SHIRE OF KOJONUP

PUBLIC MINUTES

Ordinary Council Meeting

27 October 2026

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

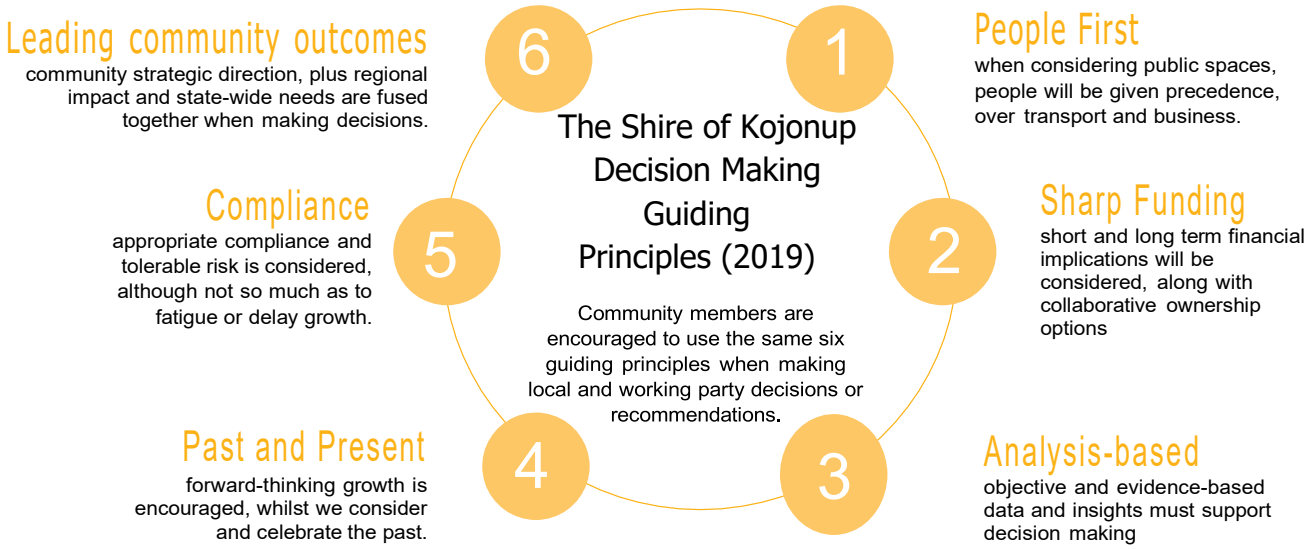
MINUTES OF AN ORDINARY COUNCIL MEETING HELD ON 27 OCTOBER 2026
TABLE OF CONTENTS

Contents

PUBLIC MINUTES 1
1 DECLARATION OF OPENING AND ANNOUNCEMENT OF GUESTS 5
2 ANNOUNCEMENTS FROM THE PRESIDING MEMBER 6
3 ATTENDANCE 6
3.1 APOLOGIES 6
3.2 APPROVED LEAVE OF ABSENCE 6
4 DECLARATION OF INTEREST 6
5 PUBLIC QUESTION TIME 7
5.1 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE 7
5.1.1 LEN NORTH (KODJA PLACE VOLUNTEER) – ELECTRICAL HAZARD/CAMERA INSTALLATION PROJECT 7
6 CONFIRMATION OF MINUTES 8
6.1 MINUTES OF AN ORDINARY COUNCIL MEETING HELD 29 SEPTEMBER 2026 8
7 PRESENTATIONS 8
7.1 PETITIONS 8
7.1.1 HISTORY HIVE (BARBARA HOBBS/RONICE BLAIR) - COMMUNITY LETTER OF SUPPORT – PRESERVATION OF HISTORIC BUILDINGS AND COLLECTIONS 8
7.2 PRESENTATIONS 9
7.3 DEPUTATIONS 9
7.4 DELEGATES' REPORTS 9
8 METHOD OF DEALING WITH AGENDA BUSINESS 9
NIL CHANGE 9
9.1 KEY PILLAR 'LIFESTYLE' REPORTS 9
9.2 KEY PILLAR 'ECONOMICS' REPORTS 9
9.3 KEY PILLAR 'VISITATION' REPORTS 9
9.4 KEY PILLAR 'PERFORMANCE' REPORTS 9
9.4.1 FINANCIAL MANAGEMENT – MONTHLY STATEMENT OF FINANCIAL ACTIVITY (SEPTEMBER 2026) 10
9.4.2 MONTHLY PAYMENTS LISTING – SEPTEMBER 2026 13
9.4.3 FINANCIAL MANAGEMENT – DEBT WRITE-OFFS 16
9.4.4 ROADS AND TECHNICAL SERVICES ADVISORY COMMITTEE MEETING MINUTES – 07 OCTOBER 2026 19
9.4.5 NEW COMMUNITY EMERGENCY SERVICES MANAGER – APPOINTMENT AS BUSH FIRE CONTROL OFFICER 23
9.4.6 REQUEST TO WAIVE KEVIN O'HALLORAN MEMORIAL SWIMMING POOL FEES – LOCAL KOJONUP SCHOOLS 27
9.4.7 NEW POLICY 6.2 - SURVEILLANCE DEVICES AND AERIAL IMAGING/DELETION OF POLICY 2.3.7 – CLOSED CIRCUIT TELEVISION (CCTV) OPERATIONS AND RECORDING 30

