



SHIRE OF KOJONUP

PUBLIC AGENDA

Ordinary Council Meeting

25 August 2026

TO: THE SHIRE PRESIDENT AND COUNCILLORS

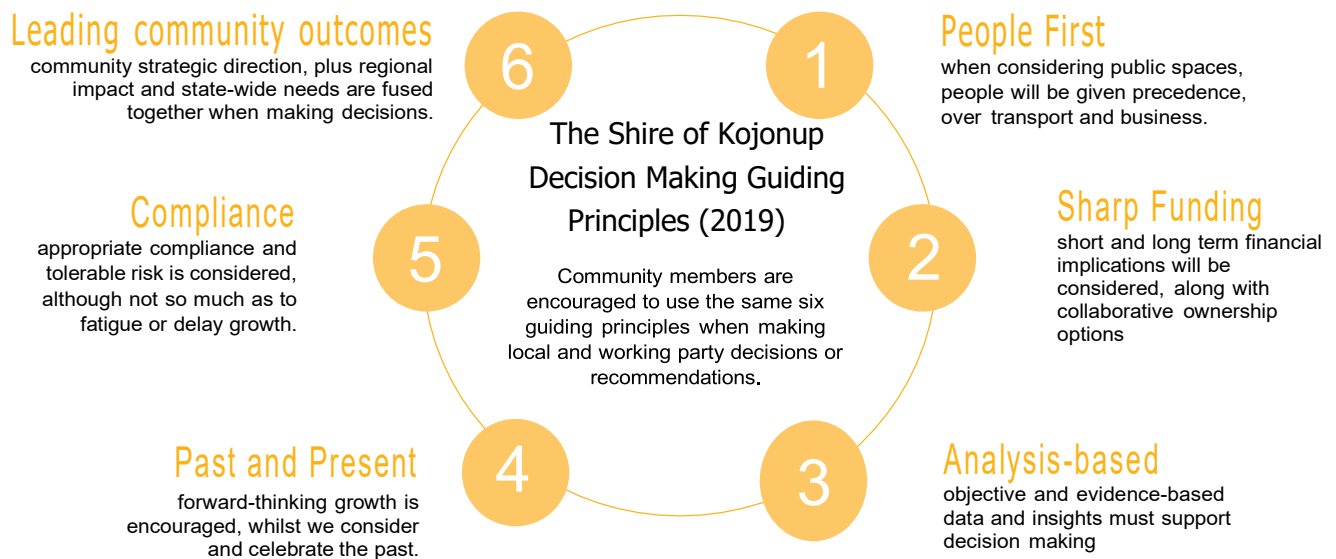
NOTICE is hereby given that an Ordinary Meeting of the Council will be held in the Council Chambers, Administration Building, 93 Albany Highway, Kojonup on 25 August 2026 commencing at 3:00pm.

