is for consideration in this report.

Council Policy 2.1.6 – ‘Financial Governance’ has a section relating to reserve accounts, which states as follows:

‘In addition to grant funding, the Shire’s reserve accounts are one of the primary funding sources for major projects and will be prioritised in the annual budget.

Cash reserves are to be established and maintained to accumulate funds for the following purposes:

1. To smooth funding allocations over future years;
2. To offset liabilities in respect of previously earned employee entitlements to the extent they require an outflow of funds not allocated in the annual budget;
3. To meet statutory obligations;
4. To fund renewal of existing physical/built assets;
5. To fund future strategic initiatives and the provision of new services and facilities to future residents;
6. To buffer against unpredictable events;
7. To hold unspent grants and contributions; and
8. Other purposes as determined by the Council from time to time.

When preparing the annual budget each year, consideration will be given to establishing reserve accounts for major projects as contained within the Community Strategic Plan.

The CEO will conduct an annual review for the Council addressing the appropriateness of each reserve account purpose, suitability of current balances, and deficiencies for the funding of future projects as identified in adopted forward plans.

Specifically, the following goals are set for individual reserve account balances:

- Employee Leave – As a minimum, the level of this reserve should meet both:
 - The EBA sick leave liability (clause 29); and
 - The current portion of the long service leave liability for staff with seven (7) years or more service.

This funding goal is to be implemented over several financial years up to 2021/2022 to manage the financial impact.

- Day Care Building Maintenance – 100% of annual rent paid by the tenant is deposited into this account;
- Springhaven Building Upgrade & Renewal - This reserve receives 100% of interest earned from the ‘Springhaven Lodge’ (bonds paid by residents) reserve account;

- Low Income Housing - All operating profit/(loss) is to be transferred to/(from) this reserve in accordance with the joint venture agreement with the Department of Housing;
- Independent Living Units - Operating profits from Loton Close & Soldier Road units are transferred to this reserve;
- Landfill Waste Management - 10% of total rubbish & recycle bin charges are to be allocated to this reserve annually;
- Energy Efficiency - 50% of any savings resulting from expenditure of this reserve account is to be transferred back into the reserve;
- Saleyards - The profit or loss from annual operations of the Saleyards to be transferred to this account.'

Current Reserve Accounts Purpose:

The purpose for which each reserve account is established are as follows:

Employee Leave Reserve

To be used to fund annual and long service leave requirements.

Low Income Housing Reserve

To be used for major and minor maintenance of Jean Sullivan Units. All operating profit is to be transferred to this reserve in accordance with the joint venture agreement.

Independent Living Units

To transfer operating profits from Loton Close units to this reserve to fund major maintenance and future asset replacement.

Landfill Waste Management Reserve

To be used for future upkeep, maintenance, expansion, post closure activities and or reclamation of the Shire's waste management facilities. 10% of rubbish bin charges are to be allocated to this reserve annually.

Natural Resource Management

For the Shire of Kojonup to progress the following projects:

1. Bridal Creeper and tagasaste Eradication program.
2. Managing water resources including water harvesting and re-use opportunities in the Shire for the use in Kojonup parks and reserves during summer.
3. Undertake weed management and planting of native trees and shrubs in conjunction with Schools, 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.

to improve biodiversity, fauna habitat and natural resource management outcomes.

Sports Complex P&E Upgrade & Renewal

To support funding Council contribution to plant and equipment replacement or failures, co-funding grants or to fund construction or renewal of Shire sporting facilities, includes all Shire assets and Plant & equipment within the Shire Sporting Complex (swimming

pool, netball courts, oval, irrigation, sports complex, public facilities, lighting etc, not exhaustive).

Memorial Hall - Theatrical Infrastructure Reserve (previously Community Grant Scheme)

To finance community grant scheme rounds and to financially manage larger community grants that may extend over more than one financial year.

The Kodja Place Plant & Equipment, Upgrade & Renewal

To be used for major upgrade, capital renewal, asset maintenance of The Kodja Place buildings, equipment and tourist precinct.

Emergency Plant Repair & Replacement

To be utilized for emergency repairs, maintenance and replacement of Shire plant and equipment. The fund is to be capped at \$250,000 with any surplus returned to the Shire of Kojonup Municipal Fund.

OFFICER'S COMMENT

Reserve accounts allow the Shire of Kojonup (Shire) to earmark a portion of surplus funds to cover future costs either capital or expenditure. Reserve accounts can be an important component of the Shire's financial planning and support growth and set contingency against setbacks.

It must be noted that the success of reserve management depends heavily on self-funded free cash flow. That is, you need to have surplus cash to put aside after the core business is fully funded.

Reserves are necessary for a variety of reasons and in a cash healthy organisation they are a sound tool to plan for the future, including:

- To meet 'working capital' requirements (e.g. to allow expenditure to be made ahead of the receipt of a grant or contract income);
- To provide a fund to take advantage of upcoming opportunities for expanding public benefit as and when they arise (e.g. leverage co funded grant opportunities); and
- To leverage funds for resource specified new or expanded projects and 'capital expenditure' plans.

Existing Reserves

This review found the current reserve accounts have good intent, they are established to enable important building renewals, maintenance, emergency repairs and the Shires liabilities, to be funded.

Cashflow Consideration of Reserves

In reviewing the current reserves, consideration of the Shire's cashflow and capacity to allocate funds to the reserves must primarily be taken into account. An organisation should only transfer funds to reserves where its free cashflow status is sustainable i.e. working capital requirements can be met and, just as important, the total cost of borrowing can be serviced comfortably.

Whilst the idea of reserves is a sound, financially prudent concept, one of the difficulties with the Shire's current reserves policy is that it is effectively funding the reserves by firstly transferring out the working capital requirement, but then replenishing the fund from the budgeted cash flow for often a similar amount it transferred out, effectively making the purpose of the reserve redundant as it is difficult to grow a reserve to the level required to be of any value.

The Council is aware the Shire of Kojonup has a tight free cashflow position and, therefore, reserving cash for future spend can place pressure on its ability to pay creditors, particularly at the end of the financial year where funds are depleted prior to the next rating season.

It is critical that any free cash that the Council allocates to reserves must be available and have no impact on the Shires working capital requirement. This is a planning and budgeting issue and will be reviewed by the Chief Executive Officer (CEO) in the lead up to the 2023/24 budget with the aim of recommending changes in the cost structure to be more sustainable.

Appropriateness of Existing Reserve Account Balances:

The following table shows reserve account balances as of 30 June 2025 and (budgeted) 30 June 2026 and a commentary on the appropriateness of these balances in conjunction with major projects planned in *Smart Implementation*.

Recommendations within the table are made based on the following key:

X - Close Reserve

↑ - More funds required

✓ - Currents funds are appropriate;

? - Funds are surplus to needs of the account; and

? – Needs further intervention to be relevant

Recommendations have also been colour coded using a traffic light system.

The next section guides the Council on recommendations on each of the reserves and their use.

	Name of Reserve	Actual Balance 30 June 2025	Budgeted Balance 30 June 2026	Officers Comment	This Year's Rec.
1.	Emergency Plant Replacement	\$269,951	\$ 277,571	Recommendation: Retain. As per the terms of reference Transfer the funds above the \$250,000 to the municipal account	✓
2.	Employee Leave	\$ 296,408	\$ 304,030	Policy 2.1.6 has set a plan to increase the level of this reserve in accordance with a set formula of minimum balance. This reserve is a priority. The reserve needs to grow at a higher escalation rate and is being investigated at this time. Recommendation: As per Councils directive the CEO to present a review of this reserve in relation to what is a required minimum amount and what top ups are required each financial year to meet the liability obligations.	↑
3.	Low Income Housing	\$ 91,023	\$ 92,813	This reserve 'operates' the Jean Sullivan joint venture housing, i.e. profit from rent transferred to reserve to fund major maintenance. Rental amounts are set by the State. Recommendation: Retain	✓
4.	Sports Complex P&E Upgrade & Renewal	\$ 68,321	\$ 54,701	Very important community asset that has substantial upgrade requirements to meet user needs. Kitchen upgrade (including cool room) and building extension for storage/office space, swimming pool club rooms and deck extension are all identified future projects. Recommendation: Continue to monitor this reserve and fund as free cashflow allows. Review each budget.	↑

	Name of Reserve	Actual Balance 30 June 2025	Budgeted Balance 30 June 2026	Officers Comment	This Year's Rec.
5.	Landfill Management Waste	\$ 87,276	\$ 88,987	Current operations and improvement required in waste management highlights that this will be an area of future expenditure needs. Post closure management expenses need to be saved for the duration of the operation of a facility to ensure appropriate funding of required works following closure. From 1 July 2018, the reserve definition was updated to include 10% of rubbish bin charges being allocated to this account. Recommendation: Change the Policy to remove Council's obligation to fund this from 10% of waste charges. Retain and fund as free cashflow allows. Review each budget.	↑
6.	Community Scheme Grant	\$ 10,672	\$10,834	As per the Strategic Community Plan the use of this fund is to help support community groups and initiatives and projects in the community. Recommendation: Revert the name to "Community Grants Scheme" reflecting the terms of reference.	✓
7.	Independent Living Units	\$ 172,455	\$ 153,829	This reserve was nearly fully withdrawn with the construction of new ILU's. Rental returns will rapidly improve the reserve over time, importantly from an asset replacement perspective in the long term. Recommendation: Retain and fund as free cashflow allows. Review each budget.	✓

	Name of Reserve	Actual Balance 30 June 2025	Budgeted Balance 30 June 2026	Officers Comment	This Year's Rec.
8.	Natural Resource Management	\$ 106,230	\$ 108,309	NRM needs a deep review. Recommendation: Discuss with the NRM committee what they wish these funds to be used for. Take to the next NRM committee meeting for consideration.	✓
9.	The Kodja Place Building Upgrade & Renewal	\$ 19,222	\$ 19,581	Retain as is, review in Kodja Place Strategic discussion 2026	↑
10.	Sporting Facility	\$ 82,228	\$ 14,985	Major expenditure 2020 - 2022 will meet the immediate demands for facility upgrades. Possible parking/kerbing/footpath upgrades are all identified future projects. Recommendation: Finalise the merger of the sporting reserves as directed and Council Continue to monitor. Fund as free cashflow allows. Review each budget.	↑

Summary and Recommendations to Reserve Management and Financial Policy 2.1.6

On a short horizon it is important that the Shire continues to focus on debt reduction and creating capacity to fund more capital projects over the next five to ten years. Reducing borrowing costs will unburden cash to be utilised for future investment and reserve retention.

As a result the following recommendations are offered for consideration:

1. Changes to Reserve Terms of Reference

Memorial Hall - Theatrical Infrastructure Reserve (previously Community Grant Scheme)

The purpose of this reserve is: “To finance community grant scheme rounds and to financially manage larger community grants that may extend over more than one financial year.”

It is recommended that Council revert the name of the Memorial Hall - Theatrical Infrastructure Reserve (previously Community Grant Scheme) back to the Community Grant Scheme. This name better reflects the terms of reference (ToR) of the reserve and better aligns to the strategic plan.

The alternative is to change the terms of reference to reflect the name which is not recommended by the Author.

2. Additional/New Reserve Accounts

The Audit Risk and Improvement Committee has recommended a new Building Upgrade and Renewal Reserve as follows:

Building Upgrade & Renewal Reserve

To be used for major maintenance, upgrades and renewal of Council owned buildings.
Land Acquisition & Development.

Specifically, to be used for unplanned capital and maintenance expenditure on properties and assets.

A new reserve for Unplanned Maintenance, recommended by the Audit Risk & Improvement Committee, is not recommended at this stage, and be deferred until free cash becomes available to sustain such a reserve.

Whilst this would be a worthwhile reserve to consider it is recommended that the Council does not create a ***Building Upgrade & Renewal Reserve*** for the primary reason of lack of free cash flow to sustain the reserve and make it meaningful.

There are other reserves, such as the Employee Leave Provisions reserve, that require to be prioritised and the use of free cash flow should go to these reserves first and foremost. The other aspect is there are reserves that are already created for parts of this purpose and for specific assets. Examples are the Shire already specifically reserves money for the sports complex, Kodja Place and other assets. This recommendation from the ARIC should be revisited every year when the review is undertaken.

As a consequence, it is not recommended that any new reserve accounts be created as part of this review.

3. Policy Review

The current Council policy details eight (8) reasons why the Shire of Kojonup establishes its reserve accounts (as per above). The review has determined that the reasons are sound and should guide decisions with regard to reserves.

The Challenge for Council in the current financial environment is placing obligations on transferring free cash to reserves in a tight funding environment. Therefore, the guidelines for commitment can only be made when free cash is available.

Councillors can refer to the original section of the Policy in the background information of this report. The following changes to the Policy are recommended:

To modernise the Policy with the recent Council decisions the following recommendations to this section, '**Cash Reserves**', are as follows:

Sub Section of Policy 2.1.6

Cash Reserves

In addition to grant funding, the Shire's reserve accounts are a tool for funding for specific Shire projects, unplanned maintenance events, renewal of current assets, co-funding capital Grants, meeting statutory obligations and will be decided in the annual budget by Council.

Cash reserves are to be established and maintained to accumulate funds under the following guidelines:

- 1. Only agree to transfer cash to reserves when free cashflow allows on a year-by-year basis;*
- 2. To meet the statutory obligations of the Shire;*
- 3. Council to determine the timing of transfers;*
- 4. To offset liabilities in respect of previously earned employee entitlements to the extent they require an outflow of funds not allocated in the annual budget;*
- 5. To fund renewal of existing physical/built assets;*
- 6. To fund future strategic initiatives and the provision of new services and facilities to future residents;*
- 7. To buffer against unpredictable or unplanned events such as unexpected maintenance events or replacement of Plant & Equipment failures;*
- 8. To hold unspent grants and contributions; and*
- 9. Other purposes as determined by the Council from time to time.*
- 10. To be created as funding sources and managed as per section 6.11 under the Local Government Act 1995.*

When preparing the annual budget each year and where free cashflow allows, consideration will be given to supporting the current agreed reserve accounts as decided by Council.

The CEO will conduct an annual review for the Council addressing the appropriateness of each reserve account purpose, suitability of current balances, and deficiencies for the

funding of future projects as identified in adopted forward plans and present to Council for consideration.

Specifically, the following goals are set for individual reserve account balances:

- *Employee Leave – As a minimum, the level of this reserve should meet the organisations statutory requirement to fund current liabilities:*
 - a. *The Enterprise Bargaining Agreement personal care leave scheme liability;*
 - b. *The current portion of the long service leave liability for staff with seven (7) years or more service.*
 - c. *Any other entitlements that are a statutory obligation such as annual leave etc.*
- *Low Income Housing - All operating profit/(loss) is to be transferred to/(from) this reserve in accordance with the joint venture agreement with the Department of Housing;*
- *Independent Living Units - Operating profits from Loton Close & Soldier Road units should be transferred to this reserve where Council determines it appropriate and where free cash flow is available to do so;*
- *Sports Complex P&E Upgrade & Renewal – Council to consider the minimum appropriate annual contribution, when considering the annual budget, to make provision for managing the sports complex assets.*

It is recommended that the 2026/2027 budget continues with the current agreed reserves.

Furthermore, the Shire needs to finalise the name changes and merged accounts in the Chart of Accounts for reporting purposes. An example is to update the required agreed name changes to the reserves in the financial accounts i.e. the Kodja Place and Sporting complex merged reserves.

At the moment sustainable cashflow management is a higher priority for the Shire than increasing the number of reserves. The priority, if any, should be on the current agreed reserve balances, particularly the Employee Leave Entitlements reserve.

In the very short term cost management, debt reduction and financial performance should be the Shire's priority at the expense of new projects and activity in the community.

CONSULTATION

Deputy Chief Executive Officer

STATUTORY REQUIREMENTS

Section 6.11 of the *Local Government Act 1995* states that when a local government wishes to set aside money for use for a purpose in a future financial year, it is to establish and maintain a reserve account for each such purpose.

Council will be required to advertise the changes to the Community as per section 6.11 of the *Local Government Act 1995* which legislates reserve accounts and states:

- (1) Subject to subsection (5), where a local government wishes to set aside money for use for a purpose in a future financial year, it is to establish and maintain a reserve account for each such purpose.
- (2) Subject to subsection (3), before a local government —

- (a) changes* the purpose of a reserve account; or
 - (b) uses* the money in a reserve account for another purpose, it must give one month's local public notice of the proposed change of purpose or proposed use.
- * Absolute majority required.**
- (3) A local government is not required to give local public notice under subsection (2) —
 - (a) where the change of purpose or of proposed use of money has been disclosed in the annual budget of the local government for that financial year; or
 - (b) in such other circumstances as are prescribed.
 - (4) A change of purpose of, or use of money in, a reserve account is to be disclosed in the annual financial report for the year in which the change occurs.

POLICY IMPLICATIONS

This report has been completed in accordance with Council Policy 2.1.8 – ‘Financial Governance’ - as outlined in this report.

FINANCIAL IMPLICATIONS

Nil

RISK MANAGEMENT IMPLICATIONS

RISK MANAGEMENT FRAMEWORK			
Risk Profile	Risk Description/Cause	Key Control	Current Action
1 – Asset Sustainability Practices	-Inadequate financial management and planning (capital renewal plan) - Insufficient budget to maintain or replace assets	Asset replacement schedule Reserves management	Nil
Risk rating – Adequate			
IMPLICATIONS			
Maintaining a suitable forward planning process that is intrinsically linked to long term financial planning minimizes many risks, including those associated with the funding of major projects or the provision of essential equipment and infrastructure.			

ASSET MANAGEMENT IMPLICATIONS

Reserve accounts can be a major funding source and a very important financial tool in managing the sustainability of the assets the Shire is responsible for.

It must be noted reserves created by the Council should specifically address assets as identified in the Building Assessment Framework and Strategic Plan. As such, Councillors when considering changing the terms of reference for reserves should consider the corresponding effect on asset renewal. However, it is the Author's opinion that sustainable cashflow and reduction of debt now outweighs this at this point in time.

The ability to fund future major upgrades, renewal and replacement of assets as identified in the asset management plan will be considered on an annual basis to be managed accordingly.

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

VOTING REQUIREMENTS

Absolute Majority

OFFICER RECOMMENDATION

Motion: 33/26

Moved: Cr Wieringa

Seconded: Cr Mitchell

That Council:

1. Receives the annual review, as presented, addressing the appropriateness of all financial reserve accounts' purposes, financial sustainability, suitability of current balances, and deficiencies for the funding of asset management and future funding requirements; and,
2. Supports no new reserves to be created; and
3. Advertises any proposed recommended changes, as presented, if required by section 6.11 of the *Local Government Act 1995*;
If nil public submissions are received, the Council authorises the Chief Executive Officer to action the changes in the subsequent budget; and
4. Authorises the CEO to amend the sub section of Councils Financial Policy 2.1.6 – 'Cash Reserves' -, defining reserve management, as presented, to ensure alignment of Councils recent directives and to modernise the Policy to align to Councils strategy on reserve management.

Carried: 7/0

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

9.4.6 WORK HEALTH AND SAFETY – 2026 FRAMEWORK UPDATE: COMMITTEE TERMS OF REFERENCE, WHS POLICY, SAFETY MANAGEMENT PLAN AND DELEGATION INSTRUMENTS

AUTHOR	Estelle Lottering
DATE	Friday, 17 April 2026
ATTACHMENT	9.4.6.1 – Committee terms of reference (Draft) 9.4.6.2 – WHS Policy 2.2.14 – Work Health and Safety (Draft) 9.4.6.3 – Safety Management Plan (Draft) 9.4.6.4 – Delegation Instruments for WHS (Draft)

‘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
Leadership	12. A High Performing Council	12.3 Compliance and governance frameworks

DECLARATION OF INTEREST

Nil

SUMMARY

This report presents a suite of updated Work Health and Safety (WHS) governance documents for Council adoption. The documents — the WHS Policy (Policy 2.2.14), the Shire of Kojonup WHS Safety Management Plan 2026, the WHS Committee Terms of Reference, and four WHS Delegation Instruments (WHS 001–004) — have been prepared to bring the Shire's WHS framework into full alignment with the Work Health and Safety Act 2020 (WA), which commenced 31 March 2022, and to formalise the Shire's WHS governance architecture for 2026 and beyond.

Council is asked to adopt all four documents and authorise the CEO to give effect to the delegations and operational arrangements they describe.

BACKGROUND

The Work Health and Safety Act 2020 (WA) replaced the former Occupational Safety and Health Act 1984 (WA) on 31 March 2022. The 2020 Act introduced significant changes to WHS obligations in Western Australia, including:

- The introduction of the 'Person Conducting a Business or Undertaking' (PCBU) concept, replacing the concept of 'employer' as the primary duty holder;
- A positive, personal and non-delegable duty on 'Officers' (including the CEO) to exercise due diligence to ensure the Shire meets its WHS obligations;
- Enhanced requirements for worker consultation, including through Health and Safety Representatives (HSRs) and Work Health and Safety Committees (WHSCs);
- The offence of industrial manslaughter, with significant penalties including imprisonment for officers; and
- Expanded notification and site preservation obligations for notifiable incidents.

The Shire's previous WHS policy and procedures pre-dated the 2020 Act. While the Shire has operated in accordance with the new Act since commencement, the formal governance documents — policy,

safety plan, committee Terms of Reference and delegation instruments — had not been comprehensively updated to reflect the new legislative framework.

In early 2026, the WHS Officer, in consultation with the CEO, undertook a full review of the Shire's WHS governance framework. This review produced the four documents now presented for Council consideration.

COMMENT

WHS Policy 2.2.14 — Work Health and Safety

The revised WHS Policy ([Attachment 9.4.6.2](#)) replaces the previous policy adopted in November 2021.

The updated policy:

- Reframes the Shire's obligations under the WHS Act 2020 (WA) using the PCBU model;
- Articulates the personal due diligence obligations of Officers, including the CEO and senior managers;
- Incorporates psychosocial health and safety as an explicit area of WHS responsibility, consistent with the Code of Practice: Psychosocial Hazards in the Workplace (WorkSafe WA, 2022);
- Sets clear expectations for leaders, workers, volunteers and contractors; and
- Provides a comprehensive legislative and regulatory reference table.

The policy has been reviewed by the CEO and is presented for formal Council adoption with an effective date of 28 April 2026.

WHS Safety Management Plan 2026

The WHS Safety Management Plan ([Attachment 9.4.6.3](#)) is a new document establishing the Shire's operational WHS framework. It provides the procedural backbone to the WHS Policy and covers:

- Roles and responsibilities across Council, the CEO, managers, workers, HSRs and contractors;
- Hazard identification and risk management methodology;
- Incident reporting and investigation procedures;
- Consultation mechanisms including WHS Committee, HSRs and toolbox talks;
- Safe work method statements and high-risk work controls; and
- WHS performance monitoring, key performance indicators and annual review.

The Plan is version 1.0, adopted April 2026, with annual review scheduled for April 2027. It applies to all Shire workplaces including the Administration Office, Depot and Works facilities, public roads and reserves, The Kodja Place and Black Cockatoo Café, and remote or off-site work locations.

WHS Committee Terms of Reference

The WHS Committee (WHSC) is established under Part 5 of the *WHS Act 2020 (WA)*. The Terms of Reference ([Attachment 9.4.5.1](#)) formalise the Committee's purpose, composition, functions, meeting arrangements and reporting obligations. Key features include:

- The Committee comprises management representatives appointed by the CEO and worker representatives (HSRs or elected worker representatives), with worker representatives comprising at least 50% of membership as required by the Act;
- The Committee meets quarterly, with extraordinary meetings called as needed;
- The WHS Officer provides administrative and secretariat support to the Committee; and
- The Committee reports to the CEO, with a summary report provided to Council quarterly.

The Terms of Reference are approved under Delegation WHS 001 and WHS 002 (see below). Council's role is to note the Terms of Reference and to ensure the Committee is appropriately resourced.

WHS Policy 2.2.14 — Work Health and Safety

The revised WHS Policy ([Attachment 9.4.6.2](#)) replaces the previous policy adopted in November 2021. The updated policy:

- Reframes the Shire's obligations under the WHS Act 2020 (WA) using the PCBU model;
- Articulates the personal due diligence obligations of Officers, including the CEO and senior managers;
- Incorporates psychosocial health and safety as an explicit area of WHS responsibility, consistent with the Code of Practice: Psychosocial Hazards in the Workplace (WorkSafe WA, 2022);
- Sets clear expectations for leaders, workers, volunteers and contractors; and
- Provides a comprehensive legislative and regulatory reference table.

The policy has been reviewed by the CEO and is presented for formal Council adoption with an effective date of 28 April 2026.

WHS Delegation Instruments WHS 001–004

Four WHS delegation instruments are presented for Council adoption ([Attachment 9.6.4.3](#)). These instruments are made under section 5.42(1) of the *Local Government Act 1995 (WA)* and delegate specific WHS-related functions to the CEO.

They do not relegate any statutory duty of care obligations— the Shire's primary duty as a PCBU and the CEO's personal officer due diligence obligations are non-delegable under the WHS Act.

Instrument	Title	Key Functions Delegated
WHS 001	WHS Management System	Establish and maintain the WHSMS; appoint the WHS Officer; approve WHS policies and procedures; commission inspections and audits; allocate WHS resources within budget. Sub-delegates administrative coordination to the WHS Officer (WHS (S) 001).
WHS 002	WHS Committee — Establishment and Appointments	Formally establish and maintain the WHSC; appoint management representatives; approve and amend Terms of Reference. No sub-delegation — management appointments are the CEO's authority alone.
WHS 003	Notifiable Incidents — Notification and Site Preservation	Notify WorkSafe WA of notifiable incidents immediately by fastest means and in writing within 48 hours; direct incident site preservation; commission investigations. WHS Officer may assist with preparation only — formal notification and site preservation directions are the exclusive authority of the CEO or Acting CEO.
WHS 004	Response to WorkSafe WA Notices	Receive and respond to Improvement, Prohibition and Infringement Notices; direct cessation of prohibited

		activities; seek legal advice; apply for review of notices. All notices to be reported to Council at the next Ordinary Meeting.
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Each instrument records the date of Council adoption (28 April 2026) and will be entered in the Shire of Kojonup Delegation Register. The Register will be updated and presented to Council in accordance with the Shire's usual practice.

CONSULTATION

Chief Executive Officer

STATUTORY REQUIREMENTS

The adoption of these documents is consistent with the following legislative obligations:

Legislation	Relevant Provision
<i>Work Health and Safety Act 2020 (WA)</i>	s.19 — Primary duty of care of PCBU; s.27 — Officer due diligence; ss.50–78 — HSRs and WHS Committees; ss.37–39 — Notifiable incidents
<i>Work Health and Safety (General) Regulations 2022 (WA)</i>	Detailed requirements for hazardous work, psychosocial risks, plant, substances, and audiometric testing
<i>Local Government Act 1995 (WA)</i>	s.5.42(1) — Council may delegate powers to the CEO; s.5.44 — CEO may sub-delegate

POLICY IMPLICATIONS

This report presents the updated WHS Policy 2.2.14 for adoption. Upon adoption, the revised policy supersedes the version adopted at the 28 November 2025 meeting (Minute 135/21 series). The policy will be published on the Shire's website and made available to all workers, contractors and volunteers.

FINANCIAL IMPLICATIONS

There are no direct costs associated with the adoption of these documents. The WHS Safety Management Plan and associated procedures will be administered by the WHS Officer within the existing WHS budget allocation. Any WHS expenditure arising from implementation of the plan — including training, workplace inspections, or audit costs — will be managed within Council approved budget limits as provided in Delegation WHS 001.

Expenditure exceeding the approved WHS budget will require a Council resolution or exercise of the emergency expenditure delegation (ADMIN 016), consistent with the conditions of WHS 001.

RISK MANAGEMENT IMPLICATIONS

RISK MANAGEMENT FRAMEWORK			
Risk Profile	Risk Description/Cause	Key Control	Current Action
3 - Compliance	Failure to maintain WHS governance	Adopted of updated policy, safety plan,	Documents finalised and

	documents consistent with the WHS act 2020 (WA), resulting in non-compliance and potential regulatory action by WorkSafe WA	TOR and delegation instruments; annual review cycle	presented for Council adoption April 2026.
4 - People	Worker Injury or illness resulting from inadequate WHS management systems or failure to identify and control hazards.	WHS Safety Management Plan; Hazard identification and risk management procedures; WHS committee; HSR framework.	Safety Management Plan Version1.0 operational from adoption date; WHS Committee to be constituted by CEO.
5 - Reputation	Reputational and legal risk to the Shire and individual officers arising from failure to exercise WHS due diligence obligations.	CEO and officer due diligence training, delegation framework, reporting to Council.	Delegation instruments WHS 001 – 004 clarify authority and accountability; CEO to undertake due diligence training in 2026/2027.
<i>Risk rating: Low to moderate</i>			
IMPLICATIONS			
The primary risk to the Shire is non-compliance with the WHS Act 2020 (WA), which carries significant personal liability for Officers (including the CEO) and potential prosecution of the Shire as PCBU. The adoption of the suite of documents presented in this report substantially mitigates that risk by establishing a documented, annually reviewed governance framework consistent with the Act. The residual risk of workplace injury or illness is managed through the operational procedures of the Safety Management Plan and the WHS Committee consultation and inspection framework.			

ASSET MANAGEMENT IMPLICATIONS

The WHS Safety Management Plan includes provisions for the safe inspection, maintenance and operation of Shire plant and equipment. Relevant safe work method statements address plant-related hazards at the Depot and Works facilities. There are no direct asset management implications from the adoption of the governance documents.

GREAT SOUTHERN VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

Motion: 34/26

Moved: Cr Michael

Seconded: Cr Mickle

That Council:

- 1. Adopt the revised WHS Policy 2.2.14 — Work Health and Safety, effective 28 April 2026, superseding the version previously adopted 28 November 2025;**
- 2. Adopt the Shire of Kojonup WHS Safety Management Plan 2026 (Version 1.0), as the Shire's operative Safety Management Plan from 28 April 2026;**
- 3. Adopt Delegation Instruments WHS 001, WHS 002, WHS 003 and WHS 004, pursuant to section 5.42(1) of the Local Government Act 1995 (WA), effective 28 April 2026, and authorise the CEO to give effect to those delegations and to enter them in the Shire of Kojonup Delegation Register; and**
- 4. Note the WHS Committee Terms of Reference 2026, approved by the CEO under Delegations WHS 001 and WHS 002, and confirm that the Committee is to be constituted by the CEO in accordance with those Terms; and**
- 5. Note that the CEO will report to Council on WHS performance, any notifiable incidents, and any WorkSafe WA notices received.**

Carried: 7/0

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

9.4.7 RE-TABLED - COMMUNITY EMERGENCY SERVICES MANAGER REGIONAL STRUCTURAL CHANGE

AUTHOR	Grant Thompson – Chief Executive Officer
DATE	Thursday, 13 March 2026
ATTACHMENT(S)	9.4.7.1 MOU - CESM - Shires of Gnowangerup Cranbrook and Kojonup - MOU Agreement - 2025-2028 (LG Endorsed) 9.4.7.2 Proposed CESM Split - Options for consideration 9.4.7.3 CESM Proposed 30% - 70% Split 9.4.7.4 CESM Proposed 40% - 60% Split

‘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	12.6 SoKO Asset Management

DECLARATION OF INTEREST

Nil

SUMMARY

This report requests Council consider a regional change to the Community Emergency Services Manager (CESM) structure. The proposal, in conjunction with DFES and six (6) participating local governments (LGA’s), would evolve from one CESM role shared by three LGA’s to one CESM role shared by two LGA’s, requiring an increase in funding for the additional role.

BACKGROUND

The Shire of Kojonup (Shire) has obligations for emergency management under Section 67 of the *Bush Fires Act 1954* and these obligations play an important role in the Council’s decision-making process for supporting emergency services.

Since 2020, the Council has provided partial funding for a CESM position in collaboration with the Shires of Gnowangerup and Cranbrook. It is a joint funded role with DFES contributing 50% of the total cost and the three (3) LGA’s contributing the remaining 50% of the total cost.

The Shires shared contribution under the current arrangement equates to ~\$28,000 per year (this excludes any overtime that the Shire authorises for the CESM).

To view the current Memorandum of Understanding (MOU) refer to [Attachment 9.4.7.1 - MOU - CESM - Shires of Gnowangerup Cranbrook and Kojonup - MOU Agreement - 2025-2028 \(LG Endorsed\)](#).

At a 25 March 2025 Ordinary Council meeting the Council approved the continuation of the CESM program and MOU as follows:

40/25 Moved Cr Mathwin

Seconded Cr Webb

That Council approves the continuation of the Memorandum of Understanding with the other two (2) Shires to continue employing the CESM as currently stands.

CARRIED 7/0

For: Cr Bilney, Cr Wieringa, Cr Webb, Cr Egerton-Warburton, Cr Radford, Cr Mathwin, Cr Mickle

The objectives of the current MOU arrangement are to establish and agree upon specific responsibilities with respect to the delivery of emergency services within the LGA's, in particular to:

1. Deliver coordinated prevention programs to reduce the incidence of emergencies and improve the level of safety in the community;
2. Operate to a consistent set of protocols and equipment standards;
3. Provide efficient systems of communication between organisations at all levels to improve service delivery outcomes;
4. Promote and support volunteer organisational arrangements that combine the spirit of volunteerism to attract and retain members;
5. Provide and or coordinate the level of training to personnel, to ensure the competencies are appropriate to the risk level of emergencies to which volunteers will be required to respond;
6. Develop a partnership that will see a best practice approach to emergency service delivery implemented between the Shire and DFES; and
7. Enhance community ownership of fire prevention and preparedness programs and activities.

In October 2025 the Shire CEO presented to this Council on the CESM capacity and capability constraints within the current CESM structure. This presentation highlighted the risk profile and functional requirements for emergency services management in the Shire. The analysis concluded the current CESM role does not have capacity to manage the Shires Emergency Services Regulatory and minimum critical control management requirements.

COMMENT

Communications from the Department of Fire Emergency Services (DFES) recently requested the LGA's review a proposal to build capacity in the region and introduce a third CESM role into the region.

The introduction of a third CESM to the region requires the six (6) LGA's to share the incremental cost of that role therefore the total cost for the arrangement to the LGA's will increase. **Refer below to Financial Implications** for more information on the cost increase.

The proposal is based on the following:

- The LGA's involved are Cranbrook, Gnowangerup, Katanning, Woodanilling, Broomehill-Tambellup, Kojonup;
- The six (6) LGA's to co-fund a third CESM in the region to increase capacity; and,
- The funding arrangement, worst-case scenario, is a 70% - 30% split LGA/DFES respectively, the best-case scenario is a 60% - 40% split LGA/DFES respectively depending on discussion outcomes with DFES.

The four scenarios being considered based on the multi variables of travel time, Volunteer numbers, total brigade numbers, volunteer response brigades and DFES appliances is as follows. For more detailed information on the options please refer to **Attachment 9.4.7.2 Proposed CESM Split - Options for consideration:**

Pairing Scenario one (1)

1. Kojonup - Woodanilling

2. Cranbrook - Broomehill-Tambellup
3. Katanning - Gnowangerup

Pairing Scenario Two (2)

1. Katanning - Woodanilling
2. Kojonup - Broomehill-Tambellup
3. Cranbrook - Gnowangerup

Pairing Scenario Three (3)

1. Katanning - Woodanilling
2. Cranbrook - Kojonup
3. Broomehill-Tambellup - Gnowangerup

Pairing Scenario Four (4)

1. Katanning - Kojonup
2. Cranbrook - Gnowangerup
3. Broomehill-Tambellup – Woodanilling

Based on the multi variable analysis and customised discussions (regarding relationships and cultural fit in the region) between the LGA CEO's, the recommendation from the CEO group is to implement Pairing Scenario # four (4). There is in principle support by the CEO's in each LGA as it has an equivalent positive effect for the organisations management of Emergency services.

It should be noted that if one Council does not support the change then the concept may be compromised based on the distribution of the incremental cost of the third role across all the six (6) shires minimising individual LGA increases.

Consequently, if Council approves the arrangement, Kojonup and Katanning will share one (1) CESM. All options were viable for Kojonup but as far as travel time being a consideration and a balance of volunteer numbers and brigades this pairing is a very good outcome.

The Shire already shares an EHO with Katanning and we are the only two Shires with a gazetted fire district in gazetted town boundaries. This allows the CESM capacity to be released for bushfire and other emergency management only whereas the CESM in other LGA's is responsible for town fire management.

The option for consideration increases the capacity of emergency services functions in the Shire and de-risks a component of emergency services management across the Shire for a modest incremental cost increase.

This increase in cost is offset by higher productivity and a strong focus on critical control management as the new structured roles will only have:

- two LGA's to manage not three,
- less brigade numbers,
- lesser number of volunteers to train,
- less travel time and less kilometres to cover.

Preparedness is a critical control for managing emergency services risks and this will be considered in a separate agenda item. It must be noted the current arrangement and MOU with DFES does not account for mitigation work required in the Shire to reduce risk to assets identified in the Bushfire Risk Management Plan.

Other LGA's have multiple roles for emergency services including Risk Mitigation Coordinators and other administrative support roles giving them additional capacity to implement the required regulatory and critical controls for emergency services.

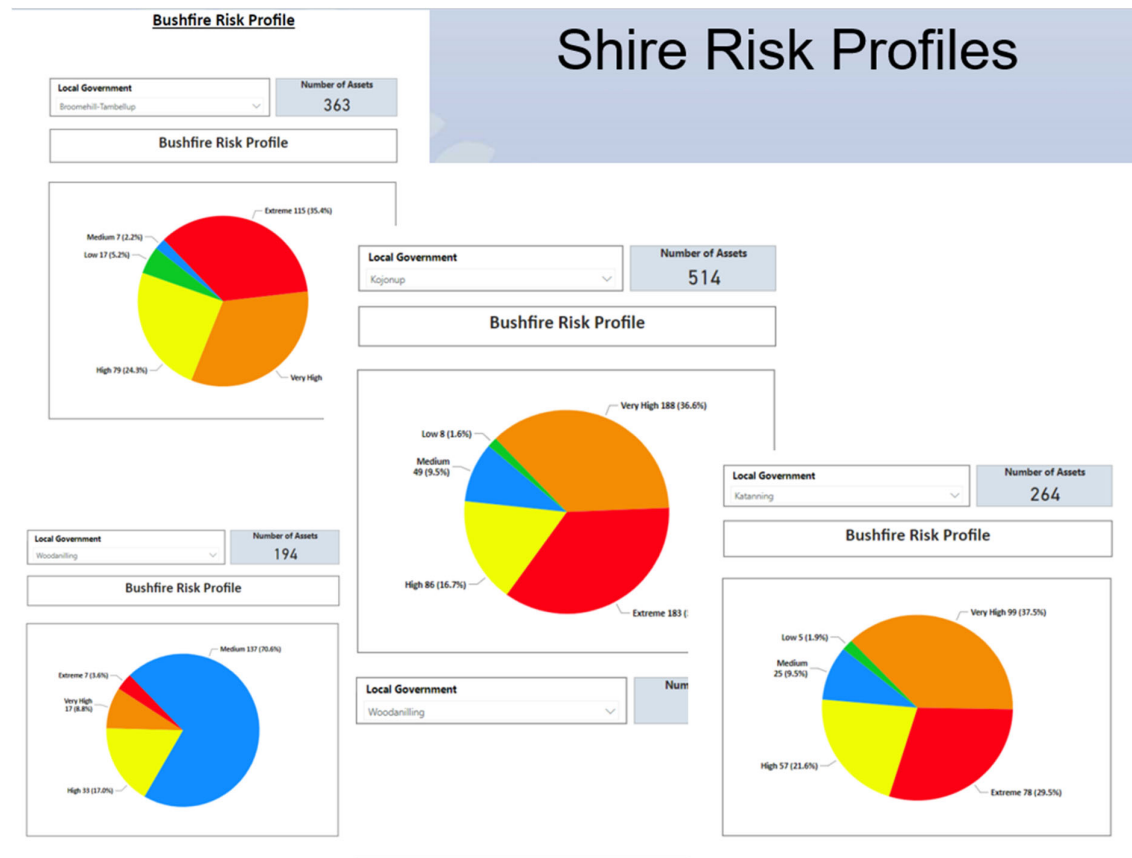
In recent years, emergency management demands have increased significantly for local governments due to:

- Expanded reporting and compliance requirements;
- Additional volunteer brigade administration;
- Work Safe Health Act introduction in 2021;
- Increased community expectations around preparedness, resilience, and communications.

The Shire of Kojonup has a higher risk profile than other near neighbour shires and therefore requires additional capacity to implement frameworks to manage Emergency Services, more than it actually receives from the current arrangement.

Refer to risk profile **Table 1.0** below to compare risk to other neighbouring shires in the Great Southern.

TABLE 1.0 – Comparable Shire Risk Profiles



Under the current 1:3 LGA ratio model, the CESM is required to divide their time across three shires, limiting availability during critical planning and operational periods.

In the Council presentation of October 2025, it was noted that while the current agreement specifies a total capacity of 1.5 days (approximately 11.4 hours) per week for CESM access, the actual access has averaged less than one day per week, or 7.6 hours. After accounting for travel time, this level of access has not sufficiently met the Shire's requirements.

The proposed model will give the Shire 50% access to a CESM, approximately 19 hours of access time per week, which was highlighted in the October 2025 presentation as the minimum hours required to service the Shires emergency services requirements, excluding mitigation, with less travel this is expected to improve the CESM's productive time materially.

A shift to this model would provide:

- Greater on-ground time within the Shire through increasing dedicated scheduled days in each participating Shire
- Improved consistency in volunteer brigade support
- Improved capacity for emergency management documentation, training and exercises.
- Greater flexibility during incidents and recovery operations

For Councillors information, all six (6) LGA's are now in the market to appoint a new person to their respective CESM roles due to natural attrition. The Shires of Cranbrook, Gnowangerup and Kojonup

are currently finalising the recruitment process for a CESM but have ensured this is tied to any supported structural changes.

The Shires of Katanning, Woodanilling and Broomehill-Tambellup will be required to recruit a new CESM before the end of April.

It is therefore time critical to review this arrangement across the six LGA's and evaluate the potential establishment of the third CESM position within the region. Advancing this discussion toward a prompt conclusion will facilitate a more effective recruitment process.

The Author proposes a structural change, seeking Council's preliminary approval for pairing scenario four (4) and associated funding of worst-case scenario 70/30 split, pending discussions with DFES.

The final MOU will be refined after discussion with DFES on the funding model (refer below to [Financial Implications for further information](#)).

Council is advised to approve this change and include increased CESM funding in the 2026/27 budget. The adjustments reflect a 0.5 FTE role, consistent with the CEO's capability and capacity analysis from late 2025.

CONSULTATION

Diarmuid Kinsella, District Manager DFES
CCEO - Shire of Cranbrook
CEO - Shire of Gnowangerup CEO
CEO - Shire of Katanning
CEO - Shire of Woodanilling
CEO - Shire of Broomehill Tambellup
Council Briefing sessions
Shire Deputy President

STATUTORY REQUIREMENTS

Bush Fires Act 1954
Emergency Management Act 2005.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Under the existing DFES co-funded arrangement, 50/50 split, the cost of the CESM is shared between DFES and the three (3) participating shires (current contribution ~\$28,000 per annum).

Transitioning to a 1:2 model with a 70/30 split funding model commits the LGA's to a financial contribution of \$118,930 shared between two (2) LGA's, \$59,465 each. This will result in a modest increase to the Shire's contribution of ~\$31,465 per annum, subject to further refining the cost-sharing arrangements with the local governments and DFES.

DFES are investigating whether additional funding is available and if this materialises then funding could reduce to a 60/40 split. It must be noted this option has not been authorised, nor committed at this stage and therefore the recommendation is to support the 70/30 split funding model. Any

contribution less than 70/30 reduces the LGA's contributions. Please refer to [Attachment 9.4.7.3 CESM Proposed 30% - 70% Split](#) and [Attachment 9.4.7.4 CESM Proposed 40% - 60% Split](#).

A detailed financial model, a detailed CESM business plan and a proposed partnership arrangement will be approved through a new MOU formation prior to final commitments being made.

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 Local Emergency Management Committee (LEMC), District Emergency Management Committee (DEMC), Bushfire Advisory Committee (BFAC) and other Meetings. Emergency Services Skills, training and competent people in emergency services roles.	Nil
Risk Rating – <i>Inadequate</i>			
IMPLICATIONS			
The current MOU does not cover the functions of mitigation management.			

ASSET MANAGEMENT IMPLICATIONS

A house for the CESM may need to be provided based on the subsidised rental policy for employees of the Shire. Housing is to be discussed and agreed with the Shire of Katanning.

An emergency services vehicle will be leased.

GREAT SOUTHERN VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

This aligns to the GSVROC strategic plan which council has endorsed to be more effective in sharing resources and increasing productivity across the regions.

VOTING REQUIREMENTS

Absolute Majority

OFFICER RECOMMENDATION

Motion: 35/26

Moved: Cr Mitchell

Seconded: Cr Mathwin

That Council approves:

1. the model, as presented, to introduce a third (3rd) CESM role into the region;
2. the pairing scenario # four (4), as presented, aligning Katanning and Kojonup to host one (1) CESM;

3. the associated funding scenario 70/30 split (LGA's/DFES), or a lesser amount whichever is negotiated with DFES, which equates to Katanning and Kojonup funding \$59,465 each, resulting in an increase to the CESM funding for the Shire of Kojonup of ~\$31,465, pending further discussions with DFES; and,
4. directs the CEO to include the increased funding into the 2026/27 Shire budget.

Amendment to the Motion: Moved: Cr Mathwin

Seconded: Cr Mitchell

That Council:

- 1) Approves \$60,000 be included in the 26/27 budget to fund Shire of Kojonups' share of the CESM role with any leftover funds set aside for expenditure on the Kojonup BFA.
- 2) A) Approach the Shires of Woodanilling and Katanning with the intention of sharing a CESM.

If 2)A) is unsuccessful then;

- 2) B) Approach the Shire of Katanning to see if they would join us in requesting that DFES allows expansion of the CESM role to include the BFMRO role as well.

Motion to Suspend Standing Orders: Moved: Cr Mathwin

Seconded: Cr Wieringa

Carried 7/0

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

Standing Orders suspended at 3:38pm

Motion to Resume Standing Orders: Moved: Cr Mathwin

Seconded Cr Wieringa

Carried 7/0

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

Standing Orders Resumed 3:56pm

Mover of Amendment, Cr Mathwin spoke to Council and changed the amendment supported by Seconder Cr Mitchell, as follows:

- withdraw 2)B) from the amendment
- 2)A) becomes point 2)

- **Add a third dot point:**
 - 3) Delegate the authority to the CEO to execute pairing scenario 4 in the event Woodanilling and Katanning do not wish to participate in a three-way sharing arrangement for the CESM role.**

Amendment to the Substantive motion: Moved: Cr Mathwin

Seconded Cr Mitchell

That Council:

- 1) Approves \$60,000 be included in the 26/27 budget to fund Shire of Kojonup's share of the CESM role with any leftover funds set aside for expenditure on the Kojonup BFA.**
- 2) Approach the Shires of Woodanilling and Katanning with the intention of sharing a CESM.**
- 3) Delegate the authority to the CEO to execute pairing scenario 4, as presented, in the event Woodanilling and Katanning do not wish to participate in a three-way sharing arrangement for the CESM role.**

Lost 4/3

For: Cr Mathwin, Cr Michael, Cr Mitchell

Against: Cr Bilney, Cr Wieringa, Cr Mickle, Cr Radford

Substantive Motion was put: 35/26 Moved: Cr Mitchell

Seconded: Cr Mathwin

That Council approves:

- 1. the model, as presented, to introduce a third (3rd) CESM role into the region;**
- 2. the pairing scenario # four (4), as presented, aligning Katanning and Kojonup to host one (1) CESM;**
- 3. the associated funding scenario 70/30 split (LGA's/DFES), or a lesser amount whichever is negotiated with DFES, which equates to Katanning and Kojonup funding \$59,465 each, resulting in an increase to the CESM funding for the Shire of Kojonup of ~\$31,465, pending further discussions with DFES; and,**
- 4. directs the CEO to include the increased funding into the 2026/27 Shire budget.**

Carried 7/0

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

9.4.8 DELEGATION OF AUTHORITY – APPROVAL TO KEEP MORE THAN TWO DOGS ON PREMISES (RANGER 008)

AUTHOR	Estelle Lottering – Manager Regulatory Services
DATE	Thursday, 23 April 2026
ATTACHMENT(S)	9.4.8.1 – Instrument of Delegation RANGER 008 – Approval to Keep More Than Two Dogs on Premises

'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 3.1.7 – Determine responsibilities for all assets and review Delegation Register

DECLARATION OF INTEREST

Nil

SUMMARY

The purpose of this report is to seek Council approval of a new Instrument of Delegation (RANGER 008) to delegate to the Chief Executive Officer — with power to sub-delegate to a Ranger or Authorised Officer — the authority to approve or refuse applications from community members wishing to keep more than two dogs on premises within the Shire of Kojonup district.

BACKGROUND

The *Dog Act 1976* (WA) establishes the framework for the keeping of dogs in Western Australia. Section 26(3) of that Act empowers a local government to fix the number of dogs that may be kept on premises within the district. Section 26(4) prohibits any person from keeping more dogs than the permitted number without the approval of the local government. Section 26A provides the local government with the specific power to grant or refuse applications to keep additional dogs, and to impose conditions on any approval granted. The Shire of Kojonup's Dogs Local Law (and/or applicable Council resolution) currently prescribes a limit of two (2) dogs for residential premises within the district. Any person wishing to keep more than two dogs must apply to the local government for approval under s.26A of the *Dog Act 1976*. Currently, no delegation exists in the Shire's Delegation Register for the exercise of this function. As a result, each application would need to be determined by full Council resolution, which is administratively impractical given the routine nature of these assessments. RANGER 008 will formalise and streamline this process by delegating the authority to the CEO, with a power of sub-delegation to the Ranger or Authorised Officer.

COMMENT

The proposed Instrument of Delegation RANGER 008 (Attachment 9.4.8.1) delegates to the Chief Executive Officer the authority to approve or refuse applications to keep more than two dogs on premises, and to impose conditions on any approval granted. The CEO may sub-delegate this function to a Ranger or Authorised Officer in writing. Key features of the instrument are as follows: Applications must be received in writing on the Shire's approved form.

A site inspection of the premises must be undertaken prior to any determination, to assess suitability regarding fencing, shelter, space, and impact on neighbouring properties. Where the CEO or sub-delegate determines to refuse an application, that refusal is final at the local government level.

No right of internal review under the Local Government Act 1995 applies to decisions made under s.26A of the *Dog Act 1976*, and no right of external review to the State Administrative Tribunal is conferred by that Act in respect of such decisions.

A refusal is therefore final without legal consequences for the Shire. All determinations — approvals and refusals — must be issued in writing with reasons and saved in the Shire's Records Management System.

Outcomes and usage of the delegation are to be reported to Council in the delegations usage register.

CONSULTATION

Chief Executive Officer
Manager Regulatory Services
Ranger

STATUTORY REQUIREMENTS

Local Government Act 1995 (WA): s.5.42(1) – Authorises Council to delegate to the CEO any power or duty of the local government under the *Local Government Act 1995* or any other written law, subject to certain limitations. *s.5.43* – Sets out the limitations on delegations to the CEO (no delegation of the power to borrow money, impose rates, etc. — none of which apply here).

s.5.44(1) and (2) – Authorises the CEO to sub-delegate, in writing, any power or duty delegated under *s.5.42* to an employee of the local government. *Dog Act 1976 (WA): s.26(3)* – Power of a local government to fix the number of dogs that may be kept. *s.26(4)* – Offence to keep more dogs than permitted without approval. *s.26A* – Power to approve, refuse and impose conditions on applications to keep additional dogs.

s.29(1) – Authorised person powers under the *Dog Act 1976*.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

The adoption of this delegation does not in itself have a financial implication. Any application fee for keeping additional dogs is set by the Shire's Schedule of Fees and Charges and is not determined by this instrument.

RISK MANAGEMENT IMPLICATIONS

Without this delegation, every application to keep more than two dogs would require determination by full Council resolution, creating unnecessary administrative burden and delay for applicants. This instrument enables timely, consistent, and properly documented decision-making at officer level. The requirement for written reasons on all decisions and mandatory site inspections prior to determination supports defensible and auditable outcomes. The express provision that refusals are final at the local government level (with no right of internal review) protects the Shire from protracted review proceedings in routine cases.

ASSET MANAGEMENT IMPLICATIONS

Nil

GREAT SOUTHERN VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

Motion: 36/26 Moved: Cr Mitchell

Seconded: Cr Mathwin

That Council pursuant to section 5.42(1) of the Local Government Act 1995 (WA), resolves to adopt Instrument of Delegation RANGER 008 – Approval to Keep More Than Two Dogs on Premises, as presented in **Attachment 9.4.8.1**, delegating to the Chief Executive Officer the authority to approve or refuse applications to keep more than two (2) dogs on premises within the Shire of Kojonup district under section 26A of the Dog Act 1976 (WA), effective from the date of this resolution.

AMENDMENT TO DEFER MOTION 36/26:

Moved: Cr Bilney

Seconded: Cr Wieringa

That Council defer consideration of the Motion 36/26 for item 9.4.11 to the 28 April 2026 Ordinary Council Meeting.

Reason for the deferral:

To research and verify the current delegations to enforce the law and differentiate the use of Gazetted Townsites (Kojonup and Muradup) versus rural areas, and to brief Council on this at the next briefing session.

Carried 7/0

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

Substantive Motion 36/26 is deferred and will be re-tabled at the May 26, 2026, Ordinary Council Meeting.

10 APPLICATIONS FOR LEAVE OF ABSENCE

OFFICER RECOMMENDATION

Motion 37/26: Moved: Cr Mitchell Seconded: Cr Radford

Council approve the following leave of absence:

- 1. Cr Mitchell – Ordinary Council Meeting (OCM) 28 May 2026**
- 2. Cr Mickle – Ordinary Council Meeting (OCM) 28 May 2026**

Carried 7/0

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

11 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

12 QUESTIONS FROM MEMBERS WITHOUT NOTICE

Cr Bilney –Does work need to be done at Bushfire Brigade level to plan future succession planning and the sustainability of the Bushfire Brigades over the next few years?

Should the Shire facilitate the meeting ourselves, or seek an independent facilitator to support the strategic discussions?

Needs to come back to Council after further consideration and discussions with the Chief Bushfire Control Officer.

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

14.2

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.

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 4:23pm.

16 ATTACHMENTS (SEPARATE)

6.1	6.1.1	Unconfirmed Minutes of an Ordinary Council Meeting held on 16 December 2025
9.4.1	9.4.1.1	Kojonup Monthly Report 31 March 2026
9.4.2	9.4.2.1	Monthly Payment Listing March 2026
9.4.3	9.4.3.1	Rates to be written off
9.4.4	9.4.4.1	George Church Community Medical Centre Inc. Tender 162 Blackwood Road
	9.4.4.2	EOI Letter
9.4.6	9.4.6.1	Committee Terms of Reference (Draft)
	9.4.6.2	WHS Policy 2.2.14 – Work Health and Safety (Draft)
	9.4.6.3	Safety Management Plan (Draft)
	9.4.6.4	Delegation Instruments for WHS (Draft)
9.4.7	9.4.7.1	MOU – CESM – Shires of Gnowangerup, Cranbrook and Kojonup – MOU Agreement 2025-2028
	9.4.7.2	Proposed CESM Split – Options for Consideration
	9.4.7.3	CESM Proposed 30-70% Split
	9.4.7.4	CESM Proposed 40-60% Split
9.4.8	9.4.8.1	Instrument of Delegation Ranger 008 Approval to keep more than Two dogs on the premises

PROPOSAL FOR BLOOM FESTIVAL 2026

1. Executive Summary

Since 2010, Bloom Festival has grown into an annual regional tourism event celebrating the towns, communities, wildflowers, culture and visitor experiences of the Great Southern Treasures region. The festival supports increased visitation, community participation and regional economic outcomes, with its estimated economic impact growing from \$1.9 million in 2022 to \$2.3 million in 2025. Tourism Western Australia has committed three years of Regional Event Scheme funding to the event, with 2026 being the second year.

Following confirmation that no further Service Level Agreement will be signed by participating Great Southern Treasures local governments, this proposal outlines a model for Australia's South West to continue delivering Bloom Festival in 2026, subject to Australia's South West Board approval and sufficient local government financial commitment.

The proposed model would utilise the Bloom Festival brand, using the existing GST marketing assets (website and social media accounts) preserving more than 22 years of regional investment while providing participating local governments with continued community participation, marketing visibility, and visitation outcomes.

This proposal outlines a model for Australia's South West to continue delivering Bloom Festival in 2026, subject to Australia's South West Board approval, sufficient local government financial commitment, continued access to required GST/Bloom assets, and confirmation that the final delivery budget is financially viable.

2. Purpose of the Proposal

The purpose of this proposal is to:

- Outline a model for the continued delivery of Bloom Festival in 2026.
- Clarify Australia's South West's proposed role in coordinating, auspicing and delivering the festival.
- Identify the expected benefits, risks and implementation steps.
- Define and seek written financial commitment from participating local governments to allow planning and delivery of Bloom Festival 2026 to recommence.

3. Background

3.1. Great Southern Treasures

- **Legal Status:** Great Southern Treasures is not a standalone legal entity. It is a partnership of financially participating local governments defined by a MOU. Australia's

South West is the legal entity that undertakes all financial, HR and WHS obligations through a Service Level Agreement. Great Southern Treasures and Bloom Festival are registered business names under Australia's South West's ABN.

- **Purpose & Functions:** It is an established tourism partnership covering multiple local government areas, known for initiatives like the Bloom Festival. The GST has a well-defined strategic plan that Australia's South West, on behalf of the member councils has delivered since 2021.
- **Governance Structure:** Its current governance structure is a 3-year MOU between 8 member councils which concludes on 30 June 2026.
- **Assets:** GST assets are owned by the member councils and custodianship is currently with Australia's South West. Assets include:
 - GST and Bloom brands
 - Website and hosting
 - Domains (Great Southern Treasures, Hidden Treasures, Bloom)
 - Microsoft email accounts (Great Southern Treasures, Bloom)
 - Social Platform Accounts (Instagram & Facebook)
 - Mailchimp Accounts for newsletters etc (EDM's)
 - Image Library
 - Tourist Guide & Map (inc distribution)
 - Hard and soft collateral such as banners, social media tiles, postcards and coreflute signs

3.2. Bloom Festival

- **Legal status:** The Bloom Festival is the signature annual event for the Great Southern Treasures. Bloom Festival is a registered business name under Australia's South West's ABN. All grants and funding are auspiced by Australia's South West.
- **Purpose and functions:** To increase tourism and visitation to the region and provide opportunities for the GST communities to come together, expanding their social and economic futures.
- **Governance structure:** As one of the key pillars of the GST Strategic Plan, Bloom Festival is currently delivered by the Great Southern Treasures as per the above governance structure.
- **Key programs or services:** Deliver a flagship Spring wildflower regional event across member Shires that drives visitation and length of stay.
- **Stakeholders:**

- Local government owners - State government funding - Regional development agencies - Tourism bodies - Corporate and community sponsors - Event managers - Marketing and PR contractors - Ticketing providers - Project Working Group members - Event holders - Community groups	- Local businesses - Visitor centres and CRCs - Media outlets - Cultural leaders and First Nations representatives - Artists, performers and facilitators - Residents, visitors and attendees - Volunteers and local venues - Future cultural, trail, nature-based and tourism collaborators
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4. Strategic Rationale for the Continuation of Bloom Festival

Bloom Festival is a proven regional tourism and community event platform that supports visitation, destination awareness and local participation across the Great Southern Treasures region. Its continuation provides an opportunity to retain the value of past local government investment while transitioning to a delivery model led by Australia's South West.

The strategic rationale for continuing Bloom Festival is based on the following objectives:

4.1 Financial sustainability for Bloom Festival

The proposed model provides a more sustainable basis for delivering Bloom Festival by reducing the governance, administration, reporting and operational costs associated with the former Great Southern Treasures structure. A collective local government contribution, combined with confirmed and prospective grant and sponsorship income, will support continued delivery of the festival in 2026.

4.2 Retention of GST and Bloom marketing assets

Over more than two decades, participating local governments have invested in the Great Southern Treasures and Bloom Festival brands, digital platforms, marketing channels, visitor content, collateral, event networks and regional awareness. Utilising relevant GST assets into a Bloom Festival-focused model will help preserve this investment and avoid the loss of established marketing value, audience reach and community recognition.

4.3 Driving visitation and regional marketing outcomes

Bloom Festival provides local governments with a recognised platform to promote towns, trails, events, businesses, visitor centres, community groups, wildflower experiences and cultural stories during the spring visitation period. The 2025 festival demonstrated strong community participation, tourism marketing performance and regional exposure through paid advertising, organic social media, media relations, website content, printed collateral, event listings, community support and partner storytelling.

A 2026 partnership gives participating local governments the opportunity to:

- increase visitation during the spring wildflower season;
- promote local events, attractions, trails, businesses and visitor experiences;
- build awareness of the Great Southern as a destination of choice;
- support local event holders with greater marketing visibility;
- contribute to regional economic impact through tourism and event attendance; and
- align with a recognised festival platform already supported by local governments, tourism bodies and regional stakeholders.

4.4 Retention of Tourism WA funding for the GST region

Tourism WA has committed funding to Bloom Festival, with 2026 representing the second year of a three-year funding agreement. Continuing the festival ensures this funding remains directed toward the Great Southern Treasures region and supports the delivery of a recognised regional event with demonstrated tourism and community outcomes.

5. Proposed Governance

Subject to Australia's South West Board approval and agreement by participating local governments, Australia's South West would assume regional custodianship and delivery responsibility for Bloom Festival. This would include management of the Bloom Festival brand, marketing channels (GST website and social media accounts), event delivery, funding administration, reporting and stakeholder engagement on behalf of the region.

Continued use of GST and Bloom Festival assets, including relevant brand, website, domain, social media and marketing channels, will be subject to written confirmation by participating local governments as part of the new agreement.

This approach is similar to Australia's South West's regional event delivery model for Taste Great Southern, where ASW provides event custodianship, coordination and delivery for broader regional benefit.

From Australia's South West's perspective, assuming regional custodianship of Bloom Festival would ensure the continuation of a significant Great Southern event that plays an important role in regional economic development by driving visitation, increasing length of stay and supporting visitor spend. Furthermore it:

1. Aligns with the Australia's South West constitution
2. Delivers on the Australia's South West strategic plan
3. Delivers on the Great Southern Tourism and Trade Partnership objectives
4. Delivers on the Tourism Destination Management Plan event development projects
5. Has secured Tourism WA committed funds

Participating local governments would be part of a Bloom Festival reference group. Following the festival, Australia's South West will provide participating local governments with a post-event report summarising attendance, marketing reach, media coverage, website and social media performance, event holder feedback, key outcomes, financial performance and recommendations for future delivery.

6. Proposed Bloom Festival Delivery

- Bloom Festival – Delivery of the event in 2026 (12 September – 11 October)
- Governance – regional custodianship of the event by Australia's South West

Bloom Festival will continue to be delivered via a hybrid model. All planning and execution of the event will be delivered by Australia's South West. As with previous festivals, Australia's South West would engage professional event management company Live Events to support event holder engagement, program development, event listings, launch event management, sales monitoring, reporting and acquittal requirements, under Australia's South West's oversight.

The current hybrid delivery model is considered appropriate because it combines Australia's South West's regional oversight, governance and funding administration with specialist event delivery expertise.

7. Local Government Financial Contribution Model

A minimum collective investment from participating local governments is required for Australia's South West to proceed with delivery of Bloom Festival in 2026. This investment will support the continuation of a recognised regional event platform while providing participating councils with local marketing visibility, community participation opportunities and visitation outcomes.

Australia's South West is requesting the following:

- A minimum collective local government contribution of **\$44,000** ex GST is required for Bloom Festival 2026.

By investing in Bloom Festival, local governments can support the delivery of Bloom whilst leveraging an established regional campaign that already delivers strong audience reach, media value, visitor engagement and economic benefit.

This proposal offers a partnership buy-in model with marketing deliverables for local governments, as per their advised contribution amounts. This investment will support the delivery of Bloom Festival 2026, increase visibility for their towns, events, natural assets, visitor experiences, and community stories through the Bloom Festival campaign.

Summary of Nominated Investment Amounts and Deliverables

Nominated Investment	Amount ex GST	Deliverables Summary
Entry-level Bloom Partner	\$2,000	Festival Program inclusion, foundational event support and base level marketing inclusions
Community Bloom Partner	\$5,000	Festival program inclusion, foundational event support, digital, paid, website and PR exposure
Signature Bloom Partner	\$7,000	Festival program inclusion, foundational event support, enhanced digital, paid, website and PR exposure

See **Appendix A: Local Government Bloom Partnership Marketing Deliverables** for inclusion details.

8. Bloom Festival Marketing Approach

Bloom Festival is a proven regional tourism and community activation platform that showcases the Great Southern's wildflowers, towns, culture, events, trails, food, arts, and local experiences.

In 2025, the festival delivered strong marketing outcomes, including 1.4 million Facebook and Instagram views, 344,000+ people reached through paid digital advertising, 960+ new social media followers, 18,000 website users, and more than 23 media articles and interviews across regional, state and national outlets. The festival also recorded 12,607 event attendees and an estimated \$2.3 million economic impact for the region.

To build on the 2025 campaign, the 2026 marketing programs will focus on:

1. Continue to use the GST website with www.bloomfestival.com.au as the lead URL (redirects to <https://greatsoutherntreasures.com.au/bloom/>) rather than creating a new Bloom Festival website.
2. Timely campaign launch, allowing more time for visitor planning and event promotion.
3. More destination-led storytelling, especially town profiles, local itineraries, wildflower routes, and cultural experiences.
4. The 2026 launch event is tentatively scheduled to be held in Woodanilling, subject to final confirmation of venue, logistics, budget and stakeholder arrangements.
5. Stronger support for event holders, including marketing guidance and content collection.
6. Improved regional spread of major events, helping avoid clashes and encouraging visitors to travel across multiple towns.
7. More road signage and on-ground visibility, responding to feedback from 2025.
8. Greater use of video, reels, carousels and collaborative posts, reflecting the strongest performing 2025 content formats.
9. Continued media and PR pitching, building on successful coverage in local, state and national media.

9. Financial Model Structure Bloom 26

The proposed 2026 Bloom Festival budget requires minimum income of approximately \$110,500 to deliver the event at the proposed scope. A collective local government contribution of **\$44,000** is required for Australia's South West to proceed with delivery, recognising that participating LGAs are investing to secure continued Bloom Festival delivery, local marketing visibility, community participation, and visitation outcomes for their towns and the broader Great Southern Treasures region.

Based on confirmed, proposed and estimated income currently identified, there remains a funding gap of \$27,454.55 against the minimum delivery budget of **\$110,500**.

To meet this gap, confirmed grant and sponsorship income currently totals \$31,045.45, with a further \$54,000 in grant and sponsorship applications pending; if some or all of this additional funding is not secured, Australia's South West may review the festival scope, reduce expenditure, seek alternative income, or determine whether the event remains viable.

The minimum income requirement has been rounded to **\$110,500**, providing a small contingency of \$276.35 against the current expense budget.

INCOME	Budget ex GST	Notes
Grant/Sponsorship Income		
Tourism WA – Regional Event Scheme Grant (Platinum Sponsor)	\$15,000.00	Confirmed (year 2 of 3-year agreement)
Rio Tinto	\$5,000.00	Confirmed
Vestas - Warperup Creek Wind Farm	\$2,500.00	Confirmed
CSBP Fertilisers	\$4,000.00	Confirmed
Southern Ports	\$4,545.45	Confirmed
Subtotal	\$31,045.45	

LGA Tiered Marketing Partnership Income		
Local Government Minimum Investment	\$44,000.00	Proposal pending
Subtotal	\$44,000.00	
Income from event holders	\$5,000.00	Estimate on previous years
Income from advert sales (program)	\$3,000.00	Estimate on previous years
Subtotal	\$8,000.00	
Total	\$83,045.45	
Minimum Bloom Income Required	\$110,500.00	
EXPENSES	Budget (ex GST)	Actuals (ex GST)
2026 Bloom Festival Launch Event		
Opening Ceremony - Indigenous Dance	\$2,200.00	
Opening Ceremony - Welcome to Country	\$500.00	
Live Music & Entertainment	\$5,000.00	
Face Painting	\$500.00	
Kids Games/Activities	\$500.00	
Staging, Sound A/V & Equipment Hire	\$1,500.00	
Photographer - Jenny Feast (Launch Event)	\$1,000.00	
Subtotal Launch	\$11,200.00	
2026 Bloom Festival Advertising and Marketing		
WA Caravan & Camping July 1/2 Page Advertising	\$650.00	
Have A Go News - August Edition	\$772.65	
Printed Posters & Flyers	\$500.00	
Social Media Ads + Management	\$19,000.00	\$3,800.00
Program Printing (4000)	\$4,930.00	
Program Distribution (4000)	\$1,800.00	
2026 Program Design	\$3,620.00	\$1,810.00
Digital Design – Adverts, Logo, Email Signature	\$940.00	
Sunday Times Magazine - September	\$1,300.00	
Caravanning Australia - Winter Edition	\$1,300.00	
Wanderlust Magazine Advertising (7West) Winter	\$599.00	
Southerly Magazine – Aug & Sept Editions	\$550.00	
Bloom Event Signage for GST Shires	\$1,820.00	
Issuu Account: Bloom Festival Program Hosting	\$252.00	
Social Media Influencer	\$500.00	
Total Marketing	\$38,533.65	
2026 Bloom Festival Coordination & Administration		
Bloom Event Coordinator - Live Events	\$24,090.00	\$6,022.50 with next instalment due in May
Insurance	\$2,000.00	
Event Project and Marketing Management	\$29,400.00	
Administration and Compliance	\$5,000.00	\$100.14
Total Coordination	\$60,490.00	
Total Expenses	\$110,223.65	\$11,732.64
BALANCE	\$276.35	

10. Risks and Mitigation

Risk	Mitigation
Minimum LGA contribution is not secured	Australia's South West will not proceed to full delivery or commit to further non-essential expenditure unless the required collective local government contribution is confirmed.
Pending grants or sponsorships are unsuccessful	ASW may reduce scope, adjust expenditure, seek alternative income, or reassess event viability.
Asset transfer or use is not formally confirmed	Relevant GST and Bloom asset arrangements will be documented as part of the transition process.
Delayed LGA decisions affect delivery timelines	A clear decision deadline is included to allow 2026 planning and marketing activity to recommence.
ASW Board approval is not obtained	The proposal remains subject to ASW Board endorsement before final implementation.
Reduced delivery scope affects stakeholder expectations or festival reputation	Australia's South West will clearly communicate the confirmed scope, funding position and delivery model to participating local governments, event holders and key stakeholders, and will use post-event reporting to identify improvements for future years.

11. Proposal Agreement Timeline

Stage	Date due	Responsibility
Proposal feedback	8 May 2026	All LGAs
Amendments made	15 May 2026	Australia's South West
ASW Board Endorsement	15 May 2026	Australia's South West
LGA financial contribution written confirmation	28 May 2026	All LGAs
Recommence Bloom 26 Delivery	29 May 2026	Australia's South West

12. Not in Scope

The Bloom Festival proposal does not include paid promotion of Great Southern Treasures as a regional brand, including paid social media advertising, boosted posts or standalone GST campaign activity. The scope is limited to Bloom Festival delivery and promotion, using existing GST channels (website and social media platforms). It does not include redesign or redevelopment of the GST website, beyond routine updates, event listings and content maintenance required for the festival. It also does not include development of a standalone Bloom Festival website.

Also excluded are new brand development, creation of new tourism collateral unrelated to Bloom, management of non-Bloom GST projects, ongoing LGA tourism marketing outside the festival campaign, individual event delivery by ASW, and costs associated with asset transfer or winding up GST structures unless separately agreed and funded. This aligns with the proposal's focus on continuing Bloom Festival delivery while using existing GST assets.

13. Decision Sought

It is recommended that each Council:

1. Supports, in principle, the continued delivery of Bloom Festival in 2026 under the regional custodianship and delivery model proposed by Australia's South West.
2. Agrees to provide a total combined financial contribution of **\$44,000.00**, subject to confirmation of the final proposal and participating local government contributions.

Appendices

Appendix A: Local Government Bloom Partnership Marketing Deliverables

Entry-level Bloom Partner

Investment: \$2,000

A base-level entry for local governments seeking to support their communities with event listings within the main Bloom Festival program. This tier will help drive awareness of local events and regional awareness.

Included marketing activity:

Festival program inclusion

- Local government area included in the official Bloom Festival program.
- Event listings included in the printed and digital program – main program section.
- Inclusion of local visitor information, town highlights, and key attractions where relevant.

Website presence

- Local government area included on the Bloom Festival landing page.
- Event listings linked through the Bloom Festival landing page.

Social media promotion

- Inclusion in broader regional posts and event round-ups.

Paid digital advertising

- Inclusion in the broader Bloom Festival paid digital campaign.

Event holder support

- Promotion of registered events through Bloom Festival channels.
- Support for community groups and event holders to ensure event planning and delivery, imagery, and event information are program ready.

Community Bloom Partner

Investment: \$5,000

Best suited to local governments wanting a greater marketing presence and more event visibility. This tier is designed to position the local government area as a key destination for Bloom Festival events.

Included marketing activity

Everything in **Entry-level**, plus:

Enhanced festival program presence

- Event listings highlighted in the printed and digital program.
- A dedicated local government area feature or enhanced town profile within the digital campaign.
- Priority inclusion of local trails, wildflower walks, scenic drives, cultural attractions, accommodation, and visitor services.

Paid digital advertising

- Local government area included in targeted paid advertising creative.
- Campaign targeting may include Perth, South West, Great Southern, intrastate drive markets, and regional audiences.

Media and PR

- Local government area included in media pitching opportunities.
- Key events or hero experiences considered for regional and state media stories.
- Support to identify media-friendly angles, such as community-led events, wildflower displays.

Website and itinerary integration

- Inclusion in at least one Bloom Festival itinerary or trip-planning feature.
- Local events and visitor experiences promoted through the Bloom Festival landing page.
- Cross-linking to local visitor information where appropriate.

Reporting

- Post-campaign summary of relevant activity, including social content, paid advertising inclusion, website activity where available, and media outcomes.

Signature Bloom Partner

Investment: \$7,000

Suited to local governments seeking greater visibility and event support within Bloom Festival 2026. This tier is designed to give a local government area higher campaign visibility and support stronger outcomes, including increased event attendance, local business benefit, and destination awareness.

Note: As Woodanilling has been the nominated host town for the Bloom Festival Launch, their marketing deliverables will be focussed on the Bloom Festival Launch Event.

Included marketing activity

Everything in **Entry-level and Community**, plus:

Hero destination positioning

- Local government area positioned as a major Bloom Festival destination within the 2026 campaign.
- Opportunity to nominate a hero town, trail, event cluster, attraction, or visitor experience as a campaign focus.
- Priority inclusion in campaign storytelling across digital, media, and visitor planning channels.

Premium festival program presence

- Premium placement in the printed and digital Bloom Festival program.
- Enhanced destination editorial, including town stories, visitor highlights, trails, wildflower locations, accommodation links, and event clusters.

Dedicated social media campaign package

- **Organic and paid social media post on Australia's South West Meta channels** (Facebook and Instagram) featuring a three to five custom designed carousel post tailored to the ASW social media audience of over 140K. The paid post will be targeted to audiences across the intrastate market, with a \$250 spend and run for one week either in the week prior to, or during the Bloom Festival.
- Priority inclusion in collaborative social content with regional tourism partners where opportunities allow.
- Inclusion in countdown, launch, itinerary, event spotlight, and "plan your trip" content.

Paid advertising priority

- Dedicated paid advertising allocation for the local government area.
- Campaign creative focused on hero events, destination experiences, wildflower attractions, and travel planning.
- Targeted campaign activity designed to drive traffic to event listings and visitor information.

Media and PR priority

- Priority inclusion in media pitching.
- Support to profile signature events, community initiatives, wildflower experiences, cultural programming, or destination stories.

Website, itinerary and trip-planning features

- Inclusion in multiple itineraries or themed visitor-planning articles.
- Promotion of local accommodation, visitor centres, businesses, trails, scenic drives, and community experiences where relevant.

Post-campaign reporting

- Partner-level marketing report summarising:
- Social media activity
- Paid advertising activity
- Website and referral activity where available
- Media and PR coverage
- Event promotion outcomes

Appendix B: Current Implementation Timeline for Bloom 2026

Preliminary planning and time-critical delivery activity has commenced to preserve essential festival timelines. Full delivery and further non-essential expenditure remain subject to Australia's South West Board endorsement and confirmation of sufficient local government financial contributions.

FEBRUARY

- Live Events Contracted \$24,090 ex. GST. 4 x 25% payments
Deliverables:
Project Stage 1 - Feb – March. Project Commencement
Project Stage 2 - March – May. Event Holder Sales
Project Stage 3 - May – July. Event Program Creation
Project Stage 4 – July – Nov. Events Sales, Reporting and Acquittals
- Clever Octopus Contracted \$3,620 ex. GST 50% deposit. Final 50% balance due prior to delivery of final files.
Deliverables:
Bloom Festival 2026 Program Design
Design Assets for Bloom Festival 2026
- Budget Created
- Event Management Plan Created
- Marketing & Communications Plan Created
- 2026 Bloom Info Booklet Created
- Grants / Sponsorship applications commenced

MARCH

- **Bloom Community Working Group Engaged (monthly meetings)**
List of participants:
Charli Mayfield – Marketing & Tourism Coordinator – GS Wine Producers Association
Stuart Drummond – Shire of Gnowangerup
Jill Watkin – Kodja Place
Jenny Cristinelli – Shire of Cranbrook – Community Development Manager
Morris Trimming – Shire of Woodanilling
Margot – Mt Trio Bush Camp & Caravan Park
Simone Klose – Down South Creative - Director
- Bloom Launch Event Planning Meetings commenced: Woodanilling – Saturday 12 September
- Bloom Events EOI opened – **closing date 1 May**
- Lumenesse & Co Contracted to provide Socials & marketing deliverables
- Bloom Program Advertising Prospectus created and sent to local businesses and organisations
- Event EOI Flyers created and mailed to GST CRC's
- Grants / Sponsorship applications / administration

APRIL

- Community Information Sessions in-person (Katanning) and online offered
- Print Advertisements booked
- Risk Management Plan created
- Tourism WA RES Grant milestones commitments commenced
- Grants / Sponsorship applications / administration

MAY

- **Events EOI Close – 1 May**
- **15 May** - Event details, program copy written, paid advertising organised and sponsor details provided to program designer
- Risk Management Plan submitted
- Social Media / Marketing campaign
- Grants / Sponsorship applications / administration

JUNE

- **12 June** - Print-ready artwork submitted to the printers
- Grants / Sponsorship applications / administration
- Launch event planning
- Social Media / Marketing campaign

JULY

- **24 July** - Distribution and Launch of the program
- Events uploaded to the Bloom page – GST website
- Social Media / Marketing campaign
- Ticketing / event changes for digital program
- Event signage organised
- Launch event planning

AUGUST

- Social Media / Marketing campaign – focus on travel inspiration – activities, accommodation etc. Final push and ticket conversion.
- Ticketing / event changes for digital program
- Event signage
- Launch event planning

SEPTEMBER

- **12 September** - Launch Event
- Social Media / Marketing / PR campaign
- Ticketing / event changes for digital program
- Attend events + content captured
- Event support

OCTOBER

- Social Media / Marketing / PR campaign
- Ticketing / event changes for digital program
- Event content captured
- Event support
- **11 October** - Bloom 2026 Ends

NOVEMBER

- Feedback from event holders
- Acquittals and reports
- Event signage returns

DECEMBER

- Acquittals and reports



MONTHLY FINANCIAL REPORT

30 APRIL 2026

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**SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 30 APRIL 2026**

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 30 APRIL 2026
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 POLICIES

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

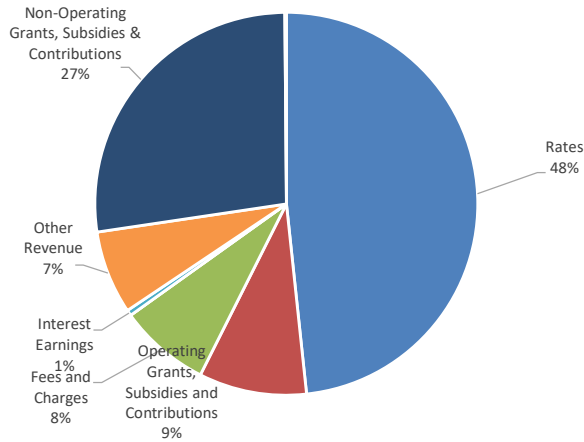
apparent from other sources. Actual results may differ from these estimates.

ROUNDING OFF FIGURES

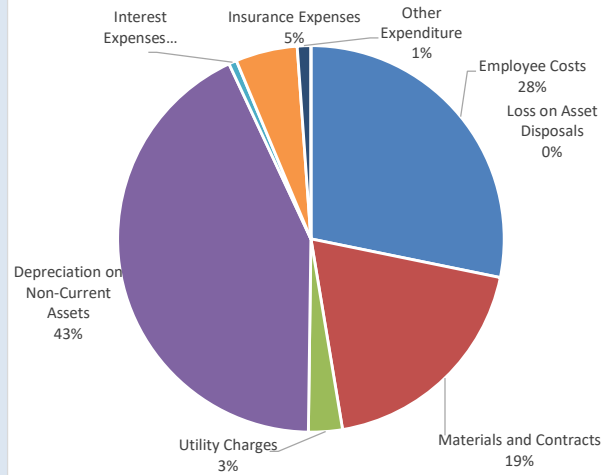
All figures shown in this statement are rounded to the nearest dollar.

**SHIRE OF KOJONUP
EXECUTIVE SUMMARY
FOR THE PERIOD ENDING 30 APRIL 2026**

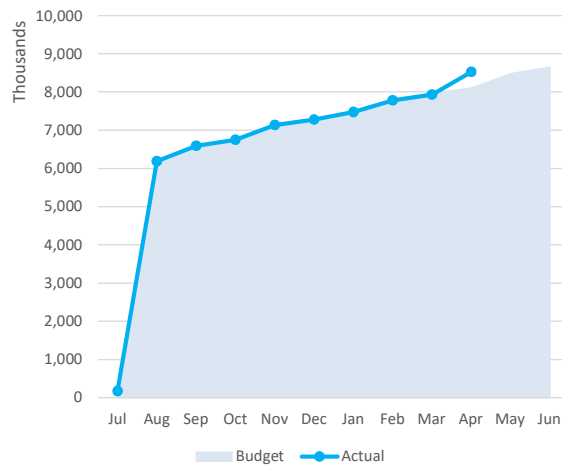
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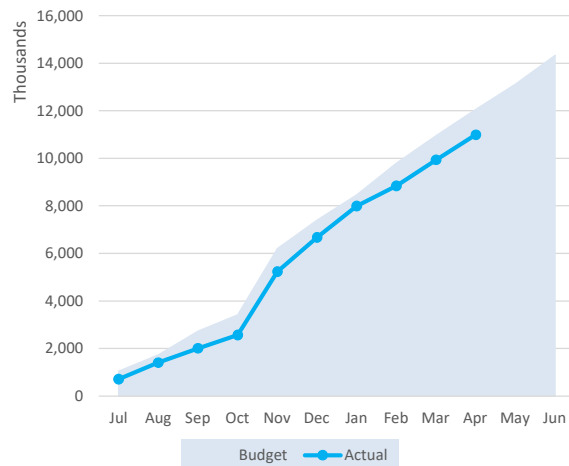
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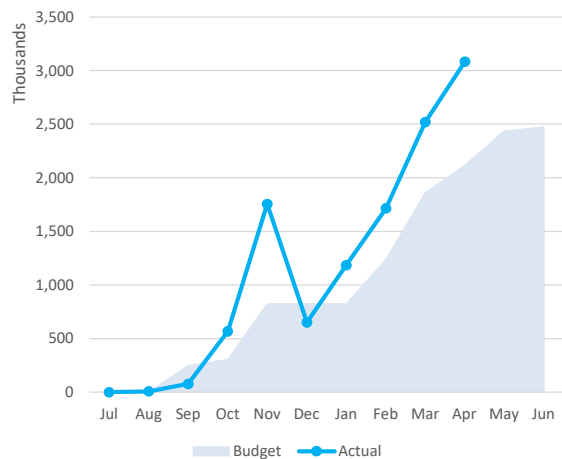
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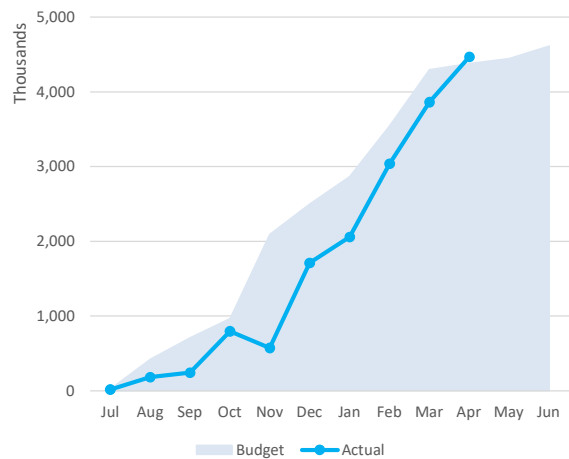
OPERATING EXPENSES - Budget-v-YTD Actual



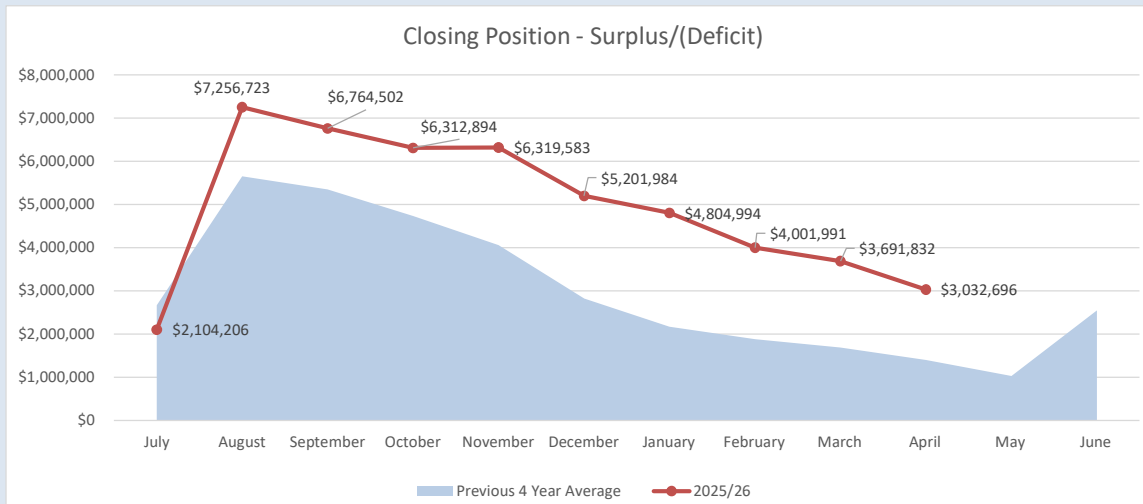
CAPITAL REVENUE - Budget-v-YTD Actual



CAPITAL EXPENSES - Budget-v-YTD Actual



**SHIRE OF KOJONUP
EXECUTIVE SUMMARY
FOR THE PERIOD ENDING 30 APRIL 2026**



**SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 30 APRIL 2026**

STATUTORY REPORTING PROGRAMS

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

	ACTIVITIES
GOVERNANCE To provide a decision making process for the efficient allocation of scarce resources.	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.
GENERAL PURPOSE FUNDING To collect revenue to allow for the provision of services.	Rates, general purpose government grants and interest revenue.
LAW, ORDER, PUBLIC SAFETY To provide services to help ensure a safer community.	Supervision of various by-laws, fire prevention, emergency services and animal control.
HEALTH To provide an operational framework for good community health.	Food and water quality, pest control, immunisation services, child health services and health education.
EDUCATION AND WELFARE To meet the needs of the community in these areas.	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.
HOUSING To help ensure adequate housing.	Provision of residential housing for council staff. Provision of housing for aged persons, low income families, government and semi government employees.
COMMUNITY AMENITIES Provide services required by the community.	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).
RECREATION AND CULTURE To establish and manage efficiently infrastructure and resources which will help the social wellbeing of the community.	Public halls, recreation and aquatic centres, parks and reserves, libraries, heritage and culture.
TRANSPORT To provide effective and efficient transport services to the community.	Construction and maintenance of roads, footpaths, bridges, street cleaning and lighting, road verges, streetscaping and depot maintenance.
ECONOMIC SERVICES To help promote the Shire and its economic wellbeing.	The regulation and provision of tourism, area promotion, building control, noxious weeds, vermin control and standpipes.
OTHER PROPERTY AND SERVICES To monitor and control Shire's overhead operating accounts.	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 30 APRIL 2026

	2025-2026 ANNUAL BUDGET	2025-2026 YTD BUDGET	2025-2026 YTD ACTUAL	VARIANCE
EXPENDITURE (Excluding Finance Costs)	\$	\$	\$	
General Purpose Funding	(85,551)	(61,841)	(31,527)	-49%
Governance	(1,190,673)	(977,586)	(896,980)	-8%
Law, Order, Public Safety	(627,836)	(520,999)	(374,618)	-28%
Education and Welfare	(52,978)	(44,751)	(37,457)	-16%
Health	(529,526)	(441,458)	(271,371)	-39%
Housing	(397,618)	(335,733)	(378,225)	13%
Community Amenities	(932,923)	(793,848)	(675,429)	-15%
Recreation and Culture	(1,615,138)	(1,356,844)	(1,364,011)	1%
Transport	(6,718,327)	(5,605,425)	(5,536,269)	-1%
Economic Services	(1,969,818)	(1,651,974)	(1,575,219)	-5%
Other Property and Services	(77,325)	(142,686)	224,571	-257%
Operating Expenses	(14,197,712)	(11,933,144)	(10,916,535)	
REVENUE				
General Purpose Funding	6,232,974	6,039,059	6,008,657	-1%
Governance	60,040	49,099	83,255	70%
Law, Order, Public Safety	256,136	195,394	171,671	-12%
Education and Welfare	20,580	20,133	5,419	-73%
Health	3,000	2,500	3,236	29%
Housing	406,420	343,671	335,740	-2%
Community Amenities	317,300	313,383	390,562	25%
Recreation and Culture	67,386	23,654	51,198	116%
Transport	253,357	253,357	248,389	-2%
Economic Services	952,860	794,018	778,828	-2%
Other Property & Services	83,450	69,539	48,550	-30%
Operating Revenue	8,653,503	8,103,807	8,125,506	
Sub-total	(5,544,209)	(3,829,336)	(2,791,029)	
FINANCE COSTS (INTEREST)				
Law & Order	(19,970)	(16,980)	(7,456)	-56%
Health	(1,647)	(1,800)	(1,074)	-40%
Housing	(32,315)	(36,143)	(19,174)	-47%
Recreation & Culture	(64,449)	(55,891)	(38,404)	-31%
Transport	(1,565)	(1,721)	(1,020)	-41%
Economic Services	(10,834)	0	(4,890)	0%
Total Finance Costs	(130,780)	(112,535)	(72,016)	
NON-OPERATING REVENUE				
Transport	2,365,133	2,044,942	3,048,659	49%
Total Non-Operating Revenue	2,365,133	2,044,942	3,048,659	
PROFIT/(LOSS) ON SALE OF ASSETS				
Governance Loss	0		0	
Governance Profit	0		14,118	0%
Total Profit/(Loss)	0	0	14,118	
NET RESULT	(3,309,856)	(1,896,929)	199,731	
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)	(1,896,929)	199,731	

"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 30 APRIL 2026**

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 30 APRIL 2026

	2025-2026 ANNUAL BUDGET	2025-2026 YTD BUDGET	2025-2026 YTD ACTUAL	VARIANCE
Expenses				
Employee Costs	(4,695,571)	(3,948,228)	(3,100,729)	-21%
Materials and Contracts	(3,166,263)	(2,629,162)	(2,104,068)	-20%
Utility Charges	(397,675)	(331,439)	(313,430)	-5%
Depreciation on Non-Current Assets	(5,155,411)	(4,296,004)	(4,704,745)	10%
Interest Expenses	(130,780)	(112,535)	(72,016)	-36%
Insurance Expenses	(496,255)	(493,716)	(569,198)	15%
Other Expenditure	(286,537)	(234,595)	(124,364)	-47%
Operating Expenses	(14,328,492)	(12,045,679)	(10,988,552)	
Revenue				
Rates	5,405,109	5,405,114	5,405,824	0%
Operating Grants, Subsidies and Contributions	1,322,758	1,042,467	1,018,983	-2%
Fees and Charges	906,330	802,238	859,485	7%
Service Charges	0	0	0	0%
Interest Earnings	75,500	66,947	53,860	-20%
Other Revenue	943,806	787,042	787,354	0%
Operating Revenue	8,653,503	8,103,807	8,125,506	
Sub-total	(5,674,989)	(3,941,871)	(2,863,046)	
Non-Operating Grants, Subsidies & Contributions	2,365,133	2,044,942	3,048,659	49%
Fair Value Adjustments to financial assets at fair value through profit/loss	0	0	0	0%
Profit on Asset Disposals	0	0	14,118	0%
Loss on Asset Disposals	0	0	0	0%
Non-Operating Revenue	2,365,133	2,044,942	3,062,777	
Net Result	(3,309,856)	(1,896,929)	199,731	
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)	(1,896,929)	199,731	

SHIRE OF KOJONUP
STATEMENT OF FINANCIAL ACTIVITY BY NATURE/TYPE
FOR THE PERIOD ENDING 30 APRIL 2026

	2025-2026 ANNUAL BUDGET	2025-2026 AMENDED 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	5,405,918	5,405,114	5,405,824	Within Threshold	Within Threshold	
Operating Grants and Subsidies	1,322,758	1,299,052	1,042,467	1,018,983	(23,484)	Within Threshold	
Fees and Charges	906,330	914,459	802,238	859,486	57,248	Within Threshold	
Interest Earnings	75,500	46,427	66,947	53,860	(13,087)	(19.55%)	▼
Profit on Asset Disposal	0	0	0	14,118	14,118	0.00%	
Other Revenue	943,806	910,861	787,042	787,354	Within Threshold	Within Threshold	
	8,653,503	8,576,717	8,103,807	8,139,625			
LESS OPERATING EXPENDITURE							
Employee Costs	(4,695,571)	(4,565,689)	(3,948,228)	(3,100,730)	847,498	(21.47%)	▲
Materials & Contracts	(3,166,264)	(3,298,153)	(2,629,162)	(2,104,069)	525,093	19.97%	▲
Utilities	(397,675)	(338,590)	(331,439)	(313,430)	18,009	Within Threshold	
Depreciation on Non-Current Assets	(5,155,411)	(5,288,706)	(4,296,004)	(4,704,745)	(408,741)	Within Threshold	
Interest Expense	(130,780)	(130,780)	(112,535)	(72,016)	40,519	36.01%	▲
Insurances	(496,255)	(511,472)	(493,716)	(569,198)	(75,482)	15.29%	▼
Loss on Asset Disposal	0	0	0	0	Within Threshold	0.00%	
Other Expenditure	(286,536)	(287,723)	(234,595)	(124,364)	110,231	(46.99%)	▲
	(14,328,492)	(14,421,113)	(12,045,680)	(10,988,552)			
Amount Attributable to Operating Activities	(5,674,989)	(5,844,396)	(3,941,871)	(2,848,927)			
ITEMS EXCLUDED FROM OPERATING ACTIVITIES							
Movement in Doubtful Debt Provision	500	500	0	0	Within Threshold	0.00%	
Movement in Accrued Interest on Loans	0	0	0	(21,895)	(21,895)	0.00%	
Profit on the disposal of assets	0	0	0	(14,118)	(14,118)	0.00%	
Depreciation Written Back	5,155,411	5,288,706	4,296,004	4,704,745	408,741	Within Threshold	
Total Items Excluded	5,155,911	5,289,206	4,296,004	4,668,732			
Sub Total	(519,078)	(555,190)	354,133	1,819,805			
INVESTING ACTIVITIES						0.00%	
Outflows from investing activities							
Land Held for Resale	(200,000)	(100,000)	(200,000)	0	200,000	100.00%	
Purchase Buildings	(112,000)	(195,590)	(106,500)	(113,735)	Within Threshold	Within Threshold	
Purchase Plant and Equipment	(306,500)	(215,243)	(306,500)	(215,244)	91,256	(29.77%)	
Purchase Furniture and Equipment	(315,000)	(159,460)	(240,000)	(60,082)	179,918	74.97%	
Infrastructure Assets - Roads	(3,073,381)	(5,491,074)	(2,997,524)	(3,677,317)	(679,794)	22.68%	
Infrastructure Assets - Parks & Ovals	(33,480)	(33,480)	(33,480)	0	33,480	(100.00%)	
Infrastructure Assets - Other	(60,000)	(74,000)	(60,000)	0	60,000	100.00%	
Inflows from investing activities							
Proceeds from Sale of Assets	72,000	35,768	72,000	35,768	(36,232)	(50.32%)	▼
Contributions for the Development of Assets	2,365,133	4,650,213	2,044,942	3,048,659	1,003,717	49.08%	▲
Amount Attributable to Investing Activities	(1,663,228)	(1,582,866)	(1,827,061)	(981,951)			
FINANCING ACTIVITIES							
Outflows from financing activities							
Repayment of Debt - Loan Principal	(486,694)	(486,694)	(409,181)	(393,598)	15,583	Within Threshold	
Transfer to Reserves	(28,000)	(7,335)	(22,370)	(6,645)	15,725	70.29%	
Inflows from financing activities							
Transfer from Reserves	37,000	37,000	0	0	Within Threshold	0.00%	
Amount Attributable to Financing Activities	(477,694)	(457,029)	(431,551)	(400,243)			
Sub Total	(2,660,000)	(2,595,085)	(1,904,479)	437,611			
FUNDING FROM							
Estimated Opening Surplus at 1 July	2,660,000	2,595,085	2,660,000	2,595,085	(64,915)	Within Threshold	
Closing Funds	0	0	0	0			
	2,660,000	2,595,085	2,660,000	2,595,085			
NET SURPLUS/(DEFICIT)	(0)	0	755,521	3,032,696			

SHIRE OF KOJONUP
SUMMARISED NET CURRENT POSITION
FOR THE PERIOD ENDING 30 APRIL 2026

	ACTUAL 30 JUNE 2025	ACTUAL YTD
Cash - Unrestricted	\$2,451,286	\$3,005,609
Cash - Restricted General	\$0	\$0
Cash - Restricted Reserves	\$1,135,419	\$1,142,064
Accounts Receivable - Rates	\$492,025	\$653,037
Accounts Receivable - Sundry	\$237,010	\$236,701
GST Receivable	\$1,842	\$68,789
Contract Assets	\$296,070	\$0
Inventories	\$22,290	\$74,768
Land held for Resale	\$233,584	\$233,584
Loans - Clubs	\$0	\$0
CURRENT ASSETS	\$4,869,526	\$5,414,552
LESS: CURRENT LIABILITIES		
Payables	(\$475,862)	(\$154,135)
ATO Liabilities	\$57,476	(\$125,378)
Unspent Grant Liabilities	(\$496,045)	(\$735,689)
Employee Provisions	(\$524,215)	(\$524,215)
Accrued Interest on Loans	(\$21,895)	\$0
Interest Bearing Loans	(\$486,694)	(\$93,097)
Springhaven Accommodation Bonds	\$0	\$0
CURRENT LIABILITIES	(\$1,947,235)	(\$1,632,513)
LESS: EXCLUSIONS		
Cash - Restricted Reserves	(\$1,135,419)	(\$1,142,064)
Cash - Restricted Cash	\$0	\$0
Interest Bearing Loans	\$486,694	\$93,097
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	(\$1)	\$0
NET CURRENT POSITION - SURPLUS/(DEFICIT)	\$2,595,085	\$3,032,696

**SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDING 30 APRIL 2026**

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	1,042,467	1,018,983	(23,484)	Within Threshold	TIMING	Decrease in General Purpose Grant \$67k, Increase in Local Roads Grant \$49k, Decrease in CESM Contributions \$26k, Increase in ESL Grant \$23k.
Fees & Charges	802,238	859,486	57,248	Within Threshold	TIMING	Decrease in GROH Rent \$12k, Increase in Planning Fees \$71k, Increase in Cemetery Fees \$16k, Decrease in Standpipe Water Charges \$39k, Increase in KSC Property Lease Income \$13k.
Interest Earnings	66,947	53,860	(13,087)	-20%	TIMING	Decrease in interest earned on Reserve investments.
Profit on Sale of Assets	0	14,118	14,118	0%	PERMANENT	Increase in profit on disposal of asset.

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDING 30 APRIL 2026

EXPLANATION OF MATERIAL VARIANCES

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

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
Operating Expenses						
Employee Costs	(3,948,228)	(3,100,730)	847,498	-21%	PERMANENT/ TIMING	Increase in Admin Salaries \$34k, Increase in Admin Superannuation \$16k, Decrease in Admin FBT \$41k, Decrease in BRPC- Salaries \$60k, Increase in Fire Hazard Reduction \$10k, Decrease in Health Salaries \$91k, Decrease in Health FBT \$10k, Decrease in Swimming Pool Superannuation \$16k, Decrease in Library Superannuation \$12k, Decrease in Airstrip Maint \$12k, Decrease in Salaries (TOUR) \$67k, Decrease in Kodja Place Tour Exp \$11k, Increase in Kodja Place Events \$23k, Decrease in Private Works \$10k, Decrease in Salaries Works-Supervisors \$67k, Decrease in Superannuation (Supervisors) \$26k, Increase in Works Training \$12k, Increase in Annual Leave \$37k, Increase in Public Holidays \$65k, Decrease in Outside Superannuation \$261k, Increase in Long Service Leave \$37k, Decrease in Cleaners Annual Leave \$11k, Decrease in Cleaners Superannuation \$10k, Increase in Less Allocated works & Services \$28k, Increase in External Parts & Repairs \$26k, Decrease in Plant Repairs Wages \$44k, Decrease in Workers Comp Allocated \$17k, Decrease in Grading Wages \$344k, Increase in Drainage Maint \$33k, Decrease in Guide Post & Signage \$31k, Increase in Town -Kojonup-Verge MTCE \$40k.

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDING 30 APRIL 2026

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	(2,629,162)	(2,104,069)	525,093	20%	TIMING	Decrease in Dep W/Back \$ 132k, Decrease in Admin Allocated to Rates (Cash) \$ 25k, Decrease in Election & Poll Exp \$ 15k, Decrease in Integrated Planning Exp \$ 73k, Decrease in Audit Fees \$ 26k, Decrease in Admin Allocated to Gov. (cash) \$ 150k, Increase in Conference & Training (Admin) \$ 11k, Decrease in Telephone & Internet \$ 22k, Decrease in Software Licencing Fees \$ 106k, Decrease in ICT Support \$ 34k, Increase in ICT Website (Subs & Upgrade) \$ 11k, Decrease in Admin Legal Exp \$ 15k, Decrease in VROC-Shared Services \$ 17k, Increase in Less Admin Non Cash Realloc \$ 18k, Increase in Less Admin Cash EXP Realloc \$ 295k, Increase in Records Management \$ 28k, Increase in Financial Consultant \$ 24k, Decrease in CESM Other Exp \$ 22k, Decrease in Admin Realloc Cash (Animal) \$ 26k, Decrease in Health -Contractors \$ 14k, Decrease in Admin Alloc To HIA-Cash \$ 27k, Decrease in Doctors Services Contribution Exp \$ 16k, Decrease in Housing- GS Homes Exp \$ 25k, Decrease in Recycle Depot/Transfer STN \$ 47k, Decrease in Refuse Collection (Kerbside) \$ 12k, Decrease in Verge Pickup - Hard Waste \$ 25k, Increase in Grading \$ 104k, Increase in External Parts & Repairs \$ 98k, Decrease in Tyres & Tubes \$ 19k, Increase in Sports Complex Maint \$ 47k, Increase in Sports-Turkey Nest Dam -Water Supply \$ 13k, Decrease in Plant Fuel & Oil \$ 28k, Increase in Less POC Allocated To W.& S. \$ 39k, Decrease in Reserve Clean Up \$ 14k, Increase in Town Planning Exp \$ 19k, Decrease in Admin Cash Reallocated (Road Mtce) \$ 11k, Increase in Airstrip Ground Maint \$ 19k, Decrease in Story Area (Digital) \$ 39k, Increase in Admin Cash Reallocated (TOUR) 18k, Decrease in Bridge Maintenance \$ 45k.
Utilities	(331,439)	(313,430)	18,009	Within Threshold	TIMING	Increase in Telephone & Internet \$ 18k, Decrease in Apex Park- Ground Maint \$ 13k, Decrease in Black Cockatoo Utilities \$ 15k.
Interest Expense	(112,535)	(72,016)	40,519	36%	TIMING	Decrease in Loan (staff Housing) \$ 11k, Decrease on recreation loan interest \$ 15k Decrease in Interest on Loan 150 \$ 10k.
Insurances	(493,716)	(569,198)	(75,482)	15%	TIMING	Increase in Admin Workers Comp Insurances \$ 22k, Increase in Workers comp Insurance \$ 43k, Decrease in Plant Insurance \$ 16k.
Other Expenses	(234,595)	(124,364)	110,231	-47%	TIMING	Decrease in Member Conference Exp \$ 13k Decrease in Less POC Allocated to W.&S \$ 68k.

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDING 30 APRIL 2026

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>Investing Activities</u>						
Plant & Equipment	(306,500)	(215,244)	91,256	-30%	TIMING	Increase in Purchase Plant & Equipment - ESL \$ 10k, Decrease in Major Plant Purchases \$ 98k.
Furniture & Equipment	(240,000)	(60,082)	179,918	75%	TIMING	Decrease in ICT Plan Implementation \$ 175k.
Infrastructure - Roads	(2,997,524)	(3,677,317)	(679,794)	23%	TIMING	Decrease in Spring Street Asphalt \$355k, Decrease in Misson Road Floodway \$20k, Decrease in Soldier Road - Asphalt \$72k, Decrease in Newton Street Reseal 24/25 C/Over SLK 0.00 - 0.26 \$19k, Decrease in Tone Rd Stab & Seal Failures SLK 5.30 - 5.90 \$21k, Decrease in Frankland Rd Repair Pavement SLK 19.94 \$111k, Decrease in Boscabel Chittinup RD Reseal SLK 3.80 - 4.06 \$85k, Decrease in Boscabel Chittinup RD Reseal SLK 4.86 - 6.22 \$95k, Decrease in Old Broomehill Rd Seal Bridge Approach SLK 2.25 \$28k, Decrease in Old Broomehill Rd Seal Bridge Approach SLK 5.16 \$25k, Decrease in Old Broomehill Rd Seal Bridge Approach SLK 7.65 \$45k, Decrease in Kojonup Darkan Rd Reconstruction SLK 1.9 - 3.8 \$78k, Decrease in Jingalup Rd Reseal SLK 2.0 - 4.0 \$62k, Increase in Kojonup-Frankland Rd Reconstruct And Reseal \$113k, Increase in Reillys Creek Road - Gravel Sheet \$14k, Increase in Broomehill-Kojonup Road AEL/ACL \$1,655k, Decrease in Thornbury Close Construction including fire road (Industrial Area) \$40k, Decrease in Jingalup Road Re-Alignment \$29k.
Infrastructure - Parks & Ovals	(33,480)	0	33,480	-100%	PERMANENT	Decrease in Apex Park Playground \$ 33k.
Non-Operating Grants	2,044,942	3,048,659	1,003,717	49%	TIMING	Increase in Commodity Route Grants \$18k, Increase in RRG Grants \$224k, Increase in Regional Road Safety Program Grant \$1,655k, Decrease in Roads to Recovery Grant \$894k.
<u>Financing Activities</u>						
Loan Principal Repayments	(409,181)	(393,598)	15,583	Within Threshold	TIMING	Decrease in Loan 150 - Communications tower \$ 24k.

