

SHIRE OF KOJONUP



Audit & Risk Committee

Agenda

5 February 2025

TERMS OF REFERENCE

AUDIT & RISK COMMITTEE

Established under Section 7.1 of the *Local Government Act 1995 (Act)* - every local government must have an Audit and Risk Committee (ARC).

Terms of Reference

ARC is responsible for assisting and independently advising Council in recommending appropriate actions and controls with regards to audit, risk oversight, governance, finances and systems of internal control.

Its role is to provide oversight related to significant risk exposures and control issues, including fraud risks, governance issues and other matters as necessary or requested by the CEO or Council. This is to ensure the Shire's activities are fully compliant with legislation, regulations, accounting and reporting Standards and that the Shire is executing its responsibility to the community in efficiently utilising their assets.

The ARC is not responsible for the executive management of these functions. The ARC will engage with management in a constructive and professional manner in discharging its advisory responsibilities and formulating its advice to Council.

Duties and Responsibilities:

Members of the ARC are expected to observe the legal and regulatory obligations of the Local Government.

Committee members must not use or disclose information obtained through the ARC except in meeting the ARC's responsibilities, or unless expressly agreed by the President of the Shire.

Committee Members must adhere to the Code of Conduct for Council Members, Committee Members and Candidates and demonstrate behaviour which reflects the Shire's desired culture.

ARC Members are expected to:

1. act in the best interests of the Shire as a whole;
2. apply good analytical skills, objectivity and good judgement;
3. express opinions constructively and openly, raise issues that relate to the ARC's responsibilities and pursue lines of enquiry in relation to the "Risk Controls" the Shire has in place;
4. contribute the time required to meet their responsibilities; and
5. exercise due care, diligence and skill when performing their duties.

Member Duties/Responsibilities:

- Oversee the Shire's risk management, through:
 - a) Biennial review of the Shire's Risk Management Policy;
 - b) Recommending and reviewing the Shire's Risk Appetite Statement in order to recommend the organisation's Risk Tolerance to the Council;
 - c) Reviewing reports on the movement of the Shire's current strategic risks, and the emergence of new strategic risks;
 - d) Overseeing strategic risks which sit outside of the Shire's Risk Appetite ; and
 - e) Monitor and receive reports concerning the development, implementation and on-going management of the Shire's Risk Management Plan and the effectiveness of its Risk Management Framework;
- Overseeing the Shire's processes for managing fraud and corruption, by:
 - a) Performing oversight responsibilities and advising Council;

- b) Enquiring with the CEO and the Office of the Auditor General (OAG) about whether they are aware of any actual, suspected, or alleged fraud or corruption affecting the Shire; and
- c) Reviewing summary reports from the CEO on communication from external parties including regulators that indicate problems in the internal control system or inappropriate management actions.
- Overseeing the Shire's financial management and legislative compliance, by:
 - a) Reviewing the Shire's annual Compliance Audit Return and reporting the results of that review to Council, in accordance with the Local Government (Audit) Regulations 1996;
 - b) Receiving and reviewing reports from the CEO regarding the appropriateness and effectiveness of the Shire's legislative compliance and ensuring any non-compliances are rectified on a timely basis;
 - c) Considering and recommending adoption of the annual financial report to Council;
 - d) Receive and review the biannual reports from the Chief Executive Officer (CEO) regarding the appropriateness and effectiveness of the Shire's risk management, internal controls and legislative compliance and make recommendations to Council; and
 - e) Consider and recommend adoption of the Annual Financial Report to the Council;
- Overseeing the internal audit function, by:
 - a) Assessing and making a recommendation to Council on an Internal Audit Plan to ensure that it comprehensively covers material business risks that may threaten the achievement of strategic objectives and which identifies key risks and control mechanisms;
 - b) Reviewing the quality and timeliness of internal audit reports;
 - c) Monitoring the implementation of internal audit recommendations; and
 - d) Considering the implications of internal audit findings on the organisation, its risks, and controls.
- Fulfilling responsibilities pertaining to external audit, by:
 - a) Reviewing reports from the OAG, including auditor's reports, closing reports and management letters;
 - b) Reviewing management's response to OAG findings and recommendations;
 - c) Monitoring the implementation of recommendations from external audits;
 - d) Reviewing results of relevant OAG audit reports and better practice publications for guidance on good practices, including any assessment by the CEO; and
 - e) Examine the reports of the auditor after receiving a report from the CEO on the matters and:
 - a. determine if any matters raised require action to be taken by the Shire; and
 - b. ensure that appropriate action is taken in respect of those matters.

Seek information or obtain expert advice through the CEO on matters of concern within the scope of the Committee's terms of reference following authorisation from the Council.

Membership

Four (4) Councillors; and

Two (2) Community Members

Supporting Team Members

Manager Financial & Corporate Services
Governance & Rates Officer
Chief Executive Officer or delegated nominee

Meetings

Quarterly for ordinary meetings and as required related to audit functions.

Open to Public: No

Voting: Voting is in accordance with Section 5.21 of the *Act*.

Confidentiality: All Committee members will be required to adhere to the Shire's confidentiality requirements as per the Code of Conduct for Council Members, Committee Members and Candidates.

Conduct of Meetings: ARC Meetings will be held in accordance with the *Act*, subsidiary legislation, and the Shire's Standing Orders.

Committee Sitting Fees and Reimbursements

The Shire is prohibited under Section 5.98-5.99 of the *Act*, and Regulation 30 of the Local Government (Administration) Regulations 1996, to pay a council member a fee for attending the ARC.

Currently, the Shire is prohibited from remunerating independent committee members; however, reimbursement of approved expenses for independent members may be paid to each independent external member in accordance with Section 5.100 of the *Act*.

The rules regarding remuneration for independent committee members are currently under review as part of the Local Government Reforms (2023). These guidelines are subject to any legislation changes.

AGENDA FOR AN AUDIT AND RISK COMMITTEE MEETING
TO BE HELD ON 5 FEBRUARY 2025

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AGENDA

1 DECLARATION OF OPENING

The Chairman will declare the meeting open at _____am and alert the meeting of the procedures for emergencies including evacuation, designated exits and muster points.

1a. Selection of Interim Independent Chairperson

Under recent changes to the *Local Government Act 1995 regulations*, the Shire is now obligated to advertise, and Council select, an independent Chairperson for the ARC.

In the interim, whilst the selection process is underway, it is advised to appoint a community member as the interim independent chair until the role can be filled:

1. Presiding Member to request nominations.
2. Committee selects the Chairperson
3. Presiding Member hands over Chair

2 ATTENDANCE, APOLOGIES & LEAVE OF ABSENCE

MEMBERS

Cr Roger Bilney	Member (Chairperson)
Cr Mick Mathwin	Member
Cr Kerry Mickle	Member
Cr Paul Webb	Member
Cathrine Ivey	Community Member
Jill Mathwin	Community Member

STAFF (OBSERVERS)

Grant Thompson	Chief Executive Officer
Tonya Pearce	Governance & Rates Officer

APOLOGIES

3 SUMMARY OF RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE

Nil

4 CONFIRMATION OF MINUTES

Audit & Risk Committee Meeting held 5 November 2024 ([Attachment 4.1](#))

OFFICER RECOMMENDATION

That the minutes of the Audit & Risk Committee Meeting held on 5 November 2024 be confirmed as a true and accurate record.

5 **BUSINESS ARISING**

6 **DECLARATIONS OF INTEREST**

7 **SENIOR MANAGEMENT TEAM DISCUSSION**

In accordance with the Financial Management Review adopted in February 2019, one senior manager will attend the Audit & Risk Committee on a rotational basis to discuss the following:

- Update on Manager's areas of responsibility and current projects/issues;
- Questions on Notice from the Audit and Risk Committee;
- Management's own recommendations for improvement in key areas.

Jill Johnson – Manager Finance & Corporate Services

8 COMMITTEE TIMETABLE

As a guide and subject to availability, each Audit & Risk Committee agenda will contain the following (list to be expanded at the suggestion of members):

1st Quarter (January – March)

- Committee Status Report
- Compliance Audit Return
- Summary of Risk Management
- Volunteer Management
- Leave Provision Adequacy

2nd Quarter (April – June)

- Committee Status Report
- Summary of Risk Management
- Business Continuity Plan Review

3rd Quarter (July – September)

- Committee Status Report
- Interim Audit Report
- Summary of Risk Management
- Insurance Overview

4th Quarter (October – December)

- Committee Status Report
- Audit Report & Management Letter
- Annual Financial Report
- Annual Report
- Financial Management Review (each 3 years – 2021, 2024...)
- Risk, Legal Compliance & Internal Controls review (each 3 years – 2021, 2024...)
- Summary of Risk Management

The above list will remain at the commencement of each Committee agenda to act as a timetable and enable members to add to the items to be considered.

9 COMMITTEE STATUS REPORT

Issue / Action #	Issue Description	Actions	Actions Assigned Owner	Due By Date	Category	Priority	Urgency	Action Approved	Risk	Comments/Variance Reporting on progress	Status	Estimated Completion Date	Closed Date	% ACTION COMPLETE
1	Risk Management Framework, Risk Register and Key Organisational Risks Review.	To progress by September 2024	CEO	1/09/2024	Risk Management	HIGH	Must Have - 6 months	YES	HIGH	CEO has commenced internal review as presented in the meeting.	Closed	1/09/2024	1/09/2024	100%
2	The recommendations and observations raised within the Report be reported back to the Audit and Risk Committee for monitoring.	FMR adopted by Council, issues currently being addressed by Manager Financial & Corporate Services	CEO	1/12/2024	Financial Reporting	HIGH	Required before 12 months	YES	HIGH	Ongoing	Closed	1/12/2024	1/12/2024	100%
3	CEO and MFCS to look into feasibility of reduction in insurance premiums if the Shire was to increase insurance excesses	Requested with Insurer, assessing impact, not a straight correlation. MFCS to update ARC at next meeting	MFCS	1/04/2025	Insurance	LOW	Urgent - 2 months	NO	LOW	Commenced, requested status verification from LGIS in writing. Ongoing risk assessment	In Process	1/05/2025		50%
4	Boscabel Hall	MPS – check if people camping in grounds, arrange Boscabel Hall playground check.	MPS	1/01/2025	Asset	VERY HIGH	Urgent - 2 months	YES	HIGH	Referred to Police.	In Process	1/03/2025		85%
5	Volunteers insurance	CEO to research.	CEO	1/04/2025	Insurance	LOW	Urgent - 2 months	NO	LOW	Ongoing assessment of the value proposition versus the risk, discussion with LGIS	In Process	1/05/2024		50%

10 SUMMARY OF RISK MANAGEMENT

10.1 RISK MANAGEMENT UPDATE

Please refer to the following attachments:

10.1.1 Risk Control Register

10.2 WORK HEALTH AND SAFETY

10.2.2 CEO Safety update

11 OFFICER REPORTS**11.1 ANNUAL FINANCIAL REPORT 2023/2024 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)	11.1.1 - Annual Financial Report - Shire of Kojonup - 30 June 2024 11.1.2 - Final Management Letter - Shire of Kojonup - 30 June 2024 11.1.3 - Transmittal Letter to CEO - Shire of Kojonup - 30 June 2024 11.1.4 - Opinion - Shire of Kojonup - 30 June 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	12.1 SoK finances and funding 12.2 SoK monitoring and reporting

DECLARATION OF INTEREST

Nil

SUMMARY

The purpose of this report is to consider the 2023/2024 Audited Annual Financial Report, incorporating the Audit Report and associated correspondence and consider whether to recommend to the Council to adopt the 2023/2024 Audited Reports.

BACKGROUND

Each local government is to prepare an annual financial 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.

COMMENT

The Audit Report and Annual Financial Report will be considered by the Council at its 25 February 2025 Ordinary Meeting. 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 Audited Annual Financial Report, incorporating the aforementioned documents, be considered by Council at an Ordinary Council Meeting to be called for 3.00pm, Tuesday, 25 February 2025.

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 22 April 2025. In previous years, the Annual Electors Meeting has been held in the evening following the Ordinary Council Meeting (OCM). However, as the OCM is in late April it is recommended that the Annual Electors Meeting be held on Wednesday 9 April 2025 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.

FINDINGS IDENTIFIED DURING THE FINAL AUDIT

Index of findings	Potential impact on audit opinion	Rating			Prior year finding
		Significant	Moderate	Minor	
1. Employee related provisions	No	✓			✓
2. Credit card transactions not reported to council	No			✓	
3. Asset register – land & buildings	No		✓		

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 opinion, 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.

Contained within the 2023/2024 Audit Report were matters identified as significant by the Auditor. The matters raised as significant by the Auditor were as follows:

1. *Employee related provisions*

Finding

This issue was first raised in 2023.

From our review of employee long-service leave provisions at 30 June 2024 we noted

provisions balances still exist for 76 employees that are no longer employed by the Shire. The estimated overstatement of the Shire's long service leave provision was \$162,721 at 30 June 2024. Subsequently this finding was corrected in the financial report.

Rating: Significant (2023 Significant)

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 will enforce an exit process and checklist when employees leave the Shire to ensure their entitlements are removed from the payroll system. In 2025 the Shire intends to hire a Human Resource Coordinator to coordinate with payroll on exiting the employee from the Shire.

2. Credit card transactions not reported to council

Finding

During our review of the minutes from the Shire Council meetings, we observed that the accounts paid listing presented to the council did not include transactions made using credit cards or purchasing cards. This omission is not in compliance with Section 13A of the Local Government Act (Financial Management) Regulations 1996, which mandates that all accounts paid, including credit card transactions, must be listed. We did not identify any fraudulent transactions in our review of credit card or purchasing card transactions.

Rating: Minor

Implication

The exclusion of credit card and purchasing card transactions constitutes a Non-compliance with the Local Government (financial management) Regulations 1996 requirements and limits visibility into these transactions, increasing the risk of undetected errors, misuse, or fraud.

Recommendation

All corporate credit and purchasing card transactions be submitted to the council for review and approval at the meeting immediately following the payment of these cards. This practice will ensure compliance with the Local Government Financial Management Regulations and enhance transparency and accountability to both the council and the public.

Management comment

The Shire recognises that more information is required to be reported and will improve the reporting process to include the data in the agenda report for Council at the same time the monthly payment listings are provided.

3. Asset register – land & buildings

Finding

During our review asset records and the asset register we noted the following:

- *We were unable to identify or locate the following properties in order to confirm ownership via Landgate online enquiry:*
 - *LB0097 – Harper Road – Townsite (\$38,000)*
 - *LB0236 – Lot 19 Bowler Place – Townsite (\$14,000).*
- *The following properties are included in the Shire’s asset register, but are not owned by the Shire:*
 - *LB0221 – 33 Newstead Road – Townsite (\$35,000)*
 - *LB0235 – Lot 107A Albany Highway - Townsite (\$500).*
- *Land additions totalling \$10,661 that were included in the general ledger were not reflected in the additions to the asset register.*

The lots identified above have been reported as uncorrected errors in the management representation letter and should be subject to further review & adjustment if required in 2024- 25.

Rating: *Moderate*

Implication

Asset transactions that are not recorded correctly or in a timely manner can result in the misstatement of asset values in the financial report.

Recommendation

Management should ensure that asset records and registers are regularly reviewed and movements during the period have been appropriately reflected on the registers. Where assets that are not owned by the Shire are identified, they should be removed from the asset register using the appropriate accounting treatment. We also recommend that adequate detail be included for all assets in order to enable these assets to be identified easily.

Management comment

The Shire will implement a verification process of ownership. Once ownership determined the Shire will either remove them from the asset register or confirm Shire ownership. Secondary the Shire will implement a review process for the asset register to verify the Shires assets at least once per financial year or as required when assets are purchased or disposed of.

Greater detail of all findings can be read in the management letter and correspondence 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 2024. 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

That the Audit & Risk Committee present the 2023/24 Audited Annual Financial Report to the Council and recommend to Council that:

1. The 2023/2024 Audited Annual Financial Report, and accompanying correspondence, 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:
 - present the finalized 'Electors Annual Report' for consideration to the March Ordinary Council Meeting held at 3.00pm, Tuesday, 25 March 2025; and

- schedule an Annual Electors Meeting to be held at 6.00pm, Wednesday, 9 April 2025 at the Kojonup Sporting Complex.

11.2 COMPLIANCE AUDIT RETURN 2024

AUTHOR	Tonya Pearce – Governance and Rates Officer
DATE	Monday, 20 January 2025
FILE NO	CM.REP.1
ATTACHMENT(S)	11.2.1 - Compliance Audit Return 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 for the Audit and Risk Committee to consider, and recommend to Council, the adoption of the Compliance Audit Return for 2024.

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 for the Committee in the previous 2023 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 2022/2023 year, by 31 July 2023; 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.

It should be noted that all of the above matters were 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).

COMMENT

The 2024 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.

There are three items of Non-Conformance for the Audit Committees consideration in the 2024 CAR:

Question #	Section of the Act	Question	Response	Comment
Optional Questions # 8	s6.4(3)	By 30 September 2024, did the local government submit to its auditor the balanced accounts and annual financial report for the year ending 30 June 2024?	No	However, an Exemption was applied for, supported by the auditors, and extension granted to 31/10/2024
Finance Questions # 5	s7.12A(4)(a) & (4)(b)	Where matters identified as significant were reported in the auditor's report, did the local government prepare a report that stated what action the local government had taken or intended to take with respect to each of those matters? Was a copy of the report given to the Minister within three months of the audit report being received by the local government?	Yes/No	Significant item actions were completed and letter outlining remedies sent to Auditors and OAG, but inadvertently not sent to the Minister. The Shire will rectify this in the coming audit outcomes.
Finance Questions # 6	s7.12A(5)	Within 14 days after the local government gave a report to the Minister under section 7.12A(4)(b) of the <i>Local Government Act 1995</i> , did the CEO publish a copy of the report on the local government's official website?	No	Significant item actions were completed and letter outlining remedies was sent to Auditors and OAG, but inadvertently not sent to the Minister. The Shire will rectify this in the coming audit outcomes.

This item is for the Audit and Risk Committee's consideration and recommendation to the Council for adoption and subsequent submission to the Department by 31 March 2025.

CONSULTATION

Chief Executive Officer
Governance and Rates Officer

STATUTORY REQUIREMENTS

14. *Compliance audits by local governments*

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

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

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

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

- (a) presented to the council at a meeting of the council; and
- (b) adopted by the council; and
- (c) recorded in the minutes of the meeting at which it is adopted.

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

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

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

- (a) a copy of the relevant section of the minutes referred to in regulation 14(3)(c); and
- (b) any additional information explaining or qualifying the compliance audit,

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

(2) In this regulation —

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

- (a) the mayor or president; and
- (b) the CEO.

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

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

RISK MANAGEMENT IMPLICATIONS

RISK MANAGEMENT FRAMEWORK			
Risk Profile	Risk Description/Cause	Key Control	Current Action
3. Failure to Fulfil Compliance Requirements (Statutory/Regulatory)	Failure to correctly identify, interpret, assess, respond and communicate	Compliance Audit Report	Internal and External Layered Audits Process Reviews

	laws and regulations as a result of an inadequate compliance framework.		
Risk rating – High Control 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 good practice methodology is in place.			

ASSET MANAGEMENT IMPLICATIONS

Nil

GREAT SOUTHERN ALLIANCE (FORMERLY VROC) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

That the Audit and Risk Committee recommend to Council that:

- i. a certified copy of the Compliance Audit Return for 2024, as attached, and
- ii. the relevant section of the Council minutes, and
- iii. any additional information explaining or qualifying the compliance audit, be adopted and submitted to the Departmental CEO by 31 March 2025.

11.3 REVIEW OF VOLUNTEER HANDBOOK

AUTHOR	Tonya Pearce – Governance and Rates Officer
DATE	Tuesday, 21 February 2025
FILE NO	CM.POL.1
ATTACHMENT(S)	11.3.1 - Volunteer Handbook –2025 Review showing changes

‘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 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 programs 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, 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.

COMMENT

The main suggested updates as of this review are to remove references to Springhaven Lodge as a place to volunteer for the Shire, as this is now directly through Hall and Prior ([attachment 11.3.1](#)).

CONSULTATION

Chief Executive Officer
Governance and Rates 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	Contractor/Staff/Volunteer site inductions	Nil

	tenants.		
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

That the revised Volunteer Handbook 2025, as attached, be adopted.

12 CEO UPDATES

- 12.1 Myrtle Benn Reserve Update
- 12.2 Contracts, Leases and Agreements Register Update
- 12.3 Thornbury Close Development
- 12.4 Great Southern Housing Strategy 2025
- 12.5 Regional Aged Accommodation Program (RAAP) Grant Acquittal

13 OTHER ITEMS FOR DISCUSSION OR FURTHER RESEARCH AS RAISED BY MEMBERS

14 NEXT MEETING

The next meeting of the Audit and Risk Committee is scheduled to be held Wednesday, 7 May 2025 at 9:00am.

15 CLOSURE

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

ATTACHMENTS (SEPARATE)

4.1 - Unconfirmed Audit & Risk Committee Minutes 5 November 2024

10.1.1 - Risk Control Register

11.1.1 - Annual Financial Report - Shire of Kojonup - 30 June 2024

11.1.2 - Final Management Letter - Shire of Kojonup - 30 June 2024

11.1.3 - Transmittal Letter to CEO - Shire of Kojonup - 30 June 2024

11.1.4 - Opinion - Shire of Kojonup - 30 June 2024

11.2.1 - Compliance Audit Return 2024

11.3.1 - Volunteer Handbook –2025 Review showing changes

12.2 - Contracts Leases and Agreements Register

SHIRE OF KOJONUP



Audit & Risk Committee

Minutes

5 November 2024

TERMS OF REFERENCE

AUDIT & RISK COMMITTEE

Established under Section 7.1 of the *Local Government Act 1995 (Act)* - every local government must have an Audit and Risk Committee (ARC).

