SHIRE OF KOJONUP

AGENDA

Ordinary Council Meeting

21 May 2024

TO: THE SHIRE PRESIDENT AND COUNCILLORS

NOTICE is hereby given that an Ordinary Meeting of the Council will be held in the Council Chambers, Administration Building, 93 Albany Highway, Kojonup on Tuesday, 21 May 2024 commencing at 3:00pm.

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

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

GRANT THOMPSON
CHIEF EXECUTIVE OFFICER
17 May 2024

AGENDA FOR AN ORDINARY COUNCIL MEETING TO BE HELD ON 21 MAY 2024

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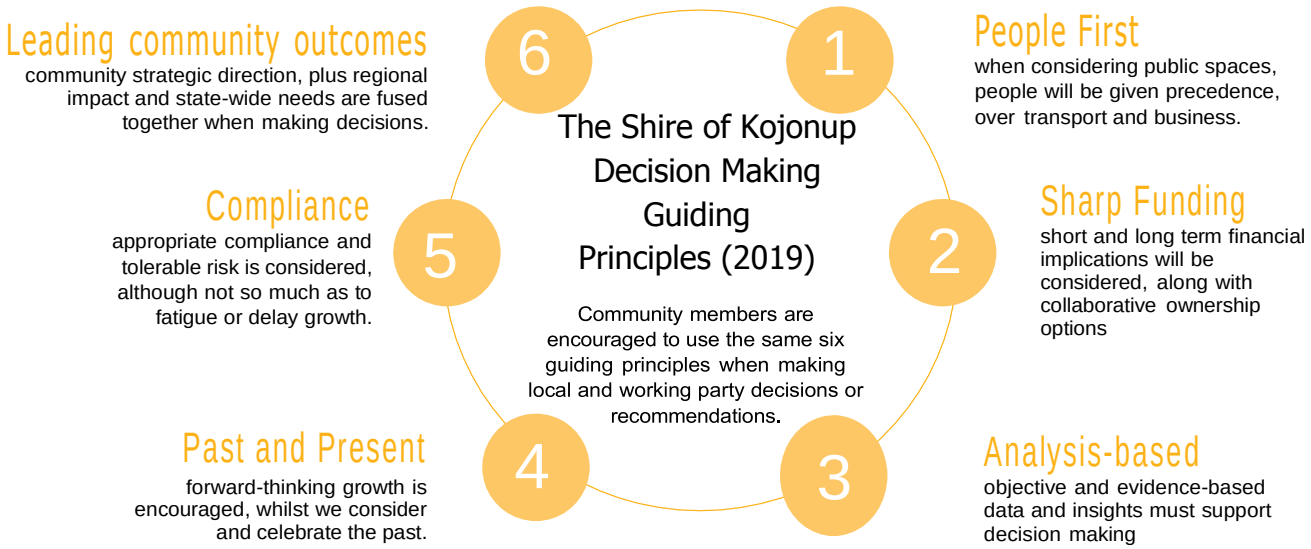
The Shire of Kojonup has a set of six guiding principles it uses when making decisions. These principles are checked and enhanced every two years in line with the Strategic Community Plan review schedule.



AGENDA

1 DECLARATION OF OPENING AND ANNOUNCEMENT OF GUESTS

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

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

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

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

Acknowledgement of Country

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

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

Prayer

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

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

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

Amen

2 ANNOUNCEMENTS FROM THE PRESIDING MEMBER

3 ATTENDANCE

COUNCILLORS

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

STAFF

Grant Thompson	Chief Executive Officer
Judy Stewart	Manager Governance and Administration
Jill Johnson	Manager Finance and Corporate Services
Estelle Lottering	Project Manager/Community Services
Tonya Pearce	Governance and Rates Officer

3.1 APOLOGIES

3.2 APPROVED LEAVE OF ABSENCE

Nil

4 DECLARATION OF INTEREST

5 PUBLIC QUESTION TIME

5.1 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Not applicable

5.2 PUBLIC QUESTION TIME

6 CONFIRMATION OF MINUTES

6.1 ORDINARY COUNCIL MEETING 16 APRIL 2024

Unconfirmed Minutes of an Ordinary Council Meeting held 16 April 2024 are at attachment 6.1.1.

OFFICER RECOMMENDATION
That the Minutes of an Ordinary Council Meeting held 16 April 2024 be confirmed as a true record.

7 PRESENTATIONS

7.1 PETITIONS

7.2 PRESENTATIONS

7.3 DEPUTATIONS

7.4 DELEGATES' REPORTS

7.4.1 CR RADFORD - GREAT SOUTHERN REGIONAL ROAD GROUP – 26 APRIL 2024

8 METHOD OF DEALING WITH AGENDA BUSINESS

9 REPORTS

9.1 KEY PILLAR 'LIFESTYLE' REPORTS

9.2 KEY PILLAR 'ECONOMICS' REPORTS

9.3 KEY PILLAR 'VISITATION' REPORTS

9.4 KEY PILLAR 'PERFORMANCE' REPORTS

9.4.1 FINANCIAL MANAGEMENT – MONTHLY STATEMENT OF FINANCIAL ACTIVITY (MARCH AND APRIL 2024)

AUTHOR	Jill Johnson – Manager Financial & Corporate Services
DATE	Sunday, 12th April 2024
FILE NO	FM.FNR.2
ATTACHMENT(S)	9.4.1.1 Monthly Financial Statement 1 to 31 March 2024 9.4.1.2 Monthly Financial Statement 1 to 30 April 2024

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

DECLARATION OF INTEREST
Nil

SUMMARY
The purpose of this report is to note the Monthly Financial Statements for the months ending 31 March and 30 April 2024.

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

COMMENT
The attached Statements of Financial Activity for the period 1 July 2023 to 30 April 2024 represents ten (10) months, or 83% of the year.

The following items are worthy of noting:

- Closing surplus position of $1,200,130.
- Capital expenditure achieved 67.1% of budgeted projects.
- Cash holdings of $8,087m of which $4,792m is held in cash backed reserve accounts and $3,295m is unrestricted cash.
- Rates debtors outstanding equate to 7% of total rates raised for 2023/2024.
- Page 11 of the statements detail major variations comparing year to date (amended) budgets to year to date actuals in accordance with Council Policy 2.1.6.

CONSULTATION
Darren Long, D L Consulting

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

POLICY IMPLICATIONS
Council Policy 2.1.6 defines the content of the financial reports.

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

RISK MANAGEMENT IMPLICATIONS
Nil

ASSET MANAGEMENT IMPLICATIONS
Nil

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

VOTING REQUIREMENTS
Simple Majority

OFFICER RECOMMENDATION

That the monthly financial statements for the period ending 31 March and 30 April 2024, as attached, be noted.

9.4.2 MONTHLY PAYMENT LISTING – MARCH AND APRIL 2024

AUTHOR	Tonya Pearce – Finance and Rates Officer
DATE	Monday, 13 May 2024
FILE NO	FM.AUT.1
ATTACHMENT	9.4.2.1 Monthly Payment Listing 1 to 31 March 2024 9.4.2.2 Monthly Payment Listing 1 to 30 April 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
To receive the list of payments covering the month of March and April 2024.

BACKGROUND
Nil

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

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

CONSULTATION
Nil

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

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

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

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

FINANCIAL IMPLICATIONS
All payments are made in line with Council Policy.

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

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

ASSET MANAGEMENT PLAN IMPLICATIONS
There are no asset management implications for this report.

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

VOTING REQUIREMENTS
Simple Majority

OFFICER RECOMMENDATION

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

FROM – 1 March 2024		TO – 30 April 2024
Municipal Cheques	14378-14380	$59,197.75
EFTs	33697 - 34020	$1,384,820.75
Direct Debits		$1,133,593.64
Total		$2,577,612.14

be received.

9.4.3 FINANCIAL MANAGEMENT – RATES WRITE-OFFS

AUTHOR	Tonya Pearce – Finance and Rates Officer
DATE	Wednesday, 08 May 2024
FILE NO	A25531, A638, A13516, A21812, A885, A10215, A5637, A1164, A2832, A23311, A24985
ATTACHMENT(S)	9.4.3.1 Rate Write-offs

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

DECLARATION OF INTEREST
Nil

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

BACKGROUND
Interest continues to accrue daily in the rate system.

COMMENT
An attachment of properties has been listed, for consideration.

CONSULTATION
Nil

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

POLICY IMPLICATIONS
Nil

FINANCIAL IMPLICATIONS
Nil

RISK MANAGEMENT IMPLICATIONS
Nil

ASSET MANAGEMENT IMPLICATIONS
Nil

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

VOTING REQUIREMENTS
Simple Majority

OFFICER RECOMMENDATION

That the rate amounts, as presented, be credited due to being incorrectly charged by the Shire of Kojonup rates system.

9.4.4 BALGARUP ROAD TREE CLEARING MAY 2024

AUTHOR	Jill Johnson – Manager Financial and Corporate Services
DATE	Friday, 4 April 2024
FILE NO	FM.FNR.2
ATTACHMENT	Nil

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

DECLARATION OF INTEREST
Nil

SUMMARY
To be notified of the addition of a Roads to Recovery project to the financial year. This is a tree clearing project for Balgarup Road - $18,530.00.

BACKGROUND
Roads to Recovery funding has an available balance of $18,530.00 which has been nominated to be used to clear trees between straight line kilometres 4.69 – 7.69.

COMMENT
This project is fully funded by Roads to Recovery with a surplus amount of $18,530.00. This funding is required to be used by 30 June 2024. The Manager Works and Services selected tree clearing on Balgarup Road as a priority.

CONSULTATION
Manager Works and Services

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
Nil

FINANCIAL IMPLICATIONS
Nil

RISK MANAGEMENT IMPLICATIONS
Nil

ASSET MANAGEMENT IMPLICATIONS
Nil

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

VOTING REQUIREMENTS
Simple Majority

OFFICER RECOMMENDATION

That Council note the amendment to 2023/2024 Roads to Recovery road project funding for the purpose of tree clearing on Balgarup Road for the value of $18,530.00.

9.4.5 MINUTES OF AN ANNUAL MEETING OF ELECTORS HELD 16 APRIL 2024

AUTHOR	Judy Stewart – Manager Governance and Administration
DATE	Monday, 13 May 2024
FILE NO	GP.CNM.9
ATTACHMENT(S)	9.4.5.1 - Unconfirmed minutes of an Annual Meeting of Electors held 16 April 2024

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

DECLARATION OF INTEREST
Nil

SUMMARY
The purpose of this report is to receive the unconfirmed minutes of an Annual Meeting of Electors held 16 April 2024.

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

Council adopted its 2022-2023 Annual Report including Annual Financial Statements at its 19 March 2024 Ordinary Meeting.

COMMENT
This item is solely for Council to receive the minutes of its 16 April 2024 Annual Electors Meeting.

CONSULTATION
Nil

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

POLICY IMPLICATIONS
Nil

FINANCIAL IMPLICATIONS
Nil

RISK MANAGEMENT IMPLICATIONS

RISK MANAGEMENT FRAMEWORK			
Risk Profile	Risk Description/Cause	Key Control	Current Action
3 - Failure to Fulfil Compliance Requirements (Statutory/Regulatory)	Failure to correctly identify, interpret, assess, respond and communicate laws and regulations as a result of an inadequate compliance framework	External Audits (compliance)	Nil
Risk rating: Adequate			
IMPLICATIONS			
Presenting minutes of an Annual Electors Meeting at the next available meeting of Council, regardless of whether there are actions to be undertaken or otherwise, ensures Council and the public receive the minutes in a timely manner.			

ASSET MANAGEMENT IMPLICATIONS

Nil

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

That Council receives the unconfirmed minutes of its Annual Meeting of Electors held 16 April 2024.

9.4.6 MINUTES OF A KOJONUP AGING IN PLACE COMMITTEE MEETING HELD 1 MAY 2024/ HALL AND PRIOR RELATIONSHIP – DRAFT HEADS OF AGREEMENT WITH FRESH FIELDS AGED CARE/SPRINGHAVEN COMMUNITY UPDATE MEETING

AUTHOR	Judy Stewart – Manager Governance and Administration
DATE	Tuesday, 14 May 2024
FILE NO	GP.CNM.9
ATTACHMENT(S)	9.4.6.1 - Unconfirmed minutes of a Kojonup Aging in Place Committee Meeting held 1 May 2024

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

DECLARATION OF INTEREST
Nil

SUMMARY
The purpose of this report is to receive the unconfirmed minutes of a Kojonup Aging in Place Committee meeting held 1 May 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 1 May 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	3rd party adverse findings against Shire	Audit and Risk Committee	4 Meetings held per annum
Risk rating: Low			
IMPLICATIONS			
The Kojonup Aging in Place Committee is an advisory committee that reports and makes recommendations for Council consideration; timely receipt of the minutes of this Committee and consideration of items, if any, is conducive to quality management of accommodation, infrastructure and services for the aged and aged care in Kojonup.			

ASSET MANAGEMENT IMPLICATIONS

Nil

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

That Council receive the unconfirmed minutes of a Kojonup Aging in Place Committee meeting held 1 May 2024.

COMMITTEE RECOMMENDATION

That Council acknowledges the Kojonup Aging in Place Committee's agreement, in principle, with Council moving forward with a Heads of Agreement with Hall and Prior, including clarification of discussion points, as presented.

COMMITTEE RECOMMENDATION

That Council retrospectively endorses a Springhaven Community Update Meeting being held at 6.00pm, Wednesday, 15 May 2024 at the Kojonup Sporting Complex to update the Community on Springhaven's transition to Hall and Prior management and that this Meeting be advertised in the Kojonup News and on the Shire of Kojonup website and Kojonup Noticeboard and Shire of Kojonup social media.

