

SHIRE OF KOJONUP
Kojonup



AGENDA

Ordinary Council Meeting

21 March 2023

TO: THE SHIRE PRESIDENT AND COUNCILLORS

NOTICE is hereby given that a meeting of the Council will be held in the Council Chambers, Administration Building, 93 Albany Highway, Kojonup on Tuesday, 21 March 2023 commencing at 3:00pm.

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

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

GRANT THOMPSON
CHIEF EXECUTIVE OFFICER

17 March 2023

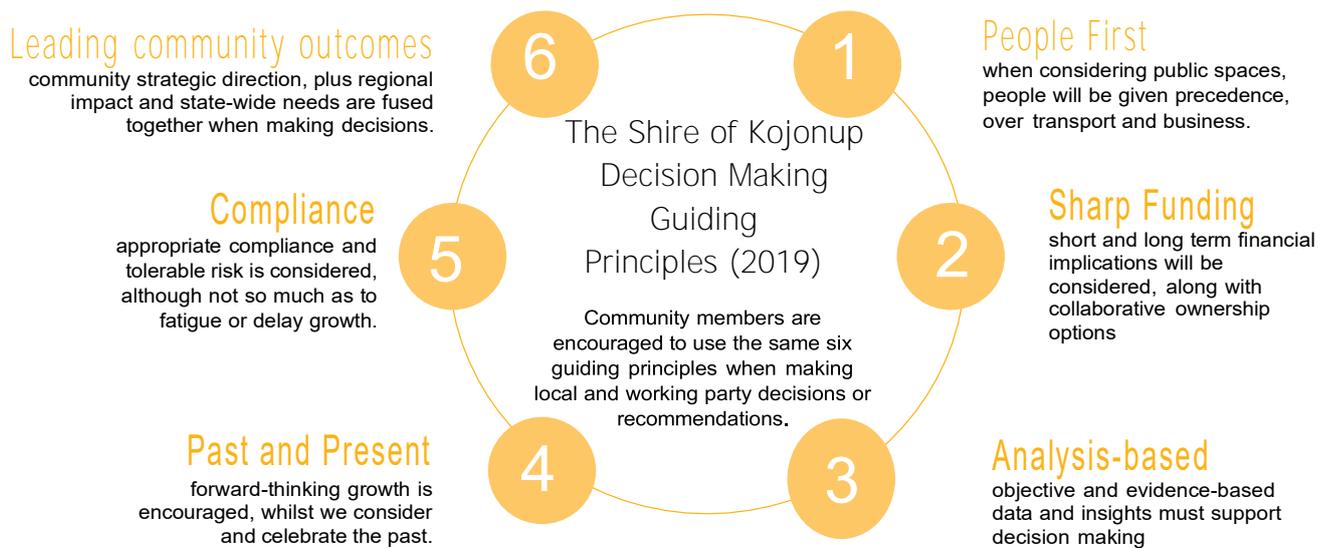
AGENDA FOR A COUNCIL MEETING TO BE HELD ON 21 MARCH 2023

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



AGENDA

1 DECLARATION OF OPENING AND ANNOUNCEMENT OF GUESTS

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

Disclaimer

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

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

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

3 ATTENDANCE

COUNCILLORS

Cr N Radford	Shire President
Cr P Webb	Deputy Shire President
Cr F Webb	
Cr Wieringa	
Cr Gale	
Cr Singh	
Cr R Bilney	
Cr A Egerton-Warburton	

STAFF

Grant Thompson	Chief Executive Officer
Robert Jehu	Manager Regulatory Services
Emily Sleight	Sport and Recreation Officer
Estelle Lottering	Regulatory Services Administration Officer
Judy Stewart	Senior Administration Officer

3.1 APOLOGIES

Nil

3.2 APPROVED LEAVE OF ABSENCE

Nil

4 DECLARATION OF INTEREST

Cr Paul Webb – Item 9.2.3
Cr Felicity Webb – Item 9.2.3

5 PUBLIC QUESTION TIME

5.1 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

5.2 PUBLIC QUESTION TIME

6 **CONFIRMATION OF MINUTES**

6.1 ORDINARY COUNCIL MEETING 7 FEBRUARY 2023

Minutes of the Ordinary Council Meeting held on 7 February 2023 are at [attachment 6.1.1](#).

OFFICER RECOMMENDATION

That the Minutes of the Ordinary Council Meeting held on 7 February 2023 be confirmed as a true record.

6.2 SPECIAL COUNCIL MEETING 28 FEBRUARY 2023

Minutes of the Special Council Meeting held on 28 February 2023 are at [attachment 6.1.2](#).

OFFICER RECOMMENDATION

That the Minutes of the Special Council Meeting held on 28 February 2023 be confirmed as a true record.

7 **PRESENTATIONS**

7.1 PETITIONS

7.2 PRESENTATIONS

7.3 DEPUTATIONS

7.4 DELEGATES' REPORTS

8 **METHOD OF DEALING WITH AGENDA BUSINESS**

9 **REPORTS**

9.1 KEY PILLAR 1 – ‘PLACE’ REPORTS

9.1.1 REVOCATION OF PREVIOUS COUNCIL MOTION 49/20 –
PROPOSED AMALGAMATION OF RESERVES 24160, 24161, 22994, 21026 AND 1006
INTO NEW RESERVE FOR CONSERVATION AND RECREATION

AUTHOR	Grant Thompson – Chief Executive Officer Judy Stewart – Senior Administration Officer
DATE	Wednesday, 14 March 2023
FILE NO	GO.CNM.2
ATTACHMENT(S)	9.1.1.1 – Notice of Motion – revocation of Council Motion 49/20 9.1.1.2 – 19 May 2020 - Item 10.3 – proposed amalgamation of reserves 24160, 24161, 22994, 21026 and 1006 into new reserve for conservation and recreation 9.1.1.3 – DMIRS comments 9.1.1.4 – DPLH email

STRATEGIC/CORPORATE IMPLICATIONS		
“Smart Possibilities – Kojonup 2027+”		“Smart Implementation – Kojonup 2018-2022”
Key Pillar	Community Outcomes	Corporate Actions
KP 1 - Place	1.2 – Be a happy, healthy, connected and inclusive community driven by the provision of high standard sport, recreation and open space facilities and programs.	1.2.4 – Plan and develop appropriate passive recreation facilities. 1.2.6 – Develop environmental management plans for significant Shire reserves.

DECLARATION OF INTEREST

Nil

SUMMARY

Council, having received a Notice of Motion pursuant to the *Local Government (Administration) Regulations 1996*, to consider the revocation of Council Motion 49/20 as follows, in order to maintain the noted reserves for their current purposes:

“That Council:

- 1. Request the Minister for Lands/Department of Planning, Lands and Heritage amalgamate Reserves 21460, 24161, 22994, 21026 and 1006 to create a new reserve for the purposes of Conservation and Recreation with the Management Order in favour of the Shire of Kojonup.*
- 2. Include Reserves 22994, 24160 and 21026 as Recreation Local Scheme Reserves in the new draft local planning scheme”.*

BACKGROUND

Council resolved the following at its 19 May 2020 Ordinary Council:

“That Council:

- 1. Request the Minister for Lands/Department of Planning, Lands and Heritage amalgamate Reserves 21460, 24161, 22994, 21026 and 1006 to create a new reserve for the purposes of Conservation and Recreation with the Management Order in favour of the Shire of Kojonup.*
- 2. Include Reserves 22994, 24160 and 21026 as Recreation Local Scheme Reserves in the new draft local planning scheme”.*

The purpose of amalgamating the reserves at the time was to reflect future potential value to add to the conservation and recreation activities being undertaken within the Myrtle Benn Flora and Fauna Sanctuary (Reserve 26159) and surrounding reserves.

At the time the proposed changes were supported by the Shire of Kojonup’s (Shire) Natural Resource Management Advisory Committee and it was recommended that Council support the amalgamation of the reserves to create a new reserve for the purposes of Conservation and Recreation.

COMMENT

The above resolution was sent to the Minister for Lands/Department of Planning, Lands and Heritage (DPLH).

The Shire was requested, in correspondence received by the Town Planner in March 2021, to provide answers and information to the following:

Does the Shire have any documentation to support their statement that they don’t believe there is any useable gravel resources left on any of the reserves identified?

Does the Shire have a long term gravel strategy in place? One that identifies other sources of gravel should these reserves change tenure?

Also to ensure DMIRS has full understanding, can you also please advise what environmental values have been identified within these reserves that require conservation?

Has DPLH or the proponent sought comments from MRWA and whether they hold an interest in the BRM resources?

At the time no input was sought from Main Roads WA (MRWA) and no response was given to the questions asked of the Shire.

As a result, the DPLH has requested we either respond or close the case file.

The author is recommending Council revoke Council Motion 49/20 and close the case file under the circumstance where the Shire doesn't fully understand the value of merging the reserves or the impact cost, or value lost of merging related reserves, to accessing the reserves for future usage.

As time is now of the essence, it is recommended that Council revoke the motion and withdraw the request to merge the reserves giving the Council time to analyse and review the requirements for these reserves and keeping the option open for future merging.

CONSULTATION

Councillors - Briefing Session – 7 March 2023
Manager Regulatory Services

STATUTORY REQUIREMENTS

Local Government Act 1995 (Act) – s. 5.25 (1) (e) and (f):

5.25. Regulations about council and committee meetings and committees

(1) Without limiting the generality of section 9.59, regulations may make provision in relation to —

(e) the circumstances and manner in which a decision made at a council or a committee meeting may be revoked or changed (which may differ from the manner in which the decision was made); and

(f) the content and confirmation of minutes of council or committee meetings and the keeping and preserving of the minutes and any documents relating to meetings;

Local Government (Administration) Regulations 1996 – r.10 provides:

10. Revoking or changing decisions (Act s. 5.25(1)(e))

(1) If a decision has been made at a council or a committee meeting then any motion to revoke or change the decision must be supported —

(a) in the case where an attempt to revoke or change the decision had been made within the previous 3 months but had failed, by an absolute majority; or

(b) in any other case, by at least $\frac{1}{3}$ of the number of offices (whether vacant or not) of members of the council or committee, inclusive of the mover.

(1a) Notice of a motion to revoke or change a decision referred to in subregulation (1) is to be signed by members of the council or committee numbering at least $\frac{1}{3}$ of the number of offices (whether vacant or not) of members of the council or committee, inclusive of the mover.

(2) If a decision is made at a council or committee meeting, any decision to revoke or change the decision must be made by an absolute majority.

- (3) *This regulation does not apply to the change of a decision unless the effect of the change would be that the decision would be revoked or would become substantially different.*

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

RISK MANAGEMENT IMPLICATIONS

RISK MANAGEMENT FRAMEWORK			
Risk Profile	Risk Description/Cause	Key Control	Current Action
8 – Errors, Omissions and Delays	Historical decisions/advice	Nil	Nil
<i>Risk rating – Adequate</i>			
IMPLICATIONS			
Following correct legislative processes mitigates non-compliance risk.			

ASSET MANAGEMENT IMPLICATIONS

Nil

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Absolute Majority

OFFICER RECOMMENDATION

Moved Cr Radford Seconded Cr Bilney Third Cr P Webb
 That Council, following a Notice of Motion pursuant to r.10 of the *Local Government (Administration) Regulations 1996*, and given that the contents of motion 49/20 have not been actioned, revokes Council Motion 49/20 as follows:
“That Council:
 1. *Request the Minister for Lands/Department of Planning, Lands and Heritage amalgamate Reserves 21460, 24161, 22994, 21026 and 1006 to create a new reserve for the purposes of Conservation and Recreation with the Management Order in favour of the Shire of Kojonup.*
 2. *Include Reserves 22994, 24160 and 21026 as Recreation Local Scheme Reserves in the new draft local planning scheme.”*
 in order to retain the separate reserves.

9.1.2 SPORTING CLUBS ANNUAL FEE REVIEW

AUTHOR	Emily Sleight – Sport and Recreation Officer
DATE	Thursday, 9 March 2023
FILE NO	RC.ARR.2
ATTACHMENT(S)	Nil

STRATEGIC/CORPORATE IMPLICATIONS		
“Smart Possibilities – Kojonup 2027+”		“Smart Implementation – Kojonup 2018-2022”
Key Pillar	Community Outcomes	Corporate Actions
KP – 1 Place	1.2 – Be a happy, healthy, connected and inclusive community driven by the provision of high standard sport, recreation and open space facilities and programs	1.2.3 – Provide community infrastructure that attracts outsourced or privately run facilities and programs

DECLARATION OF INTEREST

Nil

SUMMARY

The purpose of this report is to consider the waiving of annual fees for all sporting groups that utilise the Kojonup Sports Precinct.

BACKGROUND

A request was made from the Kojonup Cougars Football Club (Football Club) to review the requirements of their use of the Sports Precinct, and the fees associated with this. Council, at its 7 March 2023 Briefing Session, requested officers to investigate the possibility of waiving annual fees for all local Community Sporting Groups who utilise the Kojonup Sports Precinct for seasonal use.

COMMENT

As part of the Annual Budget, the Football Club, Kojonup Netball Association, Kojonup Hockey Club, Kojonup Squash Club, Kojonup Cricket Club and the Croquet Club pay an annual fee to the Shire of Kojonup (Shire) for the use of facilities at the Kojonup Sports Precinct. The annual fees do not cover the cost incurred by the Shire for upkeep, but are seen as an achievable financial contribution for all six clubs.

The Football Club pay an annual fee of \$4,800.00. This is to assist with oval mowing, line marking for all home games (7-10 per season), the use of the Sports Complex for home games and training evenings, and the use of the oval lights for trainings and evening games.

The Kojonup Netball Association is currently required to pay an annual fee of \$420.00. This is to assist with the twice-yearly surface clean of the court facility.

The Kojonup Hockey Club pay an annual fee of \$1,150.00. This is to assist with oval mowing, line marking for home games (2-4 per season) and the use of oval lights for training.

The Kojonup Squash Club pay an annual fee of \$1,700.00. This fee is intended to contribute to future resurfacing of the court facility, as the club receives no assistance with cleaning or other costs from the Shire.

The Kojonup Cricket Club pay an annual fee of \$100.00, given they are predominantly juniors with low numbers. This is to assist with the once-a-year cost of uncovering and recovering the bowling pitch, and oval mowing.

The Croquet Club pay an annual fee of \$100.00. This is to assist with oval mowing costs.

The combined annual fee income of all clubs comes to \$8,270.00. While this is a minor amount in comparison to the actual cost of running and maintaining the Sports Precinct, it is a valid contribution.

An annual bond of 50% of the current fee per club is recommended to cover any damage or incidental costs. This ensures the Shire has some contingency in the event that the Agreements are not upheld. This would need to be agreed in individual usage agreements negotiated with each club, and should also include a detailed list of responsibilities for both the Shire and each club moving forward; for example, club responsibility for provision of a professional standard of cleaning.

It is expected that the Shire will continue to maintain the grounds, the maintenance of the Sports Complex, costs of consumables (such as utilities), and the line marking as per the current schedule.

It is recommended, if Council waive annual fees for all clubs using the Kojonup Sports Precinct, that this forms part of the 2023/2024 Annual Budget, not the current budget. Clubs with 2022/2023 fees outstanding would still be required to settle their accounts because the revenue has already been budgeted.

CONSULTATION

Kojonup Cougars Football Club

Council Briefing Sessions 7 February 2023 and 7 March 2023

STATUTORY REQUIREMENTS

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

The removal of annual fees for the six (6) clubs utilising the Kojonup Sports Precinct would see a reduction in income for the Shire of \$8,270.00 per year.

RISK MANAGEMENT IMPLICATIONS

RISK MANAGEMENT FRAMEWORK			
Risk Profile	Risk Description/Cause	Key Control	Current Action
Asset Sustainability	Insufficient budget to maintain or replace assets	Routine maintenance schedule - buildings	Nil
Engagement	Inadequate involvement with or support of community groups	Community based committees, forums and workshops	Nil
Facilities & Venues	Lack of lease, contract, agreement, MOU, license documentation	Lease agreements for Shire facilities	Develop lease agreement register for all Shire facilities
<i>Risk rating - Low</i>			
IMPLICATIONS			
It is suggested that, as a priority, usage agreements are created and endorsed with all clubs that currently pay an annual usage fee, to ensure the Shire is not increasing their obligations while decreasing their revenue.			

ASSET MANAGEMENT IMPLICATIONS

By formalising the responsibility of clubs to clean the facilities following use, there is always the potential that cleaning standards may not be met, with the consequence of the asset declining.

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Absolute Majority

OFFICER RECOMMENDATION

That:

1. The annual fees for the Kojonup Cougars Football Club, Kojonup Netball Association, Kojonup Hockey Club, Kojonup Cricket Club, Kojonup Squash Club and the Croquet Club not be included in the 2023/2024 Annual Budget unless a club requests to maintain its current arrangement;
2. A bond, equivalent to 50% of the 2022/2023 fee schedule, be paid and maintained by each sporting club and be escalated by Perth, Western Australia yearly Consumer Price Index unless a club requests to maintain their current arrangement; and
3. The Chief Executive Officer proceed with the creation and endorsement of usage agreements with the above listed Clubs, where applicable, for their use of the facilities at the Kojonup Sports Precinct.

9.2 KEY PILLAR 2 – ‘CONNECTED’ REPORTS

9.2.1 LOCAL EMERGENCY MANAGEMENT COMMITTEE (LEMC) MEETING MINUTES – 6 FEBRUARY 2023

AUTHOR	Estelle Lottering – Regulatory Services Administration Officer
DATE	Monday, 13 March 2023
FILE NO	ES.MET.1
ATTACHMENT(S)	9.2.1.1 – Unconfirmed LEMC meeting minutes - 6 February 2023

STRATEGIC/CORPORATE IMPLICATIONS		
“Smart Possibilities – Kojonup 2027+”		“Smart Implementation – Kojonup 2018-2022”
Key Pillar	Community Outcomes	Corporate Actions
KP 2 - Connected	2.3 – Be providing for a safe and secure environment by working with State and Federal authorities.	2.3.1 - Maximize community safety through safe urban design and advocate for enhanced emergency service provisions.

DECLARATION OF INTEREST

Nil

SUMMARY

The purpose of this report is to receive the unconfirmed minutes of a LEMC meeting held 9 November 2022.

BACKGROUND

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

COMMENT

All matters contained within the minutes are considered in this agenda item.

CONSULTATION

Nil

STATUTORY REQUIREMENTS

Section 38 of the *Emergency Management Act 2005*

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

RISK MANAGEMENT IMPLICATIONS

RISK MANAGEMENT FRAMEWORK			
Risk Profile	Risk Description/Cause	Key Control	Current Action
2 - Business Disruption	Lack of (or inadequate) emergency response/business continuity plans. Lack of training for specific individuals or availability of appropriate emergency response.	Regular LEMC, DEMC Meetings	Nil
<i>Risk Rating - Adequate</i>			
IMPLICATIONS			
Local governments are legislated to establish and maintain a LEMC. The risk of not having a LEMC would include lack of guidance for Staff, Councillors and relevant Community members who need to be able to work together under pressure in times of extreme stress should an emergency situation arise.			

ASSET MANAGEMENT IMPLICATIONS

Nil

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

That the unconfirmed minutes of a Local Emergency Management Committee Meeting held 6 February 2023 be received.

9.2.2 BUSH FIRE ADVISORY COMMITTEE (BFAC) MEETING MINUTES – 8 FEBRUARY 2023

AUTHOR	Estelle Lottering – Regulatory Services Administration Officer
DATE	Monday, 13 March 2023
FILE NO	ES.CIR.2
ATTACHMENT(S)	9.2.2.1 – Unconfirmed BFAC meeting minutes - 8 February 2023

STRATEGIC/CORPORATE IMPLICATIONS		
Community Strategic Plan 2017-20217 “Smart Possibilities – Kojonup 2027+”		Corporate Business Plan 2017 - 2021 “Smart Implementation – Kojonup 2018-2022”
Key Pillar	Community Outcomes	Corporate Actions
KP 2 - Connected	2.3 – Be providing for a safe and secure environment by working with State and Federal authorities.	2.3.1 - Maximise community safety through safe urban design and advocate for enhanced emergency service provisions.

DECLARATION OF INTEREST

Nil

SUMMARY

The purpose of this report is to receive the unconfirmed minutes of a Bush Fire Advisory Committee meeting held 8 February 2023.

BACKGROUND

The Bush Fire Advisory Committee is established under Section 67 of the *Bush Fires Act 1954* and plays an important role in the Council’s decision-making process. Minutes of these meetings are presented to Council to be received.

COMMENT

Nil

CONSULTATION

Bush Fire Advisory Committee

STATUTORY REQUIREMENTS

Section 38, 40 & 67 of the *Bush Fires Act 1954*

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

RISK MANAGEMENT IMPLICATIONS

RISK MANAGEMENT FRAMEWORK			
Risk Profile	Risk Description/Cause	Key Control	Current Action
2) Business Disruption	Lack of (or inadequate) emergency response/business continuity plans. Lack of training for specific individuals or availability of appropriate emergency response.	Regular LEMC, DEMC Meetings	Nil
<i>Risk Rating - Adequate</i>			
IMPLICATIONS			
Under legislation, the Shire may establish and maintain a BFAC. The risk of not having a BFAC is that staff and Councilors do not necessarily possess the relevant knowledge or experience regarding bushfires. The Shire is reliant on the advisory committee to be able to provide this knowledge and to support volunteer bushfire efforts, training and resourcing requirements in protecting community safety and assets.			

ASSET MANAGEMENT IMPLICATIONS

Nil

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

That the unconfirmed minutes of a Bush Fire Advisory Committee meeting held 8 February 2023 be received.

9.2.3 SHIRE OF KOJONUP PARKING LOCAL LAW 2022 – UNDERTAKING TO MAKE AMENDMENTS

AUTHOR	Robert Jehu – Manager Regulatory Services
DATE	Tuesday, 14 March 2023
FILE NO	LE. LCL.1
ATTACHMENT(S)	9.2.3.1 - Report from Joint Standing Committee on Delegated Legislation (JSCDL) regarding the Shire of Kojonup Parking Local Law 2022 9.2.3.2 – Letter of response to be completed and returned to JSCDL

STRATEGIC/CORPORATE IMPLICATIONS		
“Smart Possibilities – Kojonup 2027+”		“Smart Implementation – Kojonup 2018-2022”
Key Pillar	Community Outcomes	Corporate Actions
2 - Connected	2.3 – Be providing for a safe and secure environment by working with State and Federal authorities.	2.3.2 – Support appropriate initiatives to improve safety and reduce crime (N2.4.2).

DECLARATION OF INTEREST

Nil

SUMMARY

The purpose of this report is to consider creating an amendment to the Shire of Kojonup Parking Local Law 2022 after a report from the Joint Standing Committee on Delegated Legislation (JSCDL) advised of inconsistencies, procedural and typographical errors.

BACKGROUND

On 14 December 2021, the Shire of Kojonup Parking Local Law 2022 (Local Law) was proposed to Council for consideration. During the advertising and community consultation period after this meeting, the initial proposed Local Law underwent changes that were outlined in the Council meeting minutes of 21 June 2022.

The Local Law, including changes, was adopted by Council on 21 June 2022 and was gazetted on 31 October 2022. The explanatory memorandum and statutory checklist was provided to both the Minister for Local Government, Sport and Cultural Industries (DLGSC) and the JSCDL on 9 November 2022.

COMMENT

Shire officers are seeking support to amend the Local Law in response to the JSDCL requesting the Shire agree to complete the following undertakings:

1. Within 6 months:

Amend clause 4.5 to:

- define 'particular event'
- specify a reasonable and defined time limit for the use of parking stations (please include the proposed time limit in your response for the Committee's approval)
- include a requirement for the local government to provide sufficient public notice of particular events, including details of the events the Shire wishes for the clause to cover and a proposed time for public notice for the Committee's consideration (i.e. 4 weeks - please include a proposed time period for public notice in your response for the Committee's approval)
- Correct the typographical errors in clauses 3.7(2)(b); 3.11 (a); 3.20(1); 4.8(2); 4.11 and 6.2(a).

2. The local law will not be enforced in a manner contrary to undertaking 1.

3. All consequential amendments arising from undertaking 1 will be made.

4. Where the local law is made publicly available by the Shire, whether in hard copy or electronic form, ensure that it is accompanied by a copy of the undertakings.

The changes to the Local Law, which had been undertaken, presented to, and adopted by Council on 21 June 2022, had been made under the direction of the Senior Legislation Officer for the DLGSC.

After its Gazettal, the Local Law was referred, along with the Explanatory Memorandum and Statutory Checklist, to the JSCDL.

On Tuesday, 21 February 2023 the Shire of Kojonup (Shire) received the report from the JSCDL which specifies the following required changes to the Local Law:

Clause 4.5

Clause 4.5 governs event parking. It states:

Event parking

(1) Subject to clause 2.1, a temporary sign may indicate that all or part of a parking facility, thoroughfare or public place is set aside, during the period indicated in the sign, for the parking of motor vehicles by persons attending a particular event.

(2) The local government may issue to a person a permit in respect of all or part of a parking facility, thoroughfare or public place for an event referred to in subclause (1).

(3) A person must not park or stop a motor vehicle, or permit a motor vehicle to remain parked, in any area that is set aside under subclause (1) unless the permit issued under subclause (2) for the relevant event is displayed inside the motor vehicle so that it is clearly visible to an authorised person examining the ticket from outside the motor vehicle.

Clause 2.1 regulates or prohibits various parking related matters. It states:

Powers of the local government

(1) The local government may, by resolution, prohibit or regulate by signs or otherwise, including but not limited to-

- (a) the stopping or parking of any motor vehicle or any class of motor vehicles;
- (b) parking bays;
- (c) parking facilities;
- (d) permitted time and conditions of parking in parking bays and parking facilities which may vary with the locality;
- (e) permitted classes of motor vehicles which may park in parking bays and parking facilities;
- (f) permitted classes of persons who may park in specified parking bays or parking facilities; and
- (g) the manner of parking in parking bays and parking facilities.

(2) Where the local government makes a resolution under this clause, it shall erect signs to give effect to the determination or resolution.

The Committee has identified the following issues with this clause:

- There is no requirement to give sufficient public notice of the areas subject to event parking so the public is adequately informed in advance. A sign could be erected on the day of the event, which would be unreasonable.
- There is no requirement to provide reasonable, defined time limits for which parking stations may be set aside for events.
- The term 'particular event' is not defined, so there is no objective criteria to identify what exactly a 'particular event' is.

Failing to make provision for these matters renders clause 4.5, in its application, **uncertain and unreasonable and in breach of the 'good government' power in section 3.1 of the LGA**. The Shire could, in theory, set aside unlimited space for an unlimited period of time for an event.

Clause 4.5 should be amended to:

- define 'particular event'
- specify a reasonable and defined time limit for the use of parking stations
- include a requirement for the local government to provide sufficient public notice of particular events.

Typographical errors

Clause 3.7(2)(b)

Clause 3.7(2)(b) states:

Restrictions on parking in particular areas

(2) The driver may park a vehicle in a thoroughfare or a part of a thoroughfare or part of a parking station, except in a thoroughfare or a part of a thoroughfare or part of a parking station to which a disabled parking sign relates for twice the period indicated on the sign, if -

(b) a disabled person to which the valid disability parking permit relates is either the driver of motor vehicle

Subclause (b) appears to be missing some text. The following re-draft may assist in conveying what the clause means:

(b) a disabled person to which the valid disability parking permit relates is either the driver or a passenger in ~~of~~ the motor vehicle.

I note clause 4.7(3)(b), which uses similar wording.

Clause 3.11 (a)

Clause 3.11 states:

No parking

A driver shall not stop on a length of carriageway or in an area to which a "no parking" sign applies, unless the driver is -

(a) is dropping off, or picking up, passengers or goods;

(b) does not leave the vehicle unattended; and

(c) completes the dropping off, or picking up, of the passengers or goods within 2 minutes of stopping and drives on.

The word 'is' should be deleted from the start of subclause (a).

Clause 3.20(1)

Clause 3.20(1) states:

Pre-existing signs

A sign is deemed for the purposes of this local law to have been erected by the local government under the authority of this local law that where that sign –

The word 'that' appearing before 'where' should be deleted.

Clause 4.8(2)

Clause 4.8(2) states:

Angle parking

(2) Where a sign associated with a parking area is inscribed with the words "angle parking", or with an equivalent symbol depicting this purpose, a person stopping or parking a motor vehicle stop or shall park the motor vehicle at an angle and in the position Indicated by the inscription on the parking signor by marks on the carriageway.

The words 'stop or' in the 3rd line should be deleted.

Clause 4.11

Clause 4.11 states:

Stopping on verge

(1) A person shall not stop so that any portion of the following is on or projects over a verge —

(a) stop a motor vehicle (other than a bicycle);

(b) stop a commercial motor vehicle or any combination of motor vehicles that exceeds 4.5 tonnes GVM, a public bus, a trailer or caravan unattached to a motor vehicle; or

(c) stop any motor vehicle (other than a bicycle) during any period when the stopping of motor vehicles on that verge is prohibited by a sign adjacent and referable to that verge.

This clause is poorly drafted due to the presence of the word 'stop' at the beginning of subclauses (a),(b) and (c). These should be deleted.

Clause 6.2(a)

Clause 6.2(a) states:

Emergency and special purpose motor vehicles

Notwithstanding anything to the contrary in this local law, the driver of—

(a) an emergency motor vehicle may, in the course of their duties and when it is expedient and safe to do so or where they believes that it is expedient and safe to do so, stop, or park the motor vehicle at any place, at any time;

The word 'believes' in the second line of subclause (a) should be 'believe'.

Should the Shire of Kojonup not comply with the JSCDL's request for an undertaking, the JSCDL may, as a last resort, resolve to report to the Parliament recommending the disallowance of the instrument in the Legislative Council.

A disallowed local law will cease to have effect from the date on which it is disallowed. If the disallowed local law had amended or repealed another local law, these changes will be reversed on the day of disallowance.

The JSCDL has provided the Shire until 27 March 2023 to respond and advise of its intentions to undertake the required actions as mentioned in its report.

CONSULTATION

Joint Standing Committee on Delegated Legislation

Chief Executive Officer

STATUTORY REQUIREMENTS

Local Government Act 1995 - section 3.12 - Procedure for making local laws:

3.12. Procedure for making local laws

(1) In making a local law a local government is to follow the procedure described in this section, in the sequence in which it is described.

(2A) Despite subsection (1), a failure to follow the procedure described in this section does not invalidate a local law if there has been substantial compliance with the procedure.

(2) At a council meeting the person presiding is to give notice to the meeting of the purpose and effect of the proposed local law in the prescribed manner.

(3) The local government is to —

(a) give local public notice stating that —

(i) the local government proposes to make a local law the purpose and effect of which is summarized in the notice; and

(ii) a copy of the proposed local law may be inspected or obtained at any place specified in the notice; and

(iii) submissions about the proposed local law may be made to the local government before a day to be specified in the notice, being a day that is not less than 6 weeks after the notice is given;

and

(b) as soon as the notice is given, give a copy of the proposed local law and a copy of the notice to the Minister and, if another Minister administers the Act under which the local law is proposed to be made, to that other Minister; and

(c) provide a copy of the proposed local law, in accordance with the notice, to any person requesting it.

[(3a) deleted]

(4) After the last day for submissions, the local government is to consider any submissions made and may make the local law* as proposed or make a local law* that is not significantly different from what was proposed.

* Absolute majority required.

(5) After making the local law, the local government is to publish it in the Gazette and give a copy of it to the Minister and, if another Minister administers the Act under which the local law is proposed to be made, to that other Minister.

(6) After the local law has been published in the Gazette the local government is to give local public notice —

(a) stating the title of the local law; and

(b) summarizing the purpose and effect of the local law (specifying the day on which it comes into operation); and

(c) advising that the local law is published on the local government's official website and that copies of the local law may be inspected at or obtained from the local government's office.

(7) The Minister may give directions to local governments requiring them to provide to the Parliament copies of local laws they have made and any explanatory or other material relating to them.

(8) In this section —

making in relation to a local law, includes making a local law to amend the text of, or repeal, a local law.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Advertising costs are associated with the re-advertising of the Local Law and its gazettal for which there is provision within the budget at Chart of Account code 1922 - Advertising.

RISK MANAGEMENT IMPLICATIONS

RISK MANAGEMENT FRAMEWORK			
Risk Profile	Risk Description/Cause	Key Control	Current Action
3. Failure to Fulfil Compliance Requirements (Statutory/Regulatory)	Inadequate compliance framework	Nil; however, governance calendar reminder system is in place	Nil
<i>Risk rating – Adequate</i>			
IMPLICATIONS			
Maximising compliance with legislation mitigates risk of damage to image and reputation as well as penalties associated with non-compliance; compliance demonstrates that best practice methodology is in place.			

ASSET MANAGEMENT IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

That Council responds to the Joint Standing Committee on Delegated Legislation agreeing to the required undertakings as listed below:

1. Within six (6) months the Shire of Kojonup (Shire) shall amend clause 4.5 of the Shire of Kojonup Parking Local Law 2022 to:
 - define 'particular event';
 - specify a reasonable and defined time limit for the use of parking stations (*defined time limit for parking stations will be four [4] hours*);
 - include a requirement for the local government to provide sufficient public notice of particular events, including details of the events the Shire wishes for the clause to cover and a proposed time for public notice for the Committee's consideration (*public notice shall be undertaken no less than four (4) weeks prior to particular events*)
 - Correct the typographical errors in clauses 3.7(2)(b); 3.11 (a); 3.20(1); 4.8(2); 4.11 and 6.2(a);
2. The local law will not be enforced in a manner contrary to undertaking point 1 above;
3. All consequential amendments arising from undertaking point 1 above will be made;
4. Where the Shire of Kojonup Parking Local Law 2022 is made publicly available by the Shire, whether in hard copy or electronic form, ensure that it is accompanied by a copy of these undertakings.

The above undertakings will be given in the form of a letter (as per attachment 9.2.4.2) which is to be signed by the Shire President in accordance with s. 2.8(1)(d) of the *Local Government Act 1995* (where the Mayor or President speaks on behalf of the local government to the Parliament of Western Australia).

9.2.4 SHIRE OF KOJONUP CAT LOCAL LAW 2022 – UNDERTAKING TO REPEAL

AUTHOR	Robert Jehu – Manager Regulatory Services
DATE	Monday, 13 March 2023
FILE NO	LE. LCL.1
ATTACHMENT(S)	<p>9.2.4.1 - Report from Joint Standing Committee on Delegated Legislation (JSCDL) on the Shire of Kojonup Cat Local Law 2022</p> <p>9.2.4.2 - Letter of response to be completed and returned to JSCDL</p>

STRATEGIC/CORPORATE IMPLICATIONS		
“Smart Possibilities – Kojonup 2027+”		“Smart Implementation – Kojonup 2018-2022”
Key Pillar	Community Outcomes	Corporate Actions
2 - Connected	2.3 – Be providing for a safe and secure environment by working with State and Federal authorities.	2.3.2 – Support appropriate initiatives to improve safety and reduce crime (N2.4.2).

DECLARATION OF INTEREST

Nil

SUMMARY

The purpose of this report is to consider accepting the undertaking requested by the JSCDL to repeal the Shire of Kojonup Cat Local Law 2022 and to incorporate recommended changes into any future Cat Local Law.

BACKGROUND

On 14 December 2021, the Shire of Kojonup Cat Local Law 2022 (Local Law) was proposed to Council for consideration. During its advertising and community consultation period after this meeting, the initial proposed Local Law underwent changes that were outlined in the Council meeting minutes of 21 June 2022.

The Local Law was adopted by Council on 21 June 2022 and was gazetted on 31 October 2022. The explanatory memorandum and statutory checklist was provided to both the Minister for Local Government, Sport and Cultural Industries and the JSCDL on 9 November 2022.

The changes to this Local Law, that had been undertaken and presented to Council on the 21 June 2022, had been made under the direction of the Senior Legislation Officer for the Department of Local Government, Sport and Cultural Industries.

After these changes had been made, it was under the advice from the DLGSC that they were unlikely to be significant and, therefore, the Local Law did not require re-advertising for public comment.

COMMENT

The report subsequently received from the JSCDL advised that the above-mentioned changes were indeed significant and the Local Law should have been re-advertised for public comment before Council adoption.

The JSCDL has requested the Shire agree to complete the following undertakings:

1. *Within 6 months, repeal the local law and make a new local law, complying with all requirements in section 3.12 of the Local Government Act 1995 which:*
 - *Does not contain a provision equivalent to 4.1(1)(b)*
 - *Inserts the following definition of nuisance in clause 1.4:*
 - (a) an activity or condition which is harmful or annoying and which gives rise to legal liability in the tort of public or private nuisance at law;*
 - (b) an unreasonable interference with the use and enjoyment of a person of his or her ownership or occupation of land; or*
 - (c) interference which causes material damage to land or other property on the land affected by the interference;*
 - *Does not contain the words 'in the opinion of an authorised officer' in a provision equivalent to clause 3.8(2)*
 - *Does not contain the typographical errors identified in clauses 1.4, 2.1(6) and Schedule 3.*
2. *The local law will not be enforced in a manner contrary to undertaking 1.*
3. *All consequential amendments arising from undertaking 1 will be made*
4. *Where the local law is made publicly available by the Shire, whether in hard copy or electronic form, ensure that it is accompanied by a copy of the undertakings*

The report outlines other required changes to the Local Law, including:

Clause 4.1 (1)(b) - inconsistency with Cat Act 2011 - Committee term of reference 10.6(a)
When scrutinising local laws, the Committee inquires whether a local law is within power.

Clause 4.1(1)(b) states:

4.1 Conditions applicable to all permits

(1) Every permit is issued subject to the following conditions-

(b) each cat shall be contained on the premises unless under the effective control of a person;

Clause 3.3 states:

3.3 Cats for which a permit is required

Subject to clause 3.4 an occupier is required to have a permit to-

- (a) keep more than two cats over the age of six months and the young of those cats under that age if the premises are zoned other than for the purposes of general agriculture under a local planning scheme;
- (b) keep more than four cats over the age of six months and the young of those cats under that age if the premises are zoned for the purposes of general agriculture under a local planning scheme.
- (c) use any premises as a cat management facility; or
- (d) be an approved cat breeder.

Clause 3.4 states:

3.4 Permits not required

A permit is not required under clause 3.3 if the premises concerned are —

- (a) a refuge of the RSPCA or of any other animal welfare organisation;
- (b) a veterinary surgery;
- (c) a pet shop;
- (d) premises with two or less cats; or
- (e) the subject of an exemption granted by the local government.

Effective control is defined in clause 1.4 as:

Effective control in relation to a cat means any of the following methods —

- (a) held by a person who is capable of controlling the cat;
- (b) securely tethered;
- (c) secured in a cage; or
- (d) any other means of preventing escape.

Section 79 of the Cat Act 2011 (Act) empowers local governments to make local laws for the management of cats. Section 79(1) states:

(1) A local government may make local laws prescribing all matters that are required or permitted to be prescribed by a local law, or are necessary or convenient to be so prescribed, for it to perform any of its functions under this Act.

Section 79(3) contains a number of specific local law making powers, including:

- Section 79(3)(f), which provides that a local law may be made:
(f) specifying places where cats are prohibited absolutely
- Section 79(3)(g), which provides that a local law may be made:
requiring that in specified areas a portion of the premises on which a cat is kept must be enclosed in a manner capable of confining cats.

By sections 79(3)(f) and 79(3)(g), the Parliament has delineated the scope of valid local laws concerning the prohibition of cats on public land and the confinement of cats. Any local laws which place conditions on cats being on public land beyond those provided for in the Act are inconsistent with the Act and not authorised.

Clause 4.1(1)(b), in requiring cats to be 'under effective control' in public represents a further step in policy beyond that authorised by the Act and infringes Committee term of reference 10.6(a).

Clause 3.8 - no definition of 'nuisance' - inconsistency with Cat Act 2011 - Committee term of reference 10.6(a)

Clause 3.8 states:

3.8 Cats creating a nuisance

- (1) *The keeper of a cat shall not allow a cat to create a nuisance.*
- (2) *Where, in the opinion of an authorised officer, a cat is creating a nuisance, the local government may give written notice to the keeper of the cat requiring that person to abate the nuisance.*
- (3) *When a nuisance has occurred and a notice to abate the nuisance is given, the notice remains in force for the period specified by the local government on the notice or until the notice is withdrawn by the local government.*
- (4) *A person given a notice to abate the nuisance shall comply with the notice within the period specified in the notice.*

The local law does not define 'nuisance'. Other cat local laws have defined nuisance to mean:

- (a) an activity or condition which is harmful or annoying and which gives rise to legal liability in the tort of public or private nuisance at law;*
- (b) an unreasonable interference with the use and enjoyment of a person of his or her ownership or occupation of land; or*
- (c) interference which causes material damage to land or other property on the land affected by the interference;*

Accordingly, there is no objective criteria in the local law governing any decision by an authorised person whether a cat is creating a nuisance. This could result in the officer determining that a cat is a nuisance based on personal opinion, which could include the mere fact that a cat is in a public or other place without being a nuisance under the above definition.

Any effect of clause 3.8 resulting in a cat being treated as a nuisance merely by being in a public or other place would make it inconsistent with the Cat Act 2011 and infringe Committee term of reference 10.6(a).

The Committee, therefore, requests the above definition of 'nuisance' be inserted in clause 1.4 and the words 'in the opinion of an authorised officer' are deleted from clause 3.8(2).

Compliance with section 3.12(4) of the Local Government Act 1995

Section 3.12(4) provides:

- (4) After the last day for submissions, the local government is to consider any submissions made and may make the local law* as proposed or make a local law* that is not significantly different from what was proposed.* Absolute majority required.*

Section 3.13 of the Local Government Act 1995 states:

Procedure where significant change in proposal

If during the procedure for making a proposed local law the local government decides to make a local law that would be significantly different from what it first proposed, the local government is to recommence the procedure.

A comparison of the proposed and adopted local laws reveals the following clauses where changes were made:

Clauses deleted

3.8 Cats in other than public places

A cat shall not be in any place that is not a public place unless -

- (a) consent to its being there has been given by the occupier, or a person apparently authorised to consent on behalf of the occupier; and*
- (b) it is under effective control.*

5.1 Cats in public places

A cat shall not be in a public place unless the cat is, in the opinion of an authorised officer, under effective control.

5.2 Places where cats are prohibited absolutely

A cat shall not be in the following places at any time, whether or not under effective control -

- (a) an enclosed public place; or*
- (b) any nature reserve.*

Clauses added

5.1 Cat prohibited areas

(1) A cat shall not be in the places specified in Schedule 4 at any time, whether or not under effective control.

(2) If a cat is in a Cat Prohibited Area in contravention of subclause (1), then the owner of the cat commits an offence unless the owner of the cat has first obtained written authorisation from the local government.

The Committee is of the view these changes made the adopted local law significantly different from the proposed local law that was publically advertised, in breach of section 3.12(4).

This is because the prohibition of cats from public and other places is a material aspect of the local law and has received significant media and other public commentary. Shire residents were not consulted on the removal of these clauses prior to the adoption of the local law.

Typographical errors

Cause 1.4 - definition of Enclosed public space'

Clause 1.4 defines 'Enclosed public space' as:

Enclosed public space means a public place which is enclosed by walls, whether solid materials or glass, and includes attached or adjoining areas not permitted to the public, unless airflow between the areas is prevented, but does not include a cat management facility or veterinary clinic or hospital; industrial lot means a lot zoned under a local planning scheme as industry;

The phrase is not used anywhere else in the local law and should be deleted.

Clause 2.1(6) - minor typographical error

Clause 2.1 (6) states:

(6) A cat must not be release to a person until the person obtains the necessary permit or the cat is registered where —

(a) a person wishes to reclaim a cat within the period stated in a notice of impounding; and

(b) a permit is required for the keeping of the cat, but the person does not have the necessary permit and/or the cat is not registered.

The word 'release' should be 'released'.

Schedule 3 - Modified penalties - various errors Items 8 and 9 - Modified penalties - incorrect reference to clause 3.8

Schedule 3 repeats some penalties twice, with the first list containing incorrect references, in items 8 and 9, which should be clauses 3.8(1) and 3.8(4), not 3.9(1) and 3.9(4).

Items 1 to 9 should be deleted and items 10 to 26 re-numbered accordingly (which contain correct references to clauses 3.8(1) and 3.8(4)).

Should the Shire of Kojonup not comply with the JSCDL's request for an undertaking, the JSCDL may, as a last resort, resolve to report to the Parliament recommending the disallowance of the instrument in the Legislative Council.

A disallowed local law will cease to have effect from the date on which it is disallowed. If the disallowed local law had amended or repealed another local laws, these changes will be reversed on the day of disallowance.

The JSCDL has provided the Shire of Kojonup until the 27 March 2023 to respond to the JSCDL advising of the Shire's intentions to undertake the required actions as mentioned in its report.

CONSULTATION

Joint Standing Committee on Delegated Legislation

STATUTORY REQUIREMENTS

Local Government Act 1995 - section 3.12 - Procedure for making local laws:

3.12. Procedure for making local laws

(1) In making a local law a local government is to follow the procedure described in this section, in the sequence in which it is described.

(2A) *Despite subsection (1), a failure to follow the procedure described in this section does not invalidate a local law if there has been substantial compliance with the procedure.*

(2) *At a council meeting the person presiding is to give notice to the meeting of the purpose and effect of the proposed local law in the prescribed manner.*

(3) *The local government is to —*

(a) *give local public notice stating that —*

(i) the local government proposes to make a local law the purpose and effect of which is summarized in the notice; and

(ii) a copy of the proposed local law may be inspected or obtained at any place specified in the notice; and

(iii) submissions about the proposed local law may be made to the local government before a day to be specified in the notice, being a day that is not less than 6 weeks after the notice is given;

and

(b) as soon as the notice is given, give a copy of the proposed local law and a copy of the notice to the Minister and, if another Minister administers the Act under which the local law is proposed to be made, to that other Minister; and

(c) provide a copy of the proposed local law, in accordance with the notice, to any person requesting it.

[(3a) deleted]

(4) *After the last day for submissions, the local government is to consider any submissions made and may make the local law* as proposed or make a local law* that is not significantly different from what was proposed.*

** Absolute majority required.*

(5) *After making the local law, the local government is to publish it in the Gazette and give a copy of it to the Minister and, if another Minister administers the Act under which the local law is proposed to be made, to that other Minister.*

(6) *After the local law has been published in the Gazette the local government is to give local public notice —*

(a) stating the title of the local law; and

(b) summarising the purpose and effect of the local law (specifying the day on which it comes into operation); and

(c) advising that the local law is published on the local government's official website and that copies of the local law may be inspected at or obtained from the local government's office.

(7) The Minister may give directions to local governments requiring them to provide to the Parliament copies of local laws they have made and any explanatory or other material relating to them.

(8) In this section —
making in relation to a local law, includes making a local law to amend the text of, or repeal, a local law.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Advertising costs are associated with the re-advertising of the local law and its gazettal for which there is provision within the budget at Chart of Account code 1922 - Advertising.

RISK MANAGEMENT IMPLICATIONS

RISK MANAGEMENT FRAMEWORK			
Risk Profile	Risk Description/Cause	Key Control	Current Action
3. Failure to Fulfil Compliance Requirements (Statutory/Regulatory)	Inadequate compliance framework	Nil; however, governance calendar reminder system is in place	Nil
<i>Risk rating – Adequate</i>			
IMPLICATIONS			
Maximising compliance with legislation mitigates risk of damage to image and reputation as well as penalties associated with non-compliance; compliance demonstrates that best practice methodology is in place.			

ASSET MANAGEMENT IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

That Council resolves to undertake to the Joint Standing Committee on Delegated Legislation that:

1. Within six (6) months, it will repeal the Shire of Kojonup Cat Local Law 2022 and make a new Shire of Kojonup Cat Local Law, complying with all requirements in section 3.12 of the *Local Government Act 1995*, which:
 - Does not contain a provision equivalent to 4.1(1)(b)
 - Inserts the following definition of nuisance in clause 1.4:
 - (a) an activity or condition which is harmful or annoying and which gives rise to legal liability in the tort of public or private nuisance at law;
 - (b) an unreasonable interference with the use and enjoyment of a person of his or her ownership or occupation of land; or
 - (c) interference which causes material damage to land or other property on the land affected by the interference;
 - Does not contain the words 'in the opinion of an authorised officer' in a provision equivalent to clause 3.8(2)
 - Does not contain the typographical errors identified in clauses 1.4, 2.1(6) and Schedule 3;
2. The local law will not be enforced in a manner contrary to undertaking point 1 above;
3. All consequential amendments arising from undertaking point 1 above will be made;
4. Where the local law is made publicly available by the Shire of Kojonup, whether in hard copy or electronic form, it ensures that it is accompanied by a copy of these undertakings.

The above undertakings will be given in the form of a letter (as per attachment 9.2.5.2) which is to be signed by the Shire President in accordance with s. 2.8(1)(d) of the *Local Government Act 1995* (where the Mayor or President speaks on behalf of the local government to the Parliament of Western Australia).

9.2.5 PROPOSED SHIRE OF KOJONUP BUSH FIRE BRIGADES LOCAL LAW 2023

AUTHOR	Robert Jehu – Manager Regulatory Services
DATE	Monday, 13 March 2023
FILE NO	LE. LCL.1
ATTACHMENT(S)	<p>9.2.5.1 - Proposed Shire of Kojonup Bush Fire Brigades Local Law 2023</p> <p>9.2.5.2 - Email correspondence from Manager Governance and Procurement, Western Australian Local Government Association (WALGA), advising of requirements for local governments to implement Bush Fire Brigades Local Laws</p> <p>9.2.5.3. – Commissioner, Department of Fire and Emergency Services correspondence</p>

STRATEGIC/CORPORATE IMPLICATIONS		
“Smart Possibilities – Kojonup 2027+”		“Smart Implementation – Kojonup 2018-2022”
Key Pillar	Community Outcomes	Corporate Actions
2 - Connected	2.3 – Be providing for a safe and secure environment by working with State and Federal authorities.	2.3.2 – Support appropriate initiatives to improve safety and reduce crime (N2.4.2).

DECLARATION OF INTEREST

Nil

SUMMARY

The purpose of this report is to consider the proposal of a Shire of Kojonup Bush Fire Brigades Local Law 2023 (Local Law).

BACKGROUND

On 11 January 2023 the Shire of Kojonup (Shire) received correspondence from the Commissioner of the Department of Fire and Emergency Services (DFES) requesting to view the Shire’s Bush Fire Brigades Local Law (attachment 9.2.5.3).

Under the *Bush Fires Act 1954 (Act)* a local government may establish and maintain one or more bush fire brigades for the purpose of carrying out normal brigade activities.

The Shire of Kojonup (Shire) has approximately 493 volunteers across twelve (12) bush fire brigades.

COMMENT

Local government is required to establish, organise and maintain, administer and fund bush fire brigades under a bush fire brigades local law (see advice at attachment 9.2.5.2).

The Shire of Kojonup consulted the matter with WALGA's Manager Governance and Procurement. WALGA has advised that it obtained its own separate, independent legal advice and that the Shire is required to adopt a Bush Fire Brigades Local Law. A copy of this correspondence is attached (attachment 9.2.5.2).

The proposed Local Law is recommended to address the current absence of a local law for the Shire's bush fire brigades. The Shire's proposed Local Law has been created by utilising the Model Local Law (provided by WALGA) which is currently implemented in various surrounding Shires including Shire of Cranbrook, Shire of Broomehill–Tambellup and Shire of Boyup-Brook.

A copy of the proposed Shire of Kojonup Bush Fire Brigades Local Law 2023 (Local Law) will be available to inspect on the Shire's website and the Administration and Library noticeboards. Copies of the proposed Local Law will also be provided to any person requesting it.

Public notices shall be published as follows:

- Great Southern Herald
- Kojonup Newsletter
- Direct notification to Kojonup Bush Fire Advisory Committee
- Other – includes social media and eNewsletters.

The *Local Government Act 1995* requires local governments to give public notice of the proposed local law. A period of 'not less than six weeks after the notice is given' for submission is required. It is proposed to advertise the local law for a two month period.

An extension to this period may be considered, if the Shire experiences an incident which impacts bush fire brigades' capacity to make a submission.

A copy of the proposed Local Law will also be provided to the Minister for Local Government and Minister for Emergency Services for comment.

At its 8 February 2023 meeting, the Bush Fire Advisory Committee was presented with the model Shire of Kojonup Bush Fire Brigades Local Law 2023 and endorsed the presentation of the model Local Law to Council (see attachment 9.2.2.1 of Item 9.2.2 within this agenda).

CONSULTATION

Western Australian Local Government Association
Kojonup Bush Fire Advisory Committee

STATUTORY REQUIREMENTS

Local Government Act 1995 - section 3.12 - Procedure for making local laws

3.12. Procedure for making local laws

(1) In making a local law a local government is to follow the procedure described in this section, in the sequence in which it is described.

(2A) Despite subsection (1), a failure to follow the procedure described in this section does not invalidate a local law if there has been substantial compliance with the procedure.

(2) At a council meeting the person presiding is to give notice to the meeting of the purpose and effect of the proposed local law in the prescribed manner.

(3) The local government is to —

(a) give local public notice stating that —

(i) the local government proposes to make a local law the purpose and effect of which is summarized in the notice; and

(ii) a copy of the proposed local law may be inspected or obtained at any place specified in the notice; and

(iii) submissions about the proposed local law may be made to the local government before a day to be specified in the notice, being a day that is not less than 6 weeks after the notice is given;

and

(b) as soon as the notice is given, give a copy of the proposed local law and a copy of the notice to the Minister and, if another Minister administers the Act under which the local law is proposed to be made, to that other Minister; and

(c) provide a copy of the proposed local law, in accordance with the notice, to any person requesting it.

[(3a) deleted]

(4) After the last day for submissions, the local government is to consider any submissions made and may make the local law as proposed or make a local law* that is not significantly different from what was proposed.*

** Absolute majority required.*

(5) After making the local law, the local government is to publish it in the Gazette and give a copy of it to the Minister and, if another Minister administers the Act under which the local law is proposed to be made, to that other Minister.

- (6) After the local law has been published in the Gazette the local government is to give local public notice —
- (a) stating the title of the local law; and
 - (b) summarizing the purpose and effect of the local law (specifying the day on which it comes into operation); and
 - (c) advising that the local law is published on the local government's official website and that copies of the local law may be inspected at or obtained from the local government's office.
- (7) The Minister may give directions to local governments requiring them to provide to the Parliament copies of local laws they have made and any explanatory or other material relating to them.
- (8) In this section —
- making** in relation to a local law, includes making a local law to amend the text of, or repeal, a local law.

Summary of the legislative requirements to make a local law:

- The Presiding Member is to give notice to a meeting of the purpose and effect of the proposed local law.
- A copy of the proposed local law, together with the public notice, must be given to the Minister for Local Government.
- The proposed local law is required to be advertised for a period of at least six weeks. During the advertising period, Councillors and members of the public can make comment or seek clarification on any of the provisions of the draft local law.
- Once the public submission period concludes, any submissions received will be analysed.
- A report will be presented to Council to 'make' the local law. At this time Council, after considering feedback from the public, may resolve to make amendments to the initial draft.
- If changes to the local law make it substantially different to that previously advertised, further public comment is to be undertaken.
- Once Council resolves to make the local law, the Shire will arrange for the gazettal of the local law, which will come into effect 14 days after the date of gazettal.

Bush Fires Act 1954 (Act) - sections 41, 43 and 62

Section 43 of the Act provides that a local government which establishes a bush fire brigade shall, by its local laws:

“provide for the appointment or election of a captain, a first lieutenant, a second lieutenant, and such additional lieutenants as may be necessary as officers of the bush fire brigade, and prescribe their respective duties.”

Sections of the Act where a local government may make local laws are:

Section 62(1):

- the appointment, employment, payment, dismissal and duties of bush fire control officers; and
- the organisation, establishment, maintenance and equipment with appliances and apparatus of bush fire brigades to be established and maintained by the local government; and
- any other matters affecting the exercise of any powers or authorities conferred and the performance of any duties imposed upon the local government by this Act.

Section 41:

- the local government may, in accordance with its local law, establish and maintain one or more bush fire brigades and equip each bush fire brigade with appliances, equipment and apparatus.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Advertising costs are associated with the advertising of local laws and their gazettal for which there is provision within the budget at Chart of Account code 1922 - Advertising. For an indication of costings, the Shire of Kojonup Cat and Parking Local Laws were published in a special gazette on 31 October 2022 incurring a cost of \$3,600.00.

RISK MANAGEMENT IMPLICATIONS

RISK MANAGEMENT FRAMEWORK			
Risk Profile	Risk Description/Cause	Key Control	Current Action
3. Failure to Fulfil Compliance Requirements (Statutory/Regulatory)	Inadequate compliance framework	Nil; however, governance calendar reminder system is in place	Nil
<i>Risk rating – Adequate</i>			
IMPLICATIONS			
Maximising compliance with legislation mitigates risk of damage to image and reputation as well as penalties associated with non-compliance; compliance demonstrates that best practice methodology is in place.			

ASSET MANAGEMENT IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

That Council proposes to make the Shire of Kojonup Bush Fire Brigades Local Law 2023 (Local Law), as presented, with the following purpose and effect:

Purpose: The purpose of this local law is to provide for the establishment, organisation and maintenance, administration and funding of bush fire brigades;

Effect: The effect of this local law is that bush fire brigades will be organised and ensure they align with changes in the law and operational practices; and

advertises the proposed Local Law for a period of not less than six weeks, in accordance with section 3.12 of the *Local Government Act 1995*.

9.2.6 SHIRE OF KOJONUP ELECTRIC VEHICLE (EV) DRIVE-THROUGH CHARGING STATION

AUTHOR	Grant Thompson – Chief Executive Officer
DATE	Wednesday, 10 February 2022
FILE NO	
ATTACHMENT(S)	9.2.6.1 – Map of recommended site location – Reserve 6171

STRATEGIC/CORPORATE IMPLICATIONS		
“Smart Possibilities – Kojonup 2027+”		“Smart Implementation – Kojonup 2018-2022”
Key Pillar	Community Outcomes	Corporate Actions
KP – 2 Connected	2.1 - Be growing our state-wide and local tourism and shopping capabilities through regional alliances.	2.1.2 – Promote and facilitate Kojonup as a short term tourism destination to and from Albany

DECLARATION OF INTEREST

Nil

SUMMARY

The purpose of this report is to inform Council on updates to the EV charging station location, to ratify the Shire of Kojonup (Shire) changing the location of the Charging Station, and to enter into a licence agreement with Synergy and Tesla to proceed in jointly developing a charging station.

BACKGROUND

Contact was made with the Shire, by Synergy, in late 2021 seeking in principle support from the Shire to expand the current EV charging stations to include a drive-through option with an upgrade to the charging stations from the current 50KWH to 150 KWH.

The Council resolved, at its 15 February 2022 Ordinary Meeting, as follows:

“That:

- 1. the Synergy Drive Through Charger project be supported, understanding that it will incur civil works costs, yet to be determined.*
- 2. explicit approval is given to proceed with the Network Connection Application that Synergy requires and the Shire gives in principle agreement to proceed with the project.*
- 3. delegated authority is given to the Chief Executive Officer (CEO) to provide written approval and commitment to the project being delivered, subject to the execution of a Licensing Agreement with Synergy.*
- 4. delegated authority is given to the CEO to negotiate the options, and negotiate the Licensing Agreement and outcomes with Synergy.*
- 5. the Shire of Kojonup’s (Shire) preferred outcome regarding the Shire Owned Charger is that Synergy buy back the charger from the Shire and own and maintain this. Synergy would install an additional 150kW charger.”*

COMMENT

The Shire has recently received correspondence from Tesla requesting six (6) EV charging stations to be incorporated into the Shires current plan with Synergy.

This now means that the Kodja Place location is not practical for an expansive charging station.

As a result, the author is seeking support to change location to the Sports Complex Reserve 6171 which has enough unused land to provide a charging location as the attached concept plan outlines and any additional parking as required.

Furthermore, the Shire will enter into separate licence agreements with Tesla and Synergy.

Draft agreements are being negotiated; however, to progress the design and agreements, the Council is being requested to ratify the change in location.

CONSULTATION

Councillor Briefing Session – March 2023
Manager Works and Services
Manager Regulatory Services

STATUTORY REQUIREMENTS

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Civil works at the new location need to be costed and fully considered once the design is completed.

As it now involves Synergy and Tesla, additional costs will be expended by the Shire to provide earthworks over a larger area. These will be proposed in the 2023/24 budget. The current budget (2022/23) was \$15,000, the new budget (2023/24) item is forecast to be higher. At this stage, additional parking spaces are expected to be budgeted in the 2023/24 budget.

Tesla and Synergy are providing all funds for the development of the actual charging stations and the footprint they are established on.

The Shire will be required to provide any bitumen or other works outside the footprint of the charging station including any approved additional carparks and other costs associated with lighting and other accessories for the area.

RISK MANAGEMENT IMPLICATIONS

RISK MANAGEMENT FRAMEWORK			
Risk Profile	Risk Description/Cause	Key Control	Current Action
1. Asset Sustainability	Insufficient budget to maintain or replace assets	Routine maintenance schedule Asset replacement schedule	Nil
11. IT & Communications	Power outage on site or at service provider Failure of vendor	Maintenance program Service level agreement with vendor	Negotiate agreements with vendor Negotiate agreements with vendor
15. Supplier and Contract Management	Limited availability of suppliers	Tender/ procurement process	Nil
<i>Risk rating - Low</i>			
IMPLICATIONS			
Synergy & Tesla take on risk of asset replacement and removal.			

ASSET MANAGEMENT IMPLICATIONS

The currently owned Shire charging station will potentially become redundant and sold.

There has been interest in the purchase of the charging unit from external sources.

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

That Council approve:

1. that the drive-through electric vehicle charger project include Tesla as a service provider;
2. the Sports Complex Reserve 6171, as outlined in the attached plan, as the preferred electric vehicle charging station location; and
3. delegated authority to the Chief Executive Officer to negotiate the options and sign the Licensing Agreements with Synergy and Tesla ensuring it complies with all the reserve conditions.

9.3 KEY PILLAR 3 – ‘PERFORMANCE’ REPORTS

9.3.1 FINANCIAL MANAGEMENT – MONTHLY STATEMENT OF FINANCIAL ACTIVITY (JANUARY 2023)

AUTHOR	Grant Thompson – Chief Executive Officer
DATE	Thursday, 16 March 2023
FILE NO	FM.FNR.2
ATTACHMENT(S)	9.3.1.1 – Monthly Financial Report 1 to 31 January 2023

STRATEGIC/CORPORATE IMPLICATIONS		
“Smart Possibilities – Kojonup 2027+”		“Smart Implementation – Kojonup 2021 +”
Key Pillar	Community Outcomes	Corporate Actions
KP – 3 Performance	3.4 – Be organised and transparent with our financial management.	3.4.1 - Increase regularity of readable financial reporting to the community. 3.4.2 – Act with sound long-term and transparent financial management and deliver residents considered value for money.

DECLARATION OF INTEREST

Nil

SUMMARY

The purpose of this report is to note the Monthly Financial Statements for the period ending 31 January 2023.

BACKGROUND

In addition to good governance, the presentation to the Council of monthly financial reports is a statutory requirement, with these to be presented at an ordinary meeting of the Council within two (2) months after the end of the period to which the statements relate.

COMMENT

The attached Statement of Financial Activity for the period 1 July 2022 to 31 January 2023 represents seven (7) months, or 58% of the year.

The following items are worthy of noting:

- Closing surplus position of \$1.15m;
- Capital expenditure achieved 40.6% of budgeted projects;
- Cash holdings of \$5.95m of which \$3.78m is held in cash backed reserve accounts and \$2.17m is unrestricted cash;
- Rates debtors outstanding equate to 13% of total rates raised for 2022/2023 with the fourth instalment payment being due on 22 March 2023; and

- Page 12 of the statements detail major variations comparing year to date (amended) budgets to year to date actuals in accordance with Council Policy 2.1.6.

CONSULTATION

Nil

STATUTORY REQUIREMENTS

Regulation 34 of the *Local Government (Financial Management) Regulations 1996* sets out the basic information which must be included in the monthly reports to Council.

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

Nil

ASSET MANAGEMENT IMPLICATIONS

Nil

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

That the monthly financial statements for the period ending 31 January 2023, as attached, be noted.

9.3.2 MONTHLY PAYMENTS LISTING – JANUARY 2023

AUTHOR	Vivicka Kahn - Finance and Payroll Officer
DATE	Sunday, 12 March 2023
FILE NO	FM.AUT.1
ATTACHMENT	9.3.2.1 – Monthly Payments Listing 1 to 31 January 2023

STRATEGIC/CORPORATE IMPLICATIONS		
“Smart Possibilities – Kojonup 2027+”		“Smart Implementation – Kojonup 2019-2023”
Key Pillar	Community Outcomes	Corporate Actions
KP3 - Performance	3.4 – Be organised and transparent with our financial management.	3.4.1 - Increase regularity of readable financial reporting to the community. 3.4.2 – Act with sound long-term and transparent financial management and deliver residents considered value for money.

DECLARATION OF INTEREST

Nil

SUMMARY

To receive the list of payments covering the month of January 2023.

BACKGROUND

Nil

COMMENT

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

Any comments or queries regarding the list of payments is 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.

STRATEGIC/CORPORATE IMPLICATIONS

There are no strategic/corporate implications involved with presentation of the list of payments.

RISK MANAGEMENT IMPLICATIONS

A control measure to ensure transparency of financial systems and controls regarding creditor payments.

ASSET MANAGEMENT PLAN IMPLICATIONS

There are no asset management implications for this report.

SOUTHERN LINK 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 January 2023		TO – 31 January 2023
Municipal Cheques	14351 - 14351	\$26,152.05
EFTs	31471 - 31604	\$506,570.63
Direct Debits		\$482,986.80
Total		\$1,015,709.48

be received.

9.3.3 STRATEGIC COMMUNITY PLAN – JULY 2023 to JUNE 2033 “PLACEMAKING STRATEGY”

AUTHOR	Grant Thompson – Chief Executive Officer
DATE	Monday, 13 March 2023
FILE NO	CM.CIR.1
ATTACHMENT(S)	9.3.3.1 - Strategic Community Plan July 2023 to June 2033 “Placemaking Strategy”

STRATEGIC/CORPORATE IMPLICATIONS		
Integrated Planning Requirement		
Key Pillar	Community Outcomes	Corporate Actions
	Create New Strategic Community Plan	<i>Placemaking</i> is a replacement Strategic Community Plan and, therefore, will set the strategic direction and implications for all future activities.

DECLARATION OF INTEREST

Nil

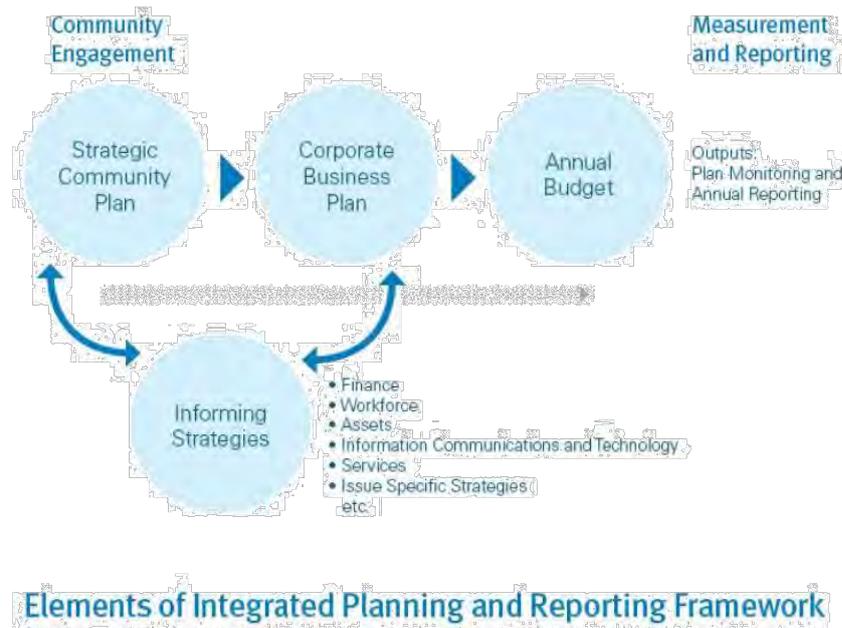
SUMMARY

The purpose of this report is to consider for adoption the Shire of Kojonup’s (Shire) new (updated and revised) Strategic Community Plan 2023-2033 (Plan).

BACKGROUND

The Shire of Kojonup’s first Strategic Community Plan was adopted in 2013. This plan had a desktop review undertaken in 2015, a SMART strategy created in 2017 and has now been the subject of a major re-write in 2023, now titled “*Placemaking Strategy*”.

The Strategic Community Plan is the cornerstone of the integrated planning and reporting process for local government in Western Australia. This process can be summarised as follows:



COMMENT

Kojonup’s Strategic Community Planning results in a four-year business plan, with a ten-year vision and four-year actions.

There is global research that has assisted the Shire in realising how to sustain, and even grow, a region just like Kojonup.

Placemaking sets the strategic direction for the Community for the next ten (10) years.

It is the Community’s plan and is based primarily on the feedback obtained through surveys, workshops and interactive voting sessions.

As a result of this consultation, the vision for the Shire of Kojonup is to be:

“THE CULTURAL EXPERIENCE CENTRE OF THE GREAT SOUTHERN”

Placemaking sets out four (4) ‘key pillars’ or areas of focus for the community. These are as follows:

1. Lifestyle;
2. Visitation;
3. Economics; and
4. Performance.

These key pillars, and the re-aligned strategic goals, give the Shire direction on investment, services, and management of assets over the next ten (10) years. The next step is to build the Corporate Business Plan focusing on achieving these strategic outcomes; this will flow into future financial and budget decisions. The Corporate Business Plan will be presented at the next Ordinary Council meeting.

It is envisaged that decisions the Shire ratifies and executes will be measured against achieving these strategic goals. The Strategic Community Plan directs all of the Shire's decision making.

There is also a shared responsibility by the Community of Kojonup, the Shire of Kojonup, and key stakeholders and agencies, to action the Strategic Community Plan.

The attached SCP '*Placemaking*' contains challenging goals and, if implemented effectively, may grow Kojonup as a population and a hub for a cultural experience in the Great Southern Region. It is recommended that it be adopted by the Council.

CONSULTATION

Community consultation was undertaken to formulate this *Placemaking Strategy*.

Development of Kojonup's Strategic Community Plan was undertaken over a six month period in 2022. The Shire held a range of community engagement sessions, Shire workforce sessions, Shire Elected Member sessions, and conducted a community survey.

The most common held views amongst the responses included:

- A desired population growth, with most people thinking that 2250 people by 2032 is achievable.
- Kojonup's point-of-difference is its central (north, south, east, west) location and its historical and cultural diversity; the Shire needs to leverage these strengths.
- The general desires for improvement are accommodation, safety, maintaining and improving education, and performance of the Shire.

Specific examples of feedback provided by the community are contained within the Strategic Community Plan itself.

STATUTORY REQUIREMENTS

As part of the integrated planning and reporting process for local governments in WA, Local Government (Administration) Regulations 1996 require:

'19C. Strategic community plans, requirements for (Act s. 5.56)

- (1) A local government is to ensure that a strategic community plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.*
- (2) A strategic community plan for a district is to cover the period specified in the plan, which is to be at least 10 financial years.*
- (3) A strategic community plan for a district is to set out the vision, aspirations and objectives of the community in the district.*
- (4) A local government is to review the current strategic community plan for its district at least once every 4 years.*

- (5) *In making or reviewing a strategic community plan, a local government is to have regard to —*
- a) *the capacity of its current resources and the anticipated capacity of its future resources; and*
 - b) *strategic performance indicators and the ways of measuring its strategic performance by the application of those indicators; and*
 - c) *demographic trends.*
- (6) *Subject to subregulation (9), a local government may modify its strategic community plan, including extending the period the plan is made in respect of.*
- (7) *A council is to consider a strategic community plan, or modifications of such a plan, submitted to it and is to determine* whether or not to adopt the plan or the modifications.*
**Absolute majority required.*
- (8) *If a strategic community plan is, or modifications of a strategic community plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the plan.*
- (9) *A local government is to ensure that the electors and ratepayers of its district are consulted during the development of a strategic community plan and when preparing modifications of a strategic community plan.*
- (10) *A strategic community plan for a district is to contain a description of the involvement of the electors and ratepayers of the district in the development of the plan or the preparation of modifications of the plan.'*

Long term planning will also be completed as an essential measure of good governance as a part of the Corporate Business Plan.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Placemaking guides the future direction and vision for the Shire. The Corporate Business Plan will be primarily based on the contents of the Strategic Community Plan and this will then flow into future budget and financial considerations. *Placemaking* strategies have an unforeseen financial impact that, until the strategies have been developed further, cannot be forecast at this stage. The adoption of the report by the Council does not have a direct financial impact.

RISK MANAGEMENT IMPLICATIONS

RISK MANAGEMENT FRAMEWORK			
Risk Profile	Risk Description/Cause	Key Control	Current Action
<i>Risk rating – Nil</i>			
<u>IMPLICATIONS</u>			
The Strategic Community Plan is a vital document guiding the future direction and actions of the Shire; legislation requires timely review of this document and this item is in accordance with said legislation thereby mitigating risk of non-compliance.			

ASSET MANAGEMENT IMPLICATIONS

Nil

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Absolute Majority

OFFICER RECOMMENDATION

That the Shire of Kojonup's Strategic Community Plan 2023-2033 "*Placemaking Strategy*", as attached, be adopted.

9.3.4 LEASE OF COUNCIL PROPERTY – 162 BLACKWOOD ROAD, KOJONUP – EXPRESSION OF INTEREST

AUTHOR	Judy Stewart – Senior Administration Officer
DATE	Tuesday, 14 March 2023
FILE NO	CP.LEA.1
ATTACHMENT(S)	9.3.4.1 – Map showing 162 Blackwood Road, Kojonup 9.3.4.2 - Expression of Interest – Kojonup Tennis Club 9.3.4.3 - 162 Blackwood Road Lease Expression of Interest 2022 Public Notice 9.3.4.4 - Info Pack - 162 Blackwood Road

STRATEGIC/CORPORATE IMPLICATIONS		
“Smart Possibilities – Kojonup 2027+”		“Smart Implementation – Kojonup 2021 +”
Key Pillar	Community Outcomes	Corporate Actions
KP3 - Performance	3.1 - Be a continually engaged and strategic community which leads and organises throughout the entire stakeholder group. 3.4 – Be organised and transparent with our financial management.	3.1.1 – Build partnerships with WA recreation, business and tourism. 3.1.7 – Determine responsibilities for all assets and review and update lease conditions where other entities have partial or full responsibility for assets on Council managed land.

DECLARATION OF INTEREST

Nil

SUMMARY

The purpose of this report is to consider an Expression of Interest received for the lease of Lot 162 Blackwood Road, Kojonup.

BACKGROUND

Lot 162 Blackwood Road, Kojonup, represents approximately 34 hectares of agricultural land situated between Kojonup’s industrial estate and the Showgrounds/Sporting Precinct on Blackwood Road. Previously, this land has been leased by the Kojonup Football and Cricket Clubs for farming purposes to provide funding for the Clubs’ ongoing operations.

The most recent lease over this land expired on 28 February 2023.

At its 29 November 2022 Ordinary Meeting, Council resolved as follows:

property includes the whole or any part of the interest of a local government in property, but does not include money.

Local Government (Functions and General) Regulations 1996 r. 30:

30. Dispositions of property excluded from Act s. 3.58

(1) A disposition that is described in this regulation as an exempt disposition is excluded from the application of section 3.58 of the Act.

(2) A disposition of land is an exempt disposition if —

(b) the land is disposed of to a body, whether incorporated or not —

(i) the objects of which are of a charitable, benevolent, religious, cultural, educational, recreational, sporting or other like nature; and

(ii) the members of which are not entitled or permitted to receive any pecuniary profit from the body's transactions;

(2a) A disposition of property is an exempt disposition if the property is disposed of within 6 months after it has been —

(a) put out to the highest bidder at public auction, in accordance with section 3.58(2)(a) of the Act, but either no bid is made or any bid made does not reach a reserve price fixed by the local government; or

(b) the subject of a public tender process called by the local government, in accordance with section 3.58(2)(b) of the Act, but either no tender is received or any tender received is unacceptable;

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

The most recent annual lease payments for this parcel of land were \$4,182 for a three year period. If Council resolves to award the lease to the Kojonup Tennis Club, this represents a decrease of \$1,632 per annum for one less year, in comparison to the previous lease.

This also represents \$2,550 per annum for two years that Council may not otherwise receive given nil EOIs were received by the closing date.

There will also be a cost reduction in fire hazard control for the Shire as the lessee is responsible for this task.

RISK MANAGEMENT IMPLICATIONS

RISK MANAGEMENT FRAMEWORK			
Risk Profile	Risks Description/Cause	Key Controls	Current Action
10 – Management of Facilities, Venues and Events	Lack of Lease/Contract/Agreement/MOU/Licence documentation	Lease agreements for Shire facilities	Develop Lease agreements register for all Shire facilities
<i>Risk Rating - Adequate</i>			
IMPLICATIONS			
The formation of leases for Shire owned or managed land defines the terms that apply to all parties and lessens the ambiguity if an issue arises during the term of the lease. Due diligence in the use/maintenance of the land by another party (e.g.; a lessee) provides for fire hazard risk reduction.			

ASSET MANAGEMENT IMPLICATIONS

Leasing of 162 Blackwood Road, Kojonup, ensures the use, maintenance and fire hazard reduction of this land asset whilst also providing revenue to the Shire and the community.

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

That the Expression of Interest from the Kojonup Tennis Club for \$2,550.00 per annum for the lease of 162 Blackwood Road, Kojonup, for a two (2) year period commencing 28 March 2023 and concluding 27 March 2025, for cropping purposes, be accepted.

That Council delegates authority to the Chief Executive Officer to negotiate and execute the above-mentioned lease agreement for 162 Blackwood Road, Kojonup with the Kojonup Tennis Club.

9.3.5 ARRANGEMENTS FOR THE UPCOMING OCTOBER 2023 ORDINARY ELECTIONS

AUTHOR	Judy Stewart – Senior Administration Officer
DATE	Tuesday, 14 March 2023
FILE NO	GO.ELE.12
ATTACHMENT(S)	<p>9.3.5.1 - Memorandum to Local Government Chief Executive Officers (CEO) on Election Arrangements</p> <p>9.3.5.2 – Scheduler and checklist 2021</p> <p>9.3.5.3 – Western Australian Electoral Commission (WAEC) agreement to conduct postal election if requested by Council</p> <p>9.3.5.4 - WAEC quotation correspondence – In-house Election</p>

STRATEGIC/CORPORATE IMPLICATIONS		
“Smart Possibilities – Kojonup 2027+”		“Smart Implementation – Kojonup 2018-2022”
Key Pillar	Community Outcomes	Corporate Actions
KP – 3	3.1 – Be a continually engaged and strategic community which leads and organises throughout the entire stakeholder group.	3.1.4 – Implement strategies to improve Councillors role as community leaders and asset custodians.

DECLARATION OF INTEREST

Nil

SUMMARY

The purpose of this report is for Council to consider whether it wishes to appoint its CEO as Returning Officer (in-person voting) or the WAEC Commissioner (postal voting) for its 2023 local government election.

BACKGROUND

On 3 July 2022 the Minister for Local Government announced a final package of proposed local government reforms following a review of public submissions.

New requirements will provide for:

- The introduction of optional preferential voting for electors;
- Directly elected Mayors and Presidents for band 1 and 2 local governments;
- Councillor numbers based on population; and
- The removal of wards for band 3 and 4 local governments.

It is anticipated that the Bill to amend the *Local Government Act (1995) (Act)* will be introduced into Parliament in early 2023.

As a band 3 local government, the Shire is not affected by reforms to the method of election of Mayors and Presidents nor is it affected by the requirement to remove wards, the latter being an action effected in 2003 when Shire of Kojonup Council membership also reduced from ten to eight members.

The Shire of Kojonup (Shire), at its 7 February 2023 Ordinary Meeting, resolved to reduce its number of Council members, under the proposed reforms, to seven (7) by 2023.

COMMENT

For many years the Shire of Kojonup has undertaken in-person elections where the CEO, as Returning Officer, is responsible for conducting all facets of an election and staff are appointed as electoral officers to action the election process.

The in-person election process is highly regulated and an onerous task involving several staff, commencing in July of an election year and culminating in the election of new members on the third Saturday of October in that year. This year's election process now includes the introduction of optional preferential voting for electors, adding another layer of complexity to the election process, and it is not yet known the level of impact this may have on staff undertaking electoral duties. As an example, calculating preferential votes incorrectly poses a significant risk and, currently, the Shire does not have that capability or skills in house.

Alternatively, Council may change to appoint the Electoral Commissioner to conduct the election with minimal involvement of Shire staff. The Electoral Commissioner is responsible for conducting a postal vote which allows electors the flexibility to post their votes over a greater length of time rather than having to present to a polling booth on a particular day. Council's 2021 local government election saw an elector turnout of 457 representing 35% of people eligible to vote.

Whilst the in-house option represents a reduced cost to Council, the author is recommending that the Shire outsource the election process to the WAEC due to experienced staff numbers having reduced and also not having the skills of conducting preferential voting elections, significantly increasing the risk of error in a highly regulated environment.

Both options have costs attached and these are covered under *Financial Implications*.

CONSULTATION

Nil

STATUTORY REQUIREMENTS

Local Government Act (1995)

Proposed Amendment Act

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

If Council resolves, as per the Officer Recommendation, to engage the Western Australian Electoral Commission (WAEC) to conduct a postal election on the Shire's behalf, the estimated cost of \$18,000 inc GST is based on:

- 1,350 electors
- Response rate of approximately 50%
- 4 vacancies
- Count to be conducted at the offices of the Shire of Kojonup
- Appointment of a local Returning Officer
- Regular Australia Post delivery service to apply for the lodgement of the election packages.

Costs not incorporated in the above estimate include:

- Any legal expenses other than those that are determined to be borne by the Western Australian Electoral Commission incurred as part of an invalidity complaint lodged with the Court of Disputed Returns
- The cost of any casual staff to assist the Returning Officer on election day or night (it is estimated that employment of casual staff to assist a WAEC Returning Officer would be minimal).
- Any unanticipated costs arising from public health requirements for the COVID-19 pandemic.

The cost of employing staff for the 2021 Election Day and count at night was \$2,559.01. It is anticipated that the 2023 Election Day and count at night cost would be in this vicinity for the 2023 local government election for an in-house election. The cost for new CountWA software for an in-house election has been quoted at \$5,300 plus additional costs not specified (for helpdesk support and couriers - see WAEC quotation correspondence at attachment 9.3.5.4).

Advertising costs for the 2021 ordinary election were \$2,700; it is anticipated that costs would be similar, if not slightly higher, in 2023.

Catering costs for the count are also expected to be similar to 2021 - \$132.73.

RISK MANAGEMENT IMPLICATIONS

RISK MANAGEMENT FRAMEWORK			
Risk Profile	Risk Description/Cause	Key Control	Current Action
3 – 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.	Staff training	Nil
<i>Risk rating – Adequate</i>			
IMPLICATIONS			
Council is required to choose a method by which it will conduct its 2023 local government election and advise the WAEC; local governments have been requested to determine this method at a March 2023 Council meeting to allow the WAEC time to either provide the new software or to prepare to deliver the election on the Shire's behalf.			

ASSET MANAGEMENT IMPLICATIONS

Nil

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Absolute Majority

OFFICER RECOMMENDATION

That Council:

1. Declare, in accordance with section 4.20 (4) of the *Local Government Act 1995*, the Electoral Commissioner to be responsible for the conduct of the 2023 ordinary elections together with any other elections or polls which may be required;
2. Decide, in accordance with section 4.61 (2) of the *Local Government Act 1995*, that the method of conducting the election will be as a postal election; and
3. That an amount of \$23,000 be allocated in the 2023/2024 annual budget for election expenses.

9.3.6 CHIEF EXECUTIVE OFFICER – INTERNAL FINANCIAL MANAGEMENT REVIEW - 2022

AUTHOR	Grant Thompson – Chief Executive Officer
DATE	Thursday, 16 March 2023
FILE NO	FM.FNR.2
ATTACHMENT(S)	Nil

STRATEGIC/CORPORATE IMPLICATIONS		
“Smart Possibilities – Kojonup 2027+”		“Smart Implementation – Kojonup 2021 +”
Key Pillar	Community Outcomes	Corporate Actions
KP 3 - Performance	3.4 – Be organised and transparent with our financial management.	3.4.1 - Increase regularity of readable financial reporting to the community. 3.4.2 – Act with sound long-term and transparent financial management and deliver residents considered value for money.

DECLARATION OF INTEREST

Nil

SUMMARY

The purpose of this report is for Council to consider an internal Financial Management Review (FMR) undertaken by the Chief Executive Officer (CEO) of the appropriateness and effectiveness of the Shire of Kojonup’s financial management systems controls and procedures.

BACKGROUND

The Audit and Risk Committee requested that, for this cycle, the CEO complete an internal FMR.

This report is in no way a forensic review of the accounts and was not searching for 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 and procedure or transaction.

This report is prepared solely for the Audit and Risk Committee of the Shire of Kojonup (Shire) for the purpose of the CEO reporting under Local Government (Financial Management) Regulations 5(2) (c).

The objective of the review is to assist the CEO discharge their responsibilities in respect to Regulation 5(2) (c) of the Local Government (Financial Management) Regulations 1996 (as amended). The Chief Executive Officer is to review the financial systems and procedures at least every three financial years.

Internal Control Policy & Procedures

Regulation 5(1) of the Local Government (Financial Management) Regulations 1996 require that the Chief Executive Officer establish efficient systems and procedures:

- (a) for the proper collection of all money owing to the local government;
- (b) for the safe custody and security of all money collected or held by the local government;
- (c) for the proper maintenance and security of the financial records of the local government (whether maintained in written form or by electronic or other means or process);
- (d) to ensure proper accounting for municipal or trust:
 - (i) income received or receivable;
 - (ii) expenses paid or payable; and
 - (iii) assets and liabilities;
- (e) to ensure proper authorisation for the incurring of liabilities and the making of payments;
- (f) for the maintenance of payroll, stock control and costing records; and
- (g) to assist in the preparation of budgets, budget reviews, accounts and reports required by the Act or these regulations.

Further, Regulation 5(2)(a) of the Local Government (Financial Management) Regulations 1996 requires that the CEO is to ensure that the resources of the local government are effectively and efficiently managed.

Internal control is the whole system of controls, financial and otherwise, established by the management in order to carry on the business of the organisation in an efficient and orderly manner.

The Audit and Risk Committee considered this report at its 28 February 2023 meeting and resolved as follows:

OFFICER RECOMMENDATION/COMMITTEE RECOMMENDATION

*Moved Cr Bilney, seconded Cr Egerton-Warburton
That the attached Financial Management Review report prepared by the Chief Executive Officer on the appropriateness and effectiveness of the financial management systems and procedures of the Shire of Kojonup, dated October 2022:*

- 1. Be received;*
- 2. Be recommended to the Council for adoption; and*
- 3. The recommendations and observations raised within the report be reported back to the Audit and Risk Committee for monitoring.*

Carried 5/0

COMMENT

Based on this internal review of the financial systems there is nothing that stands out as a major red flag at this point. However, there are a number of areas that require significant improvement and are deemed higher risks for the Shire if not addressed. These risks should be addressed in the short to medium term (within a two (2) year timeframe, some more immediate).

For those aspects of the Shire of Kojonup's Financial Management systems and procedures which were assessed as having opportunities for improvement, a table of outcomes and recommendations are embedded in this report.

The CEO makes the observation that the Shire of Kojonup has generally sound financial controls, albeit some are extremely manual and could be considered high risk due to human error. The Auditors have also commented on this in the past 12 months.

The Shire is in a reasonable financial position; however, debt management needs to be a strong focus over the coming period, with a higher but currently manageable debt level, and with a lower level of reserves due to being accessed recently for their specific projects. Debt has to be paid from Council's own funding sources which, with current inflationary variables, puts pressure on cashflow.

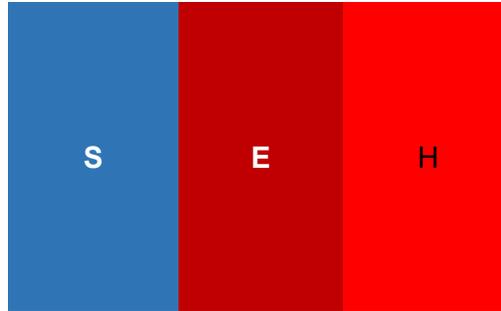
In the interests of promoting a culture of continuous improvement and self-managed discipline, emphasis on procedural and regulatory compliance, it will be important that Team Members participate in continuous improvement projects, particularly as we move to implement new systems.

The Shire management also needs to promote and manage attention to detail with regulatory and compliance matters.

The following table highlights the report outcomes by the CEO and recommendations:

S	Systems and Process	H	High Risk	
C	Compliance & Governance	M	Medium Risk	
E	Efficiency/Cost Savings	L	Low Risk	
FINDINGS	NATURE	RISK	Comments/Recommendations	
BANK RECONCILIATION AND PETTY CASH				
Bank reconciliations have been a primary focus and improved over the past year; however, scarce resources do put pressure on timeframes. The CEO has observed that bank reconciliations are being prepared on a monthly basis and reviewed by a responsible officer at this stage. Must continue to focus on verification controls and timing of reconciliations.	S	E	M	Systemising the financial system will support a greater level of productivity and time to do the important tasks of reconciliations. Currently have manual processes that require streamlining and open the Shire up to human error risk with data entry, processing etc Officers responsible for the approval of monthly reconciliations should ensure that a detailed review of the reconciliations is performed during the process.
ASSET MANAGEMENT				
Assets being rented on a wet hire as a private works basis to Community and Team Members needs to be reviewed. Anomalies and transparency of this service has been found to be vague at best.	C		M	Anomalies in the Policy and Process for utilising Shire Assets as private works needs a total overhaul. Recommend CEO to develop new Policy and procedures and present to Council
RECEIPTS AND RECEIVABLES				
Debtors focus for following up outstanding debts.	S		L	The Shire needs to continue to follow up on outstanding debts. Recommend regular monitoring of reports by the CEO and followed up more regularly.

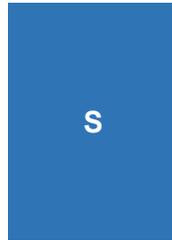
Managing Cash Business Swimming Pool



It was noted that there may be opportunity here for reconciliations with actual sales to be incorrect. Recommend that an Electronic Point of Sale be implemented as to require better reconciliation between stock and cash takings. This would also increase the ability of the Swimming Pool Manager to manage procurement more effectively.

RATES

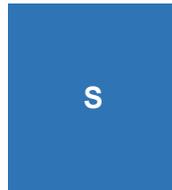
UV Rates run at last period was not backed up and due to error of wrong rate in the dollar used to raise rates, the journals were raised to remove the error so the right rateable value was posted. This is a system issue as much as it was human error.



Recommend updating new rates system within the Enterprise Resource Programme (ERP) framework. Review process for rates and ensure backups are done prior to running the rates. Create a two step verification process for running the rates process.

PURCHASES, PAYMENTS AND PAYABLES (INCLUDING PURCHASE ORDERS)

Previously Purchase orders were not properly raised and authorised in accordance with standard practice. The Shire has been monitoring this process carefully.



Happy to report that due to constant reinforcing Purchase Orders have improved significantly. No anomalies found. Further controls such as Two points of authorisation for PO's is being investigated by the CEO.

SALARIES AND WAGES

EBA Award Payment classifications. An anomaly where Team Members had received an allowance that they weren't eligible due to changes in their roles and classifications. Employees' files not always updated with changes in employee's pay rate.

S

M

Recommend Systemising Payroll and HR, new system to be implemented, will allow controls in this space.

Also recommend the CEO review and monitor written contracts, EBA and payroll variables on a regular basis. New EBA requires negotiating once the Shire has been transferred to the West Australian Industrial Relations Commission framework. 2nd Quarter next year.

The Shire should review employee entitlement calculations and update the worksheets to ensure correct data is being used. Regular review of these calculations should also be carried out.

Reviewed segregation of duty surrounding payroll system and changes in employees' details.

S

M

Have made significant improvement in this area and clear separation of duties is being undertaken. And an audit report run every cycle.

CREDIT CARD PROCEDURES

Credit card transactions reported monthly and monitored through financial reporting.

S

L

CEO to maintain vigilance over all credit card expenditure. Review monthly with the Council.

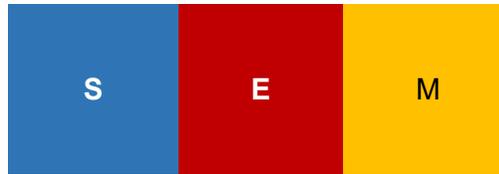
Documentation for Invoices, receipts etc.

S

M

Made improvements and reinforcing the behaviours. Receipt collection has improved.

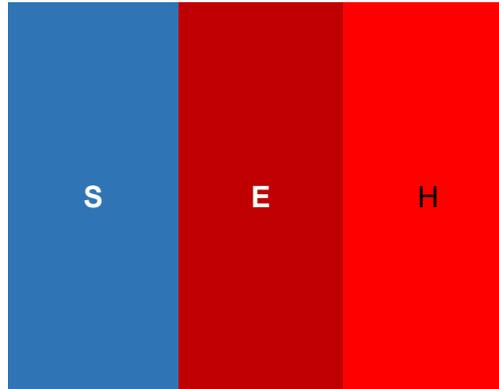
Current Manual Processes for collection of information is time consuming and every transaction has to be filed under a separate manual form



Automation of credit card receipting should be investigated, minimum recommendation to move to an electronic spreadsheet batch reporting of receipts for individuals to consider.

SYSTEM AND DATA MANAGEMENT

General data and information management is always in default due to time and resources. Updating data such as
 fixed Asset register
 remaining useful lives
 residual values
 other financial data
 is not always timely and has been noted by the auditors as a discipline and resource issue in the Shire



Fixed assets have been recorded in an asset register, which reconciles to the general ledger but notes some data takes time to update and not a systemised process.

Employ qualified accountant to help build the processes and controls according to the Accounting standards.

Systemise the ERP and financial management including updating asset management module.

FINANCIAL REPORTS

Auditing process is lengthy related to AOG

Monthly statements of financial activity do not break the budget into monthly, quarterly reporting.

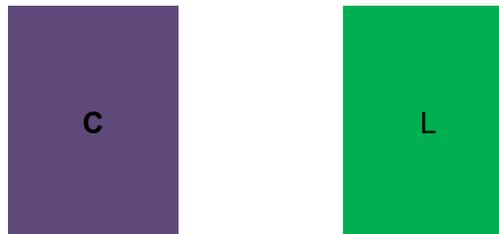


Not in our control

Recommend a review of financial reports and evolve the current monthly reports to fit this expectation. Further systemise reporting in any new ERP system that is implemented.

REGISTERS

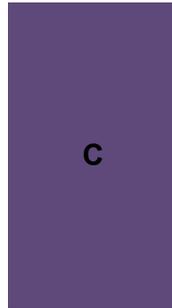
The records for the Registers of Gifts, Tenders, Financial Interests and Delegations, required are being maintained.



Note that registers are now published on website.
 Good - no recommendation

INTEGRATED PLANNING AND REPORTING

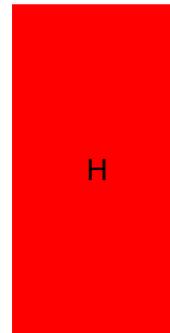
Long Term Financial Plan overdue - reason Strategic Plan has not been completed



Long Term Financial Plan has been adopted by Council and reviewed by the Department of Local Government. With noted improving trends of debt service ratio, own source revenue coverage, current ratio and operating surplus ratios. Recommend update and create a new Long Term Financial Plan immediately the Community Strategic Plan has been developed

STORAGE OF DOCUMENTS/RECORD KEEPING

Strong rooms are not fire resistant and historical documents not in an environmentally controlled room.



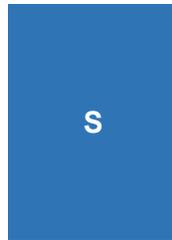
This is a compliance issue with State Records Act regarding our obligation to record and protect records. No environmentally controlled storage facility. Recommendation is to install an air conditioner in the records room where the historical records are kept to ensure the ambient temperature is controlled. The Shire to investigate a suitable alternative that is fire resistant to store records in Kojonup.

Records Management in general is not at the standard it should be for the size of Kojonup Shire. Somewhat disorganised and the new records management system has caused some angst and is difficult to use.



Reviewing technology system to improve training, usage and functionality. Also reviewing new system for use. Records to be digitised and destroyed as a matter of priority as per the State Records Act.

Councillor Records Management is virtually non-existent

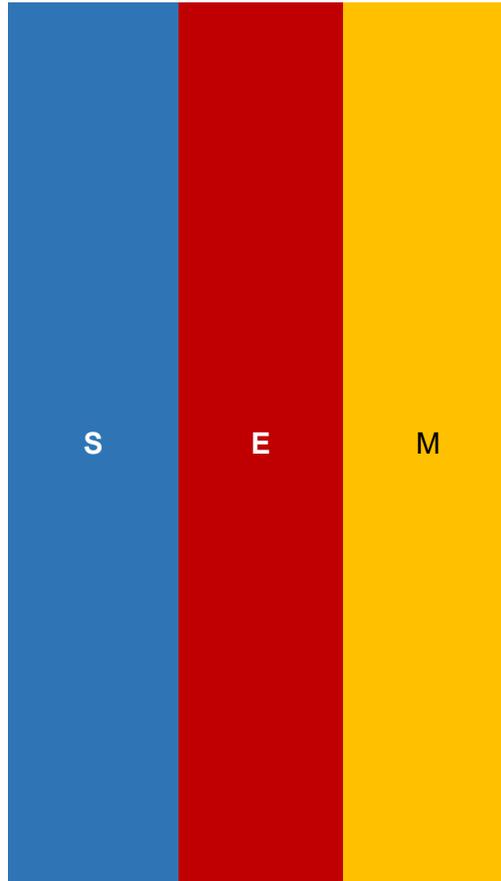


State Records Act obliges Councillors to store and record records, could be a breach and non-compliance. Training of Councillors required as a matter of urgency, systems and processes need review to support Elected Members in recording information and records.

IT GENERAL ENVIRONMENT

Systems misaligned, Hardware Architecture not adequate enough for requirements. Licencing going to be relicenced April 2023, requires new operating system and security upgrade. It is clear that systems in Kojonup have developed in a modularized manner, specifically that the architecture and design of the systems needs modernizing and a new ERP system is required to manage all end to end transactions. Payroll is a good example where all timesheets are done manually and verifying times and authorisations are difficult to achieve as data is not on hand related to the tasks. I would recommend that the Shire immediately updates its ERP system or as a minimum updates its payroll system and time management systems.

This an area of both improving productivity and controls for time management and payroll.



Recommend a complete end to end ERP system, ICT review and new implementation in 2023/24. Currently sourcing vendors to present and express interest in implementing an ERP.

GENERAL JOURNALS

General errors in accruals, timing of uploads, consistency of running reports on time

S

H

Needs monitoring and improving. Procedural discipline and timing issues require monitoring.

Reserves Interest batches need to be aligned to storage and recording same as all ledger batches

S

L

Minor issue but Procedural change required to align and standardise storage of reserve interest transactions for recording purposes.

RISK MANAGEMENT PLAN

Appropriateness and effectiveness of systems and procedures to be adequately addressed in the Plan.

C

M

CEO has noted the Risk Framework and controls need a review over the next 12 months to update controls for relevance to changes in the environment.

RESOURCING

Resourcing and Skill Set

C

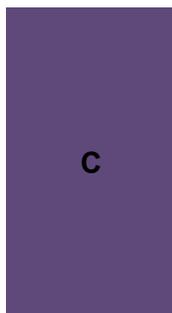
E

H

Auditors have raised an issue that there is no qualified accounting competency/capability in the Shire. With the SFO retiring at year's end, it will be important to attract the right person to the finance team. Recommend seeking qualified personnel to fill a financial role in the Shire Administration.

AUDIT AND RISK COMMITTEE

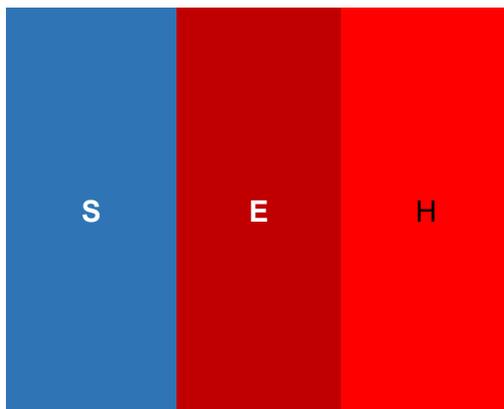
The Audit and Risk Committee meets regularly (4 times a year) and has a set agenda addressing general financial matters.



The Audit and Risk Committee's understanding of Council operating activities could be enhanced by ensuring the Committee has more time to consider particular higher risk items at meetings and discuss these risks in greater detail. It is incumbent on the CEO to make sure the meeting schedule is adhered to. This year has been disrupted by the ongoing issues with timing of the Annual Audits and reports not being available.

RECORDS AND COMPLAINTS: COMMUNITY FEEDBACK

The CEO has observed that the records management system of managing complaints is not as streamlined nor is it as functional as required. Several complaints and correspondence from the Community has either been delayed, not responded to or lost due to the way correspondence comes into the Shire. It makes the process extremely manual and reliant on individuals to own the issue and follow up. High risk of human error.



The process for receiving and delegating complaints and community correspondence needs review. It is interdependent on the fact our older customer service system does not integrate with the new records management system. Recommend a full process and system review for customer service and records management.

FINANCIAL RATIOS

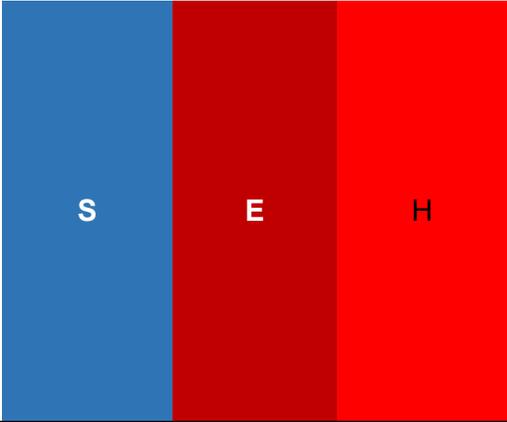
Financial reporting is changing as per local government reforms.



