

Kojonup



SHIRE OF KOJONUP

AGENDA

Ordinary Council Meeting

23 June 2026

TO: THE SHIRE PRESIDENT AND COUNCILLORS

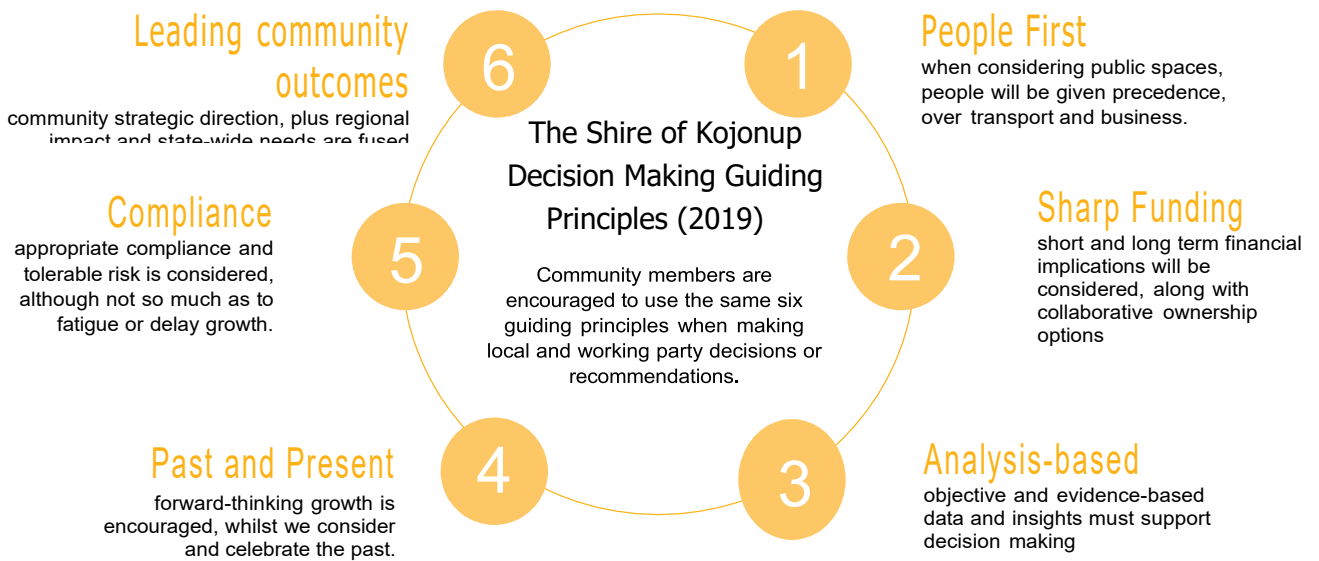
NOTICE is hereby given that an Ordinary Meeting of the Council will be held in the Council Chambers, Administration Building, 93 Albany Highway, Kojonup on 23 June 2026 commencing at 3:00pm.

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

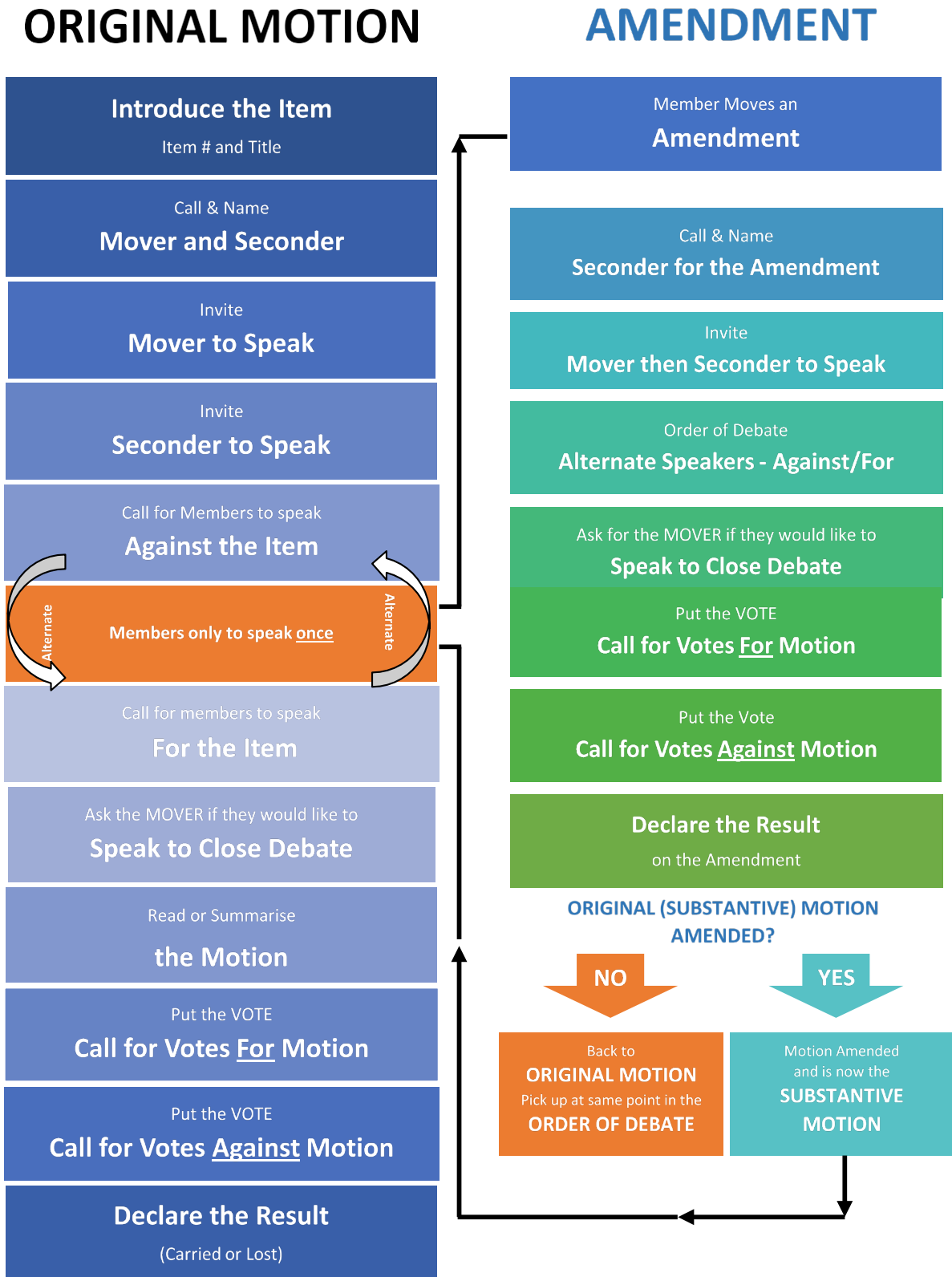
- i. The advice, information or recommendation is given by a person who has the qualifications or experience necessary to give such advice, information or recommendation; and
- ii. Where any advice is directly given by a person who does not have the required qualifications or experience, that person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

GRANT THOMPSON
CHIEF EXECUTIVE OFFICER
19 June 2026

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

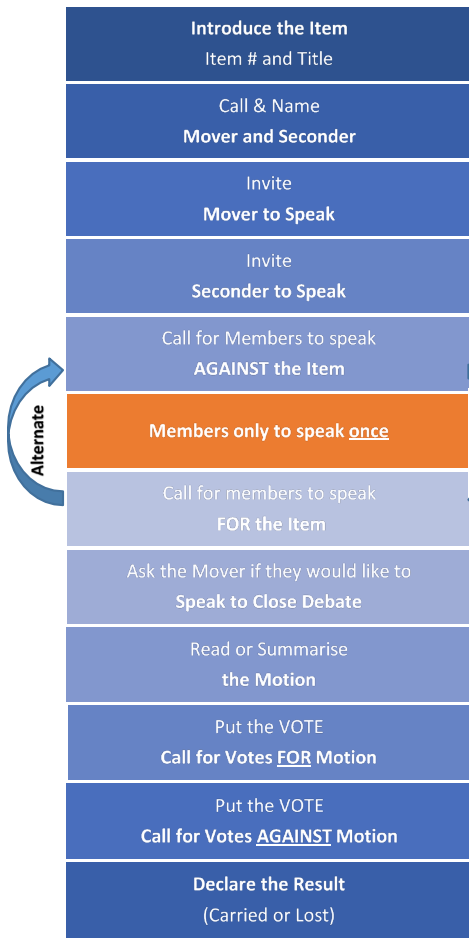


Process of Substantive Motion, Amendment to Motion and Foreshadowed Motion



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

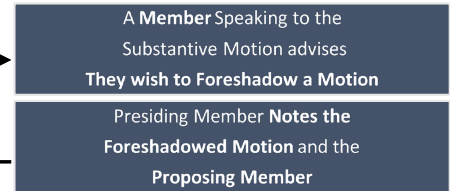
Substantive Motion



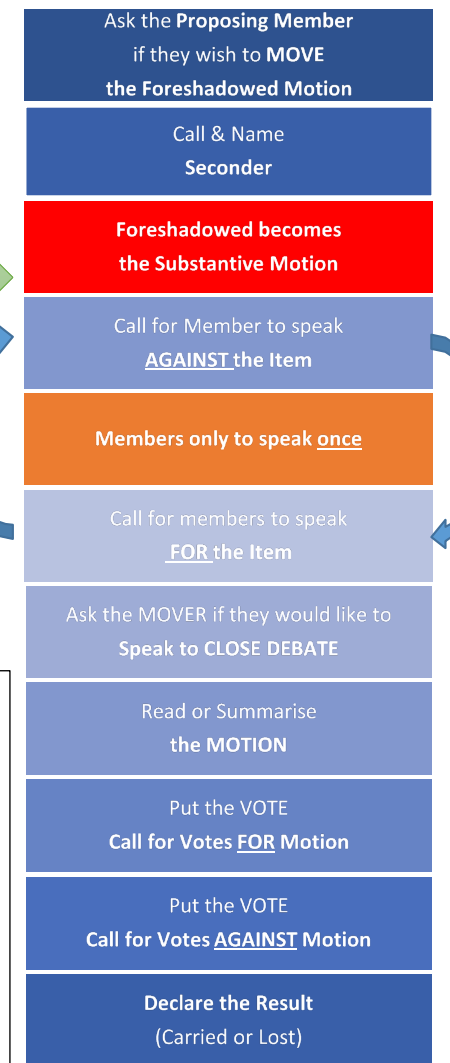
Foreshadowed Motion Lapses

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.

AGENDA FOR AN ORDINARY COUNCIL MEETING TO BE HELD ON 23 JUNE 2026

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SHIRE OF KOJONUP ORDINARY COUNCIL MEETING AGENDA

1. DECLARATION OF OPENING AND ANNOUNCEMENT OF GUESTS

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

Disclaimer

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

The Shire of Kojonup expressly disclaims liability for any loss or damage suffered by any person as a result of relying on or acting on the basis of any advice or information provided by a member or officer, or the content of any discussion occurring, during the course of the meeting. No responsibility whatsoever is implied or accepted by the Shire of Kojonup for any act, omission or statement or intimation occurring during Council or committee meetings.

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

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

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

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

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 Kerry Mickle	Councillor
Cr Craig Mitchell	Councillor

SHIRE OFFICERS

Grant Thompson	Chief Executive Officer
Jill Johnson	Deputy Chief Executive Officer

3.2 APOLOGIES

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3.3 PUBLIC GUESTS

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3.4 APPROVED LEAVE OF ABSENCE

Cr Cherilyne Michael	Councillor

4. DECLARATION OF INTEREST

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5. PUBLIC QUESTION TIME

5.1 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

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5.2 PUBLIC QUESTION TIME

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6. CONFIRMATION OF MINUTES

6.1 MINUTES OF ORDINARY COUNCIL MEETING [DATE]

Unconfirmed Minutes of an Ordinary Council Meeting held 24 March 2026 are at [Attachment 6.1.1 - 04-Minutes-Ordinary-Council-Meeting-26-May-2026-Unconfirmed](#)

OFFICER RECOMMENDATION

That the Minutes of an Ordinary Council Meeting held 26 May 2026 be confirmed as a true record.

MOVED:	
SECONDED:	
VOTE:	
FOR:	
AGAINST:	

7. PRESENTATIONS

7.1 PETITIONS

Nil

7.2 PRESENTATIONS

Nil

7.3 DEPUTATIONS

Nil

7.4 DELEGATES' REPORT

8. METHOD OF DEALING WITH AGENDA BUSINESS

9. REPORTS

9.1 KEY PILLAR '*LIFESTYLE*' REPORTS

Nil

9.2 KEY PILLAR '*ECONOMICS*' REPORTS

Nil

9.3 KEY PILLAR '*VISITATION*' REPORTS

Nil

9.4 KEY PILLAR ‘PERFORMANCE’ REPORTS

9.4.1 FINANCIAL MANAGEMENT – MONTHLY STATEMENT OF FINANCIAL ACTIVITY (MAY 2026)

REPORTING OFFICER:	Jill Johnson – Deputy Chief Executive Officer
DATE:	Friday 19 June 2026
ATTACHMENT(S):	9.4.1.1 – Monthly Financial Statements 1 May 2026 to 31 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 SoK 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 month ending 31 May 2026.

BACKGROUND

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

COMMENT

The attached Statement of Financial Activity for the period ending 31 May 2026 represents eleven (11) months of the 2025/2026 financial year, or 91% 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 \$2,257,895. 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 102.5% of budgeted projects at the eleventh-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 \$3.510m, of which \$1.142m is held in cash-backed reserve accounts and \$2.368m 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) of the Local Government (Financial Management) Regulations 1996 requires a local government to prepare a “Statement of Financial Activity” each month, reporting on the sources and applications of funds for the year to date.

Regulation 34(4) requires the Statement to be presented to an ordinary meeting of the Council within two (2) months after the end of the month to which it relates. This report satisfies that requirement for the month ending 31 May 2026, with the meeting occurring on 23 June 2026.

POLICY IMPLICATIONS

Council Policy 2.1.6 defines the content of the financial reports.

FINANCIAL IMPLICATIONS

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

RISK MANAGEMENT IMPLICATIONS

RISK MANAGEMENT FRAMEWORK			
Risk Profile	Risk Description/Cause	Key Control	Current Action
16) <i>Financial Sustainability</i>	Failure or reduction in controls associated with financial management, accounting standards, purchasing to pay, order to cash, plant, equipment or machinery lease or purchase, Treasury Functions, bank reconciliations, budget etc. These include processes and controls that are end to end in external and internal to the organisation.	<i>Budget Controls</i>	Cash Flow Budget and reporting to be implemented
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 31 May 2026, as attached.

MOVED:	
SECONDED:	
VOTE:	
FOR:	
AGAINST:	

9.4.2 MONTHLY PAYMENTS LISTING – MAY 2026

REPORTING OFFICER:	Rachael Egerton-Warburton – Finance Officer (Creditors)
DATE:	Tuesday, 16 June 2026
ATTACHMENT(S):	9.4.2.1 – Monthly Payment Listing 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 SoK monitoring and reporting

DECLARATION OF INTEREST

Nil

PURPOSE OF THIS REPORT

To receive the list of payments covering the month of May 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
Financial	Lack of transparency or appropriate control over creditor payments made under delegated authority.	Monthly Payment Listing presented to Council in accordance with Regulation 13 of the Local Government (Financial Management) Regulations 1996.	Monthly reporting of payments to Council under delegated authority.
RISK RATING:	LOW		
IMPLICATIONS			
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 Council;

In accordance with Regulation 13(1) of the *Local Government (Financial Management) Regulations 1996*, receives the list of payments as attached, made under delegated authority for the period 1 May 2026 to 31 May 2026, as follows:

Payment Type	Reference	Amount
Municipal Cheques	14417	\$41,461.97
EFTs	38058–38218	\$358,315.30
Direct Debits		\$1,056,659.88
Total		\$1,456,437.15

be received.

MOVED:	
SECONDED:	
VOTE:	
FOR:	
AGAINST:	

9.4.3 PERMANENT INCREASE TO DEPUTY CHIEF EXECUTIVE OFFICER CREDIT CARD LIMIT - \$10,000

REPORTING OFFICER:	Grant Thompson – Chief Executive Officer
DATE:	17 June 2026
ATTACHMENT(S):	<p>9.4.3.1 - Council Policy Manual</p> <p>9.4.3.2 - Shire of Kojonup Credit Card Register 2025/2026</p> <p>9.4.3.3 - Temporary Authorised Credit Card Limit Increase Letter (1 April 2026)</p>

<p>'PLACEMAKING' STRATEGIC COMMUNITY PLAN JULY 2023 TO JUNE 2033 To be <i>"The Cultural Experience Centre of the Great Southern"</i> STRATEGIC/CORPORATE IMPLICATIONS</p>		
<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 permanently increasing the credit card limit of the Deputy Chief Executive Officer (DCEO) from \$3,000 to \$10,000, and to amend *Council Policy 2.1.8 - Corporate Credit Cards* to reflect the new authorised limit.

BACKGROUND

The Shire of Kojonup currently issues two (2) corporate credit cards as recorded in the Shire of Kojonup Credit Card Register 2025/2026 ([Attachment 9.4.3.2 - Shire of Kojonup Credit Card Register 2025/2026](#)) :

- CC-001 - Chief Executive Officer (Grant Thompson) - authorised limit \$10,000; and
- CC-002 - Deputy Chief Executive Officer (Jill Johnson) - authorised limit \$3,000, with the condition that any individual purchase exceeding \$3,000 requires CEO approval.

Over the past 12 months the DCEO's \$3,000 limit has, on three separate occasions, been temporarily increased to \$10,000 by the CEO under delegated authority to meet legitimate operational expenditure requirements (June 2025, December 2025 - March 2026, and April - May 2026). Each temporary increase has expired at the end of the authorised period.

In correspondence to the DCEO dated 17 December 2025 authorising the second temporary increase, the CEO foreshadowed an intention to bring the matter to Council for permanent approval, noting that the Shire has reduced the number of active corporate credit cards in the organisation down to two and that the operational case for ongoing access to a higher limit is established.

Council Policy 2.1.8 - Corporate Credit Cards currently provides that 'each credit card provided

shall have a maximum limit of \$3,000 except for the Chief Executive Officer whose maximum limit shall be \$10,000'.

A permanent increase to the DCEO limit therefore requires both a Council resolution and an amendment to *Policy 2.1.8*.

COMMENT

Operational case for a permanent \$10,000 limit

The repeated need for temporary increases to \$10,000 across 2025 and 2026 demonstrates a recurring, legitimate operational requirement that exceeds the current \$3,000 limit.

The DCEO is responsible for Finance, Corporate Services and Community functions and routinely transacts business that cannot practically be processed on a \$3,000 limit, including:

- annual software subscriptions and licence renewals (finance, payroll, records and corporate systems);
- online purchases and orders where no supplier account is held or where the supplier does not accept purchase orders;
- conference, training and accommodation bookings for staff and Elected Members;
- professional and statutory membership renewals;
- fuel, vehicle servicing and after-hours operational purchases; and
- emergency or unbudgeted expenditure where deferral is not appropriate.

Guided by Council the Shire has actively reduced the number of corporate credit cards on issue to two Shire Officers (CEO and DCEO). This concentrates expenditure across fewer cards, which means transactions previously spread across multiple cardholders now fall to either the CEO or DCEO.

A \$3,000 limit on the DCEO card is no longer commensurate with the volume and value of operational expenditure that legitimately needs to flow through that card.

Role of the Deputy CEO and continuity of operations

The DCEO is a Senior Employee under *section 5.37* of the *Local Government Act 1995* and can be appointed Acting CEO during the CEO's absence under *Council Policy 3.16*.

The DCEO already holds significant sub-delegated financial authority - including FIN 001 (Payments from Municipal & Trust Fund), FIN 002 (Investment of Surplus Funds), FIN 003 (Write Off Money Owed to Shire) and FIN 005 (Borrowings) - all of which permit the DCEO to commit Shire funds at materially higher thresholds than \$3,000.

Aligning the DCEO credit card limit with the CEO limit also ensures business continuity. When the CEO is absent and payments are required by the DCEO, a \$3,000 card limit is a practical constraint that has, in recent periods, required a separate temporary increase to be authorised each time. A permanent \$10,000 limit removes this administrative overhead and supports the agile decision-making expected of the position.

Controls and accountability

The proposed increase does not weaken the existing control framework around corporate credit card use. All the controls in *Council Policy 2.1.8 and r.11(1)(a) of the Local Government (Financial Management) Regulations 1996* continue to apply, including:

- use restricted to purchasing goods and services authorised in the current Annual Budget;

- tax invoices and receipts to be retained for every transaction and provided to the CEO with general ledger / job number allocations;
- monthly statement certification by the cardholder, with reconciliation approved by the CEO and presented to Council;
- no cash withdrawals; no personal use; no rewards schemes.

The combination of an increased card limit and a retained CEO oversight delivers operational flexibility for routine and after-hours expenditure. This is considered a more efficient control than the current cycle of recurring temporary limit increases.

CONSULTATION

Deputy Chief Executive Officer

STATUTORY REQUIREMENTS

Section 6.5(a) of the Local Government Act 1995 requires the CEO to ensure proper accounts and records of the transactions and affairs of the local government are kept in accordance with the Regulations.

Regulation 11(1)(a) of the Local Government (Financial Management) Regulations 1996 requires the local government to develop procedures for the authorisation and payment of accounts to ensure that there is effective security for, and properly authorised use of, credit cards and similar devices by which goods, services, money or other benefits may be obtained.

POLICY IMPLICATIONS

Council Policy 2.1.8 - Corporate Credit Cards is the governing Shire instrument for corporate credit card use and limits. Approval of a permanent \$10,000 limit for the DCEO requires an amendment to *Policy 2.1.8*.

The following amendment to *Policy 2.1.8* is recommended:

1. **Amend the credit card limit clause** - to read: '*Each credit card provided shall have a maximum limit of \$3,000 except for the Chief Executive Officer and the Deputy Chief Executive Officer whose maximum limit shall be \$10,000.*'
2. **No change to other Policy 2.1.8 settings** - all other controls in *Policy 2.1.8* (cardholder agreement, register of cardholders, prohibition on cash withdrawals and personal use, receipt and reconciliation requirements, ABN obligations, etc.) are retained unchanged.

Subject to Council resolution, the Chief Executive Officer will update *Policy 2.1.8* accordingly and table the amended Policy at the next scheduled Policy review for formal adoption.

No other Council policies are affected by this report.

FINANCIAL IMPLICATIONS

There is no direct financial impact on the Shire's adopted Annual Budget from the proposed increase. A credit card limit represents the maximum exposure available on the card; it is not, of itself, expenditure.

All transactions on the DCEO card continue to be drawn from budgeted operational expenditure that has been approved by Council, and continue to be paid monthly by direct

debit from the Municipal Fund on the statement due date and reported to Council on a monthly basis.

The increased limit will, however, deliver indirect financial and administrative benefits, including the removal of the recurring administrative effort associated with issuing temporary limit increase letters reducing transactional cost, updating the bank, and reverting the limit; and a reduction in the risk of declined or split transactions for legitimate operational purchases.

The Total Active Cards (2) and the aggregate authorised credit limit profile of the Shire moves from \$13,000 to \$20,000.

RISK MANAGEMENT IMPLICATIONS

RISK MANAGEMENT FRAMEWORK			
Risk Profile	Risk Description/Cause	Key Control	Current Action
<i>16) Financial Sustainability</i>	Increased financial exposure on the DCEO card in the event of misuse, fraud, or compromise of card details. Mitigated by the retained <i>Policy 2.1.8</i> controls, the retention of the 'CEO approval over \$3,000' transaction condition, monthly statement certification, and the existing fraud monitoring provided by the issuing bank.	<i>Policy 2.1.8</i> controls; transaction limit; reconciliation	maintain monthly statement certification and audit review
<i>3) Compliance & Governance</i>	Repeated reliance on temporary credit card limit increases (three occasions in 12 months) creates governance and audit risk, including inconsistency with the current \$3,000 limit set by Council <i>Policy 2.1.8</i> and potential audit findings on the inadequacy of the controls framework.	Council resolution to permanently set the DCEO limit at \$10,000; corresponding amendment to <i>Policy 2.1.8</i>	Approve permanent increase and update <i>Policy 2.1.8</i>

Risk rating – **ADEQUATE**

IMPLICATIONS

A permanent \$10,000 DCEO credit card limit, supported by retained *Policy 2.1.8* controls is considered a low-risk option available to Council. It removes the recurring control weakness associated with temporary limit increases, formalises the operational reality of expenditure flowing across only two cards, and aligns the DCEO card with the DCEO's broader delegated financial authority. The risk rating is assessed as **ADEQUATE** on implementation of the recommended controls.

ASSET MANAGEMENT IMPLICATIONS

Nil

GREAT SOUTHERN VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Absolute Majority

OFFICER RECOMMENDATION

That Council:

1. Notes and approves the operational requirement for the Deputy Chief Executive Officer (DCEO) to transact at a higher credit card limit than the existing \$3,000 ceiling and the three temporary increases to \$10,000 authorised under delegation in the 12 months preceding this report.
2. Approves a permanent increase to the credit card limit of the Deputy Chief Executive Officer (DCEO) from \$3,000 to \$10,000, with effect from the date of this resolution.
3. Directs the Chief Executive Officer to update *Council Policy 2.1.8 - Corporate Credit Cards* to reflect the new authorised maximum limit for the Deputy Chief Executive Officer's credit card and to present the amended Policy to Council at the next scheduled Policy review for formal adoption.
4. Directs the Chief Executive Officer to arrange for the National Australia Bank to permanently update the credit limit on card CC-002 and to update the Shire of Kojonup Credit Card Register accordingly.
5. Directs the Chief Executive Officer to arrange for the Deputy Chief Executive Officer to re-execute the Shire of Kojonup Credit Card Agreement to acknowledge the revised \$10,000 authorised limit and the cardholder's ongoing responsibilities under *Council Policy 2.1.8 - Corporate Credit Cards*, with the executed agreement to be retained on the Deputy Chief Executive Officer's personnel file and noted in the Shire of Kojonup Credit Card Register 2025 2026.
6. Notes that all other controls in *Council Policy 2.1.8 - Corporate Credit Cards* remain unchanged and continue to apply to the Deputy Chief Executive Officer's credit card.

MOVED:	
SECONDED:	
VOTE:	
FOR:	
AGAINST:	

**9.4.4 ELECTED MEMBER AND INDEPENDENT COMMITTEE MEMBER FEES AND ALLOWANCES
2026/2027 FINANCIAL YEAR**

REPORTING OFFICER:	Grant Thompson – Chief Executive Officer
DATE:	15 June 2026
ATTACHMENT(S):	9.4.3.1 - Council Policy Manual 9.4.4.2 – Local Government CEO and Elected Council Members Determination April 2026 – Salaries & Allowances Tribunal

<i>'PLACEMAKING' STRATEGIC COMMUNITY PLAN JULY 2023 TO JUNE 2033</i> 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 approving and setting the Elected Member (Councillor) and Independent Committee Member Fees and Allowances for the 2026/2027 budget, following the release of the Salaries and Allowances Tribunal (SAT) Determination dated 2 April 2026 ([Attachment 9.4.4.2 – Local Government CEO and Elected Council Members Determination April 2026 – Salaries & Allowances Tribunal](#)) which takes effect on 1 July 2026.

BACKGROUND

Council has previously agreed to the option of paying an annual attendance fee in lieu of council meeting, committee meeting and prescribed meeting attendance fees which is permissible under the *Local Government Act 1995* and the 2026 SAT Determination dated 2 April 2026 (effective 1 July 2026).

The Council also approved attendance fees and travel allowance for Independent Committee Members of the Audit, Risk and Improvement Committee at a prior Ordinary Council Meeting.

The 2026 SAT Determination (Tribunal Determination 2026 – 032), ([Attachment 9.4.4.2 – Local Government CEO and Elected Council Members Determination April 2026 – Salaries & Allowances Tribunal](#)), introduced the following key changes relevant to the Shire of Kojonup (a Band 3 local government):

- a 3.5% general economic increase to CEO remuneration bands, Elected Member meeting attendance fees, annual fees in lieu, and the Mayor/President/Chair annual allowance ranges;
- retention of the 25% rate for the Deputy President annual allowance (calculated

- against the new President allowance range);
- amendment to the ICT annual allowance to provide that where ICT equipment is supplied to an Elected Member by the local government, the allowance is to be reduced by the cost of that equipment;
- expansion of the Regional/Isolation Allowance eligibility to include 17 additional Wheatbelt and Great Southern local governments (assessed against ARIA++ > 5 and SEIFA < 1000 thresholds) – the Shire of Kojonup is **not** currently listed in Table 3 of the Determination and is therefore not eligible for this allowance; and
- no change to housing or motor vehicle allowances.

Furthermore, *Council Policy 3.7 – 'Councillors Fees & Reimbursements'*, (9.4.3.1 - Council Policy Manual), states as follows:

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

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

COMMENT

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

The annual meeting attendance fee range within the bands, as defined in the *Determination of the Salaries and Allowances Tribunal on Local Government Chief Executive Officers and Elected Members* made on 2 April 2026 (Tribunal Determination 2026 – 032), which incorporates a 3.5% general economic increase as follows:

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

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

Band	Elected council member		Mayor or President	
	Minimum	Maximum	Minimum	Maximum
1	\$28,525	\$36,722	\$28,525	\$55,078
2	\$17,238	\$26,931	\$17,238	\$36,112
3	\$8,917	\$18,977	\$8,917	\$29,379
4	\$4,161	\$11,023	\$4,161	\$22,646

Allowances

The annual allowance for a Deputy Shire President is set within the determination and section 5.98A(1) of the *Local Government Act 1995* as 25% of that the Shire President is entitled to. The 2026 SAT Determination retains the 25% rate.

The annual allowance for Information and Communication Technology (ICT) expenses is set within the determination and section 5.99A(b) of the *Local Government Act 1995*, with the SAT setting a minimum of \$500 and maximum of \$3,500.

As part of the 2026 SAT Determination, the Tribunal has affirmed wording of this allowance to embed good practice and avoid misuse: where ICT equipment is supplied to an Elected Member by the local government, the annual allowance payable to that member is to be reduced by the cost of the supplied ICT equipment. This is currently the process the Shire of Kojonup deploys.

The current Shire allowance is set at \$3,000, which falls within the SAT range and is consistent with *Council Policy 3.7*. It is therefore recommended that the allowance remain at \$3,000 for 2026/2027, with the provision that when ICT equipment is supplied to an Elected Member, the cost of that equipment will be deducted from the member's \$3,000 ICT allowance.

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

Process of setting annual sitting fees

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

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

'A local government cannot —

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

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

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

'A local government may decide, instead of paying council members a fee referred to in section 5.98(1) for attendance at a meeting, to pay all council members who attend council or committee meetings the annual fee set by the local government within the range for annual fees determined by the Salaries and Allowances Tribunal under the Salaries and Allowances Act 1975 section 7B.*

** Absolute majority required.'*

Note: *Regulation 30(3C) of the Local Government (Administration) Regulations 1996* provides that a council member cannot be paid a per-meeting attendance fee for attending a meeting of a type prescribed in regulation 30(3A) if (a) the person who organises the meeting pays the council member a fee for attending, (b) the council member is paid an annual fee in accordance with section 5.99 of the LG Act, or (c) the council member is deputising for a member of a regional local government council who is paid an annual fee under *section 5.99*.

Once Council resolves under *section 5.99* to pay an annual fee in lieu, no additional sitting fee for council, committee or prescribed meetings may be paid to those members.

As such, the Council is required to set the annual fee for meeting attendance, which is currently undertaken via *Policy 3.7 (Attachment 9.4.3.1 - Council Policy Manual)*.

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

Table 2: Recommended Annual sitting fee Councillors and President of a local government as per the SAT Determination and Shire Policy 3.7

For a Councillor	Elected council member		Recommended as per Shire Policy 3.7 (75%)
LG Band	Minimum	Maximum	Councillor Sitting Fee
3	\$8,917	\$18,977	\$14,233
For President	President		Recommended as per Shire Policy 3.7 (75%)
LG Band	Minimum	Maximum	President Sitting Fee
3	\$8,917	\$29,379	\$22,034

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

For a President			Recommended as per Shire Policy 3.7 (75%)
LG Band	Minimum	Maximum	President Allowance
3	\$1,193	\$42,837	\$32,128
For a Deputy President (25% of Entitlement)			Recommended as per Shire Policy 3.7 (75%)
LG Band	Minimum	Maximum	Deputy President Allowance
3	\$298	\$10,709	\$8,032

Independent Audit, Risk and Improvement Committee (ARIC) Members – Meeting Attendance Fees and Travel Reimbursements

The provisions in this section relate solely to Independent ARIC Members, who are dealt with separately under Table 7 of the Determination.

Pursuant to *Section 5.100(2)(b) of the Local Government Act 1995*, a local government may pay an Independent Audit, Risk and Improvement Committee (ARIC) Member (whether Presiding Member, Deputy Presiding Member, Deputy Member or Member) a per-meeting attendance fee set within the range determined by the Salaries and Allowances Tribunal. Under *Sections 5.100(4), (5) and (6) of the Local Government Act 1995*, an Independent ARIC Member may also be reimbursed for actual travel and associated costs incurred in attending ARIC meetings, to the satisfaction of the local government.

The 2026 SAT Determination (Tribunal Determination 2026 – 032) sets the following per-meeting fee range for Independent ARIC Members of a Band 1 – 4 local government (Table 7 of the Determination), which applies to the Shire of Kojonup as a Band 3 local government.

Table 5: SAT 2026 – Independent ARIC Member per-meeting attendance fees (Bands 1 – 4)

Bands	Minimum	Maximum
1 – 4 (incl. Band 3)	\$110	\$1,215

The Tribunal has applied a 3.5% increase to the **minimum** of the Independent ARIC Member meeting fee range, lifting it from \$106 to **\$110 per meeting**. The maximum of \$1,215 per meeting remains unchanged, on the basis that the ARIC fee range was only recently considered and determined effective from 1 January 2026.

The range is provided to enable local governments to appropriately compensate Independent ARIC Members depending on the skills and expertise required to undertake the role, and the local government must resolve that the fee represents value for money.

Having regard to the small number of ARIC meetings held each year (typically four scheduled meetings), the volunteer-style nature of these appointments at the Shire, and the desire to maintain a transparent and consistent approach, it is recommended that the per-meeting attendance fee for Independent ARIC Members be set at the **minimum amount allowable** under the 2026 SAT Determination, being **\$110 per meeting**.

In addition, and consistent with *Sections 5.100(4), (5) and (6) of the Local Government Act 1995 and Section 6.5(3) and (4) of the 2026 SAT Determination*, it is recommended that Council approve the reimbursement of **actual travel and associated costs** incurred by Independent ARIC Members in attending ARIC meetings as per Shire Policy, demonstrated to the satisfaction of the Shire.

CONSULTATION

Deputy CEO
Council – Briefing Session 16 June 2026

STATUTORY REQUIREMENTS

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

The Determination of the Salaries and Allowances Tribunal on Local Government Chief Executive Officers and Elected Members made on 2 April 2026 (Tribunal Determination 2026 – 032) is made under sections 7A and 7B of the Salaries and Allowances Act 1975, attachment 9.4.1.2 – Local Government CEO and Elected Council Members Determination 2026.

POLICY IMPLICATIONS

Council Policy 3.7 – 'Councillors Fees & Reimbursements' remains the governing Shire instrument for setting Elected Member fees, allowances and reimbursements within the range prescribed annually by the Salaries and Allowances Tribunal.

The release of the 2026 SAT Determination requires a targeted amendment to *Policy 3.7* to remain compliant and aligned with contemporary good governance practice.

The following changes to *Policy 3.7* are required:

3. **Insertion of a new ICT deduction clause** – to give effect to the 2026 SAT amendment, *Policy 3.7* must expressly provide that where ICT equipment is supplied to an Elected Member by the Shire, the annual ICT allowance payable to that Member is to be reduced by the actual cost (GST inclusive) of the supplied equipment.
4. **Definitions and administrative supports** – clear definitions of '*ICT equipment*' and '*cost of the supplied equipment*'; a carry-forward mechanism where the equipment cost exceeds the annual allowance in the year of issue; ownership and return obligations on cessation of office; and a requirement for the CEO to maintain a register of ICT equipment supplied to Elected Members (date of issue, cost and deduction applied) to support transparent reporting and audit assurance.
5. **No change to other *Policy 3.7* settings** – the existing 75% (of the SAT maximum) approach, the \$3,000 minimum ICT allowance floor under Shire *Policy 3.7* (which sits within the SAT range of \$500 – \$3,500), and the biennial review cycle are retained unchanged.

Subject to Council resolution, the Chief Executive Officer will update *Policy 3.7* accordingly and table the amended Policy changes at the next scheduled Policy review for formal adoption. No other Council policies are affected by this report.

FINANCIAL IMPLICATIONS

The Shire of Kojonup Council comprises seven (7) elected members – the Shire President, the Deputy Shire President and five (5) sitting Councillors. The recommended fees and allowances for the 2026/2027 financial year, calculated in accordance with Council *Policy 3.7* (75% of the SAT Band 3 maximum) and incorporating the SAT 3.5% general economic increase, produces the following estimated increased cost to Council this budget:

Table 4: Estimated 2026/2027 budget impact – Elected Member fees and allowances

Fee / Allowance	Per Member (\$)	No.	2026/27 Total (\$)	2025/26 Total (\$)	Variance (\$)
President sitting fee (annual in lieu)	22,034	1	22,034	21,289	745
Councillor sitting fee (annual in lieu) – incl. Deputy President	14,233	6	85,398	82,512	2,886
President Annual Allowance	32,128	1	32,128	31,041	1,087
Deputy President Annual Allowance	8,032	1	8,032	7,760	272
ICT Allowance	3,000	7	21,000	21,000	0
Independent ARIC Member meeting fee (excl. super)	440	2	880	848	32
Independent ARIC Member travel reimbursement (estimated, no super)	375 (est.)	2	750	750	0
TOTAL ESTIMATED COST	–	–	170,222	165,200	5,022

The total estimated cost to Council for Elected Member fees and allowances and Independent ARIC Member fees and travel reimbursements in 2026/2027 is **\$170,222**, representing an increase of approximately **\$5,022 (3.03%)** on the equivalent 2025/26 cost of **\$165,200**.

The Independent ARIC Member sitting fee component (\$880 p.a., based on 2 Independent Members × 4 scheduled ARIC meetings × \$110 per meeting) is exclusive of superannuation; the travel reimbursement of \$750 p.a. is an indicative estimate based on actual costs claimable under the *Local Government Officers' (Western Australia) Award 2021 (s.30.6)* and will be reimbursed on a use-basis only.

The ICT allowance remains unchanged at \$3,000 per Elected Member. This additional cost will be accommodated within the Governance / Members of Council operating budget for the 2026/2027 financial year.

RISK MANAGEMENT IMPLICATIONS

RISK MANAGEMENT FRAMEWORK			
Risk Profile	Risk Description/Cause	Key Control	Current Action
<i>16) Financial Sustainability</i>	Failure or reduction in controls associated with financial management, accounting standards, purchasing to pay, order to cash, plant, equipment or machinery lease or purchase, Treasury Functions, bank reconciliations, budget etc. These include processes and controls that are end to end in external and internal to the organisation.	Budget Controls	Cash Flow Budget and reporting to be implemented
<i>3) Compliance & Governance</i>	Failure to implement the 2026 SAT Determination ICT deduction rule by the commencement date of 1 July 2026 may result in non-compliance with the Determination (Tribunal Determination 2026 – 032), overpayment of ICT allowances to Elected Members who also receive Shire-supplied ICT equipment, and adverse findings from the Office of the Auditor General or the Department of Local Government, Industry Regulation and Safety.	Policy 3.7 update; CEO-maintained ICT Register; payroll system control	Policy 3.7 addendum to be adopted and Register established prior to 1 July 2026

Risk rating – **ADEQUATE**

IMPLICATIONS

Council sets the policies for setting fees and allowances as per the SAT determinations. The 2026 SAT Determination (Tribunal Determination 2026 – 032) **commences on 1 July 2026**, and introduces a new requirement that the ICT annual allowance be reduced by the cost of any ICT equipment supplied by the Shire to an Elected Member. To manage the associated compliance and audit risk, Council *Policy 3.7* should be updated to reflect this requirement, and supporting controls implemented prior to the commencement date of 1 July 2026. The proposed Officer Recommendation directs the CEO to action these changes for Council consideration.

ASSET MANAGEMENT IMPLICATIONS

Nil

GREAT SOUTHERN VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Absolute Majority

OFFICER RECOMMENDATION

That Council:

1. Notes the Salaries and Allowances Tribunal Determination (SATD) dated 2 April 2026 (effective 1 July 2026) related to the setting of Elected Member Fees and Allowances (**Attachment 9.4.4.2 – Local Government CEO and Elected Council Members Determination April 2026 – Salaries & Allowances Tribunal**).
2. Approves the President Allowance to be set at \$32,128 to be compliant with the Shire *Policy 3.7*;
3. Approves the Deputy President Allowance to be set at \$8,032 to be compliant with the Shire *Policy 3.7*;
4. Approves the President annual sitting fee in lieu of fees for attending meetings to be compliant with the Shire *Policy 3.7* at \$22,034;
5. Approves the Elected Member annual sitting fee in lieu of fees for attending meetings to be compliant with the Shire *Policy 3.7* at \$14,233;
6. Confirms the Information and Communication Technology (ICT) annual allowance remains set at \$3,000 (within the SAT range of \$500 minimum and \$3,500 maximum) consistent with Shire *Policy 3.7*, and notes that, in accordance with the 2026 SAT Determination, where ICT equipment is supplied to an Elected Member by the Shire the cost of that equipment will be deducted from the member's ICT allowance;
7. Approves, in accordance with Section 5.100(2)(b) of the *Local Government Act 1995* and Table 7 of the 2026 SAT Determination (Tribunal Determination 2026 – 032), that the per-meeting attendance fee payable to Independent Audit, Risk and Improvement Committee (ARIC) Members be set at the minimum amount allowable, being \$110 per meeting (exclusive of superannuation);
8. Approves, in accordance with *Sections 5.100(4), (5) and (6) of the Local Government Act 1995 and Section 6.5(3) and (4) of the 2026 SAT Determination*, the reimbursement of actual travel and associated costs incurred by Independent ARIC Members in attending ARIC meetings, demonstrated to the satisfaction of the Shire; and
9. Directs the Chief Executive Officer to update Council *Policy 3.7 – 'Councillors Fees & Reimbursements'* to incorporate the required policy wording changes, effective immediately, and present the amended Policy to Council at the next scheduled Policy review.

MOVED:	
SECONDED:	
VOTE:	
FOR:	
AGAINST:	

9.4.5 RETABLED - APPOINTMENT OF BUSH FIRE CONTROL OFFICERS

REPORTING OFFICER:	Estelle Lottering
DATE:	Tuesday, 19 May 2026
ATTACHMENT(S):	9.4.5.1 – Unconfirmed Bushfire Advisory Committee (BFAC) Minutes – 5 May 2026 9.4.5.2 – Unconfirmed Kojonup Bush Fire Association Annual General Meeting Minutes – 22 April 2026

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

DECLARATION OF INTEREST

Nil

PURPOSE OF THIS REPORT

The purpose of this report is for Council to consider the recommendations of the Kojonup Bushfire Advisory Committee for the appointment of Bush Fire Control Officers and related authorised positions for the 2026/2027 bush fire season.

BACKGROUND

The Kojonup Bush Fire Association held its Annual General Meeting on 22 April 2026 and considered nominations for brigade and Shire-level bush fire control positions. The recommendations arising from that meeting were subsequently considered and endorsed by the Bushfire Advisory Committee at its meeting held on 5 May 2026. Council is now requested to make the relevant appointments for the 2026/2027 bush fire season.

COMMENT

The annual appointment of Bush Fire Control Officers supports the Shire’s capacity to coordinate local bush fire preparedness, response and statutory functions. The Bushfire Advisory Committee has recommended that Tony Fisher be appointed as Chief Bush Fire Control Officer and Fire Weather Officer, Ross Fryer-Smith be appointed as Deputy Chief Bush Fire Control Officer and Deputy Fire Weather Officer, and Paul Norrish and Ben Blewett be appointed as Senior Bush Fire Control Officers.

It is also recommended that the Chief Bush Fire Control Officer and Deputy Chief Bush Fire Control Officer be appointed as authorised officers to issue permits to burn for the collection of clover seed within the Shire. The Chief Bush Fire Control Officer, Deputy Chief Bush Fire Control Officer and the two Senior Bush Fire Control Officers are further recommended to be authorised to advise the Chief Executive Officer on the imposition of Harvest and Vehicle Movement Bans for the 2026/2027 year.

CONSULTATION

Kojonup Bush Fire Association
Kojonup Bushfire Advisory Committee

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 2.3.5 Risk Management

FINANCIAL IMPLICATIONS

Nil

RISK MANAGEMENT IMPLICATIONS

RISK MANAGEMENT FRAMEWORK			
Risk Profile	Risk Description/Cause	Key Control	Current Action
2 - Business Continuity 3 - Compliance	<p>Failure to adequately prepare and respond to events that cause disruption to the local community and/or normal business activities.</p> <p>Failure to correctly communicate laws and regulations as a result of an inadequate compliance framework, including new or proposed regulatory and legislative changes and the failure to maintain updated internal and public domain legal documentation. Ineffective policies and processes.</p>	<p>Community fire and emergency education Maintain regular communications with agencies and support services External audits (compliance)</p> <p>Insert here.</p> <p>If no current Controls pertain to the item then state 'Nil'</p>	<p>Nil</p> <p>Insert here.</p> <p>If no current Actions pertain to the item then state 'Nil'</p>
RISK RATING:	ADEQUATE		
IMPLICATIONS			
Appointment of these positions is required under the <i>Bush Fires Act 1954</i> . Compliance with the Act supports appropriate governance and operational processes that assist in minimising bush fire risk to 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. Appoints the following persons to the listed positions for the 2026/2027 year:
 - a) Tony Fisher – Chief Bush Fire Control Officer and Fire Weather Officer;
 - b) Ross Fryer-Smith – Deputy Chief Bush Fire Control Officer and Deputy Fire Weather Officer; and
 - c) Paul Norrish and Ben Blewett – Senior Bush Fire Control Officers.

2. Appoints the Chief Bush Fire Control Officer and Deputy Chief Bush Fire Control Officer as authorised officers to issue permits to burn for the collection of clover seed in the Shire.

3. Authorises the Chief Bush Fire Control Officer, Deputy Chief Bush Fire Control Officer and the two Senior Bush Fire Control Officers to recommend to the Chief Executive Officer the imposition of Harvest and Vehicle Movement Bans.

4. Appoints the nominees listed below to their respective Bush Fire Brigades, subject to each person having successfully completed the Fire Control Officer course 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
Lachie Thorn –	Captain/FCO, Lumeah Brigade
Andrew Parker –	Captain/FCO, Moberup 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.

5. Expresses its sincere appreciation to the Kojonup Bush Fire Association, Bushfire Advisory Committee members and volunteers for continuing to provide essential bush fire services to the community.

MOVED:	
SECONDED:	
VOTE:	
FOR:	
AGAINST:	

9.4.6 CREATION – MURADUP COMMUNITY (FINANCIAL) RESERVE – RESTRICTED FUNDS

REPORTING OFFICER:	Grant Thompson
DATE:	Wednesday 22 October 2025
ATTACHMENT(S):	9.4.6.1 – Muradup Community Advisory Committee - Terms of Reference 2025 9.4.3.1- Council Policy Manual

'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 SoK monitoring and reporting

DECLARATION OF INTEREST

Nil

PURPOSE OF THIS REPORT

The purpose of this report is for Council to consider creating a new Muradup Community Reserve (financial) aligned to the Muradup Community Advisory Committee (MCAC) Terms of Reference (ToR).

BACKGROUND

A Muradup Hall Association (MHA) was previously formed to manage the operations and minor maintenance of the Muradup Agricultural Hall and tennis courts in Muradup Townsite.

The Shire was negotiating a new Memorandum of Understanding (MOU) with the MHA when the covid pandemic hit the State. The Muradup Hall was shut down for a lengthy period of time and all negotiations stopped as a result of isolation.

The Shire in recent conversations with the officers of the MHA regarding their incorporation and intent to continue to manage the hall, agreed to work alongside the Shire to manage the hall requirements.

At the 28 October OCM the Council moved to create a Muradup Community Advisory Committee ([Attachment 9.4.6.1 – Muradup Community Advisory Committee - Terms of Reference 2025](#)) to support this move. As a part of the terms of reference and Councils direction a reserve account must be established to receive funds from the Community.

Substantive Motion

127/25

Moved Cr Radford

Seconded Cr Mickle

That Council establishes a Muradup Community Advisory Committee with Terms of Reference (ToR), as presented.

CARRIED 7/0

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

If funds are made available to the Shire by the Community those funds will be subject to and managed through a 'Reserve Account' as per the *Local Government Act 1995: Financial Regulations*. The MCAC will receive financial management reports on this account.

Council is ultimately responsible for the usage of the funds of this 'Reserve Account', based on the Accounts terms of reference however the terms of an established reserve account will mean the Council will take advice and guidance from the Muradup Community Advisory Committee on how the funds are utilised.

Sub Section of Shire *Policy 2.1.6*

"Cash Reserves

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

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

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

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

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

COMMENT

In line with the *Local Government Act 1995* and Shire policy cash reserves are established in accordance with and maintained to accumulate funds for the following purposes:

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

It is therefore appropriate to create a Muradup Community Reserve account with terms of reference as per below:

Terms of Reference Muradup Community Reserve (Financial)

“To fund the ‘Muradup Community’ objectives to primarily support maintenance and renewal of the Muradup Agricultural Hall (Hall) and Tennis Courts sustainably:

1. Work closely with and take advice from the Muradup Community Advisory Committee on how the funds will be expended on the Muradup Agricultural Hall and Tennis Courts and other Muradup Community Assets as agreed to by the Muradup Community Advisory Committee.
2. These funds are not to be utilized for Shire business for usual operating expenditure such as roads, grounds maintenance (gardens), but rather focus on supporting asset opportunities to create liveability in Muradup primarily related to the Hall and Tennis courts.
3. Provide regular reports on the reserve to the Muradup Community Advisory Committee”

CONSULTATION

Shire President
Deputy CEO

STATUTORY REQUIREMENTS

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

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

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

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

POLICY IMPLICATIONS

This report has been completed in accordance with Council *Policy 2.1.6 – ‘Financial Governance’* - as outlined in this report ([Attachment 9.4.3.1 - Council Policy Manual](#)).

FINANCIAL IMPLICATIONS

Nil

RISK MANAGEMENT IMPLICATIONS

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

ASSET MANAGEMENT IMPLICATIONS

There is no change to the Shire’s asset responsibility as it is an asset vested in the Shire currently.

GREAT SOUTHERN VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Absolute Majority

OFFICER RECOMMENDATION

That Council:

Establishes a Muradup Community Reserve (Financial) with Terms of Reference (ToR) as follows:

To fund the ‘Muradup Community’ objectives to primarily support maintenance and renewal of the Muradup Agricultural Hall (Hall) and Tennis Courts, sustainably:

1. Work closely with and take advice from the Muradup Community Advisory Committee (MCAC) on how the funds will be expended on the Muradup Agricultural Hall and Tennis Courts and other Muradup Community Assets as supported by the Muradup Community Advisory Committee.
2. These funds are not to be utilized for Shire business for usual operating expenditure such as roads, grounds maintenance (gardens), but rather focus on supporting asset opportunities to create liveability in Muradup primarily related to the Hall and Tennis courts.
3. Provide regular financial update reports on the reserve to the Muradup Community Advisory Committee.

MOVED:	
SECONDED:	
VOTE:	
FOR:	
AGAINST:	

9.4.7 LOCAL EMERGENCY MANAGEMENT COMMITTEE (LEMC) MEETING MINUTES – 8 JUNE 2026

REPORTING OFFICER:	Grant Thompson – Chief Executive Officer
DATE:	Tuesday, 3 December 2024
ATTACHMENT(S):	9.4.7.1 – Unconfirmed LEMC Meeting minutes 8 June 2026 9.4.7.2 – Kojonup Capacity and Services Matrix LEMC 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 SoK monitoring and reporting

DECLARATION OF INTEREST

Nil

PURPOSE OF THIS REPORT

The purpose of this report is to receive the unconfirmed minutes of the Local Emergency Management Committee (LEMC) Meeting held on 8 June 2026.

BACKGROUND

The LEMC is established under Section 38 of the *Emergency Management Act 2005* and plays an important role in the Council's decision-making process. Minutes of these meetings are presented to Council to be received.

COMMENT

The minutes record routine governance matters, including attendance and apologies, noting that the previous minutes were unavailable for confirmation and that no business arose.

Agency updates addressed mitigation works, review of local emergency management arrangements and plans, emergency service capability and volunteer matters, changes to fire control arrangements, health service accommodation works, current biosecurity monitoring, and school operational updates.

The committee agreed to create a services and capability worksheet to identify gaps and response times within the Shire of Kojonup community emergency response groups. The template is attached for Council information and has been distributed.

The next LEMC meeting is scheduled for 7 September 2026.

CONSULTATION

Members of the Local Emergency Management Committee.

STATUTORY REQUIREMENTS

Section 38 of the *Emergency Management Act 2005*.

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	Nil
RISK RATING:	ADEQUATE		
IMPLICATIONS			
Local governments are legislated to establish and maintain a LEMC. The risk of not having a LEMC would include lack of guidance for Staff, Councillors and relevant Community members who need to be able to work together under pressure in times of extreme stress should an emergency situation arise.			

ASSET MANAGEMENT IMPLICATIONS

Nil

GREAT SOUTHERN VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

That Council;

Receives the unconfirmed minutes of the Local Emergency Management Committee (LEMC) meeting held on 8 June 2026.

MOVED:	
SECONDED:	
VOTE:	
FOR:	
AGAINST:	

9.4.8 CHIEF EXECUTIVE OFFICER PERFORMANCE AGREEMENT 2026 2027

REPORTING OFFICER:	Grant Thompson - Chief Executive Officer
DATE:	Thursday, 18 June 2026
ATTACHMENT(S):	9.4.8.1 – CEO Performance Agreement 2026 2027

'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 SoK monitoring and reporting

DECLARATION OF INTEREST

Impartiality: the Author is the CEO. The matter relates to the CEO annual performance agreement. The CEO was involved in the process of determining the KPI's in conjunction with the Council.

PURPOSE OF THIS REPORT

The purpose of this report is to present the Chief Executive Officer (CEO) Performance Agreement 2026/2027 to Council and seek endorsement of the agreed performance criteria, key performance indicators and review arrangements for the 2026/2027 performance period.

BACKGROUND

Council is responsible for the employment and performance review of the Chief Executive Officer. The Local Government Act 1995 requires the performance of a local government Chief Executive Officer to be reviewed at least once in relation to every year of the CEO's employment. The Local Government (Administration) Regulations 1996 prescribe model standards for CEO recruitment, performance review and termination, and the Shire's adopted standards give local effect to those requirements.

The attached Chief Executive Officer Performance Agreement 2026/2027 establishes the agreed period, reviewing body, behavioural performance criteria, outcome-based performance criteria, measurable targets and review arrangements.

The Agreement continues the balanced scorecard approach across financial sustainability, community engagement, process and performance improvement, and learning and people outcomes.

COMMENT

The proposed Performance Agreement ([Attachment 9.4.8.1 – CEO Performance Agreement 2026 2027](#)) provides a clear and measurable framework for Council to assess the CEO’s performance against adopted priorities, organisational outcomes and leadership expectations.

The Agreement identifies two key pillars for performance management: behavioural performance criteria and outcome-focused performance criteria.

The behavioural criteria cover communication and influence, productive relationships, achievement of results, strategic thinking, personal integrity and financial and economic acumen.

The outcome-based criteria include Community Return on Capital, approved budget delivery, major projects on budget and on time, community satisfaction, major engagement meetings, non-conformances, enterprise process improvement, operational productivity, people engagement, retention and attraction of skilled people, and safety culture.

Endorsement of the Agreement will support transparent monitoring during the year and provide a consistent basis for the annual review.

The Agreement also requires performance to be assessed having regard to measurable targets, the quality of leadership demonstrated, external factors that may materially affect delivery, Council-adopted plans and budgets, and the strategic priorities of the Shire of Kojonup.

CONSULTATION

Shire President
CEO Performance Review Committee
Human Resource Advisor

STATUTORY REQUIREMENTS

Section 5.38 of the Local Government Act 1995

The *Local Government (Administration) Regulations 1996* prescribe model standards for CEO recruitment, performance review and termination under regulation 18FA.

The Department of Local Government, Industry Regulation and Safety’s operational guideline, CEO recruitment and selection, performance review and termination, explains that the model standards were introduced to support best practice and greater consistency in CEO recruitment, performance review and termination processes across local governments.

The Performance agreement must be published on the Shire Website.

POLICY IMPLICATIONS

The CEO Performance Agreement is to be administered in accordance with the Shire of Kojonup Standards for CEO Recruitment, Performance and Termination.

The performance criteria should remain aligned with the Strategic Community Plan, Corporate Business Plan, annual budget, adopted workforce and risk management settings, and Council’s governance responsibilities.

FINANCIAL IMPLICATIONS

There are no direct unbudgeted financial implications arising from endorsement of the Chief Executive Officer Performance Agreement 2026/2027.

The Agreement establishes performance expectations relating to financial sustainability, budget delivery, capital program control and organisational productivity.

RISK MANAGEMENT IMPLICATIONS

RISK MANAGEMENT FRAMEWORK			
Risk Profile	Risk Description/Cause	Key Control	Current Action
5. Employment Practices	Failure to establish clear, lawful and measurable CEO performance expectations may create ambiguity in Council’s review process and reduce accountability for organisational leadership outcomes.	Annual performance agreement, statutory CEO review requirements, adopted CEO standards and Council oversight.	Council consideration of the Performance Agreement and ongoing monitoring through the annual review process.
RISK RATING:	ADEQUATE		
IMPLICATIONS			
The annual CEO Performance Agreement is a key governance control that supports clear expectations, transparent assessment and alignment between Council priorities and organisational performance. Endorsement reduces the risk of uncertainty in the review process and supports evidence-based assessment of the CEO’s performance.			

ASSET MANAGEMENT IMPLICATIONS

Nil.

GREAT SOUTHERN VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil.

VOTING REQUIREMENTS

Simple Majority.

OFFICER RECOMMENDATION

That Council;

1. Endorses the Chief Executive Officer Performance Agreement 2026 2027 as presented in **attachment 9.4.8.1 – CEO Performance Agreement 2026 2027**;
2. Notes that performance will be reviewed by the CEO Performance Review Committee and Council oversight in accordance with statutory requirements and the Shire’s adopted CEO standards; and
3. Authorises the CEO Performance Agreement to be published on the Shire of Kojonup Website.

MOVED:	
SECONDED:	
VOTE:	
FOR:	
AGAINST:	

9.4.9 ALCOHOL AND OTHER DRUGS POLICY REVIEW

REPORTING OFFICER:	Chief Executive Officer
DATE:	Wednesday, 17 June 2026
ATTACHMENT(S):	9.4.9.1 Current Alcohol and Other Drugs Policy 2024 9.4.9.2 Proposed Alcohol and Other Drugs Policy 9.4.9.3 Proposed Alcohol and Other Drugs Testing 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 SoK monitoring and reporting

DECLARATION OF INTEREST

Nil

PURPOSE OF THIS REPORT

The purpose of this report is to seek Council approval to replace the current Workplace Drug and Alcohol Use policy with a contemporary Alcohol and Other Drugs Policy and supporting internal Alcohol and Other Drugs Testing Procedure.

BACKGROUND

Council's current Workplace Drug and Alcohol Use policy was adopted on 17 November 2015 and reviewed on 4 December 2024. The current policy establishes that persons impaired by alcohol or other drugs are not fit for work, applies across Shire operations including employees, volunteers, contractors and visitors, and identifies responsibilities for the Chief Executive Officer, senior management, managers, supervisors and team members.

A review has identified the need to separate Council's policy position from operational testing processes. The proposed Alcohol and Other Drugs Policy sets the overarching governance framework for managing fitness for work, prescribed medication, medicinal cannabis, reporting requirements, education, support, testing circumstances and confidentiality.

The proposed internal Testing Procedure provides the administrative process for applying the policy consistently, including testing modalities, authorisation, pre-test steps, non-negative results, refusal to test, storage of testing information and employee support.

The proposed policy and procedure expressly refers to the Work Health and Safety Act 2020 (WA), including the Shire's duty to manage risks to workers and other persons so far as is reasonably practicable, and the need to consult with workers where health and safety matters may directly affect them.

The Shire Work Health & Safety (WHS) established regulatory committee was consulted on these changes at two WHS meetings this year.

COMMENT

The proposed replacement strengthens the Shire’s policy framework by aligning the policy with contemporary work health and safety terminology, clarifying the application to employees, contractors, labour hire personnel, volunteers, preferred candidates and visitors, and recognising that alcohol, illicit drugs, prescribed medication and medicinal cannabis may affect fitness for work.

The replacement also improves procedural fairness by distinguishing preliminary non-negative results from confirmatory testing, recognising confidential support options and requiring proportionate responses based on the circumstances, available evidence and the worker’s role.

The proposed internal procedure is intended to support implementation rather than operate as a Council policy. It is attached for the Councils information.

This approach allows Council to adopt the policy position while enabling the Chief Executive Officer to administer detailed operational processes, including provider protocols, chain-of-custody requirements, testing modality selection and confidential records management. This is consistent with the policy review approach used for Council policy updates, where Council determines policy direction and operational guidance is managed administratively.

The key changes from the current policy are the adoption of a clearer fitness-for-work framework, expanded coverage of prescribed medication and medicinal cannabis, more explicit testing circumstances including pre-employment, random, for-cause and post-incident testing, stronger confidentiality provisions, and more detailed employee education and support arrangements through the Employee Assistance Program.

Table 1: Summary of Key Policy Changes

Area of change	Summary
Policy structure	Separates Council policy from internal testing procedure.
WHS alignment	Updates language and obligations to align with the Work Health and Safety Act 2020 (WA).
Fitness for work	Clarifies expectations for alcohol, illicit drugs, prescribed medication and medicinal cannabis.
Testing framework	Provides for pre-employment, random, for-cause and post-incident testing.
Fairness and support	Strengthens confidentiality, confirmatory testing, procedural fairness and employee support arrangements.

CONSULTATION

Human Resources Advisor
 Shire WSH Consultative Committee
 WALGA

If adopted workforce consultation will be required prior to implementation where workers are likely to be directly affected by the policy and testing procedure.

STATUTORY REQUIREMENTS

Section 2.7(2)(b) of the Local Government Act 1995 provides that Council is to determine the local government’s policies. T

he Work Health and Safety Act 2020 (WA) is also relevant. Section 19 establishes the primary duty of care for a person conducting a business or undertaking to ensure, so far as is reasonably practicable, the health and safety of workers and other persons.

Section 47 requires consultation, so far as is reasonably practicable, with workers who are, or are likely to be, directly affected by a matter relating to work health or safety.

The proposed policy and procedure are designed to support the Shire’s WHS risk-management obligations by providing clear expectations for fitness for work, testing, confidentiality, support and procedural fairness.

POLICY IMPLICATIONS

Adoption of the proposed Alcohol and Other Drugs Policy will supersede the current Workplace Drug and Alcohol Use policy. The supporting Alcohol and Other Drugs Testing Procedure will be administered internally to give effect to the adopted policy.

Related documents include the Employee Code of Conduct, Work Health and Safety Policy, Disciplinary Policy, Grievance and Resolution Policy and Procedure, and associated records-management requirements for confidential testing information.

FINANCIAL IMPLICATIONS

There are no immediate budget amendments proposed. Implementation may involve operational costs associated with workforce communication, supervisor training, external testing providers, confirmatory testing and Employee Assistance Program referrals. These costs are expected to be managed within existing operational budgets unless a higher level of testing activity is required and will be recommended in the annual budget.

Any material future cost impact will be reported through the normal budget process.

RISK MANAGEMENT IMPLICATIONS

RISK MANAGEMENT FRAMEWORK			
Risk Profile	Risk Description/Cause	Key Control	Current Action
3 - Compliance 14 – Safety &* Security	Non-compliance with the Work Health Safety Act 2020, associated regulations and standards. It is also the inability to ensure the physical security requirements of staff, contractors and visitors. Other considerations are negligence or carelessness.	Drug and Alcohol Procedure	Process review for safety documentation Safety Culture change program developed

RISK RATING:	ADEQUATE
IMPLICATIONS	
<p>A clear and contemporary AOD policy and supporting testing procedure reduces the likelihood of inconsistent responses to impairment concerns, supports compliance with WHS duties, and assists managers to take proportionate action where alcohol, drugs or medication may affect fitness for work. Without updated controls, the Shire may be exposed to increased safety, employment, privacy and reputational risks.</p>	

ASSET MANAGEMENT IMPLICATIONS

Nil.

GREAT SOUTHERN VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

That Council:

1. Repeals the current Workplace Drug and Alcohol Use Policy 2.2.9 adopted on 17 November 2015 and last reviewed on 4 December 2024.
2. Adopts the Alcohol and Other Drugs Policy as presented in **Attachment 9.4.9.2 Proposed Alcohol and Other Drugs Policy**.
3. Notes the Alcohol and Other Drugs Testing Procedure as an internal administrative procedure to support implementation of the adopted policy.
4. Directs and supports the Chief Executive Officer to undertake workforce communication and consultation required for implementation of the policy and procedure.

MOVED:	
SECONDED:	
VOTE:	
FOR:	
AGAINST:	

10. APPLICATIONS FOR LEAVE OF ABSENCE

--	--

11. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

--	--

12. QUESTIONS FROM MEMBERS WITHOUT NOTICE

--	--

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

--	--

14. MEETING CLOSED TO THE PUBLIC

14.1 MATTERS FOR WHICH THE MEETING MAY BE CLOSED

14.1.1 CHIEF EXECUTIVE OFFICER PERFORMANCE REVIEW COMMITTEE MEETING MINUTES – 19 MAY 2026 AND 3 JUNE 2026

14.1.2 APPOINTMENT OF ACTING CEO DURING CURRENT CEO APPROVED ABSENCE

14.1.1 CONTRACTED EMPLOYEES' ANNUAL ESCALATOR REVIEW JUNE 2026

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

14.1.1 –

14.1.2 –

14.1.3 –

15. CLOSE

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

Attachments:

- 9.4.1 9.4.1.1 – Monthly Financial Statements 1 May 2026 to 31 May 2026
- 9.4.2 9.4.2.1 – Monthly Payment Listing May 2026
- 9.4.3 9.4.3.1 – Council Policy Manual
 9.4.3.2 – Shire of Kojonup Credit Card Register 2025/2026
 9.4.3.3 – Temporary Authorised Credit Card Limit Increase Letter (1 April 2026)
- 9.4.4 9.4.4.2 – Local Government CEO and Elected Council Members
 Determination April 2026 – Salaries & Allowances Tribunal
- 9.4.5 9.4.5.1 – Unconfirmed Bushfire Advisory Committee (BFAC) Minutes – 5 May 2026
 9.4.5.2 – Unconfirmed Kojonup Bush Fire Association Annual General Meeting Minutes – 22 April 2026
- 9.4.6 9.4.6.1 – Muradup Community Advisory Committee – Terms of Reference 2025
- 9.4.7 9.4.7.1 – Unconfirmed LEMC Meeting Minutes 8 June 2026
 9.4.7.2 – Kojonup Capacity and Services Matrix LEMC 2026
- 9.4.8 9.4.8.1 – CEO Performance Agreement 2026 2027
- 9.4.9 9.4.9.1 Current Alcohol and Other Drugs Policy 2024
 9.4.9.2 Proposed Alcohol and Other Drugs Policy
 9.4.9.3 Proposed Alcohol and Other Drugs Testing Procedure



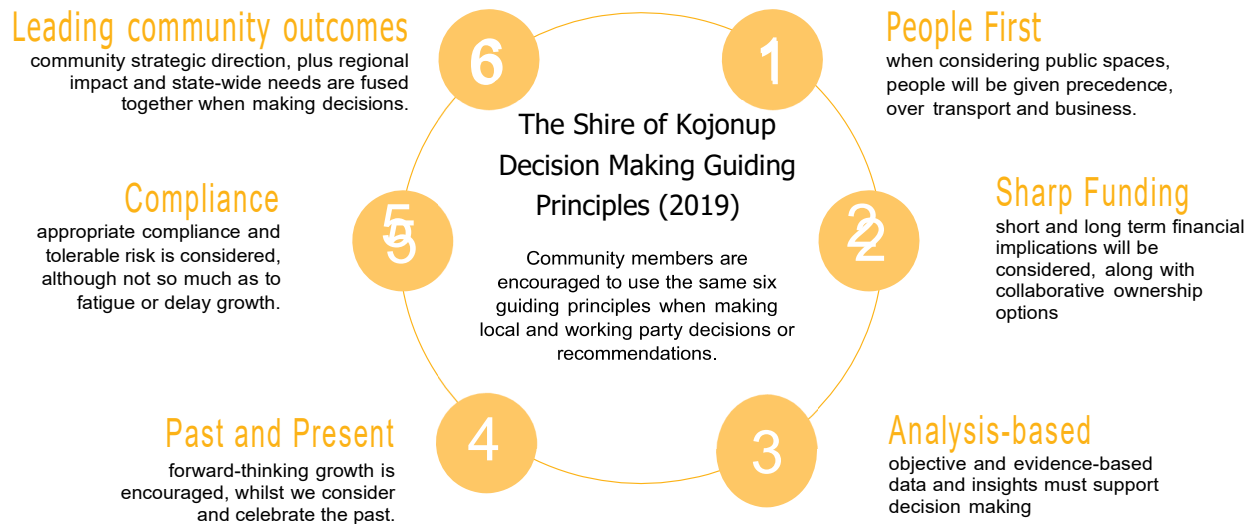
SHIRE OF KOJONUP

MINUTES

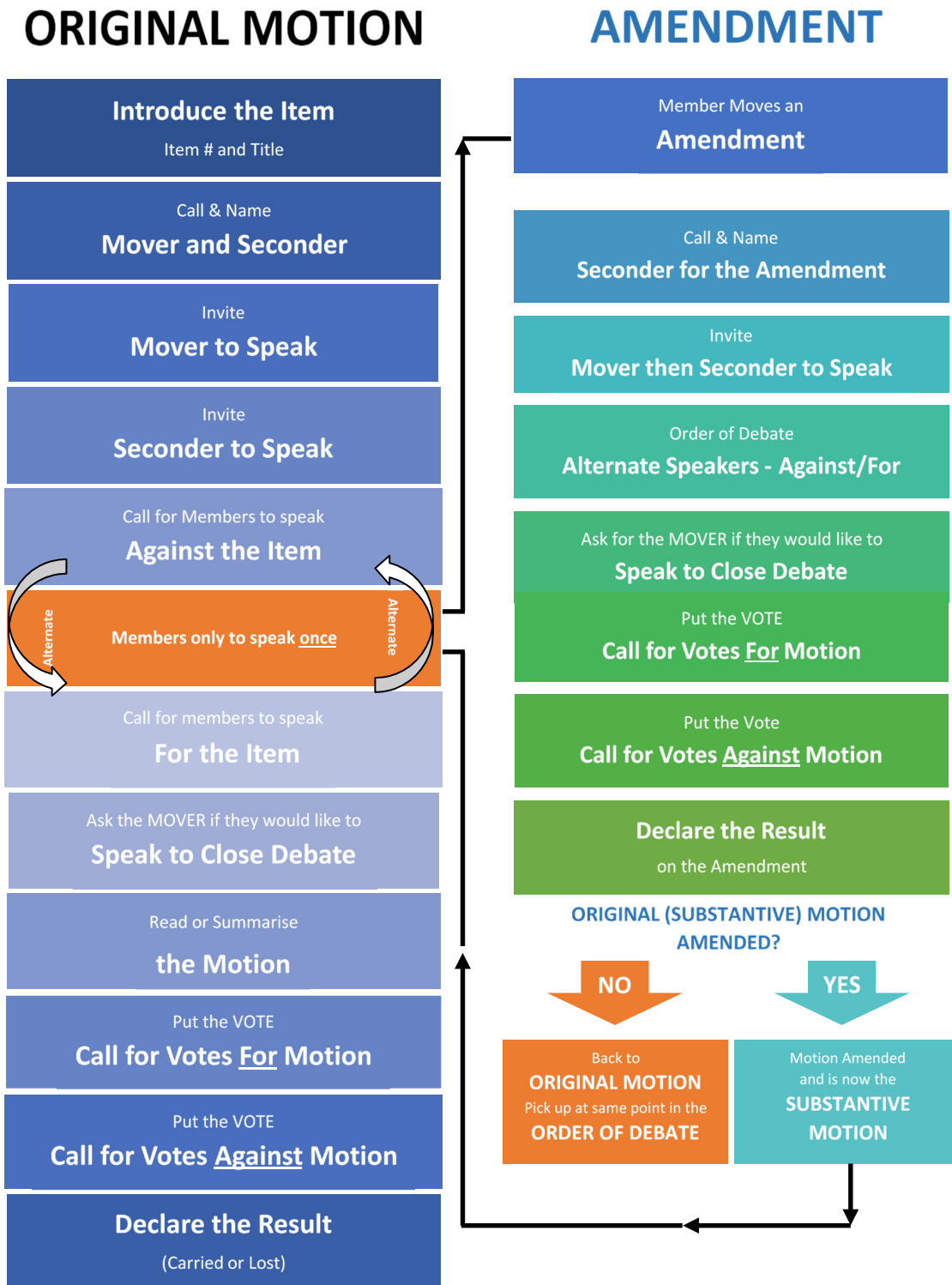
Ordinary Council Meeting

26 May 2026

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

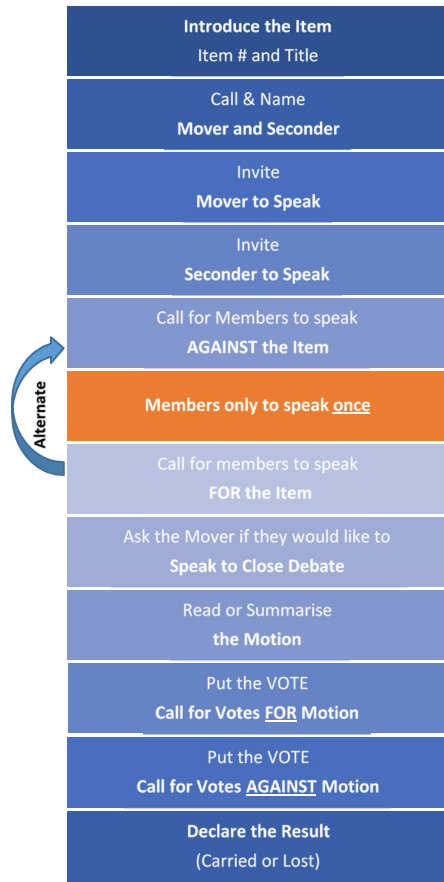


Process of Substantive Motion, Amendment to Motion and Foreshadowed Motion



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

Substantive Motion



Foreshadowed Motion Lapses

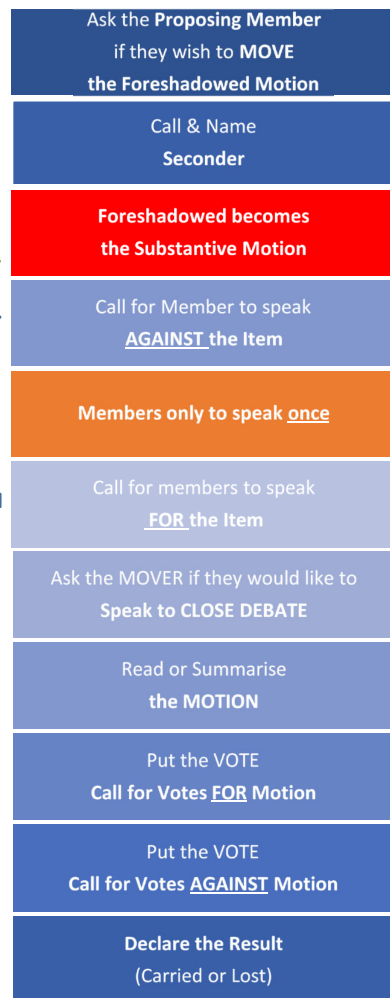
Process: Foreshadowed Motion

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

A Member Speaking to the Substantive Motion advises They wish to Foreshadow a Motion

Presiding Member Notes the Foreshadowed Motion and the Proposing Member

Foreshadowed Motion



Substantive Motion LOST

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 Kerryn 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 Kerryn 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: 7/0	FOR:	Cr Bilney, Cr Mathwin, Cr Michael, Cr Wieringa, Cr Mitchell, Cr Mickle, Cr Radford
	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		
-----	--	--

7.3 DEPUTATIONS

Nil		
-----	--	--

7.4 DELEGATES' REPORT

Cr Bilney, Shire President & Grant Thompson, CEO – Met informally with the Hon Steve Martin regards main road discussion	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 <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>
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: 7/0	FOR:	Cr Bilney, Cr Mathwin, Cr Michael, Cr Wieringa, Cr Mitchell, Cr Mickle, Cr Radford
	AGAINST:	
Questions / Notes		Cr Michael – important to support Cr Mathwin – if other Shires don't join in assume it becomes 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		
<i>Key Strategic Pillar/s</i>	<i>Community Goal/s</i>	<i>Corporate Objective/s</i>
Performance	12. A High Performing Council	12.2 SoKo Monitoring and Reporting

DECLARATION OF INTEREST

NIL

PURPOSE OF THIS REPORT

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

BACKGROUND

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

COMMENT

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

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

The following items are worthy of noting:

- Closing surplus position of \$3,032,696. This represents the net position after

accounting for all operating revenues and expenditures to date and is broadly consistent with the expected year-to-date budget position at this stage of the financial year.

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

CONSULTATION

Nil

STATUTORY REQUIREMENTS

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

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Council Policy 2.1.6 defines the content of the financial reports.

RISK MANAGEMENT IMPLICATIONS

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

ASSET MANAGEMENT IMPLICATIONS

Nil

GREAT SOUTHERN VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

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

MOTION	40/26	
MOVED:	Cr Mathwin	
SECONDED:	Cr Wieringa	
VOTE: 7/0	FOR:	Cr Bilney, Cr Mathwin, Cr Michael, Cr Wieringa, Cr Mitchell, Cr Mickle, Cr Radford
	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
<i>16) Financial Sustainability</i>	Failure or reduction in controls associated with financial management, accounting standards, purchasing to pay, order to cash, plant, equipment or machinery lease or purchase, Treasury Functions, bank reconciliations, budget etc. These include processes and controls that are end to end in external and internal to the organisation.	Budget Controls	Cash Flow Budget and reporting to be implemented
Risk rating – <i>ADEQUATE</i>			
IMPLICATIONS			
Financial reporting is required to create transparency. A control measure to ensure transparency of financial systems and controls regarding creditor payments.			

ASSET MANAGEMENT IMPLICATIONS

Nil

GREAT SOUTHERN VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

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

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

be received.

AMENDMENT TO SUBSTANTIVE MOTION Moved Cr Mitchell, Seconder None

That Council accepts this attached list of payments, and further resolves that all utilities expenses over the amount of \$500 incurred by Shire Employees under the terms of their employment package should be reimbursed to the Shire.

Cr Mathwin queried appoint of order whether this should come through the budget and policy considerations not through a payment listing.

After consideration the Mover, Cr Mitchell, withdrew the amendment under advisement.

MOTION	41/26	
MOVED:	Cr Radford	
SECONDED:	Cr Wieringa	
VOTE: 7/0	FOR:	Cr Bilney, Cr Mathwin, Cr Michael, Cr Wieringa, Cr Mitchell, Cr Mickle, Cr Radford
	AGAINST:	
Questions / Notes:	Cr Mathwin – Refund for \$12 000, that’s seems it may be the entire rates amount. DCEO & Rates Officer- Overpayment and credit for a land transaction.	

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
<i>16) Financial Sustainability</i>	Failure or reduction in controls associated with financial management, accounting standards, purchasing to pay, order to cash, plant, equipment or machinery lease or purchase, Treasury Functions, bank reconciliations, budget etc. These include processes and controls that are end to end in external and internal to the organisation.	Budget Controls	Cash Flow Budget and reporting to be implemented
Risk rating – <i>ADEQUATE</i>			
IMPLICATIONS			
Failure to write off the incorrectly levied interest charges carries reputational and legal risk for the Shire. Seeking payment of amounts that were not lawfully raised may expose the Shire to complaints, disputes, and potential legal challenge from affected ratepayers.			

Approving this write-off mitigates those risks and demonstrates sound and transparent financial administration.

ASSET MANAGEMENT IMPLICATIONS

Nil

GREAT SOUTHERN VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

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

MOTION	42/26
MOVED:	Cr Mitchell
SECONDED:	Cr Mathwin
VOTE: 7/0	FOR: Cr Bilney, Cr Mathwin, Cr Michael, Cr Wieringa, Cr Mitchell, Cr Mickle, Cr Radford
	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: 7/0	FOR:	Cr Bilney, Cr Mathwin, Cr Michael, Cr Wieringa, Cr Mitchell, Cr Mickle, Cr Radford
	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 a budget line item first.

9.4.5 APPOINTMENT OF BUSH FIRE CONTROL OFFICERS

REPORTING OFFICER:	Estelle Lottering – Manager Regulatory Services
DATE:	Tuesday, 19 May 2026
ATTACHMENT(S):	9.4.4.1 – Unconfirmed Bushfire Advisory Committee (BFAC) Minutes – 5 May 2026 9.4.4.2 – Unconfirmed Kojonup Bush Fire Association Annual General Meeting Minutes – 22 April 2026

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

DECLARATION OF INTEREST

Nil

PURPOSE OF THIS REPORT

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

BACKGROUND

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

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

COMMENT

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

- a) *"Tony Fisher be recommended for the Chief Bush Fire Control Officer (CBFCO);*
- b) *Ross Fryer-Smith be recommended for the Deputy Chief Bush Fire Control Officer (DCBFCO);*
- c) *Ben Blewett and Paul Norrish are recommended for the Senior Bush Fire Control Officers (SBFCO);*
- d) *The CBFCO and the DCBFCO are recommended for the Fire Weather Officer and Deputy Fire Weather Officer respectively;*
- e) *The CBFCO and the DCBFCO are recommended to be appointed as authorised officers to issue permits to burn for the collection of clover seed in the Shire; and*
- f) *The CBFCO, DCBFCO and the two Senior SBFCO's be authorised to advise the Chief Executive Officer of the Shire of Kojonup on the imposition of harvesting and movement of vehicles bans in the Shire of Kojonup for the 2026/2027 year.*

CONSULTATION

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

STATUTORY REQUIREMENTS

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

POLICY IMPLICATIONS

Policy 6.1 Fire Management Plan
Policy 2.3.4 Risk Management

FINANCIAL IMPLICATIONS

Nil

RISK MANAGEMENT IMPLICATIONS

RISK MANAGEMENT FRAMEWORK			
Risk Profile	Risk Description/Cause	Key Control	Current Action
2 - Business Disruption	Failure to adequately prepare and respond to events that cause disruption to the local community and/or normal business activities.	Community fire and emergency education	Nil
3 - Compliance	Failure to correctly communicate laws and regulations as a result of an inadequate compliance framework. This includes new or proposed regulatory and legislative changes, in addition to the failure to maintain updated internal & public domain legal documentation.	Maintain regular communications with agencies and support services	
	Ineffective policies & processes	External Audits (compliance)	
Risk rating – <i>ADEQUATE</i>			
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, Moberup 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:	
	AGAINST:	
Questions / Notes	CEO Cr Mathwin	Due to the sensitivity around this matter, take back to Bushfire Brigades. Just take back to Lumeah Brigade Defer to June 2026 meeting Carried

MOTION TO DEFER SUBSTANTIVE MOTION

Moved Cr Mathwin Seconder Cr Mickle

Substantive Motion deferred to the June Ordinary Council Meeting 2026 to allow time for the Lumeah Bush Fire Brigade to advise of a replacement for the Captain/FCO, Lumeah Brigade.

CARRIED 7/0

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

Against:

9.4.6 SHIRE OF KOJONUP FIRE BREAK ORDER 2026/2027

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

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

DECLARATION OF INTEREST

Nil

PURPOSE OF THIS REPORT

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

BACKGROUND

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

COMMENT

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

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

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

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

Should the Shire of Kojonup wish to vary these times, it will be undertaken in accordance

to these legislative requirements. The variation of these dates will be advertised separately to the Fire Break Order as they will be seasonal changes generally made after the Fire Break Order's publication.

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

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

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

CONSULTATION

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

STATUTORY REQUIREMENTS

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

17. Prohibited burning times may be declared by Minister

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

18. Restricted burning times may be declared by FES Commissioner

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

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

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

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

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

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

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

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

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

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

POLICY IMPLICATIONS

Policy 6.1 Fire Management Plan
Policy 2.3.4 Risk Management

FINANCIAL IMPLICATIONS

Nil

RISK MANAGEMENT IMPLICATIONS

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

	or proposed regulatory and 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			
<p>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.</p> <p>Advertising of the dates of the burning period is required as per the <i>Bush Fires Act 1954</i>; compliance with this <i>Act</i> demonstrates processes are being followed at a governance level that will assist in minimising the risks of bushfire upon the greater community.</p>			

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
AMENDMENT TO SUBSTANTIVE MOTION	
That the restricted and prohibited times be changed in the firebreak notice to the following:	
<ol style="list-style-type: none"> 1. Prohibited Burning Period 1 November to 14 March. 2. Restricted period be changed to the 14 March – 16 April.” 	
MOVED:	Cr Mathwin
SECONDED:	Cr Mitchell

SUBSTANTIVE MOTION WITH AMENDMENT

That Council adopt the 2026/2027 Fire Break Order for publishing with the amendment that the prohibited and restricted times be changed in the fire break notice to:

1. Prohibited Burning Period 1 November to 14 March.
2. Restricted period be changed to the 14 March – 16 April

MOTION	44/26	
MOVED:	Cr Mitchell	
SECONDED:	Cr Michael	
VOTE: 7/0	FOR:	Cr Bilney, Cr Mathwin, Cr Michael, Cr Wieringa, Cr Mitchell, Cr Mickle, Cr Radford
	AGAINST:	
Questions / Notes:		

9.4.7 WASTE MANAGEMENT SERVICES – AUTHORITY TO INVITE TENDERS

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

'PLACEMAKING' STRATEGIC COMMUNITY PLAN JULY 2023 TO JUNE 2033 To be <i>"The Cultural Experience Centre of the Great Southern"</i> STRATEGIC/CORPORATE IMPLICATIONS		
Key Strategic Pillar/s	Community Goal/s	Corporate Objective/s
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: 7/0	FOR:	Cr Bilney, Cr Mathwin, Cr Michael, Cr Wieringa, Cr Mitchell, Cr Mickle, Cr Radford
	AGAINST:	
Questions / Notes	Cr Mathwin CEO	Clarifying question – separation of lease documents brought back to council when tender is considered. Council have the opportunity to approve all agreements as part of the tender process

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 under section 10AB of the <i>Dog Act 1976</i>	Nil

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

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

ASSET MANAGEMENT IMPLICATIONS

Nil

GREAT SOUTHERN VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Absolute Majority

OFFICER RECOMMENDATION

That Council:

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

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

MOTION	47/26
MOVED:	Cr Mitchell
SECONDED:	Cr Wieringa

MOTION TO DEFER SUBSTANTIVE MOTION

Defer the substantive motion, as presented, to the Ordinary Council Meeting in August 2026 to have further discussion on the basis of gaining a better understanding these changes.

MOVED:	Cr Mathwin	
SECONDED:	Cr Mitchell	
VOTE: 7/0	FOR:	Cr Bilney, Cr Mathwin, Cr Michael, Cr Wieringa, Cr Mitchell, Cr Mickle, Cr Radford
	AGAINST:	
Questions / Note	Cr Mathwin	Cr Wieringa, due to budget, we won't have the time to discuss and bring to the OCM in July. Need time to discuss this. Mover, Cr Mathwin changed the 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			
<p>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).</p> <p>Timely updating of policies in accordance with legislation amendments assists in reducing the likelihood of non-compliance with legal requirements.</p>			

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

MOTION TO DEFER SUBSTANTIVE MOTION

Defer the substantive motion, as presented, to the Ordinary Council Meeting in August 2026 to have time to fully consider the changes to Policies.

MOVED:	Cr Bilney	
SECONDED:	Cr Mickle	
VOTE: 7/0	FOR:	Cr Bilney, Cr Mathwin, Cr Michael, Cr Wieringa, Cr Mitchell, Cr Mickle, Cr Radford
	AGAINST:	
Questions / Notes		

10. APPLICATIONS FOR LEAVE OF ABSENCE

Cr Michael		
MOTION		
That Council approve a Leave of Absence to Cr Michael from 10 June to 30 July		
MOVED:	Cr Michael	
SECONDED:	Cr Mathwin	
VOTE: 7/0	FOR:	Cr Bilney, Cr Mathwin, Cr Michael, Cr Wieringa, Cr Mitchell, Cr Mickle, Cr Radford
	AGAINST:	
Questions / Notes		

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

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



MONTHLY FINANCIAL REPORT

31 MAY 2026

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**SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 31 MAY 2026**

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 31 MAY 2026
Prepared by: Darren Long (Finance Consultant)
Reviewed by: Jill Johnson (MFCS)

BASIS OF PREPARATION

REPORT PURPOSE

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

BASIS OF ACCOUNTING

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

THE LOCAL GOVERNMENT REPORTING ENTITY

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

SIGNIFICANT ACCOUNTING POLICES

GOODS AND SERVICES TAX

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO).

Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable

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

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

CRITICAL ACCOUNTING ESTIMATES

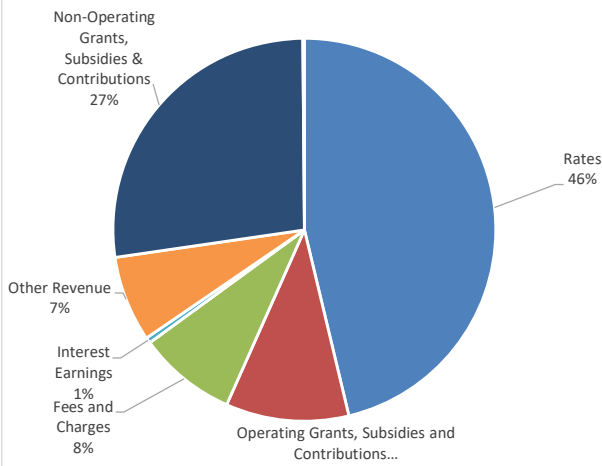
The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses. The estimates and associated assumptions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

ROUNDING OFF FIGURES

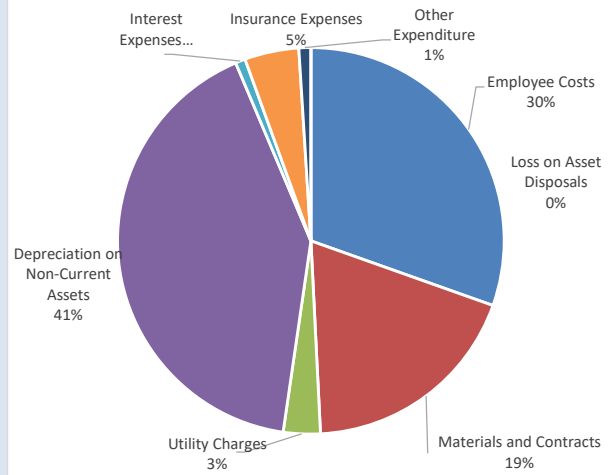
All figures shown in this statement are rounded to the nearest dollar.

**SHIRE OF KOJONUP
EXECUTIVE SUMMARY
FOR THE PERIOD ENDING 31 MAY 2026**

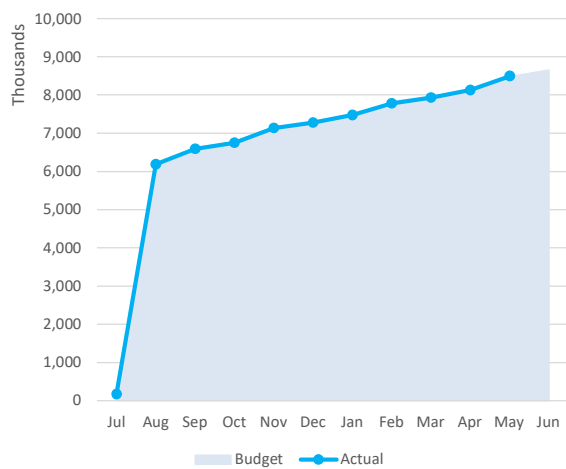
OPERATING REVENUE



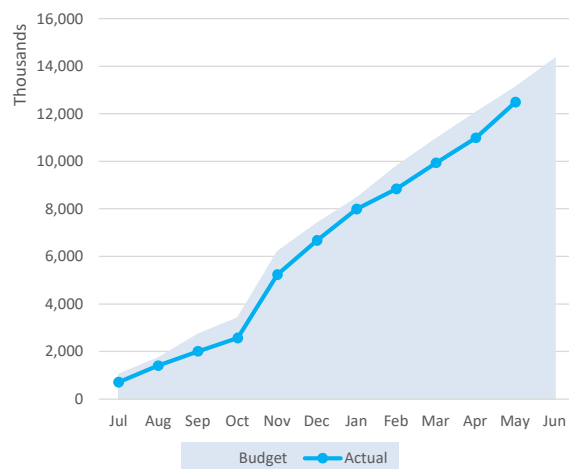
OPERATING EXPENSES



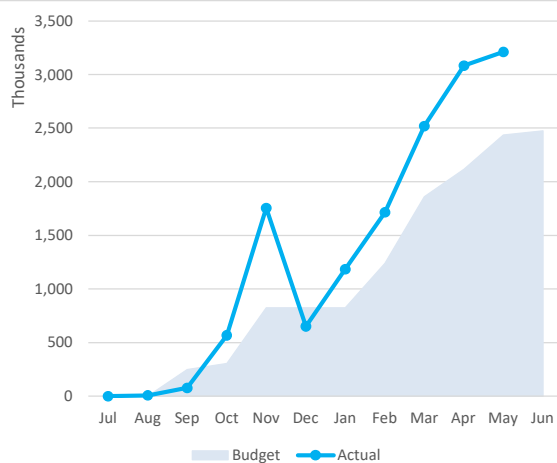
OPERATING REVENUE - Budget-v-YTD Actual



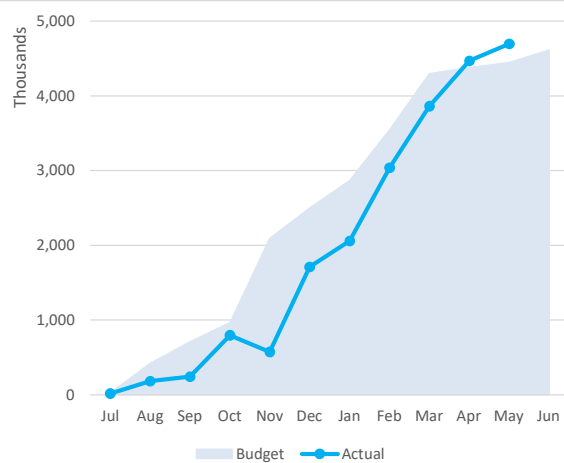
OPERATING EXPENSES - Budget-v-YTD Actual



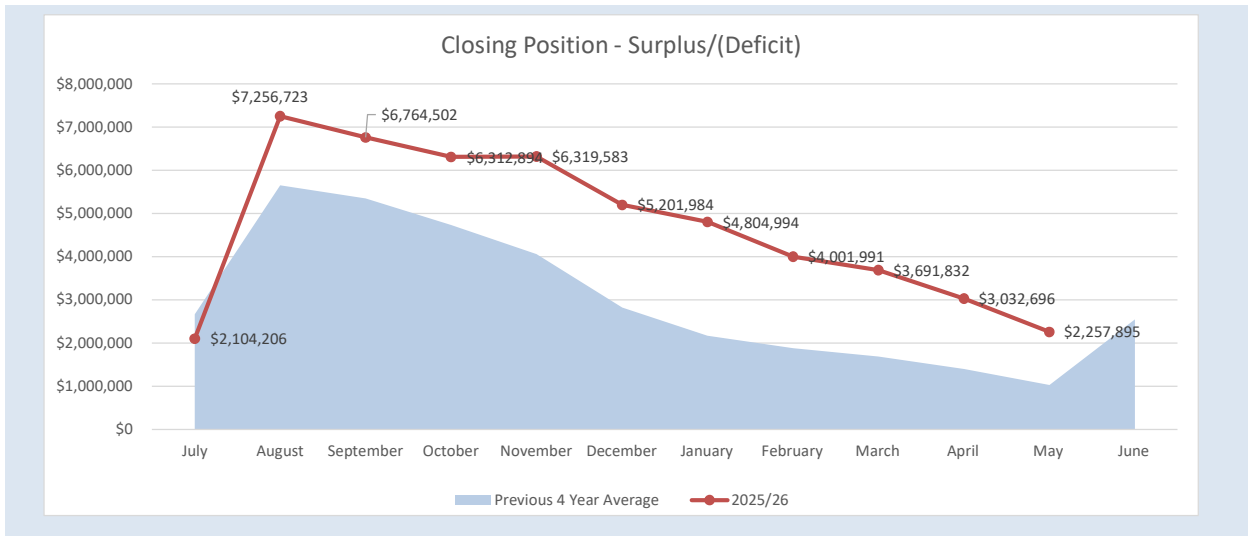
CAPITAL REVENUE - Budget-v-YTD Actual



CAPITAL EXPENSES - Budget-v-YTD Actual



**SHIRE OF KOJONUP
EXECUTIVE SUMMARY
FOR THE PERIOD ENDING 31 MAY 2026**



**SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 31 MAY 2026**

STATUTORY REPORTING PROGRAMS

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

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

SHIRE OF KOJONUP
STATEMENT OF COMPREHENSIVE INCOME BY FUNCTION/PROGRAM
FOR THE PERIOD ENDING 31 MAY 2026

	2025-2026 ANNUAL BUDGET	2025-2026 YTD BUDGET	2025-2026 YTD ACTUAL	VARIANCE
EXPENDITURE (Excluding Finance Costs)	\$	\$	\$	
General Purpose Funding	(85,551)	(67,180)	(69,937)	4%
Governance	(1,190,673)	(1,047,591)	(920,902)	-12%
Law, Order, Public Safety	(627,836)	(553,092)	(390,754)	-29%
Education and Welfare	(52,978)	(48,863)	(45,742)	-6%
Health	(529,526)	(485,339)	(275,230)	-43%
Housing	(397,618)	(365,897)	(447,872)	22%
Community Amenities	(932,923)	(863,151)	(735,950)	-15%
Recreation and Culture	(1,615,138)	(1,486,091)	(1,469,966)	-1%
Transport	(6,718,327)	(6,161,827)	(6,069,002)	-2%
Economic Services	(1,969,818)	(1,807,128)	(1,769,051)	-2%
Other Property and Services	(77,325)	(110,013)	(187,277)	70%
Operating Expenses	(14,197,712)	(12,996,172)	(12,381,684)	
REVENUE				
General Purpose Funding	6,232,974	6,230,552	6,189,146	-1%
Governance	60,040	53,569	86,712	62%
Law, Order, Public Safety	256,136	252,841	171,996	-32%
Education and Welfare	20,580	20,357	5,865	-71%
Health	3,000	2,750	3,336	21%
Housing	406,420	375,038	385,830	3%
Community Amenities	317,300	315,341	449,618	43%
Recreation and Culture	67,386	29,019	51,367	77%
Transport	253,357	253,357	248,389	-2%
Economic Services	952,860	873,420	855,011	-2%
Other Property & Services	83,450	76,493	44,855	-41%
Operating Revenue	8,653,503	8,482,737	8,492,124	
Sub-total	(5,544,209)	(4,513,435)	(3,889,559)	
FINANCE COSTS (INTEREST)				
Law & Order	(19,970)	(16,980)	(14,597)	-14%
Health	(1,647)	(1,800)	(1,074)	-40%
Housing	(32,315)	(36,143)	(25,040)	-31%
Recreation & Culture	(64,449)	(56,363)	(51,529)	-9%
Transport	(1,565)	(1,721)	(1,020)	-41%
Economic Services	(10,834)	0	(10,131)	0%
Total Finance Costs	(130,780)	(113,007)	(103,391)	
NON-OPERATING REVENUE				
Transport	2,365,133	2,365,133	3,176,298	34%
Total Non-Operating Revenue	2,365,133	2,365,133	3,176,298	
PROFIT/(LOSS) ON SALE OF ASSETS				
Governance Loss	0		0	
Governance Profit	0		14,118	0%
Total Profit/(Loss)	0	0	14,118	
NET RESULT	(3,309,856)	(2,261,309)	(802,535)	
Other Comprehensive Income				
Changes on revaluation of non-current assets	0	0	0	
Total Other Comprehensive Income	0	0	0	
TOTAL COMPREHENSIVE INCOME	(3,309,856)	(2,261,309)	(802,535)	

"Traffic Lights" Colour Coding:

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

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

Revenue:

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

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

Expenditure:

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

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



**SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 31 MAY 2026**

NATURE OR TYPE DESCRIPTIONS

REVENUE

RATES

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

GRANTS, SUBSIDIES AND CONTRIBUTIONS

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

CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS

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

PROFIT ON ASSET DISPOSAL

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

FEES AND CHARGEES

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

SERVICE CHARGES

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

INTEREST REVENUE

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

OTHER REVENUE / INCOME

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

EXPENSES

EMPLOYEE COSTS

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

MATERIALS AND CONTRACTS

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

UTILITIES (GAS, ELECTRICITY, WATER, ETC.)

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

INSURANCE

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

LOSS ON ASSET DISPOSAL

Loss on the disposal of fixed assets.

DEPRECIATION

Depreciation expense raised on all classes of assets.

FINANCE COSTS

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

OTHER EXPENDITURE

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

SHIRE OF KOJONUP
STATEMENT OF COMPREHENSIVE INCOME
BY NATURE/TYPE
FOR THE PERIOD ENDING 31 MAY 2026

	2025-2026 ANNUAL BUDGET	2025-2026 YTD BUDGET	2025-2026 YTD ACTUAL	VARIANCE
Expenses				
Employee Costs	(4,695,571)	(4,304,455)	(3,799,620)	-12%
Materials and Contracts	(3,166,263)	(2,871,720)	(2,343,382)	-18%
Utility Charges	(397,675)	(360,125)	(386,299)	7%
Depreciation on Non-Current Assets	(5,155,411)	(4,725,604)	(5,160,655)	9%
Interest Expenses	(130,780)	(113,007)	(103,391)	-9%
Insurance Expenses	(496,255)	(494,560)	(567,115)	15%
Other Expenditure	(286,537)	(239,707)	(124,613)	-48%
Operating Expenses	(14,328,492)	(13,109,179)	(12,485,075)	
Revenue				
Rates	5,405,109	5,405,109	5,405,223	0%
Operating Grants, Subsidies and Contributions	1,322,758	1,283,922	1,214,190	-5%
Fees and Charges	906,330	856,222	969,200	13%
Service Charges	0	0	0	0%
Interest Earnings	75,500	73,078	56,215	-23%
Other Revenue	943,806	864,406	847,297	-2%
Operating Revenue	8,653,503	8,482,737	8,492,124	
Sub-total	(5,674,989)	(4,626,442)	(3,992,951)	
Non-Operating Grants, Subsidies & Contributions	2,365,133	2,365,133	3,176,298	34%
Fair Value Adjustments to financial assets at fair value through profit/loss	0	0	0	0%
Profit on Asset Disposals	0	0	14,118	0%
Loss on Asset Disposals	0	0	0	0%
Non-Operating Revenue	2,365,133	2,365,133	3,190,416	
Net Result	(3,309,856)	(2,261,309)	(802,535)	
Other Comprehensive Income				
Changes on revaluation of non-current assets	0	0	0	
Total Other Comprehensive Income	0	0	0	
TOTAL COMPREHENSIVE INCOME	(3,309,856)	(2,261,309)	(802,535)	

SHIRE OF KOJONUP
STATEMENT OF FINANCIAL ACTIVITY BY NATURE/TYPE
FOR THE PERIOD ENDING 31 MAY 2026

	2025-2026 ANNUAL BUDGET	2025-2026 YTD BUDGET (a)	2025-2026 YTD ACTUAL (b)	MATERIAL \$ (b)-(a)	MATERIAL % (b)-(a)/(a)	VAR
OPERATING REVENUE	\$	\$	\$			
Rates	5,405,109	5,405,109	5,405,223	Within Threshold	Within Threshold	
Operating Grants and Subsidies	1,322,758	1,283,922	1,214,190	(69,732)	Within Threshold	
Fees and Charges	906,330	856,222	969,200	112,978	13.19%	▲
Interest Earnings	75,500	73,078	56,215	(16,863)	(23.08%)	▼
Profit on Asset Disposal	0	0	14,118	14,118	0.00%	
Other Revenue	943,806	864,406	847,297	(17,109)	Within Threshold	
	8,653,503	8,482,737	8,506,243			
LESS OPERATING EXPENDITURE						
Employee Costs	(4,695,571)	(4,304,455)	(3,799,620)	504,835	(11.73%)	▲
Materials & Contracts	(3,166,264)	(2,871,720)	(2,343,381)	528,339	18.40%	▲
Utilities	(397,675)	(360,125)	(386,299)	(26,174)	Within Threshold	
Depreciation on Non-Current Assets	(5,155,411)	(4,725,604)	(5,160,655)	(435,051)	Within Threshold	
Interest Expense	(130,780)	(113,007)	(103,391)	Within Threshold	Within Threshold	
Insurances	(496,255)	(494,560)	(567,115)	(72,555)	(14.67%)	▼
Loss on Asset Disposal	0	0	0	Within Threshold	0.00%	
Other Expenditure	(286,536)	(239,707)	(124,613)	115,094	48.01%	▲
	(14,328,492)	(13,109,180)	(12,485,074)			
Amount Attributable to Operating Activities	(5,674,989)	(4,626,442)	(3,978,831)			
ITEMS EXCLUDED FROM OPERATING ACTIVITIES						
Movement in Doubtful Debt Provision	500	0	0	Within Threshold	0.00%	
Movement in Accrued Interest on Loans	0	0	(21,895)	(21,895)	0.00%	
Profit on the disposal of assets	0	0	(14,118)	(14,118)	0.00%	
Depreciation Written Back	5,155,411	4,725,604	5,160,655	435,050	Within Threshold	
Total Items Excluded	5,155,911	4,725,604	5,124,641			
Sub Total	(519,078)	99,162	1,145,810			
INVESTING ACTIVITIES					0.00%	
Outflows from investing activities						
Land Held for Resale	(200,000)	(200,000)	0	200,000	100.00%	
Purchase Buildings	(112,000)	(112,000)	(113,735)	Within Threshold	Within Threshold	
Purchase Plant and Equipment	(306,500)	(306,500)	(215,374)	91,126	29.73%	
Purchase Furniture and Equipment	(315,000)	(240,000)	(60,082)	179,918	74.97%	
Infrastructure Assets - Roads	(3,073,381)	(3,054,202)	(3,812,536)	(758,334)	(24.83%)	
Infrastructure Assets - Parks & Ovals	(33,480)	(33,480)	0	33,480	100.00%	
Infrastructure Assets - Other	(60,000)	(60,000)	0	60,000	100.00%	
Inflows from investing activities						
Proceeds from Sale of Assets	72,000	72,000	35,768	(36,232)	(50.32%)	▼
Contributions for the Development of Assets	2,365,133	2,365,133	3,176,298	811,165	34.30%	▲
Amount Attributable to Investing Activities	(1,663,228)	(1,569,049)	(989,661)			
FINANCING ACTIVITIES						
Outflows from financing activities						
Repayment of Debt - Loan Principal	(486,694)	(414,247)	(486,694)	(72,447)	(17.49%)	
Transfer to Reserves	(28,000)	(24,607)	(6,645)	17,962	73.00%	
Inflows from financing activities						
Transfer from Reserves	37,000	0	0	Within Threshold	0.00%	
Amount Attributable to Financing Activities	(477,694)	(438,854)	(493,339)			
Sub Total	(2,660,000)	(1,908,741)	(337,190)			
FUNDING FROM						
Estimated Opening Surplus at 1 July	2,660,000	2,660,000	2,595,085	(64,915)	Within Threshold	
Closing Funds	0	0	0			
	2,660,000	2,660,000	2,595,085			
NET SURPLUS/(DEFICIT)	(0)	751,259	2,257,895			

**SHIRE OF KOJONUP
SUMMARISED NET CURRENT POSITION
FOR THE PERIOD ENDING 31 MAY 2026**

	ACTUAL 30 JUNE 2025	ACTUAL YTD
Cash - Unrestricted	\$2,451,286	\$2,368,057
Cash - Restricted General	\$0	\$0
Cash - Restricted Reserves	\$1,135,419	\$1,142,064
Accounts Receivable - Rates	\$492,025	\$607,191
Accounts Receivable - Sundry	\$237,010	\$269,433
GST Receivable	\$1,842	\$95,231
Contract Assets	\$296,070	\$0
Inventories	\$22,290	\$54,908
Land held for Resale	\$233,584	\$233,584
Loans - Clubs	\$0	\$0
CURRENT ASSETS	\$4,869,526	\$4,770,468
LESS: CURRENT LIABILITIES		
Payables	(\$475,862)	(\$507,759)
ATO Liabilities	\$57,476	\$3,418
Unspent Grant Liabilities	(\$496,045)	(\$641,578)
Employee Provisions	(\$524,215)	(\$524,215)
Accrued Interest on Loans	(\$21,895)	\$0
Interest Bearing Loans	(\$486,694)	(\$1)
Springhaven Accommodation Bonds	\$0	\$0
CURRENT LIABILITIES	(\$1,947,235)	(\$1,670,134)
LESS: EXCLUSIONS		
Cash - Restricted Reserves	(\$1,135,419)	(\$1,142,064)
Cash - Restricted Cash	\$0	\$0
Interest Bearing Loans	\$486,694	\$1
Self Supporting Loan Debtors	\$0	\$0
Less Land held for Resale	(\$233,584)	(\$233,584)
Less Provision for Doubtful Debts	\$8,993	\$8,993
Add back Cash backed LSL Provision		
Add Back Springhaven Bonds	\$0	\$0
Add Back Accrued Interest on Loans	\$21,895	\$0
Add: Current liabilities not expected to be cleared at end of year	\$524,215	\$524,215
Unspent loan funds - Loan 150	\$0	
Roundings	(\$1)	\$0
NET CURRENT POSITION - SURPLUS/(DEFICIT)	\$2,595,085	\$2,257,895

**SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDING 31 MAY 2026**

EXPLANATION OF MATERIAL VARIANCES

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

Defining a 'Material Variance'

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

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

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

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

REPORTING AREA	YTD BUDGET	YTD ACTUAL	VARIANCE \$	VARIANCE %	TIMING / PERMANENT	EXPLANATION
<u>Operating Revenue</u>						
Operating Grants	1,283,922	1,214,190	(69,732)	Within Threshold	TIMING	Decrease in General Purpose Grant \$89k, Increase in Local Roads Grant \$65k, Decrease in CESM contributions \$57k, Increase in GSDC GS Homes Grant and contirbutions \$20k.
Fees & Charges	856,222	969,200	112,978	13%	TIMING	Increase in ILU rent \$13k, Decrease in Groh rent \$16k, Increase in Plannning Fees \$122k, Increase in Cemetery Fees \$17k, Decrease in Standpipe Water Fees \$34k, Increase in Lease of Properties \$13k.
Interest Earnings	73,078	56,215	(16,863)	-23%	TIMING	Decrease in interest earned on Reserve investments.
Profit on Sale of Assets	0	14,118	14,118	0%	PERMANENT	Increase in profit on disposal of asset.
Other Revenue	864,406	847,297	(17,109)	Within Threshold	TIMING	Increase in Sundry Income \$27k, Increase in Police Licensing Commission \$11k, Decrease in Sundry Misc Fire Income \$29k, Decrease in Events & Exhibitions Income \$10k, Increase in Black Cockatoo Trading Income \$34k, Decrease in Workers Compensation Income \$23k.

**SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDING 31 MAY 2026**

EXPLANATION OF MATERIAL VARIANCES

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

Defining a 'Material Variance'

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

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

REPORTING AREA	YTD BUDGET	YTD ACTUAL	VARIANCE \$	VARIANCE %	TIMING / PERMANENT	EXPLANATION
<u>Operating Expenses</u>						
Employee Costs	(4,304,455)	(3,799,620)	504,835	-12%	PERMANENT/ TIMING	Increase in Admin Salaries \$16k, Increase in Admin Superannuation \$15k, Decrease in Admin FBT \$41k, Decrease in BRPC Salaries \$66k, Decrease in Health-Salaries \$100k, Decrease in Health Staff FBT \$11k, Decrease in Pool Superannuation \$23k, Decrease in Library Salaries \$13k, Decrease in Airstrip Ground Maint \$13k, Decrease in Salaries (tour) \$57k, Decrease in Kodja Place- Tour Exp \$12k, Decrease in Kodja Place Events \$31k, Decrease in Salaries Works Supervisors \$70k, Decrease in Superannuation (supervisors) \$29k, Increase in Training Expenses\$12k ,Increase in Annual Leave \$52k, Increase in Public Holidays \$80k, Increase in Sick Leave \$13k, Increase in PWOH Superannuation \$87k, Increase in Long Service Leave \$45k, Decrease in Cleaners Annual Leave \$12k, Decrease in Plant Repair Wages \$27k, Decrease in Workers Comp Wages \$19k, Increase in Wages & Allowance Default \$ 22k, Decrease in Grading Maintenance \$358k, Increase in Drainage Maint \$46k, Decrease in Guide Posts & Signage \$34k, Increase in Townsite-Kojonup -Verge Maint \$42k.

**SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDING 31 MAY 2026**

EXPLANATION OF MATERIAL VARIANCES

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REPORTING AREA	YTD BUDGET	YTD ACTUAL	VARIANCE \$	VARIANCE %	TIMING / PERMANENT	EXPLANATION
Materials & Contracts	(2,871,720)	(2,343,381)	528,339	18%	TIMING	Decrease in Dep W/Back \$ 135k, Increase in Rates Contract Services \$33k, Decrease in Election Expenses \$15k, Decrease in Integrated Planning Exp \$80k, Decrease in Audit fees \$28k, Increase in Conference & Training \$13k, Decrease in Telephone & Internet \$24k, Decrease in Software Licensing Fees \$120k, Decrease in ICT Support \$33k, Increase in ICT Website \$11k, Decrease in Admin Legal Exp \$17k, Decrease in VROC -Shared Services \$17k, Increase in Novated Lease expenses \$19k, Increase in Financial Consultants expenses \$16k, Decrease in CESM Other Exp \$22k, Decrease in Health Contractors \$18k, Decrease in Doctors Services Contribution Exp \$37k, Decrease in Housing -GS Homes Mou Exp \$12k, Decrease in Recycle Depot /Transfer Stn \$46k, Decrease in Transport to Waste and Loader Hire \$13k, Decrease in Refuse Collection (Kerbside) \$13k, Decrease in Verge Pick Up -Hard Waste \$27k, Increase in Environment Reserve Management \$10k, Decrease in Reserve Clean Up \$16k, Increase in Town Planning Exp \$18k, Increase in Sport Complex -Ground Maint \$46k, Increase in Sport Complex -Turkey Nest Dam \$13k, Decrease in Bridge Maint \$45k, Increase in Grading Maintnance \$115k, Increase in External Part & Repairs \$87k, Decrease in Story Area (Digital) \$42k, Decrease in Other Staff Exp (INC, FBT) \$28k, Decrease in Plant Fuel & Oil \$21k, Increase in Airstrip Ground Maint \$19k, Increase in Black Cockatoo Cost Of Goods Purchased \$14k, Decrease in Townsite-Kojonup-verge Mtce \$13k, Decrease in Community Events Exp \$15k, Decrease in Kodja- Retail Stock (COGS) \$15k, Increase in Vehicle Operating expenses \$14k.
Utilities	(360,125)	(386,299)	(26,174)	Within Threshold	TIMING	Increase in Admin Telephone & Internet \$22k, Decrease in Apex Park Water \$13k, Decrease in Black Cockatoo Utilities \$14k, Increase in Standpipe Water \$23k.

**SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDING 31 MAY 2026**

EXPLANATION OF MATERIAL VARIANCES

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REPORTING AREA	YTD BUDGET	YTD ACTUAL	VARIANCE \$	VARIANCE %	TIMING / PERMANENT	EXPLANATION
Insurances	(494,560)	(567,115)	(72,555)	-15%	TIMING	Increase in Admin Workers Comp Insurances \$22k, Increase in PWOH Workers Comp Insurance \$43k, Decrease in Plant Insurance \$16k.
Other Expenses	(239,707)	(124,613)	115,094	48%	TIMING	Decrease in Member Conference Exp \$13k Decrease POC Allocated to W. & S \$73k.

Investing Activities

Plant & Equipment	(306,500)	(215,374)	91,126	30%	TIMING	Increase in Purchase Plant & Equipment - ESL \$ 10k, Decrease in Major Plant Purchases \$ 98k.
Furniture & Equipment	(240,000)	(60,082)	179,918	75%	TIMING	Decrease in ICT Plan Implementation \$ 175k.
Infrastructure - Roads	(3,054,202)	(3,812,536)	(758,334)	-25%	TIMING	Decrease in Spring Street Asphalt 355k, Decrease in Misson Road Floodway \$ 20k, Decrease in Soldier Road - Asphalt \$ 72k, Decrease in Newton Street Reseal 24/25 C/Over SLK 0.00 - 0.26 \$ 19k, Decrease in Tone Rd Stab & Seal Failures SLK 5.30 - 5.90 \$ 25k, Decrease in Frankland Rd Repair Pavement SLK 19.94 \$ 111k, Decrease in Boscabel Chittinup RD Reseal SLK 3.80 - 4.06 \$ 85k, Decrease in Boscabel Chittinup RD Reseal SLK 4.86 - 6.22 \$ 95k, Decrease in Old Broomehill Rd Seal Bridge Approach SLK 2.25 \$ 27k, Decrease in Old Broomehill Rd Seal Bridge Approach SLK 5.16 \$ 23k, Decrease in Old Broomehill Rd Seal Bridge Approach SLK 7.65 \$ 15k, Decrease in Kojonup Darkan Rd Reconstruction SLK 1.9 - 3.8 \$ 74k, Decrease in Jingalup Rd Reseal SLK 2.0 - 4.0 \$ 57k, Increase in Kojonup-Frankland Rd Reconstruct And Reseal \$ 113k, Increase in Reillys Creek Road - Gravel Sheet \$ 11k, Increase in Broomehill-Kojonup Road AEL/ACL \$ 1729k, Decrease in Council - Thornbury Close Construction including fire road (Industrial Area) \$ 40k, Decrease in Jingalup Road Re-Alignment \$ 29k.

**SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDING 31 MAY 2026**

EXPLANATION OF MATERIAL VARIANCES

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REPORTING AREA	YTD BUDGET	YTD ACTUAL	VARIANCE \$	VARIANCE %	TIMING / PERMANENT	EXPLANATION
Infrastructure - Parks & Ovals	(33,480)	0	33,480	100%	PERMANENT	Decrease in Apex Park Playground \$33k.
Infrastructure - Others	(60,000)	0	60,000	100%	TIMING	Decrease in Community Promotional Signage \$60k.
Proceeds from Sale of Assets	72,000	35,768	(36,232)	-50%	TIMING	Decrease in Proceeds Sale of Assets - Plant & Equipment \$36k.
Non-Operating Grants	2,365,133	3,176,298	811,165	34%	TIMING	Increase in Commodity Route Grants \$35k, Increase in Regional Road Safety Program Grant \$1,730k, Decrease in Roads to Recovery Grant \$957k.
Financing Activities						
Loan Principal Repayments	(414,247)	(486,694)	(72,447)	-17%	TIMING	Decrease in Loan 150 - Communications Tower \$24k.

SHIRE OF KOJONUP
STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDING 31 MAY 2026

	Note	2024-25 ACTUAL \$	2025-2026 ACTUAL \$	Variance \$
Current assets				
Unrestricted Cash & Cash Equivalents		2,451,286	2,368,057	-83,228
Restricted Cash & Cash Equivalents		1,135,419	1,142,064	6,645
Trade and other receivables		729,035	876,624	147,588
ATO Receivables		1,842	95,231	93,389
Contract Assets		296,070	0	-296,070
Inventories		22,290	54,908	32,617
Land Held for Resale		233,584	233,584	0
Total current assets		4,869,526	4,770,468	-99,058
Non-current assets				
Trade and other receivables		114,776	114,776	0
LG House Unit Trust		99,524	99,524	0
Land Held for Resale		0	0	0
Land		2,292,085	2,292,085	0
Buildings		26,749,619	26,228,045	-521,574
Furniture & Equipment		367,345	395,819	28,475
Plant & Equipment		3,049,662	2,838,840	-210,822
Tools		0	0	0
Roads Infrastructure		94,871,109	94,583,999	-287,110
Kerbing Infrastructure		2,085,779	2,085,779	0
Drainage Infrastructure		10,018,154	10,018,154	0
Bridges Infrastructure		5,875,371	5,875,371	0
Footpaths Infrastructure		1,217,497	1,217,497	0
Parks Infrastructure		2,234,623	2,234,623	0
Other Infrastructure		5,820,586	5,831,039	10,453
Total non-current assets		154,796,130	153,815,552	-980,578
Total assets		159,665,656	158,586,020	-1,079,636
Current liabilities				
Trade and other payables		497,757	507,759	-10,002
ATO Liabilities		-57,476	-3,418	-54,058
Contracts Liability		496,045	641,578	-145,533
Interest-bearing loans and borrowings		486,694	1	486,694
Provisions		524,215	524,215	0
Total current liabilities		1,947,235	1,670,134	277,102
Non-current liabilities				
Interest-bearing loans and borrowings		3,993,184	3,993,184	0
Non-Current Payables		0	0	0
Provisions		94,599	94,599	0
Total non-current liabilities		4,087,783	4,087,783	0
Total liabilities		6,035,019	5,757,917	277,102
Net assets		153,630,638	152,828,103	-802,535
Equity				
Retained surplus		71,354,745	71,348,100	-6,645
Net Result		0	-802,535	-802,535
Reserve - asset revaluation		81,140,473	81,140,473	0
Reserve - Cash backed		1,135,419	1,142,064	6,645
Total equity		153,630,638	152,828,103	-802,535

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

**SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDING 31 MAY 2026**

PROGRESS OF THE CAPITAL PROGRAM/SMART IMPLEMENTATION

COA	Description	SMART Implement. Ref.	Resp. Officer	Asset Class	Asset Invest. Type	2025/2026 Original Budget	2025/2026 YTD Budget	2025/2026 YTD Actuals	% of Annual Budget
Governance									
C137	ICT Plan Implementation		CEO	F&E	Renewal	300,000	225,000	49,629	17%
2104	Purchase of Light Vehicles		CEO	P&E	Renewal	107,000	107,000	102,499	96%
						407,000	332,000	152,128	
Law Order & Public Safety									
2414	PURCHASE PLANT & EQUIP - ESL		CEO	P&E	Renewal	0	0	9,575	
						0	0	9,575	
Housing									
C142	8 Soldier Road - Building renewal	2.2.14	MPS	L&B	Renewal	35,000	35,000	35,338	101%
C313	Jean Sullivan Units - Building Renewal		MPS	L&B	Renewal	10,000	10,000	0	0%
C145	ILU's - Building Renewal		MPS	L&B	Renewal	12,000	12,000	0	0%
						57,000	57,000	35,338	
Community Amenities									
C310	Subdivision Construction	2.4.3	CEO	L4R	Upgrade	200,000	200,000	0	0%
						200,000	200,000	0	
Recreation & Culture									
C158	Swimming Pool Equipment		MPS	P&E	Renewal	46,500	46,500	48,300	104%
6644	Sports Complex - New oven		MPS	F&E	Renewal	15,000	15,000	10,453	70%
C295	Swimming Pool - Cover over pool		MPS	L&B	Renewal	15,000	15,000	13,840	92%
C105	Memorial Hall Capital Expenditure - Replace ceiling		MPS	L&B	Renewal	0	0	39,840	0%
C357	Apex Park - Replace Equipment		SH	Infr.	Renewal	33,480	33,480	0	0%
						109,980	109,980	112,433	
Transport - Plant Purchases									
7604	Plant Major Purchases		MWS	P&E	New	153,000	153,000	55,000	36%
						153,000	153,000	55,000	
Transport - Infrastructure									
C507	RTR - Spring Street Asphalt		MWS	Infr.	Renewal	375,000	375,000	20,299	5%
CJ508	RTR - Misson Road Floodway		MWS	Infr.	Renewal	20,000	20,000	0	0%
CJ509	RTR - Soldier Road - Asphalt		MWS	Infr.	Renewal	75,000	75,000	3,204	4%
CJ512	RTR - Newton Street Reseal 24/25 C/Over SLK 0.00 - 0.26		MWS	Infr.	Renewal	18,530	18,530	0	0%
R2R400	R2R - Balgarup Road Tree Pruning/Verge Mulching Works		MWS	Infr.	Renewal	75,000	75,000	49,902	67%
R2R401	RTR - Tone Rd Stab & Seal Failures SLK 5.30 - 5.90		MWS	Infr.	Renewal	145,000	145,000	124,674	86%
R2R402	RTR - Frankland Rd Repair Pavement SLK 19.94		MWS	Infr.	Renewal	112,136	112,136	1,203	1%
R2R403	RTR - Boscabel Chittinup RD Reseal SLK 3.80 - 4.06		MWS	Infr.	Renewal	85,000	85,000	0	0%
R2R404	RTR - Boscabel Chittinup RD Reseal SLK 4.86 - 6.22		MWS	Infr.	Renewal	95,000	95,000	0	0%
R2R405	RTR - Old Broomehill Rd Seal Bridge Approach SLK 2.25		MWS	Infr.	Renewal	60,000	60,000	32,933	55%
R2R406	RTR - Old Broomehill Rd Seal Bridge Approach SLK 5.16		MWS	Infr.	Renewal	60,000	60,000	36,531	61%
R2R407	RTR - Old Broomehill Rd Seal Bridge Approach SLK 7.65		MWS	Infr.	Renewal	60,000	60,000	15,412	26%
RRG001	Shamrock Rd Widen SLK 15.8 - 18.8		MWS	Infr.	Upgrade	705,000	705,000	706,308	100%
RRG002	Kojonup Darkan Rd Reseal SLK 3.8 - 5.0		MWS	Infr.	Renewal	105,000	105,000	105,111	100%
RRG003	Kojonup Darkan Rd Reconstruction SLK 1.9 - 3.8		MWS	Infr.	Upgrade	615,000	615,000	540,753	88%
RRG004	Jingalup Rd Reseal SLK 2.0 - 4.0		MWS	Infr.	Renewal	210,000	210,000	152,235	72%
RRG005	Rrg - Kojonup-Frankland Rd Reconstruct And Reseal		MWS	Infr.	Renewal	0	0	113,543	
CJ079	Reillys Creek Road - Gravel Sheet		MWS	Infr.	Upgrade	76,715	57,536	68,750	90%
RC003	Thornbury Close Construction including fire road (Industrial Area)		MWS	Infr.	Upgrade	151,000	151,000	110,641	73%
RC004	Jingalup Road Re-Alignment		MWS	Infr.	Upgrade	30,000	30,000	1,186	4%
RSP001	Broomehill-Koonup Rd Seal With Aec/Acl - Slk 0.00 To 16.85		MWS	Infr.	Upgrade	0	0	1,729,849	
						3,073,381	3,054,202	3,812,536	
Economic Services									
C177	Kodja Place - Capital Renewal/Improvement	2.1.10	MCCS	L&B	Renewal	15,000	15,000	22,591	151%
C349	Black Cockatoo Café Capital Expenditure		MCCS	L&B	Renewal	25,000	25,000	2,126	9%
C054	Promotional Signage at Airstrip	1.4.7	CEO	Infr.	New	60,000	60,000	0	0%
						100,000	100,000	24,718	
Total Capital Expenditure						4,100,361	4,006,182	4,201,726.56	102.5%

SUMMARIES:				
Land Held for Resale	200,000	200,000	0	0.0%
Land & Buildings	112,000	112,000	113,735	101.5%
Infrastructure	3,166,861	3,147,682	3,812,536	120.4%
Plant & Equipment	306,500	306,500	215,374	70.3%
Furn & Equipment	315,000	240,000	60,082	19.1%
	4,100,361	4,006,182	4,201,727	102.5%
At No Cost	0		0	0.0%
Asset Renewal	2,109,646	2,034,646	989,239	46.9%
New Asset	213,000	213,000	55,000	25.8%
Upgrading Asset	1,777,715	1,758,536	3,157,488	177.6%
	4,100,361	4,006,182	4,201,727	102.5%
Chief Executive Officer	667,000	592,000	161,703	24.2%
Manager Corporate & Community Services	40,000	40,000	24,718	61.8%
Manager Works & Services	3,226,381	3,207,202	3,867,535	119.9%
Senior Horticulturalist	33,480	33,480	0	0.0%
Manager Property Services	133,500	133,500	147,770	110.7%
	4,100,361	4,006,182	4,201,727	102.5%

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT
STATEMENT OF CAPITAL GRANTS & CONTRACT LIABILITIES
FOR THE PERIOD ENDING 31 MAY 2026

UNSPENT CAPITAL GRANTS							
Grant Provider	Liability 1 July 2025	Increase in Liability	Liability Recorded as Revenue	Closing Liability	Adopted Budget Revenue	YTD Budget	YTD Actual Revenue
Transport							
MRWA - Regional Road Group Grants 2024-2025	142,379	(142,379)	0	0	0		0
DITRDC - Roads to Recovery Grant 2024-2025	349,997	0	(284,158)	65,839	548,997	548,997	284,158
DITRDC - Roads to Recovery Grant 2025-2026	0	418,353	0	418,353	692,136	692,136	0
MRWA RRG 25-26 Shamrock Rd	0	470,000	(470,000)	0	470,000	1,090,000	470,000
MRWA RRG 24-25 Jingalup Rd Reseal	0	112,000	(112,000)	0	140,000	112,000	112,000
MRWA RRG 24-25 Kojonup Darkan Reseal		70,000	(70,000)	0	70,000	56,000	70,000
MRWA RRG 24-25 Kojonup Darkan Reconstruction		328,000	(328,000)	0	410,000	328,000	328,000
MRWA RRG 24-25 Kojonup Frankland RD Reseal		120,000	(113,543)	6,457	0	0	113,543
MRWA - Commodity Route Grants 2025-2026		101,528	(68,750)	32,778	34,000	34,000	68,750
MRWA Regional Road Safety Project-Broomhill		1,844,330	(1,729,849)	114,481	0	0	1,729,849
Economic Services							
Dept of Water - Water Re-use (Community Drought)	3,669	0	0	3,669	0	0	0
Total Unspent Capital Grants	496,045	3,321,832	(3,176,300)	641,578	2,365,133	2,861,133	3,176,300
CONTRACT LIABILITIES							
Grant Provider	Liability 1 July 2025	Increase in Liability	Liability Recorded as Revenue	Closing Liability	Adopted Budget Revenue	YTD Budget	YTD Actual Revenue
Housing							
GSDC - Great Southern Homes Grant	0	30,000	(30,000)	0	30,000	30,000	30,000
Total Contract Liabilities	-	30,000	(30,000)	-	30,000	30,000	30,000
TOTAL LIABILITIES & REVENUE	496,045	3,351,832	(3,206,300)	641,578	2,395,133	2,891,133	3,206,300

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDING 31 MAY 2026

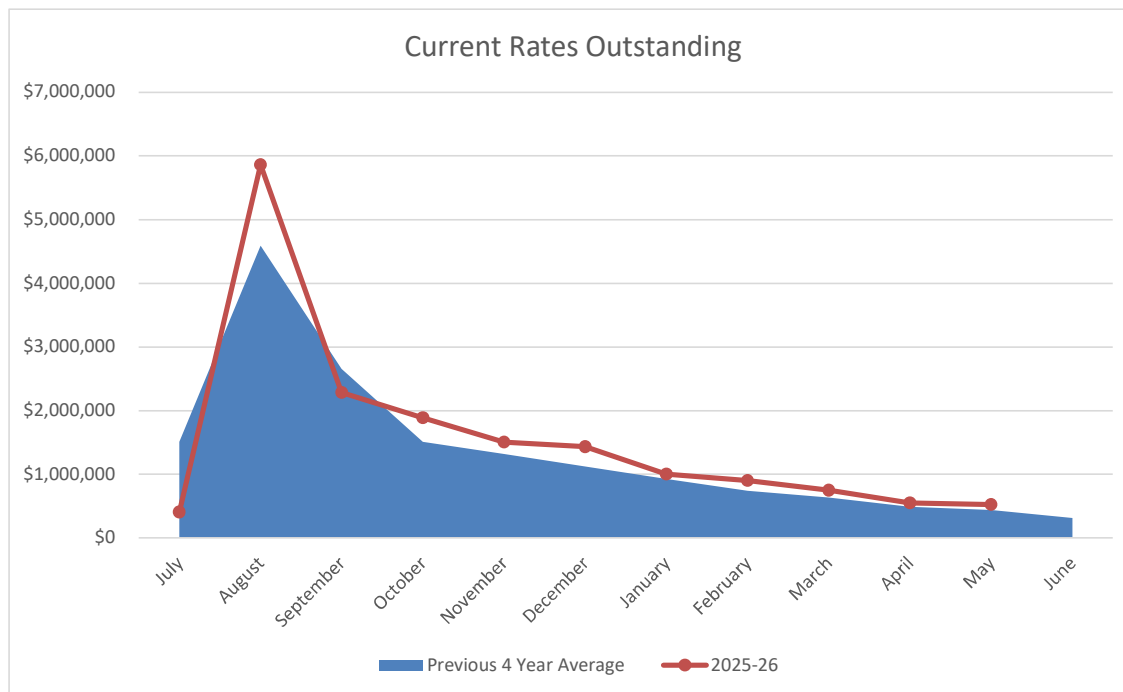
RESERVES - CASH BACKED	2025-2026 Actual Opening Balance	2025-2026 Actual Transfer to	2025-2026 Actual Transfer (from)	2025-2026 Actual Closing Balance	2025-2026 Budget Opening Balance	2025-2026 Budget Transfer to	2025-2026 Budget Transfer (from)	2025-2026 Budget Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$
Plant Reserve	269,951	1,580	0	271,531	269,771	7,800	0	277,571
Employee Leave	296,408	1,734	0	298,142	296,230	7,800	0	304,030
Low Income Housing	91,023	533	0	91,556	90,963	1,850	0	92,813
Sporting Facility	0	0	0	0	68,321	1,380	(15,000)	54,701
Landfill Waste Management	87,276	511	0	87,787	87,217	1,770	0	88,987
Kodja Place Tourist Precinct	0	0	0	0	18	0	0	18
Community Grants Reserve	10,627	62	0	10,689	10,619	215	0	10,834
Independent Living Units	172,455	1,009	0	173,464	172,339	3,490	(22,000)	153,829
Natural Resource Management	106,230	622	0	106,852	106,159	2,150	0	108,309
The Kodja Place Building Upgrade & Renewal	19,222	113	0	19,334	19,191	390	0	19,581
Asset Acquisition and Replacement Reserve	0	0	0	0	0	0	0	0
Sports Complex Building, Plant & Equipment Upgrade and Renewal Reserve	82,228	481	0	82,709	13,830	1,155	0	14,985
	1,135,420	6,644	0	1,142,064	1,134,658	28,000	(37,000)	1,125,658

**SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDING 31 MAY 2026**

RATES & SUNDRY RECEIVABLES

Rates:

	1-Jul-25	Levy for 2025/26	Collectable	Received	Outstanding
Property Rates	\$ 213,171	\$ 5,404,105	\$ 5,617,276	\$ (5,292,695)	\$ 324,581
Rubbish Charges	\$ 46,040	\$ 286,660	\$ 332,700	\$ (285,531)	\$ 47,169
Emergency Services Levy	\$ 22,122	\$ 1,409	\$ 23,531	\$ -	\$ 23,531
Instalment fee & Interest	\$ -	\$ 19,390	\$ 19,390	\$ (19,390)	\$ -
Penalty & ESL Interest	\$ 131,124	\$ 34,320	\$ 165,443	\$ (33,233)	\$ 132,210
Excess Rates	\$ (70,709)	\$ -	\$ (70,709)	\$ (14,196)	\$ (84,905)
Sub- Total	\$ 341,748	\$ 5,745,884	\$ 6,087,632	\$ (5,645,045)	\$ 442,587 8%
OTHER ITEMS					
Pensioner Rebates to claim	\$ 79,569	\$ -	\$ 79,569	\$ 130	\$ 79,699
Sub-Total	\$ 421,316				\$ 522,286
Pensioner Deferred Rates	\$ 114,776	\$ -	\$ 114,776	\$ -	\$ 114,776
Total Outstanding	\$ 456,523	\$ 5,745,884	\$ 6,202,408	\$ (5,645,045)	\$ 557,363



Sundry Debtors:

	30-Jun-25		31/05/26		Movement This FY
Credit Balance	\$ (7,112)		\$ (7,508)		\$ 396
Current	\$ 364,492		\$ 56,725		\$ 307,767
30 - 60 days	\$ 6,417	1%	\$ 104,175	37%	\$ (97,758)
60 - 90 days	\$ 1,562	0%	\$ 12,547	5%	\$ (10,984)
Greater than 90 days	\$ 127,516	26%	\$ 112,488	40%	\$ 15,028
	\$ 492,875		\$ 278,426		

**SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDING 31 MAY 2026**

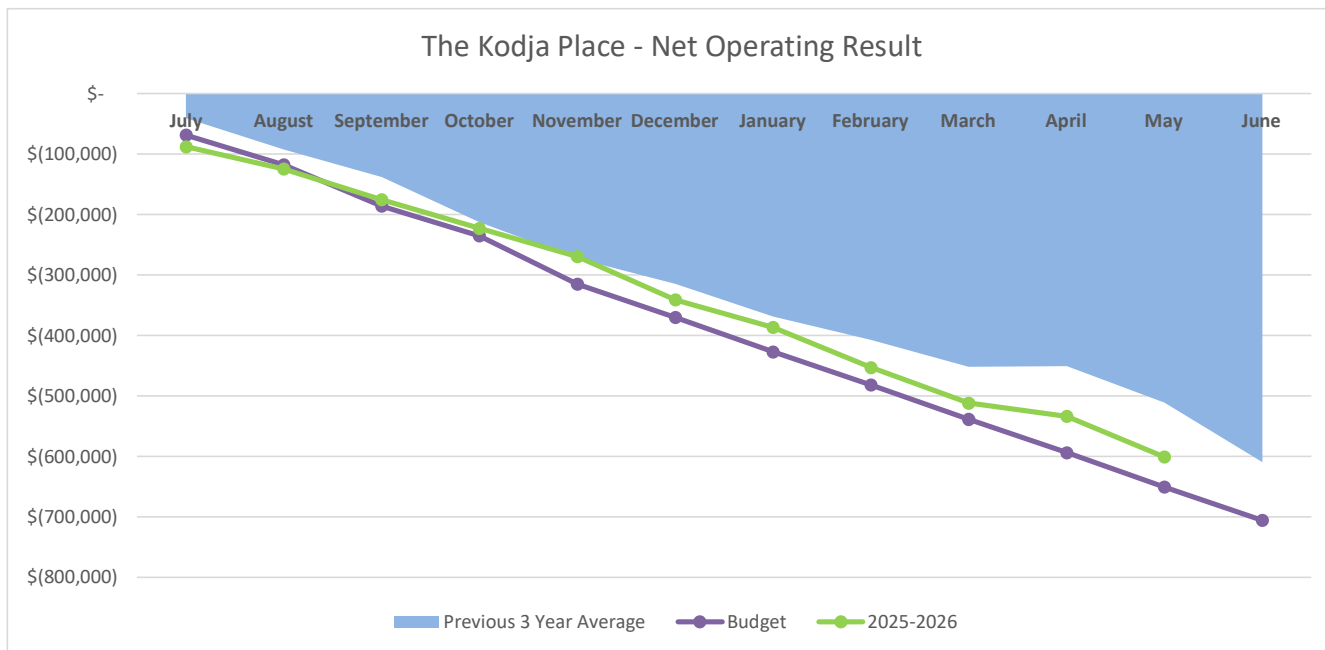
LOAN REPAYMENTS	Loan Number	2025-2026 Actual	2025-2026 New	2025-2026 New	2025-2026 Actual	2025-2026 Actual	2025-2026 Budget	2025-2026 Budget	2025-2026 Budget	2025-2026 Budget	2025-2026 Budget
		Principal 1 July 2025	New Loans	Principal Repayments	Interest Repayments	Principal Outstanding	Principal 1 July 2025	New Loans	Principal Repayments	Interest Repayments	Principal Outstanding
		\$		\$	\$	\$	\$	\$	\$	\$	\$
Law, order, public safety											
Communications Tower	150	358,792	0	(26,509)	(11,026)	332,283	358,792	0	(35,479)	(19,970)	323,313
Health											
Medical Centre Donation	137	101,679	0	(9,005)	(1,074)	92,675	101,679	0	(9,005)	(1,647)	92,674
Housing											
Bagg Street Unit	135	33,259	0	(15,389)	(4,239)	17,870	33,259	0	(10,750)	(929)	22,509
Aged Units - GSHI	139	0	0	(31,328)	(5,570)	(31,328)	0	0	0	0	0
Staff Housing - GSHI	140	669,970	0	(36,313)	(2,634)	633,657	669,970	0	(62,388)	(11,409)	607,582
GROH Housing - GSHI	138	592,029	0	(115,860)	(5,253)	476,169	592,029	0	(115,860)	(8,171)	476,169
Staff Housing - GSHI	144	22,617	0	(11,203)	(234)	11,414	22,617	0	(11,203)	(375)	11,414
GROH Housing - GSHI	145	22,617	0	(34,251)	(17,344)	(11,635)	22,617	0	(11,203)	(375)	11,414
Staff Housing Renovations	148	254,607	0	(16,501)	(10,964)	238,106	254,607	0	(16,501)	(11,056)	238,106
Recreation and culture											
Sports Complex	134	161,764	0	(27,750)	(11,094)	134,014	161,764	0	(19,867)	(7,952)	141,897
Sports Complex Wall	136	42,391	0	(23,393)	(5,592)	18,998	42,391	0	(10,285)	(793)	32,106
Netball Courts & Roof	143	1,228,607	0	(33,437)	(6,615)	1,195,170	1,228,607	0	(56,945)	(34,945)	1,171,662
Oval Lighting	142	157,404	0	(25,294)	(1,794)	132,109	157,404	0	(25,294)	(2,194)	132,110
Harrison PI Toilets & Park	146	295,831	0	(23,987)	(5,495)	271,844	295,831	0	(37,506)	(7,340)	258,325
Harrison PI Toilets & Park	149	141,646	0	(8,771)	(3,728)	132,875	141,646	0	(17,740)	(11,225)	123,906
Transport											
Airstrip Lighting	141	111,131	0	(10,842)	(416)	100,289	111,131	0	(10,468)	(1,565)	100,663
Economic services											
Land Development	147	285,534	0	(36,859)	(10,320)	248,675	285,534	0	(36,200)	(10,834)	249,334
		4,479,877	0	(486,693)	(103,391)	3,993,185	4,479,878	0	(486,694)	(130,780)	3,993,184

**SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDING 31 MAY 2026**

MAJOR BUSINESS UNITS

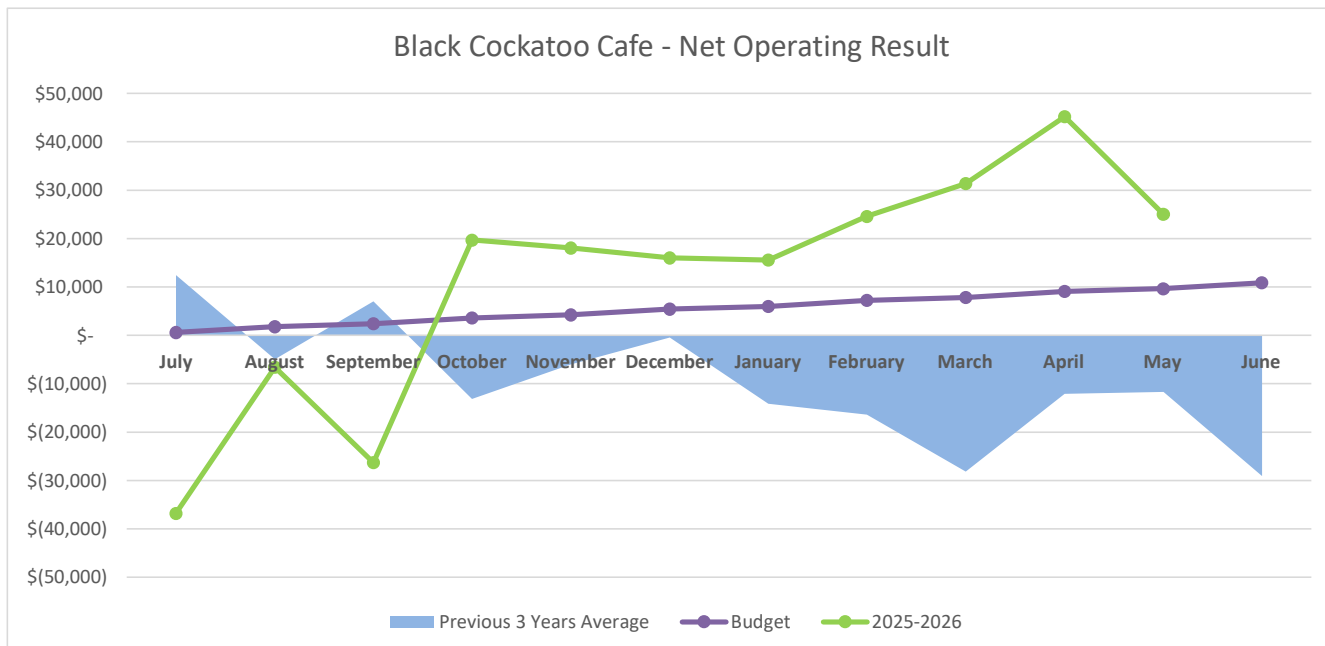
The Kodja Place Precinct

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



Black Cockatoo Café

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



SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

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

ACCOUNT	JOB	COMPARATIVES		% of Annual Budget	ACTUAL		ADOPTED BUDGET		AMENDED BUDGET	
		YEAR TO DATE			31 MAY 2026		2025-2026		30 JUNE 2026	
		Budget	Actual		Income	Expense	Income	Expense	Income	Expense
GENERAL PURPOSE FUNDING - RATES										
OPERATING EXPENDITURE										
1112	Admin Allocated to Rates (Cash)	\$54,834	\$27,934	47%	\$0	\$27,934	\$0	\$59,821	\$0	\$68,832
1122	Admin Allocated to Rates (Non-Cash)	\$3,893	\$1,173	28%	\$0	\$1,173	\$0	\$4,247	\$0	\$4,247
1182	Rates Printing/postage	\$1,000	\$2,229	223%	\$0	\$2,229	\$0	\$1,000	\$0	\$1,000
1192	Valuation Expenses	\$2,695	\$3,103	20%	\$0	\$3,103	\$0	\$15,725	\$0	\$15,725
1202	Title Searches	\$500	\$0	0%	\$0	\$0	\$0	\$500	\$0	\$500
1222	Insurance - Emp Costs (Rates)	\$2,258	\$2,990	132%	\$0	\$2,990	\$0	\$2,258	\$0	\$1,495
1262	Legal Costs Incurred - Rates	\$2,000	\$0	0%	\$0	\$0	\$0	\$2,000	\$0	\$2,000
Sub Total - GENERAL RATES OP/EXP		\$67,180	\$69,937		\$0	\$69,937	\$0	\$85,551	\$0	\$93,799
OPERATING INCOME										
1003	General Rates Levied	(\$5,402,594)	(\$5,404,086)	100%	(\$5,404,086)	\$0	(\$5,402,594)	\$0	(\$5,403,607)	\$0
1023	Interim Rates	\$0	\$0	0%	\$0	\$0	\$0	\$0	\$0	\$0
1053	Back Rates	(\$100)	(\$20)	20%	(\$20)	\$0	(\$100)	\$0	(\$20)	\$0
1013	Ex-Gratia Rates	(\$2,515)	(\$2,442)	97%	(\$2,442)	\$0	(\$2,515)	\$0	(\$2,441)	\$0
1043	Non Payment Penalty Interest	(\$32,900)	(\$34,320)	98%	(\$34,320)	\$0	(\$35,000)	\$0	(\$23,253)	\$0
1073	Instalment Administration Charge	(\$4,000)	(\$4,140)	104%	(\$4,140)	\$0	(\$4,000)	\$0	(\$4,122)	\$0
1063	Instalment Interest Charge	(\$12,000)	(\$15,250)	127%	(\$15,250)	\$0	(\$12,000)	\$0	(\$15,339)	\$0
1273	ESL Levy Admin Fee	(\$4,000)	(\$4,000)	100%	(\$4,000)	\$0	(\$4,000)	\$0	(\$4,000)	\$0
1092	Rates Written Off/Refunded	\$100	\$1,324	1324%	\$1,324	\$0	\$100	\$0	\$150	\$0
1283	Settlement & Search Charges	(\$4,500)	(\$5,827)	129%	(\$5,827)	\$0	(\$4,500)	\$0	(\$4,500)	\$0
1263	Legal Expenses - Recovered	(\$2,000)	\$0	0%	\$0	\$0	(\$2,000)	\$0	(\$2,000)	\$0
Sub Total - GENERAL RATES OP/INC		(\$5,464,509)	(\$5,468,760)		(\$5,468,760)	\$0	(\$5,466,609)	\$0	(\$5,459,132)	\$0
Total - GENERAL RATES		(\$5,397,329)	(\$5,398,823)		(\$5,468,760)	\$69,937	(\$5,466,609)	\$85,551	(\$5,459,132)	\$93,799

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

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

ACCOUNT	JOB	COMPARATIVES		% of Annual Budget	ACTUAL		ADOPTED BUDGET		AMENDED BUDGET			
		YEAR TO DATE			31 MAY 2026		2025-2026		30 JUNE 2026			
		Budget	Actual		Income	Expense	Income	Expense	Income	Expense		
OTHER GENERAL PURPOSE FUNDING												
OPERATING EXPENDITURE												
Sub Total - OTHER GENERAL PURPOSE FUNDING OP/EXP					\$0	\$0	\$0	\$0	\$0	\$0		
OPERATING INCOME												
1333	Grants Commission General Purpose Grant	(\$354,208)	(\$264,804)	75%	(\$264,804)	\$0	(\$354,208)	\$0	(\$264,804)	\$0		
1343	Grants Commission Local Roads Grant	(\$383,657)	(\$448,937)	117%	(\$448,937)	\$0	(\$383,657)	\$0	(\$448,937)	\$0		
1373	Interest Received - Municipal	(\$458)	\$0	0%	\$0	\$0	(\$500)	\$0	(\$500)	\$0		
1393	Interest Received - Reserves	(\$27,720)	(\$6,645)	24%	(\$6,645)	\$0	(\$28,000)	\$0	(\$7,335)	\$0		
Sub Total - OTHER GENERAL PURPOSE FUNDING OP/INC					(\$766,043)	(\$720,386)	(\$720,386)	\$0	(\$766,365)	\$0		
Total - OTHER GENERAL PURPOSE FUNDING					(\$766,043)	(\$720,386)	(\$720,386)	\$0	(\$766,365)	\$0		
Total - GENERAL PURPOSE FUNDING					(\$6,163,372)	(\$6,119,209)	(\$6,189,146)	\$69,937	(\$6,232,974)	\$85,551	(\$6,180,708)	\$93,799

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

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

ACCOUNT	JOB	COMPARATIVES		% of Annual Budget	ACTUAL		ADOPTED BUDGET		AMENDED BUDGET	
		YEAR TO DATE			31 MAY 2026		2025-2026		30 JUNE 2026	
		Budget	Actual		Income	Expense	Income	Expense	Income	Expense
GOVERNANCE - MEMBERS OF COUNCIL										
OPERATING EXPENDITURE										
002D	Depreciation	\$1,490	\$1,491	92%	\$0	\$1,491	\$0	\$1,625	\$0	\$1,625
1502	Meeting Attendance Fees	\$77,368	\$77,574	75%	\$0	\$77,574	\$0	\$103,157	\$0	\$103,157
1508	Members Travelling	\$2,920	\$2,380	82%	\$0	\$2,380	\$0	\$2,920	\$0	\$2,920
1512	Conferences & Training Expenses	\$15,500	\$3,000	19%	\$0	\$3,000	\$0	\$15,500	\$0	\$15,500
1522	Members Communications Allowance	\$15,750	\$9,792	47%	\$0	\$9,792	\$0	\$21,000	\$0	\$21,000
1532	Election Expenses	\$36,100	\$15,430	43%	\$0	\$15,430	\$0	\$36,100	\$0	\$36,100
1542	Presidents/Dep Allowances	\$28,500	\$27,213	72%	\$0	\$27,213	\$0	\$38,000	\$0	\$38,000
1562	Refreshments & Functions (Councillors)	\$10,434	\$6,994	63%	\$0	\$6,994	\$0	\$11,100	\$0	\$11,100
1572	Refreshments & Functions Staff)	\$5,881	\$4,734	76%	\$0	\$4,734	\$0	\$6,190	\$0	\$6,190
1592	Members Insurance	\$11,775	\$14,719	125%	\$0	\$14,719	\$0	\$11,775	\$0	\$14,718
1602	Subscriptions	\$37,870	\$27,447	72%	\$0	\$27,447	\$0	\$37,870	\$0	\$27,883
1612	Misc Expenses - Members	\$1,500	\$1,140	76%	\$0	\$1,140	\$0	\$1,500	\$0	\$1,500
1624	Integrated Planning Expenses	\$80,127	\$0	0%	\$0	\$0	\$0	\$87,415	\$0	\$87,415
1632	Vehicle Operating Expenses	\$500	\$0	0%	\$0	\$0	\$0	\$500	\$0	\$500
1642	Advertising	\$0	\$0	0%	\$0	\$0	\$0	\$0	\$0	\$0
1662	Audit Fees	\$30,651	\$2,950	6%	\$0	\$2,950	\$0	\$51,650	\$0	\$45,650
1702	Administration Allocation (Cash)	\$639,729	\$473,503	68%	\$0	\$473,503	\$0	\$697,914	\$0	\$803,802
1712	Administration Allocation (Non-Cash)	\$19,466	\$15,641	74%	\$0	\$15,641	\$0	\$21,237	\$0	\$21,237
1772	Doubtful Debt Expenses	\$0	\$0	0%	\$0	\$0	\$0	\$500	\$0	\$500
1792	Legal Costs	\$3,000	\$0	0%	\$0	\$0	\$0	\$3,000	\$0	\$3,000
2075	VROC - Shared Services	\$22,000	\$5,000	23%	\$0	\$5,000	\$0	\$22,000	\$0	\$22,000
Sub Total - MEMBERS OF COUNCIL OP/EXP		\$1,040,560	\$689,007		\$0	\$689,007	\$0	\$1,170,953	\$0	\$1,263,797
OPERATING INCOME										
Sub Total - MEMBERS OF COUNCIL OP/INC		\$0	\$0		\$0	\$0	\$0	\$0	\$0	\$0
Total - MEMBERS OF COUNCIL		\$1,040,560	\$689,007		\$0	\$689,007	\$0	\$1,170,953	\$0	\$1,263,797

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

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

COMPARATIVES
YEAR TO DATE
31 MAY 2026

% of
Annual
Budget

ACTUAL
31 MAY 2026

ADOPTED BUDGET
2025-2026

AMENDED BUDGET
30 JUNE 2026

ACCOUNT	JOB	COMPARATIVES		% of Annual Budget	ACTUAL		ADOPTED BUDGET		AMENDED BUDGET	
		Budget	Actual		Income	Expense	Income	Expense	Income	Expense
GOVERNANCE - GENERAL										
OPERATING EXPENDITURE										
003D	Depreciation (Sch 4)	\$97,332	\$94,162	89%	\$0	\$94,162	\$0	\$106,185	\$0	\$106,185
1852	Salaries - Admin	\$977,381	\$993,842	93%	\$0	\$993,842	\$0	\$1,066,276	\$0	\$1,294,660
1882	Admin Superannuation	\$123,246	\$138,074	103%	\$0	\$138,074	\$0	\$134,456	\$0	\$158,349
1892	Admin Workers Comp Insurance	\$47,418	\$69,000	146%	\$0	\$69,000	\$0	\$47,418	\$0	\$34,500
1902	FBT Admin Staff	\$17,000	(\$24,417)	-144%	\$0	(\$24,417)	\$0	\$17,000	\$0	\$29,000
1912	Conference & Training	\$16,588	\$30,473	169%	\$0	\$30,473	\$0	\$18,030	\$0	\$25,820
1922	Advertising	\$7,200	\$1,215	15%	\$0	\$1,215	\$0	\$8,000	\$0	\$8,000
1931	Occupational Risk Co-Ordinator Costs	\$8,250	\$625	7%	\$0	\$625	\$0	\$9,000	\$0	\$9,000
1932	Occ Health & Safety	\$9,215	\$12,595	99%	\$0	\$12,595	\$0	\$12,780	\$0	\$9,375
1942	Staff Uniforms	\$5,500	\$1,464	27%	\$0	\$1,464	\$0	\$5,500	\$0	\$5,500
1952	Admin Staff Costs	\$11,266	\$20,859	139%	\$0	\$20,859	\$0	\$14,985	\$0	\$20,485
1957	Office Building Maintenance	\$5,898	\$15,228	198%	\$0	\$15,228	\$0	\$7,675	\$0	\$9,082
1958	Office - Cleaning & Assoc	\$37,651	\$45,741	111%	\$0	\$45,741	\$0	\$41,075	\$0	\$45,116
1959	Office - Utility Charges	\$12,159	\$11,725	89%	\$0	\$11,725	\$0	\$13,200	\$0	\$13,200
1962	Office Gardens & Surrounds-Mtce	\$3,927	\$8,416	134%	\$0	\$8,416	\$0	\$6,284	\$0	\$15,085
1972	Admin Printing & Stationery	\$25,742	\$23,708	83%	\$0	\$23,708	\$0	\$28,400	\$0	\$28,400
1982	Telephone & Internet	\$24,436	\$22,221	85%	\$0	\$22,221	\$0	\$26,275	\$0	\$25,725
2002	Office Equip Maint	\$917	\$95	10%	\$0	\$95	\$0	\$1,000	\$0	\$1,000
2004	Office - Insurance.	\$42,124	\$42,810	102%	\$0	\$42,810	\$0	\$42,124	\$0	\$42,812
2006	Donations CEO discretion	\$500	\$0	0%	\$0	\$0	\$0	\$500	\$0	\$500
2008	Donations - Council	\$1,000	\$100	10%	\$0	\$100	\$0	\$1,000	\$0	\$1,000
2012	Non Capital Purchases	\$1,917	\$535	21%	\$0	\$535	\$0	\$2,500	\$0	\$2,500
2022	Bank Charges	\$31,280	\$21,977	65%	\$0	\$21,977	\$0	\$34,000	\$0	\$34,000
2032	Postage & Freight	\$5,820	\$6,583	110%	\$0	\$6,583	\$0	\$6,000	\$0	\$6,715
2042	ICT Computer Support	\$112,861	\$74,799	61%	\$0	\$74,799	\$0	\$121,865	\$0	\$126,731
1992	ICT Software Licensing Fees	\$131,172	\$15,559	11%	\$0	\$15,559	\$0	\$146,036	\$0	\$148,015
2043	ICT Website Subscription & Upgrade	\$0	\$11,400	0%	\$0	\$11,400	\$0	\$0	\$0	\$11,400
2044	ICT Hardware Purchases (<\$5,000)	\$1,375	\$554	37%	\$0	\$554	\$0	\$1,500	\$0	\$10,987
2052	Admin Vehicle Expenses	\$15,216	\$11,944	72%	\$0	\$11,944	\$0	\$16,600	\$0	\$12,600
2062	Admin Legal Expenses	\$22,916	\$5,770	23%	\$0	\$5,770	\$0	\$25,000	\$0	\$25,000
2277	Finance Consultants	\$70,850	\$87,277	97%	\$0	\$87,277	\$0	\$89,600	\$0	\$89,700
2275	Records Management	\$41,890	\$33,512	73%	\$0	\$33,512	\$0	\$45,700	\$0	\$46,648
2278	Security Monitoring	\$1,600	\$873	55%	\$0	\$873	\$0	\$1,600	\$0	\$1,600
2092	Mis Expense - Admin	\$2,438	\$3,318	125%	\$0	\$3,318	\$0	\$2,660	\$0	\$2,660
2102	Admin - Novated Lease Expenses	\$18,076	\$12,816	65%	\$0	\$12,816	\$0	\$19,720	\$0	\$13,000
2172	Less Admin Non Cash Realloc	(\$97,332)	(\$78,204)	74%	\$0	(\$78,204)	\$0	(\$106,185)	\$0	(\$106,185)
2182	Less Admin Cash Exp Realloc	(\$1,827,796)	(\$1,484,752)	74%	\$0	(\$1,484,752)	\$0	(\$1,994,039)	\$0	(\$2,295,165)
Sub Total - GOVERNANCE - GENERAL OP/EXP		\$7,031	\$231,895		\$0	\$231,895	\$0	\$19,720	\$0	\$13,000

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

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

ACCOUNT	JOB	COMPARATIVES		% of Annual Budget	ACTUAL		ADOPTED BUDGET		AMENDED BUDGET	
		YEAR TO DATE			31 MAY 2026		2025-2026		30 JUNE 2026	
		Budget	Actual		Income	Expense	Income	Expense	Income	Expense
OPERATING INCOME										
2053	Sundry Misc Income - Admin	(\$275)	(\$27,341)	9114%	(\$27,341)	\$0	(\$300)	\$0	(\$26,341)	\$0
004P	Profit on Sale of Assets	\$0	(\$14,118)	0%	(\$14,118)	\$0	\$0	\$0	\$0	\$0
2083	Police Licensing Commissions	(\$35,200)	(\$46,555)	116%	(\$46,555)	\$0	(\$40,000)	\$0	(\$40,000)	\$0
2113	Admin - Novated Lease Contributions	(\$18,076)	(\$12,816)		(\$12,816)	\$0	(\$19,720)	\$0	(\$13,000)	\$0
2143	Photocopying Fees	(\$18)	\$0	0%	\$0	\$0	(\$20)	\$0	(\$20)	\$0
Sub Total - GOVERNANCE - GENERAL OP/INC		(\$53,569)	(\$100,831)		(\$100,831)	\$0	(\$60,040)	\$0	(\$79,361)	\$0
Total - GOVERNANCE - GENERAL		(\$46,539)	\$131,064		(\$100,831)	\$231,895	(\$60,040)	\$19,720	(\$79,361)	\$13,000
Total - GOVERNANCE		\$994,022	\$820,071		(\$100,831)	\$920,902	(\$60,040)	\$1,190,673	(\$79,361)	\$1,276,797

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

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

ACCOUNT	JOB	COMPARATIVES			% of Annual Budget	ACTUAL		ADOPTED BUDGET		AMENDED BUDGET	
		YEAR TO DATE				31 MAY 2026		2025-2026		30 JUNE 2026	
		Budget	Actual		Income	Expense	Income	Expense	Income	Expense	
LAW ORDER & PUBLIC SAFETY											
FIRE PREVENTION											
OPERATING EXPENDITURE											
2272	Emergency Operating Expenses	\$12,544	\$8,859	65%	\$0	\$8,859	\$0	\$13,685	\$0	\$14,181	
2271	Emergency Operations Room - Storage	\$458	\$0	0%	\$0	\$0	\$0	\$500	\$0	\$500	
2281	Community Emergency Services Manager Wages Expense	\$97,303	\$80,119	62%	\$0	\$80,119	\$0	\$129,737	\$0	\$112,230	
2283	CESM Other Expenses	\$30,150	\$7,918	20%	\$0	\$7,918	\$0	\$40,200	\$0	\$40,066	
2292	Fire Hazard Reduction	\$30,822	\$43,053	128%	\$0	\$43,053	\$0	\$33,625	\$0	\$45,150	
2302	Ground & Aerial Inspections	\$6,000	\$3,926	65%	\$0	\$3,926	\$0	\$6,000	\$0	\$4,000	
2322	Administration Costs	\$4,763	\$3,041	60%	\$0	\$3,041	\$0	\$5,060	\$0	\$4,807	
2342	Fire Fighting - Shire Resources	\$5,433	\$4,209	72%	\$0	\$4,209	\$0	\$5,873	\$0	\$5,873	
2372	Brigade Expenses	\$84,967	\$80,429	92%	\$0	\$80,429	\$0	\$87,130	\$0	\$58,558	
2284	Bushfire Risk Mitigation Officer (BRMO)- Salaries	\$66,227	\$0	0%	\$0	\$0	\$0	\$72,250	\$0	\$0	
2294	BRMO - Superannuation	\$7,980	\$0	0%	\$0	\$0	\$0	\$8,706	\$0	\$0	
2382	Administration Allocated - Cash	\$54,834	\$44,543	74%	\$0	\$44,543	\$0	\$59,821	\$0	\$68,832	
2442	Administration Allocated - Non-Cash	\$973	\$782	74%	\$0	\$782	\$0	\$1,062	\$0	\$1,062	
2443	Interest on Loan - Bushfire	\$16,980	\$14,597	73%	\$0	\$14,597	\$0	\$19,970	\$0	\$19,970	
2444	Govt Guarantee Fee - Loan 150 Expense	\$1,680	\$1,176		\$0	\$1,176	\$0	\$1,680	\$0	\$1,680	
004D	Buildings Depreciation	\$37,811	\$30,738	75%	\$0	\$30,738	\$0	\$41,250	\$0	\$41,250	
Sub Total - FIRE PREVENTION OP/EXP		\$458,925	\$323,388		\$0	\$323,388	\$0	\$526,549	\$0	\$418,159	
OPERATING INCOME											
2363	Fines & Penalties	(\$1,008)	(\$2,515)	229%	(\$2,515)	\$0	(\$1,100)	\$0	(\$2,015)	\$0	
2383	Sale of Fire Maps	(\$147)	(\$91)	57%	(\$91)	\$0	(\$160)	\$0	(\$160)	\$0	
2393	Sundry Misc income - Fire	(\$29,790)	(\$3,200)	10%	(\$3,200)	\$0	(\$32,500)	\$0	(\$3,200)	\$0	
2373	ESL Levy Funding	(\$75,000)	(\$79,316)	106%	(\$79,316)	\$0	(\$75,000)	\$0	(\$79,316)	\$0	
2343	Operating Grant Income	\$0	\$0		\$0	\$0	\$0	\$0	\$0	\$0	
2403	Operating Grants, Subsidies & contributions	(\$141,616)	(\$79,350)		(\$79,350)	\$0	(\$141,616)	\$0	(\$141,616)	\$0	
Sub Total - FIRE PREVENTION OP/INC		(\$247,561)	(\$164,472)		(\$164,472)	\$0	(\$250,376)	\$0	(\$226,307)	\$0	
Total - FIRE PREVENTION		\$211,363	\$158,915		(\$164,472)	\$323,388	(\$250,376)	\$526,549	(\$226,307)	\$418,159	

SHIRE OF KOJONUP
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Details By function Under The Following Programme Titles
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ACCOUNT	JOB	COMPARATIVES			% of Annual Budget	ACTUAL		ADOPTED BUDGET		AMENDED BUDGET	
		YEAR TO DATE				31 MAY 2026		2025-2026		30 JUNE 2026	
		Budget	Actual		Income	Expense	Income	Expense	Income	Expense	
ANIMAL CONTROL											
OPERATING EXPENDITURE											
2542	Conference & Training	\$3,208	\$2,316	66%	\$0	\$2,316	\$0	\$3,500	\$0	\$3,500	
2552	Ranger Vehicle	\$0	\$93	0%	\$0	\$93	\$0	\$0	\$0	\$93	
2562	Dog Control Expenses	\$1,792	\$93	5%	\$0	\$93	\$0	\$1,955	\$0	\$2,048	
2572	Dog Pound Expenses	\$1,681	\$373	20%	\$0	\$373	\$0	\$1,834	\$0	\$1,834	
2573	Contract Ranger Expenses	\$38,957	\$48,323		\$0	\$48,323	\$0	\$42,500	\$0	\$57,500	
2582	Other Animal Control	\$183	\$0	0%	\$0	\$0	\$0	\$200	\$0	\$200	
2583	Cat Control Expenses	\$697	\$182	24%	\$0	\$182	\$0	\$760	\$0	\$760	
2584	Cat Pound Expenses	\$330	\$25	7%	\$0	\$25	\$0	\$360	\$0	\$360	
2602	Administration Allocated - Cash	\$54,834	\$27,006	45%	\$0	\$27,006	\$0	\$59,821	\$0	\$68,832	
2612	Administration Allocated - Non-Cash	\$973	\$782	74%	\$0	\$782	\$0	\$1,062	\$0	\$1,062	
005D	Depreciation Buildings - Animal Control	\$1,618	\$1,782	101%	\$0	\$1,782	\$0	\$1,765	\$0	\$1,765	
Sub Total - ANIMAL CONTROL OP/EXP		\$104,273	\$80,975		\$0	\$80,975	\$0	\$113,757	\$0	\$137,954	
OPERATING INCOME											
2633	Ranger Income	(\$367)	\$0	0%	\$0	\$0	(\$400)	\$0	\$0	\$0	
2653	Fines & Penalties - Dog Act	(\$458)	(\$807)	161%	(\$807)	\$0	(\$500)	\$0	(\$500)	\$0	
2663	Impounding Fees - Dogs	(\$1,109)	(\$237)	20%	(\$237)	\$0	(\$1,210)	\$0	(\$127)	\$0	
2673	Dog Registrations	(\$2,887)	(\$5,133)	163%	(\$5,133)	\$0	(\$3,150)	\$0	(\$3,850)	\$0	
2674	Cat Registrations	(\$458)	(\$536)	107%	(\$536)	\$0	(\$500)	\$0	(\$500)	\$0	
Sub Total - ANIMAL CONTROL OP/INC		(\$5,280)	(\$6,713)		(\$6,713)	\$0	(\$5,760)	\$0	(\$4,977)	\$0	
Total - ANIMAL CONTROL		\$98,993	\$74,262		(\$6,713)	\$80,975	(\$5,760)	\$113,757	(\$4,977)	\$137,954	

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

ACCOUNT	JOB	COMPARATIVES YEAR TO DATE 31 MAY 2026			% of Annual Budget	ACTUAL 31 MAY 2026		ADOPTED BUDGET 2025-2026		AMENDED BUDGET 30 JUNE 2026	
		Budget	Actual			Income	Expense	Income	Expense	Income	Expense
OTHER LAW ORDER & PUBLIC SAFETY											
OPERATING EXPENDITURE											
2832	Vehicle Impounding	\$1,375	\$726	48%	\$0	\$726	\$0	\$1,500	\$0	\$1,500	
2845	Community Emergency Response Expenses	\$0	\$263		\$0	\$263	\$0	\$0	\$0	\$263	
2862	Local Law review	\$5,500	\$0	0%	\$0	\$0	\$0	\$6,000	\$0	\$6,000	
Sub Total - OTHER LAW ORDER & PUBLIC SAFETY OP/EXP		\$6,875	\$988		\$0	\$988	\$0	\$7,500	\$0	\$7,763	
OPERATING INCOME											
2863	Income - Misc Other Law & Order	\$0	(\$810)	0%	(\$810)	\$0	\$0	\$0	(\$810)	\$0	
Sub Total - OTHER LAW ORDER & PUBLIC SAFETY OP /INC		\$0	(\$810)		(\$810)	\$0	\$0	\$0	(\$810)	\$0	
Total - OTHER LAW ORDER PUBLIC SAFETY		\$6,875	\$178		(\$810)	\$988	\$0	\$7,500	(\$810)	\$7,763	
Total - LAW ORDER & PUBLIC SAFETY		\$317,231	\$233,355		(\$171,996)	\$405,351	(\$256,136)	\$647,806	(\$232,094)	\$563,876	

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

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

ACCOUNT	JOB	COMPARATIVES			ACTUAL		ADOPTED BUDGET		AMENDED BUDGET	
		YEAR TO DATE			31 MAY 2026		2025-2026		30 JUNE 2026	
		Budget	Actual	% of Annual Budget	Income	Expense	Income	Expense	Income	Expense
HEALTH										
HEALTH ADMINISTRATION & INSPECTION										
OPERATING EXPENDITURE										
3102	Health - Salaries	\$100,135	\$0	0%	\$0	\$0	\$0	\$109,243	\$0	\$0
3132	Superannuation	\$12,016	\$0	0%	\$0	\$0	\$0	\$13,109	\$0	\$0
3142	Fringe Benefits Tax	\$11,000	\$0	0%	\$0	\$0	\$0	\$12,000	\$0	\$0
3162	Health - Other Employment Costs	\$5,542	\$742	13%	\$0	\$742	\$0	\$5,840	\$0	\$3,580
3164	Health - Contractors	\$51,331	\$33,757	60%	\$0	\$33,757	\$0	\$56,000	\$0	\$56,000
3212	Admin Allocation to HIA - Cash	\$54,834	\$26,079	44%	\$0	\$26,079	\$0	\$59,821	\$0	\$68,832
3242	Analytical Expenses	\$917	\$492	49%	\$0	\$492	\$0	\$1,000	\$0	\$492
3252	Administration Allocated - Non-cash	\$1,460	\$1,173	74%	\$0	\$1,173	\$0	\$1,593	\$0	\$1,593
Sub Total - HEALTH ADMIN & INSPECTION OP/EXP		\$237,234	\$62,243		\$0	\$62,243	\$0	\$258,606	\$0	\$130,497
OPERATING INCOME										
3223	Health Act fees, Licences	(\$2,292)	(\$2,991)	120%	(\$2,991)	\$0	(\$2,500)	\$0	(\$2,500)	\$0
3233	Septic Tank Inspection Fees	(\$458)	(\$345)	69%	(\$345)	\$0	(\$500)	\$0	(\$345)	\$0
Sub Total - HEALTH ADMIN & INSPECTION OP/INC		(\$2,750)	(\$3,336)		(\$3,336)	\$0	(\$3,000)	\$0	(\$2,845)	\$0
Total - HEALTH ADMIN & INSPECTION		\$234,484	\$58,907		(\$3,336)	\$62,243	(\$3,000)	\$258,606	(\$2,845)	\$130,497

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

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

ACCOUNT	JOB	COMPARATIVES			ACTUAL		ADOPTED BUDGET		AMENDED BUDGET	
		YEAR TO DATE			31 MAY 2026		2025-2026		30 JUNE 2026	
		Budget	Actual	% of Annual Budget	Income	Expense	Income	Expense	Income	Expense
OTHER HEALTH										
OPERATING EXPENDITURE										
3360	Doctor Services Expenses	\$229,143	\$192,188		\$0	\$192,188	\$0	\$250,000	\$0	\$256,250
3361	Interest Paid on Loans	\$1,800	\$1,074	65%	\$0	\$1,074	\$0	\$1,647	\$0	\$1,647
New	Vehicle Operating Expenses				\$0	\$0	\$0	\$0	\$0	\$0
3368	Loan Guarantee Fee	\$405	\$333	49%	\$0	\$333	\$0	\$675	\$0	\$675
009D	Depreciation Buildings	\$18,557	\$20,467	101%	\$0	\$20,467	\$0	\$20,245	\$0	\$20,245
Sub Total - OTHER HEALTH OP/EXP		\$249,905	\$214,061		\$0	\$214,061	\$0	\$272,567	\$0	\$278,817
OPERATING INCOME										
Sub Total - OTHER HEALTH OP/INC		\$0	\$0		\$0	\$0	\$0	\$0	\$0	\$0
Total - OTHER HEALTH		\$249,905	\$214,061		\$0	\$214,061	\$0	\$272,567	\$0	\$278,817
Total - HEALTH		\$484,389	\$272,967		(\$3,336)	\$276,304	(\$3,000)	\$531,173	(\$2,845)	\$409,314

SHIRE OF KOJONUP
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Details By function Under The Following Programme Titles
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ACCOUNT	JOB	COMPARATIVES		% of Annual Budget	ACTUAL		ADOPTED BUDGET		AMENDED BUDGET	
		YEAR TO DATE			31 MAY 2026		2025-2026		30 JUNE 2026	
		Budget	Actual		Income	Expense	Income	Expense	Income	Expense
EDUCATION & WELFARE										
EDUCATION										
OPERATING EXPENDITURE										
3455	Play in the Park	\$2,292	\$0	0%	\$0	\$0	\$0	\$2,500	\$0	\$2,500
3452	Smart Start Expenses	\$2,855	\$0	0%	\$0	\$0	\$0	\$3,115	\$0	\$3,115
Sub Total - EDUCATION OP/EXP		\$5,147	\$0		\$0	\$0	\$0	\$5,615	\$0	\$5,615
OPERATING INCOME										
Sub Total-EDUCATION OP/INC		\$0	\$0		\$0	\$0	\$0	\$0	\$0	\$0
Total - EDUCATION		\$5,147	\$0		\$0	\$0	\$0	\$5,615	\$0	\$5,615

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ACCOUNT	JOB	COMPARATIVES		% of Annual Budget	ACTUAL		ADOPTED BUDGET		AMENDED BUDGET	
		YEAR TO DATE			31 MAY 2026		2025-2026		30 JUNE 2026	
		Budget	Actual		Income	Expense	Income	Expense	Income	Expense
PRE-SCHOOL/OTHER EDUCATION										
OPERATING EXPENDITURE										
3462	Child Care Centre - Building Maint	\$2,692	\$3,517	128%	\$0	\$3,517	\$0	\$2,750	\$0	\$3,264
3476	Play Group Community Assistance		\$79		\$0	\$79	\$0	\$0	\$0	\$79
3477	Kindy Café	\$13,933	\$12,165	80%	\$0	\$12,165	\$0	\$15,200	\$0	\$4,265
3472	Playgroup/Toy Library - Building Maint	\$5,243	\$7,014	126%	\$0	\$7,014	\$0	\$5,578	\$0	\$6,839
3474	Playgroup/Toy Library - Grounds Maint	\$3,089	\$581	17%	\$0	\$581	\$0	\$3,370	\$0	\$3,370
3478	SPARK - Expenditure	\$2,750	\$4,727	158%	\$0	\$4,727	\$0	\$3,000	\$0	\$3,000
006D	DEPRECIATION (SCH 8)	\$16,009	\$17,659	101%	\$0	\$17,659	\$0	\$17,465	\$0	\$17,465
Sub Total - OTHER EDUCATION OP/EXP		\$43,717	\$45,742		\$0	\$45,742	\$0	\$47,363	\$0	\$38,282
OPERATING INCOME										
3463	Occasional Care Rent	(\$2,292)	(\$2,915)	117%	(\$2,915)	\$0	(\$2,500)	\$0	(\$2,500)	\$0
3465	Grant - Kindy Café	(\$14,900)	\$0	0%	\$0	\$0	(\$14,900)	\$0	(\$7,168)	\$0
3473	Playgroup/Toy Library Fees	(\$165)	\$0	0%	\$0	\$0	(\$180)	\$0	\$0	\$0
3475	SPARK - Income	(\$3,000)	(\$2,950)	98%	(\$2,950)	\$0	(\$3,000)	\$0	(\$3,000)	\$0
Sub Total - OTHER EDUCATION OP/INC		(\$20,357)	(\$5,865)		(\$5,865)	\$0	(\$20,580)	\$0	(\$12,668)	\$0
Total - OTHER EDUCATION		\$23,360	\$39,877		(\$5,865)	\$45,742	(\$20,580)	\$47,363	(\$12,668)	\$38,282
Total - EDUCATION & WELFARE		\$28,507	\$39,877		(\$5,865)	\$45,742	(\$20,580)	\$52,978	(\$12,668)	\$43,897