9.4.7 MINUTES OF AN AUDIT AND RISK COMMITTEE MEETING HELD 7 MAY 2024 NETBALL COURT PROJECT INTERNAL REVIEW KOJONUP PASTORAL AND AGRICULTURAL SOCIETY (P&A) INC. - SHOWGROUNDS REVIEW

AUTHOR	Judy Stewart – Manager Governance and Administration
DATE	Tuesday, 14 May 2024
FILE NO	GP.CNM.9
ATTACHMENT(S)	9.4.7.1 - Unconfirmed minutes of an Audit and Risk Committee Meeting held 7 May 2024 UNDER SEPARATE COVER 9.4.7.2 – LGIS Risk Report on Showgrounds 2019

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

DECLARATION OF INTEREST
Nil

SUMMARY
The purpose of this report is to receive the unconfirmed minutes of the Audit and Risk Committee meeting held 7 May 2024 and consider recommendations on an internal review of the Netball Court Project and investigation of a five to 10 year Master Plan for the Kojonup Showgrounds.

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

COMMENT
This item is the Council receiving the minutes of its Audit and Risk Committee meeting held 7 May 2024 and consideration of two actions as per the *Summary*.

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	3rd party adverse findings against Shire	Audit and Risk Committee	4 Meetings held per annum
Risk rating: Low			
IMPLICATIONS			
As per s.7.1A of the *Local Government Act 1995,* a local government is to establish an audit and risk committee of 3 or more persons to exercise the powers and discharge the duties conferred on it.			

ASSET MANAGEMENT IMPLICATIONS
Nil

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

VOTING REQUIREMENTS
Simple Majority

OFFICER RECOMMENDATION

That Council receive the unconfirmed minutes of an Audit and Risk Committee meeting held 7 May 2024.

COMMITTEE RECOMMENDATION

That Council request the Chief Executive Officer complete a post project review of the Netball Court Project, specifically reviewing the source funding for the project and the decision making governance.

COMMITTEE RECOMMENDATION

That Council engages with the Kojonup Pastoral and Agricultural Society Inc. to investigate a five to ten (5 to 10) year Master Plan for the Kojonup Showgrounds.

9.4.8 BUSINESS CONTINUITY AND DISASTER RECOVERY PLAN – ANNUAL REVIEW

AUTHOR	Judy Stewart – Manager Governance and Administration
DATE	Tuesday, 14 May 2024
FILE NO	CM.PLN.1; RM.POL.1
ATTACHMENT(S)	9.4.8.1 – Business Continuity and Disaster Recovery Plan (BCDRP) May 2024 (showing changes) UNDER SEPARATE COVER 9.4.8.2 - BCDRP Addendum - Pandemic Response Plan 2024 (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
To consider and recommend to Council the reviewed and updated Business Continuity and Disaster Recovery Plan including a Pandemic Response Plan.

BACKGROUND
The Council last reviewed its Business Continuity and Disaster Recovery Plan (Plan) in May 2023.

This item has been considered at Council's Audit and Risk Committee meeting held 7 May 2024 and recommended to Council.

COMMENT
A Business Continuity and Disaster Recovery Plan, including a Pandemic Response Plan, provides guidance at a time when an organisation may be under considerable duress following a disaster that has affected, or in the event of a pandemic continues for some time to affect, the ability to provide essential or required services. Such a Plan identifies priorities and the resources required to return services in as quick and efficient manner as possible or to guide the organisation through a sustained event, aiming to minimise negative impact. Due to the upheaval that may be caused by such events, including dealing with the confusion that may accompany them, a well thought out Plan containing current, up to date information is a vital resource.

Changes to the current Plan are tracked and shown in red font in the attachments and relate to changes in personnel roles and contact details.

CONSULTATION
Chief Executive Officer
All Managers
Admin/Domestic Coordinator, Springhaven

STATUTORY REQUIREMENTS
Local Government Act (1995): s 5.56. Planning for the future
(1) A local government is to plan for the future of the district.
(2) A local government is to ensure that plans made under subsection (1) are in accordance with any regulations made about planning for the future of the district.

POLICY IMPLICATIONS
The Plan is completed in accordance with Council's Risk Management Policy 2.3.5 and Business Continuity Policy 2.3.6.

FINANCIAL IMPLICATIONS
Nil

RISK MANAGEMENT IMPLICATIONS
The Plan represents part of the Shire's Risk Management documentation. It is vital, from a business continuity and disaster recovery perspective, that details within such a Plan are as current as possible and regular reviews are undertaken.

ASSET MANAGEMENT IMPLICATIONS
Nil

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

VOTING REQUIREMENTS
Simple Majority

OFFICER RECOMMENDATION/COMMITTEE RECOMMENDATION

That the updated Business Continuity and Disaster Recovery Plan May 2024, including the Pandemic Response Plan 2024, as presented, be adopted.

9.4.9 BUSH FIRE ADVISORY COMMITTEE (BFAC) MEETING MINUTES – 8 MAY 2024

AUTHOR	Shane Harris – Community Emergency Services Manager
DATE	Wednesday, 8 May 2024
FILE NO	ES.CIR.2
ATTACHMENT(S)	9.4.9.1 – Unconfirmed BFAC Meeting Minutes – 8 May 2024 9.4.9.2 – Unconfirmed Bush Fire Association Annual General Meeting Minutes – 15 April 2024 9.4.9.3 – Kojonup BFAC 8 May 2024 – Department of Fire and Emergency Services (DFES) Report 9.4.9.4 – Local Government Package – Kojonup – April 2024 9.4.9.5 – Bush Fire Risk Management (BFRM) Plan 9.4.9.6 – DFES – correspondence endorsing the BFRM Plan

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

DECLARATION OF INTEREST
Nil

SUMMARY
The purpose of this report is to receive the unconfirmed minutes of a BFAC meeting held 8 May 2024.

BACKGROUND
The BFAC is established under Section 67 of the *Bush Fires Act 1954* and plays an important role in the Council's decision-making process.

COMMENT
Unconfirmed minutes of a BFAC meeting held 8 May 2024 are attached. A recommendation to appoint bush fire control officers is addressed separately.

CONSULTATION
Nil

STATUTORY REQUIREMENTS
Section 67 of the *Bush Fires Act 1954*

POLICY IMPLICATIONS
Nil

FINANCIAL IMPLICATIONS
Nil

RISK MANAGEMENT IMPLICATIONS

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

ASSET MANAGEMENT IMPLICATIONS

Nil

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

That Council:

1. receives the unconfirmed minutes of a Bush Fire Advisory Committee meeting held 8 May 2024; and
2. receives the Bush Fire Risk Management Plan, as presented.

9.4.10 APPOINTMENT OF BUSH FIRE CONTROL OFFICERS

AUTHOR	Shane Harris – Community Emergency Services Manager
DATE	Wednesday, 8 May 2024
FILE NO	ES.CIR.2
ATTACHMENT(S)	9.4.10.1- Unconfirmed Bush Fire Advisory Committee (BFAC) Minutes - 8 May 2024 9.4.10.2 – Unconfirmed Kojonup Bush Fire Association (Association) Annual General Meeting (AGM) Minutes – 15 April 2024

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

DECLARATION OF INTEREST
Nil

SUMMARY
The purpose of this report is to consider the recommendations of the BFAC for the appointment of Bush Fire Control Officers for the 2024/2025 bush fire season.

BACKGROUND
The AGM of the Association was held on 15 April 2024. The BFAC endorsed the Association's recommendations at its meeting held 8 May 2024.

COMMENT
The BFAC made the following recommendations for 2024/2025, at its 8 May 2024 meeting:

a) *Tony Fisher be recommended for the Chief Bush Fire Control Officer (CBFCO);*
b) *Ross Fryer-Smith be recommended for the Deputy Chief Bush Fire Control Officer (DCBFCO);*
c) *Nick Trethowan and Ben Blewett be recommended for the Senior Bush Fire Control Officers (SBFCO);*
d) *The CBFCO and the DCBFCO are recommended for the Fire Weather Officer and Deputy Fire Weather Officer respectively;*
e) *The CBFCO and the DCBFCO are recommended to be appointed as authorised officers to issue permits to burn for the collection of clover seed in the Shire; and*
f) *The CBFCO, DCBFCO and the two Senior SBFCO's be authorised to advise the Chief Executive Officer of the Shire of Kojonup on the imposition of harvesting and movement of vehicles bans in the Shire of Kojonup for the 2023/2024 year.*

CONSULTATION
Nil

STATUTORY REQUIREMENTS
Section 38 of the *Bush Fires Act 1954*
Section 67 of the *Bush Fires Act 1954*

POLICY IMPLICATIONS
Policy 6.1 Fire Management Plan
Policy 2.3.5 Risk Management

FINANCIAL IMPLICATIONS
Nil

RISK MANAGEMENT IMPLICATIONS

RISK MANAGEMENT FRAMEWORK			
Risk Profile	Risk Description/Cause	Key Control	Current Action
2 - Business Continuity	Failure to adequately prepare and respond to events that cause disruption to the local community and/or normal business activities.	Community fire and emergency education Maintain regular communications with agencies and support services	Nil
3 - Compliance	Failure to correctly 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.	External Audits (compliance)	Nil

	Ineffective policies & processes		
Risk Rating - *Adequate*			
IMPLICATIONS			
Appointment of these positions is legislated by the *Bushfires Act 1954 (Act)*; compliance with this *Act* demonstrates processes are followed at management and governance levels that will assist in minimising the risks of bush fire upon the greater community.			

ASSET MANAGEMENT IMPLICATIONS
Nil

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

VOTING REQUIREMENTS
Simple Majority

OFFICER RECOMMENDATION

A) That the Council appoints to the following positions for the 2024/2025 year:

1. Tony Fisher - Chief Bush Fire Control Officer and Bush Fire Weather Officer;
2. Ross Fryer-Smith - Deputy Chief Bush Fire Control Officer and Deputy Fire Weather Officer;
3. Nick Trethowan and Ben Blewett - Senior Bush Fire Control Officers;
4. The Chief Bush Fire Control Officer and the Deputy Chief Bush Fire Control Officer be appointed as authorised officers to issue permits to burn for the collection of clover seed in the Shire;
5. The Chief Bush Fire Control Officer, Deputy Chief Bush Fire Control Officer and the two Senior Bush Fire Control Officers be authorised to recommend to the Chief Executive Officer of the Shire of Kojonup on the imposition of Harvest and Vehicle Movement Bans.

The nominees listed below be appointed to their respective Bush Fire Brigades subject to each person having successfully completed the Fire Control Officer's (FCO) course as conducted by the Department of Fire and Emergency Services:

Ben Johnston	Captain/FCO, Boilup Brigade
Craig Ivey	Captain/FCO, Boscabel Brigade
Paul Norrish	Captain/FCO, Changerup Brigade
Owen Bignell	Captain/FCO, Cherry Tree Pool Brigade
Tom Mathwin	Captain/FCO, Jingalup Brigade
James Eyres	Captain/FCO, Kojonup Brigade
Justin Brown	Captain/FCO, Lumeah Brigade
Rob Warburton	Captain/FCO, Mobrup Brigade
Nathan Leitch	Captain/FCO, Muradup Brigade
Griff Chomley	Captain/FCO, Orchid Valley Brigade
Shannon Binns	Captain/FCO, Qualeup Brigade
Stuart Tohl	Captain/FCO, Ryan's Brook Brigade
Bevan Brown	FCO, Kojonup Town

B) That the Council expresses its sincere appreciation to the Kojonup Bushfire Association and Bush Fire Advisory Committee members and Zulus for continuing to provide essential bush fire services to our community.

9.4.11 SHIRE OF KOJONUP FIRE BREAK ORDER 2024/2025

AUTHOR	Shane Harris – Community Emergency Services Manager
DATE	Wednesday, 8 May 2024
FILE NO	LE.NOT.2
ATTACHMENT(S)	9.4.11.1 Shire of Kojonup Fire Break Order 2024-2025 9.4.11.2 Shire of Kojonup Public Notice – Amended Prohibited and Restricted Burning Times 9.4.11.3 - Email correspondence from Derek Jones – District Officer, Department of Fire and Emergency Services – Prohibited and Restricted Burning Times for Shire of Kojonup 9.4.11.4 - Western Australian Government Gazette - Friday, 3 February 2012 No. 16 – (Pages 611-619)

'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 Council to consider adopting the Shire of Kojonup Fire Break Order for the year 2024/2025.

BACKGROUND
Council issues a Fire Break Order each year, under section 33 of the *Bush Fires Act 1954* (*Act*). The order requires certain things to be done with respect to fire hazard reduction/fire prevention on land within the District. The order is distributed with the rates notice and any other publication conducted as required by the *Act*.

COMMENT
The format of the Fire Break Order will be similar to previous years, with some changes being made as outlined below:

Change to Prohibited and Restricted burning period times – Shire of Kojonup

On Monday, 11 December 2023, correspondence was received from Derek Jones, District Officer, Department of Fire and Emergency Services (DFES) (attachment 9.4.11.3) in relation to the Shire of Kojonup Prohibited and Restricted Burning Times advertised in the 2023/2024 Fire Break Order. This correspondence outlined that the dates advertised in the 2023/2024 Fire Break Order were incorrect and not in alignment with the gazetted Shire of Kojonup

Prohibited and Restricted Burning Times issued by the Fire and Emergency Services (FES) Commissioner (gazetted Prohibited and Restricted Burning Times attached at 9.4.11.4).

