



AGENDA

Ordinary Council Meeting

19 March 2024

TO: THE SHIRE PRESIDENT AND COUNCILLORS

NOTICE is hereby given that an Ordinary Meeting of the Council will be held in the Council Chambers, Administration Building, 93 Albany Highway, Kojonup on Tuesday, 19 March 2024 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

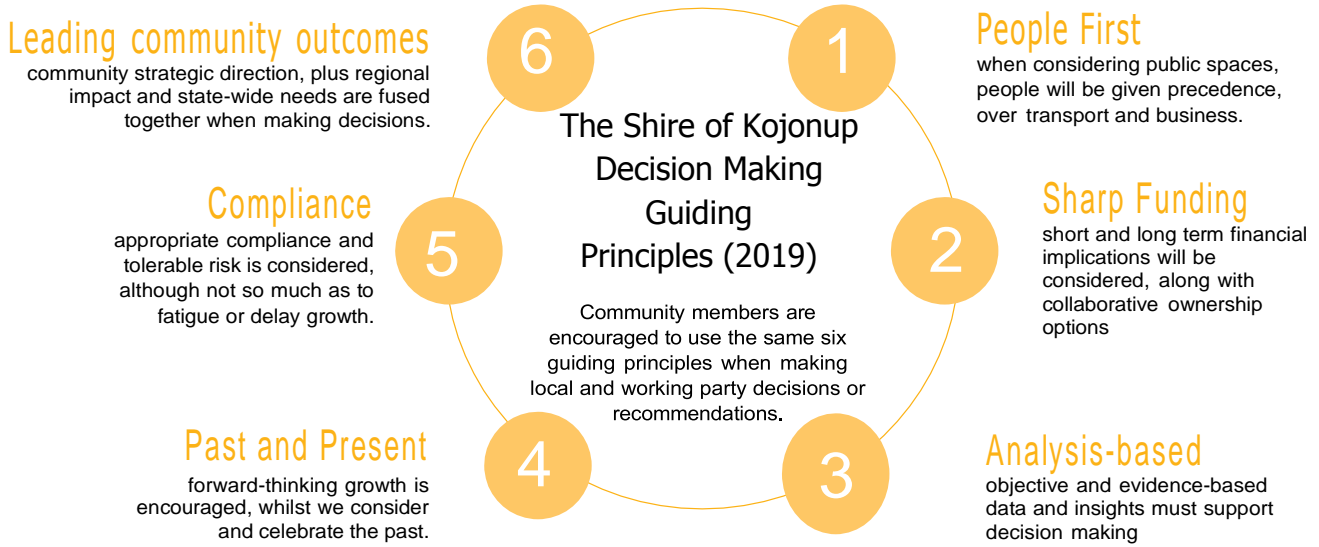
15 March 2024

AGENDA FOR AN ORDINARY COUNCIL MEETING TO BE HELD ON 19 MARCH 2024

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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 Bilney

Shire President

Cr Wieringa

Deputy Shire President

Cr Radford

Cr Webb

Cr Egerton-Warburton

Cr Mathwin

Cr Mickle

STAFF

Grant Thompson

Chief Executive Officer

Judy Stewart

Manager Governance and Administration

GUESTS

Ana Martinez Cardona

Alinta Energy

Stephanie Skordas

SLR Consulting Australia Pty Ltd

Andrew O'Brien

SLR Consulting Australia Pty Ltd

3.1 **APOLOGIES**

3.2 **APPROVED LEAVE OF ABSENCE**

Nil

4 **DECLARATION OF INTEREST**

5 **PUBLIC QUESTION TIME**

5.1 **RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**

Not applicable

5.2 **PUBLIC QUESTION TIME**

6 CONFIRMATION OF MINUTES

6.1 ORDINARY COUNCIL MEETING 20 FEBRUARY 2024

Unconfirmed Minutes of an Ordinary Council Meeting held 20 February 2024 are at [Attachment 6.1.1](#).

OFFICER RECOMMENDATION

That the Minutes of an Ordinary Council Meeting held 20 February 2024 be confirmed as a true record.

6.2 SPECIAL COUNCIL MEETING 5 MARCH 2024

Unconfirmed Minutes of a Special Council Meeting held 5 March 2024 are at [Attachment 6.2.1](#).

OFFICER RECOMMENDATION

That the Minutes of a Special Council Meeting held 5 March 2024 be confirmed as a true record.

7 PRESENTATIONS

7.1 PETITIONS

7.2 PRESENTATIONS

7.2.1 Alinta Energy/SLR Consulting Australia Pty Ltd

7.3 DEPUTATIONS

7.4 DELEGATES' REPORTS

8 METHOD OF DEALING WITH AGENDA BUSINESS

9 REPORTS

9.1 KEY PILLAR 'LIFESTYLE' REPORTS

9.2 KEY PILLAR 'ECONOMICS' REPORTS

9.3 KEY PILLAR 'VISITATION' REPORTS

9.4 KEY PILLAR ‘PERFORMANCE’ REPORTS

9.4.1 DISPOSAL BY LEASE - PORTION OF LOT 9999 THORNBURY CLOSE, KOJONUP

AUTHOR	Judy Stewart – Manager Governance and Administration
DATE	Friday, 15 March 2024
FILE NO	A22323; LP.PLN.2
ATTACHMENT(S)	<p>9.4.1.1 – Portion A, Lot 9999 Thornbury Close, Kojonup</p> <p>9.4.1.2 – Sworn Valuation, Portion A Lot 9999 Thornbury Close, Kojonup</p> <p>9.4.1.3 – Minute Item 9.4.9 - 20 February 2024 Ordinary Meeting</p> <p>9.4.1.4 – Public Submission - Interested Parties – grain dust concerns (addresses redacted)</p> <p>9.4.1.5 – Public Submission – Marika Brown – health implication concerns and previous consultation (address redacted)</p> <p>9.4.1.6 – Excerpts from Town Planning Scheme 3 (TPS3) – Zoning Table 1/definitions – ‘P’ and ‘Industry: Light (a)’</p> <p>9.4.1.7 – Townsite Zoning Map</p> <p>UNDER SEPARATE COVER</p> <p>9.4.1.8 - Correspondence from Syd Matthews & Co Pty Ltd – 9 January 2024</p>

<p>‘PLACEMAKING’ STRATEGIC COMMUNITY PLAN JULY 2023 TO JUNE 2033</p> <p>To be “The Cultural Experience Centre of the Great Southern”</p> <p>STRATEGIC/CORPORATE IMPLICATIONS</p>		
Key Strategic Pillar/s	Community Goal/s	Corporate Objective/s
Economics	5. Assisted New Business	5.1 Industrial Land Release

DECLARATION OF INTEREST

Nil

SUMMARY

The purpose of this report is for Council to consider a public submission received from a group of interested parties, as per attachment 9.4.1.4, in response to Council’s public notice of proposal to lease a portion of Lot 9999 Thornbury Close, Kojonup to Syd Matthew’s & Co Pty Ltd for \$12,000 per annum with the lessee being provided first option to buy upon finalisation of the subdivision of this property.

BACKGROUND

Subdivision of Lot 9999 Thornbury Close, Kojonup has taken longer than anticipated and, therefore, the most recent lease of Portion A on the attached map (attachment 9.4.1.1) expired at the end of February 2024 prior to a first option to buy being exercisable by the lessee.

The permitted use for the property, in accordance with the most recent lease, is *transport depot and grain cleaning/storage facility purposes*.

Neville Matthews, Managing Director of Syd Matthews & Co Pty Ltd, indicated in January 2024 that he wished to continue leasing the property until such time as the subdivision is finalised and he can exercise a first option to buy (attachment 9.4.1.6).

In line with legislative requirements, Council was required to obtain a sworn valuation prior to proposing to lease the property again (attachment 9.4.1.2) and to advertise for public submissions.

Council, at its 20 February 2024 Ordinary Meeting, resolved as follows:

That Council advertises its intention to lease Portion A of Lot 9999 Thornbury Close, Kojonup, as shown on the presented map and in accordance with s. 3.58 of the Local Government Act 1995, to Syd Matthews & Co Pty Ltd for \$12,000 inc GST per year or pro rata thereof until such time as the subdivision of Lot 9999, Thornbury Close is finalised and:

- 1. if nil public submissions are received, authorises the Chief Executive Officer to proceed with a new lease to commence on 15 March 2024 as above inclusive of a first option to buy the land upon finalisation of subdivision occurring; or*
- 2. if a public submission/s are received in response to the aforementioned advertising, this matter be returned to Council for further deliberation.*

The property is located within the area zoned light industrial in TPS3.

COMMENT

The timeframe for public submissions relating to the proposed lease of Portion A of Lot 9999 Thornbury Close, Kojonup, closed on 15 March 2024.

On 7 March 2024 a public submission was received from a group of interested parties (attachment 9.4.1.4) in response to the public notice proposing the leasing of this property to Syd Matthews & Co Pty Ltd with first option to buy upon subdivision finalisation. This public submission calls for dust reduction measures to be taken if a grain facility is allowed to be placed on the property.

On 15 March 2024 a public submission was received from Marika Brown (attachment 9.4.1.5) outlining concerns regarding health implications for students at the Kojonup District High School and referring to consultation undertaken with regard to a Cooperative Bulk Handling proposal to lease land in the Kojonup industrial area previously.

The public submissions are based on disposal of the asset via an initial lease and subsequent option to purchase for the purposes of a transport depot and grain cleaning/storage facility. Any future land use of this property will be subject to TPS3 and other relevant legislation requirements.

The 'Zoning Table' definition for *Industry: Light* (attachment 9.4.1.6) addresses, among other matters, dust affecting the amenity of the locality.

CONSULTATION

Chief Executive Officer

STATUTORY REQUIREMENTS

Section 3.58 of the *Local Government Act 1995* – Disposing of Property 3.58.

Disposing of property

(1) *In this section —*

dispose includes to sell, lease, or otherwise dispose of, whether absolutely or not;

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

(2) *Except as stated in this section, a local government can only dispose of property to —*

(a) *the highest bidder at public auction; or*

(b) *the person who at public tender called by the local government makes what is, in the opinion of the local government, the most acceptable tender, whether or not it is the highest tender.*

(3) *A local government can dispose of property other than under subsection (2) if, before agreeing to dispose of the property —*

(a) *it gives local public notice of the proposed disposition —*

(i) *describing the property concerned; and*

(ii) *giving details of the proposed disposition; and*

(iii) *inviting submissions to be made to the local government before a date to be specified in the notice, being a date not less than 2 weeks after the notice is first given;*

and

(b) *it considers any submissions made to it before the date specified in the notice and, if its decision is made by the council or a committee, the decision and the reasons for it are recorded in the minutes of the meeting at which the decision was made.*

(4) *The details of a proposed disposition that are required by subsection (3)(a)(ii) include —*

(a) *the names of all other parties concerned; and*

(b) *the consideration to be received by the local government for the disposition;*
and

(c) *the market value of the disposition —*

(i) *as ascertained by a valuation carried out not more than 6 months before the proposed disposition; or*

(ii) *as declared by a resolution of the local government on the basis of a valuation carried out more than 6 months before the proposed disposition that the local government believes to be a true indication of the value at the time of the proposed disposition.*

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

The previous lease was valued at \$9,500 + GST (previous sworn valuation) per annum; the proposed new lease agreement would be valued at \$12,000 per annum including GST. Any potential future lease agreements or sale of land value will depend on Council deliberating to accept a relevant new sworn valuation or otherwise.

Disposal of the land places the responsibility for maintenance of the land with the lessee and, therefore, reduces costs associated with same.

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			
<p>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.</p> <p>Risk management also applies in relation to the use/maintenance and fire hazard risk reduction.</p>			

ASSET MANAGEMENT IMPLICATIONS

Disposing of this portion of Lot 9999, Thornbury Close, Kojonup transfers asset management implications from the Shire to the Lessee.

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

That Council:

1. receives public submissions from interested parties, as presented, in relation to use of a portion of Lot 9999 Thornbury Close, Kojonup;
2. authorises the Chief Executive Officer to prepare a lease to commence on 5 April 2024 for \$12,000 inc GST per year or pro rata thereof until such time as the subdivision of Lot 9999, Thornbury Close is finalised and Syd Matthews & Co Pty Ltd is offered the first option to buy this land at a sworn valuation rate obtained at the time and subject to any development on the site being required to follow due process and comply with all Town Planning Scheme No. 3 (TPS3) and relevant legislation requirements;
3. writes to Syd Matthews & Co Pty Ltd and advises that any development on the site will be required to follow due process and comply with all TPS3 and relevant legislation requirements; and
4. writes to the interested parties thanking them for their submissions and advising that the TPS3 and relevant legislation will apply for any development undertaken in the industrial zoned area including dust emissions.

9.4.2 MINUTES OF AN ANNUAL MEETING OF ELECTORS HELD 19 JULY 2023

AUTHOR	Judy Stewart – Manager Governance and Administration
DATE	Tuesday, 12 March 2024
FILE NO	GP.CNM.9
ATTACHMENT(S)	<p>9.4.2.1 - Unconfirmed minutes of an Annual Meeting of Electors held 19 July 2023</p> <p>9.4.2.2 – Attendance List</p> <p>9.4.2.3 – Highlights of 2021-2022 - slideshow</p> <p>9.4.2.4 – Annual Report including Annual Financial Statements for 2021-2022</p>

STRATEGIC/CORPORATE IMPLICATIONS		
“Smart Possibilities – Kojonup 2027+”		“Smart Implementation – Kojonup 2020-2024”
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 an Annual Meeting of Electors held 19 July 2023.

BACKGROUND

An Annual Meeting of Electors must be held within 56 days of adopting an Annual Report that includes Annual Financial Statements.

Council, at its 20 June 2023 Ordinary Meeting, accepted the 2021/2022 Annual Report incorporating the Annual Financial Statements.

COMMENT

This item is solely for Council to receive the minutes of its 19 July 2023 Annual Meeting of Electors.

CONSULTATION

Nil

STATUTORY REQUIREMENTS

Division 4, Sections 5.26 to 5.33 of the *Local Government Act 1995* - deal with Electors' General Meetings.

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)	Failure to correctly identify, interpret, assess, respond and communicate laws and regulations as a result of an inadequate compliance framework	External Audits (compliance)	Nil
<i>Risk rating: Adequate</i>			
IMPLICATIONS			
Presenting minutes of Annual Meetings of Electors at the next available meeting of Council, regardless of whether there are actions to be undertaken or otherwise, ensures Council and the public receive the minutes in a timely manner.			

ASSET MANAGEMENT IMPLICATIONS

Nil

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

That Council receives the minutes of its Annual Meeting of Electors held 19 July 2023.

9.4.3 SHIRE OF KOJONUP PARKING (AMENDMENT) LOCAL LAW 2024

AUTHOR	Stephanie Swain – Senior Ranger
DATE	Wednesday, 28 February 2024
FILE NO	LE.LCL.3
ATTACHMENT(S)	<p>9.4.3.1 – Proposed Shire of Kojonup Parking Amendment Local Law 2024</p> <p>9.4.3.2 – Attachment - Ordinary Council Meeting Minutes - 26 September 2023 - 9.4.4 - Parking Local Law</p> <p>9.4.3.3 - Email correspondence received from Department of Local Government, Sport and Cultural Industries – 12 February 2024</p>

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

DECLARATION OF INTEREST

Nil

SUMMARY

The purpose of this report is for the Council to consider the amended *Shire of Kojonup Parking (Amendment) Local Law 2024* for adoption.

BACKGROUND

At its Ordinary Meeting held 12 December 2023, Council resolved to propose the *Shire of Kojonup Parking (Amendment) Local Law 2024* in conjunction with an agreed undertaking with the Joint Standing Committee on Delegated Legislation (JSCDL).

The *Shire of Kojonup Parking (Amendment) Local Law 2024* was presented with the following purpose and effect:

SHIRE OF KOJONUP PARKING (AMENDMENT) LOCAL LAW 2024

PURPOSE: *To amend certain provisions of the Shire of Kojonup Parking Local Law 2022.*

EFFECT: *To provide further clarity of the requirements specified in Clause 4.5 (Event Parking) for the Shire of Kojonup to provide public notice of upcoming events and implement time limits on parking facilities utilised under this clause as well as correct typographical errors.*

Further background on the *Shire of Kojonup Parking (Amendment) Local Law 2024* is detailed in the Shire of Kojonup Ordinary Council Meeting Minutes from the 26 September 2023 and is attached.

At Council's Ordinary Council Meeting on 12 December 2023, the amended proposed Local Law was presented to Council where it was endorsed for re-advertisement.

On Thursday, 11 January 2024, the Local Laws were publically advertised with public consultation being open for a period of 6 weeks.

Public notice appeared in the Great Southern Herald, the Shire Website, Kojonup e-news and on noticeboards in both the Shire Administration Office and Library as per the requirements outlined in Section 3.12(3)(a) of the *Local Government Act 1995*.

On Thursday, 11 January 2024, copies of the proposed Shire of Kojonup Parking (Amendment) Local Law 2024 were provided to the Minister for Local Government, Hon Hannah Beazley BA MLA, as per the requirements outlined in Section 3.12(3)(b) of the *Local Government Act 1995*.

On Monday, 12 February 2024 the Shire received a confirmation email from the Department of Local Government, Sport and Cultural Industries acknowledging receiving the proposed local laws; however, did not supply any comments surrounding them.

No further comments or submissions surrounding this proposed local law were received during the public consultation period.

COMMENT

All amendments previously suggested by the DLGSC have been incorporated into the proposed *Shire of Kojonup Parking (Amendment) Local Law 2024*.

A minor amendment to Clause 2.5 of the *Shire of Kojonup Parking (Amendment) Local Law 2024* was made wherein a heading titled '2.5 Subclauses under Clause 4.5 amended' was inserted. No other content was changed.

This minor change to the Local Law is not deemed to be significantly different to what was first proposed to Council on 12 December 2023 and, therefore, should not affect the adoption process.

CONSULTATION

Minister for Local Government, Sport and Cultural Industries
Department of Local Government, Sport and Cultural Industries

STATUTORY REQUIREMENTS

Local Government Act 1995

Section 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 advertising and gazettal of the afore-mentioned local laws, 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

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Absolute Majority

OFFICER RECOMMENDATION

That Council:

1. Adopts the *Shire of Kojonup Parking (Amendment) Local Law 2024*, as presented; and
2. Pursuant to the *Local Government Act 1995* section 3.12(5), publish the *Shire of Kojonup Parking (Amendment) Local Law 2024* in the *Western Australian Government Gazette* and provide a copy of the *Shire of Kojonup Parking (Amendment) Local Law 2024* to the Minister for Local Government; and
3. Pursuant to the *Local Government Act 1995* section 3.12(6), provide public notice that the *Shire of Kojonup Parking (Amendment) Local Law 2024* has been published in the *Western Australian Government Gazette* and state the date it comes into effect along with the following purpose and effect:

SHIRE OF KOJONUP PARKING (AMENDMENT) LOCAL LAW 2024

PURPOSE: To amend certain provisions of the Shire of Kojonup Parking Local Law 2022.

EFFECT: To provide further clarity of the requirements specified in Clause 4.5 (Event Parking) for the Shire of Kojonup to provide public notice of upcoming events and implement time limits on parking facilities utilised under this clause as well as correct typographical errors.

4. Complete the Explanatory Memorandum and Statutory Checklist and supply these along with supporting documentation to the Joint Standing Committee on Delegated Legislation.

9.4.4 SHIRE OF KOJONUP CAT REPEAL LOCAL LAW 2024 AND SHIRE OF KOJONUP CATS LOCAL LAW 2024

AUTHOR	Stephanie Swain – Senior Ranger
DATE	Friday, 8 March 2024
FILE NO	LE.LCL.3
ATTACHMENT(S)	<p>9.4.4.1 – Proposed Shire of Kojonup Cats Local Law 2024</p> <p>9.4.4.2 – Proposed Shire of Kojonup Cat Repeal Local Law 2024</p> <p>9.4.4.3 – Attachment - Ordinary Council Meeting Minutes - 26 September 2023 - 9.4.3</p> <p>9.4.4.4 - Email correspondence received from Department of Local Government, Sport and Cultural Industries – 12 February 2024</p>

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

DECLARATION OF INTEREST

Nil

SUMMARY

The purpose of this report is for Council to consider the amended *Shire of Kojonup Cats Local Law 2023* and *Shire of Kojonup Repeal Cat Local Law 2023* for adoption.

BACKGROUND

At its Ordinary Meeting held 12 December 2023, Council resolved to propose the *Shire of Kojonup Cats Local Law 2024* and the *Shire of Kojonup Repeal Cat Local Law 2024* in conjunction with an agreed undertaking with the Joint Standing Committee on Delegated Legislation (JSCDL).

The *Shire of Kojonup Repeal Cat Local Law 2024* and the *Shire of Kojonup Cats Local Law 2024* were proposed with the following purpose and effect:

SHIRE OF KOJONUP CAT REPEAL LOCAL LAW 2024

PURPOSE: *To repeal the Shire of Kojonup Cat Local Law 2022.*

EFFECT: *The local law will be revoked and abrogated.*

SHIRE OF KOJONUP CATS LOCAL LAW 2024

PURPOSE: *To provide additional controls and management of matters relating to cats that are not specified in the Cat Act 2011, and to further promote and encourage responsible cat ownership.*

EFFECT: *The effect of this local law is to provide a framework for the control of nuisance cats, cat management facilities and limits on the number of cats permitted to be kept, in line with the provisions contained within the Cat Act 2011 and the Local Government Act 1995.*

Further background on the *Shire of Kojonup Cat Local Law 2024* and *Shire of Kojonup Cat (Repeal) Local Law 2024* is detailed in the Shire of Kojonup Ordinary Council Meeting Minutes from the 26 September 2023 and is attached.

At Council's Ordinary Council Meeting on 12 December 2023, the amended proposed Local Laws were presented to Council where they were endorsed for re-advertisement.

On Thursday, 11 January 2024, the Local Laws were publically advertised with public consultation being open for a period of 6 weeks.

Public notice appeared in the Great Southern Herald, the Shire Website, Kojonup e-news and on noticeboards in both the Shire Administration Office and Library as per the requirements outlined in Section 3.12(3)(a) of the *Local Government Act 1995*.

On Thursday, 11 January 2024, copies of the proposed *Shire of Kojonup Cat Local Law 2024* and *Shire of Kojonup Cat (Repeal) Local Law 2024* were provided to the Minister for Local Government, Hon Hannah Beazley BA MLA, as per the requirements outlined in Section 3.12(3)(b) of the *Local Government Act 1995*.

On Monday, 12 February 2024 the Shire received a confirmation email from the Department of Local Government, Sport and Cultural Industries acknowledging receiving the proposed local laws; however, did not supply any comments surrounding them.

No further comments or submissions surrounding this proposed local law were received during the public consultation period.

COMMENT

All suggestions for previous amendments made by the DLGSC have been implemented into the proposed *Shire of Kojonup Cats Local Law 2024* and *Shire of Kojonup Repeal Cat Local Law 2024* (as attached at 9.4.4.1 and 9.4.4.2) for consideration.

CONSULTATION

Minister for Local Government, Sport and Cultural Industries
Department of Local Government, Sport and Cultural Industries

STATUTORY REQUIREMENTS

Local Government Act 1995

Section 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.

Cat Act 2011 – Section 79

79. Local laws

(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.

(2) A local law made under this Act does not apply outside the local government’s district unless it is made to apply outside the district under section 80.

(3) Without limiting subsection (1), a local law may be made as to one or more of the following—

- (a) the registration of cats;*
- (b) removing and impounding cats;*
- (c) keeping, transferring and disposing of cats kept at cat management facilities;*
- (d) the humane destruction of cats;*
- (e) cats creating a nuisance;*
- (f) specifying places where cats are prohibited absolutely;*
- (g) 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;*
- (h) limiting the number of cats that may be kept at premises, or premises of a particular type;*
- (i) the establishment, maintenance, licensing, regulation, construction, use, record keeping and inspection of cat management facilities;*
- (j) the regulation of approved cat breeders, including record keeping and inspection; and*
- (k) fees and charges payable in respect of any matter under this Act.*

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Advertising costs are associated with the advertising and gazettal of the afore-mentioned local laws, 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

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Absolute Majority

OFFICER RECOMMENDATION

That Council:

1. Adopts both the *Shire of Kojonup Cats Local Law 2024* and *Shire of Kojonup Cat (Repeal) Local Law 2024* as presented; and
2. Pursuant to the *Local Government Act 1995* section 3.12(5), publishes both the *Shire of Kojonup Cats Local Law 2024* and *Shire of Kojonup Cat (Repeal) Local Law 2024* in the *Western Australian Government Gazette* and provide a copy of both Local Laws to the Minister for Local Government; and
3. Pursuant to the *Local Government Act 1995* section 3.12(6), provide public notice that the *Shire of Kojonup Cats Local Law 2024* and *Shire of Kojonup Cat (Repeal) Local Law 2024* have been published in the *Western Australian Government Gazette* and state the date it comes into effect along with the following purpose and effect:

SHIRE OF KOJONUP CAT REPEAL LOCAL LAW 2024

PURPOSE: *To repeal the Shire of Kojonup Cat Local Law 2022.*

EFFECT: *The local law will be revoked and abrogated.*

SHIRE OF KOJONUP CATS LOCAL LAW 2024

PURPOSE: *To provide additional controls and management of matters relating to cats that are not specified in the Cat Act 2011, and to further promote and encourage responsible cat ownership.*

EFFECT: *The effect of this local law is to provide a framework for the control of nuisance cats, cat management facilities and limits on the number of cats permitted to be kept, in line with the provisions contained within the Cat Act 2011 and the Local Government Act 1995.*

4. Complete the Explanatory Memorandum and Statuary Checklist and supply these along with supporting documentation to the Joint Standing Committee on Delegated Legislation.

9.4.5 MINUTES OF AN INAUGURAL KOJONUP HISTORICAL, TOURISM AND CULTURAL COMMITTEE MEETING HELD 5 MARCH 2024

AUTHOR	Judy Stewart – Manager Governance and Administration
DATE	Wednesday, 13 March 2024
FILE NO	GO.CNM.9
ATTACHMENT(S)	9.4.5.1– Unconfirmed minutes of an inaugural Kojonup Historical, Tourism and Cultural Committee meeting held 5 March 2024

DECLARATION OF INTEREST

Nil

SUMMARY

The purpose of this report is to receive the unconfirmed minutes of an inaugural Kojonup Historical, Tourism and Cultural Committee meeting held 5 March 2024.

BACKGROUND

The Kojonup Historical, Tourism and Cultural Committee was established following Council's 2023 Local Government Election 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 inaugural Kojonup Historical, Tourism and Cultural Committee meeting held 5 March 2024.

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 an inaugural Kojonup Historical, Tourism and Cultural Committee meeting held 5 March 2024.

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

14.2 PUBLIC READING OF RESOLUTIONS THAT MAY BE MADE PUBLIC

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)**
(USC – Under Separate Cover)

- | | | |
|-------|--------------------|---|
| 6.1 | 6.1.1 | Unconfirmed Minutes of an Ordinary Meeting of Council held on 20 February 2024 |
| 6.2 | 6.2.1 | Unconfirmed Minutes of a Special Council Meeting held on 5 March 2024 |
| 9.4.1 | 9.4.1.1 | Portion A, Lot 9999 Thornbury Close, Kojonup |
| | 9.4.1.2 | Sworn Valuation, Portion A Lot 9999 Thornbury Close, Kojonup |
| | 9.4.1.3 | Minute Item 9.4.9 - 20 February 2024 Ordinary Meeting |
| | 9.4.1.4 | Public Submission - Interested Parties – grain dust concerns (addresses redacted) |
| | 9.4.1.5 | Public Submission – Marika Brown – health implication concerns and previous consultation (address redacted) |
| | 9.4.1.6 | Excerpts from Town Planning Scheme 3 (TPS3) – Zoning Table 1/definitions – ‘P’ and ‘Industry: Light (a)’ |
| | 9.4.1.7 | Townsite Zoning Map |
| | 9.4.1.8 USC | Correspondence - Syd Matthews & Co Pty Ltd – 9 January 2024 |
| 9.4.2 | 9.4.2.1 | Unconfirmed minutes of an Annual Electors Meeting held 19 July 2023 |
| | 9.4.2.2 | Attendance List |
| | 9.4.2.3 | Highlights of 2021-2022 - slideshow |
| | 9.4.2.4 | Annual Report including Annual Financial Statements for 2021-2022 |
| 9.4.3 | 9.4.3.1 | Proposed Shire of Kojonup Parking Amendment Local Law 2024 |
| | 9.4.3.2 | Attachment - Ordinary Council Meeting Minutes - 26 September 2023 - 9.4.4 - Parking Local Law |
| | 9.4.3.3 | Email correspondence received from Department of Local Government, Sport and Cultural Industries – 12 February 2024 |

Shire of Kojonup – Ordinary Council Meeting – Agenda – 19 March 2024

- | | | |
|-------|---------|---|
| 9.4.4 | 9.4.4.1 | Proposed Shire of Kojonup Cats Local Law 2024 |
| | 9.4.4.2 | Proposed Shire of Kojonup Cat Repeal Local Law 2024 |
| | 9.4.4.3 | Attachment - Ordinary Council Meeting Minutes - 26 September 2023 - 9.4.3 |
| | 9.4.4.4 | Email correspondence received from Department of Local Government, Sport and Cultural Industries – 12 February 2024 |
| 9.4.5 | 9.4.5.1 | Unconfirmed minutes of an inaugural Kojonup Historical, Tourism and Cultural Committee meeting held 5 March 2024 |

SHIRE OF KOJONUP

Kojonup



MINUTES

Ordinary Council Meeting

20 February 2024

MINUTES OF AN ORDINARY COUNCIL MEETING HELD ON 20 FEBRUARY 2024

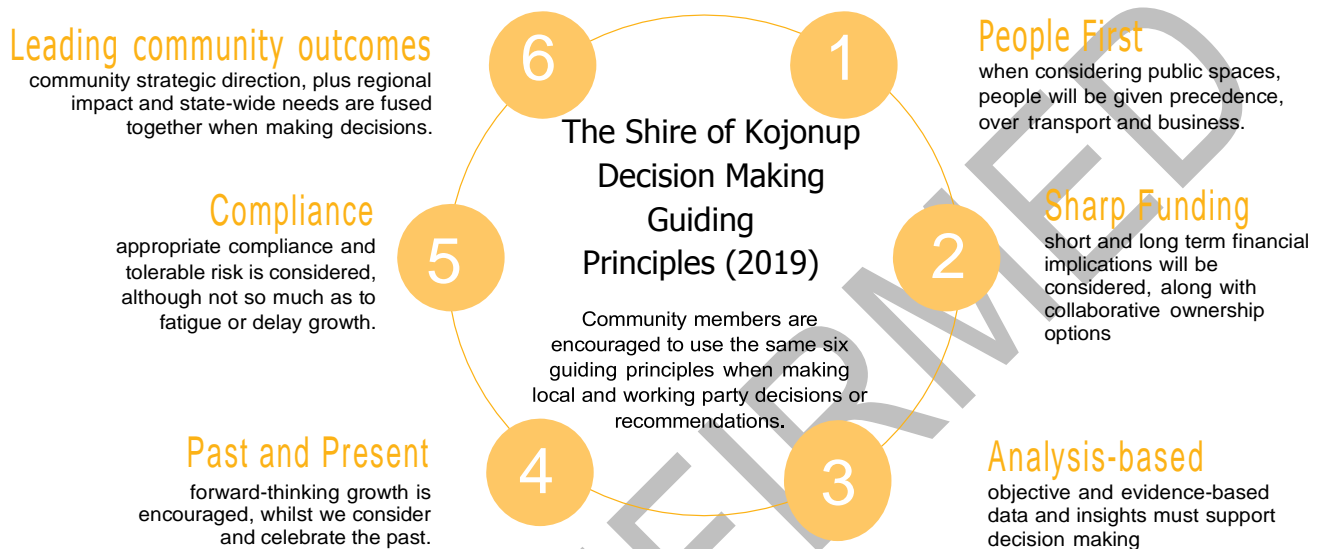
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UNCONFIRMED

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.



MINUTES

1 DECLARATION OF OPENING AND ANNOUNCEMENT OF GUESTS

The Shire President declared the meeting open at 3.04pm and drew the meeting's attention to the disclaimer below:

Disclaimer

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

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

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

Acknowledgement of Country

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

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

Prayer

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

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

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

Amen

2 ANNOUNCEMENTS FROM THE PRESIDING MEMBER

2.1 CERTIFICATE OF APPRECIATION FOR 20 YEARS OF SERVICE TO LOCAL GOVERNMENT – LORREEN GREEUW – SENIOR LIBRARY OFFICER

The President, Cr Bilney, acknowledged Lorreen Greeuw's loyalty and commitment to the Shire of Kojonup over the last twenty years and thanked her for all the work she has undertaken in that time. Lorreen commenced with the Shire of Kojonup on 3 December 2003 serving at the front counter, supporting other departments and later taking on cemetery administration. The Library function has expanded to include the following: author visits, Early Years Partnership (early childhood development, health and learning), A Smart Start Program (parenting resources including books for 1-4 year olds), Be Connected (tech support for older people), and Play in the Park (held at Apex Park and the RSL Hall). The Cemetery administration role has seen the digitisation of cemetery records in recent years. On behalf of the Shire, Cr Bilney acknowledged and thanked Lorreen for all her efforts.

3 ATTENDANCE

COUNCILLORS

Cr Bilney

Shire President

Cr Radford

Cr Webb

Cr Mathwin

Cr Mickle

STAFF

Grant Thompson

Chief Executive Officer

Estelle Lottering

Project Manager and Community Services

Jill Johnson

Manager Financial and Corporate Services

Tonya Pearce

Finance and Rates Officer

3.1 APOLOGIES

Cr Wieringa

Cr Egerton-Warburton

Judy Stewart

Manager Governance and Administration

Craig McVee

Manager Works and Services

3.2 APPROVED LEAVE OF ABSENCE

Nil

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

6.1 ORDINARY COUNCIL MEETING 12 DECEMBER 2023

Unconfirmed Minutes of an Ordinary Council Meeting held 12 December 2023 are at [Attachment 6.1.1.](#)

OFFICER RECOMMENDATION/COUNCIL DECISION

1/24 Moved Cr Radford

Seconded Cr Mathwin

That the Minutes of an Ordinary Council Meeting held 12 December 2023 be confirmed as a true record.

CARRIED 5/0

For: Cr Bilney, Cr Radford, Cr Webb, Cr Mathwin, Cr Mickle

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 'LIFESTYLE' REPORTS
Nil

9.2 KEY PILLAR 'ECONOMICS' REPORTS
Nil

9.3 KEY PILLAR 'VISITATION' REPORTS
Nil

UNCONFIRMED

9.4 KEY PILLAR ‘PERFORMANCE’ REPORTS

9.4.1 FINANCIAL MANAGEMENT – MONTHLY STATEMENTS OF FINANCIAL ACTIVITY (DECEMBER 2023 AND JANUARY 2024)

AUTHOR	Jill Johnson – Manager Financial and Corporate Services
DATE	Monday, 12 February 2024
FILE NO	FM.FNR.2
ATTACHMENT(S)	9.4.1.1 – Monthly Financial Statements - 1 to 31 December 2023 9.4.1.2 – Monthly Financial Statements - 1 to 31 January 2024

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

DECLARATION OF INTEREST

Nil

SUMMARY

The purpose of this report is to note the Monthly Financial Statements for the months ending 31 December 2023 and 31 January 2024.

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 Statements of Financial Activity for the period 1 July 2023 to 31 January 2024 represent seven (7) months, or 58% of the year.

The following items are worthy of noting:

- Closing surplus position of \$3,273,172.
- Capital expenditure achieved 43.2% of budgeted projects.
- Cash holdings of \$8,422m of which \$4,354m is held in cash backed reserve accounts and \$4,068m is unrestricted cash.
- Rates debtors outstanding equate to 22% of total rates raised for 2023/2024.
- 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

D L Consulting – Monthly Financial Statements

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

2/24 Moved Cr Webb

Seconded Cr Mickle

That the Monthly Financial Statements for the periods ending 31 December 2023 and 31 January 2024, as attached, be noted.

CARRIED 5/0

For: Cr Bilney, Cr Radford, Cr Webb, Cr Mathwin, Cr Mickle

9.4.2 MONTHLY PAYMENTS LISTINGS – DECEMBER 2023 AND JANUARY 2024

AUTHOR	Tonya Pearce – Finance and Rates Officer
DATE	Monday, 12 February 2024
FILE NO	FM.AUT.1
ATTACHMENT	9.4.2.1 – Monthly Payments Listing 1 to 31 December 2023 9.4.2.2 – Monthly Payments Listing 1 to 31 January 2024

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

DECLARATION OF INTEREST

Nil

SUMMARY

To receive the list of payments covering the months of December 2023 and January 2024.

BACKGROUND

Nil

COMMENT

The attached lists of payments are 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

3/24 Moved Cr Mathwin Seconded Cr Radford
 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 2023		TO – 31 January 2024
Municipal Cheques	14374-14376	\$48,185.77
EFTs	33237 - 33505	\$1,926,046.37
Direct Debits		\$1,442,589.34
Total		\$3,416,821.48

be received.

CARRIED 5/0

For: Cr Bilney, Cr Radford, Cr Webb, Cr Mathwin, Cr Mickle

9.4.3 FINANCIAL MANAGEMENT – RATES WRITE-OFF REQUEST – A9852

AUTHOR	Tonya Pearce – Finance and Rates Officer
DATE	Monday, 12 February 2024
FILE NO	A9852R
ATTACHMENT(S)	UNDER SEPARATE COVER 9.4.3.1 – A9852 – Newstead Road

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

DECLARATION OF INTEREST

Nil

SUMMARY

The purpose of this report is to consider the write-off of rates that were raised against the property A9852.

BACKGROUND

Interest continues to accrue daily in the rate system.

COMMENT

An attachment of the email from the property owner is for consideration. There are multiple online payment options available, if not able to pay in person.

CONSULTATION

Nil

STATUTORY REQUIREMENTS

Section 6.25 to 6.82 of the *Local Government Act 1995* and Sections 52 to 78 of the *Local Government (Financial Management) Regulations 1996* relate to property rating requirements and procedures.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

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

4/24 Moved Cr Mickle

Seconded Cr Mathwin

That Council:

1. does not write off the outstanding rate debt on property A9852, applying a consistent approach to all landowners; and
2. contacts the landowner of property A9852 to discuss a suitable payment plan for the outstanding rates.

CARRIED 5/0

For: Cr Bilney, Cr Radford, Cr Webb, Cr Mathwin, Cr Mickle

UNCONFIRMED

9.4.4 FINANCIAL MANAGEMENT – RATES WRITE-OFFS

AUTHOR	Tonya Pearce – Finance and Rates Officer
DATE	Wednesday, 07 February 2024
FILE NO	A13243, A8763, A10595, A11460, A11452
ATTACHMENT(S)	9.4.4.1 - Rate Write-offs – Various Properties

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

DECLARATION OF INTEREST

Nil

SUMMARY

The purpose of this report is to consider the write-off of interest rates that were raised against various properties during the time the Shire of Kojonup (Shire) reviewed rate issues in respect to those properties.

BACKGROUND

Interest continues to accrue daily in the rate system.

COMMENT

Councillors are referred to attachment 9.4.4.1 detailing various properties that have been incorrectly charged by the Shire's rating system.

CONSULTATION

Nil

STATUTORY REQUIREMENTS

Section 6.25 to 6.82 of the *Local Government Act 1995* and Sections 52 to 78 of the *Local Government (Financial Management) Regulations 1996* relate to property rating requirements and procedures.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

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

5/24 Moved Cr Webb

Seconded Cr Mathwin

That the rate amounts listed on the following properties, as presented, be credited due to being incorrectly charged by the Shire of Kojonup's rating system:

- A13243
- A8763
- A10595
- A11460
- A11452

CARRIED 5/0

For: Cr Bilney, Cr Radford, Cr Webb, Cr Mathwin, Cr Mickle

UNCONFIRMED

9.4.5 ADVISORY COMMITTEES OF COUNCIL – APPOINTMENT OF COMMUNITY REPRESENTATIVES – AUDIT AND RISK COMMITTEE/NATURAL RESOURCE MANAGEMENT COMMITTEE/KOJONUP AGING IN PLACE COMMITTEE

AUTHOR	Judy Stewart, Manager Governance and Administration
DATE	Thursday, 15 February 2024
FILE NO	GO.CNM.9
ATTACHMENT(S)	<p>9.4.5.1 – Terms of Reference – Advisory Committees of Council UNDER SEPARATE COVER</p> <p>9.4.5.2- Expression of Interest – Community Representative Position – Audit and Risk Committee</p> <p>9.4.5.3 – Expressions of Interest – Community Representative Positions – Natural Resource Management Committee</p> <p>9.4.5.4 – Agreement to appointment – Community Representatives – Kojonup Aging in Place Committee</p> <p>9.4.5.5 – Agreement to appointment – Community Representative – Kojonup Aging in Place Committee</p>

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

DECLARATION OF INTEREST

Nil

SUMMARY

To endorse community representatives for membership on Council’s Audit and Risk Committee and Natural Resource Management Committee and retrospectively appoint community representatives to the Kojonup Aging in Place Committee.

BACKGROUND

Council, at its 12 December 2023 Ordinary Meeting, appointed one community representative as a member of its Audit and Risk Committee leaving one community representative vacancy on this committee. Council also appointed three community members to the Kojonup Historical, Tourism and Cultural Committee at this meeting.

Further advertising, subsequent to the initial advertising via flyer, noticeboards, Shire of Kojonup (Shire) website and social media and as requested by Council, was placed in the Kojonup News, on noticeboards, the Shire website and social media platforms, to close 8 February 2024.

The current Terms of Reference for Council’s Advisory Committees are at attachment 9.4.5.1.

COMMENT

Council has received one community representative nomination for its Natural Resource Management (NRM) Committee, a second community member nomination for its Audit and Risk Committee and agreement from two community representatives to be appointed to its Kojonup Aging In Place Committee for endorsement by Council (the latter for retrospective endorsement). Two community representatives are still required for the NRM Committee and four community representative vacancies still exist on Council's Disability Access and Inclusion Committee.

CONSULTATION

Chief Executive Officer

STATUTORY REQUIREMENTS

The appointment of members to Committees and their operation is set out in *Sections 5.8 to 5.25 of the Act and Regulations 14 to 14B of the Local Government (Administration) Regulations, 1995.*

A local government may, by absolute majority, establish Committees comprising of 3 or more persons, be it elected members, employees and/ or other persons, to exercise the powers and discharge the duties of the local government that can be delegated to committees.

Individual Councillors are entitled to be members of at least one committee, which comprises elected members only or elected members and employees.

Section 5.10 allows the Shire President to be a member on any Committee that has an elected member and also the CEO (or their representative) to be on any Committee that has an employee as a member.

POLICY IMPLICATIONS

There are no known policy implications.

FINANCIAL IMPLICATIONS

There are no known financial implications.

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

6/24 Moved Cr Radford

Seconded Cr Mickle

That Council appoints the following membership to its Formal Advisory Committees as follows:

AUDIT AND RISK COMMITTEE

Community Member – Jill Mathwin (for a period of one year to February 2025)

KOJONUP NATURAL RESOURCE MANAGEMENT (NRM) ADVISORY COMMITTEE

Community Member - Kath Mathwin

KOJONUP AGING IN PLACE COMMITTEE

Community Member – Jill Mathwin

Community Member – Kevin Broom

CARRIED 5/0

For: Cr Bilney, Cr Radford, Cr Webb, Cr Mathwin, Cr Mickle

UNCONFIRMED

9.4.6 LOCAL EMERGENCY MANAGEMENT COMMITTEE (LEMC) MEETING MINUTES – 5 FEBRUARY 2024

AUTHOR	Estelle Lottering – Project Manager and Community Services
DATE	Tuesday, 6 February 2024
FILE NO	ES.MET.1
ATTACHMENT(S)	9.4.6.1– Unconfirmed LEMC Meeting minutes 5 February 2024

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

DECLARATION OF INTEREST

Nil

SUMMARY

The purpose of this report is to receive the unconfirmed minutes of a LEMC Meeting held 5 February 2024.

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

Members of the Local Emergency Management Committee.

STATUTORY REQUIREMENTS

Section 38 of the *Emergency Management Act 2005*

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

RISK MANAGEMENT IMPLICATIONS

RISK MANAGEMENT FRAMEWORK			
Risk Profile	Risk Description/Cause	Key Control	Current Action
2 - Business Disruption	Lack of (or inadequate) emergency response/business continuity plans. Lack of training for specific individuals or availability of appropriate emergency response.	Regular LEMC, DEMC Meetings	Nil
<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/COUNCIL DECISION

7/24 Moved Cr Webb

Seconded Cr Mathwin

That the unconfirmed minutes of a Local Emergency Management Committee Meeting held 5 February 2024 be received.

CARRIED 5/0

For: Cr Bilney, Cr Radford, Cr Webb, Cr Mathwin, Cr Mickle

9.4.7 BUSH FIRE ADVISORY COMMITTEE (BFAC) MEETING MINUTES - 14 FEBRUARY 2024

AUTHOR	Estelle Lottering – Project Manager and Community Services
DATE	Thursday, 15 February 2024
FILE NO	ES.CIR.2
ATTACHMENT(S)	9.4.7.1 – Unconfirmed BFAC Minutes – 14 February 2024

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

DECLARATION OF INTEREST

Nil

SUMMARY

The purpose of this report is to receive the unconfirmed minutes of a BFAC meeting held 14 February 2024.

BACKGROUND

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

COMMENT

Unconfirmed minutes of BFAC meeting held 14 February 2024 are attached for Council to receive.

CONSULTATION

Members of the 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
Risk Rating - <i>Adequate</i>			
IMPLICATIONS			
Under legislation, the Shire of Kojonup (Shire) may establish and maintain a BFAC. The risk of not having a BFAC is that Staff and Councillors do not necessarily possess the relevant knowledge or experience regarding bush fires. The Shire is reliant on the BFAC to be able to provide this knowledge and to support volunteer bush fire efforts, training and resourcing requirements in protecting community safety and assets.			

ASSET MANAGEMENT IMPLICATIONS

Nil

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

8/24 Moved Cr Radford

Seconded Cr Webb

That the unconfirmed minutes of a Bush Fire Advisory Committee meeting held 14 February 2024 be received.

CARRIED 5/0

For: Cr Bilney, Cr Radford, Cr Webb, Cr Mathwin, Cr Mickle

9.4.8 ENDORSEMENT OF COMMUNITY EMERGENCY SERVICES MANAGER AS A FIRE CONTROL OFFICER IN THE SHIRE OF KOJONUP

AUTHOR	Estelle Lottering – Project Manager and Community Services
DATE	Wednesday, 7 February 2024
FILE NO	ES.CIR.2
ATTACHMENT(S)	9.4.8.1 – Memorandum of Understanding (MOU) between Department of Fire and Emergency Services and the Shires of Cranbrook, Gnowangerup and Kojonup

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

DECLARATION OF INTEREST

Nil

SUMMARY

The purpose of this report is to endorse the Community Emergency Services Manager, Shane Harris, as a Fire Control Officer in the Shire of Kojonup for the 2023/2024 fire season and a Dual Fire Control Officer with the Shires of Cranbrook and Gnowangerup.

BACKGROUND

A Memorandum of Understanding (MOU) was signed between the Department of Fire and Emergency Services and the Shires of Cranbrook, Kojonup, and Gnowangerup. The MOU is intended to identify and document the respective roles and responsibilities of the Shires of Cranbrook, Kojonup and Gnowangerup and the Department of Fire and Emergency Services as considered necessary to manage the position of a Community Emergency Services Manager for the Shires. Part of the conditions of employment for the Community Emergency Services Manager (CESM) is a requirement from all Shires to officially appoint the Community Emergency Services Manager as a Fire Control Officer in the Shire.

COMMENT

The Memorandum of Understanding between Department of Fire and Emergency Services and the Shire's of Cranbrook, Kojonup and Gnowangerup, requires endorsement of the CESM as a Fire Control Officer for the 2023/2024 fire season. It is also recommended that the CESM is appointed as a Dual Fire Control Officer with the Shires of Cranbrook and Gnowangerup.

CONSULTATION

Department of Fire and Emergency Services
 Community Emergency Services Manager

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
Risk Rating - <i>Adequate</i>			
IMPLICATIONS			
Under legislation, the Shire of Kojonup (Shire) may establish and maintain a BFAC. The risk of not having a BFAC is that Staff and Councillors do not necessarily possess the relevant knowledge or experience regarding bush fires. The Shire is reliant on the BFAC to be able to provide this knowledge and to support volunteer bush fire efforts, training and resourcing requirements in protecting community safety and assets.			

ASSET MANAGEMENT IMPLICATIONS

Nil

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

9/24 Moved Cr Radford

Seconded Cr Mickle

That Council:

1. endorses the appointment of Shane Harris as a Fire Control Officer for the remainder of his contract of employment; and
2. endorses the appointment of Shane Harris (Community Emergency Services Manager) as a Dual Fire Control Officer with the Shires of Cranbrook and Gnowangerup.