Do nothing now and wait for reforms to be directed by the Department. Believe this will improve our financial reporting as a middle tier Shire.

MANAGEMENT OPERATING SYSTEM

In the CEO's opinion an area of concern that requires further review is rostering, scheduling of resourcing, activity based costing and jobs/work orders management, to ensure the effective management of resources.



Recommend the Shire investigates a management operating system (MOS) for scheduling, rostering and executing jobs. Currently works and resources are being allocated manually and by individual managers. Risk for human error and limited reporting of asset utilisation and performance. Also key person risk is high that is Intellectual Property and knowledge held with one person.

6 Key High risks were identified from review for discussion by the Audit and Risk Committee

1. Human Resource and Qualification of Accountant– with SFO retiring at year’s end it will be incumbent on the CEO to attract the right skilled person into that role.
2. Records and Complaints – needs a systemized process to respond to Community.
3. Strong rooms are not fire resistant and historical documents not in an environmentally controlled room.
4. General data and information management appears at times in default i.e. data is not timely or recorded in the right manner, mainly due to time and resources.
5. ERP System requires updating.
6. Swimming pool cash business risk.

CONSULTATION

Briefing Sessions

Ordinary Council Meeting September 2022

STATUTORY REQUIREMENTS

Local Government (Financial Management) Regulation 5(2) (c) requires the Chief Executive Officer to:

‘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.’

POLICY IMPLICATIONS

This report has been completed in accordance with Council Policy 2.1.8 – ‘Financial Governance’.

FINANCIAL IMPLICATIONS

This item reports on the financial systems and procedures in place within the organisation, to ensure good governance and accountability with recommendations to improve certain aspects of the systems. The recommendation does not in itself have a financial implication.

All recommendations are considered as part of the budget process.

RISK MANAGEMENT IMPLICATIONS

RISK MANAGEMENT FRAMEWORK			
Risk Profile	Risk Description/Cause	Key Control	Current Action
3 – Compliance	Ineffective policies & processes Ineffective monitoring of changes to legislation	Financial management reviews Compliance Audit Return (DLGC) Councillor/Staff Induction Process Councillor/Staff training Disability Access and Inclusion plan Industry Standards maintained (LIWA/Royal Life, AIBS)	Nil
8 – Errors, Omissions and Delays	Complex legislation Human error	Staff training (mentoring, formal & on-the-job) Peer Review process Complaints Register Customer Service Charter Delegations register Planning Approval performance report Policies and Procedures	Implement a formal peer review process
<i>Risk rating: Adequate</i>			
IMPLICATIONS			
The risk rating from this review is pointing toward a high probability the Shire’s system and controls are at the end of their life and require an upgrade.			

ASSET MANAGEMENT IMPLICATIONS

Recommendations to upgrade the Enterprise Resource Planning System (ERP), which includes the end to end financial management processes of the Shire.

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COMMITTEE RECOMMENDATION

That the attached Financial Management Review report prepared by the Chief Executive Officer on the appropriateness and effectiveness of the financial management systems and procedures of the Shire of Kojonup, dated October 2022, be adopted.

9.3.7 MINUTES OF THE AUDIT AND RISK COMMITTEE MEETING HELD 28 FEBRUARY 2023

AUTHOR	Judy Stewart – Senior Administration Officer
DATE	Thursday, 16 March 2023
FILE NO	GO.CNM.96
ATTACHMENT(S)	9.3.7.1– Unconfirmed minutes of the Audit and Risk Committee Meeting held 28 February 2023

STRATEGIC/CORPORATE IMPLICATIONS		
“Smart Possibilities – Kojonup 2027+”		“Smart Implementation – Kojonup 2018-2022”
Key Pillar	Community Outcomes	Corporate Actions
KP 3 - Performance	3.4 – Be organised and transparent with our financial management	3.4.2 – Act with sound long term and transparent financial management and deliver residents considered value for money.

DECLARATION OF INTEREST

Nil

SUMMARY

The purpose of this report is to receive the unconfirmed minutes of the Audit and Risk Committee meeting held 28 February 2023.

BACKGROUND

The Audit and Risk Committee is established under Section 71A of the *Local Government Act 1995* ensuring transparency in the Shire of Kojonup’s financial management and decision making process. The Audit and Risk Committee was established with defined terms of reference and a membership consisting of six (6) committee members being four (4) Councillors and two (2) Community Members.

COMMENT

This item is solely the Council receiving the minutes of its Audit and Risk Committee meeting held 28 February 2023.

CONSULTATION

Nil

STATUTORY REQUIREMENTS

Sections 7.1A to 7.1C of the *Local Government Act 1995*

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

RISK MANAGEMENT IMPLICATIONS

RISK MANAGEMENT FRAMEWORK			
Risk Profile	Risk Description/Cause	Key Control	Current Action
3. Failure to Fulfil Compliance Requirement's	3 rd party adverse findings against Shire	Audit and Risk Committee	4 Meetings held per annum
<i>Risk rating: Low</i>			
IMPLICATIONS			
As per s.7.1A of the <i>Local Government Act 1995</i> , a local government is to establish an audit and risk committee of 3 or more persons to exercise the powers and discharge the duties conferred on it.			

ASSET MANAGEMENT IMPLICATIONS

Nil

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

That Council receive the unconfirmed minutes of the Audit and Risk Committee meeting held 28 February 2023.

9.3.8 COMPLIANCE AUDIT RETURN 2022

AUTHOR	Judy Stewart – Senior Administration Officer
DATE	Thursday, 16 March 2023
FILE NO	CM.REP.1
ATTACHMENT(S)	9.3.8.1 - Compliance Audit Return 2022

STRATEGIC/CORPORATE IMPLICATIONS		
“Smart Possibilities – Kojonup 2027+”		“Smart Implementation – Kojonup 2018-2022”
Key Pillar	Community Outcomes	Corporate Actions
KP3 - Performance	3.4 – Be organised and transparent with our financial management	3.4.3 – Commit to future state-wide measurement systems testing local government performance

DECLARATION OF INTEREST

Nil

SUMMARY

The purpose of this report is to consider the adoption of the Compliance Audit Return for 2022.

BACKGROUND

Completion of the Compliance Audit Return (CAR) is mandatory for each local government. Regulations 14 and 15 of the *Local Government (Audit) Regulations 1996* require a local government to carry out a compliance audit for each calendar year. A local government’s audit committee must review the CAR and report same to Council to adopt after which a certified copy, together with a copy of the section of Council minutes adopting the CAR plus any other relevant information, must be submitted to the Department of Local Government, Sport and Cultural Industries (Department) by 31 March each year.

Items of note in the 2021 CAR included the following:

- the need to publish an up-to-date version of the gift register on the Shire of Kojonup’s (Shire’s) website;
- the need to publish a Code of Conduct for employees on the Shire’s website; and
- the need to publish an up-to-date register of the complaints on the Shire’s website.

All of the above requirements have been actioned.

This item has been recommended for Council’s adoption by the Audit and Risk Committee at its 28 February 2023 meeting for subsequent submission to the Department by 31 March 2023:

OFFICER RECOMMENDATION/COMMITTEE RECOMMENDATION

AR2/23 Moved Cr Bilney

Seconded Cr Egerton-Warburton

“That it be recommended to the Council that the Compliance Audit Return for 2022, as attached, be adopted.”

CARRIED 5/0

COMMENT

The 2022 CAR has been completed following a review of processes and documentation for each activity/area in which compliance is being assessed against the *Local Government Act 1995* and its associated regulations.

Items of note in the 2022 CAR include the following:

- all relevant persons to have lodged an annual return by 31 August annually;
- delayed receipt of the Shire's Audit Report;
- the need to complete a report on the training completed by Council members in the 2021/2022 year, by 31 July 2022; and
- the need for Council to adopt and publish a policy dealing with attendance of Council members and the Chief Executive Officer (CEO) at events.

A reminder system has been put into place to encourage timely provision of annual returns and website publishing of Councillor training undertaken within financial years. A policy dealing with Councillor and CEO attendance at events will be formulated for Council consideration.

CONSULTATION

Chief Executive Officer

STATUTORY REQUIREMENTS

14. *Compliance audits by local governments*

(1) *A local government is to carry out a compliance audit for the period 1 January to 31 December in each year.*

(2) *After carrying out a compliance audit the local government is to prepare a compliance audit return in a form approved by the Minister.*

(3A) *The local government's audit committee is to review the compliance audit return and is to report to the council the results of that review.*

(3) *After the audit committee has reported to the council under subregulation (3A), the compliance audit return is to be —*

(a) presented to the council at a meeting of the council; and

(b) adopted by the council; and

(c) recorded in the minutes of the meeting at which it is adopted.

[Regulation 14 inserted: Gazette 23 Apr 1999 p. 1724-5; amended: Gazette 30 Dec 2011 p. 5580-1.]

15. *Certified copy of compliance audit return and other documents to be given to Departmental CEO*

(1) *After the compliance audit return has been presented to the council in accordance with regulation 14(3) a certified copy of the return together with —*

(a) a copy of the relevant section of the minutes referred to in regulation 14(3)(c); and

(b) any additional information explaining or qualifying the compliance audit,

is to be submitted to the Departmental CEO by 31 March next following the period to which the return relates.

(2) In this regulation —

certified in relation to a compliance audit return means signed by —

(a) the mayor or president; and

(b) the CEO.

[Regulation 15 inserted: Gazette 23 Apr 1999 p. 1725; amended: Gazette 26 Jun 2018 p. 2386.]

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

RISK MANAGEMENT IMPLICATIONS

RISK MANAGEMENT FRAMEWORK			
Risk Profile	Risk Description/Cause	Key Control	Current Action
3. Failure to Fulfil Compliance Requirements (Statutory/Regulatory)	Inadequate compliance framework	Compliance Audit Report	Nil (key control being undertaken)
<i>Risk rating - Adequate</i>			
IMPLICATIONS			
Maximising compliance with legislation mitigates risk of damage to image and reputation as well as penalties associated with non-compliance; compliance demonstrates that best practice methodology is in place.			

ASSET MANAGEMENT IMPLICATIONS

Nil

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COMMITTEE RECOMMENDATION

That the Compliance Audit Return for 2022, as attached, be adopted.

9.4 KEY PILLAR 4 – ‘PROSPERITY’ REPORTS

9.4.1 PROPOSED TELECOMMUNICATION INFRASTRUCTURE

AUTHOR	Steve Thompson - Consultant Planner
DATE	Friday, 27 January 2023
FILE NO	CM.PRL.57
ATTACHMENT(S)	<p>9.4.1.1 - Location Plan</p> <p>9.4.1.2 – Planning Permit Application – Proposed Telecommunications Facility at 167 Eight Mile Road, Ryansbrook</p> <p>9.4.1.3 - Plans from Applicant – Appendix B</p> <p>9.4.1.4 - State Planning Policy 5.2 Telecommunications Infrastructure</p> <p>9.4.1.5 - Extract from <i>Planning and Development (Local Planning Scheme) Regulations 2015</i></p>

STRATEGIC/CORPORATE IMPLICATIONS		
“Smart Possibilities – Kojonup 2027+”		“Smart Implementation – Kojonup 2018-2022”
Key Pillar	Community Outcomes	Corporate Actions
KP 4 - Prosperity	4.1 – Be providing business assistance for growth in small local industry	4.1.1 – Amend Town Planning Scheme to encourage economic development and private investment
KP 5 – Digital	5.4 – Have used technology to become a smart, safe, collaborative and informed region.	5.1.2 - Improve technology to enable 24 hour two-way digital communication strategy with, within, and outside of the Shire.

DECLARATION OF INTEREST

Edge Planning & Property receive payment for planning advice to the Shire and declare a Financial Interest (section 5.70 of the *Local Government Act 1995*).

SUMMARY

To consider an application for development approval to construct telecommunications infrastructure at Lot 1 (No. 167) Eight Mile Road, Ryansbrook.

BACKGROUND

The applicant, Acquirecomm Pty Ltd for Amplitel Pty Ltd (part of the Telstra group), seeks development approval for telecommunications infrastructure (mobile phone base station) to improve telecommunication coverage and access to enhanced services for Ryansbrook. This is part of the Government funded ‘Black Spot’ Program. The applicant proposes to install a 60-metre-high lattice tower, with associated antennas, plus ground mounted equipment shelters, fencing and ancillary items.

The site’s location is outlined in attachment 9.4.1.1 which is approximately 26 kms south of the Kojonup townsite. The property is 529.66 hectares in area.

Details submitted by the applicant are set out in attachment 9.4.1.2. This provides extensive background information including the site selection process, the proposal, subject site and

regulatory framework. Plans and elevations are in Appendix B, while Appendix C sets out the Environmental Electromagnetic Energy (EME) Report.

The Shire has reproduced the applicant's plans in Attachment 9.4.1.1.

The Shire administration invited comment on the Development Application for a 28 day period through:

- Sending letters to adjoining/nearby landowners;
- Having details on the Shire website, e-News and Facebook; and
- Placing a notice on the Shire noticeboard.

The Shire received nil submissions on the Development Application.

COMMENT

Following assessment against the planning framework, it is recommended that Council approve the Development Application subject to conditions. It is noted, for instance, that:

- There are no significant environmental, cultural heritage or social impacts;
- The nearest residence is approximately 690 metres to the north of the telecommunication infrastructure;
- The Development Application complies with *State Planning Policy 5.2 Telecommunications Infrastructure* (see Attachment 13.1.4);
- The Development Application is considered consistent with the *Shire of Kojonup Town Planning Scheme No. 3 (TPS3)*; and
- The required mobile telecommunication service provided by this proposed infrastructure is important to the local community and to the district.

While noting the above, some considerations with the Development Application include:

1. The proposed telecommunications infrastructure will have some localised visual impacts.
2. It is acknowledged that some people are concerned about the possible health effects of electromagnetic energy from mobile phone base stations. The Australian Communications and Media Authority requires all telecommunications providers to strictly adhere to Commonwealth legislation and associated regulations regarding mobile phone facilities and equipment. The submitted EME report states that the maximum calculated electromagnetic energy level from the site will be 0.17% of the public exposure limit which is substantially within the allowable limit under the standard.
3. Given the telecommunication infrastructure is proposed to be constructed in a bushfire prone area, the Shire suggests the development approval includes a condition requiring establishment and maintenance of an asset protection zone (low fuel area) around the infrastructure and to include an advice note that the infrastructure is located in a bush fire prone area.

Zoning and Land Use/Development

The property is zoned 'Rural' in TPS3. TPS3 objectives for the Rural zone include:

- (a) The zone shall consist of predominantly rural uses.
- (b) To protect land from urban uses that may jeopardise the future use of that land for other planned purposes which are compatible with the zoning.
- (c) To protect the land from closer development which would detract from the rural character and amenity of the area.
- (d) To prevent any development which may affect the viability of a holding.
- (e) To provide for limited commercial accommodation opportunities in a rural environment consistent with the Council's policy for 'Farmstay', 'Bed and Breakfast Accommodation' and 'Chalet' facilities.

'Telecommunications infrastructure' is not listed or defined in TPS3. The *Planning and Development (Local Planning Schemes) Regulations 2015* require consultation for at least 28 days including giving notice to landowners within 200m of the proposed development. The required consultation has been undertaken.

The closest use to telecommunication infrastructure in TPS3 is 'Radio & TV Installation' which is defined as:

Radio or T.V. Installation - means land, buildings, devices or structures for the transmission or receiving of signals or pictures or both but does not include domestic radio and television receivers;

Radio & TV Installation is an 'AA' discretionary land use within the Rural zone.

Bushfire Planning

The proposed telecommunication infrastructure is located within the designated bushfire prone area.

Town Planning Scheme Policy Implications

Nil

Matters to be considered

Attachment 13.1.5 is an extract from the *Planning and Development (Local Planning Schemes) Regulations 2015* which sets out matters to be considered by local government in assessing a Development Application. In summary, the Development Application:

- Is considered consistent with the aims and provisions of TPS3;
- Is consistent with the orderly and proper planning of the area;
- Is consistent with SPP 5.2 Telecommunication Infrastructure; and
- Raises limited environmental issues given no clearing of native vegetation is proposed.

The Council has a number of options available to it, which are discussed below:

1 Not approve the proposal

The Council can choose to not approve the application and advise the proponent giving reasons. If this option were chosen, the telecommunication infrastructure would not be able to be constructed.

2 Approve the proposal

The Council can choose to approve the application, in part or whole and with or without conditions. If this option were chosen, the telecommunication infrastructure can proceed.

3 Defer the proposal

The Council can choose to defer the matter and seek additional information before proceeding to make a decision.

This is a discretionary decision and the applicant has a right to request a review of any decision and/or condition made by the Local Government, to the State Administrative Tribunal, if aggrieved by the decision and/or any condition.

CONSULTATION

The Shire has undertaken consultation on the Development Application as outlined above.

STATUTORY REQUIREMENTS

Planning and Development Act 2005 and *Planning and Development (Local Planning Schemes) Regulations 2015* - the processing of the Development Application is required to comply with the requirements of TPS3 which is an operative local planning scheme under the provisions of the Act/Regulations.

The planning framework is extensive relating to telecommunication facilities and this Development Application including:

- *Telecommunications Act 1997;*
- *Planning and Development Act 2005;*
- *Planning and Development (Local Planning Schemes) Regulations 2015;*
- *State Planning Policy 2.5 Rural Planning;*
- *State Planning Policy 5.2 Telecommunications Infrastructure;*
- *Shire of Kojonup Town Planning Scheme No. 2;* and
- The area proposed for the telecommunications infrastructure is classified as a Bush Fire Prone Area as set out at <https://maps.slip.wa.gov.au/landgate/bushfireprone/>.

POLICY IMPLICATIONS

Nil as covered by State Planning Policy 5.2 Telecommunication Infrastructure.

FINANCIAL IMPLICATIONS

The applicant has paid the Development Application fee.

RISK MANAGEMENT IMPLICATIONS

RISK MANAGEMENT FRAMEWORK			
Risk Profile	Risk Description/Cause	Key Control	Current Action
3 – Compliance	Impulsive decision making Ineffective monitoring of changes to legislation	Professional accreditation / certification maintained	Nil
6 – Engagement	Inadequate documentation or procedures	Informing neighbours / website communication	Nil
7 – Environment	Inadequate local laws / planning schemes	Environmental management compliance	Nil
8 – Errors, Omissions and Delays	Complex legislation Incorrect information	Development Approval performance report	Nil
<i>Risk rating: Adequate</i>			
IMPLICATIONS			
Applicants need to ensure that development applications accord with the intent of the Shire of Kojonup Town Planning Scheme 3. Council, in assessing applications, needs to adopt a similar approach that reflects present and future requirements without compromising amenity or establishing precedents.			

ASSET MANAGEMENT IMPLICATIONS

Nil

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

That Council grant Development Approval for telecommunication infrastructure at Lot 1 on Diagram 32256 (No. 167) Eight Mile Road, Ryansbrook, as presented, subject to the following conditions:

1. The development hereby approved must be carried out in accordance with the plans submitted with the application, addressing all conditions, or otherwise amended by the local government and shown on the approved plan and these shall not be altered and/or modified without the prior knowledge and written consent of the local government.
2. This development approval shall lapse and be of no further effect if the development hereby permitted has not been substantially commenced within 2 years of the date hereof. Where the Development Approval has lapsed, no further development is to be carried out.
3. Any lighting devices are to be positioned and shielded so as not to cause any direct, reflected or incidental light to encroach beyond the property boundaries, in accordance with Australian Standard AS4282/1997.
4. The operator/owner establishes an asset protection zone around the telecommunication infrastructure prior to the infrastructure being operational, which is then suitably maintained to the satisfaction of the local government.

Advice Notes:

- A) This is not a Building Permit. A Building Permit must be obtained before any building works commence.
- B) All operations must be carried out in accordance with the separate requirements of the Australian Communications and Media Authority and Australian Radiation Protection and Nuclear Safety Agency pertaining (but not limited) to electromagnetic energy.
- C) The property is located in a Bush Fire Prone Area as set out at <https://maps.slip.wa.gov.au/landgate/bushfireprone/>.
- D) If the applicant is aggrieved by this determination there is a right of review by the State Administrative Tribunal in accordance with the *Planning and Development Act 2005* Part 14. An application must be made within 28 days of the determination.

9.5 KEY PILLAR 5 – ‘DIGITAL’ REPORTS
 Nil

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 QUOTATION FOR THE SUPPLY AND SPRAY OF BITUMEN
 QUOTATION FOR EDGE LINE MARKING AND AUDIBLE LINE

AUTHOR	Craig McVee, Manager Works and Services
DATE	Monday, 13 March 2023
FILE NO	GS.PRG.9 AND GR.LRL.4
ATTACHMENT(S)	14.1.1 - Quote summary

14.1.2 SPRINGHAVEN AGED CARE FACILITY – EXPRESSION OF INTEREST

AUTHOR	Grant Thompson – Chief Executive Officer
DATE	Wednesday, 23 November 2022
FILE NO	CP.LEA.1
ATTACHMENT(S)	

STATUTORY REQUIREMENTS

Section 5.23(2) of the Local Government Act 1995 permits the Council to close a meeting, or part of a meeting, to members of the public if the meeting deals with any of the following:

- (a) a matter affecting an employee or employees; and
- (b) the personal affairs of any person; and
- (c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting; and

- (d) legal advice obtained, or which may be obtained, by the local government and which relates to a matter to be discussed at the meeting; and
- (e) a matter that if disclosed, would reveal –
 - (i) a trade secret; or
 - (ii) information that has a commercial value to a person; or
 - (iii) information about the business, professional, commercial or financial affairs of a person, where the trade secret or information is held by, or is about, a person other than the local government; and
- (f) a matter that if disclosed, could be reasonably expected to –
 - (i) impair the effectiveness of any lawful method or procedure for preventing, detecting, investigating or dealing with any contravention or possible contravention of the law; or
 - (ii) endanger the security of the local government’s property; or
 - (iii) prejudice the maintenance or enforcement of a lawful measure for protecting public safety; and
- (g) information which is the subject of a direction given under section 23(1a) of the *Parliamentary Commissioner Act 1971*.

Subsection (3) requires a decision to close a meeting, or part of a meeting and the reason for the decision to be recorded in the minutes.

PROCEDURAL MOTION

That the meeting proceed behind closed doors in accordance with Section 5.23(2) (e) of the *Local Government Act 1995* at _____ pm.

PROCEDURAL MOTION

That the meeting be reopened to the public at _____ pm.

14.2 PUBLIC READING OF RESOLUTIONS THAT MAY BE MADE PUBLIC

14.2.1 QUOTATION FOR THE SUPPLY AND SPRAY OF BITUMEN
QUOTATION FOR EDGE LINE MARKING AND AUDIBLE LINE

14.2.2 SPRINGHAVEN AGED CARE FACILITY – EXPRESSION OF INTEREST

15 **CLOSURE**

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

16 ATTACHMENTS (SEPARATE)

Item 6.1	6.1.1	Unconfirmed Minutes of an Ordinary Council Meeting held on 7 February 2023	
	6.1.2	Unconfirmed Minutes of a Special Council Meeting held on 28 February 2023	
Item 9.1.1	9.1.1.1	Notice of Motion – revocation of Council Motion 49/20 19 May 2020 - Item 10.3 – proposed amalgamation of reserves 24160, 24161, 22994, 21026 and 1006 into new reserve for conservation and recreation	
	9.1.1.2		
	9.1.1.3		DMIRS comments
	9.1.1.4		DPLH email
Item 9.2.1	9.2.1.1	Unconfirmed LEMC meeting minutes - 6 February 2023	
Item 9.2.2	9.2.2.1	Unconfirmed BFAC meeting minutes – 8 February 2023	
Item 9.2.3	9.2.3.1	Report from Joint Standing Committee on Delegated Legislation (JSCDL) regarding the Shire of Kojonup Parking Local Law 2022	
	9.2.3.2	Letter of response to be completed and returned to JSCDL	
Item 9.2.4	9.2.4.1	Report from Joint Standing Committee on Delegated Legislation (JSCDL) on the Shire of Kojonup Cat Local Law 2022	
	9.2.4.2	Letter of response to be completed and returned to JSCDL	
Item 9.2.5	9.2.5.1	Proposed Shire of Kojonup Bush Fire Brigades Local Law 2023	
	9.2.5.2	Email correspondence from James McGovern - Manager Governance and Procurement – WALGA advising of requirements for local governments to implement Bush Fire Brigades Local Laws	
	9.2.5.3	Commissioner, Department of Fire and Emergency Services correspondence	
Item 9.2.6	9.2.6.1	Map of recommended site location – Reserve 6171	
Item 9.3.1	9.3.1.1	Monthly Financial Report – 1 to 31 January 2023	
Item 9.3.2	9.3.2.1	Monthly Payments Listing 1 to 31 January 2023	
Item 9.3.3	9.3.3.1	Strategic Community Plan July 2023 to June 2033 “Placemaking Strategy”	

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Item 9.3.4	9.3.4.1	Map showing 162 Blackwood Road, Kojonup
	9.3.4.2	Expression of Interest – Kojonup Tennis Club
	9.3.4.3	162 Blackwood Road Lease Expression of Interest Public Notice
	9.3.4.4	Info Pack - 162 Blackwood Road
Item 9.3.5	9.3.5.1	Memorandum to Local Government CEOs on Election Arrangements
	9.3.5.2	Scheduler and checklist 2021
	9.3.5.3	WAEC agreement to conduct postal election if requested by Council
	9.3.5.4	WAEC quotation correspondence – In-house Election
Item 9.3.7	9.3.7.1	Unconfirmed minutes of the Audit and Risk Committee Meeting held 28 February 2023
Item 9.3.8	9.3.8.1	Compliance Audit Return 2022
Item 9.4.1	9.4.1.1	Location Plan
	9.4.1.2	Planning Permit Application – Proposed Telecommunications Facility at 167 Eight Mile Road, Ryansbrook
	9.4.1.3	Plans from Applicant – Appendix B
	9.4.1.4	State Planning Policy 5.2 Telecommunications Infrastructure
	9.4.1.5	Extract from <i>Planning and Development (Local Planning Scheme) Regulations 2015</i>

CONFIDENTIAL

Item 14.1.1	14.1.1.1	
Item 14.1.2	14.1.2.1	
	14.1.2.2	
	14.1.2.3	
	14.1.2.4	
	14.1.2.5	
	14.1.2.6	

SHIRE OF KOJONUP

Kojonup



One community, many choices

MINUTES

ORDINARY COUNCIL MEETING

7 FEBRUARY 2023

MINUTES OF A COUNCIL MEETING HELD ON 7 FEBRUARY 2023

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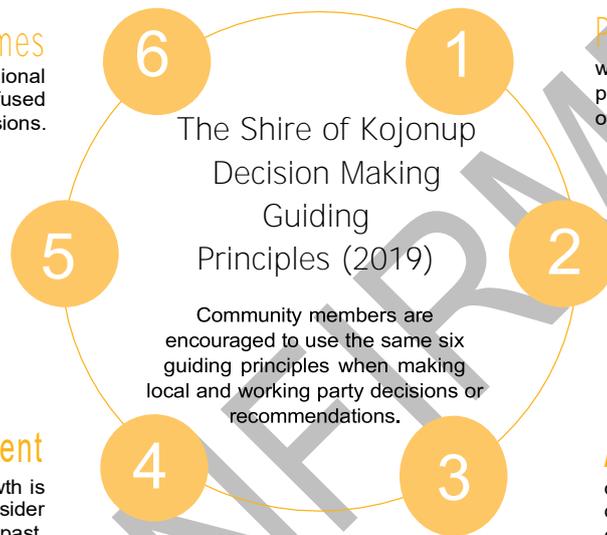
UNCONFIRMED

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.

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

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

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



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

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

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

MINUTES

1 **DECLARATION OF OPENING AND ANNOUNCEMENT OF GUESTS**

The Shire President declared the meeting open at 3.00pm 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 N Radford

Shire President

Cr P Webb

Deputy Shire President

Cr F Webb

Cr Wieringa

Cr Gale

Cr R Bilney

Cr A Egerton-Warburton

STAFF

Grant Thompson

Chief Executive Officer

Robert Jehu

Manager Regulatory Services

Emily Sleight

Sport and Recreation Officer

Judy Stewart

Senior Administration Officer

3.1 *APOLOGIES*

Cr Singh

3.2 *APPROVED LEAVE OF ABSENCE*

Nil

4 DECLARATION OF INTEREST

Cr Gale advised Council that he resigned as a member of the Kojonup Men's Shed in January 2023 and had accordingly advised the Chief Executive Officer (CEO) at that time.

5 PUBLIC QUESTION TIME

5.1 *RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE*

Nil

5.2 *PUBLIC QUESTION TIME*

Nil

6 CONFIRMATION OF MINUTES

6.1 *ORDINARY COUNCIL MEETING 13 DECEMBER 2022*

Minutes of the Ordinary Council Meeting held on 13 December 2022 are at [attachment 6.1.1](#).

OFFICER RECOMMENDATION/COUNCIL DECISION

1/23 Moved Gale

Seconded Cr F Webb

That the Minutes of the Council Meeting held on 13 December 2022 be confirmed as a true record.

CARRIED 7/0

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

There were nil changes to the order of business.

9 REPORTS

9.1 KEY PILLAR 1 – 'PLACE' REPORTS

Nil

9.2 KEY PILLAR 2 – 'CONNECTED' REPORTS

Nil

9.3 KEY PILLAR 3 – ‘PERFORMANCE’ REPORTS

9.3.1 *FINANCIAL MANAGEMENT – MONTHLY STATEMENT OF FINANCIAL ACTIVITY (DECEMBER 2022)*

AUTHOR	Grant Thompson – Chief Executive Officer
DATE	Tuesday, 31 January 2023
FILE NO	FM.FNR.2
ATTACHMENT(S)	9.3.1.1 – Monthly Financial Statements 1 to 31 December 2022

STRATEGIC/CORPORATE IMPLICATIONS		
“Smart Possibilities – Kojonup 2027+”		“Smart Implementation – Kojonup 2021 +”
Key Pillar	Community Outcomes	Corporate Actions
KP – 3 Performance	3.4 – Be organised and transparent with our financial management.	3.4.1 - Increase regularity of readable financial reporting to the community. 3.4.2 – Act with sound long-term and transparent financial management and deliver residents considered value for money.

DECLARATION OF INTEREST

Nil

SUMMARY

The purpose of this report is to note the Monthly Financial Statements for the period ending 31 December 2022.

BACKGROUND

In addition to good governance, the presentation to the Council of monthly financial reports is a statutory requirement, with these to be presented at an ordinary meeting of the Council within two (2) months after the end of the period to which the statements relate.

COMMENT

The attached Statement of Financial Activity for the period 1 July 2022 to 31 December 2022 represents six (6) months, or 50% of the year.

The following items are worthy of noting:

- Closing surplus position of \$1.83m;
- Capital expenditure achieved 37.8% of budgeted projects;
- Cash holdings of \$5.99m of which \$3.78m is held in cash backed reserve accounts and \$2.21m is unrestricted cash;
- Rates debtors outstanding equate to 20% of total rates raised for 2022/2023 with the fourth instalment payment being due on 22 March 2023; and
- Page 11 of the statements detail major variations comparing year to date (amended) budgets to year to date actuals in accordance with Council Policy 2.1.6.

CONSULTATION

Nil

STATUTORY REQUIREMENTS

Regulation 34 of the *Local Government (Financial Management) Regulations 1996* sets out the basic information which must be included in the monthly reports to Council.

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

Nil

ASSET MANAGEMENT IMPLICATIONS

Nil

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

2/23 Moved Cr Wieringa

Seconded Cr Gale

That the monthly financial statements for the period ending 31 December 2022, as attached, be noted.

CARRIED 7/0

9.3.2 MONTHLY PAYMENTS LISTING – DECEMBER 2022

AUTHOR	Tonya Pearce - Finance Officer
DATE	Tuesday, 24 January 2023
FILE NO	FM.AUT.1
ATTACHMENT	9.3.2.1 – Monthly Payments Listing 1 to 31 December 2022

STRATEGIC/CORPORATE IMPLICATIONS		
“Smart Possibilities – Kojonup 2027+”		“Smart Implementation – Kojonup 2019-2023”
Key Pillar	Community Outcomes	Corporate Actions
KP3 - Performance	3.4 – Be organised and transparent with our financial management.	3.4.1 - Increase regularity of readable financial reporting to the community. 3.4.2 – Act with sound long-term and transparent financial management and deliver residents considered value for money.

DECLARATION OF INTEREST

Nil

SUMMARY

To receive the list of payments covering the month of December 2022.

BACKGROUND

Nil

COMMENT

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

Any comments or queries regarding the list of payments is 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.

STRATEGIC/CORPORATE IMPLICATIONS

There are no strategic/corporate implications involved with presentation of the list of payments.

RISK MANAGEMENT IMPLICATIONS

A control measure to ensure transparency of financial systems and controls regarding creditor payments.

ASSET MANAGEMENT PLAN IMPLICATIONS

There are no asset management implications for this report.

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

3/23 Moved Cr Egerton-Warburton Seconded Cr Wieringa
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 December 2022		TO – 31 December 2022
Municipal Cheques	14348-14350	\$2,911.00
EFTs	31245 - 31470	\$1,519,666.64
Direct Debits		\$127,491.95
Total		\$1,650,069.59

be received.

CARRIED 7/0

9.3.3 LOCAL GOVERNMENT REFORM – REPRESENTATION REVIEW REPORT

AUTHOR	Judy Stewart – Senior Administration Officer
DATE	Wednesday, 25 January 2023
FILE NO	GO.ELE.12
ATTACHMENT(S)	9.3.3.1 - Correspondence – Hon John Carey MLA - Minister for Housing, Lands, Homelessness, and Local Government (Minister) 9.3.3.2 – Review of Representation Information Sheet 9.3.3.3 – Community consultation responses

STRATEGIC/CORPORATE IMPLICATIONS		
“Smart Possibilities – Kojonup 2027+”		“Smart Implementation – Kojonup 2018-2022”
Key Pillar	Community Outcomes	Corporate Actions
KP – 3	3.1 – Be a continually engaged and strategic community which leads and organises throughout the entire stakeholder group.	3.1.4 – Implement strategies to improve Councillors role as community leaders and asset custodians.

DECLARATION OF INTEREST

Nil

SUMMARY

The purpose of this report is for Council to receive public submissions regarding Council membership reduction and to advise the Department of Local Government, Sport and Cultural Industries (DLGSC) of its preferred number of Council members effectual as of the 2023 and/or 2025 local government ordinary elections.

BACKGROUND

On 3 July 2022 the DLGSC announced a final package of proposed local government reforms following a review of public submissions.

New requirements will provide for:

- The introduction of optional preferential voting;
- Directly elected Mayors and Presidents for band 1 and 2 local governments;
- Councillor numbers based on population; and
- The removal of wards for band 3 and 4 local governments.

It is anticipated that the Bill to amend the *Local Government Act (1995) (Act)* will be introduced into Parliament in early 2023.

The DLGSC identified that the Shire of Kojonup (Shire) will need to reduce its number of Council members under the proposed reforms; the allowable number of Councillors for local governments with a population of under 5,000 will be 5, 6 or 7.

As a band 3 local government, the Shire is not affected by reforms to the method of election of Mayors and Presidents nor is it affected by the requirement to remove wards, the latter

being an action effected in 2003 when Shire of Kojonup Council membership also reduced from ten to eight members.

In addition to the requirement to reduce Council membership to between 5 and 7, the Shire will also be required to provide optional preferential voting.

Council, at its 18 October 2022 Ordinary Meeting, resolved to choose the Voluntary Pathway to reduce its membership, as follows:

“That Council advises the Department of Local Government, Sports and Cultural Industries that:

- 1. its preferred pathway for Election Transition Arrangements is the Voluntary Pathway; and*
- 2. it will undertake a Representation Review and prepare, consider and adopt a Review Report for submission to the Local Government Advisory Board by 14 February 2023.”*

The Voluntary Pathway allowed the Shire to formulate a plan to implement the changes on a voluntary basis, allowed members to fulfil the timeframe they were elected to serve within and provided the Shire with the greatest possible lead time to plan for the 2023 local government ordinary elections. The Voluntary Pathway was also chosen as the alternative *Reform Election Pathway* could have resulted in a totally inexperienced Council being elected.

COMMENT

There would normally be four vacancies at each Ordinary Election for the Shire of Kojonup; however, local government reform will reduce this number by between one and three, dependent on Council’s membership preference, by the October 2023 and/or October 2025 Ordinary Elections.

Current representation ratios (8 councillors) are as follows:

Councillor/Population ratio is approximately 1:237 (based on ABS Census 2021 data)
Councillor/over 18 (voting age) ratio is approximately 1:187 (based on ABS Census 2021 data)
Councillor/elector ratio is approximately 1:161 (2021 Ordinary Election electors’ roll data)

Future representation ratio options include (based on the above population/over 18/elector figures):

5 representatives	-	1:380/1:300/1:258
6 representatives	-	1:316/1:250/1:215
7 representatives	-	1:271/1:214/1:184

As required when choosing the Voluntary Pathway for election transition arrangements, the Shire undertook a six-week public consultation period at the end of 2022 to gauge community views on the future membership (number of elected members) of its Council and whether the required reduction should occur in 2023 and/or 2025. Eight (8) community responses were received (please see at attachment 9.3.3.3) and are summarised as follows (two respondents did not choose a year/s for the reduction to occur):

Preferred membership numbers:

Reduce the number of councillors to 7	-	6
Reduce the number of councillors to 6	-	1
Reduce the number of councillors to 5	-	1

Reduce membership by:

2023	-	5
2025	-	1

Four of the eight respondents made comments (please see at attachment 9.3.3.3) with three of those comments including a preference for the highest number of councillors (seven) for reasons including greater diversity, less workload per member, less risk of unacceptable numbers when absenteeism occurs and no requirement for a casting vote by the presiding member. One respondent favoured the lesser number of councillors (five) and an increased workload per member.

Of the six respondents who chose a timeframe (2023 or 2025) for the required reduction in membership, five respondents chose 2023 and one respondent chose 2025, the latter stating time for current projects to be finalised as the reason for choosing 2025.

CONSULTATION

Public consultation – November/December 2022

STATUTORY REQUIREMENTS

Local Government Act (1995)

Proposed Amendment Act

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil to effect the transition; however, the membership number chosen will impact member expense into the future.

RISK MANAGEMENT IMPLICATIONS

RISK MANAGEMENT FRAMEWORK			
Risk Profile	Risk Description/Cause	Key Control	Current Action
3 – 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.	Staff training	Nil
Risk rating – Adequate			
IMPLICATIONS			
Ensuring Council determines its future membership and submits a formal review report to the Local Government Advisory Board by the required date (14 February 2023) mitigates non-compliance risk.			

ASSET MANAGEMENT IMPLICATIONS

Nil

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Absolute Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

4/23 Moved Cr Gale

Seconded Cr Egerton-Warburton

That Council advises the Department of Local Government, Sports and Cultural Industries by 14 February 2023 that, having undertaken public consultation for a six-week period and having considered the feedback received and the perceived advantages and disadvantages associated with a reduction in number of between one and three members, reduces its elected membership by one (1) member to seven (7) members as of the 2023 local government ordinary elections.

CARRIED BY ABSOLUTE MAJORITY 7/0

9.4 KEY PILLAR 4 – ‘PROSPERITY’ REPORT
Nil

9.5 KEY PILLAR 5 – ‘DIGITAL’ REPORTS
Nil

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 *KOJONUP COMMUNITY MEN’S SHED INC. FACILITY – REQUEST FOR PROPOSAL 1 OF 2022/ 2023*

AUTHOR	Emily Sleight – Sport and Recreation Officer
DATE	Wednesday, 25 January 2023
FILE NO	FM.TND.15
ATTACHMENT(S)	UNDER SEPARATE COVER 14.1.1.1 – Document Package RFP 01 of 2022/2023

14.1.2 *LEASE OF COUNCIL PROPERTY – PORTION OF LOT 9999 THORBURY CLOSE, KOJONUP*

AUTHOR	Robert Jehu – Manager of Regulatory Services
DATE	Monday, 30 January 2023
FILE NO	CP.LEA.1
ATTACHMENT(S)	UNDER SEPARATE COVER 14.1.2.1 - Map showing relevant section of Lot 9999, Thornbury Close, Kojonup 14.1.2.2. Expressions of Interest 14.1.2.3. Portion of Lot 9999 Thornbury Close - Expressions of Interest - Weighted Assessment

14.1.3 LEASE OF COUNCIL PROPERTY WITH OPTION TO BUY - PROPOSED LOTS 58 AND 59, THORNBURY CLOSE, KOJONUP

AUTHOR	Robert Jehu – Manager of Regulatory Services
DATE	Monday, 30 January 2023
FILE NO	CP.LEA.1
ATTACHMENT(S)	<p>UNDER SEPARATE COVER</p> <p>14.1.3.1 - Map showing relevant section of Lot 9999, Thornbury Close, Kojonup</p> <p>14.1.3.2 - Expression of Interest letters</p> <p>14.1.3.3 - Council resolution - Syd Matthews & Co lease value - 3.79ha Thornbury Close</p> <p>14.1.3.4 – Proposed Lots 58 and 59 Thornbury Close - Expressions of Interest - Weighted Assessment</p>

STATUTORY REQUIREMENTS

Section 5.23(2) of the Local Government Act 1995 permits the Council to close a meeting, or part of a meeting, to members of the public if the meeting deals with any of the following:

- (a) a matter affecting an employee or employees; and
- (b) the personal affairs of any person; and
- (c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting; and
- (d) legal advice obtained, or which may be obtained, by the local government and which relates to a matter to be discussed at the meeting; and
- (e) a matter that if disclosed, would reveal –
 - (i) a trade secret; or
 - (ii) information that has a commercial value to a person; or
 - (iii) information about the business, professional, commercial or financial affairs of a person, where the trade secret or information is held by, or is about, a person other than the local government; and
- (f) a matter that if disclosed, could be reasonably expected to –
 - (i) impair the effectiveness of any lawful method or procedure for preventing, detecting, investigating or dealing with any contravention or possible contravention of the law; or
 - (ii) endanger the security of the local government’s property; or
 - (iii) prejudice the maintenance or enforcement of a lawful measure for protecting public safety; and
- (g) information which is the subject of a direction given under section 23(1a) of the *Parliamentary Commissioner Act 1971*.

Subsection (3) requires a decision to close a meeting, or part of a meeting and the reason for the decision to be recorded in the minutes.

PROCEDURAL MOTION

5/23 Moved Cr F Webb

Seconded Cr Gale

That the meeting proceed behind closed doors in accordance with Section 5.23(2) (e) of the *Local Government Act 1995* at 3.13pm.

PROCEDURAL MOTION

11/23 Moved Cr Gale

Seconded Cr F Webb

That the meeting be reopened to the public at 3.50pm.

CARRIED 7/0

14.2 PUBLIC READING OF RESOLUTIONS THAT MAY BE MADE PUBLIC

14.2.1 KOJONUP COMMUNITY MEN'S SHED INC. FACILITY – REQUEST FOR PROPOSAL 1 OF 2022/2023

OFFICER RECOMMENDATION

That Council:

1. Endorse the Kojonup Community Men's Shed Request for Proposal 01 of 2022/2023 as per Attachment 14.1.1.1; and
2. Authorise the Chief Executive Officer to proceed with the Request for Proposal process.

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr Bilney

Seconded Cr F Webb

That Council:

1. Endorse the Kojonup Community Men's Shed Request for Proposal 01 of 2022/2023 as per Attachment 14.1.1.1; and
2. Authorise the Chief Executive Officer to proceed with the Request for Proposal process.

LAPSED

6/23 Moved Cr Bilney

Seconded Cr Gale

That the Kojonup Community Men's Shed Request for Proposal 01 of 2022/2023 (RFP) report be tabled for discussion at a Special Council Meeting on 28 February 2023 and that the Chief Executive Officer investigate the option of a new Men's Shed location being on the existing Men's Shed site (Lot 135 Albany Highway, Kojonup) and report to Council on the impact taking into consideration the following:

1. Regulatory requirements to remediate the site prior to any construction;
2. Demolition of the existing Men's Shed (including removal of asbestos);
3. Decommissioning of underground fuel tanks;
4. Remediation of the soil where required;
5. Inclusion of dust extraction equipment; and
6. Formation of a car park on the title.

CARRIED 7/0

Reason for change to Officer Recommendation: Council wished to explore the option of placing a new Men's Shed on the existing Men's Shed site and for officers to research the regulatory and cost requirements involved to do so.

14.2.2 LEASE OF COUNCIL PROPERTY – PORTION OF LOT 9999 THORNBURY CLOSE, KOJONUP

OFFICER RECOMMENDATION

That an Expression of Interest from Nathan Miotti for \$4,025 including GST for the lease of part of Lot 9999, Thornbury Close, Kojonup, (as per presented map) commencing on 28 February 2023 and expiring on 27 February 2025, for sheep farming purposes, be accepted.

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr P Webb

Seconded Cr Wieringa

That an Expression of Interest from Nathan Miotti for \$4,025 including GST for the lease of part of Lot 9999, Thornbury Close, Kojonup, (as per presented map) commencing on 28 February 2023 and expiring on 27 February 2025, for sheep farming purposes, be accepted.

AMENDMENTS TO THE MOTION

7/23 Moved Cr P Webb

Seconded Cr F Webb

That the name *Nathan Miotti* be replaced with the name *Gary Cavanagh*, the amount of \$4,025 be replaced with the amount of \$4,000, the date of commencement of the lease be 28 February 2023 and the date of expiry of the lease be 27 February 2025.

CARRIED 7/0

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

8/23 Moved Cr P Webb

Seconded Cr F Webb

That an Expression of Interest from Gary Cavanagh for \$4,000 including GST for the lease of part of Lot 9999, Thornbury Close, Kojonup, (as per presented map) for sheep farming purposes, be accepted and that the lease commence on 28 February 2023 and expire on 27 February 2025.

CARRIED 7/0

Reason for change to Officer Recommendation: Council accepted the incumbent lessee is recognised as a good tenant and for them not to be unduly disadvantaged of having their previous lease agreement terminated prematurely for subdivision reasons. Council assessed that the changeover administration costs associated with establishing a lease for the alternative expression of interest outweighed the additional revenue associated with the alternative expression of interest.

14.2.3 LEASE OF COUNCIL PROPERTY WITH OPTION TO BUY - PROPOSED LOTS 58 AND 59 THORNBURY CLOSE, KOJONUP

OFFICER RECOMMENDATION

That an Expression of Interest (EOI) from Simon Klopper for \$9,500.00 excluding GST per annum be accepted for the lease of proposed Lots 58 & 59 of Lot 9999, Thornbury Close, Kojonup (as per presented map), with an option to buy when the subdivision of this land has been completed and titles issued.

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr F Webb

Seconded Cr Egerton-Warburton

That an Expression of Interest (EOI) from Simon Klopper for \$9,500.00 excluding GST per annum be accepted for the lease of proposed Lots 58 & 59 of Lot 9999, Thornbury Close, Kojonup (as per presented map), with an option to buy when the subdivision of this land has been completed and titles issued.

AMENDMENT TO THE MOTION

9/23 Moved Cr Bilney

Seconded Cr Gale

That the words *at an unimproved market rate valuation* be inserted after the words *with an option to buy*.

CARRIED 7/0

THE AMENDMENT BECAME PART OF THE MOTION AND WAS PUT

10/23 Moved Cr Bilney

Seconded Cr Gale

That an Expression of Interest (EOI) from Simon Klopper for \$9,500.00 excluding GST per annum be accepted for the lease of proposed Lots 58 & 59 of Lot 9999, Thornbury Close, Kojonup (as per presented map), with an option to buy at an unimproved market rate valuation when the subdivision of this land has been completed and titles issued.

CARRIED 7/0

Reason for change to Officer Recommendation: to ensure the lessee is not liable to pay for improvements the lessee has funded during the lease period if the lessee opts to purchase the property when the subdivision of the land has been completed and titles have been issued.

15 CLOSURE

There being no further business to discuss, the President thanked the members for their attendance and declared the meeting closed at 3.51 pm.

16 ATTACHMENTS (SEPARATE)

Item 6.1	6.1.1	Minutes of an Ordinary Council Meeting held on 13 December 2022
Item 9.3.1	9.3.1.1	Monthly Financial Statements – 1 to 31 December 2022
Item 9.3.2	9.3.2.1	Monthly Payments Listing 1 to 31 December 2022
Item 9.3.3	9.3.3.1	Correspondence – Hon John Carey MLA - Minister for Housing, Lands, Homelessness, and Local Government (Minister)
	9.3.3.2	Review of Representation Information Sheet
	9.3.3.3	Community consultation responses

UNDER SEPARATE COVER

Item 14.1.1	14.1.1.1	Document Package RFP 01 of 2022/2023
Item 14.1.2	14.1.2.1	Map showing relevant section of Lot 9999, Thornbury Close, Kojonup
	14.1.2.2	Expressions of Interest
	14.1.2.3	Portion of Lot 9999 Thornbury Close - Expressions of Interest - Weighted Assessment
Item 14.1.3	14.1.3.1	Map showing relevant section of Lot 9999, Thornbury Close, Kojonup
	14.1.3.2	Expression of Interest letters
	14.1.3.3	Council resolution – Syd Matthews & Co lease value – 3.79ha Thornbury Close
	14.1.3.4	Proposed Lots 58 and 59 Thornbury Close - Expressions of Interest - Weighted Assessment

SHIRE OF KOJONUP

Kojonup



MINUTES

SPECIAL COUNCIL MEETING

28 FEBRUARY 2023

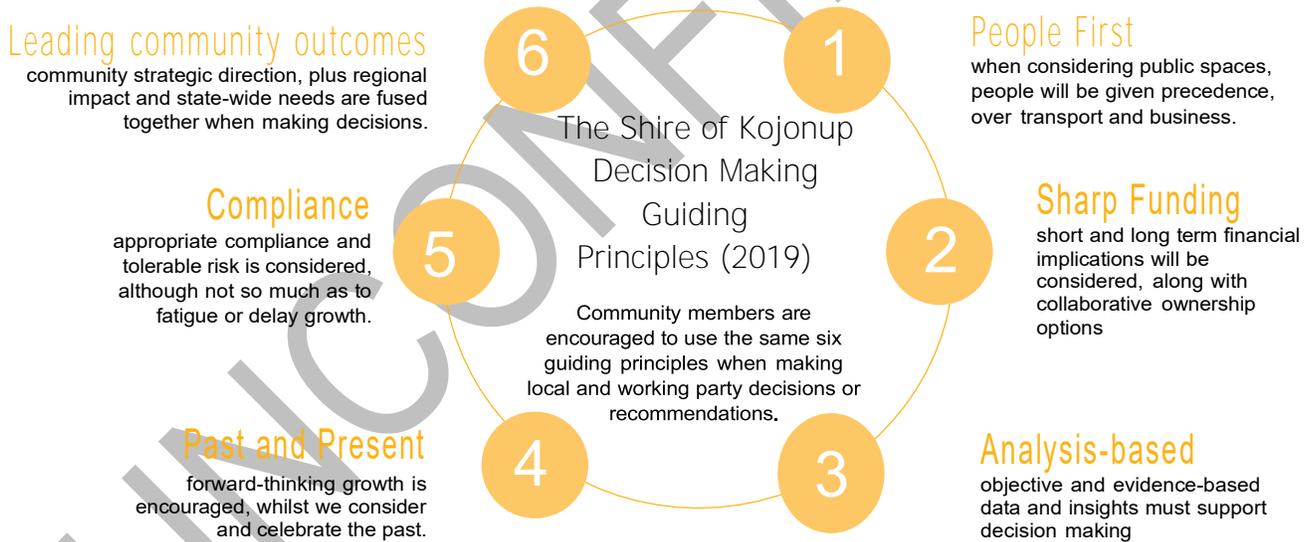
MINUTES OF A SPECIAL COUNCIL MEETING HELD ON 28 FEBRUARY 2023

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



MINUTES

1 DECLARATION OF OPENING AND ANNOUNCEMENT OF GUESTS

The Shire President declared the meeting open at 3.00pm 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 N Radford

Shire President

Cr P Webb

Deputy Shire President

Cr F Webb

Cr Wieringa

Cr Gale

Cr R Bilney

Cr A Egerton-Warburton

STAFF

Grant Thompson

Chief Executive Officer

Emily Sleight

Sport and Recreation Officer

Judy Stewart

Senior Administration Officer

3.1 APOLOGIES

Cr Singh

3.2 APPROVED LEAVE OF ABSENCE

Nil

MEMBERS OF THE PUBLIC

Frank Pritchard

Ray Boys

Ian McDonald

Chris Evans

Kath Mathwin

Daniel Radford

Barbara Hobbs (3.10pm)

Graeme Hobbs (3.19pm)

4 DECLARATION OF INTEREST

Nil

5 **PUBLIC QUESTION TIME**

5.1 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE
Not applicable

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

9 **REPORTS**

9.1 KEY PILLAR 1 – ‘PLACE’ REPORTS

9.1.1 KOJONUP COMMUNITY MEN’S SHED INC. FACILITY – REQUEST FOR PROPOSAL 01 OF 2022/2023 AND SITE LOCATION ANALYSIS

AUTHOR	Emily Sleight – Sport and Recreation Officer
DATE	Wednesday, 21 February 2023
FILE NO	FM.TND.15
ATTACHMENT(S)	<p>9.1.1.1 – Western Environmental Quote</p> <p>9.1.1.2 - Nqpetro WA Quote 1749 - Shire of Kojonup - Tank Decommissioning</p> <p>9.1.1.3 – WestAir Dust Extraction System Quote</p> <p>9.1.1.4 – Vinsan Demolition Quote</p> <p>UNDER SEPARATE COVER</p> <p>9.1.1.5 – Document Package RFP 01 of 2022-2023</p>

STRATEGIC/CORPORATE IMPLICATIONS		
“Smart Possibilities – Kojonup 2027+”		“Smart Implementation – Kojonup 2018-2022”
Key Pillar	Community Outcomes	Corporate Actions
KP – 1 Place	1.3 – Have systems in place to attract youth to the region, even in a transient manner	1.3.7 – Co-location of Men’s Shed, Kojonup Tourist Railway and Kojonup Historical Society to heritage rail precinct
KP – 2 Connected	2.1 – Be growing our state-wide and local tourism and shopping capabilities through regional alliances	2.1.3 – Cooperate to increase activation of Main Street and better use of underutilised Main Street spaces
KP – 3 Performance	3.4 – Be organised and transparent with our financial management	3.4.2 – Act with sound long-term and transparent financial management and deliver residents value for money

DECLARATION OF INTEREST

Nil

SUMMARY

The purpose of this report is for Council to consider the variables that were investigated in regards to the location of the proposed Kojonup Community Men’s Shed (Men’s Shed) and, after taking these variables into consideration, reconsider the endorsement of the

document package, as at Attachment 9.1.1.5, for the Request for Proposal (RFP) 01 of 2022/2023.

BACKGROUND

Discussions with the Men's Shed regarding their existing facility no longer being fit for purpose began in early 2021. With the announcement of Phase Three of the Local Roads and Community Infrastructure (LRCI) Federal grant round in May 2021, the allocation of a portion of these funds was set aside for the relocation, planning and construction of the new Men's Shed facility. Work Schedules to this effect were submitted to the Department of Infrastructure, Transport, Regional Development and Communications on 19 May 2022, with their acceptance of the projects received 6 June 2022.

Initial planning for the relocation of the Men's Shed to the Benn Parade site formed part of the 'Kojonup SMART Future Project' Regional Growth Fund grant application in 2018, and the facility construction project is included in the 2022/2023 Annual Budget.

The path forward was discussed with Council at the 13 December 2022 Briefing Session, and staff have worked on the RFP documentation and process following this. At its 7 February 2023 Ordinary Meeting, Council resolved as follows:

"That the Kojonup Community Men's Shed Request for Proposal 01 of 2022/2023 (RFP) report be tabled for discussion at a Special Council Meeting on 28 February 2023 and that the Chief Executive Officer investigate the option of a new Men's Shed location being on the existing Men's Shed site (Lot 135 Albany Highway, Kojonup) and report to Council on the impact taking into consideration the following:

- 1. Regulatory requirements to remediate the site prior to any construction;*
- 2. Demolition of the existing Men's Shed (including removal of asbestos);*
- 3. Decommissioning of underground fuel tanks;*
- 4. Remediation of the soil where required;*
- 5. Inclusion of dust extraction equipment; and*
- 6. Formation of a car park on the title."*

Reason for change to Officer Recommendation: Council wished to explore the option of placing a new Men's Shed on the existing Men's Shed site and for officers to research the regulatory and cost requirements involved to do so.

COMMENT

The Men's Shed currently operates out of a Shire of Kojonup (Shire) owned building located on the corner of Albany Highway and Spencer Street. This building has previously operated as a wool store, carpentry business and a service station. The building has areas of asbestos in the exterior and interior cladding. The front section of the lot has underground fuel storage tanks in situ, which will require removal and soil remediation works to remove contamination. The rear of the building previously housed an oil-powered jack, with the

underground oil tank component still retained; this will require removal and soil remediation.

As per Council’s request, the following were investigated and information gathered:

1. Regulatory requirements to remediate the site prior to any construction;
2. Demolition of the existing Men’s Shed (including removal of asbestos);
3. Decommissioning of underground fuel tanks;
4. Remediation of the soil where required;
5. Inclusion of dust extraction equipment; and
6. Formation of a car park on the title.

Estimate costs have been sourced from suitable suppliers for the purpose of evaluating the Albany Highway site as per the above. It needs to be noted that these costs were provided in good faith and on the premise that they do not represent a formal quote. A formal RFQ or RFP process will need to be explored for all of the above requirements, as per the Shire’s Purchasing and Creditor Control Policy 2.1.2.

Western Environmental were approached to provide a cost estimate on the process only for *investigating* tank removal, soil remediation, asbestos removal and any additional requirements. Their scope of work and fee structure is at Attachment 9.1.1.1. The fee estimate of \$37,750.00 plus GST is summarised in the below two tables and it is important to note that the fee is for the required environmental assessment of the site and does not cover the remediation work that may be required:

Table 1: Project Costs – EDD with Targeted Surface Soil Sampling

Scope Item	Cost (ex GST)
Project Management Fees	\$510.00
Desktop Review incl. FOI search fees	\$2,240.00
Field Labour – site inspection and targeted surface soil sampling	\$1,620.00
Soil Analysis (laboratory)	\$1,080.00
Disbursements (sampling equipment, vehicle, PPE)	\$500.00
Preparation of Environmental Due Diligence report	\$4,800.00
SUB TOTAL	\$10,750.00

Table 2: Groundwater and Sub-surface Soil Investigations

Scope Item	Cost (ex GST)
Project Management Fees	\$1,200.00
Service location fee (estimate)	\$1,600.00
Field Labour – groundwater well installation and subsurface soil sampling	\$2,840.00
Subcontractor Driller (based on anticipated depth to groundwater of 5m below ground level)	\$8,900.00
Subcontractor Surveyor (estimate)	\$1,600.00
Field Labour – groundwater sampling	\$1,620.00

Laboratory Analysis – groundwater	\$1,620.00
Laboratory Analysis – soil	\$1,690.00
Disbursements (vehicle, subsistence, water quality meter, sampling equipment, PID, consumables and PPE)	\$2,280.00
Reporting	\$3,650.00
SUB TOTAL	\$27,000.00

The timeline for this process has been advised at four (4) weeks for the initial Environmental Due Diligence report. The groundwater and sub-surface soil investigation timeframe would be dependent on the availability of contractors to complete the service location, drilling and sample analysis and, given the current market conditions, could add an additional eight (8) to twelve (12) weeks. This investigative process would push any remediation works out to June or July 2023, past the timeframe for significant works commencement as per the LRCI grant conditions.

Nqpetro Pty Ltd were approached as certified subsurface petroleum storage removalists and provided a quote as at Attachment 9.1.1.2, with the estimate cost being \$42,864.00 plus GST (for certified removal of petroleum storage tanks). This quote details a list of exclusions and assumptions which, if required, could alter the final cost substantially. The quoted price *excludes* the following:

- site fencing;
- permits;
- removal of surrounding infrastructure;
- clean fill;
- any further discovered pipework or tanks;
- surface reinstatement;
- structural engineering;
- repairs to any damaged underground services;
- disposal fees for tank, tank contents and soil;
- compaction; or
- soil remediation if contaminants are found external to the tanks.

Given the exclusions, it is necessary to conduct testing by a suitably qualified environmental assessment company prior to engaging a contractor for tank removal. This is required to manage the risk to the Shire of cost overruns and to ascertain volumes and all costs of disposing of petroleum contaminated material. The quote also excludes decommissioning of the oil tank to the rear of the facility, which would incur additional expense to the Shire.

Vinsan Demolition were requested to provide estimate pricing on the demolition and removal of the existing Men’s Shed building. Their quote is at Attachment 9.1.1.4, and is for \$63,500.00. As stated in the quote, all salvageable items from the demolition would remain property of Vinsan Demolition on completion of the project, except for the contaminated waste which would be the Shire’s responsibility.

External advice suggests that if asbestos waste cannot be deposited at the Shire’s waste facility, the additional cost will be circa \$30,000. The demolition quote does not include service disconnection, which would incur extra fees (water, electricity and sewer). As the demolition would potentially uncover the oil powered jack located to the rear of the building, it is noted that removal of this would also incur extra costs, as the quote clearly defines the scope. The demolition process would be completed in one step, requiring the removal and storage of all items inside the building. A suitable storage facility would need to be found for the duration of the construction project.

A dust extraction system quote was sourced from WestAir Filtration, a Perth based company, and the full quote is available at Attachment 9.1.1.3. An estimate floor plan was used for this so, if the end result differs, there may be some alterations in pricing. The total cost of \$64,912.00 plus GST for the provision of this system includes:

- Auto MZ30 dust collection unit;
- 75Ltr collection bin;
- Rear mounted 7.5kW fan with outlet silencer and weather cowl;
- Starter;
- 250mm CARZ explosion isolation flap valve with activation sensor;
- Ducting Kit;
- Table Saw capture hood;
- Cranage;
- Elevated Work Platform use;
- Freight on goods;
- Site Installation;
- Electrical connection; and
- Travel expenses.

The advised timeframe for the supply and installation of the dust extraction system is 12-14 weeks after the provision of a purchase order.

Council’s request to include car parking on the Albany Highway site has been assessed, with guidance from the Shire’s Works and Services Department. The site would allow eight (8) regular bays and one (1) universal access bay, requiring a total of 300m2. Estimate costs associated with this are as follows:

Item	Cost per unit	Expected cost
Earthworks	\$60/m2	\$18,000.00
Asphalt	\$45/m2	\$13,500.00
Curbing	\$30/m	\$2,400.00
TOTAL		\$33,900.00

Comparing the two sites, the Railway Precinct site has ample room for informal parking while the Albany Highway site requires carpark installation immediately.

As the investigated site is bounded by Albany Highway, all contractors conducting works that require access from the Albany Highway site entrance will require Main Roads WA approved Traffic Management Plans. Given the desired placement of the building, as close to the eastern boundary as practicable, the main access point will be the Albany Highway site entrance. It will also be a requirement for contractors to seek approval from Main Roads WA to conduct works as the partial closure of the roadway, dual use path or footpath will also be necessary. This would be an additional financial impost for contractors and it would be expected to see this passed on to the Shire. As a comparison, the Railway Precinct site does not have these limitations.

An alteration in site will require additional Scope of Requirement planning and documentation, and this will extend the timeframe for construction commencement. The request to include the six (6) additional requirements, which all have some level of complexity, could extend the planning period by up to eight (8) weeks, with this being required prior to the project going to tender.

Additional practical works would potentially add another three to four (3 to 4) months to the front end of the project, prior to commencing the existing Scopes of Requirement. This puts the project at risk of losing external funding, given the timeframes and requirements of the LRCI grant.

The RFP document package is included as Attachment 9.1.1.5 and will be provided to interested parties on request from the date of advertisement 4 March 2023 until the closing date for submissions 30 March 2023. Alternative offers for all separable portions will also be considered, providing they meet the requirements in Clause 1.5 of the RFP.

Included as part of the package is a spreadsheet Attachment A – Combined Specification and Pricing Schedule. The completion of relevant components of this document is mandatory for all respondents, and it will be used as part of the evaluation process.

Throughout the consultation process Men's Shed executive have indicated they do not have a preferred site for construction.

CONSULTATION

Council Briefing Sessions 18 October 2022, 29 November 2022, 13 December 2022 and 7 February 2023

Council Ordinary Meeting 7 February 2023

Kojonup Community Men's Shed members

Chief Executive Officer

WALGA Procurement Services

Western Environmental Pty Ltd

Nqpetro Pty Ltd

Vinsan Demolition

WestAir Filtration

STATUTORY REQUIREMENTS

Nil

POLICY IMPLICATIONS

2.1.2 – Purchasing & Creditor Control

The RFP is to be treated in the same manner as a Request for Tender and, as such, will follow the same process as per Policy 2.1.2. If additional works separate to the RFP are required, the process for awarding work will also need to comply with Policy 2.1.2.

FINANCIAL IMPLICATIONS

The current 2022/2023 Annual Budget contains an allowance of \$1,000,000 for this project. \$750,000 of this is confirmed by way of LRCI Phase Three funding. Any balance required would need to be sourced from alternative grant funding options.

The existing RFP documentation contains reference to an estimate budget of \$600,000 for the entire project. This leaves an allowance of \$150,000 for electrical, sewage and water headworks. Given site layout at the Albany Highway location, the current location of mains electricity, sewage and water connections will still need to change and additional expense will need to be allocated for this.

The requirements of the LRCI funding place an expectation of substantial works progress on this project prior to 30 June 2023. While extensions for final funding payments are occasionally granted, if progress is not made prior to 30 June 2023 the Shire risks having to return the entire \$750,000 to the Department of Infrastructure, Transport, Regional Development and Communications. This would make the Men's Shed project unachievable for the foreseeable future. A total of \$4,428.60 has been expended to date on this project, excluding Officer salary/wages and the balance of fees from H&H Architects. The procurement process, including documentation packages, external reviews and research, has incurred significant officer resources over the last 9+ months.

The current estimate of \$242,926.00 plus GST only covers site remediation, demolition, dust extraction, asbestos removal and car park expenses, and does not cover any previously noted exclusions or unknown variables.

RISK MANAGEMENT IMPLICATIONS

RISK MANAGEMENT FRAMEWORK			
Risk Profile	Risk Description/Cause	Key Control	Current Action
3.Compliance	Breakdowns in tender or procurement processes	Tender and procurement process	Nil
	Impulsive decision making	Tender and procurement process	Nil
7.Environment	Poor management of contaminated sites	Environmental management compliance	Nil
8.Errors, Omissions & Delays	Unrealistic expectations from Council, community or management	Customer Service Charter Staff Training	Implement formal peer review process
12.Misconduct	Undue influence from Manager/Councillor	Elected Member Training	Nil
		Segregation of duties	
13.Project-Change Management	Inadequate project planning	Project Management procedures	Implement formal project management guidelines
14.Safety & Security	Ineffective/inadequate testing, sampling or other health requirements	Asbestos register & procedures	Nil
Risk rating – High			
IMPLICATIONS			
<p>The utilisation of a site with known contaminants both above and below ground poses a high risk to the Shire. Reputational, financial and safety risks would be present to the Shire if 133-135 Albany Highway was selected by Council for this project. Given investigative works would still be required to ascertain the level of further contamination, in addition to known contamination, further financial risk would be present.</p> <p>Further delays in the procurement process could see the Shire having to relinquish the \$750,000 allocation of LRCI funds, representing a significant reputational and financial</p>			

risk. There are no guarantees that an altered work schedule would be accepted at this late stage by the funding body.

Management of risks throughout the consultation and design process have been handled by both Shire staff and external consultants. Extensive consultation has occurred with interested community groups around the location and components of the facility.

ASSET MANAGEMENT IMPLICATIONS

The current facility located on Lot 135 Albany Highway has a written down value of \$130,000. It has reached the end of its functional life, given the construction materials and increased obligations for the Shire in relation to Work Health and Safety legislation.

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr P Webb

Cr Egerton-Warburton

That Council:

1. Endorses the Kojonup Community Men's Shed Request for Proposal 01 of 2022/2023, including the site plan, as per Attachment 9.1.1.5; and
2. Authorises the Chief Executive Officer to proceed with the Request for Proposal process.

LAPSED

AMENDMENT TO THE MOTION

12/23 Moved P Webb

Cr Gale

That the site location, site parameters and location map in the Kojonup Community Men's Shed Request for Proposal 01 of 2022/2023 be changed to 135 Albany Highway, Kojonup.

CARRIED 5/2

Barbara Hobbs entered the meeting at 3.10pm.

Graeme Hobbs entered the meeting at 3.19pm.

THE AMENDMENT BECAME PART OF THE MOTION AND THE MOTION WAS PUT
13/23 Moved Cr P Webb Cr Egerton-Warburton

That Council:

1. Endorses the Kojonup Community Men’s Shed Request for Proposal 01 of 2022/2023, as per Attachment 9.1.1.5 with the following change: the site location, site parameters and map be 135 Albany Highway, Kojonup, and
2. Authorises the Chief Executive Officer to proceed with the Request for Proposal process.

CARRIED 5/2

Reason for change to Officer Recommendation: Council expects that building and utility costs will be lower if the new building is located on the existing site and that the shop front will be more visible to travellers than at the Benn Parade site.

The Sport and Recreation Officer left the meeting at 3.40pm.

9.2 KEY PILLAR 2 – ‘CONNECTED’ REPORTS

Nil

UNCONFIRMED

9.3 KEY PILLAR 3 – ‘PERFORMANCE’ REPORTS

9.3.1 RESERVE ACCOUNT APPROPRIATENESS REVIEW – 2022/2023

AUTHOR	Grant Thompson – Chief Executive Officer
DATE	Wednesday, 22 February 2023
FILE NO	FM.FNR.2
ATTACHMENT(S)	Nil

STRATEGIC/CORPORATE IMPLICATIONS		
“Smart Possibilities – Kojonup 2027+”		“Smart Implementation – Kojonup 2021 +”
Key Pillar	Community Outcomes	Corporate Actions
KP 3 - Performance	3.4 – Be organised and transparent with our financial management.	3.4.1 - Increase regularity of readable financial reporting to the community. 3.4.2 – Act with sound long-term and transparent financial management and deliver residents considered value for money.

DECLARATION OF INTEREST

Nil

SUMMARY

The purpose of this report is to undertake the annual review of appropriateness of each reserve account in accordance with Council Policy, and the motion that was moved by Council in 2022 expanding the scope of the review.

BACKGROUND

Council resolved, at its Ordinary Meeting held 29 November 2022, that a review of the Reserves should be conducted and presented to its February meeting:

“That Council defers the presentation of the following information to its 7 February 2023 Ordinary Meeting:

A report on how the reserve accounts operation could be enhanced in respect to the following, but not to the exclusion of other issues that appear during the process:

- *Council motions regarding contributions.*
- *Timing of cash movements.*
- *Monthly reporting of account balances.*
- *Detail provided in budgeting of reserve account transfers.*

- *The concept of saving for plant and equipment purchases versus borrowing the capital required at the time of purchase.”*

Council Policy 2.1.8 – ‘Financial Governance’ has a section relating to reserve accounts, which states as follows:

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

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

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

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

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

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

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

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

- Day Care Building Maintenance – 100% of annual rent paid by the tenant is deposited into this account;
- Springhaven Building Upgrade & Renewal - This reserve receives 100% of interest earned from the ‘Springhaven Lodge’ (bonds paid by residents) reserve account;

- Low Income Housing - All operating profit/(loss) is to be transferred to/(from) this reserve in accordance with the joint venture agreement with the Department of Housing;
- Independent Living Units - Operating profits from Loton Close & Soldier Road units are transferred to this reserve;
- Landfill Waste Management - 10% of total rubbish & recycle bin charges are to be allocated to this reserve annually;
- Energy Efficiency - 50% of any savings resulting from expenditure of this reserve account is to be transferred back into the reserve;
- Saleyards - The profit or loss from annual operations of the Saleyards to be transferred to this account.'

OFFICER'S COMMENT

In the absence of a Manager of Corporate and Community Services as per policy, the CEO has undertaken this review.

Reserve accounts allow the Shire of Kojonup (Shire) to earmark a portion of surplus funds to cover future costs either capital or expenditure. Reserve accounts can be an important component of the Shire's financial planning strategy and support growth and set contingency against setbacks. It must be noted that the success of reserve management depends heavily on self-funded free cash flow funds. That is, you need to have surplus cash to put aside.

Reserves are necessary for a variety of reasons and in a cash healthy organisation they are a sound tool to plan for the future, including:

- To meet 'working capital' requirements (e.g. to allow expenditure to be made ahead of the receipt of a grant or contract income);
- To provide a fund to take advantage of upcoming opportunities for expanding public benefit as and when they arise (e.g. leverage co funded grant opportunities); and
- To leverage funds for resource specified new or expanded projects and 'capital expenditure' plans.

Reserves in Local Government?

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

The current Council policy details eight (8) reasons why the Shire of Kojonup establishes its reserve accounts (as per above). The review has determined that the reasons are sound and make absolute sense.

Cashflow Consideration of Reserves

In reviewing the current reserves, consideration of the Shire's cashflow and capacity to allocate funds to the reserves must primarily be taken into account. An organisation should only transfer funds to reserves where its free cashflow status is sustainable i.e. working capital requirements can be met and, just as important, the costs of borrowing can be serviced comfortably.

Whilst the idea of reserves is a sound, financially prudent concept, one of the difficulties with the Shire's current reserves policy is that it is effectively funding the reserves by firstly transferring out the working capital requirement, but then replenishing the fund from the budgeted cash flow for often a similar amount it transferred out, effectively making the purpose of the reserve redundant as it is difficult to grow a reserve to the level required to be of any value.

Furthermore, without regular and accurate information, reserves can sometimes hide the financial risks in the business allowing a potentially financially compromised position to remain undetected as it can be masked by surpluses in restricted funds. The consequences for the Shire may be severe in this case.

The Shire could consider self-funding capital items, either through borrowings or self revenue, in the year the Shire requires the asset. This purchasing change ensures Shire Officers undertake critical due diligence to plan and identify the cost benefit of the required assets, not plan and purchase assets because the Shire has money in reserve. It also releases cash that would be transferred into the reserves for working capital that is currently necessary to fund the day to day operations.

The Council is aware the Shire of Kojonup has a tight, free cashflow position and, therefore, reserving cash for future spend can place pressure on its ability to pay creditors, particularly at the end of the financial year where funds are depleted prior to the next rating season. This is even further highlighted when we have a zero sum budget i.e. the expenditure must match the revenue with a close to zero surplus?

What heightens the risk is the fact that our self-funded revenue is effectively fully utilised in funding the overhead requirements of the core business and the necessary bridging finance (timing of project costs going out and matching grant revenue coming in) required to co-fund projects such as major road upgrades and other asset builds. This places enormous pressure on the financial system at certain times of the year, and could be a catastrophic risk in the era of inflationary pressure or if estimated cashflow is incorrectly forecast.

The necessity to bridge funding places pressure on the Shire's self-funded revenue stream and leaves little free cash as surplus to transfer to reserves, which in turn doesn't allow the reserves to grow accordingly.

The current reserves policy means that we rely further on Government grants and outside sources of revenue to operate and puts us in a position where we are endeavouring to constantly trade the way on the back of grants year on year.

It is, therefore, critical that any free cash that the Council allocates to reserves must be available and have no impact on our working capital requirement. This is a planning and budgeting issue and will be reviewed by the Chief Executive Officer (CEO) in the lead up to the 2023/24 budget with the aim of recommending changes in the cost structure to be more sustainable.

As a consequence the Shire will need to make decisions over the coming period to reduce its overhead costs to a more sustainable level and operate within its means in order to pay off debt and finance future projects. Debt management will be a priority over the coming budgets.

Inefficient use of funds; that is, there is a risk that too high a level of reserves may result in the Shire being criticised for holding reserves unnecessarily e.g. Sale Yards Reserve. This may impact the efficient use of funds and limit cash being put to good use in other key areas.

In the first instance the Council should consider closing and streamlining certain current reserves and releasing cash back into consolidated revenue for a more efficient use.

Existing Reserves

The existing established reserve accounts have good intent, they are established to enable both important building renewal to be funded and major projects prioritised, and to ensure that reserve accounts exist for each building and project and then are funded to an appropriate level.

This investigation concludes that the current range and high number of reserves means that they are not all achieving their set goals due to the inability of the Shire to adequately fund the reserves to grow at the necessary rate. Inadequate reserves only create administrative cost burden to maintain and manage, and serve no purpose if they don't have substantial funds available to fund projects or purchases when required.

It is observed that the Council has too many reserves and, consequently, is spreading its currently low availability of cash thinly over many different reserves, effectively rendering the timeframe to raise funds for any execution obsolete.

As an example the immaterial amounts in some of the reserves suggest that, for a significant capital project to be funded, it would be years before the Shire could self fund or leverage

funds for that project when reality demonstrates that, when the project is ready, there are barely enough funds in that reserve for initial planning of the project therefore making the reserve ineffective when trying to achieve the goal of funding the capital project.

A good tangible example of this is the *Works Depot Building Upgrade & Renewal Reserve* which has a current balance of \$1,006. The requirement to upgrade the Depot is imminent i.e. next three years, and it is unlikely the Shire will have any material funds to support this project. The current level of funding is not enough to fund the cost of a master plan for the Depot.

Borrowings versus Reserves

Under normal circumstances, reserves represent a surplus of unspent revenue that are normally held in the form of cash at bank. However, there are alternatives for the Shire where, in this situation, reserves cannot easily be generated or free cash limits the ability for the Shire to grow the reserve in a timely manner to a scale that is beneficial.

Obviously, borrowing is the option to increase capital instantly including access to overdraft facilities to provide the organisation with the ability to fund growth and working capital. In these circumstances, the Shire needs to be transparent as to how and when loans or overdraft facilities are to be managed.

Another option is to increase rates, fees and charges, and rents at a faster escalation on properties within the Shire to increase free cash to put away for future projects, which is not always the most acceptable option with the community.

The value of borrowing is relevant to the project at the time but the disadvantage is that the cost of borrowings are funded from self-funded revenue i.e. rates and, furthermore, there is a debt ceiling which the Shire is currently getting close to hitting.

Reasons why the Shire might borrow rather than save include:

- Debt can be a less expensive source of capital;
- Debt can be somewhat less complicated to arrange for the Shire than trying to finance reserves from less than sustainable cash flows; and
- Debt can be used to finance a wide variety of activities including capital expenditures (such as asset builds), acquisitions of land, plant and equipment, to name a few. The term or maturity of the indebtedness should generally match the period associated with the assets being financed. For example, Plant & Equipment loans could normally be three years or longer, and other loans financing real property may typically be 15 years or longer since those assets have longer valued lives for the Shire.

The Shire's risk related to debt management is: as the level of debt rises as a percentage of total revenue so does the probability that the Shire, especially as high depreciation charges

will now follow new asset builds, will have insufficient free cash to service the debt, its working capital requirements for its core services and the current number of reserves.

We are seeing signs of this in the Shire. It is evident with the reduced levels in reserves not adequately growing and problems scaling them up to the required level to be of value, the increased borrowing cost of the Shire and the depreciation increasing due to new builds over the last two years, all placing pressure on the system to adequately maintain the current number of reserves. The overuse of reserves is a factor here.

Therefore, a balanced approach to reserves and debt is warranted. Cost and financial management will be addressed through another forum with the Council, however, it is fair to say that any free cash should go to paying debt down as a priority in the short term to ensure a more sustainable level, and any free cash needs to be limited to going into a reduced number of reserves that are of the highest priority to the Council.

This may place pressure on the Council and restrain it from making decisions to fund major projects in the near future; however, it is the most financially prudent approach in this time.

Sufficient surplus cash flow generated to “service” the debt interest and principal payment obligations and to fund the reserves that are in place must be readily available. The author observes that currently the Shire has minimal free cash generated in the organisation to seriously fund the current breadth of reserves and recommends that the number is trimmed to a meaningful level.

The Council may consider negotiating an increase to its overdraft facility to avoid any unforeseen potential issues.

Timing of Transfers

Timing of transfers was addressed in the Ordinary Council meeting held on 18 October 2022. The recommendation is that the CEO investigate how transfers in and out of reserve accounts aligns to actual expenditure through the financial year.

Monthly reporting of account balances.

Monthly reporting of reserves currently occurs in the monthly financial reporting; however, if the timing of cash out of reserves changes then the report will be updated to reflect these changes.

Detail provided in budgeting of reserve account transfers.

As mentioned in the above content, it is recommended that the Council implement the recommendations in this report in line with the current budget review and consider other changes in the 2023/24 budget.

Summary

Reserves are vital to the Shire to maintain and smooth out certain types of investment. The reserve holds money that the Shire can use when either unexpected events occur with assets or to prepare for major investment.

It is recommended to reduce the number and burden of reserves management as the Author observes there are too many reserves to realise the full potential or create value for the future needs of the Shire.

It is important that the Shire should only fund reserves when it has the ability to do so with free cash that does not impact the organisation on those reserves that are highest priority.

In the short term it is the Author's recommendation that the Shire focuses on a plan to reduce debt, giving it the capacity to fund more capital projects over the next four years.

The following section gives explicit recommendations on each of the reserves and their use.

Appropriateness of Existing Reserve Account Balances:

The following table shows reserve account balances as at 30 June 2021 and (budgeted) 30 June 2022 and a commentary on the appropriateness of these balances in conjunction with major projects planned in *Smart Implementation*. Recommendations within the table are made based on the following key:

- X - Close Reserve
- 🔴 - More funds required
- 🟢 - Currents funds are appropriate;
- 🟡 - Funds are surplus to needs of the account; and
- ? – Needs further intervention to be relevant

Recommendations have also been colour coded using a traffic light system.

	Name of Reserve	Actual Balance 30 June 2022	Budgeted Balance 30 June 2023	Officers Comment	This Year's Rec.
1.	Employee Leave	\$ 235,650	\$ 245,886	Policy 2.1.8 has set a plan to increase the level of this reserve in accordance with a set formula of minimum balance. This reserve is a priority. The reserve needs to grow at a higher escalation as the current employee benefit provisions is circa \$731,667. Recommendation: Continue to increase the balance of the reserve over time and actively manage leave accruals. Review in 2023/24 budget considerations.	↑
2.	Shire Office/Library Building Upgrade & Renewal	\$ 1,007	\$1,008	Close this reserve due to lack of free cash to fund any meaningful investment. Will need to look at other revenue sources if and when this is required. Recommendation: Close and transfer funds to Municipal Account.	x
3.	Bushfire Communications	\$ 89,346	\$ 89	Close this Reserve as the Tower project commences this financial year. Recommendation: Close and transfer funds to Municipal Account and use as per terms of reference.	x
4.	Community Grant Scheme	\$ 9,745	\$9,755	This reserve account is currently holding funds set aside for the Kojonup Theatrical Society (KTS - \$6,000) and a Council donation to the KTS (\$3,000). Recommendation: Implement last years recommendation to change the name of this reserve account in the to "Memorial Hall – Theatrical Infrastructure" and maintain.	✓
5.	Day Care Building Maintenance	\$ 14,766	\$ 7,781	As Wanslea take over the day to day lease and minor maintenance close this account. Recommendation: Close and transfer funds to Municipal Account as per terms of reference and use funds to undertake the required maintenance on the asset to baseline the building for lease with Wanslea.	x

	Name of Reserve	Actual Balance 30 June 2022	Budgeted Balance 30 June 2023	Officers Comment	This Year's Rec.
6.	Spencer Street Youth Precinct	\$ 31,270	\$11,301	This reserve needs discussion by Council aligned to its commitment to the Youth precinct project being the construction of a new skate park, pump track and youth centre and therefore increased amounts of funding need to be allocated to this reserve. Recommendation: Close and transfer funds to Municipal Account for planning and design as per terms of reference, dependent on the Council's decision for the Youth Precinct.	X
7.	Springhaven Building Upgrade & Renewal	\$2,165	\$ 4,362	With decisions pending on Springhaven and whilst this reserve has been nearly fully drawn down in recent years it is timely to close it. The Council can always reinstate this reserve in future if circumstances change. Recommendation: Close and transfer balance of funds to Municipal Account.	X
8.	Springhaven Equipment	\$ 16,503	\$ 6,520	With decisions pending on Springhaven and whilst this reserve has been nearly fully drawn down in recent years it is timely to close it. The Council can always reinstate this reserve in future if circumstances change. Recommendation: Close and transfer balance of funds to Municipal Account to fund the current Springhaven need for new equipment. Use as per terms of reference.	X
9.	Low Income Housing	\$ 83,483	\$ 85,066	This reserve 'operates' the Jean Sullivan joint venture housing, i.e. profit from rent transferred to reserve to fund major maintenance. Rental amounts are set by the State. Recommendation: Retain	✓
10.	Independent Living Units	\$ 158,168	\$ 139,533	This reserve was nearly fully withdrawn with the construction of new ILU's. Rental returns will rapidly improve the reserve over time, importantly from an asset replacement perspective in the long term. Recommendation: Retain	✓
11.	Benn Parade Multi-Facility	\$ 14,301	\$ 14	Provide a new facility for Kojonup Community Men's Shed, Kojonup Tourist Railway and possibly other community groups. This is a major imminent project where construction is expected in the first half of 2023. Recommendation: Transfer the current funds to Municipal in preparation of construction as per terms of reference. Close reserve.	X

	Name of Reserve	Actual Balance 30 June 2022	Budgeted Balance 30 June 2023	Officers Comment	This Year's Rec.
12.	Townscape	\$ 49,801	\$ 50	The scope of future works is currently being defined and need reserve funds to fund design and assess costings. Total project over numerous financial years will be multiple millions. Recommendation: Transfer the current funds to Municipal in preparation of design and costings required as per terms of reference. Close reserve.	X
13.	Landfill Waste Management	\$ 80,047	\$ 56,597	Current operations and improvement required in waste management highlights that this will be an area of future expenditure needs. Post closure management expenses need to be saved for the duration of the operation of a facility to ensure appropriate funding of required works following closure. From 1 July 2018, the reserve definition was updated to include 10% of rubbish bin charges being allocated to this account. Recommendation: Change the Policy to remove Council's obligation to fund this from 10% of waste charges. Retain and fund as free cashflow allows.	✓
14.	Energy Efficiency	\$0	\$0	Installation of solar array at the Works Depot achieved major energy savings identified and closure of this reserve. Recommendation: Close and Change Policy to reflect the closure.	X
15.	Natural Resource Management	\$ 97,430	\$ 74,363	NRM needs a deep review. Recommendation: Hold for possible closure pending Council decision. Officer recommends closure. Change Policy for funding mechanism.	X
16.	RSL Hall Building Renewal	\$ 10,301	\$ 10,311	The scope of any future works in this precinct needs to be defined, or indeed if this building is to be retained. Strategic direction required. Recommendation: Transfer the current funds to Municipal. Close reserve.	X

	Name of Reserve	Actual Balance 30 June 2022	Budgeted Balance 30 June 2023	Officers Comment	This Year's Rec.
17.	Memorial & Lesser Hall Upgrade & Renewal	\$ 7,146	\$ 7,153	Very important community asset that has large asset renewal backlog. Grant funding in the previous 2 years has seen in excess of \$350,000 expended on a new roof, brick repairs, front room repairs and new storage thereby greatly reducing the immediate need for renewal funding. Recommendation: Transfer funds to Municipal account and Close reserve. Fund as required from Year On Year (YOY) Budget. Use remaining funds to finish front rooms.	X
18.	Sporting Complex Building Upgrade & Renewal	\$ 1,080	\$ 1,081	Very important community asset that has substantial upgrade requirements to meet user needs. Kitchen upgrade (including cool room) and building extension for storage/office space, swimming pool club rooms and deck extension are all identified future projects. Recommendation: Merge all sporting Complex reserves into one reserve for ease of administration.	?
19.	Sporting Facility	\$ 62,737	\$ 20,622	Major expenditure 2020 - 2022 will meet the immediate demands for facility upgrades. Possible parking/kerbing/footpath upgrades are all identified future projects. Recommendation: Merge all sporting Complex reserves into one reserve for ease of administration.	?
20.	Netball Court Resurfacing	\$ 1,007	\$ 4,508	This reserve required under grant funding agreement signed in 2020 for Netball Court Reconstruction project. Reserve requirements approximately \$35,000 each ten (10) year. Recommendation: Merge all sporting Complex reserves into one reserve and maintain escalation into reserve.	?
21.	Playground & Parks	\$ 20,027	\$ 10,047	Asset renewal and upgrade reserve established in 2020/2021. Recommendation: Transfer funds to Municipal account and Close reserve due to cashflow constraints. Fund as required from YOY Budget. Current use required to co fund Apex Park playground maintenance and fixtures.	X

	Name of Reserve	Actual Balance 30 June 2022	Budgeted Balance 30 June 2023	Officers Comment	This Year's Rec.
22.	The Spring	\$ 16,018	\$34	A new reserve created in 2020/2021 financial year to provide improvements at The Spring in line with an adopted Master Plan. This is a major imminent project where construction is expected to be staged over the coming years. Project funding has high probability from external grant sources, however, matching funds will be required by the Shire Recommendation: Transfer the current funds to Municipal in preparation of design and costings required. Close reserve as the timeframe will not match the required funding requirements due to current cashflow constraints.	X
23.	Trails Network Construction	\$ 6,009	\$15	A new reserve created in 2020/2021 financial year to implement the Shire's Trails Master Plan. Grant funding and Shire contribution for the Town Walk Trail in 2021/2022 is a major start, combined with staff resources to achieve planning and land tenure requirements defined under the plan results in funding being more of a medium term priority. External project grant funding probability is considered low. Recommendation: Transfer the current funds to Municipal in preparation of design and construction required on Town Walk Trail. Close reserve as the timeframe will not match the required funding requirements due to current cashflow constraints. Fund construction from YOY budget.	X
24.	Swimming Pool	\$ 40,469	\$ 40,509	This asset will require upgraded drainage (wet decks) in the short term and possible full asset replacement in the medium to long term future and therefore major funds are required. \$40,000 was spent in 2018/2019 to repaint the pool as a vital maintenance item. Total upgrade project into the future will be multiple millions. Recommendation: Merge all sporting Complex reserves into one reserve.	?

	Name of Reserve	Actual Balance 30 June 2022	Budgeted Balance 30 June 2023	Officers Comment	This Year's Rec.
25.	Economic Development	\$ 88,507	\$ 24,596	Council consideration is to fund new economic programs in the new SCP will require funding over time. Recommendation: Transfer the current funds to Municipal in preparation of design and costings required for new Hub as per the new Strategic Community Plan and other initiatives. Close reserve as the timeframe will not match the required funding requirements due to current cashflow constraints. Fund development from YOY budget.	X
26.	Land Acquisition and Development	\$ 37,289	\$326	Given the shortage in available residential and industrial land, and the opportunities to develop land in John Street, Soldier Road and Thornbury Close, substantially more funds are required in this area. However, it is noted that developments could be funded by loans and this reserve utilized to deposit sale proceeds and meet loan repayments. Recommendation: Transfer the current funds to Municipal. Close reserve as timeframe will not match the required funding requirements due to cashflow constraints. Fund any land development from YOY budget or borrowings.	X
27.	Saleyards	\$ 39,555	\$ 29,985	Future of the Saleyards currently under review by the Council Recommendation: Transfer the current funds to Municipal. Close reserve as not required.	X
28.	The Kodja Place Building Upgrade & Renewal	\$ 17,628	\$ 7,646	Relatively new building that has minimal renewal issues at present, with the exception of the rammed earth walls. Recommendation: Merge all Kodja Place Building reserves into one reserve.	?
29.	The Kodja Place Master Plan Implementation	\$0	\$10,000	Slowly increase the balance of this reserve to implement recommendations contained within the plan, noting that many of the recommendations are very low cost initiatives. Recommendation: Merge all Kodja Place Building reserves into one reserve.	?
30.	Plant Replacement	\$582,448	\$ 379,978	Recommendation: Retain and change terms of reference. Council to consider changing this to Plant Emergency or unbudgeted Repairs and cap the amount.	✓

	Name of Reserve	Actual Balance 30 June 2022	Budgeted Balance 30 June 2023	Officers Comment	This Year's Rec.
31.	Works Depot Building Upgrade & Renewal	\$ 1,006	\$1,007	Major operational building cluster that requires upgrade and renewal. Recommendation: Transfer the current funds to Municipal in preparation for depot master plan creation. Close reserve as timeframe will not match the required funding requirements due to cashflow constraints. Fund any Depot plan from YOY budget.	X
32.	Kodja Place Tourist Precinct	\$10,007	\$17		
	Shire Held Funds	\$1,824,916	\$1,180,160		
33.	Springhaven Lodge Bonds	\$ 2,195,000	\$ 2,195,000	This reserves operates as a trust fund for resident bonds held (Not the property of the Shire). Recommendation: Retain - Regulatory	✓
	Total Reserves	\$ 4,019,916	\$ 3,375,160		

UNCONFIRMED

Recommendations

Based on the commentary above, it is recommended that the 2022/2023 budget review streamlines and consolidates the number of reserves to those projects/expenditure that are relevant, regulated, create high value to the Community, and, most importantly, achievable to raise the required funds in the planned timeframe.

The Council should consider self-funding plant and equipment and analysing the best option of lease versus buy at the time of the purchase of all major plant or equipment.

In reviewing the 2023/24 budget and the current 2022/23 budget review, include the following decisions to reserve accounts:

Reserves to Close and Discontinue

Natural Resource Management
Energy Efficiency
Land Acquisition and Development
Springhaven Equipment
Saleyards
Shire Office/Library Building Upgrade & Renewal
Day Care Building Maintenance
Community Grant Scheme
Economic Development
Townscape
Springhaven Building Upgrade & Renewal
Bushfire Communications
Spencer Street Youth Precinct
The Spring
Trails Network Construction
Benn Parade Multi-Facility
Playgrounds & Parks
Memorial & Lesser Hall Upgrade & Renewal
RSL Hall Building Renewal

Some of these reserves' objectives are already being met by current budget elements or grants. Springhaven equipment is a good example where required items are budgeted.

Reserves to Merge

Sporting Complex Building Upgrade & Renewal
Swimming Pool
Sporting Facility
Netball Court Resurfacing

New Name

Sporting Complex – P&E, Upgrades & Renewal

Reserves to Manage

The Kodja Place Master Plan Implementation
The Kodja Place Building Upgrade & Renewal

New Name

Kodja Place Renewal & Upgrades

Effectively reducing the administration of 6 similarly created reserves down to two.

Reserves to Retain

Employee Leave

Springhaven Lodge (Bonds)

Sports Complex P&E Upgrade & Renewal (Newly Merged Reserve)

Independent Living Units

Plant Replacement

Landfill Waste Management

Low Income Housing

The Kodja Place P&E, Upgrade & Renewal (Newly Merged Reserve)

A number of key regulated reserves must be retained.

Points for Consideration:

The table above highlights the following evolving issues for the Shire's reserve accounts:

- a) When excluding Springhaven Bonds, the estimated balance of reserves is immaterial as a percentage of revenue. This may appear that our savings are diminished, which is a true statement when comparing to our budgeted capital expenditure; however, the reserves are only of any use if the Shire can sustain financial escalation of funds.
- b) At the moment sustainable cashflow management is a higher priority for the Shire than increasing reserves.
- c) Over the next two financial periods the Council has important financial decisions to make due to the current debt levels compared to revenue, and the cost base of the Shire which together diminish the free cash in the organisation to put aside.
- d) In the very short term cost management, debt reduction and financial performance should be the Shire's priority at the expense of new projects and activity in the community.
- e) Future expenditure requirements for existing assets such as the Kevin O'Halloran Memorial Swimming Pool is material but should not be funded unless we have the right co-funding mechanism in place, which includes our own ability to either borrow sustainably or fund from our own generated revenue.

Additional/New Reserve Accounts

It is not recommended that any new reserve accounts be created as part of this review.

CONSULTATION

Nil

STATUTORY REQUIREMENTS

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

- (1) Subject to subsection (5), where a local government wishes to set aside money for use for a purpose in a future financial year, it is to establish and maintain a reserve account for each such purpose.
- (2) Subject to subsection (3), before a local government —
 - (a) changes* the purpose of a reserve account; or
 - (b) uses* the money in a reserve account for another purpose, it must give one month’s local public notice of the proposed change of purpose or proposed use.

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

POLICY IMPLICATIONS

This report has been completed in accordance with Council Policy 2.1.8 – ‘Financial Governance’ - as outlined in the background of this report.

FINANCIAL IMPLICATIONS

The changes to the reserves will have an immediate positive effect on cashflow and will lower cost of administration by processing a large number of reserves that are effectively redundant due to their immaterial value, but it will reduce the Shire’s reserve cash at bank and ability to use funds for future projects.

RISK MANAGEMENT IMPLICATIONS

RISK MANAGEMENT FRAMEWORK			
Risk Profile	Risk Description/Cause	Key Control	Current Action
1 – Asset Sustainability Practices	-Inadequate financial management and planning (capital renewal plan) - Insufficient budget to maintain or replace assets	Asset replacement schedule Reserves management	Nil
Risk rating – Adequate			
IMPLICATIONS			
Maintaining a suitable forward planning process that is intrinsically linked to long term financial planning minimizes many risks, including those associated with the funding of major projects or the provision of essential equipment and infrastructure.			

ASSET MANAGEMENT IMPLICATIONS

Reserve accounts can be a major funding source for projects and a very important financial tool in managing the finances of the Shire day-to-day and, therefore, this review ensures the relevance to the needs and, importantly, the financial position of the Shire.

It must be noted reserves created by the Shire specifically address the Shire's most important assets as identified in the Building Assessment Framework. As such, Councillors should consider that changing the intention of reserves may have a corresponding effect on asset renewal. However, it is the Author's opinion that sustainable cashflow and reduction of debt now outweighs the impact on those assets.

The ability to fund future major upgrades, renewal and replacement of assets as identified in the asset management plan will be an operational issue to be managed accordingly.

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Absolute Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr Gale

Seconded Cr Wieringa

That:

The annual review undertaken addressing the appropriateness of all reserve accounts' purposes, financial sustainability, suitability of current balances, and deficiencies for the funding of asset management and future projects as identified in forward plans be received;

The Council advertises the proposed recommended changes, as presented, in accordance with section 6.11 of the Local Government Act 1995 Reserve Accounts; and

If nil public submissions are received the Council authorises the Chief Executive Officer to action the changes in the 2022/23 budget review; and that the 2023/2024 draft budget include the streamlined and reduced number of reserves as recommended.

LAPSED

AMENDMENT TO THE MOTION

14/23 Moved Cr Gale

Seconded Cr Egerton-Warburton

That the following changes be included:

1. the Community Grant Scheme Reserve be renamed the Memorial Hall - Theatrical Infrastructure Reserve with nil change to the Terms of Reference; and
2. the Plant and Equipment Reserve be renamed the Emergency Plant Repair and Replacement Reserve with the Terms of Reference to include repairs and funds being capped at \$250,000 with any surplus returned to the Shire of Kojonup Municipal Fund.

CARRIED BY ABSOLUTE MAJORITY 7/0

THE AMENDMENT BECAME PART OF THE MOTION AND THE MOTION WAS PUT
15/23 Cr Gale Cr Wieringa

That:

The annual review undertaken addressing the appropriateness of all reserve accounts' purposes, financial sustainability, suitability of current balances, and deficiencies for the funding of asset management and future projects as identified in forward plans be received;

The Council advertises the proposed recommended changes, as presented, in accordance with section 6.11 of the *Local Government Act 1995* Reserve Accounts and including the following changes:

1. the Community Grant Scheme Reserve be renamed the Memorial Hall - Theatrical Infrastructure Reserve with nil change to the Terms of Reference; and
2. the Plant and Equipment Reserve be renamed the Emergency Plant Repair and Replacement Reserve with the Terms of Reference to include repairs and funds being capped at \$250,000 with any surplus returned to the Shire of Kojonup Municipal Fund; and

If nil public submissions are received the Council authorises the Chief Executive Officer to action the changes in the 2022/23 budget review; and that the 2023/2024 draft budget include the streamlined and reduced number of reserves as recommended.

CARRIED BY ABSOLUTE MAJORITY 7/0

Reason for change to Officer Recommendation: Council wished to action the renaming of the Community Grant Scheme Reserve, reflect a new purpose for the Plant and Equipment Reserve and to cap the monetary amount to be retained in the newly named Emergency Plant Repair and Replacement Reserve.

9.3.2 FINANCIAL MANAGEMENT – LOAN REVIEW – 39 VANZUILECOM STREET, KOJONUP RENOVATIONS

AUTHOR	Grant Thompson - Chief Executive Officer
DATE	Thursday, 23 February 2023
FILE NO	FM.FNR.2
ATTACHMENT	Nil

STRATEGIC/CORPORATE IMPLICATIONS		
Community Strategic Plan 2017 – 2027 “Smart Possibilities – Kojonup 2027+”		Corporate Business Plan 2017 – 2021 “Smart Implementation – Kojonup 2021 +”
Key Pillar	Community Outcomes	Corporate Actions
KP – 3 Performance	3.4 – Be organised and transparent with our financial management.	3.4.1 - Increase regularity of readable financial reporting to the community. 3.4.2 – Act with sound long-term and transparent financial management and deliver residents considered value for money.

DECLARATION OF INTEREST

Nil

SUMMARY

The purpose of this report is to consider changing the loan allocated to 39 Vanzuilecom Street, Kojonup renovations and reallocate the loan funds to the Bowling Club Green and Chemical Shed upgrades, and to request the Western Australian Treasury Corporation to reallocate the loan.