The dates advertised in the 2023/2024 booklet were as follows:

Prohibited Burning Times - 5 November, 2023 – 14 February 2024.

Restricted burning time is 1 October 2023 – 4 November 2023 & 15 February 2024 – 13 April 2024.

The dates implemented by the FES Commissioner for the Shire of Kojonup as gazetted are as follows:

Prohibited Burning Times - 1 November, 2024 – 28 February 2025.

Restricted burning time - 1 October 2024 – 30 April 2025.

Since this correspondence, public notice has been issued by the Shire of Kojonup to rectify the date error in the Fire Break Order Booklet.

The proposed 2024/2025 Fire Break Order reflects this amendment and is in alignment with the current gazetted Prohibited and Restricted Burning Times issued by the Fire and Emergency Services (FES) Commissioner.

Under Sections 17(7) and 18(5) of the *Bush Fires Act 1954*, Local Governments do have the power to amend these gazetted Prohibited and Restricted Burning Times; however, should this occur, Local Government must provide notification to adjoining Local Governments, the FES Commissioner and the general public.

Under recommendation from the FES Commissioner, the Minister for Emergency Services may rescind or vary the Local Government's amended Prohibited and Restricted Burning Times.

Should the Shire of Kojonup wish to vary these times, it will be undertaken in accordance to these legislative requirements. The variation of these dates will be advertised separately to the Fire Break Order as they will be seasonal changes generally made after the Fire Break Order's publication.

Change to Rural land (land outside a gazetted townsite) firebreak requirements

A review of the 2023/2024 fire break order requirements for Rural land has resulted in the change of wording in order to simplify the requirements and ensure that it can be easily interpreted.

The wording for the 2023/2024 rural requirements was as follows:

'*Homesteads, Buildings, Haystacks, Bulk Fuel, Drums and Liquid Petroleum.*
During the period from 14th December to the 31st May inclusive you shall have firebreaks at least 20 metres wide, if provided by burning, cultivating or spraying, or 60 metres wide if provided by being closely grazed or mowed to the satisfaction of the Shire. The firebreaks are

to be in such positions as are necessary to completely surround the perimeter of any homestead building (excluding isolated non-flammable buildings), fuel installation (including drums), haystacks (but only haystacks within 60 metres of any building) or group of such structures or installations. In each case, the outer 3 metres of the firebreak area must be totally free of any inflammable material and where mowing is the method used; all residue of the mowing process must be removed from the area.'

The above excerpt has been recorded to the following for the 2024/2025 Fire Break Order:

'During the period from 15th December to the 31st May inclusive you shall have an Asset Protection Zone (APZ) of 20 metres surrounding all Homesteads, Buildings, Sheds, Haystacks, Bulk Fuel, Drums and Liquid Petroleum established. An APZ is a reduced fuel load zone. Living standing trees, remnant vegetation, maintained gardens and lawns are exempt from an APZ.'

Other changes such as updated Brigade contact information has been confirmed with Denise Berryman (Secretary) and implemented into the proposed 2024/2025 Fire Break Order.

The attached document will only show content; the final format will be a folded, flip chart type document approximately 10cm X 20cm with a double magnet on the back page so that it can be placed on the refrigerator for easy reference as required.

Adoption of the proposed 2024/2025 Fire Break Order at this meeting will allow time for printing of the notices for inclusion with the Council annual Rate Notice mail out scheduled for July 2024.

CONSULTATION

On Wednesday, 8 May 2024 at the Bush Fire Advisory Committee (BFAC) meeting, the proposed Fire Break Order was presented. The BFAC endorsed the 2024/2025 Fire Break Order inclusive of the above and other changes as detailed in the minutes at attachment 9.4.11.1, and agreed to have it proposed to Council.

STATUTORY REQUIREMENTS

Section 17(1) of the Bush Fires Act 1954 – Prohibited Burning Periods

17. Prohibited burning times may be declared by Minister

(1) The Minister may, by declaration published in the Gazette, declare the times of the year during which it is unlawful to set fire to the bush within a zone of the State mentioned in the declaration and may, by subsequent declaration so published, vary that declaration or revoke that declaration either absolutely or for the purpose of substituting another declaration for the declaration so revoked.

18. Restricted burning times may be declared by FES Commissioner

(1) Nothing contained in this section authorises the burning of bush during the prohibited burning times.

(2) The FES Commissioner may, by notice published in the Gazette, declare the times of the year during which it is unlawful to set fire to the bush within a zone of the State mentioned in the notice except in accordance with a permit obtained under this section and with the

conditions prescribed for the purposes of this section, and may, by subsequent notice so published, vary that declaration or revoke that declaration either wholly or for the purpose of substituting another declaration for the declaration so revoked.

Section 33 of the *Bush Fires Act 1954* – Local government may require occupier of land to plough or clear fire-break.

(1) Subject to subsection (2) a local government at any time, and from time to time, may, and if so required by the Minister shall, as a measure for preventing the outbreak of a bush fire, or for preventing the spread or extension of a bush fire which may occur, give notice in writing to an owner or occupier of land situate within the district of the local government or shall give notice to all owners or occupiers of land in its district by publishing a notice in the Government Gazette and in a newspaper circulating in the area requiring him or them as the case may be within a time specified in the notice to do or to commence to do at a time so specified all or any of the following things —

> *(a) to plough, cultivate, scarify, burn or otherwise clear upon the land fire-breaks in such manner, at such places, of such dimensions, and to such number, and whether in parallel or otherwise, as the local government may and is hereby empowered to determine and as are specified in the notice, and thereafter to maintain the fire-breaks clear of inflammable matter;*
>
> *(b) to act as and when specified in the notice with respect to anything which is upon the land, and which in the opinion of the local government or its duly authorised officer, is or is likely to be conducive to the outbreak of a bush fire or the spread or extension of a bush fire, and the notice may require the owner or occupier to do so*
>
> *(c) as a separate operation, or in co-ordination with any other person, carrying out a similar operation on adjoining or neighbouring land; and*
>
> *(d) in any event, to the satisfaction of either the local government or its duly authorised officer, according to which of them is specified in the notice.*

(2) A notice in writing under subsection (1) may be given to an owner or occupier of land by posting it to him at his last postal address known to the local government and may be given to an owner of land by posting it to him at the address shown in the rate record kept by the local government pursuant to the Local Government Act 1995, as his address for the service of rate notices

POLICY IMPLICATIONS

Policy 6.1 Fire Management Plan
Policy 2.3.5 Risk Management

FINANCIAL IMPLICATIONS

The production of these notices is budgeted for each financial year.

RISK MANAGEMENT IMPLICATIONS

RISK MANAGEMENT FRAMEWORK			
Risk Profile	Risk Description/Cause	Key Control	Current Action
2 - Business Disruption	Failure to adequately prepare and respond to events that cause disruption to the local community and/or normal business activities	Community fire and emergency education	Nil
3 - Compliance	Failure to correctly 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. Ineffective policies & processes	External Audits (compliance)	Nil
Risk rating - Adequate			
IMPLICATIONS			
Maximising compliance with legislation mitigates risk of damage to image and reputation as well as penalties associated with non-compliance; compliance demonstrates that best practice methodology is in place. Advertising of the dates of the burning period is required as per the *Bush Fires Act 1954*; compliance with this *Act* demonstrates processes are being followed at a governance level that will assist in minimising the risks of bushfire upon the greater community.			

ASSET MANAGEMENT IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple majority

OFFICER RECOMMENDATION

That Council adopt the 2024/2025 Fire Break Order, as presented.

9.4.12 BUSHFIRE RISK MITIGATION COORDINATOR ROLE AND GRANT FUNDING

AUTHOR	Grant Thompson – Chief Executive Officer
DATE	Friday, 17 May 2024
FILE NO	ES.CIR.2
ATTACHMENT(S)	9.4.12.1 - BRMC Business Plan Template 20220419 v1.0 9.4.12.2 - BRMC Overview 9.4.12.3 - Bushfire Risk Profile 9.4.12.4 - LG Grant Agreement - BRMC Template 20240501 v5.0 9.4.12.5 - MAFGP2425 - Guidelines for Applicants - V6.0

'PLACEMAKING' STRATEGIC COMMUNITY PLAN JULY 2023 TO JUNE 2033 To be "The Cultural Experience Centre of the Great Southern" STRATEGIC/CORPORATE IMPLICATIONS		
Key Pillar	**Community Outcomes**	**Corporate Actions**
Performance	10. Contributed Socially	10.1 Environment Action

DECLARATION OF INTEREST
Nil

SUMMARY
The purpose of this report is for Council to consider an opportunity, presented to the Shire of Kojonup (Shire) by Department Fire and Emergency Services (DFES), of a partially funded role, Bushfire Risk Mitigation Coordinator (BRMC).

The purpose of the role is to manage the mitigation programs shared with the Shires of Katanning, Broomehill-Tambellup and Kojonup. The role is partially funded by DFES (50% in first year, 30% subsequent years) and the local government's (LG) fund the majority of the costs (50% in first year and 70% in the subsequent years).

BACKGROUND
The Bushfire Risk Management Program is the identification and classification of bushfire risk within the participating local governments' (Shire of Kojonup, Shire of Katanning and Shire of Broomehill-Tambellup) respective areas.

The three LG's have recently completed the Bushfire Risk Management Planning process. The Bushfire Risk Management Plan (BRM plan) documents the risk to communities from bushfire and outlines the required treatments to reduce these risks.

The extension of the program involves the development of ongoing yearly treatment plans through the utilisation of shared resources and the cooperation between local governments, state agencies and private landowners and occupiers to implement mitigations to reduce and control the identified risks.

COMMENT

The BRMC will be responsible for developing and implementing the LG's bushfire mitigation programs. The BRMC works closely with relevant stakeholders to identify and prioritise mitigation activities within designated areas and ensures treatment plans are effectively planned, delivered and evaluated.

Responsibilities of the BRMC include:

- Prepare and complete annual and long-term mitigation program of works;
- Manage grant applications to secure funding for LG mitigation works;
- Coordinate the completion of treatments with contractors and brigades;
- Report to LGs on the status and success of their mitigation program;
- Provide BRM training to LG staff and volunteers on mitigation work; and
- Provide support at bushfires (where approved).

It is proposed that the BRMC will work with the Shire of Kojonup, Shire of Katanning and Shire of Broomehill-Tambellup.

LGs must have an endorsed BRM Plan to be eligible for a BRMC. The BRMC is employed on a three (3) year contract.

The BRMC is a LG employee and will be hosted by one (1) LG. BRMCs report to the LG on the progress of each LG's mitigation program.

Coordinating a LG mitigation program requires continuous, extensive consultation with landowners, local stakeholders and government departments.

Funding is available through the Mitigation Activity Fund (MAF) to implement the planned mitigations; however, the Shire has limited resources to source the funds or manage the implementation. This role will create more capacity to manage the risk associated with bushfire and general emergency management.

Kojonup has 514 assets under its mandate with an extreme risk rating of 183; whereas, Katanning has 264 assets with an extreme risk rating of 78 and Broomehill-Tambellup has 363 assets with an extreme risk rating of 115 (attachment 9.4.12.3- Bushfire Risk Profile).

The Shire does not currently have capacity to undertake this work within its current Workforce Plan. As a comparison, the Shire of Cranbrook does not participate in the grant program but employs its own mitigation coordinator in house and is self-funded.

Furthermore, BRMCs are required to attend and present at various forums to ensure the successful delivery of the program. These include, but are not limited to:

- Present and update the BFAC on status reporting of each LG's implementation and three (3) year Indicative Treatment Plan.
- Assist with the facilitation of District Operations Advisory Committee/Regional Operations Advisory Committee meetings to increase the awareness and progression of LG mitigation programs.
- Present at LG Council meetings to ensure Councillors have an appropriate understanding of their LG's mitigation program and are supportive of the approach and progress of priority treatments.

- Where a LG Mitigation Working Group (MWG) is deemed necessary, the BRMC resource will establish and chair the MWG (refer to MWG Terms of Reference) driving the desired outcomes for the LG.
- Liaise with other shires bordering the LG and manage interdependencies to mitigate bushfire risk.

Mitigation Activity Fund (MAF)

The Mitigation Activity Fund Grant Program objective is to reduce the hazard or exposure to identified assets that are at risk from the occurrence of bushfire on local government managed Crown land.

The LG's can now access funding from the MAF. However, like any grant funding, it has strict guidelines to applying, executing and acquitting the agreement.

When applying for funding, LG's need to anticipate the additional burden of accountability, record keeping and transparency in decision making that accompanies the spending of public monies. The BRMC will manage this on behalf of the LGs.

LGs must be able to maintain BRMS records, acquit funds in accordance with the procedures and provide a progress report during the funding round.

The combination of these funding and an additional emergency services resource will ensure the Shire of Kojonup can commence reducing the extreme risk rating identified in the Bushfire Risk Management Plan through ensuring the community bushfire risks are systematically assessed, prioritised and mitigated.

CONSULTATION

Bush Fire Advisory Committee – 8 May 2024

STATUTORY REQUIREMENTS

Bush Fires Act 1954
Emergency Management Act 2005

POLICY IMPLICATIONS

Policy 6.1 Fire Management Plan will need to reflect the BRMC Agreement and position objectives.

FINANCIAL IMPLICATIONS

Partially funded by the State of Western Australia through the Department of Fire and Emergency Services the participating LG's are responsible for 50% of the Total Employment Cost in the first year, and 70% in the subsequent years of the Agreement. Approximate cost of $38,000 per annum per shire for the life of the agreement (3 years).
Year 1 – DFES pay 50% of BRMC costs.
Years 2 & 3 – DFES pay 30% of BRMC costs.
Recommended BRMC total budget is $164,000 (2024-25).