CARRIED 5/0

For: Cr Bilney, Cr Radford, Cr Webb, Cr Mathwin, Cr Mickle

9.4.9 DISPOSAL BY LEASE - PORTION OF LOT 9999 THORNBURY CLOSE, KOJONUP

AUTHOR	Judy Stewart – Manager Governance and Administration
DATE	Friday, 9 February 2024
FILE NO	A22323; LP.PLN.2
ATTACHMENT(S)	9.4.9.1 – Portion A, Lot 9999 Thornbury Close, Kojonup 9.4.9.2 – Sworn Valuation, Portion A Lot 9999 Thornbury Close, Kojonup 9.4.9.3 – Minute Item 13.1 - 15 February 2020 Ordinary Meeting UNDER SEPARATE COVER 9.4.9.4 - Correspondence from Syd Matthews & Co Pty Ltd – 9 January 2024

'PLACEMAKING' STRATEGIC COMMUNITY PLAN JULY 2023 TO JUNE 2033 To be "The Cultural Experience Centre of the Great Southern" STRATEGIC/CORPORATE IMPLICATIONS		
Key Strategic Pillar/s	Community Goal/s	Corporate Objective/s
Economics	5. Assisted New Business	5.1 Industrial Land Release

DECLARATION OF INTEREST

Nil

SUMMARY

The purpose of this report is for Council to consider endorsing another lease of Portion A of Lot 9999 Thornbury Close, Kojonup (as shown on attachment 9.4.10.1) to Syd Matthews & Co Pty Ltd in accordance with a current sworn valuation and until such time that subdivision of Lot 9999 Thornbury has been finalised and the current lessee considers a first option to buy same.

BACKGROUND

The current lease on Portion A of Lot 9999 Thornbury Close, Kojonup, expires at the end of February 2024 following the exercising of an option to extend by a further two years on the original two year lease commencing in 2020. The lease also grants an option to purchase Portion A, at market value, when subdivision of the land has occurred.

The permitted use for the property is *transport depot and grain cleaning/storage facility purposes*.

COMMENT

Subdivision of Lot 9999 Thornbury Close, Kojonup has taken longer than anticipated and, therefore, the current lease will expire prior to a first option to buy being exercisable.

Neville Matthews, Managing Director of Syd Matthews & Co Pty Ltd, has indicated that he wishes to continue leasing the property until such time as the subdivision has been finalised and he can exercise the first option to buy (attachment 9.4.10.4).

In line with legislative requirements, Council is required to obtain a sworn valuation prior to disposal (by lease) of the property (a current sworn valuation is at attachment 9.4.10.2) and is required to advertise for public submissions.

Due to the statutory requirement for Council to advertise and consider any public submission or comment regarding a disposal of land before agreeing to its disposal, the proposed lease commencement date (if nil public submissions are received for consideration by Council) is recommended to be 15 March 2024 which will allow the mandatory two weeks advertising for public comment to occur. Should a submission/s be received, the matter will be brought before Council for further consideration and a 15 March 2024 lease commencement date would not apply.

CONSULTATION

Nil

STATUTORY REQUIREMENTS

Section 3.58 of the *Local Government Act 1995* – Disposing of Property 3.58.

Disposing of property

(1) *In this section —*

dispose *includes to sell, lease, or otherwise dispose of, whether absolutely or not;*

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

(2) *Except as stated in this section, a local government can only dispose of property to —*

(a) *the highest bidder at public auction; or*

(b) *the person who at public tender called by the local government makes what is, in the opinion of the local government, the most acceptable tender, whether or not it is the highest tender.*

(3) *A local government can dispose of property other than under subsection (2) if, before agreeing to dispose of the property —*

(a) *it gives local public notice of the proposed disposition —*

(i) *describing the property concerned; and*

(ii) *giving details of the proposed disposition; and*

(iii) *inviting submissions to be made to the local government before a date to be specified in the notice, being a date not less than 2 weeks after the notice is first given;*

and

(b) *it considers any submissions made to it before the date specified in the notice and, if its decision is made by the council or a committee, the decision and the reasons for it are recorded in the minutes of the meeting at which the decision was made.*

(4) *The details of a proposed disposition that are required by subsection (3)(a)(ii) include —*

(a) *the names of all other parties concerned; and*

(b) *the consideration to be received by the local government for the disposition;*

and

(c) *the market value of the disposition —*

(i) *as ascertained by a valuation carried out not more than 6 months before the proposed disposition; or*

- (ii) as declared by a resolution of the local government on the basis of a valuation carried out more than 6 months before the proposed disposition that the local government believes to be a true indication of the value at the time of the proposed disposition.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

The current lease is valued at \$9,500 + GST (previous sworn valuation) per year. Any potential future lease agreement and amount will depend on Council deliberating to accept the new sworn valuation or otherwise. The new sworn valuation values the property at \$12,000 inc GST.

Disposal of the land places the responsibility for maintenance of the land with the lessee and, therefore, reduces costs associated with same.

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
IMPLICATIONS			
<p><i>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.</i></p> <p><i>Risk management also applies in relation to the use/maintenance and fire hazard risk reduction.</i></p>			

ASSET MANAGEMENT IMPLICATIONS

Disposing of this portion of Lot 9999, Thornbury Close, Kojonup transfers asset management implications from the Shire to the Lessee.

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

10/24 Moved Cr Mathwin Seconded Cr Radford

That Council advertises its intention to lease Portion A of Lot 9999 Thornbury Close, Kojonup, as shown on the presented map and in accordance with s. 3.58 of the *Local Government Act 1995*, to Syd Matthews & Co Pty Ltd for \$12,000 inc GST per year or pro rata thereof until such time as the subdivision of Lot 9999, Thornbury Close is finalised and:

1. if nil public submissions are received, authorises the Chief Executive Officer to proceed with a new lease to commence on 15 March 2024 as above inclusive of a first option to buy the land upon finalisation of subdivision occurring; or
2. if a public submission/s are received in response to the aforementioned advertising, this matter be returned to Council for further deliberation.

CARRIED 5/0

For: Cr Bilney, Cr Radford, Cr Webb, Cr Mathwin, Cr Mickle

UNCONFIRMED

9.4.10 MINUTES OF AN AUDIT AND RISK COMMITTEE MEETING HELD 6 FEBRUARY 2024

AUTHOR	Judy Stewart – Manager Governance and Administration
DATE	Friday, 9 February 2024
FILE NO	GO.CNM.96
ATTACHMENT(S)	9.4.10.1– Unconfirmed minutes of an Audit and Risk Committee Meeting held 6 February 2024

DECLARATION OF INTEREST

Nil

SUMMARY

The purpose of this report is to receive the unconfirmed minutes of an Audit and Risk Committee meeting held 6 February 2024.

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 6 February 2024; any items from within the minutes are presented separately in this agenda.

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/COUNCIL DECISION

11/24 Moved Cr Mathwin Seconded Cr Micklle
That Council receive the unconfirmed minutes of the Audit and Risk Committee meeting held 6 February 2024.

CARRIED 5/0

For: Cr Bilney, Cr Radford, Cr Webb, Cr Mathwin, Cr Mickle

9.4.11 ANNUAL FINANCIAL REPORT 2022/2023 AND GENERAL MEETING OF ELECTORS

AUTHOR	Grant Thompson – Chief Executive Officer
DATE	Tuesday, 23 January 2024
FILE NO	FM.AUD.2 & FM.FNR.1
ATTACHMENT(S)	9.4.11.1 - Annual Financial Report - Shire of Kojonup - 30 June 2023 9.4.11.2 - Final Management Letter - Shire of Kojonup - 30 June 2023 9.4.11.3 - Transmittal Letter to CEO - Shire of Kojonup - 30 June 2023 9.4.11.4 - Opinion - Shire of Kojonup - 30 June 2023

<p>'PLACEMAKING' STRATEGIC COMMUNITY PLAN JULY 2023 TO JUNE 2033 To be <i>"The Cultural Experience Centre of the Great Southern"</i> STRATEGIC/CORPORATE IMPLICATIONS</p>		
Key Strategic Pillar/s	Community Goal/s	Corporate Objective/s
Performance	12. A High Performing Council	12.1 SoK finances and funding 12.2 SoK monitoring and reporting

DECLARATION OF INTEREST

Nil

SUMMARY

The purpose of this report is to consider the 2022/2023 Annual Financial Report, incorporating the Audit Report.

BACKGROUND

Each local government is to prepare an annual report for each financial year. The report is a record of the Shire of Kojonup's (Shire) activities for the financial year and is an integral part of the accountability principles established for local governments in Western Australia.

The Audit Report and Annual Financial Report was considered by the Audit and Risk Committee at its 6 February 2024 Ordinary Meeting and recommended to Council for consideration, as follows (please see attachment 9.4.11.1):

That it be recommended to the Council that:

- 1. The 2022/2023 Audited Annual Financial Report be adopted;*
- 2. The Chief Executive Officer be requested to forward a copy of this Audit Committee recommendation, and the Council agenda item, to the Minister for Local Government and place them on the Shire of Kojonup website in accordance with Section 7.12A (Duties of local government with respect to audits) of the Local Government Act 1995;*
- 3. The matters raised in the Auditor's Management Letter be noted, a report produced internally on how the significant items will be addressed, and those actions be included in the Committee Status Report of future Audit and Risk Committee agendas; and*
- 4. The Council direct the Chief Executive Officer to complete the Annual Report compilation and schedule:*
 - a Special Council Meeting to be held at 3.00pm, Tuesday, 5 March 2024 to adopt the Annual Report; and*
 - an Annual Electors Meeting to be held at 6.00pm, Tuesday, 16 April 2024 at the Kojonup Sporting Complex.*

COMMENT

The Auditor's Management Letter is provided as additional information to the Committee and Council for transparency and full disclosure. It is suggested that the Annual Report, incorporating the aforementioned documents, be considered by Council at a Special Council Meeting to be called for 3.00pm, Tuesday, 5 March 2024.

The Annual Electors Meeting must be held within 56 days of the Council accepting the Annual Financial Report, with appropriate time being allowed after adoption to give notice of the meeting, say 14 days. This effectively means that the Annual Electors Meeting needs to be held by 30 April 2024. In previous years, the Annual Electors Meeting has been held in the evening following the Council Ordinary Meeting. It is recommended that the Annual Electors Meeting be held after the 16 April 2024 Ordinary Meeting at the Kojonup Sporting Complex.

The Annual Electors Meeting will be publicised in the Great Southern Herald, on the Shire website and Shire Facebook page as soon as possible after the date is set, and in the next available Kojonup News and Shire mediums.

Significant Matters Raised in the Audit:

Contained within the 2022/2023 Audit Report were matters identified as significant by the Auditor. The matters raised as significant by the Auditor were as follows:

- 1. Cost reallocation journal procedures*

Finding

During the final audit several general journals posted to roads infrastructure job ledgers (for reallocation and allocation of capital costs) that were not adequately supported by documented evidence outlining the reasons and purpose of these journals.

Implication

Journals posted without appropriate evidence supporting adjustments to the

financial report significantly increases the risk of material misstatement whether due to fraud or error, particularly in respect of capital costs recognised during the period. The implications could also extend to the Shire's responsibilities for performing acquittals of grants funding received, these acquittal reports rely on the accurate recognition and treatment of capital costs within the Shire's annual financial report.

Recommendation

The Shire should ensure procedures for reviewing and recognising cost allocation journals are adequately designed and implemented at all times. Reasons for allocations and adjustments should be documented and evidence for every journal posted, including appropriate rationale for capitalising costs associated with roads and other infrastructure projects with direct reference to the actual costs incurred.

Management comment

A process has been put in place to ensure that journals are justified with supporting documents before they are processed, along with two approval signatures. This two-step verification will include the Finance Officer raising the journal and the Manager Financial & Corporate Services approving as a second check. Re-journaling should decline materially over the next twelve months as we procure better oversight of the financial controls across the organisation.

2. General Journal Review Processes

Finding

While testing general journals four out of the ten tested general journals were not recorded as being reviewed by an authorised reviewer.

We also noted that journals being prepared by your external consultant are not being reviewed and approved by an authorised reviewer at the Shire.

In 2022 5 out of the 30 general journals that tested were not marked as being reviewed by an independent authorised officer. This has been upgraded from moderate to significant.

Implication

In the absence of adequate review of all general journals posted, there is an increased risk of unauthorised journals being posted whether due to fraud or error which may result in errors posted to the annual financial report.

Recommendation

We recommend that all general journals are reviewed by an appropriate person who is independent of the person performing the tasks. All general journals and supporting documentation should be reviewed by an appropriate officer and signed as evidence of review.

Management comment

Journals (along with backing paperwork) received from the External Consultant will be reviewed and signed by the Manager Financial & Corporate Services.

The Shire acknowledges that a number of previous journals did not follow due process.

With a restructure and appointment of new financial people in March 2023, the Shire believes these audit findings are the lag time between the business process changes.

3. Employee related provisions

Finding

During the auditors review of employee long-service leave provisions at 30 June 2023 it was noted provisions balances still exist for 51 employees that are no longer employed by the Shire. The estimated overstatement of the Shire's long-service leave provision is \$92,840 at 30 June 2023.

This finding was present in previous periods, however in 2023 the balance has continued to grow with no improvement in the Shire's processes for recording and reviewing provisions balances.

Implication

Where inaccurate employee data is used to estimate the Shire's employee related provisions, there is an increased risk of material errors occurring in the annual financial report.

Recommendation

The Shire should review the employee data used to develop and recognise employee related provisions and ensure this is current and up to date each year. Adjustments should be recognised to reduce the liability balances for any entitlements paid or where the entitlement is no longer required to be recognised.

Management comment

The Shire is committed to fixing this problem of our payroll records and processes removing ex-employees from the system as the benefits are paid out.

The LSL entitlements are currently being reviewed by the Finance Payroll Officer. These will be amended as required and any payments outstanding forwarded to the Australian Taxation Office for distribution to terminated employees.

An LSL reconciliation process will become part of the EOFY process (along with other leave entitlements) to ensure all leave balances are correctly calculated and recorded.

All other findings can be read in the management letter attached.

CONSULTATION

Auditors – Lincolns Accountants Albany
The Office of the Auditor General
Manager Financial and Corporate Services

STATUTORY REQUIREMENTS

Section 5.26 to 5.33; 5.53 & 5.54 of the *Local Government Act 1995*

Section 7.12A (Duties of local government with respect to audits) of the *Local Government Act 1995*

Regulation 50(1) (c) of the Local Government (Financial Management) Regulations 1996

POLICY IMPLICATIONS

There are no policy implications for this report.

FINANCIAL IMPLICATIONS

This item reports on the financial position of the Shire as at 30 June 2023. The recommendation does not in itself have a financial implication.

RISK MANAGEMENT IMPLICATIONS

There are no risk management implications for this report.

ASSET MANAGEMENT IMPLICATIONS

There are no asset management implications for this report.

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Absolute Majority

OFFICER RECOMMENDATION/COMMITTEE RECOMMENDATION/COUNCIL DECISION

12/24 Moved Cr Mathwin Seconded Cr Webb

That:

1. The 2022/2023 Audited Annual Financial Report be adopted;
2. The Chief Executive Officer be requested to forward a copy of this Audit Committee recommendation, and the Council agenda item, to the Minister for Local Government and place them on the Shire of Kojonup website in accordance with Section 7.12A (Duties of local government with respect to audits) of the *Local Government Act 1995*;
3. The matters raised in the Auditor's Management Letter be noted, a report produced internally on how the significant items will be addressed, and those actions be included in the Committee Status Report of future Audit and Risk Committee agendas; and
4. The Council direct the Chief Executive Officer to complete the Annual Report compilation and schedule:
 - a Special Council Meeting to be held at 3.00pm, Tuesday, 5 March 2024 to adopt the Annual Report; and
 - an Annual Electors Meeting to be held at 6.00pm, Tuesday, 16 April 2024 at the Kojonup Sporting Complex.

CARRIED BY ABSOLUTE MAJORITY 5/0

For: Cr Bilney, Cr Radford, Cr Webb, Cr Mathwin, Cr Mickle

9.4.12 COMPLIANCE AUDIT RETURN 2023

AUTHOR	Judy Stewart – Manager Governance and Administration
DATE	Friday, 2 February 2024
FILE NO	CM.REP.1
ATTACHMENT(S)	9.4.12.1 - Compliance Audit Return 2023

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

DECLARATION OF INTEREST

Nil

SUMMARY

The purpose of this report is to consider adoption of the Compliance Audit Return for 2023.

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 and Risk 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 2022 CAR included 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.

All of the above requirements have been dealt with accordingly. A policy dealing with Councillor and CEO attendance at events was adopted by Council at its 12 December 2023 Ordinary Meeting (CM 141/23).

The 2023 Compliance Audit Return was considered by the Audit and Risk Committee at its 6 February 2024 Ordinary Meeting and recommended to Council for consideration, as follows (please see attachment 9.4.11.1):

That it be recommended to the Council that the Compliance Audit Return for 2023, as attached, be adopted.

COMMENT

The 2023 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 2023 CAR include the following:

Finance – Question 5 – Due to the date of receipt of the Auditor’s Report (19 December 2023), Council can still comply with the requirement to provide a copy of the Auditor’s Report to the Minister within the required three month timeframe; however, cannot state that it has done so already.

Integrated Planning and Reporting – Question 2 – Council has not yet adopted its Corporate Business Plan; it is anticipated that this will occur at its 20 February 2024 Ordinary Meeting.

Following the Audit and Risk Committee’s consideration and recommendation to Council for adoption, and subsequent adoption by Council, the 2023 CAR will be submitted to the Department by 31 March 2024.

CONSULTATION

Chief Executive Officer
Project Manager/Community Services

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 RECOMMENDATION/COUNCIL DECISION

13/24 Moved Cr Radford Seconded Cr Mathwin
That the Compliance Audit Return for 2023, as attached, be adopted.

CARRIED 5/0

For: Cr Bilney, Cr Radford, Cr Webb, Cr Mathwin, Cr Mickle

9.4.13 REVIEW OF VOLUNTEER HANDBOOK

AUTHOR	Judy Stewart – Manager Governance and Administration
DATE	Friday, 2 February 2024
FILE NO	CM.POL.1
ATTACHMENT(S)	9.4.13.1 - Volunteer Handbook – existing (2022) copy showing proposed change

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

DECLARATION OF INTEREST

Nil

SUMMARY

The purpose of this report is to review the Shire of Kojonup’s (Shire) Volunteer Handbook.

BACKGROUND

The Shire’s Volunteer Management Handbook (Handbook) was originally produced in 2016 in line with Council’s adoption of its Volunteer Management Policy (Policy 2.3.8). Significant changes were made in November 2018 to form a less cumbersome and more user friendly Handbook and further reviews have been undertaken on an annual basis.

With the exception of volunteer firefighters who are recognised and supported via the Bush Fire Advisory Committee and relevant legislation, the Handbook represents a detailed point of reference for other Shire volunteers, provides guidance to managers overseeing volunteer programmes and recognises volunteers as an integral part of our organisation. The provision of a Handbook for volunteers is also in keeping with Work Health and Safety best practice principles, working to protect the employer and the volunteer.

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.

The review of Council’s Volunteer Handbook was considered by the Audit and Risk Committee at its 6 February 2024 Ordinary Meeting and recommended to Council for consideration, as follows (please see attachment 9.4.14.1):

That it be recommended to Council that the revised Volunteer Handbook 2024, as attached, be adopted.

COMMENT

There are nil suggested updates as of this review – the only change has been to the document’s date of review (attachment 9.4.14.1).

CONSULTATION

Chief Executive Officer
Managers
Senior Horticulturist
Senior Library Officer

STATUTORY REQUIREMENTS

Section 5.40 (e) of the *Local Government Act 1995*

5.40. Principles affecting employment by local governments

The following principles apply to a local government in respect of its employees –

(e) employees are to be provided with safe and healthy working conditions in accordance with the Work Health and Safety Act 2020;

Division 4, Subdivision 1 - 4. - *Work Health and Safety Act 2020 (replacing OSH Act 1984)* - Definitions –

volunteer means a person who is acting on a voluntary basis (irrespective of whether the person receives out-of-pocket expenses);

Section 7. *Meaning of worker*

(1) A person is a worker if the person carries out work in any capacity for a person conducting a business or undertaking, including work as –

(h) a volunteer;

POLICY IMPLICATIONS

Policy 2.3.8 – Volunteer Management

FINANCIAL IMPLICATIONS

In addition to the social and community benefits associated with volunteering, the value adding that occurs without incurring wage expenses contributes to the ongoing provision of services and initiatives that otherwise may not happen.

RISK MANAGEMENT IMPLICATIONS

RISK MANAGEMENT FRAMEWORK			
Risk Profile	Risk Description/Cause	Key Control	Current Action
5 - Employment Practices	Failure to effectively manage and lead human resources (full-time, part-time, casuals, temporary and volunteers). Inadequate induction practices.	Induction process	Nil
14 - Safety and Security	Inadequate policy, frameworks, systems and structure to prevent the injury of visitors, staff, volunteers, contractors and/or tenants.	Contractor/Staff/Volunteer site inductions	Nil
Risk rating – Adequate/Adequate			
IMPLICATIONS			
A Volunteer 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.			

ASSET MANAGEMENT IMPLICATIONS

Nil

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COMMITTEE RECOMMENDATION/COUNCIL DECISION

14/24 Moved Cr Radford

Seconded Cr Mickle

That the revised Volunteer Handbook 2024, as attached, be adopted.

CARRIED 5/0

For: Cr Bilney, Cr Radford, Cr Webb, Cr Mathwin, Cr Mickle

9.4.14 MINUTES OF A KOJONUP AGING IN PLACE COMMITTEE MEETING HELD 7 FEBRUARY 2024

AUTHOR	Judy Stewart – Manager Governance and Administration
DATE	Thursday, 15 February 2024
FILE NO	GO.CNM.96
ATTACHMENT(S)	UNDER SEPARATE COVER 9.4.14.1– Unconfirmed minutes of a Kojonup Aging in Place Committee Meeting held 7 February 2024

DECLARATION OF INTEREST

Nil

SUMMARY

The purpose of this report is to receive the unconfirmed minutes of a Kojonup Aging in Place Committee meeting held 7 February 2024.

BACKGROUND

The former Springhaven Working Group (Group) was established in February 2022 with an objective of recommending to Council on matters related to the Springhaven Aged Care Facility. In November 2023 the Group was renamed the Kojonup Aging in Place (KAIP) Committee with updated terms of reference and an objective of recommending to Council on matters related to future proofing infrastructure and facilities for the aged and aged care in Kojonup. The membership of the KAIP Committee remains the same being three councillor delegates and external independent person/s with relevant expertise in aged care, as appropriate. Currently, Councillor delegates are Cr Bilney, Cr Mathwin and Cr Mickle with Jill Mathwin and Kevin Broom being community representatives.

COMMENT

This item is solely for the Council to receive the minutes of its KAIP Committee meeting held 7 February 2024.

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
4. Document Management	Failure to adequately capture, store, archive, retrieve, provide or dispose of documentation.	Record Keeping Plan	Nil
Risk rating: Low			
IMPLICATIONS			
The Kojonup Aging in Place Committee is an advisory committee that reports and makes recommendations for Council consideration; timely receipt of the minutes of this Committee and consideration of items, if any, is conducive to quality management of accommodation, infrastructure and services for the aged and aged care in Kojonup.			

ASSET MANAGEMENT IMPLICATIONS

Nil

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

15/24 Moved Cr Mathwin Seconded Cr Webb
 That Council receive the unconfirmed minutes of a Kojonup Aging in Place Committee meeting held 7 February 2024.

CARRIED 5/0

For: Cr Bilney, Cr Radford, Cr Webb, Cr Mathwin, Cr Mickle

9.4.15 CORPORATE BUSINESS PLAN – JULY 2023 to JUNE 2027

AUTHOR	Grant Thompson – Chief Executive Officer
DATE	Tuesday, 13 February 2024
FILE NO	CM.CIR.1
ATTACHMENT(S)	9.4.15.1 – Corporate Business Plan July 2023 to June 2027

‘PLACEMAKING’ STRATEGIC COMMUNITY PLAN JULY 2023 TO JUNE 2033 To be <i>“The Cultural Experience Centre of the Great Southern”</i> STRATEGIC/CORPORATE IMPLICATIONS		
Integrated Planning Requirement		
Key Pillar	Community Outcomes	Corporate Actions
	None at this stage	<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

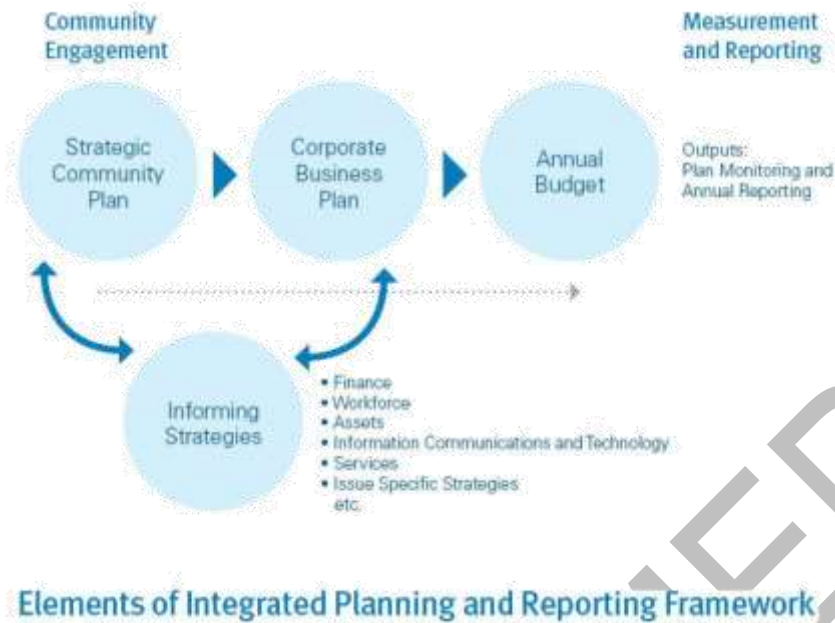
The purpose of this report is to consider for adoption the Shire of Kojonup’s (Shire) updated and revised Corporate Business Plan Community 2023-2027 (Plan).

BACKGROUND

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

The Corporate Business Plan is the Shire’s internal execution component of the integrated planning and reporting process for local government in Western Australia.

This process can be summarised as follows:



COMMENT

Kojonup's Corporate Business Plan (CBP) results in a four-year business plan and four-year actions to focus our internal resources to complete.

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 and the CBP helps us execute it with the what and the how.

The CBP is the Shire's plan that complements the Community's Strategic Plan (SCP) and is based primarily on enabling the SCP.

As a result of 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. The next step is to build the Corporate Business Plan focusing on achieving these strategic outcomes; this CBP will determine the future financial and budget decisions for the next four years.

It is envisaged that decisions the Shire ratifies and executes will be measured against achieving these deliverables. The Corporate Business Plan directs all of the Shire's decision making and resources to align to the strategic outcomes.

The attached CBP 'Placemaking' contains achievable milestones and 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

Development of Kojonup's Corporate Business Plan was undertaken straight from the Strategic Community Plan after it was developed.

STATUTORY REQUIREMENTS

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

'19C. Corporate Business 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 SCP and will then flow into future budget and financial considerations.

Placemaking strategies have an unforeseen financial impact that, until the initiatives 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>			
IMPLICATIONS			
The Corporate Business 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/COUNCIL DECISION

16/24 Moved Cr Webb

Seconded Cr Radford

That the Shire of Kojonup’s Corporate Business Plan 2023-2027, as attached, be adopted.

CARRIED BY ABSOLUTE MAJORITY 5/0

For: Cr Bilney, Cr Radford, Cr Webb, Cr Mathwin, Cr Mickle

10 APPLICATIONS FOR LEAVE OF ABSENCE

Nil

11 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

12 QUESTIONS FROM MEMBERS WITHOUT NOTICE

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 QUOTATION FOR EDGE LINE MARKING AND AUDIBLE LINE MARKING

AUTHOR	Craig McVee – Manager Works and Services
DATE	Monday, 12 February 2024
FILE NO	FM.TND.13
ATTACHMENT(S)	CONFIDENTIAL 14.1.1.1 – Quotation– Line Marking Kojonup-Darkan Rd – Intersectional Line Markers 14.1.1.2 – Quotation - Installation of Audible Edge Lines Kojonup-Darkan Rd – Workforce Road Services

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

17/24 Moved Cr Radford Seconded Cr Mickle
That the meeting proceed behind closed doors in accordance with Section 5.23(2) (e) of the *Local Government Act 1995* at 3:53 pm.

CARRIED 5/0

For: Cr Bilney, Cr Radford, Cr Webb, Cr Mathwin, Cr Mickle

PROCEDURAL MOTION

19/24 Moved Cr Webb Seconded Cr Mathwin
That the meeting be reopened to the public at 4:01pm.

CARRIED 5/0

For: Cr Bilney, Cr Radford, Cr Webb, Cr Mathwin, Cr Mickle

14.2 PUBLIC READING OF RESOLUTIONS THAT MAY BE MADE PUBLIC

14.2.1 QUOTATION FOR EDGE LINE MARKING AND AUDIBLE LINE MARKING

OFFICER RECOMMENDATION

That Council approves the quote of \$303,900 and contracts Intersectional Line-markers to undertake the edge line marking and audible marking for 62kms on Kojonup-Darkan Road.

COUNCIL DECISION

18/24 Moved Cr Radford Seconded Cr Webb
That Council approves the quote of \$303,900 excluding GST and contracts Intersectional Line-markers to undertake the edge line marking and audible marking for 62kms on Kojonup-Darkan Road.

CARRIED BY ABSOLUTE MAJORITY 5/0

For: Cr Bilney, Cr Radford, Cr Webb, Cr Mathwin, Cr Mickle

Reason for change to Officer Recommendation: to include the wording 'excluding GST' after '\$303,900'.

15 **CLOSURE**

There being no further business to discuss, the President thanked the members for their attendance and declared the meeting closed at 4:02 pm.

UNCONFIRMED

16 ATTACHMENTS (SEPARATE)
(USC – Under Separate Cover)

6.1	6.1.1	Unconfirmed Minutes of an Ordinary Meeting of Council held on 12 December 2023
9.4.1	9.4.1.1	Monthly Financial Statements – 1 to 31 December 2023
	9.4.1.2	Monthly Financial Statements – 1 to 30 January 2024
9.4.2	9.4.2.1	Monthly Payments Listing – 1 to 31 December 2023
	9.4.2.2	Monthly Payments Listing – 1 to 30 January 2023
9.4.3	9.4.3.1 USC	A9852 – Newstead Road
9.4.4	9.4.4.1	Rate Write-offs – Various Properties
9.4.5	9.4.5.1	Terms of Reference – Advisory Committees of Council
	9.4.5.2 USC	Expression of Interest – Community Representative Position – Audit and Risk Committee
	9.4.5.3 USC	Expression of Interest – Community Representative Position – Natural Resource Management Committee
	9.4.5.4 USC	Agreement to appointment – Community Representative Position – Kojonup Aging in Place Committee
	9.4.5.5 USC	Agreement to appointment – Community Representative Position – Kojonup Aging in Place Committee
9.4.6	9.4.6.1	Unconfirmed LEMC Meeting minutes 5 February 2024
9.4.7	9.4.7.1	Unconfirmed BFAC Minutes – 14 February 2024
9.4.8	9.4.8.1	Memorandum of Understanding (MOU) between Department of Fire and Emergency Services and the Shires of Cranbrook, Gnowangerup and Kojonup

Shire of Kojonup – Ordinary Council Meeting – Minutes – 20 February 2024

9.4.9	9.4.9.1	Portion A, Lot 9999 Thornbury Close, Kojonup
	9.4.9.2	Sworn Valuation, Portion A Lot 9999 Thornbury Close, Kojonup
	9.4.9.3	Minute Item 13.1 - 15 February 2020 Ordinary Meeting
	9.4.9.4 USC	Correspondence from Syd Matthews & Co Pty Ltd – 9 January 2024
9.4.10	9.4.10.1	Unconfirmed minutes of an Audit and Risk Committee Meeting held 6 February 2024
9.4.11	9.4.11.1	Annual Financial Report - Shire of Kojonup - 30 June 2023
	9.4.11.2	Final Management Letter - Shire of Kojonup - 30 June 2023
	9.4.11.3	Transmittal Letter to CEO - Shire of Kojonup - 30 June 2023
	9.4.11.4	Opinion - Shire of Kojonup - 30 June 2023
9.4.12	9.4.12.1	Compliance Audit Return 2023
9.4.13	9.4.13.1	Volunteer Handbook – existing (2022) copy showing proposed change
9.4.14	9.4.14.1 USC	Unconfirmed minutes of a Kojonup Aging in Place Committee Meeting held 7 February 2024
9.4.15	9.4.15.1	Corporate Business Plan July 2023 to June 2027
<u>CONFIDENTIAL</u>		
14.1.1	14.1.1.1	Quotation– Line Marking Kojonup-Darkan Rd – Intersectional Line Markers
	14.1.1.2	Quotation - Installation of Audible Edge Lines Kojonup-Darkan Rd – Workforce Road Services

SHIRE OF KOJONUP

Kojonup



MINUTES

SPECIAL COUNCIL MEETING

5 MARCH 2024

MINUTES OF A SPECIAL COUNCIL MEETING HELD ON 5 MARCH 2024

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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.

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.

6

The Shire of Kojonup Decision Making Guiding Principles (2019)

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

1

People First

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

2

Sharp Funding

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

3

Analysis-based

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

4

5

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 Bilney	Shire President
Cr Wieringa	Deputy Shire President
Cr Radford	Councillor
Cr Webb	Councillor
Cr Egerton-Warburton	Councillor
Cr Mathwin	Councillor

STAFF

Grant Thompson	Chief Executive Officer
Jill Johnson	Manager Financial and Corporate Services

3.1 **APOLOGIES**

Cr Mickle	Councillor
Judy Stewart	Manager Governance and Administration

3.2 **APPROVED LEAVE OF ABSENCE**

Nil

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

9 REPORTS

9.1 KEY PILLAR 'LIFESTYLE' REPORTS
Nil

9.2 KEY PILLAR 'ECONOMICS' REPORTS
Nil

9.3 KEY PILLAR 'VISITATION' REPORTS
Nil

UNCONFIRMED

9.4 KEY PILLAR ‘PERFORMANCE’ REPORTS

9.4.1 ACCEPTANCE OF ANNUAL REPORT 2022/2023

AUTHOR	Grant Thompson – Chief Executive Officer
DATE	Thursday, 29 February 2024
FILE NO	FM.AUD.2 & FM.FNR.1
ATTACHMENT(S)	9.4.1.1 - Annual Report 2022-2023

<p>‘PLACEMAKING’ STRATEGIC COMMUNITY PLAN JULY 2023 TO JUNE 2033 To be <i>“The Cultural Experience Centre of the Great Southern”</i> STRATEGIC/CORPORATE IMPLICATIONS</p>		
Key Strategic Pillar/s	Community Goal/s	Corporate Objective/s
Performance	12. A High Performing Council	12.1 SoK finances and funding 12.2 SoK monitoring and reporting

DECLARATION OF INTEREST

Nil

SUMMARY

The purpose of this report is for Council to consider acceptance of the 2022/2023 Annual Report incorporating the audited Annual Financial Statements.

BACKGROUND

Each local government is to prepare an annual report for each financial year. The report is a record of the Shire of Kojonup’s (Shire) activities for the financial year and is an integral part of the accountability principles established for local governments in Western Australia.

The Audit and Risk Committee considered the Annual Financial Statements and the Auditor’s Management letter at its meeting held 6 February 2024 and resolved as follows:

“That it be recommended to the Council that:

- 1. The 2022/2023 Audited Annual Financial Report be adopted;*
- 2. The Chief Executive Officer be requested to forward a copy of this Audit Committee recommendation, and the Council agenda item, to the Minister for Local Government and place them on the Shire of Kojonup website in accordance with Section 7.12A (Duties of local government with respect to audits) of the Local Government Act 1995;*
- 3. The matters raised in the Auditor’s Management Letter be noted, a report produced internally on how the significant items will be addressed, and those actions be included in the Committee Status Report of future Audit and Risk Committee agendas; and*
- 4. The Council direct the Chief Executive Officer to complete the Annual Report compilation and schedule:*

- *a Special Council Meeting to be held at 3.00pm, Tuesday, 5 March 2024 to adopt the Annual Report; and*
- *an Annual Electors Meeting to be held at 6.00pm, Tuesday, 16 April 2024 at the Kojonup Sporting Complex.”*

Council, at its 20 February 2024 Ordinary Meeting, resolved as follows:

“That:

- 1. The 2022/2023 Audited Annual Financial Report be adopted;*
- 2. The Chief Executive Officer be requested to forward a copy of this Audit Committee recommendation, and the Council agenda item, to the Minister for Local Government and place them on the Shire of Kojonup website in accordance with Section 7.12A (Duties of local government with respect to audits) of the Local Government Act 1995;*
- 3. The matters raised in the Auditor’s Management Letter be noted, a report produced internally on how the significant items will be addressed, and those actions be included in the Committee Status Report of future Audit and Risk Committee agendas; and*
- 4. The Council direct the Chief Executive Officer to complete the Annual Report compilation and schedule:*
 - *a Special Council Meeting to be held at 3.00pm, Tuesday, 5 March 2024 to adopt the Annual Report; and*
 - *an Annual Electors Meeting to be held at 6.00pm, Tuesday, 16 April 2024 at the Kojonup Sporting Complex.”*

COMMENT

This year’s Annual Report contains the customary annual snapshot of the activities of Council for 2022/2023 including some statistical information, the Elected Members who formed Council, President’s Report, Councillors’ attendance at meetings, Chief Executive Officer’s Report, Council’s Senior Management Team, the Organisational Structure, changes to staffing, a ‘traffic light’ system indicating progress within Key Pillars of the Shire’s Strategic Community Plan, Statutory Statements, and the Audited Financial Statements for the financial year.

The Annual Electors Meeting will be publicised in the Great Southern Herald, on the Shire website and Shire Facebook page as soon as possible after the Annual Report is adopted, and in the next available Kojonup News and Shire noticeboards.

CONSULTATION

Manager Governance and Administration
Manager Financial and Corporate Services

STATUTORY REQUIREMENTS

Section 5.26 to 5.33; 5.53 & 5.54 of the *Local Government Act 1995*

Section 7.12A (Duties of local government with respect to audits) of the *Local Government Act 1995*

Regulation 50(1) (c) of the Local Government (Financial Management) Regulations 1996

POLICY IMPLICATIONS

There are no policy implications for this report.

FINANCIAL IMPLICATIONS

This item reports on the financial position of the Shire as at 30 June 2023. The recommendation does not in itself have a financial implication.

RISK MANAGEMENT IMPLICATIONS

There are no risk management implications for this report.

ASSET MANAGEMENT IMPLICATIONS

There are no asset management implications for this report.

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Absolute Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

20/24 Moved Cr Wieringa

Seconded Cr Egerton-Warburton

That:

1. The 2022/2023 Annual Report, as presented and incorporating the adopted Annual Financial Statements, be adopted in readiness for the Annual Electors Meeting to be held on 16 April 2024; and
2. The Chief Executive Officer forward a copy of the Committee and the Council agenda items to the Minister for Local Government and places the Annual Report on the Shire of Kojonup website in accordance with Section 7.12A (Duties of local government with respect to audits) of the *Local Government Act 1995*.

CARRIED BY ABSOLUTE MAJORITY 6/0

For: Cr Bilney, Cr Wieringa, Cr Radford, Cr Webb, Cr Egerton-Warburton, Cr Mathwin

9.4.2 FINANCIAL MANAGEMENT – MID-YEAR BUDGET REVIEW 2023/24

AUTHOR	Grant Thompson - Chief Executive Officer
DATE	Thursday, 29 February 2024
FILE NO	FM.FNR.2
ATTACHMENT	9.4.2.1 – Budget Review Report - 31 December 2023

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
Performance	12. A high Performing Council	SOK Finances and Funding

DECLARATION OF INTEREST

Nil

SUMMARY

The purpose of this report is for Council to consider for adoption the Kojonup Budget Review Report 31 December 2023 (Budget Review), and authorise amendments to the budget, based on projection outcomes to 30 June 2024.

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.

The *Local Government Act 1995* 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.

A detailed analysis at account level incorporating year to date actual results and budget projections to 30 June 2024, for the period ending 31 December 2023, is presented for consideration. A Statement of Financial Activity, at Nature/Type level, has 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 2024.

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. Council adopted a 10% or \$10,000 threshold minimum for the reporting of material variances to be used in the Statement of Financial Activity and the annual Budget Review Report.

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.

A detailed analysis at account level incorporating year to date actual results and budget projections to 30 June 2024, is presented for consideration. In summary, based on current trends, it is anticipated that a balanced budget can be achieved as at 30 June 2024.

The following **Table 1.0** details the proposed budget amendments:

Table 1.0 Proposed Budget Amendments

ACCOUNT	DESCRIPTION	ORIGINAL BUDGET AMOUNT	REVISED BUDGET AMOUNT	POSITIVE OUTCOME	NEGATIVE OUTCOME
9605	Proceeds on Sale of Assets – Increase in proceeds due to disposal of mower	(\$0)	(\$10,099)	(\$10,099)	
1333	Financial Assistance Grant – General Purpose – Increase in grant allocation	(\$0)	(\$38,624)	(\$38,624)	
1343	Financial Assistance Grant – Local Road – Increase in grant allocation	(\$0)	(\$42,652)	(\$42,652)	
1393	Interest Received – Reserves – Decrease in interest earned due to decrease in investment balance available	(\$20,000)	(\$5,000)		\$15,000
1602	Member subscriptions – Increase in WALGA subscriptions and financial reporting template	\$15,000	\$38,004		\$23,004
1852	Salaries – Administration – Decrease in salaries	\$1,048,333	\$1,005,259	(\$43,074)	
1912	Administration Conference & Training – Decrease in training expenses	\$43,500	\$30,099	(\$13,401)	
1921	Staff Housing Subsidy – Decrease in staff housing subsidy paid	\$35,000	\$15,000	(\$20,000)	
2042	ICT Computer Support – Decrease in internet redundancy expenses and ERP project contingency	\$112,450	\$92,305	(\$20,145)	
1992	ICT Software Licensing Fees – Decrease in Zoom subscription and operational software licensing	\$126,235	\$87,486	(\$38,749)	
2062	Admin Legal Expenses – Decrease in legal expenses	\$55,000	\$35,000	(\$20,000)	
2287	Fair Value Revaluation Expenses – Allocation no longer required, as regulations amended to remove	\$15,000	\$0	(\$15,000)	

Shire of Kojonup – Special Council Meeting – Minutes – 5 March 2024

ACCOUNT	DESCRIPTION	ORIGINAL BUDGET AMOUNT	REVISED BUDGET AMOUNT	POSITIVE OUTCOME	NEGATIVE OUTCOME
	need to annually assess CPI impacts.				
2463	BRMC Grant – Increase in DFES contribution for BRMC position	(\$78,200)	(\$111,255)	(\$33,055)	
3102	Health Admin Salaries – Decrease in salaries expense	\$103,180	\$68,485	(\$34,695)	
3752	Springhaven Salaries – Increase in wages allocation and contract relief staff via agency	\$1,764,594	\$2,014,411		\$249,817
3802	Recruitment expenses – Decrease in contractor expenses for recruitment services	\$20,000	\$9,308	(\$10,692)	
3821	Springhaven Staff Housing Subsidy – Allocation not required – internal charge discontinued	\$12,000	\$0	(\$12,000)	
3903	Springhaven Building Maintenance – Increase in contractor expenses for electrical repairs, replacement floor coverings, air conditioning repairs and plumbing repairs.	\$7,608	\$30,955		\$23,347
3918	Springhaven – Consultants – Decrease in consultants	\$20,000	\$0	(\$20,000)	
4013	Springhaven Personal Care Subsidy – Increase in personal care subsidy from Commonwealth Government	(\$1,600,000)	(\$2,000,000)	(\$400,000)	
1395	Interest on Bonds – Increase in interest earned on deposits held	(\$29,000)	(\$50,000)	(\$21,000)	
4143	Miscellaneous Income – Increase in reimbursements for COVID expenses incurred	(\$2,500)	(\$42,471)	(\$39,971)	
3768	Staff Housing Building Maintenance – Increase in contractor expenses for general maintenance. Increase in wages, overheads and plant cost allocations	\$14,550	\$49,030		\$34,480
3703	Residential Rent – Staff – Decrease in rental income due to vacancies	(\$105,000)	(\$53,220)		\$51,780
5002	Recycling Depot/Transfer Station Expenses – Increase in tipping fees expense	\$108,738	\$164,756		\$56,018
5023	Collection Charges – Kerb side – Increase in refuse collection fees	(\$267,445)	(\$284,560)	(\$17,115)	
5027	Verge Pick-Up – Hard Waste – Allocation not required – hard waste collection not taking place this year	\$30,000	\$0	(\$30,000)	
6013	Cemetery Fees (Inc GST) – Decrease in cemetery fees collected	(\$18,000)	(\$8,000)		\$10,000
6404	Sports Complex – Grounds Maintenance – Decrease in wages, overheads and plant cost allocations. Increase in contractor	\$146,560	\$117,609	(\$28,951)	

Shire of Kojonup – Special Council Meeting – Minutes – 5 March 2024

ACCOUNT	DESCRIPTION	ORIGINAL BUDGET AMOUNT	REVISED BUDGET AMOUNT	POSITIVE OUTCOME	NEGATIVE OUTCOME
	expenses for synthetic turf and weed control				
6436	Consultants – Other Rec – Increase in contractor expenses for consultant to compile precinct design	\$0	\$10,000		\$10,000
6463	Grant – Drought Communities – Additional grant funding received for prior year expenses	\$0	(\$100,000)	(\$100,000)	
6553	Contribution – Dept of Education – Additional contribution for oval use	(\$25,000)	(\$36,796)	(\$11,796)	
7032	Elverd’s Cottage Building Maintenance – Decrease in insurance premiums and contractor expenses for plastering works	\$31,805	\$1,752	(\$30,053)	
RM01	Grading – Winter – Increase in contractor expenses for gravel pushing and external plant hire	\$789,175	\$804,275		\$15,100
RM03	Drainage Maintenance – Decrease in wages and overheads allocations	\$139,428	\$124,100	(\$15,328)	
RM04	Bitumen Patching/Repair – Increase in wages and overheads allocations. Increase in materials for asphalt purchases	\$84,360	\$120,600		\$36,240
RM05	Guide Post & Signage Expenses – Increase in wages and overheads allocations. Increase in materials purchases	\$50,190	\$79,500		\$29,310
RM06	Roadside Spraying – Increase in wages and overheads allocations	\$38,020	\$52,000		\$13,980
RM15	Trees Rural Major Works – Increase in plant cost allocations	\$143,440	\$175,640		\$32,200
7405	Road Grants – RRG – Reimbursement of Tambellup West Road project grant not claimed in 2022/23	(\$1186,000)	(\$1,306,000)	(\$120,000)	
7465	Government Road Grants – Blackspot Funding – Increase in grant funding for Kojonup-Darkan Road works. Offset by capital expenditure in GL # C463	(\$360,000)	(\$910,000)	(\$550,000)	
8302	Salaries – Tourism – Increase In salaries	\$239,711	\$269,080		\$29,369
8364	Tour Guide Expenses – Increase in wages paid to guides	\$5,000	\$22,349		\$17,349
8367	Story Area – Digital – Increase in contractor expenses for digital story project	\$10,000	\$20,956		\$10,956
8166	Kodja Place Cleaning – Increase in wages and overheads allocations	\$27,700	\$43,345		\$15,645
8502	Café Salaries – Decrease in salaries due to operational restructure	\$398,000	\$335,172	(\$62,828)	

Shire of Kojonup – Special Council Meeting – Minutes – 5 March 2024

ACCOUNT	DESCRIPTION	ORIGINAL BUDGET AMOUNT	REVISED BUDGET AMOUNT	POSITIVE OUTCOME	NEGATIVE OUTCOME
8557	Café Building Maintenance – Increase in contractor expenses for replacement floor coverings, electrical and plumbing repairs	\$2,000	\$23,683		\$21,683
8503	Café Trading Income – Trends indicate lower café sales	(\$750,000)	(\$669,205)		\$80,795
8552	Building Administration Salaries – Increase in salaries	\$25,795	\$61,200		\$35,405
8011	Washdown Bay Repairs – Increase in contractor expenses for modification works and liquid waste removal	\$3,831	\$15,311		\$11,480
9095	RAMM Inventory – Increase in materials expense for RAMM software licence	\$0	\$12,265		\$12,265
9102	PWOH Training – Decrease in overheads allocation	\$97,000	\$52,200	(\$44,800)	
9112	PWOH Meetings – Decrease in overheads allocations	\$33,680	\$19,150	(\$14,530)	
9122	Annual Leave – Decrease in wage allocations for annual leave	\$176,597	\$143,000	(\$33,597)	
9142	Sick Leave - Decrease in wage allocations for sick leave	\$76,523	\$65,523	(\$11,000)	
9152	PWOH Superannuation – Decrease in superannuation expenses	\$237,716	\$223,000	(\$14,716)	
9232	PWOH – Novated Lease Expenses – Decrease in novated lease expenses	\$46,175	\$30,781	(\$15,394)	
9372	Plant Operation – Wages – Decrease in overheads allocations	\$180,008	\$107,008	(\$73,000)	
9352	Tyres and Tubes – Increase in tyre purchases	\$8,500	\$25,000		\$16,500
9342	Fuels & Oils – Increase in fuels and oils purchased	\$305,000	\$390,000		\$85,000
9402	Less POC allocated to Works & Services – Increase plant costs allocated to other projects and programs	(\$716,725)	(\$750,225)	(\$33,500)	
9482	Salaries and Wages Drawn – Increase in salaries and wages paid	\$5,422,724	\$5,667,343		\$244,619
9492	Workers Compensation Expenses – Increase in workers compensation expenses paid	\$50,000	\$103,615		\$53,615
9512	Less Salary & Wages allocated to Works & Services – Increase in salaries and wages allocated to other projects and programs	(\$5,422,724)	(\$5,667,343)	(\$244,619)	
9493	Workers Compensation Income – Increase in workers compensation expenses reimbursed	(\$50,000)	(\$103,615)	(\$53,615)	
9543	Apprentice Grants – Increase in apprenticeship grants	(\$0)	(\$44,775)	(\$44,775)	

Shire of Kojonup – Special Council Meeting – Minutes – 5 March 2024

ACCOUNT	DESCRIPTION	ORIGINAL BUDGET AMOUNT	REVISED BUDGET AMOUNT	POSITIVE OUTCOME	NEGATIVE OUTCOME
99R1	Transfer to Springhaven Lodge Reserve – Transfer to reserve for additional bonds received	\$0	\$1,350,000		\$1,350,000
0000	Surplus/Deficit Opening – Increase in closing surplus due to audit adjustments	(\$3,490,000)	(\$3,915,666)	(\$425,666)	
0099R	Movement in Springhaven Lodge Reserve – Movement in Reserves Restricted Cash	\$0	(\$1,350,000)	(\$1,350,000)	
C191	Office Building Capital Renewal – Budget allocation not required	\$20,000	\$0	(\$20,000)	
C140	Staff House – 34 Katanning Road – Increase in materials expense for renovation works	\$120,000	\$170,000		\$50,000
C195	Springhaven Building Renewal – Decrease in material expenses for renewal works	\$30,000	\$20,000	(\$10,000)	
C198	Historic Buildings Capital Improvement – Decrease in materials expense as budget allocation not required	\$30,000	\$0	(\$30,000)	
C177	Kodja Place Capital Renewal – Decrease in contractor expenses for air conditioning replacement	\$20,000	\$10,000	(\$10,000)	
7604	Major plant Purchases – Increase in materials expense for purchase of new Mower and Crew Cab Truck	\$0	\$148,595		\$148,595
C501	Ballock Road RTR – Decrease in wages, overheads and plant costs. Increase in materials expenses for culvert pipes	\$70,000	\$55,560	(\$14,440)	
C503	Boilup Road RTR – Decrease as project not proceeding in 2023-2024	\$30,000	\$0	(\$30,000)	
C319	Bitumen Reseal – Kojonup Frankland Road RRG – Increase in material expense for reseal works	\$150,000	\$170,000		\$20,000
C320	Bitumen Reseal Kojonup Darkan Road RRG – Correction of budget allocation	\$553,000	\$150,000	(\$403,000)	
C321	Bitumen Reseal Broomehill Kojonup Road RRG - Increase in material expense for reseal works	\$150,000	\$175,535		\$25,535
C463	Kojonup-Darkan Blackspot – Increase in project costs from additional funding and underspend in 2022-2023	\$669,000	\$1,622,358		\$953,358
CJ464	Kojonup-Darkan Road Pavement Failure – Additional project included in the budget	\$0	\$669,000		\$669,000
C448	Trails Hub Construction – Decrease in materials expense for trail hub works	\$40,000	\$20,000	(\$20,000)	

Shire of Kojonup – Special Council Meeting – Minutes – 5 March 2024

ACCOUNT	DESCRIPTION	ORIGINAL BUDGET AMOUNT	REVISED BUDGET AMOUNT	POSITIVE OUTCOME	NEGATIVE OUTCOME
C355	Town Furniture – Decrease in wages and overheads allocations. Increase in materials expense	\$39,171	\$25,405	(\$13,766)	
C407	Refuse Site Development – Project deferred to 2024-25	\$98,250	\$0	(\$98,250)	
C054	Promotional Signage – Airstrip – Decrease in materials expense for signage	\$30,000	\$5,000	(\$25,000)	
C458	Radios – Communication – Decrease in materials expense	\$30,000	\$15,000	(\$15,000)	
	Other Minor variations below the \$10,000 threshold			(\$308,108)	\$352,092
TOTAL				(\$5,156,004)	\$4,803,537
Net Adjustment to 2023/24 Budget				(\$352,467)	

Estimated closing funds in 2023-24 Adopted Budget (\$ 460)
 Plus net savings as detailed in table above (\$352,467)
Net Estimated Closing Funds (\$352,927)

Based on current revenue and expenditure trends, and projections as at 31 December 2023, it is estimated that a small surplus of \$352,927 can be achieved as at 30 June 2024.

