



SHIRE OF KOJONUP

MINUTES

Ordinary Council Meeting

25 February 2025

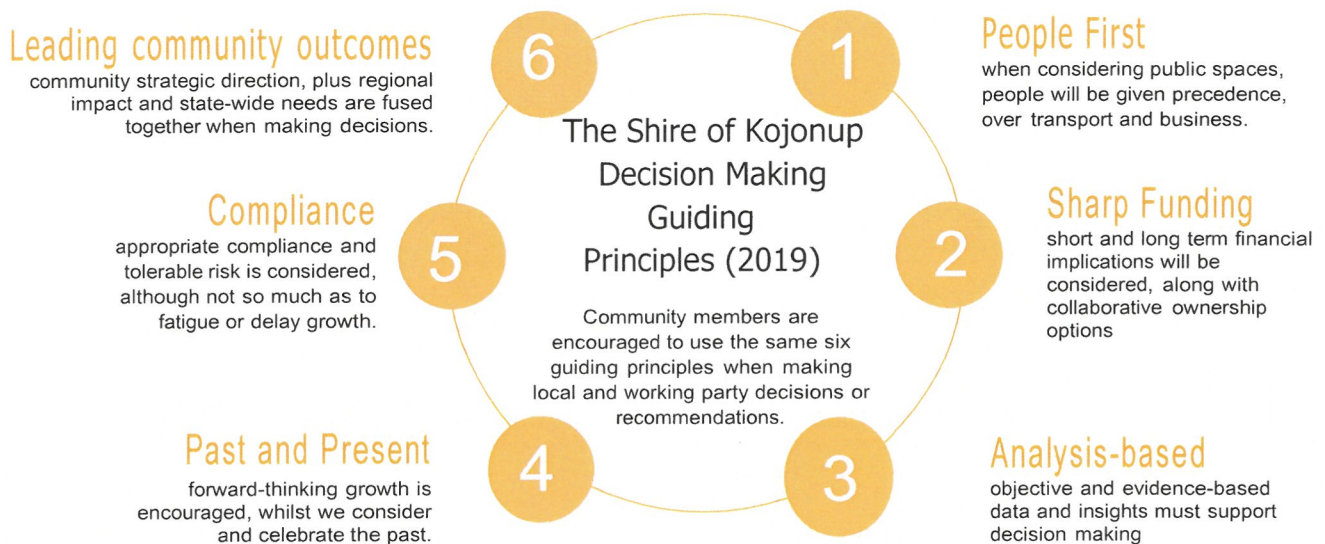
MINUTES OF AN ORDINARY COUNCIL MEETING HELD ON 25 FEBRUARY 2025

TABLE OF CONTENTS

1	DECLARATION OF OPENING AND ANNOUNCEMENT OF GUESTS	5
2	ANNOUNCEMENTS FROM THE PRESIDING MEMBER.....	6
3	ATTENDANCE.....	6
3.1	APOLOGIES	6
3.2	APPROVED LEAVE OF ABSENCE	6
4	DECLARATION OF INTEREST	6
5	PUBLIC QUESTION TIME.....	6
5.1	RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE	6
5.2	PUBLIC QUESTION TIME	6
6	CONFIRMATION OF MINUTES	7
6.1	ORDINARY COUNCIL MEETING 10 DECEMBER 2024	7
7	PRESENTATIONS	7
7.1	PETITIONS.....	7
7.2	PRESENTATIONS.....	7
7.3	DEPUTATIONS	7
7.4	DELEGATES' REPORTS	7
8	METHOD OF DEALING WITH AGENDA BUSINESS	7
9	REPORTS.....	7
9.1	KEY PILLAR 'LIFESTYLE' REPORTS	7
9.2	KEY PILLAR 'ECONOMICS' REPORTS	8
9.2.1	PROPOSED WORKSHOP/MAINTENANCE SHED – LOT 9999 THORNBURY CLOSE, KOJONUP	8
9.3	KEY PILLAR 'VISITATION' REPORTS	14
9.4	KEY PILLAR 'PERFORMANCE' REPORTS.....	14
9.4.1	FINANCIAL MANAGEMENT – MONTHLY STATEMENT OF FINANCIAL ACTIVITY (DECEMBER 2024 & JANUARY 2025)	14
9.4.2	MONTHLY PAYMENTS LISTING – DECEMBER 2024 AND JANUARY 2025.....	16
9.4.3	DELEGATION REGISTER – ANNUAL REVIEW.....	18
9.4.4	POLICY MANUAL REVIEW	22
9.4.5	ANNUAL FINANCIAL REPORT 2023/2024 AND GENERAL MEETING OF ELECTORS	24
9.4.6	COMPLIANCE AUDIT RETURN 2024.....	30
9.4.7	REVIEW OF VOLUNTEER HANDBOOK.....	34
9.4.8	FUNDING ALLOCATION TO THE ADVOCACY PROJECT FOR PREVENTATIVE HEALTHCARE FUNDING IN RURAL WESTERN AUSTRALIA.....	37
9.4.9	KOJONUP AGING IN PLACE COMMITTEE MEETING 4 DECEMBER 2024 - MINUTES	40
9.4.10	KEVIN O'HALLORAN SWIMMING POOL EARTHING OF METAL STRUCTURES – RESERVE EMERGENCY FUNDING – VARIATION REQUEST	42
10	APPLICATIONS FOR LEAVE OF ABSENCE	45
11	MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN	45
12	QUESTIONS FROM MEMBERS WITHOUT NOTICE	45
13	NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF THE MEETING	45
14	MEETING CLOSED TO THE PUBLIC.....	46

14.1 MATTERS FOR WHICH THE MEETING MAY BE CLOSED	46
14.1.1 COMMUNITY EMERGENCY SERVICES MANAGER	46
14.1.2 FUNDING CULTURAL SURVEY – WAGYL KAIP	46
14.2 PUBLIC READING OF RESOLUTIONS THAT MAY BE MADE PUBLIC.....	48
14.1.1 COMMUNITY EMERGENCY SERVICES MANAGER	48
14.1.2 FUNDING CULTURAL SURVEY – WAGYL KAIP	48
15 CLOSURE	49
16 ATTACHMENTS (SEPARATE)	50

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



MINUTES

1 DECLARATION OF OPENING AND ANNOUNCEMENT OF GUESTS

The Shire President shall declare the meeting open at 3.00pm and draw the meeting's attention to the disclaimer below:

Disclaimer

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

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

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

Acknowledgement of Country

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

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

Prayer

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

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

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

Amen

2 ANNOUNCEMENTS FROM THE PRESIDING MEMBER

3 ATTENDANCE
COUNCILLORS

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

STAFF

Grant Thompson	Chief Executive Officer
Tonya Pearce	Governance and Rates Officer

3.1 APOLOGIES

Nil

3.2 APPROVED LEAVE OF ABSENCE

Nil

4 DECLARATION OF INTEREST

Nil

5 PUBLIC QUESTION TIME

5.1 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Not applicable

5.2 PUBLIC QUESTION TIME

Nil

6 CONFIRMATION OF MINUTES

6.1 ORDINARY COUNCIL MEETING 10 DECEMBER 2024

Unconfirmed Minutes of an Ordinary Council Meeting held 10 December 2024 are at [attachment 6.1.1](#).

