



SHIRE OF KOJONUP

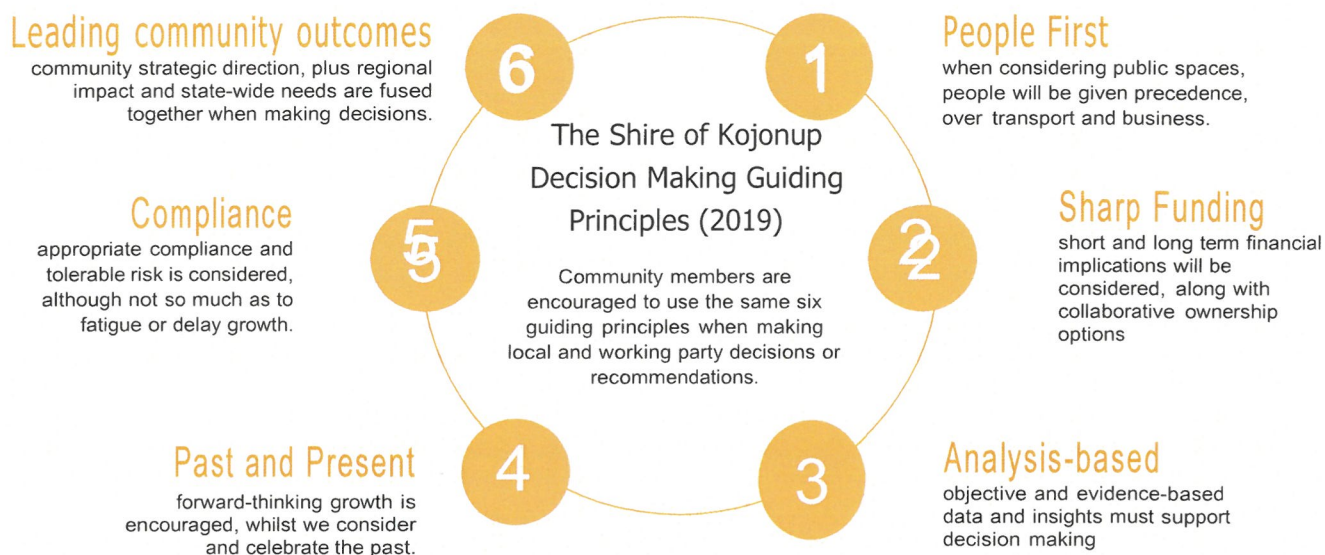
MINUTES

Ordinary Council Meeting

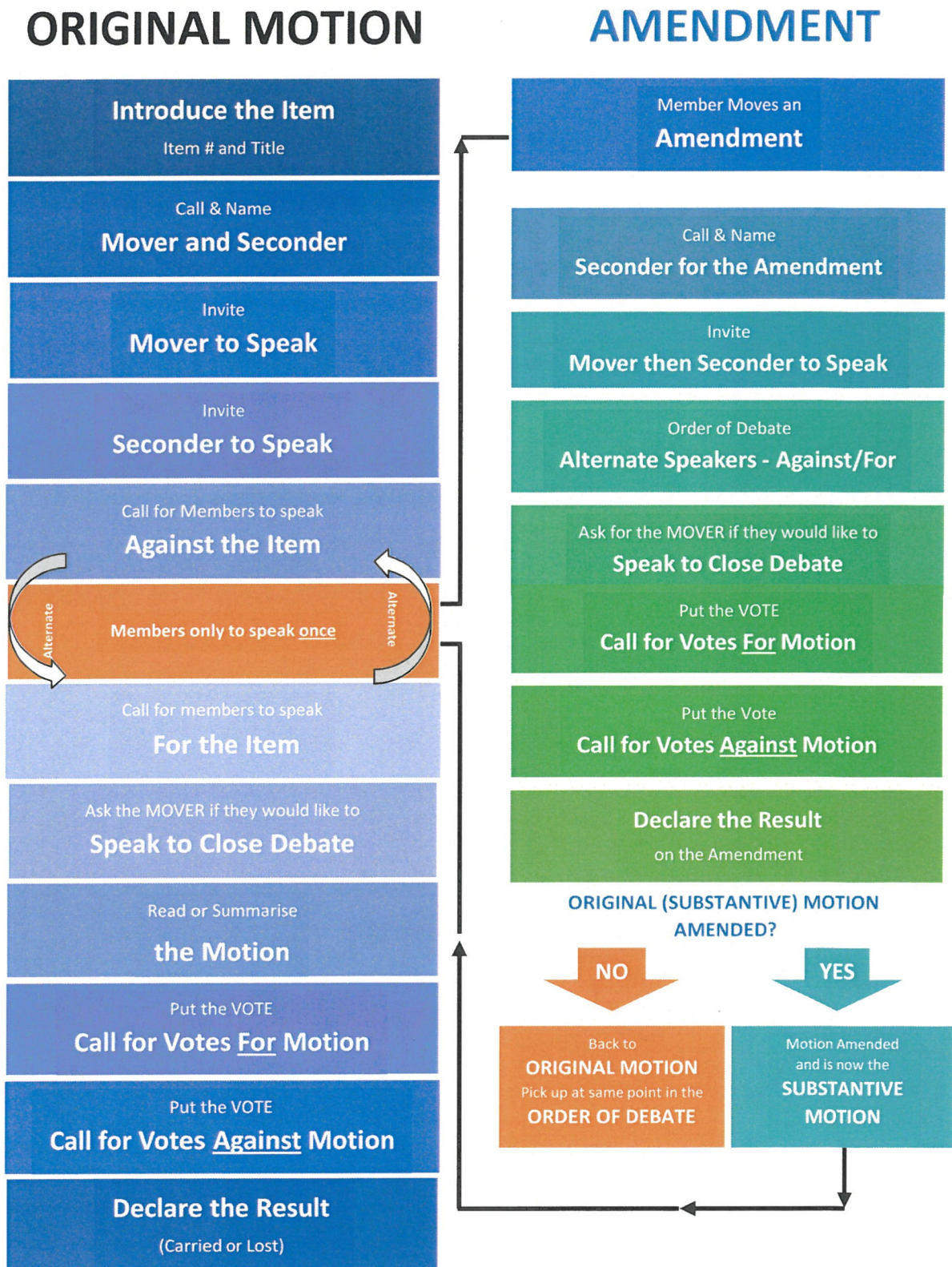
26 May 2026

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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



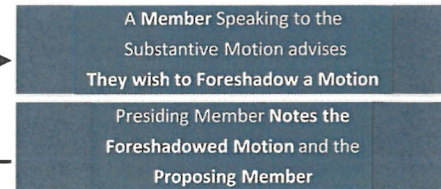