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

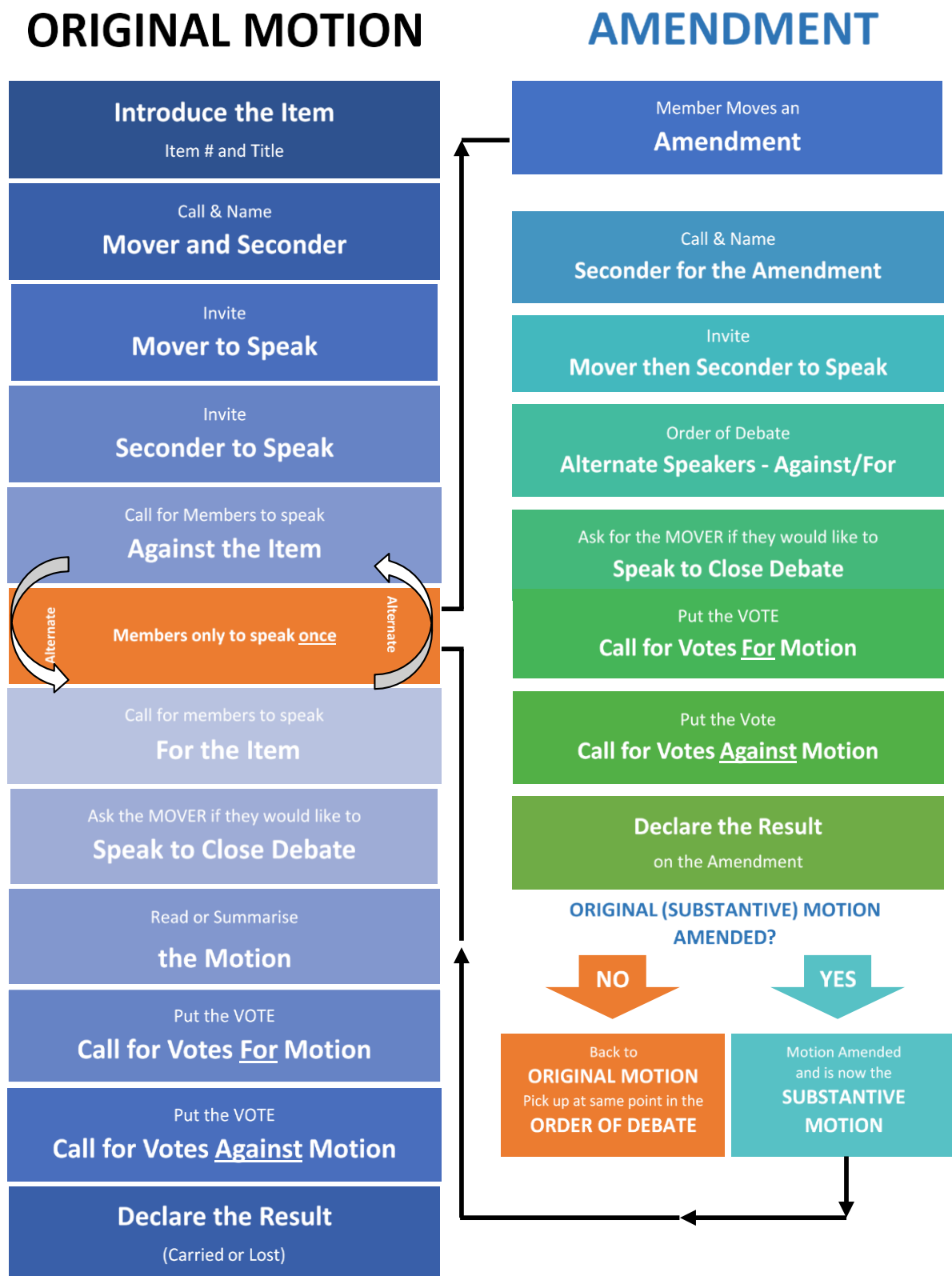
- i. The advice, information or recommendation is given by a person who has the qualifications or experience necessary to give such advice, information or recommendation; and
- ii. Where any advice is directly given by a person who does not have the required qualifications or experience, that person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

JILL JOHNSON
A/CHIEF EXECUTIVE OFFICER
21 AUGUST 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.

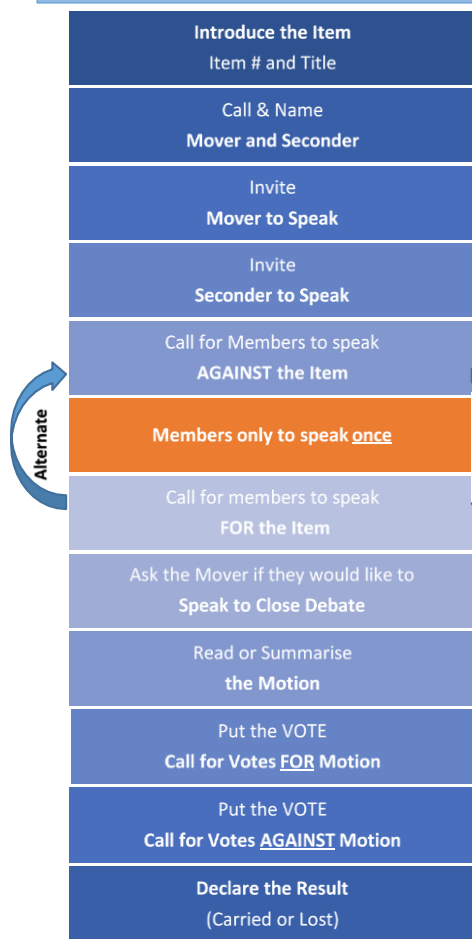


Process of Substantive Motion, Amendment to Motion and Foreshadowed Motion



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 Seconder.