BACKGROUND

At its 18 October 2022 Ordinary Meeting the Council resolved as follows:

“That Council:

1. *Seeks a sworn rental valuation for 39 Vanzuilecom Street, Kojonup.*
2. *Advertises, under Section 3.58 of the Local Government Act 1995 - Disposing of property:*
 - a) *its intent to lease 39 Vanzuilecom Street, Kojonup, to The George Church Community Medical Centre Inc. (GCCMC) on a 10 year lease with an extension of a further 10 (ten) years, on the provision that the GCCMC renovates the house to an agreed suitable standard using the GROH (Government Regional Officers Housing) functional specifications as its renovation guide; and*
 - b) *that the lease amount will be negotiated on the basis that renovation costs, up to \$200,000, are wholly provided by the GCCMC, as well as a minimal rent amount covering the Shire of Kojonup’s (Shire) costs associated with water and other utility costs.*
3. *Delegates authority to the Chief Executive Officer and Shire President to negotiate the lease and renovation specifications with the GCCMC if no public submissions are received.*

4. *Reallocates 39 Vanzuilecom Street, Kojonup, from staff housing to housing for the attraction and retention of a General Practitioner to the Shire and updates Council Policy 2.2.7 accordingly.*”

COMMENT

Due to Council resolving to now lease 39 Vanzuilecom Street, Kojonup to The George Church Community Medical Centre Inc., the loan for the renovations of \$150,000 is redundant and should be reviewed and either paid down or reallocated to other capital projects.

The Western Australian Treasury Corporation has been consulted and an absolute majority resolution from Council is required to reallocate the borrowings to other projects.

The Author recommends that the funds from the loan be reallocated to the Bowling Club Green upgrade (Shire contribution - \$114,500) and to the upgrade of the new Chemical Shed (\$35,500).

CONSULTATION

Senior Finance Officer
Western Australian Treasury Corporation

STATUTORY REQUIREMENTS

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

No financial impact of the recommendation; however, if the loan was to be paid back, the Council will need to pay the loan from its Municipal account.

RISK MANAGEMENT IMPLICATIONS

Nil

ASSET MANAGEMENT IMPLICATIONS

Change in borrowings against an asset

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Absolute Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

16/23 Moved Cr Bilney

Seconded Cr P Webb

1. That Council approves the Loan for 39 Vanzuilecom Street, Kojonup be reallocated to fund the new Kojonup Bowling Club Green upgrade (contribution of \$114,500) and the new Chemical Shed (\$35,500);
2. That Council authorise the Chief Executive Officer (CEO) apply to the Western Australian Treasury Corporation (WATC) to reallocate the borrowed funds to the above expenditure items; and
3. If approved by WATC The CEO make the changes accordingly in the financial statements.

CARRIED BY ABSOLUTE MAJORITY 7/0

UNCONFIRMED

9.3.3 FINANCIAL MANAGEMENT – MID-YEAR BUDGET REVIEW 2022/23

AUTHOR	Grant Thompson Chief Executive Officer
DATE	Tuesday, 5 April 2022
FILE NO	FM.FNR.2
ATTACHMENT	9.3.1.1 – Kojonup Budget Review Report 31 January 2023 V2 24022023

STRATEGIC/CORPORATE IMPLICATIONS		
Community Strategic Plan 2017 – 2027 “Smart Possibilities – Kojonup 2027+”		Corporate Business Plan 2017 – 2021 “Smart Implementation – Kojonup 2021 +”
Key Pillar	Community Outcomes	Corporate Actions
KP – 3 Performance	3.4 – Be organised and transparent with our financial management.	3.4.1 - Increase regularity of readable financial reporting to the community. 3.4.2 – Act with sound long-term and transparent financial management and deliver residents considered value for money.

DECLARATION OF INTEREST

Nil

SUMMARY

The purpose of this report is for Council to consider and adopt the Budget Review Report, with any amendments, for the period 1 July 2022 to 31 January 2023.

BACKGROUND

The substantial direction setting and oversight role of the Council e.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets is regulated and an important function.

The *Local Government (Financial Management) Regulations 1996* state that a local government must undertake a budget review annually.

Regardless of Statutory Requirements, conducting a budget review at least once each year is sound financial management practice. It enables the Council to analyse the financial performance of the year to date and make changes to the authorisations that it puts in place for the performance of the local government’s functions.

COMMENT

The budget review has been prepared to include the information required by the Local Government Act 1995, the Local Government (Financial Management) Regulations 1996, and the Australian Accounting Standards.

A detailed analysis at account level incorporating year to date actual results and budget projections to 30 June 2023, for the period ending 31 January 2023, is presented for consideration. Statements of Financial Activity at nature/type level have been prepared to

provide a summarisation of the budget review results, as well as a Statement of Closing Funds detailing the projected surplus as at 30 June 2023.

In summary, based on current trends, it is anticipated that a balanced budget can be achieved as at 30 June 2023.

The detailed budget review papers are attached to this agenda as a separate document.

This budget review has resulted in the following proposed material changes:

- Contribution for development of assets improves to the planned budget by adding the Kojonup-Darkan Road widening project of \$1,800,000 capital expenditure, and funded by the corresponding \$1,800,000 grant funding;
- Reduced revenue (identified from lotteries West Grant) for Men's Shed construction by \$ 205,685 and \$150,000 overestimated FAGS Grant;
- Reduced cost in elements of the budget to cover the adventure playground of \$211,000 which was circumstantial from previous year and not budgeted. This includes deferring Loton Close wall and Shed build, trails hub construction, and other technological projects until the 2023/24 budget.
- Adjust employee costs up to reflect the actual wage cost.
- Numerous minor changes within operating accounts to better reflect actual expenditure or revenue outcomes;
- Of note financing activities increases by \$486,923 due to changes to Reserves as per the reserves appropriateness review recommendations.

CONSULTATION

The Management Team has assisted in the compilation of the Budget Review at a cost element level.

STATUTORY REQUIREMENTS

The Local Government Act provides for local governments, including regional local governments, to prepare an annual budget.

6.2. Local government to prepare annual budget

(1) *During the period from 1 June in a financial year to 31 August in the next financial year, or such extended time as the Minister allows, each local government is to prepare and adopt*, in the form and manner prescribed, a budget for its municipal fund for the financial year ending on the 30 June next following that 31 August.*

***Absolute majority required.**

The Local Government (Financial Management) Regulations 1996 require local governments to undertake a review of the Annual Budget and Regulation 33A states:

“Review of budget

- (1) *Between 1 January and 31 March in each year a local government is to carry out a review of its annual budget for that year.*
- (2) *Within 30 days after a review of the annual budget of a local government is carried out it is to be submitted to the Council.*
- (3) *A Council is to consider a review submitted to it and is to determine* whether or not to adopt the review, any parts of the review or any recommendations made in the review.*

***Absolute majority required.**

(4) Within 30 days after a Council has made a determination, a copy of the review and determination is to be provided to the Department.”

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

The main changes in this budget reflect the need to manage cash flow more prescriptively and a focus on managing cost and debt levels of the organisation.

The financial implications of this report are detailed in the commentary section. Based on current trends, the budget review analysis predicts:

1. Budget in Zero (\$0) balance - no change;
2. an overall increase in operating revenue of; \$14,551;
3. an overall increase in operating expenditure of; \$70,880;
4. an overall increase in investment activities
(non-operating revenue) of; \$416,052;
5. an overall increase in financing activities of; \$424,726
6. Loans – No changes to the budgeted loan accounts.

The budget review recommends changes to the adopted budget and, consequently changes the projects and execution of services and or projects previously authorised by the Council.

RISK MANAGEMENT IMPLICATIONS

Nil

ASSET MANAGEMENT IMPLICATIONS

Nil

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Absolute Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

17/23 Moved Cr Gale

Seconded Cr Egerton-Warburton

That the 2022/2023 Annual Budget be amended in accordance with the proposed changes outlined in the attached 2022/2023 Mid-Year Budget Review document as presented.

CARRIED BY ABSOLUTE MAJORITY 7/0

9.4 KEY PILLAR 5 – ‘PROSPERITY’ REPORTS

Nil

9.5 KEY PILLAR 5 – ‘DIGITAL’ REPORTS

Nil

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

Nil

14.2 PUBLIC READING OF RESOLUTIONS THAT MAY BE MADE PUBLIC

Nil

15 CLOSURE

There being no further business to discuss, the President thanked the members for their attendance and declared the meeting closed at 3.44pm.

16 ATTACHMENTS (SEPARATE)

Item 9.1.1	9.1.1.1	Western Environmental Quote
	9.1.1.2	Nqpetro WA Quote 1749 - Shire of Kojonup – Tank Decommissioning
	9.1.1.3	WestAir Dust Extraction System Quote
	9.1.1.4	Vinsan Demolition Quote

Item 9.3.3	9.3.1.1	Kojonup Budget Review Report 31 January 2023 V2 24022023
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UNDER SEPARATE COVER

Item 9.1.1	9.1.1.5	Document Package RFP 01 of 2022-2023
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UNCONFIRMED



Our Ref: GO.CNM.2 – INT23/383CC5C5

Dear Councillors

NOTICE OF MOTION - REVOCATION OF COUNCIL MOTION 49/20

At Council’s 19 May 2020 Ordinary Meeting of Council, the following was resolved:

“That Council:

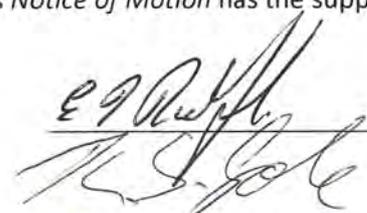
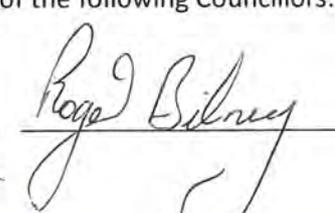
- 1. Request the Minister for Lands/Department of Planning, Lands and Heritage amalgamate Reserves 21460, 24161, 22994, 21026 and 1006 to create a new reserve for the purposes of Conservation and Recreation with the Management Order in favour of the Shire of Kojonup.*
- 2. Include Reserves 22994, 24160 and 21026 as Recreation Local Scheme Reserves in the new draft local planning scheme”.*

Due to the above motion not having been executed and the need for Council to retain Reserve 24160 as a rubbish disposal site, this *Notice of Motion* proposes that Council revokes Council Motion 49/20.

In accordance with r. 10 (1) (a) and r. 10 (2) of *Local Government (Administration) Regulations 1996*, the following motion is proposed to revoke Council Motion 49/20 at Council’s 21 March 2023 Ordinary Meeting of Council:

That Council, following a Notice of Motion pursuant to r.10 of the Local Government (Administration) Regulations 1996, revokes Council Motion 49/20 (being a request to amalgamate and change the purpose of Reserves 21460, 24161, 22994, 21026 and 1006 to Conservation and Recreation and include Reserves 22994, 24160 and 21016 as Recreation Local Scheme Reserves in the new draft local planning scheme), to enable use of these Reserves for their existing purposes.

This *Notice of Motion* has the support of the following Councillors:

		
Edward Redford Kevin Gate	Roger Silney	Paul Webb

Grant Thompson
Chief Executive Officer

7 March 2023

Shire of Kojonup

93-95 Albany Highway, Kojonup WA 6395

Postal address: PO Box 163, Kojonup WA 6395

Telephone: (08) 9831 2400 | Facsimile: (08) 9831 1566 | Email: council@kojonup.wa.gov.au

Estelle Lottering

From: Lynda Martin <Lynda.Martin@dplh.wa.gov.au>
Sent: Friday, March 26, 2021 11:25 AM
To: Lynda Martin
Subject: FW: DMIRS comments - your ref 04479-1908 Job No 2001816

From: CARTER, Samantha <Samantha.CARTER@dmirs.wa.gov.au>
Sent: Thursday, 11 March 2021 11:58 AM
To: Lynda Martin <Lynda.Martin@dplh.wa.gov.au>
Cc: WOOTTON, Andrea <Andrea.WOOTTON@dmirs.wa.gov.au>
Subject: RE: DMIRS comments - your ref 04479-1908 Job No 2001816

Hi Lynda

Prior to DMIRS providing comment on the Shire's response can you please comment on the below.

Does the Shire have any documentation to support their statement that they don't believe there is any useable gravel resources left on any of the reserves identified?

Does the Shire have a long term gravel strategy in place? One that identifies other sources of gravel should these reserves change tenure?

Also to ensure DMIRS has full understanding, can you also please advise what environmental values have been identified within these reserves that require conservation?

Has DPLH or the proponent sought comments from MRWA and whether they hold an interest in the BRM resources?

Our ref: A1673/202001

Kind regards

Samantha Carter | General Manager Land Use Planning
Geological Survey and Resource Strategy Division

Department of Mines, Industry Regulation and Safety
100 Plain Street East Perth WA 6004
Tel: +61 8 9222 3721



Government of **Western Australia**
Department of **Mines, Industry Regulation and Safety**

*We're working for
Western Australia.*

We acknowledge Aboriginal and Torres Strait Islander people as the Traditional Custodians of this land on which we deliver our services. We pay our respects to elders and leaders past, present and emerging.

Estelle Lottering

From: Lynda Martin <Lynda.Martin@dplh.wa.gov.au>
Sent: Friday, October 28, 2022 10:15 AM
To: Phil Shephard
Cc: Craig McVee; Grant Thompson
Subject: File 04479-1908 (Case 2001816) - 5 Reserves in Kojonup

Good Morning

I refer to my emails below requesting progress on agreement between the Shire and DMIRS regarding your request for the amendment of Reserve 1006 to include Reserves 22994, 21026 24160 and 24161 with a management order issued to the Shire of Kojonup?

Could you please advise if the Shire is progressing this case? If no response is received by 1 February 2023 I will close Case 2001816. When the Shire is ready to proceed a new case can be created by submitting a new Crown Land Enquiry Form at proposals@dplh.wa.gov.au.

Kind regards

Lynda

Lynda Martin | Senior State Land Officer | Land Management Metropolitan and South
140 William Street, Perth WA 6000
6552 4619
www.wa.gov.au/dplh



The Department is responsible for planning and managing land and heritage for all Western Australians – now and into the future

We're on a Roll, WA

Keep doing 3 simple things

Wear a mask when necessary | Update your vaccinations | Wash hands regularly.

The Department acknowledges the Aboriginal people of Western Australia as the traditional custodians of this land and we pay our respects to their Elders, past and present.

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From: Lynda Martin
Sent: Friday, 18 February 2022 12:15 PM
To: Phil Shephard
Cc: Craig McVee ; Rick Mitchell-Collins
Subject: RE: File 04479-1908 (Case 2001816) - 5 Reserves in Kojonup

Good Afternoon

Could you please advise if there has been any communication or progress between the Shire and DMIRS regarding your request for the amendment of Reserve 1006 to include Reserves 22994, 21026 24160 and 24161 with a management order issued to the Shire of Kojonup?

Is the Shire still wishing to proceed and do you have any further information to provide? If not I can close this case.

Kind regards
Lynda

Lynda Martin | Senior State Land Officer | Land Management Metropolitan and South
140 William Street, Perth WA 6000
6552 4619
www.dplh.wa.gov.au



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From: Lynda Martin
Sent: Friday, 26 March 2021 11:30 AM
To: Phil Shephard <planner@kojonup.wa.gov.au>

Cc: Craig McVee <mws@kojonup.wa.gov.au>; Rick Mitchell-Collins <ceo@kojonup.wa.gov.au>

Subject: File 04479-1908 (Case 2001816) - 5 Reserves in Kojonup

Good Morning Phil

Thank you for your email dated 17 December 2020 regarding the rationalisation of five reserves in Kojonup.

I provided DMIRS with your further advice regarding the existence of useable gravel resources on the reserves and they are wanting more information from the Shire. Please see the attached email from DMIRS.

Could you please contact DMIRS to discuss the future of Reserve 24161 if you still wish to proceed with including it into the one reserve. Also, on point 4, has the Shire contacted MRWA for their comments on the cancellation of the two Gravel Reserves (24161 and 21026)? If the Shire doesn't have any information from MRWA I am happy to send them a referral.

This Department will await further advice from you before proceeding further.

Kind regards
Lynda

Lynda Martin | Senior State Land Officer | Land Management South
140 William Street, Perth WA 6000
6552 4619
www.dplh.wa.gov.au



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From: Phil Shephard <planner@kojonup.wa.gov.au>

Sent: Thursday, 17 December 2020 11:04 AM

To: Lynda Martin <Lynda.Martin@dplh.wa.gov.au>

Cc: Craig McVee <mws@kojonup.wa.gov.au>; Rick Mitchell-Collins <ceo@kojonup.wa.gov.au>

Subject: RE: File 04479-1908 (Case 2001816) - 5 Reserves in Kojonup - Shire of Plantagenet

Lynda

The Shire does not believe there is any useable gravel resource on either of the reserves identified by DMIR. The Shire would like the proposal to proceed as resolved by Council.

Phil Shephard

Shire Planner

P 9831 2400

F 9831 1566

E planner@kojonup.wa.gov.au



From: Lynda Martin [<mailto:Lynda.Martin@dplh.wa.gov.au>]

Sent: Wednesday, 16 December 2020 1:37 PM

To: Phil Shephard <planner@kojonup.wa.gov.au>

Subject: File 04479-1908 (Case 2001816) - 5 Reserves in Kojonup - Shire of Plantagenet

Good Afternoon

I refer to your Crown Land Enquiry Form submitted on 4 June 2020 proposing the amendment of Reserve 1006 to include Reserves 22994, 21026 24160 and 24161 with a management order issued to the Shire of Kojonup for consolidated reserve 1006. The reserves are all currently managed by the Shire of Kojonup.

A referral for comment and section 16 approval was sent to the Department of Mines, Industry Regulation and Safety (DMIRS) and concerns were raised that two of the reserves (21026 and 24161) are currently set aside for the purposes of 'Gravel' and 'Quarry Gravel' and hold strategic significance due to their position close to the Albany Highway.

DMIRS has suggested that one of the two reserves is removed from the above proposal and maintained as a future basic raw material site. They recommend that Reserve 24161 is maintained leaving continuity between the four remaining reserves in the proposed amalgamation.

Could you please provide your comments regarding the DMIRS concerns and suggestions and advise this Department how the Shire would like to proceed.

Kind regards

Lynda

Lynda Martin | Senior State Land Officer | Land Management South

140 William Street, Perth WA 6000

6552 4619

www.dplh.wa.gov.au



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From: Phil Shephard <planner@kojonup.wa.gov.au>

Sent: Thursday, 4 June 2020 11:03 AM

To: DOL-Proposals <proposals@dplh.wa.gov.au>

Subject: crown land referral

16/06/2020 New Case for the proposal to amalgamate Reserves to create a new Reserve – Please alias on each Reserve file - BH

Crown land enquiry form and details for your action.

Phil Shephard

Shire Planner

P 9831 2400

F 9831 1566

E planner@kojonup.wa.gov.au



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SHIRE OF KOJONUP

Kojonup



One community, many choices

LOCAL EMERGENCY MANAGEMENT COMMITTEE

MINUTES
RECEPTION ROOM

9.30am Monday, 6 February 2023

Local Emergency Management Committee - *Emergency Management Act 2005*

Roles, Functions and Purpose:

“s39. Functions of local emergency management committees:

The functions of a local emergency management committee are, in relation to its district or the area for which it is established –

- (a) To advise and assist the local government in ensuring that local emergency management arrangements are established for its district;*
- (b) To liaise with public authorities and other persons in the development, review and testing of local emergency management arrangements; and*
- (c) To carry out other emergency management activities as directed by the SEMC or prescribed by the regulations.”*

The SEMC Procedures, that detail more information on LEMC’s in accordance with the Act, gives the following direction towards roles and meeting purpose:

In addition to the normal roles assigned to office bearers of a committee, the following roles are specific to the needs of a LEMC. The Chair will ensure the appointment of an Executive Officer and ensure that the Council is kept fully informed of Emergency Management discussion and significant outcomes from LEMC meetings. The Deputy Chair should deputise for the Chair as required and chair any subcommittees or working groups.

The Executive Officer should:

- coordinate the development and submission of committee documents in accordance with legislative and policy requirements including an Annual Report, Annual Business Plan and maintenance of Local Emergency Management Arrangements (LEMA);*
- provide advice to the Chair and LEMC as required;*
- facilitate communication between the LEMC and Executive Officer of the relevant District Emergency Management Committee (DEMC).*

Agenda items to be considered, in line with the annual reporting requirements, should include:

- Confirmation of LEMA contact details and key stakeholders;*
- Committee membership and resources;*
- Status of LEMA including local recovery plans;*
- Exercises that include the local government(s) and /or test the LEMA;*
- Subcommittees or working groups;*
- Projects undertaken; and*
- Key achievements.*

Additional considerations should include:

- Local training needs or opportunities;*
- funding opportunities, (for example, the Natural Disaster Resilience Program (NDRP) and All West Australian Reducing Emergencies (AWARE);*
- Incident Support Group activations/or incidents;*
- Emergency risk management processes – including any treatment strategies;*
- Post-incident reports and post-exercise reports; and*
- finalising the annual report and arranging for it to be forwarded to the relevant DEMC for annual report compilation.*

Local Emergency Co-ordinator:

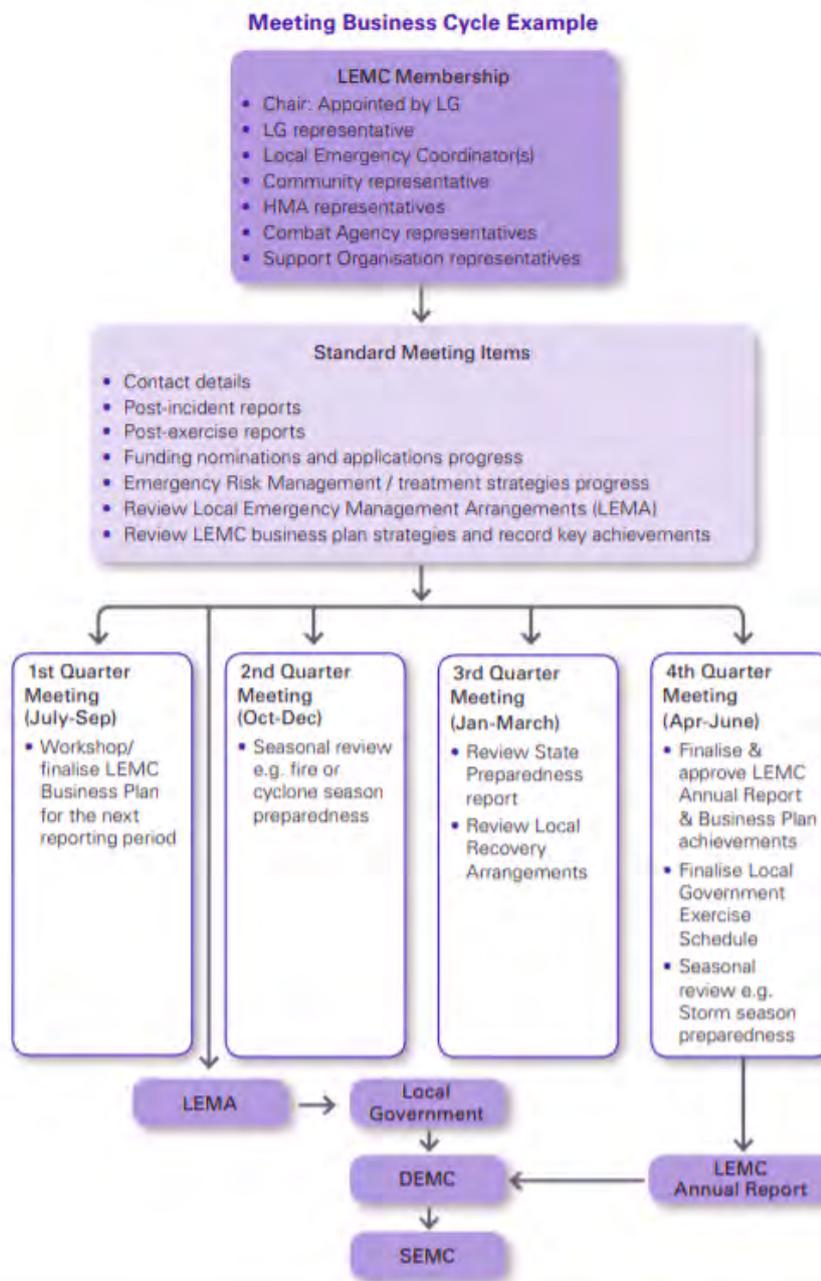
“s37. Local emergency coordinators

(1) The State Emergency Coordinator is to appoint a local emergency coordinator for each local government district.

(2) Before appointing a local emergency coordinator for a local government district the State Emergency Coordinator is to consult the relevant local government.

(3) In making an appointment the State Emergency Coordinator is to have regard to any submissions of the local government....”

The Shire of Kojonup Local Coordinator is WA Police Service, OIC Kojonup



MINUTES

1. DECLARATION OF OPENING AND ANNOUNCEMENT OF GUESTS

The Chairman, Robert Jehu declared the meeting open at 9:30am.

2. ATTENDANCE & APOLOGIES

Shire of Kojonup

- | | |
|------------------|---------------------------------------------|
| • Ned Radford | Shire President (Council) |
| • Grant Thompson | Chief Executive Officer |
| • Robert Jehu | Manager Regulatory Services (MRS)(Chairman) |
| • Emelee Peet | Bushfire Risk Planning Coordinator |
| • Ciara O'Regan | Manager Springhaven (MS) |
| • Este Lottering | Administrator Regulatory Services (RS) |

Volunteer Bush Fire Brigade Service, Kojonup

- | | |
|-----------------|----------------------------------------|
| • Digby Stretch | President Kojonup Bushfire Association |
| • Tony Fisher | Chief Zulu |

Department of Communities

- | | |
|-------------------|-------------------------------------|
| • Michele Duxbury | District Emergency Services Officer |
|-------------------|-------------------------------------|

Kojonup Health Service

- | | |
|-------------|---------------------------|
| • Jean Daly | Albany Facilities Manager |
|-------------|---------------------------|

St John Ambulance, Kojonup

- | | |
|-----------------|---------------------|
| • Sonia Brooker | Community Paramedic |
|-----------------|---------------------|

Department of Primary Industries and Regional Development

- | | |
|---------------------|--------------------------------------------------|
| • John Paul Collins | Research Scientist / Responsible Officer on Site |
|---------------------|--------------------------------------------------|

Apologies

Kojonup District High School

- | | |
|----------------|-----------|
| • Sharon Poett | Principal |
|----------------|-----------|

St Bernard's Primary School

- | | |
|-----------------|-----------|
| • Sharon Marino | Principal |
|-----------------|-----------|

Water Corporation

- | | |
|---------------|--|
| • Marian Sain | |
|---------------|--|

Shire of Kojonup

- | | |
|-------------------|--------|
| • Stephanie Swain | Ranger |
|-------------------|--------|

WA Police Service, Kojonup

- | | |
|---------------|----------------|
| • Peter Reeve | Kojonup Police |
|---------------|----------------|

Kojonup VFRS

- | | |
|--------------|----------------------------------------|
| • Matt Crabb | VFRS Captain Kojonup Bushfire Brigades |
|--------------|----------------------------------------|

Department of Fire and Emergency Services

- Adam Smith District Emergency Management Advisor

St John Ambulance, Kojonup

- Roger Ladyman Kojonup SJA

3. CONFIRMATION OF PREVIOUS MINUTES

OFFICER RECOMMENDATION

Moved by Michelle Duxbury, seconded by Ciara O'Regan
That the minutes of the Local Emergency Management Committee meeting held 6 November 2022 be confirmed as a true and accurate record.

12/0 CARRIED

4. BUSINESS ARISING FROM PREVIOUS MEETING

NIL

5. GENERAL BUSINESS

5.1.1 Hot weather

Four-day notice of heat wave is the same as per the Bushfire Warnings and notices. You can find these heat wave warnings on the WA Emergency page. Digby Stretch commented that there is not a lot of warnings that are going out for the heat waves which is good. There is no panic among residents.

Robert Jehu comment that the heat wave warnings are still a State responsibility. If there is a heat wave over the weekend of the 11th of February when the Wandecra races is on, we will advertise and advise only. Information attached 5.1.1.1 – New heatwave warning system launched.

5.1.2 Amoebic Meningitis

Warning – this is a fatal virus, which can be contracted by swimming in warm water holes. Information Attached 5.1.2.1 – Hot weather triggers amoebic meningitis warning.

5.1.3 Reading Covid Report

Covid is still here, it is still affecting people. The Shire has tests available if anyone in the community need them.

5.2 HMA/AGENCY REPORT

5.2.1 Shire of Kojonup – Executive Officer - Grant Thompson

- It's been quiet over the Christmas period
- Covid responses have winded down. Everyone should still maintain RAT tests. If anybody knows of a vulnerable person please let the Shire know to assist.

5.2.2 Shire of Kojonup – Manager Regulatory Services - Robert Jehu

- Nothing special going on at the moment, just working through the fire season which started last Friday.

5.2.3 Springhaven Aged Care

- There are mild warnings for gastro in the region for older residents.
- Still doing RAT testing.
- Still making visitors wear masks and wash their hands.
- Staff are always a concern, the registered nurse finishes on the 1st of March 2023. Ciara will then stand in as RN.
- Ciara going on maternity leave from July 2023.
- Still closed to admissions. (Still only 17 of the 22 beds filled)

5.2.4 St John Ambulance

- Still short of volunteers especially in Kojonup town. Only two in Kojonup.
- Springhaven – if you book a call it will be seen as a transfer. The Kojonup crew will then take them to the most appropriate hospital. The patient will need to be stabilised at the Kojonup hospital first before they can be transferred to other hospitals.

5.2.5 Kojonup Volunteer Bush Fire Brigade

- Tony Fisher – there is a lot of fuel load on the ground, and the risk is an uncontrollable fire. So far there has only been 12 fires. The last fire we had was Friday the 3rd of February 2023, and it's good to see people doing the right thing like wearing their PPE.
- We had exceptional people attending the fire. There were about 60-70 people assisting in the mopping up on the Saturday. Part of this is due to the harvest ban that was called. Volunteers could not harvest and instead came out to assist in the mopping up.
- Digby Stretch – the fire control officer on the ground. It was a bit of difficult terrain and the time of the day. Pleased with the response on the Saturday. The fire went through stubble and creeks and jumping the road to a bush of about 500 hectares. The need for a bulldozer and heavy equipment was needed to make a back burn to make the area safe. Lost about 60 hectares. Still gearing up for more fires to come. The volunteers are savvy and ready to go. Will request to extend the prohibited burning time to March 2023, however this may change if required.
- Tony Fisher – training took place on the Kojonup 2.4 truck. Wanted to get more involved with the truck. Currently 6 trained volunteers to assist with the truck.
- Tony Fisher – Muradup needs serious clean up. Got some ideas which will be discussed at the BFAC.
- Broomehill has a communication station that is currently out. Asked if they could use one of Kojonup towers. FCO's needs to remind volunteers that the radio's are sensitive. Need to remind people to put their microphones back on the clip, in case of an emergency.

5.2.6 Kojonup Health Service

- Held bushfire training in January 2023. Not a lot of people came to the training. The fire at Donnybrook made it difficult for people to attend. Still went ahead and it was a good internal outcome.
- Ciara explains the evacuation for Springhaven. Two residents that will need to be transported via ambulance, three in a car and the others in the bus. Loton Close is also vulnerable and will need to be included in the plan.

5.2.7 Department of Communities

- Nothing new to report, just quick briefing about the floods in the Kimberley. Will forward an extensive report to add into the minutes. Information attached 5.2.7.1 – Local Emergency Management Committee Reporting.

5.2.8 DPIRD

- John Paul Collins introduces himself to the committee. Currently serving on 8 LEMC committees across the regions. Information attached 5.2.8.1 - DPIRD LEMC -DEMC Report - January 2023.

6. OTHER ITEMS

NIL

7. DETAILS OF NEXT MEETING

Monday, 8th of May 2023 @09:30am

8. CLOSURE

There being no further business to discuss, the Chairman thanked the members for their attendance and declared the meeting closed at 10:16am.

10.3 PROPOSED AMALGAMATION OF RESERVES 24160, 24161, 22994, 21026 AND 1006 INTO NEW RESERVE FOR CONSERVATION AND RECREATION

AUTHORS	Jane Kowald – NRM/Landcare Officer Phil Shephard – Town Planner
DATE	Thursday, 30 April 2020
FILE NO	EM.PRG.1; PR.RES.26159
ATTACHMENT(S)	Nil

STRATEGIC/CORPORATE IMPLICATIONS		
"Smart Possibilities – Kojonup 2027+"		"Smart Implementation – Kojonup 2018-2022"
Key Pillar	Community Outcomes	Corporate Actions
KP 1 – Place	1.2 - Be a happy, healthy, connected and inclusive community driven by the provision of high standard sport, recreation and open space facilities and programs.	1.2.4 - Plan and develop appropriate passive recreation facilities.

DECLARATION OF INTEREST

Nil

SUMMARY

To consider amalgamating Reserves 21460, 24161, 22994, 21026 and 1006 to create a new reserve for the purpose of Conservation and Recreation.

BACKGROUND

Nil

COMMENT

The reserves are located north of the urban area on Tunney/Mather Roads adjoining the Myrtle Benn Flora and Fauna Sanctuary (Reserve 26159) within the town boundary. A summary of the present reserves is set out in the table below:

Reserve No	Class	Size (ha)	Purpose	Responsible Agency	Management Order
21460	C	4.8562	Rubbish Depot	Department of Planning, Lands and Heritage	Shire of Kojonup
24161	C	20.2343	Quarry Gravel	Department of Planning, Lands and Heritage	Shire of Kojonup
22994	C	40.3649	Public Utility	Department of Planning, Lands and Heritage	Shire of Kojonup

Reserve No	Class	Size (ha)	Purpose	Responsible Agency	Management Order
21026	C	28.6113	Gravel	Department of Planning, Lands and Heritage	Shire of Kojonup
1006	C	10.8309	Common	Department of Planning, Lands and Heritage	Shire of Kojonup

The existing reserves are shown bordered in red (and do not form part of the Myrtle Benn Flora and Fauna Sanctuary) in the aerial image below:



All the reserves are Class C and controlled by the Shire of Kojonup in accordance with the Management Order for the reserve issued by the Minister for Lands/Department of Planning, Lands and Heritage.

These reserves total nearly 105 hectares in area and have good stands of native vegetation, with healthy upper, middle, and lower story vegetation which is supporting a wide range of native fauna. The area is frequented by visitors during wildflower season, attracted by the diverse range of orchids unique to Kojonup area found there.

The Friends of Myrtle Benn volunteer group have been working in the reserves to remove Eastern States Wattles (*Acacia pycnantha*, *Acacia decurrens* and *Acacia iteaphylla*) and Tagasaste weed infestations to prevent their spread to the adjoining Myrtle Benn Flora and Fauna Sanctuary.

Reserve 21460 has an existing purpose of 'Rubbish Depot'. The rubbish tip has been closed for a number of years and rehabilitation works have been commenced in accordance with the Landfill Closure Plan. The rubbish tip footprint also impacted on Reserves 21460 and 1006 (existing purpose 'Common'). The area directly surrounding the old rubbish tip contains a high proportion of grass and garden weeds which is considered a threat to the integrity of the Myrtle Benn Flora and Fauna Sanctuary.

Reserves 24161 and 21026 have an existing purpose of 'Quarry – Gravel' and 'Gravel'. The gravel resource has been exhausted and these designations no longer suit the potential and/or future use of the reserves.

Reserve 22994 has an existing purpose of 'Utility'. These types of reserve are ordinarily set aside for water, power, or sewage or to support some other type of public infrastructure. These services have been developed within other areas of town and the use of the reserve for any utility purpose is not expected.

Reserves 22994, 24160 and 21026 are contained within the Shire's Town Planning Scheme No. 3 (TPS3) as Public Purposes Local Scheme Reserves whilst Reserves 1006 and 24161 are contained within the Recreation Local Scheme Reserves classification. There are no planning grounds that would prevent the proposal proceeding if Council wishes to support the proposal. If approved, the change in reserve status from Public Purposes to Recreation for Reserves 22994, 24160 and 21026 can be accommodated within the new planning scheme.

The purposes of these reserves should be changed to reflect their future potential to add to the conservation and recreation activities being undertaken within the Myrtle Benn Flora and Fauna Sanctuary (Reserve 26159) and surrounding reserves.

The proposed changes are supported by the Shire's Natural Resource Management Advisory Committee and it is recommended that Council support the amalgamation of the reserves to create a new reserve for the purposes of Conservation and Recreation.

As the reserves are Crown Land, the Council's decision will essentially form a recommendation to the State Government and the ultimate decision will be made by the Minister for Lands or their delegate at the Department of Planning, Lands and Heritage.

The Council has a number of options available to it, which are discussed below:

1 Not support the proposal

The Council can choose to not support the proposal. If this option was chosen, the reserves and their existing purpose would remain.

2 Support the proposal

The Council can choose to support the proposal, in part or whole. If this option was chosen, the Shire would formally request the Minister for Lands/Department of Planning, Lands and

Heritage approve the creation of the new reserve to be managed by the Shire for conservation and recreation purposes.

3 Defer the proposal

The Council can choose to defer the matter and seek additional information or undertake consultation with the public, if deemed necessary, before proceeding to make a decision.

CONSULTATION

Natural Resource Management Advisory Committee
Craig McVee, Manager Works and Services
Paul Retallack, Senior Ranger/Building Maintenance Coordinator

STATUTORY REQUIREMENTS

Land Administration Act 1997 – The Act is the primary legislation dealing with the management of Crown land and is administered by the Minister for Lands/Department of Planning, Lands and Heritage. The Act provides for the creation, modification, administration, and management of reserves.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

The Shire holds the Management Orders for the reserves, and this requires the Shire to manage and maintain them. The proposed new reserve will not alter the existing Shire's requirement to budget and fund maintenance of the reserves into the future. Any works in the future are largely expected to be completed with volunteer labour input and grant funding for specific projects.

The proposal does not require payment of any application fee to the Minister for Lands/Department of Planning, Lands and Heritage. As the proposal is for an amalgamation of existing reserves, it is not expected there will be any survey costs associated with the request.

If public consultation is approved, any advertising costs would be met by the Shire through the advertising budget.

RISK MANAGEMENT IMPLICATIONS

Nil

ASSET MANAGEMENT IMPLICATIONS

Nil

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

49/20 Moved Wieringa, seconded Cr Radford

“That Council:

- 1. Request the Minister for Lands/Department of Planning, Lands and Heritage amalgamate Reserves 21460, 24161, 22994, 21026 and 1006 to create a new reserve for the purposes of Conservation and Recreation with the Management Order in favour of the Shire of Kojonup.**
- 2. Include Reserves 22994, 24160 and 21026 as Recreation Local Scheme Reserves in the new draft local planning scheme”.**

CARRIED 8/0

SHIRE OF KOJONUP

Kojonup



Kojonup Bush Fire Advisory Committee

Minutes

8 February 2023

UNCONFIRMED

BUSHFIRE ADVISORY COMMITTEE TERMS OF REFERENCE

Established under *Section 67 of the Bush Fires Act 1954*.

Terms of Reference

The Bush Fire Advisory Committee is established for the purpose of:

- a) Advising the Shire regarding all matters relating to the preventing, controlling and extinguishing of bush fires;
- b) The planning of the layout of firebreaks in the district;
- c) Prosecutions for breaches of this Act;
- d) The formation of bush fire brigades and the grouping thereof under group brigade officers (in accordance with any local laws);
- e) Recommendations on Fire Control Officer positions;
- f) Feedback on the Council's Fire Break Notice;
- g) Specific requirements from each brigade with regard to:
 - Protective Personal Equipment;
 - Equipment and vehicles resources required; and
 - Training Requirements;
- h) The ensuring of cooperation and coordination of Bush Fire Brigades in their efforts and activities; and
- i) Any other matter relating to bush fire control whether of the same kind as, or a different kind from, those specified in this subsection.

Other:

- a) The Bush Fire Advisory Committee shall include an elected member of the Council;
- b) The committee shall elect one of their members to be chairman;
- c) The quorum required for the transaction of business at meetings of the committee is set at 50%

Membership

Voting Members (9 in total)

- Councillors x2 (Currently Cr Radford and Cr Webb);
- The President of the Kojonup Bushfire Association;
- The Chief Bush Fire Control Officer;
- The Deputy Chief Bush Fire Control Officer;
- Senior Fire Control Officer (Zulu)
- Senior Fire control Officer (Zulu)
- Secretary of the Kojonup Bushfire Association
- Captain of the Volunteer Fire and Rescue Service

Observers

- The Chief Executive Officer (CEO)
- Shire Delegates x3
- Muradup Town Fire Control Officer (FCO)

MINUTES FOR THE KOJONUP BUSH FIRE ADVISORY COMMITTEE MEETING
HELD 8 FEBRUARY 2023

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M I N U T E S

1. DECLARATION OF OPENING AND ANNOUNCEMENT OF GUESTS

The Presiding Member declared the meeting open at 07:01pm and alerted the meeting of the procedures for emergencies including evacuation, designated exits and muster points.

2. ATTENDANCE & APOLOGIES

MEMBERS

Ned Radford	Shire President (Presiding Member)
Paul Webb	Councillor
Digby Stretch	President Kojonup Bush Fire Association
Tony Fisher	Chief Bush Fire Control Officer
Matthew Crabb	Kojonup Volunteer Fire and Rescue Service
Nick Trethowan	Senior Bush Fire Control Officer
Denise Berryman	Secretary of the Kojonup Bush Fire Association

OBSERVERS

Grant Thompson	Chief Executive Officer
Robert Jehu	Manager Regulatory Services
Estelle Lottering	Regulatory Services Administrator (Minute taker)
Stephanie Swain	Ranger

APOLOGIES

Denise Berryman	Secretary of the Kojonup Bush Fire Association
Derek Jones	DFES District Officer Great Southern
Ross Fryer – Smith	Senior Bush Fire Control Officer
Roger House	Deputy Bush Fire Control Officer
Emelee Peet	Bushfire Risk Management Coordinator

3. SUMMARY OF RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE

Nil

4. PUBLIC QUESTION TIME

Nil

5. APPLICATIONS FOR LEAVE OF ABSENCE

Nil

6. CONFIRMATION OF MINUTES

Minutes of the Bushfire Advisory Committee Meeting held on 8th of November 2022 were previously circulated under separate cover.

COMMITTEE DECISION

That the minutes of the Bushfire Advisory Committee Meeting held 8 November 2022 be confirmed as a true record.

Moved by Matt Crabb and seconded by Digby Stretch

CARRIED 7/0

7. ANNOUNCEMENTS by the Presiding Member without discussion

Nil

8. PETITIONS, DEPUTATIONS & PRESENTATIONS

Nil

9. DECLARATIONS OF INTEREST

Nil

10. STATUS REPORTS

10.1 2022/2023 Fire Season Update

As of November 2022, there have been the following fires reported within the Shire:

Brigade	Fires for Brigades 2022 -2023												Total	
	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June		
Boilup	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Boscabel	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Changerup	0	0	0	0	0	2	1	0	0	0	0	0	0	3
Cherry Tree Pool	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Jingalup	0	0	0	0	0	2	1	0	0	0	0	0	0	3
Kojonup	0	0	0	0	0	2	0	0	0	0	0	0	0	2
Lumeah	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Mobrup	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Muradup	0	0	0	0	0	1	1	0	0	0	0	0	0	2
Orchid Valley	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Qualeup	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Ryans Brook	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	2	6	2	0	0	0	0	0	10

Shire of Kojonup – Bushfire Advisory Committee Meeting – 8 February 2023

This compares with the following data for the previous four years.

Fires for Fire Brigades 2021 - 2022													
Brigade	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	Total
Boilup	0	0	0	0	0	0	0	0	0	0	0	0	0
Boscabel	0	0	0	0	0	0	0	2	1	0	0	0	3
Changerup	0	0	0	0	1	0	0	0	2	1	0	0	4
Cherry Tree Pool	0	0	0	0	0	0	0	0	1	0	0	0	1
Jingalup	0	0	0	0	1	2	2	1	3	0	1	0	10
Kojonup	0	0	0	0	0	1	0	1	0	1	0	0	3
Lumeah	0	0	0	0	0	0	0	0	0	0	0	0	0
Mobrup	0	0	0	0	0	0	0	0	0	1	0	0	1
Muradup	0	0	0	0	0	2	0	1	2	0	0	0	5
Orchid Valley	0	0	0	0	0	0	0	0	2	0	0	0	2
Qualeup	0	0	0	0	0	0	0	0	1	0	0	0	1
Ryans Brook	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	2	5	4	4	11	3	1	0	30

Fires for 2019-2020 by Brigades													
Brigade	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	Total
Boilup													0
Boscabel					3	1							4
Changerup						1							1
Cherry Tree Pool						1							1
Jingalup								1		2			3
Kojonup										2			2
Lumeah						1	1	1	3				6
Mobrup								1		1			2
Muradup				1		1		1					3
Orchid Valley										1			1
Qualeup									1				1
Ryans Brook							1						1
Total	0	0	0	1	3	6	1	4	4	6	0	0	25

Fires for 2018 - 2019 by Brigades													
Brigade	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	Total
Boilup													0
Boscabel													0
Changerup					1	1			2				4
Cherry Tree Pool						1	1		1				3
Jingalup							1	4	3			1	9
Kojonup							1	2	1	1	3	1	9
Lumeah						3	1		1	1	2		8
Mobrup								1				1	2
Muradup									2				2
Orchid Valley									1				1
Qualeup						1						2	4
Ryans Brook								1					1
Total	0	0	0	0	1	8	10	0	11	2	9	2	43

11 GENERAL ITEMS

11.1 Bushfire Brigade standard operating procedures

The BFB's have not had the chance to look at this again. The Shire needs a procedure that will work for the Shire, this one is too prescriptive. Round table discussion on the Shire getting audited if procedures are not in place, the main concern is to keep volunteers safe.

A few of neighbouring Shires SOP's will be distributed to look at as a sample. A workshop should be arranged by Robert Jehu to work on the SOP's. Maybe invite a few bushfire brigade members to join in the workshop to give their ideas.

Should also create SOP's for frontline volunteers that is only page that volunteers can keep in their glovebox. Tony Fisher and Digby Stretch will arrange a get together with some of the other FCO's to put something together.

Attachment 11.1.1 Shire of Kojonup Bush Fire Brigade Standard Operating Procedures - Draft

11.2 Bushfire Local Law – presented by Robert Jehu

Need to go to the Council to be approved. Currently the Shire of Kojonup is in breach of the Bushfire Act and need to get this local law in place immediately. The Shire of Kojonup's got six months to rectify this issue. The Bushfire Local Law allows the Shire to have bushfire brigades.

This is also urgent to keep our BFB volunteer insurance. Denise Berrymann mentions that some brigade members will leave due to not wanting a local law to guide them. The paperwork is too much for them. The Bushfire Local Law has been presented and all comments can come into the Shire.

Attachment 11.2.1 Shire of Kojonup – Local Law Bush Fire Brigades – Working Document

11.3 Denise Berrymann

AGM will take place in the middle of March 2023. All brigades bookwork should be done by the end of February 2023 and taken to the meeting. This would then allow all the financial reports to be send into council. Each brigade has their meetings on different dates, where the new FCO's will be voted. Digby Stretch advises that the meetings can still take place when the brigades wants to be but the FCO's should stop when the season stops and the newly voted FCO's will start when the next fire season starts.

Grant Thompson request that the FCO's officially takes over once the Council has endorsed their roles. Be good to standardise the approach for all BFB's.

11.4 DFES Reports

Note that a few incident reports still outstanding.

Attachment 11.4.1 DFES Report Package – February 2023

Report feedback from Derek Jones

Attachment 11.4.2 Kojonup BFAC meeting 8th February

11.5 General Items Discussed

Tony Fisher – was invited to drive through the Muradup Townsite. The townsite is not safe with combustible materials and large fuel loads. Recommends the bush on the side of the river be burned over the winter. A few attempts were made to make some of the blocks safer and compliant. Tony proposes a proposal to put forward to the bushfire brigade volunteers and town residents, to do a town burn at the right time. This will assist in the tiding of the town. Tony is also suggesting that inspections should take place earlier in the year.

Update on the Communications tower was requested. The current communication methods are shocking. If telephone lines goes down residents will be at risk with only radio's in their ute's. The current project manager for the Tower left and Robert Jehu is currently getting a new project manager. The specifications changed to increase height to 60 metres. This will go out for tender soon.

Ross Fryer-Smith asks that the Shire of Kojonup as an organisation should do better with fines to non-compliant residents. Ross feels that the residents should be hit harder than the normal \$250 fines that is currently been given. Unfortunately, this is prescribed fines, and the Shire cannot change them.

Stephanie Swain gives feedback on the compliance of the Muradup properties. There is currently contractor shortage to assist in the clear up of these properties.

The Firebreak order should be reviewed to include 'flammable fuel load'.

No further proceedings with the fire truck shed it appears funding was reallocated to emergency affected areas.

Matthew Crabb requested update on town signs for fire season. The VFB's will start with the signs.

Grant Thompson provided feedback on the CESM appointment. `If Kojonup is not part of the trio of shires, DFES will not fully fund the CESM position and the other two shires will need to increase their contribution. The two other partner shires need a CESM and without the contribution of Kojonup they will not be able to afford the funding and the CESM role will fall by the way.

The CESM is created to support the Bushfire brigades and to build a relationship with them. It is important to know the CESM is a Local Government Employee. When the advertisement for the position goes out, the Shires conduct the interview and make the decision.

12 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

13 LATE ITEMS

Nil

14 **NEXT MEETING**

Will be on the 9th of May 2023 at 7:00pm.

15 **CLOSURE**

There being no further business to discuss the Presiding Member thanked the members for their attendance and declared the meeting closed at 9:05pm.

UNCONFIRMED

JOINT STANDING COMMITTEE ON DELEGATED LEGISLATION



Our ref: 4139:08

20 February 2023

Cr Ned Radford
President, Shire of Kojonup
93 Albany Highway, Kojonup WA 6395
cr.radford@kojonup.wa.gov.au

Dear President

Shire of Kojonup Parking Local Law 2022

Thank you for the Explanatory Memorandum for this local law, which the Committee considered at its meeting. The Committee resolved to write to you about the following clauses in the local law.

Clause 4.5

Clause 4.5 governs event parking. It states:

Event parking

- (1) *Subject to clause 2.1, a temporary sign may indicate that all or part of a parking facility, thoroughfare or public place is set aside, during the period indicated in the sign, for the parking of motor vehicles by persons attending a particular event.*
- (2) *The local government may issue to a person a permit in respect of all or part of a parking facility, thoroughfare or public place for an event referred to in subclause (1).*
- (3) *A person must not park or stop a motor vehicle, or permit a motor vehicle to remain parked, in any area that is set aside under subclause (1) unless the permit issued under subclause (2) for the relevant event is displayed inside the motor vehicle so that it is clearly visible to an authorised person examining the ticket from outside the motor vehicle.*

Clause 2.1 regulates or prohibits various parking related matters. It states:

Powers of the local government

- (1) *The local government may, by resolution, prohibit or regulate by signs or otherwise, including but not limited to—*
 - (a) *the stopping or parking of any motor vehicle or any class of motor vehicles;*
 - (b) *parking bays;*
 - (c) *parking facilities;*

- (d) permitted time and conditions of parking in parking bays and parking facilities which may vary with the locality;*
 - (e) permitted classes of motor vehicles which may park in parking bays and parking facilities;*
 - (f) permitted classes of persons who may park in specified parking bays or parking facilities; and*
 - (g) the manner of parking in parking bays and parking facilities.*
- (2) Where the local government makes a resolution under this clause, it shall erect signs to give effect to the determination or resolution.*

The Committee has identified the following issues with this clause:

- There is no requirement to give sufficient public notice of the areas subject to event parking so the public is adequately informed in advance. A sign could be erected on the day of the event, which would be unreasonable.
- There is no requirement to provide reasonable, defined time limits for which parking stations may be set aside for events.
- The term 'particular event' is not defined, so there is no objective criteria to identify what exactly a 'particular event' is.

Failing to make provision for these matters renders clause 4.5, in its application, uncertain and unreasonable and in breach of the 'good government' power in section 3.1 of the LGA. The Shire could, in theory, set aside unlimited space for an unlimited period of time for an event.

Clause 4.5 should be amended to:

- define 'particular event'
- specify a reasonable and defined time limit for the use of parking stations
- include a requirement for the local government to provide sufficient public notice of particular events.

Typographical errors

Clause 3.7(2)(b)

Clause 3.7(2)(b) states:

Restrictions on parking in particular areas

- (2) The driver may park a vehicle in a thoroughfare or a part of a thoroughfare or part of a parking station, except in a thoroughfare or a part of a thoroughfare or part of a parking station to which a disabled parking sign relates for twice the period indicated on the sign, if –*
- (b) a disabled person to which the valid disability parking permit relates is either the driver of motor vehicle*

Subclause (b) appears to be missing some text. The following re-draft may assist in conveying what the clause means:

(b) a disabled person to which the valid disability parking permit relates is either the driver or a passenger in of the motor vehicle.

I note clause 4.7(3)(b), which uses similar wording.

Clause 3.11(a)

Clause 3.11 states:

No parking

A driver shall not stop on a length of carriageway or in an area to which a "no parking" sign applies, unless the driver is –

- (a) is dropping off, or picking up, passengers or goods;*
- (b) does not leave the vehicle unattended; and*
- (c) completes the dropping off, or picking up, of the passengers or goods within 2 minutes of stopping and drives on.*

The word 'is' should be deleted from the start of subclause (a).

Clause 3.20(1)

Clause 3.20(1) states:

Pre-existing signs

A sign is deemed for the purposes of this local law to have been erected by the local government under the authority of this local law that where that sign –

The word 'that' appearing before 'where' should be deleted.

Clause 4.8(2)

Clause 4.8(2) states:

Angle parking

(2) Where a sign associated with a parking area is inscribed with the words "angle parking", or with an equivalent symbol depicting this purpose, a person stopping or parking a motor vehicle stop or shall park the motor vehicle at an angle and in the position indicated by the inscription on the parking sign or by marks on the carriageway.

The words 'stop or' in the 3rd line should be deleted.

Clause 4.11

Clause 4.11 states:

Stopping on verge

(1) A person shall not stop so that any portion of the following is on or projects over a verge—

(a) stop a motor vehicle (other than a bicycle);

(b) stop a commercial motor vehicle or any combination of motor vehicles that exceeds 4.5 tonnes GVM, a public bus, a trailer or caravan unattached to a motor vehicle; or

(c) stop any motor vehicle (other than a bicycle) during any period when the stopping of motor vehicles on that verge is prohibited by a sign adjacent and referable to that verge.

This clause is poorly drafted due to the presence of the word 'stop' at the beginning of subclauses (a), (b) and (c). These should be deleted.

Clause 6.2(a)

Clause 6.2(a) states:

Emergency and special purpose motor vehicles

Notwithstanding anything to the contrary in this local law, the driver of—

(a) an emergency motor vehicle may, in the course of their duties and when it is expedient and safe to do so or where they believes that it is expedient and safe to do so, stop, or park the motor vehicle at any place, at any time;

The word 'believes' in the second line of subclause (a) should be 'believe'.

Undertakings

The Committee requests the following undertakings:

1. Within 6 months:
 - Amend clause 4.5 to:
 - define 'particular event'
 - specify a reasonable and defined time limit for the use of parking stations (please include the proposed time limit in your response for the Committee's approval)
 - include a requirement for the local government to provide sufficient public notice of particular events, including details of the events the Shire wishes for the clause to cover and a proposed time for public notice for the Committee's consideration (i.e. 4 weeks – please include a proposed time period for public notice in your response for the Committee's approval)
 - Correct the typographical errors in clauses 3.7(2)(b); 3.11(a); 3.20(1); 4.8(2); 4.11 and 6.2(a).
2. The local law will not be enforced in a manner contrary to undertaking 1.
3. All consequential amendments arising from undertaking 1 will be made
4. Where the local law is made publicly available by the Shire, whether in hard copy or electronic form, ensure that it is accompanied by a copy of the undertakings.

The undertakings should be given in the form of a letter signed by you as Mayor, not the Chief Executive Officer or other officer of the Shire of Kojonup. This is because, pursuant to section 2.8(1)(d) of the *Local Government Act 1995*, the 'Mayor or President speaks on behalf of the local government' to the Parliament of Western Australia.

Noting that your next Council meeting occurs on 21 March 2023, the Committee requests the undertakings be provided by 27 March 2023.

To assist you I attach a suggested form of Council resolution to provide the undertakings.

Please also note that the fulfilment of the undertakings must be by making an amendment local law that complies with all mandatory procedural steps contained in section 3.12 of the *Local Government Act 1995*.

Notice of Motion to Disallow

I advise that the Committee resolved to give a Notice of Motion in the Legislative Council to disallow the local law.

The reasons for giving notice are:

- to protect the Parliament's right to disallow the local law should the Committee recommend disallowance
- to provide the Committee with additional time to scrutinise the local law and, if necessary, obtain further information.

The giving of the notice should not be taken as indicating that the Committee has resolved to recommend disallowance at this stage.

Please provide your response by 27 March 2023. If you have any queries in relation to this matter, please contact Mr Alex Hickman, Advisory Officer (Legal) on 9420 7633 or at delleg@parliament.wa.gov.au.

Yours sincerely



Mr Geoff Baker MLA
Chair

Att: Robert Jehu, Manager – Regulatory Services, mrs@kojonup.wa.gov.au

This correspondence including any attachments is confidential and privileged. Your local government may only discuss the content of this letter and any attachments with the Western Australian Local Government Association, the Department of Local Government and the City's legal advisors to the extent necessary to obtain information the Committee seeks. Each person to whom you distribute this material must be made aware of its confidential and privileged status.

Suggested form of Council resolution to provide the undertakings

The Council of the Shire of Kojonup resolves to undertake to the Joint Standing Committee on Delegated Legislation that:

1. Within 6 months:
 - Amend clause 4.5 to:
 - define 'particular event'
 - specify a reasonable and defined time limit for the use of parking stations (please include the proposed time limit in your response for the Committee's approval)
 - include a requirement for the local government to provide sufficient public notice of particular events, including details of the events the Shire wishes for the clause to cover and a proposed time for public notice for the Committee's consideration (i.e. 4 weeks - – please include a proposed time period for public notice in your response for the Committee's approval)
 - Correct the typographical errors in clauses 3.7(2)(b); 3.11(a); 3.20(1); 4.8(2); 4.11 and 6.2(a).
2. The local law will not be enforced in a manner contrary to undertaking 1.
3. All consequential amendments arising from undertaking 1 will be made
4. Where the local law is made publicly available by the Shire, whether in hard copy or electronic form, ensure that it is accompanied by a copy of the undertakings.



21 March 2023

Joint Standing Committee on Delegated Legislation
Att: Mr Alex Hickman, Advisory Officer (Legal)
Parliament House
4 Harvest Tce
West Perth WA 6005

SHIRE OF KOJONUP – PARKING LOCAL LAW 2022 – Ref 4139:08

The Council of the Shire of Kojonup resolved at its ordinary council meeting held on the 21 March 2023 to undertake as advised by the Joint Standing Committee on Delegated Legislation that:

1. Within 6 months:
 - Amend clause 4.5 to:
 - o define 'particular event'
 - o specify a reasonable and defined time limit for the use of parking stations
(The Shire of Kojonup shall implement a time limit of 4 hours for the use of parking stations)
 - o include a requirement for the local government to provide sufficient public notice of particular events, including details of the events the Shire wishes for the clause to cover and a proposed time for public notice for the Committee's consideration ***(The Shire of Kojonup shall notify the public of particular events no less than 4 weeks prior to the event occurring)***
 - Correct the typographical errors in clauses 3.7(2)(b); 3.11 (a); 3.20(1); 4.8(2); 4.11 and 6.2(a).
2. The local law will not be enforced in a manner contrary to undertaking 1.
3. All consequential amendments arising from undertaking 1 will be made
4. Where the local law is made publicly available by the Shire, whether in hard copy or electronic form, ensure that it is accompanied by a copy of the undertakings.

The Shire of Kojonup shall implement these amendments and undertake the required amendment processes as such.

Yours faithfully,

Ned Radford
Shire President – Shire of Kojonup

Shire of Kojonup

93-95 Albany Highway, Kojonup WA 6395

Postal address: PO Box 163, Kojonup WA 6395

Telephone: (08) 9831 2400 | Facsimile: (08) 9831 1566 | Email: council@kojonup.wa.gov.au

JOINT STANDING COMMITTEE ON DELEGATED LEGISLATION



Our ref: 4139:07

20 February 2023

Cr Ned Radford
President, Shire of Kojonup
93 Albany Highway, Kojonup WA 6395
cr.radford@kojonup.wa.gov.au

Dear President

Shire of Kojonup Cat Local Law 2022

Thank you for the Explanatory Memorandum for this local law, which the Committee considered at its meeting. The Committee resolved to write to you about the following matters.

Clause 4.1(1)(b) - inconsistency with Cat Act 2011 – Committee term of reference 10.6(a)

When scrutinising local laws, the Committee inquires whether a local law is within power.

Clause 4.1(1)(b) states:

4.1 Conditions applicable to all permits

(1) Every permit is issued subject to the following conditions—

(b) each cat shall be contained on the premises unless under the effective control of a person;

Clause 3.3 states:

3.3 Cats for which a permit is required

Subject to clause 3.4 an occupier is required to have a permit to—

(a) keep more than two cats over the age of six months and the young of those cats under that age if the premises are zoned other than for the purposes of general agriculture under a local planning scheme;

(b) keep more than four cats over the age of six months and the young of those cats under that age if the premises are zoned for the purposes of general agriculture under a local planning scheme.

(c) use any premises as a cat management facility; or

(d) be an approved cat breeder.

Clause 3.4 states:

3.4 Permits not required

A permit is not required under clause 3.3 if the premises concerned are—

- (a) a refuge of the RSPCA or of any other animal welfare organisation;*
- (b) a veterinary surgery;*
- (c) a pet shop;*
- (d) premises with two or less cats; or*
- (e) the subject of an exemption granted by the local government.*

Effective control is defined in clause 1.4 as:

Effective control *in relation to a cat means any of the following methods—*

- (a) held by a person who is capable of controlling the cat;*
- (b) securely tethered;*
- (c) secured in a cage; or*
- (d) any other means of preventing escape.*

Section 79 of the *Cat Act 2011* (Act) empowers local governments to make local laws for the management of cats. Section 79(1) states:

- (1) A local government may make local laws prescribing all matters that are required or permitted to be prescribed by a local law, or are necessary or convenient to be so prescribed, for it to perform any of its functions under this Act.*

Section 79(3) contains a number of specific local law making powers, including:

- Section 79(3)(f), which provides that a local law may be made:
 - (f) specifying places where cats are prohibited absolutely*
- Section 79(3)(g), which provides that a local law may be made:
 - requiring that in specified areas a portion of the premises on which a cat is kept must be enclosed in a manner capable of confining cats.*

By sections 79(3)(f) and 79(3)(g), the Parliament has delineated the scope of valid local laws concerning the prohibition of cats on public land and the confinement of cats. Any local laws which place conditions on cats being on public land beyond those provided for in the Act are inconsistent with the Act and not authorised.¹

¹ Western Australia, Legislative Council, Joint Standing Committee on Delegated Legislation, report 78, [Annual Report 2014](#), 22 January 2015, pp 10-13; Western Australia, Legislative Council, Joint Standing Committee on Delegated Legislation, report 89, [Annual Report 2016](#), 17 November 2021, pp 19-20.

Clause 4.1(1)(b), in requiring cats to be 'under effective control' in public represents a further step in policy beyond that authorised by the Act and infringes Committee term of reference 10.6(a).

Clause 3.8 - no definition of 'nuisance' - inconsistency with Cat Act 2011 – Committee term of reference 10.6(a)

Clause 3.8 states:

3.8 Cats creating a nuisance

- (1) The keeper of a cat shall not allow a cat to create a nuisance.*
- (2) Where, in the opinion of an authorised officer, a cat is creating a nuisance, the local government may give written notice to the keeper of the cat requiring that person to abate the nuisance.*
- (3) When a nuisance has occurred and a notice to abate the nuisance is given, the notice remains in force for the period specified by the local government on the notice or until the notice is withdrawn by the local government.*
- (4) A person given a notice to abate the nuisance shall comply with the notice within the period specified in the notice.*

The local law does not define 'nuisance'. Other cat local laws have defined nuisance to mean:

- (a) an activity or condition which is harmful or annoying and which gives rise to legal liability in the tort of public or private nuisance at law;*
- (b) an unreasonable interference with the use and enjoyment of a person of his or her ownership or occupation of land; or*
- (c) interference which causes material damage to land or other property on the land affected by the interference;*

Accordingly, there is no objective criteria in the local law governing any decision by an authorised person whether a cat is creating a nuisance. This could result in the officer determining that a cat is a nuisance based on a personal opinion, which could include the mere fact that a cat is in a public or other place without being a nuisance under the above definition.

This is reinforced by the statement in the minutes of the 14 December 2021 Council meeting that:

With the introduction of a cat local law, the Shire's Ranger will have the authority to limit the number of cats allowed on a premise, eliminate cat roaming and impose penalties to those who fail to comply. This, in turn, will assist Regulatory Services in controlling the feral population and reduce the amount of domestic cats wandering.

Any effect of clause 3.8 resulting in a cat being treated as a nuisance merely by being in a public or other place would make it inconsistent with the *Cat Act 2011* and infringe Committee term of reference 10.6(a).

The Committee therefore requests the above definition of 'nuisance' be inserted in clause 1.4 and the words 'in the opinion of an authorised officer' are deleted from clause 3.8(2).

Compliance with section 3.12(4) of the Local Government Act 1995

Section 3.12(4) provides:

(4) After the last day for submissions, the local government is to consider any submissions made and may make the local law as proposed or make a local law* that is not significantly different from what was proposed.*

** Absolute majority required.*

Section 3.13 of the Local Government Act 1995 states:

Procedure where significant change in proposal

If during the procedure for making a proposed local law the local government decides to make a local law that would be significantly different from what it first proposed, the local government is to recommence the procedure.

A comparison of the proposed and adopted local laws reveals the following clauses where changes were made.

Clauses deleted

3.8 Cats in other than public places

A cat shall not be in any place that is not a public place unless –

(a) consent to its being there has been given by the occupier, or a person apparently authorised to consent on behalf of the occupier; and

(b) it is under effective control.

5.1 Cats in public places

A cat shall not be in a public place unless the cat is, in the opinion of an authorised officer, under effective control.

5.2 Places where cats are prohibited absolutely

A cat shall not be in the following places at any time, whether or not under effective control –

(a) an enclosed public place; or

(b) any nature reserve.

Clauses added

5.1 Cat prohibited areas

(1) A cat shall not be in the places specified in Schedule 4 at any time, whether or not under effective control.

(2) If a cat is in a Cat Prohibited Area in contravention of subclause (1), then the owner of the cat commits an offence unless the owner of the cat has first obtained written authorisation from the local government.

Schedule 4—Cat prohibited areas
[Clause 5.1]

Places where cats are prohibited:

Common Name	Physical Boundaries	Description
Myrtle Benn Flora and Fauna Sanctuary	Tunney Road—Solider Road	All bushland within physical boundaries
Farrar Nature Reserve	Boyup Brook—Kojonup Road Kojonup—Frankland Road	All bushland within physical boundaries

The Committee is of the view these changes made the adopted local law significantly different from the proposed local law that was publically advertised, in breach of section 3.12(4). This is because the prohibition of cats from public and other places is a material aspect of the local law and has received significant media and other public commentary. Shire residents were not consulted on the removal of these clauses prior to the adoption of the local law.

Typographical errors

Clause 1.4 – definition of Enclosed public space'

Clause 1.4 defines 'Enclosed public space' as:

Enclosed public space means a public place which is enclosed by walls, whether solid materials or glass, and includes attached or adjoining areas not permitted to the public, unless airflow between the areas is prevented, but does not include a cat management facility or veterinary clinic or hospital; industrial lot means a lot zoned under a local planning scheme as industry;

The phrase is not used anywhere else in the local law and should be deleted.

Clause 2.1(6) - minor typographical error

Clause 2.1(6) states:

(6) A cat must not be release to a person until the person obtains the necessary permit or the cat is registered where—

(a) a person wishes to reclaim a cat within the period stated in a notice of impounding;
and

(b) a permit is required for the keeping of the cat, but the person does not have the necessary permit and/or the cat is not registered.

The word 'release' should be 'released'.

Schedule 3 – Modified penalties - various errors Items 8 and 9 – Modified penalties – incorrect reference to clause 3.8

Schedule 3 repeats some penalties twice, with the first list containing incorrect references, in items 8 and 9, which should be clauses 3.8(1) and 3.8(4), not 3.9(1) and 3.9(4).

Items 1 to 9 should be deleted and items 10 to 26 re-numbered accordingly (which contain correct references to clauses 3.8(1) and 3.8(4)).

Undertakings

The Committee requests the following undertakings:

1. Within 6 months, repeal the local law and make a new local law, complying with all requirements in section 3.12 of the *Local Government Act 1995* which:
 - Does not contain a provision equivalent to 4.1(1)(b)
 - Inserts the following definition of 'nuisance' in clause 1.4:
 - (a) *an activity or condition which is harmful or annoying and which gives rise to legal liability in the tort of public or private nuisance at law;*
 - (b) *an unreasonable interference with the use and enjoyment of a person of his or her ownership or occupation of land; or*
 - (c) *interference which causes material damage to land or other property on the land affected by the interference;*
 - Does not contain the words 'in the opinion of an authorised officer' in a provision equivalent to clause 3.8(2)
 - Does not contain the typographical errors identified in clauses 1.4, 2.1(6) and Schedule 3.
2. The local law will not be enforced in a manner contrary to undertaking 1.
3. All consequential amendments arising from undertaking 1 will be made
4. Where the local law is made publicly available by the Shire, whether in hard copy or electronic form, ensure that it is accompanied by a copy of the undertakings.

The undertakings should be given in the form of a letter signed by you as Mayor, not the Chief Executive Officer or other officer of the Shire of Kojonup. This is because, pursuant to section 2.8(1)(d) of the *Local Government Act 1995*, the 'Mayor or President speaks on behalf of the local government' to the Parliament of Western Australia.

Noting that your next Council meeting occurs on 21 March 2023, the Committee requests the undertakings be provided by 27 March 2023.

To assist you I attach a suggested form of Council resolution to provide the undertakings.

Please also note that the fulfilment of the undertakings must be by making a local law that complies with all mandatory procedural steps contained in section 3.12 of the *Local Government Act 1995*.

Notice of Motion to Disallow

I advise that the Committee resolved to give a Notice of Motion in the Legislative Council to disallow the local law.

The reasons for giving notice are:

- to protect the Parliament's right to disallow the local law should the Committee recommend disallowance
- to provide the Committee with additional time to scrutinise the local law and, if necessary, obtain further information.

The giving of the notice should not be taken as indicating that the Committee has resolved to recommend disallowance at this stage.

Please provide your response by **27 March 2023**. If you have any queries in relation to this matter, please contact Mr Alex Hickman, Advisory Officer (Legal) on 9420 7633 or at delleg@parliament.wa.gov.au.

Yours sincerely



Mr Geoff Baker MLA

Chair

Att: Robert Jehu, Manager – Regulatory Services, mrs@kojonup.wa.gov.au

This correspondence including any attachments is confidential and privileged. Your local government may only discuss the content of this letter and any attachments with the Western Australian Local Government Association, the Department of Local Government and the Shire's legal advisors to the extent necessary to obtain information the Committee seeks. Each person to whom you distribute this material must be made aware of its confidential and privileged status.

Suggested form of Council resolution to provide the undertakings

The Council of the Shire of Kojonup resolves to undertake to the Joint Standing Committee on Delegated Legislation that:

1. Within 6 months, repeal the local law and make a new local law, complying with all requirements in section 3.12 of the *Local Government Act 1995* which:
 - Does not contain a provision equivalent to 4.1(1)(b)
 - Inserts the following definition of nuisance in clause 1.4:
 - (a) *an activity or condition which is harmful or annoying and which gives rise to legal liability in the tort of public or private nuisance at law;*
 - (b) *an unreasonable interference with the use and enjoyment of a person of his or her ownership or occupation of land; or*
 - (c) *interference which causes material damage to land or other property on the land affected by the interference;*
 - Does not contain the words 'in the opinion of an authorised officer' in a provision equivalent to clause 3.8(2)
 - Does not contain the typographical errors identified in clauses 1.4, 2.1(6) and Schedule 3.
2. The local law will not be enforced in a manner contrary to undertaking 1.
3. All consequential amendments arising from undertaking 1 will be made
4. Where the local law is made publicly available by the Shire, whether in hard copy or electronic form, ensure that it is accompanied by a copy of the undertakings.



21 March 2023

Joint Standing Committee on Delegated Legislation
Att: Mr Alex Hickman, Advisory Officer (Legal)
Parliament House
4 Harvest Tce
West Perth WA 6005

SHIRE OF KOJONUP – CAT LOCAL LAW 2022 – Ref 4139:07

The Council of the Shire of Kojonup resolved at its ordinary council meeting held on the 21 March 2023 to undertake as advised by the Joint Standing Committee on Delegated Legislation that:

1. Within 6 months, repeal the local law and make a new local law, complying with all requirements in section 3.12 of the Local Government Act 7995 which:
 - Does not contain a provision equivalent to 4.1(1)(b)
 - Inserts the following definition of nuisance in clause 1.4:
 - (a) an activity or condition which is harmful or annoying and which gives rise to legal liability in the tort of public or private nuisance at law;
 - (b) an unreasonable interference with the use and enjoyment of a person of his or her ownership or occupation of land; or
 - (c) interference which causes material damage to land or other property on the land affected by the interference;
 - Does not contain the words 'in the opinion of an authorised officer' in a provision equivalent to clause 3.8(2)
 - Does not contain the typographical errors identified in clauses 1.4, 2.1(6) and Schedule 3.
2. The local law will not be enforced in a manner contrary to undertaking 1.
3. All consequential amendments arising from undertaking 1 will be made
4. Where the local law is made publicly available by the Shire, whether in hard copy or electronic form, ensure that it is accompanied by a copy of the undertakings.

The Shire of Kojonup Cat Local Law 2022 will be repealed and its application process shall be commenced again.

Yours faithfully,

Ned Radford
Shire President – Shire of Kojonup

Shire of Kojonup

93-95 Albany Highway, Kojonup WA 6395

Postal address: PO Box 163, Kojonup WA 6395

Telephone: (08) 9831 2400 | Facsimile: (08) 9831 1566 | Email: council@kojonup.wa.gov.au



SHIRE OF KOJONUP

BUSH FIRE BRIGADES LOCAL LAW 2023

BUSH FIRES ACT 1954

LOCAL GOVERNMENT ACT 1995

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BUSH FIRES ACT 1954
LOCAL GOVERNMENT ACT 1995

SHIRE OF KOJONUP

BUSH FIRE BRIGADES LOCAL LAW 2023

Under the powers conferred by the *Bush Fires Act 1954* and under all other powers enabling it, the Council of the Shire of Kojonup resolved on the _____ to make the following local law.

PART 1 - PRELIMINARY

1.1 Citation

This local law may be cited as the Shire of Kojonup Bush Fire Brigades Local Law 2023.

1.2 Definitions

(1) In this local law unless the context otherwise requires –

“**Act**” means the *Bush Fires Act 1954*;

“**brigade area**” is defined in clause 2.2(1)(b);

“**brigade member**” means a fire fighting member, associate member or a cadet member of a bush fire brigade;

“**brigade officer**” means a person holding a position referred to in clause 2.2 (1)(c), whether or not he or she was appointed by the local government or elected at an annual general meeting of a bush fire brigade or otherwise appointed to the position;

“**bush fire brigade**” is defined in section 7 of the Act;

“**Bush Fire Operating Procedures**” means the Bush Fire Operating Procedures adopted by the local government as amended from time to time;

“**CEO**” means the chief executive officer of the Shire of Kojonup;

“**Council**” means the Council of the local government;

“**Department**” means the Department of Fire and Emergency Services of Western Australia;

“**district**” means the district of the local government;

“**fire fighting member**” is defined in clause 4.2;

“**local government**” means the Shire of Kojonup;

“**Regulations**” means Regulations made under the Act; and

“**Rules**” means the Rules Governing the Operation of Bush Fire Brigades set out in the First Schedule.

- (2) In this local law, unless the context otherwise requires, a reference to –
- (a) a Captain;
 - (b) a First Lieutenant;
 - (c) a Second Lieutenant;
 - (d) any additional Lieutenants;
 - (e) an Equipment Officer;
 - (f) a Secretary.
 - (g) a Treasurer; or
 - (h) a Secretary / Treasurer combined,

means a person holding that position in a bush fire brigade.

1.3 Repeal

Nil

1.4 Application

This local law applies throughout the district.

1.5 Commencement

This local law come into operation 14 days after the date of its publication in the Government Gazette.

PART 2 – ESTABLISHMENT OF BUSH FIRE BRIGADES

Division 1 – Establishment of a bush fire brigade

2.1 Establishment of a bush fire brigade

- (1) The local government may establish a bush fire brigade for the purpose of carrying out normal brigade activities.
- (2) A bush fire brigade is established on the date of the local government’s decision under subclause (1).

2.2 Name and officers of bush fire brigade

- (1) On establishing a bush fire brigade under clause 2.1(1) the local government is to –
 - (a) give a name to the bush fire brigade;
 - (b) specify the area in which the bush fire brigade is primarily responsible for carrying out the normal brigade activities (the “**brigade area**”); and
 - (c) appoint –
 - (i) a Captain;
 - (ii) a First Lieutenant;
 - (iii) a Second Lieutenant;
 - (iv) additional Lieutenants if the local government considers it necessary;
 - (v) an Equipment Officer;
 - (vi) a Secretary; and
 - (vii) a Treasurer; or
 - (viii) a Secretary/Treasurer combined;
 - (ix) a Bush Fire Control Officer;
 - (x) any other position(s) deemed necessary for the effective management of brigade activities (eg; a Training Officer)

- (2) When considering the appointment of persons to the positions in subclause (1)(c), the local government is to have regard to the qualifications and experience which may be required to fill each position.
- (3) A person appointed to a position in subclause (1)(c) is to be taken to be a brigade member.
- (4) The appointments referred to in subclause (1)(c) expire at the completion of the first annual general meeting of the bush fire brigade.
- (5) If a position referred to in subclause (1)(c) becomes vacant prior to the completion of the first annual general meeting, then the local government is to appoint a person to fill the vacancy in accordance with subclause (2)

Division 2 – Command at a fire

2.3 Ranks within the bush fire brigade

- (1) Where under the Act and Bush Fire Operating Procedures members of the bush fire brigade have command of a fire, unless a bushfire control officer is in attendance at the fire, the Captain has full control over other persons fighting the fire, and is to issue instructions as to the methods to be adopted by the firefighters. In the absence of the Captain, the first Lieutenant, and in the absence of the first, the second Lieutenant and so on, in the order of seniority determined, is to exercise all the powers and duties of the Captain.
- (2) Where a bushfire control officer is in attendance at a fire which the members of the bush fire brigade have command of under the Act and the Bush Fire Operating Procedures, the most senior bushfire control officer has full control over other persons fighting the fire and is to issue instructions as to the methods to be adopted by the fire fighters.

Division 3 – Application of Rules to a bush fire brigade

2.4 Rules

- (1) The rules govern the operation of a bush fire brigade.
- (2) A bush fire brigade and each brigade member is to comply with the rules as set out in Schedule One.

Division 4 – Transitional

2.5 Existing Bush Fire Brigades

- (1) Where a local government has established a bush fire brigade prior to the commencement date, then on and from the commencement day –
 - (a) the bush fire brigade is to be taken to be a bush fire brigade established under and in accordance with this local law;
 - (b) the provisions of this local law apply to the bush fire brigade save for clause 2.2; and
 - (c) any rules governing the operation of the bush fire brigade are to be taken to have been repealed and substituted with the Rules.
- (2) In this clause –
 “commencement day” means the day on which this local law comes into operation.

Division 5 – Dissolution of bush fire brigade

2.6 Dissolution of bush fire brigade

In accordance with section 41(3) of the Act, the local government may cancel the registration of a bush fire brigade if it is of the opinion that the bush fire brigade is not complying with the Act, this local law, the Bush Fire Operating Procedures or the Rules, or is not achieving the objectives for which it was established.

2.7 New arrangement after dissolution

If a local government cancels the registration of a bush fire brigade, alternative fire control arrangements are to be made in respect of the brigade area.

PART 3 - ORGANISATION AND MAINTENANCE OF BUSH FIRE BRIGADES

Division 1 – Local government responsibility

3.1 Local government responsible for structure

The local government is to ensure that there is an appropriate structure through which the organisation of bush fire brigades is maintained.

3.2 Officers to be supplied with Act

The local government is to supply each brigade officer with a copy of the Act, the Regulations, the Bush Fire Operating Procedures, this local law and any other written laws which may be relevant to the performance of the brigade officers' functions, and any amendments which are made thereto from time to time.

Division 2 – Chief Bush Fire Control Officer

3.3 Managerial role of Chief Bush Fire Control Officer

Subject to any directions by the local government the Chief Bush Fire Control Officer has primary managerial responsibility for the organisation and maintenance of bush fire brigades.

3.4 Chief Bush Fire Control Officer may attend meetings

The Chief Bush Fire Control Officer or her or his nominee (who is to be a bush fire control officer) may attend as a non-voting representative of the local government at any meeting of a bush fire brigade.

3.5 Duties of Chief Bush Fire Control Officer

The duties of the Chief Bush Fire Control Officer include –

- (a) provide leadership to volunteer bush fire brigades;
- (b) monitor bush fire brigades' resourcing, equipment (including protective clothing) and training levels and report thereon with recommendations at least once a year to the local government;
- (c) liaise with the local government concerning fire prevention / suppression matters generally and directions to be issued by the local government to bush fire control officers (including those who issue permits to burn) bush fire brigades or brigade officers;
- (d) ensure that bush fire brigades are registered with the local government and that lists of brigade members are maintained.

Division 3 – Annual general meetings of bush fire brigades

3.6 Holding of annual general meeting

A bush fire brigade is to hold its annual general meeting during the month of March each year.

3.7 Nomination of bush fire control officers to Bush Fire Advisory Committee

At the annual general meeting of a bush fire brigade, one brigade member is to be nominated to the Bush Fire Advisory Committee to serve as the bush fire control officer for the brigade area until the next general meeting.

3.8 Nomination of bush fire control officer to the local government

If the local government has not established a Bush Fire Advisory Committee, then at the annual general meeting of a bush fire brigade, the bush fire brigade is to nominate one brigade member to the local government to serve as the bush fire control officer for the brigade area until the next annual general meeting.

3.9 Minutes to be tabled before the Bush Fire Advisory Committee

- (1) The Secretary is to forward a copy of the minutes of the annual general meeting of a bush fire brigade to the Chief Bush Fire Control Officer within one month after the meeting.
- (2) The Chief Bush Fire Control Officer is to table the minutes of a bush fire brigade's annual general meeting at the next meeting of the –
 - (a) Bush Fire Advisory Committee; or
 - (b) Council, if there is no Bush Fire Advisory Committee, following their receipt under subclause (1).

Division 4 – Bush Fire Advisory Committee

3.10 Functions of Advisory Committee

The Bush Fire Advisory Committee is to have the functions set out in section 67 of the Act and is to include such number of nominees of the bush fire brigades as is determined by the local government.

3.11 Advisory Committee to nominate bush fire control officers

As soon as practicable after the annual general meeting of each bush fire brigade in the district, the Bush Fire Advisory Committee is to nominate to the local government from the persons nominated by each bush fire brigade a person for the position of a bush fire control officer for the brigade area.

3.12 Local government to have regard to nominees

When considering persons for the position of a bush fire control officer, the local government is to have regard to those persons nominated by the Bush Fire Advisory Committee, but is not bound to appoint the persons nominated.

3.13 Advisory Committee to consider bush fire brigade motions

The Bush Fire Advisory Committee is to make recommendations to the local government on all motions received by the Bush Fire Advisory Committee from bush fire brigades.

3.14 Duties of Bush Fire Control Officer

The Bush Fire Control Officer is to—

- (a) provide leadership and direction to the Captain, Lieutenants, other Committee members and fire fighters to implement the objectives of the Brigade;
- (b) act as spokesperson for the Brigade, specifically at the Bush Fire Advisory Committee (BFAC), and generally on public relations and other matters, in conjunction with the Shire of Kojonup;
- (c) issue permits to burn as authorised under the Act within their area of the district;
- (d) inspect and report on fire hazards within their district and in the Shire of Kojonup;
- (e) carry out any duties prescribed under the Act and so authorised by the Shire of Kojonup;
- (f) take overall charge of fire suppression activities, and/or ensure the principles of the Incident Management System are being adhered to during wildfire suppression or during hazard reduction programs;
- (g) conduct brigade briefings and post incident analysis of any incident involving fire fighting;
- (h) ensure members deployed for operational duties have the competencies to complete the task or duty assigned and hold currency in training to carry out the functions required, in accordance with Bush Fire Operating Procedures;
- (i) adopt policies on behalf of the brigade as recommended by the local government;
- (j) ensure the behaviour of members is in accordance with the Local Government's code of conduct; and
- (k) liaise with the local government concerning fire prevention/suppression matters generally.

PART 4 – TYPES OF BUSH FIRE BRIGADE MEMBERSHIP

4.1. Types of membership of bush fire brigade

The membership of a bush fire brigade consists of the following –

- (a) fire fighting members;
- (b) associate members;
- (c) cadet members; and
- (d) honorary life members.

4.2 Fire fighting (active) members

- (1) Fire fighting (active) members are those persons being at least 16 years of age who undertake all normal bush fire brigade activities.
- (2) Notwithstanding subclause (1), a fire fighting (active) member between the age of 16 and 18 must not attend a fire or other emergency incident unless the member has the consent of their parent or guardian and is accompanied by an appropriately trained fire fighting member over the age of 18.

4.3 Associate (Auxiliary) members

Associate members are those persons who are willing to supply free vehicular transport for fire fighting members or fire fighting equipment, or who are prepared to render other assistance required by the bush fire brigade.

4.4 Cadet members

Cadet members are –

- (a) to be aged 11 to 15 years;
- (b) to be admitted to membership only with the consent of their parent or guardian;
- (c) admitted for the purpose of training and are not to attend or be in attendance at an uncontrolled fire or other emergency incident;
- (d) to be supervised by a fire fighting member when undertaking normal brigade activities as defined by paragraphs (c), (d), (e), (f) and (g) of section 35A of the Act;
- (e) ineligible to vote at bush fire brigade meetings;
- (f) not to be assigned ranks under the Department's rank structure.

4.5 Honorary life member

- (1) The bush fire brigade may by a simple majority resolution appoint a person as an honorary life member in recognition of services by that person to the bush fire brigade.
- (2) No membership fees are to be payable by an honorary life member.

4.6 Notification of membership

No later than 31 May in each year, the bush fire brigade is to report to the Chief Fire Control Officer the name, contact details and type of membership of each brigade member.

PART 5 – APPOINTMENT DISMISSAL AND MANAGEMENT OF MEMBERS

5.1 Rules to govern

The appointment, dismissal and management of brigade members by the bush fire brigade are governed by the Rules.

PART 6 – EQUIPMENT OF BUSH FIRES BRIGADES

6.1 Policies of local government

The local government may make policies under which it –

- (a) provides funding to bush fire brigades for the purchase of protective clothing, equipment and appliances; and
- (b) keeps bush fire brigades informed of opportunities for funding from other bodies.

6.2 Equipment in brigade area

Not later than 31 May in each year, the bush fire brigade is to report to the local government the nature, quantity and quality of all protective clothing, equipment and appliances of the bush fire brigade which are generally available within the brigade area (or at a station of the bush fire brigade).

6.3 Funding from local government budget

A request to the local government from the bush fire brigade for funding of protective clothing, equipment or appliance needs is to be received by the local government by 31 March in order to be considered in the next following local government budget, and is to be accompanied by the last audited financial statement and a current statement of assets and liabilities of the bush fire brigade.

6.4 Consideration in the local government budget

The local government may approve or refuse an application for funding depending upon the assessment of budget priorities for the year in question.

SCHEDULE ONE

RULES GOVERNING THE OPERATION OF BUSH FIRE BRIGADES

PART 1 - PRELIMINARY

1.1 Interpretation

- (1) In these Rules, unless the context otherwise requires, where a term is used in these Rules and is defined in the local law, the Act or the Regulations, then the term is to be taken to have the meaning assigned to it in the local law, the Act or the Regulations, as the case may be.
- (2) In these Rules, unless the context otherwise requires –
“**absolute majority**” means a majority of more than 50% of the number of:
 - (a) brigade members of the bush fire brigade, whether in attendance at the meeting or not, if the majority is required at a meeting of the bush fire brigade; or
 - (b) brigade officers of the bush fire brigade, whether in attendance at the meeting or not, if the majority is required at a meeting of the Committee.“**Committee**” means the Committee of the bush fire brigade;
“**local law**” means the Shire of Kojonup Bush Fire Brigades Local Law 2023; and
“**normal brigade activities**” is defined by section 35A of the Act
- (3) Subject to these Rules, where a decision is to be made by the bush fire brigade, then the decision may be made by a resolution passed by a simple majority of the brigade members who are present in person or by proxy at the meeting.
- (4) Subject to these Rules, where a decision is to be made by the Committee, then the decision may be made by a resolution passed by a simple majority of the brigade officers who are present in person or by proxy at the meeting.

PART 2 – OBJECTS AND MEMBERSHIP OF BUSH FIRE BRIGADE

2.1 Objects of bush fire brigade

The objects of the bush fire brigade are to carry out –

- (a) the normal brigade activities; and
- (b) the functions of the bush fire brigade which are specified in the Act, the Regulations and the local law.

2.2 Committee to determine applications

Applications for membership are to be determined by the Committee.

2.3 Conditions of membership

In relation to any type of membership, as described in Part 4 of the local law, the bush fire brigade may establish policies pertaining to –

- (a) the qualifications required;
- (b) fees payable, if any;
- (c) a requirement to serve a probationary period;
- (d) procedures to be employed by the Committee prior to approval of an application for membership,

and the Committee is to act within the parameters of any such policy in determining applications for membership.

2.4 Applications for membership

An application for membership is to be in writing and is to be submitted to the Secretary and in the case of –

- (a) an application for firefighting membership is to be accompanied by a completed form in the form of that in Appendix I.
- (b) an application for associate membership is to be accompanied by a completed form in the form of that in Appendix II.
- (c) an application for cadet membership is to be accompanied by a completed form in the form of that in Appendix III.

2.5 Decision on application for membership

- (1) The Committee may –
 - (a) approve an application for membership unconditionally or subject to any conditions; or
 - (b) refuse to approve an application for membership.
- (2) If the Committee refuses to approve an application for membership, it is to give written reasons for the refusal, as soon as practicable after the decision is made, to the applicant and the advice that the applicant has the right to object to the local government.

2.6 DFES and Local Government to be notified of registrations

If any application for membership is approved, the Secretary of the bush fire brigade is to supply registration details to the Department and local government within 14 days of a person being admitted to membership in the form required by the Department from time to time.

2.7 Termination of membership

- (1) Membership of the bush fire brigade terminates if the member –
 - (a) dies;
 - (b) gives written notice of resignation to the Secretary;
 - (c) is, in the opinion of the Committee, permanently incapacitated by mental or physical ill-health;
 - (d) is dismissed by the Committee; or
 - (e) ceases to be a member or is taken to have resigned under subclause (2)
- (2) A brigade member whose membership fees are more than one year in arrears is to be taken to have resigned from the bush fire brigade.

2.8 Suspension of membership

- (1) Membership of the bush fire brigade may be suspended at any time if, in the opinion of the Committee, circumstances warrant suspending the member.
- (2) The period of suspension shall be at the discretion of the Committee.
- (3) Upon the expiry of the period of suspension the Committee may:
 - (a) extend the period of suspension;
 - (b) terminate the membership; or
 - (c) reinstate the membership.

2.9 Existing liabilities to continue

- (1) The resignation, or dismissal of a member under clause 2.7 does not affect any liability of the brigade member arising prior to the date of resignation or dismissal.

2.10 Member has right of defence

A brigade member is not to be dismissed under clause 2.7(1)(d) without being given the opportunity to meet with the Committee and answer any charges which might give grounds for dismissal.

2.11 Objection Rights

A person whose -

- (a) application for membership is refused under clause 2.5(1)(b);
- (b) membership is terminated under clause 2.7(1)(c), clause 2.7(1)(d) or clause 2.8(3)(b); or
- (c) membership is suspended under clause 2.8(1) or clause 2.8(3)(a),

has the right of objection to the local government which may dispose of the objection by –

- (a) dismissing the objection;
- (b) varying the decision objected to; or
- (c) revoking the decision objected to, with or without –
 - (i) substituting for it another decision; or
 - (ii) referring the matter, with or without directions, for another decision by the Committee.

PART 3 – FUNCTIONS OF BRIGADE OFFICERS

3.1 Chain of command during fire fighting activities

Subject to the Act and the local law, the command procedures to apply during fire fighting activities are as detailed in the local government's Bush Fire Operating Procedures.

3.2 Duties of Captain

- (1) Subject to subclause (2) below, the Captain is to preside at all meetings.
- (2) In the absence of the Captain, the meeting may elect another person to preside at the meeting.

3.3 Lieutenants

- (1) The Brigade may increase or decrease the number of Lieutenants to meet their specific operational requirements, up to a maximum of four Lieutenants.
- (2) All Lieutenants must be ranked in seniority as follows—
 - (a) the Captain and Lieutenants of the brigade, in consultation with the Chief Bush Fire Control Officer, determine this seniority; and
 - (b) in the event that a resolution cannot be found, the Chief Bush Fire Control Officer shall have the final say.
- (3) In the absence of the brigade Captain the most senior Lieutenant present assumes the responsibilities and duties of that office and takes ultimate responsibility for the performance of all Brigade activities.
- (4) The duties of the Lieutenant are to—
 - (a) provide support to the Captain;
 - (b) command and manage members during emergencies and other Brigade related activities;
 - (c) demonstrate positive leadership and mentor members;
 - (d) maintain open lines of communication and encourage positive interaction and teamwork between members;
 - (e) ensure Bush Fire Operating Procedures are adhered to during brigade activities;
 - (f) ensure members engaged in fire fighting activities hold competencies relevant to the task;
 - (g) work cohesively with the brigade Training Officer and conduct training activities for members; and
 - (h) ensure the behaviour of members is in accordance with the Local Government's code of conduct.

3.4 Secretary

- (1) The Secretary is to –
 - (a) be in attendance at all meetings and keep a correct minute and account of the proceedings of the bush fire brigade in a book which shall be open for inspection by brigade members at any reasonable time;
 - (b) answer all correspondence or direct it appropriately, and keep a record of the same;
 - (c) prepare and send out all necessary notices of meetings;
 - (d) receive membership fees, donations and other monies on behalf of the bush fire brigade, and remit them to the Treasurer upon receipt;
 - (e) complete and forward an incident report form in the form required by the Department to the Chief Bush Fire Control Officer and the Department within 14 days after attendance by the bush fire brigade at an incident.
 - (f) maintain a register of all current brigade members which includes each brigade member's contact details and type of membership.
 - (g) provide no later than 31 May in each year, a report to the Chief Bush Fire Control Officer detailing the name, contact details and type of membership of each brigade member.
- (2) Where a bush fire brigade attends an incident on more than one day, the incident report form is to be completed and forwarded under subclause (1)(e) within 14 days after the last day of attendance.

3.5 Treasurer

The Treasurer is to –

- (a) receive donations and deposits from the Secretary, and deposit all monies to the credit of the bush fire brigade's bank account;
- (b) pay accounts as authorized by the Committee;
- (c) keep a record of all monies received and payments made, maintain the accounts and prepare the balance sheet for each financial year;
- (d) be the custodian of all monies of the bush fire brigade; and
- (e) regularly inform the Secretary of the names of those brigade members who have paid their membership fees.
- (f) report on the financial position at meetings of the bush fire brigade or Committee.
- (g) submit a copy of the audit report to the Chief Bush Fire Control Officer by 15 April each year.

3.6 Equipment Officer

The Equipment Officer is responsible for the custody and maintenance in good order and condition of all protective clothing, equipment and appliances provided by the local government to the bush fire brigade (or of the bush fire brigade).

3.7 Storage of equipment

- (1) The Equipment Officer may store all of the equipment of the bush fire brigade at a place approved by the Captain (the “station”).
- (2) If there is to be more than one station in the brigade area, the Equipment Officer is to appoint in respect of each station a person who is responsible for the custody and maintenance in good order and condition of all equipment and appliances at the station, subject to any direction of the Equipment Officer.

3.8 Equipment Officer to report

The Equipment Officer is to provide, no later than 31 May of each year, a report to the local government and bush fire brigade captain describing the nature, quantity and quality of all protective clothing, equipment and appliances of the bush fire brigade which are generally available within the bush fire brigade area (or at a station of the bush fire brigade).

3.9 Training Officer

The Training Officer is to—

- (a) ensure brigade members maintain necessary skill levels equivalent to the competency standards required as recommended by the Department and the Shire of Kojonup;
- (b) ensure regular training sessions are conducted within the brigade to maintain currency of qualifications and skills;
- (c) maintain accurate records of training undertaken by members and ensure that qualification and training updates are forwarded to the local government;
- (d) provide mentoring for members who express an interest in training to encourage future facilitators;
- (e) represent the brigade at training committee meetings; and
- (f) provide, no later than 30 November of each year, a report to the local government of any identified training needs of the bush fire brigade.

PART 4 – COMMITTEE

4.1 Management of bush fire brigade

- (1) Subject to the provisions of these Rules, the administration and management of the affairs of the bush fire brigade are vested in the Committee.
- (2) Without limiting the generality of subclause (1), the Committee is to have the following functions –
 - (a) to recommend to the local government amendments to these Rules;
 - (b) to draft the annual budget for the bush fire brigade and present it at the annual general meeting of the bush fire brigade;
 - (c) to propose a motion for consideration at any meeting of the bush fire brigade;
 - (d) to recommend to the local government equipment which needs to be supplied by the local government to the bush fire brigade;
 - (e) to invest or place on deposit any of the funds of the bush fire brigade not immediately required to perform the normal brigade activities;
 - (f) to delegate to a person, as from time to time thought fit, any functions (being less than the total functions of the Committee) on any conditions it thinks fit;
 - (g) to do all things necessary or convenient in order to perform any of its functions and to secure the performance of the normal brigade activities by the bush fire brigade; and
 - (h) deal with membership applications, grievances, disputes and disciplinary matters.

4.2 Constitution of Committee

- (1) The Committee of the bush fire brigade is to consist of the brigade officers being the Captain, Secretary, Treasurer, Equipment Officer and the Lieutenants of the bush fire brigade.
- (2) The brigade officers are to –
 - (a) be elected at the annual general meeting of the bush fire brigade;
 - (b) hold office until the next annual general meeting; and
 - (c) be eligible for re-election at the next annual general meeting.
- (3) Any brigade officer may be removed from office by an absolute majority decision of the brigade members present in person or by proxy at a special meeting called for such a purpose.
- (4) The Committee may appoint a brigade member to fill a vacancy in any office arising from a resolution under subclause (3) or which has arisen for any other reason.

PART 5 – MEETINGS OF BUSH FIRE BRIGADE

5.1 Ordinary meetings

- (1) Ordinary meetings may be called at any time by the Secretary by giving at least 7 days' notice to all brigade members and to the Chief Fire Control Officer, for the purpose of –
 - (a) organising and checking equipment;
 - (b) requisitioning new or replacement equipment;
 - (c) organising field excursions, training sessions, hazard reduction programs, and the preparation of fire-breaks;
 - (d) establishing new procedures in respect of any of the normal brigade activities; and
 - (e) dealing with any general business.
- (2) In a notice given under subclause (1), the Secretary is to specify the business which is to be conducted at the meeting.
- (3) Business may be conducted at an ordinary meeting of the bush fire brigade notwithstanding that it was not specified in a notice given under subclause (1) in relation to that meeting.

5.2 Special meetings

- (1) The Secretary is to call a special meeting when 5 or more brigade members request one in writing.
- (2) At least 2 days' notice of a special meeting is to be given by the Secretary, to all brigade members and to the Chief Bush Fire Control Officer.
- (3) In a notice given under subclause (2) the Secretary is to specify the business which is to be conducted at the meeting.
- (4) No business is to be conducted at a special meeting beyond that specified in a notice given under subclause (2) in relation to that meeting.

5.3 Annual general meeting

- (1) At least 7 days' notice of the annual general meeting is to be given by the Secretary to all brigade members and to the Chief Bush Fire Control Officer.
- (2) At the annual general meeting the bush fire brigade is to –
 - (a) elect the brigade officers from among the brigade members;
 - (b) consider the Captain's report on the year's activities;
 - (c) adopt the annual financial statements;
 - (d) appoint an Auditor for the ensuing financial year in accordance with clause 5.6; and
 - (e) deal with any general business.
- (3) In a notice given under subclause (1), the Secretary is to specify the business which is to be conducted at the meeting.
- (4) Business may be conducted at an annual general meeting notwithstanding that it was not specified in a notice given under subclause (1) in relation to that meeting.

5.4 Quorum

- (1) The quorum for a meeting of the bush fire brigade is at least 50% of the number of offices (whether vacant or not) of member of the bush fire brigade.
- (2) No business is to be transacted at a meeting of the bush fire brigade unless a quorum of brigade members is present in person or by proxy.

5.5 Voting

Each brigade member is to have one vote, however in the event of an equality of votes, the Captain (or person presiding) may exercise a casting vote.

5.6 Auditor

- (1) At the annual general meeting a person, not being a brigade member, is to be appointed as the Auditor of the bush fire brigade for the ensuing financial year.
- (2) The Auditor is to audit the accounts of the bush fire brigade not less than 7 days before the annual general meeting and is to certify to their correctness or otherwise and present a report at the annual general meeting.

PART 6 – MEETINGS OF COMMITTEE

6.1 Meetings of Committee

- (1) The Committee is to meet for the despatch of business, adjourn and otherwise regulate its meeting as it thinks fit.
- (2) The Captain or Secretary may convene a meeting of the Committee at any time.

6.2 Quorum

No business is to be transacted at a meeting of the Committee unless a quorum of 3 brigade officers are present in person.

6.3 Voting

Each brigade officer is to have one vote, however in the case of an equality of votes, the Captain (or person presiding) may exercise a casting vote.

PART 7 – GENERAL ADMINISTRATION MATTERS

7.1 Fees

- (1) The membership fees, if any, for each type of member for the ensuing 12 months are to be determined by the bush fire brigade at the annual general meeting.
- (2) Subject to subclause (3), a member is to pay the membership fees for her or his type of membership on or before 1 May.
- (3) The bush fire brigade may exempt a brigade member, or a class of membership, from the payment of membership fees, for such period and on such conditions as the bush fire brigade may determine.