Minor clarification of wording of motions: A minor amendment of the motion can be done at any time through the Presiding Member with the approval of the Mover and the Second.

Substantive Motion

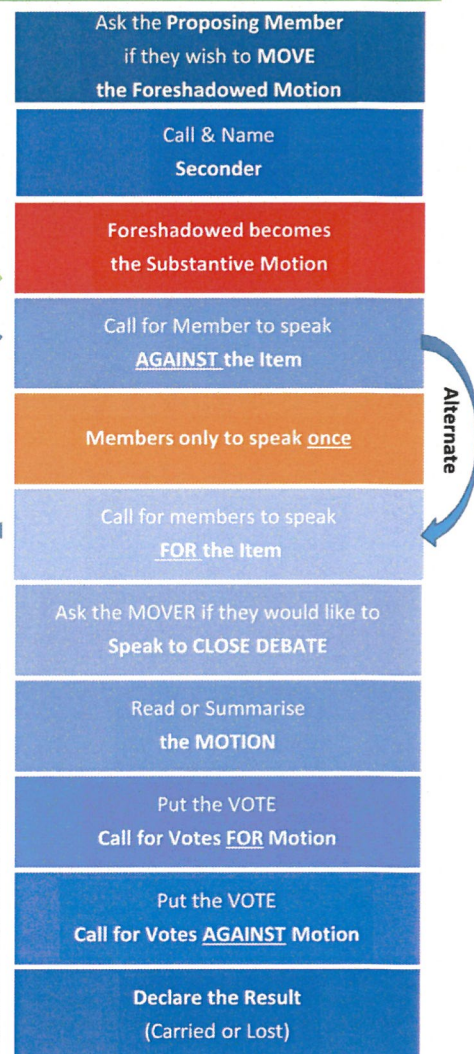


Process: Foreshadowed Motion

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



Foreshadowed Motion



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.