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ACCOUNT	JOB	COMPARATIVES			% of Annual Budget	ACTUAL		ADOPTED BUDGET		AMENDED BUDGET	
		YEAR TO DATE				31 MAY 2026		2025-2026		30 JUNE 2026	
		Budget	Actual		Income	Expense	Income	Expense	Income	Expense	
HOUSING											
SPRING HAVEN HOUSING											
3862	Subscriptions	\$0	\$132	0%	\$0	\$132	\$0	\$0	\$0	\$0	
3902	Spring Haven Building Operating Expenses	\$0	\$1,201	0%	\$0	\$1,201	\$0	\$0	\$0	\$0	
3914	Utilities	\$0	\$17	0%	\$0	\$17	\$0	\$0	\$0	\$17	
3916	Insurance	\$0	\$8,107	0%	\$0	\$8,107	\$0	\$0	\$0	\$4,054	
3992	Administration Allocated - Cash	\$0	\$0	0%	\$0	\$0	\$0	\$0	\$0	\$0	
012D	Spring Haven Depreciation	\$64,531	\$63,375	90%	\$0	\$63,375	\$0	\$70,400	\$0	\$70,400	
013D	Spring Haven Depreciation	\$2,062	\$1,950	87%	\$0	\$1,950	\$0	\$2,250	\$0	\$2,250	
Sub Total - SPRING HAVEN HOUSING OP/EXP		\$66,593	\$74,782		\$0	\$74,782	\$0	\$72,650	\$0	\$76,721	
OPERATING INCOME											
Sub Total - SPRING HAVEN HOUSING OP/INC		\$0	\$0		\$0	\$0	\$0	\$0	\$0	\$0	
Total - SPRING HAVEN HOUSING		\$66,593	\$74,783		\$0	\$74,782	\$0	\$72,650	\$0	\$76,721	
STAFF HOUSING											
OPERATING EXPENDITURE											
3768	Staff Housing Building Maintenance	\$9,063	\$11,950	121%	\$0	\$11,950	\$0	\$9,887	\$0	\$13,514	
3769	Staff Housing - Operating Expenses	\$38,855	\$39,910	94%	\$0	\$39,910	\$0	\$42,261	\$0	\$42,261	
3764	Staff Housing - Ground Maint. Various	\$25,832	\$36,151	128%	\$0	\$36,151	\$0	\$28,181	\$0	\$34,246	
3767	Housing - Great Southern Homes MoU Expenses	\$27,499	\$15,604		\$0	\$15,604	\$0	\$30,000	\$0	\$30,000	
3770	Loan Guarantee Fee L135, L140, L144 & L148	\$6,615	\$3,388	51%	\$0	\$3,388	\$0	\$6,615	\$0	\$6,615	
3771	Staff Housing Loan Interest	\$25,076	\$19,690	83%	\$0	\$19,690	\$0	\$23,769	\$0	\$23,769	
011D	Housing Depreciation	\$79,389	\$162,885	188%	\$0	\$162,885	\$0	\$86,610	\$0	\$86,610	
Sub Total - STAFF HOUSING OP/EXP		\$212,328	\$289,578		\$0	\$289,578	\$0	\$227,323	\$0	\$237,015	
OPERATING INCOME											
3703	Residential Rent - Staff	(\$12,649)	(\$7,632)	55%	(\$7,632)	\$0	(\$13,800)	\$0	(\$8,586)	\$0	
3706	Operating Grants, Subsidies & Contributions	(\$30,000)	(\$50,000)		(\$50,000)	\$0	(\$30,000)	\$0	(\$30,000)	\$0	
Sub Total - STAFF HOUSING OP/INC		(\$42,649)	(\$57,632)		(\$57,632)	\$0	(\$43,800)	\$0	(\$38,586)	\$0	
Total - STAFF HOUSING		\$169,679	\$231,946		(\$57,632)	\$289,578	(\$43,800)	\$227,323	(\$38,586)	\$237,015	

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ACCOUNT	JOB	COMPARATIVES			% of Annual Budget	ACTUAL		ADOPTED BUDGET		AMENDED BUDGET	
		YEAR TO DATE				31 MAY 2026		2025-2026		30 JUNE 2026	
		Budget	Actual		Income	Expense	Income	Expense	Income	Expense	
HOUSING OTHER											
OPERATING EXPENDITURE											
4062	Loton Close ILU's Building Maint	\$9,576	\$14,322	138%	\$0	\$14,322	\$0	\$10,383	\$0	\$11,879	
4064	Loton Close ILU's Grounds Maint	\$8,992	\$4,194	43%	\$0	\$4,194	\$0	\$9,810	\$0	\$5,890	
4065	Loton Close ILU's Utilities	\$31,003	\$35,367	105%	\$0	\$35,367	\$0	\$33,670	\$0	\$37,450	
4066	Loton Close ILU's Insurance	\$8,350	\$7,949	95%	\$0	\$7,949	\$0	\$8,350	\$0	\$7,949	
4202	J Sullivan Units Building Maintenance	\$16,132	\$3,946	22%	\$0	\$3,946	\$0	\$17,555	\$0	\$17,555	
4204	J Sullivan Units Grounds Maintenance	\$5,041	\$327	6%	\$0	\$327	\$0	\$5,500	\$0	\$3,050	
4205	J Sullivan Units Utilities	\$9,093	\$9,324	85%	\$0	\$9,324	\$0	\$10,910	\$0	\$10,910	
4206	J Sullivan Units Insurance	\$2,055	\$1,958	95%	\$0	\$1,958	\$0	\$2,055	\$0	\$1,958	
4254	Interest Paid on Loans	\$11,067	\$5,351	63%	\$0	\$5,351	\$0	\$8,546	\$0	\$8,546	
4255	Loan Guarantee Fee (Housing Other)	\$3,470	\$2,032	59%	\$0	\$2,032	\$0	\$3,470	\$0	\$3,470	
4232	Bagg Street Units Operating	\$5,505	\$6,782	113%	\$0	\$6,782	\$0	\$6,006	\$0	\$6,156	
4256	GROH - Building Maintenance	\$12,834	\$17,000	124%	\$0	\$17,000	\$0	\$13,705	\$0	\$13,613	
Sub Total - HOUSING OTHER OP/EXP		\$123,118	\$108,552		\$0	\$108,552	\$0	\$129,960	\$0	\$128,426	
OPERATING INCOME											
4083	Loton Close ILU's Rent	(\$153,004)	(\$166,253)	100%	(\$166,253)	\$0	(\$166,920)	\$0	(\$180,000)	\$0	
4103	Loton Close ILU's - Power Recoups	(\$12,375)	(\$15,587)	115%	(\$15,587)	\$0	(\$13,500)	\$0	(\$15,000)	\$0	
4203	J Sullivan Units - Rent	(\$33,915)	(\$29,688)	80%	(\$29,688)	\$0	(\$37,000)	\$0	(\$32,162)	\$0	
4243	GROH - Rent	(\$133,095)	(\$116,670)	80%	(\$116,670)	\$0	(\$145,200)	\$0	(\$137,544)	\$0	
Sub Total - HOUSING OTHER OP/INC		(\$332,388)	(\$328,198)		(\$328,198)	\$0	(\$362,620)	\$0	(\$364,706)	\$0	
Total - HOUSING OTHER		(\$209,270)	(\$219,646)		(\$328,198)	\$108,552	(\$362,620)	\$129,960	(\$364,706)	\$128,426	
Total - HOUSING		\$27,002	\$87,083		(\$385,830)	\$472,913	(\$406,420)	\$429,933	(\$403,292)	\$442,162	

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ACCOUNT	JOB	COMPARATIVES			ACTUAL		ADOPTED BUDGET		AMENDED BUDGET	
		YEAR TO DATE			31 MAY 2026		2025-2026		30 JUNE 2026	
		Budget	Actual	% of Annual Budget	Income	Expense	Income	Expense	Income	Expense
COMMUNITY AMENITIES										
SANITATION - HOUSEHOLD REFUSE										
OPERATING EXPENDITURE										
5022	Refuse Collection - Kerbside	\$74,705	\$61,439	75%	\$0	\$61,439	\$0	\$81,500	\$0	\$81,500
5012	Refuse Site Maintenance	\$6,013	\$0	0%	\$0	\$0	\$0	\$6,560	\$0	\$5,060
5013	Refuse Site Rehabilitation	\$2,843	\$86	3%	\$0	\$86	\$0	\$3,102	\$0	\$3,102
5002	Recycling Depot/Transfer Stn - Contract	\$195,491	\$148,216	72%	\$0	\$148,216	\$0	\$204,495	\$0	\$204,495
5122	Recycling Collection - Kerbside	\$67,556	\$64,093	87%	\$0	\$64,093	\$0	\$73,700	\$0	\$73,700
5142	Recycling Education	\$229	\$930	372%	\$0	\$930	\$0	\$250	\$0	\$930
014D	Depreciation (Sch 10)	\$3,708	\$4,090	101%	\$0	\$4,090	\$0	\$4,045	\$0	\$4,045
Sub Total - SANITATION HOUSEHOLD REFUSE OP/EXP		\$350,546	\$278,854		\$0	\$278,854	\$0	\$373,652	\$0	\$372,832
OPERATING INCOME										
5023	Collection Charges - Kerbside	(\$293,800)	(\$286,660)	98%	(\$286,660)	\$0	(\$293,800)	\$0	(\$287,080)	\$0
5033	Recycling/Transfer Station Rental	(\$2,108)	(\$6,000)	261%	(\$6,000)	\$0	(\$2,300)	\$0	(\$2,300)	\$0
Sub Total - SANITATION H/HOLD REFUSE OP/INC		(\$295,908)	(\$292,660)		(\$292,660)	\$0	(\$296,100)	\$0	(\$289,380)	\$0
Total - SANITATION HOUSEHOLD REFUSE		\$54,638	(\$13,806)		(\$292,660)	\$278,854	(\$296,100)	\$373,652	(\$289,380)	\$372,832

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

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

ACCOUNT	JOB	COMPARATIVES			% of Annual Budget	ACTUAL		ADOPTED BUDGET		AMENDED BUDGET	
		YEAR TO DATE				31 MAY 2026		2025-2026		30 JUNE 2026	
		Budget	Actual		Income	Expense	Income	Expense	Income	Expense	
SANITATION OTHER											
OPERATING EXPENDITURE											
5027	Verge Pick Up - Hard Waste	\$27,499	\$0	0%	\$0	\$0	\$0	\$30,000	\$0	\$0	
5251	Street Bins Collection - Contract	\$38,957	\$38,086	90%	\$0	\$38,086	\$0	\$42,500	\$0	\$48,122	
5262	Repair Street Bins	\$183	\$0	0%	\$0	\$0	\$0	\$200	\$0	\$200	
5263	Drum Muster	\$2,292	\$0	0%	\$0	\$0	\$0	\$2,500	\$0	\$2,500	
5264	Transport of Waste & Loader Hire	\$76,814	\$63,834	76%	\$0	\$63,834	\$0	\$83,800	\$0	\$83,800	
Sub Total - SANITATION OTHER OP/EXP		\$145,744	\$101,921		\$0	\$101,921	\$0	\$159,000	\$0	\$134,622	
OPERATING INCOME											
5303	Litter Infringements	(\$183)	\$0	0%	\$0	\$0	(\$200)	\$0	\$0	\$0	
5304	Drum Muster Reimbursement Income	(\$2,292)	\$0	0%	\$0	\$0	(\$2,500)	\$0	(\$2,500)	\$0	
Sub Total - SANITATION OTHER OP/INC		(\$2,475)	\$0		\$0	\$0	(\$2,700)	\$0	(\$2,500)	\$0	
Total - SANITATION OTHER		\$143,269	\$101,921		\$0	\$101,921	(\$2,700)	\$159,000	(\$2,500)	\$134,622	
SEWERAGE											
OPERATING EXPENDITURE											
5090	Liquid Waste Pond - Maintenance	\$1,256	\$1,304	95%	\$0	\$1,304	\$0	\$1,370	\$0	\$1,304	
Sub Total - SEWERAGE OP/EXP		\$1,256	\$1,304		\$0	\$1,304	\$0	\$1,370	\$0	\$1,304	
OPERATING INCOME											
Sub Total - SEWERAGE OP/INC		\$0	\$0		\$0	\$0	\$0	\$0	\$0	\$0	
Total - SEWERAGE		\$1,256	\$1,304		\$0	\$1,304	\$0	\$1,370	\$0	\$1,304	

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

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

ACCOUNT	JOB	COMPARATIVES			% of Annual Budget	ACTUAL		ADOPTED BUDGET		AMENDED BUDGET	
		YEAR TO DATE				31 MAY 2026		2025-2026		30 JUNE 2026	
		Budget	Actual		Income	Expense	Income	Expense	Income	Expense	
PROTECTION OF THE ENVIRONMENT											
OPERATING EXPENDITURE											
5616	NRM - Salaries & Wages/Consultancy Fees	\$4,583	\$375	7%	\$0	\$375	\$0	\$5,000	\$0	\$5,000	
5681	Noxious Weeds	\$4,250	\$0	0%	\$0	\$0	\$0	\$4,637	\$0	\$4,637	
5686	NRM - Environmental Reserve M'ment	\$12,191	\$14,585	110%	\$0	\$14,585	\$0	\$13,300	\$0	\$15,300	
5687	Reserve Clean Up	\$18,842	\$0	0%	\$0	\$0	\$0	\$20,556	\$0	\$19,856	
5752	Administration Allocation Cash	\$18,278	\$24,080	121%	\$0	\$24,080	\$0	\$19,940	\$0	\$22,944	
5742	Administration Allocation Non-Cash	\$2,433	\$1,955	74%	\$0	\$1,955	\$0	\$2,655	\$0	\$2,655	
Sub Total - PROTECTION OF THE ENVIRONMENT OP/EXP		\$60,578	\$40,994		\$0	\$40,994	\$0	\$66,088	\$0	\$70,392	
OPERATING INCOME											
Sub Total - PROTECTION OF THE ENVIRONMENT OP/INC		\$0	\$0		\$0	\$0	\$0	\$0	\$0	\$0	
Total - PROTECTION OF THE ENVIRONMENT		\$60,578	\$40,994		\$0	\$40,994	\$0	\$66,088	\$0	\$70,392	
TOWN PLANNING AND REGIONAL DEVELOPMENT											
OPERATING EXPENDITURE											
5842	Town Planning Expenses	\$27,499	\$44,986	150%	\$0	\$44,986	\$0	\$30,000	\$0	\$57,097	
5922	TPS Review	\$22,916	\$22,668	91%	\$0	\$22,668	\$0	\$25,000	\$0	\$25,000	
5962	Administration Allocated Cash	\$54,834	\$26,079	44%	\$0	\$26,079	\$0	\$59,821	\$0	\$68,832	
5832	Administration Allocated Non-Cash	\$973	\$782	74%	\$0	\$782	\$0	\$1,062	\$0	\$1,062	
Sub Total - TOWN PLAN & REG DEV OP/EXP		\$106,222	\$94,515		\$0	\$94,515	\$0	\$115,883	\$0	\$151,991	
OPERATING INCOME											
5973	Planning Fees	(\$5,958)	(\$127,635)	1964%	(\$127,635)	\$0	(\$6,500)	\$0	(\$75,800)	\$0	
Sub Total - TOWN PLAN & REG DEV OP/INC		(\$5,958)	(\$127,635)		(\$127,635)	\$0	(\$6,500)	\$0	(\$75,800)	\$0	
Total - TOWN PLANNING & REGIONAL DEVELOPMENT		\$100,264	(\$33,120)		(\$127,635)	\$94,515	(\$6,500)	\$115,883	(\$75,800)	\$151,991	

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

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

ACCOUNT	JOB	COMPARATIVES			% of Annual Budget	ACTUAL		ADOPTED BUDGET		AMENDED BUDGET	
		YEAR TO DATE				31 MAY 2026		2025-2026		30 JUNE 2026	
		Budget	Actual		Income	Expense	Income	Expense	Income	Expense	
COMMUNITY AMENITIES - CEMETERIES											
OPERATING EXPENDITURE											
5999	Cemetery Digital Database	\$1,192	\$3,096	238%	\$0	\$3,096	\$0	\$1,300	\$0	\$1,300	
6001	Cemetery - Grave Digging	\$41,455	\$58,290	129%	\$0	\$58,290	\$0	\$45,225	\$0	\$55,700	
6006	Kojonup Cemetery - Niche Wall Maint	\$1,490	\$66	4%	\$0	\$66	\$0	\$1,625	\$0	\$890	
6002	Kojonup Cemetery - Grounds Maint	\$18,960	\$26,049	126%	\$0	\$26,049	\$0	\$20,685	\$0	\$25,850	
6000	Kojonup Cemetery - Trees	\$1,376	\$0	0%	\$0	\$0	\$0	\$1,501	\$0	\$1,501	
6012	Boscabel Cemetery - Grounds Maint	\$541	\$290	49%	\$0	\$290	\$0	\$590	\$0	\$620	
6014	Muradup Cemetery - Grounds Maintenance	\$4,744	\$5,893	114%	\$0	\$5,893	\$0	\$5,175	\$0	\$5,675	
015D	Community Amenities Buildings Depreciation	\$43,453	\$49,730	105%	\$0	\$49,730	\$0	\$47,405	\$0	\$47,405	
Sub Total - COMMUNITY AMEN - CEMETERIES OP/EXP		\$113,209	\$143,415		\$0	\$143,415	\$0	\$123,506	\$0	\$138,941	
OPERATING INCOME											
6013	Cemetery Fees (Inc Gst)	(\$9,166)	(\$25,890)	259%	(\$25,890)	\$0	(\$10,000)	\$0	(\$15,000)	\$0	
6023	Cemetery Fees Licences (Not Inc Gst)	(\$1,833)	(\$3,433)	172%	(\$3,433)	\$0	(\$2,000)	\$0	(\$2,000)	\$0	
Sub Total - COMMUNITY AMEN - CEMETERIES OP/INC		(\$11,000)	(\$29,323)		(\$29,323)	\$0	(\$12,000)	\$0	(\$17,000)	\$0	
Total - COMMUNITY AMENITIES CEMETERIES		\$102,210	\$114,092		(\$29,323)	\$143,415	(\$12,000)	\$123,506	(\$17,000)	\$138,941	

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

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

ACCOUNT	JOB	COMPARATIVES		% of Annual Budget	ACTUAL		ADOPTED BUDGET		AMENDED BUDGET	
		YEAR TO DATE			31 MAY 2026		2025-2026		30 JUNE 2026	
		Budget	Actual		Income	Expense	Income	Expense	Income	Expense
COMMUNITY AMENITIES - PUBLIC CONVENIENCES & OTHER										
OPERATING EXPENDITURE										
6042	Harrison Place Conveniences - Maint	\$229	\$890	356%	\$0	\$890	\$0	\$250	\$0	\$383
6044	Harrison Place Conveniences - Cleaning	\$20,775	\$21,847	97%	\$0	\$21,847	\$0	\$22,550	\$0	\$23,662
6034	CWA - Building Maintenance	\$2,311	\$4,844	204%	\$0	\$4,844	\$0	\$2,378	\$0	\$4,873
6052	Town Street & Park Seating	\$1,020	\$0	0%	\$0	\$0	\$0	\$1,113	\$0	\$1,113
6112	Community Resource Centre / Telecentre	\$2,925	\$2,214	63%	\$0	\$2,214	\$0	\$3,488	\$0	\$3,108
6142	Administration Allocated Non-Cash	\$2,433	\$1,955	74%	\$0	\$1,955	\$0	\$2,655	\$0	\$2,655
6152	Administration Allocated Cash	\$54,834	\$37,619	63%	\$0	\$37,619	\$0	\$59,821	\$0	\$68,832
Sub Total - COMMUNITY AMEN - PUBLIC CONVEN OP/EXP		\$84,528	\$69,369	\$9	\$0	\$69,369	\$0	\$92,255	\$0	\$104,626
OPERATING INCOME										
Sub Total - COMMUNITY AMEN - PUBLIC CONVEN OP/INC		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total - COMMUNITY AMENITIES PUBLIC CONVEN & OTHER		\$84,528	\$69,369		\$0	\$69,369	\$0	\$92,255	\$0	\$104,626
COMMUNITY AMENITIES - COMMUNITY DEVELOPMENT										
OPERATING EXPENDITURE										
6064	Men's Shed - Building Maintenance	\$1,068	\$5,580	477%	\$0	\$5,580	\$0	\$1,170	\$0	\$5,424
Sub Total - COMMUNITY AMEN - COMMUNITY DEV OP/EXP		\$1,068	\$5,580		\$0	\$5,580	\$0	\$1,170	\$0	\$5,424
OPERATING INCOME										
Sub Total - COMMUNITY AMEN - COMMUNITY DEV OP/INC		\$0	\$0		\$0	\$0	\$0	\$0	\$0	\$0
Total - COMMUNITY AMENITIES - COMMUNITY DEVELOPMENT		\$1,068	\$5,580		\$0	\$5,580	\$0	\$1,170	\$0	\$5,424
Total - COMMUNITY AMENITIES		\$547,810	\$286,333		(\$449,618)	\$735,950	(\$317,300)	\$932,923	(\$384,680)	\$980,132

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

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

ACCOUNT	JOB	COMPARATIVES			ACTUAL		ADOPTED BUDGET		AMENDED BUDGET	
		YEAR TO DATE			31 MAY 2026		2025-2026		30 JUNE 2026	
		Budget	Actual	% of Annual Budget	Income	Expense	Income	Expense	Income	Expense
RECREATION & CULTURE										
PUBLIC HALL & CIVIC CENTRES										
OPERATING EXPENDITURE										
6202	Memorial Hall - Cleaning & Operations	\$23,044	\$22,916	93%	\$0	\$22,916	\$0	\$24,710	\$0	\$25,895
6212	RSL Hall - Cleaning & Operations	\$4,400	\$3,797	82%	\$0	\$3,797	\$0	\$4,638	\$0	\$4,474
6214	Memorial Hall - Building Maintenance	\$6,946	\$9,843	133%	\$0	\$9,843	\$0	\$7,376	\$0	\$10,638
6216	Mobrup Hall - Building Expenses	\$0	\$0	0%	\$0	\$0	\$0	\$0	\$0	\$0
6218	Muradup Hall - Building Expenses	\$1,960	\$4,170	207%	\$0	\$4,170	\$0	\$2,010	\$0	\$3,400
6219	Qualeup Hall - Building Expenses	\$309	\$309	93%	\$0	\$309	\$0	\$330	\$0	\$446
6224	Memorial Hall - Grounds Maintenance	\$13,066	\$12,987	91%	\$0	\$12,987	\$0	\$14,226	\$0	\$14,226
6227	Boscabel Hall - Building Expenses	\$882	\$4,067	430%	\$0	\$4,067	\$0	\$945	\$0	\$4,497
6232	All Halls - Cutlery & Crockery	\$1,833	\$0	0%	\$0	\$0	\$0	\$2,000	\$0	\$2,000
6324	RSL Hall - Building Maintenance	\$2,613	\$2,436	88%	\$0	\$2,436	\$0	\$2,780	\$0	\$2,501
6146	Interest on Loan - Loan 146 & 149	\$11,700	\$17,795	96%	\$0	\$17,795	\$0	\$18,565	\$0	\$18,565
6147	Loan Guarantee Fee - Loan 146 & 149	\$3,250	\$1,624	50%	\$0	\$1,624	\$0	\$3,250	\$0	\$3,250
016D	Public Halls Building Depreciation	\$57,092	\$63,084	101%	\$0	\$63,084	\$0	\$62,285	\$0	\$62,285
Sub Total - PUBLIC HALLS & CIVIC CENTRES OP/EXP		\$127,096	\$143,027		\$0	\$143,027	\$0	\$143,115	\$0	\$152,177
OPERATING INCOME										
6203	Memorial Hall Rentals	(\$1,490)	(\$1,645)	101%	(\$1,645)	\$0	(\$1,625)	\$0	(\$1,355)	\$0
6213	RSL Hall Rentals	(\$1,150)	(\$1,299)	104%	(\$1,299)	\$0	(\$1,255)	\$0	(\$1,255)	\$0
Sub Total - PUBLIC HALLS & CIVIC CENTRES OP/INC		(\$2,640)	(\$2,944)		(\$2,944)	\$0	(\$2,880)	\$0	(\$2,610)	\$0
Total - PUBLIC HALL & CIVIC CENTRES		\$124,456	\$140,083		(\$2,944)	\$143,027	(\$2,880)	\$143,115	(\$2,610)	\$152,177

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COMPARATIVES
YEAR TO DATE
31 MAY 2026

% of
Annual
Budget

ACTUAL
31 MAY 2026

ADOPTED BUDGET
2025-2026

AMENDED BUDGET
30 JUNE 2026

ACCOUNT	JOB	COMPARATIVES		% of Annual Budget	ACTUAL		ADOPTED BUDGET		AMENDED BUDGET	
		Budget	Actual		Income	Expense	Income	Expense	Income	Expense
OTHER RECREATION & SPORT										
OPERATING EXPENDITURE										
6362	Kojonup Springs Conveniences	\$22,271	\$23,735	98%	\$0	\$23,735	\$0	\$24,333	\$0	\$25,016
6364	Kojonup Springs Grounds Maintenance	\$12,283	\$10,498	78%	\$0	\$10,498	\$0	\$13,400	\$0	\$13,400
6372	Apex Park Conveniences - Operating	\$48,707	\$44,141	84%	\$0	\$44,141	\$0	\$52,852	\$0	\$52,772
6373	Apex Park Conveniences - Building Maint	\$3,282	\$2,184	61%	\$0	\$2,184	\$0	\$3,580	\$0	\$3,580
6374	Apex Park - Grounds Maint	\$52,639	\$60,203	101%	\$0	\$60,203	\$0	\$59,680	\$0	\$74,193
6382	Railway Reserve Conveniences	\$3,217	\$2,493	72%	\$0	\$2,493	\$0	\$3,450	\$0	\$3,450
6392	Newstead Park - Grounds Maint	\$8,227	\$7,996	89%	\$0	\$7,996	\$0	\$8,975	\$0	\$9,825
6394	Railway Reserve Grounds Maint	\$15,437	\$20,083	120%	\$0	\$20,083	\$0	\$16,745	\$0	\$20,188
6402	Sports Complex - Netball Conveniences	\$8,124	\$8,103	94%	\$0	\$8,103	\$0	\$8,595	\$0	\$8,678
6403	Sports Complex - Netball Area Maint	\$3,309	\$3,856	107%	\$0	\$3,856	\$0	\$3,610	\$0	\$2,975
6404	Sports Complex - Grounds Maint	\$154,154	\$205,637	122%	\$0	\$205,637	\$0	\$168,175	\$0	\$163,135
6408	Sports Complex - Conveniences	\$4,719	\$5,991	116%	\$0	\$5,991	\$0	\$5,148	\$0	\$6,057
6412	Hillman Park - Grounds Maint	\$10,975	\$15,370	128%	\$0	\$15,370	\$0	\$11,973	\$0	\$14,000
6414	Sports Complex - Reticulation	\$24,282	\$14,427	54%	\$0	\$14,427	\$0	\$26,490	\$0	\$18,355
6415	Oval Lighting	\$4,704	\$4,409	92%	\$0	\$4,409	\$0	\$4,800	\$0	\$4,800
6422	Kojonup Bk (Piesse Park) - Grounds Maint	\$14,950	\$11,443	70%	\$0	\$11,443	\$0	\$16,310	\$0	\$17,800
6425	Sports Complex - Hockey Club Building	\$1,416	\$2,596	168%	\$0	\$2,596	\$0	\$1,543	\$0	\$2,172
6434	Turkey Nest Dam Maintenance	\$11,908	\$18,309	146%	\$0	\$18,309	\$0	\$12,558	\$0	\$5,425
6435	Water - Showgrounds Maint	\$4,568	\$4,909	99%	\$0	\$4,909	\$0	\$4,983	\$0	\$8,794
6444	Muradup Townsite Grounds	\$4,652	\$6,758	133%	\$0	\$6,758	\$0	\$5,075	\$0	\$8,290
6452	Playground Safety & Minor Upgrades	\$2,053	\$0	0%	\$0	\$0	\$0	\$2,240	\$0	\$2,090
6454	Kojonup Town Entrances	\$4,693	\$3,792	74%	\$0	\$3,792	\$0	\$5,120	\$0	\$1,825
6474	Industrial Area Slashing & Spraying	\$681	\$147	20%	\$0	\$147	\$0	\$743	\$0	\$643
6477	Sports Complex - Utilities & Insurance	\$20,035	\$18,210	91%	\$0	\$18,210	\$0	\$20,035	\$0	\$19,237
6492	Myrtle Benn Reserve	\$1,636	\$4	0%	\$0	\$4	\$0	\$1,785	\$0	\$1,635
6494	Sundry Reserves	\$7,853	\$739	9%	\$0	\$739	\$0	\$8,495	\$0	\$6,445
6496	Kojonup Golf Club Community Grant	\$225	\$0	0%	\$0	\$0	\$0	\$245	\$0	\$245
6552	Sports Complex - Cleaning	\$6,444	\$3,482	50%	\$0	\$3,482	\$0	\$7,030	\$0	\$6,800
6554	Sports Complex - Building Maint	\$9,160	\$10,558	106%	\$0	\$10,558	\$0	\$9,993	\$0	\$9,644
6558	Loan Guarantee Fee - Loans 134, 136, 142, 143	\$10,115	\$5,549	55%	\$0	\$5,549	\$0	\$10,115	\$0	\$10,115
6559	Recreation - Interest on Loans	\$44,663	\$33,734	74%	\$0	\$33,734	\$0	\$45,884	\$0	\$45,884
6592	Skate Park	\$715	\$712	100%	\$0	\$712	\$0	\$715	\$0	\$715
6792	Admin Allocation - Cash	\$36,556	\$29,233	73%	\$0	\$29,233	\$0	\$39,881	\$0	\$45,888
7107	Polocrosse Works Requested	\$203	\$0	0%	\$0	\$0	\$0	\$221	\$0	\$221
017D	Other Sport Buildings Depreciation	\$342,179	\$342,170	92%	\$0	\$342,170	\$0	\$373,301	\$0	\$373,301
Sub Total - OTHER RECREATION & SPORT OP/EXP		\$901,033	\$921,472		\$0	\$921,472	\$0	\$978,078	\$0	\$987,593

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ACCOUNT	JOB	COMPARATIVES YEAR TO DATE 31 MAY 2026		% of Annual Budget	ACTUAL 31 MAY 2026		ADOPTED BUDGET 2025-2026		AMENDED BUDGET 30 JUNE 2026		
		Budget	Actual		Income	Expense	Income	Expense	Income	Expense	
OPERATING INCOME											
6564	Kidsport Funding	\$0	(\$909)		(\$909)	\$0	\$0	\$0	\$0	(\$909)	\$0
6523	Complex Bldg Fees	(\$4,125)	(\$3,882)	86%	(\$3,882)	\$0	(\$4,500)	\$0	(\$4,500)	(\$4,500)	\$0
6533	Rec Ground Lease Fees	(\$3,000)	\$0	0%	\$0	\$0	(\$3,000)	\$0	(\$3,000)	(\$3,000)	\$0
6553	Contribution-Dept Education - Oval	\$0	\$0	0%	\$0	\$0	(\$36,000)	\$0	(\$36,000)	(\$36,000)	\$0
Sub Total - OTHER RECREATION & SPORT OP/INC		(\$7,125)	(\$4,791)		(\$4,791)	\$0	(\$43,500)	\$0	(\$44,409)	\$0	
Total - OTHER RECREATION & SPORT		\$893,908	\$916,681		(\$4,791)	\$921,472	(\$43,500)	\$978,078	(\$44,409)	\$987,593	

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ACCOUNT	JOB	COMPARATIVES			% of Annual Budget	ACTUAL		ADOPTED BUDGET		AMENDED BUDGET	
		YEAR TO DATE				31 MAY 2026		2025-2026		30 JUNE 2026	
		Budget	Actual		Income	Expense	Income	Expense	Income	Expense	
SWIMMING AREAS & BEACHES											
OPERATING EXPENDITURE											
6252	Building Maintenance	\$4,262	\$2,792	60%	\$0	\$2,792	\$0	\$4,650	\$0	\$4,855	
6254	Consumables & Minor Expenses	\$1,375	\$1,998	133%	\$0	\$1,998	\$0	\$1,500	\$0	\$2,000	
6257	Utilities & Telephone	\$36,461	\$32,987	84%	\$0	\$32,987	\$0	\$39,330	\$0	\$35,640	
6258	Insurance	\$14,008	\$20,994	150%	\$0	\$20,994	\$0	\$14,008	\$0	\$20,993	
6261	Maintenance - Pool Building	\$6,393	\$3,799	55%	\$0	\$3,799	\$0	\$6,941	\$0	\$8,267	
6262	Grounds Maintenance	\$11,756	\$14,630	114%	\$0	\$14,630	\$0	\$12,825	\$0	\$15,540	
6264	Swimming Pool - Chemicals	\$8,250	\$11,838	132%	\$0	\$11,838	\$0	\$9,000	\$0	\$14,000	
6271	Non-Capital Purchases per 10yr Plan	\$1,375	\$0	0%	\$0	\$0	\$0	\$1,500	\$0	\$1,500	
6272	Equipment Maintenance	\$7,883	\$4,170	48%	\$0	\$4,170	\$0	\$8,600	\$0	\$11,907	
6274	Kiosk - COGS	\$6,224	\$8,150	120%	\$0	\$8,150	\$0	\$6,790	\$0	\$8,500	
6352	Swimming Pool Salaries	\$116,409	\$112,960	89%	\$0	\$112,960	\$0	\$126,997	\$0	\$126,997	
6353	Superannuation	\$13,783	\$11,397	76%	\$0	\$11,397	\$0	\$15,037	\$0	\$15,037	
6354	Conferences & Training	\$3,942	\$1,653	38%	\$0	\$1,653	\$0	\$4,300	\$0	\$4,300	
6292	Administration Allocated Cash	\$36,556	\$20,463	51%	\$0	\$20,463	\$0	\$39,881	\$0	\$45,888	
050D	Depreciation Buildings	\$49,750	\$49,574	91%	\$0	\$49,574	\$0	\$54,275	\$0	\$54,275	
Sub Total - SWIMMING AREAS & BEACHES OP/EXP		\$318,427	\$297,406		\$0	\$297,406	\$0	\$345,634	\$0	\$369,699	
OPERATING INCOME											
6294	Pool Entry Fees	(\$3,850)	(\$7,054)	168%	(\$7,054)	\$0	(\$4,200)	\$0	(\$6,936)	\$0	
6295	Pool Kiosk Sales	(\$7,150)	(\$11,224)	144%	(\$11,224)	\$0	(\$7,800)	\$0	(\$9,050)	\$0	
6296	Pool Daily Entry Fees	(\$8,250)	(\$6,191)	69%	(\$6,191)	\$0	(\$9,000)	\$0	(\$5,200)	\$0	
Sub Total - SWIMMING AREAS & BEACHES OP/INC		(\$19,249)	(\$24,469)		(\$24,469)	\$0	(\$21,000)	\$0	(\$21,186)	\$0	
Total - SWIMMING AREAS & BEACHES		\$299,178	\$272,937		(\$24,469)	\$297,406	(\$21,000)	\$345,634	(\$21,186)	\$369,699	

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

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

ACCOUNT	JOB	COMPARATIVES		% of Annual Budget	ACTUAL		ADOPTED BUDGET		AMENDED BUDGET	
		YEAR TO DATE			31 MAY 2026		2025-2026		30 JUNE 2026	
		Budget	Actual		Income	Expense	Income	Expense	Income	Expense
TV & RADIO BROADCASTING & RETRANSMISSION										
OPERATING EXPENDITURE										
6752	Television Translator	\$45	\$37	83%	\$0	\$37	\$0	\$45	\$0	\$38
6772	VHF Repeater Operating/Maintenance	\$92	\$47	47%	\$0	\$47	\$0	\$100	\$0	\$100
Sub Total - TV & RADIO RETRANSMISSION OP/EXP		\$137	\$84		0	\$84	\$0	\$145	\$0	\$138
Total - TV & RADIO RETRANSMISSION		\$137	\$84		\$0	\$84	\$0	\$145	\$0	\$138
LIBRARIES										
OPERATING EXPENDITURE										
6812	Library Salaries	\$88,412	\$73,462	76%	\$0	\$73,462	\$0	\$96,453	\$0	\$96,453
6842	Superannuation	\$14,262	\$2,586	17%	\$0	\$2,586	\$0	\$15,559	\$0	\$15,559
6852	Emp Insurances (Lib)	\$4,516	\$6,670	148%	\$0	\$6,670	\$0	\$4,516	\$0	\$6,670
6862	Conference & Training (Lib)	\$917	\$0	0%	\$0	\$0	\$0	\$1,000	\$0	\$1,000
6882	Library Operating Expenses	\$5,958	\$1,588	24%	\$0	\$1,588	\$0	\$6,500	\$0	\$6,500
6892	Lib Software Licencing	\$3,818	\$5,547	133%	\$0	\$5,547	\$0	\$4,165	\$0	\$5,547
6902	Library Resource Purchases	\$1,833	\$458	23%	\$0	\$458	\$0	\$2,000	\$0	\$2,000
6903	Library Regional Activity Plan Contribution	\$1,833	\$1,904	95%	\$0	\$1,904	\$0	\$2,000	\$0	\$2,000
6942	Administration Allocated Cash	\$18,278	\$14,847	74%	\$0	\$14,847	\$0	\$19,940	\$0	\$22,944
6952	Administration Allocated Non-Cash	\$2,433	\$1,955	74%	\$0	\$1,955	\$0	\$2,655	\$0	\$2,655
Sub Total - LIBRARIES OP/EXP		\$142,259	\$109,018		\$0	\$109,018	\$0	\$154,788	\$0	\$161,328
OPERATING INCOME										
6973	Sundry Income	(\$5)	(\$16,143)	269058%	(\$16,143)	\$0	(\$6)	\$0	(\$8,975)	\$0
6993	Be Connected Income	\$0	(\$3,020)	0%	(\$3,020)	\$0	\$0	\$0	(\$3,020)	\$0
Sub Total - LIBRARIES OP/INC		(\$5)	(\$19,163)		(\$19,163)	\$0	(\$6)	\$0	(\$11,995)	\$0
Total - LIBRARIES		\$142,254	\$89,855		(\$19,163)	\$109,018	(\$6)	\$154,788	(\$11,995)	\$161,328

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

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

ACCOUNT	JOB	COMPARATIVES			% of Annual Budget	ACTUAL		ADOPTED BUDGET		AMENDED BUDGET	
		YEAR TO DATE				31 MAY 2026		2025-2026		30 JUNE 2026	
		Budget	Actual		Income	Expense	Income	Expense	Income	Expense	
HERITAGE & OTHER CULTURE											
OPERATING EXPENDITURE											
7012	Historical Soc. Rooms	\$142	\$175		\$0	\$175	\$0	\$170	\$0	\$170	
7022	Old Military Barracks	\$1,481	\$598	37%	\$0	\$598	\$0	\$1,616	\$0	\$1,616	
7024	Old Post Office - Building Maintenance	\$2,339	\$1,207	48%	\$0	\$1,207	\$0	\$2,505	\$0	\$2,549	
7032	Elverd Cottage - Building Mtce	\$2,184	\$5,308	224%	\$0	\$5,308	\$0	\$2,373	\$0	\$6,393	
7034	Elverd Cottage - Ground Maint	\$2,951	\$3,548	110%	\$0	\$3,548	\$0	\$3,219	\$0	\$3,785	
7046	Old Post Office - Grounds Maintenance	\$1,265	\$43	3%	\$0	\$43	\$0	\$1,375	\$0	\$1,130	
7106	Showgrounds - Building Maintenance	\$5,270	\$5,469	102%	\$0	\$5,469	\$0	\$5,341	\$0	\$5,460	
7101	Annual Show - Works Assistance	\$16,046	\$12,205	70%	\$0	\$12,205	\$0	\$17,505	\$0	\$17,505	
7103	Muradup & Jingalup War Memorials	\$225	\$0	0%	\$0	\$0	\$0	\$245	\$0	\$245	
7222	Military Barracks - Ground Maint	\$3,634	\$3,454	89%	\$0	\$3,454	\$0	\$3,878	\$0	\$4,582	
019D	Depreciation Buildings	\$17,966	\$18,483	94%	\$0	\$18,483	\$0	\$19,600	\$0	\$19,600	
Sub Total - OTHER CULTURE OP/EXP		\$53,502	\$50,488		\$0	\$50,488	\$0	\$57,827	\$0	\$63,035	
OPERATING INCOME											
Sub Total - OTHER CULTURE OP/INC		\$0	\$0		\$0	\$0	\$0	\$0	\$0	\$0	
Total - OTHER CULTURE		\$53,502	\$50,488		\$0	\$50,488	\$0	\$57,827	\$0	\$63,035	
Total - RECREATION AND CULTURE		\$1,513,434	\$1,470,128		(\$51,367)	\$1,521,495	(\$67,386)	\$1,679,587	(\$80,200)	\$1,733,970	

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

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

COMPARATIVES
YEAR TO DATE
31 MAY 2026

% of
Annual
Budget

ACTUAL
31 MAY 2026

ADOPTED BUDGET
2025-2026

AMENDED BUDGET
30 JUNE 2026

ACCOUNT	JOB	Budget	Actual	% of Annual Budget	Income	Expense	Income	Expense	Income	Expense
STREETS,ROADS, BRIDGES, DEPOTS - MAINTENANCE										
OPERATING EXPENDITURE										
7632	Town Streets - Drainage Mtce	\$27,866	\$8,996	30%	\$0	\$8,996	\$0	\$30,400	\$0	\$4,150
7652	Road Maintenance	\$4,249	\$1,505		\$0	\$1,505	\$0	\$4,635	\$0	\$4,100
7662	Bridge Maintenance	\$84,897	\$30,999	34%	\$0	\$30,999	\$0	\$90,145	\$0	\$128,311
7672	Footpath Maintenance	\$15,949	\$1,082	6%	\$0	\$1,082	\$0	\$17,400	\$0	\$16,024
7682	Lighting Of Streets	\$53,623	\$55,754	95%	\$0	\$55,754	\$0	\$58,500	\$0	\$62,000
7692	Depot Maint	\$26,629	\$30,945	108%	\$0	\$30,945	\$0	\$28,712	\$0	\$34,582
7694	Depot - Grounds & Nursery Maint	\$20,381	\$27,929	126%	\$0	\$27,929	\$0	\$22,235	\$0	\$21,467
7695	Depot - OHS Minor Items	\$1,162	\$0	0%	\$0	\$0	\$0	\$1,268	\$0	\$1,268
7704	Depot Cleaning	\$32,114	\$30,137	86%	\$0	\$30,137	\$0	\$35,035	\$0	\$33,019
RM01	Grading - Winter	\$949,120	\$705,974	68%	\$0	\$705,974	\$0	\$1,035,445	\$0	\$958,881
RM03	Drainage Maintenance	\$180,874	\$223,615	113%	\$0	\$223,615	\$0	\$197,325	\$0	\$170,325
RM04	Bitumen Patching/Repair	\$130,574	\$119,428	84%	\$0	\$119,428	\$0	\$142,450	\$0	\$136,237
RM05	Guide Post & Signage	\$104,244	\$73,204	64%	\$0	\$73,204	\$0	\$113,725	\$0	\$53,071
RM06	Roadside Spraying	\$33,480	\$7,033	19%	\$0	\$7,033	\$0	\$36,525	\$0	\$35,314
RM08	Rural Limb & Tree Removal - Fallen	\$117,700	\$102,106	80%	\$0	\$102,106	\$0	\$128,405	\$0	\$116,005
RM10	Traffic Counter Transportation	\$13,406	\$2,862	20%	\$0	\$2,862	\$0	\$14,625	\$0	\$6,542
RM11	Kerb Maintenance	\$3,887	\$5,494	130%	\$0	\$5,494	\$0	\$4,240	\$0	\$7,311
RM15	Trees Rural Major Works	\$104,780	\$106,667	93%	\$0	\$106,667	\$0	\$114,310	\$0	\$96,990
RM16	Townsite-Kojonup-Verge Mtce	\$56,496	\$85,294	140%	\$0	\$85,294	\$0	\$60,725	\$0	\$101,214
RM17	Townsite Trees - General Mtce	\$14,987	\$4,362	27%	\$0	\$4,362	\$0	\$16,350	\$0	\$13,028
RM18	TOWNSITE TREES - UPGRADE, WATERING etc	\$7,218	\$0	0%	\$0	\$0	\$0	\$7,875	\$0	\$6,034
RM19	Townsite Trees - Pruning - Contractor	\$11,200	\$1,980	16%	\$0	\$1,980	\$0	\$12,219	\$0	\$11,962
RM20	Road Accident Recovery	\$2,704	\$3,076	104%	\$0	\$3,076	\$0	\$2,950	\$0	\$3,195
RM22	Removal of Street Trees	\$5,990	\$0	0%	\$0	\$0	\$0	\$6,535	\$0	\$6,382
RM23	Townsite Street Sweeping	\$9,625	\$8,355	80%	\$0	\$8,355	\$0	\$10,500	\$0	\$10,500
RM24	Carpark Line marking	\$5,041	\$859	16%	\$0	\$859	\$0	\$5,500	\$0	\$5,500
7701	Blackwood Rd Solar Dam Maintenance	\$1,819	\$0	0%	\$0	\$0	\$0	\$1,984	\$0	\$1,685
7702	Administration Allocated Cash	\$639,729	\$611,983	88%	\$0	\$611,983	\$0	\$697,914	\$0	\$803,042
7703	Plant Auction Selling Expenses	\$458	\$0	0%	\$0	\$0	\$0	\$500	\$0	\$500
020D	Depreciation on Road Assets	\$3,460,347	\$3,782,157	100%	\$0	\$3,782,157	\$0	\$3,775,075	\$0	\$3,908,370
Sub Total - MTCE STREETS ROADS DEPOTS OP/EXP		\$6,120,548	\$6,031,797		\$0	\$6,031,797	\$0	\$6,673,507	\$0	\$6,757,009

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

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

ACCOUNT	JOB	COMPARATIVES		% of Annual Budget	ACTUAL		ADOPTED BUDGET		AMENDED BUDGET	
		YEAR TO DATE			31 MAY 2026		2025-2026		30 JUNE 2026	
		Budget	Actual		Income	Expense	Income	Expense	Income	Expense
OPERATING INCOME										
7405	Roads Grants RRG	(\$1,090,000)	(\$1,093,541)	100%	(\$1,093,541)	\$0	(\$1,090,000)	\$0	(\$1,240,000)	\$0
7415	Regional Road Safety Grants	\$0	(\$1,729,849)	0%	(\$1,729,849)	\$0	\$0	\$0	(\$2,305,413)	\$0
7375	Main Roads WA Direct Grant	(\$253,357)	(\$248,630)	98%	(\$248,630)	\$0	(\$253,357)	\$0	(\$248,630)	\$0
7325	Grant - Special Commodity Route Funding	(\$34,000)	(\$68,750)	202%	(\$68,750)	\$0	(\$34,000)	\$0	(\$34,000)	\$0
7435	Roads to Recovery - Current Allocation	(\$1,241,133)	(\$284,158)	23%	(\$284,158)	\$0	(\$1,241,133)	\$0	(\$1,070,800)	\$0
7605	Sale of Small Items	\$0	\$241	0%	\$241	\$0	\$0	\$0	\$186	\$0
Sub Total - MTCE STREETS ROADS DEPOTS OP/INC		(\$2,618,490)	(\$3,424,687)		(\$3,424,687)	\$0	(\$2,618,490)	\$0	(\$4,898,657)	\$0
Total - MTCE STREETS ROADS DEPOTS		\$3,502,058	\$2,607,110		(\$3,424,687)	\$6,031,797	(\$2,618,490)	\$6,673,507	(\$4,898,657)	\$6,757,009
AERODROMES										
OPERATING EXPENDITURE										
7762	Airport Building - Maintenance	\$3,895	\$3,917	95%	\$0	\$3,917	\$0	\$4,102	\$0	\$5,879
7761	Interest on Loan 141 (Airstrip)	\$1,721	\$1,020	65%	\$0	\$1,020	\$0	\$1,565	\$0	\$1,565
7764	Airport Building - Cleaning	\$956	\$847	81%	\$0	\$847	\$0	\$1,043	\$0	\$1,043
7771	Loan Guarantee Fee (Airstrip)	\$720	\$362	50%	\$0	\$362	\$0	\$720	\$0	\$720
7772	Airstrip Operations	\$46	\$47	94%	\$0	\$47	\$0	\$50	\$0	\$50
7774	Airstrip Ground Maintenance	\$35,661	\$32,033	82%	\$0	\$32,033	\$0	\$38,905	\$0	\$41,070
Sub Total - AERODROMES OP/EXP		\$43,000	\$38,225		\$0	\$38,225	\$0	\$46,385	\$0	\$50,327
OPERATING INCOME										
Sub Total - AERODROMES OP/INC		\$0	\$0		\$0	\$0	\$0	\$0	\$0	\$0
Total - AERODROMES		\$43,000	\$38,225		\$0	\$38,225	\$0	\$46,385	\$0	\$50,327
Total - TRANSPORT		\$3,545,058	\$2,645,335		(\$3,424,687)	\$6,070,022	(\$2,618,490)	\$6,719,892	(\$4,898,657)	\$6,807,336

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

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

ACCOUNT	JOB	COMPARATIVES			% of Annual Budget	ACTUAL		ADOPTED BUDGET		AMENDED BUDGET	
		YEAR TO DATE				31 MAY 2026		2025-2026		30 JUNE 2026	
		Budget	Actual		Income	Expense	Income	Expense	Income	Expense	
ECONOMIC SERVICES											
RURAL SERVICES											
OPERATING EXPENDITURE											
023D	Depreciation (Sch 13)	\$3,905	\$3,909	92%	\$0	\$3,909	\$0	\$4,260	\$0	\$4,260	
8002	Water Standpipes	\$54,448	\$74,277	115%	\$0	\$74,277	\$0	\$64,480	\$0	\$17,480	
8006	Rural Street Addressing	\$92	\$0	0%	\$0	\$0	\$0	\$100	\$0	\$100	
Sub Total - RURAL SERVICES OP/EXP		\$58,445	\$78,186		\$0	\$78,186	\$0	\$68,840	\$0	\$21,840	
OPERATING INCOME											
8003	Water Standpipe Charges	(\$52,248)	(\$18,286)	32%	(\$18,286)	\$0	(\$57,000)	\$0	(\$10,000)	\$0	
Sub Total - RURAL SERVICES OP/INC		(\$52,248)	(\$18,286)		(\$18,286)	\$0	(\$57,000)	\$0	(\$10,000)	\$0	
Total - RURAL SERVICES		\$6,197	\$59,900		(\$18,286)	\$78,186	(\$57,000)	\$68,840	(\$10,000)	\$21,840	

SHIRE OF KOJONUP
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Details By function Under The Following Programme Titles
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COMPARATIVES
YEAR TO DATE
31 MAY 2026

% of
Annual
Budget

ACTUAL
31 MAY 2026

ADOPTED BUDGET
2025-2026

AMENDED BUDGET
30 JUNE 2026

ACCOUNT	JOB	Budget	Actual	% of Annual Budget	Income	Expense	Income	Expense	Income	Expense
TOURISM AND AREA PROMOTION - KODJA PLACE										
OPERATING EXPENDITURE										
8302	Salaries (Tour)	\$256,165	\$200,283	72%	\$0	\$200,283	\$0	\$279,464	\$0	\$279,464
8344	Superannuation - Visitors Centre	\$31,714	\$39,923	115%	\$0	\$39,923	\$0	\$34,598	\$0	\$34,598
8364	Tour Guide Expenses	\$12,861	\$1,425	10%	\$0	\$1,425	\$0	\$14,031	\$0	\$15,129
8322	Employee Insurances (Tour)	\$8,705	\$13,110	151%	\$0	\$13,110	\$0	\$8,705	\$0	\$13,110
8342	Conferences & Training	\$962	\$1,900	181%	\$0	\$1,900	\$0	\$1,050	\$0	\$1,700
8109	Story Area (Mosaic)	\$9,166	\$3,151	32%	\$0	\$3,151	\$0	\$10,000	\$0	\$10,000
8367	Story Area (Digital)	\$46,140	\$0	0%	\$0	\$0	\$0	\$50,337	\$0	\$50,337
8110	Catering	\$1,833	\$495	25%	\$0	\$495	\$0	\$2,000	\$0	\$2,000
8368	Activity (Educational)	\$733	\$237	30%	\$0	\$237	\$0	\$800	\$0	\$800
8126	Insurances - Various	\$15,637	\$16,437	105%	\$0	\$16,437	\$0	\$15,637	\$0	\$16,437
8152	Public Liability Insurance - Kodja Place	\$10,306	\$11,835	115%	\$0	\$11,835	\$0	\$10,306	\$0	\$11,834
8142	Printing, Stationary & Office Expenses	\$10,083	\$7,629	69%	\$0	\$7,629	\$0	\$11,000	\$0	\$11,676
8162	Kodja Place Building Maintenance	\$5,957	\$13,012	200%	\$0	\$13,012	\$0	\$6,499	\$0	\$11,706
8164	Kodja Place Utilities	\$11,453	\$14,064	123%	\$0	\$14,064	\$0	\$11,470	\$0	\$16,434
8166	Kodja Place Cleaning	\$41,303	\$42,367	94%	\$0	\$42,367	\$0	\$45,060	\$0	\$49,563
8172	Kodja Place Grounds Maintenance	\$18,058	\$25,804	131%	\$0	\$25,804	\$0	\$19,700	\$0	\$33,530
8174	Kodja Place Rose Maze Grounds Maint	\$39,818	\$38,399	88%	\$0	\$38,399	\$0	\$43,440	\$0	\$44,840
8192	Misc Expenses	\$2,750	\$7,334	244%	\$0	\$7,334	\$0	\$3,000	\$0	\$5,100
8358	Kodja Place Website	\$1,833	\$0	0%	\$0	\$0	\$0	\$2,000	\$0	\$2,000
8444	Retail Stock - COGS	\$25,207	\$18,390	67%	\$0	\$18,390	\$0	\$27,500	\$0	\$27,500
8394	Events & Exhibitions Expenses	\$13,749	\$35,077	234%	\$0	\$35,077	\$0	\$15,000	\$0	\$15,000
8395	Community Events Expenses	\$22,916	\$14,170	62%	\$0	\$14,170	\$0	\$25,000	\$0	\$27,600
8412	General Administration Allocated Cash	\$91,390	\$106,536	107%	\$0	\$106,536	\$0	\$99,702	\$0	\$114,720
8422	General Administration Allocated Non-Cash	\$1,947	\$1,955	92%	\$0	\$1,955	\$0	\$2,124	\$0	\$2,124
022D	Depreciation	\$61,093	\$60,666	91%	\$0	\$60,666	\$0	\$66,650	\$0	\$66,650
055D	Depreciation	\$2,314	\$2,313	92%	\$0	\$2,313	\$0	\$2,525	\$0	\$2,525
Sub Total - TOURISM & AREA PROMOTION KODJA OP/EXP		\$744,097	\$676,511		\$0	\$676,511	\$0	\$807,598	\$0	\$866,377

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

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

ACCOUNT	JOB	COMPARATIVES		% of Annual Budget	ACTUAL		ADOPTED BUDGET		AMENDED BUDGET	
		YEAR TO DATE			31 MAY 2026		2025-2026		30 JUNE 2026	
		Budget	Actual		Income	Expense	Income	Expense	Income	Expense
OPERATING INCOME										
8205	Kodja Place - Visitor Fees	(\$3,483)	(\$3,193)	84%	(\$3,193)	\$0	(\$3,800)	\$0	(\$3,400)	\$0
8203	Kodja Place - Hire Fees	(\$3,208)	(\$2,399)	69%	(\$2,399)	\$0	(\$3,500)	\$0	(\$1,400)	\$0
8204	Tour Groups	(\$1,192)	(\$3,548)	273%	(\$3,548)	\$0	(\$1,300)	\$0	(\$3,120)	\$0
8207	Kodja Place - Activity Fees	(\$880)	(\$532)	55%	(\$532)	\$0	(\$960)	\$0	(\$532)	\$0
8223	Membership Fees & Brochure Racking	\$0	(\$725)	0%	(\$725)	\$0	\$0	\$0	(\$725)	\$0
8233	Events & Exhibitions Income	(\$13,749)	(\$4,385)	29%	(\$4,385)	\$0	(\$15,000)	\$0	(\$8,000)	\$0
8234	Community Events Income	(\$13,749)	(\$7,957)		(\$7,957)	\$0	(\$15,000)	\$0	(\$12,300)	\$0
8243	Retail Sales	(\$50,415)	(\$43,192)	79%	(\$43,192)	\$0	(\$55,000)	\$0	(\$55,000)	\$0
8293	Grants for Interpretive Upgrade	\$0	(\$16)	0%	(\$16)	\$0	\$0	\$0	\$0	\$0
8263	Sales - Commissions	(\$4,125)	(\$5,595)	124%	(\$5,595)	\$0	(\$4,500)	\$0	(\$4,500)	\$0
8283	Contributions & Donations	(\$733)	(\$1,919)	240%	(\$1,919)	\$0	(\$800)	\$0	(\$1,770)	\$0
8284	RV Fee Income	(\$1,925)	(\$2,150)		(\$2,150)	\$0	(\$2,100)	\$0	(\$1,600)	\$0
8285	Trans WA Income	\$0	\$5		\$5	\$0	\$0	\$0	(\$100)	\$0
Sub Total - TOURISM & AREA PROMOTION KODJA OP/INC		(\$93,460)	(\$75,625)		(\$75,625)	\$0	(\$101,960)	\$0	(\$92,447)	\$0
Total - TOURISM & AREA PROMOTION KODJA PLACE		\$650,637	\$600,886		(\$75,625)	\$676,511	(\$101,960)	\$807,598	(\$92,447)	\$866,377

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ACCOUNT	JOB	COMPARATIVES			% of Annual Budget	ACTUAL		ADOPTED BUDGET		AMENDED BUDGET	
		YEAR TO DATE				31 MAY 2026		2025-2026		30 JUNE 2026	
		Budget	Actual		Income	Expense	Income	Expense	Income	Expense	
TOURISM & AREA PROMOTION OTHER											
OPERATING EXPENDITURE											
8101	Kojonup Marketing & Promotions	\$7,889	\$136	2%	\$0	\$136	\$0	\$8,415	\$0	\$8,415	
8107	Great Southern Treasures	\$22,000	\$20,000	91%	\$0	\$20,000	\$0	\$22,000	\$0	\$20,000	
8414	Wool Wagon	\$229	\$0	0%	\$0	\$0	\$0	\$250	\$0	\$250	
8354	Subscriptions, Accreditation, etc.	\$2,223	\$593	24%	\$0	\$593	\$0	\$2,425	\$0	\$2,628	
8374	Australia Day Breakfast	\$1,833	\$0	0%	\$0	\$0	\$0	\$2,000	\$0	\$2,000	
8371	EV Charging Station	\$0	\$791	0%	\$0	\$791	\$0	\$0	\$0	\$770	
8432	Railway Station Building Maintenance	\$1,535	\$331	20%	\$0	\$331	\$0	\$1,675	\$0	\$1,704	
8402	Railway Station Building - Operating	\$415	\$318	77%	\$0	\$318	\$0	\$415	\$0	\$415	
029D	Depreciation	\$68,949	\$80,523	107%	\$0	\$80,523	\$0	\$75,220	\$0	\$75,220	
Sub Total - TOURISM & AREA PROM OTHER OP/EXP		\$105,073	\$102,692		\$0	\$102,692	\$0	\$112,400	\$0	\$111,402	
OPERATING INCOME											
Sub Total - TOURISM & AREA PROM OTHER OP/INC		\$0	\$0		\$0	\$0	\$0	\$0	\$0	\$0	
Total - TOURISM & AREA PROMOTION OTHER		\$105,073	\$102,692		\$0	\$102,692	\$0	\$112,400	\$0	\$111,402	

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ACCOUNT	JOB	COMPARATIVES		% of Annual Budget	ACTUAL		ADOPTED BUDGET		AMENDED BUDGET	
		YEAR TO DATE			31 MAY 2026		2025-2026		30 JUNE 2026	
		Budget	Actual		Income	Expense	Income	Expense	Income	Expense
TOURISM & AREA PROMOTION - BLACK COCKATOO CAFÉ										
OPERATING EXPENDITURE										
8502	Café Salaries	\$310,348	\$312,978	92%	\$0	\$312,978	\$0	\$338,575	\$0	\$355,750
8532	Café Superannuation	\$37,241	\$33,810	83%	\$0	\$33,810	\$0	\$40,628	\$0	\$40,628
8534	Café Utilities	\$42,817	\$28,960	62%	\$0	\$28,960	\$0	\$46,360	\$0	\$35,500
8546	Café Minor Equipment & Repairs	\$3,208	\$6,655	190%	\$0	\$6,655	\$0	\$3,500	\$0	\$4,230
8554	Café Other Minor Expenses	\$8,708	\$17,970	189%	\$0	\$17,970	\$0	\$9,500	\$0	\$12,468
8555	Café Uniforms & Safety Wear	\$1,375	\$979	65%	\$0	\$979	\$0	\$1,500	\$0	\$1,500
8556	Café Telephone & IT	\$871	\$1,170	123%	\$0	\$1,170	\$0	\$950	\$0	\$1,385
8557	Café Building Maintenance	\$5,119	\$12,735	228%	\$0	\$12,735	\$0	\$5,585	\$0	\$8,240
8564	Café Other Employment Costs	\$0	\$714	0%	\$0	\$714	\$0	\$0	\$0	\$0
8567	Cost of Goods Sold - Food Supplies Purchased	\$288,738	\$303,954	96%	\$0	\$303,954	\$0	\$315,000	\$0	\$315,000
Sub Total - TOURISM & AREA PROM CAFE OP/EXP		\$698,426	\$719,925		\$0	\$719,925	\$0	\$761,598	\$0	\$774,701
OPERATING INCOME										
8503	Trading Income	(\$705,805)	(\$740,059)	0%	(\$740,059)	\$0	(\$770,000)	\$0	(\$770,000)	\$0
8533	Catering	(\$2,292)	(\$4,918)	0%	(\$4,918)	\$0	(\$2,500)	\$0	(\$3,100)	\$0
Sub Total - TOURISM & AREA PROM CAFE OP/INC		(\$708,097)	(\$744,977)		(\$744,977)	\$0	(\$772,500)	\$0	(\$773,100)	\$0
Total - TOURISM & AREA PROMOTION CAFÉ		(\$9,671)	(\$25,052)		(\$744,977)	\$719,925	(\$772,500)	\$761,598	(\$773,100)	\$774,701

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Details By function Under The Following Programme Titles
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ACCOUNT	JOB	COMPARATIVES			% of Annual Budget	ACTUAL		ADOPTED BUDGET		AMENDED BUDGET	
		YEAR TO DATE				31 MAY 2026		2025-2026		30 JUNE 2026	
		Budget	Actual		Income	Expense	Income	Expense	Income	Expense	
BUILDING CONTROL											
OPERATING EXPENDITURE											
8552	Building Admin. Salaries	\$112,535	\$113,513	92%	\$0	\$113,513	\$0	\$122,770	\$0	\$136,266	
8572	Superannuation	\$13,325	\$9,499	65%	\$0	\$9,499	\$0	\$14,537	\$0	\$19,000	
8602	Other Emp Costs (Bldg)	\$3,667	\$6,670	167%	\$0	\$6,670	\$0	\$4,000	\$0	\$10,670	
8612	Vehicle Operating Bld Control	\$10,514	\$8,692	76%	\$0	\$8,692	\$0	\$11,470	\$0	\$11,470	
8622	Building Control Expenses	\$15,583	\$14,720	87%	\$0	\$14,720	\$0	\$17,000	\$0	\$20,000	
8672	Admin Realloc Cash (Bldg)	\$18,278	\$14,847	74%	\$0	\$14,847	\$0	\$19,940	\$0	\$22,945	
8682	Admin Realloc Non Cash (Bldg)	\$1,947	\$782	37%	\$0	\$782	\$0	\$2,124	\$0	\$2,124	
Sub Total - BUILDING CONTROL OP/EXP		\$175,847	\$168,724		\$0	\$168,724	\$0	\$191,841	\$0	\$222,475	
OPERATING INCOME											
8653	Building Licence Fees	(\$7,791)	(\$4,884)	57%	(\$4,884)	\$0	(\$8,500)	\$0	(\$8,500)	\$0	
8663	Bcitr & Brb Commissions	(\$367)	(\$133)	33%	(\$133)	\$0	(\$400)	\$0	(\$400)	\$0	
Sub Total - BUILDING CONTROL OP/INC		(\$8,158)	(\$5,016)		(\$5,016)	\$0	(\$8,900)	\$0	(\$8,900)	\$0	
Total - BUILDING CONTROL		\$167,689	\$163,707		(\$5,016)	\$168,724	(\$8,900)	\$191,841	(\$8,900)	\$222,475	

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ACCOUNT	JOB	COMPARATIVES		% of Annual Budget	ACTUAL		ADOPTED BUDGET		AMENDED BUDGET	
		YEAR TO DATE			31 MAY 2026		2025-2026		30 JUNE 2026	
		Budget	Actual		Income	Expense	Income	Expense	Income	Expense
OTHER ECONOMIC SERVICES										
OPERATING EXPENDITURE										
8011	Wash Down Bay - Repairs	\$7,443	\$4,443	55%	\$0	\$4,443	\$0	\$8,103	\$0	\$9,403
8807	Wash Down Bay - Utility Charges	\$4,951	\$4,933	87%	\$0	\$4,933	\$0	\$5,700	\$0	\$6,375
8800	Saleyards - Ground Maintenance	\$9,614	\$12,191	116%	\$0	\$12,191	\$0	\$10,488	\$0	\$13,535
8808	Saleyards - Insurances	\$400	\$375	94%	\$0	\$375	\$0	\$400	\$0	\$400
8802	Saleyards - Other	\$183	\$71	36%	\$0	\$71	\$0	\$200	\$0	\$200
8872	Loan Guarantee Fee	\$2,650	\$999	38%	\$0	\$999	\$0	\$2,650	\$0	\$2,650
8862	Subdivision - Interest on Loans	\$0	\$10,131	94%	\$0	\$10,131	\$0	\$10,834	\$0	\$10,834
Sub Total - OTHER ECONOMIC SERVICES OP/EXP		\$25,241	\$33,144		\$0	\$33,144	\$0	\$38,375	\$0	\$43,397
OPERATING INCOME										
8013	Washdown Bay Fees	(\$11,458)	(\$11,106)	89%	(\$11,106)	\$0	(\$12,500)	\$0	(\$12,500)	\$0
Sub Total - OTHER ECONOMIC SERVICES OP/INC		(\$11,458)	(\$11,106)		(\$11,106)	\$0	(\$12,500)	\$0	(\$12,500)	\$0
Total - OTHER ECONOMIC SERVICES		\$13,783	\$22,038		(\$11,106)	\$33,144	(\$12,500)	\$38,375	(\$12,500)	\$43,397
Total - ECONOMIC SERVICES		\$933,708	\$924,172	\$0	(\$855,011)	\$1,779,183	(\$952,860)	\$1,980,652	(\$896,947)	\$2,040,192

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ACCOUNT	JOB	COMPARATIVES YEAR TO DATE 31 MAY 2026		% of Annual Budget	ACTUAL 31 MAY 2026		ADOPTED BUDGET 2025-2026		AMENDED BUDGET 30 JUNE 2026		
		Budget	Actual		Income	Expense	Income	Expense	Income	Expense	
		OTHER PROPERTY AND SERVICES									
		PRIVATE WORKS									
		OPERATING EXPENDITURE									
9002	Private Works	\$26,078	\$1,053	4%	\$0	\$1,053	\$0	\$28,450	\$0	\$1,975	
	Sub Total - PRIVATE WORKS OP/EXP	\$26,078	\$1,053		\$0	\$1,053	\$0	\$28,450	\$0	\$1,975	
		OPERATING INCOME									
9003	Private Works Income	(\$26,078)	(\$28,201)	99%	(\$28,201)	\$0	(\$28,450)	\$0	(\$22,690)	\$0	
	Sub Total - PRIVATE WORKS OP/INC	(\$26,078)	(\$28,201)		(\$28,201)	\$0	(\$28,450)	\$0	(\$22,690)	\$0	
	Total - PRIVATE WORKS	\$0	(\$27,148)		(\$28,201)	\$1,053	(\$28,450)	\$28,450	(\$22,690)	\$1,975	

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ACCOUNT	JOB	COMPARATIVES			% of Annual Budget	ACTUAL		ADOPTED BUDGET		AMENDED BUDGET	
		YEAR TO DATE				31 MAY 2026		2025-2026		30 JUNE 2026	
		Budget	Actual		Income	Expense	Income	Expense	Income	Expense	
PUBLIC WORKS OVERHEADS											
OPERATING EXPENDITURE											
9022	Salaries-Works-Supervisors; Assistance	\$420,209	\$351,245	77%	\$0	\$351,245	\$0	\$458,428	\$0	\$458,428	
9042	Superannuation (Supervisors)	\$50,425	\$20,474	37%	\$0	\$20,474	\$0	\$55,011	\$0	\$55,011	
9052	Conferences & Training (Supervisors)	\$3,575	\$0	0%	\$0	\$0	\$0	\$3,900	\$0	\$3,900	
9062	Emp Insurances (Supervisors)	\$12,836	\$6,670	52%	\$0	\$6,670	\$0	\$12,836	\$0	\$6,670	
9072	Other Staff Expenses (Inc. FBT)	\$28,083	\$404	1%	\$0	\$404	\$0	\$29,000	\$0	\$29,404	
9502	Allowances	\$1,833	\$23,215	1161%	\$0	\$23,215	\$0	\$2,000	\$0	\$2,000	
9082	Vehicle Operating	\$15,583	\$25,676	151%	\$0	\$25,676	\$0	\$17,000	\$0	\$22,025	
9084	Consulting Technical	\$15,079	\$6,107	37%	\$0	\$6,107	\$0	\$16,450	\$0	\$16,450	
9092	Office Expenses	\$13,383	\$5,524	38%	\$0	\$5,524	\$0	\$14,600	\$0	\$14,600	
9094	Minor Equipment/Consumables	\$7,516	\$7,459	91%	\$0	\$7,459	\$0	\$8,200	\$0	\$8,200	
9095	RAMM Inventory	\$12,594	\$13,049	95%	\$0	\$13,049	\$0	\$13,740	\$0	\$13,049	
9102	Training	\$35,666	\$55,437	142%	\$0	\$55,437	\$0	\$38,910	\$0	\$59,516	
9112	Meetings	\$6,783	\$4,567	62%	\$0	\$4,567	\$0	\$7,400	\$0	\$7,514	
9122	Annual Leave	\$161,943	\$214,271	121%	\$0	\$214,271	\$0	\$176,672	\$0	\$176,672	
9132	Public Holidays	\$71,781	\$152,665	195%	\$0	\$152,665	\$0	\$78,310	\$0	\$78,310	
9142	Sick Leave	\$71,781	\$85,905	110%	\$0	\$85,905	\$0	\$78,310	\$0	\$78,310	
9152	Superannuation	\$491,043	\$577,676	113%	\$0	\$577,676	\$0	\$511,147	\$0	\$511,147	
9162	Workers Comp Ins	\$77,946	\$120,463	155%	\$0	\$120,463	\$0	\$77,946	\$0	\$117,127	
9172	Staff Functions	\$2,154	\$100	4%	\$0	\$100	\$0	\$2,350	\$0	\$2,350	
9182	INSURANCE ON WORKS	\$6,848	\$7,295	107%	\$0	\$7,295	\$0	\$6,848	\$0	\$7,295	
9192	Long Service Leave	\$0	\$46,052	0%	\$0	\$46,052	\$0	\$0	\$0	\$34,000	
9202	Safety Equipment & P.P.E.	\$22,100	\$22,816	95%	\$0	\$22,816	\$0	\$24,110	\$0	\$24,110	
9262	Emp Insurances - Pwo	\$6,090	\$8,649	142%	\$0	\$8,649	\$0	\$6,090	\$0	\$8,649	
9280	Cleaners - Annual Leave	\$12,071	\$0	0%	\$0	\$0	\$0	\$13,169	\$0	\$13,169	
9281	Cleaners - Long Service Leave	\$3,549	\$0	0%	\$0	\$0	\$0	\$3,872	\$0	\$3,872	
9282	Cleaners - Sick Leave	\$5,990	\$0	0%	\$0	\$0	\$0	\$6,535	\$0	\$6,535	
9284	Cleaners - Public Holidays	\$6,036	\$0	0%	\$0	\$0	\$0	\$6,585	\$0	\$6,585	
9286	Cleaners - Superannuation	\$16,451	\$5,503	31%	\$0	\$5,503	\$0	\$17,947	\$0	\$17,947	
9254	Cleaners - Administration	\$6,600	\$9,056	126%	\$0	\$9,056	\$0	\$7,200	\$0	\$8,860	
9302	Admin Realloc - Cash (Pwo)	\$0	(\$0)	0%	\$0	(\$0)	\$0	\$0	\$0	\$0	
9332	Admin Non Cash Realloc (Pwo)	\$58,399	\$49,269	77%	\$0	\$49,269	\$0	\$63,711	\$0	\$63,709	
9421	Small Items (Chainsaws, Mowers, etc)	\$4,583	\$1,545	31%	\$0	\$1,545	\$0	\$5,000	\$0	\$5,000	
9422	Sundry Plant Recovery - Automatic Recoveries	\$15,101	\$21,566	131%	\$0	\$21,566	\$0	\$16,475	\$0	\$16,475	
9312	Less Allocated To Works & Services	(\$1,631,374)	(\$1,584,480)	89%	\$0	(\$1,584,480)	\$0	(\$1,779,752)	\$0	(\$1,876,889)	
Sub Total - PUBLIC WORKS O/HEADS OP/EXP		\$32,658	\$258,177		\$0	\$258,177	\$0	\$0	\$0	\$0	

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ACCOUNT	JOB	COMPARATIVES YEAR TO DATE 31 MAY 2026		% of Annual Budget	ACTUAL 31 MAY 2026		ADOPTED BUDGET 2025-2026		AMENDED BUDGET 30 JUNE 2026	
		Budget	Actual		Income	Expense	Income	Expense	Income	Expense
OPERATING INCOME										
	Sub Total - PUBLIC WORKS O/HEADS OP/INC	\$0	\$0		\$0	\$0	\$0	\$0	\$0	\$0
	Total - PUBLIC WORKS OVERHEADS	\$32,658	\$258,177		\$0	\$258,177	\$0	\$0	\$0	\$0
PLANT OPERATION COSTS										
OPERATING EXPENDITURE										
9372	Plant Repair Wages	\$94,908	\$69,411	67%	\$0	\$69,411	\$0	\$103,540	\$0	\$90,000
9352	Tyres & Tubes	\$22,916	\$33,956	136%	\$0	\$33,956	\$0	\$25,000	\$0	\$25,000
9344	Vehicle Tracking	\$20,166	\$20,355	93%	\$0	\$20,355	\$0	\$22,000	\$0	\$22,250
9362	External Parts and Repairs	\$119,162	\$214,016	165%	\$0	\$214,016	\$0	\$130,000	\$0	\$222,000
9382	Plant - Insurance	\$75,165	\$58,998	78%	\$0	\$58,998	\$0	\$75,165	\$0	\$75,165
9386	Plant - Licence & Registration	\$0	\$90	0%	\$0	\$90	\$0	\$0	\$0	\$0
9342	Plant Fuels & Oils	\$297,905	\$276,430	85%	\$0	\$276,430	\$0	\$325,000	\$0	\$325,000
9363	Purchase of Tools	\$8,250	\$627	7%	\$0	\$627	\$0	\$9,000	\$0	\$9,000
9402	Less POC Allocated To W. & S.	(\$632,204)	(\$647,275)	94%	\$0	(\$647,275)	\$0	(\$689,705)	\$0	(\$768,415)
021D	Depreciation (Sch 12)	\$279,458	\$292,931	96%	\$0	\$292,931	\$0	\$304,875	\$0	\$304,875
025D	Depreciation W/Back	(\$279,458)	(\$414,203)	136%	\$0	(\$414,203)	\$0	(\$304,875)	\$0	(\$304,875)
	Sub Total - PLANT OPERATIONS COSTS OP/EXP	\$6,267	(\$94,663)		\$0	(\$94,663)	\$0	\$0	\$0	\$0
OPERATING INCOME										
9373	Income - Contribution Plant Op Costs	(\$917)	\$0		\$0	\$0	(\$1,000)	\$0	\$0	\$0
	Sub Total - PLANT OPERATIONS COSTS OP/INC	(\$917)	\$0		\$0	\$0	(\$1,000)	\$0	\$0	\$0
	Total - PLANT OPERATIONS COSTS	\$5,350	(\$94,663)		\$0	(\$94,663)	(\$1,000)	\$0	\$0	\$0

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ACCOUNT	JOB	COMPARATIVES			ACTUAL		ADOPTED BUDGET		AMENDED BUDGET	
		YEAR TO DATE			31 MAY 2026		2025-2026		30 JUNE 2026	
		Budget	Actual	% of Annual Budget	Income	Expense	Income	Expense	Income	Expense
OTHER PROPERTY AND SERVICES										
SALARIES AND WAGES										
OPERATING EXPENDITURE										
9482	Salaries & Wages Drawn	\$4,124,724	\$2,236,152	50%	\$0	\$2,236,152	\$0	\$4,499,879	\$0	\$4,484,666
9492	Workers Compensation	\$22,916	\$3,788	15%	\$0	\$3,788	\$0	\$25,000	\$0	\$3,788
9512	Salary & Wage Alloc To W. & S.	(\$4,124,724)	(\$2,236,152)	50%	\$0	(\$2,236,152)	\$0	(\$4,499,879)	\$0	(\$4,484,666)
Sub Total - SALARIES AND WAGES OP/EXP		\$22,916	\$3,788		\$0	\$3,788	\$0	\$25,000	\$0	\$3,788
OPERATING INCOME										
9493	Workers Compensation Income	(\$22,916)	\$0	0%	\$0	\$0	(\$25,000)	\$0	(\$3,788)	\$0
Sub Total - SALARIES AND WAGES OP/INC		(\$22,916)	\$0		\$0	\$0	(\$25,000)	\$0	(\$3,788)	\$0
Total - SALARIES AND WAGES		\$0	\$3,788		\$0	\$3,788	(\$25,000)	\$25,000	(\$3,788)	\$3,788

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ACCOUNT	JOB	COMPARATIVES YEAR TO DATE 31 MAY 2026			% of Annual Budget	ACTUAL 31 MAY 2026		ADOPTED BUDGET 2025-2026		AMENDED BUDGET 30 JUNE 2026	
		Budget	Actual			Income	Expense	Income	Expense	Income	Expense
UNCLASSIFIED											
OPERATING EXPENDITURE											
9572	Land Survey & Leasing	\$2,750	\$0	0%	\$0	\$0	\$0	\$3,000	\$0	\$3,000	
9682	Misc Expenses-Other Property	\$2,754	\$2,405	87%	\$0	\$2,405	\$0	\$2,775	\$0	\$2,775	
9687	LOSS ON LG HOUSE UNIT TRUST	\$0	\$0		\$0	\$0	\$0	\$0	\$0	\$0	
024D	Depreciation on Assets	\$16,591	\$16,516	91%	\$0	\$16,516	\$0	\$18,100	\$0	\$18,100	
Sub Total - UNCLASSIFIED OP/EXP		\$22,095	\$18,922		\$0	\$18,922	\$0	\$23,875	\$0	\$23,875	
OPERATING INCOME											
9627	Sundry Inc - Insurance Premium Refund	\$0	(\$4,329)	0%	(\$4,329)	\$0	\$0	\$0	\$0	\$0	
9683	Lease Of Ksc Properties	(\$24,291)	(\$13,104)	49%	(\$13,104)	\$0	(\$26,500)	\$0	(\$26,500)	\$0	
9695	Recoverable Costs Income	(\$2,292)	\$879	-35%	\$879	\$0	(\$2,500)	\$0	(\$2,500)	\$0	
Sub Total - UNCLASSIFIED OP/INC		(\$26,582)	(\$16,654)		(\$16,654)	\$0	(\$29,000)	\$0	(\$29,000)	\$0	
Total - UNCLASSIFIED		(\$4,487)	\$2,268		(\$16,654)	\$18,922	(\$29,000)	\$23,875	(\$29,000)	\$23,875	
Total - OTHER PROPERTY AND SERVICES		\$33,520	\$142,422		(\$44,855)	\$187,277	(\$83,450)	\$77,325	(\$55,478)	\$29,638	

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

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

ACCOUNT	JOB	COMPARATIVES			% of Annual Budget	ACTUAL		ADOPTED BUDGET		AMENDED BUDGET	
		YEAR TO DATE				31 MAY 2026		2025-2026		30 JUNE 2026	
		Budget	Actual		Income	Expense	Income	Expense	Income	Expense	
FUND TRANSFERS											
EXPENDITURE											
New	Tfr to Employee Leave Res.	\$7,150	\$1,735	22%	\$0	\$1,735	\$0	\$7,800	\$0	\$1,915	
New	Transfer To Plant Res.	\$7,150	\$1,580	20%	\$0	\$1,580	\$0	\$7,800	\$0	\$1,744	
New	Transfer to Low Income Housing Res.	\$1,696	\$533	29%	\$0	\$533	\$0	\$1,850	\$0	\$588	
New	Transfer to Sporting Facility Res.	\$1,265	\$0	0%	\$0	\$0	\$0	\$1,380	\$0	\$0	
New	Transfer to Landfill Waste Mgmt Res.	\$1,622	\$511	29%	\$0	\$511	\$0	\$1,770	\$0	\$564	
New	Transfer to Community Grants Res.	\$197	\$62	29%	\$0	\$62	\$0	\$215	\$0	\$69	
New	Transfer To Independent Living Units Res.	\$3,199	\$1,009	29%	\$0	\$1,009	\$0	\$3,490	\$0	\$1,114	
New	Transfer to Natural Resource Mgmt Res.	\$1,971	\$622	29%	\$0	\$622	\$0	\$2,150	\$0	\$686	
New	Transfer to Kodja Place Building Res.	\$357	\$113	29%	\$0	\$113	\$0	\$390	\$0	\$124	
New	Transfer to Sporting Complex Building Upgrade Res.	\$0	\$481	42%	\$0	\$481	\$0	\$1,155	\$0	\$531	
Sub Total - TRANSFERS TO RESERVE		\$24,607	\$6,645		\$0	\$6,645	\$0	\$28,000	\$0	\$7,335	
INCOME											
	Transfer from Independent Living Units Res.	\$0	\$0	0%	\$0	\$0	(\$22,000)	\$0	(\$22,000)	\$0	
	Transfer from Sporting Facility Res.	\$0	\$0	0%	\$0	\$0	(\$15,000)	\$0	(\$15,000)	\$0	
Sub Total - TRANSFERS FROM RESERVE		\$0	\$0		\$0	\$0	(\$37,000)	\$0	(\$37,000)	\$0	
Total - TRANSFERS		\$24,607	\$6,645		\$0	\$6,645	(\$37,000)	\$28,000	(\$37,000)	\$7,335	
Total - FUND TRANSFER		\$24,607	\$6,645		\$0	\$6,645	(\$37,000)	\$28,000	(\$37,000)	\$7,335	

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

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

ACCOUNT	JOB	COMPARATIVES		% of Annual Budget	ACTUAL		ADOPTED BUDGET		AMENDED BUDGET	
		YEAR TO DATE			31 MAY 2026		2025-2026		30 JUNE 2026	
		Budget	Actual		Income	Expense	Income	Expense	Income	Expense
SURPLUS CARRIED FORWARD										
000000	NEW - (Surplus) / Deficit - Opening 1 July	(\$2,660,000)	(\$2,595,085)		(\$2,595,085)	\$0	(\$2,660,000)	\$0	(\$2,595,085)	\$0
	Sub Total - SURPLUS C/FWD	(\$2,660,000)	(\$2,595,085)		(\$2,595,085)	\$0	(\$2,660,000)	\$0	(\$2,595,085)	\$0
	Total - SURPLUS	(\$2,660,000)	(\$2,595,085)		(\$2,595,085)	\$0	(\$2,660,000)	\$0	(\$2,595,085)	\$0
LIABILITY LOANS - PRINCIPAL REPAYMENT										
EXPENDITURE										
New	Loan 150 - Communications tower	\$33,179	\$8,771	25%	\$0	\$8,771	\$0	\$35,479	\$0	\$35,479
New	Loan 137 - Medical Centre	\$8,850	\$9,005	100%	\$0	\$9,005	\$0	\$9,005	\$0	\$9,005
New	Loan 135 - Bagg St House	\$5,174	\$15,389	143%	\$0	\$15,389	\$0	\$10,750	\$0	\$10,750
New	Loan 139 - Aged Units	\$0	\$31,328	0%	\$0	\$31,328	\$0	\$0	\$0	\$0
New	Loan 140 - Staff Housing	\$61,323	\$36,313	58%	\$0	\$36,313	\$0	\$62,388	\$0	\$62,388
New	Loan 138 - GROH Housing	\$114,210	\$115,860	100%	\$0	\$115,860	\$0	\$115,860	\$0	\$115,860
New	Loan 144 - Staff Housing	\$10,996	\$11,203	100%	\$0	\$11,203	\$0	\$11,203	\$0	\$11,203
New	Loan 145 - GROH Housing	\$10,996	\$34,251	306%	\$0	\$34,251	\$0	\$11,203	\$0	\$11,203
New	Loan 148 - Staff Housing renovations	\$7,812	\$16,501	100%	\$0	\$16,501	\$0	\$16,501	\$0	\$16,501
New	Loan 134 - Sports Complex	\$9,345	\$27,750	140%	\$0	\$27,750	\$0	\$19,867	\$0	\$19,867
New	Loan 136 - Sports Complex Wall	\$10,083	\$23,393	227%	\$0	\$23,393	\$0	\$10,285	\$0	\$10,285
New	Loan 143 - Netball Courts & Roof	\$55,342	\$33,437	59%	\$0	\$33,437	\$0	\$56,945	\$0	\$56,945
New	Loan 142 - Oval Lighting	\$24,931	\$25,294	100%	\$0	\$25,294	\$0	\$25,294	\$0	\$25,294
New	Loan 146 - Harrison Place Toilets & Park	\$17,864	\$23,987	64%	\$0	\$23,987	\$0	\$37,506	\$0	\$37,506
New	Loan 149 - Harrison Place Toilets & Park	\$16,589	\$26,509	149%	\$0	\$26,509	\$0	\$17,740	\$0	\$17,740
New	Loan 141 - Airstrip Lighting	\$10,311	\$10,842	104%	\$0	\$10,842	\$0	\$10,468	\$0	\$10,468
New	Loan 147 - Land Development	\$17,242	\$36,859	102%	\$0	\$36,859	\$0	\$36,200	\$0	\$36,200
	Sub Total - LOAN REPAYMENTS	\$414,247	\$486,693		\$0	\$486,693	\$0	\$486,694	\$0	\$486,694
INCOME										
	Sub-Total - LOAN PRINCIPAL REIMBURSEMENTS				\$0	\$0	\$0	\$0	\$0	\$0
	Total - NON CURRENT LIABILITIES	\$414,247	\$486,693		\$0	\$486,693	\$0	\$486,694	\$0	\$486,694

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

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

ACCOUNT	JOB	COMPARATIVES		% of Annual Budget	ACTUAL		ADOPTED BUDGET		AMENDED BUDGET	
		YEAR TO DATE			31 MAY 2026		2025-2026		30 JUNE 2026	
		Budget	Actual		Income	Expense	Income	Expense	Income	Expense
NON CASH ITEMS EXCLUDED FROM OPERATING ACTIVITIES										
222222	Depreciation Written Back	(\$4,725,604)	(\$5,160,655)		\$0	(\$5,160,655)	\$0	(\$5,155,411)	\$0	(\$5,288,706)
	Profit on Sale of Assets Written Back	\$0	\$14,118		\$14,118	\$0	\$0	\$0	\$0	\$0
	Write back on Land held for Resale	\$0	\$0		\$0	\$0	\$0	\$0	\$0	\$0
	Movement in Accrued Interest Expense	\$0	\$21,895		\$0	\$21,895	\$0	\$0	\$0	\$0
	Movement in Doubtful Debts	\$0	\$0		\$0	\$0	\$0	(\$500)	\$0	(\$500)
	Sub Total - DEPRECIATION WRITTEN BACK	(\$4,725,604)	(\$5,124,641)		\$14,118	(\$5,138,760)	\$0	(\$5,155,911)	\$0	(\$5,289,206)
	Total - NON CASH ITEMS	(\$4,725,604)	(\$5,124,641)		\$14,118	(\$5,138,760)	\$0	(\$5,155,911)	\$0	(\$5,289,206)