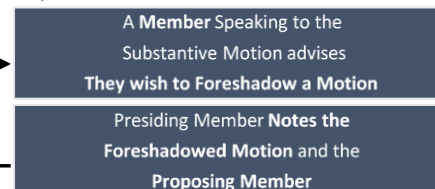
Substantive Motion



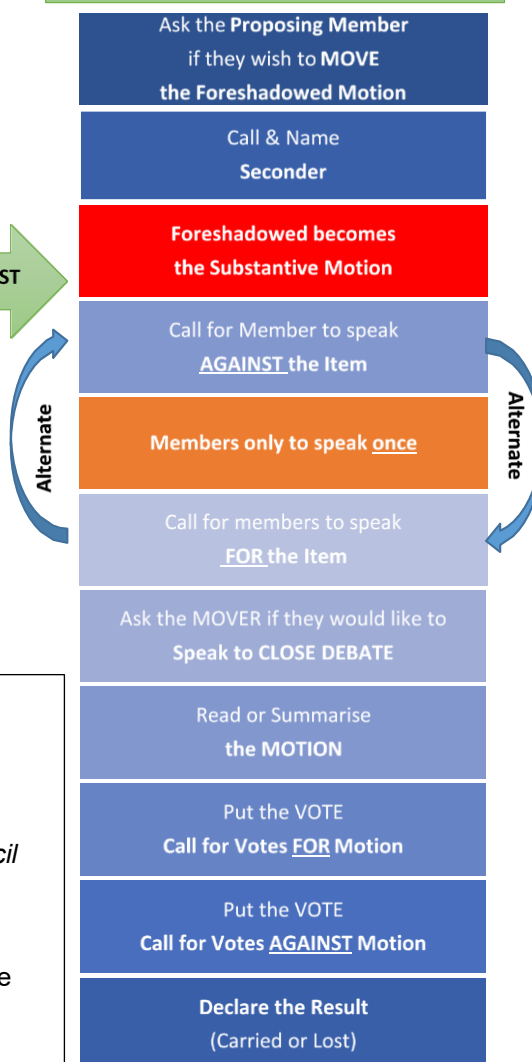
Foreshadowed Motion
Lapses

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 25 AUGUST 2026

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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 Cherilyn Michael	Councillor

SHIRE OFFICERS

Jill Johnson	Acting Chief Executive Officer
Darryn Watkins	Acting Deputy Chief Executive Officer/ Manager Works and Infrastructure
Duwayne Lottering	Manager Property Services
Estelle Lottering	Manager Regulatory Services
Judy Stewart	Governance Officer

3.2 APOLOGIES

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3.3 PUBLIC GUESTS

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3.4 APPROVED LEAVE OF ABSENCE

Cr Craig Mitchell	Council Motion 87/26
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4. DECLARATION OF INTEREST

Jill Johnson – A/CEO	Item 14.1.1
Darryn Watkins – A/DCEO	Item 14.1.1

5. PUBLIC QUESTION TIME

5.1 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

5.2 PUBLIC QUESTION TIME

6. CONFIRMATION/RECEIVAL OF MINUTES

6.1 MINUTES OF AN ORDINARY COUNCIL MEETING HELD 28 JULY 2026

Unconfirmed Minutes of an Ordinary Council Meeting held 28 July 2026

[Attachment 6.1.1 – Minutes of an Ordinary Council Meeting - 28 July 2026 Unconfirmed](#)

OFFICER RECOMMENDATION

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

MOTION #:	
MOVED:	
SECONDED:	
VOTE:	
FOR:	
AGAINST:	

6.2 MINUTES OF A SPECIAL COUNCIL MEETING HELD 05 AUGUST 2026

Unconfirmed Minutes of a Special Council Meeting held 05 August 2026

[Attachment 6.2.1 – Minutes of a Special Council Meeting - 05 August 2026 Unconfirmed](#)

OFFICER RECOMMENDATION

That the Minutes of a Special Council Meeting held 05 August 2026 be confirmed as a true record.