7.2 Funds

The funds of the bush fire brigade are to be used solely for the purpose of promoting the objects of the bush fire brigade.

7.3 Financial year

The financial year of the bush fire brigade is to commence on 1 July and is to end on 30 June of the following year.

7.4 Banking

- (1) The funds of the bush fire brigade are to be placed in a bank account and are to be drawn on only by cheques signed jointly by any 2 of the Captain, Secretary or Treasurer.
- (2) If the Secretary/Treasurer is a combined position, the Captain and Secretary/Treasurer are to sign the cheques referred to in subclause (1).

7.5 Disclosure of interests

- (1) A brigade member shall disclose to the bush fire brigade or Committee any financial interest (whether direct or indirect) he or she may have in any matter being considered by the bush fire brigade or Committee, as appropriate.
- (2) If a financial interest has been disclosed under subclause (1), then the bush fire brigade or Committee, as appropriate, is to decide, in the absence of the brigade member who disclosed that interest, whether or not the brigade member is to be permitted to vote on that matter.
- (3) Where the bush fire brigade or Committee, as appropriate, decides under subclause (2), that a brigade member is not to be permitted to vote on a matter, and the brigade member votes on the matter, then her or his vote is to be taken to have no effect and is not to be counted.

7.6 Disagreements

- (1) Any disagreement between brigade members may be referred to either the Captain or to the Committee.
- (2) Where a disagreement in subclause (1) is considered by the Captain or the Committee to be of importance to the interests of the bush fire brigade, then the Captain or the Committee, as the case may be, is to refer the disagreement to the annual general meeting, an ordinary meeting or a special meeting of the bush fire brigade.
- (3) The local government is the final authority on matters affecting the bush fire brigade, and may resolve any disagreement which is not resolved under subclause (1) or (2).

PART 8 – NOTICES AND PROXIES

8.1 Notices

- (1) Notices of meetings of the bush fire brigade are to be in writing and sent by ordinary post to the registered address of each brigade member.
- (2) Notices of meetings of the Committee may be given in writing in accordance with subclause (1) or by such other means as the Committee may decide (by an absolute majority) at a meeting of the Committee.
- (3) Any accidental omission to give notice of a meeting to, or non-receipt by a person entitled to receive such notice, is not to invalidate the meeting the subject of the notice or any resolutions passed at the meeting.
- (4) Where any notice other than a notice of meeting is to be given under these Rules, the notice is to be –
 - (a) in writing;
 - (b) unless otherwise specified, given to or by the Secretary;
 - (c) given by –
 - (i) personal delivery;
 - (ii) post; or
 - (iii) facsimile transmission;
 - (d) taken to have been received, as the case may be –
 - (i) at the time of personal delivery;
 - (ii) 2 business days after posting; or
 - (iii) on the printing of the sender's transmission report.

8.2 Proxies

- (1) Where under these Rules a brigade member may vote by proxy, in order for the proxy to so vote, the brigade member or the proxy shall give a notice in the form of that appearing in this clause, to the Secretary or the person presiding at the meeting before the start of the meeting at which the proxy is to be used.
- (2) A proxy is to be valid for the meeting for which it is given and for any adjournments of that meeting.
- (3) A proxy shall be valid for the number of votes to which the brigade member is entitled.
- (4) If the donor of the proxy does not give any indication of the manner in which the proxy is to vote, the proxy shall be entitled to vote or not vote as he or she thinks fit.
- (5) A proxy shall be entitled to speak on behalf of the donor of the proxy.
- (6) All forms appointing proxies deposited under subclause (1) are to be retained by the Secretary for not less than 28 days after the conclusion of the meeting to which they relate but if there is any objection to the validity of any vote at the meeting, they are to be retained until the determination of that objection.
- (7) The form appointing a proxy shall be in writing and signed by the brigade member appointing the proxy and shall be in or substantially in the form set out below -

“PROXY”

[INSERT NAME] BUSH FIRE BRIGADE

**[ANNUAL] [EXTRAORDINARY] GENERAL MEETING
TO BE HELD ON [DATE]**

I, _____,
Being a brigade member appoint _____ to
be my proxy and vote on my behalf at the meeting of the
bush fire brigade to be held on [insert date] and at any
adjournment of it. The proxy shall vote as follows:

MOTION FOR AGAINST ABSTAIN

- 1.
- 2.

If there is no instruction to the proxy as to the way to vote,
the proxy shall exercise her or his discretion as to how to
vote or whether to vote at all. In respect of any vote taken
at the meeting on a matter which does not appear on the
agenda, the proxy shall exercise her or his discretion as to
the way he or she casts the vote or whether it is cast at all.

Date: _____

Signed: _____

NOTE: To be valid this proxy must be completed and
returned to the Secretary of the bush fire brigade (or the
presiding member) prior to the commencement of the
meeting for which the proxy is valid.

Dated this day of 20

Dated _____.

The Common Seal of the Shire of Kojonup was affixed by authority of a resolution of the Council in the presence of—

Cr. Ned RADFORD, President.
Grant THOMPSON, Chief Executive Officer.

APPENDIX I

APPLICATION FOR MEMBERSHIP - FIRE FIGHTING MEMBER

I make application to be a fire fighting member of the Bush Fire Brigade.

Applicant's

Name

My private address is

My business address is

Usual Occupation

I can be contacted on:

Telephone No: (Home).....(Work)..... Mobile

Fax No: (Home)..... (Work).....

CB Radio..... Channel..... Call

Sign

If needed, I can provide my own transport to the scene of any outbreak. (This line to be struck out if not applicable)

I hold a current driver's licence No Classes

I declare that I am at least 16 years of age and in good health with no known medical conditions which might limit my capacity to fight fires.

I give these undertakings –

- (1) to promote the objects of the bush fire brigade as far as is in my power;
(2) to be governed by the provisions of the Bush Fires Act 1954 and the Regulations made under that Act, and the local law and policies of the Shire of Kojonup relevant to fire control and bush fire brigades;
(3) to use my best endeavours to give assistance in fire fighting measures when called upon and on such occasions to obey all orders and instructions issued by duly authorized officers of the bush fire brigade or the local government;
(4) to comply with the Rules of the bush fire brigade.

Date

Applicant's signature

Please list here any fire fighting equipment owned by you.

- 1.
2.
3.

BUSH FIRE BRIGADE USE ONLY:

APPROVED / DECLINED

Signed:

Brigade Captain

APPENDIX II
APPLICATION FOR MEMBERSHIP - ASSOCIATE MEMBER

I make application to be an associate member of the..... Bush Fire Brigade.

- (a) I am prepared to offer to transport fire fighting members and/or equipment to the scene of any outbreak when called upon. I have a motor vehicle of the following type available for such purpose.

MDL No: Classes:

- (b) I am prepared to offer my services in the following capacity:-

.....

.....

(paragraph (a) or (b) above may be struck out if not applicable)

Applicant's Name

My private address is

.....

My business address is

.....

I can be contacted on:

Telephone No:(Home)(Work)..... Mobile

Fax No: (Home) (Work)

CB Radio: Channel Call Sign

I give these undertakings –

- (1) to promote the objects of the bush fire brigade as far as is in my power;
- (2) to be governed by the provisions of the *Bush Fires Act 1954* and any Regulations made under the Act and the local law and policies of the Shire of Kojonup relevant to fire control and bush fire brigades;
- (3) to use my best endeavours to assist in normal bush fire brigade activities as an associate member when called upon;
- (4) to comply with the Rules of the bush fire brigade.

Date

.....

Applicant's signature

BUSH FIRE BRIGADE USE ONLY:

APPROVED / DECLINED

Signed:

APPENDIX III
APPLICATION FOR MEMBERSHIP - CADET MEMBER

I make application to be a cadet member of the Bush Fire Brigade.

Applicant's Name

My private address is

I can be contacted on:

Telephone No: (Home) (Work)

Fax No: (Home)

CB Radio: Channel Call Sign

I declare that I am years of age and in good health.

Date of Birth:

I give these undertakings –

- (1) to promote the objects of the bush fire brigade as far as is in my power;
- (2) to be governed by the provisions of the *Bush Fires Act 1954* and the Regulations made under that Act, and the local law and policies of the Shire of Kojonup relevant to the activities of cadet members;
- (3) to obey all orders and instructions issued by duly authorized officers of the bush fire brigade or the local government;
- (4) to comply with the Rules of the bush fire brigade.

Date

.....

Applicant's signature

PARENT / GUARDIAN CONSENT:

I being the parent/guardian of the above applicant, consent to him/her being a cadet member of the Bush Fire Brigade, in accordance with the rules applicable to cadet membership.

Signed

BUSH FIRE BRIGADE USE ONLY:

APPROVED / DECLINED

Signed:

Brigade Captain

JOINT STANDING COMMITTEE ON DELEGATED LEGISLATION



Our ref: 4139:07

20 February 2023

Cr Ned Radford
President, Shire of Kojonup
93 Albany Highway, Kojonup WA 6395
cr.radford@kojonup.wa.gov.au

Dear President

Shire of Kojonup Cat Local Law 2022

Thank you for the Explanatory Memorandum for this local law, which the Committee considered at its meeting. The Committee resolved to write to you about the following matters.

Clause 4.1(1)(b) - inconsistency with Cat Act 2011 – Committee term of reference 10.6(a)

When scrutinising local laws, the Committee inquires whether a local law is within power.

Clause 4.1(1)(b) states:

4.1 Conditions applicable to all permits

(1) Every permit is issued subject to the following conditions—

(b) each cat shall be contained on the premises unless under the effective control of a person;

Clause 3.3 states:

3.3 Cats for which a permit is required

Subject to clause 3.4 an occupier is required to have a permit to—

(a) keep more than two cats over the age of six months and the young of those cats under that age if the premises are zoned other than for the purposes of general agriculture under a local planning scheme;

(b) keep more than four cats over the age of six months and the young of those cats under that age if the premises are zoned for the purposes of general agriculture under a local planning scheme.

(c) use any premises as a cat management facility; or

(d) be an approved cat breeder.

Clause 3.4 states:

3.4 Permits not required

A permit is not required under clause 3.3 if the premises concerned are—

- (a) a refuge of the RSPCA or of any other animal welfare organisation;*
- (b) a veterinary surgery;*
- (c) a pet shop;*
- (d) premises with two or less cats; or*
- (e) the subject of an exemption granted by the local government.*

Effective control is defined in clause 1.4 as:

Effective control *in relation to a cat means any of the following methods—*

- (a) held by a person who is capable of controlling the cat;*
- (b) securely tethered;*
- (c) secured in a cage; or*
- (d) any other means of preventing escape.*

Section 79 of the *Cat Act 2011* (Act) empowers local governments to make local laws for the management of cats. Section 79(1) states:

- (1) A local government may make local laws prescribing all matters that are required or permitted to be prescribed by a local law, or are necessary or convenient to be so prescribed, for it to perform any of its functions under this Act.*

Section 79(3) contains a number of specific local law making powers, including:

- Section 79(3)(f), which provides that a local law may be made:
 - (f) specifying places where cats are prohibited absolutely*
- Section 79(3)(g), which provides that a local law may be made:
 - requiring that in specified areas a portion of the premises on which a cat is kept must be enclosed in a manner capable of confining cats.*

By sections 79(3)(f) and 79(3)(g), the Parliament has delineated the scope of valid local laws concerning the prohibition of cats on public land and the confinement of cats. Any local laws which place conditions on cats being on public land beyond those provided for in the Act are inconsistent with the Act and not authorised.¹

¹ Western Australia, Legislative Council, Joint Standing Committee on Delegated Legislation, report 78, [Annual Report 2014](#), 22 January 2015, pp 10-13; Western Australia, Legislative Council, Joint Standing Committee on Delegated Legislation, report 89, [Annual Report 2016](#), 17 November 2021, pp 19-20.

Clause 4.1(1)(b), in requiring cats to be 'under effective control' in public represents a further step in policy beyond that authorised by the Act and infringes Committee term of reference 10.6(a).

Clause 3.8 - no definition of 'nuisance' - inconsistency with Cat Act 2011 – Committee term of reference 10.6(a)

Clause 3.8 states:

3.8 Cats creating a nuisance

- (1) *The keeper of a cat shall not allow a cat to create a nuisance.*
- (2) *Where, in the opinion of an authorised officer, a cat is creating a nuisance, the local government may give written notice to the keeper of the cat requiring that person to abate the nuisance.*
- (3) *When a nuisance has occurred and a notice to abate the nuisance is given, the notice remains in force for the period specified by the local government on the notice or until the notice is withdrawn by the local government.*
- (4) *A person given a notice to abate the nuisance shall comply with the notice within the period specified in the notice.*

The local law does not define 'nuisance'. Other cat local laws have defined nuisance to mean:

- (a) *an activity or condition which is harmful or annoying and which gives rise to legal liability in the tort of public or private nuisance at law;*
- (b) *an unreasonable interference with the use and enjoyment of a person of his or her ownership or occupation of land; or*
- (c) *interference which causes material damage to land or other property on the land affected by the interference;*

Accordingly, there is no objective criteria in the local law governing any decision by an authorised person whether a cat is creating a nuisance. This could result in the officer determining that a cat is a nuisance based on a personal opinion, which could include the mere fact that a cat is in a public or other place without being a nuisance under the above definition.

This is reinforced by the statement in the minutes of the 14 December 2021 Council meeting that:

With the introduction of a cat local law, the Shire's Ranger will have the authority to limit the number of cats allowed on a premise, eliminate cat roaming and impose penalties to those who fail to comply. This, in turn, will assist Regulatory Services in controlling the feral population and reduce the amount of domestic cats wandering.

Any effect of clause 3.8 resulting in a cat being treated as a nuisance merely by being in a public or other place would make it inconsistent with the *Cat Act 2011* and infringe Committee term of reference 10.6(a).

The Committee therefore requests the above definition of 'nuisance' be inserted in clause 1.4 and the words 'in the opinion of an authorised officer' are deleted from clause 3.8(2).

Compliance with section 3.12(4) of the Local Government Act 1995

Section 3.12(4) provides:

(4) After the last day for submissions, the local government is to consider any submissions made and may make the local law as proposed or make a local law* that is not significantly different from what was proposed.*

** Absolute majority required.*

Section 3.13 of the Local Government Act 1995 states:

Procedure where significant change in proposal

If during the procedure for making a proposed local law the local government decides to make a local law that would be significantly different from what it first proposed, the local government is to recommence the procedure.

A comparison of the proposed and adopted local laws reveals the following clauses where changes were made.

Clauses deleted

3.8 Cats in other than public places

A cat shall not be in any place that is not a public place unless –

(a) consent to its being there has been given by the occupier, or a person apparently authorised to consent on behalf of the occupier; and

(b) it is under effective control.

5.1 Cats in public places

A cat shall not be in a public place unless the cat is, in the opinion of an authorised officer, under effective control.

5.2 Places where cats are prohibited absolutely

A cat shall not be in the following places at any time, whether or not under effective control –

(a) an enclosed public place; or

(b) any nature reserve.

Clauses added

5.1 Cat prohibited areas

(1) A cat shall not be in the places specified in Schedule 4 at any time, whether or not under effective control.

(2) If a cat is in a Cat Prohibited Area in contravention of subclause (1), then the owner of the cat commits an offence unless the owner of the cat has first obtained written authorisation from the local government.

Schedule 4—Cat prohibited areas
[Clause 5.1]

Places where cats are prohibited:

Common Name	Physical Boundaries	Description
Myrtle Benn Flora and Fauna Sanctuary	Tunney Road—Solider Road	All bushland within physical boundaries
Farrar Nature Reserve	Boyup Brook—Kojonup Road Kojonup—Frankland Road	All bushland within physical boundaries

The Committee is of the view these changes made the adopted local law significantly different from the proposed local law that was publically advertised, in breach of section 3.12(4). This is because the prohibition of cats from public and other places is a material aspect of the local law and has received significant media and other public commentary. Shire residents were not consulted on the removal of these clauses prior to the adoption of the local law.

Typographical errors

Clause 1.4 – definition of Enclosed public space'

Clause 1.4 defines 'Enclosed public space' as:

Enclosed public space means a public place which is enclosed by walls, whether solid materials or glass, and includes attached or adjoining areas not permitted to the public, unless airflow between the areas is prevented, but does not include a cat management facility or veterinary clinic or hospital; industrial lot means a lot zoned under a local planning scheme as industry;

The phrase is not used anywhere else in the local law and should be deleted.

Clause 2.1(6) - minor typographical error

Clause 2.1(6) states:

(6) A cat must not be release to a person until the person obtains the necessary permit or the cat is registered where—

(a) a person wishes to reclaim a cat within the period stated in a notice of impounding;
and

(b) a permit is required for the keeping of the cat, but the person does not have the necessary permit and/or the cat is not registered.

The word 'release' should be 'released'.

Schedule 3 – Modified penalties - various errors Items 8 and 9 – Modified penalties – incorrect reference to clause 3.8

Schedule 3 repeats some penalties twice, with the first list containing incorrect references, in items 8 and 9, which should be clauses 3.8(1) and 3.8(4), not 3.9(1) and 3.9(4).

Items 1 to 9 should be deleted and items 10 to 26 re-numbered accordingly (which contain correct references to clauses 3.8(1) and 3.8(4)).

Undertakings

The Committee requests the following undertakings:

1. Within 6 months, repeal the local law and make a new local law, complying with all requirements in section 3.12 of the *Local Government Act 1995* which:
 - Does not contain a provision equivalent to 4.1(1)(b)
 - Inserts the following definition of 'nuisance' in clause 1.4:
 - (a) *an activity or condition which is harmful or annoying and which gives rise to legal liability in the tort of public or private nuisance at law;*
 - (b) *an unreasonable interference with the use and enjoyment of a person of his or her ownership or occupation of land; or*
 - (c) *interference which causes material damage to land or other property on the land affected by the interference;*
 - Does not contain the words 'in the opinion of an authorised officer' in a provision equivalent to clause 3.8(2)
 - Does not contain the typographical errors identified in clauses 1.4, 2.1(6) and Schedule 3.
2. The local law will not be enforced in a manner contrary to undertaking 1.
3. All consequential amendments arising from undertaking 1 will be made
4. Where the local law is made publicly available by the Shire, whether in hard copy or electronic form, ensure that it is accompanied by a copy of the undertakings.

The undertakings should be given in the form of a letter signed by you as Mayor, not the Chief Executive Officer or other officer of the Shire of Kojonup. This is because, pursuant to section 2.8(1)(d) of the *Local Government Act 1995*, the 'Mayor or President speaks on behalf of the local government' to the Parliament of Western Australia.

Noting that your next Council meeting occurs on 21 March 2023, the Committee requests the undertakings be provided by 27 March 2023.

To assist you I attach a suggested form of Council resolution to provide the undertakings.

Please also note that the fulfilment of the undertakings must be by making a local law that complies with all mandatory procedural steps contained in section 3.12 of the *Local Government Act 1995*.

Notice of Motion to Disallow

I advise that the Committee resolved to give a Notice of Motion in the Legislative Council to disallow the local law.

The reasons for giving notice are:

- to protect the Parliament's right to disallow the local law should the Committee recommend disallowance
- to provide the Committee with additional time to scrutinise the local law and, if necessary, obtain further information.

The giving of the notice should not be taken as indicating that the Committee has resolved to recommend disallowance at this stage.

Please provide your response by **27 March 2023**. If you have any queries in relation to this matter, please contact Mr Alex Hickman, Advisory Officer (Legal) on 9420 7633 or at delleg@parliament.wa.gov.au.

Yours sincerely



Mr Geoff Baker MLA

Chair

Att: Robert Jehu, Manager – Regulatory Services, mrs@kojonup.wa.gov.au

This correspondence including any attachments is confidential and privileged. Your local government may only discuss the content of this letter and any attachments with the Western Australian Local Government Association, the Department of Local Government and the Shire's legal advisors to the extent necessary to obtain information the Committee seeks. Each person to whom you distribute this material must be made aware of its confidential and privileged status.

Suggested form of Council resolution to provide the undertakings

The Council of the Shire of Kojonup resolves to undertake to the Joint Standing Committee on Delegated Legislation that:

1. Within 6 months, repeal the local law and make a new local law, complying with all requirements in section 3.12 of the *Local Government Act 1995* which:
 - Does not contain a provision equivalent to 4.1(1)(b)
 - Inserts the following definition of nuisance in clause 1.4:
 - (a) *an activity or condition which is harmful or annoying and which gives rise to legal liability in the tort of public or private nuisance at law;*
 - (b) *an unreasonable interference with the use and enjoyment of a person of his or her ownership or occupation of land; or*
 - (c) *interference which causes material damage to land or other property on the land affected by the interference;*
 - Does not contain the words 'in the opinion of an authorised officer' in a provision equivalent to clause 3.8(2)
 - Does not contain the typographical errors identified in clauses 1.4, 2.1(6) and Schedule 3.
2. The local law will not be enforced in a manner contrary to undertaking 1.
3. All consequential amendments arising from undertaking 1 will be made
4. Where the local law is made publicly available by the Shire, whether in hard copy or electronic form, ensure that it is accompanied by a copy of the undertakings.

From: James McGovern [mailto:JMcGovern@walga.asn.au]
Sent: Tuesday, 10 January 2023 9:37 AM
To: Robert Jehu
Subject: FW: Bush Fire Brigades

Hi Robert,

Thanks for your time on the phone this morning.

Further to our discussion, please find below the information on Bush Fire Brigades.

WALGA was recently contacted by the Dept of Fire and Emergency Services, who informed of State Solicitor's Office advice questioning the legality of Bush Fire Brigades established by Local Governments in the absence of an associated Bush Fire Brigades Local Law.

WALGA obtained its own separate, independent legal advice that confirmed the same; having established a Bush Fire Brigade, it is a requirement that the Local Government also adopt an associated Bush Fire Brigades Local Law.

WALGA has identified your Local Government as potentially falling into this category, following a search of your Local Government website for a BFB Local Law.

The Issues

1. DFES and WALGA have received separate, independent legal advice on the establishment of Bush Fire Brigades (BFB) by Local Governments under s.41 of the *Bush Fires Act 1954* (BF Act);
2. The consistent legal position is that a Local Government, having exercised discretion to establish a BFB, must do so by making a Local Law – ref s.41(1) of the BF Act;
3. The head of power to make a BFB Local Law is under s.62 of the BF Act.
4. The Parliamentary Joint Standing Committee on Delegated Legislation has reported a similar requirement: '*Where a local government elects to establish a bush fire brigade it must do so in accordance with local laws it has made for that purpose*' (Ref: Report 16, June 2019 at 2.2)

Relevant Consequences

5. Where a BFBs has been established in the absence of a Local Law, WALGA's legal advice indicates that the registration of the Brigade and Brigade membership under s.41(2) is likely to be invalid;
6. In the absence of a Local Law, the election and duties of BFB officers under s.43 is likely to be invalid.
7. In the absence of a Local Law, the powers of BFB officers relevant to preventing, controlling and extinguishing a bush fire under s.44 is likely to be invalid.

WALGA's requested legal advice on other matters that we believe will provide some reassurances in the short term.

Although not having adopted a BFB Local Law will mean that Brigades are not properly constituted, we have been advised that the appointment of Bush Fire Control Officers will mean that Local Governments can effectively ensure the conduct of normal brigade activities, including responding to bush fires and directing firefighting assets and volunteers.

Our legal advice provides further reassurances that volunteers will be covered for compensation and protected from liability if conducting normal brigade activities under the direction of a BFCO.

Arrangements – Short Term

1. In the short term, Local Governments should ensure that a sufficient number of bush fire control officers (BFCO) are appointed under s.38(1) of the BF Act:

'A local government may from time to time appoint such persons as it thinks necessary to be its bush fire control officers under and for the purposes of this Act, and of those officers shall subject to section 38A(2) appoint 2 as the Chief Bush Fire Control Officer and the Deputy Chief Bush Fire Control Officer who shall be first and second in seniority of those officers, and subject thereto may determine the respective seniority of the other bush fire control officers appointed by it';

2. BFCO's special powers are set out in s.39 of the BF Act and this appointment will also ensure the proper direction of Brigades in responding to a bush fire, as set out in s.44(4) of the BF Act:

'(4) Subject to the provisions of sections 13(6) and 45, where a bush fire control officer of a local government is present at a fire which is burning in the district of the local government, he has supreme control and charge of all operations, and the officers and members of all bush fire brigades present at the fire are subject to and shall act under his orders and directions.'

3. WALGA's legal advice notes that a BFCO could manage a BFB established without a Local Law however this is not recommended as a permanent solution as BFBs will not have direct authority and powers otherwise provided under the BF Act.

Protections

4. WALGA sought legal advice on the application of Part 6B And Part 7 of the Fire and Emergency Services Act 1998 (FES Act);
5. Part 6B applies to compensation entitlements for volunteers engaged in emergency response activities including firefighting;
6. Legal advice is that the compensation provisions will cover a person who engages in volunteer activities by participating in 'normal brigade activities' under the direction of a BFCO;
7. Part 7 applies to protection of persons acting in good faith when performing functions under emergency services Acts, including volunteer firefighters;

8. Similarly, legal advice confirms that a volunteer acting under the direction of a BFCO when carrying out 'normal brigade activities' will be able to rely upon the statutory protection under s.37 of the FES Act.

Arrangements – Intermediate Term

1. The Local Government is required to adopt a BFB Local Law to ensure its Bush Fire Brigades are properly established and Brigade officers are properly registered and empowered.
2. WALGA has developed a template BFB Local Law addressing the BF Act local law-making requirements. This can be made freely available upon request.
3. WALGA can also provide general advice on the local law-making process and the development of a Council agenda item for this purpose;
4. Alternatively, the Local Government can obtain its own legal advice for the purpose of drafting a BFB Local Law.

Please find attached the template Local Law. If you require assistance with the local law making process please contact WALGA's Governance & Procurement team on email governance@walga.asn.au or Phone 9213 2514

Any queries please let me know.

Kind regards

James

James McGovern | Manager Governance and Procurement | WALGA
(p)(08) 9213 2093 | (mob) 0417 961 203 | (e)jmccgovern@walga.asn.au

www.walga.asn.au | www.youeveryday.com.au

Our work regularly takes us across the State and as such WALGA would like to acknowledge the many traditional owners of the land on which we work throughout Western Australia. We pay our respects to their Elders, past, present and emerging.

www.walga.asn.au www.youeveryday.com.au

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Our Ref: 23/008825

Mr Grant Thompson
Chief Executive Officer
Shire of Kojonup

Via email: ceo@kojonup.wa.gov.au

Dear Mr Thompson

ESTABLISHMENT OF BUSH FIRE BRIGADES - *BUSH FIRES ACT 1954*

As you are aware, a local government (**LG**) may establish and maintain bush fire brigades (**BFB**) as a part of its organisation for the prevention, control and extinguishment of bush fires. If a BFB is established, then this must be done in accordance with a LG's local law, pursuant to the powers given by section 41 of the *Bush Fires Act 1954* (**BF Act**).

In circumstances where there are no BFB local laws and BFBs have been set up informally by the LG (for example, by LG policies and procedures), the BFBs will not be in compliance with section 41 of the BF Act and will not be considered BFBs within the BF Act.

There is a very high risk that the volunteers in the BFBs not established in accordance with local laws, as required by section 41 of the BF Act, will not:

1. be able to exercise the powers of a "registered volunteer";
2. be covered by the protection from personal liability in Part 7 of the *Fire and Emergency Services Act 1988* (WA) (**FES Act**); or
3. be covered by the compensation provisions in Part 6B of the FES Act.

Given the risk to volunteers, the Department of Fire and Emergency Services (**DFES**) is undertaking a state-wide audit to confirm compliance with section 41 of the BF Act.

To assist DFES, please provide a copy of your LG's BFB local law or confirm that your LG does not have any BFBs, by email to legal.legislation@dfes.wa.gov.au. I note that DFES is considering changes to its procedures to ensure that this information is captured and regularly updated when new BFBs are registered.

DFES is working collaboratively with WALGA on this issue, and as such, information you provide regarding the status of your BFBs and BFB local laws may be shared with WALGA. WALGA is available to provide advice and assist LGs to manage the above risks. James McGovern, Manager, Governance and Procurement can be contacted on 9213 2093 or JMcGovern@walga.asn.au

Local governments may also wish to seek their own independent legal advice regarding this matter.

Should you have any queries or require further information on this request please contact Leah Brown, Principal Legislation Officer on 0423 250 204 or leah.brown@dfes.wa.gov.au

Yours sincerely

A handwritten signature in black ink, appearing to be 'DK', with a long horizontal line extending to the right.

**DARREN KLEMM AFSM
COMMISSIONER**

11 January 2023



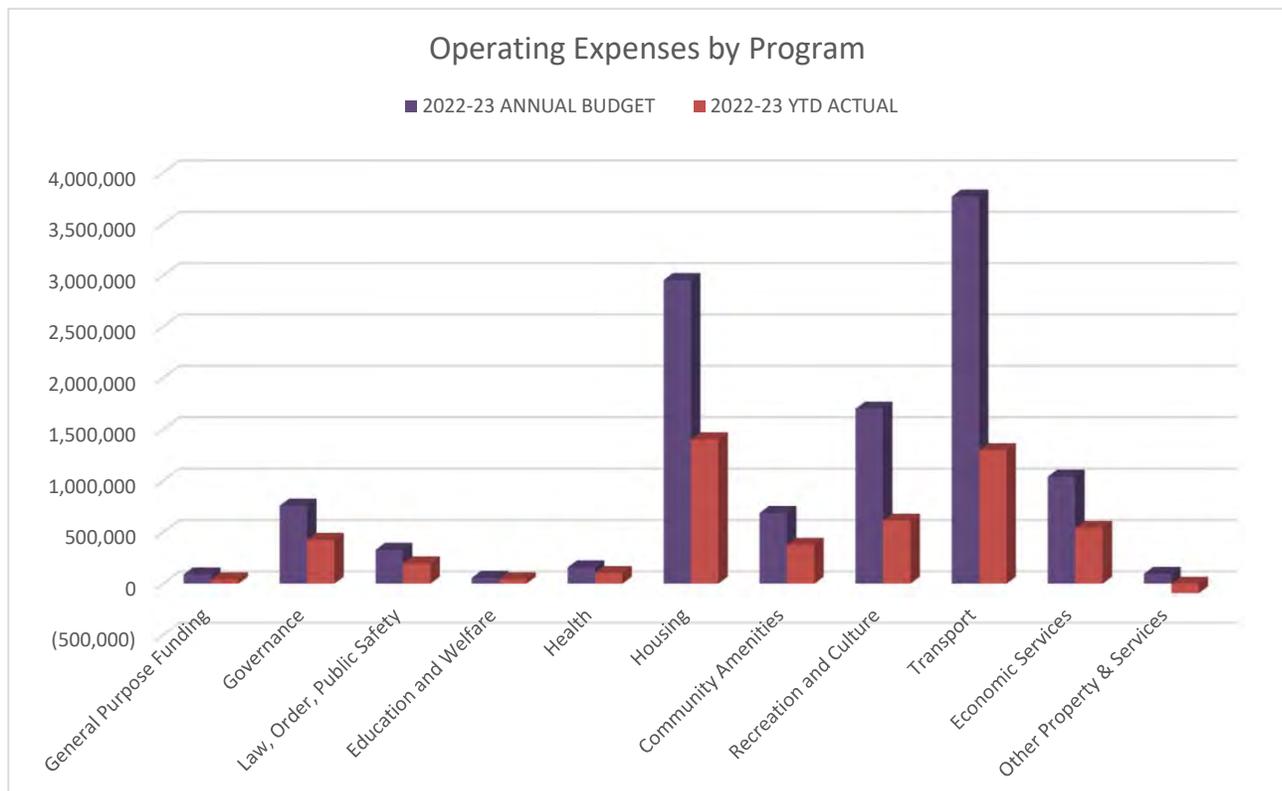
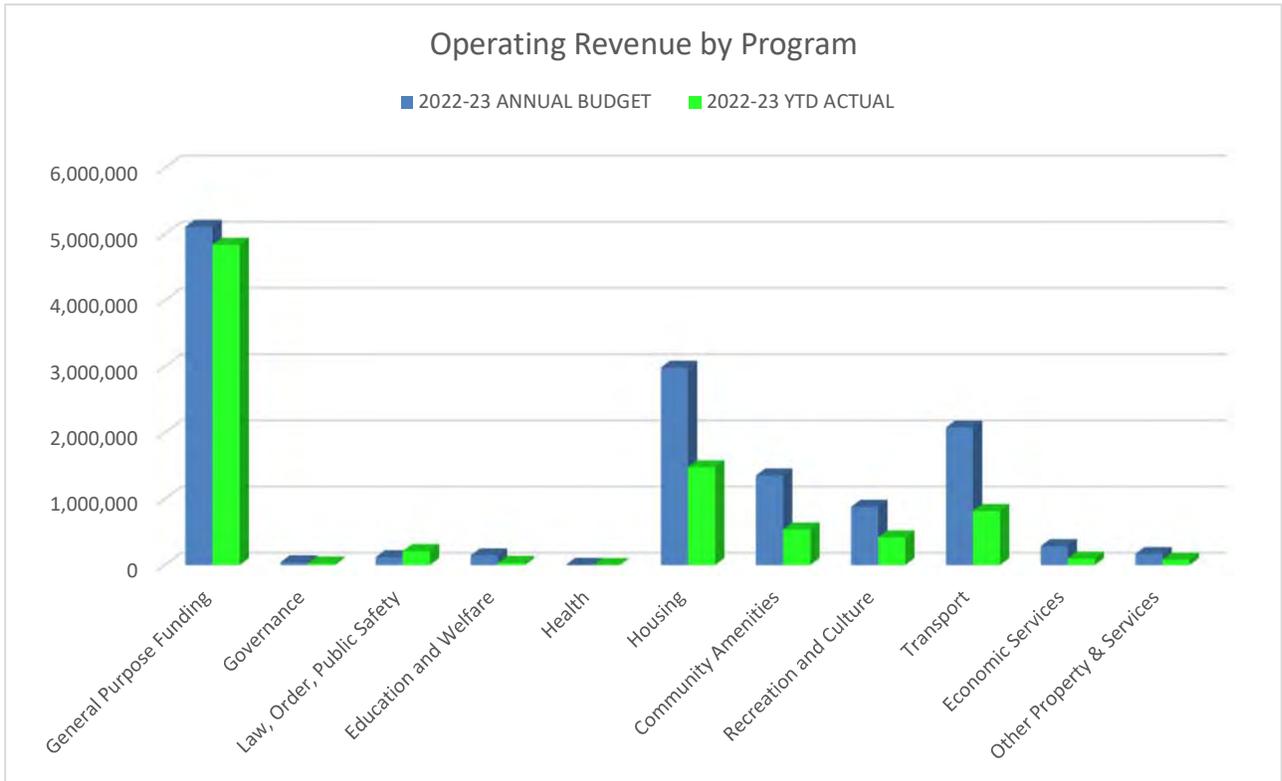
MONTHLY FINANCIAL REPORT

31 JANUARY 2023

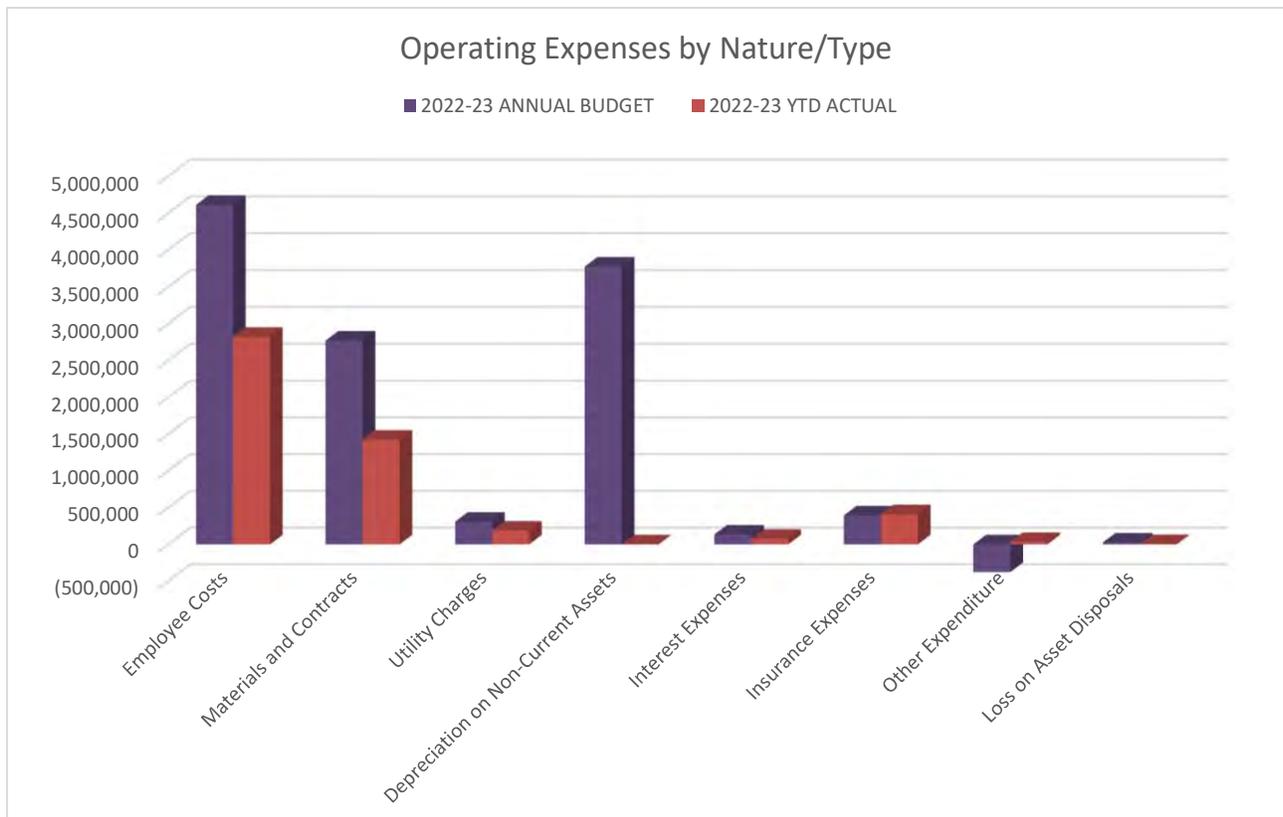
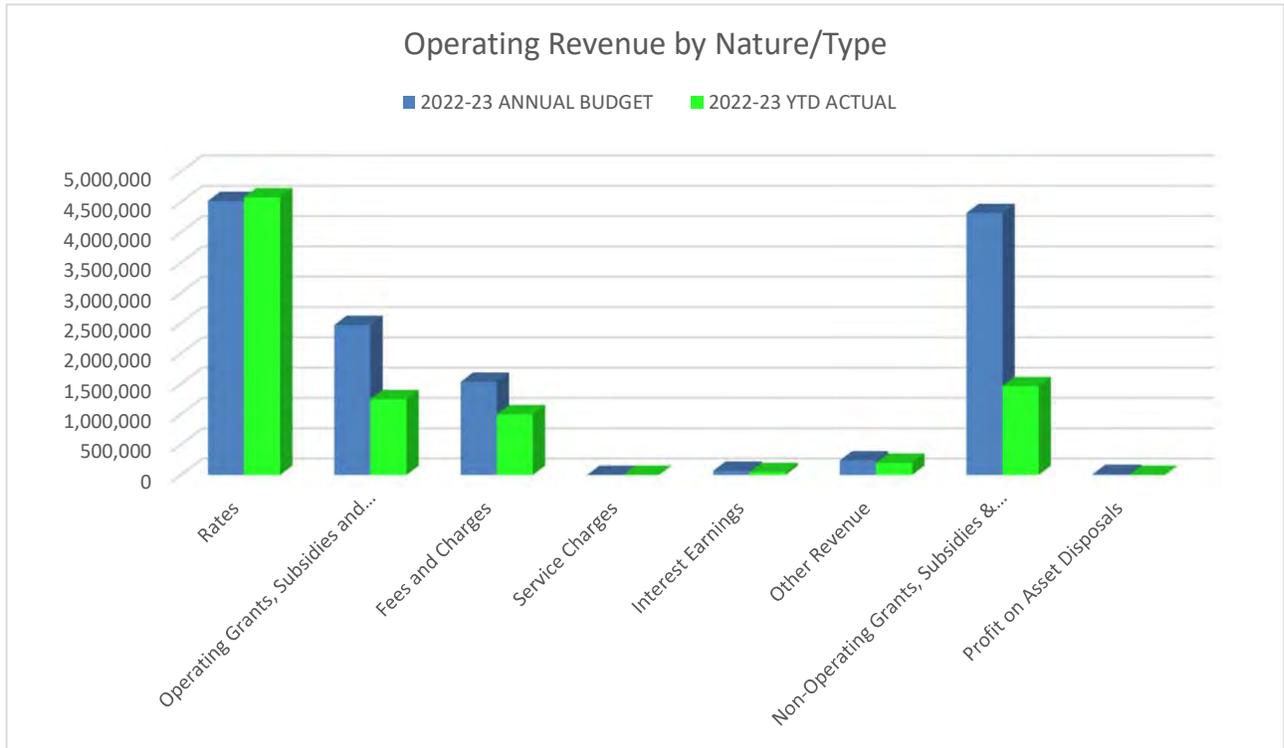
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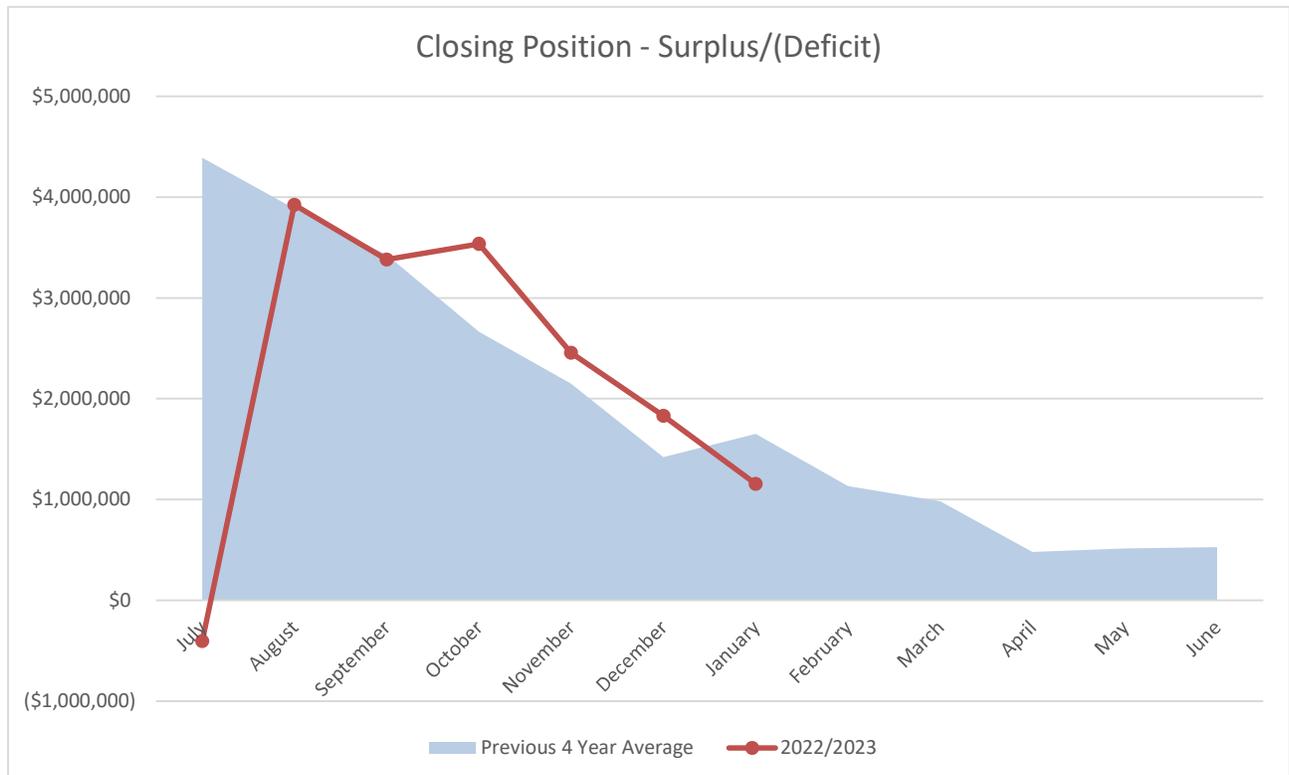
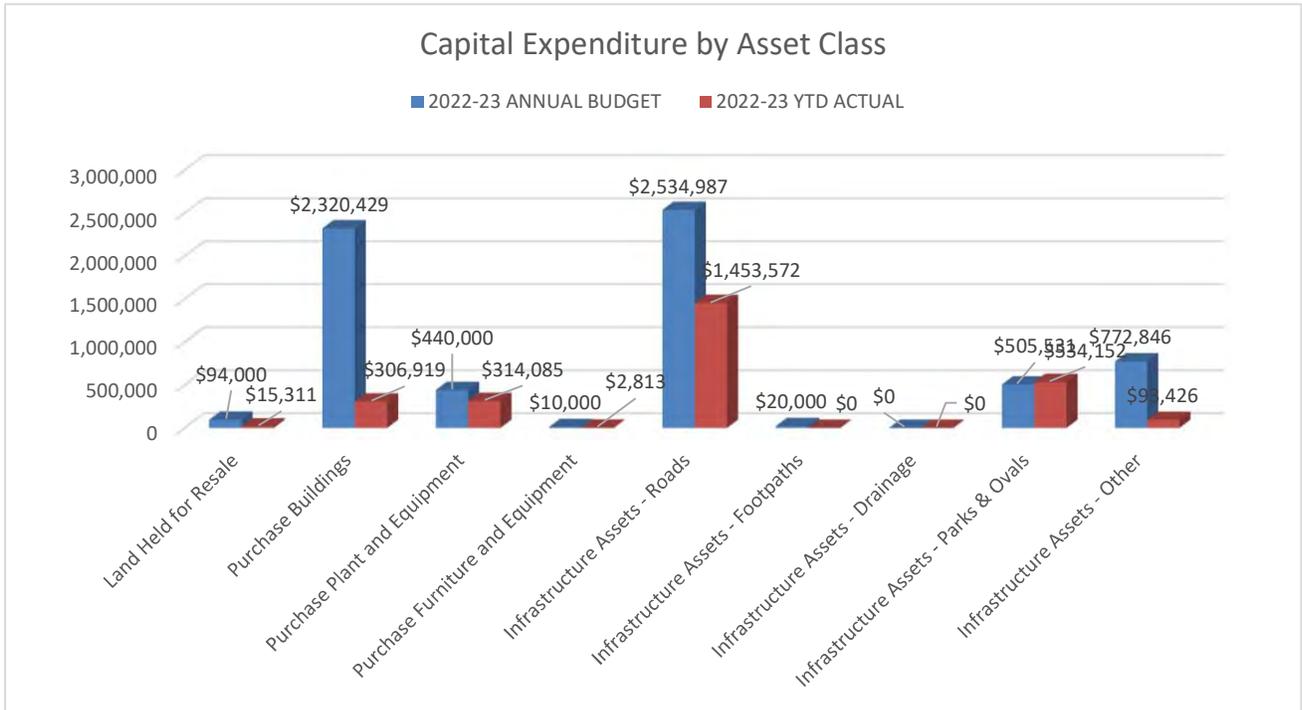
**SHIRE OF KOJONUP
EXECUTIVE SUMMARY
FOR THE PERIOD ENDING 31 JANUARY 2023**



**SHIRE OF KOJONUP
EXECUTIVE SUMMARY
FOR THE PERIOD ENDING 31 JANUARY 2023**



SHIRE OF KOJONUP EXECUTIVE SUMMARY FOR THE PERIOD ENDING 31 JANUARY 2023



**SHIRE OF KOJONUP
STATEMENT OF COMPREHENSIVE INCOME
FOR THE PERIOD ENDING 31 JANUARY 2023**

	2022-23 ANNUAL BUDGET	2022-23 YTD BUDGET	2022-23 YTD ACTUAL	VARIANCE
EXPENDITURE (Excluding Finance Costs)	\$	\$	\$	
General Purpose Funding	(90,205)	(53,124)	(41,987)	-21%
Governance	(758,604)	(472,295)	(427,172)	-10%
Law, Order, Public Safety	(330,006)	(194,256)	(197,015)	1%
Education and Welfare	(56,340)	(34,012)	(43,447)	28%
Health	(156,500)	(91,809)	(102,682)	12%
Housing	(2,910,083)	(1,738,877)	(1,380,838)	-21%
Community Amenities	(687,807)	(401,880)	(377,387)	-6%
Recreation and Culture	(1,631,970)	(971,064)	(576,312)	-41%
Transport	(3,766,062)	(2,208,665)	(1,296,401)	-41%
Economic Services	(1,026,359)	(609,774)	(541,920)	-11%
Other Property and Services	(70,200)	(93,101)	92,258	-199%
Operating Expenses	(11,484,136)	(6,868,856)	(4,892,902)	
REVENUE				
General Purpose Funding	5,111,371	4,822,272	4,837,972	0%
Governance	35,300	20,591	23,803	16%
Law, Order, Public Safety	104,150	54,962	211,972	286%
Education and Welfare	39,984	1,867	32,143	1622%
Health	2,200	1,283	939	-27%
Housing	2,522,000	1,468,775	1,477,582	1%
Community Amenities	399,320	342,894	303,570	-11%
Recreation and Culture	106,295	16,928	5,432	-68%
Transport	178,000	163,200	545	-100%
Economic Services	182,332	106,356	97,976	-8%
Other Property & Services	159,501	93,039	82,214	-12%
Operating Revenue	8,840,453	7,092,165	7,074,148	
<i>Sub-total</i>	(2,643,683)	223,308	2,181,246	
FINANCE COSTS (INTEREST)				
Health	(2,100)	(1,068)	(1,068)	0%
Housing	(45,063)	(23,040)	(22,743)	-1%
Recreation & Culture	(70,075)	(27,827)	(36,314)	30%
Transport	(1,669)	(1,032)	(1,033)	0%
Economic Services	(14,811)	0	0	0%
Other Property & Services	0	0	0	0%
Total Finance Costs	(133,718)	(52,967)	(61,158)	
NON-OPERATING REVENUE				
Law, Order & Public Safety	16,000	0	0	0%
Education & Welfare	107,000	0	0	0%
Housing	461,900	281,900	0	-100%
Community Amenities	955,685	0	234,705	0%
Recreation & Culture	774,005	185,480	413,707	123%
Transport	1,901,316	602,212	817,398	36%
Economic Services	103,806	0	0	0%
Total Non-Operating Revenue	4,319,712	1,069,592	1,465,810	
PROFIT/(LOSS) ON SALE OF ASSETS				
Housing - Loss	0	0	(3,809)	0%
Other Property & Services - Loss	(26,000)	0	0	0%
Other Property & Services - Profit	9,000	0	0	0%
Total Profit/(Loss)	(10,000)	0	(3,809)	
NET RESULT	1,532,311	1,239,934	3,582,089	
Changes in Revaluation Surplus			0	
TOTAL COMPREHENSIVE INCOME	1,532,311	1,239,934	3,582,089	

"Traffic Lights" Colour Coding:

For the purposes of identifying "material variances" under Local Government (Financial Management) Regulation 34, the Council has defined a formula in Council Policy 2.1.6 (see also Variance Report in these Statements). To simplify this reporting, a traffic light system is used in the variance column of the Statement of Comprehensive Income and the Rate Setting Statement, as follows:

Revenue:

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

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

Expenditure:

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

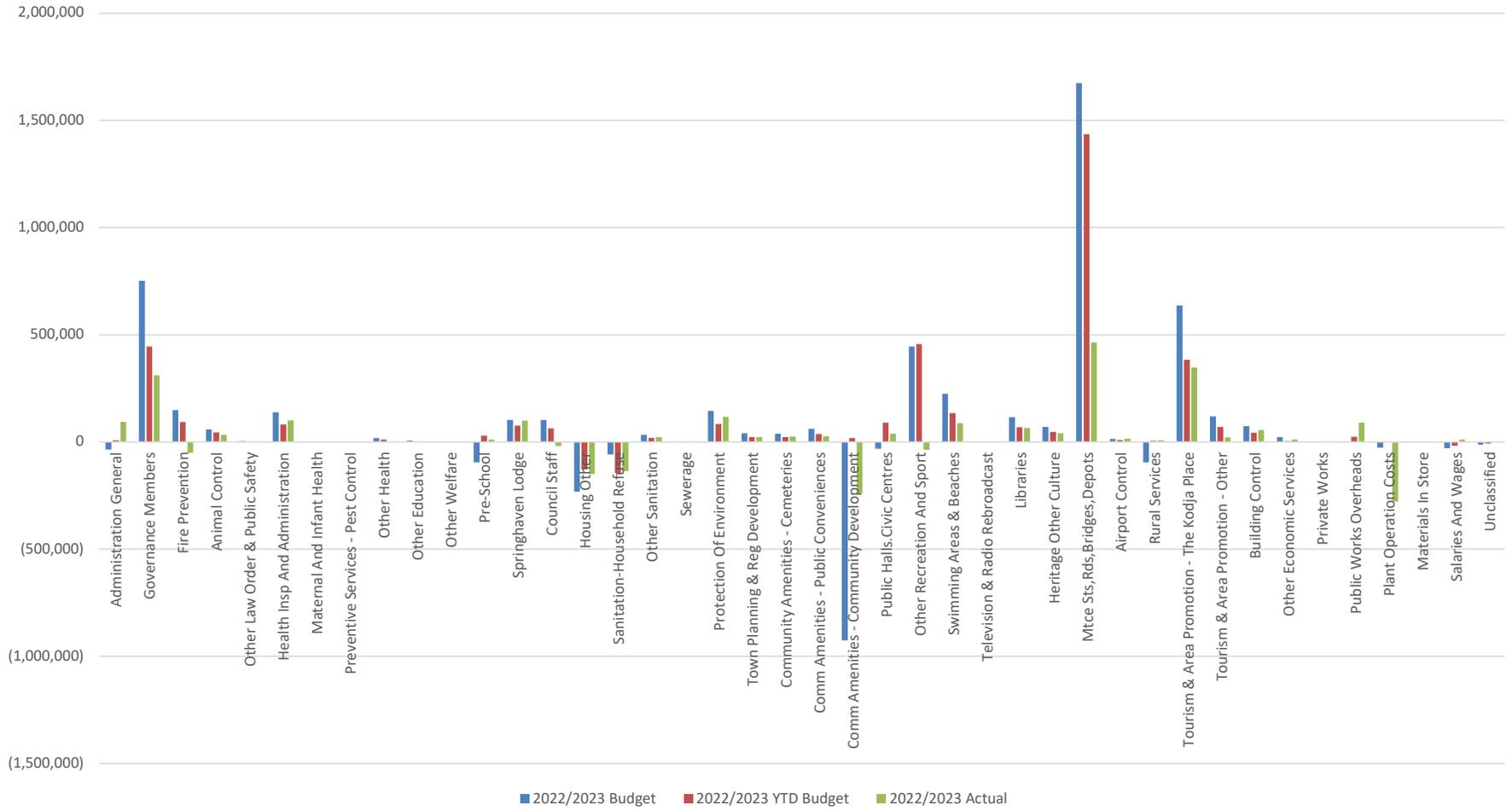
Red = Variance between Actual Expenditure and Year-to-Date budget is greater than 10% (higher)



SHIRE OF KOJONUP
STATEMENT OF COMPREHENSIVE INCOME
BY NATURE/TYPE
FOR THE PERIOD ENDING 31 JANUARY 2023

	2022-23 ANNUAL BUDGET	2022-23 YTD BUDGET	2022-23 YTD ACTUAL	VARIANCE
Expenses				
Employee Costs	(4,612,337)	(2,690,422)	(2,823,576)	5%
Materials and Contracts	(2,771,887)	(1,616,869)	(1,424,170)	-12%
Utility Charges	(308,791)	(180,121)	(187,991)	4%
Depreciation on Non-Current Assets	(3,774,415)	(2,201,654)	0	-100%
Interest Expenses	(133,718)	(52,967)	(75,339)	42%
Insurance Expenses	(393,812)	(393,812)	(409,062)	4%
Other Expenditure	377,106	214,022	(33,921)	-116%
	(11,617,854)	(6,921,823)	(4,954,060)	
Revenue				
Rates	4,520,422	4,520,464	4,578,382	1%
Operating Grants, Subsidies and Contributions	2,472,655	1,394,325	1,249,602	-10%
Fees and Charges	1,536,186	1,001,489	999,509	0%
Service Charges	0	0	0	0%
Interest Earnings	71,019	41,426	46,614	13%
Other Revenue	240,171	134,461	200,042	49%
	8,840,453	7,092,165	7,074,148	
	(2,777,401)	170,341	2,120,088	
Non-Operating Grants, Subsidies & Contributions	4,319,712	1,069,592	1,465,810	37%
Fair Value Adjustments to financial assets at fair value through profit/loss	0	0	0	0%
Profit on Asset Disposals	16,000	0	0	0%
Loss on Asset Disposals	(26,000)	0	(3,809)	0%
	4,309,712	1,069,592	1,462,001	
Net Result	1,532,311	1,239,934	3,582,089	
Other Comprehensive Income				
Changes on revaluation of non-current assets	0	0	0	
Total Other Comprehensive Income	0	0	0	
TOTAL COMPREHENSIVE INCOME	1,532,311	1,239,934	3,582,089	

Net Cost per Sub-Program (Excluding General Purpose Funding)



SHIRE OF KOJONUP
STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDING 31 JANUARY 2023

	Note	2021-22 ACTUAL \$	2022-23 ACTUAL \$	Variance \$
Current assets				
Unrestricted Cash & Cash Equivalents		1,480,770	2,171,805	691,035
Restricted Cash & Cash Equivalents		4,019,914	3,787,579	-232,335
Trade and other receivables		762,987	1,042,292	279,305
ATO Receivables		87,441	-69,362	-156,802
Inventories		20,905	48,975	28,070
Land Held for Resale		151,000	166,311	15,311
Total current assets		6,523,017	7,147,600	624,583
Non-current assets				
Trade and other receivables		96,883	96,883	0
LG House Unit Trust		97,255	97,255	0
Land Held for Resale		0	0	0
Land		2,348,500	2,348,500	0
Buildings		27,975,493	28,282,412	306,919
Furniture & Equipment		368,455	399,627	31,172
Plant & Equipment		4,088,922	4,330,705	241,783
Tools		1,673	1,673	0
Roads Infrastructure		93,409,952	94,859,643	1,449,691
Kerbing Infrastructure		2,684,095	2,684,095	0
Drainage Infrastructure		11,492,499	11,496,381	3,882
Bridges Infrastructure		5,793,354	5,793,354	0
Footpaths Infrastructure		1,110,450	1,110,450	0
Parks Infrastructure		2,041,885	2,459,874	417,990
Other Infrastructure		5,783,894	5,994,253	210,359
Infrastructure Assets		0	0	0
Total non-current assets		157,293,309	159,955,103	2,661,793
Total assets		163,816,327	167,102,703	3,286,376
Current liabilities				
Trade and other payables		2,971,529	2,960,768	10,760
ATO Liabilities		79,567	0	79,567
Contracts Liability		1,049,303	1,049,303	0
Interest-bearing loans and borrowings		413,134	207,749	205,386
Provisions		731,667	731,667	0
Total current liabilities		5,245,200	4,949,486	295,713
Non-current liabilities				
Interest-bearing loans and borrowings		4,835,980	4,835,980	0
Non-Current Payables		0	0	0
Provisions		102,397	102,397	0
Total non-current liabilities		4,938,378	4,938,378	0
Total liabilities		10,183,577	9,887,864	295,713
Net assets		153,632,749	157,214,839	3,582,089
Equity				
Retained surplus		62,533,169	62,765,504	232,335
Net Result		0	3,582,089	3,582,089
Reserve - asset revaluation		87,079,665	87,079,665	0
Reserve - Cash backed		4,019,915	3,787,580	-232,335
Total equity		153,632,749	157,214,839	3,582,089

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

SHIRE OF KOJONUP
STATEMENT OF FINANCIAL ACTIVITY BY NATURE
FOR THE PERIOD ENDING 31 JANUARY 2023

	2022-23 ANNUAL BUDGET	2022-23 YTD BUDGET (a)	2022-23 YTD ACTUAL (b)	MATERIAL \$ (b)-(a)	MATERIAL % (b)-(a)/(a)	VAR
OPERATING REVENUE						
	\$	\$	\$			
Rates	4,520,422	4,520,464	4,578,382	57,918	Within Threshold	
Operating Grants and Subsidies	2,472,655	1,394,325	1,249,602	(144,723)	(10.38%)	▼
Fees and Charges	1,536,186	1,001,489	999,509	Within Threshold	Within Threshold	
Interest Earnings	71,019	41,426	46,614	Within Threshold	12.52%	
Profit on Asset Disposal	16,000	0	0	Within Threshold	0.00%	
Other Revenue	240,171	134,461	200,042	65,580	48.77%	▲
	8,856,453	7,092,165	7,074,148			
LESS OPERATING EXPENDITURE						
Employee Costs	(4,612,337)	(2,690,422)	(2,823,576)	(133,154)	Within Threshold	
Materials & Contracts	(2,771,887)	(1,616,869)	(1,414,943)	201,927	(12.49%)	▲
Utilities	(308,791)	(180,121)	(187,991)	Within Threshold	Within Threshold	
Depreciation on Non-Current Assets	(3,774,415)	(2,201,654)	0	2,201,654	100.00%	▲
Interest Expense	(133,718)	(52,967)	(75,339)	(22,372)	42.24%	▼
Insurances	(393,812)	(393,812)	(409,062)	(15,250)	Within Threshold	
Loss on Asset Disposal	(26,000)	0	(3,809)	Within Threshold	0.00%	
Other Expenditure	377,106	214,022	(43,149)	(257,171)	(120.16%)	
	(11,643,854)	(6,921,824)	(4,957,869)			
<i>Increase(Decrease)</i>	(2,787,401)	170,341	2,116,279			
ADD						
Movement in Employee Benefits (Non-current)	0	0	0	Within Threshold	0.00%	
Movement in Employee Benefits (Current)	0	0	0	Within Threshold	0.00%	
Movement in Doubtful Debt Provision	2,000	0	0	Within Threshold	0.00%	
Profit on the disposal of assets	(16,000)	0	3,809	Within Threshold	0.00%	
Loss on the disposal of assets	26,000	0	0	Within Threshold	0.00%	
Depreciation Written Back	3,774,415	2,201,654	0	(2,201,654)	(100.00%)	▼
	3,786,415	2,201,654	3,809			
<i>Sub Total</i>	999,014	2,371,995	2,120,088			
INVESTING ACTIVITIES					0.00%	
Land Held for Resale	(94,000)	(94,000)	(15,311)	78,689	(83.71%)	
Purchase Buildings	(2,320,429)	(1,650,429)	(306,919)	1,343,510	(81.40%)	
Purchase Plant and Equipment	(440,000)	(440,000)	(314,085)	125,915	(28.62%)	
Purchase Furniture and Equipment	(10,000)	(10,000)	(2,813)	Within Threshold	(71.87%)	
Infrastructure Assets - Roads	(2,534,987)	(1,409,603)	(1,453,572)	(43,969)	Within Threshold	
Infrastructure Assets - Footpaths	(20,000)	(20,000)	0	20,000	(100.00%)	
Infrastructure Assets - Drainage	0	0	0	Within Threshold	0.00%	
Infrastructure Assets - Parks & Ovals	(505,531)	(264,815)	(534,152)	(269,337)	101.71%	
Infrastructure Assets - Other	(772,846)	(80,500)	(93,426)	(12,926)	16.06%	
Proceeds from Sale of Assets	72,000	0	39,364	39,364	0.00%	
Contributions for the Development of Assets	4,319,712	1,069,592	1,465,810	396,218	37.04%	▲
	(2,306,081)	(2,899,755)	(1,215,103)			
FINANCING ACTIVITIES						
Repayment of Debt - Loan Principal	(413,134)	(205,341)	(205,386)	Within Threshold	Within Threshold	
Loans Raised	600,000	600,000	0	(600,000)	(100.00%)	▼
Transfer to Springhaven Reserves	0	0	0	Within Threshold	0.00%	
Transfer from Springhaven Reserves	0	0	(250,000)	(250,000)	0.00%	
Transfer from Reserves	759,623	0	250,000	250,000	0.00%	
Transfer to Reserves	(114,867)	0	(17,665)	(17,665)	0.00%	
	831,622	394,659	(223,051)			
Plus Rounding						
<i>Sub Total</i>	(475,445)	(133,100)	681,935			
FUNDING FROM						
Estimated Opening Surplus at 1 July	475,454	475,454	475,454	Within Threshold	Within Threshold	
Closing Funds	0	0	0			
	475,454	475,454	475,454			
NET SURPLUS/(DEFICIT)	9	342,354	1,157,389			

SHIRE OF KOJONUP
SUMMARISED NET CURRENT POSITION
FOR THE PERIOD ENDING 31 JANUARY 2023

	ACTUAL 30 JUNE 2022	ACTUAL YTD
Cash - Unrestricted	\$1,480,770	\$2,171,805
Cash - Restricted General	\$0	\$0
Cash - Restricted Reserves	\$4,019,914	\$3,787,579
Accounts Receivable - Rates	\$366,677	\$686,570
Accounts Receivable - Sundry	\$313,510	\$265,662
GST Receivable	\$7,874	\$20,698
Inventories	\$20,905	\$48,975
Land held for Resale	\$579,045	\$166,311
Loans - Clubs	\$0	\$0
CURRENT ASSETS	\$6,788,695	\$7,147,600
LESS: CURRENT LIABILITIES		
Payables	(\$655,439)	(\$372,259)
ATO Liabilities	(\$10,683)	(\$615,903)
Contract Liabilities	(\$1,049,303)	(\$1,049,303)
Employee Provisions	(\$731,667)	(\$731,667)
Accrued Interest on Loans	(\$27,606)	(\$27,606)
Interest Bearing Loans	(\$389,262)	(\$207,749)
Springhaven Accommodation Bonds	(\$2,195,000)	(\$1,945,000)
CURRENT LIABILITIES	(\$5,058,960)	(\$4,949,486)
LESS: EXCLUSIONS		
Cash - Restricted Reserves	(\$4,019,914)	(\$3,787,579)
Cash - Restricted Cash	\$0	\$0
Interest Bearing Loans	\$389,262	\$207,749
Self Supporting Loan Debtors	\$0	\$0
Less Land held for Resale	(\$579,045)	(\$166,311)
Less Provision for Doubtful Debts	\$1,142	\$1,142
Add back Cash backed LSL Provision		
Add Back Springhaven Bonds	\$2,195,000	\$1,945,000
Add Back Accrued Interest on Loans	\$27,606	\$27,606
Add: Current liabilities not expected to be cleared at end of year	\$731,667	\$731,667
Roundings	\$1	\$1
NET CURRENT POSITION - SURPLUS/(DEFICIT)	\$475,454	\$1,157,389

**SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDING 31 JANUARY 2023**

EXPLANATION OF MATERIAL VARIANCES

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

Defining a 'Material Variance'

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

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

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

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

REPORTING AREA	YTD BUDGET	YTD ACTUAL	VARIANCE \$	VARIANCE %	TIMING / PERMANENT	EXPLANATION
<u>Operating Revenue</u>						
Rates	4,520,464	4,578,382	57,918	Within Threshold	PERMANENT	Additional rates raised.
Operating Grants	1,394,325	1,249,602	(144,723)	-10%	PERMANENT/ TIMING	Financial assistance grants, Playgroup grant, Landare funding lower than anticipated for reporting period. Springhaven Care Subsidy higher than anticipated for reporting period.
Other Revenue	134,461	200,042	65,580	49%	TIMING	Workers compensation reimbursements, street lighting subsidy, Lease income from propertues and reimbursement of recoverable costs lower than anticipated for reporting period.

Operating Expenses

Employee Costs	(2,690,422)	(2,823,576)	(133,154)	Within Threshold	TIMING	Increase in operational employee costs due to higher percentage of employee time spent on operational projects. The expenditure on capital works is expected to increase in the coming months.
Depreciation on Assets	(2,201,654)	0	2,201,654	100%	TIMING	Depreciation unable to be raised until after annual audit is complete
Other Expenses	214,022	(43,149)	(257,171)	-120%	TIMING	Administration overhead allocations lower than anticipated for reporting period.

**SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDING 31 JANUARY 2023**

EXPLANATION OF MATERIAL VARIANCES

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

REPORTING AREA	YTD BUDGET	YTD ACTUAL	VARIANCE \$	VARIANCE %	TIMING / PERMANENT	EXPLANATION
<u>Investing Activities</u>						
Land held for Resale	(94,000)	(15,311)	78,689	-84%	TIMING	Subdivisional expenses lower than anticipated for reporting period.
Buildings	(1,650,429)	(306,919)	1,343,510	-81%	TIMING	Springhaven building renewal expenses, Men's Shed construction expenses, and Harrison Place Toilet construction expenses lower for reporting period.
Plant & Equipment	(440,000)	(314,085)	125,915	-29%	TIMING	Major plant purchase expenses lower for reporting period.
Infrastructure - Roads	(1,409,603)	(1,453,572)	(43,969)	Within Threshold	TIMING	Regional Road Group project expenses and Roads to Recovery project expenses higher for reporting period. Jingalup Road construction project not included in budget.
Infrastructure - Parks & Ovals	(264,815)	(534,152)	(269,337)	102%	PERMANENT/ TIMING	Payment for playspace not included in budget estimate. Netball courts & roof project expenses, Bowling Club Green contribution and Town Furniture expenses incurred earlier than forecast.
<u>Financing Activities</u>						
Loans Raised	600,000	0	(600,000)	-100%	TIMING	New loans for communications tower and Harrison Place toilets not yet raised

**SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDING 31 JANUARY 2023**

PROGRESS OF THE CAPITAL PROGRAM/SMART IMPLEMENTATION

COA	Description	SMART Implement. Ref.	Resp. Officer	Asset Class	Asset Invest. Type	2022/2023 Total Budget	2022/2023 YTD Actuals	% of Annual Budget
Governance								
C191	Shire Administration Centre - Building Renewal/Improvement		MCCS	L&B	Renewal	14,989	3,402	23%
						14,989	3,402	
Law Order & Public Safety								
C138	Bush Fire Repeater Tower	5.1.2	MRS	Infr.	New	489,346	2,273	0.5%
C440	Cat Pound		MRS	L&B	New	16,000	0	0%
						505,346	2,273	
Education & Welfare								
C107	Playgroup/Toy Library		BMC	L&B	Renewal	39,000	0	0%
C441	Old School - Re-Roof		BMC	L&B	Renewal	100,000	0	0%
						139,000	0	
Housing								
C157	Staff - 15 Loton Close		CEO	L&B	New	50,000	0	0%
C140	Staff - 34 Katanning Road		MRS	L&B	Upgrade	150,000	6,121	4%
C141	Staff - 39 Vanzuilecom St		MRS	L&B	Upgrade	150,000	0	0%
C147	Springhaven - Furniture	2.2.6	MACS	F&E	New	10,000	237	2%
C195	Springhaven - Building	2.2.14	MACS	L&B	Renewal	200,000	0	0%
C427	Springhaven - Building - ACAR Grant		MACS	L&B	Renewal	285,000	129,309	45%
C313	Jean Sullivan Units - Building Renewal		BMC	L&B	Upgrade	10,000	7,700	77%
C145	ILU's - Building Renewal		BMC	L&B	Renewal	18,793	0	0%
						873,793	143,367	
Community Amenities								
C407	Refuse Site Development		MRS	Infr.	Upgrade	50,000	2,241	4%
C442	Mens Shed - Construction of New		MCCS	L&B	New	1,000,000	3,365	0%
C355	Town Furniture		MWS	Infr.	New	40,000	23,735	59%
						1,090,000	29,341	
Recreation & Culture								
C198	Historic Buildings - Capital Improvement		BMC	L&B	Renewal	30,000	25,595	85%
C428	Sub-division - Harness Display Shed		MRS	L&B	New	12,000	7,720	64%
C408	Harrison Place Toilets & Park	1.1.8	MWS	L&B	Upgrade	200,000	113,425	57%
C430	Sporting Complex - Audio Visual	1.2.10	MCCS	F&E	New	0	2,575	0%
C443	Showgrounds Retaining Wall		CEO	Infr.	New	6,000	0	0%
C274	Sporting Complex - Netball Court Resurface & Roof	1.2.10, 1.2.13	MCCS	Infr.	Renewal	258,815	203,485	79%
C411	Sporting Complex - Playground & Outdoor Gym	1.2.10	MCCS	Infr.	New	15,000	208,781	1392%
C409	Swimming Pool - New Fence Eastern Boundary		MWS	Infr.	Renewal	0	8,685	0%
7104	Swimming Pool - Shade		MWS	Infr.	Renewal	0	248	0%
C444	Sporting Complex - Hall of Fame Signage		MCCS	Infr.	New	8,000	0	0%
C445	Turkey Nest Dam		SH	Infr.	Upgrade	5,000	0	0%
C446	Newstead Park - Shade Sail		SH	Infr.	New	10,000	0	0%
C357	Apex Park - Replace Equipment		SH	Infr.	Renewal	27,330	0	0%
C447	Contribution to Bowling Club New Green		MCCS	Infr.	Upgrade	114,500	116,162	101%
C448	Trails Hub Construction		MCCS	Infr.	New	40,000	0	0%
C412	Apex Park Drainage & Car Park & RV		MCCS	Infr.	Upgrade	0	5,723	0%
C413	Trails Construction		MCCS	Infr.	New	33,886	0	0%
						760,531	692,401	
Transport - Plant Purchases								
7604	Plant Major Purchases		MWS	P&E	New	380,000	275,865	73%
						380,000	275,865	
Transport - Infrastructure								
C433	Footpaths - Albany Highway Ramps	1.1.6	MWS	Infr.	Upgrade	20,000	0	0%
C449	Parking Bays		MWS	Infr.	New	50,000	0	0%
C434	Spring Street	1.1.5	MWS	Infr.	Renewal	54,203	0	0%
C414	Reconstruct - Kojonup-Frankland Road	1.1.5	MWS	Infr.	Renewal	19,374	38,931	201%
C417	Widening - Shamrock Road	1.1.5	MWS	Infr.	Upgrade	600,000	51,377	9%
C436	Widening - Shamrock Road (2021/2022 Project)	1.1.5	MWS	Infr.	Upgrade	111,229	112,096	101%

**SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDING 31 JANUARY 2023**

PROGRESS OF THE CAPITAL PROGRAM/SMART IMPLEMENTATION

COA	Description	SMART	Resp. Officer	Asset Class	Asset Invest. Type	2022/2023	2022/2023	% of Annual Budget
		Implement. Ref.				Total Budget	YTD Actuals	
C248	Widening - Broomehill Kojonup Road	1.1.5	MWS	Infr.	Upgrade	154,681	120,448	78%
C450	Widening - Tambellup West Road	1.1.5	MWS	Infr.	Upgrade	300,000	2,971	1%
C319	Bitumen Reseal - Kojonup-Frankland Road	1.1.5	MWS	Infr.	Renewal	150,000	165,613	110%
C320	Bitumen Reseal - Kojonup Darkan Road	1.1.5	MWS	Infr.	Renewal	120,000	159,235	133%
C321	Bitumen Reseal - Broomehill-Kojonup Road	1.1.5	MWS	Infr.	Renewal	120,000	109,901	92%
CJ451	Bitumen Reseal - Boscabel Road (western end)	1.1.5	MWS	Infr.	Renewal	21,000	27,804	132%
CJ452	Bitumen Reseal - Boscabel Road (town)	1.1.5	MWS	Infr.	Renewal	65,000	0	0%
C172	Seal - Riverdale Road	1.1.5	MWS	Infr.	Renewal	413,000	3,486	1%
CJ453	Seal - Balgarup Road	1.1.5	MWS	Infr.	Renewal	176,500	285,498	162%
CJ454	Seal - Samson Road	1.1.5	MWS	Infr.	Renewal	120,000	0	0%
CJ455	Floodway - Pearce Road	1.2.8	MWS	Infr.	Renewal	20,000	0	0%
C460	Road Widening - Jingalup Rd 22/23		MWS	Infr.	Upgrade	0	371,239	0%
C308	Wooden Culvert Replacement - Carlecatup Road	1.2.8	MWS	Infr.	Upgrade	30,000	3,882	13%
C246	Widening - Kojonup Darkan Rd		MWS	Infr.	Upgrade	0	297	0%
C404	Electronic Speed Signs		MWS	Infr.	Upgrade	0	770	0%
C361	Signage Upgrades		MWS	Infr.	Upgrade	10,000	794	8%
						2,554,987	1,454,342	
Economic Services								
C177	Kodja Place - Capital Renewal/Improvement	2.1.10	BMC	L&B	Renewal	10,000	0	0%
C435	Kodja Place - Rose Maze		SH	Infr.	Renewal	19,000	1,287	7%
C456	Kodja Place - Equipment Upgrade		CEO	P&E	New	60,000	37,450	62%
CJ457	EV Charger Parking Bay		MWS	Infr.	Upgrade	15,000	0	0%
C054	Promotional Signage at Airstrip	1.4.7	MCCS	Infr.	New	30,000	0	0%
C261	Blackwood Road Dam		MWS	Infr.	Upgrade	0	137	0%
C424	- Muradup Standpipe	4.3.1	MRS	Infr.	Upgrade	55,000	51,277	93%
C310	Subdivision Expenses	2.4.3	CEO	L4R	Upgrade	94,000	15,311	16%
						283,000	105,461	
Other Property & Services								
C458	Radios - Communication		MWS	Infr.	Renewal	40,000	0	0%
C459	Traffic Counters		MWS	Infr.	New	21,500	3,544	16%
C286	Chemical Shed - replacement/upgrade		SH	L&B	Renewal	34,647	10,280	30%
						96,147	13,825	
Total Capital Expenditure						6,697,793	2,720,277	40.6%

SUMMARIES:			
Land Held for Resale	94,000	15,311	16.3%
Land & Buildings	2,320,429	306,919	13.2%
Infrastructure	3,833,364	2,081,920	54.3%
Plant & Equipment	440,000	313,315	71.2%
Furn & Equipment	10,000	2,813	28.1%
	6,697,793	2,720,277	40.6%
Asset Renewal	2,356,651	1,172,761	49.8%
New Asset	2,271,732	565,546	24.9%
Upgrading Asset	2,069,410	981,969	47.5%
	6,697,793	2,720,277	40.6%
Chief Executive Officer	210,000	52,761	25.1%
Manager Corporate & Community Services	1,515,190	543,495	35.9%
Manager Works & Services	3,251,487	1,879,981	57.8%
Senior Horticulturalist	95,977	11,567	12.1%
Manager Regulatory Services	922,346	69,632	7.5%
Building Maintenance Coordinator	207,793	33,295	16.0%
Manager Aged Care Services	495,000	129,546	26.2%
	6,697,793	2,720,277	40.6%

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDING 31 JANUARY 2023

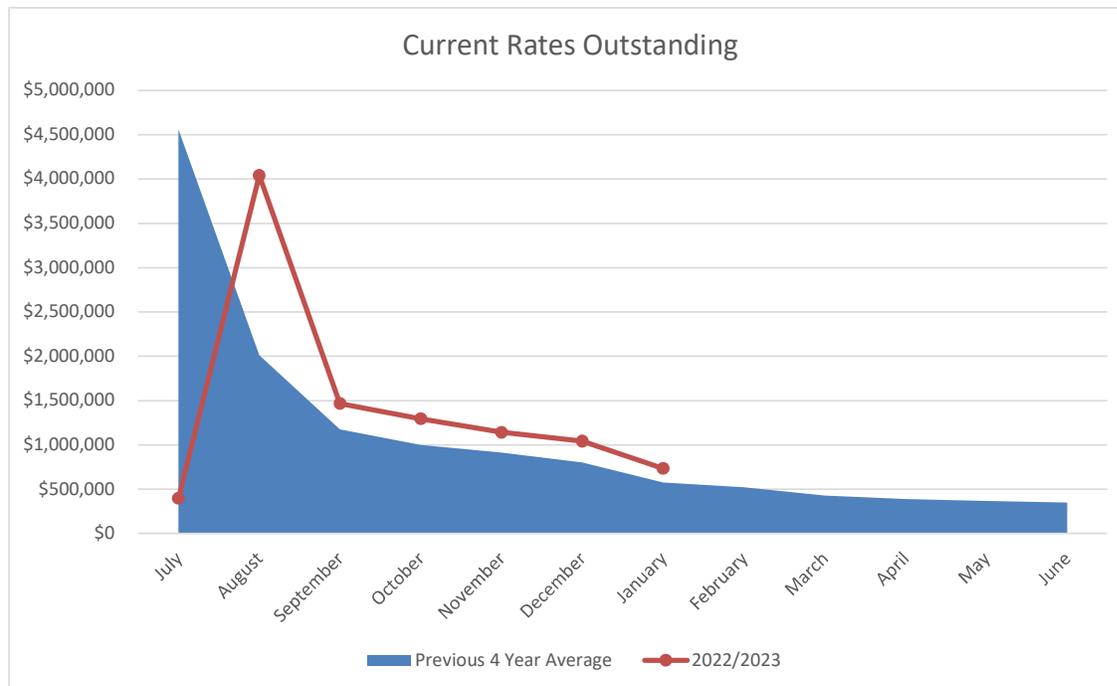
RESERVES - CASH BACKED	2023 Actual Opening Balance	2023 Actual Transfer to	2023 Actual Transfer (from)	2023 Actual Closing Balance	2023 Budget Opening Balance	2023 Budget Transfer to	2023 Budget Transfer (from)	2023 Budget Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$
Plant Replacement	582,449	2,630	0	585,079	582,448	0	(202,470)	379,978
Economic Development	88,507	400	0	88,907	88,507	89	(64,000)	24,596
Employee Leave	235,650	1,064	0	236,714	235,650	10,236	0	245,886
Springhaven Lodge (Bonds)	2,195,000	0	(250,000)	1,945,000	2,195,000	0	0	2,195,000
Low Income Housing	83,483	377	0	83,860	83,483	11,583	(10,000)	85,066
Sporting Facility	62,737	249	0	62,986	62,737	63	(42,178)	20,622
Springhaven Building Upgrade & Renewal	2,165	9,477	0	11,642	2,165	2,197	0	4,362
Bushfire Communications	89,346	403	0	89,750	89,346	89	(89,346)	89
Landfill Waste Management	80,047	361	0	80,408	80,047	26,550	(50,000)	56,597
Kodja Place Tourist Precinct	10,007	45	0	10,052	10,007	10	(10,000)	17
Energy Efficiency	0	(0)	0	0	0	0	0	0
Land Acquisition and Development	37,289	170	0	37,459	37,289	37	(37,000)	326
Community Grant Scheme	9,745	44	0	9,790	9,745	10	0	9,755
Independent Living Units	158,168	714	0	158,882	158,168	158	(18,793)	139,533
Spencer Street Youth Precinct	31,270	141	0	31,411	31,270	31	(20,000)	11,301
Natural Resource Management	97,430	440	0	97,870	97,430	60,097	(83,164)	74,363
Day Care Building Maintenance	14,766	67	0	14,832	14,766	15	(7,000)	7,781
Swimming Pool	40,469	183	0	40,652	40,469	40	0	40,509
Springhaven Equipment	16,503	75	0	16,578	16,503	17	(10,000)	6,520
Saleyards	39,555	179	0	39,733	39,555		(9,570)	29,985
RSL Hall Building Renewal	10,301	47	0	10,347	10,301	10	0	10,311
Benn Parade Multi-Facility	14,301	56	0	14,358	14,301	14	(14,301)	14
Townscape	49,801	225	0	50,026	49,801	50	(49,801)	50
Playgrounds & Parks	20,027	90	0	20,117	20,027	20	(10,000)	10,047
Memorial & Lesser Hall Upgrade & Renewal	7,146	32	0	7,179	7,146	7	0	7,153
The Kodja Place Building Upgrade & Renewal	17,628	80	0	17,708	17,628	18	(10,000)	7,646
Shire Office/Library Building Upgrade & Renewal	1,007	0	0	1,007	1,007	1	0	1,008
Sporting Complex Building Upgrade & Renewal	1,080	45	0	1,125	1,080	1	0	1,081
Netball Court Resurfacing	1,007	0	0	1,007	1,007	3,501	0	4,508
The Spring	16,018	72	0	16,090	16,018	16	(16,000)	34
Trails Network Construction	6,007	(0)	0	6,007	6,009	6	(6,000)	15
Works Depot Building Upgrade & Renewal	1,006	0	0	1,006	1,006	1	0	1,007
The Kodja Place Master Plan Implementation	0	0	0	0	0	0	0	0
	4,019,914	17,665	(250,000)	3,787,579	4,019,916	114,867	(759,623)	3,375,160

**SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDING 31 JANUARY 2023**

RATES & SUNDRY RECEIVABLES

Rates:

	1-Jul-22	Levy for 2022/23	Collectable	Received	Outstanding
Property Rates	\$ 226,976	\$ 4,576,251	\$ 4,803,226	\$ (4,295,294)	\$ 507,932
Rubbish Charges	\$ 37,218	\$ 265,706	\$ 302,924	\$ (254,661)	\$ 48,263
Emergency Services Levy	\$ 18,357	\$ 9,585	\$ 27,943	\$ -	\$ 27,943
Instalment fee & Interest	\$ -	\$ 16,383	\$ 16,383	\$ (16,383)	\$ -
Penalty & ESL Interest	\$ 98,481	\$ 16,445	\$ 114,925	\$ (12,450)	\$ 102,476
Excess Rates	\$ (41,261)	\$ -	\$ (41,261)	\$ (2,343)	\$ (43,604)
Sub- Total	\$ 339,771	\$ 4,884,370	\$ 5,224,140	\$ (4,581,131)	\$ 643,010 13%
OTHER ITEMS					
Pensioner Rebates to claim	\$ 68,445	\$ -	\$ 68,445	\$ 21,570	\$ 90,015
	\$ 408,216				\$ 733,025
Pensioner Deferred Rates	\$ 96,883	\$ -	\$ 96,883	\$ -	\$ 96,883
Total Outstanding	\$ 436,653	\$ 4,884,370	\$ 5,321,023	\$ (4,581,131)	\$ 739,892



Sundry Debtors:

	30-Jun-22		31/01/23		Movement This FY
Credit Balance	\$ (14,890)		\$ (30,623)		\$ 15,732
Current	\$ 159,755		\$ 44,540		\$ 115,215
30 - 60 days	\$ 23,458	7%	\$ 26,288	10%	\$ (2,830)
60 - 90 days	\$ 20,631	7%	\$ 13,585	5%	\$ 7,046
Greater than 90 days	\$ 126,610	40%	\$ 213,926	80%	\$ (87,317)
	\$ 315,563		\$ 267,716		

**SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDING 31 JANUARY 2023**

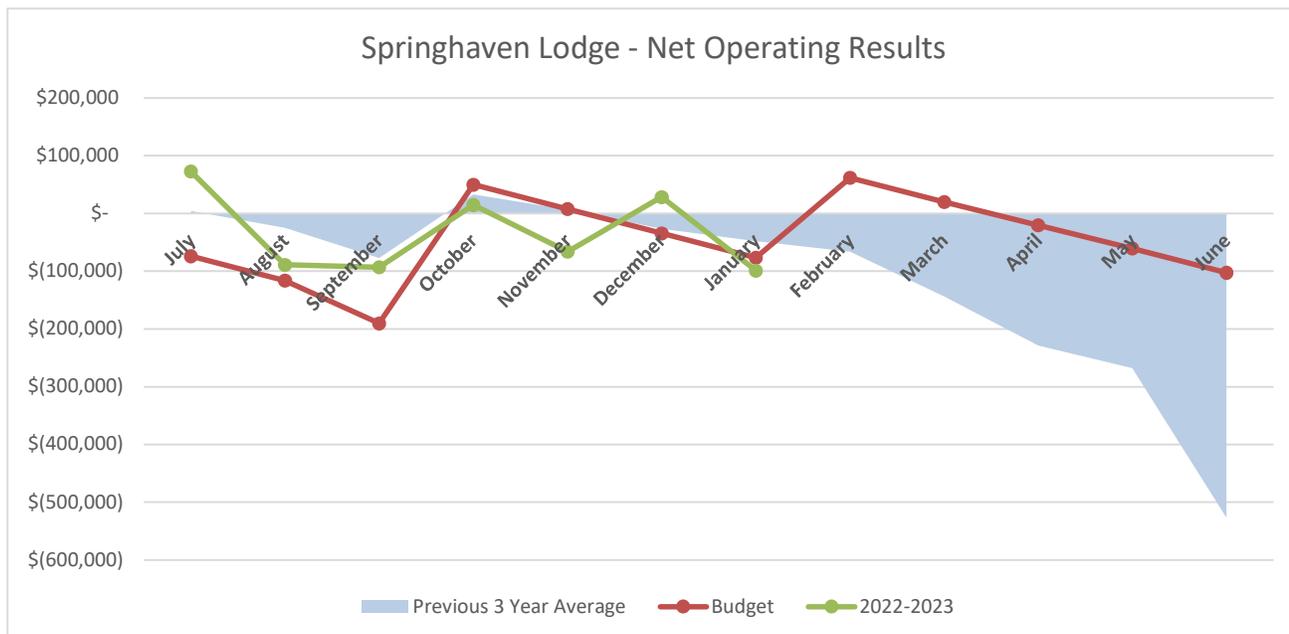
LOAN REPAYMENTS	Loan Number	2023 Actual	2023 New	2023 New	2023 Actual	2023 Actual	2023 Budget	2023 Budget	2023 Budget	2023 Budget	2023 Budget
		Principal 1 July 2022	New Loans	Principal Repayments	Interest Repayments	Principal Outstanding	Principal 1 July 2022	New Loans	Principal Repayments	Interest Repayments	Principal Outstanding
		\$		\$	\$	\$	\$	\$	\$	\$	\$
Law, order, public safety											
Communications Tower	149	0	0	0	0	0	400,000	0	0	400,000	
Health											
Medical Centre Donation (137)	137	123,523	0	(4,257)	(1,068)	119,266	123,523	0	(8,551)	(2,100)	114,972
Housing											
Bagg Street Unit (135)	135	68,407	0	(4,868)	(976)	63,539	68,407	0	(9,811)	(1,878)	58,596
Aged Units - GSHI (139)	139	30,377	0	(4,989)	(178)	25,388	30,377	0	(10,008)	(326)	20,369
Staff Housing - GSHI (140)	140	855,837	0	(29,496)	(7,403)	826,342	855,837	0	(59,246)	(14,551)	796,591
GROH Housing - GSHI (138)	138	934,059	0	(55,290)	(6,725)	878,769	934,059	0	(110,979)	(13,052)	823,080
Staff Housing - GSHI (144)	144	55,000	0	(5,272)	(514)	49,728	55,000	0	(10,594)	(980)	44,406
GROH Housing - GSHI (145)	145	55,000	0	(5,272)	(514)	49,728	55,000	0	(10,594)	(980)	44,406
Staff Housing Renovations (148)	148	300,000	0	(7,159)	(6,620)	292,841	300,000	0	(14,396)	(13,296)	285,604
Recreation and culture											
Sports Complex (134)	134	224,140	0	(8,476)	(5,332)	215,664	224,140	0	(17,162)	(10,454)	206,978
Sports Complex Wall (136)	136	72,050	0	(4,822)	(717)	67,228	72,050	0	(9,692)	(1,385)	62,358
Netball Courts & Roof (143)	143	1,390,000	0	(25,947)	(19,998)	1,364,053	1,390,000	0	(52,268)	(39,623)	1,337,732
Oval Lighting (142)	142	231,128	0	(12,066)	(1,678)	219,062	231,128	0	(24,220)	(3,268)	206,908
Harrison PI Toilets & Park (146)	146	400,000	0	(16,531)	(7,835)	383,469	400,000	0	(33,385)	(15,345)	366,615
Harrison PI Toilets & Park (New)	150	0	0	0	0	0	200,000	0	0	200,000	
Transport											
Airstrip Lighting (141)	141	136,944	0	(4,984)	(1,033)	131,960	136,944	0	(10,005)	(1,669)	126,939
Economic services											
Land Development (147)	147	386,078	0	(15,955)	(7,562)	370,123	386,078	0	(32,223)	(14,811)	353,855
		5,262,543	0	(205,386)	(68,152)	5,057,157	5,262,543	600,000	(413,134)	(133,718)	5,449,409

**SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDING 31 JANUARY 2023**

MAJOR BUSINESS UNITS

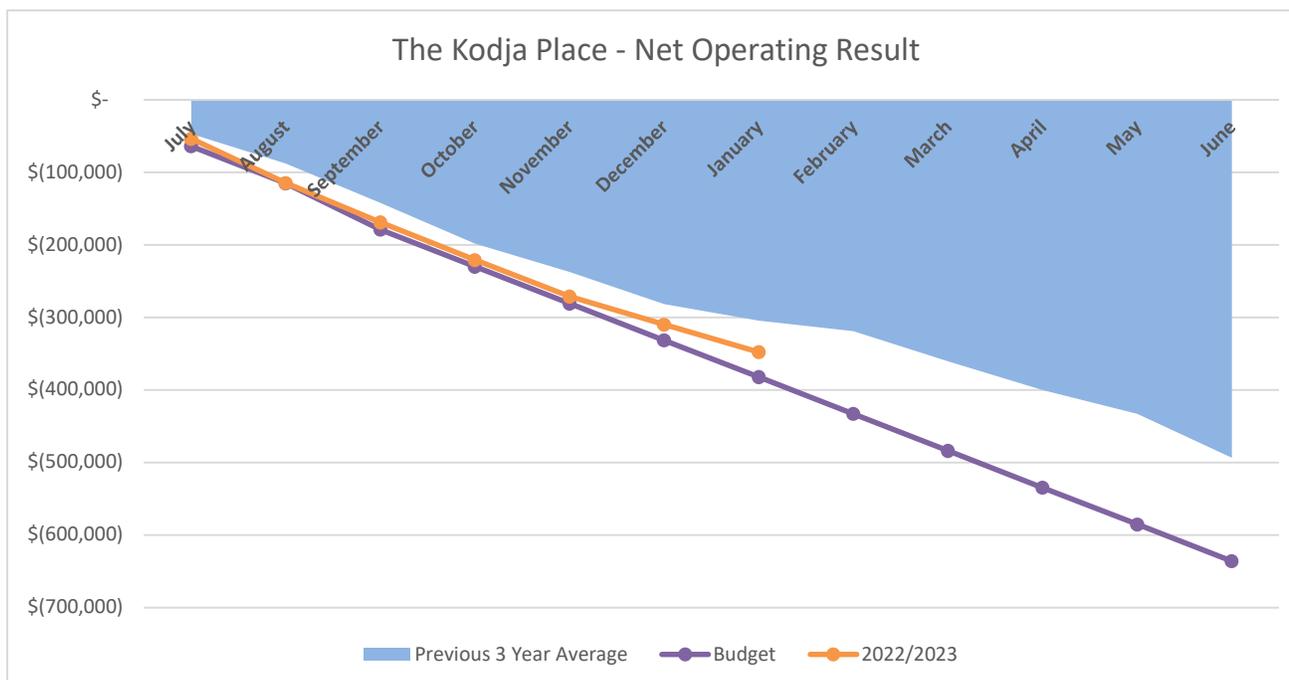
Springhaven Lodge

The Shire of Kojonup owns and operates a 22 bed aged accommodation hostel known as Springhaven Lodge. The following graph shows the operations of Springhaven Lodge (profit or loss) excluding any capital grants. There is also capital expenditure (p.12) and reserve accounts (p.16) associated with Springhaven Lodge.