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

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

ACCOUNT	JOB	COMPARATIVES YEAR TO DATE 31 MAY 2026		% of Annual Budget	ACTUAL 31 MAY 2026		ADOPTED BUDGET 2025-2026		AMENDED BUDGET 30 JUNE 2026	
		Budget	Actual		Income	Expense	Income	Expense	Income	Expense
		FURNITURE AND EQUIPMENT								
		GOVERNANCE - CAPITAL EXPENDITURE								
C137	ICT Plan Implementation	\$225,000	\$49,629	17%	\$0	\$49,629	\$0	\$300,000	\$0	\$144,460
	Sub Total - CAPITAL WORKS	\$225,000	\$49,629		\$0	\$49,629	\$0	\$300,000	\$0	\$144,460
	Total - GOVERNANCE	\$225,000	\$49,629		\$0	\$49,629	\$0	\$300,000	\$0	\$144,460
		FURNITURE AND EQUIPMENT								
		RECREATION & CULTURE								
		CAPITAL EXPENDITURE								
6644	Sports Complex Furniture & Equipment	\$15,000	\$10,453		\$0	\$10,453	\$0	\$15,000	\$0	\$15,000
	Sub Total - CAPITAL WORKS	\$15,000	\$10,453		\$0	\$10,453	\$0	\$15,000	\$0	\$15,000
	Total - RECREATION & CULTURE	\$15,000	\$10,453		\$0	\$10,453	\$0	\$15,000	\$0	\$15,000
	Total - FURNITURE AND EQUIPMENT	\$240,000	\$60,082		\$0	\$60,082	\$0	\$315,000	\$0	\$159,460

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

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

ACCOUNT	JOB	COMPARATIVES YEAR TO DATE 31 MAY 2026		% of Annual Budget	ACTUAL 31 MAY 2026		ADOPTED BUDGET 2025-2026		AMENDED BUDGET 30 JUNE 2026	
		Budget	Actual		Income	Expense	Income	Expense	Income	Expense
C310	Subdivision Construction	\$200,000	\$0	0%	\$0	\$0	\$0	\$200,000	\$0	\$100,000
	Sub Total - CAPITAL WORKS	\$200,000	\$0		\$0	\$0	\$0	\$200,000	\$0	\$100,000
	Total- COMMUNITY AMENITIES	\$200,000	\$0		\$0	\$0	\$0	\$200,000	\$0	\$100,000
	Total - LAND	\$200,000	\$0		\$0	\$0	\$0	\$200,000	\$0	\$100,000

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

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

ACCOUNT	JOB	COMPARATIVES		% of Annual Budget	ACTUAL		ADOPTED BUDGET		AMENDED BUDGET	
		YEAR TO DATE			31 MAY 2026		2025-2026		30 JUNE 2026	
		Budget	Actual		Income	Expense	Income	Expense	Income	Expense
BUILDINGS										
HOUSING - CAPITAL EXPENDITURE										
New	26 Katanning Road Residence				\$0	\$0	\$0	\$0	\$0	\$5,000
C142	8 Soldier Road	\$35,000	\$35,338	101%	\$0	\$35,338	\$0	\$35,000	\$0	\$35,000
C313	Jean Sullivan Units	\$10,000	\$0	0%	\$0	\$0	\$0	\$10,000	\$0	\$10,000
C145	Loton Close Units	\$12,000	\$0	0%	\$0	\$0	\$0	\$12,000	\$0	\$12,000
Sub Total - CAPITAL WORKS		\$57,000	\$35,338		\$0	\$35,338	\$0	\$57,000	\$0	\$62,000
Total - HOUSING		\$57,000	\$35,338		\$0	\$35,338	\$0	\$57,000	\$0	\$62,000
BUILDINGS										
RECREATION AND CULTURE - CAPITAL EXPENDITURE										
C105	Memorial Hall Capital Expenditure	\$0	\$39,840		\$0	\$39,840	\$0	\$0	\$0	\$69,840
C106	RSL Hall Capital	\$0	\$0		\$0	\$0	\$0	\$0	\$0	\$10,000
C295	SWIMMING POOL BUILDINGS CAPITAL EXPENDITURE	\$15,000	\$13,840		\$0	\$13,840	\$0	\$15,000	\$0	\$15,000
Sub Total - CAPITAL WORKS		\$15,000	\$53,680		\$0	\$53,680	\$0	\$15,000	\$0	\$94,840
Total - RECREATION AND CULTURE		\$15,000	\$53,680		\$0	\$53,680	\$0	\$15,000	\$0	\$94,840

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

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

ACCOUNT	JOB	COMPARATIVES		% of Annual Budget	ACTUAL		ADOPTED BUDGET		AMENDED BUDGET	
		YEAR TO DATE			31 MAY 2026		2025-2026		30 JUNE 2026	
		Budget	Actual		Income	Expense	Income	Expense	Income	Expense
BUILDINGS										
ECONOMIC SERVICES - CAPITAL EXPENDITURE										
C177	Kodja Place Capital Expenditure	\$15,000	\$22,591	151%	\$0	\$22,591	\$0	\$15,000	\$0	\$38,750
C349	Black Cockatoo Café Capital Expenditure	\$25,000	\$2,126	9%	\$0	\$2,126	\$0	\$25,000	\$0	\$0
Sub Total - CAPITAL WORKS		\$40,000	\$24,718		\$0	\$24,718	\$0	\$40,000	\$0	\$38,750
Total - ECONOMIC SERVICES		\$40,000	\$24,718		\$0	\$24,718	\$0	\$40,000	\$0	\$38,750
Total - BUILDINGS		\$112,000	\$113,735		\$0	\$113,735	\$0	\$112,000	\$0	\$195,590

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

ACCOUNT	JOB	COMPARATIVES YEAR TO DATE 31 MAY 2026		% of Annual Budget	ACTUAL 31 MAY 2026		ADOPTED BUDGET 2025-2026		AMENDED BUDGET 30 JUNE 2026		
		Budget	Actual		Income	Expense	Income	Expense	Income	Expense	
		PLANT AND EQUIPMENT									
		GOVERNANCE - CAPITAL EXPENDITURE									
2104	Purchase of Light Vehicles	\$107,000	\$102,499		\$0	\$102,499	\$0	\$107,000	\$0	\$102,499	
	Sub Total - CAPITAL WORKS	\$107,000	\$102,499		\$0	\$102,499	\$0	\$107,000	\$0	\$102,499	
	Total - GOVERNANCE	\$107,000	\$102,499		\$0	\$102,499	\$0	\$107,000	\$0	\$102,499	
		PLANT AND EQUIPMENT									
		LAW ORDER & PUBLIC SAFETY									
		CAPITAL EXPENDITURE									
2414	Purchase Plant & Equipment - ESL	\$0	\$9,575		\$0	\$9,575	\$0	\$0	\$0	\$9,575	
	Sub Total - CAPITAL WORKS	\$0	\$9,575		\$0	\$9,575	\$0	\$0	\$0	\$9,575	
	Total - LAW, ORDER & PUBLIC SAFETY	\$0	\$9,575		\$0	\$9,575	\$0	\$0	\$0	\$9,575	
		PLANT AND EQUIPMENT									
		RECREATION AND CULTURE									
		CAPITAL EXPENDITURE									
C158	Swimming Pool Equipment	\$46,500	\$48,300		\$0	\$48,300	\$0	\$46,500	\$0	\$48,300	
	Sub Total - CAPITAL WORKS	\$46,500	\$48,300		\$0	\$48,300	\$0	\$46,500	\$0	\$48,300	
	Total - RECREATION AND CULTURE	\$46,500	\$48,300		\$0	\$48,300	\$0	\$46,500	\$0	\$48,300	
		PLANT AND EQUIPMENT									
		TRANSPORT									
		CAPITAL EXPENDITURE									
7604	Major Plant Purchases	\$153,000	\$55,000	36%	\$0	\$55,000	\$0	\$153,000	\$0	\$54,869	
	Sub Total - CAPITAL WORKS	\$153,000	\$55,000		\$0	\$55,000	\$0	\$153,000	\$0	\$54,869	
	Total - TRANSPORT	\$153,000	\$55,000		\$0	\$55,000	\$0	\$153,000	\$0	\$54,869	
	Total - PLANT AND EQUIPMENT	\$306,500	\$215,374		\$0	\$215,374	\$0	\$306,500	\$0	\$215,243	

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

COMPARATIVES
YEAR TO DATE
31 MAY 2026

% of
Annual
Budget

ACTUAL
31 MAY 2026

ADOPTED BUDGET
2025-2026

AMENDED BUDGET
30 JUNE 2026

ACCOUNT	JOB	Budget	Actual	Income	Expense	Income	Expense	Income	Expense
INFRASTRUCTURE ASSETS - ROAD RESERVES									
CAPITAL EXPENDITURE									
Roads to Recovery Projects									
C507				\$0	\$20,299	\$0	\$375,000	\$0	\$595,800
C508	CJ508	\$375,000	\$20,299	\$0	\$0	\$0	\$20,000	\$0	\$0
C509	CJ509	\$20,000	\$0	\$0	\$3,204	\$0	\$75,000	\$0	\$75,000
C512	CJ512	\$75,000	\$3,204	\$0	\$0	\$0	\$18,530	\$0	\$0
7424	R2R400	\$18,530	\$0	\$0	\$49,902	\$0	\$75,000	\$0	\$75,000
7424	R2R401	\$75,000	\$49,902	\$0	\$124,674	\$0	\$145,000	\$0	\$145,000
7424	R2R402	\$145,000	\$124,674	\$0	\$1,203	\$0	\$112,136	\$0	\$0
7424	R2R403	\$112,136	\$1,203	\$0	\$0	\$0	\$85,000	\$0	\$0
7424	R2R404	\$85,000	\$0	\$0	\$0	\$0	\$95,000	\$0	\$0
7424	R2R405	\$95,000	\$0	\$0	\$32,933	\$0	\$60,000	\$0	\$60,000
7424	R2R406	\$60,000	\$32,933	\$0	\$36,531	\$0	\$60,000	\$0	\$60,000
7424	R2R407	\$60,000	\$36,531	\$0	\$15,412	\$0	\$60,000	\$0	\$60,000
RRG Projects									
7394	RRG001	\$705,000	\$706,308	\$0	\$706,308	\$0	\$705,000	\$0	\$705,146
7394	RRG002	\$105,000	\$105,111	\$0	\$105,111	\$0	\$105,000	\$0	\$105,000
7394	RRG003	\$615,000	\$540,753	\$0	\$540,753	\$0	\$615,000	\$0	\$615,000
7394	RRG004	\$210,000	\$152,235	\$0	\$152,235	\$0	\$210,000	\$0	\$210,000
7394	RRG005	\$0	\$113,543	\$0	\$113,543	\$0	\$0	\$0	\$225,000
Commodity Route Projects									
C079	CJ079	\$57,536	\$68,750	\$0	\$68,750	\$0	\$76,715	\$0	\$76,715
Regional Road Safety Projects									
7434	RSP001	\$0	\$1,729,849		\$1,729,849	\$0	\$0	\$0	\$2,302,413
Municipal Fund Projects									
7484	RC003	\$151,000	\$110,641	\$0	\$110,641	\$0	\$151,000	\$0	\$151,000
7484	RC004	\$30,000	\$1,186	\$0	\$1,186	\$0	\$30,000	\$0	\$30,000
Sub Total - CAPITAL WORKS		\$3,054,202	\$3,812,536	\$0	\$3,812,536	\$0	\$3,073,381	\$0	\$5,491,074
Total - ROADS		\$3,054,202	\$3,812,536	\$0	\$3,812,536	\$0	\$3,073,381	\$0	\$5,491,074
Total - INFRASTRUCTURE ASSETS ROAD RESERVES		\$3,054,202	\$3,812,536	\$0	\$3,812,536	\$0	\$3,073,381	\$0	\$5,491,074

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

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

ACCOUNT	JOB	COMPARATIVES YEAR TO DATE 31 MAY 2026		% of Annual Budget	ACTUAL 31 MAY 2026		ADOPTED BUDGET 2025-2026		AMENDED BUDGET 30 JUNE 2026	
		Budget	Actual		Income	Expense	Income	Expense	Income	Expense
INFRASTRUCTURE - PARKS - CAPITAL EXPENDITURE										
RECREATION & CULTURE										
C357	Apex Park Playground	\$33,480	\$0	0%	\$0	\$0	\$0	\$33,480	\$0	\$33,480
Sub-Total - CAPITAL WORKS		\$33,480	\$0		\$0	\$0	\$0	\$33,480	\$0	\$33,480
Total - RECREATION & CULTURE		\$33,480	\$0		\$0	\$0	\$0	\$33,480	\$0	\$33,480
Total - INFRASTRUCTURE PARKS		\$33,480	\$0		\$0	\$0	\$0	\$33,480	\$0	\$33,480
OTHER INFRASTRUCTURE - CAPITAL EXPENDITURE										
ECONOMIC SERVICES										
C054	Community Promotional Signage	\$60,000	\$0	0%	\$0	\$0	\$0	\$60,000	\$0	\$60,000
8974	Country Water Supply Water Tanks	\$0	\$0	0%	\$0	\$0	\$0	\$0	\$0	\$14,000
Sub Total - CAPITAL WORKS		\$60,000	\$0		\$0	\$0	\$0	\$60,000	\$0	\$74,000
Total - ECONOMIC SERVICES		\$60,000	\$0		\$0	\$0	\$0	\$60,000	\$0	\$74,000
Total - INFRASTRUCTURE ASSETS - OTHER		\$60,000	\$0		\$0	\$0	\$0	\$60,000	\$0	\$74,000
GRAND TOTALS		(\$751,259)	(\$2,257,895)		(\$14,299,275)	\$12,041,380	(\$13,787,636)	\$13,787,636	(\$15,894,783)	\$15,894,783



SHIRE OF KOJONUP

Detailed May 2026 Creditors List

<u>Cheque Payments 1/5/26-31/5/26</u>				
Chq/EFT	Date	Name	Description	Amount
14417	05/05/2026	Water Corporation	Water use	-41461.97
9007692223 APR26	22/04/2026	Water Corporation	Acc 9007692223 Water supply Standpipe Stock Rd 20/2/26-21/4/26	19720.90
9007692987 APR26	22/04/2026	Water Corporation	Acc 9007692987 Water supply Sport complex 23/2/26-21/4/26,	30.12
9010495140 APR26	22/04/2026	Water Corporation	Acc 9010495140 Water supply Black Cockatoo Cafe 20/2/26-21/4/26	961.92
9007693082 APR26	22/04/2026	Water Corporation	Acc 9007693082 Water supply Depot 23/2/26-21/4/26	161.16
9007693146 APR26	22/04/2026	Water Corporation	Acc 9007693146 Water supply Wash down bay 23/2/26-21/4/26	101.37
9007695686 APR26	23/04/2026	Water Corporation	Acc 9007695686 water supply Playgroup 23/2/26-22/4/26	222.89
9007695694 APR26	23/04/2026	Water Corporation	Acc 9007695694 water supply Old post office 24/2/26-22/4/26	53.18
9007695715 APR26	23/04/2026	Water Corporation	Acc 9007695715 water supply Springs Toilets 24/2/26-22/4/26	179.88
9007695766 APR26	23/04/2026	Water Corporation	Acc 9007695766 Water supply Old Barracks 24/2/26-22/4/26	349.39
9007695790 APR26	23/04/2026	Water Corporation	Acc 9007695790 Water supply Springhaven 24/2/26-22/4/26	2799.07
9007695803 APR26	23/04/2026	Water Corporation	Acc 9007695803 water supply Lot 8 Soldier Rd 23/2/26-22/4/26	276.68
9007695897 APR26	23/04/2026	Water Corporation	Acc 9007695897 water supply Elverd Cottage 23/2/26-22/4/26	6.02
9007697710 APR26	23/04/2026	Water Corporation	Acc 9007697710 Water supply 8 Newton St 23/2/26-22/4/26	61.56
9007697921 APR26	23/04/2026	Water Corporation	Acc 9007697921 water supply 39 Van Zuilecom St 23/2/26-22/4/26, Acc 9007697921 water service charge 39 Van Zuilecom St 1/3/26-30/4/26	305.41
9007699572 APR26	23/04/2026	Water Corporation	Acc 9007699572 water supply Cemetery 23/2/26-22/4/26	7.79
9010045713 APR26	23/04/2026	Water Corporation	Acc 9010045713 water supply 5A Van Zuilecom St 23/2/26-22/4/26	390.85
9010045721 APR26	23/04/2026	Water Corporation	Acc 9010045721 Water supply 5B Van Zuilecom St 23/2/26-22/4/26	276.68
9012927074 APR26	23/04/2026	Water Corporation	Acc 9012927074 Water supply 6 Elverd St 23/2/26-22/4/26	307.46
9012927082 APR26	23/04/2026	Water Corporation	Acc 9012927082 Water supply 4 Elverd St 23/2/26-22/4/26	474.21
9012927090 APR26	23/04/2026	Water Corporation	Acc 9012927090 Water supply 2 Elverd St 23/2/26-22/4/26	673.25
9021629554 APR26	23/04/2026	Water Corporation	Acc 9021629554 Water service charge 1 Loton Cl 1/3/26-30/4/26	274.63
9021629562 APR26	23/04/2026	Water Corporation	Acc 9021629562 Water service charge 3 Loton Cl 1/3/26-30/4/26	274.63
9021629570 APR26	23/04/2026	Water Corporation	Acc 9021629570 Water service charge 5 Loton Cl 1/3/26-30/4/26	274.63
9021629589 APR26	23/04/2026	Water Corporation	Acc 9021629589 Water service charge 7 Loton Cl 1/3/26-30/4/26	274.63
9021629597 APR26	23/04/2026	Water Corporation	Acc 9021629597 Water service charge 9 Loton Cl 1/3/26-30/4/26	274.63
9021629618 APR26	23/04/2026	Water Corporation	Acc 9021629618 Water service charge 11 Loton Cl 1/3/26-30/4/26	274.63
9021629626 APR26	23/04/2026	Water Corporation	Acc 9021629626 Water usage ILUs 23/2/26-22/4/26	1123.21
9021746216 APR26	23/04/2026	Water Corporation	Acc 9021746216 Water service charge 15 Loton Cl 1/3/26-30/4/26 CEO House	274.63
9023522881 APR26	23/04/2026	Water Corporation	Acc 9023522881 Water service charge 79 Soldier Rd 1/3/26-30/4/26	180.98
9023522910 APR26	23/04/2026	Water Corporation	Acc 9023522910 Water service charge 13 Loton Cl 1/3/26-30/4/26	274.63

902355392 APR26	23/04/2026	Water Corporation	Acc 902355392 Water service charge 12A Elverd St 1/3/26-30/4/26, Acc 902355392 Water usage 12A Elverd St 23/2/26-22/4/26	338.24
902355405 APR26	23/04/2026	Water Corporation	Acc 902355405 Water service charge 12B Elverd St 1/3/26-30/4/26, Acc 902355405 Water usage 12B Elverd St 23/2/26-22/4/26	348.50
9023603884 APR26	23/04/2026	Water Corporation	Acc 9023603884 Water service charge 8C Newton St 1/3/26-30/4/26, Acc 9023603884 Water usage 8C Newton St 23/2/26-22/4/26	288.99
9007693330 APR26	23/04/2026	Water Corporation	Acc 9007693330 Water supply Swimming Pool 23/2/26-22/4/26	3277.15
9023606321 APR26	23/04/2026	Water Corporation	Acc 9023606321 Water service charge 8A Newton St 1/3/26-30/4/26	274.63
9023606348 APR26	23/04/2026	Water Corporation	Acc 9023606348 Water service charge 8B Newton St 1/3/26-30/4/26	274.63
9007693349 APR26	23/04/2026	Water Corporation	Acc 9007693349 Water supply Railway toilets 23/2/26-22/4/26	193.54
9007693357 APR26	23/04/2026	Water Corporation	Acc 9007693357 Water supply Hockey Club 23/2/26-22/4/26	36.14
9007693509 APR26	23/04/2026	Water Corporation	Acc 9007693509 Water supply RSL Hall 23/2/26-22/4/26	123.36
9007693605 APR26	23/04/2026	Water Corporation	Acc 9007693605 Water 20kL at Men's shed as per agreement 23/2/26-22/4/26, Acc 9007693605 Water service charge and 2kL at Men's shed as per agreement 23/2/26-22/4/26	469.09
9007696056 APR26	24/04/2026	Water Corporation	Acc 9007696056 water supply Telecentre 24/2/26-23/4/26	434.65
9007696101 APR26	24/04/2026	Water Corporation	Acc 9007696101 Water supply Memorial Hall 24/2/26-23/4/26	450.46
9007696136 APR26	24/04/2026	Water Corporation	Acc 9007696136 water supply Lesser Hall 24/2/26-23/4/26	56.19
9008790482 APR26	24/04/2026	Water Corporation	Acc 9008790482 Water supply Murby St Centre 24/2/26-23/4/26	152.77
9010312244 APR26	24/04/2026	Water Corporation	Acc 9010312244 Water supply 34 Katanning Rd 24/2/26-23/4/26	911.67
9010312252 APR26	24/04/2026	Water Corporation	Acc 9010312252 Water service charge 30 Katanning Rd 1/3/26-30/4/26, Acc 9010312252 Water usage 30 Katanning Rd 24/2/26-23/4/26	299.25
9012449121 APR26	24/04/2026	Water Corporation	Acc 9012449121 Water supply Admin Office 24/2/26-23/4/26	1064.51
9022950227 APR26	24/04/2026	Water Corporation	Acc 9022950227 Water service charge Front unit 93 Bagg St 1/3/26-30/4/26	256.83
9022950235 APR26	24/04/2026	Water Corporation	Acc 9022950235 Water service charge rear unit 93 Bagg St 1/3/26-30/4/26	187.17
9022968291 APR26	24/04/2026	Water Corporation	Acc 9022968291 Water usage 93 Bagg St 24/2/26-23/4/26	18.47
9023737401 APR26	24/04/2026	Water Corporation	Acc 9023737401 Water use & service charge 26 Katanning Rd 1/3/26-30/4/26	446.87
9023737428 APR26	24/04/2026	Water Corporation	Acc 9023737428 Water service charge 28 Katanning Rd 1/3/26-30/4/26	274.63
9007797797 APR26	30/04/2026	Water Corporation	Acc9007797797 Water supply Muradup Standpipe 25/2/26-29/4/26	423.21
				41461.97

EFT Payments 1/5/26-31/5/26				
EFT38058	04/05/2026	Kojonup Pharmacy	Pharmaceuticals	-52.95
121531	01/04/2026	Kojonup Pharmacy	Triple flu testing kit - 5 pack	52.95
EFT38059	04/05/2026	Kojonup Country Kitchen	SPARK expenditure	-150.00
SPARK 0426	04/05/2026	Kojonup Country Kitchen	SPARK Pay it forward coffee - Easter 2026	150.00
EFT38060	04/05/2026	Winc Australia Pty Ltd	Stationery	-389.14
9050278395	17/04/2026	Winc Australia Pty Ltd	4x permanent markers, 1x label maker, 1x highlighters, 5x air duster, 2x scissors, 1x folders, 3x scotch tape, 2 thermal paper roll.	389.14
EFT38061	04/05/2026	KOJONUP BAKERY	SPARK Expenditure	-480.00
SPARK 0426	04/05/2026	KOJONUP BAKERY	SPARK Pay it forward coffee - Easter 2026	480.00
EFT38062	04/05/2026	BUNNINGS WAREHOUSE ALBANY	Hardware	-2500.00
2181/99887062	08/04/2026	BUNNINGS WAREHOUSE ALBANY	Fire Place for 2 x Groh houses	2500.00
EFT38063	04/05/2026	KOJONUP BMC EMBROIDERY	Staff uniforms	-321.00
11944	24/04/2026	KOJONUP BMC EMBROIDERY	Staff uniforms BCC - 3 vests, 5 polo shirts	321.00
EFT38064	04/05/2026	124 Cafe & Deli	SPARK Expenditure	-480.00
SPARK 0426	04/05/2026	124 Cafe & Deli	SPARK Pay it forward coffee - Easter 2026	480.00
EFT38065	04/05/2026	Nightingale's Nest Nursery	Florist	-495.00
693	28/04/2026	Nightingale's Nest Nursery	3x ANZAC Wreaths	255.00
SPARK 0426	04/05/2026	Nightingale's Nest Nursery	SPARK Pay it forward coffee - Easter 2026	240.00
EFT38066	04/05/2026	Vivicka Renia Kahn	Staff reimbursement	-539.38

REIM 260504	04/05/2026	Vivicka Renia Kahn	Travel 526 km @88c/km Audit preparation 4-5 May, Mobile phone plan 7/4/26-6/5/26, ream A4 copy paper	539.38
EFT38067	04/05/2026	Estelle Lottering	Staff Reimbursement	-260.00
REIM 260501	01/05/2026	Estelle Lottering	Attend WALGA Local Government Emergency Management Forum, Mobile phone 5/4/26-4/5/26	260.00
EFT38068	04/05/2026	Megacino's T/A Megan Robinson	SPARK Expenditure	-480.00
SPARK 0426	04/05/2026	Megacino's T/A Megan Robinson	SPARK Pay it forward coffee - Easter 2026	480.00
EFT38069	04/05/2026	Du-wayne Lottering	Staff Reimbursement	-80.00
REIM 260501	01/05/2026	Du-wayne Lottering	Mobile phone 5/4/26-4/5/26	80.00
EFT38070	04/05/2026	WA Petroleum P/L T/as Hilview Roadhouse & Motel	SPARK Expenditure	-480.00
SPARK 0426	04/05/2026	WA Petroleum P/L T/as Hilview Roadhouse & Motel	SPARK Pay it forward coffee - Easter 2026	480.00
EFT38071	05/05/2026	Hi-Way Sales & Service	Hardware	-328.00
283644	30/04/2026	Hi-Way Sales & Service	2 x white paint, 2 x CR2032 batterieis, 1 x padlock, 3 x keys, Roll pin kit, 2 x 2 inch camlock seals, 1 x Z418 oil filter, 1 x 2619P fuel filter, Oversize Sign, 1L 2 stroke oil, overpayment made in 2007	328.00
EFT38072	05/05/2026	Carony Pty Ltd	Hardware	-1798.95
1-03-180437	04/03/2026	Carony Pty Ltd	Screen door closer - 16 Loton Cl	40.24
1-03-180429	04/03/2026	Carony Pty Ltd	cloth tape 48mm x 25m - Pool	13.20
1-01-254286	04/03/2026	Carony Pty Ltd	Supplies for KKASA activities	23.27
1-01-254287	04/03/2026	Carony Pty Ltd	Toys and pencils for Play cafe	65.70
1-03-180362	04/03/2026	Carony Pty Ltd	Black Gaffa tape 50mm x 20m - Pool maintenance	64.50
1-03-180492	05/03/2026	Carony Pty Ltd	Heavy duty tarpaulin 2.4m x 3m - pool chemicals	36.95
1-03-180624	06/03/2026	Carony Pty Ltd	9V battery rose maze irrigation	10.95
1-03-180640	06/03/2026	Carony Pty Ltd	Pilmac joiners for rose maze irrigation	16.15
1-03-180629	06/03/2026	Carony Pty Ltd	45kg gas bottle delivered to CEO house	209.95
1-03-180815	09/03/2026	Carony Pty Ltd	Pool chemicals 3 kg Dry Acid - Baracuda	24.80
1-03-180769	09/03/2026	Carony Pty Ltd	Pool chemicals - 6kg Dry Acid Baracuda	49.60
1-03-180883	10/03/2026	Carony Pty Ltd	3kg Dry Acid - pool chemicals	24.80
1-01-254326	12/03/2026	Carony Pty Ltd	20 x nuts & bolts 5/16 x 2.5 for signage	30.00
1-03-181101	12/03/2026	Carony Pty Ltd	2 x blue survey marker	15.04
1-03-181092	12/03/2026	Carony Pty Ltd	nipple & socket - reticulation rose maze	8.65
1-03-181081	12/03/2026	Carony Pty Ltd	Connector- reticulation rose maze	8.90
1-03-181165	13/03/2026	Carony Pty Ltd	Selleys plastic wood 50g	15.95
1-01-254346	14/03/2026	Carony Pty Ltd	3 x Gaffa tape black 50mm x 20m	64.50
1-03-181402	16/03/2026	Carony Pty Ltd	Gift bags for Citizenship Ceremony	5.10
1-03-181344	16/03/2026	Carony Pty Ltd	Powerboard 5 way surge protection - Depot office	37.00
1-03-181493	17/03/2026	Carony Pty Ltd	PVC Coupling slipfix 25mm, Plain coupling 25mm CL18 - Depot	13.30
1-03-181545	18/03/2026	Carony Pty Ltd	2 x PVC Coupling slipfix 25mm, Plain coupling 25mm CL18	14.75
1-03-181961	23/03/2026	Carony Pty Ltd	Pipe fittings - Bend DWV F&F 100mm 30 degrees	25.00
1-03-181944	23/03/2026	Carony Pty Ltd	Screws 12g x 25mm pack 100	18.75
1-03-181930	23/03/2026	Carony Pty Ltd	Screws - 10g x 25m SP25, 14g x 25m SP15	15.10
1-03-182155	25/03/2026	Carony Pty Ltd	Blue survey marker 350g x 3	22.56
1-01-254445	25/03/2026	Carony Pty Ltd	Supplies for KKASA - Easter bags	9.20
1-01-254446	25/03/2026	Carony Pty Ltd	Storage Tubs and and Sand Digger For Play Cafe	149.85
1-01-254451	26/03/2026	Carony Pty Ltd	Screw SDM 12-14x20 pack with seal, Screw SDM 12-14x20 pack 50	47.70
1-03-182341	27/03/2026	Carony Pty Ltd	Storm water pipe - bedn DWV M&F 100mm 88 degrees	45.00
1-03-182315	27/03/2026	Carony Pty Ltd	Storm water pipe - PVC DWV pipe 100mm x 6m, screw ST PAN ZP 12g x 25mm x 100	110.75
1-03-182310	27/03/2026	Carony Pty Ltd	Storm water pipe required for depot repair - 6m x 100mm x 4 PVC DWV pipe	184.00
1-01-254507	30/03/2026	Carony Pty Ltd	Scotch tough grip tape for pool	7.00
1-01-254504	30/03/2026	Carony Pty Ltd	Zinc bolt & nut, 2 x 200mm padbolts, lock nut, 2 x 40mm padbolts	82.50
1-03-182515	30/03/2026	Carony Pty Ltd	linesman plier 245mm, tie wire dispenser 2mm x 40m, 600mm deep wire shelve	62.70
1-03-182500	30/03/2026	Carony Pty Ltd	Blue survey marker 350g x 2	15.04
1-03-182567	30/03/2026	Carony Pty Ltd	galvanised screws - depot workshop	7.60
1-03-182577	31/03/2026	Carony Pty Ltd	8 x Storage Tubs for Play Cafe	115.60
1-03-182595	31/03/2026	Carony Pty Ltd	Plain coupling 25mm	2.90
1-01-254575	31/03/2026	Carony Pty Ltd	nuts, bolts, washes for signage	29.20
1-01-254540	31/03/2026	Carony Pty Ltd	pop rivets - workshop	9.20
1-03-182565	31/03/2026	Carony Pty Ltd	Trimdeck polycarbonatye - for workshop	46.00
EFT38073	05/05/2026	Telstra	Telecommunications	-595.90
8602216000 APR	15/04/2026	Telstra	Acc 8602216000 to 7/4/26 - Admin data, Complex security, Service cancelled, Depot security, Airstrip security	120.97

3916895109 APR	25/04/2026	Telstra	Acc 3916895109 Mobile phones 25/4/26-24/5/26 - CEO, Swimming pool coordinator, Works Manager, Foreman & Technical Officer, TWIG Zone devices, CCTV Data charges, Standpipe Data charges, Emergency phone, credit for cancelled service	474.93
EFT38074	05/05/2026	Synergy	Electricity	-8855.08
2720006113	14/04/2026	Synergy	Acc 337284750 Electricity supply Kodja Place 11/3/26-10/4/26	993.11
3081000308	15/04/2026	Synergy	Acc 3081000308 Electricity supply Boscabel Standpipe 4/7/26-3/3/26, Memorial Hall 11/3/26-7/4/26, Swimming Pool 17/2/26-16/3/26, Sports Complex 17/2/26-16/3/26, Admin Office 9/1/26-11/3/26, Information Bay 9/1/26-11/3/26, Apex Park 10/1/26-12/3/26, CWA Building 9/1/26-11/3/26, Turkey nest dam 5/2/26-8/4/26, RSL Hall 9/1/26-11/3/26	6786.59
2376005895	24/04/2026	Synergy	Acc 375598950 Electricity supply 28 Kojonup Katanning Rd 19/2/26-22/4/26	241.78
2712005173	24/04/2026	Synergy	Acc 542221630 Electricity supply Muradup fire station 4/3/26-23/4/26	145.00
2376005894	24/04/2026	Synergy	Acc 375598810 Electricity supply 26 Kojonup Katanning Rd 19/2/26-22/4/26	688.60
EFT38075	05/05/2026	Kojonup Tyre Service	Tyre service	-2640.00
INV-17236	23/04/2026	Kojonup Tyre Service	1x new tyre 1x patched tyre for grader	2640.00
EFT38076	05/05/2026	BK Thomson Electrical Service	Electrician	-1196.13
4219	13/04/2026	BK Thomson Electrical Service	Run internal pathway conduit with draw string at Kodja Place for NBN	1196.13
EFT38077	05/05/2026	Syd Matthews & Co Pty Ltd	Gravel supply	-6260.54
C14395	01/04/2026	Syd Matthews & Co Pty Ltd	109.45 tonne road base delivered to saleyards	6260.54
EFT38078	05/05/2026	BOC Gases	Industrial gases	-44.88
4041620543	28/04/2026	BOC Gases	Supply of industrial gases - Oxygen container service 29/3/26-27/4/26	44.88
EFT38079	05/05/2026	Egabva Plumbing & Gas Service	Plumbing	-6057.87
5360	28/04/2026	Egabva Plumbing & Gas Service	Remove broken hot water system 2 Elverd Street, supply and fit new HWS - Jean Sullivan Unit	1861.83
5367	28/04/2026	Egabva Plumbing & Gas Service	Inspect hot water system, cleaned shower drain, supply and fit new HWS - 14 Loton Close	2201.65
5358	28/04/2026	Egabva Plumbing & Gas Service	Black Cockatoo Cafe - unblock and repair fridge, repair leaking dishwasher, replace thermostat on chip fryer	1994.39
EFT38080	05/05/2026	Optus Billing Services Pty Ltd	Telecommunications	-2830.00
567598063	07/04/2026	Optus Billing Services Pty Ltd	Acc 62203521984 Phone loop Admin7/2/26-7/3/26, 7/3/26-6/4/26	2218.00
568124122	10/04/2026	Optus Billing Services Pty Ltd	Acc 62203521992 Phone loop Kodja Place 10/3/26-9/4/26	372.00
568585422	13/04/2026	Optus Billing Services Pty Ltd	Acc 62203522214 Depot phone loop 13/3/26-12/4/26	240.00
EFT38081	05/05/2026	PFD Foodservices Pty Ltd	Food & cleaning supplies	-3123.75
LU337642	15/04/2026	PFD Foodservices Pty Ltd	Food Supplies for BCC	18.50
LU337233	15/04/2026	PFD Foodservices Pty Ltd	Cleaning Supplies for BCC, Food Supplies for BCC, Food Supplies for BCC	3105.25
EFT38082	05/05/2026	Everlon	Memorial plaques	-1251.80
21280	09/04/2026	Everlon	Plaque -	660.00
21396	29/04/2026	Everlon	Plaque -	591.80
EFT38083	05/05/2026	Katie Joy's Free Range Eggs	Eggs	-143.40
337701	27/04/2026	Katie Joy's Free Range Eggs	2 x 10.5 kg trays of eggs for Black Cockatoo Cafe	143.40
EFT38084	05/05/2026	Dardanup Butchering Company	Meat supplies	-331.78
BW418264	14/04/2026	Dardanup Butchering Company	Meat supplies for BCC, Service fee	331.78
EFT38085	05/05/2026	Grande Food Service	Food supplies	-1682.92
6020145	01/05/2026	Grande Food Service	Credit note - food expenses	-47.41
4266340	29/04/2026	Grande Food Service	Food expenses BCC	1730.33
EFT38086	05/05/2026	IMCO Australasia (DOR Trading Pty Ltd)	Asphalt repair	-4730.00
INV-1813	29/04/2026	IMCO Australasia (DOR Trading Pty Ltd)	Ashphalt Repair x 2 Pallets Required 10/04/2026	4730.00
EFT38087	05/05/2026	3E Advantage Pty Ltd	Printing Charges	-1416.57
INV-278848-D1R0J6	01/05/2026	3E Advantage Pty Ltd	Printing Charges April 2026	1416.57
EFT38088	05/05/2026	BGL Solutions PTY LTD	Garden Maintenance	-308.00
INV-0008245	02/05/2026	BGL Solutions PTY LTD	Garden Maintenance 34 Katanning Rd - as per contract April 2026	308.00
EFT38089	05/05/2026	Zone 50 Engineering Surveys Pty Ltd	Surveying	-11670.01
INV-1838	30/04/2026	Zone 50 Engineering Surveys Pty Ltd	Spot and Barrier Mark Edgelines Broomehill-Kojonup Rd SLK 0.038 - SLK 16.85	11670.01
EFT38090	05/05/2026	Harvey Fresh (1994) Ltd T/A Lactalis	Milk products and Fruit juices	-695.19
243503656	30/04/2026	Harvey Fresh (1994) Ltd T/A Lactalis	Milk products and Fruit juices for BCC, Service fee	695.19
EFT38091	05/05/2026	Wellsys Home Improvement	Home improvement service	-3630.00
334	03/05/2026	Wellsys Home Improvement	Install fire place and flue as per quote 260316-63	1210.00
335	03/05/2026	Wellsys Home Improvement	Install 2x fire places and flues as per quote 260316-62	2420.00

EFT38092	05/05/2026	Rhodes Pastoral	Gravel supply	-12000.00
INV-1070	31/03/2026	Rhodes Pastoral	3500m3 gravel @ \$3.00 m3 plus GST	12000.00
EFT38093	05/05/2026	WA Fuel Supplies Pty Ltd	Diesel supplies	-9200.80
253393	28/04/2026	WA Fuel Supplies Pty Ltd	4004 L Diesel @ \$2.089/L	9200.80
EFT38094	05/05/2026	Kojonup Auto Electrics (Lerrom Pty Ltd)	Auto electrician	-263.59
6206	29/04/2026	Kojonup Auto Electrics (Lerrom Pty Ltd)	New battery and 2 indicator globes	263.59
EFT38095	05/05/2026	Mayday Rental	Plant hire	-6424.00
87219	02/04/2026	Mayday Rental	Hire Multi Roller for Broomehill Road 1/4/26-2/4/26, demobilisation, off hire fuel charge	2574.00
87222	14/04/2026	Mayday Rental	Hire of water cart 8/4/26-14/4/26 plus demobilisation	3850.00
EFT38096	05/05/2026	The Gourmet Bee	Goods for Sale	-237.60
11	28/04/2026	The Gourmet Bee	48 x 175g assorted honey for sale at Black Cockatoo	237.60
EFT38097	14/05/2026	Craig Jamie Mcvee	Goods sold on consignment	-15.00
REQ APR 26	30/04/2026	Craig Jamie Mcvee	Goods sold on consignment Kodja Place April 26	15.00
EFT38098	14/05/2026	DL Consulting	Financial consulting	-8365.50
1372	30/04/2026	DL Consulting	Financial consulting 58.5 hours April 26	8365.50
EFT38099	14/05/2026	Ian K McDonald	Goods sold on consignment	-90.00
REQ APR 26	30/04/2026	Ian K McDonald	Goods sold on consignment Kodja Place April 2026	90.00
EFT38100	14/05/2026	Leslie Ian Lomas	Staff reimbursement	-100.00
REIM 260503	03/05/2026	Leslie Ian Lomas	33.34 L diesel @ \$2.999/L Ravenstorpe	100.00
EFT38101	14/05/2026	Hi-Way Sales & Service	Fuel supplies	-62.76
283875	06/05/2026	Hi-Way Sales & Service	23.41L ULP @ \$2.21/L	51.71
283952	07/05/2026	Hi-Way Sales & Service	ULP 5L @ \$2.21/L	11.05
EFT38102	14/05/2026	Carony Pty Ltd	Hardware	-1262.97
1-01-254586	01/04/2026	Carony Pty Ltd	Sugar soap & wipes - complex/pool	15.70
1-01-254683	02/04/2026	Carony Pty Ltd	heater fan	21.75
1-01-254973	08/04/2026	Carony Pty Ltd	2 x knives for BCC	62.95
1-03-182795	09/04/2026	Carony Pty Ltd	2 x nut nyloc m8iso zinc SP10	9.40
1-03-182788	09/04/2026	Carony Pty Ltd	Wall plugs, screws and masonry bit - Memorial Hall	24.75
1-03-182783	09/04/2026	Carony Pty Ltd	8 x bolts 5/16 x 2 1/2 & nuts	12.00
1-01-255018	09/04/2026	Carony Pty Ltd	10 pack AA batteries, pliers - Depot	58.14
1-03-183013	13/04/2026	Carony Pty Ltd	Lock and handwash - depot	31.25
1-01-255057	13/04/2026	Carony Pty Ltd	RP7 multi purpose lubricating spray 300g - depot	8.00
1-03-183004	13/04/2026	Carony Pty Ltd	Permanent markers - Oval	10.30
1-01-255107	15/04/2026	Carony Pty Ltd	mop bucket 16L for BCC	76.00
1-03-183521	20/04/2026	Carony Pty Ltd	Bait station rodent reuse Ratsak	69.98
1-03-183596	21/04/2026	Carony Pty Ltd	20L Baracuda liquid chorine	55.00
1-03-183649	22/04/2026	Carony Pty Ltd	Safety cordlock -outdoor power point cover- swimming pool	8.90
1-03-183778	23/04/2026	Carony Pty Ltd	Gas Cylinder 45kg	209.95
1-03-183939	24/04/2026	Carony Pty Ltd	Tent pegs 225 x 6.3mm - holding flags upright KP	59.00
1-03-184069	28/04/2026	Carony Pty Ltd	Liquid nails 415g	17.20
1-03-184025	28/04/2026	Carony Pty Ltd	Marker paint white 400 artline - for oval	9.95
1-03-183975	28/04/2026	Carony Pty Ltd	Flat brush 63mm, gauging trowel 180mm, ceramic tiles 125mm x 22.23m	51.05
1-03-184085	29/04/2026	Carony Pty Ltd	Liquid nails 415g	17.20
1-03-184188	30/04/2026	Carony Pty Ltd	Toolbox Diamond Plate Flush Lid - Depot	99.00
1-03-184256	30/04/2026	Carony Pty Ltd	Flue pipe for fire place installation	62.00
1-03-184206	30/04/2026	Carony Pty Ltd	Dunlop wall adhesive 750g	58.50
1-03-184207	30/04/2026	Carony Pty Ltd	Flue extension Fire place, Flue extension Fire place	215.00
EFT38103	14/05/2026	Synergy	Electricity	-184.05
2296007257	04/05/2026	Synergy	Acc 392675750 Powerwatch 400 HPS WP 1/4/26-30/4/26	184.05
EFT38104	14/05/2026	Kojonup Tyre Service	Tyre service	-159.00
INV-17356	07/05/2026	Kojonup Tyre Service	Wheel alignment and rotation for Ranger KO 5	159.00
EFT38105	14/05/2026	BK Thomson Electrical Service	Electrician	-326.80
4227	18/04/2026	BK Thomson Electrical Service	repair faulty over head power point in complex	326.80
EFT38106	14/05/2026	Kojonup Supermarket	Groceries	-1900.02
800 APR 26	30/04/2026	Kojonup Supermarket	Groceries for BCC - May 2026, Groceries for BCC - May 2026	1331.16
648 APR 26	30/04/2026	Kojonup Supermarket	Kindy cafe groceries April 26, Community events groceries April 26, Community events groceries April 26, KP milk April 26, Event groceries April 26 - Hold on to you Hats	182.59
617 APR 26	30/04/2026	Kojonup Supermarket	Refreshments for Council, Refreshments for Council, Refreshments for Staff, Refreshments for Staff, Cleaning supplies, Depot supplies, Depot supplies	386.27
EFT38107	14/05/2026	Kojonup Country Kitchen	Catering	-179.55

3180	28/04/2026	Kojonup Country Kitchen	Catering for Council meeting 28/4/26 9 people lunch	179.55
EFT38108	14/05/2026	Egabva Plumbing & Gas Service	Plumber	-319.00
5386	04/05/2026	Egabva Plumbing & Gas Service	Sports Complex - RPZD Grease trap test & report to Water Corp 182442, , Kodja Place - RPZD BCC grease trap test & report to Water corp 200215,	319.00
EFT38109	14/05/2026	SWAT Wagin	Pest Control	-3219.34
INV-01379	07/05/2026	SWAT Wagin	Pest Control Kodja Place Black Cockatoo Outside Only & Rodent baiting, Pest Control Barracks Place Elverd Cottage Outside Only, Pest Control Spring Toilets & Old Barracks Outside Only, Pest Control Old Post Office Outside Only, Pest Control Sports complex Hockey Club Netball Shed Outside Only, Pest Control Depot Plus sheds Outside Only	3219.34
EFT38110	14/05/2026	Lotex Filter Cleaning Service	Filter cleaning service	-124.64
12799	13/03/2026	Lotex Filter Cleaning Service	4 x Filters	124.64
EFT38111	14/05/2026	Synergy - Street Lights	Electricity	-5629.65
2050661862	06/05/2026	Synergy - Street Lights	Acc 131337630 Street lights 25/3/26-24/4/26	5629.65
EFT38112	14/05/2026	St Bernards School	Goods sold on consignment	-20.00
REQ APR 26	30/04/2026	St Bernards School	Goods sold on consignment Kodja Place April 26	20.00
EFT38113	14/05/2026	CGS ENGINEERS	Metal fabrication	-8014.12
28789	07/05/2026	CGS ENGINEERS	Repair Wire handrail & Step handrail Harison Place Toilets/ Memorial Hall - Quote #27287	8014.12
EFT38114	14/05/2026	Avdata Australia	Water	-3029.72
7	22/04/2026	Avdata Australia	Water Required for road construction	3029.72
EFT38115	14/05/2026	Team Global Express Pty Ltd	Freight	-569.94
0603-S104118	26/04/2026	Team Global Express Pty Ltd	Freight ex Corsign 27/2/26, Freight ex Nature WA to KP 9/4/26	569.94
EFT38116	14/05/2026	Warren Blackwood Waste	Transfer station management	-12032.34
20354	05/05/2026	Warren Blackwood Waste	Kojonup Transfer station management April 2026, Extra Costs April 2026, Transfer bulk bins & Fuel levy 20%	11122.34
20371	08/05/2026	Warren Blackwood Waste	Apex Park and Kodja Place front lift bin - April 26	910.00
EFT38117	14/05/2026	Public Transport Authority	Bus tickets	-229.74
APR 26	30/04/2026	Public Transport Authority	Bus tickets sold at KP in April 2026	229.74
EFT38118	14/05/2026	Readytech T/A IT Vision Australia PTY LTD	Training	-9020.00
INITV042955	21/04/2026	Readytech T/A IT Vision Australia PTY LTD	Support for New Rates Officer for March 2026 16hrs for queries and training - Quote 2602-0364	3520.00
INITV042968	22/04/2026	Readytech T/A IT Vision Australia PTY LTD	IT Support with valuation roles and schedules	5500.00
EFT38119	14/05/2026	PFD Foodservices Pty Ltd	Food & cleaning supplies	-2486.50
LU407336	22/04/2026	PFD Foodservices Pty Ltd	Cleaning Supplies for BCC, Food Supplies for BCC, Food Supplies for BCC	2486.50
EFT38120	14/05/2026	Christie Leanne McVee	Goods sold on consignment	-44.41
REQ APR 26	30/04/2026	Christie Leanne McVee	Goods sold on consignment Kodja Place April 26	44.41
EFT38121	14/05/2026	Ramped Technology & Management Systems Pty Ltd	ICT support	-4576.00
INV-16234	07/05/2026	Ramped Technology & Management Systems Pty Ltd	ICT support for May 2026 Monthly service fee	4576.00
EFT38122	14/05/2026	Margaret Rae Hill	Goods sold on consignment	-82.00
REQ APR 26	30/04/2026	Margaret Rae Hill	Goods sold on consignment Kodja Place April 26	82.00
EFT38123	14/05/2026	Thea Commins Wholesale	Goods for sale	-492.29
28268	16/04/2026	Thea Commins Wholesale	Assorted gold bookmarks, tea towels & aprons for sale in visitor centre	492.29
EFT38124	14/05/2026	Galaxy Enterprises	Goods for sale	-195.30
2706	17/04/2026	Galaxy Enterprises	25 x Tea towels with 'Kojonup' printing for sale in visitor centre shop.	195.30
EFT38125	14/05/2026	Dardanup Butchering Company	Meat supplies	-829.37
BW418659	21/04/2026	Dardanup Butchering Company	Meat supplies for BCC, Service fee	829.37
EFT38126	14/05/2026	Grande Food Service	Food & cleaning supplies	-1910.39
4266626	06/05/2026	Grande Food Service	Cleaning expenses BCC, Food expenses BCC	1934.10
6020165	08/05/2026	Grande Food Service	Credit note - Food expenses BCC	-23.71
EFT38127	14/05/2026	Leaf Bean Machine	Coffee supplies & service	-1243.13
229	04/05/2026	Leaf Bean Machine	Coffee supplies & service for BCC	1243.13
EFT38128	14/05/2026	WA Contract Ranger Services	Ranger Services	-2194.50
7041	09/05/2026	WA Contract Ranger Services	Ranger Services 19 hours 28/4/26-5/5/26	2194.50
EFT38129	14/05/2026	Emily Charlotte Ann Stretch	Goods sold on consignment	-23.22
REQ APR 26	30/04/2026	Emily Charlotte Ann Stretch	Goods sold on consignment Kodja Place April 2026	23.22
EFT38130	14/05/2026	Vivicka Renia Kahn	Staff reimbursement	-462.88
REIM 20260514	14/05/2026	Vivicka Renia Kahn	Travel 526km @ 88c/km for onsite Audit 12/5/26-14/5/26	462.88
EFT38131	14/05/2026	C & D Cutri	Bridge inspections	-4928.00
9	06/05/2026	C & D Cutri	14 x Level 1 bridge inspections	4928.00
EFT38132	14/05/2026	BGL Solutions PTY LTD	Oval maintenance	-2100.00
INV-0008256	08/05/2026	BGL Solutions PTY LTD	Final season Liquid Soil amendment - GreenMachine	2100.00
EFT38133	14/05/2026	Estelle Lottering	Staff reimbursement	-79.00

REIM 20260513	13/05/2026	Estelle Lottering	Mobile phone 5/5/26-4/6/26	79.00
EFT38134	14/05/2026	Oztrology Australian Greeting cards	Goods sold on consignment	-35.00
REQ APR 26	30/04/2026	Oztrology Australian Greeting cards	Goods sold on consignment Kodja Place April 26	35.00
EFT38135	14/05/2026	Tammy McVee T/as Fabric Covered Pots	Goods sold on consignment	-150.00
REQ APR 26	30/04/2026	Tammy McVee T/as Fabric Covered Pots	Goods sold on consignment Kodja Place April 26	150.00
EFT38136	14/05/2026	Saje Creative Co T/A Samantha Marinoni	Goods sold on consignment	-7.02
REQ APR 26	30/04/2026	Saje Creative Co T/A Samantha Marinoni	Goods sold on consignment Kodja Place April 26	7.02
EFT38137	14/05/2026	Georgia Emmerson-Rose Rumble	Goods sold on consignment	-65.00
REQ APR 26	30/04/2026	Georgia Emmerson-Rose Rumble	Goods sold on consignment Kodja Place April 26	65.00
EFT38138	14/05/2026	Monique Sackers T/A 3 Bridges Collections	Goods sold on consignment	-246.12
REQ APR 26	30/04/2026	Monique Sackers T/A 3 Bridges Collections	Goods sold on consignment Kodja Place April 26	246.12
EFT38139	14/05/2026	Du-wayne Lottering	Staff reimbursement	-231.88
REIM 260512	12/05/2026	Du-wayne Lottering	Tiles for backing plates for GROH fire places	147.88
REIM 20260513	13/05/2026	Du-wayne Lottering	Mobile phone 5/5/26-4/6/26	84.00
EFT38140	14/05/2026	Peppercorn Percy - Brodie Potter	Florist	-100.00
197	16/04/2026	Peppercorn Percy - Brodie Potter	Noongar Wreath for ANZAC Day 2026 - Jill Watkin	100.00
EFT38141	14/05/2026	QHSE Integrated Solution (Skytrust)	WHS program	-548.90
INV-44271	18/04/2026	QHSE Integrated Solution (Skytrust)	Skytrust - WHS program - April 2026	548.90
EFT38142	14/05/2026	Meg's Muffins	Brochure compliation	-1490.00
33	20/04/2026	Meg's Muffins	Compile educational leaflet for Myrtle Benn nature cabinet (Ring Fenched Grant Funding from WA Historical Foundation Grant)	1250.00
32	20/04/2026	Meg's Muffins	Catering for Rats of Tobruk Exhibition - 25/4/26 for 20 people, 3/5/26 for 20 people	180.00
35	13/05/2026	Meg's Muffins	Morning tea farewell for staff member	60.00
EFT38143	14/05/2026	Benjamin Graham Castle	Goods sold on consignment	-40.00
REQ APR 26	30/04/2026	Benjamin Graham Castle	Goods sold on consignment Kodja Place April 26	40.00
EFT38144	14/05/2026	Tracey Reeves - trading as Wonky Wombat	Goods sold on consignment	-48.00
REQ APR 26	30/04/2026	Tracey Reeves - trading as Wonky Wombat	Goods sold on consignment Kodja Place April 26	48.00
EFT38145	14/05/2026	Denise Burton	Goods sold on consignment	-35.00
REQ APR 26	30/04/2026	Denise Burton	Goods sold on consignment Kodja Place April 26	35.00
EFT38146	14/05/2026	Optima Press	Printing	-2451.90
INV328265	08/05/2026	Optima Press	2000 x Rate Final Notice	830.50
INV328267	08/05/2026	Optima Press	2000 x Rate Notice to print	830.50
INV328266	08/05/2026	Optima Press	2000 x Instalment Notices to print	790.90
EFT38147	14/05/2026	Marion Nelson	Goods sold on consignment	-48.58
REQ APR 26	30/04/2026	Marion Nelson	Goods sold on consignment Kodja Place April 26	48.58
EFT38148	14/05/2026	Hannah Goggs	Goods sold on consignment	-58.42
REQ APR 26	30/04/2026	Hannah Goggs	Goods sold on consignment Kodja Place April 26	58.42
EFT38149	14/05/2026	Eloise Brown	Staff reimbursement	-626.02
REIM 260511	12/05/2026	Eloise Brown	1200 x 700mm clear canopy with plastic bracket - Depot maintenance, Plants for main street planter boxes - 11 x Eremophila pink pantha, Potting mix for main street planter boxes - 11 x 25L, Potting mix for main street planter boxes - 9 x 25L	626.02
EFT38150	14/05/2026	Colin Grant - CC Grant	Fruit and vegetables	-552.52
29	30/04/2026	Colin Grant - CC Grant	Fruit and vegetables for BCC	351.39
2	07/05/2026	Colin Grant - CC Grant	Fruit and vegetables for BCC	201.13
EFT38151	14/05/2026	The Gourmet Bee	Goods for sale	-452.01
12	29/04/2026	The Gourmet Bee	3 x assorted chocolate boxes of 24, Raw honeycomb slices x12 to be sold at Black Cockatoo Cafe	452.01
EFT38152	14/05/2026	Steve Innes Handmade	Goods sold on consignment	-55.34
REQ APR 26	30/04/2026	Steve Innes Handmade	Goods sold on consignment Kodja Place April 26	55.34
EFT38153	18/05/2026	Payroll Deductions - Shire of Kojonup	Deductions	-905.00
25/26 PP23 WEEK46	05/05/2026	Payroll Deductions - Shire of Kojonup	Payroll Deductions	905.00
EFT38154	18/05/2026	Child Support Agency	Payroll Deductions/Contributions	-437.69
25	07/05/2026	Child Support Agency	Child Support Deduction	437.69

EFT38155	18/05/2026	Australian Services Union (MEU)	Payroll Deductions/Contributions	-128.50
25	07/05/2026	Australian Services Union (MEU)	Australian Services Union MEU	26.50
25	07/05/2026	Australian Services Union (MEU)	Australian Services Union MEU	24.50
25	07/05/2026	Australian Services Union (MEU)	Australian Services Union MEU	26.50
25	07/05/2026	Australian Services Union (MEU)	Australian Services Union MEU	26.50
25	07/05/2026	Australian Services Union (MEU)	Australian Services Union MEU	24.50
EFT38156	19/05/2026	Air Liquide	Cylinder fee	-25.22
OM0140	30/04/2026	Air Liquide	Cylinder Fee 1/4/26-30/4/26	25.22
EFT38157	19/05/2026	Australia Post	Postage & Freight	-323.67
1014704702	03/05/2026	Australia Post	Postage & Freight April 2026, Micro SDHC 128GB C10 with adaptor	323.67
EFT38158	19/05/2026	Hi-Way Sales & Service	Gardening equipment	-1781.88
284045	08/05/2026	Hi-Way Sales & Service	37.52L ULP @ \$2.21/L	82.88
284280	14/05/2026	Hi-Way Sales & Service	Husqvarna Polesaw 525PT5S Telescoping	1699.00
EFT38159	19/05/2026	Kojonup Tyre Service	Tyre service	-1339.80
INV-17195	21/04/2026	Kojonup Tyre Service	Supply & Fit Yokohama Tyre x 4, disposa of 4 old tyres	1339.80
EFT38160	19/05/2026	BK Thomson Electrical Service	Electrician	-1050.62
4244	25/04/2026	BK Thomson Electrical Service	Service leaking aircon in complex - suspect dirty filters leading to frozen inside coil	312.40
4245	25/04/2026	BK Thomson Electrical Service	Install weather proof power point for submersible pump	738.22
EFT38161	19/05/2026	Kojonup Supermarket	Groceries	-188.74
45 MAY 26	30/04/2026	Kojonup Supermarket	April 26 Kindy Cafe fruit and vegetables, Kindy Cafe Other expenses, Kodja Place dish washing expenses, Community event expenses	188.74
EFT38162	19/05/2026	Egabva Plumbing & Gas Service	Plumber	-3412.05
5380	12/05/2026	Egabva Plumbing & Gas Service	Install Pump wash down bay	625.90
5370	12/05/2026	Egabva Plumbing & Gas Service	Replace hot water system @ BCC - labour, fittings and hot water system	2495.00
5369	12/05/2026	Egabva Plumbing & Gas Service	Hockey club washing basin is blocked - Found DG full of sand and rubbish, cleared and installed different type of DG cover, replaced missing IO cover. Labour and fittings	291.15
EFT38163	19/05/2026	Winc Australia Pty Ltd	Stationery	-236.08
9050474553	15/05/2026	Winc Australia Pty Ltd	1x Mouse pad, 1x Wireless mouse, 3x Post-it notes, Paper bags x 250 for KP	236.08
EFT38164	19/05/2026	Jill Johnson	Staff reimbursement	-480.79
REIM 20260513	13/05/2026	Jill Johnson	Mobile phone reimbursement 2 months 28/3/26-27/5/26, Staff uniform	480.79
EFT38165	19/05/2026	SELECT A PART	Mechanical parts	-238.80
46187	28/04/2026	SELECT A PART	Break pads oil filter & fuel filter to service Hilux ute,	238.80
EFT38166	19/05/2026	PFD Foodservices Pty Ltd	Food & cleaning supplies	-1422.25
LU484869	30/04/2026	PFD Foodservices Pty Ltd	Cleaning Supplies for BCC, Food Supplies for BCC	1422.25
EFT38167	19/05/2026	Michelle Anne O'Neil	Rates refund for assessment A9670	-1868.00
A9670	19/05/2026	Michelle Anne O'Neil	Rates refund for assessment A9670	1868.00
EFT38168	19/05/2026	BKS Refrigeration & Airconditioning Pty Ltd	Refrigeraton service	-724.00
INV-4917	05/05/2026	BKS Refrigeration & Airconditioning Pty Ltd	Repair under bench fridge not cooling down to temperature at BCC	724.00
EFT38169	19/05/2026	TMSW Pty Ltd t/a Traffic Force	Traffic management	-1212.20
SO0000833	15/04/2026	TMSW Pty Ltd t/a Traffic Force	1 x Annual Renewal of generic TMP	1212.20
EFT38170	19/05/2026	Katie Joy's Free Range Eggs	Eggs	-71.70
337989	11/05/2026	Katie Joy's Free Range Eggs	10.5kg Eggs for Black Cockatoo Cafe	71.70
EFT38171	19/05/2026	Dardanup Butchering Company	Meat supplies	-618.69
BW419354	30/04/2026	Dardanup Butchering Company	Meat supplies for BCC, Service fee & fuel levy	618.69
EFT38172	19/05/2026	Grande Food Service	Food & cleaning supplies	-1581.37
4266947	13/05/2026	Grande Food Service	Cleaning expenses BCC, Food expenses BCC, Food expenses BCC	1581.37
EFT38173	19/05/2026	Leaf Bean Machine	Coffee supplies & service	-508.97
419	11/05/2026	Leaf Bean Machine	Coffee machine service for BCC	508.97
EFT38174	19/05/2026	Kojonup Light Civil	Sand delivery	-650.00
807	17/05/2026	Kojonup Light Civil	1 x Load of Sand Kojonup Cemetery	650.00
EFT38175	19/05/2026	D & T Window Cleaning	Window cleaning	-1090.00
1531	18/05/2026	D & T Window Cleaning	Window cleaning internal & external BCC	240.00
1532	18/05/2026	D & T Window Cleaning	Window cleaning internal & external Admin Office & Council rooms	850.00
EFT38176	19/05/2026	KOH Living	Goods for sale	-174.79
WHO#6622A	02/04/2026	KOH Living	Credit note CN-6240 already applied by retailer. Paying shortfall in account.	174.79
EFT38177	19/05/2026	Kojonup Retravision	Electronic goods	-214.00
60005768	02/04/2026	Kojonup Retravision	1x Bluetooth Speaker for Play Cafe - previous PO 31678 done for Carony rather than Retravision	145.00
60005769	02/04/2026	Kojonup Retravision	Replacement kettle for Depot	69.00

EFT38178	19/05/2026	Wagyl Kaip Southern Noongar Aboriginal Corporation	Kojonup Rangers	-4665.00
INV-0266	14/05/2026	Wagyl Kaip Southern Noongar Aboriginal Corporation	Cemetery grounds maintenance - Rangers March 2026	950.00
INV-0267	14/05/2026	Wagyl Kaip Southern Noongar Aboriginal Corporation	Kodja Place grounds maintenance - Rangers April 2026	1650.00
INV-0268	14/05/2026	Wagyl Kaip Southern Noongar Aboriginal Corporation	Kojonup spring works and upkeep - April 2026	1140.00
INV-0269	14/05/2026	Wagyl Kaip Southern Noongar Aboriginal Corporation	Cemetery grounds maintenance - Rangers April 2026	925.00
EFT38179	19/05/2026	Supagas Pty Ltd	Bulk Gas	-963.40
C651476-4-2026	30/04/2026	Supagas Pty Ltd	Bulk LP Gas delivered to BCC -411.8L on 2/4/26, 361.9L on 20/4/26, Bulk LP Gas delivered to sporting complex 100.1L on 20/4/26, Gas bottle charges	963.40
EFT38180	19/05/2026	Westshred Documents Disposal	Records Destruction	-176.00
22299	01/05/2026	Westshred Documents Disposal	Records Destruction - April 2026 2 x 240L bins	176.00
EFT38181	19/05/2026	Pawprint Chocolates	Good for sale	-849.20
31873	13/05/2026	Pawprint Chocolates	Assorted chocolate bars and boxes to be sold at Black Cockatoo	849.20
EFT38182	19/05/2026	Aussie Broadband	Internet service	-306.72
57909316	27/04/2026	Aussie Broadband	Internet service - Admin Office 27/4/26-26/5/26 1000Mbps/400Mbps with unlimited data, Internet service - Kodja Place 27/4/26-26/5/26 250Mbps/100Mbps with unlimited data, Internet service - Kodja Place 10/4/26-26/4/26 250Mbps/100Mbps with unlimited data	306.72
EFT38183	19/05/2026	Frances Maloney	Goods sold on consignment	-40.30
REQ 20260430	19/05/2026	Frances Maloney	Terracotta owl sold at KP - April 2026	40.30
EFT38184	27/05/2026	WALGA (Western Australian Local Government Association)	Training	-401.50
SI-018548	11/05/2026	WALGA (Western Australian Local Government Association)	WHS Refresher Course - Urgent for compliancy - Kristel Thomson	401.50
EFT38185	27/05/2026	Cynthia Clarke	repayment	-379.01
REQ 260526	22/05/2026	Cynthia Clarke	Debtor account in credit - Loton Close rent overpayment	379.01
EFT38186	27/05/2026	Hi-Way Sales & Service	Hardware	-988.01
284589	07/05/2026	Hi-Way Sales & Service	40mm x 50mm x 6mm flat metal	3.60
284578	08/05/2026	Hi-Way Sales & Service	20 kgs of grease	399.00
284579	08/05/2026	Hi-Way Sales & Service	8 x Chainsaw fuel containers	480.00
284488	20/05/2026	Hi-Way Sales & Service	5.84 L ULP @ \$2.17/L	12.67
284517	20/05/2026	Hi-Way Sales & Service	23.04L ULP @ \$2.17/L	49.97
284528	20/05/2026	Hi-Way Sales & Service	19.72L ULP @ \$2.17/L	42.77
EFT38187	27/05/2026	Kojonup Agricultural Supplies	Oil	-3067.21
IN20005658	05/05/2026	Kojonup Agricultural Supplies	210L of 15W40 engine oil, 210L of AW68 hydraulic oil	2914.80
IN20005653	05/05/2026	Kojonup Agricultural Supplies	20L 15W40 engine oil	152.41
EFT38188	27/05/2026	Synergy	Electricity	-18990.76
2192536402	14/05/2026	Synergy	Acc 396758322 Electricity supply Black Cockatoo Cafe 11/3/26-12/5/26	3799.19
2082637646	14/05/2026	Synergy	Acc 337284750 Electricity supply Kodja Place 11/4/26-12/5/26	1115.90
2580008563	14/05/2026	Synergy	Acc 862761710 Electricity supply Oval lighting 11/3/26-12/5/26	1085.16
2062641021	15/05/2026	Synergy	Acc 423778570 Electricity supply Historical Society 11/3/26-12/5/26	130.85
2532007721	15/05/2026	Synergy	Acc 386279970 Electricity supply Netball court 11/3/26-12/5/26	389.10
3190000372	15/05/2026	Synergy	Acc 169800510 Electricity supply Boscabel standpipe 4/3/26-23/4/26, Acc 742636350 Electricity supply Toy Library 11/3/26-12/5/26, Acc 105148670 Electricity supply Airstrip 4/3/26-16/4/26, Acc 304755820 Electricity supply Depot 11/3/26-12/5/26, Acc 647537230 Electricity supply Memorial Hall 8/4/26-12/5/26, Acc 705366590 Electricity supply Wash down bay 11/3/26-12/5/26, Acc 537275390 Electricity supply Old Barracks 11/3/26-12/5/26, Acc 762855310 Electricity supply Railway toilets 11/3/26-12/5/26, Acc 545361230 Electricity supply Skate Park 11/3/26-12/5/26, Acc 251948190 Electricity supply Elverds Cottage 11/3/26-12/5/26, Acc 189975470 Electricity supply Kojonup spring toilets 11/3/26-12/5/26, Acc 834694030 Electricity supply Show grounds 11/3/26-12/5/26, Acc 510069810 Electricity supply Wool wagon 11/3/26-12/5/26, Acc 358833310 Electricity supply Depot 11/3/26-12/5/26, Acc 375969790 Electricity supply Swimming Pool 17/3/26-20/4/26, Acc 375969790 Electricity supply Sporting Complex 17/3/26-20/4/26, Acc 447590190 Electricity supply Turkey nest dam 4/3/26-23/4/26, Acc 467190880 Electricity supply Muradup Hall 19/2/26-22/4/26, Acc 272131310 Electricity supply Old School 11/3/26-12/5/26, Acc 150868300 Electricity supply ILUs 11/3/26-12/5/26	8099.93
2600009200	18/05/2026	Synergy	Acc 356438440 electricity supply EV charging station 13/3/26-14/5/26	150.27
2328007794	18/05/2026	Synergy	Acc 339632390 Electricity supply 8C Newton St 13/3/26-14/5/26	170.02

2328007788	18/05/2026	Synergy	Acc 338398720 Electricity supply 8A Elverd St 13/3/26-14/5/26	266.43
2328007789	18/05/2026	Synergy	Acc 338398910 Electricity supply 12B Elverd St 13/3/26-14/5/26	565.94
2440011759	19/05/2026	Synergy	Acc 250826500 Electricity supply 10 Bagg St 12/3/26-13/5/26	312.69
2736012212	19/05/2026	Synergy	Acc 269776860 Electricity supply 8 Soldier Rd 12/3/26-13/5/26 CEO house, Acc 269776860 Electricity supply 8 Soldier Rd 12/3/26-13/5/26 ILU s	1584.24
2284008667	19/05/2026	Synergy	Acc 361072390 Electricity supply 39 Vanzuilecom St12/3/26-13/5/26	466.11
2440012251	19/05/2026	Synergy	Acc 437847320 Electricity supply 30 Katanning Rd 12/3/26-15/5/26	260.93
2668005981	19/05/2026	Synergy	Acc 354238990 Electricity supply 8B Newton St 12/3/26-13/5/26	234.98
2392009724	19/05/2026	Synergy	Acc 145682100 Electricity supply 34 Katanning Rd 12/3/26-15/5/26	359.02
EFT38189	27/05/2026	BK Thomson Electrical Service	Electrician	-710.90
4249	02/05/2026	BK Thomson Electrical Service	Move internal power points for fireplace installation	710.90
EFT38190	27/05/2026	Westrac Equipment	Mechanical parts	-8035.31
PI2235447	08/05/2026	Westrac Equipment	2 x glass door repair Grader KO0000 as per 00Q533521 Insurance Parts will require fitting by J & J Mobile Auto Glass,	2944.06
PI2235448	08/05/2026	Westrac Equipment	Grader repairs KO107 as per 00Q533520 + on glass door replacement which will be fitted by J & J Mobil Autoglass under Insurance	5091.25
EFT38191	27/05/2026	Barbara Doreen Hobbs	REFUND BOND FOR HIRE OF MEMORIAL HALL	-450.00
T260	26/05/2026	Barbara Doreen Hobbs	Barbara hall Bond	450.00
EFT38192	27/05/2026	Western Australian Treasury Corporation	Loan repayments	-53421.07
2 JUNE 26	02/06/2026	Western Australian Treasury Corporation	Interest payment loan 136, Capital payment loan 136	5538.74
9 JUNE 26	09/06/2026	Western Australian Treasury Corporation	Interest payment Loan 147, Capital payment Loan 147, Interest payment Loan 146, Capital payment Loan 146	47882.33
EFT38193	27/05/2026	Team Global Express Pty Ltd	Freight	-199.11
0604-S104118	24/05/2026	Team Global Express Pty Ltd	Freight ex Corsign 14/5/26, Freight ex Corsign 20/5/26	161.12
0424-80774145	24/05/2026	Team Global Express Pty Ltd	Freight charges ex Westrac 19/5/26, Freight charges ex Westrac 20/5/26	37.99
EFT38194	27/05/2026	Optus Billing Services Pty Ltd	Telecommunications	-1721.00
573050641	07/05/2026	Optus Billing Services Pty Ltd	Acc 62203521984 Admin phone loop 7/4/26-6/5/26	1109.00
573546393	10/05/2026	Optus Billing Services Pty Ltd	Acc 62203521992 Kodja Place Telephone Loop 10/4/26-9/5/26	372.00
574049081	13/05/2026	Optus Billing Services Pty Ltd	Acc 62203522214 Depot Loop 13/4/26-12/5/26	240.00
EFT38195	27/05/2026	Warren Blackwood Waste	Waste management	-22094.88
20355	05/05/2026	Warren Blackwood Waste	Travel Costs, 240 LT Recycling Bins Pick Up, KJP Bins Pick up, 240L Bins Pick up, Service Town Site Bins, Fuel Levy - 20% rate for April based on Fuel Watch ave price for diesel in Great Southern @ \$3.03	22094.88
EFT38196	27/05/2026	Readytech User Group WA Inc.	T support	-847.00
1138	25/05/2026	Readytech User Group WA Inc.	Readytech user group WA Membership fees for 25/26	847.00
EFT38197	27/05/2026	KOJONUP BMC EMBROIDERY	Staff uniforms	-1085.00
12026	19/05/2026	KOJONUP BMC EMBROIDERY	As per quote 12010 1 x BJ6730 HI VIS Bomber Jacket, 2 x BK6975 Bisley 5IN1 Jacket, 2 x BCL6066T HI VIS Ladies Coveralls, 30 x 4243 Acrylic Beanie, 8 x BV0341T HI VIS Taped Vest	1085.00
EFT38198	27/05/2026	PFD Foodservices Pty Ltd	Food & cleaning supplies	-1664.45
LU541681	06/05/2026	PFD Foodservices Pty Ltd	Cleaning Supplies for BCC, Food Supplies for BCC, Food Supplies for BCC	1664.45
EFT38199	27/05/2026	Clarke's Furniture & Kitchen Design	Carpentry	-66.00
3220	14/05/2026	Clarke's Furniture & Kitchen Design	Cut egg holder tray and glue on board for Kodja Place - Grant from History Society of WA	66.00
EFT38200	27/05/2026	Gower Industries	Tool supplies	-133.25
1	18/05/2026	Gower Industries	Assorted di grinder attachments	133.25
EFT38201	27/05/2026	Katie Joy's Free Range Eggs	Eggs	-215.10
338136	18/05/2026	Katie Joy's Free Range Eggs	2 x 10.5kg trays eggs for Black Cockatoo Cafe	143.40
338275	25/05/2026	Katie Joy's Free Range Eggs	10.5 kg Eggs for Black Cockatoo Cafe	71.70
EFT38202	27/05/2026	Dardanup Butchering Company	Meat supplies	-777.63
BW419852	11/05/2026	Dardanup Butchering Company	Meat supplies for BCC, Service fee	777.63
EFT38203	27/05/2026	Grande Food Service	Food & cleaning expenses	-1920.46
4267232	20/05/2026	Grande Food Service	Cleaning expenses BCC, Food expenses BCC	1920.46
EFT38204	27/05/2026	Leaf Bean Machine	Coffee supplies & service	-1784.85
678	18/05/2026	Leaf Bean Machine	Coffee supplies & service for BCC	1268.45
899	25/05/2026	Leaf Bean Machine	Coffee supplies & service for BCC	516.40
EFT38205	27/05/2026	Lilly's Garden	Goods for sale	-1002.00
20260517	17/05/2026	Lilly's Garden	167 jars assorted jams and chutneys to be sold at Black Cockatoo	1002.00
EFT38206	27/05/2026	Corsign WA Pty Ltd	Signage	-20371.16
103874	07/05/2026	Corsign WA Pty Ltd	Sign reinstate as per Quote: 00103874 - various signs replaced on Broomehill Rd.	19777.16
104567	07/05/2026	Corsign WA Pty Ltd	300 x white/red reflective stickers for hazard markers as per quote 00104567	594.00
EFT38207	27/05/2026	3E Advantage Pty Ltd	Printing Charges	-1796.73

INV-289298-Y5T7T4	25/05/2026	3E Advantage Pty Ltd	Printing Charges 1/5/26-30/5/26	1796.73
EFT38208	27/05/2026	Chronicle Rip Pty Ltd	Software licence renewal	-3405.60
INV-0920	18/05/2026	Chronicle Rip Pty Ltd	Chronicle Software License renewal. Up to 15 annual internments for 3 cemeteries 1/5/26-30/4/27	3405.60
EFT38209	27/05/2026	Teletrac Navman and Transtech	Vehicle tracking and cameras	-2035.50
93543651	05/05/2026	Teletrac Navman and Transtech	Vehicle tracking and cameras May 2026	2035.50
EFT38210	27/05/2026	Harvey Fresh (1994) Ltd T/A Lactalis	Milk products and Fruit juices	-606.33
243651943	20/05/2026	Harvey Fresh (1994) Ltd T/A Lactalis	Milk products and Fruit juices for BCC, Service fee	606.33
EFT38211	27/05/2026	Lee Jackson	Goods sold on consignment	-105.00
REQ 20260517	19/05/2026	Lee Jackson	Sale of two eagle prints on 6/12/25 - funds mistakenly paid to a different photographer	105.00
EFT38212	27/05/2026	Albany V Belt & Rubber	Hardware	-832.72
IN434649	05/05/2026	Albany V Belt & Rubber	Muradup Fire truck - 8 x Handlelok tool mount	832.72
EFT38213	27/05/2026	Outsource1	Tool supply	-1037.03
SO011473	19/05/2026	Outsource1	TRILIGHT-CHC Complete Hard Case for TriLight Battery 1.00	1037.03
EFT38214	27/05/2026	Nerrida Robinson	Staff Reimbursement	-513.04
REIM 20260522	25/05/2026	Nerrida Robinson	Fuel reimbursement for rates training in Perth	513.04
EFT38215	27/05/2026	The West Australian Sandalwood Nut Company	Goods for sale	-404.00
INV-0074	19/05/2026	The West Australian Sandalwood Nut Company	32 x jars of dukkah and flavoured sandalwood nuts to sell at Black Cockatoo	404.00
EFT38216	27/05/2026	Payroll Deductions - Shire of Kojonup	Payroll Creditors	-835.00
25/26 PP24 WEEK48	19/05/2026	Payroll Deductions - Shire of Kojonup	Deductions	835.00
EFT38217	27/05/2026	Child Support Agency	Payroll Deductions/Contributions	-437.69
28	21/05/2026	Child Support Agency	Child Support Deduction	437.69
EFT38218	27/05/2026	Australian Services Union (MEU)	Payroll Deductions/Contributions	-128.50
28	21/05/2026	Australian Services Union (MEU)	Australian Services Union MEU	26.50
28	21/05/2026	Australian Services Union (MEU)	Australian Services Union MEU	24.50
28	21/05/2026	Australian Services Union (MEU)	Australian Services Union MEU	26.50
28	21/05/2026	Australian Services Union (MEU)	Australian Services Union MEU	26.50
28	21/05/2026	Australian Services Union (MEU)	Australian Services Union MEU	24.50

358,315.30

Direct Deposits 1/5/26-31/5/26				
DD25134.1	08/05/2026	AUSTRALIAN TAXATION OFFICE	SGC Liability	-142944.26
SGC 7169715427391	08/05/2026	AUSTRALIAN TAXATION OFFICE	1st Instalment	142944.26
DD25142.1	15/05/2026	AUSTRALIAN TAXATION OFFICE	SGC Liability	-45196.98
SGC 7169715427391	15/05/2026	AUSTRALIAN TAXATION OFFICE	2nd Instalment	45196.98
DD25150.1	07/05/2026	AUSTRALIAN TAXATION OFFICE	PAYGW	-40439.00
25/26 PP23 WEEK46	05/05/2026	AUSTRALIAN TAXATION OFFICE	Pay Run 25 STP 07/05/26	40439.00
DD25150.2	12/05/2026	AUSTRALIAN TAXATION OFFICE	PAYGW	-6.00
25/26 PP23 WEEK46	05/05/2026	AUSTRALIAN TAXATION OFFICE	Pay Run 26 STP 12/05/26	6.00
DD25152.1	07/05/2026	BEAM	Superannuation	-22711.17
25/26 PP23 WEEK46	05/05/2026	BEAM	Pay Run 25	22711.17
DD25152.2	12/05/2026	BEAM	Superannuation	-2.62
25/26 PP23 WEEK46	05/05/2026	BEAM	Pay Run 26	2.62
DD25156.1	21/05/2026	AUSTRALIAN TAXATION OFFICE	FBT	-2738.07
551000460112595 021	21/05/2026	AUSTRALIAN TAXATION OFFICE	FBT	2738.07
DD25158.1	21/05/2026	Caltex Star Card	Caltex Fuel Card	-609.58
137 APRIL 26	21/05/2026	Caltex Star Card	114.09L Diesel KO5 MWS April 26, 33.10L ULP 65KO April 26, 47.61 L Diesel CB126 CESM April 26, 19.85 L Diesel KO914 April 26, Caltex Card Fees April 26	609.58
DD25161.1	29/05/2026	NAB	May Credit Card	-7984.26
MAY 26 CC CEO	20/04/2026	Ingot Hotel	Credit Note - Accomodation Cemeteries conference	-30.39
MAY 26 CC CEO	01/05/2026	Bunnings	Fireplace, flue kit, hearth	3459.55
MAY 26 CC CEO	13/05/2026	Melbourne IT	Annual subscription	78.00
MAY 26 CC CEO	18/05/2026	NAB	Card Fee	3.25

MAY 26 CC DCEO	20/04/2026	Telstra	Café Phone to 22/3/26	108.25
MAY 26 CC DCEO	04/05/2026	WA Newspapers	Subscription	32.00
MAY 26 CC DCEO	06/05/2026	Stamp Lab	replacement ink pads	48.80
MAY 26 CC DCEO	07/05/2026	Host	Blender & Grill for BCC	3849.70
MAY 26 CC DCEO	13/05/2026	Nightingales Nursery	Farewell for Staff member	80.00
MAY 26 CC DCEO	15/05/2026	Black Cockatoo Café	Refreshments for auditors	18.00
MAY 26 CC DCEO	18/05/2026	Officeworks	Ink cartridges for Viv	207.00
MAY 26 CC DCEO	18/05/2026	Stamp Lab	Stamp for KP	126.85
MAY 26 CC DCEO	18/05/2026	NAB	Card Fee	3.25
DD25169.1	27/05/2026	AUSTRALIAN TAXATION OFFICE	PAYGW	-41625.00
25/26 PP24 WEEK48	19/05/2026	AUSTRALIAN TAXATION OFFICE	Pay Run 27 STP 15/05/26, Pay Run 28 STP 21/05/26	41625.00
DD25171.1	21/05/2026	BEAM	Superannuation	-22665.62
25/26 PP24 WEEK48	19/05/2026	BEAM	Pay Run 28	22665.62
DD25175.1	29/05/2026	AUSTRALIAN TAXATION OFFICE	SGC Liability	-158320.26
SGC 004000460112596 621	29/05/2026	AUSTRALIAN TAXATION OFFICE	Final Instalment	158320.26
DD25184.1	01/05/2026	Department of Transport	Department of Transport	-733.30
20260429	01/05/2026	Department of Transport	01/05/26	733.30
DD25184.2	14/05/2026	Department of Transport	Department of Transport	-750.25
20260512	14/05/2026	Department of Transport	14/05/26,	750.25
DD25184.3	15/05/2026	Department of Transport	Department of Transport	-823.40
20260513	15/05/2026	Department of Transport	15/05/26	823.40
DD25184.4	18/05/2026	Department of Transport	Department of Transport	-4487.30
20260514	18/05/2026	Department of Transport	18/05/26	4487.30
DD25184.5	19/05/2026	Department of Transport	Department of Transport	-2049.30
20260515	19/05/2026	Department of Transport	19/05/26	2049.30
DD25184.6	20/05/2026	Department of Transport	Department of Transport	-12099.25
20260518	20/05/2026	Department of Transport	20/05/26	12099.25
DD25184.7	21/05/2026	Department of Transport	Department of Transport	-1636.75
20260519	21/05/2026	Department of Transport	21/05/26	1636.75
DD25184.8	22/05/2026	Department of Transport	Department of Transport	-36580.20
20260520	22/05/2026	Department of Transport	22/05/26	36580.20
DD25184.9	25/05/2026	Department of Transport	Department of Transport	-2041.80
20260521	25/05/2026	Department of Transport	25/05/26	2041.80
DD25186.1	18/05/2026	Optus Billing Services Pty Ltd	Acc:62203522008	-1172.23
573050647	04/05/2026	Optus Billing Services Pty Ltd	Springhaven overdue charges as per final demand ref. 4120301	1172.23
DD25184.10	26/05/2026	Department of Transport	Department of Transport	-339.75
20260522	26/05/2026	Department of Transport	26/05/26	339.75
DD25184.11	27/05/2026	Department of Transport	Department of Transport	-1672.55
20260525	27/05/2026	Department of Transport	27/05/26	1672.55
DD25184.12	04/05/2026	Department of Transport	Department of Transport	-884.70
20260430	04/05/2026	Department of Transport	04/05/26	884.70
DD25184.13	28/05/2026	Department of Transport	Department of Transport	-76.70
20260526	28/05/2026	Department of Transport	28/5	76.70
DD25184.14	29/05/2026	Department of Transport	Department of Transport	-4075.10
20260527	29/05/2026	Department of Transport	29/05/26	4075.10
DD25184.15	05/05/2026	Department of Transport	Department of Transport	-183518.35
20260501	05/05/2026	Department of Transport	05/05/26	183518.35
DD25184.16	06/05/2026	Department of Transport	Department of Transport	-755.90
20260504	06/05/2026	Department of Transport	06/05/26	755.90
DD25184.17	07/05/2026	Department of Transport	Department of Transport	-2207.55
20260505	07/05/2026	Department of Transport	07/05/26	2207.55
DD25184.18	08/05/2026	Department of Transport	Department of Transport	-11539.60
20260506	08/05/2026	Department of Transport	08/05/26	11539.60
DD25184.19	11/05/2026	Department of Transport	Department of Transport	-642.20
20260507	11/05/2026	Department of Transport	11/05/26,	642.20
DD25184.20	12/05/2026	Department of Transport	Department of Transport	-12694.75
20260508	12/05/2026	Department of Transport	12/05/26,	12694.75
DD25184.21	13/05/2026	Department of Transport	Department of Transport	-6315.30
20260511	13/05/2026	Department of Transport	13/05/26	6315.30
FEES			Centrelink Charge	-4.95
GJ25261101	07/05/2026	Payroll	PP23 Week46 - Net Pays Direct Debit - Pay Run 25	-130719.39

GJ25261102	11/05/2026	Payroll	PP23 Week46 - Net Pays Direct Debit - Pay Run 26 - PAY528 Once off	-15.85
GJ25261103	15/05/2026	Payroll	PP24 Week48 - Net Pays Direct Debit - Pay Run 27 - PAY701 Once off	-1586.52
GJ25261104	21/05/2026	Payroll	PP24 Week48 - Net Pays Direct Debit - Pay Run 28	-149448.57
GJ25261105	04/05/2026	iiNet Technologies	May iiNet	-551.89
GJ25261105	14/05/2026	Message Media - SMS	Message media -May	-198.13
GJ25261105	29/05/2026	NAB	Bank fees	-1795.53

1,056,659.88

Summary for May 2026	
Cheque	41,461.97
EFT 38058	358,315.30
Direct Debits	1,056,659.88
Total	1,456,437.15



SHIRE OF KOJONUP

Policy Manual

DECEMBER 2024

Kojonup



One community, many choices

FOREWORD

This publication is a “living” document which has been designed to serve as a tool for the Council, Staff and any other person who wishes to use it in their dealings with the Shire. It is only one of several reference sites to guide you in conducting your daily business with the Shire of Kojonup.

Users should be mindful of the fact that in simple terms:

- Policy provides what can be done;
- Procedures provide how to do it; and
- Delegation provides who can do it.

It is important to note that the Council’s adopted policies have been made to facilitate:

- Consistency and equity in decision making;
- Promptness in responding to customer needs; and
- Operational efficiency.

Several other related policies and procedures have also been developed relating to specific operational areas; however, have been recorded separately due to their size and for ease of use. These documents are available on request and should be read in conjunction with this manual. They include:

- Employee Manual;
- Asset Management Plan;
- Information Communication Technology Plan (Draft);
- Risk Management Plan;
- Business Continuity and Disaster Recovery Plan;
- Volunteer Management Plan;
- Elected Member Manual; and
- Work Health and Safety Procedure Manual.

All policies are reviewed on an annual basis; however, this does not prevent or preclude a policy from an independent review if circumstances (e.g., a change in legislation etc.) warrant a review to be undertaken.

The *Freedom of Information Act 1992* embodies the following basic principles:

1. That members of the public have a legally enforceable right of access to government information;
2. That government departments and agencies are required to publish information concerning the documents they hold;
3. That people may ask for inaccurate, incomplete, out of date or misleading information to their personal records to be amended;
4. That people may appeal against a decision by a government body not to give access to the information or not to amend a personal record; and
5. *The Freedom of Information Act 1992* provides the opportunity for public access to certain Council documents and the Council fully supports these principles and makes a wide range of information available to the public.

Grant Thompson
Chief Executive Officer (CEO)

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1 COMMUNITY DEVELOPMENT & TOURISM

1.1 COMMUNITY ORGANISATION WAIVING OF DEVELOPMENT FEES			
Adopted or Reviewed by Council:	14/11/17	Council Minute Reference:	183/15
Date/s Amended:	20/11/18		143/18
Reviewer:	Chief Executive Officer		
Local Law:			
Procedure:			
Delegation:	Admin 18 – Donations to Local Groups or Individuals		

OBJECTIVE

To encourage, develop and promote community organisations.

POLICY

Fees and charges associated with the development of facilities for community or sporting groups may be waived where the community will benefit from or have use of the facility, programme etc., at the discretion of the CEO.

Donations to be journalled from the Donation Account to the relevant income account so that the value of donations can be recorded.

1.2 MEMORIAL AND LESSER HALLS COMMUNITY USAGE/MANAGEMENT

Adopted or Reviewed by Council: 17/11/15

Council Minute Reference: 183/15

Reviewer: Chief Executive Officer

Local Law: Local Government Property Local Law 2020

Procedure:

Delegation:

OBJECTIVE

To provide a framework for the equitable, efficient and effective management of the usage and hire of the Shire of Kojonup Memorial/Lesser Halls.