CONSULTATION

The whole management team has assisted in the compilation of the Budget Review at a cost element level.

Manager Financial and Corporate Services
 Darren Long, DL Financial Consulting
 Works and Services Manager

STATUTORY REQUIREMENTS

Local Government Act 1995 Section 6.2

Local Government (Financial Management) Regulations 1996, Regulation 33A.

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. an overall increase in operating revenue of \$547,618;
2. an overall increase in operating expenditure of \$223,652;
3. an overall increase in capital expenditure on assets of \$1,175,654;
4. an overall increase in non-operating revenue of \$770,000;

5. an overall increase in Proceeds on Sale of Assets of \$10,099;
6. an overall increase in Transfers to Reserve of \$1,350,000;
7. an increase in the Opening Surplus of \$425,666.

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

21/24 Moved Cr Mathwin

Seconded Cr Radford

That Council:

1. Adopts the 2023/24 Annual Budget Review, as presented, and notes that the estimated closing funds are based on current revenue and expenditure trends; and
2. approves the above budget amendments in Table 1.0 - Proposed Budget Amendments as authorised expenditure.

CARRIED BY ABSOLUTE MAJORITY 6/0

For: Cr Bilney, Cr Wieringa, Cr Radford, Cr Webb, Cr Egerton-Warburton, Cr Mathwin

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 3.07pm.

UNCONFIRMED

16 ATTACHMENTS (SEPARATE)

- | | | |
|-------|---------|---|
| 9.4.1 | 9.4.1.1 | Annual Report 2022/2023 |
| 9.4.2 | 9.4.2.1 | Budget Review Report - 31 December 2023 |

UNCONFIRMED

JOHN KINNEAR AND ASSOCIATES

Consulting Surveyors

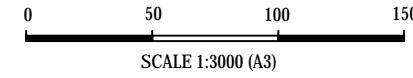
JKA REF. F768

45 COLLIE STREET
P.O. BOX 293, ALBANY, WA, 6330.
TELEPHONE (08) 9842 1353. FACSIMILE (08) 9842 1570.

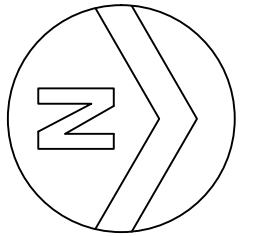
PROPOSED FREEHOLD SUBDIVISION

LOT 9999	PLAN DP39776	MAP SEE SMARTPLAN	Total Area 21.5746ha	Scale 1:3000
C/T Volume/Folio 2670/367	LOCAL AUTHORITY SHIRE OF KOJONUP	No. of Exist Lots 1	Date Feb 2023	
LOCALITY KOJONUP	ZONING INDUSTRY	OWNER SHIRE OF KOJONUP	No. of Prop Lots 4	Job No. F768

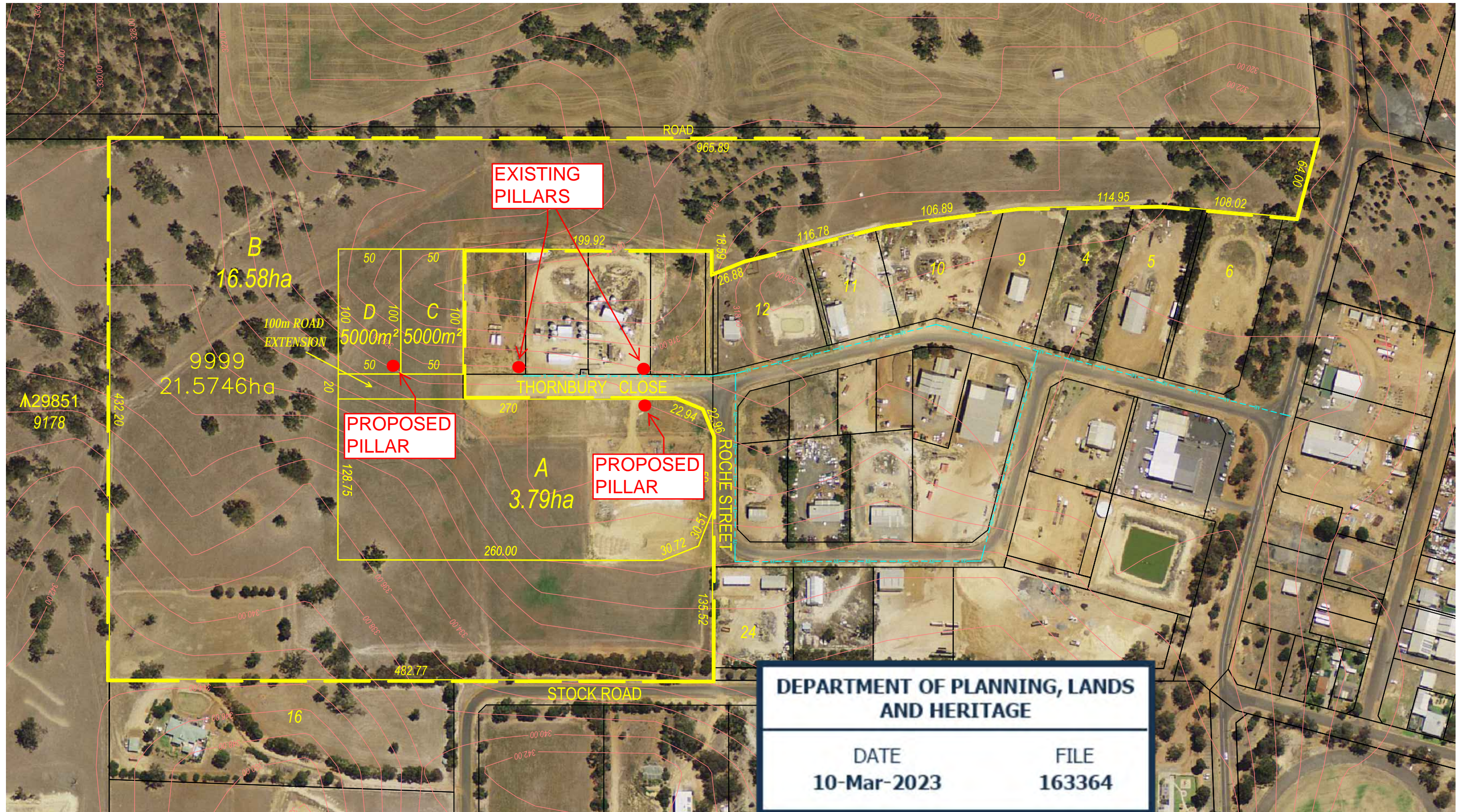
● PROPOSAL SUBDIVISION OF LOT 9999 INTO 4 LOTS & ROAD



Legend	
Boundary line	
Surround	
Power line	
Contour line	



NOTE: DISTANCES AND AREAS SUBJECT TO SURVEY.



Property	Portion of Lot 9999 Thornbury Close, Kojonup WA 6395
Prepared for	Shire of Kojonup.
Instructed by	Judy Stewart – Shire of Kojonup.
Purpose	To determine current market ground rent.
Title details	<u>Parent Lot</u> Lot 9999 on Deposited Plan 39776. Certificate of Title Volume 2670 Folio 367.
Owner	Shire of Kojonup. Registered 8 October 2007.
File ref	2401003371
Client ref	Purchase Order No. 29255



National Property Valuers and Consultants

Southpoint Nominees Pty Ltd trading as Acumentis South West. ABN 30 096 877 191 ACN 096 877 191
Suite 4, 10, Victoria Street, Bunbury WA 6230/PO Box 2493, Bunbury WA 6231
T: 08 9792 5544 F: 08 9792 5540 www.acumentis.com.au
National Offices: NSW, VIC, QLD, WA & SA



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Executive Summary

IMPORTANT: All data provided in this summary is wholly reliant on and must be read in conjunction with the information provided in the attached report. It is a synopsis only designed to provide a brief overview and must not be acted on in isolation.

1.1 Property details

Client ref	Purchase Order No. 29255	
Address	Portion of Lot 9999 Thornbury Close, Kojonup WA 6395	
Title details	<u>Parent Lot</u> Lot 9999 on Deposited Plan 39776. Certificate of Title Volume 2670 Folio 367.	
Registered proprietor/owner	Shire of Kojonup. Registered 8 October 2007.	
Encumbrances	Nil	
Interest being valued	Leasehold	
Basis of valuation	Market Rental Value "As Is"	
Relevant dates	Valuation Date: 15 January 2024	Inspection Date: 15 January 2024
	Submission Date: 13 February 2024	
Local authority/Zoning	Shire of Kojonup. TPS No. 3.	Recreation (Kojonup)/Public Purposes (Kojonup/Industry (Kojonup)
Brief description	A vacant site devoid of structural building improvements, relatively level with a slight crossfall south to north and a fall towards the rear of the identified land area. The property has frontage on its eastern boundary to Roche Street and frontage on its northern boundary to Thornbury Close.	
Site area	37,900 m ² (3.79 hectares).	

1.2 Recent sale history

	Sale date	Sale amount
Previous transfer	Not applicable.	Not applicable.
Comments	No recent sale transaction of the subject property.	

1.3 Valuation

The valuation is made on the basis of;

"Market Value" as adopted by the Australian Property Institute from the International Assets Valuation Standards Committee definition. That is:

"The estimated amount for which an asset or liability should exchange on the valuation date between a willing buyer and a willing seller in an arm's length transaction, after proper marketing and where the parties had each acted knowledgeably, prudently and without compulsion."

"Market Rental Value" as adopted by the Australian Property Institute from the International Assets Valuation Standards Committee definition. That is:

"The estimated amount for which premises should rent, as at the relevant date, between a willing lessor and a willing lessee in an arms' length transaction, where the parties have each acted knowledgeably, prudently, and without compulsion and having regard to the usual terms and conditions for leases of similar property."



Portion of Lot 9999 Thornbury Close, Kojonup WA 6395

In accordance with valuation principles I have ascertained a current market value having regard to the highest and best use of the site. The highest and best use is defined as:

“The use of an asset that maximises its potential and that is physically possible, legally permissible and financially feasible.”

Market Rental Value	\$12,000 PER ANNUM
(TWELVE THOUSAND DOLLARS) subject to an unencumbered Fee Simple Title.	

Signature:

Firm: Southpoint Nominees Pty Ltd trading as Acumentis

ABN: 30 096 877 191

Address: 10 Victoria Street, Bunbury WA 6230

Valuer:

Cameron Clark

Qualifications/Reg#:

AAPI Lic Val #44628

Certified Practising Valuer

Liability limited by a scheme approved under Professional Standards Legislation



Instructions & Assumptions

2.1 Instructions

Following instructions received from Judy Stewart on behalf of the Shire of Kojonup, I have prepared a valuation effective as at 15 January 2024 of the property known as Portion of Lot 9999 Thornbury Close, Kojonup which is to be used to establish the current market ground rental value for the Shire of Kojonup administration purposes in order to comply with Section 3.58(3) and (4) of the Local Government Act 1995.

2.2 Assumptions, conditions and limitations

This valuation is subject to the qualifications and assumptions set out in this report and the whole of the report should be read before any reliance is placed upon this valuation.

The valuation is prepared based on the following pertinent assumptions, conditions and limitations:

- I have been requested to determine the current market rent for the subject property “as is” (ground rent).
- The adopted ground rent is the net rent excluding outgoings and GST.
- My adopted rent assumes the commercial lease agreement would include that the lessee (tenant) will be responsible for proportional property outgoings on a pro rata basis relative to the size of Lot 9999. Standard outgoings would include Shire rates, water rates and land tax.
- That the tenant has the availability, but not current connection, of mains electricity and mains water supply service.
- Based on an unencumbered Fee Simple Title.
- This valuation is prepared on the understanding that no encumbrances, easements, rights of way or encroachments exist by or on the subject property.
- All the information supplied/sourced in conducting this valuation consists of a full and accurate disclosure of all information that is relevant.
- No asbestos related health risk with any building construction material on site.
- The valuation assumes that the site is not affected by environmental contamination.
- No encroachment of adjoining buildings onto the subject land.
- Town Planning information has been obtained verbally from representatives of the respective authorities and this valuation assumes this information is correct.
- The property is not affected by historical or anthropological matters.
- The site is not prone to flooding under normal climatic conditions.

If there is any variance/contradiction in any of the above assumptions then I reserve the right to review this valuation accordingly.

Land & Location

3.1 Title details

Registered proprietor	Shire of Kojonup. Registered 8 October 2007.
Legal description	<u>Parent Lot</u> Lot 9999 on Deposited Plan 39776. Certificate of Title Volume 2670 Folio 367.
Encumbrances & interests	Nil

The valuation is provided on the basis that the property is not subject to any encumbrances or restrictions on Title other than those noted here and that the property is unaffected by any road alteration proposals.

The subject allotment forms part of the abovementioned Title.

3.2 Town planning

Local authority	Shire of Kojonup. TPS No. 3.
Zoning	Recreation (Kojonup)/Public Purposes (Kojonup)/Industry (Kojonup)

<p>Region Scheme (RS) About Region Schemes Details : No RS found</p>
<p>Local Planning Scheme (LPS) About Local Planning Schemes Shire of Kojonup Scheme No. 3 Recreation (kojonup), Public purposes (kojonup), Industry (kojonup) No R-code No Restricted or Additional Uses</p>



Source: PlanWA

The planning information noted has been obtained from the relevant local council. This information has been relied upon in my assessment of value and no responsibility is accepted for the accuracy of the planning information provided. Should the information prove incorrect in any significant respect, the matter should be referred to the valuer for review of the valuation.

3.3 The land

The dimensions of the site are as follows:



Total site area: 37,900 m² (3.79 hectares) based on proposed subdivision sketch

The property has access from Thornbury Close and Roche Street.

A current survey has not been sighted. The valuation is made on the basis that there are no encroachments by or upon the property and that all improvements are located entirely within the property. This should be confirmed by a current survey report and/or advice from a registered surveyor. If any encroachment is noted by the survey report, the valuer should be consulted to re-assess any effect on the value stated in this report.

3.4 Site description

The subject property, proposed Lot A (as per aerial photograph Section 3.3 above) comprises a portion of land that has been identified as being part of a larger parent allotment Lot 9999.

The subject property has a slight crossfall from the southern boundary to the northern boundary, it then falls away slightly to the western boundary.

The subject property has been cleared of all native vegetation. Natural soils comprise red brown loam and gravel loam situated over a clay base subsoil.

The northern part of the allotment is currently used as a depot. This part of the property has had the topsoil removed and gravel hardstand to a depth of approximately 100 mm added to 9,000 m² of the site.

3.5 Road description

The part of Thornbury Close which has frontage to the subject lot is a gravel surfaced road, although the remainder of Thornbury Close heading to the east is bitumen sealed. Roche Street which has frontage to the eastern boundary of the lot is bitumen sealed.

3.6 Services

Mains water and mains electricity are available.

Sewerage disposal will be the owner's responsibility to install septic tank leach drain systems or similar. Telephone is available but not connected.

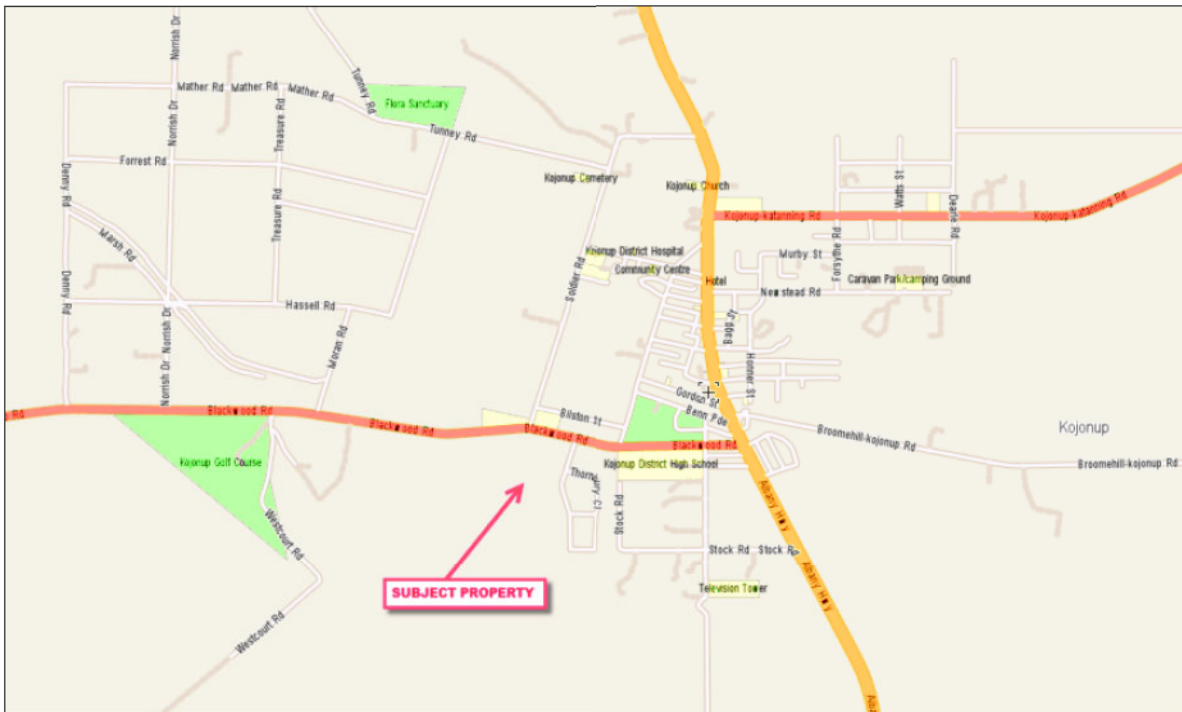
Other services provided within this locality include transport, shopping, local schools and public recreation.

3.7 Location and neighbourhood

The subject property is situated in the townsite of Kojonup, within the Shire of Kojonup and is some 264 kilometres south-east of the Perth CBD. The townsite has a population of approximately 1,157 (ABS 2021 SAL). The Shire has a population of 1,901 (ABS 2021 LGA).

Facilities within Kojonup include education (primary schools and junior high school), medical (public hospital, aged care facilities, medical centres and local doctor), retail (supermarket, local stores, post office, banks and service stations), government administration (police station, emergency services and public library). Industry and employment in this locality is based around broadacre farming with sheep and grain production.

More specifically, the subject property is situated within the designated Kojonup Industry zoned precinct. Surrounding land to the east comprises established light industrial properties varying in size from approximately 4,000 m² to 9,000 m².



Source: Street Directory



3.8 Environmental hazards

By the Commencement of the Contaminated Sites Act 2003, a Public Register is now kept in Western Australia of land that has been identified as having past or current site contamination. I have undertaken a Contaminated Sites Register search which discloses that the land is not classified as a site with any past or current contamination issues. I do not accept any responsibility or liability whatsoever for the accuracy of the information contained in the search of the Contaminated Sites Register. In addition to searching the Register I have undertaken general enquiries on the previous use of the land and have relied on the accuracy of the information provided by you to use for this purpose.

No soil tests or environmental studies or 'Asbestos Materials Report' have been made available for my perusal. Therefore, my valuation has been assessed on the basis that there are no surface or sub-surface soil problems including instability, toxic or hazardous wastes, toxic mould, asbestos or hazardous building material in or on the property that would adversely affect its existing or potential use and/or reduce its marketability. Should any form of site contamination be known or discovered, I reserve the right to review this valuation.

While comment is made on readily noticeable environmental hazards or contaminations issues, valuers are not expert in such matters. Any party relying on this report should make their own judgement in relation to these matters and seek appropriate expert advice from a suitably qualified environmental consultant if they consider it necessary.

3.9 Native title

The value and utility of land can be adversely affected by the presence of aboriginal sacred sites. I have made no investigations in this regard, as Aboriginal requirements can only be determined by the appointment of an appropriate expert. Under these circumstances, I cannot warrant that there are no such sites on the land and if it is subsequently determined that the realty is so affected I reserve the right to review this valuation.

Improvements

4.1 Building construction details

The subject property is vacant land and devoid of any structural building improvements.

The property has a boundary fence around the proposed leased area comprising prefabricated wire netting erected on steel and timber posts in fair condition.

4.2 Heritage issues

My search of the Heritage Council of Western Australia Inherit website did not show the subject property to be registered as a heritage place. I have assumed the property to be unaffected by a heritage listing.

4.3 Supporting photographs



Road frontage



Western boundary



Hardstand area



Cleared land



Cleared land



Northern boundary

We have been provided with fully executed lease agreement/s from the Shire of Kojonup.

Lease Summary

Lease Status	Tenancy Schedule only.
Lessor	Shire of Kojonup.
Lessee	Syd Matthews & Co Pty Ltd.
Demised Premises	Part A of Lot 999, Thornbury Close, Kojonup
Commencement Date	1/03/2020
Expiry Date	28/02/2022
Commencing Rental	\$9,500 pa
Term	2
Options	2
Rental Review	Nil
Current Rental	\$9,500 pa
Outgoings	Paid in addition to rent.
Permitted Use	Transport depot and grain cleaning/storage facility.
GST	Payable in addition to the rent.
Option to Purchase	Option to purchase at expiry of the lease period subject to the subdivision of the land having occurred and council approval of the sale.



Sales Evidence

5.1 Sales evidence

The following sales provide a sample of the information that has been investigated and analysed for the purpose of this assessment. Whilst I believe the information to be accurate, it was obtained from third party sources and not all details have been formally verified.

	Address	Sale Date	Sale Price	Analysis
				Land Area \$/m ²
1.	Lot 27 Thornbury Close Kojonup WA	12/2021	\$100,000	11,700 m² \$8.55/m²
Comments:	Vacant, irregular shaped, Industry zoned allotment in the established Kojonup Light Industrial Precinct of the townsite.			
Comparison:	<i>Smaller allotment located within close proximity of the subject property. Given the larger size of the allotment I consider it would have a lower rate/m² for its undeveloped portion than this sale.</i>			
2.	151 Barclay Street, Katanning WA	09/2022	\$77,000	4,225 m² \$18.22/m²
Comments:	A vacant level rectangular shaped parcel of land comprising of gravel hardstand. Security boundary fencing on three sides.			
Comparison:	<i>Located within a larger regional townsite with a comparable level of exposure. Smaller land component of superior hardstand comprising a level allotment. The subject property is considered to reflect a significantly lower overall value and a lower overall rate on the hardstand area.</i>			
3.	58 Cornwall Street, Katanning WA	06/2023	\$58,500	3,923 m² \$14.91/m²
Comments:	Comprises a vacant, level allotment within the industrial area of the Katanning townsite. The property is fully fenced with chain mesh wire security fencing. Water is connected.			
Comparison:	<i>Smaller allotment within a larger regional townsite. Reflecting a higher rate.</i>			
4.	8 Langley Street, Katanning WA	08/2022	\$85,000	5,776 m² \$14.72/m²
Comments:	Vacant industrial lot being fully levelled and cleared. No fencing. Mains electricity running past the front of the property. Within the Katanning industrial precinct.			
Comparison:	<i>Smaller allotment in larger townsite. Good quality gravel hardstand reflecting a higher rate than the subject property.</i>			
5.	1 Vale Street, Wagin WA	11/2023	\$20,000	1,594 m² \$12.55/m²
Comments:	Vacant general industrial lot within the industrial precinct of the Wagin townsite. Corner allotment, that is level with the road grade.			
Comparison:	<i>Located within a comparable rural townsite. Undeveloped allotment, however of small land area therefore reflecting a higher rate.</i>			



	Address	Sale Date	Sale Price	Analysis
				Land Area \$/m ²
6.	Lot 21 Graham Road, Narrogin WA	11/2020	\$350,000	20,000 m ² \$18 m ²
Comments:	Comprises a vacant 'General Industry' zoned allotment located on the southern edge of the Narrogin townsite. The property has frontage to the Great Southern Highway with a high level of exposure. Fully cleared allotment that has since been developed as a machinery dealership.			
Comparison:	<i>Comprises a large industrial allotment with a higher level of exposure. Considered to sell at a premium due to the location and exposure. Located within a larger regional townsite. This sale reflects a significantly higher rate than the subject property.</i>			

5.2 Recent sale history

	Sale date	Sale amount
Previous transfer	Not applicable.	Not applicable.
Comments	No sales transaction within the last five years.	

5.3 Market comment

Kojonup is a small rural townsite with a limited industrial market. Within the last 12-18 months there has however been an increase in demand for industrial properties within the Upper Great Southern region. This has seen a slight increase in the number of industrial sales within the region. This increased level of demand has driven prices up slightly.

Kojonup services the surrounding agricultural regions. Traditionally demand for vacant industrial land within Kojonup is low, although there are a small number of viable commercial businesses located within the Kojonup Light Industrial Estate and from time to time there is a requirement for vacant industrial zoned land.

There are generally very few properties available for sale or lease on large allotments like the subject property. Demand for large industry zoned lots is limited to a small specific market.

There is caution however, that the current strong conditions may change quickly in this overheated property market as the Government stimulus measures evaporate and monetary policy changes as a result of inflationary pressures (rising interest rates).



Valuation Rationale

6.1 Valuation methodology

The primary method of valuation to determine the current market rent would be to analyse current market rents being achieved for similar size and zoned parcels of industry zoned land within Kojonup, or other towns within the Great Southern region of the State and then apply the direct comparison approach.

It is very unusual for large parcels of industry zoned vacant land in country towns to be leased on long term commercial lease arrangements. Given that this evidence is not available in the market, I have adopted a return on investment analysis methodology. This method involves determining the market value of the land and applying an appropriate yield that an investor would be prepared to accept from a leased industrial land property. By applying the appropriate yield to the underlying market value of the subject property, I can determine the market rent.

Historical analysis of ground rentals on industrial zoned land within regional Western Australia indicates that these types of properties achieve rent which reflects between 4% and 6% of the capital value of the property.

6.2 Valuation rationale

Arriving at my valuation for the market value of the subject property, I have analysed recent sales transactions of vacant industrial land within the Kojonup townsite and other surrounding comparable towns to determine an underlying market value. Approximately 30% of the subject allotment has had gravel hardstand added to the site. This would place a higher value on this part of the subject lot. Another factor I have considered is that the subject lot is significantly larger than most of the analysed sales. Given the larger size of the subject lot it would reflect a lower overall rate per square metre in comparison to the analysed evidence.

Having considered the abovementioned comments and sales evidence I have adopted \$4.00/m² for the underlying land value. The gravel hardstand area to the front of the site would however attract a higher rate than the remaining area of the property. This has been taken into account in the calculations below.

My calculations for the underlying land value are as follows:

37,900 m ² @	\$4.00/m ² is	\$151,600
9,000 m ² gravel hardstand @	\$10.00/m ² is	\$90,000
Subtotal		\$241,600
Adopt Market Value		\$240,000

Return on investment (ROI)

This approach determines a market rent based on applying an appropriate return on investment from the property's market value. In this instance I have determined an appropriate yield to be in the range of 4% to 6%.

<u>Market Value</u>	<u>ROI</u>	<u>Rental Value</u>
\$240,000	4.00%	\$9,600
\$240,000	5.00%	\$12,000
\$240,000	6.00%	\$14,400

I have adopted the midpoint of the ROI range at 5.00% which reflects a current market rent of \$12,000/annum net of GST and property outgoings.



6.3GST Implications

If applicable, the Goods and Services Tax under a standard contract is liable at the date of settlement. Due to the nature of the workings of the tax, the seller must pay GST and therefore, GST is included in the sale price of a new residential property.

It must be clarified that I am not an expert in the area of taxation and appropriate professional advice should be sought in relation to taxation and GST.



Valuation Statement

7.1 Adopted value

Subject to the qualifications and assumptions contained within the body of this report, I consider the assessed Market Rental Value, as at 15 January 2024 to be:

Market Rental Value

\$12,000 per annum

(Twelve Thousand Dollars)

Signature:

Valuer: Cameron Clark
Qualifications/Reg#: AAPI Lic Val #44628
Certified Practising Valuer

Firm: Southpoint Nominees Pty Ltd trading as Acumentis
ABN: 30 096 877 191
Address: 10 Victoria Street, Bunbury WA 6230
Phone: (08) 9792 5544
Fax: (08) 9792 5540
Email: bunbury@acumentis.com.au
Website: www.acumentis.com.au

Liability limited by a scheme approved under Professional Standards Legislation



Disclaimers

8.1 Disclaimers

This valuation is for the private and confidential use only of the Shire of Kojonup and for the specific purpose for which it has been requested. No third party is entitled to use or rely upon this report in any way and neither the valuer nor Southpoint Nominees Pty Ltd t/as Acumentis shall have any liability to any third party who does.

No part of this valuation or any reference to it may be included in any other document or reproduced or published in any way without written approval of the form and context in which it is to appear.

Neither the valuer nor Southpoint Nominees Pty Ltd t/as Acumentis has any pecuniary interest giving rise to a conflict of interest in valuing the property.

The opinion of value expressed in this report is that of the valuer who is the prime signatory to the report.

MARKET COMMENT CLAUSE

The valuation is current at the date of valuation only. The value assessed herein may change significantly and unexpectedly over a relatively short period of time (including as a result of general market movements or factors specific to the particular property). Liability for losses arising from such subsequent changes in value is excluded as is liability where the valuation is relied upon after the date of valuation.

ASSIGNED VALUATIONS CLAUSE

We prohibit use of this report in respect of an;

- Assignment of a valuation ('the initial valuation');
- Confirmation of the initial valuation;
- Reissue of the initial valuation; or
- Other act which has the effect of assuming or of extending responsibility to any person other than the person to whom the initial valuation was addressed ('other act') unless:
 1. The initial valuation was dated within 3 months of the request for the assignment, confirmation, reissue or other act; and
 2. Such assignment, confirmation, reissue or other act is provided together with a clear written statement that the valuer has not re-inspected the property nor undertaken further investigation or analysis as to any changes since the initial valuation and accepts no responsibility for reliance upon the initial valuation other than as a valuation of the property as at the date of the initial valuation.

SOLICITOR LOANS CLAUSE

We prohibit the use of this report;

1. For or on behalf of a Solicitor Lender or any person lending money through a Solicitor Lender; or
2. For which responsibility is accepted to any Solicitor Lender or any person lending money through a Solicitor Lender.



Annexures

1. Instructions
2. Title search



SHIRE OF KOJONUP

Council Office: 93-95 Albany Highway
PO BOX 163, Kojonup WA 6395
Telephone: (08) 9831 2400
Facsimile: (08) 9831 1566
Office Hours: Mon - Fri 8.30am - 4.30pm
Email: council@kojonup.wa.gov.au

ABN: 61 822 625 995

Purchase Order No
29255

CR NO: 76456

To: ACUMENTIS
PO BOX 2493
BUNBURY WA 6231

SUPPLIER COPY

PAGE 1 of 1
DATE 11/01/2024
REQUIRED BY 11/01/2024
FAX TO 97925540

**PURCHASE ORDER NUMBER MUST BE QUOTED ON
YOUR INVOICE OR IT WILL BE RETURNED UNPAID**

Quantity	Description	Reference	Unit Value	Line Value
1.00	Sworn Rental Valuation - portion of Lot 9999 Thornbury Close		\$1,760.0000	\$1,760.00

TOTAL INCLUDING GST **\$1,760.00**





Sworn Rental Valuation - portion of Lot 9999 Thornbury Close

Deliver To :

Any queries relating to this Purchase Order please contact :

Judy Stewart

Authorising Officer Grant Thompson (Chief Executive Officer)

 WESTERN AUSTRALIA	TITLE NUMBER Volume Folio 2670 367
RECORD OF CERTIFICATE OF TITLE UNDER THE TRANSFER OF LAND ACT 1893	
<small>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.</small>	
 REGISTRAR OF TITLES 	
LAND DESCRIPTION: LOT 9999 ON DEPOSITED PLAN 39776	
REGISTERED PROPRIETOR: (FIRST SCHEDULE) SHIRE OF KOJONUP OF BOX 163, KOJONUP	
(AF K368366) REGISTERED 8/10/2007	
LIMITATIONS, INTERESTS, ENCUMBRANCES AND NOTIFICATIONS: (SECOND SCHEDULE)	
<small>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. Lot as described in the land description may be a lot or location.</small>	
-----END OF CERTIFICATE OF TITLE-----	
STATEMENTS: <small>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.</small>	
SKETCH OF LAND:	DP39776
PREVIOUS TITLE:	1721-508
PROPERTY STREET ADDRESS:	NO STREET ADDRESS INFORMATION AVAILABLE.
LOCAL GOVERNMENT AUTHORITY:	SHIRE OF KOJONUP
LANDGATE COPY OF ORIGINAL NOT TO SCALE 31/01/2024 02:22 PM Request number: 66147264	
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9.4.9 DISPOSAL BY LEASE - PORTION OF LOT 9999 THORNBURY CLOSE, KOJONUP

AUTHOR	Judy Stewart – Manager Governance and Administration
DATE	Friday, 9 February 2024
FILE NO	A22323; LP.PLN.2
ATTACHMENT(S)	<p>9.4.9.1 – Portion A, Lot 9999 Thornbury Close, Kojonup</p> <p>9.4.9.2 – Sworn Valuation, Portion A Lot 9999 Thornbury Close, Kojonup</p> <p>9.4.9.3 – Minute Item 13.1 - 15 February 2020 Ordinary Meeting UNDER SEPARATE COVER</p> <p>9.4.9.4 - Correspondence from Syd Matthews & Co Pty Ltd – 9 January 2024</p>

<p>‘PLACEMAKING’ STRATEGIC COMMUNITY PLAN JULY 2023 TO JUNE 2033 To be “The Cultural Experience Centre of the Great Southern” STRATEGIC/CORPORATE IMPLICATIONS</p>		
Key Strategic Pillar/s	Community Goal/s	Corporate Objective/s
Economics	5. Assisted New Business	5.1 Industrial Land Release

DECLARATION OF INTEREST

Nil

SUMMARY

The purpose of this report is for Council to consider endorsing another lease of Portion A of Lot 9999 Thornbury Close, Kojonup (as shown on attachment 9.4.10.1) to Syd Matthews & Co Pty Ltd in accordance with a current sworn valuation and until such time that subdivision of Lot 9999 Thornbury has been finalised and the current lessee considers a first option to buy same.

BACKGROUND

The current lease on Portion A of Lot 9999 Thornbury Close, Kojonup, expires at the end of February 2024 following the exercising of an option to extend by a further two years on the original two year lease commencing in 2020. The lease also grants an option to purchase Portion A, at market value, when subdivision of the land has occurred.

The permitted use for the property is *transport depot and grain cleaning/storage facility purposes*.

COMMENT

Subdivision of Lot 9999 Thornbury Close, Kojonup has taken longer than anticipated and, therefore, the current lease will expire prior to a first option to buy being exercisable.

Neville Matthews, Managing Director of Syd Matthews & Co Pty Ltd, has indicated that he wishes to continue leasing the property until such time as the subdivision has been finalised and he can exercise the first option to buy (attachment 9.4.10.4).

In line with legislative requirements, Council is required to obtain a sworn valuation prior to disposal (by lease) of the property (a current sworn valuation is at attachment 9.4.10.2) and is required to advertise for public submissions.

Due to the statutory requirement for Council to advertise and consider any public submission or comment regarding a disposal of land before agreeing to its disposal, the proposed lease commencement date (if nil public submissions are received for consideration by Council) is recommended to be 15 March 2024 which will allow the mandatory two weeks advertising for public comment to occur. Should a submission/s be received, the matter will be brought before Council for further consideration and a 15 March 2024 lease commencement date would not apply.

CONSULTATION

Nil

STATUTORY REQUIREMENTS

Section 3.58 of the *Local Government Act 1995* – Disposing of Property 3.58.

Disposing of property

(1) *In this section —*

dispose includes to sell, lease, or otherwise dispose of, whether absolutely or not;

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

(2) *Except as stated in this section, a local government can only dispose of property to —*

(a) *the highest bidder at public auction; or*

(b) *the person who at public tender called by the local government makes what is, in the opinion of the local government, the most acceptable tender, whether or not it is the highest tender.*

(3) *A local government can dispose of property other than under subsection (2) if, before agreeing to dispose of the property —*

(a) *it gives local public notice of the proposed disposition —*

(i) *describing the property concerned; and*

(ii) *giving details of the proposed disposition; and*

(iii) *inviting submissions to be made to the local government before a date to be specified in the notice, being a date not less than 2 weeks after the notice is first given;*

and

(b) *it considers any submissions made to it before the date specified in the notice and, if its decision is made by the council or a committee, the decision and the reasons for it are recorded in the minutes of the meeting at which the decision was made.*

(4) *The details of a proposed disposition that are required by subsection (3)(a)(ii) include —*

(a) *the names of all other parties concerned; and*

(b) *the consideration to be received by the local government for the disposition;*

and

(c) *the market value of the disposition —*

(i) *as ascertained by a valuation carried out not more than 6 months before the proposed disposition; or*

- (ii) as declared by a resolution of the local government on the basis of a valuation carried out more than 6 months before the proposed disposition that the local government believes to be a true indication of the value at the time of the proposed disposition.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

The current lease is valued at \$9,500 + GST (previous sworn valuation) per year. Any potential future lease agreement and amount will depend on Council deliberating to accept the new sworn valuation or otherwise. The new sworn valuation values the property at \$12,000 inc GST.

Disposal of the land places the responsibility for maintenance of the land with the lessee and, therefore, reduces costs associated with same.

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
IMPLICATIONS			
<p><i>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.</i></p> <p><i>Risk management also applies in relation to the use/maintenance and fire hazard risk reduction.</i></p>			

ASSET MANAGEMENT IMPLICATIONS

Disposing of this portion of Lot 9999, Thornbury Close, Kojonup transfers asset management implications from the Shire to the Lessee.

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

10/24 Moved Cr Mathwin Seconded Cr Radford

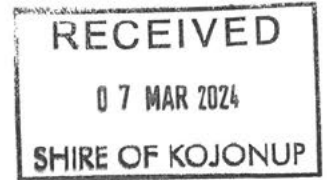
That Council advertises its intention to lease Portion A of Lot 9999 Thornbury Close, Kojonup, as shown on the presented map and in accordance with s. 3.58 of the *Local Government Act 1995*, to Syd Matthews & Co Pty Ltd for \$12,000 inc GST per year or pro rata thereof until such time as the subdivision of Lot 9999, Thornbury Close is finalised and:

1. if nil public submissions are received, authorises the Chief Executive Officer to proceed with a new lease to commence on 15 March 2024 as above inclusive of a first option to buy the land upon finalisation of subdivision occurring; or
2. if a public submission/s are received in response to the aforementioned advertising, this matter be returned to Council for further deliberation.

CARRIED 5/0

For: Cr Bilney, Cr Radford, Cr Webb, Cr Mathwin, Cr Mickle

04/03/2023



To Mr Grant Thompson,

On the block getting leased to Matthews Transport. Lot 9999

This block of land was going to be leased to Matthews Transport a couple of years ago and they were going to sub lease it to CBH. This was squashed because concerns about the grain dust for people with Allergies, which includes children that attend Kojonup District High School and it was to close to Residential Homes. It is to close by CBH Standards. Our Concern now is if you allow them to put a grain Facility on the block the problem will be back.

Maybe as compromise there was limited tonnes of grain, maybe 250/300 maximum at anyone time and a dust catcher on a portable seed cleaner, that would relax us and the education department.

Thank you for your time, we will be waiting on your reply.

Kind Regards

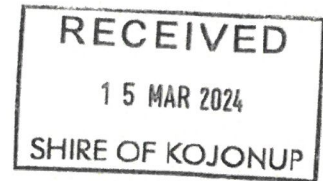
Concerned Citizens

Nicole Mittle
 [Redacted]
 WAREEN PORTER
 JANINE PORTER
 M. Idun
 BBROOM
 K. THOMPSON
 R. THOMPSON
 J. NAGTEGAAL
 W. [Redacted]
 N. McIAS
 VE BATTISTESSA
 [Redacted]

Marika Brown



March 12th 2024



Dear Council

I am writing to express my concern with the proposed lease and possible future sale of Lot 9999 Thornbury Close to Syd Matthews & Co Pty Ltd for the purpose of grain storage and seed cleaning.

As a parent of three children that suffer from airborne allergies who attend Kojonup District High School, I am concerned about the health implications such a site could have for my children and other students at the school with respiratory conditions such as asthma.

Without full disclosure about the amount of grain to be stored, means of storage, the type of seed cleaner being used and the processes around that, it is difficult to fully assess the risk imposed on the nearby homes and school. I am sure the shire is aware of the failed attempt to sublet this land to CBH due to community rejection and the proposal failing to meet EPA safety buffer zone standards and regulations. It is quite confusing as to why the council would consider allowing the Lot to be used for similar purposes again when the community and those directly impacted in the area, made their feelings clear. During the consultation period with CBH those of us with concerns became aware of the increasing data showing the effects of exposure to fine grain dust to be similar to that of asbestos, this combined with possible exposure to pesticides used for grain storage and knowledge of the common wind patterns in Kojonup, it is quite alarming to consider putting such a site so close to homes and our school.

Whilst I understand the benefits of the land sale to the Shire and Syd Matthews & Co Pty Ltd, I would hope the health and wellbeing of our community would be of higher priority.

Kind Regards

Marika Brown



Chyan Berliner

From: marika brown [REDACTED]
Sent: Friday, 15 March 2024 10:37 AM
To: Shire of Kojonup Council
Subject: Proposed industrial area lease

Categories: Green category

Dear Council

I am writing to express my concern with the proposed lease and possible future sale of Lot 9999 Thornbury Close to Syd Matthews & Co Pty Ltd for the purpose of grain storage and seed cleaning.

As a parent of three children that suffer from airborne allergies who attend Kojonup District High School, I am concerned about the health implications such a site could have for my children and other students at the school with respiratory conditions such as asthma.

Without full disclosure about the amount of grain to be stored, means of storage, the type of seed cleaner being used and the processes around that, it is difficult to fully assess the risk imposed on the nearby homes and school. I am sure the shire is aware of the failed attempt to sublet this land to CBH due to community rejection and the proposal failing to meet EPA safety buffer zone standards and regulations. It is quite confusing as to why the council would consider allowing the Lot to be used for similar purposes again when the community and those directly impacted in the area, made their feelings clear. During the consultation period with CBH those of us with concerns became aware of the increasing data showing the effects of exposure to fine grain dust to be similar to that of asbestos, this combined with possible exposure to pesticides used for grain storage and knowledge of the common wind patterns in Kojonup, it is quite alarming to consider putting such a site so close to homes and our school.

Whilst I understand the benefits of the land sale to the Shire and Syd Matthews & Co Pty Ltd, I would hope the health and wellbeing of our community would be of higher priority.

Kind Regards

Marika Brown

Please be cautious

This email was sent outside of your organisation

TABLE 1 - ZONING TABLE

KEY TO COLUMNS

1	RESIDENTIAL	5	SPECIAL USE
2	RESIDENTIAL DEVELOPMENT	6	SPECIAL RURAL
3	COMMERCIAL	7	RURAL
4	INDUSTRIAL		

USE CLASS	1	2	3	4	5	5	7
Zones							
COMMERCE (Cont'd)							
Office			P	IP	*	**	
Plant Nursery			AA	P	*	**	SA
Professional Office	SA	SA	AA	AA	*	**	SA
Reception Centre			P		*	**	
Restaurant			P		*	**	SA
Restricted Premises			P		*	**	
Shop			P	IP	*	**	
Service Station			AA	P	*	**	
Showroom			P	P	*	**	
Trade Display			AA	P	*	**	
Transport Depot			SA	P	*	**	
Vehicle Hire Station			AA	P	*	**	
Vehicle Sales Premises			AA	AA	*	**	
Wineshop			P		*	**	SA
INDUSTRY							
Cottage Industry	SA	SA	AA	P	*	**	SA
Extractive Industry				SA	*	**	SA
Factoryettes				P	*	**	
General Industry				AA	*	**	
Hazardous industry					*	**	
Light Industry			AA	P	*	**	
Motor Vehicle Repair Station			AA	P	*	**	
Noxious Industry				SA			
Rural Industry				SA	*	**	P
Service Industry			AA	P	*	**	
Warehouse				P	*	**	
CIVIC AND COMMUNITY							
Civic Use	SA	SA	AA	AA	*	**	
Community Use	SA	SA	P		*	**	
Day Care Centre	SA	SA	AA		*	**	
Educational Establishment	SA	SA	P		*	**	
Kindergarten	SA	SA	AA		*	**	
Place of Worship			P		*	**	

- retreats.
- (c) To ensure that the more intensive use of land makes provision for the retention or improvement of the rural landscape and environment.
- (d) To reduce or eliminate the detrimental affect of keeping of livestock in the zone by limiting stock numbers to those kept for hobby purposes and not for commercial gain.
- (e) To ensure that all applications for new Special Rural Zone areas comply with the Council's policies for the preparation and submission of proposals.
- (f) To ensure that the provisions for controlling subdivision and development in specific Special Rural Zones shall be as laid down in Schedule V to the Scheme. Future subdivision will generally accord with the Subdivision Guide Plan for the specified area referred to in the Schedule and such Subdivision Guide Plan shall form part of the Scheme.

3.2.7 Rural Zone

The use of land in the Rural Zone shall be consistent with the following objectives:

- (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.

3.3 ZONING TABLE

3.3.1 The Zoning Table indicates, subject to the provisions of the Scheme, the several uses permitted in the Scheme Area in the various zones, such uses being determined by cross reference between the list of use classes on the left hand side of the Table and the list of zones at the top of the Zoning Table.

3.3.2 The symbols used in the cross reference in the Zoning Table have the following meanings:

'P' means that the use is permitted provided it complies with the relevant standards and requirements laid down in the Schemes and all conditions (if any) imposed by the Council in granting planning consent.

'AA' means that the Council may, at its discretion, permit the use.

'SA' means that the Council may, at its discretion, permit the use after notice of application has been given in accordance with Clause 6.2.

'IP' means that a use is not permitted unless it is determined by the Council to be incidental to the predominant use.

3.3.3 Where no symbol appears in the cross reference of a use class against a zone in the Zoning Table a use of that class is not permitted in that zone.

3.3.4 Where in the Zoning Table a particular use is mentioned it is deemed to be excluded from any other use class which by its more general terms might otherwise include such particular use.

