SHIRE OF KOJONUP

PUBLIC AGENDA

Ordinary Council Meeting

25 August 2026

TO: <u>THE SHIRE PRESIDENT AND COUNCILLORS</u>

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.

The Shire of Kojonup Decision Making Guiding Principles (2019)

Community members are encouraged to use the same six guiding principles when making local and working party decisions or recommendations.

1. **People First**
when considering public spaces, people will be given precedence, over transport and business.

2. **Sharp Funding**
short and long term financial implications will be considered, along with collaborative ownership options

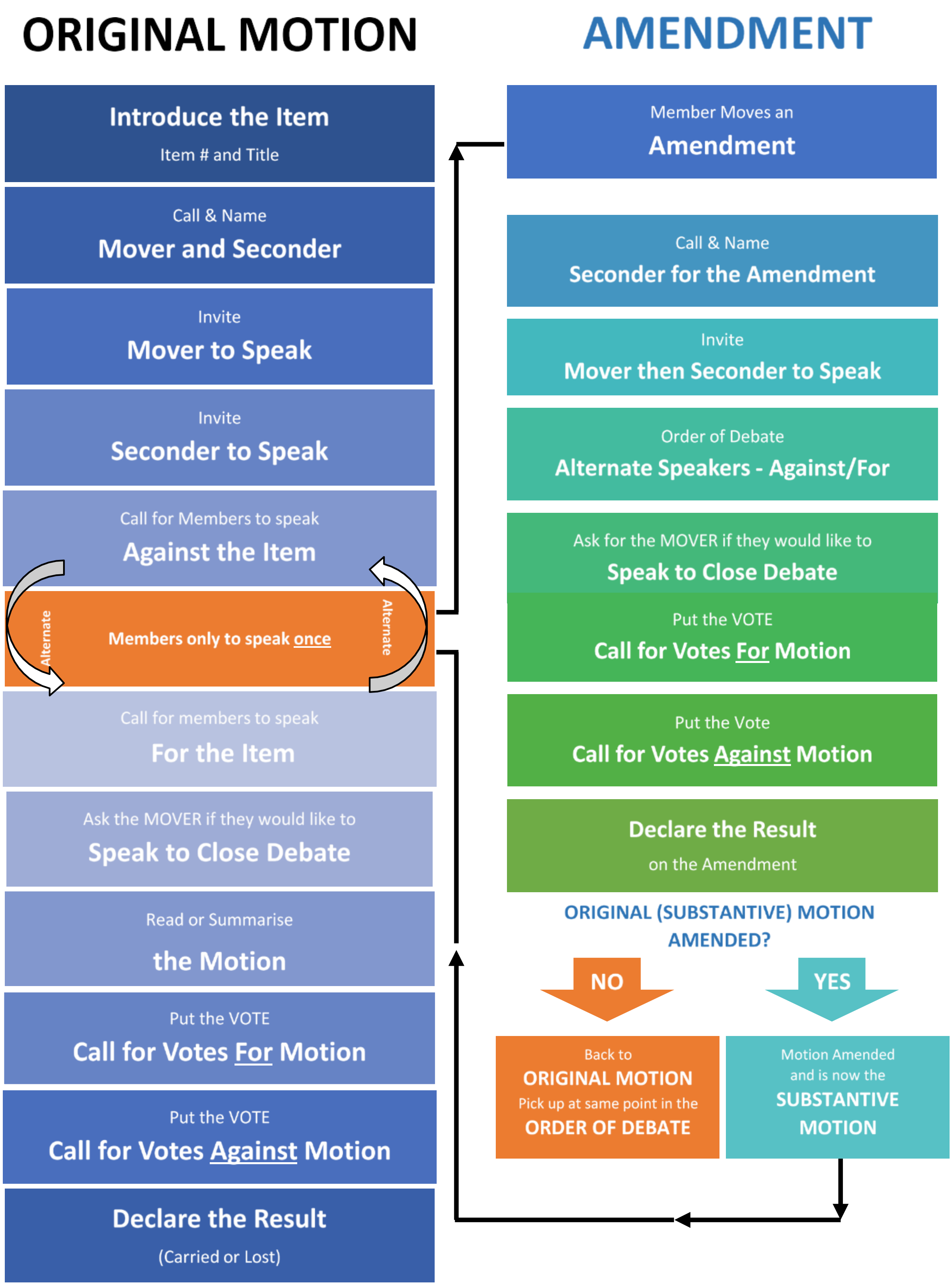
3. **Analysis-based**
objective and evidence-based data and insights must support decision making

4. **Past and Present**
forward-thinking growth is encouraged, whilst we consider and celebrate the past.

5. **Compliance**
appropriate compliance and tolerable risk is considered, although not so much as to fatigue or delay growth.

6. **Leading community outcomes**
community strategic direction, plus regional impact and state-wide needs are fused together when making decisions.

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.

Process: *Foreshadowed Motion*

Substantive Motion

Introduce the Item
Item # and Title

Call & Name
Mover and Seconder

Invite
Mover to Speak

Invite
Seconder to Speak

Call for Members to speak
AGAINST the Item

Alternate

Members only to speak once

Alternate

Call for members to speak
FOR the Item

Ask the Mover if they would like to
Speak to Close Debate

Read or Summarise
the Motion

Put the VOTE
Call for Votes FOR Motion

Put the VOTE
Call for Votes AGAINST Motion

Declare the Result
(Carried or Lost)

CARRIED

Foreshadowed Motion Lapses

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**

Substantive Motion **LOST**

Foreshadowed Motion

Ask the **Proposing Member** if they wish to **MOVE the Foreshadowed Motion**

Call & Name
Seconder

Foreshadowed becomes the Substantive Motion

Call for Member to speak
AGAINST the Item

Alternate

Members only to speak once

Alternate

Call for members to speak
FOR the Item

Ask the MOVER if they would like to
Speak to CLOSE DEBATE

Read or Summarise
the MOTION

Put the VOTE
Call for Votes FOR Motion

Put the VOTE
Call for Votes AGAINST Motion

Declare the Result
(Carried or 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.

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 Kerryn Mickle	Councillor
Cr Cherilyne Michael	Councillor

SHIRE OFFICERS

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

3.2 APOLOGIES

3.3 PUBLIC GUESTS

3.4 APPROVED LEAVE OF ABSENCE

Cr Craig Mitchell	Council Motion 87/26

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 *“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	12.1 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.	
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 *“The Cultural Experience Centre of the Great Southern”* STRATEGIC/CORPORATE IMPLICATIONS		
Key Strategic Pillar/s	*Community Goal/s*	*Corporate Objective/s*
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
Statutory and Regulatory Compliance/ Information Governance	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

SHIRE OF KOJONUP

MINUTES

Ordinary Council Meeting

28 July 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.

The Shire of Kojonup Decision Making Guiding Principles (2019)

Community members are encouraged to use the same six guiding principles when making local and working party decisions or recommendations.

1 People First
when considering public spaces, people will be given precedence, over transport and business.

2 Sharp Funding
short and long term financial implications will be considered, along with collaborative ownership options

3 Analysis-based
objective and evidence-based data and insights must support decision making

4 Past and Present
forward-thinking growth is encouraged, whilst we consider and celebrate the past.

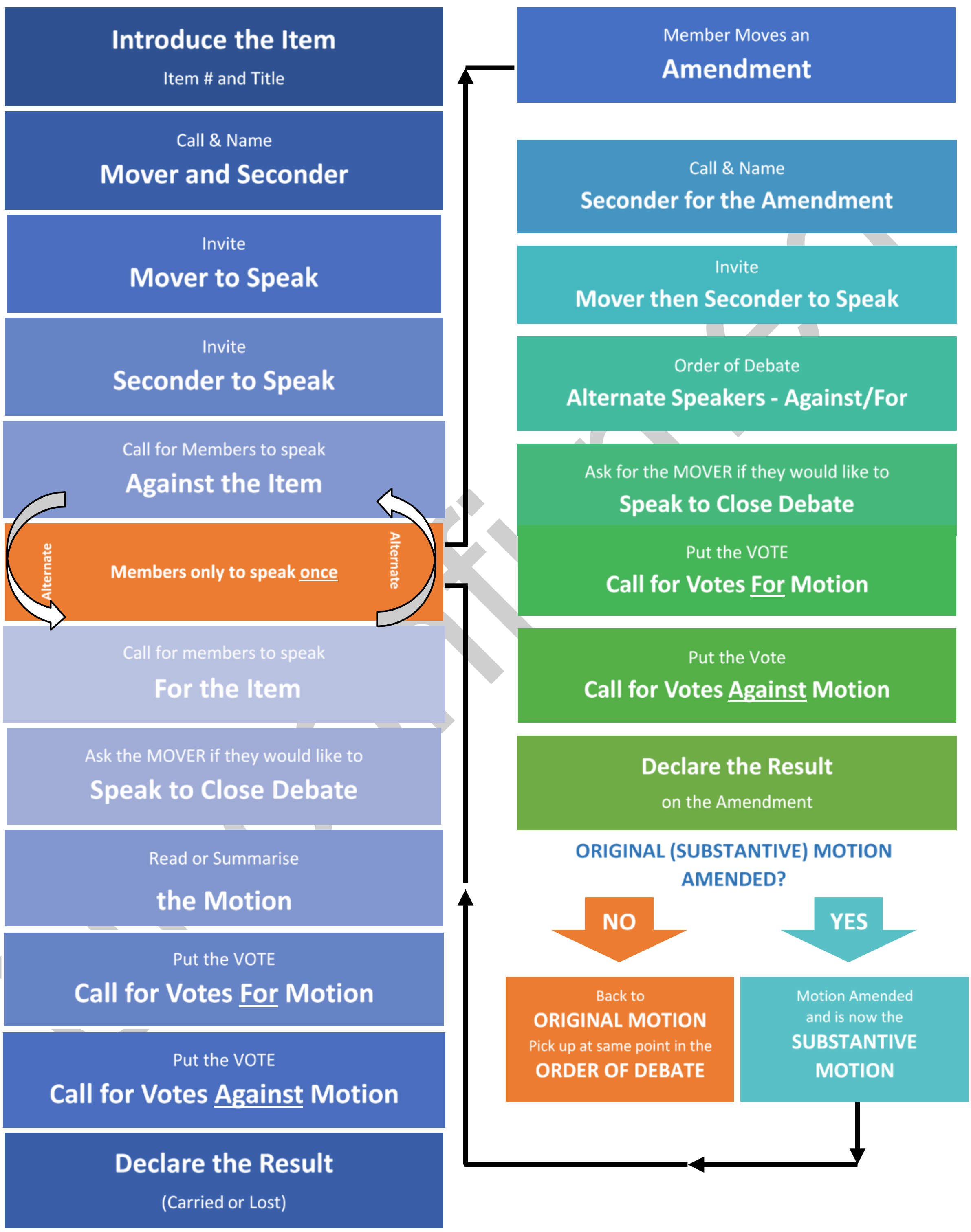
5 Compliance
appropriate compliance and tolerable risk is considered, although not so much as to fatigue or delay growth.

6 Leading community outcomes
community strategic direction, plus regional impact and state-wide needs are fused together when making decisions.

Process of Substantive Motion, Amendment to Motion and Foreshadowed Motion

ORIGINAL MOTION

AMENDMENT



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.

Process: *Foreshadowed Motion*

Substantive Motion

- **Introduce the Item** – Item # and Title
- Call & Name – **Mover and Seconder**
- Invite – **Mover to Speak**
- Invite – **Seconder to Speak**
- Call for Members to speak – **AGAINST the Item**
- **Members only to speak once**
- Call for members to speak – **FOR the Item**
- Ask the Mover if they would like to – **Speak to Close Debate**
- Read or Summarise – **the Motion**
- Put the VOTE – **Call for Votes FOR Motion**
- Put the VOTE – **Call for Votes AGAINST Motion**
- **Declare the Result** – (Carried or Lost)

Alternate

Alternate

CARRIED

Foreshadowed Motion Lapses

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**

Substantive Motion **LOST**

Foreshadowed Motion

- Ask the **Proposing Member** if they wish to **MOVE the Foreshadowed Motion**
- Call & Name – **Seconder**
- **Foreshadowed becomes the Substantive Motion**
- Call for Member to speak – **AGAINST the Item**
- **Members only to speak once**
- Call for members to speak – **FOR the Item**
- Ask the MOVER if they would like to – **Speak to CLOSE DEBATE**
- Read or Summarise – **the MOTION**
- Put the VOTE – **Call for Votes FOR Motion**
- Put the VOTE – **Call for Votes AGAINST Motion**
- **Declare the Result** – (Carried or Lost)

Alternate

Alternate

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.

TABLE OF CONTENTS

1. DECLARATION OF OPENING AND ANNOUNCEMENT OF GUESTS

The Shire President declared the meeting open at 3.04pm and drew 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

Nil

3. RECORD OF ATTENDANCE AND APOLOGIES

3.1 ATTENDANCE

COUNCILLORS

Cr Roger Bilney	Shire President
Cr Michael Mathwin	Deputy President
Cr Cindy Wieringa	Councillor
Cr Kerryn Mickle	Councillor
Cr Craig Mitchell	Councillor
Cr Cherilyne Michael	Councillor

SHIRE OFFICERS

Grant Thompson	Chief Executive Officer
Jill Johnson	Deputy Chief Executive Officer
Estelle Lottering	Manager Regulatory Services
Nerrida Robinson	Rates Officer
Judy Stewart	Governance Officer

3.2 APOLOGIES

Nil

3.3 PUBLIC GUESTS

Steve McGuire	Neighbour to Kojonup Wind Farm, Jingalup
Stacy Williams	Neighbour to Kojonup Wind Farm, Jingalup
Mark Conway	Frogfoot Goats

3.4 APPROVED LEAVE OF ABSENCE

Cr Ned Radford	

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

Steve McGuire (3.04pm)	Neighbour to Kojonup Wind Farm, Jingalup
Stacy Williams (3.04pm)	Neighbour to Kojonup Wind Farm, Jingalup
Marc Conway (3.14pm)	Frogfoot Goats, Kojonup

5.2.1 PUBLIC QUESTION TIME

5.2.1.1 STEVE MCGUIRE/STACY WILLIAMS – KOJONUP WIND FARM LIGHTING

On behalf of Mr Williams and himself, Mr McGuire expressed appreciation to the Shire of Kojonup (Shire) and its Administration for seeking a better deal for the Kojonup Wind Farm neighbours and the Shire.

Mr McGuire requested the Shire to take the position of lights either not being there or they be radar activated and to push for that position; the Shire President advised that this is the position the Shire strongly supports. The Chief Executive Officer (CEO) advised that further comment could not be made as the matter is still in mediation, but that the Shire appreciates comments and will take these onboard and into consideration.

In response to a query from Mr Williams regarding recipients of an email seeking submissions from neighbours, the Manager Regulatory Services and CEO clarified that the Shire is not conducting further public consultation but is seeking near neighbour input; in particular, from those people who do not have neighbour agreements. The Shire's previous position was that there needs to be lights and that they need to be radar controlled - this position was accepted, the DAP (Development Assessment Panel) has been appealed and the Shire is now in mediation in that process. The Shire is seeking feedback on that position, advising that all feedback will be taken onboard.

The CEO advised that a lot of discussion has taken place around each of the conditions that were appealed and there has been a position formed that will go back to the DAP for consideration.

The CEO also advised, in response to Mr Williams' request that the Shire continues to fight hard for the community, that the Shire's policy and its interaction with the DAP is clear and that a lot of the decisions are out of the Shire's hands; the Shire does not have the ability to have a third-party appeal and are dependent on the planning experts. Mr Williams requested the Shire use its leverage as much as possible. The CEO stated that the DAP and conditions for underground transmission lines are clear.

5.2.1.2 MARC CONWAY

Mr Marc Conway raised issues he had with St John Ambulance and the Police in Kojonup. Mr Conway explained an occasion where he was dissatisfied with those organisations' actions and asked if the Shire could look at whether ambulance officers can be re-trained and to look at our volunteer ambulance system.

The CEO advised Mr Conway that the Shire does not have any jurisdiction, influence or authority over the organisations referred to and suggested Mr Conway write to the organisations concerned.

Mr Conway also spoke about an organisation called Crisis Care that has previously operated across the shires of Kojonup and Katanning; however, he believed this organisation was no longer there. The Shire President stated that the Shire may review this with Katanning.

Some details from the above discussion have been omitted in accordance with legislative requirements restricting the disclosure of personal information in accordance with s. 5.23 (2) and s. 5.23A of the *Local Government Act 1995 (Act)* and various regulations within the Local Government (Administration) Regulations 1996.

Steve McGuire, Stacy Williams, and Marc Conway left the meeting at 3.23pm.

The Manager Regulatory Services left the meeting at 3.23pm and returned at 3.24pm.

6. CONFIRMATION OF MINUTES

6.1 MINUTES OF ORDINARY COUNCIL MEETING - 23 JUNE 2026

Unconfirmed Minutes of an Ordinary Council Meeting held 23 June 2026 are at Attachment 6.1.1 – Minutes Ordinary Council Meeting – 23 June 2026 Unconfirmed

OFFICER RECOMMENDATION/COUNCIL MOTION

That the Minutes of an Ordinary Council Meeting held 23 June 2026 be confirmed as a true record.

MOTION #:	65/26
MOVED:	Cr Mathwin
SECONDED:	Cr Mickel
VOTE:	6/0
FOR:	Cr Bilney, Cr Mathwin, Cr Wieringa, Cr Mickle, Cr Mitchell, Cr Michael
AGAINST:	Nil

7. PRESENTATIONS

Nil

7.1 PETITIONS

Nil

7.2 PRESENTATIONS

Nil

7.3 DEPUTATIONS

Nil

7.4 DELEGATES' REPORTS

Nil

8. METHOD OF DEALING WITH AGENDA BUSINESS

Item 13.1.3 (Urgent Business) was inserted ahead of Council's consideration of Item 9.1.2.

9. REPORTS

9.1 KEY PILLAR '*LIFESTYLE*' REPORTS

9.1.1 SHIRE OF KOJONUP LIVEABILITY AND WELLBEING PLAN 2026-2031

REPORTING OFFICER:	Paul Clifton – Environmental Health Officer
DATE:	Monday, 20 July 2026
ATTACHMENT(S):	9.1.1.1 – Shire of Kojonup Liveability and Wellbeing Plan 2026-2031 - DRAFT

‘*PLACEMAKING*’ STRATEGIC COMMUNITY PLAN JULY 2023 TO JUNE 2033 To be *“The Cultural Experience Centre of the Great Southern”* STRATEGIC/CORPORATE IMPLICATIONS		
Key Strategic Pillar/s	*Community Goal/s*	*Corporate Objective/s*
Lifestyle	1. Proactive Community Spirit.	2.6 Wellbeing advancement

DECLARATION OF INTEREST

Nil

PURPOSE OF THIS REPORT

The purpose of this report is to seek Council endorsement to advertise the Draft Shire of Kojonup Liveability and Wellbeing Plan 2026–2031 for public consultation prior to final adoption.

Should Council endorse the Shire of Kojonup Liveability and Wellbeing Plan 2026 – 2031, the document will be made available for a period of 28 days, commencing on a date determined by the Chief Executive Officer. Public notice will be provided through the Shire's website, social media platforms, and any other appropriate communication channels. Submissions received during the advertising period will be considered by administration and presented to Council for consideration prior to final adoption of the document.

BACKGROUND

In 2016, the *Public Health Act 2016* (the Act) was introduced to provide a modern more flexible and risk-based approach to public health regulation. Part 2, Division 2 stipulates that local governments must initiate, support and manage public health planning for its district.

The Act provides a framework that promotes and manages current and emerging public health risks in WA and acknowledges that the Department of Health and local governments share a statutory responsibility for public health.

Part 5 of the Act was mandated on 4 June 2024, requiring the Western Australian Chief Health Officer to publish the State Public Health Plan 2025-2030 by 4 June 2025, with local governments finalising their health plans by June 2026.

The Shire requested and received an extension for the adoption of a local public health plan. The due date for submission of the Shire of Kojonup Public Health Plan is 30 September 2026.

COMMENT

Local public health plans are required to be consistent with and align to the objectives of the State Public Health Plan whilst responding to local public health risks and emerging issues, for example, vaping.

Public health planning encompasses every aspect of our lives that enables us to thrive. It provides the safeguards, policies and programs designed to protect, maintain, promote, and improve the health of individuals and their communities and to prevent and reduce the incidence of illness and disability. By actively planning for the best public health outcomes, we can support and drive the changes required to ensure our communities remain healthy and resilient. The Plan will also provide an avenue for ongoing communication with the local community.

Public Health Plans are subject to ongoing review and reporting on an annual basis and must be renewed in their entirety every five years.

The Draft Shire of Kojonup Liveability and Wellbeing Plan 2026–2031 provides a strategic framework to support the health, safety and wellbeing of the Kojonup community. Endorsement for public consultation will enable community feedback to be considered before the Plan is returned to Council for final adoption.

CONSULTATION

West Australian Country Health Service
Injury Matters
Community Survey undertaken (Seventy one responses)
Workshops & information sessions
Local Emergency Management Committee

STATUTORY REQUIREMENTS

Public Health Act 2016(WA), Part 2 Division 2 and Part 5

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

The Shire of Kojonup Liveability and Wellbeing Plan 2026 – 2031 has objects outlined in the plan that require budget considerations over the five-year period. Budget considerations will be requested annually when applicable.

RISK MANAGEMENT IMPLICATIONS

RISK MANAGEMENT FRAMEWORK			
Risk Profile	Risk Description/Cause	Key Control	Current Action
Compliance	Failure to correctly identify, interpret, assess, respond and communicate laws and regulations as a result of an inadequate compliance framework.	External Audits	Annual Reporting

RISK RATING:	ADEQUATE
IMPLICATIONS	
Failure to prepare and implement a Local Public Health Plan may result in non-compliance with the *Public Health Act 2016* and reduced capacity to identify and respond to local health and wellbeing issues.	

ASSET MANAGEMENT IMPLICATIONS

Nil.

GREAT SOUTHERN VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil.

VOTING REQUIREMENTS

Simple Majority.

OFFICER RECOMMENDATION/COUNCIL MOTION

That Council endorse the Shire of Kojonup Liveability and Wellbeing Plan 2026 – 2031 for the purpose of public advertising and community consultation.

MOTION #:	66/26
MOVED:	Cr Mitchell
SECONDED:	Cr Micheal
VOTE:	6/0
FOR:	Cr Bilney, Cr Mathwin, Cr Wieringa, Cr Mickle, Cr Mitchell, Cr Michael
AGAINST:	Nil

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

This item needs to be considered by Council and a resolution reached.

VOTING REQUIREMENTS

Absolute Majority

OFFICER RECOMMENDATION/COUNCIL MOTION

That Council approves the following matter to be considered at this Ordinary Meeting of Council dated 28 July 2026, in accordance with clause 5.4 of the Shire of Kojonup (Council Meetings) Local Law 2020, as follows:

- Item 13.1.3 – Muradup Community Advisory Committee - Terms of Reference Amendment

MOTION #:	67/26
MOVED:	Cr Wieringa
SECONDED:	Cr Mickel
VOTE:	6/0 by Absolute Majority
FOR:	Cr Bilney, Cr Mathwin, Cr Wieringa, Cr Mickle, Cr Mitchell, Cr Michael
AGAINST:	Nil

13.1.3 MURADUP COMMUNITY ADVISORY COMMITTEE – TERMS OF REFERENCE AMENDMENT

REPORTING OFFICER:	Judy Stewart – Governance Officer
DATE:	Tuesday, 28 July 2026
ATTACHMENT(S):	9.1.2.1 - Muradup Community Advisory Committee -Terms of Reference 2025

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

DECLARATION OF INTEREST

Nil

PURPOSE OF THIS REPORT

The purpose of this report is for Council to consider amending the Muradup Community Advisory Committee (Committee) Terms of Reference by increasing the number of community committee members on the Committee.

BACKGROUND

Council established the Muradup Community Advisory Committee to provide advice and recommendations to Council on matters concerning the governance, planning, maintenance and operations of the Muradup Hall, together with other assets in the Muradup townsite as requested by Council.

The Terms of Reference provide that the Committee will support the community's involvement in the day-to-day management and minor maintenance of the Muradup Hall while the Shire retains governance, administrative and financial oversight.

The Terms of Reference currently allow for three to four Muradup community members to be appointed by Council. Community members are expected to act in the best interests of the Shire of Kojonup as a whole, apply good judgement, raise matters relevant to the Committee's responsibilities, observe applicable legal and regulatory obligations, and comply with confidentiality and Code of Conduct requirements.

COMMENT

Due to the level of interest expressed by the Community, by way of nominations for Committee membership, it is suggested that the Council consider increasing the number of members representing the community to five (5).

As the Committee is advisory only, appointments do not confer executive authority, delegated financial responsibility or operational control over Shire functions.

It is recommended that Council amend the Committee Terms of Reference to include five (5) community members.

CONSULTATION

Council Briefing Session – 28 July 2026

STATUTORY REQUIREMENTS

Local Government Act 1995 – sections 5.8 to 5.25 relating to committees, committee membership and committee meetings.

Local Government (Administration) Regulations 1996 – regulations 14 to 14B relating to committees and committee membership requirements.

POLICY IMPLICATIONS

Committee members are required to comply with the Shire's Code of Conduct for Council Members, Committee Members and Candidates, confidentiality requirements and any relevant governance procedures applying to advisory committees.

No policy amendments are required as a result of this report.

FINANCIAL IMPLICATIONS

Nil. Community members of the Muradup Community Advisory Committee are not remunerated. The Committee is advisory only and has no delegated financial responsibility.

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 community members, volunteers and stakeholders regarding the ongoing use, maintenance and governance of the Muradup Hall and related Muradup community matters.	Council-approved Terms of Reference, Code of Conduct requirements, confidentiality obligations, CEO administrative support and Council oversight of appointments.	Appoint community members to enable the Committee to commence its advisory role and provide structured community input to Council.

RISK RATING:	ADEQUATE
IMPLICATIONS	
Appointing community members supports structured engagement with the Muradup community and reduces the risk of informal or inconsistent advice being provided to Council. The Terms of Reference clarify that the Committee is advisory only and does not have executive powers, operational authority or delegated financial responsibility.	

ASSET MANAGEMENT IMPLICATIONS

The Muradup Hall remains vested in the Shire of Kojonup. The appointment of community members does not change the Shire's asset ownership or responsibility. The Committee will provide advice and community input on matters concerning maintenance, operations and future planning for the Muradup Hall and other Muradup townsite assets as requested by Council.

GREAT SOUTHERN VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil.

VOTING REQUIREMENTS

Absolute Majority.

OFFICER RECOMMENDATION
That Council amends its Muradup Community Advisory Committee Terms of Reference increasing community membership to five (5) community members.

COUNCIL MOTION **That Council amends its Muradup Community Advisory Committee Terms of Reference increasing community membership to a maximum of five (5) community members.**	
MOTION #:	68/26
MOVED:	Cr Michael
SECONDED:	Cr Wieringa
VOTE:	6/0 by Absolute Majority
FOR:	Cr Bilney, Cr Mathwin, Cr Wieringa, Cr Mickle, Cr Mitchell, Cr Michael
AGAINST:	Nil
Reason for change to Officer Recommendation:	To allow flexibility of community membership, within quorum requirements, to a maximum of five (5).

9.1 KEY PILLAR '*LIFESTYLE*' REPORTS CONTINUED…

9.1.2 APPOINTMENT OF COMMUNITY MEMBERS – MURADUP COMMUNITY ADVISORY COMMITTEE

REPORTING OFFICER:	Grant Thompson – Chief Executive Officer
DATE:	Friday, 24 July 2026
ATTACHMENT(S):	9.1.2.1 - Muradup Community Advisory Committee -Terms of Reference 2025 9.1.2.2 - Community Member nomination forms – Muradup Community Advisory Committee

'*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 to consider the community member nominations received for the Muradup Community Advisory Committee and to appoint three community members in accordance with the Committee's Terms of Reference.

BACKGROUND

Council has established the Muradup Community Advisory Committee to provide advice and recommendations to Council on matters concerning the governance, planning, maintenance and operations of the Muradup Hall, together with other assets in the Muradup townsite as requested by Council.

The Terms of Reference provide that the Committee will support the community's involvement in the day-to-day management and minor maintenance of the Muradup Hall while the Shire retains governance, administrative and financial oversight.

The Terms of Reference allow for three to four Muradup community members to be appointed by Council. Community members are expected to act in the best interests of the Shire as a whole, apply good judgement, raise matters relevant to the Committee's responsibilities, observe applicable legal and regulatory obligations, and comply with confidentiality and Code of Conduct requirements.

COMMENT

The Shire has received nominations for community membership of the Muradup Community Advisory Committee. The nomination material confirms nominations for:

1. Paul Joseph Grant,
2. Caroline Lindsell,
3. Courtney Piesse,
4. Nathan Leitch,
5. Brad Greeuw, and
6. Coral Greeuw.

The Committee's Terms of Reference provide for three to four Muradup community members as agreed and approved by Council; however, the matter before Council is to recommend three appointments at this stage.

Council may choose to add a fourth appointment if it so decides.

In making appointments, Council should have regard to the purpose of the Committee, the need for constructive and professional engagement with the Shire, and the ability of nominees to contribute to the management, maintenance and ongoing use of the Muradup Hall and related community matters.

As the Committee is advisory only, appointments do not confer executive authority, delegated financial responsibility or operational control over Shire functions.

It is recommended that Council appoint three community members at this stage. This maintains a workable Committee size, supports timely establishment of the Committee, and allows Council to consider further appointments in future should an additional community member be required within the Terms of Reference limit of three to four community members.

CONSULTATION

Muradup community nomination process.

Muradup community members and nominees.

Council Briefing Sessions

STATUTORY REQUIREMENTS

Local Government Act 1995 – sections 5.8 to 5.25 relating to committees, committee membership and committee meetings.

Local Government (Administration) Regulations 1996 – regulations 14 to 14B relating to committees and committee membership requirements.

POLICY IMPLICATIONS

Committee members are required to comply with the Shire's Code of Conduct for Council Members, Committee Members and Candidates, confidentiality requirements and any relevant governance procedures applying to advisory committees.

No policy amendments are required as a result of this report.

FINANCIAL IMPLICATIONS

Nil. Community members of the Muradup Community Advisory Committee are not remunerated. The Committee is advisory only and has no delegated financial responsibility. Any community funds made available for Muradup purposes are to be managed through the Shire's financial governance arrangements, including any relevant reserve account process.

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 community members, volunteers and stakeholders regarding the ongoing use, maintenance and governance of the Muradup Hall and related Muradup community matters.	Council-approved Terms of Reference, Code of Conduct requirements, confidentiality obligations, CEO administrative support and Council oversight of appointments.	Appoint community members to enable the Committee to commence its advisory role and provide structured community input to Council.
RISK RATING:	ADEQUATE		
IMPLICATIONS			
Appointing community members supports structured engagement with the Muradup community and reduces the risk of informal or inconsistent advice being provided to Council. The Terms of Reference clarify that the Committee is advisory only and does not have executive powers, operational authority or delegated financial responsibility.			

ASSET MANAGEMENT IMPLICATIONS

The Muradup Hall remains vested in the Shire of Kojonup. The appointment of community members does not change the Shire's asset ownership or responsibility. The Committee will provide advice and community input on matters concerning maintenance, operations and future planning for the Muradup Hall and other Muradup townsite assets as requested by Council.

GREAT SOUTHERN VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil.

VOTING REQUIREMENTS

Absolute Majority.

OFFICER RECOMMENDATION

That Council:

1. Appoints the following three community members to the Muradup Community Advisory Committee for the 2026/2027 period, term ends at the Local Government Election date 2027, being:

   a) ________________________________;

   b) ________________________________; and

   c) ________________________________.

2. Notes that the Muradup Community Advisory Committee is advisory only and operates in accordance with its Council-approved Terms of Reference, including the requirement for members to comply with the Code of Conduct, confidentiality obligations and applicable local government meeting requirements.

COUNCIL MOTION

That Council:

1. Appoints the following five community members to the Muradup Community Advisory Committee for the 2026/2027 period, term ends at the Local Government Election date 2027, being:

    a) Paul Joseph Grant,
    b) Caroline Lindsell,
    c) Courtney Piesse,
    d) Nathan Leitch, and
    e) Brad Greeuw.

2. Notes that the Muradup Community Advisory Committee is advisory only and operates in accordance with its Council-approved Terms of Reference, including the requirement for members to comply with the Code of Conduct, confidentiality obligations and applicable local government meeting requirements.

MOTION #:	69/26
MOVED:	Cr Mathwin
SECONDED:	Cr Mickel
VOTE:	6/0 by Absolute Majority
FOR:	Cr Bilney, Cr Mathwin, Cr Wieringa, Cr Mickle, Cr Mitchell, Cr Michael
AGAINST:	Nil
Reason for change to Officer Recommendation:	To allow all five (5) nominees to be appointed.

9.2 KEY PILLAR '*ECONOMICS*' REPORTS

9.2.1 PROPOSED RESIDENTIAL HOUSING DEVELOPMENT – KATANNING ROAD SUBDIVISION

REPORTING OFFICER:	Grant Thompson - Chief Executive Officer
DATE:	Monday, 20 July 2026
ATTACHMENT(S):	9.2.1.1. Correspondence from prospective developer – affordable rental housing proposal for Kojonup

'*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*
Lifestyle	1 Diverse Accommodation Options	1.2 House, land development Stimulus

DECLARATION OF INTEREST

Nil

PURPOSE OF THIS REPORT

The purpose of this report is to present Council with a proposal received from a prospective regional property developer seeking to acquire suitable land within the Katanning Road subdivision in Kojonup for the purpose of constructing affordable rental housing, and to seek Council direction on whether the Chief Executive Officer should progress preliminary due diligence and negotiations.

BACKGROUND

The Shire has received correspondence from a prospective regional property developer expressing interest in acquiring suitable land in Kojonup for a residential housing development. The proposal identifies land behind Katanning Road, being the Katanning Road subdivision, as the land available for potential development. The proponent has indicated an interest in constructing a mix of one-bedroom, two-bedroom and three-bedroom homes, with the stated objective of providing affordable rental housing for families, workers and essential service staff.

The proponent has advised that, if approximately 20 houses were developed, the project could potentially attract new families to Kojonup, increase school-aged population, support local businesses through increased local expenditure, and contribute to broader community and economic activity.

The proposal is preliminary and remains subject to land availability, Council decision-making, planning assessment, servicing capacity, commercial terms, valuation, statutory disposal requirements and any other due diligence required by the Shire.

COMMENT

The proposal aligns with Council's broader interest in addressing housing availability, supporting population growth and strengthening the economic and social sustainability of Kojonup. Affordable rental housing is a recognised constraint in many regional communities, particularly where housing supply affects the ability of families, workers and essential service staff to relocate or remain in town. A development of the scale proposed could contribute positively to local liveability and business confidence if appropriately planned and delivered.

At this stage, the proposal should be treated as an expression of interest rather than an approved project or agreed land transaction. The Shire would need to assess the suitability of the Katanning Road subdivision for the proposed housing mix, including zoning, lot configuration, servicing capacity, access, drainage, infrastructure obligations, planning approvals, tenure, market valuation and any restrictions or conditions applying to the land. Any future sale, lease or other disposal of Shire land would need to comply with the *Local Government Act 1995* and any relevant Council policy or statutory process.

It is recommended that Council authorise the Chief Executive Officer to undertake preliminary due diligence and engage with the proponent on a without-prejudice basis.

This would allow the Shire to clarify the proposal, confirm the status and development capacity of the Katanning Road subdivision, obtain any necessary valuation or servicing advice, and prepare a further report to Council before any binding decision is made.

CONSULTATION

Initial correspondence has been received from the proponent. Further consultation will be required with the proponent, Shire planning and infrastructure officers, relevant servicing agencies, and any other stakeholders identified through due diligence.

STATUTORY REQUIREMENTS

Local Government Act 1995 section 3.58 applies to the disposal of local government property and provides that, except as otherwise stated, a local government may dispose of property by public auction or public tender, or by giving local public notice of the proposed disposition, inviting submissions for at least two weeks, considering submissions, and recording the decision and reasons where the decision is made by Council or a committee. The statutory notice details include the parties, consideration and market value based on a valuation obtained within the required timeframe.

Any subdivision, development approval, servicing or built form requirements would also need to be assessed under the applicable planning framework, including the *Planning and Development Act 2005*, the Shire's local planning scheme, relevant State Planning Policies and any Western Australian Planning Commission requirements.

POLICY IMPLICATIONS

Relevant Shire policies relating to land transactions, procurement, asset management, planning and community consultation may apply and will be reviewed as part of due diligence. No policy breach is proposed by this report, as the recommendation is limited to preliminary assessment and does not authorise disposal of land.

FINANCIAL IMPLICATIONS

There are no immediate financial implications arising from receiving the proposal or authorising preliminary due diligence, other than officer time and any minor advisory costs that may be required within existing budget capacity. Any future land disposal, development contribution, infrastructure upgrade, servicing obligation or incentive arrangement would require separate financial assessment and a further report to Council.

RISK MANAGEMENT IMPLICATIONS

RISK MANAGEMENT FRAMEWORK			
Risk Profile	**Risk Description/Cause**	**Key Control**	**Current Action**
Compliance	Failure to correctly identify, interpret, assess, respond and communicate laws and regulations as a result of an inadequate compliance framework. This includes new or proposed regulatory and legislative changes, in addition to the failure to maintain updated internal & public domain legal documentation. It includes (amongst others) the *Local Government Act 1995, Planning & Development Act 2005, Health Act 2016, Building Act 2011, Dog Act 1976, Cat Act 2011, Freedom of Information Act 1992* and all other legislative based obligations for Local Government.	Tender and Procurement process	Process Review
RISK RATING:	HIGH/ADEQUATE		
IMPLICATIONS			
The principal risk is that expectations could be created before Council has confirmed the legal, planning, servicing and commercial feasibility of the proposal. This risk is managed by limiting the current decision to preliminary due diligence and requiring a further Council report before any binding commitment is made.			

ASSET MANAGEMENT IMPLICATIONS

Potential asset management implications include the future disposal or development of Shire-controlled land, possible infrastructure servicing requirements, access, drainage, road interface and any whole-of-life impacts on Shire assets. These matters will be assessed during due diligence and reported back to Council before any final decision.

GREAT SOUTHERN VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil direct implications at this stage. Improved housing supply in Kojonup may have broader regional workforce and liveability benefits; however, no direct Great Southern VROC project impact has been identified.

VOTING REQUIREMENTS

Simple Majority.

OFFICER RECOMMENDATION/COUNCIL MOTION

That Council:

1. Notes the proposal received from a prospective regional property developer seeking to acquire suitable land within the Katanning Road subdivision for the purpose of developing affordable rental housing in Kojonup;
2. Acknowledges that the proposal is preliminary and does not constitute approval of a land transaction, development application, incentive arrangement or binding commitment by the Shire;
3. Authorises the Chief Executive Officer (CEO) to undertake preliminary due diligence, including land status, planning, servicing, valuation, statutory compliance and commercial considerations;
4. Directs the CEO to undertake a Major Land Transaction Business case for Council's consideration; and
5. Requests that a further report be presented to Council before any decision is made to dispose of land, enter into an agreement or otherwise facilitate any proposed development.

MOTION #:	70/26
MOVED:	Cr Mitchell
SECONDED:	Cr Michael
VOTE:	6/0
FOR:	Cr Bilney, Cr Mathwin, Cr Wieringa, Cr Mickle, Cr Mitchell, Cr Michael
AGAINST:	Nil

9.3 KEY PILLAR '*VISITATION*' REPORTS

9.3.1 TESLA ELECTRIC VEHICLE EXPANSION

REPORTING OFFICER:	Dwayne Lottering – Property Services Manager
DATE:	Monday, 20 July 2026
ATTACHMENT(S):	9.3.1.1 – Tesla – Supercharger License Deed of Amendment – Expansion – Kojonup WA 9.3.1.2 – Tesla Supercharger License Agreement

'*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 seek Council endorsement to enter into a First Deed of Amendment to the existing Tesla Supercharger Licence Agreement to allow Tesla Motors Australia Pty Ltd to expand the existing electric vehicle charging station at Benn Parade, Kojonup, by installing four additional charging posts.

The amendment increases the approved Supercharger Station from four dedicated parking/charging spaces to eight dedicated parking/charging spaces.

BACKGROUND

The Shire of Kojonup and Tesla Motors Australia Pty Ltd entered into a Tesla Supercharger Licence Agreement dated 4 September 2023 for the installation and operation of an electric vehicle charging station on part of Reserve 6171, under Management Order M697672, being Lot 300 on Deposited Plan 180687. The existing licence approved four dedicated charging stalls and associated equipment space for the Supercharger Station.

The Licence Agreement recognises the value of an electric vehicle charging station to provide services to electric vehicle drivers and to increase the visibility of, and visitation to, the property. The existing agreement provides that Tesla is responsible for the installation of the infrastructure and trade fixtures for the Supercharger Station, including utility connections, concrete pads, conduit, wiring and related installations.
Tesla has requested to expand the existing Supercharger Station by adding a further four charging posts at the current location. The proposed First Deed of Amendment gives effect to this expansion by amending the existing licence agreement rather than creating a new agreement.

COMMENT

The proposed amendment would update the existing licence arrangements so that the premises comprise eight parking spaces to house eight Superchargers and approximately 25–40 square metres of space for equipment. It also updates the dedicated stall wording from “all 4 parking spaces” to “all 8 parking spaces”.

The amendment also replaces the commencement date for the expanded Supercharger Station so that commencement occurs when the expansion works are complete and the Supercharger Station is operational and open to the public. The new Exhibit A identifies the additional four charging posts to be installed, shown in red/magenta on the proposed site plan. Schedule B is amended from four charging posts to eight charging posts and from one Tesla Supercharger to two Tesla Superchargers.

Except for the changes set out in the First Deed of Amendment, the existing terms and conditions of the Licence Agreement remain unchanged and in full force and effect. The existing agreement includes provisions dealing with installation, use, utilities, maintenance, signage, indemnity, insurance, confidentiality, Ministerial consent and removal/restoration obligations. Tesla remains responsible for its infrastructure, trade fixtures, utility services and maintenance obligations in accordance with the Licence Agreement.

The expansion would provide additional electric vehicle charging capacity at an already-established location.

This is expected to support residents, visitors and through-traffic using Benn Parade and the Kojonup townsite, while retaining the existing licence framework and land management controls.

CONSULTATION

Tesla Motors Australia Pty Ltd.
Chief Executive Officer and relevant Shire officers.
Minister for Lands/State approval processes, where required under the existing Crown land arrangements.

STATUTORY REQUIREMENTS

Land Administration Act 1997 (WA) – the existing Licence Agreement identifies that the premises are on Crown Reserve land and that entry into the licence is subject to prior written Ministerial approval under section 18 of the Act.

The Licence Agreement records that the land is Reserve 6171 under Management Order M697672, being Lot 300 on Deposited Plan 180687.

Any execution of the Deed of Amendment should be subject to all required approvals, consents or procedural requirements applicable to the Crown land management order and the Council’s execution processes.

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

There are no direct unbudgeted financial implications identified for Council arising from the proposed amendment. Under the existing Licence Agreement, Tesla is responsible for the cost of installation of the Supercharger Station infrastructure and trade fixtures, licensee-related utility services and maintenance of the trade fixtures.

The Shire's normal responsibility to maintain common areas of the property continues to apply.

RISK MANAGEMENT IMPLICATIONS

RISK MANAGEMENT FRAMEWORK			
Risk Profile	Risk Description/Cause	Key Control	Current Action
3 – Compliance	Risk that the expansion proceeds without the required approvals, clear authorisation or consistency with the existing licence arrangements.	Existing Licence Agreement, First Deed of Amendment, Ministerial consent requirements, Council resolution and delegated execution controls.	Council consideration of the Deed of Amendment and execution subject to required consents and non-material final amendments.
6 – Infrastructure / Service Continuity	Risk of disruption to parking, public access or charging availability during expansion works and ongoing operation.	Existing license provisions for construction, maintenance, utilities, temporary impairment, signage and insurance	Tesla to coordinate works and ongoing operation with Shire officers under the license Framework.
RISK RATING:	ADEQUATE		
IMPLICATIONS			
The amendment formalizes the additional charging capacity and keeps the expansion within the existing license structure. Council authorization and required approvals reduce legal, property and operational risks.			

ASSET MANAGEMENT IMPLICATIONS

The additional charging infrastructure and trade fixtures will be installed, maintained and replaced at Tesla's cost under the Licence Agreement. The existing agreement provides that Tesla's trade fixtures remain Tesla's property, while infrastructure is to be left in a safe condition and becomes the property of the Licensor upon termination, except for infrastructure upstream of the meter.

GREAT SOUTHERN VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil.

VOTING REQUIREMENTS

Simple Majority.

OFFICER RECOMMENDATION

That Council:

1. Notes the request from Tesla Motors Australia Pty Ltd to expand the existing Tesla Supercharger Station at Benn Parade, Kojonup by installing four additional charging posts, increasing the station from four to eight charging posts and dedicated charging spaces.

2. Endorses the First Deed of Amendment to the Tesla Supercharger Licence Agreement, substantially in the form presented at Attachment 9.3.1.1, for the expansion of the existing Supercharger Station.

3. Authorises the Chief Executive Officer to finalise the Deed of Amendment, including any minor administrative or non-material changes required to give effect to Council's decision.

4. Authorises the Shire President and Chief Executive Officer to execute the Deed of Amendment on behalf of the Shire of Kojonup, subject to any required Minister for Lands or State approval and satisfaction of the Shire's usual execution requirements.

MOVED:	Cr Wieringa
SECONDED:	Cr Mitchell

AMENDMENT TO THE MOTION That Point 2 be amended to read that Council: Endorses a Deed of Amendment to the Tesla Supercharger Licence Agreement with the Chief Executive Officer and President given delegated authority to re-negotiate conditions of the Licence Agreement (presented at Attachment 9.3.1.1);	
MOTION #:	71/26
MOVED:	Cr Mitchell
SECONDED:	Cr Michael
VOTE:	6/0
FOR:	Cr Bilney, Cr Mathwin, Cr Wieringa, Cr Mickle, Cr Mitchell, Cr Michael
AGAINST:	Nil

THE AMENDMENT BECAME PART OF THE MOTION AND WAS PUT

COUNCIL MOTION

That Council:

1. Notes the request from Tesla Motors Australia Pty Ltd to expand the existing Tesla Supercharger Station at Benn Parade, Kojonup by installing four additional charging posts, increasing the station from four to eight charging posts and dedicated charging spaces.