MOTION #:	
MOVED:	
SECONDED:	
VOTE:	
FOR:	
AGAINST:	

7. PRESENTATIONS

7.1 PETITIONS

7.2 PRESENTATIONS

7.3 DEPUTATIONS

7.4 DELEGATES' REPORTS

7.4.1 CR MICKLE – GREAT SOUTHERN RECREATION ADVISORY COMMITTEE MEETING – 06 AUGUST 2026

Attachment 7.4.1.1 – Great Southern Recreation Advisory Committee Meeting - 06 August 2026 - Summary

8. METHOD OF DEALING WITH AGENDA BUSINESS

9. REPORTS

9.1 KEY PILLAR '*LIFESTYLE*' REPORTS

9.2 KEY PILLAR '*ECONOMICS*' REPORTS

9.3 KEY PILLAR '*VISITATION*' REPORTS

9.4 KEY PILLAR '*PERFORMANCE*' REPORTS

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

REPORTING OFFICER:	Jill Johnson – Deputy Chief Executive Officer
DATE:	Monday, 17 August 2026
ATTACHMENT(S):	9.4.1.1 – Monthly Financial Statements 1 July 2026 to 31 July 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	12.1 SoK finances and funding

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 July 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 June 2026 represents one (1) month of the 2026/2027 financial year, or 8% of the year elapsed.

As the 2026-2027 budget was not adopted by 31 July 2026, no comparatives are provided for in this month's reporting.

The opening surplus brought forward from 2025-2026 is still subject to changes from year-end adjustments and any audit adjustments.

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 \$2,080,256. This represents the net position after accounting for all operating revenues and expenditures to date.

Cash holdings total \$3,195m, of which \$1,121m is held in cash-backed reserve accounts and \$2,074m in unrestricted cash.

As the 2026-2027 Budget was not adopted by 31 July 2026, rates notices have not been issued.

CONSULTATION

Darren Long, Financial Consultant

STATUTORY REQUIREMENTS

Regulation 34 (1) requires a local government to prepare a “Statement of Financial Activity” each month, reporting on the sources and applications of funds for the year to date. Regulation 34(4) requires the Statement to be presented to an ordinary meeting of the Council within two (2) months after the end of the month to which it relates. This report satisfies that requirement for the month ending 31 July 2026, with the meeting occurring on 25 August 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) Financial Sustainability	Failure or reduction in controls associated with financial management, accounting standards, purchasing to pay, order to cash, plant, equipment or machinery lease or purchase, Treasury Functions, bank reconciliations, budget etc. These include processes and controls that are end to end in external and internal to the organisation.	Budget Controls	Cash Flow Budget and reporting to be implemented
RISK RATING:	Adequate		
IMPLICATIONS			
Financial reporting is required to create transparency.			

ASSET MANAGEMENT IMPLICATIONS

Nil

GREAT SOUTHERN VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

That the monthly financial statements for the period ending 31 July 2026, as attached, be noted.
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MOTION #:	
MOVED:	
SECONDED:	
VOTE:	
FOR:	
AGAINST:	

9.4.2 MONTHLY PAYMENTS LISTING – JULY 2026

REPORTING OFFICER:	Rachel Egerton-Warburton – Finance Officer (Creditors)
DATE:	Tuesday, 18 August 2026
ATTACHMENT(S):	9.4.2.1 – Monthly Payment Listing July 2026

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

DECLARATION OF INTEREST

Nil

PURPOSE OF THIS REPORT

The purpose of this report is to receive the list of payments covering the month of July 2026.