Industry: Light - means an industry:

- (a) in which the processes carried on, the machinery used, and the goods and commodities carried to and from the premises will not cause any injury to, or will not adversely affect the amenity of the locality by reason of the emission of light, noise, electrical interference, vibration, smell, fumes, smoke, vapour, steam, soot, ash, dust, waste water or other waste products; and
- (b) the establishment of which will not or the conduct of which does not impose an undue load on any existing or projected service for the supply or provision of water, gas, electricity, sewerage facilities, or any other like services;

Industry: Noxious - means an industry in which the processes involved constitute an offensive trade within the meaning of the Health Act, 1911 - 1979 (as amended), but does not include a fish shop, dry cleaning premises, marine collectors yard, laundromat, piggery or poultry farm.

Industry: Rural - means an industry handling, treating, processing or packing primary products grown, reared or produced in the locality, and a workshop servicing plant or equipment used for rural purposes in the locality;

Industry: Service - means a light industry carried out on land or in buildings which may have a retail shop front and from which goods manufactured on the premises may be sold; or land and buildings having a retail shop front and used as a depot for receiving goods to be serviced;

Institutional Building - means a building or a group of buildings used or designed for use wholly or principally for the purpose of:

- (a) a hospital or sanatorium for the treatment of infectious or contagious diseases;
- (b) a penal or reformatory institution;
- (c) a hospital for treatment or care of the mentally sick; or

Intensive Agriculture - means the use of land for the purpose of trade, commercial reward or gain, including such buildings and earthworks, normally associated with the following:

- (a) The production of grapes, vegetables, flowers, exotic and native plants, fruit and nuts.
- (b) The establishment and operation of plant and fruit nurseries.
- (c) The development of land for irrigated fodder production and irrigated pasture (including turf farms).
- (d) The development of land for the keeping, rearing or fattening of pigs, poultry (for either eggs or meat production), rabbits (for either meat or fur production), and other livestock in feedlots.
- (e) Dairy milking sheds.
- (f) The development of land for the keeping, rearing or fattening of other livestock above those rates recommended by Agriculture Western Australia for the applicable pasture type in consultation with the surrounding farmers.
- (g) Aquaculture. Aquaculture means any fish farming operation for which a fish farm licence issued pursuant to the provisions of Part V of the Fisheries Act 1905 (as amended) and the Fisheries Regulations 1938 (as amended) is required.

Kindergarten - means land and buildings used as a school for developing the intelligence of young children by object lessons, toys, games, singing and similar methods;

Kiosk - means the use of land or buildings which is incidental to the predominant use and which complements that use for the purpose of the display and sale of souvenirs and/or refreshments to patrons of the predominant use.

Liquor Store - means premises in respect of which a store licence has been granted under the Liquor Act, 1970;

Lodging House - shall have the same meaning as is given to it in and for the purposes of the Health Act, 1911 - 1979 (as amended);

Lot - has the meaning given to it by the Act.

Kojonup



SHIRE OF KOJONUP

MINUTES

ANNUAL ELECTORS MEETING

19 July 2023

1. WELCOME

The Shire President, Cr Ned Radford, declared the meeting open at 6.02pm and alerted the meeting to the procedures for emergencies including evacuation, designated exits and muster points and outlined the procedures of the meeting.

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.

2. ATTENDANCE AND APOLOGIES

Cr Ned Radford Shire President
Cr Roger Bilney
Cr Parminder Singh
Cr Cindy Wieringa
Cr Alan Egerton-Warburton
Cr Kevin Gale

STAFF

Grant Thompson Chief Executive Officer (CEO)
Jill Watkin Manager Kodja Place, Tourism and Marketing (MKPTM)
Judy Stewart Manager Governance and Administration (MGA)
Jill Johnson Manager Finance and Corporate Services (MFCS)
Robert Jehu Manager Regulatory Services (MRS)
Estelle Lottering Regulatory Services Administration Officer (RSAO)

COMMUNITY MEMBERS

Robin Evans
List as attached (attachment 2.1)
Others (names not placed on list)

LEAVE OF ABSENCE

Nil

APOLOGIES

Cr Paul Webb Deputy Shire President
Cr Felicity Webb
Frank House
Jill House
Ron Wright
Margaret Wright

3. CONFIRMATION OF PREVIOUS MINUTES

3.1 Unconfirmed minutes of the Annual Meeting of Electors held 16 August 2022
(attachment 3.1.1)

RECOMMENDATION/ANNUAL ELECTORS MEETING DECISION

1AEM/23 Moved Susanne Bilney Seconded Cr Gale
That the unconfirmed minutes of the Annual Meeting of Electors held 16 August 2022
be accepted.

CARRIED

4. REPORTS

4.1. Shire President

The Shire President, Cr Ned Radford, elaborated further on his report as contained within the Annual Report.

Cr Radford stated that Council would be looking at ways to increase the local population, housing and school student numbers.

4.2. Chief Executive Officer

The Chief Executive Officer (CEO), Mr Grant Thompson, elaborated further on his report as contained within the Annual Report envisaging a future growth period for the Shire of Kojonup.

The CEO presented a slideshow of key highlights for 2021/2022 (attachment 4.2.1).

5. 2021/2022 ANNUAL REPORT

5.1 – Shire of Kojonup 2021/2022 President’s Report
(contained within attachment 5.2.1)

RECOMMENDATION/ANNUAL ELECTORS MEETING DECISION

2AEM/23 Moved Kath Mathwin Seconded Jill Mathwin
That the Shire of Kojonup 2021/2022 President’s Report be received.

CARRIED

5.2 Shire of Kojonup 2021/2022 Annual Report and Annual Financial Report
(attachment 5.2.1)

RECOMMENDATION/ANNUAL ELECTORS MEETING DECISION

3AEM/23 Moved Cr Gale

Seconded K Thomson

That the Shire of Kojonup 2021/2022 Annual Report and Annual Financial Report, as circulated, be received.

CARRIED

6. PUBLIC QUESTIONS/OTHER BUSINESS OF A GENERAL NATURE

6.1. Questions Taken on Notice from Previous Meeting
Nil

6.2. An Opportunity for Questions, Feedback or Items to be Raised from the Floor including prior notice questions

Prior Notice Questions (received 7 days prior to the meeting)

1. When is the budget going to reflect the actual cost/income of a program? That is when the apportioned cost of Shire Staff that is attributed to a program be shown. This would be useful in evaluating the cost/benefit of a program but also useful in staff allocation.

Response

The budget already reflects the allocation of wages and other overheads by cost code and by project code. The staffing costs are allocated to the individual cost centres as:

- Wages and Salaries
- Admin re-allocation cash
- Each cost centre then reports the actual wages cost associated with each area and by project.

2. The budget continues to show small amounts for building and grounds maintenance, 2022/23 \$13,470. What is this money going to be spent on?

Response

Each property/asset cost centre has its own grounds maintenance cost code budget item line, which means that amount is allocated to that property/asset for that financial year. Effectively this money reflects the cost of gardening, general grounds upkeep, spraying and minor maintenance in some codes i.e.; reticulation maintenance etc.

3. **The Shire has not appointed a Deputy CEO and replaced the Records Officer. Some of their work would be regulatory, how is this being covered? Has the Shire Council evaluated what staff positions will be required in the future and how has the Council come to this decision?**

Response

The Shire is not large enough to require a single role fulfilling the Deputy CEO functions. As per the Council policy, any requirement for an Acting CEO can be delegated to one of several Senior Management roles. It is more important to the Shire to have Senior Management roles that reflect the actual functions to be performed e.g.; Financial, Governance etc. This is more effective and efficient.

As regards to the decision to appoint roles, the Shire has regulatory obligations to fulfill certain functions as a local government. As an example, one of those functions is record management as per the *State Records Act 2000*. Due to the complexity of record keeping, the Shire requires a role to ensure it fulfills its record keeping obligations.

As far as the whole structure is determined, this is aligned to the Strategic Community and Corporate Business Plan. A Workforce & Diversity Plan is an informing and guiding document for the CEO that supports the most efficient structure to execute the Corporate Business Plan. A Workforce and Diversity Plan is being created and will be adopted as per the Integrated Planning process.

4. **When is the formatting of income and expenses in the Annual Budget going to follow the accepted norm? That is, expenses are red, income is black.**

This is a regulatory requirement for Local Government financial statements; it is not at the Shire's discretion to change.

5. **Why is the Shire Council pursuing a Youth Precinct Plan when the Upgrades to the Memorial Hall are not complete, let alone the maintenance required for the Barracks and Elverds Cottage.**

There is consideration in this year's budget for Memorial Hall and Historical Buildings Maintenance. The Council is yet to sign off on this expenditure.

The Youth Precinct is an important part of the Shire's Strategic Community Plan to give the youth of Kojonup a place to play safely and create community wellbeing.

6. **Can the raw data of the Shires accounts, i.e. bank statements be made available for analysis?**

The Shire does not make this information freely available as standard practice.

You can apply under an FOI process and that comes with fees and conditions i.e.; redaction and removal of all sensitive or confidential information.

Questions/Statements from the floor

Responses in italics

- Memorial Hall painting
In next budget to complete.
- Annual Financial Statements – page 31, item 19: personnel costs increased \$250,000.
These employee costs increased mostly due to key personnel changes and benefits paid out on long standing employment ceasing with the Shire (i.e. the previous CEO, Manager Corporate and Community Services and other key roles).
- Kodja Place (KP) – lease transition of Black Cockatoo Café (BCC)
The Kodja Place Community Fund Inc (KPCF) approached the Shire stating that the BCC isn't sustainable in the KPCF's hands. The Shire has taken back operation of the BCC with a view to stabilising, providing good service and putting any profit back into the Kodja Place, after which Council will decide on its future direction.
- Was there a Plan for the BCC when leased?
The BCC is different to a normal business when operating as a community café; its main objective is to return value back to the Kodja Place precinct. Lease applicants were interviewed and discussion was undertaken on how they would meet certain criteria and the original objectives of the café – the KPCF intended to return all profit back to the Kodja Place precinct.
- How long did KPCF lease the BCC?
From September 2022 until current date; the KPCF approached Council and Council's decision was based on what is best for the community and the management of the asset.

Analysis was done on the previous Council managed experience when it operated the BCC and the goal is to learn from this and return value back into the community.

The Shire is focused on improving three critical areas to manage the Cafe operations for sustainability:

- 1. Rostering and managing the labour cost component. Match labour to sales hours, not just days.*
- 2. Food preparation and procurement, cost of goods sold management, and menu management. Need to understand how much each meal costs in its entirety and ensure pricing is aligned to the margins required. Costing of plated meals and pricing of food is essential to success.*
- 3. Culture, training and customer service is essential.*

- KPCF and Kojonup Historical Society (KHS) meeting – where will this be held and what issues are there? The KHS, KPCF and Returned and Services League (RSL) have only a small number of people running each. Going to focus on this project?

Need to prioritise what the community wants – the Committees are self-determined. When Committees come to us struggling or with loss of ability to manage, the Shire is the organisation that can provide a safety net and offer support.

- Two groups have reached that point but don't have a plan, so much maintenance to be done.

Suggest the groups and office bearers of those groups determine whether they are ready to discuss a transition plan openly with the Shire. It will happen at the right time. The Shire is aware the groups are assessing their future – Shire is happy to facilitate and is committed to continuity.

- Look to ourselves, rather than government?

Not about monetary value, we can still be efficient, still be supportive – whilst monetary management is tight due to debt and other cost increases, there are signs of value within the community.

Need to have discussion about asset priorities, Shire is here to support what the community wants.

- Black Cockatoo Café some years ago had a \$70,000 loss – if running for 12 months?

The Shire will stabilise and the Council will determine the next steps on behalf of the community. Different options depending on the value points. Community funds built the Café to generate value for the Kodja Place.

Lessons have been learnt from the previous experience as outlined before (see above answers), we have sought advice from experienced café owners and have been given key focus areas to concentrate on such as staggered rostering, managing costs prescriptively, cost of food and plates, management of portion size or reflect in pricing.

- Doesn't help if no staff are owner of the business – sponsor a family, people who will stay.

Need housing to support; support people who are there.

- Conflict of interest – gags people? Is it worth bringing in consultants – value for money?

Regulation deems people who have a conflict of interest are unable to participate in debate.

Consultants can fill the void when there's no expertise or capability available in house. Every local government has the same challenge and regulatory framework to work within – it is sometimes more effective to use consultants.

Kodja Place Community Fund paid for this particular consultant to review its operations, consultants are accountable for output and performance like anyone else. Consultants have a finite role to play.

- Congratulations to Jill Watkin and team. With BCC, why not lease straight away? *Looking to stabilise, simplify menu, improve rostering, conduct a prescriptive food preparation cost analysis – unique factors about it. Managing those points efficiently will determine the profitability of the Café. Even a small profit comes back to KP but creates a lot of value. Café was built to fund KP, net profit leaves when people don't live in the community.*

Previous arrangement allowed a veto of any activity (community groups vetoed) – there were no day time charity functions, only evening events, no promotion of events in the community.

The objective is to capture value and put it back into the community. There was no surrender clause with KPCF but could, by agreement in writing, relinquish lease.

- Don't want to be paying rates if unsustainable. *The asset is owned by the Shire and it will always fall back to the Council to determine the Café role within the community.*
- Running BCC – current staff? Advertising? *Current structure being used - CEO and MFCS currently restructuring the Café to match the objectives of being sustainable.*
- Did pay \$70,000 previously, equipment not kept up to date. KPCF has put a lot of money into the structure, painting etc, spending money – did have a go. KPCF has few members now, like the other committees – if interested, come to a KPCF Committee meeting.
- Every community group is struggling. *Budget will come out in August.*
- Is Landcare in new plan? Employee expertise? *'Environment' is a strategic initiative.*
- Employee expertise? *Natural Resource Management (NRM) meetings have been a bit hit and miss due to resourcing and availability constraints, could utilise/engage Team Members on a different service level of agreement – still debating that in Workforce Plan (for August delivery). Look at grants through other avenues e.g.; Southern Dirt.*

- Not caring enough for NRM?
Looking at swapping, possibly employing local Noongars to develop a ranger program – haven't decided which way to go, need people willing to help and support.
- Farmers? To donate to the Shire? May present issue of conflicts of interest, how to get around that. Farmers have a choice of paying higher rates or pay higher tax to Federal Government.
Philanthropy? Depends why donating, have to be very careful, would suggest into community funds. Shire can't fund everything, lots of community groups wanting dollars - only levies, grants and rates. Need volunteers and investment outside the Shire.
Facilities and services cost the Shire but, when reviewing the assets, need to analyse what the community return on capital is. It's not always about a surplus or deficit
- KP not an essential part of community.
Not everyone is a sports person, need balance for those community members that are interested in alternative cultural activities - these facilities generate a multiplier effect like the EV charging station does.
- Katanning Road buildings?
#34 – Dr's surgery – renovating to be executive home.
#30 – re-painting and re-carpeting.
GROH (Government Regional Officers Housing) – finished and rented to GROH. One Katanning Road house rented to MRS. GROH house attracts significant rent – paying for itself, finding contractors is not easy.
- Housing in Kojonup is extremely tight.
Katanning Road subdivision will provide for lots for sale. Soldier Road land available for subdividing.
- Federal/State Government?
Is focused on low income housing i.e.; social housing, 'no control over who goes in' this type of housing. Need to build 3 x 2 housing, get families in - no grant money at the moment.
- Somewhere coming up?
That is objective of Katanning Road subdivision – there are problems with conditions e.g.; Western Power cost with an 18 month wait time – nine blocks but waiting for approval, some complexity around how to distribute, can't get title without services provided.

#1 priority in new Strategic Community Plan is to provide diverse accommodation options. Farmers to invest in Kojonup so people come to town - better option than Shire building houses?

- Rating system – as in United Kingdom?
Can't do in Australia, diversity problems with types of housing.

6.3 SPRINGHAVEN

Assistance from external aged care providers, Hall and Prior, has been very successful in providing back up for the 22 beds (full time and respite) and resources to manage such.

Will further develop how we can partner and grow bed numbers. Next step is for the Springhaven Working Group to meet with Hall and Prior and establish the future relationship framework.

- Encourage Council to grow – perhaps with grant money, may need a capital partnership with Hall and Prior?
- Congratulations on management of Springhaven

The CEO presented a slideshow on Springhaven (included in attachment 6.3.1).

- Praise to Springhaven staff – appreciation to the Manager (Ciara O'Regan') and Staff of Springhaven - report demonstrates Springhaven is in good shape to be a hub for aging in place in Kojonup.

7. CLOSURE OF MEETING

There being no further business the Shire President declared the meeting closed at 7.30pm.

8. ATTACHMENTS

- | | | |
|--------------|-----------------|---|
| Item 3 | 3.1 | Unconfirmed minutes of the Annual Meeting of Electors held 16 August 2022 |
| Item 4.2/6.3 | 4.2.1/
6.3.1 | Slideshow of key highlights for 2021/2022 inc
Springhaven update |
| Item 5 | 5.2 | Shire of Kojonup 2021/2022 Annual Report and Annual Financial Report |

UNCONFIRMED

Attendance Register: Annual Electors Meeting 2021-2022 Date: 19 July 2023

Name	Phone Number	Postal or Email Address
Neil Keady	04002 80509	
Royce Bilney		
J.A. Bilney	0475896890	
Dee Mathwin	0429024973	jmathwin@ventur.com.au
JC WIERST	0407290579	
ROBERT JEMU	0448313235	
Jill Dartkin	0477282463	
Joan O'Halloran	0428311095	
Leath Mathwin	0407550160	
Sue Mioti	0427311168	
G.A. Swan	0409685218	
Alan Wadswater	0138336249	
Barbara Hobbs	0436477055	
Terryn Binney Cussons	0428747733	
E' Coleridge	016046416	
Estlight + K Crane	0429671268	

Attendance Register: Annual Electors Meeting 2021-2022 Date: 19 July 2023

	Phone number	Postal or Email Address
Lela Zadow	0428328011	
Kristel Thomson	0434507195	

SoKO – Electors Meeting Update:

1. Highlights – where was the money spent
2. Black Cockatoo Cafe
3. Strategic Community Plan
4. Springhaven Update
5. NRM Reserve Expenditure

6. Questions ““

The best way to predict your future is to create it...

July 2023

2021/2022 Annual Highlights

- Completed the \$10M Building Better Regions Fund
 - \$2.6M Regional Aged Accommodation Program was the largest housing initiative undertaken by the Shire of Kojonup.
 - Tenders for 4 Executive Houses/Units,
 - 3 Government employee houses and
 - 3 Independent Living Units commenced and was mostly complete prior to 30 June 2021.
- The Council accepted a tender offer for a total of \$595,172 (including GST) for the subdivision works at Katanning Road. Sewerage, Water connection, drainage conditions. This was a significant project.
- The commencement of building 26 Katanning Road and 28 Katanning Road, as a part of the above for both Key Workers at the Shire and for Government Regional Officer Housing (GROH).
- Springhaven Carpark and surrounds finalised construction.
- Memorial Hall re-roof and brick restoration, re-ceiling and painting commenced.
- The Netball Courts commenced planned construction.
- Funding from a grant for sustainable water management:
 - a. Apex Park creek realignment and parking was completed.
 - b. Blackwood Road Dam and solar pump system.
 - c. Wool wagon and RV zone reticulation system.
 - d. Netball Court water tanks.
 - e. New water tank on Katanning Road standpipe

Challenges

- Repurposing Reserves – Community Feedback - NRM reserves.
- Strategic Plan Changeover from SMART to Placemaking.
- Black Cockatoo Café transition. The Café is still operating, not going broke just a different leader.
- Choosing the right path – Community Café, Goal of Community created value going back into KP is a worthwhile objective and we should always strive for that.
- New Legislation AHA, Land Settlement, New WSH Act, Emergency Services Acts being consolidated.
- Governance and efficiency

2021/2022 Financial Summary

	2021/2022 Actual	2021/2022 Budget
Operating Revenue	\$9.74 M	\$8.37 M
New Loans	\$2.58 M	\$2.48 M
Sale of Assets	\$251 K	\$319 K
Transfers from Reserves/Restricted Cash	\$1.4 M	\$1.23m
Opening Balance	\$1.03 M	\$1.03 M
	\$15 Mill	\$13.4
Operating Expenditure	\$11.9 M	\$10.63m
(Non Cash Items Added Back)	(\$3.7 M)	(\$3.55m)
Capital Expenditure	\$5.8 M	\$9 M
Transfers to Reserves	\$1.93 M	\$975K
Loan Repayments	\$255K	\$254
	\$16 Mill	\$17 Mill

2021/2022 Financial Outcomes

	2021/2022	2021/2022
Surplus / (Deficit)	\$475 K	\$1,033,480
Reserve Accounts	\$4.5 M	\$3.54
Cash at Bank	\$ 977 K	\$3.99m
Loan Balance	\$ 5.25 M	\$2.91m
Total Assets	\$ 162 M	\$173.1m
Net Assets	\$ 152 M	\$166.08

2021/2022 Financial Outcomes

	Actual			Actual				
	Principal at 1 July 2020	New Loans During 2020-21	Principal Repayments During 2020-21	Principal at 30 June 2021	New Loans During 2021-22	Principal During 2021-22		Principal at 30 June 2022
Medical Centre Donation	\$ 140,000		\$ (8,072)	\$ 131,928		\$ (8,405)	\$ 123,523	\$ 131,928
Bagg Street unit	82,361		(9,231)	73,130		(9,517)	63,613	73,129
GROH Housing - GSHI	1,150,000		(106,544)	1,043,456		(109,398)	934,058	1,043,456
Aged Units - GSHI	50,000		(9,731)	40,269		(9,892)	30,377	40,269
Staff Housing - GSHI	970,000		(55,929)	914,071		(58,234)	855,837	914,071
Sports Complex	247,777		(15,566)	232,211		(16,344)	215,867	232,212
Sports Complex Retaining Wall	90,867		(9,315)	81,552		(9,501)	72,051	81,552
Oval Lighting		255,000		255,000		(23,872)	231,128	255,000
Netball Courts & Roof					1,390,000		1,390,000	
Airstrip Lighting	156,148		(9,709)	146,439		(9,856)	136,583	146,800
Staff Housing					55,000		55,000	
GROH Housing					55,000		55,000	
Harrison Place Toilets & Park					400,000		400,000	
Land development					386,078		386,078	
Staff Housing Renovations					300,000		300,000	
Total	2,887,153	255,000	(224,097)	2,918,056	2,586,078	(255,019)	5,249,115	2,918,417

Borrowing Interest Repayments

Purpose	Note	Function and activity	Loan Number	Institution	Interest Rate	Actual for year ending 30 June 2022	Budget for year ending 30 June 2022	Actual for year ending 30 June 2021
Medical Centre Donation		Health	137	WATC•	1.73%	\$ (2,197)	\$ (2,246)	\$ (2,338)
Bagg Street unit		Housing	135	WATC•	3.07%	(2,165)	(2,173)	(2,451)
GROH Housing - GSHI		Housing	138	WATC•	1.44%	(14,098)	(14,633)	(15,643)
Aged Units - GSHI		Housing	139	WATC•	1.17%	(403)	(442)	(517)
Staff Housing - GSHI		Housing	140	WATC•	1.73%	(15,220)	(15,563)	(16,199)
Sports Complex		Recreation and culture	134	WATC•	4.94%	(11,267)	(11,272)	(12,046)
Sports Complex Retaining Wall		Recreation and culture	136	WATC•	1.99%	(1,560)	(1,576)	(1,747)
Oval Lighting		Recreation and culture	142	WATC•	1.45%	(3,555)	(3,616)	(647)
Netball Courts & Roof		Recreation and culture	143	WATC•	2.88%	(12,932)		
Airstrip Lighting		Transport	141	WATC•	1.51%	(2,127)	(1,528)	(2,272)
Staff Housing		Housing	144	WATC•	1.87%	(333)		
GROH Housing		Housing	145	WATC•	1.87%	(333)		
Harrison Place Toilets & Park		Community amenities	146	WATC•	3.92%	(985)		
Land development		Community amenities	147	WATC•	3.92%	(950)		
Staff Housing Renovations		Housing	148	WATC•	4.49%	(109)		
Total						(68,234)	(53,048)	(53,860)
Total Interest Repayments	2(b)					(68,234)	(53,048)	(53,860)

2021/2022 New Borrowings

(a) New Borrowings* 2021/22

Particulars/Purpose	Institution	Loan Type	Term Years	Interest Rate	Amount Borrowed		Amount (Used)		Total Interest & Charges	Actual Balance Unspent
					2022 Actual	2022 Budget	2022 Actual	2022 Budget		
				%	\$	\$	\$	\$	\$	\$
Netball courts	WATC	Debenture	20	2.88%	1,390,000	1,390,000	(1,231,185)	(1,390,000)	447,816	158,815
Staff Housing	WATC	Debenture	5	1.87%	55,000	55,000	(55,000)	(55,000)	2,868	
GROH Housing	WATC	Debenture	5	1.87%	55,000	55,000	(55,000)	(55,000)	2,868	
Harrison Place Toilets & Park	WATC	Debenture	10	3.92%	400,000	400,000	(355,446)	(400,000)	87,304	44,554
Land development	WATC	Debenture	10	3.92%	386,078	586,833	(386,078)	(586,833)	84,265	
Staff Housing Renovations	WATC	Debenture	15	4.49%	300,000				115,380	300,000
					2,586,078	2,486,833	(2,082,709)	(2,486,833)	740,501	503,369

* WA Treasury Corporation

(b) Unspent Borrowings

Particulars	Institution	Date Borrowed	Unspent Balance 1 July 2021	Borrowed During Year	Expended During Year	Unspent Balance 30 June 2022
			\$	\$	\$	\$
Loan 143 - Netball courts	WATC	4/03/2022		1,390,000	(1,231,185)	158,815
Loan 146 - Harrison Place Toilets & Park	WATC	8/06/2022		400,000	(355,446)	44,554
Loan 148 - Staff house renovations	WATC	24/06/2022		300,000		300,000
Loan 142 - Oval Lighting	WATC	28/10/2021	132,483		(132,483)	
			132,483	2,090,000	(1,719,114)	503,369

* WA Treasury Corporation

2021/2022 Reserves

27. RESERVE ACCOUNTS

	2022 Actual Opening Balance	2022 Actual Transfer to	2022 Actual Transfer (from)	2022 Actual Closing Balance	Opening Balance	Transfer to	Transfer (from)	Closing Balance	Opening Balance	Transfer to	Transfer (from)	Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Restricted by council												
(a) Leave reserve	225,393	10,257		235,650	225,393	10,563		235,956	205,018	20,375		225,393
(b) Plant reserve	489,415	583,567	(490,534)	582,448	489,415	583,024	(761,075)	311,364	375,327	550,661	(436,573)	489,415
(c) Economic development reserve	88,409	98		88,507	88,409	221	(30,000)	58,630	88,253	156		88,409
(d) Springhaven lodge reserve	2,047,145	930,000	(782,145)	2,195,000	2,047,145			2,047,145	2,078,388	300,000	(331,243)	2,047,145
(e) Low income housing reserve	67,408	16,075		83,483	67,409	16,869	(10,000)	74,278	41,408	26,000		67,408
(f) Sporting facility reserve	78,120	20,067	(35,450)	62,737	78,163	20,195	(80,000)	18,358	49,912	50,078	(21,870)	78,120
(g) Springhaven buildings upgrade and renewal reserve	18	2,147		2,165	18	5,118	(5,000)	136	15,487	6,538	(22,007)	18
(h) Bushfire communications reserve	109,492	118	(20,264)	89,346	109,493	274	(109,767)		111,568	197		109,492
(i) Landfill waste management reserve	55,304	25,743	(1,000)	80,047	55,304	25,801	(30,521)	50,584	50,539	24,514	(19,749)	55,304
U) Energy efficiency reserve	4,130	4	(4,134)		4,131	10	(4,141)		40,308	(2,832)	(33,346)	4,130
(k) Land acquisition and development reserve	37,247	42		37,289	37,248	93	(30,000)	7,341	27,191	10,056		37,247
(l) Community grants reserve	9,735	10		9,745	9,735	24		9,759	9,717	18		9,735
(m) Independent living units reserve	38,324	125,044	(5,200)	158,168	38,325	127,896	(12,000)	154,221	133,077	119,490	(214,243)	38,324
(n) Spencer street youth precinct reserve	11,245	20,025		31,270	11,245	20,028		31,273	11,225	20		11,245
(o) Natural resource management reserve	111,578	60,165	(74,313)	97,430	111,578	60,279	(101,700)	70,157	93,579	60,179	(42,180)	111,578
(p) Memorial hall & lesser hall upgrades reserve	12,118	30,028	(35,000)	7,146	12,118	30,030	(35,000)	7,148	4,600	15,018	(7,500)	12,118
(q) Day care building maintenance reserve	12,051	2,715		14,766	12,052	2,730		14,782	9,385	2,666		12,051
(r) Swimming pool reserve	20,433	20,036		40,469	20,432	20,051		40,483	5,414	15,019		20,433
(s) Springhaven equipment reserve	6,489	10,014		16,503	6,488	10,016		16,504	6,478	11		6,489
(l) Saleyards reserve	39,511	44		39,555	39,511	(38,301)		1,210	45,355	79	(5,923)	39,511
(u) RSL hall renewal reserve	10,289	11		10,300	10,289	26		10,315	10,271	18		10,289
(v) Benn parade multi-facility reserve	14,289	12		14,301	14,289	36		14,325	10,268	4,021		14,289
(w) Townscape reserve	25,333	30,048	(5,580)	49,801	25,332	30,063	(20,000)	35,395	10,298	25,035	(10,000)	25,333
(x) Kodja place building upgrade & renewal reserve	9,611	10,019	(2,000)	17,630	9,611	10,024	(5,000)	14,635	4,600	5,011		9,611
(y) Kodja place masterplan implementation		10,007		10,007		10,000		10,000				
(z) Shire office/library building upgrade & renewal reserve	1,007			1,007	1,007	3		1,010		1,007		1,007
(aa) Works depot building upgrade & renewal reserve	1,006			1,006	1,006	3		1,009		1,006		1,006
(ab) Netball court resurface reserve	1,007			1,007	1,007	3		1,010		1,007		1,007
(ac) The spring reserve	1,007	15,011		16,018	1,007	15,003		16,010		1,007		1,007
(ad) Sporting complex building upgrade & renewal reserve	1,049	31		1,080	1,007	3		1,010		1,049		1,049
(ae) Playgrounds & parks reserve	10,009	10,017		20,026	10,009	10,025		20,034		10,009		10,009
(af) Trails network construction reserve	1,007	5,000		6,007	1,007	5,003		6,010		1,007		1,007
(ag) Gravel pits reserve									32,288	8	(32,296)	
(ah) Building upgrade reserve									11,498	3	(11,501)	
(ai) Historical buildings reserve									7,501	13	(7,514)	
(aj) Kodja place tourist precinct reserve									951		(951)	
	3,539,179	1,936,355	(1,455,620)	4,019,914	3,539,183	975,113	(1,234,204)	3,280,092	3,489,904	1,248,444	(1,199,169)	3,539,179

All reserves are supported by cash and cash equivalents and are restricted within equity as Reserves - cash backed.

In accordance with Council resolutions or adopted budget in relation to each reserve account, the purpose for which the reserves are set aside and their anticipated date of use are as follows:

Black Cockatoo Café (BCC)

Community asset that has ability to return value to the Community and contribute to the funding of KP.

Community funds built the Cafe:

The objectives

- to ensure it returns value to KP Precinct

- Provide a good service to visitors and community alike (Means Good Coffee and Food)

- Integrate the workings of the Café into the KP.

Black Cockatoo Café (BCC)

Last year the lease was up for advertising as per regulations.

After a rigorous process and robust discussion, the Council made a decision to lease the Café to the KP Community Fund Committee assessing all the criteria and objectives set by the Council.

All respondents had the ability to respond to the criteria. At the time the Shire made the decision that the KP fund met the criteria better to return value to the Community.

The Fund recently realized they cannot 'manage' and 'lead' the ongoing operations and have relinquished the café lease back to the Shire.

The Council have agreed in the short term to continue to operate the café to ensure it remains a community service.

The Café is not going broke, and it is not losing money.

The Shire has an opportunity to operate the Café on behalf of the community.

Black Cockatoo Café

Critical areas to manage café operations for sustainability:

- Rostering and managing the labour cost component. Match labour to sales hours, not just days.
- Food preparation, menu management, costing of meals and pricing of food essential.
- Need to understand how much each meal cost in its entirety and ensure pricing is aligned.
- Culture, training and customer service is essential.
 - We have good people, they require management and leadership
- Best of all good coffee.



Springhaven - Update

Hall and Prior

- Established an operational relationship with Hall and Prior
- They have provided a fully experienced RN to support our Clinical Care
- Access to information, procedures, policies
- Ideas for improvements: Roster, increased responsibilities and duties for all staff
- Plan for Maternity Leave cover:
 - Split managerial duties between several roles, support from Regional Director Kristi Holloway, Hall & Prior offsite
 - Upskilling of staff
- Great Partners both culturally and experience

Occupancy and staff numbers

- Back to 22 residents (combination of fulltime and respite)
- X 1 Manager on (maternity leave 16th June)
- Two fulltime RN's (One filling in for Ciara)
- This is possible with the support of Hall & Prior Regional Director Kristi Holloway.
- Another RN on the way

Star rating

December/January 2022/2023 and
MAY 2023

Overall Star Rating

★★★★☆ Good



This rating is based on this organisation's performance in relation to Compliance, Quality Measures, Residents' Experience, and Staffing. The ratings for each of the subcategories that make up the Overall Star Rating are shown below. The Overall Star Rating was most recently updated on 2 May 2023.

Compliance

★★★★★



Quality Measures

★★★★☆



Residents' Experience

★★★★★



Staffing

★★★★☆



How staffing stars are calculated:

	Total care minutes (inclusive of registered nurse minutes)				
Registered nurse care minutes	Well below target (<90%)	Below target (90 < 100%)	Meets target (100 < 105%)	Above target (105 < 115%)	Well above target (>=115%)
Well below target (<75%)	1 star	1 star	2 stars	2 stars	3 stars
Below target (75 < 100%)	2 stars	2 stars	2 stars	3 stars	3 stars
Meets target (100 < 115%)	2 stars	3 stars	3 stars	3 stars	4 stars
Above target (115 < 125%)	3 stars	3 stars	4 stars	4 stars	4 stars
Well above target (>=125%)	3 stars	4 stars	4 stars	5 stars	5 stars

24/7 RN requirement and Exemption

Currently required to have 16hrs of RN time per day.
(Enrolled nurses and Nurses On Call not counted in minutes)

1st July requirement – 24hrs of RN time.

Eligible for exemption (MMM5 area and less than 30 beds)

Application very detailed – in process of applying. Will be submitted before Managers Leave starts.

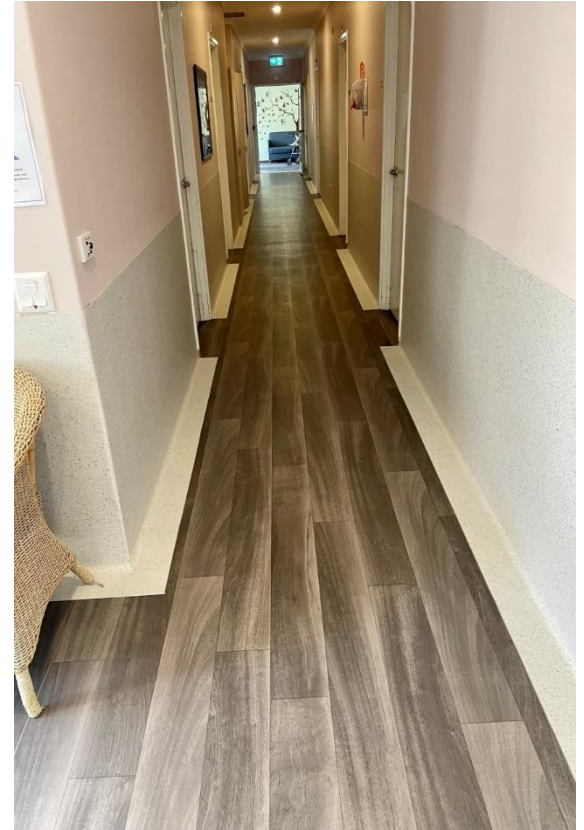
Must provide evidence of how we continue to provide high standard, SAFE clinical care without a nurse at all times.

Policy and procedure updates coming.

Grant Works Completed (Before)



After



After



Challenges:

- 20.75% Award Pay Increases on Wages to majority of roles at Springhaven – Approx. \$300K per annum
- Plus Super at 11%
- The Shire already pays 5% above the award.
- Funding to cover the bulk of this cost increase through ANACC (Aged Care Funding). However costs have increased.

Activities



BOLD NEW 'PLACKEMAKING' VISION FOR KOJONUP



THE CULTURAL
EXPERIENCE CENTER
OF THE GREAT SOUTHERN

Placemaking Strategy

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

- **Lifestyle;**
- **Visitation;**
- **Economics; and,**
- **Performance.**



Strategic Community Plan (SCP)

- 12 pieces of work, associated with the four pillars, that we will be required to find solutions and achieve.
- Focused on arresting the strategic issues
 - Population decline
 - Housing
 - Economic growth
 - Shire sustainability



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

Strategic Overview

Values and Purpose

Purpose/Mision/Values

Create Community Value

“We do this by Listening to the Community Everyday”

Vision

Where we are going
**By 2033 Kojonup aims to be...
 “THE CULTURAL EXPERIENCE CENTRE OF THE GREAT SOUTHERN”**

Objectives, Measures & Targets

How we measure progress against the vision

Strategic Initiatives

How we are going to achieve our plan.

Initiatives to achieve the strategies

Timelines, SPA and metrics

KOJONUP'S COMMUNITY VISION PLAN ON A PAGE

CULTURAL EXPERIENCE LIFESTYLE (Coastal, Cultural, Community)

1. Economic Acceleration Options
2. Proactive Community Split
3. Regional Development
4. Street Living Business
5. Assisted New Business
6. Attract Cultural Industry
7. Experience Kojonup Anytime Anywhere
8. Experience Kojonup Occasional Adventure
9. Experience Kojonup Vibrant Spaces
10. Cultural Experience Lifestyle
11. Fresh Community Engagement
12. A High Performing Council
13. Community Performance
14. Community Performance
15. Community Performance
16. Community Performance



SHIRE OF KOJONUP CORPORATE BUSINESS PLAN 2023-2026

Key Pillar	Objective	Definition	Priority	Type of work	Measurement	Measurement Date	Accountable
KEY PILLAR: CULTURAL EXPERIENCE VISITATION	1.1	The Kojonup Plaza cultural precinct	Strategic	Project	>85% tourist satisfaction with Kojonup Plaza experience	12.4 Tourism data	COM
	1.2	Experience Kojonup outdoor trails	Strategic	Project	>85% tourist satisfaction with outdoor experience	12.4 Tourism data	MBC
	1.3	Digital Experience/Engagement	New	Program	10% increase per year in digital content click rate	12.4 Digital engagement data	EEI
	1.4	Community Performance	Existing	Program	>75% community satisfaction with overall visit	12.4 Annual community survey	COM
	1.5	Community Performance	Existing	Program	>85% community satisfaction with performing arts	12.4 Annual community survey	COM
	1.6	Cultural experience annual event calendar	Existing	Project	>75% annual increase in event participation	12.4 Events data	COM
	1.7	Experience Kojonup main street renewal Phase A	Existing	Project	>85% community satisfaction with main street	12.4 Annual community survey	CEI
	1.8	Experience Kojonup main street renewal Phase B	Existing	Project	>85% community satisfaction with main street	12.4 Annual community survey	PIW
	1.9	Kojonup Festival region-wide program	Community	Program	>85% community participation in Kojonup	12.4 Annual community survey	COM
	1.10	Kojonup Youth Program	Existing	Project	>85% community satisfaction with youth program	12.4 Annual community survey	COM

Strategic Initiative	Completed	Implementation	Timeline	Notes	Cost
1.1	Green	Green	19-22	This is building up and growth of shared experience (including, assets, the fabric). This is a long-term project that will be a major focus for the next 5 years.	
1.2	Green	Green	19-22	This is a long-term project that will be a major focus for the next 5 years.	
1.3	Green	Green	19-22	This is a long-term project that will be a major focus for the next 5 years.	
1.4	Green	Green	19-22	This is a long-term project that will be a major focus for the next 5 years.	
1.5	Green	Green	19-22	This is a long-term project that will be a major focus for the next 5 years.	
1.6	Green	Green	19-22	This is a long-term project that will be a major focus for the next 5 years.	
1.7	Green	Green	19-22	This is a long-term project that will be a major focus for the next 5 years.	
1.8	Green	Green	19-22	This is a long-term project that will be a major focus for the next 5 years.	
1.9	Green	Green	19-22	This is a long-term project that will be a major focus for the next 5 years.	
1.10	Green	Green	19-22	This is a long-term project that will be a major focus for the next 5 years.	

THE CULTURAL EXPERIENCE CENTRE OF THE GREAT SOUTHERN



THANKYOU & QUESTIONS?





SHIRE OF KOJONUP

ANNUAL REPORT

2021/2022





VISION

*Kojonup is a **smart** region featuring a technologically advanced **agricultural** community, an educational and historical **destination** and a healthy and enviable **lifestyle**.*

OUR GUIDING VALUES

Integrity

We will act in an honest, professional and accountable manner that maintains the community trust.

Care and Respect for People

We will treat people with respect in all of our interactions. We are committed to the safety and wellbeing of our community and employees and will show care and empathy when addressing issues.

Responsible

We are mindful of our role as custodian of the community's assets, and will make decisions in a responsible manner. We will consider value for money in decision making and ensure that our operations and systems promote efficiency and good governance.

Open and Reliable

We will carry out our business in a transparent and approachable way, respecting diverse views and valuing the input and contributions from the community. We will act consistently and communicate clearly.

Statistically in 2021/2022, the Shire has:

<p>Conducted 11 Council Meetings</p> 	<p>Conducted 18 Briefing Sessions</p> 	<p>Conducted 2 Special Council Meetings</p> 	<p>Obtained \$8,192,576 in Grant Revenue & Contributions</p> 
<p>Received 15,589 visitors to the Kojonup Visitors Centre</p> 	<p>Issued 15 building related approvals at a value of \$2,540 million</p> 	<p>Supported 0 Subdivision Applications.</p> 	<p>Issued 10 Development Approvals for Projects</p> 
<p>262 Travel groups camped at the designated camp ground</p> 	<p>Progressed 2 road widening programs for 4km totalling \$466,875</p> 	<p>Resealed 5.8km of bitumen totalling \$292,586.00</p> 	<p>Conducted 16km of tree pruning and mulching on rural roads</p> 
<p>Re-sheeted 0km of gravel roads totalling \$Nil</p> 	<p>7,593 people attended the K.O'H.M swimming pool between 16 November 2021 and 4 April 2022</p> 	<p>An Area of 2,937km²</p> 	<p>A population count of 1901 in the 2021 Census</p> 

Strategic Direction

Community Strategic Plan

10 years



Vision

Strategic Directions

Outcomes, Strategies, Targets

Corporate Business Plan

4 years



Major Projects

Programs & Services

Corporate Indicators

Annual Budget

1 year



Annual Projects, Programs & Services

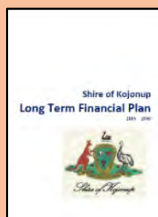
Annual Budget

Revenue Details

Resourcing Strategy – 10 Years

The Resourcing Strategy is used to test and inform the long-term aspirations of the Community Strategic Plan and to guide the deliverables which can be achieved in the Corporate Plan and Annual Budget.

Long Term Financial Plan



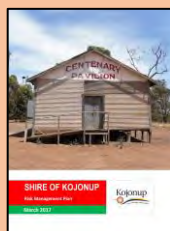
Asset Management Plan
(e.g.: Building Assessment Framework)



Workforce Plan



Risk Management Plan



Business Continuity and Disaster Recovery Plan



Project Concept Plans
(e.g.: Main Street Master Plan)



A Word from the Shire President



Kojonup is tens of thousands of years old and has a long history. It is home to the Kaneang people of the Noongar Nation and, as a community, there is a lot we can learn from the traditional custodians of these lands.

This annual report and these financial statements reflect a period of implementation that has come to the end of its lifecycle. A period of asset building, and the subsequent increase in debt. This makes this year's report a watershed moment for the Council as we will now move from one strategic paradigm to another, from SMART to PLACEMAKING.

Your Council now wants to leverage the community assets and strengths we have built to create an environment that people will want to come and visit and live in Kojonup. We want to focus on the positive aspects of Kojonup and grow our footprint.

It is important to reflect on the community value creation the Council has achieved during this reporting period. Kojonup continued its infrastructure growth path in 2021/22 namely:

1. The finalisation and commissioning of building 26 Katanning Road and 28 Katanning Road, as a part of the Key Workers housing at the Shire and for Government Regional Officer Housing (GROH). They are fully occupied.
2. Completion of the sewage and water management system for Katanning Road subdivision.
3. The Council continued to develop the concept and community consultation for a Youth Precinct in Kojonup.
4. The Council committed funds to the Bushfire Communications Tower to be built.
5. Memorial Hall and the Harrison Street amenities precinct project was completed.
6. A Shire of Kojonup Trails Master Plan was accepted.
7. The Netball Courts project and construction were completed and are now being fully utilised by the community.
8. Works & Services completed their annual Road Program. This is aligned to the 10 Year road maintenance plan.
9. The Adventure Playground, the "Kojonup Sporting Precinct Play Space Plan", at the Sports Complex was commissioned.
10. Finalisation of the project Quin Quin reserve water runoff management.

Council creates value when it remains committed to listening to the Community every day.

We will continue to talk to the community about the future performance of the Shire. Our future is bright and we will focus on:

1. Building the Men's Shed.
2. Finalising the Emergency Services Communications Tower.
3. Finalise the Youth Precinct plan.
4. Focus on fit for purpose upgrades to technology and other process improvements to ensure we are satisfying community expectations.

Thank you to all the Team Members for support in implementing the deliverables contained within the SMART Corporate Strategic Plan over the past 5 years. To the contractors and professional consultants a huge thank you for your collective efforts.

To our Community members, thank you for your support throughout the year. I sincerely thank everyone who has volunteered their time to clubs, organisations, public events, emergency services, as together we achieve so much more than would otherwise be possible for our community.

Lastly, I would like to thank my fellow Councillors for their time and measured input into the future direction of the Shire. It is important that Kojonup residents stand up and play a part in their community by being involved in Council. It is not always a thankful task but a very rewarding one. Thank you all.

Cr. Ned Radford
Shire President



Shire of Kojonup Depot

Your Council



Shire President
Ned Radford
2021 – 2025

Delegate on the following Committees:

- *Bush Fire Advisory*
- *Kodja Place Community Fund Inc*

Delegate deputy:

- *GS Zone of WALGA*
- *GS Joint Development Assessment Panel*



Deputy Shire President
Paul Webb
2021 – 2025

Delegate on the following Committees:

- *Bush Fire Advisory*
- *Audit and Risk*
- *Southern Link VROC*

Delegate deputy:

- *GS Zone of WALGA*
- *GS Regional Road Group*
- *Kodja Place Community Fund Inc*



Cr Felicity Webb
2019 – 2023

Delegate on the following Committees:

- *Kojonup NRM Advisory*
- *Kojonup Spring Advisory*



Cr Parminder Singh
2019 – 2023

Delegate on the following Committees:

- *Disability Access and Inclusion*
- *Southern Link VROC*
- *GS Joint Development Assessment Panel*
- *Kojonup Homes for the Aged Inc*



Cr Kevin Gale
2019 - 2023

Delegate on the following Committees:

- *Audit and Risk*
- *GS Zone of WALGA*
- *GS Regional Road Group*

Delegate deputy:

- *Disability Access and Inclusion*
- *Southern Link VROC*
- *GS Joint Development Assessment Panel*
- *GS Recreation Advisory Group*



Cr Cindy Wieringa
2019 – 2023

Delegate on the following Committees:

- *Kojonup Spring Advisory Group*
- *Great Southern Treasures*

Delegate deputy:

- *Kojonup Homes for the Aged Inc*



Cr Roger Bilney
2021 - 2025

Delegate on the following Committees:

- *Audit and Risk*
- *Kojonup NRM Advisor*



Cr Alan Egerton-Warburton
2021 – 2025

Delegate on the following Committees:

- *Audit and Risk*
- *Kojonup Spring Advisory*
- *GS Zone of WALGA*
- *GS Joint Development Panel*

Councillor Attendance at Meetings in 2021/2022

CR BILNEY	CR EGERTON- WARBURTON	CR RAFORD	CR P WEBB	CR F WEBB	CR WIERINGA	CR SINGH	CR GALE	CR FLEAY	CR PEDLER	CR BENN
Ordinary Council										
8	8	10	7	10	10	11	11	2	1	3
Special Council										
1	1	2	1	2	2	2	1	1		1
Audit and Risk Committee										
2	2		2	1	1	1	3			
Natural Resource and Management Advisory Committee										
1										
Bush Fire Advisory Committee										
3		2								
Annual Electors Meeting										
		1				1	1	1		1

Chief Executive Officer's Report



The 2021/22 audited financial report has demonstrated that whilst Kojonup continues to grow, the Shire requires prudent financial management to leverage and consolidate its resources over the coming period, particularly related to debt, cashflow and cost management. We are now in a good position to do this whilst continuing to focus on the internal performance of the Shire as a whole.

As the President mentioned in his report, this annual reporting period reflects the end of the SMART strategic plan, which commenced in 2017. Whilst the SMART plan did not achieve all of its goals, it has placed Kojonup in a good position to springboard to a new level of strategic planning, that is a focus on 'placemaking' strategy.

The finalisation of the capital growth projects, that this financial report represents, allows the Shire to now change its focus to projects such as improving the Shire's internal capability; initiatives to enhance and improve technology, cyber security and focus on security around the town such as CCTV cameras.

The challenge for the Council is the economic environment we now operate in, meaning the Shire has to consider inflationary pressures, increases in the cost of borrowing and general cost increase pressures across all areas of the organisation.

As can be observed in the financial statements, the Shire must continue to analyse expenditure, the allocation of overheads and the impact depreciation has on the relevant cost elements.