OFFICER RECOMMENDATION/COUNCIL DECISION

1/25 Moved Cr Radford

Seconded Cr Mathwin

That the Minutes of an Ordinary Council Meeting held 10 December 2024 be confirmed as a true record.

CARRIED 7/0

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

7 PRESENTATIONS

7.1 PETITIONS

7.2 PRESENTATIONS

7.3 DEPUTATIONS

7.4 DELEGATES' REPORTS

The Chief Executive Officer and Shire President attended a meeting with Minister Whitby. In regards to renewable energy facilities in January 2025, and took Kojonup's Draft Policy, to discuss the need for State Government to take leadership in these facilities. Offered solutions to what problems the shire have encountered. Local Governments struggling for community benefit out of these processes. Contradiction of the Shires responsibility of policing these facilities. alter the rating of a property from UV to GRV and rated accordingly and the community would get income. Since then seen commentary, Minister Whitby has remembered our conversations very readily. It was a good useful meeting with Minister Whitby face to face, instead of via Zoom. Information in regard to the history of meetings that have been attended.

8 METHOD OF DEALING WITH AGENDA BUSINESS

Nil

9 REPORTS

9.1 KEY PILLAR 'LIFESTYLE' REPORTS

Nil

9.2 KEY PILLAR ‘ECONOMICS’ REPORTS

9.2.1 PROPOSED WORKSHOP/MAINTENANCE SHED – LOT 9999 THORNBURY CLOSE, KOJONUP

AUTHOR	Steve Thompson - Consultant Planner, Edge Planning & Property
DATE	Thursday, 13 February 2025
FILE NO	A22323
ATTACHMENT	<p>9.2.1.1 - Approved subdivision plan and industrial estate road layout</p> <p>9.2.1.2 - Plans and letter from applicant</p> <p>9.2.1.3 - Extract from <i>Planning and Development (Local Planning Scheme) Regulations 2015</i></p>

‘PLACEMAKING’ STRATEGIC COMMUNITY PLAN JULY 2023 TO JUNE 2033 To be “ <i>The Cultural Experience Centre of the Great Southern</i> ” STRATEGIC/CORPORATE IMPLICATIONS		
Key Strategic Pillar/s	Community Goal/s	Corporate Objective/s
Economics	4. Grown Existing Business	4.1 Economic support program

DECLARATION OF INTEREST

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

SUMMARY

To consider an application for development approval for a workshop/maintenance shed (transport depot use) at Lot 9999 Thornbury Close, Kojonup.

BACKGROUND

The application site is owned by the Shire, is 21.5746 hectares in area, is vacant and is generally cleared. There are plans to extend the industrial estate southwards including an extension of Thornbury Close via a loop road (see Attachment 9.2.1.1).

Proposal

The applicant seeks approval to construct a shed for storage, workshop, and maintenance (transport depot use). The proposed shed is 496m² in floor area (32m long, 15.5m wide, 6.6m wall height) and will consist of Trimdek Zincalume cladding for the roof and walls. Details provided by the applicant are set out in Attachment 9.2.1.2.

The plans show the proposed shed will be setback 113m from the western boundary (to Thornbury Close), 44m to the northern property boundary (Roche Street) and 99m to the eastern property boundary.

The proposed shed is partially located within the designated bushfire prone area.

COMMENT

Following an assessment of the Development Application against the planning framework, it is recommended that Council conditionally approve the Development Application given:

- It is consistent with the planning framework;
- The shed has generous setbacks from property boundaries;
- The shed's location has taken account of the proposed road extension to the south, in the completion of the Thornbury Close loop (or to the east of the proposed shed);
- The proposed storage, workshop and maintenance shed (transport depot use) will have minimal off site impacts;
- The proposed shed and uses are not considered to create any significant amenity impacts;
- There are manageable bushfire risks;
- There are expected to be minimal environmental impacts;
- It assists to diversify and grow the local economy;
- There are no objections from other Shire officers/units; and
- Recommended development conditions and advice can assist to control the use, address amenity, limit off-site impacts and seek effective management of the development.

ALTERNATIVE OPTIONS AND THEIR IMPLICATIONS

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

1. *Not approve the proposal*

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

2. *Approve the proposal*

The Council can choose to approve the application, with or without conditions. If this option were chosen, the development can proceed subject to gaining a Building Permit.

3. *Defer the proposal*

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

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

CONSULTATION

Nil

STATUTORY REQUIREMENTS

Planning and Development Act 2005 and Planning and Development (Local Planning Schemes) Regulations 2015 - the processing of the Development Application is required to comply with the requirements of Town Planning Scheme No. 3 (TPS3) which is an operative local planning scheme under the provisions of the Act and Regulations.

The site is zoned 'Industry' under TPS3.

‘Light industry’, ‘warehouse’ (storage) and ‘transport depot’ are all ‘P’ (permitted) uses in the Industry Zone. The proposed uses are subject to various requirements in TPS3 including addressing amenity, servicing, managing stormwater and the provision of landscaping. For instance, TPS3 sets a landscaping standard of 10% of the site area associated with industrial development. This standard can be modified if it addresses clause 5.6 of TPS3.

Attachment 9.2.1.3 is an extract from the *Planning and Development (Local Planning Schemes) Regulations 2015* which sets out matters to be considered by local government in assessing a Development Application.

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

The applicant has paid the Development Application fee.

RISK MANAGEMENT IMPLICATIONS

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

ASSET MANAGEMENT IMPLICATIONS

Nil.

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS
Nil.

VOTING REQUIREMENTS

Simple Majority.