Terms of Reference

ARC is responsible for assisting and independently advising Council in recommending appropriate actions and controls with regards to audit, risk oversight, governance, finances and systems of internal control.

Its role is to provide oversight related to significant risk exposures and control issues, including fraud risks, governance issues and other matters as necessary or requested by the CEO or Council. This is to ensure the Shire's activities are fully compliant with legislation, regulations, accounting and reporting Standards and that the Shire is executing its responsibility to the community in efficiently utilising their assets.

The ARC is not responsible for the executive management of these functions. The ARC will engage with management in a constructive and professional manner in discharging its advisory responsibilities and formulating its advice to Council.

Duties and Responsibilities:

Members of the ARC are expected to observe the legal and regulatory obligations of the Local Government.

Committee members must not use or disclose information obtained through the ARC except in meeting the ARC's responsibilities, or unless expressly agreed by the President of the Shire.

Committee Members must adhere to the Code of Conduct for Council Members, Committee Members and Candidates and demonstrate behaviour which reflects the Shire's desired culture.

ARC Members are expected to:

1. act in the best interests of the Shire as a whole;
2. apply good analytical skills, objectivity and good judgement;
3. express opinions constructively and openly, raise issues that relate to the ARC's responsibilities and pursue lines of enquiry in relation to the "Risk Controls" the Shire has in place;
4. contribute the time required to meet their responsibilities; and
5. exercise due care, diligence and skill when performing their duties.

Member Duties/Responsibilities:

- Oversee the Shire's risk management, through:
 - a) Biennial review of the Shire's Risk Management Policy;
 - b) Recommending and reviewing the Shire's Risk Appetite Statement in order to recommend the organisation's Risk Tolerance to the Council;
 - c) Reviewing reports on the movement of the Shire's current strategic risks, and the emergence of new strategic risks;
 - d) Overseeing strategic risks which sit outside of the Shire's Risk Appetite ; and
 - e) Monitor and receive reports concerning the development, implementation and on-going management of the Shire's Risk Management Plan and the effectiveness of its Risk Management Framework;
- Overseeing the Shire's processes for managing fraud and corruption, by:
 - a) Performing oversight responsibilities and advising Council;

- b) Enquiring with the CEO and the Office of the Auditor General (OAG) about whether they are aware of any actual, suspected, or alleged fraud or corruption affecting the Shire; and
- c) Reviewing summary reports from the CEO on communication from external parties including regulators that indicate problems in the internal control system or inappropriate management actions.
- Overseeing the Shire's financial management and legislative compliance, by:
 - a) Reviewing the Shire's annual Compliance Audit Return and reporting the results of that review to Council, in accordance with the Local Government (Audit) Regulations 1996;
 - b) Receiving and reviewing reports from the CEO regarding the appropriateness and effectiveness of the Shire's legislative compliance and ensuring any non-compliances are rectified on a timely basis;
 - c) Considering and recommending adoption of the annual financial report to Council;
 - d) Receive and review the biannual reports from the Chief Executive Officer (CEO) regarding the appropriateness and effectiveness of the Shire's risk management, internal controls and legislative compliance and make recommendations to Council; and
 - e) Consider and recommend adoption of the Annual Financial Report to the Council;
- Overseeing the internal audit function, by:
 - a) Assessing and making a recommendation to Council on an Internal Audit Plan to ensure that it comprehensively covers material business risks that may threaten the achievement of strategic objectives and which identifies key risks and control mechanisms;
 - b) Reviewing the quality and timeliness of internal audit reports;
 - c) Monitoring the implementation of internal audit recommendations; and
 - d) Considering the implications of internal audit findings on the organisation, its risks, and controls.
- Fulfilling responsibilities pertaining to external audit, by:
 - a) Reviewing reports from the OAG, including auditor's reports, closing reports and management letters;
 - b) Reviewing management's response to OAG findings and recommendations;
 - c) Monitoring the implementation of recommendations from external audits;
 - d) Reviewing results of relevant OAG audit reports and better practice publications for guidance on good practices, including any assessment by the CEO; and
 - e) Examine the reports of the auditor after receiving a report from the CEO on the matters and:
 - a. determine if any matters raised require action to be taken by the Shire; and
 - b. ensure that appropriate action is taken in respect of those matters.

Seek information or obtain expert advice through the CEO on matters of concern within the scope of the Committee's terms of reference following authorisation from the Council.

Membership

Four (4) Councillors; and
Two (2) Community Members

Supporting Team Members

Manager Financial & Corporate Services
Governance & Rates Officer
Chief Executive Officer or delegated nominee

Meetings

Quarterly for ordinary meetings and as required related to audit functions.

Open to Public: No

Voting: Voting is in accordance with Section 5.21 of the *Act*.

Confidentiality: All Committee members will be required to adhere to the Shire's confidentiality requirements as per the Code of Conduct for Council Members, Committee Members and Candidates.

Conduct of Meetings: ARC Meetings will be held in accordance with the *Act*, subsidiary legislation, and the Shire's Standing Orders.

Committee Sitting Fees and Reimbursements

The Shire is prohibited under Section 5.98-5.99 of the *Act*, and Regulation 30 of the Local Government (Administration) Regulations 1996, to pay a council member a fee for attending the ARC.

Currently, the Shire is prohibited from remunerating independent committee members; however, reimbursement of approved expenses for independent members may be paid to each independent external member in accordance with Section 5.100 of the *Act*.

The rules regarding remuneration for independent committee members are currently under review as part of the Local Government Reforms (2023). These guidelines are subject to any legislation changes.

MINUTES OF AN AUDIT AND RISK COMMITTEE MEETING
HELD ON 5 NOVEMBER 2024

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MINUTES

1 DECLARATION OF OPENING

The Chairman will declare the meeting open at 9.07am and alert the meeting of the procedures for emergencies including evacuation, designated exits and muster points.

2 ATTENDANCE, APOLOGIES & LEAVE OF ABSENCE

MEMBERS

Cr Roger Bilney	Member (Chairperson)
Cr Mick Mathwin	Member
Cathrine Ivey	Community Member
Jill Mathwin	Community Member

STAFF (OBSERVERS)

Grant Thompson	Chief Executive Officer
Tonya Pearce	Governance & Rates Officer

APOLOGIES

Cr Kerry Mickle	Member
Cr Paul Webb	Member

3 SUMMARY OF RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE

Nil

4 CONFIRMATION OF MINUTES

Audit & Risk Committee Meeting held 7 August 2024 (Attachment 4.1)

OFFICER RECOMMENDATION/COMMITTEE DECISION

10AR Moved Cr Mathwin

Seconded J Mathwin

That the minutes of the Audit & Risk Committee Meeting held on 7 August 2024 be confirmed as a true and accurate record.

CARRIED 4/0

For: Cr Bilney, Cr Mathwin, J Mathwin, C Ivey

5 BUSINESS ARISING

Nil

6 DECLARATIONS OF INTEREST

Nil

7 SENIOR MANAGEMENT TEAM DISCUSSION

In accordance with the Financial Management Review adopted in February 2019, one senior manager will attend the Audit & Risk Committee on a rotational basis to discuss the following:

- Update on Manager's areas of responsibility and current projects/issues;
- Questions on Notice from the Audit and Risk Committee;
- Management's own recommendations for improvement in key areas.

Darryn Watkins introduced himself and briefed the Committee on his role as the Manager Works & Infrastructure (MWI).

Darryn Watkins left the meeting at 10.04am

8 COMMITTEE TIMETABLE

As a guide and subject to availability, each Audit & Risk Committee agenda will contain the following (list to be expanded at the suggestion of members):

1st Quarter (January – March)

- Committee Status Report
- Compliance Audit Return
- Summary of Risk Management
- Volunteer Management
- Leave Provision Adequacy

2nd Quarter (April – June)

- Committee Status Report
- Summary of Risk Management
- Business Continuity Plan Review

3rd Quarter (July – September)

- Committee Status Report
- Interim Audit Report
- Summary of Risk Management
- Insurance Overview

4th Quarter (October – December)

- Committee Status Report
- Audit Report & Management Letter
- Annual Financial Report
- Annual Report
- Financial Management Review (each 3 years – 2021, 2024...)
- Risk, Legal Compliance & Internal Controls review (each 3 years – 2021, 2024...)
- Summary of Risk Management

The above list will remain at the commencement of each Committee agenda to act as a timetable and enable members to add to the items to be considered.

9 COMMITTEE STATUS REPORT

Date	Item Number & Title	Issue	Response	Status
2 November 2022	10.1 – Risk Management Update	Risk Management Framework, Risk Register and Key Organisational Risks Review.	To progress by September 2024	CEO has commenced internal review as presented in the meeting.
2 November 2022	11.2 – Financial Management Review	The recommendations and observations raised within the Report be reported back to the Audit and Risk Committee for monitoring.	FMR adopted by Council, issues currently being addressed by Manager Financial & Corporate Services	Ongoing
5 September 2023	Information Request	Cr P Webb - List of vehicles containing trackers – CEO		Completed
5 September 2023	13.1 - Information Request	CEO and MFCS to look into feasibility of reduction in insurance premiums if the Shire was to increase insurance excesses	Requested with Insurer, assessing impact, not a straight correlation. MFCS to update ARC at next meeting	Commenced, requested status verification from LGIS in writing.
5 September 2023	Documentation	New Organisational Workforce Structure – CEO	To be forwarded to Committee members after announcement of same	Completed, Workforce Plan: A&R recommended to Council.
6 February 2024	10.1 – Risk Dashboard Report	Boscabel Hall	MRS – check if people camping in grounds, arrange Boscabel Hall playground check.	Referred to Police.

Date	Item Number & Title	Issue	Response	Status
6 February 2024	11.3 – Volunteers insurance	Volunteers insurance	CEO to research.	Pending

UNCONFIRMED

10 SUMMARY OF RISK MANAGEMENT

10.1 RISK MANAGEMENT UPDATE

Please refer to the following attachments:

- 10.1.1 Risk Actions Report – November 2024

10.2 WORK HEALTH AND SAFETY

The CEO will provide an update on Work Health and Safety matters.

- No current lost time injuries

UNCONFIRMED

11 OFFICER REPORTS**11.1 RISK AND LEGISLATIVE COMPLIANCE REVIEW**

AUTHOR	Grant Thompson – Chief Executive Officer
DATE	Wednesday, 30 October 2024
FILE NO	GO.CNM.9
ATTACHMENT(S)	Nil

'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 undertake the required review of systems and procedures in relation to risk management, internal controls and legislative compliance as required by Regulation 17 of the Local Government (Audit) Regulations 1996.

BACKGROUND

Local government Chief Executive Officers are required to carry out at least a triennial review of legislative compliance, internal control and risk management and present the results of the review to the Council's Audit Committee.

COMMENT

To review the appropriateness and effectiveness of systems and procedures, a set of measurable items is required to enable comparison and/or analysis. The following tables attempt to identify, quantify and track progress of risk management, legislative compliance and internal controls:

Table 1.0 Risk Management Review Items

RISK MANAGEMENT								Commentary
	2014	2016	2018	2021	2022	2023	2024	
Risk Management Plan:								
Is there an Adopted Plan in Place?	✓	✓	✓	✓	✓	✓	✓	
Was it reviewed in the three year period?	n/a	✓	✓	✓	✗	✗	✗	In progress being reviewed by CEO currently
Was the Business Continuity & Disaster Recovery Plan reviewed?	n/a	✓	✓	✓	✓	✓	✓	
Was the Asbestos Management Plan reviewed?	✗	✓	✓	✗	✗	✓	✓	
Risk Register (2014-2018):								
Number of Extreme & High risk items on the register?								
- Springhaven	11	3	2	Change to Risk Management Framework 2019 - see below	NA	NA	In Progress	
- Office	17	7	4					
- Council	15	15	10					
- Depot	23	7	0					
- The Kodja Place	n/a	25	21					
Risk Register (2019 to 2024):								
Number of Low, Moderate & High Risks (15 Risk Profiles)								
Low				4	4	4		
Moderate				8	8	8		
High				3	3	3		
Is Risk regularly discussed and minuted at staff meetings and various councillor meetings:								
<i>BCDRP - Business Continuity & Disaster Recovery Plan</i>								
<i>WHS - Work Health & Safety</i>								
Springhaven (operational) (audits, BCDRP 2019>)	✗	✓	✓	✓	✓	✓	✓	
Office (WHS inc Audits ongoing 2024/25, BCDRP review & Management review of Risk Actions & Profiles)	✗	✓	✓	✓	✗	✓	✓	
Councillors (Audit & Risk Committee/Council agenda items)	✗	✗	✓	✓	✓	✓	✓	
Depot (WHS Audits ongoing 2024/25, BCDRP review & Management review of Risk Actions & Profiles)	✗	✗	✗	✓	✗	✓	✓	
The Kodja Place (WHS Audits ongoing 2024/25, BCDRP review & Management review of Risk Actions & Profiles)	✗	✗	✗	✓	✗	✓	✓	

Table 2.0 Internal Control Items

INTERNAL CONTROLS	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	Commentary
Policies & Delegations:											
Was the Delegation Register reviewed (financial year)?	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	In progress being reviewed by CEO currently
Were all Council Policies reviewed?	✗	✓	✓	✓	✓	✓	✓	✓	✓	✓	Dec-23
Fraud, Corruption & Misconduct Policy adopted						✓					
Budget & Finance:											
Was Budget adopted prior to 31 August?	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Was the Budget reviewed on time (between 01/01 & 31/03)?	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
When was the Annual Electors Meeting held?	April	April	March	December	May	March	December	October	Aug	July	
Audit Management Letter - Number of Items Raised	5	4	4	4	6	1	3	5	6	9	
Integrated Planning:											
Was the Long Term Financial Plan reviewed?	n/a	✓	n/a	✗	✗	✗	✗	✗	✗	in progress	In progress to be reviewed 2025
Was the Strategic Community Plan reviewed?	n/a	✓	n/a	✓	n/a	✓	n/a	✗	✓	✓	
Was the Corporate Business Plan reviewed?	✓	✓	✗	✓	✓	✓	✓	✗	✗	✓	
Was the Asset Management Plan reviewed?	n/a	✓	n/a	✓	n/a	n/a	n/a	n/a	n/a	✗	Long Term Plans being reviewed in 2025 - LTFP, AMP, P&E, Roads
Was the Workforce Plan reviewed?	✓	✓	✗	✓	✓	✓	✗	✗	✗	✓	Attached with new structure
Springhaven Lodge:											
Were Springhaven Policies reviewed by the Council?	✓	✗	✓	✓	✓	✓	in progress		✓	✓	
Springhaven Quality Agency Audit Visits											
- Issues noted (scheduled audit/ <i>unannounced partial audit</i>) - all three yearly (full) audits post 2018 will be unannounced visits	3 out of 127 2.36%	0 out of 44 0%	0 out of 33 0%	0 0%	0 out of 44 0%	Delayed due to pandemic -	-	0 out of 42 0%	Inf. Cntrl Compliant	RN Compliant	Springhaven transition plan executed

Table 3.0 Legislative Compliance

	LEGISLATIVE COMPLIANCE											
	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	Commentary
Compliance Audit Return (CAR):												
Was the CAR completed by 31 March each year?	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Number of negative responses	3	8	1	0	1	0	2	3	4	3	3	1. CBP Adoption - CBP adopted February 2024, outside of 2023 compliance year. 2. significant items reported in the auditor's report, copy of the report given to the Minister within three months of the audit report being received by the local government? Report created but was not sent to Minister.
Information Statement:												
Was the review undertaken?	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Financial Audit Report	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	Current Audit not finalised for 23/24 - no metrics
Number of Items Raised	2	1	0	0	1	1	3	5	6 (1 sig)	5	9 (3 sig)	

CONSULTATION

Governance & Rates Officer

STATUTORY REQUIREMENTS*Local Government (Audit) Regulations 1996*

17. *CEO to review certain systems and procedures*
- (1) *The CEO is to review the appropriateness and effectiveness of a local government's systems and procedures in relation to —*
- (a) risk management; and*
 - (b) internal control; and*
 - (c) legislative compliance.*
- (2) *The review may relate to any or all of the matters referred to in sub regulation (1)(a), (b) and (c), but each of those matters is to be the subject of a review not less than once in every 3 financial years.*
- (3) *The CEO is to report to the audit committee the results of that review.*

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

RISK MANAGEMENT IMPLICATIONS

RISK MANAGEMENT FRAMEWORK			
Risk Profile	Risk Description/Cause	Key Control	Current Action
<i>Compliance</i>	<i>Failure to correctly identify, interpret, assess, respond and communicate laws and regulations as a result of an inadequate compliance framework. This includes new or proposed regulatory and legislative changes, in addition to the failure to maintain updated internal & public domain legal documentation.</i>	<i>Three year legislative review of compliance (Reg. 17)</i>	<i>Triennial reporting</i>
<i>Adequate</i>			
IMPLICATIONS			

Compliance with Regulation 17 of the Local Government (Audit) Regulations 1996 is a primary tool of the risk management process and one that is required by legislation. It is a triennial review of our systems and processes reported to the Council via the Audit and Risk Committee and, as such, is available publicly.

ASSET MANAGEMENT IMPLICATIONS

Nil

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COMMITTEE DECISION

11AR/24 Moved C Ivey

Seconded Cr Mathwin

That the Audit & Risk Committee recommend to Council that the 2024 Risk and Legislative Compliance Review, as required under Regulation 17 of the Local Government (Audit) Regulations 1996 on the appropriateness and effectiveness of the Shire of Kojonup's systems and procedures in relation to risk management, internal control and legislative compliance as outlined in this report, be adopted.

CARRIED 4/0

For: Cr Bilney, Cr Mathwin, J Mathwin, C Ivey

11.2 INSURANCE POLICIES 2024/2025

AUTHOR	Jill Johnson – Manager Financial & Corporate Services
DATE	Wednesday, 30 October 2024
FILE NO	RM.REG.1
ATTACHMENT(S)	11.2.1 - Vehicle and Plant Register 11.2.2 - Property Register

‘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 inform the Audit and Risk Committee of the insurance levels and associated costs held by the Shire of Kojonup (Shire) for the 2024/2025 financial year.

BACKGROUND

Insurance is one of the Shire’s largest annual expenses and most important risk management tasks and, therefore, it is appropriate that the Council, in addition to staff, be comfortable with the levels of insurance taken out.

COMMENT

The Shire of Kojonup obtains insurance cover through LGIS (Local Government Insurance Services). LGIS is partly owned by WALGA and offers insurance through its Scheme Membership and also through policies taken out with insurers. It is able to obtain policies from main stream insurance at a reduced rate as it brokers on behalf of all scheme members.

Below is a list of insurances held by the Shire for the 2024/2025 financial year including the insurance provider, limit of liability and the cost of premium.

There has been an overall increase of 7.61% on last year; this is, however, lower than the predicted 15% forecast.

- LGIS Property has a scheme portfolio rate increase of 2%.
- LGIS Motor Vehicle Fleet has decreased.
- Workcare has an increase from 3% to 4% due to 5yr claims loss ratio at 195% and a lift in salaries.

Policy	2023/2024 Premium	2024/2025 Premium	Insurer	Liability	Interest Protected
LGIS Bushfire	\$57,866	\$59,244	Scheme	\$750k	Volunteer Bushfire members, medical expenses, loss of salary/wages and death benefits
LGIS Liability	\$45,012	\$48,613	Scheme	\$500m	Public liability - Death or Personal Injury, Loss or Damage to Property
Casual Hirers Liability	\$ 0	\$0	Covered by Scheme	\$10m	Legal liability to third parties for death, illness or personal injury and loss of damage to property at hired facility
Commercial Crime and Cyber Liability	\$4,617	\$4,645	Scheme	\$400k	Direct financial loss sustained by member
LGIS Property	\$114,555	\$118,670	Scheme	\$600m	Physical loss, destruction or damage to property including machinery breakdown and electronic equipment
LGIS Workcare	\$164,175	\$203,553	Scheme	\$500k	Workers Compensation and Injury Management including Journey Accident Cover
Corporate Travel	\$878	\$854	Scheme	\$10m	External Journey beyond 50km
Management Liability	\$41,950	\$41,950	Scheme	\$4.25m	Councillors and Officers Liability and Employment practices Liability
Marine Cargo	\$725	\$797	JLT	\$400k	All goods &/or interests belonging &/or appertaining whilst in transit by land, air, water and parcel post
Motor Vehicle	\$79,685	\$75,783	Scheme	\$3.2m	All motor vehicles and trailers owned leased or mortgaged under hire purchase or hired in or let out. Includes volunteer bushfire brigade members' vehicles.
Personal Accident - Volunteers, Councillors	\$517	\$508	Scheme	\$300k	Elected members and volunteers if injured or die whilst engaged in work for the Shire if said work is authorised by the Shire
Medical Malpractice Liability	\$7,519	N/A	Vero Insurance	\$20m	Cover of Medical Practice lawsuits for Springhaven no longer required.
TOTAL	\$517,499	\$554,617			

CONSULTATION

David Woods – Account Manager, LGIS

Grant Thompson – Chief Executive Officer

Jill Johnson – Manager Finance & Corporate Services

STATUTORY REQUIREMENTS

Local Government Act 1995 Section 5.42(1)

Delegation Register – Admin 007 – Entering into Contracts of Insurance

The Chief Executive Officer (CEO) is Delegated Authority to enter into appropriate contracts of insurance. In exercising the delegation, the CEO is to have regard to the provisions of the Annual Budget.