SHIRE OF KOJONUP
STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDING 30 APRIL 2026

	Note	2024-25 ACTUAL \$	2025-2026 ACTUAL \$	Variance \$
Current assets				
Unrestricted Cash & Cash Equivalents		2,451,286	3,005,609	554,323
Restricted Cash & Cash Equivalents		1,135,419	1,142,064	6,645
Trade and other receivables		729,035	889,738	160,703
ATO Receivables		1,842	68,789	66,947
Contract Assets		296,070	0	-296,070
Inventories		22,290	74,768	52,478
Land Held for Resale		233,584	233,584	0
Total current assets		4,869,526	5,414,552	545,026
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	26,286,835	-462,784
Furniture & Equipment		367,345	397,529	30,184
Plant & Equipment		3,049,662	2,875,512	-174,150
Tools		0	0	0
Roads Infrastructure		94,871,109	94,807,388	-63,720
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	5,831,039	10,453
Total non-current assets		154,796,130	154,136,113	-660,017
Total assets		159,665,656	159,550,665	-114,991
Current liabilities				
Trade and other payables		497,757	291,615	206,142
ATO Liabilities		-57,476	-12,102	-45,374
Contracts Liability		496,045	735,689	-239,644
Interest-bearing loans and borrowings		486,694	93,097	393,598
Provisions		524,215	524,215	0
Total current liabilities		1,947,235	1,632,513	314,722
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	5,720,296	314,722
Net assets		153,630,638	153,830,369	199,731
Equity				
Retained surplus		71,354,745	71,348,100	-6,645
Net Result		0	199,731	199,731
Reserve - asset revaluation		81,140,473	81,140,473	0
Reserve - Cash backed		1,135,419	1,142,064	6,645
Total equity		153,630,638	153,830,369	199,731

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

**SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDING 30 APRIL 2026**

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 Amended Budget	2025/2026 YTD Budget	2025/2026 YTD Actuals	% of Annual Budget
Governance										
C137	ICT Plan Implementation		CEO	F&E	Renewal	300,000	144,460	225,000	49,629	17%
2104	Purchase of Light Vehicles		CEO	P&E	Renewal	107,000	102,499	107,000	102,499	96%
						407,000	246,959	332,000	152,128	
Law Order & Public Safety										
2414	PURCHASE PLANT & EQUIP - ESL		CEO	P&E	Renewal	0	9,575	0	9,575	
						0	9,575	0	9,575	
Housing										
4344	26 Katanning Road Building Renewal	2.2.6	MPS	L&B	New	0	5,000	0	0	0%
C142	8 Soldier Road - Building renewal	2.2.14	MPS	L&B	Renewal	35,000	35,000	35,000	35,338	101%
C313	Jean Sullivan Units - Building Renewal		MPS	L&B	Renewal	10,000	10,000	7,500	0	0%
C145	ILU's - Building Renewal		MPS	L&B	Renewal	12,000	12,000	9,000	0	0%
						57,000	62,000	51,500	35,338	
Community Amenities										
C310	Subdivision Construction	2.4.3	CEO	L4R	Upgrade	200,000	100,000	200,000	0	0%
						200,000	100,000	200,000	0	
Recreation & Culture										
C158	Swimming Pool Equipment		MPS	P&E	Renewal	46,500	48,300	46,500	48,300	104%
6644	Sports Complex - New oven		MPS	F&E	Renewal	15,000	15,000	15,000	10,453	70%
C295	Swimming Pool - Cover over pool		MPS	L&B	Renewal	15,000	15,000	15,000	13,840	92%
C105	Memorial Hall Capital Expenditure - Replace ceiling		MPS	L&B	Renewal	0	69,840	0	39,840	0%
C357	Apex Park - Replace Equipment		MPS	Infr.	Renewal	33,480	33,480	33,480	0	0%
C106	RSL Hall Capital		MPS	L&B	Renewal	0	10,000	0	0	0%
						109,980	191,620	109,980	112,433	
Transport - Plant Purchases										
7604	Plant Major Purchases		MWS	P&E	New	153,000	54,869	153,000	54,870	36%
						153,000	54,869	153,000	54,870	
Transport - Infrastructure										
C507	RTR - Spring Street Asphalt		MWS	Infr.	Renewal	375,000	595,800	375,000	20,299	5%
CJ508	RTR - Mission Road Floodway		MWS	Infr.	Renewal	20,000	0	20,000	0	0%
CJ509	RTR - Soldier Road - Asphalt		MWS	Infr.	Renewal	75,000	75,000	75,000	3,204	4%
CJ512	RTR - Newton Street Reseal 24/25 C/Over SLK 0.00 - 0.26		MWS	Infr.	Renewal	18,530	0	18,530	0	0%
R2R400	R2R - Balgarup Road Tree Pruning/Verge Mulching Works		MWS	Infr.	Renewal	75,000	75,000	37,500	16,559	22%
R2R401	RTR - Tone Rd Stab & Seal Failures SLK 5.30 - 5.90		MWS	Infr.	Renewal	145,000	145,000	145,000	124,674	86%
R2R402	RTR - Frankland Rd Repair Pavement SLK 19.94		MWS	Infr.	Renewal	112,136	0	112,136	1,203	1%
R2R403	RTR - Boscabel Chittinup RD Reseal SLK 3.80 - 4.06		MWS	Infr.	Renewal	85,000	0	85,000	0	0%
R2R404	RTR - Boscabel Chittinup RD Reseal SLK 4.86 - 6.22		MWS	Infr.	Renewal	95,000	0	95,000	0	0%
R2R405	RTR - Old Broomehill Rd Seal Bridge Approach SLK 2.25		MWS	Infr.	Renewal	60,000	60,000	60,000	31,923	53%
R2R406	RTR - Old Broomehill Rd Seal Bridge Approach SLK 5.16		MWS	Infr.	Renewal	60,000	60,000	60,000	35,521	59%
R2R407	RTR - Old Broomehill Rd Seal Bridge Approach SLK 7.65		MWS	Infr.	Renewal	60,000	60,000	60,000	14,402	24%
RRG001	Shamrock Rd Widen SLK 15.8 - 18.8		MWS	Infr.	Upgrade	705,000	705,146	705,000	706,308	100%
RRG002	Kojonup Darkan Rd Reseal SLK 3.8 - 5.0		MWS	Infr.	Renewal	105,000	105,000	105,000	105,111	100%
RRG003	Kojonup Darkan Rd Reconstruction SLK 1.9 - 3.8		MWS	Infr.	Upgrade	615,000	615,000	615,000	537,473	87%
RRG004	Jingalup Rd Reseal SLK 2.0 - 4.0		MWS	Infr.	Renewal	210,000	210,000	210,000	147,935	70%
RRG005	Rrg - Kojonup-Frankland Rd Reconstruct And Reseal		MWS	Infr.	Renewal	0	225,000	0	113,543	
CJ079	Reillys Creek Road - Gravel Sheet		MWS	Infr.	Upgrade	76,715	76,715	38,358	52,150	68%
RC003	Thornbury Close Construction including fire road (Industrial Area)		MWS	Infr.	Upgrade	151,000	151,000	151,000	110,641	73%
RC004	Jingalup Road Re-Alignment		MWS	Infr.	Upgrade	30,000	30,000	30,000	1,186	4%
RSP001	Broomehill-Koonup Rd Seal With Aec/Acl - Slk 0.00 To 16.85		MWS	Infr.	Upgrade	0	2,302,413	0	1,655,183	
						3,073,381	5,491,074	2,997,524	3,677,317	
Economic Services										
C177	Kodja Place - Capital Renewal/Improvement	2.1.10	MCCS	L&B	Renewal	15,000	38,750	15,000	22,591	151%
C349	Black Cockatoo Café Capital Expenditure		MCCS	L&B	Renewal	25,000	0	25,000	2,126	9%
C054	Promotional Signage at Airstrip	1.4.7	CEO	Infr.	New	60,000	60,000	60,000	0	0%
8974	Country Water Supply Tanks		MPS	Infr.	New	0	14,000	0	0	#DIV/0!
						100,000	112,750	100,000	24,718	
Total Capital Expenditure						4,100,361	6,268,847	3,944,004	4,066,378	99.2%

SUMMARIES:										
Land Held for Resale						200,000	100,000	200,000	0	0.0%
Land & Buildings						112,000	195,590	106,500	113,735	101.5%
Infrastructure						3,166,861	5,598,554	3,091,004	3,677,317	116.1%
Plant & Equipment						306,500	215,243	306,500	215,244	70.2%
Furn & Equipment						315,000	159,460	240,000	60,082	19.1%
						4,100,361	6,268,847	3,944,004	4,066,378	99.2%
At No Cost						0			0	0.0%
Asset Renewal						2,109,646	2,154,704	1,991,646	948,567	45.0%
New Asset						213,000	133,869	213,000	54,870	25.8%
Upgrading Asset						1,777,715	3,980,274	1,739,358	3,062,941	172.3%
						4,100,361	6,268,847	3,944,004	4,066,378	99.2%
Chief Executive Officer						667,000	416,534	592,000	161,703	24.2%
Manager Corporate & Community Services						40,000	38,750	40,000	24,718	61.8%
Manager Works & Services						3,226,381	5,545,943	3,150,524	3,732,187	115.7%
Senior Horticulturalist						0	0	0	0	0.0%
Manager Property Services						166,980	267,620	161,480	147,770	88.5%
						4,100,361	6,268,847	3,944,004	4,066,378	99.2%

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT
STATEMENT OF CAPITAL GRANTS & CONTRACT LIABILITIES
FOR THE PERIOD ENDING 30 APRIL 2026

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
Transport							
MRWA - Regional Road Group Grants 2024-2025	142,379	(142,379)	0	0	0		0
DITRDC - Roads to Recovery Grant 2024-2025	349,997	0	(247,785)	102,212	(548,997)		247,785
DITRDC - Roads to Recovery Grant 2025-2026	0	418,353	0	418,353	(692,136)	(1,141,842)	0
MRWA RRG 25-26 Shamrock Rd	0	470,000	(470,000)	0	(470,000)	(869,100)	470,000
MRWA RRG 24-25 Jingalup Rd Reseal	0	112,000	(112,000)	0	(140,000)	(112,000)	112,000
MRWA RRG 24-25 Kojonup Darkan Reseal		70,000	(70,000)	0	(70,000)	(56,000)	70,000
MRWA RRG 24-25 Kojonup Darkan Reconstruction		328,000	(328,000)	0	(410,000)	(328,000)	328,000
MRWA RRG 24-25 Kojonup Frankland RD Reseal		120,000	(113,543)	6,457	0	0	113,543
MRWA - Commodity Route Grants 2025-2026		68,000	(52,150)	15,850	(34,000)	(34,000)	52,150
MRWA Regional Road Safety Project-Broomhill		1,844,330	(1,655,183)	189,147	0		1,655,183
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	3,288,304	(3,048,661)	735,688	(2,365,133)	(2,540,942)	3,048,661
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	3,318,304	(3,078,661)	735,688	(2,335,133)	(2,510,942)	3,078,661

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDING 30 APRIL 2026

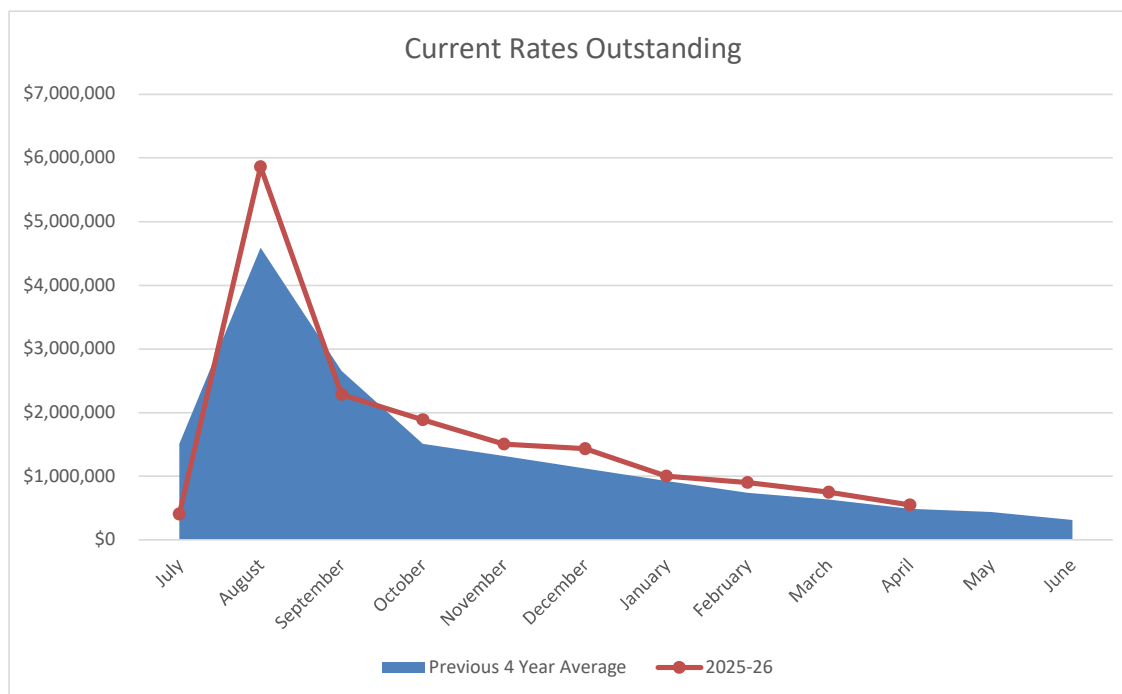
RESERVES - CASH BACKED	2025-2026	2025-2026	2025-2026	2025-2026	2025-2026	2025-2026	2025-2026	2025-2026
	Actual	Actual	Actual	Actual	Budget	Budget	Budget	Budget
	Opening	Transfer to	Transfer (from)	Closing	Opening	Transfer to	Transfer	Closing
	Balance			Balance	Balance		(from)	Balance
	\$	\$	\$	\$	\$	\$	\$	\$
Plant Reserve	269,951	1,340	0	271,291	269,771	7,800	0	277,571
Employee Leave	296,408	1,974	0	298,382	296,230	7,800	0	304,030
Low Income Housing	91,023	533	0	91,556	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	511	0	87,787	87,217	1,770	0	88,987
Kodja Place Tourist Precinct	0	0	0	0	18	0	0	18
Community Grants Reserve	10,627	62	0	10,689	10,619	215	0	10,834
Independent Living Units	172,455	1,009	0	173,464	172,339	3,490	(22,000)	153,829
Natural Resource Management	106,230	621	0	106,851	106,159	2,150	0	108,309
The Kodja Place Building Upgrade & Renewal	19,222	113	0	19,335	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	481	0	82,709	13,830	1,155	0	14,985
	1,135,420	6,644	0	1,142,064	1,134,658	28,000	(37,000)	1,125,658

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDING 30 APRIL 2026

RATES & SUNDRY RECEIVABLES

Rates:

	1-Jul-25	Levy for 2025/26	Collectable	Received	Outstanding
Property Rates	\$ 213,171	\$ 5,404,105	\$ 5,617,276	\$ (5,269,791)	\$ 347,485
Rubbish Charges	\$ 46,040	\$ 286,660	\$ 332,700	\$ (284,477)	\$ 48,223
Emergency Services Levy	\$ 22,122	\$ 2,150	\$ 24,272	\$ -	\$ 24,272
Instalment fee & Interest	\$ -	\$ 19,390	\$ 19,390	\$ (19,390)	\$ -
Penalty & ESL Interest	\$ 131,124	\$ 31,965	\$ 163,088	\$ (31,815)	\$ 131,274
Excess Rates	\$ (70,709)	\$ -	\$ (70,709)	\$ (7,357)	\$ (78,065)
Sub- Total	\$ 341,748	\$ 5,744,270	\$ 6,086,018	\$ (5,612,829)	\$ 473,189
					8%
OTHER ITEMS					
Pensioner Rebates to claim	\$ 79,569	\$ -	\$ 79,569	\$ 22,215	\$ 101,783
Sub-Total	\$ 421,316				\$ 574,972
Pensioner Deferred Rates	\$ 114,776	\$ -	\$ 114,776	\$ -	\$ 114,776
Total Outstanding	\$ 456,523	\$ 5,744,270	\$ 6,200,794	\$ (5,612,829)	\$ 587,965



Sundry Debtors:

	30-Jun-25		30/04/26		Movement This FY
Credit Balance	\$ (7,112)		\$ (8,877)		\$ 1,766
Current	\$ 364,492		\$ 126,247		\$ 238,245
30 - 60 days	\$ 6,417	1%	\$ 13,498	5%	\$ (7,081)
60 - 90 days	\$ 1,562	0%	\$ 4,116	2%	\$ (2,554)
Greater than 90 days	\$ 127,516	26%	\$ 110,709	45%	\$ 16,807
	\$ 492,875		\$ 245,693		

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDING 30 APRIL 2026

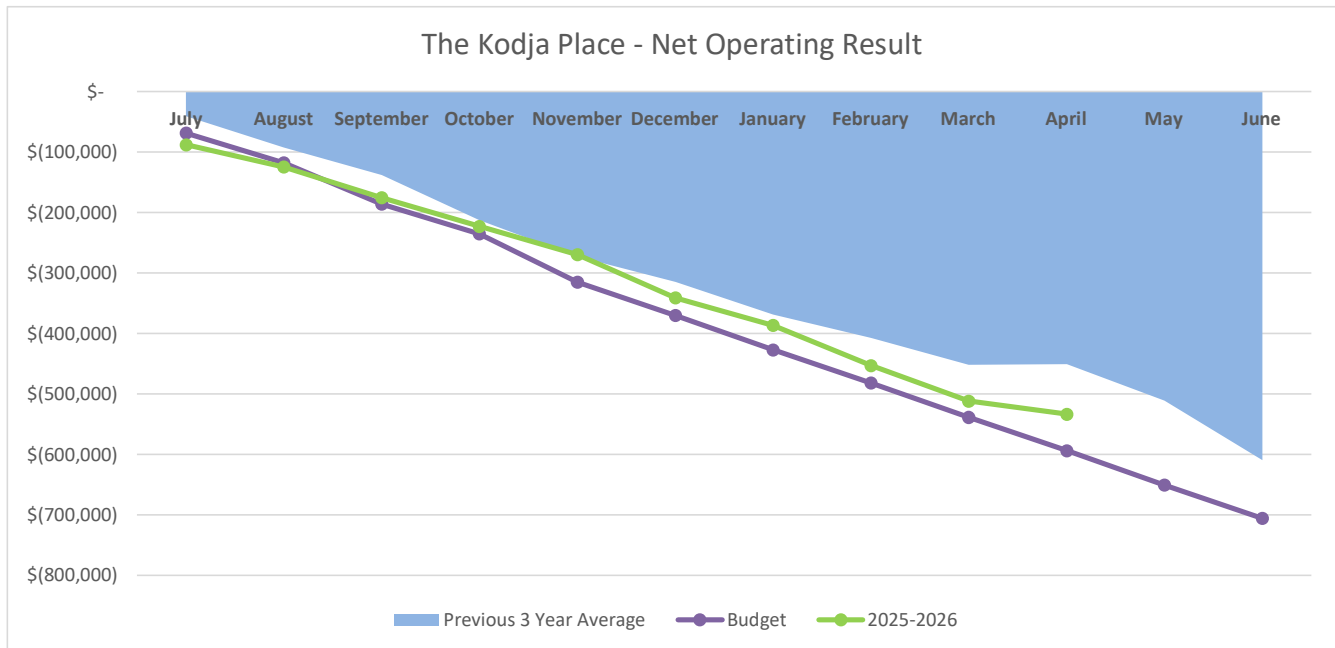
LOAN REPAYMENTS	Loan Number	2025-2026 Actual Principal 1 July 2025	2025-2026 New New Loans	2025-2026 New Principal Repayments	2025-2026 Actual Interest Repayments	2025-2026 Actual Principal Outstanding	2025-2026 Budget Principal 1 July 2025	2025-2026 Budget New Loans	2025-2026 Budget Principal Repayments	2025-2026 Budget Interest Repayments	2025-2026 Budget Principal 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	(9,005)	(1,074)	92,675	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	(31,328)	(5,570)	(31,328)	0	0	0	0	0
Staff Housing - GSHI	140	669,970	0	(36,313)	(2,634)	633,657	669,970	0	(62,388)	(11,409)	607,582
GROH Housing - GSHI	138	592,029	0	(115,860)	(5,253)	476,169	592,029	0	(115,860)	(8,171)	476,169
Staff Housing - GSHI	144	22,617	0	(11,203)	(234)	11,414	22,617	0	(11,203)	(375)	11,414
GROH Housing - GSHI	145	22,617	0	(34,251)	(17,344)	(11,635)	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	(25,294)	(1,794)	132,109	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	(10,842)	(416)	100,289	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	(393,598)	(72,016)	4,086,280	4,479,878	0	(486,694)	(130,780)	3,993,184

**SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDING 30 APRIL 2026**

MAJOR BUSINESS UNITS

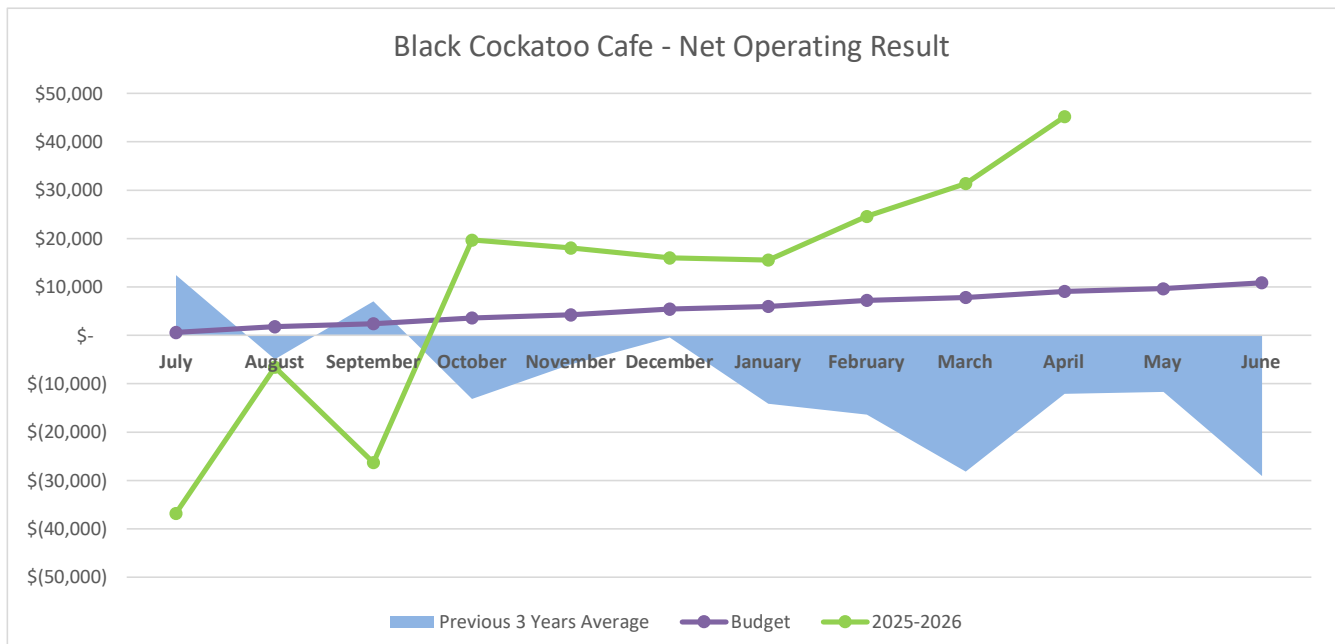
The Kodja Place Precinct

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 30 APRIL 2026		% of Annual Budget	ACTUAL 30 APRIL 2026		ADOPTED BUDGET 2025-2026		AMENDED BUDGET 30 JUNE 2026	
		Budget	Actual		Income	Expense	Income	Expense	Income	Expense
9605	Proceeds Sale of Assets - Plant & Equipment	(\$72,000)	(\$35,768)	50%	(\$35,768)	\$0	(\$72,000)	\$0	(\$35,768)	\$0
	Sub Total - PROCEEDS/REALISATION ON SALE OF ASSET	(\$72,000)	(\$35,768)		(\$35,768)	\$0	(\$72,000)	\$0	(\$35,768)	\$0
	WRITTEN DOWN VALUE									
	Sub Total - WDV ON SALE OF ASSET	\$0	\$0		\$0	\$0	\$0	\$0	\$0	\$0
	Total - GAIN/LOSS ON DISPOSAL OF ASSET	(\$72,000)	(\$35,768)		(\$35,768)	\$0	(\$72,000)	\$0	(\$35,768)	\$0
	Sub Total - ABNORMAL ITEMS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Total - OPERATING STATEMENT	(\$72,000)	(\$35,768)		(\$35,768)	\$0	(\$72,000)	\$0	(\$35,768)	\$0

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

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

MONTHLY FINANCIAL REPORT		COMPARATIVES								
Details By function Under The Following Programme Titles And Type Of Activities Within The Programme		YEAR TO DATE		% of	ACTUAL		ADOPTED BUDGET		AMENDED BUDGET	
ACCOUNT	JOB	30 APRIL 2026		Annual	30 APRIL 2026		2025-2026		30 JUNE 2026	
		Budget	Actual	Budget	Income	Expense	Income	Expense	Income	Expense
GENERAL PURPOSE FUNDING - RATES										
OPERATING EXPENDITURE										
1112	Admin Allocated to Rates (Cash)	\$49,849	\$24,380	41%	\$0	\$24,380	\$0	\$59,821	\$0	\$68,832
1122	Admin Allocated to Rates (Non-Cash)	\$3,539	\$1,053	25%	\$0	\$1,053	\$0	\$4,247	\$0	\$4,247
1182	Rates Printing/postage	\$1,000	\$0	0%	\$0	\$0	\$0	\$1,000	\$0	\$1,000
1192	Valuation Expenses	\$2,695	\$3,103	20%	\$0	\$3,103	\$0	\$15,725	\$0	\$15,725
1202	Title Searches	\$500	\$0	0%	\$0	\$0	\$0	\$500	\$0	\$500
1222	Insurance - Emp Costs (Rates)	\$2,258	\$2,990	132%	\$0	\$2,990	\$0	\$2,258	\$0	\$1,495
1262	Legal Costs Incurred - Rates	\$2,000	\$0	0%	\$0	\$0	\$0	\$2,000	\$0	\$2,000
Sub Total - GENERAL RATES OP/EXP		\$61,841	\$31,527		\$0	\$31,527	\$0	\$85,551	\$0	\$93,799
OPERATING INCOME										
1003	General Rates Levied	(\$5,402,594)	(\$5,404,086)	100%	(\$5,404,086)	\$0	(\$5,402,594)	\$0	(\$5,403,607)	\$0
1023	Interim Rates	\$0	\$0	0%	\$0	\$0	\$0	\$0	\$0	\$0
1053	Back Rates	(\$100)	(\$20)	20%	(\$20)	\$0	(\$100)	\$0	(\$20)	\$0
1013	Ex-Gratia Rates	(\$2,515)	(\$2,442)	97%	(\$2,442)	\$0	(\$2,515)	\$0	(\$2,441)	\$0
1043	Non Payment Penalty Interest	(\$30,450)	(\$31,965)	91%	(\$31,965)	\$0	(\$35,000)	\$0	(\$23,253)	\$0
1073	Instalment Administration Charge	(\$4,000)	(\$4,140)	104%	(\$4,140)	\$0	(\$4,000)	\$0	(\$4,122)	\$0
1063	Instalment Interest Charge	(\$12,000)	(\$15,250)	127%	(\$15,250)	\$0	(\$12,000)	\$0	(\$15,339)	\$0
1273	ESL Levy Admin Fee	(\$4,000)	(\$4,000)	100%	(\$4,000)	\$0	(\$4,000)	\$0	(\$4,000)	\$0
1092	Rates Written Off/Refunded	\$95	\$723	723%	\$723	\$0	\$100	\$0	\$150	\$0
1283	Settlement & Search Charges	(\$3,600)	(\$5,527)	123%	(\$5,527)	\$0	(\$4,500)	\$0	(\$4,500)	\$0
1263	Legal Expenses - Recovered	(\$2,000)	\$0	0%	\$0	\$0	(\$2,000)	\$0	(\$2,000)	\$0
Sub Total - GENERAL RATES OP/INC		(\$5,461,164)	(\$5,466,706)		(\$5,466,706)	\$0	(\$5,466,609)	\$0	(\$5,459,132)	\$0
Total - GENERAL RATES		(\$5,399,323)	(\$5,435,179)		(\$5,466,706)	\$31,527	(\$5,466,609)	\$85,551	(\$5,459,132)	\$93,799

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

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

MONTHLY FINANCIAL REPORT		COMPARATIVES		% of Annual Budget	ACTUAL		ADOPTED BUDGET		AMENDED BUDGET		
Details By function Under The Following Programme Titles And Type Of Activities Within The Programme		YEAR TO DATE			30 APRIL 2026		2025-2026		30 JUNE 2026		
ACCOUNT	JOB	Budget	Actual		Income	Expense	Income	Expense	Income	Expense	
OTHER GENERAL PURPOSE FUNDING											
OPERATING EXPENDITURE											
Sub Total - OTHER GENERAL PURPOSE FUNDING OP/EXP						\$0	\$0	\$0	\$0	\$0	\$0
OPERATING INCOME											
1333	Grants Commission General Purpose Grant	(\$265,656)	(\$198,603)	56%	(\$198,603)	\$0	(\$354,208)	\$0	(\$264,804)	\$0	\$0
1343	Grants Commission Local Roads Grant	(\$287,743)	(\$336,703)	88%	(\$336,703)	\$0	(\$383,657)	\$0	(\$448,937)	\$0	\$0
1373	Interest Received - Municipal	(\$417)	\$0	0%	\$0	\$0	(\$500)	\$0	(\$500)	\$0	\$0
1393	Interest Received - Reserves	(\$24,080)	(\$6,645)	24%	(\$6,645)	\$0	(\$28,000)	\$0	(\$7,335)	\$0	\$0
Sub Total - OTHER GENERAL PURPOSE FUNDING OP/INC						(\$541,951)	\$0	(\$766,365)	\$0	(\$721,576)	\$0
Total - OTHER GENERAL PURPOSE FUNDING						(\$541,951)	\$0	(\$766,365)	\$0	(\$721,576)	\$0
Total - GENERAL PURPOSE FUNDING						(\$6,008,657)	\$31,527	(\$6,232,974)	\$85,551	(\$6,180,708)	\$93,799

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

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

MONTHLY FINANCIAL REPORT		COMPARATIVES								
Details By function Under The Following Programme Titles And Type Of Activities Within The Programme		YEAR TO DATE		% of	ACTUAL		ADOPTED BUDGET		AMENDED BUDGET	
ACCOUNT	JOB	30 APRIL 2026		Annual	30 APRIL 2026		2025-2026		30 JUNE 2026	
		Budget	Actual	Budget	Income	Expense	Income	Expense	Income	Expense
GOVERNANCE - MEMBERS OF COUNCIL										
OPERATING EXPENDITURE										
002D	Depreciation	\$1,354	\$1,353	83%	\$0	\$1,353	\$0	\$1,625	\$0	\$1,625
1502	Meeting Attendance Fees	\$77,368	\$77,574	75%	\$0	\$77,574	\$0	\$103,157	\$0	\$103,157
1508	Members Travelling	\$2,920	\$2,380	82%	\$0	\$2,380	\$0	\$2,920	\$0	\$2,920
1512	Conferences & Training Expenses	\$15,500	\$2,191	14%	\$0	\$2,191	\$0	\$15,500	\$0	\$15,500
1522	Members Communications Allowance	\$15,750	\$9,792	47%	\$0	\$9,792	\$0	\$21,000	\$0	\$21,000
1532	Election Expenses	\$36,100	\$15,430	43%	\$0	\$15,430	\$0	\$36,100	\$0	\$36,100
1542	Presidents/Dep Allowances	\$28,500	\$27,213	72%	\$0	\$27,213	\$0	\$38,000	\$0	\$38,000
1562	Refreshments & Functions (Councillors)	\$8,436	\$6,701	60%	\$0	\$6,701	\$0	\$11,100	\$0	\$11,100
1572	Refreshments & Functions Staff)	\$5,509	\$4,446	72%	\$0	\$4,446	\$0	\$6,190	\$0	\$6,190
1592	Members Insurance	\$11,775	\$14,719	125%	\$0	\$14,719	\$0	\$11,775	\$0	\$14,718
1602	Subscriptions	\$37,870	\$27,447	72%	\$0	\$27,447	\$0	\$37,870	\$0	\$27,883
1612	Misc Expenses - Members	\$1,500	\$908	61%	\$0	\$908	\$0	\$1,500	\$0	\$1,500
1624	Integrated Planning Expenses	\$72,843	\$0	0%	\$0	\$0	\$0	\$87,415	\$0	\$87,415
1632	Vehicle Operating Expenses	\$500	\$0	0%	\$0	\$0	\$0	\$500	\$0	\$500
1642	Advertising	\$0	\$0	0%	\$0	\$0	\$0	\$0	\$0	\$0
1662	Audit Fees	\$28,825	\$2,950	6%	\$0	\$2,950	\$0	\$51,650	\$0	\$45,650
1702	Administration Allocation (Cash)	\$581,572	\$432,042	62%	\$0	\$432,042	\$0	\$697,914	\$0	\$803,802
1712	Administration Allocation (Non-Cash)	\$17,697	\$14,046	66%	\$0	\$14,046	\$0	\$21,237	\$0	\$21,237
1772	Doubtful Debt Expenses	\$0	\$0	0%	\$0	\$0	\$0	\$500	\$0	\$500
1792	Legal Costs	\$3,000	\$0	0%	\$0	\$0	\$0	\$3,000	\$0	\$3,000
2075	VROC - Shared Services	\$22,000	\$5,000	23%	\$0	\$5,000	\$0	\$22,000	\$0	\$22,000
Sub Total - MEMBERS OF COUNCIL OP/EXP		\$969,018	\$644,193		\$0	\$644,193	\$0	\$1,170,953	\$0	\$1,263,797
OPERATING INCOME										
Sub Total - MEMBERS OF COUNCIL OP/INC		\$0	\$0		\$0	\$0	\$0	\$0	\$0	\$0
Total - MEMBERS OF COUNCIL		\$969,018	\$644,193		\$0	\$644,193	\$0	\$1,170,953	\$0	\$1,263,797

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

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

MONTHLY FINANCIAL REPORT		COMPARATIVES		% of Annual Budget	ACTUAL		ADOPTED BUDGET		AMENDED BUDGET	
Details By function Under The Following Programme Titles And Type Of Activities Within The Programme		YEAR TO DATE			30 APRIL 2026		2025-2026		30 JUNE 2026	
ACCOUNT	JOB	Budget	Actual		Income	Expense	Income	Expense	Income	Expense
GOVERNANCE - GENERAL										
OPERATING EXPENDITURE										
003D	Depreciation (Sch 4)	\$88,484	\$86,189	81%	\$0	\$86,189	\$0	\$106,185	\$0	\$106,185
1852	Salaries - Admin	\$888,528	\$922,331	87%	\$0	\$922,331	\$0	\$1,066,276	\$0	\$1,294,660
1882	Admin Superannuation	\$112,042	\$127,593	95%	\$0	\$127,593	\$0	\$134,456	\$0	\$158,349
1892	Admin Workers Comp Insurance	\$47,418	\$69,000	146%	\$0	\$69,000	\$0	\$47,418	\$0	\$34,500
1902	FBT Admin Staff	\$17,000	(\$24,417)	-144%	\$0	(\$24,417)	\$0	\$17,000	\$0	\$29,000
1912	Conference & Training	\$16,588	\$28,494	158%	\$0	\$28,494	\$0	\$18,030	\$0	\$25,820
1922	Advertising	\$5,600	\$1,215	15%	\$0	\$1,215	\$0	\$8,000	\$0	\$8,000
1931	Occupational Risk Co-Ordinator Costs	\$7,500	\$0	0%	\$0	\$0	\$0	\$9,000	\$0	\$9,000
1932	Occ Health & Safety	\$8,650	\$5,309	42%	\$0	\$5,309	\$0	\$12,780	\$0	\$9,375
1942	Staff Uniforms	\$4,675	\$1,173	21%	\$0	\$1,173	\$0	\$5,500	\$0	\$5,500
1952	Admin Staff Costs	\$10,599	\$19,743	132%	\$0	\$19,743	\$0	\$14,985	\$0	\$20,485
1957	Office Building Maintenance	\$5,746	\$15,228	198%	\$0	\$15,228	\$0	\$7,675	\$0	\$9,082
1958	Office - Cleaning & Assoc	\$34,228	\$41,716	102%	\$0	\$41,716	\$0	\$41,075	\$0	\$45,116
1959	Office - Utility Charges	\$11,002	\$9,893	75%	\$0	\$9,893	\$0	\$13,200	\$0	\$13,200
1962	Office Gardens & Surrounds-Mtce	\$3,570	\$8,307	132%	\$0	\$8,307	\$0	\$6,284	\$0	\$15,085
1972	Admin Printing & Stationery	\$23,412	\$19,986	70%	\$0	\$19,986	\$0	\$28,400	\$0	\$28,400
1982	Telephone & Internet	\$22,071	\$18,013	69%	\$0	\$18,013	\$0	\$26,275	\$0	\$25,725
2002	Office Equip Maint	\$833	\$95	10%	\$0	\$95	\$0	\$1,000	\$0	\$1,000
2004	Office - Insurance.	\$42,124	\$42,810	102%	\$0	\$42,810	\$0	\$42,124	\$0	\$42,812
2006	Donations CEO discretion	\$500	\$0	0%	\$0	\$0	\$0	\$500	\$0	\$500
2008	Donations - Council	\$1,000	\$100	10%	\$0	\$100	\$0	\$1,000	\$0	\$1,000
2012	Non Capital Purchases	\$1,708	\$535	21%	\$0	\$535	\$0	\$2,500	\$0	\$2,500
2022	Bank Charges	\$29,920	\$20,693	61%	\$0	\$20,693	\$0	\$34,000	\$0	\$34,000
2032	Postage & Freight	\$5,220	\$6,242	104%	\$0	\$6,242	\$0	\$6,000	\$0	\$6,715
2042	ICT Computer Support	\$103,861	\$64,869	53%	\$0	\$64,869	\$0	\$121,865	\$0	\$126,731
1992	ICT Software Licensing Fees	\$116,309	\$15,060	10%	\$0	\$15,060	\$0	\$146,036	\$0	\$148,015
2043	ICT Website Subscription & Upgrade	\$0	\$11,400	0%	\$0	\$11,400	\$0	\$0	\$0	\$11,400
2044	ICT Hardware Purchases (<\$5,000)	\$1,250	\$554	37%	\$0	\$554	\$0	\$1,500	\$0	\$10,987
2052	Admin Vehicle Expenses	\$13,833	\$11,433	69%	\$0	\$11,433	\$0	\$16,600	\$0	\$12,600
2062	Admin Legal Expenses	\$20,833	\$5,770	23%	\$0	\$5,770	\$0	\$25,000	\$0	\$25,000
2277	Finance Consultants	\$55,850	\$79,672	89%	\$0	\$79,672	\$0	\$89,600	\$0	\$89,700
2275	Records Management	\$38,082	\$65,860	144%	\$0	\$65,860	\$0	\$45,700	\$0	\$46,648
2278	Security Monitoring	\$1,600	\$873	55%	\$0	\$873	\$0	\$1,600	\$0	\$1,600
2092	Mis Expense - Admin	\$2,217	\$755	28%	\$0	\$755	\$0	\$2,660	\$0	\$2,660
2102	Admin - Novated Lease Expenses	\$16,433	\$12,816	65%	\$0	\$12,816	\$0	\$19,720	\$0	\$13,000
2172	Less Admin Non Cash Realloc	(\$88,484)	(\$70,232)	66%	\$0	(\$70,232)	\$0	(\$106,185)	\$0	(\$106,185)
2182	Less Admin Cash Exp Realloc	(\$1,661,633)	(\$1,366,292)	69%	\$0	(\$1,366,292)	\$0	(\$1,994,039)	\$0	(\$2,295,165)
Sub Total - GOVERNANCE - GENERAL OP/EXP		\$8,568	\$252,787		\$0	\$252,787	\$0	\$19,720	\$0	\$13,000

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

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

MONTHLY FINANCIAL REPORT		COMPARATIVES								
Details By function Under The Following Programme Titles And Type Of Activities Within The Programme		YEAR TO DATE		% of	ACTUAL		ADOPTED BUDGET		AMENDED BUDGET	
ACCOUNT	JOB	30 APRIL 2026		Annual	30 APRIL 2026		2025-2026		30 JUNE 2026	
		Budget	Actual	Budget	Income	Expense	Income	Expense	Income	Expense
	OPERATING INCOME									
2053	Sundry Misc Income - Admin	(\$250)	(\$27,243)	9081%	(\$27,243)	\$0	(\$300)	\$0	(\$26,341)	\$0
004P	Profit on Sale of Assets	\$0	(\$14,118)	0%	(\$14,118)	\$0	\$0	\$0	\$0	\$0
2083	Police Licensing Commissions	(\$32,400)	(\$43,196)	108%	(\$43,196)	\$0	(\$40,000)	\$0	(\$40,000)	\$0
2113	Admin - Novated Lease Contributions	(\$16,433)	(\$12,816)	65%	(\$12,816)	\$0	(\$19,720)	\$0	(\$13,000)	\$0
2143	Photocopying Fees	(\$17)	\$0	0%	\$0	\$0	(\$20)	\$0	(\$20)	\$0
	Sub Total - GOVERNANCE - GENERAL OP/INC	(\$49,099)	(\$97,373)		(\$97,373)	\$0	(\$60,040)	\$0	(\$79,361)	\$0
	Total - GOVERNANCE - GENERAL	(\$40,532)	\$155,414		(\$97,373)	\$252,787	(\$60,040)	\$19,720	(\$79,361)	\$13,000
	Total - GOVERNANCE	\$928,487	\$799,607		(\$97,373)	\$896,980	(\$60,040)	\$1,190,673	(\$79,361)	\$1,276,797

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

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

MONTHLY FINANCIAL REPORT		COMPARATIVES			ACTUAL		ADOPTED BUDGET		AMENDED BUDGET	
Details By function Under The Following Programme Titles And Type Of Activities Within The Programme		YEAR TO DATE		% of	30 APRIL 2026		2025-2026		30 JUNE 2026	
ACCOUNT	JOB	Budget	Actual	Annual Budget	Income	Expense	Income	Expense	Income	Expense
LAW ORDER & PUBLIC SAFETY										
FIRE PREVENTION										
OPERATING EXPENDITURE										
2272	Emergency Operating Expenses	\$11,404	\$8,499	62%	\$0	\$8,499	\$0	\$13,685	\$0	\$14,181
2271	Emergency Operations Room - Storage	\$417	\$0	0%	\$0	\$0	\$0	\$500	\$0	\$500
2281	Community Emergency Services Manager Wages Expense	\$97,303	\$80,119	62%	\$0	\$80,119	\$0	\$129,737	\$0	\$112,230
2283	CESM Other Expenses	\$30,150	\$7,918	20%	\$0	\$7,918	\$0	\$40,200	\$0	\$40,066
2292	Fire Hazard Reduction	\$28,020	\$43,053	128%	\$0	\$43,053	\$0	\$33,625	\$0	\$45,150
2302	Ground & Aerial Inspections	\$6,000	\$3,926	65%	\$0	\$3,926	\$0	\$6,000	\$0	\$4,000
2322	Administration Costs	\$4,617	\$3,058	60%	\$0	\$3,058	\$0	\$5,060	\$0	\$4,807
2342	Fire Fighting - Shire Resources	\$4,994	\$4,209	72%	\$0	\$4,209	\$0	\$5,873	\$0	\$5,873
2372	Brigade Expenses	\$82,804	\$79,540	91%	\$0	\$79,540	\$0	\$87,130	\$0	\$58,558
2284	Bushfire Risk Mitigation Officer (BRMO)- Salaries	\$60,206	\$0	0%	\$0	\$0	\$0	\$72,250	\$0	\$0
2294	BRMO - Superannuation	\$7,255	\$0	0%	\$0	\$0	\$0	\$8,706	\$0	\$0
2382	Administration Allocated - Cash	\$49,849	\$40,989	69%	\$0	\$40,989	\$0	\$59,821	\$0	\$68,832
2442	Administration Allocated - Non-Cash	\$885	\$702	66%	\$0	\$702	\$0	\$1,062	\$0	\$1,062
2443	Interest on Loan - Bushfire	\$16,980	\$7,456	37%	\$0	\$7,456	\$0	\$19,970	\$0	\$19,970
2444	Govt Guarantee Fee - Loan 150 Expense	\$1,680	\$1,176	70%	\$0	\$1,176	\$0	\$1,680	\$0	\$1,680
004D	Buildings Depreciation	\$34,374	\$27,893	68%	\$0	\$27,893	\$0	\$41,250	\$0	\$41,250
Sub Total - FIRE PREVENTION OP/EXP		\$436,935	\$308,537		\$0	\$308,537	\$0	\$526,549	\$0	\$418,159
OPERATING INCOME										
2363	Fines & Penalties	(\$917)	(\$2,515)	229%	(\$2,515)	\$0	(\$1,100)	\$0	(\$2,015)	\$0
2383	Sale of Fire Maps	(\$133)	(\$91)	57%	(\$91)	\$0	(\$160)	\$0	(\$160)	\$0
2393	Sundry Misc income - Fire	(\$27,082)	(\$3,200)	10%	(\$3,200)	\$0	(\$32,500)	\$0	(\$3,200)	\$0
2373	ESL Levy Funding	(\$56,250)	(\$79,316)	106%	(\$79,316)	\$0	(\$75,000)	\$0	(\$79,316)	\$0
2343	Operating Grant Income	\$0	\$0	0%	\$0	\$0	\$0	\$0	\$0	\$0
2403	Operating Grants, Subsidies & contributions	(\$106,212)	(\$79,350)	56%	(\$79,350)	\$0	(\$141,616)	\$0	(\$141,616)	\$0
Sub Total - FIRE PREVENTION OP/INC		(\$190,594)	(\$164,472)		(\$164,472)	\$0	(\$250,376)	\$0	(\$226,307)	\$0
Total - FIRE PREVENTION		\$246,341	\$144,065		(\$164,472)	\$308,537	(\$250,376)	\$526,549	(\$226,307)	\$418,159

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

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

MONTHLY FINANCIAL REPORT		COMPARATIVES								
Details By function Under The Following Programme Titles And Type Of Activities Within The Programme		YEAR TO DATE 30 APRIL 2026		% of Annual Budget	ACTUAL 30 APRIL 2026		ADOPTED BUDGET 2025-2026		AMENDED BUDGET 30 JUNE 2026	
ACCOUNT	JOB	Budget	Actual		Income	Expense	Income	Expense	Income	Expense
ANIMAL CONTROL										
OPERATING EXPENDITURE										
2542	Conference & Training	\$2,917	\$2,316	66%	\$0	\$2,316	\$0	\$3,500	\$0	\$3,500
2552	Ranger Vehicle	\$0	\$93	0%	\$0	\$93	\$0	\$0	\$0	\$93
2562	Dog Control Expenses	\$1,629	\$93	5%	\$0	\$93	\$0	\$1,955	\$0	\$2,048
2572	Dog Pound Expenses	\$1,528	\$260	14%	\$0	\$260	\$0	\$1,834	\$0	\$1,834
2573	Contract Ranger Expenses	\$35,415	\$43,808	103%	\$0	\$43,808	\$0	\$42,500	\$0	\$57,500
2582	Other Animal Control	\$167	\$0	0%	\$0	\$0	\$0	\$200	\$0	\$200
2583	Cat Control Expenses	\$633	\$182	24%	\$0	\$182	\$0	\$760	\$0	\$760
2584	Cat Pound Expenses	\$300	\$25	7%	\$0	\$25	\$0	\$360	\$0	\$360
2602	Administration Allocated - Cash	\$49,849	\$23,452	39%	\$0	\$23,452	\$0	\$59,821	\$0	\$68,832
2612	Administration Allocated - Non-Cash	\$885	\$702	66%	\$0	\$702	\$0	\$1,062	\$0	\$1,062
005D	Depreciation Buildings - Animal Control	\$1,471	\$1,617	92%	\$0	\$1,617	\$0	\$1,765	\$0	\$1,765
Sub Total - ANIMAL CONTROL OP/EXP		\$94,794	\$72,549		\$0	\$72,549	\$0	\$113,757	\$0	\$137,954
OPERATING INCOME										
2633	Ranger Income	(\$333)	\$0	0%	\$0	\$0	(\$400)	\$0	\$0	\$0
2653	Fines & Penalties - Dog Act	(\$417)	(\$657)	131%	(\$657)	\$0	(\$500)	\$0	(\$500)	\$0
2663	Impounding Fees - Dogs	(\$1,008)	(\$237)	20%	(\$237)	\$0	(\$1,210)	\$0	(\$127)	\$0
2673	Dog Registrations	(\$2,625)	(\$4,958)	157%	(\$4,958)	\$0	(\$3,150)	\$0	(\$3,850)	\$0
2674	Cat Registrations	(\$417)	(\$536)	107%	(\$536)	\$0	(\$500)	\$0	(\$500)	\$0
Sub Total - ANIMAL CONTROL OP/INC		(\$4,800)	(\$6,388)		(\$6,388)	\$0	(\$5,760)	\$0	(\$4,977)	\$0
Total - ANIMAL CONTROL		\$89,994	\$66,160		(\$6,388)	\$72,549	(\$5,760)	\$113,757	(\$4,977)	\$137,954

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

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

MONTHLY FINANCIAL REPORT			COMPARATIVES			ACTUAL		ADOPTED BUDGET		AMENDED BUDGET	
Details By function Under The Following Programme Titles And Type Of Activities Within The Programme			YEAR TO DATE 30 APRIL 2026		% of Annual Budget	30 APRIL 2026		2025-2026		30 JUNE 2026	
ACCOUNT	JOB		Budget	Actual		Income	Expense	Income	Expense	Income	Expense
		OTHER LAW ORDER & PUBLIC SAFETY									
		OPERATING EXPENDITURE									
2832		Vehicle Impounding	\$1,250	\$726	48%	\$0	\$726	\$0	\$1,500	\$0	\$1,500
2845		Community Emergency Response Expenses	\$0	\$263	0%	\$0	\$263	\$0	\$0	\$0	\$263
2862		Local Law review	\$5,000	\$0	0%	\$0	\$0	\$0	\$6,000	\$0	\$6,000
		Sub Total - OTHER LAW ORDER & PUBLIC SAFETY OP/EXP	\$6,250	\$988		\$0	\$988	\$0	\$7,500	\$0	\$7,763
		OPERATING INCOME									
2863		Income - Misc Other Law & Order	\$0	(\$810)	0%	(\$810)	\$0	\$0	\$0	(\$810)	\$0
		Sub Total - OTHER LAW ORDER & PUBLIC SAFETY OP /INC	\$0	(\$810)		(\$810)	\$0	\$0	\$0	(\$810)	\$0
		Total - OTHER LAW ORDER PUBLIC SAFETY	\$6,250	\$178		(\$810)	\$988	\$0	\$7,500	(\$810)	\$7,763
		Total - LAW ORDER & PUBLIC SAFETY	\$342,585	\$210,403		(\$171,671)	\$382,074	(\$256,136)	\$647,806	(\$232,094)	\$563,876

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

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

MONTHLY FINANCIAL REPORT		COMPARATIVES			ACTUAL		ADOPTED BUDGET		AMENDED BUDGET	
Details By function Under The Following Programme Titles And Type Of Activities Within The Programme		YEAR TO DATE 30 APRIL 2026		% of Annual Budget	30 APRIL 2026		2025-2026		30 JUNE 2026	
ACCOUNT	JOB	Budget	Actual		Income	Expense	Income	Expense	Income	Expense
	HEALTH									
	HEALTH ADMINISTRATION & INSPECTION									
	OPERATING EXPENDITURE									
3102	Health - Salaries	\$91,032	\$0	0%	\$0	\$0	\$0	\$109,243	\$0	\$0
3132	Superannuation	\$10,924	\$0	0%	\$0	\$0	\$0	\$13,109	\$0	\$0
3142	Fringe Benefits Tax	\$10,000	\$0	0%	\$0	\$0	\$0	\$12,000	\$0	\$0
3162	Health - Other Employment Costs	\$5,243	\$3,050	52%	\$0	\$3,050	\$0	\$5,840	\$0	\$3,580
3164	Health - Contractors	\$46,665	\$33,157	59%	\$0	\$33,157	\$0	\$56,000	\$0	\$56,000
3212	Admin Allocation to HIA - Cash	\$49,849	\$22,525	38%	\$0	\$22,525	\$0	\$59,821	\$0	\$68,832
3242	Analytical Expenses	\$833	\$492	49%	\$0	\$492	\$0	\$1,000	\$0	\$492
3252	Administration Allocated - Non-cash	\$1,327	\$1,053	66%	\$0	\$1,053	\$0	\$1,593	\$0	\$1,593
	Sub Total - HEALTH ADMIN & INSPECTION OP/EXP	\$215,873	\$60,278		\$0	\$60,278	\$0	\$258,606	\$0	\$130,497
	OPERATING INCOME									
3223	Health Act fees, Licences	(\$2,083)	(\$2,891)	116%	(\$2,891)	\$0	(\$2,500)	\$0	(\$2,500)	\$0
3233	Septic Tank Inspection Fees	(\$417)	(\$345)	69%	(\$345)	\$0	(\$500)	\$0	(\$345)	\$0
	Sub Total - HEALTH ADMIN & INSPECTION OP/INC	(\$2,500)	(\$3,236)		(\$3,236)	\$0	(\$3,000)	\$0	(\$2,845)	\$0
	Total - HEALTH ADMIN & INSPECTION	\$213,373	\$57,042		(\$3,236)	\$60,278	(\$3,000)	\$258,606	(\$2,845)	\$130,497

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

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

MONTHLY FINANCIAL REPORT		COMPARATIVES		% of Annual Budget	ACTUAL		ADOPTED BUDGET		AMENDED BUDGET	
Details By function Under The Following Programme Titles And Type Of Activities Within The Programme		YEAR TO DATE			30 APRIL 2026		2025-2026		30 JUNE 2026	
ACCOUNT	JOB	Budget	Actual		Income	Expense	Income	Expense	Income	Expense
	OTHER HEALTH									
	OPERATING EXPENDITURE									
3360	Doctor Services Expenses	\$208,310	\$192,188	77%	\$0	\$192,188	\$0	\$250,000	\$0	\$256,250
3361	Interest Paid on Loans	\$1,800	\$1,074	65%	\$0	\$1,074	\$0	\$1,647	\$0	\$1,647
New	Vehicle Operating Expenses	\$0	\$0	0%	\$0	\$0	\$0	\$0	\$0	\$0
3368	Loan Guarantee Fee	\$405	\$333	49%	\$0	\$333	\$0	\$675	\$0	\$675
009D	Depreciation Buildings	\$16,870	\$18,573	92%	\$0	\$18,573	\$0	\$20,245	\$0	\$20,245
	Sub Total - OTHER HEALTH OP/EXP	\$227,385	\$212,167		\$0	\$212,167	\$0	\$272,567	\$0	\$278,817
	OPERATING INCOME									
	Sub Total - OTHER HEALTH OP/INC	\$0	\$0		\$0	\$0	\$0	\$0	\$0	\$0
	Total - OTHER HEALTH	\$227,385	\$212,167		\$0	\$212,167	\$0	\$272,567	\$0	\$278,817
	Total - HEALTH	\$440,758	\$269,209		(\$3,236)	\$272,445	(\$3,000)	\$531,173	(\$2,845)	\$409,314

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

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

MONTHLY FINANCIAL REPORT		COMPARATIVES								
Details By function Under The Following Programme Titles And Type Of Activities Within The Programme		YEAR TO DATE 30 APRIL 2026		% of Annual Budget	ACTUAL 30 APRIL 2026		ADOPTED BUDGET 2025-2026		AMENDED BUDGET 30 JUNE 2026	
ACCOUNT	JOB	Budget	Actual		Income	Expense	Income	Expense	Income	Expense
	EDUCATION & WELFARE									
	EDUCATION									
	OPERATING EXPENDITURE									
3455	Play in the Park	\$2,083	\$0	0%	\$0	\$0	\$0	\$2,500	\$0	\$2,500
3452	Smart Start Expenses	\$2,596	\$0	0%	\$0	\$0	\$0	\$3,115	\$0	\$3,115
	Sub Total - EDUCATION OP/EXP	\$4,679	\$0		\$0	\$0	\$0	\$5,615	\$0	\$5,615
	OPERATING INCOME									
	Sub Total-EDUCATION OP/INC	\$0	\$0		\$0	\$0	\$0	\$0	\$0	\$0
	Total - EDUCATION	\$4,679	\$0		\$0	\$0	\$0	\$5,615	\$0	\$5,615

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

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

MONTHLY FINANCIAL REPORT		COMPARATIVES								
Details By function Under The Following Programme Titles And Type Of Activities Within The Programme		YEAR TO DATE 30 APRIL 2026		% of Annual Budget	ACTUAL 30 APRIL 2026		ADOPTED BUDGET 2025-2026		AMENDED BUDGET 30 JUNE 2026	
ACCOUNT	JOB	Budget	Actual		Income	Expense	Income	Expense	Income	Expense
PRE-SCHOOL/OTHER EDUCATION										
OPERATING EXPENDITURE										
3462	Child Care Centre - Building Maint	\$2,635	\$3,517	128%	\$0	\$3,517	\$0	\$2,750	\$0	\$3,264
3476	Play Group Community Assistance	\$0	\$79	0%	\$0	\$79	\$0	\$0	\$0	\$79
3477	Kindy Café	\$12,666	\$9,168	60%	\$0	\$9,168	\$0	\$15,200	\$0	\$4,265
3472	Playgroup/Toy Library - Building Maint	\$4,909	\$6,391	115%	\$0	\$6,391	\$0	\$5,578	\$0	\$6,839
3474	Playgroup/Toy Library - Grounds Maint	\$2,808	\$581	17%	\$0	\$581	\$0	\$3,370	\$0	\$3,370
3478	SPARK - Expenditure	\$2,500	\$1,697	57%	\$0	\$1,697	\$0	\$3,000	\$0	\$3,000
006D	DEPRECIATION (SCH 8)	\$14,554	\$16,024	92%	\$0	\$16,024	\$0	\$17,465	\$0	\$17,465
Sub Total - OTHER EDUCATION OP/EXP		\$40,072	\$37,457		\$0	\$37,457	\$0	\$47,363	\$0	\$38,282
OPERATING INCOME										
3463	Occasional Care Rent	(\$2,083)	(\$2,469)	99%	(\$2,469)	\$0	(\$2,500)	\$0	(\$2,500)	\$0
3465	Grant - Kindy Café	(\$14,900)	\$0	0%	\$0	\$0	(\$14,900)	\$0	(\$7,168)	\$0
3473	Playgroup/Toy Library Fees	(\$150)	\$0	0%	\$0	\$0	(\$180)	\$0	\$0	\$0
3475	SPARK - Income	(\$3,000)	(\$2,950)	98%	(\$2,950)	\$0	(\$3,000)	\$0	(\$3,000)	\$0
Sub Total - OTHER EDUCATION OP/INC		(\$20,133)	(\$5,419)		(\$5,419)	\$0	(\$20,580)	\$0	(\$12,668)	\$0
Total - OTHER EDUCATION		\$19,939	\$32,039		(\$5,419)	\$37,457	(\$20,580)	\$47,363	(\$12,668)	\$38,282
Total - EDUCATION & WELFARE		\$24,618	\$32,039		(\$5,419)	\$37,457	(\$20,580)	\$52,978	(\$12,668)	\$43,897

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

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

MONTHLY FINANCIAL REPORT		COMPARATIVES			ACTUAL		ADOPTED BUDGET		AMENDED BUDGET	
Details By function Under The Following Programme Titles And Type Of Activities Within The Programme		YEAR TO DATE		% of	30 APRIL 2026		2025-2026		30 JUNE 2026	
ACCOUNT	JOB	Budget	Actual	Budget	Income	Expense	Income	Expense	Income	Expense
HOUSING										
SPRING HAVEN HOUSING										
3862	Subscriptions	\$0	\$132	0%	\$0	\$132	\$0	\$0	\$0	\$0
3902	Spring Haven Building Operating Expenses	\$0	\$1,201	0%	\$0	\$1,201	\$0	\$0	\$0	\$0
3914	Utilities	\$0	\$17	0%	\$0	\$17	\$0	\$0	\$0	\$17
3916	Insurance	\$0	\$8,107	0%	\$0	\$8,107	\$0	\$0	\$0	\$4,054
3992	Administration Allocated - Cash	\$0	\$0	0%	\$0	\$0	\$0	\$0	\$0	\$0
012D	Spring Haven Depreciation	\$58,664	\$57,510	82%	\$0	\$57,510	\$0	\$70,400	\$0	\$70,400
013D	Spring Haven Depreciation	\$1,875	\$1,770	79%	\$0	\$1,770	\$0	\$2,250	\$0	\$2,250
Sub Total - SPRING HAVEN HOUSING OP/EXP		\$60,539	\$68,737		\$0	\$68,737	\$0	\$72,650	\$0	\$76,721
OPERATING INCOME										
Sub Total - SPRING HAVEN HOUSING OP/INC		\$0	\$0		\$0	\$0	\$0	\$0	\$0	\$0
Total - SPRING HAVEN HOUSING		\$60,539	\$68,738		\$0	\$68,737	\$0	\$72,650	\$0	\$76,721
STAFF HOUSING										
OPERATING EXPENDITURE										
3768	Staff Housing Building Maintenance	\$8,239	\$10,216	103%	\$0	\$10,216	\$0	\$9,887	\$0	\$13,514
3769	Staff Housing - Operating Expenses	\$35,450	\$33,663	80%	\$0	\$33,663	\$0	\$42,261	\$0	\$42,261
3764	Staff Housing - Ground Maint. Various	\$23,483	\$34,265	122%	\$0	\$34,265	\$0	\$28,181	\$0	\$34,246
3767	Housing - Great Southern Homes MoU Expenses	\$24,999	\$0	0%	\$0	\$0	\$0	\$30,000	\$0	\$30,000
3770	Loan Guarantee Fee L135, L140, L144 & L148	\$6,615	\$3,388	51%	\$0	\$3,388	\$0	\$6,615	\$0	\$6,615
3771	Staff Housing Loan Interest	\$25,076	\$13,823	58%	\$0	\$13,823	\$0	\$23,769	\$0	\$23,769
011D	Housing Depreciation	\$72,172	\$147,812	171%	\$0	\$147,812	\$0	\$86,610	\$0	\$86,610
Sub Total - STAFF HOUSING OP/EXP		\$196,034	\$243,167		\$0	\$243,167	\$0	\$227,323	\$0	\$237,015
OPERATING INCOME										
3703	Residential Rent - Staff	(\$11,500)	(\$6,996)	51%	(\$6,996)	\$0	(\$13,800)	\$0	(\$8,586)	\$0
3706	Operating Grants, Subsidies & Contributions	(\$30,000)	(\$34,396)	115%	(\$34,396)	\$0	(\$30,000)	\$0	(\$30,000)	\$0
Sub Total - STAFF HOUSING OP/INC		(\$41,500)	(\$41,392)		(\$41,392)	\$0	(\$43,800)	\$0	(\$38,586)	\$0
Total - STAFF HOUSING		\$154,534	\$201,775		(\$41,392)	\$243,167	(\$43,800)	\$227,323	(\$38,586)	\$237,015

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

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

MONTHLY FINANCIAL REPORT		COMPARATIVES		% of Annual Budget	ACTUAL		ADOPTED BUDGET		AMENDED BUDGET	
Details By function Under The Following Programme Titles And Type Of Activities Within The Programme		YEAR TO DATE			30 APRIL 2026		2025-2026		30 JUNE 2026	
ACCOUNT	JOB	Budget	Actual		Income	Expense	Income	Expense	Income	Expense
HOUSING OTHER										
OPERATING EXPENDITURE										
4062	Loton Close ILU's Building Maint	\$8,769	\$12,210	118%	\$0	\$12,210	\$0	\$10,383	\$0	\$11,879
4064	Loton Close ILU's Grounds Maint	\$8,175	\$3,822	39%	\$0	\$3,822	\$0	\$9,810	\$0	\$5,890
4065	Loton Close ILU's Utilities	\$28,064	\$29,385	87%	\$0	\$29,385	\$0	\$33,670	\$0	\$37,450
4066	Loton Close ILU's Insurance	\$8,350	\$7,949	95%	\$0	\$7,949	\$0	\$8,350	\$0	\$7,949
4202	J Sullivan Units Building Maintenance	\$14,709	\$2,084	12%	\$0	\$2,084	\$0	\$17,555	\$0	\$17,555
4204	J Sullivan Units Grounds Maintenance	\$4,583	\$327	6%	\$0	\$327	\$0	\$5,500	\$0	\$3,050
4205	J Sullivan Units Utilities	\$9,093	\$7,202	66%	\$0	\$7,202	\$0	\$10,910	\$0	\$10,910
4206	J Sullivan Units Insurance	\$2,055	\$1,958	95%	\$0	\$1,958	\$0	\$2,055	\$0	\$1,958
4254	Interest Paid on Loans	\$11,067	\$5,351	63%	\$0	\$5,351	\$0	\$8,546	\$0	\$8,546
4255	Loan Guarantee Fee (Housing Other)	\$3,470	\$2,032	59%	\$0	\$2,032	\$0	\$3,470	\$0	\$3,470
4232	Bagg Street Units Operating	\$5,005	\$5,962	99%	\$0	\$5,962	\$0	\$6,006	\$0	\$6,156
4256	GROH - Building Maintenance	\$11,963	\$7,212	53%	\$0	\$7,212	\$0	\$13,705	\$0	\$13,613
Sub Total - HOUSING OTHER OP/EXP		\$115,303	\$85,494		\$0	\$85,494	\$0	\$129,960	\$0	\$128,426
OPERATING INCOME										
4083	Loton Close ILU's Rent	(\$139,094)	(\$144,953)	87%	(\$144,953)	\$0	(\$166,920)	\$0	(\$180,000)	\$0
4103	Loton Close ILU's - Power Recoups	(\$11,250)	(\$14,488)	107%	(\$14,488)	\$0	(\$13,500)	\$0	(\$15,000)	\$0
4203	J Sullivan Units - Rent	(\$30,832)	(\$25,977)	70%	(\$25,977)	\$0	(\$37,000)	\$0	(\$32,162)	\$0
4243	GROH - Rent	(\$120,995)	(\$108,930)	75%	(\$108,930)	\$0	(\$145,200)	\$0	(\$137,544)	\$0
Sub Total - HOUSING OTHER OP/INC		(\$302,171)	(\$294,348)		(\$294,348)	\$0	(\$362,620)	\$0	(\$364,706)	\$0
Total - HOUSING OTHER		(\$186,868)	(\$208,854)		(\$294,348)	\$85,494	(\$362,620)	\$129,960	(\$364,706)	\$128,426
Total - HOUSING		\$28,206	\$61,659		(\$335,740)	\$397,399	(\$406,420)	\$429,933	(\$403,292)	\$442,162

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

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

MONTHLY FINANCIAL REPORT		COMPARATIVES		% of Annual Budget	ACTUAL		ADOPTED BUDGET		AMENDED BUDGET	
Details By function Under The Following Programme Titles And Type Of Activities Within The Programme		YEAR TO DATE			30 APRIL 2026		2025-2026		30 JUNE 2026	
ACCOUNT	JOB	Budget	Actual		Income	Expense	Income	Expense	Income	Expense
COMMUNITY AMENITIES										
SANITATION - HOUSEHOLD REFUSE										
OPERATING EXPENDITURE										
5022	Refuse Collection - Kerbside	\$67,914	\$55,533	68%	\$0	\$55,533	\$0	\$81,500	\$0	\$81,500
5012	Refuse Site Maintenance	\$5,466	\$0	0%	\$0	\$0	\$0	\$6,560	\$0	\$5,060
5013	Refuse Site Rehabilitation	\$2,585	\$86	3%	\$0	\$86	\$0	\$3,102	\$0	\$3,102
5002	Recycling Depot/Transfer Stn - Contract	\$186,492	\$138,408	68%	\$0	\$138,408	\$0	\$204,495	\$0	\$204,495
5122	Recycling Collection - Kerbside	\$61,414	\$58,740	80%	\$0	\$58,740	\$0	\$73,700	\$0	\$73,700
5142	Recycling Education	\$208	\$930	372%	\$0	\$930	\$0	\$250	\$0	\$930
014D	Depreciation (Sch 10)	\$3,371	\$3,711	92%	\$0	\$3,711	\$0	\$4,045	\$0	\$4,045
Sub Total - SANITATION HOUSEHOLD REFUSE OP/EXP		\$327,451	\$257,407		\$0	\$257,407	\$0	\$373,652	\$0	\$372,832
OPERATING INCOME										
5023	Collection Charges - Kerbside	(\$293,800)	(\$286,660)	98%	(\$286,660)	\$0	(\$293,800)	\$0	(\$287,080)	\$0
5033	Recycling/Transfer Station Rental	(\$1,917)	\$0	0%	\$0	\$0	(\$2,300)	\$0	(\$2,300)	\$0
Sub Total - SANITATION H/HOLD REFUSE OP/INC		(\$295,717)	(\$286,660)		(\$286,660)	\$0	(\$296,100)	\$0	(\$289,380)	\$0
Total - SANITATION HOUSEHOLD REFUSE		\$31,734	(\$29,253)		(\$286,660)	\$257,407	(\$296,100)	\$373,652	(\$289,380)	\$372,832

SHIRE OF KOJONUP
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Details By function Under The Following Programme Titles
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MONTHLY FINANCIAL REPORT

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

ACCOUNT	JOB	COMPARATIVES YEAR TO DATE 30 APRIL 2026		% of Annual Budget	ACTUAL 30 APRIL 2026		ADOPTED BUDGET 2025-2026		AMENDED BUDGET 30 JUNE 2026	
		Budget	Actual		Income	Expense	Income	Expense	Income	Expense
	SANITATION OTHER									
	OPERATING EXPENDITURE									
5027	Verge Pick Up - Hard Waste	\$24,999	\$0	0%	\$0	\$0	\$0	\$30,000	\$0	\$0
5251	Street Bins Collection - Contract	\$35,415	\$35,336	83%	\$0	\$35,336	\$0	\$42,500	\$0	\$48,122
5262	Repair Street Bins	\$167	\$0	0%	\$0	\$0	\$0	\$200	\$0	\$200
5263	Drum Muster	\$2,083	\$0	0%	\$0	\$0	\$0	\$2,500	\$0	\$2,500
5264	Transport of Waste & Loader Hire	\$69,831	\$55,103	66%	\$0	\$55,103	\$0	\$83,800	\$0	\$83,800
	Sub Total - SANITATION OTHER OP/EXP	\$132,495	\$90,439		\$0	\$90,439	\$0	\$159,000	\$0	\$134,622
	OPERATING INCOME									
5303	Litter Infringements	(\$167)	\$0	0%	\$0	\$0	(\$200)	\$0	\$0	\$0
5304	Drum Muster Reimbursement Income	(\$2,083)	\$0	0%	\$0	\$0	(\$2,500)	\$0	(\$2,500)	\$0
	Sub Total - SANITATION OTHER OP/INC	(\$2,250)	\$0		\$0	\$0	(\$2,700)	\$0	(\$2,500)	\$0
	Total - SANITATION OTHER	\$130,245	\$90,439		\$0	\$90,439	(\$2,700)	\$159,000	(\$2,500)	\$134,622
	SEWERAGE									
	OPERATING EXPENDITURE									
5090	Liquid Waste Pond - Maintenance	\$1,142	\$1,304	95%	\$0	\$1,304	\$0	\$1,370	\$0	\$1,304
	Sub Total - SEWERAGE OP/EXP	\$1,142	\$1,304		\$0	\$1,304	\$0	\$1,370	\$0	\$1,304
	OPERATING INCOME									
	Sub Total - SEWERAGE OP/INC	\$0	\$0		\$0	\$0	\$0	\$0	\$0	\$0
	Total - SEWERAGE	\$1,142	\$1,304		\$0	\$1,304	\$0	\$1,370	\$0	\$1,304

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

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

MONTHLY FINANCIAL REPORT		COMPARATIVES			ACTUAL		ADOPTED BUDGET		AMENDED BUDGET	
Details By function Under The Following Programme Titles And Type Of Activities Within The Programme		YEAR TO DATE		% of	30 APRIL 2026		2025-2026		30 JUNE 2026	
ACCOUNT	JOB	Budget	Actual	Budget	Income	Expense	Income	Expense	Income	Expense
PROTECTION OF THE ENVIRONMENT										
OPERATING EXPENDITURE										
5616	NRM - Salaries & Wages/Consultancy Fees	\$4,167	\$375	7%	\$0	\$375	\$0	\$5,000	\$0	\$5,000
5681	Noxious Weeds	\$3,864	\$0	0%	\$0	\$0	\$0	\$4,637	\$0	\$4,637
5686	NRM - Environmental Reserve M'ment	\$11,083	\$14,585	110%	\$0	\$14,585	\$0	\$13,300	\$0	\$15,300
5687	Reserve Clean Up	\$17,129	\$0	0%	\$0	\$0	\$0	\$20,556	\$0	\$19,856
5752	Administration Allocation Cash	\$16,616	\$22,895	115%	\$0	\$22,895	\$0	\$19,940	\$0	\$22,944
5742	Administration Allocation Non-Cash	\$2,212	\$1,756	66%	\$0	\$1,756	\$0	\$2,655	\$0	\$2,655
Sub Total - PROTECTION OF THE ENVIRONMENT OP/EXP		\$55,071	\$39,610		\$0	\$39,610	\$0	\$66,088	\$0	\$70,392
OPERATING INCOME										
Sub Total - PROTECTION OF THE ENVIRONMENT OP/INC		\$0	\$0		\$0	\$0	\$0	\$0	\$0	\$0
Total - PROTECTION OF THE ENVIRONMENT		\$55,071	\$39,610		\$0	\$39,610	\$0	\$66,088	\$0	\$70,392
TOWN PLANNING AND REGIONAL DEVELOPMENT										
OPERATING EXPENDITURE										
5842	Town Planning Expenses	\$24,999	\$43,582	145%	\$0	\$43,582	\$0	\$30,000	\$0	\$57,097
5922	TPS Review	\$20,833	\$22,668	91%	\$0	\$22,668	\$0	\$25,000	\$0	\$25,000
5962	Administration Allocated Cash	\$49,849	\$22,525	38%	\$0	\$22,525	\$0	\$59,821	\$0	\$68,832
5832	Administration Allocated Non-Cash	\$885	\$702	66%	\$0	\$702	\$0	\$1,062	\$0	\$1,062
Sub Total - TOWN PLAN & REG DEV OP/EXP		\$96,565	\$89,477		\$0	\$89,477	\$0	\$115,883	\$0	\$151,991
OPERATING INCOME										
5973	Planning Fees	(\$5,416)	(\$76,342)	1174%	(\$76,342)	\$0	(\$6,500)	\$0	(\$75,800)	\$0
Sub Total - TOWN PLAN & REG DEV OP/INC		(\$5,416)	(\$76,342)		(\$76,342)	\$0	(\$6,500)	\$0	(\$75,800)	\$0
Total - TOWN PLANNING & REGIONAL DEVELOPMENT		\$91,149	\$13,135		(\$76,342)	\$89,477	(\$6,500)	\$115,883	(\$75,800)	\$151,991

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

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

MONTHLY FINANCIAL REPORT		COMPARATIVES		% of Annual Budget	ACTUAL		ADOPTED BUDGET		AMENDED BUDGET	
Details By function Under The Following Programme Titles And Type Of Activities Within The Programme		YEAR TO DATE			30 APRIL 2026		2025-2026		30 JUNE 2026	
ACCOUNT	JOB	Budget	Actual		Income	Expense	Income	Expense	Income	Expense
COMMUNITY AMENITIES - CEMETERIES										
OPERATING EXPENDITURE										
5999	Cemetery Digital Database	\$1,083	\$0	0%	\$0	\$0	\$0	\$1,300	\$0	\$1,300
6001	Cemetery - Grave Digging	\$37,686	\$54,418	120%	\$0	\$54,418	\$0	\$45,225	\$0	\$55,700
6006	Kojonup Cemetery - Niche Wall Maint	\$1,354	\$66	4%	\$0	\$66	\$0	\$1,625	\$0	\$890
6002	Kojonup Cemetery - Grounds Maint	\$17,237	\$22,537	109%	\$0	\$22,537	\$0	\$20,685	\$0	\$25,850
6000	Kojonup Cemetery - Trees	\$1,251	\$0	0%	\$0	\$0	\$0	\$1,501	\$0	\$1,501
6012	Boscabel Cemetery - Grounds Maint	\$492	\$290	49%	\$0	\$290	\$0	\$590	\$0	\$620
6014	Muradup Cemetery - Grounds Maintenance	\$4,312	\$5,893	114%	\$0	\$5,893	\$0	\$5,175	\$0	\$5,675
015D	Community Amenities Buildings Depreciation	\$39,503	\$45,128	95%	\$0	\$45,128	\$0	\$47,405	\$0	\$47,405
Sub Total - COMMUNITY AMEN - CEMETERIES OP/EXP		\$102,918	\$128,333		\$0	\$128,333	\$0	\$123,506	\$0	\$138,941
OPERATING INCOME										
6013	Cemetery Fees (Inc Gst)	(\$8,333)	(\$24,776)	248%	(\$24,776)	\$0	(\$10,000)	\$0	(\$15,000)	\$0
6023	Cemetery Fees Licences (Not Inc Gst)	(\$1,667)	(\$2,784)	139%	(\$2,784)	\$0	(\$2,000)	\$0	(\$2,000)	\$0
Sub Total - COMMUNITY AMEN - CEMETERIES OP/INC		(\$10,000)	(\$27,560)		(\$27,560)	\$0	(\$12,000)	\$0	(\$17,000)	\$0
Total - COMMUNITY AMENITIES CEMETERIES		\$92,918	\$100,772		(\$27,560)	\$128,333	(\$12,000)	\$123,506	(\$17,000)	\$138,941

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

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

MONTHLY FINANCIAL REPORT

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

COMPARATIVES
YEAR TO DATE
30 APRIL 2026

% of
Annual
Budget

ACTUAL
30 APRIL 2026
IncomeExpense

ADOPTED BUDGET
2025-2026
IncomeExpense

AMENDED BUDGET
30 JUNE 2026
IncomeExpense

ACCOUNTJOB

BudgetActual

Budget

IncomeExpense

IncomeExpense

IncomeExpense

COMMUNITY AMENITIES - PUBLIC CONVENIENCES & OTHER

OPERATING EXPENDITURE

6042Harrison Place Conveniences - Maint\$208\$890356%\$0\$890\$0\$250\$0\$383

6044Harrison Place Conveniences - Cleaning\$19,000\$20,32590%\$0\$20,325\$0\$22,550\$0\$23,662

6034CWA - Building Maintenance\$2,076\$4,663196%\$0\$4,663\$0\$2,378\$0\$4,873

6052Town Street & Park Seating\$927\$00%\$0\$0\$0\$1,113\$0\$1,113

6112Community Resource Centre / Telecentre\$2,925\$1,78051%\$0\$1,780\$0\$3,488\$0\$3,108

6142Administration Allocated Non-Cash\$2,212\$1,75666%\$0\$1,756\$0\$2,655\$0\$2,655

6152Administration Allocated Cash\$49,849\$34,06557%\$0\$34,065\$0\$59,821\$0\$68,832

Sub Total - COMMUNITY AMEN - PUBLIC CONVEN OP/EXP\$77,199\$63,478\$8\$0\$63,478\$0\$92,255\$0\$104,626

OPERATING INCOME

Sub Total - COMMUNITY AMEN - PUBLIC CONVEN OP/INC\$0\$0\$0\$0\$0\$0\$0\$0\$0\$0

Total - COMMUNITY AMENITIES PUBLIC CONVEN & OTHER\$77,199\$63,478\$0\$63,478\$0\$92,255\$0\$104,626

COMMUNITY AMENITIES - COMMUNITY DEVELOPMENT

OPERATING EXPENDITURE

6064Men's Shed - Building Maintenance\$1,008\$5,381460%\$0\$5,381\$0\$1,170\$0\$5,424

Sub Total - COMMUNITY AMEN - COMMUNITY DEV OP/EXP\$1,008\$5,381\$0\$5,381\$0\$1,170\$0\$5,424

OPERATING INCOME

Sub Total - COMMUNITY AMEN - COMMUNITY DEV OP/INC\$0\$0\$0\$0\$0\$0\$0\$0\$0\$0

Total - COMMUNITY AMENITIES - COMMUNITY DEVELOPMENT\$1,008\$5,381\$0\$5,381\$0\$1,170\$0\$5,424

Total - COMMUNITY AMENITIES\$480,465\$284,867(\$390,562)\$675,429(\$317,300)\$932,923(\$384,680)\$980,132

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

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

MONTHLY FINANCIAL REPORT		COMPARATIVES		% of Annual Budget	ACTUAL		ADOPTED BUDGET		AMENDED BUDGET	
Details By function Under The Following Programme Titles And Type Of Activities Within The Programme		YEAR TO DATE			30 APRIL 2026		2025-2026		30 JUNE 2026	
ACCOUNT	JOB	Budget	Actual		Income	Expense	Income	Expense	Income	Expense
RECREATION & CULTURE										
PUBLIC HALL & CIVIC CENTRES										
OPERATING EXPENDITURE										
6202	Memorial Hall - Cleaning & Operations	\$22,339	\$21,547	87%	\$0	\$21,547	\$0	\$24,710	\$0	\$25,895
6212	RSL Hall - Cleaning & Operations	\$4,162	\$3,605	78%	\$0	\$3,605	\$0	\$4,638	\$0	\$4,474
6214	Memorial Hall - Building Maintenance	\$6,147	\$8,723	118%	\$0	\$8,723	\$0	\$7,376	\$0	\$10,638
6216	Mobrup Hall - Building Expenses	\$0	\$0	0%	\$0	\$0	\$0	\$0	\$0	\$0
6218	Muradup Hall - Building Expenses	\$1,910	\$4,038	201%	\$0	\$4,038	\$0	\$2,010	\$0	\$3,400
6219	Qualeup Hall - Building Expenses	\$288	\$309	93%	\$0	\$309	\$0	\$330	\$0	\$446
6224	Memorial Hall - Grounds Maintenance	\$11,907	\$12,659	89%	\$0	\$12,659	\$0	\$14,226	\$0	\$14,226
6227	Boscabel Hall - Building Expenses	\$820	\$4,067	430%	\$0	\$4,067	\$0	\$945	\$0	\$4,497
6232	All Halls - Cutlery & Crockery	\$1,667	\$0	0%	\$0	\$0	\$0	\$2,000	\$0	\$2,000
6324	RSL Hall - Building Maintenance	\$2,404	\$1,857	67%	\$0	\$1,857	\$0	\$2,780	\$0	\$2,501
6146	Interest on Loan - Loan 146 & 149	\$11,700	\$8,794	47%	\$0	\$8,794	\$0	\$18,565	\$0	\$18,565
6147	Loan Guarantee Fee - Loan 146 & 149	\$3,250	\$1,624	50%	\$0	\$1,624	\$0	\$3,250	\$0	\$3,250
016D	Public Halls Building Depreciation	\$51,902	\$57,246	92%	\$0	\$57,246	\$0	\$62,285	\$0	\$62,285
Sub Total - PUBLIC HALLS & CIVIC CENTRES OP/EXP		\$118,496	\$124,469		\$0	\$124,469	\$0	\$143,115	\$0	\$152,177
OPERATING INCOME										
6203	Memorial Hall Rentals	(\$1,354)	(\$1,645)	101%	(\$1,645)	\$0	(\$1,625)	\$0	(\$1,355)	\$0
6213	RSL Hall Rentals	(\$1,046)	(\$1,130)	90%	(\$1,130)	\$0	(\$1,255)	\$0	(\$1,255)	\$0
Sub Total - PUBLIC HALLS & CIVIC CENTRES OP/INC		(\$2,400)	(\$2,775)		(\$2,775)	\$0	(\$2,880)	\$0	(\$2,610)	\$0
Total - PUBLIC HALL & CIVIC CENTRES		\$116,096	\$121,694		(\$2,775)	\$124,469	(\$2,880)	\$143,115	(\$2,610)	\$152,177

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

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

COMPARATIVES
YEAR TO DATE
30 APRIL 2026

% of
Annual
Budget

ACTUAL
30 APRIL 2026

ADOPTED BUDGET
2025-2026

AMENDED BUDGET
30 JUNE 2026

ACCOUNT	JOB	Budget	Actual	% of Annual Budget	Income	Expense	Income	Expense	Income	Expense
OTHER RECREATION & SPORT										
OPERATING EXPENDITURE										
6362	Kojonup Springs Conveniences	\$20,277	\$21,814	90%	\$0	\$21,814	\$0	\$24,333	\$0	\$25,016
6364	Kojonup Springs Grounds Maintenance	\$11,166	\$8,660	65%	\$0	\$8,660	\$0	\$13,400	\$0	\$13,400
6372	Apex Park Conveniences - Operating	\$44,246	\$40,811	77%	\$0	\$40,811	\$0	\$52,852	\$0	\$52,772
6373	Apex Park Conveniences - Building Maint	\$2,983	\$1,930	54%	\$0	\$1,930	\$0	\$3,580	\$0	\$3,580
6374	Apex Park - Grounds Maint	\$49,762	\$56,965	95%	\$0	\$56,965	\$0	\$59,680	\$0	\$74,193
6382	Railway Reserve Conveniences	\$2,942	\$2,030	59%	\$0	\$2,030	\$0	\$3,450	\$0	\$3,450
6392	Newstead Park - Grounds Maint	\$7,479	\$7,357	82%	\$0	\$7,357	\$0	\$8,975	\$0	\$9,825
6394	Railway Reserve Grounds Maint	\$14,129	\$18,473	110%	\$0	\$18,473	\$0	\$16,745	\$0	\$20,188
6402	Sports Complex - Netball Conveniences	\$7,235	\$7,411	86%	\$0	\$7,411	\$0	\$8,595	\$0	\$8,678
6403	Sports Complex - Netball Area Maint	\$3,008	\$3,856	107%	\$0	\$3,856	\$0	\$3,610	\$0	\$2,975
6404	Sports Complex - Grounds Maint	\$140,140	\$187,575	112%	\$0	\$187,575	\$0	\$168,175	\$0	\$163,135
6408	Sports Complex - Conveniences	\$4,290	\$5,511	107%	\$0	\$5,511	\$0	\$5,148	\$0	\$6,057
6412	Hillman Park - Grounds Maint	\$9,977	\$14,754	123%	\$0	\$14,754	\$0	\$11,973	\$0	\$14,000
6414	Sports Complex - Reticulation	\$22,074	\$14,427	54%	\$0	\$14,427	\$0	\$26,490	\$0	\$18,355
6415	Oval Lighting	\$4,001	\$3,423	71%	\$0	\$3,423	\$0	\$4,800	\$0	\$4,800
6422	Kojonup Bk (Piesse Park) - Grounds Maint	\$13,591	\$10,864	67%	\$0	\$10,864	\$0	\$16,310	\$0	\$17,800
6425	Sports Complex - Hockey Club Building	\$1,289	\$2,331	151%	\$0	\$2,331	\$0	\$1,543	\$0	\$2,172
6434	Turkey Nest Dam Maintenance	\$10,466	\$17,453	139%	\$0	\$17,453	\$0	\$12,558	\$0	\$5,425
6435	Water - Showgrounds Maint	\$4,152	\$4,909	99%	\$0	\$4,909	\$0	\$4,983	\$0	\$8,794
6444	Muradup Townsite Grounds	\$4,229	\$6,353	125%	\$0	\$6,353	\$0	\$5,075	\$0	\$8,290
6452	Playground Safety & Minor Upgrades	\$1,867	\$0	0%	\$0	\$0	\$0	\$2,240	\$0	\$2,090
6454	Kojonup Town Entrances	\$4,266	\$2,258	44%	\$0	\$2,258	\$0	\$5,120	\$0	\$1,825
6474	Industrial Area Slashing & Spraying	\$619	\$147	20%	\$0	\$147	\$0	\$743	\$0	\$643
6477	Sports Complex - Utilities & Insurance	\$18,233	\$15,481	77%	\$0	\$15,481	\$0	\$20,035	\$0	\$19,237
6492	Myrtle Benn Reserve	\$1,487	\$4	0%	\$0	\$4	\$0	\$1,785	\$0	\$1,635
6494	Sundry Reserves	\$7,212	\$739	9%	\$0	\$739	\$0	\$8,495	\$0	\$6,445
6496	Kojonup Golf Club Community Grant	\$204	\$0	0%	\$0	\$0	\$0	\$245	\$0	\$245
6552	Sports Complex - Cleaning	\$5,858	\$3,277	47%	\$0	\$3,277	\$0	\$7,030	\$0	\$6,800
6554	Sports Complex - Building Maint	\$8,327	\$9,470	95%	\$0	\$9,470	\$0	\$9,993	\$0	\$9,644
6558	Loan Guarantee Fee - Loans 134, 136, 142, 143	\$10,115	\$5,549	55%	\$0	\$5,549	\$0	\$10,115	\$0	\$10,115
6559	Recreation - Interest on Loans	\$44,191	\$29,610	65%	\$0	\$29,610	\$0	\$45,884	\$0	\$45,884
6592	Skate Park	\$596	\$590	83%	\$0	\$590	\$0	\$715	\$0	\$715
6792	Admin Allocation - Cash	\$33,233	\$26,864	67%	\$0	\$26,864	\$0	\$39,881	\$0	\$45,888
7107	Polocrosse Works Requested	\$184	\$0	0%	\$0	\$0	\$0	\$221	\$0	\$221
017D	Other Sport Buildings Depreciation	\$311,072	\$310,507	83%	\$0	\$310,507	\$0	\$373,301	\$0	\$373,301
Sub Total - OTHER RECREATION & SPORT OP/EXP		\$824,903	\$841,401		\$0	\$841,401	\$0	\$978,078	\$0	\$987,593

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

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

MONTHLY FINANCIAL REPORT			COMPARATIVES		% of Annual Budget	ACTUAL		ADOPTED BUDGET		AMENDED BUDGET	
Details By function Under The Following Programme Titles And Type Of Activities Within The Programme			YEAR TO DATE			30 APRIL 2026		2025-2026		30 JUNE 2026	
ACCOUNT	JOB		Budget	Actual		Income	Expense	Income	Expense	Income	Expense
OPERATING INCOME											
6564	Kidsport Funding		\$0	(\$909)			(\$909)	\$0	\$0	\$0	(\$909)
6523	Complex Bldg Fees		(\$3,750)	(\$3,882)	86%		(\$3,882)	\$0	(\$4,500)	\$0	(\$4,500)
6533	Rec Ground Lease Fees		\$0	\$0	0%		\$0	\$0	(\$3,000)	\$0	(\$3,000)
6553	Contribution-Dept Education - Oval		\$0	\$0	0%		\$0	\$0	(\$36,000)	\$0	(\$36,000)
Sub Total - OTHER RECREATION & SPORT OP/INC			(\$3,750)	(\$4,791)			(\$4,791)	\$0	(\$43,500)	\$0	(\$44,409)
Total - OTHER RECREATION & SPORT			\$821,153	\$836,610			(\$4,791)	\$841,401	(\$43,500)	\$978,078	(\$44,409)

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

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

MONTHLY FINANCIAL REPORT		COMPARATIVES								
Details By function Under The Following Programme Titles And Type Of Activities Within The Programme		YEAR TO DATE		% of	ACTUAL		ADOPTED BUDGET		AMENDED BUDGET	
ACCOUNT	JOB	30 APRIL 2026		Annual	30 APRIL 2026		2025-2026		30 JUNE 2026	
		Budget	Actual	Budget	Income	Expense	Income	Expense	Income	Expense
SWIMMING AREAS & BEACHES										
OPERATING EXPENDITURE										
6252	Building Maintenance	\$3,875	\$2,669	57%	\$0	\$2,669	\$0	\$4,650	\$0	\$4,855
6254	Consumables & Minor Expenses	\$1,250	\$1,998	133%	\$0	\$1,998	\$0	\$1,500	\$0	\$2,000
6257	Utilities & Telephone	\$32,782	\$26,219	67%	\$0	\$26,219	\$0	\$39,330	\$0	\$35,640
6258	Insurance	\$14,008	\$20,994	150%	\$0	\$20,994	\$0	\$14,008	\$0	\$20,993
6261	Maintenance - Pool Building	\$5,846	\$3,799	55%	\$0	\$3,799	\$0	\$6,941	\$0	\$8,267
6262	Grounds Maintenance	\$10,687	\$13,517	105%	\$0	\$13,517	\$0	\$12,825	\$0	\$15,540
6264	Swimming Pool - Chemicals	\$7,500	\$11,788	131%	\$0	\$11,788	\$0	\$9,000	\$0	\$14,000
6271	Non-Capital Purchases per 10yr Plan	\$1,250	\$0	0%	\$0	\$0	\$0	\$1,500	\$0	\$1,500
6272	Equipment Maintenance	\$7,166	\$4,170	48%	\$0	\$4,170	\$0	\$8,600	\$0	\$11,907
6274	Kiosk - COGS	\$5,658	\$8,150	120%	\$0	\$8,150	\$0	\$6,790	\$0	\$8,500
6352	Swimming Pool Salaries	\$105,827	\$112,960	89%	\$0	\$112,960	\$0	\$126,997	\$0	\$126,997
6353	Superannuation	\$12,530	\$11,397	76%	\$0	\$11,397	\$0	\$15,037	\$0	\$15,037
6354	Conferences & Training	\$3,583	\$1,653	38%	\$0	\$1,653	\$0	\$4,300	\$0	\$4,300
6292	Administration Allocated Cash	\$33,233	\$18,094	45%	\$0	\$18,094	\$0	\$39,881	\$0	\$45,888
050D	Depreciation Buildings	\$45,227	\$45,009	83%	\$0	\$45,009	\$0	\$54,275	\$0	\$54,275
Sub Total - SWIMMING AREAS & BEACHES OP/EXP		\$290,421	\$282,418		\$0	\$282,418	\$0	\$345,634	\$0	\$369,699
OPERATING INCOME										
6294	Pool Entry Fees	(\$3,500)	(\$7,054)	168%	(\$7,054)	\$0	(\$4,200)	\$0	(\$6,936)	\$0
6295	Pool Kiosk Sales	(\$6,500)	(\$11,224)	144%	(\$11,224)	\$0	(\$7,800)	\$0	(\$9,050)	\$0
6296	Pool Daily Entry Fees	(\$7,500)	(\$6,191)	69%	(\$6,191)	\$0	(\$9,000)	\$0	(\$5,200)	\$0
Sub Total - SWIMMING AREAS & BEACHES OP/INC		(\$17,499)	(\$24,469)		(\$24,469)	\$0	(\$21,000)	\$0	(\$21,186)	\$0
Total - SWIMMING AREAS & BEACHES		\$272,922	\$257,950		(\$24,469)	\$282,418	(\$21,000)	\$345,634	(\$21,186)	\$369,699

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

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

MONTHLY FINANCIAL REPORT		COMPARATIVES			ACTUAL		ADOPTED BUDGET		AMENDED BUDGET	
Details By function Under The Following Programme Titles And Type Of Activities Within The Programme		YEAR TO DATE		% of	30 APRIL 2026		2025-2026		30 JUNE 2026	
ACCOUNT	JOB	Budget	Actual	Budget	Income	Expense	Income	Expense	Income	Expense
TV & RADIO BROADCASTING & RETRANSMISSION										
OPERATING EXPENDITURE										
6752	Television Translator	\$45	\$37	83%	\$0	\$37	\$0	\$45	\$0	\$38
6772	VHF Repeater Operating/Maintenance	\$83	\$0	0%	\$0	\$0	\$0	\$100	\$0	\$100
Sub Total - TV & RADIO RETRANSMISSION OP/EXP		\$128	\$37		0	\$37	\$0	\$145	\$0	\$138
Total - TV & RADIO RETRANSMISSION		\$128	\$37		\$0	\$37	\$0	\$145	\$0	\$138
LIBRARIES										
OPERATING EXPENDITURE										
6812	Library Salaries	\$80,374	\$72,448	75%	\$0	\$72,448	\$0	\$96,453	\$0	\$96,453
6842	Superannuation	\$12,965	\$2,586	17%	\$0	\$2,586	\$0	\$15,559	\$0	\$15,559
6852	Emp Insurances (Lib)	\$4,516	\$6,670	148%	\$0	\$6,670	\$0	\$4,516	\$0	\$6,670
6862	Conference & Training (Lib)	\$833	\$0	0%	\$0	\$0	\$0	\$1,000	\$0	\$1,000
6882	Library Operating Expenses	\$5,416	\$1,588	24%	\$0	\$1,588	\$0	\$6,500	\$0	\$6,500
6892	Lib Software Licencing	\$3,471	\$5,547	133%	\$0	\$5,547	\$0	\$4,165	\$0	\$5,547
6902	Library Resource Purchases	\$1,667	\$458	23%	\$0	\$458	\$0	\$2,000	\$0	\$2,000
6903	Library Regional Activity Plan Contribution	\$1,667	\$1,904	95%	\$0	\$1,904	\$0	\$2,000	\$0	\$2,000
6942	Administration Allocated Cash	\$16,616	\$13,663	69%	\$0	\$13,663	\$0	\$19,940	\$0	\$22,944
6952	Administration Allocated Non-Cash	\$2,212	\$1,756	66%	\$0	\$1,756	\$0	\$2,655	\$0	\$2,655
Sub Total - LIBRARIES OP/EXP		\$129,737	\$106,619		\$0	\$106,619	\$0	\$154,788	\$0	\$161,328
OPERATING INCOME										
6973	Sundry Income	(\$5)	(\$16,143)	269058%	(\$16,143)	\$0	(\$6)	\$0	(\$8,975)	\$0
6993	Be Connected Income	\$0	(\$3,020)	0%	(\$3,020)	\$0	\$0	\$0	(\$3,020)	\$0
Sub Total - LIBRARIES OP/INC		(\$5)	(\$19,163)		(\$19,163)	\$0	(\$6)	\$0	(\$11,995)	\$0
Total - LIBRARIES		\$129,732	\$87,456		(\$19,163)	\$106,619	(\$6)	\$154,788	(\$11,995)	\$161,328

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

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

MONTHLY FINANCIAL REPORT		COMPARATIVES			ACTUAL		ADOPTED BUDGET		AMENDED BUDGET	
Details By function Under The Following Programme Titles And Type Of Activities Within The Programme		YEAR TO DATE 30 APRIL 2026		% of Annual Budget	30 APRIL 2026		2025-2026		30 JUNE 2026	
ACCOUNT	JOB	Budget	Actual		Income	Expense	Income	Expense	Income	Expense
HERITAGE & OTHER CULTURE										
OPERATING EXPENDITURE										
7012	Historical Soc. Rooms	\$142	\$139		\$0	\$139	\$0	\$170	\$0	\$170
7022	Old Military Barracks	\$1,347	\$598	37%	\$0	\$598	\$0	\$1,616	\$0	\$1,616
7024	Old Post Office - Building Maintenance	\$2,218	\$1,153	46%	\$0	\$1,153	\$0	\$2,505	\$0	\$2,549
7032	Elverd Cottage - Building Mtce	\$1,995	\$5,308	224%	\$0	\$5,308	\$0	\$2,373	\$0	\$6,393
7034	Elverd Cottage - Ground Maint	\$2,683	\$3,026	94%	\$0	\$3,026	\$0	\$3,219	\$0	\$3,785
7046	Old Post Office - Grounds Maintenance	\$1,188	\$43	3%	\$0	\$43	\$0	\$1,375	\$0	\$1,130
7106	Showgrounds - Building Maintenance	\$4,990	\$5,328	100%	\$0	\$5,328	\$0	\$5,341	\$0	\$5,460
7101	Annual Show - Works Assistance	\$14,587	\$12,183	70%	\$0	\$12,183	\$0	\$17,505	\$0	\$17,505
7103	Muradup & Jingalup War Memorials	\$204	\$0	0%			\$0	\$245	\$0	\$245
7222	Military Barracks - Ground Maint	\$3,362	\$2,920	75%	\$0	\$2,920	\$0	\$3,878	\$0	\$4,582
019D	Depreciation Buildings	\$16,333	\$16,773	86%	\$0	\$16,773	\$0	\$19,600	\$0	\$19,600
Sub Total - OTHER CULTURE OP/EXP		\$49,048	\$47,469		\$0	\$47,469	\$0	\$57,827	\$0	\$63,035
OPERATING INCOME										
Sub Total - OTHER CULTURE OP/INC		\$0	\$0		\$0	\$0	\$0	\$0	\$0	\$0
Total - OTHER CULTURE		\$49,048	\$47,469		\$0	\$47,469	\$0	\$57,827	\$0	\$63,035
Total - RECREATION AND CULTURE		\$1,389,081	\$1,351,216		(\$51,198)	\$1,402,415	(\$67,386)	\$1,679,587	(\$80,200)	\$1,733,970

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

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

MONTHLY FINANCIAL REPORT		COMPARATIVES		% of Annual Budget	ACTUAL		ADOPTED BUDGET		AMENDED BUDGET	
Details By function Under The Following Programme Titles And Type Of Activities Within The Programme		YEAR TO DATE			30 APRIL 2026		2025-2026		30 JUNE 2026	
ACCOUNT	JOB	Budget	Actual		Income	Expense	Income	Expense	Income	Expense
STREETS,ROADS, BRIDGES, DEPOTS - MAINTENANCE										
OPERATING EXPENDITURE										
7632	Town Streets - Drainage Mtce	\$25,332	\$2,824	9%	\$0	\$2,824	\$0	\$30,400	\$0	\$4,150
7652	Road Maintenance	\$3,862	\$701	15%	\$0	\$701	\$0	\$4,635	\$0	\$4,100
7662	Bridge Maintenance	\$79,652	\$26,519	29%	\$0	\$26,519	\$0	\$90,145	\$0	\$128,311
7672	Footpath Maintenance	\$14,499	\$1,082	6%	\$0	\$1,082	\$0	\$17,400	\$0	\$16,024
7682	Lighting Of Streets	\$48,748	\$50,636	87%	\$0	\$50,636	\$0	\$58,500	\$0	\$62,000
7692	Depot Maint	\$24,546	\$28,141	98%	\$0	\$28,141	\$0	\$28,712	\$0	\$34,582
7694	Depot - Grounds & Nursery Maint	\$18,528	\$27,512	124%	\$0	\$27,512	\$0	\$22,235	\$0	\$21,467
7695	Depot - OHS Minor Items	\$1,057	\$0	0%	\$0	\$0	\$0	\$1,268	\$0	\$1,268
7704	Depot Cleaning	\$29,195	\$28,359	81%	\$0	\$28,359	\$0	\$35,035	\$0	\$33,019
RM01	Grading - Winter	\$862,836	\$622,548	60%	\$0	\$622,548	\$0	\$1,035,445	\$0	\$958,881
RM03	Drainage Maintenance	\$164,431	\$190,369	96%	\$0	\$190,369	\$0	\$197,325	\$0	\$170,325
RM04	Bitumen Patching/Repair	\$118,704	\$109,237	77%	\$0	\$109,237	\$0	\$142,450	\$0	\$136,237
RM05	Guide Post & Signage	\$94,767	\$67,265	59%	\$0	\$67,265	\$0	\$113,725	\$0	\$53,071
RM06	Roadside Spraying	\$30,436	\$7,033	19%	\$0	\$7,033	\$0	\$36,525	\$0	\$35,314
RM08	Rural Limb & Tree Removal - Fallen	\$107,000	\$100,796	78%	\$0	\$100,796	\$0	\$128,405	\$0	\$116,005
RM10	Traffic Counter Transportation	\$12,187	\$2,862	20%	\$0	\$2,862	\$0	\$14,625	\$0	\$6,542
RM11	Kerb Maintenance	\$3,533	\$5,494	130%	\$0	\$5,494	\$0	\$4,240	\$0	\$7,311
RM15	Trees Rural Major Works	\$95,255	\$106,667	93%	\$0	\$106,667	\$0	\$114,310	\$0	\$96,990
RM16	Townsite-Kojonup-Verge Mtce	\$52,269	\$79,193	130%	\$0	\$79,193	\$0	\$60,725	\$0	\$101,214
RM17	Townsite Trees - General Mtce	\$13,624	\$4,362	27%	\$0	\$4,362	\$0	\$16,350	\$0	\$13,028
RM18	TOWNSITE TREES - UPGRADE, WATERING etc	\$6,562	\$0	0%	\$0	\$0	\$0	\$7,875	\$0	\$6,034
RM19	Townsite Trees - Pruning - Contractor	\$10,182	\$1,980	16%	\$0	\$1,980	\$0	\$12,219	\$0	\$11,962
RM20	Road Accident Recovery	\$2,458	\$3,076	104%	\$0	\$3,076	\$0	\$2,950	\$0	\$3,195
RM22	Removal of Street Trees	\$5,446	\$0	0%	\$0	\$0	\$0	\$6,535	\$0	\$6,382
RM23	Townsite Street Sweeping	\$8,750	\$8,355	80%	\$0	\$8,355	\$0	\$10,500	\$0	\$10,500
RM24	Carpark Line marking	\$4,583	\$859	16%	\$0	\$859	\$0	\$5,500	\$0	\$5,500
7701	Blackwood Rd Solar Dam Maintenance	\$1,653	\$0	0%	\$0	\$0	\$0	\$1,984	\$0	\$1,685
7702	Administration Allocated Cash	\$581,572	\$570,522	82%	\$0	\$570,522	\$0	\$697,914	\$0	\$803,042
7703	Plant Auction Selling Expenses	\$417	\$0	0%	\$0	\$0	\$0	\$500	\$0	\$500
020D	Depreciation on Road Assets	\$3,145,770	\$3,452,951	91%	\$0	\$3,452,951	\$0	\$3,775,075	\$0	\$3,908,370
Sub Total - MTCE STREETS ROADS DEPOTS OP/EXP		\$5,567,855	\$5,499,343		\$0	\$5,499,343	\$0	\$6,673,507	\$0	\$6,757,009

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

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

MONTHLY FINANCIAL REPORT		COMPARATIVES			ACTUAL		ADOPTED BUDGET		AMENDED BUDGET	
Details By function Under The Following Programme Titles And Type Of Activities Within The Programme		YEAR TO DATE 30 APRIL 2026		% of Annual Budget	30 APRIL 2026		2025-2026		30 JUNE 2026	
ACCOUNT	JOB	Budget	Actual		Income	Expense	Income	Expense	Income	Expense
OPERATING INCOME										
7405	Roads Grants RRG	(\$869,100)	(\$1,093,541)	100%	(\$1,093,541)	\$0	(\$1,090,000)	\$0	(\$1,240,000)	\$0
7415	Regional Road Safety Grants	\$0	(\$1,655,183)	0%	(\$1,655,183)	\$0	\$0	\$0	(\$2,305,413)	\$0
7375	Main Roads WA Direct Grant	(\$253,357)	(\$248,630)	98%	(\$248,630)	\$0	(\$253,357)	\$0	(\$248,630)	\$0
7325	Grant - Special Commodity Route Funding	(\$34,000)	(\$52,150)	153%	(\$52,150)	\$0	(\$34,000)	\$0	(\$34,000)	\$0
7435	Roads to Recovery - Current Allocation	(\$1,141,842)	(\$247,785)	20%	(\$247,785)	\$0	(\$1,241,133)	\$0	(\$1,070,800)	\$0
7605	Sale of Small Items	\$0	\$241	0%	\$241	\$0	\$0	\$0	\$186	\$0
Sub Total - MTCE STREETS ROADS DEPOTS OP/INC		(\$2,298,299)	(\$3,297,048)		(\$3,297,048)	\$0	(\$2,618,490)	\$0	(\$4,898,657)	\$0
Total - MTCE STREETS ROADS DEPOTS		\$3,269,556	\$2,202,296		(\$3,297,048)	\$5,499,343	(\$2,618,490)	\$6,673,507	(\$4,898,657)	\$6,757,009
AERODROMES										
OPERATING EXPENDITURE										
7762	Airport Building - Maintenance	\$3,519	\$3,769	92%	\$0	\$3,769	\$0	\$4,102	\$0	\$5,879
7761	Interest on Loan 141 (Airstrip)	\$1,721	\$1,020	65%	\$0	\$1,020	\$0	\$1,565	\$0	\$1,565
7764	Airport Building - Cleaning	\$869	\$762	73%	\$0	\$762	\$0	\$1,043	\$0	\$1,043
7771	Loan Guarantee Fee (Airstrip)	\$720	\$362	50%	\$0	\$362	\$0	\$720	\$0	\$720
7772	Airstrip Operations	\$42	\$0	0%	\$0	\$0	\$0	\$50	\$0	\$50
7774	Airstrip Ground Maintenance	\$32,420	\$32,033	82%	\$0	\$32,033	\$0	\$38,905	\$0	\$41,070
Sub Total - AERODROMES OP/EXP		\$39,291	\$37,945		\$0	\$37,945	\$0	\$46,385	\$0	\$50,327
OPERATING INCOME										
Sub Total - AERODROMES OP/INC		\$0	\$0		\$0	\$0	\$0	\$0	\$0	\$0
Total - AERODROMES		\$39,291	\$37,945		\$0	\$37,945	\$0	\$46,385	\$0	\$50,327
Total - TRANSPORT		\$3,308,846	\$2,240,241		(\$3,297,048)	\$5,537,288	(\$2,618,490)	\$6,719,892	(\$4,898,657)	\$6,807,336

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

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

MONTHLY FINANCIAL REPORT		COMPARATIVES		% of Annual Budget	ACTUAL		ADOPTED BUDGET		AMENDED BUDGET	
Details By function Under The Following Programme Titles And Type Of Activities Within The Programme		YEAR TO DATE			30 APRIL 2026		2025-2026		30 JUNE 2026	
ACCOUNT	JOB	Budget	Actual		Income	Expense	Income	Expense	Income	Expense
	ECONOMIC SERVICES									
	RURAL SERVICES									
	OPERATING EXPENDITURE									
023D	Depreciation (Sch 13)	\$3,550	\$3,547	83%	\$0	\$3,547	\$0	\$4,260	\$0	\$4,260
8002	Water Standpipes	\$53,743	\$53,933	84%	\$0	\$53,933	\$0	\$64,480	\$0	\$17,480
8006	Rural Street Addressing	\$83	\$0	0%	\$0	\$0	\$0	\$100	\$0	\$100
	Sub Total - RURAL SERVICES OP/EXP	\$57,376	\$57,481		\$0	\$57,481	\$0	\$68,840	\$0	\$21,840
	OPERATING INCOME									
8003	Water Standpipe Charges	(\$47,498)	(\$8,232)	14%	(\$8,232)	\$0	(\$57,000)	\$0	(\$10,000)	\$0
	Sub Total - RURAL SERVICES OP/INC	(\$47,498)	(\$8,232)		(\$8,232)	\$0	(\$57,000)	\$0	(\$10,000)	\$0
	Total - RURAL SERVICES	\$9,878	\$49,249		(\$8,232)	\$57,481	(\$57,000)	\$68,840	(\$10,000)	\$21,840