OFFICER RECOMMENDATION/COUNCIL DECISION

2/25 Moved Cr Egerton-Warburton

Seconded Cr Radford

That Council grant Development Approval for a workshop/maintenance and storage shed and associated transport depot use at Lot 9999 on Deposited Plan 39776 Thornbury Close, Kojonup pursuant to Schedule 2, Clause 68 of the *Planning and Development (Local Planning Schemes) Regulations 2015* and subject to the following conditions and advice notes:

1. The development hereby approved must be carried out in accordance with the submitted plans and specifications (addressing all conditions) or otherwise amended by the local government and these shall not be altered and/or modified without the prior knowledge and written consent of the local government.
2. The provision of details with the Building Permit application as to how stormwater and associated earthworks will be addressed for the proposed development to the satisfaction of the local government. The local government will require that all stormwater from the building and other impervious areas are collected and detained on site to the satisfaction of the local government prior to occupation. Connection to the Shire's drainage system is at the applicant/owner's cost to the specification and satisfaction of the local government. The stormwater facilities provided in accordance with this condition shall be permanently maintained in an operative condition to the satisfaction of the local government.
3. The development is connected to the reticulated water system prior to occupation.
4. The development is connected to an on-site sewage disposal system, to the satisfaction of the local government, prior to occupation.
5. An access and parking plan is provided to the satisfaction of the local government prior to the issue of a Building Permit. The vehicle access ways, vehicle manoeuvring areas and car parking spaces are then designed, constructed (unsealed standard other than the crossovers) and drained to the satisfaction of the local government prior to occupation. These areas shall be permanently maintained for vehicle parking, access and manoeuvring areas to the satisfaction of the local government.
6. The vehicle crossovers are suitably designed, drained, constructed (sealed) and maintained to the satisfaction of the local government.
7. A Dust Suppression Plan for the unsealed internal roadways and car parking bays must be prepared and submitted to the satisfaction of the local government prior to the

commencement of proposed development works. Following this, the plan is to be suitably implemented to the satisfaction of the local government.

8. The provision of details, with the Building Permit, which show a Landscaping Plan to the satisfaction of the local government. The site is then landscaped in accordance with the approved Landscaping Plan prior to occupation. Following this, the landscaped area shall be suitably maintained to the satisfaction of the local government at all times.
9. A Bushfire Attack Level Assessment is to be submitted with the Building Permit Application. The development is to be constructed in accordance with *AS3959 Construction of Buildings in Bushfire Prone Areas*. The Asset Protection Zone is to be permanently maintained around the building in accordance with the Bushfire Attack Level assessment.
10. An Emergency Evacuation Plan is to be prepared and/or updated to the satisfaction of the local government and then implemented prior to occupation. All measures contained in the Plan are to be maintained to the satisfaction of the local government. The Emergency Evacuation Plan is to be prominently displayed at all times in the approved building.
11. The location and design of the building, servicing, associated improvements, vehicle access and parking do not impact the planned extension of Thornbury Close as a loop road, including the road construction of a public road to the east of the proposed shed.

Advice:

- A) This is not a Building Permit. A Building Permit must be obtained before any building works commence.
- B) The applicant is advised that the approved development must comply with all relevant provisions of the of the *Public Health Act 2016*, the *Health (Miscellaneous Provisions) Act 1911*, the *Shire of Kojonup Health Local Law* and the *National Construction Code*.
- C) The level of noise emanating from the premises shall not exceed that prescribed in the *Environmental Protection Act 1986*, and the *Environmental Protection (Noise) Regulations 1997*.
- D) Any lighting device shall be positioned and shielded so as not to cause any direct, reflected or incidental light beyond the property boundaries. Lighting should be designed in accordance with *AS 4282-2019 Control of the Obtrusive Effects of Outdoor Lighting*.
- E) With regard to signage the applicant is advised that any sign affixed to the approved building wall does not require development approval. However, any form of freestanding signage may require a further application for development approval to be submitted and determined by the local government.

- F) The applicant is responsible for meeting the cost of power provision to the development. Unless an alternative on-site power supply is provided, any works should address Western Power requirements.
- G) If the applicant is aggrieved by this determination, there is a right of review by the State Administrative Tribunal in accordance with the *Planning and Development Act 2005* Part 14. An application must be made within 28 days of the determination.

CARRIED 7/0

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

9.3 KEY PILLAR ‘VISITATION’ REPORTS

Nil

9.4 KEY PILLAR ‘PERFORMANCE’ REPORTS

9.4.1 FINANCIAL MANAGEMENT – MONTHLY STATEMENT OF FINANCIAL ACTIVITY (DECEMBER 2024 & JANUARY 2025)

AUTHOR	Jill Johnson – Manager Financial and Corporate Services
DATE	Monday, 17 February 2025
FILE NO	FM.FNR.2
ATTACHMENT(S)	9.3.1.1 – Monthly Financial Statements December 2024 9.3.1.2 – Monthly Financial Statements January 2025

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

DECLARATION OF INTEREST

Nil

SUMMARY

The purpose of this report is to note the Monthly Financial Statement for the months ending 31 December 2024 and 31 January 2025.

BACKGROUND

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

COMMENT

The attached Statement of Financial Activity for the period 1 December 2024 to 31 January 2025 represents seven (7) months, or 58% of the year.

The following items are worthy of noting:

- Closing surplus position of \$3,696,749.
- Capital expenditure achieved 26.8% of budgeted projects.
- Cash holdings of \$4,480m of which \$1,166m is held in cash backed reserve accounts and \$3,314 is unrestricted cash.
- Rates debtors outstanding equate to 18% of total rates raised for 2024/2025.
- Page 11 of the statements detail major variations comparing year to date (amended) budgets to year-to-date actuals in accordance with Council Policy 2.1.6.

CONSULTATION

Nil

STATUTORY REQUIREMENTS

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

POLICY IMPLICATIONS

Council Policy 2.1.6 defines the content of the financial reports.

FINANCIAL IMPLICATIONS

This item reports on the current financial position of the Shire of Kojonup. The recommendation does not in itself have a financial implication.

RISK MANAGEMENT IMPLICATIONS

Nil

ASSET MANAGEMENT IMPLICATIONS

Nil

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

3/25 Moved Cr Mathwin

Seconded Cr Wieringa

That the monthly financial statements for the period ending 31 December 2024 & 31 January 2025, as attached, be noted.

CARRIED 6/1

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

Against: Cr Webb

Question taken on notice by Cr Webb:

There was a payment made to Wagyl Kaip on the 11/12/2024 for \$9221.06. Would like a breakdown of the invoice.

9.4.2 MONTHLY PAYMENTS LISTING – DECEMBER 2024 AND JANUARY 2025

AUTHOR	Rachael Egerton-Warburton – Finance and Payroll Officer
DATE	Friday, 14 February 2025
FILE NO	FM.AUT.1
ATTACHMENT	9.4.2.1 - Monthly Payment Listing December 2024 9.4.2.2 - Monthly Payment Listing January 2025

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

DECLARATION OF INTEREST

Nil

SUMMARY

To receive the list of payments covering the months of December 2024 and January 2025.

BACKGROUND

Nil

COMMENT

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

Any comments or queries regarding the list of payments are to be directed to the Chief Executive Officer prior to the meeting.