Section 5.49(2) (Workers' compensation arrangement) of the *Local Government Act 1995* states:
(2) *WALGA is to establish and manage, for the benefit of itself and any eligible body that chooses to participate, a group self-insurance arrangement against liability to pay compensation under the WCIM Act.*

POLICY IMPLICATIONS

2.1.8 – Financial Governance – Management of financial risk prudently, having regard to economic circumstances.

FINANCIAL IMPLICATIONS

Insurance is the most important risk management task undertaken each year. Insurance is the Shire's single largest ongoing external cost and without adequate cover the Shire is extremely exposed to financial and property loss and open to liability.

RISK MANAGEMENT IMPLICATIONS

Without sufficient insurance cover the Shire runs the risk of being unable to maintain its current level of service in the event of a major/catastrophic loss and possibly exposes itself to litigation costs if not adequately insured.

ASSET MANAGEMENT IMPLICATIONS

Nil

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COMMITTEE DECISION

12AR/24 Moved J Mathwin

Seconded Cr Mathwin

That the Audit & Risk Committee recommend to Council that the information regarding the levels of the Shire of Kojonup's insurance for the 2024/2025 financial year be noted.

CARRIED 4/0

For: Cr Bilney, Cr Mathwin, J Mathwin, C Ivey

11.3 WORKFORCE & DIVERSITY PLAN – JULY 2023 to JUNE 2027

AUTHOR	Grant Thompson – Chief Executive Officer
DATE	Thursday, 31 October 2024
FILE NO	CM.CIR.1
ATTACHMENT(S)	11.3.1 – 7151-D WDP Kojonup (2) 11.3.2 – Organisational Structure October 2024

‘PLACEMAKING’ STRATEGIC COMMUNITY PLAN JULY 2023 TO JUNE 2033 To be “The Cultural Experience Centre of the Great Southern” STRATEGIC/CORPORATE IMPLICATIONS		
Integrated Planning Requirement		
Key Pillar	Community Outcomes	Corporate Actions
Performance	12. A High Performing Council.	12.3 Values and culture Growth

DECLARATION OF INTEREST

Nil

SUMMARY

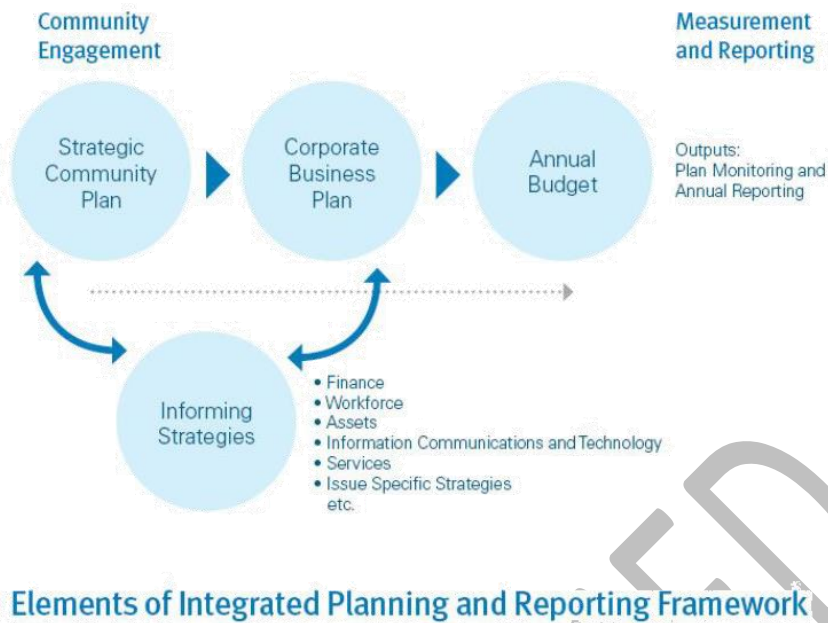
The purpose of this report is to consider recommending to Council the adoption of the Shire of Kojonup’s (Shire) Workforce & Diversity Plan as an informing and guiding document for the Corporate Business Plan 2023-2027 (Plan).

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.

The Workforce plan overlays another guiding document to structure the Shire to align to its strategic deliverables.

Placemaking sets the strategic direction for the Community for the next ten (10) years, the Corporate Business Plan directs the execution of the Strategic initiatives and the Workforce and Diversity Plan recommends how the Chief Executive Officer (CEO) will resource the Shire with the relevant roles.

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 Workforce and Diversity Plan guides the CEO to create a most effective structure to achieve the strategic deliverables.

The attached Workforce plan outlines changes required to align to the new structure and build a workforce that can deliver those strategic and corporate initiatives.

‘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 requested that the A&R Committee, after due consideration, recommend to Council the Workforce and Diversity Plan be adopted by the Council.

CONSULTATION

Development of Kojonup’s Workforce and Diversity Plan was undertaken as a part of collecting data from the Strategic Community Planning (SCP) process.

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>			
<u>IMPLICATIONS</u>			
The Workforce & Diversity Plan is a vital document guiding the future structure and workforce 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

Simple Majority

OFFICER RECOMMENDATION/COMMITTEE DECISION

13AR/24 Moved C Ivey

Seconded Cr Mathwin

That the Audit and Risk Committee recommend the Shire of Kojonup's Workforce and Diversity Plan 2023-2027, as attached, to Council for adoption.

CARRIED 4/0

For: Cr Bilney, Cr Mathwin, J Mathwin, C Ivey

UNCONFIRMED

12 CEO UPDATES

12.1 Springhaven Major Transaction Update – Business Plan, Business Sale Agreement, Lease Agreements.

CEO updated the A&R Committee on the finalisation of the transition to Hall & Prior. Committee noted the transaction is completed.

12.2 Risk Framework and Risk Assessment Review Update

CEO presented the Risk Framework and Risk Assessment review methodology, seeking committee input into the identified organizational risks, controls and other information.

CEO to update and finalise the Risk Framework based on comments and present for adoption to the next A&R Committee.

13 OTHER ITEMS FOR DISCUSSION OR FURTHER RESEARCH AS RAISED BY MEMBERS

14 NEXT MEETING

The next meeting of the Audit and Risk Committee is scheduled to be held to align to the next Audit Process in 5 February 2025 at 9:00am.

15 CLOSURE

There being no further business to discuss, the Chairperson thanked members for their attendance and declared the meeting closed at 11.41am.

ATTACHMENTS (SEPARATE)

4.1 – Unconfirmed Audit & Risk Committee Minutes 7 August 2024

10.1.1 - Risk Actions Report – November 2024

11.2.1 - Vehicle and Plant Register

11.2.2 - Property Register

11.3.1 – 7151-D WDP Kojonup (2)

11.3.2 – Organisational Structure October 2024

UNCONFIRMED

2025 SoKO RISK CONTROL REGISTER:

Key Risk #	Key Risk	Issue / Action #	Risk Control Current Actions	Due By Date	Actions Assigned Owner (SPA)	Department	Category	Risk	Control	Priority	Action Approved	Action Funded	Start Date	Actual Completion Date	Status	% Complete	Comments/Variance Reporting on progress
1	Asset Sustainability Practices	1.1	Restrict access to non-compliant/damaged/dangerous buildings until the future of these facilities is determined.	May-25	MPS	Property Services	Asset Management	HIGH	Effective	HIGH - 6 to12 Months	YES	YES	1/07/2024	1/08/2025	Completed	100%	Structural Changes implemented
		1.2	Implement actions in Risk Assessment Report Showgrounds	Dec-23	CEO	Property Services	Asset Management	MODERATE	Inadequate	MODERATE - 1 year +	YES	YES	1/07/2024		Ongoing	25%	Projects commenced to reduce cost effective risks identified. Ongoing. Budget allocation required each year.
		1.3	MOU for Community Halls	Jul-23	PMRS	Office of the CEO	Contract Management	MODERATE	Adequate	MODERATE - 1 year +	YES	YES	1/07/2024		In Process	20%	
		1.4	Review and Update Long Term Asset Management Plan, Road Plan, P&E Plan	May-25	MPS	Property Services	Integrated Planning	MODERATE	Adequate	MODERATE - 1 year +	YES	NO	1/07/2024		In Process	65%	
		1.5	Assess Cultural surveys on managed reserves to create a heritage inventory list	Dec-25	MPS	Property Services	Asset Management	EXTREME	Inadequate	URGENT - 1 to 6 months	YES	NO	20/11/2024		In Process	5%	Recent mitigation activities highlights gaps in the Shire process
2	Business & Community Disruption	2.1	Review and test LEMA Plan	Apr-24	CESM	Regulatory	Emergency Services	HIGH	Adequate	MODERATE - 1 year +	YES	YES	1/07/2024		Not Started		
		2.2	Commence annual building inspections	Mar-24	MPS	Property Services	Asset Management	HIGH	Inadequate	HIGH - 6 to12 Months	YES	YES	14/07/2024	1/09/2024	Ongoing	100%	Building inspections for 2024 completed by Property team
		2.3	Implementing Bushfire Risk Mitigation Plans for individual assets	Jul-25	MPS	Regulatory	Emergency Services	HIGH	Adequate	HIGH - 6 to12 Months	YES	YES	1/10/2024		Ongoing	5%	BRMP completed March 2024, Extreme risk sites considered and mitigation plans commenced being developed for the extreme risk sites.
		2.4	Create CESM fulltime role to include Mitigation	Apr-25	CEO	Office of the CEO	Emergency Services	HIGH	Inadequate	HIGH - 6 to12 Months	YES	NO	1/04/2024		In Process	5%	Concept role created, funding sign off from Council required, MOU with Shires and DFES requires review March 2025
3	Failure to Fulfil Compliance Requirements (Statutory, Regulatory)	3.1	Governance Officer Role reporting to CEO	Jan-25	CEO	Office of the CEO	Governance	Low	Adequate	URGENT - 1 to 6 months	YES	YES	1/07/2024	1/10/2024	Completed	100%	Workforce Plan adopted by Council, Structural roles in place
		3.2	Internal Audits	Aug-25	CEO	Finance & Corporate Services	Finance	HIGH	Adequate	HIGH - 6 to12 Months	YES	YES	1/03/2025			20%	Being considered post audit. 2025 project
		3.3	Process Review	Mar-25	CEO	Office of the CEO	Governance	HIGH	Inadequate	MODERATE - 1 year +	YES	NO	1/03/2025		Not Started		Internal process review in key areas required. One functional area per year to be considered. Finance and HR first of the rank
		3.4	Data Collection Review	Apr-25	CEO	Office of the CEO	Governance	HIGH	Inadequate	MODERATE - 1 year +	YES	NO	1/03/2025		Not Started		Compliance Audit data, KPI data and other critical reporting data required. New system reliant, 2025
4	Document Management Processes	4.1	Formation of Position Descriptions for Volunteers - progressing.	Apr-22	CEO	Office of the CEO	Governance	Moderate	Adequate	URGENT - 1 to 6 months	YES	YES	1/07/2024	1/12/2024	Completed	95%	SOP's and Induction required for BFB Volunteers
		4.2	Record Keeping Plan undertaken	Jan-24	CEO	Office of the CEO	Governance	Moderate	Adequate	MODERATE - 1 year +	YES	YES	1/04/2025		Not Started		Due for review 2025
		4.3	Train internal Records Officer	Feb-25	CEO	Office of the CEO	Governance	High	Inadequate	URGENT - 1 to 6 months	YES	YES	1/12/2024		In Process	5%	Recruitment and selection for new records officer required, advertising commenced
		4.4	New Electronic Documents Records Management System (EDRMS) to be tendered and implemented	Feb-25	CEO	Office of the CEO	Governance	Moderate	Inadequate	HIGH - 6 to12 Months	YES	YES	1/02/2025		In Process	15%	Tender closed, Preferred vendor identified
		4.5	Record Processes to be reviewed and processes and procedures for Team Members in executing to be instigated	Mar-25	CEO	Office of the CEO	Governance	Moderate	Inadequate	URGENT - 1 to 6 months	YES	YES	1/02/2025		In Process	5%	Aligned to system implementation
5	Employment Practices	5.1	HR Process Review	Apr-25	MFCS	Finance & Corporate Services	Human Resource	MODERATE	Adequate	MODERATE - 1 year +	YES	NO	1/03/2025		Not Started		Hire to Retire (H2R) review of all Policies, Processes, Procedures, Templates and Documentation
		5.2	Finalise EBA WASU	Dec-24	CEO	Office of the CEO	Human Resource	LOW	Effective	URGENT - 1 to 6 months	YES	YES	1/08/2024		In Process	30%	Commenced Negotiations
		5.3	Update & Standardise Templates for use	Dec-25	MFCS	Finance & Corporate Services	Human Resource	LOW	Adequate	MODERATE - 1 year +	YES	NO	1/03/2025		Not Started		Aligned HR Process review
6	Engagement practices	6.1	Stakeholder Engagement Plan to be created	Apr-25	CEO	Office of the CEO	Community	HIGH	Inadequate	URGENT - 1 to 6 months	YES	NO	1/02/2025		In Process	5%	CEO to create plan and present to Council
		6.2	Review Legislative requirement for Communications Plans	Feb-25	GRO	Office of the CEO	Community	MODERATE	Not Rated	URGENT - 1 to 6 months	YES	YES	1/12/2024		Not Started		CEO to progress and stakeholder plan to be established
7	Environment Management	7.1	NRM Committee Reestablished	Oct-24	CEO	Office of the CEO	Climate Resilience	MODERATE	Inadequate	HIGH - 6 to12 Months	YES	YES	1/09/2024	1/10/2024	Ongoing	100%	Committee reestablished and working on NRM Operational Plan
		7.2	Great Southern Climate Alliance Created and effective	Nov-24	CEO	Office of the CEO	Climate Resilience	LOW	Not Rated	HIGH - 6 to12 Months	YES	YES	1/10/2024	1/12/2024	Ongoing	100%	Climate Alliance established and strategies formed
8	Errors, Omissions and	8.1	Implement an organisational processes & Policy review	Dec-25	CEO	Office of the CEO	Governance	MODERATE	Inadequate	MODERATE - 1 year +	YES	NO	1/01/2025		In Process	8%	

9	Delays																
9	External Theft and Fraud (inc. Cyber Crime)	9.1	CCTV Project being Implemented	Feb-25	CEO	Office of the CEO	Community	MODERATE	Inadequate	HIGH - 6 to12 Months	YES	YES	1/10/2024		In Process	75%	CCTV Contractor implementing networks and cameras, expected Mid february completion as per contract
		9.2	Update fixed assets record (RAMM) to include Parks, Reserves, street furniture and signage and drainage infrastructure	Apr-25	MWI	Works & Infrastructure	Asset Management	MODERATE	Not Rated	MODERATE - 1 year +	NO	NO			Not Started		
		9.3	Managed Services Firewalls upgraded	Apr-24	CEO	Office of the CEO	Governance	EXTREME	Adequate	URGENT - 1 to 6 months	YES	YES	15/11/2024	1/12/2024	Completed	100%	Upgraded December 2024 - Outsourced to Ramped Technology
10	Management of Facilities, Venues and Events	10.1	Draft improved Events planning process guidelines (including Planning Approvals, risk assessments, event management plans, food safety at stalls etc) - progressing	Apr-25	PMRS	Regulatory Services	Regulatory	MODERATE	Adequate	MODERATE - 1 year +	YES	NO	1/02/2025		Not Started		
		10.2	Develop post event procedures and event evaluation debrief - progressing	Apr-25	MPS	Property Services	Regulatory	MODERATE	Inadequate	MODERATE - 1 year +	YES	NO	1/03/2025		Not Started		
		10.3	Develop Lease agreements register for all Shire facilities - progressing community hall agreements, sporting group agreements	Jul-25	CEO	Office of the CEO	Governance	HIGH	Inadequate	URGENT - 1 to 6 months	YES	YES	1/10/2024		In Process	20%	Governance Officer and CEO have reviewed all Contracts and Leases and Agreements. Identifed all actions and required renewals.
		10.4	Community education re public events on private property - progressing	Mar-25	PMRS	Regulatory Services	Regulatory	MODERATE	Inadequate	MODERATE - 1 year +	YES	NO	1/03/2025		In Process		
		10.5	Annual tenancy inspections for staff and public housing - scheduled & notice in writing	Mar-25	MPS	Property Services	Asset Management	MODERATE	Adequate	HIGH - 6 to12 Months	YES	YES	1/07/2024	1/07/2025	Ongoing	100%	MPS has undertaken inspections for the current year
11	IT, Communication Systems and Infrastructure	11.1	Add additional generator input points (Admin building)	Jul-23	MPS	Property Services	Emergency Services	MODERATE	Inadequate	MODERATE - 1 year +	NO	NO			Not Started		
		11.2	Negotiate Service level agreement with Vendors - IT	Jun-22	CEO	Office of the CEO	ICT	HIGH	Adequate	URGENT - 1 to 6 months	YES	YES	1/07/2024	1/09/2024	Completed	100%	Tender closed, Preferred vendors identified
		11.3	ERP System Upgrade	Mar-25	CEO	Office of the CEO	ICT	HIGH	Adequate	MODERATE - 1 year +	YES	YES	1/09/2024		Not Started		Vendor Selected, agreement signed, PO issued, Project to be executed
		11.4	ICT Managed Service Upgrades	Oct-24	CEO	Office of the CEO	ICT	HIGH	Adequate	URGENT - 1 to 6 months	YES	YES	2/09/2024	1/02/2025	Completed	99%	Vendor selected, New Managed Service framework provision executed and supported
12	Misconduct	12.1	Hire to Retire (H2R) process review	Apr-25	MFCS	Finance & Corporate Services	Human Resources	MODERATE	Adequate	MODERATE - 1 year +	YES	YES	1/01/2025		In Process	8%	Advertised new Records and Human Resource Role, fully funded in budget.
		12.2	Implement user-friendly stock control and reconciliation (fuel) procedure - Finance to work with Depot	Mar-25	CEO	Office of the CEO	Finance	HIGH	Inadequate	URGENT - 1 to 6 months	YES	YES	1/01/2025		In Process	8%	MWI researching new control and storage systems for fuel management
13	Project/Change Management	13.1	Implement formal project management guidelines	May-25	CEO	Office of the CEO	Project Management	HIGH	Adequate	URGENT - 1 to 6 months	YES	YES	1/07/2024	1/02/2025	Completed	100%	PM Framework setup and implemented
		13.2	Train Team Members in Project Management Body of Knowledge	Jun-25	CEO	Office of the CEO	Project Management	MODERATE	Inadequate	URGENT - 1 to 6 months	YES	YES	1/02/2025		Ongoing	25%	Initial internal training of users underway
		13.3	Project Management Reporting to Council to commence	Feb-25	CEO	Office of the CEO	Project Management	HIGH	Inadequate	URGENT - 1 to 6 months	YES	YES	25/02/2025		Ongoing	50%	Draft reports established, Data collection underway
14	Safety and Security Practices	14.1	Conduct annual evacuation drill at all facilities	Apr-25	CEO	Office of the CEO	Emergency Services	HIGH	Inadequate	URGENT - 1 to 6 months	YES	YES	1/01/2025		Not Started		
		14.2	Process review for safety documentation	Dec-24	MWI	Works & Infrastructure	Safety	HIGH	Inadequate	HIGH - 6 to12 Months	YES	YES	1/08/2024		Ongoing	50%	Skytrust Integrated Safety Management System (ISMS) implemented, new document templates being uploaded, Team Members being trained in usage.
		14.3	Safety Culture change program developed	Dec-24	CEO	Office of the CEO	Safety	HIGH	Adequate	URGENT - 1 to 6 months	YES	YES	1/07/2024		Ongoing	65%	ISMS being rolled out, safety culture strategy plan set.
15	Supplier and Contract Management	15.1	Contract Management Framework Review and Implementation	Mar-25	PMRS	Office of the CEO	Safety	HIGH	Inadequate	MODERATE - 1 year +	YES	YES	1/07/2024		In Process	70%	Contract and Contractor Management framework reviewed and improvements identified
		15.2	WHS Contractor Handbook to be created and approved	Feb-24	PMRS	Office of the CEO	Safety	MODERATE	Inadequate	MODERATE - 1 year +	YES	YES	1/07/2024		In Process	70%	Completion of draft underway
		15.3	Induction process for Contractors	Dec-24	PMRS	Office of the CEO	Safety	HIGH	Adequate	MODERATE - 1 year +	YES	YES	1/07/2024		In Process	50%	Induction process being finalised
16	Financial & Process Sustainability Practices	16.1	Cash Flow Budget and reporting to be implemented	Jan-25	MFCS	Office of the CEO	ICT	MODERATE	Effective	URGENT - 1 to 6 months	YES	YES	1/10/2024		In Process	90%	Cashflow analysis and monitoring now underway on weekly basis
		16.2	Training Program for non financial Team Members	Sep-25	MFCS	Finance & Corporate Services	Finance	HIGH	Inadequate	MODERATE - 1 year +	YES	NO	1/03/2025				
		16.3	Layered Auditing Program (internal) - PO's and other financial management controls	Sep-25	MFCS	Finance & Corporate Services	Finance	HIGH	Inadequate	HIGH - 6 to12 Months	YES	YES	1/07/2025		Ongoing	90%	Audit demonstrates new controls are implemented, however there is still some work to be undertaken to improve financial controls
		16.4	Debtors Management	Nov-25	MFCS	Finance & Corporate Services	Finance	HIGH	Adequate	URGENT - 1 to 6 months	YES	YES	1/08/2024		In Process	60%	New Debtor Officer has implemented a new process for collecting and following up on outstanding debts.
		16.5	Leave Provision Management	Mar-25	MFCS	Office of the CEO	ICT	HIGH	Effective	URGENT - 1 to 6 months	YES	YES	1/01/2025		Not Started		ERP Vendor contracted

SHIRE OF KOJONUP
FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024

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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 2024**

*Local Government Act 1995
Local Government (Financial Management) Regulations 1996*

STATEMENT BY CEO

The accompanying financial report of the Shire of Kojonup has been prepared in compliance with the provisions of the *Local Government Act 1995* from proper accounts and records to present fairly the financial transactions for the reporting period ended 30 June 2024 and the financial position as at 30 June 2024.