9.4.8 NEW DELEGATION – REG 001 - SURVEILLANCE DEVICES AND AERIAL IMAGING 34
9.4.9 PURCHASE OF PASSTHROUGH DISHWASHER — BLACK COCKATOO CAFÉ 39
10. APPLICATIONS FOR LEAVE OF ABSENCE 42
11. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN 42
12. QUESTIONS FROM MEMBERS WITHOUT NOTICE 42
13. NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF THE MEETING.....42
14. MEETING CLOSED TO THE PUBLIC.....43
14.1 MATTERS FOR WHICH THE MEETING MAY BE CLOSED 43
14.2 PUBLIC READING RESOLUTIONS THAT MAY BE MADE PUBLIC.....46
14.2.1 HUMAN RESOURCE ORGANISATIONAL STRUCTURE CONSIDERATIONS 46
15. CLOSURE 46

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 3.01pm 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

Nil

3 ATTENDANCE

COUNCILLORS

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

STAFF

Grant Thompson	Chief Executive Officer
Judy Stewart	Governance Officer
Darryn Watkins	Manager Works and Infrastructure
Estelle Lottering	Manager Regulatory Services
Dwayne Lottering	Manager Property Services/Natural Resource Management (3.09pm)
Jens Koehler	Community Emergency Services Manager (CESM)

VISITORS

Barbara Hobbs	History Hive
Ronice Blair	History Hive
Len North	

3.1 APOLOGIES

Jill Johnson	Deputy Chief Executive Officer

3.2 APPROVED LEAVE OF ABSENCE

4 DECLARATION OF INTEREST

Four (4) Declarations of Impartiality Interest were received in relation to Item14.1.1 – HUMAN RESOURCES ORGANISATIONAL STRUCTURE CONSIDERATIONS – to be considered by Council immediately ahead of Item 14.1.1.

5 PUBLIC QUESTION TIME

5.1 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

5.1.1 LEN NORTH (KODJA PLACE VOLUNTEER) – ELECTRICAL HAZARD/CAMERA INSTALLATION PROJECT

Attachment 5.1.1.1 – Mr Len North – Kodja Place Reserve Hut Cabling correspondence

Mr North commented to the Council that he had gone to the Electrical Safety/Licensing Board WA, claiming the electrical work was done without a licence, without trade finish, and been ignored, which could not be dealt with between himself and the Shire.

- Question from Mr North: Who owns Kodja Place?

Response: the asset is owned by the Shire.

- Mr North stated the following:
    - *Mr North mentioned he was concerned that work done historically and to regulations has never been signed off and believes that businesses that get involved are being ripped off on freebies and is concerned that we are doing favours in an area that should be highly regulated.*
    - *Mr North stated that he did not get an answer to his question about protocol and questions on notice.*
    - *Mr North thanked the Manager Works and Infrastructure (MWI) for understanding that what they were talking about was not one little issue and believed that they were having a real and meaningful conversation about Muradup.*
    - *Mr North stated that he had a strong misunderstanding with the MWI that he was being given an excuse that the MWI wasn't here but was told he had been here two years ago.*

- Question from Mr North: Can you tell me on the exact date that the MWI started work associated with the Shire?

Response: The MWI advised that he commenced on the 14th October 2024 and that the context behind that answer at that stage of the discussion was that Mr North was querying the installation of the sign as in the post, the footings and the chevron, not the street blade that was attached recently. The MWI stated that he was referring to some roadworks (shoulder sealing) that were done on that road, that were done prior to his time. The MWI's understanding was that the installation of the posts was being referenced at that time.

The Manager Property Services/Natural Resource Management entered the meeting at 3.09pm.

Mr North thanked the MWI for the answer and also asked that future letters be sent via mail (a signed copy) due to unreliability of his email.

The President asked Mr North to clarify his mention of tradesmen freebies at Kodja Place. Mr North spoke about the design and engineering of artboard brackets (including

reference to engineering advice received from the Shire) referring to voluntary engineering and electrical work undertaken at Kodja Place.

5.2 PUBLIC QUESTION TIME

Nil

6 CONFIRMATION OF MINUTES

6.1 MINUTES OF AN ORDINARY COUNCIL MEETING HELD 29 SEPTEMBER 2026

Unconfirmed Minutes of an Ordinary Council Meeting held 29 September 2026
Attachment 6.1.1 – Minutes of an Ordinary Council Meeting – 29 September 2026 Unconfirmed

OFFICER RECOMMENDATION/COUNCIL MOTION

That the Minutes of an Ordinary Council Meeting held 29 September 2026 be confirmed as a true record.

MOTION #:	138/26
MOVED:	Cr Mathwin
SECONDED:	Cr Mickle
VOTE:	CARRIED 7/0
FOR:	Cr Bilney, Cr Mathwin, Cr Radford, Cr Wieringa, Cr Mickle, Cr Mitchell, Cr Michael
AGAINST:	

7 PRESENTATIONS

7.1 PETITIONS

7.1.1 HISTORY HIVE (BARBARA HOBBS/RONICE BLAIR) - COMMUNITY LETTER OF SUPPORT – PRESERVATION OF HISTORIC BUILDINGS AND COLLECTIONS

Attachment 7.1.1.1 – History Hive Petition – Preservation of Historic Buildings and Collections
Attachment 7.1.1.2 – Handing over of Petition to Shire President (photograph)

The Shire President took possession of a petition, stated to be signed by over 160 people of the Kojonup population (over fifteen years of age), as presented by Ronice Blair and Barbara Hobbs and relating to the preservation of historical buildings in Kojonup and the provision in future budgets for the restoration of Elverd Cottage and maintenance and care of all Heritage sites. (Attachment 7.1.1.1).