CONSULTATION

Nil

STATUTORY REQUIREMENTS

Regulation 12(1)(a) of the *Local Government (Financial Management) Regulations 1996* provides that payment may only be made from the municipal fund or trust fund if the Local Government has delegated the function to the Chief Executive Officer.

The Chief Executive Officer has delegated authority to authorise payments. Relevant staff have also been issued with delegated authority to issue orders for the supply of goods and services subject to budget limitations.

Regulation 13 of the *Local Government (Financial Management) Regulations 1996* provides that if the function of authorising payments is delegated to the Chief Executive Officer then a list of payments is to be presented to the Council at the next ordinary meeting and recorded in the minutes.

POLICY IMPLICATIONS

Council's Policy 2.1.2 provides authorisations and restrictions relative to purchasing commitments.

FINANCIAL IMPLICATIONS

All payments are made in line with Council Policy.

STRATEGIC/CORPORATE IMPLICATIONS

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

RISK MANAGEMENT IMPLICATIONS

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

ASSET MANAGEMENT PLAN IMPLICATIONS

There are no asset management implications for this report.

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

4/25 Moved Cr Mathwin

Seconded Cr Mickle

That, in accordance with Regulation 13 (1) of the *Local Government (Financial Management) Regulations 1996*, the list of payments as attached made under delegated authority:

FROM – 1 December 2024		TO – 31 January 2025
Municipal Cheques	14395-14396	\$40,750.70
EFTs	35260 - 35588	\$1,788,827.77
Direct Debits		\$986,699.85
Total		\$2,816,278.32

be received.

CARRIED 6/1

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

Against: Cr Webb

Question taken on notice by Cr Mathwin:

Would like a breakdown of Message Media expenses.

Question taken on notice by Cr Webb:

There was a payment made to Wagyl Kaip on the 11/12/2024 for \$9221.06. Would like a breakdown of the invoice.

9.4.3 DELEGATION REGISTER – ANNUAL REVIEW

AUTHOR	Tonya Pearce – Governance and Rates Officer
DATE	Monday, 2 December 2024
FILE NO	PE.AUT.2
ATTACHMENT	9.4.3.1 - Delegation Register – existing (November 2023) copy – 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 conduct an annual review of Council’s Delegation Register (Register).

BACKGROUND

Section 5.46 (2) of the *Local Government Act 1995* requires that delegations be reviewed at least once every financial year. Council’s Delegation Register was last reviewed by the Council in December 2023.

Council has resolved to adopt and delegate the functions referred to within the attached Delegations Register to the Chief Executive Officer (CEO). Under the *Local Government Act 1995*, the Council is only able to delegate to the CEO and the CEO may then on-delegate to other Officers. When a decision is made under delegation, it is as if that decision has been made by the Council.

Any changes made by Council between its annual reviews of the Register are amended in the Register immediately following the Council meeting wherein the change was resolved.

COMMENT

A review of the Delegation Register has been undertaken in accordance with the *Local Government Act 1995* to ensure that it contains the requirements for the Shire of Kojonup to function efficiently and to ensure good governance.

All managers and other relevant staff were given the opportunity to participate in the Register review.

A summary of delegations with recommended, consequential changes are as follows:

- ADMIN 005 – Appointment of Authorised Persons
Update of sub-delegation authority and Act information.

- ADMIN 011 – Authorising Officers to Impound Goods & Sell Uncollected Goods
Update of sub-delegation authority and Act information.

- ADMIN 012 – Power of Entry onto Private Land
Update of sub-delegation authority and Act information.

- ADMIN 013 – Native Title – Party to an Application
Repeal.

- ADMIN 014 – Prosecutions, Enforcement & Legal Proceedings
Update of sub-delegation authority and Act information.

- ADMIN 015 – Tenders or Quotations for the Supply of Goods & Services
Update of sub-delegation authority and Act information.

- EMPL 004 – Staff Employment, Salaries & Contracts
Update conditions.

- FIN 001 – Payments from Municipal & Trust Fund
Update heads of power of sub-delegation and authorisation

- FIN 003 – Write Off Money owed to Shire
Update of sub-delegation authority

- BLDG 001 – Building and Demolition Permits
No longer repealed

- BLDG 004 – Issuing Notices for Building Works
Update of sub-delegation authority, heads of power and statutory framework

- FIRE 002 – Varying Prohibited/Restricted Burning Times (Variations)
Update delegate and information

- FIRE 003 – Institute Prosecutions for Breaches of the *Bush Fire Act 1954*
Update Act information

- FIRE 006 – Varying Restricted Burning Times
Repeal, covered by delegation FIRE 002

- FIRE 008 – Exemptions for Bush Fire Act
New delegation

- RANGER 001 – Institute Proceedings for Offences Under the Cat Acts
Update of sub-delegation authority, head of power, conditions and statutory framework

- RANGER 002 – Institute Proceedings for Offences Under the Dog Acts
New delegation

- RANGER 004 – Institute Proceedings for Offences Under the *Litter Act 1979*
Update head of power information
- ROADS 011 – Activities on Thoroughfares & Trading in Thoroughfares & Public Places Local Law
Update of sub-delegation authority and conditions

CONSULTATION

Chief Executive Officer
Manager Works and Infrastructure
Manager Financial and Corporate Services
Project Manager and Regulatory Services
Manager Kodja Place, Tourism and Marketing
Governance and Rates Officer

STATUTORY REQUIREMENTS

The *Local Government Act 1995*, sections 5.42 to 5.46 and Regulation 19 of the *Local Government (Administration) Regulations 1996* relate to delegations.

Specifically, section 5.42 of the *Local Government Act 1995* allows for the delegation of some powers and duties from the Council to the CEO. Section 5.42 states:

- (1) *A local government may delegate* to the CEO the exercise of any of its powers or the discharge of any of its duties under this Act other than those referred to in section 5.43.*
**Absolute majority required.*

A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.

POLICY IMPLICATIONS

There are no policy implications for this report.

FINANCIAL IMPLICATIONS

This report or its recommendation does not in itself have a financial implication.

RISK MANAGEMENT IMPLICATIONS

RISK MANAGEMENT FRAMEWORK			
Risk Profile	Risk Description/Cause	Key Control	Current Action
3 - Compliance	Failure to correctly identify, interpret, assess, respond and communicate laws and regulations as a result of an inadequate compliance framework.	Ineffective policies & processes; Ineffective monitoring of changes to legislation.	Nil
<i>Risk rating: Adequate</i>			
IMPLICATIONS			

This report ensures legislative compliance and continues a framework of delegations to ensure that the Council and staff are aware of and are undertaking their respective roles and responsibilities.