At the date of signing this statement the particulars included in the financial report are not misleading or inaccurate.

Signed on the 20th day of DECEMBER 2024



CEO

GRANT THOMPSON

Name of CEO



SHIRE OF KOJONUP
STATEMENT OF COMPREHENSIVE INCOME
FOR THE YEAR ENDED 30 JUNE 2024

	NOTE	2024 Actual \$	2024 Budget \$	2023 Actual \$
Revenue				
Rates	2(a),23	4,895,815	4,892,541	4,593,076
Grants, subsidies and contributions	2(a)	4,227,254	2,067,218	4,133,200
Fees and charges	2(a)	1,571,978	1,460,385	1,455,695
Interest revenue	2(a)	156,794	82,500	78,200
Other revenue	2(a)	1,020,803	960,271	339,984
		11,872,644	9,462,915	10,600,155
Expenses				
Employee costs	2(b)	(5,632,862)	(5,227,726)	(4,842,312)
Materials and contracts		(2,794,347)	(3,597,906)	(2,272,579)
Utility charges		(449,295)	(378,064)	(381,105)
Depreciation		(5,189,105)	(4,497,915)	(4,822,083)
Finance costs		(142,449)	(137,918)	(132,107)
Insurance		(471,633)	(501,145)	(422,807)
Other expenditure	2(b)	(354,330)	(347,008)	(130,121)
		(15,034,021)	(14,687,682)	(13,003,114)
		(3,161,377)	(5,224,767)	(2,402,959)
Capital grants, subsidies and contributions	2(a)	3,301,772	3,882,617	4,786,956
Profit on asset disposals		10,320	-	16,320
Loss on asset disposals		-	-	(12,308)
Fair value adjustments to financial assets at fair value through profit or loss	4(a)	2,100	-	4,608
		3,314,192	3,882,617	4,795,576
Net result for the period		152,815	(1,342,150)	2,392,617
Total comprehensive income for the period		152,815	(1,342,150)	2,392,617

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



SHIRE OF KOJONUP
STATEMENT OF FINANCIAL POSITION
AS AT 30 JUNE 2024

	NOTE	2024	2023
		\$	\$
CURRENT ASSETS			
Cash and cash equivalents	3	8,105,816	6,019,273
Trade and other receivables	5	1,186,795	2,307,951
Inventories	6	215,910	166,878
Other assets	7	3,766	12,760
TOTAL CURRENT ASSETS		9,512,287	8,506,862
NON-CURRENT ASSETS			
Trade and other receivables	5	110,473	110,473
Other financial assets	4(a)	103,962	101,862
Inventories	6	-	18,861
Property, plant and equipment	8	33,176,529	33,568,228
Infrastructure	9	123,336,973	122,628,808
TOTAL NON-CURRENT ASSETS		156,727,937	156,428,232
TOTAL ASSETS		166,240,224	164,935,094
CURRENT LIABILITIES			
Trade and other payables	11	4,224,764	2,588,706
Other liabilities	12	841,285	819,546
Borrowings	13	517,952	447,038
Employee related provisions	14	741,815	786,161
TOTAL CURRENT LIABILITIES		6,325,816	4,641,451
NON-CURRENT LIABILITIES			
Borrowings	13	4,479,878	4,988,862
Employee related provisions	14	69,293	176,707
TOTAL NON-CURRENT LIABILITIES		4,549,171	5,165,569
TOTAL LIABILITIES		10,874,987	9,807,020
NET ASSETS		155,365,237	155,128,074
EQUITY			
Retained surplus		69,384,025	71,068,011
Reserve accounts	26	4,840,738	3,003,937
Revaluation surplus	15	81,140,474	81,056,126
TOTAL EQUITY		155,365,237	155,128,074

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 2024

	NOTE	RETAINED SURPLUS \$	RESERVE ACCOUNTS \$	REVALUATION SURPLUS \$	TOTAL EQUITY \$
Balance as at 1 July 2022		67,659,417	4,019,914	81,056,126	152,735,457
Comprehensive income for the period					
Net result for the period		2,392,617	-	-	2,392,617
Total comprehensive income for the period		2,392,617	-	-	2,392,617
Transfers from reserve accounts	26	1,062,701	(1,062,701)	-	-
Transfers to reserve accounts	26	(46,724)	46,724	-	-
Balance as at 30 June 2023		71,068,011	3,003,937	81,056,126	155,128,074
Write back of trade & other payables		-	-	84,348	84,348
Restated balance at 1 July 2023		71,068,011	3,003,937	81,140,474	155,212,422
Comprehensive income for the period					
Net result for the period		152,815	-	-	152,815
Total comprehensive income for the period		152,815	-	-	152,815
Transfers to reserve accounts	26	(1,836,801)	1,836,801	-	-
Balance as at 30 June 2024		69,384,025	4,840,738	81,140,474	155,365,237

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 2024**

	NOTE	2024 Actual \$	2023 Actual \$
CASH FLOWS FROM OPERATING ACTIVITIES			
Receipts			
Rates		4,878,209	4,611,407
Grants, subsidies and contributions		5,362,272	2,576,965
Fees and charges		1,579,829	1,455,695
Interest revenue		156,794	78,200
Goods and services tax received		163,223	87,441
Other revenue		1,020,803	339,984
		<u>13,161,130</u>	<u>9,149,692</u>
Payments			
Employee costs		(5,775,646)	(4,695,030)
Materials and contracts		(1,006,529)	(2,800,692)
Utility charges		(449,295)	(381,105)
Finance costs		(142,449)	(132,107)
Insurance paid		(471,633)	(422,807)
Goods and services tax paid		(264,895)	-
Other expenditure		(354,330)	(130,121)
		<u>(8,464,777)</u>	<u>(8,561,862)</u>
Net cash provided by operating activities		4,696,353	587,830
CASH FLOWS FROM INVESTING ACTIVITIES			
Payments for purchase of property, plant & equipment	8(a)	(903,018)	(830,662)
Payments for construction of infrastructure	9(a)	(4,641,732)	(4,052,337)
Capital grants, subsidies and contributions		3,323,511	4,557,200
Proceeds from sale of property, plant & equipment		49,499	69,773
Net cash (used in) investing activities		(2,171,740)	(256,026)
CASH FLOWS FROM FINANCING ACTIVITIES			
Repayment of borrowings	25(a)	(438,070)	(413,215)
Proceeds from new borrowings	25(a)	-	600,000
Net cash provided by (used in) financing activities		(438,070)	186,785
Net increase in cash held		2,086,543	518,589
Cash at beginning of year		6,019,273	5,500,684
Cash and cash equivalents at the end of the year	3	<u>8,105,816</u>	<u>6,019,273</u>

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



SHIRE OF KOJONUP
STATEMENT OF FINANCIAL ACTIVITY
FOR THE YEAR ENDED 30 JUNE 2024

	NOTE	2024 Actual \$	2024 Budget \$	2023 Actual \$
OPERATING ACTIVITIES				
Revenue from operating activities				
General rates	23	4,895,815	4,892,541	4,593,076
Grants, subsidies and contributions		4,227,254	2,067,218	4,133,200
Fees and charges		1,571,978	1,460,385	1,455,695
Interest revenue		156,794	82,500	78,200
Other revenue		1,020,803	960,271	339,984
Profit on asset disposals		10,320	-	16,320
Fair value adjustments to financial assets at fair value through profit or loss	4(a)	2,100	-	4,608
		11,885,064	9,462,915	10,621,083
Expenditure from operating activities				
Employee costs		(5,632,862)	(5,227,726)	(4,842,312)
Materials and contracts		(2,794,347)	(3,597,906)	(2,272,579)
Utility charges		(449,295)	(378,064)	(381,105)
Depreciation		(5,189,105)	(4,497,915)	(4,822,083)
Finance costs		(142,449)	(137,918)	(132,107)
Insurance		(471,633)	(501,145)	(422,807)
Other expenditure		(354,330)	(347,008)	(130,121)
Loss on asset disposals		-	-	(12,308)
		(15,034,021)	(14,687,682)	(13,015,422)
Non cash amounts excluded from operating activities	24(a)	6,901,752	4,499,915	4,658,060
Amount attributable to operating activities		3,752,795	(724,852)	2,263,721
INVESTING ACTIVITIES				
Inflows from investing activities				
Capital grants, subsidies and contributions		3,301,772	3,882,617	4,786,956
Proceeds from disposal of assets		49,499	-	69,773
		3,351,271	3,882,617	4,856,729
Outflows from investing activities				
Payments for land held for resale		-	(100,000)	-
Purchase of property, plant and equipment	8(a)	(903,018)	(1,544,696)	(830,662)
Purchase and construction of infrastructure	9(a)	(4,641,732)	(4,517,921)	(4,052,337)
		(5,544,750)	(6,162,617)	(4,882,999)
Amount attributable to investing activities		(2,193,479)	(2,280,000)	(26,270)
FINANCING ACTIVITIES				
Inflows from financing activities				
Proceeds from borrowings	25(a)	-	-	600,000
Transfers from reserve accounts	26	-	-	1,062,701
		-	-	1,662,701
Outflows from financing activities				
Repayment of borrowings	25(a)	(438,070)	(447,119)	(413,215)
Transfers to reserve accounts	26	(1,836,801)	(37,569)	(46,724)
		(2,274,871)	(484,688)	(459,939)
Amount attributable to financing activities		(2,274,871)	(484,688)	1,202,762
MOVEMENT IN SURPLUS OR DEFICIT				
Surplus or deficit at the start of the financial year	24(b)	3,915,666	3,490,000	475,453
Amount attributable to operating activities		3,752,795	(724,852)	2,263,721
Amount attributable to investing activities		(2,193,479)	(2,280,000)	(26,270)
Amount attributable to financing activities		(2,274,871)	(484,688)	1,202,762
Surplus or deficit after imposition of general rates	24(b)	3,200,111	460	3,915,666

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



**SHIRE OF KOJONUP
FOR THE YEAR ENDED 30 JUNE 2024
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SHIRE OF KOJONUP
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024

1. BASIS OF PREPARATION

The financial report of the Shire of Kojonup which is a Class 3 local government 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 *Local Government Act 1995*, 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 except for disclosure requirements of:

- AASB 7 Financial Instruments Disclosures
- AASB 16 Leases paragraph 58
- AASB 101 Presentation of Financial Statements paragraph 61
- AASB 107 Statement of Cash Flows paragraphs 43 and 45
- AASB 116 Property, Plant and Equipment paragraph 79
- AASB 137 Provisions, Contingent Liabilities and Contingent Assets paragraph 85
- AASB 140 Investment Property paragraph 75(f)
- AASB 1052 Disaggregated Disclosures paragraph 11
- AASB 1054 Australian Additional Disclosures paragraph 16

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 Leases which would have required the Shire to measure any vested improvements at zero cost.

The *Local Government (Financial Management) Regulations 1996* provide that:

- land and buildings classified as property, plant and equipment; or
- infrastructure; or
- vested improvements that the local government controls; and measured at reportable value, are only required to be revalued every five years. Revaluing these non-financial assets every five years is a departure from AASB 116 Property, Plant and Equipment, which would have required the Shire to assess at each reporting date whether the carrying amount of the above mentioned non-financial assets materially differs from their fair value and, if so, revalue the class of non-financial assets.

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.

Critical accounting estimates and judgements

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 amounts of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

As with all estimates, the use of different assumptions could lead to material changes in the amounts reported in the financial report.

The following are estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year and further information on their nature and impact can be found in the relevant note:

- Fair value measurement of assets carried at reportable value including:
 - Property, plant and equipment - note 8
 - Infrastructure - note 9
- Expected credit losses on financial assets - note 5
- Measurement of employee benefits - note 14

Fair value hierarchy information can be found in note 22

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 27 of the financial report.

Initial application of accounting standards

During the current year, the following new or revised Australian Accounting Standards and Interpretations were applied for the first time.

- AASB 2021-2 Amendments to Australian Accounting Standards
- Disclosure of Accounting Policies or Definition of Accounting Estimates

This standard resulted in terminology changes relating to material accounting policies (formerly referred to as significant accounting policies).

New accounting standards for application in future years

The following new accounting standards will have application to local government in future years:

- AASB 2014-10 Amendments to Australian Accounting Standards
- Sale or Contribution of Assets between an Investor and its Associate or Joint Venture
- AASB 2020-1 Amendments to Australian Accounting Standards
- Classification of Liabilities as Current or Non-Current
- AASB 2021-7c Amendments to Australian Accounting Standards
- Effective Date of Amendments to AASB 10 and AASB 128 and Editorial Corrections [deferred AASB 10 and AASB 128 amendments in AASB 2014-10 apply]
- AASB 2022-5 Amendments to Australian Accounting Standards
- Lease Liability in a Sale and Leaseback
- AASB 2022-6 Amendments to Australian Accounting Standards
- Non-current Liabilities with Covenants

These amendments are not expected to have any material impact on the financial report on initial application.

- AASB 2022-10 Amendments to Australian Accounting Standards
- Fair Value Measurement of Non-Financial Assets of Not-for-Profit Public Sector Entities

These amendment may result in changes to the fair value of non-financial assets. The impact is yet to be quantified.

- AASB 2023-1 Amendments to Australian Accounting Standards
- Supplier Finance Arrangements

These amendments may result in additional disclosures in the case of applicable finance arrangements.

SHIRE OF KOJONUP
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024

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,	Over time	Fixed terms transfer of funds based on agreed milestones and	Contract obligation if project not complete	Output method based on project milestones and/or completion
Grants, subsidies or contributions for the construction of non-financial assets	Construction or acquisition of recognisable non-	Over time	Fixed terms transfer of funds based on agreed milestones and	Contract obligation if project not complete	Output method based on project milestones and/or completion
Grants with no contract commitments	General appropriations and contributions with no	No obligations	Not applicable	Not applicable	When assets are controlled
Fees and charges	Building, cemetery services, library fees, property hire, private	Single point in time	Full payment prior to issue	None	Output method based on provision of service or completion of
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 of goods or services is provided in the table below:

For the year ended 30 June 2024

Nature	Contracts with customers	Capital grant/contributions	Statutory Requirements	Other	Total
	\$	\$	\$	\$	\$
Rates	-	-	-	4,895,815	4,895,815
Grants, subsidies and contributions	2,345,752	-	-	1,881,502	4,227,254
Fees and charges	1,244,679	-	327,299	-	1,571,978
Interest revenue	-	-	52,301	104,493	156,794
Other revenue	762,954	-	106	257,743	1,020,803
Capital grants, subsidies and contributions	-	3,359,305	-	(57,533)	3,301,772
Total	4,353,385	3,359,305	379,706	7,082,020	15,174,416

For the year ended 30 June 2023

Nature	Contracts with customers	Capital grant/contributions	Statutory Requirements	Other	Total
	\$	\$	\$	\$	\$
Rates	-	-	4,590,857	2,219	4,593,076
Grants, subsidies and contributions	1,957,774	-	-	2,175,426	4,133,200
Fees and charges	1,138,483	-	317,212	-	1,455,695
Interest revenue	-	-	39,544	38,656	78,200
Other revenue	101,517	-	-	238,467	339,984
Capital grants, subsidies and contributions	-	4,786,956	-	-	4,786,956
Total	3,197,774	4,786,956	4,947,613	2,454,768	15,387,111

SHIRE OF KOJONUP
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024

2. REVENUE AND EXPENSES (Continued)

(a) Revenue (Continued)

Note	2024 Actual \$	2023 Actual \$
Interest revenue		
Interest on reserve account	52,643	38,584
Trade and other receivables overdue interest	39,903	39,544
Other interest revenue	64,248	72
	<u>156,794</u>	<u>78,200</u>

The 2024 original budget estimate in relation to:
Trade and other receivables overdue interest was \$30,000.

Fees and charges relating to rates receivable
Charges on instalment plan

4,293	3,951
-------	-------

The 2024 original budget estimate in relation to:
Charges on instalment plan was \$4,000.

(b) Expenses

Auditors remuneration

- Audit of the Annual Financial Report
- Other services – grant acquittals

40,000	34,200
5,895	3,500
<u>45,895</u>	<u>37,700</u>

Employee Costs

Employee benefit costs

5,632,862	4,842,312
<u>5,632,862</u>	<u>4,842,312</u>

Finance costs

Interest and financial charges paid/payable
for lease liabilities and financial liabilities not
at fair value through profit or loss

142,449	132,107
<u>142,449</u>	<u>132,107</u>

Other expenditure

Sundry expenses

354,330	130,121
<u>354,330</u>	<u>130,121</u>

SHIRE OF KOJONUP
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024

3. CASH AND CASH EQUIVALENTS

	Note	2024	2023
		\$	\$
Cash at bank and on hand		8,105,816	6,019,273
Total cash and cash equivalents		8,105,816	6,019,273
Held as			
- Unrestricted cash and cash equivalents		2,296,340	1,901,911
- Restricted cash and cash equivalents	16	5,809,476	4,117,362
		8,105,816	6,019,273

MATERIAL 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 reserve accounts, 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.

4. OTHER FINANCIAL ASSETS

	Note	2024	2023
		\$	\$
(a) Non-current assets			
Financial assets at fair value through profit or loss		103,962	101,862
		103,962	101,862
Financial assets at fair value through profit or loss			
Units in Local Government House Trust - opening balance		101,862	97,254
Movement attributable to fair value increment		2,100	4,608
Units in Local Government House Trust - closing balance		103,962	101,862

MATERIAL ACCOUNTING POLICIES

Financial assets at fair value through profit or loss

The Shire has elected to classify the following financial assets at fair value through profit or 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 elected to recognise as fair value gains and losses through profit or loss.

SHIRE OF KOJONUP
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024

5. TRADE AND OTHER RECEIVABLES

Note	2024 \$	2023 \$
Current		
Rates and statutory receivables	473,511	451,798
Trade receivables	722,277	1,857,295
Allowance for credit losses of trade receivables	(8,993)	(1,142)
	1,186,795	2,307,951
Non-current		
Pensioner's rates and ESL deferred	110,473	110,473
	110,473	110,473

Disclosure of opening and closing balances related to contracts with customers

Information about receivables from contracts with customers along with financial assets and associated liabilities arising from transfers to enable the acquisition or construction of recognisable non financial assets is:

Note	30 June 2024 Actual \$	30 June 2023 Actual \$	1 July 2022 Actual \$
Contract assets	7	3,766	12,760
Allowance for credit losses of trade receivables		(8,993)	(1,142)
Total trade and other receivables from contracts with customers		(5,227)	11,618
			(1,142)

MATERIAL ACCOUNTING POLICIES

Rates and statutory receivables

Rates and statutory receivables are non-contractual receivables arising from statutory requirements and include amounts due from ratepayers for unpaid rates and service charges and other statutory charges or fines.

Rates and statutory receivables are recognised when the taxable event has occurred and can be measured reliably.

Trade receivables

Trade receivables are amounts receivable from contractual arrangements with customers for goods sold, services performed or grants or contributions with sufficiently specific performance obligations or for the construction of recognisable non financial assets as part of the ordinary course of business.

Other receivables

Other receivables are amounts receivable from contractual arrangements with third parties other than contracts with customers and amounts received as grants for the construction of recognisable non financial assets.

Measurement

Trade and other receivables are recognised initially at the amount of the transaction price, unless they contain a significant financing component, and are to be recognised at fair value.

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 inflation, any difference between the face value and fair value is considered immaterial.

SHIRE OF KOJONUP
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024

6. INVENTORIES

Note	2024	2023
	\$	\$
Current		
Fuel and materials	1,452	15,878
Land held for resale		
Cost of acquisition	214,458	151,000
	215,910	166,878
Non-current		
Land held for resale		
Cost of acquisition	0	18,861
	0	18,861

The following movements in inventories occurred during the year:

Balance at beginning of year	185,739	171,905
Inventories expensed during the year	(319,700)	(320,158)
Additions to inventory	349,871	333,992
Balance at end of year	215,910	185,739

MATERIAL 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 Shire's intentions to release for sale.

SHIRE OF KOJONUP
 NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
 FOR THE YEAR ENDED 30 JUNE 2024

7. OTHER ASSETS

Other assets - current
 Contract assets

2024	2023
\$	\$
3,766	12,760
3,766	12,760

MATERIAL 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.