A discussion took place of a decision to remove furniture from Elverd Cottage (Cottage), have it assessed and new displays created, funding that was sourced for the Metter's stove to be repaired, and that the furniture was removed and the floors oiled by Rotary. Following the

removal of the furniture it had become evident that the Cottage had deteriorated more than expected and the Shire was requested to reassess the building before the furniture was put back.

A comment was made about the Cottage having been surveyed and the material amount of money it will take to repair; and advice that the building is not open to the public.

The President thanked Barbara Hobbs and Ronice Blair for their presentation and petition.

7.2 PRESENTATIONS

Nil

7.3 DEPUTATIONS

Nil

7.4 DELEGATES' REPORTS

Nil

8 METHOD OF DEALING WITH AGENDA BUSINESS

Nil change

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

Barbara Hobbs and Ronice Blair left the meeting at 3.18.pm.

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

REPORTING OFFICER:	Jill Johnson – Deputy Chief Executive Officer
DATE:	Thursday, 22 October 2026
ATTACHMENT(S):	9.4.1.1 – Monthly Financial Statement 1 September 2026 to 30 September 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 30 September 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 of Kojonup's (Shire) financial performance against the adopted budget for the year to date.

COMMENT

The attached Statement of Financial Activity for the period September 2026 represents three (3) months of the 2026/2027 financial year, or 25% 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 $6,883,854. This represents the net position after accounting for all operating revenues and expenditures to date.
- Cash holdings total $6,919 of which $1,127m is held in cash-backed reserve accounts and $5,792m in unrestricted cash.

- Rates debtors outstanding equate to 35% of total rates raised for 2026/2027. 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

Darren Long, DL Consulting

STATUTORY REQUIREMENTS

Regulation 34 (1) requires a local government to prepare a "Statement of Financial Activity" each month, reporting on the sources and applications of funds for the year to date. Regulation 34(4) requires the Statement to be presented to an ordinary meeting of the Council within two (2) months after the end of the month to which it relates. This report satisfies that requirement for the month ending 30 September 2026, with this meeting occurring on 27 October 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 the monthly financial statements for the period ending 30 September 2026, as attached, be noted.	
MOTION #:	139/26
MOVED:	Cr Radford
SECONDED:	Cr Michael
VOTE:	CARRIED 7/0
FOR:	Cr Bilney, Cr Mathwin, Cr Radford, Cr Wieringa, Cr Mickle, Cr Mitchell, Cr Michael
AGAINST:	

9.4.2 MONTHLY PAYMENTS LISTING – SEPTEMBER 2026

REPORTING OFFICER:	Rachel Egerton-Warburton – Finance Officer (Creditors)
DATE:	Wednesday, 14 October 2026
ATTACHMENT(S):	9.4.2.1 – Monthly Payment Listing - September 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 September 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/COUNCIL MOTION

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 September 2026		30 September 2026
Municipal Cheques	14424	$29,930.94
EFTs	38674-38839	$515,877.02
Direct Debits		$442,448.35
Total		$988,256.31

be received.

MOTION #:	140/26
MOVED:	Cr Mathwin
SECONDED:	Cr Mickle
VOTE:	CARRIED 7/0
FOR:	Cr Bilney, Cr Mathwin, Cr Radford, Cr Wieringa, Cr Mickle, Cr Mitchell, Cr Michael
AGAINST:	

9.4.3 FINANCIAL MANAGEMENT – DEBT WRITE-OFFS

REPORTING OFFICER:	Bree Cavanagh – Finance Officer (Debtors)
DATE:	Monday, 19 October 2026
ATTACHMENT(S):	9.4.3.1 – Debt to be written off – October 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 for Council to consider the write-off of a debt dating back to February 2024, for an amount of $480.00.

BACKGROUND

During a recent review and reconciliation of the debtor's account, it was identified that several electricity invoices and one rent invoice were missed from being charged to the debtor.

COMMENT

The author has been in discussion with the debtor relating to the outstanding invoices wherein the debtor stated they were not previously aware of the missed invoices until the reconciliation of the account was completed in May 2026 and presented to them.

Citing lack of prior knowledge and invoicing of the outstanding amounts, the debtor has provided a letter requesting the Shire write off rent invoices totalling $480.00 whilst agreeing to pay the three outstanding electricity invoices totalling $179.57.

Supporting documents including the invoices, reconciliation, and letter, are contained in Attachment 9.4.3.1.

It is the opinion of the author that the rent invoice for the amount of $480.00 should be considered for write off as the debtor was not advised of this outstanding amount until a recent reconciliation of the account was completed in May 2026.

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.

6.12.Power to defer, grant discounts, waive or write off debts

(1) Subject to subsection (2) and any other written law, a local government may —

(a)when adopting the annual budget, grant a discount or other incentive for the early payment of any amount of money; or*

(b)waive or grant concessions in relation to any amount of money; or

(c)write off any amount of money,

which is owed to the local government.