2. Endorses a Deed of Amendment to the Tesla Supercharger Licence Agreement with the Chief Executive Officer and President given delegated authority to re-negotiate conditions of the said Licence Agreement (presented at Attachment 9.3.1.1);

3. Authorises the Chief Executive Officer to finalise the Deed of Amendment, including any minor administrative or non-material changes required to give effect to Council's decision.

4. Authorises the Shire President and Chief Executive Officer to execute the Deed of Amendment on behalf of the Shire of Kojonup, subject to any required Minister for Lands or State approval and satisfaction of the Shire's usual execution requirements.

MOTION #:	72/26
MOVED:	Cr Wieringa
SECONDED:	Cr Mitchell
VOTE:	6/0
FOR:	Cr Bilney, Cr Mathwin, Cr Wieringa, Cr Mickle, Cr Mitchell, Cr Michael
AGAINST:	Nil
Reason for change to Officer Recommendation:	To provide the President and Chief Executive Officer delegated authority to re-negotiate conditions of the Licence Agreement with Tesla.

The Manager Regulatory Services left the meeting at 3.56pm.

9.4 KEY PILLAR '*PERFORMANCE*' REPORTS

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

REPORTING OFFICER:	Jill Johnson – Deputy Chief Executive Officer
DATE:	Thursday, 23 July 2026
ATTACHMENT(S):	9.4.1.1 – Monthly Financial Statements 1 June 2026 – 30 June 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 note the Monthly Financial Statement for the month ending 30 June 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 twelve (12) months of the 2025/2026 financial year, or 100% 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 $2,838,448. 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 for the financial year.
- Capital expenditure has achieved 117.4% of budgeted projects at the twelfth-month mark, indicating solid delivery of the capital works program. Any incomplete works will be considered for carryover as part of the 2026/2027 budget process.

- Cash holdings total $3,899m, of which $1,121m is held in cash-backed reserve accounts and $2,778m in unrestricted cash. The Shire’s liquidity position remains strong and is sufficient to meet operational obligations and committed capital expenditure for the financial year.
- Rates debtors outstanding equate to 7% 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 30 June 2026, with the meeting occurring on 28 July 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/COUNCIL MOTION That Council notes the monthly financial statements for the period ending 30 June 2026, as attached.	
MOTION #:	73/26
MOVED:	Cr Mathwin
SECONDED:	Cr Mickle
VOTE:	6/0
FOR:	Cr Bilney, Cr Mathwin, Cr Wieringa, Cr Mickle, Cr Mitchell, Cr Michael
AGAINST:	Nil

9.4.2 MONTHLY PAYMENT LISTING – JUNE 2026

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

To receive the list of payments covering the month of June 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/COUNCIL MOTION

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 June 2026 to 30 June 2026, as follows:

Payment Type	Reference	Amount
Municipal Cheques	14418	$1,425.39
EFTs	38219-38398	$946,400.32
Direct Debits		$572,765.32
Total		**$1,520,591.03**

be received.

MOTION #:	74/26
MOVED:	Cr Wieringa
SECONDED:	Cr Mitchell
VOTE:	6/0
FOR:	Cr Bilney, Cr Mathwin, Cr Wieringa, Cr Mickle, Cr Mitchell, Cr Michael
AGAINST:	Nil

9.4.3 FINANCIAL MANAGEMENT – RATES WRITE-OFFS

REPORTING OFFICER:	Nerrida Robinson – Rates Officer
DATE:	Monday – 20 July 2026
ATTACHMENT(S):	9.4.3.1 – Rates to be written off Report

'*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 seek Council authorisation on 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 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 **$196.20** will result in a reduction of revenue receivable by the Shire. As these amounts were incorrectly levied and do not represent revenue lawfully owing, the write-off does not constitute a material impact on the Shire's adopted budget. The amounts have been reviewed and are not considered to be material to the Shire's overall financial position. Any budget impact will be managed within existing operational allocations.

RISK MANAGEMENT IMPLICATIONS

RISK MANAGEMENT FRAMEWORK			
Risk Profile	Risk Description/Cause	Key Control	Current Action
16) Financial Sustainability	Failure or reduction in controls associated with financial management, accounting standards, purchasing to pay, order to cash, plant, equipment or machinery lease or purchase, Treasury Functions, bank reconciliations, budget etc. These include processes and controls that are end to end in external and internal to the organisation.	*Budget Controls*	Cash Flow Budget and reporting to be implemented
RISK RATING:	ADEQUATE		
IMPLICATIONS			
Failure to write off the incorrectly levied interest charges carries reputational and legal risk for the Shire. Seeking payment of amounts that were not lawfully raised may expose the Shire to complaints, disputes, and potential legal challenge from affected ratepayers. Approving this write-off mitigates those risks and demonstrates sound and transparent financial administration.			

ASSET MANAGEMENT IMPLICATIONS

Nil

GREAT SOUTHERN VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL MOTION	
That Council, pursuant to Section 6.12(1)(b) of the Local Government Act 1995, resolves to write off interest charges totalling $196.20 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 #:	75/26
MOVED:	Cr Mickle
SECONDED:	Cr Michael
VOTE:	6/0
FOR:	Cr Bilney, Cr Mathwin, Cr Wieringa, Cr Mickle, Cr Mitchell, Cr Michael
AGAINST:	Nil

9.4.4 FINANCIAL MANAGEMENT – DEBT WRITE-OFFS

REPORTING OFFICER:	Bree Cavanagh – Finance Officer (Debtors)
DATE:	Monday, 20 July 2026
ATTACHMENT(S):	9.4.4.1 – Debtors to be written off – 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 seek Council authorisation to the write-off uncollected debts dating back to 2019 from debtors that we have had no response from and have exhausted all avenues of trying to recover debt.

BACKGROUND

During a review of debtor accounts, it was identified that several debtors had debt dating back as far as 12 years (2014 – 2024).

Several attempts have been made to recover these outstanding invoices. However, no resolution has been achieved. The debtors and the amounts affected are listed in Attachment 9.4.41.

COMMENT

The debtor charges listed in Attachment 9.4.4.1 were invoiced to the debtors by Shire's invoicing system.

Over the past 2 years the Debtors Officer has managed to recover almost $90,000 of outstanding debt through pursuing Springhaven accounts prior to sale and other outstanding invoices.

It is the opinion of the Shire Officer that the cost of collecting the outstanding debts is now greater than the debt and is recommending the Shire write the debt off as presented

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 regulation authorising Council to write off the debt.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

The write-off of debt amounts **$10,134 (debt)** will result in a reduction of revenue receivable by the Shire.

The amounts have been reviewed and are not considered to be material to the Shire's overall financial position.

Any budget impact will be managed within existing operational allocations.

RISK MANAGEMENT IMPLICATIONS

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

ASSET MANAGEMENT IMPLICATIONS

Nil

GREAT SOUTHERN VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Absolute Majority

OFFICER RECOMMENDATION/COUNCIL MOTION That Council, pursuant to Section 6.12(1)(b) of the *Local Government Act 1995*, writes off debtor charges totalling $10,134, as presented.	
MOTION #:	76/26
MOVED:	Cr Mitchell
SECONDED:	Cr Michael
VOTE:	6/0 by Absolute Majority
FOR:	Cr Bilney, Cr Mathwin, Cr Wieringa, Cr Mickle, Cr Mitchell, Cr Michael
AGAINST:	Nil

9.4.5 AUDIT, RISK & IMPROVEMENT COMMITTEE MEETING MINUTES – 17 JUNE 2026

REPORTING OFFICER:	Grant Thompson – Chief Executive Officer
DATE:	Friday, 17 July 2026
ATTACHMENT(S):	9.4.5.1 – Unconfirmed Audit, Risk & Improvement Committee Meeting Minutes 17 June 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 – Be organised and transparent with our financial management.	Increase the regularity and readability of financial reporting to the community.	Act with sound long-term and transparent financial management and deliver residents considered value for money.

DECLARATION OF INTEREST

Nil

PURPOSE OF THIS REPORT

The purpose of this report is for Council to receive the unconfirmed minutes of the Audit, Risk & Improvement Committee meeting held on 17 June 2026 and consider the Committee's recommendations arising from that meeting.

BACKGROUND

The Audit, Risk & Improvement Committee is established under section 7.1 of the *Local Government Act 1995* to assist and independently advise Council in relation to audit, risk oversight, governance, finances, legislative compliance, systems of internal control and continuous improvement.

COMMENT

The unconfirmed minutes record that the Committee met on 17 June 2026.

The meeting was attended by the Independent Presiding Member, Independent Deputy Presiding Member, two elected delegates and the Chief Executive Officer as staff observer. One apology was recorded.

The Committee confirmed the previous Audit and Risk Committee minutes, considered the Committee timetable, received the Committee Issues/Action Status Report, and received presentations from the Chief Executive Officer on strategic issues, organisational structure, the risk framework and risk profile, compliance outcomes, internal management review of systems and controls, governance improvement initiatives, financial overview, work health and safety, interim audit process, Myrtle Benn risk update, compliance updates, risk review and superannuation update.

A key item considered by the Committee was the Internal Financial Management

Review 2026 prepared by the Chief Executive Officer under Regulation 5(2)(c) of the Local Government (Financial Management) Regulations 1996.

The Committee resolved to receive the review and recommend it to Council for consideration, endorse prioritisation of open Extreme and High residual-risk findings, require recommendations and observations to be placed on the risk register and reported quarterly to the Committee, and recommend that the next triennial Financial Management Review be undertaken by an external forensic accountant selected through an Expression of Interest process.

The Committee also resolved to direct the Chief Executive Officer to add a new key risk area to the Shire's risk register outlining the organisational risk associated with Artificial Intelligence.

The next Committee meeting was scheduled for Wednesday, 30 September 2026 at 10:00am.

CONSULTATION

Audit, Risk & Improvement Committee members and relevant Shire officers.

STATUTORY REQUIREMENTS

Section 7.1 of the *Local Government Act 1995*; Regulation 5(2)(c) of the Local Government (Financial Management) Regulations 1996; and relevant provisions of the Local Government (Audit) Regulations 1996.

POLICY IMPLICATIONS

The Committee's recommendations may require supporting updates or operational procedures in relation to risk management, purchasing thresholds, segregation of duties, journal review, IT and cyber security, and Artificial Intelligence governance.

FINANCIAL IMPLICATIONS

There are no direct financial implications arising from receiving the minutes. Any additional expenditure associated with implementing recommendations, including external review, IT and cyber security uplift, ERP modernisation or forensic accounting services, will be considered through the normal budget or budget review process.

RISK MANAGEMENT IMPLICATIONS

RISK MANAGEMENT FRAMEWORK			
Risk Profile	Risk Description/Cause	Key Control	Current Action
Financial & Compliance – Internal Controls	Weaknesses in financial management systems, segregation of duties, reconciliations, journal review, IT and cyber controls, or emerging Artificial Intelligence use may result in compliance breaches, misstatement, fraud exposure, data or	ARIC oversight; external audit; CEO financial management review; risk register reporting; policy and procedure framework; quarterly	Prioritise open Extreme and High residual-risk findings, add Artificial Intelligence to the risk register, report quarterly to ARIC, and progress ERP,

	privacy risks, reputational impact or financial loss.	monitoring of remediation progress.	IT/cyber security and financial control improvements.
RISK RATING:	MEDIUM		
IMPLICATIONS			
The minutes identify an active control improvement program, including remediation of financial management review findings, quarterly ARIC reporting, risk register updates and the addition of an Artificial Intelligence risk profile. Continued monitoring is required to maintain an acceptable residual risk position and ensure identified audit, compliance and systems matters are progressed.			

ASSET MANAGEMENT IMPLICATIONS

The Internal Financial Management Review noted the importance of ERP and systems modernisation, asset register integrity, accurate cost journals and disciplined capitalisation processes to support the Long Term Financial Plan and Asset Management Plan.

GREAT SOUTHERN VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil direct implications. Opportunities may exist through Great Southern VROC Member Councils to collaborate on common policy, regulatory frameworks, ICT and cyber security uplift, and regional efficiency improvements.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL MOTION	
That Council: 1. Receives the unconfirmed minutes of the Audit, Risk & Improvement Committee meeting held on 17 June 2026; 2. Note the recommendation of the ARIC committee that Council consider the Internal Financial Management Review 2026, in a subsequent Agenda Item, prepared by the Chief Executive Officer in accordance with Regulation 5(2)(c) of the Local Government (Financial Management) Regulations 1996; 3. Endorses the prioritisation of open Extreme and High residual-risk findings detailed in the Internal Financial Management Review for remediation within the next 12 months; 4. Requires recommendations and observations raised within the Internal Financial Management Review to be placed on the risk register and reported back to the Audit, Risk & Improvement Committee on a quarterly basis; 5. Supports the Audit, Risk & Improvement Committee recommendation that the next triennial Financial Management Review be undertaken by an external forensic accountant selected by the Chief Executive Officer through an Expression of Interest process; and 6. Notes that the Chief Executive Officer is to add a new key risk area to the Shire's risk register outlining the organisational risk associated with Artificial Intelligence.	
MOTION #:	77/26
MOVED:	Cr Mathwin
SECONDED:	Cr Wieringa
VOTE:	6/0
FOR:	Cr Bilney, Cr Mathwin, Cr Wieringa, Cr Mickle, Cr Mitchell, Cr Michael
AGAINST:	Nil

9.4.6 CHIEF EXECUTIVE OFFICER – INTERNAL FINANCIAL MANAGEMENT REVIEW 2026

REPORTING OFFICER:	Grant Thompson – Chief Executive Officer
DATE:	Thursday, 23 July 2026
ATTACHMENT(S):	9.4.6.1 Internal Financial Management Review – Findings Register (from April 2023 to April 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 – Be organised and transparent with our financial management.	Increase the regularity and readability of financial reporting to the community.	Act with sound long-term and transparent financial management and deliver residents considered value for money.

DECLARATION OF INTEREST

Nil

PURPOSE OF THIS REPORT

The purpose of this report is for the Council to consider the Internal Financial Management Review (FMR) undertaken by the Chief Executive Officer (CEO) on the appropriateness and effectiveness of the Shire of Kojonup's financial management systems, controls and procedures, as required by Regulation 5(2)(c) of the Local Government (Financial Management) Regulations 1996 (the Regulations).

This report is in no way a forensic review of the accounts and was not searching for material anomalies or fraud but rather looking at the appropriateness of controls and systems in place.

It is not an independent report and does not offer any assurance whether limited or otherwise. It is not possible for the CEO, in practice, to examine every activity, procedure or transaction.

It is a layered audit of the appropriateness of critical controls and systems in place and effectively a maturity assessment giving recommendations on areas that require attention based on risk.

BACKGROUND

Regulation 5(2)(c) of the *Local Government (Financial Management) Regulations 1996* requires the Chief Executive Officer to undertake a review of the appropriateness and effectiveness of the financial management systems and procedures of the local government at least once every three financial years and report the results of that review to Council.

The previous CEO Internal Financial Management Review was adopted by Council on 21 March 2023 (Resolution 33/23). Consistent with that three-year cycle, this report addresses the period from April 2023 to the current date.

The review has been prepared for the Audit, Risk and Improvement Committee (ARIC) and Council of the Shire of Kojonup for the purpose of the CEO discharging their responsibilities under Regulation 5(2)(c) but also as good practice in monitoring the financial controls the Shire implements.

The review draws on the Office of the Auditor General (OAG) Interim and Final Management Letters for the years ended 30 June 2023, 30 June 2024 and 30 June 2025, the Shire's own assessments of the maturity of its financial systems and procedures, and a Financial Sustainability Overview prepared in readiness for the preparation of the Long Term Financial Plan and CEO Performance Review.

The findings raised since April 2023 have been consolidated into the embedded Findings Register Table, which records each finding, its nature (Systems & Procedures, Compliance or Governance), inherent risk, control effectiveness, residual risk rating, owner, target date and remediation status.

COMMENT

The risk-based maturity assessment covers Fifty-Seven (57) functional areas and returned an organisation-wide average maturity rating of 3.25/5.00 ("Defined").

The distribution is One (1) area at "Optimised" (Annual Financial Statements & External Audit Readiness, 4.5), Twenty-Six (26) areas (46%) at "Managed", Twenty-Three (23) areas (40%) at "Defined", Six (6) areas (11%) at "Developing" and One (1) area at "Initial".

Seven (7) priority areas sit below the "Defined" threshold (score < 2.5) and require focused uplift: Artificial Intelligence Usage – Enterprise-Wide (1.00 – Initial), IT General Environment & Cyber Security (2.00), Fraud & Corruption Control (2.00), Business Continuity / Disaster Recovery (2.00), Segregation of Duties / Authorisations (2.25), Cyber Incident Response & Data Breach Management (2.25) and Systems and Data Management (2.25). The highest-rated area scored 4.5/5.00 and the lowest 1.0/5.00, with Fourteen (14) open findings in total across the assessment.

Table 1.0: Financial Management Maturity Assessment

SHIRE OF KOJONUP

Financial Management Maturity Assessment — Summary Report

Reporting framework: 5-level maturity scale (Developing → Optimised). Prepared 14 June 2026. Covers all 57 functional areas.

OVERALL MATURITY SNAPSHOT	
Organisation-wide average maturity	3.25 / 5
Overall maturity level	Defined
Total functional areas assessed	57
Total open findings (all areas)	14
Highest-rated area average	4.5 / 5
Lowest-rated area average	1 / 5

MATURITY LEVEL DISTRIBUTION

Maturity Level	Score Band	No. of Areas	% of Total	Indicator
Optimised	4.5 – 5.0	1	2%	■
Managed	3.5 – 4.4	26	46%	■■■■■■■■■■■■■■■■■■■■■■■■■■
Defined	2.5 – 3.4	23	40%	■■■■■■■■■■■■■■■■■■■■■■■
Developing	1.5 – 2.4	6	11%	■■■■■■
Initial	1.0 – 1.4	1	2%	■
TOTAL		57	100%	

MATURITY RATING LEGEND (definitions of each maturity level)

Level	Rating	Score Band	Definition
1	**Initial**	1.0 – 1.4	Ad-hoc, undocumented, reactive. No formal controls.
2	**Developing**	1.5 – 2.4	Some processes documented but inconsistent application.
3	**Defined**	2.5 – 3.4	Documented, standardised and communicated processes.
4	**Managed**	3.5 – 4.4	Processes measured, monitored and reviewed regularly.
5	**Optimised**	4.5 – 5.0	Continuous improvement, automated, benchmarked best practice.

Limiting the scope to findings raised since April 2023, the Findings Register records Nineteen (19) findings (F36 – F54) identified through the three Office of Auditor General Management Letter cycles (years ended 30 June 2023, 2024 and 2025) and the Shire's internal layered audit/CEO review.

By residual risk, One (1) finding is rated Extreme (F53 – Artificial Intelligence Usage), Eight (8) are High, Ten (10) are Medium and none Low.

Table 2.0: CEO Identified Priority Areas for Improvement by Status

PRIORITY AREAS FOR IMPROVEMENT (Maturity below "Defined" — score < 2.5)				
Functional Area	Avg	Rating	Open Findings	Max Residual Risk
Artificial Intelligence Usage — Enterprise-Wide	1.00	Initial	0	0
IT General Environment & Cyber Security	2.00	Developing	1	1.6
Fraud & Corruption Control	2.00	Developing	0	0
Business Continuity / Disaster Recovery	2.00	Developing	0	0
Segregation of Duties / Authorisations	2.25	Developing	0	2.4
Cyber Incident Response & Data Breach Management	2.25	Developing	0	0
Systems and Data Management	2.25	Developing	0	0

Ten (10) findings (53%) have been Closed / Remediated, Two (2) are Substantially Complete and Seven (7) remain In Progress. By nature, Fourteen (14) relate to Systems and Procedures and Five (5) to Compliance Matters, with recurring themes centred on segregation of duties, independent review of journals and reconciliations, employee provisions and payroll, fixed-asset register integrity, IT general controls and cyber security uplift.

Table 3.0: Detailed Maturity by Functional Process

4. DETAILED MATURITY BY FUNCTIONAL AREA (all areas)				
Functional Area	Avg	Rating	Open Find.	Max Risk
Bank Reconciliations & Petty Cash	3.50	Managed	2	2.40
Trust/Reserve Funds	3.00	Defined	1	1.80
Receipts and Receivables	3.25	Defined	0	1.20
Rates	4.00	Managed	0	0.60
Fees and Charges	4.00	Managed	0	0.00
Purchases, Payments and Payables	2.75	Defined	1	2.40
Salaries and Wages / Payroll	2.75	Defined	3	2.40
Credit Card Procedures	3.50	Managed	0	1.80
Fixed Assets & Asset Management	4.00	Managed	2	1.20
Cost & Administration Allocations	4.00	Managed	0	0.00
Minutes and Meetings	3.75	Managed	0	0.00
Budget & Budgetary Control	3.75	Managed	0	0.00
Financial Reports	3.50	Managed	1	1.20
Registers (Annual & Primary Returns)	3.00	Defined	1	1.60
Integrated Planning & Reporting	3.50	Managed	0	0.80
Delegations	3.75	Managed	0	0.00
Audit, Risk & Improvement Committee	3.25	Defined	0	0.40
Insurance	4.00	Managed	0	0.00
Storage of Documents / Record Keeping	3.00	Defined	1	1.60
Investments	3.50	Managed	1	0.80
IT General Environment & Cyber Security	2.00	Developing	1	1.60
General Journals	3.25	Defined	0	1.80
Risk Management Plan & Framework	3.00	Defined	0	1.20
Fraud & Corruption Control	2.00	Developing	0	0.00
Procurement & Tendering	3.00	Defined	0	0.00
Segregation of Duties / Authorisations	2.25	Developing	0	2.40
Long Term Financial Plan	3.50	Managed	0	0.00

Business Continuity / Disaster Recovery	2.00	Developing	0	0.00
Grants Management & Acquittals	3.00	Defined	0	0.00
Council / Governance Oversight	3.00	Defined	0	0.00
Conflicts of Interest & Gifts/Benefits Register	2.75	Defined	0	0.00
Financial Interest Returns (Primary & Annual)	4.00	Managed	0	0.00
Procurement Card / Corporate Spend Acquittal Controls	3.75	Managed	0	0.00
Bank Account & EFT / Online Banking Controls	3.75	Managed	0	0.00
Master Data / Vendor & Bank Detail Change Controls	3.25	Defined	0	0.00
Payroll Master File & New Starter/Terminations Controls	3.50	Managed	0	0.00
Corporate Credit / Purchasing Threshold & Delegation Compliance	3.25	Defined	0	0.00
Records Management & Information Governance (State Records Act)	3.25	Defined	0	0.00
Privacy & Data Protection / Information Handling	3.00	Defined	0	0.00
Cyber Incident Response & Data Breach Management	2.25	Developing	0	0.00
IT Backup, Recovery & Change Management	3.50	Managed	0	0.00
Third-Party / Vendor & Contract Management	3.25	Defined	0	0.00
Capital Works & Project Management	3.50	Managed	0	0.00
Plant, Fleet & Fuel Management	3.75	Managed	0	0.00
Stores / Inventory Management	3.25	Defined	0	0.00
Leasing & Property/Land Management	3.25	Defined	0	0.00
Grants Income & Acquittal Compliance (Funding-Body)	2.75	Defined	0	0.00
Debt & Borrowings Management	4.00	Managed	0	0.00
Rates Concessions, Pensioner Rebates & Write-offs	2.50	Defined	0	0.00
Customer Service, Complaints & Public Interest Disclosures	3.00	Defined	0	0.00
Workforce / WHS & Workers Compensation	4.00	Managed	0	0.00
Code of Conduct & Ethics Compliance	4.00	Managed	0	0.00
Legislative Compliance Register / Obligations Framework	3.50	Managed	0	0.00
Strategic Risk & ERM Reporting to ARIC	4.00	Managed	0	0.00
Annual Financial Statements & External Audit Readiness	4.50	Optimised	0	0.00
Artificial Intelligence Usage — Enterprise-Wide	1.00	Initial	0	0.00
Systems and Data Management	2.25	Developing	0	0.00

Please Note: This summary is generated from the live Maturity Assessment. Average maturity is scored 1 (Initial) to 5 (Optimised). Open Findings and Max Residual Risk are drawn from the Findings Register. Figures update automatically as the underlying assessment changes.

In summary, this internal review of the Shire's financial systems has not identified any matters of material concern at this time and improving, as witnessed through previous audit commentary. However, although the Shire has generally sound and improving financial controls it should not be complacent as several areas still require significant improvement, investment and present elevated risk exposure to the Shire if left unaddressed.

These matters should be prioritised over the short to medium term, with most actions to be addressed within two years and some requiring more immediate attention. Accordingly, the Shire should continue to focus on the following areas:

1. Prioritise remediation of the open High residual-risk findings listed above;
2. Reinforce month-end reconciliation reviews and segregation-of-duties controls as standing items in the finance team's operating procedures;
3. Uplift the IT General Environment and Cyber Security maturity; and
4. Continue the ERP and Systems modernisation program initiated following the 2022/23 review.

In summary the:

1. Financial Management Systems and Controls are slowly maturing and will hasten as new systems come into effect.
2. Focus has been on:
    a. internal financial controls;
    b. prudent financial stewardship;
    c. Debt servicing;
    d. cost management balanced with service provision.

Addendum arising from the ARIC meeting:

3. The CEO recommended to the Audit Risk & improvement Committee that the next triennial review should be outsourced to a forensic accountant for best practice governance.

SHIRE OF KOJONUP

Audit Findings, Recommendations & Insights — 2023 Onwards

Summary report for attachment to Council / Audit, Risk & Improvement Committee papers. Source: Findings Register (F36–F54). Covers 2023, 2024 and 2025 external Management Letter findings plus internal layered audit / CEO review findings.

DETAILED FINDINGS, RECOMMENDATIONS & REMEDIATION STATUS

Ref	Audit Source	Functional Area	Nature	Risk	Finding / Observation	Key Recommendation	Owner	Target Date	Status
F36	External Audit 2023 (Mgmt Letter)	General Journals	S	High	Cost reallocation journal procedures: several general journals posted to roads infrastructure job ledgers (reallocation/allocation of capital costs) were not adequately supported by documented evidence of reasons and purpose. Rationale was subsequently substantiated as reasonable.	Ensure procedures for reviewing and recognising cost allocation journals are designed and implemented. Document reasons and retain evidence for every journal, including rationale for capitalising infrastructure costs with reference to actual costs incurred.	Manager Financial & Corporate Services	31/12/2023	Closed / Remediated
F37	External Audit 2023 (Mgmt Letter)	General Journals	S	High	General journal review processes: 4 of 10 general journals tested were not recorded as reviewed by an authorised reviewer; journals prepared by the external consultant are not being reviewed/approved by an authorised Shire officer. (Prior year finding - 2022.)	All general journals (and supporting documentation) to be reviewed and signed by an appropriate officer independent of the preparer, including journals received from the external consultant.	Manager Financial & Corporate Services	31/12/2023	Closed / Remediated
F38	External Audit 2023 (Mgmt Letter)	Salaries and Wages / Payroll	S	High	Employee related provisions: long-service leave provision balances still exist for 51 employees no longer employed; estimated overstatement of $92,840 at 30 June 2023. Balance has continued to grow with no process improvement.	Review employee data used to recognise provisions annually to ensure it is current; recognise adjustments to reduce liability balances for entitlements paid or no longer required. Add an LSL reconciliation to the EOFY process.	Finance & Payroll Officer	30/03/2024	Closed / Remediated
F39	External Audit 2023 (Mgmt Letter)	Receipts and Receivables	S	Medium	Monthly reconciliation - Debtors: April 2023 reconciliation completed with an unexplained negative balance; May 2023 reconciliation had no retained record of completion or review. Negative balance of $14,513 left uncorrected (reported as uncorrected misstatement).	Ensure all month-end reconciliations are completed and adequately reviewed promptly; retain evidence of review; investigate and action variances in a timely manner.	Manager Financial & Corporate Services	30/01/2024	Closed / Remediated
F40	External Audit 2023 (Mgmt Letter)	Purchases, Payments and Payables	S	Medium	Monthly reconciliation - Creditors: trade creditors balance differed from the filed reconciliation by $14,513 at 30 June 2023 with no evidence explaining the variance. Error left uncorrected (reported as uncorrected misstatement).	Ensure all month-end reconciliations are completed and adequately reviewed promptly; retain evidence of review; investigate and action variances in a timely manner.	Manager Financial & Corporate Services	30/01/2024	Closed / Remediated
F41	External Audit 2023 (Mgmt Letter)	Trust Funds	S	High	Builders' retention funds: amounts held as a liability have not been reconciled in the last 2 years and records of individual amounts held could not be located during the audit.	Reconcile all retention funds, bonds and deposits by individual party; perform and review reconciliations of balances and movements on a regular basis with second-officer review.	Project Manager	30/03/2024	In Progress

F42	External Audit 2023 (Mgmt Letter)	Fixed Assets & Asset Management	S	Medium	Job card procedures: one new infrastructure job cost ledger was set up that incorrectly allocated costs to another earlier job ledger. No overall effect on total infrastructure value but misstates budget vs actual and grant acquittal reporting.	Establish and implement a process to review all newly created job ledgers and close completed ledgers regularly; do not journal costs between jobs without substantiating working papers.	Manager Financial & Corporate Services	31/12/2023	In Progress
F43	External Audit 2023 (Mgmt Letter)	Purchases, Payments and Payables	C	Medium	Purchasing policy deviation: 1 of 31 samples did not follow the Shire's purchasing policy - a $27,000 purchase requiring two written quotes where possible was made with no quotes obtained.	Prior to payment, review that the purchasing policy has been followed regarding required quotes; follow up any deviations with the appropriate person; retrain staff involved.	Chief Executive Officer	30/09/2023	Closed / Remediated
F44	External Audit 2023 (Mgmt Letter)	Salaries and Wages / Payroll	C	High	Superannuation guarantee calculation: for the pay period ended 17 January 2023, one sampled employee on annual leave did not have superannuation paid on the leave loading component. Systemic/historical issue not previously identified.	Investigate whether other employees missed super on leave loading and assess potential underpayment; review payroll system employee setup to ensure all eligible pay components are included in SG calculations.	Manager Financial & Corporate Services	30/11/2023	Substantially Complete
F45	External Audit 2024 (Mgmt Letter)	Salaries and Wages / Payroll	S	High	Employee related provisions: long-service leave provision balances still exist for 76 former employees no longer employed; estimated overstatement of $162,721 at 30 June 2024 (up from $92,840 at 2023). Subsequently corrected in the financial report. (Prior year finding - 2023, rated Significant.)	Review employee data used to develop and recognise employee related provisions each year to ensure it is current; recognise adjustments to reduce liability balances for entitlements paid or no longer required. Enforce an exit process/checklist when employees leave.	Manager Financial & Corporate Services	30/04/2025	In Progress
F46	External Audit 2024 (Mgmt Letter)	Credit Card Procedures	C	Medium	Credit card transactions not reported to Council: the accounts paid listing presented to Council did not include credit/purchasing card transactions, contrary to Reg 13A of the Local Government (Financial Management) Regulations 1996. No fraudulent transactions identified.	Submit all corporate credit and purchasing card transactions to Council for review and approval at the meeting immediately following payment, to ensure compliance with FM Reg 13A and enhance transparency.	Manager Financial & Corporate Services	25/02/2025	Closed / Remediated
F47	External Audit 2024 (Mgmt Letter)	Fixed Assets & Asset Management	S	Medium	Asset register - land & buildings: 2 properties (LB0097 $38,000; LB0236 $14,000) could not be located/confirmed via Landgate; 2 properties on the register are not owned by the Shire (LB0221 $35,000; LB0235 $500); land additions of $10,661 in the GL were not reflected in the register. Reported as uncorrected errors.	Regularly review asset records and registers; ensure period movements are reflected; remove assets not owned by the Shire using appropriate accounting treatment; include adequate detail to identify all assets. Verify ownership and review register at least annually.	Senior Finance Officer	30/06/2025	In Progress
F48	External Audit 2025 (Mgmt Letter)	Bank Reconciliations & Petty Cash	S	High	Monthly reconciliation process: several key reconciliations (bank, debtors, creditors, rates) not performed timely for Jul 2024-Jan 2025; Aug 2024 Trust & Reserve reconciliation had no evidence of review; Debtors reconciliations for Aug 2024, Feb & Mar 2025 not completed or not evidenced. (First identified 2023; 2024: Significant.)	Ensure all month-end reconciliations are completed and reviewed by an independent officer as soon as practicable in the following month; retain evidence of review and follow-up actions taken.	Manager Financial & Corporate Services	Immediately	In Progress

F49	External Audit 2025 (Mgmt Letter)	General Journals	S	Medium	General journal review processes: of 30 journals examined, 17 Department of Transport payments were incorrectly processed via general journals instead of the payment process; 2 rates journals (amalgamations/adjustments) had no evidence of review prior to posting. (First identified 2024; 2024: Significant.)	Ensure all general journals are reviewed and signed by an officer independent of the preparer; do not use general journals to recognise payments (use accounts payable functions with 2-factor authorisation); train Rates Officer on correct journal process.	Senior Finance Officer	Immediately	Closed / Remediated
F50	External Audit 2025 (Mgmt Letter)	IT General Environment & Cyber Security	S	Medium	General IT controls - access rights & permissions: four users held 'SUPERUSER' rights in Synergy, three of whom were external consultants. No misuse identified during testing. (2024: Moderate.)	Review all Synergy user accounts to ensure appropriate access levels are granted only to current officers whose role requires them; review external consultants' access immediately.	Manager Financial & Corporate Services	30/09/2025	Closed / Remediated
F51	External Audit 2025 (Mgmt Letter)	Purchases, Payments and Payables	C	Medium	Quotes: 1 of 30 sampled transactions did not include evidence of three written quotes required by the Shire's purchasing policy for purchases above $20,000.	Ensure all staff are aware of the purchasing policy requiring three written quotes for purchases exceeding $20,001 (CEO approval based on quotes); clarify CUA direct-purchase exemptions through the policy review.	Chief Executive Officer	Immediately	In Progress
F52	External Audit 2025 (Mgmt Letter)	Salaries and Wages / Payroll	C	Medium	Leave applications: the established Altus leave-application/approval process is not always followed (reliance placed on email); in testing of fortnightly pay runs, one employee's pay required reversal and reprocessing due to incorrect leave type entered.	Ensure all employees submit leave applications for manager approval per the Shire's established process prior to taking leave (or upon return where prior submission not possible); re-educate staff on the leave portal and reinforce timesheet completion.	Chief Executive Officer	Immediately	Closed / Remediated
F53	Internal Layered Audit - CEO Review	Artificial Intelligence Usage — Enterprise-Wide	S	Extreme	AI requires policy and procedures to ensure that systems and data and privacy is protected	Create an AI policy and procedures, Create an AI risk in the risk register, Do a risk assement on AI Copilot currently in use	Chief Executive Officer	Immediately	Substantially Complete
F54	Internal Layered Audit - CEO Review	IT General Environment & Cyber Security	S	High	ERP System requires Upgrade	Tender ERP providers, Select preferred Tendere, commence project implementation, 3 - 4 year timeframe	DCEO	01/12/2025	In Progress

Key — Nature: S = Systems and Procedures, C = Compliance Matter, G = Governance. Risk: Extreme / High / Medium / Low (residual, after controls). Please Note: This report summarises all audit findings from 2023 onwards — external audit Management Letter findings (2023–2025) and internal layered audit / CEO review findings. Refer to the full Findings Register for inherent risk, control effectiveness scores, residual risk scores and remediation progress.

CONSULTATION

Consultation in preparing this review has included:

- Office of the Auditor General (Interim and Final Management Letters – years ended 30 June 2023, 2024 and 2025)
- Shire President

STATUTORY REQUIREMENTS

This report is prepared to discharge the CEO's obligations under Regulation 5(2)(c) of the Local Government (Financial Management) Regulations 1996, which provides:

"The CEO is to … (c) undertake reviews of the appropriateness and effectiveness of the financial management systems and procedures of the local government regularly (and not less than once in every 3 financial years) and report to the local government the results of those reviews."

Regulation 5(1) also requires the CEO to establish efficient systems and procedures for the collection of money owing to the local government, safe custody of money collected, maintenance of financial records, proper accounting, authorisation of liabilities and payments, payroll and stock control records, and assistance in preparing budgets, accounts and reports required by the *Local Government Act 1995* (the Act) or the Regulations. Section 5.121 of the Act regarding the maintenance of a Register of Complaints is also referenced in finding F29.

POLICY IMPLICATIONS

The review is consistent with the Shire's Risk Management Policy and Framework, Purchasing Policy, Investment Policy, Code of Conduct and the policy responsibilities of the Audit, Risk and Improvement Committee.

Recommended actions arising from the open findings may necessitate minor policy updates to reflect strengthened controls, particularly in relation to purchasing thresholds, segregation of duties, journal review, and IT and cyber security, Artificial Intelligence.

FINANCIAL IMPLICATIONS

There are no direct financial implications arising from the adoption of this report. Remediation of the identified findings is expected to be absorbed within existing operational budgets and the ongoing ERP and systems modernisation program. Where individual remediation actions require additional funding (for example, IT and cyber security uplift), these will be brought to Council through the normal budget or budget review process. The broader financial sustainability indicators set out in the LGFI, DuPont and regional benchmarking summaries above will be monitored annually through the Long Term Financial Plan and Annual Report cycle.

RISK MANAGEMENT IMPLICATIONS

RISK MANAGEMENT FRAMEWORK			
Risk Profile	Risk Description/Cause	Key Control	Current Action
Financial & Compliance – Internal Controls	Weaknesses in segregation of duties, journal review, reconciliations and IT/cyber	Documented policies and procedures; ARIC oversight; monthly financial reporting; annual	Remediation of 25 open findings through the FMR Findings Register; ERP and systems modernisation

	controls could result in errors, non-compliance with the Local Government (Financial Management) Regulations 1996, or fraud/financial loss.	external audit; CEO financial management review every 3 years.	program; targeted uplift of IT & cyber security maturity; standing reporting of remediation progress to ARIC.
Risk rating – **Medium** (Residual). Inherent risk mitigated by existing controls and active remediation program.			
IMPLICATIONS			
Continued investment in systems, segregation of duties and staff capability is required to reduce risk and strive for a Low to Medium overall residual risk profile in financial management.			

ASSET MANAGEMENT IMPLICATIONS

Several findings reinforce the need to continue the Shire's Enterprise Resource Planning (ERP) and systems modernisation program, which underpins the integrity of asset, payroll, procurement and financial records.

The Asset Management Plan and, interdependently, the Long-Term Financial Plan also rely on accurate cost journals and disciplined capitalisation processes, which are addressed by findings F36 and F37.

These Plans are due to be revisited as per regulations in 2026.

Continued investment in records management and asset register integrity (including the verification of land and building ownership identified in the OAG's 30 June 2024 Management Letter) is required.

GREAT SOUTHERN VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

However, it must be noted there may be opportunities to collaborate with Great Southern VROC Member Councils to improve liquidity and scale, share common policy and regulatory frameworks and ICT/cyber security uplift to improve efficiency and reduce risk across the region.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL MOTION

That Council:

1. Receives the Internal Financial Management Review 2026, prepared by the Chief Executive Officer (CEO), in accordance with Regulation 5(2)(c) of the Local Government (Financial Management) Regulations 1996;
2. Endorses the prioritisation of the open Extreme and High residual-risk findings detailed in the attached Findings Register for action within the next 12 months; and
3. Requires the recommendations and observations raised within the report to be placed on the risk action register and reported back to the Audit, Risk and Improvement Committee and Council on a quarterly basis for monitoring.
4. For probity and best practice governance the next triennial Financial Management Review be undertaken by an external Forensic Accountant selected by the CEO going to market with an Expression of Interest.

MOTION #:	78/26
MOVED:	Cr Mitchell
SECONDED:	Cr Mickle
VOTE:	6/0
FOR:	Cr Bilney, Cr Mathwin, Cr Wieringa, Cr Mickle, Cr Mitchell, Cr Michael
AGAINST:	Nil

9.4.7 APPROPRIATENESS OF THE EMPLOYEE LEAVE RESERVE TO FUND EMPLOYEE LEAVE LIABILITIES

REPORTING OFFICER:	Grant Thompson - Chief Executive Officer
DATE:	Monday, 20 July 2026
ATTACHMENT(S):	Nil

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

DECLARATION OF INTEREST

Declaration of Conflict of Interest - Financial: The CEO and Author of this report has accrued leave benefits as an employee of the Shire and, although unlikely, may be affected by any decision.

PURPOSE OF THIS REPORT

The purpose of this report is to advise Council on the status and appropriateness of the Employee Leave Reserve to fund the Shire’s accrued employee leave liabilities, and to seek Council’s direction on the preferred funding posture for the reserve in future budget cycles.

BACKGROUND

The Shire’s Employee Leave Reserve is a restricted cash reserve established under section 6.11 of the *Local Government Act 1995* for the purpose of funding annual and long service leave requirements.

Employee Benefits Restricted Financial Reserve - Terms of Reference (ToR) reads as:

> "*to be used to fund annual and long service leave requirements.*"

Council Policy 2.1.6 - Financial Governance provides that:

> *at a minimum, the reserve should fund the Shire’s requirement for: the EBA sick leave liability under clause 29 of the Shire of Kojonup Team Member Agreement and the current portion of long service leave for staff with seven or more years’ service*.

At 30 June 2025, the audited Annual Financial Report recorded the Employee Leave Reserve balance as $296,408 against total employee benefit provisions of $618,814.

The employee benefits current liability is approximately $524,170, comprising annual leave of $365,727 and current long service leave of $158,443, with a further non-current long service leave provision of $94,599.

Table 1: sets out the employee leave liability by component. At 30 June 2025, the reserve balance of $296,408 compared with a total audited employee benefits liability of $618,814 and an audited current liability of approximately $524,170.

Table 1 - Employee leave liability by component ($)		
Component	Current ($)	Non-Current ($)
Long Service Leave	$158,442.73	$94,599.33
Annual Leave	$365,727.35	$0.00
Total current (AL + LSL)	**$524,170.08**	**$94,599.33**

All figures in this report are drawn from the audited Annual Financial Report as at 30 June 2025; for comparison, the Employee Leave Reserve is forecast to be approximately $304,000 by the end of June 2026.

The other matter to note is the discrepancy between the Shire Policy and the Terms of Reference of the reserve as described above. This report will consider a realignment with whichever profile the Council decides on funding for the financial reserve (Employee Benefits).

COMMENT

The benchmark analysis confirms the Employee Leave Reserve is only adequate against a minimum policy threshold but is not adequate against the Shire's broader near-term leave exposure or risk appetite as set out in **Table 2** below.

Table 2: Tests the Shire's current reserve balance against three coverage benchmarks - the statutory policy minimum, all leave, and the total current employee benefits liability - and summarises the resulting surplus or shortfall for each.

Table 2 - Reserve Coverage at a glance			
Coverage test	Requirement ($)	Surplus/(Shortfall) ($)	Outcome
Test A - Statutory minimum (Council Policy 2.1.6).	$282,873	+$13,535	104.8% - COVERED, but does not cover the Shire risk profile for current leave liability. Too low a threshold.
Test B - all leave	$618,814	($322,406)	Only 47.8% of liability covered- RISK NOT COVERED
Test C - Total current employee benefits liability	$524,170	($227,762)	56.5% of Current liability covered - RISK NOT COVERED

This report will layout the justification to change the Policy, Reserve Terms of Reference and a material increase to the Employee Benefits Reserve to satisfy the rias profile for the Shire in meeting its leave liabilities.

Employee Leave Reserve Cash Funding vs. Employee Benefits Liability Statutory Requirements

The research demonstrates there is no mandated, or *'official'* percentage in Australian Accounting Standards (AASB), the Fair Work Act, or state/territory long service leave legislation that mandates an organisation how much cash to hold against its employee benefits liability.

Neither AASB 119, the *Local Government Act 1995*, nor the WA leave-entitlement legislation prescribes a specific cash-funding percentage for employee leave liabilities.

Accounting standards govern recognition and measurement of the liability - they are silent on funding it with cash. Currently, the only applicable funding benchmark for the Shire is therefore the statutory minimum defined in ***Council Policy 2.1.6***, supplemented by the reserve terms of reference (to fund AL and LSL requirements) and contextualised by AASB 119 normal corporate practice.

That said, based on how the liability is structured under AASB 119 and corporate treasury benchmarks, a defensible position is as follows:

"*Hold cash equal to the portion of the employee benefits current liability - i.e. the amount expected to be settled within 12 months*". In the public sector it appears in practice this minimum is typically ~40% of the total employee benefits liability (current and non current), with a conservative full-coverage target being 100% of the annual leave balance plus the current portion of long service leave.

Unfortunately for the Shire the Annual Leave current liability is a sizeable quantum and the above AASB/Corporate practice benchmark is possibly not relevant to a Not for profit (NFP) /Local Government risk profile.

Table 3: sets out how each leave component is treated under AASB 119 and its associated cash-risk profile:

Table 3 - AASB 119 treatment and cash-risk profile by leave component		
Component	**AASB 119 treatment**	**Cash-risk profile**
Annual leave	Short-term benefit, measured at nominal (undiscounted) value	High - cashable on resignation at any time
Long service leave (LSL) - current / vested	Long-term benefit; vested portion presented as current	Medium-high - payable on exit once vested
LSL - non-current / pre-conditional	Measured at present value (discounted), probability-weighted for turnover, salary growth, mortality	Lower - many employees never reach eligibility
Termination & post-employment	Per AASB 119 rules	Event-driven

The practical implication of this benchmark is that a large proportion of the total liability - the non-current LSL - is discounted and probability-weighted downward to reflect the likelihood that many employees will leave before the entitlement vests. It is not certain this discounting fully reflects the Shire's position, given the size of its current LSL liability relative to the non-current portion (**refer Table 1**).

What all this means is the Shire has a large number of Team Members that are eligible (past the seven-year threshold) to either take or be paid out their LSL within a 12 month timeframe. This is also compounded by an ageing workforce who may be close to retirement.

The portion of the current LSL liability is 53.5% of the current Employee Leave Reserve leaving only 46.5% to cover the Annual Leave current liability of $365,727.35 or Vice Versa the LSL liability is not fully covered by the Reserve and only a portion of the Annual leave current liability is covered. Either way this creates a material gap in the Shires ability to fund its current liabilities.

In reality, the Council does not need cash sitting against the entire liability figure; the pragmatic funding target sits at a more prudent level but certainly above the current reserve level.

Practical Benchmark Tiers

Applying a framework to local-government, four broad funding postures can be identified and should be considered. Table 3 summarises each position, the indicative cash holding as a percentage of the total employee benefits liability, and the rationale, providing Council with a reference scale against which the Shire's current position can be benchmarked.