**SHIRE OF KOJONUP
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024**

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.

	Assets not subject to operating lease			Plant and equipment				Total property, plant and equipment
	Land \$	Buildings - non- specialised \$	Buildings - specialised \$	Total Property \$	Furniture and equipment \$	Plant and equipment \$	Tools \$	
Balance at 1 July 2022	2,281,424	10,754,885	16,390,394	29,426,703	368,455	4,088,922	1,672	33,885,752
Additions	-	21,541	450,756	472,297	9,243	349,122	-	830,662
Disposals	-	-	-	-	-	(65,761)	-	(65,761)
Depreciation	-	(226,849)	(427,343)	(654,192)	(20,776)	(406,582)	(875)	(1,082,425)
Balance at 30 June 2023	2,281,424	10,549,577	16,413,807	29,244,808	356,922	3,965,701	797	33,568,228
Comprises:								
Gross balance amount at 30 June 2023	2,281,424	10,776,426	16,841,602	29,899,452	427,750	5,593,893	12,541	35,933,636
Accumulated depreciation at 30 June 2023	-	(226,849)	(427,795)	(654,644)	(70,828)	(1,628,192)	(11,744)	(2,365,408)
Balance at 30 June 2023	2,281,424	10,549,577	16,413,807	29,244,808	356,922	3,965,701	797	33,568,228
Additions	10,661	206,785	536,978	754,424	-	148,594	-	903,018
Disposals	-	-	-	-	-	(39,179)	-	(39,179)
Depreciation	-	(227,588)	(440,076)	(667,664)	(37,625)	(549,452)	(797)	(1,255,538)
Balance at 30 June 2024	2,292,085	10,528,774	16,510,709	29,331,568	319,297	3,525,664	-	33,176,529
Comprises:								
Gross balance amount at 30 June 2024	2,292,085	10,983,211	17,378,580	30,653,876	427,750	5,667,488	12,541	36,761,655
Accumulated depreciation at 30 June 2024	-	(454,437)	(867,871)	(1,322,308)	(108,453)	(2,141,824)	(12,541)	(3,585,126)
Balance at 30 June 2024	2,292,085	10,528,774	16,510,709	29,331,568	319,297	3,525,664	-	33,176,529

**SHIRE OF KOJONUP
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024**

8. PROPERTY, PLANT AND EQUIPMENT (Continued)

(b) Carrying Amount Measurements

Asset Class	Fair Value Hierarchy	Valuation Technique	Basis of Valuation	Date of Last Valuation	Inputs Used
(i) Fair Value - as determined at the last valuation date					
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	Cost approach using current replacement cost	Independent registered valuers	June 2022	Construction costs and current condition, residual values and remaining useful life assessment 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. The valuation techniques applied to property subject to lease was the same as that applied to property not subject to lease.

(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 2024**

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.

	Infrastructure - roads	Infrastructure kerbing	Infrastructure drainage	Infrastructure bridges	Infrastructure footpaths	Infrastructure parks	Other infrastructure	Total Infrastructure
	\$	\$	\$	\$	\$	\$	\$	\$
Balance at 1 July 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
Additions	3,483,009	-	26,403	-	-	427,935	114,990	4,052,337
Depreciation	(2,474,061)	(199,439)	(499,926)	(113,328)	(60,738)	(117,193)	(274,973)	(3,739,658)
Balance at 30 June 2023	94,418,900	2,484,656	11,018,976	5,680,026	1,049,712	2,352,627	5,623,911	122,628,808
Comprises:								
Gross balance at 30 June 2023	147,808,303	4,985,965	25,020,548	11,332,778	1,823,976	2,481,009	5,898,884	199,351,463
Accumulated depreciation at 30 June 2023	(53,389,403)	(2,501,309)	(14,001,572)	(5,652,752)	(774,264)	(128,382)	(274,973)	(76,722,655)
Balance at 30 June 2023	94,418,900	2,484,656	11,018,976	5,680,026	1,049,712	2,352,627	5,623,911	122,628,808
Additions	3,802,734	-	-	-	298,901	70,030	470,067	4,641,732
Depreciation	(2,648,763)	(199,439)	(500,411)	(113,328)	(61,557)	(126,819)	(283,250)	(3,933,567)
Balance at 30 June 2024	95,572,871	2,285,217	10,518,565	5,566,698	1,287,056	2,295,838	5,810,728	123,336,973
Comprises:								
Gross balance at 30 June 2024	151,611,037	4,985,965	25,020,548	11,332,778	2,122,877	2,551,039	6,368,951	203,993,195
Accumulated depreciation at 30 June 2024	(56,038,166)	(2,700,748)	(14,501,983)	(5,766,080)	(835,821)	(255,201)	(558,223)	(80,656,222)
Balance at 30 June 2024	95,572,871	2,285,217	10,518,565	5,566,698	1,287,056	2,295,838	5,810,728	123,336,973

SHIRE OF KOJONUP
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024

9. INFRASTRUCTURE (Continued)

(b) Carrying Amount Measurements

Asset Class	Fair Value Hierarchy	Valuation Technique	Basis of Valuation	Date of Last Valuation	Inputs Used
(i) Fair Value - as determined at the last valuation date					
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	Approach using depreciated replacement registered valuers/Management	Management valuation	June 2022	Construction costs (Level 2) and current condition, residual values and remaining useful life assessments (Level 3) inputs
Other infrastructure	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.

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 2024

10. FIXED ASSETS

(a) Depreciation

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	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
Other infrastructure	20 to 100 years

SHIRE OF KOJONUP
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024

10. FIXED ASSETS (Continued)

MATERIAL ACCOUNTING POLICIES

Initial recognition

An item of property, plant and equipment or infrastructure that qualifies for recognition as an asset is measured at its cost.

Upon initial recognition, cost is determined as the amount paid (or other consideration given) to acquire the assets, plus costs incidental to the 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. For assets acquired at zero cost or otherwise significantly less than fair value, cost is determined as fair value at the date of acquisition.

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 *Local Government (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.

Individual assets that are land, buildings and infrastructure acquired between scheduled revaluation dates of the asset class in accordance with the Shire's revaluation policy, are recognised at cost and disclosed as being at reportable value.

Measurement after recognition

Plant and equipment including furniture and equipment and right-of-use assets (other than vested improvements) are measured using the cost model as required under *Local Government (Financial Management) Regulation 17A(2)*. Assets held under the cost model are carried at cost less accumulated depreciation and any impairment losses being their reportable value.

Reportable Value

In accordance with *Local Government (Financial Management) Regulation 17A(2)*, the carrying amount of non-financial assets that are *land and buildings classified as property, plant and equipment*, investment properties, infrastructure or vested improvements that the local government controls.

Reportable value is for the purpose of *Local Government (Financial Management) Regulation 17A(4)* is the fair value of the asset at its last valuation date minus (to the extent applicable) the accumulated depreciation and any accumulated impairment losses in respect of the non-financial asset subsequent to its last valuation date.

Revaluation

Land and buildings classified as property, plant and equipment, *infrastructure or vested improvements that the local government controls* and measured at reportable value, are only required to be revalued 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 land vested in the Shire.

Whilst the regulatory framework only requires a revaluation to occur every five years, it also provides for the Shire to revalue earlier if it chooses to do so.

For land, buildings and infrastructure, increases in the carrying amount arising on revaluation of asset classes 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.

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.
- (ii) Eliminated against the gross carrying amount of the asset and the net amount restated to the revalued amount of the asset.

Impairment

In accordance with *Local Government (Financial Management) Regulations 17A(4C)*, the Shire is not required to comply with *AASB 136 Impairment of Assets* to determine the recoverable amount of its non-financial assets that are land or buildings classified as property, plant and equipment, infrastructure or vested improvements that the local government controls in circumstances where there has been an impairment indication of a general decrease in asset values.

In other circumstances where it has been assessed that one or more of these non-financial assets are impaired, the 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 or losses on disposal

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.

SHIRE OF KOJONUP
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024

11. TRADE AND OTHER PAYABLES

Current

Sundry creditors	
Prepaid rates	
Accrued payroll liabilities	
ATO liabilities	
Bonds and deposits held	
Accrued interest on long term borrowings	
Springhaven accommodation bonds	
Accrued expenses	

2024	2023
Actual	Actual
\$	\$
120,191	234,601
65,020	60,913
143,844	134,868
69,860	153,273
31,428	-
41,618	25,851
3,695,000	1,945,000
57,803	34,200
4,224,764	2,588,706

MATERIAL 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 any 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 income 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 2024

12. OTHER LIABILITIES

	2024	2023
	\$	\$
Current		
Capital grant/contributions liabilities	841,285	819,546
	841,285	819,546
Reconciliation of changes in capital grant/contribution liabilities		
Opening balance	819,546	1,049,302
Additions	841,285	819,546
Revenue from capital grant/contributions held as a liability at the start of the period	(819,546)	(1,049,302)
	841,285	819,546
Expected satisfaction of capital grant/contribution liabilities		
Less than 1 year	841,285	819,546

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.

MATERIAL ACCOUNTING POLICIES

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 by the Shire which are yet to be satisfied. Capital grant/contribution liabilities are recognised as income when the obligations in the contract are satisfied.

Fair values for non-current capital grant/contribution liabilities, not expected to be extinguished within 12 months, 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 22(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 2024

13. BORROWINGS

	Note	2024			2023		
		Current	Non-current	Total	Current	Non-current	Total
Secured		\$	\$	\$	\$	\$	\$
Debentures		517,952	4,479,878	4,997,830	447,038	4,988,862	5,435,900
Total secured borrowings	25(a)	517,952	4,479,878	4,997,830	447,038	4,988,862	5,435,900

Secured liabilities and assets pledged as security

The Shire of Kojonup has complied with the financial covenants of its borrowing facilities during the 2024 and 2023 years.

MATERIAL ACCOUNTING POLICIES

Borrowing costs

The Shire has elected to recognise borrowing costs as an expense when incurred regardless of how the borrowings are applied.

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 22(ii)) due to the unobservable inputs, including own credit risk.

Risk

Details of individual borrowings required by regulations are provided at Note 25(a).

SHIRE OF KOJONUP
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024

14. EMPLOYEE RELATED PROVISIONS

Employee Related Provisions

Current provisions

Employee benefit provisions

Annual leave

Long service leave

Employee related other provisions

Employment on-costs

Total current employee related provisions

Non-current provisions

Employee benefit provisions

Long service leave

Employee related other provisions

Employment on-costs

Total non-current employee related provisions

Total employee related provisions

	2024	2023
	\$	\$
Annual leave	429,832	414,455
Long service leave	228,776	281,339
	658,608	695,794
Employment on-costs	83,207	90,367
	83,207	90,367
Total current employee related provisions	741,815	786,161
Long service leave	60,783	155,007
	60,783	155,007
Employment on-costs	8,510	21,700
	8,510	21,700
Total non-current employee related provisions	69,293	176,707
Total employee related provisions	811,108	962,868

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.

MATERIAL 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 obligations are presented as current provisions.

SHIRE OF KOJONUP
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024

15. REVALUATION SURPLUS

	2024 Opening Balance	Total Movement on Revaluation	2024 Closing Balance	2023 Opening Balance	2023 Closing Balance
	\$	\$	\$	\$	\$
Revaluation surplus - Land & Buildings	11,589,786	69,831	11,659,617	11,589,786	11,589,786
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	62,404,223	14,517	62,418,740	62,404,223	62,404,223
Revaluation surplus - Other infrastructure	6,487,126	-	6,487,126	6,487,126	6,487,126
	81,056,126	84,348	81,140,474	81,056,126	81,056,126

SHIRE OF KOJONUP
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024

16. RESTRICTIONS OVER FINANCIAL ASSETS

	Note	2024 Actual \$	2023 Actual \$
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	5,809,476	4,117,362
		5,809,476	4,117,362
The restricted financial assets are a result of the following specific purposes to which the assets may be used:			
Restricted reserve accounts	26	4,840,738	3,003,937
Contract liabilities	12	-	-
Capital grant liabilities	12	841,285	819,546
Bonds and Deposits		31,428	-
Unspent loans	25(b)	96,025	293,879
Total restricted financial assets		5,809,476	4,117,362

**17. UNDRAWN BORROWING FACILITIES AND 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	-	(7,545)
Total amount of credit unused	230,000	222,455
Loan facilities		
Loan facilities - current	517,952	447,038
Loan facilities - non-current	4,479,878	4,988,862
Total facilities in use at balance date	4,997,830	5,435,900
Unused loan facilities at balance date	NIL	NIL

SHIRE OF KOJONUP
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024

18. CONTINGENT LIABILITIES

In compliance with the *Contaminated Sites Act 2003* Section 11, the Shire of Kojonup has identified the following sites to be possible sources of contamination:

Kojonup Shire Airport, Lot 3 on diagram 72650, 175 Aerodrome Road, Kojonup.
Kojonup Shire Depot, Lot 31 on diagram 63815, 19 Bilson Street, Kojonup.

Until the Shire conducts an investigation to determine the presence and scope of contamination, assess the risk, and agree with the Department of Water and Environmental Regulation on the need and criteria for remediation or a risk based approach, the Shire is unable to estimate the potential costs associated with remediation of these sites. This approach is consistent with the Department of Water and Environmental Regulation Guidelines.

SHIRE OF KOJONUP
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024

19. RELATED PARTY TRANSACTIONS

(a) Elected Member Remuneration

Fees, expenses and allowances to be paid or reimbursed to elected council members.

Note	2024 Actual \$	2024 Budget \$	2023 Actual \$
President's annual allowance	12,582	30,400	28,411
President's meeting attendance fees	22,800	21,400	19,482
President's annual allowance for ICT expenses	-	-	3,000
	35,382	51,800	50,893
Deputy President's annual allowance	13,845	7,600	5,327
Deputy President's meeting attendance fees	9,376	12,228	9,436
Deputy President's annual allowance for ICT expenses	-	-	2,250
Deputy President's travel and accommodation expenses	175		
	23,396	19,828	17,013
All other council member's meeting attendance fees	73,765	73,372	72,270
All other council member's annual allowance for ICT expenses	-	-	17,250
All other council member's travel and accommodation expenses	604	700	339
	74,369	74,072	89,859
19(b)	133,147	145,700	157,765

(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	575,218	685,886
Post-employment benefits	69,391	75,300
Employee - other long-term benefits	11,071	14,288
Council member costs	133,147	157,765
19(a)	788,827	933,239

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.

Council member costs

These amounts represent payments of member fees, expenses, allowances and reimbursements during the year.

SHIRE OF KOJONUP
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024

19. RELATED PARTY TRANSACTIONS

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 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:

	2024 Actual \$	2023 Actual \$
Sale of goods and services	2,912	4,698
Purchase of goods and services	412,223	301,012
Amounts outstanding from related parties:		
Trade and other receivables	145	2,018
Amounts payable to related parties:		
Trade and other payables	167	11,687

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 Shire, directly or indirectly, including any council member, are considered key management personnel and are detailed in Notes 19(a) and 19(b).

ii. Other Related Parties

Outside of normal citizen type transactions with the Shire, there were no other related party transactions involving key management personnel and/or their close family members and/or their controlled (or jointly controlled) entities.

iii. Entities subject to significant influence by the Shire

There were no such entities requiring disclosure during the current or previous year.

SHIRE OF KOJONUP
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024

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%

Statement of Financial Position

	2024 Actual	2023 Actual
	\$	\$
Land and Buildings	236,209	227,409
Less: accumulated depreciation	(8,372)	(4,108)
Cash backed reserve account	88,963	84,750
Total assets	316,800	308,051
Accumulated surplus	227,837	223,301
Reserve accounts	88,963	84,750
Total equity	316,800	308,051

Statement of Comprehensive Income

Other revenue	37,960	37,960
Depreciation	(4,264)	(4,108)
Other expense	(29,530)	(19,372)
Profit/(loss) for the period	4,166	14,480
Total comprehensive income for the period	4,166	14,480

Statement of Cash Flows

Other revenue	37,960	37,960
Other expense	(29,530)	(19,372)
Net cash provided by (used in) operating activities	8,430	18,588

MATERIAL ACCOUNTING POLICIES

Joint operations

A joint operation is a joint arrangement where the Shire has joint control with two or more parties to the joint arrangement. All parties to joint arrangement 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 2024

21. EVENTS OCCURRING AFTER THE END OF THE REPORTING PERIOD

On 14 October 2024 the Shire of Kojonup entered into business sale, property lease and residential lease agreements to transfer the accreditation and operations of Springhaven Aged Care Facility to Hall and Prior.

The estimated financial impact of the business sale will result in:

A reduction in operating expenditure of \$2,940,000 per annum

A reduction in operating income in the form of grants and subsidies of \$2,983,000 per annum.

An increase in operating revenue from fees and charges for rent of residential property of \$100,000 per annum.

A one-off cash settlement sum received by the Shire for sale of assets for \$250,000, less employee leave liability of \$131,480.

A transfer of \$3,110,000 for refundable accommodation deposits held to Hall and Prior.

SHIRE OF KOJONUP
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024

22. OTHER MATERIAL 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 report 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 revenue

Interest revenue 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 *Fair Value Measurement* 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 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 except for non-financial assets that are:

- land and buildings classified as property, plant and equipment;
- infrastructure; or
- vested improvements that the local government controls, in circumstances where there has been an impairment indication of a general decrease in asset values.

These non-financial assets are assessed in accordance with the regulatory framework detailed in Note 10.

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 *Property, Plant and Equipment*) whereby any impairment loss of a revalued asset is treated as a revaluation decrease in accordance with that other Standard.

SHIRE OF KOJONUP
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024

23. RATING INFORMATION

(a) General Rates

RATE TYPE	Basis of valuation	Rate in \$	Number of Properties	2023/24 Actual Rateable Value*	2023/24 Actual Rate	2023/24 Actual Interim Rates	2023/24 Actual Revenue	2023/24 Budget Rate	2023/24 Budget Interim Rate	2023/24 Budget Revenue	2022/23 Actual Total Revenue
(i) General rates											
GRV - Urban	Gross rental valuation	0.147157	562	7,572,037	1,114,278	5,147	1,119,425	1,114,279	300	1,114,579	1,040,057
UV - Rural	Unimproved valuation	0.006398	494	573,649,010	3,670,206	2,284	3,672,490	3,670,206	-	3,670,206	3,446,413
Total general rates			1,056	581,221,047	4,784,484	7,431	4,791,915	4,784,485	300	4,784,785	4,486,470
(ii) Minimum payment		Minimum Payment									
GRV - Urban	Gross rental valuation	831	71	113,267	59,001	-	59,001	59,001	-	59,001	60,840
UV - Rural	Unimproved valuation	831	56	3,696,490	46,536	-	46,536	46,536	-	46,536	43,680
Total minimum payments			127	3,809,757	105,537	-	105,537	105,537	-	105,537	104,520
Total general rates and minimum payments		Rate in	1,183	585,030,804	4,890,021	7,431	4,897,452	4,890,022	300	4,890,322	4,590,990
(iii) Ex-gratia Rates											
CBH Ex-gratia rates											
Total amount raised from rates (excluding general rates)											
Rate write-offs											
Total Rates											
Rate instalment interest											
Rate overdue interest											

The rate revenue was recognised from the rate record as soon as practicable after the Shire resolved to impose rates in the financial year as well as when the rate record was amended to ensure the information in the record was current and correct.

*Rateable Value at time of raising of rate.