RISK MANAGEMENT IMPLICATIONS

RISK MANAGEMENT FRAMEWORK			
Risk Profile	Risks Description/Cause	Key Controls	Current Action
2 Business Disruption	Failure to adequately prepare and respond to events that cause disruption to the local community and/or normal business activities. This could be a natural disaster, weather event, or an act carried out by an external party (e.g. sabotage/terrorism).	Community fire and emergency education Current internal Emergency Management Plan and Mitigation Plan Emergency resources and support budget	Create and Implement a Bushfire Risk Management Plan - Ongoing
Risk rating - Adequate			
IMPLICATIONS			
The Bushfire Risk Mitigation Plan needs to be resourced to implement the mitigation strategies ensuring risk to the Community is reduced. Partial funding from DFES can help support the participating Shires to fund a resource to do achieve the BRMP outcomes.			

ASSET MANAGEMENT IMPLICATIONS

Nil

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

That Council:

1. directs the Chief Executive Officer (CEO) to analyse the availability of funding in the budget to fund this role over a period of 3 years;
2. directs the CEO in the circumstance where the budget can sustain the additional resource, then recommend the funding of the role in the upcoming budget; and
3. dependent on Council approving the budget and subsequent commitments, delegates authority to the CEO to execute a Grant Agreement with Department Fire and Emergency Services to appoint a Bushfire Risk Mitigation Coordinator for a period of 3 years.

9.4.13 REQUEST FOR REDUCTION OF LEASE COST FROM SALE PRICE - PORTION OF LOT 9999 THORNBURY CLOSE, KOJONUP

AUTHOR	Grant Thompson – Chief Executive Officer
DATE	Friday, 17 May 2024
FILE NO	A22323; LP.PLN.2
ATTACHMENT(S)	9.4.13.1 – Portion A, Lot 9999 Thornbury Close, Kojonup 9.4.13.2 – Sworn Valuation, Portion A Lot 9999 Thornbury Close, Kojonup 9.4.13.3- OK88-103-001-01A - Accepted 9.4.13.4 - D323181 – C – 02 9.4.13.5 - D323181-C-03 9.4.13.6 - DecisionLetter_163364_20230519 UNDER SEPARATE COVER 9.4.13.7 – Email Correspondence from Syd Matthews & Co Pty Ltd – 30 April 2024

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

DECLARATION OF INTEREST
Nil

SUMMARY
The purpose of this report is for Council to consider a request from Neville Matthews for any current lease payments made to the Shire of Kojonup (Shire) be subtracted from any future sale valuation as a result of the process for subdivision not being finalised and the timeframe for the lease being extended.

BACKGROUND
The current lease on Portion A of Lot 9999 Thornbury Close, Kojonup, expired at the end of February 2024 following the exercising of an option to extend by a further two years on the original two year lease commencing in 2020.

The original lease was granted as a result of the subdivision requirements to be actioned prior to sale. The lease had an option to purchase Portion A, at market value, when subdivision of the land had occurred.

At its February 2024 Ordinary Meeting Council resolved the following:

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

1. if nil public submissions are received, authorises the Chief Executive Officer to proceed with a new lease to commence on 15 March 2024 as above inclusive of a first option to buy the land upon finalisation of subdivision occurring; or

2. if a public submission/s are received in response to the aforementioned advertising, this matter be returned to Council for further deliberation.

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

COMMENT

Subdivision of Lot 9999 Thornbury Close, Kojonup has taken longer than anticipated and, therefore, the lease expired prior to a first option to buy being exercisable. The subdivision was expected to be completed within the lease extension period but is not yet finalised.

There are a number of actions currently underway to finalise the subdivision:

1. The Shire has recently received final approval for the water extension design – John Kinnear to arrange with plumber to install (Plan attached OK88-103-001-01A - Accepted)
2. Road extension was marked out with the boundaries (Plans attached D323181 – C – 02 and D323181-C-03)
3. The Shire is currently looking at contracting the road development
4. The Shire is currently working with western power on the need of a transformer or if the Shire can defer this based on the estimated electricity usage by the users (DecisionLetter_163364_20230519 attached)

Once these actions are completed it is expected the application for titles can be finalised in the next 6 months (for stage 1).

Neville Matthews, Managing Director of Syd Matthews & Co Pty Ltd, has indicated that he wishes to continue leasing the property until such time as the subdivision has been finalised and he can exercise the first option to buy but has requested consideration be given to recouping any lease payments made on the current new lease period off the sale price due to the subdivision taking longer through no fault of the lessee (attachment 9.4.13.7 USC).

CONSULTATION

Nil

STATUTORY REQUIREMENTS

Section 3.58 of the *Local Government Act 1995* – Disposing of Property3.58.
Disposing of property
(1) In this section —
dispose *includes to sell, lease, or otherwise dispose of, whether absolutely or not;*
property *includes the whole or any part of the interest of a local government in property, but does not include money.*
(2) Except as stated in this section, a local government can only dispose of property to —
(a) the highest bidder at public auction; or

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

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

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

(i) describing the property concerned; and

(ii) giving details of the proposed disposition; and

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

and

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

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

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

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

(c) the market value of the disposition —

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

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

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

The current lease is valued at $12,000 + GST (previous sworn valuation) per year.

The financial implication of this request will be a reduction in the lease value of approximately $6,000 to the Shire, based on a six month finalisation period of the subdivision.

RISK MANAGEMENT IMPLICATIONS

RISK MANAGEMENT FRAMEWORK			
Risk Profile	Risks Description/Cause	Key Controls	Current Action
10 – Management of Facilities, Venues and Events	Lack of Lease/Contract/Agreement/MOU/Licence documentation	Lease agreements for Shire facilities	Develop Lease agreements register for all Shire facilities

Risk rating - Adequate
IMPLICATIONS
The formation of leases for Shire owned or managed land defines the terms that apply to all parties and lessens the ambiguity if an issue arises during the term of the lease. Risk management also applies in relation to the use/maintenance and fire hazard risk reduction.

ASSET MANAGEMENT IMPLICATIONS

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

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

That Council approves a reduction of the future sale valuation on Portion A, Lot 9999 Thornbury Close, Kojonup equal to any pro-rated actual lease payments paid by Syd Matthews & Co Pty Ltd within the current lease period, due to the subdivision not being finalised in a timely manner.

9.4.14 GEORGE CHURCH COMMUNITY MEDICAL CENTRE INC. (GCCMC) – OFFER FOR THE SHIRE TO PURCHASE PROPERTY 14 NEWSTEAD ROAD, KOJONUP

AUTHOR	Grant Thompson – Chief Executive Officer
DATE	Friday, 17 May 2024
FILE NO	PH.SVP.1
ATTACHMENT(S)	9.4.14.1 – GCCMC offer of Land Sale Correspondence

'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
Lifestyle	1 Diverse Accommodation Options	1.2 House, Land development stimulus

DECLARATION OF INTEREST
Nil

SUMMARY
The purpose of this report is for Council to consider an offer by the George Church Community Medical Centre Inc. (GCCMC) for the Shire of Kojonup (Shire) to purchase property 14 Newstead Road, Kojonup, at a value of $20,000.

BACKGROUND
Mr Bruce Ivers donated a block of land at 14 Newstead Road to GCCMC.

It is Mr Ivers intention for the GCCMC to use the block to build a doctor's residence; however, it is unlikely that the GCCMC will have the financial resources to proceed with a building project.

COMMENT
The GCCMC has advised the Shire that Mr Ivers would like the land to provide a benefit to the Community of Kojonup.

In the absence of resources to build a dwelling on the property, the GCCMC has resolved that the block will be offered for sale and that the Shire of Kojonup has the first refusal before advertising for sale commences (attachment 19.4.14.1). The GCCMC have noted that funds from a sale will be used to subsidise the renovations at 39 Vanzuilecom Street, Kojonup.

The view of the GCCMC is because the block is contiguous with the existing park and public space on Newstead Road, the Council may wish to acquire the block. It is stated this would also satisfy the intention of Mr Ivers that the disposal of the asset would benefit the Kojonup Community.

The Shire does not have the resources or financial capacity to utilise this land parcel in any other way but as an extension to the public space on Newstead Road. This is the only advantage to the Shire of purchasing this parcel of land.

The block is initially offered to the Shire of Kojonup at a price of $20,000.

CONSULTATION
Nil

STATUTORY REQUIREMENTS
Local Government Act 1995

POLICY IMPLICATIONS
2.1.2 Purchasing Policy

FINANCIAL IMPLICATIONS
No funds have been allocated in the current year's budget for land purchase. The financial implication is $20,000 would need to be found in the current budget. Additional expense would need to be budgeted for maintaining the property.

RISK MANAGEMENT IMPLICATIONS

RISK MANAGEMENT FRAMEWORK			
Risk Profile	Risks Description/Cause	Key Controls	Current Action
Asset Sustainability	Failure or reduction in service of infrastructure assets, plant, equipment or machinery.	Routine maintenance schedule: Other infrastructure (Parks, reserves & play equipment)	Regularly scheduled Park & Property Inspections
Risk rating - Adequate			
IMPLICATIONS			
Additional grounds maintenance activities and costs, and annual outgoings required by the Shire.			

ASSET MANAGEMENT IMPLICATIONS
Additional land on the asset register and additional costs associated with maintaining the property moving forward.

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

VOTING REQUIREMENTS
Simple Majority

OFFICER RECOMMENDATION

That Council write to the George Church Community Medical Centre Inc. and respectfully decline the offer of purchase of 14 Newstead Road, Kojonup.

10 APPLICATIONS FOR LEAVE OF ABSENCE

11 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

12 QUESTIONS FROM MEMBERS WITHOUT NOTICE

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

14 MEETING CLOSED TO THE PUBLIC

14.1 MATTERS FOR WHICH THE MEETING MAY BE CLOSED

14.1.1 MINUTES OF A CHIEF EXECUTIVE OFFICER'S (CEO) PERFORMANCE REVIEW (PR) COMMITTEE MEETING HELD 7 MAY 2024

AUTHOR	Judy Stewart – Manager Governance and Administration
DATE	Monday, 13 May 2024
FILE NO	PE.HMR.116
ATTACHMENT(S)	14.1.1.1 - Unconfirmed minutes of a CEO PR Committee meeting held 7 May 2024

14.1.2 CONFIDENTIAL – CHIEF EXECUTIVE OFFICER (CEO) ANNUAL PERFORMANCE REVIEW

AUTHOR	Judy Stewart – Manager Governance and Administration
DATE	Monday, 15 May 2024
FILE NO	PE.EFG.542
ATTACHMENT(S)	CONFIDENTIAL 14.1.2.1 - Collated Councillors' CEO Performance Appraisal responses including Committee feedback on Performance Review criteria 14.1.2.2 - CEO Performance Self-Appraisal June 2023 to May 2024

14.1.3 HALL & PRIOR HEADS OF AGREEMENT – SPRINGHAVEN AGED CARE FACILITY

AUTHOR	Grant Thompson – Chief Executive Officer
DATE	Friday, 17 May 2024
FILE NO	CP.LEA.1
ATTACHMENT(S)	14.1.3.1 – Hall and Prior Heads of Agreement

STATUTORY REQUIREMENTS

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

(a) a matter affecting an employee or employees; and

(b) the personal affairs of any person; and

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

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

PROCEDURAL MOTION

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

PROCEDURAL MOTION

That the meeting be reopened to the public at _____pm.

14.2 PUBLIC READING OF RESOLUTIONS THAT MAY BE MADE PUBLIC

14.1.1 MINUTES OF A CHIEF EXECUTIVE OFFICER'S (CEO) PERFORMANCE REVIEW (PR) COMMITTEE MEETING HELD 7 MAY 2024

14.1.2 CONFIDENTIAL – CHIEF EXECUTIVE OFFICER (CEO) ANNUAL PERFORMANCE REVIEW

14.1.3 HALL & PRIOR HEADS OF AGREEMENT – SPRINGHAVEN AGED CARE FACILITY

15 CLOSURE

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

16 ATTACHMENTS (SEPARATE)

(USC – Under Separate Cover)

6.1	6.1.1	Unconfirmed Minutes of an Ordinary Meeting of Council held on 16 April 2024
7.4.1	7.4.1	Cr Radford – Great Southern Regional Road Group – 26 April 2024
9.4.1	9.4.1.1	Monthly Financial Statements – 1 to 31 March 2024
	9.4.1.2	Monthly Financial Statements – 1 to 30 April 2024
9.4.2	9.4.2.1	Monthly Payment Listing 1 to 31 March 2024
	9.4.2.2	Monthly Payment Listing 1 to 31 March 2024
9.4.3	9.4.3.1	Rate Write-offs
9.4.5	9.4.5.1	Unconfirmed minutes of an Annual Meeting of Electors held 16 April 2024
9.4.6	9.4.6.1	Unconfirmed minutes of a Kojonup Aging in Place Committee Meeting held 1 May 2024
9.4.7	9.4.7.1	Unconfirmed Minutes of an Audit and Risk Committee Meeting held 7 May 2024
	9.4.7.2 (USC)	LGIS Risk Report on Showgrounds 2019
9.4.8	9.4.8.1	Business Continuity and Disaster Recovery Plan (BCDRP) May 2024 (showing changes)
	9.4.8.2 (USC)	BCDRP Addendum - Pandemic Response Plan 2024 (showing changes)
9.4.9	9.4.9.1	Unconfirmed BFAC Minutes – 8 May 2024
	9.4.9.2	Unconfirmed BFA AGM Minutes - 15 April 2024
	9.4.9.3	Kojonup BFAC 8 May 2024 - DFES Report
	9.4.9.4	LG Package - Kojonup - April 2024
	9.4.9.5	Bush Fire Risk Management (BFRM) Plan