BACKGROUND

Nil

COMMENT

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

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

CONSULTATION

Nil

STATUTORY REQUIREMENTS

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

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

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

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

All payments are made in line with Council Policy.

RISK MANAGEMENT IMPLICATIONS

RISK MANAGEMENT FRAMEWORK			
Risk Profile	Risk Description/Cause	Key Control	Current Action
16) Financial Sustainability	Failure or reduction in controls associated with financial management, accounting standards, purchasing to pay, order to cash, plant, equipment or machinery lease or purchase, Treasury Functions, bank reconciliations, budget etc. These include processes and controls that are end to end in external and internal to the organisation.	Budget Controls	Cash Flow Budget and reporting to be implemented
RISK RATING:			
IMPLICATIONS			
A control measure to ensure transparency of financial systems and controls regarding creditor payments.			

ASSET MANAGEMENT IMPLICATIONS

There are no asset management implications for this report.

**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 July 2026		31 July 2026
Municipal Cheques	14419-14422	\$46,236.01
EFTs	38399-38529	\$258,000.00
Direct Debits		\$570,250.10
Total		\$874,486.11

be received.

MOTION #:	
MOVED:	
SECONDED:	
VOTE:	
FOR:	
AGAINST:	

9.4.3 NEW POLICY 6.2 - SURVEILLANCE DEVICES AND AERIAL IMAGING/DELETION OF POLICY 2.3.7 – CLOSED CIRCUIT TELEVISION (CCTV) OPERATIONS AND RECORDING

REPORTING OFFICER:	Estelle Lottering – Manager Regulatory Services
DATE:	Tuesday, 18 August 2026
ATTACHMENT(S):	9.4.3.1 – Draft Policy 6.2 – Surveillance Devices and Aerial Imaging 9.4.3.2 – Existing Policy 2.3.7 – CCTV Operations and Recording

'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>
12 A High performing council	12.6 SoK asset management	This is the Shire of Kojonup's greater focus on asset and resource performance management.

DECLARATION OF INTEREST

Nil

PURPOSE OF THIS REPORT

The purpose of this report is for Council to consider a new Policy 6.2 - Surveillance Devices and Aerial Imaging (Policy) and the consequential deletion of existing Policy 2.3.7 – CCTV Operations and Recording.

BACKGROUND

On 1 July 2026 the *Privacy and Responsible Information Sharing Act 2024 (WA)* commenced operation and applies to local governments. The legislation establishes privacy principles governing collection, use, storage and disclosure of personal information by public sector agencies. Serious data breach notification requirements will commence from 1 January 2027.

Existing Shire of Kojonup (Shire) Policy 2.3.7 deals with CCTV Operations and Recording.

COMMENT

The Shire's existing Policy 2.3.7 is limited to the operation and recording of CCTV and, therefore, no longer encompasses the broad scope of contemporary regulatory operations and legislative requirements relating to surveillance.

Key improvements within the new Policy include (in addition to the use of CCTV systems):

- Drone (RPAS) operations for Regulatory, Environmental Health, Ranger, Firebreaks, Asset Management and Emergency Management Inspections (aerial imaging used for inspections and operational activities);
- Privacy and Responsible Information Sharing (PRIS) obligations;
- Clear controls over collection, access, storage, release and disposal of surveillance information;
- Guidance relating to body worn cameras and dash cameras;
- Improved protection of community privacy;
- Enhanced evidentiary integrity for regulatory investigations; and
- Alignment with current State Records, Freedom of Information and Privacy requirements.

The new Policy provides a consolidated governance framework for all surveillance technologies utilised by the Shire, expanding the scope of surveillance management and ensuring the Shire's practices remain lawful, transparent, accountable and consistent with contemporary local government operations. Staff are provided with clear operational guidance while balancing public safety, compliance monitoring, privacy protection and risk management responsibilities.

Council's adoption of the Policy will provide a modern governance framework supporting ongoing use of surveillance technologies and aerial imaging within the Shire.