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

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

MONTHLY FINANCIAL REPORT		COMPARATIVES		% of Annual Budget	ACTUAL		ADOPTED BUDGET		AMENDED BUDGET	
Details By function Under The Following Programme Titles And Type Of Activities Within The Programme		YEAR TO DATE			30 APRIL 2026		2025-2026		30 JUNE 2026	
ACCOUNT	JOB	Budget	Actual		Income	Expense	Income	Expense	Income	Expense
TOURISM AND AREA PROMOTION - KODJA PLACE										
OPERATING EXPENDITURE										
8302	Salaries (Tour)	\$232,877	\$167,280	60%	\$0	\$167,280	\$0	\$279,464	\$0	\$279,464
8344	Superannuation - Visitors Centre	\$28,831	\$35,330	102%	\$0	\$35,330	\$0	\$34,598	\$0	\$34,598
8364	Tour Guide Expenses	\$11,692	\$1,325	9%	\$0	\$1,325	\$0	\$14,031	\$0	\$15,129
8322	Employee Insurances (Tour)	\$8,705	\$13,110	151%	\$0	\$13,110	\$0	\$8,705	\$0	\$13,110
8342	Conferences & Training	\$875	\$1,900	181%	\$0	\$1,900	\$0	\$1,050	\$0	\$1,700
8109	Story Area (Mosaic)	\$8,333	\$1,841	18%	\$0	\$1,841	\$0	\$10,000	\$0	\$10,000
8367	Story Area (Digital)	\$41,946	\$0	0%	\$0	\$0	\$0	\$50,337	\$0	\$50,337
8110	Catering	\$1,667	\$304	15%	\$0	\$304	\$0	\$2,000	\$0	\$2,000
8368	Activity (Educational)	\$667	\$193	24%	\$0	\$193	\$0	\$800	\$0	\$800
8126	Insurances - Various	\$15,637	\$16,437	105%	\$0	\$16,437	\$0	\$15,637	\$0	\$16,437
8152	Public Liability Insurance - Kodja Place	\$10,306	\$11,835	115%	\$0	\$11,835	\$0	\$10,306	\$0	\$11,834
8142	Printing, Stationary & Office Expenses	\$9,166	\$6,253	57%	\$0	\$6,253	\$0	\$11,000	\$0	\$11,676
8162	Kodja Place Building Maintenance	\$5,416	\$11,561	178%	\$0	\$11,561	\$0	\$6,499	\$0	\$11,706
8164	Kodja Place Utilities	\$9,560	\$12,060	105%	\$0	\$12,060	\$0	\$11,470	\$0	\$16,434
8166	Kodja Place Cleaning	\$37,548	\$39,192	87%	\$0	\$39,192	\$0	\$45,060	\$0	\$49,563
8172	Kodja Place Grounds Maintenance	\$16,416	\$25,804	131%	\$0	\$25,804	\$0	\$19,700	\$0	\$33,530
8174	Kodja Place Rose Maze Grounds Maint	\$36,199	\$34,743	80%	\$0	\$34,743	\$0	\$43,440	\$0	\$44,840
8192	Misc Expenses	\$2,500	\$7,246	242%	\$0	\$7,246	\$0	\$3,000	\$0	\$5,100
8358	Kodja Place Website	\$1,667	\$0	0%	\$0	\$0	\$0	\$2,000	\$0	\$2,000
8444	Retail Stock - COGS	\$22,916	\$17,689	64%	\$0	\$17,689	\$0	\$27,500	\$0	\$27,500
8394	Events & Exhibitions Expenses	\$12,500	\$26,885	179%	\$0	\$26,885	\$0	\$15,000	\$0	\$15,000
8395	Community Events Expenses	\$20,833	\$13,545	54%	\$0	\$13,545	\$0	\$25,000	\$0	\$27,600
8412	General Administration Allocated Cash	\$83,082	\$100,613	101%	\$0	\$100,613	\$0	\$99,702	\$0	\$114,720
8422	General Administration Allocated Non-Cash	\$1,770	\$1,756	83%	\$0	\$1,756	\$0	\$2,124	\$0	\$2,124
022D	Depreciation	\$55,539	\$55,053	83%	\$0	\$55,053	\$0	\$66,650	\$0	\$66,650
055D	Depreciation	\$2,104	\$2,099	83%	\$0	\$2,099	\$0	\$2,525	\$0	\$2,525
Sub Total - TOURISM & AREA PROMOTION KODJA OP/EXP		\$678,750	\$604,053		\$0	\$604,053	\$0	\$807,598	\$0	\$866,377

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

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

MONTHLY FINANCIAL REPORT			COMPARATIVES		% of Annual Budget	ACTUAL		ADOPTED BUDGET		AMENDED BUDGET	
Details By function Under The Following Programme Titles And Type Of Activities Within The Programme			YEAR TO DATE			30 APRIL 2026		2025-2026		30 JUNE 2026	
ACCOUNT	JOB		Budget	Actual		Income	Expense	Income	Expense	Income	Expense
OPERATING INCOME											
8205	Kodja Place - Visitor Fees		(\$3,167)	(\$2,996)	79%	(\$2,996)	\$0	(\$3,800)	\$0	(\$3,400)	\$0
8203	Kodja Place - Hire Fees		(\$2,917)	(\$2,163)	62%	(\$2,163)	\$0	(\$3,500)	\$0	(\$1,400)	\$0
8204	Tour Groups		(\$1,083)	(\$3,112)	239%	(\$3,112)	\$0	(\$1,300)	\$0	(\$3,120)	\$0
8207	Kodja Place - Activity Fees		(\$800)	(\$532)	55%	(\$532)	\$0	(\$960)	\$0	(\$532)	\$0
8223	Membership Fees & Brochure Racking		\$0	(\$725)	0%	(\$725)	\$0	\$0	\$0	(\$725)	\$0
8233	Events & Exhibitions Income		(\$12,500)	(\$4,258)	28%	(\$4,258)	\$0	(\$15,000)	\$0	(\$8,000)	\$0
8234	Community Events Income		(\$12,500)	(\$7,429)	0%	(\$7,429)	\$0	(\$15,000)	\$0	(\$12,300)	\$0
8243	Retail Sales		(\$45,832)	(\$40,469)	74%	(\$40,469)	\$0	(\$55,000)	\$0	(\$55,000)	\$0
8293	Grants for Interpretative Upgrade		\$0	(\$16)	0%	(\$16)	\$0	\$0	\$0	\$0	\$0
8263	Sales - Commissions		(\$3,750)	(\$4,968)	110%	(\$4,968)	\$0	(\$4,500)	\$0	(\$4,500)	\$0
8283	Contributions & Donations		(\$667)	(\$1,859)	232%	(\$1,859)	\$0	(\$800)	\$0	(\$1,770)	\$0
8284	RV Fee Income		(\$1,750)	(\$2,009)		(\$2,009)	\$0	(\$2,100)	\$0	(\$1,600)	\$0
8285	Trans WA Income		\$0	(\$82)		(\$82)	\$0	\$0	\$0	(\$100)	\$0
Sub Total - TOURISM & AREA PROMOTION KODJA OP/INC			(\$84,963)	(\$70,617)		(\$70,617)	\$0	(\$101,960)	\$0	(\$92,447)	\$0
Total - TOURISM & AREA PROMOTION KODJA PLACE			\$593,786	\$533,436		(\$70,617)	\$604,053	(\$101,960)	\$807,598	(\$92,447)	\$866,377

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

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

MONTHLY FINANCIAL REPORT		COMPARATIVES								
Details By function Under The Following Programme Titles And Type Of Activities Within The Programme		YEAR TO DATE		% of	ACTUAL		ADOPTED BUDGET		AMENDED BUDGET	
ACCOUNT	JOB	30 APRIL 2026		Annual	30 APRIL 2026		2025-2026		30 JUNE 2026	
		Budget	Actual	Budget	Income	Expense	Income	Expense	Income	Expense
TOURISM & AREA PROMOTION OTHER										
OPERATING EXPENDITURE										
8101	Kojonup Marketing & Promotions	\$7,462	\$136	2%	\$0	\$136	\$0	\$8,415	\$0	\$8,415
8107	Great Southern Treasures	\$22,000	\$20,000	91%	\$0	\$20,000	\$0	\$22,000	\$0	\$20,000
8414	Wool Wagon	\$208	\$0	0%	\$0	\$0	\$0	\$250	\$0	\$250
8354	Subscriptions, Accreditation, etc.	\$2,021	\$593	24%	\$0	\$593	\$0	\$2,425	\$0	\$2,628
8374	Australia Day Breakfast	\$1,667	\$0	0%	\$0	\$0	\$0	\$2,000	\$0	\$2,000
8371	EV Charging Station	\$0	\$655	0%	\$0	\$655	\$0	\$0	\$0	\$770
8432	Railway Station Building Maintenance	\$1,396	\$331	20%	\$0	\$331	\$0	\$1,675	\$0	\$1,704
8402	Railway Station Building - Operating	\$415	\$318	77%	\$0	\$318	\$0	\$415	\$0	\$415
029D	Depreciation	\$62,681	\$73,072	97%	\$0	\$73,072	\$0	\$75,220	\$0	\$75,220
Sub Total - TOURISM & AREA PROM OTHER OP/EXP		\$97,850	\$95,104		\$0	\$95,104	\$0	\$112,400	\$0	\$111,402
OPERATING INCOME										
Sub Total - TOURISM & AREA PROM OTHER OP/INC		\$0	\$0		\$0	\$0	\$0	\$0	\$0	\$0
Total - TOURISM & AREA PROMOTION OTHER		\$97,850	\$95,104		\$0	\$95,104	\$0	\$112,400	\$0	\$111,402

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

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

MONTHLY FINANCIAL REPORT		COMPARATIVES		% of Annual Budget	ACTUAL		ADOPTED BUDGET		AMENDED BUDGET	
Details By function Under The Following Programme Titles And Type Of Activities Within The Programme		YEAR TO DATE			30 APRIL 2026		2025-2026		30 JUNE 2026	
ACCOUNT	JOB	Budget	Actual		Income	Expense	Income	Expense	Income	Expense
TOURISM & AREA PROMOTION - BLACK COCKATOO CAFÉ										
OPERATING EXPENDITURE										
8502	Café Salaries	\$282,135	\$281,807	83%	\$0	\$281,807	\$0	\$338,575	\$0	\$355,750
8532	Café Superannuation	\$33,855	\$31,269	77%	\$0	\$31,269	\$0	\$40,628	\$0	\$40,628
8534	Café Utilities	\$38,638	\$23,767	51%	\$0	\$23,767	\$0	\$46,360	\$0	\$35,500
8546	Café Minor Equipment & Repairs	\$2,917	\$4,842	138%	\$0	\$4,842	\$0	\$3,500	\$0	\$4,230
8554	Café Other Minor Expenses	\$7,916	\$12,938	136%	\$0	\$12,938	\$0	\$9,500	\$0	\$12,468
8555	Café Uniforms & Safety Wear	\$1,250	\$925	62%	\$0	\$925	\$0	\$1,500	\$0	\$1,500
8556	Café Telephone & IT	\$792	\$974	102%	\$0	\$974	\$0	\$950	\$0	\$1,385
8557	Café Building Maintenance	\$4,654	\$8,679	155%	\$0	\$8,679	\$0	\$5,585	\$0	\$8,240
8564	Café Other Employment Costs	\$0	\$422	0%	\$0	\$422	\$0	\$0	\$0	\$0
8567	Cost of Goods Sold - Food Supplies Purchased	\$262,490	\$275,213	87%	\$0	\$275,213	\$0	\$315,000	\$0	\$315,000
Sub Total - TOURISM & AREA PROM CAFE OP/EXP		\$634,646	\$640,835		\$0	\$640,835	\$0	\$761,598	\$0	\$774,701
OPERATING INCOME										
8503	Trading Income	(\$641,641)	(\$681,746)	0%	(\$681,746)	\$0	(\$770,000)	\$0	(\$770,000)	\$0
8533	Catering	(\$2,083)	(\$4,263)	0%	(\$4,263)	\$0	(\$2,500)	\$0	(\$3,100)	\$0
Sub Total - TOURISM & AREA PROM CAFE OP/INC		(\$643,724)	(\$686,009)		(\$686,009)	\$0	(\$772,500)	\$0	(\$773,100)	\$0
Total - TOURISM & AREA PROMOTION CAFÉ		(\$9,078)	(\$45,175)		(\$686,009)	\$640,835	(\$772,500)	\$761,598	(\$773,100)	\$774,701

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

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

MONTHLY FINANCIAL REPORT		COMPARATIVES								
Details By function Under The Following Programme Titles And Type Of Activities Within The Programme		YEAR TO DATE		% of	ACTUAL		ADOPTED BUDGET		AMENDED BUDGET	
ACCOUNT	JOB	30 APRIL 2026		Annual	30 APRIL 2026		2025-2026		30 JUNE 2026	
		Budget	Actual	Budget	Income	Expense	Income	Expense	Income	Expense
	BUILDING CONTROL									
	OPERATING EXPENDITURE									
8552	Building Admin. Salaries	\$102,304	\$104,167	85%	\$0	\$104,167	\$0	\$122,770	\$0	\$136,266
8572	Superannuation	\$12,114	\$9,499	65%	\$0	\$9,499	\$0	\$14,537	\$0	\$19,000
8602	Other Emp Costs (Bldg)	\$3,333	\$6,670	167%	\$0	\$6,670	\$0	\$4,000	\$0	\$10,670
8612	Vehicle Operating Bld Control	\$9,558	\$7,792	68%	\$0	\$7,792	\$0	\$11,470	\$0	\$11,470
8622	Building Control Expenses	\$14,166	\$14,720	87%	\$0	\$14,720	\$0	\$17,000	\$0	\$20,000
8672	Admin Realloc Cash (Bldg)	\$16,616	\$13,663	69%	\$0	\$13,663	\$0	\$19,940	\$0	\$22,945
8682	Admin Realloc Non Cash (Bldg)	\$1,770	\$702	33%	\$0	\$702	\$0	\$2,124	\$0	\$2,124
	Sub Total - BUILDING CONTROL OP/EXP	\$159,861	\$157,213		\$0	\$157,213	\$0	\$191,841	\$0	\$222,475
	OPERATING INCOME									
8653	Building Licence Fees	(\$7,083)	(\$4,884)	57%	(\$4,884)	\$0	(\$8,500)	\$0	(\$8,500)	\$0
8663	Bcitr & Brb Commissions	(\$333)	(\$133)	33%	(\$133)	\$0	(\$400)	\$0	(\$400)	\$0
	Sub Total - BUILDING CONTROL OP/INC	(\$7,416)	(\$5,016)		(\$5,016)	\$0	(\$8,900)	\$0	(\$8,900)	\$0
	Total - BUILDING CONTROL	\$152,444	\$152,197		(\$5,016)	\$157,213	(\$8,900)	\$191,841	(\$8,900)	\$222,475

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

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

MONTHLY FINANCIAL REPORT		COMPARATIVES								
Details By function Under The Following Programme Titles And Type Of Activities Within The Programme		YEAR TO DATE 30 APRIL 2026		% of Annual Budget	ACTUAL 30 APRIL 2026		ADOPTED BUDGET 2025-2026		AMENDED BUDGET 30 JUNE 2026	
ACCOUNT	JOB	Budget	Actual		Income	Expense	Income	Expense	Income	Expense
OTHER ECONOMIC SERVICES										
OPERATING EXPENDITURE										
8011	Wash Down Bay - Repairs	\$6,784	\$3,874	48%	\$0	\$3,874	\$0	\$8,103	\$0	\$9,403
8807	Wash Down Bay - Utility Charges	\$4,751	\$4,547	80%	\$0	\$4,547	\$0	\$5,700	\$0	\$6,375
8800	Saleyards - Ground Maintenance	\$8,740	\$10,666	102%	\$0	\$10,666	\$0	\$10,488	\$0	\$13,535
8808	Saleyards - Insurances	\$400	\$375	94%	\$0	\$375	\$0	\$400	\$0	\$400
8802	Saleyards - Other	\$167	\$71	36%	\$0	\$71	\$0	\$200	\$0	\$200
8872	Loan Guarantee Fee	\$2,650	\$999	38%	\$0	\$999	\$0	\$2,650	\$0	\$2,650
8862	Subdivision - Interest on Loans	\$0	\$4,890	45%	\$0	\$4,890	\$0	\$10,834	\$0	\$10,834
Sub Total - OTHER ECONOMIC SERVICES OP/EXP		\$23,491	\$25,422		\$0	\$25,422	\$0	\$38,375	\$0	\$43,397
OPERATING INCOME										
8013	Washdown Bay Fees	(\$10,416)	(\$8,952)	72%	(\$8,952)	\$0	(\$12,500)	\$0	(\$12,500)	\$0
Sub Total - OTHER ECONOMIC SERVICES OP/INC		(\$10,416)	(\$8,952)		(\$8,952)	\$0	(\$12,500)	\$0	(\$12,500)	\$0
Total - OTHER ECONOMIC SERVICES		\$13,075	\$16,470		(\$8,952)	\$25,422	(\$12,500)	\$38,375	(\$12,500)	\$43,397
Total - ECONOMIC SERVICES		\$857,955	\$801,281	\$0	(\$778,828)	\$1,580,108	(\$952,860)	\$1,980,652	(\$896,947)	\$2,040,192

SHIRE OF KOJONUP MONTHLY FINANCIAL REPORT

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

MONTHLY FINANCIAL REPORT				COMPARATIVES								
Details By function Under The Following Programme Titles And Type Of Activities Within The Programme				YEAR TO DATE 30 APRIL 2026		% of Annual Budget	ACTUAL 30 APRIL 2026		ADOPTED BUDGET 2025-2026		AMENDED BUDGET 30 JUNE 2026	
ACCOUNT	JOB		Budget	Actual			Income	Expense	Income	Expense	Income	Expense
		OTHER PROPERTY AND SERVICES										
		PRIVATE WORKS										
		OPERATING EXPENDITURE										
9002		Private Works	\$23,707	\$1,053	4%		\$0	\$1,053	\$0	\$28,450	\$0	\$1,975
		Sub Total - PRIVATE WORKS OP/EXP	\$23,707	\$1,053			\$0	\$1,053	\$0	\$28,450	\$0	\$1,975
		OPERATING INCOME										
9003		Private Works Income	(\$23,707)	(\$28,201)	99%		(\$28,201)	\$0	(\$28,450)	\$0	(\$22,690)	\$0
		Sub Total - PRIVATE WORKS OP/INC	(\$23,707)	(\$28,201)			(\$28,201)	\$0	(\$28,450)	\$0	(\$22,690)	\$0
		Total - PRIVATE WORKS	\$0	(\$27,148)			(\$28,201)	\$1,053	(\$28,450)	\$28,450	(\$22,690)	\$1,975

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

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

COMPARATIVES
YEAR TO DATE
30 APRIL 2026

% of
Annual
Budget

ACTUAL
30 APRIL 2026

ADOPTED BUDGET
2025-2026

AMENDED BUDGET
30 JUNE 2026

ACCOUNT	JOB	Budget	Actual		Income	Expense	Income	Expense	Income	Expense
PUBLIC WORKS OVERHEADS										
OPERATING EXPENDITURE										
9022	Salaries-Works-Supervisors; Assistance	\$382,008	\$315,774	69%	\$0	\$315,774	\$0	\$458,428	\$0	\$458,428
9042	Superannuation (Supervisors)	\$45,841	\$19,755	36%	\$0	\$19,755	\$0	\$55,011	\$0	\$55,011
9052	Conferences & Training (Supervisors)	\$3,250	\$0	0%	\$0	\$0	\$0	\$3,900	\$0	\$3,900
9062	Emp Insurances (Supervisors)	\$12,836	\$6,670	52%	\$0	\$6,670	\$0	\$12,836	\$0	\$6,670
9072	Other Staff Expenses (Inc. FBT)	\$27,166	\$404	1%	\$0	\$404	\$0	\$29,000	\$0	\$29,404
9502	Allowances	\$1,667	\$9,854	493%	\$0	\$9,854	\$0	\$2,000	\$0	\$2,000
9082	Vehicle Operating	\$14,166	\$23,284	137%	\$0	\$23,284	\$0	\$17,000	\$0	\$22,025
9084	Consulting Technical	\$13,708	\$5,005	30%	\$0	\$5,005	\$0	\$16,450	\$0	\$16,450
9092	Office Expenses	\$12,166	\$4,172	29%	\$0	\$4,172	\$0	\$14,600	\$0	\$14,600
9094	Minor Equipment/Consumables	\$6,833	\$6,975	85%	\$0	\$6,975	\$0	\$8,200	\$0	\$8,200
9095	RAMM Inventory	\$11,450	\$13,049	95%	\$0	\$13,049	\$0	\$13,740	\$0	\$13,049
9102	Training	\$32,424	\$53,850	138%	\$0	\$53,850	\$0	\$38,910	\$0	\$59,516
9112	Meetings	\$6,166	\$4,313	58%	\$0	\$4,313	\$0	\$7,400	\$0	\$7,514
9122	Annual Leave	\$147,221	\$184,100	104%	\$0	\$184,100	\$0	\$176,672	\$0	\$176,672
9132	Public Holidays	\$65,256	\$131,633	168%	\$0	\$131,633	\$0	\$78,310	\$0	\$78,310
9142	Sick Leave	\$65,256	\$71,976	92%	\$0	\$71,976	\$0	\$78,310	\$0	\$78,310
9152	Superannuation	\$470,948	\$209,751	41%	\$0	\$209,751	\$0	\$511,147	\$0	\$511,147
9162	Workers Comp Ins	\$77,946	\$120,463	155%	\$0	\$120,463	\$0	\$77,946	\$0	\$117,127
9172	Staff Functions	\$1,958	\$100	4%	\$0	\$100	\$0	\$2,350	\$0	\$2,350
9182	INSURANCE ON WORKS	\$6,848	\$7,295	107%	\$0	\$7,295	\$0	\$6,848	\$0	\$7,295
9192	Long Service Leave	\$0	\$36,901	0%	\$0	\$36,901	\$0	\$0	\$0	\$34,000
9202	Safety Equipment & P.P.E.	\$20,091	\$21,830	91%	\$0	\$21,830	\$0	\$24,110	\$0	\$24,110
9262	Emp Insurances - Pwo	\$6,090	\$8,649	142%	\$0	\$8,649	\$0	\$6,090	\$0	\$8,649
9280	Cleaners - Annual Leave	\$10,974	\$0	0%	\$0	\$0	\$0	\$13,169	\$0	\$13,169
9281	Cleaners - Long Service Leave	\$3,227	\$0	0%	\$0	\$0	\$0	\$3,872	\$0	\$3,872
9282	Cleaners - Sick Leave	\$5,446	\$0	0%	\$0	\$0	\$0	\$6,535	\$0	\$6,535
9284	Cleaners - Public Holidays	\$5,487	\$0	0%	\$0	\$0	\$0	\$6,585	\$0	\$6,585
9286	Cleaners - Superannuation	\$14,955	\$4,707	26%	\$0	\$4,707	\$0	\$17,947	\$0	\$17,947
9254	Cleaners - Administration	\$6,000	\$7,870	109%	\$0	\$7,870	\$0	\$7,200	\$0	\$8,860
9302	Admin Realloc - Cash (Pwo)	\$0	(\$0)	0%	\$0	(\$0)	\$0	\$0	\$0	\$0
9332	Admin Non Cash Realloc (Pwo)	\$53,090	\$44,246	69%	\$0	\$44,246	\$0	\$63,711	\$0	\$63,709
9421	Small Items (Chainsaws, Mowers, etc)	\$4,167	\$0	0%	\$0	\$0	\$0	\$5,000	\$0	\$5,000
9422	Sundry Plant Recovery - Automatic Recoveries	\$13,729	\$19,969	121%	\$0	\$19,969	\$0	\$16,475	\$0	\$16,475
9312	Less Allocated To Works & Services	(\$1,483,067)	(\$1,454,753)	82%	\$0	(\$1,454,753)	\$0	(\$1,779,752)	\$0	(\$1,876,889)
Sub Total - PUBLIC WORKS O/HEADS OP/EXP		\$65,300	(\$122,159)		\$0	(\$122,159)	\$0	\$0	\$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	Budget	Actual	Budget	Income	Expense	Income	Expense	Income	Expense
	OPERATING INCOME									
	Sub Total - PUBLIC WORKS O/HEADS OP/INC	\$0	\$0		\$0	\$0	\$0	\$0	\$0	\$0
	Total - PUBLIC WORKS OVERHEADS	\$65,300	(\$122,159)		\$0	(\$122,159)	\$0	\$0	\$0	\$0
	PLANT OPERATION COSTS									
	OPERATING EXPENDITURE									
9372	Plant Repair Wages	\$86,280	\$42,347	41%	\$0	\$42,347	\$0	\$103,540	\$0	\$90,000
9352	Tyres & Tubes	\$20,833	\$1,775	7%	\$0	\$1,775	\$0	\$25,000	\$0	\$25,000
9344	Vehicle Tracking	\$18,333	\$18,505	84%	\$0	\$18,505	\$0	\$22,000	\$0	\$22,250
9362	External Parts and Repairs	\$108,329	\$233,785	180%	\$0	\$233,785	\$0	\$130,000	\$0	\$222,000
9382	Plant - Insurance	\$75,165	\$58,998	78%	\$0	\$58,998	\$0	\$75,165	\$0	\$75,165
9386	Plant - Licence & Registration	\$0	\$90	0%	\$0	\$90	\$0	\$0	\$0	\$0
9342	Plant Fuels & Oils	\$270,823	\$242,876	75%	\$0	\$242,876	\$0	\$325,000	\$0	\$325,000
9363	Purchase of Tools	\$7,500	\$627	7%	\$0	\$627	\$0	\$9,000	\$0	\$9,000
9402	Less POC Allocated To W. & S.	(\$574,731)	(\$603,912)	88%	\$0	(\$603,912)	\$0	(\$689,705)	\$0	(\$768,415)
021D	Depreciation (Sch 12)	\$254,052	\$265,919	87%	\$0	\$265,919	\$0	\$304,875	\$0	\$304,875
025D	Depreciation W/Back	(\$254,052)	(\$385,861)	127%	\$0	(\$385,861)	\$0	(\$304,875)	\$0	(\$304,875)
	Sub Total - PLANT OPERATIONS COSTS OP/EXP	\$12,530	(\$124,851)		\$0	(\$124,851)	\$0	\$0	\$0	\$0
	OPERATING INCOME									
9373	Income - Contribution Plant Op Costs	(\$833)	\$0	0%	\$0	\$0	(\$1,000)	\$0	\$0	\$0
	Sub Total - PLANT OPERATIONS COSTS OP/INC	(\$833)	\$0		\$0	\$0	(\$1,000)	\$0	\$0	\$0
	Total - PLANT OPERATIONS COSTS	\$11,697	(\$124,851)		\$0	(\$124,851)	(\$1,000)	\$0	\$0	\$0

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

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

MONTHLY FINANCIAL REPORT		COMPARATIVES		% of Annual Budget	ACTUAL		ADOPTED BUDGET		AMENDED BUDGET	
Details By function Under The Following Programme Titles And Type Of Activities Within The Programme		YEAR TO DATE			30 APRIL 2026		2025-2026		30 JUNE 2026	
ACCOUNT	JOB	Budget	Actual		Income	Expense	Income	Expense	Income	Expense
	OTHER PROPERTY AND SERVICES									
	SALARIES AND WAGES									
	OPERATING EXPENDITURE									
9482	Salaries & Wages Drawn	\$3,749,749	\$2,236,152	50%	\$0	\$2,236,152	\$0	\$4,499,879	\$0	\$4,484,666
9492	Workers Compensation	\$20,833	\$3,993	16%	\$0	\$3,993	\$0	\$25,000	\$0	\$3,788
9512	Salary & Wage Alloc To W. & S.	(\$3,749,749)	(\$2,236,152)	50%	\$0	(\$2,236,152)	\$0	(\$4,499,879)	\$0	(\$4,484,666)
	Sub Total - SALARIES AND WAGES OP/EXP	\$20,833	\$3,993		\$0	\$3,993	\$0	\$25,000	\$0	\$3,788
	OPERATING INCOME									
9493	Workers Compensation Income	(\$20,833)	\$0	0%	\$0	\$0	(\$25,000)	\$0	(\$3,788)	\$0
	Sub Total - SALARIES AND WAGES OP/INC	(\$20,833)	\$0		\$0	\$0	(\$25,000)	\$0	(\$3,788)	\$0
	Total - SALARIES AND WAGES	\$0	\$3,993		\$0	\$3,993	(\$25,000)	\$25,000	(\$3,788)	\$3,788

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

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

MONTHLY FINANCIAL REPORT		COMPARATIVES								
Details By function Under The Following Programme Titles And Type Of Activities Within The Programme		YEAR TO DATE 30 APRIL 2026		% of Annual Budget	ACTUAL 30 APRIL 2026		ADOPTED BUDGET 2025-2026		AMENDED BUDGET 30 JUNE 2026	
ACCOUNT	JOB	Budget	Actual		Income	Expense	Income	Expense	Income	Expense
	UNCLASSIFIED									
	OPERATING EXPENDITURE									
9572	Land Survey & Leasing	\$2,500	\$0	0%	\$0	\$0	\$0	\$3,000	\$0	\$3,000
9682	Misc Expenses-Other Property	\$2,733	\$2,405	87%	\$0	\$2,405	\$0	\$2,775	\$0	\$2,775
9687	LOSS ON LG HOUSE UNIT TRUST	\$0	\$0		\$0	\$0	\$0	\$0	\$0	\$0
024D	Depreciation on Assets	\$15,083	\$14,988	83%	\$0	\$14,988	\$0	\$18,100	\$0	\$18,100
	Sub Total - UNCLASSIFIED OP/EXP	\$20,316	\$17,393		\$0	\$17,393	\$0	\$23,875	\$0	\$23,875
	OPERATING INCOME									
9627	Sundry Inc - Insurance Premium Refund	\$0	(\$4,329)	0%	(\$4,329)	\$0	\$0	\$0	\$0	\$0
9683	Lease Of Ksc Properties	(\$22,082)	(\$13,104)	49%	(\$13,104)	\$0	(\$26,500)	\$0	(\$26,500)	\$0
9695	Recoverable Costs Income	(\$2,083)	(\$2,817)	113%	(\$2,817)	\$0	(\$2,500)	\$0	(\$2,500)	\$0
	Sub Total - UNCLASSIFIED OP/INC	(\$24,166)	(\$20,349)		(\$20,349)	\$0	(\$29,000)	\$0	(\$29,000)	\$0
	Total - UNCLASSIFIED	(\$3,850)	(\$2,956)		(\$20,349)	\$17,393	(\$29,000)	\$23,875	(\$29,000)	\$23,875
	Total - OTHER PROPERTY AND SERVICES	\$73,147	(\$273,121)		(\$48,550)	(\$224,571)	(\$83,450)	\$77,325	(\$55,478)	\$29,638

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

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

MONTHLY FINANCIAL REPORT		COMPARATIVES		% of Annual Budget	ACTUAL		ADOPTED BUDGET		AMENDED BUDGET	
Details By function Under The Following Programme Titles And Type Of Activities Within The Programme		YEAR TO DATE			30 APRIL 2026		2025-2026		30 JUNE 2026	
ACCOUNT	JOB	Budget	Actual		Income	Expense	Income	Expense	Income	Expense
FUND TRANSFERS										
EXPENDITURE										
New	Tfr to Employee Leave Res.	\$6,500	\$1,974	25%	\$0	\$1,974	\$0	\$7,800	\$0	\$1,915
New	Transfer To Plant Res.	\$6,500	\$1,341	17%	\$0	\$1,341	\$0	\$7,800	\$0	\$1,744
New	Transfer to Low Income Housing Res.	\$1,542	\$533	29%	\$0	\$533	\$0	\$1,850	\$0	\$588
New	Transfer to Sporting Facility Res.	\$1,150	\$0	0%	\$0	\$0	\$0	\$1,380	\$0	\$0
New	Transfer to Landfill Waste Mgmt Res.	\$1,475	\$511	29%	\$0	\$511	\$0	\$1,770	\$0	\$564
New	Transfer to Community Grants Res.	\$179	\$62	29%	\$0	\$62	\$0	\$215	\$0	\$69
New	Transfer To Independent Living Units Res.	\$2,908	\$1,009	29%	\$0	\$1,009	\$0	\$3,490	\$0	\$1,114
New	Transfer to Natural Resource Mgmt Res.	\$1,792	\$622	29%	\$0	\$622	\$0	\$2,150	\$0	\$686
New	Transfer to Kodja Place Building Res.	\$325	\$113	29%	\$0	\$113	\$0	\$390	\$0	\$124
New	Transfer to Sporting Complex Building Upgrade Res.	\$0	\$481	42%	\$0	\$481	\$0	\$1,155	\$0	\$531
Sub Total - TRANSFERS TO RESERVE		\$22,370	\$6,645		\$0	\$6,645	\$0	\$28,000	\$0	\$7,335
INCOME										
	Transfer from Independent Living Units Res.	\$0	\$0	0%	\$0	\$0	(\$22,000)	\$0	(\$22,000)	\$0
	Transfer from Sporting Facility Res.	\$0	\$0	0%	\$0	\$0	(\$15,000)	\$0	(\$15,000)	\$0
Sub Total - TRANSFERS FROM RESERVE		\$0	\$0		\$0	\$0	(\$37,000)	\$0	(\$37,000)	\$0
Total - TRANSFERS		\$22,370	\$6,645		\$0	\$6,645	(\$37,000)	\$28,000	(\$37,000)	\$7,335
Total - FUND TRANSFER		\$22,370	\$6,645		\$0	\$6,645	(\$37,000)	\$28,000	(\$37,000)	\$7,335

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

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

MONTHLY FINANCIAL REPORT		COMPARATIVES			ACTUAL		ADOPTED BUDGET		AMENDED BUDGET	
Details By function Under The Following Programme Titles And Type Of Activities Within The Programme		YEAR TO DATE 30 APRIL 2026		% of Annual Budget	30 APRIL 2026		2025-2026		30 JUNE 2026	
ACCOUNT	JOB	Budget	Actual		Income	Expense	Income	Expense	Income	Expense
	SURPLUS CARRIED FORWARD									
000000	NEW - (Surplus) / Deficit - Opening 1 July	(\$2,660,000)	(\$2,595,085)		(\$2,595,085)	\$0	(\$2,660,000)	\$0	(\$2,595,085)	\$0
	Sub Total - SURPLUS C/FWD	(\$2,660,000)	(\$2,595,085)		(\$2,595,085)	\$0	(\$2,660,000)	\$0	(\$2,595,085)	\$0
	Total - SURPLUS	(\$2,660,000)	(\$2,595,085)		(\$2,595,085)	\$0	(\$2,660,000)	\$0	(\$2,595,085)	\$0
	LIABILITY LOANS - PRINCIPAL REPAYMENT									
	EXPENDITURE									
New	Loan 150 - Communications tower	\$33,179	\$8,771	25%	\$0	\$8,771	\$0	\$35,479	\$0	\$35,479
New	Loan 137 - Medical Centre	\$8,850	\$9,005	100%	\$0	\$9,005	\$0	\$9,005	\$0	\$9,005
New	Loan 135 - Bagg St House	\$5,174	\$5,334	50%	\$0	\$5,334	\$0	\$10,750	\$0	\$10,750
New	Loan 139 - Aged Units	\$0	\$31,328	0%	\$0	\$31,328	\$0	\$0	\$0	\$0
New	Loan 140 - Staff Housing	\$61,323	\$36,313	58%	\$0	\$36,313	\$0	\$62,388	\$0	\$62,388
New	Loan 138 - GROH Housing	\$114,210	\$115,860	100%	\$0	\$115,860	\$0	\$115,860	\$0	\$115,860
New	Loan 144 - Staff Housing	\$10,996	\$11,203	100%	\$0	\$11,203	\$0	\$11,203	\$0	\$11,203
New	Loan 145 - GROH Housing	\$10,996	\$34,251	306%	\$0	\$34,251	\$0	\$11,203	\$0	\$11,203
New	Loan 148 - Staff Housing renovations	\$7,812	\$8,160	49%	\$0	\$8,160	\$0	\$16,501	\$0	\$16,501
New	Loan 134 - Sports Complex	\$9,345	\$9,812	49%	\$0	\$9,812	\$0	\$19,867	\$0	\$19,867
New	Loan 136 - Sports Complex Wall	\$5,017	\$5,117	50%	\$0	\$5,117	\$0	\$10,285	\$0	\$10,285
New	Loan 143 - Netball Courts & Roof	\$55,342	\$28,269	50%	\$0	\$28,269	\$0	\$56,945	\$0	\$56,945
New	Loan 142 - Oval Lighting	\$24,931	\$25,294	100%	\$0	\$25,294	\$0	\$25,294	\$0	\$25,294
New	Loan 146 - Harrison Place Toilets & Park	\$17,864	\$18,571	50%	\$0	\$18,571	\$0	\$37,506	\$0	\$37,506
New	Loan 149 - Harrison Place Toilets & Park	\$16,589	\$17,541	99%	\$0	\$17,541	\$0	\$17,740	\$0	\$17,740
New	Loan 141 - Airstrip Lighting	\$10,311	\$10,842	104%	\$0	\$10,842	\$0	\$10,468	\$0	\$10,468
New	Loan 147 - Land Development	\$17,242	\$17,925	50%	\$0	\$17,925	\$0	\$36,200	\$0	\$36,200
	Sub Total - LOAN REPAYMENTS	\$409,181	\$393,598		\$0	\$393,598	\$0	\$486,694	\$0	\$486,694
	INCOME									
	Sub-Total - LOAN PRINCIPAL REIMBURSEMENTS				\$0	\$0	\$0	\$0	\$0	\$0
	Total - NON CURRENT LIABILITIES	\$409,181	\$393,598		\$0	\$393,598	\$0	\$486,694	\$0	\$486,694

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

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

MONTHLY FINANCIAL REPORT		COMPARATIVES		% of Annual Budget	ACTUAL		ADOPTED BUDGET		AMENDED BUDGET	
Details By function Under The Following Programme Titles And Type Of Activities Within The Programme		YEAR TO DATE			30 APRIL 2026		2025-2026		30 JUNE 2026	
ACCOUNT	JOB	Budget	Actual		Income	Expense	Income	Expense	Income	Expense
NON CASH ITEMS EXCLUDED FROM OPERATING ACTIVITIES										
222222	Depreciation Written Back	(\$4,296,004)	(\$4,704,745)		\$0	(\$4,704,745)	\$0	(\$5,155,411)	\$0	(\$5,288,706)
	Profit on Sale of Assets Written Back	\$0	\$14,118		\$14,118	\$0	\$0	\$0	\$0	\$0
	Write back on Land held for Resale	\$0	\$0		\$0	\$0	\$0	\$0	\$0	\$0
	Movement in Accrued Interest Expense	\$0	\$21,895		\$0	\$21,895	\$0	\$0	\$0	\$0
	Movement in Doubtful Debts	\$0	\$0		\$0	\$0	\$0	(\$500)	\$0	(\$500)
Sub Total - DEPRECIATION WRITTEN BACK		(\$4,296,004)	(\$4,668,732)		\$14,118	(\$4,682,850)	\$0	(\$5,155,911)	\$0	(\$5,289,206)
Total - NON CASH ITEMS		(\$4,296,004)	(\$4,668,732)		\$14,118	(\$4,682,850)	\$0	(\$5,155,911)	\$0	(\$5,289,206)

SHIRE OF KOJONUP MONTHLY FINANCIAL REPORT

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

MONTHLY FINANCIAL REPORT				COMPARATIVES		% of Annual Budget	ACTUAL		ADOPTED BUDGET		AMENDED BUDGET	
Details By function Under The Following Programme Titles And Type Of Activities Within The Programme				YEAR TO DATE			30 APRIL 2026		2025-2026		30 JUNE 2026	
ACCOUNT	JOB	Budget	Actual	Income	Expense		Income	Expense	Income	Expense		
C137	FURNITURE AND EQUIPMENT											
	GOVERNANCE - CAPITAL EXPENDITURE											
	ICT Plan Implementation	\$225,000	\$49,629	17%	\$0	\$49,629	\$0	\$300,000	\$0	\$144,460		
	Sub Total - CAPITAL WORKS	\$225,000	\$49,629		\$0	\$49,629	\$0	\$300,000	\$0	\$144,460		
	Total - GOVERNANCE	\$225,000	\$49,629		\$0	\$49,629	\$0	\$300,000	\$0	\$144,460		
	FURNITURE AND EQUIPMENT											
6644	RECREATION & CULTURE											
	CAPITAL EXPENDITURE											
	Sports Complex Furniture & Equipment	\$15,000	\$10,453	70%	\$0	\$10,453	\$0	\$15,000	\$0	\$15,000		
	Sub Total - CAPITAL WORKS	\$15,000	\$10,453		\$0	\$10,453	\$0	\$15,000	\$0	\$15,000		
	Total - RECREATION & CULTURE	\$15,000	\$10,453		\$0	\$10,453	\$0	\$15,000	\$0	\$15,000		
	Total - FURNITURE AND EQUIPMENT	\$240,000	\$60,082		\$0	\$60,082	\$0	\$315,000	\$0	\$159,460		

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 30 APRIL 2026		% of Annual Budget	ACTUAL 30 APRIL 2026		ADOPTED BUDGET 2025-2026		AMENDED BUDGET 30 JUNE 2026	
		Budget	Actual		Income	Expense	Income	Expense	Income	Expense
	LAND HELD FOR RESALE									
	COMMUNITY AMENITIES									
	CAPITAL EXPENDITURE									
C310	Subdivision Construction	\$200,000	\$0	0%	\$0	\$0	\$0	\$200,000	\$0	\$100,000
	Sub Total - CAPITAL WORKS	\$200,000	\$0		\$0	\$0	\$0	\$200,000	\$0	\$100,000
	Total- COMMUNITY AMENITIES	\$200,000	\$0		\$0	\$0	\$0	\$200,000	\$0	\$100,000
	Total - LAND	\$200,000	\$0		\$0	\$0	\$0	\$200,000	\$0	\$100,000

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

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

MONTHLY FINANCIAL REPORT		COMPARATIVES			ACTUAL		ADOPTED BUDGET		AMENDED BUDGET	
Details By function Under The Following Programme Titles And Type Of Activities Within The Programme		YEAR TO DATE		% of	30 APRIL 2026		2025-2026		30 JUNE 2026	
ACCOUNT	JOB	Budget	Actual	Annual Budget	Income	Expense	Income	Expense	Income	Expense
	BUILDINGS									
	HOUSING - CAPITAL EXPENDITURE									
4344	26 Katanning Road Residence	\$0	\$0	0%	\$0	\$0	\$0	\$0	\$0	\$5,000
C142	8 Soldier Road	\$35,000	\$35,338	101%	\$0	\$35,338	\$0	\$35,000	\$0	\$35,000
C313	Jean Sullivan Units	\$7,500	\$0	0%	\$0	\$0	\$0	\$10,000	\$0	\$10,000
C145	Loton Close Units	\$9,000	\$0	0%	\$0	\$0	\$0	\$12,000	\$0	\$12,000
	Sub Total - CAPITAL WORKS	\$51,500	\$35,338		\$0	\$35,338	\$0	\$57,000	\$0	\$62,000
	Total - HOUSING	\$51,500	\$35,338		\$0	\$35,338	\$0	\$57,000	\$0	\$62,000
	BUILDINGS									
	RECREATION AND CULTURE - CAPITAL EXPENDITURE									
C105	Memorial Hall Capital Expenditure	\$0	\$39,840	0%	\$0	\$39,840	\$0	\$0	\$0	\$69,840
C106	RSL Hall Capital	\$0	\$0	0%	\$0	\$0	\$0	\$0	\$0	\$10,000
C295	SWIMMING POOL BUILDINGS CAPITAL EXPENDITURE	\$15,000	\$13,840	92%	\$0	\$13,840	\$0	\$15,000	\$0	\$15,000
	Sub Total - CAPITAL WORKS	\$15,000	\$53,680		\$0	\$53,680	\$0	\$15,000	\$0	\$94,840
	Total - RECREATION AND CULTURE	\$15,000	\$53,680		\$0	\$53,680	\$0	\$15,000	\$0	\$94,840

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

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

ACCOUNT	JOB	COMPARATIVES YEAR TO DATE 30 APRIL 2026		% of Annual Budget	ACTUAL 30 APRIL 2026		ADOPTED BUDGET 2025-2026		AMENDED BUDGET 30 JUNE 2026	
		Budget	Actual		Income	Expense	Income	Expense	Income	Expense
	BUILDINGS									
	ECONOMIC SERVICES - CAPITAL EXPENDITURE									
C177	Kodja Place Capital Expenditure	\$15,000	\$22,591	151%	\$0	\$22,591	\$0	\$15,000	\$0	\$38,750
C349	Black Cockatoo Café Capital Expenditure	\$25,000	\$2,126	9%	\$0	\$2,126	\$0	\$25,000	\$0	\$0
	Sub Total - CAPITAL WORKS	\$40,000	\$24,718		\$0	\$24,718	\$0	\$40,000	\$0	\$38,750
	Total - ECONOMIC SERVICES	\$40,000	\$24,718		\$0	\$24,718	\$0	\$40,000	\$0	\$38,750
	Total - BUILDINGS	\$106,500	\$113,735		\$0	\$113,735	\$0	\$112,000	\$0	\$195,590

SHIRE OF KOJONUP MONTHLY FINANCIAL REPORT

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

MONTHLY FINANCIAL REPORT		COMPARATIVES			ACTUAL		ADOPTED BUDGET		AMENDED BUDGET	
Details By function Under The Following Programme Titles And Type Of Activities Within The Programme		YEAR TO DATE		% of	30 APRIL 2026		2025-2026		30 JUNE 2026	
ACCOUNT	JOB	Budget	Actual	Budget	Income	Expense	Income	Expense	Income	Expense
	PLANT AND EQUIPMENT									
	GOVERNANCE - CAPITAL EXPENDITURE									
2104	Purchase of Light Vehicles	\$107,000	\$102,499	96%	\$0	\$102,499	\$0	\$107,000	\$0	\$102,499
	Sub Total - CAPITAL WORKS	\$107,000	\$102,499		\$0	\$102,499	\$0	\$107,000	\$0	\$102,499
	Total - GOVERNANCE	\$107,000	\$102,499		\$0	\$102,499	\$0	\$107,000	\$0	\$102,499
	PLANT AND EQUIPMENT									
	LAW ORDER & PUBLIC SAFETY									
	CAPITAL EXPENDITURE									
2414	Purchase Plant & Equipment - ESL	\$0	\$9,575	0%	\$0	\$9,575	\$0	\$0	\$0	\$9,575
	Sub Total - CAPITAL WORKS	\$0	\$9,575		\$0	\$9,575	\$0	\$0	\$0	\$9,575
	Total - LAW, ORDER & PUBLIC SAFETY	\$0	\$9,575		\$0	\$9,575	\$0	\$0	\$0	\$9,575
	PLANT AND EQUIPMENT									
	RECREATION AND CULTURE									
	CAPITAL EXPENDITURE									
C158	Swimming Pool Equipment	\$46,500	\$48,300	104%	\$0	\$48,300	\$0	\$46,500	\$0	\$48,300
	Sub Total - CAPITAL WORKS	\$46,500	\$48,300		\$0	\$48,300	\$0	\$46,500	\$0	\$48,300
	Total - RECREATION AND CULTURE	\$46,500	\$48,300		\$0	\$48,300	\$0	\$46,500	\$0	\$48,300
	PLANT AND EQUIPMENT									
	TRANSPORT									
	CAPITAL EXPENDITURE									
7604	Major Plant Purchases	\$153,000	\$54,870	36%	\$0	\$54,870	\$0	\$153,000	\$0	\$54,869
	Sub Total - CAPITAL WORKS	\$153,000	\$54,870		\$0	\$54,870	\$0	\$153,000	\$0	\$54,869
	Total - TRANSPORT	\$153,000	\$54,870		\$0	\$54,870	\$0	\$153,000	\$0	\$54,869
	Total - PLANT AND EQUIPMENT	\$306,500	\$215,244		\$0	\$215,244	\$0	\$306,500	\$0	\$215,243

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

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

MONTHLY FINANCIAL REPORT			COMPARATIVES		% of Annual Budget	ACTUAL		ADOPTED BUDGET		AMENDED BUDGET	
Details By function Under The Following Programme Titles And Type Of Activities Within The Programme			YEAR TO DATE			30 APRIL 2026		2025-2026		30 JUNE 2026	
ACCOUNT	JOB		Budget	Actual		Income	Expense	Income	Expense	Income	Expense
INFRASTRUCTURE ASSETS - ROAD RESERVES											
CAPITAL EXPENDITURE											
Roads to Recovery Projects											
C507		RTR - Spring Street Asphalt	\$375,000	\$20,299	5%	\$0	\$20,299	\$0	\$375,000	\$0	\$595,800
C508	CJ508	RTR - Misson Road Floodway 24/25 C/Over	\$20,000	\$0	0%	\$0	\$0	\$0	\$20,000	\$0	\$0
C509	CJ509	RTR - Soldier Road - Asphalt 24/25 C/Over	\$75,000	\$3,204	4%	\$0	\$3,204	\$0	\$75,000	\$0	\$75,000
C512	CJ512	RTR - Newton Street Reseal 24/25 C/Over SLK 0.00 - 0.26	\$18,530	\$0	0%	\$0	\$0	\$0	\$18,530	\$0	\$0
7424	R2R400	R2R - Balgarup Road Tree Pruning/Verge Mulching Works	\$37,500	\$16,559	22%	\$0	\$16,559	\$0	\$75,000	\$0	\$75,000
7424	R2R401	RTR - Tone Rd Stab & Seal Failures SLK 5.30 - 5.90	\$145,000	\$124,674	86%	\$0	\$124,674	\$0	\$145,000	\$0	\$145,000
7424	R2R402	RTR - Frankland Rd Repair Pavement SLK 19.94	\$112,136	\$1,203	1%	\$0	\$1,203	\$0	\$112,136	\$0	\$0
7424	R2R403	RTR - Boscabel Chittinup RD Reseal SLK 3.80 - 4.06	\$85,000	\$0	0%	\$0	\$0	\$0	\$85,000	\$0	\$0
7424	R2R404	RTR - Boscabel Chittinup RD Reseal SLK 4.86 - 6.22	\$95,000	\$0	0%	\$0	\$0	\$0	\$95,000	\$0	\$0
7424	R2R405	RTR - Old Broomehill Rd Seal Bridge Approach SLK 2.25	\$60,000	\$31,923	53%	\$0	\$31,923	\$0	\$60,000	\$0	\$60,000
7424	R2R406	RTR - Old Broomehill Rd Seal Bridge Approach SLK 5.16	\$60,000	\$35,521	59%	\$0	\$35,521	\$0	\$60,000	\$0	\$60,000
7424	R2R407	RTR - Old Broomehill Rd Seal Bridge Approach SLK 7.65	\$60,000	\$14,402	24%	\$0	\$14,402	\$0	\$60,000	\$0	\$60,000
RRG Projects						\$0	\$0				
7394	RRG001	Shamrock Rd Widen SLK 15.8 - 18.8	\$705,000	\$706,308	100%	\$0	\$706,308	\$0	\$705,000	\$0	\$705,146
7394	RRG002	Kojonup Darkan Rd Reseal SLK 3.8 - 5.0	\$105,000	\$105,111	100%	\$0	\$105,111	\$0	\$105,000	\$0	\$105,000
7394	RRG003	Kojonup Darkan Rd Reconstruction SLK 1.9 - 3.8	\$615,000	\$537,473	87%	\$0	\$537,473	\$0	\$615,000	\$0	\$615,000
7394	RRG004	Jingalup Rd Reseal SLK 2.0 - 4.0	\$210,000	\$147,935	70%	\$0	\$147,935	\$0	\$210,000	\$0	\$210,000
7394	RRG005	RRG - Kojonup-Frankalnd Rd Reconstruct And Reseal	\$0	\$113,543	0%	\$0	\$113,543	\$0	\$0	\$0	\$225,000
Commodity Route Projects								\$0	\$0		
C079	CJ079	Reillys Creek Road - Gravel Sheet	\$38,358	\$52,150	68%	\$0	\$52,150	\$0	\$76,715	\$0	\$76,715
Regional Road Safety Projects											
7434	RSP001	Broomehill-Kojonup Road AEL/ACL	\$0	\$1,655,183	0%		\$1,655,183	\$0	\$0	\$0	\$2,302,413
Municipal Fund Projects											
7484	RC003	Council - Thornbury Close Construction including fire road (Industrial Area)	\$151,000	\$110,641	73%	\$0	\$110,641	\$0	\$151,000	\$0	\$151,000
7484	RC004	Jingalup Road Re-Alignment	\$30,000	\$1,186	4%	\$0	\$1,186	\$0	\$30,000	\$0	\$30,000
Sub Total - CAPITAL WORKS			\$2,997,524	\$3,677,317		\$0	\$3,677,317	\$0	\$3,073,381	\$0	\$5,491,074
Total - ROADS			\$2,997,524	\$3,677,317		\$0	\$3,677,317	\$0	\$3,073,381	\$0	\$5,491,074
Total - INFRASTRUCTURE ASSETS ROAD RESERVES			\$2,997,524	\$3,677,317		\$0	\$3,677,317	\$0	\$3,073,381	\$0	\$5,491,074

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

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

MONTHLY FINANCIAL REPORT		COMPARATIVES			ACTUAL		ADOPTED BUDGET		AMENDED BUDGET	
Details By function Under The Following Programme Titles And Type Of Activities Within The Programme		YEAR TO DATE		% of	30 APRIL 2026		2025-2026		30 JUNE 2026	
ACCOUNT	JOB	Budget	Actual	Annual Budget	Income	Expense	Income	Expense	Income	Expense
	INFRASTRUCTURE - PARKS - CAPITAL EXPENDITURE									
	RECREATION & CULTURE									
C357	Apex Park Playground	\$33,480	\$0	0%	\$0	\$0	\$0	\$33,480	\$0	\$33,480
	Sub-Total - CAPITAL WORKS	\$33,480	\$0		\$0	\$0	\$0	\$33,480	\$0	\$33,480
	Total - RECREATION & CULTURE	\$33,480	\$0		\$0	\$0	\$0	\$33,480	\$0	\$33,480
	Total - INFRASTRUCTURE PARKS	\$33,480	\$0		\$0	\$0	\$0	\$33,480	\$0	\$33,480
	OTHER INFRASTRUCTURE - CAPITAL EXPENDITURE									
	ECONOMIC SERVICES									
C054	Community Promotional Signage	\$60,000	\$0	0%	\$0	\$0	\$0	\$60,000	\$0	\$60,000
8974	Country Water Supply Water Tanks				\$0	\$0	\$0	\$0	\$0	\$14,000
	Sub Total - CAPITAL WORKS	\$60,000	\$0		\$0	\$0	\$0	\$60,000	\$0	\$74,000
	Total - ECONOMIC SERVICES	\$60,000	\$0		\$0	\$0	\$0	\$60,000	\$0	\$74,000
	Total - INFRASTRUCTURE ASSETS - OTHER	\$60,000	\$0		\$0	\$0	\$0	\$60,000	\$0	\$74,000
	GRAND TOTALS	(\$755,521)	(\$3,032,695)		(\$13,805,018)	\$10,772,322	(\$13,787,636)	\$13,787,636	(\$15,894,783)	\$15,894,783



SHIRE OF KOJONUP

Detailed April 2026 Creditors List

Cheque Payments 1/4/26-30/4/26				
Chq/EFT	Date	Name	Description	Amount
				0.00

EFT Payments 1/4/26-30/4/26				
EFT37859	01/04/2026	MARY RACHAEL HOBBS	Goods for sale	-68.00
68	09/03/2026	MARY RACHAEL HOBBS	Goods for sale in KP. 4 x Hand towels, 1 x baby towel	68.00
EFT37860	01/04/2026	Hi-Way Sales & Service	Fuel Supplies	-194.01
281946	24/03/2026	Hi-Way Sales & Service	ULP 21.06L @ \$2.59/L	54.52
281974	24/03/2026	Hi-Way Sales & Service	ULP 32.60L @ \$2.59/L	84.40
282179	27/03/2026	Hi-Way Sales & Service	19.27L ULP @ \$2.86/L	55.09
EFT37861	01/04/2026	Shire Of Katanning	Local Government	-6451.20
48880	11/03/2026	Shire Of Katanning	Refuse site fees February 2026	6451.20
EFT37862	01/04/2026	Telstra	Telecommunications	-721.10
8602216000 MAR 26	15/03/2026	Telstra	Acc 8602216000 to 7/3/26 Modem Stationery Room, Bushfire line, Complex security, Depot security, Airstrip	189.78
3916895091 MAR 26	18/03/2026	Telstra	Acc 3916895091 18/3/26-17/4/26 Springhaven Solar panels, Avdata	27.42
3916895109 MAR 26	25/03/2026	Telstra	Acc 3916895109 25/3/26-24/4/26 CEO mobile, Swimming pool mobile, Depot mobiles - Manager, Foreman, Technical Officer, TWIG zone devices x 4, CCTV Data x 4, Standpipe controllers, Emergency phone, Data charges	503.90
EFT37863	01/04/2026	BK Thomson Electrical Service	Electrician	-1488.59
4151	08/03/2026	BK Thomson Electrical Service	Reapir and fix fault to aicon and hot plate 16 Loton Close	216.70
4150	08/03/2026	BK Thomson Electrical Service	Repair pump to turkey nest dam	1098.20
4176	23/03/2026	BK Thomson Electrical Service	Replace faulty switch 4 Loton Close	173.69
EFT37864	01/04/2026	Westrac Equipment	Machinery maintenance	-979.72
PI2030198	11/03/2026	Westrac Equipment	3x 20litre of coolant, 5x air filters, new fuel cap (FUEL STOLEN)	979.72
EFT37865	01/04/2026	Kojonup Country Kitchen	Catering	-200.70
3166	24/03/2026	Kojonup Country Kitchen	Catering for Council meeting 9 people lunch & fruit platter 24/3/26	200.70
EFT37866	01/04/2026	Winc Australia Pty Ltd	Stationery	-448.14
9050086255	17/03/2026	Winc Australia Pty Ltd	2x Laptop raisers, 1x staples, 4x Shipping labels	437.03
9050094570	18/03/2026	Winc Australia Pty Ltd	1x Pom Poms for KP activities	11.11
EFT37867	01/04/2026	Hersey's Safety Pty Ltd	PPE supplies	-286.00
INV-5114	11/03/2026	Hersey's Safety Pty Ltd	1x Nextorch NXTA30CMAX bright search light	286.00
EFT37868	01/04/2026	Albany Printers	Printing	-195.00
49688	28/02/2026	Albany Printers	500 Loyalty cards for BCC	195.00
EFT37869	01/04/2026	Jill Johnson	Staff reimbursement	-349.00
REIM 200331	31/03/2026	Jill Johnson	Uniform allowance as per contract	349.00
EFT37870	01/04/2026	Team Global Express Pty Ltd	Freight charges	-736.58
0600-S104118	22/03/2026	Team Global Express Pty Ltd	Freight charges 16/3/26 ex Corsign, Freight charges 17/3/26 ex Corsign, Freight charges 17/3/26 ex Corsign	736.58
EFT37871	01/04/2026	Optus Billing Services Pty Ltd	Telecommunications	-809.40
562636516	10/03/2026	Optus Billing Services Pty Ltd	Acc 62203521992 Kodja Place telephone loop 10/2/26-9/3/26	372.00
563128193	13/03/2026	Optus Billing Services Pty Ltd	Acc 62203522214 13/2/26-12/3/26 Depot telephone loop	240.00
564457652	20/03/2026	Optus Billing Services Pty Ltd	Acc 62197291735 20/2/26-19/3/26 Internet charges Admin, Internet charges Swimming Pool, account fees	197.40
EFT37872	01/04/2026	Nicholas Patrick O'Halloran	Rates refund for assessment A26628 LOT 92 CHERRY TREE POOL RD CHERRY TREE POOL 6395	-12087.72
A26628	31/03/2026	Nicholas Patrick O'Halloran	Rates refund for assessment A26628 LOT 92 CHERRY TREE POOL RD CHERRY TREE POOL 6395	6387.88

A26614	31/03/2026	Nicholas Patrick O'Halloran	Rates refund for assessment A26614 1256 CHERRY TREE POOL RD CHERRY TREE POOL 6395	5699.84
EFT37873	01/04/2026	ABCO Products	Cleaning Supplies	-4824.36
INV1140022	25/03/2026	ABCO Products	Cleaning supplies April 2026 - Admin Office , KP, Depot, RSL Hall, Harrison Place toilets, Kojonup Spring toilets, Sport Complex, Netball court toilets, Memorial Hall, Apex Park toilets	4824.36
EFT37874	01/04/2026	KOJONUP BMC EMBROIDERY	Staff uniforms	-69.00
11831	24/03/2026	KOJONUP BMC EMBROIDERY	Hi vis Rain Jacket KO	69.00
EFT37875	01/04/2026	LANDGATE	Valuations	-145.44
77600707	09/03/2026	LANDGATE	3 x rural valuations	145.44
EFT37876	01/04/2026	PFD Foodservices Pty Ltd	Food & cleaning supplies	-4628.55
LT731433	05/03/2026	PFD Foodservices Pty Ltd	Cleaning Supplies for BCC, Food Supplies for BCC	1613.25
LT731426	05/03/2026	PFD Foodservices Pty Ltd	Pool Kiosk - icecreams	333.50
LT801121	11/03/2026	PFD Foodservices Pty Ltd	Credit note - Food expenses refunded	-118.10
LT800211	11/03/2026	PFD Foodservices Pty Ltd	Vegetable supplies for BCC	320.45
LT789250	11/03/2026	PFD Foodservices Pty Ltd	Cleaning Supplies for BCC, Food Supplies for BCC	2388.50
LT789231	11/03/2026	PFD Foodservices Pty Ltd	Cleaning Supplies for BCC	90.95
EFT37877	01/04/2026	Ramped Technology & Management Systems Pty Ltd	ICT support	-4411.00
INV-15674	05/03/2026	Ramped Technology & Management Systems Pty Ltd	ICT support Monthly service fee - March 2026	4411.00
EFT37878	01/04/2026	TMSW Pty Ltd t/a Traffic Force	Traffic Management	-30835.33
4434ADJ	08/02/2026	TMSW Pty Ltd t/a Traffic Force	Traffic Control x 1 27 days as per quote 3192 - Adjustment for meals and Accommodation 3/2/26-5/2/26	3187.80
5017	08/03/2026	TMSW Pty Ltd t/a Traffic Force	Traffic Management Kojonup Broomehill Road 3/3/26-6/3/26	15932.02
5340	22/03/2026	TMSW Pty Ltd t/a Traffic Force	Traffic management requirements as per quote 3163 Broomehill Kojonup Rd as per WALGA PSP 009, 16/3/26-18/3/26	11715.51
EFT37879	01/04/2026	NATASHA CLARKE	Staff Reimbursement	-64.90
REIM 260327	27/03/2026	NATASHA CLARKE	Reimbursement for National Police Clearance for Play Cafe	64.90
EFT37880	01/04/2026	Katie Joy's Free Range Eggs	Eggs	-143.40
336998	23/03/2026	Katie Joy's Free Range Eggs	10.5kg x 2 Eggs for Black Cockatoo Cafe	143.40
EFT37881	01/04/2026	Dardanup Butchering Company	Meat supplies	-1119.83
BW416335	09/03/2026	Dardanup Butchering Company	Meat supplies for BCC, Consignment fee	1119.83
EFT37882	01/04/2026	Leaf Bean Machine	Coffee supplies & service	-1266.96
145865	23/03/2026	Leaf Bean Machine	Coffee supplies & service for BCC	1266.96
EFT37883	01/04/2026	Klopper Contracting T/A Ron Wright Bulldozing	Road contractor	-13585.00
IV3066	24/03/2026	Klopper Contracting T/A Ron Wright Bulldozing	475 tonne gravel delivered to saleyards	13585.00
EFT37884	01/04/2026	The George Church Community Medical Centre Incorporated	Medical Services	-70468.75
31/3/26	31/03/2026	The George Church Community Medical Centre Incorporated	Medical Services 1/1/26-31/3/26	70468.75
EFT37885	01/04/2026	Kojonup Light Civil	Civil engineering	-600.00
789	22/03/2026	Kojonup Light Civil	Load of sand to Kojonup cemetery	600.00
EFT37886	01/04/2026	3E Advantage Pty Ltd	Printing Charges	-1344.04
INV-264501-T1Z9K8	23/03/2026	3E Advantage Pty Ltd	Printing charges March 2026	1344.04
EFT37887	01/04/2026	Grant Thompson	Staff reimbursement	-6995.76
REIM 260330	30/03/2026	Grant Thompson	Health insurance reimbursement. Annual payment CEO Employment contract claus 6.6 Health benefit allowance	6995.76
EFT37888	01/04/2026	BGL Solutions PTY LTD	Oval maintenance	-5660.00
INV-0008145	26/03/2026	BGL Solutions PTY LTD	Verti, vertimow & sweep - double pass oval and hockey field	5660.00
EFT37889	01/04/2026	Estelle Lottering	Staff reimbursement	-75.00
REIM 260326	26/03/2026	Estelle Lottering	Mobile phone plan 5/3/26-4/4/26	75.00
EFT37890	01/04/2026	D & T Window Cleaning	Window cleaning	-360.00
1518	23/03/2026	D & T Window Cleaning	Window cleaning BCC & Depot - internal & external - March 2026,	360.00
EFT37891	01/04/2026	Zone 50 Engineering Surveys Pty Ltd	Survey works	-3524.40

INV-1764	25/03/2026	Zone 50 Engineering Surveys Pty Ltd	Survey and Design Road Surface Soldier Rd SLK0.62-0.90. Extend digital ground survey to include Soldier Rd, Process Soldier Rd survey main sprig, Prepare design drawings for road works.	3524.40
EFT37892	01/04/2026	Du-wayne Lottering	Staff reimbursement	-80.00
REIM 260326	26/03/2026	Du-wayne Lottering	Mobile phone plan 5/3/26-4/4/26	80.00
EFT37893	01/04/2026	Teletrac Navman and Transtech	Vehicle tracking and cameras	-2035.50
93501013	05/03/2026	Teletrac Navman and Transtech	Vehicle tracking and cameras - March 2026	2035.50
EFT37894	01/04/2026	Richard Nash T/A Old School Honey	Good for sale	-72.00
394	25/03/2026	Richard Nash T/A Old School Honey	Honey for sale in BCC	72.00
EFT37895	01/04/2026	Harvey Fresh (1994) Ltd T/A Lactalis	Dairy products and fruit juices	-624.15
243264675	23/03/2026	Harvey Fresh (1994) Ltd T/A Lactalis	Dairy products and fruit juices for Black Cockatoo Cafe, Service Fee	624.15
EFT37896	01/04/2026	Livingston Medical Pty Ltd	Medical services	-205.00
6-59303-1	02/03/2026	Livingston Medical Pty Ltd	WorkCover Level C Consult MS injury on 2/3/26	205.00
EFT37897	01/04/2026	S & N Creations	Goods for sale	-399.30
INV-4506	27/11/2025	S & N Creations	Australian animal print tote bags with Kojonup printed & water bottles - for sale in Visitor Centre Shop	399.30
EFT37898	01/04/2026	Techvision Australia - TVA	IT Support	-6380.00
INV-0120	10/03/2026	Techvision Australia - TVA	Data Migration from Altus to Monarch - Completion of the Migration Phase - 20% Final invoice	6380.00
EFT37899	01/04/2026	Darryn Watkins	Staff Reimbursement	-138.00
REIM 260326	26/03/2026	Darryn Watkins	Diesel 44.82L @ \$3.079/L	138.00
EFT37900	01/04/2026	WA Fuel Supplies Pty Ltd	Fuel Supplies	-31550.86
249111	25/03/2026	WA Fuel Supplies Pty Ltd	Diesel 10,003L @ \$2.8674/L	31550.86
EFT37901	01/04/2026	Kojonup Auto Electrics (Lerrom Pty Ltd)	Auto electrician	-469.66
5280	24/03/2026	Kojonup Auto Electrics (Lerrom Pty Ltd)	wired a timed shut off switch for diesel tank	469.66
EFT37902	01/04/2026	Commercial Food Equipment	New Oven	-9845.00
2158	23/03/2026	Commercial Food Equipment	Supply & deliver Goldsein oven to Sporting complex kitchen as per quote Q260114DG	9845.00
EFT37903	01/04/2026	Nerrida Robinson	Staff reimbursement	-95.00
REIM 260331	31/03/2026	Nerrida Robinson	Anti fatigue mat for stand up desk	95.00
EFT37904	01/04/2026	Colin Grant - CC Grant	Fruit and vegetables	-305.55
89	26/03/2026	Colin Grant - CC Grant	Fruit and vegetables for BCC March 2026	305.55
EFT37905	01/04/2026	NP & PA Walter	REFUND BOND FOR HIRE OF SPORTING COMPLEX	-400.00
T259	30/03/2026	NP & PA Walter	RSM AUSTRALIA HIRE BOND	400.00
EFT37906	09/04/2026	Kojonup Agricultural Supplies	Hardware	-29.48
IN20004135	24/03/2026	Kojonup Agricultural Supplies	Air/water fitting for Can-am defender	29.48
EFT37907	09/04/2026	Synergy	Electricity	-190.19
2066645036	02/04/2026	Synergy	Acc 392675750 Powerwatch 400HPS WP 1/3/26-31/3/26	190.19
EFT37908	09/04/2026	Kojonup Tyre Service	Tyre repairs	-4164.60
INV-16876	23/03/2026	Kojonup Tyre Service	8x new tyres on Dolly P27006	3225.20
INV-16908	27/03/2026	Kojonup Tyre Service	Recover vehicle from Farrar Reserve & transport to Depot	280.50
INV-16947	28/03/2026	Kojonup Tyre Service	2 x new tyres for KO2	658.90
EFT37909	09/04/2026	Westrac Equipment	Mechanical parts	-2111.53
PI2040075	13/03/2026	Westrac Equipment	shims, covers, bolts, washer (INSURANCE WORK)	1840.12
PI2040076	13/03/2026	Westrac Equipment	Steering wiring harness	271.41
EFT37910	09/04/2026	BOC Gases	Industrial gases	-46.38
4041418422	29/03/2026	BOC Gases	Container service Oxygen G size 26/2/26-28/3/26	46.38
EFT37911	09/04/2026	Winc Australia Pty Ltd	Stationery	-885.58
9049949999	26/02/2026	Winc Australia Pty Ltd	Craft Materials for KKASA, Activity and Craft Materials for Play Cafe	628.75
9049949999A	26/02/2026	Winc Australia Pty Ltd	Miscellaneous Stationary for The Kodja Place	212.41
9049949999B	26/02/2026	Winc Australia Pty Ltd	mailing bags, pens	44.42
EFT37912	09/04/2026	Synergy - Street Lights	Electricity	-5090.54
2204529533	07/04/2026	Synergy - Street Lights	Acc 131337630 Street light power 25/2/26-24/3/26	5090.54
EFT37913	09/04/2026	ABA Security	Security	-479.96
50730	13/03/2026	ABA Security	Monitoring Depot alarm - 13/3/26-12/6/26	239.98

50868	19/03/2026	ABA Security	SOK Kodja Alarm - 19/3/26-18/6/26	239.98
EFT37914	09/04/2026	Hersey's Safety Pty Ltd	Safety equipment	-27.50
INV-5114	11/03/2026	Hersey's Safety Pty Ltd	Torch - final payment	27.50
EFT37915	09/04/2026	Avdata Australia	Water	-8982.65
STATEMENT 5	22/02/2026	Avdata Australia	Water required for Road Construction Broomehill Road	3502.50
STATEMENT 6	20/03/2026	Avdata Australia	Water required for Broomehill Road Construction & to fill Muradup water tank	5480.15
EFT37916	09/04/2026	Team Global Express Pty Ltd	Freight	-296.14
04214-80774145	22/03/2026	Team Global Express Pty Ltd	Freight Ex Bunbury Trucks 5/3/26, Freight Ex Westrac 13/3/26, Freight Ex E & MJ Roshier 18/3/26	138.89
0601-S104118	29/03/2026	Team Global Express Pty Ltd	Freight ex Corsign 17/3/26	64.45
0602-S104118	05/04/2026	Team Global Express Pty Ltd	Freight ex Best Office 30/3/26, Freight ex Pathwest Nedlands 1/4/26	92.80
EFT37917	09/04/2026	Warren Blackwood Waste	Waste management	-32363.88
20340	06/04/2026	Warren Blackwood Waste	Travel Costs for 2 x sideloader trucks to empty waste, 240 LT Recycling Bins Pick Up, Kojonup street bins pick up, 240L Bins Pick up, Service Town Site Bins	18941.16
20318	06/04/2026	Warren Blackwood Waste	Apex Park and Kodja Place front lift bins March 2026	660.00
20339	06/04/2026	Warren Blackwood Waste	Kojonup Transfer Station management March 2026, Kojonup Transfer Station management - extra costs March 2026, Kojonup Transfer Station management - Transfer bulk bin empty March 2026	12762.72
EFT37918	09/04/2026	Readytech T/A IT Vision Australia PTY LTD	IT Support	-2750.00
INITV042905	23/03/2026	Readytech T/A IT Vision Australia PTY LTD	Realign rate notices - update interest rate, remove discount option	1100.00
INITV042913	24/03/2026	Readytech T/A IT Vision Australia PTY LTD	Hypercare extension Pay 25/02/26 and Pay 11/03/26	1100.00
INITV042919	25/03/2026	Readytech T/A IT Vision Australia PTY LTD	Refresh Play account	550.00
EFT37919	09/04/2026	COLAS West Australia	Road contractors	-261875.17
SIN2603302100699	26/03/2026	COLAS West Australia	Shoulder sealing Broomehill Kojonup Rd as per quote, ,	261875.17
EFT37920	09/04/2026	PFD Foodservices Pty Ltd	Food & Cleaning supplies	-4954.05
LT849855	18/03/2026	PFD Foodservices Pty Ltd	Food Supplies for BCC	172.70
LT863860	18/03/2026	PFD Foodservices Pty Ltd	Food Supplies for BCC	294.80
LT863859	18/03/2026	PFD Foodservices Pty Ltd	Food Supplies for BCC	61.80
LT863861	18/03/2026	PFD Foodservices Pty Ltd	Cleaning Supplies for BCC, Food Supplies for BCC	2276.75
LT935955	25/03/2026	PFD Foodservices Pty Ltd	Food Supplies for BCC, Fuel levy	285.05
LT935956	25/03/2026	PFD Foodservices Pty Ltd	Food Supplies for BCC	1862.95
EFT37921	09/04/2026	KOJONUP THEATRICAL SOCIETY	REFUND BOND FOR HIRE OF MEMORIAL HALL	-600.00
T50	09/04/2026	KOJONUP THEATRICAL SOCIETY	Bond - Theatrical Society	600.00
EFT37922	09/04/2026	BKS Refrigeration & Airconditioning Pty Ltd	Refridgerator manintenance	-3322.00
INV-4881	28/03/2026	BKS Refrigeration & Airconditioning Pty Ltd	Replacement of fridge seals and gaskets at BCC	2479.40
INV-4882	28/03/2026	BKS Refrigeration & Airconditioning Pty Ltd	Diagnose & repair issues with fridge under server window - sporting complex, digital controller and temp probe installation	842.60
EFT37923	09/04/2026	Southern Dirt Inc	REFUND BOND FOR HIRE OF SPORTING COMPLEX	-400.00
T138	09/04/2026	Southern Dirt Inc	Southern Dirt Bond	400.00
EFT37924	09/04/2026	BETTA ROADS	Polycom supply	-45144.00
INV-1702	31/03/2026	BETTA ROADS	144kg Polycom stabiliser as per quote QU0027	45144.00
EFT37925	09/04/2026	BJ Systems	Security service	-144.10
822361	26/03/2026	BJ Systems	Sporting complex monitoring 1/4/26-30/6/26	144.10
EFT37926	09/04/2026	Katie Joy's Free Range Eggs	Eggs	-286.80
337137	30/03/2026	Katie Joy's Free Range Eggs	2 x 10.5kg Eggs for Black Cockatoo Cafe	143.40
337277	06/04/2026	Katie Joy's Free Range Eggs	2 x 10.5 kg eggs for Black Cockatoo Cafe	143.40
EFT37927	09/04/2026	Dardanup Butchering Company	Meat supplies	-1059.15
BW416786	16/03/2026	Dardanup Butchering Company	Meat supplies for BCC, Service fee & fuel levy	718.35
BW417180	23/03/2026	Dardanup Butchering Company	Meat supplies for BCC, Service fee & fuel levy	340.80
EFT37928	09/04/2026	Grande Food Service	Food & cleaning supply	-5481.54
4265120	31/03/2026	Grande Food Service	Cleaning expenses BCC, Food expenses BCC	3133.77

4265440	08/04/2026	Grande Food Service	Food expenses BCC	2347.77
EFT37929	09/04/2026	Leaf Bean Machine	Coffee supplies & service	-2014.90
146109	30/03/2026	Leaf Bean Machine	Coffee supplies & service for BCC, Coffee supplies & service for BCC	1472.92
146304	07/04/2026	Leaf Bean Machine	Coffee supplies & service for BCC, Coffee supplies & service for BCC	541.98
EFT37930	09/04/2026	Klopper Contracting T/A Ron Wright Bulldozing	Road Contractors	-48125.00
IV3047	01/04/2026	Klopper Contracting T/A Ron Wright Bulldozing	2 weeks maintenance grading of Shire roads as directed - 10hr days @\$2500 per day ex GST,	30250.00
IV3072	01/04/2026	Klopper Contracting T/A Ron Wright Bulldozing	Contract Grading NW corner - 65 hours	17875.00
EFT37931	09/04/2026	Department Of Local Government, Industry Regulation and Safety	Building service levy	-1234.09
REQ 090426	09/04/2026	Department Of Local Government, Industry Regulation and Safety	Building Service Levy collected Oct 2025 to Jan 2026	1234.09
EFT37932	09/04/2026	WA Contract Ranger Services	Ranger Services	-2142.25
6948	26/03/2026	WA Contract Ranger Services	Ranger Services 16/3/26-24/3/26,	2142.25
EFT37933	09/04/2026	Workforce Road Service Pty Ltd	Road Contractors	-35590.88
L6196	31/03/2026	Workforce Road Service Pty Ltd	Install line marking as per quote 9013 Kojonup Darkan Rd Reconstruction,	35590.88
EFT37934	09/04/2026	Corsign WA Pty Ltd	Signage	-24596.55
102870	12/03/2026	Corsign WA Pty Ltd	Custom A-Frame Size: 600 x 450mm Colour / Vinyl: Blk/Yell Non-Refl Substrate: Metal mounted to 600x450 , reverse fold a-frame - Caution, Works in Progress, Keep Clear	396.00
103087	16/03/2026	Corsign WA Pty Ltd	125 x white PVC flexible guide posts	2131.25
102843	17/03/2026	Corsign WA Pty Ltd	Signs as per quote 102843 - Dead end hazard board, 20 x guide posts, 2 x no through road signs, 2 x custom signs - Emergency access only, no thru traffic permitted.	1387.10
102769	17/03/2026	Corsign WA Pty Ltd	Signs as per quote Q102769 - Road name plates x 6, Korrinup Rd, Lowden Rd, Old Broomehill -Kojonup Rd, Goodall Rd, Carlecatup Sth Rd, Potts Rd.	343.20
102842	18/03/2026	Corsign WA Pty Ltd	Signs as per quote 102842 RSP 001 Broomehill Road, 300 x Steel flex guideposts, 80 x culvert marker posts	20339.00
EFT37935	09/04/2026	Grant Thompson	Staff Reimbursement	-2500.00
REIM 300326	30/03/2026	Grant Thompson	Agreed allowance in contract clause 6.7 - Clothing allowance reimbursement	2500.00
EFT37936	09/04/2026	BGL Solutions PTY LTD	Oval maintenance	-5814.50
INV-0008162	30/03/2026	BGL Solutions PTY LTD	Garden Maintenance 34 Katanning Rd - as per contract March 2026	214.50
INV-0008172	31/03/2026	BGL Solutions PTY LTD	Hollow tine coring & sweeping oval and Hockey field	5600.00
EFT37937	09/04/2026	Great Southern Alignments Pty Ltd	Plant maintenance	-1275.67
3238	24/03/2026	Great Southern Alignments Pty Ltd	New sway bar bushes and wheel alignment on tandem axle dolly	1275.67
EFT37938	09/04/2026	Jill Watkin	Staff Reimbursement	-699.66
REIM 230326	23/03/2026	Jill Watkin	663 km travel @ \$0.88c/km & parking fees. Attend WALGA conference & meetings in Perth	610.78
REIM 250326	26/03/2026	Jill Watkin	Travel to Broomehill for meeting 101km @ \$0.88c/km	88.88
EFT37939	09/04/2026	Zone 50 Engineering Surveys Pty Ltd	Signage Assessment	-13231.78
INV-1797	30/03/2026	Zone 50 Engineering Surveys Pty Ltd	WALGA PSP002 - Zone 50 Signage assessment Broomehill Kojonup Rd SLK0.38 to 16.85.	13231.78
EFT37940	09/04/2026	Harvey Fresh (1994) Ltd T/A Lactalis	Dairy products and fruit juices	-1271.56
243311718	30/03/2026	Harvey Fresh (1994) Ltd T/A Lactalis	Dairy products and fruit juices for Black Cockatoo Cafe, Service Fee	631.50
243335819	02/04/2026	Harvey Fresh (1994) Ltd T/A Lactalis	Dairy products and fruit juices for Black Cockatoo Cafe, Service Fee	640.06
EFT37941	09/04/2026	QHSE Integrated Solution (Skytrust)	WHS program	-548.90
INV-43773	18/03/2026	QHSE Integrated Solution (Skytrust)	Skytrust - WHS program - March monthly subscription	548.90
EFT37942	09/04/2026	Techvision Australia - TVA	Monarch licence	-35330.41
INV-0121	02/04/2026	Techvision Australia - TVA	Monarch EDRMS Annual Licence and Support 1/4/26-31/3/27, with email integration and Microsoft Copilot Licence	35330.41
EFT37943	09/04/2026	J & J Mobile Autoglass	Windscreen repair	-837.93
INV-0195	01/04/2026	J & J Mobile Autoglass	New windscreen fitted to Ford Ranger KO525	837.93

EFT37944	09/04/2026	Mayday Rental	Plant Hire	-6699.00
87178	31/03/2026	Mayday Rental	Dry Hire Multi Roller (Bomag BW27) 1/3/26-31/3/26 - for Broomehill Road	6699.00
EFT37945	09/04/2026	KC HairStylist	Workshop	-100.00
INV-0002	23/03/2026	KC HairStylist	Hair Braiding Event - Monday 23 March 2026	100.00
EFT37946	09/04/2026	Colin Grant - CC Grant	Fruit and vegetables	-222.07
13	02/04/2026	Colin Grant - CC Grant	Fruit and vegetables for BCC	222.07
EFT37947	09/04/2026	Keston Economics Pty Ltd	Consultant	-17164.40
KE-100-230	08/04/2026	Keston Economics Pty Ltd	Great Southern Workforce Accomodation Strategy and action plan - payment on commencement	17164.40
EFT37948	09/04/2026	Roger Manukia	Staff reimbursement	-56.00
REIM 020426	07/04/2026	Roger Manukia	Reimburse cost of police clearance	56.00
EFT37949	14/04/2026	Payroll Deductions - Shire of Kojonup	Deductions	-905.00
Credit note	07/04/2026	Payroll Deductions - Shire of Kojonup	Credit note	-566.19
25/26 PP21 WEEK26	07/04/2026	Payroll Deductions - Shire of Kojonup	Payroll Deductions	1471.19
EFT37950	14/04/2026	Child Support Agency	Payroll Deductions/Contributions	-437.69
22	09/04/2026	Child Support Agency	Child Support Deduction 000067	437.69
EFT37951	14/04/2026	Australian Services Union (MEU)	Payroll Deductions/Contributions	-128.50
22	09/04/2026	Australian Services Union (MEU)	Australian Services Union MEU 000067	26.50
22	09/04/2026	Australian Services Union (MEU)	Australian Services Union MEU 000423	24.50
22	09/04/2026	Australian Services Union (MEU)	Australian Services Union MEU 000529	26.50
22	09/04/2026	Australian Services Union (MEU)	Australian Services Union MEU 000547	26.50
22	09/04/2026	Australian Services Union (MEU)	Australian Services Union MEU 000558	24.50
EFT37952	14/04/2026	Pauline Michael	BOND REFUND FOR HIRE OF MEMORIAL HALL	-450.00
T258	14/04/2026	Pauline Michael	Funeral Hall Hire Bond	450.00
EFT37953	17/04/2026	RevenueWA	Pensioner Rebate Reversal	-7.89
QR000394414	17/04/2026	RevenueWA	16/12/2025 A3244	7.89
EFT37954	17/04/2026	RevenueWA	Pensioner Rebate Reversal	-804.00
QR000394701	17/04/2026	RevenueWA	17/12/2025 A8177	804.00
EFT37955	20/04/2026	Roger Frederick Bilney	Councillor Fees	-12098.25
JAN-MAR 26	31/03/2026	Roger Frederick Bilney	Attendance at Council related meetings - President Jan -Mar 26, Communication allowance Jan -Mar 26, President allowance Jan -Mar 26	12098.25
EFT37956	20/04/2026	Cr Edwin James Radford	Councillor fees	-3775.75
JAN - MAR 26	31/03/2026	Cr Edwin James Radford	Attendance at Council related meetings Jan - Mar 26, Communication allowance Jan - Mar 26	3775.75
EFT37957	20/04/2026	Cr Michael Mathwin	Councillor fees	-6243.75
JAN - MAR 26	31/03/2026	Cr Michael Mathwin	Attendance at Council related meetings & conferences Jan - Mar 26, Communication allowance Jan - Mar 26, Deputy President allowance Jan - Mar 26, Travel allowance - attend RDAP (Perth) 600km @ \$0.88/km	6243.75
EFT37958	20/04/2026	Ross Allen Tua	Rates refund for assessment A6452 3 BAGG ST KOJONUP WA 6395	-555.82
A6452	20/04/2026	Ross Allen Tua	Rates refund for assessment A6452 3 BAGG ST KOJONUP WA 6395	555.82
EFT37959	20/04/2026	Cr Craig Stuart Mitchell	Councillor fees	-4518.60
JAN - MAR 26	31/03/2026	Cr Craig Stuart Mitchell	Attendance at Council related meetings Jan - Mar 26, Communication allowance Jan - Mar 26, Accomodation for Cr Mitchell & Cr Mathwin 25/2/26 Perth	4518.60
EFT37960	20/04/2026	Cr Kerry Raelene Mickle	Councillor fees	-4262.20
JAN - MAR 26	31/03/2026	Cr Kerry Raelene Mickle	Attendance at Council related meetings Jan - Mar 26, Communication allowance Jan - Mar 26, Travel allowance 84.6 km to Katanning for VROC meeting	4262.20
EFT37961	20/04/2026	Cr Cherilyne Michael	Councillor fees	-3775.75
JAN - MAR 26	31/03/2026	Cr Cherilyne Michael	Attendance at Council related meetings Jan - Mar 26, Communication allowance Jan - Mar 26	3775.75
EFT37962	20/04/2026	Cr Cynthia Wieringa	Councillor fees	-4187.75
JAN - MAR 26	31/03/2026	Cr Cynthia Wieringa	Attendance at Council related meetings Jan - Mar 26, Communication allowance Jan - Mar 26	4187.75
EFT37963	24/04/2026	Craig Jamie Mcvee	Repayment	-152.50
REQ MAR	31/03/2026	Craig Jamie Mcvee	Goods sold on cosignment Kodja Place Mar 2026	10.00

REQ 220426	23/04/2026	Craig Jamie Mcvee	Debtor account in credit - overpayment on private works invoice 29949	142.50
EFT37964	24/04/2026	Air Liquide	Gas bottle rental	-26.06
OJ1359	31/03/2026	Air Liquide	Cylinder Fee 1/3/26-31/3/26 - Arcal force	26.06
EFT37965	24/04/2026	Forward Motion Pty Ltd t/a Bunbury Trucks	Mechanical parts	-2817.36
213925	29/10/2025	Forward Motion Pty Ltd t/a Bunbury Trucks	bolts and adusting bloke for alternator	120.65
214177	12/11/2025	Forward Motion Pty Ltd t/a Bunbury Trucks	filter kit, filter kit	287.86
214133	12/11/2025	Forward Motion Pty Ltd t/a Bunbury Trucks	alternator mount and bolt	148.10
214178	09/01/2026	Forward Motion Pty Ltd t/a Bunbury Trucks	2x filter kit	143.95
214837	09/01/2026	Forward Motion Pty Ltd t/a Bunbury Trucks	new side view mirror	93.30
215033	23/01/2026	Forward Motion Pty Ltd t/a Bunbury Trucks	2x filter kit, 2x filter kit, 2x filter kit	1066.70
215415	04/03/2026	Forward Motion Pty Ltd t/a Bunbury Trucks	2 x 40L of coolant and a engine filter	956.80
EFT37966	24/04/2026	DL Consulting	Financial consulting	-8563.50
1367	31/03/2026	DL Consulting	Financial consulting March 26	8563.50
EFT37967	24/04/2026	Australia Post	Postage	-434.73
1014648379	03/04/2026	Australia Post	Postage & Freight March 2026	434.73
EFT37968	24/04/2026	Hi-Way Sales & Service	Fuel supplies	-143.18
282802	10/04/2026	Hi-Way Sales & Service	ULP 50.08L @ \$2.86/L	143.18
EFT37969	24/04/2026	Kojonup Agricultural Supplies	Agricultural supplies	-290.40
IN20004486	31/03/2026	Kojonup Agricultural Supplies	2 x 20L Wetting agent - Jingalup brigade	290.40
EFT37970	24/04/2026	Shire Of Katanning	Local Government	-4058.40
48954	15/04/2026	Shire Of Katanning	Shire of Katanning Refuse site fees - March 2026	4058.40
EFT37971	24/04/2026	Kojonup Tyre Service	Tyre service	-129.00
INV-17150	18/04/2026	Kojonup Tyre Service	Wheel alignment - Toyota Prado kakadu	129.00
EFT37972	24/04/2026	Egabva Plumbing & Gas Service	Plumber	-229.90
5338	31/03/2026	Egabva Plumbing & Gas Service	plumbing repairs to busted water pipe at depot.	229.90
EFT37973	24/04/2026	SWAT Wagin	Pest control	-4811.57
INV-01352	17/04/2026	SWAT Wagin	Pest Control Groh Housing x 3 28 Katanning Road, 8 Soldier Road, 13 Loton Close outside only, Pest Control Loton Close x 17 Units outside only, Pest Control Jean Sullivan Units x 5 outside only, Pest Control Staff Housing x 7 outside only	4811.57
EFT37974	24/04/2026	ABA Security	Alarm systems	-239.98
51163	01/04/2026	ABA Security	SOK Administration Alarm - 1/4/26-30/6/26	239.98
EFT37975	24/04/2026	Western Australian Treasury Corporation	Loan repayment	-13743.98
28 APR 2026	28/04/2026	Western Australian Treasury Corporation	Interest payment on loan 142, Capital payment on loan 142	13743.98
EFT37976	24/04/2026	Team Global Express Pty Ltd	Freight	-19.28
0422-80774145	05/04/2026	Team Global Express Pty Ltd	Freight 26/3/26 ex Bunbury trucks	19.28
EFT37977	24/04/2026	Kylie Jane Ramsden	Staff reimbursement	-43.90
REIM 260409	09/04/2026	Kylie Jane Ramsden	White card application - Prepare to work safely in the construction industry	43.90
EFT37978	24/04/2026	Kylee Jane Campbell	REFUND BOND FOR HIRE OF SPORTING COMPLEX	-600.00
T226	21/04/2026	Kylee Jane Campbell	Campbell Bond	600.00
EFT37979	24/04/2026	Public Transport Authority	Bus tickets	-168.16
MARCH 26	31/03/2026	Public Transport Authority	Bus tickets March 2026	168.16
EFT37980	24/04/2026	Jamie Rose McVee	Goods sold on cosignment	-100.00
REQ MAR	31/03/2026	Jamie Rose McVee	Goods sold on cosignment Kodja Place Mar 2026	100.00
EFT37981	24/04/2026	Readytech T/A IT Vision Australia PTY LTD	IT support	-1375.00
INITV042948	31/03/2026	Readytech T/A IT Vision Australia PTY LTD	Payroll support flexible - 5 hours - Quote Q2602-0379	1375.00
EFT37982	24/04/2026	COLAS West Australia	Road Contractors	-251496.28

SIN2603302100692	10/03/2026	COLAS West Australia	Reseal Jingalup Rd SLK 2-4 14,000m2 @\$4.83 Primerseal patches Jingalup Rd at 3.44 to 3.76 , 400m2 @ \$7.14 , Mobe Demobe costs ,	69502.96
SIN2603302100694	10/03/2026	COLAS West Australia	Sealing as per Colas WA no 01394F Thornbury Close	21041.55
SIN2603302100691	10/03/2026	COLAS West Australia	Sealing as per Colas WA no 01394F TONE Road	42353.34
SIN2603302100693	10/03/2026	COLAS West Australia	Sealing as per Colas WA no 01394F Frankland Road	99272.24
SIN2603302100700	26/03/2026	COLAS West Australia	2 coat primer seal to Old Broomehill Rd bridge SLK 2.2, 2 coat primer seal to Old Broomehill Rd bridge SLK 5.1	19326.19
EFT37983	24/04/2026	PFD Foodservices Pty Ltd	Food & Cleaning supplies	-2494.65
LU209620	01/04/2026	PFD Foodservices Pty Ltd	Cleaning Supplies for BCC, Food Supplies for BCC	2494.65
EFT37984	24/04/2026	Hayley Nicole Clarke	Staff Reimbursement	-43.90
REIM 260409	09/04/2026	Hayley Nicole Clarke	White card application - Prepare to work safely in the construction industry	43.90
EFT37985	24/04/2026	Christie Leanne McVee	Goods sold on cosignment	-60.00
REQ MAR	31/03/2026	Christie Leanne McVee	Goods sold on cosignment Kodja Place Mar 2026	60.00
EFT37986	24/04/2026	Ramped Technology & Management Systems Pty Ltd	ICT support	-4411.00
INV-15979	09/04/2026	Ramped Technology & Management Systems Pty Ltd	ICT support for April 2026 Monthly service fee	4411.00
EFT37987	24/04/2026	Margaret Rae Hill	Goods sold on cosignment	-30.00
REQ MAR	31/03/2026	Margaret Rae Hill	Goods sold on cosignment Kodja Place Mar 2026	30.00
EFT37988	24/04/2026	TMSW Pty Ltd t/a Traffic Force	Traffic management	-3221.90
SO785	13/03/2026	TMSW Pty Ltd t/a Traffic Force	Site inspection & traffic management plan for Spring St	3221.90
EFT37989	24/04/2026	Edge Planning & Property	Town Planning Advice	-1465.20
3187	13/04/2026	Edge Planning & Property	9.25 hours Town Planning Advice March 2026	1465.20
EFT37990	24/04/2026	Dardanup Butchering Company	Meat supplies	-338.61
BW417581	30/03/2026	Dardanup Butchering Company	Meat supplies for BCC, Service fee	338.61
EFT37991	24/04/2026	Grande Food Service	Food & cleaning supplies	-4784.32
4264764	25/03/2026	Grande Food Service	Cleaning expenses BCC, Food expenses BCC	2249.04
6020108	15/04/2026	Grande Food Service	Credit note - Food expenses refunded	-148.15
4265737	15/04/2026	Grande Food Service	Cleaning expenses BCC, Food expenses BCC	2683.43
EFT37992	24/04/2026	Leaf Bean Machine	Coffee supplies & service	-1197.50
146456	13/04/2026	Leaf Bean Machine	Coffee supplies & service for BCC	1197.50
EFT37993	24/04/2026	Emily Charlotte Ann Stretch	Goods sold on cosignment	-23.22
REQ MAR	31/03/2026	Emily Charlotte Ann Stretch	Goods sold on cosignment Kodja Place Mar 2026	23.22
EFT37994	24/04/2026	Stephen Tusoy Antao	Staff Reimbursement	-43.90
REIM 260409	09/04/2026	Stephen Tusoy Antao	White card application - Prepare to work safely in the construction industry	43.90
EFT37995	24/04/2026	Kojonup Light Civil	Light civil engineering	-650.00
797	13/04/2026	Kojonup Light Civil	Load of Sand to Depot site for Flooding preperation cyclone Narelle	650.00
EFT37996	24/04/2026	Caroline Louise Highman	Goods sold on cosignment	-45.00
REQ MAR	31/03/2026	Caroline Louise Highman	Goods sold on cosignment Kodja Place Mar 2026	45.00
EFT37997	24/04/2026	Oztrology Australian Greeting cards	Goods sold on cosignment	-72.50
REQ MAR	31/03/2026	Oztrology Australian Greeting cards	Goods sold on cosignment Kodja Place Mar 2026	72.50
EFT37998	24/04/2026	AusQ Training	Training provider	-6413.20
11441	30/03/2026	AusQ Training	IIWHS302E Implement traffic management plan - RIICOM201E Communicate in the workplace - RIWHS205E Control traffic with stop slow bat - RIWHS206 Control traffic with portable traffic control devices and temporary traffic signs - RIWHS303 Position, set up and program portable traffic control devices , for 12 people	5168.00
11441	30/03/2026	AusQ Training	Accommodation and travel allowance for trainer for traffic course	1245.20
EFT37999	24/04/2026	KOH Living	Goods for sale	-1406.11
CN-6240	19/06/2025	KOH Living	Credit note - Last order not fulfilled	-174.79
WHO#6622	02/04/2026	KOH Living	Aboriginal design journals, hand creams, lip balms, soap, keychains for sale at visitor centre shop	1580.90
EFT38000	24/04/2026	Monique Sackers T/A 3 Bridges Collections	Goods sold on cosignment	-218.63

REQ MAR	31/03/2026	Monique Sackers T/A 3 Bridges Collections	Goods sold on cosignment Kodja Place Mar 2026	218.63
EFT38001	24/04/2026	Energy Wise Australia C&F Building Approvals	Building Services Contractor	-880.00
INV-86908	11/04/2026	Energy Wise Australia C&F Building Approvals	Building application lodgments x 2	880.00
EFT38002	24/04/2026	Richard Nash T/A Old School Honey	Goods sold on cosignment	-8.50
REQ MAR	31/03/2026	Richard Nash T/A Old School Honey	Goods sold on cosignment Kodja Place Mar 2026	8.50
EFT38003	24/04/2026	Harvey Fresh (1994) Ltd T/A Lactalis	Milk products and fruit juices	-653.16
243408689	16/04/2026	Harvey Fresh (1994) Ltd T/A Lactalis	Milk products and Fruit juices for BCC, Service fee	653.16
EFT38004	24/04/2026	M.E. French	Goods sold on cosignment	-68.00
REQ MAR	31/03/2026	M.E. French	Goods sold on cosignment Kodja Place Mar 2026	68.00
EFT38005	24/04/2026	S & N Creations	Goods for sale	-259.05
INV-5037	07/04/2026	S & N Creations	25 x tote bags for sale in visitor centre shop	259.05
EFT38006	24/04/2026	Benjamin Graham Castle	Goods sold on cosignment	-30.00
REQ MAR	31/03/2026	Benjamin Graham Castle	Goods sold on cosignment Kodja Place Mar 2026	30.00
EFT38007	24/04/2026	Tracey Reeves - trading as Wonky Wombat	Goods sold on cosignment	-97.00
REQ MAR	31/03/2026	Tracey Reeves - trading as Wonky Wombat	Goods sold on cosignment Kodja Place Mar 2026	97.00
EFT38008	24/04/2026	Alperstein Designs Pty Ltd	Good for sale	-542.96
102180	02/04/2026	Alperstein Designs Pty Ltd	20 x indigenious design prints for sale in visitor centre shop	542.96
EFT38009	24/04/2026	Allwest Plant Hire Australia	Plant hire	-2716.05
46024	24/03/2026	Allwest Plant Hire Australia	Hire Ute until middle March 2026	800.00
46024A	24/03/2026	Allwest Plant Hire Australia	Hire ute 23 day required for Broomehill project	1916.05
EFT38010	24/04/2026	Supagas Pty Ltd	Bulk LPG	-428.91
C651476-3-2026	31/03/2026	Supagas Pty Ltd	380L LPG for BCC & 45kg bottles	428.91
EFT38011	24/04/2026	Lisa Berry	Staff reimbursement	-250.00
REIM 260413	13/04/2026	Lisa Berry	Cemeteries & Crematoria Assocation Conference & dinner 17/4/26	250.00
EFT38012	24/04/2026	WA Fuel Supplies Pty Ltd	Diesel supplies	-57700.39
251246	07/04/2026	WA Fuel Supplies Pty Ltd	18500 L Diesel @ \$2.8354/L	57700.39
EFT38013	24/04/2026	Kojonup Auto Electrics (Lerrom Pty Ltd)	Auto electrician	-196.63
5788	10/04/2026	Kojonup Auto Electrics (Lerrom Pty Ltd)	New Battery	196.63
EFT38014	24/04/2026	Fi Goodall Photography	Goods sold on cosignment	-4.50
REQ MAR	31/03/2026	Fi Goodall Photography	Goods sold on cosignment Kodja Place - as part of Exhibition Mar 2026	4.50
EFT38015	24/04/2026	Mia Noanoa	Tea towel cleaning	-400.00
20	21/04/2026	Mia Noanoa	Weekly tea towel washing for BCC to 20/4/26	400.00
EFT38016	24/04/2026	Mayday Rental	Plant hire	-10395.00
87177	31/03/2026	Mayday Rental	water cart hire 1/3/26-31/3/26 - part payment	5000.00
87177A	31/03/2026	Mayday Rental	16 day water cart hire until the 31st March 4 days per week \$450 per day	5395.00
EFT38017	24/04/2026	Neatcare Services	Tree pruning	-2178.00
4717	12/04/2026	Neatcare Services	Pruning of 15 Trees at 15 locations as per information provided from Gardening team.	2178.00
EFT38018	24/04/2026	Marion Nelson	Goods sold on cosignment	-97.18
REQ MAR	31/03/2026	Marion Nelson	Goods sold on cosignment Kodja Place Mar 2026	97.18
EFT38019	24/04/2026	Colin Grant - CC Grant	Fruit and vegetables	-579.02
36	09/04/2026	Colin Grant - CC Grant	Fruit and vegetables for BCC April 2026	350.87
61	16/04/2026	Colin Grant - CC Grant	Fruit and vegetables for BCC April 2026	228.15
EFT38020	24/04/2026	Aussie Broadband	Internet connection	-143.00
57001174	27/03/2026	Aussie Broadband	Internet connection for KP 27/3/26-26/4/26	143.00
EFT38021	24/04/2026	LG Best Practices	Training provider	-1980.00
23299	20/04/2026	LG Best Practices	Advanced Rates Training - Nerrida Robinson	1980.00
EFT38022	24/04/2026	Steve Innes Handmade	Goods sold on cosignment	-27.67
REQ MAR	31/03/2026	Steve Innes Handmade	Goods sold on cosignment Kodja Place Mar 2026	27.67

EFT38023	29/04/2026	Payroll Deductions - Shire of Kojonup	Payroll Deductions	-905.00
25/26 PP22 WEEK44	21/04/2026	Payroll Deductions - Shire of Kojonup	Pay Run 23	905.00
EFT38024	29/04/2026	Child Support Agency	Payroll Deductions/Contributions	-437.69
23	23/04/2026	Child Support Agency	Child Support Deduction 000067	437.69
EFT38025	29/04/2026	Australian Services Union (MEU)	Payroll Deductions/Contributions	-128.50
23	23/04/2026	Australian Services Union (MEU)	Australian Services Union MEU 000067	26.50
23	23/04/2026	Australian Services Union (MEU)	Australian Services Union MEU 000423	24.50
23	23/04/2026	Australian Services Union (MEU)	Australian Services Union MEU 000529	26.50
23	23/04/2026	Australian Services Union (MEU)	Australian Services Union MEU 000547	26.50
23	23/04/2026	Australian Services Union (MEU)	Australian Services Union MEU 000558	24.50
EFT38026	30/04/2026	Forward Motion Pty Ltd t/a Bunbury Trucks	Mechanical parts	-540.25
215839	26/03/2026	Forward Motion Pty Ltd t/a Bunbury Trucks	Tow pin for 700 series bullbar	540.25
EFT38027	30/04/2026	Hi-Way Sales & Service	Engineering supplies	-640.78
282438A	05/03/2026	Hi-Way Sales & Service	Bracket 4.5 kilo	139.00
282438	31/03/2026	Hi-Way Sales & Service	Pack zip ties 414, Pack zip ties 411, Key cutting x 1, 1L two stroke oil, key cutting x 2, 5m x 8mm gal chain for wash down bay, 15 kg 0.9 MIGwire, 1L HP two stroke oil	353.00
282996	15/04/2026	Hi-Way Sales & Service	second hand part for concrete saw	50.00
283354	22/04/2026	Hi-Way Sales & Service	22.08L ULP @ \$2.38/L	52.53
283363	22/04/2026	Hi-Way Sales & Service	ULP 19.44L @ \$2.38/L	46.25
EFT38028	30/04/2026	Shire Of Katanning	Local Government	-10399.90
48907	09/04/2026	Shire Of Katanning	Environmental Health Officer 40% shared employment costs Jan 26-Mar 26	10399.90
EFT38029	30/04/2026	Kojonup Supermarket	Groceries	-2182.40
617 MAR 26	31/03/2026	Kojonup Supermarket	Groceries for toolbox meeting 26/03/2026	264.61
MAR 617	31/03/2026	Kojonup Supermarket	Refreshments for councillors, Groceries for admin staff, Admin stationery, Dog pound expenses, Cat pound expenses, Health project expenses, Depot staff groceries	372.14
800 MAR 26	31/03/2026	Kojonup Supermarket	Cleaning supplies for BCC March 2026, Food supplies for BCC March 2026	1391.94
617 MAR	31/03/2026	Kojonup Supermarket	Pool Kiosk March 2026	153.71
EFT38030	30/04/2026	Kojonup Country Kitchen	Catering	-642.45
3173	14/04/2026	Kojonup Country Kitchen	Catering 13 People Traffic Management Training day 1	186.75
3174	15/04/2026	Kojonup Country Kitchen	Catering 13 People Traffic Management Training day 2	186.75
3176	21/04/2026	Kojonup Country Kitchen	Catering for Council meeting 21/4/26 lunch for 11 people morning tea 9 people	268.95
EFT38031	30/04/2026	Egabva Plumbing & Gas Service	Plumbing	-3103.13
5339	20/04/2026	Egabva Plumbing & Gas Service	Repair smelling drains - basin draining slowly - Day Care Centre 1/4/26	321.75
5356	20/04/2026	Egabva Plumbing & Gas Service	Repair damage to stormwater pipe - depot yard 7/4/26	672.00
5321	23/04/2026	Egabva Plumbing & Gas Service	Memorial Hall - repair tap leaking in wall	213.95
5336	23/04/2026	Egabva Plumbing & Gas Service	Apex Park - unblock disabled cistern east side - twice - blocked with flushable wipes 16/3/26 & 8/4/26	242.00
5351	23/04/2026	Egabva Plumbing & Gas Service	Remove old stove and install new stove at sporting complex - alter gas connection.	1653.43
EFT38032	30/04/2026	SWAT Wagin	Pest Control	-2540.07
INV-01347	10/04/2026	SWAT Wagin	Pest Control Staff Housing x 7 outside only, Pest Control Staff Housing Bagg Street x 2 units outside only, Pest Control Play Group Outside Only, Pest Control Sports complex Hockey Club Netball Shed Outside Only, Pest Control ILUs x 2, Pest Control GROH Housing - 28 Katanning Rd, 13 Loton Cl,	2540.07
EFT38033	30/04/2026	CGS ENGINEERS	Metal fabricating	-1655.97
28697	14/04/2026	CGS ENGINEERS	Fabricate Fridge Tray for under bench for fridge repair for BCC cafe	676.05
28741	20/04/2026	CGS ENGINEERS	Repair, reinforce and weld steel door due to Depot break in to chainsaw store room 28/03/2026	258.50
28754	23/04/2026	CGS ENGINEERS	John Sexton - Insurance claim for damage during fire - Muradup Brigade	721.42
EFT38034	30/04/2026	Wren Oil	Oil removal	-2123.00
217622	13/03/2026	Wren Oil	Pump out Bulk J100 Waste oil	2123.00

EFT38035	30/04/2026	Tourism Council WA	Tourism services	-1078.00
I-00016190	12/03/2026	Tourism Council WA	2x Golden i (Toursim Council) Feather Flags with Base, Freight to Kojonup	1078.00
EFT38036	30/04/2026	Janet Evelyn Miotti	Refund	-1050.00
REQ 20260430	30/04/2026	Janet Evelyn Miotti	Refund bond for hire of Sporting Complex and Memorial hall - T261 bond refund was deleted due to error in setting up the creditor.	1050.00
EFT38037	30/04/2026	I SWEEP	Street cleaning	-4900.50
2841	27/04/2026	I SWEEP	Sweeping of town streets - 27 hours plus 10% fuel levy	4900.50
EFT38038	30/04/2026	PFD Foodservices Pty Ltd	Food & cleaning supplies	-2234.60
LU277577	09/04/2026	PFD Foodservices Pty Ltd	Cleaning Supplies for BCC, Food Supplies for BCC	2234.60
EFT38039	30/04/2026	FULTON HOGAN INDUSTRIES PTY LTD	Plant hire	-42430.30
21256583	09/04/2026	FULTON HOGAN INDUSTRIES PTY LTD	Stabiliser hire 1 day Industrial Area WALGA E QUOTES VPR 830579, Stabiliser hire 1 day Tone Road WALGA E QUOTES VPR 830579, Stabiliser hire 1 day Old Broomehill Rd WALGA E QUOTES VPR 830579, Stabiliser hire 1 day Jingalup Rd WALGA E QUOTES VPR 830579, Mobe / Demobe WALGA E QUOTES VPR 830579	42430.30
EFT38040	30/04/2026	Mt Barker Express Freight	Freight	-1679.28
6937	16/04/2026	Mt Barker Express Freight	Transport of donated display cabinets from Constitutional Cente Perth to Men's Shed	1679.28
EFT38041	30/04/2026	Clarke's Furniture & Kitchen Design	Carpentry	-3125.50
3216	20/04/2026	Clarke's Furniture & Kitchen Design	Construction of storage cabinets,	3125.50
EFT38042	30/04/2026	Katie Joy's Free Range Eggs	Eggs	-71.70
337548	20/04/2026	Katie Joy's Free Range Eggs	10.5kg Eggs for Black Cockatoo Cafe	71.70
EFT38043	30/04/2026	Lucindas Everlastings	Goods for sale	-190.00
18466	22/04/2026	Lucindas Everlastings	10g bags x20 and 20g bags x5 of Everlasting Seeds for sale in Visitor Centre Shop	190.00
EFT38044	30/04/2026	Grande Food Service	Food supplies	-2308.20
4266080	22/04/2026	Grande Food Service	Food expenses BCC	2308.20
EFT38045	30/04/2026	Leaf Bean Machine	Coffee supplies & service	-1271.52
146670	20/04/2026	Leaf Bean Machine	Coffee supplies & service for BCC	1271.52
EFT38046	30/04/2026	Klopper Contracting T/A Ron Wright Bulldozing	Road contractor	-7246.25
IV3080	28/04/2026	Klopper Contracting T/A Ron Wright Bulldozing	Gravel pit rehabilitation - Anderson Rd	7246.25
EFT38047	30/04/2026	Science and Nature Pty Ltd	Goods for sale	-1298.99
174134	06/04/2026	Science and Nature Pty Ltd	Assorted figurines & keychains for sale in visitor centre shop	1298.99
EFT38048	30/04/2026	WA Contract Ranger Services	Ranger Services	-4677.75
6980	11/04/2026	WA Contract Ranger Services	Ranger Services 31/3/26-8/4/26	2483.25
7021	25/04/2026	WA Contract Ranger Services	Ranger Services 16/4/26-22/4/26	2194.50
EFT38049	30/04/2026	Kojonup Light Civil	Light civil contractor	-412.50
796	13/04/2026	Kojonup Light Civil	Water tank pad repairs after heavy rain - Depot	412.50
EFT38050	30/04/2026	Data#3 Limited	Software licences	-375.31
SIN000362580	07/04/2026	Data#3 Limited	Acrobat Pro for Teams new L 11-9 Government x 1 until 27/2/27	375.31
EFT38051	30/04/2026	Lilly's Garden	Goods for sale	-996.00
20260422	22/04/2026	Lilly's Garden	166 jars of assorted jams and relishes for sale in Black Cockatoo Cafe	996.00
EFT38052	30/04/2026	SIRM24 PTY LTD	Rangehood maintenance	-2420.00
INV-1778	22/04/2026	SIRM24 PTY LTD	Service and deep clean range hood at BCC	1210.00
INV-1777	22/04/2026	SIRM24 PTY LTD	Service and deep clean range hood at complex	1210.00
EFT38053	30/04/2026	BGL Solutions PTY LTD	Oval maintenance	-19500.00
INV-0008192	14/04/2026	BGL Solutions PTY LTD	Overseeding winter ryegrass with starter fertiliser - oval and hockey field	19500.00
EFT38054	30/04/2026	Du-wayne Lottering	Staff reimbursement	-1423.59
REIM 20260427	28/04/2026	Du-wayne Lottering	Cladding, tiles, fireplace backboard to build hearth for 26 Katanning Rd	325.59
REIM 20260428	28/04/2026	Du-wayne Lottering	Hearth fire place for 28 Katanning Rd	599.00
REIM 20260427	28/04/2026	Du-wayne Lottering	Flue kit 4m - for fireplace in 26 Katanning Rd	499.00
EFT38055	30/04/2026	Teletrac Navman and Transtech	Vehicle tracking and cameras	-2035.50
93525077	05/04/2026	Teletrac Navman and Transtech	Vehicle tracking and cameras April 2026,	2035.50
EFT38056	30/04/2026	Wagyl Kaip Southern Noongar Aboriginal Corporation	Rangers	-1650.00

INV-0255	25/04/2026	Wagyl Kaip Southern Noongar Aboriginal Corporation	Work carried out Kodja Place & Rose Maze - March 2026	1650.00
EFT38057	30/04/2026	WA Fuel Supplies Pty Ltd	Diesel supply	-7486.48
252649	21/04/2026	WA Fuel Supplies Pty Ltd	2896L Diesel @ \$2.3501/L	7486.48
				1,381,187.59

Direct Deposits 1/4/26-30/4/26				
DD25089.1	09/04/2026	AUSTRALIAN TAXATION OFFICE	PAYGW	-42109.00
25/26 PP21 WEEK42	07/04/2026	AUSTRALIAN TAXATION OFFICE	Pay Run 21 STP 07/04/26, Pay Run 22 STP 09/04/26	42109.00
DD25091.1	10/04/2026	BEAM	Superannuation	-24428.77
25/26 PP21 WEEK42	07/04/2026	BEAM	Pay Run 21, Pay Run 22	24428.77
DD25113.1	23/04/2026	BEAM	Superannuation	-23378.78
25/26 PP22 WEEK44	21/04/2026	BEAM	Pay Run 23	23378.78
DD25113.2	24/04/2026	BEAM	Superannuation	-104.30
25/26 PP22 WEEK44	21/04/2026	BEAM	Pay Run 24	104.30
DD25117.1	29/04/2026	AUSTRALIAN TAXATION OFFICE	PAYGW	-37091.00
25/26 PP22 WEEK44	21/04/2026	AUSTRALIAN TAXATION OFFICE	Pay Run 23 STP 23/04/26, Pay Run 24 STP 24/04/26	37091.00
DD25128.1	01/04/2026	Department of Transport	Department of Transport	-2832.80
20260330	01/04/2026	Department of Transport	01/04/26	2832.80
DD25128.2	16/04/2026	Department of Transport	Department of Transport	-2419.55
20260414	16/04/2026	Department of Transport	16/04/26	2419.55
DD25128.3	17/04/2026	Department of Transport	Department of Transport	-220.50
20260415	17/04/2026	Department of Transport	17/04/26	220.50
DD25128.4	20/04/2026	Department of Transport	Department of Transport	-993.85
20260416	20/04/2026	Department of Transport	20/04/26	993.85
DD25128.5	21/04/2026	Department of Transport	Department of Transport	-1374.95
20260417	21/04/2026	Department of Transport	21/04/26	1374.95
DD25128.6	22/04/2026	Department of Transport	Department of Transport	-1455.40
20260420	22/04/2026	Department of Transport	22/04/26	1455.40
DD25128.7	23/04/2026	Department of Transport	Department of Transport	-7200.25
20260421	23/04/2026	Department of Transport	23/04/26	7200.25
DD25128.8	24/04/2026	Department of Transport	Department of Transport	-3615.75
20260422	24/04/2026	Department of Transport	24/04/26	3615.75
DD25128.9	28/04/2026	Department of Transport	Department of Transport	-434.70
20260423	28/04/2026	Department of Transport	28/04/26	434.70
DD25130.1	21/04/2026	Caltex Star Card	March Fuel Card	-1958.34
136	21/04/2026	Caltex Star Card	309.44 L @ \$319.90/L Diesel in Trailer - low fuel availability, 57.60L @ \$329.90/L Diesel in KO5 MWI, 33.80L @ \$205.89/L PULP in 65KO, 186.39L Diesel in CB126 - CESM, 67.40L Diesel in KO914, 44.37L ULP in KO1022 HiAce Van, Card fees	1958.34
DD25132.1	28/04/2026	NAB	NAB Credit Card April 26	-5503.96
CC APR 26 CEO	23/03/2026	Ingot Hotel	Accommodation Cemeteries conference - LB	400.00
CC APR 26 CEO	13/04/2026	Hilton Garden Inn	Accommodation & breakfast for CEO & Shire President in Albany	826.92
CC APR 26 CEO	13/04/2026	Due South	Dinner CEO & Shire President	62.50
CC APR 26 CEO	13/04/2026	Bunnings	Fireplaces - balance of invoice	443.10
CC APR 26 CEO	14/04/2026	Shire of Kojonup	Drivers licence CM	48.20
CC APR 26 CEO	17/04/2026	NAB	Card Fee	3.25
CC APR 26 DCEO	19/03/2026	Telstra	Café Phone to 22/2/26	108.25
CC APR 26 DCEO	20/03/2026	Aust. Communications & Media Authority	Jingalup Radio tower, Airstrip tower	94.00
CC APR 26 DCEO	23/03/2026	Kmart	6 x Baskets for KP to display goods for sale	96.00
CC APR 26 DCEO	23/03/2026	Officeworks	Open/Closed signs for BCC	89.95
CC APR 26 DCEO	24/03/2026	Bunnings	Outdoor Cushions for KP/BCC	85.20
CC APR 26 DCEO	24/03/2026	Kmart	Event materials - Play Café Equipment	935.00

CC APR 26 DCEO	24/03/2026	Kmart	Event materials - KKASA activities	466.00
CC APR 26 DCEO	25/03/2026	Talking Turtle	Equipment for Play Café	1158.65
CC APR 26 DCEO	25/03/2026	Talking Turtle	Equipment for Play Café - freight	90.00
CC APR 26 DCEO	26/03/2026	Officeworks	Desks & whiteboard for KP	381.90
CC APR 26 DCEO	31/03/2026	Black Cockatoo Café	Admin tool box meeting	120.00
CC APR 26 DCEO	09/04/2026	WA Newspapers	Subscription	32.00
CC APR 26 DCEO	17/04/2026	SKOUT Office supplies	Visitors Book for KP	59.79
CC APR 26 DCEO	17/04/2026	NAB	Card Fee	3.25
DD25128.10	29/04/2026	Department of Transport	Department of Transport	-3248.35
20260424	29/04/2026	Department of Transport	29/04/26	3248.35
DD25128.11	30/04/2026	Department of Transport	Department of Transport	-4736.60
20260428	30/04/2026	Department of Transport	30/04/26	4736.60
DD25128.12	02/04/2026	Department of Transport	Department of Transport	-5092.65
20260331	02/04/2026	Department of Transport	02/04/26	5092.65
DD25128.13	07/04/2026	Department of Transport	Department of Transport	-1723.90
20260401	07/04/2026	Department of Transport	07/04/26	1723.90
DD25128.14	08/04/2026	Department of Transport	Department of Transport	-4781.60
20260402	08/04/2026	Department of Transport	08/04/26	4781.60
DD25128.15	09/04/2026	Department of Transport	Department of Transport	-2177.70
20260407	09/04/2026	Department of Transport	09/04/26	2177.70
DD25128.16	10/04/2026	Department of Transport	Department of Transport	-2434.45
20260408	10/04/2026	Department of Transport	10/04/26	2434.45
DD25128.17	13/04/2026	Department of Transport	Department of Transport	-1551.85
20260409	13/04/2026	Department of Transport	13/04/26	1551.85
DD25128.18	14/04/2026	Department of Transport	Department of Transport	-3590.30
20260410	14/04/2026	Department of Transport	14/04/26	3590.30
DD25128.19	15/04/2026	Department of Transport	Department of Transport	-1082.30
20260413	15/04/2026	Department of Transport	15/04/26	1082.30
FEES			Centrelink Charge	-4.95
GJ25261012	07/04/2026	Payroll	PP21 Week42 - Net Pays Direct Debit - Pay Run 21 - PAY507 Once off	-5584.65
GJ25261013	09/04/2026	Payroll	PP21 Week42 - Net Pays Direct Debit - Pay Run 22	-131896.07
GJ25261005	23/04/2026	Payroll	PP22 Week44 - Net Pays - Pay Run 23	-121004.54
GJ25261006	24/04/2026	Payroll	PP22 Week44 - Net Pays - Pay Run 24 - PAY682 Once off	-3887.67
GJ25261004	30/04/2026	Message Media	April SMS	-198.13
GJ25261004	30/04/2026	Payrix	210725427	-11.45
GJ25261004	30/04/2026	iiNet	April iiNet	-548.92
GJ25261004	30/04/2026	NAB	April Bank Charges	-1252.25

449,930.23

Summary for April 2026	
Cheque	-
EFT 37859-38057	1,381,187.59
Direct Debits	449,930.23
Total	1,831,117.82

Rates to be Written – Off over \$100

Property	Reason	Amount
A23541	Overcharged Interest	\$145.25
Total		\$145.25

SHIRE OF KOJONUP

Kojonup



Kojonup Bush Fire Advisory Committee

MINUTES
RECEPTION ROOM

7:00 pm Tuesday, 5th May 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 x4 (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 5 MAY 2026

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MINUTES

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

The Presiding Member declared the meeting open at 07:06 pm and alerted the meeting of the procedures for emergencies including evacuation, designated exits and muster points.