The Policy outlines the use, occupancy arrangements and management of the hire of the Memorial/Lesser Halls.

PRINCIPLES

Priority for use of the Memorial/Lesser Halls will be given to residents from the Shire of Kojonup, locally based groups and not for profit organisations.

The Memorial/Lesser Halls are not to be used for the purpose of holding any activities that may be deemed discriminatory or racially intolerant.

The Memorial/Lesser Halls will be used primarily for activities that provide community development outcomes and benefits for residents of the Shire.

The Shire recognises the need to provide community facilities that are equipped for a range of different uses and cater to the needs of a range of different users.

The Shire will ensure fair and equitable access for all user groups to the Memorial/Lesser Halls.

POLICY

1. All hirers of the Memorial/Lesser Halls will be required to enter into an agreement with the Shire to comply with the terms and conditions of hire and payment of fees and charges. This Agreement can be downloaded from the website at: <https://www.kojonup.wa.gov.au/community/facilities/memorial-hall-lesser-hall.aspx> or obtained from the Shire office.
2. Use of the Memorial/Lesser Halls for conducting commercial or business activities unless run by and for a not for profit organisation, will require the approval of the Shire or its delegate and must demonstrate community benefit.
3. The Memorial/Lesser Halls will support a range of activities, events and functions conducted by community organisations and residents; be used for both public and private events and functions; and primarily support activities and functions conducted by residents of the Shire of Kojonup or locally based organisations.
4. The closing time for any functions will be agreed/set by the Shire, having regard to the duration of the event, size, potential for noise/disturbance, sale of alcohol and direction from any other regulatory or enforcement body.

5. Fees and charges will be applied to hire the Memorial/Lesser Halls in accordance with the Shire's fees and charges schedule. Application of a discount for not for profit community organisations is currently discounted by 50% of the full fee. The CEO is delegated authority to waive fees for Community Groups.
6. Fees and charges are reviewed and set each year. These charges are based on the use of the Kojonup Memorial and Lesser Halls or part thereof. Please refer to Fees and Charges on our website at: <https://www.kojonup.wa.gov.au/community/facilities/memorial-hall-lesser-hall.aspx> or obtain from Shire Office.
7. Bond payments will be collected from all hirers, including any groups where fees are waived, and will be refunded to the hirer only if all of the conditions of hire have been met.
8. If catering for a large function, the hirer will be expected to pay for additional waste management.
9. Priority of use of the Memorial/Lesser Halls may be given for the purpose of delivering Shire managed community programs and services.
10. The CEO or nominee will be delegated authority to make decisions dealing with special requests and those users which are not covered in the Policy.
11. Response for requests for hire of the Memorial/Lesser Halls will be in accordance with the Shire's Customer Service Charter.
12. Complaints from hirers in relation to the use of the facility or the service received should be directed via email to council@kojonup.wa.gov.au or by mail to the CEO, Shire of Kojonup, PO Box 163, Kojonup, WA, 6395.

1.3 HALL EQUIPMENT – RSL HALL

Adopted or Reviewed by Council: 17/11/15

Council Minute Reference: 183/15

Reviewer: Chief Executive Officer

Local Law:

Procedure:

Delegation:

OBJECTIVE

To maintain an inventory of hall equipment available for external hire.

POLICY

Equipment from the RSL Hall is available for general hire (external to the facility) and not necessarily restricted to Shire of Kojonup residents.

The CEO has delegated authority on what equipment can be utilised and which other Council operated facility it is sourced from.

An equipment register and inventory (asset management) will be maintained for the RSL and all other mobile and small equipment associated with asset hiring. A schedule of hall equipment (not including fixtures) but primarily being tables, chairs and crockery, be maintained with a view to the equipment being available for hire, with the fees (including bonds where necessary) to be set by Council. Refer to the adopted annual list of fees and charges.

Equipment from the RSL Hall is not available for hire if the venue has been hired during the corresponding time period (regardless of when the bookings are made). Hall hire events have priority over the small equipment.

2 CORPORATE SERVICES

2.1 FINANCE

2.1.1 PURCHASING & CREDITOR CONTROL			
Adopted or Reviewed by	17/05/16	Council Minute	60/16
Council:	20/11/18	Reference:	143/18
Date/s Amended:	19/11/19		156/19
	17/05/20		60/20
	17/11/20		156/20
	28/09/21		110/21
Reviewer:	Chief Executive Officer/Manager Financial and Corporate Services		
Local Law:			
Procedure:			
Delegation:	ADMIN 015 - Inviting Tenders or Quotations for the Supply of Goods & Services ADMIN 016 - Acquisition & Disposal of Property		

PURPOSE

To clearly articulate the parameters for purchasing on behalf of the Shire of Kojonup.

OBJECTIVES

1. To provide compliance with the *Local Government Act 1995*, the Local Government (Functions and General) Regulations 1996 and the Local Government (Financial Management) Regulations 1996;
2. To deliver a best practice approach and procedures to internal purchasing; and
3. To ensure consistency for all purchasing activities throughout the Shire’s operational areas.

PRINCIPLES

1. Ethics and Integrity

All employees of the Shire of Kojonup shall observe the highest standards of ethics and integrity in undertaking purchasing activity and act in an honest and professional manner that supports the standing of the Shire of Kojonup.

The following principles, standards and behaviours must be observed and enforced through all stages of the purchasing process to ensure the fair and equitable treatment of all parties:

- a. Full accountability shall be taken for all purchasing decisions and the efficient, effective and proper expenditure of public monies based on achieving value for money;
- b. All purchasing practices shall comply with relevant legislation, regulations, and requirements consistent with Shire of Kojonup policies and its Code of Conduct;
- c. Purchasing is to be undertaken on a competitive basis in which all potential suppliers are treated impartially, honestly and consistently;
- d. All processes, evaluations and decisions shall be transparent, free from bias and fully documented in accordance with applicable policies and audit requirements;

- e. Any actual or perceived conflicts of interest are to be identified, disclosed and appropriately managed; and
- f. Any information provided to the Shire of Kojonup by a supplier shall be treated as commercial-in-confidence and should not be released unless authorised by the supplier or relevant legislation.

2. Purchasing Thresholds

Where the value of procurement (excluding GST) for the value of the contract over the full contract period (including options to extend) is, or is expected to be:

Amount of Purchase	Policy	Authorised Officers
\$0 to \$100	<p>No formal process Small incidental purchases made from local suppliers with a running monthly account to the value of \$100 do not require quotations or purchase orders e.g. Milk from the Supermarket. All care and responsibility must still be taken as is expected when spending public money.</p>	Shire of Kojonup Employees
\$101 - \$5,000	<p>Direct purchase from suppliers requiring only one verbal quotation. Where the value of procurement of goods or services does not exceed \$5,000 purchase on the basis of at least one verbal quotation, is permitted. However, it is recommended to use professional discretion and occasionally undertake market testing with a greater number or more formal forms of quotation to ensure best value is maintained. This purchasing method is suitable where the purchase is relatively small and low risk. A purchase order is required for all purchases with the exception:</p> <ol style="list-style-type: none"> 1. Purchases under \$100.00 in value 2. Utilities, fuel, and payments setup for regular annual payments. <p>Managers are responsible to ensure all verbal quotes shall be documented in the quotes register.</p>	CEO, Senior Managers
\$5,001 - \$20,000	<p>Obtain at least two verbal or written quotations. Where possible, at least two verbal or written quotations (or a combination of both) are required. A “Record of Quotes” form must still be completed where no written quote is available, i.e.; for verbal quotations or when obtaining multiple quotes is not practical (e.g.; when due to limited suppliers, it must be noted by completing a Record of Quotes form). All verbal quotes should be documented in the quotes register. The general principles for obtaining verbal quotations are:</p> <ol style="list-style-type: none"> 1. Ensure that the requirement/specification is clearly understood by the employee seeking the verbal quotations; 	CEO, Senior Managers

	<ol style="list-style-type: none"> 2. Ensure that the requirement is clearly, accurately and consistently communicated to each of the suppliers being invited to quote; 3. Read back the details to the Supplier contact person to confirm their accuracy; and 4. Written notes detailing each verbal quotation must be recorded. <p>Record keeping requirements must be maintained in accordance with record keeping policies. A purchase order is required for all purchases.</p>	
<p><i>\$20,001 - \$50,000</i></p>	<p>Where possible, obtain at least three written quotations The responsible officer is expected to demonstrate due diligence seeking quotes and to comply with any record keeping and audit requirements. Record keeping requirements must be maintained in accordance with record keeping policies. It is required to obtain at least three written quotes; should three quotes not be possible, a “Record of Quotes” form is to be completed and attached to the purchase order.</p> <p>NOTE: The general principles relating to written quotations are:</p> <ul style="list-style-type: none"> • An appropriately detailed specification should communicate requirement(s) in a clear, concise and logical fashion; • The request for written quotation should include as a minimum: <ol style="list-style-type: none"> 1. Written Specification; 2. Selection Criteria to be applied; 3. Price Schedule; 4. Conditions of responding; 5. Validity period of offer; 6. Invitations to quote should be issued simultaneously to ensure that all parties receive an equal opportunity to respond; 7. Offer to all prospective suppliers at the same time any new information that is likely to change the requirements; 8. Responses should be assessed for compliance, then against the selection criteria, and then value for money and all evaluations documented; and 9. Respondents should be advised in writing as soon as possible after the final determination is made and approved. <p>A purchase order is required for all purchases.</p>	<p>CEO, Senior Managers</p>
<p><i>\$50,001 - less than \$250,000</i></p>	<p>Obtain at least three written quotations containing price and specification of goods and services. For the procurement of goods or services where the value exceeds \$50,000 but is less than \$250,000, it is required that procurements be requested in writing and at least three written quotations obtained that contain price and a sufficient amount of information relating to the specification of goods and</p>	<p>CEO</p>

	<p>services being purchased. Record keeping requirements must be maintained in accordance with record keeping policies.</p> <p>For this procurement range, the selection should not be based on price alone, and the CEO shall consider qualitative factors such as quality, stock availability, accreditation, time for completion or delivery, warranty conditions, technology, maintenance requirements, organisation’s capability, previous relevant experience and any other relevant factors as part of the assessment of the quote.</p> <p>A purchase order is required for all purchases.</p>	
<p>Above \$250,000</p>	<p>TENDER</p> <p>Conduct a public tender process (See also clause 3 – Regulatory Compliance).</p>	<p>Full Council</p>

Other purchasing threshold points to note:

- a. The requirement for quotations and purchase orders contained above do not apply to the following purchase types:
 - i. Fuels and Oils
 - ii. Great Southern Treasures
 - iii. Great Southern Alliance (Formerly VROC)
 - iv. Postage and Freight
 - v. Annual Subscription and Membership Renewals
 - vi. Telephone and Utilities
 - vii. Audits
- b. Where the Shire has already conducted a similar quotation process within the previous two years or is currently using a regular supplier, an existing supplier may be used with the approval of the CEO. This only applies to purchases below the tender threshold and where it would be financially and/or operationally beneficial to do so.
- c. Where it is considered beneficial, tenders may be called in lieu of seeking quotations for purchases under the \$250,000 threshold (excluding GST). If a decision is made to seek public tenders for contracts of less than \$250,000, the tender process outlined in the *Local Government Act 1995* must be followed in full (r13).
- d. When assessing quotes please refer to section 3. d. Regional Price Preference.
- e. The authorised officer that is signatory on the purchase order must also be the signatory on the corresponding invoice.
- f. All requisitions must be created by one officer and authorised by a different officer, resulting in a purchase order that has been seen by two different officers prior to dispatch to a creditor. The Authorising Officer must only authorise to the amount prescribed in the Purchasing Thresholds above.

3. Regulatory Compliance

a. Tender Exemption

In the following instances public tenders or quotation procedures are not required (regardless of the value of expenditure):

- i. An emergency situation as defined by the *Local Government Act 1995*, providing that the goods and services are required to address needs arising from, or impacts or consequences of, the hazard to which the emergency relates;

- ii. The purchase is under a contract of WALGA (Preferred Supplier Arrangements), Department of Treasury and Finance (Permitted Common Use Arrangements), Regional Council, or another Local Government;
 - iii. The purchase is under auction which has been authorised in advance by the Council;
 - iv. The contract is for petrol, oil, or other liquid or gas used for internal combustion engines; and
 - v. Any of the other exclusions under Regulation 11 of the Functions and General Regulations apply.
- b. Sole Source of Supply (Monopoly Suppliers)

The procurement of goods and/or services available from only one private sector source of supply, (i.e. manufacturer, supplier or agency) is permitted without the need to call competitive quotations provided that there must genuinely be only one source of supply. Every endeavour to find alternative sources must be made. Written confirmation of this must be kept on file for later audit and must be approved in writing by the CEO.

Note: The application of provision "sole source of supply" should only occur in limited cases and procurement experience indicates that generally more than one supplier is able to provide the requirements.

- c. Anti-Avoidance
- Authorised Officers shall not enter into two or more contracts of a similar nature for the purpose of splitting the value of the contracts to take the value of consideration below the level of \$250,000, thereby avoiding the need to publicly tender.
- d. Regional Price Preference
- Preference may be given to a regional supplier by assessing the quote from that regional supplier as if the quote were reduced by:
- i. 5% for goods or services for a supplier from within the Shire of Kojonup; and
 - ii. 2.5% for goods or services for a supplier from a Shire within the Great Southern Region of Western Australia (as defined by the Great Southern Zone of the Western Australian Local Government Association)
- if price then demonstrates best value outcome for the Shire.

4. Records Management

All records associated with the tender process or a direct purchase process must be recorded and retained. For a tender process this includes:

- a. Tender documentation;
- b. Internal documentation;
- c. Evaluation documentation;
- d. Enquiry and response documentation; and
- e. Notification and award documentation.

For a direct purchasing process this shall be via the attachments tab in the SynergySoft requisition module and includes:

- a. Quotation documentation;
- b. Internal documentation; and
- c. Order forms and requisitions.

Record retention shall be in accordance with the minimum requirements of the *State Records Act 2000*, and the Shire of Kojonup's internal Records Management Policy.

5. Payment of Creditors

The Chief Executive Officer is delegated authority to make payments from the Municipal Fund or the Trust Fund. Each payment from the Municipal Fund or the Trust Fund is to be noted on a list compiled for each month showing:

- a. The payee's name;
- b. The amount of the payment;
- c. The date of the payment; and
- d. Sufficient information to identify the transaction.

The list referred to above is to be presented to the Council at each ordinary meeting of the Council and is to be recorded in the minutes of the meeting at which it is presented.

The CEO can delegate to authorised officers as per the delegations register.

Authorised Officers for this purpose are:

1. Governance & Rates Officer
2. Manager Financial & Corporate Services
3. Senior Finance Officer

2.1.2 DEBTOR CONTROL

Adopted or Reviewed by Council:	17/11/15	Council Minute Reference:	183/15
Reviewer:	Chief Executive Officer/Manager Financial and Corporate Services		
Local Law:			
Procedure:			
Delegation:	FIN 003		

OBJECTIVE

To ensure Council receives payment for goods and services provided within its credit terms, bad debts are minimised and debtor control is cost effective.

POLICY

Sundry Debtors

1. The following accounts are to be paid for prior to the service being provided:
 - a. Photocopying;
 - b. Sale of Goods, Materials or Publications;
 - c. Hall Hire and ancillary charges;
 - d. Building Applications;
 - e. Septic Tank Application Fees;
 - f. *Freedom of Information Act 1992* Application Fees;
 - g. *Planning Plans; and*
 - h. *Development Plans.*
2. The terms of credit given by the Shire of Kojonup via the *Local Government Act 1995* is 30 days. The Manager of Financial and Corporate Services is to ensure that procedures are in place to limit the risk of debts turning bad.
3. Where Private Works are to be undertaken an estimated value is to be provided to the person/group/firm requesting the private works. The Shire of Kojonup requires an agreement to be signed for any private works prior to the work being undertaken.

Rates Debtors

Options for payment and associated matters:

1. By one (1) Instalment within 35 days of date of issue of Rate Notice;
2. By way of two (2) instalments; and
3. By way of four (4) instalments.

Rate Debtors that remain outstanding after the due date for payment will incur late payment interest as per the *Local Government Act 1995*. Interest is to be calculated using the prescribed maximum as per regulation 70 of the Local Government (Financial Management) Regulations 1996.

Where the option to pay by two (2) or four (4) instalments is taken, instalment interest and administration fees as per the *Local Government Act 1995* are to apply. Interest is to be calculated using the prescribed maximum as per regulation 68 of the Local Government (Financial Management) Regulations 1996.

The Manager of Financial and Corporate Services is to ensure that procedures are in place to ensure the timely recovery of outstanding amounts and to limit the risk of debts turning bad.

Debtors who do not pay their accounts within the Shire's terms are not to be offered any further line of credit.

2.1.3 SELF SUPPORTING LOANS

Adopted or Reviewed by Council:	14/11/17	Council Minute Reference:	183/15
Date/s Amended:	20/11/18		143/18
Reviewer:	Chief Executive Officer/Manager of Financial and Corporate Services		
Local Law:			
Procedure:			
Delegation:			

OBJECTIVE

To provide financial assistance, by way of self-supporting loans to local non-profit clubs or organisations, for capital improvement works to land, facilities or buildings owned or vested in the Shire of Kojonup.

POLICY

Self-supporting loans may be considered by the Council on behalf of incorporated local clubs or organisations who occupy land or buildings owned by or vested in the Shire of Kojonup and who undertake to meet the capital, interest and loan guarantee payments.

Council's requirements for self-supporting loan applications will be made on a case-by-case basis and may include some or all of the following:

1. Applicant organisations must be an incorporated body and occupy land or buildings owned by or vested in the Shire of Kojonup;
2. A formal application shall be submitted, which shall include as a minimum:
 - a. Details of the amount requested, the term, purpose and any security offered;
 - b. Sufficient financial information to determine the capacity to repay the borrowing operational cash flows;
 - c. Evidence of a minuted request from the controlling Board/Committee;
 - d. Evidence of researching other funding sources e.g.; Lotterywest;
 - e. The club or organisation is to demonstrate how it will fund the replacement or refurbishment of those improvements whilst still servicing the loan; and
 - f. For requests over \$200,000, a formal business plan evidencing appropriate financial planning.
3. The funds are to be used for capital improvements to the land, facilities or buildings they occupy including matching contributions to grants;
4. Approval will only be considered where the club or organisation can adequately demonstrate, by the provision of forward financial plans covering the life of the loan, a capacity to meet the loan repayments;
5. The term of the loan should be less than or equal to the life of the capital works or improvements being undertaken;
6. All applications for self-supporting loans shall be considered by the Council for approval or rejection;
7. Where approval is granted, loan funding is to be sourced in accordance with s. 6.20 of the Local Government Act 1995 – "Power to Borrow";
8. An "Acknowledgement of Debt Agreement" or alternative written agreement is to be entered into before any release of funding to the club or organisation is made.

2.1.4 INVESTMENTS

Adopted or Amended by Council:	20/02/18	Council Minute Reference:	9/18
Date/s Amended:	20/11/18		143/18
	19/11/19		156/19
Reviewer:	Chief Executive Officer/Manager Financial and Corporate Services		
Local Law:			
Procedure:			
Delegation:	FIN 002 - Investment of Surplus Funds		

OBJECTIVE

To invest the local government’s surplus funds, with consideration of risk and at the most favourable rate of interest available to it at the time for that investment type, while ensuring that its liquidity requirement are being met. While exercising the power to invest, consideration is to be given in preservation of capital, liquidity, and the return of investment.

Preservation of capital is the principal objective of the investment portfolio. Investments are to be performed in a manner that seeks to ensure security and safeguarding the investment portfolio.

The investment portfolio will ensure there is sufficient liquidity to meet all reasonably anticipated cash flow requirements, as and when they fall due, without incurring significant costs due to the unanticipated sale of an investment.

The investment is expected to achieve a predetermined market average rate of return that takes into account the Council’s risk tolerance. Any additional return target set by Council will also consider the risk limitation and prudent investment principles.

POLICY

1. Investment of surplus Municipal, Reserve, Trust and Loan Funds shall be the responsibility of the Manager Financial and Corporate Services;
2. The total amount of investments is to be recorded separately in the general ledger for Municipal, Reserve, Trust and Loan Funds;
3. A summary of the nature, location, amount and interest rate applicable to each investment will be reported to Council as part of the monthly Statement of Financial Activity;
4. Only ‘Authorised Institutions’, as defined by the Local Government (Financial Management) Regulations 1996, that have a fully operational Branch presence with local employment in the Kojonup town site, may be used; and
5. All fixed investments must be for a term of 12 months or less.

All investments are to comply with the following:

1. Local Government Act 1995 – s. 6.14;
2. The Trustees Act 1962 – Part III Investments;
3. Local Government (Financial Management) Regulations 1996 – Regulation 19, Regulation 19C, Regulation 28, and Regulation 49; and
4. Australian Accounting Standards.

Prudent Person Standard

The investment will be managed with the care, diligence and skill that a prudent person would exercise. Officers are to manage the investment portfolios to safeguard the portfolios in accordance with the spirit of this Investment Policy, and not for speculative purposes.

Ethics and Conflicts of Interest

Officers shall refrain from personal activities that would conflict with the proper execution and management of Council's investment portfolio. This policy requires officers to disclose any conflict of interest to the CEO.

Approved Investments

Without approvals from Council, investments are limited to:

1. State/Commonwealth Government Bonds;
2. Interest bearing deposits;
3. Bank accepted/endorsed bank bills;
4. Commercial paper;
5. Bank negotiable Certificate of Deposits; and
6. Managed Funds with a minimum long term Standard & Poor (S&P) rating of "A" and short term rating of "A2".

Prohibited Investments

This Investments Policy prohibits any investment carried out for speculative purposes including:

1. Derivative based instruments;
2. Principal only investments or securities that provide potentially negative cash flow;
3. Stand-alone securities issued that have underlying futures, options, forwards contracts and swaps of any kind;
4. Investment in foreign currency/bonds; or
5. Cryptocurrency e.g.; Bitcoin.

This policy also prohibits the use of leveraging (borrowing to invest) of an investment. A file is to be maintained detailing all investments and associated transactions. Investments to be reconciled to source documentation on a monthly basis.

2.1.5 MONTHLY FINANCIAL STATEMENTS

Adopted or Reviewed by Council:	15/11/16 19/11/19 17/11/20	Council Minute Reference:	151/16 156/19 156/20
Reviewer:	Manager Financial and Corporate Services		
Local Law:			
Procedure:			
Delegation:	FIN 001		

OBJECTIVE

To define the information contained within:

1. The monthly and quarterly financial statements; and
2. The material variance level for financial reporting in accordance with Local Government (Financial Management) Regulations 1996 r.34.

POLICY

Format of Monthly Financial Statements

The monthly financial statements to be prepared in accordance with Local Government (Financial Management) Regulation 34 shall be prepared in the following manner:

1. Quarterly (months ending September, December, March and June) – A detailed financial description of the Shire’s operations;
2. Monthly (remaining 8 months) – A short and succinct overview, or snap shot, of the financial position at month’s end; and
3. Variances will only be reported where it has a negative impact on the Shire’s finances. For example; over expenditure and under revenue will be reported; under expenditure or excess revenue will not.

As such, the Monthly Financial Statements will contain the following information as a minimum:

QUARTERLY	MONTHLY
• Executive Summary	• Executive Summary
• Municipal Fund Summary (Rate Setting Statement)	• Municipal Fund Summary (Rate Setting Statement)
• Income Statement by Nature & Type	• Income Statement by Nature & Type
• Variance Report	• Variance Report
• Progress of the Capital Program	
• Reserve Accounts	
• Rates and Sundry Receivables	
• Information on Borrowings	
• Details of Major Business Units	
• Description of Programs	
• Detailed Statement of Operating Income	
• Plant Replacement Details	
• Capital Grants and Restricted Cash	
• Summary of Budget Amendments	

Defining Material Variances

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

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

Material variances will be reported when exceeding 10%, or a minimum of \$10,000, of the items contained within the Rate Setting Statement. Examples of how this formula will be implemented, providing that this remains as a guide only with staff free to additionally identify or comment on greater variances and where other factors warrant, are as follows:

	Annual Budget	YTD Budget	YTD Actual	Variance %	Comments
Operating Revenue					
General Purpose Funding	-\$5,759,496	-\$4,198,600	-\$4,226,968	1%	No Report - More revenue is advantageous
Governance	-\$48,028	-\$16,000	-\$15,721	-2%	No Report - less than 10%
Law, Order, Public Safety	-\$58,250	-\$19,404	-\$25,000	29%	No Report - More revenue is advantageous
Health	-\$44,162	-\$14,712	-\$9,240	-37%	Variance Explanation Required
Education and Welfare	-\$2,850	-\$944	\$0	-100%	No Report - less than \$5,000
Operating Expenditure					
General Purpose Funding	\$132,097	\$80,722	\$78,042	-3%	No Report - under expenditure is advantageous
Governance	\$587,197	\$233,784	\$240,464	3%	No Report - less than 10%
Law, Order, Public Safety	\$294,005	\$97,964	\$110,006	12%	Variance Explanation Required
Loans					
Repayment of Debentures	\$47,306	\$15,769	\$0	-100%	No Report - under expenditure is advantageous
Proceeds from New Debentures	-\$950,000	-\$316,667	\$0	-100%	Variance Explanation Required

2.1.6 FINANCIAL GOVERNANCE

Adopted or Reviewed by Council:	13/12/16	Council Minute Reference:	165/16
Amended:	21/05/19		49/19
	19/11/19		156/19
	14/12/21		154/21
Reviewer:	Chief Executive Officer/Manager Financial and Corporate Services		
Local Law:			
Procedure:			
Delegation:			

BACKGROUND

This financial governance policy should be read in conjunction with other financial management policies which contain the Shire's overarching financial objectives.

OBJECTIVE

The objective is to establish financial management and governance principles to be applied to general financial decision making.

POLICY

General Principles

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

1. Management of financial risk prudently, having regard to economic circumstances;
2. Examples of financial risks to be managed prudently include the level of debt, commercial activities, community business activities, financial assets and liabilities;
3. Implement spending and rating policies to promote stability and predictability;
4. Fund physical assets with regard to intergenerational equity;
5. Manage and maintain physical assets to achieve the maximum useful life from the initial investment; and
6. Ensure full, accurate and timely disclosure of financial information, unless commercial in confidence.

Major Projects

Each major building project or budget item coming before the Council for consideration shall be assessed against the following factors:

1. Demonstrated community need;
2. Estimated annual cost to the Shire of operating;
3. Estimated annual cost to the Shire of maintenance;
4. Agreed lease or tenure conditions by third party;
5. Savings required to fund asset replacement at the end of its useful life;
6. Economic or community development advantages to the area;
7. Identified funding sources, both for construction and operating, secured and potential;
8. Council's Capital Evaluation Framework; and
9. Council's Risk Management Framework.

Operating Results

The Council will structure its budget to achieve an outcome where operating revenue (less capital contributions) is at least sufficient to meet operating expenses. The extent of any operating surplus

will be dependent on the resources necessary to manage the renewal of assets (including infrastructure assets and business activity assets) and considering intergenerational equity issues.

Cash Reserves

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

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

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

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

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

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

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

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

- Day Care Building Maintenance – 100% of annual rent paid by the tenant is deposited into this account;
- Low Income Housing - All operating profit/(loss) is to be transferred to/(from) this reserve in accordance with the joint venture agreement with the Department of Housing;
- Independent Living Units - Operating profits from Loton Close & Soldier Road units are transferred to this reserve;
- Landfill Waste Management - 10% of total rubbish & recycle bin charges are to be allocated to this reserve annually;
- Saleyards - The profit or loss from annual operations of the Saleyards to be transferred to this account;
- Netball Court Resurfacing Reserve – A \$3,500 annual contribution will be made to this reserve to make provision for the resurfacing of the acrylic surface at the end of its useful life.

Borrowing

Borrowing will be undertaken in accordance with the Shire's Borrowing Management Policy.

Regulatory Role

Where the Shire operates in a competitive environment while providing a regulatory or statutory role in that environment, it will maintain a management structure designed to minimise the potential for conflict between these two roles and through transparency to maintain confidence in its regulatory independence.

2.1.7 BORROWING MANAGEMENT

Adopted or Reviewed by Council: 17/11/15

Council Minute Reference: 183/15

Reviewer: Chief Executive Officer/Manager Financial and Corporate Services

Local Law:

Procedure:

Delegation:

BACKGROUND

This Borrowing Management Policy should be read in conjunction with other Financial Management Policies which contain the Shire of Kojonup's overarching financial objectives.

A local government may borrow to perform the functions and exercise the powers conferred on it under the *Local Government Act 1995*.

OBJECTIVE

The objective is to define the conditions under which the Council will consider the use of borrowings to fund its activities.

PRINCIPLES

The Shire of Kojonup will exercise its power to borrow in a financially responsible and prudent way so as to promote equity amongst current and future ratepayers.

STATEMENT OF POLICY

Overview

The following is a general description of the Shire's policy objectives with respect to borrowing management:

1. Prudently manage the Council's borrowing to ensure sustainable funding;
2. Minimise borrowing costs;
3. Manage short-term cash flows in an efficient and prudent manner;
4. Maintain market confidence in the local government's creditworthiness and financial stability;
5. Plan future cash flow needs to assist with borrowing decisions; and
6. Maintain sufficient liquidity to meet planned and un-planned cash flow needs.

Matching revenue sources to service debt

To achieve prudent use of the Shire's borrowing powers, it is our objective that debt repayments are:

1. Matched by investments or assets that produce or have the potential to produce income that can service the debt; or
2. Matched by binding agreements entered into with external parties to service the debts (e.g.; self-supporting loans for community groups); or
3. Supported by identified specific revenue sources (e.g.; Specified Area Rates); or
4. Supported by specific general revenue sources (such as rates or fees and charges) or identified reductions in future operating expenditure sufficient to match the repayment schedule.

Purpose of Borrowing

In general, the Shire will not borrow to fund operating expenditure, unless it is explicitly approved by Council. Loan funds are viewed as a valid form of funding source, under certain circumstances:

1. Loans can be used when funding an asset that has a useful life exceeding the term of loan;
2. Loans can be used for large Plant & Equipment purchases where it is explicitly approved by Council
3. Capital expenditure that provides a new intergenerational service or renews an existing service;
4. Short-term peak working capital requirements (overdraft or short-term fixed amounts);
5. Investment in Major Land Transactions (Post Business Plan adoption);
6. Investment in Major Trading Undertakings (Post Business Plan adoption)
7. Investment in Community Business Activities;
8. Transitional/bridging funding for projects or acquisitions; and
9. Loans help spread the cost of providing long term assets (such as land and buildings) to future users of the facility.

Borrowing in exception to this policy will only occur in either an emergency or when considered necessary and financially prudent on a case-by-case basis. In such cases, the Council would consider:

1. Special circumstances;
2. Nature of the borrowing;
3. Its repayment terms; and
4. The source of funding.

Before committing to a loan the Council needs to consider the following:

1. a report outlining future loan commitments (both existing and planned);
2. impact on financial ratios and the Shire's borrowing capacity will be prepared and presented to the Council; and,
3. Consideration of the impact on the Shires Long Term Financial Plan and different scenarios being considered.

Term of Debt

The maximum debt repayment period will be determined by taking into account:

1. The expected useful lives of assets financed by the debt;
2. Considerations relating to intergenerational equity; and
3. Preference for loan terms not exceeding fifteen (15) years.

Debt repayments levels (both interest and principal) will be determined by:

1. The need to maintain prudent and sustainable debt levels;
2. Comparison with the borrowing levels of WA local governments with similar economic profiles;
3. Prevailing interest rates and possible future movements;
4. The need to re-negotiate borrowings at future periods;
5. The cash flow forecasts of any supporting asset used as a source of funds to service the debt; and
6. The transitional or bridging nature of the borrowing.

The Council will consider its forecast borrowing requirements as part of its:

1. Community Strategic Plan;
2. Corporate Business Plan;
3. Long Term Financial Plan;
4. Asset Management Plan; and
5. Adoption of the annual budget.

Borrowing Parameters

To help ensure that the Shire achieves the objectives of its Borrowing Management Policy, the following outstanding borrowing parameters will prevail:

Measurement ratio:

Total principal outstanding less self-supporting loan principal
General Funds (S 6.21 Act)

Restriction on Borrowings

To be prudent with its borrowing powers, the Shire will restrict its 'own purpose' borrowings to a measurement ratio of 0.80.

A measurement ratio exceeding 0.80 may be specifically approved by a resolution of the Council providing the amount above the threshold relates to a community business or commercial activity (as defined) that generates positive cash flows sufficient to offset the debt repayments without a negative impact upon general revenue.

Interest Rate Risk

To promote interest rate predictability and a linkage with nominated revenue sources, the Shire's preferred borrowing instrument is a fixed interest rate debenture. Within any total loan portfolio the maximum amount of loans with a variable floating interest rate is not to exceed 15%.

Institution Selection

In selecting the lender the Shire will undertake a transparent process which tests the current credit market and displays good governance principals. The WATC is the Shire's preferred lender.

Self-Supporting Loans

Refer to Council policy 2.1.4 – Self-Supporting Loans.

2.1.8 CORPORATE CREDIT CARDS

Adopted or Reviewed by	17/11/15	Council Minute	183/15
Council:	20/11/18	Reference:	143/18
Date/s Amended:	19/11/19		156/19
Reviewer:	Chief Executive Officer/Manager Financial and Corporate Services		
Local Law:			
Procedure:			
Delegation:			

OBJECTIVE

To establish the use of Corporate credit cards and outline the responsibilities of card holders.

POLICY STATEMENT

Corporate credit cards can deliver significant benefits through improved administrative practices and more effective cash management. They can, however, also expose a local government to significant risks if not properly controlled; these risks can be minimised by implementing policies to control their use. Credit cards can be a more efficient purchasing method than that of formal methods in some circumstances and can reduce administration costs, and the need to carry cash.

It is important to have a communication strategy that informs new employees and reminds existing employees of the policies that govern the use of credit cards.

LEGISLATION

The use of credit cards is not specifically mentioned in the *Local Government Act 1995*; however, the following sections of this *Act* impact the use and control of corporate credit cards:

1. s. 2.72(2) (a) and (b) requires the Council to oversee the allocation of the local government's finances and resources and to determine the policies of the local government.
2. s. 6.5(a) requires the CEO to ensure proper accounts and records of the transactions and affairs of the local government are kept in accordance with regulations.

Local Government (Financial Management) Regulations 1996 r. 11(1) (a) requires local governments to develop procedures for the authorisation and payment of accounts to ensure that there is effective security for, and properly authorised use of cheques, credit cards, computer encryption devices and passwords, purchasing cards and any other devices or methods by which goods, services, money or other benefits may be obtained.

The *Local Government Act 1995* does not allow for the issue of Corporate Credit Cards to elected members. There are no provisions within this *Act* which allow an elected member to incur a debt, as would be the case with a credit card.

GENERAL

Corporate Credit Cards shall only be issued to the Chief Executive Officer. The CEO has discretion under delegated authority to determine which Executive Managers will hold a Shire credit card.

If the CEO delegates a credit card to an officer, each officer shall sign an agreement which sets out the cardholder's responsibilities and legal obligations when using the credit card:

1. A register of all current cardholders shall be kept which includes card number, expiry date of the credit card, credit limit and details of goods and services the cardholder has authority to purchase;
2. In the event of their employment ceasing, the cardholder is to immediately return the credit card for destruction, in accordance with employee termination procedures;
3. If a card is lost or misplaced, the cardholder shall notify the Chief Executive Officer immediately to enable the loss to be reported and to arrange a replacement card;
4. Credit cards should never be transferred to other users; and
5. There will be no reward schemes (such as frequent flyer points) attached to the cards.

PURCHASING

1. Corporate credit cards are only to be used for purchasing goods and services on behalf of the local government which have been authorised in the current annual budget;
2. Cardholders should ensure that suppliers record an adequate description of goods or services on the tax invoice to ensure appropriate levels of accountability. Appropriate documentation should be obtained to ensure that the purchase can be verified to the satisfaction of the CEO. Wherever possible, a tax invoice must be obtained;
3. Cardholders must adhere to Council Policy 2.1.2 - Purchasing and Creditors Control;
4. Personal expenditure is strictly prohibited and disciplinary action may be taken;
5. The CEO may use the card as per the employment contract for expense accounts if the expense account is explicitly stipulated as a part of their employment contract;
6. Cash withdrawals are not available on the cards;
7. Each credit card provided shall have a maximum limit of \$3,000 except for the Chief Executive Officer whose maximum limit shall be \$10,000;
8. Where a cardholder undertakes purchases by way of facsimile, telephone or over the internet, a tax invoice or receipt is required in all circumstances and must contain details of the purchase; and
9. All credit cards used for expenditure must be accompanied with an authorised persons form
10. All invoices/receipts, complete with general ledger/job number allocations, must be provided to the Manager Financial and Corporate Services as soon as practicable after the credit card purchase is made.

PAYMENTS

1. On receipt of the monthly statement, the Manager Financial and Corporate Services will attach all invoices/receipts to the statement and assign GL/Job number allocations;
2. The monthly credit card statement will be distributed to the respective cardholder to certify transactions; and
3. The monthly balance for each credit card will be recouped by direct debit from the Municipal Fund on the statement due date.

AUSTRALIAN BUSINESS NUMBER (ABN)

Cardholders should remember that if a supplier does not have an ABN and Pay As You Go tax has not been withheld on the credit card statement, the local government is still liable to pay the corporate credit card provider the full amount and also the ATO prevailing ABN Withholding Tax Rate (46.5% as at 1 July 2014) of the purchase price.

GUIDELINES FOR USE OF CORPORATE CREDIT CARDS

It is not proposed to list or describe every situation where the corporate credit card can or should be used but rather to provide general guidelines to be followed – Senior Officers should be scrupulous in

the usage of corporate credit cards and always have appropriate documentation which can verify and justify the expenditure to the CEO.

Expenditure utilising the corporate credit card should, where possible, be kept to a minimum. The preferred method for purchasing goods or services is by using an official Shire purchase order in accordance with Council Policy 2.1.2.

With the rise of internet purchases it is recognised that often and on occasion certain services and goods cannot be purchased by purchase order or credit facilities, because of circumstances it is more convenient to use the credit card.

Purchase of food, drink or other forms of entertainment should be restricted to officially sanctioned events such as:

1. Whilst travelling on Shire business – training, conferences, reasonable meals drink etc;
2. Providing sustenance for councillors or Team Members;
3. Meals following Council meetings or other approved meetings; and
4. Meals for emergency personnel during an emergency.

It is recognised that the CEO travels extensively through-out the region and to Perth for approved meetings. On these occasions the Council acknowledges that reasonable drinks and food may be purchased as sustenance for either themselves or others who are attending these meetings. This would be deemed entertainment and must be within budget as approved by the Council.

This policy also acknowledges that the CEO has an unrestricted expense account, limited in value, as a part of their contract of employment and has Council permission to use the credit card for the moral and ethical purpose of reasonable expenses, such as meals and other sustenance items or day to day living expenses such as groceries, buying uniforms and clothes for work purposes, but all within the rules and framework of the agreed account. The CEO should scrupulously and diligently consider any and all expenditure in this respect, and ensure they are morally and ethically relevant to the needs of the Shire of Kojonup and pass the reasonableness test.

2.1.9 RELATED PARTY TRANSACTION DISCLOSURES

Adopted or Reviewed by Council: 15/08/2017 **Council Minute Reference:** 90/17

Reviewer: Chief Executive Officer

Local Law:

Procedure: Related Party Disclosures – Declaration Form

Delegation:

OBJECTIVE

This policy relates to the requirements of Related Party Disclosures to be made in the Shire's Annual Financial Reports in compliance with Australian Accounting Standards Board (AASB) 124.

To provide guidance to elected members and identified Key Management Personnel (KMP) to assist in them making an informed judgement as to who is considered to be a related party and what transactions need to be considered when determining if disclosure is required.

POLICY STATEMENT

The purpose of this policy is to stipulate the information to be requested from related parties to enable an informed judgement to be made and that:

1. The Council recognises the requirement to comply with AASB 124 and thus disclose Related Party Disclosures in each Annual Financial Report commencing from 1 July 2016; and
2. This policy outlines required mechanisms to meet the disclosure requirements of AASB 124.

1.0 IDENTIFICATION OF RELATED PARTIES

AASB 124 provides that the Shire will be required to disclose in its Annual Financial reports, related party relationships, transactions and outstanding balances.

Related parties includes a person who has significant influence over the reporting entity, a member of KMP of the entity, or a close family member of that person who may be expected to influence that person.

Key Management Personnel (KMP) are defined as persons having authority and responsibility for planning, directing and controlling the activities of the entity, directly or indirectly.

For the purposes of determining the application of the standard, the Shire has identified the following persons as meeting the definition of *Related Party*:

1. An elected Council member;
2. Key management personnel being a person employed under s. 5.36 of the *Local Government Act 1995* in the capacity of Chief Executive Officer or Manager;
3. Close members of the family of any person listed above, including that person's child, spouse or domestic partner, children of a spouse or domestic partner, dependants of that person or person's spouse or domestic partner; and
4. Entities that are controlled or jointly controlled by a Council member, KMP or their close family members (entities include companies, trusts, joint ventures, partnerships and non-profit associations such as sporting clubs).

The Shire will, therefore, be required to assess all transactions made with these persons or entities.

2.0 IDENTIFICATION OF RELATED PARTY TRANSACTIONS

A related party transaction is a transfer of resources, services or obligations between the Shire (reporting entity) and the related party, regardless of whether a price is charged.

For the purposes of determining whether a related party transaction has occurred, the following transactions or provision of services have been identified as meeting this criteria:

1. Paying rates;
2. Fines;
3. Use of Shire owned facilities such as Recreation Centre, Civic Centre, library, parks, ovals and other public open spaces (whether charged a fee or not);
4. Attending Council functions that are open to the public;
5. Employee compensation whether it is for KMP or close family members of KMP;
6. Application fees paid to the Shire for licences, approvals or permits;
7. Lease agreements for housing rental (whether for a Shire owned property or property sub-leased by the Shire through a Real Estate Agent);
8. Lease agreements for commercial properties;
9. Monetary and non-monetary transactions between the Shire and any business or associated entity owned or controlled by the related party (including family) in exchange for goods and/or services provided by/to the Shire (trading arrangement);
10. Sale or purchase of any property owned by the Shire, to a person identified above;
11. Sale or purchase of any property owned by a person identified above, to the Shire;
12. Loan Arrangements; and
13. Contracts and agreements for construction, consultancy or services.

Some of the transactions listed above occur on terms and conditions no different to those applying to the general public and have been provided in the course of delivering public service objectives. These transactions are those that an ordinary citizen would undertake with the Shire and are referred to as an Ordinary Citizen Transaction (OCT).

Where the Shire can determine that an OCT was provided at arms-length and in similar terms and conditions to other members of the public and that the nature of the transaction is immaterial, no disclosure in the annual financial report will be required.

3.0 DISCLOSURE REQUIREMENTS

For the purposes of determining relevant transactions in 2.0 above, elected Council members and key management personnel, will be required to complete a *Related Party Disclosures - Declaration* form for submission to the Manager Financial and Corporate Services.

Ordinary Citizen Transactions (OCTs)

Based on the facts and circumstances, the following OCT that are provided on terms and conditions no different to those applying to the general public and which have been provided in the course of delivering public service objectives, are unlikely to influence the decisions that users of the Council's financial statements make. As such, no disclosure in the *Related Party Disclosures - Declaration* form will be required.

1. Paying rates;
2. Fines;
3. Use of Shire owned facilities such as Recreation Centre, Civic Centre, library, parks, ovals and other public open spaces (whether charged a fee or not); and
4. Attending Council functions that are open to the public.

Where these services were not provided at arms-length and under the same terms and conditions applying to the general public, elected Council members and KMP will be required to make a declaration in the *Related Party Disclosures - Declaration* form about the nature of any discount or special terms received.

All other transactions

For all other transactions listed above in 2.0, elected Council members and KMP will be required to make a declaration in the *Related Party Disclosures - Declaration* form.

Frequency of disclosures

1. Elected Council members and KMP will be required to complete a *Related Party Disclosures - Declaration* form each year.
2. Disclosures must be made by all Councillors immediately prior to any ordinary or extraordinary election.
3. Disclosures must be made immediately prior to the termination of employment of/by a KMP.

4.0 CONFIDENTIALITY

All information contained in a disclosure return will be treated in confidence. Generally, related party disclosures in the annual financial reports are reported in aggregate and, as such, individuals are not specifically identified. Notwithstanding, management is required to exercise judgement in determining the level of detail to be disclosed based on the nature of a transaction or collective transactions and materiality. Individuals may be specifically identified, if the disclosure requirements of AASB 124 so demands.

5.0 MATERIALITY

Management will apply professional judgement to assess the materiality of transactions disclosed by related parties and their subsequent inclusion in the financial statements. In assessing materiality, management will consider both the size and nature of the transaction, individually and collectively.

2.2 HUMAN RESOURCES

2.2.1 STAFF EQUAL OPPORTUNITY

Adopted or Reviewed by Council:	17/11/15 19/11/19	Council Minute Reference:	183/15 156/19
Reviewer:	Chief Executive Officer/Manager Financial and Corporate Services		
Local Law:			
Procedure:	Section 4, Supporting our Staff in the Workplace, Policy 14 – Equality Policy, p82 – Employee Manual, Employee Code of Conduct		
Delegation:			

OBJECTIVE

To comply with the provisions of the *WA Equal Opportunity Act 1984*.

POLICY

The Shire of Kojonup is an equal opportunities employer and ensures that there is no discrimination on grounds unrelated to the job requirements. In particular, there will not be any contravention of the *WA Equal Opportunity Act 1984* which prohibits discrimination in employment on the basis of sex, age, marital status, parenthood, race, colour, pregnancy, religious or political activity or views, physical or mental impairment, sexual orientation, family responsibility or family status, or breastfeeding.

POLICY STATEMENT

The Shire of Kojonup recognises that discrimination and victimisation is unacceptable and that it is in the interests of the Shire and its employees to utilise the skills of the total workforce. It is the aim of the Shire to ensure that no employee or job applicant receives less favourable facilities or treatment (either directly or indirectly) in recruitment or employment on grounds of age, disability, gender/gender reassignment, marriage/civil partnership, pregnancy/maternity, race, religion or belief, sex, or sexual orientation (the **protected characteristics**).

Our aim is that our workforce will be truly representative of all sections of society and each employee feels respected and able to give of their best.

We oppose all forms of unlawful and unfair discrimination or victimisation. To that end the purpose of this policy is to provide equality and fairness for all in our employment.

All employees, whether part-time, full-time or temporary, will be treated fairly and with respect. Selection for employment, promotion, training or any other benefit will be on the basis of aptitude and ability. All employees will be helped and encouraged to develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the efficiency of the Shire.

Our staff will not discriminate directly or indirectly, or harass customers or clients because of age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, and sexual orientation in the provision of the Shire's goods and services.

1. Our Commitment

- To create an environment in which individual differences and the contributions of all staff are recognised and valued.

- Every employee is entitled to a working environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated.
- Training, development and progression opportunities are available to all staff.
- The Shire of Kojonup will review all our employment practices and procedures to ensure fairness regularly.
- Breaches of the equality policy will be regarded as misconduct and could lead to disciplinary proceedings.

2. Responsibilities of Management

Managers will ensure that they and their staff to operate within this policy and arrangements, and that all reasonable and practical steps are taken to avoid discrimination. Each manager will ensure that:

- all their staff are aware of the policy and the arrangements, and the reasons for the policy;
- grievances concerning discrimination are dealt with properly, fairly and as quickly as possible;
- proper records are maintained.

The Chief Executive Officer will be responsible for monitoring the operation of the policy in respect of employees and job applicants.

3. Responsibilities of Staff and Elected Members

Responsibility for ensuring that there is no unlawful discrimination rests with all staff and elected members and the attitudes of staff and elected members are crucial to the successful operation of fair employment practices. In particular, all members of staff and elected members should:

- comply with the policy and arrangements;
- not discriminate in their day to day activities or induce others to do so;
- not victimise, harass or intimidate other staff or elected members or groups who have, or are perceived to have one of the protected characteristics;
- ensure no individual is discriminated against or harassed because of their association with another individual who has a protected characteristic; and
- inform their manager if they become aware of any discriminatory practice.

4. Third Parties

Third-party harassment occurs where a Shire employee or elected member is harassed, and the harassment is related to a protected characteristic, by third parties such as clients or customers. The Shire of Kojonup will not tolerate such actions against its staff or elected members, and the employee/elected member concerned should inform their manager/supervisor/Shire President at once that this has occurred. The Shire of Kojonup will fully investigate and take all reasonable steps to ensure such harassment does not happen again.

5. Related Policies and Arrangements

All employment policies and arrangements have a bearing on equality of opportunity. The Shire policies will be reviewed regularly and any discriminatory elements removed by the CEO.

6. Rights of Disabled People

The Shire attaches particular importance to the needs of disabled people.

Under the terms of this policy, managers are required to:

- make reasonable adjustment to maintain the services of an employee who becomes disabled, for example, training, provision of special equipment, reduced working hours. (NB: managers are expected to seek advice on the availability of advice and guidance from external agencies to maintain disabled people in employment);
- include disabled people in training/development programs;
- give full and proper consideration to disabled people who apply for jobs, having regard to making reasonable adjustments for their particular aptitudes and abilities to allow them to be able to do the job.

7. Equality Training

A series of regular briefing sessions will be held for staff and elected members on equality issues. These will be repeated as necessary.

Training will be provided on this policy and the associated arrangements. All staff and elected members who have an involvement in the recruitment and selection process will receive specialist training.

8. Monitoring

- The Shire deems it appropriate to state its intention not to discriminate and assumes that this will be translated into practice consistently across the Shire as a whole. Accordingly, a monitoring system will be introduced to measure the effectiveness of the policy and arrangements.
- The system will involve the routine collection and analysis of information on employees by gender, marital status, ethnic origin, sexual orientation, religion / beliefs, grade and length of service in current grade. Information regarding the number of staff who declare themselves as disabled will also be maintained.
- There will also be regular assessments to measure the extent to which recruitment to first appointment, internal promotion and access to training/development opportunities affect equal opportunities for all groups.
- The information collected for monitoring purposes will be treated as confidential and it will not be used for any other purpose.
- If monitoring shows that the Shire, or areas within it, are not representative, or that sections of our workforce are not progressing properly within the Shire, then an action plan will be developed to address these issues. This will include a review of recruitment and selection procedures, Shire policies and practices as well as consideration of taking legal Positive Action.

9. Grievances/Discipline

Employees have a right to pursue a complaint concerning discrimination or victimisation via the Shire *Workplace Discrimination and Harassment Policy and the Employee Code of Conduct*.

2.2.2 ELIMINATION OF HARASSMENT IN THE WORKPLACE

Adopted or Reviewed by Council:	17/11/15	Council Minute Reference:	183/15
Date/s Amended:	20/11/18		143/18
Reviewer:	Chief Executive Officer/all personnel Managers		
Local Law:			
Procedure:	Employee Manual, Employee Code of Conduct		
Delegation:			

OBJECTIVE

To provide a workplace that is free from all forms of harassment and victimisation.

POLICY

It is the right of every individual to be able to carry out their job in an environment which promotes job satisfaction and maximises performance. Such an environment is dependent on it being free from all forms of harassment and victimisation.

Note: Reference also the *WA Equal Employment Opportunity Act 1984 and Employee Code of Conduct. Fair Work Act 2009, Work Health and Safety Act 2011 and Sex Discrimination Act 1984.*

2.2.3 EMPLOYEE CONFERENCES, SEMINARS & WORKSHOPS

Adopted or Reviewed by Council:	17/11/15 17/11/20	Council Minute Reference:	183/15 156/20
Reviewer:	Chief Executive Officer/all personnel Managers		
Local Law:			
Procedure:			
Delegation:	ADMIN 004		

OBJECTIVE

To provide employees with opportunities to attend conferences, seminars and workshops that “add value” and continuous improvement to their positions as well as enhance skill sets and knowledge to the benefit of the employee, Shire and Community in meeting and delivering effective strategic and operational outcomes.

POLICY

1. The progression of employee development and continuous improvement is an ongoing commitment of Council, ensuring the effective and efficient performance of employees as recognised in the Workforce Plan.
2. In respect of employees attending approved conferences, seminars or workshops with the Shire’s approval, the following expenses will be met by the Shire:
 - (a) Registration Fees;
 - (b) Accommodation and reasonable meal costs, excluding minibar and alcohol;
 - (c) Incidental expenses such as work related parking, taxis and telephone calls; and
 - (d) Reasonable travelling costs.All travelling procedures must comply with Work Health and Safety (WHS) requirements.
3. The Shire will allow employees to travel to the course in work time; that is, if the course is held in Perth, the employee can depart Kojonup at 1.00 p.m. on the day prior to the course in order to arrive at the approximate normal finishing time. The same principle would apply for any other destinations. It is the objective of the Council to ensure that all Team members arrive and return safely.
4. The Shire may provide a vehicle for travel; however, the vehicle must be returned to the Shire immediately on return to Kojonup, unless arrangements are made to the Shire’s satisfaction for an extension. If a Shire vehicle is unavailable, the Shire will reimburse travelling expenses in accordance with Australian Taxation Office kilometre allowances as varied each year.
5. Dependent on the type of conference, seminar or workshop and content thereof, an employee may be required as directed by their respective Manager, CEO or Council to submit a report or make a presentation enabling Council to remain informed of benefits derived from an employee’s attendance which may also be of benefit to the organisation in building corporate and employee knowledge and awareness.
6. No overtime or penalty rates will apply for any employee attending a conference, seminar or workshop under this policy.
7. An employee attending a conference, seminar or workshop, subject to WHS requirements, will be expected to wear the corporate uniform wherever possible to signify your representation of the Shire of Kojonup.
8. Team Members will adhere to the Shire’s Employee Code of Conduct at all times.

2.2.4 EDUCATION ASSISTANCE

Adopted or Reviewed by Council: 14/11/17

Council Minute Reference: 183/15

Reviewer: Chief Executive Officer/all personnel Managers

Local Law:

Procedure:

Delegation:

OBJECTIVE

To provide assistance to employees when undertaking courses of study to improve job skills and knowledge in better equipping employees to contribute to the objectives of the Council.

Specifically, the objective is to increase the efficiency of Council through the provision of suitably qualified and trained employees, improved work performance and improved adaptability of employees to organisational change.

POLICY

That the Council provides the following support to employees desiring to undertake courses of study in enhancing their skills and knowledge:

1. Reimbursement of prepaid compulsory fees upon successful completion of each unit including enrolment fees, subject fees and Government fees subject to a maximum of \$2,000 excluding GST per annum per employee;
2. The cost of accommodation and travelling costs will not be reimbursed;
3. The cost of textbooks, instruments, and materials up to \$250 will be refunded upon production of receipts;
4. Special leave of up to four days per annum will be granted to employees required to attend examinations, compulsory seminars, workshops, or practical sessions;
5. The CEO is responsible for approving any application for Educational Assistance in accordance with the Policy objectives and may consider amending specific conditions due to financial hardship requests or other mitigating circumstances.

The employee is to satisfy the CEO that any course of study proposed to be undertaken will benefit the Shire's core business in accordance with workforce planning and/or performance appraisals.

2.2.5 PRESENTATIONS – DEPARTING EMPLOYEES

Adopted or Reviewed by Council:	17/11/15	Council Minute Reference:	183/15
Date/s Amended:	20/11/18		143/18
Reviewer:	Chief Executive Officer/all personnel Managers		
Local Law:			
Procedure:			
Delegation:			

OBJECTIVE

To ensure a policy exists which clarifies presentations by Council to retiring or departing employees.

POLICY

This policy intention is to reward longer term employees who have served the Council continuously in good stead and at a high performance standard throughout their career. There should be no expectation that this will be paid and it is important that Managers requesting this for their Team Members should wholly justify their request with evidence.

Upon resignation or retirement of an employee, the Shire may at the CEO's sole discretion, as a token of appreciation for many years of continuous service, provide one or both of the following:

1. A gift (or money/gift card) valued at up to \$100 for each completed year of service, to a maximum of \$1,000;
2. Gift selection to be discussed with the Chief Executive Officer.

CEO to take into consideration the Team Members performance history and continuous time with the Shire.

It is not intended to reward short term employees; as an example, of less than 5 years' service, and is Delegated Authority to the CEO to manage at their discretion.

Note:

Reference s. 5.50 of the *Local Government Act 1995*, as amended, which requires action if paying in excess of this Policy.

2.2.6 SALARY PACKAGING

Adopted or Reviewed by Council:	20/02/18	Council Minute Reference:	13/18
Date/s Amended:	20/11/18		143/18
	12/12/23		141/23
Reviewer:	Chief Executive Officer		
Local Law:			
Procedure:			
Delegation:			

OBJECTIVE

To recognise the importance of establishing the correct packages for each of these key positions in order to attract the person with the skills and experience necessary to perform in the top quartile of the performance spectrum.

To ensure that the parameters for the calculation of salary and other salary package items for senior employees is comparable, in at least some key aspects of its operations and responsibilities, with other Band 3 shires.

To recognise the special role played by these officers in the development of the Shire of Kojonup.

POLICY

It is acknowledged by Council that Salary packaging, in the recruiting environment, is a tool to attract the right person to a required role. The Chief Executive Officer (CEO) requires flexibility when negotiating Employee Contracts and their remuneration packages.

The Council delegates and authorises the CEO, in their operational capacity, to decide and negotiate remuneration packages.

This policy covers all contracted positions in the Shire. The following positions are established as Designated Officers under s5.37 of the *Local Government Act 1995*:

- Chief Executive Officer;
- Manager of Financial & Corporate Services;
-
- Property Services Manager
- Manager Works and Infrastructure
- Project Manager and Regulatory Services
- Manager of The Kodja Place, Tourism and Marketing

The Salary Packaging Policy of the Shire of Kojonup is constructed to provide flexibility to attract and retain skilled and experienced management necessary to professionally manage the Council as follows:

1. Council expects outstanding professional and management performance from contracted officers in the delivery of agreed outcomes and the delivery of services to the ratepayers and residents of the Shire;
2. To reward these skilled and experienced management personnel with realistic and competitive salary packages;

3. To convey to each of the appointees that the Shire has selected the person with the most appropriate skills and qualifications for the position and that this is clearly identified in the package offered to the recommended appointee;
4. To construct salary packages that are easily understood by the beneficiary and operable without the need for the raising of minor charges invoices;
5. To recognise that it will be necessary to pay Fringe Benefits Tax on these packages and to provide for such FBT in the staff budget;
6. To undertake at least one regular and professional review and assessment of the performance of each of these officers during each twelve month period;
7. To recognise the trend is towards senior officers being engaged on shorter term contractual basis to achieve specific outcomes and that the Council will consider performance related rewards for outstanding achievements at the end of such contracts; and
8. To comply with the requirements of the appropriate legislation and regulations.

SALARY PACKAGING – SENIOR OFFICERS

The CEO is responsible for determining salary packages and may include but is not limited to:

1. A competitive cash salary component in each package;
2. Provision of a motor vehicle as per Policy 2.2.8 Motor Vehicles - Officers;
3. Provision of housing as per Policy 2.2.7 Staff Housing;
4. Novated leasing of a vehicle (refer policy 2.2.8);
5. Bundling of Australian Taxation Office approved private housing expenses; and
6. Additional superannuation payments.
7. Utility payments and other related expense items e.g. gardening applicable to working and living in Kojonup

Employees shall be able to take advantage of salary sacrificing provisions on the basis that it will be at no cost to Council.

Any of the above arrangements shall be stipulated in the respective Manager's/Employee's Contract of Employment.

Provision of Housing

Housing may be provided and, if so, supply will be in accordance with Council's Policy 2.2.7 Staff Housing, with a Residential Tenancy Agreement completed separately to an Officer's contract.

This is deemed a part of the remuneration package value.

Service Charges

Electricity and gas charges for the duration of the occupancy may be negotiated as part of the package or be for the account of the Officer concerned - charges for water, sewerage, rates, rubbish and other property charges are for the account of the Shire.

Annual Leave

Standard Annual Leave is 4 weeks.

1. Where an officer is required to regularly attend evening meetings, an extra week's leave may be granted in full recognition of the need to attend these meetings after hours.
2. These extra days may be taken either as part of annual leave or as accumulated during the year.
3. Annual leave loading - applicable at the rate of 17.5% to the standard annual leave.

The CEO has delegated authority to offer an additional week's annual leave where it is justified. This is deemed a part of the remuneration package.

Professional Organisation Membership Dues

The Shire will pay the annual membership fees for the State/National Professional Association of the Officer's choice that relates directly to the Officer's responsibilities to Council.

Salary Sacrifice

This policy allows Senior Officers the opportunity of Salary Sacrificing within their salary package based on sound accounting/taxation advice being available to both employer and employee.

Miscellaneous Expenses

Reimbursement for expenses are not considered part of the salary package.

Participation in conferences will be considered in the Annual Budget process and, where approved, the expenses for the activity will be covered in the Budget item.

Professional Development will be considered in the Annual Budget process and, where approved, the expenses for the activity will be covered in the Budget item.

Operational expenses incurred during the conduct of Council business are reimbursed to the Officer concerned or paid direct by the Council through the Council's financial processes and are not deemed salary for the purpose of negotiating a remuneration package.

2.2.7 STAFF HOUSING

Adopted or Reviewed by Council:	14/11/17	Council Minute Reference: 183/15
	20/11/18	143/18
	19/11/19	156/19
Date/s Amended:	19/05/20	57/20
	17/08/21	99/21
	18/10/22	111/22
	12/12/23	141/23
Reviewer:	Chief Executive Officer	
Local Law:	Nil	
Procedure:	Nil	
Delegation:	EMPL 004	

OBJECTIVE

To support Council Policy 2.2.6 Salary Packaging in attracting the person with the skills and experience necessary to fill the senior staff positions.

POLICY

The Shire owns a range of housing for Team Members from executive homes to apartments.

It is acknowledged by Council that Housing, in the recruiting environment, is a tool to attract the right person to a required role. The Chief Executive Officer (CEO) requires flexibility when negotiating Employee Contracts and their remuneration packages.

The Council delegates and authorises the CEO, in their operational capacity, to decide and negotiate which roles access housing in their remuneration package.

It is the preference of the Council to offer Shire owned housing as a priority to the following role:

- Chief Executive Officer 15 Loton Close

As a priority for housing supply and determined by the authority delegated to the CEO then to other senior officer roles in the first instance:

-
- Manager Financial and Corporate Services
-
- Manager Project and Regulatory Services
- Manager Works and Infrastructure
- Property Services Manager
- Manager of The Kodja Place, Tourism and Marketing

The rent for the above houses is established through negotiation of a manager's individual employment contract, decided by the CEO, and subsidies are set by the Council through the fees and charges process.

Other Shire roles:

To attract and retain professional, technical and specialised roles, it is also policy to offer available housing to other Team Members as determined, at the discretion of the Chief Executive Officer.

The rental charged on these properties will be 60% of the list of fees and charges (market value) with the balance of 40% being a subsidy under the prospective employee's employment conditions or contract of employment.

To attract other qualified roles and senior managers, the CEO has delegated authority to negotiate all aspects of a rental agreement including foregoing rent to attract the right person to the role.

Bagg Street units:

Temporary Bagg Street accommodation may be offered to staff, at the CEO's discretion, if required and available, at either 1A (one bedroom) or 1B (two bedroom) Bagg Street units.

The CEO may negotiate weekly rental for all staff in accordance with annual performance reviews.

No-Smoking

Smoking is strictly prohibited within the premises of all Shire owned houses and buildings at any time.

Bond

All tenants, unless negotiated with the CEO, will be required to lodge a sum equivalent to four weeks' rent as set out in the Fees and Charges Schedule, as a bond towards any damage sustained by the tenant during the tenancy. All tenancies, unless negotiated with the CEO, will have a written residential tenancy agreement.

The CEO housing is exempt from this clause.

Private Rentals

In the event that any Council provided accommodation is, at any time, not required for entitled Council employees identified above, then the CEO is delegated authority to rent the accommodation to other persons, including other Shire employees, provided the residential tenancy arrangement is on a fixed basis and includes a clause that the property will be vacated if required for the priority roles listed above.

Relocation Assistance

The CEO may, at the CEO's discretion and Delegated Authority, financially assist new appointments by covering relocation expenses of up to \$5,000.

2.2.8 MOTOR VEHICLES - OFFICERS

Adopted or Reviewed by Council:	20/02/18 12/12/23	13/18 141/23
Reviewer:	Chief Executive Officer	
Local Law:		
Procedure:		
Delegation:		

OBJECTIVE

To provide motor vehicles for senior employees used in a manner comparable to shires with similar operations and responsibilities.

POLICY

It is acknowledged by Council that Motor Vehicles, in the recruiting environment, are a tool to attract the right person to a required role. The CEO requires flexibility when negotiating Employee Contracts and their remuneration packages.

The Council delegates and authorises the CEO, in their operational capacity, to decide and negotiate which roles incur a vehicle in their remuneration package.

It is the policy of the Shire of Kojonup, in the first instance, to supply motor vehicles to officers appointed to the following positions, if so negotiated by the officer, under Policy 2.26 - Salary Packaging.

However, the Council has Delegated Authority to the CEO to negotiate remuneration packages with all employees and use discretion to nominate vehicles to other roles if required:

- Chief Executive Officer;
- Manager Project and Regulatory Services
- Manager Financial and Corporate Services;
- Manager Works and Infrastructure;
- Mechanic;
- Works Foreman;
- Property Services Manager
- Property Services Team Leader
- Environmental Health Officer
- Community Emergency Services Manager
- Manager of The Kodja Place, Tourism and Marketing

Use of the vehicle shall include the following conditions:

1. Smoking is strictly prohibited within Council motor vehicles at all times;
2. Private use of the motor vehicle outside the state of Western Australia or North of the 26th parallel and for long service leave will require the officer to obtain permission in writing from Council. Where private use is approved outside of this region, all fuel and expenses are to be borne by the officer;
3. The Council may also provide motor vehicles for permanent, acting or temporary officers when specific terms and conditions may be offered and agreed;

4. In the event that any of the positions become vacant and are re-advertised, any private usage will be negotiated at the time of appointment;
5. Spouses or partners are allowed to drive motor vehicles allocated as personal use only, provided that this does not disrupt the Shire business for which that vehicle is allocated, in any way, Commute vehicles may only be driven by the Team Member allocated to drive the vehicle;
6. Council does not expect other dependants or other persons to be driving these vehicles unless there is a specific need related to Shire business or in an emergency situation or where the CEO has granted specific approval;
7. Staff and elected members are to meet the costs of any parking or traffic infringements incurred whilst driving Council vehicles;
8. Where the motor vehicle has been equipped with a first aid kit and/or fire extinguisher, it is the responsibility of the primary user to ensure that the first aid kit or fire extinguisher is adequately stocked/changed at all times or replacement stock ordered through Council's Works and Services Division when used/expired;
9. All vehicles are regarded as pool vehicles for general use by Council employees for work related purposes during office hours;
10. The vehicle must be used by the employee in executing their role within the Shire and not claim mileage for private vehicle use, where private use is not a negotiated part of an employee's employment;
11. The Chief Executive Officer has the ability to negotiate with Council with respect to the provision of a motor vehicle or, alternatively, salary sacrifice arrangements in lieu of Council providing a motor vehicle; and
12. Motor vehicles shall not be used for approved secondary employment or in the conduct of private commercial business, unless express written approval of the CEO is given.

NOVATED LEASES:

When a novated lease is taken by an employee, their employment contract shall contain the following clause:

A vehicle allowance of \$XXXXXX per annum (taxable) is provided in lieu of the provision of a motor vehicle. Allowances may be utilised to purchase a vehicle through a novated lease in accordance with the following:

1. The vehicle must be utilised by the employee for work purposes and that employee is not able to utilise "pool" vehicles for work or private purposes;
2. The insurance for a novated leased vehicle is the employee's sole responsibility.

Any arrangement under this policy is to be included in the employee's Contract of Employment.

2.2.9 WORKPLACE DRUG & ALCOHOL USE

Adopted or Reviewed by Council:	17/11/15 04/12/24	Council Minute Reference:	183/15
Reviewer:	Chief Executive Officer		
Local Law:			
Procedure:	Employee Manual		
Delegation:			

PURPOSE

People who are impaired by alcohol and other drugs (AOD) are not 'fit for work' and pose a potential risk to themselves and to other people. In addition there are legislative requirements to create a safe work place for all Team Members. Penalties for failure to comply with this legislation can be severe and include custodial sentences for personnel and management alike along with significant fines.

SoK is committed to the provision of a work environment which is free from the risks associated with the misuse of alcohol and other drugs. This Procedure provides a framework for dealing with this difficult and often sensitive area.

SoK highly values its workforce and believes that early intervention (through education, awareness, assistance, counselling and, if required, disciplinary procedures) in the inappropriate use of alcohol and other drugs can motivate people to deal with a situation which may otherwise cause serious harm or injury and jeopardise their careers.

SCOPE

This procedure applies to the whole of SoK operations and any other activities that are associated with the SoK including volunteers. It is important to understand that this procedure does not seek to interfere with personnel's private lives and activities they may choose to undertake in their personal time. However, this procedure will address activities which potentially cause an adverse affect on the workplace and the health and safety those working with them in the SoK environment in general and those who may be affected by their activities in the organisation.

This procedure will apply to all SoK Managers, Team members, Contractors, Contractors' team members working at or visitors to, the premises owned or controlled by SoK and associated work areas where related work activities are being conducted.

Combined with Fatigue, the issue of Alcohol & Other Drugs (AOD) and Medical Fitness is a keystone in ensuring all personnel are and remain "Fit for Duty". This procedure should be read and managed as an intrinsic part of this process.

RESPONSIBILITIES

Chief Executive Officer (CEO)

The CEO is responsible for ensuring:

- Provision of suitable and sufficient resources for the implementation of this procedure
- Authorising any functions to be held for the business e.g. Team Member events

- Ensuring that any and all functions so authorised by the CEO are held away from operational safety related areas and that “responsible server” provisions are implemented.

Senior Management Team

The senior management team members in co-operation with the WHS Coordinators are responsible for ensuring the effective and timely implementation and maintenance of the AOD procedure. This includes procedural implementation, education, training, counselling and professional support as well as resources, workplace and job design which may stem from this procedure.

Managers and Supervisors

Managers and Supervisors are responsible for assessing fitness for work of individuals under their control and taking prompt and appropriate action to address impaired fitness for work, compromised safety and declining performance caused by any factor including the misuse of alcohol or other drugs. This may include isolating the individual from the workplace, and will include:

- Documenting instances of the compromise of safety or performance
- Discussion with and feedback to the team member
- Assisting the team member to access support such as the Team Member Assistance Procedure
- Implementing any appropriate disciplinary action
- Arranging for the conduct of ‘for cause’ drug testing as required

All Team Members (including Volunteers)

All persons are responsible for:

- Ensuring they are not in an unfit state for any reason, including the adverse effects of alcohol or other drugs;
- Notifying their supervisor of any concerns that their fitness for work may be impaired;
- Raising any concerns about a person’s fitness for work with that person;
- Identifying safety risks including co-workers who may be unfit for work and bringing them to the attention of the appropriate personnel for their management;
- Ensuring that any prescription or non-prescription medication is taken safely and in accordance with this procedure;
- Notifying their supervisor or local safety representative of any **unauthorised** possession or consumption of alcohol or other drugs on the site or during work time;
- Cooperating with a request by a Manager/Supervisor or an authorised collector to undertake an alcohol or other drug screening test.

Contractors and Visitors

SoK requires all contractors to put in place their own procedure to deal with inappropriate use of alcohol and other drugs, the terms of which should comply with the law and be consistent with this procedure. In the event that the contractor does not have such a procedure, then that contractor is required to conform to the terms and conditions of this procedure which will be provided to the

contractor upon engagement and additionally on request/advice as may be necessary.

It is the responsibility of all contractors to ensure that their Team Members comply with the requirements of their own or this procedure.

It is a condition of entry to SoK premises or any work or construction site, that any contractor or Team Member of a contractor or any visitor complies with this procedure fully at all times and undergoes a test in accordance with this procedure when requested to do so by the SoK management or authorised representative.

If any person requested to undergo an AOD test in accordance with this control procedure refuses to do so, that person shall be asked to immediately leave the site and where applicable, the employer will be notified. If the person undergoes the test and the result is a reading above the limits defined by either law or the Australian Standard, the person shall be asked to immediately leave the site and where applicable, the employer will be notified and, under the relevant circumstances. SoK may have an obligation to report offences to relevant regulating authorities.

DEFINITIONS

For SoK the following definitions issued within this procedure apply:

Alcohol and Other Drugs (AOD) - refers to psychoactive or mind altering substances which affect the central nervous system altering mood, way of thinking or behaviour.

Safety – In this procedure the term “safety” shall be understood to include WHS and SoK Policy obligations.

REFERENCES

NOTE: the current “in date” version shall always be sourced. Legislative, National Codes and Australian Standards are under continuous review and only internet sourced current documents from the respective authorities are to be utilised.

Statutory Legislation

- The use, possession, manufacture and distribution of many drugs (including those mentioned in this procedure) are illegal under the WA Drugs Act and Regulations.
- The driving or attempted driving of a motor vehicle, truck, mobile equipment, etc. whilst under the influence of any drug or medicine (whether legally prescribed or not) is illegal under the traffic laws.
- *Work Health Safety Act 2021 WA*

The organisation and its team members have obligations under legislation in relation to safety. The applicable legal requirements are:

- a. “General Duty of Care under the Work Safe Health Act and Regulations.”

The above list of legislative references is not exhaustive and will be reviewed and added to as relevant legislative changes are implemented and/or as business processes expand into specific areas as works

progress in the SoK development. Management reserves the right to extend this policy into other work areas as it sees necessary to ensure safety and safe operations for its Team Members and Contractors.

Australian Standards

AS4308 Measurement & Quantitation of Drugs of Abuse in Urine

2.2.10 LEAVE – COMMUNITY SERVICE

Adopted or Reviewed by Council:	15/11/16 20/11/18	Council Minute Reference:	151/16 143/18
Reviewer:	Chief Executive Officer/all personnel Managers		
Local Law:			
Procedure:			
Delegation:			

OBJECTIVE

To recognise that members of the Defence Reserve Service that are employed by the Shire of Kojonup are able to access a reasonable amount of additional leave for that purpose.

To ensure that all employees fulfil their obligations with regard to witness and jury service.

To recognise the members of the local Emergency Services employed by the Shire are able to respond to a reasonable number of callouts during working hours without loss of income.

POLICY

Defence Reservist Leave

It is recognised that the Defence Reserve Service provides an economical method of maintaining Defence Forces in peacetime and can be a valuable addition to staff development within the Organisation.

Employees seeking Defence Reservist Leave under this Policy must provide certification that they have become reserve members of the Armed Services.

1. Leave not exceeding two weeks in any one year will be granted to employees who are members of the Defence Forces Reserves for the purpose of participating in training camps, or equivalent continuous duty. This leave will be in addition to annual leave entitlements.
2. The payment for Defence Reservist Leave will be on the basis of the difference between the employee's normal weekly salary (calculated on the same basis as annual leave provisions) and the remuneration received from the Armed Services. Should the amount received from the Armed Services be greater than the normal weekly salary, no additional payments will be made by the Shire. Superannuation contributions will be based on the employee's normal weekly salary.
3. Defence Reservist Leave granted under this Policy will be treated as continuous service for the purposes of calculating annual leave, long service leave, sick leave or any other entitlements.
4. Staff taking Defence Reservist Leave are required to pay normal rental during their absence should they have access to employee housing.
5. Employees wishing to take Defence Reservist Leave are to provide reasonable notification to the Shire and have the leave approved by the Chief Executive Officer.

Witness and Jury Service Leave

The Shire will ensure that all employees are granted relevant leave to attend any obligation associated with court proceedings as either a witness or juror.

An employee who is called to serve on a jury or is subpoenaed or called as a witness to give evidence in any proceeding, shall notify their Manager or Supervisor, as soon as practicable.

Where an employee is required to serve on a jury or is subpoenaed or called as a witness to give evidence on behalf of the Shire or the Crown, that employee shall be granted paid leave for that period.

If the employee is on leave, when required to attend on behalf of the Local Government, the period of leave lost shall be reinstated, if appropriate documentation is provided.

An employee subpoenaed or called as a witness under any other circumstances other than specified above shall be granted leave of absence without pay.

Where an employee is on any form of paid leave, they are not entitled to retain any witness fee.

Emergency Services

It is recognised that the Local Emergency Services (St John's Ambulance, Kojonup Fire and Rescue Service, local Volunteer Bush Fire Brigades) provide an economical method of responding to local emergencies and can be a valuable addition to staff development within the Shire.

In instances when a Shire staff member is called out to attend an emergency during working hours, the Shire will pay his/her normal wages or salary as a community benefit. Individuals will keep timesheets of the hours they utilise for these services.

All staff are required to provide details to their Supervisor/Manager of any local emergency service organisations in which they are members.

In all instances where a staff member is called to respond to an emergency, the staff member must inform his/her immediate Supervisor/Manager before leaving the work site. The Supervisor/Manager will keep records and report to monitor any employee for emergency service provision.

2.2.11 SHIRE UNIFORMS

Adopted or Amended by Council:	12/02/17	Council Minute Reference:	148/17
Date/s Amended:	20/11/18		143/18
	19/11/19		156/19
	14/12/21		153/21
Reviewer:	Chief Executive Officer/all personnel Managers		
Local Law:			
Procedure:			
Delegation:			

OBJECTIVE

This policy endeavours to enhance the corporate image of the Shire and its employees. The Council recognises that a corporate wardrobe promotes a:

1. Professional image;
2. Strong customer focus; and a
3. Safe work environment.

This policy applies to elected members, all employees in all departments (permanent and casual), and contractors at the discretion of the Chief Executive Officer.

The objectives of this policy are to:

1. Establish guidelines for the purchasing and wearing of Shire of Kojonup corporate uniform;
2. Outline dress standards staff are to observe when representing the Shire in a professional capacity and provide staff with clear guidelines for accepted standards of dress and appearance during work hours; and
3. Provide senior management with clear guidelines to use in monitoring and managing the standard of dress and appearance of staff in their department.

POLICY

1. Employees who are ceasing work with the Shire of Kojonup must return their uniforms which have the corporate logo embroidered or permanently printed on tops, vests, shirts, jackets, etcetera prior to the completion of their final working day.
2. Primarily, uniforms are to be worn only during working hours and employees should take care to refrain from wearing uniforms outside of work.
3. Employees must recognise that when wearing the uniform, they are recognised as representing the Shire of Kojonup. Employees must adhere to the Code of Conduct and Shire policies and procedures if they are wearing the uniform outside of work.
4. Employees who consume alcohol or act in an inappropriate manner whilst wearing a Shire uniform may face disciplinary action.

Personal Presentation

A high standard of personal presentation is required from employees at all times whilst on duty. It is expected that items of personal hygiene are attended to daily and all clothing is clean, neatly pressed and in good condition.

The following list of non-exhaustive items of clothing are considered inappropriate corporate attire:

1. Crop tops, backless and strapless tops and singlets; and
2. Denim jeans, denim skirts or shorts, and miniskirts or mini-shorts.

Body Art and Piercing

Tattoos that could be perceived as offensive should be discreetly covered where possible (e.g.; tattoos of naked men/women, skulls or daggers dripping blood). This item is to be administered at the discretion of the Department Manager.

The Shire's image and that of the region can be affected by the presentation of our staff. Any form of body piercing, other than ear piercing, must be discreet and ensure a professional image is portrayed at all times.

Staff working around or on machinery are not permitted to wear earrings that protrude or hang below the ear lobe, as they can become entangled in machinery.

Long hair must be worn up and back or in a hair net when working in areas with machinery and other moving parts or during food preparation. Jewellery, including earrings and/or other items that have the potential to get caught in machinery, must be removed whilst on duty.

Safety

It is the Supervisor's/Managers responsibility to ensure that appropriate Personal Protective Equipment (PPE) is supplied to and worn by Employees. Employees who mistreat, abuse or fail to comply with Council's requirements for safety and PPE will be subject to disciplinary action.

Identification

The wearing of identification improves visibility with the public and friendliness within the work environment. Employees should wear a form of visible identification at all times.

Name badges are a form of visual identification. 1 (one) name badge will be supplied to elected members, all employees in departments that are customer facing (permanent and casual), and contractors at the discretion of the Chief Executive Officer. Name badges must be kept in good condition and worn in a place that is visible to others. If an allocated name badge is lost, damaged etc., the individual is responsible for purchasing a replacement at cost price. Employees may opt for this to be deducted from their Uniform Allowance.

Embroidery is another form of visual identification and may be more appropriate.

Outside Staff Uniforms

1. The Shire of Kojonup shall supply up to 3 (three) sets of work clothes per annum to each operational employee who is based at the Works Depot or predominately in an outside position.
2. A set represents, shirts, trousers, vests, polo tops, jumpers, jackets and shorts. A set of work clothes consists of 6 items that are interchangeable; for example, 2 shirts, 2 trousers and 2 jumpers = 6 items or 2 shirts and 4 trousers = 6 items.
3. Boots will be provided on an as needs basis and will be at the discretion of the CEO. Team members will need to demonstrate and justify the need for a new pair of boots. Old boots should be presented to their manager for consideration.
4. Part time and casual staff entitlements will be on a pro-rata basis based on standard hours of employment (e.g.; 0.5FTE is entitled to 1.5 sets).
5. An employee will be required to pay immediately, in full or via agreed deductions from fortnightly pay, for any item in addition to the 6 items allocated in any one financial year.
6. The Shire's Work Health and Safety Committee shall make recommendations to the CEO into the appropriate types of clothing and footwear issued.

7. In the event that an employee terminates their employment with the Shire within 6 months of their initial engagement, the employee will be required to refund the full contribution made by the Shire to the purchase of their uniforms. Employees understand this may be deducted from their final pay.

Inside Staff Uniforms

1. The Shire shall meet 50% of the initial cost of corporate wardrobe uniforms up to a maximum contribution of \$650 per employee (total expenditure \$1,300) in the first year of employment; that is; the Shire will pay 50% of all orders up to these amounts.
2. In each subsequent year of employment, the Shire shall provide \$450 uniform allowance per employee.
3. Part time and casual staff entitlements will be on a pro-rata basis based on standard hours of employment (e.g.; 0.5FTE is entitled to \$325 in year one and \$225 each subsequent year).
4. An employee will be required to pay immediately in full or via agreed deductions from fortnightly pay for any expenditure in addition to the allocation in points 1 and 2 above.
5. In the event that an employee terminates their employment with the Shire within 6 months of their initial engagement, the employee will be required to refund the full contribution made by the Shire to the purchase of their uniforms.

Prescription Safety Glasses

The Shire of Kojonup will contribute up to \$200 biennially to permanent full time employees who require prescription safety glasses for work purposes (subject to provision by the employee of an optometrist's prescription/quotation which will in turn effect a purchase order to the optometrist or on provision by the employee of a receipt for payment for prescription safety glasses from an optometrist). The Chief Executive Officer will assess each request separately.

In the event that an employee terminates their employment with the Shire within 6 months of their initial engagement, the employee will be required to refund the full contribution made by the Shire to the purchase of their prescription safety glasses.

Footwear

Shoes are the responsibility of individual staff members, unless negotiated with the Chief Executive Officer is explicitly stated elsewhere in this Policy. It is recommended that covered shoes be worn at all times in conjunction with the corporate uniform.

As with clothing, Council expects all employees to wear shoes which meet a presentable standard for their particular work area. The following non-exhaustive list of items of footwear may be considered inappropriate corporate footwear:

1. Thongs;
2. Runners or sandals; and/or
3. Ugg boots.

Polo Shirts

All elected members, employees, and applicable contractors (at the discretion of the Chief Executive Officer) are entitled to 1 (one) corporate polo shirt every two years. If an allocated shirt is lost, damaged etc., the individual is responsible for purchasing a replacement at cost price and may opt for this to be deducted from their uniform allowance.

Generally, a corporate polo shirt will not be a day to day uniform item for staff; however, it can be worn on "free dress days" or at events/training days representing the Shire. The Chief Executive Officer

or relevant manager may give approval to employees to incorporate the polo shirt into their uniform, where appropriate.

It is also possible that volunteers may be able to wear the corporate polo at the discretion of the Chief Executive Officer or relevant manager. This would be paid by the relevant department's budget.

The Corporate Polo Shirt shall only be worn whilst undertaking work related activities. Consideration should be given to maintaining the image of the Shire whilst wearing the corporate polo shirt.

Dispute Resolution

If a Manager considers that a particular staff member's attire is inappropriate according to the standards set in this policy, they may approach the individual and ask appropriate changes be made.

Free Dress Days

The CEO has sole discretion on whether free dress days are instigated. One working day of the month is approved by Council and may work in conjunction with the social club to determine the best way to manage the day.

Free dress days must not compromise safety, customer service or the perception of Council staff within the community. Staff shall be made aware of these allocated days by way of email from the Chief Executive Officer or delegated officer.

2.2.12 EMPLOYEE TRAINING

Adopted or Reviewed by Council: 14/11/17

Council Minute Reference: 183/15

Reviewer: Chief Executive Officer/all personnel Managers

Local Law: N/A

Procedure:

Delegation:

OBJECTIVES

1. To provide development opportunities to all employees, as recognised in the Shire of Kojonup Workforce Plan, as the Shire is committed to the provision of employee training and professional development opportunities to ensure that employees achieve productivity aims relevant to their position.
2. All training needs will be considered as part of the annual performance review process and Annual Budget provisions.
 - a) Where an employee undertakes such training it shall be conducted as far as practicable in the employee's usual working time and the employee shall not lose pay for attendance for extra travel associated with such training.
 - b) Fees, materials or any other reasonable costs associated with the training shall be reimbursed by the employer.
3. Relevant training is to be identified and documented during an individual's annual performance review.
4. It is recognised that employees will take ownership of their training needs and consult their managers to ensure that their training needs are met.

POLICY

The progression of employees through training and personnel development is an ongoing Workforce Plan goal (continuous improvement) ensuring the effective and efficient performance of employees.

Training and development opportunities will benefit the Shire of Kojonup through an improved knowledge base, increased skills and performance of employees and provide a platform for career pathways. The Council has adopted a Workforce Plan which meets organisational, occupational and individual needs.

Specific aims of the Employee Training Policy include but are not limited to the following:

1. Develop an annual training calendar to ensure that training opportunities are provided to all employees and routinely encouraged;
2. Ensuring that all staff have the skills necessary to perform the requirements of their position description;
3. In consultation with employees, continue to develop the annual Development Review process identifying key achievements and commitment to the Shire;
4. Providing staff with training and education identified through the Development Review process;
5. Ensuring that links to the Strategic Plan and Customer Service Charter are made within staff review processes;
6. Ensuring that supervisors and managers provide open and ongoing feedback to employees; and
7. Developing and implementing ongoing two-way communication processes that encourage staff to be involved in the organisation and their own professional growth.

2.2.13 EMPLOYEE ASSISTANCE PROGRAM

Adopted or Reviewed by Council:	17/11/15	Council Minute Reference:	183/15
Reviewer:	Chief Executive Officer		
Local Law:			
Procedure:	Policy to capture previous inclusion in All of Staff Agreement 2011		
Delegation:			

OBJECTIVE

Where appropriate and required, provide provision for employees and elected members to access **confidential qualified support and assistance.**

POLICY

1. The Shire of Kojonup will provide an Employee Assistance Program that provides professional counselling for all elected members, employees and/or their immediate families wishing to access such counselling to help to resolve personal problems.
2. Employees accessing this counselling service shall be guaranteed total confidentiality and anonymity by the service provider. The Shire will only be informed of the number of workers that have accessed the service.
3. Employees are encouraged to make use of the Employee Assistance Program if they are experiencing difficulties in areas such as:
 - (a) Emotional problems;
 - (b) Marital or family concerns;
 - (c) Relationship difficulties;
 - (d) Financial concerns;
 - (e) Alcohol or other drug problems; or
 - (f) Problems such as those above that may result in conflict and absenteeism.
4. Employees are reminded that problems primarily stemming from issues in the workplace should be resolved through the Shire of Kojonup Employee Manual Section 7.1: Employee Concern and Grievance Process and/or Clause for Dispute Settlement Procedure in the negotiated industrial agreements.

2.2.14 WORK HEALTH AND SAFETY

Adopted or Reviewed by Council:	15/11/16	Council Minute Reference:	151/16
Amended:	19/11/19		156/19
	17/11/20		156/20
	16/11/21		135/21
Reviewer:	Chief Executive Officer/Project Manager and Regulatory Services		
Local Law:			
Procedure:			
Delegation:			

This Policy statement aims to exemplify the commitment and steadfast aspiration of everyone at the Shire of Kojonup (Shire) in creating and maintaining a safe and healthy place to work. We realise that our fellow workers, volunteers and the contractors who come and work for us are of value and worth to our organisation and our community, and that everyone should enjoy a safe and healthy work environment here.

We also realise that the work we do can impact our community and the visitors travelling to or through our Shire and we will aim to do our work safely in order that their safety and health is not adversely affected by what we do.

We believe good performance of Work Health and Safety (WHS) practices is essential to everyone's professional being.

In summary, we expect of our leaders:

- To lead by good example, create, adopt and maintain safe work practices and behaviours that lend to safe & healthy team environments;
- To resource our workplace and our teams so they can operate safely;
- To remove barriers that could prevent a safe and healthy environment;
- To promote and maintain standards defined by our practices and WHS legislation;
- To supervise effectively, encourage and foster work practices, and implement hazard management and work planning to the requirements.