ASSET MANAGEMENT IMPLICATIONS

There are no asset management implications for this report.

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Absolute Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

5/25 Moved Cr Wieringa

Seconded Cr Mickle

That the Delegation Register dated November 2023, with amendments as presented, be adopted in accordance with section 5.42 of the *Local Government Act 1995*.

AMENDMENT

6/25 Moved Cr Mathwin

Seconded Cr Mickle

In the Delegation Register under FIRE002, re-strike Chief Executive Officer and re-instate Shire President

CARRIED 7/0

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

9.4.4 POLICY MANUAL REVIEW

AUTHOR	Tonya Pearce – Governance and Rates Officer
DATE	Monday, 2 December 2024
FILE NO	CM.POL.2
ATTACHMENT	9.4.4.1 - Policy Manual – existing (December 2023) copy showing proposed changes

'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 conduct an annual review of Council's Policy Manual.

BACKGROUND

Council's Policy Manual is reviewed, in its entirety, on an annual basis and was last reviewed by Council in December 2023. Amendments to, and formation of, individual policies have been presented to Council for its consideration on an as needs basis in the interim, being incorporated into the Policy Manual at the time of amendment or formation.

COMMENT

The annual review of the Policy Manual has been undertaken by staff and proposed amendments are shown (tracked) in attachment 9.4.4.1.

Please refer to the attachment for detailed information.

CONSULTATION

Chief Executive Officer and Senior Management Team
Administration Staff via Administration Staff Meetings – review of a different policy on a regular basis to ensure relevance of content

STATUTORY REQUIREMENTS

While policies have no legal status, it is considered best practice for local governments to have a set of policies that provide guidance to staff, effectively negating the need for staff to constantly refer to Council. Council may adopt, amend or waive policies under Section 2.7 (2) of the *Local Government Act 1995*.

POLICY IMPLICATIONS

This item recommends amendments to several existing Council policies, as outlined under *Comment*.

FINANCIAL IMPLICATIONS

Nil

RISK MANAGEMENT IMPLICATIONS

RISK MANAGEMENT FRAMEWORK			
Risk Profile	Risk Description/Cause	Key Control	Current Action
8 - Errors, Omissions and Delays	Changes to legislation	Policies and Procedures	Nil
<i>Risk rating - Adequate</i>			
IMPLICATIONS			
Robust systems and controls, including guidance documents such as Council's Policy Manual, reduce inconsistencies and risks associated with Shire operations. A lack of effective policies and processes can contribute to impulsive decision making (causes of compliance risk).			
Timely updating of policies in accordance with legislation amendments assists in reducing the likelihood of non-compliance with legal requirements.			

ASSET MANAGEMENT IMPLICATIONS

Nil

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

7/25 Moved Cr Egerton-Warburton

Seconded Cr Wieringa

That the attached Shire of Kojonup Policy Manual, dated December 2023 and including amendments as presented, be adopted.

CARRIED 7/0

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

9.4.5 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)	<p>9.4.5.1 - Annual Financial Report - Shire of Kojonup - 30 June 2024</p> <p>9.4.5.2 - Final Management Letter - Shire of Kojonup - 30 June 2024</p> <p>9.4.5.3 - Transmittal Letter to CEO - Shire of Kojonup - 30 June 2024</p> <p>9.4.5.4 - Opinion - Shire of Kojonup - 30 June 2024</p>

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

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/COMMITTEE DECISION/COUNCIL DECISION

8/25 Moved Cr Radford

Seconded Cr Mickle

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 finalised '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.

CARRIED 7/0

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

9.4.6 COMPLIANCE AUDIT RETURN 2024

AUTHOR	Tonya Pearce – Governance and Rates Officer
DATE	Monday, 20 January 2025
FILE NO	CM.REP.1
ATTACHMENT(S)	9.4.6.1 - Compliance Audit Return 2024

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

DECLARATION OF INTEREST

Nil

SUMMARY

The purpose of this report is 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
Audit & Risk Committee

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 laws and regulations as a result of an inadequate compliance framework.	Compliance Audit Report	Internal and External Layered Audits Process Reviews
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/COMMITTEE RECOMMENDATION

9/25 Moved Cr Mickle

Seconded Cr Egerton-Warburton

That Council;

1. Accept the Audit & Risk Committee recommendation 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.

2. Authorise the CEO to submit the Compliance and Audit Return, as accepted, to the relevant authority by 31 March 2025.

CARRIED 7/0

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

9.4.7 REVIEW OF VOLUNTEER HANDBOOK

AUTHOR	Tonya Pearce – Governance and Rates Officer
DATE	Tuesday, 21 February 2025
FILE NO	CM.POL.1
ATTACHMENT(S)	9.4.7.1 - 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 9.4.7.1](#)).

CONSULTATION

Chief Executive Officer
Governance and Rates Officer
Audit & Risk Committee

STATUTORY REQUIREMENTS

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

5.40. Principles affecting employment by local governments

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

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

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

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

Section 7. Meaning of worker

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

(h) a volunteer;

POLICY IMPLICATIONS

Policy 2.3.8 – Volunteer Management

FINANCIAL IMPLICATIONS

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

RISK MANAGEMENT IMPLICATIONS

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

Risk rating – Adequate/Adequate

IMPLICATIONS

A Volunteer Handbook ensures that the Shire's volunteers, and their managers, are provided with the necessary information to ensure duties are undertaken in a safe manner and volunteers are informed of their rights and obligations.

ASSET MANAGEMENT IMPLICATIONS

Nil

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COMMITTEE RECOMMENDATION/COUNCIL DECISION

10/25 Moved Cr Mathwin

Seconded Cr Mickle

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

CARRIED 7/0

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

Note: Bush Fire Brigade volunteers are not covered under this Volunteer Handbook and are covered under a separate induction process.

9.4.8 FUNDING ALLOCATION TO THE ADVOCACY PROJECT FOR PREVENTATIVE HEALTHCARE FUNDING IN RURAL WESTERN AUSTRALIA

AUTHOR	Grant Thompson – Chief Executive Officer
DATE	Monday, 17 February 2025
FILE NO	CS.SVP.25
ATTACHMENT(S)	9.4.8.1 - ALGA Submission - Provision of remote GP services 9.4.8.2 - Provision Of Medical Services in Rm 6 And 7 Communities Final Submission

'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

DECLARATION OF INTEREST

Nil

SUMMARY

The purpose of this report is to consider a recommendation from the Kojonup Ageing in Place committee to allocate \$5,000.00 to the advocacy project for provision of primary and preventative health care funding in regional and remote Western Australia.

BACKGROUND-

Members of the Kojonup Aging in Place Committee have advised the Council, it would like the Council to consider allocating \$5,000.00 to the advocacy project for primary and preventative health care funding in regional and remote Western Australia.