2. **ATTENDANCE & APOLOGIES**

MEMBERS

Tony Fisher	Chief Bush Fire Control Officer
Ross Fryer – Smith	Deputy Chief Bush Fire Control Officer
Paul Norrish	Senior Bush Fire Control Officer
John Binns	President – Kojonup Bush Fire Association
Mick Mathwin	Councillor / Chairperson
Denise Berryman	Secretary of the Kojonup Bush Fire Association
Matthew Crabb	Kojonup Volunteer Fire and Rescue Service

SUPPORTING TEAM MEMBERS

Grant Thompson	Chief Executive Officer
Estelle Lottering	Manager Regulatory Services
Phill Gunn	Community Emergency Services Manager
Darren Prior	DFES - A/District Officer Great Southern Rural
Dwayne Lottering	Manager Property Services

APOLOGIES

Craig Mitchell	Councillor
Ned Radford	Councillor
Darryn Watkins	Manager of Works and Infrastructure
Ben Blewett	Senior Bush Fire Control Officer

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 3rd February 2026 were previously circulated under separate cover.

COMMITTEE DECISION

That the minutes of the Bushfire Advisory Committee Meeting held 3 February 2026 be confirmed as a true record with changes as requested.

Moved by Matt CRABB and seconded by Tony FISHER

Carried 7/0

7. **BUSINESS ARISING**

Starlink for brigades – Discussion from the group focussed on costings amounts of units required. It was decided that 2 units be purchased for used by the Senior Fire Control Officers during incidents, with initial purchase, yearly subscriptions and mounting accessories amounting to \$10,000. These costs are not covered through LGGS funding and will need to be funded by the Shire.

RECOMMENDATION

Recommendation to council to that \$10000 be allocated for the purpose of purchasing Starlink Units for use during firefighting operations.

Moved by Ross FRYER-SMITH, seconded by Tony FISHER

Carried 7/0

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.

11.2 Shire of Kojonup - Chief Executive Officer – Grant Thompson

11.2.1 Addressed the Action Register - Tabled.

11.2.1.1 **Skytrust** – induction to send out

11.2.1.2 **Stand Alone Power Systems** to be added to the Fire Break Notice – the committee agrees that an asset protection zone of 10 meters be included in the Fire Break Notice.

11.2.1.3 **Road Verge Management** – Property owners conducting burns are allowed to burn the road verge directly adjacent to that property with a permit from both their Local FCO and from the CEO under section 18 of the Bush Fires Act – 1954.

11.2.1.4 **Cultural Cooking fires and burns** – The Chief and Deputy had met with local elders and representatives from Wagyl Kaip to build relationships and assist local elders where ever possible.

11.2.1.5 **List of Brigade Members who have not undertaken minimum training** – 75 volunteers across the shire have not completed Rural Fire Awareness or Bushfire Safety Awareness and Firefighting Skills. Those people will be made aware through their brigade captains and directed to undertake that training online or in person when courses become available.

11.3 Kojonup Chief Bushfire Control Officer – Tony Fisher

11.3.1 Our fire season is now in the Non-Restricted Burning Time. The season has been a good one as we did have a number of fires that were kept as small fires. After season's we can all reflect & see things as they were. The things that we need are first fills that are up to date and reliable & set up in dams quickly so as to get water to the first responders. They need to have very good suction & long suction hoses. Whoever brings fast fills need to be activated quickly & have Bushfire Radio Transmission, to be able to keep in contact with FCOs on fire ground. Our Emergency Tower has worked extremely well in areas where we had poor transmission in the past, so that is very pleasing. Early spraying around the tower is a recommendation to keep it safe. Ross & myself will continue to have discussion with Shaun & Pauline from Wagyl Kaip on heritage lands & will assist if & when possible, to do burns with them, to minimise risk. We need to encourage brigades to put people in FCO's, Lieutenant & Radio Operator jobs that will stay for a while longer, that can do the job to the best of their ability. I along with my fellow Zulus believe 3 radios per brigade is enough. There are quite a lot of private sets out there. If we have a not so wet winter, we will have dams with very little water or no water. Some property owners with majority of their land in cropping are filling dams in so with those things in mind getting water at fires could be a challenge in years to come. With our seasons as it proved this last season we had an

opportunity to open but our dates were locked in. I would like to see the Non-Restricted Burning Time dates changed back to the 14th of April to the 30th September, so as to have the ability to open & up our season if we get a rain event like this year. I would like to thank all FCOs & Radio Operators & also Denise for her work that she does behind the scenes. Thanks to Phil our CESM. My fellow Zulus fantastic job through the season. Thanks for your work & support.

11.4 Kojonup Bushfire Association President – John BINNS

11.4.1 On the 22nd March I chaired my first meeting of the KBFA. The meeting probably consisted of less than 10% of Brigade members. The topic which resulted in the most discussion would have been the availability of permits earlier in the season.

Though there may be enthusiasm from a few to pursue this, when you take into account the total of brigade members it may be a small percentage, even though it seems important to those concerned. The discussion often includes past history such as - "Years ago we used to etc".

Maybe the points to consider are:

- Years ago, all brigade members had to burn to develop their businesses, so the majority were in favour.
- Farms were smaller, and they lived on the farm they were burning, not burning distant blocks.
- There is more material still on the ground now than before.
- There is less need to burn now than before due to modern farm practices.

The end result being that the percentage of members not needing to burn earlier in the restricted period, is most likely more than those wishing to burn. This can be backed up by the fact that we only received one motion of concern from one brigade out of twelve and only a small percentage at the meeting appeared concerned.

As the KBFA is a body that takes the brigades concerns to the Shire, we need to hear from the brigades of their concerns. At the moment all we know is one brigade and some individuals are concerned.

I feel we should encourage individual members to take their concerns to their brigade F.C.O or president initially and then after discussion between themselves, if necessary, taken to the Zulus by the office bearers.

This would alleviate the Zulus having to deal with members who may have views not representative of the brigade.

It still gives individuals the opportunity to have their say at the K.B.F.A. A.G.M. as it is now.

In conclusion I fully support any measures that can ensure Zulus have an effective phone service.

All in all, I feel the meeting gave members a chance to express any concerns they had.

John Binns

11.5 Kojonup Volunteer Fire and Rescue Service – Matt Crabb

11.5.1 The VFRS brigade has attended multiple non-registered burn offs across the townsite in recent days, with aggressive homeowners arguing with firefighters. Police had to be called to assist with those homeowners.

11.6 Adoption of the Kojonup Bushfire Association Annual General Meeting Minutes and adoption of the elected Chief, Deputy, Senior Fire Control Officer and the individual brigades Fire Control Officers.

11.6.1 Minutes tabled with the following recommendations:

- Tony Fisher is recommended for the position of Chief Bushfire Control officer in the Shire of Kojonup for the 2026/2027 year
- Ross Fryer-Smith is recommended for the position of Deputy Chief Bushfire Control officer in the Shire of Kojonup for the 2026/2027 year.
- Ben Blewett and Paul Norrish are recommended for the position of Senior Fire Control Officers in the Shire of Kojonup for the 2026/2027 year.
- That the CBCO and the DCBCO are recommended for appointment as Fire Weather officer and Deputy Fire Weather officer respectively for the 2026/2027 year.
- That the CBCO and the DCBCO are recommended to be appointed as authorised officers to issue permits to burn for the collection of clover seed for the 2026/2027 year.
- That the CBFCO and the DCFBCO and the two senior BFCO's be authorised to advise the Shire Council on the imposition of harvesting and movement of vehicles bans in the Shire of Kojonup for the 2026/2026 year.

11.6.2 Adoption of the following Brigade Fire Control Officers:

Bevan Bignell	Captain/FCO	Boilup Brigade
Kim Bellotti	Captain/FCO	Boscabel Brigade
Murray Magini	Captain/FCO	Changerup Brigade
Peter Kowald	Captain/FCO	Cherry Tree Pool Brigade
Steve McGuire	Captain/FCO	Jingalup Brigade
Matt Bilney	Captain/FCO	Kojonup Brigade
James Heggaton	Captain/FCO	Lumeah Brigade
Andrew Parker	Captain/FCO	Mobrup Brigade
Kent Stone	Captain/FCO	Muradup Brigade
Griff Chomley	Captain/FCO	Orchid Valley Brigade
Shannon Binns	Captain/FCO	Qualeup Brigade

Stuart Tohl
Bevan Brown

Captain/FCO
FCO

Ryans Brook Brigade
Kojonup Town

RECOMMENDATION

Recommendation to council that the above Chief Bush Fire Control Officer, Deputy Chief Bush Fire Control Officer, Senior Bush Fire Control Officers and Brigade Fire Control Officers be endorsed.

Moved by John BINNS, seconded by Denise BERRYMAN

Carried 7/0

11.7 General Business:

11.7.1 Radios and their use during morning schedules – conversation turned to radio operators with radios fitted to their farm response vehicles. The Shire has numerous operators who don't respond during morning scheds over the entire season, with several brigades that have 3 or 4 radios fitted and have had no attendance over the fire season. It was the opinion of the Chief, Deputy and Senior FCO's that radios should be limited to 2 per brigade with one radio fitted to a back up FCO in that brigade should the first 2 FCO's be absent. It was mentioned that this topic was brought up at the Kojonup Bushfire Association meeting and remains unresolved.

11.7.2 Properties operating during Harvest and Vehicle Movement Bans – It was identified that there are individual properties operating during HVMB's, the DFES District Officer, Darren Prior, suggested that photographic evidence of the offending be forwarded to the Ranger and fines be issued.

11 OTHER ITEMS

12 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

13 LATE ITEMS

14 NEXT MEETING

4th August 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 10:05 pm.

Confirmed as true and correct:

Presiding Member

Date

Kojonup Bushfire Association Minutes

Sports Complex

APRIL 22nd 2026 at 7.30pm.

Opening of the meeting and recording of attendance.

John welcomed all to the meeting and pointed out the emergency exit and meeting point outside on the oval.

PRESENT:

Bevan Bignell	Boilup Brigade
Craig Ivey	Boscabel Brigade
Paul Norrish	Changerup Brigade
Murray Magini	Changerup Brigade
Owen Bignell	Cherry Tree Pool Brigade
Melvin Hettner	Cherry Tree Pool Brigade
Mick Mathwin	Jingalup Brigade
Chris Wright	Jingalup Brigade
Andrew Plowman	Jingalup Brigade
Stacy Williams	Jingalup Brigade
Sally Robinson	Jingalup Brigade - secretary
Matt Bilney	Kojonup Brigade
Tony Fisher	Kojonup Brigade - CBFCO
Gina Unuwai	Kojonup Brigade
Bevan Brown	Kojonup Brigade
Jason Thorn	Kojonup Brigade
Sam Jackson	Lumeah Brigade
Matt Hardingham	Lumeah Brigade
Ross Fryer-Smith	Mobrup Brigade – SBFCO
Digby Stretch	Mobrup Brigade
Rob Warburton	Mobrup Brigade
Ben Blewett	Muradup Bush Fire Brigade - SBFCO
Nathan Leitch	Muradup Brigade
Richard Banks	Muradup Brigade
Leonie Banks	Muradup Brigade
Denise Berryman	Muradup Brigade - Association Secretary
Griff Chomley	Orchid Valley Brigade
Colin Ednie-Brown	Orchid Valley Brigade
Daniel Simpson	Orchid Valley Brigade
John Binns	Qualeup Brigade- Kojonup Bush Fire Association President

Andrew Marsh	Qualeup Brigade
Stuart Tohl	Ryans Brook Brigade
Melissa Shepherd	Ryans Brook Brigade
Roger Bilney	Shire of Kojonup President
Estelle Lottering	Shire of Kojonup - Regulatory Services
Dwayne Lottering	Shire of Kojonup

DUE TO NOT ALL MEMBERS PUTTING THEIR NAME ON ATTENDANCE SHEET I HAVE ADDED THE ONES I REMEMBER BEING THERE

APOLOGIES:

- Robert Sexton Qualeup Brigade
- Steve McGuire Jingalup Brigade
- Grant Thompson Shire of Kojonup CEO
- Phil Gunn CESM

All 12 Brigades had representatives at the meeting.

1. Announcements by the President
The President made the meeting aware of the exit doors and where the muster point was outside.
2. Confirmation of minutes of: Minutes April 2025

Moved: Bevan Brown
Seconded: Craig Ivey
Carried: Yes
3. Business arising from the minutes other than listed.
Paul asked about the Starlinks for each FCO- he hadn't heard any more about them. Take forward to next Advisory meeting.

4. Election of CBFCO, DCBFCO and two (2) senior FCO's to be recommended to the Kojonup Shire Council for appointment to their respective positions.

Moved by – Stuart Tohl seconded by Chris Wright : that

- Tony Fisher.....is recommended for the position of Chief Bushfire Control officer in the Shire of Kojonup for the 2026/2027 year
- Ross Fryer-Smith..... is recommended for the position of Deputy Chief Bushfire Control officer in the Shire of Kojonup for the 2026/2027 year.
- Ben Blewett.....and Paul Norrishare recommended for the position of Senior Fire Control Officers in the Shire of Kojonup for the 2026/2027 year.
- That the CBCO and the DCBCO are recommended for appointment as Fire Weather officer and Deputy Fire Weather officer respectively for the 2026/2027 year.
- That the CBCO and the DCBCO are recommended to be appointed as authorised officers to issue permits to burn for the collection of clover seed for the 2026/2027 year.
- That the CBFCO and the DCFBCO and the two senior BFCO's be authorised to advise the Shire Council on the imposition of harvesting and movement of vehicles bans in the Shire of Kojonup for the 2026/2027 year.

Carried - Yes

5. The Brigades have nominated Brigade Captains as listed below

Moved by Mick Mathwin – seconded by Paul Norrish that the nominees listed below be appointed to their respective Brigades as Captain subject to each person having successfully completed the FCO's course as conducted by DFES.

Bevan BignellCaptain/FCO, Boilup Brigade
Kim BellottiCaptain/FCO, Boscabel Brigade
Murray Magini.....Captain/FCO, Changerup Brigade
Peter Kowald-----Captain/FCO, Cherry Tree Pool Brigade
Steve McGuireCaptain/FCO, Jingalup Brigade
Matt BilneyCaptain/FCO, Kojonup Brigade
James HeggatonCaptain/FCO, Lumeah Brigade
Andrew ParkerCaptain/FCO, Mobrup Brigade
Kent StoneCaptain/FCO, Muradup Brigade
Griff Chomley.....Captain/FCO, Orchid Valley Brigade
Shannon Binns -----Captain/FCO, Qualeup Brigade
Stuart Tohl.....Captain/FCO, Ryans Brook Brigade
Bevan BrownFCO, Kojonup Town

Carried - Yes

Kim Bellotti and Andrew Parker to do FCO course before next season.

6 Brigade office bearers

The Brigade office bearers and radio operators for the 2025/2026 year have been elected from their respective Brigades and will be listed in the Shire Emergency Directory

The Association Secretary will forward to Bush Fire Advisory Committee

7 CBFCO Report: read out at meeting

The first fire we attended to was with the Town VFRS with a single car accident on the 25th October 2025. The next fire was our first significant fire on the 29th October 2025 in the Changerup Brigade- from hay cutting very dry material - which got alight from a rock hitting the blades. This fire was very well attended by a good number of fire units.

We had a total of 23 fires, the breakdown of those fires are – 6 pole tops, 6 town fires, 3 lightning strikes fires 2 header fires, 1 side by side fire, 1 car accident, 1 roadside fire and 2 fires after the opening of season. All these fires were very well attended by the FCO's and firefighters and supported by fast fills which aided with quick response times and saving mopping ups being a long process.

The fast fills are working very well and it is very important that these are manned and taken to fires to get setup quickly so as to assist in keeping water up to the fire appliances. Well done to all the firefighters that have attended fires, the quick response times along with organised setups helps to get fire out quicker and saves mop up times.

We started scheds off in early November with some new radio operators starting for the first time. It was good for them and all to get familiar with the radios.

We had some weeks where we had good numbers and other weeks that were down on numbers but what stood out most was the same call signs who were never answered. After trying to encourage these to participate and still no response, with that it was our decision to drop these off the list to call, it is wasting everyone's time if they are not going to answer.

I am recommending that we drop all brigades to 3 radio operators that will participate, other than the 2 brigades Boilup and Muradup that only have 2 radios.

It is a big expense to the shire every time a radio is taken out and then put into someone else's ute especially if they have never been used. What is concerning to all is some of these radio operators or maybe non operators are being promoted to the next higher position in their respected brigades. We need people in those positions that will do something not just to have your name on the list. We all need active people in these jobs to assist in putting fires out.

It is very pleasing to have come through this season with our new community emergency tower which is working very well with good coverage to all radios including handhelds.

We are moving into different times with a lot of New Heritage listings coming up which makes what we all do a little bit more difficult when it comes down to some fires in some areas. Ross and myself have spent quite a bit of time meeting with both our local heritage and Waigal Keip leaders to get to a point where we might be able to get some burns done and form a relationship to be able to move forward in some of these bushland areas as they present themselves.

This year as in other years Zulu 2 – Ross has organised and got the aerial inspection done. It was a pleasing result overall with 10 ground inspections to be followed up by the Shire Ranger.

With permits at the start and end of the season we had to make sure breaks were good. I believe we need to have 3 people and 3 fire units. Two fire units with 600 litres of water is not enough.

Now I am not going to hold back as there have been a couple of faceless people out there that don't agree with what the Zulus have been doing as far as permits go. We are in these positions for all in our Shire of Kojonup. We don't live in Cranbrook, Boyup Brook, Katanning or any other shire – give the Zulus the respect they deserve.

We have dates set in the firebreak order booklet which are dates set by the Fire and Emergency commissioner. These dates are not when we start burning. These are dates to allow us to burn if it is safe to do so.

If we have a season with conditions to allow us to burn safely, we will BE ABLE to issue permits within these parameters. This season WE DID NOT have safe conditions to allow us to start permits.

As you will know other shires opened up for permits with a tropical low forming at the very top of our state, to add tropical Cyclone Narelle in Queensland who was not sure where she was going. As it was, she came across and tried to join up with the tropical low which made its way down the West Australian Coast.

Other shires had fires get away with huge inconvenience to others. NOT IN OUR SHIRE. Once we were sure it was safe, we allowed permits to begin, even after significant rain we still had hot fuel loadings, but we were able to have our shire burn safely over the Easter period as other shire had shut all permits OFF.

A lot of our shire is cropped these days with high fuel loadings. The Zulus do their utmost to keep everything in balance. If the Zulus make a decision it is for the whole community. We are to prevent fires, put fires out, and keep our community safe. If you want to discuss anything through a season talk to any Zulu, we are available. If you have a farming practice that is requiring fire it will only be allowed if it fits in to the criteria that I just explained.

As you all know we wanted to open our season but were unable to do so due to the Fire and Emergency Commissioner dates set in the fire break order. We will endeavour to see if we can change those dates at our Bush Fire Advisory committee meeting coming up in May.

With our season open we had 2 fires both with over 20 fire units in attendance. Both of those fires could have been avoided by either not lighting up with the predicted winds coming in the days to follow or just to have people monitor and stay on those

fire grounds. These two fires tell us as Zulus there is a lot of complacency and disregard to others.

Throughout the fire season with fires, we have done very well. There are a lot of younger fire fighters and radio operators out there which is fantastic to see. If you get a chance to listen to Zulu 3 and Zulu 4 at fires as examples of how to give information back to the Zulu in the office, it is well worth it.

All our FCO's this year have done a really top job. Radio operators who have been answering and going an assisting with the fires, THANK YOU for your work through the season.

I would like to thank Denise who puts a lot of time into our Association behind the scenes, keeping track of incident numbers, and all permits, so we can let comms know if a 000 gets called in. it really does help all the Zulus very much so a big thank you Denise.

I would like to thank Pil Gunn our CESM who has assisted the Zulu's 24/7 with potential grants for more fast fills and training courses and also getting back up if required.

Thanks to John Binns our President for his assistance. To my fellow Zulus Ross, Ben and Paul a huge thankyou to you fellas. There is a lot to during fire season and you blokes are an amazing team to be part of in keeping our shire safe.

Lastly, I would like to thank all the FCO's, Radio Operators and all fire fighters and volunteers and our shire for their support in looking after our community.

Thank you
Tony Fisher
CBFCO

Moved: Craig Ivey

Seconded: Stacy Williams

Carried: Yes

8 Presidents Report. to be read out at meeting

Presidents Report 22-4-26

Kojonup Bush Fire Association.

As the past year has been my first year as President I have done a lot of observing and listening to gain an understanding of the role of the K.B.F.A.

I have attended the Bush Fire Advisory Committee meetings and some of the Local Emergency Management Committee meetings.

Attending these has given me an insight into the complexity of information that goes into the final decisions we make that effect our members

I believe we all appreciate that there are a lot of influences that we are expected to work within, but our success in fire control has to be respected by all.

As a member of the Qualeup Bush Fire Brigade over some years I now appreciate the structure of the system of Fire Control in the Shire of Kojonup that was created by those many years ago has certainly stood the test of time.

I envisage change over time may be needed and would like to see this come from the Brigades to the K.B.F.A. as the system intended.

As President of the K.B.F.A. I ^{was} asked by the Kojonup Football Club in May if I could write a letter of support for the purchase of a Information Portal Screen to be installed at the oval. This letter was to support their funding application. I agreed to it stating the benefits to the community to display weather warnings, emergency information, and evacuation instructions.

In December I received a E Mail from Mint Renewables who are proposing a Battery Energy Storage System 3 kms North West of Kojonup asking if I could arrange a meeting ~~with~~ to discuss the fire control aspects of the project.

As it was Phill Gunn the Shire CEM who put them on to me and the Shire was already in discussions with them, I decided to let Phill organize a meeting with all those affected.

This would give Mint Renewables the opportunity to send the right people to answer questions and eliminate any doubt about who was told what.

I will continue to work with Phill and Mint Renewables to make this happen.

In conclusion I would like to thank all those that make fire control in the Shire of Kojonup so successful.


John Benms

Moved: Melissa Shepherd

Seconded: Digby Stretch

Carried: Yes

9 Correspondence In –

Qualeup: letter – see attached

Western Power Grants – forward to brigades

Emails from Shire to send out to brigades

Robert Sexton discussion letter

Correspondence Out –

Emails forwarded to Secretaries of each brigade

Western Power Grants – details for applying

Robert letter sent to brigade secretaries

Correspondence In and Out to be accepted:

Moved: Colin Ednie-Brown

Seconded: Digby Stretch

Carried: Yes

10 General Business

Discussion on Robert letter. Qualeup Motion 1

Paul commented that Robert's idea is good but do not make mandatory.

John said cylinders would have to be checked every 6 months. Cost to owners would add up with amount of machinery they have.

Mick Mathwin - 3 fires in shire by side by sides. Robert letter changed to "strongly recommended".

Andrew Marsh – clean out by owners – common sense.

Stuart – Donna Reid fire – cover over exhaust – pipe.

Colin Ednie-Brown said his wasn't caused by bike.

Meeting said to leave at discretion of owners. Advise beginning of season

Rob Warburton suggested maybe think about putting in Kojonup paper about extinguishers. Sensible approach.

Put ad in paper

Moved: Rob Warburton

Seconded: Stacey Williams

Carried: yes

Discussion on Qualeup 2nd motion

Chris Wright thought middle march date to start permits. Skip Easter or watch for when cyclones coming. Too many restrictions.

Tony commented that we look at the seasons the way it is.

Comment made that start times – number units – season gets pushed behind and farmers rushing to get things done.

Shire guidelines for clover burns – will these happen.

Tony commented Corrigin – no fires allowed – Andrew disagreed as he has in laws farming there.

Digby – discretion for the issue of permits. Can issue and cancel when needed.

Zulus right not to issue permits.

Weather was benign beginning March – could have burnt – window of opportunity.

Mick Mathwin – open March 1st. restricted ends at end of April. can be brought forward by two weeks or extended.

Paul – understood all shire to look at, cropping, situation changed in last 10 years, dry bushland, no moisture.

Chris Wright commented about pasture paddocks and burning heaps in bare paddocks.

Bevan Bignell said to go to FCO to see what they think. Not just Zulus

Tony said they are there for all the community. Need to think of heritage land now. Back with the them. It is not just reserves it is on our land.

Stuart said they used to open on the 15th February but things have changed.

Minimum of two units to change to minimum of three.

Roger said he could facilitate a meeting. Not resolved at this time

Discussion on the number of radios in each brigade.

Tony said it is a big expense to take out and out in radios to vehicles. Can each brigade be streamlined to 3 (except Boilup and Muradup who only have two) it would be good to have a handheld at the fast fill trailers. The radios need to be answered so it is known who is there or not and radio working.

Nathan has a handheld for Muradup 2.4 and also Kojonup 2.4 has one.

Digby said handhelds were unreliable years ago but more reliable now.

Stuart said there are different situations – radios run extremely well.

Can a radio stay in the same if they don't answer – yellow radio should go to those who will answer.

Digby said that it doesn't need to be that strict structure like it always was. In the bad days. Whats ap got everything covered.

Stuart said that those who don't have regular scheds there response time is not good.

Dropping a radio would mean less radios at a fire. It was decided to take the suggestion back to the brigades to decide if they really need four.

Stacey pointed out that every brigade asks for more handhelds through the Western Power Grant

Craig mentioned about business working during a harvest ban. What can be done. The shire can go out and talk to them. A letter could be sent to them prior to the start of season.

Owen thanked all who came to their fire. He brought up a point about children being in the header in car seats or older parents. Things go up quick and only time for him to get out. If child or older parent in there it could be fatal.

Induction forms

These were available and handed out to all who attended. Estelle explained about them. A letter had been sent to all ratepayers last year about the extra compliance for WHS rules and shire insurance coverage. Fill in the form and take in to the shire. She can witness or CESM. A simple yes – no or not applicable set of questions/ conditions to read. A shortened version of Standard Operating procedures for farmers response to be read as well. Let anyone not at meeting know they can get from the shire web page or ring Estelle and get them emailed to them. Children over 16 can register to become a member of their brigade – need to do the rural awareness training and also fill in these forms.

11 Election of President. (Conducted by the CBFCO)

Tony called for nominations

1 Moved by: –Stuart Tohl seconded by Bevan Brown that John Binns be nominated.

John Binns accepted the nomination and was elected President for the 2026 /2027 year.

12 Election of Deputy President.

Moved by Melissa – seconded by Tony Fisher that James Heggaton be elected Deputy President for the 2026/2027 year.

James was absent but Tony said he was happy to be in the position again.

13 Election of Secretary.

Moved: by Daniel Simpson seconded by Chris Wright nominating Denise Berryman be elected Secretary for the 2026/2027 year. There were no other nominations and Denise Berryman was elected for the 2026/2027 season

Chris Wright thanked the four Zulus and the Association President and Secretary for their time and work they put into their positions. Leonie Banks asked to speak to the meeting. She presented a plaque and photo of the display at the Kojonup show that the Fire Brigade put on. It was voted "Best Local Display" by the judges she had on the day. They had a Wheelies theme – trucks – utes – local businesses. Muradup 2.4 and Kojonup 2,4 and the Mobrup fast fill were an awesome display and she thanked Ben and Temby for answering questions on the day. This will be displayed at the Shire office.

Meeting closed at: 9.10

Attachments: Letter – Robert Sexton letter
Qualeup brigade – emailed
- Zulu Nomination forms

Next meeting April 2027

Local Fire Control Law

The success of the brigade structure in suppressing and extinguishing fire is largely due to a culture of being aware of the danger of fires. This culture has steadily been improved and underpinned by local laws that make it easier for the Brigades and landowners to react rapidly in the event of fire.

The local Law that makes it mandatory for a fire appliance to accompany the harvesting operation has been part of that success in being able to react to fire quickly. It is now commonplace for harvesting machinery and many other pieces of allied equipment to have a portable fire extinguisher capable of dealing with an electrical or fuel generated fire on board the machine.

The recent fires ignited by electrical and mechanical failures on harvesting machines, small ATV fires, and machinery with ground engaging tools prompts a review of the fire law. We can learn much from heavy industry where it is commonplace and mandatory for all machines and vehicles to carry fire extinguishers on board.

It is accepted, and a given, that a portable fire extinguisher does not replace the larger mobile unit, but the suppression of the fire gives the larger unit(s) valuable time to respond. This part cannot be overstated as many fire studies show that the critical time to react from ignition is less than thirty minutes.

A review of the local law could consider these points.

- Harvesting machinery carries at least one fire extinguisher of the dry powder chemical (type ABE) of at least 4.5kg.
- ATV (side by side) vehicles carry one fire extinguisher of the dry powder (type ABE) of at least 1kg
- Fire fighting vehicles carry at least one fire extinguisher of the dry powder (type ABE) of at least 1 kg
- It is mandatory for all soil engaging machinery to be accompanied by at least one firefighting appliance during the restricted burning period.

From Quaker Bush Fire Brigade

To Kojonup Bush Fire Association

At our recent A.G.M Quaker Bush Fire Brigade received a letter regarding carrying Powder Fire Extinguishers on agricultural machinery and the mandatory attendance of a fire fighting appliance during the use of soil engaging machinery during the restricted burning season from Robert Sexton. The letter was titled Local Fire Control Law.

The following motion was passed -

Moved Greg Marsh -

We received Roberts letter and agree in principal but believe it should be left to the discretion of the machine owner

2nd Todd Dalton

Passed

A second motion was passed regarding the Permitted Burning Season. -

Moved Greg Marsh -

Could we look at opening the Permitted Burning Season on the set date with restrictions that are in tune with the season - eg Starting times and Number of units + people in attendance.

2nd Todd Dalton.

Passed

John Birrell

Sec/Treasurer.

[Signature] 28-3-26

**Notice to all landowners and occupiers
within the Shire of Kojonup**

***Pursuant to section 33 of the Bush Fires Act 1954
you are required to carry out fire prevention work
on land owned or occupied by you in accordance
with the provisions of the Order***

FIRST AND FINAL NOTICE



2026/2027 FIRE BREAK ORDER

By order of the Shire of Kojonup (Shire) Council
28 May 2026

Grant Thompson, Chief Executive Officer

**EMERGENCY SMS LIST- CALL THE SHIRE
9831 2400 AND ADD YOUR NUMBER
SOK BUSHFIRE BAN PHONE LINE: 9831 1580**

Stirling West Fire Weather District

**PROHIBITED BURNING TIME
1 NOVEMBER – 28 FEBRUARY**

Permits may be issued between 1 Nov – 15 Dec for protective burning only. Between 16 Dec – 28 Feb no fires may be lit without the express permission of the Chief Bush Fire Control Officer. The Shire Council has authority to extend this date, and you should consult with your local Fire Control Officer or ring the Shire at 9831 2400.

RESTRICTED BURNING TIME

1 OCTOBER – 31 OCTOBER & 1 MARCH – 30 APRIL

Permits are required for all fires lit during these Restricted Burning times and must be obtained from your local Fire Control Officer who will explain the conditions under which fires may be lit.

Permits will not be issued for town site burning between 1 March – 30 Apr. Please note restricted burning times may be extended by the CBFCO, you should consult with your local Fire Control Officer or ring the Shire at 9831 2400.

**NON-RESTRICTED BURNING TIME – BURNING PERMITTED
1 MAY – 30 SEPTEMBER**

Landholders / Occupants must still take necessary precautions to keep their fires under control – BE RESPONSIBLE

INSPECTION AND COMPLIANCE

The Requirements of this Notice are considered the minimum standard of fire prevention work required to protect not only the individual properties but also the district. In addition to these requirements, the Shire may issue separate special orders on owners or occupiers if hazard removal is considered necessary.

As required, the Shire's responsible officer will begin conducting onsite inspections from:

4 November – Within gazetted townsites (Including Muradup and Jingalup townsites)

16 December – All land outside the gazetted townsites.

IMPORTANT DATES

BURNING RULES

1. Patrolling of all fires is the responsibility of the landowner or occupier for as long as the fire poses a risk. These include clearing fires as well as protective burning.
2. All adjoining landowners must be notified on the morning of the intended burn whether clearing grass or protective burning is carried out.
3. No fire to be lit before 1300 hours (1pm). As from the 1st April, lighting times may be at the discretion of the Chief Bush Fire Control Officer.
4. For all grass, stubble and chaff fires, no trees or heaps of logs are to be burning within 40 metres of the outside of the perimeter break.
5. All stubble/grass burns conducted within the restricted burning period must have a 3-metre-wide perimeter break cleared of all flammable material.
6. All other conditions on a WRITTEN PERMIT to burn must be complied with.

NON-COMPLIANCE WITH THE ABOVE MAY LEAD TO PROSECUTION

The above rules are to be observed in all cases unless your Fire Control Officer gives special approval to any alternative provisions.

TO REPORT A FIRE

Contact either Zulu or Fire Control Officer in the first instance or dial 9831 1580 / 000.

Provide the following information:

- Your name and contact number
- Fire location (information such as landmarks, road names, your location and the direction of smoke and estimated distance is helpful in establishing fire location)
- If it is a private property, supply the property owner's name if known
- Provide details of site access if known

RADIO COMMUNICATIONS

VHF Channel 41	Mid Band Channel
UHF Channel 11	Upon arrival at firesite
Channel 234 or 229	WAERN

Do you require a Permit to Burn?

If so, the person who takes out the permit is solely responsible for all conditions agreed to on the permit.

Any damage or injuries that are caused due to negligence, are the permit holder's responsibility and may result in penalties being lodged.

There have been too many fires caused by permit burns in the Great Southern. Please take care and ensure all burns are monitored until they are extinguished.

GENERAL INFORMATION

BURNING RULES

Pursuant to the powers contained in Section 33 of the *Bush Fire Act 1954 (Act)*, you are hereby required to have firebreaks clear of all flammable material, in the position, of the width, and for the period as specified.

1. Urban Land (Land within a gazetted townsite)

During the period from the 2nd November to 31st May inclusive, you shall have the following firebreaks:

- On all land, regardless of size or how the land is zoned, an Asset Protection Zone (APZ) of 20 metres surrounding all buildings must be established. An APZ is a reduced fuel load zone. Living standing trees, remnant vegetation, maintained gardens and lawns are exempt from an APZ.
- On all land that is 4,000 square metres or less, all remaining flammable material is to be reduced to a height of less than 50mm.
- On all land in excess of 4,000 square metres, clear a 3.0 m wide firebreak immediately inside all external boundaries of the land and maintain all remaining flammable material on the land to a height of less than 150mm.
- Woodpiles are permitted on any land providing a 3.0 m wide firebreak is installed and maintained immediately surrounding the woodpile.
- The Chief Executive Officer may instigate a Fire Notice on any property with specifications listed to reduce any potential hazard as he deems applicable.

2. Rural Land (land outside a gazetted townsite)

During the period from 15th December to the 31st May inclusive you shall have an Asset Protection Zone (APZ) of 20 metres surrounding all Homesteads, Buildings, Sheds, Haystacks, Bulk Fuel, Drums and Liquid Petroleum established. An APZ is a reduced fuel load zone. Living standing trees, remnant vegetation, maintained gardens and lawns are exempt from an APZ.

3. Plantation/Tree Farmland

An area exceeding 3 hectares planted for commercial purposes.

- Firebreaks shall be 15 metres wide on the boundaries of all plantations, tree farms, or such other locations as may be agreed to by the Council.
- Firebreaks shall be constructed around plantation compartments of approximately 50 hectares.
- A 50 metre perimeter firebreak around all buildings and fuel storage areas, cleared of all flammable material is required.

4. Wind Turbine / Renewable Energy Firebreaks

Wind Turbine: The fire break requirements for all wind turbines/ in the Shire of Kojonup are in accordance with the individual Bush Fire Management Plan, as approved at the time of development approval, unless expressly amended by the Council.

Solar Energy Facility and Battery Energy Storage Systems: The operator of any large-scale solar energy facility or battery energy storage system (BESS) within the Shire must comply with the firebreak and fuel management requirements specified in their approved Bushfire Management Plan.

Standalone Power Systems (SPS): Privately owned off-grid power generation and storage systems on rural land are subject to the rural land requirements of this Order. The owner / Occupier must maintain a cleared area 10 metres surrounding any battery storage enclosure or generator housing.

Note: Western Power is responsible for vegetation maintenance within SPS enclosure. Landowner queries should be directed to Western Power on 13 10 87.



Non-Compliant Firebreak



Compliant Firebreak



Compliant APZ

URBAN/RURAL/PLANTATION LAND

Firebreak – (3 metre requirements) – a firebreak is defined as an area three metres wide cleared of all flammable materials by ways of ploughing, cultivating, scarifying, burning or otherwise clearing the earth.

Planting Compartment – An individual area of approx 50 hectares surrounded by firebreaks cleared of all flammable material ten metres wide and five metres vertically. Internal firebreaks must be maintained in a trafficable condition and, if needed, trees on both sides of the firebreak are to be progressively pruned to allow unrestricted access to maintenance and fire fighting equipment to maintain an effective width of firebreak.

Powerlines

If a main power line failure occurs when a Movement of Vehicle Ban is in operation, report to the Chief Bush Fire Control Officer.

Western Power has a minimum requirement of ten metres clearance either side of the outside power pole. Generally, the clearance distanced from the powerline should be no less than the expected mature height of the trees planted in the outside row. However, in all instances where power lines are crossing land where it is proposed that plantations be planted, the owner should consult with Western Power, 131351 for advice.

Boundary Firebreaks

Boundary firebreaks are not compulsory within the Shire of Kojonup Rural Area.

Exemptions

If it is considered impractical for any reason to clear firebreaks on the land as required by this notice, you may apply to Council or its duly authorised officer no later than 60 days prior to the date by which firebreaks are required as per this notice for permission to provide firebreaks in alternative positions or take alternative action to abate fire hazards on the land. If Council or its duly authorised officer does not grant permission, you shall comply with the requirements of this notice.

Firebreak Inspection

In following the method adopted by Council to inspect the firebreaks required in this notice, it is not necessary for Council to notify you or give you any prior warning that legal action may proceed for failing to comply with the requirements of this notice.

Penalties: An infringement of \$250. A Penalty of up to \$5,000. A person in default is also liable, whether prosecuted or not to pay the cost of performing the work directed in this notice if it is not carried out by the required date.

As per the *Bush Fires Act 1954*,

- Occupier of land to extinguish bush fire occurring on own land
 - Where a bush fire is burning on any land —
 - at any time in any year during the restricted burning times; or
 - during the prohibited burning times;

and the bush fire is not part of the burning operations being carried on upon the land in accordance with the provisions of the *Act*, the occupier of the land shall forthwith, upon becoming aware of the bush fire, whether he has lit or caused the same to be lit or not, take all possible measures at his own expense to extinguish the fire.

(1B) Where he requires assistance for the purpose he shall if practicable, without leaving the fire unattended, inform or cause to be informed the nearest available bush fire control officer, or bush fire brigade officer, of the existence and locality of the fire.

(2) For the purposes of this section, a fire lit before the commencement of a period of prohibited burning times relating to the district where the fire is situated, and which is still burning at the commencement of those prohibited burning times, is to be regarded as being a bush fire which is not part of the burning operation being carried on upon the land in accordance with the provisions of this *Act*.

Penalties: An infringement of \$250. A Penalty of up to \$10,000.

Harvesting

It is compulsory that an engine powered pumping unit and not less than 600 litres of water must be in attendance during grain harvesting operations. Trained units must have the towing vehicle attached at all times. The fire fighting unit must be located in or immediately adjacent to the paddock being harvested at all times.

Penalties: An infringement of \$250. A Penalty of up to \$5,000.

Swathers, Balers and Track Chainers

These are subject to the same conditions as Harvesting i.e. an engine powered pumping unit and not less than 600 litres of water be in attendance during operations from 1st Dec onwards (excluding canola swathings).

Oxyacetylene, Arc Welders, Friction Cutting Equipment etc.

These are subject to the same conditions, whilst used in the open, as swathers and balers and, in addition, the work site must be adequately cleared of flammable material before the use of the above equipment

DEFINITIONS AND SPECIFICATIONS

FIRE CONTROL OFFICERS AND BRIGADES 2026/2027

BRIGADE	RADIO CALL SIGN		PHONE	MOBILE
BOILUP				
Bevan Bignell	Bravo 1	FCO	-----	0427 625 312
Josh Cussons	Bravo 2	LT	-----	0428 943 682
BOSCABEL				
Kim Bellotti	Boscabel 1	FCO	-----	0427 331 001
Jordan Hunter	Boscabel 2	LT		0459 124 216
Craig Ivey	Boscabel 3	LT	-----	0428 720 065
Michael Jackson	Boscabel 4	LT	-----	0428 822 424
CHANGERUP				
Murray Magini	Charlie 1	FCO	9863 1191	0429 198 701
Maurice Shilcock	Charlie 2	LT		0438 911 045
Gordon Coleman	Charlie 3	LT		0427 160 883
CTP				
Peter Kowald	CTP 1	FCO	-----	0427 095 720
Neal O'Halloran	CTP 2	LT	-----	0429 371 363
Andrew Bushell	CTP 3	LT	-----	0409 111 691
Owen Bignell	CTP 4	LT	-----	0429 311 383
JINGALUP				
Steve McGuire	Jingalup 1	FCO	-----	0428 336 232
Andrew Plowman	Jingalup 2	LT	-----	0429 706 202
Michael Young	Jingalup 3	LT	-----	0428 825 054
KOJONUP				
Matt Bilney	Keelo 1	FCO	-----	0439 745 639
Jason Thorn	Keelo 2	LT	-----	0488 310 808
Mitchell Blakers	Keelo 3	LT		0458 033 066
Bevan Brown	Tango 1	TWN		0427 312 616
LUMEAH				
James Heggaton	Leema 1	FCO	-----	0419 711 203
Brad Bilney	Leema 2	LT	-----	0417 916 900
Hamish Thorn	Leema 3	LT	-----	0457 424 986
MOBRUP				
Andrew Parker	Mobrup 1	FCO	-----	0458 043 883
Rob Warburton	Mobrup 2	LT	-----	0428 337 517
Digby Stretch	Mobrup 3	LT	-----	0428 540 521
MURADUP				
Kent Stone	Mike 1	FCO	-----	0447 455 238
Simon Zacher	Mike 2	LT	-----	0428 915 482
ORCHID VALLEY				
Griffin Chomley	OV 1	FCO	-----	0428 323 005
Colin Ednie-Brown	OV 2	LT	9832 3071	0429 323 071
Tony Davis	OV 3	LT	-----	0427 231 891
QUALEUP				
Shannon Binns	Qualeup 1	FCO		0428 173 990
Ben Webb	Qualeup 2	LT	9832 3025	0427 987 273
Fred House	Qualeup 3	LT		0455 625 776
Joel Wood	Qualeup 4	LT		0458 151 474
RYANS BROOK				
Stuart Tohl	Romeo 1	FCO	9834 2225	0447 342 225
Jonson Clifton	Romeo 2	LT	-----	0427 342 210
Bevan Gibbs	Romeo 3	LT		0427 441 348

BRIGADE CONTACT DETAILS

ZULU CONTACTS

Name	Position	Call Sign	Contact Details
Tony Fisher	Chief FCO / Fire Weather Officer	Zulu 1	Mb: 0428 311 504 Email: tonyfisher223@hotmail.com
Ross Fryer-Smith	Deputy FCO / Deputy Fire Weather Officer	Zulu 2	Mb: 0429 342 202 Email: towerlup@gmail.com
Ben Blewett	Senior FCO	Zulu 3	Mb: 0427 250 226 Email: Benandstacey1@outlook.com
Paul Norrish	Senior FCO	Zulu 4	Mb: 0428 919 609 Email: Norrish.ddf@gmail.com

SECRETARY

Denise Berryman	Secretary	Mike 4	Ph 9832 1041 Email: mberryman@bordnet.com.au
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SHIRE CONTACT DETAILS

Shire Office	9831 2400
SoKo After Hour Emergency / Standby Manager	0448 560 943
Chief Executive Officer	0419 903 363
Manager Regulatory Services	0460 426 416
Works and Infra Structure Manager	0436 962 954
Property Services and NRM Manager	0473 523 216
Community Emergency Services Manager	

EMERGENCY CONTACTS

Ambulance	000
Hospital	9831 2222
Police	9831 2555 or 000
Kojonup Fire & Rescue Service	000
Bush Fire Emergency	000

RADIO COMMUNICATIONS

VHF Channel 41	Mid Band Channel
UHF Channel 11	Upon arrival at firesite
Channel 234 or 229	WAERN

ZULU & SHIRE CONTACT DETAILS



WESTERN
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CHANGE TO PUBLICATION TIMES 2012

Clients please note that the publication time for all General Government Gazettes has changed from 3.30 pm to 12.00 noon.

This change commenced for the General Government Gazette published on 6 January 2012.

All copy close-off times will remain the same, being 12.00 noon on Wednesday each week for the Friday Gazette and 12.00 noon Friday for the Tuesday Gazette.

JOHN STRIJK, Director and Government Printer,
State Law Publisher,
Department of the Premier and Cabinet.

3. Declaration of prohibited burning times

(1) Under section 17(1) of the Act, the times of the year mentioned in Schedule 1 column 1 are declared in respect of the corresponding zones of the State mentioned in Schedule 1 column 2.

(2) For the purposes of subclause (1), a reference in Schedule 1 column 2 to a local government is to be read as a reference to the district or to the state portion of the district, as the case requires, of the local government.

4. Revocation

The instrument published in the *Gazette* on 27 October 1995 at pages 4947 to 4956, to the extent to which it was a declaration made under section 18(2) of the Act and as amended from time to time, is revoked.

Schedule 1—Prohibited burning times

Prohibited burning time	Zone of the State
15 November-1 March	City of Albany (Generally north of dividing line described in Schedule 15 published in the <i>Government Gazette</i> of 16 September 1982 at pages 3720 to 3721).
22 December-14 March	City of Albany (generally south and southwest of dividing line described in Schedule 15 published in the <i>Government Gazette</i> of 16 September 1982 at pages 3720 to 3721).
1 December-31 March	City of Armadale
Nil	Shire of Ashburton
22 December-28 February	Shire of Augusta-Margaret River
15 December-31 March	Town of Bassendean
15 December-31 March	City of Bayswater
15 December-31 March	City of Belmont
15 November-14 February	Shire of Beverley
15 December-14 March	Shire of Boddington
21 November-28 February	Shire of Boyup Brook
15 December-14 March	Shire of Bridgetown-Greenbushes
1 November-28 February	Shire of Brookton
Nil	Shire of Broome
1 November-14 February	Shire of Broomehill-Tambellup
1 November-31 January	Shire of Bruce Rock
30 December-28 March	City of Bunbury
15 December-12 May	Shire of Busselton
15 December-31 March	Town of Cambridge
15 December-31 March	City of Canning
15 December-14 March	Shire of Capel
15 October-31 January	Shire of Carnamah (Eastern Area)
1 November-31 January	Shire of Carnamah (Western Area)
Nil	Shire of Carnarvon
22 October-14 February	Shire of Chapman Valley (that portion of the Shire lying generally south-westerly of the dividing line as described in Schedule 11 published in the <i>Government Gazette</i> of 16 September 1982 at page 3719).
1 October-31 January	Shire of Chapman Valley (that portion of the Shire lying generally northeast of the dividing line as described in Schedule 11 published in the <i>Government Gazette</i> of 16 September 1982 at page 3719).
1 December-31 March	Shire of Chittering
15 December-31 March	Town of Claremont
1 December-31 March	City of Cockburn
15 December-14 March	Shire of Collie
1 September-30 April	Shire of Coolgardie (Remainder of the Shire after the exclusion of the Townsites of Coolgardie and Kambalda).
15 January-30 April	Shire of Coolgardie (Townsites of Coolgardie and Kambalda only).
1 November-14 February	Shire of Coorow (Coastal Strip) (that portion of the Shire west of the western boundary of a road approximately 60 metres wide situate approximately 72 km from and approximately parallel to the shores of the Indian Ocean from the northern boundary to the southern boundary of the Shire).

Prohibited burning time	Zone of the State
15 October-14 February	Shire of Coorow (remainder of the Shire after the exclusion of the Coastal Strip described above).
1 November-1 March	Shire of Corrigin
15 December-31 March	Town of Cottesloe
1 November-28 February	Shire of Cranbrook
1 November-1 March	Shire of Cuballing
15 December-31 March	Shire of Cue—Townsite
15 December-31 March	Shire of Cue—Remaining Part of Shire excluding Townsite
1 November-14 February	Shire of Cunderdin
15 November-14 February	Shire of Dalwallinu
1 November-14 February	Shire of Dandaragan
15 December-14 March	Shire of Dardanup
24 December-28 February	Shire of Denmark
Nil	Shire of Derby/West Kimberley (Gazetted Fire District)
Nil	Shire of Derby/West Kimberley (Remainder of Shire)
15 November-14 March	Shire of Donnybrook-Balingup (Nelson Locations 3598, 8513, 8758, 9249, 9434, 9696, 10833, 11108, 11725, 11122, 11287, 11815, 11859, 11866, 12087 and 12276).
15 December-14 March	Shire of Donnybrook-Balingup (remainder of the Shire after the exclusion of the above Locations)
6 November-29 February	Shire of Dowerin
1 November-31 January	Shire of Dumbleyung
15 November-28 February	Shire of Dundas
15 December-31 March	Town of East Fremantle
Nil	Shire of East Pilbara
1 November-31 January	Shire of Esperance
Nil	Shire of Exmouth
15 December-31 March	City of Fremantle
22 November-29 February	Shire of Gingin
1 November-16 February	Shire of Gnowangerup
1 November-14 February	Shire of Goomalling
1 December-31 March	City of Gosnells
19 October-14 March	City of Greater Geraldton (wards of Champion Bay, Chapman, Port, Tarcoola and Willcock and the localities of Waggrakine, Moresby, Woorree, Deepdale, Meru, Narngulu, Cape Burney and Rudds Gully).
19 October-14 March	City of Greater Geraldton (Hills ward excluding the localities of Waggrakine, Moresby, Woorree, Deepdale, Meru, Narngulu, Cape Burney and Rudds Gully).
1 November-28 February	City of Greater Geraldton (Mullewa ward).
Nil	Shire of Halls Creek
22 December-14 February	Shire of Harvey (that portion of the Shire known as the Irrigation area as described in Schedule No.24 of the <i>Government Gazette</i> of 16 September 1982 at pages 3724 to 3725).
15 December-28 February	Shire of Harvey (that portion of the Shire known as the Western or Coastal Area as described in Schedule No. 23 of the <i>Government Gazette</i> of 16 September 1982 at page 3724).
15 December-14 March	Shire of Harvey (remainder of the Shire after the exclusion of those portions as described in Schedules No. 23 and 24 of the <i>Government Gazette</i> of 16 September 1982 at pages 3724 to 3725)
1 December-28 February	Shire of Irwin (Townsites of Dongara and Denison only).
1 December-28 February	Shire of Irwin (the remainder of the Shire after the exclusion of the Townsites of Dongara and Denison).
1 November-1 March	Shire of Jerramungup
15 December-31 March	City of Joondalup
1 December-31 March	Shire of Kalamunda

Prohibited burning time	Zone of the State
1 November-30 April	City of Kalgoorlie-Boulder (that portion of the Townsite outside the area known as the Kalgoorlie-Boulder Fire District as described in Schedule 30 of the <i>Government Gazette</i> of 16 September 1982 at page 3728).
15 December-14 April	City of Kalgoorlie-Boulder—Fire District
1 November-14 February	Shire of Katanning
1 November-31 January	Shire of Kellerberrin
1 November-7 February	Shire of Kent
1 November-28 February	Shire of Kojonup
15 November-14 February	Shire of Kondinin
1 November-31 January	Shire of Koorda
1 November-31 January	Shire of Kulin
1 December-31 March	Town of Kwinana
1 November-31 January	Shire of Lake Grace
1 November-30 April	Shire of Laverton
1 September-31 March	Shire of Leonora
1 December-31 March	City of Mandurah
1 January-28 February	Shire of Manjimup (that portion of the Shire described in Schedule 17 of the <i>Government Gazette</i> of 16 September 1982 at page 3721).
22 December-14 March	Shire of Manjimup (with the exception of that portion of the Shire described in Schedule 17 of the <i>Government Gazette</i> of 16 September 1982 at page 3721).
15 December-31 March	Shire of Meekatharra
15 December-31 March	City of Melville
1 November-15 March	Shire of Menzies
1 November-31 January	Shire of Merredin
1 November-31 January	Shire of Mingenew
1 November-14 February	Shire of Moora
15 October-31 January	Shire of Morawa
15 December-31 March	Town of Mosman Park
15 December-31 March	Shire of Mount Magnet
1 November-31 January	Shire of Mount Marshall
1 November-31 January	Shire of Mukinbudin
15 December-31 March	Shire of Mundaring
Nil	Shire of Murchison
15 December-14 March	Shire of Murray
22 December-28 February	Shire of Nannup
1 November-31 January	Shire of Narembeen
1 November-1 March	Shire of Narrogin
1 November-14 February	Town of Narrogin
15 December-31 March	City of Nedlands
1 October-30 April	Shire of Ngaanyatjaraku
1 November-14 February	Shire of Northam (that portion of the Shire lying east of the eastern boundaries of the Clackline-Toodyay, Eastern and Great Southern Railway Reserves).
1 November-21 February	Shire of Northam (that portion of the Shire lying west of the eastern boundaries of the Clackline-Toodyay, Eastern and Great Southern Railway Reserves).
15 October-15 February	Shire of Northampton
1 November-31 January	Shire of Nungarin
15 December-31 March	Shire of Peppermint Grove
1 October-31 January	Shire of Perenjori
15 December-31 March	City of Perth
1 November-14 February	Shire of Pingelly
15 November-14 February	Shire of Plantagenet (that portion of the Shire shown as East Zone on Deposit Plan 44449).

Prohibited burning time	Zone of the State
15 December-14 February	Shire of Plantagenet (that portion of the Shire shown as West Zone on Deposit Plan 44449).
Nil	Town of Port Hedland
1 November-14 February	Shire of Quairading
1 November-31 January	Shire of Ravensthorpe
1 December-31 March	City of Rockingham
Nil	Shire of Roebourne
15 December-31 March	Shire of Sandstone
1 December-31 March	Shire of Serpentine-Jarrahdale
15 November-31 March	Shire of Shark Bay
15 December-31 March	City of South Perth
15 December-31 March	City of Stirling
15 December-31 March	City of Subiaco
1 December-31 March	City of Swan
1 November-14 February	Shire of Tammin
1 November-28 February	Shire of Three Springs
1 November-8 March	Shire of Toodyay
1 November-7 February	Shire of Trayning
Nil	Shire of Upper Gascoyne
15 December-31 March	Town of Victoria Park
1 November-28 February	Shire of Victoria Plains
15 December-31 March	City of Vincent
1 November-14 February	Shire of Wagin
1 November-21 February	Shire of Wandering (the remainder of the Shire after the exclusion of that portion of the Shire west of the eastern boundary of the Canning River and Serpentine Catchment areas).
15 December-14 March	Shire of Wandering (that portion of the Shire west of the eastern boundary of the Canning River and Serpentine Catchment areas).
1 December-31 March	City of Wanneroo
22 December-14 February	Shire of Waroona (that portion of the Shire known as the Irrigation area as described in Schedule No. 28 of the <i>Government Gazette</i> of 16 September 1982 at page 3727).
15 December-28 February	Shire of Waroona (that portion of the Shire known as the Coastal Strip area as described in Schedule No. 25 of the <i>Government Gazette</i> of 16 September 1982 at page 3725).
15 December-28 February	Shire of Waroona (that portion of the Shire known as the Central area as described in Schedule No. 27 of the <i>Government Gazette</i> of 16 September 1982 at page 3726).
15 December-14 March	Shire of Waroona (that portion of the Shire known as the Dry Sand area described in Schedule No. 26 of the <i>Government Gazette</i> of 16 September 1982 at page 3726).
15 December-14 March	Shire of Waroona (that portion of the Shire known as the Hills area as described in Schedule No. 29 of the <i>Government Gazette</i> of 16 September 1982 at page 3727).
5 November-21 February	Shire of West Arthur
1 November-14 February	Shire of Westonia
14 November-7 February	Shire of Wickepin
1 November-14 February	Shire of Williams
1 November-31 March	Shire of Wiluna
15 November-11 February	Shire of Wongan-Ballidu
1 November-14 February	Shire of Woodanilling
1 November-7 February	Shire of Wyalkatchem
Nil	Shire of Wyndham/East Kimberley (Gazetted Townsite and Irrigation Areas).
Nil	Shire of Wyndham/East Kimberley (remainder of the Shire after exclusion of the Gazetted Townsite and Irrigation Areas).

Prohibited burning time	Zone of the State
15 November-31 March	Shire of Yalgoo
1 November-31 January	Shire of Yilgarn
1 December-14 February	Shire of York

WAYNE GREGSON APM, Chief Executive Officer of the
Fire and Emergency Services Authority of Western Australia,
as a sub-delegate of the Minister under section 16 of the *Fire and
Emergency Services Authority of Western Australia Act 1998*.

FE403*

BUSH FIRES ACT 1954

BUSH FIRES (RESTRICTED BURNING TIMES) NOTICE 2012

Made by the Chief Executive Officer of the Fire and Emergency Services Authority of Western Australia under section 18(2) of the Act.

1. Citation

This notice is the *Bush Fires (Restricted Burning Times) Notice 2012*.

2. Commencement

This notice comes into operation as follows—

- (a) clauses 1 and 2—on the day on which this notice is published in the *Gazette*;
- (b) the rest of the notice—on the day after that day.

3. Declaration of restricted burning times

(1) Under section 18(2) of the Act, the times of the year mentioned in Schedule 1 column 1 are declared in respect of the corresponding zones of the State mentioned in Schedule 1 column 2.

(2) For the purposes of subclause (1), a reference in Schedule 1 column 2 to a local government is to be read as a reference to the district or to the state portion of the district, as the case requires, of the local government.

4. Revocation

The instrument published in the *Gazette* on 27 October 1995 at pages 4947 to 4956, to the extent to which it was a notice made under section 18(2) of the Act and as amended from time to time, is revoked.

Schedule 1—Restricted burning times

Restricted burning time	Zone of the State
3 October-30 April	City of Albany (Generally north of dividing line described in Schedule 15 published in the <i>Government Gazette</i> of 16 September 1982 at pages 3720 to 3721).
9 November-30 April	City of Albany (generally south and southwest of dividing line described in Schedule 15 published in the <i>Government Gazette</i> of 16 September 1982 at pages 3720 to 3721).
1 October-31 May	City of Armadale
1 January-31 December	Shire of Ashburton
9 November-12 May	Shire of Augusta-Margaret River
2 November-30 April	Town of Bassendean
2 November-30 April	City of Bayswater
2 November-30 April	City of Belmont
3 October-29 March	Shire of Beverley
2 November-26 April	Shire of Boddington
9 October-30 April	Shire of Boyup Brook
2 November-26 April	Shire of Bridgetown-Greenbushes
19 September-14 April	Shire of Brookton
1 April-31 December	Shire of Broome
19 September-15 April	Shire of Broomehill-Tambellup
19 September-15 March	Shire of Bruce Rock
15 November-10 May	City of Bunbury
1 November-12 May	Shire of Busselton
2 November-30 April	Town of Cambridge

Restricted burning time	Zone of the State
2 November-30 April	City of Canning
2 November-26 April	Shire of Capel
17 September-15 March	Shire of Carnamah (Eastern Area)
17 September-15 March	Shire of Carnamah (Western Area)
1 November-30 April	Shire of Carnarvon
7 September-29 March	Shire of Chapman Valley (that portion of the Shire lying generally south-westerly of the dividing line as described in Schedule 11 published in the <i>Government Gazette</i> of 16 September 1982 at page 3719).
14 August-14 March	Shire of Chapman Valley (that portion of the Shire lying generally northeast of the dividing line as described in Schedule 11 published in the <i>Government Gazette</i> of 16 September 1982 at page 3719).
19 October-31 May	Shire of Chittering
2 November-30 April	Town of Claremont
1 October-30 September	City of Cockburn
2 November-31 May	Shire of Collie
20 July-12 June	Shire of Coolgardie (Remainder of the Shire after the exclusion of the Townsites of Coolgardie and Kambalda).
19 September-12 June	Shire of Coolgardie (Townsites of Coolgardie and Kambalda only).
19 September-29 March	Shire of Coorow (Coastal Strip) (that portion of the Shire west of the western boundary of a road approximately 60 metres wide situate approximately 72 km from and approximately parallel to the shores of the Indian Ocean from the northern boundary to the southern boundary of the Shire).
16 September-29 March	Shire of Coorow (remainder of the Shire after the exclusion of the Coastal Strip described above).
19 September-15 April	Shire of Corrigin
2 November-30 April	Town of Cottesloe
1 October-12 April	Shire of Cranbrook
1 October-19 April	Shire of Cuballing
1 October-30 April	Shire of Cue —Townsites
1 October-30 September	Shire of Cue —Remaining Part of Shire excluding Townsite
19 September-29 March	Shire of Cunderdin
1 October-15 March	Shire of Dalwallinu
19 September-29 March	Shire of Dandaragan
2 November-26 April	Shire of Dardanup
19 November-26 April	Shire of Denmark
1 April-14 January	Shire of Derby/West Kimberley (Gazetted Fire District)
1 April-14 January	Shire of Derby/West Kimberley (Remainder of Shire)
3 October-26 April	Shire of Donnybrook-Balingup (Nelson Locations 3598, 8513, 8758, 9249, 9434, 9696, 10833, 11108, 11725, 11122, 11287, 11815, 11859, 11866, 12087 and 12276).
2 November-26 April	Shire of Donnybrook-Balingup (remainder of the Shire after the exclusion of the above Locations)
20 October-30 April	Shire of Dowerin
19 September-31 March	Shire of Dumbleyung
1 October-31 March	Shire of Dundas
2 November-30 April	Town of East Fremantle
1 January-31 December	Shire of East Pilbara
19 September-15 March	Shire of Esperance
1 October-30 April	Shire of Exmouth
2 November-30 April	City of Fremantle
1 October-31 May	Shire of Gingin
15 October-30 May	Shire of Gnowangerup
19 September-29 March	Shire of Goomalling
1 October-31 May	City of Gosnells

Restricted burning time	Zone of the State
1 January-31 December	City of Greater Geraldton (wards of Champion Bay, Chapman, Port, Tarcoola and Willcock and the localities of Waggrakine, Moresby, Woorree, Deepdale, Meru, Narngulu, Cape Burney and Rudds Gully).
7 September-7 April	City of Greater Geraldton (Hills ward excluding the localities of Waggrakine, Moresby, Woorree, Deepdale, Meru, Narngulu, Cape Burney and Rudds Gully).
1 October-15 March	City of Greater Geraldton (Mullewa ward).
1 April-14 January	Shire of Halls Creek
9 November-29 March	Shire of Harvey (that portion of the Shire known as the Irrigation area as described in Schedule No.24 of the <i>Government Gazette</i> of 16 September 1982 at pages 3724 to 3725).
2 November-12 April	Shire of Harvey (that portion of the Shire known as the Western or Coastal Area as described in Schedule No. 23 of the <i>Government Gazette</i> of 16 September 1982 at page 3724).
2 November-26 April	Shire of Harvey (remainder of the Shire after the exclusion of those portions as described in Schedules No. 23 and 24 of the <i>Government Gazette</i> of 16 September 1982 at pages 3724 to 3725)
15 October-15 March	Shire of Irwin (Townsites of Dongara and Denison only).
15 October-15 March	Shire of Irwin (the remainder of the Shire after the exclusion of the Townsites of Dongara and Denison).
1 October-1 May	Shire of Jerramungup
2 November-30 April	City of Joondalup
1 October-31 May	Shire of Kalamunda
15 September-31 May	City of Kalgoorlie-Boulder (that portion of the Townsite outside the area known as the Kalgoorlie-Boulder Fire District as described in Schedule 30 of the <i>Government Gazette</i> of 16 September 1982 at page 3728).
1 November-31 May	City of Kalgoorlie-Boulder—Fire District
1 October-30 April	Shire of Katanning
19 September-15 March	Shire of Kellerberrin
19 September-22 March	Shire of Kent
1 October-30 April	Shire of Kojonup
19 September-31 March	Shire of Kondinin
19 September-15 March	Shire of Koorda
19 September-15 March	Shire of Kulin
1 October-31 May	Town of Kwinana
19 September-15 March	Shire of Lake Grace
20 July-12 June	Shire of Laverton
20 September-12 May	Shire of Leonora
1 July-30 June	City of Mandurah
19 November-12 April	Shire of Manjimup (that portion of the Shire described in Schedule 17 of the <i>Government Gazette</i> of 16 September 1982 at page 3721).
9 November-26 April	Shire of Manjimup (with the exception of that portion of the Shire described in Schedule 17 of the <i>Government Gazette</i> of 16 September 1982 at page 3721).
1 October-30 April	Shire of Meekatharra
2 November-30 April	City of Melville
19 September-15 March	Shire of Menzies
19 September-15 March	Shire of Merredin
17 September-15 March	Shire of Mingenew
19 September-29 March	Shire of Moora
15 October-15 March	Shire of Morawa
2 November-30 April	Town of Mosman Park
1 October-30 April	Shire of Mount Magnet
19 September-15 March	Shire of Mount Marshall
19 September-15 March	Shire of Mukinbudin
1 October-31 May	Shire of Mundaring

Restricted burning time	Zone of the State
1 October-30 April	Shire of Murchison
1 November-30 April	Shire of Murray
9 November-30 April	Shire of Nannup
19 September-15 March	Shire of Narembeen
15 October-19 April	Shire of Narrogin
19 September-31 May	Town of Narrogin
2 November-30 April	City of Nedlands
19 August-12 June	Shire of Ngaanyatjaraku
19 September-29 March	Shire of Northam (that portion of the Shire lying east of the eastern boundaries of the Clackline-Toodyay, Eastern and Great Southern Railway Reserves).
19 September-5 April	Shire of Northam (that portion of the Shire lying west of the eastern boundaries of the Clackline-Toodyay, Eastern and Great Southern Railway Reserves).
17 September-15 April	Shire of Northampton
1 October-15 April	Shire of Nungarin
2 November-30 April	Shire of Peppermint Grove
17 September-15 March	Shire of Perenjori
2 November-30 April	City of Perth
19 September-29 March	Shire of Pingelly
3 October-29 March	Shire of Plantagenet (that portion of the Shire shown as East Zone on Deposit Plan 44449).
2 November-12 April	Shire of Plantagenet (that portion of the Shire shown as West Zone on Deposit Plan 44449).
19 June-12 June	Town of Port Hedland
16 October-29 March	Shire of Quairading
1 January-30 December	Shire of Ravensthorpe
1 October-31 May	City of Rockingham
1 July-30 June	Shire of Roebourne
1 October-30 April	Shire of Sandstone
1 October-31 May	Shire of Serpentine-Jarrahdale
1 October-30 April	Shire of Shark Bay
2 November-30 April	City of South Perth
2 November-30 April	City of Stirling
2 November-30 April	City of Subiaco
1 October-31 May	City of Swan
15 October-15 March	Shire of Tammin
16 October-15 March	Shire of Three Springs
1 October-30 April	Shire of Toodyay
19 September-31 March	Shire of Trayning
1 October-30 April	Shire of Upper Gascoyne
2 November-30 April	Town of Victoria Park
1 October-31 March	Shire of Victoria Plains
2 November-30 April	City of Vincent
19 September-30 April	Shire of Wagin
1 October-5 April	Shire of Wandering (the remainder of the Shire after the exclusion of that portion of the Shire west of the eastern boundary of the Canning River and Serpentine Catchment areas).
2 November-26 April	Shire of Wandering (that portion of the Shire west of the eastern boundary of the Canning River and Serpentine Catchment areas).
1 October-30 September	City of Wanneroo
9 November-29 March	Shire of Waroona (that portion of the Shire known as the Irrigation area as described in Schedule No. 28 of the <i>Government Gazette</i> of 16 September 1982 at page 3727).
2 November-12 April	Shire of Waroona (that portion of the Shire known as the Coastal Strip area as described in Schedule No. 25 of the <i>Government Gazette</i> of 16 September 1982 at page 3725).

Restricted burning time	Zone of the State
2 November-12 April	Shire of Waroona (that portion of the Shire known as the Central area as described in Schedule No. 27 of the <i>Government Gazette</i> of 16 September 1982 at page 3726).
2 November-26 April	Shire of Waroona (that portion of the Shire known as the Dry Sand area described in Schedule No. 26 of the <i>Government Gazette</i> of 16 September 1982 at page 3726).
2 November-26 April	Shire of Waroona (that portion of the Shire known as the Hills area as described in Schedule No. 29 of the <i>Government Gazette</i> of 16 September 1982 at page 3727).
30 September-15 May	Shire of West Arthur
1 October-31 March	Shire of Westonia
1 October-14 April	Shire of Wickepin
23 September-29 March	Shire of Williams
20 September-12 May	Shire of Wiluna
14 October-31 March	Shire of Wongan-Ballidu
19 September-29 March	Shire of Woodanilling
19 September-22 March	Shire of Wyalkatchem
1 April-14 January	Shire of Wyndham/East Kimberley (Gazetted Townsite and Irrigation Areas).
1 April-14 January	Shire of Wyndham/East Kimberley (remainder of the Shire after exclusion of the Gazetted Townsite and Irrigation Areas).
1 October-30 April	Shire of Yalgoo
19 September-15 March	Shire of Yilgarn
15 October-14 April	Shire of York

WAYNE GREGSON APM, Chief Executive Officer of the
Fire and Emergency Services Authority of Western Australia,
as a sub-delegate of the Minister under section 16 of the *Fire and
Emergency Services Authority of Western Australia Act 1998*.

FE404*

BUSH FIRES ACT 1954
TOTAL FIRE BAN DECLARATION

Correspondence No. 12080

Pursuant to powers delegated under the *Bush Fires Act 1954*, the Assistant Chief Operations Officer of the Fire and Emergency Services Authority of Western Australia, declared under Section 22A of the *Bush Fires Act 1954*, a total fire ban for 31 January 2012, for the local government districts of—

Armadale; Bassendean; Bayswater; Belmont; Cambridge; Canning; Carnamah; Chapman Valley; Chittering; Claremont; Cockburn; Coorow; Cottesloe; Dandaragan; East Fremantle; Fremantle; Gingin; Gosnells; Greater Geraldton; Irwin; Joondalup; Kalamunda; Kwinana; Mandurah; Melville; Mingenew; Moora; Morawa; Mosman Park; Mundaring; Murray; Nedlands; Northampton; Peppermint Grove; Perenjori; Perth; Rockingham; South Perth; Stirling; Subiaco; Swan; Three Springs; Victoria Park; Victoria Plains; Vincent; Wanneroo; Waroona.

GARY GIFFORD, Assistant Chief Operations Officer of the
Fire and Emergency Services Authority of Western Australia,
as a sub-delegate of the Minister under section 16 of the *Fire and
Emergency Services Authority of Western Australia Act 1998*.

31 January 2012.



SHIRE OF KOJONUP REQUEST FOR TENDER

Waste Collection, Disposal and Transfer Station Services

RFT Reference	RFT4.25.26
Issue Date	20.05.2026
Tender Close Date	30 July 2026 at 4pm
Lodgement Method	WALGA Online Tenders (tenders.walga.asn.au)
Contract Commencement	TBA
Initial Contract Term	5 Years
Extension Options	Up to 2 x 2 Year Extensions
Enquiries	Chief Executive Officer, Shire of Kojonup
Email	council@kojonup.wa.gov.au
Phone	(08) 9831 2400

Advertised via WALGA Online Tenders

1. Important Notices to Tenderers

Tenderers are required to read this entire document carefully before submitting a Tender. Submission of a Tender constitutes acceptance of all terms and conditions contained herein.

1.1 Lodgement

Tenders must be submitted electronically via the WALGA Online Tenders portal at:

www.tenders.walga.asn.au

Paper, facsimile or email submissions will NOT be accepted. Tenderers are responsible for ensuring their submission is received prior to the closing time.

1.2 Closing Time

Tenders must be lodged no later than [INSERT TIME] WST on [INSERT DATE]. Late tenders will not be accepted.

1.3 Confidentiality

All information provided by the Shire of Kojonup in relation to this Tender is to be treated as confidential. Tenderers must not disclose any part of this document or the tendering process to any third party without prior written approval from the Shire.

1.4 No Obligation

The Shire of Kojonup is not bound to accept the lowest or any tender, and reserves the right to:

- Accept or reject any Tender in whole or in part;
- Negotiate with one or more Tenderers;
- Cancel or vary this Request for Tender at any time;
- Request additional information from any Tenderer.

1.5 Tenderer's Costs

All costs associated with the preparation and submission of a Tender are the sole responsibility of the Tenderer. The Shire accepts no liability for these costs under any circumstances.

1.6 Conflict of Interest

Tenderers must declare any actual, potential or perceived conflict of interest in the Conflict of Interest Declaration (Schedule C). Failure to disclose may result in disqualification.

2. Background and Context

2.1 The Shire of Kojonup

The Shire of Kojonup is a rural local government located in the Great Southern region of Western Australia, approximately 256 km south-east of Perth. The Shire provides essential waste

management services to the Kojonup townsite and surrounding rural areas, including the Muradup townsite.

2.2 Existing Arrangements

The Shire currently engages Warren Blackwood Waste (WBW) to provide waste management services under a contract that commenced 1 July 2016. The Shire now seeks to retender these services to ensure ongoing value for money, service quality and compliance with contemporary procurement standards.

2.3 Contract Structure

The Shire is seeking a single Contractor to provide an integrated suite of waste management services. Alternatively, the Shire may consider separate contracts for the Transfer Station component. Tenderers may submit offers for all services or for individual service streams, as specified in Section 4.

3. Scope of Services

The Shire of Kojonup requires the following services to be provided. All services are to be performed in accordance with the Specifications at Schedule A and the General Conditions of Contract.

SERVICE STREAM 1 – Kerbside Waste Collection

Municipal Solid Waste (General Waste) Collection

- Weekly kerbside collection of Municipal Garbage Bins (MGBs) from all residential and commercial properties within the Collection Area (Kojonup and Muradup townsites – refer Schedule A, Schedule 9);
- Collection to occur on Fridays unless otherwise agreed with the Shire;
- Disposal of general waste at the Kojonup/Albany Highway Landfill Facility;
- Supply and maintenance of all MGBs (excluding 60L public place bins, which are supplied by the Shire);
- All MGBs supplied throughout the contract to be new bins at commencement;
- Missed service rectification on the same day as notification.

Recyclables Collection

- Fortnightly kerbside collection of co-mingled recyclables from all residential properties within the Collection Area;
- Collection to occur on the same day as general waste collection (Fridays) on alternating weeks;
- Recyclable materials include (but are not limited to):
 - All cardboard and cardboard packaging (cereal boxes, soap powder boxes, packaging boxes, egg containers);
 - All plastic bottles (symbol codes 1, 2, 3 and 5);
 - Plastic wrap, bags and sheeting;
 - Clean paper, newspaper, glossy magazines, junk mail and leaflets;
 - Glass bottles and jars; broken glass and ceramics;

- Steel tins, cans, aluminium tins and cans, aerosol cans;
- Milk and juice containers;
- Any other items as agreed between the Parties.
- Delivery of recyclables to a nominated Materials Recovery Facility (MRF) accepted by the Shire.

Commercial and Public Bin Waste Collection

- Weekly collection of commercial waste bins and public place bins within the Kojonup townsite;
- Collection frequency and locations as directed by the Shire's Representative in writing;
- Disposal at the Kojonup/Albany Highway Landfill Facility.

SERVICE STREAM 2 – Transfer Station Management OR Lease

Tenderers are invited to submit offers for Transfer Station services under EITHER or BOTH of the following models:

Option A – Transfer Station Management (Managed Services)

Under this option, the Shire retains ownership and licensing of the Transfer Station site, and the Contractor manages and operates the facility on the Shire's behalf. The Shire will maintain and renew all relevant approvals for the Transfer Station.

Management duties to include:

- Opening and staffing the Transfer Station during the following hours (or as varied by the Shire):
 - Monday – 10:00am to 5:00pm
 - Wednesday – 10:00am to 5:00pm
 - Friday – 10:00am to 5:00pm
 - Saturday – 10:00am to 5:00pm
- Supply and servicing of 2 x 33 cubic metre bulk bins (one general waste, one recyclables);
- Recyclables bulk bin to be located outside the secured area of the Transfer and Recycle Station for use by the general public 24 hours/day, 7 days/week;
- Supply and operation of a loader for pushing up material and general maintenance of the site;
- Supply of a fire-fighting unit;
- Management of receipt of farm chemical containers under the DrumMUSTER program;
- Annual burn of green waste on site;
- Immediate reporting of any unauthorised fire or environmental incident to the Shire's Representative;
- Maintenance of grounds, including boundary fence lines, in a tidy condition free of litter and extraneous matter;
- Management of waste oil placed into the Wren Oil receptor and 200-litre drum containers in the bunded waste oil facility;
- Maintenance of a data collection system for all waste received and disposed of through the Transfer Station for DER annual waste census, environmental reporting and licence renewal purposes;
- Payment to the Shire of \$2,200.00 per annum (plus CPI adjustment) for rent of the Transfer Station land for storage of processed recyclable materials;

- Compliance with Department of Environment Regulation licence conditions, including limits on plastic material storage (not to exceed 200 cubic metres or 200 tyres at any one time).

Pricing basis – Managed Services option:

The Shire seeks an hourly rate (inclusive of GST, CPI-adjusted annually) for management and operation of the Transfer Station, consistent with the 28-hour per week public opening schedule. Tenderers must provide their proposed rate and calculate an annual and monthly cost in Schedule B (Pricing Schedule).

Option B – Transfer Station Lease

Under this option, the Contractor leases the Transfer Station site from the Shire and operates it commercially. The Contractor retains all tip fees received for waste disposal and all proceeds from the sale of recyclable material delivered to the Transfer Station, in return for managing the facility at no direct management cost to the Shire.

Lease terms shall include:

- The Contractor to manage and operate the Transfer Station at no cost to the Shire (contra arrangement);
- The Contractor to retain all tip fees and recyclable material sale proceeds;
- Payment to the Shire of an annual lease/licence fee as proposed by the Tenderer in Schedule B;
- Payment of \$2,200.00 per annum (plus CPI) for rent of Transfer Station land for recyclable material storage;
- All operational obligations and environmental compliance requirements as described under Option A apply equally to the Contractor under this lease arrangement;
- The Shire will maintain and renew all relevant approvals for the Transfer Station;
- The lease agreement will be subject to negotiation and execution of a formal Lease or Licence Agreement with the Shire.

Tenderers submitting an Option B (Lease) offer must provide:

- Proposed annual lease/licence fee payable to the Shire;
- Evidence of financial capacity to operate the facility;
- Details of any proposed changes to opening hours or service levels.

SERVICE STREAM 3 – Landfill Management Services

Landfill Operations

- Covering all waste placed in trenches at a minimum frequency in accordance with Environmental Protection (Rural Landfill) Regulations 2002 (currently fortnightly; frequency may be reduced to fortnightly under current arrangements provided litter control is managed to the Shire's satisfaction);
- Compaction of waste weekly with a minimum of 5 passes (one pass = compactor traversing forward and back over rubbish for the entire length of the working face of the trench);
- Disposal of all hazardous (asbestos-containing material) waste into a designated, signed separate trench, covered with a minimum depth of one metre of dense, inert, non-combustible material;
- Recording of each asbestos consignment on a disposal form (origin, name of person/contractor, size of load, date of disposal); completed forms to be provided to the Shire's Manager Regulatory Services monthly;

- Effective litter control within the landfill precinct – weekly fence line checks and immediate removal of litter;
- Litter picking to include fencing on top of the earth bund and all landfill perimeter fencing as necessary;
- Maintenance of the earth bund and litter fence along the Eastern end of the active landfill area.

Landfill – Financial Arrangement

The Shire will be responsible for arranging excavation of all waste trenches by their nominated contractor and paying all associated costs, including capping of used trenches/cells. In return (contra arrangement), the Contractor shall manage and operate the landfill in accordance with the above requirements at no direct cost to the Shire, and will retain all tip fees received for disposal of waste, as well as all proceeds from the sale of recyclable material delivered to the Transfer Station.

SERVICE STREAM 4 – Recyclables Sorting Services

- Sorting and processing of all co-mingled recyclable material collected from kerbside and delivered to the Transfer Station;
- Separation of Recyclables from Residue in Delivered Material;
- Sorting of materials ready for distribution to recyclable markets;
- Maintenance of records as required for DER annual waste census and Shire reporting requirements;
- Any over-compaction of recyclables resulting in charges from the MRF operator may be deducted from the Contract Price.

4. Tender Requirements and Evaluation

4.1 What Tenderers Must Submit

Each Tender submission must include the following, using the Schedules provided:

1. Completed Tender Form (Schedule B) including all pricing for each applicable Service Stream;
2. Company Profile including ABN, ACN, years in operation, company structure and key personnel;
3. Statement of Relevant Experience and References (minimum 3 references for comparable waste management contracts);
4. Personnel and Staffing Plan including qualifications and relevant experience;
5. Plant and Equipment Schedule listing all vehicles and equipment proposed;
6. Demonstrated compliance or plan for compliance with Environmental, OH&S and Quality systems;
7. Current Certificates of Insurance as specified in Section 6;
8. Conflict of Interest Declaration (Schedule C);
9. Any Compliance Exceptions or alternative proposals, clearly identified.

4.2 Evaluation Criteria

Tenders will be assessed on a weighted basis against the following criteria:

Evaluation Criterion	Weight	Score /10
Price and Value for Money – Total cost of services, pricing structure and schedule	30%	
Relevant Experience and Demonstrated Capability in comparable waste management services	25%	
Quality of Methodology and Service Delivery Plan	20%	
Local Content and Regional Benefit	10%	
Environmental Management and Sustainability	10%	
Safety Record and OH&S Management System	5%	

4.3 Mandatory Requirements

The following are mandatory pass/fail requirements. Failure to meet any of these will result in disqualification:

- Valid Australian Business Number (ABN);
- Public Liability Insurance – minimum \$5,000,000 per claim / \$20,000,000 in aggregate per 12 months;
- Workers Compensation Insurance as required by the Workers Compensation and Injury Management Act 1981 (WA) plus \$50,000,000 common law liability;
- Completed and signed Tender Form and all required Schedules;
- Conflict of Interest Declaration submitted.

5. Contract Terms and Conditions

5.1 Term

The initial contract term is five (5) years, commencing [INSERT DATE]. The Shire may, at its discretion, extend the Contract for up to two (2) further periods of two (2) years each (2 + 2 years), subject to satisfactory performance.

5.2 Governing Conditions

The Contract will be formed on the basis of the Shire of Kojonup General Conditions of Contract for the Supply of Waste Disposal Goods and Undertaking of Various Services in Respect of Waste Collection and Disposal (Landfill Facility & Transfer Station), as provided with this RFT documentation, together with the successful Tenderer's offer and any agreed variations.

5.3 Price Adjustment

Contract prices will be adjusted annually on each Review Date (anniversary of contract commencement) by the movement in the Consumer Price Index (CPI) for All Groups, Perth, Western Australia (Table 6401.0) as published by the Australian Bureau of Statistics since the last Review Date.

5.4 Invoicing and Payment

The Contractor must submit a monthly Tax Invoice to the Shire as soon as practicable after the end of each calendar month. The Shire will pay compliant invoices within 20 Business Days of receipt, subject to satisfactory performance.

5.5 Key Performance Indicators

The Contractor will be required to meet Key Performance Indicators (KPIs) as specified in Schedule A (Specification). The Shire may deduct up to 20% of the amount otherwise due under an Invoice where applicable KPIs have not been achieved.

5.6 Fuel Levy

A fuel levy adjustment mechanism will apply based on the FuelWatch average price for diesel in the Great Southern Region. The Contractor's proposed fuel levy methodology must be described in Schedule B. The rate and structure will be agreed between the parties prior to contract execution.

5.7 Insurance Requirements

The Contractor must maintain the following minimum insurance coverage throughout the Term:

Public Liability	\$5,000,000 per claim; \$20,000,000 aggregate per 12 months
Product Liability	As per public liability policy
Workers Compensation	As required by WA legislation plus \$50,000,000 common law
Vehicle & Equipment	Not less than market value for any one claim; unlimited aggregate
Professional Indemnity	As required – confirm applicability in tender submission

Certificates of currency must be provided with the Tender and kept current throughout the Contract Term. The Shire must be noted as an interested party on all relevant policies.

5.8 Environmental and Safety Obligations

- The Contractor must comply with all Legal Requirements concerning the Environment and workplace health and safety;
- The Contractor must prepare, establish, implement and maintain an OH&S Management System, to be submitted for Shire approval at least 30 days prior to Contract commencement;
- The Contractor must report any Environmental Incident or Contamination immediately to the Shire's Representative;
- The Contractor is responsible for all costs related to any Environmental Incident or Contamination caused by its operations;
- Warren Blackwood Waste shall cover all waste placed in landfill trenches in accordance with Environmental Protection (Rural Landfill) Regulations 2002.

5.9 Assignment and Subcontracting

The Contractor must not assign or subcontract the whole or any part of the Contract without the prior written approval of the Shire (not to be unreasonably withheld or delayed).

5.10 Contractor Maximum Liability

The Contractor's maximum aggregate liability under the Contract is limited to 5 times the annual contract value, except where fraud, deliberate default, gross negligence or Wilful Misconduct is involved, or where liability arises from a third-party claim against the Shire.

6. Schedules and Attachments

Schedule	Description
Schedule A	Specification – Detailed Service Requirements for all Service Streams (Kerbside Collection, Transfer Station Management/Lease, Landfill Management, Recyclables Sorting)
Schedule B	Pricing Schedule – to be completed by Tenderer for each Service Stream
Schedule C	Conflict of Interest Declaration – to be completed and signed by Tenderer
Schedule D	Tenderer's Company Profile and Relevant Experience
Schedule E	Plant and Equipment Schedule
Schedule F	Certificates of Insurance
Schedule G	OH&S Management System Summary / Commitment
Schedule H	General Conditions of Contract (Shire of Kojonup – 2016, as amended)
Appendix 1	Collection Area Maps – Kojonup Townsite and Muradup Townsite
Appendix 2	Transfer Station Site Plan

7. Enquiries and Contact

All enquiries relating to this Request for Tender must be submitted in writing via the WALGA Online Tenders portal. Verbal enquiries will not be accepted and will not be binding on the Shire.

Enquiry responses will be published on the WALGA Online Tenders portal and will be available to all registered Tenderers. Tenderers are responsible for monitoring the portal for addenda and responses.

Shire Contact	Chief Executive Officer
Organisation	Shire of Kojonup
Postal Address	PO Box 163, Kojonup WA 6395
Street Address	93-95 Albany Highway, Kojonup WA 6395
Phone	(08) 9831 2400
Email	council@kojonup.wa.gov.au
Tender Portal	www.tenders.walga.asn.au

8. Tenderer's Declaration

By submitting a Tender, the Tenderer declares that:

- The Tenderer has read and understood this entire Request for Tender;
- All information provided in the Tender is true, accurate and complete;
- The Tenderer is not aware of any conflict of interest (or has declared all conflicts in Schedule C);
- The Tenderer is financially capable of performing the Services for the duration of the Contract;
- The Tenderer accepts the General Conditions of Contract (Schedule H) or has clearly identified any Compliance Exceptions;
- The Tenderer's offer will remain open for acceptance for a period of not less than 90 days from the Tender closing date;
- The Tenderer acknowledges that the Shire is not bound to accept any Tender.

Signed by the Tenderer:

Full Name	
Position / Title	
Organisation	
Signature	
Date	
ABN	
ACN (if applicable)	

— End of Request for Tender Document —

ADDENDUM No. 1

Summary of Required Services

Request for Tender – Waste Collection, Disposal and Transfer Station Services

RFT Reference	RFT 4.25.26
Addendum Number	Addendum No. 1
Date of Issue	20/05/2026
Issued By	Chief Executive Officer, Shire of Kojonup
Purpose	Summary of all services required under this RFT for Tenderer reference

This Addendum forms part of the above Request for Tender and must be read in conjunction with the RFT document and all Schedules. All other terms and conditions of the RFT remain unchanged.

Tenderers must acknowledge receipt of this Addendum in their Tender submission.

SUMMARY OF REQUIRED SERVICES

SERVICE STREAM 1 – KERBSIDE COLLECTION

General Waste Collection

- Weekly kerbside collection of Municipal Garbage Bins (MGBs) from all residential and commercial properties
- Collection area: Kojonup townsite and Muradup townsite (refer Collection Area Maps, Appendix 1)
- Collection day: Fridays (unless otherwise agreed with the Shire)
- Disposal at the Kojonup/Albany Highway Landfill Facility
- Supply and maintenance of all MGBs throughout the Contract (new bins at commencement)
- Missed service to be rectified on the same day as notification from the Shire

Recyclables Collection

- Fortnightly kerbside collection of co-mingled recyclables from all residential properties
- Collection day: Fridays on alternating weeks to general waste
- Accepted materials include:
 - Cardboard and cardboard packaging (cereal boxes, soap powder boxes, packaging and egg containers)
 - Plastic bottles (symbol codes 1, 2, 3 and 5); plastic wrap, bags and sheeting
 - Clean paper, newspaper, glossy magazines, junk mail and leaflets
 - Glass bottles, jars, broken glass and ceramics
 - Steel tins and cans; aluminium tins, cans and aerosol cans; milk and juice containers
 - Any additional items agreed between the Parties

- Delivery of recyclables to a nominated Materials Recovery Facility (MRF) accepted by the Shire

Commercial and Public Bin Collection

- Weekly collection of commercial waste bins and public place bins within the Kojonup townsite
- Locations and frequency as directed by the Shire's Representative in writing
- Disposal at the Kojonup/Albany Highway Landfill Facility

SERVICE STREAM 2 – TRANSFER STATION – MANAGEMENT OR LEASE

Tenderers may submit an offer under Option A, Option B, or both. The Shire will evaluate each option independently and may select the preferred model at its discretion.

Option A – Managed Services (Contractor operates on Shire's behalf)

- Shire retains ownership, licensing and all regulatory approvals for the Transfer Station site
- Contractor manages and operates the facility at an agreed hourly rate (CPI-adjusted annually)
- Required opening hours:
 - Monday, Wednesday, Friday and Saturday – 10:00am to 5:00pm (28 hours per week)
- Supply and service of 2 x 33 cubic metre bulk bins (one general waste, one recyclables)
- Recyclables bulk bin accessible to the general public 24 hours/day, 7 days/week outside the secured area
- Supply and operation of a loader for material management and general site maintenance
- Supply of a fire-fighting unit
- Management of DrumMUSTER farm chemical container receipt program
- Annual green waste burn on site
- Immediate reporting of any unauthorised fire or environmental incident to the Shire
- Maintenance of grounds, fences and site in a tidy, litter-free condition
- Management of waste oil via the Wren Oil receptor and 200-litre drum containers
- Data collection for all waste received/disposed for DER annual waste census, environmental reporting and licence renewal
- Payment to the Shire of \$2,200.00 per annum (+ CPI) for use of Transfer Station land for recyclable material storage
- Compliance with all DER licence conditions including plastic material storage limits (max 200 cubic metres / 200 tyres at any one time)

Option B – Lease / Contra Arrangement (Contractor operates commercially)

- Contractor leases the Transfer Station site from the Shire and operates it on a commercial basis
- Contractor retains all tip fees received for waste disposal
- Contractor retains all proceeds from the sale of recyclable material delivered to the Transfer Station
- Management provided at no direct cost to the Shire (contra arrangement)
- Contractor pays the Shire an annual lease/licence fee (to be proposed by Tenderer in Schedule B)
- Contractor pays \$2,200.00 per annum (+ CPI) for Transfer Station land use for recyclable storage

- All operational duties and environmental compliance requirements under Option A apply equally
- Shire retains and renews all regulatory approvals for the site
- A formal Lease or Licence Agreement will be executed with the successful Tenderer

SERVICE STREAM 3 – LANDFILL MANAGEMENT (CONTRA ARRANGEMENT)

The Shire will be responsible for excavation of all waste trenches and capping of used cells. In return (contra arrangement), the Contractor manages and operates the landfill at no direct cost to the Shire and retains all tip fees received.

Operational Requirements

- Cover all waste placed in trenches at minimum fortnightly frequency (in accordance with Environmental Protection (Rural Landfill) Regulations 2002); frequency may be adjusted provided litter control is maintained to the Shire's satisfaction
- Weekly compaction of waste – minimum 5 passes (one pass = compactor traversing forward and back over the full length of the working face of the trench)
- Disposal of all hazardous (asbestos-containing material) waste into a designated, signed separate trench; covered to a minimum depth of 1 metre of dense, inert, non-combustible material as soon as practicable
- Record all asbestos consignments on a disposal form (origin, person/contractor name, load size, date); completed forms provided to the Shire's Manager Regulatory Services monthly
- Weekly boundary fence line checks; immediate removal of any litter on fence lines or outside the active trench within the tip precinct
- Maintenance of the earth bund and litter fence along the Eastern boundary of the active landfill area
- Litter picking to include fencing on top of the earth bund and all landfill perimeter fencing as necessary

SERVICE STREAM 4 – RECYCLABLES SORTING SERVICES

- Sorting and processing of all co-mingled recyclable material collected from kerbside and delivered to the Transfer Station
- Separation of Recyclables from Residue in all Delivered Material
- Preparation of sorted materials ready for distribution to recyclable markets
- Maintenance of all records required for DER annual waste census and Shire reporting
- Any over-compaction charges from the MRF operator attributable to the Contractor may be deducted from the Contract Price

Quick Reference – Service Streams at a Glance

Service Stream	Key Activities	Pricing Model	Frequency
1 – Kerbside Collection	General waste, recyclables, commercial/public bins; bin supply & maintenance	Monthly invoice	Weekly / Fortnightly

2A – Transfer Station (Managed)	Staffing, bulk bins, loader, DrumMUSTER, data collection, grounds	Hourly rate (CPI-adjusted)	Mon/Wed/Fri/Sat
2B – Transfer Station (Lease)	As Option A; contractor retains tip fees & recyclable proceeds	Annual lease fee to Shire	Mon/Wed/Fri/Sat
3 – Landfill Management	Cover, compaction, asbestos disposal, litter control	Contra – contractor retains tip fees	Weekly / Fortnightly
4 – Recyclables Sorting	Sort and process co-mingled recyclables for market	Included / as quoted	Ongoing

Addendum Acknowledgement

Tenderers must complete and include this acknowledgement in their Tender submission.

I/We, the undersigned, acknowledge receipt of Addendum No. 1 to the above RFT and confirm that its contents have been taken into account in the preparation of our Tender.

Organisation Name	
Authorised Representative	
Signature	
Date	

— End of Addendum No. 1 —

INSTRUMENT OF DELEGATION

RANGER 008 APPROVAL TO KEEP MORE THAN TWO DOGS ON PREMISES

Delegate: Chief Executive Officer

Sub Delegate: Ranger / Authorised Officer

Adopted by Council: 28/04/2026

Last Reviewed: 28/04/2026

POWER/DUTY

The Chief Executive Officer is delegated authority to consider and determine applications from persons wishing to keep more than two (2) dogs on premises within the Shire of Kojonup district, and to grant or refuse such applications. This includes authority to:

- Receive, assess and determine applications to keep more than two dogs on premises;
- Grant an approval subject to such conditions as the CEO considers appropriate, having regard to the amenity of the locality, the welfare of the dogs, and the interests of neighbouring residents; and
- Refuse an application, without any right of internal review under the *Local Government Act 1995*, where the CEO is satisfied that granting approval would not be in the interests of the amenity of the locality, the welfare of the dogs, or the broader community.

The CEO may sub-delegate this function to a Ranger or Authorised Officer appointed under the *Dog Act 1976*, subject to the conditions below.

HEAD OF POWER

Dog Act 1976 (WA):

- s.26(3) – Power of a local government to fix the number of dogs that may be kept on premises within the district
- s.26(4) – Prohibition on keeping more dogs than permitted without approval of the local government
- s.26A – Power of a local government to approve the keeping of additional dogs on premises, and to impose conditions on any such approval

Local Government Act 1995 (WA):

- s.5.42(1) – Delegation of powers or duties to the Chief Executive Officer
- s.5.44(1) – Power of the Chief Executive Officer to sub-delegate to an employee

CONDITIONS

- All applications must be received in writing on the Shire's approved application form before any determination is made.
- Prior to determining an application, the delegate must undertake or cause to be undertaken a site inspection of the premises to assess the suitability of the property for additional dogs, including fencing, shelter, space, and impact on neighbouring properties.
- A refusal may be issued by the CEO or sub-delegate without the applicant having any right of internal review under the *Local Government Act 1995*. Applicants retain the right to apply to the State Administrative Tribunal (SAT) under the *State Administrative Tribunal Act 2004* only where a right of review is expressly conferred by the *Dog Act 1976*. No such right of review is conferred under s.26A of that Act; a refusal is therefore final at the local government level.
- All approvals must be issued in writing and must specify: the number and species of dogs approved; the address of the approved premises; any conditions imposed; and the period of the approval (if not indefinite).
- All refusals must be issued in writing with reasons stated. The applicant must be informed that no right of internal review exists but may seek advice regarding any external review rights.