For noting is the "*Best-practice guidance*" for specialist Not-For-Profit (NFP)/CFO advisor's recommendation:

> "Recommend setting aside funds and holding cash on hand for leave entitlements, ideally in a dedicated/quarantined account, but quantify it as enough to meet expected payouts (in 12 months) rather than a fixed % of the whole liability."

Table 4: sets out different funding positions for the Council to consider.

Table 4: Practical Benchmark funding postures for an NFP/Local Government		
Funding posture	Cash as % of total employee benefits liability	Rationale
Minimum / prudent floor	~40% (close to the current portion)	Is meant to cover what is estimated to be payable within 12 months.
Conservative target	~50-60% of total liability	Current portion plus a buffer for turnover spikes and key-person exits.
Fully funded (risk-averse / NFP best practice)	100% of annual leave + vested LSL (often ~40-60% of total)	Specialist NFP accountants recommend *quarantining* cash in a dedicated account to avoid shortfalls on sudden resignations.
Over-funded	Approaching 100% of the total (incl. discounted non-current LSL)	Generally unnecessary- ties up cash against a probability-weighted, discounted liability that may never crystallise.

On this scale, a defensible position for the Shire sits close to the "conservative target" and the "Fully Funded (Risk Averse NFP best practice)" tiers- that is, cash coverage sufficient to meet the current portion of the liability with a modest buffer for turnover spikes and key-person exits recommended at between 50-60% of the total liability.

It is important to note that the Shire's current financial situation means that it is not in a position to fully fund the reserve to cover the whole current liability of $524,170.08.

Reserves approaching full coverage of a total liability (including the discounted non-current LSL) are generally regarded as over-funded for a workforce of the Shires size, and for an NFP.

While the Policy definition is technically satisfied, this threshold is low and is recommended to be adjusted upward; retaining it would leave the Shire exposed to a higher liability that would need to be funded from municipal accounts in any given financial year.

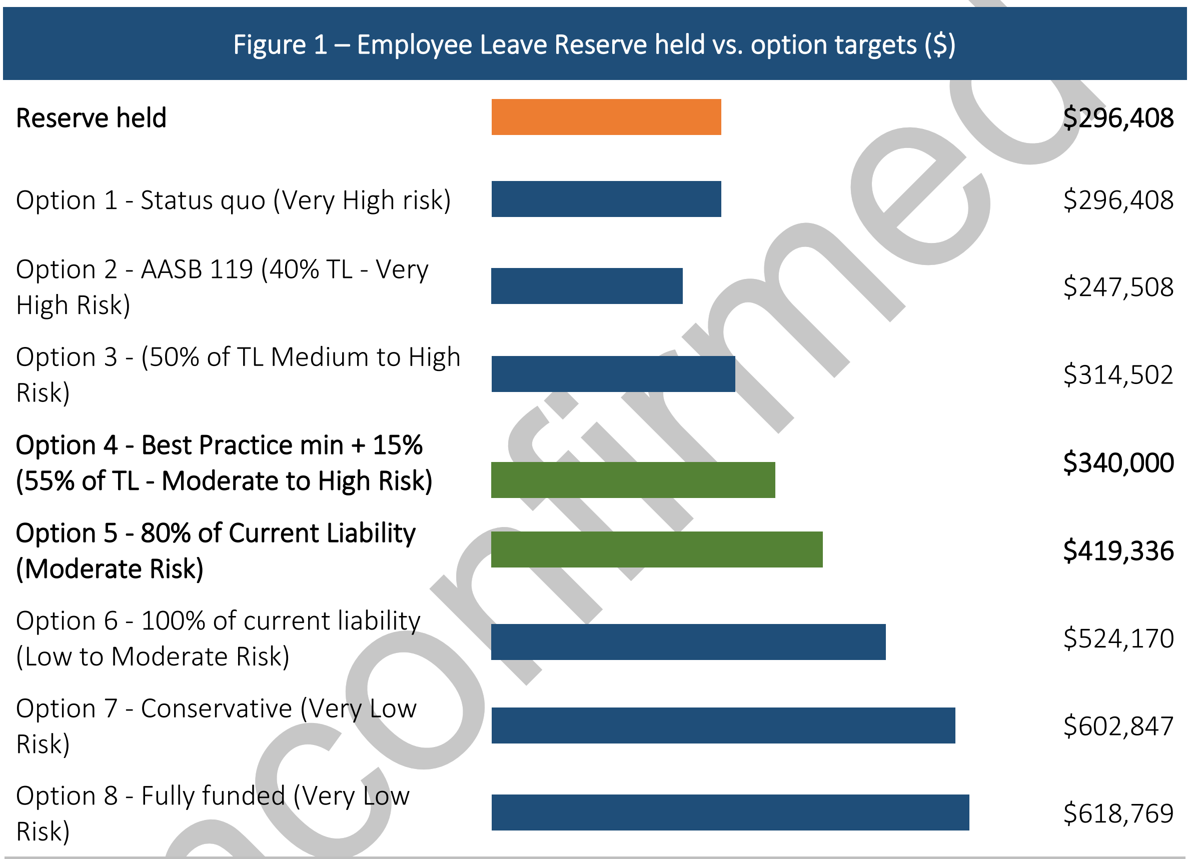
The reserve's terms of reference is also not being met, as the current liability is not covered. Given the size of the current liability, it is not considered financially achievable to fund 100% of the $524,170 current liability; rather, Council should determine how much risk it is prepared to carry each financial year and fund a lower portion of that liability accordingly.

Table 5: Sets out the eight (8) funding postures researched for Council's consideration:

Table 5 - Funding posture options for Council consideration				
Option	Target reserve ($)	Top-up required ($)	Risk	Considerations
Option 1 - Maintain status quo	$296,408	Nil	Very High	Meets regulatory minimum on current estimates only; meets Shire policy; carries material residual risk against annual leave and total current liability; no cash-flow impact. **Not recommended.**
Option 2 - AASB regulatory standard (40% of total liability)	$247,508	Nil	Very High	Meets AASB benchmark only; reserve held already exceeds this target. Carries material residual risk against annual leave and total current liability. **Not recommended.**
Option 3 - 60% coverage of current liability	$314,502	$18,094	High	Small cash-flow impact; aligns with the policy floor; does not address the broader workforce risk profile. **Considered**
Option 4 - Lift + 15%, 60% coverage of current liability, verification buffer	$340,000	$43,592	High to Moderate	Provides margin against the unverified sick-leave estimate; modest cash-flow impact; aligns with the policy floor. **Considered**
Option 5 - 80% coverage of current liability	$419,336	$122,928	Moderate	Current liability not fully covered; a modest, staged approach that materially reduces residual risk without the capital-tie of full coverage. **Considered**
Option 6 - Lift to portion of total current liability (100% current)	$524,170	$227,762	Low	Funds all current leave realistically payable within 12 months (AASB 119 compliant); phased top-ups required over at least 4 budget cycles. **Low-risk option, not viable in the short term.**
Option 7 - Lift to conservative target (current portion + 15% buffer)	$602,847	$306,439	Very Low	Optimal risk-averse posture; addresses elevated turnover and ageing-cohort risk; ties up capital against discounted non-current LSL that may not crystallise; phased top-ups required over at least 4

				budget cycles. Funding Not achievable in short timeframe. **Not Recommended**
Option 8 - Fully fund total liability (100% coverage)	$618,769	$322,361	Very Low - Overfunded	Maximum risk-averse posture; ties up capital against discounted non-current LSL that may not crystallise; addresses elevated turnover and ageing-cohort risk; phased top-ups required over at least 4 budget cycles. Funding Not achievable in short timeframe. **Not Recommended**

Figure 1: Highlights the option targets for Council consideration.



Bar widths are scaled proportionally to dollar value relative to the maximum ($618,769). Orange = current reserve held; green = recommended option; dark blue = other options.

Based on the options analysed, the financial position of the Shire to fund large reserves, and the risk profile of the quantum of leave being paid out in Twelve (12) months or less, the Author requests Council to consider the following:

1. That the minimum Council Policy threshold is removed and not used as it presents a very low threshold and doesn't control the risk profile.
2. Neither is the Author recommending that the reserve be funded to 100% of the total leave liability, as this would unnecessarily tie up cash against liabilities that may not crystallise in the near term, effectively overfunding the reserve.

   If all leave is included, the combined cash-at-risk requirement increases to approximately $618,769.
3. **Option 6, 7 & 8** are material financial gaps compared to the actual reserve balance. Funding either of these targets would require a significant cash injection, even staged over five years or more and it seems impractical to achieve this result in the current

economic climate and is not recommended.

4. Unless a catastrophic event took place it is an unlikely scenario that all the leave liability would be required to be paid in one year.

   A short-term step in the right direction is recommended: a balanced financial **floor** target of '**60% of current liability plus a 15% buffer**' - equating to approximately $340,000, or 55% of the total liability - representing a modest $43,592 increase to the reserve that is achievable in the medium term.

5. That Council apply a **ceiling** target of '**80% of the current liability**' ~$420,000 to offset the risk of an ageing workforce. This equates to 68% of the total liability or a target increase of $122,928. Still within the realms of achievability and could be funded over three (3) to four (4) year budget cycles.

6. That Council set an effective '**floor**' and '**ceiling**' range between $340,000 and $420,000 for the reserve to be sitting within, (55% to 68% of the total liability). This matches best practice and industry benchmark targets.

   In all probability, this represents a range most likely to crystallise as a near-term cash obligation through annual leave, vested long service leave over a twelve-month timeframe and a fluid, ageing workforce.

In summary, while the Employee Leave Reserve is compliant with the minimum Council Policy threshold, that threshold is itself set too low and does not adequately fund the Shire's practical current leave liability risk over a twelve-month timeframe.

CONSULTATION

Chief Executive Officer;
Shire President;
Briefing Session;
Annual Financial Report for the year ended 30 June 2025.

STATUTORY REQUIREMENTS

The Employee Leave Reserve is established and maintained under section 6.11 of the *Local Government Act 1995*. Any change to the purpose of the reserve, or use of reserve money for another purpose, requires an **absolute majority** resolution and must be dealt with in accordance with section 6.11, including one month's local public notice (unless disclosed in the annual budget) and disclosure in the annual financial report.

The recommendation does not change the reserve's purpose, which remains to fund annual and long service leave requirements, as set out in the following section of the Act:

Table 6: *sets out the legislation and accounting standards that establish the framework within which the Employee Leave Reserve is held, the employee benefits liability is recognised and measured, and any change to the purpose or use of the reserve must be authorised.*

Table 6 - Legislative and accounting framework

Reference	Requirement / relevance
Local Government Act 1995 (WA), s. 6.11 - Reserve accounts	(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. (5) Regulations may prescribe the circumstances and the manner in which a local government may set aside money for use for a purpose in a future financial year without the requirement to establish and maintain a reserve account.
Local Government Act 1995 (WA), s. 6.11- Reserve accounts	Establishment and maintenance of a reserve account for each future-year purpose; one month's local public notice (unless disclosed in annual budget) and absolute majority required to change the purpose, or use money for another purpose; change to be disclosed in the annual financial report.
Local Government Act 1995 (WA), s. 6.5, s. 6.7, s. 6.8	CEO's duty to keep proper accounts; municipal fund framework within which restricted cash reserves operate; authorisation of expenditure.
Local Government (Financial Management) Regulations 1996 (WA), reg. 27(g)-(ga)	Notes to the annual budget must disclose, for each reserve account, the opening balance, amount to be set aside, amount to be used, closing balance, and the purpose (including whether it is related to a government policy/direction, a written law or an agreement).
Local Government (Financial Management) Regulations 1996 (WA), reg. 38	Information about reserve accounts to be included in the annual financial report (purpose, movements, opening/closing balances and classification of purpose).
Local Government (Financial Management) Regulations 1996 (WA), reg. 18	Limited circumstances in which local public notice is not required to change the use of money in a reserve account.
Minimum Conditions of Employment Act 1993 (WA)	Statutory minimum entitlements for annual leave and personal/sick leave for State-system employees.

Long Service Leave Act 1958 (WA)	Statutory long service leave entitlement (7 years' continuous service to pro-rata vesting, 10 years' to full entitlement under State LSL provisions) underpinning the LSL component of the leave provision.
Corporations Act 2001 (Cth), s. 334 / AASB 119 *Employee Benefits*	Governs recognition and measurement of the employee benefits liability (annual leave as a short-term, undiscounted benefit; LSL split between current/vested and non-current/discounted components). The standards do not mandate a cash-funding percentage- funding is a treasury/risk decision.

In summary, the legislative framework requires the Shire to establish, maintain, and properly disclose the Employee Leave Reserve, and to follow due process if its purpose or use is changed, but it does not prescribe how much cash must be held against the liability.

POLICY IMPLICATIONS

Council Policy 2.1.6 - Financial Governance is directly relevant, as it sets the minimum funding expectation for the reserve and requires the CEO to conduct an annual appropriateness review. The recommendation in this report strengthens the reserve above that minimum threshold and sets a target range; a Policy amendment is recommended to realign the targets if adopted.

Table 8: sets out the Council policies, reserve terms of reference and supporting strategic documents that frame the local context against which the appropriateness of the Employee Leave Reserve is tested.

Table 8 - Council policies, reserve terms of reference and strategic documents	
Reference	**Requirement / relevance**
Council Policy 2.1.6- Financial Governance (Cash Reserves)	Sets the goal that the Employee Leave Reserve, as a minimum, fund the EBA clause 29 sick leave liability and the current portion of LSL for staff with 7+ years' service. Also requires the CEO to conduct an annual review of reserve appropriateness for Council.
Employee Leave Reserve- terms of reference (Annual Financial Report Note 38)	"To be used to fund annual and long service leave requirements." Establishes the permitted use of money in the reserve.
Reserve Appropriateness Review 2025/2026 (April 2026 Council resolution)	Confirms continuation of the Employee Leave Reserve and prioritisation of restoring/strengthening Employee Leave reserve balances ahead of new reserves.
Shire of Kojonup Annual Leave Policy (Draft CEO Review undertaken June 2026 to be presented to Council)	Sets out the entitlement, accrual and cash-out arrangements for annual leave; payout obligations on termination feed the current portion of the annual leave liability.
Shire of Kojonup Workforce & Diversity Plan 2023-2027	Provides workforce profile (FTE, age, tenure, turnover) supporting the risk context for setting the funding target.

The Policy and ToR of the reserve require review and should be tightened and aligned into a clearer targeted requirement for the Shire.

FINANCIAL IMPLICATIONS

Adopting the recommended funding posture would set a target Employee Leave Reserve balance of between $340,000 and $420,000, but the terms of reference and Council Policy would need to reflect the new targeted range to cover the risk portion of the total Employee Benefits Liability (EBL).

In the short term this requires a minimum top-up of approximately $45,000 in the medium term to meet the lower end of the range.

The financial impact can be managed through staged annual transfers in a scheduled payment pattern. This is subject to Council's annual budget deliberations and free cash-flow capacity in any given year.

RISK MANAGEMENT IMPLICATIONS

RISK MANAGEMENT FRAMEWORK			
Risk Profile	Risk Description/Cause	Key Control	Current Action
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	Leave Provision Management
RISK RATING:	HIGH - INADEQUATE		
IMPLICATIONS			
If the Employee Leave Reserve is maintained only at the minimum policy threshold, the Shire remains exposed to unfunded cash demand from annual leave and vested long service leave. A staged increase to the current liability target materially reduces that exposure while avoiding the full capital tie-up associated with funding the total liability, including discounted non-current long service leave that may not crystallise. The Employee Leave Reserve may be insufficient to meet near-term cash obligations arising from annual leave and vested long service leave if multiple resignations, retirements or key-person exits occur within a short period.			

ASSET MANAGEMENT IMPLICATIONS

Nil.

GREAT SOUTHERN VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil.

VOTING REQUIREMENTS

Absolute Majority.

OFFICER RECOMMENDATION/COUNCIL MOTION

That Council:

1. Receives the report on the appropriateness of the Employee Leave Reserve to fund employee leave liabilities dated 23 June 2026.
2. Notes that the Employee Leave Reserve at 30 June 2025 was $296,408 and only meets a statutory minimum threshold defined in Council Policy 2.1.6 - Financial Governance but does not cover the Shires risk funding profile.
3. Notes that the Employee Leave Reserve does not cover the total employee benefits current liability of approximately $524,170, with an estimated shortfall of $227,762.
4. Adopts a ranged option of a Floor and Ceiling minimum $340,000 to a maximum $420,000 being a funding posture that lifts the Employee Leave Reserve to cover a material amount of the current leave liability risk.
5. Publicly Advertises the changes as per Local Government ACT 1995 - Sect. 6.11 - Reserve accounts.
6. Council approves a staged approach to reaching the target range and will consider the amount of reserve transfer necessary within the budget creation process year on year.
7. Requests the Chief Executive Officer to report annually to Council on the Employee Leave Reserve appropriateness in accordance with Council Policy 2.1.6.
8. Update the Shire Policy 2.1.6 to reflect the upward threshold changes as presented and approved by Council;
9. Update the current Terms of Reference of the Shire Employee Leave Benefits Reserve to reflect the upward threshold changes as presented and approved by Council.

MOTION #:	79/26
MOVED:	Cr Michael
SECONDED:	Cr Mickle
VOTE:	6/0
FOR:	Cr Bilney, Cr Mathwin, Cr Wieringa, Cr Mickle, Cr Mitchell, Cr Michael
AGAINST:	Nil

9.4.8 SHIRE OF KOJONUP INTEGRITY PLAN 2025-2027

REPORTING OFFICER:	Grant Thompson – Chief Executive Officer
DATE:	Monday, 20 July 2026
ATTACHMENT(S):	9.4.8.1 – Shire of Kojonup Integrity Plan 2025-2027

'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 SoKO Monitoring and Reporting

DECLARATION OF INTEREST

Nil.

PURPOSE OF THIS REPORT

The purpose of this report is to seek Council consideration and adoption of the Shire of Kojonup Integrity Plan 2025-2027 and to note the supporting 2026 Implementation Plan and Integrity Maturity Dashboard as practical tools for strengthening integrity, accountability, governance oversight and public trust.

BACKGROUND

The Shire has prepared an Integrity Plan to provide a coordinated, risk-based and practical framework for preventing, detecting, responding to and continuously improving the management of fraud, corruption, misconduct and broader integrity risks.

The Plan applies to Elected Members, Committee Members, the Chief Executive Officer, Team Members, Contractors, Consultants, Volunteers and any other person undertaking work or exercising authority on behalf of the Shire.

It is supported by an implementation schedule, annual reporting template and maturity self-assessment dashboard that align integrity actions with governance, risk, internal control, reporting, training and oversight responsibilities.

COMMENT

The Integrity Plan formalises the Shire's expectation that all people who work for, represent or do business with the organisation act honestly, lawfully, respectfully and in the public interest. It brings together existing governance instruments, including the codes of conduct, policy manual, risk management framework, delegations, complaint processes, public interest disclosure procedures and public registers, into a single operating framework for integrity management.

The attached implementation workbook identifies 15 detailed implementation actions across five phases: establishing foundations, reviewing risks and controls, building capability and culture, strengthening reporting and response arrangements, and embedding oversight and continuous improvement.

The current maturity assessment records an average current maturity score of 2.31 against a target of 3.46, with priority improvement areas including internal controls and audit, fraud and corruption detection, organisation culture, response to breaches, and self-analysis and review.

Adoption of the Plan will not create a separate compliance regime; rather, it will clarify accountabilities, provide a structured basis for reporting progress through the Audit, Risk and Improvement Committee and Council where required and make the governance task visible within the organisation.

The Plan also supports recent Western Australian local government integrity reforms, including the commencement of the Local Government Inspector, updated breach pathways, and strengthened expectations for audit, risk and improvement oversight.

CONSULTATION

The Integrity Plan has been prepared by the Chief Executive Officer with reference to the Shire's existing governance framework, policy manual, risk management arrangements, public registers, internal control obligations and the WA Public Sector Commission integrity framework resources.

The implementation schedule is intended to be reviewed with the Leadership Team and reported through the Audit, Risk and Improvement Committee as part of ongoing governance oversight.

STATUTORY REQUIREMENTS

The Integrity Plan is informed by, and supports compliance with, the *Local Government Act 1995, Local Government Regulations, Corruption, Crime and Misconduct Act 2003, Public Interest Disclosure Act 2003, State Records Act 2000, Freedom of Information Act 1992* and related governance, conduct, complaint, procurement, financial management and recordkeeping obligations.

The Plan also recognises the new Local Government Inspector framework and contemporary expectations for breach reporting, transparency, internal control, risk management and continuous improvement.

POLICY IMPLICATIONS

The Plan is consistent with the Shire's Policy Manual and is intended to operate alongside the Employee Manual, Employee and Elected Member Codes of Conduct, Risk Management Plan, Business Continuity and Disaster Recovery Plan, Volunteer Management Plan, Public Interest Disclosure Procedure, complaint processes and supporting governance instruments.

The implementation plan includes review actions to confirm that integrity-related policies, procedures, manuals and public registers remain current, accessible and allocated to responsible officers.

FINANCIAL IMPLICATIONS

There are no direct financial implications arising from adoption of the Integrity Plan.

Implementation is expected to be managed within existing operational resources and governance work programs. Any future resourcing implications arising from audit activity, training, system improvements or external advice will be considered through the ordinary budget and management reporting processes.

RISK MANAGEMENT IMPLICATIONS

RISK MANAGEMENT FRAMEWORK			
Risk Profile	**Risk Description/Cause**	**Key Control**	**Current Action**
3. Compliance	Ineffective policies & processes	Audit Risk & Improvement Committee	Risk review
RISK RATING:	**HIGH/INADEQUATE**		
IMPLICATIONS			
Adoption of the Integrity Plan reduces governance, compliance and reputational risk by establishing a clear framework for integrity expectations, roles, reporting pathways, control assurance, breach response, training and continuous improvement. Failure to adopt or implement the Plan may reduce the Shire's ability to demonstrate a mature, coordinated and evidence-based approach to integrity management.			

ASSET MANAGEMENT IMPLICATIONS

Nil direct asset management implications. The Plan supports appropriate stewardship of public assets through stronger controls over procurement, delegations, records, information, fleet, plant, equipment and other Shire resources.

GREAT SOUTHERN VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil direct Great Southern VROC implications. The Plan may support future regional benchmarking, shared learning and governance improvement discussions where integrity, risk, audit or compliance practices are considered across the region.

VOTING REQUIREMENTS

Simple Majority.

OFFICER RECOMMENDATION/COUNCIL MOTION

That Council:

1. Adopts the Shire of Kojonup Integrity Plan #1.0 2025-2027 as an operational governance framework to strengthen integrity, accountability and public trust;
2. Notes the Integrity Implementation Plan 2026, including the phased implementation schedule and priority improvement actions;
3. Notes the Integrity Maturity Dashboard and current priority improvement areas identified through the self-assessment process; and
4. Requests the Chief Executive Officer to report implementation progress through the Audit, Risk and Improvement Committee and to Council where directed and required.

MOTION #:	80/26
MOVED:	Cr Mickle
SECONDED:	Cr Mitchell
VOTE:	6/0
FOR:	Cr Bilney, Cr Mathwin, Cr Wieringa, Cr Mickle, Cr Mitchell, Cr Michael
AGAINST:	Nil

The Deputy Chief Executive Officer left the meeting at 4.28pm.

Cr Mathwin left the meeting at 4.28pm and returned at 4.29pm.

9.4.9 RISK MANAGEMENT PLAN REVIEW 2026

REPORTING OFFICER:	Grant Thompson - Chief Executive Officer
DATE:	Monday, 20 July 2026
ATTACHMENT(S):	9.4.9.1 - Risk Management Plan Review 2026 CEO

'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 Monitoring & Reporting

DECLARATION OF INTEREST

Nil

PURPOSE OF THIS REPORT

The purpose of this report is for Council to consider the reviewed Shire of Kojonup Risk Management Plan and endorse its continued implementation as the practical framework for identifying, assessing, treating, monitoring, escalating and reporting strategic, corporate, operational, project, financial, compliance and work health and safety risks across the organisation.

BACKGROUND

The Shire's Risk Management Plan provides the practical framework for applying risk management across Council decision-making, administration, service delivery and projects. The reviewed Plan confirms that risk is to be managed consistently through identification, analysis, evaluation, treatment, monitoring, review and reporting, aligned with AS ISO 31000 principles and the Shire's governance responsibilities.

The Plan supports the Risk Management Policy by setting a roadmap by which to implement the Polic. The plan maps out roles and responsibilities for Council, the CEO, leadership and management, a Management Review Committee, risk owners and work health and safety representatives.

It also strengthens the link between risk management, integrated planning, budgeting, procurement, project governance, audit, business continuity and statutory compliance.

COMMENT

The reviewed Risk Management Plan is intended to be the Shire's operational roadmap for applying the Risk Management Policy in practice.

It moves risk management beyond a policy statement and sets out how risk is to be identified, assessed, prioritised, treated, monitored and reported across Council decision-making, corporate planning, service delivery, work health and safety, financial management, asset management and project delivery.

The Plan is designed to support a more mature and consistent risk culture, where risks are visible, accountable, escalated where required and linked to treatment actions rather than being managed informally or in isolation.

The Plan confirms that risk management is not a stand-alone compliance exercise. It is intended to be embedded into ordinary business processes, including Council and committee reports, annual budgeting, long-term financial planning, procurement, contracts, asset renewal, workforce planning, project management, emergency management, business continuity, audit and statutory compliance.

This approach ensures that risks are considered before decisions are made, monitored during implementation and reviewed after actions, projects or incidents occur.

A key feature of the reviewed Plan is the clearer allocation of roles and responsibilities. Council retains oversight of strategic and material risks; the CEO is responsible for implementation and escalation; managers and risk owners are responsible for maintaining current risk information and progressing treatments; and the Management Review Committee provides an internal review pathway for risks that cannot be closed out at officer level.

The Independent Audit Risk and Improvement Committee provides a further assurance and oversight pathway for risk management, internal controls and legislative compliance.

Plan component	What the Plan provides	Council relevance
Risk governance	Defines the roles of Council, CEO, management, risk owners, MRC, ARIC and WHS representatives.	Clarifies governance oversight and escalation of material risks.
Risk appetite and assessment	Uses consequence, likelihood, risk-rating and control-effectiveness criteria to prioritise risks.	Supports consistent decision-making and proportional management response.
Risk registers and reporting	Requires risks to record owners, ratings, controls, treatments, due dates, funding status, review dates and escalation pathways.	Improves visibility of unresolved, overdue, unfunded or escalating risks.
Critical controls	Introduces Critical Control Management for material risks where failure of a key control could have serious consequences.	Strengthens assurance over high-consequence risks such as WHS, cyber, emergency management, financial controls and project governance.
Implementation and culture	Sets milestones for MRC governance, risk appetite, dashboards, reporting, training, assurance reviews and risk-register integration.	Provides Council with a clear pathway for monitoring implementation progress.

The Plan also provides a practical implementation program rather than requiring all risk maturity improvements to occur immediately.

Current priorities include confirming the Management Review Committee (MRC) governance and meeting cycle, finalising risk appetite and reporting thresholds, integrating the strategic risk register with Council and management reporting, improving dashboard and action tracking, communicating risk expectations to team members and commencing targeted control assurance reviews.

This staged approach is appropriate because some risk treatments may require future resourcing, budget consideration, training or process change.

Council endorsement of the reviewed Plan does not of itself resolve every risk currently recorded by the Shire.

Rather, it confirms the framework, responsibilities and reporting discipline required to ensure those risks are visible, assigned, treated and escalated appropriately. It also provides a stronger basis for future Council reports to identify strategic, financial, asset, compliance, project and WHS risks in a consistent manner.

CONSULTATION

The reviewed Plan has been prepared by the Chief Executive Officer having regard to the Shire's current Risk Management Policy, risk governance requirements, risk register and implementation needs.

Further consultation will occur with the Management Review Committee (MRC), Audit Risk and Improvement Committee (ARIC), managers and risk owners as the Plan is implemented.

STATUTORY REQUIREMENTS

Section 5.56 of the *Local Government Act 1995* requires local governments to plan for the future of the district. The Risk Management Plan supports integrated planning and informed decision-making by embedding risk assessment into strategic, corporate, operational, financial, asset, workforce and project planning processes.

The Plan also supports the Shire's governance and assurance obligations under the Local Government (Audit) Regulations 1996, including the review of risk management, internal control and legislative compliance arrangements, and supports compliance with the Work Health and Safety Act 2020 where risks relate to workplace health and safety.

POLICY IMPLICATIONS

The reviewed Risk Management Plan is intended to operate alongside the Shire's Risk Management Policy and Risk Framework.

The accompanying policy review modernises Policy 2.3.4 by confirming Council's commitment to an organisation-wide risk management approach, clarifying roles and responsibilities, aligning terminology with AS ISO 31000:2018 and requiring material, High and Extreme risks, inadequate controls, critical control failures and overdue treatment actions to be escalated in accordance with the Plan.

FINANCIAL IMPLICATIONS

There are no immediate budget amendments arising from Council's consideration of the reviewed Risk Management Plan. Implementation will primarily be managed through existing governance, management, reporting and training processes.

Some treatment actions identified through risk registers, control reviews or project risk assessments may require future budget consideration, resourcing decisions or staged implementation where risks cannot be reduced within existing resources.

RISK MANAGEMENT IMPLICATIONS

RISK MANAGEMENT FRAMEWORK			
Risk Profile	**Risk Description/Cause**	**Key Control**	**Current Action**
3. Compliance	Ineffective policies & processes	Audit Risk & Improvement Committee	Risk review
RISK RATING:	HIGH/INADEQUATE		
IMPLICATIONS			
Endorsement of the reviewed Plan will reduce governance and operational exposure by clarifying responsibilities, strengthening escalation of material risks, improving treatment action visibility and supporting assurance over critical controls. If the Plan is not endorsed or implemented, the Shire may have reduced visibility of High and Extreme risks, inconsistent treatment monitoring, delayed escalation of inadequate controls and weaker evidence of risk management maturity.			

ASSET MANAGEMENT IMPLICATIONS

The reviewed Plan supports improved asset stewardship by requiring risk considerations to be applied to asset management planning, major capital works, renewal programs, critical asset failure risks, project variations and post-implementation reviews.

Any asset-related treatment actions requiring funding will be considered through normal budget, long-term financial planning and asset management processes.

GREAT SOUTHERN VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil direct regional implications. The Plan may assist future regional collaboration, shared services, emergency management, business continuity and project governance by providing a consistent internal approach to identifying, assessing and reporting risks associated with partnerships and resource-sharing arrangements.

VOTING REQUIREMENTS

Simple Majority.

OFFICER RECOMMENDATION/COUNCIL MOTION

That Council:

1. Accepts and approves the reviewed Shire of Kojonup Risk Management Plan 2026 as presented;
2. Endorses the continued implementation of the Risk Management Plan 2026 as the Shire's practical framework for identifying, assessing, treating, monitoring, escalating and reporting risk;
3. Notes that the Risk Management Plan 2026 supports the reviewed Risk Management Policy; and
4. Requests the Chief Executive Officer to progress implementation of the Plan, including risk appetite and reporting thresholds, risk registers, dashboard reporting, treatment action tracking, Management Review Committee oversight, training and periodic reporting to the Audit Risk and Improvement Committee and Council where directed or required.

MOTION #:	81/26
MOVED:	Cr Wieringa
SECONDED:	Cr Mitchell
VOTE:	6/0
FOR:	Cr Bilney, Cr Mathwin, Cr Wieringa, Cr Mickle, Cr Mitchell, Cr Michael
AGAINST:	Nil

9.4.10 REVISED RISK MANAGEMENT POLICY 2.3.4 – ADOPTION BY COUNCIL

REPORTING OFFICER:	Grant Thompson – Chief Executive Officer
DATE:	Monday, 20 July 2026
ATTACHMENT(S):	9.4.10.1 – Risk Management Policy 2.3.4 – Revised Draft (2026) 9.4.9.1 – Risk Management Plan Review 2026 CEO

‘*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 to consider and adopt the revised Risk Management Policy 2.3.4 (Version 5.0), which has been comprehensively reviewed and updated to align with AS ISO 31000:2018, current legislative requirements and contemporary local government risk-governance practice.

The Policy is the headline governance document and is supported by the Shire's Risk Management Plan and the 2026 Risk Framework, which together provide the detailed framework, registers and reporting mechanisms through which the Policy is implemented.

BACKGROUND

The Shire of Kojonup Risk Management Policy 2.3.4 was originally adopted on 17 November 2015 (Council Minute 183/15) and has since been reviewed and amended on m1 May 2019 (Minute 52/19), 19 November 2019 (Minute 156/19) and 16 November 2021 (Minute 135/21).

After this review the Policy will be due for its next review post July 2027 and will be aligned to the Shire's annual policy review cycle.

The current review has modernised the Policy to align with AS ISO 31000:2018 Risk Management - Guidelines, section 5.56 of the *Local Government Act 1995* (planning for the future of the district), the *Work Health and Safety Act 2020* (WA) and the risk management review obligations of the Audit Risk and Improvement Committee (ARIC) under the *Local Government (Audit) Regulations 1996*.

The Policy was benchmarked against other relevant and comparable Western Australian local government risk policies.

The modernised Policy is supported by two companion documents that give effect to it: the Shire's Risk Management Plan (reviewed May 2026 in a subsequent agenda item), which establishes the detailed framework for identifying, assessing, treating, monitoring, escalating and reporting risk; and the 2026 Risk Framework and Implementation plan, which provides the live Risk Register, Dashboard, Implementation Tracker and KPI Scorecard used to monitor the Shire's risk profile against the Policy's requirements.

COMMENT

The revised Policy (Attachment 9.4.10.1 – Risk Management Policy 2.3.4 – Revised Draft (2026)) is the headline governance document for risk management at the Shire. It sets out Council's commitment to an ISO 31000-aligned approach, clarifies roles and responsibilities from Council through to the CEO, Management Review Committee (MRC), Risk Management Co-ordinator and individual risk owners, and establishes the escalation, control-rating and reporting expectations that apply across the organisation.

The Policy is structured across twelve sections, summarised below.

Table 1: Structure of the Modernised Risk Management Policy 2.3.4

Section	**Key Content**
1-3	Purpose, Policy Statement and Definitions – commits Council to an ISO 31000-aligned, organisation-wide approach to risk.
4	Scope/Application – embeds risk in planning, budgeting, procurement, projects, WHS, emergency management and asset management.
5	Roles & Responsibilities – Council, ARIC, CEO, Leadership Team, MRC and Risk Management Co-ordinator.
6-7	Principles and Procedure – risk appetite, escalation thresholds and control-effectiveness ratings (Effective, Adequate, Inadequate, Not Rated).
8-9	Compliance, Monitoring & Breaches; Risk Management – annual review cycle and escalation of material, High and Extreme risks.
10-11	Legislation & Regulatory Basis; Related Documents – links the Policy to the Risk Management Plan and registers.
12	Human Rights/Equity & Inclusion – commitment to safety, wellbeing and fair treatment in risk management.

The Policy operates in conjunction with the 2026 Risk Framework, which is the Shire's live evidence base for monitoring the risk framework the Policy establishes.

As at the reporting date, the Shire's portfolio comprises 17 risk categories, of which 2 are rated Extreme, 14 High and 1 Moderate, with 6 categories currently assessed as having Inadequate controls and 37 open treatment actions.

Figure 1: Shire of Kojonup Strategic Risk Profile 2026 (by inherent exposure score)

Table 2: Shire of Kojonup Strategic areas of Priority based on the profile.

Table 2: Priority Risks – Highest Inherent Exposure (2026 Risk Register)				
Risk Category	Inherent Score	Rating	Control Rating	Open Actions
Artificial Intelligence	25	Extreme	Inadequate	5
Supplier-Contract	20	Extreme	Inadequate	0
Project-Change Management	16	High	Inadequate	3
Document Management	16	High	Inadequate	4
Financial Sustainability	15	High	Adequate	4

The two Extreme-rated categories, Artificial Intelligence and Supplier-Contract risk, together with the three High-rated categories with Inadequate controls, represent the Shire's most material exposures and are the priority areas that the modernised Policy and its Critical Control Management (CCM) provisions are intended to address.

The Policy's requirement that Extreme risks only be accepted with CEO, ARIC and Council oversight directly targets these categories.

Officer advice is that adoption of the revised Policy is warranted because it formally introduces:

Critical Control Management for the seven material risks most likely to cause a serious

1. safety,
2. service,
3. compliance,
4. financial, or
5. reputational

event.

Sets clear escalation thresholds tied to the control-effectiveness ratings already used in the Risk Register; and

Aligns governance oversight (Council, ARIC, MRC) with the CEO's obligation to report material, High and Extreme risks.

Adoption will not, of itself, resolve the Inadequate control ratings currently recorded against six risk categories; these remain subject to the treatment actions tracked in the Implementation Tracker and will continue to be reported to Council and ARIC until resolved.

CONSULTATION

Chief Executive Officer (Reviewer/Author of the Policy);
Audit Risk & Improvement Committee
Benchmarking review against comparable Western Australian local government risk policies (Katanning, Plantagenet, Donnybrook-Balingup, Serpentine-Jarrahdale, Albany, City of Perth), July 2026.

STATUTORY REQUIREMENTS

Local Government Act 1995 (WA), section 5.56 (planning for the future of the district / integrated planning). AS ISO 31000:2018 Risk Management – Guidelines. Work Health and Safety Act 2020 (WA) and associated Regulations. Local Government (Audit) Regulations 1996 (risk management review obligations of the Audit Risk and Improvement Committee).

POLICY IMPLICATIONS

This report proposes adoption of a modernised version of Policy 2.3.4 - Risk Management, replacing the version last amended 16/11/2021 (Minute 135/21).

The revised Policy is the Shire's overarching risk governance document and is directly supported by, and should be read together with, the Shire of Kojonup Risk Management Plan and the 2026 Risk Profile and Reporting Tool, both of which give practical effect to the Policy's requirements. No other adopted Council policies are affected.

FINANCIAL IMPLICATIONS

There is no direct cost associated with adopting the Policy itself.

RISK MANAGEMENT IMPLICATIONS

RISK MANAGEMENT FRAMEWORK			
Risk Profile	**Risk Description/Cause**	**Key Control**	**Current Action**
3. Compliance	Ineffective policies & processes	Audit Risk & Improvement Committee	Risk review
RISK RATING:	HIGH/INADEQUATE		

IMPLICATIONS

If the revised Policy is not adopted, the Shire's risk governance arrangements will remain based on the 2021 version of the Policy, which does not reflect current ISO 31000:2018 guidance, does not formally introduce Critical Control Management for the Shire's most material risks, and may not adequately support ARIC and Council oversight of the 2 Extreme and 14 High-rated risk categories currently recorded in the Risk Register. This increases the likelihood that material control weaknesses are not escalated and that the Shire's governance arrangements fall behind comparable Western Australian local governments.

ASSET MANAGEMENT IMPLICATIONS

The revised Policy applies risk management principles to asset planning and renewal decisions. The Risk Register identifies Asset Sustainability as a High risk (inherent score 12) with Inadequate controls, and the Risk Management Plan's Critical Control Management provisions specifically address critical asset failure (e.g. bridges, key roads, sewerage, public buildings). Adoption of the Policy strengthens governance oversight of asset renewal and condition-inspection reporting to the Management Review Committee (MRC) and Council but does not itself commit any additional asset funding.

GREAT SOUTHERN VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil. The revised Policy does not alter any existing Great Southern VROC project arrangements. Where future shared-service, resource-sharing or regional partnership arrangements are considered, the Policy's scope (section 4) already requires risk management to be applied to partnerships and shared-service arrangements.

VOTING REQUIREMENTS

Simple Majority.

OFFICER RECOMMENDATION/COUNCIL MOTION

That Council:

1. **Adopt the revised Risk Management Policy 2.3.4 (Version 5.0), as set out in Attachment 9.4.10.1 Risk Management Policy 2.3.4 – Revised Draft (2026), effective from the date of this meeting, replacing the version amended 16/11/2021 (Minute 135/21); and**
2. **Note that the Policy is supported by, and should be read in conjunction with, the Shire of Kojonup Risk Management Plan (Attachment 9.4.10.2 Risk Management Plan Review 2026 CEO) and the 2026 Risk Framework (too large to attach).**

MOTION #:	82/26
MOVED:	Cr Michael
SECONDED:	Cr Mickle
VOTE:	6/0
FOR:	Cr Bilney, Cr Mathwin, Cr Wieringa, Cr Mickle, Cr Mitchell, Cr Michael
AGAINST:	Nil

Cr Wieringa left the meeting at 4.34pm and re-entered the meeting at 4.35pm.

9.4.11 ARTIFICIAL INTELLIGENCE POLICY – ADOPTION FOR COUNCIL CONSIDERATION

REPORTING OFFICER:	Grant Thompson – Chief Executive Officer
DATE:	Monday, 20 July 2026
ATTACHMENT(S):	9.4.11.1 - Draft Artificial Intelligence Policy 9.4.11.2 - 17) Artificial Intelligence Risk Profile 9.4.11.3 - AI Microsoft Copilot Implementation Risk Assessment

'*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 Monitoring and Reporting

DECLARATION OF INTEREST

Nil.

PURPOSE OF THIS REPORT

The purpose of this report is to present a draft Artificial Intelligence Policy to Council for consideration and adoption. The policy has been prepared by the Chief Executive Officer to establish an ethical, secure and accountable framework, governing the use of Artificial Intelligence tools across the Shire of Kojonup.

The report also informs and presents to Council a formal risk assessment undertaken and added to the Risk Framework, as directed by the Audit Risk & Improvement Committee (ARIC), and that identified AI-related risks have been considered and integrated into this Policy and the Shire Risk Framework.

BACKGROUND

Artificial Intelligence (AI) tools, including generative AI platforms and in particular Microsoft 365 Copilot, are increasingly being used across local government operations. The rapid proliferation of AI technologies presents both significant opportunities but also material risk for local governments, including risks relating to data privacy, cyber security, regulatory compliance, bias and the inappropriate use of sensitive information.

In response to these emerging risks, the Shire of Kojonup commenced developing an AI Policy in 2026. Tab 17: 2026 Risk Framework, identified Artificial Intelligence and Microsoft Copilot Practices as a new and significant organisational risk, with an overall risk rating of **EXTREME** (Consequence: Catastrophic; Likelihood: Possible; Score: 20), and with existing controls assessed as **Inadequate**.

Mainly, due the fact this is a new rapidly evolving technology and the controls are not in place in the Shire as yet. The adoption of this Policy and Risk Framework will act toward rectifying this.

This Policy is the foundation step to implementing critical controls for AI.

Notable is that prior to rolling out and licensing the new MS365 Copilot suite, a Risk and Impact Assessment was undertaken in early 2026, identifying 14 AI-related risks; Three (3) Urgent, Three (3) High Priority, three (3) Moderate, and Five (5) Not Urgent - with a highest risk score of 20 relating to 1. Data Privacy and Confidentiality, 2. Inaccurate Outputs in decision making and 3. Shadow AI where team members are not using approved AI systems.

Refer to Attachment 9.4.11.2 – 17) Artificial Intelligence Risk Profile for more information on the risks and critical controls required to manage AI systems.

COMMENT

The Draft Artificial Intelligence Policy has been prepared to address the organisational and governance risk arising from the adoption and use of AI systems within the Shire.

The policy establishes requirements across 13 areas including (but not limited to):

1. approved AI tools and authorised use;
2. AI data handling and secure use controls;
3. prohibited and elevated-risk uses;
4. AI vendor assurance and procurement;
5. quality, reliability and security;
6. transparency and contestability;
7. human oversight and control over AI outputs;
8. new AI use case procedures; and
9. incident management and escalation.

The Policy directly responds to the risks identified in the Shire's formal risk assessment process.

In particular, it establishes the governance framework and acceptable use policy required as a primary control action and provides the overarching framework within which the remaining risk treatment actions; including configuration of Data Loss Prevention (DLP), least-privilege access reviews, mandatory user training, and a Data Privacy Impact Assessment (DPIA).

These controls will be progressed based on their priority ranking in conjunction with the Managed Systems Services Provider, Ramped Technology.

The policy aligns with Australia's AI Ethics Principles, the Shire's existing Privacy Policy, Records Management Policy, Information Security Policy, Code of Conduct, and Procurement Policy.

It applies to all Team Members, volunteers, contractors and Councillors.

Council's adoption of this policy will formalise the Shire's governance position on AI and provide Team Members with a clear and lawful framework for AI use, with non-compliance subject to disciplinary or other actions. The CEO recommends that Council adopt the policy as presented in 9.4.11.1 - Draft Artificial Intelligence Policy.

It is important to note that the Policy does not recommend to not use AI, in fact the Policy supports the use of AI across the organization in a controlled manner.

It is structured so the AI tools that are approved are controlled and rolled out in a structured format and that no Shire data will be fed into unauthorized AI systems or external to the organization without the permission from the CEO.

CONSULTATION

The Chief Executive Officer consulted the following in the preparation of this report and the Draft Policy:

- Shire Officers;
- Councillor Briefing Session;
- Managed Systems Service Provider (MSSP); Ramped Technology - review of current Microsoft 365 Copilot configuration, access controls and DLP capability.
- This policy has been developed internally and does not require external public consultation prior to Council adoption.

STATUTORY REQUIREMENTS

The following statutory provisions are relevant to the adoption and operation of this policy:

- *Local Government Act 1995* (WA); Section 3.1: general function of a local government to provide for the good government of persons in its district; obligations for sound financial management, accountability and transparency.
- *Privacy and Responsible Information Sharing Act 2024* (WA) (PRIS Act); commenced 1 July 2026. The Shire of Kojonup is an entity covered under the new PRIS Act and is directly subject to all 11 Information Privacy Principles (IPPs) governing the collection, use, storage, disclosure, security and disposal of personal information. AI systems that collect or process personal information must comply with the IPPs, in particular IPP 1 (collection for authorised purposes), IPP 2 (fair and transparent collection), IPP 4 (accuracy), IPP 5 (data security), and IPP 6 (access and correction). A mandatory serious data breach notification regime, requiring reporting to the Information Commissioner and affected individuals, commences 1 January 2027.
- The adoption of this AI Policy directly supports the Shire's PRIS Act compliance obligations.
- *State Records Act 2000* (WA); obligations relating to the creation, management and retention of records, including AI-assisted records and outputs.
- *Work Health and Safety Act 2020* (WA); duties of care relevant to the deployment of AI systems affecting workers.
- Australia's AI Ethics Principles (CSIRO/DISR, 2019); non-binding but adopted as a benchmark for ethical AI use under this policy.