A group of six shires, Jerramungup, Ravensthorpe, Lake Grace, Narembreen, Gnowangerup, and Kojonup which all separately use the services of Livingston Medical have come together to advocate for the Federal and State Governments to support the necessary funding of primary and preventative health care in regional and remote communities.

Two advocacy papers have been formed to be presented to relevant forums (Refer to attachments 9.4.8.1 - ALGA Submission - Provision of remote GP services and 9.4.8.2 - Provision Of Medical Services In Rm 6 And 7 Communities Final Submission)

COMMENT

The outcome from this advocacy project is to seek an increase in funding from Federal and State Governments to the Shire for the provision of the current medical services through the George Church Community Medical Centre.

The author recommendation to the Council is to support the funding as a worthwhile purpose.

Any funding to subsidise these services will also reduce the unnecessary competition for medical services in regional areas.

This allocation is being considered in the 2024/25 budget review process.

CONSULTATION

Chief Executive Officer

Manager Financial and Corporate Services

Kojonup Aging in Place Committee

Remote and Regional Medical Advocacy Group of Shires

STATUTORY REQUIREMENTS

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

The Shire will allocate and fund \$5,000.00 from its operating expenditure to fund the current advocacy works.

RISK MANAGEMENT IMPLICATIONS

RISK MANAGEMENT FRAMEWORK			
Risk Profile	Risks Description/Cause	Key Controls	Current Action
6 – Engagement	Relationship breakdowns with community groups	Support local community groups	Review and assess Community Engagement Strategy and Plan
IMPLICATIONS			
The risk implication of not advocating is the Shire continues to fund the medical expenses for the provision of a medical service			

ASSET MANAGEMENT IMPLICATIONS

Nil

GREAT SOUTHERN ALLIANCE IMPLICATIONS (Formerly VROC, VOLUNTARY REGIONAL ORGANISATION OF COUNCILS)

Nil

VOTING REQUIREMENTS

Absolute Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

11/25 Moved Cr Radford

Seconded Cr Mathwin

That Council:

1. Approve and allocate \$5,000 to the Regional and Remote Medical Services advocacy project for preventative and primary health care funding in regional Western Australia.
2. Authorises the CEO to present the expense in the 2024/25 budget review.

CARRIED 7/0

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

9.4.9 KOJONUP AGING IN PLACE COMMITTEE MEETING 4 DECEMBER 2024 - MINUTES

AUTHOR	Tonya Pearce – Governance and Rates Officer
DATE	Monday, 17 February 2025
FILE NO	GP.CNM.9
ATTACHMENT(S)	9.4.9.1 - Unconfirmed minutes of a Kojonup Aging in Place Committee Meeting held 4 December 2024

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

DECLARATION OF INTEREST

Nil

SUMMARY

The purpose of this report is to receive the unconfirmed minutes of a Kojonup Aging in Place Committee meeting held 4 December 2024.

BACKGROUND

The Kojonup Aging in Place Committee replaced the Springhaven Working Group in November 2023 with an objective of recommending to Council on matters related to future proofing infrastructure and facilities for the aged and aged care in Kojonup. The Kojonup Aging in Place Committee held its first meeting on 7 February 2024.

COMMENT

This item is solely the Council receiving the minutes of its Kojonup Aging in Place Committee meeting held 4 December 2024.

CONSULTATION

Nil

STATUTORY REQUIREMENTS

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

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

RISK MANAGEMENT IMPLICATIONS

RISK MANAGEMENT FRAMEWORK			
Risk Profile	Risk Description/Cause	Key Control	Current Action
3. Failure to Fulfil Compliance Requirement's	3 rd party adverse findings against Shire	Audit and Risk Committee	4 Meetings held per annum
<i>Risk rating: Low</i>			
IMPLICATIONS			
The Kojonup Aging in Place Committee is an advisory committee that reports and makes recommendations for Council consideration; timely receipt of the minutes of this Committee and consideration of items, if any, is conducive to quality management of accommodation, infrastructure and services for the aged and aged care in Kojonup.			

ASSET MANAGEMENT IMPLICATIONS

Nil

GREAT SOUTHER ALLIANCE IMPLICATIONS (Formerly VROC, VOLUNTARY REGIONAL ORGANISATION OF COUNCILS)

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

12/25 Moved Cr Egerton-Warburton Seconded Cr Mathwin

That Council receive the unconfirmed minutes of a Kojonup Aging in Place Committee meeting held 4 December 2024.

CARRIED 7/0

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

9.4.10 KEVIN O'HALLORAN SWIMMING POOL EARTHING OF METAL STRUCTURES – RESERVE EMERGENCY FUNDING – VARIATION REQUEST

AUTHOR	Du-Wayne Lottering – Property Services Manager and NRM
DATE	Monday, 17 February 2025
FILE NO	FM.FNR.2
ATTACHMENT(S)	9.4.10.1 – Royal Life Saving 2020 Audit Extract 9.4.10.2 – BK Thomson Quote 00003307 – Old 9.4.10.3 – BK Thomson Quote 00003384 – New 9.4.10.4 – Salty Creek Electrical Quote QT00198 9.4.10.5 – Variation Request – Swimming Pool

<p>'PLACEMAKING' STRATEGIC COMMUNITY PLAN JULY 2023 TO JUNE 2033 To be "The Cultural Experience Centre of the Great Southern" STRATEGIC/CORPORATE IMPLICATIONS</p>		
Key Strategic Pillar/s	Community Goal/s	Corporate Objective/s
Performance	12. A high Performing Council	SoK Finances and Funding SoK Asset Management

DECLARATION OF INTEREST

Nil

SUMMARY

To consider a variation in capital request to transfer funds from the Sporting Facility Reserve Account (which includes the Swimming Pool) for an emergency asset maintenance request to electrically bond all metal items within 1.25m from the pool to the main earthing system of the premises.

BACKGROUND

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

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

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

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

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

In September 2024 the Projects Manager and Regulatory Services requested Council to approve withdrawing \$7,453.60 from the Sporting Facility Reserve to fund urgent earthing of metal structures at the swimming pool to ensure safety of the Community and Team Members.

This was approved by Council.

COMMENT

This report is seeking a variation in the cost of earthing the pool facility as required by regulation. An additional \$9,299.04 is required to bring the earthing up to the revised standards.

Since the original quote to undertake this work the standards for the earthing have been revised and the cost to execute the standards has increased.

The original quote each metal structure was expected to be earthed next to the metal assets. New Regulations state all structures earthing needs to go into an underground earthing cable conduit leading to the main switchboard.