- An approval may be revoked or varied at any time where the CEO or sub-delegate is satisfied that the conditions of approval are not being met or that the approval is no longer appropriate having regard to the circumstances of the premises or the dogs kept.
- Any sub-delegation to a Ranger or Authorised Officer must be made in writing and a copy retained on the officer's personnel file.
- Council must be advised of the number and outcomes of applications determined under this delegation as part of the regular Ranger services report to Council.

RELATED POLICY/FILE REFERENCE AND DOCUMENTATION REQUIREMENTS

All applications, site inspection notes, determinations (approvals and refusals) and any revocation or variation notices must be saved in the Shire's Records Management System under the applicant's property file.

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

LOCAL GOVERNMENT ACT 1995

SHIRE OF KOJONUP

PARKING LOCAL LAW 2022

Under the powers conferred by the *Local Government Act 1995* and under all other powers enabling it, the Council of the Shire of Kojonup resolved on the 21st day of June 2022 to make the following local law.

PART 1—PRELIMINARY

1.1 Citation

This local law may be cited as the *Shire of Kojonup Parking Local Law 2022*.

1.2 Commencement

This local law comes into operation 14 days after the date of its publication in the *Government Gazette*.

1.3 Application

This local law applies throughout the district.

1.4 Repeal

Nil.

1.5 Definitions

(1) In this local law unless the context otherwise requires—

Act means the *Local Government Act 1995*;

Authorised person means a person authorised by the local government to perform any of the functions of an authorised person under this local law;

Authorised motor vehicle means a motor vehicle authorised by the local government, CEO, authorised person or by any written law to stop or park on a thoroughfare or on a parking facility;

Bicycle has the meaning given to it by the Code;

Bicycle path has the meaning given to it by the Code;

Built-up area means the areas under a local planning scheme, including both sides of thoroughfares immediately adjoining, zoned as—

- (a) central business;
- (b) service commercial;
- (c) residential; and
- (d) rural townsite.

Bus stop has the meaning given to it by the Code;

Bus zone has the meaning given to it by the Code;

Caravan has the meaning given to it by section 5 of the *Caravan Parks and Camping Grounds Act 1995*;

Carriageway has the meaning given to it by the Code;

Centre in relation to a carriageway, has the meaning given to it by the Code;

CEO means the Chief Executive Officer of the local government;

Children's crossing has the meaning given to it by the Code;

Code means the *Road Traffic Code 2000*;

Commercial motor vehicle—

- (a) means a motor vehicle constructed for the conveyance of goods or merchandise, or for the conveyance of materials used in any trade, business, industry or work whatsoever, other than a motor vehicle for the conveyance of passengers; and
- (b) includes any motor vehicle that is designed primarily for the carriage of persons, but which has been fitted or adapted for the conveyance of the goods, merchandise or materials referred to, and is in fact used for that purpose;

Continuous dividing line has the meaning given to it in the Code;

Disability parking permit has the meaning given to it by the *Local Government (Parking for People with Disabilities) Regulations 2014*;

Disabled parking bay means a part of a parking facility or carriageway which is identified or marked by painted lines, symbols, inscriptions or signs as a bay for the parking of motor vehicles driven by or carrying a disabled person;

District means the district of the local government;

Driver means any person driving or in control of a motor vehicle;

Edge line has the meaning given to it by the Code—

Emergency motor vehicle has the meaning given to it by the Code;

Footpath has the meaning given to it by the Code;

GVM or “gross motor vehicle mass” has the meaning given to it by the *Road Traffic (Motor vehicles) Act 2012*;

Heavy motor vehicle has the meaning given to it by the Code;

Infringement notice means the notice referred to in clause 7.5;

Keep clear area means a portion of a carriageway that lies—

- (a) between 2 consecutive signs inscribed with the words “KEEP CLEAR” and each with an arrow pointing generally towards the other; or
- (b) between a sign inscribed with the words “KEEP CLEAR” and whichever of the following that lies in the general direction indicated by an arrow inscribed on the sign—
 - (i) the end of the carriageway; or
 - (ii) an area in which stopping is prohibited; or
 - (iii) the furthest point of “KEEP CLEAR” markings.

Keep clear marking has the meaning given to it by the Code;

Kerb means the constructed border or edge of the portion of a road paved for the use of vehicular traffic where any constructed border exists at the edge of the paved road and whether any footpath has been constructed or not;

level crossing has the meaning given to it by the Code;

loading zone has the meaning given to it by the Code;

local government means the Shire of Kojonup;

local planning scheme means a local planning scheme and includes any structure plan adopted or approved by the local government made under the *Planning and Development Act 2005*;

Median strip has the meaning given to it by the Code;

Motor cycle has the meaning given to it by the Code;

Motor vehicle has the meaning given to it in the *Road Traffic (Administration) Act 2012*, but does not include a motorised scooter; and

Motorised scooter has the meaning given to it by the Code, and includes a motorised wheelchair that is designed so as to be not capable of a speed exceeding 10 km/h;

Nature strip has the meaning given to it in the Code

No parking area has the meaning given to it in the Code;

No parking sign means—

- (a) a sign with the words “no parking” in red letters on a white background, or
- (b) the letter “P” within a red annulus and a red diagonal line across it on a white background;

No stopping area has the meaning given to it in the Code;

No stopping sign means a sign with—

- (a) the words “no stopping” or “no standing” in red letters on a white background;
- (b) the words “no stopping” or “no standing” in white letters on a red background; or
- (c) the letter “S” within a red annulus and a red diagonal line across it on a white background;

Notice of withdrawal means the notice referred to in clause 7.6(1).

Occupier has the meaning given to it in section 1.4 of the Act;

Owner where used in relation to—

- (a) a motor vehicle licensed under the *Road Traffic (Motor vehicles) Act 2012*, means the person in whose name the motor vehicle has been registered under the *Road Traffic (Motor vehicles) Act 2012*;
- (b) any other motor vehicle, means the person who owns, or is entitled to possession of that motor vehicle; and
- (c) land, has the meaning given to it in section 1.4 of the Act;

Park has the meaning given to it by the Code;

Parking area has the meaning given to it by the Code;

Parking bay and **Parking lane** means a section or part of a thoroughfare or of a parking station which is marked or defined by painted lines, metallic studs, coloured bricks or pavers or similar devices for the purpose of indicating where a motor vehicle may be parked;

Parking control sign has the meaning given to it by the Code;

Parking facilities includes—

- (a) land, buildings, shelters, places, parking bays, parking lanes and other facilities open to the public generally for the parking of motor vehicles with or without charge; and
- (b) signs, notices and facilities used in connection with the parking of motor vehicles;

Path has the meaning given to it in the Code;

Pedestrian crossing has the meaning given to it by the Code;

Public bus has the meaning given to it by the Code, and includes a school bus in the performance of its duties;

Public place means any place to which the public has access whether or not that place is on private property;

Reserve means any land—

- (a) which belongs to the local government;
- (b) of which the local government is the management body under the *Land Administration Act 1997*; or
- (c) which is an otherwise unvested facility within section 3.53 of the *Land Administration Act 1997*;

Right of way means a thoroughfare separating two portions of land by a public reserve, road, laneway, pedestrian access way, and includes the access leg of a battle-axe lot or the equivalent not more than 6m in width;

Road includes a highway, road, lane, thoroughfare, carriageway or similar place, or part thereof, which is within the parking region of the local government, which the public are allowed to use and includes every part of the highway, lane, thoroughfare or similar place and other things including bridges and culverts appurtenant there to and includes all of the land lying between the property lines including the road verge and footpath;

Schedule means a Schedule to this local law;

School bus means a motor vehicle that is used solely or principally for the carriage of children to and from school, and is equipped to seat 8 or more persons, including the driver;

Shared zone has the meaning given to it by the Code;

Sign includes a parking control sign or other sign, inscription, road marking, painted line, mark, structure or other device or method approved by the local government on which may be shown words, numbers, expressions or symbols, and which is placed on or near a thoroughfare or within a parking facilities or reserve for the purpose of prohibiting, regulating, guiding, directing or restricting the stopping and parking of motor vehicles;

Special purpose motor vehicle has the meaning given to it by the Code;

Stop in relation to a motor vehicle, has the meaning given to it by the Code;

Symbol includes any symbol specified from time to time by Standards Australia for use in the regulation of parking and any reference to the wording of any sign in this local law shall be also deemed to include a reference to the corresponding symbol;

Taxi has the meaning given to it by the Code;

Taxi zone has the meaning given to it by the Code;

Thoroughfare has the meaning given to it in section 1.4 of the Act;

Traffic island has the meaning given to it by the Code;

Trailer has the meaning given to it by the Code;

Verge has the same meaning as *nature strip*.

(2) Unless the context otherwise requires, where a term is used, but not defined, in this local law, and that term is defined in the *Road Traffic Act 1974*, the *Road Traffic (Administration) Act 2013*, the *Road Traffic (Motor vehicles) Act 2012* or in the Code, then the term shall have the meaning given to it in that Act or the Code.

PART 2—ADMINISTRATION

2.1 Powers of the local government

(1) The local government may, by resolution, prohibit or regulate by signs or otherwise, including but not limited to—

- (a) the stopping or parking of any motor vehicle or any class of motor vehicles;
- (b) parking bays;
- (c) parking facilities;
- (d) permitted time and conditions of parking in parking bays and parking facilities which may vary with the locality;
- (e) permitted classes of motor vehicles which may park in parking bays and parking facilities;
- (f) permitted classes of persons who may park in specified parking bays or parking facilities; and
- (g) the manner of parking in parking bays and parking facilities.

(2) Where the local government makes a resolution under this clause, it shall erect signs to give effect to the determination or resolution

2.2 Thoroughfares under control of Commissioner of Main Roads

(1) Subject to subclause 2, this local law does not apply to—

- (a) the approach and departure prohibition areas of all existing and future traffic control signal installations as determined by the Commissioner of Main Roads;

- (b) prohibition areas applicable to all existing and future bridges and subways as determined by the Commissioner of Main Roads; and
 - (c) any road which comes under the control of the Commissioner of Main Roads.
- (2) Upon request of the local government, the control of parking and parking facilities on a thoroughfare under the control of the Commissioner of Main Roads may be delegated by the Commissioner of Main Roads to the local government

2.3 Parking not under the control of the local government

- (1) This local law does not apply to a parking bay, parking lane or parking facility that is not occupied, managed or controlled by the local government, unless the local government and the owner or occupier of that land or facility have agreed in writing that this local law will apply to that land or facility.
- (2) The agreement referred to in subclause (1) may be made on such terms and conditions as the parties may agree.

2.4 Classes of motor vehicles

For the purpose of this local law, motor vehicles are divided into the following classes—

- (a) public buses and school buses;
- (b) commercial motor vehicles;
- (c) motorcycles and bicycles;
- (d) taxis; and
- (e) all other motor vehicles.

PART 3—PARKING THROUGHOUT THE DISTRICT

DIVISION 1—DISTRICT GENERALLY

3.1 Application of Part 3

- (1) This Part applies to the whole of the district.
- (2) This Part is subject to the provisions of Part 4 which may override those of this Part.
- (3) This Part is further subject to the provisions of Part 5 which may override those of Part 4 or this Part.

3.2 Parking for people with disabilities

For avoidance of doubt, and notwithstanding clause 2.3(1), the provisions of the *Local Government (Parking for People with Disabilities) Regulations 2014*, apply throughout the district to all parking bays, parking lanes or parking facilities, whether under the control of the local government or not, which are a public place.

3.3 Parking motor vehicle on a carriageway

- (1) A person parking a motor vehicle on a carriageway other than in a parking bay shall park it—
- (a) in the case of a two-way carriageway, so that it is as near as practicable to and parallel with, the left boundary of the carriageway and headed in the direction of the movement of traffic on the side of the thoroughfare on which the motor vehicle is parked;
 - (b) in the case of a one-way carriageway, so that it is as near as practicable to and parallel with either boundary of the carriageway and headed in the direction of the movement of traffic on the side of the thoroughfare on which the motor vehicle is parked;
 - (c) so that at least 3 metres of the width of the carriageway lies between—
 - (i) the motor vehicle and the farther boundary of the carriageway, any continuous dividing line or median strip, or
 - (ii) between the motor vehicle and a motor vehicle parked on the farther side of the carriageway;
 - (d) so that the front and the rear of the motor vehicle respectively is not less than 1 metre from any other motor vehicle, except a motorcycle without a trailer, or a bicycle parked in accordance with this local law; and
 - (e) so that it does not obstruct any motor vehicle on the carriageway.

3.4 Parking near a railway level crossing

A person shall not park a motor vehicle so that any portion of the motor vehicle is within 20 metres of either the approach side or the departure side of the nearest rail of a railway level crossing.

3.5 Parking on reserves

No person other than an employee of the local government in the course of his or her duties or a person authorised by the local government shall drive or park a motor vehicle upon or over any portion of a reserve other than upon an area specifically set aside for that purpose.

3.6 General prohibitions on parking

- (1) This clause does not apply to a motor vehicle parked in a parking bay nor to a bicycle in a bicycle rack.
- (2) Subclauses (3)(c), (e) and (g) do not apply to a public bus which parks in a bus zone.

(3) Subject to any law relating to intersections with traffic control signals a person shall not park a motor vehicle so that any portion of the motor vehicle is—

- (a) between any other stationary motor vehicles and the centre of the carriageway;
- (b) on or adjacent to a median strip;
- (c) obstructing a right of way, private drive or carriageway or so close as to deny a motor vehicle reasonable access to or egress from the right of way, private drive or carriageway;
- (d) alongside or opposite any excavation, works, hoarding, scaffolding or obstruction on the carriageway, if the motor vehicle would obstruct traffic;
- (e) on or within 10 metres of any portion of a carriageway bounded by a traffic island;
- (f) on any footpath, children's crossing or pedestrian crossing;
- (g) between the boundaries of a carriageway and any double longitudinal line consisting of two continuous dividing lines or between a double longitudinal line consisting of a continuous dividing line and a broken or dotted line and the boundary of a carriageway nearer to the continuous dividing line, unless there is a distance of at least 3 metres clear between the motor vehicle and the double longitudinal line;
- (h) on an intersection, except adjacent to a carriageway boundary that is not broken by an intersecting carriageway;
- (i) within 1 metre of a fire hydrant or fire plug, or of any sign or mark indicating the existence of a fire hydrant or fire plug;
- (j) within 10 metres of the nearer property line of any thoroughfare intersecting the thoroughfare on the side on which the motor vehicle is parked, unless a sign or markings on the carriageway indicate otherwise.

(4) A person shall not park a motor vehicle so that any portion of the motor vehicle is within 20 metres of the approach side or within 10 metres of the departure side of—

- (a) a sign inscribed with the words "Bus Stop" or "Hail Bus Here" (or with equivalent symbols depicting these purposes) unless the motor vehicle is a public bus stopped to take up or set down passengers;
or
- (b) a children's crossing or pedestrian crossing.

3.7 Restrictions on parking in particular areas

(1) Subject to subclause (2), a person shall not park a motor vehicle in a thoroughfare, part of a thoroughfare, or part of a parking facility—

- (a) if by a sign it is set apart for the parking of motor vehicles of a different class;
- (b) if by a sign it is set apart for the parking of motor vehicles by persons of a different class; or
- (c) during any period when the parking of motor vehicles is prohibited by a sign.

(2) The driver may park a motor vehicle in a thoroughfare or a part of a thoroughfare or part of a parking facility, except in a thoroughfare or a part of a thoroughfare or part of a parking facility to which a disabled parking sign relates for twice the period indicated on the sign, if—

- (a) the driver's motor vehicle displays a valid disability parking permit sticker; and
- (b) a disabled person to which the valid disability parking permit relates is either the driver of motor vehicle

(3) A person shall not park a motor vehicle in a bay marked "M/C" unless it is a motorcycle without a sidecar or a trailer, or it is a bicycle.

(4) A person shall not, without the prior permission of the local government, the CEO, or an authorised person, park a motor vehicle in an area designated by a sign stating "Authorised Motor vehicles Only".

3.8 Motor vehicles not to obstruct a thoroughfare or public place

A person shall not leave a motor vehicle, or any part of a motor vehicle, in a thoroughfare or public place including a right of way, so that it obstructs the use of any part of that thoroughfare or public place without the permission of the local government or unless authorised under any written law.

3.9 Authorised person may order motor vehicle on thoroughfare to be moved

The driver of a motor vehicle shall not park that motor vehicle on any part of a thoroughfare in contravention of this local law after an authorised person has directed the driver to move it.

3.10 Suspension of parking limitations for urgent, essential or official duties

(1) Where by a sign the parking of motor vehicles is permitted for a limited time on a portion of a thoroughfare or parking facility, the local government, the CEO or an authorised person may, subject to the Code, permit a person to park a motor vehicle in that portion of the thoroughfare or parking facility for longer than the permitted time in order that the person may carry out urgent, essential or official duties.

(2) Where permission is granted under subclause (1), the local government, the CEO or an authorised person may prohibit the use by any other motor vehicle of that portion of the thoroughfare or parking facility to which the permission relates, for the duration of that permission.

3.11 No parking

A driver shall not stop on a length of carriageway or in an area to which a “no parking” sign applies, unless the driver is—

- (a) is dropping off, or picking up, passengers or goods;
- (b) remains within three metres of the motor vehicle at all times; and
- (c) completes the dropping off, or picking up, of the passengers or goods within two minutes of stopping and drives on.

3.12 No stopping

(1) A driver shall not stop on a length of carriageway, or in an area, to which a “no stopping” sign applies or in a “keep clear area”.

(2) A driver must not stop at the side of a carriageway marked with a continuous yellow edge line.

3.13 Application of particular definitions

For the purposes of the application of clause 3.11 and clause 3.12 an arrow inscribed on a sign erected at an angle to the carriageway is deemed to be pointing in the direction in which it would point, if the signs were turned at an angle of less than 90 degrees until parallel with the carriageway.

DIVISION 3—STOPPING IN PARTICULAR CIRCUMSTANCES

3.14 Stopping near an obstruction

A driver shall not stop on a carriageway near an obstruction on the carriageway in a position that further obstructs traffic on the carriageway.

3.15 Stopping on a bridge, etc.

A driver shall not stop a motor vehicle on a bridge, causeway, ramp or similar structure unless—

- (a) the carriageway is at least as wide on the structure as it is on each of the approaches and a parking control sign does not prohibit stopping or parking; or
- (b) the driver stops at a place on a length of carriageway, or in an area, to which a parking control sign applies and the driver is permitted to stop at that place under this local law.

3.16 Stopping on crests, curves, etc.

A driver shall not stop a motor vehicle on, or partly on, a carriageway, in any position where it is not visible to the driver of an overtaking motor vehicle, from a distance of 50 metres within a built-up area, and from a distance of 150 metres outside a built-up area.

3.17 Stopping near a fire hydrant etc

A driver shall not stop a motor vehicle so that any portion of the motor vehicle is within one metre of a fire hydrant or fire plug, or of any sign or mark indicating the existence of a fire hydrant or fire plug, unless—

- (a) the driver is driving a public bus, and the driver stops in a bus zone or at a bus stop and remains within three metres of the motor vehicle at all times; or
- (b) the driver is driving a taxi, and the driver stops in a taxi zone and remains within three metres of the motor vehicle at all times.

3.18 Obstructing access to and from a path, driveway, etc.

A driver shall not stop a motor vehicle so that any portion of the motor vehicle is in front—

- (a) of a path, in a position that obstructs access by motor vehicles or pedestrians to or from that path;
- (b) on or across a driveway or other way of access for motor vehicles travelling to or from adjacent land; unless—
- (c) the driver is dropping off, or picking up, passengers; or
- (d) the driver stops in a parking bay and the driver is permitted to stop in the parking bay under this local law.

DIVISION 4—SIGNS

3.19 Part of thoroughfare to which sign applies

Where under this local law the parking of motor vehicles in a thoroughfare is controlled by a sign, the sign shall be read as applying to that part of the thoroughfare which—

- (a) lies beyond the sign;
- (b) lies between the sign and the next sign beyond that sign; and
- (c) is on that side of the thoroughfare nearest to the sign.

3.20 Pre-existing signs

(1) A sign is deemed for the purposes of this local law to have been erected by the local government under the authority of this local law that where that sign—

- (a) was erected by the local government or the Commissioner of Main Roads prior to the coming into operation of this local law; and
- (b) relates to the parking of motor vehicles within the district,

(2) An inscription, word, number, expression or symbol on a sign referred to in subclause (1) operates and has effect according to its tenor, and where the inscription, word, number, expression or symbol relates to the stopping of motor vehicles, it is to be deemed for the purposes of this local law to operate and have effect as if it related to the parking of motor vehicles.

3.21 Signs must be complied with

An inscription or symbol on a sign operates and has effect according to its tenor and a person contravening the direction on a sign commits an offence under this local law.

3.22 Unauthorised signs and defacing of signs

A person shall not without the authority of the local government—

- (a) mark, set up or exhibit a sign purporting to be or resembling a sign marked, set up or exhibited by the local government under this local law;
- (b) remove, deface or misuse a sign or property, set up or exhibited by the local government under this local law or attempt to do any such act; or
- (c) affix a board, sign, placard, notice or other thing to or paint or write upon any part of a sign set up or exhibited by the local government under this local law.

3.23 General provisions about signs

(1) A sign marked, erected, set up, established or displayed on or near a thoroughfare is, in the absence of evidence to the contrary presumed to be a sign marked, erected, set up, established or displayed under the authority of this local law.

(2) The first three letters of any day of the week when used on a sign indicate that day of the week.

DIVISION 5—ZONES FOR PARTICULAR MOTOR VEHICLES

3.24 Stopping in a loading zone

A person shall not stop a motor vehicle in a loading zone unless it is—

- (a) a motor vehicle used for commercial or trade purposes engaged in the picking up or setting down of goods; or
- (b) a motor vehicle that completes the dropping off or picking up of passengers within two minutes of stopping and then drives on,

however, in any event, shall not remain in that loading zone—

- (c) for longer than a time indicated on the “loading zone” sign; or
- (d) longer than 30 minutes, if no time is indicated on the sign.

3.25 Stopping in a taxi zone or a bus zone

(1) A driver shall not stop in a taxi zone, unless the driver is driving a taxi.

(2) A driver shall not stop in a bus zone unless the driver is driving a public bus or a school bus.

3.26 Stopping in a shared zone

A driver shall not stop in a shared zone unless—

- (1) the driver stops at a place on a length of carriageway, or in an area, to which a parking control sign applies and the driver is permitted to stop at that place under this local law;
- (2) the driver stops in a parking bay and the driver is permitted to stop in the parking bay under this local law;
- (3) the driver is dropping off, or picking up, passengers or goods; or
- (4) the driver is engaged in door-to-door delivery or collection of goods, or in the collection of waste or garbage.

3.27 Other limitations in zones

A person shall not stop a motor vehicle in a zone to which a sign applies if stopping the motor vehicle would be contrary to any limitation in respect to classes of persons or motor vehicles, or specific activities allowed, as indicated by additional words on a parking control sign that applies to the zone.

PART 4—PARKING IN BUILT-UP AREAS

DIVISION 1—BUILT-UP AREAS GENERALLY

4.1 Application of Part 4

- (1) This Part applies to the built up areas of a built-up area.
- (2) This Part overrides any inconsistent provisions of Part 3.
- (3) This Part is subject to the provisions of Part 5 which may override those of this Part.

4.2 No parking of motor vehicles exposed for sale and other circumstances

A person shall not park a motor vehicle on any portion of a thoroughfare—

- (a) for the purpose of exposing it for sale;
- (b) if that motor vehicle is not licensed under the *Road Traffic (Motor vehicles) Act 2012*;
- (c) if that motor vehicle is a trailer or a caravan unattached to a motor vehicle; or

- (d) for the purpose of effecting repairs to it, other than the minimum repairs necessary to enable the motor vehicle to be moved to a place other than a thoroughfare.

4.3 Parking on a carriageway with heavy and long motor vehicles

(1) Unless engaged in the picking up or setting down of goods, a person shall not park on any part of a carriageway for any period exceeding one hour, a motor vehicle or any combination of motor vehicles, that together with any projection on, or load carried by, the motor vehicle or combination of motor vehicles, is 7.5 metres or more in length or exceeds a GVM of 4.5 tonnes.

(2) Nothing in this clause affects the operation of any other clause in this local law or any other written law relating to the parking or stopping of motor vehicles.

4.4 Double parking

(1) A driver shall not stop a motor vehicle so that any portion of the motor vehicle is between any other stopped motor vehicle and the centre of the carriageway.

(2) This clause does not apply to—

- (a) a driver stopped in traffic; or
- (b) a driver angle parking on the side of the carriageway or in a median strip parking area, in accordance with this local law.

4.5 Event Parking

(1) Subject to clause 2.1, a temporary sign may indicate that all or part of a parking facility, thoroughfare or public place is set aside, during the period indicated in the sign, for the parking of motor vehicles by persons attending a particular event.

(2) The local government may issue to a person a permit in respect of all or part of a parking facility, thoroughfare or public place for an event referred to in subclause (1).

(3) A person must not park or stop a motor vehicle, or permit a motor vehicle to remain parked, in any area that is set aside under subclause (1) unless the permit issued under subclause (2) for the relevant event is displayed inside the motor vehicle so that it is clearly visible to an authorised person examining the ticket from outside the motor vehicle.

DIVISION 2—PARKING BAYS, PARKING LANES, AND PARKING FACILITIES

4.6 Motor vehicles to be within parking bays or parking lanes on thoroughfare

(1) Subject to subclause (2) and (3), a person shall not park a motor vehicle in a parking bay in a thoroughfare otherwise than—

- (a) parallel to and as close to the kerb as is practicable;
- (b) wholly within the parking bay or parking lane; and

(2) headed in the direction of the movement of traffic on the side of the thoroughfare in which the bay is situated.

(3) If a motor vehicle is too long or too wide to fit completely within a single parking bay then the person parking the motor vehicle shall do so within the minimum number of parking bays needed to park that motor vehicle.

(4) A person shall not park a motor vehicle partly within and partly outside a parking area.

4.7 Parking prohibitions and restrictions

(1) A person shall not—

- (a) park a motor vehicle so as to obstruct an entrance to, or an exit from parking facilities, or an access way within parking facilities;
- (b) except with the permission of the local government or an authorised person, park a motor vehicle on any part of a parking facility contrary to a sign referring to that part;
- (c) permit a motor vehicle to park in any part of parking facilities, if an authorised person directs the driver of such motor vehicle to move the motor vehicle; or
- (d) park or attempt to park a motor vehicle in a parking bay in which another motor vehicle is parked, unless—
 - (i) parking of a motorcycle and a bicycle together in a bay marked “M/C”, and
 - (ii) the bicycle is parked in accordance with subclause (2).

(2) A person must not park a bicycle—

- (a) in a parking bay other than in a bay marked for motorcycles only; and
- (b) other than against the kerb.

(3) Notwithstanding the provisions of subclause (1)(b) a driver may park a motor vehicle in a bay or facility (except in a parking area for people with disabilities) for twice the length of time allowed, provided that—

- (a) the driver’s motor vehicle displays a current disability parking permit; and
- (b) a person with disabilities to which that disability parking permit relates is either the driver of or a passenger in the motor vehicle.

4.8 Angle parking

(1) This clause does not apply to—

- (a) a motor vehicle with a mass including any load, of over 4.5 tonnes; or

- (b) a person parking either a motor cycle without a trailer or a bicycle.
- (2) Where a sign associated with a parking area is inscribed with the words “angle parking”, or with an equivalent symbol depicting this purpose, a person stopping or parking a motor vehicle stop or shall park the motor vehicle at an angle and in the position indicated by the inscription on the parking sign or by marks on the carriageway.

DIVISION 3—STOPPING IN PARTICULAR CIRCUMSTANCES

4.9 Stopping at or near a bus stop

A driver shall not stop a motor vehicle so that any portion of the motor vehicle is within 20 metres of the approach side of a bus stop, or within 10m of the departure side of a bus stop, measured in the direction of traffic movement on that portion of the thoroughfare, unless—

- (a) the motor vehicle is a public bus stopped to take up or set down passengers; or
- (b) the driver stops at a place on a length of carriageway, or in an area permitted by a parking control sign.

4.10 Stopping on a path, median strip, or traffic island

The driver of a motor vehicle (other than a bicycle or an animal) shall not stop so that any portion of the motor vehicle is on a path, traffic island or median strip, unless permitted by a parking control sign.

4.11 Stopping on verge

- (1) A person shall not stop so that any portion of the following is on or projects over a verge—
 - (a) stop a motor vehicle (other than a bicycle);
 - (b) stop a commercial motor vehicle or any combination of motor vehicles that exceeds 4.5 tonnes GVM, a public bus, a trailer or caravan unattached to a motor vehicle; or
 - (c) stop any motor vehicle (other than a bicycle) during any period when the stopping of motor vehicles on that verge is prohibited by a sign adjacent and referable to that verge.
- (2) Subclause (1)(a) does not apply to the person if he or she is the owner or occupier of the land adjacent to that verge, or is a person authorised by the occupier of that land to stop the motor vehicle so that any portion of it is on the verge.
- (3) Subclause (1)(b) does not apply to a commercial motor vehicle or any motor vehicle with a GVM that exceeds 4.5 tonnes when it is being loaded or unloaded with reasonable expedition with goods, merchandise or materials collected from or delivered to the land adjacent to the portion of the verge on which the motor vehicle is parked, provided no obstruction is caused to the passage of any motor vehicle or person using a carriageway or a path.

4.12 Stopping on a carriageway with motor cycle parking sign

The driver of a motor vehicle shall not stop on a length of carriageway, or in an area, to which a “motorcycle parking” sign applies, or an area marked “M/C” unless—

- (a) the motor vehicle is a motor cycle; or
- (b) the driver is dropping off, or picking up, passengers.

4.13 Stopping on a carriageway with a bicycle sign

Unless dropping off or picking up passengers, the driver of a motor vehicle (other than a bicycle) must not stop on a length of carriageway to which any of the following apply—

- (a) a “bicycle path” sign;
- (b) a “bicycle parking” sign; or
- (c) a “dual use path” or other sign indicating bicycles are permitted to use the path.

PART 5—PARKING IN TIMED ZONES

5.1 Application of Part 5

- (1) This Part applies to timed parking zones.
- (2) This Part overrides any inconsistent provisions of Part 3.

5.2 Timed Parking

- (1) The local government, by resolution, may constitute any land, structure, section or part of a thoroughfare or public reserve as a timed parking zone.
- (2) In respect of timed parking zones the local government under subclause (1), may determine—
 - (a) the location of parking spaces within a parking zone;
 - (b) the permitted times and conditions of parking or stopping of a vehicle;
 - (c) the classes of vehicles permitted to park or stop;
 - (d) the classes of persons permitted to park or stop a vehicle; and
 - (e) the manner of parking or stopping a vehicle.
- (3) A parking zone constituted under subclause (1) may be varied as to the land, structure, section or part of a thoroughfare or public reserve which it comprises by the local government.
- (4) Where the local government makes a determination under this clause, it shall erect signs to give effect to this determination

5.3 Authorised person may mark tyres

- (1) An authorised person may mark the tyres of a vehicle parked in a parking facility with chalk or any other non-indelible substance for a purpose connected with or arising out of his or her duties or powers.
- (2) A person shall not remove a mark made by an authorised person so that the purpose of the affixing of such a mark is defeated or likely to be defeated.

5.4 No movement of motor vehicles to avoid time limitation

Where the parking of vehicles in a parking facility is permitted for a limited time, a person shall not move a vehicle within the parking facility so that the total time of parking exceeds the maximum time permitted, unless the vehicle has first been removed for at least 1 hour.

PART 6—MISCELLANEOUS**6.1 Removal of notices on motor vehicle**

A person, other than the driver of the motor vehicle or a person acting under the direction of the driver of the motor vehicle, shall not remove from the motor vehicle any notice put on the motor vehicle by an authorised person.

6.2 Emergency and special purpose motor vehicles

Notwithstanding anything to the contrary in this local law, the driver of—

- (a) an emergency motor vehicle may, in the course of their duties and when it is expedient and safe to do so or where they believes that it is expedient and safe to do so, stop, or park the motor vehicle at any place, at any time; and
- (b) a special purpose motor vehicle may, only in the course of his or her duties and when it is necessary and safe to do so, stop, or park the motor vehicle in any place, at any time.

6.3 Removal and impounding of motor vehicles

- (1) The impounding of motor vehicles and other goods shall be carried out in accordance with Part 3 Division 3 Subdivision 4 of the Act and regulation 29 of the *Local Government (Functions and General) Regulations 1996*.
- (2) An employee authorised specifically for the purposes of section 3.39 of the Act and this clause may remove and impound any motor vehicle that is involved in a contravention that can lead to impounding.
- (3) A person authorised to impound a motor vehicle in accordance with subclause (2) may use reasonable force to exercise the power given by that clause.
- (4) The form of the notice referred to in section 3.42 of the Act is set out in Schedule 1.

6.4 Notice to owner of motor vehicle involved in offence

The owner of a motor vehicle may be required to identify the driver or person in charge of a motor vehicle at the time when an offence is alleged to have been committed by sending a notice substantially in the form of Form 1 of Schedule 1 of the *Local Government (Functions and General) Regulations 1996*.

PART 7—ENFORCEMENT**7.1 Legal proceedings**

Evidentiary provisions relating to offences involving motor vehicles are contained in Division 3 of Part 9 of the Act.

7.2 Offences

A person who breaches a provision of this local law commits an offence.

7.3 General penalty

A person who commits an offence under this local law is liable, on conviction, to a penalty not exceeding \$5,000 and if the offence is of a continuing nature, to an additional penalty not exceeding \$500 for each day or part of the day during which the offence has continued.

7.4 Modified penalties

- (1) The offences contained in the Schedule 3 are offences in relation to which a modified penalty may be imposed.
- (2) The amount appearing in the final column of Schedule 3 directly opposite a clause specified in that Schedule is the modified penalty for an offence against that clause.

7.5 Issue of infringement notice

Where an authorised person has reason to believe that a person has committed an offence in respect of which a modified penalty may be imposed, he or she may issue to that person a notice substantially in the form of either—

- (a) Form 2 of Schedule 1 of the *Local Government (Functions and General) Regulations 1996*; or
- (b) Schedule 2 of this local law, in accordance with section 9.18 of the Act.

7.6 Withdrawal of infringement notice

- (a) Whether or not the modified penalty has been paid, an authorised person may withdraw an infringement notice by sending a notice substantially in the form of Form 3 of Schedule 1 of the *Local Government (Functions and General) Regulations 1996*.
- (b) A person authorised to issue an infringement notice under clause 7.5 cannot sign or send a notice of withdrawal

Schedule 1—Notification of Impoundment of Motor vehicle
[cl. 6.3]
Shire of Kojonup

To (full name/s) –	
Of (address) –	
	Department of Transport records indicate that you are the registered owner of the motor vehicle detailed below and notice is hereby given that the motor vehicle has been impounded in accordance with the provisions of the <i>Local Government Act 1995</i> .
Make –	
Model –	
Registration –	
Impounded from –	
Positioned at/near –	
Date impounded –	
Time impounded –	
	The motor vehicle has been taken to a secure facility.
Facility address –	
	IT IS A REQUIREMENT THAT ALL PAYMENTS ARE RECEIVED PRIOR TO THE RELEASE OF THE MOTOR VEHICLE.
Documentation required –	The following must be produced before payment can be accepted and release of the motor vehicle is permitted— • Current Motor vehicle Registration Document. • Drivers licence or other legal form of identification. • Payment receipt (required for motor vehicle release at secure facility).
Payment in person only –	Chief Executive Officer Shire of Kojonup, 93 Albany Highway KOJONUP Between—8.30am and 4.30pm Monday to Friday (except public holidays) Payments by cash, cheque or EFTPOS.
	The motor vehicle will then be available for release, by contacting the Shire to make the necessary arrangements
Motor vehicle impound fee –	
Additional days storage fee or part thereof	
(1) Subject to clause 2 below, if your motor vehicle is not collected within 2 months after the date of this notice the Shire may either— (a) under section 3.46 of the <i>Local Government Act 1995</i> refuse to allow the motor vehicle to be collected until the Shire's costs of removing and keeping the motor vehicle have been paid to the Shire; or (b) under section 3.47 of the <i>Local Government Act 1995</i> sell or otherwise dispose of the motor vehicle and credit the money received from that sale or disposal to the Shire's Trust Fund except to the extent required to meet the cost and expenses incurred by the Shire in removing, impounding and selling of the motor vehicle. (2) If the Local Government has made a declaration that in accordance with 3.40A(4) of the <i>Local Government Act 1995</i> the motor vehicle is an abandoned wreck then the motor vehicle may be disposed of within 7 days of that declaration being made. If you are convicted of an offence against this Local Law, section 3.48 of the <i>Local Government Act 1995</i> allows the Shire to recover from you its outstanding expenses incurred in the removing, impounding and selling of the motor vehicle.	
Take note –	Unless all fees are paid for and the motor vehicle collected within 2 months from the date of impounding, the Shire may sell the subject motor vehicle.

Authorised person— Name	
Signature	
Title	
Date issued —	

Schedule 2—Infringement notice and notice requiring owner of motor vehicle to identify motor vehicle

[cl. 7.5(b)]

Shire of Kojonup

INFRINGEMENT NUMBER	
To (full name/s) –	
Of (address) –	
	It is alleged that –
On (day) –	
At (time) –	
	Your motor vehicle –
Make –	
Model –	
Registration –	
As from	
	Was involved in the commission of the following offence –
Details of offence –	
	Contrary to –
Local Government (Parking for People with Disabilities) Regulations 2014 –	
Shire of Kojonup Parking Local Law 2022, clause –	
The modified penalty item number is –	
The modified penalty for the offence is –	\$

If you do not wish to have a complaint of the alleged offence heard and determined by a court, the amount of the modified penalty may be paid within a period of 28 days after the giving of this notice

Unless within 28 days after being served with this notice—

(a) you pay the modified penalty; or

(b) you—

(i) inform the Chief Executive Officer or another authorised person at the Shire of Kojonup as to the identity and address of the person who was the driver or person in charge of the above motor vehicle at the time the offence is alleged to have been committed; or

(ii) satisfy the Chief Executive Officer that the above motor vehicle had been stolen or was being unlawfully used at the time the offence is alleged to have been committed, you will, in the absence of proof to the contrary, be deemed to have committed the above offence and court proceedings may be instituted against you.

IMPORTANT—if you do not pay the Modified penalty within 28 days, you may be prosecuted in a court or enforcement action may be taken under the *Fines, Penalties and Infringements Notices Enforcement Act 1994*. Under this 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 drivers licence or vehicle licence, your vehicle may be immobilized or have its number plates removed, your details may be published on a website, your earnings or your bank accounts may be garnished; and your property may be seized and sold. If the matter is registered with the Registry, additional costs will also be payable. If you change your address it is important that you advise us immediately. Failure to do so may result in your driver's licence or any vehicle licence you hold being suspended without your knowledge. If you need more time to pay the modified penalty, you can apply for an extension of time by writing to the authorised person at the below address:

In person or by mail to –	Chief Executive Officer Shire of Kojonup, 93 Albany Highway KOJONUP Between—8.30am and 4.30pm Monday to Friday (except public holidays) Payments by cash, cheque or EFTPOS.
Electronic payment or correspondence –	Refer website at www.Kojonup.wa.gov.au Quoting infringement number enquiries@Kojonup.wa.gov.au
Authorised person— Name	
Signature	
Title	
Date issued –	

Schedule 3—Prescribed offences

[cl. 7.4]

Item	Clause	Nature of offence	Modified penalty \$
1	3.2	Unauthorised parking in a disabled parking space or unauthorised display of a disability parking permit are dealt with by the <i>Local Government (Parking for People with Disabilities) Regulations 2014</i>	As per the Regulations
2	3.3	Failure to park correctly on a carriageway without markings	50
3	3.4	Parking too close to a railway level crossing	100
4	3.5	Unauthorised parking on a reserve	50
5	3.6	Failure to comply with general prohibitions on parking	50
6	3.7	Failure to comply with restrictions on parking in particular areas	50
7	3.8	Motor vehicle obstructing a thoroughfare or public place	100
8	3.9	Failure to comply with instruction of authorised person	100
9	3.10(1)	Failure to obtain permission to park a motor vehicle other than as provided by this local law	50
10	3.10(2)	Failure to comply with conditions of suspension of parking requirements	100
11	3.11	Failure to comply with “no parking” sign	50
12	3.12	Failure to comply with “no stopping” sign	50
13	3.14	Stopping near an obstruction	50
14	3.15	Stopping on a bridge etc	100
15	3.16	Stopping on crests/curves	100
16	3.17	Stopping near fire hydrant	50
17	3.18	Obstructing path, a driveway etc	50
18	3.21	Failure to comply with sign	50
19	3.22	Unauthorised placement, misuse or obstruction of a sign	100
20	3.24	Stopping unlawfully in a loading zone	50
21	3.25	Stopping unlawfully in a taxi or bus zone	50
22	3.26	Stopping in a shared zone	50
23	3.27	Stopping in a zone contrary to a sign	50
24	4.2	Parking of a motor vehicle on a verge for sale or repair, of if unlicensed motor vehicle, unattached trailer or caravan.	50
25	4.3	Failure to comply with limitations on heavy and long motor vehicles	100
26	4.4	Double parking	50
27	4.5(1)	Failure to comply with event parking sign	50
28	4.5(3)	Failure to display required event permit information	50
29	4.6	Failure to park with marked bay or lane	50
30	4.7(1)	Creating an obstruction or incorrectly parked in a parking facility	50
31	4.7(2)	Incorrect parking of a bicycle in a parking facility	50
32	4.7(3)	Unauthorised extended parking in a facility	50
33	4.8	Failure to comply with angle parking	50
34	4.9	Stopping at or near bus stop	50
35	4.10	Stopping on path, median strip or traffic island	50
36	4.11	Stopping on verge	50
37	4.12	Stopping in a motorcycle parking area	50
38	4.13	Stopping in a bicycle area	50
39	5.2	Failure to comply with timed parking sign	50
40	5.3(2)	Unauthorised making or removal of mark	100
41	5.4	Moving motor vehicle to avoid time limitations	50

Item	Clause	Nature of offence	Modified penalty \$
42	6.1	Removing notice from motor vehicle	100
43	6.2(b)	Unauthorised parking of special purpose motor vehicle	50
44		All other offences not specified	50

Dated 21st of June 2022.

The common Seal of the Shire of Kojonup was affixed by authority of a resolution of the Council in the presence of—

NED RADFORD, Shire President.
GRANT THOMPSON, Chief Executive Officer.

SHIRE OF KOJONUP

Standard Operating Procedure



SOP-RANGER-001 - EXEMPTION TO KEEP MORE THAN THE PERMITTED NUMBER OF DOGS — STANDARD OPERATING PROCEDURE

Adopted by CEO:	[Date]
Last Reviewed:	[Date]
SOP Reference:	[Minute No.]
SOP Owner:	Chief Executive Officer
Responsible Officer:	Manager of Regulatory Services
Enabling Legislation:	Dog Act 1976 s.26(3); Local Government Act 1995 s.5.42
Related Documents:	Shire of Kojonup Dogs Local Law 2020 cl.3.2; Delegation RANGER 008; Regulatory Compliance and Enforcement Policy; RANGER 008 Delegation; SOP Register; SOP Register
File Reference:	CM.SOP.[X]

1. OBJECTIVE

To establish the standard operating procedure of the Shire of Kojonup and the criteria applied in assessing applications for an exemption to keep more than the permitted number of dogs on premises under section 26(3) of the Dog Act 1976 (WA), and to ensure that such applications are determined consistently, transparently, and in the public interest.

2. BACKGROUND

Clause 3.2(2) of the Shire of Kojonup Dogs Local Law 2020 sets the following limits on the number of dogs that may be kept on premises:

- (a) 2 dogs over the age of 3 months on premises situated within a townsite; and
- (b) 4 dogs over the age of 3 months on premises situated outside a townsite.

A person wishing to keep more than these numbers may apply to the local government for an exemption under section 26(3) of the Dog Act 1976. Clause 3.2(1) of the local law confirms that the limits do not apply to premises that have been granted such an exemption.

The local law does not prescribe criteria for assessing exemption applications. This policy fills that gap by establishing the criteria, process, and conditions framework that will apply to all applications, and by ensuring that delegated decisions under Delegation RANGER 008 are made consistently and on a defensible basis.

3. PROCEDURE — GENERAL PRINCIPLES

Officers assessing applications under Delegation RANGER 008 must:

- (a) Consider applications for exemption on their individual merits, having regard to the assessment criteria at clause 5 of this SOP;
- (b) Balance the interests of the applicant with the amenity, safety, and wellbeing of neighbours and the broader community;
- (c) Not approve an application where any of the mandatory grounds for refusal at clause 6 apply;
- (d) Impose conditions on any approval as the CEO considers appropriate, including those listed at clause 7;
- (e) Grant temporary exemptions where the need is genuinely short-term and the circumstances do not justify a permanent exemption;
- (f) Review and revoke an exemption where conditions are not complied with or where circumstances have changed materially; and
- (g) Apply this policy consistently across all applications regardless of the identity of the applicant.

4. PROCESS

1. Applications must be made in writing to the Shire on the approved application form and must include:
 - (a) Full name, address, and contact details of the applicant;
 - (b) Address of the premises at which the additional dogs are to be kept;
 - (c) Number, breed, age, and sex of all dogs currently kept on the premises (including those within the permitted limit);
 - (d) Number, breed, age, and sex of the additional dog(s) for which exemption is sought;
 - (e) A site plan showing the location and dimensions of the premises, fencing, and any structures used to confine dogs;
 - (f) The reason for the application;
 - (g) Evidence that all dogs on the premises are currently registered and microchipped; and
 - (h) Payment of the applicable application fee as set by the Shire's Schedule of Fees and Charges.
2. On receipt of a valid application, the Shire may:
 - (a) Request a site inspection of the premises;
 - (b) Seek further information from the applicant; and
 - (c) Seek comment from neighbouring occupiers where the application involves premises in a townsite or where a nuisance concern is identified.
3. The CEO (or delegate under RANGER 008) will determine the application and provide written notice of the decision to the applicant, including reasons for any refusal or conditions imposed.

4. An exemption is personal to the applicant and attaches to the specific premises described in the application. It does not transfer automatically on change of occupier. An incoming occupier wishing to continue keeping more than the permitted number must make a fresh application.
5. An exemption granted under this policy does not affect the applicant's obligations under the Dog Act 1976, the Cat Act 2011, or any other applicable law, including registration, microchipping, confinement, and dangerous dog requirements.

5. ASSESSMENT CRITERIA

The following criteria will be applied in assessing all exemption applications. No single criterion is determinative — the CEO will weigh all relevant factors and circumstances in reaching a decision.

Assessment Criterion	Weight	Considerations
Lot size and confinement	High	Is the lot large enough to adequately confine the additional dog(s) without risk of escape or nuisance? Is fencing adequate for the breed, age, and number of dogs proposed?
Compliance history	High	Has the applicant (or previous occupier) complied with the Dog Act 1976, Cat Act 2011, or any previous exemption conditions? Any prior infringements, complaints substantiated by the Shire, or breaches of a previous exemption are grounds for refusal or conditions.
Proximity to neighbours	High	What is the distance to the nearest neighbouring dwelling or boundary? Closer proximity requires stronger justification and more rigorous confinement and nuisance management conditions.
Breed and temperament	Medium	Are the dogs of a breed or temperament that poses a heightened risk of nuisance, injury, or escape? Restricted breed dogs and declared dangerous dogs are subject to additional legislative restrictions and will be assessed with greater scrutiny.
Purpose of keeping	Medium	What is the reason for keeping additional dogs (e.g. working dogs, companion animals, temporary care of another person's dog, breeding)? Working dogs on rural properties carry greater weight than additional companion animals in a townsite.
Nuisance and amenity impact	Medium	Is there evidence of existing noise, odour, or other nuisance from dogs already kept on the premises? Neighbourhood submissions will be considered.
Temporary or permanent	Medium	Is the application for a temporary or permanent exemption? Temporary exemptions (e.g. caring for a

Assessment Criterion	Weight	Considerations
		family member's dog) may be granted with a time-limited condition.
Registration and microchipping	Medium	Are all dogs currently registered and microchipped in accordance with the Dog Act 1976? Non-compliance with registration requirements is grounds for refusal.
Vaccination and sterilisation	Low–Medium	Are the dogs vaccinated? Are the additional dogs sterilised (or is sterilisation proposed as a condition)?
Planning and zoning	Informative	Does the local planning scheme or zoning permit the proposed use? Animal husbandry or intensive animal keeping may require separate planning approval under the Town Planning Scheme.

6. MANDATORY GROUNDS FOR REFUSAL

An application must be refused if any of the following grounds apply. These grounds are not subject to discretion — if a mandatory ground is established, the application cannot be approved regardless of other favourable factors.

Grounds for Refusal	Notes
Applicant has a substantiated history of non-compliance with the Dog Act 1976 or Cat Act 2011 within the past 3 years	Includes infringement notices issued, complaints upheld by the Shire, or breaches of a previous exemption or licence condition.
The premises cannot adequately confine the proposed number of dogs	Including where fencing is inadequate and the applicant declines to upgrade, or the lot size is insufficient for the breed and number proposed.
The proposed keeping would constitute or materially contribute to a nuisance	Including where existing complaints about noise or odour from dogs at the premises remain unresolved.
One or more of the proposed dogs is a restricted breed dog or declared dangerous dog and the premises cannot meet the additional statutory requirements	Restricted breed dogs and dangerous dogs are subject to specific confinement and management requirements under the Dog Act 1976 that must be fully met before an exemption can be granted.
The applicant is not the occupier of the premises	An exemption under s.26(3) attaches to the premises and the person keeping the dogs — the applicant must have lawful occupancy.
The premises require a kennel establishment	Where the number or purpose of dogs proposed would constitute an approved kennel establishment, a separate licence is required.

Grounds for Refusal	Notes
licence under Part 4 of the local law and no such licence exists	

7. CONDITIONS OF APPROVAL

The CEO may impose any conditions considered appropriate on an exemption. Standard conditions will ordinarily include:

- (a) The exemption applies to the specific dog(s) named in the application and does not authorise the keeping of additional or replacement dogs beyond the permitted limit without a further application;
- (b) All dogs on the premises must be registered, microchipped, and vaccinated in accordance with the Dog Act 1976 at all times;
- (c) All dogs must be confined within the premises at all times in a manner that prevents escape and prevents unauthorised access by children under 7 years of age;
- (d) The applicant must notify the Shire within 7 days if any dog covered by the exemption dies, is transferred, or is no longer kept at the premises;
- (e) The premises must not generate noise, odour, or other nuisance attributable to the keeping of dogs that is unreasonable having regard to the locality;
- (f) The Shire's authorised officers may inspect the premises at any reasonable time on reasonable notice to assess compliance with the exemption conditions;
- (g) The exemption may be revoked if any condition is breached, if a complaint is substantiated, or if the circumstances on which the exemption was granted change materially; and
- (h) Where a temporary exemption is granted, the additional dog(s) must be rehomed or removed from the premises by the date specified in the exemption notice.

Additional conditions may be imposed having regard to the specific circumstances of the application, including fencing upgrades, sterilisation of additional dogs, or restrictions on breeds or numbers of dogs that may be kept at any one time.

8. REVOCATION

The CEO may revoke an exemption at any time where:

- (a) A condition of the exemption has been breached;
- (b) A complaint about dogs kept on the premises is substantiated by the Shire;
- (c) Information provided in the application is found to be false or misleading;
- (d) The applicant is convicted of an offence under the Dog Act 1976 or Cat Act 2011 in relation to dogs kept at the premises; or
- (e) The circumstances on which the exemption was based have changed materially, including a change of occupier.

Before revoking an exemption (other than where a conviction has occurred), the Shire will give the exemption holder written notice of the proposed revocation and an opportunity to respond within 14 days.

9. APPEALS

There is no statutory right of appeal against a decision under s.26(3) of the Dog Act 1976 to the State Administrative Tribunal. An applicant who is dissatisfied with a decision may:

- (a) Request the CEO to reconsider the decision, providing new information not previously available; or
- (b) Submit a complaint to the Shire in accordance with the Shire's Complaints Management Policy.

Council may, by resolution, elect to consider an exemption application that the CEO has refused, where the applicant can demonstrate exceptional circumstances not addressed by this policy.

10. REVIEW

This SOP will be reviewed annually as part of the Shire's Standard Operating Procedures review, or earlier if required following changes to the Dog Act 1976, the Dogs Local Law 2020, or Delegation RANGER 008.



SHIRE OF KOJONUP

Policy Manual

DECEMBER-2024 MAY 2026



FOREWORD

This publication is a “living” document which has been designed to serve as a tool for the Council, Staff and any other person who wishes to use it in their dealings with the Shire. It is only one of several reference sites to guide you in conducting your daily business with the Shire of Kojonup.

Users should be mindful of the fact that in simple terms:

- Policy provides what can be done;
- Procedures provide how to do it; and
- Delegation provides who can do it.

It is important to note that the Council’s adopted policies have been made to facilitate:

- Consistency and equity in decision making;
- Promptness in responding to customer needs; and
- Operational efficiency.

Several other related policies and procedures have also been developed relating to specific operational areas; however, have been recorded separately due to their size and for ease of use. These documents are available on request and should be read in conjunction with this manual. They include:

- Employee Manual;
- Asset Management Plan;
- Information Communication Technology Plan (Draft);
- Risk Management Plan;
- [Animal Welfare in Emergencies Plan](#)
- [Bushfire Risk Management Plan](#)
- [Local Emergency Management Arrangements](#)
- Business Continuity and Disaster Recovery Plan;
- Volunteer Management Plan;
- Elected Member Manual; and
- Work Health and Safety Procedure Manual.

All policies are reviewed on an annual basis; however, this does not prevent or preclude a policy from an independent review if circumstances (e.g., a change in legislation etc.) warrant a review to be undertaken.

The *Freedom of Information Act 1992* embodies the following basic principles:

1. That members of the public have a legally enforceable right of access to government information;
2. That government departments and agencies are required to publish information concerning the documents they hold;
3. That people may ask for inaccurate, incomplete, out of date or misleading information to their personal records to be amended;
4. That people may appeal against a decision by a government body not to give access to the information or not to amend a personal record; and
5. *The Freedom of Information Act 1992* provides the opportunity for public access to certain Council documents and the Council fully supports these principles and makes a wide range of information available to the public.

Grant Thompson
Chief Executive Officer (CEO)

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1 COMMUNITY DEVELOPMENT & TOURISM

1.1 COMMUNITY ORGANISATION WAIVING OF DEVELOPMENT FEES

Adopted or Reviewed by Council:	14/11/17	Council Minute Reference:	183/15
Date/s Amended:	20/11/18		143/18
Reviewer:	Chief Executive Officer		
Local Law:			
Procedure:			
Delegation:	Admin 18 – Donations to Local Groups or Individuals		

OBJECTIVE

To encourage, develop and promote community organisations.

POLICY

Fees and charges associated with the development of facilities for community or sporting groups may be waived where the community will benefit from or have use of the facility, programme etc., at the discretion of the CEO.

Donations to be journaled from the Donation Account to the relevant income account so that the value of donations can be recorded.

1.2 MEMORIAL AND LESSER HALLS COMMUNITY USAGE/MANAGEMENT

Adopted or Reviewed by Council: 17/11/15

Council Minute Reference: 183/15

Reviewer: Chief Executive Officer / **Property Services Manager**

Local Law: Local Government Property Local Law 2020, **Liquor Control Act 1988 (WA), Work, Health and Safety Act 2020(WA), Public Health Act 2016 (WA)**

Procedure:

Delegation:

OBJECTIVE

To provide a framework for the equitable, efficient and effective management of the usage and hire of the Shire of Kojonup Memorial/Lesser Hall, **ensuring safe, accessible and well-managed community facilities that serve the needs of Shire Residents.**

The Policy outlines the use, occupancy arrangements and management of the hire of the Memorial/Lesser Halls.

PRINCIPLES

The following principles guide the management of the Memorial and Lesser Halls:

1. Priority for use of the Memorial/Lesser Halls will be given to residents from the Shire of Kojonup, locally based groups and not for profit organisations.
2. The Memorial/Lesser Halls are not to be used for the purpose of holding any activities that may be deemed discriminatory or racially intolerant **or contrary to the Shire's values or Code of Conduct.**
3. The Memorial/Lesser Halls will be used primarily for activities that provide community development outcomes and benefits for residents of the Shire.
4. **The Safety and wellbeing of all users is a primary consideration in all hire decisions.**

The Shire will ensure fair and equitable access for all user groups to the Memorial/Lesser Halls.

POLICY

1. Hire Agreement:

All hirers of the Memorial/Lesser Halls will be required to enter into an agreement with the Shire to comply with the terms and conditions of hire and payment of fees and charges. This Agreement can be downloaded from the website or obtained from the Shire office.

2. Eligible Use:

Commercial or business activities conducted in the halls require the prior written approval of the CEO. Approval will only be granted where the activity demonstrates a direct community benefit. The CEO will record the basis for approval and report all commercial approvals to Council quarterly.

3. Insurance:

All hirers must hold current public liability insurance with a minimum cover of \$20,000,000 and must provide a current certificate of currency to the Shire prior to or at the time of hire. Hirers who cannot provide evidence of appropriate insurance will not be permitted to hire the halls.

The insurance requirement may be waived by the CEO, at their discretion, for small, low-risk community events where the hirer can demonstrate that the risk profile of the event does not justify a standalone policy. Any such waiver must be documented.

- ~~4. The Memorial/Lesser Halls will support a range of activities, events and functions conducted by community organisations and residents; be used for both public and private events and functions; and primarily support activities and functions conducted by residents of the Shire of Kojonup or locally based organisations.~~
- ~~5. The closing time for any functions will be agreed/set by the Shire, having regard to the duration of the event, size, potential for noise/disturbance, sale of alcohol and direction from any other regulatory or enforcement body.~~
- ~~6. Fees and charges will be applied to hire the Memorial/Lesser Halls in accordance with the Shire's fees and charges schedule. Application of a discount for not for profit community organisations is currently discounted by 50% of the full fee. The CEO is delegated authority to waive fees for Community Groups.~~
- ~~7. Fees and charges are reviewed and set each year. These charges are based on the use of the Kojonup Memorial and Lesser Halls or part thereof. Please refer to Fees and Charges on our website at: <https://www.kojonup.wa.gov.au/community/facilities/memorial-hall-lesser-hall.aspx> or obtain from Shire Office.~~
- ~~8. Bond payments will be collected from all hirers, including any groups where fees are waived, and will be refunded to the hirer only if all of the conditions of hire have been met.~~
- ~~9. If catering for a large function, the hirer will be expected to pay for additional waste management.~~
- ~~10. Priority of use of the Memorial/Lesser Halls may be given for the purpose of delivering Shire managed community programs and services.~~
- ~~11. The CEO or nominee will be delegated authority to make decisions dealing with special requests and those users which are not covered in the Policy.~~
- ~~12. Response for requests for hire of the Memorial/Lesser Halls will be in accordance with the Shire's Customer Service Charter.~~
- ~~13. Complaints from hirers in relation to the use of the facility or the service received should be directed via email to council@kojonup.wa.gov.au or by mail to the CEO, Shire of Kojonup, PO Box 163, Kojonup, WA, 6395.~~

4. Work Health and Safety

All use of the Memorial and Lesser Halls must comply with the Work Health and Safety Act 2020 (WA) and the Shire's Work Health and Safety Policy (2.2.14). Hirers are responsible for the safety of their attendees and must ensure the venue is used in a manner that does not create unreasonable safety risks. Hirers must report any hazards, incidents or near-misses to the Shire immediately.

5. Alcohol

No liquor may be consumed or brought onto Shire hall premises unless the hirer has obtained a valid licence or permit under the Liquor Control Act 1988 (WA) and has provided a copy of that licence or permit to the Shire prior to the event. The Shire reserves the right to impose additional conditions on events at which alcohol will be served or consumed.

Responsible Service of Alcohol (RSA) practices must be observed at all licensed events. Hirers are responsible for ensuring that no liquor is served to minors or intoxicated persons.

6. Smoke-Free and Vape-Free Environment

The Memorial Hall and Lesser Hall, including all enclosed areas and immediately adjacent outdoor areas, are smoke-free and vape-free environments in accordance with the Tobacco Products Control Act 2006 (WA). Hirers are responsible for communicating this requirement to their attendees and for ensuring compliance.

7. Child Safety

Where a hire involves activities for or with children under 18 years of age, the hirer must comply with the Shire's Child Safety Awareness Policy (3.26). This includes ensuring that all persons engaged in activities with children have current Working with Children Checks where required under the Working with Children (Criminal Record Checking) Act 2004 (WA).

8. Closing Times

The closing time for any function will be agreed and set by the Shire at the time of booking, having regard to the duration of the event, size, potential for noise or disturbance, sale of alcohol, and any requirements of other regulatory or enforcement bodies.

9. Fees, Charges and Bond

Fees and charges for hire of the Memorial and Lesser Halls are reviewed and set annually by Council. Current fees are available on the Shire's website and from the Shire office.

Not-for-profit community and sporting organisations that are incorporated or registered as charities are eligible for a 50% discount on the full hire fee. To be eligible for this discount, the hirer must provide evidence of their incorporated or registered not-for-profit status. Groups that are not incorporated but can demonstrate community purpose may apply for the discount at the CEO's discretion, with the CEO's decision to be documented.

Bond payments will be collected from all hirers and will be refunded only if all conditions of hire are met. Bond amounts are set in the Fees and Charges schedule.

Hirers catering for large functions will be required to pay for any additional waste management costs incurred by the Shire as a result of the event.

10. Priority of Use

Priority of use of the Memorial and Lesser Halls may be given to Shire-managed community programs and services. The CEO or delegate is authorised to manage competing bookings in accordance with this priority.

11. Cancellation

Hirers must provide reasonable notice of cancellation. Failure to provide adequate notice may result in forfeiture of the bond or application of a cancellation fee in accordance with the Fees and Charges schedule.

The Shire reserves the right to cancel a hire booking where: the halls are required for emergency purposes; the halls are unserviceable due to damage or required maintenance; or a safety or public health risk is identified.

The Shire will provide as much notice as is reasonably practicable. Where the Shire cancels due to circumstances outside the hirer's control, prepaid fees will be refunded in full.

12. Complaints

Complaints from hirers regarding the use of the facility or the service received may be lodged: by email to council@kojonup.wa.gov.au; by mail to the CEO, Shire of Kojonup, PO Box 163, Kojonup WA 6395; via the online feedback form on the Shire's website; or by telephone on (08) 9831 0500. Complaints will be acknowledged and responded to in accordance with the Shire's Customer Service Charter (Policy 3.17). Hirers who are dissatisfied with the response may escalate their complaint to the CEO.

13. Decisions on Special Requests

The CEO or delegate is authorised to make decisions on special requests and on circumstances not covered by this policy. Any such decision must be documented and, where it sets a precedent, be reported to Council.

1.3 HALL EQUIPMENT – RSL HALL

Adopted or Reviewed by Council: 17/11/15

Council Minute Reference: 183/15

Reviewer: Chief Executive Officer / Property Services Manager

Local Law: Work Health and Safety Act 2020 (WA)

Procedure:

Delegation:

OBJECTIVE

~~To maintain an inventory of hall equipment available for external hire.~~ To maintain and make available for hire a schedule of equipment from the RSL Hall, in a safe and accountable manner, ensuring that Shire assets are protected and that hirers understand their responsibilities.

POLICY

~~Equipment from the RSL Hall is available for general hire (external to the facility) and not necessarily restricted to Shire of Kojonup residents.~~

~~The CEO has delegated authority on what equipment can be utilised and which other Council operated facility it is sourced from.~~

~~An equipment register and inventory (asset management) will be maintained for the RSL and all other mobile and small equipment associated with asset hiring. A schedule of hall equipment (not including fixtures) but primarily being tables, chairs and crockery, be maintained with a view to the equipment being available for hire, with the fees (including bonds where necessary) to be set by Council. Refer to the adopted annual list of fees and charges.~~

~~Equipment from the RSL Hall is not available for hire if the venue has been hired during the corresponding time period (regardless of when the bookings are made). Hall hire events have priority over the small equipment.~~

Available Equipment

Equipment from the RSL Hall — primarily tables, chairs and crockery — is available for hire external to the facility and is not restricted to Shire of Kojonup residents. Equipment from any other Council-operated facility is not available for external hire.

The CEO or delegate is responsible for maintaining a current inventory of all hall equipment available for hire (not including fixtures). The inventory must record: item description, quantity, condition, and date of last inspection. The inventory will be reviewed and updated at least annually.

Venue Availability

RSL Hall equipment is not available for external hire during any period for which the RSL Hall venue has also been booked, regardless of the order in which bookings were made. Where a booking for the venue is received after equipment has been hired for the same period, the equipment hirer will be given reasonable notice and a full refund of any fees paid.

Fees and Bond

Hire fees for RSL Hall equipment are set in the Shire's annual Fees and Charges schedule.

A damage and loss bond is required for all external equipment hire. The bond amount is set in the Fees and Charges schedule. The bond will be refunded following return of the equipment in a clean, undamaged and complete condition. Costs of damage, loss or extraordinary cleaning will be deducted from the bond. Where costs exceed the bond, the hirer will be invoiced for the difference.

Insurance

Hirers are responsible for any damage to or loss of Shire equipment during the hire period. Where the value of equipment to be hired exceeds \$2,000, the CEO may require the hirer to provide evidence of appropriate insurance coverage before approving the hire.

Work Health and Safety

The Shire will maintain all RSL Hall equipment in a safe and serviceable condition in accordance with the Work Health and Safety Act 2020 (WA) and the Shire's WHS Policy (2.2.14). Equipment that is assessed as unserviceable will be removed from the hire inventory and not made available until it has been repaired or replaced.

Hirers are responsible for using hired equipment safely and in accordance with its intended purpose. Hirers must not use equipment in a manner that creates a risk to the health or safety of any person.

Return of Equipment

All equipment must be returned to the Shire by the agreed return date and time. Equipment must be returned clean, undamaged and complete. Failure to return equipment on time may result in additional hire charges. The Shire will inspect returned equipment and advise the hirer of any damage or shortfall before releasing the bond.

Unserviceable and Surplus Equipment

Equipment that is assessed as beyond economical repair will be removed from the hire inventory. Disposal of surplus or unserviceable equipment will be in accordance with the Shire's Purchasing and Creditor Control Policy (2.1.2) and the Local Government Act 1995. Proceeds from the sale of surplus equipment will be returned to the relevant operational budget.

1.4 COMMUNITY GRANTS AND FINANCIAL ASSISTANCE

Adopted or Reviewed by Council:

Council Minute Reference:

Reviewer: Chief Executive Officer / Community Services

Local Law:

Procedure:

Delegation:

OBJECTIVE

To provide a transparent, equitable and accountable framework for the assessment, approval, administration and acquittal of financial assistance provided by the Shire of Kojonup to community organisations, groups and individuals, in support of the Shire's Community Strategic Plan outcomes.

BACKGROUND

The Shire of Kojonup recognises that community organisations, sporting clubs, not-for-profit groups and individuals play a vital role in the social, cultural and economic fabric of the district. The Shire may provide financial assistance in the form of cash grants, in-kind support, subsidised facility hire, or waiver of fees and charges, subject to available budget and demonstrated community benefit.

All financial assistance provided under this policy must be consistent with the Local Government Act 1995, which permits local governments to make grants to any person or body for any purpose it considers appropriate (s. 6.12), and must be appropriately authorised and publicly reported.

PRINCIPLES

The Shire will apply the following principles in administering community grants:

- Transparency — all decisions are made through a documented assessment process and reported to Council.
- Equity — all eligible applicants are assessed on merit against consistent criteria.
- Accountability — all recipients must acquit funding in accordance with the conditions of the grant.
- Community Benefit — funding is directed to activities that provide measurable benefit to residents of the Shire of Kojonup.
- Alignment — funding priorities align with the Shire's adopted Community Strategic Plan and Corporate Business Plan.

POLICY

Eligibility

To be eligible for community grant funding, applicants must generally:

1. Be an incorporated body, registered not-for-profit organisation, community group, or individual residing or operating within the Shire of Kojonup;

2. Demonstrate that the proposed activity or project will provide a direct and tangible benefit to residents of the Shire;
3. Not be seeking funding for activities of a private commercial nature;
4. Not be in arrears to the Shire for any outstanding debts or charges; and
5. Have satisfactorily acquitted any previous grant funding received from the Shire.

Individuals may only be considered for assistance in exceptional circumstances, as determined by the CEO and subject to Council approval.

Categories of Assistance

The Shire may provide financial assistance under the following categories:

<u>Category</u>	<u>Description</u>
<u>Community Events Grant</u>	<u>Funding for community events, festivals, exhibitions and activities that are open to the public and provide social or cultural benefit.</u>
<u>Capital Project Contribution</u>	<u>Contribution toward capital improvements to community facilities or infrastructure, typically requiring co-contribution from the applicant.</u>
<u>Operating Assistance</u>	<u>Recurrent or one-off assistance to support ongoing community programs or services that would otherwise not be viable.</u>
<u>In-Kind Support</u>	<u>Provision of Shire plant, equipment, materials or staff time in lieu of cash, at the discretion of the CEO.</u>
<u>Waiver of Fees and Charges</u>	<u>Reduction or waiver of applicable Shire fees and charges, in accordance with Policy 1.3.</u>

Grant Rounds and Budget

The Shire will conduct at least one (1) community grants round per financial year. Additional rounds may be approved by Council where budget permits. The total annual budget allocation for community grants shall be determined by Council as part of the annual budget process.

Unbudgeted grants outside a formal round require the prior written approval of Council, unless the amount is within the CEO's delegation under the Schedule of Delegations.

Application Process

6. Applications must be submitted on the Shire's approved application form, available from the Shire office or website.
7. Applications must include: a description of the proposed activity or project; a detailed budget; evidence of incorporated or not-for-profit status; details of any other funding sources; and details of the expected community benefit.
8. Applications will be assessed by the CEO or delegate against the criteria in this policy and a recommendation submitted to Council for determination.
9. Applicants will be notified in writing of the outcome of their application.

Assessment Criteria

Applications will be assessed against the following criteria:

- Degree of community benefit — the extent to which the activity or project benefits residents of the Shire of Kojonup.
- Alignment with the Shire's Community Strategic Plan priorities.
- Financial need — the degree to which the applicant is unable to fund the activity from its own resources or other sources.
- Sustainability — the long-term viability of the activity or organisation.
- Co-contribution — the extent to which the applicant is contributing funds or in-kind support from other sources.
- Track record — the applicant's history of delivering on previous funded projects.

Conditions of Grant

All grants are subject to the following standard conditions unless otherwise specified in the grant agreement:

10. Funds must be used solely for the purpose stated in the approved application.
11. A written acquittal report, including receipts and evidence of expenditure, must be submitted to the Shire within ninety (90) days of completion of the activity or project, or by a date specified in the grant agreement.
12. Any unspent funds must be returned to the Shire unless otherwise approved.
13. The Shire of Kojonup must be acknowledged in any promotional material, publications or signage relating to the funded activity.
14. The recipient must maintain appropriate public liability insurance for the activity or project.
15. Failure to acquit a grant will result in ineligibility for future funding until all outstanding acquittals are completed.

Reporting

A summary of all community grants approved during the financial year, including the recipient, amount, purpose and acquittal status, shall be included in the Shire's Annual Report in accordance with s. 5.53 of the Local Government Act 1995.

Exclusions

The following are not eligible for funding under this policy:

- Activities of a private commercial or for-profit nature.
- Activities that are primarily of benefit to individuals rather than the broader community.
- Political activities or activities that promote a political party or candidate.
- Activities that conflict with the Shire's Code of Conduct, values or strategic objectives.
- Retrospective funding for activities already completed at the time of application.

1.5 EVENTS POLICY

Adopted or Reviewed by Council:

Council Minute Reference:

Reviewer: Chief Executive Officer / Manager of Regulatory Services

Local Law: Local Government Act 1995, Local Government Property Local Law 2020, Public Health Act 2016,

Act: Liquor Control Act 1988 (WA)

Procedure:

Delegation:

OBJECTIVE

To provide a consistent and transparent framework for the planning, assessment, approval, conduct and wrap-up of events on Shire-owned or managed land and facilities, and to define the Shire's obligations and expectations in relation to events it organises, co-hosts or supports.

SCOPE

This policy applies to:

1. Events organised or co-organised by the Shire of Kojonup;
2. Events held on Shire-owned or managed land, reserves, parks, roads or facilities; and
3. Events to which the Shire provides financial or in-kind support.

This policy should be read in conjunction with Policies 1.5 (Memorial and Lesser Halls Community Usage/Management), 1.7 (Community Grants and Financial Assistance), 1.11 (Sponsorship), and the Shire's Fees and Charges schedule.

DEFINITIONS

Shire-Organised Event	An event where the Shire is the primary organiser, including citizenship ceremonies, community days, civic receptions and Anzac Day.
Shire-Supported Event	An event organised by a third party to which the Shire provides financial assistance, in-kind support, or use of Shire facilities.
Third-Party Event	An event organised by a community group, individual or commercial entity on Shire land, without direct Shire involvement in organisation.
Major Event	An event attracting more than 500 attendees, involving road closures, fireworks, amplified music, sale of alcohol, or significant infrastructure requirements.

POLICY

Shire-Organised Events

Events organised by the Shire must:

1. Be included in the annual budget prior to commitments being made.
2. Have a designated Event Coordinator responsible for planning, safety, compliance and post-event reporting.

3. Be conducted in accordance with the Shire's Work Health and Safety Policy (2.2.14) and any applicable event management plan.
4. Comply with all relevant legislation, including the Public Health Act 2016, the Liquor Control Act 1988 (WA) where alcohol is served, and local government property laws.
5. Be reported to Council annually as part of the CEO's operational report.

Third-Party and Community Events on Shire Land

Organisations or individuals wishing to hold an event on Shire-owned or managed land must:

1. Submit an application to the Shire at least thirty (30) days prior to the event, or sixty (60) days for Major Events.
2. Complete the Shire's Event Application Form, including a site plan, estimated attendance, risk management plan, and details of any amplified music, alcohol, food, or temporary structures.
3. Hold current public liability insurance of at least \$20 million and provide a certificate of currency to the Shire prior to the event.
4. Pay applicable fees and charges in accordance with the Shire's Fees and Charges schedule. Not-for-profit and community organisations may be eligible for reduced fees in accordance with Policy 1.3.
5. Comply with all conditions of hire and any specific conditions imposed by the CEO as part of the approval.
6. Leave the site in a clean and undamaged condition. Costs of reinstatement will be charged to the event organiser.

Major Events — Additional Requirements

Major events require, in addition to the standard requirements above:

1. A formal Event Management Plan covering crowd management, emergency response, traffic, parking, waste management, and noise.
2. Consultation with WA Police, St John Ambulance, and other relevant agencies as directed by the CEO.
3. A Traffic Management Plan approved by Main Roads WA where road closures or traffic impacts are proposed.
4. A Liquor Control Act licence or permit if alcohol is to be sold or consumed publicly.
5. A noise management plan and compliance with Environmental Protection (Noise) Regulations 1997 (WA).
6. Council approval where events involve naming rights, commercial exclusivity, or significant Shire resource commitment.

Alcohol at Events

The Shire is committed to the responsible service of alcohol at events held on Shire land. The following conditions apply:

1. Alcohol may only be served or consumed at events where an appropriate licence or permit has been obtained under the Liquor Control Act 1988 (WA).
2. Events at which alcohol is served must include adequate food and non-alcoholic beverages.
3. The Shire will not approve events where the primary purpose is the consumption of alcohol.
4. Responsible Service of Alcohol (RSA) practices must be observed.

Cancellation and Force Majeure

The Shire reserves the right to cancel or refuse permission for any event where:

1. Approval conditions are not met by the required date.
2. A risk to public safety, property or the environment is identified.
3. The event conflicts with another approved event or Shire operational requirement.
4. A significant change in circumstances makes the event impractical or unsafe.

Where the Shire cancels an approved event due to circumstances outside the organiser's control, any fees paid will be refunded. Where cancellation is due to the organiser's failure to meet conditions, fees may be forfeited.

Post-Event Reporting

Organisers of Shire-Supported Events receiving financial assistance of \$5,000 or more must provide a written post-event report to the Shire within thirty (30) days of the event, including attendance figures, financial summary, and an assessment of community outcomes.

1.6 TOURISM AND VISITOR PROMOTION

Adopted or Reviewed by Council:

Council Minute Reference:

Reviewer: Chief Executive Officer / DCEO

Local Law: Local Government Act 1995 s3.1, s 6.8

Procedure:

Delegation:

OBJECTIVE

To establish a clear framework for how the Shire of Kojonup invests in, promotes and manages tourism and visitor attraction activities, ensuring that expenditure delivers measurable economic and community benefit and is aligned with the Shire's Community Strategic Plan.

BACKGROUND

Tourism is a significant contributor to the economy and social vitality of the Kojonup district. The Shire, through its tourism-related functions including management of Kodja Place, directional signage, and participation in regional tourism networks, plays a central role in attracting and servicing visitors. This policy establishes the principles and parameters within which the Shire exercises this function.

POLICY

Tourism Investment Principles

The Shire will invest in tourism and visitor promotion activities that:

1. Are consistent with the Shire's adopted Community Strategic Plan and any endorsed Tourism Strategy or Marketing Plan.
2. Deliver measurable economic benefit to the district, including visitor nights, retail spend and employment.
3. Leverage regional partnerships and available grant funding to maximise the return on Shire investment.
4. Showcase Kojonup's natural environment, agricultural heritage, Noongar cultural heritage and community identity.
5. Are subject to regular review and evaluation.

Tourism Planning

The Shire will maintain an endorsed Tourism Strategy, reviewed at least every four (4) years in alignment with the Community Strategic Plan review cycle. The Tourism Strategy will set priorities for visitor attraction, infrastructure investment and marketing.

Annual tourism priorities and budget allocations will be set through the annual budget process, informed by the Tourism Strategy and any relevant visitor data.

Regional Partnerships and Industry Bodies

The Shire will engage with regional tourism organisations, Tourism WA and relevant industry bodies to ensure Kojonup is effectively promoted as part of the broader Great Southern tourism region.

Membership of and contributions to regional tourism organisations shall be approved by Council as part of the annual budget. The CEO may approve operational adjustments within the approved budget.

Visitor Information

The Shire is committed to providing high-quality, accurate visitor information through:

1. Kodja Place and its visitor centre functions (refer Policy 1.10).
2. The Shire's website and social media channels.
3. Printed and digital visitor guides and maps.
4. Participation in regional visitor guide publications and digital platforms.

All visitor information produced or endorsed by the Shire must be factually accurate, regularly updated and consistent with the Shire's branding guidelines.

Tourism Signage

Tourism directional signage on Shire-controlled roads is governed by Policy 4.7 (Directional Service and Tourism Signage). Proposals for new tourism signage must be submitted to and assessed by the Shire in accordance with that policy.

Digital and Social Media Promotion

The Shire will maintain tourism-related digital and social media channels in accordance with Policy 2.3.10 (Social Media). Tourism content will be consistent with the Shire's approved messaging and branding, and will be reviewed for accuracy and relevance at least annually.

The Shire may engage tourism influencers, content creators or media representatives to promote Kojonup as a destination, subject to appropriate agreements that protect the Shire's interests and do not constitute a commercial sponsorship arrangement without Council approval (refer Policy 1.11).

Measuring and Reporting

The CEO will report to Council at least annually on tourism activities, outcomes and performance, including:

1. Visitor numbers to Shire-managed tourism assets.
2. Tourism marketing activities undertaken and media value generated.
3. Outcomes from regional tourism partnerships.
4. Progress against the Tourism Strategy.

1.7 KODJA PLACE AND VISITOR CENTRE MANAGEMENT

Adopted or Reviewed by Council:

Council Minute Reference:

Reviewer: Chief Executive Officer / DCEO

Local Law: Local Government Act 1995, Local Government Property Local Law 2020

Procedure:

Delegation:

OBJECTIVE

To establish the governance, operating and service delivery principles for Kodja Place, the Shire of Kojonup's primary cultural, heritage and visitor attraction asset, ensuring it is managed in a manner that delivers community and tourism outcomes and is financially sustainable.

BACKGROUND

Kodja Place is the Shire of Kojonup's premier cultural and tourism facility, incorporating the visitor centre, museum, art gallery, garden, and meeting/function spaces. It plays a central role in interpreting Kojonup's Noongar, colonial and agricultural heritage, attracting visitors and supporting community events.

As a Shire-owned and operated facility, Kodja Place is subject to the full range of the Shire's governance obligations, including annual budgeting, asset management, and public accountability requirements.

POLICY

Operating Principles

Kodja Place will be operated in accordance with the following principles:

1. Cultural integrity — the facility will present Kojonup's Noongar and settler heritage with accuracy, respect and sensitivity, in accordance with Policy 1.14 (Aboriginal Cultural Heritage).
2. Visitor experience — the facility will provide a welcoming, high-quality and informative experience for all visitors.
3. Financial sustainability — the facility will be operated with a focus on maximising self-generated revenue while remaining accessible to the community.
4. Community use — the facility's meeting and function spaces will be available to the community in accordance with the Shire's hire conditions and fees and charges.
5. Asset stewardship — the Shire will maintain the facility and its collections to a high standard, in accordance with the Asset Management Plan.

Governance

Kodja Place is a Shire facility and is managed by the CEO or delegate. The CEO will report to Council annually on the facility's operational performance, visitor numbers, financial results and any significant issues.

Any significant change to the operating model, fee structure, or programming of Kodja Place requires Council approval.

Visitor Centre Functions

Kodja Place will maintain a functioning visitor centre providing:

1. Tourism information for the Kojonup district and the broader Great Southern region.
2. Booking and ticketing services for local and regional tourism products.
3. Retail of locally produced goods, publications and souvenirs consistent with the Shire's Great Southern Treasures branding.
4. Staffed service during published opening hours.

Opening hours will be set by the CEO having regard to visitor demand, staffing costs and community expectations, and will be published on the Shire's website. Changes to opening hours will be advised to the CEO of the regional tourism body.

Collections and Heritage

The Shire recognises the significance of the heritage collections held at Kodja Place. The Shire will:

1. Maintain a register of all collection items held at the facility.
2. Develop and implement a Collections Management Policy for the care, conservation, display and deaccessioning of collection items.
3. Consult with relevant stakeholders, including the Kojonup Historical Society and local Aboriginal community representatives, on matters affecting the interpretation and presentation of heritage collections.
4. Not permanently deaccession or dispose of significant heritage items without Council approval and appropriate community consultation.

Hire of Facilities

Meeting rooms, function spaces and other facilities within Kodja Place are available for hire by the community and commercial users in accordance with the Shire's fees and charges schedule and hire conditions. Priority for facility use is given to Shire-organised events and functions. Refer also to Policy 1.5 (Memorial and Lesser Halls) for comparable conditions of hire.

Financial Management

Kodja Place will be budgeted and reported as a separate program within the Shire's annual budget. The CEO will prepare a detailed annual budget for the facility, including all revenue and expenditure. A quarterly financial report will be provided to the CEO, with an annual summary reported to Council.

All revenue generated through admissions, retail, hire and other sources at Kodja Place is to be receipted and banked in accordance with the Shire's financial management policies and procedures.

1.8 ABORIGINAL CULTURAL HERITAGE

Adopted or Reviewed by Council:

Council Minute Reference:

Reviewer: Chief Executive Officer /

Local Law: Aboriginal Cultural Heritage Act 2021(WA), Local Government Act 1995 s.3.1

Procedure:

Delegation:

OBJECTIVE

To affirm the Shire of Kojonup's commitment to the identification, protection, management and celebration of Aboriginal cultural heritage within the Shire, and to establish the principles and obligations that guide the Shire's actions in relation to Aboriginal cultural heritage under the Aboriginal Cultural Heritage Act 2021 (WA) (the ACH Act).

ACKNOWLEDGEMENT

The Shire of Kojonup acknowledges that it is located on the traditional lands of the Kaniyang people of the Noongar nation. The Shire pays its respects to Elders past and present and recognises the ongoing connection of Aboriginal and Torres Strait Islander people to Country, culture, community and spirit.

BACKGROUND

The Aboriginal Cultural Heritage Act 2021 (WA) came into full effect in November 2023 and creates a new framework for the protection and management of Aboriginal cultural heritage in Western Australia. Under the ACH Act, local governments have obligations as 'proponents' when undertaking activities that may impact on Aboriginal cultural heritage.

The Kojonup district contains significant Aboriginal cultural heritage, including the Carrolup Native Settlement (on the State Register of Heritage Places), numerous Noongar heritage sites, and cultural landscape features. The Shire is committed to meeting and, where possible, exceeding its obligations under the ACH Act.

POLICY

Commitment

The Shire of Kojonup commits to:

1. Complying with all obligations under the Aboriginal Cultural Heritage Act 2021 (WA) and associated regulations.
2. Engaging respectfully and meaningfully with the local Aboriginal community, and in particular with the Kaniyang people, in all matters affecting Aboriginal cultural heritage.
3. Incorporating Aboriginal cultural heritage considerations into all relevant planning, works, land management and development decisions.
4. Supporting the celebration and promotion of Aboriginal culture and heritage as part of Kojonup's identity and tourism offering.
5. Providing appropriate training to Shire staff and Councillors on their obligations under the ACH Act.

Heritage Identification and Assessment

Prior to commencing any ground-disturbing works or activities on Shire-managed land, the responsible manager must assess whether the area may contain Aboriginal cultural heritage and, if so, what level of due diligence is required under the ACH Act.

Where Aboriginal cultural heritage is identified or reasonably suspected, works must not proceed without appropriate consultation, assessment and, where required, an approved Aboriginal Cultural Heritage Management Plan (ACHMP).

Unexpected Finds

If Aboriginal cultural heritage is encountered unexpectedly during any Shire works:

1. Works in the affected area must cease immediately.
2. The site must be secured and protected from further disturbance.
3. The CEO must be notified immediately, who will notify the relevant Local Aboriginal Cultural Heritage Service (LACHS) and the Department of Planning, Lands and Heritage as required under the ACH Act.
4. Works in the affected area will not recommence until the matter has been assessed and resolved in accordance with the ACH Act.

Kodja Place and Cultural Tourism

The Shire recognises the particular significance of Kodja Place in interpreting and celebrating Noongar and settler heritage. The Shire will consult with the local Aboriginal community in relation to:

1. The presentation and interpretation of Noongar cultural heritage and history at Kodja Place.
2. The use of Noongar language, symbols and cultural material in the facility and its programming.
3. Any significant changes to the heritage display or interpretation programme.
4. Reconciliation

The Shire will consider the development of a Reconciliation Action Plan (RAP) in alignment with its Community Strategic Plan. The RAP will set practical actions to strengthen relationships with the local Aboriginal community and to embed reconciliation into the Shire's operations, culture and service delivery

1.9 PHOTOGRAPHY AND FILMING ON SHIRE LAND

Adopted or Reviewed by Council:

Council Minute Reference:

Reviewer: Chief Executive Officer / Property Services Manager / Communities

Local Law: Local Government Act 1995; Local Government Property Local Law 2020; Civil Aviation Safety Regulations 1998 (Cth) — drone operations; Privacy Act 1988 (Cth)

Procedure:

Delegation:

OBJECTIVE

To establish a consistent and transparent framework for the use of Shire-owned or managed land and facilities for photography and filming activities, ensuring that community enjoyment of public spaces is protected, Shire assets are not exploited without appropriate authorisation, and all relevant legislative requirements are met.

SCOPE

This policy applies to all photography and filming activities on Shire-owned or managed land, parks, reserves, buildings and facilities, including:

1. Commercial photography and filming (including for advertising, media, film and television productions).
2. Photography and filming by media organisations.
3. Drone (unmanned aerial vehicle) photography and filming.
4. Photography and filming at Shire-organised events where commercial use is intended.

This policy does not apply to personal photography or filming by members of the public for private, non-commercial use, or to media coverage of Council meetings and public events where standard media access conditions apply.

POLICY

Personal and Community Photography

Members of the public may photograph and film in Shire parks, reserves and public spaces for personal, non-commercial purposes without requiring Shire approval, provided that:

1. The activity does not interfere with other users of the space.
2. The privacy of other individuals is respected.
3. The activity complies with the Shire's property local law and any conditions applicable to the specific site.

Commercial Photography and Filming

Commercial photography or filming on Shire land requires prior written approval from the CEO or delegate. Applicants must:

1. Submit an application to the Shire at least fourteen (14) days prior to the proposed activity, or thirty (30) days for major productions.
2. Provide details of the nature of the production, location, dates and times, equipment to be used, crew numbers, and expected disruption to public access.

3. Hold current public liability insurance of at least \$20 million and provide a certificate of currency.
4. Pay applicable fees as set in the Shire's Fees and Charges schedule.
5. Comply with all conditions imposed by the CEO as part of the approval, which may include restrictions on access, noise, lighting and duration.
6. Acknowledge the Shire of Kojonup as the location in any credits or promotional material, unless otherwise agreed.

Drone Photography and Filming

Drone operations on Shire-managed land are subject to additional requirements:

1. All drone operators must hold the appropriate Remote Pilot Licence (RePL) or operate within the standard operating conditions set by the Civil Aviation Safety Authority (CASA) under Civil Aviation Safety Regulations 1998 (Cth).
2. Written approval from the CEO is required prior to any drone operation on Shire land, regardless of whether the purpose is commercial or personal.
3. Drones must not be operated over public gatherings, near buildings occupied by people, or in a manner that compromises the privacy of individuals.
4. Drone operations must not interfere with emergency services or aviation activities.
5. The Shire may prohibit drone operations in specific locations or at specific times for safety, amenity or privacy reasons.

Shire-Organised Events

Where the Shire engages a photographer or videographer for a Shire-organised event, the contract must include:

1. Clear ownership or licence arrangements for all images and footage produced.
2. Consent provisions consistent with the Privacy Act 1988 (Cth) and any applicable WA privacy guidelines.
3. A requirement to provide copies of all images and footage to the Shire.

Heritage Sites

Photography and filming at or near Aboriginal cultural heritage sites requires additional sensitivity and may require consultation with the relevant local Aboriginal community in accordance with Policy 1.14. The Shire will not approve commercial photography or filming that disrespects or exploits Aboriginal cultural heritage without the informed consent of the relevant community.

Refusal of Approval

The CEO may refuse an application for commercial photography or filming where:

1. •The proposed activity would cause significant disruption to public access or amenity.
2. •The content of the proposed production is inconsistent with the Shire's values or would bring the Shire into disrepute.
3. •The applicant cannot provide adequate insurance or meet other conditions of approval.
4. •The proposed activity poses an unacceptable risk to public safety or Shire assets.

2 CORPORATE SERVICES

2.1 FINANCE

2.1.1 PURCHASING & CREDITOR CONTROL

Adopted or Reviewed by	17/05/16	Council Minute	60/16
Council:	20/11/18	Reference:	143/18
Date/s Amended:	19/11/19		156/19
	17/05/20		60/20
	17/11/20		156/20
	28/09/21		110/21
Reviewer:	Chief Executive Officer/ Manager Financial and Corporate Services <u>Deputy CEO</u>		
Local Law:			
Procedure:			
Delegation:	ADMIN 015 - Inviting Tenders or Quotations for the Supply of Goods & Services ADMIN 016 - Acquisition & Disposal of Property		

PURPOSE

To clearly articulate the parameters for purchasing on behalf of the Shire of Kojonup.

OBJECTIVES

1. To provide compliance with the *Local Government Act 1995*, the Local Government (Functions and General) Regulations 1996 and the Local Government (Financial Management) Regulations 1996;
2. To deliver a best practice approach and procedures to internal purchasing; and
3. To ensure consistency for all purchasing activities throughout the Shire's operational areas.

PRINCIPLES

1. Ethics and Integrity

All employees of the Shire of Kojonup shall observe the highest standards of ethics and integrity in undertaking purchasing activity and act in an honest and professional manner that supports the standing of the Shire of Kojonup.

The following principles, standards and behaviours must be observed and enforced through all stages of the purchasing process to ensure the fair and equitable treatment of all parties:

- a. Full accountability shall be taken for all purchasing decisions and the efficient, effective and proper expenditure of public monies based on achieving value for money;
- b. All purchasing practices shall comply with relevant legislation, regulations, and requirements consistent with Shire of Kojonup policies and its Code of Conduct;
- c. Purchasing is to be undertaken on a competitive basis in which all potential suppliers are treated impartially, honestly and consistently;
- d. All processes, evaluations and decisions shall be transparent, free from bias and fully documented in accordance with applicable policies and audit requirements;

- e. Any actual or perceived conflicts of interest are to be identified, disclosed and appropriately managed; and
- f. Any information provided to the Shire of Kojonup by a supplier shall be treated as commercial-in-confidence and should not be released unless authorised by the supplier or relevant legislation.

2. Purchasing Thresholds

Where the value of procurement (excluding GST) for the value of the contract over the full contract period (including options to extend) is, or is expected to be:

Amount of Purchase	Policy	Authorised Officers
\$0 to \$100	No formal process Small incidental purchases made from local suppliers with a running monthly account to the value of \$100 do not require quotations or purchase orders e.g. Milk from the Supermarket. All care and responsibility must still be taken as is expected when spending public money.	Shire of Kojonup Employees
\$101 - \$5,000	<u>Direct purchase — one verbal quotation required.</u> <u>Purchase on the basis of at least one verbal quotation. Where practical, market test occasionally with more formal quotations to ensure ongoing value for money.</u> <u>A purchase order is required for all purchases except: (1) purchases under \$100; and (2) utilities, fuel, and regular annual payments.</u> <u>All verbal quotes must be documented in the Quotes Register</u> Direct purchase from suppliers requiring only one verbal quotation. Where the value of procurement of goods or services does not exceed \$5,000 purchase on the basis of at least one verbal quotation, is permitted. However, it is recommended to use professional discretion and occasionally undertake market testing with a greater number or more formal forms of quotation to ensure best value is maintained. This purchasing method is suitable where the purchase is relatively small and low risk. A purchase order is required for all purchases with the exception: Purchases under \$100.00 in value Utilities, fuel, and payments setup for regular annual payments. Managers are responsible to ensure all verbal quotes shall be documented in the quotes register.	CEO, <u>DCEO</u> , Senior Managers
\$5,001 - \$20,000	<u>At least two verbal or written quotations required.</u> <u>At least two verbal or written quotations (or a combinations of both) are required. A record of Quotes form must be completed where written quotations are not available or where obtaining multiple quotes is not practicable. All verbal quotes must be documented in the Quotes Register.</u> Obtain at least two verbal or written quotations. Where possible, at least two verbal or written quotations (or a combination of both) are required. A "Record of Quotes" form	CEO, <u>DCEO</u> , Senior Managers

	must still be completed where no written quote is available, i.e.; for verbal quotations or when obtaining multiple quotes is not practical (e.g.; when due to limited suppliers, it must be noted by completing a Record of Quotes form). All verbal quotes should be documented in the quotes register. The general principles for obtaining verbal quotations are: 1.—Ensure that the requirement/specification is clearly understood by the employee seeking the verbal quotations; 2.—Ensure that the requirement is clearly, accurately and consistently communicated to each of the suppliers being invited to quote; 3.—Read back the details to the Supplier contact person to confirm their accuracy; and 4.—Written notes detailing each verbal quotation must be recorded. Record keeping requirements must be maintained in accordance with record keeping policies. A purchase order is required for all purchases.	
\$20,001 - \$50,000	Where possible, obtain at least three written quotations The responsible officer is expected to demonstrate due diligence seeking quotes and to comply with any record keeping and audit requirements. Record keeping requirements must be maintained in accordance with record keeping policies. It is required to obtain at least three written quotes; should three quotes not be possible, a “Record of Quotes” form is to be completed and attached to the purchase order. NOTE: The general principles relating to written quotations are: • An appropriately detailed specification should communicate requirement(s) in a clear, concise and logical fashion; • The request for written quotation should include as a minimum: 1.—Written Specification; 2.—Selection Criteria to be applied; 3.—Price Schedule; 4.—Conditions of responding; 5.—Validity period of offer; 6.—Invitations to quote should be issued simultaneously to ensure that all parties receive an equal opportunity to respond; 7.—Offer to all prospective suppliers at the same time any new information that is likely to change the requirements; 8.—Responses should be assessed for compliance, then against the selection criteria, and then value for money and all evaluations documented; and 9.—Respondents should be advised in writing as soon as possible after the final determination is made and approved.	CEO, <u>DCEO</u> , Senior Managers

	<u>At least three written quotations required. At least three written quotations must be obtained. Where three quotes are not possible, a Record of Quotes form must be completed and attached to the purchase order. A purchase order is required for all purchases.</u>	
\$50,001 - less than \$250,000	Obtain at least three written quotations containing price and specification of goods and services. At least three written quotations containing price and specification. Procurements must be requested in writing and at least three written quotations obtained. Selection must not be based on price alone – the CEO Shall consider qualitative factors including quality, availability, accreditation, delivery timeframe, warranty, technology, maintenance requirements, organisational capability and previous relevant experience. A purchase order is required for all purchases. For the procurement of goods or services where the value exceeds \$50,000 but is less than \$250,000, it is required that procurements be requested in writing and at least three written quotations obtained that contain price and a sufficient amount of information relating to the specification of goods and services being purchased. Record keeping requirements must be maintained in accordance with record keeping policies. For this procurement range, the selection should not be based on price alone, and the CEO shall consider qualitative factors such as quality, stock availability, accreditation, time for completion or delivery, warranty conditions, technology, maintenance requirements, organisation's capability, previous relevant experience and any other relevant factors as part of the assessment of the quote. A purchase order is required for all purchases.	CEO
Above \$250,000	<u>PUBLIC TENDER</u> Conduct a public tender process <u>in accordance with the Local Government Act 1995 and the Local Government (Functions and General) Regulations 1996.</u> (See also clause 3 – Regulatory Compliance).	Full Council

Other purchasing threshold points to note:

- a. The requirement for quotations and purchase orders contained above do not apply to the following purchase types:
 - i. Fuels and Oils
 - ii. Great Southern Treasures
 - iii. Great Southern Alliance (Formerly VROC)
 - iv. Postage and Freight
 - v. Annual Subscription and Membership Renewals
 - vi. Telephone and Utilities
 - vii. Audits

- b. Where the Shire has already conducted a similar quotation process within the previous two years or is currently using a regular supplier, an existing supplier may be used with the approval of the CEO. This only applies to purchases below the tender threshold and where it would be financially and/or operationally beneficial to do so.
- c. Where it is considered beneficial, tenders may be called in lieu of seeking quotations for procurement regardless of value. Where the decision is made to seek public tenders for any contract – including those below \$250,000 threshold – the full public tender process prescribed by the Local Government Act 1995 and the Local Government (Functions and General) Regulations 1996, Regulation 12, must be followed. purchases under the \$250,000 threshold (excluding GST). If a decision is made to seek public tenders for contracts of less than \$250,000, the tender process outlined in the Local Government Act 1995 must be followed in full (r13).
- d. When assessing quotes please refer to section 3~~(-D)~~. Regional Price Preference.

~~E.~~ The authorised officer that is signatory on the purchase order must also be the signatory on the corresponding invoice. All purchase orders and the corresponding invoices must be reviewed by the authorising officer to confirm the goods or services were properly ordered and received before payment is approved. The officer who created the requisition must be a different officer from the one who authorises the purchase order (segregation of duties).

~~E.F.~~ All requisitions must be created by one officer and authorised by a different officer, ensuring a resulting in a purchase order that has been reviewed seen by two separate different officers prior to dispatch to a creditor. The Authorising Officer must only authorise to the amount prescribed in the Purchasing Thresholds above.

3. Regulatory Compliance

a. Tender Exemption

In the following instances public tenders or quotation procedures are not required (regardless of the value of expenditure):

- i. An emergency situation as defined by the *Local Government Act 1995*, providing that the goods and services are required to address needs arising from, or impacts or consequences of, the hazard to which the emergency relates;
- ii. The purchase is under a contract of WALGA (Preferred Supplier Arrangements), Department of Treasury and Finance (Permitted Common Use Arrangements), Regional Council, or another Local Government;
- iii. The purchase is under auction which has been authorised in advance by the Council;
- iv. The contract is for petrol, oil, or other liquid or gas used for internal combustion engines; and
- v. Any of the other exclusions under Regulation 11 of the Functions and General Regulations apply.

b. Sole Source of Supply (Monopoly Suppliers)

The procurement of goods and/or services available from only one private sector source of supply, (i.e. manufacturer, supplier or agency) is permitted without the need to call competitive quotations provided that there must genuinely be only one source of supply. Every endeavour to find alternative sources must be made. Written confirmation of this must be kept on file for later audit and must be approved in writing by the CEO.

Note: The application of provision "sole source of supply" should only occur in limited cases and procurement experience indicates that generally more than one supplier is able to provide the requirements.

c. Anti-Avoidance

~~Authorised Officers shall not enter into two or more contracts of a similar nature for the purpose of splitting the value of the contracts to take the value of consideration below the level of \$250,000, thereby avoiding the need to publicly tender.~~ Authorised Officers must not enter into two or more contracts of a similar nature for the purpose of splitting the value of the contracts to avoid the applicable quotation or tender threshold. Contract splitting is a serious breach of this policy and may constitute misconduct.

Where it appears that a proposed procurement may be structured to avoid a threshold, the CEO must be consulted before proceeding. Any deliberate splitting of contracts will be investigated and may be reported to the relevant oversight authority.

d. Regional Price Preference

Preference may be given to a regional supplier by assessing the quote from that regional supplier as if the quote were reduced by:

- i. 5% for goods or services for a supplier from within the Shire of Kojonup; and
- ii. 2.5% for goods or services for a supplier from a SupplierShire within the Great Southern Region of Western Australia (as defined by the Great Southern Zone of the Western Australian Local Government Association)

if price then demonstrates best value outcome for the Shire.

4. Records Management

All records associated with the tender process or a direct purchase process must be recorded and retained. For a tender process this includes:

- a. Tender documentation;
- b. Internal documentation;
- c. Evaluation documentation;
- d. Enquiry and response documentation; and
- e. Notification and award documentation.

For a direct purchasing process this shall be via the attachments tab in the SynergySoft² requisition module and includes:

- a. Quotation documentation;
- b. Internal documentation; and
- c. Order forms and requisitions.

Or Monarch Local Government Hub

Record retention shall be in accordance with the minimum requirements of the *State Records Act 2000*, and the Shire of Kojonup's internal Records Management Policy.

5. Payment of Creditors

The Chief Executive Officer is delegated authority to make payments from the Municipal Fund or the Trust Fund. Each payment from the Municipal Fund or the Trust Fund is to be noted on a list compiled for each month showing:

- a. The payee's name;
- b. The amount of the payment;

- c. The date of the payment; and
- d. Sufficient information to identify the transaction.

The list referred to above is to be presented to the Council at each ordinary meeting of the Council and is to be recorded in the minutes of the meeting at which it is presented.

The CEO can delegate to authorised officers as per the delegations register.

Authorised Officers for this purpose are:

- 1. ~~Governance & Rates Officer~~ Deputy Chief Executive Officer
- ~~2. Manager Financial & Corporate Services~~
- ~~3.2~~ Senior Finance Officer

2.1.2 DEBTOR CONTROL

Adopted or Reviewed by Council:	17/11/15	Council Minute Reference:	183/15
Reviewer:	Chief Executive Officer/ Manager Financial and Corporate Services <u>Deputy CEO</u>		
Local Law:			
Procedure:			
Delegation:	FIN 003		

OBJECTIVE

To ensure Council receives payment for goods and services provided within its credit terms, bad debts are minimised and debtor control is cost effective.

POLICY

Sundry Debtors

- The following accounts are to be paid for prior to the service being provided:
 - Photocopying;
 - Sale of Goods, Materials or Publications;
 - Hall Hire and ancillary charges;
 - Building Applications;
 - Septic Tank Application Fees;
 - Freedom of Information Act 1992* Application Fees;
 - Planning Plans*; and
 - Development Plans*.
- The terms of credit given by the Shire of Kojonup via the *Local Government Act 1995* is 30 days. The Manager of Financial and Corporate Services is to ensure that procedures are in place to limit the risk of debts turning bad.
- Where Private Works are to be undertaken an estimated value is to be provided to the person/group/firm requesting the private works. The Shire of Kojonup requires an agreement to be signed for any private works prior to the work being undertaken.

Rates Debtors

Options for payment and associated matters:

- By one (1) Instalment within 35 days of date of issue of Rate Notice;
- By way of two (2) instalments; and
- By way of four (4) instalments.

Rate Debtors that remain outstanding after the due date for payment will incur late payment interest as per the *Local Government Act 1995*. Interest is to be calculated using the prescribed maximum as per regulation 70 of the Local Government (Financial Management) Regulations 1996.

Where the option to pay by two (2) or four (4) instalments is taken, instalment interest and administration fees as per the *Local Government Act 1995* are to apply. Interest is to be calculated using the prescribed maximum as per regulation 68 of the Local Government (Financial Management) Regulations 1996.

The Manager of Financial and Corporate Services is to ensure that procedures are in place to ensure the timely recovery of outstanding amounts and to limit the risk of debts turning bad.

Debtors who do not pay their accounts within the Shire's terms are not to be offered any further line of credit.

2.1.3 SELF SUPPORTING LOANS

Adopted or Reviewed by Council:	14/11/17	Council Minute Reference:	183/15
Date/s Amended:	20/11/18		143/18
Reviewer:	Chief Executive Officer/ Manager of Financial and Corporate Services <u>Deputy CEO</u>		
Local Law:			
Procedure:			
Delegation:			

OBJECTIVE

To provide financial assistance, by way of self-supporting loans to local non-profit clubs or organisations, for capital improvement works to land, facilities or buildings owned or vested in the Shire of Kojonup.

POLICY

Self-supporting loans may be considered by the Council on behalf of incorporated local clubs or organisations who occupy land or buildings owned by or vested in the Shire of Kojonup and who undertake to meet the capital, interest and loan guarantee payments.

Council's requirements for self-supporting loan applications will be made on a case-by-case basis and may include some or all of the following:

1. Applicant organisations must be an incorporated body and occupy land or buildings owned by or vested in the Shire of Kojonup;
2. A formal application shall be submitted, which shall include as a minimum:
 - a. Details of the amount requested, the term, purpose and any security offered;
 - b. Sufficient financial information to determine the capacity to repay the borrowing operational cash flows;
 - c. Evidence of a minuted request from the controlling Board/Committee;
 - d. Evidence of researching other funding sources e.g.; Lotterywest;
 - e. The club or organisation is to demonstrate how it will fund the replacement or refurbishment of those improvements whilst still servicing the loan; and
 - f. For requests over \$200,000, a formal business plan evidencing appropriate financial planning.
3. The funds are to be used for capital improvements to the land, facilities or buildings they occupy including matching contributions to grants;
4. Approval will only be considered where the club or organisation can adequately demonstrate, by the provision of forward financial plans covering the life of the loan, a capacity to meet the loan repayments;
5. The term of the loan should be less than or equal to the life of the capital works or improvements being undertaken;
6. All applications for self-supporting loans shall be considered by the Council for approval or rejection;
7. Where approval is granted, loan funding is to be sourced in accordance with s. 6.20 of the Local Government Act 1995 – "Power to Borrow";
8. An "Acknowledgement of Debt Agreement" or alternative written agreement is to be entered into before any release of funding to the club or organisation is made.

2.1.4 INVESTMENTS

Adopted or Amended by Council:	20/02/18	Council Minute Reference:	9/18
Date/s Amended:	20/11/18		143/18
	19/11/19		156/19
Reviewer:	Chief Executive Officer/ Manager Financial and Corporate Services <u>Deputy CEO</u>		
Local Law:			
Procedure:			
Delegation:	FIN 002 - Investment of Surplus Funds		

OBJECTIVE

To invest the local government's surplus funds, with consideration of risk and at the most favourable rate of interest available to it at the time for that investment type, while ensuring that its liquidity requirement are being met. While exercising the power to invest, consideration is to be given in preservation of capital, liquidity, and the return of investment.

Preservation of capital is the principal objective of the investment portfolio. Investments are to be performed in a manner that seeks to ensure security and safeguarding the investment portfolio.

The investment portfolio will ensure there is sufficient liquidity to meet all reasonably anticipated cash flow requirements, as and when they fall due, without incurring significant costs due to the unanticipated sale of an investment.

The investment portfolio is expected to achieve a ~~predetermined~~ market average rate of return that takes into account the Council's risk tolerance. Any additional return target set by Council will also consider the risk limitation and prudent investment principles.

POLICY

1. Investment of surplus Municipal, Reserve, Trust and Loan Funds shall be the responsibility of the ~~Manager Financial and Corporate Services~~DCEO;
2. The total amount of investments is to be recorded separately in the general ledger for Municipal, Reserve, Trust and Loan Funds;
3. A summary of the nature, location, amount and interest rate applicable to each investment will be reported to Council as part of the monthly Statement of Financial Activity;
4. Only 'Authorised Institutions', as defined by the *Local Government (Financial Management) Regulations 1996*, may be used. Where practicable, preference is to be given to institutions that provide accessible customer banking service within the Shire of Kojonup or the Great Southern region of Western Australia, having regard to the current availability of banking services in the region and the need to achieve competitive invest returns. that have a fully operational Branch presence with local employment in the Kojonup town site, may be used; and
5. All fixed investments must be for a term of 12 months or less.