24. DETERMINATION OF SURPLUS OR DEFICIT



SHIRE OF KOJONUP
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024

25. BORROWING AND LEASE LIABILITIES

(a) Borrowings

Purpose	Note	Actual				Budget			
		Principal at 1 July 2022	New Loans During 2022-23	Principal Repayments During 2022-23	Principal at 30 June 2023	New Loans During 2023-24	Principal Repayments During 2023-24	Principal at 30 June 2024	
		\$	\$	\$	\$	\$	\$	\$	\$
Medical Centre Donation		123,523	-	(4,294)	119,229	-	(8,699)	110,530	
Bagg Street Unit		63,613	-	(9,611)	53,802	-	(10,115)	43,687	
GROH Housing - GSHI		934,056	-	(115,236)	818,822	-	(112,583)	706,239	
Aged Units - GSHI		30,377	-	(10,008)	20,369	-	(10,125)	10,244	
Staff Housing - GSHI		855,837	-	(64,266)	791,569	-	(60,276)	731,293	
Sports Complex		215,867	-	(17,162)	198,705	-	(8,900)	189,805	
Sports Complex Retaining Wall		72,051	-	(9,692)	62,359	-	(9,885)	52,474	
Overall Lighting		231,128	-	(24,220)	206,908	-	(24,573)	182,335	
Netball Courts & Roof		1,390,000	-	(52,268)	1,337,732	-	(53,783)	1,283,949	
Airstrip Lighting		136,583	-	(4,984)	131,599	-	(10,157)	121,442	
Staff Housing		55,000	-	(10,594)	44,406	-	(10,793)	33,613	
GROH Housing		55,000	-	(10,594)	44,406	-	(10,793)	33,613	
Harrison Place Toilets & Park		400,000	-	(33,385)	366,615	-	(34,706)	331,909	
Land development		386,078	-	(32,223)	353,855	-	(33,498)	320,357	
Staff Housing Renovations		300,000	-	(14,476)	285,524	-	(15,121)	270,403	
Communications Tower		-	400,000	-	400,000	-	(16,042)	383,958	
Harrison Place Toilets & Park (New)		-	200,000	-	200,000	-	(8,021)	191,979	
Total		5,245,115	600,000	(413,215)	5,435,300	-	(447,119)	4,988,782	

SHIRE OF KOJONUP
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024

25. BORROWING AND LEASE LIABILITIES (Continued)

(a) Borrowings (Continued)

Borrowing Finance Cost Payments

Purpose	Loan Number	Institution	Interest Rate	Date final payment is due	Actual for year ending 30 June 2024	Budget for year ending 30 June 2024	Actual for year ending 30 June 2023
					\$	\$	\$
Medical Centre Donation	137	WATC*	1.73%	28/02/2035	(1,902)	(1,952)	(2,050)
Bagg Street unit	135	WATC*	3.07%	22/06/2028	(1,567)	(1,575)	(1,871)
GROH Housing - GSHI	138	WATC*	1.44%	28/02/2030	(10,907)	(11,449)	(12,509)
Aged Units - GSHI	139	WATC*	1.17%	28/02/2025	(169)	(209)	(287)
Staff Housing - GSHI	140	WATC*	1.73%	28/02/2035	(13,178)	(13,521)	(14,203)
Sports Complex	134	WATC*	4.94%	29/06/2032	(9,591)	(9,800)	(10,450)
Sports Complex Retaining Wall	136	WATC*	1.99%	31/05/2029	(1,175)	(1,192)	(1,370)
Oval Lighting	142	WATC*	1.45%	28/04/2031	(2,853)	(2,915)	(3,206)
Netball Courts & Roof	143	WATC*	2.88%	4/03/2042	(37,607)	(38,108)	(39,136)
Airstrip Lighting	141	WATC*	1.51%	28/08/2034	(1,825)	(1,875)	(1,976)
Staff Housing	144	WATC*	1.87%	4/03/2027	(715)	(780)	(915)
GROH Housing	145	WATC*	1.87%	4/03/2027	(715)	(780)	(915)
Harrison Place Toilets & Park	146	WATC*	3.92%	8/06/2032	(13,939)	(14,025)	(15,263)
Land development	147	WATC*	3.92%	8/06/2032	(13,454)	(13,537)	(14,732)
Staff Housing Renovations	148	WATC*	4.49%	28/06/2037	(6,295)	(12,643)	(13,076)
Communications Tower	150	WATC*	4.52%	29/06/2033	(17,705)	(9,038)	(49)
Harrison Place Toilets & Park (New)	149	WATC*	4.52%	29/06/2033	(8,852)	(4,519)	(99)
Total					(142,449)	(137,918)	(132,107)
Total Finance Cost Payments					(142,449)	(137,918)	(132,107)

* WA Treasury Corporation

(b) Unspent Borrowings

Particulars	Institution	Date Borrowed	Unspent Balance 1 July 2023	Borrowed During Year	Expended During Year	Unspent Balance 30 June 2024
			\$	\$	\$	\$
Loan 148 - Staff house renovations	WATC*	24/06/2022	293,879	-	(197,854)	96,025
			293,879	-	(197,854)	96,025

* WA Treasury Corporation



SHIRE OF KOJONUP
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024

26. RESERVE ACCOUNTS

	2024 Actual Opening Balance	2024 Actual Transfer to	2024 Actual Transfer (from)	2024 Actual Closing Balance	2024 Budget Opening Balance	2024 Budget Transfer to	2024 Budget Transfer (from)	2024 Budget Closing Balance	2023 Actual Opening Balance	2023 Actual Transfer to	2023 Actual Transfer (from)	2023 Actual Closing Balance
Restricted by council												
(a) Leave reserve	247,421	42,973	-	290,394	245,886	30,908	-	276,794	235,650	11,771	-	247,421
(b) Plant reserve	251,346	12,495	-	263,841	252,079	2,611	-	254,690	582,448	6,733	(337,835)	251,346
(c) Economic development reserve	-	-	-	-	-	-	-	-	88,507	786	(89,293)	-
(d) Springhaven lodge reserve	1,945,000	1,750,000	-	3,695,000	1,945,000	-	-	1,945,000	2,195,000	-	(250,000)	1,945,000
(e) Low income housing reserve	84,750	4,213	-	88,963	84,224	83	-	84,307	83,483	1,267	-	84,750
(f) Sporting facility reserve	63,655	3,164	-	66,819	63,260	63	-	63,323	62,737	918	-	63,655
(g) Springhaven buildings upgrade and renewal reserve	-	-	-	-	-	-	-	-	2,165	15,904	(18,069)	-
(h) Bushfire communications reserve	-	-	-	-	-	-	-	-	89,346	793	(90,139)	-
(i) Landfill waste management reserve	81,262	4,040	-	85,302	80,758	80	-	80,838	80,047	1,215	-	81,262
(k) Land acquisition and development reserve	-	-	-	-	-	-	-	-	37,289	333	(37,622)	-
(l) Community grants reserve	9,894	492	-	10,386	9,832	10	-	9,842	9,745	149	-	9,894
(m) Independent living units reserve	160,569	7,983	-	168,552	159,573	158	-	159,731	158,168	2,401	-	160,569
(n) Spencer street youth precinct reserve	-	-	-	-	-	-	-	-	31,270	278	(31,548)	-
(o) Natural resource management reserve	98,909	4,917	-	103,826	98,295	97	-	98,392	97,430	1,479	-	98,909
(p) Memorial hall & lesser hall upgrades reserve	-	-	-	-	-	-	-	-	7,146	63	(7,209)	-
(q) Day care building maintenance reserve	-	-	-	-	-	-	-	-	14,766	146	(14,912)	-
(r) Swimming pool reserve	41,083	2,042	-	43,125	40,829	40	-	40,869	40,469	614	-	41,083
(s) Springhaven equipment reserve	-	-	-	-	-	-	-	-	16,503	146	(16,649)	-
(t) Saleyards reserve	-	-	-	-	-	-	-	-	39,555	351	(39,906)	-
(u) RSL hall renewal reserve	-	-	-	-	-	-	-	-	10,300	92	(10,392)	-
(u) Benn parade multi-facility reserve	-	-	-	-	-	-	-	-	14,301	119	(14,420)	-
(v) Townscape reserve	-	-	-	-	-	-	-	-	49,801	442	(50,243)	-
(v) Kodja place building upgrade & renewal reserve	17,880	889	-	18,769	17,769	18	-	17,787	17,630	250	-	17,880
(v) Kodja place tourist precinct reserve	17	1	-	18	17	-	-	17	10,007	89	(10,079)	17
(w) Shire office/library building upgrade & renewal reserve	-	-	-	-	-	-	-	-	1,007	-	(1,007)	-
(x) Works depot building upgrade & renewal reserve	-	-	-	-	-	-	-	-	1,006	-	(1,006)	-
(y) Netball court resurface reserve	1,013	3,535	-	4,548	1,007	3,501	-	4,508	1,007	6	-	1,013
(z) The spring reserve	-	-	-	-	-	-	-	-	16,018	142	(16,160)	-
(aa) Sporting complex building upgrade & renewal reserve	1,136	57	-	1,193	1,129	-	-	1,129	1,080	56	-	1,136
(ab) Playgrounds & parks reserve	-	-	-	-	-	-	-	-	20,026	179	(20,205)	-
(ac) Trails network construction reserve	2	-	-	2	2	-	-	2	6,007	2	(6,007)	2
	3,003,937	1,836,801	-	4,840,738	2,999,660	37,569	-	3,037,229	4,019,914	46,724	(1,062,701)	3,003,937

All reserves are supported by cash and cash equivalents and financial assets at amortised cost and are restricted within equity as Reserve accounts.

SHIRE OF KOJONUP
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024

26. RESERVE ACCOUNTS (continued)

In accordance with council resolutions or adopted budget in relation to each reserve account, the purpose for which the reserves are set aside are as follows:

Name of reserve account		Purpose of the reserve account
Restricted by council		
(a) Leave reserve		To be used to fund annual and long service leave requirements.
(b) Plant reserve		To smooth funding allocations over financial years for the purchase of major plant items.
(c) Economic development reserve		To be used for Pillar 5 - 'Digital' within 'Smart Possibilities' in the Kojonup Community Strategic Plan.
(d) Springhaven lodge reserve		To cash back refundable bonds paid by residents of the facility.
(e) Low income housing reserve		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		To fund Council contribution to CSREFF Funding grants or to fund construction or renewal of Shire sporting facilities.
(g) Springhaven buildings upgrade and renewal reserve		To be used for major maintenance and capital renewal of Springhaven facility buildings.
(h) Bushfire communications reserve		To construct and maintain critical bushfire communication infrastructure.
(i) Landfill waste management reserve		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		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		To fund the purchase of land, sub-division expenses and receipt sub-division sales revenue.
(l) Community grants reserve		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		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		To fund development, planning and construction of a skate park, pump track and youth centre at the Spencer Street site.
(o) Natural resource management reserve		For the Shire of Kojonup to progress the following projects: - 1. Bridal 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 arboretum 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 & Honner 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 townscape 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. 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.
(p) Memorial hall & lesser hall upgrades reserve		
(q) Day care building maintenance reserve		
(r) Swimming pool reserve		
(s) Springhaven equipment reserve		
(t) Saleyards reserve		
(u) RSL hall renewal reserve		
(v) Benn parade multi-facility reserve		
(v) Townscape reserve		
(v) Kodja place building upgrade & renewal reserve		
(v) Kodja place tourist precinct reserve		
(w) Shire office/library building upgrade & renewal reserve		
(x) Works depot building upgrade & renewal reserve		
(y) Netball court resurface reserve		
(z) The spring reserve		
(aa) Sporting complex building upgrade & renewal reserve		
(ab) Playgrounds & parks reserve		
(ac) Trails network construction reserve		

SHIRE OF KOJONUP
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024

27. 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 2023	Amounts Received	Amounts Paid	30 June 2024
	\$	\$	\$	\$
Loton Close bonds	761	0	0	761
	761	0	0	761

SHIRE OF KOJONUP

PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2024

FINDINGS IDENTIFIED DURING THE FINAL AUDIT

Index of findings	Potential impact on audit opinion	Rating			Prior year finding
		Significant	Moderate	Minor	
1. Employee related provisions	No	✓			✓
2. Credit card transactions not reported to council	No			✓	
3. Asset register – land & buildings	No		✓		

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 opinion, 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 30 JUNE 2024****FINDINGS IDENTIFIED DURING THE FINAL AUDIT****1. Employee related provisions****Finding**

This issue was first raised in 2023.

From our review of employee long-service leave provisions at 30 June 2024 we noted provisions balances still exist for 76 employees that are no longer employed by the Shire. The estimated overstatement of the Shire's long service leave provision was \$162,721 at 30 June 2024. Subsequently this finding was corrected in the financial report.

Rating: Significant (2023 Significant)

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 will enforce an exit process and checklist when employees leave the Shire to ensure their entitlements are removed from the payroll system. In 2025 the Shire intends to hire a Human Resource Coordinator to coordinate with payroll on exiting the employee from the Shire.

Responsible person:

Jill Johnson, Manager Financial & Corporate Services

Completion date:

30 April 2025

SHIRE OF KOJONUP

PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2024

FINDINGS IDENTIFIED DURING THE FINAL AUDIT

2. Credit card transactions not reported to council**Finding**

During our review of the minutes from the Shire Council meetings, we observed that the accounts paid listing presented to the council did not include transactions made using credit cards or purchasing cards. This omission is not in compliance with Section 13A of the Local Government Act (Financial Management) Regulations 1996, which mandates that all accounts paid, including credit card transactions, must be listed. We did not identify any fraudulent transactions in our review of credit card or purchasing card transactions.

Rating: Minor**Implication**

The exclusion of credit card and purchasing card transactions constitutes a Non-compliance with the Local Government (financial management) Regulations 1996 requirements and limits visibility into these transactions, increasing the risk of undetected errors, misuse, or fraud.

Recommendation

All corporate credit and purchasing card transactions be submitted to the council for review and approval at the meeting immediately following the payment of these cards. This practice will ensure compliance with the Local Government Financial Management Regulations and enhance transparency and accountability to both the council and the public.

Management comment

The Shire recognises that more information is required to be reported and will improve the reporting process to include the data in the agenda report for Council at the same time the monthly payment listings are provided.

Responsible person:

Jill Johnson, Manager Financial & Corporate Services

Completion date:

25 February 2025

SHIRE OF KOJONUP**PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2024****FINDINGS IDENTIFIED DURING THE FINAL AUDIT****3. Asset register – land & buildings****Finding**

During our review asset records and the asset register we noted the following:

- We were unable to identify or locate the following properties in order to confirm ownership via Landgate online enquiry:
 - LB0097 – Harper Road – Townsite (\$38,000)
 - LB0236 – Lot 19 Bowler Place – Townsite (\$14,000).
- The following properties are included in the Shire's asset register, but are not owned by the Shire:
 - LB0221 – 33 Newstead Road – Townsite (\$35,000)
 - LB0235 – Lot 107A Albany Highway - Townsite (\$500).
- Land additions totalling \$10,661 that were included in the general ledger were not reflected in the additions to the asset register.

The lots identified above have been reported as uncorrected errors in the management representation letter and should be subject to further review & adjustment if required in 2024-25.

Rating: Moderate

Implication

Asset transactions that are not recorded correctly or in a timely manner can result in the misstatement of asset values in the financial report.

Recommendation

Management should ensure that asset records and registers are regularly reviewed and movements during the period have been appropriately reflected on the registers. Where assets that are not owned by the Shire are identified, they should be removed from the asset register using the appropriate accounting treatment. We also recommend that adequate detail be included for all assets in order to enable these assets to be identified easily.

Management comment

The Shire will implement a verification process of ownership. Once ownership determined the Shire will either remove them from the asset register or confirm Shire ownership.

Secondary the Shire will implement a review process for the asset register to verify the Shires assets at least once per financial year or as required when assets are purchased or disposed of.

Responsible person: Vivicka Kahn, Senior Finance Officer
Completion date: 30 June 2025



Our Ref: 8326-002

7th Floor, Albert Facey House
469 Wellington Street, Perth

Mr Grant Thompson
Chief Executive Officer
Shire of Kojonup
93 Albany Highway
KOJONUP WA 6395

Mail to: Perth BC
PO Box 8489
PERTH WA 6849

Tel: 08 6557 7500
Email: info@audit.wa.gov.au

Email: ceo@kojonup.wa.gov.au

Dear Mr Thompson

ANNUAL FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2024

The Office has completed the audit of the annual financial report for your Shire. In accordance with section 7.12AD (2) of the *Local Government Act 1995*, we enclose the Auditor General's auditor's report, together with the audited annual financial report.

We have also forwarded the reports to the President and the Minister for Local Government, as required by the Act. You are required to publish the annual report, including the auditor's report and the audited financial report, on your Shire's official website within 14 days after the annual report has been accepted by your Council.

Management control issues

I would like to draw your attention to the attached listing of deficiencies in internal control and other matters that were identified during the audit. These matters have been discussed with management and their comments have been included in the attachment.

Please note that the purpose of our audit was to express an opinion on the financial report. The audit included consideration of internal control relevant to the preparation of the financial report in order to design audit procedures that were appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of internal control.

An audit is not designed to identify all internal control deficiencies that may require management attention. The matters being reported are limited to those deficiencies that have been identified during the audit that are of sufficient importance to warrant being reported. It is possible that other irregularities and deficiencies may have occurred and not been identified as a result of our audit.

Unresolved matters from prior audits

We also draw your attention to the Matters Outstanding from Prior Audits issues set out in the attachment. We would appreciate your attention to these matters before next year's audit.

The date the financial statements submitted by your entity and considered to be of audit ready quality is 31 October 2024. This date will be reported in our local government sector audit results report to be tabled in Parliament. I am providing this date for completeness of our Office's procedural fairness process.

If you have any queries in relation to this date, please contact me on 6557 7534 within 14 days of the date of this letter. If we do not hear from you, we will take this as confirmation of the date.

This letter has been provided for the purposes of the Shire and the Minister for Local Government and may not be suitable for other purposes.

I would like to take this opportunity to thank you, the management and the staff of the Shire for their cooperation with the audit team during our audit.

Yours sincerely

Mikey Fiorucci
Director
Financial Audit
20 December 2024

Attach



Auditor General

INDEPENDENT AUDITOR'S REPORT

2024

Shire of Kojonup

To the Council of the Shire of Kojonup

Opinion

I have audited the financial report of the Shire of Kojonup (Shire) which comprises:

- the statement of financial position as at 30 June 2024, the statement of comprehensive income, statement of changes in equity, statement of cash flows and statement of financial activity for the year then ended
- notes comprising a summary of material accounting policies and other explanatory information.

In my opinion, the financial report:

- is based on proper accounts and records
- presents fairly, in all material respects, the results of the operations of the Shire for the year ended 30 June 2024 and its financial position at the end of that period
- is in accordance with the *Local Government Act 1995* (the Act) and, to the extent that they are not inconsistent with the Act, Australian Accounting Standards.

Basis for opinion

I conducted my audit in accordance with Australian Auditing Standards. My responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial report section below.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

Other information

The Chief Executive Officer (CEO) is responsible for the preparation and the Council for overseeing the other information. The other information is the information in the entity's annual report for the year ended 30 June 2024, but not the financial report and my auditor's report.

My opinion on the financial report does not cover the other information and accordingly, I do not express any form of assurance conclusion thereon.

In connection with my audit of the financial report, my responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial report or my knowledge obtained in the audit or otherwise appears to be materially misstated.

If, based on the work I have performed, I conclude that there is a material misstatement of this other information, I am required to report that fact. I did not receive the other information prior to the date of this auditor's report. When I do receive it, I will read it and if I conclude that there is a material misstatement in this information, I am required to communicate the matter to the CEO and Council and request them to correct the misstated information. If the misstated information is not corrected, I may need to retract this auditor's report and re-issue an amended report.

Responsibilities of the Chief Executive Officer and Council for the financial report

The Chief Executive Officer (CEO) of the Shire is responsible for:

- keeping proper accounts and records
- preparation and fair presentation of the financial report in accordance with the requirements of the Act, the Regulations and Australian Accounting Standards
- managing internal control as required by the CEO to ensure the financial report is free from material misstatement, whether due to fraud or error.

In preparing the financial report, the CEO is responsible for:

- assessing the Shire's ability to continue as a going concern
- disclosing, as applicable, matters related to going concern
- using the going concern basis of accounting unless the State Government has made decisions affecting the continued existence of the Shire.

The Council is responsible for overseeing the Shire's financial reporting process.

Auditor's responsibilities for the audit of the financial report

As required by the *Auditor General Act 2006*, my responsibility is to express an opinion on the financial report. The objectives of my audit are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with Australian Auditing Standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial report. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations or the override of internal control.

A further description of my responsibilities for the audit of the financial report is located on the Auditing and Assurance Standards Board website. This description forms part of my auditor's report and can be found at https://www.auasb.gov.au/auditors_responsibilities/ar4.pdf.

My independence and quality management relating to the report on the financial report

I have complied with the independence requirements of the *Auditor General Act 2006* and the relevant ethical requirements relating to assurance engagements. In accordance with ASQM 1 Quality Management for Firms that Perform Audits or Reviews of Financial Reports and Other Financial Information, or Other Assurance or Related Services Engagements, the Office of the Auditor General maintains a comprehensive system of quality management including documented policies and procedures regarding compliance with ethical requirements, professional standards and applicable legal and regulatory requirements.

Matters relating to the electronic publication of the audited financial report

This auditor's report relates to the financial report of the Shire of Kojonup for the year ended 30 June 2024 included in the annual report on the Shire's website. The Shire's management is responsible for the integrity of the Shire's website. This audit does not provide assurance on the integrity of the Shire's website. The auditor's report refers only to the financial report. It does not provide an opinion on any other information which may have been hyperlinked to/from the annual report. If users of the financial report are concerned with the inherent risks arising from publication on a website, they are advised to contact the Shire to confirm the information contained in the website version.