The Shire of Kojonup is a great place to live and the Community demonstrates resilience over and over, something we need to continue to achieve. Our shared renewed focus will ensure the Shire builds stronger and closer relationships with the Community, meaning that you will have a regularly informed understanding of the challenges and opportunities that present themselves.

As the Chief Executive Officer, I want to acknowledge the Kojonup Aboriginal Corporation and individuals from the Noongar community who have done a great deal of work to bring Kodja Place and the community together.

I would like to acknowledge the great team at the Shire and to all Community Members who have attended Council meetings, Forums, Briefing Sessions, Advisory meetings, Work Shops, lodged submissions, constructive feedback, made suggestions or requests - thank you for taking the time to give us your feedback and taking an interest in the present and future direction of the Shire of Kojonup.

I look forward to continuing the excellent work in the year ahead.

Grant Thompson
Chief Executive Officer

Senior Management Team

Grant Thompson

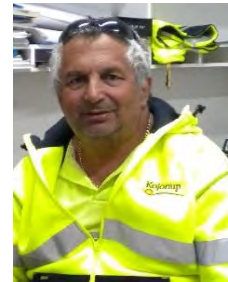
Chief Executive Officer



- Strategic Planning
- Organisational performance
- Medical/Health Services
- Environment/NRM/ Sports Precinct

Craig McVee

Manager Works & Services



- Roads/Verges
- Parks/Gardens/ Reserves
- Plant/Equipment
- Signage
- Drainage
- Cultural Officer

Anthony Middleton

Manager Corporate and Community Services



- Financial Management
- Information Technology
- Asset and Risk Management
- Integrated Planning and Reporting
- Governance, Policies and Delegations

Ciara O'Regan

Manager Springhaven



- Governance and Clinical Management - Springhaven Lodge Aged Care

Robert Jehu

Manager Regulatory Services



- Environmental Health
- Waste Management
- Building Maintenance
- Work Health and Safety
- Project Management
- Emergency Services

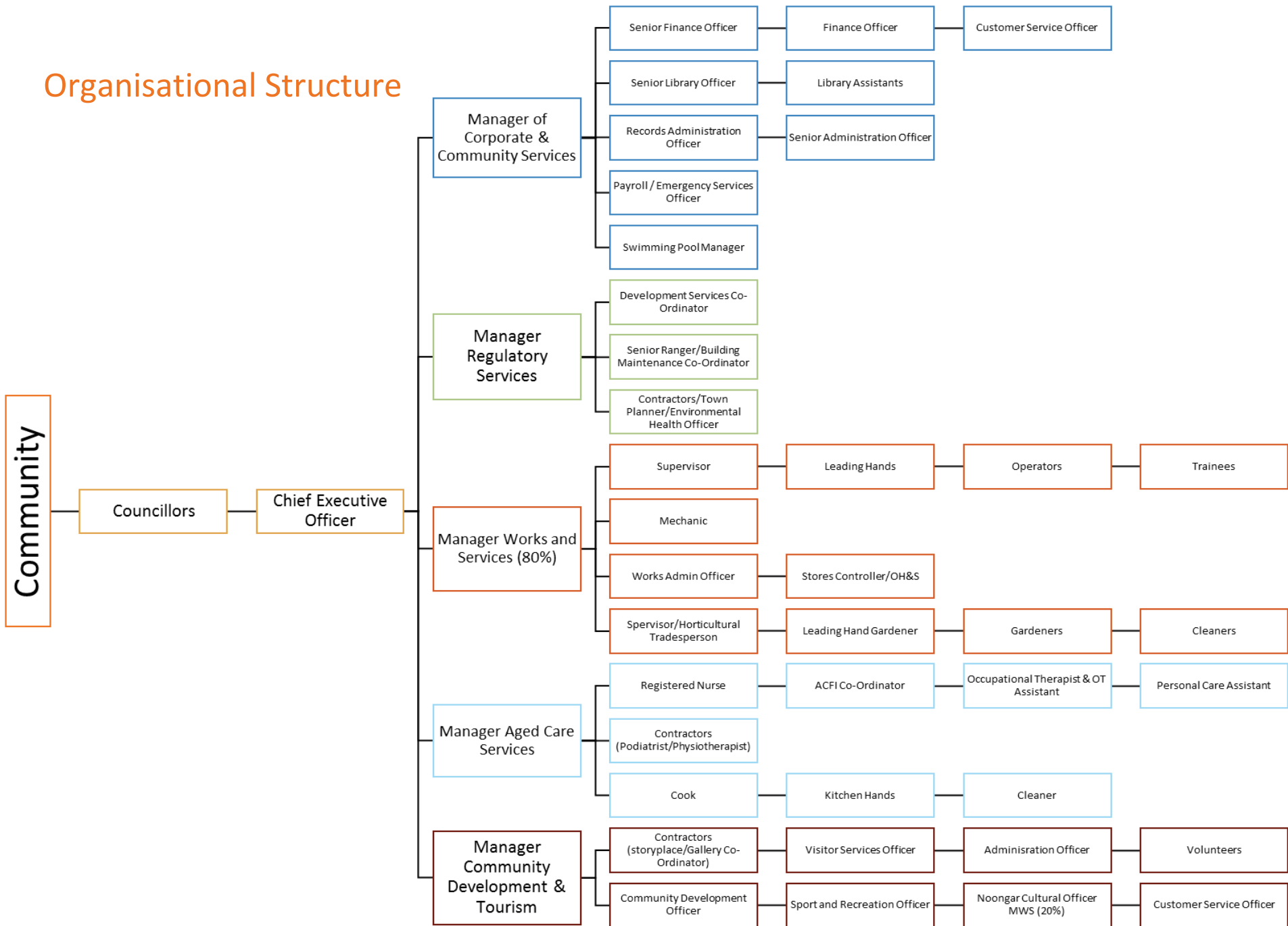
Jill Watkin

Manager the Kodja Place, Tourism & Marketing



- Management of The Kodja Place Precinct
- Tourism
- Marketing

Organisational Structure



Changes to Our Team

The Shire thanks the following staff, who departed from the Shire of Kojonup team during the 2021/2022 financial year, for their contribution:

Employee Name	Given Names	Date Commenced	Job Title
Schinzig	Alice	22/07/2020	Early Years Assistant
Matthews	Nola	21/05/2015	Casual Cleaner
Cox	Katina	27/07/2020	Noongar Trainee
Farr	Natalia	08/12/2020	Kitchen Hand/Cleaner
Mitchell-Collins	Rick	22/07/2013	Chief Executive Officer
Macri	Caroline	27/05/2020	Personal Carer
Blackman	Teagan	23/03/2021	Junior Registered Nurse
MacDonald	Aaron	11/03/2020	Personal Carer
Sullivan	Hope	21/10/2019	Personal Carer
Marland	Derek	01/11/2017	Grano Operator
Anderson	Carmen	28/04/2020	Regulatory Admin Officer
Clinch	Bradley	28/10/2009	Plant Operator
Ridley	Shania	16/08/2021	Junior Registered Nurse
Retallack	Paul	27/10/2010	Senior Ranger
Richardson-Bunbury	Gavin	02/10/2017	Swimming Pool Manager
Wyatt	Lorraine	29/01/2018	Executive/HR Coordinator
Cron	Joan	20/08/2020	Personal Care Assistant
Sawyer	Annette	17/03/2021	Early Years Co-Ordinator
Levis	Daniel	11/05/2021	Customer Service Officer
Broun	Hayley	06/02/2020	Personal Carer
Garcia	Sheryl	08/08/2019	Carer
Alimon	Mary	24/09/2021	Personal Care Assistant
Fulmer	Ryan	18/10/2016	Traffic Controller
Coyne	Francis	23/11/2021	Traffic Control/General Hand
Zenni	Caitlin	14/02/2022	Registered Nurse
Balloch	Robert	07/09/1999	Works Supervisor
Ramm	Victoria	04/06/2008	Stores Controller/OS&H Rep Officer
Retallack	Lana	24/01/2012	Registered Nurse
Harrison	Derek	23/05/2011	All Rounder/Plant Operator
Jackson	Madison	13/01/2020	Personal Carer
Finlay	Stephanie	13/04/2022	Carer
Morton	Christopher	17/11/2021	Carer
Shephard	Phillip Colin	04/03/2008	Planner
Middleton	Anthony	28/10/2013	Manager Corporate & Community Services
Marinoni	Lucy	10/04/2019	Personal Care Assistant

We welcomed to our team, the following new employees:

Employee Name	Given Names	Date Commenced	Job Title
Ridley	Shania	16/08/2021	Junior Registered Nurse
Alimon	Mary	24/09/2021	Personal Care Assistant
Morton	Christopher	17/11/2021	Carer
Coyne	Francis	23/11/2021	Traffic Control/General Hand
Zenni	Caitlin	14/02/2022	Registered Nurse
Fort	Kerry-Anne	12/07/2021	Cleaner
Thompson	Grant	19/07/2021	Chief Executive Officer
Bell	Karen	04/08/2021	Kichen Hand/Cleaner
Howell	James	09/08/2021	Excavator/Plant Operator
Viloria	Lemuel	06/09/2021	Gardener
Bruhn	Garry	20/09/2021	Building Surveyor
Cook	Leah	21/09/2021	Carer
Lottering	Estelle (Este)	11/10/2021	Regulatory Services - Administration Officer
Franich	Aaron	12/10/2021	Swimming Pool Manager
Swain	Stephanie	27/10/2021	Senior Ranger
Van Duyn	Morgan	08/11/2021	Carer
Hanekamp	Robert	08/12/2021	Building Maintenance Officer
Weazel	Jamaine	06/01/2022	General Hand
Riley	William	10/01/2022	Casual Customer Service Officer - Tours
Daniels	Nicole	03/03/2022	Kitchenhand/Cook
Riley	Neil	12/04/2022	Roller Driver/Plant Operator
Finlay	Stephanie	13/04/2022	Carer
Pajares	Joey	26/04/2022	Traffic Control/General Hand
MacDonald	Aaron	26/04/2022	Carer
Watkin	Jill	02/05/2022	Manager the Kodja Place, Tourism, Marketing
Anderson	Grace	19/05/2022	Carer
Lewis	Sarah	26/05/2022	Carer
Campbell	Darci	01/06/2022	Carer
Rhodes	Teresa	13/06/2022	Carer

Plan for the Future

In accordance with local government integrated planning requirements, on 25 July 2017 the Shire of Kojonup adopted a new Strategic Community Plan, titled *Smart Possibilities*, which set the strategic direction for the organisation for ten (10) years and beyond. It is the community's plan and is based primarily on the feedback obtained through surveys, workshops and interactive voting sessions.

The updated Corporate Business Plan entitled, "*SMART Implementation*" was adopted by Council on 16 June 2020 and sets the direction and priorities for Kojonup until 2024 and beyond. *SMART Implementation* is the first step towards achieving the community aspirations and sets out the key actions for the first four years against five (5) Key Pillars.

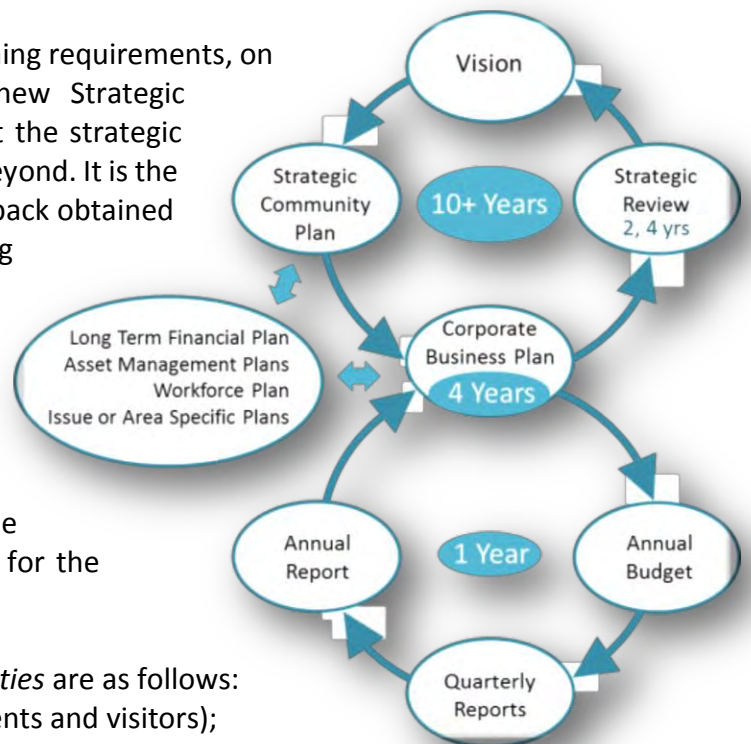
The five (5) 'key pillars' established in *SMART Possibilities* are as follows:

1. **Place** (Kojonup celebrates its diversity for residents and visitors);
2. **Connected** (Kojonup advances through connections, partnerships and alliances);
3. **Performance** (Kojonup's people show commitment to strategy and operational excellence)
4. **Prosperity** (Kojonup invests in its own prosperity and drives economic growth); and
5. **Digital** (Kojonup is ambitious with technology, data and analytics).

Smart Implementation represents a significant improvement on previous plans and is increasing in importance as a vital document. This plan is now equal in importance to the Annual Budget and *SMART Possibilities* and requires regular reference on a day-to-day basis by both staff and elected members.

The community's aspirations in each theme are described, followed by a commitment from the Shire of Kojonup to work towards realising these aspirations. Each commitment by the Shire includes an implementation timeframe that relates to the Shire's four year corporate business planning cycle.

The following commentary outlines actions taken or about to be commenced for each objective within our SMART Implementation. The plan is divided into 'Outcomes' under which 'Objectives' are listed and then 'Actions'. The 'Action' headings have been colour coded to indicate the progress made on achieving this action.



The 'Action' has been COMPLETED

The 'Action' is currently still IN PROGRESS










The 'Action' has NOT COMMENCED

Key Pillar 1 – Place

Kojonup celebrates its diversity for residents and visitors.

During the stakeholder engagement phase of 2017 our community members raised issues regarding balancing resourcing and investment in arts, culture, environment, tourism, sporting clubs, non-sports based fun and recreation, education, indoor activities, and activities to celebrate the diversity of our people.

1.1 – Have maximised our ‘One Community’ program through specific events, celebration of built form and enhancement of our environment.

Ref	Corporate Actions	Status
1.1.1	Develop and grow an annual calendar of events where community and visitors celebrate diversity, history, and place.	
1.1.2	Celebrate the significance of cultural, social and built heritage including local indigenous and multicultural groups.	
1.1.3	Grow The Kodja Place to become an iconic WA attraction.	
1.1.4	Through delivery of an Events Strategy, sponsor, support and promote events that stimulate economic activity and attract visitors to the area.	
1.1.7	Develop and adopt an Event Management and Risk Plan	
1.1.8	Memorial Hall Refurbishment/Upgrade <ul style="list-style-type: none"> Theatrical Society, toilets (internal & external) and Harrison Place Park - \$609,000 Replacement of Guttering and Downpipes - \$50,000 	
1.1.9	Develop Marketing Implementation Plan <ul style="list-style-type: none"> Redevelop the Kodja Place Website Develop a brand and style guide 	
1.1.10	Implement A Hierarchy of Signage <ul style="list-style-type: none"> Tier 1: Main Highway/ Roads – Identity and High level information Tier 2: Township and Precinct entrance points - Directional Tier 3: Precinct Way Finding 	
1.1.17	Visitor centre and retail area – More user friendly	



**Harrison Place
Public Toilet Construction**



**Talent Show
5 February 2022
The Kodja Place
Photograph courtesy of Astrid Volzke**





**Volunteering
The Kodja Place
Rose Maze**

**Above -
L to R: Laurie Prandi, Eric Wright, Cathy Wright**









**Above -
L to R: Alan Egerton-Warburton, Marina Murray (Senior Horticulturalist, Shire of Kojonup), Lyn Boddington, Laurie Prandi and John Mathwin**



**Left -
L to R: Roberta McGuire, Kath Mathwin, Sharon Ramel, Norma Ball, Wendy Thorn**

Photographs courtesy of the Kodja Place Community Fund Inc.

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.

Ref	Corporate Actions	Status
1.2.1	Develop and adopt a Trails Master Plan to develop and activate a trail network and reserve walks in conjunction with State-wide recreation partners.	
1.2.2	Implement and action a Sport, Recreation and Open Space Master Plan.	
1.2.3	Provide community infrastructure that attracts outsourced or privately run facilities and programs.	
1.2.4	Plan and develop appropriate passive recreation facilities (S2.2.3)	
1.2.5	Improve disability access to infrastructure and services (S2.2.4) <ul style="list-style-type: none"> • Re-establish Disability Access Committee • Review Disability Access and Inclusion Plan • Progress Implementation Plan 	
1.2.10	Sporting Infrastructure Upgrades: <ul style="list-style-type: none"> • Reconstruction of Netball Courts • Upgrade Top Oval Lighting • Install destination playground & Outdoor Gym • Upgrade Kitchen in the Sporting Complex • Install Audio/Visual equipment in the pavilion • Upgrade shade shelter on the baby swimming pool • Upgrade Swimming Pool Car Park • Create Swimming Pool leisure activities (e.g. basketball) • Sports Complex Building Defects/Building Compliance/Service Area for bins • East Pool Fence upgrade • Lease Complex – include line marking by clubs • Power Metering 	

Netball Court Completion



1.3 – Have systems in place to attract youth to the region, even in a transient manner.

Ref	Corporate Actions	Status
1.3.1	Collect data on the needs of youth, as they live, educate, work, visit and return to Kojonup.	☹️
1.3.2	Account for long-term and forecasted social changes such as changing household types and density.	☹️
1.3.3	Promote the opportunities for traineeships within local government (S1.3.1)	☹️
1.3.4	Explore opportunities with local schools and youth organisations to create a Youth Advisory Council to engage and advise the Shire and Councillors on youth issues (S1.2.1)	☹️
1.3.5	Develop and adopt an Early Childhood Strategy	☹️
1.3.6	Develop and adopt a Youth Engagement Plan	☹️



Kojonup
Sporting
Complex
Playground



1.4 – Be enjoying a Main Street which is an inviting meeting place where we celebrate our history and heritage in a modern way.

Ref	Corporate Actions	Status
1.4.1	Work with local retail outlets to build a people-friendly, active, vibrant and smart Main Street.	☹️
1.4.2	Plan, construct and enable improved off-street parking with a people-friendly Town Square.	☹️
1.4.3	Form a programmed upgrade of Main Street through landscaping, furniture and signage.	☹️
1.4.4	Draft and implement a Parks, Garden and Street Trees policy (N1.3.2)	☹️
1.4.5	Review and implement a townscape plan and “main street” development (N2.2.3)	☹️
1.4.6	Redevelop the main street to create a people friendly and vibrant retail centre (N2.2.4)	☹️
1.4.7	Develop and adopt a Tourism/Destination Signage Plan	☹️



**Ordinary Meeting held in the Memorial Hall - 12 April 2022
150 Year Kojonup Roads Board Recognition**



**Kojonup Roads Board Memorabilia – Memorial Hall
12 April 2022
150 Year Recognition**

2022 AUSTRALIA DAY AWARDS

MEDAL RECIPIENTS



Quentin (Kent) Egerton-Warburton OAM
Kojonup Farmer
Recipient of an Order of Australia Medal for service to the agricultural technology industry.
Mr Egerton-Warburton founded and developed Agrimaster Farm Financial Management Software in the early 1980s.

Dawn Norrish OAM
Kojonup Farmer
Recipient of an Order of Australia Medal for services to the equine industry.













**Newly sheltered Muradup War Memorial
ANZAC Day 25 April 2022**

Key Pillar 2 - Connected















Kojonup advances through connections, partnerships and alliances.

During the stakeholder engagement phase of 2017 our community members raised issues regarding partnering for growth in childcare, children's activities, public transport, airport provisions, accommodation options, utility services (such as water quality) and forming alliances to grow employment options

2.1 – Be growing our state-wide and local tourism and shopping capabilities through regional alliances.

Ref	Corporate Actions	Status
2.1.1	Build partnerships with WA recreation, business and tourism.	
2.1.2	Promote and facilitate Kojonup as a short-term tourism destination to and from Albany.	
2.1.3	Cooperate to increase activation of Main Street and better use of underutilised Main Street spaces.	
2.1.4	Reach out to investors for management of amenities and future industry growth.	
2.1.5	Foster a strong relationship with Kojonup's Aboriginal community to further recognise and grow the recognition of Aboriginal culture and leadership in the Shire.	
2.1.6	Explore shared services options with neighbouring local governments to improve efficiencies (G1.3.1)	
2.1.7	Support local tourism initiatives (E2.1.4)	
2.1.8	Develop and Adopt a Tourism Marketing Plan	
2.1.9	Develop and Adopt a Tourism Strategy & Plan	
2.1.10	Kodja Place Building Improvements: <ul style="list-style-type: none"> • Repair / replace defective walls and wall cladding • CCTV and security upgrade • Solar Array - \$60,000 	

2.2 – Have enhanced our aged-care and health provisions by progressing our connections with regional and state-wide groups.

Ref	Corporate Actions	Status
2.2.1	Work with regional, state and national health providers to develop innovative health services.	
2.2.2	Enhance alliances with state and local health providers to grow a sustainable and modern health system.	
2.2.3	Establish formal networks between all health service providers within Kojonup.	
2.2.4	Enable a sustainable aged-care service through public-private partnerships.	
2.2.5	Advocate for the Department of Health to maintain the presence of existing health services and promote their availability throughout the region (S3.1.2)	
2.2.6	<p>Aged care service will remain compliant with the following accreditation standards:</p> <ul style="list-style-type: none"> Standard 1 – Management systems, staffing and organisational development. Standard 2 – Health and personal care. Standard 3 – Resident lifestyle Standard 4 – Physical environment and safe systems <p>Above standards no longer in place – New standards as follows from 1/7/2019</p> <ul style="list-style-type: none"> Standard 1 – Consumer dignity and choice. Standard 2 – Ongoing assessment and planning with consumers. Standard 3 – Personal care and clinical care. Standard 4 - Services and support for daily living. Standard 5 – Organisation’s service environment. Standard 6 – Feedback and complaints. Standard 7 – Human resources. Standard 8 – Organisation governance/ <p><i>*Reaccreditation audits next due February 2021</i></p>	
2.2.7	Springhaven Frail Aged Lodge strategic plan will be completed for 2017-2022.	
2.2.8	Emergency management plan for Springhaven Lodge to be updated to enhance our emergency service provision for residents and staff at the facility.	
2.2.9	Design and upgrade the Springhaven Lodge kitchen	
2.2.10	Explore funding avenues to purchase a bus for use by Springhaven Lodge and the Community.	
2.2.11	Install reticulation to southern side of Springhaven to complete enhancement programme.	
2.2.12	Extend parking area at northern side of Springhaven and incorporate undercover walkway to the entrance of the building.	
2.2.13	Extend IT services to Springhaven including Wi-Fi so residents can remain independent and in touch with the world.	
2.2.14	Design and plan an upgrade to MACS office/Care office to incorporate a meeting room and staff room to maintain privacy and confidentiality for residents, their relatives and staff.	

2.2.15	Convert medication management and record keeping including resident files to an electronic system to increase the safe storage of information.	😊
2.2.16	Develop and adopt a 'Growing Old Gracefully' Plan	😞
2.2.17	Investigate possibility of leasing or selling Springhaven	😊



**L to R: Hayley Clarke, Ciara O'Regan, Lana Retallack
Certificate of Accreditation
Springhaven Frail Aged Hostel**

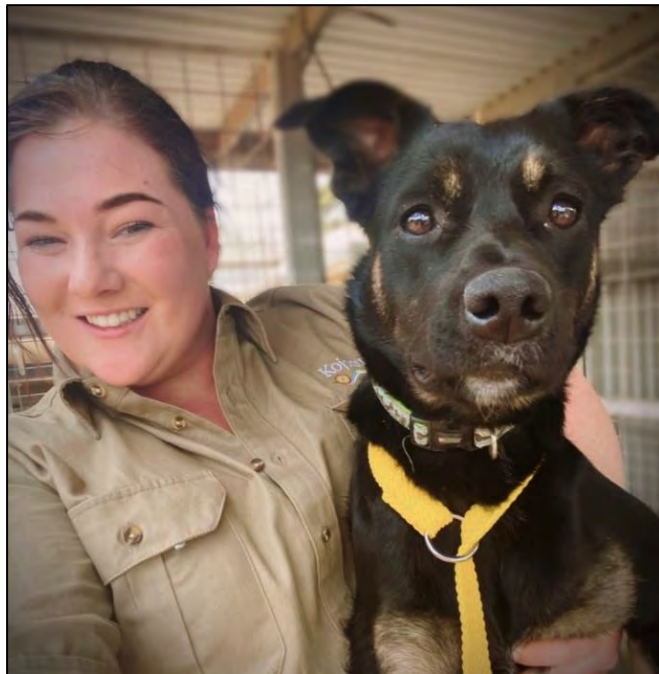


**Springhaven Aged Care Hostel
March 2022**

Photograph courtesy of Nicole Daniels

2.3 – Be providing for a safe and secure environment by working with State and Federal authorities.

Ref	Corporate Actions	Status
2.3.1	Maximise community safety through safe urban design and advocate for enhanced emergency service provisions.	☹️
2.3.2	Support appropriate initiatives to improve safety and reduce crime (N2.4.2)	😊
2.3.3	<ol style="list-style-type: none"> 1. Commence planning and undertake test of documented incident plans 2. Review document as a result of test and in preparation for Council; 3. Investigate and document the procedure to divert Shire land line phones to mobile phones; 4. Prepare Emergency Kits as identified in the plan; and 5. Investigate contractual requirements for radio failure and alternative contingency plans for methods of communications for works staff. 	😊
2.3.4	Replace Dog Pound. Recommended a new pound be located in the Industrial area away from residential area and it be designed to cater for boarding dogs as well as for impounding animals. Estimated cost \$150,000.00.	☹️



Rangering



2.4 – Have enabled and facilitated improved housing options through public and private partnerships.

Ref	Corporate Actions	Status
2.4.1	Adopt new Town Planning Scheme to support infill residential growth and private subdivisions and advocate for change in the cost of development headworks at a state level	☹️
2.4.2	Commit appropriate staff and resources to be a leader of regional planning initiatives, and services (G1.3.3)	☹️
2.4.3	Support the creation of additional residential lots (E2.1.5)	☹️



26 Katanning Road
A
Great Southern Housing Initiative
Project










Key Pillar 3 - Performance

Kojonup's people show commitment to strategy and operational excellence.

During the stakeholder engagement phase of 2017 our community members raised issues regarding a considered and agreed customer service charter, efficiency in shared services with VROC, a modern governance structure to attract young professionals within Shire activities, as well as more action with less planning.

3.1 – Be a continually engaged and strategic community which leads and organises throughout the entire stakeholder group.

Ref	Corporate Actions	Status
3.1.1	Have a highly rated Customer Service experience from a cohesive, happy and technology-driven workforce.	
3.1.2	Encourage interaction and input to the Shire of Kojonup, particularly through contemporary working party teams.	
3.1.3	Conduct a bi-annual Community Engagement Survey.	
3.1.4	Implement strategies to improve Councillors role as community leaders and asset custodians (G1.5.3)	
3.1.5	Manage implementation of container deposit scheme legislation	
3.1.6	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.	
3.1.7	Develop and adopt a Community Development Strategic Plan	








3.2 – Be exceptional in two-way communication within our community, and market our brand outside of our community.

Ref	Corporate Actions	Status
3.2.1	Develop uniformity of Kojonup’s visual identity and encourage use by all community groups.	☹️
3.2.2	Engage with our residents and industry members through increased use of social media and the provision of information on the Shire’s Website.	😊
3.2.3	Establish social media policy and procedures.	😊
3.2.4	Develop and implement a formal media and two-way communications strategy.	☹️
3.2.5	Develop an inside-out brand strategy to promote Kojonup to visitors, future residents and potential partners.	☹️
3.2.6	Promote the Shire of Kojonup as an opportunistic place to live.	☹️
3.2.7	Define and grow our brand, and continually promote and activate the diverse features of Kojonup.	☹️
3.2.8	Develop and Adopt a Communications Strategy	😞
3.2.9	Develop and Adopt a Community Engagement Plan	☹️











My Place
A collaborative body of work produced by local artist Lisa Martello Hart with students from Kojonup District High School and St Bernard’s Primary School
Autumn 2022
Sponsored by the Rotary Club of Kojonup

3.3 – Use a Building Assessment Framework and control our investment in building maintenance.

Ref	Corporate Actions	Status
3.3.1	Implement an asset rationalisation process based on the Building Assessment Framework.	
3.3.2	Maximise usage of community facilities whilst reducing the financial obligation on the Shire and its people.	
3.3.4	Undertake an asset management planning process to review and rationalize Shire buildings to maximize their use and value to the community (G1.2.1)	
3.3.5	Define, document and implement 'Levels of Service' for all assets and services	
3.3.6	Adapt the current 'Buildings Assessment Framework' project to include review of other asset classes; and dispose of surplus/ unsustainable assets as required.	
3.3.7	Ensure the Shire has an appropriate database for storage of asset information and complete a detailed data pick-up and condition assessment of all assets.	
3.3.8	Utilise the results of implementation of recommendation 9 to prepare: <ul style="list-style-type: none"> • A sustainable 'operations and maintenance' plan; • A 'renewal and replacement' plan; and • A 'new, upgrade and disposal (capital investment)' plan. 	

3.4 – Be organised and transparent with our financial management.

Ref	Corporate Actions	Status
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.	
3.4.3	Commit to future state-wide measurement systems testing local government performance.	
3.4.4	Design a program of activities to imbed sound asset management practice its culture and activities at all levels of the organisation.	
3.4.5	Complete a formal assessment of future demand for assets. This will be undertaken as part of economic development planning and consider factors such as potential population growth and changes in demographics. Once complete, update the Asset Management Plan with the results.	
3.4.6	Identify the requirements to ensure finance data and information is matched to asset management data (i.e. the same/ integrated classification, storage and reporting systems are utilised). Implement changes as needed.	
3.4.7	Compile expenditure information for the past three years, separated by asset class. Utilise this information for modelling purposes when updating the next version of the Asset Management Plan.	
3.4.8	Update the Long-Term Financial Plan and ensure there is a mechanism in place to continuously link Asset Management to the Long-Term Financial Plan update cycle.	



**Installation of a new culvert
Riverdale Road**



**Reseal
Broomehill-Kojonup Road**







Kerb laying - Spring Street

Key Pillar 4 - Prosperity






Kojonup invests in its own prosperity and drives economic growth.

During the stakeholder engagement phase of 2017 our community members raised issues regarding ways to reach new and diverse markets, having a thriving new industry over the next ten years, stimulating employment, successful and unique food and beverage, plus retail ventures, and targeted population growth.




4.1 – Be providing business assistance for growth in small local industry.








Ref	Corporate Actions	Status
4.1.1	Amend Town Planning Scheme to encourage economic development and private investment.	
4.1.2	Establish partnerships with Small Business Centre Albany and Chamber of Commerce and Industry to support local business.	
4.1.3	Advocate regionally, state-wide and federally for issues such as traffic control and water quality.	
4.1.4	Draft a local economic development policy focused to create employment opportunities that attract and retain population in Kojonup (E2.1.2)	

4.2 – Have added value to the agricultural sectors to attract new people to the region.




Ref	Corporate Actions	Status
4.2.1	Encourage community engagement through the establishment of a local Chamber of Commerce and Industry, particularly advancing Kojonup's future and smart agricultural capabilities.	
4.2.2	Enable and advocate for new industry to set up in and around Kojonup.	
4.2.3	Identify and adopt alternate Heavy Haulage Route into the Kojonup planning schemes.	
4.2.4	Expand the industrial estate as required (E2.1.6)	
4.2.5	Establish a Sale Yards Working Group and implement LGIS report	

4.3 – Be attracting support industries and diverse and new business sectors to the region.

Ref	Corporate Actions	Status
4.3.1	Whilst growing business, advocate and manage for expected water efficiency, energy efficiency and waste management to support regional and state-wide environmental standards.	
4.3.2	Establish a noteworthy Kojonup Business Hub for the provision of shared facilities and services.	
4.3.3	Enhance the Agricultural Farm and Education Precinct component to Kojonup District High School, including programs to attract university education or further study in Kojonup.	

4.3.4	Drive population growth through the support of local industry, development of new industry and promotion of Kojonup's point of difference.	
4.3.5	Develop a transient and seasonal worker, and an all-age educational strategy.	
4.3.6	Promote positive environmental and waste management and reduction messages in the community (S3.3.1)	
4.3.7	Develop and adopt an Economic Development Strategy	
4.3.8	Develop and adopt an Economic Development Plan	
4.3.9	Develop and adopt a Waste Management Plan	
4.3.10	Construction of Liquid Waste Ponds	

4.4 – Have collaborated to enhance and attract diverse retail to ensure a successful and renewed Main Street.






Ref	Corporate Actions	Status
4.4.1	Support Main Street urban renewal through in-kind support and policy development.	
4.4.2	Further develop Council policies and business incentives to enhance a 'shop local' philosophy.	
4.4.3	Implement free WIFI on the main street (E1.1.3)	

Key Pillar 5 – Digital



Kojonup is ambitious with technology, data and analytics.

During the stakeholder engagement phase of 2017 our community members raised issues regarding ongoing transparent data to and from the Shire, realised they didn't know enough about Kojonup in real-time, wished for a more digitally connected community, discussed how technology could make the Shire safer, requested greater access to broadband services, and realised the tech farming skills were a point of difference within the region


5.1 – Be fuelling our analytical knowledge to support business growth, operational excellence and farming productivity.

Ref	Corporate Actions	Status
5.1.1	Undertake bi-annual economic and productivity audit of the Shire to enable ongoing knowledgeable planning.	
5.1.2	Improve technology to enable 24 hour two-way digital communication strategy with, within, and outside of the Shire.	
5.1.3	Move to a fully Electronic Record Keeping System by 2019	
5.1.4	Development of Key Performance Indicators for Records Management	
5.1.5	Develop and adopt an Information & Communications Technology Plan.	









5.2 – Be the State's tech-farming epicentre and have an Agricultural Technology Centre for Excellence.

Ref	Corporate Actions	Status
5.2.1	Create partnerships with key stakeholders and business partners to develop Kojonup's Agricultural Technology Centre for Excellence.	
5.2.2	Provide co-location of Kojonup's agricultural community-based organisations with similar objectives into one public technology facility: the Kojonup Business Hub.	

5.3 – Be focussing on agricultural research and have maximised the educational potential of such knowledge.

Ref	Corporate Actions	Status
5.3.1	Engage with state-wide, international or private education institutions to establish an Agricultural Education Precinct in Kojonup.	

5.4 – Have used technology to become a smart, safe, collaborative and informed region.

Ref	Corporate Actions	
5.4.1	Enable and advocate for public access to NBN for all residents.	
5.4.2	Set up Kojonup so industry can increase productivity, better connect to the global market place or work remotely, through enhanced technology provisions.	
5.4.3	Attract new residents who can run businesses remotely, whilst living in Kojonup.	
5.4.4	Use continually collected data and analysis to better plan for population, accommodation, education, health and aged care services.	
5.4.5	Provide surrounding regions with data to support their growth and to build alliances.	
5.4.6	Technology provisions to ensure all residents have instant access to innovative health provisions.	
5.4.7	Partner with Kojonup District High School to promote the advantages of local education	
5.4.8	Advocate for the retention of years 11 and 12 at Kojonup District High School	

Statutory Statements

National Competition Policy

Local Governments are required to report their progress in implementing National Competition Policy in their annual report. There are a number of specific requirements placed on local government in the areas of competitive neutrality, legislation review and structural reform.

Competitive Neutrality

The principle of competitive neutrality is that government businesses should not enjoy a competitive advantage or disadvantage, simply as a result of their public sector ownership.

Competitive Neutrality should apply to all significant business activities which generate a user-pays income of over \$200,000 per annum unless it can be shown it is in the public interest.

A public benefit test is used to determine if competitive neutrality is in the public interest. This involves assessing the benefits of implementing competitive neutrality against the costs. If the benefits exceed the costs, competitive neutrality should be implemented.

Structural Review of Public Monopolies

- There were no instances where structural reform principles were applied during the reporting period; and
- There were no instances where structural reform was considered but not applied in the reporting period.

Legislative Review

The Annual Report is to include a statement of which local laws have been reviewed, the conclusions of those reviews and a forward strategy for all local laws still to be reviewed. Local Laws are required by legislation to be reviewed every eight years.

During 2021/2022 the Shire of Kojonup proposed the Shire of Kojonup Parking Local Law 2022 and the Shire of Kojonup Cat Local Law 2022.

Disability Report

State Records Act 2000

The Shire of Kojonup is responsible for managing the Shire's records in accordance with the *State Records Act 2000* and the Recordkeeping Plan RKP2015028/1.

During 2021/2022, the Shire of Kojonup created a legislatively current Recordkeeping Plan, and Information Management Policy, Procedures, Risk Assessment and Records Training (Tips & Tricks) documents. The final transition to ALTUS software occurred along with implementation of a fully digitised system including disposal processes for source records twelve months of age.

An overhaul of the Business Classification System was undertaken including the addition of a fourth level for further guidance and clarity when recording specific documents; a document security matrix has been implemented.

Training in Records Management was conducted for both staff and councillors.

Freedom of Information

(Section 96 & 97 of the *Freedom of Information Act 1992*)

Council's Freedom of Information (FOI) Statement was reviewed and adopted by the Council on 27 July 2021 with a copy being available from the Shire Administration Office, 93 Albany Highway, Kojonup, or from our website at: www.kojonup.wa.gov.au

During the 2021/2022 period the Shire of Kojonup received nil Freedom of Information applications.

Complaints Report

(Section 5.121 of the *Local Government Act 1995*)

This annual report is required to contain details of entries made in the register of complaints, including:

- The number of complaints recorded in the register of complaints; and
- How the recorded complaints were dealt with.

There were 0 (nil) complaints made in accordance with this legislation in the 2021/22 financial year.

Public Interest Disclosure Act 2003

In accordance with this legislation, procedures have been implemented to facilitate reporting and action of public interest disclosures. During the 2021/2022 period, no public interest disclosures were lodged.

SHIRE OF KOJONUP
FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2022

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The Shire of Kojonup conducts the operations of a local government with the following community vision:

Kojonup is a smart region featuring a technologically advanced agricultural community, an educational and historical destination, and a healthy and enviable lifestyle

Principal place of business:
93 Albany Highway
Kojonup WA 6395

SHIRE OF KOJONUP
FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2022

The attached financial report of the Shire of Kojonup for the financial year ended 30 June 2022 is based on proper accounts and records to present fairly the financial position of the Shire of Kojonup at 30 June 2022 and the results of the operations for the financial year then ended in accordance with the Local Government Act 1995 and, to the extent that they are not inconsistent with the Act, the Australian Accounting Standards.

Signed on the 14th day of APRIL 2023



Chief Executive Officer

GRANT THOMPSON

Name of Chief Executive Officer

SHIRE OF KOJONUP
STATEMENT OF COMPREHENSIVE INCOME
BY NATURE OR TYPE
FOR THE YEAR ENDED 30 JUNE 2022

	NOTE	2022 Actual	2022 Budget	2021 Actual
		\$	\$	\$
Revenue				
Rates	25(a),2(a)	4,244,756	4,240,015	4,021,892
Operating grants, subsidies and contributions	2(a)	3,717,380	2,216,222	3,143,027
Fees and charges	24(c),2(a)	1,372,148	1,448,162	1,323,731
Interest earnings	2(a)	40,717	61,848	46,995
Other revenue	2(a)	374,820	411,613	287,337
		9,749,821	8,377,860	8,822,982
Expenses				
Employee costs		(4,801,960)	(4,394,696)	(4,688,839)
Materials and contracts		(2,713,786)	(1,156,723)	(1,907,105)
Utility charges		(349,845)	(301,950)	(331,449)
Depreciation	10(a)	(3,546,351)	(3,471,562)	(3,443,579)
Finance costs	2(b)	(68,234)	(53,048)	(53,860)
Insurance		(370,354)	(331,965)	(331,102)
Other expenditure	2(b)	(120,480)	(927,770)	(22,189)
		(11,971,010)	(10,637,714)	(10,778,123)
		(2,221,189)	(2,259,854)	(1,955,141)
Capital grants, subsidies and contributions	2(a)	1,628,250	4,540,482	3,392,107
Profit on asset disposals	10(b)	43,698	33,000	29,654
Loss on asset disposals	10(b)	(28,879)	(117,500)	(274,580)
Fair value adjustments to financial assets at fair value through profit or loss		4,996	-	3,232
		1,648,065	4,455,982	3,150,413
Net result for the period	24(b)	(573,124)	2,196,128	1,195,272
Other comprehensive income for the period				
<i>Items that will not be reclassified subsequently to profit or loss</i>				
Changes in asset revaluation surplus	15	(12,775,208)	-	-
Total other comprehensive income for the period	15	(12,775,208)	-	-
Total comprehensive income for the period		(13,348,332)	2,196,128	1,195,272

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

SHIRE OF KOJONUP
STATEMENT OF FINANCIAL POSITION
AS AT 30 JUNE 2022

	NOTE	2022 \$	2021 \$
CURRENT ASSETS			
Cash and cash equivalents	3	5,500,684	3,958,480
Trade and other receivables	5	850,427	773,932
Inventories	6	171,905	236,281
Other assets	7	-	1,019,408
TOTAL CURRENT ASSETS		6,523,016	5,988,101
NON-CURRENT ASSETS			
Trade and other receivables	5	96,882	77,752
Other financial assets	4	97,254	92,258
Inventories	6	-	78,000
Property, plant and equipment	8	33,885,752	35,407,180
Infrastructure	9	122,316,129	131,484,314
TOTAL NON-CURRENT ASSETS		156,396,017	167,139,504
TOTAL ASSETS		162,919,033	173,127,605
CURRENT LIABILITIES			
Trade and other payables	11	3,051,095	2,956,737
Other liabilities	12	1,049,302	327,096
Borrowings	13	413,134	231,147
Employee related provisions	14	731,667	715,081
TOTAL CURRENT LIABILITIES		5,245,198	4,230,061
NON-CURRENT LIABILITIES			
Borrowings	13	4,835,981	2,686,909
Employee related provisions	14	102,397	126,206
Other provisions	14	-	640
TOTAL NON-CURRENT LIABILITIES		4,938,378	2,813,755
TOTAL LIABILITIES		10,183,576	7,043,816
NET ASSETS		152,735,457	166,083,789
EQUITY			
Retained surplus		67,659,417	68,713,276
Reserve accounts	28	4,019,914	3,539,179
Revaluation surplus	15	81,056,126	93,831,334
TOTAL EQUITY		152,735,457	166,083,789

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

SHIRE OF KOJONUP
STATEMENT OF CHANGES IN EQUITY
FOR THE YEAR ENDED 30 JUNE 2022

	NOTE	RETAINED SURPLUS \$	RESERVE ACCOUNTS \$	REVALUATION SURPLUS \$	TOTAL EQUITY \$
Balance as at 1 July 2020		67,567,279	3,489,904	93,831,334	164,888,517
Comprehensive income for the period					
Net result for the period		1,195,272	-	-	1,195,272
Total comprehensive income for the period		1,195,272	-	-	1,195,272
Transfers from reserves	28	1,199,169	(1,199,169)	-	-
Transfers to reserves	28	(1,248,444)	1,248,444	-	-
Balance as at 30 June 2021		68,713,276	3,539,179	93,831,334	166,083,789
Comprehensive income for the period					
Net result for the period		(573,124)	-	-	(573,124)
Other comprehensive income for the period	15	-	-	(12,775,208)	(12,775,208)
Total comprehensive income for the period		(573,124)	-	(12,775,208)	(13,348,332)
Transfers from reserves	28	1,455,620	(1,455,620)	-	-
Transfers to reserves	28	(1,936,355)	1,936,355	-	-
Balance as at 30 June 2022		67,659,417	4,019,914	81,056,126	152,735,457

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

SHIRE OF KOJONUP
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 30 JUNE 2022

	NOTE	2022 Actual \$	2022 Budget \$	2021 Actual \$
CASH FLOWS FROM OPERATING ACTIVITIES				
Receipts				
Rates		4,193,292	4,285,732	3,963,852
Operating grants, subsidies and contributions		3,768,762	3,264,130	3,097,245
Fees and charges		1,371,508	1,450,162	1,094,423
Interest received		40,717	61,848	46,995
Goods and services tax received		99,500	119,120	99,218
Other revenue		374,820	411,613	287,337
		<u>9,848,599</u>	<u>9,592,605</u>	<u>8,589,070</u>
Payments				
Employee costs		(4,719,660)	(4,496,390)	(4,641,286)
Materials and contracts		(1,713,009)	(1,404,546)	(2,354,199)
Utility charges		(349,845)	(301,950)	(331,449)
Finance costs		(53,697)	(53,048)	(56,335)
Insurance paid		(370,354)	(331,965)	(331,102)
Goods and services tax paid		(85,703)	-	-
Other expenditure		(78,515)	(927,770)	(43,725)
		<u>(7,370,783)</u>	<u>(7,515,669)</u>	<u>(7,758,096)</u>
Net cash provided by (used in) operating activities	16(b)	<u>2,477,816</u>	<u>2,076,936</u>	<u>830,974</u>
CASH FLOWS FROM INVESTING ACTIVITIES				
Payments for development of land held for resale		-	(616,833)	(9,167)
Payments for purchase of property, plant & equipment	8(a)	(1,784,651)	(2,462,316)	(1,892,537)
Payments for construction of infrastructure	9(a)	(4,084,135)	(6,616,051)	(2,311,118)
Non-operating grants, subsidies and contributions		2,350,456	4,540,482	2,860,648
Proceeds from sale of property, plant & equipment	10(b)	251,659	319,000	176,181
Net cash provided by (used in) investing activities		<u>(3,266,671)</u>	<u>(4,835,718)</u>	<u>(1,175,993)</u>
CASH FLOWS FROM FINANCING ACTIVITIES				
Repayment of borrowings	27(a)	(255,019)	(254,654)	(224,097)
Proceeds from new borrowings	27(a)	2,586,078	2,486,833	255,000
Net cash provided by (used in) financing activities		<u>2,331,059</u>	<u>2,232,179</u>	<u>30,903</u>
Net increase (decrease) in cash held		<u>1,542,204</u>	<u>(526,603)</u>	<u>(314,116)</u>
Cash at beginning of year		<u>3,958,480</u>	<u>3,957,334</u>	<u>4,272,596</u>
Cash and cash equivalents at the end of the year	16(a)	<u>5,500,684</u>	<u>3,430,730</u>	<u>3,958,480</u>

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

SHIRE OF KOJONUP
RATE SETTING STATEMENT
FOR THE YEAR ENDED 30 JUNE 2022

	NOTE	2022 Actual \$	2022 Budget \$	2021 Actual \$
NET CURRENT ASSETS - At start of financial year - surplus/(deficit)	26(b)	1,033,480	906,990	213,493
OPERATING ACTIVITIES				
Revenue from operating activities (excluding general rate)				
Rates (excluding general rate)	25(b)	1,467	-	1,397
Operating grants, subsidies and contributions		3,717,380	2,216,222	3,143,027
Fees and charges		1,372,148	1,448,162	1,323,731
Interest earnings		40,717	61,848	46,995
Other revenue		374,820	411,613	287,337
Profit on asset disposals	10(b)	43,698	33,000	29,654
Fair value adjustments to financial assets at fair value through profit or loss		4,996	-	3,232
		5,555,226	4,170,845	4,835,373
Expenditure from operating activities				
Employee costs		(4,801,960)	(4,394,696)	(4,688,839)
Materials and contracts		(2,713,786)	(1,156,723)	(1,907,105)
Utility charges		(349,845)	(301,950)	(331,449)
Depreciation		(3,546,351)	(3,471,562)	(3,443,579)
Finance costs		(68,234)	(53,048)	(53,860)
Insurance		(370,354)	(331,965)	(331,102)
Other expenditure		(120,480)	(927,770)	(22,189)
Loss on asset disposals	10(b)	(28,879)	(117,500)	(274,580)
Loss on revaluation of non-current assets		-	-	-
		(11,999,889)	(10,755,214)	(11,052,703)
Non-cash amounts excluded from operating activities	26(a)	3,781,900	3,558,062	3,679,728
Amount attributable to operating activities		(2,662,763)	(3,026,307)	(2,537,602)
INVESTING ACTIVITIES				
Non-operating grants, subsidies and contributions		1,628,250	4,540,482	3,392,107
Proceeds from disposal of assets	10(b)	251,659	319,000	176,181
Payments for land held for resale		-	(616,833)	(9,167)
Purchase of property, plant and equipment	8(a)	(1,784,651)	(2,462,316)	(1,892,537)
Purchase and construction of infrastructure	9(a)	(4,084,135)	(6,616,051)	(2,311,118)
		(3,988,877)	(4,835,718)	(644,534)
Amount attributable to investing activities		(3,988,877)	(4,835,718)	(644,534)
FINANCING ACTIVITIES				
Repayment of borrowings	27(a)	(255,019)	(254,654)	(224,097)
Proceeds from borrowings	27(a)	2,586,078	2,486,833	255,000
Transfers to restricted cash		-	223,750	-
Transfers to reserves (restricted assets)	28	(1,936,355)	(975,113)	(1,248,444)
Transfers from reserves (restricted assets)	28	1,455,620	1,234,204	1,199,169
Amount attributable to financing activities		1,850,324	2,715,020	(18,372)
Surplus/(deficit) before imposition of general rates		(3,767,836)	(4,240,015)	(2,987,015)
Total amount raised from general rates	25(a)	4,243,289	4,240,015	4,020,495
Surplus/(deficit) after imposition of general rates	26(b)	475,453	-	1,033,480

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

SHIRE OF KOJONUP
FOR THE YEAR ENDED 30 JUNE 2022
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**SHIRE OF KOJONUP
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2022**

1. BASIS OF PREPARATION

The financial report comprises general purpose financial statements which have been prepared in accordance with the *Local Government Act 1995* and accompanying regulations.