We expect all our workers and volunteers:

- To lead by good example, participate in safe work practices and behaviours that lend to safe and healthy team environments;
- To work respectfully and foster professional and healthy relationships with fellow team members and co-workers;
- To follow work procedures and instructions that will assist in meeting the objectives of this Policy;
- To follow the training they have been provided with in order to work safely;
- To report on hazards, incidents and safety concerns within the procedures of our Safety Management Plan and practices.

We expect all our contractors:

- To work within their own safety management plans and to liaise with us on ours when we share work spaces and areas;
- To work with us in identifying and reporting on hazards, incidents and safety concerns;

- To work respectfully in our environment and foster professional and healthy relationships with our workers and volunteers and our other contractors;
- To represent positive, safe and healthy practices as contractors doing work for us in our community.

In order to continually improve our performance, we will regularly review our WHS Safety Management Plan, this Policy statement and our WHS Committee's Terms of Reference. By all of us working together and aspiring to meet the standards, expectations, and obligations in our Safety Management Plan, we believe we can create a work environment that is safe and healthy, and makes our Shire a great place to work or volunteer within.

Work Health and Safety Act 2020

Work Health and Safety (General) Regulations 2022

2.2.15 GRIEVANCES, INVESTIGATION & RESOLUTION POLICY

Adopted or Reviewed by Council:	17/11/20	Council Minute Reference:	156/20
Reviewer:	Chief Executive Officer		
Local Law:			
Procedure:	XXXX - Grievances, Investigations & Resolution Procedure		
Delegation:			

OBJECTIVE

To foster a safe and inclusive work environment where all employees, volunteers and contractors have a right to express any genuine grievances or complaints via an impartial internal process.

POLICY

The Shire of Kojonup supports the rights of employees, volunteers and contractors to achieve their full potential free from discrimination, bullying, harassment, victimisation and vilification and, in circumstances in which they feel aggrieved, provide a mechanism to raise a complaint or grievance in relation to:

- Employment conditions;
- Breaches of policy;
- Conflict (including working relationships or interaction with colleagues).

The Shire of Kojonup supports a collegial approach to concerns, complaints and grievance resolution through informal processes where possible, with access to formal mechanisms for resolving complaints and grievances if required.

All employees, volunteers and contractors involved in a grievance process are expected to participate in good faith.

SCOPE

For the purposes of this Grievances, Investigations and Resolution Policy (Policy), the term “employee(s)” will extend to cover contractors, volunteers and any person performing work for or with the Shire of Kojonup in any capacity.

This Policy works in conjunction with other policies and may not apply in situations where there is another more appropriate policy in force, including in relation to complaints made under:

- 2.2.1 Staff Equal Opportunity
- 2.2.2 Elimination of Harassment in the Workplace
- 2.2.14 Work Health and Safety
- 3.1 Code of Conduct

DEFINITIONS

Complainant – A person who raises a complaint about a matter regarding the workplace.

Respondent – A person who is alleged to have acted in a manner which caused the Complainant to raise a complaint.

Support Person – A person who may provide emotional support to either the Complainant or the Respondent and who may be present during meetings; however, may not interact with proceedings.

Witness – A person (including an employee) who is requested by the Shire of Kojonup to assist the process by providing relevant information regarding the complaint.

KEY PRINCIPLES IN THE COMPLAINT RESOLUTION PROCESS

The following principles are necessary for the fair investigation and resolution of a complaint:

- Confidential – Only those employees directly investigating or addressing the complaint will have access to the information about the complaint. The Shire of Kojonup may inform or appoint a third party to investigate or advise on the investigation. All parties involved in dealing with a complaint are required to keep the matter confidential. *Information will only be placed on an employee's personnel file if they are disciplined as a result of the complaint.*
- Impartial (fair/unbiased) – Both parties will have an opportunity to put their case and no assumptions will be made or action taken until available and relevant information has been collected and considered.
- Sensitive – Employees who assist in responding to complaints should be specifically trained or equipped to treat all complaints sensitively and ensure the process is free of coercion or intimidation.
- Timely – The Shire of Kojonup aims to deal with all complaints as quickly as possible and in accordance with any legislative requirements.
- Records – All complaints and investigations must be documented and formal records must be kept of all documents collected and/or drafted as part of that process.

Just Culture – The principles of a Just Culture provide that:

- an employee against whom an allegation is made has the right to respond to the allegations before any determination is made;
- an employee against whom an allegation is made has the right to be told (where appropriate to do so) who made the allegation;
- anyone involved in the investigation should be unbiased and declare any conflict of interest; and
- decisions must be based on objective considerations and substantiated facts.

Procedural Fairness – The principles of procedural fairness provide that:

- the Respondent is advised of the details (as precisely and specifically as possible) of any allegations when reasonably practicable;
- the Respondent is entitled to receive verbal and written communication from the Shire of Kojonup of the potential consequences of given forms of conduct, as applicable to the situation;
- the Respondent is given an opportunity to respond to any allegations made against them by a Complainant;
- any mitigating circumstances presented to the Shire of Kojonup through the grievance process are investigated and considered;
- the Complainant and Respondent have the right to have an appropriate support person present during any inquiry or investigation process where practicable or necessary;
- any witnesses who can reasonably be expected to help with any inquiry or investigation process should be interviewed; and
- all interviews of witnesses are conducted separately and confidentially.

Outcome of Making a Complaint

If a complaint is substantiated and involves a performance issue, the Manager of the Respondent may commence a formal performance management process with the Respondent or elect to discipline the Respondent in accordance with any applicable policy

If the complaint is substantiated and involves a breach of a policy, the Manager of the Respondent, in consultation with the Chief Executive Officer, may elect to discipline the Respondent appropriately in accordance with the severity of the matter. Disciplinary Processes are undertaken separate from the initial dispute hearing.

Vexatious or Malicious Complaints

Where an employee has deliberately made a vexatious or malicious complaint, that employee may be subject to disciplinary action including, but not limited to, termination of employment.

Victimisation of Complainant

A Complainant must not be victimised by the Respondent or any other employee of the Shire of Kojonup for making a complaint. Anyone responsible for victimising a Complainant may be subject to disciplinary action including, but not limited to, termination of employment.

2.3 ADMINISTRATION

2.3.1 PRIVACY POLICY

Adopted or Amended by Council: 20/08/24

Council Minute Reference: 100/24

Reviewer: Chief Executive Officer/Records Officer

Local Law:

Procedure:

Delegation:

OBJECTIVE

This policy is committed to providing quality services and outlines our ongoing obligations, in respect of how we manage personal information.

The Australian Privacy Principles (APP's) contained in the Privacy Act 1988 (Cth) (the Privacy Act) has been adopted. The APP's govern the way in which we collect, use, disclose, store, secure and dispose of personal information.

POLICY

What is Personal Information and why do we collect it?

Personal Information is information or an opinion that identifies an individual. Examples of Personal Information we collect include, is names, addresses, email addresses, phone and facsimile numbers. This Personal Information is obtained in many ways including interviews, correspondence, by telephone and facsimile, by email, via our website www.kojonup.wa.gov.au, from media and publications, from other publicly available sources, from cookies and from third parties. We don't guarantee website links or policy of authorised third parties.

We collect Personal Information for the primary purpose of providing our services to you, providing information to our service providers and internal marketing services. We may also use Personal Information for secondary purposes closely related to the primary purpose, in circumstances where you would reasonably expect such use or disclosure. You may unsubscribe from our mailing/marketing lists at any time by contacting the shire in writing.

When collecting Personal Information, where appropriate and where possible, explain to you why we are collecting the information and how we plan to use it.

Sensitive Information

Sensitive information is defined in the *Privacy Act* to include information or opinion about such things as an individual's racial or ethnic origin, political opinions, membership of a political association, religious or philosophical beliefs, membership of a trade union or other professional body, criminal record or health information.

Sensitive information will be used by us only:

- For the primary purpose for which it was obtained
- For a secondary purpose that is directly related to the primary purpose
- With your consent; or where required or authorised by law.

Third Parties

Where reasonable and practicable to do so, we will collect your Personal Information only from you. However, in some circumstances we may be provided with information by third parties. In the latter case, reasonable steps to ensure that you are made aware of the information provided to us by the third party.

Disclosure of Personal Information

Personal Information may be disclosed in a number of circumstances including the following:

- Third parties where you consent to the use or disclosure; and
- Where required or authorised by law.

Security of Personal Information

Personal Information is stored in a manner that reasonably protects it from misuse, loss and from unauthorized access, modification or disclosure.

When Personal Information is no longer needed for the purpose for which it was obtained, reasonable steps will be taken, to destroy or permanently de-identify the Personal Information.

However, most of the Personal Information is or will be stored in client files which will be kept by the shire for a minimum of 7 years or at the minimum time required by the State Records Office (SRO).

Access to your Personal Information

You may access the Personal Information we hold about you and to update and/or correct it, subject to certain exceptions. If you wish to access your Personal Information, please contact us in writing. The Shire of Kojonup will not charge any fee for your access request but may charge an administrative fee for providing a copy of your Personal Information.

In order to protect your Personal Information, we may require identification from you (this may be a driver's licence, birth certificate or passport; however, proof is not limited to these three pieces of identification) before releasing the requested information.

Maintaining the Quality of your Personal Information

It is important to the shire that your Personal Information is up to date. Reasonable steps will be taken to make sure that your Personal Information is accurate, complete and up to date. If you find that the information we have is not up to date or is inaccurate, please advise us as soon as practicable so we can update our records and ensure we can continue to provide quality services to you.

2.3.2 RECORDS MANAGEMENT

Adopted or Reviewed by Council:	17/11/15 19/11/19	Council Minute Reference:	183/15 156/19
Reviewer:	Manager Financial and Corporate Services/Records Officer		
Local Law:			
Procedure:	Contained within the Recordkeeping Plan		
Delegation:			

OBJECTIVE

The purpose of this policy is to define the principles of the Shire of Kojonup's record management function. This policy applies to all staff, elected members, contractors and volunteers.

1. All records are to be managed according to whether they are significant or ephemeral records, vital or non-vital records, and in accordance with their security classification.
2. All communications in the form of records which are handled, received or generated by the Shire of Kojonup, whether paper or electronic, and whether internal or external, are to be captured within the appropriate recordkeeping system implemented at the Shire.
3. Registers are to be maintained of all records including, but not limited to registers of policies, databases, Freedom of Information applications, assets, tenders and quotations, forms, vital records, files and contracts.
4. All contractual arrangements are to ensure the Shire of Kojonup's ownership of significant records.
5. Any records/files in the possession of individual staff are to be registered to them and, dependent upon security classification, kept accessible.
6. Only approved record formats are to be used in effecting the Shire of Kojonup's business.
7. Records are not to be removed from the Shire of Kojonup's sites unless in accordance with the approved retention and disposal schedule, or in the custody of an officer performing official business.

POLICY

The purpose of this policy is to define the principles of the Shire of Kojonup's records management function and to document an orderly and efficient approach to the proper management of records.

Records are recognised as an important information resource in the Shire of Kojonup and it is accepted that sound record management practices are vital and integral to the overall efficiency and effectiveness of the Shire of Kojonup. Due to legislative requirement, the Shire of Kojonup is obliged to maintain a records management system that completely, accurately and reliably creates and maintains evidential records, and to dispose of those records only through an approved scheme.

The policy and associated procedure applies to all external and internal records which are handled, received or generated by the Shire of Kojonup, regardless of their physical format or media type.

The Council reviews the Recordkeeping Plan every five years which contains the procedure for recordkeeping in accordance with the *State Records Act 2000*. The next review is due in March 2025.

Guidelines:

Roles and Responsibilities

Chief Executive Officer

The CEO is to ensure there is a system for the maintenance and management of records that is compliant with records management legislation and State guidelines and procedures. This includes the provisions of s. 5.11(h) of the *Local Government Act 1995*.

Managers

Managers are to ensure their staff are familiar with, and adhere to, the Records Management Policy and any associated procedures endorsed by the CEO.

Staff

Staff are to ensure they retain records relating to the business activities they perform. They are to identify significant and ephemeral records, ensure significant records are registered in the records management system, and protected and disposed of in accordance with the State Records Office of Western Australia's General Disposal Authority.

General Disposal Schedule for Local Government Records

All records within the recordkeeping system maintained by the Shire of Kojonup are to be disposed of in accordance with the State Records Office's General Disposal Schedule for Local Government Records.

Custodianship

The Shire's records are a government-owned asset. The records created during the course of business belong to the Shire of Kojonup by virtue of their possession and not to the individuals who created such records during their time as a public officer or elected member at the Shire of Kojonup. Officers or elected members who acquire or create any records in the course of business shall not retain proprietary interest. Ownership of these records is vested in the Shire.

Council Meetings

Once the minutes of a Council Meeting have been confirmed by the Council, all individual elected member and staff notes made, including in the Docs on Tap app., will be deleted.

Definitions

A Record

A record as defined in the *State Records Act 2000* means any record of information however recorded and includes:

1. Anything on which there is writing or Braille;
2. A map, plan, diagram or graph;
3. A drawing, pictorial or graphic work or photograph;

4. Anything on which there are figures, marks, perforations, or symbols, having a meaning for persons qualified to interpret them;
5. Anything from which images, sounds or writings can be reproduced with or without the aid of anything else; and
6. Anything on which information has been stored or recorded either mechanically, magnetically, or electronically.

Records in the public sector are referred to as:

Government Records (or Public Records)

Records created or received by a public officer or elected member in the course of his or her duties regardless of whether the communication is between staff in the same agency, between different agencies, or between public officers and members of the community (both private and business).

Records may be categorised as:

Ephemeral Records

Ephemeral records are duplicated records and/or those that have only short-term value to the Shire, with little or no on-going administrative, fiscal, legal, evidential or historical value. They may include insignificant drafts and rough notes, records of routine enquiries.

Significant Records

Significant records contain information which is of administrative, legal, fiscal, evidential or historical value and are not recorded elsewhere on the public record. They describe an issue, record who was involved, record why a decision was made, and may embody actual guidelines.

Important Note: Distinguishing between significant and ephemeral records is a matter of judgment and the above definitions can only act as a guide. Reference to "records" in this guideline document should be read as relating to significant public records unless otherwise stated.

Vital Records

Vital records are records which are essential to the continued business of the Shire. Vital records include those that protect the rights of individuals and the Shire, and are absolutely essential for the Shire's reconstruction in the event of a disaster.

The Shire of Kojonup considers that the following are vital records:

Computer system records, Council and Committee Minutes and Agendas, Title Deeds, Policy and Procedure Manuals, Registers, Contracts/Tenders, Licences, Historical documents, Delegation of Authority, Insurance Policies, Cemetery Records, Town Planning Scheme deeds/information, Financial documents such as Budgets & Annual Financial Statements and any documents detailing approvals of some kind.

Non-Records

Non-records are documents that are generally available in the public domain and do not form part of a business process in respect to the Shire's activities. They are generally used for reference and information purposes, such as reports or plans from another organisation, a published directory, or a training manual of a third party.

Records Disposal

Disposal/Archiving is conducted in accordance with the General Disposal Authority for Local Government Records. Records are stored onsite at the Shire of Kojonup Office and offsite at the Shire of Kojonup Works Depot, Springhaven Frail Aged Lodge and the Broomehill Repository.

Procedures

Procedures have been developed by the Shire of Kojonup to ensure correct treatment of incoming, outgoing, internal and confidential mail.

2.3.3 ASSET MANAGEMENT

Adopted or Reviewed by Council:	18/04/17	Council Minute Ref:	41/17
Amended by Council:	16/11/21		135/21
Reviewer:	Chief Executive Officer/all Managers		
Local Law:			
Procedure:	Asset Management Plan		
Delegation:			

OBJECTIVE

To guide the management of the Shire's infrastructure assets to meet agreed service delivery and performance expectations, as the asset custodian for the community.

DEFINITIONS

- "Asset" A physical item of value that is owned by the Shire of Kojonup and provides or contributes to the provision of services to the community (in this context excluding financial, intellectual, and non-tangible assets).
- "Asset Management" The combination of management, financial, economic, engineering, and other practices applied to physical assets with the objective of providing the required level of service in the most cost effective manner to meet Council's priorities for service delivery.
- "Asset Management Plan" developed for each Asset Class to outline the management activities to meet defined levels of service with available resources. These are long term plans that investigate future demand and forecast lifecycle costs for existing assets.
- "Council" The elected members of the Council of the Shire of Kojonup.
- "Infrastructure Assets" are fixed network assets that support the delivery of services to the community. These include Transport Assets (roads, footpaths, kerbing, drainage etc.), Buildings, Park and recreation infrastructure.
- "Level of Service" is the measurable objective of the Shire in relation to assets based on the criteria of safety, quality, quantity, reliability, responsiveness, cost/efficiency and legislative compliance. The aim is to balance the level of service of the asset to community expectations with what is financially sustainable.
- "Whole of Life cost(s)" Is the total cost of an asset throughout its life including planning, design, construction, acquisition, operation, maintenance, and rehabilitation and disposal costs.
- "Maintenance" means regular ongoing day-to-day work necessary to keep an asset operating and to achieve its optimum life expectancy.
- "Operations" – means the regular activities to provide public health, safety and amenity and to enable the assets to function e.g.; road grading, grass mowing, cleaning, street lighting and graffiti removal.
- "New" means creation of a new asset to meet additional service level requirements.
- "Resources" means the combination of plant, labour and materials, whether they be external (contractors/consultants) or internal (staff/day labour).
- "Renewal" relates to expenditure on an existing asset, which returns the service potential or the life of the asset up to that which it had originally.
- "Risk" is the likelihood and consequence of an event that may impact on the Council's ability to meet its strategic objectives.
- "Shire" refers to the collective Shire of Kojonup organisation. The Chief Executive Officer of the Shire of Kojonup is responsible for ensuring the Shire's obligations and commitments are met.

- “Stakeholders” are those people/sectors of the community that have an interest or reliance upon an asset and who may be affected by changes in the level of service of an asset.
- “Upgrade” relates to expenditure that enhances an existing asset to provide a higher level of service or expenditure that will increase the life of the asset beyond that which it had originally.

POLICY

To achieve the policy objective, the Shire of Kojonup is committed to ensuring that Asset Management is recognised as a major corporate function.

The Shire is committed to making informed decisions in relation to its infrastructure assets. To achieve this, the Shire will maintain an Asset Management Improvement Strategy that guides the implementation of asset management across the organisation. The key outcome being the adoption by Council of an Asset Management Plan for the following classes of infrastructure assets:

1. Infrastructure (including roads, footpaths, kerbing and signs);
2. Drainage;
3. Buildings; and
4. Parks & Reserves.

Asset Management Plans will form part of the Shire’s day-to-day business practices and will be used to make informed decisions in relation to service delivery across:

1. New asset acquisition;
2. Renewal of assets;
3. Upgrade of assets; and
4. Disposal of assets.

Asset Management Plans will be prepared in accordance with the IPWEA’s (The Institute of Public Works Engineering Australasia) International Infrastructure Management Manual Guidelines and will include long term financial modelling of the renewal profile and whole of life costs of each asset class to underpin Long Term Financial Plans.

The Shire of Kojonup has limited resources and is the custodian of a large number of assets. Therefore, when making decisions in relation to infrastructure assets, the Shire is committed to the philosophy of renewing assets before acquiring new assets. In addition and where possible, the Shire is also committed to rationalising assets that are no longer used or do not provide the agreed level of service. The Shire of Kojonup is committed to determining the Level of Service required for infrastructure assets in a collaborative manner with asset stakeholders and the wider community, primarily through community consultation during the Integrated Planning & Reporting process.

LINKAGE TO STRATEGIC PLAN

This policy links to the Shire of Kojonup’s Community Strategic Plan - undertake an asset management planning process to review and rationalise Shire buildings to maximise their use and value to the community.

The Asset Management Plan also links very closely to the Shire’s Long Term Financial Plan which is the primary funding planning tool to enable achievement of the Plan’s objectives.

RESPONSIBILITY AND REPORTING

Council - Council is responsible for ensuring (upon recommendation of the CEO) that resources are allocated to achieve the objectives of any adopted Asset Management Plans. In adopting Asset Management Plans, Council is also determining the Level of Service for each asset class.

Chief Executive Officer (CEO) - is responsible for ensuring that systems are in place to ensure that Council’s Asset Management (AM) Policy, AM Improvement Strategy, and AM Plans are prepared and kept up to date, reviewed at least annually and that recommendations are put to Council in relation

to appropriate resource allocation to fulfil the objectives of the above documents. The CEO reports to Council on all matters relating to Asset Management.

All Managers – are responsible for ensuring that resources under their control are appropriately allocated to resource asset management. All Managers report to the CEO on all matters relating to Asset Management under their area of control.

All Managers will ensure that relevant staff are appropriately trained in asset management and that funds are put aside each year to ensure that this training occurs.

Building Assessment Framework

The following building assessment framework has been adopted by the Shire of Kojonup:

Criteria	Assessment Considerations
Degree to which provision of the building meets Community Strategic Plan commitments (Weighting 30%)	5 = Addresses all commitments to some degree (may be indirectly) or four or more to a significant degree 4 = Addresses six or seven commitments to some degree (may be indirectly) and/or three to a significant degree 3 = Addresses four or five commitments to some degree (may be indirectly) and/or two to a significant degree 2 = Addresses two or three commitments to some degree (may be indirectly) and/or one to a significant degree 1 = Addresses a single commitment to some degree 0 = Does not address any CSP objectives
Level of efficiency with regards to operational and maintenance costs (Weighting 20%)	Comparative assessment considering whole of life cost on a like for like basis for the type of building/construction. 5 = Highly efficient and low whole of life cost 4 = Moderately efficient and moderately low whole of life cost 3 = Average efficiency and average whole of life cost 2 = Moderately inefficient and/or moderately high whole of life cost 1 = Highly inefficient and/or very high whole of life cost
Fit for Purpose/Adaptability for new purpose/Risk and BCA Compliance (score to the highest possible use) (Weighting 35%)	Comparative assessment taking into account: a. Degree building meets requirements for current use; b. Adaptability for new use/potential for dual/multi-use; c. Frequency of use; d. Level of risk associated with continued use; and e. BCA compliance. 5= Meets standards, excellent fit for purpose or adaptability for new purpose 1= Major compliance issues, poor fit for purpose or poor adaptability for new purpose
Historical and cultural value (Weighting 15%)	Elements of significance to be considered include: a. Aesthetic significance; b. Architectural significance; c. Historical significance; d. Scientific significance; e. Social significance; f. Other significance; g. Significance to past, present and future generations; and h. Period of significance.

	<p>5 = Listed on State Heritage Register and/or Nationally significant and/or profoundly culturally and historically significant for the majority of the Kojonup population</p> <p>4 = On State Heritage list and/or strongly culturally and historically significant for the majority of the Kojonup population</p> <p>3 = Strongly culturally and historically significant for a small proportion and/or moderately significant for a large proportion of the Kojonup community</p> <p>2 = Culturally and historically significant for a moderate proportion of the Kojonup community</p> <p>1 = Culturally and historically significant for a small proportion of the Kojonup community</p> <p>0= Not culturally and historically significant</p>
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In the event any building scores a total weighted score of 30 or less out of 100 in the assessment, then officers will subsequently prepare a detailed assessment of the building and present the results to the Council. The assessment will include at a minimum:

1. Background information about the building;
2. Valuation and asset management condition scoring information;
3. A detailed option and impact assessment of the pros and cons of renewal/repurposing, replacement, rationalisation and/or other relevant options; and
4. Recommendations.

Capital Evaluation Framework

To ensure that Capital Projects are evaluated against an appropriate framework so that Council attains best value for money to meet the community’s needs while complying with all other relevant Council policies and procedures. The most appropriate mix of projects will then be selected for delivery within the available budget while maximising external funding.

The Shire shall develop and implement a ‘Capital Evaluation Framework’ to evaluate all capital projects to feed into the Corporate Business Plan and Annual Budget. The framework will be documented within ‘Capital Evaluation Procedures’ and include:

1. A logical, consistent process to allow all projects to be comparatively evaluated and decisions made;
2. Assessment of the degree each project meets Council objectives;
3. Assessment of risk relating to the consequences of inaction for each project;
4. Assessment of the financial viability of each project, including the level of external funding;
5. Assessment of the degree of positive impact implementation of each project will have to the community and organisation; and
6. Assessment of the level of ‘project readiness’ for each project.

This policy applies to all Council projects valued at over \$50,000 and all road construction projects valued at over \$100,000.

Roles and Responsibilities

The Elected Member Body (Council)

Responsible for ensuring (upon recommendation of the CEO) that resources are allocated to achieve the objectives of this Policy.

Council is also responsible for reviewing the results and recommendations from staff assessment, where a project’s scope/cost reaches a defined threshold, and making appropriate determinations.

Chief Executive Officer (CEO)

Responsible for ensuring that systems are in place to develop, implement, maintain and regularly review Council’s ‘Capital Evaluation Policy’ and associated procedures.

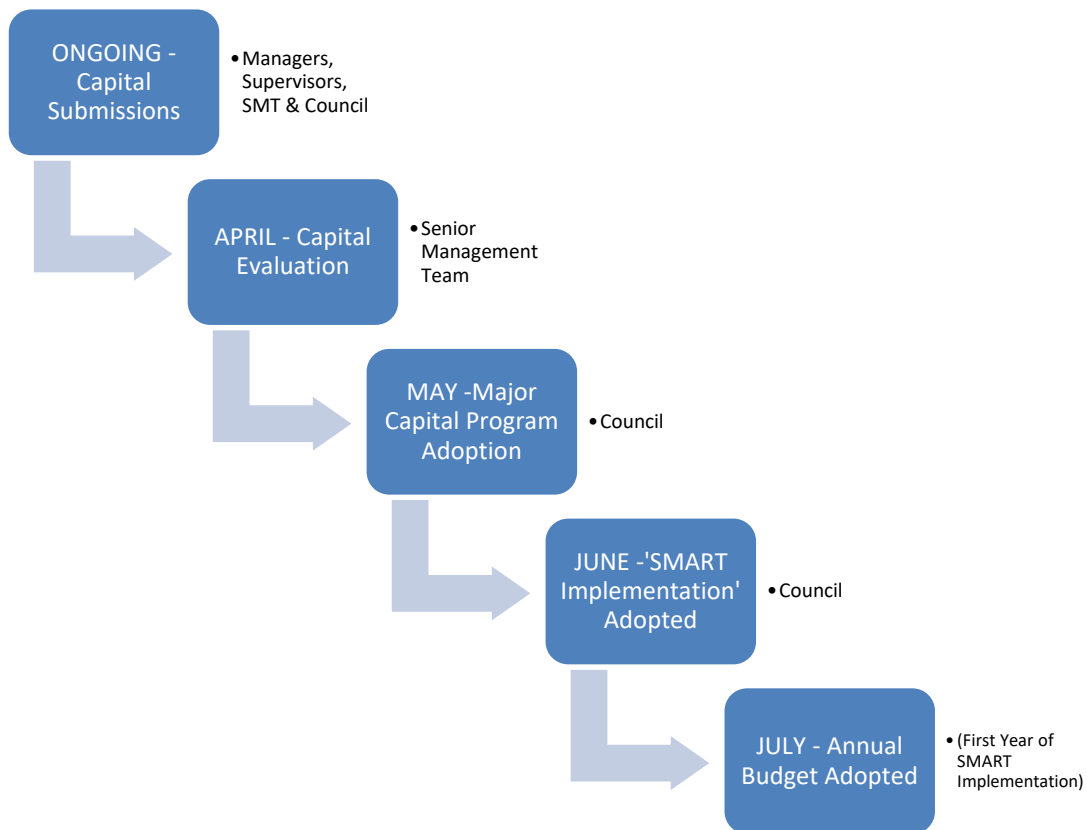
Senior Management Team (SMT)

Responsible for implementation of this Policy and associated procedures across the organisation. Where aspects of Council’s Policy and procedures are not being achieved or adhered to, the SMT will maintain a list of non-compliances and take corrective action. The SMT reports to the CEO (who is also a member of the group) on all matters relating to capital evaluation.

All Managers/Co-ordinators

Responsible for ensuring that resources under their control are appropriately allocated to resource capital evaluation. All Managers/Co-ordinators must report to the CEO on all matters relating to capital evaluation under their area of control.

Integrated Process



(Note – SMART Implementation is the Shire of Kojonup’s Corporate Business Plan as required by the *Local Government Act 1995*)

Review and Evaluation

The effectiveness of the Policy shall be reviewed annually, both as part of the capital evaluation assessment presented to Council and via the annual review of Council Policies.

Policy Review

This policy is to be reviewed annually by senior staff and Council.

2.3.4 RISK MANAGEMENT

Adopted or Reviewed by Council:	17/11/15	Council Minute Reference:	183/15
Amended:	21/05/19		52/19
	19/11/19		156/19
	16/11/21		135/21
Reviewer/s:	Chief Executive Officer		
Local Law:			
Procedure:	Shire of Kojonup Business Continuity and Disaster Recovery Plan May 2024		
Delegation:			

OBJECTIVE

The objective of this Policy is to state the Shire of Kojonup’s (the ‘Shire’s’) intention to identify potential risks before they occur so that impacts can be minimised or opportunities realised; ensuring that the Shire achieves its strategic and corporate objectives efficiently, effectively and within good corporate governance principles.

POLICY STATEMENT

It is the Shire’s Policy to achieve best practice (aligned with AS/NZS ISO 31000:2018 Risk management – Guidelines) in the management of all risks that may affect the Shire meeting its objectives.

The Shire is committed to organisation-wide risk management principles, systems and processes that ensure consistent, efficient, and effective assessment of risk in all planning, decision making and operational processes. This will ensure compliance with the Integrated Planning requirements of the *Local Government Act (1995) s. 5.56(2)*.

Risk management functions will be resourced appropriately to match the size and scale of the Shire’s operations and will form part of the Strategic, Operational, and Project responsibilities and be incorporated within the Shire’s Integrated Planning Framework.

This policy applies to Council Members, Executive Management, all employees, volunteers and contractors involved in any Shire operations.

KEY POLICY DEFINITIONS

Risk: Effect of uncertainty on objectives.

Note 1: An effect is a deviation from the expected – positive or negative.

Note 2: Objectives can have different aspects (such as financial, health and safety and environmental goals) and can apply at different levels (such as strategic, organisation-wide, project, product or process).

Risk Management: Coordinated activities to direct and control an organisation with regard to risk.

Risk Management Process: Systematic application of management policies, procedures and practices to the activities of communicating, consulting, establishing the context, and identifying, analysing, evaluating, treating, monitoring and reviewing risk.

POLICY DETAILS

The following points provide detail on the objective specifics:

1. Aligns with and assists the implementation of all Shire policies.
2. Optimises the achievement of the Shire’s vision, mission, strategies, goals and objectives.
3. Provides transparent and formal oversight of the risk and control environment enabling effective decision-making.
4. Enhances risk versus return within the Shire’s risk appetite.
5. Embeds appropriate and effective controls to mitigate risk.

6. Achieves effective corporate governance and adherence to relevant statutory, regulatory and compliance obligations.
7. Enhances organisational resilience.
8. Identifies and provides for the continuity of critical operations.

RISK ASSESSMENT AND ACCEPTANCE CRITERIA

The Shire quantified its broad risk appetite through the development and endorsement of the Shire's Risk Assessment and Acceptance Criteria. The criteria are included within the Risk Management Framework and as a component of this Policy.

All organisational risks are to be assessed according to the Shire's Risk Assessment and Acceptance Criteria to allow consistency and informed decision making. For operational requirements such as projects or to satisfy external stakeholder requirements, alternative risk assessment criteria may be utilized; however, these cannot exceed the Organisation's appetite and are to be noted within the individual risk assessment.

MONITOR & REVIEW

The Shire will implement and integrate a monitor and review process to report on the achievement of the Risk Management Objectives, the management of individual risks and the ongoing identification of issues and trends. A copy of the Risk Management Framework's Risk Dashboard Report and the Prioritised Actions List will be provided to Council's Audit and Risk Committee at each meeting of the Committee.

This Policy will be kept under review by the Shire's Management Team and its employees. It will be formally reviewed annually.

For staff purposes, the following links directly to the Risk Management Framework Risk Profiles:

G:\Governance\Risk Management\2024

Risk Assessment and Acceptance Criteria

Shire of Kojonup Measures of Consequence									
Rating (Level)	Health	Financial Impact	Service Interruption	Compliance	Reputational	Property	Environment	Project TIME	Project COST
Insignificant (1)	Near miss. Minor first aid injuries	Less than \$10,000	No material service interruption	No noticeable regulatory or statutory impact	Unsubstantiated, low impact, low profile or 'no news' item	Inconsequential damage.	Contained, reversible impact managed by on site response	Exceeds deadline by 10% of project timeline	Exceeds project budget by 10%
Minor (2)	Medical type injuries	\$10,001 - \$100,000	Short term temporary interruption – backlog cleared < 1 day	Some temporary non compliances	Substantiated, low impact, low news item	Localised damage rectified by routine internal procedures	Contained, reversible impact managed by internal response	Exceeds deadline by 15% of project timeline	Exceeds project budget by 15%
Moderate (3)	Lost time injury <30 days	\$100,001 - \$500,000	Medium term temporary interruption – backlog cleared by additional resources < 1 week	Short term non-compliance but with significant regulatory requirements imposed	Substantiated, public embarrassment, moderate impact, moderate news profile	Localised damage requiring external resources to rectify	Contained, reversible impact managed by external agencies	Exceeds deadline by 20% of project timeline	Exceeds project budget by 20%
Major (4)	Lost time injury >30 days	\$500,001 - \$1,000,000	Prolonged interruption of services – additional resources; performance affected < 1 month	Non-compliance results in termination of services or imposed penalties	Substantiated, public embarrassment, high impact, high news profile, third party actions	Significant damage requiring internal & external resources to rectify	Uncontained, reversible impact managed by a coordinated response from external agencies	Exceeds deadline by 25% of project timeline	Exceeds project budget by 25%
Catastrophic (5)	Fatality, permanent disability	More than \$1,000,000	Indeterminate prolonged interruption of	Non-compliance results in	Substantiated, public embarrassment,	Extensive damage requiring	Uncontained, irreversible impact	Exceeds deadline by 30% of	Exceeds project

Shire of Kojonup Measures of Consequence									
Rating (Level)	Health	Financial Impact	Service Interruption	Compliance	Reputational	Property	Environment	Project TIME	Project COST
			services – non-performance > 1 month	litigation, criminal charges or significant damages or penalties	very high multiple impacts, high widespread multiple news profile, third party actions	prolonged period of restitution Complete loss of plant, equipment & building		project timeline	budget by 30%

Measures of Likelihood			
Level	Rating	Description	Frequency
5	Almost Certain	The event is expected to occur in most circumstances	More than once per year
4	Likely	The event will probably occur in most circumstances	At least once per year
3	Possible	The event should occur at some time	At least once in 3 years
2	Unlikely	The event could occur at some time	At least once in 10 years
1	Rare	The event may only occur in exceptional circumstances	Less than once in 15 years

Risk Matrix						
Consequence		Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood		1	2	3	4	5
Almost Certain	5	Moderate (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Moderate (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Moderate (6)	Moderate (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Moderate (5)

Risk Acceptance Criteria			
Risk Rank	Description	Criteria	Responsibility
LOW	Acceptable	Risk acceptable with adequate controls, managed by routine procedures and subject to annual monitoring	Operational Manager
MODERATE	Monitor	Risk acceptable with adequate controls, managed by specific procedures and subject to semi-annual monitoring	Operational Manager
HIGH	Urgent Attention Required	Risk acceptable with effective controls, managed by senior management / executive and subject to monthly monitoring	Executive Manager / CEO
EXTREME	Unacceptable	Risk only acceptable with effective controls and all treatment plans to be explored and implemented where possible, managed by highest level of authority and subject to continuous monitoring	CEO / Council

Existing Control Ratings		
Rating	Foreseeable	Description
Effective	There is <u>little</u> scope for improvement.	Processes (Controls) operating as intended and aligned to Policies / Procedures. Subject to ongoing monitoring. Reviewed and tested regularly.
Adequate	There is <u>some</u> scope for improvement.	Processes (Controls) generally operating as intended, however inadequacies exist. Nil or limited monitoring. Reviewed and tested, but not regularly.
Inadequate	There is a <u>need</u> for improvement or action.	Processes (Controls) not operating as intended. Processes (Controls) do not exist, or are not being complied with. Have not been reviewed or tested for some time.

2.3.5 DEPARTMENT OF TRANSPORT LICENSING SERVICES

Adopted or Reviewed by Council:	17/11/15	Council Minute Reference:	183/15
Reviewer:	Chief Executive Officer		
Local Law:			
Procedure:			
Delegation:	ADMIN 017 - Vehicle Licensing & Registration Agency Contract		

OBJECTIVE

Set a position on the provision of localised licensing services at no cost to Council.

POLICY

The Shire of Kojonup is committed to maintaining the traffic licensing agency role subject to the financial commissions received from the State Government providing sufficient revenue such that there is a net benefit to Council, or community benefit.

The Chief Executive Officer is delegated authority to negotiate the renewal of future contracts for the delivery of traffic licensing and services.

2.3.6 VOLUNTEER MANAGEMENT

Adopted or Reviewed by Council:	16/02/16	Council Minute Reference:	19/16
Date/s Amended:	20/11/18		143/18
	19/11/19		156/19
Reviewer:	Chief Executive Officer /all volunteer Managers		
Local Law:			
Procedure:	Volunteer Management Handbook		
Delegation:			

OBJECTIVE

To provide a Volunteer Management system that integrates and coordinates the core policies processes and activities the organisation has in place for working with volunteers. It is made up of policies, procedures and work documents which control how the volunteer program is implemented from day to day.

POLICY

Volunteering promotes civic participation and encourages local people to be active, shape, contribute and make a difference to their local community. Volunteering benefits everyone including the individuals involved, the Council and the wider community.

Council is committed to utilising and valuing the skills, time, talents and energy of volunteers effectively which is supported through the provision of a comprehensive volunteer management framework.

This policy defines the relationship between the Shire and its volunteers; setting out the role and responsibility of Council and outlining the rights and responsibilities of volunteers.

Volunteers working on behalf of the Shire will be defined as individuals who:

1. Provide their services of their own free will;
2. Do not receive any monetary reward (out of pocket expenses are not regarded as monetary reward);
3. Benefit the community and themselves by participating in volunteer programs; and
4. Complement, but do not replace or threaten the livelihood of, paid workers in designated positions.

LEGISLATION AND REFERENCES

Volunteers are entitled to protection through the following legislation:

- *Work Health and Safety Act 2020*
- *Equal Opportunity Act 1984 (WA)*

This policy is to be read in conjunction with the Volunteer Handbook.

BACKGROUND

The Shire of Kojonup has many volunteers across a range of differing activities. Volunteers work alongside staff to deliver and enhance a diverse number of services and initiatives offered by the Shire. Many of these services and initiatives would not occur or would not be sustainable in the long term without the support and contribution of volunteers.

The following outlines the various categories of volunteering throughout Council:

- The Kodja Place Precinct; and
- Library.

PRINCIPLES

The following principles underpin Council's approach to volunteering:

Council performance: Volunteers contribute to the delivery of the Shire's Community Strategic Plan;

Community participation: All citizens have the right to apply to volunteer and the Shire will provide opportunities for members of the community to participate as volunteers in a variety of programs and Shire activities;

Inclusiveness: The Shire will ensure its programs and activities meet individual needs, are welcoming of diversity, and value the strengths and abilities of all community members;

Training: Volunteers will be equipped with the necessary skills and resources required to successfully fulfil the positions;

Identifying strengths & meeting individual needs: Volunteers expectations, interests, availability, abilities, skills and knowledge will be taken into account when matching them with a volunteer position;

Balance of paid staff and volunteers: Volunteers will complement but not threaten the livelihood of paid workers or replace the services or roles provided by paid staff;

Risk Management: Council will provide a safe working environment and address risks that affect the safety and wellbeing of volunteers;

Mutual benefit: Volunteering remains a mutually beneficial activity for the individual volunteer, the program, the community and Council; and

Volunteer Management: Volunteers will be managed in a structured, organised and professional manner.

VOLUNTEER RIGHTS AND RESPONSIBILITIES

Unlike paid staff, volunteers are not covered by awards or workplace agreements. Volunteers, however, have rights and responsibilities which are in part defined by legislation and in recognition of the significant value that volunteers bring to Council and the community.

Volunteer Rights

1. To be respected and valued in the role as a volunteer.
2. To work in a healthy and safe environment.
3. To choose the type of activities they are to be involved in, in accordance with their skills, interests and needs.
4. To receive an orientation and induction to the Shire of Kojonup and individual program areas.
5. To have their ideas welcomed and acknowledged by their Manager and other staff.
6. To be able to raise any grievances or issues in accordance with the Shire's process.
7. To receive reimbursement for out of pocket expenses.
8. To have the training, equipment and resources required to do the duties.
9. To have open communication between Volunteers and Managers.
10. To be protected by insurance.
11. To be actively involved in the decision making that affects them.

Responsibilities of Volunteers

Volunteers have obligations to Council and will be required to:

1. Fulfil the duties as specified in their position description in accordance with relevant legislation;
2. Understand and acknowledge the requirements of the Shire's Code of Conduct and relevant policies and guidelines;
3. Participate in the appropriate induction and on-going training as provided;
4. Operate under the direction and supervision of Shire staff to achieve the objectives required;
5. Maintain confidentiality regarding Shire business, program information or any other sensitive, private information they come across during their volunteer duties;
6. Report any unsafe working conditions/potential hazards to their Manager; and
7. Report any injury/damage to themselves or a third party.

Supporting Documentation

Volunteer Handbook

Employee Manual

Risk Management Framework

Business Continuity & Disaster Recovery Plan

Shire of Kojonup Bush Fire Brigades Local Law 2020

2.3.7 CLOSED CIRCUIT TELEVISION (CCTV) OPERATIONS AND RECORDING

Adopted or Reviewed by Council:	18/04/17	Council Minute	40/17
Date last amended:	20/11/18	Reference:	143/18
	20/08/19		85/19
	19/11/19		156/19
Reviewers:	Chief Executive Officer/Project Manager and Regulatory Services		
Local Law:			
Procedure:			
Delegation:	ADMIN 014 – Prosecutions & Legal Defence		

OBJECTIVE

This policy applies to Closed Circuit Television (CCTV) and any other device capable of recording video footage in the performance of Shire duties by employees, contractors and elected members.

Provisions relating to recording devices such as Dash Cam will be separately addressed as part of Councils Motor Vehicle/Plant policies/procedures.

This policy document provides guidance on operation, management and reporting protocols for Closed Circuit Television (CCTV) leased, owned or controlled by the Shire of Kojonup:

1. Within, on or around Shire facilities; and
2. In public places within the Shire of Kojonup.

The policy also provides guidance to ensure a consistent approach in identifying suitable locations when considering future public place CCTV installation within the Shire of Kojonup.

POLICY

Purpose

The Shire of Kojonup conducts CCTV operations in order to:

1. Assist in deterring, detecting and responding to criminal offences against people or property;
2. Record evidence to support investigations and prosecutions by Police in relation to offences; and
3. Address community safety concerns of residents, workers, business proprietors, visitors and employees of the Shire of Kojonup.

CCTV OPERATIONS

The objectives established for CCTV operations should be based on measurable criteria, which may include:

1. Reducing crime and incidents reported to Police;
2. Reducing damage and graffiti reported to the Shire of Kojonup;
3. Improving perceptions of safety and reducing fear of crime; and
4. Evidence purposes.

Ownership

The CCTV Operation is owned by and is the sole property of the Shire of Kojonup, unless partnered with WA Police.

Determining CCTV Camera Location

In determining CCTV camera location and placement in public places, the following factors (in consultation with key stakeholders) will be considered:

1. Incidence of criminal activity;
2. Level of human activity;
3. Level of deterrent;
4. Logistical requirements; and
5. The surveillance is legally permitted.

The selection criteria for each camera placement and location should be documented and the effectiveness of the installation should be measurable and reviewed annually.

A replacement or upgrade program based on system value should be implemented as part of the Shire of Kojonup Information & Communications Technology Plan. Camera technology is continuously evolving and, as a result, the Shire must be aware of the need to remain up-to-date with technology improvements and to factor general maintenance, regular servicing, software upgrades and replacement hardware into the annual budget.

Access and Security of CCTV Equipment

All CCTV recording equipment will be located within secure areas and not accessible to unauthorised persons.

Storage and disposal of surveillance images

Storage and disposal of records from CCTV is to be in accordance with the General Disposal Authority for Local Government Records (DA2015-001) as follows:

No	Function/Activity	Description	Disposal Action	Custody
100.4	Surveillance - Investigations	Surveillance/CCTV footage REQUIRED for investigations and/or court proceedings. NB: If a tape forms part of a case file, it should be sentenced in accordance with the related case records.		
100.4.1		Footage presented by the local government (LG) to the authorities where the LG is not party to the investigation in any further capacity. In these situations, the LG is merely the provider of the footage and the incident does not involve LG staff or assets.	Destroy	Retain 7 years after provision of footage then destroy
100.4.2		Footage concerning incidents involving local government staff or assets, required for investigations.	Destroy	Retain 7 years after investigation finalised, then Destroy.

100.5	Surveillance - No Investigations	Surveillance/CCTV footage NOT REQUIRED for investigations.		
100.5.1		Surveillance/CCTV footage taken from fixed cameras around public open spaces and public access areas.	Destroy	Destroy or re-use tape 30 days after footage taken
100.5.2		Surveillance/CCTV footage taken by mobile cameras or car-based cameras.	Destroy	Destroy or re-use tape 7 days after footage taken
100.5.3		Surveillance/CCTV footage taken from fixed cameras around local government buildings and assets with staff in attendance on a regular basis.	Destroy	Destroy or re-use tape 7 days after footage taken

All hardware purchased for CCTV use must have adequate capacity available to meet the minimum retention period above.

Requests for Stored Information

1. Access to designated surveillance areas and data will be restricted to Authorised Personnel or with written authorisation from the CEO.
2. Any person requesting a copy of any CCTV data records is to apply in writing to the Chief Executive Officer, outlining reasons for such requests. This excludes WAPOL as they have direct access.
3. At no time will any original or copied video recordings, or still photographs, be released to any media organisation, journalist, individual or group without prior approval of the Chief Executive Officer. If access is denied, applicants are able to utilise the Freedom of Information application process.
4. Recorded material released shall be verified for accuracy, relevance and must not exceed that necessary to fulfil the purposes of the written request.
5. Access is allowed by the CEO and any CEO authorised Senior Management role to live CCTV images which may be required to view public areas for reviewing, monitoring or verifying maintenance services and public works.
6. All reasonable attempts will be made to serve the interests of anyone affected by public space surveillance with a focus on community safety and crime prevention, and not be confined to the interests of the Shire of Kojonup or operational needs of the WA Police.

The recording of Audio

There is no foreseen use of audio recording within the CCTV system. However, before audio recording is introduced, a policy for its proper use must be defined.

Complaints Handling

Any complaints regarding CCTV operations are to be directed in writing to the Chief Executive Officer.

Audit & Review

CCTV operations will be monitored and evaluated to verify compliance.

Privacy Principles

CCTV will be operated within the *Surveillance Devices Act 1998* and only for the purposes defined in this policy.

ROLES AND RESPONSIBILITIES

Council Authorised Officers

Chief Executive Officer

As authorised by the CEO Senior Management will be able to view live footage of their department on their smart phone or tablet as follows:

1. Manager Works and Infrastructure – Works Depot, Blackwood Road, Kojonup
2. Manager Financial and Corporate Services– Administration Office & Library, 93-95 Albany Highway, Kojonup
3. Property Services Manager – Administration Office, Library and The Kodja Place, 93-95 Albany Highway, Kojonup.
4. Chief Executive Officer – All departments of the Shire
5. WAPOL – All departments of the Shire

The Chief Executive Officer is responsible for the application of delegations in regards to the policy.

The Manager Property Services under the supervision of the CEO, is responsible for addressing any technical aspects for CCTV equipment owned, operated or leased by the Shire of Kojonup including equipment maintenance and upgrades and signage.

The Records Officer, under the supervision of the CEO, is responsible for reviewing and monitoring operations of the policy.

The following CCTV Authority Table reflects operational responsibility per Officer Position:

CCTV Authority Table					
OFFICER	CCTV BUILDING ACCESS	DEVICE	REAL TIME LIVE VIEW	HISTORICAL PLAYBACK	DOWNLOAD FOOTAGE
CHIEF EXECUTIVE	ALL BUILDINGS	SMART PHONE/ TABLET/ COMPUTER	LIVE VIEW	PLAYBACK	Yes
MANAGER WORKS & INFRASTRUCTURE	WORKS DEPOT	SMART PHONE/ TABLET/ COMPUTER	LIVE VIEW	PLAYBACK	NO

PROPERTY SERVICES MANAGER	ALL BUILDINGS	COMPUTER/S MART PHONE/TABLE T		PLAYBACK FOR POLICE ENQUIRIES – MAINTENANCE /TECHNICAL CHECKS	YES
RECORDS	ALL BUILDINGS	COMPUTER		PLAYBACK	NO - CEO APPROVAL

ETHICAL USE OF CCTV SYSTEMS AND RECORDED MATERIAL

This policy represents the formal policy and expected standards of Council. Approval of Council is required prior to any deviation from this policy. Elected Members and Employees are reminded of their obligations under Council’s Code of Conduct to give full effect to the lawful policies, decisions and practices of Council.

1. The CCTV System will be operated within applicable law and for the ethical and beneficial purposes for which it is established or which are subsequently agreed in accordance with these approved policy statements.
2. The CCTV System will be operated with due regard to the privacy and civil liberties of individual members of the public, including the rights to freedom of religious and political expression and assembly.
3. The public interest in CCTV Operations will be recognised by ensuring the security and integrity of recorded material.

The Shire of Kojonup has the highest expectation of all Authorised Personnel to:

1. At all times, act in an honest and legal manner to carry out duties which reflects community values;
2. Treat all live and recorded images in an ethical manner and with the utmost of care, respect and dignity;
3. Interact with WA Police and stakeholders in a timely, courteous and cooperative manner; and
4. Ensure toilets, showers and change rooms and other similar areas shall not be subject to CCTV surveillance.

CONFIDENTIALITY

The Shire of Kojonup expects Authorised Personnel to ensure confidentiality of information gathered by or from CCTV Operations by not disclosing or discussing any events with unauthorised Personnel or associates who have no direct responsibility relating to CCTV operations.

In addition, Authorised Personnel will not explicitly identify any involved person or party with family, friends, or acquaintances and will not disclose any information to third parties, including the media without prior written approval from the Chief Executive Officer.

2.3.8 SOCIAL MEDIA

Adopted by Council:	17/03/20	Council Minute Reference:	26/20
Date last amended:	20/10/20		141/20
	12/12/23		141/23
Reviewer:	Chief Executive Officer/Project Manager and Regulatory Services		
Local Law:			
Procedure:			
Delegation:			

Social media is revolutionising the way we stay connected with our family, friends and communities. It is growing with evidence from statistics for Facebook showing more than 14 million Australians are active each month.

OBJECTIVES

The use of social media within the Shire of Kojonup has the objective of making content available to engage the people who connect with the Shire via this medium.

This policy establishes the use of social media within the organisation to make content available, provide feedback and communicate with others who are interested in similar topics, and help the Shire of Kojonup find new ways of engaging with people who live, work or spend time within the Shire.

By implementing social media more effectively, the Shire will improve communication, engagement and collaboration with its community to help strengthen the positive and professional identity of the Shire.

This policy is intended to provide clear guidance with respect to the appropriate use of Social Media by all employees. The appropriate use of Social Media applies as it is defined by this policy, the Shire's Code of Conduct and individual contracts of employment.

POLICY

This policy is applicable to all Shire staff, Elected Members and Volunteers. It applies to any social media activity on behalf of the Shire or for staff in contexts that relate to the Shire or the performance of their responsibilities.

Social media platforms may include but are not limited to:

- blogs;
- photo and video sharing such as YouTube and Instagram;
- social networks such as Facebook, Twitter and Linked In;
- mobile phone applications;
- texting;
- digital TV services;
- wikis;
- collaboration tools;
- websites; and
- online forums

PURPOSE

The Shire uses social media for:

- **Communication**
Social media tools are used to tell people what's happening in the Shire of Kojonup. For example, using the Shire's Facebook page to promote major events and to share the latest news.
- **Engagement**
Social media is used to help people to get involved in their community and in local decision making by encouraging discussion on a range of different topics across the different platforms such as Facebook and YouTube. It also means that the Shire can respond to comments and concerns faster, reduce the requirement for customers having to visit the Shire office and reduce the risk and impact of negative comments and bad publicity.
- **Collaboration**
Social media is used to find new, more efficient ways of working together with the community. The Shire's expansion into Social Media provides the opportunity to encourage residents to share content, thoughts and ideas across different platforms such as Instagram.

1. Organisational Use

Any use of social media within the Shire must:

- Follow these social media process and guidelines. These guidelines are in addition to any professional standards that govern specific areas of work and all other relevant policies;
- Ensure appropriate authorisations are obtained before providing any information for posting on social media site;
- Ensure that any information posted online serves to enhance the services of the Shire, is in line with the Shire's missions and values, and will not bring the Shire into disrepute;
- Comply with all laws relating to copyright, record keeping, privacy and defamation, including the need for accurate information and constantly ensuring comments are free from harassment and discrimination;
- Cite all sources quoted within information posted;
- Social Media use on the Shire's relevant media is limited to those employees expressly authorised by the CEO and the following:
 - Shire of Kojonup Facebook Page - Customer Service Officer, Records Officer , Project Manager/Regulatory Services, Manager Financial and Corporate Services, and Chief Executive Officer.
 - Kojonup Library Facebook Page – Chief Executive Officer, Project Manager and Regulatory Services, Senior Library Officer, Records Officer, Manager Financial and Corporate Services.
 - Kojonup Play in the Park Facebook Page – Play Café Coordinator, Senior Library Officer, Manager Financial and Corporate Services, Project Manager/Regulatory Services, and Chief Executive Officer.
 - Kojonup Visitors Centre Facebook Page - Visitor Services Officer, Manager Kodja Place, Tourism and Marketing, Project Manager and Regulatory Services and Chief Executive Officer.

All the Shire's digital communication channels are filtered through the CEO/Executive Assistant to ensure the appropriate moderation and security measures are taken. **Before setting up any new digital platforms (inc social media channels, websites, analytics and applications) the CEO and relevant manager are to be engaged prior to any decision being made.**

2. Guidelines for using Social Media on behalf of the Shire of Kojonup

The following information is provided to assist staff when preparing social media content and responses:

- The Shire President and the CEO are the official spokespersons for the Shire of Kojonup; any statements on behalf of the Council and the Shire are only to be made with specific authority (see above);
- Ensure content is accurate, relevant and complies with current policies, if in doubt always check;
- Avoid offensive, defamatory, intimidating and provocative language, and avoid commenting on or liking posts that contain this type of language;
- Avoid making personal comments about elected members, staff or members of the community;
- Maintain a professional, positive and respectful tone;
- Adhere to copyright, privacy, defamation, discrimination, harassment and other applicable laws;
- If in doubt, do not post – Do not reveal any confidential or time sensitive information that has not yet been made publically available and, if you are not sure on how to respond to a post, refer to the CEO.
- All posts to be written in the third person point of view;
- Liking, sharing or reacting to a post on Social Media is generally taken to be an endorsement of that material, as if you had created it yourself, and may be seen by a wider audience than intended.
- Be responsive – Replying to comments and messages needs to be in a timely manner;
- Keep in mind that you are responding to comments on behalf of the whole organisation;
- There is no such thing as ‘off the record’ for social media. Staff should understand that conversations are in the public domain and can be re-posted elsewhere online and quoted by the media without asking for permission;
- Remember the audience the Shire is targeting when determining which platform you would use to engage with the Shire’s followers;
- Each post must have a photo or picture;
- Always complete each post with a contact: i.e.; If you have any queries, please do not hesitate to contact me on 9831 2400 or email *your email*.

3. Personal Use

Social Media is now a part of daily life and an accepted method of instant communication. The Shire of Kojonup recognises that its staff use social media in a personal capacity outside the context of the workplace. This policy is not intended to discourage nor unduly limit personal expression or online activities. An individual acting on behalf of the Shire, acting in a capacity that they could be seen as representing the Shire or a person seen as, by the public, to be working for the Shire needs to be aware that there is the potential their comments, endorsements and social media activity after hours could influence people to question their ability to remain apolitical and impartial.

It is important, however, to remember that the use of social media is not without risk and the speed and reach of publishing online means content is available immediately to a wide audience. Anything posted online can be difficult to delete and may be replicated to a wide audience. It may be sent to, or seen by people the author never intended or expected would see it. Staff must therefore

recognise the need to exercise caution when posting or endorsing content on social media. The nature of social media often identifies the place of work of the individual using it. In any circumstance where the person is using social media outside the context of the workplace and can be identified as a Shire of Kojonup employee, they are personally responsible for the content they publish and the content published by others to their social media platforms.

Comments or endorsements of content posted on social media by staff members must ensure their actions/posts/content do not provide grounds for a reasonable person to conclude that they could not serve the Local Government impartially and professionally. Staff should also follow and adhere to relevant policies and procedures in a professional manner that is free from bias.

The more senior you are within the organisation, the more weight your opinions will carry and have a greater capacity to impact the reputation of the Shire.

Private Profiles and Private Groups

Nothing that is posted on-line is truly 'private'. Private profile settings and private groups are no guarantee information is only seen by the target audience. Posts may have been screenshot and distributed to individuals, groups and organisations that were never intended to see the content, even after the original post has been deleted.

Privacy settings are not enough to stop someone who disagrees with what has been posted from copying and using it (privacy settings are also constantly being changed and upgraded from social media platform to platform). As staff members of the Shire, your comments have the capacity to affect the Shire's reputation or impact perceptions of you in your role within the Shire.

4. Social Media Management

The Shire's use of social media is intended to be holistic, cross-functional, and owned by all Service Areas.

All defamatory postings will be removed and or hidden through either Facebook's profanity filter or by a manager/CEO at their discretion.

Defamatory postings include but are not limited to those that are racist, sexist, threatening, insulting, and/or unlawful and threatening to another's privacy or safety, possibly constituting a breach of the Shire's Code of Conduct.

4.1 Managing Content (Refer to below organisational charts)

In the case of any particular comment, there are ways to take action;

- No action at all – the comment is allowed to stand as is. This is by far the most common "action" you will take
- An answer or response may be provided to a contributor's query or comment
- The comment may be drawn to the attention of a manager/ CEO for consideration or action
- The comment may be deleted

4.2 Record Keeping Requirements

Social media postings by the Shire are considered the same as any other means of communication, are often considered a record of the Shire's activities and are subject to freedom

of information requests. This means that the posting and any comments made on the platform must be captured within the Shire's records management systems. Any required guidance on records management of social media should be referred to the Records Administration Officer.

5. Breaches

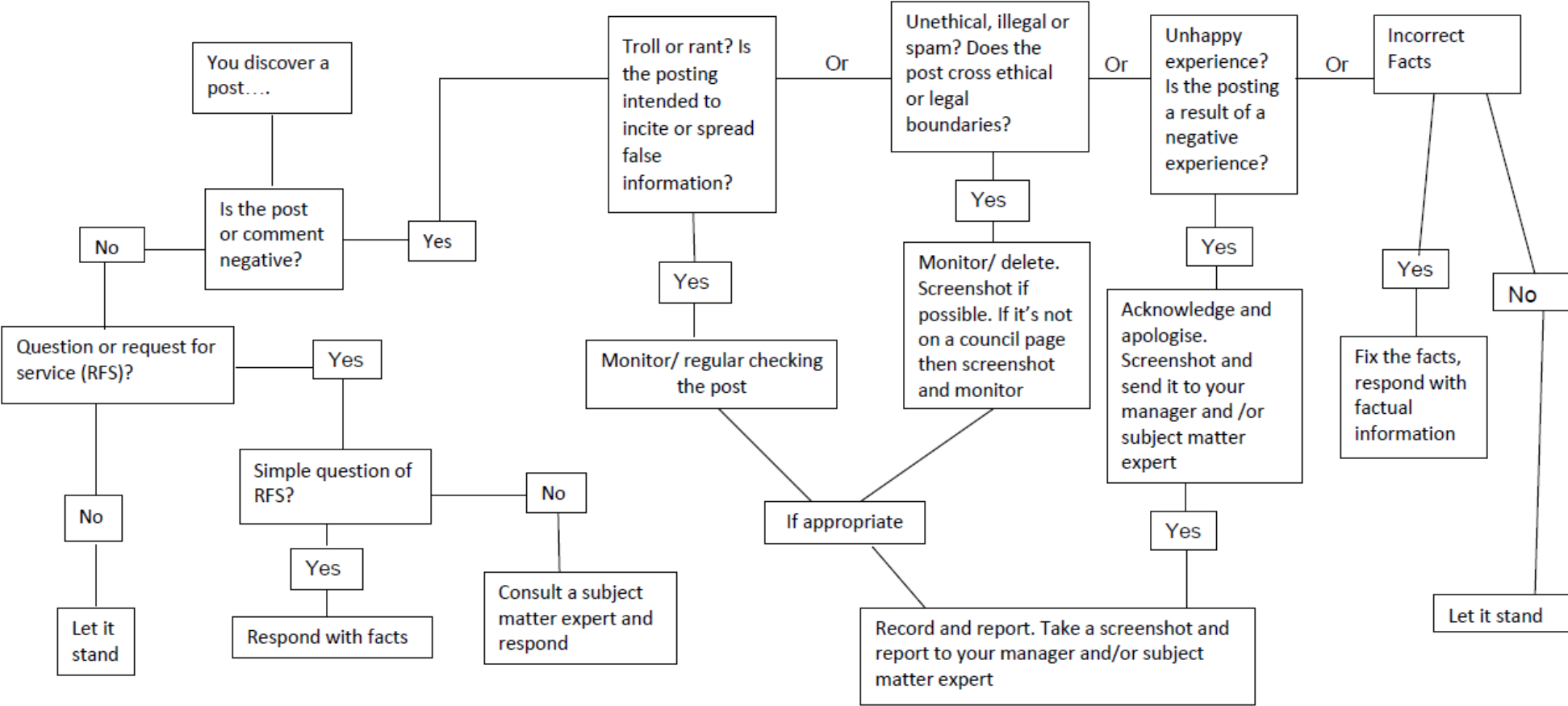
Employees who breach this policy may face disciplinary action which may include a review of their employment with the Shire of Kojonup.

Inappropriate use of social media will not be tolerated by the Shire of Kojonup. An employee who engages in any conduct in breach of this policy will be subject to disciplinary action up to and including instant dismissal.

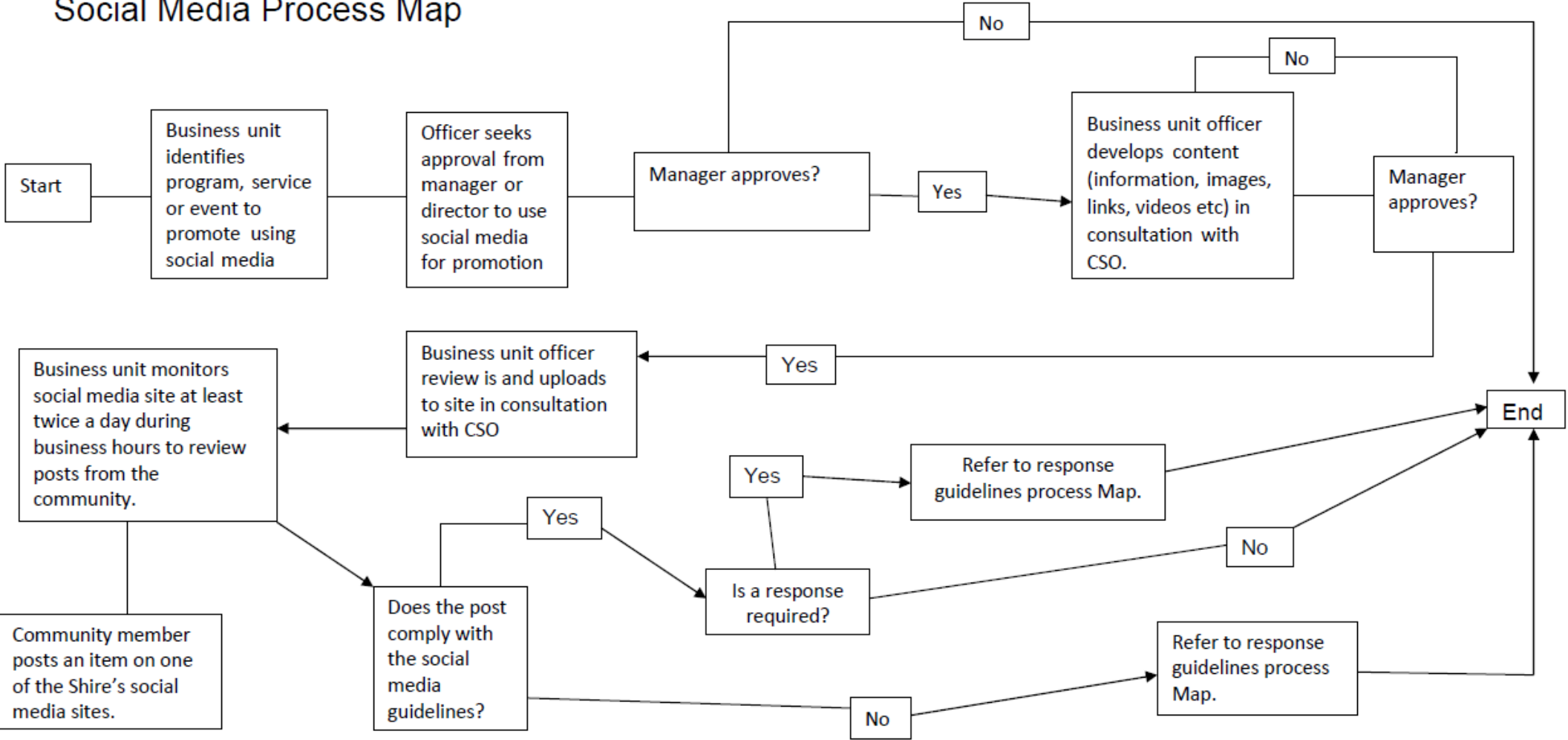
Any manager who is made aware of any of the behaviour outlined in this policy and who does not deal with the code of conduct appropriately or report the inappropriate usage will also be subject to disciplinary action.

Response Guidelines

Shire Approved social media administrators and editors only



Social Media Process Map



3 EXECUTIVE & GOVERNANCE

3.1 COUNCILLOR INDUCTION

Adopted or Reviewed by Council:	17/11/15 17/11/20 12/12/23	Council Minute Reference:	183/15 156/20 141/23
Reviewer:	Chief Executive Officer/Governance and Rates Officer		
Local Law:			
Procedure:	Councillor Induction Manual		
Delegation:			

OBJECTIVE

To ensure that elected Council members have sufficient opportunity to be conversant with their legal responsibilities and local government practices and procedures, by undergoing an induction at commencement of their term.

POLICY

Induction

All elected Council members shall, following their swearing in, be given an induction session by the CEO to acquaint themselves with the operations of the Shire of Kojonup and local government in general.

Training

Elected Council members are required to complete the following training in the first year of their term:

1. Understanding Local Government;
2. Conflicts of Interest;
3. Serving on Council;
4. Meeting Procedures;
5. Understanding Financial Reports and Budgeting; and
6. CEO Performance Appraisal

Attendance is encouraged at seminars, workshops or conferences that are applicable to local government and which will also provide improved knowledge, business practices and procedures for the benefit of the Shire of Kojonup – see Policy 3.28 – Councillors Continued Professional Development.

3.2 USE OF COUNCIL CHAMBERS & RECEPTION LOUNGE

Adopted or Reviewed by Council:	14/11/17	Council Minute Reference:	183/15
Date/s Amended:	20/11/18		143/18
Reviewer:	Chief Executive Officer		
Local Law:			
Procedure:			
Delegation:			

OBJECTIVE

To ensure the Council Chambers are recognised and utilised specifically for local government related activities, and to establish a protocol of use.

POLICY

The Council Chambers are to be used for local government meeting purposes only, except where otherwise approved by the Chief Executive Officer or the Shire President.

Any requests for usage of the Council Chambers not conforming to this policy are to be referred to the CEO.

The Council Reception Lounge is available for restricted Community use in accordance with the adopted fees and charges, whereby either a Councillor or Staff member is in attendance or by a community group approved by the CEO.

The Council Chambers and Reception Lounge may be used as a Local Emergency Management Centre.

3.3 CERTIFICATES OF APPRECIATION

Adopted or Reviewed by Council:	17/11/15	Council Minute Reference:	183/15
Date/s Amended:	20/11/18		143/18
	16/11/21		135/21
Reviewer:	Chief Executive Officer/all personnel Managers		
Local Law:			
Procedure:			
Delegation:			

OBJECTIVE

To recognise contributions and achievements from Staff, local residents and organisations.

POLICY

To recognise valuable contributions to the community and the good governance of the district, the Council may award Appreciation Certificates, with eligibility guidelines being:

1. Community Organisations/Individuals
2. Following receipt of a written submission containing detailed information on the nominee whether the nominee be from a recreational club, service club or community organisation;
3. Employee
4. Continuous periods of 5 years, 10 years, 15 years, 20 years, 25 years, 30 years or over to be based upon anniversary date; and
5. Others
6. As determined by Council from time to time
7. As determined by the Chief Executive Officer from time to time.

PROCEDURE

Community Organisation/Individual

- Ideally, presented at a formal meeting of Council or, alternatively, at a Community/Volunteer Recognition BBQ held either March/April annually.

Employee

- In respect of Council Employees, subject to the approval of the recipient, certificates will generally be presented at a formal meeting of Council (family members may attend).

3.4 PRESENTATIONS – RETIRING COUNCILLORS

Adopted or Reviewed by Council: 14/11/17 **Council Minute Reference:** 151/16

Reviewer: Chief Executive Officer/Governance and Rates Officer

Local Law:

Procedure:

Delegation:

OBJECTIVE

To ensure a policy exists which clarifies presentations by Council to retiring Councillors.

POLICY

Upon resignation or retirement as a Councillor, the Shire may, provided the Councillor has served at least one full 4 year term of office and as a token of appreciation for the years of service, provide one or both of the following:

1. A gift (or money/gift card) valued at up to a maximum of \$200; and/or
2. A presentation made at an appropriate function approved by the Shire President.

Note:

When reviewing the policy, reference should also be made to r. 34AC. of the Local Government (Administration) Regulations 1996 which sets the four year minimum referenced above and also sets a maximum gift value of \$100 per year to a permissible total of \$1,000.

3.5 COMMON SEAL

Adopted or Reviewed by Council:	17/11/15 12/12/23	Council Minute Reference:	183/15 141/23
Reviewer:	Chief Executive Officer/Governance and Rates Officer		
Local Law:			
Procedure:			
Delegation:			

OBJECTIVE

To clearly define who is authorised to affix the Common Seal, and in what circumstances and to provide a standard sealing clause.

POLICY

That the President and Chief Executive Officer be authorised to use the Shire of Kojonup's Common Seal when and as required to comply with contractual and legal obligations and that the wording be as follows:

*"The Common Seal of the Shire of Kojonup was hereunto affixed in the presence of:
Chief Executive Officer _____
Date _____
Shire President _____
Date _____"*

The guidelines for use of the Common Seal are as follows:

1. The Governance and Rates Officer is to have charge of the Shire of Kojonup's Common Seal, and is responsible for the safe custody and proper use of it;
2. The Common Seal of the Shire of Kojonup is to be affixed to any local law, which is made by Council;
3. The Governance and Rates Officer is to record in a register each date on which the Common Seal is affixed to a document, the nature of the document, and the parties to any agreement to which the Common Seal is affixed; and
4. For use in legal and contractual forms, as deemed appropriate or required by law.

3.6 FLYING OF FLAGS

Adopted or Reviewed by Council:	14/11/17	Council Minute Reference:	183/15
Date amended:	19/11/19		156/19
	16/11/21		135/21
Reviewer:	Chief Executive Officer/Manager Financial and Corporate Services/Customer Service Officer		
Local Law:			
Procedure:			
Delegation:			

OBJECTIVE

To ensure that a consistent policy is applied to requests for flying of legitimate and recognised flags.

POLICY

The Australian, State and Aboriginal flags are to be flown at The Kodja Place on a permanent basis. The Australian, Aboriginal and Shire of Kojonup flags are to be flown at the Council administration offices.

When requests are received for the flying of other flags on Council's flagpoles, the Western Australian state flag be substituted unless protocol (as described below) dictates otherwise.

Note: Many protocols exist for the flying of flags. The following is an excerpt from the booklet 'Australian flags' – Part 2: The protocols for the appropriate use and the flying of the flag. Refer to www.itsanhonour.gov.au for more information.

"Flying and handling

When flown in Australia or on Australian territory the Australian National Flag takes precedence over all other flags with the exception of the United Nations Flag on United Nations Day (refer to page 35). See the order of precedence (page 25) when flying the Australian National Flag in company with other flags.

The flag should not be flown in a position inferior to that of any other flag or ensign. The superior position is based on the formation of the flagpoles in the set, not the height of the flag on the flagpole."

"Order of Precedence

The Australian National Flag takes precedence in Australia over all other flags when it is flown in company with other flags. Thereafter when flown in the community the order of precedence of flags is:

- 1: National Flag of other nations*
- 2: State and Territory Flags*
- 3: Other flags prescribed by the Flags Act 1953 including:*
 - > the Australian Aboriginal Flag and the Torres Strait Islander Flag in either order; and*
 - > the Defence ensigns which should be flown in the following order:*
 - the Australian Defence Force Ensign*
 - the Australian White Ensign*
 - the Royal Australian Air Force Ensign.*
- 4: Ensigns and pennants – local government; Commonwealth, state and territory agencies; non-government organisations.*

The order of precedence may be varied in the following circumstances:

- > On military occasions or establishments, the Australian National Flag may be followed in the order of precedence by the prescribed Defence ensigns and military pennants ahead of other flags, ensigns and pennants.*

> On Commonwealth occasions and Aboriginal or Torres Strait Island occasions for their peoples, the Australian Aboriginal Flag or the Torres Strait Islander Flag may follow the Australian National Flag ahead of other flags prescribed under the Flags Act 1953, state and territory flags and other ensigns and pennants.”...

“In the absence of a flag or flags higher in the order, a flag shall follow the flag being flown that is higher in the order. The order of precedence does not require that a flag listed in the order must be flown in company with other flags in the order”.

Other:

1. Flags will be flown at half-mast during a funeral held in Kojonup.
2. Directives from government departments are in addition to the above policy and will be complied with.

3.7 COUNCILLORS FEES & REIMBURSEMENTS

Adopted or Reviewed by Council: 17/11/15 **Council Minute Reference:** 183/15

Reviewer: Chief Executive Officer/Governance and Rates Officer/Manager Financial and Corporate Services

Local Law:

Procedure:

Delegation:

OBJECTIVE

To define elected member fees and allowances as determined by the *Local Government Act 1995*, *Local Government (Administration) Regulations 1996* and the *Salaries and Allowances Act 1975*.

To encourage elected members' use of Council vehicles, where possible, for Council business.

POLICY

Fees and Allowances

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

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

Reimbursement of Expenses

Conferences

Council will pay for reasonable expenses incurred (including out of pocket expenses) in relation to nomination, travel and accommodation of any Councillor that is authorised by Council to attend a conference relating to Council Business. The President and Chief Executive Officer of the Shire shall approve the amount of expenses to be incurred.

Travel

Council will reimburse Councillors' travelling expenses when attending Council Meetings, Committee Meetings, Advisory Committees and Council authorised meetings. Travel with the Shire President or Council Officer is encouraged where this is convenient and effective. If this is not convenient or effective, a Councillor may claim the appropriate mileage allowance. Reimbursement will be at the current rate per kilometre in the Local Government Industry Award on presentation of a completed log book.

Out of Pocket Expenses

Reasonable out of pocket expenses will be reimbursed on presentation of a receipt to the Manager Financial and Corporate Services.

Administration

1. Councillors attending official Council meetings as an observer authorised by the Presiding Member or the Council in general will be entitled to travel reimbursement.
2. Councillors attending Council related meetings in a private capacity are not entitled to travel reimbursement.
3. Councillors may elect not to receive meeting fees and other allowances.
4. Councillor fees and allowances shall be paid on a quarterly basis, in arrears.
5. Payment of travel reimbursements and out of pocket expenses shall be made on application to the Manager Financial and Corporate Services.

6. Only one amount can be claimed for annual attendance fees i.e.; two positions cannot be added so as to get a higher figure.

3.8 COUNCIL ADVISORY COMMITTEES

Adopted or Reviewed by Council: 17/11/15

Council Minute Reference: 183/15

Reviewer: Chief Executive Officer/Governance and Rates Officer

Local Law: Local Government (Council Meetings) Local Law 2020

Procedure:

Delegation:

OBJECTIVE

The Shire of Kojonup appreciates the service provided by members of Council Committees. In providing these services, however, a standard of professional behaviour must be demonstrated that maintains and promotes confidence and trust in the work of Council.

Advisory Committees are appointed to provide input and overview to Council on a specific topic either to a term of reference or on an ongoing basis.

Advisory Committees:

1. Advise Council on current and emerging issues;
2. Promote the awareness of a specific topic within Council and the community;
3. Provide a process for input into the planning and provision of services and facilities; and
4. Provide a process for feedback from community to Council.

This policy provides guidelines for consistent practice in the way Advisory Committees are formed and operate.

POLICY

Legal Environment

In accordance with s. 5.8 of the *Local Government Act 1995*, the Council may convene a Committee of three or more persons for the purpose of assisting the Council and to exercise the powers and discharge the duties of the local government that can be delegated to committees.

A Committee shall operate in accordance with the relevant requirements of:

1. *Local Government Act 1995*, Part 5, Division 2;
2. Local Government (Administration) Regulations 1996;
3. Shire of Kojonup Policy 3.1 Code of Conduct; and
4. Local Government (Council Meetings) Local Law 2020 ; and
5. This policy.

A committee member ceases to be a member of a committee if the member has been absent from three consecutive meetings of the committee without having been given a leave of absence.

Resources

The Chief Executive Officer will appoint a responsible officer for ensuring that a committee is provided with appropriate administrative support and professional advice. Committee members shall ensure that matters regarding the operation of a committee are referred, in the first instance, to the responsible officer.

Shire resources can only be used for Shire purposes if the CEO has given specific approval. Shire resources include:

1. Materials;
2. Equipment;
3. Facilities;
4. Vehicles;
5. Documents;
6. Staff time; and

7. Records, Data and Information.

Advisory committees cannot commit Council resources.

Recommendations to Council

Unless a specific Delegation of Statutory Authority has been established in accordance with s. 5.16 of the *Local Government Act 1995*, the decision making of a committee of Council is limited to providing recommendations for Council's consideration. The recommendations of advisory committees can assist Council in making informed decisions on complex matters.

Recommendations to Council shall be strategic in nature and reflect the role of the Council; that is, they shall not be of an administrative nature.

Conduct of Committee Members

Committee members are responsible for their own good conduct when providing services to Council and to the community. They are to know and understand the standards set out in this policy and in the Council's Code of Conduct. All relevant laws must also be obeyed. Any breaches of the Council's Code of Conduct will result in loss of membership to the committee.

Representing the Council on an advisory committee is an important responsibility and each member is to sign a declaration, as attached. Community members are unable to serve on Council committees if they have not signed the declaration.

When representing or providing services to the Council, committee members should, at all times, be courteous towards the public, Councillors, Council Staff and other committee members so as not to bring Council into disrepute.

All public comments and media statements representing the Shire of Kojonup or its committees must first be approved by the Shire President or the Chief Executive Officer.

Meetings

No Council Advisory Committee shall call a meeting without first obtaining written permission of the CEO detailing the purpose of the meeting. Approval will determine the following:

1. Who chairs the meeting;
2. The format of the meeting; and
3. Whether recommendations for consideration will be accepted.

Each committee of Council must ensure that full and accurate minutes of the proceedings of its meetings are kept in accordance with Local Government (Administration) Regulations 1996 r. 11. Minutes of Committee meetings shall be referred to the next available ordinary Council meeting, where appropriate.

Safety

Council is responsible for providing a safe work environment and gives priority to the health, safety and welfare of Council officials and committee members. Committee members should protect their safety and that of others in the work environment and public areas. All safety concerns should be reported immediately to Council staff.

No member shall take part in activities or attend meetings of a Council committee while under the influence of alcohol or other drugs which could impair abilities or cause danger to themselves or others.

Disclosure of Interest

A member of a Council Advisory Committee who has a pecuniary or financial interest in any matter with which the Committee is concerned and who is present at a meeting of the Committee at which the matter is being considered, must disclose the nature of the interest to the meeting as soon as practicable.

The member declaring an interest must not be present at, or in sight of, the meeting of the committee:

1. At any time during which the matter is being considered or discussed by the Committee; or
2. At any time during which the Committee is voting on any question in relation to the matter.



DECLARATION BY ADVISORY COMMITTEE MEMBER

Declaration by Advisory Committee Member

I,

of _____¹

,
having been elected to the ²_____ Advisory
Committee of the Shire of Kojonup, declare that I take the office upon myself and will duly, faithfully,
honestly, and with integrity, fulfil the duties of the Advisory Committee for the people in the district
according to the best of my judgement and ability, and will observe the Shire of Kojonup's Policies
3.12 Council Advisory Committees and 3.25 Code of Conduct.

Signed: _____

Date: _____

Witness Name: _____

Witness Signature: _____

Date: _____

¹ Insert your residential address.

² Insert Name of Advisory Committee

3.9 PUBLIC QUESTION TIME

OBJECTIVE

Adopted or Reviewed by Council:	17/11/15	Council Minute Reference:	183/15
Reviewer:	Chief Executive Officer/Governance and Rates Officer		
Local Law:	Local Government (Council Meetings) Local Law 2020		
Procedure:			
Delegation:			

The Shire of Kojonup provides the public with the opportunity to raise questions (as per s. 5.24 of the *Local Government Act 1995*), or to make a brief statement on issues of concern at all Ordinary Meetings and Standing Committee Meetings of Council. The purpose of this policy is to ensure that the Public Question Time during these meetings is conducted with respect, discretion and morality.

POLICY

The *Local Government Act 1995* requires that a minimum of 15 minutes is to be provided at the beginning of the meeting for question time (where members of the public wish to ask questions).

Question time is the first item on the agenda and the following procedures apply:

1. Council encourages input from its residents but will not debate any issue with those in attendance at meetings;
2. Questions should be directed to the Shire President (or Chairman at Committee Meetings). Where appropriate, the President may ask another Councillor or Officer to respond if necessary. If the answer is not known and requires further investigation, a written response will be provided at a later date;
3. The President (or Chairman) has the right to determine any address, question or statement made by a member of the public to be out of order if it is considered to be:
 - i. A personal attack or adverse reflection on the integrity of Councillors or Staff; or
 - ii. Inappropriate behaviour and use of public question time.Such behaviour will not be permitted or tolerated;
4. Prevention of Disturbance:
 - a. Any member of the public addressing Council or a Council committee is to extend due courtesy and respect to the Council or committee and the processes under which they operate and must take direction from the person presiding whenever called upon to do so; and
 - b. No person observing a meeting is to create a disturbance at a meeting by interrupting or interfering with the proceedings, whether by expressing approval or dissent, by conversing or by any other means.
5. Taped recording of Ordinary Council meetings is now regulated and required as of January 1 2025.
6. Taped recordings of other meetings is not permitted.
7. Copies of the Council's Public Question Time Policy are to be distributed at Council/Committee Meetings where members of the public are in attendance.

3.10 LATE AGENDA ITEMS – COUNCIL MEETINGS

Adopted or Reviewed by Council:	15/11/16	Council Minute Reference:	151/16
Reviewer:	Chief Executive Officer/Governance and Rates Officer		
Local Law:	Local Government (Council Meetings) Local Law 2020		
Procedure:			
Delegation:			

OBJECTIVE

To ensure that the decision-making process enables all issues to be properly considered in a professional and timely manner.

POLICY

1. The submission of late items to a Council meeting is only permitted with the prior permission of the Chief Executive Officer or the Presiding Member.
2. Late items must be in the approved report format including all relevant information and where possible late items are to be e-mailed to all elected members and loaded onto Docs-on-Tap.
3. Under the section of the Agenda titled “*NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING*” the meeting of the Council is to decide by a properly recorded vote whether to accept the late report before proceeding.

3.11 CITIZENSHIP CEREMONIES

Adopted or Reviewed by Council:	17/11/15	Council Minute Reference:	183/15
Date/s Amended:	20/11/18		143/18
	19/02/19		10/19
	12/12/23		141/23
Reviewer:	Chief Executive Officer/Governance and Rates Officer		
Local Law:			
Procedure:			
Delegation:			

OBJECTIVE

Ensure that people receiving the Certificate of Australian Citizenship be given a ceremony of their choice, as per the options below.

POLICY

Candidates for Australian Citizenship will be given the opportunity to choose from the following options for their ceremony:

1. A private ceremony with the President or, in the President's absence, the Deputy President or, in the Deputy President's absence, the CEO;
2. A formal ceremony within three months of receipt of a conferral list from the Department of Home Affairs and during an Ordinary Council Meeting; or

In the interests of building community relations, citizenship ceremonies conducted by the Shire of Kojonup provide for the attendance of any family or supporting friends and for the attendance of all Councillors provided each applicant is consulted beforehand and approves.

PROCEDURES – CEREMONIES

People receiving the Certificate of Australian Citizenship will receive a gift up to the value of \$50 (subject to the discretion of the Shire President), such as:

1. Native Plant;
2. Souvenir relative to Kojonup;
3. Commemorative item; or
4. Item relative to Adult/Youth/Child.

Citizenship ceremonies are to be held in accordance with the Australian Citizenship Ceremonies Code.

3.12 COMMUNITY CONSULTATION CHARTER

Adopted or Reviewed by Council:	14/11/17 19/11/19 16/11/21	Council Minute Reference:	183/15 156/19 135/21
Reviewer:	Chief Executive Officer/Project Manager and Regulatory Services		
Local Law:			
Procedure:			
Delegation:			

OBJECTIVE

The following Community Consultation Charter be adopted as Council's policy for consulting and communicating with the community.

POLICY

THE SHIRE OF KOJONUP'S COMMITMENT

The Community Consultation Charter reflects Council's commitment to open and effective consultation and communication with the community when progressing the aspirations contained within the Strategic Community Plan 2023-2033 and effective decision making.

OUR VISION

Kojonup is to be the cultural experience centre of the Great Southern. The Kojonup people are committed to advancing their engagement with each other, and with the Shire of Kojonup through Inclusivity, Diversity and Ongoing engagement.

OUR GUIDING VALUES

Integrity

We will act in an honest, professional and accountable manner that maintains the community trust.

Care and Respect for People

We will treat people with respect in all of our interactions. We are committed to the safety and wellbeing of our community and employees and will show care and empathy when addressing issues.

Responsible

We are mindful of our role as custodian of the community's assets, and will make decisions in a responsible manner. We will consider value for money in decision making and ensure that our operations and systems promote efficiency and good governance.

Open and Reliable

We will carry out our business in a transparent and approachable way, respecting diverse views and valuing the input and contributions from the community. We will act consistently and communicate clearly.

WHY WE CONSULT AND HOW WE COMMUNICATE

Division 2 of the *Local Government Act 1995* stipulates the requirements for holding and conducting Council Meetings, Committee Meetings and Elector Meetings. In addition to these statutory requirements, the Shire of Kojonup establishes Advisory Committees and Work Groups, such as the Kojonup Spring Advisory Committee and Sporting Precinct Advisory Committee, allowing community members an opportunity to contribute positively to the things that are important to them and to the

decisions and outcomes that impact on their lives. It also assists the Council to make good decisions on behalf of the community.

FORMAL ADVISORY COMMITTEES:

Established under the *Local Government Act 1995 (Act)*, these Committees are an immediate extension of the Council; for example:

- Audit and Risk Committee;
- Bush Fire Advisory Committee;
- Kojonup Natural Resource Management Advisory Committee.
- Kojonup Ageing in Place Committee
- NRM Advisory Committee
- Disability Access and Inclusion Committee
- Roads and Technical Services Advisory Committee
- Kojonup Historical, Tourism and Cultural Committee

Each meeting shall be called, conducted and recorded in accordance with the *Local Government Act 1995* (i.e.; local public notice of meetings, Standing Orders Local Law, formal minutes, etc.). Minutes of these meetings will be presented to the Council and all recommendations considered through a written report.

OTHER SHIRE COMMITTEES:

These Committees are less formal groups established by the Council.

While they play an equally important advisory role to the Council's decision-making process, they are not established in accordance with Section 5.8 of the *Act* and are deliberately less formal than the Advisory Committees to better reflect the subject matter concerned, or are established under another Act such as the *Bush Fire Act 1954*. Minutes of these meetings will be presented to the Council to ensure information flow.

DELEGATES TO OTHER LOCAL & REGIONAL ORGANISATIONS:

This category lists the outside organisations that the Shire is either a member of and, therefore, needs representatives to attend meetings or is invited to have a delegate to represent the Shire:

- Great Southern Zone of WA Local Government Assoc.;
- Great Southern Alliance (Formerly Voluntary Regional Organisation of Councils, VROC);
- Regional Joint Development Assessment Panel;
- Great Southern Regional Road Group;
- Kojonup Homes for the Aged Committee;
- Great Southern Recreation Advisory Group;
- Great Southern Treasures.

Council, via elected members, is charged with the responsibility to make many decisions on behalf of, and that impact on, the community and to deliver a wide range of infrastructure and community services. Council endeavour to fulfil these responsibilities in an effective and efficient manner, while providing as much opportunity for the community to contribute through consultative processes as possible and where appropriate. Council will continue to strive to get this balance right.