Tim Sanya
Senior Director Financial Audit
Delegate of the Auditor General for Western Australia
Perth, Western Australia
20 December 2024



COMPLIANCE AUDIT RETURN 2024

Commercial Enterprises by Local Governments				
No	Reference	Question	Response	Comments
1	s3.59(2)(a) F&G Regs 7,9,10	Has the local government prepared a business plan for each major trading undertaking that was not exempt in 2024?	Yes	
2	s3.59(2)(b) F&G Regs 7,8A, 8, 10	Has the local government prepared a business plan for each major land transaction that was not exempt in 2024?	Yes	Springhaven major land transaction - advertised
3	s3.59(2)(c) F&G Regs 7,8A, 8,10	Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction in 2024?	Yes	
4	s3.59(4)	Has the local government complied with public notice and publishing requirements for each proposal to commence a major trading undertaking or enter into a major land transaction or a land transaction that is preparatory to a major land transaction for 2024?	Yes	
5	s3.59(5)	During 2024, did the council resolve to proceed with each major land transaction or trading undertaking by absolute majority?	Yes	

Delegation of Power/Duty				
No	Reference	Question	Response	Comments
1	s5.16 (1)	Were all delegations to committees resolved by absolute majority?	N/A	
2	s5.16 (2)	Were all delegations to committees in writing?	N/A	
3	s5.17	Were all delegations to committees within the limits specified in section 5.17 of the <i>Local Government Act 1995</i> ?	N/A	
4	s5.18	Were all delegations to committees recorded in a register of delegations?	N/A	
5	s5.18	Has council reviewed delegations to its committees in the 2023/2024 financial year?	Yes	
6	s5.42(1) & s5.43 Admin Reg 18G	Did the powers and duties delegated to the CEO exclude those listed in section 5.43 of the <i>Local Government Act 1995</i> ?	Yes	
7	s5.42(1)	Were all delegations to the CEO resolved by an absolute majority?	Yes	
8	s5.42(2)	Were all delegations to the CEO in writing?	Yes	



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9	s5.44(2)	Were all delegations by the CEO to any employee in writing?	Yes	
10	s5.16(3)(b) & s5.45(1)(b)	Were all decisions by the Council to amend or revoke a delegation made by absolute majority?	N/A	
11	s5.46(1)	Has the CEO kept a register of all delegations made under Division 4 of the Act to the CEO and to employees?	Yes	
12	s5.46(2)	Were all delegations made under Division 4 of the Act reviewed by the delegator at least once during the 2023/2024 financial year?	Yes	
13	s5.46(3) Admin Reg 19	Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record in accordance with <i>Local Government (Administration) Regulations 1996</i> , regulation 19?	Yes	

Disclosure of Interest

No	Reference	Question	Response	Comments
1	s5.67	Where a council member disclosed an interest in a matter and did not have participation approval under sections 5.68 or 5.69 of the <i>Local Government Act 1995</i> , did the council member ensure that they did not remain present to participate in discussion or decision making relating to the matter?	Yes	
2	s5.68(2) & s5.69(5) Admin Reg 21A	Were all decisions regarding participation approval, including the extent of participation allowed and, where relevant, the information required by the <i>Local Government (Administration) Regulations 1996</i> regulation 21A, recorded in the minutes of the relevant council or committee meeting?	Yes	
3	s5.73	Were disclosures under sections 5.65, 5.70 or 5.71A(3) of the <i>Local Government Act 1995</i> recorded in the minutes of the meeting at which the disclosures were made?	Yes	
4	s5.75 Admin Reg 22, Form 2	Was a primary return in the prescribed form lodged by all relevant persons within three months of their start day?	Yes	
5	s5.76 Admin Reg 23, Form 3	Was an annual return in the prescribed form lodged by all relevant persons by 31 August 2024?	Yes	
6	s5.77	On receipt of a primary or annual return, did the CEO, or the Mayor/President, give written acknowledgment of having received the return?	Yes	



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7	s5.88(1) & (2)(a)	Did the CEO keep a register of financial interests which contained the returns lodged under sections 5.75 and 5.76 of the <i>Local Government Act 1995</i> ?	Yes	
8	s5.88(1) & (2)(b) Admin Reg 28	Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70, 5.71 and 5.71A of the <i>Local Government Act 1995</i> , in the form prescribed in the Local Government (Administration) Regulations 1996, regulation 28?	Yes	
9	s5.88(3)	When a person ceased to be a person required to lodge a return under sections 5.75 and 5.76 of the <i>Local Government Act 1995</i> , did the CEO remove from the register all returns relating to that person?	Yes	
10	s5.88(4)	Have all returns removed from the register in accordance with section 5.88(3) of the <i>Local Government Act 1995</i> been kept for a period of at least five years after the person who lodged the return(s) ceased to be a person required to lodge a return?	Yes	
11	s5.89A(1), (2) & (3) Admin Reg 28A	Did the CEO keep a register of gifts which contained a record of disclosures made under sections 5.87A and 5.87B of the <i>Local Government Act 1995</i> , in the form prescribed in the <i>Local Government (Administration) Regulations 1996</i> , regulation 28A?	Yes	
12	s5.89A(5) & (5A)	Did the CEO publish an up-to-date version of the gift register on the local government's website?	Yes	
13	s5.89A(6)	When people cease to be a person who is required to make a disclosure under section 5.87A or 5.87B of the <i>Local Government Act 1995</i> , did the CEO remove from the register all records relating to those people?	Yes	
14	s5.89A(7)	Have copies of all records removed from the register under section 5.89A(6) <i>Local Government Act 1995</i> been kept for a period of at least five years after the person ceases to be a person required to make a disclosure?	Yes	
15	s5.70(2) & (3)	Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to council or a committee, did that person disclose the nature and extent of that interest when giving the advice or report?	Yes	
16	s5.71A & s5.71B(5)	Where council applied to the Minister to allow the CEO to provide advice or a report to which a disclosure under section 5.71A(1) of the <i>Local Government Act 1995</i> relates, did the application include details of the nature of the	N/A	



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		interest disclosed and any other information required by the Minister for the purposes of the application?		
17	s5.71B(6) & s5.71B(7)	Was any decision made by the Minister under section 5.71B(6) of the <i>Local Government Act 1995</i> , recorded in the minutes of the council meeting at which the decision was considered?	N/A	
18	s5.104(1)	Did the local government prepare and adopt, by absolute majority, a code of conduct to be observed by council members, committee members and candidates that incorporates the model code of conduct?	Yes	
19	s5.104(3) & (4)	Did the local government adopt additional requirements in addition to the model code of conduct? If yes, does it comply with section 5.104(3) and (4) of the <i>Local Government Act 1995</i> ?	N/A	
20	s5.104(7)	Has the CEO published an up-to-date version of the code of conduct for council members, committee members and candidates on the local government's website?	Yes	
21	s5.51A(1) & (3)	Has the CEO prepared and implemented a code of conduct to be observed by employee of the local government? If yes, has the CEO published an up-to-date version of the code of conduct for employees on the local government's website?	Yes	

Disposal of Property

No	Reference	Question	Response	Comments
1	s3.58(3)	Where the local government disposed of property other than by public auction or tender, did it dispose of the property in accordance with section 3.58(3) of the <i>Local Government Act 1995</i> (unless section 3.58(5) applies)?	Yes	
2	s3.58(4)	Where the local government disposed of property under section 3.58(3) of the <i>Local Government Act 1995</i> , did it provide details, as prescribed by section 3.58(4) of the Act, in the required local public notice for each disposal of property?	Yes	



Elections				
No	Reference	Question	Response	Comments
1	Elect Regs 30G(1) & (2)	Did the CEO establish and maintain an electoral gift register and ensure that all disclosure of gifts forms completed by candidates and donors and received by the CEO were placed on the electoral gift register at the time of receipt by the CEO and in a manner that clearly identifies and distinguishes the forms relating to each candidate in accordance with regulations 30G(1) and 30G(2) of the <i>Local Government (Elections) Regulations 1997</i> ?	N/A	
2	Elect Regs 30G(3) & (4)	Did the CEO remove any disclosure of gifts forms relating to an unsuccessful candidate, or a successful candidate that completed their term of office, from the electoral gift register, and retain those forms separately for a period of at least two years in accordance with regulation 30G(4) of the <i>Local Government (Elections) Regulations 1997</i> ?	N/A	
3	Elect Regs 30G(5) & (6)	Did the CEO publish an up-to-date version of the electoral gift register on the local government's official website in accordance with regulation 30G(5) of the <i>Local Government (Elections) Regulations 1997</i> ?	N/A	

Finance				
No	Reference	Question	Response	Comments
1	s7.1A	Has the local government established an audit committee and appointed members by absolute majority in accordance with section 7.1A of the <i>Local Government Act 1995</i> ?	Yes	Current Audit and Risk Committee established in 2021/2022
2	s7.1B	Where the council delegated to its audit committee any powers or duties under Part 7 of the <i>Local Government Act 1995</i> , did it do so by absolute majority?	N/A	
3	s7.9(1)	Was the auditor's report for the financial year ended 30 June 2024 received by the local government by 31 December 2024?	Yes	



4	s7.12A(3)	Where the local government determined that matters raised in the auditor's report prepared under section 7.9(1) of the <i>Local Government Act 1995</i> required action to be taken, did the local government ensure that appropriate action was undertaken in respect of those matters?	Yes	
5	s7.12A(4)(a) & (4)(b)	Where matters identified as significant were reported in the auditor's report, did the local government prepare a report that stated what action the local government had taken or intended to take with respect to each of those matters? Was a copy of the report given to the Minister within three months of the audit report being received by the local government?	Yes/No	Significant items were completed and letter outlining remedies was sent to Auditors and OAG, but inadvertently not sent to the Minister. The Shire will rectify this in the coming audit outcomes.
6	s7.12A(5)	Within 14 days after the local government gave a report to the Minister under section 7.12A(4)(b) of the <i>Local Government Act 1995</i> , did the CEO publish a copy of the report on the local government's official website?	Yes/No	See above. The management letter outlining the remedies for significant items is published on the Shire website. The Shire will rectify the reporting in the coming audit outcomes.
7	Audit Reg 10(1)	Was the auditor's report for the financial year ending 30 June 2024 received by the local government within 30 days of completion of the audit?	Yes	

Integrated Planning and Reporting

No	Reference	Question	Response	Comments
1	Admin Reg 19C	Has the local government adopted by absolute majority a strategic community plan? If yes, please provide the adoption date or the date of the most recent review in the Comments section?	Yes	21/03/2023
2	Admin Reg 19DA(1) & (4)	Has the local government adopted by absolute majority a corporate business plan? If yes, please provide the adoption date or the date of the most recent review in the Comments section?	Yes	20/02/2024
3	Admin Reg 19DA(2) & (3)	Does the corporate business plan comply with the requirements of <i>Local Government (Administration) Regulations 1996</i> 19DA(2) & (3)?	Yes	



Local Government Employees				
No	Reference	Question	Response	Comments
1	s5.36(4) & s5.37(3) Admin Reg 18A	Were all CEO and/or senior employee vacancies advertised in accordance with <i>Local Government (Administration) Regulations 1996</i> , regulation 18A?	Yes	
2	Admin Reg 18E	Was all information provided in applications for the position of CEO true and accurate?	N/A	
3	Admin Reg 18F	Was the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position under section 5.36(4) of the <i>Local Government Act 1995</i> ?	N/A	
4	s5.37(2)	Did the CEO inform council of each proposal to employ or dismiss senior employee?	Yes	
5	s5.37(2)	Where council rejected a CEO's recommendation to employ or dismiss a senior employee, did it inform the CEO of the reasons for doing so?	N/A	

Official Conduct				
No	Reference	Question	Response	Comments
1	s5.120	Has the local government designated an employee to be its complaints officer?	Yes	
2	s5.121(1) & (2)	Has the complaints officer for the local government maintained a register of complaints which records all complaints that resulted in a finding under section 5.110(2)(a) of the <i>Local Government Act 1995</i> ?	Yes	Nil complaints in 2024
3	s5.121(2)	Does the complaints register include all information required by section 5.121(2) of the <i>Local Government Act 1995</i> ?	Yes	
4	s5.121(3)	Has the CEO published an up-to-date version of the register of the complaints on the local government's official website?	Yes	



Optional Questions				
No	Reference	Question	Response	Comments
1	Financial Management Reg 5(2)(c)	Did the CEO review the appropriateness and effectiveness of the local government's financial management systems and procedures in accordance with the <i>Local Government (Financial Management) Regulations 1996</i> regulations 5(2)(c) within the three financial years prior to 31 December 2024? If yes, please provide the date of council's resolution to accept the report.	Yes	21/03/2023
2	Audit Reg 17	Did the CEO review the appropriateness and effectiveness of the local government's systems and procedures in relation to risk management, internal control and legislative compliance in accordance with <i>Local Government (Audit) Regulations 1996</i> regulation 17 within the three financial years prior to 31 December 2024? If yes, please provide date of council's resolution to accept the report.	Yes	19/11/2024
3	s5.87C	Where a disclosure was made under sections 5.87A or 5.87B of the <i>Local Government Act 1995</i> , were the disclosures made within 10 days after receipt of the gift? Did the disclosure include the information required by section 5.87C of the Act?	N/A	
4	s5.90A(2) & (5)	Did the local government prepare, adopt by absolute majority and publish an up-to-date version on the local government's website, a policy dealing with the attendance of council members and the CEO at events?	Yes	
5	s5.96A(1), (2), (3) & (4)	Did the CEO publish information on the local government's website in accordance with sections 5.96A(1), (2), (3), and (4) of the <i>Local Government Act 1995</i> ?	Yes	
6	s5.128(1)	Did the local government prepare and adopt (by absolute majority) a policy in relation to the continuing professional development of council members?	Yes	
7	s5.127	Did the local government prepare a report on the training completed by council members in the 2022/2023 financial year and publish it on the local government's official website by 31 July 2024?	Yes	



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8	s6.4(3)	By 30 September 2024, did the local government submit to its auditor the balanced accounts and annual financial report for the year ending 30 June 2024?	No	Exemption applied and granted to 31/10/2024
9	s.6.2(3)	When adopting the annual budget, did the local government take into account all its expenditure, revenue and income?	Yes	

Tenders for Providing Goods and Services

No	Reference	Question	Response	Comments
1	F&G Reg 11A(1) & (3)	Did the local government comply with its current purchasing policy, adopted under the <i>Local Government (Functions and General) Regulations 1996</i> , regulations 11A(1) and (3) in relation to the supply of goods or services where the consideration under the contract was, or was expected to be, \$250,000 or less or worth \$250,000 or less?	Yes	
2	s3.57 F&G Reg 11	Subject to <i>Local Government (Functions and General) Regulations 1996</i> , regulation 11(2), did the local government invite tenders for all contracts for the supply of goods or services where the consideration under the contract was, or was expected to be, worth more than the consideration stated in regulation 11(1) of the Regulations?	Yes	
3	F&G Regs 11(1), 12(2), 13, & 14(1), (3), and (4)	When regulations 11(1), 12(2) or 13 of the <i>Local Government Functions and General) Regulations 1996</i> , required tenders to be publicly invited, did the local government invite tenders via Statewide public notice in accordance with Regulation 14(3) and (4)?	Yes	
4	F&G Reg 12	Did the local government comply with <i>Local Government (Functions and General) Regulations 1996</i> , Regulation 12 when deciding to enter into multiple contracts rather than a single contract?	Yes	
5	F&G Reg 14(5)	If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents, or each acceptable tenderer notice of the variation?	Yes	
6	F&G Regs 15 & 16	Did the local government's procedure for receiving and opening tenders comply with the requirements of <i>Local Government (Functions and General) Regulations 1996</i> , Regulation 15 and 16?	Yes	



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**Local Government, Sport
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7	F&G Reg 17	Did the information recorded in the local government's tender register comply with the requirements of the <i>Local Government (Functions and General) Regulations 1996</i> , Regulation 17 and did the CEO make the tenders register available for public inspection and publish it on the local government's official website?	Yes	
8	F&G Reg 18(1)	Did the local government reject any tenders that were not submitted at the place, and within the time, specified in the invitation to tender?	Yes	
9	F&G Reg 18(4)	Were all tenders that were not rejected assessed by the local government via a written evaluation of the extent to which each tender satisfies the criteria for deciding which tender to accept?	Yes	
10	F&G Reg 19	Did the CEO give each tenderer written notice containing particulars of the successful tender or advising that no tender was accepted?	Yes	
11	F&G Regs 21 & 22	Did the local government's advertising and expression of interest processes comply with the requirements of the <i>Local Government (Functions and General) Regulations 1996</i> , Regulations 21 and 22?	Yes	
12	F&G Reg 23(1) & (2)	Did the local government reject any expressions of interest that were not submitted at the place, and within the time, specified in the notice or that failed to comply with any other requirement specified in the notice?	Yes	
13	F&G Reg 23(3) & (4)	Were all expressions of interest that were not rejected under the <i>Local Government (Functions and General) Regulations 1996</i> , Regulation 23(1) & (2) assessed by the local government? Did the CEO list each person as an acceptable tenderer?	Yes	
14	F&G Reg 24	Did the CEO give each person who submitted an expression of interest a notice in writing of the outcome in accordance with <i>Local Government (Functions and General) Regulations 1996</i> , Regulation 24?	Yes	
15	F&G Regs 24AD(2) & (4) and 24AE	Did the local government invite applicants for a panel of pre-qualified suppliers via Statewide public notice in accordance with <i>Local Government (Functions & General) Regulations 1996</i> regulations 24AD(4) and 24AE?	N/A	
16	F&G Reg 24AD(6)	If the local government sought to vary the information supplied to the panel, was every reasonable step taken to give each person who sought detailed information about the proposed panel or each person who submitted an application notice of the variation?	N/A	



Department of
**Local Government, Sport
and Cultural Industries**

17	F&G Reg 24AF	Did the local government's procedure for receiving and opening applications to join a panel of pre-qualified suppliers comply with the requirements of <i>Local Government (Functions and General) Regulations 1996</i> , Regulation 16, as if the reference in that regulation to a tender were a reference to a pre-qualified supplier panel application?	N/A	
18	F&G Reg 24AG	Did the information recorded in the local government's tender register about panels of pre-qualified suppliers comply with the requirements of <i>Local Government (Functions and General) Regulations 1996</i> , Regulation 24AG?	N/A	
19	F&G Reg 24AH(1)	Did the local government reject any applications to join a panel of pre-qualified suppliers that were not submitted at the place, and within the time, specified in the invitation for applications?	N/A	
20	F&G Reg 24AH(3)	Were all applications that were not rejected assessed by the local government via a written evaluation of the extent to which each application satisfies the criteria for deciding which application to accept?	N/A	
21	F&G Reg 24AI	Did the CEO send each applicant written notice advising them of the outcome of their application?	N/A	
22	F&G Regs 24E & 24F	Where the local government gave regional price preference, did the local government comply with the requirements of <i>Local Government (Functions and General) Regulations 1996</i> , Regulation 24E and 24F?	N/A	

Chief Executive Officer

Date

Mayor/President

Date



VOLUNTEER HANDBOOK

February 2025-2024



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Introduction

Thank you for giving, or considering giving, your time to the Shire of Kojonup (Shire).

A volunteer is an individual who undertakes work of their own free will, without financial payment and for the mutual benefit of the Shire of Kojonup, the volunteer and the community. Volunteers extend, enhance and support the work of paid staff but do not displace paid staff. Individuals participate directly in programs organised by the Shire of Kojonup in a designated volunteer role, both short and long term. Volunteering supports skill development, socialisation, fun and can also address human, environmental and social needs.

As a volunteer, you are a very important part of our organisation and an integral part of what makes living in country towns so amazing.

Benefits of Volunteering

You will be invited to our 'Thank a Volunteer' Day and our annual Christmas Party, and be informally and formally recognised for your contribution, as described later in this Handbook. Where Council requires a Working with Children Check, 1st Aid Certificate, National Police Clearance, Medical report, etc., Council will pay or reimburse a volunteer the expense incurred. The Shire recognises the value and importance of volunteering and sees increased levels of volunteering as one of the key components of a cohesive and harmonious community.

The Shire engages many volunteers through a number of different programs, mainly:

- The Kodja Place Cultural Centre
- ~~Springhaven Frail Aged Lodge~~; and
- Kojonup Library.

As with employees, our volunteers will:

- Undergo a selection process;
- Be provided with a written position outline clearly showing the duties to be performed;
- Undergo a formal induction process;
- Have access to training and development; and
- Be able to participate in an annual feedback process.

Each volunteer, or prospective volunteer, is given a copy of this Volunteer Handbook (Handbook) – if you choose to volunteer with the Shire of Kojonup, please use this resource to help ensure a safe working environment for all volunteers and staff.

A number of Shire of Kojonup policies and procedures apply to volunteers as well as staff, contractors and other workers. A copy of the Shire's Policy Manual and Risk Management and Business Continuity and Disaster Recovery Plan are available on the Shire of Kojonup website; a hardcopy of these documents is also available on request.

Opportunities for Volunteering and Activities

The Kodja Place Cultural Precinct

The Kodja Place Cultural Precinct was created by the local community and was funded by the Shire, Kojonup Aboriginal Corporation and the community. This award winning centre is unique within Australia and incorporates the Visitor Information Centre, Aboriginal Cultural Heritage Centre, Historical Interpretive Museum and the Australian Rose Maze.

The most powerful aspect of the Centre is the “One Story Many Voices” approach which tells the stories jointly of the local ~~Keneang~~~~Kaneang~~ Noongar community alongside Settler stories. The Rose Maze offers the cultural interpretations of three women and their stories (~~Keneang~~~~Kaneang~~, English and Italian) of survival and life experiences in the twentieth century. Complementing these stories are the Kodja Gallery and Storyplace displays in which many local Noongar and non-indigenous people’s experiences and perspectives are also combined in imaginative and richly layered interpretations.

Kojonup celebrates the wildflower season by holding events which coincide with the Bloom Festival each spring. Visitors flock to Kojonup for the Festival and the wonderful bushwalks in the many reserves displaying a rich diversity of orchid species. Bird lovers can keep their eyes peeled for some of the 80 species of native birds found in the district.

Volunteer Roles

- Working in the Cultural Centre retail shop
- Working in conjunction with the manager and staff at events
- Visitor meet and greet and providing Visitor Centre Information
- Marketing
- Leading and teaching new activities
- Festivals and Events
- Tours
- Assistance with pruning of roses in Rose Maze and maintaining the courtyard
- Assistance with updating museum items and multimedia upgrades
- Maintenance of MoSAIC database

~~Springhaven Lodge~~

~~Springhaven Lodge was established in 1982, is managed by the Shire of Kojonup and provides aged care accommodation to 22 residents in a friendly and supportive environment.~~

Volunteer Roles

- Fundraising
- Gardening
- Minor maintenance
- Transport and outings
- Music
- Arts and crafts
- Hobbies
- In-house activities
- Reading and writing
- Chatting to residents

Kojonup Library

The Library provides many services including free internet access for school work and research, project and assignment information, computer access, photocopying, laminating, research assistance, links to online services of the WA State Library, language learning centre, books, talking books, e-streaming, DVDs, jigsaw puzzles, and e-magazines for borrowing. Library staff are also heavily involved in early childhood programs e.g.; A Smart Start (early childhood literacy), Play Café (3yo kindergarten) and Better Beginnings.