CONSULTATION

Nil

STATUTORY REQUIREMENTS

- *Surveillance Devices Act 1998 (WA)*
- *Privacy and Responsible Information Sharing Act 2024 (WA)*
- *Freedom of Information Act 1992 (WA)*
- *State Records Act 2000 (WA)*
- *Local Government Act 1995 (WA)*
- *Work Health and Safety Act 2020 (WA)*
- Civil Aviation Safety Regulations 1998 (Cth)
- Applicable Civil Aviation Safety Authority (CASA) requirements for drone operations.

POLICY IMPLICATIONS

Policy 6.2 Surveillance Devices and Aerial will replace the previous CCTV Operations and Recording policy (Policy 2.3.7) and establish a consolidated framework for surveillance technology and aerial imaging operations undertaken by the Shire.

FINANCIAL IMPLICATIONS

Nil immediate financial implications.

Future operational costs may arise from CCTV, body worn camera, drone equipment, data storage, staff training, software licensing and privacy compliance requirements.

RISK MANAGEMENT IMPLICATIONS

RISK MANAGEMENT FRAMEWORK			
Risk Profile	Risk Description/Cause	Key Control	Current Action
Statutory and Regulatory Compliance	Failure to adequately govern surveillance technologies may result in privacy breaches, evidentiary issues, reputational harm, regulatory non-compliance or misuse of surveillance information.	Delegated authority. Staff training. Restricted access controls. Recordkeeping Requirements. Privacy and PRIS compliance controls.	Adoption of Policy 6.2. Development of supporting procedures and operational guidance.
RISK RATING:	MODERATE		
IMPLICATIONS			
Failure to adopt a contemporary framework may expose the Shire to privacy breaches, evidentiary challenges, reputational damage, regulatory non-compliance and operational inconsistencies relating to CCTV systems, body worn cameras, dash cameras and drone operations.			

ASSET MANAGEMENT IMPLICATIONS

Nil

GREAT SOUTHERN VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Absolute Majority

OFFICER RECOMMENDATION

That Council:

1. Adopts Policy 6.2 Surveillance Devices and Aerial Imaging (Policy), as attached **(Attachment 9.4.3.1)**;
2. Authorises the Chief Executive Officer to make minor administrative amendments to the Policy that do not materially alter Council intent;
3. Notes that the Policy reflects the requirements of the *Surveillance Devices Act 1998*, *Privacy and Responsible Information Sharing Act 2024*, *Freedom of Information Act 1992*, *State Records Act 2000* and applicable Civil Aviation Safety Authority requirements; and
4. Deletes Policy 2.37 Closed Circuit Television (CCTV) Operations and Recording, as attached **(Attachment 9.4.3.2)**.

MOTION #:	
MOVED:	
SECONDED:	
VOTE:	
FOR:	
AGAINST:	

9.4.4 NEW DELEGATION – REG 001 - SURVEILLANCE DEVICES AND AERIAL IMAGING

REPORTING OFFICER:	Estelle Lottering – Manager Regulatory Services
DATE:	Tuesday, 18 August 2026
ATTACHMENT(S):	9.4.4.1 – Draft Delegation – REG 001 – Surveillance Devices and Aerial Imaging 9.4.3.1 – Draft Policy 6.2 – Surveillance Devices and Aerial Imaging

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

DECLARATION OF INTEREST

Nil

PURPOSE OF THIS REPORT

The purpose of this report is for Council's consideration of a new delegation *REG 001 - Surveillance Devices and Aerial Imaging*, for inclusion in the Shire of Kojonup Delegation Register.

The proposed delegation will provide a documented authority pathway for the Chief Executive Officer to administer *Policy 6.3 Surveillance Devices and Aerial Imaging* including CCTV operations, body worn cameras, dash cameras, drone/RPAS aerial imaging, access to recordings, release of recordings and management of surveillance records.

BACKGROUND

Council has considered a new policy *Policy 6.2 Surveillance Devices and Aerial Imaging* to provide an overarching governance framework for the Shire's use of surveillance devices and aerial imaging technology.