Local Government Act 1995 requirements

Section 6.4(2) of the *Local Government Act 1995* read with the *Local Government (Financial Management) Regulations 1996* prescribe that the financial report be prepared in accordance with the *Local Government Act 1995* and, to the extent that they are not inconsistent with the Act, the Australian Accounting Standards. The Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and Interpretations of the Australian Accounting Standards Board were applied where no inconsistencies exist.

The *Local Government (Financial Management) Regulations 1996* specify that vested land is a right-of-use asset to be measured at cost, and is considered a zero cost concessionary lease. All right-of-use assets under zero cost concessionary leases are measured at zero cost rather than at fair value, except for vested improvements on concessionary land leases such as roads, buildings or other infrastructure which continue to be reported at fair value, as opposed to the vested land which is measured at zero cost. The measurement of vested improvements at fair value is a departure from AASB 16 which would have required the Shire to measure any vested improvements at zero cost.

Accounting policies which have been adopted in the preparation of this financial report have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the financial report has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

The local government reporting entity

All funds through which the Shire controls resources to carry on its functions have been included in the financial statements forming part of this financial report.

All monies held in the Trust Fund are excluded from the financial statements. A separate statement of those monies appears at Note 29 of the financial report.

Judgements and estimates

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses.

The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

The balances, transactions and disclosures impacted by accounting estimates are as follows:

- estimated fair value of certain financial assets
- impairment of financial assets
- estimation of fair values of land and buildings, and infrastructure.

SHIRE OF KOJONUP
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2022

2. REVENUE AND EXPENSES

(a) Revenue

Contracts with customers

Recognition of revenue is dependant on the source of revenue and the associated terms and conditions associated with each source of revenue and recognised as follows:

Revenue Category	Nature of goods and services	When obligations typically satisfied	Payment terms	Returns/Refunds/Warranties	Timing of revenue recognition
Rates	General Rates	Over time	Payment dates adopted by Council during the year	None	When rates notice is issued
Specified area rates	Rates charge for specific defined purpose	Over time	Payment dates adopted by Council during the year	Refund in event monies are unspent	When rates notice is issued
Service charges	Charge for specific service	Over time	Payment dates adopted by Council during the year	Refund in event monies are unspent	When rates notice is issued
Grant contracts with customers	Community events, minor facilities, research, design, planning evaluation and services	Over time	Fixed terms transfer of funds based on agreed milestones and reporting	Contract obligation if project not complete	Output method based on project milestones and/or completion date matched to performance obligations as inputs are shared
Grants, subsidies or contributions for the construction of non-financial assets	Construction or acquisition of recognisable non-financial assets to be controlled by the local government	Over time	Fixed terms transfer of funds based on agreed milestones and reporting	Contract obligation if project not complete	Output method based on project milestones and/or completion date matched to performance obligations as inputs are shared
Grants with no contract commitments	General appropriations and contributions with no reciprocal commitment	No obligations	Not applicable	Not applicable	When assets are controlled
Fees and charges	Building, cemetery services, library fees, property hire, private works, planning, development, animal management, having the same nature as a licence regardless of naming.	Single point in time	Full payment prior to issue	None	Output method based on provision of service or completion of works, or on payment and issue of the licence, registration or approval
Commissions	Commissions on licencing and ticket sales	Over time	Payment in full on sale	None	When assets are controlled
Reimbursements	Insurance claims and reimbursable expenses	Single point in time	Payment in arrears for claimable event	None	When claim is agreed or when expense is incurred

Consideration from contracts with customers is included in the transaction price.

Revenue Recognition

Revenue recognised during the year under each basis of recognition by nature or types of goods or services is provided in the table below:

For the year ended 30 June 2022

Nature or type	Contracts with customers	Capital grant/contributions	Statutory Requirements	Other	Total
	\$	\$	\$	\$	\$
Rates	-	-	4,243,289	1,467	4,244,756
Operating grants, subsidies and contributions	1,683,272	-	-	2,034,108	3,717,380
Fees and charges	1,071,169	-	300,979	-	1,372,148
Interest earnings	-	-	36,750	3,967	40,717
Other revenue	43,762	-	-	331,058	374,820
Non-operating grants, subsidies and contributions	-	1,628,250	-	-	1,628,250
Total	2,798,203	1,628,250	4,581,018	2,370,600	11,378,071

For the year ended 30 June 2021

Nature or type	Contracts with customers	Capital grant/contributions	Statutory Requirements	Other	Total
	\$	\$	\$	\$	\$
Rates	-	-	4,020,644	1,248	4,021,892
Operating grants, subsidies and contributions	1,568,805	-	-	1,574,222	3,143,027
Fees and charges	1,272,874	-	50,857	-	1,323,731
Interest earnings	-	-	40,308	6,687	46,995
Other revenue	249,483	-	-	37,854	287,337
Non-operating grants, subsidies and contributions	-	3,392,107	-	-	3,392,107
Total	3,091,162	3,392,107	4,111,809	1,620,011	12,215,089

SHIRE OF KOJONUP
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2022

2. REVENUE AND EXPENSES (Continued)

	Note	2022 Actual	2022 Budget	2021 Actual
Interest earnings				
Interest on reserve funds		3,967	8,848	6,113
Rates instalment and penalty interest (refer Note 25(d))		36,750	41,000	40,308
Other interest earnings		-	12,000	574
		<u>40,717</u>	<u>61,848</u>	<u>46,995</u>
(b) Expenses				
Auditors remuneration				
- Audit of the Annual Financial Report		32,400	65,800	30,600
- Other services		500	-	4,200
		<u>32,900</u>	<u>65,800</u>	<u>34,800</u>
Finance costs				
Borrowings	27(a)	68,234	53,048	53,860
		<u>68,234</u>	<u>53,048</u>	<u>53,860</u>
Other expenditure				
Write down of inventories to net realisable value	6	41,966	-	-
Sundry expenses		78,514	927,770	22,189
		<u>120,480</u>	<u>927,770</u>	<u>22,189</u>

SHIRE OF KOJONUP
 NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
 FOR THE YEAR ENDED 30 JUNE 2022

3. CASH AND CASH EQUIVALENTS

Cash at bank and on hand
Total cash and cash equivalents

Held as
 - Unrestricted cash and cash equivalents
 - Restricted cash and cash equivalents

Note	2022	2021
	\$	\$
16	5,500,684	3,958,480
	5,500,684	3,958,480
16	977,401	286,818
	4,523,283	3,671,662
	5,500,684	3,958,480

SIGNIFICANT ACCOUNTING POLICIES

Cash and cash equivalents

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value.

Bank overdrafts are reported as short term borrowings in current liabilities in the statement of financial position.

Restricted financial assets

Restricted financial asset balances are not available for general use by the local government due to externally imposed restrictions. Restrictions are specified in an agreement, contract or legislation. This applies to reserves, unspent grants, subsidies and contributions and unspent loans that have not been fully expended in the manner specified by the contributor, legislation or loan agreement and for which no liability has been recognised.

Details of restrictions on financial assets can be found at Note 16.

4. OTHER FINANCIAL ASSETS

Non-current assets

Financial assets at fair value through profit and loss

Financial assets at fair value through profit and loss

Units in Local Government House Trust

	2022	2021
	\$	\$
	97,254	92,258
	97,254	92,258
	97,254	92,258
	97,254	92,258

SIGNIFICANT ACCOUNTING POLICIES

Other financial assets at amortised cost

The Shire classifies financial assets at amortised cost if both of the following criteria are met:

- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

Fair values of financial assets at amortised cost are not materially different to their carrying amounts, since the interest receivable on those assets is either close to current market rates or the assets are of a short term nature. Non-current financial assets at amortised cost fair values are based on discounted cash flows using a current market rates. They are classified as level 2 fair values in the fair value hierarchy (see Note 23 (i)) due to the observable market rates.

Interest received is presented under cashflows from operating activities in the Statement of Cash Flows where it is earned from financial assets that are held for cash management purposes.

Financial assets at fair value through profit and loss

The Shire classifies the following financial assets at fair value through profit and loss:

- debt investments which do not qualify for measurement at either amortised cost or fair value through other comprehensive income.
- equity investments which the Shire has not elected to recognise fair value gains and losses through other comprehensive income.

Impairment and risk

Information regarding impairment and exposure to risk can be found at Note 21.

SHIRE OF KOJONUP
 NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
 FOR THE YEAR ENDED 30 JUNE 2022

5. TRADE AND OTHER RECEIVABLES

	Note	2022 \$	2021 \$
Current			
Rates receivable		449,477	428,246
Trade and other receivables		314,651	333,031
GST receivable		87,441	13,797
Allowance for credit losses of trade and other receivables	21(b)	(1,142)	(1,142)
		850,427	773,932
Non-current			
Pensioner's rates and ESL deferred		96,882	77,752
		96,882	77,752

SIGNIFICANT ACCOUNTING POLICIES

Trade and other receivables

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for grants, contributions, reimbursements, and goods sold and services performed in the ordinary course of business.

Trade and other receivables are recognised initially at the amount of consideration that is unconditional, unless they contain significant financing components, when they are recognised at fair value.

Impairment and risk exposure

Information about the impairment of trade receivables and their exposure to credit risk and interest rate risk can be found in Note 21.

Classification and subsequent measurement

Receivables which are generally due for settlement within 30 days except rates receivables which are expected to be collected within 12 months are classified as current assets. All other receivables such as, deferred pensioner rates receivable after the end of the reporting period are classified as non-current assets.

Trade and other receivables are held with the objective to collect the contractual cashflows and therefore the Shire measures them subsequently at amortised cost using the effective interest rate method.

Due to the short term nature of current receivables, their carrying amount is considered to be the same as their fair value. Non-current receivables are indexed to value is considered immaterial.

SHIRE OF KOJONUP
 NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
 FOR THE YEAR ENDED 30 JUNE 2022

6. INVENTORIES

	Note	2022 \$	2021 \$
Current			
Fuel and materials		20,905	43,315
Land held for resale		151,000	192,966
		<u>171,905</u>	<u>236,281</u>
Non-current			
Land held for resale		-	78,000
		<u>-</u>	<u>78,000</u>

The following movements in inventories occurred during the year:

Balance at beginning of year		314,281	285,761
Inventories expensed during the year		(307,443)	(118,418)
Write down of inventories to net realisable value	2(b)	(41,966)	-
Additions to inventory		207,033	146,938
Balance at end of year		<u>171,905</u>	<u>314,281</u>

SIGNIFICANT ACCOUNTING POLICIES

General

Inventories are measured at the lower of cost and net realisable value.

Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

Land held for resale

Land held for development and resale is valued at the lower of cost and net realisable value. Cost includes the cost of acquisition, development, borrowing costs and holding costs until completion of development.

Land held for resale (Continued)

Borrowing costs and holding charges incurred after development is completed are expensed.

Gains and losses are recognised in profit or loss at the time of signing an unconditional contract of sale if significant risks and rewards, and effective control over the land, are passed onto the buyer at this point.

Land held for resale is classified as current except where it is held as non-current based on the Council's intentions to release for sale.

SHIRE OF KOJONUP
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2022

7. OTHER ASSETS

Other assets - current

Contract assets

	2022	2021
	\$	\$
Contract assets	-	1,019,408
	-	1,019,408

SIGNIFICANT ACCOUNTING POLICIES

Other current assets

Other non-financial assets include prepayments which represent payments in advance of receipt of goods or services or that part of expenditure made in one accounting period covering a term extending beyond that period.

Contract assets

Contract assets primarily relate to the Shire's right to consideration for work completed but not billed at the end of the period.

Impairment of assets associated with contracts with customers are detailed at note 2 (b).

SHIRE OF KOJONUP
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2022

8. PROPERTY, PLANT AND EQUIPMENT

(a) Movements in Balances

Movement in the balances of each class of property, plant and equipment between the beginning and the end of the current financial year.

	Note	Land	Buildings - non- specialised	Buildings - specialised	Total land and buildings	Furniture and equipment	Plant and equipment	Tools	Total property, plant and equipment
		\$	\$	\$	\$	\$	\$	\$	\$
Balance at 1 July 2020		2,175,526	12,144,785	16,500,820	30,821,131	238,685	4,067,399	3,957	35,131,172
Additions		-	819,068	439,811	1,258,879	42,027	591,631	-	1,892,537
Disposals		(23,000)	-	(232,980)	(255,980)	-	(148,977)	-	(404,957)
Depreciation	10(a)	-	(258,290)	(468,446)	(726,736)	(15,293)	(468,134)	(1,409)	(1,211,572)
Balance at 30 June 2021		2,152,526	12,705,563	16,239,205	31,097,294	265,419	4,041,919	2,548	35,407,180
Comprises:									
Gross balance amount at 30 June 2021		2,152,526	13,325,796	17,896,522	33,374,844	295,976	5,036,221	12,541	38,719,582
Accumulated depreciation at 30 June 2021		-	(620,233)	(1,657,317)	(2,277,550)	(30,557)	(994,302)	(9,993)	(3,312,402)
Balance at 30 June 2021		2,152,526	12,705,563	16,239,205	31,097,294	265,419	4,041,919	2,548	35,407,180
Additions		-	222,008	698,940	920,948	122,531	741,172	-	1,784,651
Disposals		-	-	(5,325)	(5,325)	-	(231,515)	-	(236,840)
Revaluation increments / (decrements) transferred to revaluation surplus		128,898	(1,898,015)	(74,294)	(1,843,411)	-	-	-	(1,843,411)
Depreciation	10(a)	-	(274,671)	(468,132)	(742,803)	(19,495)	(462,654)	(876)	(1,225,828)
Balance at 30 June 2022		2,281,424	10,754,885	16,390,394	29,426,703	368,455	4,088,922	1,672	33,885,752
Comprises:									
Gross balance amount at 30 June 2022		2,281,424	10,754,885	16,390,846	29,427,155	418,507	5,404,070	12,541	35,262,273
Accumulated depreciation at 30 June 2022		-	-	(452)	(452)	(50,052)	(1,315,148)	(10,869)	(1,376,521)
Balance at 30 June 2022		2,281,424	10,754,885	16,390,394	29,426,703	368,455	4,088,922	1,672	33,885,752

SHIRE OF KOJONUP
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2022

8. PROPERTY, PLANT AND EQUIPMENT (Continued)

(b) Carrying Value Measurements

(i) Fair Value	Asset Class	Fair Value Hierarchy	Valuation Technique	Basis of Valuation	Date of Last Valuation	Inputs Used
Land and buildings						
Land		2	Market approach using recent observable market data for similar properties / income approach using discounted cashflow methodology	Independent registered valuers	June 2022	Price per m ² /market borrowing rate
Buildings - non-specialised		2	Market approach using recent observable market data for similar properties / income approach using discounted cashflow methodology	Independent registered valuers	June 2022	Observable open market values of similar assets adjusted for condition and comparability at the highest value and best use.
Buildings - specialised		3	Improvements to land valued using cost approach using depreciated replacement cost	Independent registered valuers	June 2022	Improvements to land using construction costs (level 2) and current condition , residual values and remaining useful life assessments (level 3) inputs
Level 3 inputs are based on assumptions with regards to future values and patterns of consumption utilising current information. If the basis of these assumptions were varied, they have the potential to result in a significantly higher or lower fair value measurement.						
During the period there were no changes in the valuation techniques used by the local government to determine the fair value of property, plant and equipment using either level 2 or level 3 inputs.						
(ii) Cost						
Furniture and equipment			N/A	Cost	N/A	N/A
Plant and equipment			N/A	Cost	N/A	N/A

SHIRE OF KOJONUP
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2022

9. INFRASTRUCTURE

(a) Movements in Balances

Movement in the balances of each class of infrastructure between the beginning and the end of the current financial year.

Note	Infrastructure - roads	Infrastructure - kerbing	Infrastructure - drainage	Infrastructure - bridges	Infrastructure - footpaths	Infrastructure - parks	Infrastructure - other	Total Infrastructure
	\$	\$	\$	\$	\$	\$	\$	\$
Balance at 1 July 2020	102,282,019	2,479,501	13,386,036	5,254,729	1,088,742	546,398	6,383,928	131,421,353
Additions	1,035,383	56,135	6,346	-	34,949	891,802	286,503	2,311,118
(Disposals)	-	-	-	-	-	-	(16,150)	(16,150)
Depreciation	(1,392,594)	(107,540)	(282,993)	(53,620)	(38,753)	(23,254)	(333,253)	(2,232,007)
Balance at 30 June 2021	101,924,808	2,428,096	13,109,389	5,201,109	1,084,938	1,414,946	6,321,028	131,484,314
Comprises:								
Gross balance at 30 June 2021	105,979,862	2,744,634	14,156,019	5,361,968	1,198,741	1,478,000	8,280,928	139,200,152
Accumulated depreciation at 30 June 2021	(4,055,054)	(316,538)	(1,046,630)	(160,859)	(113,803)	(63,054)	(1,959,900)	(7,715,838)
Balance at 30 June 2021	101,924,808	2,428,096	13,109,389	5,201,109	1,084,938	1,414,946	6,321,028	131,484,314
Additions	1,527,260	-	-	-	36,343	2,362,264	158,268	4,084,135
Revaluation increments / (decrements) transferred to revaluation surplus	(7,721,593)	255,999	(1,616,890)	592,245	(10,831)	(1,735,325)	(695,402)	(10,931,797)
Depreciation	(1,424,621)	(109,785)	(283,120)	(53,620)	(39,918)	(67,843)	(341,616)	(2,320,523)
Transfers	(895,902)	109,785	283,120	53,620	39,918	67,843	341,616	-
Balance at 30 June 2022	93,409,952	2,684,095	11,492,499	5,793,354	1,110,450	2,041,885	5,783,894	122,316,129
Comprises:								
Gross balance at 30 June 2022	144,325,294	4,985,965	24,994,145	11,332,778	1,823,976	2,053,074	5,783,894	195,299,126
Accumulated depreciation at 30 June 2022	(50,915,342)	(2,301,870)	(13,501,646)	(5,539,424)	(713,526)	(11,189)	-	(72,982,997)
Balance at 30 June 2022	93,409,952	2,684,095	11,492,499	5,793,354	1,110,450	2,041,885	5,783,894	122,316,129

SHIRE OF KOJONUP
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2022

9. INFRASTRUCTURE (Continued)

(b) Carrying Value Measurements

(i) Fair Value	Asset Class	Fair Value Hierarchy	Valuation Technique	Basis of Valuation	Date of Last Valuation	Inputs Used
	Infrastructure - roads	3	Cost Approach using depreciated replacement cost	Management valuation	June 2022	Construction costs (Level 2) and current condition, residual values and remaining useful life assessments (Level 3) inputs
	Infrastructure - kerbing	3	Cost Approach using depreciated replacement cost	Management valuation	June 2022	Construction costs (Level 2) and current condition, residual values and remaining useful life assessments (Level 3) inputs
	Infrastructure - drainage	3	Cost Approach using depreciated replacement cost	Management valuation	June 2022	Construction costs (Level 2) and current condition, residual values and remaining useful life assessments (Level 3) inputs
	Infrastructure - bridges	3	Cost Approach using depreciated replacement cost	Management valuation	June 2022	Construction costs (Level 2) and current condition, residual values and remaining useful life assessments (Level 3) inputs
	Infrastructure - footpaths	3	Cost Approach using depreciated replacement cost	Management valuation	June 2022	Construction costs (Level 2) and current condition, residual values and remaining useful life assessments (Level 3) inputs
	Infrastructure - parks	3	Cost Approach using depreciated replacement cost	Independent registered valuers/Management Valuation	June 2022	Construction costs (Level 2) and current condition, residual values and remaining useful life assessments (Level 3) inputs
	Infrastructure - other	3	Cost Approach using depreciated replacement cost	Independent registered valuers/Management Valuation	June 2022	Construction costs (Level 2) and current condition, residual values and remaining useful life assessments (Level 3) inputs

Level 3 inputs are based on assumptions with regards to future values and patterns of consumption utilising current information. If the basis of these assumptions were varied, they have the potential to result in a significantly higher or lower fair value measurement.

During the period there were no changes in the valuation techniques used to determine the fair value of infrastructure using level 3 inputs.

SHIRE OF KOJONUP
 NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
 FOR THE YEAR ENDED 30 JUNE 2022

10. FIXED ASSETS

(a) Depreciation

	Note	2022 Actual \$	2022 Budget \$	2021 Actual \$
Buildings - non-specialised	8(a)	274,671	270,000	258,290
Buildings - specialised	8(a)	468,132	465,000	468,446
Furniture and equipment	8(a)	19,495	17,000	15,293
Plant and equipment	8(a)	462,654	480,000	468,134
Tools	8(a)	876	1,300	1,409
Infrastructure - roads	9(a)	1,424,621	1,410,000	1,392,594
Infrastructure - kerbing	9(a)	109,785	100,000	107,540
Infrastructure - drainage	9(a)	283,120	280,000	282,993
Infrastructure - bridges	9(a)	53,620	53,500	53,620
Infrastructure - footpaths	9(a)	39,918	40,000	38,753
Infrastructure - parks	9(a)	67,843	23,000	23,254
Infrastructure - other	9(a)	341,616	331,762	333,253
		3,546,351	3,471,562	3,443,579

Depreciation rates

Typical estimated useful lives for the different asset classes for the current and prior years are included in the table below:

Asset Class	Useful life
Buildings - non-specialised	30 to 50 years
Buildings - specialised	30 to 50 years
Furniture and equipment	4 to 10 years
Plant and equipment	5 to 15 years
Tools	4 to 10 years
Infrastructure - roads and streets	12 to 50 years
Infrastructure - kerbing	12 to 50 years
Infrastructure - drainage	20 to 50 years
Infrastructure - bridges	20 to 50 years
Infrastructure - footpaths	20 to 50 years
Infrastructure - parks	20 to 100 years
Infrastructure - other	20 to 100 years

SHIRE OF KOJONUP
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2022

10. FIXED ASSETS (Continued)

(b) Disposals of assets

	2022 Actual Net Book Value	2022 Actual Sale Proceeds	2022 Actual Profit	2022 Actual Loss	2022 Budget Net Book Value	2022 Budget Sale Proceeds	2022 Budget Profit	2022 Budget Loss	2021 Actual Net Book Value	2021 Actual Sale Proceeds	2021 Actual Profit	2021 Actual Loss
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Land - freehold land	-	-	-	-	-	-	-	-	23,000	46,363	23,363	-
Buildings - specialised	5,325	5,455	130	-	-	-	-	-	232,980	-	-	(232,980)
Plant and equipment	231,515	246,204	43,568	(28,879)	403,500	319,000	33,000	(117,500)	148,977	129,818	6,291	(25,450)
Infrastructure - other	-	-	-	-	-	-	-	-	16,150	-	-	(16,150)
	236,840	251,659	43,698	(28,879)	403,500	319,000	33,000	(117,500)	421,107	176,181	29,654	(274,580)

The following assets were disposed of during the year.

	2022 Actual Net Book Value	2022 Actual Sale Proceeds	2022 Actual Profit	2022 Actual Loss
	\$	\$	\$	\$
Plant and Equipment				
Governance				
Caprice V Series Sedan V8 Auto	15,745	35,454	19,709	-
Holden Equinox	13,242	17,477	4,235	-
Housing				
Holden Equinox (KO5)	11,903	16,364	4,461	-
Transport				
Caterpillar Grader 12MT - KO007	131,309	126,500	-	(4,809)
Toro Z Master Mower	12,600	4,545	-	(8,055)
New Holland Tractor	25,515	9,500	-	(16,015)
Holden Colorado LTZ Crewcab	21,201	36,364	15,163	-
	231,515	246,204	43,568	(28,879)
Buildings - Specialised				
Recreation and culture				
Netball clubrooms transportable	5,325	5,455	130	-
	5,325	5,455	130	-
	236,840	251,659	43,698	(28,879)

10. FIXED ASSETS (Continued)

SIGNIFICANT ACCOUNTING POLICIES

Fixed assets

Each class of fixed assets within either property, plant and equipment or infrastructure, is carried at cost or fair value as indicated less, where applicable, any accumulated depreciation and impairment losses.

Initial recognition and measurement for assets held at cost

Plant and equipment including furniture and equipment is recognised at cost on acquisition in accordance with *Financial Management Regulation 17A*. Where acquired at no cost the asset is initially recognised at fair value. Assets held at cost are depreciated and assessed for indicators of impairment annually.

Initial recognition and measurement between mandatory revaluation dates for assets held at fair value

Assets for which the fair value as at the date of acquisition is under \$5,000 are not recognised as an asset in accordance with *Financial Management Regulation 17A (5)*. These assets are expensed immediately.

Where multiple individual low value assets are purchased together as part of a larger asset or collectively forming a larger asset exceeding the threshold, the individual assets are recognised as one asset and capitalised.

In relation to this initial measurement, cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at zero cost or otherwise significantly less than fair value, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the Shire includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overheads.

Individual assets that are land, buildings, and infrastructure acquired between scheduled revaluation dates of the asset class in accordance with the mandatory measurement framework, are recognised at cost and disclosed as being at fair value as management believes cost approximates fair value. They are subject to subsequent revaluation at the next revaluation date in accordance with the mandatory measurement framework.

Revaluation

The fair value of land, buildings, and infrastructure is determined at least every five years in accordance with the regulatory framework. This includes buildings and infrastructure items which were pre-existing improvements (i.e. vested improvements) on vested land acquired by the Shire.

At the end of each period the carrying amount for each asset class is reviewed and where appropriate the fair value is updated to reflect current market conditions. This process is considered to be in accordance with *Local Government (Financial Management) Regulation 17A (2)* which requires land, buildings, and infrastructure and vested improvements to be shown at fair value.

Revaluation (continued)

For property, plant and equipment and infrastructure, increases in the carrying amount arising on revaluation of assets are credited to a revaluation surplus in equity. Decreases that offset previous increases of the same class of asset are recognised against revaluation surplus directly in equity. All other decreases are recognised in profit or loss. Subsequent increases are then recognised in profit or loss to the extent they reverse a net revaluation decrease previously recognised in profit or loss for the same class of asset.

Depreciation

The depreciable amount of all property, plant and equipment and infrastructure, are depreciated on a straight-line basis over the individual asset's useful life from the time the asset is held ready for use. Leasehold improvements are depreciated over the shorter of either the unexpired period of the lease or the estimated useful life of the improvements.

The assets residual values and useful lives are reviewed, and adjusted if appropriate, at the end of each reporting period.

An asset's carrying amount is written down immediately to its recoverable amount if the asset's carrying amount is greater than its estimated recoverable amount.

Gains and losses on disposals are determined by comparing proceeds with the carrying amount. These gains and losses are included in the statement of comprehensive income in the period in which they arise.

Depreciation on revaluation

When an item of property, plant and equipment and infrastructure is revalued, any accumulated depreciation at the date of the revaluation is treated in one of the following ways:

- (i) The gross carrying amount is adjusted in a manner that is consistent with the revaluation of the carrying amount of the asset. For example, the gross carrying amount may be restated by reference to observable market data or it may be restated proportionately to the change in the carrying amount. The accumulated depreciation at the date of the revaluation is adjusted to equal the difference between the gross carrying amount and the carrying amount of the asset after taking into account accumulated impairment losses; or
- (ii) Eliminated against the gross carrying amount of the asset and the net amount restated to the revalued amount of the asset.

Amortisation

All intangible assets with a finite useful life, are amortised on a straight-line basis over the individual asset's useful life from the time the asset is held ready for use.

The residual value of intangible assets is considered to be zero and the useful life and amortisation method are reviewed at the end of each financial year.

Amortisation is included within depreciation in the Statement of Comprehensive Income and in Note 10(a).

SHIRE OF KOJONUP
 NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
 FOR THE YEAR ENDED 30 JUNE 2022

11. TRADE AND OTHER PAYABLES

Current

Sundry creditors	
Prepaid rates	
Accrued payroll liabilities	
ATO liabilities	
Accrued interest on long term borrowings	
Springhaven accommodation bonds	
Accrued expenses	

2022	2021
\$	\$
495,644	742,754
40,261	51,364
107,296	92,699
162,367	-
27,606	13,069
2,195,000	2,047,145
22,921	9,706
3,051,095	2,956,737

SIGNIFICANT ACCOUNTING POLICIES

Financial liabilities

Financial liabilities are initially recognised at fair value when the Shire becomes a party to the contractual provisions of the instrument.

Non-derivative financial liabilities (excluding financial guarantees) are subsequently measured at amortised cost.

Financial liabilities are derecognised where the related obligations are discharged, cancelled or expired. The difference between the carrying amount of the financial liability extinguished or transferred to another party and the fair value of the consideration paid, including the transfer of non-cash assets or liabilities assumed, is recognised in profit or loss.

Trade and other payables

Trade and other payables represent liabilities for goods and services provided to the Shire prior to the end of the financial year that are unpaid and arise when the Shire becomes obliged to make future payments in respect of the purchase of these goods and services.

The amounts are unsecured, are recognised as a current liability and are usually paid within 30 days of recognition. The carrying amounts of trade and other payables are considered to be the same as their fair values, due to their short-term nature.

Prepaid rates

Prepaid rates are, until the taxable event has occurred (start of the next financial year), refundable at the request of the ratepayer. Rates received in advance are initially recognised as a financial liability. When the taxable event occurs, the financial liability is extinguished and the Shire recognises revenue for the prepaid rates that have not been refunded.

SHIRE OF KOJONUP
 NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
 FOR THE YEAR ENDED 30 JUNE 2022

12. OTHER LIABILITIES

Current

Capital grant/contributions liabilities

	2022	2021
	\$	\$
Capital grant/contributions liabilities	1,049,302	327,096
	1,049,302	327,096
Reconciliation of changes in capital grant/contribution liabilities		
Opening balance	327,096	858,555
Additions	1,049,302	327,096
Revenue from capital grant/contributions held as a liability at the start of the period	(327,096)	(858,555)
	1,049,302	327,096
Expected satisfaction of capital grant/contribution liabilities		
Less than 1 year	1,049,302	327,096
	1,049,302	327,096

Performance obligations in relation to capital grant/contribution liabilities are satisfied as project milestones are met or completion of construction or acquisition of the asset.

SIGNIFICANT ACCOUNTING POLICIES

Contract liabilities

Contract liabilities represent the Shire's obligation to transfer goods or services to a customer for which the Shire has received consideration from the customer.

Contract liabilities represent obligations which are not yet satisfied. Contract liabilities are recognised as revenue when the performance obligations in the contract are satisfied.

Capital grant/contribution liabilities

Capital grant/contribution liabilities represent the Shire's obligations to construct recognisable non-financial assets to identified specifications to be controlled the Shire which are yet to be satisfied. Capital grant/contribution liabilities are recognised as revenue when the obligations in the contract are satisfied.

Non-current capital grant/contribution liabilities fair values are based on discounted cash flows of expected cashflows to satisfy the obligations using a current borrowing rate. They are classified as level 3 fair values in the fair value hierarchy (see Note 23(i)) due to the unobservable inputs, including own credit risk.

SHIRE OF KOJONUP
 NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
 FOR THE YEAR ENDED 30 JUNE 2022

13. BORROWINGS

	Note	2022			2021		
		Current	Non-current	Total	Current	Non-current	Total
Secured		\$	\$	\$	\$	\$	\$
Bank Loans		413,134	4,835,981	5,249,115	231,147	2,686,909	2,918,056
Total secured borrowings	27(a)	413,134	4,835,981	5,249,115	231,147	2,686,909	2,918,056

Secured liabilities and assets pledged as security

Debentures, bank overdrafts and bank loans are secured by a floating charge over the assets of the Shire of Kojonup.

The Shire of Kojonup has complied with the financial covenants of its borrowing facilities during the 2022 and 2021 years.

SIGNIFICANT ACCOUNTING POLICIES

Borrowing costs

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset until such time as the asset is substantially ready for its intended use or sale.

Fair values of borrowings are not materially different to their carrying amounts, since the interest payable on those borrowings is either close to current market rates or the borrowings are of a short term nature.

Borrowings fair values are based on discounted cash flows using a current borrowing rate. They are classified as level 3 fair values in the fair value hierarchy (see Note 23(i)) due to the unobservable inputs, including own credit risk.

Risk

Information regarding exposure to risk can be found at Note 21.

Details of individual borrowings required by regulations are provided at Note 27(a).

SHIRE OF KOJONUP
 NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
 FOR THE YEAR ENDED 30 JUNE 2022

14. EMPLOYEE RELATED PROVISIONS

Employee Related Provisions

Current provisions
 Employee benefit provisions

Annual Leave
 Long Service Leave

Non-current provisions

Long Service Leave

	2022	2021
	\$	\$
	399,510	368,104
	332,157	346,977
	<u>731,667</u>	<u>715,081</u>
	102,397	126,206
	<u>834,064</u>	<u>841,287</u>

Provision is made for benefits accruing to employees in respect of wages and salaries, annual leave and long service leave and associated on costs for services rendered up to the reporting date and recorded as an expense during the period the services are delivered.

Annual leave liabilities are classified as current, as there is no unconditional right to defer settlement for at least 12 months after the end of the reporting period. Assessments indicate that actual settlement of the liabilities is expected to occur as follows:

Amounts are expected to be settled on the following basis:

Less than 12 months after the reporting date
 More than 12 months from reporting date

Note	2022	2021
	\$	\$
	258,948	355,276
	575,116	486,011
	<u>834,064</u>	<u>841,287</u>

SIGNIFICANT ACCOUNTING POLICIES

Employee benefits

The Shire's obligations for employees' annual leave, long service leave and other employee leave entitlements are recognised as employee related provisions in the Statement of Financial Position.

Short-term employee benefits

Provision is made for the Shire's obligations for short-term employee benefits. Short-term employee benefits are benefits (other than termination benefits) that are expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related service, including wages, salaries and sick leave. Short-term employee benefits are measured at the (undiscounted) amounts expected to be paid when the obligation is settled.

The Shire's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current trade and other payables in the statement of financial position.

Other long-term employee benefits

Long-term employee benefits provisions are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations of service and employee departures and are discounted at rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Any remeasurements for changes in assumptions of obligations for other long-term employee benefits are recognised in profit or loss in the periods in which the changes occur.

The Shire's obligations for long-term employee benefits are presented as non-current provisions in its statement of financial position, except where the Shire does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, in which case the obligations are presented as current provisions.

SHIRE OF KOJONUP
 NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
 FOR THE YEAR ENDED 30 JUNE 2022

15. REVALUATION SURPLUS

	2022	2022	2022	2022	2022	2021	2021	2021	2021	2021	2021
	Opening	Revaluation	Revaluation	Total	2022	2021	Revaluation	Revaluation	Revaluation	Revaluation	2021
	Balance	Increment	(Decrement)	Movement on	Closing	Opening	(Decrement)	Increment	Movement on	Closing	Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Revaluation surplus - Land & Buildings	13,433,197	-	(1,843,411)	(1,843,411)	11,589,786	13,433,197	-	-	-	13,433,197	
Revaluation surplus - Furniture and equipment	77,021	-	-	-	77,021	77,021	-	-	-	77,021	
Revaluation surplus - Plant and equipment	497,970	-	-	-	497,970	497,970	-	-	-	497,970	
Revaluation surplus - Infrastructure - roads	70,905,293	-	(8,501,070)	(8,501,070)	62,404,223	70,905,293	-	-	-	70,905,293	
Revaluation surplus - Infrastructure - other	8,917,853	-	(2,430,727)	(2,430,727)	6,487,126	8,917,853	-	-	-	8,917,853	
	93,831,334	-	(12,775,208)	(12,775,208)	81,056,126	93,831,334	-	-	-	93,831,334	

Movements on revaluation of property, plant and equipment (including infrastructure) are not able to be reliably attributed to a program as the assets were revalued by class as provided for by AASB 116 Aus 40.1.

SHIRE OF KOJONUP
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2022

16. NOTES TO THE STATEMENT OF CASH FLOWS

(a) Reconciliation of Cash

For the purposes of the Statement of Cash Flows, cash includes cash and cash equivalents, net of outstanding bank overdrafts. Cash at the end of the reporting period is reconciled to the related items in the Statement of Financial Position as follows:

	Note	2022 Actual \$	2022 Budget \$	2021 Actual \$
Cash and cash equivalents	3	5,500,684	3,430,730	3,958,480

Restrictions

The following classes of financial assets have restrictions imposed by regulations or other externally imposed requirements which limit or direct the purpose for which the resources may be used:

- Cash and cash equivalents	3	4,523,283	3,280,092	3,671,662
		<u>4,523,283</u>	<u>3,280,092</u>	<u>3,671,662</u>

The restricted financial assets are a result of the following specific purposes to which the assets may be used:

Restricted reserve accounts	28	4,019,914	3,280,092	3,539,179
Unspent loans	27(c)	503,369	-	132,483
Total restricted financial assets		<u>4,523,283</u>	<u>3,280,092</u>	<u>3,671,662</u>

(b) Reconciliation of Net Result to Net Cash Provided
By Operating Activities

Net result		(573,124)	2,196,128	1,195,272
Non-cash items:				
Adjustments to fair value of financial assets at fair value through profit and loss		(4,996)	-	(3,232)
Depreciation/amortisation		3,546,351	3,471,562	3,443,579
(Profit)/loss on sale of asset		(14,819)	84,500	244,926
Changes in assets and liabilities:				
(Increase)/decrease in trade and other receivables		(95,625)	1,267,109	(1,220)
(Increase)/decrease in other assets		1,019,408	-	(229,308)
(Increase)/decrease in inventories		142,376	35,315	(19,353)
Increase/(decrease) in trade and other payables		94,358	(437,196)	(442,977)
Increase/(decrease) in employee related provisions		(7,223)	-	35,394
Increase/(decrease) in other provisions		(640)	-	-
Increase/(decrease) in other liabilities		722,206	-	(531,459)
Non-operating grants, subsidies and contributions		(2,350,456)	(4,540,482)	(2,860,648)
Net cash provided by/(used in) operating activities		<u>2,477,816</u>	<u>2,076,936</u>	<u>830,974</u>

(c) Undrawn Borrowing Facilities

Credit Standby Arrangements

Bank overdraft limit		200,000		200,000
Bank overdraft at balance date		-		-
Credit card limit		30,000		30,000
Credit card balance at balance date		-		(655)
Total amount of credit unused		<u>230,000</u>		<u>229,345</u>

Loan facilities

Loan facilities - current		413,134		231,147
Loan facilities - non-current		4,835,981		2,686,909
Total facilities in use at balance date		<u>5,249,115</u>		<u>2,918,056</u>

Unused loan facilities at balance date		<u>503,369</u>		<u>132,483</u>
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SHIRE OF KOJONUP
 NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
 FOR THE YEAR ENDED 30 JUNE 2022

17. CONTINGENT LIABILITIES

The Shire is not aware of any reportable contingent liabilities as at the reporting date.

18. CAPITAL COMMITMENTS

Contracted for:

- capital expenditure projects

	2022	2021
	\$	\$
	457,330	118,737
	457,330	118,737

The capital expenditure commitments for 2022 and 2021 relate to building construction works as follows:

Key Worker Housing - 26 Katanning Road	0	59,847
Key Worker Housing - 28 Katanning Road	0	58,890
Kojonup Play Space	457,330	0
	457,330	118,737

SHIRE OF KOJONUP
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
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19. RELATED PARTY TRANSACTIONS

(a) Elected Member Remuneration

Note	2022 Actual \$	2022 Budget \$	2021 Actual \$
Elected member Cr Benn			
President's annual allowance	8,059	28,000	27,718
Meeting attendance fees	5,526	13,825	19,007
Annual allowance for ICT expenses	872	3,000	3,000
	<u>14,457</u>	<u>44,825</u>	<u>49,725</u>
Elected member Cr Radford			
President's annual allowance	20,788	-	-
Deputy President's annual allowance	1,732	7,000	6,929
Meeting attendance fees	17,324	13,025	12,276
Annual allowance for ICT expenses	3,000	3,000	3,000
	<u>42,844</u>	<u>23,025</u>	<u>22,205</u>
Elected member Cr Fleay			
Meeting attendance fees	3,569	13,025	12,275
Annual allowance for ICT expenses	872	3,000	3,000
Travel and accommodation expenses	589	100	75
	<u>5,030</u>	<u>16,125</u>	<u>15,350</u>
Elected member Cr S Pedler			
Meeting attendance fees	3,569	13,025	13,025
Annual allowance for ICT expenses	872	3,000	2,250
	<u>4,441</u>	<u>16,025</u>	<u>15,275</u>
Elected member Cr Gale			
Meeting attendance fees	9,206	13,025	13,025
Annual allowance for ICT expenses	2,250	3,000	2,250
Travel and accommodation expenses	98	600	534
	<u>11,554</u>	<u>16,625</u>	<u>15,809</u>
Elected member Cr F Webb			
Meeting attendance fees	12,275	13,025	12,275
Annual allowance for ICT expenses	3,000	3,000	3,000
	<u>15,275</u>	<u>16,025</u>	<u>15,275</u>
Elected member Cr Wierenga			
Meeting attendance fees	12,275	13,025	13,025
Annual allowance for ICT expenses	3,000	3,000	2,250
	<u>15,275</u>	<u>16,025</u>	<u>15,275</u>
Elected member Cr Singh			
Meeting attendance fees	12,275	13,025	13,025
Annual allowance for ICT expenses	3,000	3,000	2,250
	<u>15,275</u>	<u>16,025</u>	<u>15,275</u>
Elected member Cr Bilney			
Meeting attendance fees	9,956	-	-
Annual allowance for ICT expenses	1,500	-	-
	<u>11,456</u>	<u>-</u>	<u>-</u>
Elected member Cr A Egerton-Warburton			
Meeting attendance fees	6,888	-	-
Annual allowance for ICT expenses	1,500	-	-
	<u>8,388</u>	<u>-</u>	<u>-</u>
Elected member Cr P Webb			
Deputy President's annual allowance	5,196	-	-
Meeting attendance fees	9,206	-	-
Annual allowance for ICT expenses	2,250	-	-
	<u>16,652</u>	<u>-</u>	<u>-</u>
	<u>160,647</u>	<u>164,700</u>	<u>164,189</u>

Fees, expenses and allowances to be paid or reimbursed to elected council members.

	2022 Actual \$	2022 Budget \$	2021 Actual \$
President's annual allowance	28,847	28,000	27,718
Deputy President's annual allowance	6,928	7,000	6,929
Meeting attendance fees	102,069	105,000	107,933
Annual allowance for ICT expenses	22,116	24,000	21,000
Travel and accommodation expenses	687	700	609
	<u>160,647</u>	<u>164,700</u>	<u>164,189</u>

SHIRE OF KOJONUP
 NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
 FOR THE YEAR ENDED 30 JUNE 2022

19. RELATED PARTY TRANSACTIONS

(b) Key Management Personnel (KMP) Compensation

The total of compensation paid to KMP of the Shire during the year are as follows:

Short-term employee benefits
 Post-employment benefits
 Employee - other long-term benefits

	2022 Actual \$	2021 Actual \$
Short-term employee benefits	899,131	592,380
Post-employment benefits	94,059	73,664
Employee - other long-term benefits	5,723	71,891
	998,913	737,935

Short-term employee benefits

These amounts include all salary and fringe benefits awarded to KMP except for details in respect to fees and benefits paid to council members which may be separately found in the table above.

Post-employment benefits

These amounts are the current-year's cost of the Shire's superannuation contributions made during the year.

Other long-term benefits

These amounts represent annual leave and long service leave entitlements accruing during the year.

(c) Transactions with related parties

Transactions between related parties and the Shire are on normal commercial terms and conditions, no more favourable than those available to other parties, unless otherwise stated.

No outstanding balances or provisions for doubtful debts or guarantees exist in relation to related parties at year end.

In addition to KMP compensation above the following transactions occurred with related parties:

Sale of goods and services
 Purchase of goods and services
 Short term employee benefits - other related parties

	2022 Actual \$	2021 Actual \$
Sale of goods and services	3,054	-
Purchase of goods and services	248,392	258,433
Short term employee benefits - other related parties	-	3,170

(d) Related Parties

The Shire's main related parties are as follows:

i. Key management personnel

Any person(s) having authority and responsibility for planning, directing and controlling the activities of the entity, directly or indirectly, including any council member, are considered key management personnel.

ii. Other Related Parties

An associate person of KMP was employed by the Shire under normal employment terms and conditions.

Any entity that is controlled by or over which KMP, or close family members of KMP, have authority and responsibility for planning, directing and controlling the activity of the entity, directly or indirectly, are considered related parties in relation to the Shire.

iii. Entities subject to significant influence by the Shire

An entity that has the power to participate in the financial and operating policy decisions of an entity, but does not have control over those policies, is an entity which holds significant influence. Significant influence may be gained by share ownership, statute or agreement.

SHIRE OF KOJONUP
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2022

20. JOINT ARRANGEMENTS

Share of joint operations

In 1998/99, the Shire in conjunction with Homeswest, constructed 2 units for low income residents in the Kojonup townsite. In 2002 an additional 3 units were constructed. The Shire's interest in these units is as follows:

5A and 5B Vanzuilecom Street (2 x 2 Bedroom Units) - 18.20%
2,4 and 6 Elverd Street (2 x 2 Bedroom Units & 1x3 bedroom Unit) - 20.65%

SIGNIFICANT ACCOUNTING POLICIES

Joint operations

A joint operation is a joint arrangement where the Shire has joint control with another party to the joint arrangement. All parties to joint arrangements have rights to the assets, and obligations for the liabilities relating to the arrangement.

Assets, liabilities, revenues and expenses relating to the Shire's interest in the joint operation are accounted for in accordance with the relevant Australian Accounting Standard.

SHIRE OF KOJONUP
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2022

21. FINANCIAL RISK MANAGEMENT

This note explains the Shire's exposure to financial risks and how these risks could affect the Shire's future financial performance.

Risk	Exposure arising from	Measurement	Management
Market risk - interest rates	Long term borrowings at variable rates	Sensitivity analysis	Utilise fixed interest rate borrowings
Credit risk	Cash and cash equivalents, trade receivables, financial assets and debt investments	Aging analysis Credit analysis	Diversification of bank deposits, credit limits. Investment policy
Liquidity risk	Borrowings and other liabilities	Rolling cash flow forecasts	Availability of committed credit lines and borrowing facilities

The Shire does not engage in transactions expressed in foreign currencies and is therefore not subject to foreign currency risk.

Financial risk management is carried out by the finance area under policies approved by the Council. The finance area identifies, evaluates and manages financial risks in close co-operation with the operating divisions. Council have approved the overall risk management policy and provide policies on specific areas such as investment policy.

(a) Interest rate risk

Cash and cash equivalents

The Shire's main interest rate risk arises from cash and cash equivalents with variable interest rates, which exposes the Shire to cash flow interest rate risk. Short term overdraft facilities also have variable interest rates however these are repaid within 12 months, reducing the risk level to minimal.

Excess cash and cash equivalents are invested in fixed interest rate term deposits which do not expose the Shire to cash flow interest rate risk. Cash and cash equivalents required for working capital are held in variable interest rate accounts and non-interest bearing accounts. Carrying amounts of cash and cash equivalents at the 30 June and the weighted average interest rate across all cash and cash equivalents, term deposits, and Treasury bonds held disclosed as financial assets at amortised cost are reflected in the table below.

	Weighted Average Interest Rate	Carrying Amounts	Fixed Interest Rate	Variable Interest Rate	Non Interest Bearing
	%	\$	\$	\$	\$
2022					
Cash and cash equivalents	0.07%	5,500,684	-	5,500,044	640
2021					
Cash and cash equivalents	0.17%	3,958,480	-	3,957,940	540

Sensitivity

Profit or loss is sensitive to higher/lower interest income from cash and cash equivalents as a result of changes in interest rates.

	2022	2021
	\$	\$
Impact of a 1% movement in interest rates on profit and loss and equity*	55,000	39,579

* Holding all other variables constant

Borrowings

Borrowings are subject to interest rate risk - the risk that movements in interest rates could adversely affect funding costs. The Shire manages this risk by borrowing long term and fixing the interest rate to the situation considered the most advantageous at the time of negotiation. The Shire does not consider there to be any interest rate risk in relation to borrowings. Details of interest rates applicable to each borrowing may be found at Note 27(a).

SHIRE OF KOJONUP
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2022

21. FINANCIAL RISK MANAGEMENT (Continued)

(b) Credit risk

Trade and Other Receivables

The Shire's major receivables comprise rates annual charges and user fees and charges. The major risk associated with these receivables is credit risk – the risk that the debts may not be repaid. The Shire manages this risk by monitoring outstanding debt and employing debt recovery policies. It also encourages ratepayers to pay rates by the due date through incentives.

Credit risk on rates and annual charges is minimised by the ability of the Shire to recover these debts as a secured charge over the land, that is, the land can be sold to recover the debt. The Shire is able to charge interest on overdue rates and annual charges at higher than market rates, which further encourages payment.

The level of outstanding receivables is reported to Council monthly and benchmarks are set and monitored for acceptable collection performance.

The Shire applies the AASB 9 simplified approach to measuring expected credit losses using a lifetime expected loss allowance for all trade receivables. To measure the expected credit losses, rates receivable are separated from other trade receivables due to the difference in payment terms and security for rates receivable.

The expected loss rates are based on the payment profiles of rates and fees and charges over a period of 36 months before 1 July 2021 or 1 July 2022 respectively and the corresponding historical losses experienced within this period. Historical credit loss rates are adjusted to reflect current and forward-looking information on macroeconomic factors such as the ability of ratepayers and residents to settle the receivables. Housing prices and unemployment rates have been identified as the most relevant factor in repayment rates, and accordingly adjustments are made to the expected credit loss rate based on these factors.