The Kodja Place Precinct

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



SHIRE OF KOJONUP

MONTHLY FINANCIAL REPORT

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

ACCOUNT		YEAR TO DATE 31 JANUARY 2023		% of Annual Budget	BUDGET 2022-23	
		Budget	Actual		Income	Expense
	Proceeds Sale of Assets					
9605	Proceeds Sale of Assets -	\$0	(\$39,364)	55%	(\$72,000)	\$0
	Sub Total - PROCEEDS/REALISATION ON SALE OF ASSET	\$0	(\$39,364)		(\$72,000)	\$0
	Written Down Value					
New	00000 Written Down Value-	\$0	\$0		\$0	\$0
	Sub Total - WDV ON SALE OF ASSET	\$0	\$0		\$0	\$0
	Total - GAIN/LOSS ON DISPOSAL OF ASSET	\$0	(\$39,364)		(\$72,000)	\$0
	Total - OPERATING STATEMENT	\$0	(\$39,364)		(\$72,000)	\$0

SHIRE OF KOJONUP

MONTHLY FINANCIAL REPORT

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

ACCOUNT	YEAR TO DATE 31 JANUARY 2023		% of Annual Budget	BUDGET 2022-23		
	Budget	Actual		Income	Expense	
GENERAL PURPOSE FUNDING						
RATES						
OPERATING EXPENDITURE						
1104	Rates Incentive Prize	\$2,917	\$2,526	51%	\$0	\$5,000
1112	Admin Allocated to Rates (Cash)	\$9,873	\$8,679	51%	\$0	\$16,925
1122	Admin Allocated to Rates (Non-Cash)	\$796	\$0	0%	\$0	\$1,365
1132	Rating Salaries	\$23,332	\$23,695	59%	\$0	\$40,000
1162	Superannuation	\$3,500	\$3,601	60%	\$0	\$6,000
1182	Rates Printing/postage	\$1,283	\$1,747	79%	\$0	\$2,200
1192	Valuation Expenses	\$8,750	\$573	4%	\$0	\$15,000
1202	Title Searches	\$292	\$127	25%	\$0	\$500
1222	Insurance - Emp Costs (Rates)	\$1,215	\$1,039	86%	\$0	\$1,215
1262	Legal Costs Incurred - Rates	\$1,167	\$0	0%	\$0	\$2,000
Sub Total - GENERAL RATES OP/EXP		\$53,124	\$41,987		\$0	\$90,205
OPERATING INCOME						
1003	General Rates Levied	(\$4,518,622)	(\$4,575,445)	101%	(\$4,518,622)	\$0
1023	Interim Rates	(\$300)	\$0	0%	(\$300)	\$0
1053	Back Rates	(\$100)	(\$805)	805%	(\$100)	\$0
1013	Ex-Gratia Rates	(\$1,500)	(\$2,219)	148%	(\$1,500)	\$0
1043	Non Payment Penalty Interest	(\$17,499)	(\$16,445)	55%	(\$30,000)	\$0
1073	Instalment Administration Charge	(\$2,042)	(\$3,951)	113%	(\$3,500)	\$0
1063	Instalment Interest Charge	(\$4,666)	(\$12,432)	155%	(\$8,000)	\$0
1273	ESL Levy Admin Fee	(\$4,000)	(\$4,000)	100%	(\$4,000)	\$0
1092	Rates Written Off/Refunded	\$58	\$88	88%	\$100	\$0
1102	Rates Discount Allowed	\$0	\$0	0%	\$0	\$0
1283	Settlement & Search Charges	(\$2,042)	(\$2,226)	64%	(\$3,500)	\$0
1263	Legal Expenses - Recovered	(\$1,167)	\$0	0%	(\$2,000)	\$0
Sub Total - GENERAL RATES OP/INC		(\$4,551,879)	(\$4,617,435)		(\$4,571,422)	\$0
Total - GENERAL RATES		(\$4,498,755)	(\$4,575,448)		(\$4,571,422)	\$90,205
OTHER GENERAL PURPOSE FUNDING						
OPERATING EXPENDITURE						
Sub Total - OTHER GENERAL PURPOSE FUNDING OP/EXP					\$0	\$0
OPERATING INCOME						
1333	Financial Assistance Grant	(\$179,943)	(\$114,235)	32%	(\$359,886)	\$0
1343	Grants Commission Local Roads Grant	(\$87,522)	(\$88,566)	51%	(\$175,044)	\$0
1373	Interest Received - Municipal	(\$583)	(\$72)	7%	(\$1,000)	\$0
1393	Interest Received - Reserves	(\$2,344)	(\$17,665)	440%	(\$4,019)	\$0
Sub Total - OTHER GENERAL PURPOSE FUNDING OP/INC		(\$270,393)	(\$220,537)		(\$539,949)	\$0
Total - OTHER GENERAL PURPOSE FUNDING		(\$270,393)	(\$220,537)		(\$539,949)	\$0
Total - GENERAL PURPOSE FUNDING		(\$4,769,148)	(\$4,795,985)		(\$5,111,371)	\$90,205

SHIRE OF KOJONUP

MONTHLY FINANCIAL REPORT

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

ACCOUNT	YEAR TO DATE 31 JANUARY 2023			% of Annual Budget	BUDGET 2022-23	
	Budget	Actual			Income	Expense
GOVERNANCE						
MEMBERS OF COUNCIL						
OPERATING EXPENDITURE						
002D	Depreciation	\$5,366	\$0	0%	\$0	\$9,200
102P	Loss on Sale of Asset	\$0	\$0	0%	\$0	\$0
1502	Meeting Attendance Fees	\$62,414	\$50,556	47%	\$0	\$107,000
1508	Members Travelling	\$408	\$227	32%	\$0	\$700
1512	Conferences & Training Expenses	\$7,875	\$14,864	110%	\$0	\$13,500
1522	Members Communications Allowance	\$13,999	\$11,250	47%	\$0	\$24,000
1532	Election Expenses	\$0	\$0	0%	\$0	\$0
1542	Presidents/Dep Allowances	\$20,999	\$17,757	49%	\$0	\$36,000
1562	Refreshments & Functions (Councillors)	\$5,250	\$3,944	44%	\$0	\$9,000
1572	Refreshments & Functions Staff)	\$2,100	\$4,048	112%	\$0	\$3,600
1578	Council - Special Visits	\$0	\$0	0%	\$0	\$0
1582	Council Chambers Maint	\$0	\$0	0%	\$0	\$0
1592	Members Insurance	\$9,300	\$9,566	103%	\$0	\$9,300
1602	Subscriptions	\$8,166	\$13,985	100%	\$0	\$14,000
1612	Misc Expenses - Members	\$408	\$240	34%	\$0	\$700
1624	Integrated Planning Expenses	\$78,747	\$184	0%	\$0	\$135,000
1632	Vehicle Operating Expenses	\$1,750	\$1,207	40%	\$0	\$3,000
1642	Advertising	\$0	\$390	0%	\$0	\$0
1662	Audit Fees	\$22,166	\$2,300	6%	\$0	\$38,000
1702	Administration Allocation (Cash)	\$197,453	\$173,582	51%	\$0	\$338,504
1712	Administration Allocation (Non-Cash)	\$5,308	\$0	0%	\$0	\$9,100
1772	Doubtful Debt Expenses	\$0	\$0	0%	\$0	\$2,000
1792	Legal Costs	\$1,167	\$2,827	141%	\$0	\$2,000
2075	VROC - Shared Services	\$1,167	\$3,125	156%	\$0	\$2,000
2078	VROC - Projects	\$1,167	\$0	0%	\$0	\$2,000
Sub Total - MEMBERS OF COUNCIL OP/EXP		\$445,210	\$310,051		\$0	\$758,604
OPERATING INCOME						
1725	Donations/Contributions		\$0	0%	\$0	\$0
002P	Profit on Sale of Asset (Gov)	\$0	\$0	0%	(\$7,000)	\$0
Sub Total - MEMBERS OF COUNCIL OP/INC		\$0	\$0		(\$7,000)	\$0
Total - MEMBERS OF COUNCIL		\$445,210	\$310,051		(\$7,000)	\$758,604

SHIRE OF KOJONUP

MONTHLY FINANCIAL REPORT

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

ACCOUNT	YEAR TO DATE 31 JANUARY 2023		% of Annual Budget	BUDGET 2022-23		
	Budget	Actual		Income	Expense	
GOVERNANCE - GENERAL						
OPERATING EXPENDITURE						
1842	Loss on Sale of Assets	\$0	\$0	0%	\$0	\$0
003A	A/L ACCRUAL ADMIN. (SCH 4)	\$0	\$0	0%	\$0	\$0
003D	Depreciation (Sch 4)	\$53,081	\$0	0%	\$0	\$91,000
003L	LSL ACCRUAL ADMIN. (SCH 4)	\$0	\$0	0%	\$0	\$0
1852	Salaries - Admin	\$524,979	\$449,553	50%	\$0	\$900,000
1882	Admin Superannuation	\$67,081	\$54,379	47%	\$0	\$115,000
1892	Staff Insurances	\$28,000	\$23,166	83%	\$0	\$28,000
1902	FBT Admin Staff	\$9,916	\$12,598	74%	\$0	\$17,000
1912	Conference & Training	\$25,374	\$10,842	25%	\$0	\$43,500
1921	Staff Housing Subsidy	\$19,249	\$20,445	62%	\$0	\$33,000
1922	Advertising	\$2,917	\$4,376	88%	\$0	\$5,000
1931	Occupational Risk Co-Ordinator Costs	\$8,458	\$7,308	50%	\$0	\$14,500
1932	Occ Health & Safety	\$1,867	\$304	9%	\$0	\$3,200
1942	Staff Uniforms	\$2,333	\$1,805	45%	\$0	\$4,000
1952	Admin Staff Costs	\$10,500	\$5,480	30%	\$0	\$18,000
1957	Office Building Maintenance	\$5,833	\$2,760	28%	\$0	\$10,000
1958	Office - Cleaning & Assoc	\$13,854	\$21,127	89%	\$0	\$23,750
1959	Office - Utility Charges	\$6,125	\$7,031	67%	\$0	\$10,500
1962	Office Gardens & Surrounds-Mtce	\$7,303	\$8,717	70%	\$0	\$12,520
1972	Admin Printing & Stationery	\$14,583	\$18,681	75%	\$0	\$25,000
1982	Telephone & Internet	\$14,583	\$14,337	57%	\$0	\$25,000
2002	Office Equip Maint	\$583	\$0	0%	\$0	\$1,000
2004	Office - Insurance.	\$37,000	\$35,678	96%	\$0	\$37,000
2006	Donations CEO discretion	\$1,167	\$9	0%	\$0	\$2,000
2008	Donations - Council	\$1,167	\$2,550	128%	\$0	\$2,000
2012	Non Capital Purchases	\$2,917	\$18	0%	\$0	\$5,000
2022	Bank Charges	\$9,333	\$11,589	72%	\$0	\$16,000
2032	Postage & Freight	\$3,208	\$4,247	77%	\$0	\$5,500
2042	ICT Support	\$20,416	\$19,518	56%	\$0	\$35,000
1992	ICT Software Licensing Fees	\$30,332	\$57,881	111%	\$0	\$52,000
2043	ICT Website Subscription & Upgrade	\$2,917	\$15,650	313%	\$0	\$5,000
2044	ICT Hardware Purchases (<\$5,000)	\$14,583	\$3,999	16%	\$0	\$25,000
2046	ICT Payroll Software Implementation	\$40,832	\$0	0%	\$0	\$70,000
2052	Admin Vehicle Expenses	\$8,458	\$10,119	70%	\$0	\$14,500
2062	Admin Legal Expenses	\$32,082	\$52,289	95%	\$0	\$55,000
2072	Consultants Special Projects	\$17,499	\$51,537	172%	\$0	\$30,000
2274	HR/IR Consultants	\$0	\$1,225	0%	\$0	\$0
2277	Finance Consultants	\$8,750	\$25,938	173%	\$0	\$15,000
2275	Records Management	\$4,083	\$6,534	93%	\$0	\$7,000
2278	Security Monitoring	\$437	\$703	94%	\$0	\$750
2287	Fair Value Revaluations	\$14,583	\$19,400	78%	\$0	\$25,000
2092	Mis Expense - Admin	\$1,050	\$3,239	180%	\$0	\$1,800
2172	Less Admin Non Cash Realloc	(\$53,081)	\$0	0%	\$0	(\$91,000)
2182	Less Admin Cash Exp Realloc	(\$987,264)	(\$867,911)	51%	\$0	(\$1,692,520)
Sub Total - GOVERNANCE - GENERAL OP/EXP		\$27,085	\$117,121		\$0	\$0
OPERATING INCOME						
2053	Sundry Misc Income - Admin	(\$117)	(\$0)	0%	(\$200)	\$0
2055	Profit on Sale of Assets	\$0	\$0	0%	\$0	\$0
2083	Police Licensing Commissions	(\$20,416)	(\$23,803)	68%	(\$35,000)	\$0
2143	Photocopying Fees	(\$58)	\$0	0%	(\$100)	\$0
Sub Total - GOVERNANCE - GENERAL OP/INC		(\$20,591)	(\$23,803)		(\$35,300)	\$0
Total - GOVERNANCE - GENERAL		\$6,494	\$93,318		(\$35,300)	\$0
Total - GOVERNANCE		\$451,704	\$403,369		(\$42,300)	\$758,604

SHIRE OF KOJONUP

MONTHLY FINANCIAL REPORT

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

ACCOUNT	YEAR TO DATE 31 JANUARY 2023			% of Annual Budget	BUDGET 2022-23	
	Budget	Actual			Income	Expense
LAW ORDER & PUBLIC SAFETY						
FIRE PREVENTION						
OPERATING EXPENDITURE						
2272	Emergency Operating Expenses	\$5,833	\$3,084	31%	\$0	\$10,000
2271	Emergency Operations Room - Storage	\$3,208	\$4,400	80%	\$0	\$5,500
2281	Community Emergency Services Manager	\$12,833	\$8,373	38%	\$0	\$22,000
2292	Fire Hazard Reduction	\$11,025	\$17,490	93%	\$0	\$18,900
2302	Ground & Aerial Inspections	\$2,567	\$3,887	88%	\$0	\$4,400
2312	Education & Promotion	\$0	\$0	0%	\$0	\$0
2322	Administration Costs	\$2,333	\$3,726	93%	\$0	\$4,000
2342	Fire Fighting - Shire Resources	\$2,333	\$507	13%	\$0	\$4,000
2372	Brigade Expenses	\$35,457	\$49,427	83%	\$0	\$59,500
2374	BRPC - Other Employment Cost	\$0	\$920		\$0	\$0
2284	BRPC - Salaries	\$0	\$26,006		\$0	\$0
2294	BRPC - Superannuation	\$0	\$3,052		\$0	\$0
2382	Administration Allocated - Cash	\$29,618	\$26,037	51%	\$0	\$50,776
2402	BUSHFIRE REPEATER SYSTEM	\$0	\$0	0%	\$0	\$0
2442	Administration Allocated - Non-Cash	\$531	\$0	0%	\$0	\$910
105P	Loss On Sale Of Assets	\$0	\$0	0%	\$0	\$0
004D	Buildings Depreciation	\$24,207	\$0	0%	\$0	\$41,500
Sub Total - FIRE PREVENTION OP/EXP		\$129,945	\$146,910		\$0	\$221,486
OPERATING INCOME						
2363	Fines & Penalties	(\$583)	(\$1,101)	110%	(\$1,000)	\$0
2383	Sale of Fire Maps	(\$262)	(\$473)	105%	(\$450)	\$0
2393	Sundry Misc income - Fire	(\$1,867)	\$0	0%	(\$3,200)	\$0
2373	ESL Levy Funding	(\$34,750)	(\$46,085)	66%	(\$69,500)	\$0
2463	BRMC - Grant Income	\$0	(\$149,785)		\$0	\$0
Sub Total - FIRE PREVENTION OP/INC		(\$37,462)	(\$197,443)		(\$74,150)	\$0
Total - FIRE PREVENTION		\$92,483	(\$50,533)		(\$74,150)	\$221,486

SHIRE OF KOJONUP

MONTHLY FINANCIAL REPORT

Details By function Under The Following Programme Titles

And Type Of Activities Within The Programme

ACCOUNT		YEAR TO DATE 31 JANUARY 2023		% of Annual Budget	BUDGET 2022-23	
		Budget	Actual		Income	Expense
	ANIMAL CONTROL					
	OPERATING EXPENDITURE					
2492	Salaries	\$23,332	\$20,023	50%	\$0	\$40,000
2522	Superannuation	\$9,333	\$2,289	14%	\$0	\$16,000
2532	Other Employment Costs	\$4,525	\$2,578	43%	\$0	\$6,025
2542	Conference & Training	\$1,079	\$0	0%	\$0	\$1,850
2552	Ranger Vehicle	\$7,000	\$6,527	54%	\$0	\$12,000
2553	FBT Expenses	\$2,158	\$4,693	127%	\$0	\$3,700
2562	Dog Control Expenses	\$1,050	\$1,106	61%	\$0	\$1,800
2572	Dog Pound Expenses	\$1,750	\$386	13%	\$0	\$3,000
2582	Other Animal Control	\$612	\$96	9%	\$0	\$1,050
2583	Cat Control Expenses	\$700	\$474	40%	\$0	\$1,200
2592	Audit of Dog & Cat Register	\$0	\$0	0%	\$0	\$0
2622	Loss on Sale of Asset	\$0	\$0	0%	\$0	\$0
2602	Administration Allocated - Cash	\$9,873	\$8,679	51%	\$0	\$16,925
2612	Administration Allocated - Non-Cash	\$531	\$0	0%	\$0	\$910
005D	Depreciation Buildings - Animal Control	\$327	\$0	0%	\$0	\$560
	Sub Total - ANIMAL CONTROL OP/EXP	\$62,270	\$46,851		\$0	\$105,020
	OPERATING INCOME					
2613	Cat Pound Grant	\$0	\$0	0%	(\$16,000)	\$0
2633	Ranger Income	(\$13,416)	(\$10,537)	46%	(\$23,000)	\$0
2653	Fines & Penalties - Dog Act	(\$583)	(\$600)	60%	(\$1,000)	\$0
2663	Impounding Fees	(\$1,167)	(\$845)	42%	(\$2,000)	\$0
2673	Dog Registrations	(\$2,042)	(\$2,101)	60%	(\$3,500)	\$0
2674	Cat Registrations	(\$292)	(\$446)	89%	(\$500)	\$0
005P	Profit on Sale of Assets	\$0	\$0	0%	\$0	\$0
	Sub Total - ANIMAL CONTROL OP/INC	(\$17,499)	(\$14,529)		(\$46,000)	\$0
	Total - ANIMAL CONTROL	\$44,770	\$32,322		(\$46,000)	\$105,020

SHIRE OF KOJONUP

MONTHLY FINANCIAL REPORT

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

ACCOUNT	YEAR TO DATE 31 JANUARY 2023			% of Annual Budget	BUDGET 2022-23	
	Budget	Actual			Income	Expense
OTHER LAW ORDER & PUBLIC SAFETY						
OPERATING EXPENDITURE						
2832	Vehicle Impounding	\$1,167	(\$4)	0%	\$0	\$2,000
2862	Local Law review	\$875	\$3,258	217%	\$0	\$1,500
9782	Security System Upgrade - All Buildings				\$0	\$0
Sub Total - OTHER LAW ORDER & PUBLIC SAFETY OP/EXP		\$2,042	\$3,254		\$0	\$3,500
OPERATING INCOME						
Sub Total - OTHER LAW ORDER & PUBLIC SAFETY OP /INC		\$0	\$0		\$0	\$0
Total - OTHER LAW ORDER PUBLIC SAFETY		\$2,042	\$3,254		\$0	\$3,500
Total - LAW ORDER & PUBLIC SAFETY		\$139,295	(\$14,957)		(\$120,150)	\$330,006

SHIRE OF KOJONUP

MONTHLY FINANCIAL REPORT

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

ACCOUNT	YEAR TO DATE 31 JANUARY 2023			% of Annual Budget	BUDGET 2022-23	
	Budget	Actual			Income	Expense
HEALTH						
HEALTH ADMINISTRATION & INSPECTION						
OPERATING EXPENDITURE						
3102	Health Salaries	\$50,310	\$64,207	74%	\$0	\$86,250
3132	Superannuation	\$11,742	\$14,484	72%	\$0	\$20,130
3142	Fringe Benefits Tax	\$5,250	\$11,864	132%	\$0	\$9,000
3152	Conferences & Training	\$817	\$583	42%	\$0	\$1,400
3162	Health - Other Employment Costs	\$1,390	\$1,039	69%	\$0	\$1,515
3164	Health - Contractors	\$1,167	\$0	0%	\$0	\$2,000
3212	Admin Allocation to HIA - Cash	\$9,873	\$8,679	51%	\$0	\$16,925
3242	Analytical Expenses	\$933	\$463	29%	\$0	\$1,600
3252	Administration Allocated - Noncash	\$796	\$0	0%	\$0	\$1,365
Sub Total - HEALTH ADMIN & INSPECTION OP/EXP		\$82,278	\$101,319		\$0	\$140,185
OPERATING INCOME						
3223	Health Act fees, Licences	(\$1,167)	(\$724)	36%	(\$2,000)	\$0
3233	Septic Tank Inspection Fees	(\$117)	(\$215)	107%	(\$200)	\$0
3253	HEALTH INCOME	\$0	\$0	0%	\$0	\$0
3283	Health Consultancy Income	\$0	\$0	0%	\$0	\$0
Sub Total - HEALTH ADMIN & INSPECTION OP/INC		(\$1,283)	(\$939)		(\$2,200)	\$0
Total - HEALTH ADMIN & INSPECTION		\$80,994	\$100,381		(\$2,200)	\$140,185
PREVENTATIVE SERVICE - PEST CONTROL						
OPERATING EXPENDITURE						
3322	Vermin Control	\$117	\$0	0%	\$0	\$200
Sub Total - PREVENTIVE SRVS - PEST OP/EXP		\$117	\$0		\$0	\$200
OPERATING INCOME						
Sub Total - PREVENTATIVE SERVICES - PEST OP/INC		0	0		\$0	\$0
Total - PREVENTIVE SERVICES - PEST CONTROL		\$117	\$0		\$0	\$200

SHIRE OF KOJONUP

MONTHLY FINANCIAL REPORT

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

ACCOUNT	YEAR TO DATE 31 JANUARY 2023			% of Annual Budget	BUDGET 2022-23	
	Budget	Actual			Income	Expense
OTHER HEALTH						
OPERATING EXPENDITURE						
3362	Doctor's Surgery Maint	\$0	\$504	0%	\$0	\$0
3361	Interest Paid on Loans	\$1,068	\$1,068	51%	\$0	\$2,100
3368	Loan Guarantee Fee	\$519	\$859	99%	\$0	\$865
009D	Depreciation Buildings	\$8,895	\$0	0%	\$0	\$15,250
Sub Total - OTHER HEALTH OP/EXP		\$10,482	\$2,432		\$0	\$18,215
OPERATING INCOME						
3363	Rental Doctors Surgery	\$0	\$0	0%	\$0	\$0
Sub Total - OTHER HEALTH OP/INC		\$0	\$0		\$0	\$0
Total - OTHER HEALTH		\$10,482	\$2,432		\$0	\$18,215
Total - HEALTH		\$91,593	\$102,812		(\$2,200)	\$158,600

SHIRE OF KOJONUP

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

ACCOUNT	YEAR TO DATE 31 JANUARY 2023			% of Annual Budget	BUDGET 2022-23	
	Budget	Actual			Income	Expense
EDUCATION & WELFARE						
EDUCATION						
OPERATING EXPENDITURE						
3455	Play in the Park	\$1,458	\$327	13%	\$0	\$2,500
3451	Donation to Schools Solar	\$0	\$0	0%	\$0	\$0
3452	Smart Start Expenses	\$1,668	\$0	0%	\$0	\$2,860
006D	Depreciation Education	\$0	\$0	0%	\$0	\$0
Sub Total - EDUCATION OP/EXP		\$3,127	\$327		\$0	\$5,360
OPERATING INCOME						
3456	Income - Smart Strat Donation				\$0	\$0
Sub Total-EDUCATION OP/INC		\$0	\$0		\$0	\$0
Total - EDUCATION		\$3,127	\$327		\$0	\$5,360
PRE-SCHOOL/OTHER EDUCATION						
OPERATING EXPENDITURE						
3462	Child Care Centre - Building Maint	\$6,096	\$10,118	106%	\$0	\$9,555
3464	Child Care Centre - Grounds Maint	\$583	\$0	0%	\$0	\$1,000
3466	Daycare Grant - Expenditure	\$0	\$23,323		\$0	\$0
3477	Kindy Café	\$8,750	\$5,185	35%	\$0	\$15,000
3472	Playgroup/Toy Library - Building Maint	\$4,883	\$3,371	46%	\$0	\$7,300
3470	Playgroup/Toy Library - Minor Expenses	\$292	\$0	0%	\$0	\$500
3474	Playgroup/Toy Library - Grounds Maint	\$583	\$1,123	112%	\$0	\$1,000
118L	LOSS ON SALE OF ASSET SCHED 8	\$0	\$0	0%	\$0	\$0
006D	DEPRECIATION (SCH 8)	\$9,625	\$0	0%	\$0	\$16,500
Sub Total - OTHER EDUCATION OP/EXP		\$30,812	\$43,120		\$0	\$50,855
OPERATING INCOME						
3463	Occasional Care Rent	(\$1,633)	(\$1,459)	52%	(\$2,800)	\$0
3465	Grant - Kindy Café	\$0	(\$6,141)	52%	(\$11,784)	\$0
3467	Grant - Playgroup/Toy Library Shade	\$0	\$0	0%	(\$32,000)	\$0
3469	Child Care Centre - Fence Replacement Income	\$0	(\$20,182)		\$0	\$0
3473	Playgroup/Toy Library Fees	(\$233)	\$0	0%	(\$400)	\$0
3475	SPARK - Income	\$0	(\$4,360)	0%	\$0	\$0
3483	LR&CIP Grant - Old School Roof	\$0	\$0	0%	(\$100,000)	\$0
Sub Total - OTHER EDUCATION OP/INC		(\$1,867)	(\$32,143)		(\$146,984)	\$0
Total - OTHER EDUCATION		\$28,946	\$10,978		(\$146,984)	\$50,855
WELFARE						
OPERATING EXPENDITURE						
010D	DEPRECIATION (SCH 8)	\$73	\$0	0%	\$0	\$125
Sub Total - WELFARE OP/EXP		\$73	\$0		\$0	\$125
OPERATING INCOME						
Sub Total - WELFARE OP/INC		\$0	\$0		\$0	\$0
Total - WELFARE		\$73	\$0		\$0	\$125
Total - EDUCATION & WELFARE		\$32,145	\$11,304		(\$146,984)	\$56,340

SHIRE OF KOJONUP

MONTHLY FINANCIAL REPORT

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

ACCOUNT	YEAR TO DATE 31 JANUARY 2023		% of Annual Budget	BUDGET 2022-23	
	Budget	Actual		Income	Expense
HOUSING					
SPRING HAVEN HOUSING					
3752	Spring Haven Salaries	\$874,965	\$831,142	55%	\$0 \$1,500,000
3742	Spring Haven - FBT Expenses	\$2,917	\$3,032	61%	\$0 \$5,000
3772	Spring Haven Superannuation	\$90,413	\$77,743	50%	\$0 \$155,000
3782	Conferences & Training	\$11,666	\$6,400	32%	\$0 \$20,000
3792	Uniforms & Protective Clothing	\$3,208	\$997	18%	\$0 \$5,500
3802	Recruitment Expenses	\$11,666	\$938	5%	\$0 \$20,000
3821	Spring H - Staff Housing Subsidy	\$7,000	\$8,236	69%	\$0 \$12,000
3822	Vehicle Expenses	\$4,083	\$2,947	42%	\$0 \$7,000
3842	Spring Haven Telephone	\$7,000	\$4,671	39%	\$0 \$12,000
3862	Subscriptions	\$5,833	\$2,857	29%	\$0 \$10,000
3872	Postage & Freight	\$583	\$595	59%	\$0 \$1,000
3882	Minor Office Expenses/Stationery	\$583	\$211	21%	\$0 \$1,000
3892	Office Equipment Maintenance	\$583	\$0	0%	\$0 \$1,000
3893	Software Operating	\$6,125	\$1,188	11%	\$0 \$10,500
3902	Spring Haven Building Operating Expenses	\$11,666	\$19,260	96%	\$0 \$20,000
3903	Spring Haven Building Maint (Unforseen)	\$2,917	\$3,219	64%	\$0 \$5,000
3904	Spring Haven Grounds Maint	\$8,166	\$11,406	81%	\$0 \$14,000
3906	Springhaven Building Non Cap	\$0	\$0	0%	\$0 \$0
3908	Spring H - Security	\$2,917	\$677	14%	\$0 \$5,000
3912	Medical/Pharmaceutical Services	\$26,249	\$22,596	50%	\$0 \$45,000
3913	Allied Health	\$17,499	\$13,603	45%	\$0 \$30,000
3914	Utilities	\$26,832	\$24,082	52%	\$0 \$46,000
3812	Spring H - Workers Comp/Journey Ins	\$34,000	\$29,098	86%	\$0 \$34,000
3916	Insurance	\$23,000	\$24,627	107%	\$0 \$23,000
3922	Cleaning & Laundry	\$4,958	\$4,977	59%	\$0 \$8,500
3932	Non-Capital Equipment Expenses	\$5,541	\$3,180	33%	\$0 \$9,500
3942	Meals & Refreshments	\$55,414	\$56,187	59%	\$0 \$95,000
3952	Residents Activities	\$1,225	\$1,624	77%	\$0 \$2,100
3962	Public Liability Insurance	\$7,100	\$7,440	105%	\$0 \$7,100
3974	Spring Haven Aged Care Consultants	\$3,500	\$960	16%	\$0 \$6,000
3918	Spring H - Consultants	\$11,666	\$0	0%	\$0 \$20,000
3928	Spring H - COVID-19 Additional Costs	\$2,333	\$17	0%	\$0 \$4,000
3982	Administration Allocated Non-Cash	\$10,616	\$0	0%	\$0 \$18,200
3992	Administration Allocated - Cash	\$148,090	\$130,187	51%	\$0 \$253,878
009P	SPRING H - LOSS ON SALE OF ASSET (SCH 9)	\$0	\$3,809	0%	\$0 \$0
010A	A/L ACCRUAL Spring. (SCH 9)	\$0	\$0	0%	\$0 \$0
010L	LSL ACCRUAL Spring (SCH 9)	\$0	\$0	0%	\$0 \$0
012D	Spring Haven Depreciation	\$102,079	\$0	0%	\$0 \$175,000
013D	Spring Haven Depreciation	\$11,666	\$0	0%	\$0 \$20,000
Sub Total - SPRING HAVEN HOUSING OP/EXP		\$1,544,061	\$1,297,905		\$0 \$2,601,278
OPERATING INCOME					
4003	Spring Haven Resident Rent	(\$291,655)	(\$340,523)	68%	(\$500,000) \$0
4013	Spring Haven - Personal Care Grant Subsidy	(\$874,965)	(\$823,480)	55%	(\$1,500,000) \$0
1395	INTEREST ON UNPAID BONDS	(\$16,333)	(\$24,704)	88%	(\$28,000) \$0
4043	Spring H - Grant - COVID-19 Payment	\$0	\$0	0%	(\$4,000) \$0
4053	SPRING H - GRANT - SIHI	\$0	(\$975)		\$0 \$0
4143	Miscellaneous Income	(\$1,167)	(\$3,343)	167%	(\$2,000) \$0
4023	Spring Haven Donations	(\$1,750)	(\$6,000)	200%	(\$3,000) \$0
4033	Lodge Bonds Drawdowns (Non-Cash)	\$0	\$0	0%	\$0 \$0
3993	Spring H - Grant - ACAR	(\$281,900)	\$0	0%	(\$281,900) \$0
4303	Spring H - Grant - Security	\$0	\$0	0%	(\$180,000) \$0
Sub Total - SPRING HAVEN HOUSING OP/INC		(\$1,467,769)	(\$1,199,025)		(\$2,498,900) \$0
Total - SPRING HAVEN HOUSING		\$76,292	\$98,880		(\$2,498,900) \$2,601,278

SHIRE OF KOJONUP

MONTHLY FINANCIAL REPORT

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

ACCOUNT	YEAR TO DATE 31 JANUARY 2023		% of Annual Budget	BUDGET 2022-23		
	Budget	Actual		Income	Expense	
STAFF HOUSING						
OPERATING EXPENDITURE						
3768	Staff Housing Building Maintenance	\$9,020	\$10,253	68%	\$0	\$15,000
3769	Staff Housing - Operating Expenses	\$17,223	\$19,073	76%	\$0	\$25,140
3764	Staff Housing - Ground Maint. Various	\$2,485	\$3,028	71%	\$0	\$4,260
3774	Loss on Sale of Asset (Housing)	\$0	\$0	0%	\$0	\$0
3770	Loan Guarantee Fee	\$8,485	\$4,623	54%	\$0	\$8,485
3771	Staff Housing Loan Interest	\$14,646	\$11,552	40%	\$0	\$28,827
011D	Housing Depreciation	\$87,497	\$0	0%	\$0	\$150,000
Sub Total - STAFF HOUSING OP/EXP		\$139,356	\$48,530		\$0	\$231,712
OPERATING INCOME						
3703	Residential Rent - Staff	(\$75,830)	(\$67,979)	52%	(\$130,000)	\$0
3705	BBRF Grant - Key Workers	\$0	\$0	0%	\$0	\$0
016P	Profit on Sale of Asset	\$0	\$0	0%	\$0	\$0
Sub Total - STAFF HOUSING OP/INC		(\$75,830)	(\$67,979)		(\$130,000)	\$0
Total - STAFF HOUSING		\$63,525	(\$19,449)		(\$130,000)	\$231,712
HOUSING OTHER						
OPERATING EXPENDITURE						
4062	Loton Close ILU's Building Maint	\$7,000	\$1,275	11%	\$0	\$12,000
4064	Loton Close ILU's Grounds Maint	\$3,383	\$2,120	37%	\$0	\$5,800
4065	Loton Close ILU's Utilities	\$20,999	\$23,675	66%	\$0	\$36,000
4066	Loton Close ILU's Insurance	\$8,500	\$8,703	102%	\$0	\$8,500
4202	J Sullivan Units Building Maintenance	\$6,708	\$63	1%	\$0	\$11,500
4204	J Sullivan Units Grounds Maintenance	\$2,042	\$1,084	31%	\$0	\$3,500
4205	J Sullivan Units Utilities	\$4,958	\$4,418	52%	\$0	\$8,500
4206	J Sullivan Units Insurance	\$2,000	\$3,937	197%	\$0	\$2,000
4251	RAAP Grant Administrative Costs	\$0	\$0	0%	\$0	\$0
4254	Interest Paid on Loans	\$8,394	\$11,191	69%	\$0	\$16,236
4255	Loan Guarantee Fee (Housing Other)	\$7,620	\$3,722	49%	\$0	\$7,620
4232	Bagg Street Units Operating	\$1,546	\$0	0%	\$0	\$2,650
4256	GROH - Building Maintenance	\$5,350	\$768	10%	\$0	\$7,850
Sub Total - HOUSING OTHER OP/EXP		\$78,499	\$60,955		\$0	\$122,156
OPERATING INCOME						
4083	Loton Close ILU's Rent	(\$97,996)	(\$97,744)	58%	(\$168,000)	\$0
4103	Loton Close ILU's - Power Recoups	(\$8,750)	(\$11,094)	74%	(\$15,000)	\$0
4303	Grant - DACS	\$0	\$0	0%	\$0	\$0
4313	Loton Close ILU's - Grant - SIHI	\$0	\$0	0%	\$0	\$0
4315	ILU's - Grant RAAP & BBRF	\$0	\$0	0%	\$0	\$0
4323	J Sullivan Units - Grant - SIHI	\$0	\$0	0%	\$0	\$0
4203	J Sullivan Units - Rent	(\$21,582)	(\$23,360)	63%	(\$37,000)	\$0
4243	GROH - Rent	(\$78,747)	(\$78,379)	58%	(\$135,000)	\$0
Sub Total - HOUSING OTHER OP/INC		(\$207,075)	(\$210,578)		(\$355,000)	\$0
Total - HOUSING OTHER		(\$128,576)	(\$149,623)		(\$355,000)	\$122,156
Total - HOUSING		\$11,242	(\$70,192)		(\$2,983,900)	\$2,955,146

SHIRE OF KOJONUP

MONTHLY FINANCIAL REPORT

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

ACCOUNT	YEAR TO DATE 31 JANUARY 2023			% of Annual Budget	BUDGET 2022-23	
	Budget	Actual			Income	Expense
COMMUNITY AMENITIES						
SANITATION - HOUSEHOLD REFUSE						
OPERATING EXPENDITURE						
5022	Refuse Collection - Kerbside	\$33,832	\$37,424	65%	\$0	\$58,000
5012	Refuse Site Maintenance	\$5,512	\$2,736	29%	\$0	\$9,450
5013	Refuse Site Rehabilitation	\$1,546	\$2,600	98%	\$0	\$2,650
5002	Recycling Depot/Transfer Stn - Contract	\$42,238	\$46,886	65%	\$0	\$72,240
5122	Recycling Collection - Kerbside	\$33,832	\$39,897	69%	\$0	\$58,000
5142	Recycling Education	\$350	\$0	0%	\$0	\$600
5123	Waste Management Planning	\$0	\$0	0%	\$0	\$0
014D	Depreciation (Sch 10)	\$3,500	\$0	0%	\$0	\$6,000
5036	Administration Allocated Cash	\$0	\$0	0%	\$0	\$0
Sub Total - SANITATION HOUSEHOLD REFUSE OP/EXP		\$120,810	\$129,543		\$0	\$206,940
OPERATING INCOME						
5023	Collection Charges - Kerbside	(\$263,904)	(\$265,706)	101%	(\$263,904)	\$0
5033	Recycling/Transfer Station Rental	(\$1,342)	\$0	0%	(\$2,300)	\$0
5103	TIPPING FEES/BIN HIRE	\$0	\$0	0%	\$0	\$0
5183	Sale of Recyclables	\$0	\$0	0%	\$0	\$0
010P	Profit on Sale of asset	\$0	\$0	0%	\$0	\$0
Sub Total - SANITATION H/HOLD REFUSE OP/INC		(\$265,246)	(\$265,706)		(\$266,204)	\$0
Total - SANITATION HOUSEHOLD REFUSE		(\$144,435)	(\$136,163)		(\$266,204)	\$206,940
SANITATION OTHER						
OPERATING EXPENDITURE						
5027	Verge Pick Up - Green Waste	\$0	\$0	0%	\$0	\$0
5251	Street Bins Collection - Contract	\$19,833	\$21,538	63%	\$0	\$34,000
5252	Street Bins Collection	\$0	\$0	0%	\$0	\$0
5262	Repair Street Bins	\$292	\$90	18%	\$0	\$500
5263	Drum Muster	\$2,917	\$0	0%	\$0	\$5,000
Sub Total - SANITATION OTHER OP/EXP		\$23,041	\$21,628		\$0	\$39,500
OPERATING INCOME						
5103	Tip Fees	(\$700)	\$0	0%	(\$1,200)	\$0
5303	Litter Infringements	(\$117)	\$0	0%	(\$200)	\$0
5304	Drum Muster Reimbursement Income	(\$2,917)	\$0	0%	(\$5,000)	\$0
Sub Total - SANITATION OTHER OP/INC		(\$3,733)	\$0		(\$6,400)	\$0
Total - SANITATION OTHER		\$19,308	\$21,628		(\$6,400)	\$39,500

SHIRE OF KOJONUP

MONTHLY FINANCIAL REPORT

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

ACCOUNT	YEAR TO DATE 31 JANUARY 2023			% of Annual Budget	BUDGET 2022-23	
	Budget	Actual			Income	Expense
SEWERAGE						
OPERATING EXPENDITURE						
026D	Sewer Depreciatioin Sch 10	\$1,126	\$0	0%	\$0	\$1,930
Sub Total - SEWERAGE OP/EXP		\$1,126	\$0		\$0	\$1,930
OPERATING INCOME						
5190	Liquid Waste Disposal Fees	\$0	\$1,304		\$0	\$0
Sub Total - SEWERAGE OP/INC		\$0	\$1,304		\$0	\$0
Total - SEWERAGE		\$1,126	\$1,304		\$0	\$1,930
PROTECTION OF THE ENVIRONMENT						
OPERATING EXPENDITURE						
5619	Southern Dirt Contribution	\$8,750	\$0	0%	\$0	\$15,000
5612	NRM Office Expenses	\$175	\$69	23%	\$0	\$300
5616	NRM - Salaries & Wages/Consultancy Fees	\$17,499	\$12,319	41%	\$0	\$30,000
5689	NRM - Superannuation	\$2,917	\$1,632	33%	\$0	\$5,000
5601	NRM Vehicle Costs	\$426	\$438	60%	\$0	\$730
5614	NRM - Grant Expenditure	\$0	\$83,310	0%	\$0	\$0
5681	Noxious Weeds	\$1,342	\$1,737	76%	\$0	\$2,300
5684	Landcare Publications	\$292	\$0	0%	\$0	\$500
5686	NRM - Environmental Reserve M'ment	\$5,716	\$1,635	17%	\$0	\$9,800
5687	Reserve Clean Up	\$4,666	\$5,756	72%	\$0	\$8,000
5712	NRM Lotterywest Grant Expenditure	\$0	\$0	0%	\$0	\$0
5722	NRM - State NRM Grant Expenditure	\$40,248	\$3,058	4%	\$0	\$69,000
5723	NRM - Myrtle Benn/Rob. Rd Reveg Plan	\$14,583	\$0	0%	\$0	\$25,000
5734	NRM - Future Drought Fund Grant Exp.	\$9,945	\$2,240	13%	\$0	\$17,050
5752	Administration Allocation Cash	\$19,745	\$17,358	51%	\$0	\$33,850
5742	Administration Allocation Non-Cash	\$1,327	\$0	0%	\$0	\$2,275
114D	Asset Depreciation Environment	\$0	\$0	0%	\$0	\$0
040D	Asset Depreciation (Sch 10)	\$0	\$0	0%	\$0	\$0
Sub Total - PROTECTION OF THE ENVIRONMENT OP/EXP		\$127,631	\$129,551		\$0	\$218,805
OPERATING INCOME						
5603	NRM Grants	(\$43,291)	(\$12,750)	17%	(\$74,216)	\$0
5613	NRM Contributions	\$0	\$0	0%	\$0	\$0
Sub Total - PROTECTION OF THE ENVIRONMENT OP/INC		(\$43,291)	(\$12,750)		(\$74,216)	\$0
Total - PROTECTION OF THE ENVIRONMENT		\$84,340	\$116,801		(\$74,216)	\$218,805

SHIRE OF KOJONUP

MONTHLY FINANCIAL REPORT

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

ACCOUNT	YEAR TO DATE 31 JANUARY 2023			% of Annual Budget	BUDGET 2022-23	
	Budget	Actual			Income	Expense
TOWN PLANNING AND REGIONAL DEVELOPMENT						
OPERATING EXPENDITURE						
5842	Town Planning Salaries	\$17,499	\$18,683	62%	\$0	\$30,000
5872	Superannuation	\$0	\$0	0%	\$0	\$0
5882	Insurances	\$0	\$0	0%	\$0	\$0
5922	TPS Review	\$0	\$0	0%	\$0	\$0
5923	Town Planning Consultants	\$0	\$0	0%	\$0	\$0
5954	Municipal Heritage Review	\$0	\$0	0%	\$0	\$0
5952	Town Planning Legal Costs	\$0	\$0	0%	\$0	\$0
5962	Administration Allocated Cash	\$9,873	\$8,679	51%	\$0	\$16,925
5832	Administration Allocated Non-Cash	\$531	\$0	0%	\$0	\$910
Sub Total - TOWN PLAN & REG DEV OP/EXP		\$27,903	\$27,362		\$0	\$47,835
OPERATING INCOME						
5973	Planning Fees	(\$4,666)	(\$4,435)	55%	(\$8,000)	\$0
Sub Total - TOWN PLAN & REG DEV OP/INC		(\$4,666)	(\$4,435)		(\$8,000)	\$0
Total - TOWN PLANNING & REGIONAL DEVELOPMENT		\$23,236	\$22,927		(\$8,000)	\$47,835
COMMUNITY AMENITIES - CEMETERIES						
OPERATING EXPENDITURE						
5999	Cemetery Digital Database	\$467	\$0	0%	\$0	\$800
6001	Cemetery - Grave Digging	\$14,729	\$27,663	110%	\$0	\$25,250
6006	Kojonup Cemetery - Niche Wall Maint	\$735	\$582	46%	\$0	\$1,260
6002	Kojonup Cemetery - Grounds Maint	\$9,870	\$10,286	61%	\$0	\$16,920
6000	Kojonup Cemetery - Trees	\$1,312	\$544	24%	\$0	\$2,250
6012	Boscabel Cemetery - Grounds Maint	\$467	\$0	0%	\$0	\$800
6014	Muradup Cemetery - Grounds Maintenance	\$1,167	\$2,267	113%	\$0	\$2,000
015D	Community Amenities Buildings Depreciation	\$11,083	\$0	0%	\$0	\$19,000
027D	Cemetery Depreciation	\$175	\$0	0%	\$0	\$300
Sub Total - COMMUNITY AMEN - CEMETERIES OP/EXP		\$40,003	\$41,343		\$0	\$68,580
OPERATING INCOME						
6013	Cemetery Fees (Inc Gst)	(\$15,166)	(\$15,774)	61%	(\$26,000)	\$0
6023	Cemetery Fees Licences (Not Inc Gst)	(\$3,208)	(\$545)	10%	(\$5,500)	\$0
Sub Total - COMMUNITY AMEN - CEMETERIES OP/INC		(\$18,374)	(\$16,319)		(\$31,500)	\$0
Total - COMMUNITY AMENITIES CEMETERIES		\$21,629	\$25,024		(\$31,500)	\$68,580

SHIRE OF KOJONUP

MONTHLY FINANCIAL REPORT

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

ACCOUNT	YEAR TO DATE 31 JANUARY 2023		% of Annual Budget	BUDGET 2022-23		
	Budget	Actual		Income	Expense	
COMMUNITY AMENITIES - PUBLIC CONVENIENCES & OTHER						
OPERATING EXPENDITURE						
6042	Harrison Place Conveniences - Maint	\$146	\$0	0%	\$0	\$250
6044	Harrison Place Conveniences - Cleaning	\$8,875	\$2,030	14%	\$0	\$15,000
6024	Curly Wig - Building Maintenance	\$0	\$80	0%	\$0	\$0
6034	CWA - Building Maintenance	\$2,533	\$1,133	28%	\$0	\$4,000
6052	Town Street & Park Seating	\$677	\$0	0%	\$0	\$1,160
6054	Townscape Plan	\$0	\$0	0%	\$0	\$0
6112	Community Resource Centre / Telecentre	\$0	\$1,280	0%	\$0	\$0
6132	Community Bus Maintenance	\$1,242	\$940	48%	\$0	\$1,950
6134	YMCA Bus Operating	\$0	\$0	0%	\$0	\$0
6144	Loan Guarantee Fee - Loan 146	\$0	\$1,580	0%	\$0	\$0
6142	Administration Allocated Non-Cash	\$1,327	\$0	0%	\$0	\$2,275
6152	Administration Allocated Cash	\$22,214	\$19,528	51%	\$0	\$38,082
Sub Total - COMMUNITY AMEN - PUBLIC CONVEN OP/EXP		\$37,013	\$26,573	\$1	\$0	\$62,717
OPERATING INCOME						
6133	Community Bus Hire	(\$1,167)	\$0	0%	(\$2,000)	\$0
Sub Total - COMMUNITY AMEN - PUBLIC CONVEN OP/INC		(\$1,167)	\$0	\$0	(\$2,000)	\$0
Total - COMMUNITY AMENITIES PUBLIC CONVEN & OTHER		\$35,846	\$26,573		(\$2,000)	\$62,717
COMMUNITY AMENITIES - COMMUNITY DEVELOPMENT						
OPERATING EXPENDITURE						
6062	Salaries (Community Development)	\$11,666	\$1,669	8%	\$0	\$20,000
6064	Men's Shed - Building Maintenance	\$1,604	\$673	27%	\$0	\$2,500
6082	Superannuation	\$1,167	\$0	0%	\$0	\$2,000
6092	Employee Insurances	\$0	\$0	0%	\$0	\$0
6102	Conferences & Training	\$875	\$0	0%	\$0	\$1,500
6153	Youth Activities / Events	\$0	\$0	0%	\$0	\$0
6154	Events - Community	\$7,583	(\$955)	-7%	\$0	\$13,000
6155	Events - Marketing & Community Collateral	\$583	\$0	0%	\$0	\$1,000
6103	Community Development Consultants	\$0	\$0	0%	\$0	\$0
6167	Comm Development - Subscriptions	\$292	\$0	0%	\$0	\$500
6168	Comm Development - Minor New	\$583	\$0	0%	\$0	\$1,000
Sub Total - COMMUNITY AMEN - COMMUNITY DEV OP/EXP		\$24,353	\$1,388		\$0	\$41,500
OPERATING INCOME						
6043	Mens Shed Rental	\$0	\$0	0%	\$0	\$0
6045	LR&CIP Grant - Mens Shed	\$0	(\$234,705)	31%	(\$750,000)	\$0
6123	Events - Ticket Sales and Misc Revenue	(\$3,500)	(\$5,664)	94%	(\$6,000)	\$0
6143	LotteryWest Grant - Mens Shed	\$0	\$0	0%	(\$205,685)	\$0
6173	SMALL GRANTS	(\$2,917)	\$0	0%	(\$5,000)	\$0
Total - COMMUNITY AMENITIES - COMMUNITY DEVELOPMENT		\$17,937	(\$238,981)		(\$966,685)	\$41,500
Total - COMMUNITY AMENITIES		\$58,986	(\$160,889)		(\$1,355,005)	\$687,807

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Details By function Under The Following Programme Titles

And Type Of Activities Within The Programme

ACCOUNT	YEAR TO DATE 31 JANUARY 2023		% of Annual Budget	BUDGET 2022-23		
	Budget	Actual		Income	Expense	
RECREATION & CULTURE						
PUBLIC HALL & CIVIC CENTRES						
OPERATING EXPENDITURE						
6202	Memorial Hall - Cleaning & Operations	\$16,516	\$19,034	84%	\$0	\$22,600
6212	RSL Hall - Cleaning & Operations	\$4,381	\$4,585	61%	\$0	\$7,510
6214	Memorial Hall - Building Maintenance	\$8,166	\$2,423	17%	\$0	\$14,000
6216	Mobrup Hall - Building Expenses	\$0	\$70	0%	\$0	\$0
6218	Muradup Hall - Building Expenses	\$2,008	\$1,333	52%	\$0	\$2,550
6219	Qualeup Hall - Building Expenses	\$583	\$16	2%	\$0	\$1,000
6224	Memorial Hall - Grounds Maintenance	\$1,342	\$2,869	125%	\$0	\$2,300
6222	Memorial Hall - Minor Purchases	\$0	\$0	0%	\$0	\$0
6226	Changerup Hall - Building Expenses	\$0	\$0	0%	\$0	\$0
6227	Boscabel Hall - Building Expenses	\$2,943	\$16	0%	\$0	\$5,010
6232	All Halls - Cutlery & Crockery	\$1,167	\$980	49%	\$0	\$2,000
6324	RSL Hall - Building Maintenance	\$2,312	\$1,698	49%	\$0	\$3,500
6146	Interest on Loan	\$0	\$7,835	51%	\$0	\$15,345
6147	Loan Guarantee Fee	\$0	\$0	0%	\$0	\$2,800
New	General Administration Allocated	\$0	\$0	0%	\$0	\$0
033P	Loss on Sale of Assets	\$0	\$0	0%	\$0	\$0
016D	Public Halls Building Depreciation	\$52,498	\$0	0%	\$0	\$90,000
Sub Total - PUBLIC HALLS & CIVIC CENTRES OP/EXP		\$91,917	\$40,857		\$0	\$168,615
OPERATING INCOME						
6203	Memorial Hall Rentals	(\$933)	(\$1,800)	113%	(\$1,600)	\$0
6213	RSL Hall Rentals	(\$525)	(\$608)	68%	(\$900)	\$0
6225	Lotteries Grants	\$0	\$0	0%	\$0	\$0
6243	Grant - LR&CIP (Harrison Place)	\$0	\$0	0%	(\$197,625)	\$0
6233	Grant - LR & CIP (Memorial Hall)	\$0	\$0	0%	\$0	\$0
017P	Profit on Sale of Assets	\$0	\$0	0%	\$0	\$0
Sub Total - PUBLIC HALLS & CIVIC CENTRES OP/INC		(\$1,458)	(\$2,408)		(\$200,125)	\$0
Total - PUBLIC HALL & CIVIC CENTRES		\$90,458	\$38,449		(\$200,125)	\$168,615

SHIRE OF KOJONUP

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

ACCOUNT	YEAR TO DATE 31 JANUARY 2023		% of Annual Budget	BUDGET 2022-23		
	Budget	Actual		Income	Expense	
OTHER RECREATION & SPORT						
OPERATING EXPENDITURE						
6342	Salaries - Other Recreation	\$32,082	\$28,747	52%	\$0	\$55,000
6343	Superannuation	\$3,792	\$4,549	70%	\$0	\$6,500
6362	Kojonup Springs Conveniences	\$11,701	\$11,257	57%	\$0	\$19,846
6364	Kojonup Springs Grounds Maintenance	\$5,541	\$7,125	75%	\$0	\$9,500
6372	Apex Park Conveniences - Operating	\$24,961	\$24,794	59%	\$0	\$42,117
6373	Apex Park Conveniences - Building Maint	\$1,458	\$918	37%	\$0	\$2,500
6374	Apex Park - Grounds Maint	\$25,436	\$23,961	55%	\$0	\$43,500
6382	Railway Reserve Conveniences	\$1,129	\$1,584	96%	\$0	\$1,650
6392	Newstead Park - Grounds Maint	\$4,433	\$6,139	81%	\$0	\$7,600
6394	Railway Reserve Grounds Maint	\$9,833	\$8,805	54%	\$0	\$16,250
6401	Trails Master Planning	\$0	\$0	0%	\$0	\$0
6402	Sports Complex - Netball Conveniences	\$3,783	\$6,571	106%	\$0	\$6,200
6403	Sports Complex - Netball Area Maint	\$1,721	\$204	7%	\$0	\$2,950
6404	Sports Complex - Grounds Maint	\$72,914	\$74,722	60%	\$0	\$125,000
6408	Sports Complex - Conveniences	\$3,879	\$6,521	98%	\$0	\$6,650
6412	Hillman Park - Grounds Maint	\$4,655	\$10,393	130%	\$0	\$7,980
6414	Sports Complex - Reticulation	\$5,833	\$15,205	152%	\$0	\$10,000
6415	Oval Lighting	\$875	\$1,445	96%	\$0	\$1,500
6422	Kojonup Bk (Piesse Park) - Grounds Maint	\$6,139	\$4,798	46%	\$0	\$10,525
6425	Sports Complex - Hockey Club Building	\$283	\$21	5%	\$0	\$450
6426	Subscriptions	\$292	\$168	34%	\$0	\$500
6434	Water - Turkey Nest Dam Maintenance	\$3,821	\$4,415	67%	\$0	\$6,550
6435	Water - Showgrounds Maint	\$1,155	\$637	32%	\$0	\$1,980
6436	Consultants - Other Rec	\$11,666	\$7,970	40%	\$0	\$20,000
6444	Muradup Townsite Grounds	\$7,000	\$4,800	40%	\$0	\$12,000
6446	Conferences & Training	\$1,050	\$1,424	79%	\$0	\$1,800
6452	Playground Safety & Minor Upgrades	\$2,362	\$4,069	100%	\$0	\$4,050
6454	Kojonup Town Entrances	\$1,721	\$812	28%	\$0	\$2,950
6474	Industrial Area Slashing & Spraying	\$1,050	\$1,836	102%	\$0	\$1,800
6477	Sports Complex - Utilities & Insurance	\$13,453	\$13,470	76%	\$0	\$17,620
6486	Rail Trails	\$7,084	\$0	0%	\$0	\$12,145
6492	Myrtle Benn Reserve	\$1,283	\$4,847	220%	\$0	\$2,200
6494	Sundry Reserves	\$12,291	\$7,279	36%	\$0	\$20,500
6502	Grant Development	\$1,167	\$4,500	225%	\$0	\$2,000
6552	Sports Complex - Cleaning	\$7,816	\$9,597	72%	\$0	\$13,400
6554	Sports Complex - Building Maint	\$4,375	\$2,579	34%	\$0	\$7,500
6558	Loan Guarantee Fee	\$8,055	\$10,931	81%	\$0	\$13,425
6559	Recreation - Interest on Loans	\$27,827	\$28,479	52%	\$0	\$54,730
6592	Skate Park	\$583	\$438	44%	\$0	\$1,000
6792	Admin Allocation - Cash	\$19,252	\$16,924	51%	\$0	\$33,004
7107	Polocrosse Works Requested	\$292	\$637	127%	\$0	\$500
033L	Loss on Sale of Assets	\$0	\$0	0%	\$0	\$0
017D	Other Sport Buildings Depreciation	\$291,655	\$0	0%	\$0	\$500,000
Sub Total - OTHER RECREATION & SPORT OP/EXP		\$645,699	\$363,574		\$0	\$1,105,372
OPERATING INCOME						
6463	Grant - Drought Communities (Netball Roof)	\$0	\$0	0%	(\$25,858)	\$0
6473	Grant - Rail Trails	\$0	\$0	0%	(\$12,145)	\$0
6513	Contrib-Foot Club Sports Complex	\$0	\$0	0%	(\$4,800)	\$0
6523	Complex Bldg Fees	(\$3,792)	(\$2,225)	34%	(\$6,500)	\$0
6533	Rec Ground Lease Fees	\$0	\$0	0%	(\$3,000)	\$0
6553	Contribution-Dept Education - Oval	\$0	\$15,458	-52%	(\$30,000)	\$0
6613	Lotterywest - Playground/Gym/Shade	(\$165,480)	(\$413,707)	100%	(\$413,700)	\$0
6623	Grant - CSRFF	\$0	\$0	0%	(\$28,000)	\$0
6633	Grant - LR&CI Program	\$0	\$0	0%	(\$88,822)	\$0
6643	Grant - Trails	(\$20,000)	\$0	0%	(\$20,000)	\$0
6663	Contribution - Apex Club	\$0	\$0	0%	(\$27,330)	\$0
Sub Total - OTHER RECREATION & SPORT OP/INC		(\$189,272)	(\$400,474)		(\$660,155)	\$0
Total - OTHER RECREATION & SPORT		\$456,428	(\$36,899)		(\$660,155)	\$1,105,372

SHIRE OF KOJONUP

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

ACCOUNT	YEAR TO DATE 31 JANUARY 2023			% of Annual Budget	BUDGET 2022-23	
	Budget	Actual			Income	Expense
SWIMMING AREAS & BEACHES						
OPERATING EXPENDITURE						
6252	Building Maintenance	\$3,500	\$24,777	413%	\$0	\$6,000
6254	Consumables & Minor Expenses	\$875	\$48	3%	\$0	\$1,500
6257	Utilities & Telephone	\$16,333	\$13,687	49%	\$0	\$28,000
6258	Insurance	\$10,600	\$10,818	102%	\$0	\$10,600
6261	Maintenance - Builder	\$1,458	\$716	29%	\$0	\$2,500
6262	Grounds Maintenance	\$4,083	\$3,156	45%	\$0	\$7,000
6264	Swimmin Pool - Chemicals	\$4,666	\$4,041	51%	\$0	\$8,000
6271	Non-Capital Purchases per 10yr Plan	\$875	\$0	0%	\$0	\$1,500
6272	Equipment Maintenance	\$4,666	\$2,774	35%	\$0	\$8,000
6274	Kiosk - COGS	\$1,167	\$2,585	129%	\$0	\$2,000
6352	Swimming Pool Salaries	\$37,915	\$23,591	36%	\$0	\$65,000
6353	Superannuation	\$4,083	\$3,501	50%	\$0	\$7,000
6354	Conferences & Training	\$875	\$0	0%	\$0	\$1,500
6356	Staff Housing Subsidy (S/Pool)	\$4,083	\$5,259	75%	\$0	\$7,000
6292	Administration Allocated Cash	\$9,873	\$8,679	51%	\$0	\$16,925
050D	Depreciation Buildings	\$40,832	\$0	0%	\$0	\$70,000
Sub Total - SWIMMING AREAS & BEACHES OP/EXP		\$145,884	\$103,632		\$0	\$242,525
OPERATING INCOME						
6294	Pool Entry Fees	(\$4,666)	(\$8,138)	102%	(\$8,000)	\$0
6295	Pool Kiosk Sales	(\$2,917)	(\$3,707)	74%	(\$5,000)	\$0
6296	Pool Daily Entry Fees	(\$3,500)	(\$4,407)	73%	(\$6,000)	\$0
Sub Total - SWIMMING AREAS & BEACHES OP/INC		(\$11,083)	(\$16,253)		(\$19,000)	\$0
Total - SWIMMING AREAS & BEACHES		\$134,801	\$87,379		(\$19,000)	\$242,525
TV & RADIO BROADCASTING & RETRANSMISSION						
OPERATING EXPENDITURE						
6752	Television Translator	\$37	\$38	102%	\$0	\$37
6772	VHF Repeater Operating/Maintenance	\$0	\$0	0%	\$0	\$0
Sub Total - TV & RADIO RETRANSMISSION OP/EXP		\$37	\$38		\$0	\$37
Total - TV & RADIO RETRANSMISSION		\$37	\$38		\$0	\$37

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ACCOUNT	YEAR TO DATE 31 JANUARY 2023		% of Annual Budget	BUDGET 2022-23		
	Budget	Actual		Income	Expense	
LIBRARIES						
OPERATING EXPENDITURE						
6812	Library Salaries	\$43,165	\$42,148	57%	\$0	\$74,000
6842	Superannuation	\$4,666	\$4,519	56%	\$0	\$8,000
6852	Emp Insurances (Lib)	\$2,425	\$2,078	86%	\$0	\$2,425
6862	Conference & Training (Lib)	\$583	\$0	0%	\$0	\$1,000
6882	Library Operating Expenses	\$1,750	\$637	21%	\$0	\$3,000
6892	Lib Software Licencing	\$992	\$1,801	106%	\$0	\$1,700
6902	Library Resource Purchases	\$1,167	\$890	45%	\$0	\$2,000
6903	Library Regional Activity Plan Contribution	\$2,567	\$3,964	90%	\$0	\$4,400
6907	Library-Replace Lost/Damaged Books	\$0	\$0	0%	\$0	\$0
6942	Administration Allocated Cash	\$9,873	\$8,679	51%	\$0	\$16,925
6952	Administration Allocated Non-Cash	\$1,327	\$0	0%	\$0	\$2,275
6982	Seniors Week Grant Expenses	\$117	\$0	0%	\$0	\$200
6992	Be Connected Expenses	\$0	\$0	0%	\$0	\$0
018D	Depreciation Furniture	\$0	\$0	0%	\$0	\$0
Sub Total - LIBRARIES OP/EXP		\$68,631	\$64,717		\$0	\$115,925
OPERATING INCOME						
6963	Library Fines & Penalties - Lost Books	\$0	\$0	0%	\$0	\$0
6973	Sundry Income	(\$12)	(\$5)	23%	(\$20)	\$0
6983	Seniors Week Grant	(\$583)	\$0	0%	(\$1,000)	\$0
6993	Be Connected Income	\$0	\$0	0%	\$0	\$0
Sub Total - LIBRARIES OP/INC		(\$595)	(\$5)		(\$1,020)	\$0
Total - LIBRARIES		\$68,036	\$64,713		(\$1,020)	\$115,925
HERITAGE & OTHER CULTURE						
OPERATING EXPENDITURE						
7002	Historical Society - Donation	\$8,000	\$5,000	63%	\$0	\$8,000
7022	Old Military Barracks	\$58	\$16	16%	\$0	\$100
7024	Old Post Office - Building Maintenance	\$1,993	\$921	32%	\$0	\$2,910
7032	Elverd Cottage - Building Mtce	\$1,500	\$1,110	56%	\$0	\$2,000
7034	Elverd Cottage - Ground Maint	\$1,085	\$688	37%	\$0	\$1,860
7046	Old Post Office - Grounds Maintenance	\$1,692	\$0	0%	\$0	\$2,400
7106	Showgrounds - Building Maintenance	\$6,250	\$8,563	107%	\$0	\$8,000
7101	Annual Show - Works Assistance	\$8,166	\$18,779	134%	\$0	\$14,000
7103	Muradup & Jingalup War Memorials	\$583	\$0	0%	\$0	\$1,000
7222	Military Barracks - Ground Maint	\$2,813	\$4,672	109%	\$0	\$4,301
019D	Depreciation Buildings	\$14,583	\$0	0%	\$0	\$25,000
Sub Total - OTHER CULTURE OP/EXP		\$46,723	\$39,807		\$0	\$69,571
OPERATING INCOME						
7243	Grant Funding Kojonup Bush Tucker & Sculpture Trail		\$0	0%	\$0	\$0
Sub Total - OTHER CULTURE OP/INC		\$0	\$0		\$0	\$0
Total - OTHER CULTURE		\$46,723	\$39,807		\$0	\$69,571
Total - RECREATION AND CULTURE		\$796,484	\$193,487		(\$880,300)	\$1,702,045

SHIRE OF KOJONUP

MONTHLY FINANCIAL REPORT

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

ACCOUNT		YEAR TO DATE 31 JANUARY 2023		% of Annual Budget	BUDGET 2022-23	
		Budget	Actual		Income	Expense
STREETS,ROADS, BRIDGES, DEPOTS - MAINTENANCE						
OPERATING EXPENDITURE						
7632	Town Streets - Drainage Mtce	\$9,493	\$3,749	23%	\$0	\$16,275
7642	ROADS MTCE - FLOOD DAMAGE.	\$0	\$76	0%	\$0	\$0
7662	Bridge Maintenance	\$64,403	\$25,897	28%	\$0	\$92,550
7672	Footpath Maintenance	\$6,125	\$16,911	161%	\$0	\$10,500
7682	Lighting Of Streets	\$33,832	\$34,722	60%	\$0	\$58,000
7692	Depot Maint	\$22,788	\$29,911	81%	\$0	\$36,960
7694	Depot - Grounds & Nursery Maint	\$4,666	\$1,993	25%	\$0	\$8,000
7695	Depot - OHS Minor Items	\$735	\$30	2%	\$0	\$1,260
7704	Depot Cleaning	\$11,025	\$20,991	111%	\$0	\$18,900
RM01	Grading	\$352,903	\$550,898	91%	\$0	\$605,000
RM02	Grading - Summer	\$0	\$191	0%	\$0	\$0
RM03	Drainage Maintenance	\$113,308	\$88,326	45%	\$0	\$194,250
RM04	Bitumen Patching/Repair	\$42,873	\$77,261	105%	\$0	\$73,500
RM05	Guide Post & Signage	\$27,561	\$29,827	63%	\$0	\$47,250
RM06	Roadside Spraying	\$21,291	\$18,125	50%	\$0	\$36,500
RM08	Rural Limb & Tree Removal - Fallen	\$33,647	\$42,343	73%	\$0	\$57,683
RM10	Traffic Counter Transportation	\$0	\$2,474	0%	\$0	\$0
RM11	Kerb Maintenance	\$1,837	\$2,999	95%	\$0	\$3,150
RM15	Trees Rural Major Works	\$36,749	\$65,355	104%	\$0	\$63,000
RM16	Townsite-Kojonup-Verge Mtce	\$47,773	\$74,687	91%	\$0	\$81,900
RM17	Townsite Trees - General Mtce	\$9,508	\$7,673	47%	\$0	\$16,300
RM18	TOWNSITE TREES - UPGRADE, WATERING etc	\$1,925	\$0	0%	\$0	\$3,300
RM19	Townsite Trees - Pruning - Contractor	\$6,533	\$4,145	37%	\$0	\$11,200
RM20	Road Accident Recovery	\$612	\$0	0%	\$0	\$1,050
RM21	STORM DAMAGE CLEANUP WANDRRA FUNDED EXP	\$0	\$0	0%	\$0	\$0
RM22	Removal of Street Trees	\$7,175	\$4,577	37%	\$0	\$12,300
RM23	Townsite Street Sweeping	\$6,125	\$3,360	32%	\$0	\$10,500
RM24	Carpark Line marking	\$3,062	\$0	0%	\$0	\$5,250
7702	Administration Allocated Cash	\$197,453	\$173,582	51%	\$0	\$338,504
020D	Depreciation on Road Assets	\$1,137,746	\$0	0%	\$0	\$1,950,500
122L	Loss on Sale of Asset	\$0	\$0	0%	\$0	\$0
Sub Total - MTCE STREETS ROADS DEPOTS OP/EXP		\$2,201,148	\$1,282,039		\$0	\$3,753,582
OPERATING INCOME						
7405	Roads Grants RRG	(\$420,562)	(\$368,000)	36%	(\$1,023,405)	\$0
7315	Grant - Speed Signs	\$0	\$0	0%	\$0	\$0
7323	Grant - LR&CIP	\$0	\$0	0%	(\$169,411)	\$0
7375	Main Roads WA Direct Grant	(\$160,000)	(\$176,225)	110%	(\$160,000)	\$0
7325	Grant - Special	\$0	\$0	0%	(\$276,000)	\$0
7435	Roads to Recovery - Current Allocation	(\$181,650)	(\$273,173)	63%	(\$432,500)	\$0
7605	Sale of Small Items	(\$3,200)	(\$2,182)	27%	(\$8,000)	\$0
7683	Street Lighting Contribution	\$0	\$0	0%	(\$10,000)	\$0
7699	WANDRRA FUNDING	\$0	\$0	0%	\$0	\$0
7773	BILLBOARD ADVERTISING	\$0	\$1,636	0%	\$0	\$0
Sub Total - MTCE STREETS ROADS DEPOTS OP/INC		(\$765,412)	(\$817,944)		(\$2,079,316)	\$0
Total - MTCE STREETS ROADS DEPOTS		\$1,435,736	\$464,095		(\$2,079,316)	\$3,753,582

SHIRE OF KOJONUP

MONTHLY FINANCIAL REPORT

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

ACCOUNT	YEAR TO DATE 31 JANUARY 2023			% of Annual Budget	BUDGET 2022-23	
	Budget	Actual			Income	Expense
AERODROMES						
OPERATING EXPENDITURE						
7762	Airport Building - Miantenance	\$2,467	\$1,929	50%	\$0	\$3,850
7761	Interest on Loan (Airstrip)	\$1,032	\$1,033	62%	\$0	\$1,669
7764	Airport Building - Cleaning	\$1,178	\$619	31%	\$0	\$2,020
7771	Loan Guarantee Fee (Airstrip)	\$576	\$950	99%	\$0	\$960
7772	Airstrip Operations	\$29	\$0	0%	\$0	\$50
7774	Airstrip Ground Maintenance	\$3,267	\$10,864	194%	\$0	\$5,600
Sub Total - AERODROMES OP/EXP		\$8,549	\$15,395		\$0	\$14,149
OPERATING INCOME						
7793	Sundry Income - Airport	\$0	\$0	0%	\$0	\$0
7794	RADS Grant - Airstrip	\$0	\$0	0%	\$0	\$0
Sub Total - AERODROMES OP/INC		\$0	\$0		\$0	\$0
Total - AERODROMES		\$8,549	\$15,395		\$0	\$14,149
Total - TRANSPORT		\$1,444,285	\$479,489		(\$2,079,316)	\$3,767,731

SHIRE OF KOJONUP

MONTHLY FINANCIAL REPORT

Details By function Under The Following Programme Titles

And Type Of Activities Within The Programme

ACCOUNT	YEAR TO DATE 31 JANUARY 2023			% of Annual Budget	BUDGET 2022-23	
	Budget	Actual			Income	Expense
ECONOMIC SERVICES						
RURAL SERVICES						
OPERATING EXPENDITURE						
023D	Depreciation (Sch 13)	\$4,666	\$0	0%	\$0	\$8,000
8002	Water Standpipes	\$20,334	\$19,030	55%	\$0	\$34,860
8006	Rural Street Addressing	\$58	\$0	0%	\$0	\$100
					\$0	\$0
Sub Total - RURAL SERVICES OP/EXP		\$25,059	\$19,030		\$0	\$42,960
OPERATING INCOME						
8003	Water Standpipe Charges	(\$20,416)	(\$11,180)	32%	(\$35,000)	\$0
8103	GSDC Grant - Water Re-use	\$0	\$0	0%	\$0	\$0
8113	Dep't of Water Grant - Water Re-use	\$0	\$0	0%	(\$103,806)	\$0
Sub Total - RURAL SERVICES OP/INC		(\$20,416)	(\$11,180)		(\$138,806)	\$0
Total - RURAL SERVICES		\$4,643	\$7,850		(\$138,806)	\$42,960

SHIRE OF KOJONUP

MONTHLY FINANCIAL REPORT

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

ACCOUNT		YEAR TO DATE		% of Annual Budget	BUDGET	
		31 JANUARY 2023 Budget	Actual		2022-23 Income	Expense
TOURISM AND AREA PROMOTION - KODJA PLACE						
OPERATING EXPENDITURE						
8302	Salaries (Tour)	\$134,161	\$135,650	59%	\$0	\$230,000
8344	Superannuation - Visitors Centre	\$13,999	\$19,202	80%	\$0	\$24,000
8364	Tour Guide Expenses	\$10,500	\$11,615	65%	\$0	\$18,000
8322	Employee Insurances (Tour)	\$4,850	\$4,157	86%	\$0	\$4,850
8342	Conferences & Training	\$583	\$516	52%	\$0	\$1,000
8312	Legal Expenses	\$0	\$0	0%	\$0	\$0
8106	Kojonup Events marketing - EG8 - Comm Ass	\$0	\$0	0%	\$0	\$0
8109	Story Area (Mosaic)	\$583	\$100	10%	\$0	\$1,000
8367	Story Area (Digital)	\$292	\$0	0%	\$0	\$500
8110	Catering	\$1,167	\$1,898	95%	\$0	\$2,000
8368	Activity (Educational)	\$4,083	\$0	0%	\$0	\$7,000
8126	Insurances - Various	\$14,000	\$14,789	106%	\$0	\$14,000
8152	Public Liability Insurance - Kodja Place	\$8,000	\$8,184	102%	\$0	\$8,000
8142	Printing, Stationary & Office Expenses	\$6,416	\$6,207	56%	\$0	\$11,000
8162	Building Maintenance	\$5,833	\$2,494	25%	\$0	\$10,000
8557	Building Maintenance BCC	\$583	\$969	97%	\$0	\$1,000
8164	Utilities	\$11,666	\$11,070	55%	\$0	\$20,000
8166	Cleaning	\$19,395	\$25,425	76%	\$0	\$33,250
8172	Grounds Maintenance	\$7,128	\$41,082	336%	\$0	\$12,220
8174	Kodja Place Rose Maze Grounds Maint	\$26,565	\$19,804	43%	\$0	\$45,542
8192	Misc Expenses	\$2,917	\$2,684	54%	\$0	\$5,000
8358	Kodja Place Website	\$1,750	\$0	0%	\$0	\$3,000
8444	Retail Stock - COGS	\$29,166	\$29,945	60%	\$0	\$50,000
8394	Events	\$11,666	\$3,494	17%	\$0	\$20,000
8412	General Administration Allocated Cash	\$86,879	\$76,376	51%	\$0	\$148,942
8422	General Administration Allocated Non-Cash	\$1,327	\$0	0%	\$0	\$2,275
022D	Depreciation	\$46,081	\$0	0%	\$0	\$79,000
055D	Depreciation	\$408	\$0	0%	\$0	\$700
Sub Total - TOURISM & AREA PROMOTION KODJA OP/EXP		\$450,000	\$415,664		\$0	\$752,279
OPERATING INCOME						
8205	Kodja Place - Visitor Fees	(\$2,917)	(\$3,110)	62%	(\$5,000)	\$0
8203	Kodja Place - Hire Fees	(\$904)	(\$1,032)	67%	(\$1,550)	\$0
8204	Tour Groups	(\$583)	(\$2,324)	232%	(\$1,000)	\$0
8207	Kodja Place - Activity Fees	(\$583)	(\$1,119)	112%	(\$1,000)	\$0
8123	Mature Aged Noongar Traineeship	\$0	\$0	0%	\$0	\$0
8213	Cafe Lease Fees	(\$8,331)	(\$7,035)	49%	(\$14,282)	\$0
8223	Membership Fees & Brochure Racking	(\$292)	\$0	0%	(\$500)	\$0
8233	Events	(\$11,666)	(\$3,913)	20%	(\$20,000)	\$0
8243	Retail Sales	(\$40,832)	(\$41,699)	60%	(\$70,000)	\$0
8253	Sales - Goods on Consignment	\$0	\$0	0%	\$0	\$0
8263	Sales - Commissions	(\$1,167)	(\$4,108)	205%	(\$2,000)	\$0
8333	Grant for Oral Histories	\$0	\$0	0%	\$0	\$0
8334	Grant for Story Area (Digital)	\$0	\$0	0%	\$0	\$0
8283	Donations	(\$437)	(\$837)	112%	(\$750)	\$0
8484	Rose Maze Book Revenue	\$0	\$0	0%	\$0	\$0
Sub Total - TOURISM & AREA PROMOTION KODJA OP/INC		(\$67,712)	(\$67,913)		(\$116,082)	\$0
Total - TOURISM & AREA PROMOTION KODJA PLACE		\$382,288	\$347,751		(\$116,082)	\$752,279

SHIRE OF KOJONUP

MONTHLY FINANCIAL REPORT

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

ACCOUNT	YEAR TO DATE 31 JANUARY 2023		% of Annual Budget	BUDGET 2022-23		
	Budget	Actual		Income	Expense	
TOURISM & AREA PROMOTION OTHER						
OPERATING EXPENDITURE						
8101	Kojonup Marketing & Promotions	\$1,167	\$6,325	316%	\$0	\$2,000
8107	Hidden Treasures	\$7,058	\$11,000	91%	\$0	\$12,100
8414	Wool Wagon	\$117	\$0	0%	\$0	\$200
8354	Subscriptions, Accreditation, etc.	\$2,333	\$2,719	68%	\$0	\$4,000
8374	Australia Day Breakfast	\$1,225	\$0	0%	\$0	\$2,100
8371	EV Charging Station	\$2,917	\$3,909	78%	\$0	\$5,000
8432	Railway Station Building Maintenance	\$1,167	\$172	9%	\$0	\$2,000
8403	Tourist Railway - Upgrade to Farrar	\$0	\$0	0%	\$0	\$0
8402	Railway Station Building - Operating	\$500	\$401	80%	\$0	\$500
029D	Depreciation	\$55,998	\$0	0%	\$0	\$96,000
Sub Total - TOURISM & AREA PROM OTHER OP/EXP		\$72,480	\$25,529		\$0	\$123,900
OPERATING INCOME						
8494	EV Charging Station	(\$2,917)	(\$4,407)	88%	(\$5,000)	\$0
Sub Total - TOURISM & AREA PROM OTHER OP/INC		(\$2,917)	(\$4,407)		(\$5,000)	\$0
Total - TOURISM & AREA PROMOTION OTHER		\$69,564	\$21,121		(\$5,000)	\$123,900
BUILDING CONTROL						
OPERATING EXPENDITURE						
8552	Building Admin. Salaries	\$23,478	\$29,544	73%	\$0	\$40,250
8572	Superannuation	\$3,281	\$7,909	141%	\$0	\$5,625
8602	Other Emp Costs (Bldg)	\$2,542	\$2,078	79%	\$0	\$2,625
8612	Vehicle Operating Bld Svyr	\$6,416	\$10,707	97%	\$0	\$11,000
8622	Building Control Expenses	\$1,167	\$0	0%	\$0	\$2,000
8672	Admin Realloc Cash (Bldg)	\$9,873	\$8,679	51%	\$0	\$16,925
8682	Admin Realloc Non Cash (Bldg)	\$531	\$0	0%	\$0	\$910
8684	Loan Guarantee Fee	\$0	\$1,525	0%	\$0	\$0
Sub Total - BUILDING CONTROL OP/EXP		\$47,287	\$60,442		\$0	\$79,335
OPERATING INCOME						
8653	Building Licence Fees	(\$3,500)	(\$4,193)	70%	(\$6,000)	\$0
8663	Bcitr & Brb Commissions	(\$146)	(\$307)	123%	(\$250)	\$0
8633	Private Pool Inspection Charges	\$0	\$0	0%	\$0	\$0
8643	Shared Resources	\$0	\$0	0%	\$0	\$0
Sub Total - BUILDING CONTROL OP/INC		(\$3,646)	(\$4,500)		(\$6,250)	\$0
Total - BUILDING CONTROL		\$43,642	\$55,942		(\$6,250)	\$79,335

SHIRE OF KOJONUP

MONTHLY FINANCIAL REPORT

Details By function Under The Following Programme Titles

And Type Of Activities Within The Programme

ACCOUNT	YEAR TO DATE 31 JANUARY 2023			% of Annual Budget	BUDGET 2022-23	
	Budget	Actual			Income	Expense
OTHER ECONOMIC SERVICES						
OPERATING EXPENDITURE						
014P	Profit/Loss (Sch 13)	\$0	\$0	0%	\$0	\$0
033D	Depreciation (Sch 13 - Saleyards)	\$496	\$0	0%	\$0	\$850
8011	Wash Down Bay - Repairs	\$2,517	\$181	4%	\$0	\$4,200
8801	Wash Down Bay - Other	\$61	\$342	326%	\$0	\$105
8807	Wash Down Bay - Utility Charges	\$6,125	\$4,236	40%	\$0	\$10,500
8800	Saleyards - Ground Maintenance	\$4,841	\$1,809	22%	\$0	\$8,300
8808	Saleyards - Insurances	\$400	\$380	95%	\$0	\$400
8802	Saleyards - Other	\$507	\$127	15%	\$0	\$870
8872	Loan Guarantee Fee	\$0	\$0	0%	\$0	\$2,660
8862	Subdivision - Interest on Loans	\$0	\$14,181	96%	\$0	\$14,811
	Land Development Expenses	\$0	\$0	0%	\$0	\$0
Sub Total - OTHER ECONOMIC SERVICES OP/EXP		\$14,947	\$21,256		\$0	\$42,696
OPERATING INCOME						
8013	Washdown Bay Fees	(\$11,666)	(\$9,975)	50%	(\$20,000)	\$0
8803	Saleyards - Income	\$0	\$0	0%	\$0	\$0
Sub Total - OTHER ECONOMIC SERVICES OP/INC		(\$11,666)	(\$9,975)		(\$20,000)	\$0
Total - OTHER ECONOMIC SERVICES		\$3,281	\$11,281		(\$20,000)	\$42,696
Total - ECONOMIC SERVICES		\$503,418	\$443,945		(\$286,138)	\$1,041,170

SHIRE OF KOJONUP

MONTHLY FINANCIAL REPORT

Details By function Under The Following Programme Titles

And Type Of Activities Within The Programme

ACCOUNT	YEAR TO DATE 31 JANUARY 2023			% of Annual Budget	BUDGET 2022-23	
	Budget	Actual			Income	Expense
OTHER PROPERTY AND SERVICES						
PRIVATE WORKS						
OPERATING EXPENDITURE						
9002	Private Works	\$3,062	\$16,043	306%	\$0	\$5,250
9008	Pte Works-Other Councils-Roads	\$3,062	\$0	0%	\$0	\$5,250
Sub Total - PRIVATE WORKS OP/EXP		\$6,125	\$16,043		\$0	\$10,500
OPERATING INCOME						
9003	Private Works Income	(\$5,833)	(\$12,880)	129%	(\$10,000)	\$0
9009	Pte Works-Income-Other Councils-Roads	(\$1,167)	\$0	0%	(\$2,000)	\$0
Sub Total - PRIVATE WORKS OP/INC		(\$7,000)	(\$12,880)		(\$12,000)	\$0
Total - PRIVATE WORKS		(\$875)	\$3,163		(\$12,000)	\$10,500

SHIRE OF KOJONUP

MONTHLY FINANCIAL REPORT

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

ACCOUNT	YEAR TO DATE 31 JANUARY 2023		% of Annual Budget	BUDGET 2022-23	
	Budget	Actual		Income	Expense
PUBLIC WORKS OVERHEADS					
OPERATING EXPENDITURE					
9022	Salaries-Works-Supervisors; Assistance	\$262,490	\$294,949	66%	\$0 \$450,000
9042	Superannuation (Supervisors)	\$11,637	\$13,560	68%	\$0 \$19,950
9052	Conferences & Training (Super)	\$1,347	\$1,168	51%	\$0 \$2,309
9062	Emp Insurances (Supervisors)	\$2,425	\$2,078	86%	\$0 \$2,425
9072	Other Staff Expenses (Inc. Fbt)	\$6,416	\$18,524	168%	\$0 \$11,000
9502	Allowances	\$7,350	\$11,317	90%	\$0 \$12,600
9081	Staff Housing Subsidy (Public Works)	\$2,333	\$2,394	60%	\$0 \$4,000
9082	Vehicle Operating	\$12,250	\$12,392	59%	\$0 \$21,000
9084	Consulting Technical	\$9,187	\$0	0%	\$0 \$15,750
9092	Office Expenses	\$6,737	\$13,152	114%	\$0 \$11,550
9094	Minor Equipment/Consumables	\$4,594	\$2,986	38%	\$0 \$7,875
9095	RAMM Inventory	\$12,250	\$1,000	5%	\$0 \$21,000
9101	ICT program development for Depot	\$49,727	\$2,026	2%	\$0 \$85,250
9102	Training	\$55,123	\$129,296	137%	\$0 \$94,500
9112	Meetings	\$18,987	\$23,635	73%	\$0 \$32,550
9122	Annual Leave	\$79,622	\$89,591	66%	\$0 \$136,500
9132	Public Holidays	\$51,448	\$50,512	57%	\$0 \$88,200
9142	Sick Leave	\$39,811	\$31,541	46%	\$0 \$68,250
9152	Superannuation	\$97,996	\$110,848	66%	\$0 \$168,000
9162	Workers Comp Ins	\$45,335	\$73,177	161%	\$0 \$45,335
9172	Staff Functions	\$1,531	\$8,348	318%	\$0 \$2,625
9182	INSURANCE ON WORKS	\$5,900	\$6,088	103%	\$0 \$5,900
9192	Long Service Leave	\$24,499	\$11,705	28%	\$0 \$42,000
9202	Safety Equipment & P.P.E.	\$12,250	\$20,230	96%	\$0 \$21,000
9262	Emp Insurances - Pwo	\$4,600	\$4,836	105%	\$0 \$4,600
9280	Cleaners - Annual Leave	\$3,369	\$4,090	71%	\$0 \$5,775
9281	Cleaners - Long Service Leave	\$1,837	\$1,821	58%	\$0 \$3,150
9282	Cleaners - Sick Leave	\$1,225	\$2,120	101%	\$0 \$2,100
9284	Cleaners - Public Holidays	\$1,837	\$1,492	47%	\$0 \$3,150
9286	Cleaners - Superannuation	\$3,062	\$2,137	41%	\$0 \$5,250
9254	Cleaners - Administration	\$6,825	\$925	8%	\$0 \$11,700
021A	Annual Leave Accrual	\$0	\$0	0%	\$0 \$0
021L	Long Service Leave Accrual	\$0	\$0	0%	\$0 \$0
9302	Admin Realloc - Cash (Pwo)	\$197,453	\$173,582	51%	\$0 \$338,504
9332	Admin Non Cash Realloc (Pwo)	\$28,133	\$0	0%	\$0 \$48,230
9421	Small Items (Chainsaws, Mowers, etc)	\$1,837	\$490	16%	\$0 \$3,150
9422	Sundry Plant Recovery - Automatic Recoveries	\$11,666	\$9,228	46%	\$0 \$20,000
9312	Less Allocated To Works & Services	(\$1,058,811)	(\$1,041,134)	57%	\$0 (\$1,815,178)
Sub Total - PUBLIC WORKS O/HEADS OP/EXP		\$24,276	\$90,102		\$0 \$0
OPERATING INCOME					
9323	Sundry Misc Income - Pwo	(\$292)	\$0	0%	(\$500) \$0
Sub Total - PUBLIC WORKS O/HEADS OP/INC		(\$292)	\$0		(\$500) \$0
Total - PUBLIC WORKS OVERHEADS		\$23,985	\$90,102		(\$500) \$0

SHIRE OF KOJONUP

MONTHLY FINANCIAL REPORT

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

ACCOUNT	YEAR TO DATE 31 JANUARY 2023		% of Annual Budget	BUDGET 2022-23		
	Budget	Actual		Income	Expense	
PLANT OPERATION COSTS						
OPERATING EXPENDITURE						
9372	Wages & Overheads	\$110,246	\$78,600	42%	\$0	\$189,000
9352	Tyres & Tubes	\$4,666	\$428	5%	\$0	\$8,000
9344	Vehicle Tracking	\$29,166	\$0	0%	\$0	\$50,000
9362	Parts,Ext Work & Sundries	\$59,118	\$66,035	65%	\$0	\$101,350
9382	Vehicles - Insurance	\$65,300	\$62,994	96%	\$0	\$65,300
9386	Vehicles - Licences	\$17,149	\$1,400	5%	\$0	\$29,400
9342	Fuels & Oils	\$163,327	\$165,890	59%	\$0	\$280,000
9363	Purchase of Tools	\$1,837	\$628	20%	\$0	\$3,150
9406	Administration Allocated	\$0	\$0	0%	\$0	\$0
112P	Loss On Sale Of Assets	\$0	\$0	0%	\$0	\$26,000
9402	Less Poc Allocated To W. & S.	(\$438,766)	(\$399,017)	53%	\$0	(\$752,200)
9404	Loss on Revaluation of Assets	\$0	\$0	0%	\$0	\$0
021D	Depreciation (Sch 12)	\$224,574	\$0	0%	\$0	\$385,000
025D	Depreciation W/Back	(\$224,574)	(\$243,217)	63%	\$0	(\$385,000)
Sub Total - PLANT OPERATIONS COSTS OP/EXP		\$12,044	(\$266,260)		\$0	\$0
OPERATING INCOME						
9393	Income - Diesel Fuel Rebates	(\$10,500)	(\$11,676)	65%	(\$18,000)	\$0
012P	Profit On Sale Of Assets	\$0	\$0	0%	(\$9,000)	\$0
Sub Total - PLANT OPERATIONS COSTS OP/INC		(\$10,500)	(\$11,676)		(\$27,000)	\$0
Total - PLANT OPERATIONS COSTS		\$1,544	(\$277,936)		(\$27,000)	\$0
MATERIALS AND STOCK						
OPERATING EXPENDITURE						
9452	Stock Variance A/C	\$58	\$0	0%	\$0	\$100
Sub Total - MATERIALS AND STOCK		\$58	\$0		\$0	\$100
Total - MATERIALS AND STOCK		\$58	\$0		\$0	\$100
OTHER PROPERTY AND SERVICES						
SALARIES AND WAGES						
OPERATING EXPENDITURE						
9482	Salaries & Wages Drawn	\$2,916,550	\$2,825,991	57%	\$0	\$5,000,000
9492	Workers Compensation	\$29,166	\$3,355	7%	\$0	\$50,000
New	Wages & Allowanced Default	\$0	\$0	0%	\$0	\$0
9512	Salary & Wage Alloc To W. & S.	(\$2,916,550)	(\$2,763,931)	55%	\$0	(\$5,000,000)
Sub Total - SALARIES AND WAGES OP/EXP		\$29,166	\$65,415		\$0	\$50,000
OPERATING INCOME						
9493	Workers Compensation Income	(\$46,665)	(\$51,972)	65%	(\$80,000)	\$0
9543	APPRENTICESHIP/TRAINEE GRANTS	\$0	(\$2,975)	0%		
Sub Total - SALARIES AND WAGES OP/INC		(\$46,665)	(\$54,947)		(\$80,000)	\$0
Total - SALARIES AND WAGES		(\$17,499)	\$10,468		(\$80,000)	\$50,000

SHIRE OF KOJONUP

MONTHLY FINANCIAL REPORT

Details By function Under The Following Programme Titles

And Type Of Activities Within The Programme

ACCOUNT	YEAR TO DATE 31 JANUARY 2023			% of Annual Budget	BUDGET 2022-23	
	Budget	Actual			Income	Expense
UNCLASSIFIED						
OPERATING EXPENDITURE						
9572	Land Survey & Leasing	\$0	\$0	0%	\$0	\$0
9682	Misc Expenses-Other Property	\$8,016	\$2,443	19%	\$0	\$12,600
024D	Depreciation on Assets	\$13,416	\$0	0%	\$0	\$23,000
9862	Interest - Loans - Council	\$0	\$0	0%	\$0	\$0
9872	Interest - Loans - Self Support	\$0	\$0	0%	\$0	\$0
9882	LOAN GUARENTEE FEE	\$0	\$0	0%	\$0	\$0
9562	EQUIP PURCHASES - Non Cap	\$0	\$0	0%	\$0	\$0
Sub Total - UNCLASSIFIED OP/EXP		\$21,433	\$2,443		\$0	\$35,600
OPERATING INCOME						
9625	SMALL ITEMS INSUR INCOME	(\$1,167)	(\$1,608)	80%	(\$2,000)	\$0
9626	Sundry Misc Income - Other Property	(\$16,333)	\$0	0%	(\$28,000)	\$0
9627	Sundry Inc - Insurance Premium Refund	(\$2,917)	\$0	0%	(\$5,000)	\$0
9683	Lease Of Ksc Properties	(\$8,166)	\$0	0%	(\$14,000)	\$0
9684	PROFIT ON LG HOUSE UNIT TRUST	\$0	\$0	0%	\$0	\$0
9695	Recoverable Costs	(\$1)	(\$1,104)	110393%	(\$1)	\$0
Sub Total - UNCLASSIFIED OP/INC		(\$28,583)	(\$2,712)		(\$49,001)	\$0
Total - UNCLASSIFIED		(\$7,150)	(\$269)		(\$49,001)	\$35,600
Total - OTHER PROPERTY AND SERVICES		\$63	(\$174,472)		(\$168,501)	\$96,200

SHIRE OF KOJONUP

MONTHLY FINANCIAL REPORT

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

ACCOUNT	YEAR TO DATE 31 JANUARY 2023		% of Annual Budget	BUDGET 2022-23	
	Budget	Actual		Income	Expense
FUND TRANSFERS					
EXPENDITURE					
Tfr to Employee Leave Res.	\$0	\$1,064	10%	\$0	\$10,236
Transfer To Plant Res.	\$0	\$2,630	0%	\$0	\$0
Transfer to Gravel Pits Res.	\$0	\$150	0%	\$0	\$0
Transfer To Economic Dev Res.	\$0	\$400	449%	\$0	\$89
Transfer to Building Res.	\$0	\$0	0%	\$0	\$0
Transfer to Historical Buildings Res.	\$0	\$72	0%	\$0	\$0
Transfer To Staff Housing Res.	\$0	\$0	0%	\$0	\$0
Transfer to Springhaven Lodge Res.	\$0	\$0	0%	\$0	\$0
Transfer to Springhaven Building Res.	\$0	\$9,477	431%	\$0	\$2,197
Transfer to Low Income Housing Res.	\$0	\$377	3%	\$0	\$11,583
Transfer to Sporting Facility Res.	\$0	\$249	396%	\$0	\$63
Transfer to Drainage & Water Re-use Res.	\$0	\$0	0%	\$0	\$0
Transfer to Res.	\$0	\$0	0%	\$0	\$0
Transfer to Bushfire Communications Res.	\$0	\$403	453%	\$0	\$89
Transfer to Landfill Waste Mgmt Res.	\$0	\$361	1%	\$0	\$26,550
Transfer to Kodja Place Tourist Precinct Res.	\$0	\$45	452%	\$0	\$10
Transfer to Res.	\$0	\$0	0%	\$0	\$0
Transfer to Information & Communication Tech Res	\$0	(\$2)	0%	\$0	\$0
Transfer to Day Care Building Maint Res.	\$0	\$67	444%	\$0	\$15
Transfer To Energy Efficiency Res.	\$0	\$0	0%	\$0	\$0
Transfer To Land Acquisition & Dev Res.	\$0	\$170	459%	\$0	\$37
Transfer to Community Grants Res.	\$0	\$44	445%	\$0	\$10
Transfer To Independent Living Units Res.	\$0	\$714	452%	\$0	\$158
Transfer to Youth Reserve	\$0	(\$8)	-27%	\$0	\$31
Transfer to Natural Resource Mgmt Res.	\$0	\$440	1%	\$0	\$60,097
Transfer to Res.	\$0	\$0	0%	\$0	\$0
Transfer To Swimming Pool Res.	\$0	\$183	457%	\$0	\$40
Transfer To Springhaven Equipment Res.	\$0	\$75	438%	\$0	\$17
Transfer To Saleyards Res.	\$0	\$179	0%	\$0	\$0
Transfer to RSL Hall Building Res.	\$0	\$47	465%	\$0	\$10
Transfer to Benn Parade Multi Facility Res.	\$0	\$56	403%	\$0	\$14
Transfer to Townscape Res.	\$0	\$225	450%	\$0	\$50
Transfer to Playgrounds & Parks Res.	\$0	\$90	452%	\$0	\$20
Transfer to Memorial & Lesser Hall Res.	\$0	\$32	461%	\$0	\$7
Transfer to Kodja Place Building Res.	\$0	\$80	442%	\$0	\$18
Transfer to Shire Office/Library Building Res.	\$0	\$0	0%	\$0	\$1
Transfer to Sporting Complex Building Upgrade Res.	\$0	\$45	4499%	\$0	\$1
Transfer to Netball Court Surfacing Res.	\$0	\$0	0%	\$0	\$3,501
Transfer to The Spring Res.	\$0	\$0	0%	\$0	\$16
Transfer to Trails Network Construction Res.	\$0	\$2	30%	\$0	\$6
Transfer to Works Depot Building Upgrade Res.	\$0	\$0	0%	\$0	\$1
Transfer to Kodja Place Masterplan Implement Res.	\$0	\$0	0%	\$0	\$0
Sub Total - TRANSFERS TO RESERVE	\$0	\$17,665		\$0	\$114,867

SHIRE OF KOJONUP

MONTHLY FINANCIAL REPORT

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

ACCOUNT	YEAR TO DATE 31 JANUARY 2023		% of Annual Budget	BUDGET 2022-23	
	Budget	Actual		Income	Expense
INCOME					
Transfer from Employee Reserve	\$0	\$0	0%	\$0	\$0
Transfer from Plant Reserve	\$0	\$0	0%	(\$202,470)	\$0
Transfer from Gravel Pits Reserve	\$0	\$0	0%	\$0	\$0
Transfer from Economic Dev. Reserve	\$0	\$0	0%	(\$64,000)	\$0
Transfer from Building Maintenance Reserve	\$0	\$0	0%	\$0	\$0
Transfer from Historical Buildings Reserve	\$0	\$0	0%	\$0	\$0
Transfer from Staff Housing Res	\$0	\$0	0%	\$0	\$0
Transfer from Springhaven Lodge Res	\$0	(\$250,000)	0%	\$0	\$0
Transfer from Springhaven Building Res	\$0	\$0	0%	\$0	\$0
Transfer from Low Income Housing Reserve	\$0	\$0	0%	(\$10,000)	\$0
Transfer from Sporting Facility Reserve	\$0	\$0	0%	(\$42,178)	\$0
Transfer from Drainage & Water Re-Use Res	\$0	\$0	0%	\$0	\$0
Transfer from Springhaven Building Maint Res	\$0	\$0	0%	\$0	\$0
Transfer from Bushfire Communications Res	\$0	\$0	0%	(\$89,346)	\$0
Transfer from Landfill Waste Mgmt Res	\$0	\$0	0%	(\$50,000)	\$0
Transfer from Kodja Place Tourist Precinct Res.	\$0	\$0	0%	(\$10,000)	\$0
Transfer from Res.	\$0	\$0	0%	\$0	\$0
Transfer from Information & Communications Technology Res.	\$0	\$0	0%	\$0	\$0
Transfer from Day Care Building Maint Res.	\$0	\$0	0%	(\$7,000)	\$0
Transfer from Energy Efficiency Res.	\$0	\$0	0%	\$0	\$0
Transfer from Land Acquisition & Dev. Res.	\$0	\$0	0%	(\$37,000)	\$0
Transfer from Community Grants Res.	\$0	\$0	0%	\$0	\$0
Transfer from Independent Living Units Res.	\$0	\$0	0%	(\$18,793)	\$0
Transfer from Youth Res.	\$0	\$0	0%	(\$20,000)	\$0
Transfer from Natural Resource Mgmt Res.	\$0	\$0	0%	(\$83,164)	\$0
Transfer from Res.	\$0	\$0	0%	\$0	\$0
Transfer from Swimming Pool Res.	\$0	\$0	0%	\$0	\$0
Transfer from Springhaven Equipment Res.	\$0	\$0	0%	(\$10,000)	\$0
Transfer from Saleyards Res.	\$0	\$0	0%	(\$9,570)	\$0
Transfer from RSL Hall Building Res.	\$0	\$0	0%	\$0	\$0
Transfer from Benn Parade Multi Facility Res.	\$0	\$0	0%	(\$14,301)	\$0
Transfer from Townscape Res.	\$0	\$0	0%	(\$49,801)	\$0
Transfer from Playgrounds & Parks Res.	\$0	\$0	0%	(\$10,000)	\$0
Transfer from Memorial & Lesser Hall Upgrade Res.	\$0	\$0	0%	\$0	\$0
Transfer from Kodja Placxe Building Upgrade Res.	\$0	\$0	0%	(\$10,000)	\$0
Transfer from Shire Office/Library Building Res.	\$0	\$0	0%	\$0	\$0
Transfer from Sporting Complex Building Res.	\$0	\$0	0%	\$0	\$0
Transfer from Netball Court Surfacing Res.	\$0	\$0	0%	\$0	\$0
Transfer from The Spring Res.	\$0	\$0	0%	(\$16,000)	\$0
Transfer from Trails Network Construction Res.	\$0	\$0	0%	(\$6,000)	\$0
Transfer from Works Depot Building Res.	\$0	\$0	0%	\$0	\$0
Transfer from Kodja Place Masterplan Implement Res.	\$0	\$0	0%	\$0	\$0
Sub Total - TRANSFERS FROM RESERVE	\$0	(\$250,000)		(\$759,623)	\$0
Total - TRANSFERS	\$0	(\$232,335)		(\$759,623)	\$114,867
Total - FUND TRANSFER	\$0	(\$232,335)		(\$759,623)	\$114,867

SHIRE OF KOJONUP

MONTHLY FINANCIAL REPORT

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

ACCOUNT	YEAR TO DATE 31 JANUARY 2023		% of Annual Budget	BUDGET 2022-23		
	Budget	Actual		Income	Expense	
NEW - (Surplus) / Deficit - Opening 1 July	\$0	(\$475,454)		(\$475,454)	\$0	
Sub Total - SURPLUS C/FWD	\$0	(\$475,454)		(\$475,454)	\$0	
Total - SURPLUS	\$0	(\$475,454)		(\$475,454)	\$0	
LIABILITY LOANS - PRINCIPAL REPAYMENT						
EXPENDITURE						
New	Loan 149 - Communications tower	\$0	\$0	0%	\$0	\$0
New	Loan 137 - Medical Centre	\$4,257	\$4,257	50%	\$0	\$8,551
New	Loan 135 - Bagg St House	\$4,868	\$4,868	50%	\$0	\$9,811
New	Loan 139 - Aged Units	\$4,989	\$4,989	50%	\$0	\$10,008
New	Loan 140 - Staff Housing	\$29,495	\$29,496	50%	\$0	\$59,246
New	Loan 138 - GROH Housing	\$55,290	\$55,290	50%	\$0	\$110,979
New	Loan 144 - Staff Housing	\$5,272	\$5,272	50%	\$0	\$10,594
New	Loan 145 - GROH Housing	\$5,272	\$5,272	50%	\$0	\$10,594
New	Loan 148 - Staff Housing renovations	\$7,118	\$7,159	50%	\$0	\$14,396
New	Loan 134 - Sports Complex	\$8,476	\$8,476	49%	\$0	\$17,162
New	Loan 136 - Sports Complex Wall	\$4,822	\$4,822	50%	\$0	\$9,692
New	Loan 143 - Netball Courts & Roof	\$25,947	\$25,947	50%	\$0	\$52,268
New	Loan 142 - Oval Lighting	\$12,066	\$12,066	50%	\$0	\$24,220
New	Loan 146 - Harrison Place Toilets & Park	\$16,530	\$16,531	50%	\$0	\$33,385
New	Loan 150 - Harrison Place Toilets & Park	\$0	\$0	0%	\$0	\$0
New	Loan 141 - Airstrip Lighting	\$4,984	\$4,984	50%	\$0	\$10,005
New	Loan 147 - Land Development	\$15,955	\$15,955	50%	\$0	\$32,223
	Sub Total - LOAN REPAYMENTS	\$205,341	\$205,386		\$0	\$413,134
INCOME						
New	Loan 133 - Kojonup Bowls Club S/S Principal Repayment				\$0	\$0
	Sub-Total - LOAN PRINCIPAL REIMBURSEMENTS				\$0	\$0
	Total - NON CURRENT LIABILITIES	\$205,341	\$205,386		\$0	\$413,134
NEW LOANS RAISED						
INCOME						
9967	New Loan 149 - Communications Tower	(\$400,000)	\$0	0%	(\$400,000)	\$0
9968	New Loan 150 - Harrison Place Toilets & Park	(\$200,000)	\$0	0%	(\$200,000)	\$0
	Sub Total - New Loans Raised	(\$600,000)	\$0		(\$600,000)	\$0
	Total - NEW LOANS - CURRENT LIABILITIES	(\$600,000)	\$0		(\$600,000)	\$0
NON CASH ITEMS WRITTEN BACK						
	Depreciation Written Back	\$0	\$0		\$0	(\$3,774,415)
	Profit on Sale of Assets Written Back	\$0	\$0		\$16,000	\$0
	Loss on Sale of Assets Written Back	\$0	(\$3,809)		\$0	(\$26,000)
	Movement in Springhaven Lodge Bonds Reserve Bank Account	\$0	\$250,000		\$0	\$0
	Movement in Doubtful Debts	\$0	\$0		\$0	(\$2,000)
	Sub Total - DEPRECIATION WRITTEN BACK		\$0		\$16,000	(\$3,802,415)
	Total - NON CASH ITEMS	\$0	\$246,191		\$16,000	(\$3,802,415)

SHIRE OF KOJONUP

MONTHLY FINANCIAL REPORT

Details By function Under The Following Programme Titles

And Type Of Activities Within The Programme

ACCOUNT	YEAR TO DATE 31 JANUARY 2023		% of Annual Budget	BUDGET 2022-23		
	Budget	Actual		Income	Expense	
FURNITURE AND EQUIPMENT						
GOVERNANCE						
CAPITAL EXPENDITURE						
C137	ICT Plan Implementation	\$0	\$0	0%	\$0	\$0
C312	Office Equipment - Furniture	\$0	\$0	0%	\$0	\$0
C265	Council Chambers/Reception Lounge	\$0	\$0	0%	\$0	\$0
Sub Total - CAPITAL WORKS		\$0	\$0		\$0	\$0
Total - GOVERNANCE		\$0	\$0		\$0	\$0
FURNITURE AND EQUIPMENT						
HOUSING						
EXPENDITURE						
C147	Springhaven - Furniture	\$10,000	\$237	2%	\$0	\$10,000
Sub Total - CAPITAL WORKS		\$10,000	\$237		\$0	\$10,000
Total - HOUSING		\$10,000	\$237		\$0	\$10,000
FURNITURE AND EQUIPMENT						
RECREATION & CULTURE						
CAPITAL EXPENDITURE						
C430	Sporting Complex - Audio Visual	\$0	\$2,575	0%	\$0	\$0
Sub Total - CAPITAL WORKS		\$0	\$2,575		\$0	\$0
Total - RECREATION & CULTURE		\$0	\$2,575		\$0	\$0
Total - FURNITURE AND EQUIPMENT		\$10,000	\$2,813		\$0	\$10,000