All investments are to comply with the following:

1. *Local Government Act 1995* – s. 6.14;
2. *The Trustees Act 1962* – Part III Investments;
3. *Local Government (Financial Management) Regulations 1996* – Regulation 19, Regulation 19C, Regulation 28, and Regulation 49; and
4. Australian Accounting Standards.

Prudent Person Standard

The investment will be managed with the care, diligence and skill that a prudent person would exercise. Officers are to manage the investment portfolios to safeguard the portfolios in accordance with the spirit of this Investment Policy, and not for speculative purposes.

Ethics and Conflicts of Interest

Officers shall refrain from personal activities that would conflict with the proper execution and management of Council's investment portfolio. This policy requires officers to disclose any conflict of interest to the CEO.

Approved Investments

Without approvals from Council, investments are limited to:

1. State/Commonwealth Government Bonds;
2. Interest bearing deposits;
3. Bank accepted/endorsed bank bills;
4. Commercial paper;
5. Bank negotiable Certificate of Deposits; and
6. Managed Funds with a minimum long term Standard & Poor (S&P) rating of "A" and short term rating of "A2".

Prohibited Investments

This Investments Policy prohibits any investment carried out for speculative purposes including:

1. Derivative based instruments;
2. Principal only investments or securities that provide potentially negative cash flow;
3. Stand-alone securities issued that have underlying futures, options, forwards contracts and swaps of any kind;
4. Investment in foreign currency/bonds; or
5. Cryptocurrency (e.g.; Bitcoin or any other digital asset).

This policy also prohibits the use of leveraging (borrowing to invest) of an investment. A file is to be maintained detailing all investments and associated transactions. Investments to be reconciled to source documentation on a monthly basis.

2.1.5 MONTHLY FINANCIAL STATEMENTS

Adopted or Reviewed by Council:	15/11/16 19/11/19 17/11/20	Council Minute Reference:	151/16 156/19 156/20
Reviewer:	Manager Financial and Corporate Services <u>CEO / DCEO</u>		
Local Law:			
Procedure:			
Delegation:	FIN 001		

OBJECTIVE

To define the information contained within:

1. The monthly and quarterly financial statements; and
2. The material variance level for financial reporting in accordance with Local Government (Financial Management) Regulations 1996 r.34.

POLICY

Format of Monthly Financial Statements

The monthly financial statements to be prepared in accordance with Local Government (Financial Management) Regulation 34 shall be prepared in the following manner:

1. Quarterly (months ending September, December, March and June) – A detailed financial description of the Shire's operations;
2. Monthly (remaining 8 months) – A short and succinct overview, or snap shot, of the financial position at month's end; and
3. Variances will only be reported where it has a negative impact on the Shire's finances. For example; over expenditure and under revenue will be reported; under expenditure or excess revenue will not.

As such, the Monthly Financial Statements will contain the following information as a minimum:

QUARTERLY	MONTHLY
• Executive Summary	• Executive Summary
• Municipal Fund Summary (Rate Setting Statement)	• Municipal Fund Summary (Rate Setting Statement)
• Income Statement by Nature & Type	• Income Statement by Nature & Type
• Variance Report	• Variance Report
• Progress of the Capital Program	
• Reserve Accounts	
• Rates and Sundry Receivables	
• Information on Borrowings	
• Details of Major Business Units	
• Description of Programs	
• Detailed Statement of Operating Income	
• Plant Replacement Details	
• Capital Grants and Restricted Cash	
• Summary of Budget Amendments	

Defining Material Variances

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 will be reported when exceeding 10%, or a minimum of \$10,000, of the items contained within the Rate Setting Statement. Examples of how this formula will be implemented, providing that this remains as a guide only with staff free to additionally identify or comment on greater variances and where other factors warrant, are as follows:

	Annual Budget	YTD Budget	YTD Actual	Variance %	Comments
Operating Revenue					
General Purpose Funding	-\$5,759,496	-\$4,198,600	-\$4,226,968	1%	No Report - More revenue is advantageous
Governance	-\$48,028	-\$16,000	-\$15,721	-2%	No Report - less than 10%
Law, Order, Public Safety	-\$58,250	-\$19,404	-\$25,000	29%	No Report - More revenue is advantageous
Health	-\$44,162	-\$14,712	-\$9,240	-37%	Variance Explanation Required
Education and Welfare	-\$2,850	-\$944	\$0	-100%	No Report - less than \$5,000
Operating Expenditure					
General Purpose Funding	\$132,097	\$80,722	\$78,042	-3%	No Report - under expenditure is advantageous
Governance	\$587,197	\$233,784	\$240,464	3%	No Report - less than 10%
Law, Order, Public Safety	\$294,005	\$97,964	\$110,006	12%	Variance Explanation Required
Loans					
Repayment of Debentures	\$47,306	\$15,769	\$0	-100%	No Report - under expenditure is advantageous
Proceeds from New Debentures	-\$950,000	-\$316,667	\$0	-100%	Variance Explanation Required

2.1.6 FINANCIAL GOVERNANCE

Adopted or Reviewed by Council:	13/12/16	Council Minute Reference:	165/16
Amended:	21/05/19		49/19
	19/11/19		156/19
	14/12/21		154/21
Reviewer:	Chief Executive Officer/ Manager Financial and Corporate Services <u>Deputy CEO</u>		
Local Law:			
Procedure:			
Delegation:			

BACKGROUND

This financial governance policy should be read in conjunction with other financial management policies which contain the Shire's overarching financial objectives.

OBJECTIVE

The objective is to establish financial management and governance principles to be applied to general financial decision making.

POLICY

General Principles

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;
3. Implement spending and rating policies to promote stability and predictability;
4. Fund physical assets with regard to intergenerational equity;
5. Manage and maintain physical assets to achieve the maximum useful life from the initial investment; and
6. Ensure full, accurate and timely disclosure of financial information, unless commercial in confidence.

Major Projects

Each major building project or budget item coming before the Council for consideration shall be assessed against the following factors:

1. Demonstrated community need;
2. Estimated annual cost to the Shire of operating;
3. Estimated annual cost to the Shire of maintenance;
4. Agreed lease or tenure conditions by third party;
5. Savings required to fund asset replacement at the end of its useful life;
6. Economic or community development advantages to the area;
7. Identified funding sources, both for construction and operating, secured and potential;
8. Council's Capital Evaluation Framework; and
9. Council's Risk Management Framework.

Operating Results

The Council will structure its budget to achieve an outcome where operating revenue (less capital contributions) is at least sufficient to meet operating expenses. The extent of any operating surplus

will be dependent on the resources necessary to manage the renewal of assets (including infrastructure assets and business activity assets) and considering intergenerational equity issues.

Cash Reserves

In addition to grant funding, the Shire's reserve accounts are one of the primary funding sources for major projects and will be prioritised in the annual budget.

Cash reserves are to be established and maintained to accumulate funds for the following purposes:

1. To smooth funding allocations over future years;
2. To offset liabilities in respect of previously earned employee entitlements to the extent they require an outflow of funds not allocated in the annual budget;
3. To meet statutory obligations;
4. To fund renewal of existing physical/built assets;
5. To fund future strategic initiatives and the provision of new services and facilities to future residents;
6. To buffer against unpredictable events;
7. To hold unspent grants and contributions; and
8. Other purposes as determined by the Council from time to time.

When preparing the annual budget each year and where free cashflow allows, consideration will be given to establishing reserve accounts for major projects as contained within the Community Strategic Plan.

The ~~DCEO Manager Financial and Corporate Services~~ will conduct an annual review for the Council addressing the appropriateness of each reserve account purpose, suitability of current balances, and deficiencies for the funding of future projects as identified in adopted forward plans.

Specifically, the following goals are set for individual reserve account balances:

- Employee Leave – As a minimum, the level of this reserve should meet both:
 - The EBA sick leave liability (clause 29); and
 - The current portion of the long service leave liability for staff with seven (7) years or more service.

~~This funding goal is to be implemented over several financial years up to 2021/2022 to manage the financial impact.~~

- Day Care Building Maintenance – 100% of annual rent paid by the tenant is deposited into this account;
- Low Income Housing - All operating profit/(loss) is to be transferred to/(from) this reserve in accordance with the joint venture agreement with the Department of Housing;
- Independent Living Units - Operating profits from Loton Close & Soldier Road units are transferred to this reserve;
- Landfill Waste Management - 10% of total rubbish & recycle bin charges are to be allocated to this reserve annually;
- ~~• Saleyards – The profit or loss from annual operations of the Saleyards to be transferred to this account;~~
- Netball Court Resurfacing Reserve – A \$3,500 annual contribution will be made to this reserve to make provision for the resurfacing of the acrylic surface at the end of its useful life.

Borrowing

Borrowing will be undertaken in accordance with the Shire's Borrowing Management Policy.

Regulatory Role

Where the Shire operates in a competitive environment while providing a regulatory or statutory role in that environment, it will maintain a management structure designed to minimise the potential for conflict between these two roles and through transparency to maintain confidence in its regulatory independence.

2.1.7 BORROWING MANAGEMENT

Adopted or Reviewed by Council: 17/11/15

Council Minute Reference: 183/15

Reviewer: Chief Executive Officer / ~~Manager Financial and Corporate Services~~ Deputy CEO

Local Law:

Procedure:

Delegation:

BACKGROUND

This Borrowing Management Policy should be read in conjunction with other Financial Management Policies which contain the Shire of Kojonup's overarching financial objectives.

A local government may borrow to perform the functions and exercise the powers conferred on it under the *Local Government Act 1995*.

OBJECTIVE

The objective is to define the conditions under which the Council will consider the use of borrowings to fund its activities.

PRINCIPLES

The Shire of Kojonup will exercise its power to borrow in a financially responsible and prudent way so as to promote equity amongst current and future ratepayers.

STATEMENT OF POLICY

Overview

The following is a general description of the Shire's policy objectives with respect to borrowing management:

1. Prudently manage the Council's borrowing to ensure sustainable funding;
2. Minimise borrowing costs;
3. Manage short-term cash flows in an efficient and prudent manner;
4. Maintain market confidence in the local government's creditworthiness and financial stability;
5. Plan future cash flow needs to assist with borrowing decisions; and
6. Maintain sufficient liquidity to meet planned and un-planned cash flow needs.

Matching revenue sources to service debt

To achieve prudent use of the Shire's borrowing powers, it is our objective that debt repayments are:

1. Matched by investments or assets that produce or have the potential to produce income that can service the debt; or
2. Matched by binding agreements entered into with external parties to service the debts (e.g.; self-supporting loans for community groups); or
3. Supported by identified specific revenue sources (e.g.; Specified Area Rates); or
4. Supported by specific general revenue sources (such as rates or fees and charges) or identified reductions in future operating expenditure sufficient to match the repayment schedule.

Purpose of Borrowing

In general, the Shire will not borrow to fund operating expenditure, unless it is explicitly approved by Council. Loan funds are viewed as a valid form of funding source, under certain circumstances:

1. Loans can be used when funding an asset that has a useful life exceeding the term of loan;
2. Loans can be used for large Plant & Equipment purchases where it is explicitly approved by Council
3. Capital expenditure that provides a new intergenerational service or renews an existing service;
4. Short-term peak working capital requirements (overdraft or short-term fixed amounts);
5. Investment in Major Land Transactions (Post Business Plan adoption);
6. Investment in Major Trading Undertakings (Post Business Plan adoption)
7. Investment in Community Business Activities;
8. Transitional/bridging funding for projects or acquisitions; and
9. Loans help spread the cost of providing long term assets (such as land and buildings) to future users of the facility.

Borrowing in exception to this policy will only occur in either an emergency or when considered necessary and financially prudent on a case-by-case basis. In such cases, the Council would consider:

1. Special circumstances;
2. Nature of the borrowing;
3. Its repayment terms; and
4. The source of funding.

Before committing to a loan the Council needs to consider the following:

1. a report outlining future loan commitments (both existing and planned);
2. impact on financial ratios and the Shire's borrowing capacity will be prepared and presented to the Council; and,
3. Consideration of the impact on the Shires Long Term Financial Plan and different scenarios being considered.

Term of Debt

The maximum debt repayment period will be determined by taking into account:

1. The expected useful lives of assets financed by the debt;
2. Considerations relating to intergenerational equity; and
3. Preference for loan terms not exceeding fifteen (15) years.

Debt repayments levels (both interest and principal) will be determined by:

1. The need to maintain prudent and sustainable debt levels;
2. Comparison with the borrowing levels of WA local governments with similar economic profiles;
3. Prevailing interest rates and possible future movements;
4. The need to re-negotiate borrowings at future periods;
5. The cash flow forecasts of any supporting asset used as a source of funds to service the debt; and
6. The transitional or bridging nature of the borrowing.

The Council will consider its forecast borrowing requirements as part of its:

1. Community Strategic Plan;
2. Corporate Business Plan;
3. Long Term Financial Plan;
4. Asset Management Plan; and
5. Adoption of the annual budget.

Borrowing Parameters

To help ensure that the Shire achieves the objectives of its Borrowing Management Policy, the following outstanding borrowing parameters will prevail:

Measurement ratio:

Total principal outstanding less self-supporting loan principal

General Funds (S 6.21 Act)

Restriction on Borrowings

To be prudent with its borrowing powers, the Shire will restrict its 'own purpose' borrowings to a measurement ratio of 0.80.

A measurement ratio exceeding 0.80 may be specifically approved by a resolution of the Council providing the amount above the threshold relates to a community business or commercial activity (as defined) that generates positive cash flows sufficient to offset the debt repayments without a negative impact upon general revenue.

Interest Rate Risk

To promote interest rate predictability and a linkage with nominated revenue sources, the Shire's preferred borrowing instrument is a fixed interest rate debenture. Within any total loan portfolio the maximum amount of loans with a variable floating interest rate is not to exceed 15%.

Institution Selection

In selecting the lender the Shire will undertake a transparent process which tests the current credit market and displays good governance principals. The WATC is the Shire's preferred lender.

Self-Supporting Loans

Refer to Council policy 2.1.4 – Self-Supporting Loans.

2.1.8 CORPORATE CREDIT CARDS

Adopted or Reviewed by	17/11/15	Council Minute	183/15
Council:	20/11/18	Reference:	143/18
Date/s Amended:	19/11/19		156/19

Reviewer: Chief Executive Officer / ~~Manager Financial and Corporate Services~~ Deputy CEO

Local Law:

Procedure:

Delegation:

OBJECTIVE

To establish the use of Corporate credit cards and outline the responsibilities of card holders.

POLICY STATEMENT

Corporate credit cards can deliver significant benefits through improved administrative practices and more effective cash management. They can, however, also expose a local government to significant risks if not properly controlled; these risks can be minimised by implementing policies to control their use. Credit cards can be a more efficient purchasing method than that of formal methods in some circumstances and can reduce administration costs, ~~and the need to carry cash.~~

It is important to have a communication strategy that informs new employees and reminds existing employees of the policies that govern the use of credit cards.

LEGISLATION

The use of credit cards is not specifically mentioned in the *Local Government Act 1995*; however, the following sections of this Act impact the use and control of corporate credit cards:

1. s. 2.72(2) (a) and (b) requires the Council to oversee the allocation of the local government's finances and resources and to determine the policies of the local government.
- ~~2.~~ s. 6.5(a) requires the CEO to ensure proper accounts and records of the transactions and affairs of the local government are kept in accordance with regulations.
- ~~3.~~
- ~~4.~~ *Local Government (Financial Management) Regulations 1996* r. 11(1) (a) requires local governments to develop procedures for the authorisation and payment of accounts to ensure that there is effective security for, and properly authorised use of cheques, credit cards, computer encryption devices and passwords, purchasing cards and any other devices or methods by which goods, services, money or other benefits may be obtained.
- ~~5.~~ ~~2.~~
- ~~6.~~ ~~3.~~ The *Local Government Act 1995* does not allow for the issue of Corporate Credit Cards to elected members. There are no provisions within this Act which allow an elected member to incur a debt, as would be the case with a credit card.

GENERAL

Corporate Credit Cards shall only be issued to the Chief Executive Officer. The CEO has discretion under delegated authority to determine which Executive Managers will hold a Shire credit card.

If the CEO delegates a credit card to an officer, each officer shall sign ~~an a cardholder~~ agreement which sets out the cardholder's responsibilities and legal obligations ~~when using the credit card:~~

The following conditions apply to all cardholders:

1. A register of all current cardholders shall be kept which includes card number, expiry date of the credit card, credit limit and details of goods and services the cardholder has authority to purchase;
2. In the event of their employment ceasing, the cardholder is to immediately return the credit card for destruction, in accordance with employee termination procedures;
3. If a card is lost or misplaced, the cardholder shall notify the Chief Executive Officer immediately to enable the loss to be reported and to arrange a replacement card;
4. Credit cards should never be transferred to other users; and
5. There will be no reward schemes (such as frequent flyer points) attached to the cards.

PURCHASING

1. Corporate credit cards are only to be used for purchasing goods and services on behalf of the local government which have been authorised in the current annual budget;
2. Cardholders should ensure that suppliers record an adequate description of goods or services on the tax invoice to ensure appropriate levels of accountability. Appropriate documentation should be obtained ~~and retained to ensure that the purchase can be verified to the satisfaction of the CEO.~~ Wherever possible, a tax invoice must be obtained;
3. Cardholders must adhere to Council Policy 2.1.2 - Purchasing and Creditors Control;
4. Personal expenditure using a Shire credit card is strictly prohibited. Disciplinary action, including recovery of the amount from the employee, may be taken. ~~and disciplinary action may be taken;~~
- ~~5. The CEO may use the card as per the employment contract for expense accounts if the expense account is explicitly stipulated as a part of their employment contract;~~
- ~~6.5.~~ Cash withdrawals are not available on the cards;
- ~~7.6.~~ Each credit card provided shall have a maximum limit of \$3,000 except for the Chief Executive Officer whose maximum limit shall be \$10,000;
- ~~8.7.~~ Where a cardholder undertakes purchases by way of facsimile, telephone or over the internet, a tax invoice or receipt is required in all circumstances and must contain details of the purchase; and
- ~~9.8.~~ All credit cards used for expenditure must be accompanied with an authorised persons form
- ~~10.9.~~ All invoices/receipts, complete with general ledger/job number allocations, must be provided to the ~~DCEO Manager Financial and Corporate Services~~ as soon as practicable after the credit card purchase is made.

CEO EXPENSE ACCOUNT

Where the Chief Executive Officer's contract of employment includes an approved expense account component, the following conditions and parameters apply:

1. The CEO's expense account is available for expenditure that is genuinely incurred in the performance of duties as Chief Executive Officer of the Shire of Kojonup and is reasonable, necessary, and directly connected to the conduct of Shire business.
2. Permissible expenditure under the CEO's expense account is limited to the following categories:
 - Meals and reasonable sustenance whilst travelling on Shire business or attending approved Shire meetings, conferences, or functions;
 - Accommodation and transport costs whilst on approved Shire business travel;
 - Meals provided to Councillors, staff, or external guests at officially sanctioned Shire meetings or events;
 - Workwear and uniforms required for the performance of the role, consistent with the Shire's Uniform Policy;
 - and
 - Other expenditure specifically approved in writing by the Shire President.
1. The CEO's expense account must not be used for personal groceries, household goods, personal clothing, personal entertainment, or any other personal expenditure not directly connected to the performance of Shire business.

4. The CEO's total expenditure under the expense account must not exceed the monthly cap specified in the CEO's contract of employment. Any expenditure in excess of this cap requires the prior written approval of the Shire President.
5. The CEO's credit card statement must be provided monthly to the Shire President (or, in the Shire President's absence, the Deputy President) for review and sign-off. The Shire President shall satisfy themselves that all expenditure is consistent with this policy before authorising payment of the CEO's card statement.
6. The CEO must retain all tax invoices and receipts for expense account expenditure. Any expense without supporting documentation will not be reimbursed and may require repayment.
7. The CEO must not certify their own credit card statement. In accordance with the Local Government Act 1995 s.6.5(a) and Local Government (Financial Management) Regulations 1996 reg.11(1), a certification of the CEO's statement is the responsibility of the Shire President, to ensure effective security and appropriate authorisation of expenditure.

PAYMENTS

1. On receipt of the monthly statement, the ~~DCEO Manager Financial and Corporate Services~~ will attach all invoices/receipts to the statement and assign GL/Job number allocations;
2. The monthly credit card statement will be distributed to the respective cardholder to certify transactions, ~~and with the exemption of the CEO's card, which is to be certified by the Shire President in accordance with the CEO expense account provisions above.~~
3. The monthly balance for each credit card will be recouped by direct debit from the Municipal Fund on the statement due date.

AUSTRALIAN BUSINESS NUMBER (ABN)

Cardholders should remember that if a supplier does not have an ABN and Pay As You Go tax has ~~not been withheld on the credit card statement, not been applied~~, the Shire is required to withhold the current ATO prescribed ANB with holding rate (currently 47%) from payment to the supplier and remit this to the ATO. the local government is still liable to pay the corporate credit card provider the full amount and also the ATO prevailing ABN Withholding Tax Rate (46.5% as at 1 July 2014) of the purchase price. Cardholders should ensure a valid ABN is quoted by suppliers before making purchases. Refer to Policy 2.1.16 – GST Compliance for further detail on ABN withholding obligations.

GUIDELINES FOR USE OF CORPORATE CREDIT CARDS

~~It is not proposed to list or describe every situation where the corporate credit card can or should be used but rather to provide general guidelines to be followed~~—Senior Officers should be scrupulous in the usage of corporate credit cards and always have appropriate documentation which can verify and justify the expenditure ~~to the CEO.~~

Expenditure utilising the corporate credit card should, where possible, be kept to a minimum and limited to normal working hours. The preferred method for purchasing goods or services is by using an official Shire purchase order in accordance with Council Policy 2.1.2.

~~With the rise of internet purchases it is recognised that often and on occasion certain services and goods cannot be purchased by purchase order or credit facilities, because of circumstances it is more convenient to use the credit card.~~

Purchase of food, drink or other forms of entertainment should be restricted to officially sanctioned events such as:

1. Whilst travelling on Shire business – training, conferences, reasonable meals drink etc;

2. Providing sustenance for councillors or Team Members; at officially sanctioned meetings or events.
3. Meals following Council meetings or other approved meetings; and
4. Meals for emergency personnel during an emergency.

~~It is recognised that the CEO travels extensively through-out the region and to Perth for approved meetings. On these occasions the Council acknowledges that reasonable drinks and food may be purchased as sustenance for either themselves or others who are attending these meetings. This would be deemed entertainment and must be within budget as approved by the Council. This policy also acknowledges that the CEO has an unrestricted expense account, limited in value, as a part of their contract of employment and has Council permission to use the credit card for the moral and ethical purpose of reasonable expenses, such as meals and other sustenance items or day to day living expenses such as groceries, buying uniforms and clothes for work purposes, but all within the rules and framework of the agreed account. The CEO should scrupulously and diligently consider any and all expenditure in this respect, and ensure they are morally and ethically relevant to the needs of the Shire of Kojonup and pass the reasonableness test.~~

2.1.9 RELATED PARTY TRANSACTION DISCLOSURES

Adopted or Reviewed by Council: 15/08/2017 Council Minute Reference: 90/17

Reviewer: Chief Executive Officer / DCEO

Local Law:

Procedure: Related Party Disclosures – Declaration Form

Delegation:

OBJECTIVE

This policy ~~sets out the~~ ~~relates to the~~ requirements ~~offor~~ Related Party Disclosures to be made in the Shire's Annual Financial Reports in compliance with Australian Accounting Standards Board (AASB) 124. Related Party Disclosures and the Local Government (Financial Management) Regulations 1996.

To provide guidance to elected members and identified Key Management Personnel (KMP) to assist in them making an informed judgement as to who is considered to be a related party and what transactions need to be considered when determining if disclosure is required.

POLICY STATEMENT

The purpose of this policy is to stipulate the information to be requested from related parties to enable an informed judgement to be made. ~~and that:~~

1. The Council recognises the ~~ongoing obligation requirement~~ to comply with AASB 124 ~~and the relevant provisions of the Local Government (Financial Mangement) Regulations 1996,~~ and ~~thus to~~ disclose Related Party relationships, transactions and outstanding balances in each Disclosures in each Annual Financial Report commencing from 1 July 2016; and
2. ~~Officers and elected members are also referred to the DLGSC Related Party Disclosure Document Guideline, which provides practical guidance on compliance with the standard as it applies to WA Local Governments. This policy outlines required mechanisms to meet the disclosure requirements of AASB 124.~~

~~3.2.~~

1.0 IDENTIFICATION OF RELATED PARTIES

AASB 124 provides that the Shire will be required to disclose in its Annual Financial reports, related party relationships, transactions and outstanding balances.

Related parties includes a person who has significant influence over the reporting entity, a member of KMP of the entity, or a close family member of that person who may be expected to influence that person.

Key Management Personnel (KMP) are defined as persons having authority and responsibility for planning, directing and controlling the activities of the entity, directly or indirectly.

For the purposes of determining the application of the standard, the Shire has identified the following persons as meeting the definition of *Related Party*:

1. An elected Council member;
2. Key management personnel being a person employed under s. 5.36 of the *Local Government Act 1995* in the capacity of Chief Executive Officer or Manager;
3. Close members of the family of any person listed above, including that person's child, spouse or domestic partner, children of a spouse or domestic partner, dependants of that person or person's spouse or domestic partner; and

4. Entities that are controlled or jointly controlled by a Council member, KMP or their close family members (entities include companies, trusts, joint ventures, partnerships and non-profit associations such as sporting clubs).

The Shire will, therefore, be required to assess all transactions made with these persons or entities.

2.0 IDENTIFICATION OF RELATED PARTY TRANSACTIONS

A related party transaction is a transfer of resources, services or obligations between the Shire (reporting entity) and the related party, regardless of whether a price is charged.

For the purposes of determining whether a related party transaction has occurred, the following transactions or provision of services have been identified as meeting this criteria:

1. Paying rates;
2. Fines;
3. Use of Shire owned facilities such as Recreation Centre, Civic Centre, library, parks, ovals and other public open spaces (whether charged a fee or not);
4. Attending Council functions that are open to the public;
5. Employee compensation whether it is for KMP or close family members of KMP;
6. Application fees paid to the Shire for licences, approvals or permits;
7. Lease agreements for housing rental (whether for a Shire owned property or property sub-leased by the Shire through a Real Estate Agent);
8. Lease agreements for commercial properties;
9. Monetary and non-monetary transactions between the Shire and any business or associated entity owned or controlled by the related party (including family) in exchange for goods and/or services provided by/to the Shire (trading arrangement);
10. Sale or purchase of any property owned by the Shire, to a person identified above;
11. Sale or purchase of any property owned by a person identified above, to the Shire;
12. Loan Arrangements; and
13. Contracts and agreements for construction, consultancy or services.

Some of the transactions listed above occur on terms and conditions no different to those applying to the general public and have been provided in the course of delivering public service objectives. These transactions are those that an ordinary citizen would undertake with the Shire and are referred to as an Ordinary Citizen Transaction (OCT).

Where the Shire can determine that an OCT was provided at arms-length and in similar terms and conditions to other members of the public and that the nature of the transaction is immaterial, no disclosure in the annual financial report will be required.

3.0 DISCLOSURE REQUIREMENTS

For the purposes of determining relevant transactions in 2.0 above, elected Council members and key management personnel, will be required to complete a *Related Party Disclosures - Declaration* form for submission to the ~~Manager Financial and Corporate Services~~DCEO.

Ordinary Citizen Transactions (OCTs)

Based on the facts and circumstances, the following OCT that are provided on terms and conditions no different to those applying to the general public and which have been provided in the course of delivering public service objectives, are unlikely to influence the decisions that users of the Council's financial statements make. As such, no disclosure in the *Related Party Disclosures - Declaration* form will be required.

1. Paying rates;

2. Fines;
3. Use of Shire owned facilities such as Recreation Centre, Civic Centre, library, parks, ovals and other public open spaces (whether charged a fee or not); and
4. Attending Council functions that are open to the public.

Where these services were not provided at arms-length and under the same terms and conditions applying to the general public, elected Council members and KMP will be required to make a declaration in the *Related Party Disclosures - Declaration* form about the nature of any discount or special terms received.

All other transactions

For all other transactions listed above in 2.0, elected Council members and KMP will be required to make a declaration in the *Related Party Disclosures - Declaration* form.

Frequency of disclosures

1. Elected Council members and KMP will be required to complete a *Related Party Disclosures - Declaration* form each year.
2. Disclosures must be made by all Councillors immediately prior to any ordinary or extraordinary election.
3. Disclosures must be made immediately prior to the termination of employment of/by a KMP.

4.0 CONFIDENTIALITY

All information contained in a disclosure return will be treated in confidence. Generally, related party disclosures in the annual financial reports are reported in aggregate and, as such, individuals are not specifically identified. Notwithstanding, management is required to exercise judgement in determining the level of detail to be disclosed based on the nature of a transaction or collective transactions and materiality. Individuals may be specifically identified, if the disclosure requirements of AASB 124 so demands.

5.0 MATERIALITY

Management will apply professional judgement to assess the materiality of transactions disclosed by related parties and their subsequent inclusion in the financial statements. In assessing materiality, management will consider both the size and nature of the transaction, individually and collectively.

2.1.10 CASH RECEIPTING AND BANKING

Adopted or Reviewed by Council:

Council Minute Reference:

Reviewer: Chief Executive Officer / Deputy Chief Executive Officer

Local Law:

Procedure:

Delegation:

Objective

To establish controls for the receipt, handling and banking of money received by the Shire of Kojonup, ensuring the security of public funds, compliance with legislative requirements, and appropriate segregation of duties.

Legislation

- Local Government Act 1995 — s. 6.5
- Local Government (Financial Management) Regulations 1996 — Regulation 11
- Local Government (Financial Management) Regulations 1996 — Regulation 10 (money received to be paid into authorised bank account)

Policy

1. Receipt of Money

1. All money received by the Shire of Kojonup on behalf of the local government must be receipted using the Shire's financial management system immediately upon receipt.
2. A sequentially numbered official receipt must be issued for all money received, whether in cash, cheque, electronic funds transfer, or any other payment method.
3. No money is to be accepted by any employee without the immediate issuance of an official receipt.
4. Under no circumstances is money to be accepted and held without being entered into the Shire's receipting system on the day of receipt.
5. Receipts must identify the payer, the amount, the date, and the purpose of the payment.

2. Banking

6. All money received by the Shire must be deposited into the Shire's authorised municipal fund, trust fund, or other authorised bank account in accordance with Regulation 10 of the Local Government (Financial Management) Regulations 1996.
7. Cash and cheques received must be banked on the day of receipt or, where this is not practicable, no later than the next business day.
8. Under no circumstances is money to be retained on Shire premises overnight unless secured in an approved safe with restricted access.
9. The person responsible for banking must not be the same person who issued the receipt for the money being banked (segregation of duties). Where staffing constraints prevent full segregation, the Chief Executive Officer must be notified and alternative controls implemented.
10. A bank deposit slip must be prepared for all deposits and retained as a record.

3. Security of Cash

11. Cash held on Shire premises at any time must be kept in a locked, secure cash drawer, till, or safe with access restricted to authorised officers only.
12. A register of all officers with access to cash handling and secure cash storage shall be maintained by the Manager Financial and Corporate Services.

13. Cash floats must be reconciled at the close of each business day by the officer responsible, and any discrepancies reported immediately to their supervisor and the Manager Financial and Corporate Services.
14. Cash should not be transported unless necessary and, where it is required, must be transported securely by two authorised officers wherever practicable.

4. Reconciliation

15. All receipts must be reconciled against bank statements on a monthly basis as part of the Shire's monthly financial reporting process.
16. Any discrepancies between receipting records and bank statements must be investigated and resolved promptly, with all unresolved variances reported to the Chief Executive Officer.
17. The Manager Financial and Corporate Services is responsible for ensuring monthly bank reconciliations are completed and reviewed.

5. Electronic Payments

18. Electronic payment methods (including EFTPOS, online payments, and direct deposits) must be reconciled to receipts daily.
19. All EFTPOS terminals must be reconciled against the Shire's financial system at the close of each business day.
20. The Shire's electronic payment systems must be subject to the same segregation of duties and reconciliation requirements as cash receipting.

6. Responsibilities

- The Manager Financial and Corporate Services is responsible for implementing and maintaining adequate cash receipting and banking procedures consistent with this policy.
- All staff who handle money on behalf of the Shire are responsible for complying with this policy and any associated procedures.
- Any suspected fraud, theft, or misappropriation of money must be reported immediately to the Chief Executive Officer.

2.1. ~~119~~ RELATED PARTY TRANSACTION DISCLOSURES PETTY CASH

Adopted or Reviewed by Council: 15/08/2017

Council Minute Reference: 90/17

Reviewer: Chief Executive Officer / Deputy Chief Executive Officer

Local Law:

Procedure: Related Party Disclosures — Declaration Form

Delegation:

Objective

To establish guidelines for the operation, control and reconciliation of petty cash floats held by the Shire of Kojonup, ensuring that small incidental cash payments are properly authorised, recorded and accounted for.

Legislation

- Local Government (Financial Management) Regulations 1996 — Regulation 11(4): payments in cash from a petty cash system are permitted
- Local Government Act 1995 — s. 6.5 (CEO duty to ensure proper accounts are kept)

Policy

1. Establishment of Petty Cash Floats

21. Petty cash floats may only be established with the written approval of the Chief Executive Officer.
22. Each float will have a designated custodian who is responsible for its security, management and reconciliation.
23. The maximum petty cash float for any single location is \$300. Any requirement for a higher float must be approved in writing by the CEO.
24. A register of all active petty cash floats, including the float amount, custodian's name, and location, must be maintained by the Manager Financial and Corporate Services.

2. Authorised Use

25. Petty cash may only be used for small incidental purchases where it is not practical to raise a purchase order, and where the purchase does not exceed \$100 per transaction.
26. Petty cash must not be used to circumvent the Shire's purchasing policy thresholds or to make purchases that should otherwise be made by purchase order or credit card.
27. Petty cash must not be used for personal loans or advances to staff.
28. Petty cash must not be used for purchases of alcohol.
29. A petty cash voucher must be completed and signed by the employee requesting the payment before any petty cash is disbursed. All vouchers must be accompanied by a receipt or tax invoice wherever possible.

3. Reconciliation and Replenishment

30. Petty cash floats must be reconciled at least monthly, or whenever the float falls below 25% of its authorised amount, by the custodian.
31. Reconciliation requires that the sum of cash remaining plus all receipted vouchers equals the authorised float amount. Any discrepancy must be investigated and reported to the Manager Financial and Corporate Services immediately.
32. To replenish a float, the custodian must submit all petty cash vouchers and receipts to the Manager Financial and Corporate Services, together with a reconciliation statement. A cheque or EFT payment for the total will then be issued to restore the float to its authorised amount.

33. An unannounced reconciliation of any petty cash float may be conducted at any time by the Manager Financial and Corporate Services or the CEO.

4. Security

34. Petty cash must be kept in a lockable cash box or drawer with access restricted to the custodian and their nominated deputy.

35. Cash boxes must be secured in a locked location when not in use.

36. Petty cash must not be commingled with personal funds or other money held on Shire premises.

5. Change of Custodian

37. When a custodian changes due to resignation, transfer, or absence, a full reconciliation must be conducted and signed off by both the outgoing and incoming custodian, or by the Manager Financial and Corporate Services if this is not possible.

38. Any discrepancy identified on handover must be reported to the CEO immediately.

2.1.129 RELATED-PARTY-TRANSACTION-DISCLOSURES FINANCIAL HARDSHIP - RATES

Adopted or Reviewed by Council: 15/08/2017

Council Minute Reference: 90/17

Reviewer: Chief Executive Officer / Deputy Chief Executive Officer / Rates Officer

Local Law:

Procedure: Related Party Disclosures — Declaration Form

Delegation:

Objective

To provide a fair, consistent and confidential process for ratepayers experiencing genuine financial hardship to seek assistance with the payment of rates and charges levied by the Shire of Kojonup, while ensuring the Shire maintains responsible stewardship of public funds.

Legislation

- Local Government Act 1995 — s. 6.36 (liability of owner for rates), s. 6.49 (waiver or grant of concession for rates/service charges), s. 6.50 (write-off of rates)
- Local Government (Financial Management) Regulations 1996 — Regulation 64–71 (rate payment arrangements and interest)

Policy

1. Definition of Financial Hardship

For the purposes of this policy, financial hardship is defined as a situation where a ratepayer is unable to meet their current rates and charges liability due to circumstances outside their reasonable control. This may include, but is not limited to:

- Significant reduction or loss of household income through unemployment, illness, injury, or bereavement
- Natural disaster or other unforeseen emergency that has materially affected the ratepayer's financial position
- Severe or chronic illness of the ratepayer or a household dependent
- Family or domestic violence
- Other exceptional or extenuating circumstances as determined by the CEO

2. Eligibility

39. Financial hardship assistance is available to the owner or occupier of rateable property within the Shire of Kojonup.
40. Applications must be made in writing and must provide sufficient information for the Shire to assess the applicant's financial circumstances.
41. Financial hardship assistance is not available to applicants whose arrears arise primarily from wilful non-payment rather than genuine inability to pay.
42. Commercial or investment properties are not excluded from this policy; however, applications will be assessed having regard to the commercial nature of the property and the applicant's overall financial position.

3. Available Assistance

The CEO may, on receipt of a financial hardship application, offer one or more of the following forms of assistance:

43. A payment plan for the repayment of current rates and/or outstanding arrears, tailored to the applicant's financial capacity, with instalments agreed between the applicant and the Shire.
44. Deferral of rate payments or arrears to a future date, with appropriate documentation and agreement.
45. Waiver or reduction of penalty interest on overdue rates, where the delay in payment is directly attributable to the applicant's financial hardship circumstances.

46. Waiver or partial waiver of rates and/or service charges, in exceptional circumstances, pursuant to s. 6.49 of the Local Government Act 1995. Waivers of rates exceeding the CEO's delegation must be referred to Council for determination.

Any payment plan agreed under this policy will be documented in writing and signed by both parties. Breach of a payment plan agreement will result in normal debt recovery proceedings recommencing.

4. Application Process

47. Ratepayers seeking financial hardship assistance must submit a written application to the Manager Financial and Corporate Services or the Governance and Rates Officer.

48. The application must include a description of the circumstances causing hardship, the applicant's proposed payment arrangement, and supporting documentation (such as a medical certificate, Centrelink income statement, or statutory declaration) where relevant.

49. The Shire will acknowledge receipt of a hardship application within five business days.

50. The CEO will assess and respond to completed applications within 21 days of receipt of all required information.

51. The applicant will be notified in writing of the outcome of their application, including the reasons for any decision to decline assistance.

5. Delegation

52. The CEO is delegated authority to approve payment plans, interest waivers, and rate concessions up to the value specified in the Shire's Delegation Register.

53. Applications for rate waivers exceeding the CEO's delegated authority must be presented to Council for determination.

6. Confidentiality

54. All financial hardship applications and the personal information they contain will be treated as strictly confidential.

55. Information provided in a hardship application will not be disclosed to any third party without the applicant's written consent, except where required by law.

56. Hardship application information will be stored securely and access restricted to officers directly involved in assessment and administration.

7. Debt Recovery

57. No debt recovery action, including referral to a debt collection agency, will be initiated against a ratepayer while a financial hardship application is being assessed.

58. Ratepayers on approved payment plans will not be subject to escalated debt recovery action provided they adhere to the agreed payment schedule.

59. If a payment plan is not adhered to, the Shire will contact the ratepayer before recommencing recovery action to determine whether a variation to the plan is appropriate.

2.1.13 BUDGET PREPARATION AND AMENDMENT

Adopted or Reviewed by Council:

Council Minute Reference:

Reviewer: Chief Executive Officer / Deputy Chief Executive Officer /

Local Law:

Procedure:

Delegation:

Objective

To establish the process for the preparation, adoption, monitoring and amendment of the Shire of Kojonup's annual budget in accordance with the Local Government Act 1995 and the Local Government (Financial Management) Regulations 1996.

Legislation

- Local Government Act 1995 — s. 6.2 (annual budget)
- Local Government (Financial Management) Regulations 1996 — Regulations 14, 33, 33A (annual budget content, lodgement and review)
- Local Government Act 1995 — s. 6.8 (expenditure from municipal fund — not included in budget)

Policy

1. Annual Budget Preparation

60. The Manager Financial and Corporate Services is responsible for coordinating the preparation of the Shire's annual budget in accordance with a timetable approved by the CEO.
61. Budget preparation will commence no later than three months prior to the commencement of the relevant financial year (i.e., by 1 April each year) to allow adequate time for Council review and adoption.
62. All departments and cost centre managers are responsible for preparing and submitting their budget estimates to the Manager Financial and Corporate Services by the date specified in the annual budget timetable.
63. Budget estimates must be prepared with reference to the Shire's Community Strategic Plan, Corporate Business Plan, Long Term Financial Plan, and Asset Management Plan.
64. The annual budget must be presented to Council for adoption prior to 31 August each year, or within such extended period as may be permitted under the Act.
65. The annual budget will be prepared in the 'nature or type' format as required under the Local Government (Financial Management) Regulations 1996 as amended.

2. Budget Content

The annual budget must include, as a minimum, all items required under Regulation 14 of the Local Government (Financial Management) Regulations 1996, including:

- All operating revenue and expenditure by nature or type classification
- Capital expenditure programme
- Reserve account movements
- Borrowings information
- Rate setting statement
- Notes to the annual budget

3. Budget Monitoring

66. The Manager Financial and Corporate Services will prepare monthly financial statements for presentation to Council in accordance with Policy 2.1.5 — Monthly Financial Statements and Regulation 34 of the Local Government (Financial Management) Regulations 1996.

67. All managers are responsible for monitoring expenditure against their approved budgets on an ongoing basis and reporting material variances or emerging issues to the Manager Financial and Corporate Services promptly.

68. No expenditure may be incurred that is not provided for in the adopted budget without either a budget amendment or the prior approval of the CEO (within delegated authority) or Council as required under s. 6.8 of the Local Government Act 1995.

4. Mid-Year Budget Review

69. In accordance with Regulation 33A of the Local Government (Financial Management) Regulations 1996, the Shire must conduct a review of the annual budget no earlier than 1 January and no later than 31 March of the financial year to which it relates.

70. The mid-year review report, and any resulting budget amendments, must be presented to Council for adoption.

71. The mid-year review must consider all significant variances from budget, any changes to the capital programme, reserve account movements, and the forecast year-end financial position.

5. Budget Amendments

72. Budget amendments may be required during the year to reflect changes in service delivery requirements, project scope, external funding, or other unforeseen circumstances.

73. Budget amendments must be approved by Council by absolute majority resolution in accordance with s. 6.8 of the Local Government Act 1995.

74. In urgent or emergency situations, the CEO may approve expenditure not included in the adopted budget up to the value specified in the Delegation Register, with the matter to be reported to Council at the next ordinary meeting.

75. All budget amendments must be clearly documented, including the reason for the amendment and its impact on the Shire's overall financial position.

6. Lodgement

76. A copy of the adopted annual budget must be lodged with the relevant state government department within 30 days of adoption by Council, in accordance with Regulation 33 of the Local Government (Financial Management) Regulations 1996.

2.1.14 – WRITE OFFS – DEBTS AND ASSETS

Adopted or Reviewed by Council:

Council Minute Reference:

Reviewer: Chief Executive Officer / Deputy Chief Executive Officer / Manager Regulatory Services

Local Law:

Procedure:

Delegation:

Objective

To establish a consistent and transparent process for the write-off of irrecoverable debts owed to the Shire of Kojonup and for the disposal and write-off of assets, ensuring proper accountability and compliance with applicable legislation.

Legislation

- Local Government Act 1995 — s. 6.12 (power to defer, grant discounts, waive or write off debts)
- Local Government Act 1995 — s. 6.50 (write-off of rates)
- Local Government (Financial Management) Regulations 1996 — Regulation 17B (protection of portable and attractive assets)
- Australian Accounting Standards — AASB 136 (Impairment of Assets), AASB 116 (Property, Plant and Equipment)

Policy

Part A — Write-Off of Irrecoverable Debts

1. Eligibility for Write-Off

A debt owed to the Shire may be considered for write-off where:

- The debtor cannot be located and all reasonable recovery attempts have been exhausted
- The debtor has been declared bankrupt or has been wound up (for a company) with no assets available to creditors
- The cost of further recovery action is demonstrably disproportionate to the amount owed
- The debt has become statute barred under the Limitation Act 2005 (WA)
- The debtor has died with no estate from which recovery is possible
- The CEO considers the debt irrecoverable on other documented grounds

2. Recovery Attempts Required

77. Before a debt may be considered for write-off, the Manager Financial and Corporate Services must confirm that the following steps have been taken and documented:

- At least two written demands for payment have been issued to the debtor's last known address
- A minimum of one telephone or in-person contact attempt has been made where practicable
- Consideration has been given to referral to a debt collection agency or legal action, with the reason for not pursuing these options documented
- A search of available public records has been conducted to locate the debtor or identify assets

3. Approval Authorities — Debt Write-Offs

<u>Amount</u>	<u>Approval Authority</u>
<u>Up to \$500 (excluding rates)</u>	<u>Deputy Chief Executive Officer</u>
<u>\$501 – \$5,000 (excluding rates)</u>	<u>Chief Executive Officer</u>

<u>Above \$5,000 (excluding rates)</u>	<u>Council resolution</u>
<u>Rates debts (any amount)</u>	<u>Council resolution — per s. 6.50 Local Government Act 1995</u>

4. Recording and Reporting

78. All write-offs must be recorded in the Shire's financial management system with supporting documentation retained on file.
79. A schedule of all debt write-offs approved during the financial year must be reported to Council annually as part of the year-end financial reporting process.
80. A write-off of a debt does not extinguish the debt — the Shire reserves the right to pursue recovery if the debtor's circumstances change. All written-off debts are to be maintained on a watch register for a period of seven years.

Part B — Write-Off and Disposal of Assets

5. Asset Disposal

81. Assets of the Shire may be disposed of by sale, tender, auction, trade-in, gifting or destruction in accordance with this policy and Policy 2.3.3 — Asset Management.
82. The disposal of assets must be recorded in the Shire's asset register and in the financial management system with appropriate journal entries processed in accordance with AASB 116.
83. Assets that have reached the end of their useful life, have been damaged beyond economic repair, or are surplus to requirements may be recommended for disposal by the relevant manager.

6. Approval Authorities — Asset Disposal

<u>Asset Value (written-down)</u>	<u>Approval Authority</u>
<u>Up to \$5,000</u>	<u>Chief Executive Officer</u>
<u>\$5,001 – \$20,000</u>	<u>Chief Executive Officer with prior notification to Council</u>
<u>Above \$20,000</u>	<u>Council resolution</u>
<u>Land or buildings (any value)</u>	<u>Council resolution</u>

7. Asset Write-Off

84. Where an asset has been lost, stolen, destroyed, or is otherwise unrecoverable, it must be written off the asset register.
85. A report must be prepared by the relevant manager setting out the circumstances of the loss or destruction and any insurance or recovery action taken.
86. All asset write-offs must be approved in accordance with the delegation thresholds in clause 6 above and recorded in the asset register and financial management system.
87. Where an asset has been stolen, a police report must be obtained and attached to the write-off documentation.
88. Portable and attractive assets must be managed in accordance with Regulation 17B of the Local Government (Financial Management) Regulations 1996.

2.1.15 – FEES AND CHARGES SETTING

Adopted or Reviewed by Council:	To be adopted by	Council Minute Reference:
	Council	
Reviewer:	Chief Executive Officer / Deputy Chief Executive Officer / Rates Officer	
Local Law:		
Procedure:		
Delegation:		

Objective

To establish a transparent and consistent process for setting, reviewing and adopting the Shire of Kojonup's annual schedule of fees and charges, ensuring charges are fair, reflect the cost of service delivery, and comply with legislative requirements.

Legislation

- Local Government Act 1995 — s. 6.16 (fees and charges), s. 6.17 (setting fees and charges), s. 6.18 (basis for imposing fees and charges)
- Local Government (Financial Management) Regulations 1996 — Regulation 14(3)(c) and Regulation 26 (disclosure in annual budget)
- A New Tax System (Goods and Services Tax) Act 1999 — GST treatment of fees and charges

Policy

1. Principles for Setting Fees and Charges

The Shire of Kojonup will set fees and charges in accordance with the following principles:

- Cost Recovery: fees should, as a general principle, recover the direct and indirect costs of providing the relevant service or facility, unless a policy decision has been made to subsidise a service for community benefit.
- Equity: fees should be applied consistently and equitably to users in comparable circumstances.
- Transparency: the basis for calculating fees should be documented and available to the public.
- Legislative Compliance: all fees and charges must comply with the Local Government Act 1995, any applicable specific legislation (such as the Building Act 2011, Health Act 1911, or Planning and Development Act 2005) and associated regulations.
- Commercial Sustainability: fees for commercial activities or facilities must reflect market rates and not create an unfair competitive advantage or disadvantage.

2. Annual Review Process

89. The Manager Financial and Corporate Services is responsible for coordinating the annual review of the Shire's fees and charges schedule as part of the annual budget preparation process.
90. All managers responsible for fee-generating services must review their fees annually and submit proposed fees to the Manager Financial and Corporate Services by the date specified in the annual budget timetable.
91. Proposed fees must be accompanied by a brief justification that addresses the cost recovery basis, any change from the prior year, and the rationale for any proposed concessions or waivers.
92. The fees and charges schedule must be adopted by Council each year as part of, or in conjunction with, the annual budget adoption.
93. All fees and charges take effect from 1 July each year unless otherwise specified by Council.

3. Statutory and Regulated Fees

94. Where a fee is prescribed by or under an Act or Regulation, the prescribed fee must be charged. The Shire has no discretion to charge less than the prescribed fee unless the relevant Act expressly permits it.

95. Statutory fees must be identified in the fees and charges schedule and the relevant legislative authority noted.

4. Concessions and Waivers

96. Council may, as part of the annual fees and charges adoption, approve specific concessions for designated categories of users (for example, community not-for-profit organisations or pensioners).

97. The CEO is delegated authority to waive fees in individual circumstances in accordance with the Delegation Register. All waivers must be documented and reported to Council.

98. Fees may not be waived by any officer other than the CEO or as specifically provided for by Council resolution.

5. GST

99. All fees and charges must be assessed for GST liability. Where a fee is subject to GST, the published fee must be stated as either inclusive or exclusive of GST, with the GST component clearly identified in the fees and charges schedule.

100. The Manager Financial and Corporate Services is responsible for ensuring the correct GST treatment is applied to all fees and charges in accordance with Policy 2.1.16 — GST Compliance.

6. Public Availability

101. The adopted fees and charges schedule must be published on the Shire's website and made available at the Shire's administration office promptly following Council adoption.

102. Fees and charges for major services should be clearly communicated to users in advance of the service being provided..

2.1.16 – GST COMPLIANCE

Adopted or Reviewed by Council:

Council Minute Reference:

Reviewer: Chief Executive Officer / Deputy Chief Executive Officer / Rates Officer

Local Law:

Procedure:

Delegation:

Objective

To ensure the Shire of Kojonup meets its obligations under the Goods and Services Tax (GST) legislation, maintains accurate GST records, and lodges Business Activity Statements (BAS) accurately and on time.

Legislation

- A New Tax System (Goods and Services Tax) Act 1999 (Cth)
- Tax Administration Act 1953 (Cth)
- Local Government Act 1995 — s. 6.5 (CEO duty to ensure proper accounts)

Policy

1. Registration

103. The Shire of Kojonup is registered for GST. The Australian Business Number (ABN) and GST registration must be maintained current at all times.

104. The Manager Financial and Corporate Services is responsible for ensuring the Shire's ABN and GST registration details remain current with the Australian Taxation Office (ATO).

2. GST on Revenue

105. All fees, charges, and other revenue received by the Shire must be assessed for their GST treatment (taxable, GST-free, or input-taxed) in accordance with the GST Act.

106. The Shire must issue a tax invoice for all taxable supplies where the consideration exceeds \$82.50 (including GST) when requested by the recipient.

107. Tax invoices must include all information required by the GST Act, including the Shire's ABN, the date, a description of the supply, the total price, and the GST component.

108. Grants and funding received from Commonwealth or State government bodies must be assessed for GST treatment based on the nature of the arrangement (genuine grant vs. payment for services).

3. GST on Expenditure (Input Tax Credits)

109. The Shire is entitled to claim input tax credits (ITCs) on the GST paid on creditable acquisitions used in carrying on its enterprise activities.

110. A valid tax invoice must be obtained from suppliers for all taxable purchases where the total price (including GST) exceeds \$82.50 before an ITC can be claimed.

111. ITCs cannot be claimed on private expenditure, non-creditable acquisitions, or where the supply is input-taxed.

112. All officers processing payments must check that valid tax invoices have been obtained for GST-inclusive purchases before approving payment.

4. ABN Withholding

113. Where a supplier does not quote an ABN on an invoice for a taxable supply, the Shire is required to withhold 47% of the payment (the current top withholding rate) and remit it to the ATO, unless an exemption applies.

114. Before making payment to any new supplier, the Shire's accounts payable staff must confirm that the supplier has quoted a valid ABN on their invoice.

115. Any ABN withholding amounts must be remitted to the ATO within the timeframes specified in the tax legislation and reported in the Shire's Business Activity Statement.

5. Business Activity Statement (BAS)

116. The Manager Financial and Corporate Services is responsible for preparing and lodging the Shire's BAS with the ATO on a monthly basis (or as otherwise required by the ATO).

117. The BAS must be lodged and any net GST liability paid by the applicable due date to avoid penalties and interest.

118. The BAS must be reviewed and authorised by the CEO or Manager Financial and Corporate Services before lodgement.

119. BAS lodgements and associated workpapers must be retained for a minimum of five years in accordance with ATO requirements and the State Records Act 2000.

6. GST Classification of New Transactions

120. Where the Shire enters into a new type of transaction whose GST treatment is uncertain, the Manager Financial and Corporate Services must seek advice from the Shire's auditors or tax advisers before processing the transaction.

121. Advice received must be documented and retained on file.

7. Training and Responsibility

122. All staff responsible for processing financial transactions, raising invoices, or approving purchases must have a sufficient understanding of the Shire's GST obligations as they relate to their role.

123. The Manager Financial and Corporate Services is responsible for ensuring staff receive adequate GST training and that GST obligations are met across all functions of the Shire.

8. Penalties

124. The Shire is exposed to administrative penalties, interest charges, and reputational risk if it fails to comply with GST obligations. The Manager Financial and Corporate Services must ensure that BAS lodgements are accurate and timely to minimise this risk.

125. Any identified GST error — whether in the Shire's favour or in the ATO's favour — must be corrected in the next BAS or by lodging an amendment, as appropriate.

2.1.17 – LONG TERM FINANCIAL PLAN

Adopted or Reviewed by Council:

Council Minute Reference:

Reviewer: Chief Executive Officer / Deputy Chief Executive Officer / Rates Officer

Local Law:

Procedure:

Delegation:

Objective

To establish the Shire of Kojonup's policy for the preparation, adoption, review and use of the Long Term Financial Plan (LTFP) as a key component of the Shire's Integrated Planning and Reporting Framework under the Local Government Act 1995.

Legislation

- Local Government Act 1995 — s. 5.56 (Integrated Planning and Reporting), s. 5.56(2)
- Local Government (Administration) Regulations 1996 — Part 3 (Planning for the Future)
- DLGSC Integrated Planning and Reporting Framework and Guidelines

Policy

1. Purpose of the Long Term Financial Plan

The Long Term Financial Plan is a key strategic document that:

- Demonstrates the long-term financial sustainability of the Shire
- Provides a financial framework to support the implementation of the Community Strategic Plan and Corporate Business Plan
- Informs Council's decision-making on major capital expenditure, borrowings, reserve management, and rating strategy
- Identifies future funding pressures, infrastructure investment needs, and the financial impacts of proposed service changes
- Supports the preparation and review of the annual budget and other Integrated Planning documents

2. Plan Period

126. The Long Term Financial Plan must cover a minimum period of ten (10) years.

127. The plan period should align with the planning horizon of the Community Strategic Plan.

3. Plan Content

The Long Term Financial Plan must include, as a minimum:

- A projected Income Statement (operating revenue and expenditure) for each year of the plan period
- A projected Balance Sheet for each year of the plan period
- A projected Cash Flow Statement
- Capital expenditure projections, including links to the Asset Management Plan and any major project proposals
- Reserve account projections, including planned contributions and drawdowns
- Borrowings projections, including new borrowings, repayments, and outstanding balances
- Rating projections, including assumptions about rate increases over the plan period
- Key financial sustainability ratios and indicators
- Underlying assumptions, including forecast inflation, interest rates, population growth, and any other material assumptions

- Scenario analysis identifying the financial implications of key risks or alternative outcomes

4. Preparation and Adoption

128. The Manager Financial and Corporate Services is responsible for coordinating the preparation and review of the Long Term Financial Plan.
129. The LTFP must be reviewed and updated annually as part of the Shire's Integrated Planning and Reporting cycle, to be presented to Council for adoption in conjunction with or following adoption of the annual budget.
130. Significant revisions to the LTFP outside the annual review cycle (for example, following a major Council decision with long-term financial implications) must be presented to Council for noting or adoption.

5. Use of the Plan

131. The Long Term Financial Plan must be used to inform the following decisions:
- Annual budget preparation and adoption
 - Capital expenditure prioritisation and the Capital Evaluation Framework
 - Borrowing decisions (refer to Policy 2.1.7 — Borrowing Management)
 - Reserve account establishment, contribution levels, and drawdown decisions (refer to Policy 2.1.6 — Financial Governance)
 - Rate setting and any proposed special rates or levies
 - Major land transactions or trading undertakings
132. Any Council report recommending expenditure with a significant long-term financial impact should include a reference to the LTFP and the proposed expenditure's effect on the Shire's long-term financial sustainability.

6. Publication

133. The adopted Long Term Financial Plan must be published on the Shire's website and made available at the Shire's administration office.
134. The plan should be written and presented in a format that is accessible to the community, with a plain-language summary included where practicable.

7. Financial Sustainability

135. The Shire's primary objective in managing its long-term finances is to maintain financial sustainability — that is, the ability to fund services and infrastructure at agreed levels in the long term without imposing unacceptable burdens on current or future ratepayers.
136. Where the Long Term Financial Plan identifies a risk to the Shire's financial sustainability, the CEO must bring this to Council's attention as soon as practicable, together with a range of options for Council's consideration.

2.2 HUMAN RESOURCES

2.2.1 STAFF EQUAL OPPORTUNITY

Adopted or Reviewed by Council:	17/11/15 19/11/19	Council Minute Reference:	183/15 156/19
Reviewer:	Chief Executive Officer/ Manager Financial and Corporate Services Human Resources Officer		
Local Law:	<u>Equal Opportunity Act 1984 (WA); Sex Discrimination Act 1984 (Cth); Racial Discrimination Act 1975 (Cth); Australian Human Rights Commission Act 1986 (Cth)</u>		
Procedure:	Section 4, Supporting our Staff in the Workplace, Policy 14 – Equality Policy, p82 – Employee Manual, Employee Code of Conduct		
Delegation:			

OBJECTIVE

To ensure the Shire of Kojonup provides a workplace free from unlawful discrimination and equal opportunity in employment, To comply with the provisions of their full compliance with the WA Equal Opportunity Act 1984 and applicable Commonwealth anti-discrimination legislation.-

POLICY

The Shire of Kojonup is an equal opportunities employer and ensures that there is no discrimination on grounds unrelated to the job requirements.

The following are the protected characteristics recognised under this policy, consistent with WA and Commonwealth anti-discrimination law:

Sex and gender identity

Intersex status

Age

Race, colour, ethnic or national origin

Aboriginal and/or Torres Strait Islander status

Marital Status, pregnancy and family responsibility or family status

Religious or political activity or views

Physical or mental impairment or disability

Sexual orientation

Breastfeeding

Spent convictions (as applicable under WA law)

~~In particular, there will not be any contravention of the WA Equal Opportunity Act 1984 which prohibits discrimination in employment on the basis of sex, age, marital status, parenthood, race, colour, pregnancy, religious or political activity or views, physical or mental impairment, sexual orientation, family responsibility or family status, or breastfeeding.~~

POLICY STATEMENT

The Shire of Kojonup recognises that discrimination and victimisation is unacceptable and that it is in the interests of the Shire and its employees to utilise the skills of the total workforce. It is the aim of the Shire to ensure that no employee or job applicant receives less favourable facilities or treatment (either directly or indirectly) in recruitment or employment on grounds of age, disability, gender/ gender reassignment, marriage/civil partnership, pregnancy/maternity, race, religion or belief, sex, or sexual orientation (the **protected characteristics**).

Our aim is that our workforce will be truly representative of all sections of society and each employee feels respected and able to give of their best.

We oppose all forms of unlawful and unfair discrimination or victimisation. To that end the purpose of this policy is to provide equality and fairness for all in our employment.

All employees, whether part-time, full-time or temporary, will be treated fairly and with respect. Selection for employment, promotion, training or any other benefit will be on the basis of aptitude and ability. All employees will be helped and encouraged to develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the efficiency of the Shire.

Our staff will not discriminate directly or indirectly, or harass customers or clients because of age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, and sexual orientation in the provision of the Shire's goods and services.

1. Our Commitment

- To create an environment in which individual differences and the contributions of all staff are recognised and valued.
- Every employee is entitled to a working environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated.
- Training, development and progression opportunities are available to all staff.
- The Shire of Kojonup will review all our employment practices and procedures to ensure fairness regularly.
- Breaches of the equality policy will be regarded as misconduct and could lead to disciplinary proceedings.
- Breastfeeding in the workplace - The Shire will provide a suitable, private and hygienic space for breastfeeding or expressing milk. Employees who are breastfeeding may take flexible breaks for this purpose, to be managed in consultation with the CEO. The Shire will not treat a breastfeeding employee less favourably in any employment decision.

2. Responsibilities of Management

Managers will ensure that they and their staff to operate within this policy and arrangements, and that all reasonable and practical steps are taken to avoid discrimination. Each manager will ensure that:

- all their staff are aware of the policy and the arrangements, and the reasons for the policy;
- grievances concerning discrimination are dealt with properly, fairly and as quickly as possible;
- proper records are maintained.

The Chief Executive Officer will be responsible for monitoring the operation of the policy in respect of employees and job applicants.

3. Responsibilities of Staff and Elected Members

Responsibility for ensuring that there is no unlawful discrimination rests with all staff and elected members and the attitudes of staff and elected members are crucial to the successful operation of fair employment practices. In particular, all members of staff and elected members should:

- comply with the policy and arrangements;
- not discriminate in their day to day activities or induce others to do so;

- not victimise, harass or intimidate other staff or elected members or groups who have, or are perceived to have one of the protected characteristics;
- ensure no individual is discriminated against or harassed because of their association with another individual who has a protected characteristic; and
- inform their manager if they become aware of any discriminatory practice.

4. **Third Parties**

Third-party harassment occurs where a Shire employee or elected member is harassed, and the harassment is related to a protected characteristic, by third parties such as clients or customers. The Shire of Kojonup will not tolerate such actions against its staff or elected members, and the employee/elected member concerned should inform their manager/supervisor/Shire President at once that this has occurred. The Shire of Kojonup will fully investigate and take all reasonable steps to ensure such harassment does not happen again.

5. **Related Policies and Arrangements**

All employment policies and arrangements have a bearing on equality of opportunity. The Shire policies will be reviewed regularly and any discriminatory elements removed by the CEO.

6. **Rights of Disabled People**

The Shire attaches particular importance to the needs of disabled people.

Under the terms of this policy, managers are required to:

- make reasonable adjustment to maintain the services of an employee who becomes disabled, for example, training, provision of special equipment, reduced working hours. (NB: managers are expected to seek advice on the availability of advice and guidance from external agencies to maintain disabled people in employment);
- include disabled people in training/development programs;
- give full and proper consideration to disabled people who apply for jobs, having regard to making reasonable adjustments for their particular aptitudes and abilities to allow them to be able to do the job.

7. **Equality Training**

A series of regular briefing sessions will be held for staff and elected members on equality issues. These will be repeated as necessary.

Training will be provided on this policy and the associated arrangements. All staff and elected members who have an involvement in the recruitment and selection process will receive specialist training.

8. **Monitoring Privacy and Monitoring Data**

Any data collected for the purpose of monitoring equality of opportunity will be handled in accordance with the Privacy Act 1988 (Cth) and the Shire's Privacy Policy (Policy 2.3.1). Monitoring data will not be used for any purpose other than assessing the effectiveness of this policy

The Shire deems it appropriate to state its intention not to discriminate and assumes that this will be translated into practice consistently across the Shire as a whole. Accordingly, a monitoring system will be introduced to measure the effectiveness of the policy and arrangements.

- The system will involve the routine collection and analysis of information on employees by gender, marital status, ethnic origin, sexual orientation, religion / beliefs, grade and length of service in current grade. Information regarding the number of staff who declare themselves as disabled will also be maintained.
- There will also be regular assessments to measure the extent to which recruitment to first appointment, internal promotion and access to training/development opportunities affect equal opportunities for all groups.
- The information collected for monitoring purposes will be treated as confidential and it will not be used for any other purpose.
- If monitoring shows that the Shire, or areas within it, are not representative, or that sections of our workforce are not progressing properly within the Shire, then an action plan will be developed to address these issues. This will include a review of recruitment and selection procedures, Shire policies and practices as well as consideration of taking legal Positive Action.

9. **Grievances/Discipline**

Employees have a right to pursue a complaint concerning discrimination or victimisation via the Shire *Workplace Discrimination and Harassment Policy and the Employee Code of Conduct*. Employees who believe they have been subjected to unlawful discrimination may raise a complaint under Policy 2.2.15 Grievances, Investigation and Resolution) or make an external complaint to the Equal Opportunity Commission of WA or the Australian Human Rights Commission.

2.2.2 ELIMINATION OF HARASSMENT IN THE WORKPLACE

Adopted or Reviewed by Council:	17/11/15	Council Minute Reference:	183/15
Date/s Amended:	20/11/18		143/18
Reviewer:	Chief Executive Officer/ all personnel Managers Manager Regulatory Services		
Local Law:	<u>Work Health and Safety Act 2020 (WA); Work Health and Safety (General) Regulations 2022 (WA) — Part 3.1 Psychosocial Hazards; Equal Opportunity Act 1984 (WA); Sex Discrimination Act 1984 (Cth)</u>		
Procedure:	Employee Manual, Employee Code of Conduct		
Delegation:			

OBJECTIVE

To provide a workplace that is free from all forms of harassment, bullying and victimisation and to meet the Shire's duties under the Work Health and Safety Act 2020 (WA) and the Work Health and Safety (General) Regulations 2022 (WA) in relation to Psychosocial hazards-

POLICY

It is the right of every individual to be able to carry out their job in an environment which promotes job satisfaction and maximises performance. Such an environment is dependent on it being free from all forms of harassment and victimisation. Every person working at or for the Shire of Kojonup has the right to a workplace that is safe, respectful and free from harassment, bullying and victimisation. The Shire will not tolerate any such behaviour and will investigate all complaints promptly and fairly

~~**Note:** Reference also the WA Equal Employment Opportunity Act 1984 and Employee Code of Conduct. Fair Work Act 2009, Work Health and Safety Act 2011 and Sex Discrimination Act 1984.~~

Definitions

Harassment

Harassment is any unwanted or unwelcome behaviour related to a protected characteristic (see Policy 2.2.1) that offends, humiliates or intimidates a person, or that creates a hostile environment. It includes verbal, written, physical or visual conduct.

Workplace Bullying

Workplace bullying is repeated, unreasonable behaviour directed towards a worker or group of workers that creates a risk to health and safety. Bullying does not include reasonable management action carried out in a fair and reasonable way.

Sexual Harassment

Sexual harassment is any unwanted sexual conduct that a reasonable person would find offensive, humiliating or intimidating. A single incident can constitute sexual harassment.

Online and Digital Harassment

Harassment or bullying that occurs through digital means — including email, messaging applications, social media or other online platforms — is subject to this policy, regardless of whether it occurs during or outside work hours, if it has a work-related connection.

Responsibilities

All employees, contractors and volunteers

Must not harass, bully or victimise any colleague, client or member of the public. Must report harassment or bullying they experience or witness to their manager or the CEO.

Employees who witness harassment or bullying have an obligation to report it — the Shire recognises a bystander's responsibility to act.

Managers and Supervisors

Must actively monitor their team for signs of harassment or bullying, respond promptly and appropriately to all complaints or observations, and not participate in or condone any harassing or bullying behaviour. Failure to act on a known or reasonably suspected incident may itself constitute a failure to discharge WHS duties under the Work Health and Safety Act 2020 (WA).

Chief Executive Officer

Is responsible for ensuring this policy is implemented and that the Shire's systems for managing psychosocial hazards — including harassment and bullying — comply with the Work Health and Safety (General) Regulations 2022 (WA).

Complaints and Investigation

Complaints are to be made under Policy 2.2.15 (Grievances, Investigation and Resolution).

Complainants will be protected from victimisation. External complaints may be made to WorkSafe WA (WHS Act 2020) or the Equal Opportunity Commission of WA.

2.2.3 EMPLOYEE CONFERENCES, SEMINARS & WORKSHOPS

Adopted or Reviewed by Council:	17/11/15 17/11/20	Council Minute Reference:	183/15 156/20
Reviewer:	Chief Executive Officer/all personnel Managers		
Local Law:			
Procedure:			
Delegation:	ADMIN 004		

OBJECTIVE

To provide employees with opportunities to attend conferences, seminars and workshops that “add value” and continuous improvement to their positions as well as enhance skill sets and knowledge to the benefit of the employee, Shire and Community in meeting and delivering effective strategic and operational outcomes.

POLICY

1. The progression of employee development and continuous improvement is an ongoing commitment of Council, ensuring the effective and efficient performance of employees as recognised in the Workforce Plan.
2. In respect of employees attending approved conferences, seminars or workshops with the Shire’s approval, the following expenses will be met by the Shire:
 - (a) Registration Fees;
 - (b) Accommodation and reasonable meal costs, excluding minibar and alcohol;
 - (c) Incidental expenses such as work related parking, taxis and telephone calls; and
 - (d) Reasonable travelling costs.

All travelling procedures must comply with Work Health and Safety (WHS) requirements.
3. The Shire will allow employees to travel to the course in work time; that is, if the course is held in Perth, the employee can depart Kojonup at 1.00 p.m. on the day prior to the course in order to arrive at the approximate normal finishing time. The same principle would apply for any other destinations. It is the objective of the Council to ensure that all Team members arrive and return safely.
4. The Shire may provide a vehicle for travel; however, the vehicle must be returned to the Shire immediately on return to Kojonup, unless arrangements are made to the Shire’s satisfaction for an extension. If a Shire vehicle is unavailable, the Shire will reimburse travelling expenses in accordance with Australian Taxation Office kilometre allowances as varied each year.
5. Dependent on the type of conference, seminar or workshop and content thereof, an employee may be required as directed by their respective Manager, CEO or Council to submit a report or make a presentation enabling Council to remain informed of benefits derived from an employee’s attendance which may also be of benefit to the organisation in building corporate and employee knowledge and awareness.
6. No overtime or penalty rates will apply for any employee attending a conference, seminar or workshop under this policy.
7. An employee attending a conference, seminar or workshop, subject to WHS requirements, will be expected to wear the corporate uniform wherever possible to signify your representation of the Shire of Kojonup.
8. Team Members will adhere to the Shire’s Employee Code of Conduct at all times.

2.2.4 EDUCATION ASSISTANCE

Adopted or Reviewed by Council: 14/11/17

Council Minute Reference: 183/15

Reviewer: Chief Executive Officer/all personnel Managers

Local Law:

Procedure:

Delegation:

OBJECTIVE

To provide assistance to employees when undertaking courses of study to improve job skills and knowledge in better equipping employees to contribute to the objectives of the Council.

Specifically, the objective is to increase the efficiency of Council through the provision of suitably qualified and trained employees, improved work performance and improved adaptability of employees to organisational change.

POLICY

That the Council provides the following support to employees desiring to undertake courses of study in enhancing their skills and knowledge:

1. Reimbursement of prepaid compulsory fees upon successful completion of each unit including enrolment fees, subject fees and Government fees subject to a maximum of \$2,000 excluding GST per annum per employee;
2. The cost of accommodation and travelling costs will not be reimbursed;
3. The cost of textbooks, instruments, and materials up to \$250 will be refunded upon production of receipts;
4. Special leave of up to four days per annum will be granted to employees required to attend examinations, compulsory seminars, workshops, or practical sessions;
5. The CEO is responsible for approving any application for Educational Assistance in accordance with the Policy objectives and may consider amending specific conditions due to financial hardship requests or other mitigating circumstances.

The employee is to satisfy the CEO that any course of study proposed to be undertaken will benefit the Shire's core business in accordance with workforce planning and/or performance appraisals.

2.2.5 PRESENTATIONS – DEPARTING EMPLOYEES

Adopted or Reviewed by Council:	17/11/15	Council Minute Reference:	183/15
Date/s Amended:	20/11/18		143/18
Reviewer:	Chief Executive Officer/all personnel Managers		
Local Law:			
Procedure:			
Delegation:			

OBJECTIVE

To ensure a policy exists which clarifies presentations by Council to retiring or departing employees.

POLICY

This policy intention is to reward longer term employees who have served the Council continuously in good stead and at a high performance standard throughout their career. There should be no expectation that this will be paid and it is important that Managers requesting this for their Team Members should wholly justify their request with evidence.

Upon resignation or retirement of an employee, the Shire may at the CEO's sole discretion, as a token of appreciation for many years of continuous service, provide one or both of the following:

1. A gift (or money/gift card) valued at up to \$100 for each completed year of service, to a maximum of \$1,000;
2. Gift selection to be discussed with the Chief Executive Officer.

CEO to take into consideration the Team Members performance history and continuous time with the Shire.

It is not intended to reward short term employees; as an example, of less than 5 years' service, and is Delegated Authority to the CEO to manage at their discretion.

Note:

Reference s. 5.50 of the *Local Government Act 1995*, as amended, which requires action if paying in excess of this Policy.

2.2.6 SALARY PACKAGING

Adopted or Reviewed by Council:	20/02/18	Council Minute Reference:	13/18
Date/s Amended:	20/11/18		143/18
	12/12/23		141/23
Reviewer:	Chief Executive Officer		
Local Law:			
Procedure:			
Delegation:			

OBJECTIVE

To recognise the importance of establishing the correct packages for ~~each of these key~~contracted positions in order to attract ~~the a~~ person with the skills and experience necessary to perform in the top quartile of the performance spectrum.

To ensure that the parameters for the calculation of salary and other salary package items for ~~senior~~contracted employees is comparable, in at least some key aspects of its operations and responsibilities, with other Band 3 shires.

To recognise the special role played by these officers in the development of the Shire of Kojonup.

POLICY

It is acknowledged by Council that Salary packaging, in the recruiting environment, is a tool to attract the right person to a required role. The Chief Executive Officer (CEO) requires flexibility when negotiating Employee Contracts and their remuneration packages.

The Council delegates and authorises the CEO, in their operational capacity, to decide and negotiate remuneration packages.

This policy covers all contracted positions in the Shire. The following positions are established as Designated Officers under s5.37 of the *Local Government Act 1995*:

- Chief Executive Officer;
- ~~Manager of Financial & Corporate Services;~~
- ~~Property Services Manager~~
- ~~Manager Works and Infrastructure~~
- ~~Project Manager and Regulatory Services~~
- ~~Manager of The Kodja Place, Tourism and Marketing~~

For clarity under the Act the CEO is deemed a Designated Officer for the Shire of Kojonup.

This policy does not affect the status of a designation for salary packaging purposes i.e. this policy applies to all contracted employees.

The Salary Packaging Policy of the Shire of Kojonup is constructed to provide flexibility to attract and retain skilled and experienced management necessary to professionally manage the Council as follows:

1. Council expects outstanding professional and management performance from contracted officers in the delivery of agreed outcomes and the delivery of services to the ratepayers and residents of the Shire;

2. To reward these skilled and experienced management personnel with realistic and competitive salary packages;
3. To convey to each of the appointees that the Shire has selected the person with the most appropriate skills and qualifications for the position and that this is clearly identified in the package offered to the recommended appointee;
4. To construct salary packages that are easily understood by the beneficiary and operable without the need for the raising of minor charges invoices;
5. To recognise that it will be necessary to pay Fringe Benefits Tax on these packages and to provide for such FBT in the staff budget;
6. To undertake at least one regular and professional review and assessment of the performance of each of these officers during each twelve month period;
7. To recognise the trend is towards senior officers being engaged on shorter term contractual basis to achieve specific outcomes and that the Council will consider performance related rewards for outstanding achievements at the end of such contracts; and
8. To comply with the requirements of the appropriate legislation and regulations.

SALARY PACKAGING – ~~CONTRACTED SENIOR OFFICERS EMPLOYEES~~

The CEO is responsible for determining salary packages and may include but is not limited to:

1. A competitive cash salary component in each package;
2. Provision of a motor vehicle as per Policy 2.2.8 Motor Vehicles - Officers;
3. Provision of housing as per Policy 2.2.7 Staff Housing;
4. Novated leasing of a vehicle (refer policy 2.2.8);
5. Bundling of Australian Taxation Office approved private housing expenses; and
6. Additional superannuation payments.
7. Utility payments and other related expense items e.g. gardening [etc](#) applicable to working and living in Kojonup

Employees shall be able to take advantage of salary sacrificing provisions on the basis that it will be at no cost to Council.

Any of the above arrangements shall be stipulated in the respective Manager's/Employee's Contract of Employment.

Provision of Housing

Housing may be provided and, if so, supply will be in accordance with Council's Policy 2.2.7 Staff Housing, with a Residential Tenancy Agreement completed separately to an Officer's contract.

This is deemed a part of the remuneration package value.

Service Charges

Electricity and gas charges for the duration of the occupancy may be negotiated as part of the package or be for the account of the Officer concerned - charges for water, sewerage, rates, rubbish and other property charges are for the account of the Shire.

Annual Leave

Standard Annual Leave is 4 weeks.

1. Where an officer is required to regularly attend evening meetings, an extra week's leave may be granted in full recognition of the need to attend these meetings after hours.

2. These extra days may be taken either as part of annual leave or as accumulated during the year.
3. Annual leave loading - applicable at the rate of 17.5% to the standard annual leave.
The CEO has delegated authority to offer an additional week's annual leave where it is justified. This is deemed a part of the remuneration package.

Professional Organisation Membership Dues

The Shire will pay the annual membership fees for the State/National Professional Association of the Officer's choice that relates directly to the Officer's responsibilities to Council.

Salary Sacrifice

This policy allows Senior Officers the opportunity of Salary Sacrificing within their salary package based on sound accounting/taxation advice being available to both employer and employee.

Miscellaneous Expenses

Reimbursement for expenses are not considered part of the salary package.

Participation in conferences will be considered in the Annual Budget process and, where approved, the expenses for the activity will be covered in the Budget item.

Professional Development will be considered in the Annual Budget process and, where approved, the expenses for the activity will be covered in the Budget item.

Operational expenses incurred during the conduct of Council business are reimbursed to the Officer concerned or paid direct by the Council through the Council's financial processes and are not deemed salary for the purpose of negotiating a remuneration package.

2.2.7 STAFF HOUSING

Adopted or Reviewed by Council:	14/11/17	Council Minute Reference: 183/15
	20/11/18	143/18
	19/11/19	156/19
Date/s Amended:	19/05/20	57/20
	17/08/21	99/21
	18/10/22	111/22
	12/12/23	141/23
Reviewer:	Chief Executive Officer	
Local Law:	Nil	
Procedure:	Nil	
Delegation:	EMPL 004	

OBJECTIVE

To support Council Policy 2.2.6 Salary Packaging in attracting the person with the skills and experience necessary to fill the senior staff positions.

POLICY

The Shire owns a range of housing for Team Members from executive homes to apartments.

It is acknowledged by Council that Housing, in the recruiting environment, is a tool to attract the right person to a required role. The Chief Executive Officer (CEO) requires flexibility when negotiating Employee Contracts and their remuneration packages.

The Council delegates and authorises the CEO, in their operational capacity, to decide and negotiate which roles access housing in their remuneration package.

It is the preference of the Council to offer Shire owned housing as a priority to the following role:

- Chief Executive Officer 15 Loton Close

As a priority for housing supply and determined by the authority delegated to the CEO then to other senior officer roles in the first instance:

- Manager Financial and Corporate Services
- Manager Project and Regulatory Services
- Manager Works and Infrastructure
- Property Services Manager
- Manager of The Kodja Place, Tourism and Marketing

The rent for the above houses is established through negotiation of a manager's individual employment contract, decided by the CEO, and subsidies are set by the Council through the fees and charges process.

Other Shire roles:

To attract and retain professional, technical and specialised roles, it is also policy to offer available housing to other Team Members as determined, at the discretion of the Chief Executive Officer.

The rental charged on these properties will be 60% of the list of fees and charges (market value) with the balance of 40% being a subsidy under the prospective employee's employment conditions or contract of employment.

To attract other qualified roles and senior managers, the CEO has delegated authority to negotiate all aspects of a rental agreement including foregoing rent to attract the right person to the role.

Bagg Street units:

Temporary Bagg Street accommodation may be offered to staff, at the CEO's discretion, if required and available, at either 1A (one bedroom) or 1B (two bedroom) Bagg Street units.

The CEO may negotiate weekly rental for all staff in accordance with annual performance reviews.

No-Smoking

Smoking is strictly prohibited within the premises of all Shire owned houses and buildings at any time.

Bond

| All tenants, unless negotiated with the CEO, will be required to lodge a sum equivalent to four weeks' rent as set out in the Fees and Charges Schedule, as a bond towards any damage sustained by the tenant during the tenancy. All tenancies, unless negotiated with the CEO, will have a written residential tenancy agreement.

The CEO housing is exempt from this clause.

Private Rentals

In the event that any Council provided accommodation is, at any time, not required for entitled Council employees identified above, then the CEO is delegated authority to rent the accommodation to other persons, including other Shire employees, provided the residential tenancy arrangement is on a fixed basis and includes a clause that the property will be vacated if required for the priority roles listed above.

Relocation Assistance

The CEO may, at the CEO's discretion and Delegated Authority, financially assist new appointments by covering relocation expenses of up to \$5,000.

2.2.8 MOTOR VEHICLES - OFFICERS

Adopted or Reviewed by Council:	20/02/18	13/18
	12/12/23	141/23
Reviewer:	Chief Executive Officer	
Local Law:		
Procedure:		
Delegation:		

OBJECTIVE

To provide motor vehicles for senior employees used in a manner comparable to shires with similar operations and responsibilities.

POLICY

It is acknowledged by Council that Motor Vehicles, in the recruiting environment, are a tool to attract the right person to a required role. The CEO requires flexibility when negotiating Employee Contracts and their remuneration packages.

The Council delegates and authorises the CEO, in their operational capacity, to decide and negotiate which roles incur a vehicle in their remuneration package.

It is the policy of the Shire of Kojonup, in the first instance, to supply motor vehicles to officers appointed to the following positions, if so negotiated by the officer, under Policy 2.26 - Salary Packaging.

However, the Council has Delegated Authority to the CEO to negotiate remuneration packages with all employees and use discretion to nominate vehicles to other roles if required:

- Chief Executive Officer;
- Manager Project and Regulatory Services
- Manager Financial and Corporate Services;
- Manager Works and Infrastructure;
- Mechanic;
- Works Foreman;
- Property Services Manager
- Property Services Team Leader
- Environmental Health Officer
- Community Emergency Services Manager
- Manager of The Kodja Place, Tourism and Marketing

Use of the vehicle shall include the following conditions:

1. Smoking is strictly prohibited within Council motor vehicles at all times;
2. Private use of the motor vehicle outside the state of Western Australia or North of the 26th parallel and for long service leave will require the officer to obtain permission in writing from Council. Where private use is approved outside of this region, all fuel and expenses are to be borne by the officer;
3. The Council may also provide motor vehicles for permanent, acting or temporary officers when specific terms and conditions may be offered and agreed;

4. In the event that any of the positions become vacant and are re-advertised, any private usage will be negotiated at the time of appointment;
5. Spouses or partners are allowed to drive motor vehicles allocated as personal use only, provided that this does not disrupt the Shire business for which that vehicle is allocated, in any way, Commute vehicles may only be driven by the Team Member allocated to drive the vehicle;
6. Council does not expect other dependants or other persons to be driving these vehicles unless there is a specific need related to Shire business or in an emergency situation or where the CEO has granted specific approval;
7. Staff and elected members are to meet the costs of any parking or traffic infringements incurred whilst driving Council vehicles;
8. Where the motor vehicle has been equipped with a first aid kit and/or fire extinguisher, it is the responsibility of the primary user to ensure that the first aid kit or fire extinguisher is adequately stocked/changed at all times or replacement stock ordered through Council's Works and Services Division when used/expired;
9. All vehicles are regarded as pool vehicles for general use by Council employees for work related purposes during office hours;
10. The vehicle must be used by the employee in executing their role within the Shire and not claim mileage for private vehicle use, where private use is not a negotiated part of an employee's employment;
11. The Chief Executive Officer has the ability to negotiate with Council with respect to the provision of a motor vehicle or, alternatively, salary sacrifice arrangements in lieu of Council providing a motor vehicle; and
12. Motor vehicles shall not be used for approved secondary employment or in the conduct of private commercial business, unless express written approval of the CEO is given.

NOVATED LEASES:

When a novated lease is taken by an employee, their employment contract shall contain the following clause:

*"A vehicle allowance of [
~~-\$XXXXX~~ per annum (taxable) is provided in lieu of the provision of a motor vehicle.
Allowances may be utilised to purchase a vehicle through a novated lease in
accordance with the following:*

- 1. The vehicle must be utilised by the employee for work purposes and that employee is not able to utilise "pool" vehicles for work or private purposes;*
- 2. The insurance for a novated leased vehicle is the employee's sole responsibility."*

Any arrangement under this policy is to be included in the employee's Contract of Employment.

2.2.9 WORKPLACE DRUG & ALCOHOL USE

Adopted or Reviewed by Council:	17/11/15 04/12/24	Council Minute Reference:	183/15
Reviewer:	Chief Executive Officer		
Local Law:			
Procedure:	Employee Manual		
Delegation:			

PURPOSE

People who are impaired by alcohol and other drugs (AOD) are not 'fit for work' and pose a potential risk to themselves and to other people. In addition there are legislative requirements to create a safe work place for all Team Members. Penalties for failure to comply with this legislation can be severe and include custodial sentences for personnel and management alike along with significant fines.

SoK is committed to the provision of a work environment which is free from the risks associated with the misuse of alcohol and other drugs. This Procedure provides a framework for dealing with this difficult and often sensitive area.

SoK highly values its workforce and believes that early intervention (through education, awareness, assistance, counselling and, if required, disciplinary procedures) in the inappropriate use of alcohol and other drugs can motivate people to deal with a situation which may otherwise cause serious harm or injury and jeopardise their careers.

SCOPE

This procedure applies to the whole of SoK operations and any other activities that are associated with the SoK including volunteers. It is important to understand that this procedure does not seek to interfere with personnel's private lives and activities they may choose to undertake in their personal time. However, this procedure will address activities which potentially cause an adverse affect on the workplace and the health and safety those working with them in the SoK environment in general and those who may be affected by their activities in the organisation.

This procedure will apply to all SoK Managers, Team members, Contractors, Contractors' team members working at or visitors to, the premises owned or controlled by SoK and associated work areas where related work activities are being conducted.

Combined with Fatigue, the issue of Alcohol & Other Drugs (AOD) and Medical Fitness is a keystone in ensuring all personnel are and remain "Fit for Duty". This procedure should be read and managed as an intrinsic part of this process.

RESPONSIBILITIES

Chief Executive Officer (CEO)

The CEO is responsible for ensuring:

- Provision of suitable and sufficient resources for the implementation of this procedure
- Authorising any functions to be held for the business e.g. Team Member events

- Ensuring that any and all functions so authorised by the CEO are held away from operational safety related areas and that “responsible server” provisions are implemented.

Senior Management Team

The senior management team members in co-operation with the WHS Coordinators are responsible for ensuring the effective and timely implementation and maintenance of the AOD procedure. This includes procedural implementation, education, training, counselling and professional support as well as resources, workplace and job design which may stem from this procedure.

Managers and Supervisors

Managers and Supervisors are responsible for assessing fitness for work of individuals under their control and taking prompt and appropriate action to address impaired fitness for work, compromised safety and declining performance caused by any factor including the misuse of alcohol or other drugs. This may include isolating the individual from the workplace, and will include:

- Documenting instances of the compromise of safety or performance
- Discussion with and feedback to the team member
- Assisting the team member to access support such as the Team Member Assistance Procedure
- Implementing any appropriate disciplinary action
- Arranging for the conduct of ‘for cause’ drug testing as required

All Team Members (including Volunteers)

All persons are responsible for:

- Ensuring they are not in an unfit state for any reason, including the adverse effects of alcohol or other drugs;
- Notifying their supervisor of any concerns that their fitness for work may be impaired;
- Raising any concerns about a person’s fitness for work with that person;
- Identifying safety risks including co-workers who may be unfit for work and bringing them to the attention of the appropriate personnel for their management;
- Ensuring that any prescription or non-prescription medication is taken safely and in accordance with this procedure;
- Notifying their supervisor or local safety representative of any **unauthorised** possession or consumption of alcohol or other drugs on the site or during work time;
- Cooperating with a request by a Manager/Supervisor or an authorised collector to undertake an alcohol or other drug screening test.

Contractors and Visitors

SoK requires all contractors to put in place their own procedure to deal with inappropriate use of alcohol and other drugs, the terms of which should comply with the law and be consistent with this procedure. In the event that the contractor does not have such a procedure, then that contractor is required to conform to the terms and conditions of this procedure which will be provided to the

contractor upon engagement and additionally on request/advice as may be necessary.

It is the responsibility of all contractors to ensure that their Team Members comply with the requirements of their own or this procedure.

It is a condition of entry to SoK premises or any work or construction site, that any contractor or Team Member of a contractor or any visitor complies with this procedure fully at all times and undergoes a test in accordance with this procedure when requested to do so by the SoK management or authorised representative.

If any person requested to undergo an AOD test in accordance with this control procedure refuses to do so, that person shall be asked to immediately leave the site and where applicable, the employer will be notified. If the person undergoes the test and the result is a reading above the limits defined by either law or the Australian Standard, the person shall be asked to immediately leave the site and where applicable, the employer will be notified and, under the relevant circumstances. SoK may have an obligation to report offences to relevant regulating authorities.

DEFINITIONS

For SoK the following definitions issued within this procedure apply:

Alcohol and Other Drugs (AOD) - refers to psychoactive or mind altering substances which affect the central nervous system altering mood, way of thinking or behaviour.

Safety – In this procedure the term “safety” shall be understood to include WHS and SoK Policy obligations.

REFERENCES

NOTE: the current “in date” version shall always be sourced. Legislative, National Codes and Australian Standards are under continuous review and only internet sourced current documents from the respective authorities are to be utilised.

Statutory Legislation

- The use, possession, manufacture and distribution of many drugs (including those mentioned in this procedure) are illegal under the WA Drugs Act and Regulations.
- The driving or attempted driving of a motor vehicle, truck, mobile equipment, etc. whilst under the influence of any drug or medicine (whether legally prescribed or not) is illegal under the traffic laws.
- *Work Health Safety Act 2021 WA*

The organisation and its team members have obligations under legislation in relation to safety. The applicable legal requirements are:

- a. “General Duty of Care under the Work Safe Health Act and Regulations.”

The above list of legislative references is not exhaustive and will be reviewed and added to as relevant legislative changes are implemented and/or as business processes expand into specific areas as works

progress in the SoK development. Management reserves the right to extend this policy into other work areas as it sees necessary to ensure safety and safe operations for its Team Members and Contractors.

Australian Standards

AS4308 Measurement & Quantitation of Drugs of Abuse in Urine

2.2.10 LEAVE – COMMUNITY SERVICE

Adopted or Reviewed by Council:	15/11/16 20/11/18	Council Minute Reference:	151/16 143/18
Reviewer:	Chief Executive Officer/all personnel Managers		
Local Law:			
Procedure:			
Delegation:			

OBJECTIVE

To recognise that members of the Defence Reserve Service that are employed by the Shire of Kojonup are able to access a reasonable amount of additional leave for that purpose.

To ensure that all employees fulfil their obligations with regard to witness and jury service.

To recognise the members of the local Emergency Services employed by the Shire are able to respond to a reasonable number of callouts during working hours without loss of income.

POLICY

Defence Reservist Leave

It is recognised that the Defence Reserve Service provides an economical method of maintaining Defence Forces in peacetime and can be a valuable addition to staff development within the Organisation.

Employees seeking Defence Reservist Leave under this Policy must provide certification that they have become reserve members of the Armed Services.

1. Leave not exceeding two weeks in any one year will be granted to employees who are members of the Defence Forces Reserves for the purpose of participating in training camps, or equivalent continuous duty. This leave will be in addition to annual leave entitlements.
2. The payment for Defence Reservist Leave will be on the basis of the difference between the employee's normal weekly salary (calculated on the same basis as annual leave provisions) and the remuneration received from the Armed Services. Should the amount received from the Armed Services be greater than the normal weekly salary, no additional payments will be made by the Shire. Superannuation contributions will be based on the employee's normal weekly salary.
3. Defence Reservist Leave granted under this Policy will be treated as continuous service for the purposes of calculating annual leave, long service leave, sick leave or any other entitlements.
4. Staff taking Defence Reservist Leave are required to pay normal rental during their absence should they have access to employee housing.
5. Employees wishing to take Defence Reservist Leave are to provide reasonable notification to the Shire and have the leave approved by the Chief Executive Officer.

Witness and Jury Service Leave

The Shire will ensure that all employees are granted relevant leave to attend any obligation associated with court proceedings as either a witness or juror.

An employee who is called to serve on a jury or is subpoenaed or called as a witness to give evidence in any proceeding, shall notify their Manager or Supervisor, as soon as practicable.

Where an employee is required to serve on a jury or is subpoenaed or called as a witness to give evidence on behalf of the Shire or the Crown, that employee shall be granted paid leave for that period.

If the employee is on leave, when required to attend on behalf of the Local Government, the period of leave lost shall be reinstated, if appropriate documentation is provided.

An employee subpoenaed or called as a witness under any other circumstances other than specified above shall be granted leave of absence without pay.

Where an employee is on any form of paid leave, they are not entitled to retain any witness fee.

Emergency Services

It is recognised that the Local Emergency Services (St John's Ambulance, Kojonup Fire and Rescue Service, local Volunteer Bush Fire Brigades) provide an economical method of responding to local emergencies and can be a valuable addition to staff development within the Shire.

In instances when a Shire staff member is called out to attend an emergency during working hours, the Shire will pay his/her normal wages or salary as a community benefit. Individuals will keep timesheets of the hours they utilise for these services.

All staff are required to provide details to their Supervisor/Manager of any local emergency service organisations in which they are members.

In all instances where a staff member is called to respond to an emergency, the staff member must inform his/her immediate Supervisor/Manager before leaving the work site. The Supervisor/Manager will keep records and report to monitor any employee for emergency service provision.

2.2.11 SHIRE UNIFORMS

Adopted or Amended by Council:	12/02/17	Council Minute Reference:	148/17
Date/s Amended:	20/11/18		143/18
	19/11/19		156/19
	14/12/21		153/21
Reviewer:	Chief Executive Officer/all personnel Managers		
Local Law:			
Procedure:			
Delegation:			

OBJECTIVE

This policy endeavours to enhance the corporate image of the Shire and its employees. The Council recognises that a corporate wardrobe promotes a:

1. Professional image;
2. Strong customer focus; and a
3. Safe work environment.

This policy applies to elected members, all employees in all departments (permanent and casual), and contractors at the discretion of the Chief Executive Officer.

The objectives of this policy are to:

1. Establish guidelines for the purchasing and wearing of Shire of Kojonup corporate uniform;
2. Outline dress standards staff are to observe when representing the Shire in a professional capacity and provide staff with clear guidelines for accepted standards of dress and appearance during work hours; and
3. Provide senior management with clear guidelines to use in monitoring and managing the standard of dress and appearance of staff in their department.

POLICY

1. Employees who are ceasing work with the Shire of Kojonup must return their uniforms which have the corporate logo embroidered or permanently printed on tops, vests, shirts, jackets, etcetera prior to the completion of their final working day.
2. Primarily, uniforms are to be worn only during working hours and employees should take care to refrain from wearing uniforms outside of work.
3. Employees must recognise that when wearing the uniform, they are recognised as representing the Shire of Kojonup. Employees must adhere to the Code of Conduct and Shire policies and procedures if they are wearing the uniform outside of work.
4. Employees who consume alcohol or act in an inappropriate manner whilst wearing a Shire uniform may face disciplinary action.

Personal Presentation

A high standard of personal presentation is required from employees at all times whilst on duty. It is expected that items of personal hygiene are attended to daily and all clothing is clean, neatly pressed and in good condition.

The following list of non-exhaustive items of clothing are considered inappropriate corporate attire:

1. Crop tops, backless and strapless tops and singlets; and
2. Denim jeans, denim skirts or shorts, and miniskirts or mini-shorts.

Body Art and Piercing

Tattoos that could be perceived as offensive should be discreetly covered where possible (e.g.; tattoos of naked men/women, skulls or daggers dripping blood). This item is to be administered at the discretion of the Department Manager.

The Shire's image and that of the region can be affected by the presentation of our staff. Any form of body piercing, other than ear piercing, must be discreet and ensure a professional image is portrayed at all times.

Staff working around or on machinery are not permitted to wear earrings that protrude or hang below the ear lobe, as they can become entangled in machinery.

Long hair must be worn up and back or in a hair net when working in areas with machinery and other moving parts or during food preparation. Jewellery, including earrings and/or other items that have the potential to get caught in machinery, must be removed whilst on duty.

Safety

It is the Supervisor's/Managers responsibility to ensure that appropriate Personal Protective Equipment (PPE) is supplied to and worn by Employees. Employees who mistreat, abuse or fail to comply with Council's requirements for safety and PPE will be subject to disciplinary action.

Identification

The wearing of identification improves visibility with the public and friendliness within the work environment. Employees should wear a form of visible identification at all times.

Name badges are a form of visual identification. 1 (one) name badge will be supplied to elected members, all employees in departments that are customer facing (permanent and casual), and contractors at the discretion of the Chief Executive Officer. Name badges must be kept in good condition and worn in a place that is visible to others. If an allocated name badge is lost, damaged etc., the individual is responsible for purchasing a replacement at cost price. Employees may opt for this to be deducted from their Uniform Allowance.

Embroidery is another form of visual identification and may be more appropriate.

Outside Staff Uniforms

1. The Shire of Kojonup shall supply up to 3 (three) sets of work clothes per annum to each operational employee who is based at the Works Depot or predominately in an outside position.
2. A set represents, shirts, trousers, vests, polo tops, jumpers, jackets and shorts. A set of work clothes consists of 6 items that are interchangeable; for example, 2 shirts, 2 trousers and 2 jumpers = 6 items or 2 shirts and 4 trousers = 6 items.
3. Boots will be provided on an as needs basis and will be at the discretion of the CEO. Team members will need to demonstrate and justify the need for a new pair of boots. Old boots should be presented to their manager for consideration.
4. Part time and casual staff entitlements will be on a pro-rata basis based on standard hours of employment (e.g.; 0.5FTE is entitled to 1.5 sets).
5. An employee will be required to pay immediately, in full or via agreed deductions from fortnightly pay, for any item in addition to the 6 items allocated in any one financial year.
6. The Shire's Work Health and Safety Committee shall make recommendations to the CEO into the appropriate types of clothing and footwear issued.

7. In the event that an employee terminates their employment with the Shire within 6 months of their initial engagement, the employee will be required to refund the full contribution made by the Shire to the purchase of their uniforms. Employees understand this may be deducted from their final pay.

Inside Staff Uniforms

1. The Shire shall meet 50% of the initial cost of corporate wardrobe uniforms up to a maximum contribution of \$650 per employee (total expenditure \$1,300) in the first year of employment; that is; the Shire will pay 50% of all orders up to these amounts.
2. In each subsequent year of employment, the Shire shall provide \$450 uniform allowance per employee.
3. Part time and casual staff entitlements will be on a pro-rata basis based on standard hours of employment (e.g.; 0.5FTE is entitled to \$325 in year one and \$225 each subsequent year).
4. An employee will be required to pay immediately in full or via agreed deductions from fortnightly pay for any expenditure in addition to the allocation in points 1 and 2 above.
5. In the event that an employee terminates their employment with the Shire within 6 months of their initial engagement, the employee will be required to refund the full contribution made by the Shire to the purchase of their uniforms.

Prescription Safety Glasses

The Shire of Kojonup will contribute up to \$200 biennially to permanent full time employees who require prescription safety glasses for work purposes (subject to provision by the employee of an optometrist's prescription/quotation which will in turn effect a purchase order to the optometrist or on provision by the employee of a receipt for payment for prescription safety glasses from an optometrist). The Chief Executive Officer will assess each request separately.

In the event that an employee terminates their employment with the Shire within 6 months of their initial engagement, the employee will be required to refund the full contribution made by the Shire to the purchase of their prescription safety glasses.

Footwear

Shoes are the responsibility of individual staff members, unless negotiated with the Chief Executive Officer is explicitly stated elsewhere in this Policy. It is recommended that covered shoes be worn at all times in conjunction with the corporate uniform.

As with clothing, Council expects all employees to wear shoes which meet a presentable standard for their particular work area. The following non-exhaustive list of items of footwear may be considered inappropriate corporate footwear:

1. Thongs;
2. Runners or sandshoes; and/or
3. Ugg boots.

Polo Shirts

All elected members, employees, and applicable contractors (at the discretion of the Chief Executive Officer) are entitled to 1 (one) corporate polo shirt every two years. If an allocated shirt is lost, damaged etc., the individual is responsible for purchasing a replacement at cost price and may opt for this to be deducted from their uniform allowance.

Generally, a corporate polo shirt will not be a day to day uniform item for staff; however, it can be worn on "free dress days" or at events/training days representing the Shire. The Chief Executive Officer

or relevant manager may give approval to employees to incorporate the polo shirt into their uniform, where appropriate.

It is also possible that volunteers may be able to wear the corporate polo at the discretion of the Chief Executive Officer or relevant manager. This would be paid by the relevant department's budget.

The Corporate Polo Shirt shall only be worn whilst undertaking work related activities. Consideration should be given to maintaining the image of the Shire whilst wearing the corporate polo shirt.

Dispute Resolution

If a Manager considers that a particular staff member's attire is inappropriate according to the standards set in this policy, they may approach the individual and ask appropriate changes be made.

Free Dress Days

The CEO has sole discretion on whether free dress days are instigated. One working day of the month is approved by Council and may work in conjunction with the social club to determine the best way to manage the day.

Free dress days must not compromise safety, customer service or the perception of Council staff within the community. Staff shall be made aware of these allocated days by way of email from the Chief Executive Officer or delegated officer.

2.2.12 EMPLOYEE TRAINING

Adopted or Reviewed by Council: 14/11/17

Council Minute Reference: 183/15

Reviewer: Chief Executive Officer/all personnel Managers

Local Law: N/A

Procedure:

Delegation:

OBJECTIVES

1. To provide development opportunities to all employees, as recognised in the Shire of Kojonup Workforce Plan, as the Shire is committed to the provision of employee training and professional development opportunities to ensure that employees achieve productivity aims relevant to their position.
2. All training needs will be considered as part of the annual performance review process and Annual Budget provisions.
 - a) Where an employee undertakes such training it shall be conducted as far as practicable in the employee's usual working time and the employee shall not lose pay for attendance for extra travel associated with such training.
 - b) Fees, materials or any other reasonable costs associated with the training shall be reimbursed by the employer.
3. Relevant training is to be identified and documented during an individual's annual performance review.
4. It is recognised that employees will take ownership of their training needs and consult their managers to ensure that their training needs are met.

POLICY

The progression of employees through training and personnel development is an ongoing Workforce Plan goal (continuous improvement) ensuring the effective and efficient performance of employees.

Training and development opportunities will benefit the Shire of Kojonup through an improved knowledge base, increased skills and performance of employees and provide a platform for career pathways. The Council has adopted a Workforce Plan which meets organisational, occupational and individual needs.

Specific aims of the Employee Training Policy include but are not limited to the following:

1. Develop an annual training calendar to ensure that training opportunities are provided to all employees and routinely encouraged;
2. Ensuring that all staff have the skills necessary to perform the requirements of their position description;
3. In consultation with employees, continue to develop the annual Development Review process identifying key achievements and commitment to the Shire;
4. Providing staff with training and education identified through the Development Review process;
5. Ensuring that links to the Strategic Plan and Customer Service Charter are made within staff review processes;
6. Ensuring that supervisors and managers provide open and ongoing feedback to employees; and
7. Developing and implementing ongoing two-way communication processes that encourage staff to be involved in the organisation and their own professional growth.

2.2.13 EMPLOYEE ASSISTANCE PROGRAM

Adopted or Reviewed by Council: 17/11/15

Council Minute Reference: 183/15

Reviewer: Chief Executive Officer/Manager of Regulatory Services / Human Resources Officer

Local Law:

Procedure: Policy to capture previous inclusion in All of Staff Agreement 2011

Delegation:

OBJECTIVE

Where appropriate and required, provide provision for employees and elected members to access **confidential qualified support and assistance**. To provide employees, elected members, and their immediate families with access to confidential, professional support and counselling services to assist in managing personal difficulties that may affect health, wellbeing, or work performance.

POLICY

- ~~1. The Shire of Kojonup will provide an Employee Assistance Program that provides professional counselling for all elected members, employees and/or their immediate families wishing to access such counselling to help to resolve personal problems.~~
- ~~2. Employees accessing this counselling service shall be guaranteed total confidentiality and anonymity by the service provider. The Shire will only be informed of the number of workers that have accessed the service.~~
- ~~3. Employees are encouraged to make use of the Employee Assistance Program if they are experiencing difficulties in areas such as:
(a) Emotional problems;
(b) Marital or family concerns;
(c) Relationship difficulties;
(d) Financial concerns;
(e) Alcohol or other drug problems; or
(f) Problems such as those above that may result in conflict and absenteeism.~~
- ~~4. Employees are reminded that problems primarily stemming from issues in the workplace should be resolved through the Shire of Kojonup Employee Manual Section 7.1: Employee Concern and Grievance Process and/or Clause for Dispute Settlement Procedure in the negotiated industrial agreements.~~

1. Provision of the Program

The Shire of Kojonup will maintain an Employee Assistance Program (EAP) providing access to professional, confidential counselling services for all employees, elected members, and their immediate family members.

2. Confidentiality

Access to the EAP is strictly confidential. The Shire will not be informed of the identity of any person accessing the service. The Shire will only receive aggregate de-identified data regarding the number of service users, for the purpose of contract management.

3. Eligibility

The following persons are eligible to access the EAP at no cost:

- (a) All Shire employees (permanent, fixed-term, and casual);
- (b) Elected members; and

(c) Immediate family members of employees and elected members.

4. Scope of Support

The EAP may be accessed for assistance with matters including, but not limited to:

(a) Mental health and emotional wellbeing;

(b) Relationship, marital, or family difficulties;

(c) Financial concerns;

(d) Alcohol or other substance-related concerns;

(e) Grief and bereavement; and

(f) Work-related stress or other matters affecting attendance or performance.

5. Relationship to WHS Obligations

The EAP forms part of the Shire's broader approach to managing psychosocial hazards in the workplace in accordance with the *Work Health and Safety Act 2020* (WA) and supporting regulations. Access to the EAP does not limit or replace the Shire's obligations to identify, assess, and control psychosocial risks at the source.

6. Workplace Grievances

Matters primarily arising from workplace concerns — including interpersonal conflict, performance management, or disputes with management — should be directed through the Shire's Employee Grievance and Dispute Resolution Procedure in the first instance. The EAP may be accessed concurrently for personal support.

7. Awareness and Access

The CEO is responsible for ensuring all employees and elected members are made aware of the EAP and how to access it. Information regarding the current EAP provider and contact details will be made available through the Shire's intranet, employee induction materials, and noticeboards.

8. Review

This policy will be reviewed annually, or as required following changes to relevant legislation, industrial instruments, or EAP provider arrangements.

2.2.14 WORK HEALTH AND SAFETY

Adopted or Reviewed by Council: 28/04/2026

Council Minute Reference: 34/26

Amended:

Reviewer: Chief Executive Officer/ Manager Regulatory Services

Local Law:

Procedure: Shire of Kojonup WHS Safety Management Plan - 2026

Delegation: WHS 001, WHS 002, WHS 003, WHS 004,

Purpose

This Policy sets out the Shire of Kojonup's (the Shire) commitment to providing and maintaining a safe and healthy workplace for all workers, volunteers, contractors and visitors. It establishes the Shire's obligations as a person conducting a business or undertaking (PCBU) under the Work Health and Safety Act 2020 (WA) (the Act) and reflects the Shire's ongoing aspiration to build a positive safety culture across all operations.

Legislative Framework

The Shire's work health and safety obligations are governed by:

- Work Health and Safety Act 2020 (WA) — commenced 31 March 2022, replacing the former Occupational Safety and Health Act 1984 (WA)
- Work Health and Safety (General) Regulations 2022 (WA) (as amended by the Amendment Regulations 2024 and Amendment Regulations (No. 2) 2024)
- Approved Codes of Practice issued by WorkSafe WA, including the Code of Practice: Psychosocial Hazards in the Workplace (2022)

Under the Act, the Shire is a PCBU and has a primary duty of care to ensure, so far as is reasonably practicable, the health and safety of workers and others affected by its operations. This duty extends to physical and psychological health and safety.