The loss allowance as at 30 June 2022 and 30 June 2021 for rates receivable was determined as follows:

	Less than 1 year past due	More than 1 year past due	More than 2 years past due	More than 3 years past due	Total	Note
30 June 2022						
Rates receivable						
Expected credit loss	-	-	-	-	-	
Gross carrying amount	3,640	235,741	81,342	225,636	546,359	5
Loss allowance	-	-	-	-	-	
30 June 2021						
Rates receivable						
Expected credit loss	-	-	-	-	-	
Gross carrying amount	175,249	94,609	72,402	163,738	505,998	5
Loss allowance	-	-	-	-	-	

The loss allowance as at 30 June 2022 and 30 June 2021 was determined as follows for trade receivables.

	Less than 1 year past due	More than 30 days past due	More than 60 days past due	More than 90 days past due	Total	
30 June 2022						
Trade and other receivables						
Expected credit loss	-	-	-	0.90%	-	
Gross carrying amount	143,953	23,458	20,631	126,609	314,651	5
Loss allowance	-	-	-	1,142	1,142	
30 June 2021						
Trade and other receivables						
Expected credit loss	-	-	-	1.32%	-	
Gross carrying amount	223,309	19,638	3,376	86,708	333,031	5
Loss allowance	-	-	-	1,142	1,142	

SHIRE OF KOJONUP
 NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
 FOR THE YEAR ENDED 30 JUNE 2022

21. FINANCIAL RISK MANAGEMENT (Continued)

(b) Credit risk

The loss allowances for trade receivables and contract assets as at 30 June reconcile to the opening loss allowances as follows:

	Rates receivable		Trade and other receivables		Contract Assets	
	2022 Actual	2021 Actual	2022 Actual	2021 Actual	2022 Actual	2021 Actual
Opening loss allowance as at 1 July	\$ -	\$ -	\$ 1,142	\$ 1,142	\$ -	\$ -
Closing loss allowance at 30 June	-	-	1,142	1,142	-	-

Trade receivables and contract assets are written off where there is no reasonable expectation of recovery. Indicators that there is no reasonable expectation of recovery include, amongst others, the failure of a debtor to engage in a repayment plan with the Shire, and a failure to make contractual payments for a period of greater than 120 days past due.

Impairment losses on trade receivables and contract assets are presented as net impairment losses within operating profit. Subsequent recoveries of amounts previously written off are credited against the same line item.

Contract Assets

The Shire's contract assets represent work completed, which have not been invoiced at year end. This is due to the Shire not having met all the performance obligations in the contract which give an unconditional right to receive consideration. The Shire applies the simplified approach to measure expected credit losses which uses a lifetime expected loss allowance for all contract assets. To measure the expected credit losses, contract assets have been grouped based on shared credit risk characteristics and the days past due. Contract assets have substantially the same risk characteristics as the trade receivables for the same types of contracts. The Shire has therefore concluded that the expected loss rates for trade receivables are a reasonable approximation of the loss rates for the contract assets.

SHIRE OF KOJONUP
 NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
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21. FINANCIAL RISK MANAGEMENT (Continued)

(c) Liquidity risk

Payables and borrowings

Payables and borrowings are both subject to liquidity risk – that is the risk that insufficient funds may be on hand to meet payment obligations as and when they fall due. The Shire manages this risk by monitoring its cash flow requirements and liquidity levels and maintaining an adequate cash buffer. Payment terms can be extended and overdraft facilities drawn upon if required and disclosed in Note 16(c).

The contractual undiscounted cash flows of the Shire's payables and borrowings are set out in the liquidity table below. Balances due within 12 months equal their carrying balances, as the impact of discounting is not significant.

	Due within 1 year	Due between 1 & 5 years	Due after 5 years	Total contractual cash flows	Carrying values
	\$	\$	\$	\$	\$
2022					
Trade and other payables	3,051,095	-	-	3,051,095	3,051,095
Borrowings	547,415	2,168,993	3,554,923	6,271,331	5,249,115
	<u>3,598,510</u>	<u>2,168,993</u>	<u>3,554,923</u>	<u>9,322,426</u>	<u>8,300,210</u>
2021					
Trade and other payables	2,956,737	-	-	2,956,737	2,956,737
Borrowings	308,716	1,226,534	1,718,182	3,253,432	2,918,056
	<u>3,265,453</u>	<u>1,226,534</u>	<u>1,718,182</u>	<u>6,210,169</u>	<u>5,874,793</u>

SHIRE OF KOJONUP
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FOR THE YEAR ENDED 30 JUNE 2022

22. EVENTS OCCURRING AFTER THE END OF THE REPORTING PERIOD

The Shire did not have any events occurring after the reporting date that have a significant effect on the financial statements.

23. OTHER SIGNIFICANT ACCOUNTING POLICIES

a) Goods and services tax (GST)

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

Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position.

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

b) Current and non-current classification

The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Shire's operational cycle. In the case of liabilities where the Shire does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months. Inventories held for trading are classified as current or non-current based on the Shire's intentions to release for sale.

c) Rounding off figures

All figures shown in this annual financial report, other than a rate in the dollar, are rounded to the nearest dollar. Amounts are presented in Australian Dollars.

d) Comparative figures

Where required, comparative figures have been adjusted to conform with changes in presentation for the current financial year.

When the Shire applies an accounting policy retrospectively, makes a retrospective restatement or reclassifies items in its financial statements that has a material effect on the statement of financial position, an additional (third) Statement of Financial Position as at the beginning of the preceding period in addition to the minimum comparative financial statements is presented.

e) Budget comparative figures

Unless otherwise stated, the budget comparative figures shown in this annual financial report relate to the original budget estimate for the relevant item of disclosure.

f) Superannuation

The Shire contributes to a number of Superannuation Funds on behalf of employees. All funds to which the Shire contributes are defined contribution plans.

g) Fair value of assets and liabilities

Fair value is the price that the Shire would receive to sell the asset or would have to pay to transfer a liability, in an orderly (i.e. unforced) transaction between independent, knowledgeable and willing market participants at the measurement date.

As fair value is a market-based measure, the closest equivalent observable market pricing information is used to determine fair value. Adjustments to market values may be made having regard to the characteristics of the specific asset or liability. The fair values of assets that are not traded in an active market are determined using one or more valuation techniques. These valuation techniques maximise, to the extent possible, the use of observable market data.

To the extent possible, market information is extracted from either the principal market for the asset or liability (i.e. the market with the greatest volume and level of activity for the asset or liability) or, in the absence of such a market, the most advantageous market available to the entity at the end of the reporting period (i.e. the market that maximises the receipts from the sale of the asset after taking into account transaction costs and transport costs).

For non-financial assets, the fair value measurement also takes into account a market participant's ability to use the asset in its highest and best use or to sell it to another market participant that would use the asset in its highest and best use.

h) Interest earnings

Interest income is calculated by applying the effective interest rate to the gross carrying amount of a financial asset measured at amortised cost, except for financial assets that subsequently become credit-impaired. For credit-impaired financial assets the effective interest rate is applied to the net carrying amount of the financial asset (after deduction of the loss allowance).

i) Fair value hierarchy

AASB 13 requires the disclosure of fair value information by level of the fair value hierarchy, which categorises fair value measurement into one of three possible levels based on the lowest level that an input that is significant to the measurement can be categorised into as follows:

Level 1

Measurements based on quoted prices (unadjusted) in active markets for identical assets or liabilities that the entity can access at the measurement date.

Level 2

Measurements based on inputs other than quoted prices included in Level 1 that are observable for the asset or liability, either directly or indirectly.

Level 3

Measurements based on unobservable inputs for the asset or liability.

The fair values of assets and liabilities that are not traded in an active market are determined using one or more valuation techniques. These valuation techniques maximise, to the extent possible, the use of observable market data. If all significant inputs required to measure fair value are observable, the asset or liability is included in Level 2. If one or more significant inputs are not based on observable market data, the asset or liability is included in Level 3.

Valuation techniques

The Shire selects a valuation technique that is appropriate in the circumstances and for which sufficient data is available to measure fair value. The availability of sufficient and relevant data primarily depends on the specific characteristics of the asset or liability being measured. The valuation techniques selected by the Shire are consistent with one or more of the following valuation approaches:

Market approach

Valuation techniques that use prices and other relevant information generated by market transactions for identical or similar assets or liabilities.

Income approach

Valuation techniques that convert estimated future cash flows or income and expenses into a single discounted present value.

Cost approach

Valuation techniques that reflect the current replacement cost of the service capacity of an asset

Each valuation technique requires inputs that reflect the assumptions that buyers and sellers would use when pricing the asset or liability, including assumptions about risks. When selecting a valuation technique, the Shire gives priority to those techniques that maximise the use of observable inputs and minimise the use of unobservable inputs. Inputs that are developed using market data (such as publicly available information on actual transactions) and reflect the assumptions that buyers and sellers would generally use when pricing the asset or liability are considered observable, whereas inputs for which market data is not available and therefore are developed using the best information available about such assumptions are considered unobservable.

j) Impairment of assets

In accordance with Australian Accounting Standards the Shire's cash generating non-specialised assets, other than inventories, are assessed at each reporting date to determine whether there is any indication they may be impaired.

Where such an indication exists, an impairment test is carried out on the asset by comparing the recoverable amount of the asset, being the higher of the asset's fair value less costs to sell and value in use, to the asset's carrying amount.

Any excess of the asset's carrying amount over its recoverable amount is recognised immediately in profit or loss, unless the asset is carried at a revalued amount in accordance with another Standard (e.g. AASB 116) whereby any impairment loss of a revalued asset is treated as a revaluation decrease in accordance with that other Standard.

For non-cash generating specialised assets that are measured under the revaluation model, such as roads, drains, public buildings and the like, no annual assessment of impairment is required. Rather AASB 116.31 applies and revaluations need only be made with sufficient regularity to ensure the carrying value does not differ materially from that which would be determined using fair value at the end of the reporting period.

k) Initial application of accounting standards

During the current year, no new or revised Australian Accounting Standards and Interpretations were compiled, became mandatory and were applicable to its operations.

New accounting standards for application in future years

The following new accounting standards will have application to local government in future years

- AASB 2020-1 Amendments to Australian Accounting Standards - Classification of Liabilities as Current or Non-current
- AASB 2020-3 Amendments to Australian Accounting Standards - Annual Improvements 2018-2020 and Other Amendments
- AASB 2021-2 Amendments to Australian Accounting Standards - Disclosure of Accounting Policies or Definition of Accounting Estimates
- AASB 2021-7 Amendments to Australian Accounting Standards - Effective Date of Amendments to AASB 10 and AASB 128 and Editorial Corrections

It is not expected these standards will have an impact on the financial report.

SHIRE OF KOJONUP
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FOR THE YEAR ENDED 30 JUNE 2022

24. FUNCTION AND ACTIVITY

(a) **Service objectives and descriptions**

Shire operations as disclosed in this financial report encompass the following service orientated functions and activities.

Objective	Description
<p>Governance To provide a decision making process for the efficient allocation of scarce resources.</p>	<p>Includes the activities of members of council and the administrative support available to the council for the provision of governance for the district. Other costs relate to the task of assisting elected members and ratepayers on matters which do not concern specific council services.</p>
<p>General purpose funding To collect revenue to allow for the provision of services.</p>	<p>Rates, general purpose government grants and interest revenue.</p>
<p>Law, order, public safety To provide services to help ensure a safer and environmentally conscious community.</p>	<p>Supervision and enforcement of various local laws relating to fire prevention, animal control and other aspects of public safety including emergency services.</p>
<p>Health To provide an operational framework for environmental and community health.</p>	<p>Inspection of food outlets and their control, provision of meal inspection services, noise control and waste disposal compliance.</p>
<p>Education and welfare To provide services to disadvantaged persons, the elderly, children and youth.</p>	<p>Maintenance of pre-school facilities.</p>
<p>Housing To provide and maintain staff and elderly</p>	<p>Provision and maintenance of staff housing and Springhaven Lodge.</p>
<p>Community amenities To provide services required by the community.</p>	<p>Rubbish collection services, operation of rubbish disposal sites, litter control, construction and maintenance of urban storm water drains, protection of the environment and administration of town planning schemes, cemetery and public conveniences.</p>
<p>Recreation and culture To establish and effectively manage infrastructure and resource which will help the social well being of the community.</p>	<p>Maintenance of public halls, civic centres, swimming pool, recreation centre and various sporting facilities. Provision and maintenance of parks, gardens and playgrounds. Operation of library, museum and other cultural facilities.</p>
<p>Transport To provide safe, effective and efficient transport services to the community.</p>	<p>Construction and maintenance of roads, streets, footpaths, depots, cycleways, parking facilities and traffic control. Cleaning of streets and maintenance of street trees, street lighting, etc.</p>
<p>Economic services To help promote the shire and its economic wellbeing.</p>	<p>Tourism and area promotion including the maintenance and operation of The Kodja Place. Provision of rural services including weed control, vermin control and standpipes, building control.</p>
<p>Other property and services To monitor and control council's overheads operating accounts.</p>	<p>Private works operation, plant repair and operation costs and engineering operation costs.</p>

SHIRE OF KOJONUP
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2022

24. FUNCTION AND ACTIVITY (Continued)

(b) Income and expenses

Income excluding grants, subsidies and contributions

Governance
General purpose funding
Law, order, public safety
Health
Education and welfare
Housing
Community amenities
Recreation and culture
Transport
Economic services
Other property and services

Grants, subsidies and contributions

Governance
General purpose funding
Law, order, public safety
Education and welfare
Housing
Community amenities
Recreation and culture
Transport
Economic services
Other property and services

Total Income

Expenses

Governance
General purpose funding
Law, order, public safety
Health
Education and welfare
Housing
Community amenities
Recreation and culture
Transport
Economic services
Other property and services

Total expenses

Net result for the period

	2022 Actual	2022 Budget	2021 Actual
	\$	\$	\$
Income excluding grants, subsidies and contributions			
Governance	62,745	36,450	41,000
General purpose funding	4,297,108	4,298,225	4,080,152
Law, order, public safety	14,842	5,970	4,698
Health	833	2,100	8,529
Education and welfare	5,184	3,100	3,595
Housing	991,917	984,000	992,531
Community amenities	303,257	331,230	294,233
Recreation and culture	34,794	97,180	35,029
Transport	9,579	57,000	10,273
Economic services	129,141	251,700	165,994
Other property and services	231,735	127,683	76,807
	6,081,135	6,194,638	5,712,841
Grants, subsidies and contributions			
Governance	0	0	37
General purpose funding	2,008,578	710,872	1,554,141
Law, order, public safety	45,556	50,000	54,148
Education and welfare	13,257	21,750	5,802
Housing	1,367,869	1,637,000	2,451,987
Community amenities	84,626	54,950	73,650
Recreation and culture	630,236	1,249,127	1,084,002
Transport	1,057,697	2,902,605	1,232,006
Economic services	121,935	106,400	64,236
Other property and services	15,876	24,000	15,125
	5,345,630	6,756,704	6,535,134
Total Income	11,426,765	12,951,342	12,247,975
Expenses			
Governance	(722,068)	(640,740)	(544,589)
General purpose funding	(101,977)	(105,549)	(73,684)
Law, order, public safety	(312,877)	(280,778)	(277,288)
Health	(45,630)	(175,815)	(60,161)
Education and welfare	(165,507)	(52,062)	(268,388)
Housing	(2,828,340)	(2,761,204)	(2,729,845)
Community amenities	(612,860)	(731,106)	(676,205)
Recreation and culture	(1,449,342)	(1,420,139)	(1,502,412)
Transport	(4,023,589)	(3,521,668)	(3,719,463)
Economic services	(1,031,978)	(996,153)	(906,035)
Other property and services	(705,721)	(70,000)	(294,633)
Total expenses	(11,999,889)	(10,755,214)	(11,052,703)
Net result for the period	(573,124)	2,196,128	1,195,272

SHIRE OF KOJONUP
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24. FUNCTION AND ACTIVITY (Continued)

	2022 Actual	2022 Budget	2021 Actual
(c) Fees and Charges	\$	\$	\$
Governance	13	250	184
General purpose funding	7,636	6,900	7,265
Law, order, public safety	14,717	4,300	4,188
Health	833	2,100	9,397
Education and welfare	2,584	3,100	2,727
Housing	916,910	927,000	841,047
Community amenities	289,613	320,830	293,375
Recreation and culture	34,539	37,550	34,969
Transport	-	-	975
Economic services	80,675	110,450	118,144
Other property and services	24,628	35,682	11,460
	1,372,148	1,448,162	1,323,731
(d) Total Assets	2022	2021	
	\$	\$	
Governance	1,755,065	1,818,244	
General purpose funding	1,569,611	420,797	
Law, order, public safety	384,885	455,867	
Health	86,000	190,440	
Education and welfare	1,230,536	1,014,356	
Housing	14,773,954	16,423,523	
Community amenities	1,270,370	765,461	
Recreation and culture	13,746,539	13,680,064	
Transport	120,678,128	129,736,963	
Economic services	5,218,841	5,346,923	
Other property and services	2,205,104	3,274,967	
	162,919,033	173,127,605	

SHIRE OF KOJONUP
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2022

25. RATING INFORMATION

(a) General Rates

RATE TYPE Rate Description	Basis of valuation	Rate in \$	Number of Properties	2021/22 Actual		2021/22 Interim		2021/22 Budget		2021/22 Budget		2020/21 Actual	
				Rateable Value*	Revenue	Actual Rates	Interim Rates	Rate	Back Rate	Revenue	Back Rate	Revenue	Total Revenue
GRV - Urban	Gross rental valuation	0	558	6,993,382	926,623	701	-	-	-	-	-	926,623	872,568
UV - Rural	Unimproved valuation	0	472	398,825,825	3,211,805	1,476	1,476	300	100	300	100	3,211,742	3,053,756
Sub-Total			1,030	405,818,907	4,138,428	2,177	2,177	300	100	300	100	4,138,365	3,926,324
Minimum payment													
GRV - Urban	Gross rental valuation	750	75	294,413	56,250	-	-	-	-	-	-	56,250	55,440
UV - Rural	Unimproved valuation	750	62	3,154,425	46,500	-	-	-	-	-	-	46,500	39,600
Sub-Total			137	3,448,838	102,750	-	-	-	-	-	-	102,750	95,040
			1,167	409,267,745	4,241,178	2,177	2,177	300	100	300	100	4,241,115	4,021,364
Concessions on general rates (Refer note 25(c))												(1,500)	(869)
Total amount raised from general rates												4,240,015	4,020,495

RATE TYPE Rate Description	Basis of valuation	Rate in \$	2021/22 Actual		2021/22 Interim		2021/22 Budget		2021/22 Budget		2020/21 Actual		
			Rateable Value*	Revenue	Actual Rates	Interim Rates	Rate	Back Rate	Revenue	Back Rate	Revenue	Total Revenue	
GRV - Urban	Gross rental valuation	0	558	6,993,382	926,623	701	-	-	-	-	-	926,623	872,568
UV - Rural	Unimproved valuation	0	472	398,825,825	3,211,805	1,476	1,476	300	100	300	100	3,211,742	3,053,756
Sub-Total			1,030	405,818,907	4,138,428	2,177	2,177	300	100	300	100	4,138,365	3,926,324
Minimum payment													
GRV - Urban	Gross rental valuation	750	75	294,413	56,250	-	-	-	-	-	-	56,250	55,440
UV - Rural	Unimproved valuation	750	62	3,154,425	46,500	-	-	-	-	-	-	46,500	39,600
Sub-Total			137	3,448,838	102,750	-	-	-	-	-	-	102,750	95,040
			1,167	409,267,745	4,241,178	2,177	2,177	300	100	300	100	4,241,115	4,021,364
Concessions on general rates (Refer note 25(c))												(1,500)	(869)
Total amount raised from general rates												4,240,015	4,020,495

RATE TYPE Rate Description	Basis of valuation	Rate in \$	2021/22 Actual		2021/22 Interim		2021/22 Budget		2021/22 Budget		2020/21 Actual		
			Rateable Value*	Revenue	Actual Rates	Interim Rates	Rate	Back Rate	Revenue	Back Rate	Revenue	Total Revenue	
GRV - Urban	Gross rental valuation	0	558	6,993,382	926,623	701	-	-	-	-	-	926,623	872,568
UV - Rural	Unimproved valuation	0	472	398,825,825	3,211,805	1,476	1,476	300	100	300	100	3,211,742	3,053,756
Sub-Total			1,030	405,818,907	4,138,428	2,177	2,177	300	100	300	100	4,138,365	3,926,324
Minimum payment													
GRV - Urban	Gross rental valuation	750	75	294,413	56,250	-	-	-	-	-	-	56,250	55,440
UV - Rural	Unimproved valuation	750	62	3,154,425	46,500	-	-	-	-	-	-	46,500	39,600
Sub-Total			137	3,448,838	102,750	-	-	-	-	-	-	102,750	95,040
			1,167	409,267,745	4,241,178	2,177	2,177	300	100	300	100	4,241,115	4,021,364
Concessions on general rates (Refer note 25(c))												(1,500)	(869)
Total amount raised from general rates												4,240,015	4,020,495

(b) Rates (excluding general rates)

Rate in
1,467
1,467
1,467
4,244,756

(c) Total Rates

The entire balance of rates revenue has been recognised at a point in time in accordance with AASB 1058 Income for not-for-profit entities.

SHIRE OF KOJONUP
 NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
 FOR THE YEAR ENDED 30 JUNE 2022

25. RATING INFORMATION (Continued)

(c) Discounts, Incentives, Concessions, & Write-offs
 Waivers or Concessions

Rate or Fee and Charge to which the Waiver or Concession is Granted	Type	Waiver/Concession	Discount %	Discount \$	2022 Actual \$	2022 Budget \$	2021 Actual \$
Property Rates General Rates - small balances	Concession Write-off	100.00%		-	66	1,500	720
					66	1,500	149
					66	1,500	869
Total discounts/concessions (Note 25)							
Rate or Fee and Charge to which the Waiver or Concession is Granted	Circumstances in which the Waiver or Concession is Granted and to whom it was available				Objects of the Waiver or Concession		Reasons for the Waiver or Concession
Property Rates	Specific Council decisions				Waive rates for community medical centre		To waive the rates applicable to the Community Medical Centre at Lots 2 and 3 Spring Rd, Kojonup.

SHIRE OF KOJONUP
 NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
 FOR THE YEAR ENDED 30 JUNE 2022

25. RATING INFORMATION (Continued)

(d) Interest Charges & Instalments

Instalment Options	Date Due	Instalment Plan Admin Charge \$	Instalment Plan Interest Rate %	Unpaid Rates Interest Rate %
Option One				
Single full payment	3/09/2021	-	0.00%	7%
Option Two				
First instalment	3/09/2021	-	0.00%	7%
Second instalment	8/01/2022	9	5.50%	7%
Option Three				
First instalment	3/09/2021	-	0.00%	7%
Second instalment	4/11/2021	9	5.50%	7%
Third instalment	8/01/2022	9	5.50%	7%
Fourth instalment	12/03/2022	9	5.50%	7%

	2022 Actual \$	2022 Budget \$	2021 Actual \$
Interest on unpaid rates	29,141	31,000	30,133
Interest on instalment plan	7,609	10,000	10,175
Charges on instalment plan	3,204	3,800	3,888
	39,954	44,800	44,196

SHIRE OF KOJONUP
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2022

26. RATE SETTING STATEMENT INFORMATION

		2021/22	2021/22	2020/21
		2021/22	Budget	2020/21
		(30 June 2022	(30 June 2022	(30 June 2021
	Note	Carried	Carried	Carried
		Forward)	Forward)	Forward
		\$	\$	\$
(a) Non-cash amounts excluded from operating activities				
The following non-cash revenue or expenditure has been excluded from amounts attributable to operating activities within the Rate Setting Statement in accordance with <i>Financial Management Regulation 32</i> .				
Adjustments to operating activities				
Less: Profit on asset disposals	10(b)	(43,698)	(33,000)	(29,654)
Less: Fair value adjustments to financial assets at fair value through profit and loss		(4,996)	-	(3,232)
Add: Loss on disposal of assets	10(b)	28,879	117,500	274,580
Add: Write down of inventories to net realisable value		41,965	-	-
Add: Movement in springhaven bonds		147,855	-	-
Add: Depreciation	10(a)	3,546,351	3,471,562	3,443,579
Non-cash movements in non-current assets and liabilities:				
Pensioner deferred rates		(19,130)	-	(7,222)
Employee benefit provisions		(7,223)	-	(37,840)
Movement in accrued interest on loans		14,537	-	-
Other provisions		(640)	2,000	39,517
Inventory		78,000	-	-
Non-cash amounts excluded from operating activities		3,781,900	3,558,062	3,679,728
(b) Surplus/(deficit) after imposition of general rates				
The following current assets and liabilities have been excluded from the net current assets used in the Rate Setting Statement in accordance with <i>Financial Management Regulation 32</i> to agree to the surplus/(deficit) after imposition of general rates.				
Adjustments to net current assets				
Less: Reserve accounts	28	(4,019,914)	(3,280,091)	(3,539,179)
- Land held for resale	6	(151,000)	(809,799)	(192,966)
- Provision for doubtful debts		1,142	3,142	1,142
Add: Current liabilities not expected to be cleared at end of year				
- Current portion of borrowings	13	413,134	2,013,326	231,147
- Accrued interest on loans		27,606	13,069	13,070
- Springhaven Lodge bonds		2,195,000	2,047,785	2,047,145
- Employee benefit provisions		731,667	713,027	715,081
Total adjustments to net current assets		(802,365)	700,459	(724,560)
Net current assets used in the Rate Setting Statement				
Total current assets		6,523,016	4,880,388	5,988,101
Less: Total current liabilities		(5,245,198)	(5,580,847)	(4,230,061)
Less: Total adjustments to net current assets		(802,365)	700,459	(724,560)
Net current assets used in the Rate Setting Statement		475,453	-	1,033,480

SHIRE OF KOJONUP
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2022

27. BORROWING AND LEASE LIABILITIES

(a) Borrowings

Purpose	Note	Actual				Budget			
		Principal		Repayments		Principal		Repayments	
		Principal at 1 July 2020	New Loans During 2020-21	Principal at 30 June 2021	Repayments During 2020-21	Principal at 1 July 2021	New Loans During 2021-22	Principal at 30 June 2022	Repayments During 2021-22
Medical Centre Donation		140,000	-	131,928	(8,072)	123,523	(8,405)	123,523	(8,405)
Bagg Street unit		82,361	-	73,130	(9,231)	63,613	(9,517)	63,612	(9,517)
GROH Housing - GSHI		1,150,000	-	1,043,456	(106,544)	934,058	(109,398)	934,058	(109,398)
Aged Units - GSHI		50,000	-	40,269	(9,731)	30,377	(9,892)	30,377	(9,892)
Staff Housing - GSHI		970,000	-	914,071	(55,929)	855,837	(58,234)	855,837	(58,234)
Sports Complex		247,777	-	232,211	(15,566)	215,867	(16,344)	215,868	(16,344)
Sports Complex Retaining Wall		90,867	-	81,552	(9,315)	72,051	(9,501)	72,050	(9,502)
Oval Lighting		-	255,000	255,000	-	231,128	(23,872)	231,128	(23,872)
Netball Courts & Roof		-	-	-	-	1,390,000	-	1,390,000	-
Airstrip Lighting		156,148	-	146,439	(9,709)	136,583	(9,856)	137,309	(9,490)
Staff Housing		-	-	-	-	55,000	-	55,000	-
GROH Housing		-	-	-	-	55,000	-	55,000	-
Harrison Place Toilets & Park		-	-	-	-	400,000	-	400,000	-
Land development		-	-	-	-	386,078	-	386,078	-
Staff Housing Renovations		-	-	-	-	300,000	-	300,000	-
Total		2,887,153	255,000	2,918,056	(224,097)	5,249,115	(255,019)	5,150,595	(254,654)

Borrowing Interest Repayments

Purpose	Note	Function and activity	Loan Number	Institution	Interest Rate	Actual for year ending		Budget for year ending	
						30 June 2022	30 June 2021	30 June 2022	30 June 2021
Medical Centre Donation		Health	137	WATC*	1.73%	(2,197)	(2,338)	(2,246)	(2,338)
Bagg Street unit		Housing	135	WATC*	3.07%	(2,165)	(2,451)	(2,173)	(2,451)
GROH Housing - GSHI		Housing	138	WATC*	1.44%	(14,098)	(15,643)	(14,633)	(15,643)
Aged Units - GSHI		Housing	139	WATC*	1.17%	(403)	(517)	(442)	(517)
Staff Housing - GSHI		Housing	140	WATC*	1.73%	(15,220)	(16,199)	(15,563)	(16,199)
Sports Complex		Recreation and culture	134	WATC*	4.94%	(11,267)	(12,046)	(11,272)	(12,046)
Sports Complex Retaining Wall		Recreation and culture	136	WATC*	1.99%	(1,560)	(1,747)	(1,576)	(1,747)
Oval Lighting		Recreation and culture	142	WATC*	1.45%	(3,555)	(647)	(3,616)	(647)
Netball Courts & Roof		Recreation and culture	143	WATC*	2.88%	(12,932)	-	(12,932)	-
Airstrip Lighting		Transport	141	WATC*	1.51%	(2,127)	(2,272)	(1,528)	(2,272)
Staff Housing		Housing	144	WATC*	1.87%	(333)	-	(333)	-
GROH Housing		Housing	145	WATC*	1.87%	(333)	-	(333)	-
Harrison Place Toilets & Park		Community amenities	146	WATC*	3.92%	(985)	-	(985)	-
Land development		Community amenities	147	WATC*	3.92%	(950)	-	(950)	-
Staff Housing Renovations		Housing	148	WATC*	4.49%	(109)	-	(109)	-
Total						(68,234)	(53,860)	(53,048)	(53,860)

Total Interest Repayments 2(b)

SHIRE OF KOJONUP
 NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
 FOR THE YEAR ENDED 30 JUNE 2022

27. BORROWING AND LEASE LIABILITIES (Continued)

(b) New Borrowings - 2021/22

Particulars/Purpose	Institution	Loan Type	Term Years	Interest Rate %	Amount Borrowed		Amount (Used)		Total Interest & Charges	Actual Balance Unspent
					2022 Actual	2022 Budget	2022 Actual	2022 Budget		
Netball courts	WATC	Debenture	20	2.88%	1,390,000	1,390,000	(1,231,185)	(1,390,000)	447,816	158,815
Staff Housing	WATC	Debenture	5	1.87%	55,000	55,000	(55,000)	(55,000)	2,868	-
GROH Housing	WATC	Debenture	5	1.87%	55,000	55,000	(55,000)	(55,000)	2,868	-
Harrison Place Toilets & Park	WATC	Debenture	10	3.92%	400,000	400,000	(355,446)	(400,000)	87,304	44,554
Land development	WATC	Debenture	10	3.92%	386,078	586,833	(386,078)	(586,833)	84,265	-
Staff Housing Renovations	WATC	Debenture	15	4.49%	300,000	-	-	-	115,380	300,000
					2,586,078	2,486,833	(2,082,709)	(2,486,833)	740,501	503,369

* WA Treasury Corporation

(c) Unspent Borrowings

Particulars	Institution	Date Borrowed	Unspent Balance		Borrowed During Year		Expended During Year		Unspent Balance 30 June 2022
			1 July 2021	30 June 2022	Year	Year			
Loan 143 - Netball courts	WATC	4/03/2022	\$ -	\$ -	\$ 1,390,000	\$ (1,231,185)	\$ -	\$ 158,815	
Loan 146 - Harrison Place Toilets & Park	WATC	8/06/2022	-	-	400,000	(355,446)	-	44,554	
Loan 148 - Staff house renovations	WATC	24/06/2022	-	-	300,000	-	-	300,000	
Loan 142 - Oval Lighting	WATC	28/04/2021	132,483	-	-	(132,483)	-	-	
			132,483	-	2,090,000	(1,719,114)	-	503,369	

* WA Treasury Corporation

SHIRE OF KOJONUP
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28. RESERVE ACCOUNTS

	2022 Actual		2022 Actual		2022 Budget		2022 Budget		2021 Actual		2021 Actual		2021 Actual	
	Opening Balance	Transfer to	Closing Balance	Transfer (from)	Opening Balance	Transfer to	Closing Balance	Transfer (from)	Opening Balance	Transfer to	Transfer (from)	Closing Balance	Transfer (from)	Closing Balance
Restricted by council														
(a) Leave reserve	225,393	10,257	235,650	-	225,393	10,563	235,956	-	205,018	20,375	-	225,393	-	225,393
(b) Plant reserve	489,415	583,557	582,448	(490,534)	489,415	583,024	(761,075)	311,364	375,327	550,661	(436,573)	489,415	-	489,415
(c) Economic development reserve	88,409	98	88,507	-	88,409	221	58,630	(30,000)	88,253	156	-	88,409	-	88,409
(d) Springhaven lodge reserve	2,047,145	930,000	2,195,000	(782,145)	2,047,145	-	2,047,145	(10,000)	2,078,388	300,000	(331,243)	2,047,145	-	2,047,145
(e) Low income housing reserve	67,408	16,075	83,483	(35,450)	67,409	16,869	74,278	(80,000)	41,408	26,000	-	67,408	-	67,408
(f) Sporting facility reserve	78,120	20,067	62,737	(35,450)	78,163	20,195	18,358	(60,000)	49,912	50,078	(21,870)	78,120	-	78,120
(g) Springhaven buildings upgrade and renewal reserve	109,492	18	2,165	(20,264)	109,493	274	136	(105,767)	11,568	197	(2,273)	109,492	-	109,492
(h) Bushfire communications reserve	55,304	25,743	80,047	(1,000)	55,304	25,801	50,584	(30,521)	50,539	24,514	(19,749)	55,304	-	55,304
(i) Landfill waste management reserve	4,130	4	4,134	(4,134)	4,131	10	-	(4,141)	40,308	(2,832)	(33,346)	4,130	-	4,130
(j) Energy efficiency reserve	37,247	42	37,289	-	37,248	93	7,341	(30,000)	27,191	10,056	-	37,247	-	37,247
(k) Land acquisition and development reserve	9,735	10	9,745	-	9,735	24	9,759	(30,000)	9,717	18	-	9,735	-	9,735
(l) Community grants reserve	38,324	125,044	158,168	(5,200)	38,325	127,896	154,221	(12,000)	133,077	119,490	(214,243)	38,324	-	38,324
(m) Independent living units reserve	11,245	20,025	31,270	-	11,245	20,028	31,273	-	11,225	20	-	11,245	-	11,245
(n) Spencer street youth precinct reserve	111,578	60,165	97,430	(74,313)	111,578	60,279	70,157	(101,700)	93,579	60,179	(42,180)	111,578	-	111,578
(o) Natural resource management reserve	12,118	30,028	7,146	(35,000)	12,118	30,030	7,148	(35,000)	4,600	15,018	(7,500)	12,118	-	12,118
(p) Memorial hall & lesser hall upgrades reserve	12,051	2,715	14,766	-	12,052	2,730	14,782	-	9,385	2,666	-	12,051	-	12,051
(q) Day care building maintenance reserve	20,433	20,036	40,469	-	20,432	20,051	40,483	-	5,414	15,019	-	20,433	-	20,433
(r) Swimming pool reserve	6,489	10,014	16,503	-	6,488	10,016	16,504	-	6,478	11	-	6,489	-	6,489
(s) Springhaven equipment reserve	39,511	44	39,555	-	39,511	(38,301)	1,210	(5,000)	45,355	79	(5,923)	39,511	-	39,511
(t) Saleyards reserve	10,289	11	10,300	-	10,289	26	10,315	-	10,271	18	-	10,289	-	10,289
(u) RSL hall renewal reserve	14,289	12	14,301	-	14,289	36	14,325	-	10,268	4,021	-	14,289	-	14,289
(v) Benn parade multi-facility reserve	25,333	30,048	49,801	(5,580)	25,332	30,063	35,395	(20,000)	10,298	25,035	(10,000)	25,333	-	25,333
(w) Townscape reserve	9,611	10,019	17,630	(2,000)	9,611	10,024	14,635	(5,000)	4,600	5,011	-	9,611	-	9,611
(x) Kodja place building upgrade & renewal reserve	1,007	10,007	10,007	-	1,007	10,000	10,000	-	-	-	-	-	-	-
(y) Kodja place masterplan implementation	1,007	-	1,007	-	1,007	3	1,010	-	-	1,007	-	-	-	-
(z) Shire office/library building upgrade & renewal reserve	1,006	-	1,006	-	1,006	3	1,009	-	-	1,006	-	-	-	-
(aa) Works depot building upgrade & renewal reserve	1,007	-	1,007	-	1,007	3	1,010	-	-	1,007	-	-	-	-
(ab) Netball court resurfacing reserve	1,007	15,011	16,018	-	1,007	15,003	16,010	-	-	1,007	-	1,007	-	1,007
(ac) The Spring reserve	1,007	31	1,080	-	1,007	3	1,010	-	-	1,049	-	1,049	-	1,049
(ad) Sporting complex building upgrade & renewal reserve	10,009	10,017	20,026	-	10,009	10,025	20,034	-	-	10,009	-	10,009	-	10,009
(ae) Playgrounds & parks reserve	1,007	5,000	6,007	-	1,007	5,003	6,010	-	-	1,007	-	1,007	-	1,007
(af) Trails network construction reserve	-	-	-	-	-	-	-	-	32,288	8	(32,296)	-	-	-
(ag) Gravel pits reserve	-	-	-	-	-	-	-	-	11,498	3	(11,501)	-	-	-
(ah) Building upgrade reserve	-	-	-	-	-	-	-	-	7,501	13	(7,514)	-	-	-
(ai) Historical buildings reserve	-	-	-	-	-	-	-	-	-	-	-	-	-	-
(aj) Kodja place tourist precinct reserve	-	-	-	-	-	-	-	-	951	-	(951)	-	-	-
	3,539,179	1,936,355	4,019,914	(1,455,620)	3,539,183	975,113	3,280,092	(1,234,204)	3,489,904	1,248,444	(1,199,169)	3,539,179	-	3,539,179

All reserves are supported by cash and cash equivalents and are restricted within equity as Reserves - cash backed.

In accordance with Council resolutions or adopted budget in relation to each reserve account, the purpose for which the reserves are set aside and their anticipated date of use are as follows:

SHIRE OF KOJONUP
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2022

70. RESERVE ACCOUNTS

Name of Reserve	Anticipated date of use	Purpose of the reserve
(a) Leave reserve	Ongoing	To be used to fund annual and long service leave requirements.
(b) Plant reserve	Ongoing	To smooth funding allocations over financial years for the purchase of major plant items.
(c) Economic development reserve	Ongoing	To be used for Pillar 6 - 'Digital' within 'Smart Possibilities' in the Kojonup Community Strategic Plan.
(d) Springhaven lodge reserve	Ongoing	To cash back refundable bonds paid by residents of the facility.
(e) Low income housing reserve	Ongoing	To be used for major maintenance of Jean Sullivan Units. All operating profit is to be transferred to this reserve in accordance with the joint venture agreement.
(f) Sporting facility reserve	Ongoing	To fund Council contribution to CSRFF Funding grants or to fund construction or renewal of Shire sporting facilities.
(g) Springhaven buildings upgrade and renewal reserve	Ongoing	To be used for major maintenance and capital renewal of Springhaven facility buildings.
(h) Bushfire communications reserve	Ongoing	To construct and maintain critical bushfire communication infrastructure.
(i) Landfill waste management reserve	Ongoing	To be used for future upkeep, maintenance, expansion, post closure activities and/or reclamation of the Shire's waste management facilities.
(j) Energy efficiency reserve	Ongoing	To fund energy efficiency initiatives within the Shire's operations. 50% of any savings resulting from expenditure of this reserve account is to be transferred back into the reserve.
(k) Land acquisition and development reserve	Ongoing	To fund the purchase of land, sub-division expenses and receipt sub-division sales revenue.
(l) Community grants reserve	Ongoing	To finance community grant scheme rounds and to financially manage larger community grants that may extend over more than one financial year.
(m) Independent living units reserve	Ongoing	To transfer operating profits from Loton Close units to this reserve to fund major maintenance and future asset replacement.
(n) Spencer Street youth precinct reserve	Ongoing	To fund development, planning and construction of a skate park, pump track and youth centre at the Spencer Street site.
(o) Natural resources management reserve	Ongoing	For the Shire of Kojonup to progress the following projects:- 1. Brdral Creeper and tagasaste Eradication program. 2. Managing water resources including water harvesting and re-use opportunities in the Shire for the use in Kojonup parks and reserves during summer. 3. Undertake weed management and planting of native trees and shrubs in conjunction with Schools, Kojonup Aboriginal Corporation and community groups within identified Reserves such as a) Myrtle Benn, Farrar and Quin Quin. b) Showground's area, and c) Blackwood Road aliboretum to improve bio diversity, fauna habitat and natural resource management outcomes. To construct a medical centre as defined within the existing Shire of Kojonup Town Planning Scheme No.3. For the expenditure of major building maintenance items on the Kojonup Day Care Centre building, corner of Elverd & Homner Streets, Kojonup. To fund major refurbishment and/or asset replacement of the Kevin O'Halloran Memorial Swimming Pool. To fund major equipment purchases at Springhaven Lodge. To fund capital renewal and upgrades to the Kojonup Saleyards. To be used for major refurbishment and/or re-purposing of the Kojonup RSL Hall. To be used to fund the co-location of Historical Society, Men's Shed and Kojonup Tourist Railway facilities to the Benn Parade Railway precinct. To be used for major townscapa improvements to the Kojonup Town Centre. To be used for building upgrades and renewals to Kodja Place. To be used to fund the implementation of the recommendations contained within the Kodja Place Master Plan. To be used for major upgrade and capital renewal of the Shire Administration Centre and library buildings. To be used for major upgrade and capital renewal of the Works & Services Depot buildings. To be used for the future replacement of the netball court playing surfaces. To be used for major capital upgrades and improvements at the Kojonup Spring area. To be used for major upgrade and renewal of the Sporting Complex Building. To be used to fund the major asset renewal of playground equipment and park infrastructure.
(p) Memorial hall & lesser hall upgrades reserve	Ongoing	To be used to construct recreational trails within the Shire of Kojonup in accordance with the Great Southern Master Trails Plan and the Shire of Kojonup Trails Plan.
(q) Day care building maintenance reserve	Ongoing	To be used for the purchase and provision of gravel stocks.
(r) Swimming pool reserve	Ongoing	To be used for major maintenance, upgrades and renewal of Council owned buildings.
(s) Springhaven equipment reserve	Ongoing	To be used for the purpose of maintaining Historical Buildings and maintaining the Municipal Heritage Inventory.
(t) Saleyards reserve	2023	To be used for funding projects after considering advice from 'Storyplace/Gallery Work Group'.
(u) RSL hall renewal reserve	2023	
(v) Benn parade multi-facility reserve	Ongoing	
(w) Townscape reserve	Ongoing	
(x) Kodja place building upgrade & renewal reserve	Ongoing	
(y) Kodja place masterplan implementation	Ongoing	
(z) Shire office/library building upgrade & renewal reserve	Ongoing	
(aa) Works depot building upgrade & renewal reserve	Ongoing	
(ab) Netball court resurface reserve	Ongoing	
(ac) The spring reserve	Ongoing	
(ad) Sporting complex building upgrade & renewal reserve	Ongoing	
(ae) Playgrounds & parks reserve	Ongoing	
(af) Trails network construction reserve	Ongoing	
(ag) Gravel pits reserve	Ongoing	
(ah) Building upgrade reserve	Ongoing	
(ai) Historical buildings reserve	Ongoing	
(aj) Kodja place tourist precinct reserve	Ongoing	

SHIRE OF KOJONUP
 NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
 FOR THE YEAR ENDED 30 JUNE 2022

29. TRUST FUNDS

Funds held at balance date which are required to be held in trust and which are not included in the financial statements are as follows:

	1 July 2021	Amounts Received	Amounts Paid	30 June 2022
	\$	\$	\$	\$
Loton Close bonds	761	-	-	761
	761	-	-	761

SHIRE OF KOJONUP

PERIOD OF AUDIT: YEAR ENDED 2022

FINDINGS IDENTIFIED DURING THE FINAL AUDIT

INDEX OF FINDINGS	RATING		
	Significant	Moderate	Minor
1. Review of Payroll Processing and Reporting		✓	
2. General Journal Review		✓	
3. Purchasing Policy - Tendering		✓	
4. Pool Receipts Reconciliation			✓
5. Related Party Declarations			✓

KEY TO RATINGS

The Ratings in this management letter are based on the audit team's assessment of risks and concerns with respect to the probability and/or consequence of adverse outcomes if action is not taken. We give consideration to these potential adverse outcomes in the context of both quantitative impact (for example financial loss) and qualitative impact (for example inefficiency, non-compliance, poor service to the public or loss of public confidence).

- Significant** - Those findings where there is potentially a significant risk to the entity should the finding not be addressed by the entity promptly. A significant rating could indicate the need for a modified audit opinion in the current year, or in a subsequent reporting period if not addressed. However, even if the issue is not likely to impact the audit report, it should be addressed promptly.
- Moderate** - Those findings which are of sufficient concern to warrant action being taken by the entity as soon as practicable.
- Minor** - Those findings that are not of primary concern but still warrant action being taken.

SHIRE OF KOJONUP

PERIOD OF AUDIT: YEAR ENDED 2022

FINDINGS IDENTIFIED DURING THE FINAL AUDIT

1. Review of Payroll Processing and Reporting

Finding

Our payroll testing identified the following:

- Two instances where the payroll master file audit trail was not printed, reviewed for unauthorised changes, and signed as reviewed by an appropriate officer.
- One instance where a timesheet was not signed as approved by the relevant manager.
- One instance where there was no evidence of review of the payroll exceptions report.
- 7 missed postings of plant costs from timesheet to payroll reports, from 3 different pay runs.

Rating: Moderate

Implication

Lack of review of payroll reports increases the risk of unauthorised changes to employee records, errors in accuracy of payroll entries, and can increase the risk of fraud. Further, incorrect or missed posting of timesheet entries increases the risk that payroll costs are not accurately reflected in the general ledger and financial statements.

Recommendation

We recommend that all payroll reports are reviewed by an appropriate person who is independent of the person performing the tasks, while also ensuring that all timesheet entries are correctly posted in the general ledger. All payroll reports should be signed by that officer as evidence of review.

Management Comment

A combination of factors in 21/22 led to the above issues with the outbreak of Covid and people working remotely not all reports were filed or signed appropriately. This may have also happened with the timesheet as they were being emailed to the payroll officer for entering.

In May a new payroll officer was being trained and in June the Manager of Community and Corporate Services left, these factors have also contributed to the reports being missed or not signed or filed appropriately.

The current payroll officer is now trained and understands the revised process for reviewing payroll documentation and process. There has been no need to work remotely. The CEO has implemented additional reporting requirements on payroll which has strengthened the controls and procedures.

The revised procedure now requires the CEO to approve and sign off on payroll and ensures all relevant traceable reports are present at time of approval.

Responsible Person: Payroll/Finance Officer (Vivicka Kahn) and CEO (Grant Thompson)
Completion Date: In place already.

SHIRE OF KOJONUP

PERIOD OF AUDIT: YEAR ENDED 2022

FINDINGS IDENTIFIED DURING THE FINAL AUDIT

2. General Journal Review

Finding

We noted that 5 out of the 30 general journals that we tested were not marked as being reviewed by an independent authorised officer.

Rating: Moderate

Implication

Accounting journals can represent significant adjustments to previously approved accounting transactions and should therefore be appropriately reviewed and approved. If journals are not independently reviewed there is an increased risk that unauthorised journals can be processed, and funds could be misappropriated. Maintaining an effective audit trail for the entries posted into the accounting system increases the integrity and transparency of the accounting data.

Recommendation

We recommend that all general journals are reviewed by an appropriate person who is independent of the preparer. It is important that the reviewer signs and dates the general journal and that sufficient evidence of the journals and their review is retained.

Management Comment

The journals were routinely checked and signed off by the Manager of Corporate Services prior to that role being vacated.

As a layered audit the CEO now reviews journals sporadically, however the revised procedure since the departure of the MCC is that the SFO and Financial Officers review and check each of their journal changes. E.g. the SFO reviews and approves journals processed by the Payroll/Finance Officer and external accountant. The finance officer checks and approves the journal changes that the SFO makes. The CEO does sporadic internal audits and reviews.

Responsible Person: Senior Finance Officer (Jill Johnson) and Finance/Payroll Officer (Vivicka Kahn)

Completion Date: Commenced July 2022 and ongoing.

SHIRE OF KOJONUP**PERIOD OF AUDIT: YEAR ENDED 2022****FINDINGS IDENTIFIED DURING THE FINAL AUDIT****3. Purchasing Policy - Tendering****Finding**

Variations totalling \$128,711 were processed for a contract with an original value of \$173,962, thereby increasing the total contract value to \$302,673, which exceeds the \$250,000 threshold for a tender. The variations involved a significant change to the scope of the original contract, and should have been undertaken through a public tender process.

Rating: Moderate**Implication**

Cumulative variations that significantly increase the value of the original contract potentially indicate a significant change to the scope of the original contract, requiring a separate procurement process.

Recommendation

Where the cumulative impact of variations significantly increases the value of the original contract, management should consider whether a separate procurement process is required, to ensure that value for money is achieved.

Management Comment

The original RFQ was advertised where the qualified estimate costings were well below the \$250,000 threshold and therefore the Shire conformed to its Policy and regulations.

Although many contractors were emailed the RFQ, and were subsequently followed up with, due to a Covid era supply issue with Contractors the Shire only received one quote. The quote that was received was below the \$250K threshold.

Post construction commencement of the earthworks and brickwork it was determined that re-engineering was required to support the construction of the amenities as there appeared to be an under design and therefore a variation of scope occurred. It is not the contractors Liability where changes of scope occurs. Furthermore, there was significant cost associated with removing debris from the soil which had not been factored into the original RFQ and was unforeseen at the time of RFQ.

It was noted in the report to Council that there were some anomalies in the Project Management procedures related to the under design of the facility and then scope changes which will be rectified in new project management processes being implemented this year.