Volunteer Roles

- Meet and greet
- Assist with reading stories to young children
- Assist with filing of books etc.
- Play in the Park
- Craft Activities

Shire of Kojonup – other areas**Volunteer Roles**

As they present, for example:

- Community Sport and Recreation Programs
- Youth Programs
- Natural Resource Management/Landcare Projects
- Townscape Projects
- Sport Coaching

Volunteer Charter**Shire of Kojonup Volunteer Charter****Volunteers can expect the Shire of Kojonup to:**

- ✓ involve volunteers in meaningful and worthwhile tasks
- ✓ recognise the different roles of volunteers and paid staff
- ✓ provide and maintain a safe and healthy work environment
- ✓ assess volunteer skills to match tasks with expectations, interests and time commitments
- ✓ respect and acknowledge the contribution of volunteers
- ✓ provide an agreed level of supervision, support, resources, instruction and training
- ✓ maintain effective dialogue and build trusting relationships with volunteers
- ✓ provide adequate formal and informal channels of communication for positive and constructive feedback, consultation and the exchange of relevant information
- ✓ provide personal accident and public liability insurance

The Shire of Kojonup requires volunteers to:

- ✓ abide by the Shire's Code of Conduct which strictly applies to all employees, contractors, members and volunteers
- ✓ work as part of the Shire of Kojonup team and demonstrate professional behaviour towards Shire staff, other volunteers and the community
- ✓ respect and maintain confidentiality and privacy
- ✓ comply with the Shire's Work Health and Safety requirements and to wear any personal protective equipment (PPE) provided
- ✓ have a clear understanding of the duties of the role and follow specific instructions, requirements, policies and guidelines and take reasonable care of themselves and others
- ✓ undertake appropriate orientation and training relevant and necessary to the volunteer role
- ✓ recognise and not exceed individual physical and skill limits
- ✓ provide feedback and constructive comment aimed at improving the Shire of Kojonup's volunteer activities

Applications and Recruitment

Volunteer recruitment is planned and follows standardised procedures to ensure a fair, inclusive and transparent approach in line with relevant legislation. All volunteers complete Registration and Agreement forms before commencement. The Shire of Kojonup complies with non-discriminatory principles and promotes diversity in its recruitment process.

In some circumstances, for specific volunteer roles, volunteers may be required to undergo a medical check (at the Shire's cost) with their own General Practitioner (GP) to ensure they have the capability to perform the volunteer role and associated tasks outlined in the Volunteer Position Outline. If a volunteer's health condition significantly changes, they may be requested to undergo a medical check (at the Shire's cost) to ensure ongoing suitability for the role.

Volunteers may be requested to undergo 'buddy' sessions for a specific volunteer program before officially commencing a role; volunteers may also prefer to participate in a trial before a commitment is made. Before undergoing a trial period or commencement of volunteering, volunteers must be inducted in accordance with the Shire of Kojonup's induction process.

The Shire of Kojonup will select volunteers based on merit and suitability for the role. The following may be required (at the Shire's cost):

- Volunteers may be required to submit a satisfactory National Police Clearance (where relevant to a volunteer program). A *satisfactory* police check for volunteering with the Shire of Kojonup will not include any convictions which may place staff, volunteers, clients or the Shire of Kojonup at any risk (*unsatisfactory* police checks may include, but are not restricted to, violence, fraud, sexual abuse and theft);
- Applicants may organise to obtain their own National Police Clearance or the Shire can assist with the provision of an application form (and will reimburse volunteers for the cost of the National Police Clearance if obtained for Shire of Kojonup volunteering purposes);
- The Shire of Kojonup will not undertake any screening process that could be deemed unnecessary for the role or potentially discriminating.

Volunteer Supervision

A Manager or designated staff member is assigned to each volunteer, taking into consideration the skills required for the task, health and safety matters and the volunteer program. On occasion, it may be appropriate for a volunteer to act as a leader to supervise other volunteer/s. Any such additional responsibility will be reflected in position outlines. The relevant Manager, or designated staff member, will ensure a volunteer supervisor is adequately briefed and supported to undertake supervision responsibilities.

In some programs, volunteers may work alone; however, for safety reasons, individual volunteers are encouraged to work with at least one other person, where possible. If

supervision and management is required but not available, volunteers will be informed of the situation and asked to suspend work until the situation can be resolved.

Induction and Orientation

All new volunteers with the Shire of Kojonup will be provided with an induction and orientation to the organisation and program area as soon as possible upon commencement. Volunteers currently in other volunteering roles within the Shire of Kojonup may participate in an adapted induction and orientation process at the discretion of the relevant Manager, if changing roles.

Reimbursements

The Shire of Kojonup will offer to reimburse reasonable out-of-pocket expenses incurred by volunteers (receipt required); any such expenses, wherever possible, must be pre-approved by the relevant Manager.

Communication

The Shire of Kojonup is committed to a work environment where volunteers are included, informed, consulted, and have the opportunity to provide feedback. Where issues arise, volunteers will be informed and consulted as appropriate regarding potential solutions.

All volunteers are expected to sign a confidentiality agreement and it is an expectation of management that volunteers do not discuss confidential issues related to Shire facilities, staff or residents (Springhaven and tenanted housing) or customers outside the organisation. This includes posting or commenting on all social media outlets.

The Shire of Kojonup will ensure an environment that provides for regular, clear and open communication which is professional, respectful and mutually beneficial.

Hazardous Materials and Personal Protective Equipment

Along with appropriate information, instruction, training and supervision needed to ensure health and safety while participating in volunteer activities, volunteers will be provided with appropriate equipment to undertake their role safely.

As our facilities are smoke free, smoking by staff/volunteers is only permitted in designated smoking areas.

Insurance

The Shire is committed to providing an attractive and beneficial volunteering experience for all of its volunteers. In meeting this commitment the Shire considers it important to ensure that should volunteers injure themselves or cause a loss or damage to a third party, they are provided with the protection of insurance in order to minimise any personal financial impact.

The Shire commits to having in place a Personal Accident Policy and Public Liability Policy which will provide cover for volunteers of the Shire. This policy will be subject to conditions and limitations which may vary from time to time. Volunteers are not covered by WorkCover WA

and are, therefore, not entitled to workers compensation in respect of any injury suffered whilst working as a volunteer.

Feedback/Training and Development

Feedback opportunities provide volunteers and supervising staff with an opportunity to discuss the following:

- Updating of personal records e.g.; medical, contact details and emergency contacts
- Volunteer satisfaction with the role, service delivery and workplace
- Review of the volunteer position outline for currency and relevance
- Addressing of issues or raising of concerns
- Identification of professional development requirements/training goals and achievements
- Suggested improvements or new initiatives

Feedback will be sought on an annual basis at a mutually convenient time but can be provided at any time. Volunteers will be given an Annual Feedback form and a copy of their position outline prior to the meeting to assist in considering/identifying any position changes/updates, any training or support required, and any other matters that either party may wish to raise.

Resignation/Stop Volunteering

If you cease volunteering, your Manager or supervising staff member may undertake an exit meeting or interview with you to gain feedback regarding your experiences and satisfaction while volunteering with the Shire of Kojonup. An exit interview document is used to capture feedback and may be beneficial for continuous improvement purposes.

Recognition

The Shire of Kojonup will both informally and formally recognise, acknowledge and affirm the value of volunteers who are involved in the delivery of Shire of Kojonup programs. This recognition may take the form of, but is not limited to, the following:

- Acknowledgement in reports and/or program newsletters and other communication materials
- Special volunteer recognition events, including the Shire's Community Volunteer Awards program
- Recognition of personal milestones such as birthdays and anniversaries
- Media releases
- Personal thank you's
- Participation opportunities in events, conferences, seminars etc.
- Leadership and training opportunities
- Provision of references upon request

- Acknowledgement during National Volunteer Week and International Volunteer Day

Volunteer Documentation and Records

Access to, generation and storage of accurate records and documents is vital to the efficient operation of the Shire of Kojonup.

All volunteers will be adequately briefed in documentation and record-keeping requirements and processes, relevant to their role.

Examples of records and documents may include:

- Volunteer records
- Project or work-related documents and materials
- Minutes from meetings
- Reference materials, resources and presentations
- Reporting back on participation in training, conferences and events
- Volunteer attendance records
- Monthly statistics and reports
- Statement of attendance

At any time volunteers may seek clarification or advice regarding documentation and recording processes. Volunteers may request access to their own record from the relevant Manager. All information is to be kept confidential; information should only be provided to relevant staff for the purpose for which it is intended.

Gratuities

~~As with staff, volunteers are not permitted to accept gifts from the residents of Springhaven Lodge – residents can be referred to the Manager if they wish to express their appreciation.~~

For ~~other~~ all volunteering work areas, please refer to Council's Code of Conduct for guidance as to the acceptance of gifts (in accordance with s. 5.74 of the *Local Government Act 1995*).

Continuous Improvement

The Shire of Kojonup is building a corporate culture of quality and customer care that is responsive to business and community expectations, encourages a supportive and participative work environment for its volunteers and employees, and promotes improvement of its work practices.

Volunteers will be encouraged to provide feedback about their role and input into relevant operational and strategic processes via supervising staff. Volunteers may elect to maintain anonymity with regard to feedback and suggestions for improvement. For Continuous

Improvement purposes, feedback and information is sought from the Shire of Kojonup's relevant stakeholders including ratepayers, volunteers, employees, and supervising staff.

Changes made to relevant aspects of the Volunteer Handbook will be communicated to all volunteers and other stakeholders.



Volunteer Registration Form

Personal Details			
Title (Circle one)	Mr/Mrs /Ms	First Name	Surname
Home address			
Postal address	Post Code		
Phone	Mobile		
Email	Preferred contact method		
Date of Birth	Date of application		
Do you speak other languages?	Are you a permanent resident of Australia?		YES NO (Circle one)
Emergency Contact Details Primary Contact			
Name			
Relationship			
Address			
Phone number			
Emergency Contact Details Second Contact			
Name			
Relationship			
Address			
Phone number			

Medical Information

Do you have an existing medical disability/condition/injury? (including allergic reactions) Please detail:

Do you take any medication that may affect your volunteer work? Please provide details:

--

Volunteer Position

Please provide details of the program or specific volunteer role(s) that you are interested in (in order of preference, if more than one):

Program Area	Location	Volunteer Role

Skills and Qualifications

Knowledge and experience

--

Current Driver's Licence YES NO If yes, please list number

--

Availability to Volunteer

No. hours/week			Start Date				
Preferred Days (Please circle)	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Preferred Time/s							

Employment and/or Volunteering History		
Have you worked/volunteered for the Shire of Kojonup before (Circle one)? YES NO		
If yes, in what capacity and when? _____		
Have you, or do you currently, volunteer for other organisations (Circle One)? YES NO		
If yes, please specify: _____		
Referees		
Please provide the contact details of two people who are not family members and who are willing to act as referees for your chosen voluntary role. One referee is mandatory and a second is optional.		
Referee 1 Name	Relationship	How long have you known this referee?
Phone	Mobile	Email
Referee 2 Name	Relationship	How long have you known this referee?
Phone	Mobile	Email
How did you become aware of the Volunteering opportunities at the Shire?		
Friend	Newspaper	Other

Thank you for registering to become a volunteer with the Shire of Kojonup.

You will be advised if a suitable volunteer placement is available.

Please forward your completed registration form to:

Shire of Kojonup, PO Box 163, Kojonup, WA, 6395 or via email at:

council@kojonup.wa.gov.au

Volunteer Agreement

I, _____

- Agree I have been shown and will abide by the Volunteer Charter, which includes my rights and responsibilities as a volunteer with the Shire of Kojonup.
- Agree to abide by the Shire of Kojonup Code of Conduct and to represent the organisation in a positive way.
- Agree to not discuss or disclose confidential information that I may come across in my volunteering role.
- Will not take illegal drugs or consume alcohol, or be under the influence of same, whilst engaged in volunteer activities.
- Give permission for the Shire of Kojonup to maintain on file, my personal information relevant to my voluntary duties, which may be accessed by relevant staff members of the organisation in the case of an emergency. I understand this information will not be given to any other person or agency unless I give my specific permission [or required by law](#).
- Understand photographs may be taken by and of people participating in activities with the Shire of Kojonup. I understand it is my responsibility to remove myself if I do not wish to appear in photographs.
- Agree to follow grievance procedures as set out by the Shire of Kojonup.
- Agree to support a non-discriminatory and harassment-free work environment.
- Agree to treat clients, staff and volunteers with respect, courtesy and consideration.
- Agree to participate in essential orientation and ongoing training arranged by the Shire of Kojonup as required.
- Verify I have received all documents in the Volunteer Induction and Orientation Kit.
- Agree to work as part of a team.
- Agree to sign the Attendance Register at each volunteering session.
- Agree to inform the Volunteer Supervisor/Relevant Manager if I am unable to attend a rostered session.
- Agree to inform the Relevant Manager if I am unable to continue as a volunteer.
- Agree to a 3 month review of the volunteer role, where required, leading to a mutual evaluation of the suitability of the role for me.
- Agree to maintain a current driver's licence and third party or comprehensive insurance if I am required to use my own vehicle for volunteering purposes.
- [Hereby](#) authorise/do not authorise (strike whichever does not apply) the Shire of Kojonup and its licensees and associates permission to use my image/s and/or the reproduction of any or all images in any form or composite representation by the Shire of Kojonup and its licensees and associates without compensation to me. I agree that all images shall remain the property of the Shire of Kojonup in all forms.

Name and Signature of Volunteer_____
Date_____
Name and Signature of Staff Member_____
Date

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Lease no.	Other Party	Type	Details	Initial date of doc.	Current Expiry Date	Comments	Outcomes	Diary	Recall	Generate Invoice/ Payment details	Reminder
156	CBH	Rates Agreement	Shire charges CBH a rate of tonnes held x \$0.02 + 3.6%	11/07/1994	Ongoing	No action required	CBH provide figures sometime between March/April and EOFY	SFO provides details to Debtors Clerk when tonnage is advised by CBH	N/A	Annually - see Diary	
184	Kleenheat gas	LPG Supply Agreement	Supply of gas to Sport Complex, Mem. Hall & Springhaven	24/04/2009	Ongoing	Initial supply period 24/4/2014 and now ongoing with 3 months' notice to terminate			April each year	Pay on invoice	
242	GF, LW and RD Baiiye	Memorandum of Understanding	Access Way for Landfill Site	11/06/2002	Ongoing	Ongoing with notice to terminate of 6 months in writing		GF Baiiye (20813 Albany Highway, Kojonup) not Baiiye Grazing On Governance Calendar	CM 185/04 August each year	August Invoice raising request for September payment	SAO Payment requisition to creditors clerk CDA 5012 GF Baiiye end of July/beg Aug
322	Education Department	Lease/Agreement	Lease of Oval	1/07/2014	30/06/2035	20% of upkeep to be invoiced to Dept of Education annually.		HM Invoices	N/A	20% of upkeep Invoiced annually - EOFY	June -SFO
352	Water Corporation	Agreement	Non-Potable water supply Kojonup Dam	16/12/2016	10/01/2021 Variation: 10/07/2027	Water Corp will invoice for water usage	Extension granted - to the earlier of 10 July 2027 or the date W/C transfers ownership of the Kojonup Dam to the Shire of Kojonup. Extension letter signed by CEO 24 November 2022 - to be signed by Water Corp.		1/07/2020	We pay on receipt of invoice	
	Kojonup Playgroup and Toy Library	Licence	Part of Reserve 40791 Cnr of Spring and Pensioner					Pay each year under the Fees and Charges Schedule - PEMO	Jun-18	Paid	May/June
416	Water Corporation	Standpipe Agreements x 4	Regional Fixed Standpipe Water Supply Service	6/11/2019	Nil				Albany H'Way - Lot opposite Lot 7; Blackwood Rd, Muradup - Lot 133 Reserve 19225 (Muradup now replaced by agreement 434); KO-KA Rd - Katanning FL Lot NW Cnr Locn 14215; KO-KA Rd - Katanning FL Lot Road Res	Payment for water on receipt of Invoice/on charge to users	
424	Syd Matthews & Co Pty Ltd	Lease	Portion of Lot 9999 Thornbury Close, Kojonup	1/02/2020 - 24/05/2024	28/02/2022 - Ongoing	Part of first year's lease payment (\$3,850 gst inclusive) written off due to items remaining on land Council permission to lessee to sub-lease to CBH (Sept 2020 OM) CBH withdrew interest Second year not charged - items remaining due to wet year and unable to remove Third year (first of extension) charged - Mar 22 to Feb 23 Fourth year (second of two year extension) charged - Mar 23 to Feb 24		Transport depot and grain cleaning/storage facility purposes.		Has paid 2022 lease In full, extending lease Last year of lease Feb 2023 to Feb 2024. 15 May 2024 until subdivision of Lot 9999 Thornbury Close	May annually
441 - RTA	Department of Communities	Residential Tenancy Agreement	GROH - 13 Loton Close	19/08/20 to 18/08/30	19/08/2020	Rent review due each anniversary of commencement - 19/08/20			Expires 18/08/2030 with further 12 month option Rent review due 19/08 each year - consider in June - minimum CPI 2%		
442 - RTA	Department of Communities	Residential Tenancy Agreement	GROH - 79 Soldier Road	19/08/20 to 18/08/30	19/08/2020	Rent review due each anniversary of commencement - 19/08/20			Expires 18/08/2030 with further 12 month option Rent review due 19/08 each year - consider in June - minimum CPI 2% Provide tenant with current electrical safety certificate for safety switches and smoke alarms upon yearly anniversary of 19/08/20 - advise BMC in June - corresp re: access etc should go to grohleasingrequests@housing.wa.gov.au - same for aircon servicing - BMC does six monthly		
443 - RTA	Department of Communities	Residential Tenancy Agreement	GROH - 28 Katanning Road	06/05/2022 to 05/05/2032	20/05/2022	Rent review due each anniversary of commencement - 06/05/22	Record of Payment of Security Bond received		Expires 05/05/2032 with further 12 month option Rent review due 06/05 each year - consider in March - minimum CPI 2% Provide tenant with current electrical safety certificate for safety switches and smoke alarms upon anniversary - 06/05 - advise BMC in March - corresp re: access etc should go to grohleasingrequests@housing.wa.gov.au - same for aircon servicing		
447	3E Advantage (Best Office Systems)	Print Services Volume Agreement Schedule & Variation	Administration, Depot & Springhaven Lodge printers	Sept 2020 for 48 months renewed May 2024	1/09/2024 48months May 2028	Minimum vs Actual Monthly billing	Shire will be invoiced monthly	INT24/3578C251 IN24/4F5A07B8 BNT24/7F6D5527			
463	3E Advantage (Best Office Systems)	Rental Agreement	Konica Minolta C250i MFP	21/12/2020	20/12/2025					Pay on Invoice	
520	Chronicle Rip Pty Ltd	Cemetery	Software Licence	20/04/2021		Annual subscription = \$330 x 3 cemeteries: Kojonup, Boscabel, Muradup				Pay on Invoice	
526	City of Albany	Sypdus Software Licence, Admin. & Support		2022/23	2027/28	\$5,765 - 2022/23	Revision to include Shire of Murray - 2021/22 - INT22/7FEE44D92 CS.LIB.2/CM.CTG.3			Pay on Invoice	
534	Brolly	Service	Flying Solo Software	28/11/2022	27/11/2023			Pay on receipt of invoice		Pay on Invoice	
547	Simon Klopper	Industrial Land	Lots 58 and 59 of Lot 9999, Thornbury Close	1/03/2023	28/02/2025	Option to buy at an unimproved market rate valuation when subdivision is complete and titles have been issued.	Fully signed INT23/45BFCF90	March annually			
548	Gary Cavanagh	Industrial Land	Portion of Lot 9999 Thornbury Close, Kojonup	28/02/2023	27/02/2025		Fully signed	February annually			

Lease no.	Other Party	Type	Details	Initial date of doc.	Current Expiry Date	Comments	Outcomes	Diary	Recall	Generate Invoice/ Payment details	Reminder
559	Kojonup Tennis Club	162 Blackwood Road		28/03/2023	27/03/2025		OUT23/77FBCB4C - CP.LEA.1	\$2,550 pa due 28 March annually			
561	The George Church Community Medical Centre Inc	39 Vanzuilecom Street		1/05/2023	1/05/2033	Certificates of Currency for public liability to come in and contents when contents are insitu	OUT23/62B5A267 - CM.PRL.4/ CP.LEA.1/ A7864	\$2,000 pa due 1 May annually			
582	The George Church Community Medical Centre Inc.		Medical Services	25/10/2024	25/10/2029	\$250,000 paid annually, invoiced and paid quarterly. Paid to GCCMC	IN24/5F265607			Pay on Invoice	
583	Department of Local Government, Sport and Cultural Industries	Swimming Pool		14/11/2024	31/03/2025	\$65 (inc GST) per approved child aged 5-18yrs. Shire to invoice DLGSC from 31/03/2025	IN24/4A2045B7				