** Absolute majority required.*

(2) Subsection (1)(a) and (b) do not apply to an amount of money owing in respect of rates and service charges.

(3) The grant of a concession under subsection (1)(b) may be subject to any conditions determined by the local government.

(4) Regulations may prescribe circumstances in which a local government is not to exercise a power under subsection (1) or regulate the exercise of that power.

[Section 6.12 amended: No. 64 of 1998 s. 39.]

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

The write-off of debt amounts $480.00 (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 of Kojonup'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		
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 $480, as presented.	
MOTION #:	141/26
MOVED:	Cr Mitchell
SECONDED:	Cr Mathwin
VOTE:	CARRIED BY ABSOLUTE MAJORITY 7/0
FOR:	Cr Bilney, Cr Mathwin, Cr Radford, Cr Wieringa, Cr Mickle, Cr Mitchell, Cr Michael
AGAINST:	

9.4.4 ROADS AND TECHNICAL SERVICES ADVISORY COMMITTEE MEETING MINUTES – 07 OCTOBER 2026

REPORTING OFFICER:	Judy Stewart – Governance Officer
DATE:	Thursday, 22 October 2026
ATTACHMENT(S):	9.4.4.1 – Roads and Technical Services Advisory Committee Meeting Minutes 07 October 2026 - Unconfirmed

'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 a Roads and Technical Services Advisory Committee (Committee) meeting held on 07 October 2026 and consider the Committee's recommendations arising from that meeting.

BACKGROUND

The Roads and Technical Services Advisory Committee is established under section 5.8 of the *Local Government Act 1995*.

COMMENT

The unconfirmed minutes record that the Committee met on 07 October 2026 and was attended by four member councillors and four supporting staff members.

The Committee confirmed the previous Committee minutes (Attachment 9.4.4.1), considered the Manager of Works and Infrastructure's updated Status Report and presentation (Attachment 9.4.4.2), and made two recommendations for Council consideration.

The Committee resolved to recommend to Council in-principle support for a funding application to re-align Samson Road and to explore the disposal of one grader at its 2026/27

budget review process (recommendations included below).

CONSULTATION

Nil

STATUTORY REQUIREMENTS

Local Government Act 1995 – Part 5, Division 2, Subdivision 2 – Committees and their meetings

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

RISK MANAGEMENT IMPLICATIONS

RISK MANAGEMENT FRAMEWORK			
Risk Profile	Risk Description/Cause	Key Control	Current Action
1. Asset Sustainability	Failure or reduction in service of infrastructure assets, plant, equipment or machinery including fleet, buildings, roads, playgrounds, boat ramps and all other assets during their lifecycle from procurement to disposal.	Routine maintenance schedule, breakdown repairs, asset register, asset replacement schedule	Review and update Long Term Asset Management Plan, Road Plan, P&E Plan
RISK RATING:	High		
IMPLICATIONS			
A Roads and Technical Services Advisory Committee ensures regular risk identification and mitigation opportunities, and ongoing consideration and updating of Council on Works Department matters.			

ASSET MANAGEMENT IMPLICATIONS

Nil

GREAT SOUTHERN VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL MOTION That the Minutes of a Roads and Technical Services Advisory Committee meeting held 07 October 2026 be received.	
MOTION:	142/26
MOVED:	Cr Radford
SECONDED:	Cr Mitchell
VOTE:	CARRIED 7/0
FOR:	Cr Bilney, Cr Mathwin, Cr Radford, Cr Wieringa, Cr Mickle, Cr Mitchell, Cr Michael
AGAINST:	

COMMITTEE RECOMMENDATION/COUNCIL MOTION That Council supports, in principle, a funding application through the grant process for re-alignment of Samson Road, Kojonup.	
MOTION #:	143/26
MOVED:	Cr Mathwin
SECONDED:	Cr Mitchell
VOTE:	CARRIED 7/0
FOR:	Cr Bilney, Cr Mathwin, Cr Radford, Cr Wieringa, Cr Mickle, Cr Mitchell, Cr Michael
AGAINST:	

COMMITTEE RECOMMENDATION That Council explore the process at its 2026/27 budget review of disposing of one grader.	
MOTION #:	
MOVED:	
SECONDED:	
VOTE:	
FOR:	
AGAINST:	

COUNCIL MOTION That Council explore the process of disposing of one grader and the options to be considered at the 2026/27 budget review.	
MOTION #:	144/26
MOVED:	Cr Radford
SECONDED:	Cr Mitchell
VOTE:	CARRIED 7/0
FOR:	Cr Bilney, Cr Mathwin, Cr Radford, Cr Wieringa, Cr Mickle, Cr Mitchell, Cr Michael
AGAINST:	
REASON FOR CHANGE TO COMMITTEE RECOMMENDATION	Councillors wished that researching the selling of one grader begin prior to and in readiness for consideration at the 2026/27 budget review.