The scope was changed and revised quotes were requested from Contractors and established that an additional \$9299.04 would be needed to complete the work to standard. This comes down to the total of \$ 16,752.64 to be withdrawn from the Sporting Reserve.

It requires an urgent correction for the safety of our community members and Shire staff.

Quotes received for replacement equipment:

1. BK Thomson – Quote 00003307
2. Salty Creek Electrical – Quote QT00198 - \$19473.63

Quotes received for variation Earthing around Swimming Pool:

1. BK Thomson – Quote 00003384 - \$16752.64
2. Salty Creek Electrical – Quote QT00198 - \$19473.63

The author recommends using BK Thomson as it is a less expensive option, and BK Thomson is a local contractor used by the Shire for many years.

It is recommended that the variation funds be sourced from the Sporting Facility Reserve and transferred to fund this work.

CONSULTATION

Royal Life Saving Western Australian 2020 Audit

STATUTORY REQUIREMENTS

The Local Government Act provides for local governments, including regional local governments, to prepare an annual budget.

6.2. Local government to prepare annual budget

(1) During the period from 1 June in a financial year to 31 August in the next financial year, or such extended time as the Minister allows, each local government is to prepare and adopt, in the form and manner prescribed, a budget for its municipal fund for the financial year ending on the 30 June next following that 31 August.*

***Absolute Majority Required**

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

There is no impact to the budget if the funds are transferred from the Sporting Complex Reserve. The Sporting Facility Reserve will decrease in value by the selected quote amount.

RISK MANAGEMENT IMPLICATIONS

If the swimming pool is not adequately bonded, the risk of electrical hazards significantly increases. In the absence of proper bonding, electrical faults can lead to energized metal components, pool water electrification, or potential difference between various metal parts.

ASSET MANAGEMENT IMPLICATIONS

The Swimming Pool will be implementing a safety feature to ensure the safety of the Shire of Kojonup community while enjoying the pool over the coming annual summer months.

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Absolute Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

13/25 Moved Cr Radford

Seconded Cr Wieringa

That Council approves a capital variation request of \$9299.04 to complete the earthing works at the Pool facility. and withdraw the total amount of \$16,752.64 from the Sporting Facility Reserve to fund the required earthing of metal structures to ensure Work Health and Safety standards are met and keeping the Community safe from risk of electrocution.

CARRIED 7/0

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

10 APPLICATIONS FOR LEAVE OF ABSENCE

10.1 Cr Egerton-Warburton – 10 April 2025 – 10 May 2024

COUNCIL DECISION

14/25 Moved Cr Mickle

Seconded Cr Webb

That Cr Egerton-Warburton be granted leave of absence for the 29 April 2025 Ordinary Council Meeting.

CARRIED 7/0

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

11 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

12 QUESTIONS FROM MEMBERS WITHOUT NOTICE

Cr Mathwin: Provision of medical services, in the submission that was put together and discussed there is an item that talks to \$100,000 for expenditure on health. 6 of the Shires received the \$100,000. What has Kojonup claimed?

Cr Bilney: Kojonup has not been eligible for the Grant as previous costs were being expended by a separate organisation, not the Shire. Now the Shire is funding the medical facility it will now be able to make a claim against the medical facilities adjustor. Kojonup has not detailed any expenses that surround the medical provision. In the ALGA report, the Shires are advocating to increase the cap. Mechanism is perfectly in place, this year we have claimed the rent forgone for the provision of the house. Next year the shire will claim \$250,000 it pays directly for the services, the vehicle and house costs.

Cr Mathwin: 54 governments received the maximum amount of \$100,000. Only 5 of the 6 Local Governments received medical facilities cost adjuster and the Shire of Kojonup was not granted the cost because the shire work with a local not for profit to engage a General Practitioner (GP). Other Shires who have equal and similar expenditure, because they are directly paying the medical centre, can Kojonup apply for the \$100,000.

Grant Thompson, CEO: For clarity, 54 Shires received a portion of the adjustor, only 6 received the whole amount of \$100,000. The issue here is that in previous years Kojonup has not directly expended the funds. However, in previous years the Shire has not allocated the loan toward the adjustor and it had been missed as a medical facility cost, mainly due to the fact the Shire has not incurred the majority of the medical services costs. It was the George Church Community Medical Centre providing the funds. Now the Shire is directly funding the services it can now make the claim in subsequent years.

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

Nil

14 MEETING CLOSED TO THE PUBLIC

14.1 MATTERS FOR WHICH THE MEETING MAY BE CLOSED

14.1.1 COMMUNITY EMERGENCY SERVICES MANAGER

AUTHOR	Grant Thompson – Chief Executive Officer
DATE	Monday, 17 February 2025
FILE NO	ES.CIR.2
ATTACHMENT(S)	14.1.1.1 – Draft Recruitment Package CESM 14.1.1.2 – CESM Performance Plan

14.1.2 FUNDING CULTURAL SURVEY – WAGYL KAIP

AUTHOR	Grant Thompson – Chief Executive Officer
DATE	Tuesday, 18 February 2025
FILE NO	PR.RES.26159
ATTACHMENT(S)	14.1.2.1 - ABH consultation policy section 18 14.1.2.2 - aboriginal heritage act 1972 guidelines 14.1.2.3 - aboriginal heritage survey program information and applicant guidelines 14.1.2.4 - Email Wagyl Kaip - Survey Grant 14.1.2.5 - Kojonup Fire Break Freeze Letter 14.1.2.6 - Kojonup Reserves Cultural Survey Plan 2025 14.1.2.7 - Report on a Site Inspection at Myrtle Benn Flora and Fauna Reserve 14.1.2.8 - SoKO Reserves Map - ID Reserves 14.1.2.9 - WKSJ-PW-018 Survey Quote

STATUTORY REQUIREMENTS

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

- (a) a matter affecting an employee or employees; and
- (b) the personal affairs of any person; and
- (c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting; and
- (d) legal advice obtained, or which may be obtained, by the local government and which relates to a matter to be discussed at the meeting; and
- (e) a matter that if disclosed, would reveal —
 - (i) a trade secret; or
 - (ii) information that has a commercial value to a person; or
 - (iii) information about the business, professional, commercial or financial affairs of a person, where the trade secret or information is held by, or is about, a person other than the local government; and
- (f) a matter that if disclosed, could be reasonably expected to —

- (i) impair the effectiveness of any lawful method or procedure for preventing, detecting, investigating or dealing with any contravention or possible contravention of the law; or
 - (ii) endanger the security of the local government's property; or
 - (iii) prejudice the maintenance or enforcement of a lawful measure for protecting public safety; and
- (g) information which is the subject of a direction given under section 23(1a) of the *Parliamentary Commissioner Act 1971*.