	9.4.9.6	Department of Fire and Emergency Services – correspondence endorsing the BFRM Plan
9.4.10	9.4.10.1	Unconfirmed BFAC Minutes – 8 May 2024
	9.4.10.2	Unconfirmed BFA AGM Minutes - 15 April 2024
9.4.11	9.4.11.1	Firebreak Order - Shire of Kojonup - 2024 - 2025
	9.4.11.2	Shire of Kojonup Public Notice – Amended Prohibited and Restricted Burning Times
	9.4.11.3	Email Correspondence - Derek Jones – DFES - Prohibited and Restricted Burning Times for the Shire of Kojonup
	9.4.11.4	Western Australian Government Gazette - Friday, 3 February 2012 No. 16 – (Pages 611-619)
9.4.12	9.4.12.1	BRMC Business Plan Template 20220419 v1.0
	9.4.12.2	BRMC Overview
	9.4.12.3	Bushfire Risk Profile
	9.4.12.4	LG Grant Agreement - BRMC Template 20240501 v5.0
	9.4.12.5	MAFGP2425 - Guidelines for Applicants - V6.0
9.4.13	9.4.13.1	Portion A, Lot 9999 Thornbury Close, Kojonup
	9.4.13.2	Sworn Valuation, Portion A Lot 9999 Thornbury Close, Kojonup
	9.4.13.3	OK88-103-001-01A - Accepted
	9.4.13.4	D323181 – C – 02
	9.4.13.5	D323181-C-03
	9.4.13.6	DecisionLetter_163364_20230519
	9.4.13.7 (USC)	Email Correspondence from Syd Matthews & Co Pty Ltd – 30 April 2024
9.4.14	9.4.14.1	GCCMC offer of Land Sale Correspondence

CONFIDENTIAL

14.1.1	14.1.1.1	Unconfirmed minutes of a CEO PR Committee meeting held 7 May 2024

14.2.1	14.2.1	Collated Councillors' CEO Performance Appraisal responses for period June 2023 to May 2024 including Committee feedback on Performance Review criteria
	14.2.2	CEO Performance Self-Appraisal June 2023 to May 2024
14.3.1	14.3.1	Hall and Prior Heads of Agreement

SHIRE OF KOJONUP

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MINUTES

Ordinary Council Meeting

16 April 2024

MINUTES OF AN ORDINARY COUNCIL MEETING HELD ON 16 APRIL 2024

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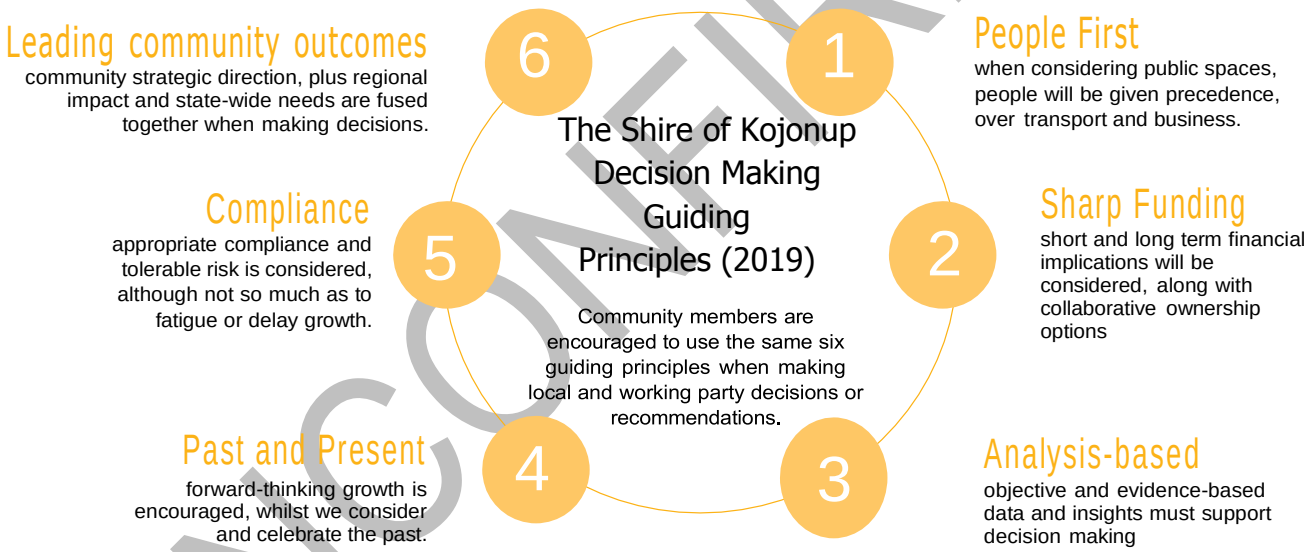
The Shire of Kojonup has a set of six guiding principles it uses when making decisions. These principles are checked and enhanced every two years in line with the Strategic Community Plan review schedule.



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MINUTES

1 DECLARATION OF OPENING AND ANNOUNCEMENT OF GUESTS

The Shire President declared the meeting open at 3.00pm and drew the meeting's attention to the disclaimer below:

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

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

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

Acknowledgement of Country

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

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

Prayer

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

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

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

Amen

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2 ANNOUNCEMENTS FROM THE PRESIDING MEMBER

Nil

3 ATTENDANCE

COUNCILLORS

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

STAFF

Grant Thompson	Chief Executive Officer
Judy Stewart	Manager Governance and Administration
Estelle Lottering	Project Manager/Community Services

CONSULTANT

GUESTS

Hide Shigeyoshi	GHD
Sunny Rutherford	GHD
Jack Day	Enel Green Power

3.1 APOLOGIES

Steve Thompson	Consultant Planner, Edge Planning & Property

3.2 APPROVED LEAVE OF ABSENCE

Nil

4 DECLARATION OF INTEREST

7.2.1 Hide Shigeyoshi, GHD – Flat Rocks Wind Farm
Cr Bilney - Financial and Proximity Interests

9.4.4 Proposed Amendment to Shire of Kojonup Town Planning Scheme No. 3
Cr Bilney – Financial and Proximity Interests

14.1.1 Chief Executive Officer – Contract Review
Grant Thompson – Financial Interest

5 PUBLIC QUESTION TIME

5.1 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Not applicable

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5.2 PUBLIC QUESTION TIME

Nil

6 CONFIRMATION OF MINUTES

6.1 ORDINARY COUNCIL MEETING 19 MARCH 2024

Unconfirmed Minutes of an Ordinary Council Meeting held 19 March 2024 are at Attachment 6.1.1.

OFFICER RECOMMENDATION/COUNCIL DECISION

31/24 Moved Cr Radford Seconded Cr Mathwin

That the Minutes of an Ordinary Council Meeting held 19 March 2024 be confirmed as a true record.

CARRIED 7/0

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

Cr Bilney declared financial and proximity interests and left the meeting at 3.02pm.
Cr Wieringa took the chair at 3.02pm.

7 PRESENTATIONS

7.1 PETITIONS

Nil

7.2 PRESENTATIONS

7.2.1 HIDE SHIGEYOSHI – GHD – FLAT ROCKS WIND FARM

Hide Shigeyoshi, GHD, presented a paper (attachment 7.2.1.1) relating to a requested amendment to the Shire of Kojonup Town Planning Scheme No. 3 (Scheme), as lodged by GHD and Enel Green Power and to be considered by Council later in this meeting.

Councillors were invited to ask questions regarding the amendment request.

Question
How would this amendment change the Development Application to the Shire?

Answer
It is requesting a process where Development Applications would be referred to the wind farm operator for advisement?

If building more than one dwelling on a property, there is currently no trigger for a Development Application – landowner may locate a building within proximity of noise or wind turbine impact.

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A Special Control Area allows identification of an area of impact from noise or amenity perspective and allows the Shire to provide technical information such as noise level. The onus is still on the wind farm operator to provide noise data and whether that location is suitable. The wind farm operator works with the landowner to identify an area that is suitable for noise.

Question
Has there been consultation with near neighbours?
Answer
Have consulted with Stage 1 near neighbours receiving some or no comments – it was varied.

Question
Any negative comments?

Answer
Submitted before end of last year – have reached out to neighbours for separate neighbour agreements; some far neighbours have come onboard, others haven't.

Question
If the Shire of Broomehill-Tambellup decides not to proceed, does it cancel it out from the Shire of Kojonup as well – both or nothing?
Answer
No, it doesn't.

The Shire of Broomehill-Tambellup did consider and voted not to initiate resulting in a unique situation where areas do cross shire boundaries. If the Shire of Kojonup does say yes, it means we can keep pursuing the process through the Shire of Kojonup Scheme. Another option that can be pursued in the Shire of Broomehill-Tambellup includes initiation through the Minister for Planning, requesting the Shire to initiate the amendment process – that will be done in line with planning initiatives (State/Federal/Local).

Question
If Minister overrides the Shire of Broomehill-Tambellup, can the Minister override the Shire of Kojonup?

Answer
Yes.

8 METHOD OF DEALING WITH AGENDA BUSINESS

COUNCIL DECISION

32/24 Moved Cr Egerton-Warburton Seconded Cr Webb
That the meeting consider Item 9.4.5 forthwith.

CARRIED 6/0
For: Cr Wieringa, Cr Radford, Cr Webb, Cr Egerton-Warburton, Cr Mathwin, Cr Mickle

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9 REPORTS

9.4.5 PROPOSED AMENDMENT TO SHIRE OF KOJONUP TOWN PLANNING SCHEME NO. 3

AUTHOR	Steve Thompson - Consultant Planner, Edge Planning & Property
DATE	Saturday, 6 April 2024
FILE NO	BD.BDA.8
ATTACHMENT(S)	9.4.4.1 – Letter from GHD 9.4.4.2 - Scheme Amendment document (including Special Control Area boundary) 9.4.4.3 – Latest development conditions and advice from Shire of Kojonup

STRATEGIC/CORPORATE IMPLICATIONS		
"Smart Possibilities – Kojonup 2027+"		"Smart Implementation – Kojonup 2020 - 2024"
Key Pillar	**Community Outcomes**	**Corporate Actions**
KP 4 - Prosperity	4.1 – Be providing business assistance for growth in small local industry	4.1.1 – Amend Town Planning Scheme to encourage economic development and private investment

DECLARATION OF INTEREST

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

SUMMARY

The Council to consider a requested amendment to the *Shire of Kojonup Town Planning Scheme No. 3* (TPS3) lodged by GHD on behalf of Enel Green Power Australia (EGPA).

The amendment proposes to:

- Introduce a Special Control Area (SCA) on various lots surrounding the wind farm. Some lots are owned by participating stakeholders (host landowners) whose land is subject to the existing wind farm approval. Some lots are near the Flat Rocks Wind Farm development (non-host landowners).
- The SCA is proposed to be superimposed onto the existing TPS3 map over land zoned 'Rural'.
- Specific SCA provisions are proposed to be introduced into the TPS3 text.
- A new land use definition for 'agriculture-extensive' is proposed to be introduced into TPS3.

The applicant has also prepared a draft *Local Planning Policy – Flat Rocks Wind Farm*.

BACKGROUND

The letter from the applicant and the scheme amendment document are included in Attachments 9.4.1 and 9.4.2.

The requested scheme provisions for TPS3 are on pages 8 - 9 of the scheme amendment document and in Appendix D of the document (Attachment 9.4.2). The SCA boundary reflects

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the 35dB noise contour – see page 13 of the scheme amendment document. This is also separately shown in Attachment 9.4.3.

The applicant has included a draft *Local Planning Policy - Flat Rocks Wind Farm* as Appendix E to the scheme amendment document.

The Council has considered matters relating to the wind farm on a number of occasions. The Shire of Kojonup first approved the wind farm (30 turbines) on 23 November 2011. Since 2011, there have been several amendments to the approvals, the last being on 9 November 2022. The most recent development approvals permit up to 9 turbines in the Shire of Kojonup and 35 turbines in the Shire of Broomehill-Tambellup.

The most recent approval from the Shire of Kojonup, dated 2 December 2022 (outlined in Attachment 9.4.4) consolidated recent Council decisions. It also included:

a) Condition 29 which limits noise levels at dwellings to 35dB(A) (LA90, 10 minutes) or levels that do not exceed background noise by more than 5dB(A).
b) Advice notes which set out that vacant lots may be further developed with dwellings, the need to comply with the *Environmental Protection (Noise) Regulations 1997*, and the applicant takes a commercial risk to continue to comply with noise limitations.

The Council, at its Special Council Meeting on 6 June 2023, considered an item relating to the Development Application lodged with the Western Australia Planning Commission (WAPC).

In addition to the development approval, wind farms are required to continue to comply with the *Environmental Protection (Noise) Regulations 1997* at all times. If a dwelling on an adjacent lot (including non-host land) is constructed following construction of a wind farm, the wind farm is still required to comply with the permissible noise limits that apply to that dwelling as a 'sensitive premises'. The most stringent assigned noise levels are applied within 15 metres of any dwelling, and there is a need to address noise levels in other parts of a property.

The applicant separately submitted a similar scheme amendment request to the Shire of Broomehill-Tambellup. The Shire of Broomehill-Tambellup Council, at its Ordinary Council Meeting on 21 March 2024, refused to amend its Town Planning Scheme for various reasons.

COMMENT

The amendment request as proposed is recommended not to be adopted (initiated) at this stage by Council.