9.4.5 NEW COMMUNITY EMERGENCY SERVICES MANAGER – APPOINTMENT AS BUSH FIRE CONTROL OFFICER

REPORTING OFFICER:	Estelle Lottering – Manager of Regulatory Services
DATE:	Thursday, 22 October 2026
ATTACHMENT(S):	9.4.5.1 - DFES CESM Guidelines approved May 2026 UNDER SEPARATE COVER 9.4.5.2 - Current DFES CESM Memorandum of Understanding – Shires of Katanning and 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*
Performance	12. A High Performing Council	12.2 SOK Monitoring and reporting

DECLARATION OF INTEREST

Nil

PURPOSE OF THIS REPORT

To advise Council that the new Community Emergency Services Manager (CESM) has commenced and to seek Council appointment of the CESM as a Bush Fire Control Officer (BFCO) under section 38 of the *Bush Fires Act 1954*, consistent with the current CESM Memorandum of Understanding between the Department of Fire and Emergency Services, the Shire of Katanning and the Shire of Kojonup (Shire).

BACKGROUND

The Shire participates in a shared CESM arrangement with the Department of Fire and Emergency Services (DFES) and the Shire of Katanning. The role supports local government emergency management, volunteer fire brigades, preparedness, training, exercises, incident coordination, reporting, and liaison with DFES and other agencies.

Clause 5.2 of the current CESM Memorandum of Understanding states that the Shires will appoint the CESM as a Bush Fire Control Officer in accordance with section 38 of the Bush Fires Act 1954.

The Shire's 2026 Delegation Register was reviewed and adopted by Council on 24 March 2026. The register contains bushfire and emergency-related powers but the review undertaken did not identify a general delegation directly to the CESM position. The CESM should, therefore, operate within the position description, MOU, Council policies, adopted procedures, and any written authority properly issued by the Chief Executive Officer (CEO).

The DFES CESM Guidelines state that a CESM may actively participate in Local Emergency Management Committee meetings and may be appointed as Executive Officer to coordinate

agendas, minutes and follow-up actions. The CESM also commonly supports Bush Fire Advisory Committee business. These committee-support functions do not, by themselves, confer statutory decision-making powers.

COMMENT

A clear separation is required between:
- employment and administrative responsibilities attached to the CESM role;
- participation in advisory committees;
- written authorisations issued by the CEO under existing powers;
- a formal delegation of statutory power; and
- appointment as a Bush Fire Control Officer under the *Bush Fires Act 1954*.

Although the CESM can perform coordination and support functions through the position arrangements, the current CESM Memorandum of Understanding requires each participating Shire to appoint the CESM as a Bush Fire Control Officer. The appointment must be made by Council under section 38 of the *Bush Fires Act 1954*. Before the appointment takes effect, the Shire should confirm that the CESM meets the training and competency requirements in Policy 6.2.

For clarity, the proposed BFCO appointment does not authorise the CESM to issue permits to burn. Any permit authority must be separately considered and recorded in accordance with the *Bush Fires Act 1954*, applicable regulations, Council policy and any local restrictions.

CONSULTATION

Chief Executive Officer
Department of Fire and Emergency Services

STATUTORY REQUIREMENTS

Bush Fires Act 1954
Emergency Management Act 2005
Local Government Act 1995
Local Government (Administration) Regulations 1996
Shire of Kojonup Delegation Register 2026

POLICY IMPLICATIONS

Policy 6.2 - Emergency Services - Bush Fire Control Officer Appointments.
Relevant Bush Fire Advisory Committee and Local Emergency Management Committee terms of reference should be updated if necessary to identify the CESM's advisory or executive-support role

FINANCIAL IMPLICATIONS

Nil

RISK MANAGEMENT IMPLICATIONS

RISK MANAGEMENT FRAMEWORK			
Risk Profile	**Risk Description/Cause**	**Key Control**	**Current Action**
2 – Business continuity	Failure to adequately prepare and respond to events that cause disruption to the local community and /or normal business activities.	Community fire and emergency education. Maintain regular communications with agencies and support services. External audits (compliance).	Nil
3 - Compliance	Failure to correctly communicate laws and regulations as a result of an inadequate compliance framework, including new or proposed regulatory and legislative changes and the failure to maintain updated internal and public domain legal documentation. Ineffective polices and processes.		
RISK RATING:	ADEQUATE		
IMPLICATIONS			
The principal risk is role ambiguity, including a person exercising or being perceived to exercise a statutory power without a valid appointment or authorisation. The recommended resolution reduces this risk by formally recording the Community Emergency Services Manager's BFCO appointment and committee-support role, while expressly excluding authority to issue permits to burn unless that authority is separately considered and recorded.			

ASSET MANAGEMENT IMPLICATIONS

Nil

GREAT SOUTHERN VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple majority

OFFICER RECOMMENDATION/COUNCIL MOTION

That Council:

1. Notes that the new Community Emergency Services Manager commenced duties in October 2026.
2. Notes that clause 5.2 of the current Community Emergency Services Manager Memorandum of Understanding between the Department of Fire and Emergency Services, the Shire of Katanning and the Shire of Kojonup provides that the Shires will appoint the Community Emergency Services Manager as a Bush Fire Control Officer in accordance with section 38 of the *Bush Fires Act 1954*.
3. Appoints the Community Emergency Services Manager as a Bush Fire Control Officer for the whole of the Shire of Kojonup under section 38 of the *Bush Fires Act 1954*, subject to confirmation that the officer meets the competency requirements of Shire of Kojonup Policy 6.2 - Emergency Services - Bush Fire Control Officer Appointments.
4. Endorses the Community Emergency Services Manager participating in the Bush Fire Advisory Committee and Local Emergency Management Committee in an advisory and support capacity, subject to the adopted terms of reference for each committee.
5. Endorses the Community Emergency Services Manager undertaking executive support for emergency services committees where requested by the Chief Executive Officer, including preparation of agendas, minutes, action registers and follow-up coordination.
6. Confirms that this appointment does not authorise the Community Emergency Services Manager to issue permits to burn. Any permit authority must be separately considered and recorded in accordance with the *Bush Fires Act 1954*, applicable regulations and Council policy.
7. Requests the Chief Executive Officer to arrange any required notice of the appointment and update the Shire's Bush Fire Control Officer records, emergency contact lists, website, induction records, relevant procedures and administrative registers.