The Chief Executive Officer is charged with the responsibility of ensuring that Council receives qualified advice and the following declaration is included in each Council agenda:

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

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

The Shire of Kojonup website contains:

- Council, Elector and formal Committee Agendas, Minutes, and Discussion Papers;
- Integrated Planning & Reporting Documents such as the Shire’s:
 - Community Strategic Plan;
 - Corporate Business Plan;
 - Annual Budget, Fees and Charges Register;
 - Long Term Financial Plan;
 - Asset Management Plan; and
 - Workforce Plan;
- Risk Management Plan;
- Business Continuity Plan;
- Capital Evaluation Framework;
- Plant & Equipment 10 year Replacement Program;
- 10 year Road and Footpath Plan;
- Concept plans.
- Business Continuity and Disaster Recovery Plan

WHEN WE WILL CONSULT

The decision to undertake community consultation will only be made where there are a number of possible options or directions that could be taken by Council and Council has the flexibility/ability to consider same within statutory, budgetary and other limitations.

The Shire of Kojonup (Staff and Councillors) will consider the need for, and type of, consultation required for each situation where Council is required to make an important decision about a matter that is likely to have a significant impact on the lives, homes or localities of residents, businesses, groups and organisations.

This assessment will be made in the context of the scale, importance, likelihood and expected onset of impact of the decision being made or action being taken by Council and the expected level of community interest and concern. It will also be made in the context of the level of risk or security.

THE CONSULTATION & COMMUNICATION PROCESS

Each specific community consultation process may be undertaken in a slightly different way, reflecting the differing nature of the issue at hand. However, all community consultation undertaken by the Shire will be carried out in accordance with this Charter. Clearly, in effectively consulting the community, many diverse and different views, opinions and preferences will be conveyed to Council. We will not always be able to reconcile these differences, nor make decisions or take actions that align with everyone’s viewpoint.

The important thing, we believe, is that everyone in Kojonup has an open, accessible and equal opportunity to ‘have a say’ on important issues that impact their lives and an explanation of Council’s position in relation to that matter.

In many cases, Council is required by legislation to carry out community consultation in a very specific manner; for example, when selling Council land or in processing planning permit applications. This legislative requirement may either set a minimum standard/method of consultation or an exact standard/method of consultation.

Council is committed to:

- (a) All community consultation and communication being undertaken in a manner that is consistent with our guiding values and it is expected that all parties to a community consultation process, including community members, would behave in a way consistent with these values;
- (b) Working with established networks, groups and forums of active community members, while respecting that all community members have a right to contribute to consultation and decision-making processes, irrespective of whether they are part of an established forum or interest group;
- (c) Effective two-way communication to ensure that Council has qualitative and quantitative information available in a timely manner to make informed decisions aligned to the Community Strategic Plan;
- (d) Respecting that not everyone in the community has a civic interest and wishes to participate in consultative engagements; and
- (e) Meeting our obligations under the *Information Privacy Act 2000* and *Public Disclosures Act 2003*, regarding the handling of all personal information.

Based on all of these inputs, including a range of community views, opinions and preferences, Council will make a decision or take a course of action that it believes best serves the interests of the Kojonup community.

CUSTOMER FEEDBACK

To gauge our performance in relation to our consultation and communication commitments, Council encourages responses from our customers, whether they be complaints, compliments or comments noting that Community Engagement Surveys are required to be conducted every two years, the Corporate Strategic Plan is reviewed every four years, Integrated Planning documents (including Council Policies) are reviewed annually and opportunity exists for community members to make submissions or participate in 'Public Question Time' at the commencement of Ordinary Council Meetings or to make presentations at Briefing Sessions.

The Community Consultation & Communication Charter is intended as a collaboration between the Council and the community it serves. Therefore, if there is something that you feel unhappy about, please utilise our simple feedback process.

Please give us the opportunity to improve our service to you. Comments, suggestions and compliments all provide an effective means by which to assess the existing service you receive.

Copies of our Complaints and Compliments Form can be downloaded from our website www.kojonup.wa.gov.au or obtained from one of our Customer Service Officers.

If we can help, please contact us:

- In Person: Administration Centre
93-95 Albany Highway
KOJONUP WA 6395
- By Mail: PO Box 163
KOJONUP WA 6395
- By Telephone: 08 9831 2400
- By Email: council@kojonup.wa.gov.au

3.13 CUSTOMER SERVICE CHARTER

Adopted or Reviewed by Council:	14/11/17	Council Minute Reference:	183/15
Date/s Amended:	20/11/18		143/18
	19/11/19		156/19
Reviewer:	Chief Executive Officer/Manager Financial and Corporate Services/Customer Service Officer		
Local Law:			
Procedure:			
Delegation:			

OBJECTIVE

The following Customer Service Charter is Council's policy for interacting and liaising with the community.

POLICY

The Shire of Kojonup's commitment to you

Our Customer Service Charter reflects our commitment to the quality of the service which we provide to you.

The Shire of Kojonup has a large number of transactions with our community each month including approximately 350 licensing transactions, emptying of 2000 rubbish/recycle bins, receipt of 210 pieces of incoming correspondence and 2,800 swimmers through the Pool. When there is an issue with this level of service, this Customer Service Charter outlines how we will deal with such issues.

Our Vision

Kojonup is a smart region featuring a technologically advanced agricultural community, an educational and historical destination and a healthy and enviable lifestyle.

Our customers include:

1. Residents, ratepayers, business proprietors, community sporting and recreation clubs, and associations;
2. Visitors to the Shire of Kojonup;
3. Employees; and
4. Government departments and non-government agencies and organisations.

We will achieve our commitment to you by:

1. Progressively reviewing and improving forms, systems and procedures from a customer's perspective;
2. Conducting regular customer service Employee training programs;
3. Incorporating customer service improvements into all Business Plans;
4. Making the development of positive customer service attitudes part of the annual performance review program for all Employees;
5. Progressively improving access to our services to people with disabilities and people from culturally and linguistically diverse backgrounds;
6. Making information available in alternative formats for people with specific requirements;
7. Improving access to Council information by utilising a wide range of media types; and
8. Ensuring all complaints are dealt with fairly, quickly and equitably.

You can assist us by:

1. Providing accurate and complete details, such as distances or road names, when contacting us with any queries or requests for assistance.
2. Contacting us to make an appointment if you have a complex enquiry or need to see a specific officer.
3. Contacting the officer nominated on correspondence sent to you and quoting the reference number of the letter.
4. Treating Employees with the same courtesy and respect given to you.
5. Acknowledging that the Shire may not have the authority to deal with your request/complaint and that you may need to refer it to another agency/organisation.

Service Standards (in general)

We will advise you of the progress of your request at least every 15 working days, until the matter is resolved.

Service Standards (in person)

We will:

1. Promptly attend to you at all times in a professional, polite and attentive manner;
2. Listen attentively in order to understand your needs;
3. Aim to attend and complete your request at the time of your visit;
4. When enquiries of a technical or specialist nature are made at the Customer Service Centre, ensure that the appropriate Employee is called, if available, or that contact is made within 24 hours to arrange an appointment;
5. Ensure all Employees who have face-to-face contact with customers wear a name badge for ease of communication; and
6. Always be appropriately dressed and wear name badges.

Service Standards (on the telephone)

We will:

1. Promptly answer all telephone calls during working hours (by a human and not a machine);
2. Introduce ourselves over the phone by name and provide a direct contact number for future communications when necessary;
3. Reply to telephone enquiries on the same day or the next working day, as appropriate;
4. Take personal responsibility for your enquiry to reduce the transfer of calls and inform you of any delays if you are 'on hold';
5. Provide a 24-hour after hours telephone service for emergency calls; and
6. Promote direct dial telephone numbers in all correspondence.

Service Standards (in writing including emails)

We will:

1. Acknowledge your written request within 10 working days of receipt;
2. Whenever possible provide a completion date when requests require in-depth research which will take longer than 10 working days;
3. Write to you in clear, concise language that is easily understood; and
4. Send out standard information within 24 hours of the request being received.

Customer Feedback

To gauge our performance in relation to our service commitments, the Council encourages responses from our customers, whether they be complaints or compliments.

This Service Charter is intended as collaboration between the Council and the community it serves. Therefore, if there is something that you feel unhappy about, please utilise our simple feedback process.

Please give us the opportunity to improve our service to you. Comments, suggestions and compliments all provide an effective means by which to assess the existing service you receive.

Copies of our Complaints and Compliments Form can be downloaded from our website www.kojonup.wa.gov.au or obtained from one of our Customer Service Officers.

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KOJONUP WA 6395

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By Email: council@kojonup.wa.gov.au

3.14 ELECTED MEMBERS – INFORMATION & COMMUNICATION TECHNOLOGY (ICT)

Adopted or Reviewed by Council:	18/4/2017	Council Minute Reference:	54/17
Reviewer:	Chief Executive Officer		
Local Law:			
Procedure:	“Getting Started” instructions for Councillors available		
Delegation:			

OBJECTIVE

The purpose of this policy is to define the ICT device requirements for elected members and to clarify the provision and ownership of such.

POLICY

Reference should also be made to Council Policy 3.10 – ‘Councillors Fees & Reimbursements’ which sets the level of Councillor allowances, including the ICT Allowance.

Shire of Kojonup ICT Environment

The Shire of Kojonup predominately utilises the application (app) ‘Docs-on-Tap’ for the dissemination of agendas, minutes and other Shire documents and information. ‘Docs-on-Tap’ is available on mobile devices that utilise the following platforms:

- iPad – iOS 6.0 Prerequisite
- Android
- Windows 10
- Windows 8

In addition to the ‘Docs-on-Tap’ app, email is also utilised as a primary source of communication. Councillors will be issued with a Shire of Kojonup email address in the format of *cr.surname@kojonup.wa.gov.au* which is operated through Microsoft Exchange Server. In addition to accessing email through standard email apps, email can be accessed via <https://remote.kojonup.wa.gov.au/owa> by logging in using your user name (first part of email address) and password.

The following apps are suggested for use by elected members to assist in the performance of their role:

Type of App	Suggested	Other Products
Email	Microsoft Outlook	Mail (default iPad App)
Calendar / Diary	Microsoft Outlook	Calendar (default iPad App)
Word Processor	Word (by Microsoft)	Pages (by Apple) Docs (by Google)
Spreadsheets	Excel (by Microsoft)	Numbers (by Apple) Sheets (by Google)
Presentations	PowerPoint (by Microsoft)	Keynote (by Apple) Slides (by Google)
Cloud Storage	OneDrive; Dropbox; or Google Drive	iCloud (Apple default)

Type of App	Suggested	Other Products
Note Taking	OneNote (by Microsoft)	Evernote Keep (by Google)
Other	<ul style="list-style-type: none"> • MyScript Calculator – hand drawn calculator; • YouTube – thousands of free videos, including “how-to” videos; • TED – Educational Talks; • Borrowbox, Rb Digital and Kanopy – see library staff for more information. 	

1. Ownership & ICT Requirements

Elected Members of the Shire of Kojonup shall provide their ICT device, data and communication requirements to fulfil the requirements of the position and an ICT Allowance is provided to enable this to occur. It is suggested, as a minimum, that the following be utilised to enable an elected member to undertake their duties:

- Mobile telephone – The elected member’s mobile telephone number will be publicly advertised on the Shire website and some correspondence; and
- Mobile computing device – such as a tablet, laptop computer or iPad. This device will need to be compatible with the Shire email network and Docs-on-Tap application. Assistance is available from the Manager Financial and Corporate Services if required prior to purchase. Pre-payment of an individual Councillor’s ICT Allowance of up to \$1,000 is available for the purchase or upgrade of either of the two (2) components above, if not already privately owned.

As all devices are purchased by the individual elected member, all ownership and maintenance of such devices remains with the individual, both during and after their term of office.

2. Data/Internet Access

Each mobile computing device *should* also utilise a data pack (sim card) to increase the mobility and effectiveness of the device. This data pack will be the responsibility of the individual elected member and the service provider and monthly package chosen is at their total discretion.

When Councillors are in Shire buildings, internet access will be provided by connecting to the Shire’s wireless network (Wi-Fi) where available. Access information (password etc.) will be provided upon request. To ensure the integrity of the Shire’s computer network, the password for the Wi-Fi must never be disclosed to another party.

3. Terms and Conditions

The following terms and conditions must be adhered to at all times:-

- The Shire’s Wi-Fi network must not be used to access any information, applications or videos that are deemed inappropriate by Council policies or the Chief Executive Officer (such as pornography etc.);
- A ‘Bring Your Own Device’ (BYOD) policy is currently being formulated by the Manager of Corporate and Financial Services. This policy will address issues such as virus protection,

SPAM and security when utilising personally owned devices on the Shire network, including those of elected members covered by this policy; and

- Elected Members' computing devices such as tablets, smart phones and laptops that access the Shire's network shall be fitted with an access password to ensure security if the device is lost.

4. Reimbursement

Any applications (Apps) deemed by the Chief Executive Officer to be imperative for operations are to be funded from the ICT allowance.

5. Documents Relating to Council Use

All documents required for Council and Committee meetings, information bulletins and Council Corporate documents will be uploaded into the "Docs on Tap" App.

The agenda for all Council meetings is required to be available 72 hours prior to the meeting (*Local Government Act 1995* s. 5.5(1)). Councillors will receive an email in the week prior to the ordinary Council meeting advising that the agenda is available for viewing.

Councillors will be advised by email that new documents have been uploaded into Docs on Tap. It is the responsibility of the individual Councillor to ensure that they have read all information uploaded into the App. Any problems should be reported to the CEO immediately.

3.15 COMMERCIAL TRADERS – FACILITY HIRE

Adopted or Reviewed by Council:	17/11/15	Council Minute Reference:	183/15
Reviewer:	Chief Executive Officer		
Local Law:			
Procedure:			
Delegation:			

OBJECTIVE

To ensure that commercial traders do not gain an unfair advantage over commercial businesses within the Shire of Kojonup, which have their own premises and are required to meet ongoing operational costs associated with business operations.

POLICY

That no Shire of Kojonup owned facilities be hired or made available to commercial traders that will be in direct competition with local business operators; however, this does not include local non-profit making organisations conducting prima facie commercial operations.

3.16 APPOINTMENT OF OFFICERS TO ACTING CEO

Adopted or Reviewed by Council:	17/11/15	Council Minute Reference:	183/15
	16/11/21		135/21
	19/07/23		85/23

Reviewer: Chief Executive Officer
Local Law:
Procedure:
Delegation:

OBJECTIVE

To ensure that the Shire of Kojonup maintains continuity of business relating to the CEO's responsibilities and duties in the CEO's absence as well as Delegated Authority to that role.

POLICY

That:

In the event the Chief Executive Officer (CEO) is on leave for a period of more than seven (7) business days, the CEO has delegated authority to determine which Senior Employee will appointed to the position of Acting CEO during their absence of leave.

The higher duties salary for the Acting CEO role is to be set at a rate of the mid-point between the current CEO's salary and the current Senior Employee's salary.

Where a Senior Employee is appointed as Acting CEO, the Council Delegates CEO Authority to that person.

Council determines that Senior Employees in the Shire of Kojonup, as per the *Local Government Act 1995*, are:

1. Manager Financial and Corporate Services;
2. Manager Works and Infrastructure.

3.17 LEGAL REPRESENTATION COSTS INDEMNIFICATION

Adopted or Reviewed by Council: 17/11/15
12/12/23

Council Minute Reference: 183/15
141/23

Reviewer: Chief Executive Officer
Local Law:
Procedure:
Delegation:

OBJECTIVE

This policy is designed to protect the interests of Council members and Employees (including past members and former employees) where they become involved in civil legal proceedings because of their official functions. In most situations Council may assist the individual in meeting reasonable expenses and liabilities incurred in relation to those proceedings.

POLICY

In each case it will be necessary to determine whether assistance with legal costs and other liabilities is justified for the good governance of the district.

1. The local government may provide financial assistance to Members and Employees in connection with the performance of their duties provided that the Member or Employee has acted reasonably and has not acted illegally, dishonestly, against the interests of the local government or otherwise in bad faith.
2. The local government may provide such assistance in the following types of legal proceedings
 - a. Proceedings brought by Members and Employees to enable them to carry out their local government functions (e.g.; where a Member or Employee seeks a restraining order against a person using threatening behaviour);
 - b. Proceedings brought against members or employees [this could be in relation to a decision of Council or an employee which aggrieves another person (e.g. refusing a development application) or where the conduct of a member or employee in carrying out his or her functions is considered detrimental to the person (e.g. defending defamation actions)]; and
 - c. Statutory or other inquiries where representation of members or employees is justified.
3. The local government will not support any defamation actions seeking the payment of damages for individual Members or Employees in regard to comments or criticisms levelled at their conduct in their respective roles. Members or Employees are not precluded, however, from taking their own private action. Further, the local government may seek its own advice on any aspect relating to such comments and criticisms of relevance to it.

The legal services the subject of assistance under this policy will usually be provided by the local government's solicitors. Where this is not appropriate for practical reasons or because of a conflict of interest, then the service may be provided by other solicitors approved by the local government.

Applications for Financial Assistance:

1. The Council may:
 - a. refuse;
 - b. grant; or
 - c. grant subject to conditions an application for payment of legal representation costs.
2. Decisions as to financial assistance under this policy are to be made by the Council.
3. A Member or Employee requesting financial support for legal services under this policy is to make an application in writing, where possible in advance, to the Council providing full details of the circumstances of the matter and the legal services required.
4. An application to the Council is to be accompanied by an assessment of the request and with a recommendation which has been prepared by, or on behalf of, the Chief Executive Officer (CEO).
5. A member or employee requesting financial support for legal services, or any other person who might have a financial interest in the matter, should take care to ensure compliance with the financial interest provisions of the *Local Government Act 1995*.

6. Where there is a need for the provision of urgent legal services before an application can be considered by Council, the CEO may give an authorisation to the value of \$5,000 provided that the power to make such an authorisation has been delegated to the CEO in writing under s. 5.42 of the *Local Government Act 1995*.
7. Where it is the CEO who is seeking urgent financial support for legal services, the Council shall deal with the application.
8. The Council will not refuse a request for legal funding if the request is on reasonable grounds and where the proceedings arise from the business undertakings of the Shire.

Repayment of Assistance

Any amount recovered by a Member or Employee in proceedings, whether for costs or damages, will be offset against any moneys paid or payable by the Shire of Kojonup.

1. Assistance will be withdrawn where the Council determines, upon legal advice, that a person has acted unreasonably, illegally, dishonestly, against the interests of the Shire of Kojonup or otherwise in bad faith, or where information from the person is shown to have been false or misleading.
2. Where assistance is so withdrawn, the person who obtained financial support is to repay any moneys already provided. The Shire of Kojonup may take action to recover any such moneys in a court of competent jurisdiction.

3.18 FRAUD, CORRUPTION AND MISCONDUCT PREVENTION POLICY

Adopted or Reviewed by Council:	19/11/19	Council Minute Reference:	152/19
Amended by Council:	16/11/21		
Reviewer:	Chief Executive Officer		
Local Law:			
Procedure:	Public Interest Disclosure Fraud, Corruption and Misconduct Prevention Plan		
Delegation:			

BACKGROUND

This Fraud, Corruption and Misconduct Prevention Policy should be read in conjunction with Council Policies 3.1 - Code of Conduct and 2.3.5 – Risk Management and the Shire of Kojonup Public Interest Disclosure Procedure.

Sections 5.103 through to s. 5.125 of the *Local Government Act 1995* and Part 9 of the Local Government (Rules of Conduct) Regulations 2007 are relevant to this Policy.

A Public Officer or any other person may report to the Corruption and Crime Commission or the Public Sector Commission any matter they suspect on reasonable grounds may constitute serious or minor misconduct. Further information is available on the websites of these Commissions.

OBJECTIVE

To take a zero-tolerance approach to fraud, corruption and misconduct and to prevent, deter and detect incidents of fraud and corruption wherever possible. This will be strived for by raising the awareness of the risk of fraud, corruption and misconduct, taking necessary actions for its prevention (as per a Fraud, Corruption and Misconduct Prevention Plan), providing processes for the reporting and investigation of incidents, and protecting those who report suspected fraud or corruption incidents.

SCOPE

The management of fraud, corruption and misconduct is the collective responsibility of all persons associated with the Shire; that is:

- Council as the decision making body
- Councillors and Committee members as individuals
- Employees and volunteers
- Contractors, suppliers, consultants and/or service providers

DEFINITIONS

The Australian Standard on Fraud and Corruption Control AS 8001-2008 defines fraud as:

“Dishonest activity, causing actual or potential financial loss to any person or entity including theft of moneys or other property by employees or persons external to the entity and where deception is used at the time, immediately before or immediately following the activity. This also includes the deliberate falsification, concealment, destruction or use of falsified documentation used or intended for use for a normal business purpose or the improper use of information or position for personal benefit. The theft of property belonging to an entity by a person or persons internal to the entity but where deception is not used is also considered ‘fraud’ for the purposes of this standard.”

The Australian Standard on Fraud and Corruption Control AS 8001-2008 defines corruption as:

“Dishonest activity in which a director, executive, manager, employee or contractor of an entity acts contrary to the interests of the entity and abuses his/her position of trust in order to achieve some personal gain or advantage for him or herself or for another person or entity. The concept of ‘corruption’ within this standard can also involve corrupt conduct by the entity, or a person purporting to act on behalf of and in the interests of the entity, in order to secure some form of improper advantage for the entity either directly or indirectly.”

The *Corruption, Crime and Misconduct Act 2003* (Section 4) defines misconduct, for public officers, as follows:

Misconduct occurs if —

- (a) a public officer corruptly acts or corruptly fails to act in the performance of the functions of the public officer’s office or employment; or
- (b) a public officer corruptly takes advantage of the public officer’s office or employment as a public officer to obtain a benefit for himself or herself or for another person or to cause a detriment to any person; or
- (c) a public officer whilst acting or purporting to act in his or her official capacity, commits an offence punishable by 2 or more years’ imprisonment; or
- (d) a public officer engages in conduct that —
 - (i) adversely affects, or could adversely affect, directly or indirectly, the honest or impartial performance of the functions of a public authority or public officer whether or not the public officer was acting in their public officer capacity at the time of engaging in the conduct; or
 - (ii) constitutes or involves the performance of his or her functions in a manner that is not honest or impartial; or
 - (iii) constitutes or involves a breach of the trust placed in the public officer by reason of his or her office or employment as a public officer; or
 - (iv) involves the misuse of information or material that the public officer has acquired in connection with his or her functions as a public officer, whether the misuse is for the benefit of the public officer or the benefit or detriment of another person,

and constitutes or could constitute —

[(v) *deleted*]

- (vi) a disciplinary offence providing reasonable grounds for the termination of a person’s office or employment as a public service officer under the *Public Sector Management Act 1994* (whether or not the public officer to whom the allegation relates is a public service officer or is a person whose office or employment could be terminated on the grounds of such conduct).

To delineate, clauses (a), (b) and (c) above constitute serious misconduct and clause (d) constitutes minor misconduct (Public Sector Commission/Corruption and Crime Commission ‘*Notifying misconduct – A guide for Principal Officers of Notifying Authorities*’).

The *Corruption, Crime and Misconduct Act 2003* defines public authority and public officer as:

public authority means —

- (a) a notifying authority; or
- (b) a body mentioned in Schedule V Part 3 to the *Constitution Acts Amendment Act 1899*; or
- (c) an authority, board, corporation, commission, council, committee, local government, regional local government, regional subsidiary or similar body established under a written law; or

- (d) a body that is the governing authority of a body referred to in paragraph (b) or (c); or
- (e) a contractor or subcontractor;

public officer has the meaning given by section 1 of *The Criminal Code*;

The Criminal Code, in relation to local government, defines 'public officer' as —

- (d) a member, officer or employee of any authority, board, corporation, commission, local government, council of a local government, council or committee or similar body established under a written law.

RESPONSIBILITY

Councillors

Collectively, Councillors are responsible for ensuring that Council, as the decision making body:

- promotes community awareness of Council's commitment to the prevention of fraud and corruption;
- provides for the prevention of fraud and corruption by way of budgetary provision for secure storage of assets;
- ensures that, where appropriate (if the Chief Executive Officer [CEO] is the perpetrator), proper investigations are conducted into allegations that involve fraud or corruption;
- ensures that the CEO is aware of his/her responsibilities in relation to fraud and corruption through the provision of appropriate and regular training; and
- promotes a culture and environment in which fraud and corruption is actively discouraged and is readily reported should it occur.

PREVENTION

Council recognises that the most effective way to prevent the occurrence of fraud and corruption is to promote an ethical environment fully supported and demonstrated by management and in which internal control mechanisms have been implemented. Council's fraud and corruption prevention strategies include the following elements:

- Codes of Conduct, one for Councillors and one for staff, that outline statements of values and detail unacceptable behaviour;
- Recognition from Management who adhere to, promote and maintain an ethical culture and actively promote such a culture;
- A program for communicating Council's Code of Conducts through regular dissemination of material;
- Ongoing training in the use of codes of behaviour and ethical standards; and
- Ensuring the CEO has developed a mechanism to report ethical complaints or concerns inside and outside the normal channels of communication.

3.19 CODE OF CONDUCT FOR COUNCIL MEMBERS, COMMITTEE MEMBERS AND CANDIDATES

Adopted or Reviewed by Council:	18/05/2021	Council Minute Reference:	53/21
Amended by Council:			
Reviewer:	Chief Executive Officer /Governance and Rates Officer		
Local Law:			
Procedure:	Public Interest Disclosure Fraud, Corruption and Misconduct Prevention Plan		
Delegation:			

Policy Purpose:

This Policy is adopted in accordance with section 5.104 of the *Local Government Act 1995*.

Refer to Elected Member Code of Conduct document.

3.20 CHILD SAFE AWARENESS POLICY

Adopted or Reviewed by Council: 16/08/2022

Council Minute Reference: 73/22

Reviewer: Chief Executive Officer/Project Manager and
Regulatory Services

Local Law:

Procedure:

Delegation:

Policy Statement

- The Shire of Kojonup (Shire) supports and values all children and young people. The Shire of Kojonup makes a commitment to support the safety and wellbeing of all children and young people, including protection from abuse. This Child Safe Awareness policy is one of the ways The Shire of Kojonup demonstrates its commitment to being child safe and zero-tolerance approach to child abuse. This policy aims to reduce the risk of harm and child abuse in our communities by encouraging child safe environments to be created and maintained.
- The Shire takes seriously its commitment to encourage local organisations to be child safe and ensure children are empowered.
- This Child Safe Awareness policy has been developed in response to recommendation 6.12 of the Royal Commission into Institutional Responses to Child Sexual Abuse and recognizes that The Shire of Kojonup is uniquely placed within the local community to demonstrate leadership by supporting organisations to be child safe and to protect children and young people from harm and/or abuse. The Shire of Kojonup will promote the safety and wellbeing of children across the community.
- This policy serves as a framework that outlines our role of the Shire of Kojonup in supporting local organisations to be child safe through access to resources, awareness raising and sharing relevant information. We will be guided by the National Principles for Child Safe Organisations and Commonwealth Child Safe Framework.

Scope

- The safety and wellbeing of children is everyone's responsibility. This Child Safe Awareness policy applies to all, employees, volunteers, trainees, work experience students, interns, and anyone else who undertakes work on behalf of The Shire of Kojonup, regardless of their work related to children or young people. It applies to occupants of The Shire of Kojonup facilities and venues, including visitors, contractors and suppliers.

Definitions

- **Abuse:** Abuse is an act, or a failure to act, toward or on behalf of a child that may result in harm. It can occur on one occasion or multiple occasions. Sometimes the impact of multiple events leads to harm that becomes cumulative in nature. Types of abuse include physical, emotional and sexual abuse, and neglect.
- **Child/young person:** Means a person under 18 years of age, and in the absence of positive evidence as to age, means a person who is apparently under 18 years of age.

Child Safe Organisation: is defined in the Royal Commission Final Report as one that:

- creates an environment where children's safety and wellbeing are at the centre of thought, values, and actions.

- places emphasis on genuine engagement with and valuing of children and young people.
- creates conditions that reduce the likelihood of harm to children and young people.
- creates conditions that increase the likelihood of identifying any harm, and
- responds to any concerns, disclosures, allegations, or suspicions of harm. Note: in the context of local governments this would involve referring to the Department of Communities or WA Police to respond as appropriate.

Implementation of the National Principles for Child Safe Organisations give effect to the above.

- **Child safe:** In this policy, child safe means protecting the rights of children/young people to be safe by taking actions that can help prevent harm and abuse.
- **Harm:** Means any detrimental effect of a significant nature on the child's or young person's wellbeing, whether caused by a single act, omission or circumstance; or a series or combination of acts, omissions or circumstances.

Policy Principles

- The rights of children and young people are upheld.
- Children and young people are respected, listened to, and informed about their rights.
- Children and young people have the fundamental right to be safe and cared for.
- Children and young people have the right to speak up, be heard and taken seriously without the threat of negative consequences.
- The best interests of children and young people are a primary consideration when making decisions.
- Access to trusted and reliable information, including the National Principles for Child Safe Organisations, helps support organisations to understand what they must do to help reduce the risk of harm and abuse.
- Communities are informed and involved in promoting child safety and wellbeing of children and young people including protection from harm.
- Collaboration with the community and our partners promotes the safety, participation and empowerment of all children and young people.

Policy Functions

The Shire of Kojonup will ensure the following functions of this policy are resourced and assigned to the relevant officers for implementation.

- **Developing a process to deliver child safe messages (for example at The Shire of Kojonup venues, grounds and facilities or events).**
- **Connecting and supporting local community groups, organisations, and stakeholders to child safe resources (including culturally safe and inclusive resources).**

Roles and responsibilities

- The Shire of Kojonup has a leadership role in our community to support relevant organisations to be child safe and promote child safe practices.
- Although the Shire of Kojonup is not legally responsible for providing oversight of compliance with child safe practices, it will take any reasonable steps to engage with persons who utilise the Shire of Kojonup facilities to operate in alignment with the Child Safe Awareness policy.
- The Shire will ensure the following functions of this policy are resourced and assigned to the relevant officers for implementation.

- Developing a process to deliver child safe messages (for example at Shire venues, grounds and facilities or events).
- Connecting and supporting local community groups, organisations, and stakeholders to child safe resources (including culturally safe and inclusive resources).
- Local Government roles involved in the implementation of this policy (examples only)
 - CEO
 - Community Services
 - Communications
 - Governance
- Local government is not responsible for developing child safe messages but is responsible for sharing them.

Related Legislation (examples only)

- *Child Care Services Act 2007*
- *Children and Community Services Act 2004*
- *Civil Liability Act 2002*
- *Corruption, Crime and Misconduct Act 2003*
- *Equal Opportunity Act 1984*
- *Local Government Act 1995*
- *Freedom of Information Act 1997*
- *National Principles for Child Safety Organisations*
- *Parliamentary Commissioner Act 1971*
- *Public Interest Disclosure Act 2003r*
- *Public Sector Management Act 1994*
- *United Nations Convention on the Rights of the Child (CRC)*
- *Work Health and Safety Act 2020*
- *Working with Children (Criminal Record Checking) Act 2004*

Review

- This policy will be reviewed every two years or upon the introduction of other policy or legislation related to child safety.

3.21 ATTENDANCE AT EVENTS (COUNCILLORS AND CHIEF EXECUTIVE OFFICER)

Adopted or Reviewed by Council: 12/12/23

**Council Minute
Reference**

141/23

Reviewer: Chief Executive Officer

Local Law:

Procedure:

Delegation:

Introduction:

Section 5.90A of the *Local Government Act 1995* provides that a local government must prepare and adopt, by absolute majority, an Attendance at Events policy. The Attendance at Events policy is to enable Council members and the Chief Executive Officer (CEO) to attend events as a representative of Council without restricting their ability to participate in Council meetings. It is not intended to be used as a mechanism to avoid conflict of interest provisions where significant matters are likely to come before Council from the provider of the invitation.

Objectives:

- To provide a framework for the acceptance of invitations to various events and clarification of who will pay for tickets or the equivalent value of the invitation whether free of charge, part of a sponsorship agreement, or paid by the local government.
- To ensure attendance at events is dealt with in a transparent manner and takes into consideration benefits to the community or local government.
- To ensure any actual or potential conflicts of interest are mitigated and decision making is free from influence in the best interests of the community.

Definitions

An **'event'** includes, but is not limited to, the following:

- A concert;
- A conference;
- A function;
- A sporting event;
- Agricultural shows/field days;
- School awards nights;
- Cultural events;
- An occasion of a kind prescribed for the purposes of this definition.

A **'gift'** is defined under section 5.57 *Local Government Act (1995)* as a conferral of a financial benefit (including a disposition of property) made by one person in favour of another person unless adequate consideration in money or money's worth passes from the person whose favour the conferral is made to the person who makes the conferral. It includes any contributions to travel.

Attendance at an event in accordance with this policy will exclude the gift holder from the requirement to disclose an interest if the ticket is above \$300 and the donor has a matter before Council. Any gift received that is less than \$300 (either one gift or cumulative over 12 months from the same donor) also does not need to be disclosed as an interest. Receipt of the gift will still be required under the gift register provisions.

See also Local Government Operational Guidelines – Disclosure of gifts and disclosure of interests relating to gifts – May 2022.

A door prize or raffle prize received by chance is not considered a gift.

A **'ticket'** includes an admission ticket to an event, an invitation to attend an event, or a complimentary registration to an event, that is offered by a third party.

Policy:

This Policy applies to Councillors and the Chief Executive Officer (CEO) and deals with matters relating to event attendance including:

- The provision of tickets to events;
- Payments in respect of attendance;
- Approval of attendance by the local government and criteria for approval; and
- Any event from a specified entity under r. 20B of the *Local Government (Administration) Regulations 1996*.

Provision of tickets/invitations to events

Any ticket/invitation to an event must be provided to the Councillor or CEO in their capacity as a Councillor or CEO.

Any ticket provided to a Councillor or the CEO to attend an event in their personal capacity is not captured by this Policy and must be treated as a gift.

To assist in determining if the ticket is received in the capacity as a Councillor or CEO, the following question can be asked: *'Would the ticket to the event have been given to me if I was not a Councillor or the CEO?'* If the answer is no, then the ticket was received in the capacity of Councillor or CEO.

Tickets should preferably be provided to the local government and not individuals.

Attendance at pre-approved events

Council approves attendance by Councillors and the CEO at the following events (pre-approved events):

- Shire organised events;
- Events that are a free event to members of the public;
- Events where a Councillor or the CEO is a representative on an external committee or organisation and the Councillor or CEO is in attendance for the purposes of fulfilling their role on the external committee or organisation;
- Where the ticket to an event is from a specified entity under r. 20B of *Local Government (Administration) Regulations 1996*, which includes:
 - Western Australian Local Government Association (WALGA);
 - Australian Local Government Association (ALGA);
 - Local Government Professionals Australia WA (LG Pro);
 - Department of a Public Service;
 - Commonwealth, State or Territory government department;
 - Local government or regional local government.

Council approves attendance by the Shire President and the CEO at the following events (pre-approved events):

- events held by local community or sporting groups;
- events held by not-for-profit organisations;
- events within the Shire run by schools and universities;
- local community cultural events/festivals/art exhibitions;
- events held by industry associations relevant to the local area;
- Shire funded events; or
- Events organised by the embassy or consulate of another nation.

If the Shire President cannot attend, then the Deputy President may attend or any Councillor delegated by the Shire President or Deputy Shire President to attend in their place.

Council approves attendance by the Shire President at events (pre-approved events) where the Shire President is performing any of the following functions:

- presenting at the event;
- participating as a member in a panel;
- opening or launching an event or facility;
- presenting or accepting awards or prizes to others on behalf of the Shire; or
- any other civic or ceremonial duty on behalf of the Shire

If the Shire President is unable to attend, then the Deputy President may attend or any Councillor delegated by the Shire President or Deputy Shire President to attend in their place.

Council approves attendance by the CEO at events (pre-approved events) where the CEO is performing any of the following functions:

- presenting at an event;
- participating as a member on a panel; or
- accepting an award on behalf of the Shire of Kojonup (Shire).

In relation to attendance at a pre-approved event in accordance with the above, the following applies in respect to payment of tickets:

- Where the ticket is offered free of charge and tickets are also offered to members of the public free of charge, the ticket may be accepted (ticket is not considered a gift);
- Where the ticket is offered free of charge but a member of the public is required to pay, the ticket is a gift; the ticket may be accepted (as per gift disclosure requirements – see Local Government Operational Guideline as above);
- Where the ticket is offered and a benefit will be received such as dinner and beverages, but there is no purchase price for the ticket, the ticket may be accepted (as per gift disclosure requirements – see Local Government Operational Guideline as above);
- Where the Shire President or the CEO performs a function at the event, providing adequate consideration, or partial consideration for the ticket, the ticket may be accepted, (as per gift disclosure requirements – see Local Government Operational Guideline as above);
- Where the ticket is offered at a discounted rate, the ticket may be paid for by the Shire administration if adequate funding is available in the budget (as per gift disclosure requirements – see Local Government Operational Guideline as above);
- Where the ticket requires payment: the ticket may be paid for by Shire administration or a Councillor may pay for the ticket and request a reimbursement of the expense (prior CEO approval is required), if adequate funding is available in the budget.

See below *Disclosure requirements relating to tickets accepted as gifts* for further gift disclosure information.

In relation to attendance at pre-approved events, in accordance with the above, the following applies in respect to payment of expenses associated with attendance:

The Shire may pay reasonable expenses associated with attendance by a Councillor or the CEO, such as travel and accommodation expenses, within the expenditure limitations prescribed in the current Determination of the Salaries and Allowances Tribunal on Local Government Chief Executive Officers and Elected Members under the *Salaries and Allowances Act 1975*: section 7B ('Determination'), if adequate

funds are available in the allocated budget. Accommodation expenses will only be paid for events outside of the Shire.

Where an invitation or ticket to an event is provided free of charge, the local government may contribute to appropriate expenses for attendance, such as travel and accommodation, for events outside of the district if the Council determines attendance to be of public value and the budget allows for the expense.

A Councillor may seek reimbursement of reasonable expenses associated with attendance (such as travel and accommodation expenses) if adequate funding is available in the budget. Accommodation expenses will only be reimbursed for events outside of the Shire.

For any events where a member of the public is required to pay, unless previously approved, Council will determine whether it is in the best interests of the local government for a Councillor or the CEO or another officer to attend on behalf of the Council.

If the Council determines that a Councillor or CEO should attend a paid event, the local government will pay the cost of attendance and reasonable expenses, such as travel and accommodation.

Where partners of an authorised local government representative attend an event, any tickets for that person, if paid for by the local government, must be reimbursed by the representative unless expressly authorised by the Council.

If a Councillor or the CEO is invited to attend an event that is not a pre-approved event or are not authorised to attend the event, as above, then:

- the Councillor or CEO can request Council approval to attend the event; or
- pay for the ticket to attend the event at their own expense.

Attendance at events requiring approval

Attendance by a Councillor or the CEO at an event which is not a pre-approved event, as above, must be determined by Council in the case of a Councillor's attendance or the Shire President in the case of the CEO's attendance at the event (simple majority).

Key factors for consideration include:

- Who is providing the ticket to the event;
- The location of the event in relation to the Shire;
- The role of the Councillor or CEO when attending the event (participant, observer, presenter) and the value of their contribution;
- The benefit to the community in the Councillor or CEO attending the event;
- The benefit to the organisation in the Councillor or CEO attending event;
- Alignment to the Shire's strategic objectives;
- Whether the event is funded by the Shire;
- The number of invitations /tickets received;
- The cost to attend the event (if any) and any other expenses such as travel and accommodation.
- Whether there is a personal benefit to a Councillor or the CEO in attending the event; for example, if food and alcohol are included, or if the benefit is primarily for entertainment;
- The likely community perception of a Councillor or the CEO attending the event; or
- Whether the ticket can be paid for to avoid the acceptance of a gift and risk of influenced (or perception of influenced) decision-making.

Approval is required in respect of:

- Attendance at the event by a Councillor or the CEO;
- Whether the ticket is accepted as a gift, or is paid for by the Shire; or
- Whether the Shire pays or contributes to associated expenses such as travel or accommodation.

Decisions to attend events in accordance with this Policy will be made by simple majority.

Partners

Where attendance to an event is approved under this Policy, the following applies in respect of tickets for partners to attend:

A Councillor or the CEO may accept a ticket for their partner to attend an event if the ticket is offered free of charge and tickets are also offered to members of the public free of charge or if it is a Shire organised event (ticket is not considered a gift).

The CEO or Councillor may accept a ticket for their partner to attend an event where a benefit is received, such as dinner and beverages, but there is no purchase price for the ticket, and the ticket for partner cannot be purchased by the CEO or Councillor.

A Councillor or the CEO must not accept a gifted or discounted ticket for their partner to attend, where a member of the public is required to pay for a ticket.

A Councillor or the CEO can purchase a ticket for their partner to attend the event at their own expense. The Shire will not pay for, or reimburse, the cost of tickets or associated expenses such as travel or accommodation for partners to attend events, unless expressly authorised by Council. A Councillor or the CEO may purchase travel or accommodation for a partner at their own expense.

Disclosure requirements relating to tickets accepted as gifts

Where, in accordance with this Policy, a Councillor or the CEO has accepted:

- a ticket free of charge where members of the public are required to pay;
- a ticket where a benefit is received, such as dinner and beverages, but there is no purchase price for the ticket;
- a ticket at a discounted rate; or
- a ticket where they have provided partial consideration in money's worth through the performance of a function at the event

and the value of the benefit received is over \$300 (or is one of a series of gifts received by the same donor in a 12 month period over the value of \$300), a Councillor or the CEO is required to make a gift disclosure under the gift provisions according to s5.87A and 5.87B of the *Local Government Act 1995*. The disclosure will be published on the gift register on the Shire's website (s5.89A - *Local Government Act 1995*).

In accordance with the above, where a Councillor or the CEO has accepted a ticket for their partner to attend an event where a benefit is received, such as dinner and beverages, but there is no purchase price for the ticket and the ticket for the partner cannot be purchased by the Councillor or CEO, then, if the total value of the benefit received by the Councillor or CEO and partner is over \$300 (or is one of a series of gifts received by the same donor in a 12 month period over the value of \$300), the Councillor or CEO is required to make a gift disclosure under the gift provisions s5.87A and 5.87B of the *Local Government Act 1995*. The disclosure will be published on the gift register on the Shire's website (s5.89A of the *Local Government Act 1995*).

The gift disclosure by a Councillor must be made to the CEO (or Shire President in the case of the CEO disclosing the gift) within 10 days of the Councillor or CEO receiving the ticket and is to include, under s5.87C of the *Local Government Act 1995*:

- a description of the gift;
- the name and address of the person who gave the gift;

- the date on which the gift was received;
- the estimated value of the gift at the time it was made; and
- the nature of the relationship between the person who made the gift and the person who received it.

Provision of tickets/invitations to events

All invitations or offers of tickets for a Councillor or the CEO to attend an event should be in writing and addressed to the Chief Executive Officer.

Any invitation or offer of tickets not addressed to the CEO is not captured by this policy and must be disclosed in accordance with the gift and interest provisions in the *Local Government Act 1995*.

3.22 COUNCILLORS CONTINUING PROFESSIONAL DEVELOPMENT

Adopted or Reviewed by Council: 12/12/23

Council Minute Reference:

141/23

Amended by Council:

Reviewer: Chief Executive Officer/Governance and Rates Officer

Local Law:

Procedure:

Delegation:

See also:

- *Policy 3.3 Councillor Induction & Training*
- *Policy 3.10 Councillors Fees & Reimbursements*

Introduction

Section 5.128 of the *Local Government Act 1995 (Act)* requires that a Local Government prepare and adopt, by absolute majority, a policy in relation to the continuing professional development of elected members.

The continuing professional development of Councillors is in addition to the compulsory training required to be undertaken by newly elected Councillors that must be taken within twelve months of election (as per s. 5.126 (1) of the *Local Government Act 1995* and r.35 of the *Local Government (Administration) Regulations 1996*). Councillors have a responsibility to complete compulsory training in accordance with the legislation and non-compliance is an offence under the *Act*, punishable by a fine not exceeding \$5,000. The Chief Executive Officer will ensure newly elected Councillors are able to select a training option that is suitable to their availability and learning style.

Policy

The Shire is committed to supporting continuing professional development of Councillors to the benefit of Council, the Shire and the Community. Continuing professional development includes attendance at training events such as, but not limited to, those organised or conducted by the following organisations/individuals:

- Western Australian Local Government Association (WALGA);
- Local Government Professionals Western Australia;
- Department of Local Government, Sport and Cultural Industries;
- Accredited training organisations offering training that directly relates to the role and responsibilities of Councillors;
- Seminars, training and/or information sessions provided by individuals with a strong knowledge of local government in Western Australian
- Australian Institute of Management
- Australian Institute of Company Directors
- National General Assembly of Local Government
- Annual Road Congress

WALGA Annual General Meeting (AGM) and Convention

The Shire President and Deputy Shire President are Council's nominated delegates to the WALGA AGM and Convention. Any other Councillor attendance at the WALGA AGM and/or Convention is required to be authorised by resolution of Council. The WALGA AGM and Convention is budgeted separately to other continuing professional development.

Choice of Training Events/Conferences etc

Councillors wishing to attend a training event should indicate same to the President or Chief Executive Officer in a timely manner so that eligibility and budget consideration can be taken into account and bookings/registration and other arrangements made.

Interstate Training/Conference Events etc

Attendance at interstate events is at the discretion of Council.

Air Travel

Any airline travel for a Councillor is to be booked at economy level. Other than to amend departure times, tickets provided to representatives of the Shire shall not be exchanged, upgraded, downgraded or rebated and may not be altered to include personal travel that is not part of the scheduled training/conference itinerary.

Expenses associated with air travel will extend to the following:

- Air fare;
- Travel insurance;
- Training/conference registration;
- Room accommodation;
- Reasonable telephone utilisation;
- Reasonable laundry expenses (if away from home for more than one week);
- Meals in the hotel where registered if not provided during the course of the training/conference;
- Travel to and from the training/conference venue; and
- Travel to and from airport destinations relevant to the training/conference.

Budgetary Consideration

All training attendance requests will take into account other costs including travel, accommodation and incidentals related to undertaking the training, and those costs will be allocated to the training budget. Any training requests that would exceed the budgeted amount may only be approved by resolution of Council.

In accordance with Policy 3.10 *Councillors Fees & Reimbursements*, Council will pay for all reasonable expenses incurred (including out of pocket expenses) that relate to conferences and Council business, and upon presentation of a receipt to the Manager Governance and Administration. Such expenses will be reimbursed on a quarterly basis. Councillors may elect to not be reimbursed for such expenses. If a Councillor requiring accommodation, for training/conference purposes, elects to stay with relatives or friends (as an alternative to staying in motel/hotel accommodation), they may be paid an amount as set out under the Public Service Award 1992 issued by the Western Australian Industrial Relations Commission. Councillors may elect to not be reimbursed for such expenses.

Where a Councillor is accompanied by an accompanying person, all costs incurred for/by the accompanying person are to be borne by the Councillor or accompanying person and not by the Shire unless the Council has approved that the partner accompany the elected member. The exception to this being the cost of attending any official event dinners where partners would normally attend; for example, the WALGA Convention Gala Dinner or Sundowner drinks at the event opening.

Vehicle travel for training/conferences

Travel should be undertaken by Council vehicle, where a suitable Council vehicle is available, unless authorisation is received from the CEO for use of a private vehicle. In the instance where a Council vehicle is used, Councillors will have access to the fuel cards relevant to the Council vehicle for use when driving in the location of the training/conference and nearby locations.

Councillors are to provide receipts and traceable evidence (Odometer readings etc) to the CEO of all reimbursements being claimed. Councillors may elect to not be reimbursed for fuel expenses.

Where a Council vehicle is not available and it is necessary to use a personal vehicle, the Australian Taxation Office kilometre rate will be reimbursed to the Councillor. Councillors may elect to not be reimbursed for such expenses.

NB: Council's Policy 3.10 *Councillors Fees & Reimbursement* applies to Councillors attending Council and Committee Meetings, Advisory Committees and Council authorised meetings rather than training/conferences.

Reporting and Publishing

All Councillors attending any training, conferences or meetings are expected to create a report and submit for Ordinary Council Meeting agendas soonest after the date of the event, and report on the benefits achieved by attending and should make any training/conference papers available to other Councillors.

A record of training/conferences attended by Councillors will be maintained by the CEO. The CEO is to ensure a register is kept and a report prepared each financial year on prescribed professional development training undertaken in the previous financial year. That report is to be published on the Shire of Kojonup's official website within one (1) month of the end of the financial year to which the report relates, in accordance with s. 5.127 of the Act.

4 WORKS & ENGINEERING

4.1 VEHICULAR CROSSINGS (DRIVEWAYS)

Adopted or Reviewed by Council:	Council Minute Reference:	69/18
Amended by Council:	19/06/18	
Reviewer:	Manager Works and Infrastructure	
Local Law:	Activities in Thoroughfares and Public Places and Trading Local Law 2020	
Procedure:		
Delegation:	ROADS 008 – Construction of Crossing from Thoroughfare to Private Land	

OBJECTIVE

- To define the Council's requirements and financial obligations for the construction of vehicle crossovers.
- Outline the approval process for constructing crossovers.

POLICY

Definition – A crossover is the section of a driveway from the property boundary to the edge of the road carriageway.

The policy applies to the installation of crossovers for properties within the Shire of Kojonup.

In accordance with Schedule 9.1; Clause 7 of the Local Government (Uniform Local Provisions) Regulations 1996, an application to the Local Government must be made by the landowners to request approval to construct a crossover.

GUIDELINES

The following specifications set out the minimum standards for the construction of a vehicle crossover.

'Standard Crossover' means the first constructed crossover to a lot that is constructed in accordance with the specifications fixed by the resolution of Council. The specifications relate to the following types of materials used in construction:

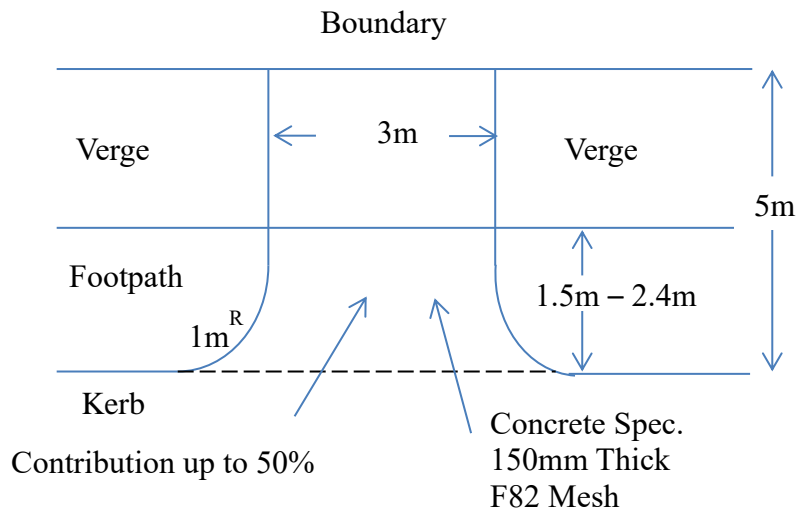
- Type 1 Concrete
- Type 2 Bitumen
- Type 3 Brick Paving
- Type 4 Gravel

Standard Crossover

1. Urban – sealed: 3.0m wide (excluding splays), constructed in gravel and sealed with bitumen.
2. Urban – unsealed: 3.0m wide (excluding splays), constructed in gravel with a minimum thickness of 200mm
3. Urban – concrete 3.0m wide (excluding splays), constructed in concrete 150mm thick with mesh
4. Rural – unsealed: 4.5m wide (excluding splays), constructed in gravel with a minimum thickness of 200mm.

5.

Example Standard Crossover



In accordance with the *Local Government Act 1995* and regulations, the Shire will permit the crossover to be constructed by a Private Contractor under the supervision of and to the satisfaction of the Shire. If the crossover is a standard crossover, or superior to a standard crossover, Council shall bear one half the cost of a standard crossover as estimated by Council but, if the crossing is a type that is inferior to a standard crossover, then Council shall bear no part of the cost thereof.

CONTRIBUTION BY COUNCIL

Crossover contribution by Shire of 50% of the cost of a standard crossover based on an area of 15m² and that crossover being the first to that lot.

Should larger than 300mm diameter pipes be required – the landowner will pay for the difference. Council will fix the position of the crossover, where the Manager of Works and Infrastructure deems necessary.

Property owners are required to complete and submit an Application for Approval to Construct a Vehicle Crossover for assessment before a crossover is constructed or modified. Construction may not commence until written permission has been granted by Council.

Approval to construct a crossover is valid for a two year period from the date it is issued. If construction of the crossover has not been commenced within this period, a new application must be submitted to the Council for consideration.

All crossovers must be constructed with Council’s Specification for the Construction of Vehicle Crossovers. Where a crossing adjoins a sealed road within a townsite, a sealed crossover must be constructed. In all other cases, a sealed or unsealed crossover is permitted.

Upon application from the property owner, Council will bear one half of a standard crossover subject to the crossover being the first constructed to that lot.

4.2 STREET TREES

Adopted or Reviewed by Council: 17/11/15 **Council Minute Reference:** 183/15

Reviewer: Chief Executive Officer/Manager Works and Infrastructure

Local Law:

Procedure:

Delegation:

OBJECTIVE

To obtain and maintain uniformity of tree planting to enhance the visual aspect of streetscape and beautification of parks, gardens and reserves and to preserve public infrastructure such as electricity, sewer and drainage.

POLICY

The Shire undertakes maintenance of verge trees, including pruning and removal. Private planting, removal or pruning on all Road Reserves shall first require the approval of the Manager of Works and Infrastructure and shall be in accordance with this policy.

The length of the verge will determine how many trees will be planted. Residents should be aware that any trees planted on the verge remain the property of the Shire.

The Shire has the right to remove trees that create a hazardous situation.

A systematic program to remove all Queensland Box Trees shall be undertaken throughout the town site as budget resources permit.

A detailed policy on street tree varieties, themed locations, edible verges, fruit trees and community gardens is to be developed for the Council's consideration prior to 31 December 2014.

4.3 NAMING AND/OR CHANGING OF ROAD, STREET OR PLACE NAMES

Adopted or Reviewed by Council:	17/11/15	Council Minute Reference:	183/15
Reviewer:	Chief Executive Officer/Manager Works and Infrastructure		
Local Law:			
Procedure:			
Delegation:			

OBJECTIVE

To ensure that aspects of the District’s history are not inadvertently lost due to the changing of a name, and to provide community and public consultation.

POLICY

Requests to name and/or change either a road, street or place name in the District may not be approved until after Council has advertised the proposal in the local press and received written comments from the Kojonup Historical Society.

Council does not favour changing a road name which would result in portions of the road having different names.

4.4 TIMBER HARVEST AND HAULAGE USE OF ROADS WITHIN SHIRE OF KOJONUP

Adopted or Reviewed by Council: 17/11/15 **Council Minute Reference:** 183/15

Reviewer: Manager Works and Infrastructure

Local Law:

Procedure:

Delegation:

OBJECTIVE

To maintain the condition of our roads and ensure the safety of the Shire of Kojonup's residents.

POLICY

The Council will provide letters of support for Main Roads WA permits for log/woodchip haulage on roads within the Shire of Kojonup provided that the Manager of Works and Infrastructure is satisfied with the proposed haulage route and provided that the following conditions are adhered to by the tree farm companies:

1. All heavy haulage permits being obtained from Main Roads WA;
2. Neighbouring properties to access routes being notified of the commencement date and anticipated duration at least two weeks prior to the commencement of harvest;
3. Speeds being limited to 60km p/h on unsealed roads and 80km p/h on sealed roads without pavement markings or 10km p/h lower than the posted speed limit of the roads under 80km p/h;
4. Cartage being limited to daylight hours and with all care taken to absolutely avoid use of the road by trucks during school bus running hours;
5. School bus operators being notified of the commencement date and anticipated duration at least two weeks prior to the commencement of harvest;
6. 'School Bus Hours' signs are to be erected at the start of all roads concerned with the school bus routes, together with "Trucks on Road" signs along the lengths of road concerning the truck use;
7. Drivers comply with restrictions on traffic movement on school bus routes between the signed hours and contact bus operators on UHF Channel 25 to confirm safe passage during the sign posted times;
8. An audit being conducted on the condition of the proposed route(s) by the haulage company and Manager of Works and Infrastructure prior to commencement and roads being reinstated to pre haulage condition by the tree farm companies at the completion of harvest;
9. Council being advised of any gravel/pavement failures on roads within 24 hours so that repairs can be carried out;
10. Inspection of the road condition is required after any rain event prior to the re-commencement of haulage operations; Council reserves the right to suspend haulage operations based on road condition or road closure as specified in s. 3.50 of the *Local Government Act 1995*; and
11. All cartage and harvesting operators to comply with the harvest and movement of vehicle bans as ordered by the Shire of Kojonup. Operators must check the fire ban hotline on (08) 9831 0145 as required for harvest and vehicle movement ban information.

The Council reserves the right to revoke support if any of the above conditions are not adhered to, or road condition/user safety is in question.

4.5 BACK FILLING GRAVES

Adopted or Reviewed by Council: 17/11/15

Council Minute Reference: 183/15

Reviewer: Manager Works and Infrastructure

Local Law: Cemeteries Local Law 2020

Procedure:

Delegation:

OBJECTIVE

To meet cultural and religious expectations and the specific needs of families, relating to the backfill of graves where active participation is sought. Also, to provide religious and cultural groups and families an opportunity to participate in backfilling a grave following the conduct of a funeral, while ensuring that the Shire meets its obligations under the *Work Health and Safety Act 2020*.

POLICY

For religious, cultural and personal reasons, people or groups may, following the conduct of a funeral, seek to assist in the full or partial backfill of a grave. It is important that requests of this nature be managed in a way that not only protects the safety and health of individuals but follows an established process that is respectful of those involved.

Requirements:

1. Request for private backfilling is to be received no less than five (5) hours prior to the conduct of a funeral;
2. The request is to be included on the Digging Requisition submitted by the Funeral Director;
3. Participation in the backfilling of a grave will not reduce the amount of the burial fee payable;
4. Backfilling is limited to the use of hand tools by members of the public;
5. Backfilling is limited to a maximum of six people;
6. If shoring is to be removed from the grave, this will be done only by a Shire of Kojonup employee or the Shire's nominated sub-contractor; and
7. Individual family members are not permitted to enter the grave.

Families may simply request to observe the Shire of Kojonup backfilling a grave and this can be accommodated on a request being made no less than five (5) hours prior to the conduct of a funeral.

4.6 GRAVEL AND SAND EXTRACTION

Adopted or Reviewed by Council:	17/11/15	Council Minute Reference:	183/15
Reviewer:	Manager Works and Infrastructure		
Local Law:			
Procedure:			
Delegation:			

OBJECTIVE

The objective of this policy is to provide clear guidelines for the Shire of Kojonup to approach and make an agreement with a landowner for the purpose of extracting gravel or sand for road works or general use.

POLICY

The Council will provide a written signed agreement between the landowner and Shire for the extraction of gravel or sand. The Manager of Works and Infrastructure will approach the landowner and will draw up the Gravel/Sand Agreement.

1. Agreement will detail the period of time.
2. The value of gravel or sand at a rate of \$#/ m³, not exceeding #/m³.
3. The Manager of Works and Infrastructure and the landowner will sign off on quantities.
4. Photos of before and after extraction will be taken and logged in Records.
5. The works will be carried out on the property which materials have been extracted from and are to be carried out as soon as practicable.
6. Agreement of the area for gravel or sand extraction is to be agreed upon prior to extraction commencing. The area of the extraction site shall be pegged.
7. The topsoil (approx. 150mm) will be windrowed to the side of the area and after the excavation is complete, the floor will be ripped and the topsoil will be respread.
8. The Shire will construct a track to the extraction site and install a new gate in the boundary fences if required. Any tracks which are used by the Council staff will be maintained during use and, where a new gate is fitted, it will be left in place after this agreement has expired.
9. The Shire undertakes to rehabilitate the track and the extraction site after excavation is complete, to the satisfaction of the landowner and the Council's authorised officer.
10. The Shire will obtain all necessary clearances for the extraction of the required materials and be in accordance with all relevant Acts and Regulations.

4.7 DIRECTIONAL SERVICE AND TOURISM SIGNAGE

Adopted or Reviewed by Council: 19/9/17 **Council Minute Reference:** 103/17

Reviewer: Manager Works and Infrastructure

Local Law: Activities in Thoroughfares and Public Places and Trading Local Law 2020
Local Government Property Local Law 2020

Procedure:

Delegation:

OBJECTIVE

1. Provide an environment in which efficient placement of signs enhances a street, road reserve or precinct by increasing the overall impact and effectiveness of individual signs.
2. Provide clear and logical directional signs through the use of standardised dimensions, symbols and consistent colour coding compliant with Australian Standards.
3. Maintain effectiveness of traffic control signs that regulate, warn and guide traffic and facilitate safe, efficient and orderly travel.
4. Clearly identify those facilities that may qualify for directional signs and the conditions under which they may be permitted.
5. Provide and allow for adequate and suitable promotion of local businesses.

POLICY

The Shire of Kojonup acknowledges the need to regulate signs on its road reserves, footpaths and public spaces to maintain the effectiveness of priority traffic control signs and directional signs and to ensure the amenity of the townships and rural areas is appropriate. A proliferation of signs and advertising can reduce the overall effectiveness of the sign.

REGULATORY, WARNING, GUIDE SIGNS

These signs are Traffic Control Devices (e.g.; 'Stop' sign, 'Give Way' sign) installed by Statutory Authorities. Missing or damaged signs should be reported to Main Roads WA or the Shire Office.

FINGERBOARD SIGNS

A fingerboard sign portrays the name or type of service provided by a facility, is small and rectangular in shape with the long axis horizontal (similar in characteristic to a street name sign), secured to a post and positioned directly below a street name sign. Its purpose is to advise road users of the direction to facilities located on side streets.

Fingerboard signs are to only include street name, emergency services and community service information signs. Commercial and tourist business signs not permitted as finger board signs.

A written request, addressing the following, is required to be lodged with the Shire and approved prior to the installation of all fingerboard signs:

1. Applications for new fingerboard signs should be made to the Shire in writing and may be addressed in terms of the need, the usefulness, desirability and availability of space in relation to this policy; and
2. No more than four (4) fingerboard signs may be placed on a post in accordance with Australian Standards. Street addresses are the primary means of locating particular facilities. For this reason all streets and roads should be clearly identified with street name signs. Priority for placing signs to be in the order of:

- a. Street name
- b. Street information (e.g.; “No Through Road”)
- c. Emergency Services
- d. Community facilities

Fingerboard signs are to be installed in accordance with Australian Standards, Codes of Practice and adopted Council policies. This is to provide a consistent standard throughout the Shire and throughout the state and country.

No fees apply for fingerboard signs. Fingerboard signs may not be supported for those facilities situated on main roads. A maximum of two fingerboard signs may be supported per facility.

TOURIST SIGN

Tourist signs safely and efficiently guide visitors to their destination, identify and guide visitors along touring routes, welcome visitors to the region and inform visitors of the range of attractions and services available at the destination.

A written request, addressing the following, is required to be lodged with the Shire and approved prior to the installation of all tourist signs:

1. Applications for tourist signs to be considered in accordance with this policy;
2. Applications for new tourist signs should be made to the Shire in writing;
3. Standard fees for assessment and installation apply in accordance with Council’s current adopted Annual Fees and Charges; and
4. Premises that are predominantly retail/sales outlets should not be considered as tourist establishments but as commercial establishments.

TEMPORARY SIGN

Temporary advertising signs are defined as those signs that announce a local event of a religious, cultural, political or recreational nature, for a fixed time period.

An application is required to be lodged with the Shire and approved prior to the installation of all temporary signs.

Temporary Signs are those that announce a local event of a religious, educational, cultural, social or recreational nature or that relate to an event of a political nature. This type of sign does not require Development Approval from Council if:

1. The total area of advertisements of that type on the site is not more than 2 square metres (except for a sign advertising a federal, state or local government election), the advertisement is displayed for a period not exceeding 1 month prior to the event and 1 week after the conclusion of the event; and
2. That the advertisement does not move, flash or reflect light, so as to cause distraction to motorists, and is not internally illuminated.

Temporary Signs that are to be placed on public or Council controlled land require the permission of Council prior to their display; no fees apply for temporary signs. Council reserves the right to remove any temporary signs that:

1. Contain offensive or inappropriate wording;
2. The design or construction of is determined to be unsuitable;
3. Unreasonably restrict the use of the road; or
4. Unreasonably endangers the safety of members of the public.

COMMERCIAL SIGN

Commercial advertising signs promote a commercial activity, service or product rather than give directions to it.

A Development Application is required to be lodged with the Shire of Kojonup and approved prior to the installation of all commercial and advertising signs.

1. Commercial advertising signs require Development Approval. A Development Application form is required to be lodged with Council along with the required plans and written details. Should a person propose to erect an advertising sign on a road reserve or Council land, consent is unlikely to be granted unless circumstances are exceptional. Permission needs to be obtained from the relevant land owner (e.g.; Shire, Main Roads WA, etc.) and a Development Application needs to be lodged and approved. The applicant needs to demonstrate that they have Public Liability Insurance (in the Shire's name) to the value of \$10 million which needs to remain current for the lifetime of the sign and adequate structural plans need to be submitted with the application.
2. Commercial advertising signs are not permitted on fingerboard signs.
3. Fixed commercial advertising signs should be located only on the property of the premises being advertised.
4. Precinct signs advertising or listing individual businesses as "cluster" signs may be installed at the entrance to a recognised estate where there is an incorporated association or body that represents that estate and this body takes the responsibility for the sign.
5. Property identification displayed on signs that do not exceed a total area of 0.5m² may be erected without development approval.

EXISTING SIGNS

1. Existing signs may be allowed to remain at the Council's discretion.
2. Council maintains the right to remove any signs if any of the following occurs:
 - a. The existing sign does not comply with the Council policy in place at the time of its installation;
 - b. The facility no longer conforms with the conditions of the sign approval;
 - c. The sign is in a poor state of repair;
 - d. The facility no longer operates as an eligible community facility;
 - e. The facility ceases to operate;
 - f. There is a demonstrated need for aggregating signs in a particular location;
 - g. The road authority needs to resume the land;
 - h. The sign contains offensive or inappropriate wording;
 - i. The design or construction is determined to be unsuitable;
 - j. The sign unreasonably restricts the use of the road;
 - k. The sign unreasonably endangers the safety of members of the public; or
 - l. Replacement of any existing sign is subject to this policy and requires an application as applicable.


Replacement signs to only be approved in accordance with this policy; prior existence of signs does not infer automatic approval of new signage.

SIGN COLOURS

Directional signs to be coloured in accordance with the Australian Standards 1742.2-1994, 1742.5-1997, and 1742.6-2004 as per the table below:






Category	Font Size	Colours	
		Text	Background
Street Name – including Shire logo against post	150mm	Black	White Reflective
Street Information, e.g.; “No Through Road” Or “One Way”	As per Standard	Black	White Reflective
Emergency Services (e.g.; Police, Hospital, Ambulance)	As per Standard	White	Blue Reflective
Visitor Services Roadside & Commercial Services (e.g.; Motel, Caravan Park, Parking, Public Toilets, Information Centre)	As per Standard	White	Blue Reflective
Community Facilities Likely To Be Sought By Visitors (e.g.; Post Office, Shopping Centre, Civic Centre, Library, Art Gallery, Railway Station)	As per Standard	White	Blue Reflective
Tourist Attractions (e.g.; Lookout, Winery, Botanic Gardens)	As per Standard	White	Brown Reflective
Other Community Facilities (e.g.; Church, Sports Grounds, Youth Centre, Cemetery)	As per Standard	White	Blue Reflective
Specified Commercial And All Other Business Activities, All Other Destinations	As per Standard	White	Green Reflective





BAKERY
BUTCHER
FOOD COURT
AUSTRALIA POST
COLES
FLIGHT CENTRE
KMART
WESTPAC
WOOLWORTHS

1300x3500mm

APPROVED BY	SIGNED	DATE	<small>While every care is taken in checking artwork, Sunny Signs accepts NO RESPONSIBILITY for any errors. Please check artwork carefully.</small> <small>Production will not proceed until approval is given.</small> <small>This artwork is the property of Sunny Signs & not to be used without permission.</small> <small>10 Douglas Rd, Midvale, WA 6000</small>	CLIENT: Shire of Kojonup SLIP NO: 281765
				    

4.8 NO SPRAY REGISTER

Adopted Council:	19 June 2018	Council Minute Reference:	69/18
Reviewer:	Property Services Manager/Property Services Team Leader		
Local Law:			
Procedure:			
Delegation:			

OBJECTIVE

This policy is intended to allow property owners and residents to apply to Council to request that vegetation on Council road reserves and/or Council land directly abutting their property not be sprayed with chemical herbicides.

POLICY

Council is responsible for vegetation management within its road reserves. Management methods for the control of vegetation include hand weeding, slashing and the use of chemical herbicides to eradicate vegetation growing in the road reserve.

Council acknowledges that there will be residents within the Shire that do not wish to have the frontage of their property sprayed with chemical herbicides due to a variety of reasons including registered organic farms, where residents have a medical condition where avoidance of spray is necessary, and where residents look after their own verges.

Rural Roads – Council has responsibility for maintenance of Council owned or management of roadways. This includes, but may not be limited to, spraying verges, drains, woody weeds within the entire road reserve, around ends of culverts, marker posts and other street furniture. Declared weeds and other priority pest plants are a priority of Council to be controlled within the road reserve.

Urban Roads – Council endeavours to keep the roadway between the back edges of any kerb and the full width of footpaths free of vegetation. Additionally, Council endeavours to keep the road reserve free of declared weeds and priority pest plants in a prioritised manner which is consistent with Council's various weed management strategies.

Council Land – Council is required to manage declared and pest weeds in its reserves.

This policy applies to vegetation management on Council managed road reserves and Council land. Council will consider applications to cease spraying operations where Council road reserves and/or land abut private land on a case by case basis.

Note: This Policy does not relate to Road Reserves managed by Main Roads WA and/or the Department of Parks and Wildlife.

PROCEDURE

This policy will be administered by the Property Services Manager and the Property Services Team Leader as part of the Council land and road reserves maintenance program.

Applications to No Spray Register

An advertisement will be placed in the Kojonup News and Shire website no later than 30 March each year advising that applications are invited for road reserves frontage and for the frontage of Council land directly abutting a person's land to be placed on the No Spray Register.

An application must be undertaken in writing on the approved application form and lodged with Council no later than 30 April each year. An application can only be applicable to the entire frontage of the resident's immediate property and for the area parallel to a distance of no greater than 10m.

In completing the application, the resident agrees to take over the responsibility for:

1. Controlling all National, State and Locally-listed pest plants;
2. Keeping the road frontage clear and/or tidy;
3. Keeping drainage and/or paths free of obstruction and fully operational at all times; and
4. Ensuring kerbs, footpaths and gutters are free of vegetation growth.

Removal of native vegetation must not occur without prior written approval from Council and in accordance with the Environmental Protection (Clearing of Native Vegetation) Regulations 2004.

In considering an application, the following shall be taken into consideration:

1. Whether the adjoining land is used for certified organic vegetable/fruit/cereal production;
2. Existence of a medical condition in the household which may be exacerbated by exposure to herbicides or associated additives; and
3. The applicant has other mitigating circumstances that would warrant an area not being exposed to the use of herbicide chemicals.

Council reserves the right to reject any applications on the grounds that it is not within the overall interest of Council to include the area within the No Spray Register.

Upon acceptance or refusal of an application for the No Spray Register, Council Staff will reply in writing to the resident with the outcome.

Where the application is approved, Council Staff will add the property onto the No Spray Register. Applications are non-transferrable.

Residents who are not the landowner must provide written confirmation from the landowner that they do not object to the request.

If an application is refused, applicants will be informed in writing by Council Staff outlining the reasons for refusal. Applicants may reapply if they feel they can adequately address the concerns that caused Council Staff to refuse their initial applications.

No Spray Register

The register will be in the form of an electronic spreadsheet detailing the residents' details, area to be excluded from herbicide chemical spraying and the date the application was approved and date of expiry.

Each application will have a valid period of three (3) years in which the applicant will have to reapply after that expiry date.

The register shall be maintained by Council's Property Services Department and be available in an appropriate Drive for all relevant staff to be able to access.

Failure to Comply

In agreeing to take over the responsibility for managing Council's road reserves and/or Council land abutting the applicant's property, the applicant will maintain the above areas to the same standard that can be achieved by the herbicide control method. If Council's standards for management are not being met, the following will occur;

1. Council will advise the applicant in writing that maintenance must occur within 21 days of the date of the correspondence;
2. Failure by the applicant to conduct maintenance of the area within 21 days will result in Council undertaking, without further notice, any necessary work to reduce the vegetation; and
3. The applicant will be removed from the No Spray Register at the end of the 21 day period if the required maintenance has not been completed. The applicant may reapply at the next application period.

Roadside Spraying and Slashing Contractors

In the event that the Shire employs the services of a contractor for roadside spraying, the Council Staff will ensure that the roadside spraying contractor has acknowledged the No Spray Zones and ensure that the contractor does not breach contract by spraying within the zone.

4.9 PRIVATE USE OF COUNCIL PLANT AND EQUIPMENT POLICY

Adopted by Council: 19 June 2018 **Council Minute Reference:** 69/18

Reviewer: Manager Works and Infrastructure

Local Law:

Procedure:

Delegation:

OBJECTIVE

The objective of this policy is to ensure that the private use of Council's plant and equipment is transparent and to retain community confidence that the hire of plant and equipment is consistent for both Council employees and the general public.

POLICY

The policy shall apply to all parties who utilise any of Council's plant and or equipment for private or commercial use.

1. Council will not "dry hire" any plant or equipment to outside parties for commercial use.
2. Hire of plant or equipment for commercial use will be charged in accordance with plant hire and labour rates as detailed in Council's fees and charges.
3. Permission for the hire of all plant and equipment by any party must be authorised by the Manager Works and Infrastructure.
4. Small plant and general plant/equipment, may be utilised by community groups or individual employees of Council in accordance with the following conditions:
 - a. The user shall enter into a Private Agreement with council prior to any plant or equipment being obtained for use;
 - b. In the case of a club or other organisation wishing to utilise Council plant at no cost, a community grants form must be completed and approved prior to use;
 - c. Only duly trained personnel may operate plant and equipment outside work hours for private use (including operating plant for clubs or organisations in the Shire) with no labour hire component being applied to the cost;
 - d. Actual hours and/or kilometres associated with the use of the plant, equipment and/or operator is recorded on the Private Works Agreement immediately after return so the item can be charged out appropriately;
 - e. Council's external Plant Hire Rates shall apply for private use and/or where no community grant approval has been received;
 - f. The plant and equipment is available and does not adversely inconvenience or delay Council's Works Program. No private works shall take precedence over the completion of Council's Works Program;
 - g. The plant and equipment is utilised for private use only and not for commercial gain;
 - h. The plant or equipment is returned to Council premises in a clean, tidy and fully serviceable condition;
 - i. Any damage to plant or equipment will be repaired at the employee's/organisation's/ general public's costs.
5. Where plant and equipment is operated by a Council employee in accordance with this policy:
 - a. It is to be understood by all staff that use of shire plant and equipment is not an entitlement, and that a hire fee is payable for equipment that the shire own;
 - b. That any employee who agrees to operate Shire plant and equipment such as on behalf of clubs and organisations within the Shire, does so in a voluntary capacity and no remuneration will be made to the employee;

- c. Council does not take any responsibility in relation to break downs, faults or mishaps that may occur while the plant is being used;
- d. Where plant is required to be towed by a private vehicle, it is the responsibility of the user to ensure that the vehicle has the capacity to handle the additional towing load;
- e. All plant and equipment must be secured when being transported; and
- f. Where Personal Protective Equipment (PPE) e.g.; ear plugs is required, it is the responsibility of the employee to ensure such PPE is used when operating the plant.

5 INDEPENDENT LIVING UNITS

5.1 INDEPENDENT LIVING UNITS

Adopted or Reviewed by Council:	13/12/16 19/11/19	Council Minute Reference:	172/16 156/19
Reviewer:	Chief Executive Officer/Property Services Manager		
Local Law:			
Procedure:			
Delegation:			

OBJECTIVE

To provide Independent Living Units to the elderly (Over 55 as per the R-Code definitions) of Kojonup, ensuring that:

- They are able to remain living locally, maintain family connections and age 'in place' in familiar surroundings; and
- Larger homes in the Shire become available for family structures with more occupants.

POLICY

Loton Close Units

The Shire of Kojonup has built 13 Independent Living Units situated in Loton Close, Kojonup. The Shire of Kojonup recognises that the elderly in the district are proud of and loyal to Kojonup and wish to remain in the community that they call home.

The following guidelines apply:

Eligibility:

To help keep our elderly in town, preference is given to:

1. Locals (defined as those currently residing in the Shire of Kojonup); and
2. At least one permanent resident to be Over 55

Process:

1. Two lists of interested tenants is maintained by the Shire with priority given to those listed on the 'Local' list over those listed on the 'Non-Local' list;
2. The list is prioritised in date order when prospective tenants lodge an interest (first in, first served);
3. When a unit becomes vacant, it is offered to the first person on the list. If the first person offered declines, then it is offered to the next person on the list until such time as a prospective tenant accepts;
4. If a prospective tenant refuses an offer, they retain their position on the list;
5. The shire does not maintain a priority list;
6. Once an Independent Living Unit is leased, the lease agreement is valid until such time as the lessee may not operate independently as defined under the lease agreement;
7. Carers are permitted to live-in but once a lease holder ceases occupation, the Carer must vacate the premises as well.

Costs/Lease Conditions:

The units are on a weekly rental basis with a bond of 4 weeks' rent being applicable. The rent is reviewed annually and is set by the Council as part of the annual Fees and Charges. Tenants are liable for power and water usage and are sub-metered. All telecommunications are between the tenant and the supplier of their choice. All building maintenance is to be performed by the Shire. The gardens are to be maintained by the tenant.

Soldier Road Units:

The following process and criteria applies to the three (3) independent living units located at Soldier Road.

Note:

These units were funded through Royalties for Regions (Regional Aged Accommodation Program (RAAP)) Funding via the State Department of Primary Industries and Regional Development and this eligibility criteria for these units should not be altered without first seeking written approval of the Department.

Process:

1. Three (3) lists of interested and eligible tenants is maintained by the Shire (see eligibility criteria below);
2. Each list is prioritised in date order when prospective eligible tenants lodge an interest (first in, first served);
3. When a unit becomes vacant, it is offered to the first person on the list for Band A. If the first person offered declines, then it is offered to the next person on the list until such time as a prospective tenant accepts;
4. If the unit cannot be tenanted from the list for Band A, it is offered to the first person on the list for Band B. If the first person offered declines, then it is offered to the next person on the list until such time as a prospective tenant accepts;
5. If a prospective tenant refuses an offer, they retain their relevant position on the list;
6. The Shire does not maintain a priority list;
7. Once a Unit is leased, the lease agreement is valid until such time as the lessee may not operate independently as defined under the lease agreement;
8. Carers are permitted to live-in but once a lease holder ceases occupation, the Carer must vacate the premises as well.

Eligibility Criteria:

To be eligible to be placed onto the list for Band A or Band B referred to above, residents must:

- a) Satisfy the means testing outlined in the (former) Department of Housing 'Community Housing Income and Asset Limits' Policy – refer to http://www.housing.wa.gov.au/HousingDocuments/CH_Income_and_Asset_Limits_Policy.pdf; and
- b) Be over the age of 65 years at the commencement of the lease (over the age of 55 years for indigenous Australians);

If there are no applicants on the waiting list that meet the criteria above, or if the offer to lease is not taken by anyone on the list for Band A or List for Band B, then the unit may be offered to residents on the Loton Close waiting list in accordance with the policy or procedure for those units.

6 REGULATORY SERVICES

6.1 FIRE MANAGEMENT PLAN

Adopted or Reviewed by Council: 19/9/17 **Council Minute Reference:** 115/17

Reviewer: Chief Executive Officer/Project Manager and Regulatory Service

Local Law: Bush Fire Brigades Local Law 2020

Procedure:

Delegation:

POLICY

The Shire of Kojonup Bushfire Risk Management Plan is adopted in its entirety to be the Council's policy.



SHIRE OF KOJONUP - CREDIT CARD REGISTER - 2025/2026

Cardholder ID	Cardholder Name	Title	Department	Bank	Card Number (Last four Numbers only)	Expiry Date	Credit Limit (\$)	Authorised	Authorized Purchases	Purchase Restrictions	Card Status	Issue Date	Last Review Date	Notes
CC-001	Grant Thompson	Chief Executive Officer	Office of the CEO	NAB	**** *1234	Aug-27	\$ 10,000	Yes	Authority to purchase goods and services for Shire of Kojonup as required. All Purchases where there is no account, emergencies, annual subscriptions, online purchase, fuel for car etc		Active	13/09/2021		
CC-002	Jill Johnson	Deputy Chief Executive Officer	Finance Corporate Community	NAB	**** *5678	Sep-26	\$ 3,000	Yes	Authority to purchase goods and services for Shire of Kojonup as required. In particular all Purchases where there is no account, emergencies, annual subscriptions, online purchase, fuel for car etc	Requires approval from CEO over \$3,000	Active	4/08/2023		
CC-002	Jill Johnson	Manager Finance Corporate Community	Finance Corporate Community	NAB	Temporary Authorised Increase (June 2025) for operational requirements	Dec-25	\$ 10,000	Yes			Expired			
CC-002	Jill Johnson	Manager Finance Corporate Community	Finance Corporate Community	NAB	Temporary Authorised Increase (December 2025) for operational requirements	Mar-26	\$ 10,000	Yes			Expired			
CC-002	Jill Johnson	Deputy Chief Executive Officer	Finance Corporate Community	NAB	Temporary Authorised Increase (June 2025) for operational requirements	May-26	\$ 10,000	Yes			Expired			

SUMMARY
 Total Active Cards: 2
 Total Credit Limit: \$ 13,000.00

NOTES:
 Card Number: Store only last 4 digits for security (format: **** *XXXXX)
 This credit card register is confidential.



Kojonup



Our Ref:

Ms Jill Johnson
Manager Finance Corporate Community
93-95 Albany Highway
KOJONUP WA 6395

Dear Jill,

This is to confirm that you have been granted Authority as Manager Finance Corporate Community to change the credit card limit for your credit card for the months of January 2026 to March 2026 due to an increase in operational requirements for credit card expenditure. The authorised temporary limit is not to exceed \$10,000.

This credit card limit change is valid from 1 January 2026 to 30 March 2026 or until the revised limit is fully paid.

Please revert the limit back to the authorised amount as soon as practical. I suggest we take an agenda item to Council to have the limit approved to \$10,000 permanently as we have reduced the number of credit cards in the organisation to two.

Please note your recording requirements to keep receipts and records for each credit card transaction as per the Credit Card Agreement.

If you have any queries please contact me directly.

Regards

Grant Thompson
Chief Executive Officer
17 December 2025

Shire of Kojonup

93-95 Albany Highway, Kojonup WA 6395

Postal address: PO Box 163, Kojonup WA 6395

Telephone: (08) 9831 2400 | Facsimile: (08) 9831 1566 | Email: council@kojonup.wa.gov.au



Shire of Kojonup

Standards for CEO Recruitment
Performance, and Termination

Division 1 — Preliminary provisions

1. Citation

These are the *Shire of Kojonup Standards for CEO Recruitment, Performance and Termination*.

2. Terms used

(1) In these standards —

Act means the *Local Government Act 1995*;

additional performance criteria means performance criteria agreed by the local government and the CEO under clause 16(1)(b);

applicant means a person who submits an application to the local government for the position of CEO;

contract of employment means the written contract, as referred to in section 5.39 of the Act, that governs the employment of the CEO;

contractual performance criteria means the performance criteria specified in the CEO's contract of employment as referred to in section 5.39(3)(b) of the Act;

job description form means the job description form for the position of CEO approved by the local government under clause 5(2);

local government means the Shire of Kojonup;

selection criteria means the selection criteria for the position of CEO determined by the local government under clause 5(1) and set out in the job description form;

selection panel means the selection panel established by the local government under clause 8 for the employment of a person in the position of CEO.

(2) Other terms used in these standards that are also used in the Act have the same meaning as they have in the Act, unless the contrary intention appears.

Division 2 — Standards for recruitment of CEOs

3. Overview of Division

This Division sets out standards to be observed by the local government in relation to the recruitment of CEOs.

4. Application of Division

- (1) Except as provided in subclause (2), this Division applies to any recruitment and selection process carried out by the local government for the employment of a person in the position of CEO.
- (2) This Division does not apply —
 - (a) if it is proposed that the position of CEO be filled by a person in a class prescribed for the purposes of section 5.36(5A) of the Act; or
 - (b) in relation to a renewal of the CEO's contract of employment, except in the circumstances referred to in clause 13(2).

5. Determination of selection criteria and approval of job description form

- (1) The local government must determine the selection criteria for the position of CEO, based on the local government's consideration of the knowledge, experience, qualifications and skills necessary to effectively perform the duties and responsibilities of the position of CEO of the local government.
- (2) The local government must, by resolution of an absolute majority of the council, approve a job description form for the position of CEO which sets out —
 - (a) the duties and responsibilities of the position; and
 - (b) the selection criteria for the position determined in accordance with subclause (1).

6. Advertising requirements

- (1) If the position of CEO is vacant, the local government must ensure it complies with section 5.36(4) of the Act and the *Local Government (Administration) Regulations 1996* regulation 18A.
- (2) If clause 13 applies, the local government must advertise the position of CEO in the manner referred to in the *Local Government (Administration) Regulations 1996* regulation 18A as if the position was vacant.

7. Job description form to be made available by local government

If a person requests the local government to provide to the person a copy of the job description form, the local government must —

- (a) inform the person of the website address referred to in the *Local Government (Administration) Regulations 1996* regulation 18A(2)(da); or
- (b) if the person advises the local government that the person is unable to access that website address —

- (i) email a copy of the job description form to an email address provided by the person; or
- (ii) mail a copy of the job description form to a postal address provided by the person.

8. Establishment of selection panel for employment of CEO

- (1) In this clause —
independent person means a person other than any of the following —
 - (a) a council member;
 - (b) an employee of the local government;
 - (c) a human resources consultant engaged by the local government.
- (2) The local government must establish a selection panel to conduct the recruitment and selection process for the employment of a person in the position of CEO.
- (3) The selection panel must comprise —
 - (a) council members (the number of which must be determined by the local government); and
 - (b) at least 1 independent person.

9. Recommendation by selection panel

- (1) Each applicant's knowledge, experience, qualifications and skills must be assessed against the selection criteria by or on behalf of the selection panel.
- (2) Following the assessment referred to in subclause (1), the selection panel must provide to the local government —
 - (a) a summary of the selection panel's assessment of each applicant; and
 - (b) unless subclause (3) applies, the selection panel's recommendation as to which applicant or applicants are suitable to be employed in the position of CEO.
- (3) If the selection panel considers that none of the applicants are suitable to be employed in the position of CEO, the selection panel must recommend to the local government —
 - (a) that a new recruitment and selection process for the position be carried out in accordance with these standards; and
 - (b) the changes (if any) that the selection panel considers should be made to the duties and responsibilities of the position or the selection criteria.
- (4) The selection panel must act under subclauses (1), (2) and (3) —
 - (a) in an impartial and transparent manner; and
 - (b) in accordance with the principles set out in section 5.40 of the Act.
- (5) The selection panel must not recommend an applicant to the local government under subclause (2)(b) unless the selection panel has —

- (a) assessed the applicant as having demonstrated that the applicant's knowledge, experience, qualifications and skills meet the selection criteria; and
 - (b) verified any academic, or other tertiary level, qualifications the applicant claims to hold; and
 - (c) whether by contacting referees provided by the applicant or making any other inquiries the selection panel considers appropriate, verified the applicant's character, work history, skills, performance and any other claims made by the applicant.
- (6) The local government must have regard to, but is not bound to accept, a recommendation made by the selection panel under this clause.

10. Application of cl. 5 where new process carried out

- (1) This clause applies if the local government accepts a recommendation by the selection panel under clause 9(3)(a) that a new recruitment and selection process for the position of CEO be carried out in accordance with these standards.
- (2) Unless the local government considers that changes should be made to the duties and responsibilities of the position or the selection criteria —
 - (a) clause 5 does not apply to the new recruitment and selection process; and
 - (b) the job description form previously approved by the local government under clause 5(2) is the job description form for the purposes of the new recruitment and selection process.

11. Offer of employment in position of CEO

Before making an applicant an offer of employment in the position of CEO, the local government must, by resolution of an absolute majority of the council, approve —

- (a) the making of the offer of employment to the applicant; and
- (b) the proposed terms of the contract of employment to be entered into by the local government and the applicant.

12. Variations to proposed terms of contract of employment

- (1) This clause applies if an applicant who is made an offer of employment in the position of CEO under clause 11 negotiates with the local government a contract of employment (the *negotiated contract*) containing terms different to the proposed terms approved by the local government under clause 11(b).
- (2) Before entering into the negotiated contract with the applicant, the local government must, by resolution of an absolute majority of the council, approve the terms of the negotiated contract.

13. Recruitment to be undertaken on expiry of certain CEO contracts

- (1) In this clause —

commencement day means the day on which the *Local Government (Administration) Amendment Regulations 2021* regulation 6 comes into operation.

- (2) This clause applies if —
 - (a) upon the expiry of the contract of employment of the person (the *incumbent CEO*) who holds the position of CEO —
 - (i) the incumbent CEO will have held the position for a period of 10 or more consecutive years, whether that period commenced before, on or after commencement day; and
 - (ii) a period of 10 or more consecutive years has elapsed since a recruitment and selection process for the position was carried out, whether that process was carried out before, on or after commencement day;and
 - (b) the incumbent CEO has notified the local government that they wish to have their contract of employment renewed upon its expiry.
- (3) Before the expiry of the incumbent CEO's contract of employment, the local government must carry out a recruitment and selection process in accordance with these standards to select a person to be employed in the position of CEO after the expiry of the incumbent CEO's contract of employment.
- (4) This clause does not prevent the incumbent CEO's contract of employment from being renewed upon its expiry if the incumbent CEO is selected in the recruitment and selection process referred to in subclause (3) to be employed in the position of CEO.