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

PROCEDURAL MOTION/COUNCIL DECISION

15/25 Moved Cr Mickle

Seconded Cr Wieringa

That the meeting proceed behind closed doors in accordance with Section 5.23(2) (e) of the *Local Government Act 1995* at 3.38pm.

CARRIED 7/0

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

PROCEDURAL MOTION/COUNCIL DECISION

20/25 Moved Cr Egerton-Warburton

Seconded Cr Mickle

That the meeting be reopened to the public at 4.22pm.

CARRIED 7/0

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

14.2 PUBLIC READING OF RESOLUTIONS THAT MAY BE MADE PUBLIC

14.1.1 COMMUNITY EMERGENCY SERVICES MANAGER

OFFICER RECOMMENDATION/COUNCIL DECISION

16/25 Moved Cr Wieringa

Seconded Cr Egerton-Warburton

That Council approves the appointment of a Community Emergency Services Manager (CESM) to be funded in the 2025/26 financial budget, as presented.

PROCEDURAL MOTION

17/25 Moved Cr Egerton-Warburton

Seconded Cr Wieringa

Table motion to the 25 March 2025 Ordinary Council Meeting.

CARRIED 7/0

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

14.1.2 FUNDING CULTURAL SURVEY – WAGYL KAIP

OFFICER RECOMMENDATION/COUNCIL DECISION

18/25 Moved Cr Wieringa

Seconded Cr Mickle

That Council:

1. Authorises the CEO to apply for a Grant, to fund the total cost of the cultural survey as presented, through the Department of Planning, Lands and Heritage relevant heritage survey program; and,
2. On the condition that grant funding is approved and sourced, which covers the total cost of the survey, approves a cultural survey to be undertaken on the reserves as presented, otherwise the decision needs to be re-presented back to Council for further consideration; and,
3. Authorises the CEO to present the expense and revenue in the 2024/25 budget review and/or roll over to the 2025/26 budget dependant on the Grant process timeframe and approval.

AMENDMENT

19/25 Moved Cr Webb

Seconded Cr Mathwin

4. Request, in addition to the above, the Chief Executive Officer (CEO) to apply for a second grant application for the walk through assessment and report for the amount of \$9221.06.

MOTION AS AMENDED WAS PUT

That Council:

1. Authorises the CEO to apply for a Grant, to fund the total cost of the cultural survey as presented, through the Department of Planning, Lands and Heritage relevant heritage survey program; and,
2. On the condition that grant funding is approved and sourced, which covers the total cost of the survey, approves a cultural survey to be undertaken on the reserves as presented, otherwise the decision needs to be re-presented back to Council for further consideration; and,
3. Authorises the CEO to present the expense and revenue in the 2024/25 budget review and/or roll over to the 2025/26 budget dependant on the Grant process timeframe and approval.
4. Request, in addition to the above, the Chief Executive Officer (CEO) to apply for a second grant application for the walk through assessment and report for the amount of \$9221.06.

CARRIED 7/0

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

15 CLOSURE

There being no further business to discuss, the President thanked the members for their attendance and declared the meeting closed at 4.23pm.

16 ATTACHMENTS (SEPARATE)

6.1	6.1.1	Unconfirmed Minutes of an Ordinary Council Meeting held on 10 December 2024
9.2.1	9.2.1.1	Approved subdivision plan and industrial estate road layout
	9.2.1.2	Plans and letter from applicant
	9.2.1.3	Extract from <i>Planning and Development (Local Planning Scheme) Regulations 2015</i>
9.4.1	9.4.1.1	Monthly Financial Statements December 2024
	9.4.1.2	Monthly Financial Statements January 2025
9.4.2	9.4.2.1	Monthly Payment Listing December 2024
	9.4.2.2	Monthly Payment Listing January 2025
9.4.3	9.4.3.1	Delegation Register – existing (November 2023) copy – showing changes
9.4.4	9.4.4.1	Policy Manual – existing (December 2023) copy showing proposed changes
9.4.5	9.4.5.1	Annual Financial Report - Shire of Kojonup - 30 June 2024
	9.4.5.2	Final Management Letter - Shire of Kojonup - 30 June 2024
	9.4.5.3	Transmittal Letter to CEO - Shire of Kojonup - 30 June 2024
	9.4.5.4	Opinion - Shire of Kojonup - 30 June 2024
9.4.6	9.4.6.1	Compliance Audit Return 2024
9.4.7	9.4.7.1	Volunteer Handbook –2025 Review showing changes
9.4.8	9.4.8.1	ALGA Submission - Provision of remote GP services
	9.4.8.2	Provision Of Medical Services In Rm 6 And 7 Communities Final Submission

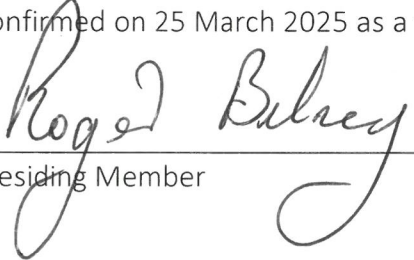
Shire of Kojonup – Ordinary Council Meeting – Minutes – 25 February 2025

- | | | |
|--------|----------|--|
| 9.4.9 | 9.4.9.1 | Unconfirmed minutes of a Kojonup Aging in Place Committee Meeting held 4 December 2024 |
| 9.4.10 | 9.4.10.1 | Royal Life Saving 2020 Audit Extract |
| | 9.4.10.2 | BK Thomson Quote 00003307 – Old |
| | 9.4.10.3 | BK Thomson Quote 00003384 – New |
| | 9.4.10.4 | Salty Creek Electrical Quote QT00198 |
| | 9.4.10.5 | Variation Request – Swimming Pool |

CONFIDENTIAL

- | | | |
|--------|----------|---|
| 14.1.1 | 14.1.1.1 | Draft Recruitment Package CESM |
| | 14.1.1.2 | CESM Performance Plan |
| 14.1.2 | 14.1.2.1 | ABH consultation policy section 18 |
| | 14.1.2.2 | aboriginal heritage act 1972 guidelines |
| | 14.1.2.3 | aboriginal heritage survey program information and applicant guidelines |
| | 14.1.2.4 | Email Wagyl Kaip - Survey Grant |
| | 14.1.2.5 | Kojonup Fire Break Freeze Letter |
| | 14.1.2.6 | Kojonup Reserves Cultural Survey Plan 2025 |
| | 14.1.2.7 | Report on a Site Inspection at Myrtle Benn Flora and Fauna Reserve |
| | 14.1.2.8 | SoKO Reserves Map - ID Reserves |
| | 14.1.2.9 | WКСN-PW-018 Survey Quote |

Confirmed on 25 March 2025 as a true record –


Presiding Member

25.3.25.
Date