POLICY IMPLICATIONS

The adoption of the Artificial Intelligence Policy will constitute a new policy addition to the Shire's Policy Manual. Upon adoption, the following existing policies are to be read in conjunction with, and remain consistent with each other related to data and information management:

- Privacy Policy;
- Data Breach Policy
- Information Management Policy;
- Employee and Councillor Code of Conduct;

- Procurement Policy;
- Delegations Framework;

No existing policies are in conflict with the Draft AI Policy. A policy number is to be assigned upon Council adoption.

FINANCIAL IMPLICATIONS

The cost of developing this policy has been absorbed within the existing operational budget of the Office of the CEO. Future financial implications associated with implementing the risk treatment actions identified in the AI risk profile will be considered in budget reviews prior to implementation.

There are no direct financial implications arising from the adoption of this Policy itself.

RISK MANAGEMENT IMPLICATIONS

RISK MANAGEMENT FRAMEWORK			
Risk Profile	Risk Description/Cause	Key Control	Current Action
17) Artificial Intelligence (AI) & MS Copilot Practices	Risks arising from the adoption and use of AI tools, in particular Microsoft 365 Copilot, including: exposure of sensitive or confidential data through prompts and outputs; data leakage to external parties; inaccurate or "hallucinated" outputs informing decisions; bias and discrimination; intellectual property infringement; regulatory non-compliance (privacy); security vulnerabilities; and use of unapproved AI tools ("Shadow AI").	10. AI Governance Policy & Acceptable Use Policy (being established — this report)	1. Establish AI Governance Policy, Acceptable Use Policy & Ethics and Risk Framework. 2. Apply least-privilege access & conduct access reviews.
RISK RATING:	*EXTREME*		
CONTROLS:	*INADEQUATE*		
IMPLICATIONS			
The Shire's 2026 Risk Profile and Reporting Tool (***Tab: 17)Artificial Intelligence***) identifies AI as an **EXTREME** organisational risk with an increasing risk trend. This formal risk assessment, supported by the 2026 AI Copilot Risk and Impact Assessment, underpins the development of this policy. Without an adopted AI governance framework, the Shire is exposed to potential data breaches involving personal or sensitive information, reputational damage, regulatory non-compliance under privacy legislation, and financial consequences arising from AI-related incidents. The adoption of this policy represents the primary risk treatment and will significantly strengthen the Shire's governance position. Remaining control treatments are scheduled for completion by 25 December 2026 under the oversight of the CEO.			

ASSET MANAGEMENT IMPLICATIONS

The adoption of this policy does not directly create, modify or impact upon any physical assets of the Shire. Indirect asset implications may arise in the future where AI systems are integrated with asset management platforms (e.g. ERP, RAMM); any such use cases will be subject to the risk screening and approval processes established by this policy.

GREAT SOUTHERN VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

The adoption of this AI Policy has no direct implication for the Great Southern VROC at this time. However, as AI governance frameworks evolve across the sector, the Shire may wish to consider sharing this policy model with GSVROC member shires to promote a consistent regional approach to responsible AI use across Great Southern local governments.

VOTING REQUIREMENTS

Simple Majority.

OFFICER RECOMMENDATION/COUNCIL MOTION

That Council:

1. Adopts the Artificial Intelligence Policy as presented in 9.4.11.1- Draft Artificial Intelligence Policy, effective immediately upon adoption; and
2. Receives and notes the corresponding risk assessment and critical controls outlined in 17) Artificial Intelligence Risk Assessment in the 2026 Kojonup Risk Framework Reporting Tool (Attachment 9.4.11.2 – 17) Artificial Intelligence Risk Profile); and
3. Receives and notes the AI (Microsoft Copilot Implementation) Risk Assessment (Attachment 9.4.11.3 – Microsoft Copilot Implementation – Risk Assessment) for the implementation and use of licensed AI Microsoft Copilot within the controlled framework of the Shire of Kojonup’s managed systems, ICT architecture and within adopted policies; and
4. Acknowledges the formal risk assessment presented, identifying Artificial Intelligence as an EXTREME organisational risk, and that the risks identified have been considered and integrated into the Shire of Kojonup Risk Framework as per Audit Risk & Improvement Committees recommendation; and
5. Notes that the Chief Executive Officer will progress any remaining AI risk treatment and critical control actions based on priority ranking as resources become available and will report back to Council and the Audit Risk & Improvement Committee on progress.

MOTION #:	83/26
MOVED:	Cr Mitchell
SECONDED:	Cr Mickle
VOTE:	6/0
FOR:	Cr Bilney, Cr Mathwin, Cr Wieringa, Cr Mickle, Cr Mitchell, Cr Michael
AGAINST:	Nil

COUNCIL MOTION That Council suspends Standing Orders at 4.37pm to seek the Deputy Chief Executive Officer's attendance in the meeting.	
MOTION #:	84/26
MOVED:	Cr Mathwin
SECONDED:	Cr Mitchell
VOTE:	6/0
FOR:	Cr Bilney, Cr Mathwin, Cr Wieringa, Cr Mickle, Cr Mitchell, Cr Michael
AGAINST:	Nil

The Deputy Chief Executive Officer re-entered the meeting at 4.55pm.

COUNCIL MOTION That Council resumes Standing Orders at 4.57pm.	
MOTION #:	85/26
MOVED:	Cr Mitchell
SECONDED:	Cr Mickle
VOTE:	6/0
FOR:	Cr Bilney, Cr Mathwin, Cr Wieringa, Cr Mickle, Cr Mitchell, Cr Michael
AGAINST:	Nil

9.4.12 REDUCTION OF THE EMERGENCY PLANT REPAIR AND REPLACEMENT RESERVE THRESHOLD

REPORTING OFFICER:	Grant Thompson, Chief Executive Officer, Shire of Kojonup
DATE:	Friday, 24 July 2026
ATTACHMENT(S):	Nil

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

DECLARATION OF INTEREST

Nil

PURPOSE OF THIS REPORT

The purpose of this report is to seek Council's consideration of a reduction in the funding cap set out in the Terms of Reference for the Emergency Plant Repair and Replacement Reserve, from the current $250,000 cap to a maximum threshold of circa $118,000, with any surplus above the new threshold transferred back to the Shire of Kojonup Municipal Fund for use mainly in plant replacement for the 2026 2027 budget.

BACKGROUND

At its Special Council Meeting held 28 February 2023, and subsequently ratified at the Ordinary Council Meeting held in May 2023 (Motion 55/23), Council resolved to rename the Plant and Equipment Reserve to the Emergency Plant Repair and Replacement Reserve, with the Terms of Reference amended to cap the reserve at $250,000, with any surplus above that cap to be returned to the Shire of Kojonup Municipal Fund.

The Reserve Appropriateness Review 2025/2026, presented to Council on 28 April 2026, noted the Emergency Plant Repair and Replacement Reserve's actual balance at 30 June 2025 as $269,951, with a budgeted balance of $277,571 at 30 June 2026, and recommended the reserve be retained with the existing $250,000 cap, transferring any surplus above that cap to the Municipal Fund in accordance with the Terms of Reference.

This report considers a further reduction to the reserve's Terms of Reference, lowering the funding cap from $250,000 to a maximum threshold of $150,000, on the basis that this more closely aligns the reserve balance with the Shire's ordinary cost of plant repairs, with the resulting surplus of approximately $127,571 (based on the budgeted $277,571 balance at 30 June 2026) being transferred to the Shire of Kojonup Municipal Fund.

COMMENT

The Emergency Plant Repair and Replacement Reserve exists to fund emergency repairs, maintenance and replacement of Shire plant and equipment, with the Terms of Reference presently capping the reserve at $250,000 and directing any surplus above that cap to the Shire's Municipal Fund.

The current reserve balance as at 30 June 2026 is ~$238,987 due to some monies being used for emergency repairs in 2025 2026 financial year.

A general observation, at a qualitative level, is that the ordinary annual cost of plant repairs (as distinct from planned plant replacement, which is separately funded through the Shire's plant replacement program) is understood to sit well below the current $250,000 cap.

On this basis, it is proposed that a maximum threshold of circa ~$118,000 would be more appropriately aligned with the reserve's practical purpose of covering emergency and unplanned plant repair costs, while avoiding cash being unnecessarily tied up in the reserve at the expense of the Municipal Fund's working capital position.

Subject to Council's endorsement of the reduced threshold the resulting surplus, approximately $120,987 would be transferred from the Emergency Plant Repair and Replacement Reserve to the Shire of Kojonup Municipal Fund, consistent with the existing Terms of Reference mechanism for surplus funds above the cap. These monies will be used for plant Replacement decisions in the 2026 2027 budget to at least align to the intent of the fund.

Any change of purpose or threshold to a reserve account, or use of reserve monies for another purpose, requires an absolute majority resolution of Council and compliance with the public notice provisions of section 6.11 of the Local Government Act 1995, unless the change is disclosed in the annual budget for the relevant financial year.

CONSULTATION

Council Briefing Session
Deputy CEO

STATUTORY REQUIREMENTS

Section 6.11 of the Local Government Act 1995 governs reserve accounts and provides:

> *"(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."*

The recommendation in this report does not change the underlying purpose of the reserve, which remains to fund emergency repairs, maintenance and replacement of Shire plant and equipment; it amends the funding threshold within the Terms of Reference.

Council should note that, subject to advice, a reduction in the reserve's funding cap and the resulting transfer of surplus monies to the Municipal Fund may be considered a change of use requiring the one month local public notice referred to above, unless disclosed in the annual budget. Therefore, because this decision is a part of the budget process the CEO will disclose it in the budget and not advertise.

Statutory Process and Verification Note

This amendment does not alter the underlying purpose of the reserve.

Adoption of the tracked changes above requires an absolute majority resolution of Council and, **unless disclosed in the annual budget**, one month's local public notice under section 6.11 of the *Local Government Act 1995*.

POLICY IMPLICATIONS

Council Policy 2.1.6 - Financial Governance addresses the establishment, maintenance and appropriateness review of reserve accounts. Should Council endorse the reduction in threshold, the Terms of Reference for the Emergency Plant Repair and Replacement Reserve, and any relevant references within Policy 2.1.6, will need to be updated to reflect the new threshold, subject to verification of the figure as outlined in the Comment section of this report.

This following sets out the proposed tracked-change amendments to Council Policy 2.1.6 – Financial Governance (Cash Reserves section) and the Terms of Reference for the Emergency Plant Repair and Replacement Reserve, reflecting the reduction in the reserve's funding threshold from $250,000 to $150,000 considered in Item 9.4.2 of this Agenda.

Deletions are shown with ~~strikethrough red text~~ and insertions are shown as underlined blue text, consistent with Word's Track Changes convention.

This amendment is presented for Council's consideration and is subject to the verification of the $150,000 threshold against actual plant repair and maintenance expenditure data, as outlined in the Comment section of the accompanying Officer Report.

Table 1.0: Reserve Terms of Reference – Emergency Plant Repair and Replacement Reserve

Tracked Changes of the Emergency Plant Repair and Replacement Reserve Terms of Reference	
Current Terms of Reference (as adopted, Motion 55/23, May 2023)	**Proposed Terms of Reference (tracked changes)**
"To be utilized for emergency repairs, maintenance and replacement of Shire plant and equipment. The fund is to be capped at $250,000 with any surplus returned to the Shire of Kojonup Municipal Fund."	"To be utilized for emergency repairs, maintenance and replacement of Shire plant and equipment. The fund is to be capped at ~~$250,000~~ $118,000 with any surplus returned to the Shire of Kojonup Municipal Fund."

2. Council Policy 2.1.6 – Financial Governance (Cash Reserves section)

Policy 2.1.6 does not currently prescribe a specific dollar threshold for the Emergency Plant Repair and Replacement Reserve within its list of individual reserve account goals; the threshold is instead held solely within the reserve's Terms of Reference.

To ensure alignment between the Policy and the Terms of Reference, and consistent with the treatment of other reserves (e.g. Employee Leave, Sports Complex P&E Upgrade & Renewal) which are specifically referenced in the Policy, it is proposed that a new bullet point be inserted into the list of individual reserve account goals in Policy 2.1.6, as follows:

Table 1.2 – Tracked Changes of Policy 2.1.6, Cash Reserves – individual reserve account goals	
Current Policy wording	**Proposed Policy wording (tracked changes)**
… Independent Living Units - Operating profits from Loton Close & Soldier Road units should be transferred to this reserve where Council decides free cash flow is available to do so; Sports Complex P&E Upgrade & Renewal – 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.	… Independent Living Units - Operating profits from Loton Close & Soldier Road units should be transferred to this reserve where Council decides free cash flow is available to do so; Sports Complex P&E Upgrade & Renewal – 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; Emergency Plant Repair and Replacement – The reserve is to be capped at a maximum of $118,000 (previously $250,000), in line with the Shire's ordinary cost of plant repairs, with any surplus above this threshold returned to the Shire of Kojonup Municipal Fund.

FINANCIAL IMPLICATIONS

Based on the budgeted Emergency Plant Repair and Replacement Reserve balance of $238,987 at 30 June 2026, a reduction of the reserve's cap to $118,000 would result in an estimated surplus of approximately $120,987 being transferred from the reserve to the Shire of Kojonup Municipal Fund.

This transfer would improve the Municipal Fund's working capital and cashflow position.

RISK MANAGEMENT IMPLICATIONS

RISK MANAGEMENT FRAMEWORK			
Risk Profile	**Risk Description/Cause**	**Key Control**	**Current Action**
Asset Sustainability	Failure or reduction in service of infrastructure assets, plant, equipment or machinery. These include fleet, buildings, roads, playgrounds, boat ramps and all other assets during their lifecycle from procurement to disposal.	Routine maintenance schedule: Plant, fleet & equipment	Review and Update Long Term Asset Management Plan, Road Plan, P&E Plan
RISK RATING:	HIGH/INADEQUATE		
IMPLICATIONS			
Nil			

ASSET MANAGEMENT IMPLICATIONS

The Emergency Plant Repair and Replacement Reserve directly supports the Shire's ability to fund emergency plant repairs outside the ordinary capital replacement program. A reduced reserve threshold should be considered alongside the Shire's broader plant replacement schedule and asset management planning to ensure ongoing plant reliability is not compromised.

GREAT SOUTHERN VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATION

Nil.

VOTING REQUIREMENTS

Absolute Majority.

OFFICER RECOMMENDATION

That Council:

1. Notes that the Emergency Plant Repair and Replacement Reserve had a budgeted balance of $238,987 at 30 June 2026, against a current Terms of Reference cap of $250,000;
2. Approves a reduction of the Terms of Reference funding threshold for the Emergency Plant Repair and Replacement Reserve from $250,000 to a maximum of $118,000;
3. Notes the CEO will declare this as a part of the 2026 2027 budget as required substituting this declaration for public advertising in accordance with section 6.11 of the *Local Government Act 1995*; and
4. Authorises the Chief Executive Officer to update Council Policy 2.1.6 and the Reserve's Terms of Reference to reflect the revised threshold, once verified and adopted by Council as presented in section: Policy Implications.

OFFICER RECOMMENDATION/COUNCIL MOTION That Council: 1. Notes that the Emergency Plant Repair and Replacement Reserve had a budgeted balance of $238,987 at 30 June 2026, against a current Terms of Reference cap of $250,000; 2. Approves a reduction of the Terms of Reference funding threshold for the Emergency Plant Repair and Replacement Reserve from $250,000 to a maximum of $150,000; 3. Notes the CEO will declare this as a part of the 2026 2027 budget as required substituting this declaration for public advertising in accordance with section 6.11 of the *Local Government Act 1995*; and 4. Authorises the Chief Executive Officer to update Council Policy 2.1.6 and the Reserve's Terms of Reference to reflect the revised threshold, once verified and adopted by Council as presented in section: Policy Implications.	
MOTION #:	86/26
MOVED:	Cr Mathwin
SECONDED:	Cr Mickle
VOTE:	6/0
FOR:	Cr Bilney, Cr Mathwin, Cr Wieringa, Cr Mickle, Cr Mitchell, Cr Michael
AGAINST:	Nil
Reason for change to Officer Recommendation:	To amend and clarify the maximum amount in Point 2 to be $150,000.

10. APPLICATIONS FOR LEAVE OF ABSENCE

OFFICERS RECOMMENDATION/COUNCIL MOTION

That Council approve a leave of absence for Cr Mitchell during the period of 1 August 2026 to 30 August 2026.

MOTION #:	87/26
MOVED:	Cr Michael
SECONDED:	Cr Mathwin
VOTE:	6/0
FOR:	Cr Bilney, Cr Mathwin, Cr Wieringa, Cr Mickle, Cr Mitchell, Cr Michael
AGAINST:	Nil

11. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

12. QUESTIONS FROM MEMBERS WITHOUT NOTICE

Nil

The Deputy Chief Executive Officer left the meeting at 5.00pm.

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

These items need to be considered by Council and a resolution reached.

VOTING REQUIREMENTS

Absolute Majority

OFFICER RECOMMENDATION/COUNCIL MOTION

That Council approves the following items to be considered at this Ordinary Meeting of Council dated 28 July 2026, in accordance with clause 5.4 of the Shire of Kojonup (Council Meetings) Local Law 2020, as follows:

- Item 13.1.1 – Reserve 10345 – proposed management order and purpose change to 'gravel and water'
- Item 13.1.2 - Information Statement 2025-2026

MOTION #:	88/26
MOVED:	Cr Mathwin
SECONDED:	Cr Mitchell
VOTE:	6/0 by Absolute Majority
FOR:	Cr Bilney, Cr Mathwin, Cr Wieringa, Cr Mickle, Cr Mitchell, Cr Michael
AGAINST:	Nil

13.1 LATE ITEM – RESERVE 10345 – PROPOSED MANAGEMENT ORDER AND PURPOSE CHANGE TO 'GRAVEL AND WATER'

AUTHOR	Estelle Lottering – Manager Regulatory Services
DATE	Tuesday, 28 July 2026
ATTACHMENT(S)	13.1.1 – DPLH Correspondence – Case 2501696 - Investigations into encroachment and unauthorised use of Unmanaged Reserve 10345 (Lot 340 on Deposited Plan 123396) Boscabel, Shire of Kojonup

'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
KP – 4 Performance	12.6 SoK asset management	This is the Shire of Kojonup's greater focus on asset and resource performance management.

DECLARATION OF INTEREST
Nil

SUMMARY
The purpose of this late item is for Council to consider the Department of Planning, Lands and Heritage's request for the Shire of Kojonup (Shire) to confirm acceptance of a proposed Management Order for Reserve 10345, Lot 340 on Deposited Plan 123396, Boscabel, in its current "as-is" condition, and to confirm that the proposed Reserve purpose of "Gravel and Water" is acceptable.

BACKGROUND
The Department of Planning, Lands and Heritage (Department) has been investigating encroachment and long-standing use of Unmanaged Reserve 10345 (Reserve), being Lot 340 on Deposited Plan 123396, Boscabel.

The Department has advised that Shire records, including the asset register and Council minutes, support that the tanks, standpipe and associated infrastructure located on the reserve are Shire assets. The Department has also acknowledged that the Reserve has been utilised for many years by the Shire and the Kojonup community, particularly for emergency water access and gravel stores.

Reserve 10345 is currently designated for "Gravel". The Department proposes to issue a Management Order to the Shire of Kojonup and to include "Water" in the purpose so that the established water use is formally recognised.

COMMENT
The issuing of a Management Order would regularise the Shire's ongoing care, control and management of a reserve that has historically supported community and operational needs. The proposed "Gravel and Water" purpose aligns with the Department's advice that the reserve has an established role for gravel storage and water access.
The Department has asked the Shire to confirm that the Management Order may be issued in the current "as-is" condition and that the amended purpose is acceptable. The Department has further advised that confirmation should be provided on Council letterhead and endorsed by an officer with appropriate delegated authority, such as the Chief Executive Officer, or otherwise by Council resolution.

As this request requires timely confirmation to the Department and relates to the proper management of Crown land used for public and emergency purposes, it is recommended that Council support the proposed Management Order and authorise the Chief Executive Officer to provide the necessary written confirmation to the Department.

CONSULTATION

Department of Planning, Lands and Heritage – Simon Judge, State Land Officer (Graduate).
Chief Executive Officer – Grant Thompson
Property Services Manager & NRM – Dwayne Lottering

STATUTORY REQUIREMENTS

Land Administration Act 1997 (WA) – section 41 provides for Crown land to be set aside as a reserve for a particular purpose in the public interest. Section 46 provides that the Minister may place the care, control and management of a reserve with a management body for the reserve purpose and ancillary or beneficial purposes, subject to conditions specified in the order.
Local Government Act 1995 (WA) – relevant to Council decision-making and authorisation of the Chief Executive Officer to provide formal correspondence on behalf of the Shire.

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

There are no immediate financial implications arising from confirming the proposed Management Order. Any future maintenance, renewal, compliance, risk, insurance or capital works implications relating to Shire-owned infrastructure on the reserve will need to be considered through the Shire's normal asset management and budget processes.

RISK MANAGEMENT IMPLICATIONS

Failure to formalise the Shire's management role may leave ambiguity regarding responsibility for existing Shire assets and the ongoing public use of the Reserve. Accepting a Management Order in "as-is" condition may also confirm the Shire's ongoing responsibility for inspection, maintenance and risk controls associated with the site and infrastructure. These risks can be managed through asset inspections, record keeping, and inclusion of the Reserve in relevant asset and risk management processes.

ASSET MANAGEMENT IMPLICATIONS

The tanks, standpipe and associated infrastructure have been identified by the Department as Shire assets. If the Management Order is issued, the Reserve and associated infrastructure should be reviewed and captured in relevant Shire asset, maintenance and inspection records as required.

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS
Simple Majority

OFFICER RECOMMENDATION/COUNCIL MOTION	
That Council: 1. Receives the late item report regarding Reserve 10345, Lot 340 on Deposited Plan 123396, Boscabel; 2. Confirms that the proposed Management Order for Reserve 10345 may be issued to the Shire of Kojonup in its current "as-is" condition; 3. Confirms that the proposed purpose of "Gravel and Water" for Reserve 10345 is acceptable; 4. Authorises the Chief Executive Officer to provide written confirmation to the Department of Planning, Lands and Heritage on Council letterhead, and to do all things reasonably necessary to progress the issue of the Management Order; and 5. Requests that the Chief Executive Officer ensure Reserve 10345 and the associated tanks, standpipe and infrastructure are reviewed and recorded in relevant Shire asset and risk management systems as required.	
MOTION #:	89/26
MOVED:	Cr Mathwin
SECONDED:	Cr Mickle
VOTE:	6/0
FOR:	Cr Bilney, Cr Mathwin, Cr Wieringa, Cr Mickle, Cr Mitchell, Cr Michael
AGAINST:	Nil

13.2 LATE ITEM - FREEDOM OF INFORMATION – INFORMATION STATEMENT 2025/2026

REPORTING OFFICER:	Nerrida Robinson – Rates and Records Officer
DATE:	Tuesday, 28 July 2026
ATTACHMENT(S):	13.2.1 – Shire of Kojonup Information Statement 2025/2026

'*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*
4 Performance	12. High Performing Shire	12.2 Monitoring and Reporting

DECLARATION OF INTEREST

Nil

PURPOSE OF THIS REPORT

The purpose of this report is to present the Shire of Kojonup Information Statement 2025/2026 for Council adoption and subsequent publication in accordance with the *Freedom of Information Act 1992*.

BACKGROUND

Section 96(1) of the *Freedom of Information Act 1992* requires each government agency, including local governments, to prepare and publish annually an Information Statement.

The Information Statement must set out the agency's mission statement, legislation administered, agency structure, decision-making functions, opportunities for public participation, documents held by the agency and the operation of Freedom of Information within the agency.

The attached Shire of Kojonup (Shire) Information Statement 2025/2026 has been prepared to satisfy these requirements and to provide the community with clear information about how to access documents and information held by the Shire.

COMMENT

The Information Statement 2025/2026 has been updated to reflect the Shire's current structure, elected member information, executive management arrangements, local laws, public participation mechanisms, documents held by the Shire, Freedom of Information procedures, fees and charges, review rights and privacy-related access arrangements.

The document also identifies that it is reviewed annually and is intended to be made available through the Shire's website and administration office.

Adoption and publication of the Information Statement supports transparent, accountable and accessible local governance.

It also assists the Shire to provide information to the public promptly and at the lowest reasonable cost, while preserving the formal Freedom of Information process for documents that are not otherwise routinely available.

CONSULTATION

Nil

STATUTORY REQUIREMENTS

The statutory requirement for this item arises under Part 5 of the *Freedom of Information Act 1992*, including sections 96 and 97, which require agencies to prepare and publish an Information Statement annually and to include prescribed information about agency functions, documents and access arrangements.

POLICY IMPLICATIONS

The Information Statement is linked to the Shire's records management, information access and governance arrangements, including the Records Management Policy and Recordkeeping Plan.

FINANCIAL IMPLICATIONS

Nil. The preparation, adoption and publication of the Information Statement can be accommodated within existing operational resources.

RISK MANAGEMENT IMPLICATIONS

RISK MANAGEMENT FRAMEWORK			
Risk Profile	**Risk Description/Cause**	**Key Control**	**Current Action**
Compliance	Failure to adopt and publish the Information Statement annually may result in non-compliance with the Freedom of Information Act 1992 and reduced transparency in public access to information.	Annual review, Council adoption, publication of the Information Statement and alignment with records management and FOI procedures.	Council consideration and, if adopted, publication of the Information Statement 2025/2026 and forwarding or notification as required.
RISK RATING:	**HIGH ADEQUATE**		
IMPLICATIONS			
The risk can be managed provided the Information Statement is adopted, published and kept current. Annual review and publication maintain compliance with statutory requirements and support open, accountable and accessible decision-making.			

ASSET MANAGEMENT IMPLICATIONS

Nil

GREAT SOUTHERN VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

That Council:

1. Adopts the Shire of Kojonup Information Statement 2025/2026 as attached; and
2. Authorises the Chief Executive Officer to publish the Information Statement in accordance with the *Freedom of Information Act 1992*.

COUNCIL MOTION

That Council:

1. Adopts the Shire of Kojonup Information Statement 2025/2026 (Information Statement) as attached;
2. Authorises the Chief Executive Officer to publish the Information Statement in accordance with the *Freedom of Information Act 1992;* and
3. Makes corrects the tenure of Councillors within the Information Statement.

MOTION #:	90/26
MOVED:	Cr Mathwin
SECONDED:	Cr Mitchell
VOTE:	6/0
FOR:	Cr Bilney, Cr Mathwin, Cr Wieringa, Cr Mickle, Cr Mitchell, Cr Michael
AGAINST:	Nil
Reason for change to Officer Recommendation:	To include a correction to Councillor tenures within the Information Statement.

14. MEETING CLOSED TO THE PUBLIC

14.1 MATTERS FOR WHICH THE MEETING MAY BE CLOSED

14.1.1 Nil

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 – Nil

15 CLOSE

There being no further business to discuss, the President thanked the members for their attendance and declared the meeting closed at 5.09 pm.

Attachments:

6.1.1	6.1.1 - 05-Minutes-Ordinary-Council-Meeting-23-June-2026-Unconfirmed
9.1.1	9.1.1.1 – Shire of Kojonup Liveability and Wellbeing Plan 2026-2031 – DRAFT
9.1.2/ 13.1.3	9.1.2.1 - Muradup Community Advisory Committee – Terms of Reference
9.2.1	9.1.2.2 - Community Member Nomination forms – Muradup Community Advisory Committee
	9.2.1.1 – Correspondence from prospective developer – affordable rental housing proposal for Kojonup
9.3.1	9.3.1.1 – Tesla – Supercharger License Deed of Amendment Expansion Kojonup WA
	9.3.1.2 – Tesla Supercharger License Agreement
9.4.1	9.4.1.1 – Monthly Financial Statements 1 June 2026 to 30 June 2026
9.4.2	9.4.2.1 – Monthly Payment Listing June 2026
9.4.3	9.4.3.1 – Rates to be written off Report
9.4.4	9.4.4.1 – Debtors to be written off – July 2026
9.4.5	9.4.5.1 – Unconfirmed Audit, Risk & Improvement Committee Meeting Minutes 17 June 2026
9.4.6	9.4.6.1 – Internal Financial Management Review – Findings Register (From April 2023 – April 2026)
9.4.8	9.4.8.1 – Shire of Kojonup Integrity Plan 2025-2027
9.4.9	9.4.9.1 – Risk Management Plan Review 2026 CEO
9.4.10	9.4.10.1 – Risk Management Policy 2.3.4 – Revised Draft (2026)
	9.4.9.1 – Risk Management Plan Review 2026 CEO
9.4.11	9.4.11.1 - Draft Artificial Intelligence Policy
	9.4.11.2 - 17) Artificial Intelligence Risk Profile
	9.4.11.3 - AI Microsoft Copilot Implementation Risk Assessment

13.1 13.1.1 – DPLH Correspondence – Case 2501696 - Investigations into encroachment and unauthorised use of Unmanaged Reserve 10345 (Lot 340 on Deposited Plan 123396) Boscabel, Shire of Kojonup

13.2 13.1.2 – Shire of Kojonup Information Statement 2025/2026

SHIRE OF KOJONUP

Special Council Meeting

05 August 2026

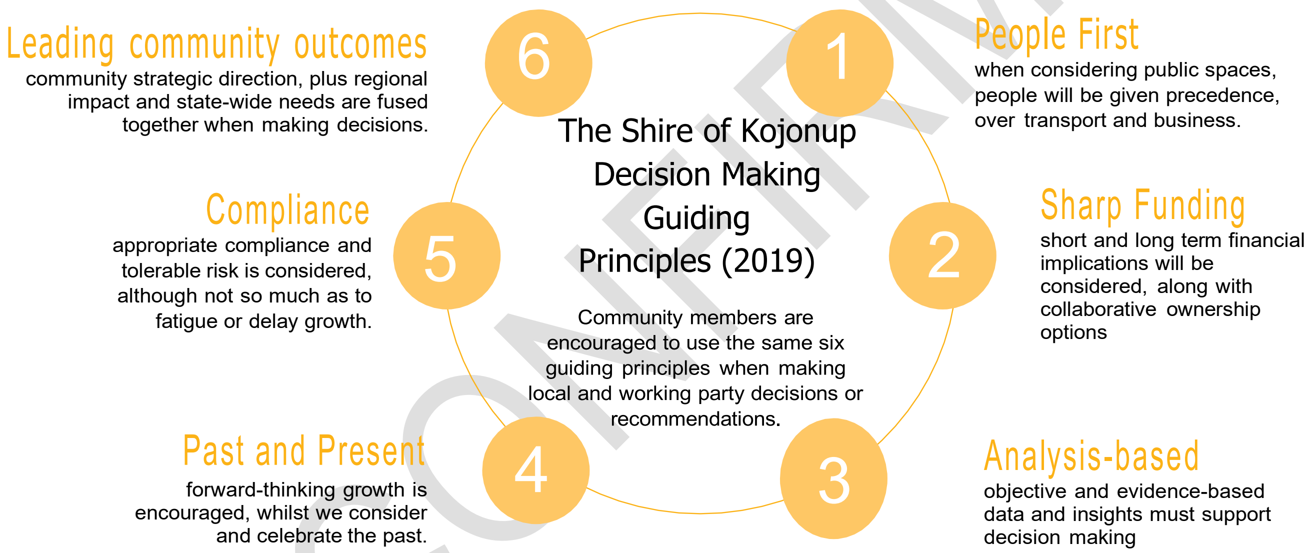
PUBLIC MINUTES

This document is available in other formats on request for people with disability

MINUTES OF A SPECIAL COUNCIL MEETING HELD ON 05 AUGUST 2026
TABLE OF CONTENTS

Contents

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



MINUTES

1 DECLARATION OF OPENING AND ANNOUNCEMENT OF GUESTS

The Shire President declared the meeting open at 3.30pm and drew the meeting's attention to the disclaimer below:

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

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

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

Acknowledgement of Country

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

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

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

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

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

Amen

2 ANNOUNCEMENTS FROM THE PRESIDING MEMBER

2.1 ANNUAL RETURNS

The President provided a reminder that Annual Returns are required and advised that there is a $1,000 fine for non-compliance.

2.2 TRAINING FOR COUNCILLORS IN GNOWANGERUP

03 September 2026 – CEO Performance Review Training
04 September 2026 – CEO Recruitment Training

2.3 MEMORIAL HALL CENTENARY CELEBRATIONS – 22 AUGUST 2026

The President invited as many Councillors as possible to attend the Memorial Hall Centenary Celebrations and advised that the ABC (Australian Broadcasting Corporation) will be attending. The President thanked Robert Sexton (Vice President, Kojonup Returned Services League) and Jill Watkin (Heritage & Tourism Experience Curator, Shire of Kojonup), for their diligent background work, in relation to these celebrations.

3 ATTENDANCE

COUNCILLORS

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

STAFF

Grant Thompson	Chief Executive Officer
Jill Johnson	Deputy Chief Executive Officer
Darryn Watkins	Manager Works and Infrastructure
Este Lottering	Manager Regulatory Services
Judy Stewart	Governance Officer

OBSERVER

Frank Pritchard	
Melvin Hettner	4.04pm

3.1 APOLOGIES

Cr Radford	Councillor

3.2 APPROVED LEAVE OF ABSENCE

Cr Mitchell; however, Cr Mitchell was available to attend.

4 DECLARATION OF INTEREST

The Chief Executive Officer declared a Financial Interest in Item 14.1.1 - Chief Executive Officer (CEO) Annual Contract Review July 2026.

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

Nil

7 PRESENTATIONS

7.1 PETITIONS

Nil

7.2 PRESENTATIONS

Nil

7.3 DEPUTATIONS

Nil

7.4 DELEGATES' REPORTS

Nil

8 METHOD OF DEALING WITH AGENDA BUSINESS

Nil changes

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 ADOPTION OF 2026-2027 ANNUAL BUDGET

REPORTING OFFICER:	Darren Long – Financial Consultant
DATE:	27 July 2026
ATTACHMENT(S):	9.4.1.1 – 2026-2027 Statutory Budget

'*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	12.1 SoK finances and funding

DECLARATION OF INTEREST

Nil

PURPOSE OF THIS REPORT

The purpose of this report is for Council to consider and adopt the 2026-2027 Annual Budget.

BACKGROUND

The following draft Annual Budget is presented to Council, as a balanced budget, for consideration and adoption.

The 2026-2027 Annual Budget has been prepared in accordance with Section 6.2 of the *Local Government Act 1995* and the Local Government (Financial Management) Regulations Part 3, Regulations 22 to 33.

COMMENT

The 2025-2026 Annual Budget comprises the following information-

1. Budget Statement of Comprehensive Income By Nature/Type for the Year Ending 30 June 2027.
2. Budget Statement of Cash Flows for the Year Ending 30 June 2027.
3. Budget Statement of Financial Activity/Rate Setting Statement for the Year Ending 30 June 2027.
4. Notes to the Budget.

<u>Materiality Threshold for reporting purposes</u>
Each year the Council is required to adopt a percentage or value for the purposes of reporting material variances in the monthly Statement of Financial Activity.

This value or percentage is then used throughout the financial year to identify potential areas in Council's actual revenues and expenditures that vary significantly from Council's budget estimates. The early identification of these potential variances and their cause can assist in better budget management and increased utilisation and allocation of Council funds and resources.

Council has previously used a value of (+) or (-) $10,000 and a percentage of (+) or (-) 10% for each of the revenue and expenditure nature/type categories listed on the Statement of Financial Activity.

CONSULTATION

Internal – Senior Executives,
Councillors
External - Nil

STATUTORY REQUIREMENTS

Local Government Act (1995) s.6.2. (1) states that each Local Government is to prepare an annual budget prior to 31 August, unless an extension from the Minister is granted.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

The 2026-27 budget is presented as a balanced budget.

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:	HIGH - INADEQUATE		
IMPLICATIONS			
A control measure to raise rate revenue to offset budget expenditure as listed in the 2026-2027 budget, whilst ensuring compliance with applicable legislation.			

ASSET MANAGEMENT IMPLICATIONS

The budget has a positive effect on Assets for maintenance and repairs.

GREAT SOUTHERN VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Absolute Majority

OFFICER RECOMMENDATION

That Council:

1. Pursuant to Section 6.2 of the *Local Government Act 1995* and the Local Government (Financial Management) Regulations Part 3, Regulations 22 to 33, adopt the 2026-27 Annual Budget (as contained in Attachment 1) for the Shire of Kojonup, including the following-
   - *(a)* Budget Statement of Comprehensive Income by Nature/Type for the year ending 30 June 2027 showing a net result of ($3,583,660);
   - *(b)* Budget Statement of Cash Flows for the year ending 30 June 2027;
   - *(c)* Budget Statement of Financial Activity for the year ending 30 June 2027;
   - *(d)* Basis of preparation;
   - *(e)* Rates and Service Charges;
   - *(f)* Net Current Assets;
   - *(g)* Reconciliation of cash;
   - *(h)* Property, Plant and Equipment;
   - *(i)* Depreciation;
   - *(j)* Borrowings;
   - *(k)* Reserve Accounts;
   - *(l)* Other Information;
   - *(m)* Elected Members Remuneration;
   - *(n)* Revenue and Expenditure;
   - *(o)* Program Information;
   - *(p)* Fees & Charges;
   - *(q)* Schedule of Fees and Charges for 2026-2027.

2. Pursuant to Regulation 34(5) of the Local Government (Financial Management) Regulations 1996, adopts the following as the materiality threshold for 2026-2027:
   - (a) Over $10,000 or 10%, for the purposes of reporting material variances.

MOVED:	Cr Wieringa
SECONDED:	Cr Michael

COUNCIL MOTION That Council suspends Standing Orders at 3.44pm to allow Officers to clarify the 10% variance.	
MOTION #:	91/26
MOVED:	Cr Mathwin
SECONDED:	Cr Mickle
VOTE:	6/0
FOR:	Cr Bilney, Cr Mathwin, Cr Wieringa, Cr Mickle, Cr Mitchell, Cr Michael
AGAINST:	Nil

COUNCIL MOTION That Council resumes Standing Orders at 3.59pm.	
MOTION #:	92/26
MOVED:	Cr Mickle
SECONDED:	Cr Mitchell
VOTE:	6/0
FOR:	Cr Bilney, Cr Mathwin, Cr Wieringa, Cr Mickle, Cr Mitchell, Cr Michael
AGAINST:	Nil

AMENDMENT TO THE MOTION That Point 2. (a) is amended as follows: Over $10,000 for the purposes of reporting material variances.	
MOTION #:	93/26
MOVED:	Cr Mathwin
SECONDED:	Cr Mickle
VOTE:	6/0
FOR:	Cr Bilney, Cr Mathwin, Cr Wieringa, Cr Mickle, Cr Mitchell, Cr Michael
AGAINST:	Nil

THE AMENDMENT BECAME PART OF THE MOTION AND THE MOTION WAS PUT

COUNCIL MOTION

That Council:

1. Pursuant to Section 6.2 of the *Local Government Act 1995* and the Local Government (Financial Management) Regulations Part 3, Regulations 22 to 33, adopt the 2026-27 Annual Budget (as contained in Attachment 1) for the Shire of Kojonup, including the following -

   (a) Budget Statement of Comprehensive Income by Nature/Type for the year ending 30 June 2027 showing a net result of ($3,583,660);
   (b) Budget Statement of Cash Flows for the year ending 30 June 2027;
   (c) Budget Statement of Financial Activity for the year ending 30 June 2027;
   (d) Basis of preparation;
   (e) Rates and Service Charges;
   (f) Net Current Assets;
   (g) Reconciliation of cash;
   (h) Property, Plant and Equipment;
   (i) Depreciation;
   (j) Borrowings;
   (k) Reserve Accounts;
   (l) Other Information;
   (m) Elected Members Remuneration;
   (n) Revenue and Expenditure;
   (o) Program Information;
   (p) Fees & Charges;
   (q) Schedule of Fees and Charges for 2026-2027.

2. Pursuant to Regulation 34(5) of the Local Government (Financial Management) Regulations 1996, adopts the following as the materiality threshold for 2026-2027:
   (a) Over $10,000 for the purposes of reporting material variances.

MOTION #:	94/26
MOVED:	Cr Wieringa
SECONDED:	Cr Michael
VOTE:	5/1 by Absolute Majority
FOR:	Cr Bilney, Cr Mathwin, Cr Wieringa, Cr Mickle, Cr Michael
AGAINST:	Cr Mitchell
REASON FOR CHANGE TO OFFICER RECOMMENDATION:	To state that all material variances over $10,000 are reported.

Melvin Hettner entered the meeting at 4.04pm.

COUNCIL MOTION

That Council suspends Standing Orders at 4.04pm to allow Officers to clarify the rate in the dollar general rate figure for UV properties in Item 9.4.2.

MOTION #:	95/26
MOVED:	Cr Mickle
SECONDED:	Cr Michael
VOTE:	6/0
FOR:	Cr Bilney, Cr Mathwin, Cr Wieringa, Cr Mickle, Cr Mitchell, Cr Michael
AGAINST:	Nil

COUNCIL MOTION

That Council resumes Standing Orders at 4.07pm.

MOTION #:	96/26
MOVED:	Cr Michael
SECONDED:	Cr Mickle
VOTE:	6/0
FOR:	Cr Bilney, Cr Mathwin, Cr Wieringa, Cr Mickle, Cr Mitchell, Cr Michael
AGAINST:	Nil

9.4.2 VALUATIONS AND GENERAL RATES FOR 2026-2027 ANNUAL BUDGET

REPORTING OFFICER:	Darren Long – Financial Consultant
DATE:	27 July 2026
ATTACHMENT(S):	9.4.1.1 – 2026-2027 Statutory Budget

'*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	12.1 SoK finances and funding

DECLARATION OF INTEREST

Nil

PURPOSE OF THIS REPORT

The purpose of this report is for Council to give consideration to the adoption of applicable valuations and the imposition of general rates on rateable property for the 2026-2027 financial year.

BACKGROUND

When imposing rates on property local governments need to ensure they comply with the provisions of Part 6 of the *Local Government Act 1995*.

Section 6.32 of the *Local Government Act 1995* states:

6.32. Rates and service charges-

(1) When adopting the annual budget, a local government

(a) in order to make up the budget deficiency, is to impose a general rate on rateable land within its district, which rate may be imposed either:*

(i) uniformly; or

(ii) differentially; and

(b) may impose on rateable land within its district*

(i) a specified area rate; or

(ii) a minimum payment; and

(c) may impose a service charge on land within its district.*

** Absolute majority required.*

(2) Where a local government resolves to impose a rate it is required to:

(a) set a rate which is expressed as a rate in the dollar of the gross rental value of rateable land within its district to be rated on gross rental value; and

(b) set a rate which is expressed as a rate in the dollar of the unimproved value of rateable land within its district to be rated on unimproved value.

COMMENT

Following the draft budget workshops held with Council, the following general rates are presented for Councils consideration.

The deficiency of expenditure over income for the purpose of striking the rate for the 2026-2027 financial year amounts to $5,749,340.

Every year, the unimproved value (UV) of each property is reassessed by the State's Valuer Generals Office. The gross rental valuation (GRV) of each property for country local governments is reassessed by the State's Valuer Generals Office every five (5) years. The Shire's UV properties were revalued effective 1 July 2026.

The following valuations are currently recorded in Council's 2026-27 rate book-

(a) Unimproved Valuations (UV) - $977,997,410, of which $9,020,410 are minimum values;
(b) Gross Rental Valuations (GRV) - $7,718,360, of which $115,483 are minimum values.

The Shire bases the determination of annual property rates payable upon the unimproved values (UV) for rural properties and the gross rental values (GRV) for non-rural properties; with the values set by the Valuer General. The Shire applies a rate in the dollar charge for each valuation category, which is multiplied against a property's valuation.

The rate in the dollar adopted for the 2025-2026 financial year was, for UV properties at 0.4605 cents, and for GRV properties at 15.9150 cents. This becomes the base rate in the dollar when determining the following year's rate in the dollar. When properties are revalued, the previous year's rate in the dollar is adjusted in consideration of the whether the valuation has increased or decreased. This allows for a revised base rate in the dollar that would generate the same amount of revenue using the new property valuations. The increase in UV valuations of 9.86% has necessitated an adjustment to the UV rate in the dollar as follows:

1. UV – decrease from 0.4605 cents to 0.4193 cents to account for the valuation increment.

The rates in the dollar proposed in the draft budget are as follows-

(a) The GRV rate in the dollar for 2026-2027 will increase from 15.9150 cents to 16.71080 cents, equating to a 5.00% increase; and
(b) UV rate in the dollar for 2026-2027 will increase from 0.4193 cents to 0.4478 cents, equating to a 6.80% increase.

CONSULTATION

Internal – Senior Executives and Councillors
External - Nil

STATUTORY REQUIREMENTS

Local Government Act (1995) s.6.2. (1) states that each Local Government is to prepare an annual budget prior to 31 August, unless an extension from the Minister is granted.

Local Government Act 1995 s.6.32.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

The 2026-27 budget is presented as a balanced budget.

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:	HIGH - INADEQUATE		
IMPLICATIONS			
A control measure to raise rate revenue to offset budget expenditure as listed in the 2026-2027 budget, whilst ensuring compliance with applicable legislation.			

ASSET MANAGEMENT IMPLICATIONS

Nil

GREAT SOUTHERN VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Absolute Majority

OFFICER RECOMMENDATION/COUNCIL MOTION

1. That Council adopt the valuations, as supplied by the Valuer General's Office and recorded in the Rate Book, for the 2026-2027 year-

Gross Rental Valuations	$ 7,718,360
Unimproved Valuations	$ 977,997,410

2. That Council, pursuant to Section 6.32 of the *Local Government Act 1995*, impose the following rate in the dollar general rate for 2026-2027-

GRV properties	$0.167108
UV properties	$0.004478

MOTION #:	97/26
MOVED:	Cr Michael
SECONDED:	Cr Mickle
VOTE:	5/1 by Absolute Majority
FOR:	Cr Bilney, Cr Mathwin, Cr Wieringa, Cr Mickle, Cr Michael
AGAINST:	Cr Mitchell

9.4.3 MINIMUM PAYMENT FOR 2025-2026 ANNUAL BUDGET

REPORTING OFFICER:	Darren Long – Financial Consultant
DATE:	27 July 2026
ATTACHMENT(S):	9.4.1.1 – 2026-2027 Statutory Budget

'*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	12.1 SoK finances and funding

DECLARATION OF INTEREST

Nil

PURPOSE OF THIS REPORT

The purpose of this report is for Council to give consideration to the adoption and imposition of the Minimum Payment on rateable property for 2026-2027.

BACKGROUND

Section 6.35 of the *Local Government Act 1995* states:

(1) Subject to this section, a local government may impose on any rateable land in its district a minimum payment which is greater than the general rate which would otherwise be payable on that land.

(2) A minimum payment is to be a general minimum but, subject to subsection (3), a lesser minimum may be imposed in respect of any portion of the district.