14. Confidentiality of information

The local government must ensure that information provided to, or obtained by, the local government in the course of a recruitment and selection process for the position of CEO is not disclosed, or made use of, except for the purpose of, or in connection with, that recruitment and selection process.

Division 3 — Standards for Review of Performance of CEOs

15. Overview of Division

This Division sets out standards to be observed by the local government in relation to the review of the performance of CEOs.

16. Performance review process to be agreed between local government and CEO

- (1) The local government and the CEO must agree on —
 - (a) the process by which the CEO's performance will be reviewed; and
 - (b) any performance criteria to be met by the CEO that are in addition to the contractual performance criteria.
- (2) Without limiting subclause (1), the process agreed under subclause (1)(a) must be consistent with clauses 17, 18 and 19.
- (3) The matters referred to in subclause (1) must be set out in a written document.

17. Carrying out a performance review

- (1) A review of the performance of the CEO by the local government must be carried out in an impartial and transparent manner.
- (2) The local government must —
 - (a) collect evidence regarding the CEO's performance in respect of the contractual performance criteria and any additional performance criteria in a thorough and comprehensive manner; and
 - (b) review the CEO's performance against the contractual performance criteria and any additional performance criteria, based on that evidence.

18. Endorsement of performance review by local government

Following a review of the performance of the CEO, the local government must, by resolution of an absolute majority of the council, endorse the review.

19. CEO to be notified of results of performance review

After the local government has endorsed a review of the performance of the CEO under clause 18, the local government must inform the CEO in writing of —

- (a) the results of the review; and
- (b) if the review identifies any issues about the performance of the CEO — how the local government proposes to address and manage those issues.

Division 4 — Standards for Termination of Employment of CEOs

20. Overview of Division

This Division sets out standards to be observed by the local government in relation to the termination of the employment of CEOs.

21. General principles applying to any termination

- (1) The local government must make decisions relating to the termination of the employment of a CEO in an impartial and transparent manner.
- (2) The local government must accord a CEO procedural fairness in relation to the process for the termination of the CEO's employment, including —
 - (a) informing the CEO of the CEO's rights, entitlements and responsibilities in relation to the termination process; and
 - (b) notifying the CEO of any allegations against the CEO; and
 - (c) giving the CEO a reasonable opportunity to respond to the allegations; and
 - (d) genuinely considering any response given by the CEO in response to the allegations.

22. Additional principles applying to termination for performance-related reasons

- (1) This clause applies if the local government proposes to terminate the employment of a CEO for reasons related to the CEO's performance.
- (2) The local government must not terminate the CEO's employment unless the local government has —
 - (a) in the course of carrying out the review of the CEO's performance referred to in subclause (3) or any other review of the CEO's performance, identified any issues (the *performance issues*) related to the performance of the CEO; and
 - (b) informed the CEO of the performance issues; and
 - (c) given the CEO a reasonable opportunity to address, and implement a plan to remedy, the performance issues; and
 - (d) determined that the CEO has not remedied the performance issues to the satisfaction of the local government.
- (3) The local government must not terminate the CEO's employment unless the local government has, within the preceding 12-month period, reviewed the performance of the CEO under section 5.38(1) of the Act.

23. Decision to terminate

Any decision by the local government to terminate the employment of a CEO must be made by resolution of an absolute majority of the council.

24. Notice of termination of employment

- (1) If the local government terminates the employment of a CEO, the local government must give the CEO notice in writing of the termination.
- (2) The notice must set out the local government's reasons for terminating the employment of the CEO.

Document Control

Resolution No:	Special Council Meeting Motion 13/21
Resolution Date:	23 February 2021
Source:	Governance
Responsibility:	Chief Executive Officer

SHIRE OF KOJONUP

Kojonup



Kojonup Bush Fire Advisory Committee

MINUTES
RECEPTION ROOM

7:00 pm Tuesday, 5th May 2026

BUSHFIRE ADVISORY COMMITTEE TERMS OF REFERENCE

Established under *Section 67 of the Bush Fires Act 1954*.

Terms of Reference

The Bush Fire Advisory Committee is established for the purpose of:

- a) Advising the Shire regarding all matters relating to the preventing, controlling and extinguishing of bush fires;
- b) The planning of the layout of firebreaks in the district;
- c) Prosecutions for breaches of this Act;
- d) The formation of bush fire brigades and the grouping thereof under group brigade officers (in accordance with any local laws);
- e) Recommendations on Fire Control Officer positions;
- f) Feedback on the Council's Fire Break Notice;
- g) Specific requirements from each brigade with regard to:
 - Protective Personal Equipment;
 - Equipment and vehicles resources required; and
 - Training Requirements;
- h) The ensuring of cooperation and coordination of Bush Fire Brigades in their efforts and activities; and
- i) Any other matter relating to bush fire control whether of the same kind as, or a different kind from, those specified in this subsection.

Other:

- a) The Bush Fire Advisory Committee shall include an elected member of the Council;
- b) The committee shall elect one of their members to be chairman;
- c) The quorum required for the transaction of business at meetings of the committee is set at 50%

Membership

Voting Members (11 in total)

- Councillors x4 (Currently Cr Radford, Cr Mathwin, Cr Mitchell)
- The President of the Kojonup Bushfire Association
- The Chief Bush Fire Control Officer
- The Deputy Chief Bush Fire Control Officer
- Senior Fire Control Officer (Zulu)
- Senior Fire control Officer (Zulu)
- Secretary of the Kojonup Bushfire Association
- Captain of the Volunteer Fire and Rescue Service

Supporting Team Members

- The Chief Executive Officer (CEO)
- Shire Delegates x 4

MINUTES FOR THE KOJONUP BUSH FIRE ADVISORY COMMITTEE MEETING

HELD 5 MAY 2026

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MINUTES

1. DECLARATION OF OPENING AND ANNOUNCEMENT OF GUESTS

The Presiding Member declared the meeting open at 07:06 pm and alerted the meeting of the procedures for emergencies including evacuation, designated exits and muster points.

2. ATTENDANCE & APOLOGIES

MEMBERS

Tony Fisher	Chief Bush Fire Control Officer
Ross Fryer – Smith	Deputy Chief Bush Fire Control Officer
Paul Norrish	Senior Bush Fire Control Officer
John Binns	President – Kojonup Bush Fire Association
Mick Mathwin	Councillor / Chairperson
Denise Berryman	Secretary of the Kojonup Bush Fire Association
Matthew Crabb	Kojonup Volunteer Fire and Rescue Service

SUPPORTING TEAM MEMBERS

Grant Thompson	Chief Executive Officer
Estelle Lottering	Manager Regulatory Services
Phill Gunn	Community Emergency Services Manager
Darren Prior	DFES - A/District Officer Great Southern Rural
Dwayne Lottering	Manager Property Services

APOLOGIES

Craig Mitchell	Councillor
Ned Radford	Councillor
Darryn Watkins	Manager of Works and Infrastructure
Ben Blewett	Senior Bush Fire Control Officer

3. **SUMMARY OF RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE**

Nil

4. **PUBLIC QUESTION TIME**

Nil

5. **APPLICATIONS FOR LEAVE OF ABSENCE**

Nil

6. **CONFIRMATION OF MINUTES**

Minutes of the Bushfire Advisory Committee Meeting held on 3rd February 2026 were previously circulated under separate cover.

COMMITTEE DECISION

That the minutes of the Bushfire Advisory Committee Meeting held 3 February 2026 be confirmed as a true record with changes as requested.

Moved by Matt CRABB and seconded by Tony FISHER

Carried 7/0

7. **BUSINESS ARISING**

Starlink for brigades – Discussion from the group focussed on costings amounts of units required. It was decided that 2 units be purchased for used by the Senior Fire Control Officers during incidents, with initial purchase, yearly subscriptions and mounting accessories amounting to \$10,000. These costs are not covered through LGGs funding and will need to be funded by the Shire.

RECOMMENDATION

Recommendation to council to that \$10000 be allocated for the purpose of purchasing Starlink Units for use during firefighting operations.

Moved by Ross FRYER-SMITH, seconded by Tony FISHER

Carried 7/0

8. **ANNOUNCEMENTS**

Nil

9. **PETITIONS, DEPUTATIONS & PRESENTATIONS**

Nil

10. DECLARATIONS OF INTEREST

Nil

11. STATUS REPORTS / GENERAL ITEMS

11.1 Shire of Kojonup – Community Emergency Services Manager – Phill Gunn

11.1.1 Report attached – Report Tabled and read by officer.

11.2 Shire of Kojonup - Chief Executive Officer – Grant Thompson

11.2.1 Addressed the Action Register - Tabled.

11.2.1.1 **Skytrust** – induction to send out

11.2.1.2 **Stand Alone Power Systems** to be added to the Fire Break Notice – the committee agrees that an asset protection zone of 10 meters be included in the Fire Break Notice.

11.2.1.3 **Road Verge Management** – Property owners conducting burns are allowed to burn the road verge directly adjacent to that property with a permit from both their Local FCO and from the CEO under section 18 of the Bush Fires Act – 1954.

11.2.1.4 **Cultural Cooking fires and burns** – The Chief and Deputy had met with local elders and representatives from Wagyl Kaip to build relationships and assist local elders where ever possible.

11.2.1.5 **List of Brigade Members who have not undertaken minimum training** – 75 volunteers across the shire have not completed Rural Fire Awareness or Bushfire Safety Awareness and Firefighting Skills. Those people will be made aware through their brigade captains and directed to undertake that training online or in person when courses become available.

11.3 Kojonup Chief Bushfire Control Officer – Tony Fisher

11.3.1 Our fire season is now in the Non-Restricted Burning Time. The season has been a good one as we did have a number of fires that were kept as small fires. After season's we can all reflect & see things as they were. The things that we need are first fills that are up to date and reliable & set up in dams quickly so as to get water to the first responders. They need to have very good suction & long suction hoses. Whoever brings fast fills need to be activated quickly & have Bushfire Radio Transmission, to be able to keep in contact with FCOs on fire ground. Our Emergency Tower has worked extremely well in areas where we had poor transmission in the past, so that is very pleasing. Early spraying around the tower is a recommendation to keep it safe. Ross & myself will continue to have discussion with Shaun & Pauline from Wagyl Kaip on heritage lands & will assist if & when possible, to do burns with them, to minimise risk. We need to encourage brigades to put people in FCO's, Lieutenant & Radio Operator jobs that will stay for a while longer, that can do the job to the best of their ability. I along with my fellow Zulus believe 3 radios per brigade is enough. There are quite a lot of private sets out there. If we have a not so wet winter, we will have dams with very little water or no water. Some property owners with majority of their land in cropping are filling dams in so with those things in mind getting water at fires could be a challenge in years to come. With our seasons as it proved this last season we had an

opportunity to open but our dates were locked in. I would like to see the Non-Restricted Burning Time dates changed back to the 14th of April to the 30th September, so as to have the ability to open & up our season if we get a rain event like this year. I would like to thank all FCOs & Radio Operators & also Denise for her work that she does behind the scenes. Thanks to Phil our CESM. My fellow Zulus fantastic job through the season. Thanks for your work & support.

11.4 Kojonup Bushfire Association President – John BINNS

11.4.1 On the 22nd March I chaired my first meeting of the KBFA. The meeting probably consisted of less than 10% of Brigade members. The topic which resulted in the most discussion would have been the availability of permits earlier in the season.

Though there may be enthusiasm from a few to pursue this, when you take into account the total of brigade members it may be a small percentage, even though it seems important to those concerned. The discussion often includes past history such as - "Years ago we used to etc".

Maybe the points to consider are:

- Years ago, all brigade members had to burn to develop their businesses, so the majority were in favour.
- Farms were smaller, and they lived on the farm they were burning, not burning distant blocks.
- There is more material still on the ground now than before.
- There is less need to burn now than before due to modern farm practices.

The end result being that the percentage of members not needing to burn earlier in the restricted period, is most likely more than those wishing to burn. This can be backed up by the fact that we only received one motion of concern from one brigade out of twelve and only a small percentage at the meeting appeared concerned.

As the KBFA is a body that takes the brigades concerns to the Shire, we need to hear from the brigades of their concerns. At the moment all we know is one brigade and some individuals are concerned.

I feel we should encourage individual members to take their concerns to their brigade F.C.O or president initially and then after discussion between themselves, if necessary, taken to the Zulus by the office bearers.

This would alleviate the Zulus having to deal with members who may have views not representative of the brigade.

It still gives individuals the opportunity to have their say at the K.B.F.A. A.G.M. as it is now.

In conclusion I fully support any measures that can ensure Zulus have an effective phone service.

All in all, I feel the meeting gave members a chance to express any concerns they had.

John Binns

11.5 Kojonup Volunteer Fire and Rescue Service – Matt Crabb

11.5.1 The VFRS brigade has attended multiple non-registered burn offs across the townsite in recent days, with aggressive homeowners arguing with firefighters. Police had to be called to assist with those homeowners.

11.6 Adoption of the Kojonup Bushfire Association Annual General Meeting Minutes and adoption of the elected Chief, Deputy, Senior Fire Control Officer and the individual brigades Fire Control Officers.

11.6.1 Minutes tabled with the following recommendations:

- Tony Fisher is recommended for the position of Chief Bushfire Control officer in the Shire of Kojonup for the 2026/2027 year
- Ross Fryer-Smith is recommended for the position of Deputy Chief Bushfire Control officer in the Shire of Kojonup for the 2026/2027 year.
- Ben Blewett and Paul Norrish are recommended for the position of Senior Fire Control Officers in the Shire of Kojonup for the 2026/2027 year.
- That the CBCO and the DCBCO are recommended for appointment as Fire Weather officer and Deputy Fire Weather officer respectively for the 2026/2027 year.
- That the CBCO and the DCBCO are recommended to be appointed as authorised officers to issue permits to burn for the collection of clover seed for the 2026/2027 year.
- That the CBFCO and the DCFBCO and the two senior BFCO's be authorised to advise the Shire Council on the imposition of harvesting and movement of vehicles bans in the Shire of Kojonup for the 2026/2026 year.

11.6.2 Adoption of the following Brigade Fire Control Officers:

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

Stuart Tohl	Captain/FCO	Ryans Brook Brigade
Bevan Brown	FCO	Kojonup Town

RECOMMENDATION

Recommendation to council that the above Chief Bush Fire Control Officer, Deputy Chief Bush Fire Control Officer, Senior Bush Fire Control Officers and Brigade Fire Control Officers be endorsed.

Moved by John BINNS, seconded by Denise BERRYMAN

Carried 7/0

11.7 General Business:

11.7.1 **Radios and their use during morning schedules** – conversation turned to radio operators with radios fitted to their farm response vehicles. The Shire has numerous operators who don't respond during morning scheds over the entire season, with several brigades that have 3 or 4 radios fitted and have had no attendance over the fire season. It was the opinion of the Chief, Deputy and Senior FCO's that radios should be limited to 2 per brigade with one radio fitted to a back up FCO in that brigade should the first 2 FCO's be absent. It was mentioned that this topic was brought up at the Kojonup Bushfire Association meeting and remains unresolved.

11.7.2 **Properties operating during Harvest and Vehicle Movement Bans** – It was identified that there are individual properties operating during HVMB's, the DFES District Officer, Darren Prior, suggested that photographic evidence of the offending be forwarded to the Ranger and fines be issued.

11 OTHER ITEMS

12 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

13 LATE ITEMS

14 NEXT MEETING

4th August 2026

15 CLOSURE

There being no further business to discuss the Presiding Member thanked the members for their attendance and declared the meeting closed at 10:05 pm.

Confirmed as true and correct:

Presiding Member

Date

UNCONFIRMED

Kojonup Bushfire Association Minutes

Sports Complex

APRIL 22nd 2026 at 7.30pm.

Opening of the meeting and recording of attendance.

John welcomed all to the meeting and pointed out the emergency exit and meeting point outside on the oval.

PRESENT:

Bevan Bignell	Boilup Brigade
Craig Ivey	Boscabel Brigade
Paul Norrish	Changerup Brigade
Murray Magini	Changerup Brigade
Owen Bignell	Cherry Tree Pool Brigade
Melvin Hettner	Cherry Tree Pool Brigade
Mick Mathwin	Jingalup Brigade
Chris Wright	Jingalup Brigade
Andrew Plowman	Jingalup Brigade
Stacy Williams	Jingalup Brigade
Sally Robinson	Jingalup Brigade - secretary
Matt Bilney	Kojonup Brigade
Tony Fisher	Kojonup Brigade - CBFCO
Gina Unuwai	Kojonup Brigade
Bevan Brown	Kojonup Brigade
Jason Thorn	Kojonup Brigade
Sam Jackson	Lumeah Brigade
Matt Hardingham	Lumeah Brigade
Ross Fryer-Smith	Mobrup Brigade – SBFCO
Digby Stretch	Mobrup Brigade
Rob Warburton	Mobrup Brigade
Ben Blewett	Muradup Bush Fire Brigade - SBFCO
Nathan Leitch	Muradup Brigade
Richard Banks	Muradup Brigade
Leonie Banks	Muradup Brigade
Denise Berryman	Muradup Brigade - Association Secretary
Griff Chomley	Orchid Valley Brigade
Colin Ednie-Brown	Orchid Valley Brigade
Daniel Simpson	Orchid Valley Brigade
John Binns	Qualeup Brigade- Kojonup Bush Fire Association President

Andrew Marsh Qualeup Brigade
Stuart Tohl Ryans Brook Brigade
Melissa Shepherd Ryans Brook Brigade
Roger Bilney Shire of Kojonup President
Estelle Lottering Shire of Kojonup - Regulatory Services
Dwayne Lottering Shire of Kojonup

**DUE TO NOT ALL MEMBERS PUTTING THEIR NAME ON ATTENDANCE SHEET I
HAVE ADDED THE ONES I REMEMBER BEING THERE**

APOLOGIES:

- Robert Sexton Qualeup Brigade
- Steve McGuire Jinalup Brigade
- Grant Thompson Shire of Kojonup CEO
- Phil Gunn CESM

All 12 Brigades had representatives at the meeting.

1. Announcements by the President
The President made the meeting aware of the exit doors and where the muster point was outside.
2. Confirmation of minutes of: Minutes April 2025

Moved: Bevan Brown
Seconded: Craig Ivey
Carried: Yes
3. Business arising from the minutes other than listed.
Paul asked about the Starlinks for each FCO- he hadn't heard any more about them. Take forward to next Advisory meeting.

4. Election of CBFCO, DCBFCO and two (2) senior FCO's to be recommended to the Kojonup Shire Council for appointment to their respective positions.

Moved by – Stuart Tohl seconded by Chris Wright : that

- Tony Fisher.....is recommended for the position of Chief Bushfire Control officer in the Shire of Kojonup for the 2026/2027 year
- Ross Fryer-Smith..... is recommended for the position of Deputy Chief Bushfire Control officer in the Shire of Kojonup for the 2026/2027 year.
- Ben Blewett.....and Paul Norrishare recommended for the position of Senior Fire Control Officers in the Shire of Kojonup for the 2026/2027 year.
- That the CBCO and the DCBCO are recommended for appointment as Fire Weather officer and Deputy Fire Weather officer respectively for the 2026/2027 year.
- That the CBCO and the DCBCO are recommended to be appointed as authorised officers to issue permits to burn for the collection of clover seed for the 2026/2027 year.
- That the CBFCO and the DCFBCO and the two senior BFCO's be authorised to advise the Shire Council on the imposition of harvesting and movement of vehicles bans in the Shire of Kojonup for the 2026/2027 year.

Carried - Yes

5. The Brigades have nominated Brigade Captains as listed below

Moved by Mick Mathwin – seconded by Paul Norrish that the nominees listed below be appointed to their respective Brigades as Captain subject to each person having successfully completed the FCO’s course as conducted by DFES.

Bevan BignellCaptain/FCO, Boilup Brigade
Kim BellottiCaptain/FCO, Boscabel Brigade
Murray Magini.....Captain/FCO, Changerup Brigade
Peter Kowald-----Captain/FCO, Cherry Tree Pool Brigade
Steve McGuireCaptain/FCO, Jingalup Brigade
Matt BilneyCaptain/FCO, Kojonup Brigade
James HeggatonCaptain/FCO, Lumeah Brigade
Andrew ParkerCaptain/FCO, Mobrur Brigade
Kent StoneCaptain/FCO, Muradup Brigade
Griff Chomley.....Captain/FCO, Orchid Valley Brigade
Shannon Binns -----Captain/FCO, Qualeup Brigade
Stuart Tohl.....Captain/FCO, Ryans Brook Brigade
Bevan BrownFCO, Kojonup Town

Carried - Yes

Kim Bellotti and Andrew Parker to do FCO course before next season.

6 Brigade office bearers

The Brigade office bearers and radio operators for the 2025/2026 year have been elected from their respective Brigades and will be listed in the Shire Emergency Directory

The Association Secretary will forward to Bush Fire Advisory Committee

7 CBFCO Report: read out at meeting

The first fire we attended to was with the Town VFRS with a single car accident on the 25th October 2025. The next fire was our first significant fire on the 29th October 2025 in the Changerup Brigade- from hay cutting very dry material - which got alight from a rock hitting the blades. This fire was very well attended by a good number of fire units.

We had a total of 23 fires, the breakdown of those fires are – 6 pole tops, 6 town fires, 3 lightning strikes fires 2 header fires, 1 side by side fire, 1 car accident, 1 roadside fire and 2 fires after the opening of season. All these fires were very well attended by the FCO's and firefighters and supported by fast fills which aided with quick response times and saving mopping ups being a long process.

The fast fills are working very well and it is very important that these are manned and taken to fires to get setup quickly so as to assist in keeping water up to the fire appliances. Well done to all the firefighters that have attended fires, the quick response times along with organised setups helps to get fire out quicker and saves mop up times.

We started scheds off in early November with some new radio operators starting for the first time. It was good for them and all to get familiar with the radios.

We had some weeks where we had good numbers and other weeks that were down on numbers but what stood out most was the same call signs who were never answered. After trying to encourage these to participate and still no response, with that it was our decision to drop these off the list to call, it is wasting everyone's time if they are not going to answer.

I am recommending that we drop all brigades to 3 radio operators that will participate, other than the 2 brigades Boilup and Muradup that only have 2 radios.

It is a big expense to the shire every time a radio is taken out and then put into someone else's ute especially if they have never been used. What is concerning to all is some of these radio operators or maybe non operators are being promoted to the next higher position in their respected brigades. We need people in those positions that will do something not just to have your name on the list. We all need active people in these jobs to assist in putting fires out.

It is very pleasing to have come through this season with our new community emergency tower which is working very well with good coverage to all radios including handhelds.

We are moving into different times with a lot of New Heritage listings coming up which makes what we all do a little bit more difficult when it comes down to some fires in some areas. Ross and myself have spent quite a bit of time meeting with both our local heritage and Waigal Keip leaders to get to a point where we might be able to get some burns done and form a relationship to be able to move forward in some of these bushland areas as they present themselves.

This year as in other years Zulu 2 – Ross has organised and got the aerial inspection done. It was a pleasing result overall with 10 ground inspections to be followed up by the Shire Ranger.

With permits at the start and end of the season we had to make sure breaks were good. I believe we need to have 3 people and 3 fire units. Two fire units with 600 litres of water is not enough.

Now I am not going to hold back as there have been a couple of faceless people out there that don't agree with what the Zulus have been doing as far as permits go. We are in these positions for all in our Shire of Kojonup. We don't live in Cranbrook, Boyup Brook, Katanning or any other shire – give the Zulus the respect they deserve.

We have dates set in the firebreak order booklet which are dates set by the Fire and Emergency commissioner. These dates are not when we start burning. These are dates to allow us to burn if it is safe to do so.

If we have a season with conditions to allow us to burn safely, we will BE ABLE to issue permits within these parameters. This season WE DID NOT have safe conditions to allow us to start permits.

As you will know other shires opened up for permits with a tropical low forming at the very top of our state, to add tropical Cyclone Narelle in Queensland who was not sure where she was going. As it was, she came across and tried to join up with the tropical low which made its way down the West Australian Coast.

Other shires had fires get away with huge inconvenience to others. NOT IN OUR SHIRE. Once we were sure it was safe, we allowed permits to begin, even after significant rain we still had hot fuel loadings, but we were able to have our shire burn safely over the Easter period as other shire had shut all permits OFF.

A lot of our shire is cropped these days with high fuel loadings. The Zulus do their utmost to keep everything in balance. If the Zulus make a decision it is for the whole community. We are to prevent fires, put fires out, and keep our community safe. If you want to discuss anything through a season talk to any Zulu, we are available. If you have a farming practice that is requiring fire it will only be allowed if it fits in to the criteria that I just explained.

As you all know we wanted to open our season but were unable to do so due to the Fire and Emergency Commissioner dates set in the fire break order. We will endeavour to see if we can change those dates at our Bush Fire Advisory committee meeting coming up in May.

With our season open we had 2 fires both with over 20 fire units in attendance. Both of those fires could have been avoided by either not lighting up with the predicted winds coming in the days to follow or just to have people monitor and stay on those

fire grounds. These two fires tell us as Zulus there is a lot of complacency and disregard to others.

Throughout the fire season with fires, we have done very well. There are a lot of younger fire fighters and radio operators out there which is fantastic to see. If you get a chance to listen to Zulu 3 and Zulu 4 at fires as examples of how to give information back to the Zulu in the office, it is well worth it.

All our FCO's this year have done a really top job. Radio operators who have been answering and going an assisting with the fires, THANK YOU for your work through the season.

I would like to thank Denise who puts a lot of time into our Association behind the scenes, keeping track of incident numbers, and all permits, so we can let comms know if a 000 gets called in. it really does help all the Zulus very much so a big thank you Denise.

I would like to thank Pil Gunn our CESM who has assisted the Zulu's 24/7 with potential grants for more fast fills and training courses and also getting back up if required.

Thanks to John Binns our President for his assistance. To my fellow Zulus Ross, Ben and Paul a huge thankyou to you fellas. There is a lot to during fire season and you blokes are an amazing team to be part of in keeping our shire safe.

Lastly, I would like to thank all the FCO's, Radio Operators and all fire fighters and volunteers and our shire for their support in looking after our community.

Thank you
Tony Fisher
CBFCO

Moved: Craig Ivey
Seconded: Stacy Williams
Carried: Yes

8 Presidents Report. to be read out at meeting

Presidents Report 22-4-26

Kojonup Bush Fire Association.

As the past year has been my first year as President I have done a lot of observing and listening to gain an understanding of the role of the K.B.F.A.

I have attended the Bush Fire Advisory Committee meetings and some of the Local Emergency Management Committee meetings.

Attending these has given me an insight into the complexity of information that goes into the final decisions we make that effect our members

I believe we all appreciate that there are a lot of influences that we are expected to work within, but our success in fire control has to be respected by all.

As a member of the Qualeup Bush Fire Brigade over some years I now appreciate the structure of the system of Fire Control in the Shire of Kojonup that was created by those many years ago has certainly stood the test of time.

I envisage change over time may be needed and would like to see this come from the Brigades to the K.B.F.A. as the system intended.

As President of the K.B.F.A I ^{was} asked by the Kojonup Football Club in May if I could write a letter of support for the purchase of a Information Portal Screen to be installed at the oval. This letter was to support their funding application. I agreed to it stating the benefits to the community to display weather warnings, emergency information, and evacuation instructions.


In December I received a E Mail from Mint Renewables who are proposing a Battery Energy Storage System 3 kms North West of Kojonup asking if I could arrange a meeting ~~with~~ to discuss the fire control aspects of the project.

As it was Phill Gunn the Shire CEM who put them on to me and the Shire was already in discussions with them, I decided to let Phill organize a meeting with all those affected.

This would give Mint Renewables the opportunity to send the right people to answer questions and eliminate any doubt about who was told what.

I will continue to work with Phill and Mint Renewables to make this happen.

In conclusion I would like to thank all those that make fire control in the Shire of Kojonup so successful.


John Benms

Moved: Melissa Shepherd

Seconded: Digby Stretch

Carried: Yes

9 Correspondence In –

Qualeup: letter – see attached

Western Power Grants – forward to brigades

Emails from Shire to send out to brigades

Robert Sextion discussion letter

Correspondence Out –

Emails forwarded to Secretaries of each brigade

Western Power Grants – details for applying

Robert letter sent to brigade secretaries

Correspondence In and Out to be accepted:

Moved: Colin Ednie-Brown

Seconded: Digby Stretch

Carried: Yes

10 General Business

Discussion on Robert letter. Qualeup Motion 1

Paul commented that Robert's idea is good but do not make mandatory.

John said cylinders would have to be checked every 6 months. Cost to owners would add up with amount of machinery they have.

Mick Mathwin - 3 fires in shire by side by sides. Robert letter changed to "strongly recommended".

Andrew Marsh – clean out by owners – common sense.

Stuart – Donna Reid fire – cover over exhaust – pipe.

Colin Ednie-Brown said his wasn't caused by bike.

Meeting said to leave at discretion of owners. Advise beginning of season

Rob Warburton suggested maybe think about putting in Kojonup paper about extinguishers. Sensible approach.

Put ad in paper

Moved: Rob Warburton

Seconded: Stacey Williams

Carried: yes

Discussion on Qualeup 2nd motion

Chris Wright thought middle march date to start permits. Skip Easter or watch for when cyclones coming. Too many restrictions.

Tony commented that we look at the seasons the way it is.

Comment made that start times – number units – season gets pushed behind and farmers rushing to get things done.

Shire guidelines for clover burns – will these happen.

Tony commented Corrigin – no fires allowed – Andrew disagreed as he has in laws farming there.

Digby – discretion for the issue of permits. Can issue and cancel when needed.

Zulus right not to issue permits.

Weather was benign beginning March – could have burnt – window of opportunity.

Mick Mathwin – open March 1st. restricted ends at end of April. can be brought forward by two weeks or extended.

Paul – understood all shire to look at, cropping, situation changed in last 10 years, dry bushland, no moisture.

Chris Wright commented about pasture paddocks and burning heaps in bare paddocks.

Bevan Bignell said to go to FCO to see what they think. Not just Zulus

Tony said they are there for all the community. Need to think of heritage land now. Back with the them. It is not just reserves it is on our land.

Stuart said they used to open on the 15th February but things have changed.

Minimum of two units to change to minimum of three.

Roger said he could facilitate a meeting. Not resolved at this time

Discussion on the number of radios in each brigade.

Tony said it is a big expense to take out and out in radios to vehicles. Can each brigade be streamlined to 3 (except Boilup and Muradup who only have two) it would be good to have a handheld at the fast fill trailers. The radios need to be answered so it is known who is there or not and radio working.

Nathan has a handheld for Muradup 2.4 and also Kojonup 2.4 has one.

Digby said handhelds were unreliable years ago but more reliable now.

Stuart said there are different situations – radios run extremely well.

Can a radio stay in the same if they don't answer – yellow radio should go to those who will answer.

Digby said that is doesn't need to be that strict structure like it always was. In the bad days. Whats ap got everything covered.

Stuart said that those who don't have regular scheds there response time is not good.

Dropping a radio would mean less radios at a fire. It was decided to take the suggestion back to the brigades to decide if they really need four.

Stacey pointed out that every brigade asks for more handhelds through the Western Power Grant

Craig mentioned about business working during a harvest ban. What can be done. The shire can go out and talk to them. A letter could be sent to them prior to the start of season.

Owen thanked all who came to their fire. He brought up a point about children being in the header in car seats or older parents. Things go up quick and only time for him to get out. If child or older parent in there it could be fatal.

Induction forms

These were available and handed out to all who attended. Estelle explained about them. A letter had been sent to all ratepayers last year about the extra compliance for WHS rules and shire insurance coverage. Fill in the form and take in to the shire. She can witness or CESM. A simple yes – no or not applicable set of questions/ conditions to read. A shortened version of Standard Operating procedures for farmers response to be read as well. Let anyone not at meeting know they can get from the shire web page or ring Estelle and get them emailed to them.

Children over 16 can register to become a member of their brigade – need to do the rural awareness training and also fill in these forms.

11 Election of President. (Conducted by the CBFCO)

Tony called for nominations

1 Moved by: –Stuart Tohl seconded by Bevan Brown that John Binns be nominated.

John Binns accepted the nomination and was elected President for the 2026 /2027 year.

12 Election of Deputy President.

Moved by Melissa – seconded by Tony Fisher that James Heggaton be elected Deputy President for the 2026/2027 year.

James was absent but Tony said he was happy to be in the position again.

13 Election of Secretary.

Moved: by Daniel Simpson seconded by Chris Wright nominating Denise Berryman be elected Secretary for the 2026/2027 year. There were no other nominations and Denise Berryman was elected for the 2026/2027 season

Chris Wright thanked the four Zulus and the Association President and Secretary for their time and work they put into their positions. Leonie Banks asked to speak to the meeting. She presented a plaque and photo of the display at the Kojonup show that the Fire Brigade put on. It was voted "Best Local Display" by the judges she had on the day. They had a Wheelies theme – trucks – utes – local businesses. Muradup 2.4 and Kojonup 2,4 and the Moberup fast fill were an awesome display and she thanked Ben and Temby for answering questions on the day. This will be displayed at the Shire office.

Meeting closed at: 9.10

Attachments: Letter – Robert Sexton letter
Qualeup brigade – emailed
- Zulu Nomination forms

Next meeting April 2027

Local Fire Control Law

The success of the brigade structure in suppressing and extinguishing fire is largely due to a culture of being aware of the danger of fires. This culture has steadily been improved and underpinned by local laws that make it easier for the Brigades and landowners to react rapidly in the event of fire.

The local Law that makes it mandatory for a fire appliance to accompany the harvesting operation has been part of that success in being able to react to fire quickly. It is now commonplace for harvesting machinery and many other pieces of allied equipment to have a portable fire extinguisher capable of dealing with an electrical or fuel generated fire on board the machine.

The recent fires ignited by electrical and mechanical failures on harvesting machines, small ATV fires, and machinery with ground engaging tools prompts a review of the fire law. We can learn much from heavy industry where it is commonplace and mandatory for all machines and vehicles to carry fire extinguishers on board.

It is accepted, and a given, that a portable fire extinguisher does not replace the larger mobile unit, but the suppression of the fire gives the larger unit(s) valuable time to respond. This part cannot be overstated as many fire studies show that the critical time to react from ignition is less than thirty minutes.

A review of the local law could consider these points.

- Harvesting machinery carries at least one fire extinguisher of the dry powder chemical (type ABE) of at least 4.5kg.
- ATV (side by side) vehicles carry one fire extinguisher of the dry powder (type ABE) of at least 1kg
- Fire fighting vehicles carry at least one fire extinguisher of the dry powder (type ABE) of at least 1 kg
- It is mandatory for all soil engaging machinery to be accompanied by at least one firefighting appliance during the restricted burning period.

From Quakup Bush Fire Brigade

To Kojonup Bush Fire Association

At our recent A.G.M Quakup Bush Fire Brigade received a letter regarding carrying Powder Fire Extinguishers on agricultural machinery and the mandatory attendance of a fire fighting appliance during the use of soil engaging machinery during the restricted burning season from Robert Sexton. The letter was titled Local Fire Control Law.

The following motion was passed -

Moved Greg Marsh -

We received Roberts letter and agree in principal but believe it should be left to the discretion of the machine owner

2nd Todd Dalton

Passed

A second motion was passed regarding the Permitted Burning Season. -

Moved Greg Marsh -

Could we look at opening the Permitted Burning Season on the set date with restrictions that are in tune with the season - eg Starting times and Number of units + people in attendance.

2nd Todd Dalton.

Passed

John Birnie

Sec/Treasurer

 28-3-26

MURADUP COMMUNITY ADVISORY COMMITTEE (MCAC) [Est. 2025]

Terms of Reference

1. MCAC will make recommendations to Council on matters pertaining to the governance and planning matters specifically concerning maintenance and operations of the Muradup Hall, and other assets in the townsite of Muradup as requested by Council, and make budget recommendations to the Council.
2. Provide input to Council as requested on matters pertaining to the Muradup Community in general.
3. Submit input into any future projects requested by Council regarding Muradup;
4. This Committee is explicitly set up to oversee processes related to the daily management and minor maintenance of the Muradup Hall by those Council approved volunteer Community Members.
5. The Shire is to provide governance and support to those approved Community Members who are managing the day-to-day services at the Hall including support for volunteer workdays, procedures regarding the usage of the Hall, events management etc. (this list is not exhaustive).
6. The MCAC does not have executive powers or authority to implement actions in areas over which Shire management has responsibility and does not have any delegated financial responsibility.
7. MCAC is not responsible for the operational and executive management of the Shire as per the *Local Government Act 1995*.
8. The MCAC role is to report to Council and provide appropriate recommendations and advice on matters relevant to its Terms of Reference in order to facilitate decision-making by Council in relation to the discharge of Council's responsibilities. The Council will fully consider recommendations from the Committee but is not obligated to accept such recommendations.
9. If funds are made available by the Community those funds will be subject to and managed through a 'Reserve Account' as per the *Local Government Act 1995: Financial Regulations*. The MCAC will receive financial management reports on this account. Council is ultimately responsible for the usage of the funds of this 'Reserve Account', based on the Accounts terms of reference.

Duties and Responsibilities:

The MCAC will engage with the Shire in a constructive and professional manner in order to discharge its advisory responsibilities and formulate its advice to Council.

Members of MCAC are expected to:

1. adhere to the Code of Conduct for Council Members, Committee Members and Candidates;
2. demonstrate behaviour which reflects the Shire of Kojonup's (Shire) desired culture ;
3. act in the best interests of the Shire as a whole;
4. apply good analytical skills, objectivity and good judgment ;
5. express opinions constructively and openly, raise issues that relate to the MCAC's responsibilities and pursue lines of enquiry in relation to Muradup;
6. exercise due care, diligence and skill when performing their duties;
7. observe the legal and regulatory obligations of local government.

MCAC members must not use or disclose information obtained through the MCAC except in meeting the MCAC's responsibilities, or unless expressly agreed by the President of the Shire or the Shire CEO.

Membership

Two (2) Councillors; and

Two (2) Proxy Delegates (Councillors) if required; and

3-4 Muradup Community Members as agreed and approved by Council

- (a) The evaluation of potential external members will be undertaken by the Chairperson of the MCAC and the Chief Executive Officer (CEO) who will take into account the experience of this person/s and their likely ability to apply appropriate skills.
- (b) Appointments of any external members shall be made by Council. Their tenure is at the discretion of the Council.
- (c) There will be no remuneration paid to members of the MCAC including any external person/s.
- (d) The Shire of Kojonup CEO shall be responsible for the provision of secretarial and administrative support to the MCAC.

Support Team

Chief Executive Officer or delegated nominee

Manager Financial and Corporate Services

Manager Works and Infrastructure

Manager Prop

Manager Property Services

Governance & CEO Executive Assistant

Meetings

Bi Annually and/or as required related to Council requests for information on matters raised by the Muradup Community.

Open to Public: Muradup Community Members Only as determined by Council

Voting: Voting is in accordance with Section 5.21 of the *Local Government Act 1995 (Act)*.

Confidentiality: All Committee members will be required to adhere to the Shire's confidentiality requirements as per the Code of Conduct for Council Members, Committee Members and Candidates.

Conduct of Meetings: MCAC meetings will be held in accordance with the *Act*, subsidiary legislation, and the Shire of Kojonup Local Government (Council Meetings) Local Law 2020.

That Council creates a Muradup Advisory Committee based on the presented Terms of Reference with representation from the following elected Councillors:

Cr. _____
Cr. _____

Cr. _____

Proxy Delegates

Cr. _____

Cr. _____

DRAFT

SHIRE OF KOJONUP

Kojonup



LOCAL EMERGENCY MANAGEMENT COMMITTEE

**MINUTES
RECEPTION ROOM**

9.00am Monday, 8 March 2026

Local Emergency Management Committee - *Emergency Management Act 2005*

Roles, Functions and Purpose:

“s39. Functions of local emergency management committees:

The functions of a local emergency management committee are, in relation to its district or the area for which it is established —

- (a) To advise and assist the local government in ensuring that local emergency management arrangements are established for its district;*
- (b) To liaise with public authorities and other persons in the development, review and testing of local emergency management arrangements; and*
- (c) To carry out other emergency management activities as directed by the SEMC or prescribed by the regulations.”*

The SEMC Procedures, that detail more information on LEMC’s in accordance with the Act, gives the following direction towards roles and meeting purpose:

In addition to the normal roles assigned to office bearers of a committee, the following roles are specific to the needs of a LEMC. The Chair will ensure the appointment of an Executive Officer and ensure that the Council is kept fully informed of Emergency Management discussion and significant outcomes from LEMC meetings. The Deputy Chair should deputise for the Chair as required and chair any subcommittees or working groups.

The Executive Officer should:

- coordinate the development and submission of committee documents in accordance with legislative and policy requirements including an Annual Report, Annual Business Plan and maintenance of Local Emergency Management Arrangements (LEMA);*
- provide advice to the Chair and LEMC as required;*
- facilitate communication between the LEMC and Executive Officer of the relevant District Emergency Management Committee (DEMC).*

Agenda items to be considered, in line with the annual reporting requirements, should include:

- Confirmation of LEMA contact details and key stakeholders;*
- Committee membership and resources;*
- Status of LEMA including local recovery plans;*
- Exercises that include the local government(s) and /or test the LEMA;*
- Subcommittees or working groups;*
- Projects undertaken; and*
- Key achievements.*

Additional considerations should include:

- Local training needs or opportunities;*
- funding opportunities, (for example, the Natural Disaster Resilience Program (NDRP) and All West Australian Reducing Emergencies (AWARE);*
- Incident Support Group activations/or incidents;*
- Emergency risk management processes – including any treatment strategies;*
- Post-incident reports and post-exercise reports; and*

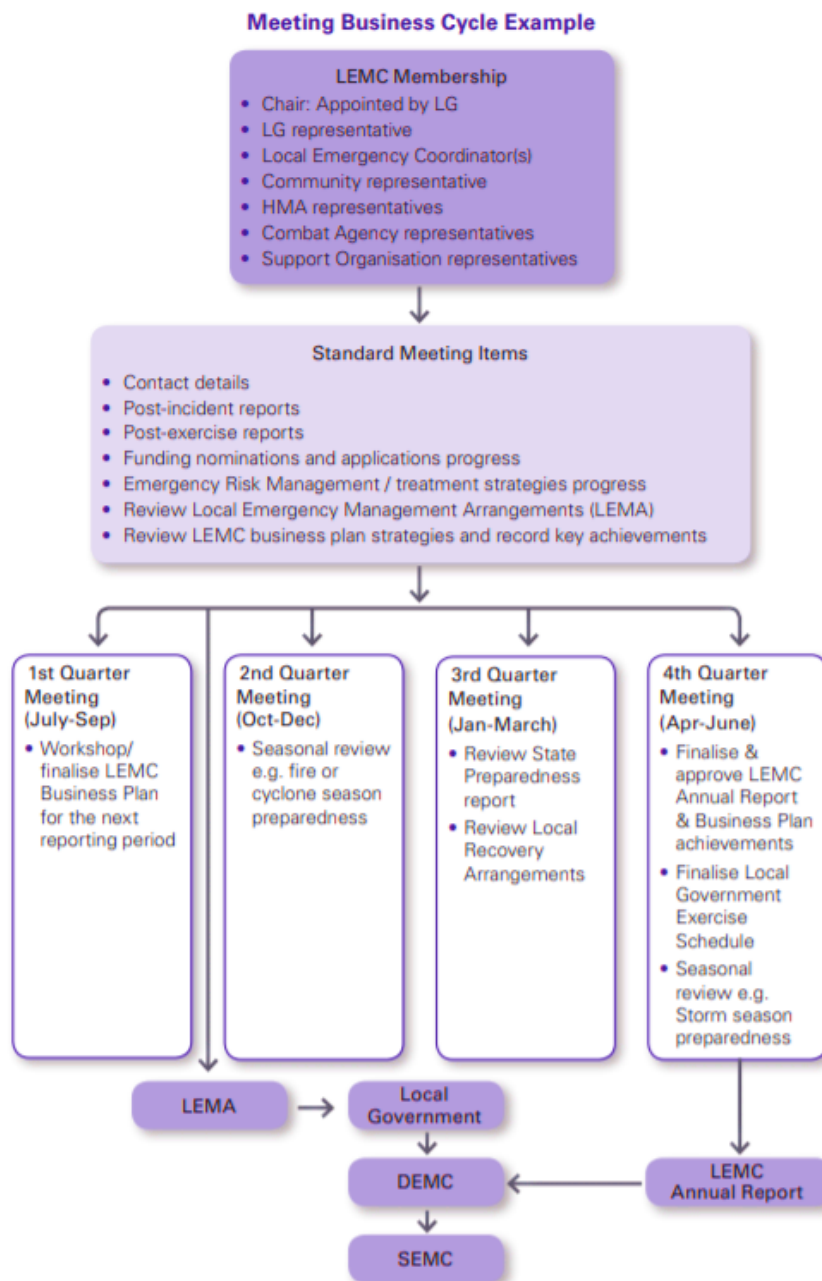
- finalising the annual report and arranging for it to be forwarded to the relevant DEMC for annual report compilation.

Local Emergency Co-ordinator:

“s37. Local emergency coordinators

- (1) The State Emergency Coordinator is to appoint a local emergency coordinator for each local government district.
- (2) Before appointing a local emergency coordinator for a local government district the State Emergency Coordinator is to consult the relevant local government.
- (3) In making an appointment the State Emergency Coordinator is to have regard to any submissions of the local government....”

The Shire of Kojonup Local Coordinator is WA Police Service, OIC Kojonup



MINUTES

1. DECLARATION OF OPENING AND ANNOUNCEMENT OF GUESTS

The Chairman, Mick Mathwin declared the meeting open at 9:05 am.

2. ATTENDANCE & APOLOGIES

Shire of Kojonup

- Grant Thompson Chief Executive Officer
- Cr Mick Mathwin Shire Representative / LEMC Chair
- Cr Roger Bilney Shire Councillor
- Phill Gunn Acting CESM / LEMC Executive Officer
- Darryn Watkins Manager Works and Services
- Hayley Clarke Infrastructure & Finance Co-Ordinator / Shire of Kojonup First Aid & Fire Warden

Volunteer Bush Fire Brigade Service, Kojonup

- John Binns President Kojonup Bushfire Association

Kojonup VFRS

- Matt Crabb VFRS Captain Kojonup Bushfire Brigades
- Troy Williams VFRS Secretary

Kojonup District High School

- Sharon Poett Principal

St John Ambulance, Kojonup

- Jane Trethowan Kojonup SJA

Department of Primary Industries and Regional Development

- John Paul Collins Research Scientist / Responsible Officer on Site

Kojonup Health Service

- Joanne Ladyman Shire of Kojonup Health

APOLOGIES

- Este Lottering Local Recovery Coordinator / Projects Manager and Regulatory Services
- Paul Clifton Environmental Health Officer

Kojonup Health Service

- Jean Dally Shire of Kojonup Health Facilities Manager

Department of Communities

- Vivienne Gardiner Regional Preparedness and Coordination

Volunteer Bush Fire Brigade Service, Kojonup

- Denise Berryman Secretary Kojonup Bushfire Association
- Tony Fisher Kojonup Chief Bushfire Officer

3. CONFIRMATION OF PREVIOUS MINUTES

Minutes from the meeting held 4 August 2025 not available for confirmation.

OFFICER RECOMMENDATION	
Moved	seconded
	NIL

4. BUSINESS ARISING FROM PREVIOUS MEETING

4.1 Nil

5. GENERAL BUSINESS

5.1 HMA/AGENCY REPORT

5.1.1 Shire of Kojonup – Chief Executive Officer

5.1.1.1 Mitigation works at Myrtle Benn are being undertaken around the tip site, with a formal Survey being undertaken by Wagyl Kaip.

5.1.1.2 CESM structure is changing in the region, and has a positive effect on Kojonup and its neighboring Shires, with a new CESM proposed to be introduced in the region, 3 positions shared with 6 Shares means that two Shires will share a CESM. Kojonup and Katanning will be paired together with discussions that Katanning may be the host shire.

5.1.2 Shire of Kojonup – Community Emergency Services Manager

5.1.2.1 A review of the Shire’s LEMA is being conducted, including Appendices, Recovery Plan and Evacuation Plan.

5.1.2.2 Took part in Training Wagyl Kaip Traditional Rangers in Gnowangerup last week, with 4 of those rangers being based in Kojonup. They are employees of Wagyl Kaip and will assist in Fire management in areas relating to lands under their control.

5.1.3 St John Ambulance

5.1.3.1 This committee needs to have greater involvement in Local policies and matters that relate to emergency service volunteers and emergency incidents.

5.1.3.2 Volunteers are disengaged with the concept of volunteering because of the large number of policies, procedures, litigation and increasing bureaucracy surrounding their acts of service. As a local shire committee we need to be proactive in supporting our current volunteers and the next generation of people volunteering.

5.1.3.3 Proposal of a working spreadsheet, including resources, capabilities and capacities at a local level, neighboring shires, regional level and state levels for all stake holders in the Shire of Kojonup to complete. **CEO Shire** the shire can support pulling together an Excel Spreadsheet and circulate for each stake holder to complete and return.

5.1.4 Kojonup VFRS

5.1.4.1 Membership has fallen and risen in the past few months with a net overall increase.

5.1.4.2 The brigade is currently undertaking hydrant servicing across the Gazetted townsite.

5.1.4.3 Volunteer Liaison Officer from the Office of the Commissioner met with the Brigade, where issues affecting the brigade, particularly the Joint Emergency Services Complex was discussed.

5.1.4.4 Joint debrief happening on Wednesday the 10th following the critical incident involving the recent vehicle accident fatality, with participation between St. John, WAPOL and the VFRS Brigade.

5.1.4.5 Have been approached by private landowners in the town site, notifying me of planned burns.

5.1.5 Volunteer Bush Fire Brigade

5.1.5.1 The Lumeah Brigade has considered the replacement of their Fire Control Officer . Lachie Thorn will resume the position of Lumeah Fire Control Officer for the 26/27 period.

5.1.5.2 Inspected the radio repeater location and found multiple areas of concern around the potential of fire to affect that site. The wire guidelines are recessed into the bush and pose a serious threat of fire weakening the support structure. Shire to inspect.

5.1.6 Kojonup Health Service

5.1.6.1 Kojonup Health service is renovating their nurses' quarters and expect completion by December, with provisions for 3 onsite Nurses based at the Health Service and no need for contracted Nursing Services.

5.1.7 DPIRD

5.1.7.1 Biodiversity issues being monitored by DPIRD include the polyphagous shot-hole borer being quarantined to the Perth metro area and no current detections outside of that area. Avian Flu is being monitored in the eastern states with no current detections in Western Australia.

5.1.8 Kojonup District High School

5.1.8.1 Relatively constant numbers of Student enrolments, considering the Beaufort Meatworks closure and families leaving town.

5.1.8.2 Health and Safety audits are currently being undertaken

5.1.8.3 New farm Manager began in the role, formerly from DPIRD

5.1.8.4 Three (3) new water tanks are to be constructed through DWER grants program.

6. OTHER ITEMS

7. DETAILS OF NEXT MEETING

Monday, 7th September 2026 at 09:00am

8. CLOSURE

There being no further business to discuss, the Chairperson thanked the members for their attendance and declared the meeting closed at 10:01am.

Attachments:

SHIRE OF KOJONUP - MULTI-AGENCY INCIDENT RESPONSE GUIDE

This document is to serve as 'first stop' in the event of a multi-agency incident affecting the Shire of Kojonup

Please complete this document and return for review and circulation

DOCUMENT SECTIONS

 **SERVICES - CAPACITY**

Emergency services resources, personnel, vehicles, response times, and communications

 **VENUE - CAPACITY**

Venue facilities, sleeping capacity, amenities, and location information

DOCUMENT INFORMATION

Version:

Last Updated:

Prepared By:

Contact:

SERVICES - CAPACITY MATRIX

Resources	Shire of Kojonup	WAPOL	BFB	VFRS	ST.JOHN	HOSPITAL	DEPT. OF COMMUNITIES	SES	VFES	KOJONUP DHS	ST. BERNARDS	DPI	DPIRD
LOCAL RESOURCES													
Personnel	20		472		12			NIL	NIL				
Vehicles	<10, Heavy Machinery		2 LG, 400 private		3 Ambulances			NIL	NIL				
Patients/Victims								NIL	NIL				
Response Times	30 - 40 Minutes		>5 min		10-40 minutes			NIL	NIL				
Communications	CB Radio, Mobile Phone, Emergency Phone Number		WAERN Radio, CB Radio, WhatsApp, SMS service		000 COMMS, Ambicad, Mobile Phone, WhatsApp			NIL	NIL				
NEIGHBORING SHIRES													
				<i>Katanning VFRS</i>					<i>Tambellup VFES</i>				
Personnel				~15				NIL					
Vehicles			2- Katanning, 6- Cranbrook, 3- West Arthur, 3- Boyup Brook	HSR & LT	6 Ambulances			NIL	LT & UT				
Patients/Victims								NIL					
Response Times	1 - 1.5 Hours		20 - 60 Minutes	40 - 60 minutes	40-60 minutes			NIL	45 - 60 Minutes				
Communications	CEO Request		Request through DFES COMCEN, Mobile Phone to CESM's	Request through DFES COMCEN	000 COMMS, Ambicad, Mobile Phone, WhatsApp			NIL	Request through DFES COMCEN				



Shire of Kojonup Chief Executive Officer Performance Agreement 2026/2027

This Performance Agreement sets out the performance criteria, measures and review arrangements for the Chief Executive Officer of the Shire of Kojonup for the 2025/2026 review period. It is intended to provide a clear and measurable framework for assessing performance against Council's adopted priorities, organisational outcomes and leadership expectations.

The local government and the CEO agree on —

- (a) the process by which the CEO's performance will be reviewed; and
- (b) any performance criteria to be met by the CEO that are in addition to the contractual performance criteria.

There are two agreed key areas for performance management, behavioural and outcome focused.

Agreement period	1 March 2026 to 1 March 2027
Employer	Shire of Kojonup
Employee	Chief Executive Officer
Reviewing body	Council

1. Performance Criteria

Ref	Behavioural Performance Criteria
B1	Communicates and influences effectively
B2	Builds Productive Relationships
B3	Achieves Results
B4	Shapes and manages strategy
B5	Exemplifies personal integrity and self-awareness
B6	Provides financial and economics acumen

Ref	Outcomes Based Performance Criteria	Objective	Target / Measure	Deliverable Outcome
F1	Community Return on Capital (C-ROC)	Implement the overarching strategy, Corporate Business Plan and sound financial practices to achieve a community return from funds invested on behalf of the community.	15%	Improve the financial sustainability of the Shire through best-practice financial management and achieve a year-on-year Community Return on Capital above the agreed threshold.
F2	Approved Budget	Deliver approved annual initiatives and services within agreed budget tolerance.	95% of approved deliverables on track or completed, within $\pm 5\%$ variation	Maintain delivery of the approved annual program and budget performance within tolerance.
F3	Major Projects on Budget (including Roads)	Provide responsible project and asset management across the capital program.	90% of approved annual capital programs on track or completed, within 10% variation	Deliver major projects and roads programs within approved budget thresholds.

C1	Net Community Satisfaction	Provide consistent, responsive and efficient service and engagement to the community.	Greater than 50% (target 51% based on previous Community Surveys)	Maintain or improve community satisfaction above the agreed threshold.
C2	Community Major Engagement Meetings	Undertake meaningful community engagement on key matters affecting the Shire.	Minimum 3 major engagement meetings per year, including the Annual Electors Meeting	Deliver at least three substantive community engagement opportunities during the year.
P1	Non-Conformances (NCRs)	Embed conscious and effective risk management across enterprise and Shire-wide operations.	0 (Zero)	Achieve compliance outcomes supported by continuous process improvement year on year.
P2	Major Projects on Time (including Roads)	Provide responsible project and asset management and maintain delivery discipline.	Approved projects delivered within 10% approved time variations	Deliver approved major projects on time within approved thresholds.
P3	Enterprise Process Improvement	Improve the quality of community interaction with Shire processes.	Review and deliver 1 material enterprise process improvement per year	Deliver at least one significant process improvement that improves community transactional interaction.
P4	Operational Productivity	Improve operational management and productivity of resources.	Greater than 65% worked hours / earned hours	Demonstrate improved organisational productivity against the agreed benchmark.
L1	People Engagement	Lead organisational culture and people performance improvement.	Greater than 50% (target 65%)	Maintain an engaged workforce above the agreed threshold.

L2	Retention and Attraction of Skilled People	Retain and attract knowledgeable and skilled employees.	Regrettable losses less than 20%	Maintain regrettable employee losses within the agreed threshold.
L3	Safety Culture	Embed a culture of safety through ownership, management and awareness of work health and safety.	Less than 12 LTIs and a downward trend in LTIFR	Achieve a year-on-year decline in lost time injuries and strengthen workplace safety performance.

2. Review and Reporting Arrangements

Performance against this Agreement is to be monitored throughout the year and formally reviewed by Council at least annually.

The CEO and Council agree outcomes in this document are to be used for performance management and annual review. The CEO is to provide an annual self-assessment against the agreed criteria and may also provide and present supporting evidence, commentary and relevant organisational performance data to the Council.

A second biannual performance feedback meeting may occur with the CEO Performance Review Committee (PMRC). The CEO PMRC may request interim updates during the year to monitor progress against key targets, strategic priorities and major deliverables.

3. Assessment Guidance

- Assessment should consider both the achievement of measurable targets and the quality of leadership demonstrated in delivering those outcomes.
- Where external factors materially affect achievement, Council will take those matters into account in determining overall performance.
- Performance should be assessed having regard to the Local Government Act 1995 (WA), Council-adopted plans and budgets, and the strategic priorities of the Shire of Kojonup.
- The CEO and Council must mutually agree to the KPI's with CEO input.

4. Agreement

<p>Signed for and on behalf of the Shire of Kojonup:</p> <p>Name: _____</p> <p>Title: _____</p> <p>Date: _____</p>	<p>Signed for by the Chief Executive Officer:</p> <p>Name: _____</p> <p>Title: _____</p> <p>Date: _____</p>
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2.2.9 WORKPLACE DRUG & ALCOHOL USE

Adopted or Reviewed by Council: 17/11/15
04/12/24

Council Minute Reference:

183/15

Reviewer: Chief Executive Officer

Local Law:

Procedure: Employee Manual

Delegation:

PURPOSE

People who are impaired by alcohol and other drugs (AOD) are not 'fit for work' and pose a potential risk to themselves and to other people. In addition there are legislative requirements to create a safe work place for all Team Members. Penalties for failure to comply with this legislation can be severe and include custodial sentences for personnel and management alike along with significant fines.

SoK is committed to the provision of a work environment which is free from the risks associated with the misuse of alcohol and other drugs. This Procedure provides a framework for dealing with this difficult and often sensitive area.

SoK highly values its workforce and believes that early intervention (through education, awareness, assistance, counselling and, if required, disciplinary procedures) in the inappropriate use of alcohol and other drugs can motivate people to deal with a situation which may otherwise cause serious harm or injury and jeopardise their careers.

SCOPE

This procedure applies to the whole of SoK operations and any other activities that are associated with the SoK including volunteers. It is important to understand that this procedure does not seek to interfere with personnel's private lives and activities they may choose to undertake in their personal time. However, this procedure will address activities which potentially cause an adverse affect on the workplace and the health and safety those working with them in the SoK environment in general and those who may be affected by their activities in the organisation.

This procedure will apply to all SoK Managers, Team members, Contractors, Contractors' team members working at or visitors to, the premises owned or controlled by SoK and associated work areas where related work activities are being conducted.

Combined with Fatigue, the issue of Alcohol & Other Drugs (AOD) and Medical Fitness is a keystone in ensuring all personnel are and remain "Fit for Duty". This procedure should be read and managed as an intrinsic part of this process.

RESPONSIBILITIES

Chief Executive Officer (CEO)

The CEO is responsible for ensuring:

- Provision of suitable and sufficient resources for the implementation of this procedure
- Authorising any functions to be held for the business e.g. Team Member events
- Ensuring that any and all functions so authorised by the CEO are held away from operational safety related areas and that “responsible server” provisions are implemented.

Senior Management Team

The senior management team members in co-operation with the WHS Coordinators are responsible for ensuring the effective and timely implementation and maintenance of the AOD procedure. This includes procedural implementation, education, training, counselling and professional support as well as resources, workplace and job design which may stem from this procedure.

Managers and Supervisors

Managers and Supervisors are responsible for assessing fitness for work of individuals under their control and taking prompt and appropriate action to address impaired fitness for work, compromised safety and declining performance caused by any factor including the misuse of alcohol or other drugs. This may include isolating the individual from the workplace, and will include:

- Documenting instances of the compromise of safety or performance
- Discussion with and feedback to the team member
- Assisting the team member to access support such as the Team Member Assistance Procedure
- Implementing any appropriate disciplinary action
- Arranging for the conduct of ‘for cause’ drug testing as required

All Team Members (including Volunteers)

All persons are responsible for:

- Ensuring they are not in an unfit state for any reason, including the adverse effects of alcohol or other drugs;
- Notifying their supervisor of any concerns that their fitness for work may be impaired;
- Raising any concerns about a person’s fitness for work with that person;
- Identifying safety risks including co-workers who may be unfit for work and bringing them to the attention of the appropriate personnel for their management;
- Ensuring that any prescription or non-prescription medication is taken safely and in accordance with this procedure;

- Notifying their supervisor or local safety representative of any **unauthorised** possession or consumption of alcohol or other drugs on the site or during work time;
- Cooperating with a request by a Manager/Supervisor or an authorised collector to undertake an alcohol or other drug screening test.

Contractors and Visitors

SoK requires all contractors to put in place their own procedure to deal with inappropriate use of alcohol and other drugs, the terms of which should comply with the law and be consistent with this procedure. In the event that the contractor does not have such a procedure, then that contractor is required to conform to the terms and conditions of this procedure which will be provided to the contractor upon engagement and additionally on request/advice as may be necessary.

It is the responsibility of all contractors to ensure that their Team Members comply with the requirements of their own or this procedure.

It is a condition of entry to SoK premises or any work or construction site, that any contractor or Team Member of a contractor or any visitor complies with this procedure fully at all times and undergoes a test in accordance with this procedure when requested to do so by the SoK management or authorised representative.

If any person requested to undergo an AOD test in accordance with this control procedure refuses to do so, that person shall be asked to immediately leave the site and where applicable, the employer will be notified. If the person undergoes the test and the result is a reading above the limits defined by either law or the Australian Standard, the person shall be asked to immediately leave the site and where applicable, the employer will be notified and, under the relevant circumstances. SoK may have an obligation to report offences to relevant regulating authorities.

DEFINITIONS

For SoK the following definitions issued within this procedure apply:

Alcohol and Other Drugs (AOD) - refers to psychoactive or mind altering substances which affect the central nervous system altering mood, way of thinking or behaviour.

Safety – In this procedure the term “safety” shall be understood to include WHS and SoK Policy obligations.

REFERENCES

NOTE: the current “in date” version shall always be sourced. Legislative, National Codes and Australian Standards are under continuous review and only internet sourced current documents from the respective authorities are to be utilised.

Statutory Legislation

- The use, possession, manufacture and distribution of many drugs (including those mentioned in this procedure) are illegal under the WA Drugs Act and Regulations.
- The driving or attempted driving of a motor vehicle, truck, mobile equipment, etc. whilst under the influence of any drug or medicine (whether legally prescribed or not) is illegal under the traffic laws.
- *Work Health Safety Act 2021 WA*

The organisation and its team members have obligations under legislation in relation to safety. The applicable legal requirements are:

- a. “General Duty of Care under the Work Safe Health Act and Regulations.”

The above list of legislative references is not exhaustive and will be reviewed and added to as relevant legislative changes are implemented and/or as business processes expand into specific areas as works progress in the SoK development. Management reserves the right to extend this policy into other work areas as it sees necessary to ensure safety and safe operations for its Team Members and Contractors.

Australian Standards

AS4308 Measurement & Quantitation of Drugs of Abuse in Urine

DRAFT [insert policy number] Alcohol and Other Drugs Policy

1. Policy statement and purpose

The Shire of Kojonup is committed to providing and maintaining, so far as is reasonably practicable, a safe and health workplace for workers and other persons. This policy establishes requirements for managing the risks associated with alcohol, illicit drugs and prescribed medication, including medicinal cannabis, where use may affect a person's fitness for work or create a health and safety risk.

Alcohol and other drug use becomes a work health and safety issue where it impairs, or may impair, a person's judgement, coordination, motor control, concentration, reaction time or alertness in the workplace.

Workers who are impaired by alcohol, illicit drugs or prescribed medication are not fit for work and may place themselves, their co-workers, contractors, volunteers, visitors and members of the public at risk. This policy also supports fair, confidential and proportionate management of alcohol and other drug issues, including consultation, education, assistance and procedural fairness.

The Shire will consult, so far as required by applicable work health and safety obligations, with workers and relevant health and safety representatives regarding the implementation, review and significant amendments of alcohol and other drug risk controls.

2. Application

This policy applies to all workers engaged by, or performing work for, the Shire of Kojonup, including employees, contractors, labour hire personnel and volunteers, while on Shire premises, at Shire workplaces, while using Shire plant or vehicles, or while otherwise undertaking Shire-related duties or attending authorised work-related activities.

This policy also applies to preferred candidates for employment where pre-employment testing is required, and to visitors to the extent that their conduct creates or may create a health and safety risk on Shire premises.

3. Definitions

TERM	DEFINITION
Alcohol	A substance containing ethanol that may impair judgements, coordination, reaction time, concentration or behaviour.
Authorised Officer	The Chief Executive Officer, a director, manager, human resources representative or other person authorised by the Shire to exercise functions under this policy or the associated procedure.
Confirmatory Test	A laboratory or other confirmatory analysis undertaken in accordance with the applicable testing standard following an initial non-negative screening result.

Drug/s	Illicit or illegal drugs and any other substance, including some prescribed or over-the counter medicines, that may impair a person's ability to perform work safely.
EAP	Employee Assistance Program
Ethanol	Virtually all alcoholic beverages contain ethanol, which is the primary psychoactive component responsible for their intoxicating and impairment effects on a person.
Fit for Work	Physically, mental and cognitively able to perform work safely and to the required standard, without impairment that creates an unacceptable health and safety risk.
HPRNL	The Health Practitioner Regulation National Law.
Impairment	A reduction in physical, mental or cognitive capacity that may affect a person's ability to work safely.
Medicinal Cannabis	Cannabis-based medication lawfully prescribed by a registered medical practitioner to treat a diagnosed medical condition. The prescribing medical practitioner must be registered under the HPRNL (e.g. a General Practitioner or medical specialist). Lawful prescription does not itself establish fitness for work.
Non-negative Result	A preliminary screening result that indicates the possible presence of alcohol or another drug and requires further assessment or confirmatory testing, where applicable.
Premises	Any place where the Shire requires or permits work to be performed, including offices, depots, worksites, vehicles and other workplaces under the Shire's management or control.
Prescribed Medication	Medication prescribed by a registered health practitioner and includes medicinal cannabis and relevant over-the-counter medication where it may impair a person's ability to work safely.
Safety-sensitive Duties	Duties where impairment may expose a worker or another person to a heightened risk of injury, illness, fatality, property damage or environmental harm, including driving, plant operation, field work and other designated high-risk tasks.
Volunteers	A person engaged by the Shire in a voluntary capacity.
Visitors	A person attending the Shire premises for lawful or legitimate purposes who is not otherwise performing work for the Shire.
WHS Act	The <i>Work Health and Safety Act 2020 (WA)</i> .
Worker	A person who carries out work for the Shire in any capacity including an employee, contractor, subcontractor, labour hire worker, apprentice, trainee or volunteer.

4. Employee responsibility

Under the *Work Health Safety Act 2020 (WHS Act)*, workers must take reasonable care for their own health and safety and ensure that their acts or omissions do not adversely affect the health and safety of others. Workers must present for work, and remain while at work, fit for work and capable of performing their duties safely.

Under the WHS Act, Employees must take reasonable care to ensure their own safety and health and not endanger the safety and health of others in the workplace.

The use, possession, sale, supply or distribution of illicit drugs at work or on Shire premises is prohibited. The consumption of alcohol while at work is prohibited except where expressly authorised for a work-sponsored function or activity and managed in accordance with this policy and any related procedure and in relation to the following:

- a) Any authorised and responsible consumption of Alcohol at an approved work-sponsored function; and
- b) Prescribed Medication, including medicinal cannabis, where the worker has complied with any disclosure requirements that apply under this policy and is assessed as fit for work, with or without controls or reasonable adjustments.

A worker must comply with any lawful and reasonable direction given under the policy, including a direction to cease work, undergo a fitness-for-work assessment, participate in testing, or provide information reasonable required to assess work-related risk.

A breach of this policy may result in risk controls, temporary removal from duties, fitness-for-work management, disciplinary action or other appropriate action, depending on the circumstances, the nature of the risk, the evidence available, and the worker's role. Disciplinary action may include verbal warning, first second and third written warnings, and/or termination of employment at the Shire.

5. Reporting requirements

Workers must promptly report any situation where they genuinely and reasonably believe that a worker or other person may be affected by alcohol or drugs, or otherwise may not be fit for work. Reports should be made to a manager, supervisor, human resources representative or other authorised officer, and will be handled as confidentially as is reasonably practicable.

6. Drug use on the Premises

Workers who buy, possess, use, sell or supply illicit drugs on Shire premises, or while undertaking Shire duties, may be found to have engaged in serious misconduct and may be subject to disciplinary action up to and including termination of employment or engagement.

7. Consumption of Alcohol on the Premises or at work sponsored functions

Alcohol may only be consumed on Shire premises or at work-sponsored functions where the event has been approved by an authorised officer and appropriate controls are in place. Workers must not attend or remain at such a function if they are impaired or unfit for work-related participation.

For work-sponsored functions, whether on premises or off site, the responsible manager must ensure that reasonable controls are implemented, including:

- a) Encouraging safe transport arrangements to and from the function;
- b) Ensuring water, non-alcoholic drink options are available;
- c) Assisting workers with safe transport if there is a concern that a worker may not be fit to drive or otherwise travel safely; and
- d) Appointing a delegate to oversee the remainder of the function if the responsible manager leaves early.

8. Prescribed Medication use

Workers who use prescribed medication that may affect their ability to perform their duties safely must promptly notify their manager or human resources representative to the extent reasonably necessary to assess fitness for work and workplace risk to safely carry out their duties. Disclosure is not required beyond what is reasonably necessary for that purpose. A register of usage of prescribed medication will be placed on the Employees personnel file.

If a worker commences, changes or ceases prescribed medication in a way that may materially affect their fitness for work, the worker must promptly advise their manager or human resources representative.

A worker who has been prescribed medicinal cannabis must promptly notify their manager or human resources representative where the medication may affect fitness for work, particularly in relation to safety-sensitive duties. Lawful prescription does not of itself establish fitness for work, but nor does it automatically constitute misconduct. The Shire may request information reasonably necessary to assess work-related risk, including:

- a) The type or composition of the medicinal cannabis product;
- b) Dosage and timing of use;
- c) Known or potential effects and side effects relevant to fitness for work; and
- d) Expected duration of treatment and any relevant medical advice regarding work capacity.

The Shire may assess whether the worker is fit for work and whether controls, restrictions, alternative duties or other reasonable adjustments are require, particularly where safety-sensitive duties are involved.

9. Drug and Alcohol testing

The Shire may require alcohol and other drug testing, including testing for substances that may be components of prescribed medication, where a lawful and reasonable basis exists under this policy and the associated procedure. Testing may be authorised by an authorised officer in the following circumstances:

- a) pre-employment medical assessment, where a preferred candidate is required to undergo testing as part of assessing suitability for the role;

- b) random testing, conducted using an impartial selection method and in accordance with the associated procedure;
- c) for-cause testing, where there are reasonable grounds to believe that a worker may be affected by alcohol or drugs or otherwise may not be fit for work; and
- d) post-incident testing, where testing is reasonably required following a workplace incident, near miss or other event giving rise to a health and safety concern.

Where appropriate, the Shire may apply additional controls to workers performing safety-sensitive duties, including more stringent fitness-for-work assessment and role-specific restrictions.

Testing will be undertaken by a suitably qualified person or provider appointed by the Shire and, where applicable, conducted in accordance with the relevant Australian Standard, including:

- a) Australian Standard AS/NZS 3547:1997 – Breath Alcohol testing devices for personal use;
- b) Australian Standard AS/NZS 4308:2008 – Procedures for specimen collection and the detection and quantitation of Drugs of abuse in urine; and/or
- c) Australian Standard AS/NZS 4760:2019 – Procedures for specimen collection and the detection and quantification of Drugs in oral fluid.

10. Testing modalities

The Shire may use breath, urine or oral fluid testing. The testing method selected will reflect the circumstances and may take into account:

- a) the nature of the incident or concern;
- b) the immediacy and seriousness of the risk;
- c) the type of substance reasonably suspected;
- d) the least intrusive method reasonably appropriate in the circumstances; and
- e) the testing provider's recommendations and the associated procedure.

11. Refusal to undergo testing

If a worker refuses a lawful and reasonable direction to undergo testing, the refusal may be treated as a breach of this policy. Before determining any response, the Shire will consider whether there was a genuine reason the worker could not comply at the time. The Shire may implement interim risk controls pending further progression of the matter, including

- a) temporary removal from duties or reassignment to safe duties;
- b) may be required to attend a formal meeting or assessment; and
- c) may be subject to disciplinary or other appropriate action.

Any action taken will be proportionate to the circumstances and consistent with applicable policies and procedures.

12. Non-negative or positive test results

If an initial test returns a non-negative result, that result will be treated as preliminary only. The Shire may implement interim risk controls pending further assessment, including:

- a) temporary removal from duties or reassignment to safe duties;
- b) arranging a confirmatory test where required; and
- c) other reasonable controls to manage immediate risk.

If confirmatory testing or other assessment does not support the initial concern, the worker may return to normal duties, subject to any necessary administrative correction.

If confirmatory testing or other evidence confirms that a worker is not fit for work, the Shire may require one or more of the following:

- a) a fitness-for-work or medical assessment;
- b) participation in treatment, support or rehabilitation measures;
- c) a return-to-work, monitoring or other risk-management arrangement.

Any disciplinary or other employment action will be taken in accordance with applicable policies and procedures, after consideration of the evidence, any explanation provided by the worker, relevant medical or other information, and the inherent requirements of the role.

13. Use, storage and retention of testing information

Testing information will only be used for legitimate work-related purposes, including:

- a) Assessing fitness for work
- b) Managing safety risks
- c) Administering this policy

Testing information will be stored securely and access will be restricted to authorised persons, including by:

- a) Records being stored securely with restricted access
- b) Electronic records protected by access controls

Testing information will be retained only for:

1. as long as required by law;
2. recordkeeping obligations;
3. legitimate administrative need; and
4. will then be securely destroyed or otherwise disposed of.

Testing information will be treated confidentially and disclosed only to authorised persons, to the worker concerned, or where disclosure is otherwise required or permitted by law.

Confidentiality measures include:

- a) Sharing only with authorised personnel;
- b) Sharing with Employees who may request access to their own records;
- c) Secured by the Shires Records Management protocols for sensitive and confidential information.

14. Identification of impairment and awareness

If the Shire has reasonable grounds to believe that a worker may be affected by alcohol or drugs, or otherwise may not be fit for work, it will take appropriate steps to assess and manage the risk.

Reasonable grounds may include, but are not limited to, observations that a worker:

- a) appears to have impaired coordination, balance, speech or motor function;
- b) has red or bloodshot eyes, dilated pupils or other observable physical signs consistent with possible impairment;
- c) smells of alcohol;
- d) displays behaviour that is markedly inconsistent with their usual presentation; and/or
- e) otherwise displays signs that reasonably suggest possible impairment.

The observations above are indicators only and are not conclusive proof of impairment. Where such concerns arise, the Shire may assess the circumstances and take any lawful and reasonable action necessary to manage risk, which may include:

- a) temporary removal from duties or reassignment to safe duties pending assessment; and
- b) action in accordance with this policy and the Shire's disciplinary, grievance, fitness-for-work or other relevant procedures.

15. Employee education, training and awareness

The Shire will promote awareness of this policy and provide information, education and training appropriate to the workforce and the level of risk. This may include refresher training for workers and more specific training for supervisors and managers in recognising possible impairment, responding consistently and escalating concerns appropriately.

Workers who recognise that they may have an alcohol or other drug problem, or who are concerned that prescribed medication may affect their work, are encouraged to seek assistance early. The Shire engages an external Employee Assistance Program (EAP) that can provide confidential counselling and support.

16. Drug and Alcohol treatment programs

Where a worker acknowledges an alcohol or other drug issue and is seeking treatment or support, the Shire may provide reasonable assistance having regard to safety, operational requirements and the worker's circumstances. This may include:

- a) access to accrued leave in accordance with applicable industrial or employment arrangements; and/or
- b) Access to the Shires EAP
- c) planning for a safe return to duties where this is practicable and appropriate.

Support for treatment or voluntary disclosure does not prevent the Shire from taking action where required to manage safety, address misconduct or determine whether a worker can continue to perform the inherent requirements of the role. Depending on the circumstances, this may include:

- a) temporary or ongoing adjustment of duties, including redeployment where appropriate; or
- b) termination of employment or engagement where the worker is unable to safely perform the inherent requirements of the role or where serious misconduct is established.

17. Consequences of breaching this policy

A worker who breaches this policy may be subject to disciplinary or other appropriate action, which may include termination of employment or engagement, depending on the seriousness of the breach and the circumstances of the case.

18. Variation of this policy

This policy may be varied by the Shire from time to time. Workers will be notified of material changes, and consultation will occur where required by applicable work health and safety obligations.

19. Related documents

Internal

- Employee Code of Conduct
- Work Health and Safety Policy
- Disciplinary Policy
- Grievance and Resolution Policy and Procedure
- Alcohol and Other Drug Testing Procedure

External

- Australian Government – Department of Health, Disability and Ageing website
- *Work Health and Safety Act 2020* (WA)
- Australian Standard AS/NZS 3547:1997
- Australian Standard AS/NZS 4308:2008
- Australian Standard AS/NZS 4760:2019

Document control:

Policy Number	
Policy Version	
Policy Owners	
Creation Date	
Last Review Date	
Next Review Date	This policy will be reviewed annually or more often where circumstances require.

DRAFT

DRAFT ALCOHOL AND OTHER DRUGS TESTING PROCEDURE DRAFT

1. PURPOSE	
The purpose of this procedure is to outline the steps the Shire of Kojonup will follow to implement the Alcohol and Other Drugs Policy. It provides clear instructions for Workers, Authorised Officers, Managers, Human Resources and Testing Providers to ensure consistent, fair, and lawful application of the policy.	
2. APPLICATION	
This procedure applies to all Workers engaged by, or performing work for, the Shire of Kojonup, including employees, contractors, labour hire personnel and volunteers. It also applies to preferred candidates where pre-employment testing is required and to visitors where relevant controls are necessary to manage a work health and safety risk.	
3. DEFINITIONS	
Alcohol	A substance containing ethanol that may impair judgement, coordination, reaction time, concentration, or behaviour.
Authorised Officer	The Chief Executive Officer, a director, manager, human resources representative or other person delegated authority by the CEO to exercise functions under this procedure or the associated policy.
Confirmatory Test	A laboratory or other confirmatory analysis undertaken in accordance with the applicable testing standard following an initial non-negative screening result.
Drug/s	Illicit or illegal drugs and any other substance, including some prescribed or over-the-counter medicines, that may impair a person's ability to perform work safely.
EAP	Employee Assistance Program
Fit for Work	Physically, mentally and cognitively, able to perform work safely and to the required standard, without impairment that creates an unacceptable health and safety risk.
Ethanol	Virtually all alcoholic beverages contain ethanol, which is the primary psychoactive component responsible for their intoxicating and impairment effects on a person.
HPRNL	The Health Practitioner Regulation National Law.
Impairment	A reduction in physical, mental or cognitive capacity that may affect a person's ability to work safely.
Medicinal Cannabis	Cannabis usage (including all cannabinoids) that occurs solely at the direction of a registered medical practitioner who has prescribed a form of medical cannabinoid to treat a diagnosed medical condition, including by alleviating its symptoms. The prescribing medical practitioner must be registered under the HPRNL (e.g. a General Practitioner or medical specialist).

Non-negative Result	A preliminary screening result that indicates the possible presence of alcohol or another drug and requires further assessment or confirmatory testing, where applicable.
Premises	Any place where the Shire requires or permits work to be performed, including offices, depots, worksites, vehicles, and other workplaces under the Shire’s management or control.
Prescribed Medication	Medication prescribed by a registered health practitioner and includes medicinal cannabis and relevant over-the-counter medication where it may impair a person’s ability to work safely.
Safety-sensitive Duties	Duties where impairment may expose a worker or another or another person to a heightened risk of injury, illness, fatality, property damage or environmental harm, including driving, plant operation, field work and other designated high-risk tasks.
Volunteers	A person engaged by the Shire in a voluntary capacity.
Visitors	A person attending the Shire premises for lawful or legitimate purposes who is not otherwise performing work for the Shire.
WHS Act	The <i>Work Health and Safety Act 2020 (WA)</i> .
Worker	A person who carries out work for the Shire in any capacity, including an employee, contractor, subcontractor, labour hire workers, apprentice, trainee or volunteer.

4. ROLES AND RESPONSIBILITIES

<p>Employees</p> <ul style="list-style-type: none"> • Present for work and remain at work fit for work at all times. • Take reasonable care for their own health and safety and that of others, and comply with lawful and reasonable directions under this procedure and the WHS Act. • Report any concern where they genuinely and reasonably believe a person may be affected by alcohol or other drugs or otherwise not fit for work. • Disclose prescribed medication or medicinal cannabis only to the extent reasonably necessary to assess workplace risk and fitness for work. • Comply with lawful and reasonable directions to undergo testing. <p>Managers/Supervisors</p> <ul style="list-style-type: none"> • Monitor for indicators that may give rise to reasonable grounds for concern and document objective observations where practicable. • Escalate testing requests, stand-down decisions and other actions to an authorised officer where required. • Implement interim controls, including temporary removal from duties, where safety risk requires immediate action. • Maintain confidentiality and support procedural fairness.
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Authorised Officers and Human Resources

- Authorise testing where appropriate and ensure directions are lawful, reasonable and consistent with the policy and this procedure.
- Coordinate testing providers, interim controls, support arrangements and follow-up processes.
- Maintain secure records and ensure limited access to testing information.
- Ensure any employment or disciplinary action is proportionate and taken in accordance with applicable procedures after consideration of the circumstances.

Testing Provider

- Conduct testing in accordance with the relevant Australian Standards and provider protocols.
- Ensure chain of custody, accurate documentation and confidentiality of testing processes and results.

5. TESTING MODALITIES AND SELECTION

The Shire may use breathalyser, urine, or oral-fluid (saliva) testing.

Modality Selection

The Shire will choose the most appropriate modality based on:

- The type of incident
- Safety risk
- Substance suspected
- Need for least intrusive method
- Testing provider recommendation

All testing must comply with:

- Australian Standard AS/NZS 3547:1997 – Breath Alcohol testing devices for personal use;
- Australian Standard AS/NZS 4308:2008 – Procedures for specimen collection and the detection and quantitation of Drugs of abuse in urine; and/or
- Australian Standard AS/NZS 4760:2019 – Procedures for specimen collection and the detection and quantification of Drugs in oral fluid.

Note: The cited Australian Standards should be applied in a manner that is consistent with the Shire's testing model, the testing provider's evidential equipment and collection protocols, and any updated legal or technical requirements. Where a listed standard does not fully reflect the testing method in use, the Shire should rely on the applicable current standard, accredited laboratory requirements and provider advice.

6. CIRCUMSTANCES FOR TESTING

Testing may be authorised in the following circumstances:

- Pre-employment testing as part of the medical assessment for a preferred candidate.
- Random testing using an impartial selection method.

- For-cause testing where there are reasonable grounds to believe a worker may be affected by alcohol or other drugs, or may otherwise not be fit for work.
- Reasonable grounds may include observations such as impaired coordination, red or bloodshot eyes, the smell of alcohol, or behaviour inconsistent with the worker's normal conduct. These observations are indicators only and are not conclusive proof of impairment.

Post-incident testing conducted as soon as practicable after a workplace incident, near miss or other event giving rise to a work health and safety concern.

7. TESTING PROCEDURE

Pre-test steps:

1. The need for testing is identified and, where required, approved by an authorised officer.
2. The worker is discreetly escorted to a private area and informed of the reason for testing, the testing modality, the consequences of refusal, and any immediate safety controls that may apply.
3. The worker may request a support person for any formal meeting or discussion, if this is available without unreasonably delaying the testing process.
4. Testing will be conducted discreetly, confidentially, and in accordance with lawful and reasonable directions.

Conducting the test:

1. The testing provider conducts the test in accordance with the relevant Australian Standard and provider protocol.
2. Chain-of-custody documentation must be completed where applicable.
3. The worker signs an acknowledgement of testing where required.

Immediate actions after testing:

1. If the result is negative, the worker returns to duties unless another fitness-for-work concern remains.
2. If the result is non-negative, it is treated as preliminary only. Interim controls may be applied pending further assessment or confirmatory testing.

If the worker does not comply with a lawful and reasonable direction to test, the matter will be managed under section 8 of this procedure.

8. REFUSAL TO UNDERGO TESTING

If an Employee refuses testing:

1. Manager reiterates the consequences
2. If refusal continues:
 - Employee is stood down immediately on safety grounds
 - Human Resources is notified
 - A formal meeting is scheduled to allow the Employee to explain
3. Refusal may result in disciplinary action up to and including termination of employment.

9. NON-NEGATIVE AND POSITIVE RESULTS PROCEDURE

Non-negative result:

- Employee is removed from duties

- Confirmatory laboratory test is arranged
- Employee may be required to remain stood down until results are received.

Confirmatory test negative:

- Employee returns to work
- Any lost pay or leave is reinstated

Confirmatory test positive:

Human Resources and management will:

- Conduct a formal meeting with the Employee
- Consider fitness-for-work assessment
- Consider treatment or rehabilitation pathways
- Determine disciplinary action (up to termination).

Where Medicinal Cannabis or Prescribed Medication is involved, decisions will be made in accordance with legislation and Australian Standards.

10. MANAGING IMPAIRMENT

Where there are signs that a worker may be impaired or otherwise not fit for work, the Shire may take lawful and reasonable action necessary to assess and manage the risk.

1. The worker may be removed from duties and escorted to a private area.
2. Testing may be arranged if appropriate and authorised.
3. Safe transport may be arranged where the worker is not fit to drive.
4. Human Resources and the Authorised officer will be notified where required.

11. PRESCRIBED MEDICATION DISCLOSURE PROCEDURE

1. A worker must disclose prescribed medication or medicinal cannabis only to the extent reasonably necessary to assess workplace risk and fitness for work.
2. Disclosure should be made to a manager, Human Resources or another Authorised Officer as soon as practicable where the medication may affect safe performance of duties.
3. The Shire may request relevant information about dosage, side effects, timing of use, medical advice, and any recommended restrictions or controls necessary to assess fitness for work, particularly for safety-sensitive duties.
4. Human Resources and the Authorised Officer will assess whether the worker can safely perform the inherent requirements of the role.
5. Reasonable measures may include controls, restrictions, alternative duties, temporary reassignment, leave arrangements or other reasonable adjustments.

12. USE, STORAGE AND RETENTION OF TESTING INFORMATION

Testing information, including results, observations, records and related correspondence, will be used only for legitimate work-related purposes connected with health and safety, fitness for work, support, risk management and compliance.

1. Records must be stored securely and accessed only by authorised persons who require the information for a proper purpose.

2. Disclosure will be limited to the worker concerned, authorised officers, Human Resources, relevant decision-makers, or where required or permitted by law.
3. Records will be retained and disposed of in accordance with applicable legal, employment and records-management obligations.
 - a. Where records are no longer required, they must be securely destroyed in accordance with the Shire’s records processes.

13. EMPLOYEE SUPPORT

Workers are encouraged to seek help early. Support options may include:

- EAP counselling
- Referral to treatment or rehabilitation programs
- Access to accrued leave where appropriate
- Return-to-work planning and safe return to duties where practicable

The availability of support does not prevent the Shire from taking action required to manage safety risks, assess role capacity or address misconduct where warranted.

14. DISCIPLINARY PROCESS

Breaches of the policy or this procedure may result in proportionate action, which may include:

1. Formal counselling or formal warnings
2. Suspension or other appropriate employment action
3. Termination of employment or engagement in serious cases
4. Any disciplinary or other employment action will be taken in accordance with the Shire’s applicable policies and procedures, after consideration of the evidence, the worker’s explanation, any relevant medical information and the circumstances of the matter.

15. VARIATION OF THIS PROCEDURE

This procedure may be varied by the Shire of Kojonup from time to time. Workers will be notified of material changes, and consultation will occur where required by applicable work health and safety obligations.

RELATED DOCUMENTS

Internal

- Employee Code of Conduct
- Work Health and Safety Policy
- Disciplinary Policy
- Grievance and Resolution Policy
- Alcohol and Other Drug Policy

External

- *Work Health and Safety Act 2020 (WA)*
- Australian Standard AS/NZS 3547:1997
- Australian Standard AS/NZS 4308:2008
- Australian Standard AS/NZS 4760:2019

DOCUMENT CONTROL

Procedure Number	
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Procedure Version	1
Policy Owners	Chief Executive Officer Human Resources Advisor
Creation Date	June 2026
Last Review Date	June 2026
Next Review Date	This procedure will be reviewed annually or more often where circumstances require.

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