However, these mitigating circumstances appeared after construction had significantly commenced. Only due to post construction mitigating circumstances and scope changes did the costs rise with an abnormal contingency.

The Shire did not breach Policy regarding the RFQ/Tender process. However, the Shire can appreciate the advice and take on board the recommendations to improve the management of cumulative variations.

Responsible Person: CEO (Grant Thompson)**Completion Date: January 2024**

SHIRE OF KOJONUP

PERIOD OF AUDIT: YEAR ENDED 2022

FINDINGS IDENTIFIED DURING THE FINAL AUDIT

4. Pool Receipts Reconciliation

Finding

We noted that the Shire does not perform a daily reconciliation of pool cash receipts to source documents such as till tapes or point of sales software reports.

Rating: Minor

Implication

In the absence of a reconciliation of cash collected to source documents, there is an increased risk that misappropriation of cash can occur and not be detected.

Recommendation

Management should implement processes to reconcile pool takings on a daily basis to an appropriate source document, to ensure that all cash is receipted correctly and to prevent the occurrence of fraud.

Management Comment

This is noted and there will be a review by the next season of the practices at the pool and further controls will be considered by the SFO and CEO.

Responsible Person: CEO (Grant Thompson) / SFO (Jill Johnson)

Completion Date: October 2023

SHIRE OF KOJONUP

PERIOD OF AUDIT: YEAR ENDED 2022

FINDINGS IDENTIFIED DURING THE FINAL AUDIT

5. Related Party Declarations

Finding

We reviewed Key Management Personnel related party declarations and noted that 4 Councillors had not completed and signed their declarations for 2021-22.

Rating: Minor

Implication

Related party declarations are an important document to aid in identifying related parties. Non-completion of the declarations increases the risk that related party transactions of key management personnel may not be reported in the financial statements.

Recommendation

We recommend that related party declarations are completed and signed by all key management personnel at least annually, and that there is adequate follow up where signed declarations have not been received.

Management Comment

Noted, our procedures will be revised to reflect a change of staff and or councillors that the relevant documentation is completed correctly.

CEO to review the procedure for related party declarations.

Responsible Person: CEO (Grant Thompson) and Senior Administration Officer (Judy Stewart)

Completion Date: Ongoing



LOCAL GOVERNMENT ACT 1995

SHIRE OF KOJONUP

PARKING (AMENDMENT) LOCAL LAW 2024

DRAFT

SHIRE OF KOJONUP

PARKING (AMENDMENT) LOCAL LAW 2024

Under the powers conferred by the *Local Government Act 1995* 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 Parking (Amendment) Local Law 2024*.

1.2 Commencement

This local law comes into operation 14 days after the date of its publication in the *Government Gazette*.

PART 2 – AMENDMENTS

2.1 Shire of Kojonup Parking Local Law 2022 amended

This Part of the local law amends the *Shire of Kojonup Parking Local Law 2022* as published in the *Government Gazette* on 31 October 2022,

2.2 Clause 4.5 amended

Insert new subclause into clause 4.5 as follows:

- (3) *The local government shall provide public notice advising of any affected parking facilities due to particular events of a period of no less than 4 weeks.*

2.3 Clause 4.5 amended

Insert new subclause into clause 4.5 as follows:

- (1) *In this clause –*
‘particular event’ means an event at which entertainment is provided to the public on an irregular basis whether from an entertainment venue or from some other place;

2.4 Clause 4.5 amended

Insert new subclause into clause 4.5 as follows:

- (4) *Parking facilities set aside for particular events shall have a time limit of 4 hours unless otherwise specified by the local government.*

2.5 Subclauses under Clause 4.5 amended

Subclauses 4.5(1), (2), (3), (4), (5) and (6) have been renumbered due to the aforementioned amendments.

2.6 Clause 3.7(2)(b) amended

In clause 3.7(2)(b) delete “*either the driver of motor vehicle*” and replace with “*either the driver or a passenger in the motor vehicle*”.

2.7 Clause 3.11 amended

The word 'is' is deleted from the end of clause 3.11 and inserted at the start of clause 3.11(a).

2.8 Clause 3.20 amended

The word 'that' appearing before 'where' is deleted from clause 3.20(1).

2.9 Clause 4.8 amended

The words 'stop or' in the 3rd line of clause 4.8(2) is deleted.

2.10 Clause 4.11 amended

The word 'stop' is deleted from subclauses 4.11(a), (b) and (c).

2.11 Clause 6.2 amended

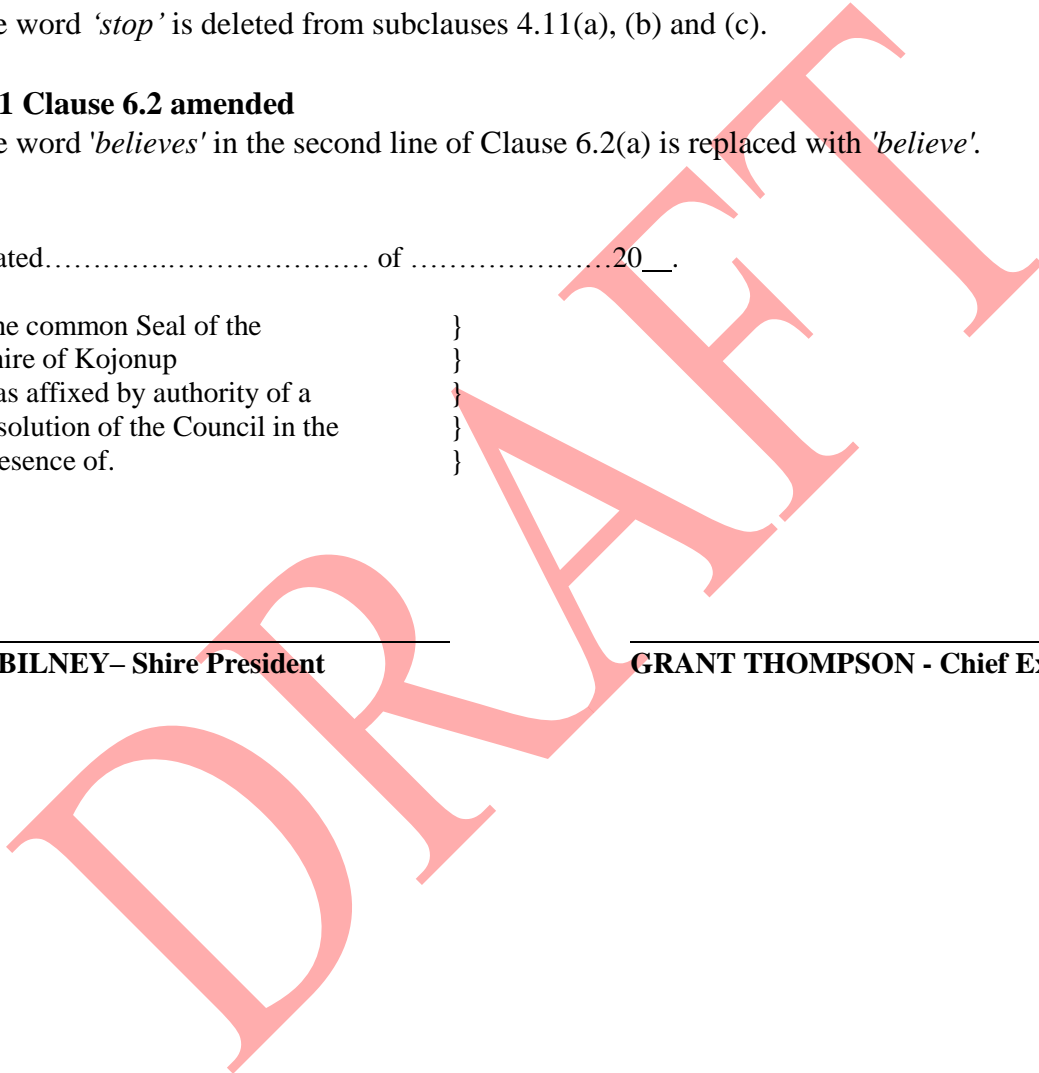
The word 'believes' in the second line of Clause 6.2(a) is replaced with 'believe'.

Dated..... of20__.

The common Seal of the }
Shire of Kojonup }
was affixed by authority of a }
resolution of the Council in the }
presence of. }

ROGER BILNEY – Shire President

GRANT THOMPSON - Chief Executive Officer



9.4.4 SHIRE OF KOJONUP PARKING (AMENDMENT) LOCAL LAW 2023

AUTHOR	Stephanie Swain – Senior Ranger
DATE	11 August 2023
FILE NO	LE.LCL.3
ATTACHMENT(S)	<p>9.4.4.1 – Proposed Shire of Kojonup Parking Amendment Local Law 2023 - Draft</p> <p>9.4.4.2 – Proposed Shire of Kojonup Parking Local Law 2022 (Consolidated version) - Draft</p> <p>9.4.4.3 – Email Correspondence received from the Joint Standing Committee on Delegated Legislation (JSCDL) on requested undertaking outcome – 10 May 2023</p> <p>9.4.4.4 – Email correspondence received from Department of Local Government, Sport and Cultural Industries – 12 July 2023</p>

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

DECLARATION OF INTEREST

Nil

SUMMARY

The purpose of this report is for the Council to consider the amended Shire of Kojonup Parking (Amendment) Local Law 2023 for proposal and public consultation.

BACKGROUND

At its Ordinary Meeting held 18 April 2023, Council resolved to propose the Shire of Kojonup Parking (Amendment) Local Law 2023 in conjunction with an agreed undertaking with the Joint Standing Committee on Delegated Legislation (JSCDL).

The Shire of Kojonup Parking (Amendment) Local Law 2023 was presented with the following purpose and effect:

SHIRE OF KOJONUP PARKING (AMENDMENT) LOCAL LAW 2023

PURPOSE: To amend certain provisions of the Shire of Kojonup Parking Local Law 2022.

EFFECT: To provide further clarity of the requirements specified in Clause 4.5 (Event Parking) for the Shire of Kojonup to provide public notice of upcoming events and

implement time limits on parking facilities utilised under this clause as well as correct typographical errors.

Both the Shire of Kojonup Parking (Amendment) Local Law 2023 and the Shire of Kojonup Parking Local Law 2022 (*consolidated version*) were provided to the JSCDL for comment *after* it had been proposed at the Council meeting and *before* it was advertised under section 3.12 of the *Local Government Act 1995*.

The JSCDL advised the Shire of Kojonup (Shire) on 10 May 2023 that the requested undertakings had been addressed with no recommendations for amendments. The JSCDL also advised that, although the local laws met the requested undertakings, this did not amount to an endorsement of the local laws.

The JSCDL advised that it would scrutinise them only once they are published and tabled in accordance with section 42 of the *Interpretation Act 1984* and the Local Laws Explanatory Memorandum and Statutory Checklist.

On 25 May 2023 the Shire provided public notice of the proposed local laws and provided copies of the Local Laws to the Minister for Local Government.

On 13 July 2023 the Shire received correspondence from the Department of Local Government, Sport and Cultural Industries, suggesting certain amendments be made to the draft local laws; these are excerpted as follows:

Parking Amendment Local Law 2023

1. Minor edits

The following minor edits are suggested:

- *Each clause should have a clause title. For example, clause 2.2 should have the title “2.2 Clause 1.5 amended”.*
- *It is suggested that clause 2.2 be reformatted as follows:
2.2 Clause 1.5 amended
In clause 1.5, delete the definition for particular event and replace with:
Particular event means an event at which entertainment is provided to the public on an irregular basis whether from an entertainment venue or from some other place.*
- *It is suggested that the first instances of clause 2.3 and 2.4 and the second instance of clause 2.3 be reformatted as follows:
2.3 Clause 4.5 amended
Clause 4.5 is amended as follows:
(a) Renumber subclauses (3), (4), (5) and (6) to subclauses (5), (6), (7) and (8) respectively.
(b) After subclause (2) insert the following:

(3) The local government shall.....
(4) Parking facilities.....*

- *It is suggested that clause 2.5 be reworded as follows:
2.5 Clause 3.11 amended

In clause 3.11(a) delete “is”.*
- *It is suggested that clauses 2.6 to 2.9 be reformatted in a similar manner to that suggested for clause 2.5.*

No further comments or submissions surrounding this proposed local law were received.

COMMENT

All amendments suggested by the DLGSC have been incorporated into the newly proposed Shire of Kojonup Parking (Amendment) Local Law 2023; both this local law and the Shire of Kojonup Parking Local Law 2022 (consolidated version) are attached.

The afore-mentioned amendments to the proposed Shire of Kojonup Parking (Amendment) Local Law 2023 represent what are considered to be significant changes to what was initially proposed to Council on 18 April 2023. This requires Council to re-advertise the proposed local law, inclusive of the amendments, for a period of no less than 6 (six) weeks as per Section 3.12(3) of *the Local Government Act 1995*.

CONSULTATION

Minister for Local Government, Sport and Cultural Industries
Department of Local Government, Sport and Cultural Industries

STATUTORY REQUIREMENTS

Local Government Act 1995

Section 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 advertising and gazettal of the afore-mentioned local laws, 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
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

UNCONFIRMED

OFFICER RECOMMENDATION/COUNCIL DECISION

112/23 Moved Cr Gale
That Council:

Seconded Cr Singh

1. Proposes the Shire of Kojonup Parking (Amendment) Local Law 2023 and the Shire of Kojonup Parking Local Law 2022 (consolidated version), as presented; and

2. Pursuant to the *Local Government Act 1995* section 3.12(3) and (3a), and all other legislation enabling it, provides public notice that it proposes to make the Shire of Kojonup Parking (Amendment) Local Law 2023 and the Shire of Kojonup Parking Local Law 2022 (consolidated version) with the following purpose and effect:

SHIRE OF KOJONUP PARKING (AMENDMENT) LOCAL LAW 2023

PURPOSE: To amend certain provisions of the Shire of Kojonup Parking Local Law 2022.

EFFECT: To provide further clarity of the requirements specified in Clause 4.5 (Event Parking) for the Shire of Kojonup to provide public notice of upcoming events and implement time limits on parking facilities utilised under this clause as well as correct typographical errors.

3. Advertises the proposed local law, as referred to in point 1 above, for a period of not less than 6 (six) weeks, with advertisements to appear in the Great Southern Herald and all local newspapers circulating within the district;

4. In accordance with the *Local Government Act 1995* section 3.12(3), advises the Minister for Local Government, Sport and Cultural Industries of the proposed local laws, as referred to in Point 1 above; and

5. Considers public comments, if any, prior to consideration of adopting the proposed local laws as referred to in Point 1 above.

CARRIED 8/0

For: Cr Radford, Cr P Webb, Cr Bilney, Cr Egerton-Warburton, Cr F Webb, Cr Wieringa, Cr Gale and Cr Singh

Cr Bilney declared a proximity interest and left the meeting at 3.25pm.

SHIRE OF KOJONUP

Kojonup



Kojonup Historical, Tourism &
Cultural Committee

Minutes

5 March 2024

TERMS OF REFERENCE

• KOJONUP HISTORICAL, TOURISM & CULTURAL COMMITTEE

Established under Section 5.8 of the *Local Government Act 1995* to advise Council on Historical, Cultural and Tourism matters and projects related to improving the Historical, Cultural and Tourism assets that the Shire owns or is custodian.

The Committee is not responsible for the executive management of these functions. The Committee will engage with management in a constructive and professional manner in discharging its advisory responsibilities and formulating its advice to Council.

This committee may advise Council on:

- The collection, classification and preservation of records and other items relating to the history and culture of the Kojonup District and its people.
- The strategy and future of the Military Barracks and Elverd's Cottage noting they are important historical buildings of Western Australia.
- Promotions and campaigns related to historical assets.
- Public access for research purposes.

Roles of the Committee Members:

- To volunteer and encourage other community volunteers to support the Council in its events and activities related to the historical assets;
- To cooperate with the Shire on transferring knowledge and supporting capability to manage the historical, cultural and tourism assets.

Membership

- Three (3) Community Representatives as selected and endorsed by Council

1 Councillor

1 Delegate Proxy

Supporting Team Members:

- Manager Kodja Place, Tourism and Marketing
- Project Manager & Community Services
- Chief Executive Officer or delegated nominee
- Manager Governance & Administration
- Records Officer

Meetings

Meetings to be held a minimum of half yearly.

KOJONUP HISTORICAL, TOURISM & CULTURAL COMMITTEE

Minutes

Membership

Two (2) Councillors: Cr Cindy Wieringa
Cr Kerry Mickle (Proxy)

Two (3) Community Members: Barbara Hobbs
Ronice Blair
Sharon Malane

Supporting Team Members: Grant Thompson, Chief Executive Officer
Jill Watkin, Manager Kodja Place, Tourism and Marketing
Estelle Lottering, Project Manager and Community Services
Judy Stewart, Manager Governance and Administration
Chyan Berliner, Records Administration Officer

DECLARATION OF OPENING

The Chairperson declared the meeting open at 9:02am.

ATTENDANCE & APOLOGIES

Members

Cr Cindy Wieringa	Member (Chairperson)
Ronice Blair	Community Member
Barbara Hobbs	Community Member
Sharon Malane	Community Member

Staff (Observers)

Grant Thompson	Chief Executive Officer (CEO)
Jill Watkin	Manager of Kodja Place, Tourism & Marketing
Estelle Lottering	Project Manager & Community Services
Chyan Berliner	Records Administration Officer

Apologies

Cr Kerry Mickle	Member
Cr Alan Egerton-Warburton	Guest

INTRODUCTIONS

The CEO opened the meeting and proceeded to run the process of selecting the chair for the Group.

The Group agreed that Cr Cindy Wieringa be nominated to the Chair. Being the only nominee, Cr Cindy Wieringa was appointed Chairperson for the Committee.

The CEO handed the chair of the meeting to Cr Cindy Wieringa.

The Chair welcomed everyone and went around the table where everyone introduced themselves to

the group.

FUNCTION AND ROLE OF THE COMMITTEE

The primary focus of the inaugural meeting will be the Historical Precinct and the recent handover of assets from the Kojonup Historical Society, and time constraints somewhat dictate this approach.

STATUS REPORT

Date	Item # & Title	Issue	Response	Status	
05/03/2024	2.1 Procedure for accessioning items	Currently nil procedure	Members to consider the process required to accession items	Ongoing	Barbara & Ronice
05/03/2024	Combined Stories (Wadjela and Noongar) at Kodja Place	Item to discuss		Ongoing	
05/03/2024	2.2 – Moving to Collections WA, integrating Kojonup Historical Society databases	Item to discuss	Barbara Hobbs and Ronice Blair to follow up on the transfer of KP data	Ongoing	
05/03/2024	2.3 – Estimating importance of objects and photographs	Consider creating a small group to undertake this process	Barbara Hobbs and Ronice Blair to consider the process for prioritization of artefacts before next meeting	Consideration	Barbara, Ronice & interested others
05/03/2024	2.5 – Passwords and access to KHS computer	Retrieval of passwords	Chyan Berliner to follow up	To do	Chyan
05/03/2024	3.2 - Elverd's Cottage masonry maintenance	Availability of mason	Cindy Wieringa to pass on contact details of a contractor	To do	Cr Wieringa
05/03/2024	4.2 – Old Town Walk signage	Removal will need budgeting for	Jill Watkin Progressing with OGS	2024/25 budget consideration	Jill
05/03/2024	4.4 - Tours for the public, historical sites, cultural tours, etc.	Item to discuss	Jill Watkin progressing as part of general marketing plan	Ongoing	
05/03/2024	4.5 – Integration of historic precinct into Kodja Place orbit	Item to discuss		Ongoing	

GENERAL BUSINESS

1. Strategy:

1.1 TOURIST STRATEGY UPDATE

CEO gave update on Strategic Community Plan and, in particular, explained the vision and what it meant (see attachment 1.1).

1.2 ROLE OF COMMITTEE OBJECTIVES FOR 2024

Jill Watkin highlighted areas of importance for 2024 including utilising assets, improving social media, developing a marketing strategy and improving events.

1.3 SWOT DISCUSSION

CEO gave an overview of a SWOT (strengths, weaknesses, opportunities and threats) assessment done in 2022 of Kodja Place, Kojonup Historical Society and Black Cockatoo Café (see attachment 1.3).

2. Historical Administration:

2.1 PROCESS FOR RECEIVING AND ACCESSIONING ASSETS

Barbara Hobbs and Ronice Blair advised that there is currently no set procedure for accessioning items that are received - advised by CEO for members to think on this process and return to this matter at the next meeting.

2.2 STOCKTAKE OF ARTEFACTS

Current stocktake of artefacts is happening through MOSAIC; however, there is a possibility of moving to Collections WA. Barbara Hobbs is currently looking into the process, no outcome currently for the direction of stocktake of artefacts for the future.

2.3 DETERMINATION OF OBJECTS AND PHOTOGRAPHS OF IMPORTANCE

Barbara Hobbs advised that there is no process at the moment for estimating importance of objects and photos. CEO advised that it may be beneficial to create a small group between Barbara Hobbs, Ronice Blair and any others interested to estimate the importance of objects and photos as they are being received with Jill Watkin to oversee the output.

2.4 INTRODUCTION OF QR CODES

Barbara Hobbs advised that this process will become relevant once the decision on how stocktake of artefacts is decided.

2.5 COLLECTION ACCESS TO BOTH KOJONUP HISTORICAL SOCIETY AND KODJA PLACE RECORDS FOR ACADEMIC AND PERSONAL RESEARCH

Barbara Hobbs currently has access to all Kodja Place records. Passwords and access to the Kojonup Historical Society records and computer have been handed over from Sue Bilney to the Shire of Kojonup - Chyan Berliner tasked with retrieving passwords from handover documents to access records.

3. Historical Buildings/Assets:

3.1 MAINTENANCE OF BUILDINGS AND GROUNDS

Jill Watkin addressed maintenance of The Barracks and Elverd's Cottage, specifically the grounds and cleaning of the area. The CEO advised that the Shire is reviewing its role in incorporating the Barracks and Elverd's Cottage into the schedule of services; however, cleaning techniques for older artefacts will need to be addressed as the Shire doesn't have the expertise for this.

3.2 ELVERD'S COTTAGE WALL MAINTENANCE UPDATE

Maintenance to Elverd's Cottage wall is needed; however, Grant advised that the specific mason required is unavailable for the wall maintenance until next calendar year. Currently there are no other options.

NB: Cr Cindy Wieringa offered to contact a mason she knows to see if he is capable of doing the wall maintenance and, if so, when they are available.

4. Historical Events, Programs & Projects:

4.1 CULTURAL AND HERITAGE TOWN WALK TRAIL

Jill Watkin gave an update on the Cultural and Heritage Town Walk Trail, currently discussions with Estelle Lottering are happening, a signage plan needs to be developed and the Trail finalised.

4.2 REMOVAL OF OLD TOWN WALK SIGNAGE

Jill Watkin advised that the removal of the Old Town Walk signage will need to go to a budget review/budget deliberations for 2024/2025 as it will require funding that is currently unavailable for 2023/2024.

4.3 ANNUAL EVENTS PROGRAM

Upcoming events flagged during the meeting included the Albany Bicentennial 2026, Memorial Hall Commemoration (in 2026), Bloom Festival, The Annual Wildflower Festival and two (2) Hospital Displays. Planning for the events are respectively with Kodja Place and volunteers.

4.4 TOURS OF HISTORICAL PRECINCT

Currently there are Indigenous tours running from Kodja Place, in future it was agreed that incorporating the tours of the historical buildings would be a good progression. This will be discussed at the next meeting.

4.5 INTEGRATION OF HISTORIC PRECINCT INTO KODJA PLACE ORBIT

Discussion occurred on how the Shire can integrate the Historical Assets into its marketing and cultural plan for Kodja Place. This will be an ongoing discussion.

OTHER ITEMS FOR DISCUSSION OR FURTHER RESEARCH

Nil

NEXT MEETING

Tuesday, 6 August 2024 at 9.00am.

CLOSURE

The Chairperson declared the meeting closed at 10:55am.



LOCAL GOVERNMENT ACT 1995

CAT ACT 2011

SHIRE OF KOJONUP

CATS LOCAL LAW 2024

DRAFT

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SCHEDULE 3—Areas where cats are prohibited absolutely

DRAFT

CATS LOCAL LAW 2024

Under the powers conferred by the *Local Government Act 1995* and the *Cat Act 2011* and under all other powers enabling it, the Council of the Shire of Kojonup resolved on _____ to make the following local law.

PART 1 - PRELIMINARY

1.1 Citation

This local law may be cited as the *Shire of Kojonup Cats Local Law 2024*.

1.2 Commencement

This local law comes into operation 14 days after the date of its publication in the *Government Gazette*.

1.3 Application

This local law applies throughout the district.

1.4 Definitions

In this local law unless the context otherwise requires –

Act means the *Cat Act 2011*;

Animal Welfare Organisation means a non-government, not-for-profit organisation with the welfare of animals as their reason for existence;

applicant means the occupier of premises who makes application for a permit under this local law;

approved cat breeder has the meaning given to it by the Act;

Cat means an animal of the species *felis catus* or a hybrid of that species;

Cat management facility has the meaning given to it by the Act;

Cattery means any premises where more than two cats are boarded, housed or trained temporarily, usually for profit, and where the occupier of the premises is not the ordinary owner of the cats;

CEO means the Chief Executive Officer of the local government;

Children's playground means an outdoor area designated for children's play; and is inclusive of any sandpit area, playground equipment or within any fenced playground boundary;

commercial lot means a lot zoned under a local planning scheme as –

- (a) central business; or
- (b) service commercial,

Council means the Council of the local government;

district means the district of the local government;

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.

Local Government means the *Shire of Kojonup*;

local planning scheme means a planning scheme of the local government made under the Planning and Development Act 2005;

local public notice has the meaning given to it by Section 1.7 of the *Local Government Act 1995*;

multiple dwelling (often called flats, apartments or units) meaning a dwelling in a group of more than 1 dwelling on a lot where any part of a dwelling is vertically above part of any other but—

- (a) does not include a group dwelling; and
- (b) includes any dwellings above the ground floor in a mixed use development;

nuisance means—

- (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;
- (c) interference which causes material damage to land or other property on the land affected by the interference;

Owner has the meaning given to it in the Act;

permit means a permit issued by the local government under clause 3.5 of this local law;

permit holder means a person who holds a valid permit granted under this local law;

premises includes the following –

- (a) land, whether or not vacant;
- (b) the whole or part of a building or structure whether of a permanent or temporary nature; and
- (c) a vehicle.

public place has the meaning given to it in the Act;

RSPCA means the Royal Society for the Prevention of Cruelty to Animals (Inc) of Western Australia;

Schedule means a schedule to this local law;

single dwelling means a house that stands alone on its own parcel of land; and

veterinary hospital means any premises at which veterinary surgery is practised at which animals receive treatment, nursing care, and other services required for the reception, treatment and care of animals suffering from disease or injury or in need of surgical or medical treatment or assistance.

PART 2 – CONTROL OF CATS

2.1 Cats in public places

- (1) A cat shall not be permitted in a public place if that cat is deemed to be causing a nuisance.
- (2) If a cat is at any time in a public place in contravention of subclause (1)—
 - (a) the owner of the cat commits an offence; and
 - (b) an authorised person may seize and impound the cat and deal with the cat pursuant to the Act.

2.2 Cat in prohibited areas

- (1) A cat shall not be in any Cat Prohibited Area as identified in Schedule 3.
- (2) If a cat is at any time in a place in contravention of subclause (1)—
 - (a) the owner of the cat commits an offence; and
 - (b) an authorised person may seize and impound the cat and deal with the cat pursuant to the Act.

2.3 Direction to abate the nuisance of a cat

- (1) The owner of a cat, or any other person responsible for a cat, shall not allow the cat to create a nuisance.
- (2) Where a cat is deemed to be creating a nuisance, the local government may give written notice to the owner of the cat or any other person apparently in control 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 which shall not exceed 28 days.
- (4) A person given a notice to abate the nuisance who fails to comply with the notice commits an offence.

PART 3 – PERMITS FOR KEEPING CATS

3.1 Interpretation

In this Part, and for the purposes of applying the definition of “cattery” in Part 4, a cat does not include a cat less than 6 months old.

3.2 Cats for which a permit is required

- (1) Subject to subclause (2), a person is required to have a permit—
 - (a) to keep more than two cats on any premises;
 - (b) to use any premises as a cattery; or
 - (c) to be an approved cat breeder.
- (2) A permit is not required under subclause (1) if the premises concerned are—
 - (a) a refuge of the RSPCA or any other animal welfare organisation;
 - (b) a cat management facility which has been established by and is maintained by the local government for the impounding of cats; or
 - (c) a veterinary hospital.

3.3 Application for permit

An application for a permit under clause 3.2 shall be—

- (a) made in writing by an occupier of either a single or multiple dwelling or premises in relation to that single or multiple dwelling or premises;
- (b) in a form approved by the local government, describing and specifying the number of cats to be kept at the single or multiple dwelling or on the premises;
- (c) accompanied by the plans of the single or multiple dwelling or premises to which the application relates, to the specification and satisfaction of the local government;
- (d) accompanied by the consent in writing of the owner of the single or multiple dwelling or premises, where the occupier is not the owner of the single or multiple dwelling or premises to which the application relates;
- (e) accompanied by the application fee for the permit determined by the local government from time to time; and
- (f) accompanied by written evidence that either the applicant or another person who will have charge of the cats, will reside at the single or multiple dwelling or on the premises or, in the opinion of the local government, sufficiently close to the single or multiple dwelling or premises so as to maintain effective control of the cats and ensure their health and welfare.

3.4 Refusal to determine application

The local government may refuse to determine an application for a permit if it is not made in accordance with clause 3.3.

3.5 Factors relevant to determination of application

- (1) In determining an application for a permit the local government may have regard to—
 - (a) the physical suitability of the premises for the proposed use;
 - (b) the suitability of the zoning of the premises under any scheme which applies to the premises for the use;
 - (c) the environmental sensitivity and general nature of the location surrounding the premises for the proposed use;
 - (d) the structural suitability of any enclosure in which any cat is to be kept;
 - (e) the likelihood of a cat causing a nuisance, inconvenience or annoyance to the occupiers of adjoining land;
 - (f) the likely effect on the amenity of the surrounding area of the proposed use;
 - (g) the likely effect on the local environment, including any pollution or other environmental damage which may be caused by the use;
 - (h) any submissions received under subclause (2) within the time specified in subclause (2); and
 - (i) such other factors which the local government may consider to be relevant in the circumstances of the particular case.
- (2) Where an application is received pursuant to clause 4.4 the local government shall—
 - (a) consult with adjoining occupiers and landowners; and
 - (b) advise the adjoining occupiers and landowners that they may make submissions to the local government on the application for the permit within 14 days of receiving that advice, before determining the application for the permit.

3.6 Decision on application

- (1) The local government may—
 - (a) approve an application for a permit, in which case it shall approve it subject to the conditions in clause 3.7, and may approve it subject to any other conditions it considers fit; or
 - (b) refuse to approve an application for a permit.

(2) If the local government approves an application under subclause (1), then it shall issue to the applicant a permit in the form determined by the CEO.

(3) If the local government refuses to approve an application under subclause (1), then it is to advise the applicant accordingly in writing.

3.7 Conditions

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

- (a) the permit holder will provide adequate space for the exercise of the cats;
- (b) the premises shall be maintained in good order and in a clean and sanitary condition;
- (c) the written consent to the application for a permit of the adjoining multiple dwellings has been obtained;
- (d) the written consent to the application from the owner of the premises, if not the applicant, has been obtained;
- (e) without the consent of the local government, the permit holder will not substitute or replace any cat once that cat—
 - (i) dies; or
 - (ii) is permanently removed from the premises; and
- (f) those conditions contained in Schedule 1.

(2) In addition to the conditions subject to which a permit is to be issued under this clause, a permit may be issued subject to other conditions, as the local government considers appropriate.

(3) A permit holder who fails to comply with a condition of a permit commits an offence.

3.8 Duration of permit

Unless otherwise specified, in a condition on a permit, a permit commences on the date of issue and until any cat either—

- (a) dies;
- (b) is permanently removed from the premises; or
- (c) the permit holder ceases to reside at the dwelling or premises to which the permit relates.

3.9 Revocation

The local government may revoke a permit if the permit holder fails to observe any provision of this local law or a condition of a permit.

3.10 Permit not transferable

A permit is not transferable in relation to either the permit holder or the dwelling or premises.

PART 4 – IMPOUNDING OF CATS

4.1 Cat management facility

(1) The local government may establish and maintain a cat management facility or facilities, managed by an authorised person for the impounding of cats and the subsequent management of those cats under this local law.

(2) The local government may determine from time to time—

- (a) the times when a cat management facility will be open for the reception and release of cats; and
- (b) times for the sale of cats from the facility.

(3) An authorised person, referred to in subclause (1), is to be in attendance at the facility for the release of impounded cats at the times and on the days of the week as are determined by the CEO.

4.2 Impounding register

- (1) The local government is to keep a proper record of impounded cats (the “Impounding Register”).
- (2) The Impounding Register is to contain the following information about each impounded cat—
- (a) if known, the breed and sex of the cat;
 - (b) the colour, distinguishing markings and features of the cat;
 - (c) if known, the name and address of the owner;
 - (d) the date, time and location of seizure and impounding;
 - (e) the name and address of the authorised person who impounded the cat and, if applicable, the person who delivered a cat for impounding;
 - (f) the reason for the impounding;
 - (g) a note of any direction made by an authorised person under clause 2.4 relating to the cat; and –
 - (h) the date of the sale, release or destruction of the cat.
- (3) The Impounding Register is to be available for inspection by the public.

4.3 Charges and costs

The following are to be imposed and determined by the local government under sections 6.16 to 6.19 of the *Local Government Act 1995*—

- (a) the charges to be levied under section 31 of the Act relating to the seizure, impounding, caring, microchipping, sterilisation or destruction/disposal of a cat; and
- (b) the additional fee payable under section 31 of the Act where a cat is released or sold at a time or on a day other than those determined under clause 4.1(2).

4.4 Release of impounded cats

(1) A claim for the release of a cat seized and impounded is to be made to the authorised person referred to in clause 4.1(1) or in the absence of that person, to the CEO.

(2) The authorised person referred to in clause 4.1(1) is not to release a cat seized and impounded to any person unless that person has produced, to their satisfaction, evidence—

- (a) of his or her ownership of the cat or of his or her authority to take delivery of it;
- (b) that he or she is the person identified as the owner on a microchip implanted in the cat;
- (c) of proof of registration of the cat in accordance with the Act;
- (d) if a permit under Part 4 is required, proof of obtaining the permit.

PART 5 - MISCELLANEOUS

5.1 Giving of a notice

A notice given under this local law may be given to a person –

- (a) personally;
- (b) by registered mail addressed to the person; or
- (c) by leaving it for the person at her or his address.

5.2 Content of a notice

The contents of a notice given under clause 5.1 can be—

- (a) ascertained from the person directly;
- (b) recorded by the local government under the Act; or
- (c) ascertained from enquiries made by the local government.

PART 6 – OBJECTIONS AND REVIEW

6.1 Objections and review

Any person who is aggrieved by the conditions imposed in relation to a permit, the revocation of a permit, or by the refusal of the local government to grant a permit may object to the decision under Division 1 of Part 9 of the *Local Government Act 1995*.

PART 7 – OFFENCES AND PENALTIES

7.1 Offences

(1) Any person who fails to do anything required or directed to be done under this local law, or who does anything which under this local law that person is prohibited from doing, commits an offence.

(2) Any person who commits an offence under this local law is liable, on conviction, to a penalty not exceeding \$5000, and if the offence is of a continuing nature, to an additional penalty not exceeding \$500 for each day or part of a day during which the offence has continued.

7.2 Prescribed offences

(1) An offence against a clause specified in Schedule 2 is a prescribed offence for the purposes of section 84 of the Act.

(2) The amount appearing directly opposite each such offence is the modified penalty in relation to that offence.

7.3 Forms

(1) The issue of infringement notices, their withdrawal and the payment of modified penalties are dealt with in Division 4 of Part 4 of the Act.

(2) An infringement notice given under section 62 of the Act is to be in the form of Form 6 of Schedule 1 of the *Cat Regulations 2012*.

(3) A notice sent under section 65 of the Act withdrawing an infringement notice is to be in the form of Form 7 of Schedule 1 of the *Cat Regulations 2012*.

Schedule 1

ADDITIONAL CONDITIONS APPLICABLE TO PARTICULAR PERMITS

[cl. 3.7]

A. Permit to use premises as a cattery

Additional conditions

- (1) All building enclosures must be structurally sound, have impervious flooring, be well lit and ventilated and otherwise comply with all legislative requirements;
- (2) There is to be a feed room, wash area, isolation cages and maternity section;
- (3) Materials used in structures are to be approved by the local government;
- (4) The internal surfaces of walls are, where possible, to be smooth, free from cracks, crevices and other defects;
- (5) All fixtures, fittings and appliances are to be capable of being easily cleaned, resistant to corrosion and constructed to prevent the harbourage of vermin;
- (6) Wash basin with the minimum of cold water to be available to the satisfaction of the Local Government;
- (7) The maximum number of cats to be kept on the premises stated on the permit is not to be exceeded;
- (8) An register is to be kept recording in respect of each cat the—
 - (a) date of admission;
 - (b) date of departure;
 - (c) breed, age, colour and sex; and
 - (d) the name and residential address of the owner;
- (9) The register is to be made available for inspection on the request of an authorised person;
- (10) Enclosures are to be thoroughly cleaned each day and disinfected at least once a week to minimise disease;
- (11) Any sick or ailing cat is to be removed from the premises or transferred to an isolation cage separated from other cats on the premises; and
- (12) Any other matter which in the opinion of the local government is deemed necessary for the health and wellbeing of any cat, or person, or adjoining premises or the amenity of the area (or any part thereof).

B. Permit for Approved Cat Breeder

Additional conditions

- (1) Required to keep records of all purchases and or transfers of cat/s for a period of 2 years, including but not limited to the purchasers' name and address, and the cat/s microchip number; and
 - (2) Premises may be inspected annually.
-

Schedule 2

MODIFIED PENALTIES

[cl.7.2]

Item	Clause	Nature of offence	Modified penalty
1	2.1(2)(a)	Cat in a public place causing a nuisance	\$200.00
2	2.2(1)	Cat in any prohibited area	\$200.00
3	2.3(4)	Failure to abate the nuisance	\$200.00
4	3.2(1)	Failure to obtain the proper permit for the keeping of more than two cats	\$200.00
5	3.7(3)	Failure to comply with the conditions of a permit	\$200.00

Schedule 3

AREAS WHERE CATS ARE PROHIBITED ABSOLUTELY

[Clause 2.2]

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
Apex Park	Broomehill-Kojonup Road Albany Highway	Inside fenced children’s playground area
‘Children’s Playground’	Newstead Road Honner Street	Inside fenced children’s playground area

Dated..... of20__.

The common Seal of the }
 Shire of Kojonup }
 was affixed by authority of a }
 resolution of the Council in the }
 presence of. }

ROGER BILNEY– Shire President

GRANT THOMPSON - Chief Executive Officer

Kojonup



LOCAL GOVERNMENT ACT 1995

Cat Act 2011

SHIRE OF KOJONUP

CAT REPEAL LOCAL LAW 2024

DRAFT

LOCAL GOVERNMENT ACT 1995

Cat Act 2011

SHIRE OF KOJONUP

CAT REPEAL LOCAL LAW 2024

Under the powers conferred by the *Local Government Act 1995* and the *Cat Act 2011* 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 Cat Repeal Local Law 2024*.

1.2 Commencement

This local law comes into operation 14 days after the date of its publication in the *Government Gazette*.

1.3 Application

This local law applies throughout the district.

1.4 Repeal

The *Shire of Kojonup Cat Local Law 2022* as published in the *Government Gazette* on 31 October 2022 is hereby repealed.

Dated..... of20__.

The common Seal of the }
Shire of Kojonup }
was affixed by authority of a }
resolution of the Council in the }
presence of. }

ROGER BILNEY– Shire President

GRANT THOMPSON - Chief Executive Officer

9.4.3 SHIRE OF KOJONUP CAT REPEAL LOCAL LAW 2023 AND SHIRE OF KOJONUP CATS LOCAL LAW 2023

AUTHOR	Stephanie Swain – Senior Ranger
DATE	Wednesday, 16 August 2023
FILE NO	LE.LCL.3
ATTACHMENT(S)	9.4.3.1 – Proposed Shire of Kojonup Cats Local Law 2023 – Draft 9.4.3.2 – Proposed Shire of Kojonup Cat Repeal Local Law 2023 - Draft 9.4.3.3 – Email correspondence received from the Joint Standing Committee on Delegated Legislation (JSCDL) on requested undertaking outcome – 10 May 2023 9.4.3.4 - Email correspondence received from Department of Local Government, Sport and Cultural Industries – 13 July 2023

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

DECLARATION OF INTEREST

Nil

SUMMARY

The purpose of this report is for Council to consider the amended *Shire of Kojonup Cats Local Law 2023* and *Shire of Kojonup Repeal Cat Local Law 2023* for proposal and public consultation.

BACKGROUND

At its Ordinary Meeting held on 18 April 2023, Council resolved to propose the *Shire of Kojonup Cats Local Law 2023* and the *Shire of Kojonup Repeal Cat Local Law 2023* in conjunction with an agreed undertaking with the Joint Standing Committee on Delegated Legislation (JSCDL).

The *Shire of Kojonup Repeal Cat Local Law 2023* and the *Shire of Kojonup Cats Local Law 2023* were proposed with the following purpose and effect:

SHIRE OF KOJONUP CAT REPEAL LOCAL LAW 2023

PURPOSE: *To repeal the Shire of Kojonup Cat Local Law 2022.*

EFFECT: *The local law will be revoked and abrogated.*

SHIRE OF KOJONUP CATS LOCAL LAW 2023

PURPOSE: *To provide additional controls and management of matters relating to cats that are not specified in the Cat Act 2011, and to further promote and encourage responsible cat ownership.*

EFFECT: *The effect of this local law is to provide a framework for the control of nuisance cats, cat management facilities and limits on the number of cats permitted to be kept, in line with the provisions contained within the Cat Act 2011 and the Local Government Act 1995.*

Both the *Shire of Kojonup Cats Local Law 2023* and the *Shire of Kojonup Repeal Cat Local Law 2023* were provided to the JSCDL for comment *after* it had been proposed at the Council meeting and *before* it was advertised under section 3.12 of the *Local Government Act 1995*.

The JSCDL advised the Shire of Kojonup (Shire) on 10 May 2023 that the requested undertakings had been addressed with no recommendations for amendments. The JSCDL also advised that, although the local laws met the requested undertakings, this did not amount to an endorsement of the local laws.

The JSCDL advised that it would scrutinise them *only once they* are published and tabled in accordance with section 42 of the *Interpretation Act 1984* and the Local Laws Explanatory Memorandum and Statutory Checklist.

On 25 May 2023 the Shire provided public notice of the proposed local laws and provided copies of the Local Laws to the Minister for Local Government.

On 13 July 2023 the Shire received correspondence from the DLGSC suggesting certain amendments be made to the draft Local Laws; these are excerpted as follows:

Cat Repeal Local Law 2023

1. *Repeal of cat local law*

It appears that the Shire is repealing its existing cat local law and replacing it with a new one.

In the circumstances, it may be simpler to include a repeal clause in the cat local law, rather than having a separate repeal local law in its own right.

2. *Minor edits*

Enacting provision: After “Local Government Act 1995” insert “, the Cat Act 2011”

Cat Local Law 2023

1. Clause 2.2 – Cat confinement

Clause 2.2 provides that a cat must not be on a property unless prior consent has been given by the landowner.

The Joint Standing Committee on Delegated Legislation has generally objected to clauses of this nature. For this reason, it is suggested that the clause be removed.

The Committee has concluded that clauses of this kind are inconsistent with the Cat Act. This is because:

- *section 27(b) of the Cat Act provides that a cat may be removed from the premises where requested by the landholder.*
- *Clause 2.2 of the local law is inconsistent with this, since it requires a cat to have prior consent before entering the premises and implies the cat can be removed even when the property owner hasn't requested it.*

Clause 2.2 does not explicitly state that cat confinement is mandatory. However, it creates a scenario where a cat owner is almost certain to commit an offence if they allow the cat to roam, since there is no practical way for a cat owner to ensure that a roaming cat only enters properties where prior landowner consent has been given. Accordingly, the Committee is likely to view clause 2.2 as a cat confinement clause, since cat confinement is the practical result.

2. Clause 3.1 – Designation of cat prohibited areas

It is suggested that this clause be deleted.

The Cat Act provides that cat prohibited areas must be set out within local laws. Accordingly, if the Shire wishes to add or remove to the list of cat prohibited areas, it will need to amend the local law.

Clause 3.1 does not appear to serve any critical purpose. While it requires the Shire to undergo public consultation prior to changing the cat prohibited areas, this consultation will already be required as part of the process of amending the local law.

If clause 3.1 is deleted, the remainder of the local law will need to be renumbered accordingly and any impacted cross-references will need to be updated.

3. Minor edits

The following minor edits are suggested:

- *Clause 1.5:*
 - *All citation titles should be in italics.*
 - *Defined terms only require capital letters in situations where the capital letter will be used every time the term appears (e.g. Schedule, RSPCA, CEO).*
- *Clause 4.7(1)(e)(ii): Replace the full stop with “; and”.*
Retitle “Schedule 4” to “Schedule 3”.

No further comments or submissions surrounding the proposed local laws were received.

COMMENT

The recommendation in this report has been prepared due to the fact that advice provided by the DLGSC (see point 1 of the DLGSC comments above - Cat Repeal Local Law 2023) was in conflict with the information provided on the DLGSC website (Making of Local Laws), as follows:

‘Local governments should be aware that when amending or repealing a local law, it needs to be done in accordance with section 3.12 of the Act, which is the same procedure for ‘making’ a local law. This is because amendment or repeal local laws are new local laws themselves and must follow the full statutory process to be made within power.’

The Shire recognises that the DLGSC views repeal local laws as separate local laws in their own right and, therefore, shall continue with the individual local law making processes for the *Shire of Kojonup Repeal Cat Local Law 2023* as per the *Local Government Act 1995*.

Therefore, the Council should note that, due to the above discrepancies in advice, this report recommends to establish two local laws: a Shire of Kojonup Cat Repeal Local Law 2023 and a Shire of Kojonup Cat Local Law 2023. All other suggestions for amendments made by the DLGSC have been implemented into the draft Shire of Kojonup Cats Local Law 2023 and Shire of Kojonup Repeal Cat Local Law 2023 (as attached at 9.4.1.3. and 9.4.3.2) for consideration.

The afore-mentioned amendments being made to the draft Shire of Kojonup Cats Local Law 2023 and Shire of Kojonup Repeal Cat Local Law 2023 represent what are considered to be significant changes to what was initially proposed to Council on 18 April 2023. This requires Council to re-advertise the proposed local laws, inclusive of the amendments, for a period of no less than 6 (six) weeks as per Section 3.12(3) of the *Local Government Act 1995*.

CONSULTATION

Minister for Local Government, Sport and Cultural Industries
Department of Local Government, Sport and Cultural Industries

STATUTORY REQUIREMENTS

Local Government Act 1995

Section 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.

Cat Act 2011 – Section 79

79. Local laws

(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.

(2) A local law made under this Act does not apply outside the local government’s district unless it is made to apply outside the district under section 80.

(3) Without limiting subsection (1), a local law may be made as to one or more of the following—

- (a) the registration of cats;
- (b) removing and impounding cats;
- (c) keeping, transferring and disposing of cats kept at cat management facilities;
- (d) the humane destruction of cats;
- (e) cats creating a nuisance;
- (f) specifying places where cats are prohibited absolutely;
- (g) 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;
- (h) limiting the number of cats that may be kept at premises, or premises of a particular type;
- (i) the establishment, maintenance, licensing, regulation, construction, use, record keeping and inspection of cat management facilities;
- (j) the regulation of approved cat breeders, including record keeping and inspection; and
- (k) fees and charges payable in respect of any matter under this Act.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Advertising costs are associated with the advertising and gazettal of the afore-mentioned local laws, 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
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/COUNCIL DECISION

111/23 Moved Cr Singh

Seconded Cr Gale

That Council:

1. Endorses the Shire of Kojonup Cat Repeal Local Law 2023 and the Shire of Kojonup Cats Local Law 2023, as presented, for proposal:

2. Pursuant to the *Local Government Act 1995* section 3.12(3) and (3a), and all other legislation enabling it, provides public notice that it proposes to make the Shire of Kojonup Cat Repeal Local Law 2023 and the Shire of Kojonup Cats Local Law 2023 with the following purpose and effect:

SHIRE OF KOJONUP CAT REPEAL LOCAL LAW 2023

PURPOSE: To repeal the Shire of Kojonup Cat Local Law 2022.

EFFECT: The local law will be revoked and abrogated.

SHIRE OF KOJONUP CATS LOCAL LAW 2023

PURPOSE: To provide additional controls and management of matters relating to cats that are not specified in the Cat Act 2011, and to further promote and encourage responsible cat ownership.

EFFECT: The effect of this local law is to provide a framework for the control of nuisance cats, cat management facilities and limits on the number of cats permitted to be kept, in line with the provisions contained within the Cat Act 2011 and the Local Government Act 1995;

3. Advertises the proposed local laws, as referred to in point 1 above, for a period of not less than 6 (six) weeks, with advertisements to appear in the Great Southern Herald and all local newspapers circulating within the district;

4. In accordance with the *Local Government Act 1995* section 3.12(3), advises the Minister for Local Government, Sport and Cultural Industries of the proposed local laws as referred to in Point 1 above; and

5. Considers public comments, if any, prior to consideration of adopting the proposed local laws as referred to in Point 1 above.

CARRIED 8/0

For: Cr Radford, Cr P Webb, Cr Bilney, Cr Egerton-Warburton, Cr F Webb, Cr Wieringa, Cr Gale and Cr Singh