The scheme amendment proposes to introduce a SCA over several lots in the Shire of Kojonup through changes to TPS3 that have implications on statutory rights of non-host landowners and resourcing implications on the Shire. The SCA boundary aligns with the 35dB(A) noise level from Figure 17 in the scheme amendment document, so it captures all lots where the noise impacts of the wind farm could be considered.

The scheme amendment report (page 42) recognises that 'noise impact mapping suggests some lots within the SCA will be potentially affected by the approved Flat Rocks Wind Farm. Figure 17 Noise Level Contour Mapping – December 2021 Approved Turbine Layout (Herring Storer Acoustics, December 2023) indicates the scope of potential impact'.

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The SCA is proposed be overlaid on the Scheme map and be accompanied by new development control provisions in the TPS3 text. The amendment proposes to control future development not only for host landowners involved in the wind farm, but for non-host landowners who own lots near the wind farm.

Key considerations with the requested scheme amendment and the associated local planning policy include:

1. The amendment needs to be balanced for EGPA and non-host landowners.
2. The amendment provisions provide too much weight on protection of the wind farm operation versus statutory rights and development opportunities for neighbours.
3. There is a need for the applicant to suitably demonstrate that surrounding neighbours will not be unduly penalised by the proposed SCA provisions.
4. There are some non-host landowners whose lots are completely within the proposed SCA.
5. There is a need to recognise that all landowners, including non-host landowners, have a right to build a single house on an existing lot.
6. Whilst the amendment does not expressively prohibit a dwelling on any neighbouring lot, it is suggested it would give EGPA input into the planning process and try to limit the location of dwellings on lots affected by the 35dB(A) noise level. It is suggested that an objective is added to not limit a single house on any lot (unless agreed to by the landowner) but seek where possible and practical to minimise noise impacts.
7. Unless EGPA enter into a private neighbour agreement with the landowner (such as compensating them to move the single house to an agreed location or to not construct a dwelling), the Shire will require the statutory ability to be retained for each lot to have a single house.
8. Portions of some lots, which include areas outside of the proposed SCA, may not be suitable for development for reasons including distance to roads and services, physical features, bushfire risk etc.
9. The amendment seeks to expand on the type and number of developments that will require development approval. This would mean there is a need to obtain approval for all development including a single house, ancillary dwelling, rural sheds, dams, fencing and home occupation within the SCA. The only exemption proposed is for 'extensive agriculture'. No justification is provided in the amendment for requiring almost all development in the SCA to go through a development application process.
10. The amendment proposes that the Shire refer all development applications in the SCA to the wind farm operator, owners of land subject of the wind farm and owners/occupiers within 200 metres of the development.
11. It is onerous to require all development, except extensive agriculture, to obtain development approval and be advertised for public comment including rural sheds.
12. It will create considerable new resourcing demands on the Shire of Kojonup. There are concerns the amendment and the local planning policy will impact on limited Shire of Kojonup resources. This includes an imposition on Shire officers in facilitating meetings between the wind farm operator and non-host landowners who want to develop. The Shire does not have a planning officer based in Kojonup to undertake the work. In any event, if there is a dispute between the parties, a professional mediator may be better suited to the task.
13. The wind farm developer/operator has taken a commercial risk by placing wind turbines close to lot boundaries, and having noise contours that go beyond the development/host lots onto non-host land.

UNCONFIRMED

14. Although a SCA is a valid statutory instrument, the requested provisions and draft local planning policy have various implications for the Shire including resourcing, likely legal costs and likely costs in addressing matters at the State Administrative Tribunal.
15. It is the local government's role to determine development applications, and the local government decision making process should not be unduly fettered by the proposed scheme provisions. The amendment proposes to give 'weight' to submissions by the wind farm operator (which may change during the life of the development). The proposed provisions, if approved, would require the Shire to give 'due regard' to any wind farm operator advice.
16. Possible noise mitigation measures are a private arrangement between the wind farm operator and non-host landowners. It is suggested it may not be appropriate to include private arrangements in a local planning policy which cannot be enforced by the Shire.
17. EGPA could review and expand its range of mitigation measures for non-host landowners to mitigate noise impacts. This could include seeking to acquire the lot, compensating for development rights with relevant restrictions (such as a restrictive covenant) a notification lodged on the certificate of title, and meeting the cost difference between standard glazing and double glazing in dwellings. There may be scope to identify a 'building envelope' which is suitable for both the non-host landowner and EGPA. There may also be scope for boundary realignments and property rationalisation with a view of seeking a building envelope on all lots outside of the SCA.

The Council is responsible for managing TPS3 and subsequently is under no obligation to adopt a scheme amendment lodged for consideration. Additionally, there is no statutory requirement under the *Planning and Development Act 2005* or the *Planning and Development (Local Planning Schemes) Regulations 2015* for Council to agree to adopt a scheme amendment.

There is no right of review of Council's decision to not adopt (initiate) a scheme amendment request. Only the Minister for Planning can order the Shire to adopt an amendment.

If the Council resolved to not adopt (initiate) the scheme amendment, the applicant could separately seek to address matters raised in this report, modify the proposed TPS3 provisions and local planning policy, and undertake consultation with non-host landowners in the proposed SCA. Separately EGPA could review and expand its range of mitigation measures for non-host landowners. This could be with a view of lodging a different scheme amendment request and a different local planning policy to the Shire of Kojonup (and also to the Shire of Broomehill-Tambellup).

Alternate options and their implications

The Council has a number of options available to it as summarised below:

- Adopt (initiate) the scheme amendment without modification - to facilitate advertising of the amendment;
- Adopt the scheme amendment with modification(s) - to facilitate advertising of the amendment;
- Not adopt the scheme amendment - this would mean the scheme amendment could not proceed; or
- Defer the scheme amendment - request and seek additional information from the applicant and/or require the applicant to undertake pre-consultation with non-host landowners.

UNCONFIRMED

If the Council adopted (initiated) the scheme amendment, the next steps are assessment by the Environmental Protection Authority (EPA) and the WAPC. Subject to their assessments, the scheme amendment would then be publicly advertised.

CONSULTATION

No consultation has been undertaken by the applicant on the scheme amendment request to non-host landowners.

At this stage, the Shire has not undertaken consultation on the scheme amendment request. Should the Council adopt the scheme amendment, and subject to the decisions of the EPA and WAPC, a 'complex' amendment is publicly advertised for at least 60 days.

STATUTORY REQUIREMENTS

Scheme amendments undergo a statutory process in accordance with the *Planning and Development Act 2005* and *Planning and Development (Local Planning Schemes) Regulations 2015*.

The Council is responsible in managing its local planning scheme and subsequently is under no obligation to adopt (initiate) a scheme amendment lodged for consideration. There is no statutory requirement under the *Planning and Development Act 2005* or the Regulations for Council to agree to adopt an amendment.

If this amendment request is not adopted by Council, it is open to the applicant to request that the Minister for Planning order the Shire to initiate a scheme amendment. Clause 77A(1) of the *Planning and Development Act 2005* sets out that the Minister may, on the recommendation of the WAPC, order a local government to prepare and submit for the approval of the Minister, an amendment to a local planning scheme for the purpose of rendering the local planning scheme consistent with a State planning policy.

The land within the requested SCA is zoned 'Rural' under TPS3.

There are limited circumstances where a single house within the Rural zone requires development approval in the Shire of Kojonup. The circumstances are if the single house proposes a setback less than 20 metres from the front boundary, 10 metres from other boundaries or if the Bushfire Attack level is BAL-40 or BAL-FZ.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

UNCONFIRMED

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 document or procedures	Public notices/local papers/website communication	Encourage the applicant to undertake upfront consultation with non-host landowners.
7 – Environment	Inadequate local laws/planning schemes	Environmental management compliance	Noise regulations
8 – Errors, Omissions and Delays	Complex legislation Incorrect information	Development Approval performance report	Nil
Risk rating: Adequate			
IMPLICATIONS			
Applicants proposing a scheme amendment request should ensure it addresses the planning framework, does not limit statutory rights of other landowners, ensures it does not compromise amenity and ensures it does not place unreasonable on-going resourcing burdens on the Shire.			

ASSET MANAGEMENT IMPLICATIONS

Nil

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

The Shire of Broomehill-Tambellup has separately considered a scheme amendment request for a SCA.

VOTING REQUIREMENTS

Simple Majority

UNCONFIRMED

OFFICER RECOMMENDATION/COUNCIL DECISION

33/24 Moved Cr Webb Seconded Cr Egerton-Warburton
That Council:

1) Not adopt (initiate) the Complex Amendment set out in Attachment 9.4.2 to amend the *Shire of Kojonup Town Planning Scheme No.* 3, pursuant to Clause 35 of the *Planning and Development (Local Planning Schemes) Regulations 2015* for the following reasons:

   a) There are vacant lots within the requested Special Control Area, including those owned by non-host landowners, that have a statutory right for a single house on the lot. The Council will retain the statutory right for each lot to have a single house unless there is suitable written agreement with non-host landowners.
   b) There is a need for a far more extensive range of exemptions to works and uses where no development application is required.
   c) There is a need for pre-consultation with non-host landowners with consultation outcomes provided in writing to the Shire.
   d) It raises on-going resourcing risks to the Shire.

2) Should the applicant wish to submit a new scheme amendment request, the applicant should appropriately address point 1, update the document and provisions, update their draft local planning policy and brief Councillors pre-lodgement on the changes.

3) Suggest the applicant and Enel Green Power Australia expand the mitigation packages (neighbour agreements), and increased consultation, that may be offered by the wind farm operator to non-host landowners related to reducing the impacts of any proposed SCA.

4) Encourage Enel Green Power Australia to acquire non-host land within the noise buffer or gain a suitable written agreement for an appropriate location for a single house.

5) Advise the applicant and landowners within the requested Special Control Area (host and non-host within the Shire of Kojonup) of the Council's decision.

CARRIED 6/0

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

Cr Webb left the meeting at 3.37pm and re-entered at 3.38pm.
The Project Manager/Community Service officer left the meeting at 3.38pm.
Hide Shigeyoshi, Sunny Rutherford, and Jack Day left the meeting at 3.38pm.
Cr Bilney re-entered the meeting at 3.38pm and took the chair.
The Project Manager/Community Service officer re-entered the meeting at 3.39pm.

7 PRESENTATIONS CONTINUED

7.3 DEPUTATIONS
Nil

7.4 DELEGATES' REPORTS
Nil

9 REPORTS CONTINUED…

9.1 KEY PILLAR 'LIFESTYLE' REPORTS
Nil

9.2 KEY PILLAR 'ECONOMICS' REPORTS
Nil

9.3 KEY PILLAR 'VISITATION' REPORTS
Nil

UNCONFIRMED

9.4 KEY PILLAR 'PERFORMANCE' REPORTS

9.4.1 FINANCIAL MANAGEMENT – MONTHLY STATEMENT OF FINANCIAL ACTIVITY (FEBRUARY 2024)

AUTHOR	Jill Johnson – Manager Financial and Corporate Services
DATE	Thursday, 4 April 2024
FILE NO	FM.FNR.2
ATTACHMENT(S)	9.4.1.1 – Monthly Financial Statements - 1 to 29 February 2024

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

DECLARATION OF INTEREST
Nil

SUMMARY
The purpose of this report is to note the Monthly Financial Statements for the month ending 29 February 2024.

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

COMMENT
The attached Statements of Financial Activity for the period 1 July 2023 to 29 February 2024 represents eight (8) months, or 67% of the year.

The following items are worthy of noting:
- Closing surplus position of $2,702,570.
- Capital expenditure achieved 50.3% of budgeted projects.
- Cash holdings of $7,792m of which $4,387m is held in cash backed reserve accounts and $3,405m is unrestricted cash.
- Rates debtors outstanding equate to 16% of total rates raised for 2023/2024.
- Page 11 of the statements detail major variations comparing year to date (amended) budgets to year to date actuals in accordance with Council Policy 2.1.6.

CONSULTATION
Darren Long, DL Consulting – Monthly Financial Statements

UNCONFIRMED

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

34/24 Moved Cr Mathwin Seconded Cr Mickle

That the monthly financial statements for the period ending 29 February 2024, as attached, be noted.

CARRIED 7/0

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

UNCONFIRMED

9.4.2 MONTHLY PAYMENTS LISTING – FEBRUARY 2024

AUTHOR	Tonya Pearce – Finance and Rates Officer
DATE	Friday, 05 April 2024
FILE NO	FM.AUT.1
ATTACHMENT	9.4.2.1 – Monthly Payments Listing - 1 to 29 February 2024

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

DECLARATION OF INTEREST
Nil

SUMMARY
To receive the list of payments covering the month of February 2024.

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.

UNCONFIRMED

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

UNCONFIRMED

OFFICER RECOMMENDATION/COUNCIL DECISION

35/24 Moved Cr Wieringa Seconded Cr Egerton-Warburton

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 February 2024		TO – 29 February 2024
Municipal Cheques	14377-14377	$684.18
EFTs	33506 - 33696	$837,308.60
Direct Debits		$773,419.03
Total		$1,611,411.81

be received.

CARRIED 7/0

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

9.4.3 ADVISORY COMMITTEES OF COUNCIL – APPOINTMENT OF COMMUNITY REPRESENTATIVES – DISABILITY ACCESS AND INCLUSION COMMITTEE AND KOJONUP AGING IN PLACE COMMITTEE

AUTHOR	Judy Stewart, Manager Governance and Administration
DATE	Tuesday, 9 April 2024
FILE NO	GO.CNM.9
ATTACHMENT(S)	9.4.3.1 – Terms of Reference – Disability Access and Inclusion Committee 9.4.3.2 – Terms of Reference – Kojonup Aging in Place Committee UNDER SEPARATE COVER 9.4.3.3 - Community Representative Nomination for Disability Access and Inclusion Committee 9.4.3.4 – Community Representative Nomination for Kojonup Aging in Place Committee

'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
To endorse community representatives for membership on Council's Disability Access and Inclusion Committee (DAIC) and Council's Kojonup Aging in Place Committee (KAIP).