MOTION #:	145/26
MOVED:	Cr Mitchell
SECONDED:	Cr Mickle
VOTE:	CARRIED 7/0
FOR:	Cr Bilney, Cr Mathwin, Cr Radford, Cr Wieringa, Cr Mickle, Cr Mitchell, Cr Michael
AGAINST:	
NOTE:	The Chief Executive Officer will further research an amendment made within the Memorandum of Understanding between the Department of Fire and Emergency Services and the Shires of Katanning and Kojonup (Attachment 7.4.5.2) as initialled by the Shire of Katanning Chief Executive Officer and the Shire of Kojonup Acting Chief Executive Officer and provide feedback.

The CESM left the meeting at 3.43pm.

9.4.6 REQUEST TO WAIVE KEVIN O'HALLORAN MEMORIAL SWIMMING POOL FEES – LOCAL KOJONUP SCHOOLS

REPORTING OFFICER:	Du-wayne Lottering – Manager Property Services/NRM
DATE:	Thursday, 22 October 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*
Community	Healthy, active and connected community	Support participation in recreation and community wellbeing

DECLARATION OF INTEREST

Nil

PURPOSE OF THIS REPORT

The purpose of this report is for Council to consider a request from local schools for all fees associated with school activities conducted at the Kevin O'Halloran Memorial Swimming Pool, to be waived.

BACKGROUND

The Shire of Kojonup has received requests from local schools seeking the waiver of pool entry and hire fees for school-related activities conducted at the Kevin O'Halloran Memorial Swimming Pool.

School use of the pool includes swimming lessons, carnivals, interschool sporting activities, water safety programs and other curriculum-related activities. The pool is a valuable community asset that contributes to the health, wellbeing and water safety skills of local students.

Historically, schools have utilised the facility as part of their educational programs, with applicable fees and charges being imposed in accordance with Council's adopted Fees and Charges Schedule.

COMMENT

Swimming and water safety skills are an important component of education in regional Western Australia. Waiving fees for school activities may encourage greater use of the facility and reduce financial pressure on local schools and families.

The waiver of fees would support educational outcomes and community wellbeing objectives. It may also increase utilisation of the facility during school hours when public demand is generally lower.

Council should also consider the financial impact of the waiver including the potential loss of revenue and whether the waiver should apply to:

- Schools located within the Shire of Kojonup only;
- All schools using the facility (Broomehill-Tambellup);
- Curriculum-based activities only; or
- All school-related activities, including carnivals and special events.

Council may determine that the community benefit outweighs the loss of revenue generated from these activities.

CONSULTATION

Kevin O'Halloran Memorial Swimming Pool management
Local schools
Chief Executive Officer

STATUTORY REQUIREMENTS

Local Government Act 1995

POLICY IMPLICATIONS

Council's adopted Schedule of Fees and Charges.

FINANCIAL IMPLICATIONS

Should Council support the request, the Shire will forego revenue normally collected from school use of the facility. Council's current Schedule of Fees and Charges lists $3.00 per child and $4 per adult for all school based (Education Department) activity entry fees.

RISK MANAGEMENT IMPLICATIONS

RISK MANAGEMENT FRAMEWORK			
Risk Profile	**Risk Description/Cause**	**Key Control**	**Current Action**
Financial	Reduced operating revenue	Annual budget monitoring Transparent	Council consideration of waiver
Community	Perceived inequity if waiver not approved	Council decision	Council determination
RISK RATING:	LOW		
IMPLICATIONS			
The primary implication is a reduction in income from school usage. This may be offset by increased community benefit, improved water safety outcomes and stronger engagement with local schools.			

ASSET MANAGEMENT IMPLICATIONS

Nil

GREAT SOUTHERN VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple majority

OFFICER RECOMMENDATION/COUNCIL MOTION

That Council:

1. Waives all fees and charges associated with school activities conducted at the Kevin O'Halloran Memorial Swimming Pool effective from 1 November 2026 for the duration of the 2026/2027 pool season for local Kojonup schools;
2. Applies the fee waiver to all curriculum-based school activities, swimming lessons, swimming carnivals and school sporting events conducted by recognised educational institutions; and
3. Notes that the financial impact of the fee waiver will be accommodated within the adopted operating budget.

MOTION #:	146/26
MOVED:	Cr Michael
SECONDED:	Cr Mickle
VOTE:	CARRIED 4/3
FOR:	Cr Bilney, Cr Mathwin, Cr Mickle, Cr Mitchell
AGAINST:	Cr Radford, Cr Wieringa, Cr Michael

9.4.7 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):	9.4.7.1 – Draft Policy 6.2 – Surveillance Devices and Aerial Imaging 9.4.7.2 – 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

This report is being re-presented to Council following its deferment at the August 2026 Ordinary Council Meeting.