MINUTES FOR AN ORDINARY COUNCIL MEETING HELD ON 26 MAY 2026

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1. DECLARATION OF OPENING AND ANNOUNCEMENT OF GUESTS

The Shire President shall declare the meeting open at **3pm** 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 Gnowangerup 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
Cr Craig Mitchell	Councillor
Cr Kerry Mickle	Councillor

SHIRE OFFICERS

Grant Thompson	Chief Executive Officer
Jill Johnson	Deputy Chief Executive Officer
Darryn Watkins	Manager Works & Infrastructure
Nerrida Robinson	Rates Officer

3.2 APOLOGIES

Estelle Lottering	Manager Regulatory Services
Du-wayne Lottering	Manager Property Services & NRM

3.3 PUBLIC GUESTS

3.4 APPROVED LEAVE OF ABSENCE

Cr Craig Mitchell	Councillor	Leave of absence revoked
Cr Kerry Mickle	Councillor	Leave of absence revoked

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 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.

MOTION	38/26	
MOVED:	Cr Radford	
SECONDED:	Cr Mickle	
VOTE:	FOR:	7/0
	AGAINST:	
Questions / Notes	Minor Change (Cr Bilney): Deferred to the April 28 th Meeting but should be May 2026 OCM Meeting	

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

Cr Bilney & CEO - Informal discussion with the Hon Steve Martin. Regards Main roads	Noted	
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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		
Key Strategic Pillar/s	Community Goal/s	Corporate Objective/s
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 advantage 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) which is difficult to measure but is expected to be significant due to the estimated multiplier value it creates per resident within the Kojonup micro economy.

Bloom has a material multiplier effect benefiting businesses who employ people through to wellness and 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.

MOTION	39/26	
MOVED	Cr Michael	
SECONDED	Cr Mickle	
VOTE	FOR: 7/0	AGAINST:
NOTES / QUESTIONS	For – Cr Michael – important to support Against – Cr Mathwin – if other Shires don't join in – that it comes redundant	

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 (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		
Key Strategic Pillar/s	Community Goal/s	Corporate Objective/s
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) Financial Sustainability	Failure or reduction in controls associated with financial management, accounting standards, purchasing to pay, order to cash, plant, equipment or machinery lease or purchase, Treasury Functions, bank reconciliations, budget etc. These include processes and controls that are end to end in external and internal to the organisation.	Budget Controls	Cash Flow Budget and reporting to be implemented
Risk rating – ADEQUATE			
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.

MOTION	40/26
MOVED:	Cr Mathwin
SECONDED:	Cr Wieringa
VOTE:	FOR: 7/0
	AGAINST:
Questions / Notes	Nil

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 <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

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
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. 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.

MOTION	41/26
MOVED:	Cr Radford
SECONDED:	Cr Wieringa
VOTE:	FOR: 7/0
	AGAINST:
Questions / Notes	Cr Mathwin – Refund – Nick O’Halloran – for \$12 000, that’s his entire rates DCEO & Rates Officer- Overpayment and credit for land transaction Cr Mitchell – move amendment, Council accepts this attachment to payments, but all amenities’ expenses over the amount of \$500 incurred by Shire staff should under the terms of their employment package should be reimbursed to the Shire. Cr Mathwin – Question – Should this not come through our budget considerations Cr Mitchell withdrew amendment based on further discussion and investigation required CEO – also has implications over the policies, will go away to investigate and come back with information.

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 <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 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 9.4.3.1](#).

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
16) Financial Sustainability	Failure or reduction in controls associated with financial management, accounting standards, purchasing to pay, order to cash, plant, equipment or machinery lease or purchase, Treasury Functions, bank reconciliations, budget etc. These include processes and controls that are end to end in external and internal to the organisation.	Budget Controls	Cash Flow Budget and reporting to be implemented
Risk rating – ADEQUATE			
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.

MOTION	42/26	
MOVED:	Cr Mitchell	
SECONDED:	Cr Mathwin	
VOTE:	FOR:	7/0
	AGAINST:	
Questions / Notes		

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.