(3) In applying subsection (2) the local government is to ensure the general minimum is imposed on not less than —

(a) 50% of the total number of separately rated properties in the district; or

(b) 50% of the number of properties in each category referred to in subsection (6),

on which a minimum payment is imposed.

(4) A minimum payment is not to be imposed on more than the prescribed percentage of —

(a) the number of separately rated properties in the district; or

(b) the number of properties in each category referred to in subsection (6),

unless the general minimum does not exceed the prescribed amount.

(5) If a local government imposes a differential general rate on any land on the basis that the land is vacant land it may, with the approval of the Minister, impose a minimum payment in a manner that does not comply with subsections (2), (3) and (4) for that land.

(6) For the purposes of this section a minimum payment is to be applied separately, in accordance with the principles set forth in subsections (2), (3) and (4) in respect of each of the following categories —

(a) to land rated on gross rental value; and

(b) to land rated on unimproved value; and

(c) to each differential rating category where a differential general rate is imposed.

COMMENT

The following minimum payments are presented for Councils consideration.

The Minimum Payment for UV properties is proposed to increase by 6.80%, from $921 to $984.

The Minimum Payment for GRV properties is proposed to increase by 5.00%, from $899 to $944

The proposed 2026-2027 UV Minimum Payment will be imposed on 72 UV property assessments, being 11.29% of the total UV property assessments.

The proposed 2026-2027 GRV Minimum Payment will be imposed on 73 GRV property assessments, being 10.28% of the total GRV property assessments.

CONSULTATION

Internal – Senior Executives
External - Nil

STATUTORY REQUIREMENTS

Local Government Act 1995 s.6.35.

The imposition of the proposed Minimum Payment complies with the percentage requirements of subclause (3) of Section 6.35.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

The 2026-27 budget is presented as a balanced budget.

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:	HIGH - INADEQUATE		
IMPLICATIONS			
A control measure to raise rate revenue to offset budget expenditure as listed in the 2026-2027 budget, whilst ensuring compliance with applicable legislation.			

ASSET MANAGEMENT IMPLICATIONS

Nil

GREAT SOUTHERN VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Absolute Majority

OFFICER RECOMMENDATION/COUNCIL MOTION

That Council, pursuant to Sections 6.32 and 6.35 of the *Local Government Act 1995,* impose the following Minimum Payment for 2026-2027-

GRV properties	$944 per rateable assessment
UV properties	$984 per rateable assessment

MOTION #:	98/26
MOVED:	Cr Mitchell
SECONDED:	Cr Mickle
VOTE:	6/0 by Absolute Majority
FOR:	Cr Bilney, Cr Mathwin, Cr Wieringa, Cr Mickle, Cr Mitchell, Cr Michael
AGAINST:	

9.4.4 PAYMENT OF RATES OPTIONS AND INTEREST CHARGES FOR 2026-2027 ANNUAL BUDGET

REPORTING OFFICER:	Darren Long – Financial Consultant
DATE:	27 July 2026
ATTACHMENT(S):	9.4.1.1 – 2026-2027 Statutory Budget

'*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	12.1 SoK finances and funding

DECLARATION OF INTEREST

Nil

PURPOSE OF THIS REPORT

The purpose of this report is for Council to give consideration to the-

1. Setting of options for the payment of rates and service charges for the 2026-2027 financial year;
2. Imposition of an administration fee and instalment interest charge for payments made by instalments; and
3. Imposition of a rate of interest on overdue rates and service charges for the 2026-2027 financial year.

BACKGROUND

Section 6.45 of the *Local Government Act 1995 (Act*) requires a local government to set the options for the payment of rates or service charges; as well as the ability to impose an administration fee and an instalment interest charge applicable to those payment options.

Section 6.45 of the *Local Government Act 1995* states-

6.45. Options for payment of rates or service charges

(1) A rate or service charge is ordinarily payable to a local government by a single payment but the person liable for the payment of a rate or service charge may elect to make that payment to a local government, subject to subsection (3), by —

(a) 4 equal or nearly equal instalments; or

(b) such other method of payment by instalments as is set forth in the local government's annual budget.

(2) Where, during a financial year, a rate notice is given after a reassessment of rates under section 6.40 the person to whom the notice is given may pay the rate or service charge —

(a) by a single payment; or

(b) by such instalments as are remaining under subsection (1)(a) or (b) for the remainder of that financial year.

(3) A local government may impose an additional charge (including an amount by way of interest) where payment of a rate or service charge is made by instalments and that additional charge is, for the purpose of its recovery, taken to be a rate or service charge, as the case requires, that is due and payable.

(4) Regulations may —

(a) provide for the manner of making an election to pay by instalments under subsection (1) or (2); and

(b) prescribe circumstances in which payments may or may not be made by instalments; and

(c) prohibit or regulate any matters relating to payments by instalments; and

(d) provide for the time when, and manner in which, instalments are to be paid; and

(e) prescribe the maximum amount (including the maximum interest component) which may be imposed under subsection (3) by way of an additional charge; and

(f) provide for any other matter relating to the payment of rates or service charges.

Section 6.51 provides for a local government to impose an interest charge on a rate of service charge that remains unpaid after becoming due and payable.

6.51. Accrual of interest on overdue rates or service charges

(1) A local government may at the time of imposing a rate or service charge resolve to impose interest (at the rate set in its annual budget) on —*

(a) a rate or service charge (or any instalment of a rate or service charge); and

(b) any costs of proceedings to recover any such charge, that remains unpaid after becoming due and payable.

**** Absolute majority required***

COMMENT

Payment options

The Shire has traditionally offered three payment options-

Option 1 Payment in full by the due date.

Option 2 Payment in two equal instalments, being-

(a) Instalment 1 - 50% of the rates and service charges within 35 days of date of issue;

(b) Instalment 2 - 50% of the rates and service charges within 4 months of (a).

Option 3 Payment in four equal instalments, being-

(a) Instalment 1 - 25% of the rates and service charges within 35 days of date of issue;
(b) Instalment 2 - 25% of the rates and service charges within 2 months of (a);
(c) Instalment 3 - 25% of the rates and service charges within 2 months of (b); and
(d) Instalment 4 - 25% of the rates and service charges within 2 months of (c).

It is suggested that these payment options continue.

Administration fee and instalment interest charge

Section 6.45 of the *Act* permits Council to impose an administration charge where a payment of rate or service charge is made by instalments.

Regulations 67 and 68 of the Local Government (Financial Management) Regulations 1996 limit how much can be imposed as an administration charge and as an instalment interest charge.

In 2025-2026 the Shire imposed an administration fee of $9 on the second, third and fourth instalment payments.

It is suggested that the same administration fee of $9 apply to the second, third and fourth instalment payments for 2026-2027.

The maximum instalment interest rate local governments are able to impose under Regulation 68 is 5.5%.

The Shire has also previously imposed an instalment interest charge of 5.5% when option 2 and/or 3 is selected by ratepayers.

It is suggested that Council continue to impose an instalment interest charge of 5.5%.

Accrual of interest on overdue rates or service charges

Section 6.51 of the *Act* permits Council to impose an interest charge on overdue rates or service charges.

The Shire has previously imposed a late payment interest charge of 11% in 2025-2026.

It is suggested that Council impose a late payment interest charge of 11% on overdue rates or service charges not paid by the due date.

CONSULTATION

Internal – Senior Executives
External - Nil

STATUTORY REQUIREMENTS

Local Government Act 1995 s.6.45, 6.50, 6.51.
Local Government (Financial Management) Regulations 1996, Regulations 67, 68, 70 and 71.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

The 2026-27 budget is presented as a balanced budget.

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:	HIGH - INADEQUATE		
IMPLICATIONS			
A control measure to raise rate revenue to offset budget expenditure as listed in the 2026-2027 budget, whilst ensuring compliance with applicable legislation.			

ASSET MANAGEMENT IMPLICATIONS

Nil

GREAT SOUTHERN VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Absolute Majority

OFFICER RECOMMENDATION/COUNCIL MOTION

That Council:

1. Pursuant to Section 6.45 of the *Local Government Act 1995*, offer two payment options for rates and service charges for the 2026-2027 financial year, being-
    (a.) Option 1 – Payment in full by a single instalment by the due date of 24 September 2026, being 35 days from the date of issue of the rate notice;
    (b.) Option 2 - Payment in two equal instalments, being-
        (i) Instalment 1 - 50% of the rates and service charges within 35 days of date of issue of the rate notice, being 24 September 2026;
        (ii) Instalment 2 - 50% of the rates and service charges within 4 months the due date, being 28 January 2027.
    (c.) Option 3 – Payment in four equal instalments, being-
        (i) Instalment 1 - 25% of the rates and service charges within 35 days of date of issue of the rate notice, being 24 September 2026;
        (ii) Instalment 2 - 25% of the rates and service charges within 2 months the due date, being 26 November 2026;
        (iii) Instalment 3 - 25% of the rates and service charges within 2 months of (ii), being 28 January 2027; and
        (iv) Instalment 4 - 25% of the rates and service charges within 2 months of (iii), being 01 April 2027.
2. Pursuant to Section 6.45 of the *Local Government Act 1995,* that an administration fee of $9 per instalment apply to Instalments 2, 3 and 4 under payment options 2 and 3.
3. Pursuant to Section 6.45 of the *Local Government Act 1995*, impose an instalment interest charge of 5.5%, which is to apply to Instalments 2, 3 and 4 under payment options 2 and 3.
4. Pursuant to Section 6.51 of the *Local Government Act 1995*, impose an 11.0% rate of penalty interest on overdue rates and service charges that remain unpaid after the due date.

MOTION #:	99/26
MOVED:	Cr Mickle
SECONDED:	Cr Mitchell
VOTE:	6/0 by Absolute Majority
FOR:	Cr Bilney, Cr Mathwin, Cr Wieringa, Cr Mickle, Cr Mitchell, Cr Michael
AGAINST:	

9.4.5 IMPOSITION OF FEES AND CHARGES AND SANITATION REMOVAL CHARGES – 2026 2027 ANNUAL BUDGET

REPORTING OFFICER:	Grant Thompson – Chief Executive Officer
DATE:	Thursday, 30 July 2026
ATTACHMENT(S):	9.4.4.1 2026-2027 Statutory Budget Note: Schedule of Fees and Charges are found in the above attachment Annual Statutory Budget, pages 24–53.

'*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 Shire of Kojonup monitoring and reporting

DECLARATION OF INTEREST

Nil

PURPOSE OF THIS REPORT

The purpose of this report is for Council to consider imposing the Schedule of Fees and Charges, including rubbish and recycling removal charges, for the 2026–2027 financial year and incorporating those charges into the 2026–2027 annual budget.

BACKGROUND

Sections 6.16 to 6.19 of the *Local Government Act 1995* govern the imposition, setting, amendment and notification of fees and charges.

Under section 6.16, fees and charges are ordinarily imposed when adopting the annual budget and an absolute majority is required. Section 6.17 requires Council to consider the cost of providing the goods or service, its importance to the community and the price available from alternative providers.

Section 6.18 preserves fee amounts or prohibitions established under other written laws, while section 6.19 requires local public notice where a fee or charge is introduced after budget adoption.

Sections 67 and 68 of the *Waste Avoidance and Resource Recovery Act 2007* enables a local government to impose an annual waste-receptacle charge on premises receiving a waste service and do not restrict the imposition of waste-service fees under section 6.16 of the *Local Government Act 1995*.

COMMENT

The draft 2026–2027 annual budget includes total fees and charges revenue of **$844,330**.

One of the the largest program allocations is Community Amenities, which includes Sanitation.

The detailed Schedule of Fees and Charges forms part of the budget at pages 24–53.

The proposed annual rubbish and recycling collection charge for two 240-litre service is **$456.00** (weekly rubbish and fortnightly recycling), increasing from **$420.00**. The proposed charge for an additional recycling service remains **$210.00** and the additional rubbish service remains **$250.00**.

This currently under recovers the total cost of the sanitation removal program by approximately $24,000 meaning the Shire subsidises the sanitation removal service by this amount. It is considered cost recovery of the full sanitation program is a material increase to the rateable properties. If the Council wishes to charge full cost recovery the fee would be circa $481.00. There are 672 rateable properties the full cost can be distributed across.

An additional rubbish bin is proposed at $120.00. These charges support provision of the collection service and are included in Community Amenities revenue.

The schedule also updates selected administrative, statutory, regulatory, facility-hire, cemetery, swimming-pool, building, plant-hire and other service charges. Adoption with the annual budget provides a clear and consistent basis for charging from 1 July 2026, subject to any fee fixed or limited by other legislation.

For Council consideration.

CONSULTATION

Deputy CEO
Darren Long Accounting Consultant
Leadership Team Members
Responsible officers contributing to the 2026–2027 Schedule of Fees and Charges
Council Briefing Session

STATUTORY REQUIREMENTS

Local Government Act 1995, sections 6.16–6.19; *Waste Avoidance and Resource Recovery Act 2007*, sections 67–68; and applicable legislation and regulations prescribing or limiting individual statutory fees within the Schedule.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

The Schedule of Fees and Charges has been incorporated into the draft 2026–2027 annual budget. Total fees and charges revenue is budgeted at $869,251.

Waste-related fees contribute to Community Amenities revenue budgeted at $363,573. Adoption will establish the lawful charging basis and support recovery of service-delivery costs during the financial year.

RISK MANAGEMENT IMPLICATIONS

RISK MANAGEMENT FRAMEWORK			
Risk Profile	Risk Description/Cause	Key Control	Current Action
17) Financial sustainability	Fees may not adequately recover service costs, may be inconsistent with legislation, or may be applied without valid Council authority.	Budget Controls	Adopt the schedule with the annual budget and monitor revenue and service costs during 2026–2027.
RISK RATING:	HIGH-INADEQUATE		
IMPLICATIONS			
Failure to validly adopt, publish or consistently apply the schedule could result in revenue leakage, customer disputes and non-compliance. The annual budget process, legislative review and absolute-majority resolution reduce these risks to a low level.			

ASSET MANAGEMENT IMPLICATIONS

Appropriate fees and charges contribute to funding the operation, maintenance and renewal of facilities, plant and waste-management assets used to deliver Council services.

GREAT SOUTHERN VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Absolute Majority

OFFICER RECOMMENDATION/COUNCIL MOTION

That Council:

1. Pursuant to section 6.16 of the *Local Government Act 1995*, adopts the Schedule of Fees and Charges for the 2026–2027 financial year as attached and incorporates the Schedule into the 2026–2027 annual budget; and
2. Pursuant to section 67 of the *Waste Avoidance and Resource Recovery Act 2007*, imposes for the 2026–2027 financial year the following annual rubbish and recycling removal charges:
   (a) 240-litre rubbish and recycling collection service — $456.00;
   (b) additional recycling service — $210.00;
   (c) additional rubbish service — $250.00; and
   (d) additional rubbish bin — $120.00.

MOTION #:	100/26
MOVED:	Cr Mathwin
SECONDED:	Cr Mitchell
VOTE:	6/0 by Absolute Majority
FOR:	Cr Bilney, Cr Mathwin, Cr Wieringa, Cr Mickle, Cr Mitchell, Cr Michael
AGAINST:	

The Manager Regulatory Services left the meeting at 4.16pm.

10. APPLICATIONS FOR LEAVE OF ABSENCE

Nil

11. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

12. QUESTIONS FROM MEMBERS WITHOUT NOTICE

Nil

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

Nil

14. MEETING CLOSED TO THE PUBLIC

14.1 MATTERS FOR WHICH THE MEETING MAY BE CLOSED

14.1.1 CHIEF EXECUTIVE OFFICER (CEO) ANNUAL CONTRACT REVIEW JULY 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 4.18 pm.	
MOTION #:	101/26
MOVED:	Cr Mathwin
SECONDED:	Cr Michael
VOTE:	6/0
FOR:	Cr Bilney, Cr Mathwin, Cr Wieringa, Cr Mickle, Cr Mitchell, Cr Michael
AGAINST:	

Frank Pritchard, Melvin Hettner, the Deputy Chief Executive Officer, and the Manager Works and Infrastructure left the meeting at 4.18pm.

The Chief Executive Officer declared Impartial and Direct Financial Interests and left the meeting at 4.18pm.

PROCEDURAL MOTION That the meeting be reopened to the public at 5.07pm.	
MOTION #:	106/26
MOVED:	Cr Mathwin
SECONDED:	Cr Mickle
VOTE:	6/0
FOR:	Cr Bilney, Cr Mathwin, Cr Wieringa, Cr Mickle, Cr Mitchell, Cr Michael
AGAINST:	

14.2 PUBLIC READING RESOLUTIONS THAT MAY BE MADE PUBLIC

14.2.1 CHIEF EXECUTIVE OFFICER (CEO) ANNUAL CONTRACT REVIEW JULY 2026

COUNCIL MOTION That Council: 1. Notes the Salaries and Allowances Tribunal Determination dated April 2026 (effective 1 July 2026) related to the setting of the CEO Remuneration (Attachment 14.1.1 – Local Government CEO and Elected Council Members Determination April 2026 – Salaries & Allowances Tribunal). 2. Approves restructuring the CEO remuneration package to set the baseline for the remuneration package as presented plus a 2% increase as per page 14 of this report; and 3. Approves the attached 'Variation to Contract Remuneration 2026 - Grant Thompson', incorporating the Council approved adjustments to the CEO's remuneration components, in compliance with the '*Western Australia Salaries and Allowances Act 1975 - Determination Of The Salaries And Allowances Tribunal On Local Government Chief Executive Officers And Elected Members April 2026' determination.*	
MOTION #:	105/26
MOVED:	Cr Mickle
SECONDED:	Cr Michael
VOTE:	5/1 by Absolute Majority
FOR:	Cr Bilney, Cr Mathwin, Cr Wieringa, Cr Mickle, Cr Michael
AGAINST:	Cr Mitchell

15. CLOSURE

There being no further business to discuss, the President thanked the members for their attendance and declared the meeting closed at 5.10 pm.

16 ATTACHMENTS

9.4.1. 9.4.1.1 2026-2027 Statutory Budget (Including the Fees and Charges)

UNDER SEPARATE COVER

14.1.1 14.1.1.1 Chief Executive Officer (CEO) Annual Contract Review July 2026

GSRAC Meeting Mount Barker 6.8.26 – Kerryn Mickle

Held at Souness Park Precinct

Nicole Selensaw, Shire of Plantagenet, provided a history of Souness Park, noting it was the result of a merger between North and South Mount Barker football clubs approximately thirty years ago.

The facility was a ten-million-dollar build fifteen years ago and currently co-locates football, soccer, cricket, and hockey.

The Shire manages the change rooms, which were designed with large connecting doors to accommodate different sports simultaneously or provide extra space for large football games.

A sporting club committee, representing the four main sports plus a community representative, leases the building and employs a part-time facilities coordinator.

The hockey club maintains a voluntary sinking fund to cover fifty percent of future turf resurfacing costs, which are expected to double every second cycle due to sub-surface replacement.

All clubs have Alease agreement with the shire and also pay an hourly rate for use of lights of $22 per hour – this is currently covering the cost of power and contributing to future upgrades.

Challenges were noted regarding the cricket club\'s lack of input during master planning, despite the current design being heavily football-focused.

Grants and Funding Strategy Presentation

Colin Steele from Section 51 in Canberra delivered a presentation on securing grants, emphasizing that the "project" is often secondary to the "policy outcome" desired by the government. See attached for more details.

Colin explained that Commonwealth grants are strictly for delivering federal policy, such as the Regional Investment Framework, while state grants focus on subject matter expertise and regional priorities.

A successful application must tell a compelling story rather than "whinging" about a lack of funds; Colin provided examples where a basketball stadium was funded as a "farm shed" and a swimming pool as a "wellbeing center" to align with export and health policies.

Assessors often reject applications written by AI or those that focus only on local needs; Colin advised being proud of the local area and writing for a human reader in a way that makes their job easy.

Essential grant evidence includes a simple project plan (What, When, How much, Who), proof of land ownership, and a Benefit Cost Ratio (BCR) above one.

Colin stressed the importance of saying "thank you" to funding providers and maintaining the story of success through to the final report.

Regional Local Government Project Updates

The Shire of Plantagenet is prioritizing a swimming pool redevelopment currently estimated at eighteen to nineteen million dollars, with a funding shortfall of ten to twelve million dollars.

The Shire of Denmark reported that Berridge Park works are progressing, but the Turner Road Mountain Bike Park project is delayed by at least three months due to an environmental clearing permit appeal.

The Shire of Kent is awaiting a grant outcome for the Nyabing Pavilion and is progressing the Pingrup ablution Block with partner funding from the Racing and Wagering group.

The City of Albany is finalizing its sport and recreation strategy and launching a business case for the redevelopment of its leisure and aquatic center.

The Shire of Broomfield-Tambellup is working on water catchment strategies, interpretation for the Noongar Trail, and a three-week redevelopment of its youth precinct buildings.

The Shire of Kojonup discussed a new lease for the pistol club, fundraising for hockey lights, and concerns regarding recent copper theft at local showgrounds.

The Shire of Jerramungup is investigating converting the closed Gairdener School into a community camp or training center and has applied for reticulation funding for the Bremer Bay Sports Oval.

The Shire of Gnowangerup is progressing Weir Park works and reported that the "Wild Gravel" event in October already has one hundred and forty registrations, with Premier Roger Cook signed up for the ninety-five-kilometer race.

Departmental Updates and Participation Programs

Mel Eastough from the Department of Creative Industries, Tourism and Sport noted that while many funding programs are currently paused, guidelines are expected to remain largely unchanged when they reopen.

The department is focusing on female participation through the "Game On Girls" initiative and investigating why girls drop out of sports.

Mel Eastough and Julia plan to visit individual shires over the next few months to discuss infrastructure and review "KidSport" participation statistics for the region.

There is a push to identify more "support agents" beyond child protection and local shires to help families access sports subsidies.

MONTHLY FINANCIAL REPORT

31 JULY 2026

TABLE OF CONTENTS

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

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 31 JULY 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 curently holds no monies in the Trust Fund.

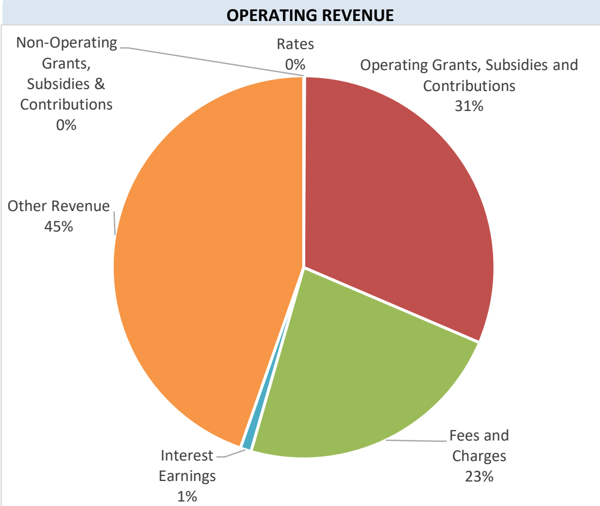
SIGNIFICANT ACCOUNTING POLICES

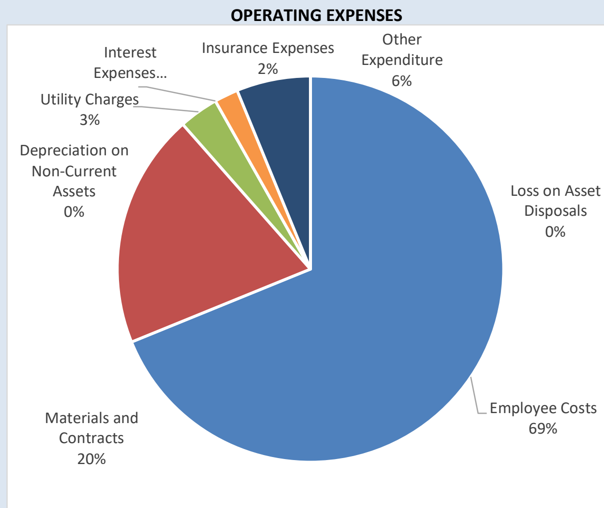
GOODS AND SERVICES TAX
Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO). Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable 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 JULY 2026





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

STATUTORY REPORTING PROGRAMS

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

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

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

	2026-2027 YTD ACTUAL
EXPENDITURE (Excluding Finance Costs)	**$**
General Purpose Funding	(4,299)
Governance	(99,529)
Law, Order, Public Safety	(10,906)
Education and Welfare	(1,416)
Health	(13,077)
Housing	(13,631)
Community Amenities	(64,637)
Recreation and Culture	(71,183)
Transport	(408,301)
Economic Services	(135,116)
Other Property and Services	68,427
Operating Expenses	(753,670)
REVENUE	
General Purpose Funding	2,195
Governance	4,408
Law, Order, Public Safety	23,825
Education and Welfare	223
Health	0
Housing	40,948
Community Amenities	4,454
Recreation and Culture	51,259
Transport	10,704
Economic Services	79,893
Other Property & Services	18,369
Operating Revenue	236,278
Sub-total	**(517,392)**
FINANCE COSTS (INTEREST)	
Law & Order	0
Health	0
Housing	0
Recreation & Culture	0
Transport	0
Economic Services	0
Total Finance Costs	0
NON-OPERATING REVENUE	
Transport	0
Total Non-Operating Revenue	0
PROFIT/(LOSS) ON SALE OF ASSETS	
Governance Loss	0
Governance Profit	0
Total Profit/(Loss)	0
NET RESULT	**(517,392)**
Other Comprehensive Income	
Changes on revaluation of non-current assets	0
Total Other Comprehensive Income	0
	0
TOTAL COMPREHENSIVE INCOME	**(517,392)**

"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)

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 JULY 2026

	2026-2027 YTD ACTUAL
Expenses	
Employee Costs	(518,760)
Materials and Contracts	(148,263)
Utility Charges	(24,971)
Depreciation on Non-Current Assets	0
Interest Expenses	0
Insurance Expenses	(15,115)
Other Expenditure	(46,561)
Operating Expenses	(753,670)
Revenue	
Rates	(196)
Operating Grants, Subsidies and Contributions	74,197
Fees and Charges	54,466
Service Charges	0
Interest Earnings	2,192
Other Revenue	105,620
Operating Revenue	236,278
Sub-total	**(517,392)**
Non-Operating Grants, Subsidies & Contributions	0
Fair Value Adjustments to financial assets at fair value through profit/loss	0
Profit on Asset Disposals	0
Loss on Asset Disposals	0
Non-Operating Revenue	0
Net Result	**(517,392)**
Other Comprehensive Income	
Changes on revaluation of non-current assets	0
Total Other Comprehensive Income	0
TOTAL COMPREHENSIVE INCOME	**(517,392)**

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

	2026-2027 YTD ACTUAL (b)
OPERATING REVENUE	**$**
Rates	(196)
Operating Grants and Subsidies	74,197
Fees and Charges	54,466
Interest Earnings	2,192
Profit on Asset Disposal	0
Other Revenue	105,620
	236,279
LESS OPERATING EXPENDITURE	
Employee Costs	(518,761)
Materials & Contracts	(148,263)
Utilities	(24,971)
Depreciation on Non-Current Assets	0
Interest Expense	0
Insurances	(15,115)
Loss on Asset Disposal	0
Other Expenditure	(46,561)
	(753,671)
Amount Attributable to Operating Activities	**(517,392)**
ITEMS EXCLUDED FROM OPERATING ACTIVITIES	
Movement in Doubtful Debt Provision	0
Land Held for Resale	0
Depreciation Written Back	0
Total Items Excluded	**0**
Sub Total	**(517,392)**
INVESTING ACTIVITIES	
Outflows from investing activities	
Land Held for Resale	0
Purchase Buildings	0
Purchase Plant and Equipment	0
Purchase Furniture and Equipment	(244)
Infrastructure Assets - Roads	(16,040)
Infrastructure Assets - Parks & Ovals	0
Infrastructure Assets - Other	0
Inflows from investing activities	
Proceeds from Sale of Assets	0
Contributions for the Development of Assets	0
Amount Attributable to Investing Activities	**(16,284)**
FINANCING ACTIVITIES	
Outflows from financing activities	
Repayment of Debt - Loan Principal	0
Transfer to Reserves	(50)
Inflows from financing activities	
Transfer from Reserves	0
Amount Attributable to Financing Activities	**(50)**
Sub Total	**(533,726)**
FUNDING FROM	
Estimated Opening Surplus at 1 July	2,613,982
Closing Funds	0
	2,613,982
NET SURPLUS/(DEFICIT)	**2,080,256**

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

	ACTUAL 30 JUNE 2026	ACTUAL YTD
Cash - Unrestricted	$2,597,975	$2,073,969
Cash - Restricted General	$0	$0
Cash - Restricted Reserves	$1,121,347	$1,121,397
Accounts Receivable - Rates	$490,929	$480,280
Accounts Receivable - Sundry	$281,654	$250,901
GST Receivable	$51	$14,429
Contract Assets	$0	$0
Inventories	$44,104	$30,876
Land held for Resale	$380,435	$380,435
Loans - Clubs	**$0**	$0
CURRENT ASSETS	**$4,916,494**	**$4,352,287**
LESS: CURRENT LIABILITIES		
Payables	($346,742)	($299,158)
ATO Liabilities	$66,402	$49,349
Unspent Grant Liabilities	($529,383)	($529,383)
Employee Provisions	($524,215)	($524,215)
Accrued Interest on Loans	($19,894)	($19,894)
Interest Bearing Loans	($499,824)	($499,824)
Springhaven Accommodation Bonds	$0	$0
CURRENT LIABILITIES	($1,853,656)	($1,823,124)
LESS: EXCLUSIONS		
Cash - Restricted Reserves	($1,121,347)	($1,121,397)
Cash - Restricted Cash	$0	$0
Interest Bearing Loans	$499,824	$499,824
Self Supporting Loan Debtors	$0	$0
Less Land held for Resale	($380,435)	($380,435)
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	$19,894	$19,894
Add: Current liabilities not expected to be cleared at end of year	$524,215	$524,215
Unspent loan funds - Loan 150	$0	
Roundings	$0	$0
NET CURRENT POSITION - SURPLUS/(DEFICIT)	**$2,613,982**	**$2,080,256**

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

	Note	2025-2026 ACTUAL $	2026-2027 ACTUAL $	Variance $
Current assets				
Unrestricted Cash & Cash Equivalents		2,597,975	2,073,969	-524,006
Restricted Cash & Cash Equivalents		1,121,347	1,121,397	50
Trade and other receivables		772,582	731,181	-41,402
ATO Receivables		51	14,429	14,378
Contract Assets		0	0	0
Inventories		44,104	30,876	-13,228
Land Held for Resale		380,435	380,435	0
Total current assets		**4,916,494**	**4,352,287**	-564,207
Non-current assets				
Trade and other receivables		117,914	117,914	0
LG House Unit Trust		193,972	193,972	0
Land Held for Resale		0	0	0
Land		2,292,085	2,292,085	0
Buildings		26,177,530	26,177,530	0
Furniture & Equipment		394,264	406,601	12,337
Plant & Equipment		2,803,226	2,803,226	0
Tools		0	0	0
Roads Infrastructure		94,688,997	94,705,037	16,040
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		2,241,371	2,241,371	0
Other Infrastructure		5,832,679	5,820,586	-12,093
Total non-current assets		**153,938,840**	**153,955,124**	16,284
Total assets		**158,855,334**	**158,307,411**	-547,923
Current liabilities				
Trade and other payables		366,636	319,051	47,584
ATO Liabilities		-66,402	-49,349	-17,053
Contracts Liability		529,383	529,383	0
Interest-bearing loans and borrowings		499,824	499,824	0
Provisions		524,215	524,215	0
Total current liabilities		**1,853,656**	**1,823,124**	30,531
Non-current liabilities				
Interest-bearing loans and borrowings		3,493,361	3,493,361	0
Non-Current Payables		0	0	0
Provisions		94,599	94,599	0
Total non-current liabilities		**3,587,960**	**3,587,960**	0
Total liabilities		**5,441,616**	**5,411,084**	30,531
Net assets		**153,413,719**	**152,896,327**	-517,392
Equity				
Retained surplus		71,151,898	71,151,848	-50
Net Result		0	-517,392	-517,392
Reserve - asset revaluation		81,140,473	81,140,473	0
Reserve - Cash backed		1,121,347	1,121,397	50
Total equity		**153,413,719**	**152,896,327**	-517,392

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

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

PROGRESS OF THE CAPITAL PROGRAM/SMART IMPLEMENTATION

COA	Description	SMART Implement. Ref.	Resp. Officer	Asset Class	Asset Invest. Type	2026/2027 YTD Actuals
Governance						
C137	ICT Plan Implementation		CEO	F&E	Renewal	244
						244
Transport - Infrastructure						
R2R405	RTR - Old Broomehill Rd Seal Bridge Approach SLK 2.25		MWS	Infr.	Renewal	335
RRG005	Rrg - Kojonup-Frankalnd Rd Reconstruct And Reseal		MWS	Infr.	Renewal	15,513
RC003	Thornbury Close Construction including fire road (Industrial Area)		MWS	Infr.	Upgrade	191
						16,040
	Total Capital Expenditure					**16,284**

SUMMARIES:	
Land Held for Resale	0
Land & Buildings	0
Infrastructure	16,040
Plant & Equipment	0
Furn & Equipment	244
	16,284
At No Cost	0
Asset Renewal	16,093
New Asset	0
Upgrading Asset	191
	16,284
Chief Executive Officer	244
Manager Corporate & Community Services	0
Manager Works & Services	16,040
Senior Horticulturalist	0
Manager Property Services	0
	16,284

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

UNSPENT CAPITAL GRANTS **Grant Provider**	**Liability 1 July 2026**	**Increase in Liability**	**Liability Recorded as Revenue**	**Closing Liability**
Transport				
DITRDC - Roads to Recovery Grant 2024-2025	40,186	0	0	40,186
DITRDC - Roads to Recovery Grant 2025-2026	418,353	0	0	418,353
MRWA - Commodity Route Grants 2025-2026	32,778	0	0	32,778
Economic Services				
Dept of Water - Water Re-use (Community Drought)	3,669	0	0	3,669
Total Unspent Capital Grants	**494,987**	**0**	**0**	**494,987**

CONTRACT LIABILITIES **Grant Provider**	**Liability 1 July 2025**	**Increase in Liability**	**Liability Recorded as Revenue**	**Closing Liability**
Housing				
GSDC - Great Southern Homes Grant	14,396	0	0	14,396
Great Southern Homes - LG Contributions	20,000	0	0	20,000
Total Contract Liabilities	**34,396**	**-**	**-**	**34,396**
TOTAL LIABILITIES & REVENUE	**529,383**	**0**	**0**	**529,383**

SHIRE OF KOJONUP

MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDING 31 JULY 2026

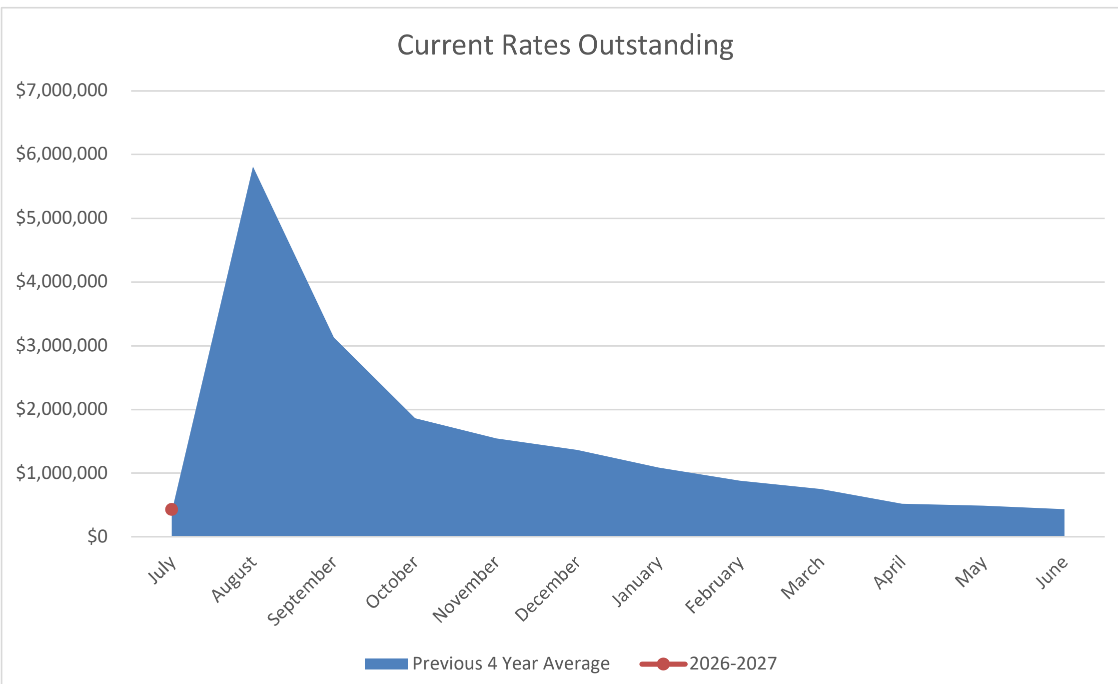
RESERVES - CASH BACKED	2026-2027 Actual Opening Balance	2026-2027 Actual Transfer to	2026-2027 Actual Transfer (from)	2026-2027 Actual Closing Balance
	$	$	$	$
Plant Reserve	238,987	0		238,987
Employee Leave	298,429	0	0	298,429
Low Income Housing	91,644	0	0	91,644
Sporting Facility	0	0	0	0
Landfill Waste Management	87,871	0	0	87,871
Kodja Place Tourist Precinct	0	0	0	0
Community Grants Reserve	10,699	0	0	10,699
Independent Living Units	173,631	0	0	173,631
Natural Resource Management	106,955	0	0	106,955
The Kodja Place Building Upgrade & Renewal	19,353	0	0	19,353
Asset Acquisition and Replacement Reserve	0	0	0	0
Sports Complex Building, Plant & Equipment Upgrade and Renewal Reserve	82,789	0	0	82,789
Muradup Community Reserve	10,989	50	0	11,039
	1,121,347	**50**	**0**	**1,121,397**

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

RATES & SUNDRY RECEIVABLES

Rates:

	1-Jul-26	Levy for 2026/27	Collectable	Received	Outstanding
Property Rates	$ 212,049	$ -	$ 212,049	$ (8,075)	$ 203,975
Rubbish Charges	$ 44,776	$ -	$ 44,776	$ (1,078)	$ 43,698
Emergency Services Levy	$ 21,382	$ (219)	$ 21,163	$ -	$ 21,163
Instalment fee & Interest	$ -	$ -	$ -	$ -	$ -
Penalty & ESL Interest	$ 130,621	$ 2,192	$ 132,812	$ (607)	$ 132,205
Excess Rates	$ (36,599)	$ -	$ (36,599)	$ (16,159)	$ (52,758)
Sub- Total	**$ 372,228**	**$ 1,972**	**$ 374,201**	**$ (25,918)**	**$ 348,283**
					17658%
OTHER ITEMS					
Pensioner Rebates to claim	$ 82,101	$ -	$ 82,101	$ (2,862)	$ 79,239
Sub-Total	$ 454,329				**$ 427,522**
Pensioner Deferred Rates	$ 117,914	$ -	$ 117,914	$ -	$ 117,914
Total Outstanding	**$ 490,143**	**$ 1,972**	**$ 492,115**	**$ (25,918)**	**$ 466,197**



Sundry Debtors:

	30-Jun-26		31-Jul-26		Movement This FY
Credit Balance	$ (7,529)		$ (7,704)		$ 175
Current	$ 153,397		$ 10,830	4%	$ 142,567
30 - 60 days	$ 3,235	1%	$ 140,552	54%	$ (137,317)
60 - 90 days	$ 7,830	3%	$ 2,518	1%	$ 5,313
Greater than 90 days	$ 114,450	42%	$ 113,699	44%	$ 751
	$ 271,384		**$ 259,894**		

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

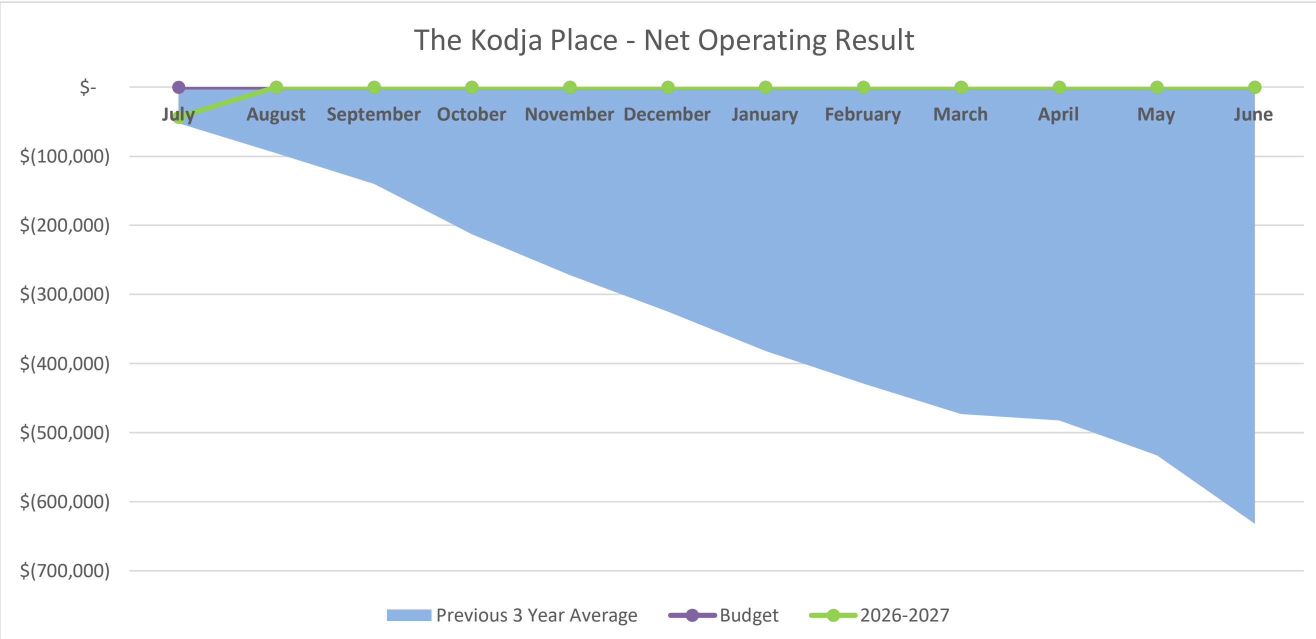
LOAN REPAYMENTS	Loan Number	2026-2027 Actual Principal 1 July 2025	2026-2027 New New Loans	2026-2027 New Principal Repayments	2026-2027 Actual Interest Repayments	2026-2027 Actual Principal Outstanding
		$		$	$	$
Law, order, public safety						
Communications Tower	150	323,313	0	0	0	323,313
Health						
Medical Centre Donation	137	92,675	0	0	0	92,675
Housing						
Bagg Street Unit	135	22,509	0	0	0	22,509
Aged Units - GSHI	139	0	0	0	0	0
Staff Housing - GSHI	140	607,582	0	0	0	607,582
GROH Housing - GSHI	138	476,169	0	0	0	476,169
Staff Housing - GSHI	144	11,414	0	0	0	11,414
GROH Housing - GSHI	145	11,414	0	0	0	11,414
Staff Housing Renovations	148	236,392	0	0	0	236,392
Recreation and culture						
Sports Complex	134	143,611	0	0	0	143,611
Sports Complex Wall	136	32,106	0	0	0	32,106
Netball Courts & Roof	143	1,171,661	0	0	0	1,171,661
Oval Lighting	142	132,109	0	0	0	132,109
Harrison Pl Toilets & Park	146	258,326	0	0	0	258,326
Harrison Pl Toilets & Park	149	123,906	0	0	0	123,906
Transport						
Airstrip Lighting	141	100,663	0	0	0	100,663
Economic services						
Land Development	147	249,334	0	0	0	249,334
		3,993,184	0	0	0	3,993,184

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

MAJOR BUSINESS UNITS

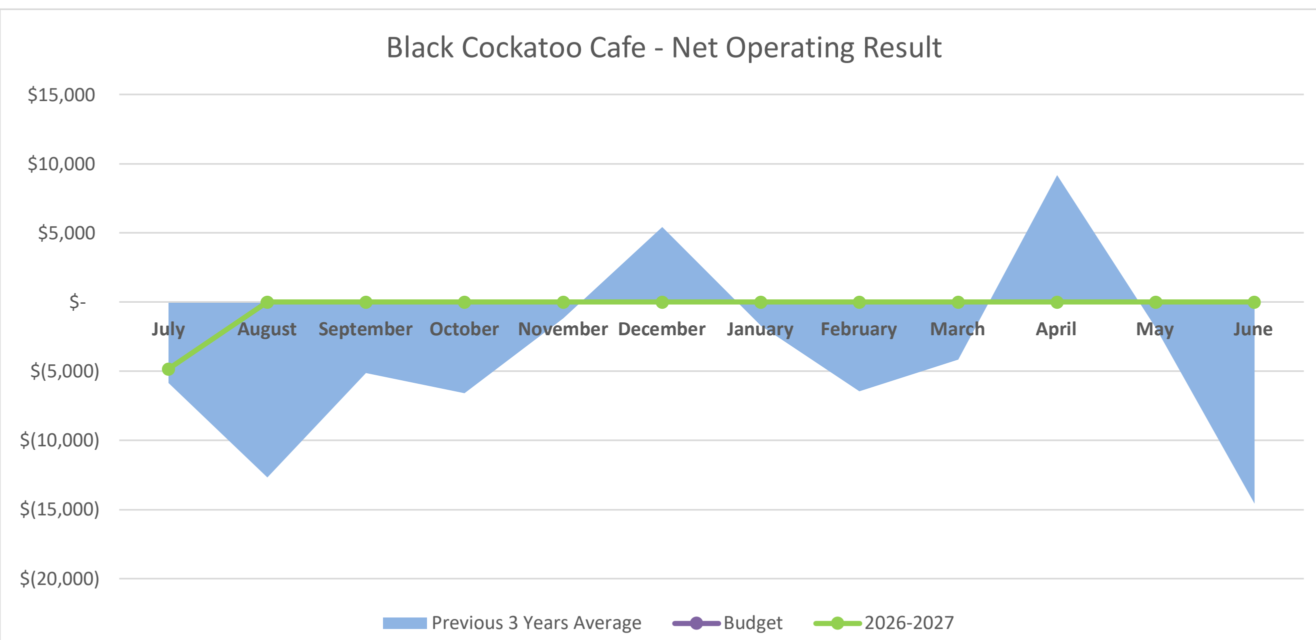
The Kodja Place Precinct

The Shire of Kojonup owns ands 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