BACKGROUND
Following the local government elections held in October 2023, Council advertised for community representatives to nominate for membership of Council Committees.

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

The current Terms of Reference (ToR) for Council's DAIC and KAIP are at attachments 9.4.3.1 and 9.4.3.2. As per the ToRs, membership of the DAIC constitutes two community members and two community organisation members and membership of the KAIP is external independent person/s with relevant expertise in aged care, as appropriate.

COMMENT
Council has received one community representative nomination for its DAIC and another for its KAIP Committee – please see attachments 9.4.3.3 and 9.4.3.4 (under separate cover).

CONSULTATION

UNCONFIRMED

Chief Executive Officer

STATUTORY REQUIREMENTS

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

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

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

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

POLICY IMPLICATIONS

There are no known policy implications.

FINANCIAL IMPLICATIONS

There are no known financial implications.

RISK MANAGEMENT IMPLICATIONS

Nil

ASSET MANAGEMENT IMPLICATIONS

Nil

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Absolute Majority

UNCONFIRMED

OFFICER RECOMMENDATION/COUNCIL DECISION

36/24 Moved Cr Wieringa Seconded Cr Radford

That Council appoints Lorenzo Prandi as a community member of its Disability Access and Inclusion Committee and Cathrine Ivey as a community member of its Kojonup Aging In Place Committee.

CARRIED 7/0

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

UNCONFIRMED

9.4.4 ESTABLISHMENT OF CHIEF EXECUTIVE OFFICER PERFORMANCE REVIEW COMMITTEE AND TERMS OF REFERENCE FOR SAME

AUTHOR	Judy Stewart – Manager Governance and Administration
ATE	Wednesday, 10 April 2024
FILE NO	GO.CNM.6
ATTACHMENT(S)	9.4.4.1 – Chief Executive Officer Performance Review Committee – proposed Terms of Reference

'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
Council to consider establishing a Chief Executive Officer (CEO) Performance Review Committee with relevant Terms of Reference (ToR).

BACKGROUND
Councillors have expressed a desire to form a CEO Performance Review Committee.

COMMENT
Establishment of a Committee is dealt with in sections 5.8 to 5.25 of the *Local Government Act 1995*; attachment 9.4.3.1 contains proposed ToR for a new CEO Performance Review Committee.

CONSULTATION
Western Australian Local Government Association
Briefing Session – 19 March 2024
Chief Executive Officer

STATUTORY REQUIREMENTS
Local Government Act 1995 – sections 5.8 to 5.25: Council meetings, committees and their meetings and electors' meetings -

5.8. Establishment of committees

A local government may establish* committees of 3 or more persons to assist the council and to exercise the powers and discharge the duties of the local government that can be delegated to committees.

** Absolute majority required.*

UNCONFIRMED

5.11. Committee membership, tenure of

(1) Where a person is appointed as a member of a committee under section 5.10(4) or (5), the person's membership of the committee continues until —

(a) the person no longer holds the office by virtue of which the person became a member, or is no longer the CEO, or the CEO's representative, as the case may be; or

(b) the person resigns from membership of the committee; or

(c) the committee is disbanded; or

(d) the next ordinary elections day,

whichever happens first.

5.12. Presiding members and deputies, election of

(1) The members of a committee are to elect a presiding member from amongst themselves in accordance with Schedule 2.3, Division 1 as if the references in that Schedule —

(a) to "office" were references to "office of presiding member"; and

(b) to "council" were references to "committee"; and

(c) to "councillors" were references to "committee members".

5.19. Quorum for meetings

The quorum for a meeting of a council or committee is at least 50% of the number of offices (whether vacant or not) of member of the council or the committee.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

UNCONFIRMED

RISK MANAGEMENT IMPLICATIONS

RISK MANAGEMENT FRAMEWORK			
Risk Profile	Risk Description/Cause	Key Control	Current Action
5 – Employment Practices	Ineffective Performance Management	Performance Appraisals/Review Processes	Nil
Risk rating - Adequate			
IMPLICATIONS			
Formation of a CEO Performance Review Committee with full Councillor membership will allow for structured, recorded discussion of matters relating to CEO performance reviews.			

ASSET MANAGEMENT IMPLICATIONS
Nil

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

VOTING REQUIREMENTS
Absolute Majority - establishing a committee

OFFICER RECOMMENDATION/COUNCIL DECISION

37/24 Moved Cr Mickle Seconded Cr Egerton-Warburton
That Council establishes a Chief Executive Officer Performance Review Committee with Terms of Reference, as presented.

CARRIED BY ABSOLUTE MAJORITY 7/0
For: Cr Bilney, Cr Wieringa, Cr Radford, Cr Webb, Cr Egerton-Warburton, Cr Mathwin, Cr Mickle

UNCONFIRMED

10 APPLICATIONS FOR LEAVE OF ABSENCE

Nil

11 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

12 QUESTIONS FROM MEMBERS WITHOUT NOTICE

Nil

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

Nil

14 MEETING CLOSED TO THE PUBLIC

14.1 MATTERS FOR WHICH THE MEETING MAY BE CLOSED

The Chief Executive Officer declared a Financial Interest and left the meeting at 3.41pm.
The Project Manager/Community Services officer left the meeting at 3.41pm.

14.1.1 CHIEF EXECUTIVE OFFICER – CONTRACT REVIEW

AUTHOR	Judy Stewart – Manager Governance and Administration
DATE	Tuesday, 9 April 2024
FILE NO	PE.HMR.116
ATTACHMENT(S)	CONFIDENTIAL 14.1.1.1 – Current Contract 14.1.1.2 – Correspondence – Grant Thompson, Chief Executive Officer

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 —

UNCONFIRMED

(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

38/24 Moved Cr Radford Seconded Cr Webb
That the meeting proceed behind closed doors in accordance with Section 5.23(2) (e) of the *Local Government Act 1995* at 3.41pm.

CARRIED 7/0
For: Cr Bilney, Cr Wieringa, Cr Radford, Cr Webb, Cr Egerton-Warburton, Cr Mathwin, Cr Mickle

PROCEDURAL MOTION

40/24 Moved Cr Wieringa Seconded Cr Mickle
That the meeting be reopened to the public at 3.51pm.

CARRIED 7/0
For: Cr Bilney, Cr Wieringa, Cr Radford, Cr Webb, Cr Egerton-Warburton, Cr Mathwin, Cr Mickle

The Chief Executive Officer and Project Manager/Community Services officer re-entered the meeting at 3.52pm.

14.2 PUBLIC READING OF RESOLUTIONS THAT MAY BE MADE PUBLIC

14.2.1 CHIEF EXECUTIVE OFFICER – CONTRACT REVIEW

OFFICER RECOMMENDATION/COUNCIL DECISION

39/24 Moved Cr Mathwin Seconded Cr Mickle
That Council receives the Chief Executive Officer's (CEO) request for renewal of the CEO's Contract of Employment (Contract) and advises the CEO that it is Council's intention to renew the Contract in due course and alongside the CEO's upcoming Performance Review process.

CARRIED BY ABSOLUTE MAJORITY 7/0
For: Cr Bilney, Cr Wieringa, Cr Radford, Cr Webb, Cr Egerton-Warburton, 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 3.54pm.

UNCONFIRMED

16 ATTACHMENTS (SEPARATE)

(USC – Under Separate Cover)

6.1	6.1.1	Unconfirmed Minutes of an Ordinary Meeting of Council held on 19 March 2024
7.2.1	7.2.1.1	GHD - TPS 3 Amendment Request Presentation - Flat Rocks Wind Farm
9.4.1	9.4.1.1	Monthly Financial Statements – 1 to 29 February 2024
9.4.2	9.4.2.1	Monthly Payments Listing – 1 to 29 February 2024
9.4.3	9.4.3.1	Terms of Reference – Disability Access and Inclusion Committee
	9.4.3.2	Terms of Reference – Kojonup Aging in Place Committee
	9.4.3.3 USC	Community Representative Nomination for Disability Access and Inclusion Committee
	9.4.3.4 USC	Community Representative Nomination for Kojonup Aging in Place Committee
9.4.4	9.4.4.1	Chief Executive Officer Performance Review Committee – proposed Terms of Reference
9.4.5	9.4.5.1	Letter from GHD
	9.4.5.2	Scheme Amendment document (including Special Control Area boundary)
	9.4.5.3	Latest development conditions and advice from Shire of Kojonup

CONFIDENTIAL

14.1.1	14.1.1.1	Current Contract
	14.1.1.2	Correspondence – Grant Thompson, Chief Executive Officer

UNCONFIRMED

Great Southern Regional Road Group 26 April 2024

- Grant accruals for road projects to be in by 30 June 2024. $1.3 million left for the 2023-2024 period. $2 million left over from the 2022-2023 period. Money left over from projects is not sitting well with the lenders.

- Projects that were allocated funds for the 2023-2024 period, all had over runs. When these projects were budgeted for two years earlier, construction costs were lower and it takes two years for funds to be approved to these projects. There was $7 million allocated for the Great Southern last year.

- The City of Albany has raised the question of councils being able to use up to 30% of grant funds allocated for the Great Southern. This will be an agenda item in the Great Southern Regional Road Group's November meeting. This should be an important agenda item to be discussed at Council and I will comment on this.

- Bridge inspections must be sent in to Main Roads. Andrew Duffield commented that Kojonup is still outstanding. If any councils need help in assessing their bridges, they are to contact Main Roads as they are happy to assist.

- Shamrock Road is top of the list for funding as its freight route has an increase in heavy traffic.

- Great Southern roads are the oldest in the state and are in need of a major upgrade, especially Albany Highway (comment from Andrew Duffield). Parking Bays were removed from Albany Highway south of Kojonup due to safety and bins being used for household rubbish. I would say that this is cost cutting by Main Roads.

- New speed limits for all schools is to be 40kph from 7.30am to 4.30pm. This is in progress now and being rolled out. Vivienne Gardiner advised of this and to be prepared. Vivienne may be the person to contact about reducing our speed on the Main Street in Kojonup - worth a try, I think.

I raised the subject of Albany Highway and Sampson Road privately with Andrew Duffield as a black spot. Andrew recognised it is a major problem but, as usual, no money available to rectify the issue. I suggested to alter Sampson Road to access Albany Highway north of junction now, about half a kilometre. He agreed this would be the best solution. I reminded Andrew that this would not be at the Shire of Kojonup's cost as I felt it to be a Main Roads problem.

Next meeting to be 22 November 2024.