SHIRE OF KOJONUP

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

ACCOUNT	YEAR TO DATE 31 JANUARY 2023		% of Annual Budget	BUDGET 2022-23		
	Budget	Actual		Income	Expense	
LAND						
COMMUNITY AMENITIES						
CAPITAL EXPENDITURE						
C310	Subdivision Construction	\$94,000	\$15,311	16%	\$0	\$94,000
	Sub Total - CAPITAL WORKS	\$94,000	\$15,311		\$0	\$94,000
	Total- COMMUNITY AMENITIES	\$94,000	\$15,311		\$0	\$94,000
	Total - LAND	\$94,000	\$15,311		\$0	\$94,000
BUILDINGS						
GOVERNANCE						
EXPENDITURE						
C191	Office Building Capital Renewal	\$14,989	\$3,402	23%	\$0	\$14,989
	Sub Total - CAPITAL WORKS	\$14,989	\$3,402		\$0	\$14,989
	TOTAL - GOVERNANCE	\$14,989	\$3,402		\$0	\$14,989
BUILDINGS						
LAW ORDER AND PUBLIC SAFETY						
EXPENDITURE						
C440	Cat Pound	\$16,000	\$0	0%	\$0	\$16,000
	Sub Total - CAPITAL WORKS	\$16,000	\$0		\$0	\$16,000
	TOTAL - LAW ORDER AND PUBLIC SAFETY	\$16,000	\$0		\$0	\$16,000
BUILDINGS						
EDUCATION & WELFARE						
CAPITAL EXPENDITURE						
C107	Playgroup/Toy Library	\$39,000	\$0	0%	\$0	\$39,000
	Sub Total - CAPITAL WORKS	\$39,000	\$0		\$0	\$139,000
	TOTAL - EDUCATION & WELFARE	\$39,000	\$0		\$0	\$139,000

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

ACCOUNT	YEAR TO DATE 31 JANUARY 2023			% of Annual Budget	BUDGET 2022-23	
	Budget	Actual			Income	Expense
BUILDINGS						
HOUSING						
EXPENDITURE						
C157	CEO Residence - 15 Loton Close	\$50,000	\$0	0%	\$0	\$50,000
C140	Staff - 34 Katanning Road	\$75,000	\$6,121	4%	\$0	\$150,000
C141	39 Vanzuilecom St	\$75,000	\$0	0%	\$0	\$150,000
C195	Springhaven - Building	\$200,000	\$0	0%	\$0	\$200,000
C427	Springhaven - Building - ACAR Grant	\$285,000	\$129,309	45%	\$0	\$285,000
C313	Jean Sullivan Units	\$10,000	\$7,700	77%	\$0	\$10,000
C145	Loton Close Units	\$18,793	\$0	0%	\$0	\$18,793
Sub Total - CAPITAL WORKS		\$713,793	\$143,130		\$0	\$863,793
Total - HOUSING		\$713,793	\$143,130		\$0	\$863,793
BUILDINGS						
COMMUNITY AMENITIES						
CAPITAL EXPENDITURE						
C442	Mens Shed - Construction of New	\$500,000	\$3,365	0%	\$0	\$1,000,000
Sub Total - CAPITAL WORKS		\$500,000	\$3,365		\$0	\$1,000,000
Total - COMMUNITY AMENITIES		\$500,000	\$3,365		\$0	\$1,000,000
BUILDINGS						
RECREATION AND CULTURE						
CAPITAL EXPENDITURE						
C198	Historic Buildings - Capital Improvement	\$30,000	\$25,595	85%	\$0	\$30,000
C408	Harrison Place Toilets & Park	\$200,000	\$113,425	57%	\$0	\$200,000
C428	Sub-division - Harness Display Shed	\$12,000	\$7,720	64%	\$0	\$12,000
Sub Total - CAPITAL WORKS		\$242,000	\$146,740		\$0	\$242,000
Total - RECREATION AND CULTURE		\$242,000	\$146,740		\$0	\$242,000

SHIRE OF KOJONUP

MONTHLY FINANCIAL REPORT

Details By function Under The Following Programme Titles

And Type Of Activities Within The Programme

ACCOUNT	YEAR TO DATE 31 JANUARY 2023		% of Annual Budget	BUDGET 2022-23	
	Budget	Actual		Income	Expense
BUILDINGS					
ECONOMIC SERVICES					
CAPITAL EXPENDITURE					
C177 Kodja Place Capital Renewal	\$10,000	\$0	0%	\$0	\$10,000
Sub Total - CAPITAL WORKS	\$10,000	\$0		\$0	\$10,000
Total - ECONOMIC SERVICES	\$10,000	\$0		\$0	\$10,000
BUILDINGS					
OTHER PROPERTY AND SERVICES					
CAPITAL EXPENDITURE					
C286 Chemical Shed - replacement/upgrade	\$34,647	\$10,280	30%	\$0	\$34,647
Sub Total - CAPITAL WORKS	\$34,647	\$10,280		\$0	\$34,647
Total - OTHER PROPERTY AND SERVICES	\$34,647	\$10,280		\$0	\$34,647
Total - BUILDINGS	\$1,570,429	\$306,919		\$0	\$2,320,429

SHIRE OF KOJONUP

MONTHLY FINANCIAL REPORT

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

ACCOUNT	YEAR TO DATE 31 JANUARY 2023			% of Annual Budget	BUDGET 2022-23	
	Budget	Actual			Income	Expense
	PLANT AND EQUIPMENT					
	TRANSPORT					
	CAPITAL EXPENDITURE					
7604	Major Plant Purchases	\$380,000	\$275,865	73%	\$0	\$380,000
C404	Signage - Electronic Speed Signs	\$0	\$770	0%	\$0	\$0
	Sub Total - CAPITAL WORKS	\$380,000	\$276,635		\$0	\$380,000
	Total - TRANSPORT	\$380,000	\$276,635		\$0	\$380,000
	PLANT AND EQUIPMENT					
	ECONOMIC SERVICES					
	CAPITAL EXPENDITURE					
C456	Kodja Place - Equipment Upgrade	\$60,000	\$37,450	62%	\$0	\$60,000
	Sub Total - CAPITAL WORKS	\$60,000	\$37,450		\$0	\$60,000
	Total - ECONOMIC SERVICES	\$60,000	\$37,450		\$0	\$60,000
	Total - PLANT AND EQUIPMENT	\$440,000	\$314,085		\$0	\$440,000

SHIRE OF KOJONUP

MONTHLY FINANCIAL REPORT

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

ACCOUNT	YEAR TO DATE 31 JANUARY 2023		% of Annual Budget	BUDGET 2022-23	
	Budget	Actual		Income	Expense
INFRASTRUCTURE ASSETS - ROAD RESERVES					
CAPITAL EXPENDITURE					
Roads to Recovery Projects					
CJ451	Bitumen Reseal - Boscabel Road (western end)	\$21,000	\$27,804	132%	\$0 \$21,000
CJ452	Bitumen Reseal - Boscabel Road (town)	\$65,000	\$0	0%	\$0 \$65,000
CJ453	Seal - Balgarup Road	\$0	\$285,498	162%	\$0 \$176,500
CJ454	Seal - Samson Road	\$0	\$0	0%	\$0 \$120,000
CJ455	Floodway - Pearce Road	\$20,000	\$0	0%	\$0 \$20,000
C308	Wooden Culvert Replacement - Carlecatup Road	\$30,000	\$3,882	13%	\$0 \$30,000
RRG Projects					
C414	Reconstruct - Kojonup-Frankland Road	\$19,374	\$38,931	201%	\$0 \$19,374
C417	Widening - Shamrock Road	\$600,000	\$51,377	9%	\$0 \$600,000
C436	Widening - Shamrock Road (2021/2022 Project)	\$111,229	\$112,096	101%	\$0 \$111,229
C248	Widening - Broomehill Kojonup Road	\$0	\$120,448	78%	\$0 \$154,681
C450	Widening - Tambellup West Road	\$120,000	\$2,971	1%	\$0 \$300,000
C319	Bitumen Reseal - Kojonup-Frankland Road	\$0	\$165,613	110%	\$0 \$150,000
C320	Bitumen Reseal - Kojonup Darkan Road	\$0	\$159,235	133%	\$0 \$120,000
C321	Bitumen Reseal - Broomehill-Kojonup Road	\$0	\$109,901	92%	\$0 \$120,000
C460	Road Widening - Jingalup Rd 22/23	\$0	\$371,239	0%	\$0 \$0
Commodity Route Projects					
C172	Seal - Riverdale Road	\$413,000	\$3,486	1%	\$0 \$413,000
Municipal Fund Projects					
C246	Widening - Kojonup Darkan Rd	\$0	\$297	0%	
C361	Signage Upgrades	\$10,000	\$794	8%	\$0 \$10,000
C434	Spring Street	\$0	\$0	0%	\$0 \$54,203
C449	Parking Bays	\$0	\$0	0%	\$0 \$50,000
Sub Total - CAPITAL WORKS		\$1,409,603	\$1,453,572		\$0 \$2,534,987
Total - ROADS		\$1,409,603	\$1,453,572		\$0 \$2,534,987
Total - INFRASTRUCTURE ASSETS ROAD RESERVES		\$1,409,603	\$1,453,572		\$0 \$2,534,987
INFRASTRUCTURE - FOOTPATHS					
C433	Footpaths - Albany Highway Ramps	\$20,000	\$0	0%	\$0 \$20,000
Sub Total - CAPITAL WORKS		\$20,000	\$0		\$0 \$20,000
Total - INFRASTRUCTURE ASSETS FOOTPATHS		\$20,000	\$0		\$0 \$20,000
INFRASTRUCTURE - PARKS					
RECREATION & CULTURE					
C357	Apex Park Playground	\$0	\$0	0%	\$0 \$27,330
C274	Sporting Complex - Netball Court Resurface & Roof	\$258,815	\$203,485	79%	\$0 \$258,815
C443	Showgrounds Retaining Wall	\$6,000	\$0	0%	\$0 \$6,000
C411	Sporting Complex - Playground & Outdoor Gym	\$0	\$208,781	1392%	\$0 \$15,000
C446	Newstead Park - Shade Sail	\$0	\$0	0%	\$0 \$10,000
C447	Contribution to Bowling Club New Green	\$0	\$116,162	101%	\$0 \$114,500
C448	Trails Hub Construction	\$0	\$0	0%	\$0 \$40,000
C413	Trails Construction	\$0	\$0	0%	\$0 \$33,886
Sub-Total - CAPITAL WORKS		\$264,815	\$534,152		\$0 \$505,531
Total - RECREATION & CULTURE		\$264,815	\$534,152		\$0 \$505,531
Total - INFRASTRUCTURE PARKS		\$264,815	\$534,152		\$0 \$505,531

SHIRE OF KOJONUP

MONTHLY FINANCIAL REPORT

Details By function Under The Following Programme Titles

And Type Of Activities Within The Programme

ACCOUNT	YEAR TO DATE 31 JANUARY 2023		% of Annual Budget	BUDGET 2022-23		
	Budget	Actual		Income	Expense	
OTHER INFRASTRUCTURE						
LAW, ORDER & PUBLIC SAFETY						
CAPITAL EXPENDITURE						
C138	Bushfire Repeater Tower	\$0	\$2,273	0%	\$0	\$489,346
Sub-Total - CAPITAL WORKS		\$0	\$2,273		\$0	\$489,346
Total - LAW, ORDER & PUBLIC SAFETY		\$0	\$2,273		\$0	\$489,346
OTHER INFRASTRUCTURE						
COMMUNITY AMENITIES						
CAPITAL EXPENDITURE						
C355	Town Furniture	\$0	\$23,735	59%	\$0	\$40,000
C407	Refuse Site Development	\$0	\$2,241	4%	\$0	\$50,000
Sub Total - CAPITAL WORKS		\$0	\$25,976		\$0	\$90,000
Total - OTHER COMMUNITY AMENITIES		\$0	\$25,976		\$0	\$90,000
OTHER INFRASTRUCTURE						
RECREATION & CULTURE						
CAPITAL EXPENDITURE						
C445	Turkey Nest Dam	\$0	\$0	0%	\$0	\$5,000
C409	Swimming Pool - New Fence Eastern Boundary	\$0	\$8,685	0%	\$0	\$0
C444	Sporting Complex - Hall of Fame Signage	\$0	\$0	0%	\$0	\$8,000
7104	POOL INFRASTRUCTURE OTHER	\$0	\$248	0%	\$0	\$0
Sub Total - CAPITAL WORKS		\$0	\$8,933		\$0	\$13,000
Total - OTHER RECREATION		\$0	\$8,933		\$0	\$13,000

SHIRE OF KOJONUP

MONTHLY FINANCIAL REPORT

Details By function Under The Following Programme Titles

And Type Of Activities Within The Programme

ACCOUNT	YEAR TO DATE 31 JANUARY 2023			% of Annual Budget	BUDGET 2022-23	
	Budget	Actual			Income	Expense
OTHER INFRASTRUCTURE						
ECONOMIC SERVICES						
CAPITAL EXPENDITURE						
C435	Kodja Place Rose Maze	\$19,000	\$1,287	7%	\$0	\$19,000
C054	Promotional Signage at Airstrip	\$0	\$0	0%	\$0	\$30,000
CJ457	EV Charger Parking Bay	\$0	\$0	0%	\$0	\$15,000
C424	Water Harvesting & Re-use Muradup Standpipe	\$0	\$51,277	93%	\$0	\$55,000
Sub Total - CAPITAL WORKS		\$19,000	\$52,700		\$0	\$119,000
Total - ECONOMIC SERVICES		\$19,000	\$52,700		\$0	\$119,000
INFRASTRUCTURE ASSETS OTHER						
OTHER PROPERTY & SERVICES						
C458	Radios - Communication	\$40,000	\$0	0%	\$0	\$40,000
C459	Traffic Counters	\$21,500	\$3,544	16%	\$0	\$21,500
Sub Total - CAPITAL WORKS		\$61,500	\$3,544		\$0	\$61,500
Total - OTHER PROPERTY & SERVICES		\$61,500	\$3,544		\$0	\$61,500
Total - INFRASTRUCTURE ASSETS - OTHER		\$80,500	\$93,426		\$0	\$772,846
GRAND TOTALS		\$2,254,754	(\$1,157,389)		(\$15,067,242)	\$15,067,233

SHIRE OF KOJONUP

Detailed January 2023 Creditors List

<u>Cheque Payments 1/01/23 - 31/01/23</u>				
Chq/EFT	Date	Name	Description	Amount
14351	05/01/2023	Water Corporation	Water Usage	-25302.08
0172	20/12/2022	Water Corporation	a/c9007692223 for Standpipe at Albany Hwy - 25/10/22 - 19/12/22	8299.77
0176	20/12/2022	Water Corporation	a/c9007693082 for Depot at Bilson St - 25/10/22 - 19/12/22	121.68
0137	20/12/2022	Water Corporation	a/c9010495140 for Centre at Broomehill Rd - 25/10/22 - 19/12/22	842.91
0158	21/12/2022	Water Corporation	a/c9007693605 for Workshop at 135 Albany Hwy - 26/10/22 - 20/12/22	241.97
0157	21/12/2022	Water Corporation	a/c9007697710 for 8 Newton St - 25/10/22 - 20/12/22, a/c9007697710 for 8 Newton St - 25/10/22 - 20/12/22	38.10
0035	21/12/2022	Water Corporation	a/c9021629570 for 5 Loton Cl - 01/11/22 - 31/12/22	255.03
0035	21/12/2022	Water Corporation	a/c9021629589 for 7 Loton Cl - 01/11/22 - 31/12/22	255.03
0035	21/12/2022	Water Corporation	a/c9021629597 for 9 Loton Cl - 01/11/22 - 31/12/22	255.03
0036	21/12/2022	Water Corporation	a/c9021629618 for 11 Loton Cl - 01/11/22 - 31/12/22	255.03
0038	21/12/2022	Water Corporation	a/c9021629626 for Soldier Rd - 26/10/22 - 20/12/22	502.92
0035	21/12/2022	Water Corporation	a/c9021746216 for 15 Loton Cl - 01/11/22 - 31/12/22	255.03
0137	21/12/2022	Water Corporation	a/c9010045713 for 5A Vanzuilecom St - 26/10/22 - 20/12/22	319.80
0135	21/12/2022	Water Corporation	a/c9010045721 for 5B Vanzuilecom St - 26/10/22 - 20/12/22	268.37
0110	21/12/2022	Water Corporation	a/c9012927074 for 6 Elverd St - 26/10/22 - 20/12/22	300.75
0110	21/12/2022	Water Corporation	a/c9012927082 for 4 Elverd St - 26/10/22 - 20/12/22	342.66
0112	21/12/2022	Water Corporation	a/c9012927090 for 2 Elverd St - 26/10/22 - 20/12/22	291.23
0035	21/12/2022	Water Corporation	a/c9021629554 for 1 Loton Cl - 01/11/22 - 31/12/22	255.03
0035	21/12/2022	Water Corporation	a/c9021629562 for 3 Loton Cl - 01/11/22 - 31/12/22	255.03
0169	21/12/2022	Water Corporation	a/c9007695694 for Museum at 20 Spring St - 26/10/22 - 20/12/22	52.18
0172	21/12/2022	Water Corporation	a/c9007695715 for Toilets at Barracks Pl - 26/10/22 - 20/12/22	192.22
0129	21/12/2022	Water Corporation	a/c9007695766 for Museum at Barracks Pl - 26/10/22 - 20/12/22	81.11
0168	21/12/2022	Water Corporation	a/c9007695803 for Soldier Rd - 26/10/22 - 20/12/22	371.24
0134	21/12/2022	Water Corporation	a/c9007695897 for Museum at Soldier Rd - 26/10/22 - 20/12/22	67.13
0180	21/12/2022	Water Corporation	a/c9007697921 for 39 Vanzuilecom St - 26/10/22 - 20/12/22	256.94
0125	21/12/2022	Water Corporation	a/c9007699572 for Cemetery 5L Soldier Rd - 26/10/22 - 20/12/22	69.93
0156	21/12/2022	Water Corporation	a/c9007693146 for Sale Yard at Soldier Rd - 25/10/22 - 20/12/22	527.67
0170	21/12/2022	Water Corporation	a/c9007693330 for Swimming Pool at Benn Pde - 25/10/22 - 20/12/22	1812.54
0167	21/12/2022	Water Corporation	a/c9007693349 for Toilets at Benn Pde - 25/10/22 - 20/12/22	179.72
0133	21/12/2022	Water Corporation	a/c9007693357 for Club at Benn Pde - 25/10/22 - 20/12/22	25.17
0170	21/12/2022	Water Corporation	a/c9007693445 for Park at Albany Hwy - 25/10/22 - 20/12/22	550.24
0172	21/12/2022	Water Corporation	a/c9007693509 for Hall at 2 Albany Hwy - 25/10/22 - 20/12/22	125.74
0122	21/12/2022	Water Corporation	a/c9007693621 for Rest Rooms at 129 Albany Hwy - 26/10/22 - 20/12/22	11.19
0133	21/12/2022	Water Corporation	a/c9007695686 for Youth Centre at 14 Pensioner Rd - 26/10/22 - 20/12/22	223.76
0038	21/12/2022	Water Corporation	a/c9023522881 for 79 Soldier Rd - 01/11/22 - 31/12/22	138.34
0008	21/12/2022	Water Corporation	a/c9023522910 for 13 Loton Cl - 01/11/22 - 31/12/22	255.03
0019	21/12/2022	Water Corporation	a/c9023606321 for 8A Newton St - 01/11/22 - 31/12/22	255.03
0019	21/12/2022	Water Corporation	a/c9023606348 for 8B Newton St - 01/11/22 - 31/12/22	255.03
0017	21/12/2022	Water Corporation	a/c9023603884 for 8C Newton St - 25/10/22 - 20/12/22, a/c9023603884 for 8C Newton St - 25/10/22 - 20/12/22	277.89
0019	21/12/2022	Water Corporation	a/c9023555405 for 12B Elverd St - 26/10/22 - 20/12/22, a/c9023555405 for 12B Elverd St - 26/10/22 - 20/12/22	319.80

0021	21/12/2022	Water Corporation	a/c9023555392 for 12A Elverd St - 26/10/22 - 20/12/22, a/c9023555392 for 12A Elverd St - 26/10/22 - 20/12/22	321.71
0177	21/12/2022	Water Corporation	a/c9007695790 for 15 Barracks Pl - 26/10/22 - 20/12/22	2414.67
0140	22/12/2022	Water Corporation	a/c9010312252 for 30 Kojonup-Katanning Rd - 27/10/22 - 21/12/22, a/c9010312252 for 30 Kojonup-Katanning Rd - 27/10/22 - 21/12/22	86.09
0121	22/12/2022	Water Corporation	a/c9012449121 for Office at Albany Hwy - 27/10/22 - 21/12/22	666.87
0027	22/12/2022	Water Corporation	a/c9022950227 for Front Unit 93 Bagg St - 01/11/22 - 31/12/22	240.41
0165	22/12/2022	Water Corporation	a/c9008790482 for Centre at Murby St - 27/10/22 - 21/12/22	209.00
0026	22/12/2022	Water Corporation	a/c9022950235 for Rear Unit Bagg St - 01/11/22 - 31/12/22	175.07
0027	22/12/2022	Water Corporation	a/c9022968291 for 93 Bagg St - 27/10/22 - 21/12/22	32.39
0185	22/12/2022	Water Corporation	a/c9007696056 for 109 Albany Hwy - 27/10/22 - 21/12/22	375.96
0025	22/12/2022	Water Corporation	a/c9023737428 for 28 Kojonup-Katanning Rd - 01/11/22 - 31/12/22	46.08
0016	22/12/2022	Water Corporation	a/c9023737401 for 26 Kojonup-Katanning Rd - 27/10/22 - 21/12/22	135.62
0172	22/12/2022	Water Corporation	a/c9007696101 for Hall at 99 Albany Hwy - 27/10/22 - 21/12/22	312.03
0164	22/12/2022	Water Corporation	a/c9007696136 for Hall at 95 Albany Hwy - 27/10/22 - 21/12/22	82.94
0125	22/12/2022	Water Corporation	a/c9007696793 for Park at 16 Newstead Rd - 27/10/22 - 21/12/22	299.28
0142	22/12/2022	Water Corporation	a/c9010312244 for 34 Katanning Rd - 27/10/22 - 21/12/22	48.96
0174	23/12/2022	Water Corporation	a/c9007797797 for Standpipe at Blackwood Rd - 28/10/22 - 22/12/22	451.73
14352	25/01/2023	Water Corporation	Water Usage	-849.97
0076	13/01/2023	Water Corporation	a/c9022358960 for Standpipe at Albany Hwy Cnr Stock Rd - 14/12/22 - 11/01/23	354.39
0094	20/01/2023	Water Corporation	a/c9011484777 for Trade Waste Quality 1L Soldier Rd - 27/09/22 - 15/12/2022	495.58

26,152.05

EFT Payments 1/01/23 - 31/01/23

Chq/EFT	Date	Name	Description	Amount
EFT31471	05/01/2023	Telstra	Telecommunications	-830.00
T311 DEC 22	25/12/2022	Telstra	iPad/Mobile charges for CEO 25/12/22 - 24/01/23, iPad charges for Kodja Place 25/12/22 - 24/01/23, iPad charges for MCCA 25/12/22 - 24/01/23, iPad/tablet charges for Springhaven 25/12/22 - 24/01/23, Mobile charges for MWS 25/12/22 - 24/01/23, Twig Tone Devices 25/12/22 - 24/01/23, Standpipe controller on Stock Rd 25/12/22 - 24/01/23, Mobile Charges for Works Foreman & Technical Officer 25/12/22 - 24/01/23, Mobile Charges for Swimming Pool Manager 25/12/22 - 24/01/23	830.00
EFT31472	05/01/2023	Optus Billing Services Pty Ltd	Telecommunications	-314.40
323825353	20/12/2022	Optus Billing Services Pty Ltd	Phone and Internet Charges - Admin, Phone and Internet Charges - Swimming Pool, Phone and Internet Charges - Kodja Place, Phone and Internet Charges - Springhaven, Phone and Internet Charges - Depot	314.40
EFT31473	05/01/2023	Payroll Deductions - Shire of	Payroll deductions	-1855.00
DEDUCTION	03/01/2023	Payroll Deductions - Shire of	Payroll Deduction	1255.00
DEDUCTION	03/01/2023	Payroll Deductions - Shire of	Payroll Deduction	600.00
EFT31474	05/01/2023	Child Support Agency	Payroll deductions	-311.97
DEDUCTION	03/01/2023	Child Support Agency	Payroll Deduction	311.97
EFT31475	05/01/2023	Australian Services Union	Payroll deductions	-51.80
DEDUCTION	03/01/2023	Australian Services Union	Payroll Deduction	51.80
EFT31476	05/01/2023	Australian Services Union	Payroll deductions	-51.80
DEDUCTION	03/01/2023	Australian Services Union	Payroll Deduction	51.80
EFT31477	05/01/2023	EasiSalary	Payroll deductions	-1392.72
DEDUCTION	03/01/2023	EasiSalary	Payroll Deduction	787.20
DEDUCTION	03/01/2023	EasiSalary	Payroll Deduction	605.52
EFT31478	12/01/2023	Craig Jamie Mcvee	Goods For Sale	-120.00
030123	03/01/2023	Craig Jamie Mcvee	Goods Sold on Consignment	120.00
EFT31479	12/01/2023	Gary Raymond Fleay	Goods For Sale	-100.00
030123	03/01/2023	Gary Raymond Fleay	Goods Sold on Consignment	100.00

1016838820221130	30/11/2022	The West Australian	Great Southern Herald Advertisement - Shire of Kojonup Public Notice - Cat Local Law 2022, Parking Local Law 2022 - Order ID 4687633 - Edition dated 03/11/22	429.00
EFT31490	12/01/2023	CGS ENGINEERS	Engineering	-584.86
24457	22/12/2022	CGS ENGINEERS	Straighten bent balance tank Screen . Leaf basket second screen	523.81
24462	23/12/2022	CGS ENGINEERS	Pool drain junction grating cover repair	61.05
EFT31491	12/01/2023	Department of Agriculture and Food (Department of Primary Industries & Regional Development)	Recoup of Unspent Funds	-187.00
8090020	29/11/2022	Department of Agriculture and Food (Department of Primary Industries & Regional Development)	Recoup of Unspent Funds Project CSGS20123 - 52 Mile Creek Revegetation and Fencing	187.00
EFT31492	12/01/2023	McLeods Barristers and Solicitors	Legal Services	-1817.20
127561	20/12/2022	McLeods Barristers and Solicitors	Industrial Relations advice	1817.20
EFT31493	12/01/2023	Visimax	Ranger Equipment	-44.48
INV-0618	14/12/2022	Visimax	Senior Ranger - Dark Green Cloth Patch - SKU9C7DG	44.48
EFT31494	12/01/2023	Patricia Bunny	Goods For Sale	-10.00
030123	03/01/2023	Patricia Bunny	Goods Sold on Consignment	10.00
EFT31495	12/01/2023	Warren Blackwood Waste	Waste and Recycling	-25084.36
18398	03/01/2023	Warren Blackwood Waste	240Lt Bins Pick Up, KJP St Bins Pickup, 240 Lt Recycling Bins Pick Up, KJP Service Townsite Area Bins	17936.20
18397	03/01/2023	Warren Blackwood Waste	KJP Transfer Station Management - December 2022	6908.16
18407	03/01/2023	Warren Blackwood Waste	Kojonup 1.5m3 Front Lift Bins - December 2022	240.00
EFT31496	12/01/2023	Public Transport Authority	Bus Fares	-239.69
DEC 2022	31/12/2022	Public Transport Authority	Fare Values for December 2022	239.69
EFT31497	12/01/2023	Sigma Chemicals	Pool Supplies	-1009.80
162904/01	14/12/2022	Sigma Chemicals	Liquid chlorine - 32 x 20Lt, including drum fee and pallet fee as per quote 162904	1009.80
EFT31498	12/01/2023	Kojonup Vet Hospital	Vet Services	-351.33
1/158002	23/12/2022	Kojonup Vet Hospital	FIV Test For Impounded Cat Black Dsh - Sally"	167.11
1/158001	23/12/2022	Kojonup Vet Hospital	FIV Test For Impounded Torti Female Dsh - Tiggy"	77.11
1/158003	23/12/2022	Kojonup Vet Hospital	FIV Test For Impounded Cat Siamese No Chip Female Alice"	107.11
EFT31499	12/01/2023	BEST OFFICE SYSTEMS	Printing	-210.93
611100	16/12/2022	BEST OFFICE SYSTEMS	Kodja Place Konica Minolta C250i Photocopier Charges, For Period 20/11/2022 - 20/12/2022	115.93
611457	21/12/2022	BEST OFFICE SYSTEMS	Yellow Toner for Ricoh Wide Format Printer	95.00
EFT31500	12/01/2023	ST BERNARDS P&F	Goods For Sale	-16.50
030123	03/01/2023	ST BERNARDS P&F	Goods Sold on Consignment	16.50
EFT31501	12/01/2023	PFD Foodservices (Southway Distributors)	Food and Dry Goods	-1793.20
LF344377	14/12/2022	PFD Foodservices (Southway Distributors)	Springhaven Meals and refreshments Decemeber 2022	512.90
LF344394	14/12/2022	PFD Foodservices (Southway Distributors)	Springhaven Meals and refreshments Decemeber 2022	1197.75
LF342901	14/12/2022	PFD Foodservices (Southway Distributors)	Springhaven Meals and refreshments Decemeber 2022	82.55
EFT31502	12/01/2023	Albany Mapping & Surveying Services	Surveying Services	-8098.38
221221 2	21/12/2022	Albany Mapping & Surveying Services	Propsed Subdivision Previously Approved 27/07/2004 (WAPC Ref: 1256286), Propsed Subdivision Previously Approved 27/07/2004 (WAPC Ref: 1256286)	5304.20
230104 1	31/12/2022	Albany Mapping & Surveying Services	Propsed Subdivision Previously Approved 27/07/2004 (WAPC Ref: 1256286), Propsed Subdivision Previously Approved 27/07/2004 (WAPC Ref: 1256286)	2794.18
EFT31503	12/01/2023	Hope Contractors	Yard Maintenance	-1643.40
2215	09/12/2022	Hope Contractors	Fire Hazard Reduction Work - 10 Broomehill-Kojonup Road, Kojonup - 07/12/22	448.80
2217	09/12/2022	Hope Contractors	Fire Hazard Reduction Work - 7 Newstead Road Kojonup - 07/12/2022	448.80

2218	09/12/2022	Hope Contractors	Fire Hazard Reduction Work - 35 Newstead Road Kojonup - 07/12/2022	297.00
2216	09/12/2022	Hope Contractors	Fire Hazard Reduction Work - 88 Pensioner Road Kojonup - 07/12/2022	448.80
EFT31504	12/01/2023	Christie Leanne McVee	Goods For Sale	-616.32
030123	03/01/2023	Christie Leanne McVee	Goods Sold on Consignment	616.32
EFT31505	12/01/2023	KODJA PLACE COMMUNITY FUND INC.	Goods For Sale	-13.00
030123	03/01/2023	KODJA PLACE COMMUNITY FUND INC.	Goods Sold on Consignment	13.00
EFT31506	12/01/2023	KATANNING ENVIRONMENTAL NURSERY	Seedlings	-9493.62
INV-0684	15/12/2022	KATANNING ENVIRONMENTAL NURSERY	Seedlings for State nrm Grant planting 2023	9493.62
EFT31507	12/01/2023	Marketforce	Advertising	-670.42
46259	15/12/2022	Marketforce	Lineage advertising - West Australian - as per proforma invoice 166093	291.80
46258	15/12/2022	Marketforce	Advertising of 162 Blackwood Road, Kojonup lease - Great Southern Herald - 8/12/22	378.62
EFT31508	12/01/2023	Ramped Technology & Management Systems Pty Ltd	IT Support	-1963.50
INV-6020	31/12/2022	Ramped Technology & Management Systems Pty Ltd	Technical Telephone Support 01/12/22 - 29/12/22	1963.50
EFT31509	12/01/2023	HEMA MAPS PTY LTD	Goods For Sale	-296.25
INV-139049	18/11/2022	HEMA MAPS PTY LTD	Assorted Hema Maps and Guide Books, For Sale in Visitor Centre Shop	296.25
EFT31510	12/01/2023	BJ Systems	Security	-144.10
812171	19/12/2022	BJ Systems	Sports Complex Monitoring fee - 01/01/2023 to 31/03/2023	144.10
EFT31511	12/01/2023	Elite Pool Covers	Pool Equipment	-132.00
102467	16/12/2022	Elite Pool Covers	replacement pool cover wheel with brake as per pricing email	132.00
EFT31512	12/01/2023	Nightingale's Nest Nursery	Plants	-22.00
500	19/12/2022	Nightingale's Nest Nursery	Citizenship Ceremony Plants - Kangaroo Paw x2	22.00
EFT31513	12/01/2023	Premier Smash Repairs	Vehicle Repairs	-2238.67
17699	13/12/2022	Premier Smash Repairs	Replacement windscreen and calibration of same - Toyota Prado Registration 2 KO	2238.67
EFT31514	12/01/2023	Edge Planning & Property	Planning Services	-2025.65
2198	06/01/2023	Edge Planning & Property	December 2022 - Town Planning advice	2025.65
EFT31515	12/01/2023	Leonie Jane Smith	Goods For Sale	-75.00
030123	03/01/2023	Leonie Jane Smith	Goods Sold on Consignment	75.00
EFT31516	12/01/2023	Thea Commins Wholesale	Goods For Sale	-1061.82
28015	03/12/2022	Thea Commins Wholesale	Assorted, TTowels, Bags, Pot Mitts, Aprons and bookmarks	1061.82
EFT31517	12/01/2023	CJ Liquor Pty Ltd	Rates Incentive	-110.00
INV-0489	18/12/2022	CJ Liquor Pty Ltd	Kojonup Dollars 262-272	110.00
EFT31518	12/01/2023	Science and Nature Pty Ltd	Goods For Sale	-190.08
165426	10/12/2022	Science and Nature Pty Ltd	Assorted Finger Puppets , For Sale in Visitor Centre Shop	190.08
EFT31519	12/01/2023	Black Cockatoo Cafe	Rates Incentive	-60.00
21 DECEMBER 2022	21/12/2022	Black Cockatoo Cafe	Kojonup Dollars 273-278	60.00
EFT31520	12/01/2023	3E Advantage Pty Ltd	Printing	-2336.95
INV-80801-R2S0B0	28/12/2022	3E Advantage Pty Ltd	Printing charges December 2022 Admin Depot Springhaven	2214.85
INV-81767-P1R7D8	05/01/2023	3E Advantage Pty Ltd	Printing charges July 2022 - June 2023 Kodja Place	122.10
EFT31521	12/01/2023	Stephanie Swain	Reimbursement	-334.77
211222	21/12/2022	Stephanie Swain	Fuel for Ranger Vehicle KO525	100.35
DEC 2022	31/12/2022	Stephanie Swain	Fuel for Ranger Vehicle KO525	234.42
EFT31522	12/01/2023	Fabric Covered Pots T/A Tammy McVee	Goods For Sale	-102.00

030123	03/01/2023	Fabric Covered Pots T/A Tammy McVee	Goods Sold on Consignment	102.00
EFT31523	12/01/2023	Wendy Thorn Photography	Goods For Sale	-17.76
030123	03/01/2023	Wendy Thorn Photography	Goods Sold on Consignment	17.76
EFT31524	12/01/2023	Jill Watkin	Goods For Sale	-13.75
030123	03/01/2023	Jill Watkin	Goods Sold on Consignment	13.75
EFT31525	12/01/2023	Saje Creative Co T/A Samantha Relph	Goods For Sale	-33.75
030123	03/01/2023	Saje Creative Co T/A Samantha Relph	Goods Sold on Consignment	33.75
EFT31526	12/01/2023	Reverberate Consulting	Consulting Services	-8093.25
RA90423	31/12/2022	Reverberate Consulting	Peer Review - Environmental Noise Impact. Flat Rocks Wind Farm - Shire of Kojonup	8093.25
EFT31527	12/01/2023	Huggable Toys	Goods For Sale	-447.70
49698	15/12/2022	Huggable Toys	Huggable Plush Tree Frogs, Snakes and Lizards, For Sale in Visitor Centre Shop	447.70
EFT31528	12/01/2023	Aquatic Services WA	Pool Maintenance	-26400.00
AS#20173488	22/12/2022	Aquatic Services WA	Chemical Dosing System - Kojonup Swimming Pool	26400.00
EFT31529	12/01/2023	Emelee Peet	Reimbursement	-286.00
030123	03/01/2023	Emelee Peet	Mobile Phone Usages 28/11/22 - 27/12/22	143.00
030123	03/01/2023	Emelee Peet	Mobile Phone Usage 28/12/22 - 27/01/23	143.00
EFT31530	12/01/2023	Lauren Wright	Goods For Sale	-11.20
030123	03/01/2023	Lauren Wright	Goods Sold on Consignment	11.20
EFT31531	12/01/2023	Brianna Eades	Goods For Sale	-125.00
030123	03/01/2023	Brianna Eades	Goods Sold on Consignment	125.00
EFT31532	12/01/2023	Allawa Grazing Co	Rates refund for assessment A25658 LOT 1 EATT RD KOJONUP 6395	-234.27
A25658	29/12/2022	Allawa Grazing Co	Rates refund for assessment A25658 LOT 1 EATT RD KOJONUP 6395	234.27
EFT31533	12/01/2023	Sally Wilson	Workshop	-600.00
NOV 22	23/11/2022	Sally Wilson	Wreath Making Workshop , Includes Materials and Travel for 10x Participants	600.00
EFT31534	19/01/2023	Payroll Deductions - Shire of Kojonup	Payroll deductions	-1855.00
DEDUCTION	17/01/2023	Payroll Deductions - Shire of Kojonup	Payroll Deduction	1255.00
DEDUCTION	17/01/2023	Payroll Deductions - Shire of Kojonup	Payroll Deduction	600.00
EFT31535	19/01/2023	Child Support Agency	Payroll deductions	-311.97
DEDUCTION	17/01/2023	Child Support Agency	Payroll Deduction	311.97
EFT31536	19/01/2023	Australian Services Union (LGO)	Payroll deductions	-51.80
DEDUCTION	17/01/2023	Australian Services Union (LGO)	Payroll Deduction	51.80
EFT31537	19/01/2023	Australian Services Union (MEU)	Payroll deductions	-51.80
DEDUCTION	17/01/2023	Australian Services Union (MEU)	Payroll Deduction	51.80
EFT31538	19/01/2023	EasiSalary	Payroll deductions	-1392.72
DEDUCTION	17/01/2023	EasiSalary	Payroll Deduction	787.20
DEDUCTION	17/01/2023	EasiSalary	Payroll Deduction	605.52
EFT31539	20/01/2023	Syd Matthews & Co Pty Ltd	Blue Metal	-62023.50
C10904	30/11/2022	Syd Matthews & Co Pty Ltd	110 tonne of 7mm blue metal - Jingalup location	7326.00
C10904	30/11/2022	Syd Matthews & Co Pty Ltd	340 tonne - 14mm blue metal, Broomehill-Kojonup Road - location @ Potts Road, Crossburn silos	18371.10
C10904	30/11/2022	Syd Matthews & Co Pty Ltd	240 tonne 14mm blue metal, Kojonup-Darkan Road - location @ Marinoni Driveway on Stirling Road	18057.60
C10904	30/11/2022	Syd Matthews & Co Pty Ltd	14mm blue metal @ 281 tonne - Balgarup Road, Location delivery; Balgarup/Jinglaup Junction before 30/11/22	18268.80
EFT31540	20/01/2023	Western Australian Treasury Corporation	Guarantee Fee	-18161.80
DEC 2022	31/12/2022	Western Australian Treasury Corporation	Loan 142, Loan 144, Loan 145, Loan 143, Loan 147, Loan 146, Loan 148, Loan 134, Loan 135, Loan 136, Loan 137, Loan 138, Loan 139, Loan 140, Loan 141	18161.80
EFT31541	20/01/2023	Toll Transport	Freight	-243.74

0518-S104118	18/12/2022	Toll Transport	From Stewart and Heaton on 12/12/2022, From CNW Maddington on 15/12/2022	50.02
0310-80774145	18/12/2022	Toll Transport	From Interfire on 07/12/22, From T-Quip on 12/12/22	88.73
0519-S104118	25/12/2022	Toll Transport	From Milpara on 20/12/22	28.09
0520-S104118	01/01/2023	Toll Transport	From Thinkwater on 22/12/22	76.90
EFT31542	20/01/2023	AUSTRALIAN TAXATION OFFICE	BAS	-137754.00
DEC 2022	21/01/2023	AUSTRALIAN TAXATION OFFICE	December 2022, December 2022	137754.00
EFT31543	25/01/2023	Air Liquide	Gas Rental	-51.28
YO2079	30/11/2022	Air Liquide	Cylinder Fee	25.22
YP8128	31/12/2022	Air Liquide	Cylinder Fee	26.06
EFT31544	25/01/2023	DL Consulting	Consulting Services	-1718.75
1036	31/12/2022	DL Consulting	End of Year Financial Assitance as required.	1718.75
EFT31545	25/01/2023	Australia Post	Postage	-429.94
1012094150	03/01/2023	Australia Post	Postage & Freight costs for December 22, Postage & Freight costs for December 22	429.94
EFT31546	25/01/2023	Hi-Way Sales & Service	Engineering Supplies	-1028.20
242352	21/12/2022	Hi-Way Sales & Service	ULP 22.02L, ULP 22.02L, Etch Primer, Gap Filler, 4L Brake, ULP 12.33L, 8x 1/2 Witworth Nulocs, ULP, 5L Oil, 1L Oil, Z418 Filter, 2 Key Cutting, Chain and D Shackle	406.08
242352	21/12/2022	Hi-Way Sales & Service	set of leaf springs and new wheel bearings, pull start for air compressor	438.00
242633	31/12/2022	Hi-Way Sales & Service	ULP 31.14L, ULP 42.77L, ULP 18L	184.12
EFT31547	25/01/2023	Kojonup Agricultural Supplies	Agricultural Supplies	-539.00
10211003	15/12/2022	Kojonup Agricultural Supplies	Aquatec High Capacity 12v Pump Ddp-550	539.00
EFT31548	25/01/2023	Carony Pty Ltd	December 2022 Account	-1642.45
03-095532	01/12/2022	Carony Pty Ltd	12 x 150MM TCT Masonary Bit	33.90
04-400693	01/12/2022	Carony Pty Ltd	Cellophane Paper, Party Asst, West Australian Weekday	34.15
03-095683	05/12/2022	Carony Pty Ltd	Poly Socket 15mm FxF	5.40
03-095791	06/12/2022	Carony Pty Ltd	Tonic Wired Mouse, Battery Energizer Max AA CD4	17.95
03-095824	06/12/2022	Carony Pty Ltd	Elbow Slip 45 Deg 25mm	8.90
03-095873	07/12/2022	Carony Pty Ltd	Elbow Slip 45 Deg 25mm, Cao End 25mm Cat 6, Cap Slip 25mm	33.25
03-095987	08/12/2022	Carony Pty Ltd	Arlec F/Lights LED/SOL WH 300Pk x3	85.50
03-096214	12/12/2022	Carony Pty Ltd	Tape Measure 8m Supercraft	33.50
03-096155	12/12/2022	Carony Pty Ltd	Goof Plug Repair 4mm pk20	5.00
03-096205	12/12/2022	Carony Pty Ltd	Mortein Fast Knockdown 300g	12.00
01-231827	12/12/2022	Carony Pty Ltd	Diamond Sharpener Fine Red, Methylated Spirits 4L, Cyclone Secatuer Spring 2pk	55.15
03-096278	13/12/2022	Carony Pty Ltd	Sunbeam Maestro Toaster 4	119.00
03-096299	13/12/2022	Carony Pty Ltd	Tee Increasing 13mmX19mm, Micro Joiner Barb 19mm, Micro End Plug Barb 19mm	13.75
03-096264	13/12/2022	Carony Pty Ltd	Hose Set Adjustable Nozzle	16.95
03-096280	13/12/2022	Carony Pty Ltd	Golden Beak Layer Pellets 20kg	29.95
03-096365	14/12/2022	Carony Pty Ltd	Bowl Dog/Cat Non Slip Durmaz for Cat Pound	22.50
03-096359	14/12/2022	Carony Pty Ltd	granular chlorine for swimming pool	142.50
03-096399	15/12/2022	Carony Pty Ltd	Rake Garden Leaf 78cm	29.50
01-231891	15/12/2022	Carony Pty Ltd	Bin Swing Top 50L, Bucket Mop X-Wide 12.5L	97.75
03-096571	16/12/2022	Carony Pty Ltd	granular chlorine for swimming pool	356.25
03-096791	20/12/2022	Carony Pty Ltd	Bucket Mop Wide Mouth Yellow 16L	90.50
03-096829	20/12/2022	Carony Pty Ltd	Collins Diary A5	19.15
01-232072	20/12/2022	Carony Pty Ltd	granular chlorine for swimming pool	142.50
03-096975	21/12/2022	Carony Pty Ltd	Gun Spray 5P Front PL 12mm	27.25
01-232170	21/12/2022	Carony Pty Ltd	A4 Diary, Collins Kingsgrove Diary	30.85
03-097353	28/12/2022	Carony Pty Ltd	Plastic Hose Coupling 12mm, Tap Timer Soft Grip 2hr Neta, Orbit 12mm Plastic Adjustable	35.30
03-097354	28/12/2022	Carony Pty Ltd	Gardena Flex Hose 30M	79.25
03-097435	28/12/2022	Carony Pty Ltd	Energizer Max 9V 2pk	13.25
03-097535	29/12/2022	Carony Pty Ltd	Philmac Socket BSP 3/4	11.55
08-000268	31/12/2022	Carony Pty Ltd	Springhaven Newspapers December 2022	40.00
EFT31549	25/01/2023	Kojonup Pharmacy	Pharmaceuticals	-478.20
DEC 22	31/12/2022	Kojonup Pharmacy	Springhaven Pharmacy Decemeber 2022	478.20
EFT31550	25/01/2023	Synergy	Electricity	-17151.21
2073706134	06/01/2023	Synergy	a/c338398910 for 12B Elverd St - 03/11/22 - 05/01/23	261.48
2073706133	06/01/2023	Synergy	a/c338398720 for 12A Elverd St - 03/11/22 - 05/01/23	370.44

2025729574	06/01/2023	Synergy	a/c356438440 for EV Charging Station 143 Albany Hwy - 03/11/22 - 05/01/23	1266.72
2001764333	06/01/2023	Synergy	a/c339632390 for 8C Newton St - 03/11/22 - 05/01/23	239.06
2021733023	06/01/2023	Synergy	a/c386279970 for Netball Courts Loc6171 Blackwood Rd - 02/11/22 - 03/01/23	265.22
2045719395	10/01/2023	Synergy	a/c955462010 for 32 Katanning Rd - 04/11/22 - 04/01/23	394.17
2073708372	10/01/2023	Synergy	a/c361072390 for 39 Vanzuilecom St - 04/11/22 - 04/01/23	97.17
2005734889	10/01/2023	Synergy	a/c250826500 for 10 Bagg St - 04/11/22 - 04/01/23	304.91
145682100	10/01/2023	Synergy	a/c145682100 for 34 Katanning Rd - 04/11/22 - 04/01/23	67.11
2097677626	10/01/2023	Synergy	a/c354238990 for 8B Newton St - 04/11/22 - 04/01/23	108.30
2041720205	10/01/2023	Synergy	a/c269776860 for 8 Soldier Rd - 04/11/22 - 04/01/23, a/c269776860 for 8 Soldier Rd - 04/11/22 - 04/01/23	1737.27
2037705997	13/01/2023	Synergy	a/c169800510 for Loc10345 Crapella Rd - 29/10/22 - 15/12/22	92.35
2077711736	13/01/2023	Synergy	a/c762855310 for Benn Pde - 02/11/22 - 03/01/23	121.21
2077711744	13/01/2023	Synergy	a/c545361230 for Benn Pde - 02/11/22 - 03/01/23	124.81
2077711769	13/01/2023	Synergy	a/c108640990 for Lot147 Broomehill Rd - 03/11/22 - 05/01/23	393.76
2001763681	13/01/2023	Synergy	a/c251948190 for Lot16 Soldier Rd - 01/11/22 - 03/01/23	123.48
2037718007	13/01/2023	Synergy	a/c189975470 for 5 Barracks Pl - 01/11/22 - 03/01/23	156.93
2077711776	13/01/2023	Synergy	a/c834694030 for Loc7437 Blackwood Rd - 02/11/22 - 03/01/23	146.96
2085705571	13/01/2023	Synergy	a/c499920430 for 2 Spencer St - 04/11/22 - 04/01/23	169.59
2077711784	13/01/2023	Synergy	a/c510069810 for Lot1 Gordon St - 02/11/22 - 03/01/23	156.23
2077711791	13/01/2023	Synergy	a/c310216670 for 20 Blackwood Rd - 02/11/22 - 03/01/23	638.59
2001763721	13/01/2023	Synergy	a/c358833310 for 19 Blackwood Rd - 01/11/22 - 03/01/23	269.82
2077711710	13/01/2023	Synergy	a/c742636350 for 26 Pensioner Rd - 02/11/22 - 03/01/23	187.67
2057708501	13/01/2023	Synergy	a/c375969790 for Benn Pde - 16/11/22 - 20/12/22, a/c375969790 for Benn Pde - 16/11/22 - 20/12/22	4492.86
2025718177	13/01/2023	Synergy	a/c447590190 for Loc7787 Blackwood Rd - 13/10/22 - 15/12/22	338.10
2085705624	13/01/2023	Synergy	a/c239108590 for 129 Albany Hwy - 04/11/22 - 04/01/23	136.35
2077711848	13/01/2023	Synergy	a/c272131310 for 16 Pensioner Rd - 02/11/22 - 03/01/23	121.21
2085705643	13/01/2023	Synergy	a/c104306350 for Lot1 Bagg St - 04/11/22 - 04/01/23	688.72
2077711863	13/01/2023	Synergy	a/c2077711863 for Lot19 Soldier Rd - 02/11/22 - 03/01/23	1509.24
2037706019	13/01/2023	Synergy	a/c2037706019 for Loc2418 Albany Hwy - 13/10/22 - 15/12/22	123.13
2037717965	13/01/2023	Synergy	a/c304755820 for 27 Blackwood Rd - 01/11/22 - 03/01/23	643.52
2053715815	13/01/2023	Synergy	a/c647537230 for 111 Albany Hwy - 15/12/22 - 10/01/23	189.77
2057708416	13/01/2023	Synergy	a/c647537230 for 111 Albany Hwy - 10/10/22 - 14/12/22	224.03
2077711727	13/01/2023	Synergy	a/c2077711727 for Lot162 Blackwood Rd - 02/11/22 - 03/01/23	130.20
2077711732	13/01/2023	Synergy	a/c537275390 for Lot21 Barracks Pl - 02/11/22 - 03/01/23	123.61
2085705521	13/01/2023	Synergy	a/c810101920 for Loc53 Albany Hwy - 04/11/22 - 04/01/23	143.84
2045725469	17/01/2023	Synergy	a/c337284750 for 143 Albany Hwy - 21/12/22 - 16/01/23	593.38
EFT31551	25/01/2023	Kleenheat Gas Pty Ltd	Gas	-93.50
4476522	01/12/2022	Kleenheat Gas Pty Ltd	Supply bulk LPG - Equipment Service Charge YR	93.50
EFT31552	25/01/2023	Kojonup Tyre Service	Tyre Services	-993.30
INV-4281	13/12/2022	Kojonup Tyre Service	new tyre for lowloader	363.00
INV-4333	16/12/2022	Kojonup Tyre Service	puncture repair, 2x new tyres for trailer	335.50
INV-4384	20/12/2022	Kojonup Tyre Service	2x new tyres for trailer	165.00
INV-4435	22/12/2022	Kojonup Tyre Service	wheel alignment	129.80
EFT31553	25/01/2023	Stirling Freight	Freight	-24.62
CISF531726	31/12/2022	Stirling Freight	Freight from Nedlands on 13/12/22	24.62
EFT31554	25/01/2023	BK Thomson Electrical Service	Electrical Services	-2314.03
2372	15/09/2022	BK Thomson Electrical Service	Light and power switches fix	688.57
2502	16/12/2022	BK Thomson Electrical Service	Springhaven electrical Maintenance 7X Maintenance requests	1625.46
EFT31555	25/01/2023	RENTOKIL INITIAL PTY LTD	Hygiene Services	-1297.49
97556225	14/12/2022	RENTOKIL INITIAL PTY LTD	Apex Park - Urinal descale \$111.01 and 4 x sharps service \$238.26, 2 x sharps service \$122.11, 2 x sharps service \$122.11, Sanitary disposal service, urinal descale @ \$111.01 2 sharps @ \$122.11, 2 sharps disposal @ \$122.11, 2 sharps disposal @ \$122.11	1297.49
EFT31556	25/01/2023	Kojonup Supermarket	Groceries	-7526.65
DEC 2022	31/12/2022	Kojonup Supermarket	Staff Christmas Party Platters 9/12/22, Staff Christmas Party Platters 9/12/22	144.35
DEC 2022	31/12/2022	Kojonup Supermarket	a/c617 for Council, a/c617 for Council, a/c617 for Admin, a/c617 for Admin, a/c617 for BFB Aerial, a/c617 for BFB Aerial, a/c617 for Cat Pound, a/c617 for Dog Pound, a/c617 for Play in the Park, a/c617 for Play in the Park, a/c617 for Harrison Place, a/c617 for Swimming Pool, a/c617 for Apex Park, a/c617 for Apex Park, a/c617 for Depot, a/c617 for Depot	658.80

DEC 2022	31/12/2022	Kojonup Supermarket	Springhaven Meals and refreshments December 2022, Springhaven Meals and refreshments December 2022	6061.15
DEC 2022	31/12/2022	Kojonup Supermarket	Depot christmas lunch 2022, Depot christmas lunch 2022	662.35
EFT31557	25/01/2023	Westrac Equipment	Truck Parts	-2693.55
SI1661851	15/12/2022	Westrac Equipment	Filters And Oil For First Service	1501.47
PI7745670	15/12/2022	Westrac Equipment	call out fee for cat technician to fault find auto electrical problem, for relay (old one burnt out)	467.34
SI1664567	29/12/2022	Westrac Equipment	call out fee for cat technician to fault find auto electrical problem, relay (old one burnt out)	724.74
EFT31558	25/01/2023	BOC Gases	Industrial Gases	-158.73
5005945632	29/12/2022	BOC Gases	Supply of industrial gases for Depot, Supply of industrial gases for Springhaven, Supply of industrial gases for Springhaven, Supply of industrial gases for Fire Truck, Supply of industrial gases for Fire Truck	129.58
4032966944	29/12/2022	BOC Gases	1x Oxygen Industrial Size G	29.15
EFT31559	25/01/2023	Egabva Plumbing & Gas Service	Plumbing	-155.38
4263	29/12/2022	Egabva Plumbing & Gas Service	Apex Park repair to basin mixer disabled west side,	155.38
EFT31560	25/01/2023	Wurth Australia Pty Ltd	Workshop Supplies	-985.69
4320343449	22/12/2022	Wurth Australia Pty Ltd	7x 20 litres brake cleaner, 6x cans of rost off, 1x tube of hand cleaner	985.69
EFT31561	25/01/2023	Winc Australia Pty Ltd	Stationary	-28.60
9041407010	16/01/2023	Winc Australia Pty Ltd	250gsm White Paper	28.60
EFT31562	25/01/2023	ABA Security	Security	-396.00
32032	03/01/2023	ABA Security	Monitoring of the Security System - Administration - 01/01/2023-31/03/2023	198.00
32033	03/01/2023	ABA Security	Springhaven security monitoring	198.00
EFT31563	25/01/2023	John Kinnear and Associates	Consulting Surveyors	-5422.00
F768D	20/12/2022	John Kinnear and Associates	Lot 9999 Thornbury Close Site Soil Evaluation, , Lot 9999 Thornbury Close Site Soil Evaluation,	5422.00
EFT31564	25/01/2023	The West Australian	Advertising	-1270.51
1016838820221231	31/12/2022	The West Australian	Springhaven Lodge Expression of Interest - Public Notice - Albany Advertiser 29 December 2022 - as per Order ID 4709154	374.61
1016838820221231	31/12/2022	The West Australian	Springhaven Lodge Expression of Interest - Local Government Tender section - The West Australian 24 December 2022 - as per Order ID 4709150	895.90
EFT31565	25/01/2023	CGS ENGINEERS	Engineering Supplies	-201.08
24501	09/01/2023	CGS ENGINEERS	Pool drain junction grating cover repair	201.08
EFT31566	25/01/2023	Avdata Australia	Standpipe	-136.72
183048509	01/07/2022	Avdata Australia	Supply of Water at Kojonup - Stockroad	77.20
183036691	01/07/2022	Avdata Australia	Supply of Water at Kojonup - Stockroad	19.32
183036692	01/07/2022	Avdata Australia	Supply of Water at Kojonup - Stockroad	40.20
EFT31567	25/01/2023	McLeods Barristers and Solicitors	Legal Services	-22948.39
127792	23/12/2022	McLeods Barristers and Solicitors	Legal advice - Flat Rocks Wind Farm	1551.96
127792	23/12/2022	McLeods Barristers and Solicitors	Planning Law and Acoustics advice Flat Rock Wind Farm	21209.43
127627	03/01/2023	McLeods Barristers and Solicitors	Confirmation of nil outstanding legal costs associated with any cases that may present a risk to the Shire's finances - for audit purposes	187.00
EFT31568	25/01/2023	Moving ON Audits	Audit Services	-275.00
12052	01/01/2023	Moving ON Audits	Springhaven Moving on Audit December 2022 & January 2023	275.00
EFT31569	25/01/2023	Optus Billing Services Pty Ltd	Telecommunications	-2370.32
327943079	07/01/2023	Optus Billing Services Pty Ltd	Optus Loop for Admin 07/12/22 - 06/01/23	1202.31
327943082	07/01/2023	Optus Billing Services Pty Ltd	Optus Loop for Springhaven 07/12/22 - 06/01/23	497.00
328664831	10/01/2023	Optus Billing Services Pty Ltd	Optus Loop for Kodja Place 10/12/22 - 09/01/23	403.00
329279437	13/01/2023	Optus Billing Services Pty Ltd	Optus Loop for Depot 13/12/22 - 12/01/23	268.01
EFT31570	25/01/2023	Deadly Unna	Gift	-500.00
57	24/01/2023	Deadly Unna	Departing employee gift as per Council Policy 2.2.5 - SFO	500.00

EFT31571	25/01/2023	Reece Australia Pty Ltd	Maintenance Equipment	-281.56
440169428	19/12/2022	Reece Australia Pty Ltd	Chemical Shed: Plumbing Fittings To Divert Water From Concrete Chemical Shed Pad.	281.56
EFT31572	25/01/2023	Sigma Chemicals	Pool Supplies	-1097.80
163379/01	04/01/2023	Sigma Chemicals	20Lt Liquid Chlorine, 20Lt drum poly, pallet fee	1097.80
EFT31573	25/01/2023	Draeger Australia Pty Ltd	Annual SCBA Service	-1042.73
3904207396	06/12/2022	Draeger Australia Pty Ltd	Annual Service - SCBA as per quote 3122676362	1042.73
EFT31574	25/01/2023	IT VISION AUSTRALIA PTY LTD	Synergysoft Upgrade	-1696.20
37939	30/12/2022	IT VISION AUSTRALIA PTY LTD	Synergysoft Upgrade to STP2 (Afterhours) V11.1.447 and SynergyOnline Upgrade to STP2	1696.20
EFT31575	25/01/2023	CONNECT TECHNOLOGY AUSTRALIA	IT Support	-1042.25
91538	01/12/2022	CONNECT TECHNOLOGY AUSTRALIA	Call out: KP/Springhaven/Depot network fault, attend to radios/telephones	1042.25
EFT31576	25/01/2023	ABCO Products	Cleaning Products	-3466.26
INV841137	06/12/2022	ABCO Products	20 Cartons Of Puregiene Jumbo 2 Ply Toilet Tissue., 20 Cartons Of Puregiene Jumbo 2 Ply Toilet Tissue., 20 Cartons Of Puregiene Jumbo 2 Ply Toilet Tissue., 20 Cartons Of Puregiene Jumbo 2 Ply Toilet Tissue., 20 Cartons Of Puregiene Jumbo 2 Ply Toilet Tissue., 20 Cartons Of Puregiene Jumbo 2 Ply Toilet Tissue.	1212.86
INV846371	09/01/2023	ABCO Products	30 cartons of jumbo 2 ply toilet roll, 6 x 12.5% bleach, 6 x 12.5% bleach, 6 x 12.5% bleach, Handsoap, Handsoap, Handsoap, Handsoap, Handsoap, Handsoap, Handsoap, Delivery For Order	2253.40
EFT31577	25/01/2023	The Perth Mint	Australian Citizenship Coins	-26.40
SIN000284424	12/01/2023	The Perth Mint	2 x 2023 Australian Citizenship \$1 Coins - Citizenship Ceremony 7/02/23	26.40
EFT31578	25/01/2023	LANDGATE	Rural UV	-158.61
380511	19/12/2022	LANDGATE	Interim Valuation Shared	130.41
1244393	03/01/2023	LANDGATE	Copy of Transfer of Land Act	28.20
EFT31579	25/01/2023	PFD Foodservices (Southway Distributors)	Food and Dry Goods	-1537.95
LF418348	21/12/2022	PFD Foodservices (Southway Distributors)	Springhaven Meals and refreshments Decemeber 2022	268.50
LF481819	28/12/2022	PFD Foodservices (Southway Distributors)	Springhaven Meals and refreshments January 2023	142.05
LF538609	05/01/2023	PFD Foodservices (Southway Distributors)	Swimming Pool Kiosk order 2022/2023 season	676.20
LF538607	05/01/2023	PFD Foodservices (Southway Distributors)	Springhaven Meals and refreshments January 2023	451.20
EFT31580	25/01/2023	Quality Printers & Cartridges	Printer Cartidges	-335.68
SI-02112250	18/01/2023	Quality Printers & Cartridges	Licencing Printer Cartirdge, Freight	335.68
EFT31581	25/01/2023	CONPLANT	Equipment Hire	-6432.25
380454	30/11/2022	CONPLANT	Hire of Roller for Balgarup Road Seal	1859.00
381326	21/12/2022	CONPLANT	Hire of Roller for Balgarup Road Seal	4573.25
EFT31582	25/01/2023	Hope Contractors	Yard Maintenance	-137.50
2263	17/01/2023	Hope Contractors	Garden maintenance - 15 Loton Close	137.50
EFT31583	25/01/2023	Thinkwater Albany	Irrigation	-1108.75
S702723	20/12/2022	Thinkwater Albany	1 length 100mm PVC pipe. 1 x 80mm PVC pipe to repair break on hockey oval.	391.75
S703148	11/01/2023	Thinkwater Albany	Irrigation fittings for the break in the mainline on the Hockey Oval	485.23
S703171	12/01/2023	Thinkwater Albany	Irrigation fittings for the break in the mainline on the Hockey Oval	73.26
S703165	12/01/2023	Thinkwater Albany	Irrigation fittings for the break in the mainline on the Hockey Oval	144.40
S703344	20/01/2023	Thinkwater Albany	Irrigation pipe and fittings to repair break on Hockey Oval	14.11
EFT31584	25/01/2023	The Cott Family Trust t/a FueleX	Diesel	-20889.00
22543	23/12/2022	The Cott Family Trust t/a FueleX	Supply 11000L @ 189.9cpl on 23/12/22	20889.00
EFT31585	25/01/2023	Ramped Technology & Management Systems Pty Ltd	Subscription	-72.72
INV-6164	03/01/2023	Ramped Technology & Management Systems Pty Ltd	Sophos XG 135 Standard Monthly Subscription 01/12/22 - 30/11/23	72.72
EFT31586	25/01/2023	Albany Signs	Signage	-3828.00
INV-8755	22/12/2022	Albany Signs	Printing images for remaining bins x 24 panels and apply to panels	3828.00

EFT31587	25/01/2023	Nightingale's Nest Nursery	Gifts	-72.85
501	20/12/2022	Nightingale's Nest Nursery	Christmas Decorations, Water Bottle	72.85
EFT31588	25/01/2023	Clarke's Furniture & Kitchen Design	Building Maintenance	-583.55
3042	16/01/2023	Clarke's Furniture & Kitchen Design	Decemeber maintenance SHL	583.55
EFT31589	25/01/2023	CJ Liquor Pty Ltd	Refreshments	-494.00
INV-0495	23/12/2022	CJ Liquor Pty Ltd	Depot christmas lunch drinks	494.00
EFT31590	25/01/2023	Cast-Tech Group	Workshop Supplies	-4269.85
2143	13/12/2022	Cast-Tech Group	RCP 375mm with bellend X12	4269.85
EFT31591	25/01/2023	ROB HANEKAMP	Reimbursement	-974.10
160123	16/01/2023	ROB HANEKAMP	Various Tap Sets & Door Handles - ILU's, Staff Housing and On Hand Stock, 2 Gate Latches, Various Tap Sets & Door Handles - ILU's, Staff Housing and On Hand Stock, 2 Gate Latches	974.10
EFT31592	25/01/2023	RC & D Kowald - Beaufort River Dolomite	Dolomite	-96.80
525	14/11/2022	RC & D Kowald - Beaufort River Dolomite	2 Tonne Dolomite - Hockey And Football Oval	96.80
EFT31593	25/01/2023	Swiss Rose Garden Nursery	Roses	-1790.00
2023/1/651	16/01/2023	Swiss Rose Garden Nursery	Replacement roses for Rose Maze. , Travel for Swiss Rose Nursery to take budwood for budding new roses.	1790.00
EFT31594	25/01/2023	Designer Dirt	Goods For Sale	-892.80
2470	07/01/2023	Designer Dirt	Assorted Garden Spikes, Cards and Notebooks, For Sale in Visitor Centre Shop	892.80
EFT31595	25/01/2023	All-Ways Training Services Pty Ltd	Training	-2915.00
823	30/11/2022	All-Ways Training Services Pty Ltd	Operate a drain cleaning system - refresher 1 day and full 2 day course, 13 - 15 September 2022, Attendees: Lee Lucev, Robert Arnold, Gerald Alizer, Joey Pajares, Neil Riley, Les Lomas, David Riley, Cameron McVee, Cayden Clinch, Jason Gibbons	2915.00
EFT31596	25/01/2023	Lilly's Garden operated by Marina Murray	Goods For Sale	-613.50
50-51	20/01/2023	Lilly's Garden operated by Marina Murray	Assorted Jams and Relish , For Sale in Visitor Centre Shop	613.50
EFT31597	25/01/2023	Mathwin Transport	Freight	-474.26
2125	31/12/2022	Mathwin Transport	From Sigma Chemicals on 20/12/22	354.26
2124	31/12/2022	Mathwin Transport	return of chlorine gas bottles to Ixom Perth	120.00
EFT31598	25/01/2023	Rosher	Mower Maintenance	-980.64
1452065	23/12/2022	Rosher	3x sets of blades	980.64
EFT31599	25/01/2023	Douglas Fraser	Reimbursement	-48.80
190123	19/01/2023	Douglas Fraser	Purchase Meals for Traffic Control Works on Frankland Rd Truck Accident	48.80
EFT31600	25/01/2023	Zone 50 Engineering Surveys Pty Ltd	Engineering Services	-8670.53
INV-0555	24/01/2023	Zone 50 Engineering Surveys Pty Ltd	Road Spotting	2369.51
INV-0556	24/01/2023	Zone 50 Engineering Surveys Pty Ltd	Road Surveying and Spotting	2545.84
INV-0557	24/01/2023	Zone 50 Engineering Surveys Pty Ltd	Road Spotting	3755.18
EFT31601	25/01/2023	Rones Plumbing and Gas	Plumbing	-9640.40
3296	16/01/2023	Rones Plumbing and Gas	Chemical shed upgrade. Washdown bay plumbing	6600.00
3307	20/01/2023	Rones Plumbing and Gas	Chemical shed upgrade. Washdown bay plumbing etc	3040.40
EFT31602	25/01/2023	KVS (WA) Pty Ltd T/A R&R Fencing	Fencing	-9720.00
INV-12605	14/01/2023	KVS (WA) Pty Ltd T/A R&R Fencing	Custom manufactured tubular steel fence for Child Care Centre	9720.00
EFT31603	30/01/2023	Telstra	Telecommunications	-1580.94
T311 JAN 23	18/01/2023	Telstra	Internet charges for Kodja Place from 18/01/22 - 17/02/23, Mobile charges for Snr Ranger from 18/01/22 - 17/02/23, iPad charges for MCCS Place from 18/01/22 - 17/02/23, iPad charges for MRS from 18/01/22 - 17/02/23, iPad charges for MWS from 18/01/22 - 17/02/23, Mobile charges for Springhaven staff from 18/01/22 - 17/02/23, Phone charges for Springhaven solar panels from 18/01/22 - 17/02/23, Phone charges for Avdata monitoring system from 18/01/22 - 17/02/23	324.92

K269313111-5	18/01/2023	Telstra	Shire office landline and modem, Bushfire landline Shire office and Kodja Place, Kodja Place landline and modem, Springhaven landline and modem, Depot security landline, Airstrip landline, Swimming pool landline	426.02
T311 JAN 23	25/01/2023	Telstra	iPad/Mobile charges for CEO 25/01/23 - 24/02/23, iPad charges for Kodja Place 25/01/23 - 24/02/23, iPad charges for M CCS 25/01/23 - 24/02/23, iPad/tablet charges for Springhaven 25/01/23 - 24/02/23, Mobile charges for MWS 25/01/23 - 24/02/23, Twig Tone Devices 25/01/23 - 24/02/23, Standpipe controller on Stock Rd 25/01/23 - 24/02/23, Mobile Charges for Works Foreman & Technical Officer 25/01/23 - 24/02/23, Mobile Charges for Swimming Pool Manager 25/01/23 - 24/02/23	830.00
EFT31604	30/01/2023	Ernie Polis	Book	-67.95
106	24/01/2023	Ernie Polis	Purchase of book A Cage in the Bush""	67.95

506,570.63

Direct Deposits 1/01/23 - 31/01/23				
Ref	Date	Name	Description	Amount
DD23153.1	03/01/2023	Aware Super	Payroll deductions	-16613.62
SUPER	03/01/2023	Aware Super	Super	13653.47
SUPER	03/01/2023	Aware Super	Super	411.91
DEDUCTION	03/01/2023	Aware Super	Payroll Deduction	139.08
DEDUCTION	03/01/2023	Aware Super	Payroll Deduction	1645.11
DEDUCTION	03/01/2023	Aware Super	Payroll Deduction	96.56
DEDUCTION	03/01/2023	Aware Super	Payroll Deduction	583.00
DEDUCTION	03/01/2023	Aware Super	Payroll Deduction	84.49
DD23153.2	03/01/2023	Hesta Superannuation	Superannuation contributions	-881.12
SUPER	03/01/2023	Hesta Superannuation	Super	881.12
DD23153.3	03/01/2023	ANZ Smart Choice Super	Superannuation contributions	-238.61
SUPER	03/01/2023	ANZ Smart Choice Super	Super	238.61
DD23153.4	03/01/2023	Fraser Coast Super Fund	Payroll deductions	-577.86
SUPER	03/01/2023	Fraser Coast Super Fund	Super	436.92
DEDUCTION	03/01/2023	Fraser Coast Super Fund	Payroll Deduction	140.94
DD23153.5	03/01/2023	Essential Super -Enzo Del	Superannuation contributions	-231.67
SUPER	03/01/2023	Essential Super -Enzo Del	Super	231.67
DD23153.6	03/01/2023	Australian Super Pty Ltd	Payroll deductions	-1798.56
SUPER	03/01/2023	Australian Super Pty Ltd	Super	1562.82
DEDUCTION	03/01/2023	Australian Super Pty Ltd	Payroll Deduction	235.74
DD23153.7	03/01/2023	HSTPLUS	Superannuation contributions	-801.66
DEDUCTION	03/01/2023	HSTPLUS	Payroll Deduction	76.25
SUPER	03/01/2023	HSTPLUS	Super	725.41
DD23153.8	03/01/2023	MTAA SUPERANNUATION	Superannuation contributions	-122.17
SUPER	03/01/2023	MTAA SUPERANNUATION	Super	122.17
DD23153.9	03/01/2023	REST SUPERANNUATION	Superannuation contributions	-684.79
SUPER	03/01/2023	REST SUPERANNUATION	Super	684.79
DD23162.1	17/01/2023	Aware Super	Payroll deductions	-18112.23
SUPER	17/01/2023	Aware Super	Super	14859.42
SUPER	17/01/2023	Aware Super	Super	425.39
DEDUCTION	17/01/2023	Aware Super	Payroll Deduction	139.08
DEDUCTION	17/01/2023	Aware Super	Payroll Deduction	1829.92
DEDUCTION	17/01/2023	Aware Super	Payroll Deduction	187.72
DEDUCTION	17/01/2023	Aware Super	Payroll Deduction	583.00
DEDUCTION	17/01/2023	Aware Super	Payroll Deduction	87.70
DD23162.2	17/01/2023	HUB24 Superannuation	Superannuation contributions	-150.51
SUPER	17/01/2023	HUB24 Superannuation Fund	Super	150.51
DD23162.3	17/01/2023	Hesta Superannuation	Superannuation contributions	-854.83
SUPER	17/01/2023	Hesta Superannuation	Super	854.83
DD23162.4	17/01/2023	ANZ Smart Choice Super	Superannuation contributions	-286.34
SUPER	17/01/2023	ANZ Smart Choice Super	Super	286.34
DD23162.5	17/01/2023	Fraser Coast Super Fund	Payroll deductions	-577.86
SUPER	17/01/2023	Fraser Coast Super Fund	Super	436.92
DEDUCTION	17/01/2023	Fraser Coast Super Fund	Payroll Deduction	140.94
DD23162.6	17/01/2023	Spirit Super	Superannuation contributions	-172.10
SUPER	17/01/2023	Spirit Super	Super	172.10
DD23162.7	17/01/2023	Essential Super -Enzo Del	Superannuation contributions	-256.55
SUPER	17/01/2023	Essential Super -Enzo Del	Super	256.55
DD23162.8	17/01/2023	Australian Super Pty Ltd	Payroll deductions	-1950.42
SUPER	17/01/2023	Australian Super Pty Ltd	Super	1714.68
DEDUCTION	17/01/2023	Australian Super Pty Ltd	Payroll Deduction	235.74

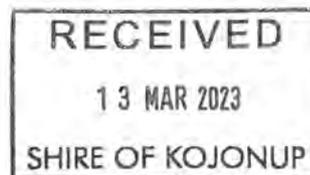
DD23162.9	17/01/2023	HOSTPLUS	Superannuation contributions	-817.96
DEDUCTION	17/01/2023	HOSTPLUS	Payroll Deduction	90.77
SUPER	17/01/2023	HOSTPLUS	Super	727.19
DD23176.1	04/01/2023	Ampol (Formerly Caltex	Ampol Fuel Card Usage November 2022	-1996.07
0109294340	21/12/2022	Ampol (Formerly Caltex Star Card)	Fuel card purchases, Fuel card purchases	1996.07
DD23185.1	31/01/2023	Aware Super	Payroll deductions	-16337.15
SUPER	31/01/2023	Aware Super	Super	13571.19
SUPER	31/01/2023	Aware Super	Super	344.45
DEDUCTION	31/01/2023	Aware Super	Payroll Deduction	139.08
DEDUCTION	31/01/2023	Aware Super	Payroll Deduction	1543.50
DEDUCTION	31/01/2023	Aware Super	Payroll Deduction	100.54
DEDUCTION	31/01/2023	Aware Super	Payroll Deduction	550.00
DEDUCTION	31/01/2023	Aware Super	Payroll Deduction	88.39
DD23185.2	31/01/2023	Prime Super	Superannuation contributions	-2021.66
SUPER	31/01/2023	Prime Super	Super	2021.66
DD23185.3	31/01/2023	HUB24 Superannuation	Superannuation contributions	-90.87
SUPER	31/01/2023	HUB24 Superannuation Fund	Super	90.87
DD23185.4	31/01/2023	Hesta Superannuation	Superannuation contributions	-921.16
SUPER	31/01/2023	Hesta Superannuation	Super	921.16
DD23185.5	31/01/2023	ANZ Smart Choice Super	Superannuation contributions	-305.80
SUPER	31/01/2023	ANZ Smart Choice Super	Super	305.80
DD23185.6	31/01/2023	Australian Catholic Superannuation &	Superannuation contributions	-50.20
SUPER	31/01/2023	Australian Catholic Superannuation &	Super	50.20
DD23185.7	31/01/2023	Fraser Coast Super Fund	Payroll deductions	-577.86
SUPER	31/01/2023	Fraser Coast Super Fund	Super	436.92
DEDUCTION	31/01/2023	Fraser Coast Super Fund	Payroll Deduction	140.94
DD23185.8	31/01/2023	Spirit Super	Superannuation contributions	-311.39
SUPER	31/01/2023	Spirit Super	Super	311.39
DD23185.9	31/01/2023	Essential Super -Enzo Del	Superannuation contributions	-228.03
SUPER	31/01/2023	Essential Super -Enzo Del	Super	228.03
DD23202.1	31/01/2023	Aware Super	Superannuation contributions	-578.81
SUPER	07/02/2023	Aware Super	Super	578.81
DD23225.1	30/01/2023	NAB	Credit Card Usage 20 December to 18 January 2023 MRS	-2694.03
DEC/JAN	30/01/2023	NAB	Online Job Ads Indeed (for RN)	297.88
DEC/JAN	30/01/2023	NAB	Annual Fee	13.00
DEC/JAN	30/01/2023	NAB	Online Job Ads Indeed (RN)	297.88
DEC/JAN	30/01/2023	NAB	Big W - Library Books	73.90
DEC/JAN	30/01/2023	NAB	Golden Carers Pty Ltd - Subscription,	74.95
DEC/JAN	30/01/2023	NAB	MTS - Medical training,	630.00
DEC/JAN	30/01/2023	NAB	SEEK - Personal Care Assistant,	324.50
DEC/JAN	30/01/2023	NAB	Independence Australia - cups,	244.75
DEC/JAN	30/01/2023	NAB	Dropbox - Annual subscription Cloud Storage	184.67
DEC/JAN	30/01/2023	NAB	The Royal Lifesaving Society - Pool Operations Group 1 Pools (BMO),	552.50
DD23225.2	31/01/2023	NAB	Credit Card Usage 20 December to 18 January 2023 MRS	-163.50
DEC/JAN	30/01/2023	NAB	Dept of Transport - 5 year MDL renewal for CSO as per EBA,	163.50
DD23229.1	21/01/2023	Ampol (Formerly Caltex Star Card)	Ampol Fuel Card - December	-2167.92
0109342308	21/01/2023	Ampol (Formerly Caltex Star Card)	Fuel card purchases, Fuel card purchases	2167.92
DD23231.1	23/01/2023	Motorcharge Limited (Puma)	Puma Fuel Card - December	-1452.36
97	23/01/2023	Motorcharge Limited (Puma)	Puma Fuel Card - December, Puma Fuel Card - December	1452.36
DD23153.10	03/01/2023	Panorama Super	Superannuation contributions	-84.81
SUPER	03/01/2023	Panorama Super	Super	84.81
DD23153.11	03/01/2023	Australian Retirement Trust	Superannuation contributions	-1060.73
SUPER	03/01/2023	Australian Retirement Trust	Super	1060.73
DD23153.12	03/01/2023	Prime Super	Superannuation contributions	-1649.47
SUPER	03/01/2023	Prime Super	Super	1649.47

DD23153.13	03/01/2023	HUB24 Superannuation Fund	Superannuation contributions	-202.94
SUPER	03/01/2023	HUB24 Superannuation Fund	Super	202.94
DD23162.10	17/01/2023	MTAA SUPERANNUATION FUND	Superannuation contributions	-108.32
SUPER	17/01/2023	MTAA SUPERANNUATION FUND	Super	108.32
DD23162.11	17/01/2023	REST SUPERANNUATION	Superannuation contributions	-717.44
SUPER	17/01/2023	REST SUPERANNUATION	Super	717.44
DD23162.12	17/01/2023	IOOF Superannuation	Superannuation contributions	-240.01
SUPER	17/01/2023	IOOF Superannuation	Super	240.01
DD23162.13	17/01/2023	Panorama Super	Superannuation contributions	-113.08
SUPER	17/01/2023	Panorama Super	Super	113.08
DD23162.14	17/01/2023	Australian Retirement Trust	Superannuation contributions	-1099.49
SUPER	17/01/2023	Australian Retirement Trust	Super	1099.49
DD23162.15	17/01/2023	Prime Super	Superannuation contributions	-1743.34
SUPER	17/01/2023	Prime Super	Super	1743.34
DD23185.10	31/01/2023	Colonial First State FirstChioce Superannuation Trust	Payroll deductions	-1072.33
SUPER	31/01/2023	Colonial First State FirstChioce Superannuation Trust	Super	432.33
DEDUCTION	31/01/2023	Colonial First State FirstChioce Superannuation Trust	Payroll Deduction	139.46
DEDUCTION	31/01/2023	Colonial First State FirstChioce Superannuation Trust	Payroll Deduction	500.54
DD23185.11	31/01/2023	Australian Super Pty Ltd	Payroll deductions	-1993.37
SUPER	31/01/2023	Australian Super Pty Ltd	Super	1757.63
DEDUCTION	31/01/2023	Australian Super Pty Ltd	Payroll Deduction	235.74
DD23185.12	31/01/2023	HOSTPLUS	Superannuation contributions	-757.86
DEDUCTION	31/01/2023	HOSTPLUS	Payroll Deduction	84.33
SUPER	31/01/2023	HOSTPLUS	Super	673.53
DD23185.13	31/01/2023	MTAA SUPERANNUATION FUND	Superannuation contributions	-128.94
SUPER	31/01/2023	MTAA SUPERANNUATION FUND	Super	128.94
DD23185.14	31/01/2023	REST SUPERANNUATION	Superannuation contributions	-717.44
SUPER	31/01/2023	REST SUPERANNUATION	Super	717.44
DD23185.15	31/01/2023	IOOF Superannuation	Superannuation contributions	-273.57
SUPER	31/01/2023	IOOF Superannuation	Super	273.57
DD23185.16	31/01/2023	Panorama Super	Superannuation contributions	-113.08
SUPER	31/01/2023	Panorama Super	Super	113.08
DD23185.17	31/01/2023	Australian Retirement Trust	Superannuation contributions	-1276.62
SUPER	31/01/2023	Australian Retirement Trust	Super	1276.62
FEES	04/01/2023	WESTNET	Westnet	-725.79
FEES	17/01/2023	MESSAGE MEDIA	Sms Messages	-941.56
FEES	31/01/2023	NAB	MISCELLANEOUS BANK CHARGES	-2968.74
FEES	31/01/2023	2023	Centrelink Charge :	-5.94
2423	05/01/2023	013B - PAYROLL CREDITORS MUN	PAYROLL CREDITORS MUN	-148475.99
2423	19/01/2023	013B - PAYROLL CREDITORS MUN	PAYROLL CREDITORS MUN	-150992.77
2423	05/01/2023	Trans Lice - TRANSPORT	TRANSPORT LICENCING (DEC) MUN	-3807.10
2423	06/01/2023	Trans Lice - TRANSPORT	TRANSPORT LICENCING (DEC) MUN	-2578.40
2423	09/01/2023	Trans Lice - TRANSPORT	TRANSPORT LICENCING (DEC) MUN	-42181.00
2423	10/01/2023	Trans Lice - TRANSPORT	TRANSPORT LICENCING (DEC) MUN	-11530.00
2423	11/01/2023	Trans Lice - TRANSPORT	TRANSPORT LICENCING (DEC) MUN	-3557.65
2423	12/01/2023	Trans Lice - TRANSPORT	TRANSPORT LICENCING (DEC) MUN	-2363.05
2423	13/01/2023	Trans Lice - TRANSPORT	TRANSPORT LICENCING (DEC) MUN	-1005.10
2423	17/01/2023	Trans Lice - TRANSPORT LICENCING (DEC) MUN	TRANSPORT LICENCING (DEC) MUN	-1995.90

2423	16/01/2023	Trans Lice - TRANSPORT LICENCING (DEC) MUN	TRANSPORT LICENCING (DEC) MUN	-3118.55
2423	18/01/2023	Trans Lice - TRANSPORT LICENCING (DEC) MUN	TRANSPORT LICENCING (DEC) MUN	-4150.70
2423	19/01/2023	Trans Lice - TRANSPORT	TRANSPORT LICENCING (DEC) MUN	-1385.45
2423	20/01/2023	Trans Lice - TRANSPORT	TRANSPORT LICENCING (DEC) MUN	-1156.25
2423	23/01/2023	Trans Lice - TRANSPORT	TRANSPORT LICENCING (DEC) MUN	-1419.20
2423	24/01/2023	Trans Lice - TRANSPORT	TRANSPORT LICENCING (DEC) MUN	-1763.45
2423	25/01/2023	Trans Lice - TRANSPORT	TRANSPORT LICENCING (DEC) MUN	-3690.25
2423	27/01/2023	Trans Lice - TRANSPORT	TRANSPORT LICENCING (DEC) MUN	-2318.70
2423	30/01/2023	Trans Lice - TRANSPORT	TRANSPORT LICENCING (DEC) MUN	-1274.10
2423	31/01/2023	Trans Lice - TRANSPORT LICENCING (DEC) MUN	TRANSPORT LICENCING (DEC) MUN	-1202.65

482,986.80

SUMMARY FOR JANUARY 2023	
Cheque 14351 - 14351	26,152.05
EFT 31471 - 31604	506,570.63
Direct Debits	482,986.80
Total	1,015,709.48



Shire of Kojonup
95 Albany Highway
Kojonup WA 6395

9 March 2023

To whom it may concern,

The Kojonup Tennis Club would like to submit an expression of interest for the leasing of Lot 162 Blackwood Road (approximately 34 hectares) for a period of two years and in accordance with the public notice advertising of the conditions of the lease.

The Kojonup Tennis Club offers \$2550 per year and intend to use the land for cropping purposes.

Sincerely,

A handwritten signature in black ink, appearing to read "B. Bignell".

Bevan Bignell
Kojonup Tennis Club President
Ph: 0427625312



SHIRE OF KOJONUP

EXPRESSIONS OF INTEREST - LEASE OF LAND

Expressions of Interest are called for the lease of the following agricultural land:

Lot 162 Blackwood Road, Kojonup

for a three (3) year period from 1 March 2023.

Written Expressions of Interest, outlining the proposed lease fee and proposed use of the land, are invited from prospective individuals, community organisations or sporting groups.

A plan and more specific information, along with conditions of the Expression of Interest and grading criteria, are available from the Shire Office or by contacting Judy Stewart, Senior Administration Officer on 9831 2406 or sao@kojonup.wa.gov.au.

Expressions of Interest close at 4.00pm on Friday, 20 January 2023 and must be marked ***'Strictly Confidential - Expression of Interest – 162 Blackwood Road'*** and addressed to the Chief Executive Officer, Shire of Kojonup, 93 Albany Highway, KOJONUP WA 6395 or as per the Information Package.

The Shire of Kojonup reserves the right to not accept the highest or any Expression of Interest.

Grant Thompson
Chief Executive Officer



Lease of Lot 162 Blackwood Road, Kojonup Information Package

Expressions of Interest are invited from individuals and/or community and sporting groups interested in leasing Lot 162 Blackwood Road, Kojonup.

Lot 162 is approximately 34 hectares of Shire controlled land situated between the industrial estate and Showgrounds (see attached map).

Conditions of Lease:

- Term of lease to be for a period of three (3) years;
- The lessee accepts the property on an 'as is' basis;
- The lessee is to maintain perimeter fences at the current standards;
- The Shire will not be liable for any issues arising from fencing and/or containment of stock;
- The lessee is responsible for managing and minimising any fire hazard and complying with any relevant conditions of the annual fire break order;
- Any stocking rates will be agreed by both parties on an 'as needs' basis to respond to any animal welfare, fire hazard reduction, and land quality preservation issues that may arise.

How to submit your Tender:

Each Expression of Interest is to include:

- 1) Interested party's name, address and contact telephone number;
- 2) Include the annual lease price offered (including GST);
- 3) Proposed use of the land (e.g.; cropping, grazing); and
- 4) Any other considerations or relevant information.

Tender Grading Criteria:

Community Value Creation	50%
Price	40%
Proposed Property Improvements	10%

Expressions of Interest must be received by 4.00pm on Friday, 20 January 2023, marked '**Strictly Confidential – Expression of Interest – 162 Blackwood Road**', and can be submitted in one of the following ways:

By Mail:

Attn: Chief Executive Officer
Shire of Kojonup
PO Box 163
KOJONUP WA 6395

In person:

Shire Office
93 Albany Highway
Kojonup

Email:

council@kojonup.wa.gov.au

The Shire of Kojonup reserves the right to not accept the highest or any Expression of Interest.

Questions?

For further information please contact Judy Stewart on 9831 2406 or by email sao@kojonup.wa.gov.au.

Attachment: Arial Photograph showing lot 162.





Hon John Carey MLA
Minister for Housing; Lands; Homelessness; Local Government

Our ref: 78-11008

3 February 2023

Dear Local Government Chief Executive Officers

MEMORANDUM TO CHIEF EXECUTIVE OFFICERS
ARRANGEMENTS FOR THE UPCOMING OCTOBER 2023 ORDINARY ELECTIONS

As you know, the State Government is continuing to work with the local government sector to deliver the most significant package of local government reforms in more than 25 years. These reforms include several measures to strengthen local democracy and increase community engagement, including new requirements for:

- the introduction of optional preferential voting for all local government elections;
- directly-elected Mayors and Presidents for all Band 1 and 2 local governments;
- the abolition of wards for all Band 3 and 4 local governments; and
- aligning the size of councils with the size of the population of each district.

In September 2022, I wrote to all local governments to outline the implications of the reforms for each council, and pathways for implementing required changes. Since then, the majority of impacted councils have been working to consider how best to transition in changes. Many councils have since completed Ward and Representation Reviews, while others will have more substantial changes implemented through reform elections, or minor changes made to apply by default.

I would like to acknowledge and thank local governments for the constructive and proactive way they have approached this forward planning.

Further to my previous letter, the State Government is continuing to work to implement election reforms ahead of the October 2023 Ordinary Elections. The reforms will introduce Optional Preferential Voting (OPV) for all local government elections. OPV is similar to preferential voting used in State and Federal Elections, and for local government elections in every other Australian state. OPV provides that electors can preference as many or as few candidates as they decide, and there will be no transfer of preferences other than the preferences electors mark on their ballot paper.

The reforms will also include related new changes for the backfilling of vacancies, including:

- in the event that a member of the council is directly elected as the Mayor or President, the consequent vacancy can be filled by the next highest-polling candidate through the relevant district or ward council election held on the same day;
- if a vacancy arises within one year of a council member being elected at an ordinary election, that vacancy may be filled by the next highest-polling candidate; and
- the timeframes for which certain vacancies can remain unfilled ahead of an upcoming ordinary election will also be extended.

Together, these reforms will greatly reduce the need for extraordinary elections, saving costs for ratepayers and administrative burden for local governments in the longer term.

However, these changes will require specific attention on election night, and returning officers will need to identify the candidates who are next in line to fill further vacancies for inclusion on the declaration of results. Accordingly, I am writing to encourage all local governments to commence early planning for the practical arrangements for the conduct of the October 2023 Ordinary Elections.

As you would know, the council may declare the Electoral Commissioner as responsible to conduct postal elections under sections 4.20 and 4.61 of the *Local Government Act 1995* (the Act). Section 4.28 of the Act further provides that the local government is to meet the costs incurred by the Western Australian Electoral Commission (WAEC) in conducting such elections.

Alternatively, if council decides that the CEO (or other appointee) is to be the returning officer, local governments will have the option to purchase a licence for access to the WAEC's CountWA software to facilitate the counting of votes. CountWA software is used to count votes in State Elections, and involves data entry of preferences indicated on ballot papers. This provides for preferences to be counted and re-counted using the software.

If a local government decides to license the software instead of appointing the Electoral Commissioner to conduct the election, the CEO (or other appointee) will remain wholly responsible for the conduct of the count, the use of the software, the introduction of the new OPV counting and backfilling provisions, and dealing with any disputes or complaints. The WAEC will only be able to provide general assistance on accessing and using the software.

The WAEC will shortly be writing to all local governments to provide information for each council. The WAEC can also provide further information on each of these options. Please contact Phil Richards, Manager Election Events on 9214 0443 or at Phillip.Richards@waec.wa.gov.au if you have any queries.

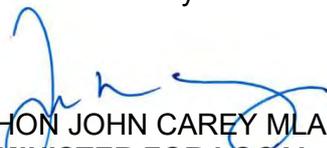
It is strongly recommended that the decision for whether to declare the Electoral Commissioner as responsible for your Ordinary Elections is put to Council at its March meeting. This will allow sufficient time for the WAEC to work with you to deliver the election, or provide you with a software licence, if preferred.

In considering potential arrangements, local governments should be mindful that the WAEC will require sufficient lead time to plan ahead. Accordingly, I strongly urge all local governments to make arrangements as early as possible, and consider the appointment of the WAEC to conduct the elections.

The Department of Local Government, Sport and Cultural Industries (DLGSC) is working closely with the WAEC to prepare further materials to assist local governments with the implementation of reforms. The DLGSC will provide further updates through LG Alerts to the sector and on the DLGSC's website. The DLGSC is also available to assist with any queries, including by email at lghotline@dlgsc.wa.gov.au or by phone on 1300 762 511.

I have also written a letter to the Mayor or President of your local government, which contains the same information as this memorandum. That letter should be received shortly.

Yours sincerely



HON JOHN CAREY MLA
MINISTER FOR LOCAL GOVERNMENT

2.2. Scheduler and checklist

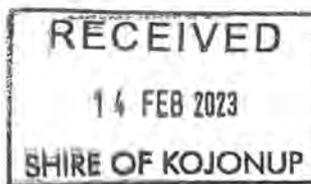
References	Activity	Chapter	Commence	Complete	Done?
Hint s. 4.20 reg. 7	CEO to complete Returning Officer Declaration.	9	26/7/21	28/7/21	<input type="checkbox"/>
Hint s.4.21 regs. 6 & 7	Returning officer appoints deputy returning officer(s).	9	28/7/21	29/7/21	<input type="checkbox"/>
Hint	Prepare advertisement giving Statewide public notice of close of enrolment for owners and occupiers if not using WALGA joint advertising scheme.	4	2/8/21	6/8/21	<input type="checkbox"/>
Hint	Inspect and book polling place(s).	11	2/8/21	20/8/21	<input type="checkbox"/>
s. 4.39	Statewide public notice of close of enrolment for owners and occupiers.	4	7/8/21	21/8/21	<input type="checkbox"/>
s. 4.40	CEO to advise Electoral Commissioner of need for residents' roll.	5	7/8/21	21/8/21	<input type="checkbox"/>
Hint	Prepare advertisement giving Statewide public notice calling for nominations if not using WALGA joint advertising scheme.	4	13/8/21	19/8/21	<input type="checkbox"/>
s. 4.47	Statewide public notice calling for nominations.	4	21/8/21	1/9/21	<input type="checkbox"/>
Hint	Prepare nomination packages.	11	23/8/21	1/9/21	<input type="checkbox"/>
Hint	Prepare candidate packages and materials for drawing of position on ballot papers.	7	26/8/21	1/9/21	<input type="checkbox"/>
s. 4.39	Applications for inclusion on owners and occupiers roll close.	5		27/8/21 at 5.00pm	<input type="checkbox"/>

References	Activity	Chapter	Commence	Complete	Done?
s. 4.49	Nominations open.	11	2/9/21		<input type="checkbox"/>
reg. 27	Refund deposits on withdrawal of nominations up to this day.	20		8/9/21 up to 4.00pm	<input type="checkbox"/>
s. 4.53 reg. 25	Last day nominations can be withdrawn.	7		9/9/21 up to 4.00pm	<input type="checkbox"/>
s. 4.49	Nominations close.	7		9/9/21 at 4.00pm	<input type="checkbox"/>
s. 4.54 s. 4.56	Declaration of candidates and draw for position on ballot paper. Distribute candidate packages and deliver them to those candidates not present.	7		9/9/21 forthwith after 4.00pm	<input type="checkbox"/>
Hint	Formally advise all candidates of result of the draw for positions on ballot paper.		9/9/21	13/9/21	<input type="checkbox"/>
s. 4.40	CEO to receive certified residents roll from Electoral Commissioner.	5		10/9/21	<input type="checkbox"/>
s. 4.41	Last day for CEO to compile and sign owners and occupiers roll.	5		10/9/21	<input type="checkbox"/>
Hint	Arrange for two separate rolls to be printed or carry out consolidation process and include rolls in candidate packages.	5	10/9/21	17/9/21 or shortly after	<input type="checkbox"/>
Hint	Schedule briefing for electoral officers on early/absent/postal voting.	12	10/9/21	17/9/21	<input type="checkbox"/>
s. 4.71(1)reg. 33	Arrange printing of ballot papers.	8	10/9/21	24/9/21	<input type="checkbox"/>

References	Activity	Chapter	Commence	Complete	Done?
Hint	Arrange supplies of forms, seals, and other material for use at polling places and the count.	6	10/9/21	24/9/21	<input type="checkbox"/>
Hint	Appoint staff to process early, absent, and postal vote applications.	12	10/9/21	24/9/21	<input type="checkbox"/>
Hint s. 4.64	Prepare advertisement for the election notice if not using WALGA joint advertising scheme and publish election notice.	4	10/9/21	27/9/21	<input type="checkbox"/>
Hint	Set up electoral complaints system.	17	As appropriate		<input type="checkbox"/>
Hint	Set up for early voting.	12	13/9/21	14/9/21	<input type="checkbox"/>
Hint	Advertise for electoral staff to work at polling places and the count.	9	13/9/21	20/9/21	<input type="checkbox"/>
s. 4.62	Appoint polling places.	11	17/9/21		<input type="checkbox"/>
s. 4.43	Last day for CEO to delete duplication of names on roll(s) and make corrections if not previously printed and included in candidate packages.	5		24/9/21	<input type="checkbox"/>
s. 4.68	Absent voting commences.	12	When election notice given	12/10/21 at 4.00pm	<input type="checkbox"/>
s. 4.68 regs. 31, 59	Early voting commences.	12	When election notice given	15/10/21 at 4.00pm	<input type="checkbox"/>
s. 4.68	Postal voting opens.	12	After election papers issued	16/10/21 up to 6.00pm	<input type="checkbox"/>
Hint	Inspect and arrange for voting screens, direction signs etc. to be cleaned and repaired if necessary.	11	27/9/21	15/10/21	<input type="checkbox"/>
Hint s. 4.63	Appoint selected electoral staff to polling places and the count of votes and advise successful and unsuccessful applicants.	11	4/10/21	8/10/21	<input type="checkbox"/>

References	Activity	Chapter	Commence	Complete	Done?
Hint	Prepare presiding officer packages.	11	8/10/21	15/10/21	<input type="checkbox"/>
Hint	Schedule briefing with electoral officers.	9	11/10/21	15/10/21	<input type="checkbox"/>
reg. 37(3)	Close of applications for a postal vote on election day.	12	Any time	15/10/21 at 4.00pm	<input type="checkbox"/>
Hint	Arrange to obtain keys to polling places.	11	13/10/21	15/10/21	<input type="checkbox"/>
Hint	Arrange deliveries of heavy equipment to polling places.	11	15/10/21	15/10/21	<input type="checkbox"/>
Hint	Arrange for count area to be set up.	14	15/10/21	16/10/21 up to 6.00pm	<input type="checkbox"/>
Hint	Issue presiding officer packages with ballot papers and seals and photocopies of early votes cast, absent votes and postal votes received, and scrutineers appointed.	11	15/10/21 4.30pm	16/10/21 before 7.00am	<input type="checkbox"/>
s. 4.7, 4.4.68(1)(e)	ELECTION DAY	13	16/10/21 at 8.00am	16/10/21 at 6.00pm	<input type="checkbox"/>
s. 4.72, 4.77 reg. 80	The count and declaration of result.	14	16/10/21 from 6.00pm	Until finished	<input type="checkbox"/>
Hint	Public notice of results.	15	After count	ASAP	<input type="checkbox"/>
Hint s. 4.84 reg. 82	Store election papers and place electoral materials in store for future use.	16	After count	ASAP after completion of Form 20 Report	<input type="checkbox"/>
Hint	Collect heavy equipment from polling places and return keys.	11	18/10/21	18/10/21	<input type="checkbox"/>

References	Activity	Chapter	Commence	Complete	Done?
Hint	Arrange to pay electoral staff.	12	18/10/21	As agreed.	<input type="checkbox"/>
Hint	Special council meeting – Election of Mayor/President and Deputy.	18	As arranged at the last meeting before 16/10/21		<input type="checkbox"/>
s. 4.79 reg. 81	Lodge Report to Minister on Form 20 online with the Department of Local Government, Sport and Cultural Industries.	16	18/10/21	29/10/21	<input type="checkbox"/>
s. 4/81 reg. 84 reg. 80 (3)	Invalidity complaints are to be made within 28 days after public notice of declaration of the result of the election given/	17	Date public notice given of election result	28 days after public notice of result (13/11/21)	<input type="checkbox"/>
s. 4.50 and reg. 27	Refund election deposits	20	28 days after public notice of result	ASAP	<input type="checkbox"/>



WESTERN AUSTRALIAN
Electoral Commission

LGE 028

Mr Grant Thompson
Chief Executive Officer
Shire of Kojonup
PO Box 163
KOJONUP WA 6395

Dear Mr Thompson

Local Government Ordinary Election: 2023

The next local government ordinary elections are being held on 21 October 2023. While this is still some distance in the future, I have enclosed an estimate for your next ordinary election to assist in your 2023/2024 budget preparations.

The estimated cost for the 2023 election if conducted as a postal ballot is \$18,000 inc GST, which has been based on the following assumptions:

- 1,350 electors
- response rate of approximately 50%
- 4 vacancies
- count to be conducted at the offices of the Shire of Kojonup
- appointment of a local Returning Officer
- regular Australia Post delivery service to apply for the lodgement of the election packages.

An additional amount of \$300 will be incurred if your Council decides to opt for the Australia Post Priority Service for the lodgement of election packages.

179916

The Commission is required by the *Local Government Act* to conduct local government elections on a full cost recovery basis and you should note that this is an estimate only and may vary depending on a range of factors.

Costs not incorporated in this estimate include:

- any legal expenses other than those that are determined to be borne by the Western Australian Electoral Commission incurred as part of an invalidity complaint lodged with the Court of Disputed Returns
- the cost of any casual staff to assist the Returning Officer on election day or night
- any unanticipated costs arising from public health requirements for the COVID-19 pandemic.