The new policy addresses:

- CCTV systems and associated recordings;
- Body worn cameras and dash cameras;
- Drone/RPAS aerial imaging to support inspections and lawful Shire functions;
- Access, storage, retention and release of surveillance recordings;
- Freedom of Information, records management, Privacy and Responsible Information Sharing (PRIS) obligations; and
- Risk management and controls relating to surveillance information.

The Shire's adopted 2026 Delegation Register contains existing delegations for appointment of authorised persons, entry onto private land, prosecutions and enforcement, Freedom of Information (FOI) functions, building, fire, ranger and planning functions. However, the

current register does not contain a specific delegation for surveillance devices, CCTV footage release, drone imagery, access to surveillance recordings or the operational administration of Policy 6.3.

A dedicated delegation is, therefore, recommended to ensure that the use, access and release of surveillance recordings is appropriately authorised, recorded and managed in accordance with legislation, Shire policy and recordkeeping requirements.

COMMENT

The introduction of Policy 6.2 creates a broader surveillance governance framework covering fixed, temporary and mobile CCTV, body worn cameras, dash cameras and drone/RPAS aerial imaging. Because the Policy involves the creation, access, use and release of recorded information, it is appropriate for Council to provide a clear delegation to the CEO to administer the policy and control related operational decisions.

The proposed delegation does not authorise officers to act outside legislation, warrant powers, statutory entry powers, privacy obligations or Council policy. Rather, it provides a controlled approval pathway for the CEO to implement Council's policy position and, where appropriate, sub-delegate limited operational functions to relevant officers.

The delegation is proposed to be inserted into the Regulatory Services section of the Delegation Register as REG 001, before the existing BLDG 001 delegation. This location reflects that Policy 6.2 supports regulatory services, ranger functions, environmental health, firebreak inspections, asset inspections and compliance activities.

The proposed delegation includes conditions requiring compliance with Policy 6.3, the *Surveillance Devices Act 1998 (WA)*, the *Privacy and Responsible Information Sharing Act 2024 (WA)*, the *Freedom of Information Act 1992 (WA)*, the *State Records Act 2000 (WA)*, Civil Aviation Safety Authority requirements for drone operations and other relevant legislation.

The delegation will also require proper recordkeeping including surveillance access registers, footage release records, drone flight logs and evidence or investigation records where relevant. Matters involving significant privacy, legal, community, reputational or media risk are to be escalated to the CEO and may be referred to Council where appropriate.

CONSULTATION

Nil

STATUTORY REQUIREMENTS

Relevant legislation includes:

- *Local Government Act 1995 (WA)*, section 5.42(1) - delegation of powers and duties to the Chief Executive Officer;
- *Local Government Act 1995 (WA)*, section 5.44 - sub-delegation by the Chief Executive Officer;
- *Local Government Act 1995 (WA)*, section 5.43 - limits on delegations to the Chief Executive Officer;
- *Surveillance Devices Act 1998 (WA)*;
- *Privacy and Responsible Information Sharing Act 2024 (WA)*;

- *Freedom of Information Act 1992 (WA)*;
- *State Records Act 2000 (WA)*;
- *Work Health and Safety Act 2020 (WA)*;
- *Civil Aviation Act 1988 (Cth)*;
- Civil Aviation Safety Regulations 1998 (Cth), Part 101 and applicable Civil Aviation Safety Authority requirements.

A delegation under section 5.42 of the *Local Government Act 1995* requires an absolute majority decision of Council.

POLICY IMPLICATIONS

Adoption of REG 001 will support implementation of *Policy 6.2 Surveillance Devices and Aerial Imaging* by establishing the CEO as the delegated authority for operational administration of the policy.

The delegation will also support related Shire policies and procedures dealing with recordkeeping, privacy, complaints, regulatory compliance, risk management, CCTV operations, drone operations and evidence management.

FINANCIAL IMPLICATIONS

Nil direct financial implications arising from adoption of the delegation.

Future costs may arise from implementation of Policy 6.2 including surveillance equipment, CCTV infrastructure, drone equipment, data storage, staff training, software licensing, signage or specialist legal/privacy advice.