ACCOUNT	JOB	Details By function Under The Following Programme Titles And Type Of Activities Within The Programme	ACTUAL 31 JULY 2026 Income	Expense
9605		Proceeds Sale of Assets - Plant & Equipment	$0	$0
		Sub Total - PROCEEDS/REALISATION ON SALE OF ASSET	$0	$0
		WRITTEN DOWN VALUE		
		Sub Total - WDV ON SALE OF ASSET	$0	$0
		Total - GAIN/LOSS ON DISPOSAL OF ASSET	**$0**	**$0**
		Sub Total - ABNORMAL ITEMS	$0	$0
		Total - OPERATING STATEMENT	**$0**	**$0**

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

ACCOUNT	JOB	Details By function Under The Following Programme Titles And Type Of Activities Within The Programme	ACTUAL 31 JULY 2026 Income	Expense
		GENERAL PURPOSE FUNDING - RATES		
		OPERATING EXPENDITURE		
1112		Admin Allocated to Rates (Cash)	$0	$4,299
1122		Admin Allocated to Rates (Non-Cash)	$0	$0
1182		Rates Printing/postage	$0	$0
1192		Valuation Expenses	$0	$0
1202		Title Searches	$0	$0
1222		Insurance - Emp Costs (Rates)	$0	$0
1262		Legal Costs Incurred - Rates	$0	$0
		Sub Total - GENERAL RATES OP/EXP	$0	$4,299
		OPERATING INCOME		
1003		General Rates Levied	$0	$0
1023		Interim Rates	$0	$0
1053		Back Rates	$0	$0
1013		Ex-Gratia Rates	$0	$0
1043		Non Payment Penalty Interest	($2,192)	$0
1073		Instalment Administration Charge	$0	$0
1063		Instalment Interest Charge	$0	$0
1273		ESL Levy Admin Fee	$0	$0
1092		Rates Written Off/Refunded	$196	$0
1283		Settlement & Search Charges	($200)	$0
1263		Legal Expenses - Recovered	$0	$0
		Sub Total - GENERAL RATES OP/INC	($2,195)	$0
		Total - GENERAL RATES	($2,195)	$4,299

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

ACCOUNT	JOB	Details By function Under The Following Programme Titles And Type Of Activities Within The Programme	ACTUAL 31 JULY 2026 Income	 Expense
		OTHER GENERAL PURPOSE FUNDING		
		OPERATING EXPENDITURE		
		Sub Total - OTHER GENERAL PURPOSE FUNDING OP/EXP	$0	$0
		OPERATING INCOME		
1333		Grants Commission General Purpose Grant	$0	$0
1343		Grants Commission Local Roads Grant	$0	$0
1373		Interest Received - Municipal	$0	$0
1393		Interest Received - Reserves	$0	$0
		Sub Total - OTHER GENERAL PURPOSE FUNDING OP/INC	$0	$0
		Total - OTHER GENERAL PURPOSE FUNDING	$0	$0
		Total - GENERAL PURPOSE FUNDING	**($2,195)**	**$4,299**

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

ACCOUNT	JOB	Details By function Under The Following Programme Titles And Type Of Activities Within The Programme	ACTUAL 31 JULY 2026 Income	Expense
		GOVERNANCE - MEMBERS OF COUNCIL		
		OPERATING EXPENDITURE		
002D		Depreciation	$0	$0
1502		Meeting Attendance Fees	$0	$25,949
1508		Members Travelling	$0	$109
1512		Conferences & Training Expenses	$0	$0
1522		Members Communications Allowance	$0	$3,190
1532		Election Expenses	$0	$0
1542		Presidents/Dep Allowances	$0	$9,700
1562		Refreshments & Functions (Councillors)	$0	$254
1572		Refreshments & Functions Staff)	$0	$157
1592		Members Insurance	$0	$0
1602		Subscriptions	$0	$3,300
1612		Misc Expenses - Members	$0	$0
1624		Integrated Planning Expenses	$0	$0
1632		Vehicle Operating Expenses	$0	$0
1642		Advertising	$0	$0
1662		Audit Fees	$0	$0
1702		Administration Allocation (Cash)	$0	$50,157
1712		Administration Allocation (Non-Cash)	$0	$0
1772		Doubtful Debt Expenses	$0	$0
1792		Legal Costs	$0	$0
2075		VROC - Shared Services	$0	$0
		Sub Total - MEMBERS OF COUNCIL OP/EXP	$0	$92,816
		OPERATING INCOME		
		Sub Total - MEMBERS OF COUNCIL OP/INC	$0	$0
		Total - MEMBERS OF COUNCIL	$0	$92,816

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

ACCOUNT	JOB	Details By function Under The Following Programme Titles / And Type Of Activities Within The Programme	ACTUAL 31 JULY 2026 Income	Expense
		GOVERNANCE - GENERAL		
		OPERATING EXPENDITURE		
003D		Depreciation (Sch 4)	$0	$0
1852		Salaries - Admin	$0	$111,011
1882		Admin Superannuation	$0	$14,136
1892		Admin Workers Comp Insurance	$0	$0
1902		FBT Admin Staff	$0	$0
1912		Conference & Training	$0	$0
1922		Advertising	$0	$0
1931		Occupational Risk Co-Ordinator Costs	$0	$0
1932		Occ Health & Safety	$0	$0
1942		Staff Uniforms	$0	$90
1952		Admin Staff Costs	$0	$1,111
1957		Office Building Maintenance	$0	$78
1958		Office - Cleaning & Assoc	$0	$6,245
1959		Office - Utility Charges	$0	$8
1962		Office Gardens & Surrounds-Mtce	$0	$613
1972		Admin Printing & Stationery	$0	$1,890
1982		Telephone & Internet	$0	$4,532
2002		Office Equip Maint	$0	$220
2004		Office - Insurance.	$0	$0
2006		Donations CEO discretion	$0	$0
2008		Donations - Council	$0	$0
2012		Non Capital Purchases	$0	$0
2022		Bank Charges	$0	$1,307
2032		Postage & Freight	$0	$0
2042		ICT Computer Support	$0	$6,490
1992		ICT Software Licensing Fees	$0	$0
2043		ICT Website Subscription & Upgrade	$0	$0
2044		ICT Hardware Purchases (<$5,000)	$0	$0
2052		Admin Vehicle Expenses	$0	$2,041
2062		Admin Legal Expenses	$0	$0
2277		Finance Consultants	$0	$0
2275		Records Management	$0	$0
2278		Security Monitoring	$0	$218
2092		Mis Expense - Admin	$0	$29
2102		Admin - Novated Lease Expenses	$0	$0
2172		Less Admin Non Cash Realloc	$0	$0
2182		Less Admin Cash Exp Realloc	$0	($143,306)
		Sub Total - GOVERNANCE - GENERAL OP/EXP	$0	$6,713

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

ACCOUNT	JOB	Details By function Under The Following Programme Titles And Type Of Activities Within The Programme	ACTUAL 31 JULY 2026 Income	Expense
		OPERATING INCOME		
2053		Sundry Misc Income - Admin	($378)	$0
004P		Profit on Sale of Assets	$0	$0
2083		Police Licensing Commissions	($4,030)	$0
2113		Admin - Novated Lease Contributions	$0	$0
2143		Photocopying Fees	$0	$0
		Sub Total - GOVERNANCE - GENERAL OP/INC	($4,408)	$0
		Total - GOVERNANCE - GENERAL	($4,408)	$6,713
		Total - GOVERNANCE	**($4,408)**	**$99,529**

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

ACCOUNT	JOB	Details By function Under The Following Programme Titles And Type Of Activities Within The Programme	ACTUAL 31 JULY 2026 Income	 Expense
		LAW ORDER & PUBLIC SAFETY		
		FIRE PREVENTION		
		OPERATING EXPENDITURE		
2272		Emergency Operating Expenses	$0	$0
2271		Emergency Operations Room - Storage	$0	$0
2281		Community Emergency Services Manager Wages Expense	$0	$147
2283		CESM Other Expenses	$0	$0
2292		Fire Hazard Reduction	$0	$0
2302		Ground & Aerial Inspections	$0	$0
2322		Administration Costs	$0	$0
2342		Fire Fighting - Shire Resources	$0	$0
2372		Brigade Expenses	$0	$1,064
2284		Bushfire Risk Mitigation Officer (BRMO)- Salaries	$0	$0
2294		BRMO - Superannuation	$0	$0
2382		Administration Allocated - Cash	$0	$4,299
2442		Administration Allocated - Non-Cash	$0	$0
2443		Interest on Loan - Bushfire	$0	$0
2444		Govt Guarantee Fee - Loan 150 Expense	$0	$1,097
004D		Buildings Depreciation	$0	$0
		Sub Total - FIRE PREVENTION OP/EXP	$0	$6,607
		OPERATING INCOME		
2363		Fines & Penalties	$0	$0
2383		Sale of Fire Maps	$0	$0
2393		Sundry Misc income - Fire	$0	$0
2373		ESL Levy Funding	($22,500)	$0
2343		Operating Grant Income	$0	$0
2403		Operating Grants, Subsidies & contributions	$0	$0
		Sub Total - FIRE PREVENTION OP/INC	($22,500)	$0
		Total - FIRE PREVENTION	($22,500)	$6,607

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

ACCOUNT	JOB	Details By function Under The Following Programme Titles And Type Of Activities Within The Programme	ACTUAL 31 JULY 2026 Income	Expense
		ANIMAL CONTROL		
		OPERATING EXPENDITURE		
2542		Conference & Training	$0	$0
2552		Ranger Vehicle	$0	$0
2562		Dog Control Expenses	$0	$0
2572		Dog Pound Expenses	$0	$0
2573		Contract Ranger Expenses	$0	$0
2582		Other Animal Control	$0	$0
2583		Cat Control Expenses	$0	$0
2584		Cat Pound Expenses	$0	$0
2602		Administration Allocated - Cash	$0	$4,299
2612		Administration Allocated - Non-Cash	$0	$0
005D		Depreciation Buildings - Animal Control	$0	$0
		Sub Total - ANIMAL CONTROL OP/EXP	$0	$4,299
		OPERATING INCOME		
2633		Ranger Income	($50)	$0
2653		Fines & Penalties - Dog Act	($550)	$0
2663		Impounding Fees - Dogs	$0	$0
2673		Dog Registrations	($525)	$0
2674		Cat Registrations	($200)	$0
		Sub Total - ANIMAL CONTROL OP/INC	($1,325)	$0
		Total - ANIMAL CONTROL	($1,325)	$4,299

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

ACCOUNT	JOB	Details By function Under The Following Programme Titles And Type Of Activities Within The Programme	ACTUAL 31 JULY 2026 Income	 Expense
		OTHER LAW ORDER & PUBLIC SAFETY		
		OPERATING EXPENDITURE		
2832		Vehicle Impounding	$0	$0
2845		Community Emergency Response Expenses	$0	$0
2862		Local Law review	$0	$0
		Sub Total - OTHER LAW ORDER & PUBLIC SAFETY OP/EXP	$0	$0
		OPERATING INCOME		
2863		Income - Misc Other Law & Order	$0	$0
		Sub Total - OTHER LAW ORDER & PUBLIC SAFETY OP /INC	$0	$0
		Total - OTHER LAW ORDER PUBLIC SAFETY	$0	$0
		Total - LAW ORDER & PUBLIC SAFETY	**($23,825)**	**$10,906**

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

ACCOUNT	JOB	Details By function Under The Following Programme Titles And Type Of Activities Within The Programme	ACTUAL 31 JULY 2026 Income	Expense
		HEALTH		
		HEALTH ADMINISTRATION & INSPECTION		
		OPERATING EXPENDITURE		
3102		Health - Salaries	$0	$0
3132		Superannuation	$0	$0
3142		Fringe Benefits Tax	$0	$0
3162		Health - Other Employment Costs	$0	$0
3164		Health - Contractors	$0	$7,973
3212		Admin Allocation to HIA - Cash	$0	$4,299
3242		Analytical Expenses	$0	$493
3252		Administration Allocated - Non-cash	$0	$0
		Sub Total - HEALTH ADMIN & INSPECTION OP/EXP	$0	$12,764
		OPERATING INCOME		
3223		Health Act fees, Licences	$0	$0
3233		Septic Tank Inspection Fees	$0	$0
		Sub Total - HEALTH ADMIN & INSPECTION OP/INC	$0	$0
		Total - HEALTH ADMIN & INSPECTION	$0	$12,764

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

ACCOUNT	JOB	Details By function Under The Following Programme Titles And Type Of Activities Within The Programme	ACTUAL 31 JULY 2026 Income	Expense
		OTHER HEALTH		
		OPERATING EXPENDITURE		
3360		Doctor Services Expenses	$0	$0
3361		Interest Paid on Loans	$0	$0
New		Vehicle Operating Expenses	$0	$0
3368		Loan Guarantee Fee	$0	$312
009D		Depreciation Buildings	$0	$0
		Sub Total - OTHER HEALTH OP/EXP	$0	$312
		OPERATING INCOME		
		Sub Total - OTHER HEALTH OP/INC	$0	$0
		Total - OTHER HEALTH	$0	$312
		Total - HEALTH	**$0**	**$13,077**

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

ACCOUNT	JOB	Details By function Under The Following Programme Titles And Type Of Activities Within The Programme	ACTUAL 31 JULY 2026 Income	 Expense
		EDUCATION & WELFARE		
		EDUCATION		
		OPERATING EXPENDITURE		
3455		Play in the Park	$0	$0
3452		Smart Start Expenses	$0	$0
		Sub Total - EDUCATION OP/EXP	$0	$0
		OPERATING INCOME		
		Sub Total-EDUCATION OP/INC	$0	$0
		Total - EDUCATION	$0	$0

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

ACCOUNT	JOB	Details By function Under The Following Programme Titles And Type Of Activities Within The Programme	ACTUAL 31 JULY 2026 Income	 Expense
		PRE-SCHOOL/OTHER EDUCATION		
		OPERATING EXPENDITURE		
3462		Child Care Centre - Building Maint	$0	$0
3476		Play Group Community Assistance	$0	$0
3477		Kindy Café	$0	$1,028
3472		Playgroup/Toy Library - Building Maint	$0	$388
3474		Playgroup/Toy Library - Grounds Maint	$0	$0
3478		SPARK - Expenditure	$0	$0
006D		DEPRECIATION (SCH 8)	$0	$0
		Sub Total - OTHER EDUCATION OP/EXP	$0	$1,416
		OPERATING INCOME		
3463		Occasional Care Rent	($223)	$0
3465		Grant - Kindy Café	$0	$0
3473		Playgroup/Toy Library Fees	$0	$0
3475		SPARK - Income	$0	$0
		Sub Total - OTHER EDUCATION OP/INC	($223)	$0
		Total - OTHER EDUCATION	($223)	$1,416
		Total - EDUCATION & WELFARE	**($223)**	**$1,416**

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

ACCOUNT	JOB	Details By function Under The Following Programme Titles And Type Of Activities Within The Programme	ACTUAL 31 JULY 2026 Income	Expense
		HOUSING		
		SPRING HAVEN HOUSING		
3842		Spring Haven Telephone	$0	$0
3862		Subscriptions	$0	$0
3902		Spring Haven Building Operating Expenses	$0	$0
3914		Utilities	$0	$0
3916		Insurance	$0	$0
3992		Administration Allocated - Cash	$0	$0
012D		Spring Haven Depreciation	$0	$0
013D		Spring Haven Depreciation	$0	$0
		Sub Total - SPRING HAVEN HOUSING OP/EXP	$0	$0
		OPERATING INCOME		
		Sub Total - SPRING HAVEN HOUSING OP/INC	$0	$0
		Total - SPRING HAVEN HOUSING	$0	$0
		STAFF HOUSING		
		OPERATING EXPENDITURE		
3768		Staff Housing Building Maintenance	$0	$412
3769		Staff Housing - Operating Expenses	$0	$965
3764		Staff Housing - Ground Maint. Various	$0	$2,419
3767		Housing - Great Southern Homes MoU Expenses	$0	$0
3770		Loan Guarantee Fee L135, L140, L144 & L148	$0	$3,161
3771		Staff Housing Loan Interest	$0	$0
011D		Housing Depreciation	$0	$0
		Sub Total - STAFF HOUSING OP/EXP	$0	$6,956
		OPERATING INCOME		
3703		Residential Rent - Staff	($954)	$0
3706		Operating Grants, Subsidies & Contributions	$0	$0
		Sub Total - STAFF HOUSING OP/INC	($954)	$0
		Total - STAFF HOUSING	($954)	$6,956

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

ACCOUNT	JOB	Details By function Under The Following Programme Titles And Type Of Activities Within The Programme	ACTUAL 31 JULY 2026 Income	 Expense
		HOUSING OTHER		
		OPERATING EXPENDITURE		
4062		Loton Close ILU's Building Maint	$0	$368
4064		Loton Close ILU's Grounds Maint	$0	$1,573
4065		Loton Close ILU's Utilities	$0	$2,368
4066		Loton Close ILU's Insurance	$0	$0
4202		J Sullivan Units Building Maintenance	$0	$0
4204		J Sullivan Units Grounds Maintenance	$0	$0
4205		J Sullivan Units Utilities	$0	$408
4206		J Sullivan Units Insurance	$0	$0
4254		Interest Paid on Loans	$0	$0
4255		Loan Guarantee Fee (Housing Other)	$0	$1,782
4232		Bagg Street Units Operating	$0	$177
4256		GROH - Building Maintenance	$0	$0
		Sub Total - HOUSING OTHER OP/EXP	$0	$6,675
		OPERATING INCOME		
4083		Loton Close ILU's Rent	($14,200)	$0
4103		Loton Close ILU's - Power Recoups	($1,581)	$0
4203		J Sullivan Units - Rent	($2,474)	$0
4243		GROH - Rent	($21,739)	$0
		Sub Total - HOUSING OTHER OP/INC	($39,994)	$0
		Total - HOUSING OTHER	($39,994)	$6,675
		Total - HOUSING	**($40,948)**	**$13,631**

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

ACCOUNT	JOB	Details By function Under The Following Programme Titles And Type Of Activities Within The Programme	ACTUAL 31 JULY 2026 Income	 Expense
		COMMUNITY AMENITIES		
		SANITATION - HOUSEHOLD REFUSE		
		OPERATING EXPENDITURE		
5022		Refuse Collection - Kerbside	$0	$5,906
5012		Refuse Site Maintenance	$0	$0
5013		Refuse Site Rehabilitation	$0	$0
5002		Recycling Depot/Transfer Stn - Contract	$0	$14,157
5122		Recycling Collection - Kerbside	$0	$5,353
5142		Recycling Education	$0	$0
014D		Depreciation (Sch 10)	$0	$0
		Sub Total - SANITATION HOUSEHOLD REFUSE OP/EXP	$0	$25,417
		OPERATING INCOME		
5023		Collection Charges - Kerbside	$0	$0
5033		Recycling/Transfer Station Rental	$0	$0
		Sub Total - SANITATION H/HOLD REFUSE OP/INC	$0	$0
		Total - SANITATION HOUSEHOLD REFUSE	$0	$25,417

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

ACCOUNT	JOB	Details By function Under The Following Programme Titles And Type Of Activities Within The Programme	ACTUAL 31 JULY 2026 Income	Expense
		SANITATION OTHER		
		OPERATING EXPENDITURE		
5027		Verge Pick Up - Hard Waste	$0	$0
5251		Street Bins Collection - Contract	$0	$3,003
5262		Repair Street Bins	$0	$0
5263		Drum Muster	$0	$0
5264		Transport of Waste & Loader Hire	$0	$5,568
		Sub Total - SANITATION OTHER OP/EXP	$0	$8,571
		OPERATING INCOME		
5303		Litter Infringements	$0	$0
5304		Drum Muster Reimbursement Income	$0	$0
		Sub Total - SANITATION OTHER OP/INC	$0	$0
		Total - SANITATION OTHER	$0	$8,571
		SEWERAGE		
		OPERATING EXPENDITURE		
5090		Liquid Waste Pond - Maintenance	$0	$0
		Sub Total - SEWERAGE OP/EXP	$0	$0
		OPERATING INCOME		
		Sub Total - SEWERAGE OP/INC	$0	$0
		Total - SEWERAGE	$0	$0

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

ACCOUNT	JOB	Details By function Under The Following Programme Titles And Type Of Activities Within The Programme	ACTUAL 31 JULY 2026 Income	Expense
		PROTECTION OF THE ENVIRONMENT		
		OPERATING EXPENDITURE		
5616		NRM - Salaries & Wages/Consultancy Fees	$0	$0
5681		Noxious Weeds	$0	$861
5686		NRM - Environmental Reserve M'ment	$0	$0
5687		Reserve Clean Up	$0	$0
5752		Administration Allocation Cash	$0	$1,433
5742		Administration Allocation Non-Cash	$0	$0
		Sub Total - PROTECTION OF THE ENVIRONMENT OP/EXP	$0	$2,294
		OPERATING INCOME		
		Sub Total - PROTECTION OF THE ENVIRONMENT OP/INC	$0	$0
		Total - PROTECTION OF THE ENVIRONMENT	$0	$2,294
		TOWN PLANNING AND REGIONAL DEVELOPMENT		
		OPERATING EXPENDITURE		
5842		Town Planning Expenses	$0	$0
5922		TPS Review	$0	$0
5962		Administration Allocated Cash	$0	$4,299
5832		Administration Allocated Non-Cash	$0	$0
		Sub Total - TOWN PLAN & REG DEV OP/EXP	$0	$4,299
		OPERATING INCOME		
5973		Planning Fees	($25)	$0
		Sub Total - TOWN PLAN & REG DEV OP/INC	($25)	$0
		Total - TOWN PLANNING & REGIONAL DEVELOPMENT	($25)	$4,299

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

ACCOUNT	JOB	Details By function Under The Following Programme Titles And Type Of Activities Within The Programme	ACTUAL 31 JULY 2026 Income	Expense
		COMMUNITY AMENITIES - CEMETERIES		
		OPERATING EXPENDITURE		
5999		Cemetery Digital Database	$0	$0
6001		Cemetery - Grave Digging	$0	$12,506
6006		Kojonup Cemetery - Niche Wall Maint	$0	$125
6002		Kojonup Cemetery - Grounds Maint	$0	$3,004
6000		Kojonup Cemetery - Trees	$0	$0
6012		Boscabel Cemetery - Grounds Maint	$0	$0
6014		Muradup Cemetery - Grounds Maintenance	$0	$892
015D		Community Amenities Buildings Depreciation	$0	$0
		Sub Total - COMMUNITY AMEN - CEMETERIES OP/EXP	$0	$16,527
		OPERATING INCOME		
6013		Cemetery Fees (Inc Gst)	($3,897)	$0
6023		Cemetery Fees Licences (Not Inc Gst)	($532)	$0
		Sub Total - COMMUNITY AMEN - CEMETERIES OP/INC	($4,429)	$0
		Total - COMMUNITY AMENITIES CEMETERIES	($4,429)	$16,527

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

ACCOUNT	JOB	Details By function Under The Following Programme Titles And Type Of Activities Within The Programme	ACTUAL 31 JULY 2026 Income	Expense
		COMMUNITY AMENITIES - PUBLIC CONVENIENCES & OTHER		
		OPERATING EXPENDITURE		
6042		Harrison Place Conveniences - Maint	$0	$0
6044		Harrison Place Conveniences - Cleaning	$0	$2,941
6034		CWA - Building Maintenance	$0	$0
6052		Town Street & Park Seating	$0	$0
6112		Community Resource Centre / Telecentre	$0	$0
6142		Administration Allocated Non-Cash	$0	$0
6152		Administration Allocated Cash	$0	$4,299
		Sub Total - COMMUNITY AMEN - PUBLIC CONVEN OP/EXP	$0	$7,241
		OPERATING INCOME		
		Sub Total - COMMUNITY AMEN - PUBLIC CONVEN OP/INC	$0	$0
		Total - COMMUNITY AMENITIES PUBLIC CONVEN & OTHER	$0	$7,241
		COMMUNITY AMENITIES - COMMUNITY DEVELOPMENT		
		OPERATING EXPENDITURE		
6064		Men's Shed - Building Maintenance	$0	$288
		Sub Total - COMMUNITY AMEN - COMMUNITY DEV OP/EXP	$0	$288
		OPERATING INCOME		
		Sub Total - COMMUNITY AMEN - COMMUNITY DEV OP/INC	$0	$0
		Total - COMMUNITY AMENITIES - COMMUNITY DEVELOPMENT	$0	$288
		Total - COMMUNITY AMENITIES	**($4,454)**	**$64,637**

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

ACCOUNT	JOB	Details By function Under The Following Programme Titles And Type Of Activities Within The Programme	ACTUAL 31 JULY 2026 Income	Expense
		RECREATION & CULTURE		
		PUBLIC HALL & CIVIC CENTRES		
		OPERATING EXPENDITURE		
6202		Memorial Hall - Cleaning & Operations	$0	$2,305
6212		RSL Hall - Cleaning & Operations	$0	$379
6214		Memorial Hall - Building Maintenance	$0	$1,683
6216		Mobrup Hall - Building Expenses	$0	$0
6218		Muradup Hall - Building Expenses	$0	$0
6219		Qualeup Hall - Building Expenses	$0	$0
6224		Memorial Hall - Grounds Maintenance	$0	$1,421
6227		Boscabel Hall - Building Expenses	$0	$0
6232		All Halls - Cutlery & Crockery	$0	$0
6324		RSL Hall - Building Maintenance	$0	$0
6146		Interest on Loan - Loan 146 & 149	$0	$0
6147		Loan Guarantee Fee - Loan 146 & 149	$0	$1,503
016D		Public Halls Building Depreciation	$0	$0
		Sub Total - PUBLIC HALLS & CIVIC CENTRES OP/EXP	$0	$7,291
		OPERATING INCOME		
6203		Memorial Hall Rentals	$0	$0
6213		RSL Hall Rentals	($70)	$0
6253		Other Halls Contributions	($50)	
		Sub Total - PUBLIC HALLS & CIVIC CENTRES OP/INC	($120)	$0
		Total - PUBLIC HALL & CIVIC CENTRES	($120)	$7,291

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

ACCOUNT	JOB	Details By function Under The Following Programme Titles And Type Of Activities Within The Programme	ACTUAL 31 JULY 2026 Income	 Expense
		OTHER RECREATION & SPORT		
		OPERATING EXPENDITURE		
6362		Kojonup Springs Conveniences	$0	$3,097
6364		Kojonup Springs Grounds Maintenance	$0	$812
6372		Apex Park Conveniences - Operating	$0	$5,797
6373		Apex Park Conveniences - Building Maint	$0	$0
6374		Apex Park - Grounds Maint	$0	$2,029
6382		Railway Reserve Conveniences	$0	$117
6392		Newstead Park - Grounds Maint	$0	$971
6394		Railway Reserve Grounds Maint	$0	$1,397
6402		Sports Complex - Netball Conveniences	$0	$1,233
6403		Sports Complex - Netball Area Maint	$0	$0
6404		Sports Complex - Grounds Maint	$0	$16,872
6408		Sports Complex - Conveniences	$0	$1,274
6412		Hillman Park - Grounds Maint	$0	$435
6414		Sports Complex - Reticulation	$0	$0
6415		Oval Lighting	$0	$3,109
6422		Kojonup Bk (Piesse Park) - Grounds Maint	$0	$287
6425		Sports Complex - Hockey Club Building	$0	$0
6434		Turkey Nest Dam Maintenance	$0	$115
6435		Water - Showgrounds Maint	$0	$0
6444		Muradup Townsite Grounds	$0	$288
6452		Playground Safety & Minor Upgrades	$0	$0
6454		Kojonup Town Entrances	$0	$1,392
6474		Industrial Area Slashing & Spraying	$0	$0
6477		Sports Complex - Utilities & Insurance	$0	$1,329
6492		Myrtle Benn Reserve	$0	$0
6494		Sundry Reserves	$0	$0
6496		Kojonup Golf Club Community Grant	$0	$0
6552		Sports Complex - Cleaning	$0	$219
6554		Sports Complex - Building Maint	$0	$1,090
6558		Loan Guarantee Fee - Loans 134, 136, 142, 143	$0	$5,267
6559		Recreation - Interest on Loans	$0	$0
6592		Skate Park	$0	$121
6792		Admin Allocation - Cash	$0	$2,866
7107		Polocrosse Works Requested	$0	$0
017D		Other Sport Buildings Depreciation	$0	$0
		Sub Total - OTHER RECREATION & SPORT OP/EXP	$0	$50,117

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

ACCOUNT	JOB	Details By function Under The Following Programme Titles And Type Of Activities Within The Programme	ACTUAL 31 JULY 2026 Income	 Expense
		OPERATING INCOME		
6564		Kidsport Funding	$0	$0
6523		Complex Bldg Fees	($1,091)	$0
6533		Rec Ground Lease Fees	$0	$0
6553		Contribution-Dept Education - Oval	($50,048)	$0
		Sub Total - OTHER RECREATION & SPORT OP/INC	($51,139)	$0
		Total - OTHER RECREATION & SPORT	**($51,139)**	**$50,117**

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

ACCOUNT	JOB	Details By function Under The Following Programme Titles And Type Of Activities Within The Programme	ACTUAL 31 JULY 2026 Income	Expense
		SWIMMING AREAS & BEACHES		
		OPERATING EXPENDITURE		
6252		Building Maintenance	$0	$32
6254		Consumables & Minor Expenses	$0	$0
6257		Utilities & Telephone	$0	$531
6258		Insurance	$0	$0
6261		Maintenance - Pool Building	$0	$0
6262		Grounds Maintenance	$0	$873
6264		Swimming Pool - Chemicals	$0	$516
6271		Non-Capital Purchases per 10yr Plan	$0	$0
6272		Equipment Maintenance	$0	$0
6274		Kiosk - COGS	$0	$0
6352		Swimming Pool Salaries	$0	$0
6353		Superannuation	$0	$0
6354		Conferences & Training	$0	$0
6292		Administration Allocated Cash	$0	$2,866
050D		Depreciation Buildings	$0	$0
		Sub Total - SWIMMING AREAS & BEACHES OP/EXP	$0	$4,818
		OPERATING INCOME		
6294		Pool Entry Fees	$0	$0
6295		Pool Kiosk Sales	$0	$0
6296		Pool Daily Entry Fees	$0	$0
6253		Other Halls Contributions		
		Sub Total - SWIMMING AREAS & BEACHES OP/INC	$0	$0
		Total - SWIMMING AREAS & BEACHES	$0	$4,818

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

ACCOUNT	JOB	Details By function Under The Following Programme Titles And Type Of Activities Within The Programme	ACTUAL 31 JULY 2026 Income	 Expense
		TV & RADIO BROADCASTING & RETRANSMISSION		
		OPERATING EXPENDITURE		
6752		Television Translator	$0	$0
6772		VHF Repeater Operating/Maintenance	$0	$0
		Sub Total - TV & RADIO RETRANSMISSION OP/EXP	0	$0
		Total - TV & RADIO RETRANSMISSION	**$0**	**$0**
		LIBRARIES		
		OPERATING EXPENDITURE		
6812		Library Salaries	$0	$1,304
6842		Superannuation	$0	$0
6852		Emp Insurances (Lib)	$0	$0
6862		Conference & Training (Lib)	$0	$0
6882		Library Operating Expenses	$0	$219
6892		Lib Software Licencing	$0	$0
6902		Library Resource Purchases	$0	$0
6903		Library Regional Activity Plan Contribution	$0	$0
6942		Administration Allocated Cash	$0	$1,433
6952		Administration Allocated Non-Cash	$0	$0
		Sub Total - LIBRARIES OP/EXP	$0	$2,956
		OPERATING INCOME		
6973		Sundry Income	$0	$0
6993		Be Connected Income	$0	$0
		Sub Total - LIBRARIES OP/INC	$0	$0
		Total - LIBRARIES	$0	$2,956

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

ACCOUNT	JOB	Details By function Under The Following Programme Titles / And Type Of Activities Within The Programme	ACTUAL 31 JULY 2026 Income	Expense
		HERITAGE & OTHER CULTURE		
		OPERATING EXPENDITURE		
7012		Historical Soc. Rooms	$0	$0
7022		Old Military Barracks	$0	$240
7024		Old Post Office - Building Maintenance	$0	$0
7032		Elverd Cottage - Building Mtce	$0	$574
7034		Elverd Cottage - Ground Maint	$0	$787
7046		Old Post Office - Grounds Maintenance	$0	$0
7106		Showgrounds - Building Maintenance	$0	$1,223
7101		Annual Show - Works Assistance	$0	$2,340
7103		Muradup & Jingalup War Memorials		
7222		Military Barracks - Ground Maint	$0	$837
019D		Depreciation Buildings	$0	$0
		Sub Total - OTHER CULTURE OP/EXP	$0	$6,002
		OPERATING INCOME		
		Sub Total - OTHER CULTURE OP/INC	$0	$0
		Total - OTHER CULTURE	$0	$6,002
		Total - RECREATION AND CULTURE	**($51,259)**	**$71,183**

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

ACCOUNT	JOB	Details By function Under The Following Programme Titles And Type Of Activities Within The Programme	ACTUAL 31 JULY 2026 Income	 Expense
		STREETS,ROADS, BRIDGES, DEPOTS - MAINTENANCE		
		OPERATING EXPENDITURE		
7632		Town Streets - Drainage Mtce	$0	$7,210
7652		Road Maintenance	$0	$0
7662		Bridge Maintenance	$0	$0
7672		Footpath Maintenance	$0	$0
7682		Lighting Of Streets	$0	$5,117
7692		Depot Maint	$0	$5,580
7694		Depot - Grounds & Nursery Maint	$0	$3,009
7695		Depot - OHS Minor Items	$0	$0
7704		Depot Cleaning	$0	$6,584
RM01		Grading - Winter	$0	$129,907
RM03		Drainage Maintenance	$0	$67,218
RM04		Bitumen Patching/Repair	$0	$18,716
RM05		Guide Post & Signage	$0	$29,435
RM06		Roadside Spraying	$0	$38,246
RM08		Rural Limb & Tree Removal - Fallen	$0	$19,045
RM10		Traffic Counter Transportation	$0	$0
RM11		Kerb Maintenance	$0	$484
RM15		Trees Rural Major Works	$0	$0
RM16		Townsite-Kojonup-Verge Mtce	$0	$24,012
RM17		Townsite Trees - General Mtce	$0	$0
RM18		TOWNSITE TREES - UPGRADE, WATERING etc	$0	$532
RM19		Townsite Trees - Pruning - Contractor	$0	$0
RM20		Road Accident Recovery	$0	$0
RM21		STORM DAMAGE CLEANUP WANDRRA FUNDED EXP	$0	$0
RM22		Removal of Street Trees	$0	$0
RM23		Townsite Street Sweeping	$0	$0
RM24		Carpark Line marking	$0	$0
7701		Blackwood Rd Solar Dam Maintenance	$0	$0
7702		Administration Allocated Cash	$0	$50,157
7703		Plant Auction Selling Expenses	$0	$0
020D		Depreciation on Road Assets	$0	$0
		Sub Total - MTCE STREETS ROADS DEPOTS OP/EXP	$0	$405,251

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

ACCOUNT	JOB	Details By function Under The Following Programme Titles And Type Of Activities Within The Program	ACTUAL 31 JULY 2026 Income	Expense
		OPERATING INCOME		
7405		Roads Grants RRG	$0	$0
7415		Regional Road Safety Grants	$0	$0
7375		Main Roads WA Direct Grant	$0	$0
7325		Grant - Special Commodity Route Funding	$0	$0
7435		Roads to Recovery - Current Allocation	$0	$0
7605		Sale of Small Items	$0	$0
		Sub Total - MTCE STREETS ROADS DEPOTS OP/INC	($10,704)	$0
		Total - MTCE STREETS ROADS DEPOTS	($10,704)	$405,251
		AERODROMES		
		OPERATING EXPENDITURE		
7762		Airport Building - Maintenance	$0	$168
7761		Interest on Loan 141 (Airstrip)	$0	$0
7764		Airport Building - Cleaning	$0	$88
7771		Loan Guarantee Fee (Airstrip)	$0	$338
7772		Airstrip Operations	$0	$0
7774		Airstrip Ground Maintenance	$0	$2,456
		Sub Total - AERODROMES OP/EXP	$0	$3,051
		OPERATING INCOME		
		Sub Total - AERODROMES OP/INC	$0	$0
		Total - AERODROMES	$0	$3,051
		Total - TRANSPORT	**($10,704)**	**$408,301**

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

ACCOUNT	JOB	Details By function Under The Following Programme Titles And Type Of Activities Within The Programme	ACTUAL 31 JULY 2026 Income	 Expense
		ECONOMIC SERVICES		
		RURAL SERVICES		
		OPERATING EXPENDITURE		
023D		Depreciation (Sch 13)	$0	$0
8002		Water Standpipes	$0	$52
8006		Rural Street Addressing	$0	$0
		Sub Total - RURAL SERVICES OP/EXP	$0	$52
		OPERATING INCOME		
8003		Water Standpipe Charges	($1,592)	$0
		Sub Total - RURAL SERVICES OP/INC	($1,592)	$0
		Total - RURAL SERVICES	($1,592)	$52

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

ACCOUNT	JOB	Details By function Under The Following Programme Titles And Type Of Activities Within The Programme	ACTUAL 31 JULY 2026 Income	Expense
		TOURISM AND AREA PROMOTION - KODJA PLACE		
		OPERATING EXPENDITURE		
8302		Salaries (Tour)	$0	$16,524
8344		Superannuation - Visitors Centre	$0	$4,373
8364		Tour Guide Expenses	$0	$31
8322		Employee Insurances (Tour)	$0	$0
8342		Conferences & Training	$0	$0
8109		Story Area (Mosaic)	$0	$0
8367		Story Area (Digital)	$0	$0
8110		Catering	$0	$0
8368		Activity (Educational)	$0	$0
8126		Insurances - Various	$0	$0
8152		Public Liability Insurance - Kodja Place	$0	$0
8142		Printing, Stationary & Office Expenses	$0	$567
8162		Kodja Place Building Maintenance	$0	$0
8164		Kodja Place Utilities	$0	$1,494
8166		Kodja Place Cleaning	$0	$6,291
8172		Kodja Place Grounds Maintenance	$0	$316
8174		Kodja Place Rose Maze Grounds Maint	$0	$1,863
8192		Misc Expenses	$0	$19
8358		Kodja Place Website	$0	$0
8444		Retail Stock - COGS	$0	$256
8394		Events & Exhibitions Expenses	$0	$10,154
8395		Community Events Expenses	$0	$0
8412		General Administration Allocated Cash	$0	$7,165
8422		General Administration Allocated Non-Cash	$0	$0
022D		Depreciation	$0	$0
055D		Depreciation	$0	$0
		Sub Total - TOURISM & AREA PROMOTION KODJA OP/EXP	$0	$49,054

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

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

ACCOUNT	JOB		ACTUAL 31 JULY 2026 Income	Expense
		OPERATING INCOME		
8205		Kodja Place - Visitor Fees	($379)	$0
8203		Kodja Place - Hire Fees	$0	$0
8204		Tour Groups	$0	$0
8207		Kodja Place - Activity Fees	$0	$0
8193		Sundry Misc Income - Kodja Place	$0	$0
8223		Membership Fees & Brochure Racking	$0	$0
8233		Events & Exhibitions Income	($956)	$0
8234		Community Events Income	($236)	$0
8243		Retail Sales	($3,004)	$0
8293		Grants for Interprative Upgrade	$0	$0
8263		Sales - Commissions	($761)	$0
8283		Contributions & Donations	($18)	$0
8284		RV Fee Income	($68)	$0
8285		Trans WA Income	($177)	$0
		Sub Total - TOURISM & AREA PROMOTION KODJA OP/INC	($5,600)	$0
		Total - TOURISM & AREA PROMOTION KODJA PLACE	($5,600)	$49,054

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

ACCOUNT	JOB	Details By function Under The Following Programme Titles And Type Of Activities Within The Programme	ACTUAL 31 JULY 2026 Income	Expense
		TOURISM & AREA PROMOTION OTHER		
		OPERATING EXPENDITURE		
8101		Kojonup Marketing & Promotions	$0	$57
8107		Great Southern Treasures	$0	$0
8414		Wool Wagon	$0	$0
8354		Subscriptions, Accreditation, etc.	$0	$366
8374		Australia Day Breakfast	$0	$0
8371		EV Charging Station	$0	$0
8432		Railway Station Building Maintenance	$0	$0
8402		Railway Station Building - Operating	$0	$0
029D		Depreciation	$0	$0
		Sub Total - TOURISM & AREA PROM OTHER OP/EXP	$0	$423
		OPERATING INCOME		
		Sub Total - TOURISM & AREA PROM OTHER OP/INC	$0	$0
		Total - TOURISM & AREA PROMOTION OTHER	**$0**	**$423**

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

ACCOUNT	JOB	Details By function Under The Following Programme Titles And Type Of Activities Within The Programme	ACTUAL 31 JULY 2026 Income	 Expense
		TOURISM & AREA PROMOTION - BLACK COCKATOO CAFÉ		
		OPERATING EXPENDITURE		
8502		Café Salaries	$0	$39,886
8532		Café Superannuation	$0	$5,505
8534		Café Utilities	$0	$4,142
8546		Café Minor Equipment & Repairs	$0	$0
8554		Café Other Minor Expenses	$0	$751
8555		Café Uniforms & Safety Wear	$0	$36
8556		Café Telephone & IT	$0	$98
8557		Café Building Maintenance	$0	$2,413
8564		Café Other Employment Costs	$0	$0
8567		Cost of Goods Sold - Food Supplies Purchased	$0	$22,988
		Sub Total - TOURISM & AREA PROM CAFE OP/EXP	$0	$75,820
		OPERATING INCOME		
8503		Trading Income	($70,991)	$0
8533		Catering	$0	$0
		Sub Total - TOURISM & AREA PROM CAFE OP/INC	($70,991)	$0
		Total - TOURISM & AREA PROMOTION CAFÉ	**($70,991)**	**$75,820**

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

ACCOUNT	JOB	Details By function Under The Following Programme Titles And Type Of Activities Within The Programme	ACTUAL 31 JULY 2026 Income	 Expense
		BUILDING CONTROL		
		OPERATING EXPENDITURE		
8552		Building Admin. Salaries	$0	$5,192
8572		Superannuation	$0	$0
8602		Other Emp Costs (Bldg)	$0	$0
8612		Vehicle Operating Bld Control	$0	$1,821
8622		Building Control Expenses	$0	$0
8672		Admin Realloc Cash (Bldg)	$0	$1,433
8682		Admin Realloc Non Cash (Bldg)	$0	$0
		Sub Total - BUILDING CONTROL OP/EXP	$0	$8,446
		OPERATING INCOME		
8653		Building Licence Fees	($1,710)	$0
8663		Bcitf & Brb Commissions	$0	$0
		Sub Total - BUILDING CONTROL OP/INC	($1,710)	$0
		Total - BUILDING CONTROL	($1,710)	$8,446

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

ACCOUNT	JOB	Details By function Under The Following Programme Titles And Type Of Activities Within The Programme	ACTUAL 31 JULY 2026 Income	 Expense
		OTHER ECONOMIC SERVICES		
		OPERATING EXPENDITURE		
8011		Wash Down Bay - Repairs	$0	$0
8807		Wash Down Bay - Utility Charges	$0	$393
8800		Saleyards - Ground Maintenance	$0	$0
8808		Saleyards - Insurances	$0	$0
8802		Saleyards - Other	$0	$8
8872		Loan Guarantee Fee	$0	$921
8862		Subdivision - Interest on Loans	$0	$0
		Sub Total - OTHER ECONOMIC SERVICES OP/EXP	$0	$1,322
		OPERATING INCOME		
8013		Washdown Bay Fees	$0	$0
		Sub Total - OTHER ECONOMIC SERVICES OP/INC	$0	$0
		Total - OTHER ECONOMIC SERVICES	$0	$1,322
		Total - ECONOMIC SERVICES	**($79,893)**	**$135,116**

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

ACCOUNT	JOB	Details By function Under The Following Programme Titles And Type Of Activities Within The Programme	ACTUAL 31 JULY 2026 Income	 Expense
		OTHER PROPERTY AND SERVICES		
		PRIVATE WORKS		
		OPERATING EXPENDITURE		
9002		Private Works	$0	$0
		Sub Total - PRIVATE WORKS OP/EXP	$0	$0
		OPERATING INCOME		
9003		Private Works Income	$0	$0
		Sub Total - PRIVATE WORKS OP/INC	$0	$0
		Total - PRIVATE WORKS	**$0**	**$0**

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

ACCOUNT	JOB	Details By function Under The Following Programme Titles And Type Of Activities Within The Programme	ACTUAL 31 JULY 2026 Income	 Expense
		PUBLIC WORKS OVERHEADS		
		OPERATING EXPENDITURE		
9022		Salaries-Works-Supervisors; Assistance	$0	$43,433
9042		Superannuation (Supervisors)	$0	$1,068
9052		Conferences & Training (Supervisors)	$0	$0
9062		Emp Insurances (Supervisors)	$0	$0
9072		Other Staff Expenses (Inc. FBT)	$0	$0
9502		Allowances	$0	$3,584
9082		Vehicle Operating	$0	$3,006
9084		Consulting Technical	$0	$0
9092		Office Expenses	$0	$3,936
9094		Minor Equipment/Consumables	$0	$0
9095		RAMM Inventory	$0	$0
9102		Training	$0	$4,321
9112		Meetings	$0	$0
9122		Annual Leave	$0	$34,611
9132		Public Holidays	$0	$0
9142		Sick Leave	$0	$25,360
9152		Superannuation	$0	$27,596
9162		Workers Comp Ins	$0	$0
9172		Staff Functions	$0	$0
9182		INSURANCE ON WORKS	$0	$0
9192		Long Service Leave	$0	$6,615
9202		Safety Equipment & P.P.E.	$0	$0
9262		Emp Insurances - Pwo	$0	$0
9280		Cleaners - Annual Leave	$0	$0
9281		Cleaners - Long Service Leave	$0	$0
9282		Cleaners - Sick Leave	$0	$0
9284		Cleaners - Public Holidays	$0	$0
9286		Cleaners - Superannuation	$0	$1,179
9254		Cleaners - Administration	$0	$2,144
9302		Admin Realloc - Cash (Pwo)	$0	($0)
9332		Admin Non Cash Realloc (Pwo)	$0	$0
9421		Small Items (Chainsaws, Mowers, etc)	$0	$0
9422		Sundry Plant Recovery - Automatic Recoveries	$0	$1,662
9423		Salaries - Property Supervisors, Assistants		$14,133
9425		Superannuation (Property)		$4,615
9427		Staff Allowances (Property)		$433
9430		Staff Training Expense (Property)		$829
9312		Less Allocated To Works & Services	$0	($208,691)
		Sub Total - PUBLIC WORKS O/HEADS OP/EXP	$0	($30,165)