PCBU and Officer Duties

The Shire as PCBU

As a PCBU, the Shire must, so far as is reasonably practicable:

- Provide and maintain a work environment without risks to health and safety
- Provide and maintain safe plant, structures and systems of work
- Ensure the safe use, handling, storage and transport of plant, structures and substances
- Provide adequate facilities for the welfare of workers
- Provide information, training, instruction and supervision necessary to protect workers
- Monitor the health of workers and the conditions at the workplace
- Eliminate or minimise psychosocial hazards and risks in the design and management of work

Officer Due Diligence

Senior managers and executives of the Shire may be considered 'Officers' under the Act. Officers have a personal, non-delegable duty to exercise due diligence to ensure the Shire complies with its WHS obligations. This duty exists independently of any delegation or role description and includes:

- Keeping up to date with WHS matters relevant to the Shire's operations
- Understanding the nature of the Shire's hazards and associated risks
- Ensuring appropriate resources and processes are in place to address WHS risks

- Ensuring processes exist for receiving, considering and responding to information about incidents, hazards and risks
- Verifying that resources and processes required to comply with WHS duties are implemented

Policy Statement

The Shire of Kojonup is committed to creating and maintaining a safe and healthy workplace for all workers, volunteers, contractors and visitors. We recognise that the people who work for and with us are of value to our organisation and our community, and that everyone deserves to work, volunteer or engage with us in an environment that is safe — physically and psychologically.

We also recognise that our operations can impact the broader community and visitors to our Shire, and we are committed to conducting our work in a way that does not adversely affect the health or safety of others.

We believe that good WHS performance is fundamental to our professional culture and to the sustainability of our operations.

Expectations

We expect of our leaders and managers:

- To lead by example and actively demonstrate safe work practices and behaviours
- To exercise due diligence in relation to WHS matters within their area of responsibility
- To resource their teams so they can operate safely, with adequate time, equipment and support
- To remove barriers that could prevent a safe and healthy environment — physical or psychological
- To maintain standards defined by our WHS policies, procedures and applicable legislation
- To supervise effectively, encourage safe work practices, and implement hazard management and work planning
- To ensure psychological safety in their teams by fostering respectful, inclusive and supportive work environments
- To act promptly on WHS concerns, hazard reports and incidents raised by workers

We expect of all workers and volunteers:

- To take reasonable care for their own health and safety, and that of others affected by their actions
- To lead by example and participate in safe work practices and behaviours
- To work respectfully and foster professional and healthy relationships with fellow workers, volunteers, contractors and managers
- To follow work procedures and instructions that assist in meeting the objectives of this Policy
- To follow training they have received in order to work safely
- To report hazards, incidents, near misses and safety concerns — including psychosocial hazards — promptly through our Safety Management Plan processes
- To cooperate with the Shire's WHS Management System, policies and procedures

We expect of all contractors:

- To work within their own safety management plans and to liaise with the Shire where work spaces and operations are shared
- To work with the Shire in identifying and reporting hazards, incidents and safety concerns
- To work respectfully and foster professional relationships with Shire workers, volunteers and other contractors

- To represent positive, safe and healthy practices as contractors undertaking work in our community
- To comply with applicable WHS legislation and any site-specific Shire requirements communicated to them

Psychosocial Health and Safety

The Shire recognises that work health and safety extends beyond physical hazards. Psychosocial hazards — arising from the design, management or social interactions of work — can cause physical or psychological harm and must be identified, assessed and controlled in the same way as physical hazards.

Psychosocial hazards relevant to local government operations include, but are not limited to:

- Workload and work demands — excessive or sustained pressure, unclear roles or expectations
- Exposure to traumatic events — relevant to emergency management, field operations and ranger functions
- Remote and isolated work — relevant to field and outdoor workers
- Workplace aggression, bullying, harassment and violence — including from members of the public
- Fatigue — including from shift work, on-call arrangements or sustained high workloads
- Inadequate support, leadership or supervision

The Shire will manage psychosocial risks through the same risk management process applied to physical hazards — identification, assessment, control and review — having regard to the Code of Practice: Psychosocial Hazards in the Workplace (WorkSafe WA, 2022) and any relevant Codes of Practice as approved or amended from time to time.

WHS Management System

The Shire maintains a Work Health and Safety Management System (WHSMS) to give practical effect to this Policy. The WHSMS includes:

- A WHS Safety Management Plan — setting out procedures, safe work method statements, risk registers and hazard controls
- A Work Health & Safety Committee — established under Part 5 of the Work Health and Safety Act 2020 (WA)
- An incident reporting and investigation system
- A hazard identification and risk assessment process
- A worker consultation and participation framework
- A training and competency management process
- A system for monitoring and reviewing WHS performance

The WHSMS, this Policy and the WHS Committee Terms of Reference will be reviewed regularly — and at minimum annually — to ensure they remain current, effective and consistent with legislative requirements.

Consultation

The Shire is committed to consulting with workers on WHS matters that may affect them. Consultation occurs through:

- The Work Health & Safety Committee
- Health and Safety Representatives (HSRs) elected by workers in their work groups

- Direct engagement between managers and workers on day-to-day WHS matters
- Review processes for WHS policies, procedures and the WHSMS

Consultation does not mean workers make the final decision, but it does mean the Shire will genuinely consider worker views before making decisions on WHS matters.

Continuous Improvement

In order to continually improve WHS performance, the Shire will:

- Monitor and review WHS performance against agreed key performance indicators
- Investigate incidents and near misses and implement corrective actions
- Conduct regular workplace inspections and hazard assessments
- Monitor legislative changes and update the WHSMS, this Policy and related documents accordingly
- Benchmark WHS performance against sector standards and WorkSafe WA guidance

By working together and aspiring to meet the standards and obligations in our Safety Management Plan, we believe we can create a workplace that is safe, healthy and psychologically supportive — and make the Shire of Kojonup a great place to work and volunteer.

Legislative and Regulatory References

Legislation / Instrument	Relevance
<i>Work Health and Safety Act 2020 (WA)</i>	Primary legislation — PCBU duties, Officer duties, consultation, HSRs, WHS Committees, notifiable incidents, industrial manslaughter
<i>Work Health and Safety (General) Regulations 2022 (WA) (as amended)</i>	Detailed requirements — hazardous work, plant, substances, high risk work licences, psychosocial hazards, audiometric testing
<i>Code of Practice: Psychosocial Hazards in the Workplace (WorkSafe WA, 2022)</i>	Practical guidance on managing psychosocial risks — compliance with approved codes is required under the Act
<i>Code of Practice: How to Manage Work Health and Safety Risks (WorkSafe WA)</i>	Risk management framework — identify, assess, control, review
<i>Code of Practice: Work Health and Safety Consultation, Cooperation and Coordination (WorkSafe WA)</i>	Consultation requirements for PCBUs
<i>Local Government Act 1995 (WA)</i>	Corporate governance framework — delegation of WHS functions (ss.5.42, 5.44)

Purpose

This Policy sets out the Shire of Kojonup's (the Shire) commitment to providing and maintaining a safe and healthy workplace for all workers, volunteers, contractors and visitors. It establishes the Shire's obligations as a person conducting a business or undertaking (PCBU) under the Work Health and Safety Act 2020 (WA) (the Act) and reflects the Shire's ongoing aspiration to build a positive safety culture across all operations.

Legislative Framework

The Shire's work health and safety obligations are governed by:

- Work Health and Safety Act 2020 (WA) — commenced 31 March 2022, replacing the former Occupational Safety and Health Act 1984 (WA)
- Work Health and Safety (General) Regulations 2022 (WA) (as amended by the Amendment Regulations 2024 and Amendment Regulations (No. 2) 2024)
- Approved Codes of Practice issued by WorkSafe WA, including the Code of Practice: Psychosocial Hazards in the Workplace (2022)

Under the Act, the Shire is a PCBU and has a primary duty of care to ensure, so far as is reasonably practicable, the health and safety of workers and others affected by its operations. This duty extends to physical and psychological health and safety.

PCBU and Officer Duties

The Shire as PCBU

As a PCBU, the Shire must, so far as is reasonably practicable:

- Provide and maintain a work environment without risks to health and safety
- Provide and maintain safe plant, structures and systems of work
- Ensure the safe use, handling, storage and transport of plant, structures and substances
- Provide adequate facilities for the welfare of workers
- Provide information, training, instruction and supervision necessary to protect workers
- Monitor the health of workers and the conditions at the workplace
- Eliminate or minimise psychosocial hazards and risks in the design and management of work

Officer Due Diligence

Senior managers and executives of the Shire may be considered 'Officers' under the Act. Officers have a personal, non-delegable duty to exercise due diligence to ensure the Shire complies with its WHS obligations. This duty exists independently of any delegation or role description and includes:

- Keeping up to date with WHS matters relevant to the Shire's operations
- Understanding the nature of the Shire's hazards and associated risks
- Ensuring appropriate resources and processes are in place to address WHS risks
- Ensuring processes exist for receiving, considering and responding to information about incidents, hazards and risks
- Verifying that resources and processes required to comply with WHS duties are implemented

Policy Statement

The Shire of Kojonup is committed to creating and maintaining a safe and healthy workplace for all workers, volunteers, contractors and visitors. We recognise that the people who work for and with us are of value to our organisation and our community, and that everyone deserves to work, volunteer or engage with us in an environment that is safe — physically and psychologically.

We also recognise that our operations can impact the broader community and visitors to our Shire, and we are committed to conducting our work in a way that does not adversely affect the health or safety of others.

We believe that good WHS performance is fundamental to our professional culture and to the sustainability of our operations.

Expectations

We expect of our leaders and managers:

- To lead by example and actively demonstrate safe work practices and behaviours
- To exercise due diligence in relation to WHS matters within their area of responsibility
- To resource their teams so they can operate safely, with adequate time, equipment and support
- To remove barriers that could prevent a safe and healthy environment — physical or psychological
- To maintain standards defined by our WHS policies, procedures and applicable legislation
- To supervise effectively, encourage safe work practices, and implement hazard management and work planning
- To ensure psychological safety in their teams by fostering respectful, inclusive and supportive work environments
- To act promptly on WHS concerns, hazard reports and incidents raised by workers

We expect of all workers and volunteers:

- To take reasonable care for their own health and safety, and that of others affected by their actions
- To lead by example and participate in safe work practices and behaviours
- To work respectfully and foster professional and healthy relationships with fellow workers, volunteers, contractors and managers
- To follow work procedures and instructions that assist in meeting the objectives of this Policy
- To follow training they have received in order to work safely
- To report hazards, incidents, near misses and safety concerns — including psychosocial hazards — promptly through our Safety Management Plan processes
- To cooperate with the Shire's WHS Management System, policies and procedures

We expect of all contractors:

- To work within their own safety management plans and to liaise with the Shire where work spaces and operations are shared
- To work with the Shire in identifying and reporting hazards, incidents and safety concerns
- To work respectfully and foster professional relationships with Shire workers, volunteers and other contractors
- To represent positive, safe and healthy practices as contractors undertaking work in our community
- To comply with applicable WHS legislation and any site-specific Shire requirements communicated to them

Psychosocial Health and Safety

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The Shire will manage psychosocial risks through the same risk management process applied to physical hazards — identification, assessment, control and review — having regard to the Code of Practice: Psychosocial Hazards in the Workplace (WorkSafe WA, 2022) and any relevant Codes of Practice as approved or amended from time to time.

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- A worker consultation and participation framework
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The WHSMS, this Policy and the WHS Committee Terms of Reference will be reviewed regularly — and at minimum annually — to ensure they remain current, effective and consistent with legislative requirements.

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Consultation occurs through:

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Consultation does not mean workers make the final decision, but it does mean the Shire will genuinely consider worker views before making decisions on WHS matters.

Continuous Improvement

In order to continually improve WHS performance, the Shire will:

- Monitor and review WHS performance against agreed key performance indicators
- Investigate incidents and near misses and implement corrective actions
- Conduct regular workplace inspections and hazard assessments
- Monitor legislative changes and update the WHSMS, this Policy and related documents accordingly
- Benchmark WHS performance against sector standards and WorkSafe WA guidance

By working together and aspiring to meet the standards and obligations in our Safety Management Plan, we believe we can create a workplace that is safe, healthy and psychologically supportive — and make the Shire of Kojonup a great place to work and volunteer.

Legislative and Regulatory References

Legislation / Instrument	Relevance
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<i>Work Health and Safety (General) Regulations 2022 (WA) (as amended)</i>	Detailed requirements — hazardous work, plant, substances, high risk work licences, psychosocial hazards, audiometric testing
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<i>Code of Practice: Work Health and Safety Consultation, Cooperation and Coordination (WorkSafe WA)</i>	Consultation requirements for PCBUs
<i>Local Government Act 1995 (WA)</i>	Corporate governance framework — delegation of WHS functions (ss.5.42, 5.44)

2.2.15 GRIEVANCES, INVESTIGATION & RESOLUTION POLICY

Adopted or Reviewed by Council:	17/11/20	Council Minute Reference:	156/20
Reviewer:	Chief Executive Officer		
Local Law:			
Procedure:	XXXX - Grievances, Investigations & Resolution Procedure		
Delegation:			

OBJECTIVE

To foster a safe and inclusive work environment where all employees, volunteers and contractors have a right to express any genuine grievances or complaints via an impartial internal process.

POLICY

The Shire of Kojonup supports the rights of employees, volunteers and contractors to achieve their full potential free from discrimination, bullying, harassment, victimisation and vilification and, in circumstances in which they feel aggrieved, provide a mechanism to raise a complaint or grievance in relation to:

- Employment conditions;
- Breaches of policy;

- Conflict (including working relationships or interaction with colleagues).

The Shire of Kojonup supports a collegial approach to concerns, complaints and grievance resolution through informal processes where possible, with access to formal mechanisms for resolving complaints and grievances if required.

All employees, volunteers and contractors involved in a grievance process are expected to participate in good faith.

SCOPE

For the purposes of this Grievances, Investigations and Resolution Policy (Policy), the term “employee(s)” will extend to cover contractors, volunteers and any person performing work for or with the Shire of Kojonup in any capacity.

This Policy works in conjunction with other policies and may not apply in situations where there is another more appropriate policy in force, including in relation to complaints made under:

- 2.2.1 Staff Equal Opportunity
- 2.2.2 Elimination of Harassment in the Workplace
- 2.2.14 Work Health and Safety
- 3.1 Code of Conduct

DEFINITIONS

Complainant – A person who raises a complaint about a matter regarding the workplace.

Respondent – A person who is alleged to have acted in a manner which caused the Complainant to raise a complaint.

Support Person – A person who may provide emotional support to either the Complainant or the Respondent and who may be present during meetings; however, may not interact with proceedings.

Witness – A person (including an employee) who is requested by the Shire of Kojonup to assist the process by providing relevant information regarding the complaint.

KEY PRINCIPLES IN THE COMPLAINT RESOLUTION PROCESS

The following principles are necessary for the fair investigation and resolution of a complaint:

- Confidential – Only those employees directly investigating or addressing the complaint will have access to the information about the complaint. The Shire of Kojonup may inform or appoint a third party to investigate or advise on the investigation. All parties involved in dealing with a complaint are required to keep the matter confidential. *Information will only be placed on an employee's personnel file if they are disciplined as a result of the complaint.*
- Impartial (fair/unbiased) – Both parties will have an opportunity to put their case and no assumptions will be made or action taken until available and relevant information has been collected and considered.
- Sensitive – Employees who assist in responding to complaints should be specifically trained or equipped to treat all complaints sensitively and ensure the process is free of coercion or intimidation.
- Timely – The Shire of Kojonup aims to deal with all complaints as quickly as possible and in accordance with any legislative requirements.
- Records – All complaints and investigations must be documented and formal records must be kept of all documents collected and/or drafted as part of that process.

Just Culture – The principles of a Just Culture provide that:

- an employee against whom an allegation is made has the right to respond to the allegations before any determination is made;
- an employee against whom an allegation is made has the right to be told (where appropriate to do so) who made the allegation;
- anyone involved in the investigation should be unbiased and declare any conflict of interest; and
- decisions must be based on objective considerations and substantiated facts.

Procedural Fairness – The principles of procedural fairness provide that:

- the Respondent is advised of the details (as precisely and specifically as possible) of any allegations when reasonably practicable;
- the Respondent is entitled to receive verbal and written communication from the Shire of Kojonup of the potential consequences of given forms of conduct, as applicable to the situation;
- the Respondent is given an opportunity to respond to any allegations made against them by a Complainant;
- any mitigating circumstances presented to the Shire of Kojonup through the grievance process are investigated and considered;
- the Complainant and Respondent have the right to have an appropriate support person present during any inquiry or investigation process where practicable or necessary;
- any witnesses who can reasonably be expected to help with any inquiry or investigation process should be interviewed; and
- all interviews of witnesses are conducted separately and confidentially.

Outcome of Making a Complaint

If a complaint is substantiated and involves a performance issue, the Manager of the Respondent may commence a formal performance management process with the Respondent or elect to discipline the Respondent in accordance with any applicable policy

If the complaint is substantiated and involves a breach of a policy, the Manager of the Respondent, in consultation with the Chief Executive Officer, may elect to discipline the Respondent appropriately in accordance with the severity of the matter. Disciplinary Processes are undertaken separate from the initial dispute hearing.

Vexatious or Malicious Complaints

Where an employee has deliberately made a vexatious or malicious complaint, that employee may be subject to disciplinary action including, but not limited to, termination of employment.

Victimisation of Complainant

A Complainant must not be victimised by the Respondent or any other employee of the Shire of Kojonup for making a complaint. Anyone responsible for victimising a Complainant may be subject to disciplinary action including, but not limited to, termination of employment.

2.3 ADMINISTRATION

2.3.1 PRIVACY POLICY

Adopted or Amended by Council: 20/08/24

Council Minute Reference: 100/24

Reviewer: Chief Executive Officer/Records Officer

Local Law:

Procedure:

Delegation:

OBJECTIVE

This policy is committed to providing quality services and outlines our ongoing obligations, in respect of how we manage personal information.

The Australian Privacy Principles (APP's) contained in the Privacy Act 1988 (Cth) (the Privacy Act) has been adopted. The APP's govern the way in which we collect, use, disclose, store, secure and dispose of personal information.

POLICY

What is Personal Information and why do we collect it?

Personal Information is information or an opinion that identifies an individual. Examples of Personal Information we collect include, is names, addresses, email addresses, phone and facsimile numbers. This Personal Information is obtained in many ways including interviews, correspondence, by telephone and facsimile, by email, via our website www.kojonup.wa.gov.au, from media and publications, from other publicly available sources, from cookies and from third parties. We don't guarantee website links or policy of authorised third parties.

We collect Personal Information for the primary purpose of providing our services to you, providing information to our service providers and internal marketing services. We may also use Personal Information for secondary purposes closely related to the primary purpose, in circumstances where you would reasonably expect such use or disclosure. You may unsubscribe from our mailing/marketing lists at any time by contacting the shire in writing.

When collecting Personal Information, where appropriate and where possible, explain to you why we are collecting the information and how we plan to use it.

Sensitive Information

Sensitive information is defined in the *Privacy Act* to include information or opinion about such things as an individual's racial or ethnic origin, political opinions, membership of a political association, religious or philosophical beliefs, membership of a trade union or other professional body, criminal record or health information.

Sensitive information will be used by us only:

- For the primary purpose for which it was obtained
- For a secondary purpose that is directly related to the primary purpose
- With your consent; or where required or authorised by law.

Third Parties

Where reasonable and practicable to do so, we will collect your Personal Information only from you. However, in some circumstances we may be provided with information by third parties. In the latter case, reasonable steps to ensure that you are made aware of the information provided to us by the third party.

Disclosure of Personal Information

Personal Information may be disclosed in a number of circumstances including the following:

- Third parties where you consent to the use or disclosure; and
- Where required or authorised by law.

Security of Personal Information

Personal Information is stored in a manner that reasonably protects it from misuse, loss and from unauthorized access, modification or disclosure.

When Personal Information is no longer needed for the purpose for which it was obtained, reasonable steps will be taken, to destroy or permanently de-identify the Personal Information.

However, most of the Personal Information is or will be stored in client files which will be kept by the shire for a minimum of 7 years or at the minimum time required by the State Records Office (SRO).

Access to your Personal Information

You may access the Personal Information we hold about you and to update and/or correct it, subject to certain exceptions. If you wish to access your Personal Information, please contact us in writing.

The Shire of Kojonup will not charge any fee for your access request but may charge an administrative fee for providing a copy of your Personal Information.

In order to protect your Personal Information, we may require identification from you (this may be a driver's licence, birth certificate or passport; however, proof is not limited to these three pieces of identification) before releasing the requested information.

Maintaining the Quality of your Personal Information

It is important to the shire that your Personal Information is up to date. Reasonable steps will be taken to make sure that your Personal Information is accurate, complete and up to date. If you find that the information we have is not up to date or is inaccurate, please advise us as soon as practicable so we can update our records and ensure we can continue to provide quality services to you.

2.3.2 RECORDS MANAGEMENT

Adopted or Reviewed by Council:	17/11/15 19/11/19	Council Minute Reference:	183/15 156/19
Reviewer:	Manager Financial and Corporate Services/Records Officer		
Local Law:			
Procedure:	Contained within the Recordkeeping Plan		
Delegation:			

OBJECTIVE

The purpose of this policy is to define the principles of the Shire of Kojonup's record management function. This policy applies to all staff, elected members, contractors and volunteers.

1. All records are to be managed according to whether they are significant or ephemeral records, vital or non-vital records, and in accordance with their security classification.
2. All communications in the form of records which are handled, received or generated by the Shire of Kojonup, whether paper or electronic, and whether internal or external, are to be captured within the appropriate recordkeeping system implemented at the Shire.
3. Registers are to be maintained of all records including, but not limited to registers of policies, databases, Freedom of Information applications, assets, tenders and quotations, forms, vital records, files and contracts.
4. All contractual arrangements are to ensure the Shire of Kojonup's ownership of significant records.
5. Any records/files in the possession of individual staff are to be registered to them and, dependent upon security classification, kept accessible.
6. Only approved record formats are to be used in effecting the Shire of Kojonup's business.
7. Records are not to be removed from the Shire of Kojonup's sites unless in accordance with the approved retention and disposal schedule, or in the custody of an officer performing official business.

POLICY

The purpose of this policy is to define the principles of the Shire of Kojonup's records management function and to document an orderly and efficient approach to the proper management of records.

Records are recognised as an important information resource in the Shire of Kojonup and it is accepted that sound record management practices are vital and integral to the overall efficiency and effectiveness of the Shire of Kojonup. Due to legislative requirement, the Shire of Kojonup is obliged to maintain a records management system that completely, accurately and reliably creates and maintains evidential records, and to dispose of those records only through an approved scheme.

The policy and associated procedure applies to all external and internal records which are handled, received or generated by the Shire of Kojonup, regardless of their physical format or media type.

The Council reviews the Recordkeeping Plan every five years which contains the procedure for recordkeeping in accordance with the *State Records Act 2000*. The next review is due in March 2025.

Guidelines:

Roles and Responsibilities

Chief Executive Officer

The CEO is to ensure there is a system for the maintenance and management of records that is compliant with records management legislation and State guidelines and procedures. This includes the provisions of s. 5.11(h) of the *Local Government Act 1995*.

Managers

Managers are to ensure their staff are familiar with, and adhere to, the Records Management Policy and any associated procedures endorsed by the CEO.

Staff

Staff are to ensure they retain records relating to the business activities they perform. They are to identify significant and ephemeral records, ensure significant records are registered in the records management system, and protected and disposed of in accordance with the State Records Office of Western Australia's General Disposal Authority.

General Disposal Schedule for Local Government Records

All records within the recordkeeping system maintained by the Shire of Kojonup are to be disposed of in accordance with the State Records Office's General Disposal Schedule for Local Government Records.

Custodianship

The Shire's records are a government-owned asset. The records created during the course of business belong to the Shire of Kojonup by virtue of their possession and not to the individuals who created such records during their time as a public officer or elected member at the Shire of Kojonup. Officers or elected members who acquire or create any records in the course of business shall not retain proprietary interest. Ownership of these records is vested in the Shire.

Council Meetings

Once the minutes of a Council Meeting have been confirmed by the Council, all individual elected member and staff notes made, including in the Docs on Tap app., will be deleted.

Definitions

A Record

A record as defined in the *State Records Act 2000* means any record of information however recorded and includes:

1. Anything on which there is writing or Braille;
2. A map, plan, diagram or graph;
3. A drawing, pictorial or graphic work or photograph;

4. Anything on which there are figures, marks, perforations, or symbols, having a meaning for persons qualified to interpret them;
5. Anything from which images, sounds or writings can be reproduced with or without the aid of anything else; and
6. Anything on which information has been stored or recorded either mechanically, magnetically, or electronically.

Records in the public sector are referred to as:

Government Records (or Public Records)

Records created or received by a public officer or elected member in the course of his or her duties regardless of whether the communication is between staff in the same agency, between different agencies, or between public officers and members of the community (both private and business).

Records may be categorised as:

Ephemeral Records

Ephemeral records are duplicated records and/or those that have only short-term value to the Shire, with little or no on-going administrative, fiscal, legal, evidential or historical value. They may include insignificant drafts and rough notes, records of routine enquiries.

Significant Records

Significant records contain information which is of administrative, legal, fiscal, evidential or historical value and are not recorded elsewhere on the public record. They describe an issue, record who was involved, record why a decision was made, and may embody actual guidelines.

Important Note: Distinguishing between significant and ephemeral records is a matter of judgment and the above definitions can only act as a guide. Reference to "records" in this guideline document should be read as relating to significant public records unless otherwise stated.

Vital Records

Vital records are records which are essential to the continued business of the Shire. Vital records include those that protect the rights of individuals and the Shire, and are absolutely essential for the Shire's reconstruction in the event of a disaster.

The Shire of Kojonup considers that the following are vital records:

Computer system records, Council and Committee Minutes and Agendas, Title Deeds, Policy and Procedure Manuals, Registers, Contracts/Tenders, Licences, Historical documents, Delegation of Authority, Insurance Policies, Cemetery Records, Town Planning Scheme deeds/information, Financial documents such as Budgets & Annual Financial Statements and any documents detailing approvals of some kind.

Non-Records

Non-records are documents that are generally available in the public domain and do not form part of a business process in respect to the Shire's activities. They are generally used for reference and information purposes, such as reports or plans from another organisation, a published directory, or a training manual of a third party.

Records Disposal

Disposal/Archiving is conducted in accordance with the General Disposal Authority for Local Government Records. Records are stored onsite at the Shire of Kojonup Office and offsite at the Shire of Kojonup Works Depot, Springhaven Frail Aged Lodge and the Broomehill Repository.

Procedures

Procedures have been developed by the Shire of Kojonup to ensure correct treatment of incoming, outgoing, internal and confidential mail.

2.3.3 ASSET MANAGEMENT

Adopted or Reviewed by Council:	18/04/17	Council Minute Ref:	41/17
Amended by Council:	16/11/21		135/21
Reviewer:	Chief Executive Officer/all Managers		
Local Law:			
Procedure:	Asset Management Plan		
Delegation:			

OBJECTIVE

To guide the management of the Shire's infrastructure assets to meet agreed service delivery and performance expectations, as the asset custodian for the community.

DEFINITIONS

- "Asset" A physical item of value that is owned by the Shire of Kojonup and provides or contributes to the provision of services to the community (in this context excluding financial, intellectual, and non-tangible assets).
- "Asset Management" The combination of management, financial, economic, engineering, and other practices applied to physical assets with the objective of providing the required level of service in the most cost effective manner to meet Council's priorities for service delivery.
- "Asset Management Plan" developed for each Asset Class to outline the management activities to meet defined levels of service with available resources. These are long term plans that investigate future demand and forecast lifecycle costs for existing assets.
- "Council" The elected members of the Council of the Shire of Kojonup.
- "Infrastructure Assets" are fixed network assets that support the delivery of services to the community. These include Transport Assets (roads, footpaths, kerbing, drainage etc.), Buildings, Park and recreation infrastructure.
- "Level of Service" is the measurable objective of the Shire in relation to assets based on the criteria of safety, quality, quantity, reliability, responsiveness, cost/efficiency and legislative compliance. The aim is to balance the level of service of the asset to community expectations with what is financially sustainable.
- "Whole of Life cost(s)" Is the total cost of an asset throughout its life including planning, design, construction, acquisition, operation, maintenance, and rehabilitation and disposal costs.
- "Maintenance" means regular ongoing day-to-day work necessary to keep an asset operating and to achieve its optimum life expectancy.
- "Operations" – means the regular activities to provide public health, safety and amenity and to enable the assets to function e.g.; road grading, grass mowing, cleaning, street lighting and graffiti removal.
- "New" means creation of a new asset to meet additional service level requirements.
- "Resources" means the combination of plant, labour and materials, whether they be external (contactors/consultants) or internal (staff/day labour).
- "Renewal" relates to expenditure on an existing asset, which returns the service potential or the life of the asset up to that which it had originally.
- "Risk" is the likelihood and consequence of an event that may impact on the Council's ability to meet its strategic objectives.
- "Shire" refers to the collective Shire of Kojonup organisation. The Chief Executive Officer of the Shire of Kojonup is responsible for ensuring the Shire's obligations and commitments are met.

- “Stakeholders” are those people/sectors of the community that have an interest or reliance upon an asset and who may be affected by changes in the level of service of an asset.
- “Upgrade” relates to expenditure that enhances an existing asset to provide a higher level of service or expenditure that will increase the life of the asset beyond that which it had originally.

POLICY

To achieve the policy objective, the Shire of Kojonup is committed to ensuring that Asset Management is recognised as a major corporate function.

The Shire is committed to making informed decisions in relation to its infrastructure assets. To achieve this, the Shire will maintain an Asset Management Improvement Strategy that guides the implementation of asset management across the organisation. The key outcome being the adoption by Council of an Asset Management Plan for the following classes of infrastructure assets:

1. Infrastructure (including roads, footpaths, kerbing and signs);
2. Drainage;
3. Buildings; and
4. Parks & Reserves.

Asset Management Plans will form part of the Shire’s day-to-day business practices and will be used to make informed decisions in relation to service delivery across:

1. New asset acquisition;
2. Renewal of assets;
3. Upgrade of assets; and
4. Disposal of assets.

Asset Management Plans will be prepared in accordance with the IPWEA’s (The Institute of Public Works Engineering Australasia) International Infrastructure Management Manual Guidelines and will include long term financial modelling of the renewal profile and whole of life costs of each asset class to underpin Long Term Financial Plans.

The Shire of Kojonup has limited resources and is the custodian of a large number of assets. Therefore, when making decisions in relation to infrastructure assets, the Shire is committed to the philosophy of renewing assets before acquiring new assets. In addition and where possible, the Shire is also committed to rationalising assets that are no longer used or do not provide the agreed level of service. The Shire of Kojonup is committed to determining the Level of Service required for infrastructure assets in a collaborative manner with asset stakeholders and the wider community, primarily through community consultation during the Integrated Planning & Reporting process.

LINKAGE TO STRATEGIC PLAN

This policy links to the Shire of Kojonup’s Community Strategic Plan - undertake an asset management planning process to review and rationalise Shire buildings to maximise their use and value to the community.

The Asset Management Plan also links very closely to the Shire’s Long Term Financial Plan which is the primary funding planning tool to enable achievement of the Plan’s objectives.

RESPONSIBILITY AND REPORTING

Council - Council is responsible for ensuring (upon recommendation of the CEO) that resources are allocated to achieve the objectives of any adopted Asset Management Plans. In adopting Asset Management Plans, Council is also determining the Level of Service for each asset class.

Chief Executive Officer (CEO) - is responsible for ensuring that systems are in place to ensure that Council’s Asset Management (AM) Policy, AM Improvement Strategy, and AM Plans are prepared and kept up to date, reviewed at least annually and that recommendations are put to Council in relation

to appropriate resource allocation to fulfil the objectives of the above documents. The CEO reports to Council on all matters relating to Asset Management.

All Managers – are responsible for ensuring that resources under their control are appropriately allocated to resource asset management. All Managers report to the CEO on all matters relating to Asset Management under their area of control.

All Managers will ensure that relevant staff are appropriately trained in asset management and that funds are put aside each year to ensure that this training occurs.

Building Assessment Framework

The following building assessment framework has been adopted by the Shire of Kojonup:

Criteria	Assessment Considerations
Degree to which provision of the building meets Community Strategic Plan commitments (Weighting 30%)	5 = Addresses all commitments to some degree (may be indirectly) or four or more to a significant degree 4 = Addresses six or seven commitments to some degree (may be indirectly) and/or three to a significant degree 3 = Addresses four or five commitments to some degree (may be indirectly) and/or two to a significant degree 2 = Addresses two or three commitments to some degree (may be indirectly) and/or one to a significant degree 1 = Addresses a single commitment to some degree 0 = Does not address any CSP objectives
Level of efficiency with regards to operational and maintenance costs (Weighting 20%)	Comparative assessment considering whole of life cost on a like for like basis for the type of building/construction. 5 = Highly efficient and low whole of life cost 4 = Moderately efficient and moderately low whole of life cost 3 = Average efficiency and average whole of life cost 2 = Moderately inefficient and/or moderately high whole of life cost 1 = Highly inefficient and/or very high whole of life cost
Fit for Purpose/Adaptability for new purpose/Risk and BCA Compliance (score to the highest possible use) (Weighting 35%)	Comparative assessment taking into account: a. Degree building meets requirements for current use; b. Adaptability for new use/potential for dual/multi-use; c. Frequency of use; d. Level of risk associated with continued use; and e. BCA compliance. 5= Meets standards, excellent fit for purpose or adaptability for new purpose 1= Major compliance issues, poor fit for purpose or poor adaptability for new purpose
Historical and cultural value (Weighting 15%)	Elements of significance to be considered include: a. Aesthetic significance; b. Architectural significance; c. Historical significance; d. Scientific significance; e. Social significance; f. Other significance; g. Significance to past, present and future generations; and h. Period of significance.

	5 = Listed on State Heritage Register and/or Nationally significant and/or profoundly culturally and historically significant for the majority of the Kojonup population 4 = On State Heritage list and/or strongly culturally and historically significant for the majority of the Kojonup population 3 = Strongly culturally and historically significant for a small proportion and/or moderately significant for a large proportion of the Kojonup community 2 = Culturally and historically significant for a moderate proportion of the Kojonup community 1 = Culturally and historically significant for a small proportion of the Kojonup community 0= Not culturally and historically significant
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In the event any building scores a total weighted score of 30 or less out of 100 in the assessment, then officers will subsequently prepare a detailed assessment of the building and present the results to the Council. The assessment will include at a minimum:

1. Background information about the building;
2. Valuation and asset management condition scoring information;
3. A detailed option and impact assessment of the pros and cons of renewal/repurposing, replacement, rationalisation and/or other relevant options; and
4. Recommendations.

Capital Evaluation Framework

To ensure that Capital Projects are evaluated against an appropriate framework so that Council attains best value for money to meet the community's needs while complying with all other relevant Council policies and procedures. The most appropriate mix of projects will then be selected for delivery within the available budget while maximising external funding.

The Shire shall develop and implement a 'Capital Evaluation Framework' to evaluate all capital projects to feed into the Corporate Business Plan and Annual Budget. The framework will be documented within 'Capital Evaluation Procedures' and include:

1. A logical, consistent process to allow all projects to be comparatively evaluated and decisions made;
2. Assessment of the degree each project meets Council objectives;
3. Assessment of risk relating to the consequences of inaction for each project;
4. Assessment of the financial viability of each project, including the level of external funding;
5. Assessment of the degree of positive impact implementation of each project will have to the community and organisation; and
6. Assessment of the level of 'project readiness' for each project.

This policy applies to all Council projects valued at over \$50,000 and all road construction projects valued at over \$100,000.

Roles and Responsibilities

The Elected Member Body (Council)

Responsible for ensuring (upon recommendation of the CEO) that resources are allocated to achieve the objectives of this Policy.

Council is also responsible for reviewing the results and recommendations from staff assessment, where a project's scope/cost reaches a defined threshold, and making appropriate determinations.

Chief Executive Officer (CEO)

Responsible for ensuring that systems are in place to develop, implement, maintain and regularly review Council's 'Capital Evaluation Policy' and associated procedures.

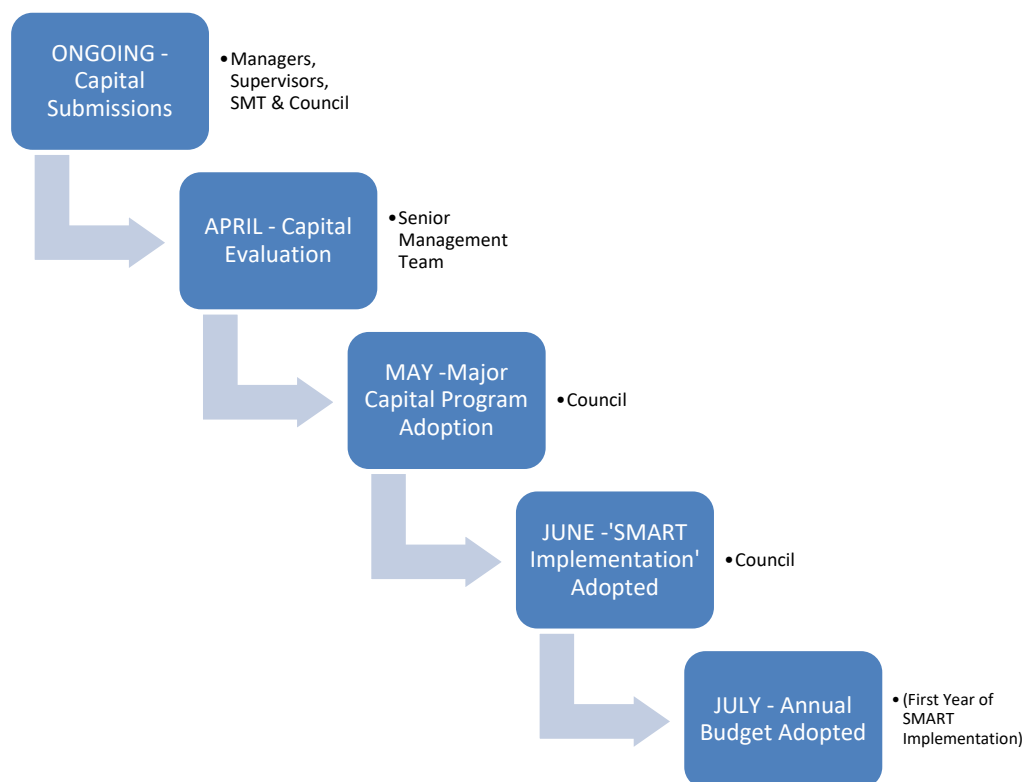
Senior Management Team (SMT)

Responsible for implementation of this Policy and associated procedures across the organisation. Where aspects of Council's Policy and procedures are not being achieved or adhered to, the SMT will maintain a list of non-compliances and take corrective action. The SMT reports to the CEO (who is also a member of the group) on all matters relating to capital evaluation.

All Managers/Co-ordinators

Responsible for ensuring that resources under their control are appropriately allocated to resource capital evaluation. All Managers/Co-ordinators must report to the CEO on all matters relating to capital evaluation under their area of control.

Integrated Process



(Note – SMART Implementation is the Shire of Kojonup's Corporate Business Plan as required by the *Local Government Act 1995*)

Review and Evaluation

The effectiveness of the Policy shall be reviewed annually, both as part of the capital evaluation assessment presented to Council and via the annual review of Council Policies.

Policy Review

This policy is to be reviewed annually by senior staff and Council.

2.3.4 RISK MANAGEMENT

Adopted or Reviewed by Council:	17/11/15	Council Minute Reference:	183/15
Amended:	21/05/19		52/19
	19/11/19		156/19
	16/11/21		135/21
Reviewer/s:	Chief Executive Officer		
Local Law:			
Procedure:	Shire of Kojonup Business Continuity and Disaster Recovery Plan May 2024		
Delegation:			

OBJECTIVE

The objective of this Policy is to state the Shire of Kojonup's (the 'Shire's') ~~intention-commitment~~ to identify ~~potential~~ risks before they occur so that impacts can be ~~controlled~~, minimised or opportunities ~~and benefits~~ realised; ensuring that the Shire achieves its strategic and corporate objectives efficiently, effectively and within ~~good-effective-corporate~~ governance principles.

POLICY STATEMENT

It is the Shire's Policy to ~~achieve-strive for best best~~ practice (aligned with AS/NZS ISO 31000:2018 Risk management – Guidelines) in the management of all risks that may affect the Shire meeting its objectives.

The AS/NZS ISO 31000:2018 standard provides a comprehensive approach to managing risk faced by organizations. It is not designed for certification but rather offers a set of principles, a robust framework, and a systematic process that organizations can adapt to their unique circumstances. The standard defines risk as the "effect of uncertainty on objectives" and emphasizes the importance of leadership commitment and the integration of risk management into all organizational processes. It is structured around three core components: Principles, Framework, and Process, which guide organizations in identifying, analyzing, evaluating, treating, monitoring, and communicating risks across their organization.

The Shire is committed to organisation-wide risk management principles, systems and processes that ensure consistent, efficient, and effective assessment of risk in all planning, decision making and operational processes. This will ensure compliance with the Integrated Planning requirements of the *Local Government Act (1995)* s. 5.56(2).

Risk management functions will be resourced appropriately to match the size and scale of the Shire's operations and will form part of the Strategic, Operational, and Project responsibilities and be incorporated within the Shire's Integrated Planning Framework.

This policy applies to Council Members, Executive Management, all employees, volunteers and contractors involved in any Shire operations.

KEY POLICY DEFINITIONS

Risk: Effect of uncertainty on objectives.

Note 1: An effect is a deviation from the expected – positive or negative.

Note 2: Objectives can have different aspects (such as financial, health and safety and environmental goals) and can apply at different levels (such as strategic, organisation-wide, project, product or process).

Risk Management: Coordinated activities to direct and control an organisation with regard to risk.

Risk Management Process: Systematic application of management policies, procedures and practices to the activities of communicating, consulting, establishing the context, and identifying, analysing, evaluating, treating, monitoring and reviewing risk.

POLICY DETAILS

The following points provide detail on the objective specifics:

1. Aligns with and assists the implementation of all Shire policies.
2. Optimises the achievement of the Shire's vision, mission, strategies, goals and objectives.
3. Provides transparent and formal oversight of the risk and control environment enabling effective decision-making.
4. Enhances risk versus return within the Shire's risk appetite.
5. Embeds appropriate and effective controls to mitigate risk.
6. Achieves effective corporate governance and adherence to relevant statutory, regulatory and compliance obligations.
7. Enhances organisational resilience.
8. Identifies and provides for the continuity of critical operations.

Data is used to make informed decisions

Need a paragraph on this

RISK ASSESSMENT AND ACCEPTANCE CRITERIA

The Shire quantified its broad risk appetite through the development and endorsement of the Shire's Risk Assessment and Acceptance Criteria. The criteria are included within the Risk Management Framework and as a component of this Policy.

All organisational risks are to be assessed according to the Shire's Risk Assessment and Acceptance Criteria to allow consistency and informed decision making. For operational requirements such as projects or to satisfy external stakeholder requirements, alternative risk assessment criteria may be utilized; however, these cannot exceed the Organisation's appetite and are to be noted within the individual risk assessment.

MONITOR & REVIEW

The Shire will implement and integrate a monitor and review process to report on the achievement of the Risk Management Objectives, the management of individual risks and the ongoing identification of issues and trends. A copy of the Risk Management Framework's Risk Dashboard Report and the Prioritised Actions List will be provided to Council's Audit and Risk Committee at each meeting of the Committee.

This Policy will be kept under review by the Shire's Management Team and its employees. It will be formally reviewed annually.

For staff purposes, the following links directly to the Risk Management Framework Risk Profiles:

G:\Governance\Risk Management\2024

Risk Assessment and Acceptance Criteria

Shire of Kojonup Measures of Consequence									
Rating (Level)	Health	Financial Impact	Service Interruption	Compliance	Reputational	Property	Environment	Project TIME	Project COST
Insignificant (1)	Near miss. Minor first aid injuries	Less than \$10,000	No material service interruption	No noticeable regulatory or statutory impact	Unsubstantiated, low impact, low profile or 'no news' item	Inconsequential damage.	Contained, reversible impact managed by on site response	Exceeds deadline by 10% of project timeline	Exceeds project budget by 10%
Minor (2)	Medical type injuries	\$10,001 - \$100,000	Short term temporary interruption – backlog cleared < 1 day	Some temporary non compliances	Substantiated, low impact, low news item	Localised damage rectified by routine internal procedures	Contained, reversible impact managed by internal response	Exceeds deadline by 15% of project timeline	Exceeds project budget by 15%
Moderate (3)	Lost time injury <30 days	\$100,001 - \$500,000	Medium term temporary interruption – backlog cleared by additional resources < 1 week	Short term non-compliance but with significant regulatory requirements imposed	Substantiated, public embarrassment, moderate impact, moderate news profile	Localised damage requiring external resources to rectify	Contained, reversible impact managed by external agencies	Exceeds deadline by 20% of project timeline	Exceeds project budget by 20%
Major (4)	Lost time injury >30 days	\$500,001 - \$1,000,000	Prolonged interruption of services – additional resources; performance affected < 1 month	Non-compliance results in termination of services or imposed penalties	Substantiated, public embarrassment, high impact, high news profile, third party actions	Significant damage requiring internal & external resources to rectify	Uncontained, reversible impact managed by a coordinated response from external agencies	Exceeds deadline by 25% of project timeline	Exceeds project budget by 25%
Catastrophic (5)	Fatality, permanent disability	More than \$1,000,000	Indeterminate prolonged interruption of	Non-compliance results in	Substantiated, public embarrassment,	Extensive damage requiring	Uncontained, irreversible impact	Exceeds deadline by 30% of	Exceeds project

Shire of Kojonup Measures of Consequence									
Rating (Level)	Health	Financial Impact	Service Interruption	Compliance	Reputational	Property	Environment	Project TIME	Project COST
			services – non-performance > 1 month	litigation, criminal charges or significant damages or penalties	very high multiple impacts, high widespread multiple news profile, third party actions	prolonged period of restitution Complete loss of plant, equipment & building		project timeline	budget by 30%

Measures of Likelihood			
Level	Rating	Description	Frequency
5	Almost Certain	The event is expected to occur in most circumstances	More than once per year
4	Likely	The event will probably occur in most circumstances	At least once per year
3	Possible	The event should occur at some time	At least once in 3 years
2	Unlikely	The event could occur at some time	At least once in 10 years
1	Rare	The event may only occur in exceptional circumstances	Less than once in 15 years

Risk Matrix						
Consequence		Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood		1	2	3	4	5
Almost Certain	5	Moderate (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Moderate (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Moderate (6)	Moderate (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Moderate (5)

Risk Acceptance Criteria			
Risk Rank	Description	Criteria	Responsibility
LOW	Acceptable	Risk acceptable with adequate controls, managed by routine procedures and subject to annual monitoring	Operational Manager
MODERATE	Monitor	Risk acceptable with adequate controls, managed by specific procedures and subject to semi-annual monitoring	Operational Manager
HIGH	Urgent Attention Required	Risk acceptable with effective controls, managed by senior management / executive and subject to monthly monitoring	Executive Manager / CEO
EXTREME	Unacceptable	Risk only acceptable with effective controls and all treatment plans to be explored and implemented where possible, managed by highest level of authority and subject to continuous monitoring	CEO / Council

Existing Control Ratings		
Rating	Foreseeable	Description
Effective	There is <u>little</u> scope for improvement.	Processes (Controls) operating as intended and aligned to Policies / Procedures. Subject to ongoing monitoring. Reviewed and tested regularly.
Adequate	There is <u>some</u> scope for improvement.	Processes (Controls) generally operating as intended, however inadequacies exist. Nil or limited monitoring. Reviewed and tested, but not regularly.
Inadequate	There is a <u>need</u> for improvement or action.	Processes (Controls) not operating as intended. Processes (Controls) do not exist, or are not being complied with. Have not been reviewed or tested for some time.

2.3.5 DEPARTMENT OF TRANSPORT LICENSING SERVICES

Adopted or Reviewed by Council: 17/11/15

Council Minute Reference: 183/15

Reviewer: Chief Executive Officer

Local Law:

Procedure:

Delegation: ADMIN 017 - Vehicle Licensing & Registration Agency Contract

OBJECTIVE

Set a position on the provision of localised licensing services at no cost to Council.

POLICY

The Shire of Kojonup is committed to maintaining the traffic licensing agency role subject to the financial commissions received from the State Government providing sufficient revenue such that there is a net benefit to Council, or community benefit.

The Chief Executive Officer is delegated authority to negotiate the renewal of future contracts for the delivery of traffic licensing and services.

2.3.6 VOLUNTEER MANAGEMENT

Adopted or Reviewed by Council:	16/02/16	Council Minute Reference:	19/16
Date/s Amended:	20/11/18		143/18
	19/11/19		156/19
Reviewer:	Chief Executive Officer /all volunteer Managers		
Local Law:			
Procedure:	Volunteer Management Handbook		
Delegation:			

OBJECTIVE

To provide a Volunteer Management system that integrates and coordinates the core policies processes and activities the organisation has in place for working with volunteers. It is made up of policies, procedures and work documents which control how the volunteer program is implemented from day to day.

POLICY

Volunteering promotes civic participation and encourages local people to be active, shape, contribute and make a difference to their local community. Volunteering benefits everyone including the individuals involved, the Council and the wider community.

Council is committed to utilising and valuing the skills, time, talents and energy of volunteers effectively which is supported through the provision of a comprehensive volunteer management framework.

This policy defines the relationship between the Shire and its volunteers; setting out the role and responsibility of Council and outlining the rights and responsibilities of volunteers.

Volunteering is defined for the purpose of this policy as work which is:

- Of benefit of the community
- Off the volunteer's own free will and
- Done without monetary reward

Volunteers working on behalf of the Shire will be defined as individuals who:

1. Provide their services ~~of~~with their own free will;
2. Do not receive any monetary reward (~~out of pocket~~out-of-pocket expenses are not regarded as monetary reward);
3. Benefit the community and themselves by participating in volunteer programs; and
4. Complement, but do not replace or threaten the livelihood ~~of~~of paid workers in designated positions.

LEGISLATION AND REFERENCES

Volunteers are entitled to protection through the following legislation:

- *Work Health and Safety Act 2020*
- Equal Opportunity Act 1984 (WA)
- Local Government Act 1995
- Volunteers Induction Manual
- National Standards for Volunteer Involvement

This policy is to be read in conjunction with the Volunteer Handbook.

BACKGROUND

| The Shire of Kojonup has many volunteers across a range of differing activities. Volunteers work alongside staff to deliver and enhance a diverse number of services and initiatives offered by the Shire. Many of these services and initiatives would not occur or would not be sustainable in the long term without the support and contribution of volunteers.

The following outlines the various categories of volunteering throughout Council:

- The Kodja Place Precinct; and
- Library.

PRINCIPLES

The following principles underpin Council's approach to volunteering:

Council performance: Volunteers contribute to the delivery of the Shire's Community Strategic Plan;

Community participation: All citizens have the right to apply to volunteer and the Shire will provide opportunities for members of the community to participate as volunteers in a variety of programs and Shire activities;

Inclusiveness: The Shire will ensure its programs and activities meet individual needs, are welcoming of diversity, and value the strengths and abilities of all community members;

Training: Volunteers will be equipped with the necessary skills and resources required to successfully fulfil the positions;

Identifying strengths & meeting individual needs: Volunteers expectations, interests, availability, abilities, skills and knowledge will be taken into account when matching them with a volunteer position;

Balance of paid staff and volunteers: Volunteers will complement but not threaten the livelihood of paid workers or replace the services or roles provided by paid staff;

Risk Management: Council will provide a safe working environment and address risks that affect the safety and wellbeing of volunteers;

Mutual benefit: Volunteering remains a mutually beneficial activity for the individual volunteer, the program, the community and Council; and

Volunteer Management: Volunteers will be managed in a structured, organised and professional manner.

VOLUNTEER RIGHTS AND RESPONSIBILITIES

Unlike paid staff, volunteers are not covered by awards or workplace agreements. Volunteers, however, have rights and responsibilities which are in part defined by legislation and in recognition of the significant value that volunteers bring to Council and the community.

Volunteer Rights

1. To be respected and valued in the role as a volunteer.
2. To work in a healthy and safe environment.
3. To choose the type of activities they are to be involved in, in accordance with their skills, interests and needs.
4. To receive an orientation and induction to the Shire of Kojonup and individual program areas.
5. To have their ideas welcomed and acknowledged by their Manager and other staff.
6. To be able to raise any grievances or issues in accordance with the Shire's process.
7. To receive reimbursement for out of pocket expenses.
8. To have the training, equipment and resources required to do the duties.
9. To have open communication between Volunteers and Managers.
10. To be protected by insurance.
11. To be actively involved in the decision making that affects them.

Responsibilities of Volunteers

Volunteers have obligations to Council and will be required to:

1. Fulfil the duties as specified in their position description in accordance with relevant legislation;
2. Understand and acknowledge the requirements of the Shire's Code of Conduct and relevant policies and guidelines;
3. Participate in the appropriate induction and on-going training as provided;
4. Operate under the direction and supervision of Shire staff to achieve the objectives required;
5. Maintain confidentiality regarding Shire business, program information or any other sensitive, private information they come across during their volunteer duties;
6. Report any unsafe working conditions/potential hazards to their Manager; and
7. Report any injury/damage to themselves or a third party.

Supporting Documentation

Volunteer Handbook

Employee Manual

Risk Management Framework

Business Continuity & Disaster Recovery Plan

Shire of Kojonup Bush Fire Brigades Local Law 2020

2.3.7—CLOSED-CIRCUIT-TELEVISION (CCTV) OPERATIONS AND RECORDING

Adopted or Reviewed by Council:	18/04/17	Council Minute	40/17
Date last amended:	20/11/18	Reference:	143/18
	20/08/19		85/19
	19/11/19		156/19
Reviewers:	Chief Executive Officer/Project Manager and Regulatory Services		
Local Law:			
Procedure:			
Delegation:	ADMIN 014—Prosecutions & Legal Defence		

OBJECTIVE

This policy applies to Closed Circuit Television (CCTV) and any other device capable of recording video footage in the performance of Shire duties by employees, contractors and elected members.

Provisions relating to recording devices such as Dash Cam will be separately addressed as part of Councils Motor Vehicle/Plant policies/procedures.

This policy document provides guidance on operation, management and reporting protocols for Closed Circuit Television (CCTV) leased, owned or controlled by the Shire of Kojonup:

1. Within, on or around Shire facilities; and
2. In public places within the Shire of Kojonup.

The policy also provides guidance to ensure a consistent approach in identifying suitable locations when considering future public place CCTV installation within the Shire of Kojonup.

POLICYPurpose

The Shire of Kojonup conducts CCTV operations in order to:

1. Assist in deterring, detecting and responding to criminal offences against people or property;
2. Record evidence to support investigations and prosecutions by Police in relation to offences; and
3. Address community safety concerns of residents, workers, business proprietors, visitors and employees of the Shire of Kojonup.

CCTV OPERATIONS

The objectives established for CCTV operations should be based on measurable criteria, which may include:

1. Reducing crime and incidents reported to Police;
2. Reducing damage and graffiti reported to the Shire of Kojonup;
3. Improving perceptions of safety and reducing fear of crime; and
4. Evidence purposes.

Ownership

The CCTV Operation is owned by and is the sole property of the Shire of Kojonup, unless partnered with WA Police.

Determining CCTV Camera Location

In determining CCTV camera location and placement in public places, the following factors (in consultation with key stakeholders) will be considered:

- ~~1. Incidence of criminal activity;~~
- ~~2. Level of human activity;~~
- ~~3. Level of deterrent;~~
- ~~4. Logistical requirements; and~~
- ~~5. The surveillance is legally permitted.~~

~~The selection criteria for each camera placement and location should be documented and the effectiveness of the installation should be measurable and reviewed annually.~~

~~A replacement or upgrade program based on system value should be implemented as part of the Shire of Kojonup Information & Communications Technology Plan. Camera technology is continuously evolving and, as a result, the Shire must be aware of the need to remain up to date with technology improvements and to factor general maintenance, regular servicing, software upgrades and replacement hardware into the annual budget.~~

Access and Security of CCTV Equipment

~~All CCTV recording equipment will be located within secure areas and not accessible to unauthorised persons.~~

Storage and disposal of surveillance images

~~Storage and disposal of records from CCTV is to be in accordance with the General Disposal Authority for Local Government Records (DA2015-001) as follows:~~

No	Function/Activity	Description	Disposal Action	Custody
100.4	Surveillance– Investigations	Surveillance/CCTV footage REQUIRED for investigations and/or court proceedings. NB: If a tape forms part of a case file, it should be sentenced in accordance with the related case records.	-	-
100.4.1	-	Footage presented by the local government (LG) to the authorities where the LG is not party to the investigation in any further capacity. In these situations, the LG is merely the provider of the footage and the incident does not involve LG staff or assets.	Destroy	Retain 7 years after provision of footage then destroy
100.4.2	-	Footage concerning incidents involving local government staff or assets, required for investigations.	Destroy	Retain 7 years after investigation finalised, then Destroy.

100.5	Surveillance—No Investigations	Surveillance/CCTV footage NOT REQUIRED for investigations.	-	-
100.5.1	-	Surveillance/CCTV footage taken from fixed cameras around public open spaces and public access areas.	Destroy	Destroy or re-use tape 30 days after footage taken
100.5.2	-	Surveillance/CCTV footage taken by mobile cameras or car-based cameras.	Destroy	Destroy or re-use tape 7 days after footage taken
100.5.3	-	Surveillance/CCTV footage taken from fixed cameras around local government buildings and assets with staff in attendance on a regular basis.	Destroy	Destroy or re-use tape 7 days after footage taken

All hardware purchased for CCTV use must have adequate capacity available to meet the minimum retention period above.

Requests for Stored Information

- ~~1. Access to designated surveillance areas and data will be restricted to Authorised Personnel or with written authorisation from the CEO.~~
- ~~2. Any person requesting a copy of any CCTV data records is to apply in writing to the Chief Executive Officer, outlining reasons for such requests. This excludes WAPOL as they have direct access.~~
- ~~3. At no time will any original or copied video recordings, or still photographs, be released to any media organisation, journalist, individual or group without prior approval of the Chief Executive Officer. If access is denied, applicants are able to utilise the Freedom of Information application process.~~
- ~~4. Recorded material released shall be verified for accuracy, relevance and must not exceed that necessary to fulfil the purposes of the written request.~~
- ~~5. Access is allowed by the CEO and any CEO authorised Senior Management role to live CCTV images which may be required to view public areas for reviewing, monitoring or verifying maintenance services and public works.~~
- ~~6. All reasonable attempts will be made to serve the interests of anyone affected by public space surveillance with a focus on community safety and crime prevention, and not be confined to the interests of the Shire of Kojonup or operational needs of the WA Police.~~

The recording of Audio

There is no foreseen use of audio recording within the CCTV system. However, before audio recording is introduced, a policy for its proper use must be defined.

Complaints Handling

Any complaints regarding CCTV operations are to be directed in writing to the Chief Executive Officer.

Audit & Review

~~CCTV operations will be monitored and evaluated to verify compliance.~~

Privacy Principles

~~CCTV will be operated within the Surveillance Devices Act 1998 and only for the purposes defined in this policy.~~

ROLES AND RESPONSIBILITIESCouncil Authorised Officers

~~Chief Executive Officer~~

~~As authorised by the CEO Senior Management will be able to view live footage of their department on their smart phone or tablet as follows:~~

- ~~1. Manager Works and Infrastructure — Works Depot, Blackwood Road, Kojonup~~
- ~~2. Manager Financial and Corporate Services — Administration Office & Library, 93-95 Albany Highway, Kojonup~~
- ~~3. Property Services Manager — Administration Office, Library and The Kodja Place, 93-95 Albany Highway, Kojonup.~~
- ~~4. Chief Executive Officer — All departments of the Shire~~
- ~~5. WAPOL — All departments of the Shire~~

~~The Chief Executive Officer is responsible for the application of delegations in regards to the policy.~~

~~The Manager Property Services under the supervision of the CEO, is responsible for addressing any technical aspects for CCTV equipment owned, operated or leased by the Shire of Kojonup including equipment maintenance and upgrades and signage.~~

~~The Records Officer, under the supervision of the CEO, is responsible for reviewing and monitoring operations of the policy.~~

The following CCTV Authority Table reflects operational responsibility per Officer Position:

CCTV Authority Table					
OFFICER	CCTV BUILDING ACCESS	DEVICE	REAL TIME LIVE VIEW	HISTORICAL PLAYBACK	DOWNLOAD FOOTAGE
CHIEF EXECUTIVE	ALL BUILDINGS	SMART PHONE/ TABLET/ COMPUTER	LIVE VIEW	PLAYBACK	Yes
MANAGER WORKS & INFRASTRUCTURE	WORKS DEPOT	SMART PHONE/ TABLET/ COMPUTER	LIVE VIEW	PLAYBACK	NO

PROPERTY SERVICES MANAGER	ALL BUILDINGS	COMPUTER/S MART PHONE/TABLE ‡		PLAYBACK FOR POLICE ENQUIRIES— MAINTENANCE /TECHNICAL CHECKS	YES
RECORDS	ALL BUILDINGS	COMPUTER		PLAYBACK	NO—CEO APPROVAL

~~ETHICAL USE OF CCTV SYSTEMS AND RECORDED MATERIAL~~

~~This policy represents the formal policy and expected standards of Council. Approval of Council is required prior to any deviation from this policy. Elected Members and Employees are reminded of their obligations under Council's Code of Conduct to give full effect to the lawful policies, decisions and practices of Council.~~

- ~~1. The CCTV System will be operated within applicable law and for the ethical and beneficial purposes for which it is established or which are subsequently agreed in accordance with these approved policy statements.~~
- ~~2. The CCTV System will be operated with due regard to the privacy and civil liberties of individual members of the public, including the rights to freedom of religious and political expression and assembly.~~
- ~~3. The public interest in CCTV Operations will be recognised by ensuring the security and integrity of recorded material.~~

~~The Shire of Kojonup has the highest expectation of all Authorised Personnel to:~~

- ~~1. At all times, act in an honest and legal manner to carry out duties which reflects community values;~~
- ~~2. Treat all live and recorded images in an ethical manner and with the utmost of care, respect and dignity;~~
- ~~3. Interact with WA Police and stakeholders in a timely, courteous and cooperative manner; and~~
- ~~4. Ensure toilets, showers and change rooms and other similar areas shall not be subject to CCTV surveillance.~~

~~CONFIDENTIALITY~~

~~The Shire of Kojonup expects Authorised Personnel to ensure confidentiality of information gathered by or from CCTV Operations by not disclosing or discussing any events with unauthorised Personnel or associates who have no direct responsibility relating to CCTV operations.~~

~~In addition, Authorised Personnel will not explicitly identify any involved person or party with family, friends, or acquaintances and will not disclose any information to third parties, including the media without prior written approval from the Chief Executive Officer.~~

2.3.8 SOCIAL MEDIA

Adopted by Council:	17/03/20	Council Minute Reference:	26/20
Date last amended:	20/10/20		141/20
	12/12/23		141/23
Reviewer:	Chief Executive Officer/Project Manager and Regulatory Services		
Local Law:			
Procedure:			
Delegation:			

Social media is revolutionising the way we stay connected with our family, friends and communities. It is growing with evidence from statistics for Facebook showing more than 14 million Australians are active each month.

OBJECTIVES

The use of social media within the Shire of Kojonup has the objective of making content available to engage the people who connect with the Shire via this medium.

This policy establishes the use of social media within the organisation to make content available, provide feedback and communicate with others who are interested in similar topics, and help the Shire of Kojonup find new ways of engaging with people who live, work or spend time within the Shire.

By implementing social media more effectively, the Shire will improve communication, engagement and collaboration with its community to help strengthen the positive and professional identity of the Shire.

This policy is intended to provide clear guidance with respect to the appropriate use of Social Media by all employees. The appropriate use of Social Media applies as it is defined by this policy, the Shire's Code of Conduct and individual contracts of employment.

POLICY

This policy is applicable to all Shire staff, Elected Members and Volunteers. It applies to any social media activity on behalf of the Shire or for staff in contexts that relate to the Shire or the performance of their responsibilities.

Social media platforms may include but are not limited to:

- blogs;
- photo and video sharing such as YouTube and Instagram;
- social networks such as Facebook, Twitter and Linked In;
- mobile phone applications;
- texting;
- digital TV services;
- wikis;
- collaboration tools;
- websites; and
- online forums

PURPOSE

The Shire uses social media for:

- **Communication**

Social media tools are used to tell people what's happening in the Shire of Kojonup. For example, using the Shire's Facebook page to promote major events and to share the latest news.

- **Engagement**

Social media is used to help people to get involved in their community and in local decision making by encouraging discussion on a range of different topics across the different platforms such as Facebook and YouTube. It also means that the Shire can respond to comments and concerns faster, reduce the requirement for customers having to visit the Shire office and reduce the risk and impact of negative comments and bad publicity.

- **Collaboration**

Social media is used to find new, more efficient ways of working together with the community. The Shire's expansion into Social Media provides the opportunity to encourage residents to share content, thoughts and ideas across different platforms such as Instagram.

1. Organisational Use

Any use of social media within the Shire must:

- Follow these social media process and guidelines. These guidelines are in addition to any professional standards that govern specific areas of work and all other relevant policies;
- Ensure appropriate authorisations are obtained before providing any information for posting on social media site;
- Ensure that any information posted online serves to enhance the services of the Shire, is in line with the Shire's missions and values, and will not bring the Shire into disrepute;
- Comply with all laws relating to copyright, record keeping, privacy and defamation, including the need for accurate information and constantly ensuring comments are free from harassment and discrimination;
- Cite all sources quoted within information posted;
- Social Media use on the Shire's relevant media is limited to those employees expressly authorised by the CEO and the following:
 - Shire of Kojonup Facebook Page - Customer Service Officer, Records Officer , Project Manager/Regulatory Services, Manager Financial and Corporate Services, and Chief Executive Officer.
 - Kojonup Library Facebook Page – Chief Executive Officer, Project Manager and Regulatory Services, Senior Library Officer, Records Officer, Manager Financial and Corporate Services.
 - Kojonup Play in the Park Facebook Page – Play Café Coordinator, Senior Library Officer, Manager Financial and Corporate Services, Project Manager/Regulatory Services, and Chief Executive Officer.
 - Kojonup Visitors Centre Facebook Page - Visitor Services Officer, Manager Kodja Place, Tourism and Marketing, Project Manager and Regulatory Services and Chief Executive Officer.

All the Shire's digital communication channels are filtered through the CEO/Executive Assistant to ensure the appropriate moderation and security measures are taken. **Before setting up any new digital platforms** (inc social media channels, websites, analytics and applications) the CEO and relevant manager are to be engaged prior to any decision being made.

2. Guidelines for using Social Media on behalf of the Shire of Kojonup

The following information is provided to assist staff when preparing social media content and responses:

- The Shire President and the CEO are the official spokespersons for the Shire of Kojonup; any statements on behalf of the Council and the Shire are only to be made with specific authority (see above);
- Ensure content is accurate, relevant and complies with current policies, if in doubt always check;
- Avoid offensive, defamatory, intimidating and provocative language, and avoid commenting on or liking posts that contain this type of language;
- Avoid making personal comments about elected members, staff or members of the community;
- Maintain a professional, positive and respectful tone;
- Adhere to copyright, privacy, defamation, discrimination, harassment and other applicable laws;
- If in doubt, do not post – Do not reveal any confidential or time sensitive information that has not yet been made publically available and, if you are not sure on how to respond to a post, refer to the CEO.
- All posts to be written in the third person point of view;
- Liking, sharing or reacting to a post on Social Media is generally taken to be an endorsement of that material, as if you had created it yourself, and may be seen by a wider audience than intended.
- Be responsive – Replying to comments and messages needs to be in a timely manner;
- Keep in mind that you are responding to comments on behalf of the whole organisation;
- There is no such thing as ‘off the record’ for social media. Staff should understand that conversations are in the public domain and can be re-posted elsewhere online and quoted by the media without asking for permission;
- Remember the audience the Shire is targeting when determining which platform you would use to engage with the Shire’s followers;
- Each post must have a photo or picture;
- Always complete each post with a contact: i.e.; If you have any queries, please do not hesitate to contact me on 9831 2400 or email *your email*.

3. Personal Use

Social Media is now a part of daily life and an accepted method of instant communication. The Shire of Kojonup recognises that its staff use social media in a personal capacity outside the context of the workplace. This policy is not intended to discourage nor unduly limit personal expression or online activities. An individual acting on behalf of the Shire, acting in a capacity that they could be seen as representing the Shire or a person seen as, by the public, to be working for the Shire needs to be aware that there is the potential their comments, endorsements and social media activity after hours could influence people to question their ability to remain apolitical and impartial.

It is important, however, to remember that the use of social media is not without risk and the speed and reach of publishing online means content is available immediately to a wide audience. Anything posted online can be difficult to delete and may be replicated to a wide audience. It may be sent to, or seen by people the author never intended or expected would see it. Staff must therefore

recognise the need to exercise caution when posting or endorsing content on social media. The nature of social media often identifies the place of work of the individual using it. In any circumstance where the person is using social media outside the context of the workplace and can be identified as a Shire of Kojonup employee, they are personally responsible for the content they publish and the content published by others to their social media platforms.

Comments or endorsements of content posted on social media by staff members must ensure their actions/posts/content do not provide grounds for a reasonable person to conclude that they could not serve the Local Government impartially and professionally. Staff should also follow and adhere to relevant policies and procedures in a professional manner that is free from bias.

The more senior you are within the organisation, the more weight your opinions will carry and have a greater capacity to impact the reputation of the Shire.

Private Profiles and Private Groups

Nothing that is posted on-line is truly 'private'. Private profile settings and private groups are no guarantee information is only seen by the target audience. Posts may have been screenshot and distributed to individuals, groups and organisations that were never intended to see the content, even after the original post has been deleted.

Privacy settings are not enough to stop someone who disagrees with what has been posted from copying and using it (privacy settings are also constantly being changed and upgraded from social media platform to platform). As staff members of the Shire, your comments have the capacity to affect the Shire's reputation or impact perceptions of you in your role within the Shire.

4. Social Media Management

The Shire's use of social media is intended to be holistic, cross-functional, and owned by all Service Areas.

All defamatory postings will be removed and or hidden through either Facebook's profanity filter or by a manager/CEO at their discretion.

Defamatory postings include but are not limited to those that are racist, sexist, threatening, insulting, and/or unlawful and threatening to another's privacy or safety, possibly constituting a breach of the Shire's Code of Conduct.

4.1 Managing Content (Refer to below organisational charts)

In the case of any particular comment, there are ways to take action;

- No action at all – the comment is allowed to stand as is. This is by far the most common "action" you will take
- An answer or response may be provided to a contributor's query or comment
- The comment may be drawn to the attention of a manager/ CEO for consideration or action
- The comment may be deleted

4.2 Record Keeping Requirements

Social media postings by the Shire are considered the same as any other means of communication, are often considered a record of the Shire's activities and are subject to freedom

of information requests. This means that the posting and any comments made on the platform must be captured within the Shire's records management systems. Any required guidance on records management of social media should be referred to the Records Administration Officer.

5. Breaches

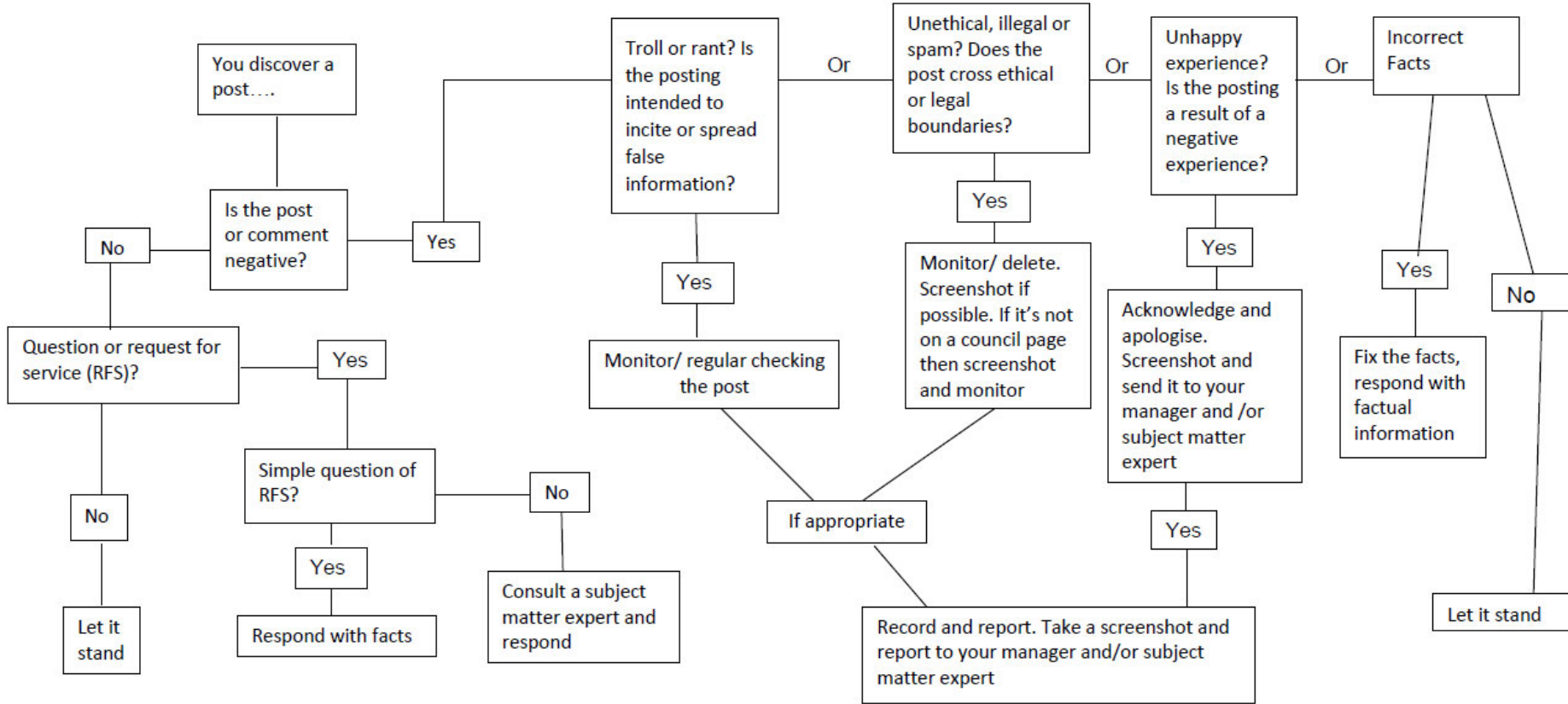
Employees who breach this policy may face disciplinary action which may include a review of their employment with the Shire of Kojonup.

Inappropriate use of social media will not be tolerated by the Shire of Kojonup. An employee who engages in any conduct in breach of this policy will be subject to disciplinary action up to and including instant dismissal.

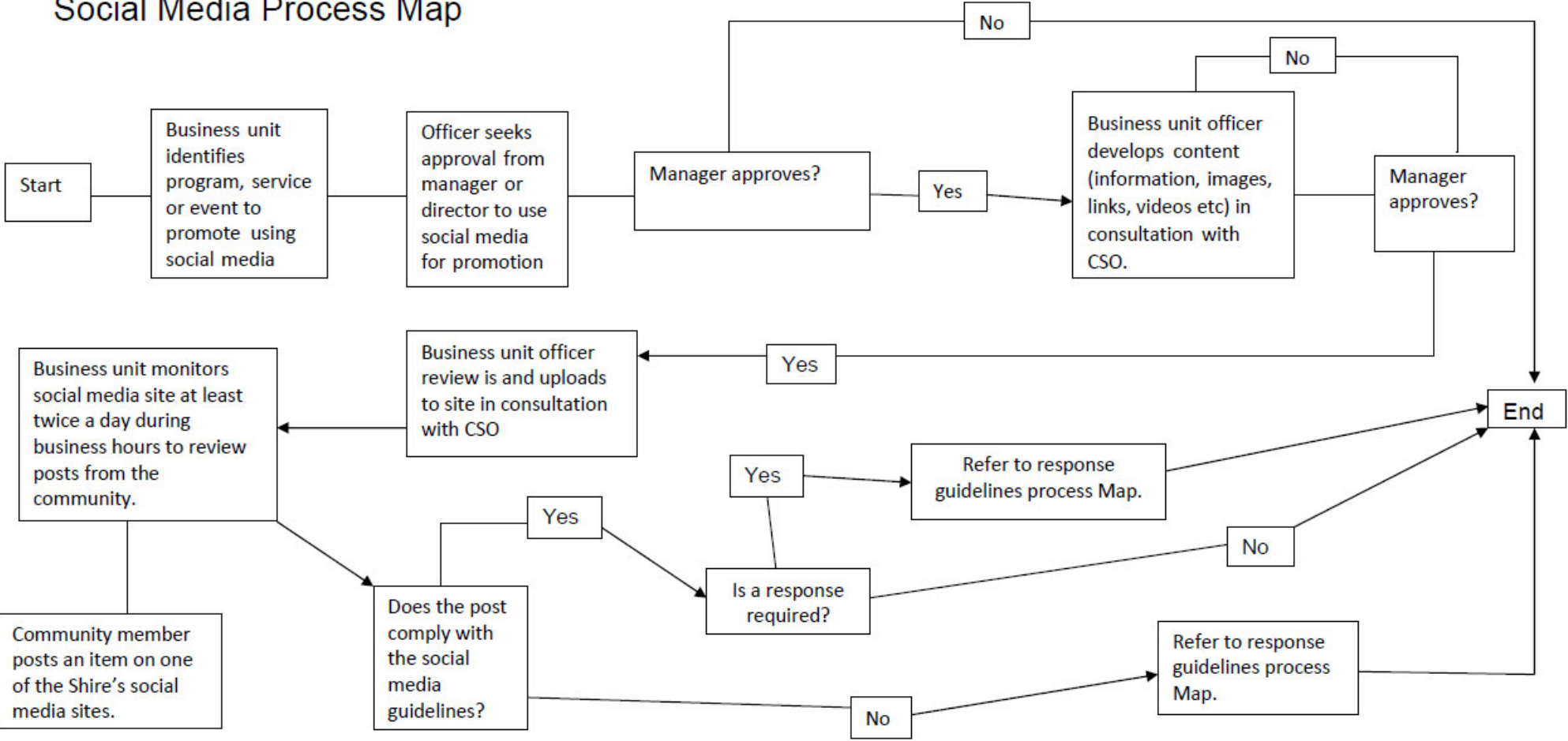
Any manager who is made aware of any of the behaviour outlined in this policy and who does not deal with the code of conduct appropriately or report the inappropriate usage will also be subject to disciplinary action.

Response Guidelines

Shire Approved social media administrators and editors only



Social Media Process Map



2.3.9 DATA BREACH POLICY

Adopted by Council: 25/08/2025

Council Minute Reference:

Date last amended:

Reviewer: Chief Executive Officer/Records Administration Officer

Local Law:

Procedure: Contained within the Recordkeeping Plan – Daily Mail Procedure 2.3.1 – EDRMS usage 2.3.4

Delegation: Internal Review Officer, Information Officer, Principle Decision Maker

Purpose

The Data Breach Policy provides a framework for how The Shire of Kojonup identifies, responds and manages a data breach involving personal information, in compliance with the *Privacy Act 1988 (Cth)*, the *Privacy Legislation Amendment (Enforcement and Other Measures) Act 2022*, and the Notifiable Data Breach (NDB) scheme.

Scope

This Data Breach Policy applies to all personal information collected by The Shire of Kojonup (internally and externally). It includes situations where personal information may be at risk of unauthorised access, disclosure, or loss that could reasonably result in notifiable damage or 'serious harm' to an individual or group.

Principles

The Shire of Kojonup strives to:

- Continually improve internal information management procedures to limit and prevent data breaches
- Identify and respond to data breaches in a timely, consistent, and lawful manner.
- Ensure compliance with Commonwealth and State legislative requirements, cybersecurity standards, and community expectations.

Policy Statements

- Risks and Controls
 - a. User credentials are exposed, resulting in unauthorised access or removal of personal information from UTS systems
 - b. Personal information is emailed to the wrong recipient
 - c. Personal information is not handled or stored in accordance with the correct security classification or with the required security or access controls
 - d. Portable device or physical record is lost in a public place
 - e. Cyberattack resulting in unauthorised access.
 - f. Misuse of legitimate access rights.
- Reporting a Data Breach
- Containing a Data Breach
- Responding to a Data Breach
- Determining Eligible Data Breaches
- Data Breach Communications Strategy
- Data Breach Notifications

- Post-breach Review and Evaluation
- Capability, Expertise and Resourcing
- Records Management and Privacy
- Policy Breaches and Complaints

Reporting and Containment

- All suspected or confirmed breaches must be reported immediately to the Records Administration Officer.
- The breach must be assessed and contained as soon as possible to limit impact.

Assessment and Response

- The Shire will comply with the Notifiable Data Breach (NDB) scheme, which requires that suspected breaches be investigated and assessed within 30 days.
- The assessment must determine if the breach is likely to result in serious harm.

Notifications

- If the breach is assessed as an eligible data breach, the Shire will:
 - Notify affected individuals as soon as practicable, using plain language and clear instructions on how to mitigate risk.
 - Notify the Office of the Australian Information Commissioner (OAIC) in accordance with legislative requirements.
- Contractors, consultants, and third-party service providers engaged by the Shire must immediately report any breaches involving Shire-related personal information.

Data Breach Register

- All breaches (including near-misses and minor incidents) will be logged in the Shire's Data Breach Register, even if notification is not required.
- The Register will be reviewed annually by the Finance and Corporate Services Department.

Cybersecurity Standards

- The Shire will align its systems and incident response procedures to the Australian Cyber Security Centre's (ACSC) Essential Eight Maturity Model.

Post-Breach Review

- Every notifiable incident must undergo a post-breach review to evaluate:
 - Root causes of the breach.
 - Corrective actions taken.

- o Training or procedural improvements required.

Roles and Responsibilities

Policy Owner: The Finance and Corporate Services department is responsible for the enforcement of and compliance with the Data Breach Policy.

Policy Contact: The Records Administration Officer is the main role tasked to oversee and maintain procedural requirements involved in reporting data breaches, notifying relevant person/s, reviewing data breach processes and implementing guidelines.

All staff, volunteers, and contractors: required to comply with this Policy and report any suspected breaches immediately.

Definitions

Personal information: as defined by the Office of the Australian Information Commissioner (OAIC), includes name, contact details, date of birth, financial details, employment information, opinions about an individual, and online activity records.

Data Breach: When personal information is accessed, disclosed without authorisations, or lost.

Notifiable Data Breach (NDB): A Data breach likely to result in serious harm, requiring notification to OAIC and affected individuals

Disclosure: any personal information that has been made known.

Internal: any person employed by, volunteering for or working under The Shire of Kojonup.

External: any person not employed by, volunteering for or working under The Shire of Kojonup. A person/s that is part of the general public.

3 EXECUTIVE & GOVERNANCE

3.1 COUNCILLOR INDUCTION

Adopted or Reviewed by Council:	17/11/15 17/11/20 12/12/23	Council Minute Reference:	183/15 156/20 141/23
Reviewer:	Chief Executive Officer/Governance and Rates Officer		
Local Law:			
Procedure:	Councillor Induction Manual		
Delegation:			

OBJECTIVE

To ensure that elected Council members have sufficient opportunity to be conversant with their legal responsibilities and local government practices and procedures, by undergoing an induction at commencement of their term.

POLICY

Induction

All elected Council members shall, following their swearing in, be given an induction session by the CEO to acquaint themselves with the operations of the Shire of Kojonup and local government in general.

Training

Elected Council members are required to complete the following training in the first year of their term:

1. Understanding Local Government;
2. Conflicts of Interest;
3. Serving on Council;
4. Meeting Procedures;
5. Understanding Financial Reports and Budgeting; and
6. CEO Performance Appraisal

Attendance is encouraged at seminars, workshops or conferences that are applicable to local government and which will also provide improved knowledge, business practices and procedures for the benefit of the Shire of Kojonup – see Policy 3.28 – Councillors Continued Professional Development.

3.2 USE OF COUNCIL CHAMBERS & RECEPTION LOUNGE

Adopted or Reviewed by Council:	14/11/17	Council Minute Reference:	183/15
Date/s Amended:	20/11/18		143/18
Reviewer:	Chief Executive Officer		
Local Law:			
Procedure:			
Delegation:			

OBJECTIVE

To ensure the Council Chambers are recognised and utilised specifically for local government related activities, and to establish a protocol of use.

POLICY

The Council Chambers are to be used for local government meeting purposes only, except where otherwise approved by the Chief Executive Officer or the Shire President.

Any requests for usage of the Council Chambers not conforming to this policy are to be referred to the CEO.

The Council Reception Lounge is available for restricted Community use in accordance with the adopted fees and charges, whereby either a Councillor or Staff member is in attendance or by a community group approved by the CEO.

The Council Chambers and Reception Lounge may be used as a Local Emergency Management Centre.

3.3 CERTIFICATES OF APPRECIATION

Adopted or Reviewed by Council:	17/11/15	Council Minute Reference:	183/15
Date/s Amended:	20/11/18		143/18
	16/11/21		135/21
Reviewer:	Chief Executive Officer/all personnel Managers		
Local Law:			
Procedure:			
Delegation:			

OBJECTIVE

To recognise contributions and achievements from Staff, local residents and organisations.

POLICY

To recognise valuable contributions to the community and the good governance of the district, the Council may award Appreciation Certificates, with eligibility guidelines being:

1. Community Organisations/Individuals
2. Following receipt of a written submission containing detailed information on the nominee whether the nominee be from a recreational club, service club or community organisation;
3. Employee
4. Continuous periods of 5 years, 10 years, 15 years, 20 years, 25 years, 30 years or over to be based upon anniversary date; and
5. Others
6. As determined by Council from time to time
7. As determined by the Chief Executive Officer from time to time.

PROCEDURE

Community Organisation/Individual

- Ideally, presented at a formal meeting of Council or, alternatively, at a Community/Volunteer Recognition BBQ held either March/April annually.

Employee

- In respect of Council Employees, subject to the approval of the recipient, certificates will generally be presented at a formal meeting of Council (family members may attend).

3.4 PRESENTATIONS – RETIRING COUNCILLORS

Adopted or Reviewed by Council: 14/11/17

Council Minute Reference: 151/16

Reviewer: Chief Executive Officer/Governance and Rates Officer

Local Law:

Procedure:

Delegation:

OBJECTIVE

To ensure a policy exists which clarifies presentations by Council to retiring Councillors.

POLICY

Upon resignation or retirement as a Councillor, the Shire may, provided the Councillor has served at least one full 4 year term of office and as a token of appreciation for the years of service, provide one or both of the following:

1. A gift (or money/gift card) valued at up to a maximum of \$200; and/or
2. A presentation made at an appropriate function approved by the Shire President.

Note:

When reviewing the policy, reference should also be made to r. 34AC. of the Local Government (Administration) Regulations 1996 which sets the four year minimum referenced above and also sets a maximum gift value of \$100 per year to a permissible total of \$1,000.

3.5 COMMON SEAL

Adopted or Reviewed by Council:	17/11/15 12/12/23	Council Minute Reference:	183/15 141/23
Reviewer:	Chief Executive Officer/Governance and Rates Officer		
Local Law:			
Procedure:			
Delegation:			

OBJECTIVE

To clearly define who is authorised to affix the Common Seal, and in what circumstances and to provide a standard sealing clause.

POLICY

That the President and Chief Executive Officer be authorised to use the Shire of Kojonup's Common Seal when and as required to comply with contractual and legal obligations and that the wording be as follows:

"The Common Seal of the Shire of Kojonup was hereunto affixed in the presence of:
Chief Executive Officer _____
Date _____
Shire President _____
Date _____"

The guidelines for use of the Common Seal are as follows:

1. The Governance and Rates Officer is to have charge of the Shire of Kojonup's Common Seal, and is responsible for the safe custody and proper use of it;
2. The Common Seal of the Shire of Kojonup is to be affixed to any local law, which is made by Council;
3. The Governance and Rates Officer is to record in a register each date on which the Common Seal is affixed to a document, the nature of the document, and the parties to any agreement to which the Common Seal is affixed; and
4. For use in legal and contractual forms, as deemed appropriate or required by law.

3.6 FLYING OF FLAGS

Adopted or Reviewed by Council:	14/11/17	Council Minute Reference:	183/15
Date amended:	19/11/19		156/19
	16/11/21		135/21
Reviewer:	Chief Executive Officer/Manager Financial and Corporate Services/Customer Service Officer		
Local Law:			
Procedure:			
Delegation:			

OBJECTIVE

To ensure that a consistent policy is applied to requests for flying of legitimate and recognised flags.

POLICY

The Australian, State and Aboriginal flags are to be flown at The Kodja Place on a permanent basis. The Australian, Aboriginal and Shire of Kojonup flags are to be flown at the Council administration offices.

When requests are received for the flying of other flags on Council's flagpoles, the Western Australian state flag be substituted unless protocol (as described below) dictates otherwise.

Note: Many protocols exist for the flying of flags. The following is an excerpt from the booklet 'Australian flags' – Part 2: The protocols for the appropriate use and the flying of the flag. Refer to www.itsanhonour.gov.au for more information.

"Flying and handling

When flown in Australia or on Australian territory the Australian National Flag takes precedence over all other flags with the exception of the United Nations Flag on United Nations Day (refer to page 35). See the order of precedence (page 25) when flying the Australian National Flag in company with other flags.

The flag should not be flown in a position inferior to that of any other flag or ensign. The superior position is based on the formation of the flagpoles in the set, not the height of the flag on the flagpole."

"Order of Precedence

The Australian National Flag takes precedence in Australia over all other flags when it is flown in company with other flags. Thereafter when flown in the community the order of precedence of flags is:

- 1: National Flag of other nations*
- 2: State and Territory Flags*
- 3: Other flags prescribed by the Flags Act 1953 including:*
 - > the Australian Aboriginal Flag and the Torres Strait Islander Flag in either order; and*
 - > the Defence ensigns which should be flown in the following order:*
 - the Australian Defence Force Ensign*
 - the Australian White Ensign*
 - the Royal Australian Air Force Ensign.*
- 4: Ensigns and pennants – local government; Commonwealth, state and territory agencies; non-government organisations.*

The order of precedence may be varied in the following circumstances:

- > On military occasions or establishments, the Australian National Flag may be followed in the order of precedence by the prescribed Defence ensigns and military pennants ahead of other flags, ensigns and pennants.*

> On Commonwealth occasions and Aboriginal or Torres Strait Island occasions for their peoples, the Australian Aboriginal Flag or the Torres Strait Islander Flag may follow the Australian National Flag ahead of other flags prescribed under the Flags Act 1953, state and territory flags and other ensigns and pennants.”...

“In the absence of a flag or flags higher in the order, a flag shall follow the flag being flown that is higher in the order. The order of precedence does not require that a flag listed in the order must be flown in company with other flags in the order”.

Other:

1. Flags will be flown at half-mast during a funeral held in Kojonup.
2. Directives from government departments are in addition to the above policy and will be complied with.

3.7 COUNCILLORS FEES & REIMBURSEMENTS

Adopted or Reviewed by Council: 17/11/15

Council Minute Reference: 183/15

Reviewer: Chief Executive Officer/Governance and Rates Officer/Manager Financial and Corporate Services

Local Law:

Procedure:

Delegation:

OBJECTIVE

To define elected member fees and allowances as determined by the *Local Government Act 1995*, *Local Government (Administration) Regulations 1996* and the *Salaries and Allowances Act 1975*.

To encourage elected members' use of Council vehicles, where possible, for Council business.

POLICY

Fees and Allowances

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.

Reimbursement of Expenses

Conferences

Council will pay for reasonable expenses incurred (including out of pocket expenses) in relation to nomination, travel and accommodation of any Councillor that is authorised by Council to attend a conference relating to Council Business. The President and Chief Executive Officer of the Shire shall approve the amount of expenses to be incurred.

Travel

Council will reimburse Councillors' travelling expenses when attending Council Meetings, Committee Meetings, Advisory Committees and Council authorised meetings. Travel with the Shire President or Council Officer is encouraged where this is convenient and effective. If this is not convenient or effective, a Councillor may claim the appropriate mileage allowance. Reimbursement will be at the current rate per kilometre in the Local Government Industry Award on presentation of a completed log book.

Out of Pocket Expenses

Reasonable out of pocket expenses will be reimbursed on presentation of a receipt to the Manager Financial and Corporate Services.

Administration

1. Councillors attending official Council meetings as an observer authorised by the Presiding Member or the Council in general will be entitled to travel reimbursement.
2. Councillors attending Council related meetings in a private capacity are not entitled to travel reimbursement.
3. Councillors may elect not to receive meeting fees and other allowances.
4. Councillor fees and allowances shall be paid on a quarterly basis, in arrears.
5. Payment of travel reimbursements and out of pocket expenses shall be made on application to the Manager Financial and Corporate Services.

6. Only one amount can be claimed for annual attendance fees i.e.; two positions cannot be added so as to get a higher figure.

3.8 COUNCIL ADVISORY COMMITTEES

Adopted or Reviewed by Council: 17/11/15

Council Minute Reference: 183/15

Reviewer: Chief Executive Officer/Governance and Rates Officer

Local Law: Local Government (Council Meetings) Local Law 2020

Procedure:

Delegation:

OBJECTIVE

The Shire of Kojonup appreciates the service provided by members of Council Committees. In providing these services, however, a standard of professional behaviour must be demonstrated that maintains and promotes confidence and trust in the work of Council.

Advisory Committees are appointed to provide input and overview to Council on a specific topic either to a term of reference or on an ongoing basis.

Advisory Committees:

1. Advise Council on current and emerging issues;
2. Promote the awareness of a specific topic within Council and the community;
3. Provide a process for input into the planning and provision of services and facilities; and
4. Provide a process for feedback from community to Council.

This policy provides guidelines for consistent practice in the way Advisory Committees are formed and operate.

POLICY

Legal Environment

In accordance with s. 5.8 of the *Local Government Act 1995*, the Council may convene a Committee of three or more persons for the purpose of assisting the Council and to exercise the powers and discharge the duties of the local government that can be delegated to committees.

A Committee shall operate in accordance with the relevant requirements of:

1. *Local Government Act 1995*, Part 5, Division 2;
2. Local Government (Administration) Regulations 1996;
3. Shire of Kojonup Policy 3.1 Code of Conduct; and
4. Local Government (Council Meetings) Local Law 2020 ; and
5. This policy.

A committee member ceases to be a member of a committee if the member has been absent from three consecutive meetings of the committee without having been given a leave of absence.

Resources

The Chief Executive Officer will appoint a responsible officer for ensuring that a committee is provided with appropriate administrative support and professional advice. Committee members shall ensure that matters regarding the operation of a committee are referred, in the first instance, to the responsible officer.

Shire resources can only be used for Shire purposes if the CEO has given specific approval. Shire resources include:

1. Materials;
2. Equipment;
3. Facilities;
4. Vehicles;
5. Documents;
6. Staff time; and

7. Records, Data and Information.

Advisory committees cannot commit Council resources.

Recommendations to Council

Unless a specific Delegation of Statutory Authority has been established in accordance with s. 5.16 of the *Local Government Act 1995*, the decision making of a committee of Council is limited to providing recommendations for Council's consideration. The recommendations of advisory committees can assist Council in making informed decisions on complex matters.

Recommendations to Council shall be strategic in nature and reflect the role of the Council; that is, they shall not be of an administrative nature.

Conduct of Committee Members

Committee members are responsible for their own good conduct when providing services to Council and to the community. They are to know and understand the standards set out in this policy and in the Council's Code of Conduct. All relevant laws must also be obeyed. Any breaches of the Council's Code of Conduct will result in loss of membership to the committee.

Representing the Council on an advisory committee is an important responsibility and each member is to sign a declaration, as attached. Community members are unable to serve on Council committees if they have not signed the declaration.

When representing or providing services to the Council, committee members should, at all times, be courteous towards the public, Councillors, Council Staff and other committee members so as not to bring Council into disrepute.

All public comments and media statements representing the Shire of Kojonup or its committees must first be approved by the Shire President or the Chief Executive Officer.

Meetings

No Council Advisory Committee shall call a meeting without first obtaining written permission of the CEO detailing the purpose of the meeting. Approval will determine the following:

1. Who chairs the meeting;
2. The format of the meeting; and
3. Whether recommendations for consideration will be accepted.

Each committee of Council must ensure that full and accurate minutes of the proceedings of its meetings are kept in accordance with Local Government (Administration) Regulations 1996 r. 11. Minutes of Committee meetings shall be referred to the next available ordinary Council meeting, where appropriate.

Safety

Council is responsible for providing a safe work environment and gives priority to the health, safety and welfare of Council officials and committee members. Committee members should protect their safety and that of others in the work environment and public areas. All safety concerns should be reported immediately to Council staff.

No member shall take part in activities or attend meetings of a Council committee while under the influence of alcohol or other drugs which could impair abilities or cause danger to themselves or others.

Disclosure of Interest

A member of a Council Advisory Committee who has a pecuniary or financial interest in any matter with which the Committee is concerned and who is present at a meeting of the Committee at which the matter is being considered, must disclose the nature of the interest to the meeting as soon as practicable.

The member declaring an interest must not be present at, or in sight of, the meeting of the committee:

1. At any time during which the matter is being considered or discussed by the Committee; or
2. At any time during which the Committee is voting on any question in relation to the matter.



DECLARATION BY ADVISORY COMMITTEE MEMBER

Declaration by Advisory Committee Member

I,

of

1

,
having been elected to the ² _____ Advisory
Committee of the Shire of Kojonup, declare that I take the office upon myself and will duly, faithfully,
honestly, and with integrity, fulfil the duties of the Advisory Committee for the people in the district
according to the best of my judgement and ability, and will observe the Shire of Kojonup's Policies
3.12 Council Advisory Committees and *3.25 Code of Conduct*.

Signed: _____

Date: _____

Witness Name: _____

Witness Signature: _____

Date: _____

¹ Insert your residential address.

² Insert Name of Advisory Committee

3.9 PUBLIC QUESTION TIME

Adopted or Reviewed by Council:	17/11/15	Council Minute Reference:	183/15
Reviewer:	Chief Executive Officer/Governance and Rates Officer		
Local Law:	Local Government (Council Meetings) Local Law 2020		
Procedure:			
Delegation:			

OBJECTIVE

The Shire of Kojonup provides the public with the opportunity to raise questions (as per s. 5.24 of the *Local Government Act 1995*), or to make a brief statement on issues of concern at all Ordinary Meetings and Standing Committee Meetings of Council. The purpose of this policy is to ensure that the Public Question Time during these meetings is conducted with respect, discretion and morality.

POLICY

The *Local Government Act 1995* requires that a minimum of 15 minutes is to be provided at the beginning of the meeting for question time (where members of the public wish to ask questions).

Question time is the first item on the agenda and the following procedures apply:

1. Council encourages input from its residents but will not debate any issue with those in attendance at meetings;
2. Questions should be directed to the Shire President (or Chairman at Committee Meetings). Where appropriate, the President may ask another Councillor or Officer to respond if necessary. If the answer is not known and requires further investigation, a written response will be provided at a later date;
3. The President (or Chairman) has the right to determine any address, question or statement made by a member of the public to be out of order if it is considered to be:
 - i. A personal attack or adverse reflection on the integrity of Councillors or Staff; or
 - ii. Inappropriate behaviour and use of public question time.
 Such behaviour will not be permitted or tolerated;
4. Prevention of Disturbance:
 - a. Any member of the public addressing Council or a Council committee is to extend due courtesy and respect to the Council or committee and the processes under which they operate and must take direction from the person presiding whenever called upon to do so; and
 - b. No person observing a meeting is to create a disturbance at a meeting by interrupting or interfering with the proceedings, whether by expressing approval or dissent, by conversing or by any other means.
5. Taped recording of Ordinary Council meetings is now regulated and required as of January 1 2025.
6. Taped recordings of other meetings is not permitted.
7. Copies of the Council's Public Question Time Policy are to be distributed at Council/Committee Meetings where members of the public are in attendance.

3.10 LATE AGENDA ITEMS – COUNCIL MEETINGS

Adopted or Reviewed by Council:	15/11/16	Council Minute Reference:	151/16
Reviewer:	Chief Executive Officer/Governance and Rates Officer		
Local Law:	Local Government (Council Meetings) Local Law 2020		
Procedure:			
Delegation:			

OBJECTIVE

To ensure that the decision-making process enables all issues to be properly considered in a professional and timely manner.

POLICY

1. The submission of late items to a Council meeting is only permitted with the prior permission of the Chief Executive Officer or the Presiding Member.
2. Late items must be in the approved report format including all relevant information and where possible late items are to be e-mailed to all elected members and loaded onto Docs-on-Tap.
3. Under the section of the Agenda titled *“NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING”* the meeting of the Council is to decide by a properly recorded vote whether to accept the late report before proceeding.

3.11 CITIZENSHIP CEREMONIES

Adopted or Reviewed by Council:	17/11/15	Council Minute Reference:	183/15
Date/s Amended:	20/11/18		143/18
	19/02/19		10/19
	12/12/23		141/23
Reviewer:	Chief Executive Officer/Governance and Rates Officer		
Local Law:			
Procedure:			
Delegation:			

OBJECTIVE

Ensure that people receiving the Certificate of Australian Citizenship be given a ceremony of their choice, as per the options below.

POLICY

Candidates for Australian Citizenship will be given the opportunity to choose from the following options for their ceremony:

1. A private ceremony with the President or, in the President's absence, the Deputy President or, in the Deputy President's absence, the CEO;
2. A formal ceremony within three months of receipt of a conferral list from the Department of Home Affairs and during an Ordinary Council Meeting; or

In the interests of building community relations, citizenship ceremonies conducted by the Shire of Kojonup provide for the attendance of any family or supporting friends and for the attendance of all Councillors provided each applicant is consulted beforehand and approves.

PROCEDURES – CEREMONIES

People receiving the Certificate of Australian Citizenship will receive a gift up to the value of \$50 (subject to the discretion of the Shire President), such as:

1. Native Plant;
2. Souvenir relative to Kojonup;
3. Commemorative item; or
4. Item relative to Adult/Youth/Child.

Citizenship ceremonies are to be held in accordance with the Australian Citizenship Ceremonies Code.

3.12 COMMUNITY CONSULTATION CHARTER

Adopted or Reviewed by Council:	14/11/17	Council Minute Reference:	183/15
	19/11/19		156/19
	16/11/21		135/21
Reviewer:	Chief Executive Officer/Project Manager and Regulatory Services		
Local Law:			
Procedure:			
Delegation:			

OBJECTIVE

The following Community Consultation Charter be adopted as Council's policy for consulting and communicating with the community.

POLICY

THE SHIRE OF KOJONUP'S COMMITMENT

The Community Consultation Charter reflects Council's commitment to open and effective consultation and communication with the community when progressing the aspirations contained within the Strategic Community Plan 2023-2033 and effective decision making.

OUR VISION

Kojonup is to be the cultural experience centre of the Great Southern. The Kojonup people are committed to advancing their engagement with each other, and with the Shire of Kojonup through Inclusivity, Diversity and Ongoing engagement.

OUR GUIDING VALUES

Integrity

We will act in an honest, professional and accountable manner that maintains the community trust.

Care and Respect for People

We will treat people with respect in all of our interactions. We are committed to the safety and wellbeing of our community and employees and will show care and empathy when addressing issues.

Responsible

We are mindful of our role as custodian of the community's assets, and will make decisions in a responsible manner. We will consider value for money in decision making and ensure that our operations and systems promote efficiency and good governance.

Open and Reliable

We will carry out our business in a transparent and approachable way, respecting diverse views and valuing the input and contributions from the community. We will act consistently and communicate clearly.

WHY WE CONSULT AND HOW WE COMMUNICATE

Division 2 of the *Local Government Act 1995* stipulates the requirements for holding and conducting Council Meetings, Committee Meetings and Elector Meetings. In addition to these statutory requirements, the Shire of Kojonup establishes Advisory Committees and Work Groups, such as the Kojonup Spring Advisory Committee and Sporting Precinct Advisory Committee, allowing community members an opportunity to contribute positively to the things that are important to them and to the decisions and outcomes that impact on their lives. It also assists the Council to make good decisions on behalf of the community.

FORMAL ADVISORY COMMITTEES:

Established under the *Local Government Act 1995 (Act)*, these Committees are an immediate extension of the Council; for example:

- Audit and Risk Committee;
- Bush Fire Advisory Committee;
- Kojonup Natural Resource Management Advisory Committee.
- Kojonup Ageing in Place Committee
- NRM Advisory Committee
- Disability Access and Inclusion Committee
- Roads and Technical Services Advisory Committee
- Kojonup Historical, Tourism and Cultural Committee

Each meeting shall be called, conducted and recorded in accordance with the *Local Government Act 1995* (i.e.; local public notice of meetings, Standing Orders Local Law, formal minutes, etc.). Minutes of these meetings will be presented to the Council and all recommendations considered through a written report.

OTHER SHIRE COMMITTEES:

These Committees are less formal groups established by the Council.

While they play an equally important advisory role to the Council's decision-making process, they are not established in accordance with Section 5.8 of the *Act* and are deliberately less formal than the Advisory Committees to better reflect the subject matter concerned, or are established under another Act such as the *Bush Fire Act 1954*. Minutes of these meetings will be presented to the Council to ensure information flow.

DELEGATES TO OTHER LOCAL & REGIONAL ORGANISATIONS:

This category lists the outside organisations that the Shire is either a member of and, therefore, needs representatives to attend meetings or is invited to have a delegate to represent the Shire:

- Great Southern Zone of WA Local Government Assoc.;
- Great Southern Alliance (Formerly Voluntary Regional Organisation of Councils, VROC);
- Regional Joint Development Assessment Panel;
- Great Southern Regional Road Group;
- Kojonup Homes for the Aged Committee;
- Great Southern Recreation Advisory Group;
- Great Southern Treasures.

Council, via elected members, is charged with the responsibility to make many decisions on behalf of, and that impact on, the community and to deliver a wide range of infrastructure and community services. Council endeavour to fulfil these responsibilities in an effective and efficient manner, while providing as much opportunity for the community to contribute through consultative processes as possible and where appropriate. Council will continue to strive to get this balance right.

The Chief Executive Officer is charged with the responsibility of ensuring that Council receives qualified advice and the following declaration is included in each Council agenda:

"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."*

The Shire of Kojonup website contains:

- Council, Elector and formal Committee Agendas, Minutes, and Discussion Papers;
- Integrated Planning & Reporting Documents such as the Shire's:
 - Community Strategic Plan;
 - Corporate Business Plan;
 - Annual Budget, Fees and Charges Register;
 - Long Term Financial Plan;
 - Asset Management Plan; and
 - Workforce Plan;
- Risk Management Plan;
- Business Continuity Plan;
- Capital Evaluation Framework;
- Plant & Equipment 10 year Replacement Program;
- 10 year Road and Footpath Plan;
- Concept plans.
- Business Continuity and Disaster Recovery Plan

WHEN WE WILL CONSULT

The decision to undertake community consultation will only be made where there are a number of possible options or directions that could be taken by Council and Council has the flexibility/ability to consider same within statutory, budgetary and other limitations.

The Shire of Kojonup (Staff and Councillors) will consider the need for, and type of, consultation required for each situation where Council is required to make an important decision about a matter that is likely to have a significant impact on the lives, homes or localities of residents, businesses, groups and organisations.

This assessment will be made in the context of the scale, importance, likelihood and expected onset of impact of the decision being made or action being taken by Council and the expected

level of community interest and concern. It will also be made in the context of the level of risk or security.

THE CONSULTATION & COMMUNICATION PROCESS

Each specific community consultation process may be undertaken in a slightly different way, reflecting the differing nature of the issue at hand. However, all community consultation undertaken by the Shire will be carried out in accordance with this Charter. Clearly, in effectively consulting the community, many diverse and different views, opinions and preferences will be conveyed to Council. We will not always be able to reconcile these differences, nor make decisions or take actions that align with everyone's viewpoint.

The important thing, we believe, is that everyone in Kojonup has an open, accessible and equal opportunity to 'have a say' on important issues that impact their lives and an explanation of Council's position in relation to that matter.

In many cases, Council is required by legislation to carry out community consultation in a very specific manner; for example, when selling Council land or in processing planning permit applications. This legislative requirement may either set a minimum standard/method of consultation or an exact standard/method of consultation.

Council is committed to:

- (a) All community consultation and communication being undertaken in a manner that is consistent with our guiding values and it is expected that all parties to a community consultation process, including community members, would behave in a way consistent with these values;
- (b) Working with established networks, groups and forums of active community members, while respecting that all community members have a right to contribute to consultation and decision-making processes, irrespective of whether they are part of an established forum or interest group;
- (c) Effective two-way communication to ensure that Council has qualitative and quantitative information available in a timely manner to make informed decisions aligned to the Community Strategic Plan;
- (d) Respecting that not everyone in the community has a civic interest and wishes to participate in consultative engagements; and
- (e) Meeting our obligations under the *Information Privacy Act 2000* and *Public Disclosures Act 2003*, regarding the handling of all personal information.

Based on all of these inputs, including a range of community views, opinions and preferences, Council will make a decision or take a course of action that it believes best serves the interests of the Kojonup community.