MOTION	43/26	
MOVED:	Cr Mitchell	
SECONDED:	Cr Mathwin	
VOTE:	FOR:	7/0
	AGAINST:	
Questions / Notes	Cr Mathwin CEO	Recommendation to get Star Link into Zulu's ute, \$10 000 should be put into the budget. Should discuss as line item first in the budget

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		
Key Strategic Pillar/s	Community Goal/s	Corporate Objective/s
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.

MOTION	44/26	
MOVED:	Cr Mickle	
SECONDED:	Cr Radford	
VOTE:	FOR:	7/0
	AGAINST:	
Questions / Notes	CEO	Due to the sensitivity around this matter, take back to Bushfire Brigades
	Cr Mathwin	Just take back to Lumeah Brigade Defer to June 2026 meeting Carried

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. Ineffective policies & processes	External Audits (compliance)	
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 Act 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.

MOTION	44/26	
MOVED:	Cr Mitchell	
SECONDED:	Cr Michael	
VOTE:	FOR:	7/0
	AGAINST:	
Questions / Notes	Cr Mathwin	Moved and amendment to the substantive motion, Seconded – Cr Mitchell “That the restricted and prohibited times be changed in the firebreak notice to the following: Prohibited Burning Period 1 November to 14 March. Restricted period be changed to the 14th March – 16^h April.” That Council adopt the 2026/2027 Fire Break Order for publishing with the amendments that the prohibited and

		restricted times be changed to: Prohibited Burning Period 1 November to 14 March. Restricted period be changed to the 14 th March – 16 ^h April
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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 "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>
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	Failure to comply with procurement obligations under the Local Government Act 1995 and Local	RFT to be advertised via WALGA Online Tenders portal; Council	

	Government (Functions and General) Regulations 1996 by entering into a contract without first publicly inviting tenders.	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.

MOTION	46/26	
MOVED:	Cr Radford	
SECONDED:	Cr Mitchell	
VOTE:	FOR:	7/0
	AGAINST:	
Questions / Notes	Cr Mathwin	Clarifying question – separation of lease documents brings back to council when tender is considered.

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 9.4.8.3 – Special Operating Procedure

'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-townsite premises is fundamental to the correct exercise of this delegation:

- (a) Kojonup townsite and Muradup townsite 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	Nil

		under section 10AB of the <i>Dog Act 1976</i>	
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 – ADEQUATE			
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.

MOTION	47/26	
MOVED:	Cr Mitchell	
SECONDED:	Cr Wieringa	
VOTE:	FOR:	
	AGAINST:	
Questions / Note	Cr Mathwin	Move amendment to Defer to the next meeting, and bring to a briefing session. Leave it for two months – will come back in July/August 2026. To have more discussion. Move – Cr Mathwin Second – Cr Mitchell Cr Wieringa, due to budget, we won't have the time to discuss and bring to the OCM. Having time to discuss this. Amendment to August 2026 OCM

9.4.9 POLICY MANUAL REVIEW

REPORTING OFFICER:	Estelle Lottering – Manager Regulatory Services
DATE:	Wednesday, 20 May 2026
ATTACHMENT(S):	9.4.9.1 - Policy Manual – existing (December 2023) copy showing proposed changes 9.4.9.2 – Policy Manual – final May 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 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.

MOTION	48/26	
MOVED:	Cr Radford	
SECONDED:	Cr Mathwin	
VOTE:	FOR:	7/0
	AGAINST:	
Questions / Notes	Cr Bilney	Move amendment defer it as well to August 2026 OCM Meeting. CEO will be away, it's a large document, Council needs to feel comfortable. Needs to be in this calendar year Move – Cr Bilney Second – Cr Mickle Carried – 7/0

10. APPLICATIONS FOR LEAVE OF ABSENCE

Cr Michael	10 June to 30 July	Moved Cr Michael Seconded Cr Mathwin 7/0 Carried
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11. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

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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 3:37pm.

16. ATTACHMENTS

Confirmed on 23 June 2026 as a true record –



Presiding Member



Date

6.1	6.1.1	Unconfirmed Minutes of an Ordinary Council Meeting held on 28 April 2026
9.1.1	9.1.1.1	ASW proposal for the Bloom Festival 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 – with tracking
	9.4.9.2	Soko Policy Manual May 2026