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

ACCOUNT	JOB	Details By function Under The Following Programme Titles And Type Of Activities Within The Programme	ACTUAL 31 JULY 2026 Income	 Expense
		OPERATING INCOME		
		Sub Total - PUBLIC WORKS O/HEADS OP/INC	$0	$0
		Total - PUBLIC WORKS OVERHEADS	**$0**	**($30,165)**
		PLANT OPERATION COSTS		
		OPERATING EXPENDITURE		
9372		Plant Repair Wages	$0	$0
9352		Tyres & Tubes	$0	$4,903
9344		Vehicle Tracking	$0	$0
9362		External Parts and Repairs	$0	$12,476
9382		Plant - Insurance	$0	$14,483
9386		Plant - Licence & Registration	$0	$0
9342		Plant Fuels & Oils	$0	$29,406
9363		Purchase of Tools	$0	$0
9402		Less POC Allocated To W. & S.	$0	($64,301)
021D		Depreciation (Sch 12)	$0	$0
025D		Depreciation W/Back	$0	($40,238)
		Sub Total - PLANT OPERATIONS COSTS OP/EXP	$0	($43,271)
		OPERATING INCOME		
9373		Income - Contribution Plant Op Costs	$0	$0
		Sub Total - PLANT OPERATIONS COSTS OP/INC	$0	$0
		Total - PLANT OPERATIONS COSTS	$0	($43,271)

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

ACCOUNT	JOB	Details By function Under The Following Programme Titles And Type Of Activities Within The Programme	ACTUAL 31 JULY 2026 Income	Expense
		OTHER PROPERTY AND SERVICES		
		SALARIES AND WAGES		
		OPERATING EXPENDITURE		
9482		Salaries & Wages Drawn	$0	$0
9492		Workers Compensation	$0	$5,009
9512		Salary & Wage Alloc To W. & S.	$0	$0
		Sub Total - SALARIES AND WAGES OP/EXP	$0	$5,009
		OPERATING INCOME		
9493		Workers Compensation Income	$0	$0
		Sub Total - SALARIES AND WAGES OP/INC	$0	$0
		Total - SALARIES AND WAGES	$0	$5,009

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

ACCOUNT	JOB	Details By function Under The Following Programme Titles And Type Of Activities Within The Programme	ACTUAL 31 JULY 2026 Income	 Expense
		UNCLASSIFIED		
		OPERATING EXPENDITURE		
9572		Land Survey & Leasing	$0	$0
9682		Misc Expenses-Other Property	$0	$0
9687		LOSS ON LG HOUSE UNIT TRUST	$0	$0
024D		Depreciation on Assets	$0	$0
		Sub Total - UNCLASSIFIED OP/EXP	$0	$0
		OPERATING INCOME		
9626		Sundry Misc Income - Other Property	($15,338)	$0
9627		Sundry Inc - Insurance Premium Refund	$0	$0
9683		Lease Of Ksc Properties	$0	$0
9695		Recoverable Costs Income	($3,031)	
		Sub Total - UNCLASSIFIED OP/INC	($18,369)	$0
		Total - UNCLASSIFIED	($18,369)	$0
		Total - OTHER PROPERTY AND SERVICES	**($18,369)**	**($68,427)**

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

ACCOUNT	JOB	Details By function Under The Following Programme Titles And Type Of Activities Within The Programme	ACTUAL 31 JULY 2026 Income	Expense
		FUND TRANSFERS		
		EXPENDITURE		
New		Tfr to Employee Leave Res.	$0	$0
New		Transfer To Plant Res.	$0	$0
New		Transfer to Low Income Housing Res.	$0	$0
New		Transfer to Sporting Facility Res.	$0	$0
New		Transfer to Landfill Waste Mgmt Res.	$0	$0
New		Transfer to Community Grants Res.	$0	$0
New		Transfer To Independent Living Units Res.	$0	$0
New		Transfer to Natural Resource Mgmt Res.	$0	$0
New		Transfer to Kodja Place Building Res.	$0	$0
New		Transfer to Sporting Complex Building Upgrade Res.	$0	$0
New		Transfer to Muradup Community Reserve	$0	$50
		Sub Total - TRANSFERS TO RESERVE	$0	$50
		INCOME		
		Transfer from Plant Reserve	$0	$0
		Transfer from Independent Living Units Res.	$0	$0
		Transfer from Sporting Facility Res.	$0	$0
		Sub Total - TRANSFERS FROM RESERVE	$0	$0
		Total - TRANSFERS	$0	$50
		Total - FUND TRANSFER	**$0**	**$50**

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

ACCOUNT	JOB	Details By function Under The Following Programme Titles And Type Of Activities Within The Programme	ACTUAL 31 JULY 2026 Income	 Expense
		SURPLUS CARRIED FORWARD		
000000		NEW - (Surplus) / Deficit - Opening 1 July	($2,613,982)	$0
		Sub Total - SURPLUS C/FWD	($2,613,982)	$0
		Total - SURPLUS	**($2,613,982)**	**$0**
		LIABILITY LOANS - PRINCIPAL REPAYMENT		
		EXPENDITURE		
New		Loan 150 - Communications tower	$0	$0
New		Loan 137 - Medical Centre	$0	$0
New		Loan 135 - Bagg St House	$0	$0
New		Loan 139 - Aged Units	$0	$0
New		Loan 140 - Staff Housing	$0	$0
New		Loan 138 - GROH Housing	$0	$0
New		Loan 144 - Staff Housing	$0	$0
New		Loan 145 - GROH Housing	$0	$0
New		Loan 148 - Staff Housing renovations	$0	$0
New		Loan 134 - Sports Complex	$0	$0
New		Loan 136 - Sports Complex Wall	$0	$0
New		Loan 143 - Netball Courts & Roof	$0	$0
New		Loan 142 - Oval Lighting	$0	$0
New		Loan 146 - Harrison Place Toilets & Park	$0	$0
New		Loan 149 - Harrison Place Toilets & Park	$0	$0
New		Loan 141 - Airstrip Lighting	$0	$0
New		Loan 147 - Land Development	$0	$0
		Sub Total - LOAN REPAYMENTS	$0	$0
		INCOME		
		Sub-Total - LOAN PRINCIPAL REIMBURSEMENTS	**$0**	**$0**
		Total - NON CURRENT LIABILITIES	**$0**	**$0**

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

ACCOUNT	JOB	Details By function Under The Following Programme Titles And Type Of Activities Within The Programme	ACTUAL 31 JULY 2026 Income	 Expense
		NON CASH ITEMS EXCLUDED FROM OPERATING ACTIVITIES		
222222		Depreciation Written Back	$0	$0
		Profit on Sale of Assets Written Back	$0	$0
		Write back on Land held for Resale	$0	$0
		Movement in Accrued Interest Expense	$0	$0
		Movement in Doubtful Debts	$0	$0
		Sub Total - DEPRECIATION WRITTEN BACK	$0	$0
		Total - NON CASH ITEMS	$0	$0

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

ACCOUNT	JOB	Details By function Under The Following Programme Titles And Type Of Activities Within The Programme	ACTUAL 31 JULY 2026 Income	 Expense
		FURNITURE AND EQUIPMENT		
		GOVERNANCE - CAPITAL EXPENDITURE		
C137		ICT Plan Implementation	$0	$244
		Sub Total - CAPITAL WORKS	$0	$244
		Total - GOVERNANCE	$0	$244
		FURNITURE AND EQUIPMENT		
		RECREATION & CULTURE		
		CAPITAL EXPENDITURE		
6644		Sports Complex Furniture & Equipment	$0	$0
		Sub Total - CAPITAL WORKS	$0	$0
		Total - RECREATION & CULTURE	$0	**$0**
		Total - FURNITURE AND EQUIPMENT	**$0**	**$244**

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

ACCOUNT	JOB	Details By function Under The Following Programme Titles And Type Of Activities Within The Programme	ACTUAL 31 JULY 2026 Income	 Expense
		LAND HELD FOR RESALE		
		COMMUNITY AMENITIES		
		CAPITAL EXPENDITURE		
C305		Land Purchase	$0	$0
C310		Subdivision Construction	$0	$0
		Sub Total - CAPITAL WORKS	$0	$0
		Total- COMMUNITY AMENITIES	$0	$0
		Total - LAND	**$0**	**$0**

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

ACCOUNT	JOB	Details By function Under The Following Programme Titles And Type Of Activities Within The Programme	ACTUAL 31 JULY 2026 Income	 Expense
		BUILDINGS		
		HOUSING - CAPITAL EXPENDITURE		
New		26 Katanning Road Residence	$0	$0
C142		8 Soldier Road	$0	$0
C313		Jean Sullivan Units	$0	$0
C145		Loton Close Units	$0	$0
		Sub Total - CAPITAL WORKS	$0	$0
		Total - HOUSING	$0	$0
		BUILDINGS		
		RECREATION AND CULTURE - CAPITAL EXPENDITURE		
C105		Memorial Hall Capital Expenditure	$0	$0
C106		RSL Hall Capital	$0	$0
C295		SWIMMING POOL BUILDINGS CAPITAL EXPENDITURE	$0	$0
		Sub Total - CAPITAL WORKS	$0	$0
		Total - RECREATION AND CULTURE	$0	$0

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

ACCOUNT	JOB	Details By function Under The Following Programme Titles And Type Of Activities Within The Programme	ACTUAL 31 JULY 2026 Income	Expense
		BUILDINGS		
		ECONOMIC SERVICES - CAPITAL EXPENDITURE		
C177		Kodja Place Capital Expenditure	$0	$0
C349		Black Cockatoo Café Capital Expenditure	$0	$0
		Sub Total - CAPITAL WORKS	$0	$0
		Total - ECONOMIC SERVICES	$0	$0
		Total - BUILDINGS	**$0**	**$0**

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

ACCOUNT	JOB	Details By function Under The Following Programme Titles And Type Of Activities Within The Programme	ACTUAL 31 JULY 2026 Income	Expense
		PLANT AND EQUIPMENT		
		GOVERNANCE - CAPITAL EXPENDITURE		
2104		Purchase of Light Vehicles	$0	$0
		Sub Total - CAPITAL WORKS	$0	$0
		Total - GOVERNANCE	$0	$0
		PLANT AND EQUIPMENT		
		LAW ORDER & PUBLIC SAFETY		
		CAPITAL EXPENDITURE		
2414		Purchase Plant & Equipment - ESL	$0	$0
		Sub Total - CAPITAL WORKS	$0	$0
		Total - LAW, ORDER & PUBLIC SAFETY	**$0**	**$0**
		PLANT AND EQUIPMENT		
		RECREATION AND CULTURE		
		CAPITAL EXPENDITURE		
C158		Swimming Pool Equipment	$0	$0
		Sub Total - CAPITAL WORKS	$0	$0
		Total - RECREATION AND CULTURE	$0	$0
		PLANT AND EQUIPMENT		
		TRANSPORT		
		CAPITAL EXPENDITURE		
7604		Major Plant Purchases	$0	$0
		Sub Total - CAPITAL WORKS	$0	$0
		Total - TRANSPORT	**$0**	$0
		Total - PLANT AND EQUIPMENT	**$0**	**$0**

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

ACCOUNT	JOB	Details By function Under The Following Programme Titles And Type Of Activities Within The Programme	ACTUAL 31 JULY 2026 Income	Expense
		INFRASTRUCTURE ASSETS - ROAD RESERVES		
		CAPITAL EXPENDITURE		
Roads to Recovery Projects				
C507		RTR - Spring Street Asphalt	$0	$0
C508	CJ508	RTR - Misson Road Floodway 24/25 C/Over	$0	$0
C509	CJ509	RTR - Soldier Road - Asphalt 24/25 C/Over	$0	$0
C512	CJ512	RTR - Newton Street Reseal 24/25 C/Over SLK 0.00 - 0.26	$0	$0
7424	R2R400	R2R - Balgarup Road Tree Pruning/Verge Mulching Works	$0	$0
7424	R2R401	RTR - Tone Rd Stab & Seal Failures SLK 5.30 - 5.90	$0	$0
7424	R2R402	RTR - Frankland Rd Repair Pavement SLK 19.94	$0	$0
7424	R2R403	RTR - Boscabel Chittinup RD Reseal SLK 3.80 - 4.06	$0	$0
7424	R2R404	RTR - Boscabel Chittinup RD Reseal SLK 4.86 - 6.22	$0	$0
7424	R2R405	RTR - Old Broomehill Rd Seal Bridge Approach SLK 2.25	$0	$335
7424	R2R406	RTR - Old Broomehill Rd Seal Bridge Approach SLK 5.16	$0	$0
7424	R2R407	RTR - Old Broomehill Rd Seal Bridge Approach SLK 7.65	$0	$0
RRG Projects				
7394	RRG001	Shamrock Rd Widen SLK 15.8 - 18.8	$0	$0
7394	RRG002	Kojonup Darkan Rd Reseal SLK 3.8 - 5.0	$0	$0
7394	RRG003	Kojonup Darkan Rd Reconstruction SLK 1.9 - 3.8	$0	$0
7394	RRG004	Jingalup Rd Reseal SLK 2.0 - 4.0	$0	$0
7394	RRG005	RRG - Kojonup-Frankalnd Rd Reconstruct And Reseal	$0	$15,513
Commodity Route Projects				
C079	CJ079	Reillys Creek Road - Gravel Sheet	$0	$0
Regional Road Safety Projects				
7434	RSP001	Broomehill-Kojonup Road AEL/ACL		$0
Municipal Fund Projects				
7484	RC003	Council - Thornbury Close Construction including fire road (Industrial Area)	$0	$191
7484	RC004	Jingalup Road Re-Alignment	$0	$0
		Sub Total - CAPITAL WORKS	$0	$16,040
		Total - ROADS	$0	$16,040
		Total - INFRASTRUCTURE ASSETS ROAD RESERVES	**$0**	**$16,040**

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

ACCOUNT	JOB	Details By function Under The Following Programme Titles And Type Of Activities Within The Programme	ACTUAL 31 JULY 2026 Income	Expense
		INFRASTRUCTURE - PARKS - CAPITAL EXPENDITURE		
		RECREATION & CULTURE		
C357		Apex Park Playground	$0	$0
C413		Trails Construction	$0	$0
		Sub-Total - CAPITAL WORKS	$0	$0
		Total - RECREATION & CULTURE	$0	$0
		Total - INFRASTRUCTURE PARKS	**$0**	**$0**
		OTHER INFRASTRUCTURE - CAPITAL EXPENDITURE		
		ECONOMIC SERVICES		
C054		Community Promotional Signage	$0	$0
8974		Country Water Supply Water Tanks	$0	$0
		Sub Total - CAPITAL WORKS	$0	$0
		Total - ECONOMIC SERVICES	**$0**	**$0**
		Total - INFRASTRUCTURE ASSETS - OTHER	**$0**	**$0**
		GRAND TOTALS	**($2,850,260)**	**$770,004**

SHIRE OF KOJONUP

Detailed July 2026 Creditors List

Cheque Payments 1/7/2026-31/7/2026				
Chq/EFT	Date	Name	Description	Amount
14419	07/07/2026	Water Corporation	Water	-27869.84
9007692223 JUN26	23/06/2026	Water Corporation	Acc 9007695766 Water supply Stock Rd Standpipe 21/4/26-22/6/26	4777.75
9007692987 JUN26	23/06/2026	Water Corporation	Acc 9007692987 Water supply sports oval 21/4/26-22/6/26	90.36
9007693082 JUN26	23/06/2026	Water Corporation	Acc 9007693082 Water supply Depot 21/4/26-22/6/26	128.03
9007693146 JUN26	23/06/2026	Water Corporation	Acc 9007693146 Water supply Wash down bay 21/4/26-22/6/26	152.58
9007693330 JUN26	23/06/2026	Water Corporation	Acc 9007693330 Water supply Swimming pool 22/4/26-22/6/26	1569.35
9007693349 JUN26	23/06/2026	Water Corporation	Acc 9007693349 Water supply Railway toilets 22/4/26-23/6/26	193.54
9007693357 JUN26	23/06/2026	Water Corporation	Acc 9007693357 Water supply Hockey Club 22/4/26-22/6/26	33.13
9007693445 JUN26	23/06/2026	Water Corporation	Acc 9007693445 Water supply Apex Park 22/4/26-22/6/26	1050.97
9007693509 JUN26	23/06/2026	Water Corporation	Acc 9007693509 Water supply RSL Hall 22/4/26-22/6/26	126.37
9007693621 JUN26	23/06/2026	Water Corporation	Acc 9007693621 Water supply CWA rooms 22/4/26-22/6/26	39.15
9007697710 JUN26	23/06/2026	Water Corporation	Acc 9007697710 Water supply 8 Newton St 22/4/26-22/6/26	45.14
9007697921 JUN26	23/06/2026	Water Corporation	Acc 9007697710 Water Usage 39 Vanzuliecom St 22/4/26-22/6/26, Acc 9007697710 Water supply 39 Vanzuliecom St 1/5/26-30/6/26	377.23
9010045713 JUN26	23/06/2026	Water Corporation	Acc 9010045713 Water supply 5a Vanzuilecom St 22/4/26-22/6/26	353.92
9010045721 JUN26	23/06/2026	Water Corporation	Acc 9010045713 Water supply 5B Vanzuilecom St 22/4/26-22/6/26	274.63
9012927074 JUN26	23/06/2026	Water Corporation	Acc 901292074 Water supply 6 Elverd St 22/4/26-22/6/26	280.79
9012927082 JUN26	23/06/2026	Water Corporation	Acc 9012927082 Water supply 4 Elverd St 22/4/26-22/6/26	599.60
9023555405 JUN26	23/06/2026	Water Corporation	Acc 9023555405 Water usage 12B Elverd St 22/4/26-22/6/26, Acc 9023555405 Water supply 12B Elverd St 1/5/26-30/6/26	375.82
9023603884 JUN26	23/06/2026	Water Corporation	Acc 9023603884 Water usage 8C Newton St 22/4/26-22/6/26, Acc 9023603884 Water supply 8C Newton St 1/5/26-30/6/26	293.10
9023606321 JUN26	23/06/2026	Water Corporation	Acc 9023606321 Water supply 8A Newton St 1/5/26-30/6/26	274.63
9023606348 JUN26	23/06/2026	Water Corporation	Acc 9023606348 Water supply 12B Newton 1/5/26-30/6/26	274.63
9023555392 JUN26	23/06/2026	Water Corporation	Acc 9023555392 Water usage 12A Elverd St 22/4/26-22/6/26, Acc 9023555392 Water supply 12A Elverd St 1/5/26-30/6/26	353.95
9007696101 JUN26	24/06/2026	Water Corporation	Acc 9007696101 Memorial Hall Water use & service charge 23/4/26-23/6/26	351.07
9021629597 JUN26	24/06/2026	Water Corporation	Acc 9021629597 Water service charge 9 Loton Cl 1/5/26-30/6/26	274.63
9021629618 JUN26	24/06/2026	Water Corporation	Acc 9021629618 Water service charge 11 Loton Cl 1/5/26-30/6/26	274.63
9021629626 JUN26	24/06/2026	Water Corporation	Acc 9021629626 Water use account - common residential Soldier Rd 22/4/26-23/6/26	492.12
9021746216 JUN26	24/06/2026	Water Corporation	Acc 9021746216 Water service charge 15 Loton Cl 1/5/26-30/6/26	274.63
9022950227 JUN26	24/06/2026	Water Corporation	Acc 9022950227 Water service charge Front unit 93 Bagg St 1/5/26-30/6/26	256.83
9022950235 JUN26	24/06/2026	Water Corporation	Acc 9022950235 Water service charge Rear unit 93 Bagg St 1/5/26-30/6/26	187.17
9022968291 JUN26	24/06/2026	Water Corporation	Acc 9022968291 Water supply 93 Bagg St 23/4/26-23/6/26	145.69
9007695686 JUN26	24/06/2026	Water Corporation	Acc 9007695686 water supply Playgroup/toy library 22/4/26-23/6/26	129.52
9007695694 JUN26	24/06/2026	Water Corporation	Acc 9007695694 Water supply Old post office 1/5/26-30/6/26	53.18

9007695715 JUN26	24/06/2026	Water Corporation	Acc 9007695715 Water supply Barracks toilets 22/4/26-23/6/26	432.89
9007696136 JUN26	24/06/2026	Water Corporation	Acc 9007696136 Water supply Lesser Hall 23/4/26-23/6/26	53.18
9007695766 JUN26	24/06/2026	Water Corporation	Acc 9007695766 Water supply Barracks museum 22/4/26-23/6/26	427.70
9007695790 JUN26	24/06/2026	Water Corporation	Acc 9007695790 Water supply Springhaven Lodge 22/4/26-23/6/26	2452.69
9007695803 JUN26	24/06/2026	Water Corporation	Acc 9007695803 Water supply Soldier Rd house 22/4/26-23/6/26	276.68
9007696056 JUN26	24/06/2026	Water Corporation	Acc 9007696053 Water supply Telecentre 23/4/26-23/6/26	454.51
9008790482 JUN26	24/06/2026	Water Corporation	Acc 9008790482 Water supply Murby St Centre 23/4/26-23/6/26	155.79
9010495140 JUN26	24/06/2026	Water Corporation	Acc 9010495140 Water supply BCC 21/4/26-22/6/26	6094.37
9012449121 JUN26	24/06/2026	Water Corporation	Acc 9012449121 Water supply Admin office 23/4/26-23/6/26,	91.63
9023522910 JUN26	24/06/2026	Water Corporation	Acc 9023522910 Water supply 13 Loton Cl 1/5/26-30/6/26	274.63
9023522881 JUN26	24/06/2026	Water Corporation	Acc 9023522881 Water supply 79 Soldier Rd 1/5/26-30/6/26	180.98
9021629554 JUN 26	24/06/2026	Water Corporation	Acc 9021629554 Water service charge 1 Loton Cl 1/5/26-30/6/26,	274.63
9021629562 JUN26	24/06/2026	Water Corporation	Acc 9021629562 Water service charge 3 Loton Cl 1/5/26-30/6/26	274.63
9021629570 JUN26	24/06/2026	Water Corporation	Acc 9021629570 Water service charge 5 Loton Cl 1/5/26-30/6/26	274.63
9021629589 JUN26	24/06/2026	Water Corporation	Acc 9021629589 Water service charge 7 Loton Cl 1/5/26-30/6/26	274.63
9010312252 JUN26	25/06/2026	Water Corporation	Acc 9010312252 Water usage 30 Katanning Rd 23/4/26-24/6/26, Acc 9010312252 Water supply 30 Katanning Rd 1/5/26-30/6/26	278.73
9010312244 JUN26	25/06/2026	Water Corporation	Acc 9010312244 Water supply 34 Katanning Rd 23/4/26-24/6/26	499.11
907797797 JUN26	25/06/2026	Water Corporation	Acc 9007797797 Water usage Muradup standpipe 29/4/26-24/6/26	191.28
9007693605 JUN26	25/06/2026	Water Corporation	Acc 9007693605 Water supply & usage Mens Shed 135 Albany Highway 22/4/26-22/6/26	71.93
9023737428 JUN26	25/06/2026	Water Corporation	Acc 9023737428 Water supply 28 Katanning Rd 1/5/26-30/6/26	274.63
9023737401 JUN26	25/06/2026	Water Corporation	Acc 9023737401 Water usage & supply 26 Katanning Rd 23/4/26-24/6/26	456.45
14420	22/07/2026	Shire of Kojonup	Fleet licencing	-16523.20
011131978691	30/06/2026	Shire of Kojonup	Boxtop Trailer Kojonup Bushfire brigade, Boxtop Trailer Ryansbrook Bushfire brigade, Vehicle licences 10 x Boxtop Trailers Bushfire brigades, Vehicle insurance Boxtop Trailer Cherry Tree Bushfire brigade, Vehicle insurance Boxtop Trailer Boscabel Bushfire brigade, Vehicle insurance Boxtop Trailer Boilup Bushfire brigade, Vehicle insurance Boxtop Trailer Changerup Bushfire brigade, Vehicle insurance Boxtop Trailer Muradup Bushfire brigade, Vehicle insurance Boxtop Trailer Qualeup Bushfire brigade, Vehicle insurance Boxtop Trailer Orchid Valley Bushfire brigade, Vehicle insurance Boxtop Trailer Mobrup, Bushfire brigade, Vehicle insurance Tandem box Trailer, Vehicle insurance Loadstar Trailer, Vehicle insurance Coastal machinery box top trailer, Vehicle insurance Loadstar boxtop 2015 trailer, Vehicle insurance Multi message trailer, Vehicle insurance John Papas boxtop trailer, Vehicle licences 6 x trailers, Vehicle licence insurance Toyota Hilux, Vehicle licence insurance Toyota HIace Van, Vehicle licence insurance Colorado Ute, Vehicle licence insurance Ford Ranger 2021, Vehicle licence insurance Toyota Hilux 2022, Vehicle licence insurance Toyota Hilux 4x4 2.8L, , Vehicle licence insurance Toyota Hilux 4x4 2.8L 2022, Vehicle licence insurance Ford Ranger Double cab 2024, Vehicle licence insurance Holden Colorado space cab chassis, Vehicle licences utility vehicles x 9, Vehicle licences insurance Kubota lawn mower, Vehicle licences insurance Caterpillar FEL, Vehicle licences insurance Caterpillar Tltrac, Vehicle licences Caterpillar Tltrac, Vehicle licences Caterpillar FEL & Kubota Mower, Vehicle licence insurance Caterpillar skid steer loader, Vehicle licence Caterpillar skid steer loader, Vehicle licence insurance John Deere mower 2023, Vehicle licence insurance John Deere FEL 2021, Vehicle licence insurance Caterpillar Forklift 2015, Vehicle licences JD Mower and FEL, Caterpiller forklift, Vehicle licence insurance Can-am defender 2016, Vehicle licence Can-am defender 2016, Vehicle licence insuance side tipping trailer, Vehicle licence insuance tandem akle dolly trailer, Vehicle licences 2 x large trailers, Vehicle licence insurance 2017 Hino TTop, Vehicle licence insurance 2017 Hino 700 series, Vehicle licence insurance 2017 Hino 700 series, Vehicle licence insurance Isuzu TRi tipper, Vehicle licence insurance Hino 300 2023, Vehicle licence insurance Hino 2019 tip truck, Vehicle licence insurance Hino	16523.20

14421	**23/07/2026**	**Water Corporation**	**Trade waste**	**-1062.96**
9011484777 JUL26	10/07/2026	Water Corporation	Acc 9011484777 Trade Waste Permit Washdown Bay 1/7/26-30/6/27	265.74
9009713999 JUL26	15/07/2026	Water Corporation	Acc 9009713999 Trade waste permit Memorial Hall 1/7/26-30/6/27	265.74
9017725607 JUL26	17/07/2026	Water Corporation	Acc 9017725607 Trade Waste Permit for Benn Parade 1/7/26-30/6/27	265.74
9014501683 JUL26	17/07/2026	Water Corporation	Acc 9014501683 Trade Waste permit - sporting complex 1/7/26-30/6/27	265.74
14422	**28/07/2026**	**Water Corporation**	**Water usage**	**-780.01**
9012927090 JUN26	23/06/2026	Water Corporation	Acc 9012927090 Water supply 2 Elverd St 22/4/26-22/6/26	408.10
9024725859 JUL26	23/07/2026	Water Corporation	Acc 9024725859 Trade Waste Permit - BCC 1/7/26-30/6/27	371.91
				46236.01

EFT Payments 1/7/2026-31/7/2026				
EFT38399	**09/07/2026**	**Payroll Deductions - Shire of Kojonup**	**Payroll Deductions**	**-835.00**
26/27 PP1 WEEK2	30/06/2026	Payroll Deductions - Shire of Kojonup	Pay Run 33 Sundry Rate Payers & Debtors	835.00
EFT38400	**09/07/2026**	**Child Support Agency**	**Payroll Deductions**	**-437.69**
26/27 PP1 WEEK2	30/06/2026	Child Support Agency	Pay Run 33 Child Support Deduction	437.69
EFT38401	**09/07/2026**	**Australian Services Union (MEU)**	**Payroll Deductions**	**-128.50**
26/27 PP1 WEEK2	30/06/2026	Australian Services Union (MEU)	Pay Run 33 Union Fees	128.50
EFT38402	**09/07/2026**	**Air Liquide**	**Container service**	**-25.22**
OR7716	30/06/2026	Air Liquide	Cylinder Fee 1/6/26-30/6/26 arcal force	25.22
EFT38403	**09/07/2026**	**WALGA (Western Australian Local Government Association)**	**Training**	**-803.00**
SI-018813	25/06/2026	WALGA (Western Australian Local Government Association)	WHS Refresher Course - Urgent for compliancy - 2 x staff	803.00
EFT38404	**09/07/2026**	**Hi-Way Sales & Service**	**Hardware**	**-742.48**
282437	31/03/2026	Hi-Way Sales & Service	Seal kit for hydrolic ram, reseal hydraulic ram	202.00
286040	30/06/2026	Hi-Way Sales & Service	Oil system cleaner, 5L x 10-40 oil, Key cutting - Springhaven ILUs, Key cutting - Cat pound 2x keys and tags, 1 x SP22309, 1 x SP22356, 1 x SP23914, 1 x SP2395, Nitro air fitting, 1 x ZLU8, 2 x BRT5156 trimmer line, Bolts 4 x 5/16 x 3 1/2 amd 4 x 5/16 x 4, 1 x 6 reciprocating blade 2 x handoin 4, 1 x brass fitting, 4 x snap hooks, 2 x paint pens	447.30
285953	30/06/2026	Hi-Way Sales & Service	ULP 47.81L @ $1.95/L	93.18
EFT38405	**09/07/2026**	**Shire Of Katanning**	**Waste management**	**-5481.60**
49139	01/06/2026	Shire Of Katanning	Shire of Katanning Waste Disposal Facility- refuse site fees May 2026	5481.60
EFT38406	**09/07/2026**	**Kojonup Tyre Service**	**Tyre service**	**-842.90**
INV-17713	11/06/2026	Kojonup Tyre Service	2x new tyres	713.90
INV-17690	11/06/2026	Kojonup Tyre Service	Wheel Alignment - Toyota Prado	129.00
EFT38407	**09/07/2026**	**Kojonup Country Kitchen**	**Catering**	**-129.50**
3185	27/05/2026	Kojonup Country Kitchen	Morning tea for WHS training - SWMS review	129.50
EFT38408	**09/07/2026**	**Egabva Plumbing & Gas Service**	**Plumbing**	**-220.50**
5431	30/06/2026	Egabva Plumbing & Gas Service	5A Vanzuilecom Street - repair leaking cistern	220.50
EFT38409	**09/07/2026**	**Winc Australia Pty Ltd**	**Stationery**	**-222.84**
9050735770	23/06/2026	Winc Australia Pty Ltd	1x Magenta ink cartridge, 1x Cyan Ink cartridge, 1x yellow ink cartridge, 1x Black ink cartridge	222.84
EFT38410	**09/07/2026**	**ABA Security**	**Security system**	**-590.35**
52720	29/06/2026	ABA Security	Replaced control panel battery and power supply battery at KP, repalced DGP battery in cafe for alarm systems	590.35
EFT38411	**09/07/2026**	**Royce Melville Quarrell**	**Rates refund for assessment A6171**	**-1000.00**
A6171	08/07/2026	Royce Melville Quarrell	Rates refund for assessment A6171	1000.00
EFT38412	**09/07/2026**	**Avdata Australia**	**Water**	**-10.00**
STATEMENT 9	22/06/2026	Avdata Australia	Water supply from standpipes - depot	10.00
EFT38413	**09/07/2026**	**Team Global Express Pty Ltd**	**Freight**	**-138.43**
0609-S104118	28/06/2026	Team Global Express Pty Ltd	Freight ex Corsign 23/6/26	65.07
0428-80774145	28/06/2026	Team Global Express Pty Ltd	Freight ex Herseys safety 19/6/26, Freight ex WA Hino 23/6/26	73.36
EFT38414	**09/07/2026**	**Public Transport Authority**	**Bus tickets**	**-60.81**
JUNE 26	30/06/2026	Public Transport Authority	Bus tickets June 2026	60.81
EFT38415	**09/07/2026**	**GREAT SOUTHERN TOYOTA**	**Vehicle service**	**-395.00**
JC34055439	30/06/2026	GREAT SOUTHERN TOYOTA	10 000 Km Service Toyota Prado Kakadu 2.8L 48V DSL WGN 1KO,	395.00

EFT38416	09/07/2026	Readytech T/A IT Vision Australia PTY LTD	IT support	-2062.50
INITV043337	30/06/2026	Readytech T/A IT Vision Australia PTY LTD	2025/26 EOFY process for Synergy/Definitiv	2062.50
EFT38417	09/07/2026	SELECT A PART	Mechanical parts	-598.00
46293	25/06/2026	SELECT A PART	2x cv shafts	598.00
EFT38418	09/07/2026	Shire Of Broomehill-Tambellup	Archive repository	-2826.96
6548	15/06/2026	Shire Of Broomehill-Tambellup	Broomehill Archive Repository 2025-26 annual rental as per MOU	2826.96
EFT38419	09/07/2026	Christie Leanne McVee	Goods sold on consignment	-20.00
REQ JUN26	30/06/2026	Christie Leanne McVee	Goods sold on consignment Kodja Place June 2026	20.00
EFT38420	09/07/2026	Ramped Technology & Management Systems Pty Ltd	IT licences	-108.90
INV-16657	30/06/2026	Ramped Technology & Management Systems Pty Ltd	SSL Wildcard vcertificate renewal 1 year (*.kojonup,wa,gov,au)	108.90
EFT38421	09/07/2026	Margaret Rae Hill	Goods sold on consignment	-154.00
REQ JUN26	30/06/2026	Margaret Rae Hill	Goods sold on consignment Kodja Place June 2026	154.00
EFT38422	09/07/2026	Department of Water and Environmental Regulations (DWER)	Water licence	-869.00
RI008117	15/06/2026	Department of Water and Environmental Regulations (DWER)	Liquid waste pond - annual license 2026	869.00
EFT38423	09/07/2026	Clarke's Furniture & Kitchen Design	Carpentry	-860.00
3226	25/06/2026	Clarke's Furniture & Kitchen Design	Supply and install Golden Beech laminated board to wall at KP - move hanger rail to new position, cut and fit	860.00
EFT38424	09/07/2026	Katie Joy's Free Range Eggs	Eggs	-71.70
338977	29/06/2026	Katie Joy's Free Range Eggs	Eggs for Black Cockatoo Cafe June 2026	71.70
EFT38425	09/07/2026	Dardanup Butchering Company	Meat supplies	-775.72
BW422478	29/06/2026	Dardanup Butchering Company	Meat supplies for BCC, Service fee	775.72
EFT38426	09/07/2026	Leaf Bean Machine	Coffee supplies & service	-1155.07
1884	29/06/2026	Leaf Bean Machine	Coffee supplies & service for BCC, Coffee supplies & service for BCC	627.07
2001	30/06/2026	Leaf Bean Machine	Coffee supplies & service for BCC - Coffee machine repairs	528.00
EFT38427	09/07/2026	WA Contract Ranger Services	Contract Ranger	-1155.00
7151	27/06/2026	WA Contract Ranger Services	10 hours Ranger Services 23/6/26 & 25/6/26	1155.00
EFT38428	09/07/2026	Emily Charlotte Ann Stretch	Goods sold on consignment	-34.83
REQ JUN26	30/06/2026	Emily Charlotte Ann Stretch	Goods sold on consignment Kodja Place June 2026	34.83
EFT38429	09/07/2026	C & D Cutri	Bridge specialists	-8140.00
15	30/06/2026	C & D Cutri	Emergency bridge props to be installed Bridge 4869, Bridge 4320	8140.00
EFT38430	09/07/2026	Caroline Louise Highman	Goods sold on consignment	-135.00
REQ JUN26	30/06/2026	Caroline Louise Highman	Goods sold on consignment Kodja Place June 2026	135.00
EFT38431	09/07/2026	Albany Ford and Albany World of Cars (T&T WA Pty Ltd T/As)	Vehicle service	-600.00
JC44008428	15/06/2026	Albany Ford and Albany World of Cars (T&T WA Pty Ltd T/As)	KO5 90 000 KM SERVICE	600.00
EFT38432	09/07/2026	Oztrology Australian Greeting cards	Goods sold on consignment	-27.50
REQ JUN26	30/06/2026	Oztrology Australian Greeting cards	Goods sold on consignment Kodja Place June 2026	27.50
EFT38433	09/07/2026	Tammy McVee T/as Fabric Covered Pots	Goods sold on consignment	-65.00
REQ JUN26	30/06/2026	Tammy McVee T/as Fabric Covered Pots	Goods sold on consignment Kodja Place June 2026	65.00
EFT38434	09/07/2026	Monique Sackers T/A 3 Bridges Collections	Goods sold on consignment	-204.15
REQ JUN26	30/06/2026	Monique Sackers T/A 3 Bridges Collections	Goods sold on consignment KP June 2026	204.15
EFT38435	09/07/2026	Stephanie Gahan	REFUND BOND FOR HIRE OF SPORTING COMPLEX	-400.00
T217	09/07/2026	Stephanie Gahan	Palettes - Sporting Complex, FITNESS CLASS	400.00
EFT38436	09/07/2026	Energy Wise Australia C&F Building Approvals	Building Services Contractor	-2090.00
INV-9038	25/06/2026	Energy Wise Australia C&F Building Approvals	Building Services Contractor - application lodgements - 8 Ladyman St, 184 Grahams Well Rd, 43 Spring St, Building approval certificte Lumeah	2090.00
EFT38437	09/07/2026	Harvey Fresh (1994) Ltd T/A Lactalis	Milk products and Fruit juices	-767.65
243579294	11/05/2026	Harvey Fresh (1994) Ltd T/A Lactalis	Milk products and fruit juices for BCC, service fee	767.65
EFT38438	09/07/2026	M.E. French	Goods sold on consignment	-30.00
REQ JUN26	30/06/2026	M.E. French	Goods sold on consignment Kodja Place June 2026	30.00
EFT38439	09/07/2026	Wellsys Home Improvement	Carpentry	-6820.00
341	21/06/2026	Wellsys Home Improvement	Supply and install 6 metres of fencing plus 2 gates (600mm normal entry gate and 900mm emergency exit gate) to reinstate the enclosed entry area at the front of the Wanslea building., ,	6820.00

EFT38440	09/07/2026	Benjamin Graham Castle	Goods sold on consignment	-20.00
REQ JUN26	30/06/2026	Benjamin Graham Castle	Goods sold on consignment Kodja Place June 2026	20.00
EFT38441	09/07/2026	Tracey Reeves - trading as Wonky Wombat	Goods sold on consignment	-28.00
REQ JUN26	30/06/2026	Tracey Reeves - trading as Wonky Wombat	Goods sold on consignment Kodja Place June 2026	28.00
EFT38442	09/07/2026	Allwest Plant Hire Australia	Plant hire	-3575.00
47222	24/06/2026	Allwest Plant Hire Australia	Hire of 8 T excavator with rock breaker, Hire of 16 inch demo saw with trolley, Mobilisation/demobilisation,	3575.00
EFT38443	09/07/2026	Jennifer Hughes	Goods sold on consignment	-40.00
REQ JUN26	30/06/2026	Jennifer Hughes	Goods sold on consignment Kodja Place June 2026	40.00
EFT38444	09/07/2026	Kojonup Auto Electrics (Lerrom Pty Ltd)	Auto electrician	-1670.05
6796	16/06/2026	Kojonup Auto Electrics (Lerrom Pty Ltd)	Diagnose ABS fault. scanned vehicle - faulty ABS module needs repairs by Hino. Fault with blowing parking light fuse and rear right trailer light not working - removed damaged wiring and harness, replaced cable. all lights tested OK.	1670.05
EFT38445	09/07/2026	J & J Mobile Autoglass	Autoglass repairs	-1105.50
INV-0241	30/06/2026	J & J Mobile Autoglass	*INSURANCE* fitting 1 glass door - Caterpillar grader KO107	269.50
INV-0242	30/06/2026	J & J Mobile Autoglass	fitting 1 glass panel on windscreen of Caterpillar Roller KO170	297.00
INV-0240	30/06/2026	J & J Mobile Autoglass	*INSURANCE* fitting 2 glass doors - Caterpillar Grader KO0000	539.00
EFT38446	09/07/2026	Outsource1	Trilight service	-116.00
SO011931	29/06/2026	Outsource1	2 x HRC trilight service as per quote QT010820	116.00
EFT38447	09/07/2026	Julia Wade Pottery	Goods sold on Consignment	-109.46
REQ JUN26	30/06/2026	Julia Wade Pottery	Goods sold on Consigment Kodja Place June 26	109.46
EFT38448	13/07/2026	DL Consulting	Financial consultant	-4862.00
1382	30/06/2026	DL Consulting	Financial Consultant 34 hours June 2026	4862.00
EFT38449	13/07/2026	Australia Post	Postage	-143.83
1014820864	30/06/2026	Australia Post	Postage & Freight June 2026	143.83
EFT38450	13/07/2026	Hall & Prior	REFUND BOND FOR HIRE OF EQUIPMENT	-500.00
T231	13/07/2026	Hall & Prior	Equipment Hire, Hall & Prior Xmas Party - Table & Chairs	500.00
EFT38451	15/07/2026	Hi-Way Sales & Service	Fuel supplies	-247.62
286114	02/07/2026	Hi-Way Sales & Service	24.50L ULP @ $1.95/L	47.75
286184	06/07/2026	Hi-Way Sales & Service	31.71 L ULP @ $1.95/L	61.80
286281	08/07/2026	Hi-Way Sales & Service	23.87L ULP @ $1.95/L	46.52
286354	10/07/2026	Hi-Way Sales & Service	46.03L ULP @ $1.99/L	91.55
EFT38452	15/07/2026	Local Health Authorities Analytical Committee (LHAAC)	Water fees	-541.76
MA2026066	01/07/2026	Local Health Authorities Analytical Committee (LHAAC)	LHAAC Sampling Scheme Annual Fee 26/27	541.76
EFT38453	15/07/2026	Kojonup Supermarket	Groceries	-717.16
617 JUNE 26	30/06/2026	Kojonup Supermarket	Refreshments for Councillors, refreshments for staff and for depot	184.95
800 JUN26	30/06/2026	Kojonup Supermarket	Groceries for BCC June 2026	532.21
EFT38454	15/07/2026	Egabva Plumbing & Gas Service	Plumbing	-2427.80
05457	30/06/2026	Egabva Plumbing & Gas Service	Sport Complex ablutions, clean basin aerators, service taps, tighten basin mixers, repair shower heads, check toilets	400.00
05457	30/06/2026	Egabva Plumbing & Gas Service	Repair service taps at sport complex this pairs with PO 32016 insufficiant amount this PO is to top up the other one.	383.30
05469	06/07/2026	Egabva Plumbing & Gas Service	Replace five deteriorating dektite roof plumbing penetrations at Black Cockatoo Cafe	1644.50
EFT38455	15/07/2026	Winc Australia Pty Ltd	Stationery	-338.96
9050805533	02/07/2026	Winc Australia Pty Ltd	File dividers, scissors, Sticky notes, pens	98.89
9050845457	08/07/2026	Winc Australia Pty Ltd	Dymo label manager, Black A4 card	72.14
9050851004	09/07/2026	Winc Australia Pty Ltd	3 x A5 diaries, 1x A5 any year diary, 7 x spiral notebooks	167.93
EFT38456	15/07/2026	Synergy - Street Lights	Electricity	-5628.25
2232515792	06/07/2026	Synergy - Street Lights	Acc 131337630 Street light electricity 25/5/26-24/6/26	5628.25
EFT38457	15/07/2026	Rotary Club of Kojonup Inc.	REFUND BOND FOR HIRE OF MEMORIAL HALL	-600.00
T21	14/07/2026	Rotary Club of Kojonup Inc.	Rotary Club Hall Hire	600.00
EFT38458	15/07/2026	Warren Blackwood Waste	Waste management	-32762.26
20461	05/07/2026	Warren Blackwood Waste	Travel Costs for 2 x sideloader trucks & fuel levy, 240 LT Recycling Bins Pick Up, KJP Bins PIck up, 240L Bins Pick up, Service Town Site Bins	19319.98
20460	05/07/2026	Warren Blackwood Waste	Kojonup Transfer station Management 1/6/26-3/7/26, Kojonup Transfer station Management - Extra Costs June 26, Kojonup Transfer station Management - Transfer fees June 26 plus fuel levy	12782.28
20473	05/07/2026	Warren Blackwood Waste	Apex park and Kodja Front lift bin June 26	660.00
EFT38459	15/07/2026	Daniel Glen Campbell	REFUND BOND FOR HIRE OF MEMORIAL HALL	-600.00
T226	14/07/2026	Daniel Glen Campbell	Hall Bond	600.00
EFT38460	15/07/2026	Readytech User Group Inc.	IT support	-962.50