As you are aware, the Government is currently considering reforms to the *Local Government Act 1995*, which include how elections are to be conducted. In order to assist with your local government's budget planning, we have included, to the best of our knowledge, costs that will arise from the changes proposed in legislation. For example, if under the amendments your local government will be required to conduct a mayoral/presidential election this has been included.

Some local governments may also note an increase in costs from their 2021 ordinary costs. These include increases arising from inflation in recent years affecting salaries for Returning Officers and other staff, printing and packaging costs as well as the increase in postage announced by Australia Post. Additional costs from the Commission have been included arising from improved processing procedures and additional resources to supplement the Commission's education, complaints management, investigation and legal efforts.

In order for the Commission to be responsible for the conduct of your election, the first step required by the *Local Government Act 1995* is my written agreement to undertake the election.

As such, you may take this letter as my agreement to be responsible for the conduct of the ordinary elections in 2023 for the Shire of Kojonup in accordance with section 4.20(4) of the *Local Government Act 1995*, together with any other elections or polls that may also be required.

My agreement is subject to the proviso that the Shire of Kojonup also wishes to have the election undertaken by the Western Australian Electoral Commission as a postal election.

In order to achieve this, your council would need to pass the following two motions by absolute majority:

- Declare, in accordance with section 4.20(4) of the *Local Government Act 1995*, the Electoral Commissioner to be responsible for the conduct of the 2023 ordinary elections together with any other elections or polls which may be required
- Decide, in accordance with section 4.61(2) of the *Local Government Act 1995* that the method of conducting the election will be as a postal election.

It would be greatly appreciated if this item was considered at your March council meeting, to enable the Commission to have sufficient time to work with you to effectively conduct the election.

I look forward to conducting this election for the Shire of Kojonup in anticipation of an affirmative vote by Council. If you have any further queries please contact Shani Wood Director, Election Operations on 9214 0400.

Yours sincerely



Robert Kennedy
ELECTORAL COMMISSIONER

9 February 2023



Mr Grant Thompson
Chief Executive Officer
Shire of Kojonup
PO Box 163
KOJONUP WA 6395

CountWA Software 2023 Local Government Ordinary Election

I refer to your email of 6th February 2023, where the Shire of Kojonup requested a cost estimate to use the CountWA software package for the 2023 Local Government Ordinary Election should your Chief Executive Officer (or other appointee) be the Returning Officer.

As you may be aware, CountWA is a counting software that is used for computing the results of more complex counts and is used to count votes in State Elections. It involves data entry of preferences indicated on ballot papers into the software and then the software computes the results depending on the counting method required.

The Western Australia Electoral Commission (WAEC) can offer two options for local governments that don't declare the Electoral Commissioner responsible for the conduct of their election.

We recommend that for any local governments expecting more than 300 ballot papers, you consider utilising Option 2, as this will enable you to have multiple data entry operators. We also recommend Option 2 for those local Governments who do not have sufficient in-house IT support to undertake Option 1.

Option 1 - CountWA software and support only

1. This is a single computer installation of CountWA and is best suited to smaller counts where there is a single operator undertaking the role of supervisor and data entry operator. There is no ability to connect any other computer to CountWA or show progressive results whilst also data entering.
2. WAEC will provide:
 - a. Installation package for CountWA. This will be supplied on a suitable download link.
 - b. Technical support (during business hours on phone) prior to election day to assist with the installation and setup of CountWA (times will be advised)
 - c. Training materials and documentation related to CountWA.
 - d. Training of use of Count WA (via Teams).
 - e. Helpdesk support on Election Day from 10.00am to 10.00pm

3. The Local Government will:
 - a. Supply all equipment.
 - b. Have Windows 10 installed on the computer.
 - c. Need appropriate IT capacity to install and setup software on the computer.
4. The cost for Option 1 is \$5,300 (ex GST) per Local Government, plus additional costs for helpdesk support and couriers.

Option 2 - Complete CountWA installation, including all hardware and equipment.

1. This can be used for a range of count sizes, requiring two to 20 computers. It also allows results to be progressively displayed.
2. WAEC will provide:
 - a. Two or more pre-networked laptops with CountWA pre-installed. This package includes all IT equipment needed to run CountWA, including laptop, numeric keypads, networking equipment, extension cords, power boards, etc.
 - b. Printer and modem
 - c. Technical support (during business hours on phone) prior to election day to assist with the setup of CountWA (times will be advised)
 - d. Training materials and documentation related to CountWA
 - e. Training of use of CountWA (via Teams)
 - f. Helpdesk support on Election Day from 10.00am to 10.00pm
 - g. Secure transport of the CountWA equipment to/from the Local Government. The equipment will be sent to the Local Government 1-2 weeks prior to the election so that there is time to setup and test.
3. The Local Government will:
 - a. Be responsible for unpacking and setting up the IT equipment. Clear instructions will be provided by WAEC, and telephone support will be available.
 - b. Provide a suitable HDMI compatible digital projector or large screen, should they wish to display the progressive results on a large screen.
 - c. After the election, pack up all equipment and follow instructions provided by the WAEC for the return of all supplied equipment within 2 weeks after the election.
4. The cost for Option 2 is \$8,000 (ex GST) per Local Government. This includes software license, laptop (one), printer, networked modem, technical support (install), training and materials, WAEC administration support. Please note that:
 - a. There is an additional \$1000 as a bond which is refundable when equipment is returned and if there are no damages.
 - b. There is an additional cost of \$650 per additional laptop required for either data entry or progressive display.
 - c. The cost of helpdesk support, packaging and couriers are variable costs to be added when confirmed.

For both options above, whilst technical support is provided the WAEC accepts no liability for the result and cannot undertake any counting or other administrative assistance with the election.

To determine the total requirements required for the 2023 Local Government Ordinary Elections could you please advise WAEC which option you would be considering and if option 2 can you also indicate the number of laptops required. Local Governments that have indicated they require either option, will be supplied with the CountWA service and invoiced if their election proceeds past the close of nominations.

Please respond to:

Attention Daniel Smith, Project Assistant, LGE Governance and Integrity,
at lgelections@waec.wa.gov.au

Yours sincerely

A handwritten signature in black ink, appearing to read 'R Kennedy', written in a cursive style.

Robert Kennedy
ELECTORAL COMMISSIONER

14 March 2023

SHIRE OF KOJONUP



**Audit & Risk Committee
Minutes**

28 February 2023

TERMS OF REFERENCE

AUDIT & RISK COMMITTEE

Function:

This Committee is responsible for assisting Council in recommending appropriate actions to Council with regards to audit, risk and governance management to ensure accountability to the community in its responsibilities.

Duties and Responsibilities:

- Receive and review the biannual reports from the Chief Executive Officer (CEO) regarding the appropriateness and effectiveness of the Shires risk management, internal controls and legislative compliance and make recommendations to Council;
- Recommend and review the Shires Risk Appetite Statement in order to set the Risk Tolerance of the Council;
- Monitor and receive reports concerning the development, implementation and on-going management of the Shires Risk Management Plan and the effectiveness of its Risk Management Framework;
- Provide advice and assistance to Council as to the carrying out of its functions in relation to audits and recommend;
 - a) a list of those matters to be audited; and
 - b) the scope of the audit to be undertaken;
- Meet with the auditor yearly and provide a report to Council on the matters discussed and the outcome of the discussions;
- Liaise with the (CEO) to ensure that the Shire does everything in its power to:
 - a) assist the auditor to conduct the audit and carry out his or her other duties under the *Local Government Act 1995*; and
 - b) ensure that audits are conducted successfully and expeditiously;
- Examine the reports of the auditor after receiving a report from the CEO on the matters and:
 - a) determine if any matters raised require action to be taken by the Shire; and
 - b) ensure that appropriate action is taken in respect of those matters;
 - c) Review the report prepared by the CEO in respect of any matters raised in the report of the auditor and present the report to Council for adoption prior to the end of the next financial year or six months after the last report prepared by the auditor is received, whichever is the latest;
- Review the scope of the Audit Plan and its effectiveness;
- Consider and recommend adoption of the Annual Financial Report to the Council;
- Address issues brought to the attention of the Committee, including responding to requests from Council for advice that are within the parameters of the Committee's terms of reference;
- Seek information or obtain expert advice through the CEO on matters of concern within the scope of the Committee's terms of reference following authorisation from the Council; and
- Review the annual Statutory Compliance Return and make a recommendation on its adoption to Council.

Membership

Four (4) Councillors; and

Two (2) Community Members.

MINUTES OF AN AUDIT AND RISK COMMITTEE MEETING
HELD ON 28 FEBRUARY 2023

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MINUTES

1 DECLARATION OF OPENING

The Chairman, Cr Gale declared the meeting open at 9.03 am and alerted the meeting of the procedures for emergencies including evacuation, designated exits and muster points.

2 ATTENDANCE, APOLOGIES & LEAVE OF ABSENCE

MEMBERS

Cr Kevin Gale	Member (Chairperson)
Cr Paul Webb	Member
Cr Alan Egerton-Warburton	Member
Cr Roger Bilney	Member
James Hope	Community Member

STAFF (OBSERVERS)

Grant Thompson	Chief Executive Officer
Judy Stewart	Senior Administration Officer

SENIOR MANAGEMENT TEAM VISITOR

Ciara O'Regan	Manager Springhaven
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APOLOGIES

Roger House	Community Member
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MEMBERS OF THE PUBLIC

Kath Mathwin
Pat Bunny
Peter Anderson

3 PUBLIC QUESTION TIME

Nil

4 SUMMARY OF RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE

Nil

5 CONFIRMATION OF MINUTES

Audit & Risk Committee Meeting held 2 November 2022 ([Attachment 5.1](#))

OFFICER RECOMMENDATION/COMMITTEE DECISION

AR1/23 Moved Cr Egerton-Warburton Seconded Cr Bilney
That the minutes of the Audit & Risk Committee Meeting held on 2 November 2022 be confirmed as a true and accurate record.

CARRIED 5/0

6 **DECLARATIONS OF INTEREST**

Nil

7 **SENIOR MANAGEMENT TEAM DISCUSSION**

In accordance with the Financial Management Review adopted in February 2019, one senior manager will attend the Audit & Risk Committee on a rotational basis to discuss the following:

- Update on Manager's areas of responsibility and current projects/issues;
- Questions on Notice from the Audit and Risk Committee;
- Management's own recommendations for improvement in key areas.

Ciara O'Regan, Manager Springhaven presented at this meeting. Points of note:

- Staffing qualified roles to meet regulatory standards remains challenging.
- Expressions of Interest for management and lease of Springhaven close at 4.00pm this date.
- The facility's operations are audited every three years or spot audited – completely compliant in February 2022 with no recommendations for improvement and no issues.
- Since then legislation has changed requiring a Registered Nurse (RN) 16 hours/day. Management hours cannot count unless we verify the split between RN and Management duties. One RN finishes this Thursday.
- As of 1 July 2023, legislation requires an RN 24 hours/day/7 days per week. Current RN will commence maternity leave sometime before July; availability of emergency nurses through Department of Health (DoH) is unknown.
- Advertising for staff has occurred extensively and has included visa sponsoring/housing/relocation expenses/retention bonus – including through agencies. Not many conversations have eventuated with only one RN from Canada being a potential option at this stage.
- Aged Care Quality and Safety Commission (Commission) - the last Commission score (star rating) was 4 out of 5 which is above the average of 3. We are required to report any material changes.
- Goal is to keep open with full bed usage.
- We are linked to the DoH for emergency staff to cover leave and are looking at using again – 4-6 weeks maximum. The Department is very supportive.
- Confident in processes in place: we have 17 residents and five empty beds which will continue until we are in a better staffing position.
- Expression of Interest process important to our future management of Springhaven.

The Manager Springhaven left the meeting at 9.35am.

8 COMMITTEE TIMETABLE

As a guide and subject to availability, each Audit & Risk Committee agenda will contain the following (list to be expanded at the suggestion of members):

1st Quarter (January – March)

- Committee Status Report
- Compliance Audit Return
- Summary of Risk Management
- Volunteer Management
- Leave Provision Adequacy

2nd Quarter (April – June)

- Committee Status Report
- Summary of Risk Management
- Fees & Charges Review
- Business Continuity Plan Review
- Shire President's Vehicle Log Book

3rd Quarter (July – September)

- Committee Status Report
- Interim Audit Report
- Summary of Risk Management
- Insurance Overview

4th Quarter (October – December)

- Committee Status Report
- Audit Report & Management Letter
- Annual Financial Report
- Annual Report
- Financial Management Review (each 3 years – 2018, 2021...)
- Risk, Legal Compliance & Internal Controls review (each 3 years – 2021, 2024...)
- Summary of Risk Management

The above list will remain at the commencement of each Committee agenda to act as a timetable and enable members to add to the items to be considered.

9 COMMITTEE STATUS REPORT

Date	Item Number & Title	Issue	Response	Status
2 November 2022	10.1 – Risk Management Update	Risk Management Framework, Risk Register and Key Organisational Risks Review	To progress by September 2023	To be commenced

UNCONFIRMED

10 SUMMARY OF RISK MANAGEMENT

10.1 RISK MANAGEMENT UPDATE

Please refer to the following attachments:

- 10.1.1 Risk Dashboard Report – February 2023
- 10.1.2 Risk Actions Report – February 2023

The Chief Executive Officer advised that we now operate under the Western Australian Industrial Relations Commission employment legislation (from Federal to State). The WAIRC is a lot more prescriptive in terms of managing Team Members' performance.

The Shire is currently transitioning and has a deadline of 30 December 2023 to fully transition our Human Resource Framework, including re-negotiating the Enterprise Bargaining Agreement.

Looking to review Risk Management Framework in 2023.

10.2 WORK HEALTH AND SAFETY (WHS)

The Chief Executive Officer (CEO) presented an update on the status of WHS.

The relatively new *Work Health and Safety Act 2020* is more prescriptive, to keep team members safe. The Shire of Kojonup has good frontline tools; for example, documentation, but remainder requires work with staff representative numbers lacking from time to time. Safety is a high priority focus over the next two years. Looking to acquire Safety Management software which will improve hazards being followed up.

10.3 VOLUNTEER MANAGEMENT

The Shire has many different activities that volunteers engage in (mainly at the Kodja Place precinct, Springhaven Frail Aged Lodge, the Kojonup Library and as Friends of Myrtle Benn) working alongside staff to deliver and enhance services and initiatives offered by the Shire. Without the support and contribution provided by volunteers, some of these services and initiatives would be difficult to sustain into the future.

A Volunteer Handbook (Handbook) ensures that the Shire's volunteers, and their managers, are provided with the necessary information to ensure duties are undertaken in a safe manner and volunteers are informed of their rights and obligations.

Council, at its 29 November 2022 Ordinary Meeting, conducted its annual review of its Volunteer Management Handbook following review by managers who have volunteer management within their roles. Minor and inconsequential changes were made to the Handbook that included updates to the description of The Kodja Place Precinct and volunteer roles.

10.4 LEAVE PROVISION ADEQUACY

The CEO provided an update on the Shire of Kojonup's Leave Provision Adequacy.

The Shire currently has a leave liability of approximately \$841,000 with \$245,886 in reserve for this purpose; the reserve requires building up.

Cr Wieringa entered the meeting at 10.00am.

11 OFFICER REPORTS

11.1 COMPLIANCE AUDIT RETURN 2022

AUTHOR	Judy Stewart – Senior Administration Officer
DATE	Thursday, 23 February 2023
FILE NO	CM.REP.1
ATTACHMENT(S)	11.1.1 - Compliance Audit Return 2022

STRATEGIC/CORPORATE IMPLICATIONS		
“Smart Possibilities – Kojonup 2027+”		“Smart Implementation – Kojonup 2018-2022”
Key Pillar	Community Outcomes	Corporate Actions
KP3 - Performance	3.4 – Be organised and transparent with our financial management	3.4.3 – Commit to future state-wide measurement systems testing local government performance

DECLARATION OF INTEREST

Nil

SUMMARY

The purpose of this report is for the Audit and Risk Committee’s consideration and recommendation to Council for adoption of the Compliance Audit Return for 2022.

BACKGROUND

Completion of the Compliance Audit Return (CAR) is mandatory for each local government. Regulations 14 and 15 of the *Local Government (Audit) Regulations 1996* require a local government to carry out a compliance audit for each calendar year. A local government’s audit committee must review the CAR and report same to Council to adopt after which a certified copy, together with a copy of the section of Council minutes adopting the CAR plus any other relevant information, must be submitted to the Department of Local Government, Sport and Cultural Industries (Department) by 31 March each year.

Items of note in the 2021 CAR included the following:

- the need to publish an up-to-date version of the gift register on the Shire of Kojonup’s (Shire’s) website;
- the need to publish a Code of Conduct for employees on the Shire’s website; and
- the need to publish an up-to-date register of the complaints on the Shire’s website.

All of the above requirements have been actioned.

COMMENT

The 2022 CAR has been completed following a review of processes and documentation for each activity/area in which compliance is being assessed against the *Local Government Act 1995* and its associated regulations.

Items of note in the 2022 CAR include the following:

- all relevant persons to have lodged an annual return by 31 August annually;
- delayed receipt of the Shire's Audit Report;
- the need to complete a report on the training completed by Council members in the 2021/2022 year, by 31 July 2022; and
- the need for Council to adopt and publish a policy dealing with attendance of Council members and the Chief Executive Officer (CEO) at events.

A reminder system has been put into place to encourage timely provision of annual returns and website publishing of Councillor training undertaken within financial years. A policy dealing with Councillor and CEO attendance at events will be formulated for Council consideration.

This item is for the Audit and Risk Committee's consideration and recommendation to the Council for adoption and subsequent submission to the Department by 31 March 2023.

CONSULTATION

Chief Executive Officer

STATUTORY REQUIREMENTS

14. *Compliance audits by local governments*

(1) *A local government is to carry out a compliance audit for the period 1 January to 31 December in each year.*

(2) *After carrying out a compliance audit the local government is to prepare a compliance audit return in a form approved by the Minister.*

(3A) *The local government's audit committee is to review the compliance audit return and is to report to the council the results of that review.*

(3) *After the audit committee has reported to the council under subregulation (3A), the compliance audit return is to be —*

(a) presented to the council at a meeting of the council; and

(b) adopted by the council; and

(c) recorded in the minutes of the meeting at which it is adopted.

[Regulation 14 inserted: Gazette 23 Apr 1999 p. 1724-5; amended: Gazette 30 Dec 2011 p. 5580-1.]

15. *Certified copy of compliance audit return and other documents to be given to Departmental CEO*

(1) *After the compliance audit return has been presented to the council in accordance with regulation 14(3) a certified copy of the return together with —*

(a) a copy of the relevant section of the minutes referred to in regulation 14(3)(c); and

(b) any additional information explaining or qualifying the compliance audit,

is to be submitted to the Departmental CEO by 31 March next following the period to which the return relates.

(2) *In this regulation —*

certified in relation to a compliance audit return means signed by —

- (a) *the mayor or president; and*
- (b) *the CEO.*

[Regulation 15 inserted: Gazette 23 Apr 1999 p. 1725; amended: Gazette 26 Jun 2018 p. 2386.]

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

RISK MANAGEMENT IMPLICATIONS

RISK MANAGEMENT FRAMEWORK			
Risk Profile	Risk Description/Cause	Key Control	Current Action
3. Failure to Fulfil Compliance Requirements (Statutory/Regulatory)	Inadequate compliance framework	Compliance Audit Report	Nil (key control being undertaken)
Risk rating - Adequate			
IMPLICATIONS			
Maximising compliance with legislation mitigates risk of damage to image and reputation as well as penalties associated with non-compliance; compliance demonstrates that best practice methodology is in place.			

ASSET MANAGEMENT IMPLICATIONS

Nil

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COMMITTEE DECISION

AR2/23 Moved Cr Bilney

Seconded Cr Egerton-Warburton

That it be recommended to the Council that the Compliance Audit Return for 2022, as attached, be adopted.

CARRIED 5/0

Peter Anderson left the meeting at 10.07am.

- **Cr Gale - National Diesel Supply**

Cr Gale advised that all of Australia's diesel supply comes from Singapore and that Australia has approximately 18 days' worth of diesel in stock with the legislated requirement being 90 days' supply. Australia's national reserve held in Texas has been sold to America.

Cr Gale suggested that the Western Australian Local Government Association provide feedback to the federal government of the capacity of local governments and the need for more storage. Buying in bulk would attract a cheaper rate.

The CEO suggested that the supply chain could be compromised at the shipping level. The Shire's current capacity is 11,500 litres and usage is between 12000 to 16000 litres per month, a just in time supply. If supply is disrupted, there is no refining capability in the State and the whole of local government could be affected as well as other industries.

- **Auditor's Report**

The CEO advised that the Shire is still yet to receive its Auditor's Report for 2021-2022.

13 **NEXT MEETING**

The next meeting of the Audit and Risk Committee will be held Tuesday, 2 May 2023 at 9:00am.

14 **CLOSURE**

There being no further business to discuss, the Chairperson, Cr Gale, thanked members for their attendance and declared the meeting closed at 10.15am.

15 ATTACHMENTS (SEPARATE)

5.1 - Audit & Risk Committee Minutes 2 November 2022

10.1.1 - Risk Dashboard Report – February 2023

10.1.2 - Risk Actions Report – February 2023

11.1.1 - Compliance Audit Report 2022

UNCONFIRMED

SHIRE OF KOJONUP



**Audit & Risk Committee
Minutes**

28 February 2023

TERMS OF REFERENCE

AUDIT & RISK COMMITTEE

Function:

This Committee is responsible for assisting Council in recommending appropriate actions to Council with regards to audit, risk and governance management to ensure accountability to the community in its responsibilities.

Duties and Responsibilities:

- Receive and review the biannual reports from the Chief Executive Officer (CEO) regarding the appropriateness and effectiveness of the Shires risk management, internal controls and legislative compliance and make recommendations to Council;
- Recommend and review the Shires Risk Appetite Statement in order to set the Risk Tolerance of the Council;
- Monitor and receive reports concerning the development, implementation and on-going management of the Shires Risk Management Plan and the effectiveness of its Risk Management Framework;
- Provide advice and assistance to Council as to the carrying out of its functions in relation to audits and recommend;
 - a) a list of those matters to be audited; and
 - b) the scope of the audit to be undertaken;
- Meet with the auditor yearly and provide a report to Council on the matters discussed and the outcome of the discussions;
- Liaise with the (CEO) to ensure that the Shire does everything in its power to:
 - a) assist the auditor to conduct the audit and carry out his or her other duties under the *Local Government Act 1995*; and
 - b) ensure that audits are conducted successfully and expeditiously;
- Examine the reports of the auditor after receiving a report from the CEO on the matters and:
 - a) determine if any matters raised require action to be taken by the Shire; and
 - b) ensure that appropriate action is taken in respect of those matters;
 - c) Review the report prepared by the CEO in respect of any matters raised in the report of the auditor and present the report to Council for adoption prior to the end of the next financial year or six months after the last report prepared by the auditor is received, whichever is the latest;
- Review the scope of the Audit Plan and its effectiveness;
- Consider and recommend adoption of the Annual Financial Report to the Council;
- Address issues brought to the attention of the Committee, including responding to requests from Council for advice that are within the parameters of the Committee's terms of reference;
- Seek information or obtain expert advice through the CEO on matters of concern within the scope of the Committee's terms of reference following authorisation from the Council; and
- Review the annual Statutory Compliance Return and make a recommendation on its adoption to Council.

Membership

Four (4) Councillors; and

Two (2) Community Members.

MINUTES OF AN AUDIT AND RISK COMMITTEE MEETING
HELD ON 28 FEBRUARY 2023

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MINUTES

1 DECLARATION OF OPENING

The Chairman, Cr Gale declared the meeting open at 9.03 am and alerted the meeting of the procedures for emergencies including evacuation, designated exits and muster points.

2 ATTENDANCE, APOLOGIES & LEAVE OF ABSENCE

MEMBERS

Cr Kevin Gale	Member (Chairperson)
Cr Paul Webb	Member
Cr Alan Egerton-Warburton	Member
Cr Roger Bilney	Member
James Hope	Community Member

STAFF (OBSERVERS)

Grant Thompson	Chief Executive Officer
Judy Stewart	Senior Administration Officer

SENIOR MANAGEMENT TEAM VISITOR

Ciara O'Regan	Manager Springhaven
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APOLOGIES

Roger House	Community Member
-------------	------------------

MEMBERS OF THE PUBLIC

Kath Mathwin
Pat Bunny
Peter Anderson

3 PUBLIC QUESTION TIME

Nil

4 SUMMARY OF RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE

Nil

5 CONFIRMATION OF MINUTES

Audit & Risk Committee Meeting held 2 November 2022 ([Attachment 5.1](#))

OFFICER RECOMMENDATION/COMMITTEE DECISION

AR1/23 Moved Cr Egerton-Warburton Seconded Cr Bilney
That the minutes of the Audit & Risk Committee Meeting held on 2 November 2022 be confirmed as a true and accurate record.

CARRIED 5/0

6 DECLARATIONS OF INTEREST

Nil

7 SENIOR MANAGEMENT TEAM DISCUSSION

In accordance with the Financial Management Review adopted in February 2019, one senior manager will attend the Audit & Risk Committee on a rotational basis to discuss the following:

- Update on Manager's areas of responsibility and current projects/issues;
- Questions on Notice from the Audit and Risk Committee;
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Ciara O'Regan, Manager Springhaven presented at this meeting. Points of note:

- Staffing qualified roles to meet regulatory standards remains challenging.
- Expressions of Interest for management and lease of Springhaven close at 4.00pm this date.
- The facility's operations are audited every three years or spot audited – completely compliant in February 2022 with no recommendations for improvement and no issues.
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- Confident in processes in place: we have 17 residents and five empty beds which will continue until we are in a better staffing position.
- Expression of Interest process important to our future management of Springhaven.

The Manager Springhaven left the meeting at 9.35am.

8 COMMITTEE TIMETABLE

As a guide and subject to availability, each Audit & Risk Committee agenda will contain the following (list to be expanded at the suggestion of members):

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- Committee Status Report
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- Insurance Overview

4th Quarter (October – December)

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- Annual Financial Report
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- Financial Management Review (each 3 years – 2018, 2021...)
- Risk, Legal Compliance & Internal Controls review (each 3 years – 2021, 2024...)
- Summary of Risk Management

The above list will remain at the commencement of each Committee agenda to act as a timetable and enable members to add to the items to be considered.

9 COMMITTEE STATUS REPORT

Date	Item Number & Title	Issue	Response	Status
2 November 2022	10.1 – Risk Management Update	Risk Management Framework, Risk Register and Key Organisational Risks Review	To progress by September 2023	To be commenced

UNCONFIRMED

10 SUMMARY OF RISK MANAGEMENT

10.1 RISK MANAGEMENT UPDATE

Please refer to the following attachments:

- 10.1.1 Risk Dashboard Report – February 2023
- 10.1.2 Risk Actions Report – February 2023

The Chief Executive Officer advised that we now operate under the Western Australian Industrial Relations Commission employment legislation (from Federal to State). The WAIRC is a lot more prescriptive in terms of managing Team Members' performance.

The Shire is currently transitioning and has a deadline of 30 December 2023 to fully transition our Human Resource Framework, including re-negotiating the Enterprise Bargaining Agreement.

Looking to review Risk Management Framework in 2023.

10.2 WORK HEALTH AND SAFETY (WHS)

The Chief Executive Officer (CEO) presented an update on the status of WHS.

The relatively new *Work Health and Safety Act 2020* is more prescriptive, to keep team members safe. The Shire of Kojonup has good frontline tools; for example, documentation, but remainder requires work with staff representative numbers lacking from time to time. Safety is a high priority focus over the next two years. Looking to acquire Safety Management software which will improve hazards being followed up.

10.3 VOLUNTEER MANAGEMENT

The Shire has many different activities that volunteers engage in (mainly at the Kodja Place precinct, Springhaven Frail Aged Lodge, the Kojonup Library and as Friends of Myrtle Benn) working alongside staff to deliver and enhance services and initiatives offered by the Shire. Without the support and contribution provided by volunteers, some of these services and initiatives would be difficult to sustain into the future.

A Volunteer Handbook (Handbook) ensures that the Shire's volunteers, and their managers, are provided with the necessary information to ensure duties are undertaken in a safe manner and volunteers are informed of their rights and obligations.

Council, at its 29 November 2022 Ordinary Meeting, conducted its annual review of its Volunteer Management Handbook following review by managers who have volunteer management within their roles. Minor and inconsequential changes were made to the Handbook that included updates to the description of The Kodja Place Precinct and volunteer roles.

10.4 LEAVE PROVISION ADEQUACY

The CEO provided an update on the Shire of Kojonup's Leave Provision Adequacy.

The Shire currently has a leave liability of approximately \$841,000 with \$245,886 in reserve for this purpose; the reserve requires building up.

Cr Wieringa entered the meeting at 10.00am.

11 OFFICER REPORTS

11.1 COMPLIANCE AUDIT RETURN 2022

AUTHOR	Judy Stewart – Senior Administration Officer
DATE	Thursday, 23 February 2023
FILE NO	CM.REP.1
ATTACHMENT(S)	11.1.1 - Compliance Audit Return 2022

STRATEGIC/CORPORATE IMPLICATIONS		
“Smart Possibilities – Kojonup 2027+”		“Smart Implementation – Kojonup 2018-2022”
Key Pillar	Community Outcomes	Corporate Actions
KP3 - Performance	3.4 – Be organised and transparent with our financial management	3.4.3 – Commit to future state-wide measurement systems testing local government performance

DECLARATION OF INTEREST

Nil

SUMMARY

The purpose of this report is for the Audit and Risk Committee’s consideration and recommendation to Council for adoption of the Compliance Audit Return for 2022.

BACKGROUND

Completion of the Compliance Audit Return (CAR) is mandatory for each local government. Regulations 14 and 15 of the *Local Government (Audit) Regulations 1996* require a local government to carry out a compliance audit for each calendar year. A local government’s audit committee must review the CAR and report same to Council to adopt after which a certified copy, together with a copy of the section of Council minutes adopting the CAR plus any other relevant information, must be submitted to the Department of Local Government, Sport and Cultural Industries (Department) by 31 March each year.

Items of note in the 2021 CAR included the following:

- the need to publish an up-to-date version of the gift register on the Shire of Kojonup’s (Shire’s) website;
- the need to publish a Code of Conduct for employees on the Shire’s website; and
- the need to publish an up-to-date register of the complaints on the Shire’s website.

All of the above requirements have been actioned.

COMMENT

The 2022 CAR has been completed following a review of processes and documentation for each activity/area in which compliance is being assessed against the *Local Government Act 1995* and its associated regulations.

Items of note in the 2022 CAR include the following:

- all relevant persons to have lodged an annual return by 31 August annually;
- delayed receipt of the Shire's Audit Report;
- the need to complete a report on the training completed by Council members in the 2021/2022 year, by 31 July 2022; and
- the need for Council to adopt and publish a policy dealing with attendance of Council members and the Chief Executive Officer (CEO) at events.

A reminder system has been put into place to encourage timely provision of annual returns and website publishing of Councillor training undertaken within financial years. A policy dealing with Councillor and CEO attendance at events will be formulated for Council consideration.

This item is for the Audit and Risk Committee's consideration and recommendation to the Council for adoption and subsequent submission to the Department by 31 March 2023.

CONSULTATION

Chief Executive Officer

STATUTORY REQUIREMENTS

14. Compliance audits by local governments

(1) *A local government is to carry out a compliance audit for the period 1 January to 31 December in each year.*

(2) *After carrying out a compliance audit the local government is to prepare a compliance audit return in a form approved by the Minister.*

(3A) *The local government's audit committee is to review the compliance audit return and is to report to the council the results of that review.*

(3) *After the audit committee has reported to the council under subregulation (3A), the compliance audit return is to be —*

(a) *presented to the council at a meeting of the council; and*

(b) *adopted by the council; and*

(c) *recorded in the minutes of the meeting at which it is adopted.*

[Regulation 14 inserted: Gazette 23 Apr 1999 p. 1724-5; amended: Gazette 30 Dec 2011 p. 5580-1.]

15. Certified copy of compliance audit return and other documents to be given to Departmental CEO

(1) *After the compliance audit return has been presented to the council in accordance with regulation 14(3) a certified copy of the return together with —*

(a) *a copy of the relevant section of the minutes referred to in regulation 14(3)(c); and*

(b) *any additional information explaining or qualifying the compliance audit,*

is to be submitted to the Departmental CEO by 31 March next following the period to which the return relates.

(2) *In this regulation —*

certified in relation to a compliance audit return means signed by —

- (a) *the mayor or president; and*
- (b) *the CEO.*

[Regulation 15 inserted: Gazette 23 Apr 1999 p. 1725; amended: Gazette 26 Jun 2018 p. 2386.]

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

RISK MANAGEMENT IMPLICATIONS

RISK MANAGEMENT FRAMEWORK			
Risk Profile	Risk Description/Cause	Key Control	Current Action
3. Failure to Fulfil Compliance Requirements (Statutory/Regulatory)	Inadequate compliance framework	Compliance Audit Report	Nil (key control being undertaken)
Risk rating - Adequate			
IMPLICATIONS			
Maximising compliance with legislation mitigates risk of damage to image and reputation as well as penalties associated with non-compliance; compliance demonstrates that best practice methodology is in place.			

ASSET MANAGEMENT IMPLICATIONS

Nil

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COMMITTEE DECISION

AR2/23 Moved Cr Bilney

Seconded Cr Egerton-Warburton

That it be recommended to the Council that the Compliance Audit Return for 2022, as attached, be adopted.

CARRIED 5/0

Peter Anderson left the meeting at 10.07am.

- **Cr Gale - National Diesel Supply**

Cr Gale advised that all of Australia's diesel supply comes from Singapore and that Australia has approximately 18 days' worth of diesel in stock with the legislated requirement being 90 days' supply. Australia's national reserve held in Texas has been sold to America.

Cr Gale suggested that the Western Australian Local Government Association provide feedback to the federal government of the capacity of local governments and the need for more storage. Buying in bulk would attract a cheaper rate.

The CEO suggested that the supply chain could be compromised at the shipping level. The Shire's current capacity is 11,500 litres and usage is between 12000 to 16000 litres per month, a just in time supply. If supply is disrupted, there is no refining capability in the State and the whole of local government could be affected as well as other industries.

- **Auditor's Report**

The CEO advised that the Shire is still yet to receive its Auditor's Report for 2021-2022.

13 **NEXT MEETING**

The next meeting of the Audit and Risk Committee will be held Tuesday, 2 May 2023 at 9:00am.

14 **CLOSURE**

There being no further business to discuss, the Chairperson, Cr Gale, thanked members for their attendance and declared the meeting closed at 10.15am.

15 ATTACHMENTS (SEPARATE)

5.1 - Audit & Risk Committee Minutes 2 November 2022

10.1.1 - Risk Dashboard Report – February 2023

10.1.2 - Risk Actions Report – February 2023

11.1.1 - Compliance Audit Report 2022

UNCONFIRMED



Kojonup – Compliance Audit Return

Commercial Enterprises by Local Governments				
No	Reference	Question	Response	Comments
1	s3.59(2)(a) F&G Regs 7,9,10	Has the local government prepared a business plan for each major trading undertaking that was not exempt in 2022?	N/A	
2	s3.59(2)(b) F&G Regs 7,8A, 8, 10	Has the local government prepared a business plan for each major land transaction that was not exempt in 2022?	N/A	
3	s3.59(2)(c) F&G Regs 7,8A, 8,10	Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction in 2022?	N/A	
4	s3.59(4)	Has the local government complied with public notice and publishing requirements for each proposal to commence a major trading undertaking or enter into a major land transaction or a land transaction that is preparatory to a major land transaction for 2022?	N/A	
5	s3.59(5)	During 2022, did the council resolve to proceed with each major land transaction or trading undertaking by absolute majority?	N/A	

Delegation of Power/Duty				
No	Reference	Question	Response	Comments
1	s5.16	Were all delegations to committees resolved by absolute majority?	N/A	
2	s5.16	Were all delegations to committees in writing?	N/A	
3	s5.17	Were all delegations to committees within the limits specified in section 5.17 of the Local Government Act 1995?	N/A	
4	s5.18	Were all delegations to committees recorded in a register of delegations?	N/A	
5	s5.18	Has council reviewed delegations to its committees in the 2021/2022 financial year?	Yes	
6	s5.42(1) & s5.43 Admin Reg 18G	Did the powers and duties delegated to the CEO exclude those listed in section 5.43 of the Local Government Act 1995?	Yes	



7	s5.42(1)	Were all delegations to the CEO resolved by an absolute majority?	Yes	
8	s5.42(2)	Were all delegations to the CEO in writing?	Yes	
9	s5.44(2)	Were all delegations by the CEO to any employee in writing?	Yes	
10	s5.16(3)(b) & s5.45(1)(b)	Were all decisions by the Council to amend or revoke a delegation made by absolute majority?	Yes	
11	s5.46(1)	Has the CEO kept a register of all delegations made under Division 4 of the Act to the CEO and to employees?	Yes	
12	s5.46(2)	Were all delegations made under Division 4 of the Act reviewed by the delegator at least once during the 2021/2022 financial year?	Yes	
13	s5.46(3) Admin Reg 19	Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record in accordance with Local Government (Administration) Regulations 1996, regulation 19?	Yes	

Disclosure of Interest

No	Reference	Question	Response	Comments
1	s5.67	Where a council member disclosed an interest in a matter and did not have participation approval under sections 5.68 or 5.69 of the Local Government Act 1995, did the council member ensure that they did not remain present to participate in discussion or decision making relating to the matter?	Yes	
2	s5.68(2) & s5.69(5) Admin Reg 21A	Were all decisions regarding participation approval, including the extent of participation allowed and, where relevant, the information required by the Local Government (Administration) Regulations 1996 regulation 21A, recorded in the minutes of the relevant council or committee meeting?	N/A	
3	s5.73	Were disclosures under sections 5.65, 5.70 or 5.71A(3) of the Local Government Act 1995 recorded in the minutes of the meeting at which the disclosures were made?	Yes	
4	s5.75 Admin Reg 22, Form 2	Was a primary return in the prescribed form lodged by all relevant persons within three months of their start day?	Yes	
5	s5.76 Admin Reg 23, Form 3	Was an annual return in the prescribed form lodged by all relevant persons by 31 August 2022?	No	Annual returns were obtained, after 31 August 2022, from Councillors and staff who had left the organisation prior to 30 June 2022, upon advice that returns were also required from



				<p>these non-current employees and members due to having been present for part of the financial year. One current employee's annual return was received after 31 August 2022.</p> <p>A reminder system now includes a request to non-current people to be provided with annual returns for completion.</p>
6	s5.77	On receipt of a primary or annual return, did the CEO, or the mayor/president, give written acknowledgment of having received the return?	Yes	
7	s5.88(1) & (2)(a)	Did the CEO keep a register of financial interests which contained the returns lodged under sections 5.75 and 5.76 of the Local Government Act 1995?	Yes	
8	s5.88(1) & (2)(b) Admin Reg 28	Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70, 5.71 and 5.71A of the Local Government Act 1995, in the form prescribed in the Local Government (Administration) Regulations 1996, regulation 28?	Yes	
9	s5.88(3)	When a person ceased to be a person required to lodge a return under sections 5.75 and 5.76 of the Local Government Act 1995, did the CEO remove from the register all returns relating to that person?	Yes	
10	s5.88(4)	Have all returns removed from the register in accordance with section 5.88(3) of the Local Government Act 1995 been kept for a period of at least five years after the person who lodged the return(s) ceased to be a person required to lodge a return?	Yes	
11	s5.89A(1), (2) & (3) Admin Reg 28A	Did the CEO keep a register of gifts which contained a record of disclosures made under sections 5.87A and 5.87B of the Local Government Act 1995, in the form prescribed in the Local Government (Administration) Regulations 1996, regulation 28A?	Yes	
12	s5.89A(5) & (5A)	Did the CEO publish an up-to-date version of the gift register on the local government's website?	Yes	
13	s5.89A(6)	When people cease to be a person who is required to make a disclosure under section 5.87A or 5.87B of the Local Government Act 1995, did the CEO remove from the register all records relating to those people?	Yes	



14	s5.89A(7)	Have copies of all records removed from the register under section 5.89A(6) Local Government Act 1995 been kept for a period of at least five years after the person ceases to be a person required to make a disclosure?	Yes	
15	s5.70(2) & (3)	Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to council or a committee, did that person disclose the nature and extent of that interest when giving the advice or report?	Yes	
16	s5.71A & s5.71B(5)	Where council applied to the Minister to allow the CEO to provide advice or a report to which a disclosure under section 5.71A(1) of the Local Government Act 1995 relates, did the application include details of the nature of the interest disclosed and any other information required by the Minister for the purposes of the application?	N/A	
17	s5.71B(6) & s5.71B(7)	Was any decision made by the Minister under section 5.71B(6) of the Local Government Act 1995, recorded in the minutes of the council meeting at which the decision was considered?	N/A	
18	s5.104(1)	Did the local government prepare and adopt, by absolute majority, a code of conduct to be observed by council members, committee members and candidates within 3 months of the prescribed model code of conduct coming into operation (3 February 2021)?	Yes	
19	s5.104(3) & (4)	Did the local government adopt additional requirements in addition to the model code of conduct? If yes, does it comply with section 5.104(3) and (4) of the Local Government Act 1995?	No	
20	s5.104(7)	Has the CEO published an up-to-date version of the code of conduct for council members, committee members and candidates on the local government's website?	Yes	
21	s5.51A(1) & (3)	Has the CEO prepared and implemented a code of conduct to be observed by employee of the local government? If yes, has the CEO published an up-to-date version of the code of conduct for employees on the local government's website?	Yes	

Disposal of Property

No	Reference	Question	Response	Comments
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1	s3.58(3)	Where the local government disposed of property other than by public auction or tender, did it dispose of the property in accordance with section 3.58(3) of the Local Government Act 1995 (unless section 3.58(5) applies)?	Yes	
2	s3.58(4)	Where the local government disposed of property under section 3.58(3) of the Local Government Act 1995, did it provide details, as prescribed by section 3.58(4) of the Act, in the required local public notice for each disposal of property?	Yes	

Elections				
No	Reference	Question	Response	Comments
1	Elect Regs 30G(1) & (2)	Did the CEO establish and maintain an electoral gift register and ensure that all disclosure of gifts forms completed by candidates and donors and received by the CEO were placed on the electoral gift register at the time of receipt by the CEO and in a manner that clearly identifies and distinguishes the forms relating to each candidate in accordance with regulations 30G(1) and 30G(2) of the Local Government (Elections) Regulations 1997?	N/A	
2	Elect Regs 30G(3) & (4)	Did the CEO remove any disclosure of gifts forms relating to an unsuccessful candidate, or a successful candidate that completed their term of office, from the electoral gift register, and retain those forms separately for a period of at least two years in accordance with regulation 30G(4) of the Local Government (Elections) Regulations 1997?	N/A	
3	Elect Regs 30G(5) & (6)	Did the CEO publish an up-to-date version of the electoral gift register on the local government's official website in accordance with regulation 30G(5) of the Local Government (Elections) Regulations 1997?	N/A	



Finance				
No	Reference	Question	Response	Comments
1	s7.1A	Has the local government established an audit committee and appointed members by absolute majority in accordance with section 7.1A of the Local Government Act 1995?	Yes	Latest Audit and Risk Committee established and appointed in 2021
2	s7.1B	Where the council delegated to its audit committee any powers or duties under Part 7 of the Local Government Act 1995, did it do so by absolute majority?	N/A	
3	s7.9(1)	Was the auditor's report for the financial year ended 30 June 2022 received by the local government by 31 December 2022?	No	
4	s7.12A(3)	Where the local government determined that matters raised in the auditor's report prepared under section 7.9(1) of the Local Government Act 1995 required action to be taken, did the local government ensure that appropriate action was undertaken in respect of those matters?	N/A	Still awaiting Auditor's Report
5	s7.12A(4)(a) & (4)(b)	Where matters identified as significant were reported in the auditor's report, did the local government prepare a report that stated what action the local government had taken or intended to take with respect to each of those matters? Was a copy of the report given to the Minister within three months of the audit report being received by the local government?	N/A	
6	s7.12A(5)	Within 14 days after the local government gave a report to the Minister under section 7.12A(4)(b) of the Local Government Act 1995, did the CEO publish a copy of the report on the local government's official website?	N/A	
7	Audit Reg 10(1)	Was the auditor's report for the financial year ending 30 June 2022 received by the local government within 30 days of completion of the audit?	N/A	Still awaiting completion

Local Government Employees				
No	Reference	Question	Response	Comments
1	s5.36(4) & s5.37(3) Admin Reg 18A	Were all CEO and/or senior employee vacancies advertised in accordance with Local Government (Administration) Regulations 1996, regulation 18A?	Yes	Manager Corporate and Financial Services



2	Admin Reg 18E	Was all information provided in applications for the position of CEO true and accurate?	N/A	
3	Admin Reg 18F	Was the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position under section 5.36(4) of the Local Government Act 1995?	N/A	Nil appointment of CEO in 2022
4	s5.37(2)	Did the CEO inform council of each proposal to employ or dismiss senior employee?	Yes	Proposal only - advertised but did not fill the Manager Corporate and Financial Services role
5	s5.37(2)	Where council rejected a CEO's recommendation to employ or dismiss a senior employee, did it inform the CEO of the reasons for doing so?	N/A	

Official Conduct

No	Reference	Question	Response	Comments
1	s5.120	Has the local government designated an employee to be its complaints officer?	Yes	
2	s5.121(1) & (2)	Has the complaints officer for the local government maintained a register of complaints which records all complaints that resulted in a finding under section 5.110(2)(a) of the Local Government Act 1995?	Yes	
3	s5.121(2)	Does the complaints register include all information required by section 5.121(2) of the Local Government Act 1995?	Yes	Form includes but nil complaints received
4	s5.121(3)	Has the CEO published an up-to-date version of the register of the complaints on the local government's official website?	Yes	

Tenders for Providing Goods and Services

No	Reference	Question	Response	Comments
1	F&G Reg 11A(1) & (3)	Did the local government comply with its current purchasing policy, adopted under the Local Government (Functions and General) Regulations 1996, regulations 11A(1) and (3) in relation to the supply of goods or services where the consideration under the contract was, or was expected to be, \$250,000 or less or worth \$250,000 or less?	Yes	



2	s3.57 F&G Reg 11	Subject to Local Government (Functions and General) Regulations 1996, regulation 11(2), did the local government invite tenders for all contracts for the supply of goods or services where the consideration under the contract was, or was expected to be, worth more than the consideration stated in regulation 11(1) of the Regulations?	N/A	
3	F&G Regs 11(1), 12(2), 13, & 14(1), (3), and (4)	When regulations 11(1), 12(2) or 13 of the Local Government Functions and General) Regulations 1996, required tenders to be publicly invited, did the local government invite tenders via Statewide public notice in accordance with Regulation 14(3) and (4)?	N/A	
4	F&G Reg 12	Did the local government comply with Local Government (Functions and General) Regulations 1996, Regulation 12 when deciding to enter into multiple contracts rather than a single contract?	N/A	
5	F&G Reg 14(5)	If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents, or each acceptable tenderer notice of the variation?	N/A	
6	F&G Regs 15 & 16	Did the local government's procedure for receiving and opening tenders comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 15 and 16?	N/A	
7	F&G Reg 17	Did the information recorded in the local government's tender register comply with the requirements of the Local Government (Functions and General) Regulations 1996, Regulation 17 and did the CEO make the tenders register available for public inspection and publish it on the local government's official website?	Yes	2021-2022
8	F&G Reg 18(1)	Did the local government reject any tenders that were not submitted at the place, and within the time, specified in the invitation to tender?	N/A	
9	F&G Reg 18(4)	Were all tenders that were not rejected assessed by the local government via a written evaluation of the extent to which each tender satisfies the criteria for deciding which tender to accept?	N/A	
10	F&G Reg 19	Did the CEO give each tenderer written notice containing particulars of the successful tender or advising that no tender was accepted?	N/A	



11	F&G Regs 21 & 22	Did the local government's advertising and expression of interest processes comply with the requirements of the Local Government (Functions and General) Regulations 1996, Regulations 21 and 22?	Yes	
12	F&G Reg 23(1) & (2)	Did the local government reject any expressions of interest that were not submitted at the place, and within the time, specified in the notice or that failed to comply with any other requirement specified in the notice?	Yes	One EOI received late
13	F&G Reg 23(3) & (4)	Were all expressions of interest that were not rejected under the Local Government (Functions and General) Regulations 1996, Regulation 23(1) & (2) assessed by the local government? Did the CEO list each person as an acceptable tenderer?	Yes	
14	F&G Reg 24	Did the CEO give each person who submitted an expression of interest a notice in writing of the outcome in accordance with Local Government (Functions and General) Regulations 1996, Regulation 24?	Yes	
15	F&G Regs 24AD(2) & (4) and 24AE	Did the local government invite applicants for a panel of pre-qualified suppliers via Statewide public notice in accordance with Local Government (Functions & General) Regulations 1996 regulations 24AD(4) and 24AE?	N/A	
16	F&G Reg 24AD(6)	If the local government sought to vary the information supplied to the panel, was every reasonable step taken to give each person who sought detailed information about the proposed panel or each person who submitted an application notice of the variation?	N/A	
17	F&G Reg 24AF	Did the local government's procedure for receiving and opening applications to join a panel of pre-qualified suppliers comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 16, as if the reference in that regulation to a tender were a reference to a pre-qualified supplier panel application?	N/A	
18	F&G Reg 24AG	Did the information recorded in the local government's tender register about panels of pre-qualified suppliers comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 24AG?	N/A	
19	F&G Reg 24AH(1)	Did the local government reject any applications to join a panel of pre-qualified suppliers that were not submitted at the place, and within the time, specified in the invitation for applications?	N/A	



20	F&G Reg 24AH(3)	Were all applications that were not rejected assessed by the local government via a written evaluation of the extent to which each application satisfies the criteria for deciding which application to accept?	N/A	
21	F&G Reg 24AI	Did the CEO send each applicant written notice advising them of the outcome of their application?	N/A	
22	F&G Regs 24E & 24F	Where the local government gave regional price preference, did the local government comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 24E and 24F?	N/A	

Integrated Planning and Reporting

No	Reference	Question	Response	Comments
1	Admin Reg 19C	Has the local government adopted by absolute majority a strategic community plan? If Yes, please provide the adoption date or the date of the most recent review in the Comments section?	No	New SCP completed but not yet adopted - to go to Council's March 2023 Ordinary Meeting
2	Admin Reg 19DA(1) & (4)	Has the local government adopted by absolute majority a corporate business plan? If Yes, please provide the adoption date or the date of the most recent review in the Comments section?	No	Completed but not yet adopted - to go to Council's March 2023 Ordinary Meeting
3	Admin Reg 19DA(2) & (3)	Does the corporate business plan comply with the requirements of Local Government (Administration) Regulations 1996 19DA(2) & (3)?	Yes	Existing and new Corporate Business Plan

Optional Questions

No	Reference	Question	Response	Comments
1	Financial Management Reg 5(2)(c)	Did the CEO review the appropriateness and effectiveness of the local government's financial management systems and procedures in accordance with the Local Government (Financial Management) Regulations 1996 regulations 5(2)(c) within the three financial years prior to 31 December	Yes	21/05/2019 2022 Financial Management Review Report received by Audit and Risk Committee 2 November 2022 - will be taken to 21 March 2023 Ordinary Meeting for acceptance of the Report.



		2022? If yes, please provide the date of council's resolution to accept the report.		
2	Audit Reg 17	Did the CEO review the appropriateness and effectiveness of the local government's systems and procedures in relation to risk management, internal control and legislative compliance in accordance with Local Government (Audit) Regulations 1996 regulation 17 within the three financial years prior to 31 December 2022? If yes, please provide date of council's resolution to accept the report.	Yes	16/11/2021
3	s5.87C	Where a disclosure was made under sections 5.87A or 5.87B of the Local Government Act 1995, were the disclosures made within 10 days after receipt of the gift? Did the disclosure include the information required by section 5.87C of the Act?	Yes	CEO only
4	s5.90A(2) & (5)	Did the local government prepare, adopt by absolute majority and publish an up-to-date version on the local government's website, a policy dealing with the attendance of council members and the CEO at events?	No	Noted to be actioned
5	s5.96A(1), (2), (3) & (4)	Did the CEO publish information on the local government's website in accordance with sections 5.96A(1), (2), (3), and (4) of the Local Government Act 1995?	Yes	
6	s5.128(1)	Did the local government prepare and adopt (by absolute majority) a policy in relation to the continuing professional development of council members?	Yes	
7	s5.127	Did the local government prepare a report on the training completed by council members in the 2021/2022 financial year and publish it on the local government's official website by 31 July 2022?	No	A report on training completed by council members was completed and placed on the local government's official website after 31 July 2022.
8	s6.4(3)	By 30 September 2022, did the local government submit to its auditor the balanced accounts and annual financial report for the year ending 30 June 2022?	Yes	
9	s.6.2(3)	When adopting the annual budget, did the local government take into account all its expenditure, revenue and income?	Yes	



Department of
**Local Government, Sport
and Cultural Industries**

Chief Executive Officer

Date

Mayor/President

Date



FIGURE 2 AERIAL VIEW OF SUBJECT SITE IN BLUE AND SURROUNDING AGRICULTURAL LAND, PROPOSED SITE INDICATED BY YELLOW STAR



FIGURE 3 INTERNAL VIEW OF SITE LOOKING SOUTH SHOWING APPROXIMATE LOCATION OF PROPOSED FACILITY

From: [Shire of Kojonup Council](#)
To: [Estelle Lottering](#)
Subject: FW: Planning Permit Application, Proposed Telecommunications Facility at 167 Eight Mile Road, Ryansbrook, WA 6395
Date: Friday, December 2, 2022 10:58:00 AM
Attachments: [Application for Planning Approval - Tunney North -signed.pdf](#)
[Planning Report - ACQ RCP Tunney North.pdf](#)

Regards

Estelle Lottering
Administration Officer – Regulatory & Technical Services
SHIRE OF KOJONUP

93 Albany Highway Kojonup WA 6395 | PO Box 163 Kojonup WA 6395
Tel: 9831 2400 | Direct: 9831 2440 | Fax: 9831 1566

www.kojonup.wa.gov.au



FOR RECIPIENTS EXTERNAL TO THE SHIRE OF KOJONUP

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From: Emily Hart <ehart@acquirecomm.com.au>
Sent: Friday, December 2, 2022 9:54 AM
To: Shire of Kojonup Council <council@kojonup.wa.gov.au>
Cc: Emily Wardlaw <emily@acquirecomm.com.au>; Melissa Farrell <melissa@acquirecomm.com.au>; Tegan Vanderheiden <tegan@acquirecomm.com.au>; Nicole Hutchings <nicole@acquirecomm.com.au>
Subject: Planning Permit Application, Proposed Telecommunications Facility at 167 Eight Mile Road, Ryansbrook, WA 6395

Planning Department
Shire of Kojonup

Dear Sir/Madam

Planning Permit Application, Proposed Telecommunications Facility at 167 Eight Mile Road,

Ryansbrook, WA 6395, VOLUME 1315 FOLIO 761

Amplitel Pty Ltd (Amplitel) are part of the Telstra Group and provide wireless infrastructure for Telstra across Australia. Acquirecomm Pty Ltd have been contracted by Amplitel to acquire the necessary planning and property approvals to support the Telstra network.

Please find a planning permit application relating to the proposed installation of a new Telecommunications Facility.

This application for a new Telecommunications Facility at Ryansbrook is driven by the Federal Government funded Mobile Black Spot Program (Round 5A) to ensure reliable coverage is provided to this region.

This application has been prepared in accordance with the State and Local Planning Schemes which apply to the subject site.

In addition, as a Licensed Carrier under the Commonwealth Telecommunications Act 1997, Telstra is also obliged to comply with the Industry Code; Communications Alliance Ltd C564:2011 Industry Code- Mobile Phone Base Station Deployment (referred to as the Deployment Code) in relation to the above proposal. Under the Deployment Code, sections 4.1 and 4.2 are relevant to the preparation of the above planning permit application.

Telstra has applied the Precautionary Approach in the Selection and Design of the proposed site in accordance with Sections 4.1 and 4.2 of this Code.

To assist in your assessment of the application please find enclosed:

- A recent copy of title
- A signed application forms
- A copy of the designs
- A report assessing the merits of the proposal
- A copy of the Precautionary Approach Assessment (4.1 & 4.2 of the Deployment Code)
- A copy of the EME (Electromagnetic Energy) Report
- A copy of the EPBC Report

To arrange payment for this application, please contact myself for credit card payment over the phone.

Please do not hesitate to contact me immediately should you require any further information.

Telstra are aware of the high priority the State and Federal Government has given this site and we are very keen to deploy the site as quickly as possible, pursuant to Council's granting of a planning permit.

Yours sincerely



Emily Hart

Land Access & Environment Coordinator

Acquirecomm Pty Ltd

PO BOX 586

Elsternwick VIC 3185

Licenced Agency VIC, NSW, TAS.

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December 2022

PLANNING PERMIT APPLICATION

Proposed Telecommunications Facilities

Federal Government Mobile Black Spot Program (Round 5A)

167 Eight Mile Road, Ryansbrook, WA 6395

Site Ref: Tunney North - TLS-MBSP5a-171



Document Control

Prepared by Emily Wardlaw



Acquirecomm Pty Ltd

Date 1 December 2022

PO BOX 586, Elsternwick VIC 3185

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Version	Date	Author	Reason
1	28/11/2022	Emily Hart	Initial Draft
2	01/12/2022	Emily Wardlaw	Final Review
3			
4			



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Executive Summary

This report has been prepared by Acquirecomm Pty Ltd, on behalf of Amplitel Pty Ltd (part of the Telstra Group) in support of a planning permit application to install a 60m Lattice Tower at 167 Eight Mile Road, Ryansbrook WA 6395.

The site has been funded by Telstra and the Federal Government in Round 5A of the Federal Governments Mobile Black Spot Program (MBSP5A). Telstra have been awarded funding to deploy this site within the parameters of this project.

The site is legally described as Lot 1 on Diagram 32256, VOLUME 1315 FOLIO 761

Refer to copy of Title at Appendix A.

The proposed development of the site triggers the need for a planning permit under the Shire of Kojonup Planning Scheme.

This report outlines the purpose and demand for a telecommunications facility in Ryansbrook and addresses the planning merits of the proposal and its consistency with the relevant planning controls and policies of the Kojonup Planning Scheme. It is supported by the accompanied plans which show the proposed layout and design of the facility.

The proposed development of the site represents the provision of essential telecommunications infrastructure to Ryansbrook and its surrounds. The proposed facility will have an acceptable impact on the amenity of the area in terms of its use of materials and siting. The facility is designed to have regard to its surrounds and represents an appropriate balance between the net community benefit from the provision of essential telecommunications services and the protection of the environment from any adverse impacts.



Site and Proposal Details

Address of Site	167 Eight Mile Road, Ryansbrook WA 6395
Legal Property Description	Lot 1 on Diagram 32256 VOLUME 1315 FOLIO 761
Local Authority	Shire of Kojonup
Zoning	Rural
Owner	Spencerbay Pty Ltd
Applicant	Amplitel Pty Ltd (part of the Telstra Group) ABN 15 648 133 073 C/- Acquirecomm Pty Ltd PO Box 586 Elsternwick, Vic, 3185
Contact Person	Emily Wardlaw Director Planning Services 0422685472 emily@acquirecomm.com.au
Our Reference	Tunney North WA11477.01 / TLS-MBSP5a-171



1 Introduction

Telstra is committed to providing improved mobile coverage to regional and remote Australia. Over the 7 years to end FY22 Telstra will have invested \$11bn in their mobile network nationally with \$4bn of this invested in regional areas.

The Federal Government's Mobile Black Spot Program is one of the largest ever expansions of mobile coverage in regional and remote Australia. Areas which will receive new mobile network coverage have been announced in multiple rounds since 2015, starting with round 1, and most recently with Round 5A announced in July 2021.

After this latest supplement to Round 5, and once all five rounds of the Mobile Black Spot Program are completed, Telstra will have invested up to \$300 million and built around 930 new sites to improve coverage for regional areas around the country – more than 2/3rd of the total 1296 sites co-funded by Government under the Program since 2015.

This program will deliver mobile coverage to a large number of regional and remote communities who, for the first time, will be able to access fast mobile voice and data services. The improved coverage is increasing access to new technologies for key regional sectors like agriculture, transport, mining and tourism – technologies which rely on a fast, reliable and affordable mobile network.

The Mobile Black Spot Program builds upon significant investments already undertaken by Telstra to expand and upgrade their mobile network.

Telstra's partnership with the Federal Government will involve Telstra investing up to \$300 million of their own funds to build over 930 new sites under all rounds of the Mobile Black Spot Program. This is over and above the billions of dollars spent on the Telstra mobile network in recent years.

Telstra has worked with State and Local Governments, to attract tens of millions of dollars in additional targeted funding. This means Telstra can deliver a combined investment of over \$660 million for regional telecommunications under the program.

In addition to the Mobile Black Spot Program, Telstra has also delivered over 200 small cells in selected areas where appropriate infrastructure is available, which will bring high speed 4G data services to small country towns.

Telstra are proud to invest in regional Western Australia along with the Federal and State Governments and look forward to rolling out the new base stations and expanding coverage for hundreds of communities.

Further information can be found at: <https://www.telstra.com.au/coverage-networks/mobile-black-spot-program>



2 Purpose and Demand

Mobile Black Spot Program (MBSP5A)

The Government has committed \$380 million to the Mobile Black Spot Program (the Program) to invest in telecommunications infrastructure to improve mobile coverage and competition across Australia.

The program is supported by co-contributions from state and local governments, mobile network operators (Optus, Telstra, TPG Telecom Ltd (formerly Vodafone) and Field Solutions Group), businesses and local communities.

Under the Program to date (Round 1, Round 2, the Priority Locations Round, Round 4, Round 5 and Round 5A), the Government's commitment has generated a total investment of more than \$875 million, to deliver more than 1,270 new mobile base stations across Australia.

Round 5A

In July 2021, the Minister for Regionalisation, Regional Communications and Regional Education, Senator the Hon Bridget McKenzie, announced the results of the Round 5A competitive assessment process.

Round 5A is funding 67 new mobile base stations (15 Field Solutions Group, 4 Optus and 48 Telstra) which will address coverage issues across regional and remote Australia, including in bushfire prone areas and along major highways.

Round 5A is funding three trials that will test ways the Mobile Network Operators can roll out shared mobile infrastructure to reduce cost and provide new coverage from more than one carrier, including a trial solution consisting of a cluster of seven base stations extending from Thargomindah to Waihora in Queensland that will provide neutral hosting services and two solutions supporting domestic roaming.

Further information about Round 5A including information on how the locations of these base stations were selected, see the Mobile Black Spot Program's FAQs page found at:

<https://www.infrastructure.gov.au/media-technology-communications/phone/mobile-services-coverage/mobile-black-spot-program/faq>

Amplitel Pty Ltd (Amplitel) are part of the Telstra Group and provide wireless infrastructure for Telstra across Australia. Acquirecomm Pty Ltd have been contracted by Amplitel to undertake the required environmental and planning approvals on each site.



3 Site Selection Process

Telstra commences the site selection process with a search of potential sites that meet the network's technical requirements, with a view to also having the least possible impact on the surrounding area.

Telstra applies and evaluates a range of criteria as part of this site selection process.

Telstra assesses the technical viability of potential sites through the use of computer modelling tools that produce predictions of the coverage that may be expected from these sites, as well as from the experience and knowledge of the radio engineers. There are also a number of other important criteria that Telstra uses to assess options and select sites that may be suitable for a proposed new facility.

These take into account factors other than the technical performance of the site, and include:

- The potential to co-locate on an existing telecommunications facility.
- The potential to locate on an existing building or structure.
- Visual impact and the potential to obtain relevant town planning approvals.
- Proximity to community sensitive locations and areas of environmental heritage.
- The potential to obtain tenure at the site.
- The cost of developing the site and the provision of utilities (power, access to the facility and transmission links).

In addition to the above criteria, Telstra is also contracted to meet objectives of the Federal Government Mobile Blackspot Program.

In deciding upon the location of a new facility for Ryansbrook, Telstra has carefully assessed all of the above criteria. This analysis is detailed in the next section.

Co-location Opportunities

As noted above co-location on existing infrastructure and the upgrading of existing telecommunications facilities are the first option Telstra examine when new infrastructure is required. This focus on the utilisation of existing infrastructure is considered prudent by Telstra as it is faster to deliver improvements, is less expensive, reduces possible impacts on the environment and the community.

With regard to co-location opportunities in the vicinity of the current proposal Telstra have examined the other existing telecommunications facilities in the surrounding area (including those of other carriers) and other public utilities to assess if the technical requirements for a new site can be met in this fashion.

Figure 1 below shows the location of the proposed facility in blue (and circled in red) at 167 Eight Mile Road, Ryansbrook. This is the location that was identified by the project as a location that would



provide extensive coverage across the locality of Ryansbrook and the surrounding area. The closest communications site shown on the map below (circled in yellow) is a Telstra site located at Lumeah at a distance of 11.35km to the north east of the site, the next closest site (circled orange) is a Telstra site located at Tenterden at a distance 17.23km from the site. There is also a proposal for an Amplitel tower at the Lumeah Exchange located 6.41km to the north east of the site. These sites are too far from the target area to meet requirements for coverage as set by the RCP for Ryansbrook.

Figure 1 below demonstrates how the new Facility is located centrally between the existing sites in the region. The proposed 60m lattice tower will meet the project coverage objectives and will provide reliable coverage to customers in Ryansbrook and the surrounding area.

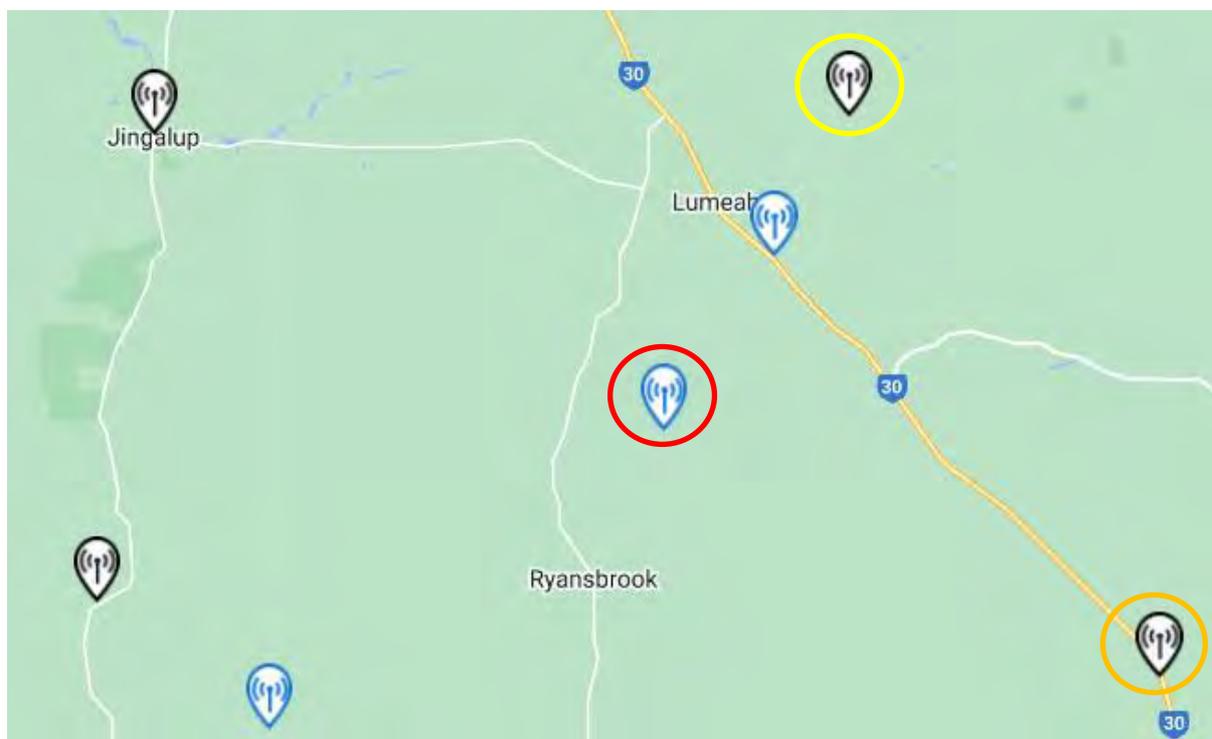


FIGURE 1 SOURCE: RFNSA, www.rfnsa.com.au

Summary

Telstra has submitted this application for a new telecommunications facility in Ryansbrook in order to provide essential coverage and to improve mobile communications performance across the region. Telstra does not propose the installation of a new telecommunications facility without investigating the potential for co-location on existing infrastructure. As there is no viable existing infrastructure within Ryansbrook to achieve a co-location, a new structure is required.

In this case, Telstra concluded that a new facility at 167 Eight Mile Road would be the most appropriate option to pursue when all factors including; the project parameters; radio design, site construction and planning environmental issues were considered.



4 Proposed Development

The proposed development at, 167 Eight Mile Road, Ryansbrook WA 6395, comprises the following:

- The installation of (1) 60m Lattice Tower
- The attachment to the top of the tower of a triangular headframe accommodating (6) Panel Antennas, giving a total structure height of 61.3m
- The antenna will provide 4G/5G telecommunications via LTE700/NR850 technologies.
- The installation of one (1) 1.2m Solid Parabolic Antenna at 50.4m.
- The installation of one (1) Equipment Shelter at the base of the facility.
- The installation of an underground electrical cable route approx. 90m to existing power pole #654684.
- The installation of a compound security fence (12m by 16m) with double access gates.
- Ancillary items including feeders, adapters, and cable tray and GPS antenna.
- Use of existing access conditions.

Refer to Plans attached at Appendix B.



5 Subject Site and Locality

The subject site is located on the south side of Eight Mile Road approximately 23km south of the rural township of Kojonup. The subject land is an irregular shaped land parcel approx. 529.66 hectares in size, under private ownership. The land is legally described as Lot 1 on Diagram 32256, Volume 1315 Folio 761.

Refer to title and plan at Appendix A

The proposed facility will be contained in an 12m x 16m fenced compound with a setback of approximately 1.2km from the north boundary adjacent to Eight Mile Road, and approx. 470m to the east boundary which abuts Wattledale Road. The site will use utilise an existing property entrance off Wattledale Road and an existing 4WD track on the subject land to the facility.

The subject land is zoned Rural and has largely been cleared of vegetation for agricultural purposes, with stands of trees dispersed on the subject land. The subject land accommodates several structures agricultural in nature and several dams. An overhead power supply runs in a north south direction across the subject land.

The nearest dwelling is located approx. 690m to the north on the subject land. Intervening tall trees will break up views toward the facility which will be sited against a vegetated back drop to the south minimising the visual impact. There are no other dwellings with 2km of the site.

The surrounding land is zoned Rural and is predominantly cleared and has a gentle undulation.

Refer to photos of the site and surrounds below.



FIGURE 2 AERIAL VIEW OF SUBJECT SITE IN BLUE AND SURROUNDING AGRICULTURAL LAND, PROPOSED SITE INDICATED BY YELLOW STAR



FIGURE 3 INTERNAL VIEW OF SITE LOOKING SOUTH SHOWING APPROXIMATE LOCATION OF PROPOSED FACILITY



FIGURE 4 INTERNAL VIEW OF SITE LOOKING NORTH WEST FROM APPROXIMATE LOCATION OF PROPOSED FACILITY SHOWING AGRICULTURAL SHEDS AND NEAREST DWELLING ON THE SUBJECT LAND (CIRCLED YELLOW)



FIGURE 5 INTERNAL VIEW OF SITE LOOKING WEST FROM APPROXIMATE LOCATION OF PROPOSED FACILITY



FIGURE 6 INTERNAL VIEW SHOWING LAND RISE TO THE EAST FROM APPROXIMATE LOCATION OF THE PROPOSED FACILITY AND ACCESS TRACK OFF WATTLEDALE ROAD



FIGURE 6 INTERNAL VIEW OF SITE LOOKING WEST ALONG ACCESS TRACK OFF WATTLEDALE ROAD TOWARD LOCATION OF PROPOSED FACILITY (RED ARROW)



6 Regulatory Framework and Assessment

6.1 Federal Legislation

Telecommunications Act 1997

The Telecommunications Act 1997 (the Act) came into operation on 1st July 1997. The Act provides a system for regulating telecommunications and the activities of carriers and service providers.

Under the Act, telecommunications carriers are no longer exempt from State and Territory planning laws except in three limited instances:

- There are exemptions for inspection of land, maintenance of facilities, installation of “low impact facilities”, subscriber connections and temporary defence facilities. These exemptions are detailed in the *Telecommunications (Low Impact Facilities) Determination 2018* and *Telecommunications (Low Impact Facilities) Amendment Determination 2021* and these exceptions are subject to the *Telecommunications Code of Practice 1997*;
- A limited case-by-case appeals process exists to cover installation of facilities in situations of national significance; and
- There are some specific powers and immunities from the previous *Telecommunications Act 1991*.

Telecommunications (Low Impact Facilities) Determination 2018

The Telecommunications (Low-impact Facilities) Determination came into effect on 1st July 1997 and has been superseded by the *Telecommunications (Low-impact Facilities) Determination 2018*.

The Determination contains a list of Telecommunications (and Radiocommunications) Facilities that the Commonwealth will continue to regulate. These are facilities that are essential to maintaining telecommunications networks and are unlikely to cause significant community disruption during their installation or operation. These facilities are therefore considered to be ‘Low-impact’ and do not require planning approval under State or territory laws.

As the proposed works do not meet the provisions of the *Telecommunications (Low-impact Facilities) Determination 2018*, a Development Application is therefore required to be assessed under the relevant state and local planning provisions.



Commonwealth Environment Protection and Biodiversity Conservation Act 1999

The *Environment Protection and Biodiversity Conservation Act* commenced on 16th July 2000. It introduced a new role for the Commonwealth Government in the assessment and approval of development proposals where those proposals involve actions that have a significant impact on matters of National Environmental Significance, the environment of Commonwealth owned land and actions carried out by the Commonwealth Government.

This proposal is not of National Environmental Significance, as it will not impact on:

- World Heritage Areas;
- Wetlands protected by International Treaty (The RAMSAR Convention);
- Nationally listed threatened species and communities;
- Nationally listed migratory species;
- All nuclear actions; or
- The environment of Commonwealth Marine area.

The EPBC Protected Matters report identifies 1 threatened ecological community and 9 threatened species in the region. The proposed works are located on cleared rural land with existing access off Wattledale Road, the facility will be contained in a 12m x 16m fenced compound. Underground cabling will avoid impacts to native vegetation. The proposed works will not require the removal of native vegetation. Due to the limited nature of the proposed works in terms of ground disturbance and duration there is no undue threat to flora and fauna in the area.

Refer to EPBC Act Protected Matters Report at Appendix E.

Mobile Base Station Deployment Industry Code

The Communications Alliance Ltd. C564:2020 Industry Code – Mobile Phone Base Station Deployment (referred to as the Deployment Code) replaced the 2011 Revision.

The Deployment Code cannot change the existing regulatory regime for telecommunications at local, State or Federal level. However, it supplements the existing obligations on carriers, particularly in relation to community consultation and the consideration of exposure to radio signals, sometimes known as electromagnetic energy (EME or EMR).

The Code imposes mandatory levels of notification and community consultation for sites complying with the Telecommunications (Low-impact Facilities) Determination 2018. It identifies varying levels of notification and/or consultation depending on the type and location of the infrastructure proposed.

The subject proposal, not being designated a 'Low-impact' facility, is not subject to the notification or consultation requirements associated with the Deployment Code. These processes are handled within the relevant State and Local consent procedures.

Nevertheless, the intent of the Code, to ensure Carriers follow a 'precautionary approach' to the siting of infrastructure away from sensitive land uses, has been followed in the selection of this site as



demonstrated in the Deployment Code section 4.1 Precautionary Approach Checklist which is attached at **Appendix D**.

Included in the section 4.1 Checklist is a statement of how the public's exposure to EME from the site has been minimised. All emissions from the site will be well within the requirements of the relevant Australian Standard. Details of this standard are contained in the following section. Also attached at Appendix D is the Deployment Code section 4.2 Precautionary Approach Checklist which demonstrates how the proposal has been designed in accordance with the Code's 'precautionary approach'. This site has been selected and designed to comply with the requirements of the Deployment Code in so much as the precautionary approach has been adhered to and, as a result the best design solution has been achieved.

Electromagnetic Energy and Health

EMF is sometimes known as electromagnetic radiation (EMR) or electromagnetic energy (EME). Electromagnetic fields are present everywhere in our environment – the earth, sun and ionosphere are all natural sources of EMF.

Telstra rely on the expert advice of international and national health authorities including the World Health Organization (WHO) and the Australian Radiation Protection and Nuclear Safety Agency (ARPANSA) for overall assessments of health and safety impacts.

The International Commission on Non-Ionizing Radiation Protection (ICNIRP) has issued guidelines on levels of allowable public exposure to Radio Frequency (RF) fields, including guidelines on RF from mobile phones and base stations that Telstra adheres to. These guidelines have a large safety margin built into them.

Telstra confirms that the proposed facility will comply with the mandated standard (RPS-S1) for EMF set by ARPANSA, which is based on the safety guidelines recommended by the WHO. The safety standard works by limiting the network signal to a level low enough to protect all people, in all environments, 24 hours a day. The safety limit itself has a significant safety margin built into it.

Further information about EMF can be sourced at:

- Commonwealth Department of Health (ARPANSA) www.arpansa.gov.au
- Australian Communications and Media Authority (ACMA) www.acma.gov.au
- World Health Organisation (WHO) www.who.int/en/

To demonstrate compliance with the safety standard, an Environmental EME Report is available via the RFNSA website: www.rfnsa.com.au/6395014

This report predicts that the maximum signal strength from the Proposed Facility at 1.5m above ground level, is well within the allowable limit that it is permitted to transmit over a 24-hour period. This is typical of Telstra's responsible approach to network performance and environmental compliance.

A copy of the EME Report is attached at Appendix C



Civil Aviation Safety Authority

Telstra take their obligations seriously in relation to the impact of their structures on aviation safety and have developed their own policies to ensure CASA standards are met when installing new facilities. Telstra are aware that structures over 30m in height are required to be reported in accordance with the CASA publication AC139.08 “Reporting Tall Structures”, and accordingly will report on the proposed site in accordance with this policy.

In the case of the new telecommunications facility at Ryansbrook, Telstra have reviewed their policy and the CASA standards and also the particular characteristics of the site, and have assessed that no further measures, including aircraft warning lighting is warranted due to the following:

- The proposed site is approximately 100m kilometres north from Denmark Airport.
- The Obstacle limitation surface (OLS) protects the air space around airports from the intrusion of built structures that would adversely affect aircraft operation or safety. The site does not appear to be within an OLS boundary, and therefore not subject to the conditions of CASA standards; MOS part 139-Aerodromes.

Whilst it may be prudent in some locations to apply lighting or other applications on tall structures outside of OLS boundary areas, each structure should be assessed individually in the context of its location, proximity to an aerodrome and or proximity to areas where aircraft are prevalent. In relation to this site, Telstra has considered the criteria set out in paragraph 9.4.1.2 of the MOS, which include:

- Outside the obstacle limitation surfaces of an aerodrome, if the object is or will be more than 110 m above ground level. In this case, the Telstra facility is well below this at 61.3m.

Telstra has also considered other possibly relevant factors such as height and geographic features. The structure is a moderate height of 61.3m on cleared rural land within the rural area of Ryansbrook. Telstra’s assessment is that the proposed facility is not affected by the CASA standard; MOS Part 139-Aerodromes. Telstra also concludes that aircraft warning lights are not warranted in this location.

6.2 Requirement for Development Approval

Development Approval Trigger

The proposed Telecommunication Facility is located within a Rural Zone pursuant to clause 3.1 of the Shire of Kojonup Town Planning Scheme No. 3.

The Use for Telecommunications Infrastructure is not specifically mentioned in the Zoning Table, therefore the use is not permitted unless Planning Consent is granted by Council.

The proposed Telecommunications Facility is subject to the considerations listed under the Shire of Kojonup Town Planning Scheme No.3; Part 4, Development Requirements.



Additionally, the proposal is subject to the policy intent of the State Planning Policy 5.2 - Telecommunications infrastructure.

6.3 State Legislation

6.3.1 State Planning Policy 5.2: Telecommunications Infrastructure

The State Planning Policy 5.2: Telecommunications sets out the policy intent for the provision of Telecommunications Network Infrastructure.

The background to SPP 5.2 states:

Adequate and reliable telecommunications are essential for all aspects of contemporary community life, from supporting the State's economy to creating and maintaining connected and cohesive social networks. Contact between emergency services and the community increasingly relies on the telecommunications networks.

The policy intent aims to:

balance the need for effective telecommunications services and effective roll-out of networks, with the community interest in protecting the visual character of local areas. Using a set of land use planning policy measures, the policy intends to provide clear guidance pertaining to the siting, location and design of telecommunications infrastructure.

SPP 5.2 is supplemented by Guidelines for the Location, Siting and Design of Telecommunications Infrastructure (Guidelines). The following principals, as stated in SPP 5.2 and/or the Guidelines, are relevant to the proposal.

- *Telecommunications facilities should be designed and sited to minimise any potential adverse visual impact on the character and amenity of the local environment, in particular, impacts on prominent landscape features, general views in the locality and individual significant views;*
- *Telecommunications facilities should be designed and sited to minimise adverse impacts on areas of natural conservation value and places of heritage significance or where declared rare flora are located;*

The proposed facility will be located on cleared rural land in a remote location, well distanced from rural dwellings. The site has a large setback of over 1.2km to the north boundary which abuts Eight Mile Road, and 470m to the east boundary adjacent to Wattle Dale Road mitigating public views of the facility. Additionally roadside vegetation, dispersed vegetation on the subject land as well as the natural undulation of the land will ensure there are only limited long distance public views of the upper portion of the structure.

The site is not located on or in proximity to a heritage place, landmarks, or any significant viewing locations. The proposal does not impact on the environmental qualities in that no vegetation is required to be removed.



It is submitted that the proposed facility which is well setback from public roads will not adversely impact the visual amenity of this agricultural landscape where sheds and outbuildings are common.

- *Unless it is impractical to do so telecommunication towers should be located within commercial, business, industrial and rural areas outside identified conservation areas;*

The subject site is within a rural area and is not identified as a conservation area.

- *Co-location of telecommunications facilities should generally be sought, unless such an arrangement would detract from local amenities or where operation of the facilities would be significantly compromised as a result;*

As discussed in Section 3 above, there are no co-location opportunities in the vicinity of the subject site that would meet requirements for coverage as set by the MBSP5A program for Ryansbrook.

- *Design and operation of a telecommunications facility should accord with the licensing requirements of the Australian Communications Authority, with physical isolation control of public access to emission hazard zones and use of minimum power levels consistent with quality services;*

The proposed facility will comply with the mandated standard (RPS-S1) for EMF set by ARPANSA.

In general, when considering proposals for telecommunications facilities against the State Planning Policy 5.2, the planning authority must seek a balance between the provision of important telecommunications services and the need to protect the environment from possible adverse impacts (e.g. visual intrusion) arising from telecommunications infrastructure.

There is strong State policy support for improved telecommunications facilities if, when balancing improved telecommunications services with environmental impacts; including for example, visual impact and flood or fire hazard, a particular proposal provides a net community benefit.

The proposed facility achieves a balanced outcome in addressing the State Policy in that it responds to the communities needs for improved infrastructure relating to reliable mobile telecommunications. It will support the region's rural economic activities, lifestyle choice and will provide access to reliable coverage during times of emergency such as bush fire. It is sited on cleared rural land has been carefully sited to ensure no significant loss of agricultural land. The facility will be contained to a small area of development on a large private land holding which accommodates existing overhead power lines. It is considered a telecommunications facility is an appropriate use in this context and remote rural setting.

6.4 SHIRE OF KOJONUP LOCAL PLANNING SCHEME NO. 3

6.4.1 Part 4 Zones

The subject site is within the Rural Zone pursuant to the Shire of Kojonup Town Planning Scheme No. 3.



Telecommunications Infrastructure is not a defined use under the scheme and therefore the Use is not permitted unless Planning Consent is granted by Council.



FIGURE 7 EXTRACT OF ZONING MAP – KOJONUP TOWN PLANNING SCHEME NO.3

The use of land in the Rural Zone shall be consistent with the following objectives:

- The zone shall consist of predominantly rural uses.
- To protect land from urban uses that may jeopardise the future use of that land for other planned purposes which are compatible with the zoning.
- To protect the land from closer development which would detract from the rural character and amenity of the area.
- To prevent any development which may affect the viability of a holding.
- To provide for limited commercial accommodation opportunities in a rural environment consistent with the Council's policy for 'Farmstay', 'Bed and Breakfast Accommodation' and 'Chalet' facilities.

The proposed facility accords with the objectives and development requirements of Rural Zone. It has been carefully sited on cleared rural land with existing access and has been sited to avoid impacts to the environment and the fragmentation of agricultural land, being located close to the access track and internal fence line. It will support the region's rural economic activities and will provide access to reliable coverage during times of emergency such as bushfire.

The siting and design of the structure has sought to reduce skyline intrusion as much as possible. It's location on a modest elevation with adequate setbacks from rural dwellings ensures the visual impact from the facility will be acceptable within this remote agricultural landscape.



6.4.2 Part 5 – Development Requirements

In terms of the General Development Requirements set out in the scheme, the following comments are made with respect to the subject proposal:

- R-Codes are not applicable.
- There are no restrictive covenants affecting the subject land.
- The 60m height of the facility is the minimum height required to ensure reliable mobile communications.
- The smallest setback is approximately 470m to the east boundary.
- The selected location is within a bushfire prone area, refer to figure 8 below. The proposed infrastructure however:
 - does not result in the intensification of development (or land use) on the subject land;
 - does not result in an increase in residents or employees;
 - does not involve the occupation of employees on the site for any considerable amount of time;
 - does not result in an increase to the bushfire threat; and
 - **will provide improved emergency communications in a fire risk area.**
- The proposal has been sited to minimise impacts on the environment. There is no removal of native vegetation required.
- The small development area will be contained within a 12m by 16m compound and will utilise existing access conditions off Wattle Dale Road.
- The facility will be unmanned and not will not create any additional demand on parking only requiring maintenance visits 1- 2 times per year.



FIGURE 8 BUSHFIRE PRONE AREAS – PLAN WA MAPS



7 Conclusion

The proposed 60m Lattice Tower and macro cell base station at Ryansbrook will form an integral component in Telstra's national 4G/5G telecommunications network. The new 4G/5G base station will provide improved mobile connectivity to support the uptake of new agricultural and business technologies in an area with limited existing coverage. Increased mobile coverage will also enable greater access to essential services as well as improved public safety communications, and more equitable access to educational and other essential services.

The provision of reliable telecommunications to the region is supported by the Federal Government with funding from the State and Federal Governments provided through the Mobile Blackspot Program. The proposal will ensure that customers in Ryansbrook will have access to reliable mobile phone and mobile broadband services which in turn supports agricultural, tourist and other rural industries in the region and forms part of a wider plan to ensure reliable and accessible coverage during emergency situations such as bushfire and flood.

The design responds to the policy objectives and requirements of the State Planning Policy 5.2: Telecommunications and the Shire of Kojonup Town Planning Scheme No. 3 and is generally in accordance with the intent of the provisions of Rural Zone.

This assessment demonstrates that the proposal achieves a reasonable balance between the provision of essential telecommunication services and the need to protect the environment from adverse impacts from such development.

It is respectfully requested that permission is granted for this development application.



Appendix A Certificate of Title

WESTERN



AUSTRALIA

REGISTER NUMBER 1/D32256	
DUPLICATE EDITION 3	DATE DUPLICATE ISSUED 11/1/2013

RECORD OF CERTIFICATE OF TITLE
UNDER THE TRANSFER OF LAND ACT 1893

VOLUME 1315 FOLIO 761

The person described in the first schedule is the registered proprietor of an estate in fee simple in the land described below subject to the reservations, conditions and depth limit contained in the original grant (if a grant issued) and to the limitations, interests, encumbrances and notifications shown in the second schedule.

BGRoberts
REGISTRAR OF TITLES



LAND DESCRIPTION:

LOT 1 ON DIAGRAM 32256

REGISTERED PROPRIETOR:
(FIRST SCHEDULE)

SPENCERBAY PTY LTD OF RMB 433, KOJONUP

(T M121476) REGISTERED 3/12/2012

LIMITATIONS, INTERESTS, ENCUMBRANCES AND NOTIFICATIONS:
(SECOND SCHEDULE)

1. TITLE EXCLUDES THE LAND SHOWN ON S.O. DIA 75496.
2. M121477 MORTGAGE TO RABOBANK AUSTRALIA LTD REGISTERED 3/12/2012.

Warning: A current search of the sketch of the land should be obtained where detail of position, dimensions or area of the lot is required.
* Any entries preceded by an asterisk may not appear on the current edition of the duplicate certificate of title.
Lot as described in the land description may be a lot or location.

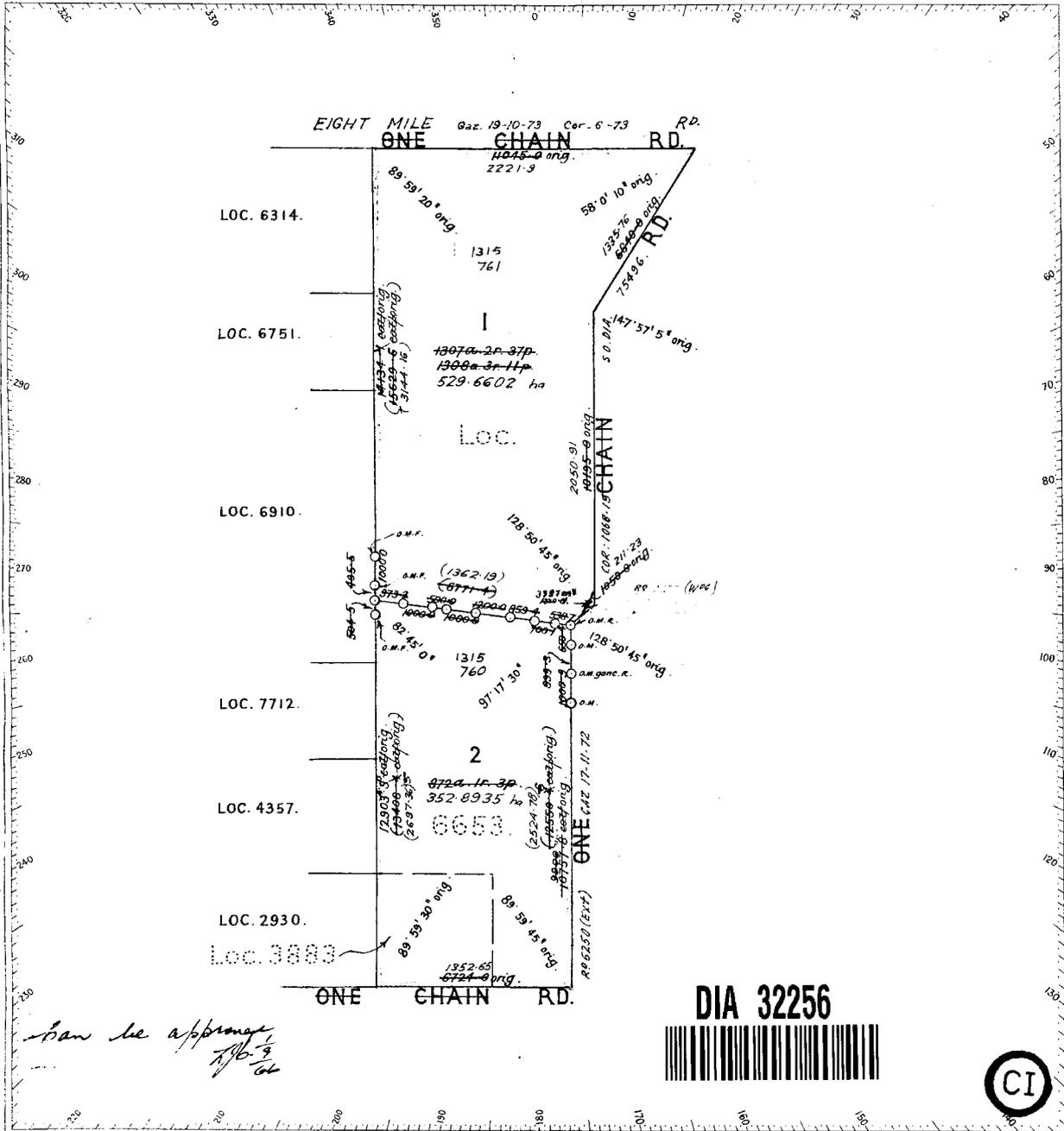
-----END OF CERTIFICATE OF TITLE-----

STATEMENTS:

The statements set out below are not intended to be nor should they be relied on as substitutes for inspection of the land and the relevant documents or for local government, legal, surveying or other professional advice.

SKETCH OF LAND: 1315-761 (1/D32256)
PREVIOUS TITLE: 1319-316
PROPERTY STREET ADDRESS: 167 EIGHT MILE RD, RYANSBROOK.
LOCAL GOVERNMENT AUTHORITY: SHIRE OF KOJONUP

Town or District.	Number of Lot or Location.	Field Book.	Scale	Certificate in which Land is Vested.	Area
KOJONUP	<i>Locs. 3883 & 6653.</i>	24099	1:31680 40. Chains to one inch	Vol. 1319 Fol. 316	A. R. P. 2181.0.18 Total



*Can be approved
RJB*

DIA 32256

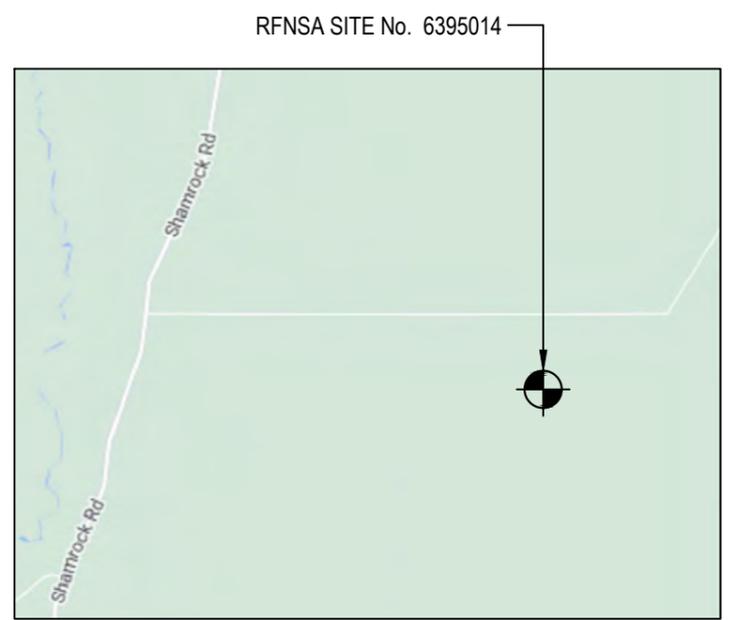
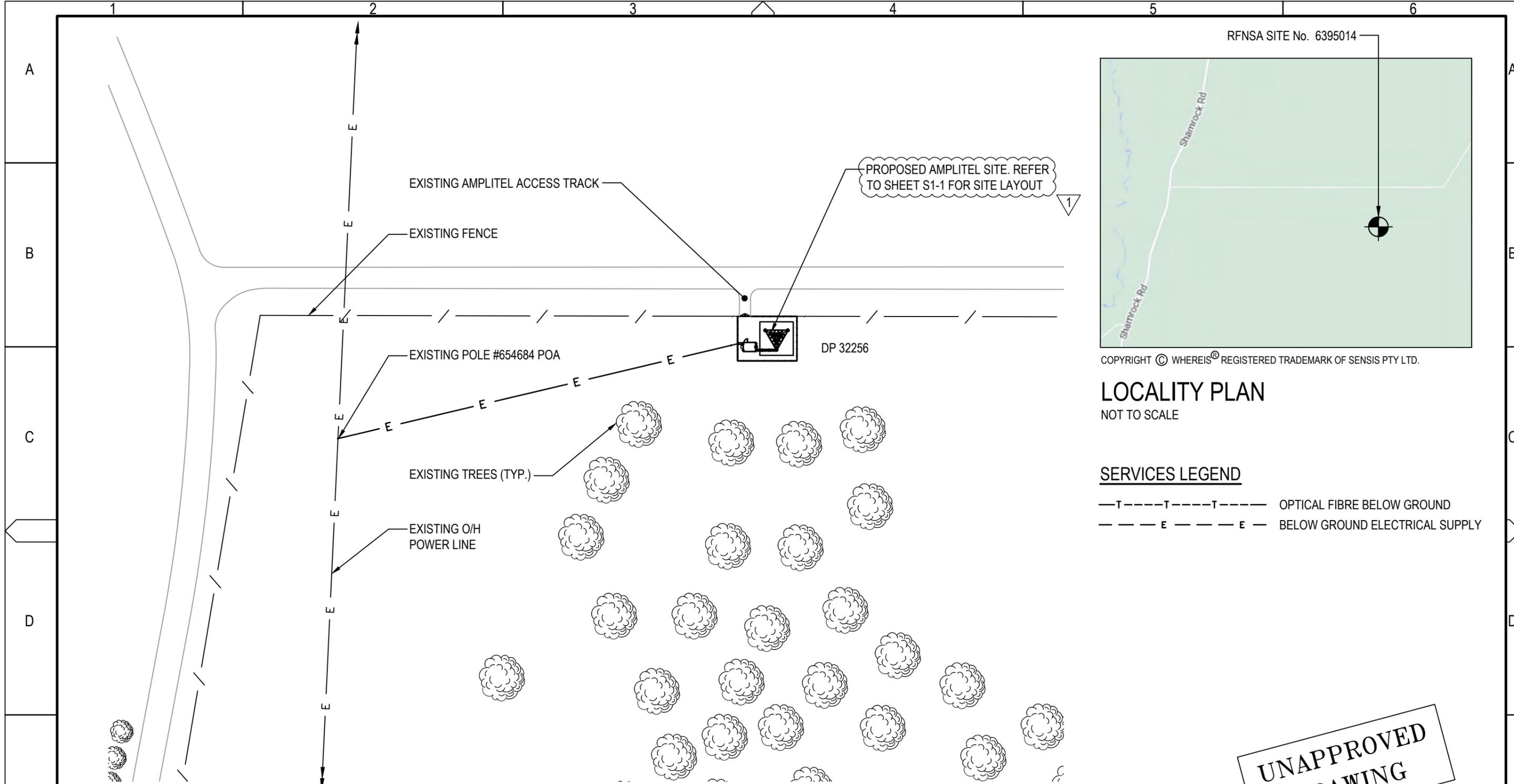


CERTIFICATE		Approved by Town Planning Board	
<p>I hereby certify that this survey was performed by me personally (or under my own personal supervision, inspection and field check) in strict accordance with the Licensed Surveyors (Guidance of Surveyors) Regulations, 1961.</p> <p>Date</p> <p style="text-align: center;"><i>R J. Rule</i> Licensed Surveyor.</p>		<p style="text-align: center;">24009</p> <p style="text-align: center;"><i>[Signature]</i> Chairman</p> <p>Date</p>	
<p>Approved <i>[Signature]</i> Inspector of Plans and Surveys</p> <p>Examined <i>P. L. Davis 13.7.66</i> G.A. Wray Col. BK/14/29^a 13.7.66</p>	<p>On</p> <p>Plan</p> <p>Diagram</p> <p>Index Plan</p>	<p>Registered</p> <p>1/85/195</p> <p>14/9/66</p>	<p>Diagram No.</p> <p>32256</p>

225-11-11 225-0 DKT PREPP.