Any such expenditure will be managed through the annual budget process, existing delegations and procurement requirements.

RISK MANAGEMENT IMPLICATIONS

RISK MANAGEMENT FRAMEWORK			
Risk Profile	Risk Description/Cause	Key Control	Current Action
<i>Statutory and Regulatory Compliance/Information Governance</i>	Failure to clearly authorise the administration of surveillance devices, CCTV recordings, drone imagery and release of recordings may result in privacy breaches, evidentiary issues, unlawful disclosure, inconsistent decision-making or reputational damage.	Policy 6.2; REG 001 delegation; authorised officer appointments; FOI decision-making arrangements; secure recordkeeping; access and release registers; privacy and PRIS controls.	Council adoption of REG 001 and inclusion in the Delegation Register. Development and maintenance of operational registers and supporting procedures.
RISK RATING:	MODERATE		

IMPLICATIONS

If the delegation is not adopted, operational decisions about CCTV access, footage release, drone imagery and surveillance records may be less clearly documented. This may increase legal, privacy, evidentiary and reputational risk, particularly under the PRIS privacy framework, FOI requirements and State Records obligations.

ASSET MANAGEMENT IMPLICATIONS

Nil direct asset management impact arises from adoption of the delegation itself. The delegation may support the lawful and controlled use of surveillance systems and aerial imaging for asset inspection, protection, condition monitoring and incident investigation.

GREAT SOUTHERN VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil direct Great Southern VROC implications. The delegation may support consistent local government governance practice in relation to surveillance, privacy, records and regulatory compliance.

VOTING REQUIREMENTS

Absolute Majority

OFFICER RECOMMENDATION

That Council:

5. Adopts the new Instrument of Delegation REG 001 - Surveillance Devices and Aerial Imaging, as presented (**Attachment 9.4.4.1**).
6. Authorises the Chief Executive Officer to include REG 001 in the Shire of Kojonup Delegation Register under the Regulatory Services section.
7. Notes that the delegation supports the implementation of Policy 6.2 Surveillance Devices and Aerial Imaging.
8. Authorises the Chief Executive Officer to make minor administrative, formatting or cross-referencing amendments to REG 001 prior to publication, provided the amendments do not materially alter the intent or scope of the delegation adopted by Council.

MOTION #:	
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 RETROSPECTIVE EXTENSION OF APPOINTMENT OF ACTING CHIEF EXECUTIVE OFFICER AND ACTING DEPUTY CHIEF EXECUTIVE OFFICER DURING CHIEF EXECUTIVE OFFICER'S APPROVED ABSENCE

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.

MOTION #:	
MOVED:	
SECONDED:	
VOTE:	
FOR:	
AGAINST:	

PROCEDURAL MOTION

That the meeting be reopened to the public at pm.

MOTION #:	
MOVED:	
SECONDED:	
VOTE:	
FOR:	
AGAINST:	

14.2 PUBLIC READING RESOLUTIONS THAT MAY BE MADE PUBLIC

14.2.1 RETROSPECTIVE EXTENSION OF APPOINTMENT OF ACTING CHIEF EXECUTIVE OFFICER AND ACTING DEPUTY CHIEF EXECUTIVE OFFICER DURING CHIEF EXECUTIVE OFFICER'S APPROVED ABSENCE

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:

- 6.1.1 Minutes of an Ordinary Council Meeting – 28 July 2026 Unconfirmed
- 6.2.1 Minutes of a Special Council Meeting - 05 August 2026 Unconfirmed
- 7.4.1.1 Great Southern Recreation Advisory Committee Meeting - 06 August 2026 - Summary
- 9.4.1.1 Monthly Financial Statements 1 July 2026 to 31 July 2026
- 9.4.2.1 Monthly Payment Listing July 2026
- 9.4.3.1 Draft Policy 6.2 – Surveillance Devices and Aerial Imaging
- 9.4.3.2 Existing Policy 2.3.7 – CCTV Operations and Recording
- 9.4.4.1 Draft Delegation – REG 001 – Surveillance Devices and Aerial Imaging