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:	Cr Wieringa
SECONDED:	Cr Radford
VOTE:	*The motion lapsed*
FOR:	
AGAINST:	

COUNCIL MOTION That Council defers Items 9.4.7 and 9.4.8 to be considered at the December 2026 Ordinary Council Meeting.	
MOTION #:	**147/26**
MOVED:	**Cr Mathwin**
SECONDED:	**Cr Mickle**
VOTE:	**CARRIED 7/0**
FOR:	**Cr Bilney, Cr Mathwin, Cr Radford, Cr Wieringa, Cr Mickle, Cr Mitchell, Cr Michael**
AGAINST:	

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

REPORTING OFFICER:	Estelle Lottering – Manager Regulatory Services
DATE:	Tuesday, 18 August 2026
ATTACHMENT(S):	9.4.8.1 – Draft Delegation – REG 001 – Surveillance Devices and Aerial Imaging 9.4.7.1 – Draft Policy 6.2 – Surveillance Devices and Aerial Imaging (see Item 9.4.7 Attachment 9.4.7.1)

'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

This report is being re-presented to Council following its deferment at the August 2026 Ordinary Council Meeting.

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:

1. Adopts the new Instrument of Delegation REG 001 - Surveillance Devices and Aerial Imaging, as presented (Attachment 9.4.8.1).
2. Authorises the Chief Executive Officer to include REG 001 in the Shire of Kojonup Delegation Register under the Regulatory Services section.
3. Notes that the delegation supports the implementation of Policy 6.2 Surveillance Devices and Aerial Imaging.
4. 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:	*This item was deferred to the December 2026 Ordinary Council Meeting as per Council Motion #147/26*
FOR:	
AGAINST:	

9.4.9 PURCHASE OF PASSTHROUGH DISHWASHER — BLACK COCKATOO CAFÉ

REPORTING OFFICER:	Grant Thompson — Chief Executive Officer
DATE:	Thursday, 22 October 2026
ATTACHMENT(S):	UNDER SEPARATE COVER 9.4.9.1 – Vendor 1 – Quotation 9.4.9.2 – Vendor 1 – Specifications 9.4.9.3 – Vendor 2 – Quotation 9.4.9.4 – M2 Washtech – Specifications 9.4.9.5 – Vendor 3 – Quotation

'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	A High Performing Council	12.6 SOK Asset Management

DECLARATION OF INTEREST

Nil

PURPOSE OF THIS REPORT

The purpose of this report is to seek Council approval to purchase an M2 Washtech passthrough dishwasher, complete with chemical pumps, for the Black Cockatoo Café (BCC).

BACKGROUND

The current BCC dishwasher is failing and has come to the end of its useful life; therefore, a new commercial dishwasher is required for the Black Cockatoo Café. An M2 Washtech passthrough dishwasher, complete with chemical pumps, has been identified as appropriate to purpose.

The quoted cost for the unit only, landed in Kojonup, is $10,720.00 inclusive of GST. The recommended supplier has indicated that the unit is expected to be available for delivery upon payment; availability will be reconfirmed if approval is granted.

COMMENT

The Shire sought quotes from many sources; only 3 suitable responses were received. The following table outlines the quote (excluding GST) received for different units:

DISHWASHER Quotes | quote comparison			
AUD | Reviewed 22 October 2026 | quoted options across three suppliers			
Review criterion	**Vendor 1**	**Vendor 2**	**Vendor 3**
Price excluding GST	**$8,174.00**	**$7,868.00**	**$9,745.45**

After taking into consideration delivery and other costs, the recommended washer is the Washtech M2 and the recommended vendor is Vendor 3. It is a commercial passthrough dishwasher suitable for café operations and includes chemical pumps and washbasin and includes delivery and is a local provider.

Approval will allow the purchase to proceed promptly, subject to confirmation of availability and final supplier documentation.

The quoted amount for Vendor 3 includes the unit landed in Kojonup. Any installation, electrical, plumbing or other ancillary costs are not included and will require confirmation before the order is placed.

CONSULTATION

Black Cockatoo Café representatives and the equipment supplier.
Deputy CEO
Manager Property Services

STATUTORY REQUIREMENTS

The purchase is to be undertaken in accordance with the *Local Government Act 1995*, the Local Government (Functions and General) Regulations 1996, and the Shire's purchasing requirements, as applicable.

POLICY IMPLICATIONS

Policy 2.1.1 – Purchasing and Creditor Control

FINANCIAL IMPLICATIONS

The quoted cost is $10,720.00 inclusive of GST for the dishwasher unit, complete with chemical pumps, landed in Kojonup.

Funding is to be charged to the appropriate Black Cockatoo Café budget account on a self funded basis, subject to confirmation of sufficient budget provision.

RISK MANAGEMENT IMPLICATIONS

RISK MANAGEMENT FRAMEWORK			
Risk Profile	Risk Description/Cause	Key Control	Current Action
1) Asset Sustainability	Failure or reduction in service of infrastructure assets, plant, equipment or machinery.	Asset replacement schedule	Review and Update Long Term Asset Management Plan, Road Plan, P&E Plan
RISK RATING:	High		
IMPLICATIONS			
The BCC cannot operate and comply without a commercial dishwasher, the risk being creation of a food safety issue.			

ASSET MANAGEMENT IMPLICATIONS

The dishwasher will be recorded and managed in accordance with the Shire's asset recognition and management requirements, where applicable.