CUSTOMER FEEDBACK

To gauge our performance in relation to our consultation and communication commitments, Council encourages responses from our customers, whether they be complaints, compliments or comments noting that Community Engagement Surveys are required to be conducted every two years, the Corporate Strategic Plan is reviewed every four years, Integrated Planning documents (including Council Policies) are reviewed annually and opportunity exists for community members to make submissions or participate in 'Public Question Time' at the commencement of Ordinary Council Meetings or to make presentations at Briefing Sessions.

The Community Consultation & Communication Charter is intended as a collaboration between the Council and the community it serves. Therefore, if there is something that you feel unhappy about, please utilise our simple feedback process.

Please give us the opportunity to improve our service to you. Comments, suggestions and compliments all provide an effective means by which to assess the existing service you receive. Copies of our Complaints and Compliments Form can be downloaded from our website www.kojonup.wa.gov.au or obtained from one of our Customer Service Officers.

If we can help, please contact us:

In Person: Administration Centre
93-95 Albany Highway
KOJONUP WA 6395

By Mail: PO Box 163
KOJONUP WA 6395

By Telephone: 08 9831 2400

By Email: council@kojonup.wa.gov.au

3.13 CUSTOMER SERVICE CHARTER

Adopted or Reviewed by Council:	14/11/17	Council Minute Reference:	183/15
Date/s Amended:	20/11/18		143/18
	19/11/19		156/19
Reviewer:	Chief Executive Officer/Manager Financial and Corporate Services/Customer Service Officer		
Local Law:			
Procedure:			
Delegation:			

OBJECTIVE

The following Customer Service Charter is Council's policy for interacting and liaising with the community.

POLICY

The Shire of Kojonup's commitment to you

Our Customer Service Charter reflects our commitment to the quality of the service which we provide to you.

The Shire of Kojonup has a large number of transactions with our community each month including approximately 350 licensing transactions, emptying of 2000 rubbish/recycle bins, receipt of 210 pieces of incoming correspondence and 2,800 swimmers through the Pool. When there is an issue with this level of service, this Customer Service Charter outlines how we will deal with such issues.

Our Vision

Kojonup is a smart region featuring a technologically advanced agricultural community, an educational and historical destination and a healthy and enviable lifestyle.

Our customers include:

1. Residents, ratepayers, business proprietors, community sporting and recreation clubs, and associations;
2. Visitors to the Shire of Kojonup;
3. Employees; and
4. Government departments and non-government agencies and organisations.

We will achieve our commitment to you by:

1. Progressively reviewing and improving forms, systems and procedures from a customer's perspective;
2. Conducting regular customer service Employee training programs;
3. Incorporating customer service improvements into all Business Plans;
4. Making the development of positive customer service attitudes part of the annual performance review program for all Employees;
5. Progressively improving access to our services to people with disabilities and people from culturally and linguistically diverse backgrounds;
6. Making information available in alternative formats for people with specific requirements;
7. Improving access to Council information by utilising a wide range of media types; and
8. Ensuring all complaints are dealt with fairly, quickly and equitably.

You can assist us by:

1. Providing accurate and complete details, such as distances or road names, when contacting us with any queries or requests for assistance.
2. Contacting us to make an appointment if you have a complex enquiry or need to see a specific officer.
3. Contacting the officer nominated on correspondence sent to you and quoting the reference number of the letter.
4. Treating Employees with the same courtesy and respect given to you.
5. Acknowledging that the Shire may not have the authority to deal with your request/complaint and that you may need to refer it to another agency/organisation.

Service Standards (in general)

We will advise you of the progress of your request at least every 15 working days, until the matter is resolved.

Service Standards (in person)

We will:

1. Promptly attend to you at all times in a professional, polite and attentive manner;
2. Listen attentively in order to understand your needs;
3. Aim to attend and complete your request at the time of your visit;
4. When enquiries of a technical or specialist nature are made at the Customer Service Centre, ensure that the appropriate Employee is called, if available, or that contact is made within 24 hours to arrange an appointment;
5. Ensure all Employees who have face-to-face contact with customers wear a name badge for ease of communication; and
6. Always be appropriately dressed and wear name badges.

Service Standards (on the telephone)

We will:

1. Promptly answer all telephone calls during working hours (by a human and not a machine);
2. Introduce ourselves over the phone by name and provide a direct contact number for future communications when necessary;
3. Reply to telephone enquiries on the same day or the next working day, as appropriate;
4. Take personal responsibility for your enquiry to reduce the transfer of calls and inform you of any delays if you are 'on hold';
5. Provide a 24-hour after hours telephone service for emergency calls; and
6. Promote direct dial telephone numbers in all correspondence.

Service Standards (in writing including emails)

We will:

1. Acknowledge your written request within 10 working days of receipt;
2. Whenever possible provide a completion date when requests require in-depth research which will take longer than 10 working days;
3. Write to you in clear, concise language that is easily understood; and
4. Send out standard information within 24 hours of the request being received.

Customer Feedback

To gauge our performance in relation to our service commitments, the Council encourages responses from our customers, whether they be complaints or compliments.

This Service Charter is intended as collaboration between the Council and the community it serves. Therefore, if there is something that you feel unhappy about, please utilise our simple feedback process.

Please give us the opportunity to improve our service to you. Comments, suggestions and compliments all provide an effective means by which to assess the existing service you receive. Copies of our Complaints and Compliments Form can be downloaded from our website www.kojonup.wa.gov.au or obtained from one of our Customer Service Officers.

If we can help please contact us:

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 KOJONUP WA 6395

By Mail: P O Box 163
 KOJONUP WA 6395

By Telephone: 08 9831 2400

By Email: council@kojonup.wa.gov.au

3.14 ELECTED MEMBERS – INFORMATION & COMMUNICATION TECHNOLOGY (ICT)

Adopted or Reviewed by Council:	18/4/2017	Council Minute Reference:	54/17
Reviewer:	Chief Executive Officer		
Local Law:			
Procedure:	"Getting Started" instructions for Councillors available		
Delegation:			

OBJECTIVE

The purpose of this policy is to define the ICT device requirements for elected members and to clarify the provision and ownership of such.

POLICY

Reference should also be made to Council Policy 3.10 – 'Councillors Fees & Reimbursements' which sets the level of Councillor allowances, including the ICT Allowance.

Shire of Kojonup ICT Environment

The Shire of Kojonup predominately utilises the application (app) 'Docs-on-Tap' for the dissemination of agendas, minutes and other Shire documents and information. 'Docs-on-Tap' is available on mobile devices that utilise the following platforms:

- iPad – iOS 6.0 Prerequisite
- Android
- Windows 10
- Windows 8

In addition to the 'Docs-on-Tap' app, email is also utilised as a primary source of communication. Councillors will be issued with a Shire of Kojonup email address in the format of *cr.surname@kojonup.wa.gov.au* which is operated through Microsoft Exchange Server. In addition to accessing email through standard email apps, email can be accessed via <https://remote.kojonup.wa.gov.au/owa> by logging in using your user name (first part of email address) and password.

The following apps are suggested for use by elected members to assist in the performance of their role:

Type of App	Suggested	Other Products
Email	Microsoft Outlook	Mail (default iPad App)
Calendar / Diary	Microsoft Outlook	Calendar (default iPad App)
Word Processor	Word (by Microsoft)	Pages (by Apple) Docs (by Google)
Spreadsheets	Excel (by Microsoft)	Numbers (by Apple) Sheets (by Google)
Presentations	PowerPoint (by Microsoft)	Keynote (by Apple) Slides (by Google)

Type of App	Suggested	Other Products
Cloud Storage	OneDrive; Dropbox; or Google Drive	iCloud (Apple default)
Note Taking	OneNote (by Microsoft)	Evernote Keep (by Google)
Other	• MyScript Calculator – hand drawn calculator; • YouTube – thousands of free videos, including “how-to” videos; • TED – Educational Talks; • Borrowbox, Rb Digital and Kanopy – see library staff for more information.	

1. Ownership & ICT Requirements

Elected Members of the Shire of Kojonup shall provide their ICT device, data and communication requirements to fulfil the requirements of the position and an ICT Allowance is provided to enable this to occur. It is suggested, as a minimum, that the following be utilised to enable an elected member to undertake their duties:

- Mobile telephone – The elected member’s mobile telephone number will be publicly advertised on the Shire website and some correspondence; and
- Mobile computing device – such as a tablet, laptop computer or iPad. This device will need to be compatible with the Shire email network and Docs-on-Tap application. Assistance is available from the Manager Financial and Corporate Services if required prior to purchase.

Pre-payment of an individual Councillor’s ICT Allowance of up to \$1,000 is available for the purchase or upgrade of either of the two (2) components above, if not already privately owned.

As all devices are purchased by the individual elected member, all ownership and maintenance of such devices remains with the individual, both during and after their term of office.

2. Data/Internet Access

Each mobile computing device *should* also utilise a data pack (sim card) to increase the mobility and effectiveness of the device. This data pack will be the responsibility of the individual elected member and the service provider and monthly package chosen is at their total discretion.

When Councillors are in Shire buildings, internet access will be provided by connecting to the Shire’s wireless network (Wi-Fi) where available. Access information (password etc.) will be provided upon request. To ensure the integrity of the Shire’s computer network, the password for the Wi-Fi must never be disclosed to another party.

3. Terms and Conditions

The following terms and conditions must be adhered to at all times:-

- The Shire's Wi-Fi network must not be used to access any information, applications or videos that are deemed inappropriate by Council policies or the Chief Executive Officer (such as pornography etc.);
- A 'Bring Your Own Device' (BYOD) policy is currently being formulated by the Manager of Corporate and Financial Services. This policy will address issues such as virus protection, SPAM and security when utilising personally owned devices on the Shire network, including those of elected members covered by this policy; and
- Elected Members' computing devices such as tablets, smart phones and laptops that access the Shire's network shall be fitted with an access password to ensure security if the device is lost.

4. Reimbursement

Any applications (Apps) deemed by the Chief Executive Officer to be imperative for operations are to be funded from the ICT allowance.

5. Documents Relating to Council Use

All documents required for Council and Committee meetings, information bulletins and Council Corporate documents will be uploaded into the "Docs on Tap" App.

The agenda for all Council meetings is required to be available 72 hours prior to the meeting (*Local Government Act 1995* s. 5.5(1)). Councillors will receive an email in the week prior to the ordinary Council meeting advising that the agenda is available for viewing.

Councillors will be advised by email that new documents have been uploaded into Docs on Tap. It is the responsibility of the individual Councillor to ensure that they have read all information uploaded into the App. Any problems should be reported to the CEO immediately.

3.15 COMMERCIAL TRADERS – FACILITY HIRE

Adopted or Reviewed by Council: 17/11/15

Council Minute Reference: 183/15

Reviewer: Chief Executive Officer

Local Law:

Procedure:

Delegation:

OBJECTIVE

To ensure that commercial traders do not gain an unfair advantage over commercial businesses within the Shire of Kojonup, which have their own premises and are required to meet ongoing operational costs associated with business operations.

POLICY

That no Shire of Kojonup owned facilities be hired or made available to commercial traders that will be in direct competition with local business operators; however, this does not include local non-profit making organisations conducting prima facie commercial operations.

3.16 APPOINTMENT OF OFFICERS TO ACTING CEO

Adopted or Reviewed by	17/11/15	Council Minute	183/15
Council:	16/11/21	Reference:	135/21
	19/07/23		85/23
Reviewer:	Chief Executive Officer		
Local Law:			
Procedure:			
Delegation:			

OBJECTIVE

To ensure that the Shire of Kojonup maintains continuity of business relating to the CEO's responsibilities and duties in the CEO's absence as well as Delegated Authority to that role.

POLICY

That:

In the event the Chief Executive Officer (CEO) is on leave for a period of more than seven (7) business days, the CEO has delegated authority to determine which Senior Employee will appointed to the position of Acting CEO during their absence of leave.

The higher duties salary for the Acting CEO role is to be set at a rate of the mid-point between the current CEO's salary and the current Senior Employee's salary.

Where a Senior Employee is appointed as Acting CEO, the Council Delegates CEO Authority to that person.

Council determines that Senior Employees in the Shire of Kojonup, as per the *Local Government Act 1995*, are:

1. Manager Financial and Corporate Services;
2. Manager Works and Infrastructure.

3.17 LEGAL REPRESENTATION COSTS INDEMNIFICATION

Adopted or Reviewed by Council:	17/11/15 12/12/23	Council Minute Reference:	183/15 141/23
Reviewer:	Chief Executive Officer		
Local Law:			
Procedure:			
Delegation:			

OBJECTIVE

This policy is designed to protect the interests of Council members and Employees (including past members and former employees) where they become involved in civil legal proceedings because of their official functions. In most situations Council may assist the individual in meeting reasonable expenses and liabilities incurred in relation to those proceedings.

POLICY

In each case it will be necessary to determine whether assistance with legal costs and other liabilities is justified for the good governance of the district.

1. The local government may provide financial assistance to Members and Employees in connection with the performance of their duties provided that the Member or Employee has acted reasonably and has not acted illegally, dishonestly, against the interests of the local government or otherwise in bad faith.
2. The local government may provide such assistance in the following types of legal proceedings
 - a. Proceedings brought by Members and Employees to enable them to carry out their local government functions (e.g.; where a Member or Employee seeks a restraining order against a person using threatening behaviour);
 - b. Proceedings brought against members or employees [this could be in relation to a decision of Council or an employee which aggrieves another person (e.g. refusing a development application) or where the conduct of a member or employee in carrying out his or her functions is considered detrimental to the person (e.g. defending defamation actions)]; and
 - c. Statutory or other inquiries where representation of members or employees is justified.
3. The local government will not support any defamation actions seeking the payment of damages for individual Members or Employees in regard to comments or criticisms levelled at their conduct in their respective roles. Members or Employees are not precluded, however, from taking their own private action. Further, the local government may seek its own advice on any aspect relating to such comments and criticisms of relevance to it.

The legal services the subject of assistance under this policy will usually be provided by the local government's solicitors. Where this is not appropriate for practical reasons or because of a

conflict of interest, then the service may be provided by other solicitors approved by the local government.

Applications for Financial Assistance:

1. The Council may:
 - a. refuse;
 - b. grant; or
 - c. grant subject to conditions an application for payment of legal representation costs.
2. Decisions as to financial assistance under this policy are to be made by the Council.
3. A Member or Employee requesting financial support for legal services under this policy is to make an application in writing, where possible in advance, to the Council providing full details of the circumstances of the matter and the legal services required.
4. An application to the Council is to be accompanied by an assessment of the request and with a recommendation which has been prepared by, or on behalf of, the Chief Executive Officer (CEO).
5. A member or employee requesting financial support for legal services, or any other person who might have a financial interest in the matter, should take care to ensure compliance with the financial interest provisions of the *Local Government Act 1995*.
6. Where there is a need for the provision of urgent legal services before an application can be considered by Council, the CEO may give an authorisation to the value of \$5,000 provided that the power to make such an authorisation has been delegated to the CEO in writing under s. 5.42 of the *Local Government Act 1995*.
7. Where it is the CEO who is seeking urgent financial support for legal services, the Council shall deal with the application.
8. The Council will not refuse a request for legal funding if the request is on reasonable grounds and where the proceedings arise from the business undertakings of the Shire.

Repayment of Assistance

Any amount recovered by a Member or Employee in proceedings, whether for costs or damages, will be offset against any moneys paid or payable by the Shire of Kojonup.

1. Assistance will be withdrawn where the Council determines, upon legal advice, that a person has acted unreasonably, illegally, dishonestly, against the interests of the Shire of Kojonup or otherwise in bad faith, or where information from the person is shown to have been false or misleading.
2. Where assistance is so withdrawn, the person who obtained financial support is to repay any moneys already provided. The Shire of Kojonup may take action to recover any such moneys in a court of competent jurisdiction.

3.18 FRAUD, CORRUPTION AND MISCONDUCT PREVENTION POLICY

Adopted or Reviewed by Council:	19/11/19	Council Minute Reference:	152/19
Amended by Council:	16/11/21		
Reviewer:	Chief Executive Officer		
Local Law:			
Procedure:	Public Interest Disclosure Fraud, Corruption and Misconduct Prevention Plan		
Delegation:			

BACKGROUND

This Fraud, Corruption and Misconduct Prevention Policy should be read in conjunction with Council Policies 3.1 - Code of Conduct and 2.3.5 – Risk Management and the Shire of Kojonup Public Interest Disclosure Procedure.

Sections 5.103 through to s. 5.125 of the *Local Government Act 1995* and Part 9 of the Local Government (Rules of Conduct) Regulations 2007 are relevant to this Policy.

A Public Officer or any other person may report to the Corruption and Crime Commission or the Public Sector Commission any matter they suspect on reasonable grounds may constitute serious or minor misconduct. Further information is available on the websites of these Commissions.

OBJECTIVE

To take a zero-tolerance approach to fraud, corruption and misconduct and to prevent, deter and detect incidents of fraud and corruption wherever possible. This will be strived for by raising the awareness of the risk of fraud, corruption and misconduct, taking necessary actions for its prevention (as per a Fraud, Corruption and Misconduct Prevention Plan), providing processes for the reporting and investigation of incidents, and protecting those who report suspected fraud or corruption incidents.

SCOPE

The management of fraud, corruption and misconduct is the collective responsibility of all persons associated with the Shire; that is:

- Council as the decision making body
- Councillors and Committee members as individuals
- Employees and volunteers
- Contractors, suppliers, consultants and/or service providers

DEFINITIONS

The Australian Standard on Fraud and Corruption Control AS 8001-2008 defines fraud as:

“Dishonest activity, causing actual or potential financial loss to any person or entity including theft of moneys or other property by employees or persons external to the entity and where deception is used at the time, immediately before or immediately following the activity. This also includes the deliberate falsification, concealment, destruction or use of falsified documentation used or intended for use for a normal business purpose or the improper use of information or position for personal benefit. The theft of property belonging to an entity

by a person or persons internal to the entity but where deception is not used is also considered 'fraud' for the purposes of this standard."

The Australian Standard on Fraud and Corruption Control AS 8001-2008 defines corruption as:

"Dishonest activity in which a director, executive, manager, employee or contractor of an entity acts contrary to the interests of the entity and abuses his/her position of trust in order to achieve some personal gain or advantage for him or herself or for another person or entity. The concept of 'corruption' within this standard can also involve corrupt conduct by the entity, or a person purporting to act on behalf of and in the interests of the entity, in order to secure some form of improper advantage for the entity either directly or indirectly."

The *Corruption, Crime and Misconduct Act 2003* (Section 4) defines misconduct, for public officers, as follows:

Misconduct occurs if —

- (a) a public officer corruptly acts or corruptly fails to act in the performance of the functions of the public officer's office or employment; or
- (b) a public officer corruptly takes advantage of the public officer's office or employment as a public officer to obtain a benefit for himself or herself or for another person or to cause a detriment to any person; or
- (c) a public officer whilst acting or purporting to act in his or her official capacity, commits an offence punishable by 2 or more years' imprisonment; or
- (d) a public officer engages in conduct that —
 - (i) adversely affects, or could adversely affect, directly or indirectly, the honest or impartial performance of the functions of a public authority or public officer whether or not the public officer was acting in their public officer capacity at the time of engaging in the conduct; or
 - (ii) constitutes or involves the performance of his or her functions in a manner that is not honest or impartial; or
 - (iii) constitutes or involves a breach of the trust placed in the public officer by reason of his or her office or employment as a public officer; or
 - (iv) involves the misuse of information or material that the public officer has acquired in connection with his or her functions as a public officer, whether the misuse is for the benefit of the public officer or the benefit or detriment of another person,

and constitutes or could constitute —

[(v) deleted]

- (vi) a disciplinary offence providing reasonable grounds for the termination of a person's office or employment as a public service officer under the *Public Sector Management Act 1994* (whether or not the public officer to whom the allegation relates is a public service officer or is a person whose office or employment could be terminated on the grounds of such conduct).

To delineate, clauses (a), (b) and (c) above constitute serious misconduct and clause (d) constitutes minor misconduct (Public Sector Commission/Corruption and Crime Commission '*Notifying misconduct – A guide for Principal Officers of Notifying Authorities*').

The *Corruption, Crime and Misconduct Act 2003* defines public authority and public officer as:

public authority means —

- (a) a notifying authority; or
- (b) a body mentioned in Schedule V Part 3 to the *Constitution Acts Amendment Act 1899*; or
- (c) an authority, board, corporation, commission, council, committee, local government, regional local government, regional subsidiary or similar body established under a written law; or
- (d) a body that is the governing authority of a body referred to in paragraph (b) or (c); or
- (e) a contractor or subcontractor;

public officer has the meaning given by section 1 of *The Criminal Code*;

The Criminal Code, in relation to local government, defines ‘public officer’ as —

- (d) a member, officer or employee of any authority, board, corporation, commission, local government, council of a local government, council or committee or similar body established under a written law.

RESPONSIBILITY

Councillors

Collectively, Councillors are responsible for ensuring that Council, as the decision making body:

- promotes community awareness of Council's commitment to the prevention of fraud and corruption;
- provides for the prevention of fraud and corruption by way of budgetary provision for secure storage of assets;
- ensures that, where appropriate (if the Chief Executive Officer [CEO] is the perpetrator), proper investigations are conducted into allegations that involve fraud or corruption;
- ensures that the CEO is aware of his/her responsibilities in relation to fraud and corruption through the provision of appropriate and regular training; and
- promotes a culture and environment in which fraud and corruption is actively discouraged and is readily reported should it occur.

PREVENTION

Council recognises that the most effective way to prevent the occurrence of fraud and corruption is to promote an ethical environment fully supported and demonstrated by management and in which internal control mechanisms have been implemented. Council's fraud and corruption prevention strategies include the following elements:

- Codes of Conduct, one for Councillors and one for staff, that outline statements of values and detail unacceptable behaviour;
- Recognition from Management who adhere to, promote and maintain an ethical culture and actively promote such a culture;
- A program for communicating Council's Code of Conducts through regular dissemination of material;
- Ongoing training in the use of codes of behaviour and ethical standards; and
- Ensuring the CEO has developed a mechanism to report ethical complaints or concerns inside and outside the normal channels of communication.

3.19 CODE OF CONDUCT FOR COUNCIL MEMBERS, COMMITTEE MEMBERS AND CANDIDATES

Adopted or Reviewed by Council:	18/05/2021	Council Minute Reference:	53/21
Amended by Council:			
Reviewer:	Chief Executive Officer /Governance and Rates Officer		
Local Law:			
Procedure:	Public Interest Disclosure Fraud, Corruption and Misconduct Prevention Plan		
Delegation:			

Policy Purpose:

This Policy is adopted in accordance with section 5.104 of the *Local Government Act 1995*.

Refer to Elected Member Code of Conduct document.

3.20 CHILD SAFE AWARENESS POLICY

Adopted or Reviewed by Council: 16/08/2022

Council Minute Reference: 73/22

Reviewer: Chief Executive Officer/~~Project~~ Manager and
Regulatory Services

Local Law:

Procedure:

Delegation:

Policy Statement

- The Shire of Kojonup (Shire) supports and values all children and young people. The Shire of Kojonup makes a commitment to support the safety and wellbeing of all children and young people, including protection from abuse. This Child Safe Awareness policy is one of the ways The Shire of Kojonup demonstrates its commitment to being child safe and zero-tolerance approach to child abuse. This policy aims to reduce the risk of harm and child abuse in our communities by encouraging child safe environments to be created and maintained.
- The Shire takes seriously its commitment to encourage local organisations to be child safe and ensure children are empowered.
- This Child Safe Awareness policy has been developed in response to recommendation 6.12 of the Royal Commission into Institutional Responses to Child Sexual Abuse and recognizes that The Shire of Kojonup is uniquely placed within the local community to demonstrate leadership by supporting organisations to be child safe and to protect children and young people from harm and/or abuse. The Shire of Kojonup will promote the safety and wellbeing of children across the community.
- This policy serves as a framework that outlines our role of the Shire of Kojonup in supporting local organisations to be child safe through access to resources, awareness raising and sharing relevant information. We will be guided by the National Principles for Child Safe Organisations and Commonwealth Child Safe Framework.

Scope

- The safety and wellbeing of children is everyone's responsibility. This Child Safe Awareness policy applies to all, employees, volunteers, trainees, work experience students, interns, and anyone else who undertakes work on behalf of The Shire of Kojonup, regardless of their work related to children or young people. It applies to occupants of The Shire of Kojonup facilities and venues, including visitors, contractors and suppliers.

Definitions

- **Abuse:** Abuse is an act, or a failure to act, toward or on behalf of a child that may result in harm. It can occur on one occasion or multiple occasions. Sometimes the impact of multiple events leads to harm that becomes cumulative in nature. Types of abuse include physical, emotional and sexual abuse, and neglect.
- **Child/young person:** Means a person under 18 years of age, and in the absence of positive evidence as to age, means a person who is apparently under 18 years of age.

Child Safe Organisation: is defined in the Royal Commission Final Report as one that:

- creates an environment where children's safety and wellbeing are at the centre of thought, values, and actions.
- places emphasis on genuine engagement with and valuing of children and young people.
 - creates conditions that reduce the likelihood of harm to children and young people.
 - creates conditions that increase the likelihood of identifying any harm, and
 - responds to any concerns, disclosures, allegations, or suspicions of harm. Note: in the context of local governments this would involve referring to the Department of Communities or WA Police to respond as appropriate.

Implementation of the National Principles for Child Safe Organisations give effect to the above.

- **Child safe:** In this policy, child safe means protecting the rights of children/young people to be safe by taking actions that can help prevent harm and abuse.
- **Harm:** Means any detrimental effect of a significant nature on the child's or young person's wellbeing, whether caused by a single act, omission or circumstance; or a series or combination of acts, omissions or circumstances.

Policy Principles

- The rights of children and young people are upheld.
- Children and young people are respected, listened to, and informed about their rights.
- Children and young people have the fundamental right to be safe and cared for.
- Children and young people have the right to speak up, be heard and taken seriously without the threat of negative consequences.
- The best interests of children and young people are a primary consideration when making decisions.
- Access to trusted and reliable information, including the National Principles for Child Safe Organisations, helps support organisations to understand what they must do to help reduce the risk of harm and abuse.
- Communities are informed and involved in promoting child safety and wellbeing of children and young people including protection from harm.
- Collaboration with the community and our partners promotes the safety, participation and empowerment of all children and young people.

Policy Functions

The Shire of Kojonup will ensure the following functions of this policy are resourced and assigned to the relevant officers for implementation.

- **Developing a process to deliver child safe messages (for example at The Shire of Kojonup venues, grounds and facilities or events).**
- **Connecting and supporting local community groups, organisations, and stakeholders to child safe resources (including culturally safe and inclusive resources).**

Roles and responsibilities

- The Shire of Kojonup has a leadership role in our community to support relevant organisations to be child safe and promote child safe practices.
- Although the Shire of Kojonup is not legally responsible for providing oversight of compliance with child safe practices, it will take any reasonable steps to engage with persons who utilise the Shire of Kojonup facilities to operate in alignment with the Child Safe Awareness policy.
- The Shire will ensure the following functions of this policy are resourced and assigned to the relevant officers for implementation.
- Developing a process to deliver child safe messages (for example at Shire venues, grounds and facilities or events).
- Connecting and supporting local community groups, organisations, and stakeholders to child safe resources (including culturally safe and inclusive resources).
- Local Government roles involved in the implementation of this policy (examples only)
 - CEO
 - Community Services
 - Communications
 - Governance
- Local government is not responsible for developing child safe messages but is responsible for sharing them.

Related Legislation (examples only)

- *Child Care Services Act 2007*
- *Children and Community Services Act 2004*
- *Civil Liability Act 2002*
- *Corruption, Crime and Misconduct Act 2003*
- *Equal Opportunity Act 1984*
- *Local Government Act 1995*
- *Freedom of Information Act 1997*
- *National Principles for Child Safety Organisations*
- *Parliamentary Commissioner Act 1971*
- *Public Interest Disclosure Act 2003r*
- *Public Sector Management Act 1994*
- *United Nations Convention on the Rights of the Child (CRC)*
- *Work Health and Safety Act 2020*
- *Working with Children (Criminal Record Checking) Act 2004*

Review

- This policy will be reviewed every two years or upon the introduction of other policy or legislation related to child safety.

3.21 ATTENDANCE AT EVENTS (COUNCILLORS AND CHIEF EXECUTIVE OFFICER)

Adopted or Reviewed by Council:	12/12/23	Council Minute Reference	141/23
Reviewer:	Chief Executive Officer		
Local Law:			
Procedure:			
Delegation:			

Introduction:

Section 5.90A of the *Local Government Act 1995* provides that a local government must prepare and adopt, by absolute majority, an Attendance at Events policy. The Attendance at Events policy is to enable Council members and the Chief Executive Officer (CEO) to attend events as a representative of Council without restricting their ability to participate in Council meetings. It is not intended to be used as a mechanism to avoid conflict of interest provisions where significant matters are likely to come before Council from the provider of the invitation.

Objectives:

- To provide a framework for the acceptance of invitations to various events and clarification of who will pay for tickets or the equivalent value of the invitation whether free of charge, part of a sponsorship agreement, or paid by the local government.
- To ensure attendance at events is dealt with in a transparent manner and takes into consideration benefits to the community or local government.
- To ensure any actual or potential conflicts of interest are mitigated and decision making is free from influence in the best interests of the community.

Definitions

An **‘event’** includes, but is not limited to, the following:

- A concert;
- A conference;
- A function;
- A sporting event;
- Agricultural shows/field days;
- School awards nights;
- Cultural events;
- An occasion of a kind prescribed for the purposes of this definition.

A **‘gift’** is defined under section 5.57 *Local Government Act (1995)* as a conferral of a financial benefit (including a disposition of property) made by one person in favour of another person unless adequate consideration in money or money’s worth passes from the person whose favour the conferral is made to the person who makes the conferral. It includes any contributions to travel.

Attendance at an event in accordance with this policy will exclude the gift holder from the requirement to disclose an interest if the ticket is above \$300 and the donor has a matter before Council. Any gift received that is less than \$300 (either one gift or cumulative over 12 months from

the same donor) also does not need to be disclosed as an interest. Receipt of the gift will still be required under the gift register provisions.

See also Local Government Operational Guidelines – Disclosure of gifts and disclosure of interests relating to gifts – May 2022.

A door prize or raffle prize received by chance is not considered a gift.

A **‘ticket’** includes an admission ticket to an event, an invitation to attend an event, or a complimentary registration to an event, that is offered by a third party.

Policy:

This Policy applies to Councillors and the Chief Executive Officer (CEO) and deals with matters relating to event attendance including:

- The provision of tickets to events;
- Payments in respect of attendance;
- Approval of attendance by the local government and criteria for approval; and
- Any event from a specified entity under r. 20B of the *Local Government (Administration) Regulations 1996*.

Provision of tickets/invitations to events

Any ticket/invitation to an event must be provided to the Councillor or CEO in their capacity as a Councillor or CEO.

Any ticket provided to a Councillor or the CEO to attend an event in their personal capacity is not captured by this Policy and must be treated as a gift.

To assist in determining if the ticket is received in the capacity as a Councillor or CEO, the following question can be asked: *‘Would the ticket to the event have been given to me if I was not a Councillor or the CEO?’* If the answer is no, then the ticket was received in the capacity of Councillor or CEO.

Tickets should preferably be provided to the local government and not individuals.

Attendance at pre-approved events

Council approves attendance by Councillors and the CEO at the following events (pre-approved events):

- Shire organised events;
- Events that are a free event to members of the public;
- Events where a Councillor or the CEO is a representative on an external committee or organisation and the Councillor or CEO is in attendance for the purposes of fulfilling their role on the external committee or organisation;
- Where the ticket to an event is from a specified entity under r. 20B of *Local Government (Administration) Regulations 1996*, which includes:
 - Western Australian Local Government Association (WALGA);
 - Australian Local Government Association (ALGA);
 - Local Government Professionals Australia WA (LG Pro);
 - Department of a Public Service;
 - Commonwealth, State or Territory government department;
 - Local government or regional local government.

Council approves attendance by the Shire President and the CEO at the following events (pre-approved events):

- events held by local community or sporting groups;
- events held by not-for-profit organisations;
- events within the Shire run by schools and universities;

- local community cultural events/festivals/art exhibitions;
- events held by industry associations relevant to the local area;
- Shire funded events; or
- Events organised by the embassy or consulate of another nation.

If the Shire President cannot attend, then the Deputy President may attend or any Councillor delegated by the Shire President or Deputy Shire President to attend in their place.

Council approves attendance by the Shire President at events (pre-approved events) where the Shire President is performing any of the following functions:

- presenting at the event;
- participating as a member in a panel;
- opening or launching an event or facility;
- presenting or accepting awards or prizes to others on behalf of the Shire; or
- any other civic or ceremonial duty on behalf of the Shire

If the Shire President is unable to attend, then the Deputy President may attend or any Councillor delegated by the Shire President or Deputy Shire President to attend in their place.

Council approves attendance by the CEO at events (pre-approved events) where the CEO is performing any of the following functions:

- presenting at an event;
- participating as a member on a panel; or
- accepting an award on behalf of the Shire of Kojonup (Shire).

In relation to attendance at a pre-approved event in accordance with the above, the following applies in respect to payment of tickets:

- Where the ticket is offered free of charge and tickets are also offered to members of the public free of charge, the ticket may be accepted (ticket is not considered a gift);
- Where the ticket is offered free of charge but a member of the public is required to pay, the ticket is a gift; the ticket may be accepted (as per gift disclosure requirements – see Local Government Operational Guideline as above);
- Where the ticket is offered and a benefit will be received such as dinner and beverages, but there is no purchase price for the ticket, the ticket may be accepted (as per gift disclosure requirements – see Local Government Operational Guideline as above);
- Where the Shire President or the CEO performs a function at the event, providing adequate consideration, or partial consideration for the ticket, the ticket may be accepted, (as per gift disclosure requirements – see Local Government Operational Guideline as above);
- Where the ticket is offered at a discounted rate, the ticket may be paid for by the Shire administration if adequate funding is available in the budget (as per gift disclosure requirements – see Local Government Operational Guideline as above);
- Where the ticket requires payment: the ticket may be paid for by Shire administration or a Councillor may pay for the ticket and request a reimbursement of the expense (prior CEO approval is required), if adequate funding is available in the budget.

See below *Disclosure requirements relating to tickets accepted as gifts* for further gift disclosure information.

In relation to attendance at pre-approved events, in accordance with the above, the following applies in respect to payment of expenses associated with attendance:

The Shire may pay reasonable expenses associated with attendance by a Councillor or the CEO, such as travel and accommodation expenses, within the expenditure limitations prescribed in the current Determination of the Salaries and Allowances Tribunal on Local Government Chief Executive Officers and Elected Members under the *Salaries and Allowances Act 1975*: section 7B ('Determination'), if adequate funds are available in the allocated budget. Accommodation expenses will only be paid for events outside of the Shire.

Where an invitation or ticket to an event is provided free of charge, the local government may contribute to appropriate expenses for attendance, such as travel and accommodation, for events outside of the district if the Council determines attendance to be of public value and the budget allows for the expense.

A Councillor may seek reimbursement of reasonable expenses associated with attendance (such as travel and accommodation expenses) if adequate funding is available in the budget. Accommodation expenses will only be reimbursed for events outside of the Shire.

For any events where a member of the public is required to pay, unless previously approved, Council will determine whether it is in the best interests of the local government for a Councillor or the CEO or another officer to attend on behalf of the Council.

If the Council determines that a Councillor or CEO should attend a paid event, the local government will pay the cost of attendance and reasonable expenses, such as travel and accommodation.

Where partners of an authorised local government representative attend an event, any tickets for that person, if paid for by the local government, must be reimbursed by the representative unless expressly authorised by the Council.

If a Councillor or the CEO is invited to attend an event that is not a pre-approved event or are not authorised to attend the event, as above, then:

- the Councillor or CEO can request Council approval to attend the event; or
- pay for the ticket to attend the event at their own expense.

Attendance at events requiring approval

Attendance by a Councillor or the CEO at an event which is not a pre-approved event, as above, must be determined by Council in the case of a Councillor's attendance or the Shire President in the case of the CEO's attendance at the event (simple majority).

Key factors for consideration include:

- Who is providing the ticket to the event;
- The location of the event in relation to the Shire;
- The role of the Councillor or CEO when attending the event (participant, observer, presenter) and the value of their contribution;
- The benefit to the community in the Councillor or CEO attending the event;
- The benefit to the organisation in the Councillor or CEO attending event;

- Alignment to the Shire's strategic objectives;
- Whether the event is funded by the Shire;
- The number of invitations /tickets received;
- The cost to attend the event (if any) and any other expenses such as travel and accommodation.
- Whether there is a personal benefit to a Councillor or the CEO in attending the event; for example, if food and alcohol are included, or if the benefit is primarily for entertainment;
- The likely community perception of a Councillor or the CEO attending the event; or
- Whether the ticket can be paid for to avoid the acceptance of a gift and risk of influenced (or perception of influenced) decision-making.

Approval is required in respect of:

- Attendance at the event by a Councillor or the CEO;
- Whether the ticket is accepted as a gift, or is paid for by the Shire; or
- Whether the Shire pays or contributes to associated expenses such as travel or accommodation.

Decisions to attend events in accordance with this Policy will be made by simple majority.

Partners

Where attendance to an event is approved under this Policy, the following applies in respect of tickets for partners to attend:

A Councillor or the CEO may accept a ticket for their partner to attend an event if the ticket is offered free of charge and tickets are also offered to members of the public free of charge or if it is a Shire organised event (ticket is not considered a gift).

The CEO or Councillor may accept a ticket for their partner to attend an event where a benefit is received, such as dinner and beverages, but there is no purchase price for the ticket, and the ticket for partner cannot be purchased by the CEO or Councillor.

A Councillor or the CEO must not accept a gifted or discounted ticket for their partner to attend, where a member of the public is required to pay for a ticket.

A Councillor or the CEO can purchase a ticket for their partner to attend the event at their own expense.

The Shire will not pay for, or reimburse, the cost of tickets or associated expenses such as travel or accommodation for partners to attend events, unless expressly authorised by Council. A Councillor or the CEO may purchase travel or accommodation for a partner at their own expense.

Disclosure requirements relating to tickets accepted as gifts

Where, in accordance with this Policy, a Councillor or the CEO has accepted:

- a ticket free of charge where members of the public are required to pay;
- a ticket where a benefit is received, such as dinner and beverages, but there is no purchase price for the ticket;
- a ticket at a discounted rate; or
- a ticket where they have provided partial consideration in money's worth through the performance of a function at the event

and the value of the benefit received is over \$300 (or is one of a series of gifts received by the same donor in a 12 month period over the value of \$300), a Councillor or the CEO is required to make a gift

disclosure under the gift provisions according to s5.87A and 5.87B of the *Local Government Act 1995*. The disclosure will be published on the gift register on the Shire's website (s5.89A - *Local Government Act 1995*).

In accordance with the above, where a Councillor or the CEO has accepted a ticket for their partner to attend an event where a benefit is received, such as dinner and beverages, but there is no purchase price for the ticket and the ticket for the partner cannot be purchased by the Councillor or CEO, then, if the total value of the benefit received by the Councillor or CEO and partner is over \$300 (or is one of a series of gifts received by the same donor in a 12 month period over the value of \$300), the Councillor or CEO is required to make a gift disclosure under the gift provisions s5.87A and 5.87B of the *Local Government Act 1995*. The disclosure will be published on the gift register on the Shire's website (s5.89A of the *Local Government Act 1995*).

The gift disclosure by a Councillor must be made to the CEO (or Shire President in the case of the CEO disclosing the gift) within 10 days of the Councillor or CEO receiving the ticket and is to include, under s5.87C of the *Local Government Act 1995*:

- a description of the gift;
- the name and address of the person who gave the gift;
- the date on which the gift was received;
- the estimated value of the gift at the time it was made; and
- the nature of the relationship between the person who made the gift and the person who received it.

Provision of tickets/invitations to events

All invitations or offers of tickets for a Councillor or the CEO to attend an event should be in writing and addressed to the Chief Executive Officer.

Any invitation or offer of tickets not addressed to the CEO is not captured by this policy and must be disclosed in accordance with the gift and interest provisions in the *Local Government Act 1995*.

3.22 COUNCILLORS CONTINUING PROFESSIONAL DEVELOPMENT

Adopted or Reviewed by Council: 12/12/23 **Council Minute Reference:** 141/23
Amended by Council:

Reviewer: Chief Executive Officer/Governance and Rates Officer

Local Law:

Procedure:

Delegation:

See also:

- *Policy 3.3 Councillor Induction & Training*
- *Policy 3.10 Councillors Fees & Reimbursements*

Introduction

Section 5.128 of the *Local Government Act 1995 (Act)* requires that a Local Government prepare and adopt, by absolute majority, a policy in relation to the continuing professional development of elected members.

The continuing professional development of Councillors is in addition to the compulsory training required to be undertaken by newly elected Councillors that must be taken within twelve months of election (as per s. 5.126 (1) of the *Local Government Act 1995* and r.35 of the *Local Government (Administration) Regulations 1996*). Councillors have a responsibility to complete compulsory training in accordance with the legislation and non-compliance is an offence under the *Act*, punishable by a fine not exceeding \$5,000. The Chief Executive Officer will ensure newly elected Councillors are able to select a training option that is suitable to their availability and learning style.

Policy

The Shire is committed to supporting continuing professional development of Councillors to the benefit of Council, the Shire and the Community. Continuing professional development includes attendance at training events such as, but not limited to, those organised or conducted by the following organisations/individuals:

- Western Australian Local Government Association (WALGA);
- Local Government Professionals Western Australia;
- Department of Local Government, Sport and Cultural Industries;
- Accredited training organisations offering training that directly relates to the role and responsibilities of Councillors;
- Seminars, training and/or information sessions provided by individuals with a strong knowledge of local government in Western Australian
- Australian Institute of Management
- Australian Institute of Company Directors
- National General Assembly of Local Government
- Annual Road Congress

WALGA Annual General Meeting (AGM) and Convention

The Shire President and Deputy Shire President are Council's nominated delegates to the WALGA AGM and Convention. Any other Councillor attendance at the WALGA AGM and/or Convention is required to be authorised by resolution of Council. The WALGA AGM and Convention is budgeted separately to other continuing professional development.

Choice of Training Events/Conferences etc

Councillors wishing to attend a training event should indicate same to the President or Chief Executive Officer in a timely manner so that eligibility and budget consideration can be taken into account and bookings/registration and other arrangements made.

Interstate Training/Conference Events etc

Attendance at interstate events is at the discretion of Council.

Air Travel

Any airline travel for a Councillor is to be booked at economy level. Other than to amend departure times, tickets provided to representatives of the Shire shall not be exchanged, upgraded, downgraded or rebated and may not be altered to include personal travel that is not part of the scheduled training/conference itinerary.

Expenses associated with air travel will extend to the following:

- Air fare;
- Travel insurance;
- Training/conference registration;
- Room accommodation;
- Reasonable telephone utilisation;
- Reasonable laundry expenses (if away from home for more than one week);
- Meals in the hotel where registered if not provided during the course of the training/conference;
- Travel to and from the training/conference venue; and
- Travel to and from airport destinations relevant to the training/conference.

Budgetary Consideration

All training attendance requests will take into account other costs including travel, accommodation and incidentals related to undertaking the training, and those costs will be allocated to the training budget. Any training requests that would exceed the budgeted amount may only be approved by resolution of Council.

In accordance with Policy 3.10 *Councillors Fees & Reimbursements*, Council will pay for all reasonable expenses incurred (including out of pocket expenses) that relate to conferences and Council business, and upon presentation of a receipt to the Manager Governance and Administration. Such expenses will be reimbursed on a quarterly basis. Councillors may elect to not be reimbursed for such expenses.

If a Councillor requiring accommodation, for training/conference purposes, elects to stay with relatives or friends (as an alternative to staying in motel/hotel accommodation), they may be paid an amount as set out under the Public Service Award 1992 issued by the Western Australian Industrial Relations Commission. Councillors may elect to not be reimbursed for such expenses.

Where a Councillor is accompanied by an accompanying person, all costs incurred for/by the accompanying person are to be borne by the Councillor or accompanying person and not by the Shire unless the Council has approved that the partner accompany the elected member. The exception to this being the cost of attending any official event dinners where partners would normally attend; for example, the WALGA Convention Gala Dinner or Sundowner drinks at the event opening.

Vehicle travel for training/conferences

Travel should be undertaken by Council vehicle, where a suitable Council vehicle is available, unless authorisation is received from the CEO for use of a private vehicle. In the instance where a Council vehicle is used, Councillors will have access to the fuel cards relevant to the Council vehicle for use when driving in the location of the training/conference and nearby locations.

Councillors are to provide receipts and traceable evidence (Odometer readings etc) to the CEO of all reimbursements being claimed. Councillors may elect to not be reimbursed for fuel expenses.

Where a Council vehicle is not available and it is necessary to use a personal vehicle, the Australian Taxation Office kilometre rate will be reimbursed to the Councillor. Councillors may elect to not be reimbursed for such expenses.

NB: Council's Policy 3.10 *Councillors Fees & Reimbursement* applies to Councillors attending Council and Committee Meetings, Advisory Committees and Council authorised meetings rather than training/conferences.

Reporting and Publishing

All Councillors attending any training, conferences or meetings are expected to create a report and submit for Ordinary Council Meeting agendas soonest after the date of the event, and report on the benefits achieved by attending and should make any training/conference papers available to other Councillors.

A record of training/conferences attended by Councillors will be maintained by the CEO. The CEO is to ensure a register is kept and a report prepared each financial year on prescribed professional development training undertaken in the previous financial year. That report is to be published on the Shire of Kojonup's official website within one (1) month of the end of the financial year to which the report relates, in accordance with s. 5.127 of the *Act*.

4 WORKS & ENGINEERING

4.1 VEHICULAR CROSSINGS (DRIVEWAYS)

Adopted or Reviewed by Council:	Council Minute Reference:	69/18
Amended by Council:	19/06/18	
Reviewer:	Manager Works and Infrastructure	
Local Law:	Activities in Thoroughfares and Public Places and Trading Local Law 2020	
Procedure:		
Delegation:	ROADS 008 – Construction of Crossing from Thoroughfare to Private Land	

OBJECTIVE

- To define the Council's requirements and financial obligations for the construction of vehicle crossovers.
- Outline the approval process for constructing crossovers.

POLICY

Definition – A crossover is the section of a driveway from the property boundary to the edge of the road carriageway.

The policy applies to the installation of crossovers for properties within the Shire of Kojonup.

In accordance with Schedule 9.1; Clause 7 of the Local Government (Uniform Local Provisions) Regulations 1996, an application to the Local Government must be made by the landowners to request approval to construct a crossover.

GUIDELINES

The following specifications set out the minimum standards for the construction of a vehicle crossover.

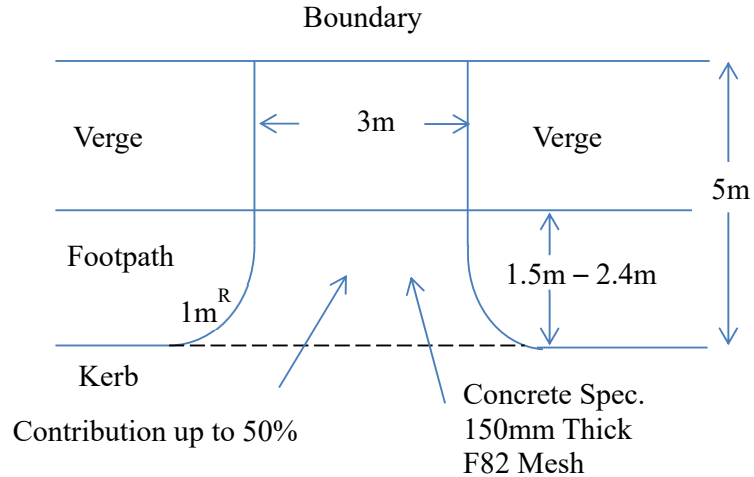
'Standard Crossover' means the first constructed crossover to a lot that is constructed in accordance with the specifications fixed by the resolution of Council. The specifications relate to the following types of materials used in construction:

- Type 1 Concrete
- Type 2 Bitumen
- Type 3 Brick Paving
- Type 4 Gravel

Standard Crossover

1. Urban – sealed: 3.0m wide (excluding splays), constructed in gravel and sealed with bitumen.
2. Urban – unsealed: 3.0m wide (excluding splays), constructed in gravel with a minimum thickness of 200mm
3. Urban – concrete 3.0m wide (excluding splays), constructed in concrete 150mm thick with mesh
4. Rural – unsealed: 4.5m wide (excluding splays), constructed in gravel with a minimum thickness of 200mm.

5.

Example Standard Crossover

In accordance with the *Local Government Act 1995* and regulations, the Shire will permit the crossover to be constructed by a Private Contractor under the supervision of and to the satisfaction of the Shire. If the crossover is a standard crossover, or superior to a standard crossover, Council shall bear one half the cost of a standard crossover as estimated by Council but, if the crossing is a type that is inferior to a standard crossover, then Council shall bear no part of the cost thereof.

CONTRIBUTION BY COUNCIL

Crossover contribution by Shire of 50% of the cost of a standard crossover based on an area of 15m² and that crossover being the first to that lot.

Should larger than 300mm diameter pipes be required – the landowner will pay for the difference. Council will fix the position of the crossover, where the Manager of Works and Infrastructure deems necessary.

Property owners are required to complete and submit an Application for Approval to Construct a Vehicle Crossover for assessment before a crossover is constructed or modified. Construction may not commence until written permission has been granted by Council.

Approval to construct a crossover is valid for a two year period from the date it is issued. If construction of the crossover has not been commenced within this period, a new application must be submitted to the Council for consideration.

All crossovers must be constructed with Council's Specification for the Construction of Vehicle Crossovers. Where a crossing adjoins a sealed road within a townsite, a sealed crossover must be constructed. In all other cases, a sealed or unsealed crossover is permitted.

Upon application from the property owner, Council will bear one half of a standard crossover subject to the crossover being the first constructed to that lot.

4.2 STREET TREES

Adopted or Reviewed by Council:	17/11/15	Council Minute Reference:	183/15
Reviewer:	Chief Executive Officer/Manager Works and Infrastructure		
Local Law:			
Procedure:			
Delegation:			

OBJECTIVE

To obtain and maintain uniformity of tree planting to enhance the visual aspect of streetscape and beautification of parks, gardens and reserves and to preserve public infrastructure such as electricity, sewer and drainage.

POLICY

The Shire undertakes maintenance of verge trees, including pruning and removal. Private planting, removal or pruning on all Road Reserves shall first require the approval of the Manager of Works and Infrastructure and shall be in accordance with this policy.

The length of the verge will determine how many trees will be planted. Residents should be aware that any trees planted on the verge remain the property of the Shire.

The Shire has the right to remove trees that create a hazardous situation.

A systematic program to remove all Queensland Box Trees shall be undertaken throughout the town site as budget resources permit.

A detailed policy on street tree varieties, themed locations, edible verges, fruit trees and community gardens is to be developed for the Council's consideration prior to 31 December 2014.

4.3 NAMING AND/OR CHANGING OF ROAD, STREET OR PLACE NAMES

Adopted or Reviewed by Council:	17/11/15	Council Minute Reference:	183/15
Reviewer:	Chief Executive Officer/Manager Works and Infrastructure		
Local Law:			
Procedure:			
Delegation:			

OBJECTIVE

To ensure that aspects of the District's history are not inadvertently lost due to the changing of a name, and to provide community and public consultation.

POLICY

Requests to name and/or change either a road, street or place name in the District may not be approved until after Council has advertised the proposal in the local press and received written comments from the Kojonup Historical Society.

Council does not favour changing a road name which would result in portions of the road having different names.

4.4 TIMBER HARVEST AND HAULAGE USE OF ROADS WITHIN SHIRE OF KOJONUP

Adopted or Reviewed by Council: 17/11/15

Council Minute Reference: 183/15

Reviewer: Manager Works and Infrastructure

Local Law:

Procedure:

Delegation:

OBJECTIVE

To maintain the condition of our roads and ensure the safety of the Shire of Kojonup's residents.

POLICY

The Council will provide letters of support for Main Roads WA permits for log/woodchip haulage on roads within the Shire of Kojonup provided that the Manager of Works and Infrastructure is satisfied with the proposed haulage route and provided that the following conditions are adhered to by the tree farm companies:

1. All heavy haulage permits being obtained from Main Roads WA;
2. Neighbouring properties to access routes being notified of the commencement date and anticipated duration at least two weeks prior to the commencement of harvest;
3. Speeds being limited to 60km p/h on unsealed roads and 80km p/h on sealed roads without pavement markings or 10km p/h lower than the posted speed limit of the roads under 80km p/h;
4. Cartage being limited to daylight hours and with all care taken to absolutely avoid use of the road by trucks during school bus running hours;
5. School bus operators being notified of the commencement date and anticipated duration at least two weeks prior to the commencement of harvest;
6. 'School Bus Hours' signs are to be erected at the start of all roads concerned with the school bus routes, together with "Trucks on Road" signs along the lengths of road concerning the truck use;
7. Drivers comply with restrictions on traffic movement on school bus routes between the signed hours and contact bus operators on UHF Channel 25 to confirm safe passage during the sign posted times;
8. An audit being conducted on the condition of the proposed route(s) by the haulage company and Manager of Works and Infrastructure prior to commencement and roads being reinstated to pre haulage condition by the tree farm companies at the completion of harvest;
9. Council being advised of any gravel/pavement failures on roads within 24 hours so that repairs can be carried out;
10. Inspection of the road condition is required after any rain event prior to the re-commencement of haulage operations; Council reserves the right to suspend haulage operations based on road condition or road closure as specified in s. 3.50 of the *Local Government Act 1995*; and
11. All cartage and harvesting operators to comply with the harvest and movement of vehicle bans as ordered by the Shire of Kojonup. Operators must check the fire ban hotline on (08) 9831 0145 as required for harvest and vehicle movement ban information.

The Council reserves the right to revoke support if any of the above conditions are not adhered to, or road condition/user safety is in question.

4.5 BACK FILLING GRAVES

Adopted or Reviewed by Council: 17/11/15

Council Minute Reference: 183/15

Reviewer: Manager Works and Infrastructure

Local Law: Cemeteries Local Law 2020

Procedure:

Delegation:

OBJECTIVE

To meet cultural and religious expectations and the specific needs of families, relating to the backfill of graves where active participation is sought. Also, to provide religious and cultural groups and families an opportunity to participate in backfilling a grave following the conduct of a funeral, while ensuring that the Shire meets its obligations under the *Work Health and Safety Act 2020*.

POLICY

For religious, cultural and personal reasons, people or groups may, following the conduct of a funeral, seek to assist in the full or partial backfill of a grave. It is important that requests of this nature be managed in a way that not only protects the safety and health of individuals but follows an established process that is respectful of those involved.

Requirements:

1. Request for private backfilling is to be received no less than five (5) hours prior to the conduct of a funeral;
2. The request is to be included on the Digging Requisition submitted by the Funeral Director;
3. Participation in the backfilling of a grave will not reduce the amount of the burial fee payable;
4. Backfilling is limited to the use of hand tools by members of the public;
5. Backfilling is limited to a maximum of six people;
6. If shoring is to be removed from the grave, this will be done only by a Shire of Kojonup employee or the Shire's nominated sub-contractor; and
7. Individual family members are not permitted to enter the grave.

Families may simply request to observe the Shire of Kojonup backfilling a grave and this can be accommodated on a request being made no less than five (5) hours prior to the conduct of a funeral.

4.6 GRAVEL AND SAND EXTRACTION

Adopted or Reviewed by Council: 17/11/15

Council Minute Reference: 183/15

Reviewer: Manager Works and Infrastructure

Local Law:

Procedure:

Delegation:

OBJECTIVE

The objective of this policy is to provide clear guidelines for the Shire of Kojonup to approach and make an agreement with a landowner for the purpose of extracting gravel or sand for road works or general use.

POLICY

The Council will provide a written signed agreement between the landowner and Shire for the extraction of gravel or sand. The Manager of Works and Infrastructure will approach the landowner and will draw up the Gravel/Sand Agreement.

1. Agreement will detail the period of time.
2. The value of gravel or sand at a rate of \$#/ m³, not exceeding #/m³.
3. The Manager of Works and Infrastructure and the landowner will sign off on quantities.
4. Photos of before and after extraction will be taken and logged in Records.
5. The works will be carried out on the property which materials have been extracted from and are to be carried out as soon as practicable.
6. Agreement of the area for gravel or sand extraction is to be agreed upon prior to extraction commencing. The area of the extraction site shall be pegged.
7. The topsoil (approx. 150mm) will be windrowed to the side of the area and after the excavation is complete, the floor will be ripped and the topsoil will be respread.
8. The Shire will construct a track to the extraction site and install a new gate in the boundary fences if required. Any tracks which are used by the Council staff will be maintained during use and, where a new gate is fitted, it will be left in place after this agreement has expired.
9. ~~The Shire undertakes to rehabilitate the track and the extraction site after excavation is complete, to the satisfaction of the landowner and the Council's authorised officer.~~
10. ~~The Shire will obtain all necessary clearances for the extraction of the required materials and be in accordance with all relevant Acts and Regulations.~~

4.7 DIRECTIONAL SERVICE AND TOURISM SIGNAGE

Adopted or Reviewed by Council:	19/9/17	Council Minute Reference:	103/17
Reviewer:	Manager Works and Infrastructure		
Local Law:	Activities in Thoroughfares and Public Places and Trading Local Law 2020 Local Government Property Local Law 2020		
Procedure:			
Delegation:			

OBJECTIVE

1. Provide an environment in which efficient placement of signs enhances a street, road reserve or precinct by increasing the overall impact and effectiveness of individual signs.
2. Provide clear and logical directional signs through the use of standardised dimensions, symbols and consistent colour coding compliant with Australian Standards.
3. Maintain effectiveness of traffic control signs that regulate, warn and guide traffic and facilitate safe, efficient and orderly travel.
4. Clearly identify those facilities that may qualify for directional signs and the conditions under which they may be permitted.
5. Provide and allow for adequate and suitable promotion of local businesses.

POLICY

The Shire of Kojonup acknowledges the need to regulate signs on its road reserves, footpaths and public spaces to maintain the effectiveness of priority traffic control signs and directional signs and to ensure the amenity of the townships and rural areas is appropriate. A proliferation of signs and advertising can reduce the overall effectiveness of the sign.

REGULATORY, WARNING, GUIDE SIGNS

These signs are Traffic Control Devices (e.g.; 'Stop' sign, 'Give Way' sign) installed by Statutory Authorities. Missing or damaged signs should be reported to Main Roads WA or the Shire Office.

FINGERBOARD SIGNS

A fingerboard sign portrays the name or type of service provided by a facility, is small and rectangular in shape with the long axis horizontal (similar in characteristic to a street name sign), secured to a post and positioned directly below a street name sign. Its purpose is to advise road users of the direction to facilities located on side streets.

Fingerboard signs are to only include street name, emergency services and community service information signs. Commercial and tourist business signs not permitted as finger board signs.

A written request, addressing the following, is required to be lodged with the Shire and approved prior to the installation of all fingerboard signs:

1. Applications for new fingerboard signs should be made to the Shire in writing and may be addressed in terms of the need, the usefulness, desirability and availability of space in relation to this policy; and
2. No more than four (4) fingerboard signs may be placed on a post in accordance with Australian Standards. Street addresses are the primary means of locating particular facilities.

For this reason all streets and roads should be clearly identified with street name signs. Priority for placing signs to be in the order of:

- a. Street name
- b. Street information (e.g.; “No Through Road”)
- c. Emergency Services
- d. Community facilities

Fingerboard signs are to be installed in accordance with Australian Standards, Codes of Practice and adopted Council policies. This is to provide a consistent standard throughout the Shire and throughout the state and country.

No fees apply for fingerboard signs. Fingerboard signs may not be supported for those facilities situated on main roads. A maximum of two fingerboard signs may be supported per facility.

TOURIST SIGN

Tourist signs safely and efficiently guide visitors to their destination, identify and guide visitors along touring routes, welcome visitors to the region and inform visitors of the range of attractions and services available at the destination.

A written request, addressing the following, is required to be lodged with the Shire and approved prior to the installation of all tourist signs:

1. Applications for tourist signs to be considered in accordance with this policy;
2. Applications for new tourist signs should be made to the Shire in writing;
3. Standard fees for assessment and installation apply in accordance with Council’s current adopted Annual Fees and Charges; and
4. Premises that are predominantly retail/sales outlets should not be considered as tourist establishments but as commercial establishments.

TEMPORARY SIGN

Temporary advertising signs are defined as those signs that announce a local event of a religious, cultural, political or recreational nature, for a fixed time period.

An application is required to be lodged with the Shire and approved prior to the installation of all temporary signs.

Temporary Signs are those that announce a local event of a religious, educational, cultural, social or recreational nature or that relate to an event of a political nature. This type of sign does not require Development Approval from Council if:

1. The total area of advertisements of that type on the site is not more than 2 square metres (except for a sign advertising a federal, state or local government election), the advertisement is displayed for a period not exceeding 1 month prior to the event and 1 week after the conclusion of the event; and
2. That the advertisement does not move, flash or reflect light, so as to cause distraction to motorists, and is not internally illuminated.

Temporary Signs that are to be placed on public or Council controlled land require the permission of Council prior to their display; no fees apply for temporary signs. Council reserves the right to remove any temporary signs that:

1. Contain offensive or inappropriate wording;
2. The design or construction of is determined to be unsuitable;
3. Unreasonably restrict the use of the road; or
4. Unreasonably endangers the safety of members of the public.

COMMERCIAL SIGN

Commercial advertising signs promote a commercial activity, service or product rather than give directions to it.

A Development Application is required to be lodged with the Shire of Kojonup and approved prior to the installation of all commercial and advertising signs.

1. Commercial advertising signs require Development Approval. A Development Application form is required to be lodged with Council along with the required plans and written details. Should a person propose to erect an advertising sign on a road reserve or Council land, consent is unlikely to be granted unless circumstances are exceptional. Permission needs to be obtained from the relevant land owner (e.g.; Shire, Main Roads WA, etc.) and a Development Application needs to be lodged and approved. The applicant needs to demonstrate that they have Public Liability Insurance (in the Shire's name) to the value of \$10 million which needs to remain current for the lifetime of the sign and adequate structural plans need to be submitted with the application.
2. Commercial advertising signs are not permitted on fingerboard signs.
3. Fixed commercial advertising signs should be located only on the property of the premises being advertised.
4. Precinct signs advertising or listing individual businesses as "cluster" signs may be installed at the entrance to a recognised estate where there is an incorporated association or body that represents that estate and this body takes the responsibility for the sign.
5. Property identification displayed on signs that do not exceed a total area of 0.5m² may be erected without development approval.

EXISTING SIGNS

1. Existing signs may be allowed to remain at the Council's discretion.
2. Council maintains the right to remove any signs if any of the following occurs:
 - a. The existing sign does not comply with the Council policy in place at the time of its installation;
 - b. The facility no longer conforms with the conditions of the sign approval;
 - c. The sign is in a poor state of repair;
 - d. The facility no longer operates as an eligible community facility;
 - e. The facility ceases to operate;
 - f. There is a demonstrated need for aggregating signs in a particular location;
 - g. The road authority needs to resume the land;
 - h. The sign contains offensive or inappropriate wording;
 - i. The design or construction is determined to be unsuitable;
 - j. The sign unreasonably restricts the use of the road;
 - k. The sign unreasonably endangers the safety of members of the public; or
 - l. Replacement of any existing sign is subject to this policy and requires an application as applicable.

Replacement signs to only be approved in accordance with this policy; prior existence of signs does not infer automatic approval of new signage.

SIGN COLOURS

Directional signs to be coloured in accordance with the Australian Standards 1742.2-1994, 1742.5-1997, and 1742.6-2004 as per the table below:

Category	Font Size	Colours	
		Text	Background
Street Name – including Shire logo against post	150mm	Black	White Reflective
Street Information, e.g.; “No Through Road” Or “One Way”	As per Standard	Black	White Reflective
Emergency Services (e.g.; Police, Hospital, Ambulance)	As per Standard	White	Blue Reflective
Visitor Services Roadside & Commercial Services (e.g.; Motel, Caravan Park, Parking, Public Toilets, Information Centre)	As per Standard	White	Blue Reflective
Community Facilities Likely To Be Sought By Visitors (e.g.; Post Office, Shopping Centre, Civic Centre, Library, Art Gallery, Railway Station)	As per Standard	White	Blue Reflective
Tourist Attractions (e.g.; Lookout, Winery, Botanic Gardens)	As per Standard	White	Brown Reflective
Other Community Facilities (e.g.; Church, Sports Grounds, Youth Centre, Cemetery)	As per Standard	White	Blue Reflective
Specified Commercial And All Other Business Activities, All Other Destinations	As per Standard	White	Green Reflective





1300x3500mm

APPROVED BY	SIGNED	DATE	Whilst every care is taken in checking artwork, Sunny Signs accepts NO RESPONSIBILITY for any errors. Please check artwork carefully. Production will not proceed until approval is given. This artwork is the property of Sunny Signs & not to be used without permission. 50 Boulton Rd, Mudgee, NSW 2850
			CLIENT: Shire of Kojonup SLIP NO: 281765

4.8 NO SPRAY REGISTER

Adopted Council:	19 June 2018	Council Minute Reference:	69/18
Reviewer:	Property Services Manager/Property Services Team Leader		
Local Law:			
Procedure:			
Delegation:			

OBJECTIVE

This policy is intended to allow property owners and residents to apply to Council to request that vegetation on Council road reserves and/or Council land directly abutting their property not be sprayed with chemical herbicides.

POLICY

Council is responsible for vegetation management within its road reserves. Management methods for the control of vegetation include hand weeding, slashing and the use of chemical herbicides to eradicate vegetation growing in the road reserve.

Council acknowledges that there will be residents within the Shire that do not wish to have the frontage of their property sprayed with chemical herbicides due to a variety of reasons including registered organic farms, where residents have a medical condition where avoidance of spray is necessary, and where residents look after their own verges.

Rural Roads – Council has responsibility for maintenance of Council owned or management of roadways. This includes, but may not be limited to, spraying verges, drains, woody weeds within the entire road reserve, around ends of culverts, marker posts and other street furniture. Declared weeds and other priority pest plants are a priority of Council to be controlled within the road reserve.

Urban Roads – Council endeavours to keep the roadway between the back edges of any kerb and the full width of footpaths free of vegetation. Additionally, Council endeavours to keep the road reserve free of declared weeds and priority pest plants in a prioritised manner which is consistent with Council's various weed management strategies.

Council Land – Council is required to manage declared and pest weeds in its reserves.

This policy applies to vegetation management on Council managed road reserves and Council land. Council will consider applications to cease spraying operations where Council road reserves and/or land abut private land on a case by case basis.

Note: This Policy does not relate to Road Reserves managed by Main Roads WA and/or the Department of Parks and Wildlife.

PROCEDURE

This policy will be administered by the Property Services Manager and the Property Services Team Leader as part of the Council land and road reserves maintenance program.

Applications to No Spray Register

An advertisement will be placed in the Kojonup News and Shire website no later than 30 March each year advising that applications are invited for road reserves frontage and for the frontage of Council land directly abutting a person's land to be placed on the No Spray Register.

An application must be undertaken in writing on the approved application form and lodged with Council no later than 30 April each year. An application can only be applicable to the entire frontage of the resident's immediate property and for the area parallel to a distance of no greater than 10m.

In completing the application, the resident agrees to take over the responsibility for:

1. Controlling all National, State and Locally-listed pest plants;
2. Keeping the road frontage clear and/or tidy;
3. Keeping drainage and/or paths free of obstruction and fully operational at all times; and
4. Ensuring kerbs, footpaths and gutters are free of vegetation growth.

Removal of native vegetation must not occur without prior written approval from Council and in accordance with the Environmental Protection (Clearing of Native Vegetation) Regulations 2004.

In considering an application, the following shall be taken into consideration:

1. Whether the adjoining land is used for certified organic vegetable/fruit/cereal production;
2. Existence of a medical condition in the household which may be exacerbated by exposure to herbicides or associated additives; and
3. The applicant has other mitigating circumstances that would warrant an area not being exposed to the use of herbicide chemicals.

Council reserves the right to reject any applications on the grounds that it is not within the overall interest of Council to include the area within the No Spray Register.

Upon acceptance or refusal of an application for the No Spray Register, Council Staff will reply in writing to the resident with the outcome.

Where the application is approved, Council Staff will add the property onto the No Spray Register. Applications are non-transferrable.

Residents who are not the landowner must provide written confirmation from the landowner that they do not object to the request.

If an application is refused, applicants will be informed in writing by Council Staff outlining the reasons for refusal. Applicants may reapply if they feel they can adequately address the concerns that caused Council Staff to refuse their initial applications.

No Spray Register

The register will be in the form of an electronic spreadsheet detailing the residents' details, area to be excluded from herbicide chemical spraying and the date the application was approved and date of expiry.

Each application will have a valid period of three (3) years in which the applicant will have to reapply after that expiry date.

The register shall be maintained by Council's Property Services Department and be available in an appropriate Drive for all relevant staff to be able to access.

Failure to Comply

In agreeing to take over the responsibility for managing Council's road reserves and/or Council land abutting the applicant's property, the applicant will maintain the above areas to the same standard that can be achieved by the herbicide control method. If Council's standards for management are not being met, the following will occur;

1. Council will advise the applicant in writing that maintenance must occur within 21 days of the date of the correspondence;
2. Failure by the applicant to conduct maintenance of the area within 21 days will result in Council undertaking, without further notice, any necessary work to reduce the vegetation; and
3. The applicant will be removed from the No Spray Register at the end of the 21 day period if the required maintenance has not been completed. The applicant may reapply at the next application period.

Roadside Spraying and Slashing Contractors

In the event that the Shire employs the services of a contractor for roadside spraying, the Council Staff will ensure that the roadside spraying contractor has acknowledged the No Spray Zones and ensure that the contractor does not breach contract by spraying within the zone.

4.9 PRIVATE USE OF COUNCIL PLANT AND EQUIPMENT POLICY

Adopted by Council:	19 June 2018	Council Minute Reference:	69/18
Reviewer:	Manager Works and Infrastructure		
Local Law:			
Procedure:			
Delegation:			

OBJECTIVE

The objective of this policy is to ensure that the private use of Council's plant and equipment is transparent and to retain community confidence that the hire of plant and equipment is consistent for both Council employees and the general public.

POLICY

The policy shall apply to all parties who utilise any of Council's plant and or equipment for private or commercial use.

1. Council will not "dry hire" any plant or equipment to outside parties for commercial use.
2. Hire of plant or equipment for commercial use will be charged in accordance with plant hire and labour rates as detailed in Council's fees and charges.
3. Permission for the hire of all plant and equipment by any party must be authorised by the Manager Works and Infrastructure.
4. Small plant and general plant/equipment, may be utilised by community groups or individual employees of Council in accordance with the following conditions:
 - a. The user shall enter into a Private Agreement with council prior to any plant or equipment being obtained for use;
 - b. In the case of a club or other organisation wishing to utilise Council plant at no cost, a community grants form must be completed and approved prior to use;
 - c. Only duly trained personnel may operate plant and equipment outside work hours for private use (including operating plant for clubs or organisations in the Shire) with no labour hire component being applied to the cost;
 - d. Actual hours and/or kilometres associated with the use of the plant, equipment and/or operator is recorded on the Private Works Agreement immediately after return so the item can be charged out appropriately;
 - e. Council's external Plant Hire Rates shall apply for private use and/or where no community grant approval has been received;
 - f. The plant and equipment is available and does not adversely inconvenience or delay Council's Works Program. No private works shall take precedence over the completion of Council's Works Program;
 - g. The plant and equipment is utilised for private use only and not for commercial gain;
 - h. The plant or equipment is returned to Council premises in a clean, tidy and fully serviceable condition;
 - i. Any damage to plant or equipment will be repaired at the employee's/organisation's/ general public's costs.
5. Where plant and equipment is operated by a Council employee in accordance with this policy:

- a. It is to be understood by all staff that use of shire plant and equipment is not an entitlement, and that a hire fee is payable for equipment that the shire own;
- b. That any employee who agrees to operate Shire plant and equipment such as on behalf of clubs and organisations within the Shire, does so in a voluntary capacity and no remuneration will be made to the employee;
- c. Council does not take any responsibility in relation to break downs, faults or mishaps that may occur while the plant is being used;
- d. Where plant is required to be towed by a private vehicle, it is the responsibility of the user to ensure that the vehicle has the capacity to handle the additional towing load;
- e. All plant and equipment must be secured when being transported; and
- f. Where Personal Protective Equipment (PPE) e.g.; ear plugs is required, it is the responsibility of the employee to ensure such PPE is used when operating the plant.

5 INDEPENDENT LIVING UNITS

5.1 INDEPENDENT LIVING UNITS

Adopted or Reviewed by Council:	13/12/16 19/11/19	Council Minute Reference:	172/16 156/19
Reviewer:	Chief Executive Officer/Property Services Manager		
Local Law:			
Procedure:			
Delegation:			

OBJECTIVE

To provide Independent Living Units to the elderly (Over 55 as per the R-Code definitions) of Kojonup, ensuring that:

- They are able to remain living locally, maintain family connections and age 'in place' in familiar surroundings; and
- Larger homes in the Shire become available for family structures with more occupants.

POLICY

Loton Close Units

The Shire of Kojonup has built 13 Independent Living Units situated in Loton Close, Kojonup. The Shire of Kojonup recognises that the elderly in the district are proud of and loyal to Kojonup and wish to remain in the community that they call home.

The following guidelines apply:

Eligibility:

To help keep our elderly in town, preference is given to:

1. Locals (defined as those currently residing in the Shire of Kojonup); and
2. At least one permanent resident to be Over 55

Process:

1. Two lists of interested tenants is maintained by the Shire with priority given to those listed on the 'Local' list over those listed on the 'Non-Local' list;
2. The list is prioritised in date order when prospective tenants lodge an interest (first in, first served);
3. When a unit becomes vacant, it is offered to the first person on the list. If the first person offered declines, then it is offered to the next person on the list until such time as a prospective tenant accepts;
4. If a prospective tenant refuses an offer, they retain their position on the list;
5. The shire does not maintain a priority list;
6. Once an Independent Living Unit is leased, the lease agreement is valid until such time as the lessee may not operate independently as defined under the lease agreement;
7. Carers are permitted to live-in but once a lease holder ceases occupation, the Carer must vacate the premises as well.

Costs/Lease Conditions:

The units are on a weekly rental basis with a bond of 4 weeks' rent being applicable. The rent is reviewed annually and is set by the Council as part of the annual Fees and Charges. Tenants are liable for power and water usage and are sub-metered. All telecommunications are between the tenant and the supplier of their choice. All building maintenance is to be performed by the Shire. The gardens are to be maintained by the tenant.

Soldier Road Units:

The following process and criteria applies to the three (3) independent living units located at Soldier Road.

Note:

These units were funded through Royalties for Regions (Regional Aged Accommodation Program (RAAP)) Funding via the State Department of Primary Industries and Regional Development and this eligibility criteria for these units should not be altered without first seeking written approval of the Department.

Process:

1. Three (3) lists of interested and eligible tenants is maintained by the Shire (see eligibility criteria below);
2. Each list is prioritised in date order when prospective eligible tenants lodge an interest (first in, first served);
3. When a unit becomes vacant, it is offered to the first person on the list for Band A. If the first person offered declines, then it is offered to the next person on the list until such time as a prospective tenant accepts;
4. If the unit cannot be tenanted from the list for Band A, it is offered to the first person on the list for Band B. If the first person offered declines, then it is offered to the next person on the list until such time as a prospective tenant accepts;
5. If a prospective tenant refuses an offer, they retain their relevant position on the list;
6. The Shire does not maintain a priority list;
7. Once a Unit is leased, the lease agreement is valid until such time as the lessee may not operate independently as defined under the lease agreement;
8. Carers are permitted to live-in but once a lease holder ceases occupation, the Carer must vacate the premises as well.

Eligibility Criteria:

To be eligible to be placed onto the list for Band A or Band B referred to above, residents must:

- a) Satisfy the means testing outlined in the (former) Department of Housing 'Community Housing Income and Asset Limits' Policy – refer to <http://www.housing.wa.gov.au/HousingDocuments/CH Income and Asset Limits Policy.pdf>; and
- b) Be over the age of 65 years at the commencement of the lease (over the age of 55 years for indigenous Australians);

If there are no applicants on the waiting list that meet the criteria above, or if the offer to lease is not taken by anyone on the list for Band A or List for Band B, then the unit may be offered to residents on the Loton Close waiting list in accordance with the policy or procedure for those units.

6 REGULATORY SERVICES

6.1 BUSHFIRE MANAGEMENT PLAN

Adopted or Reviewed by Council: 19/9/17 Council Minute Reference: 115/17

Reviewer: Chief Executive Officer/~~Project~~ Manager ~~and~~ Regulatory Service
Local Law / Bush Fire Brigades Local Law 2020
Enabling Legislation: Bush Fires Act 1954; Emergency Management Act 2005; Local Government Act 1995 s.2.7(2)
Procedure:
Delegation:

~~POLICY~~

~~THE SHIRE OF KOJONUP BUSHFIRE RISK MANAGEMENT PLAN IS ADOPTED IN ITS ENTIRETY TO BE THE COUNCIL'S POLICY.~~

OBJECTIVE

To establish the Shire of Kojonup's commitment to developing, adopting, implementing, and maintaining a Bushfire Risk Management Plan (BRMP) in accordance with the State Hazard Plan Fire and the Guidelines for Preparing a Bushfire Risk Management Plan (DFES), and to define the roles and responsibilities of Council, staff, and key stakeholders in managing bushfire risk across the Shire.

POLICY STATEMENT

The Shire of Kojonup is committed to:

- (a) Maintaining an adopted Bushfire Risk Management Plan that meets the requirements of the State Hazard Plan Fire and has been endorsed by the Office of Bushfire Risk Management prior to adoption by Council;
- (b) Implementing the treatment strategies and activities identified in the BRMP Treatment Schedule to reduce bushfire risk to an acceptable level;
- (c) Integrating bushfire risk management into the Shire's broader corporate and strategic planning frameworks, including land use planning, asset management, and community emergency management;
- (d) Fulfilling its obligations as custodian of the BRMP, including coordinating multi-agency engagement, facilitating landowner commitment to treatment activities, and reporting progress to Council and OBRM;
- (e) Ensuring that bushfire risk considerations are applied to Shire decision-making, including in the assessment of planning and development applications, temporary accommodation approvals, and Shire-managed land;
- (f) Promoting shared responsibility for bushfire risk management across government agencies, private landowners, businesses, and the community; and
- (g) Keeping the BRMP current, accurate, and fit for purpose through regular monitoring, review, and amendment.

ROLES AND RESPONSIBILITIES

The following table sets out the responsibilities of key parties in giving effect to this policy and the BRMP:

<u>Role / Body</u>	<u>Responsibilities</u>
<u>Council</u>	<u>Adopts the BRMP following OBRM endorsement; receives annual progress reports; provides strategic direction and resourcing.</u>
<u>Chief Executive Officer</u>	<u>Holds administrative responsibility for BRMP implementation, review, and amendment; submits draft BRMP to OBRM; reports annually to BFAC and LEMC.</u>
<u>Manager of Regulatory Services</u>	<u>Manages day-to-day BRMP implementation; coordinates the Treatment Schedule; oversees the annual Firebreak Notice (Bush Fires Act 1954 s.33), Harvest and Vehicle Movement Bans, and fuel management on Shire reserves; liaises with DFES, DBCA, and other stakeholders; maintains BRMS data.</u>
<u>Bushfire Advisory Committee (BFAC)</u>	<u>Provides advice on bushfire prevention, preparedness, and response; reviews current practices quarterly; contributes to BRMP and Treatment Schedule development.</u>
<u>Local Emergency Management Committee (LEMC)</u>	<u>Coordinates emergency preparedness, response, and recovery planning; meets quarterly; integrates BRMP with broader emergency management arrangements.</u>
<u>Bushfire Brigade Officers</u>	<u>Provide operational expertise; contribute to treatment strategy development; lead bushfire response across the Shire's 12 volunteer brigades.</u>
<u>Landowners and Land Managers</u>	<u>Responsible for treatments on their own land, including Firebreak Notice compliance; provide asset and treatment information to inform the BRMP.</u>

BUSHFIRE RISK MANAGEMENT PLAN ADOPTION AND REVIEW

1. The Shire will maintain an adopted BRMP at all times. In the event that the current BRMP expires or requires significant amendment, the CEO will initiate the preparation of an updated BRMP in accordance with the then-current Guidelines for Preparing a Bushfire Risk Management Plan.
2. A comprehensive review of the BRMP will be undertaken at least once every five years from the date of Council adoption, or earlier where:
 - (a) There are significant changes to organisational responsibilities or applicable legislation;
 - (b) The bushfire risk profile of the Shire changes materially; or
 - (c) A major fire event occurs within the Shire.
3. The current BRMP (v1.2) is due for review by 31 October 2025. The Manager of Regulatory Services is responsible for initiating this review process in advance of that date and presenting an updated BRMP to Council for adoption following OBRM endorsement.

4. Prior to adoption by Council, the draft BRMP must be submitted to and endorsed by OBRM as consistent with the standard for bushfire risk management planning in Western Australia.
5. Amendments to the Treatment Schedule and asset risk ratings within the BRMP will be maintained on a continuous basis in BRMS and do not require formal Council adoption unless a material change to the BRMP itself is proposed.

STATUTORY CONTEXT

This policy is made in the context of the following key legislative and policy instruments:

- (a) Bush Fires Act 1954 — provides the primary framework for bushfire prevention, control, and suppression in Western Australia, including the Shire's obligations as a local government in relation to firebreak notices, burning restrictions, and brigade management;
- (b) Emergency Management Act 2005 — establishes the State emergency management framework within which the BRMP operates;
- (c) State Hazard Plan Fire (SEMC 2022) — requires local governments with significant bushfire risk to develop and maintain an integrated BRMP;
- (d) State Planning Policy 3.7: Planning in Bushfire Prone Areas (WAPC 2021) — requires bushfire risk to be given due consideration in all future planning and development decisions; and
- (e) Local Government Act 1995 s.2.7(2) — authorises Council to adopt, amend, or waive policies.

REVIEW OF THIS POLICY

This policy will be reviewed annually as part of the Shire's Policy Manual review, or as required following adoption of an updated BRMP or changes to applicable legislation.

6.2 CLOSED CIRCUIT TELEVISION (CCTV) OPERATIONS AND RECORDINGS

<u>Adopted or Reviewed by Council:</u>	<u>18/04/17</u>	<u>Council Minute Reference:</u>	<u>40/17</u>
<u>Date last amended:</u>	<u>20/11/18</u>		<u>143/18</u>
	<u>20/08/19</u>		<u>85/19</u>
	<u>19/11/19</u>		<u>156/19</u>

16/06/25

Reviewers: Chief Executive Officer/ Manager and Regulatory Services

Local Law: -

Procedure: -

Delegation: ADMIN 014 – Prosecutions & Legal Defence

Objective

This policy applies to Closed Circuit Television (CCTV) and any other device capable of recording video footage in the performance of Shire duties by employees, contractors and elected members.

Provisions relating to recording devices such as Dash Cam will be separately addressed as part of Councils Motor Vehicle/Plant policies/procedures.

This policy document provides guidance on operation, management and reporting protocols for Closed Circuit Television (CCTV) leased, owned or controlled by the Shire of Kojonup:

1. Within, on or around Shire facilities; and
2. In public places within the Shire of Kojonup.

The policy also provides guidance to ensure a consistent approach in identifying suitable locations when considering future public place CCTV installation within the Shire of Kojonup.

Policy

Purpose and Objectives

The Shire of Kojonup conducts CCTV operations in order to:

1. Assist in deterring, detecting and responding to criminal offences against people or property;
2. Record evidence to support investigations and prosecutions by WA Police in relation to offences; and
3. Address community safety concerns of residents, workers, business proprietors, visitors and employees of the Shire of Kojonup.
4. Provide internal assistance with event coordination, emergency management and other public activities within the Shire of Kojonup.
5. Facilitate a rapid response by Shire staff, WA Police officers or other Emergency Services Personnel to incidents of concern; and
6. Improves the safety of traders, retailers, workers, visitors and Shire of Kojonup staff.
7. Reduce damage and graffiti reported to the Shire of Kojonup.
8. Improving perceptions of safety and reducing fear of crime.

OWNERSHIP AND CONTROL OF THE CCTV SYSTEM

- a. The CCTV system is owned by and is the sole property of the Shire of Kojonup.
- b. The Shire of Kojonup Regulatory Department shall be responsible for the management of the CCTV system and operations.

- c. All maintenance and upgrades of the CCTV system to be managed by Shire of Kojonup Regulatory Services Department and the relevant Information Communication and Technology(ICT) team.
- d. A member of WAPOL may not direct any Shire of Kojonup authorised person to undertake any task relating to the CCTV system unless in accordance with this Policy or the MOU.
- e. All camera locations shall be provided to the WA Police CCTV register via this internet portal: wastatecctvregister.police.wa.gov.au.
- f. No community member may have direct access to footage or monitoring systems. Access to the CCTV system must be in the presence of an Authorised Person or WA Police officer for the purpose of investigating an alleged offence.

CCTV SURVEILLANCE

- a. Surveillance of an individual or group shall take place if the Authorised Person observes suspicious activity of a nature to reasonably assume a threat to persons or property is likely.
- b. Members of the public going about their normal and lawful business shall not be the subject of undue or illegal surveillance. It is an offence to record visually, or observe, a private activity to which that person is not a party.

Determining CCTV Camera Location

In determining CCTV camera location and placement in public places, the following factors (in consultation with key stakeholders) will be considered:

- 1. Incidence of criminal activity;
- 2. Level of human activity;
- 3. Level of deterrent;
- 4. Logistical requirements; and
- 5. The surveillance is legally permitted.

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The selection criteria for each camera placement and location should be documented and the effectiveness of the installation should be measurable and reviewed annually.

A replacement or upgrade program based on system value should be implemented as part of the Shire of Kojonup Information & Communications Technology Plan. Camera technology is continuously evolving and, as a result, the Shire must be aware of the need to remain up-to-date with technology improvements and to factor general maintenance, regular servicing, software upgrades and replacement hardware into the annual budget.

CCTV SYSTEM CONTROL

• STORAGE AND MANAGEMENT OF DATA

- a. All CCTV recording equipment will be located within secure areas and not accessible to unauthorised persons.
- b. Video and still photographs may only be recorded by an Authorised Person if actual suspicious activity has been observed.
- c. At no time shall copying of images or still photographs be undertaken of members of the public going about their lawful business.
- d. All information recorded and collected from the CCTV system shall remain the sole property of The Shire of Kojonup.

- e. All saved data shall be recorded in a register kept for that purpose including date, time and category of incident.
- f. Any saved data shall be 'stamped' with time, date and location. Any printed still images must also have the Authorised Officers or CEO's signature.
- g. All saved data must remain on the drive within the locked CCTV Monitoring rooms / areas, unless a written request has been received from WA Police or an approved member of the Shire of Kojonup staff. Access to the CCTV monitoring room / areas / program must be restricted to the Authorised Officer and CEO only.
- h. All data must be retained for a minimum of thirty-one (31) days. Following this period, data and still photographs not used in an investigation by either the Shire of Kojonup or an Authority may be erased and destroyed. Pursuant to the General Disposal Authority (GDA) 2015, section 100.4 footage used in an investigation by either the Shire or an Authority must be retained for seven (7) years, then destroyed.
- i. All written requests for CCTV data shall be filed at the Shire of Kojonup.

• **VIEWING OF RECORDED FOOTAGE**

- a. WA Police, lawyers acting on behalf of individuals engaged in legal proceedings related to a recorded incident, or individuals acting as their own legal counsel in relation to a recorded incident, may request to view the footage of that incident.
- b. Any request for footage must specify the date, time and location of the incident.
- c. Requests by lawyers and individuals shall be made in writing and lodged with the CEO.
- d. Members of the general public will not have access to images retained in these systems unless such access is ordered by a legal ruling or approved Freedom of Information Application.

• **COPYING OF RECORDED FOOTAGE AND STILL PHOTOGRAPHS**

- a. Access to copies of data from these systems will only be provided to WA Police or Shire of Kojonup staff unless such access is ordered by a legal ruling or approved Freedom of Information application.
- b. Copying footage is to be made only by The Shire of Kojonup Authorised Officer.
- c. Where the Shire provides a copy of recorded footage or still photograph or any other material, it shall be done in accordance with Section 570B of the Criminal Code.
- d. Certified copies will only be released to the parties named above when written permission to do so has been received from an Authorised Person and on the completion of the appropriate documentation.

• **RELEASE OF COPY OF RECORDED FOOTAGE OR STILL PHOTOGRAPHS**

- a. A copy of recorded footage and still photographs shall not be released to any person or organisation unless requested under s.711 of the WA Criminal Code Act Compilation Act 1913, by court summons or by other legal instrument.

Nothing in this section prohibits the provision of a copy of recorded footage or still photographs by an Authorised Person or WA Police if required in accordance with the disclosure of evidence provisions under the Criminal Procedures Act 2004.

- b. At no time shall original or copied recordings or still photographs be released to any media organisation, journalist or other individual or group without the written approval of the CEO.
- c. Any member of the public can request to see any images recorded of them personally. Once a third party is contained within the data, then access is available only through the Freedom of Information Act 1992 via a written request to the CEO. The Freedom of Information Act provides access to any

document (which includes electronic data) but not answers to questions. The Shire of Kojonup can choose to refuse access to data that is listed as exempt under Schedule 1 of the *Freedom of Information Act 1992*.

JOINT OPERATIONS WITH WA POLICE

- a. Members of WA Police may request the cooperation of the Shire of Kojonup for the purpose of covert surveillance of WA Police operations.
- b. Such requests shall be made in writing by WA Police to the CEO.
- c. The request shall detail the times and general purpose for which surveillance support is requested.
- d. The Shire of Kojonup may decline to provide cooperation.
- e. Any Authorised officer may withdraw cooperation at any time during the operation should they consider that the use of the CCTV is contrary to this Policy and / or the MOU.

THE RECORDING OF AUDIO

There is no foreseen use of audio recording within the CCTV system. However, before audio recording is introduced, a policy for its proper use must be defined.

COMPLAINTS HANDLING

Any complaints regarding CCTV operations are to be directed in writing to the Chief Executive Officer.

AUDIT AND REVIEW

CCTV operations will be monitored and evaluated to verify compliance.

Privacy Principles

CCTV will be operated within the *Surveillance Devices Act 1998* and only for the purposes defined in this policy.

ROLES AND RESPONSIBILITIES – CCTV Staff

- a. Any staff involved in the monitoring operations of the CCTV system must be duly authorised by the CEO.
- b. All staff must provide a current Police Clearance certificate prior to access to CCTV monitoring equipment.
- c. Any staff involved in CCTV monitoring and operations must follow this policy and any relevant procedures, at all times.
- d. The Projects Manager and Regulatory Services under the supervision of the CEO, is responsible for addressing any technical aspects for CCTV equipment owned, operated or leased by the Shire of Kojonup including equipment maintenance and upgrades and signage.
- e. The Records Officer, under the supervision of the CEO, is responsible for reviewing and monitoring operations of the policy.

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ETHICAL USE OF CCTV SYSTEMS AND RECORDED MATERIAL

This policy represents the formal policy and expected standards of Council. Approval of Council is required prior to any deviation from this policy. Elected Members and Employees are reminded of their obligations under Council's Code of Conduct to give full effect to the lawful policies, decisions and practices of Council.

The Shire of Kojonup has the highest expectation of all Authorised Personnel to:

1. At all times, act in an honest and legal manner to carry out duties which reflects community values;
2. Treat all live and recorded images in an ethical manner and with the utmost of care, respect and dignity;
3. Interact with WA Police and stakeholders in a timely, courteous and cooperative manner; and
4. Ensure toilets, showers and change rooms and other similar areas shall not be subject to CCTV surveillance.

COMPLIANCE REQUIREMENTS

Legislation:

- Local Government Act 1995
- WA Criminal Code Act Compilation Act 1913
- Criminal Procedures Act 2004
- State Records Act 2000
- Surveillance Devices Act 1998
- Freedom of Information Act 1992
- General Disposal Authority 2015

Organisational:

- Memorandum of Understanding – Western Australia Police and Shire of Kojonup
- Shire of Kojonup Record Keeping Plan

6.3 SURVEILLANCE DEVICES

Adopted or Reviewed by Council:

Council Minute Reference:

Reviewer: Manager and Regulatory Service
Act Surveillance Devices Act 1998
Procedure:
Delegation: Ranger, Authorised Officers

OBJECTIVE

This policy provides guidance to Authorised Officers and Community Members on the ethical lawful and efficient use of optical and listening surveillance devices including body worn cameras, dash cam devices, stationary surveillance cameras and the retention, storage and release of recorded data.

DEFINITIONS

APP means the Australian Privacy Principles set out in Schedule 1 of the Privacy Act.

Authorised Officer means an employee of the Shire who is authorised by the Chief Executive Officer or Council for the purposes of the administration and enforcement of any Act, Regulations or Local Laws which relate the functions and powers of the Shire.

FOI Act means the Freedom of Information Act 1992

Listening Surveillance Device means any instrument, apparatus, equipment or other device capable of being used to record, monitor or listen to a private conversation or words spoken to or by any person in private conversation but excludes the use of a hearing aid.

Optical Surveillance Device means any instrument, apparatus, equipment, or other device capable of being used to record visually or observe a private activity. It does not include, for example, spectacles or contact lenses.

Principal Party means –

- a) In relation to a private conversation, a person by or to whom words are spoken in the course of the conversation; and
- b) In relation to a Private Activity, a person who takes part in the activity.

Privacy Act means the Privacy Act 1988 (Cth).

Privacy Act Review means the Australian Government Privacy Act Review 2022.

Privacy Act Review recommendations means the list of proposals published in the Privacy Act Review.

Private Activity means any activity carried on in circumstances that may reasonably be taken to indicate that any of the parties to the activity desires it to be observed only by themselves but does not include an activity carried on in any circumstances in which the parties to the activity ought reasonably to expect that the activity may be observed.

Private Conversation means any conversation carried on in circumstances that may reasonable be taken to indicate that any of the parties to the conversation desires it to be listened to only by themselves but does not include a conversation carried on in any circumstances in which the parties to the conversation ought reasonably to expect that the conversation may be overheard.

SDA means the Surveillance Devices Act 1998.

Surveillance Device means a listening surveillance device, an optical surveillance device or a tracking device.

Tracking Device means any instrument, apparatus, equipment, or other device capable of being used to determine the geographical location of a person or object.

Workplace Occupational Violence means when an Authorised Officer is abused, threatened or assaulted while undertaking Shire Duties which may cause either physical or psychological harm, or both, and therefore making that behaviour a risk to the health and safety of the Authorised Officer.

POLICY STATEMENTS

Principles:

Authorised officers will be fitted with surveillance devices to assist in the administration and enforcements of Acts, regulations and/or Local Laws which relate to the function and powers of the Shire.

The SDA, as amended from time to time, governs the use of audio and video footage that captures persons in public and forms the basis of this policy.

Objectives

The objectives of this policy are to:

1. Improve the safety of Shire employees undertaking their duties as Authorised Officers;
2. Discourage antisocial behaviours of whatsoever nature directed towards Authorised Officers undertaking their duties;
3. obtain and secure evidence of incidents and/or crimes covered under Acts, Regulations and/or Local

Laws related to the function and powers of the Shire;

4. ensure transparency and accountability of Authorised Officers in interactions with members of the public while undertaking Shire duties;
5. support investigative processes reported by Authorised Officers or members of the public;
6. ensure that collection of recorded data on surveillance devices is stored in accordance with legislative and procedural requirements;
7. protect the confidentiality of and in stored recorded data from surveillance devices in accordance with the SDA and FOI Act;
8. ensure that any inadvertent recorded data on surveillance devices which captures a Private Activity is destroyed in accordance with this policy; and
9. ensure that the release of recorded data on surveillance devices is strictly in accordance with this policy.

Recording

Authorised Officers may only activate a surveillance device when:

1. there is a reasonably held concern for the Authorised Officer's or other persons' safety and/or welfare;
2. where there is a Workplace Occupational Violence incident or whether the Authorised Officer's assessment indicates that a Workplace Occupational Violence incident may occur;
3. to gather evidence arising from a breach of an Act, Legislation, Regulation and/or a Local Law (Shire Authorised Recording Authority).

Authorised Officers must not activate a surveillance device unless it is in accordance with the Shire Authorised Recording Authority.

In the event that an Authorised Officer activates a surveillance device in breach (inadvertently or otherwise) of the Shire authorised Recording Authority, the Authorised Officer must:

- (a) deactivate the surveillance device as soon as practicable after assessing that:
 - i. there is no concern for the Authorised Officer's or other persons' safety and/or welfare;
 - ii. there is no Workplace Occupational Violence incident occurring or which may occur;
or
 - iii. there is no breach of an Act, Legislation, Regulation and/or a Local Law;
- (b) provide a written report of the breach of the Shire Authorised Recording Authority to the Shire's Chief Executive Officer (CEO).

The SDA provides in section 5(1)(b) that it is an offence to record a private conversation to which that person is a party however subsection (2)(e) exempts a person from committing such offence where the use of a listening device results in the unintentional hearing of a private conversation. Subsection (3)(c) and (d) provide an exemption where each party to the private conversation expressly or impliedly consents to the use of the listening device or where the use is reasonably necessary for the protection of the lawful interests of that principal party.

Section 6(1)(b) and subsection (2)(e) and 3(a) or (b)(ii) SDA mirrors section 5(1)(b) in respect to the use of an optical surveillance device.

Retention and Storage of Recorded Data

Recorded data will be stored in a secure electronic location with access restricted to Shire officers with the delegated authority of the CEO (Delegated Officers).

Recorded data will be protected from unauthorised viewing, copying, altering and disclosure by the Delegated Officers.

Recorded data required, or which may be required, as evidence in any legal and/or regulatory process will be retained in accordance with the State Records Act 2000.

Recorded data which is not required as evidence in any legal and/or regulatory process will be permanently deleted after a period of 62 days from the date of capture by the surveillance device.

Confidentiality

All recorded data will be kept confidential and dealt with in accordance with the provisions of section 9 of the SDA, the FOI Act.

Even though Shire is not required to comply with the Privacy Act including the APP, any matter arising from the Privacy Act Review or the Privacy Act Review recommendations as published from time to time, it will take into consideration those provisions as a guide to best practice in protecting confidentiality in data retention and storage and the release of data.

A person has the right to apply to the CEO for access to review recorded data which captures that person and the application will be dealt with in accordance with the FOI Act.

The identification of any person/s or incidents captured by a surveillance device by Authorised Officer which is disclosed to third parties including but not limited to family, friends, acquaintances or the media is a breach of this policy and will be deemed a serious breach of the Shire's employee code of conduct and terms of employment. A breach will not occur where the Authorised Officer has the prior written consent of the party and/or incidents captured by the surveillance device.

Release of Data

Recorded data will only be released to a member of the Western Australia Police Force or when served with an order of a court of competent jurisdiction of any State or Territory in Australia.

Complaints

Any complaints regarding the capturing, retention and storage, confidentiality or release of data captured by a surveillance device may be made in writing to the CEO which will be dealt with in accordance with Complaint Handling Policy.

6.4 TEMPORARY ACCOMMODATION

Adopted or Reviewed by Council:

Council Minute Reference:

Reviewer: Manager and Regulatory Service

Local Law:

Procedure:

Delegation:

OBJECTIVE

To provide a consistent and transparent framework for the assessment and approval of applications for temporary accommodation in caravans and Tiny Homes on Wheels (THOWs) on private land within the Shire of Kojonup, in accordance with the *Caravan Parks and Camping Grounds Regulations 1997*, and in recognition of the WA Government's 2024 reforms designed to assist in alleviating housing stress in regional communities

POLICY

1. Background and Context

From 1 September 2024, amendments to the *Caravan Parks and Camping Grounds Regulations 1997* extended local government approval powers for temporary accommodation on private property, allowing approvals of up to 24 months. Previously, approvals were limited to a maximum of three months. The Shire of Kojonup acknowledges the regional housing crisis and supports the use of this policy as a tool to provide lawful, safe, and dignified temporary accommodation options for residents. *Cits*

2. Application of this Policy

This policy applies to all applications for temporary accommodation in a caravan or THOW on private land within the Shire of Kojonup, where the caravan or THOW is not located within a licensed caravan park or camping ground.

This policy does not apply to:

- (a) Short-term recreational camping of up to five (5) consecutive days on private land, which does not require approval under the Regulations; or
- (b) Caravans or THOWs located within a licensed caravan park or camping ground.
- (c) Structures not designed for human habitation regardless of whether they are wheeled or trailer-mounted.

3. Definitions

For the purposes of this policy:

Caravan means a vehicle designed or adapted for human habitation, including a campervan, motorhome, or trailer-mounted dwelling.

Tiny Home on Wheels (THOW) means a structure designed for human habitation that is built on a registered trailer or similar wheeled chassis, and which is not permanently affixed to land. (Boat houses, shipping containers, and similar structures are outside of the scope)

Immediate family member means a spouse, de facto partner, child, parent, or sibling of the landowner or primary occupant.

4. Eligibility for Approval

The Shire may grant approval for temporary accommodation in a caravan or THOW on private land where:

(a) The applicant is the landowner, or has the written consent of the landowner;

(b) No more than one caravan or THOW is proposed on the lot (special approval is required for more than one);

(c) The proposed use is for genuine temporary accommodation purposes, including but not limited to:

- (i) Transitional housing while a dwelling on the same lot is under construction, renovation, or repair;
- (ii) Housing following natural disaster, fire, or other emergency displacement;
- (iii) Accommodation for a family member, agricultural worker, or other person in genuine housing need; or
- (iv) Other circumstances where the Shire is satisfied a genuine temporary accommodation need exists.

(d) The proposal meets the siting and amenity requirements set out in clause 6 of this policy; and

(e) Adequate sanitation and utility connections are available or proposed.

5. Approval Period and Renewal

(a) The Shire may grant approval for a period of up to **24 months**. Applicants may re-apply to the Shire on expiry of an approval. *Western Australian Government*

(b) The Shire will consider renewal applications on their merits, having regard to the continuing need for temporary accommodation and compliance with the conditions of the original approval.

(c) Approvals are not transferable and are tied to the approved lot and occupant(s).

6. Siting and Amenity Requirements

All approved caravans and THOWs must comply with the following minimum requirements:

(a) Setbacks — positioned in accordance with the setback requirements of the Shire's Local Planning Scheme or, where not specified, a minimum of 1.5 metres from any side or rear boundary and not forward of the primary street setback of any dwelling on the lot;

(b) Sanitation — connected to an approved wastewater management system (reticulated sewerage, approved septic system, or self-contained grey and black water system compliant with relevant health standards). Approval from the Shire's Environmental Health Officer is required prior to occupation where a new or modified wastewater connection is proposed;

(c) Power and water — connected to a safe and lawful power source and potable water supply;

(d) Parking — one (1) additional off-street parking bay must be available for use by occupant(s) of the caravan or THOW;

(e) Screening — where located in a residential zone or visible from a public place, the caravan or THOW must be reasonably screened from view, including any associated clothesline or external storage;

(f) Occupancy — the combined number of occupants of the dwelling and the caravan or THOW must not exceed six (6) unrelated persons; and

(g) Safety — the caravan or THOW must be maintained in a structurally sound and weatherproof condition throughout the approval period.

7. Application Process

Applications must be submitted on the Shire's approved form and include:

- (a) Full name and contact details of the applicant and landowner (if different);
- (b) Certificate of title or evidence of the applicant's interest in the land;
- (c) A site plan indicating the proposed location of the caravan or THOW on the lot, including setbacks, access, and parking;
- (d) Details of proposed sanitation and utility connections;
- (e) A brief statement of the temporary accommodation need and the anticipated duration of occupation; and
- (f) Payment of the applicable application fee as set by the Shire's Schedule of Fees and Charges.

8. Conditions of Approval

The Shire may impose conditions on any approval, including but not limited to:

- (a) Restricting the period of approval;
- (b) Requiring specific siting, screening, or infrastructure works;
- (c) Limiting the number of occupants;
- (d) Requiring periodic compliance inspections; and
- (e) Requiring removal of the caravan or THOW at the expiry or revocation of the approval.

9. Enforcement

Occupation of a caravan or THOW on private land without a valid approval, or in breach of approval conditions, constitutes an offence under the *Caravan Parks and Camping Grounds Regulations 1997*. Fines for unauthorised camping are \$200. The Shire will respond to complaints and conduct compliance inspections as required. Officers will exercise reasonable discretion in the first instance, including issuing written directions to remedy before taking formal enforcement action, except where a health or safety risk is present. *Western Australian Government*

10. Delegation

Authority to assess and determine applications under this policy is delegated to the [CEO / Ranger / Manager of Regulatory Services] in accordance with the Shire's delegation register.

11. Review

This policy will be reviewed annually or as required following changes to the *Caravan Parks and Camping Grounds Act 1995*, the *Caravan Parks and Camping Grounds Regulations 1997*, or related State Government policy.

COMPLIANCE REQUIREMENTS

Legislation:

- *Local Government Act 1995*
- *Caravan and Camping Ground Act 1995*
- *Caravan and Camping Ground Regulations 1997 (as amended 1 September 2024)*
- *Health (Miscellaneous Provisions) Act 1911*

6.5 REGULATORY COMPLIANCE & ENFORCEMENT POLICY

Adopted or Reviewed by Council:

Council Minute Reference:

Reviewer: Manager and Regulatory Service

Local Law / Local Government Act 1995 ss.2.7, 3.1, 3.18; and legislation listed at clause 4

Legislation

Procedure: Delegation Register, Code of Conduct, Complaints management policy, Records Management Policy, Statement of Prosecution Policy and Guidelines 2005(WA)

Delegation:

OBJECTIVE

To establish a clear, consistent, and lawful framework for compliance and enforcement activities undertaken by the Shire of Kojonup. Regulatory functions will be exercised fairly, transparently, proportionately, and in accordance with the principles of natural justice, with the aims of promoting voluntary compliance, protecting public health, safety, and amenity, and maintaining public confidence in the Shire's regulatory role.

SCOPE

This policy applies to all officers exercising delegated authority under State legislation administered by the Shire or local laws made by the Shire, and covers alleged breaches of legislation or local laws, failure to comply with lawful directions or notices, and appeals or legal proceedings initiated or defended by the Shire.

POLICY

3.1 General Principles

- (a) The Shire will administer its statutory responsibilities fairly, impartially, and in the public interest.
- (b) Regulatory enforcement is an administrative function. Responsibility rests with the CEO, subject to delegation. Enforcement decisions are independent of political influence.
- (c) Each compliance matter will be assessed on its individual merits. Enforcement action will be proportionate to the seriousness of the breach.
- (d) The Shire does not condone the continuation of unlawful activity once a breach is known. Education and informal resolution may be used where appropriate and in the public interest.
- (e) Complaints may be prioritised, deferred, or not pursued where they are minor, unreasonable, vexatious, or lack sufficient public interest.
- (f) Authorised officers may undertake proactive or reactive compliance inspections as required.
- (g) All officers, contractors, volunteers, and elected members involved in compliance matters are bound by the Shire's Code of Conduct.

3.2 Enforcement Options

Enforcement action may only be taken by authorised officers and will be selected having regard to the seriousness of the breach, compliance history, harm caused, and public interest. Options available include:

- (a) No further action;
- (b) Education or informal resolution;
- (c) Formal written warning;
- (d) Statutory notice or direction;
- (e) Cancellation or suspension of approvals;
- (f) Infringement notice;
- (g) Prosecution; or
- (h) Injunction.

3.3 Prosecution

Prosecution will only be initiated where a prima facie case exists with reasonable prospects of success and prosecution is in the public interest, having regard to the Statement of Prosecution Policy and Guidelines 2005 (WA). Considerations include seriousness of the offence, deterrence value, harm caused, compliance history, and whether alternatives to prosecution are adequate.

3.4 Injunctions and Cost Recovery

In cases of serious or ongoing non-compliance, the Shire may seek injunctive relief through the courts. Such decisions rest with the CEO or delegate. Where legally available, the Shire will seek to recover reasonable enforcement and legal costs from the offender.

3.5 Information and Disclosure

Compliance information will be managed in accordance with the Freedom of Information Act 1992. Active investigations will not be publicly disclosed unless required by law.

LEGISLATIVE AND STRATEGIC CONTEXT

This policy operates within, but is not limited to, the following legislation:

- (a) Local Government Act 1995
- (b) Planning and Development Act 2005
- (c) Building Act 2011
- (d) Public Health Act 2016
- (e) Dog Act 1976
- (f) Cat Act 2011
- (g) Bush Fires Act 1954
- (h) Work Health and Safety Act 2020 (WA)
- (i) Caravan Parks and Camping Grounds Act 1995 and Regulations 1997
- (j) Freedom of Information Act 1992

DEFINITIONS

<u>Term</u>	<u>Meaning</u>
<u>Authorised Officer</u>	<u>A person appointed by the CEO to exercise powers under legislation or local laws.</u>
<u>Compliance</u>	<u>Actions taken to ensure adherence to legislation and local laws.</u>

<u>Term</u>	<u>Meaning</u>
<u>Enforcement</u>	<u>Formal actions taken to address non-compliance.</u>
<u>Infringement Notice</u>	<u>A notice offering an alleged offender the option to expiate an offence by payment of a penalty.</u>
<u>Proactive Compliance</u>	<u>Compliance activity initiated by the Shire without a complaint.</u>
<u>Unreasonable Complaint</u>	<u>As defined by the Ombudsman Western Australia Managing Unreasonable Complainant Conduct Practice Manual.</u>
<u>Warning</u>	<u>A written or verbal notice advising of alleged non-compliance and required corrective action.</u>

REVIEW

This policy will be reviewed annually as part of the Shire's Policy Manual review, or earlier if required due to legislative or organisational change.