1192	06/07/2026	Readytech User Group Inc.	User group membership fees 26/27	962.50
EFT38461	15/07/2026	Australasian Performing Rights Association Limited T/as One Music	Licence	-402.37
APAU-00231031	01/07/2026	Australasian Performing Rights Association Limited T/as One Music	Councils Rural Music Renwal Licence for Period 01/07/2026 - 30/06/2027	402.37
EFT38462	15/07/2026	ABCO Products	Cleaning products	-8040.07
INV1169811	01/07/2026	ABCO Products	Cleaning Supplies Required July 2026 - Admin, Kodja Place, Depot, RSL Hall, Harrison Pl toilets, Barrack Pl toilets, Sport Complex, Oval toilets, Memorial Hall, Apex Park toilets	5500.00
INV1169811A	01/07/2026	ABCO Products	Extra cleaning products required July 2026	2540.07
EFT38463	15/07/2026	Ramped Technology & Management Systems Pty Ltd	IT Support	-4526.50
INV-16773	07/07/2026	Ramped Technology & Management Systems Pty Ltd	ICT Monthly support service - July 2026	4526.50
EFT38464	15/07/2026	Katie Joy's Free Range Eggs	Eggs	-71.70
339117	06/07/2026	Katie Joy's Free Range Eggs	10.5kg Eggs for Black Cockatoo Cafe	71.70
EFT38465	15/07/2026	Grande Food Service	Food supplies	-3140.57
4269101	01/07/2026	Grande Food Service	Food supplies BCC July 2026, Food supplies BCC July 2026	2068.47
REWARDS	23/06/2026	Grande Food Service	Credit Note - Rewards voucher	-750.00
4269369	08/07/2026	Grande Food Service	Cleaning supplies BCC July 2026, Food supplies BCC July 2026, Food supplies BCC July 2026	1822.10
EFT38466	15/07/2026	Alan Eades	REFUND BOND FOR HIRE OF MEMORIAL HALL	-450.00
T264	14/07/2026	Alan Eades	Hall Hire bond - Eades	450.00
EFT38467	15/07/2026	Leaf Bean Machine	Coffee supply & service	-803.55
2100	06/07/2026	Leaf Bean Machine	Coffee supply & service, Coffee supply & service	803.55
EFT38468	15/07/2026	Vivicka Renia Kahn	Staff reimbursement	-684.54
REIM 20260713	13/07/2026	Vivicka Renia Kahn	Travel 497.3km @ 91c/km for finance meeting, 3 x Mobile phone plans - 7/5/26-6/6/26, 7/6/26-6/7/26, 7/7/26-6/8/26, Webcam cover	684.54
EFT38469	15/07/2026	IMCO Australasia (DOR Trading Pty Ltd)	Asphalt supply	-5060.00
INV-1852	10/07/2026	IMCO Australasia (DOR Trading Pty Ltd)	2 x Pallets Asphalt Repair & freight Required July 2026	5060.00
EFT38470	15/07/2026	Estelle Lottering	Staff reimbursements	-158.00
REIM 20260709	09/07/2026	Estelle Lottering	Mobile phone plan reimbursement 5/6/26-4/7/26, 5/7/26-4/8/26	158.00
EFT38471	15/07/2026	Du-wayne Lottering	Staff reimbursement	-168.00
REIM 20260709	09/07/2026	Du-wayne Lottering	Mobile phone plan reimbursement 5/6/26-4/7/26, 5/7/26-4/8/26	168.00
EFT38472	15/07/2026	Harvey Fresh (1994) Ltd T/A Lactalis	Milk products and fruit juices	-591.33
243978790	08/07/2026	Harvey Fresh (1994) Ltd T/A Lactalis	Milk products and fruit juices for BCC Jul 2026, Service fee Jul 2026	591.33
EFT38473	15/07/2026	WA Fuel Supplies Pty Ltd	Fuel supplies	-14643.67
260788	02/07/2026	WA Fuel Supplies Pty Ltd	8299L Diesel @ $1.6041/L	14643.67
EFT38474	22/07/2026	Roger Frederick Bilney	Councillor fees	-13420.50
APR-JUN 26	30/06/2026	Roger Frederick Bilney	Attendance at Council meetings - President Apr-Jun 26, Communication allowance Apr-Jun 26, President Allowance Apr-Jun 26	13420.50
EFT38475	22/07/2026	Cr Edwin James Radford	Councillor fees	-3775.75
APR-JUN 26	30/06/2026	Cr Edwin James Radford	Attendance at Council related meetings Apr-Jun 26, Communication allowance Apr-Jun 26	3775.75
EFT38476	22/07/2026	Cr Michael Mathwin	Councillor fees	-5715.75
APR-JUN 26	30/06/2026	Cr Michael Mathwin	Attendance at Council related meetings Apr-Jun 26, Communication allowance Apr-Jun 26, Deputy President allowance Apr-Jun 26	5715.75
EFT38477	22/07/2026	Cr Craig Stuart Mitchell	Councillor fees	-3775.75
APR-JUN 26	30/06/2026	Cr Craig Stuart Mitchell	Attendance at Council related meetings Apr-Jun 26, Communication allowance	3775.75
EFT38478	22/07/2026	Cr Kerryn Raelene Mickle	Councillor fees	-4296.87
APR-JUN 26	30/06/2026	Cr Kerryn Raelene Mickle	Attendance at Council related meetings Apr-Jun 26, Communication allowance Apr-Jun 26, Councillors travel allowance Apr-Jun 26	4296.87
EFT38479	22/07/2026	Cr Cherilyne Michael	Councillor fees	-3775.75
APR-JUN 26	30/06/2026	Cr Cherilyne Michael	Attendance at Council related meetings Apr-Jun 26, Communication allowance Apr-Jun 26	3775.75
EFT38480	22/07/2026	Cr Cynthia Wieringa	Councillor fees	-4187.75
APR-JUN 26	30/06/2026	Cr Cynthia Wieringa	Attendance at Council related meetings Apr-Jun 26, Communication allowance Apr-Jun 26	4187.75
EFT38481	24/07/2026	Hi-Way Sales & Service	Fuel supplies	-132.67
286445	13/07/2026	Hi-Way Sales & Service	12.66L ULP @ $1.99/L	43.08
286489	15/07/2026	Hi-Way Sales & Service	22.94L ULP @ $1.99/L	45.63
286566	20/07/2026	Hi-Way Sales & Service	22.10L ULP @ $1.99/L	43.96
EFT38482	24/07/2026	Shire Of Katanning	Local Government	-12597.50
49205	08/07/2026	Shire Of Katanning	Environmental Health Officer shared employment costs April-June 2026	7972.70
49210	09/07/2026	Shire Of Katanning	Refuse site fees June 2026	4624.80

EFT38483	24/07/2026	Kojonup Supermarket	Groceries	-89.37
45 JUNE 26	30/06/2026	Kojonup Supermarket	Fruit for Kindy cafe, Groceries for KP, Groceries for KP, Refreshments for tour expenses	89.37
EFT38484	24/07/2026	Kojonup Country Kitchen	Catering	-229.05
3151	21/07/2026	Kojonup Country Kitchen	Catering for council meeting on 21/07/2026 9 people morning tea and lunch.	229.05
EFT38485	24/07/2026	ABA Security	Security system	-239.98
52803	01/07/2026	ABA Security	Monitor administration building alarm system 1/7/26-30/9/26	239.98
EFT38486	24/07/2026	Optus Billing Services Pty Ltd	Telecommunications	-1721.00
583820149	07/07/2026	Optus Billing Services Pty Ltd	Acc 62203521984 Admin Telephone 7/6/26-6/7/26	1109.00
584367328	10/07/2026	Optus Billing Services Pty Ltd	Acc 62203521992 Phone charges for KP10/7/26-9/8/26	372.00
62203522214	13/07/2026	Optus Billing Services Pty Ltd	Acc 62203522214 Telephone for Depot 13/7/26-12/8/26	240.00
EFT38487	24/07/2026	Sigma Telford Group	Pool chemicals	-458.17
200091/01	14/07/2026	Sigma Telford Group	2 x 200L drum Chlorine, 2 x 200L Poly blue - Winter dosage Swimming Pool	458.17
EFT38488	24/07/2026	PFD Foodservices Pty Ltd	Food supplies	-1517.50
LV28979	01/07/2026	PFD Foodservices Pty Ltd	Cleaning Expenses for BCC July 2026, Food Expenses for BCC July 2026, Food Expenses for BCC July 2026	1517.50
EFT38489	24/07/2026	Southern Dirt Inc	REFUND BOND FOR HIRE OF SPORTING COMPLEX	-400.00
T267	23/07/2026	Southern Dirt Inc	jessica bond	400.00
EFT38490	24/07/2026	KELLIE MILES	REFUND BOND FOR HIRE OF LESSER HALL	-600.00
T74	23/07/2026	KELLIE MILES	Bond for hall hire	600.00
EFT38491	24/07/2026	Ramped Technology & Management Systems Pty Ltd	IT supplies	-3634.40
INV-16827	22/07/2026	Ramped Technology & Management Systems Pty Ltd	LENOVO ThinkBook 16 G9 16 WUXGA - Intel Core 7 240H - Works Manager, LENOVO ThinkBook 16 G9 16" WUXGA - Intel Core 5 210H (for Cemeteries)	3634.40
EFT38492	24/07/2026	Nightingale's Nest Nursery	Plant supplies	-585.00
711	22/07/2026	Nightingale's Nest Nursery	Verge Trees - Reimbursed by tenant	585.00
EFT38493	24/07/2026	Katie Joy's Free Range Eggs	Eggs	-71.70
339262	13/07/2026	Katie Joy's Free Range Eggs	10.5kg Eggs for Black Cockatoo Cafe July 2026	71.70
EFT38494	24/07/2026	Grande Food Service	Food supplies	-4344.03
4269651	15/07/2026	Grande Food Service	Cleaning supplies BCC July 2026, Food supplies BCC July 2026	2212.16
4269958	22/07/2026	Grande Food Service	Food supplies BCC July 2026	2131.87
EFT38495	24/07/2026	Leaf Bean Machine	Coffee supply & service	-1226.49
2302	13/07/2026	Leaf Bean Machine	Coffee supply & service BCC July 26	1226.49
EFT38496	24/07/2026	Data#3 Limited	IT software	-268.57
SIN000387102	21/07/2026	Data#3 Limited	1 x Acrobat Pro for teams licence to 27/2/27	268.57
EFT38497	24/07/2026	Estelle Lottering	Staff reimbursement	-90.00
REIM 20260720	20/07/2026	Estelle Lottering	Uniform allowance	90.00
EFT38498	24/07/2026	D & T Window Cleaning	Window cleaning	-360.00
1546	13/07/2026	D & T Window Cleaning	Internal & external window cleaning BCC and Depot July 2026	360.00
EFT38499	24/07/2026	Harvey Fresh (1994) Ltd T/A Lactalis	Milk products and fruit juices	-509.01
244022878	16/07/2026	Harvey Fresh (1994) Ltd T/A Lactalis	Milk products and fruit juices for BCC Jul 2026, Service fee Jul 2026	509.01
EFT38500	24/07/2026	Meg's Muffins	Catering	-66.00
40	13/07/2026	Meg's Muffins	Finance team meeting, Cafe team meeting	66.00
EFT38501	24/07/2026	Tilelite Pty Ltd T/as Grace Training & Operations	Training	-750.00
INV-7321	10/07/2026	Tilelite Pty Ltd T/as Grace Training & Operations	PDA HC Truck driving test	500.00
INV-7321A	10/07/2026	Tilelite Pty Ltd T/as Grace Training & Operations	HC Staff re assessment PO 32061 Created but not to a high enough value	250.00
EFT38502	24/07/2026	Supagas Pty Ltd	Gas supplies	-2513.47
C651476-6-2026	30/06/2026	Supagas Pty Ltd	790.6L LPgas bulk for BCC, Annual rental for 190 kg bottle - Memorial hall, Sporting complex 383.9L LP gas bulk & annual rental 190kg bottle, Annual rental 4 x 45kg bottle 8 Newton St, Annual rental 2 x 45 kg bottle 39 Vanzuilecom St, Rental 45kg LPG, Rental 45kg LPG, Annual rental 2 x 45 kg bottle 10 Loton Cl	2513.47
EFT38503	24/07/2026	Nerrida Robinson	Staff reimbursement	-450.00
REIM 20260717	17/07/2026	Nerrida Robinson	Uniform allowance	450.00
EFT38504	24/07/2026	Colin Grant - CC Grant	Fruit & vegetables	-720.83
92	02/07/2026	Colin Grant - CC Grant	Fruit & vegetables for BCC July 2026	209.28
19	09/07/2026	Colin Grant - CC Grant	Fruit & vegetables for BCC July 2026	324.62
45	16/07/2026	Colin Grant - CC Grant	Fruit & vegetables for BCC July 2026	186.93
EFT38505	24/07/2026	Aussie Broadband	Telecommunications	-338.80

59613690	27/06/2026	Aussie Broadband	NBN Fibre 1000Mbps/400Mbps with unlimited data - Admin office, NBN Fibre 250Mbps/100Mbps with unlimited data - Kodja Place, NBN fixed wireless plus with unlimited data - Depot	338.80
EFT38506	24/07/2026	Jones Lang Laselle Ptd Ltd	Refund	-1029.00
REQ 20260722	22/07/2026	Jones Lang Laselle Ptd Ltd	Refund double payment of rates on assessment A12369	1029.00
EFT38507	24/07/2026	Payroll Deductions - Shire of Kojonup	Payroll Deductions	-835.00
26/27 PP2 WEEK4	14/07/2026	Payroll Deductions - Shire of Kojonup	Pay Run 37 Sundry Rate Payers & Sundry Debtors	835.00
EFT38508	24/07/2026	Child Support Agency	Payroll Deductions/Contributions	-437.69
37	16/07/2026	Child Support Agency	Child Support Deduction	437.69
EFT38509	24/07/2026	Australian Services Union (MEU)	Payroll Deductions/Contributions	-133.50
37	16/07/2026	Australian Services Union (MEU)	Australian Services Union MEU	27.50
37	16/07/2026	Australian Services Union (MEU)	Australian Services Union MEU	25.50
37	16/07/2026	Australian Services Union (MEU)	Australian Services Union MEU	27.50
37	16/07/2026	Australian Services Union (MEU)	Australian Services Union MEU	27.50
37	16/07/2026	Australian Services Union (MEU)	Australian Services Union	25.50
EFT38510	29/07/2026	Hi-Way Sales & Service	Fuel supplies	-231.97
286602	21/07/2026	Hi-Way Sales & Service	30.68L ULP @ $1.99	61.02
286624	21/07/2026	Hi-Way Sales & Service	19.22 L ULP @ $1.99	38.23
286700	23/07/2026	Hi-Way Sales & Service	20.54L ULP @ $1.99/L	40.85
286731	24/07/2026	Hi-Way Sales & Service	46.19L ULP @ $1.99/L	91.87
EFT38511	29/07/2026	Kojonup Agricultural Supplies	Herbicides	-947.01
IN20007914	08/07/2026	Kojonup Agricultural Supplies	20L Companion, 10L Apparent Salvo (fluzalifop) weed control chemicals,	643.83
IN20007914A	08/07/2026	Kojonup Agricultural Supplies	5L red dye making fluid, freight PO 32039 Originally created but not to enough value	303.18
EFT38512	29/07/2026	Telstra	Telecommunications	-8.71
3916895091 JUL26	18/07/2026	Telstra	Acc 3916895091 18/7/26-17/8/26 Data charges Washdown Bay	8.71
EFT38513	29/07/2026	Synergy	Electricity	-14824.71
3194000369	15/07/2026	Synergy	Acc 742636350 Playgroup electricity 13/5/26-10/7/26, Acc 105148670 Airstrip electricity 17/4/26-23/6/26, Acc 105148670 Depot electricity 13/5/26-10/7/26, Acc 647537230 Memorial Hall electricity 10/6/26-7/7/26, Acc 647537230 Washdown Bay electricity 13/5/26-13/7/26, Acc 537275390 Old Barracks electricity 13/5/26-10/7/26, Acc 762855310 Railway toilets electricity 13/5/26-13/7/26, Acc 337284750 Kodja Place electricity 12/6/26-1/07/26, Acc 545361230 Skate Park electricity 13/5/26-13/07/26, Acc 862761710 Oval lighting electricity 13/5/26-10/07/26, Acc 251948190 Elverds Cottage electricity 13/5/26-10/07/26, Acc 189975470 Springs toilets electricity 13/5/26-10/07/26, Acc 834694030 Showgrounds electricity 13/5/26-13/07/26, Acc 358833310 Depot electricity 13/5/26-10/07/26, Acc 375969790 Sport Complex electricity 19/5/26-15/6/26, Acc 375969790 Swimming Pool electricity 19/5/26-15/6/26, Acc 447590190 Turkey nest dam electricity 24/4/26-23/6/26, Acc 375598810 26 Kojonup-Katanning Rd electricity 23/4/26-23/6/26, Acc 375598950 28 Kojonup-Katanning Rd electricity 23/4/26-23/6/26, Acc 423778570 18 Spring St electricity 13/5/26-10/7/26, Powerwatch 400 HPS WP 1/6/26-30/6/26, Acc 272131310 16 Pensioner Rd 13/5/26-10/7/26, Acc 150868300 ILUs Lot 19 Soldier Rd 13/5/26-13/7/26, Acc 386279970 Netball courts 13/5/26-13/7/26, Acc 396753220 Black Cockatoo Cafe Electricity 13/5/26-10/7/26, Refund late fees incorrectly applied	14824.71
EFT38514	29/07/2026	Kojonup Tyre Service	Tyre service	-5393.21
INV-17994	14/07/2026	Kojonup Tyre Service	P28007 KO170 2X Roller Tyres	2651.24
INV-18024	16/07/2026	Kojonup Tyre Service	P25025 KO - 017 4 X Truck Tyres	1827.98
INV-18052	21/07/2026	Kojonup Tyre Service	P25023 KO 470 2 X New Truck Tyres	913.99
EFT38515	29/07/2026	BK Thomson Electrical Service	Electrician	-1294.39
4351	20/07/2026	BK Thomson Electrical Service	Replace 2 x Bathroom heat lamps 7 Loton Close	268.95
4350	20/07/2026	BK Thomson Electrical Service	Replace faulty light switches in Bathroom at depot	233.00
4366	20/07/2026	BK Thomson Electrical Service	Check Heaters at Lesser Hall	156.20
4368	20/07/2026	BK Thomson Electrical Service	Replace lighting control box for Oval lighting	422.40
4352	20/07/2026	BK Thomson Electrical Service	Replacement oven installation, 26 Kojonup-Katanning Rd	213.84
EFT38516	29/07/2026	Winc Australia Pty Ltd	Stationery	-775.11
9050876084	14/07/2026	Winc Australia Pty Ltd	1x Blu tak, 3x air duster, 1x paper clips, 1x rubber bands, 1x whiteout, 1x box of 12 pens, 1x stapler, 1x staple remover, 3x black files, 3x grey files, 2x brown files, 3x black desk trays, 1x pencil holder, 1x mouse pad	250.60
9050897159	16/07/2026	Winc Australia Pty Ltd	1x 2026/2027 diary	41.92
9050925149	21/07/2026	Winc Australia Pty Ltd	16x mailing bags, 2x bar code protector stickers.	240.59
9050929931	22/07/2026	Winc Australia Pty Ltd	1x office chair.	242.00

EFT38517	29/07/2026	Western Australian Treasury Corporation	Guarantee fees	-14380.80
JUNE 26	23/07/2026	Western Australian Treasury Corporation	Loan Guarantee fees - Loan 142, Loan 144, Loan 145, Loan 143, Loan 147, Loan 146, Loan 148, Loan 150, Loan 149, Loan 134, Loan 135, Loan 136, Loan 137, Loan 138, Loan 140, Loan 141	14380.80
EFT38518	29/07/2026	Jill Johnson	Staff reimbursement	-208.00
REIM 20260724	24/07/2026	Jill Johnson	Phone and internet charges 28/5/26-27/7/26	208.00
EFT38519	29/07/2026	Team Global Express Pty Ltd	Freight	-225.62
0610-S104118	26/07/2026	Team Global Express Pty Ltd	Freight ex Corsign 20/7/26	180.63
0430-80774145	26/07/2026	Team Global Express Pty Ltd	Freight ex SW Isuzu 22/7/26	44.99
EFT38520	29/07/2026	BUNNINGS WAREHOUSE ALBANY	Building supplies	-745.30
2181/99899708	21/07/2026	BUNNINGS WAREHOUSE ALBANY	Outdoor PVC Blinds for Cafe Deck	745.30
EFT38521	29/07/2026	PFD Foodservices Pty Ltd	Food & cleaning expenses	-1934.40
LV335570	07/07/2026	PFD Foodservices Pty Ltd	Food Expenses for BCC July 2026	208.40
LV348416	08/07/2026	PFD Foodservices Pty Ltd	Food Expenses for BCC July 2026	177.80
LV348399	08/07/2026	PFD Foodservices Pty Ltd	Cleaning Expenses for BCC July 2026, Food Expenses for BCC July 2026	1548.20
EFT38522	29/07/2026	Leigh Lucev	REFUND BOND FOR HIRE OF MEMORIAL HALL	-600.00
T205	27/07/2026	Leigh Lucev	REFUND BOND FOR HIRE OF MEMORIAL HALL	600.00
EFT38523	29/07/2026	South West Isuzu	Mechanical parts	-398.73
1944364	21/07/2026	South West Isuzu	3x v belts for Isuzu prime mover	398.73
EFT38524	29/07/2026	Katie Joy's Free Range Eggs	Eggs	-71.70
339402	20/07/2026	Katie Joy's Free Range Eggs	10.5kg Eggs for Black Cockatoo Cafe	71.70
EFT38525	29/07/2026	Leaf Bean Machine	Coffee supply & service	-845.89
2486	20/07/2026	Leaf Bean Machine	Coffee supply & service BCC July 26	845.89
EFT38526	29/07/2026	Kojonup Light Civil	Light civil	-1200.00
826	18/07/2026	Kojonup Light Civil	2 x Loads Sand for Kojonup Cemetery Required prior to July 24th 2026	1200.00
EFT38527	29/07/2026	Mathwin Transport	Freight	-109.30
10167	21/07/2026	Mathwin Transport	Freight ex Sigma Chemicals 21/7/26	109.30
EFT38528	29/07/2026	Harvey Fresh (1994) Ltd T/A Lactalis	Milk products and fruit juices	-615.26
244072824	23/07/2026	Harvey Fresh (1994) Ltd T/A Lactalis	Milk products and fruit juices for BCC Jul 2026, Service fee Jul 2026	615.26
EFT38529	29/07/2026	Breeze Connect	Telephone - landlines	-121.79
337094	01/07/2026	Breeze Connect	Inv. 337094 Telephone subscription charges 15/6/26-30/6/26	121.79
				258,000.00

Direct Deposits 1/7/2026-31/7/2026				
DD25231.1	02/07/2026	AUSTRALIAN TAXATION OFFICE	PAYGW	-34269.00
26/27 PP1 WEEK2	30/06/2026	AUSTRALIAN TAXATION OFFICE	Pay Run 33	34269.00
DD25263.1	02/07/2026	BEAM	Superannuation	-21572.53
26/27 PP1 WEEK 2	30/06/2026	BEAM	Pay Run 33	21572.53
DD25265.1	02/07/2026	BEAM	Superannuation	-22041.35
26/27 PP2 WEEK4	30/06/2026	BEAM	Pay Run 37	22041.35
DD25267.1	14/07/2026	AUSTRALIAN TAXATION OFFICE	PAYGW	-36322.00
26/27 PP2 WEEK4	14/07/2026	AUSTRALIAN TAXATION OFFICE	Pay Run 37 STP 16/07/26	36322.00
DD25273.1	21/07/2026	Caltex Star Card	June Fuel Card	-913.06
139	21/07/2026	Caltex Star Card	6.16L ULP for chainsaw, Oil for chainsaw, 178.74L ULP for RAV4 P34072, 50.40L Diesel for P34089, 52.33L ULP for Hiace Van P11020, 154.43L Diesel for Prado P34071, Card transaction fee	913.06
DD25281.1	28/07/2026	NAB	Credit card July 2026	-7585.23
JUL CC CEO	09/07/2026	BP	55.8L Diesel @ $1.959	109.33
JUL CC CEO	18/06/2026	NAB	Card Fee	3.25
JUL CC DCEO	22/06/2026	Telstra	Café Phone to 22/5/26	107.90
JUL CC DCEO	24/06/2026	Transport WA	Paid in error - refunded same day to Muni Acc	259.60
JUL CC DCEO	29/06/2026	WA Newspapers	Subscription	32.00
JUL CC DCEO	02/07/2026	Moore Australia	Financial reporting templates	3080.00
JUL CC DCEO	03/07/2026	Bunnings	Outdoor cushions Kodja Place	62.76
JUL CC DCEO	03/07/2026	Telstra	Mobile Phone for Depot Foreman	1547.00
JUL CC DCEO	10/07/2026	Shire of Kojonup	Drivers licence with new class for Depot staff	33.30
JUL CC DCEO	10/07/2026	Shire of Kojonup	External HC PDA Depot staff	63.50
JUL CC DCEO	16/07/2026	Callows Office	26/27 Diary for DCEO	32.34
JUL CC DCEO	15/07/2026	Telstra	Mobile Phone for Social Media Officer	2251.00
JUL CC DCEO	17/07/2026	NAB	Card Fee	3.25

DD25288.1	31/07/2026	BEAM	Superannuation	-21399.28
26/27 PP3 WEEK6	28/07/2026	BEAM	Pay Run 38	21399.28
DD25290.1	01/07/2026	Department of Transport	Department of Transport	-2503.45
20260629	01/07/2026	Department of Transport	01/07/26	2503.45
DD25290.2	14/07/2026	Department of Transport	Department of Transport	-421.50
20260710	14/07/2026	Department of Transport	14/07/26	421.50
DD25290.3	15/07/2026	Department of Transport	Department of Transport	-1598.35
20260713	15/07/2026	Department of Transport	15/07/26	1598.35
DD25290.4	16/07/2026	Department of Transport	Department of Transport	-989.25
20260714	16/07/2026	Department of Transport	16/07/26	989.25
DD25290.5	17/07/2026	Department of Transport	Department of Transport	-1674.95
20260715	17/07/2026	Department of Transport	17/07/26	1674.95
DD25290.6	20/07/2026	Department of Transport	Department of Transport	-5603.20
20260716	20/07/2026	Department of Transport	20/07/26	5603.20
DD25290.7	21/07/2026	Department of Transport	Department of Transport	-3076.15
20260717	21/07/2026	Department of Transport	21/07/26	3076.15
DD25290.8	22/07/2026	Department of Transport	Department of Transport	-1334.95
20260720	22/07/2026	Department of Transport	22/07/26	1334.95
DD25290.9	23/07/2026	Department of Transport	Department of Transport	-534.55
20260721	23/07/2026	Department of Transport	23/07/26	534.55
DD25290.10	27/07/2026	Department of Transport	Department of Transport	-6019.60
20260723	27/07/2026	Department of Transport	27/07/26	6019.60
DD25290.11	29/07/2026	Department of Transport	Department of Transport	-5399.05
20260727	29/07/2026	Department of Transport	29/07/26	3686.85
20260724	29/07/2026	Department of Transport	29/07/24	1712.20
DD25290.12	02/07/2026	Department of Transport	Department of Transport	-3115.45
20260630	02/07/2026	Department of Transport	02/07/26	3115.45
DD25290.13	30/07/2026	Department of Transport	Department of Transport	-1510.90
20260728	30/07/2026	Department of Transport	30/07/26	1510.90
DD25290.14	31/07/2026	Department of Transport	Department of Transport	-2907.45
20260729	31/07/2026	Department of Transport	31/07/26	2907.45
DD25290.15	24/07/2026	Department of Transport	Department of Transport	-17326.10
20260722	24/07/2026	Department of Transport	24/07/26	17326.10
DD25290.16	03/07/2026	Department of Transport	Department of Transport	-2553.70
20260701	03/07/2026	Department of Transport	03/07/26	2553.70
DD25290.17	07/07/2026	Department of Transport	Department of Transport	-1384.80
20260703	07/07/2026	Department of Transport	07/07/26	1384.80
DD25290.18	08/07/2026	Department of Transport	Department of Transport	-3628.25
20260706	08/07/2026	Department of Transport	08/07/26	3628.25
DD25290.19	09/07/2026	Department of Transport	Department of Transport	-3313.75
20260707	09/07/2026	Department of Transport	09/07/26	3313.75
DD25290.20	06/07/2026	Department of Transport	Department of Transport	-2428.90
20260702	06/07/2026	Department of Transport	06/07/26	2428.90
DD25290.21	10/07/2026	Department of Transport	Department of Transport	-2738.05
20260708	10/07/2026	Department of Transport	10/07/26	2738.05
DD25290.22	13/07/2026	Department of Transport	Department of Transport	-2074.55
20260709	13/07/2026	Department of Transport	13/07/26	2074.55
Fees			Centrelink Charge June	-3.96
GJ26270101	02/07/2026	Payroll	26/27 PP1 Week2 - Net Pays Direct Debit - Pay Run 33	-116673.03
GJ26270102	16/07/2026	Payroll	26/27 PP2 Week4 - Net Pays Direct Debit - Pay Run 37	-119221.88
GJ26270105	30/07/2026	Payroll	26/27 PP3 Week6 - Net Pays Direct Debit - Pay Run 38	-116265.23
GJ26270106	31/07/2026	IInet Technologies	July iiNet	-554.89
GJ26270106	31/07/2026	NAB	Bank fees	-1291.76
				354,006.79
				570,250.10

Summary for June 2026	
Cheque 14419-14422	46,236.01
EFT 38399-38529	258,000.00
Direct Debits	570,250.10
Total	874,486.11

6 REGULATORY SERVICES

6.2 SURVEILLANCE DEVICES AND AERIAL IMAGING

Adopted or Reviewed by Council:		**Council Minute Reference:**	
Reviewer:	Manager Regulatory Services		
Local Law:			
Procedure:	CCTV Management and Operation Manual; Ranger/Regulatory Services Standard Operating Procedures		
Delegation:	CEO, Ranger, Authorised Officers		

OBJECTIVE

The objectives of this policy are to:

- Improve the safety of Shire of Kojonup (Shire) employees, contractors and Authorised Officers undertaking Shire duties;
- Discourage occupational violence, threats, abuse, antisocial behaviour, damage to Shire property and unlawful conduct;
- Assist with investigation, enforcement and evidence gathering for breaches of Acts, regulations, local laws, notices, approvals, permits, licence conditions and Shire requirements;
- Support public safety, emergency management, bushfire mitigation and compliance inspections;
- Ensure surveillance devices and aerial imaging are used only for lawful, proportionate and authorised purposes;
- Ensure recorded information is stored, retained, accessed, released and destroyed in accordance with legislative and recordkeeping obligations;
- Protect confidentiality and personal information in accordance with the *Surveillance Devices Act 1998, Privacy and Responsible Information Sharing Act 2024 (PRIS Act 2024), Freedom Of Information Act 1992* and *State Records Act 2000;*
- Provide a clear basis for drone/RPAS use by the Shire for local government inspection and operational purposes; and
- Maintain transparency, accountability, integrity and public confidence in the Shire's regulatory functions.

DEFINITIONS

Term	Meaning
APP	Australian Privacy Principles under the *Privacy Act 1988* (Cth), where relevant as best practice guidance. The Shire's primary Western Australian privacy obligations are now addressed through the *Privacy and Responsible Information Sharing Act 2024*.
Authorised Officer	An employee, contractor or other person authorised by the Chief Executive Officer or Council to administer or enforce an Act, regulation, local law, permit, approval, notice, order, licence or other Shire function.
Body Worn Camera	A portable optical and, where enabled, audio recording device worn by an Authorised Officer during Shire duties.
CCTV	Closed Circuit Television or any fixed, temporary or mobile camera system used by or on behalf of the Shire.
CASA	Civil Aviation Safety Authority
CEO	Chief Executive Officer

Drone/RPAS	A Remotely Piloted Aircraft System, unmanned aircraft, drone, camera drone or associated equipment used to capture aerial images, video, thermal imagery or related metadata.
FOI Act	*Freedom of Information Act 1992*
ICT	Information and Communications Technology
IPP	Information Privacy Principles under the *Privacy and Responsible Information Sharing Act 2024*
Listening Surveillance Device	A device capable of being used to record, monitor or listen to a private conversation, subject to the meaning and exclusions in the *Surveillance Devices Act 1998*
Optical Surveillance Device	A device capable of being used to record visually or observe a private activity, subject to the meaning and exclusions in the *Surveillance Devices Act 1998*
Personal Information	Information or an opinion about an identified individual or an individual who is reasonably identifiable, whether true or not and whether recorded in a material form or not.
PRIS Act	*Privacy and Responsible Information Sharing Act 2024*
Private Activity	An activity carried on in circumstances that may reasonably indicate that the parties desire it to be observed only by themselves, but does not include activity where the parties ought reasonably to expect that it may be observed.
Private Conversation	A conversation carried on in circumstances that may reasonably indicate that any party desires it to be listened to only by themselves, but does not include a conversation where the parties ought reasonably to expect that it may be overheard.
Recorded Data	Audio, video, images, still photographs, metadata, logs, flight records or information obtained from any surveillance device or drone/RPAS.
SDA	*Surveillance Devices Act 1998*
SOP	Standard Operating Procedure
Tracking Device	A device capable of being used to determine the geographical location of a person or object, subject to the meaning in the *Surveillance Devices Act 1998*
USB	Universal Serial Bus (information storage device)
Workplace Occupational Violence	Abuse, threats, harassment, intimidation, assault or other behaviour directed at an Authorised Officer, employee or contractor while undertaking Shire duties and which may cause physical or psychological harm.

POLICY STATEMENTS

The Shire may use surveillance devices and aerial imaging technology only where the use is lawful, authorised, proportionate, necessary for a legitimate Shire purpose and consistent with this policy.

Surveillance devices must not be used for improper, unreasonable, discriminatory, covert or personal purposes. Surveillance must not be used to monitor individuals where there is no lawful Shire function, safety need, enforcement purpose, statutory duty, asset protection purpose, emergency management purpose or approved operational requirement.

This policy does not authorise an officer to act outside legislation, delegation, warrant or statutory entry powers. Where specific legislation requires consent, a warrant, notice, entry authority or other approval, that requirement must be satisfied before a surveillance device or drone is used for that purpose.

Scope and Application

- Authorised Officers, Rangers, Environmental Health Officers, Building and Planning Officers, Fire Control Officers and other Shire officers undertaking regulatory or operational duties;
- Contractors or consultants using surveillance devices or drones on behalf of the Shire;
- Fixed, mobile and temporary cameras used in public places, Shire facilities, Shire vehicles, reserves, roads, public assets and operational sites;
- Body worn cameras, dash cameras and mobile recording devices used during inspections, interviews, patrols, compliance attendance, Ranger response or enforcement action;
- Drone/RPAS operations undertaken for Shire inspections, asset monitoring, emergency management, public safety, bushfire mitigation, environmental or regulatory purposes; and
- The creation, storage, access, use, disclosure, release, retention and destruction of recorded data.

Legislative and Regulatory Basis

- *Surveillance Devices Act 1998;*
- *Privacy and Responsible Information Sharing Act 2024;*
- *Freedom of Information Act 1992;*
- *State Records Act 2000;*
- *Local Government Act 1995;*
- *Work Health and Safety Act 2020*;
- *Criminal Code Act Compilation Act 1913*, where relevant to evidentiary or law enforcement matters;
- *Criminal Procedure Act 2004,* where relevant to prosecutions and evidence;
- Civil Aviation Safety Regulations 1998 (Cth), Part 101;
- *Civil Aviation Act 1988* (Cth), where relevant;
- CASA drone safety rules, operator accreditation, registration and standard operating conditions;
- Shire of Kojonup Recordkeeping Plan, Complaints Handling Policy, Code of Conduct, Risk Management Framework, CCTV Policy and relevant SOPs.

Privacy and Responsible Information Sharing (PRIS)

The *PRIS Act* establishes a Western Australian privacy and responsible information sharing framework for public entities, including local governments. Surveillance recordings and drone imagery may contain personal information and must, therefore, be handled in accordance with applicable Information Privacy Principles and responsible information handling requirements.

The Shire must collect, use, store and disclose recorded data only for lawful Shire purposes, unless another use or disclosure is authorised by law, consent, FOI determination, court order, subpoena, lawful investigation, information sharing agreement or other approved authority.

Recorded data must be protected from misuse, loss, unauthorised access, modification or disclosure. Where a serious data breach or suspected privacy breach occurs, the matter must be reported and managed in accordance with the Shire's privacy breach procedure and applicable PRIS requirements.

The *PRIS Act* does not replace the *Surveillance Devices Act*. Officers must comply with both frameworks. The SDA governs the use of surveillance devices concerning private conversations, private activities and tracking while PRIS governs privacy, information handling and responsible sharing obligations.

Approved Purposes for Use

- Officer safety and prevention or documentation of occupational violence;
- Lawful investigation of suspected breaches of Acts, regulations, local laws, permits, approvals, notices, licence conditions or Shire requirements;
- Firebreak, bushfire mitigation, emergency management and hazard inspections;
- Environmental health, animal management, Ranger, building, planning and compliance inspections;
- Monitoring and protection of Shire buildings, facilities, roads, reserves, cemeteries, waste facilities, depots, public places and assets;
- Incident response, damage investigation, illegal dumping, unauthorised works, trespass, vandalism or public safety matters;
- Asset inspection, condition assessment, mapping, emergency response and operational planning;
- Supporting reports, briefs, evidence files and regulatory decision-making, provided the collection is relevant and proportionate.

Prohibited or Restricted Use

- Surveillance devices must not be used for personal curiosity, entertainment, social media content, harassment, discrimination or improper surveillance;
- Surveillance devices must not be intentionally used to record private conversations or private activities unless authorised by law, consent, warrant or another applicable lawful basis;
- Drones must not be used to peer into dwellings, private yards, bathrooms, bedrooms, change rooms or other areas where a person has a reasonable expectation of privacy, unless authorised by law and necessary for a lawful Shire purpose;
- Surveillance devices must not be used for covert surveillance unless expressly authorised by the CEO and supported by legal advice or lawful authority;
- Employees must not copy, download, transmit, publish, alter, delete or disclose recorded data except as authorised by this policy and relevant procedures.

Recording by Authorised Officers

Authorised Officers may activate body worn cameras, dash cameras, mobile recording devices or other approved surveillance devices where the officer reasonably believes recording is necessary or appropriate for officer safety, public safety, regulatory inspection, evidence gathering, incident management or lawful enforcement action.

Where practicable and safe, an officer should advise persons that recording is occurring. Failure to provide verbal advice does not automatically invalidate a recording where immediate activation is necessary, officer safety may be compromised, the recording is incidental to lawful duties, or a person should reasonably expect that the activity may be observed.

An officer must deactivate recording when the authorised purpose has ended, unless continued recording is reasonably necessary for safety, evidence continuity, incident documentation or completion of the operational activity.

Drone/RPAS Aerial Imaging

The Shire may use drones/RPAS to assist in lawful local government functions including firebreak inspections, bushfire mitigation, unauthorised development investigations, environmental monitoring, building and infrastructure inspections, waste management inspections, cemetery and reserve inspections, stock or animal management investigations, public land inspections, emergency management, disaster response, asset condition surveys and operational planning.

Drone operations must comply with CASA Regulations, CASA requirements and any applicable registration, accreditation, operator certificate, notification, flight restriction, airspace, safety and standard operating condition requirements.

The Shire must ensure pilots are appropriately trained, accredited, licensed or supervised for the category of drone operation being undertaken.

Drone operations must be planned and proportionate. Flight planning should consider the lawful purpose, location, flight path, safety risks, nearby people, vehicles, livestock, aircraft, emergency operations, sensitive sites, privacy impacts, weather, battery limitations, take-off and landing areas, and whether the operation can be achieved by a less intrusive method.

Drone imagery must be limited to what is reasonably necessary for the authorised Shire purpose. Incidental capture of persons, vehicles, private property or neighbouring land must be minimised where practicable and must not be used for unrelated purposes unless authorised by law.

A flight record should be kept for operational drone flights, including date, time, location, purpose, pilot/operator, equipment used, approval or authorisation, risk assessment, flight notes, incidents and storage location of any imagery retained.

Fixed, Temporary and Mobile CCTV

The Shire may install, operate or authorise fixed, temporary or mobile CCTV systems in or around Shire facilities, public places, roads, reserves, depots, waste facilities, cemeteries, event areas and other Shire-managed locations for community safety, asset protection, incident response, regulatory, emergency management or operational purposes.

Where fixed or long-term surveillance is installed, appropriate signage should be displayed where practicable to notify the public that surveillance may be occurring. Signage requirements may not be practical for body worn cameras, dash cameras, short-term mobile surveillance, drone inspections or active enforcement attendance.

Storage, Security and Access Control

- Recorded data must be stored in approved Shire systems or secure evidence storage locations;
- Access must be restricted to officers authorised by the CEO or relevant manager for a lawful purpose;
- Systems must be protected by reasonable security controls, including access permissions, passwords, audit logs, encryption or secure transfer methods where available;
- Original recordings should be preserved where the footage may be required as evidence;
- Copies must be controlled, logged and marked where appropriate;
- Portable storage devices should be avoided unless authorised and secured;
- Recorded data must not be stored permanently on personal phones, personal cloud storage, unauthorised USB devices or personal email accounts.

Retention and Disposal

Recorded data must be retained and disposed of in accordance with the *State Records Act 2000*, the Shire's Recordkeeping Plan, approved disposal authorities, FOI obligations and legal hold requirements.

Recordings not required for investigation, complaint, insurance, prosecution, litigation, audit, emergency management, asset management or other official Shire purpose may be destroyed in accordance with approved disposal requirements and system retention settings.

Recordings required as evidence or forming part of an official decision, investigation, prosecution, complaint, claim, incident report, FOI request, legal proceeding or Council matter must be retained until the matter is finalised and then managed in accordance with the applicable Records Disposal Authority.

Destruction or alteration of recordings to avoid disclosure, accountability, FOI, investigation or legal proceedings is prohibited.

Release, Disclosure and Publication

Recorded data must not be released, disclosed or published except where authorised by law, this policy, the CEO, an approved delegation, court order, subpoena, FOI determination, lawful investigation, WA Police request, insurer or legal representative request authorised by the CEO, or another valid legal requirement.

Release of recordings to media, social media platforms, community members or unauthorised third parties is prohibited unless expressly authorised by the CEO and permitted by law.
Where recordings include third parties, personal information, private activity, private conversation, children, vulnerable persons, sensitive matters or ongoing investigations, release must be carefully assessed under FOI, PRIS, confidentiality, legal privilege, procedural fairness and law enforcement considerations.

Freedom of Information and Access Requests

A person may request access to documents or recordings under the *Freedom of Information Act 1992*. Requests must be referred to the Shire's FOI officer or responsible officer and managed in accordance with the *FOI Act*.

The existence of a recording does not guarantee release. Access may be refused, edited, redacted or limited where exemptions or third-party considerations apply.

Complaints and Privacy Breaches

Complaints about the use, access, storage, disclosure, retention or destruction of surveillance recordings or drone imagery must be made in writing to the Chief Executive Officer or managed under the Shire's Complaints Handling Policy.

Privacy complaints and suspected privacy breaches must be managed in accordance with the Shire's privacy complaint and breach response procedures, including any applicable PRIS notification obligations.

Employee and Contractor Responsibilities

- Comply with this policy, Shire procedures, lawful directions, delegations and relevant legislation;
- Use surveillance devices and drones only for authorised Shire purposes;
- Complete training required for body worn cameras, CCTV access, evidence handling, PRIS, records management and drone operations;
- Protect recorded data from unauthorised access, alteration, disclosure, loss or misuse;
- Declare conflicts of interest or perceived conflicts involving surveillance activities;
- Report faults, incidents, misuse, suspected privacy breaches, unauthorised access or loss of recorded data immediately;
- Maintain accurate inspection notes, flight logs, evidence records and chain-of-custody records where required.

Governance, Approval and Oversight

The CEO is responsible for the overall implementation of this policy. Managers are responsible for ensuring that surveillance devices, CCTV systems and drone operations (within their business areas) are authorised, risk-assessed, properly recorded, secure and consistent with this policy.

Deployment of new permanent CCTV systems, new drone programs or surveillance technology with significant privacy, cost, operational or reputational implications should be assessed through the Shire's risk management, procurement, ICT, records and privacy processes before implementation.

Where surveillance use may be sensitive, controversial, covert, legally uncertain or likely to involve private activity or private conversation, officers must escalate the matter to the CEO and obtain legal advice or appropriate authority before proceeding.

Risk Management

The use of surveillance devices and aerial imaging creates privacy, evidentiary, cyber security, safety, aviation, regulatory, reputational and operational risks. These risks must be managed in accordance with the Shire's Risk Management Framework.

High-risk surveillance activities, drone operations near people or sensitive locations, new technology deployments, serious incidents, suspected privacy breaches, unauthorised access, lost records or legal challenges must be escalated to the CEO and recorded through the appropriate incident, risk or action register.

Risk Area	Example Risk	Minimum Control	Escalation
Privacy	Unnecessary capture of individuals or private property	Authorised purpose, minimisation, secure storage, PRIS controls	Manager/CEO
Legal compliance	Recording private activity conversation without authority	SDA assessment, consent/legal authority where required, training	CEO/legal advice
Evidence integrity	Footage challenged due to poor chain of custody	Evidence register, original file preservation, access logs	Manager/CEO
Cyber security	Unauthorised access to recorded data	Restricted access, secure systems, audit logs	CEO/ICT
Drone safety	Unsafe flight or CASA breach	Accredited pilot, flight planning, risk assessment, CASA compliance	Manager/CEO
Reputation	Perceived over-surveillance or unfair enforcement	Transparency, proportionality, complaint pathway	CEO

Training and Operational Procedures

- Authorised Officers using body worn cameras, dash cameras or surveillance systems must receive practical training in activation, notification, evidence handling, storage and privacy obligations;
- Officers accessing CCTV must be authorised and trained in system access, copying, retention and release controls;
- Drone pilots or operators must hold any CASA-required accreditation, licence or approval for the operation being undertaken and must follow Shire drone procedures;
- Training records must be retained in accordance with the Shire's records requirements.

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/SMART PHONE/TABLET		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.

REGULATORY SERVICES

INSTRUMENT OF DELEGATION

REG 001	SURVEILLANCE DEVICES AND AERIAL IMAGING

Delegate:	Chief Executive Officer	**Sub Delegate:**	Manager Regulatory Services, Environmental Health Officer, Ranger, Records & Information officer (for release decisions only)
Adopted by Council:		**Last Reviewed:**	

POWER/DUTY

The CEO may:

- Authorise the use of CCTV systems.
- Approve installation of surveillance cameras on Shire property.
- Approve drone/RPAS operations for Shire purposes.
- Authorise staff to access surveillance recordings.
- Determine requests from WA Police for footage.
- Authorise release of footage where lawful.
- Approve destruction/disposal of recordings in accordance with records (Records Disposal Authority) requirements.
- Appoint authorised operators of surveillance equipment.
- Suspend access where misuse is suspected.

HEAD OF POWER

- *Local Government Act 1995* s. 5.42 and s. 5.44
- *Surveillance Devices Act 1998*
- *Privacy and Responsible Information Sharing Act 2024*
- *Freedom of Information Act 1992*
- *State Records Act 2000*
- *Work Health and Safety Act 2020*
- Civil Aviation Safety Regulations 1998 (Cth) (Part 101)
- Any Shire Closed Circuit Television Policy, Surveillance Devices Policy, Recordkeeping Plan and Privacy Procedures

CONDITIONS

- Must comply with Shire of Kojonup Policy 6.2
- Must comply with the *Surveillance Devices Act 1998*
- Must comply with the *Privacy and Responsible Information Sharing Act 2024*
- Must comply with the *Freedom of Information Act 1992*

- All uses of delegation must be recorded in a Surveillance Register
- Any release to third parties must be recorded in a Footage Release Register
- Report use of delegation quarterly to Council

RELATED POLICY/FILE REFERENCE AND DOCUMENTATION REQUIREMENTS

Use of Delegation is to be recorded on the Shire of Kojonup Delegation Register and presented to Council quarterly.