GREAT SOUTHERN VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Absolute Majority

OFFICER RECOMMENDATION/COUNCIL MOTION

That Council:

1. Approves the purchase of one M2 Washtech passthrough dishwasher, complete with chemical pumps, for the Black Cockatoo Café at a cost of $10,720.00 inclusive of GST, landed in Kojonup; and
2. Authorises the Chief Executive Officer to confirm availability, warranty, final supplier documentation and any ancillary installation requirements before payment and placement of the order.

MOTION #:	148/26
MOVED:	Cr Radford
SECONDED:	Cr Michael
VOTE:	CARRIED BY ABSOLUTE MAJORITY 7/0
FOR:	Cr Bilney, Cr Mathwin, Cr Radford, Cr Wieringa, Cr Mickle, Cr Mitchell, Cr Michael
AGAINST:	

The Manager Regulatory Services left the meeting at 4.08pm.

10. APPLICATIONS FOR LEAVE OF ABSENCE

Cr Mathwin – 24 November 2026 Ordinary Council Meeting

COUNCIL MOTION That Council grants a leave of absence to Cr Mathwin for the 24 November 2026 Ordinary Council Meeting.	
MOTION #:	149/26
MOVED:	Cr Wieringa
SECONDED:	Cr Michael
VOTE:	CARRIED 7/0
FOR:	Cr Bilney, Cr Mathwin, Cr Radford, Cr Wieringa, Cr Mickle, Cr Mitchell, Cr Michael
AGAINST:	

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

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 4.11 pm.	
MOTION #:	150/26
MOVED:	Cr Mickle
SECONDED:	Cr Mitchell
VOTE:	CARRIED 7/0
FOR:	Cr Bilney, Cr Mathwin, Cr Radford, Cr Wieringa, Cr Mickle, Cr Mitchell, Cr Michael
AGAINST:	

Mr Len North, the Manager Works and Infrastructure, and the Manager Property Services/Natural Resource Management left the meeting at 4.11pm.

PROCEDURAL MOTION That the meeting be reopened to the public at 4.46pm.	
MOTION #:	159/26
MOVED:	Cr Mathwin
SECONDED:	Cr Wieringa
VOTE:	CARRIED 7/0
FOR:	Cr Bilney, Cr Mathwin, Cr Radford, Cr Wieringa, Cr Mickle, Cr Mitchell, Cr Michael
AGAINST:	

14.2 PUBLIC READING RESOLUTIONS THAT MAY BE MADE PUBLIC

14.2.1 HUMAN RESOURCE ORGANISATIONAL STRUCTURE CONSIDERATIONS

OFFICER RECOMMENDATION/COUNCIL MOTION That Council discuss the request and determine a course of action in conjunction with input from the Chief Executive Officer.	
MOTION #:	157/26
MOVED:	Cr Wieringa
SECONDED:	Cr Mitchell
VOTE:	CARRIED 7/0
FOR:	Cr Bilney, Cr Mathwin, Cr Radford, Cr Wieringa, Cr Mickle, Cr Mitchell, Cr Michael
AGAINST:	

COUNCIL MOTION That Council defers any discussion on changes to the organisational structure to provide the Council with more time for consideration and brings the matter back to Council's March 2027 Ordinary Council Meeting.	
MOTION #:	158/26
MOVED:	Cr Mickle
SECONDED:	Cr Mitchell
VOTE:	CARRIED 7/0
FOR:	Cr Bilney, Cr Mathwin, Cr Radford, Cr Wieringa, Cr Mickle, Cr Mitchell, Cr Michael
AGAINST:	

15. CLOSURE

There being no further business to discuss, the President thanked the members for their attendance and declared the meeting closed at 4.47pm.

ATTACHMENTS (SEPARATE)

5.1.1	5.1.1.1	Mr Len North – Kodja Place Reserve Hut Cabling correspondence
6.1	6.1.1	Ordinary Council Meeting Minutes 29 September 2026 – Unconfirmed
7.1.1	7.1.1.1	History Hive Petition – Preservation of Historic Buildings and Collections
	7.1.1.2	Handing over of Petition to Shire President (photograph)
9.4.1	9.4.1.1	Monthly Financial Statements 1 September 2026 to 1 September 2026
9.4.2	9.4.2.1	Monthly Payment Listing - September 2026
9.4.3	9.4.3.1	Debt to be written off – October2026
9.4.4	9.4.4.1	Roads and Technical Services Advisory Committee Meeting Minutes 07 October 2026 - Unconfirmed
9.4.5	9.4.5.1	DFES CESM Guidelines approved May 2026
9.4.7	9.4.7.1	Draft Policy 6.2 – Surveillance Devices and Aerial Imaging
	9.4.7.2	Existing Policy 2.3.7 – CCTV Operations and Recording
9.4.8	9.4.8.1	Draft Delegation – REG 001 – Surveillance Devices and Aerial Imaging

UNDER SEPARATE COVER

9.4.5	9.4.5.2	Current DFES CESM Memorandum of Understanding – Shires of Katanning and Kojonup
9.4.9	9.4.9.1	Vendor 1 – Quotation
	9.4.9.2	Model CP500 – Specifications
	9.4.9.3	Vendor 2– Quotations
	9.4.9.4	M2 Washtech – Specifications
	9.4.9.5	Vendor 3 – Quotation