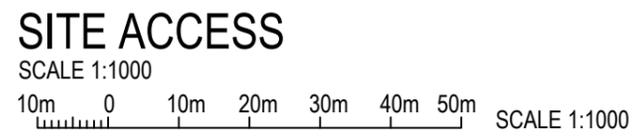
Appendix B Plans and Elevations



LOCALITY PLAN
NOT TO SCALE

SERVICES LEGEND

- T---T---T--- OPTICAL FIBRE BELOW GROUND
- E---E--- BELOW GROUND ELECTRICAL SUPPLY



**UNAPPROVED
DRAWING**

PRELIMINARY

NOTE: THIS DRAWING TO BE READ IN CONJUNCTION WITH SHEETS S1-1 & S1-2

Telstra Networks Wireless program Delivery Template - 017866P02 Issue 11 02/12/2013

DO NOT SCALE

F

PROPERTY DESCRIPTION
LOT 1 DP 32256

SITE STRUCTURE CO-ORDINATES (GDA94) GPS READING ACCURACY: ± 10m CENTRE OF TOWER	
LATITUDE	GDA 94 -34.048060
LONGITUDE	GDA 94 117.201946



ORDER	DRAWN	CHKD	AMENDMENT	EXAM	APPD	DATE	ISS
WA11477.01	RH	AD	PRELIMINARY - XXXXXXXXWXXXX - LTE700/NR850	RT	MF	28.10.22	1

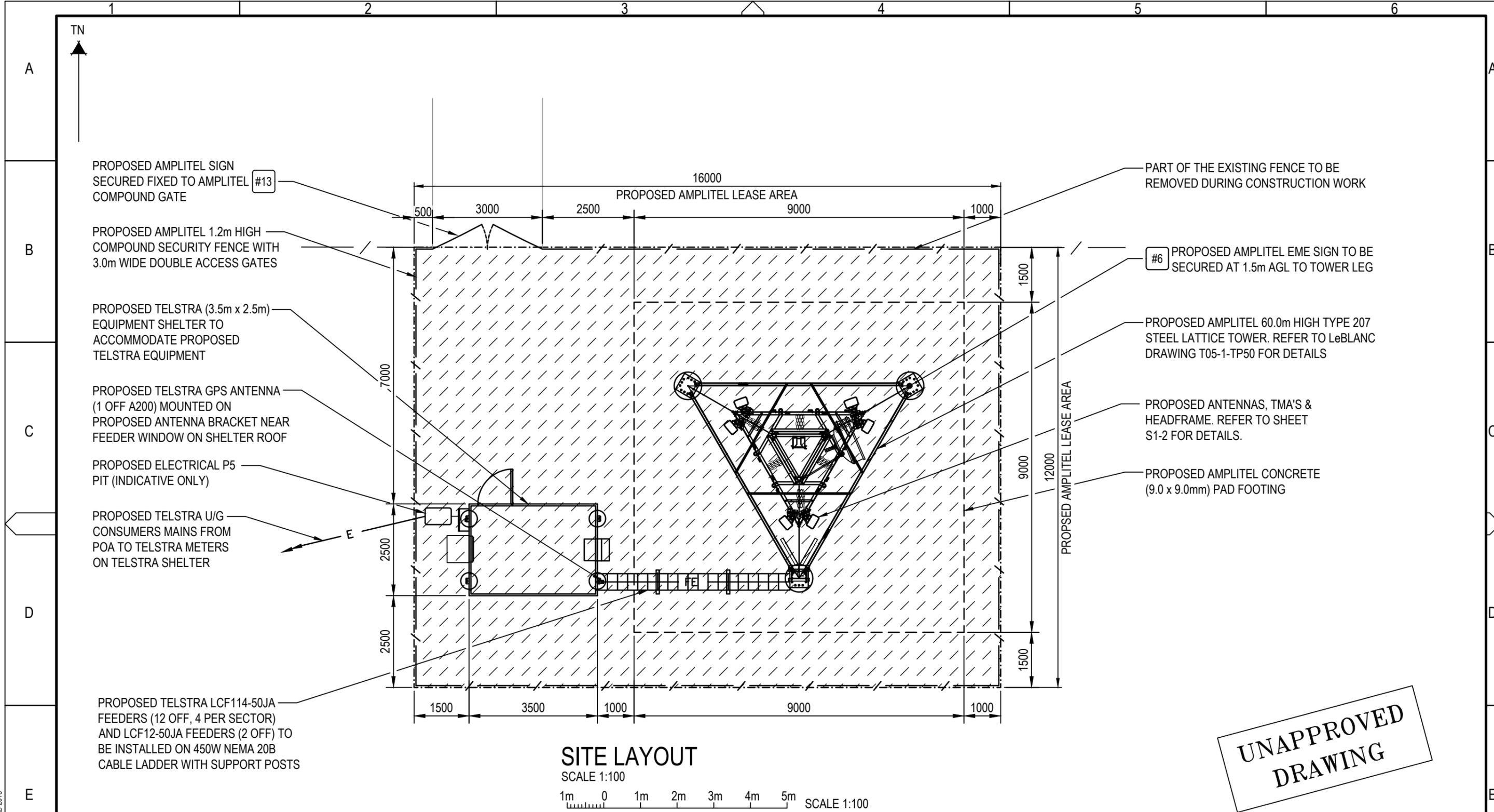
AMPLITEL
Part of the Telstra Group

**MOBILE NETWORK SITE 364380
TUNNEY NORTH**

SITE ACCESS AND LOCALITY PLAN
167 EIGHT MILE ROAD, RYANSBROOK, WA 6395

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DWG NO. **W110159** SHT NO. S1



PROPOSED AMPLITEL SIGN SECURED FIXED TO AMPLITEL COMPOUND GATE #13

PROPOSED AMPLITEL 1.2m HIGH COMPOUND SECURITY FENCE WITH 3.0m WIDE DOUBLE ACCESS GATES

PROPOSED TELSTRA (3.5m x 2.5m) EQUIPMENT SHELTER TO ACCOMMODATE PROPOSED TELSTRA EQUIPMENT

PROPOSED TELSTRA GPS ANTENNA (1 OFF A200) MOUNTED ON PROPOSED ANTENNA BRACKET NEAR FEEDER WINDOW ON SHELTER ROOF

PROPOSED ELECTRICAL P5 PIT (INDICATIVE ONLY)

PROPOSED TELSTRA U/G CONSUMERS MAINS FROM POA TO TELSTRA METERS ON TELSTRA SHELTER

PROPOSED TELSTRA LCF114-50JA FEEDERS (12 OFF, 4 PER SECTOR) AND LCF12-50JA FEEDERS (2 OFF) TO BE INSTALLED ON 450W NEMA 20B CABLE LADDER WITH SUPPORT POSTS

PART OF THE EXISTING FENCE TO BE REMOVED DURING CONSTRUCTION WORK

#6 PROPOSED AMPLITEL EME SIGN TO BE SECURED AT 1.5m AGL TO TOWER LEG

PROPOSED AMPLITEL 60.0m HIGH TYPE 207 STEEL LATTICE TOWER. REFER TO LeBLANC DRAWING T05-1-TP50 FOR DETAILS

PROPOSED ANTENNAS, TMA'S & HEADFRAME. REFER TO SHEET S1-2 FOR DETAILS.

PROPOSED AMPLITEL CONCRETE (9.0 x 9.0mm) PAD FOOTING

SITE LAYOUT
SCALE 1:100

UNAPPROVED DRAWING

NOTES:

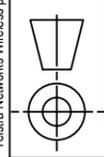
1. ALL EXTERNAL FEEDERS AND TAILS MUST BE BIRD PROOFED AS PER EXTERNAL PLANT POLICY 003615.
2. FOR EME SIGNS NOTED AS #X REFER TO 005486 DOCUMENTS FOR DETAILS.
3. ALL DIMENSIONS ARE IN MILLIMETRES UNLESS OTHERWISE STATED.
4. #6 EME SIGN SECURED AT 1.5m AGL TO TOWER LEG.
5. #13 EME SIGN SECURED TO AMPLITEL COMPOUND GATE.
6. CLEAR ALL TALL GRASS / WEEDS WITHIN THE COMPOUND TO MINIMISE SNAKE ACTIVITY.

NOTE: THIS DRAWING TO BE READ IN CONJUNCTION WITH SHEETS S1 & S1-2

PRELIMINARY

DO NOT SCALE

F



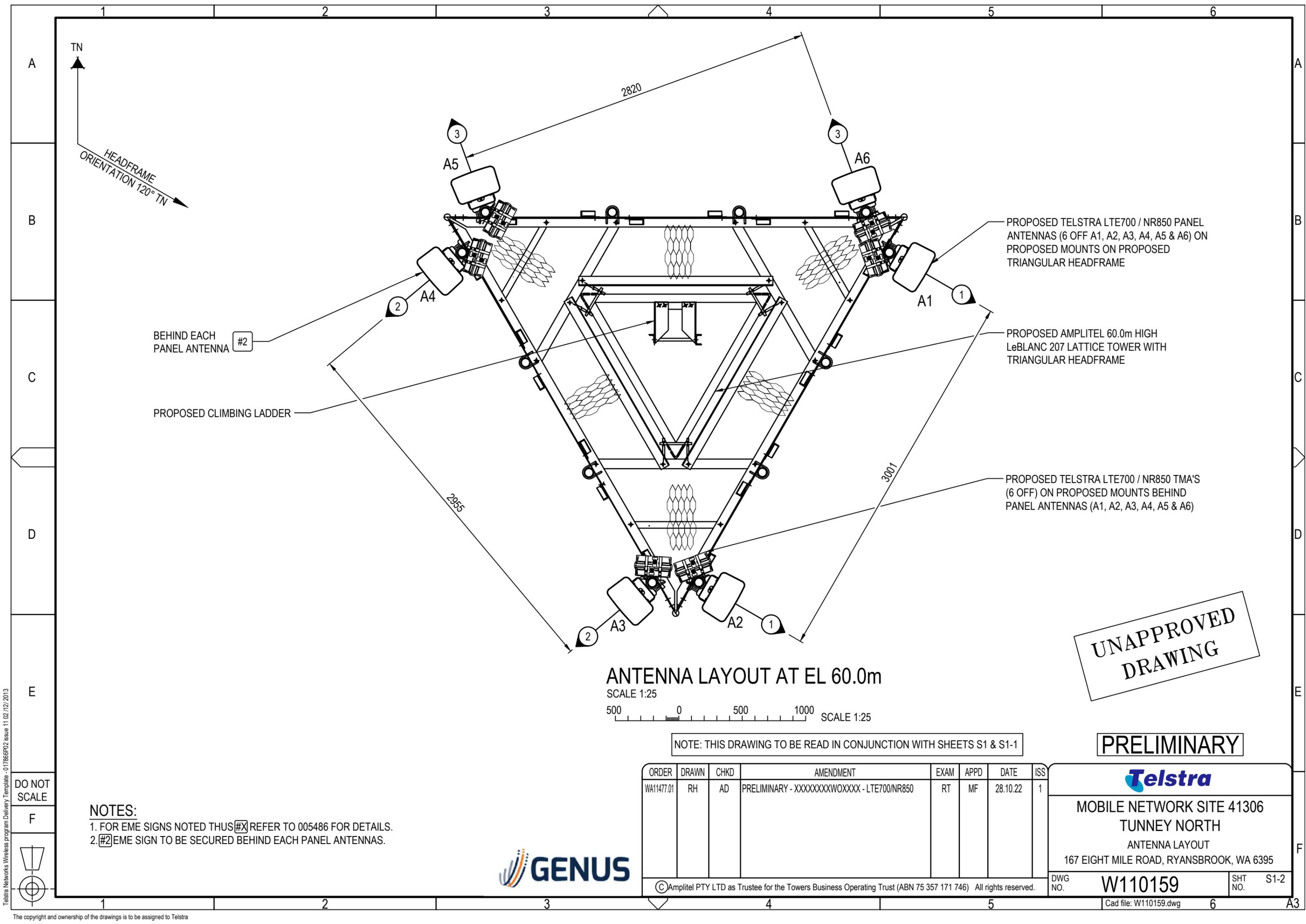
ORDER	DRAWN	CHKD	AMENDMENT	EXAM	APPD	DATE	ISS
WA11477.01	RH	AD	PRELIMINARY - XXXXXXXXWXXXX - LTE700/NR850	RT	MF	28.10.22	1

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MOBILE NETWORK SITE 41306
TUNNEY NORTH
SITE LAYOUT
167 EIGHT MILE ROAD, RYANSBROOK, WA 6395

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DWG NO. **W110159** SHT NO. S1-1



ANTENNA LAYOUT AT EL 60.0m

SCALE 1:25
 500 0 500 1000 SCALE 1:25

PROPOSED TELSTRA LTE700 / NR850 PANEL ANTENNAS (6 OFF A1, A2, A3, A4, A5 & A6) ON PROPOSED MOUNTS ON PROPOSED TRIANGULAR HEADFRAME

PROPOSED AMPLITEL 60.0m HIGH LeBLANC 207 LATTICE TOWER WITH TRIANGULAR HEADFRAME

PROPOSED TELSTRA LTE700 / NR850 TMA'S (6 OFF) ON PROPOSED MOUNTS BEHIND PANEL ANTENNAS (A1, A2, A3, A4, A5 & A6)

BEHIND EACH PANEL ANTENNA #2

PROPOSED CLIMBING LADDER

UNAPPROVED DRAWING

PRELIMINARY

NOTE: THIS DRAWING TO BE READ IN CONJUNCTION WITH SHEETS S1 & S1-1

ORDER	DRAWN	CHKD	AMENDMENT	EXAM	APPD	DATE	ISS
WA11477.01	RH	AD	PRELIMINARY - XXXXXXXXWOXXXX - LTE700/NR850	RT	MF	28.10.22	1

Telstra

MOBILE NETWORK SITE 41306
 TUNNEY NORTH
 ANTENNA LAYOUT
 167 EIGHT MILE ROAD, RYANSBROOK, WA 6395

- NOTES:**
- FOR EME SIGNS NOTED THUS #X REFER TO 005486 FOR DETAILS.
 - #2 EME SIGN TO BE SECURED BEHIND EACH PANEL ANTENNAS.



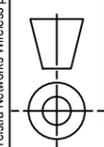
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DWG NO. **W110159** SHT NO. S1-2

Cad file: W110159.dwg

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DO NOT SCALE



BEHIND EACH PANEL ANTENNA #2

PROPOSED TELSTRA LTE700/NR850 TMA'S (6 OFF) ON PROPOSED MOUNTS BEHIND PANEL ANTENNAS (A1, A2, A3, A4, A5 & A6)

PROPOSED TELSTRA LCF114-50JA FEEDERS (12 OFF, 4 PER SECTOR) AND LCF12-50JA FEEDERS (2 OFF) TO BE INSTALLED IN PROPOSED TELSTRA TOWER LEG USING FEEDER BRACKETS

PROPOSED AMPLITEL 60.0m HIGH TYPE 207 STEEL LATTICE TOWER

PROPOSED CLIMBING LADDER

PROPOSED TELSTRA LCF114-50JA FEEDERS (12 OFF, 4 PER SECTOR) AND LCF12-50JA FEEDERS (2 OFF) TO BE INSTALLED ON 450W NEMA 20B CABLE LADDER WITH SUPPORT POSTS

PROPOSED TELSTRA GPS ANTENNA (1 OFF A200) MOUNTED ON PROPOSED ANTENNA BRACKET NEAR FEEDER WINDOW ON SHELTER ROOF

PROPOSED TELSTRA (3.5m x 2.5m) EQUIPMENT SHELTER TO ACCOMMODATE PROPOSED TELSTRA EQUIPMENT

PROPOSED AMPLITEL SIGN FIXED TO AMPLITEL COMPOUND GATE #13

▽ E.L. 61.30m (±100mm) R.L. 234.3m AHD
OVERALL HEIGHT
▽ E.L. 60.0m (±100mm) R.L. 233.0m AHD
TOP OF PROPOSED STEEL LATTICE TOWER
C/L PROPOSED TELSTRA LTE700 / WCDMA850
PANEL ANTENNAS (6 OFF A1, A2, A3, A4, A5 & A6)
▽ E.L. 59.4m (±100mm) R.L. 232.6m AHD
C/L PROPOSED TELSTRA LTE700/NR850 TMA'S (6 OFF)

▽ E.L. 50.4m (±100mm) R.L. 223.0m AHD
C/L PROPOSED TELSTRA 1200mm PARABOLIC DISH (1 OFF A7) WITH ODU'S (2 OFF)

**UNAPPROVED
DRAWING**

NOTES:

1. ALL EXTERNAL FEEDERS AND TAILS MUST BE BIRD PROOFED AS PER EXTERNAL PLANT POLICY 003615.
2. FOR EME SIGNS NOTED AS #X REFER TO 005486 DOCUMENTS FOR DETAILS.
3. #2 EME SIGN TO BE SECURED BEHIND EACH PANEL ANTENNAS.
4. #6 EME SIGN SECURED AT 1.5m AGL TO TOWER LEG.
5. #13 EME SIGN SECURED TO COMPOUND ACCESS GATE.
6. THIS DRAWING SET IS A PRELIMINARY DRAWING ONLY AND IS ISSUED FOR COMMENT. IT IS NOT A DETAILED SURVEY / STRUCTURAL DRAWING AND THEREFORE COULD BE SUBJECT TO CHANGE.

#6 PROPOSED AMPLITEL EME SIGN TO BE SECURED AT 1.5m AGL TO TOWER LEG

PROPOSED AMPLITEL 1.2m HIGH COMPOUND SECURITY FENCE WITH 3.0m WIDE DOUBLE ACCESS GATES

▽ E.L. 3.23m (±100mm) RL 176.23m AHD
BASE OF PROPOSED TELSTRA LTE700 GPS ANTENNA (1 OFF A200)

▽ E.L. 0.00m
GROUND LEVEL (RL 173.0m AHD)

PROPOSED AMPLITEL (9.0 x 9.0m) CONCRETE PAD FOOTING

SOUTH ELEVATION

SCALE 1:200

2m 0 2m 4m 6m 8m 10m SCALE 1:200

NOTE: THIS DRAWING TO BE READ IN CONJUNCTION WITH SHEET S3-1

PRELIMINARY

ORDER	DRAWN	CHKD	AMENDMENT	EXAM	APPD	DATE	ISS
WA11477.01	RH	AD	PRELIMINARY - XXXXXXXXWOXXXX - LTE700/NR850	RT	MF	28.10.22	1



MOBILE NETWORK SITE 41306
TUNNEY NORTH
SOUTH ELEVATION
167 EIGHT MILE ROAD, RYANSBROOK, WA 6395



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DWG NO. **W110159** SHT NO. S3

DO NOT SCALE



TELSTRA MOBILES ANTENNA CONFIGURATION TABLE

ANTENNA No	ANTENNA TYPE & SIZE H x W x D	ANTENNA ACTION REQUIRED	ANTENNA HEIGHT C/L A.G.L.	PHYSICAL ANTENNA BEARING (°T)	SECTOR NO. & TECHNOLOGY
A1	COMMSCOPE RVVPX310.11B-T2H PANEL 2533 x 350 x 209mm	INSTALL	60.0m	120°	S1: LTE700 / NR850 S1: LTE700 / NR850
					S1: SPARE S1: SPARE
					S1: SPARE S1: SPARE
A2	COMMSCOPE RVVPX310.11B-T2H PANEL 2533 x 350 x 209mm	INSTALL	60.0m	120°	S1: LTE700 / NR850 S1: LTE700 / NR850
					S1: SPARE S1: SPARE
					S1: SPARE S1: SPARE
A3	COMMSCOPE RVVPX310.11B-T2H PANEL 2533 x 350 x 209mm	INSTALL	60.0m	230°	S2: LTE700 / NR850 S2: LTE700 / NR850
					S2: SPARE S2: SPARE
					S2: SPARE S2: SPARE
A4	COMMSCOPE RVVPX310.11B-T2H PANEL 2533 x 350 x 209mm	INSTALL	60.0m	230°	S2: LTE700 / NR850 S2: LTE700 / NR850
					S2: SPARE S2: SPARE
					S2: SPARE S2: SPARE
A5	COMMSCOPE RVVPX310.11B-T2H PANEL 2533 x 350 x 209mm	INSTALL	60.0m	340°	S3: LTE700 / NR850 S3: LTE700 / NR850
					S3: SPARE S3: SPARE
					S3: SPARE S3: SPARE
A6	COMMSCOPE RVVPX310.11B-T2H PANEL 2533 x 350 x 209mm	INSTALL	60.0m	340°	S3: LTE700 / NR850 S3: LTE700 / NR850
					S3: SPARE S3: SPARE
					S3: SPARE S3: SPARE
A7	PARABOLIC DISH Ø1200mm	INSTALL	50.0m	-	-
A200	GPS ANTENNA KRE101 2082/1 OMNI Ø68 x 96mm	INSTALL	BASE OF GPS 3.8m	0°	-

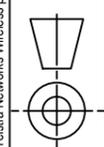
UNAPPROVED
DRAWING

NOTE: THIS DRAWING TO BE READ IN CONJUNCTION WITH SHEET S3-1

PRELIMINARY

DO NOT SCALE

F



ORDER	DRAWN	CHKD	AMENDMENT	EXAM	APPD	DATE	ISS
WA11477.01	RH	AD	PRELIMINARY - XXXXXXXXWOXXXX - LTE700/NR850	RT	MF	28.10.22	1

**MOBILE NETWORK SITE 41306
TUNNEY NORTH**

ANTENNA CONFIGURATION TABLE
167 EIGHT MILE ROAD, RYANSBROOK, WA 6395

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DWG NO. **W110159** SHT NO. S3-1

Cad file: W110159.dwg

Telstra Networks Wireless program Delivery Template - 017868P02 issue 11 02 /12/ 2013



Appendix C EME Report

Environmental EME Report

Location	167 Eight Mile Road, RYANSBROOK WA 6395		
Date	02/12/2022	RFNSA No.	6395014

How does this report work?

This report provides a summary of levels of radiofrequency (RF) electromagnetic energy (EME) around the wireless base station at 167 Eight Mile Road, RYANSBROOK WA 6395. These levels have been calculated by Genus using methodology developed by the Australian Radiation Protection and Nuclear Safety Agency (ARPANSA).

A document describing how to interpret this report is available at ARPANSA's website:

[A Guide to the Environmental Report.](#)

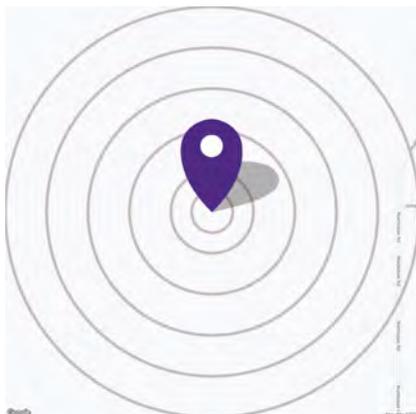
A snapshot of calculated EME levels at this site

There are currently no existing radio systems for this site.

The maximum EME level calculated for the **proposed** changes at this site is

0.17%

out of 100% of the public exposure limit, 352 m from the location.



EME levels with the proposed changes

Distance from the site	Percentage of the public exposure limit
0-50 m	Less than 0.01%
50-100 m	0.02%
100-200 m	0.02%
200-300 m	0.15%
300-400 m	0.17%
400-500 m	0.16%

For additional information please refer to the EME ARPANSA Report annexure for this site which can be found at <http://www.rfnsa.com.au/6395014>.

Radio systems at the site

This base station currently has equipment for transmitting the services listed under the existing configuration. The proposal would modify the base station to include all the services listed under the proposed configuration.

Carrier	Existing		Proposed	
	Systems	Configuration	Systems	Configuration
Telstra			4G, 5G	LTE700 (proposed), NR850 (proposed)

An in-depth look at calculated EME levels at this site

This table provides calculations of RF EME at different distances from the base station for emissions from existing equipment alone and for emissions from existing equipment and proposed equipment combined. All EME levels are relative to 1.5 m above ground and all distances from the site are in 360° circular bands.

Distance from the site	Existing configuration			Proposed configuration		
	Electric field (V/m)	Power density (mW/m ²)	Percentage of the public exposure limit	Electric field (V/m)	Power density (mW/m ²)	Percentage of the public exposure limit
0-50m				0.31	0.26	Less than 0.01%
50-100m				0.54	0.78	0.02%
100-200m				0.62	1.01	0.02%
200-300m				1.53	6.25	0.15%
300-400m				1.62	6.99	0.17%
400-500m				1.58	6.58	0.16%

Calculated EME levels at other areas of interest

This table contains calculations of the maximum EME levels at selected areas of interest, identified through consultation requirements of the [Communications Alliance Ltd Deployment Code C564:2020](#) or other means. Calculations are performed over the indicated height range and include all existing and any proposed radio systems for this site.

Maximum cumulative EME level for the proposed configuration

Location	Height range	Electric field (V/m)	Power density (mW/m ²)	Percentage of the public exposure limit
No locations identified				



Appendix D Deployment Code

Issue Date	28/11/2022	Carrier	Telstra	Site Name	Tunney North 167 Eight Mile Road, Ryansbrook WA 6395	RFNSA No.	6395014
Description of Infrastructure	<p>The proposed development at 167 Eight Mile Road, Ryansbrook WA 6395 is driven by the State and Federal Government funded Mobile Black Spot Program (Round 5A) and comprises the following:</p> <ul style="list-style-type: none"> ➤ The installation of (1) 60m Lattice Tower ➤ The attachment to the top of the tower of a triangular headframe accommodating (6) Panel Antennas, giving a total structure height of 61.3m ➤ The antenna will provide 4G/5G telecommunications via LTE700/NR850 technologies. ➤ The installation of one (1) 1.2m Solid Parabolic Antenna at 50.4m. ➤ The installation of one (1) Equipment Shelter at the base of the facility. ➤ The installation of an underground electrical cable route approx. 90m to existing power pole #654684. ➤ The installation of a compound security fence (12m by 16m) with double access gates. ➤ Ancillary items including feeders, adapters, and cable tray and GPS antenna. ➤ Use of existing access conditions. 						
Section No.	Industry Code C564:2020 Requirement	Carrier Comments					
	For each site the Carrier must have regard to:						

4.1.3	For new sites, once the preferred option has been selected, the Carrier must make available to the public on request the summary of the sites considered and the reasons for the selection of the preferred option.	In this instance, the preferred option is a new site. A summary of all the sites considered is included in the planning assessment report and this summary is available to all members of the public on request.
4.1.5 (a)	The reasonable service objectives of the carrier including (i) the area the planned service must cover (ii) power levels needed to provide quality of service (iii) the amount of usage the planned service must handle	i) The area to be covered is the rural area of Ryansbrook and surrounding area. ii) The transmit power settings at this facility will be set to accomplish the desired coverage, capacity and call quality within the areas listed above. The specifications provide for the ability for the facility to reduce the transmitting power to each user based on the radio environment. iii) This site is a regional site providing improved coverage, call quality and capacity. The proposed facility will offer enhanced service to the region, particularly during peak holiday periods and times of emergency.
4.1.5 (b)	Minimisation of EMR exposure to public	This facility is designed and will be installed in accordance with relevant regulations relating to exposure to EME. The environmental EME level is minimised through radio network design. Adaptive power control is the network feature that automatically adjusts the power and hence minimises EME from both the base station and the handset. Another feature, called discontinuous transmission, reduces EME emissions by automatically switching the transmitter off when no speech or data is sent. The site has been designed to restrict public access to any areas that exceed the general public exposure limits.

Section No.	Industry Code C564:2020 Requirement For each site the Carrier must have regard to:	Prompt/Question
4.1.5 (c)	The likelihood of an area being a community sensitive location.	<p>A review of community sensitive locations both at and surrounding the site has been undertaken as part of the site selection process. This assessment takes into account the environmental and community issues that have been identified.</p> <p>The likelihood of the area being a community sensitive location is considered low. The site is in a rural area. The closest dwellings will receive the benefit from the facility and are adequately distanced from the site.</p>
4.1.5 (d)	The objective of avoiding community sensitive locations	<p>Telstra seeks to avoid community sensitive locations when siting new telecommunications facilities.</p> <p>Telstra has selected a site that is located on rural land well distanced from rural dwellings.</p>
4.1.5 (e)	Relevant state and local government telecommunications planning policies	The proposed facility requires a planning permit pursuant to the Shire of Kojonup Planning Scheme. All relevant state and local planning policies have been considered and addressed as part of the permit submission to Council.
4.1.5 (f)	The outcomes of consultation processes with Councils and Interested and Affected parties as set out in Section 6.7	Assessment will be conducted by the Kojonup Shire Council in accordance with the Planning and Environment Act 1987. Telstra will also undertake consultation and notification with surrounding landowners.
4.1.5 (g)	The heritage significance (built, cultural and natural)	<p>A review of the heritage significance both at and around the site has been undertaken as part of the site assessment process. This assessment has taken in to account any built, cultural and natural factors that have been identified.</p> <p>The proposed site is not located in a heritage precinct and is not</p>

		<p>heritage listed.</p> <p>The site is not in an area of aboriginal cultural sensitivity.</p>
4.1.5 (h)	The physical characteristics of the locality including elevation and terrain	<p>The physical characteristics of the proposed site have been considered including the elevation and terrain.</p> <ul style="list-style-type: none"> • The terrain is gently undulating and at a modest elevation. • This site maximises the RF performance by utilising a 60m lattice tower with Panel Antennas, which will ensure coverage objectives are met. • The facility requires the installation of an underground electrical route approx. 90m to connect to the nearest access point.
4.1.5 (i)	The availability of land and public utilities	There are no appropriate public utilities within the area, and the predominant use of land is rural. As such, a new tower site is required in this area. There are no low-impact solutions.
4.1.5 (j)	The availability of transmission to connect the radiocommunications infrastructure with the rest of the network, e.g. line of sight for microwave transmission	The proposed site will utilise radio transmission.
4.1.5 (k)	The radiofrequency interference the planned service may cause to other services	<p>Radio propagation analysis has been used to select appropriate antenna tilts to meet the requirements for coverage from the facility, while minimising interference to the existing network.</p> <p>Due consideration has been given to control interference to other services, for example:</p> <ul style="list-style-type: none"> - Transmitters are designed to comply with ACMA regulations which minimise spurious interference to other services. - Sufficient antenna separation is maintained at co-located sites. - Detailed RF modelling has been performed to ensure that

		interference into other services (such as domestic electrical equipment, medical equipment and fuel/explosive stores etc) is within acceptable limits.
4.1.5 (l)	The radiofrequency interference the planned service could experience at that location from other services or sources of radio emissions	Radio propagation analysis has been used to ensure the new facility can be integrated with the existing network while minimising the interference to the new facility.
4.1.5 (m)	Any obligations, and opportunities, to co-locate facilities	Desktop studies of the area and an actual site assessment has been undertaken. All existing infrastructure were considered as part of this study. However, no suitable opportunities for colocation were identified.
4.1.5 (n)	Cost factors	Preliminary costing of the proposed facility has been undertaken. The costs are considered to be reasonable.

Precautionary Approach Checklist – Infrastructure Design (Code Ref 4.2)



Issue Date	28/11/2022	Carrier	Telstra	Location	167 Eight Mile Road, Ryansbrook WA 6395
Description of Infrastructure	<p>The proposed development at 167 Eight Mile Road, Ryansbrook WA 6395 is driven by the State and Federal Government funded Mobile Black Spot Program (Round 5A) and comprises the following:</p> <ul style="list-style-type: none"> ➤ The installation of (1) 60m Lattice Tower ➤ The attachment to the top of the tower of a triangular headframe accommodating (6) Panel Antennas, giving a total structure height of 61.3m ➤ The antenna will provide 4G/5G telecommunications via LTE700/NR850 technologies. ➤ The installation of one (1) 1.2m Solid Parabolic Antenna at 50.4m. ➤ The installation of one (1) Equipment Shelter at the base of the facility. ➤ The installation of an underground electrical cable route approx. 90m to existing power pole #654684. ➤ The installation of a compound security fence (12m by 16m) with double access gates. ➤ Ancillary items including feeders, adapters, and cable tray and GPS antenna. ➤ Use of existing access conditions. 				

4.2 Application of Precautionary Approach to Infrastructure Design		
Section No.	Industry Code C564:2020 Requirement	Comments on how the Carrier has had regard to each item
	For each site the Carrier must have regard to:	
4.2.3 (a)	the reason for the installation of the infrastructure considering – coverage, capacity and quality	This facility is intended to improve mobile network depth of coverage and service quality to Ryansbrook and the surrounding area.
4.2.3 (b)	the positioning of antennas to minimise obstruction	The antennas will be located at the most appropriate

Precautionary Approach Checklist – Infrastructure Design (Code Ref 4.2)



	of radio signals	location to minimize the obstruction of radio signals and to also meet the objectives outlined in Section No 4.2.3 (a)
4.2.3 (c)	the objective of restricting access to areas where RF exposure may exceed limits of the EMR standard	This facility is designed and will be installed in accordance with Telstra document 005486_to restrict public access to any areas that exceed the general public EME exposure limits.
4.2.3 (d)	the type and features of the infrastructure that are required to meet service needs including: (i) the need for macro, micro or pico cells; and (ii) the need for directional or non-directional antennas	This utility consists of a macro cell utilizing panel antennas to meet the objectives outlined in Section No 4.2.3 (a)
4.2.3 (e)	the objective of minimising power whilst meeting service objectives	The transmit power settings at this facility will be set to accomplish the desired coverage, capacity and call quality within the area listed in 4.2.3 (a). The Over the Air specifications provide for the ability for the facility to reduce the transmitting power to each user based on the radio environment.
4.2.3 (f)	whether the costs of achieving this objective are reasonable	Telstra has undertaken preliminary costing of this proposed facility and are of the opinion that the costs involved are reasonable.
4.2.5	Site EMR assessments for Mobile Phone Radiocommunication Infrastructure must be made in accordance with the ARPANSA prediction methodology and report format (see Appendix B – Additional Design Information and Appendix C – ARPANSA EME Report Format)	EMR assessment in accordance with ARPANSA has been completed and is held within the MCF National Site Archive.



Appendix E EPBC Report



Australian Government

Department of Climate Change, Energy,
the Environment and Water

EPBC Act Protected Matters Report

This report provides general guidance on matters of national environmental significance and other matters protected by the EPBC Act in the area you have selected. Please see the caveat for interpretation of information provided here.

Report created: 25-Nov-2022

[Summary](#)

[Details](#)

[Matters of NES](#)

[Other Matters Protected by the EPBC Act](#)

[Extra Information](#)

[Caveat](#)

[Acknowledgements](#)

Summary

Matters of National Environment Significance

This part of the report summarises the matters of national environmental significance that may occur in, or may relate to, the area you nominated. Further information is available in the detail part of the report, which can be accessed by scrolling or following the links below. If you are proposing to undertake an activity that may have a significant impact on one or more matters of national environmental significance then you should consider the [Administrative Guidelines on Significance](#).

World Heritage Properties:	None
National Heritage Places:	None
Wetlands of International Importance (Ramsar)	None
Great Barrier Reef Marine Park:	None
Commonwealth Marine Area:	None
Listed Threatened Ecological Communities:	1
Listed Threatened Species:	9
Listed Migratory Species:	7

Other Matters Protected by the EPBC Act

This part of the report summarises other matters protected under the Act that may relate to the area you nominated. Approval may be required for a proposed activity that significantly affects the environment on Commonwealth land, when the action is outside the Commonwealth land, or the environment anywhere when the action is taken on Commonwealth land. Approval may also be required for the Commonwealth or Commonwealth agencies proposing to take an action that is likely to have a significant impact on the environment anywhere.

The EPBC Act protects the environment on Commonwealth land, the environment from the actions taken on Commonwealth land, and the environment from actions taken by Commonwealth agencies. As heritage values of a place are part of the 'environment', these aspects of the EPBC Act protect the Commonwealth Heritage values of a Commonwealth Heritage place. Information on the new heritage laws can be found at <https://www.dcceew.gov.au/parks-heritage/heritage>

A [permit](#) may be required for activities in or on a Commonwealth area that may affect a member of a listed threatened species or ecological community, a member of a listed migratory species, whales and other cetaceans, or a member of a listed marine species.

Commonwealth Lands:	None
Commonwealth Heritage Places:	None
Listed Marine Species:	11
Whales and Other Cetaceans:	None
Critical Habitats:	None
Commonwealth Reserves Terrestrial:	None
Australian Marine Parks:	None
Habitat Critical to the Survival of Marine Turtles:	None

Extra Information

This part of the report provides information that may also be relevant to the area you have

State and Territory Reserves:	None
Regional Forest Agreements:	None
Nationally Important Wetlands:	None
EPBC Act Referrals:	3
Key Ecological Features (Marine):	None
Biologically Important Areas:	None
Bioregional Assessments:	None
Geological and Bioregional Assessments:	None

Details

Matters of National Environmental Significance

Listed Threatened Ecological Communities

[\[Resource Information \]](#)

For threatened ecological communities where the distribution is well known, maps are derived from recovery plans, State vegetation maps, remote sensing imagery and other sources. Where threatened ecological community distributions are less well known, existing vegetation maps and point location data are used to produce indicative distribution maps.

Status of Vulnerable, Disallowed and Ineligible are not MNES under the EPBC Act.

Community Name	Threatened Category	Presence Text
Eucalypt Woodlands of the Western Australian Wheatbelt	Critically Endangered	Community may occur within area

Listed Threatened Species

[\[Resource Information \]](#)

Status of Conservation Dependent and Extinct are not MNES under the EPBC Act.

Number is the current name ID.

Scientific Name	Threatened Category	Presence Text
BIRD		
Calidris ferruginea Curlew Sandpiper [856]	Critically Endangered	Species or species habitat may occur within area
Calyptorhynchus banksii naso Forest Red-tailed Black-Cockatoo, Karrak [67034]	Vulnerable	Species or species habitat likely to occur within area
Falco hypoleucos Grey Falcon [929]	Vulnerable	Species or species habitat may occur within area
Leipoa ocellata Malleefowl [934]	Vulnerable	Species or species habitat may occur within area
Numenius madagascariensis Eastern Curlew, Far Eastern Curlew [847]	Critically Endangered	Species or species habitat may occur within area
Zanda baudinii listed as Calyptorhynchus baudinii Baudin's Black-Cockatoo, Long-billed Black-cockatoo [87736]	Endangered	Species or species habitat likely to occur within area

Scientific Name	Threatened Category	Presence Text
-----------------	---------------------	---------------

[Zanda latirostris listed as Calyptorhynchus latirostris](#)

Carnaby's Black Cockatoo, Short-billed Black-cockatoo [87737]	Endangered	Breeding likely to occur within area
---------------------------------------------------------------	------------	--------------------------------------

MAMMAL

[Dasyurus geoffroi](#)

Chuditch, Western Quoll [330]	Vulnerable	Species or species habitat likely to occur within area
-------------------------------	------------	--------------------------------------------------------

[Phascogale calura](#)

Red-tailed Phascogale, Red-tailed Wambenger, Kenngoor [316]	Vulnerable	Species or species habitat likely to occur within area
-------------------------------------------------------------	------------	--------------------------------------------------------

Listed Migratory Species

[[Resource Information](#)]

Scientific Name	Threatened Category	Presence Text
-----------------	---------------------	---------------

Migratory Marine Birds

[Apus pacificus](#)

Fork-tailed Swift [678]		Species or species habitat likely to occur within area
-------------------------	--	--------------------------------------------------------

Migratory Terrestrial Species

[Motacilla cinerea](#)

Grey Wagtail [642]		Species or species habitat may occur within area
--------------------	--	--------------------------------------------------

Migratory Wetlands Species

[Actitis hypoleucos](#)

Common Sandpiper [59309]		Species or species habitat may occur within area
--------------------------	--	--------------------------------------------------

[Calidris acuminata](#)

Sharp-tailed Sandpiper [874]		Species or species habitat may occur within area
------------------------------	--	--------------------------------------------------

[Calidris ferruginea](#)

Curlew Sandpiper [856]	Critically Endangered	Species or species habitat may occur within area
------------------------	-----------------------	--------------------------------------------------

[Calidris melanotos](#)

Pectoral Sandpiper [858]		Species or species habitat may occur within area
--------------------------	--	--------------------------------------------------

[Numenius madagascariensis](#)

Eastern Curlew, Far Eastern Curlew [847]	Critically Endangered	Species or species habitat may occur within area
------------------------------------------	-----------------------	--------------------------------------------------

Other Matters Protected by the EPBC Act

Listed Marine Species		[Resource Information]
Scientific Name	Threatened Category	Presence Text
Bird		
Actitis hypoleucos Common Sandpiper [59309]		Species or species habitat may occur within area
Apus pacificus Fork-tailed Swift [678]		Species or species habitat likely to occur within area overfly marine area
Bubulcus ibis as Ardea ibis Cattle Egret [66521]		Species or species habitat may occur within area overfly marine area
Calidris acuminata Sharp-tailed Sandpiper [874]		Species or species habitat may occur within area
Calidris ferruginea Curlew Sandpiper [856]	Critically Endangered	Species or species habitat may occur within area overfly marine area
Calidris melanotos Pectoral Sandpiper [858]		Species or species habitat may occur within area overfly marine area
Chalcites osculans as Chrysococcyx osculans Black-eared Cuckoo [83425]		Species or species habitat likely to occur within area overfly marine area
Haliaeetus leucogaster White-bellied Sea-Eagle [943]		Species or species habitat may occur within area
Merops ornatus Rainbow Bee-eater [670]		Species or species habitat may occur within area overfly marine area

Scientific Name	Threatened Category	Presence Text
Motacilla cinerea Grey Wagtail [642]		Species or species habitat may occur within area overfly marine area
Numenius madagascariensis Eastern Curlew, Far Eastern Curlew [847]	Critically Endangered	Species or species habitat may occur within area

Extra Information

EPBC Act Referrals			[Resource Information]
Title of referral	Reference	Referral Outcome	Assessment Status
Not controlled action			
Improving rabbit biocontrol: releasing another strain of RHDV, sthrn two thirds of Australia	2015/7522	Not Controlled Action	Completed
INDIGO Central Submarine Telecommunications Cable	2017/8127	Not Controlled Action	Completed
Not controlled action (particular manner)			
INDIGO Marine Cable Route Survey (INDIGO)	2017/7996	Not Controlled Action (Particular Manner)	Post-Approval

Caveat

1 PURPOSE

This report is designed to assist in identifying the location of matters of national environmental significance (MNES) and other matters protected by the Environment Protection and Biodiversity Conservation Act 1999 (Cth) (EPBC Act) which may be relevant in determining obligations and requirements under the EPBC Act.

The report contains the mapped locations of:

- World and National Heritage properties;
- Wetlands of International and National Importance;
- Commonwealth and State/Territory reserves;
- distribution of listed threatened, migratory and marine species;
- listed threatened ecological communities; and
- other information that may be useful as an indicator of potential habitat value.

2 DISCLAIMER

This report is not intended to be exhaustive and should only be relied upon as a general guide as mapped data is not available for all species or ecological communities listed under the EPBC Act (see below). Persons seeking to use the information contained in this report to inform the referral of a proposed action under the EPBC Act should consider the limitations noted below and whether additional information is required to determine the existence and location of MNES and other protected matters.

Where data are available to inform the mapping of protected species, the presence type (e.g. known, likely or may occur) that can be determined from the data is indicated in general terms. It is the responsibility of any person using or relying on the information in this report to ensure that it is suitable for the circumstances of any proposed use. The Commonwealth cannot accept responsibility for the consequences of any use of the report or any part thereof. To the maximum extent allowed under governing law, the Commonwealth will not be liable for any loss or damage that may be occasioned directly or indirectly through the use of, or reliance

3 DATA SOURCES

Threatened ecological communities

For threatened ecological communities where the distribution is well known, maps are generated based on information contained in recovery plans, State vegetation maps and remote sensing imagery and other sources. Where threatened ecological community distributions are less well known, existing vegetation maps and point location data are used to produce indicative distribution maps.

Threatened, migratory and marine species

Threatened, migratory and marine species distributions have been discerned through a variety of methods. Where distributions are well known and if time permits, distributions are inferred from either thematic spatial data (i.e. vegetation, soils, geology, elevation, aspect, terrain, etc.) together with point locations and described habitat; or modelled (MAXENT or BIOCLIM habitat modelling) using

Where little information is available for a species or large number of maps are required in a short time-frame, maps are derived either from 0.04 or 0.02 decimal degree cells; by an automated process using polygon capture techniques (static two kilometre grid cells, alpha-hull and convex hull); or captured manually or by using topographic features (national park boundaries, islands, etc.).

In the early stages of the distribution mapping process (1999-early 2000s) distributions were defined by degree blocks, 100K or 250K map sheets to rapidly create distribution maps. More detailed distribution mapping methods are used to update these distributions

4 LIMITATIONS

The following species and ecological communities have not been mapped and do not appear in this report:

- threatened species listed as extinct or considered vagrants;
- some recently listed species and ecological communities;
- some listed migratory and listed marine species, which are not listed as threatened species; and
- migratory species that are very widespread, vagrant, or only occur in Australia in small numbers.

The following groups have been mapped, but may not cover the complete distribution of the species:

- listed migratory and/or listed marine seabirds, which are not listed as threatened, have only been mapped for recorded
- seals which have only been mapped for breeding sites near the Australian continent

The breeding sites may be important for the protection of the Commonwealth Marine environment.

Refer to the metadata for the feature group (using the Resource Information link) for the currency of the information.

Acknowledgements

This database has been compiled from a range of data sources. The department acknowledges the following custodians who have contributed valuable data and advice:

- [-Office of Environment and Heritage, New South Wales](#)
- [-Department of Environment and Primary Industries, Victoria](#)
- [-Department of Primary Industries, Parks, Water and Environment, Tasmania](#)
- [-Department of Environment, Water and Natural Resources, South Australia](#)
- [-Department of Land and Resource Management, Northern Territory](#)
- [-Department of Environmental and Heritage Protection, Queensland](#)
- [-Department of Parks and Wildlife, Western Australia](#)
- [-Environment and Planning Directorate, ACT](#)
- [-Birdlife Australia](#)
- [-Australian Bird and Bat Banding Scheme](#)
- [-Australian National Wildlife Collection](#)
- Natural history museums of Australia
- [-Museum Victoria](#)
- [-Australian Museum](#)
- [-South Australian Museum](#)
- [-Queensland Museum](#)
- [-Online Zoological Collections of Australian Museums](#)
- [-Queensland Herbarium](#)
- [-National Herbarium of NSW](#)
- [-Royal Botanic Gardens and National Herbarium of Victoria](#)
- [-Tasmanian Herbarium](#)
- [-State Herbarium of South Australia](#)
- [-Northern Territory Herbarium](#)
- [-Western Australian Herbarium](#)
- [-Australian National Herbarium, Canberra](#)
- [-University of New England](#)
- [-Ocean Biogeographic Information System](#)
- [-Australian Government, Department of Defence](#)
- [Forestry Corporation, NSW](#)
- [-Geoscience Australia](#)
- [-CSIRO](#)
- [-Australian Tropical Herbarium, Cairns](#)
- [-eBird Australia](#)
- [-Australian Government – Australian Antarctic Data Centre](#)
- [-Museum and Art Gallery of the Northern Territory](#)
- [-Australian Government National Environmental Science Program](#)
- [-Australian Institute of Marine Science](#)
- [-Reef Life Survey Australia](#)
- [-American Museum of Natural History](#)
- [-Queen Victoria Museum and Art Gallery, Inveresk, Tasmania](#)
- [-Tasmanian Museum and Art Gallery, Hobart, Tasmania](#)
- Other groups and individuals

The Department is extremely grateful to the many organisations and individuals who provided expert advice and information on numerous draft distributions.

Please feel free to provide feedback via the [Contact us](#) page.

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Department of
Planning



STATE PLANNING POLICY

5.2

Telecommunications Infrastructure

September 2015

*Prepared under Part Three of the Planning
and Development Act 2005 by the Western
Australian Planning Commission*



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This document is available in alternative formats on application to Communication Services.

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1. CITATION

This is a State Planning Policy prepared under Part 3 of the *Planning and Development Act 2005*. This policy may be cited as *State Planning Policy 5.2: Telecommunications Infrastructure Policy*.

After this policy has been gazetted, Statement of Planning Policy 5.2 Telecommunications Infrastructure (2004) will be repealed.

2. POLICY INTENT

Installation of telecommunications network infrastructure usually involves the development of land and/or alteration to the appearance of buildings or structures, which may have visual impacts. This planning policy aims to balance the need for effective telecommunications services and effective roll-out of networks, with the community interest in protecting the visual character of local areas. Using a set of land use planning policy measures, the policy intends to provide clear guidance pertaining to the siting, location and design of telecommunications infrastructure.

3. BACKGROUND

Adequate and reliable telecommunications are essential for all aspects of contemporary community life, from supporting the State's economy to creating and maintaining connected and cohesive social networks. Contact between emergency services and the community increasingly relies on the telecommunications networks.

The importance of telecommunications services in Western Australia is recognised in the Western Australian Planning Commission's (WAPC's) *State Planning Strategy 2050* (2014), which advocates for the provision of an effective state-wide telecommunications network. This network includes both above and below ground infrastructure to support both fixed line and wireless telecommunications.

3.1 Electromagnetic Emissions (EME)

The use of mobile telephones has raised public concern about possible health issues associated with exposure to electromagnetic emissions. However, telecommunications carriers must comply with the Australian Communications and Media Authority (ACMA) *Radiocommunications Licence Conditions (Apparatus Licence) Determination 2003*. These licence conditions make mandatory the limits in the Australian Radiation Protection and Nuclear Safety Agency (ARPANSA) *Radiofrequency (RF) Standard* which sets limits for human exposure to RF electromagnetic fields from all sources, including telecommunications infrastructure. ARPANSA is the primary Commonwealth agency responsible for protecting the health and safety of people and the environment from the harmful effects of radiation.

Measurement surveys undertaken by ARPANSA demonstrate that environmental radiofrequency levels near base stations for the mobile telephone network are extremely low. The ARPANSA surveys reported that typical exposures to radiofrequency fields were well below one per cent of the Standard's public exposure limits. It concluded that *"given the very low levels recorded and the relatively low power of these types of transmitters, it is unlikely that the radiofrequency radiation from base stations would cause any adverse health effects, based on current medical research"*.

Standards set by ARPANSA incorporate substantial safety margins to address human health and safety matters; therefore it is not within the scope of this Policy to address health and safety matters. Based on ARPANSA's findings, setback distances for telecommunications infrastructure are not to be set out in local planning schemes or local planning policies to address health or safety standards for human exposure to electromagnetic emissions.

3.2 Where this policy applies

This policy applies throughout Western Australia in respect to above and below ground telecommunications infrastructure other than those facilities exempted under the Commonwealth *Telecommunications Act 1997* (Telecommunications Act). (See Section 3.5 Policy Exemptions for further information)

All other facilities constitute 'development' under the *Planning and Development Act 2005* and development approval may be required from the relevant planning authority. Separate approval may also be required from other government agencies under other legislation.

3.3 Above ground telecommunications infrastructure

For the purposes of this policy, above ground telecommunications infrastructure refers to any line, equipment, apparatus, tower, antenna or any other structure that is visible above ground level.

3.3.1 Mobile telephone networks

Mobile telephone networks operate through base stations, which incorporate a radio transmitter, a receiver and an antenna. Base stations provide coverage to a geographic area known as a 'cell', which may vary in size but generally has a radius of up to 10 kilometres. Each cell has its own transceiver which sends and receives radio signals throughout its specified zone.

The location of new mobile telephone base stations needs to be carefully considered in relation to existing base stations, to ensure that the network functions effectively. Mobile telephone antennas generally need to be mounted clear of surrounding obstructions like trees and buildings to avoid loss of reception and to allow each mobile telephone base station to cover its intended cell with minimum transmitter power. They must also be sited where they will not interfere with neighbouring cells. The more base stations of a particular carrier there are in an area, the smaller the cells, which means the power and energy levels of each station are generally lower. In areas of high mobile use there are many small cells to meet traffic demands, maintaining service quality and capacity. Antennas do not need to be very high and can be installed on building roofs or small poles. If additional base stations are needed in areas where mobile network coverage already exists, demand may be met by adding

more panels to existing towers, or by constructing new towers. In areas of low mobile use, the cells are larger and the antennae are mounted on taller masts and towers.

As telecommunications networks expand due to increasing demand for mobile telephone and data services, the location, siting and design of proposed facilities becomes critical.

3.3.2 National Broadband Network fixed wireless broadband towers

National Broadband Network (NBN) fixed wireless broadband towers are usually bigger than mobile phone towers, and are more likely to be required in metropolitan fringe and regional areas.

Fixed wireless technology can transmit data at broadband speeds using radio signals instead of cables. This technology uses fixed transmission towers or base stations to communicate 'over the air' with the NBN installed equipment within the home or business. Line of sight from the tower to the equipment at the home or business is essential. Western Australia is a vast state with complex geography and fixed wireless technology enables access to NBN services in locations that are difficult or not cost effective to reach with fixed line technology.

3.3.3 Amateur radio equipment

The amateur service is designed primarily to facilitate hobby radio communications and for technical experimentation and operates on specified frequency bands. Amateur radio operators communicate using transmission modes including, but not limited to, Morse code, telephony and data.

Anyone can listen to the amateur bands using a receiver, but to transmit, operator qualifications and a licence issued by the Australian Communications and Media Association (ACMA) are required.

An amateur apparatus licence is issued to authorise a station that:

- a) is operated for the purposes of self-training in radio communications; intercommunication using radio communications; and technical investigation into radio communications by persons who do so solely with a personal aim, and who have no pecuniary interest in the outcome of the operations of the station;
- b) is operated on amateur frequencies or amateur frequency bands; and
- c) may participate in the amateur-satellite service.

3.4 Below ground telecommunications infrastructure

For the purposes of this policy, below ground infrastructure refers to pit and pipe infrastructure used to house fixed line (fibre, Hybrid Fibre Coaxial, copper) to carry voice and data services.

In accordance with the Fibre Deployment Amendment 2011 to the Telecommunications Act, developers that are corporations are required to provide fibre-ready pit and pipe infrastructure to new developments that are within the National Broadband Network Corporations' (NBN Co) fibre footprint.

Developers of all new developments are encouraged to engage with a telecommunications carrier to ensure that pit and pipe infrastructure complies with industry specifications or any standards set by the ACMA.

3.5 Policy exemptions

Some telecommunications facilities are exempted from development approval under the Telecommunications Act.

Schedule 3 of the Telecommunications Act and related subordinate legislation provides telecommunications carriers with powers to enter land to inspect land, maintain facilities and install certain types of facilities (known as low-impact facilities), and immunity from some state and territory laws, including planning laws, when carrying out these activities.

Schedule 3 of the Telecommunications Act includes:

- low-impact facilities described in the Telecommunications (*Low-Impact Facilities Determination 1997*) and all existing and future amendments, when installed by a carrier;
- a temporary defence facility; and
- a facility authorised by a Facilities Installation Permit issued under the Telecommunication Act.

Carriers seeking to install low-impact facilities are required to comply with Schedule 3 of the Telecommunications Act and the Telecommunications Code of Practice 1997.

3.6 When this policy should be applied

Due regard should be given to this policy by State and local government planning decision-makers for:

- a) The preparation and assessment of local planning schemes and local planning policies;
- b) The preparation of local structure plans; and
- c) Development proposals for telecommunications infrastructure.

3.7 Relationship of this policy to Commonwealth legislation

The Telecommunications Act provides the regulatory framework for the Australian telecommunications industry. All telecommunications carriers and service providers must comply with the Act and its subordinate legislation. The ACMA is empowered through the Telecommunications Act to regulate and monitor the performance of the industry, and reports to the Minister for Communications annually.

Relevant amendments to the Telecommunications Act include:

- *Telecommunications Legislation Amendment (Fibre Deployment) Act 2011* - This amendment to the Telecommunications Act provides a framework for the roll-out of the National Broadband Network, specifically the deployment of optical fibre lines and fibre-ready infrastructure.

Other relevant Commonwealth legislation and subordinate codes include:

- *National Broadband Network Companies Act 2011* – This Act provides a regulatory framework for NBN Corporations that promotes the long term interests of end-users of carriage services or of services provided by means of carriage services; and
- *Mobile Phone Base Station Deployment Industry Code (C564:2011)* – This code applies a precautionary approach to the deployment of mobile telephone infrastructure to ensure that the exposure of the community to EME is minimised. It also sets out a consultation procedure for infrastructure development that does not require development approval (low impact facilities).

This policy complements the Telecommunications Act and other relevant and subordinate legislation.

4. POLICY OBJECTIVES

The objectives of this policy are to:

- a) facilitate the provision of telecommunications infrastructure in an efficient and environmentally responsible manner to meet community needs;
- b) manage the environmental, cultural heritage, visual and social impacts of telecommunications infrastructure;
- c) ensure that telecommunications infrastructure is included in relevant planning processes as essential infrastructure for business, personal and emergency reasons; and,
- d) promote a consistent approach in the preparation, assessment and determination of planning decisions for telecommunications infrastructure.

5. POLICY MEASURES

5.1 Visual impacts

For telecommunications infrastructure to be effective, structures are generally located prominently, at high points in the landscape or on top of buildings, where they are more likely to be visible to the public.

The planning authority may exercise discretion in addressing the visual impacts of telecommunications infrastructure. Visual impacts of an infrastructure development proposal should be assessed by applying the following set of policy measures to guide the location, siting and design of the structure.

5.1.1 The benefit of improved telecommunications services should be balanced with the visual impact on the surrounding area.

- i) Assessment of the visual impact of development proposals for telecommunications infrastructure should be made on a case by case basis;
- ii) Telecommunications infrastructure should be sited and designed to minimise visual impact and whenever possible:
 - a) be located where it will not be prominently visible from significant viewing locations such as scenic routes, lookouts and recreation sites;
 - b) be located to avoid detracting from a significant view of a heritage item or place, a landmark, a streetscape, vista or a panorama, whether viewed from public or private land;
 - c) not be located on sites where environmental, cultural heritage, social and visual landscape values maybe compromised and

- d) display design features, including scale, materials, external colours and finishes that are sympathetic to the surrounding landscape;
- iii) In addition to the existing exemptions under the Telecommunication Act, local governments should consider exempting telecommunications infrastructure from the requirement for development approval where:
 - a) The infrastructure has a maximum height of 30 metres from finished ground level;
 - b) The proposal complies with the policy measures outlined in this policy; and
 - c) The proponent has undertaken notification of the proposal in a similar manner to 'low impact facilities' as defined and set out in the Mobile Phone Base Station Deployment Industry Code (C564:2011);
- iv) Telecommunications infrastructure should be located where it will facilitate continuous network coverage and/or improved telecommunications services to the community; and
- v) Telecommunications infrastructure should be co-located and whenever possible:
 - a) Cables and lines should be located within an existing underground conduit or duct; and
 - B) Overhead lines and towers should be co-located with existing infrastructure and/or within existing infrastructure corridors and/or mounted on existing or proposed buildings.

Section 6.3.1 provides guidance on what applicants should submit in support of a development application to assist planning assessment.

6. IMPLEMENTATION

This policy is given effect by the *Planning and Development Act 2005*. Telecommunications infrastructure should be included as a relevant planning consideration in the preparation and assessment of local planning schemes and local planning policies, structure plans (at the local level) and development applications.

6.1 Local planning schemes and local planning policies

When preparing or reviewing local planning schemes or local planning policies, local governments should ensure that:

- a) Telecommunications infrastructure is included in the zoning table as a land use;
- b) Telecommunications infrastructure is not designated as a 'use not permitted' (X) by the scheme in any zone in the zoning table;
- c) In zones where the location of telecommunications infrastructure is supported, telecommunications infrastructure is designated as a permitted use (P) in the zoning table;
- d) In zones where telecommunications infrastructure is permitted, the Scheme provides guidance on development approval exemptions;
- e) Buffer zones and/or setback distances are not included in local planning schemes or local planning policies; and
- a) Schemes and policies adhere to the policy measures outlined in Section 5 of this policy.

6.2 Structure planning at the local level

- a) In the preparation and assessment of structure plans at the local level, consideration should be given to the need for telecommunications services in supporting documentation. Early consideration of wireless and mobile phone telecommunication system requirements allows for them to be incorporated into the design process and mitigate any potential visual impacts to the community.

6.3 Development

In considering a development application, the local government should give consideration to:

- a) The extent to which the proposal adheres to the policy measures outlined in Section 5 of this policy
- b) The need for services to be located to optimise coverage; and
- c) Documentation to be submitted under Section 6.3.1 of this Policy.

The advertising period for a development proposal should be no more than 21 days.

6.3.1 Information to be submitted when lodging a development application

In addition to the requirements for development applications under the relevant local planning scheme, development applications for telecommunications infrastructure are to include the following information:

- a) a report demonstrating compliance with the Mobile Phone Base Station Deployment Industry Code

- (C564:2011), excluding Sections 6 and 7 (which only apply to developments that do not require development approval);
- b) a statement and/or a map indicating the extent to which the proposed facility addresses the network capacity for future demand and/or current gaps in service;
- c) a statement about the extent to which the proposed facility complies with any relevant local planning scheme or planning policy adopted under a scheme and (if applicable) justification for any variation from the relevant scheme or policy provisions;
- d) plans and coloured graphic illustrations, including photo simulations, showing the type of facility and its relationship with adjacent development, including the proposal's elevations showing the extent, height and appearance, proposed materials and colour, any screening or fencing, and any external lighting;
- e) details of any significant environmental constraints, including those associated with the species, condition and significance of any vegetation to be removed;
- f) map and a statement about where the proposed facility is to be located. If the facility is proposed within an infrastructure easement or corridor, consultation with other users is to be demonstrated; and
- g) a statement explaining how the proposed facility addresses the policy measures for the location, siting and design of telecommunications infrastructure set out in Section 5.1.1 of this Policy.

7. DEFINITIONS

Telecommunications Carrier has the same meaning given to the term in the *Telecommunications Act 1997*.

Fibre-ready Facility has the same meaning given to the term in the *Telecommunications Act 1997*.

Relevant health and safety standard means health and safety standards specified for the installation and operation of telecommunications facilities under the:

- *(Commonwealth) Telecommunications Code of Practice 1997*;
- *(Commonwealth) Radiocommunications Act 1992*;
- *Mobile Phone Base Station Deployment Industry Code (C564:2011) (this is a document prepared by the Communications Alliance and registered with the ACMA as an Industry Code)*

Telecommunications infrastructure means any part of the infrastructure of a telecommunications network and includes any line, equipment, apparatus, tower, antenna, tunnel, duct, hole, pit, or other structure used, or for use, in or in connection with a telecommunications network.

Service provider has the same meaning given to the term in the *Telecommunications Act 1997*

National Broadband Network has the same meaning given to the term in the *National Broadband Companies Act 2011*

National Broadband Network Corporation has the same meaning given to the term in the *National Broadband Companies Act 2011*

Radiocommunications has the same meaning given to the term in the *Radiocommunications Act 1992*

Pit and pipe infrastructure refers to pits and conduits installed in subdivisions to house fixed line telecommunications cable.

Fibre-ready facility has the same meaning given to the term in the *Telecommunications Act 1997*

Carriage services include services for carrying communications, for example telephone services, Internet access services and Voice over Internet Protocol (VoIP) services.

67. Consideration of application by local government

- (1) Development approval cannot be granted on an application for approval of —
 - (a) development that is a class X use in relation to the zone in which the development is located, unless —
 - (i) the development relates to land that is being used for a non-conforming use; and
 - (ii) the local government considers that the proposed use of the land would be less detrimental than the non-conforming use;
 - or
 - (b) development that otherwise does not comply with a requirement of this Scheme, unless —
 - (i) this Scheme gives the local government discretion to waive or vary the requirement or to grant development approval despite non-compliance with the requirement; or
 - (ii) the development is permitted under a provision of this Scheme in relation to non-conforming uses.
- (2) In considering an application for development approval (other than an application on which approval cannot be granted under subclause (1)), the local government is to have due regard to the following matters to the extent that, in the opinion of the local government, those matters are relevant to the development the subject of the application —
 - (a) the aims and provisions of this Scheme and any other local planning scheme operating within the Scheme area;
 - (b) the requirements of orderly and proper planning including any proposed local planning scheme or amendment to this Scheme that has been advertised under the *Planning and Development (Local Planning Schemes) Regulations 2015* or any other proposed planning instrument that the local government is seriously considering adopting or approving;
 - (c) any approved State planning policy;
 - (d) any environmental protection policy approved under the *Environmental Protection Act 1986* section 31(d);
 - (e) any policy of the Commission;
 - (f) any policy of the State;
 - (fa) any local planning strategy for this Scheme endorsed by the Commission;
 - (g) any local planning policy for the Scheme area;
 - (h) any structure plan or local development plan that relates to the development;
 - (i) any report of the review of the local planning scheme that has been published under the *Planning and Development (Local Planning Schemes) Regulations 2015*;
 - (j) in the case of land reserved under this Scheme, the objectives for the reserve and the additional and permitted uses identified in this Scheme for the reserve;
 - (k) the built heritage conservation of any place that is of cultural significance;
 - (l) the effect of the proposal on the cultural heritage significance of the area in which the development is located;
 - (m) the compatibility of the development with its setting, including —
 - (i) the compatibility of the development with the desired future character of its setting; and

- (ii) the relationship of the development to development on adjoining land or on other land in the locality including, but not limited to, the likely effect of the height, bulk, scale, orientation and appearance of the development;
 - (n) the amenity of the locality including the following —
 - (i) environmental impacts of the development;
 - (ii) the character of the locality;
 - (iii) social impacts of the development;
 - (o) the likely effect of the development on the natural environment or water resources and any means that are proposed to protect or to mitigate impacts on the natural environment or the water resource;
 - (p) whether adequate provision has been made for the landscaping of the land to which the application relates and whether any trees or other vegetation on the land should be preserved;
 - (q) the suitability of the land for the development taking into account the possible risk of flooding, tidal inundation, subsidence, landslip, bush fire, soil erosion, land degradation or any other risk;
 - (r) the suitability of the land for the development taking into account the possible risk to human health or safety;
 - (s) the adequacy of —
 - (i) the proposed means of access to and egress from the site; and
 - (ii) arrangements for the loading, unloading, manoeuvring and parking of vehicles;
 - (t) the amount of traffic likely to be generated by the development, particularly in relation to the capacity of the road system in the locality and the probable effect on traffic flow and safety;
 - (u) the availability and adequacy for the development of the following —
 - (i) public transport services;
 - (ii) public utility services;
 - (iii) storage, management and collection of waste;
 - (iv) access for pedestrians and cyclists (including end of trip storage, toilet and shower facilities);
 - (v) access by older people and people with disability;
 - (v) the potential loss of any community service or benefit resulting from the development other than potential loss that may result from economic competition between new and existing businesses;
 - (w) the history of the site where the development is to be located;
 - (x) the impact of the development on the community as a whole notwithstanding the impact of the development on particular individuals;
 - (y) any submissions received on the application;
 - (za) the comments or submissions received from any authority consulted under clause 66;
 - (zb) any other planning consideration the local government considers appropriate.
- (3) Subclause (1) has effect despite the zoning table for this Scheme.

[Clause 67 amended: SL 2020/252 r. 74.]



Strategic Community Plan

July 2023 to June 2033

A placemaking strategy.





Kojonup means
*'the place of the
stone of the kodj'*

ACKNOWLEDGEMENT OF COUNTRY

The people of Kojonup acknowledge and pay respect to the Noongar people, of the Kaneang tribe, as the Traditional Owners and inhabitants of Kojonup.

Thousand of years ago, the Kaneang people drank from, and met at, the local freshwater spring and hunted game with the traditional Noongar "kodj", or stone axe.

Today we celebrate the Noongar people for their respect and knowledge of Country and the sharing of stories of life on these lands.

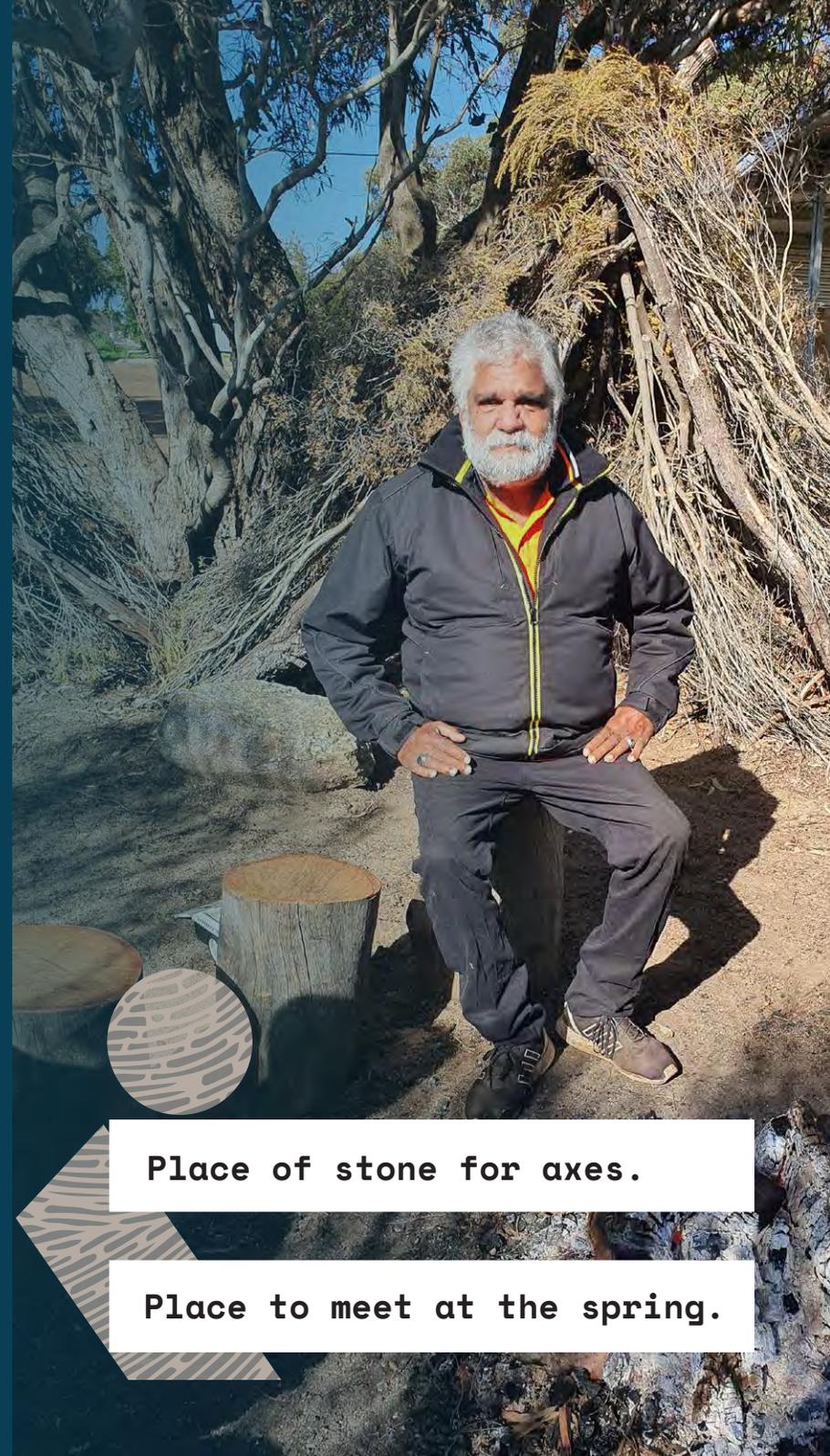


Kaneang COUNTRY



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Place of stone for axes.

Place to meet at the spring.

BOLD NEW PLACKEMAKING VISION FOR KOJONUP

“Kojonup is tens of thousands of years old. It is home to the Kaneang people of the Noongar Nation and we celebrate the learning that the custodians of these lands bring to us as a community.

Kojonup’s community has been involved in strategic planning for a number of years now. In the recent planning cycle the Community has expressed that it is at a crossroads. In the past we focused on the items we needed to fix and had less concerns about the future.

This time it was different. The feedback changed - many community members told us about what the future of Kojonup could be to remain sustainable and how we as a whole community can make it a more attractive and great place to live, visit, and grow our economy.

This makes this year’s strategic cycle a watershed moment for us all.

Kojonup’s population peaked in the 1970’s with 2700 residents. Since then, the population has declined to a 2021 figure of 1901. The trend is for a continued declining population - a population of 1750 in the year 2033. Contrary to these facts, the current community engagement process voted for a target population of 2250 by the year 2033 – this is a 500-person increase compared to the trend.

We all know that a declining population means we lose services such as health, shopping, schools, accommodation, road maintenance, plus more. The time is now to stop the decline and how we do that requires courage.

Everyone in Kojonup is supportive of Kojonup growing as a community so it is time to make some bold, determined and extraordinary decisions to ensure we are growing as a community and to sustain the wonderful place that Kojonup is for the next generation.

This Kojonup Strategic Community Plan is a step up. It contains decisions to make Kojonup stand out from the pack.

This is called ‘placemaking’ ,so we need to add another dimension to the already magnificent KO culture. I want to be clear that our culture is a strength. We do not want to lose what culture we have, instead we keep all the good things and add more.

I invite everyone from within and without to work with each other and make Kojonup sustainable for the people of tomorrow through the implementation of this ‘placemaking’ strategy.

‘Placemaking’ adds to the character and essence of Kojonup, strengthening and expanding what we already know and have. We are going hard to add other layers of industry to Kojonup – that is the industry known as the ‘culture industry’.

Kojonup’s stepped up ‘culture industry’ includes building on Kodja Place, better defined historical sites, visual arts, theatrical, food, events, streetscaping, experience based activities, plus more. The addition of this industry is not just for visitors, it’s for people who live and work in Kojonup.

You experience the KO culture every day, it is now time to take our culture to the world.

We have a new bold community-driven vision, and that is by 2031, Kojonup will be ‘The cultural experience centre of the Great Southern.’ We certainly aren’t there yet; we have a lot of hard work to do over the next ten years to make this happen.

The decisions we make at Council will work toward achieving this vision – we trust community members will also make bold decisions going forward to help achieve the community’s new vision

Thank you for your support in this placemaking strategic journey.”

Cr. Ned Radford,
Shire President
Shire of Kojonup





COMMUNITY
VISION

By 2033 Kojonup aims to be...

THE CULTURAL
EXPERIENCE CENTRE
OF THE GREAT SOUTHERN



PLACEMAKING VISION TO TANGIBLE ACTIONS

Kojonup's Strategic Community Planning results in a four-year plan, with a ten-year vision and four-year actions. The process is part of the Local Government Act, and is a requirement under the heading of Integrated Planning and Reporting. To form this Strategic Community Plan, the local community was engaged in face-to-face sessions and was also offered survey engagement during the same month.

From the community feedback this 'placemaking' Strategic Community Plan was formed. I thank the community for such engagement, and applaud it for taking a 'future-inspired' stance through this placemaking strategic plan.

There is global research that has assisted us in realising how to sustain, and even grow, a region just like Kojonup. In fact, there are six rules to assist us. Below is the list of rules, in bold, with Kojonup's response to each rule.

1. **Have a continually repeated, used, and broadly-held, vision**

Kojonup's community 2033 vision is now 'The cultural experience centre of the Great Southern'.

2. **Economic development**

The increased focus of 'culture' being treated as a new industry for Kojonup.

3. **Proactive, embrace change, assume risk**

Community members to talk about the proactive placemaking strategy, that it may be risky, and that is okay.

4. **Defining assets and opportunities for competitive advantage –**

Assets of focus are:

- the cultural experience main street renewal,
- the cultural experience Kodja Place up-scaling,
- cultural experience natural trails and adventures.

Opportunities include:

- a community-directed incentive to grow cultural experiences,
- focus on cultural experience visual and performance art sector,
- cultural experience short term experiential accommodation.

5. **Innovative partnerships and local government**

When the Kojonup community continually uses the new vision, and reinforces its placemaking storytelling, there will be an increased chance of partnering and investment.

6. **Measure, then celebrate milestone successes**

A well-articulated timetable of major projects over a four year period from July 2023 to June 2027.

Grant Thompson,
Chief Executive Officer
Shire of Kojonup





KOJONUP'S INTEGRATED PLANNING AND REPORTING PROCESS

Kojonup's Strategic Community Plan has been created by the people of Kojonup and follows six years after the creation of SMART Kojonup, the 2017 Strategic Community Plan. This new plan outlines the community long term vision as well as the major pieces of work the Kojonup community aspires towards. The Strategic Community Plan is the overarching document within the integrated planning and reporting framework, and is legislated under the Local Government Act 1995. The framework requires each local government to engage with its community to understand local priorities and aspirations, and subsequently develop a plan for the future. This Plan takes into account current and expected changes in community demographics, social issues and local, national and global influences.

During the community engagement phase of 2022, much conversation was about the declining population, along with the need to take some risks to arrest this decline. Following community's feedback, a special placemaking plan has been developed as a standard business-as-usual plan was not going to deliver the different result the community asked for.

Development of Kojonup's Strategic Community Plan was undertaken over a six month period in 2022. The Shire held a range of community engagements sessions, Shire workforce sessions, Shire Elected Member sessions, and conducted a community survey.

There is a shared responsibility by the community of Kojonup and the Shire of Kojonup, and key stakeholders and agencies, to action the Strategic Community Plan. The Shire has also formed a highly executable Corporate Business Plan to action this governing Community Plan.

The Shire has matched a desired workforce structure to enable the achievement of this Community Plan. To make this process fully integrated at the Shire of Kojonup, all other planning documents (including Long Term Financial Plan, Asset Management Plan and Workforce and Diversity Plan) are now to be driven by the community's Strategic Community Plan.

KOJONUP'S COMMUNITY VISION TO 2033

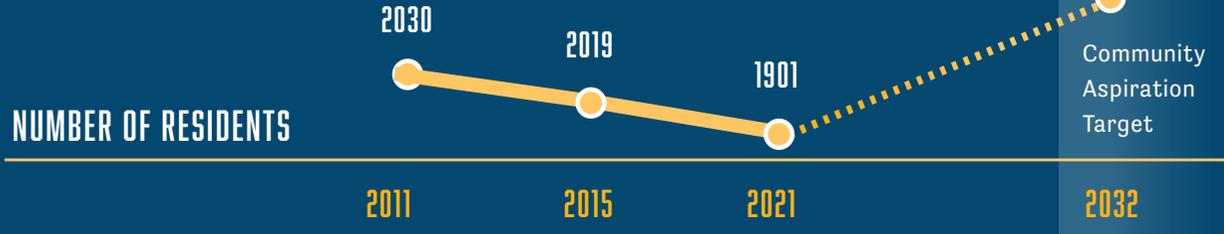
THE CULTURAL
EXPERIENCE CENTRE
OF THE GREAT SOUTHERN



The integrated planning and reporting process for Kojonup looks like this:



LIVING IN KOJONUP



Kojonup's population has decreased by 6.4% in ten years. In the ten-year period before, from 2001 to 2011, the population decreased by 5.1%. Based on this pattern, the population in Kojonup in the year 2031 will be 1755 (loosely based on a 7.7% decline).



SCHOOL NUMBERS

	2013	2014	2015	2016	2017	2018	2019	2020	2021
KOJONUP DISTRICT HS	243	230	250	235	260	258	240	245	245
ST BERNARD'S					61	64	72	74	71

↑ Kojonup's median age has increased from 43 to 46, between 2017 and 2021.

↓ Kojonup's crime-rate statistics have decreased by 45% since 2017.

↓ The number of people who define themselves as Indigenous has decreased from 5% in 2017 to 3.2% in 2021.

WORKING IN KOJONUP

THE TOP TEN EMPLOYEES IN KOJONUP ARE

- Shire of Kojonup
- CGS Engineers
- Klopper Contracting
- Genstock
- Beaufort River Meats
- Westpork
- IGA
- Pascoes Accounting
- Kojonup Agricultural Suppliers
- WA Education Department

THERE ARE 8 HEALTH PROVIDERS OPERATING IN KOJONUP

- Dentist
- Doctors
- Physio
- Massage
- Chiropractor
- Two types of mental health services
- Pharmacy

THERE ARE **16** TELECOMMUNICATION blackspots in Kojonup.

THERE ARE **36** BUSINESSES on the main street of Kojonup, down from six years ago.



VISITING AND ENGAGING IN KOJONUP

THERE ARE 10 DIFFERENT SHORT-TERM ACCOMMODATION TYPES IN KOJONUP

2 AirBNB 3 Bed and Breakfasts 3 Hotel/Motels 1 Caravan Park 1 RV Stopover site



The year 2020 to 2021 experienced half a million cars travelling up and down Main Street. And 2021 to 2022 this dropped to 410 000.

The Shire of Kojonup has attracted \$16m in grant funding since 2017 with the highest year being 2018/2019.

Regarding Kojonup library use, there has been a 54% increase in e-book borrowings in the Kojonup region in the last three years and a 11% increase in hard copy books borrowed.

KOJONUP IS WELL KNOWN FOR NUMBER OF CLUBS

21
SPORTS CLUBS

14
SERVICE CLUBS

7
INTEREST CLUBS

A strong 81% of the Kojonup community volunteer in some shape or form, compared to the national average of 31%. Tasmania has the highest volunteer rate as a State of Australia, and Western Australia is the equal second lowest at 27%.

KODJA PLACE VISITATION NUMBERS HAVE BEEN

21,342

2019
JAN-DEC

↓ 13,505

2020
JAN-DEC

↓ 13,680

2021
JAN-DEC

↑ 21,342

2022
JAN-SEPT



The 2022 engagement phase reached 6% of Kojonup's population. There were five sessions, reaching 64 people and an online survey reaching another 52 people.

The most common views included:

- A desired population of 2250 people by 2032
- Kojonup's point-of-difference is its central (north, south, east, west) location and its historical and cultural diversity
- The general desires for improvement are accommodation, safety, and maintaining education

"Kojonup is a small place with a big heart and a lot of history. Our streets are stacked with amenity, utilising infrastructure which encourages people to sit and stay awhile. The main street is a shared thoroughfare encouraging pedestrian traffic, light vehicles, and plenty of accessible parking for RVs. The main street has a theme honouring its combined heritage, the flowering trees and park-like infrastructure are everywhere encouraging you to sit, breathe the clean air and stay awhile. Kojonup is the home to a variety of boutique shopping opportunities along the main street, art and craft shops are everywhere, and visitors stop at our indoor-outdoor restaurants enjoying breakfast, lunch and dinner. Kojonup has a Cultural hub (Kodja Place) which is the home of Kojonup Noongar-Aboriginal people."

"A busier little town that welcomes people."

"To be recognised as a town where opportunities to own a business are great and supported by thriving schools. Our location to Perth and the west and south coast is ideal. Our streetscape will be smartened up by then and maybe we will have a bypass for heavy vehicles."



"Kojonup to have an amazing culture of volunteering, clubs and societies driven by the pioneer's farm development and a melting pot of immigration."

"Extremely proud of this town and I am willing to help build a stronger community and go forward."

"Begin to make land available for new builds including industrial developments so the trades can come to build."

"Creation of a new industry. Shire to adopt different views on developments."

"We must plan for expansion, 'Kojonup is open for business and we want yours!'"

"The main strip; freshen it up, give it a new paint job, and we need new road. Make it feel like a fresh bright town when people drive through."





THE **CULTURAL**
EXPERIENCE CENTRE
OF THE **GREAT SOUTHERN**





Cultural Experience Lifestyle

By December 2027 Kojonup has



1. Diverse Accommodation Options

- 1.1 Abundant short-stay
- 1.2 House, land development stimulus
- 1.3 Future-proof aged care
- 1.4 Experience-Kojonup experiential accommodation.
Placemaking Project
- 1.5 Experience-Kojonup self stay program
Placemaking Project



2. Proactive Community Spirit

- 2.1 Placemaking Community Advisory Team
Placemaking Project
- 2.2 Placemaking Youth Advisory Team
Placemaking Project
- 2.3 Volunteer support
- 2.4 Community Revenue Team
- 2.5 Experience-Kojonup Community Incentive Scheme
Placemaking Project
- 2.6 Wellbeing advancement



3. Regional Development

- 3.1 Future transportation
Placemaking Project
- 3.2 Roads prioritisation
- 3.3 Telecommunications advocacy
- 3.4 Young child care and activities
- 3.5 Sport collaboration

Cultural Experience Economics

By December 2027 Kojonup has



4. Grown Existing Business

- 4.1 Economic support program
- 4.2 Ko-work entrepreneurs centre
Placemaking Project
- 4.3 School-based Creative-Kojonup partnership
Placemaking Project



5. Assisted New Business

- 5.1 Industrial land release
- 5.2 SoK Diversity WA Partnership
- 5.3 Reason-to-stop retail attraction
Placemaking Project
- 5.4 Recycling business
- 5.5 Cultural experience new business
Placemaking Project



6. Attracted Cultural Industry

- 6.1 Creative-Kojonup creative industries collective
Placemaking Project
- 6.2 Creative-Kojonup experiential culture-awareness training
Placemaking Project
- 6.3 Cultural industry support
Placemaking Project

Cultural Experience Visitation

By December 2027 Kojonup has



7. Experience-Kojonup Anytime Adventures

- 7.1 The Kodja Place Cultural upscale
Placemaking Project
- 7.2 Experience-Kojonup attraction upscale
Placemaking Project
- 7.3 Experience-Kojonup natural trails
Placemaking Project
- 7.4 Digital Experience-Kojonup
Placemaking Project



8. Experience-Kojonup Occasional Adventures

- 8.1 Creative-Kojonup visual arts
Placemaking Project
- 8.2 Experience-Kojonup performing arts
Placemaking Project
- 8.3 Cultural experience annual event calendar



9. Experience-Kojonup Vibrant Spaces

- 9.1 Experience-Kojonup main street renewal (phase A).
Placemaking Project
- 9.2 Experience-Kojonup main street renewal project (phase B)
- 9.3 'Kojonup Proud' region-wide program
Placemaking Project
- 9.4 Kojonup Youth Precinct
Placemaking Project

Shire of Kojonup Performance

By December 2027 Kojonup has



10. Contributed Socially

- 10.1 Environment Action
- 10.2 Shire and Community Reconciliation Action
- 10.3 Diversity and Inclusion Action



11. Fresh Community Engagement

- 11.1 Targeted Community and Stakeholder Engagement
- 11.2 Self-help communication system
- 11.3 Experience-Kojonup brand storytelling
Placemaking Project
- 11.4 Experience-Kojonup innovative partnerships
Placemaking Project
- 11.5 Visionary milestone celebrations
Placemaking Project



12. A High Performing Council

- 12.1 SoK finances and funding
- 12.2 SoK monitoring and reporting
- 12.3 SoK values and culture growth
- 12.4 Community data and knowledge commitment
Placemaking Project
- 12.5 SoK IT upgrade
- 12.6 SoK asset management

KEY PILLAR

Cultural experience Lifestyle

By June 2027 Kojonup has delivered



1. Diverse Accommodation Options

- 1.1 Abundant short-stay
- 1.2 House, land development stimulus
- 1.3 Future-proof aged care
- 1.4 Experience-Kojonup experiential accommodation.
Placemaking Project
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3. Regional Development

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- 3.3 Telecommunications advocacy
- 3.4 Young child care and activities
- 3.5 Sport collaboration

By 2033 Kojonup aims to be the...

THE CULTURAL EXPERIENCE CENTRE OF THE GREAT SOUTHERN

- 1.1 This is auditing of, and growth of, short-stay accommodation (including assets such as hotels).
- 1.2 This is the Katanning Road Precinct sub-division, the Soldier Road sub-division, progression of the Kojonup land-use plan and Shire of Kojonup incentives for building growth.
- 1.3 This is determining the best management option for Springhaven.
- 1.4 This is a new accommodation type shifting Kojonup into a 'place to stay', such as glamping or bush stays and can be achieved through a tender arrangement with the Shire of Kojonup.
- 1.5 This is increasing designated areas for further unique self-stay natural camping options (with an Experience-Kojonup point of difference) as well as caravan park upgrade.

- 2.1 This is an advisory 'Town Team' which drives research, storytelling, risk-taking and future-think on Kojonup's placemaking desires.
- 2.2 This is a youth advisory 'Town Team' which drives the youth-based placemaking.
- 2.3 This is a volunteer calendar of events, a Volunteer-of-the-Year Awards, and support of volunteering such as leasing arrangements and training opportunities.
- 2.4 This is a 'Community Co-operative Program' to raise funds for placemaking activities of Co-op's choice, eg; Kojonup Sports Alliance, 'Southern Dirt', and KP Fund.
- 2.5 This is 4 x \$5,000 annual SoK grants for community members to advance placemaking results within Kojonup (eg; Men's Shed, Play Café, farm tours or others).
- 2.6 This is investment in community wellbeing such as SPARK and other partnership models.

- 3.1 This is future-think exploration such as an airport, helipad, bypass-type concepts.
- 3.2 This is a 10-year transparent road plan, including regulatory and parking services, and accident prevention programs.
- 3.3 This is bushfire communications tower upgrade, blackspot minimisation, and NBN upscaling advocacy.
- 3.4 This is continual investigation into leading-practice childcare and young children play innovations.
- 3.5 This is taking sport collaboration to the next level to maximise sporting assets and people, and elevating 'sport' as a cultural experience.



KEY PILLAR

Cultural experience Economics

By 2033 Kojonup aims to be the...

THE CULTURAL EXPERIENCE CENTRE OF THE GREAT SOUTHERN

By June 2027 Kojonup has delivered



4. Grown Existing Business

- 4.1 Economic support program
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- 6.2 Creative-Kojonup experiential culture-awareness training
Placemaking Project
- 6.3 Cultural industry support
Placemaking Project

- 4.1 This is the formation of a Chamber of Commerce and Industry, this could be meeting as the Kojonup Quarterly Business Coffee Club, for data collection, sharing of knowledge, placemaking innovation, workforce sharing and Creative-Kojonup growth – and potential Shire support.
- 4.2 This is Kojonup's bespoke Creative-Kojonup co-working space to attract an entrepreneurial, work-from-home, social enterprise and education population. It is to be considered a unique 'place'.
- 4.3 This is Shire-Community-School partnership for the schools to engage with or own Creative-Kojonup activities (such as the Birthing Tree and school farm).

- 5.1 This is Shire of Kojonup's action on releasing industrial land to support new business growth.
- 5.2 This is a Shire of Kojonup program contributing to, and optimising of, WA's State Government's 'Diversify WA Plan' (such as critical minerals processing plant, Great Southern Transportation Hub development, agrotechnology, agribusiness and processing, or low emissions power plant program) particularly the Plan's concentration on the creative industries.
- 5.3 This is the attraction of one new 'retail' outlet per year (four in next four-year strategic phase), in pop-up or permanent style, as a point of interest for community, workers, and visitors to the region.
- 5.4 This is a focus on recycling as a new business concept for Kojonup, with the frontage being used as a Creative-Kojonup placemaking concept (waste innovation based on the 4R's; recovery, re-use, recycle, re-process).
- 5.5 This is being prepared to attract South West Development Fund Red Grant/providing seed funding to support a new industry in Kojonup (eg; brewery, agricultural education, horticultural business) with community/visitation 'cultural experience' theme.

- 6.1 This is a built hub where creatives, small operators and short term innovators can cluster including designers, writers, historians, artists, craft creatives, scientists, architects, or film makers.
- 6.2 This is Kojonup being renowned for cultural awareness training, as well as an innovative educational super-site – expanding such educational components to (1.4) who visitors are accommodated through cultural-awareness experiences.
- 6.3 This is the introduction of biennial Shire of Kojonup grants of \$20 000 in support of business growth in any cultural industries.



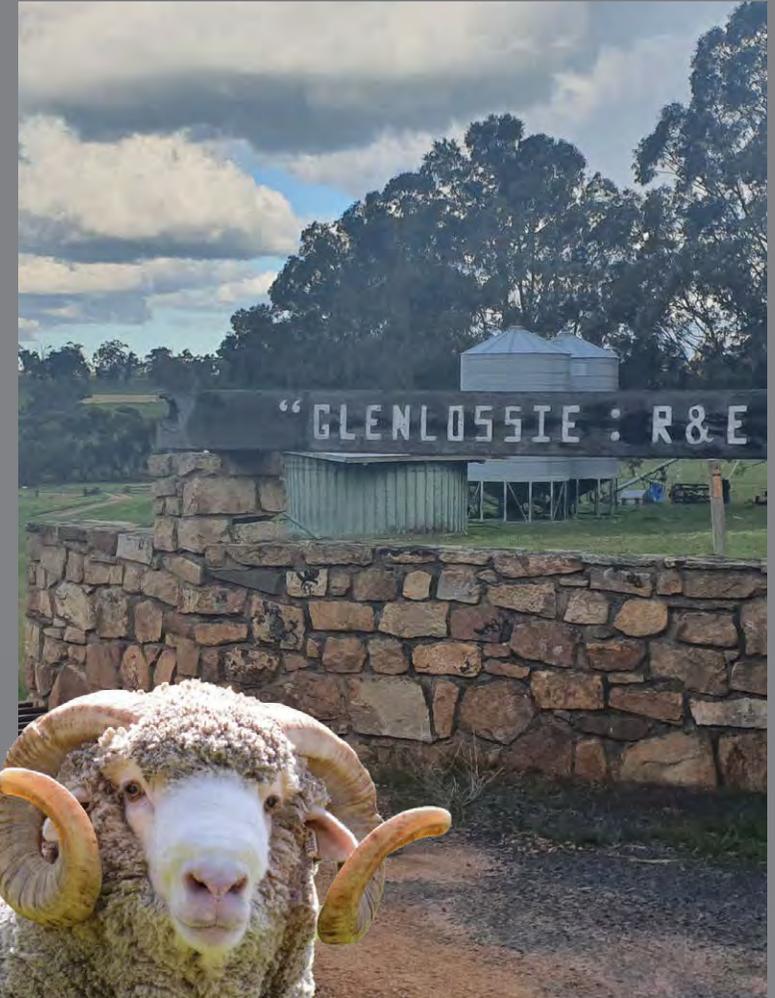
Placemaking Case Study: CSIRO and Glenlossie, Kojonup

Glenlossie Homestead on Albany Highway is one of the earliest homesteads established in Kojonup. It has been associated with a number of eminent Kojonup residents over the years including: George Leake, George Maxwell, Thomas Chipper, Alexander Moir, Frederick Watts, Thomas Riley who built the stone barn, and James McHenry Clark who named the property "Glenlossie". Construction was from 1850 through to 1888. It is now on the WA Heritage Register. A CSIRO research station was set up at Glenlossie to study sub-clover infertility, or 'clover disease', in sheep. Subterranean clover had been accidentally introduced to Australia around the 1830s, probably in hay, straw and pasture feed from around the Mediterranean, western Europe, southern England or Ireland. Sub-clover was commercialised for pastures by the start of the 1900s, and assisted by fertilising pastures with superphosphate. Sub-clover (being a legume) has a competitive advantage in pastures. With the widespread incorporation of sub clovers into pastures came an unfortunate side effect – increasing infertility of ewes. The consequence of research at Glenlossie was the development of low oestrogen clovers which have now been adopted Australia wide. Sub clover infertility was caused by natural oestrogen in the plant, which had a similar mechanism for causing changes in sheep reproduction as does the oestrogen in modern oral contraceptives for humans. As Kojonup was a district which was a successful

early incorporator of sub-clover pastures for sheep it was a natural location for the Commonwealth to set up a site for significant field studies as CSIRO. Glenlossie was chosen to become a centre of national importance for field research. Some of the memorable events during the Glenlossie research period included biennial field days when farmers were invited to the station to see and hear what each of the scientists were doing. Usually about 200 people attended, but there were bigger days. One of the biggest was in 1960 when approximately 700 individuals attended. These included farmers and their spouses, bank managers, Agriculture Department officers, stock agents and townspeople. Placemaking at Kojonup continues to unfold.

*Second highest
number of sheep
in Australia*

*Highest number of
sheep in Western
Australia*



KEY PILLAR

Cultural experience Visitation

By 2033 Kojonup aims to be the...

THE CULTURAL EXPERIENCE CENTER OF THE GREAT SOUTHERN

By June 2027 Kojonup has delivered



7. Experience-Kojonup Anytime Adventures

- 7.1 The Kodja Place Cultural upscale Placemaking Project
- 7.2 Experience-Kojonup attraction upscale Placemaking Project
- 7.3 Experience-Kojonup natural trails Placemaking Project
- 7.4 Digital Experience-Kojonup Placemaking Project



8. Experience-Kojonup Occasional Adventures

- 8.1 Creative-Kojonup visual arts Placemaking Project
- 8.2 Experience-Kojonup performing arts Placemaking Project
- 8.3 Cultural experience annual event calendar



9. Experience-Kojonup Vibrant Spaces

- 9.1 Experience-Kojonup main street renewal (phase A). Placemaking Project
- 9.2 Experience-Kojonup main street renewal project (phase B)
- 9.3 'Kojonup Proud' region-wide program Placemaking Project
- 9.4 Kojonup Youth Precinct Placemaking Project



- 7.1 This is taking Kodja Place into its next iteration as The Kodja Place Cultural Centre (including new technologies of Kodja Place Cultural Centre). Plus a new focus on elevating The Spring Project.
- 7.2 This is clustering all 'historical' assets together in one branded trail, and ensuring high levels of interaction, to better promote Kojonup as the 'cultural experience centre of the Great Southern'. History from 1837 to be presented in an integrated manner with Traditional Ownership.
- 7.3 This is Kojonup's investment in natural assets including the reintroduction of natural fauna and flora, and ways people can engage with nature (eg; night walks).
- 7.4 This is attracting visitation from afar first, and in person second. Current attractions (such as those in the Historical Precinct, military memorials, and natural elements) to be filmed in short grabs, with 'Experience Kojonup' branded, for ongoing content sharing.
- 8.1 This is a new focus on visual arts, including new and existing sculptures, street art, lighting, murals, entry and exit signage, community participation to brand Kojonup. It includes visiting artists, artists-in-residence, art tours incentive programming.
- 8.2 This is elevating Kojonup's existing performing arts industry, stimulating an addition to Kojonup's new bolstered brand of 'cultural experience'.
- 8.3 This is assessing and theming Kojonup's existing calendar of events such as: Apex Park Picnic, Wandea Picnic Races, ANZAC Day Service, Historical Society Foundation Day, NAIDOC Week, Wildflower Festival, Bloom Festival, Kojonup Agricultural Show, Christmas Twilight Markets, St Mary's Church Fetes and Christmas Carols.
- 9.1 This is the completion of phase A of Experience-Kojonup main street renewal as the physical 'cultural experience' epicentre of Kojonup. The renewal includes cultural interactions, visual arts, planting, parking, safety measures, lighting, signage, new retail options.
- 9.2 This is the planning and funding of phase B of Experience-Kojonup main street renewal for construction and completion in the strategic phase 2025 to 2029.
- 9.3 This is the community being empowered to add to the vibrancy of Kojonup outside the main street renewal zone, in keeping with Experience-Kojonup themes. Community members are encouraged to add their own creative ideas to such areas (such as turning derelict buildings into artform, or front verge streetscaping) . Annual awards to celebrate community engagement in 'Kojonup Proud'.
- 9.4 This is new projects to define activities and spaces for Kojonup's youth (including older teenagers and visitors of Kojonup). To be designed with the Placemaking Youth Advisory Team 2.2.



KEY PILLAR

Shire of Kojonup Performance

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10. Contributed Socially

- 10.1 Environment Action
- 10.2 Shire and Community Reconciliation Action
- 10.3 Diversity and Inclusion Action



11. Fresh Community Engagement

- 11.1 Targeted Community and Stakeholder Engagement
- 11.2 Self-help communication system
- 11.3 Experience-Kojonup brand storytelling **Placemaking Project**
- 11.4 Experience-Kojonup innovative partnerships **Placemaking Project**
- 11.5 Visionary milestone celebrations **Placemaking Project**



12. A High Performing Council

- 12.1 SoK finances and funding
- 12.2 SoK monitoring and reporting
- 12.3 SoK values and culture growth
- 12.4 Community data and knowledge commitment **Placemaking Project**
- 12.5 SoK IT upgrade
- 12.6 SoK asset management

- 10.1 This is Shire of Kojonup actioning the five areas of environmental improvement (energy, water, transportation, food and waste) and inviting the community to learn alongside this process.
- 10.2 This is Shire of Kojonup actioning a full Reconciliation Action Plan and inviting community members to learn alongside this process.
- 10.3 This is Shire of Kojonup actioning its recruitment, representation, sense of engagement, promotion and celebration to support diversity and inclusion, and inviting the community to learn alongside this process.

- 11.1 This is a pre-agreed and pre-promoted engagement framework targeted towards items in this Strategic Community Plan.
- 11.2 This is the Shire of Kojonup advancing its digital, real-time communication, so community members can access this communication in their own time.
- 11.3 This is a creating a positive, risk-taking, proactive rhythm of storytelling and brand awareness to support Kojonup's success of its placemaking Strategic Community Plan.
- 11.4 This is the community celebrating achievement of Strategic Community Plan milestones as it progresses along its journey to achieve its visionary position of being 'The Cultural Experience Centre of the Great Southern' by 2033.

- 12.1 This is the Shire of Kojonup's commitment to transparent communication of finances and funding and Community's acceptance of risk taking behaviours to achieve a shift in Kojonup's strategic journey.
- 12.2 This is a series of quarterly scorecards released by the Shire of Kojonup to the community indicating progress of the Strategic Community Plan and achievement of the Corporate Business Plan.
- 12.3 This is the Shire of Kojonup's commitment to growth in its organisational culture, including leadership and team development.
- 12.4 This is Shire of Kojonup's commitment to data, knowledge and image sharing on behalf of the community of Kojonup to be used in promotion of Kojonup's placemaking progress (eg; business prospectus, funding attraction, partnership attraction).
- 12.5 This is the Shire of Kojonup's advancement in IT to enable workforce efficiencies leading to greater service to the people of Kojonup.
- 12.6 This is the Shire of Kojonup's greater focus on asset and resource performance management.



PLACEMAKING MILESTONES

The people of Kojonup, in conjunction with the Shire of Kojonup have committed to the implementation of the placemaking pieces of this plan in the following pattern.

2024-2025

- 2.5 Experience-Kojonup Community Incentive Scheme
- 7.1 Kodja Place cultural up-scale
- 7.2 Experience-Kojonup attraction upscale
- 7.3 Experience-Kojonup natural trails

2025-2026

- 1.5 Experience-Kojonup self-stay program
- 4.2 Ko-work entrepreneurs centre
- 5.3 Reason to stop retail attraction
- 6.1 Creative-Kojonup creative industries collective
- 6.2 Creative-Kojonup experiential cultural awareness training
- 6.3 Cultural-industries support
- 8.2 Experience-Kojonup performing arts
- 9.1 Experience-Kojonup main street renewal (Phase A)
- 9.3 Kojonup-Proud region-wide program
- 9.4 Kojonup Youth Precinct

2026-2027

- 1.4 Experience-Kojonup experiential accommodation
- 2.1 Placemaking Community Advisory Team
- 2.2 Placemaking Youth Advisory Team
- 3.1 Future transportation
- 4.3 School-based Creative-Kojonup partnerships
- 5.5 Cultural experience new business
- 7.4 Digital-experience Kojonup
- 8.1 Creative-Kojonup visual arts

PLACEMAKING COMMUNITY ENGAGEMENT

The Kojonup people are committed to advancing their engagement with each other, and with the Shire of Kojonup.

Inclusivity

the Shire of Kojonup will design engagement to proactively reach all community members, in an inclusive manner, particularly those who are hard to reach.

Diversity

the Shire of Kojonup will reach many people through different mediums, such as advanced technology, enabling all community members to listen to each other's diverse views, as well as listening to impactful sharing through 'town hall' style sessions.



Ongoing

any community member can initiate achievement of the Deliverables, therefore community engagement can occur at any time and on an ongoing basis. The Shire will commence engagement at least one year before the bigger placemaking Deliverables in this Plan.

“ Through fun, creative and transparent community engagement we can achieve the vision of being the Cultural Experience Centre of the Great Southern, Grant Thompson, CEO, Shire of Kojonup. ”



“

From my new research into a placemaking plan, I have discovered that community-based participation is its central theme. To achieve our vision, we'll all need to be involved. We can capitalise on our existing assets, plus create quality public spaces; be them lots of little public spaces, and a few big ones, add a new cultural industry. With this dedicated effort, Kojonup will grow into the Cultural Experience Centre of the Great Southern. And consequently, our people's health, happiness, and wellbeing will benefit from this growth, and in the end our population will be richer for it,

Cr. Ned Radford, Shire President, Shire of Kojonup.

”



Thank you for your contribution to the Kojonup's Strategic Community Plan.

We look forward to building the next Strategic Community Plan in 2027.
The Shire of Kojonup will complete an internal Strategic Community Plan review December 2024.

For continual engagement on the Integrated Planning and Reporting process please contact:
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SHIRE OF KOJONUP

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