Councillor Ned Radford

MONTHLY FINANCIAL REPORT

31 MARCH 2024

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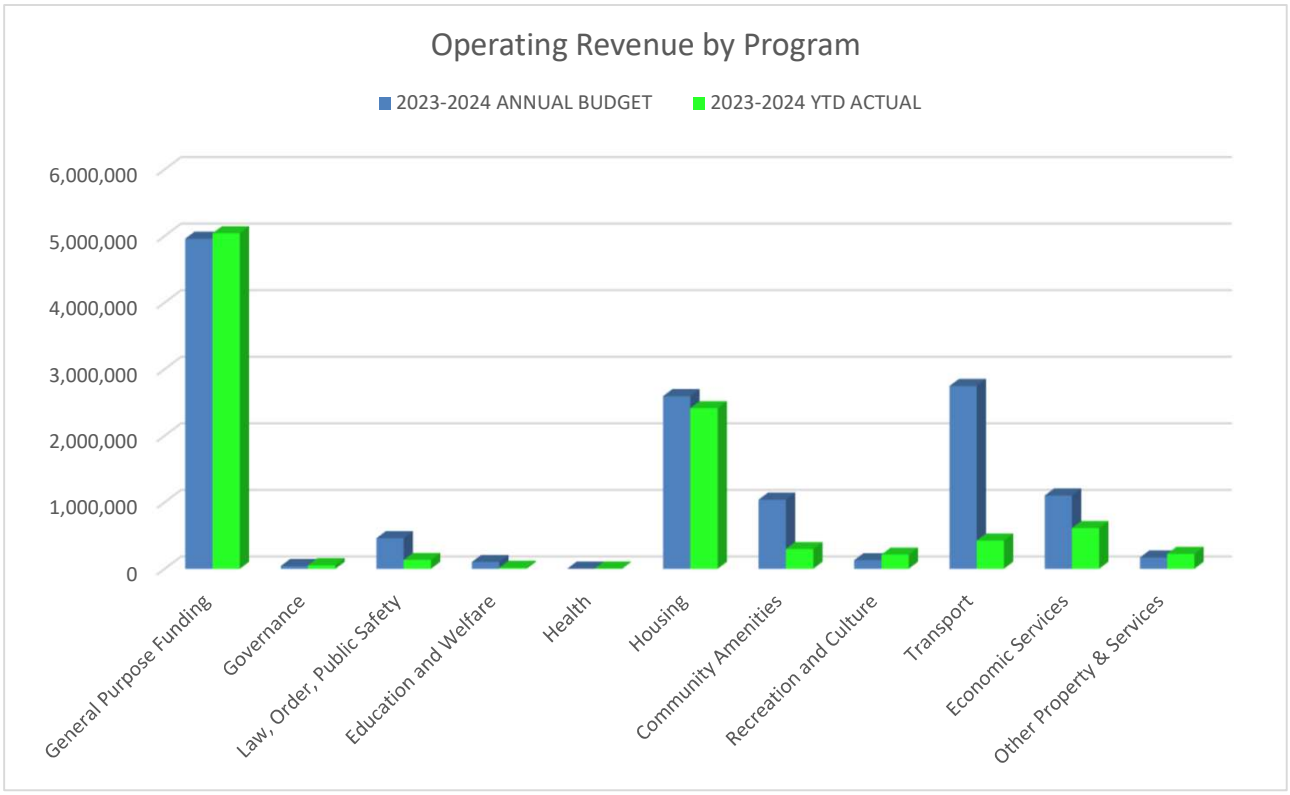
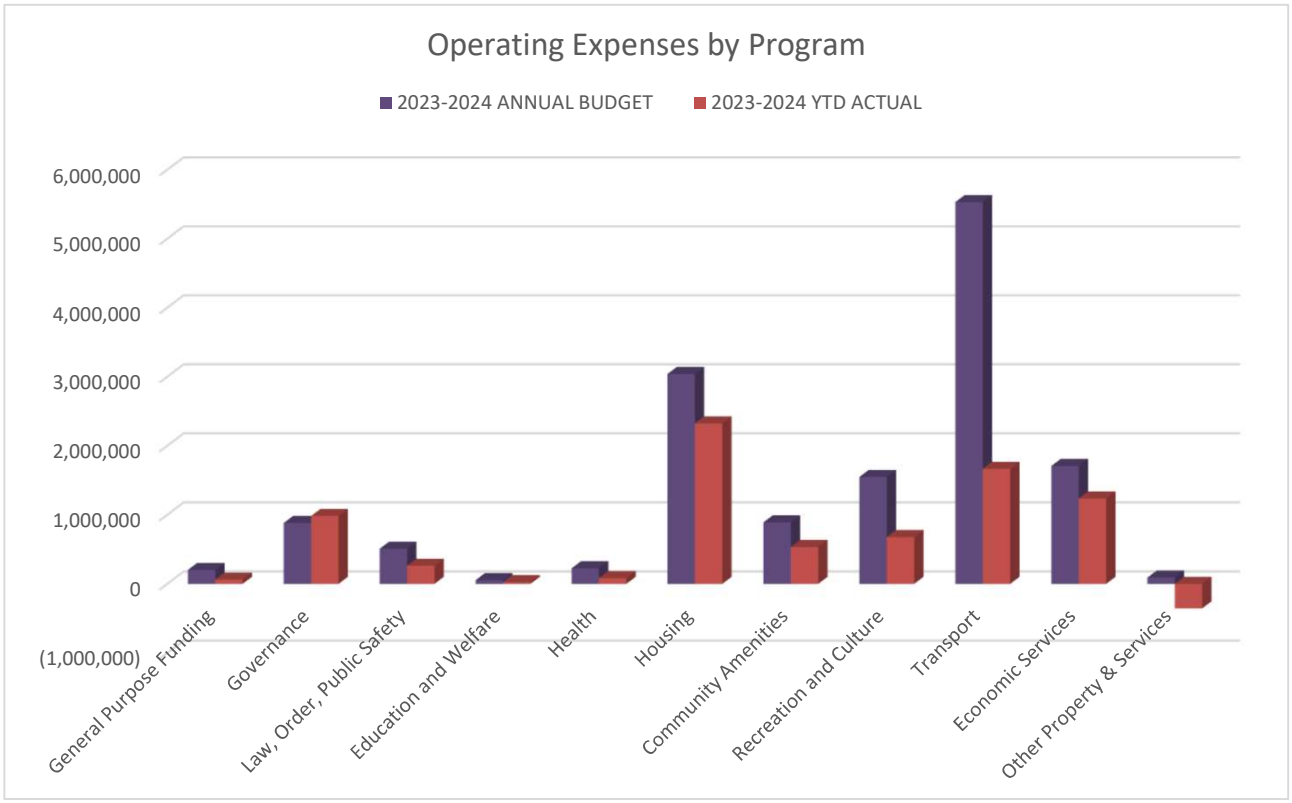
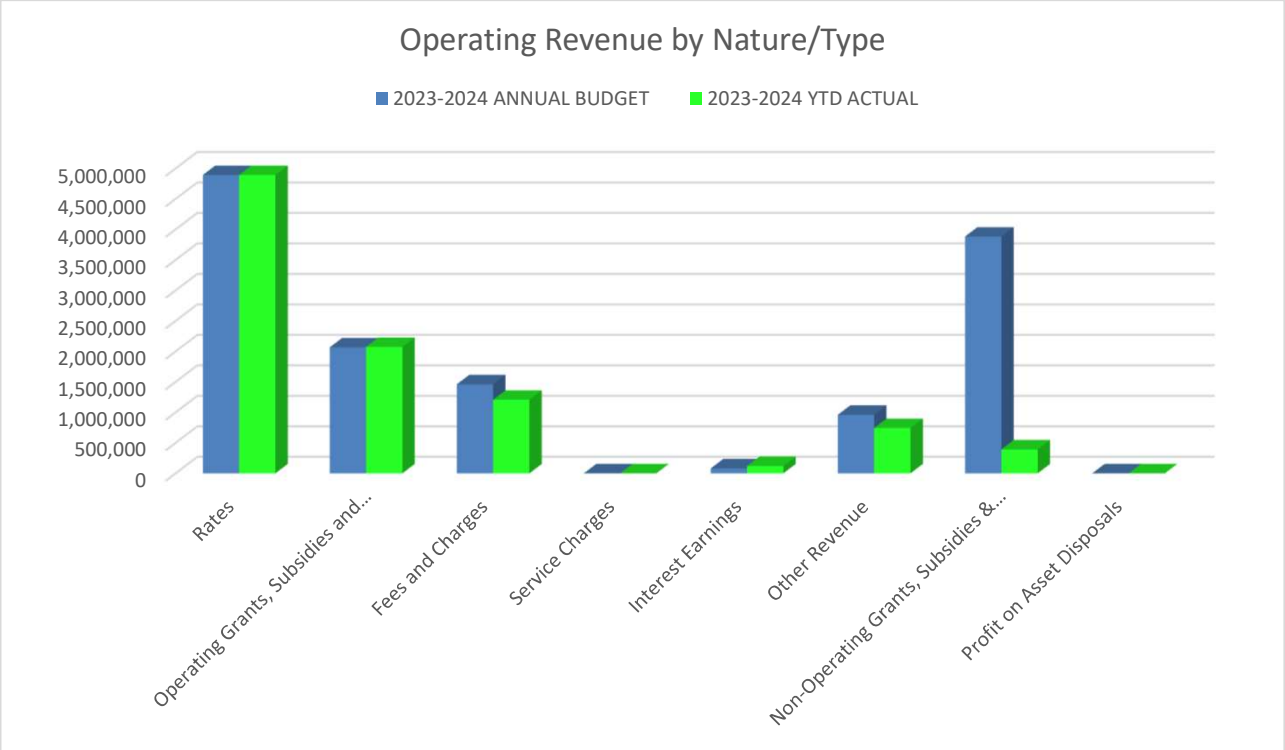
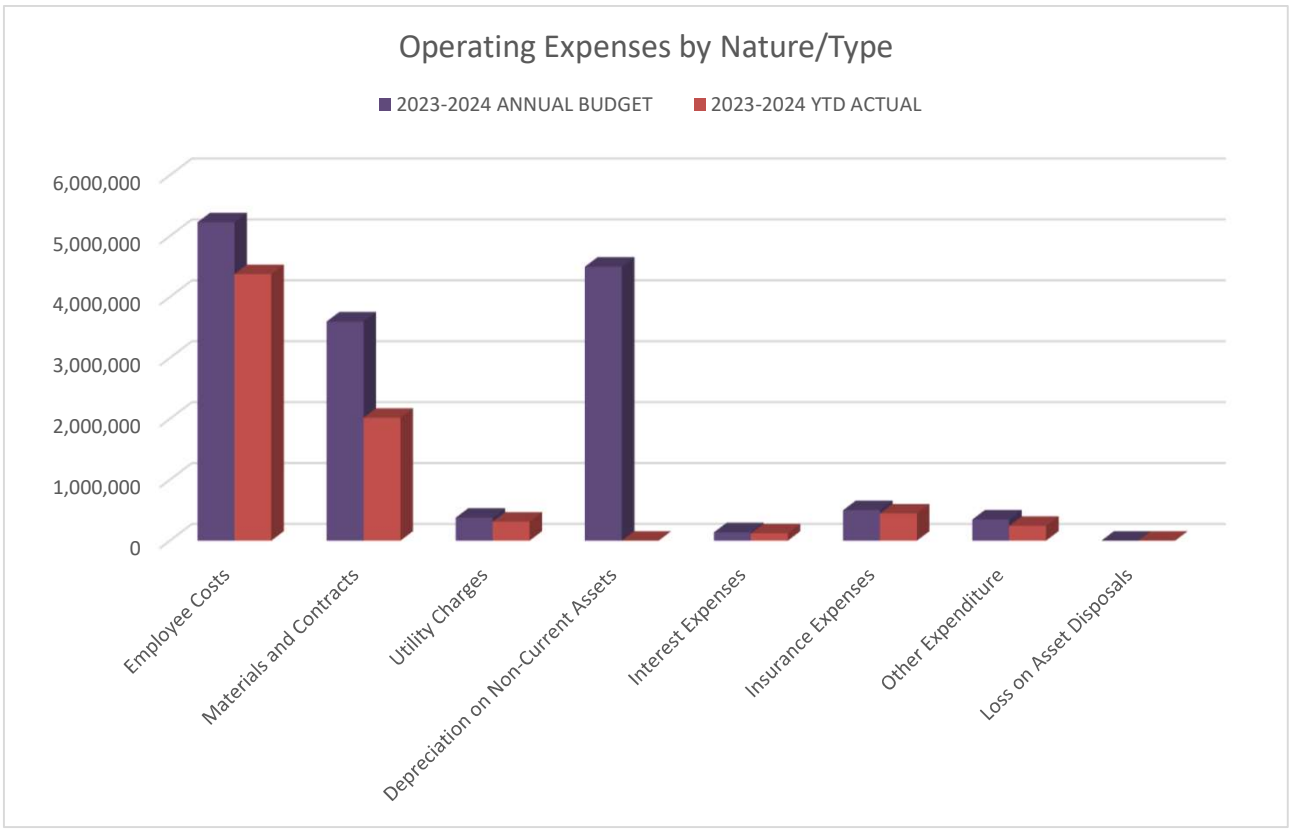
SHIRE OF KOJONUP
EXECUTIVE SUMMARY
FOR THE PERIOD ENDING 31 MARCH 2024



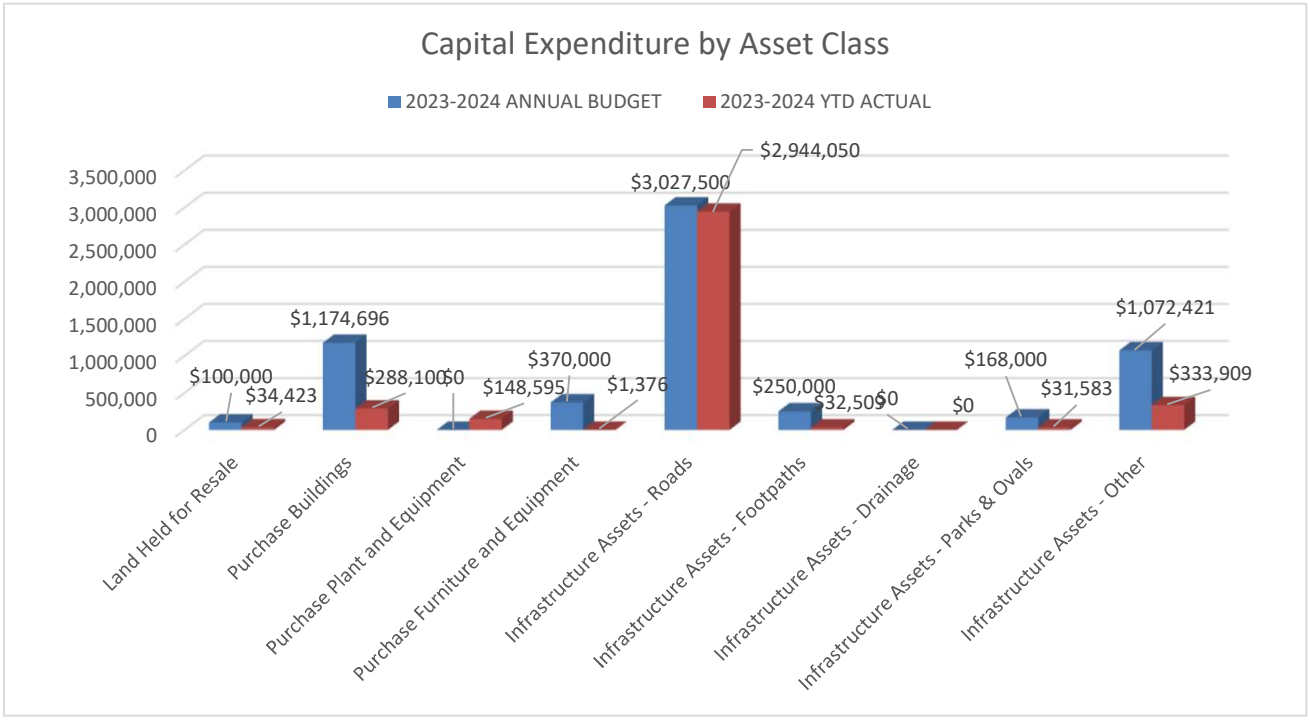


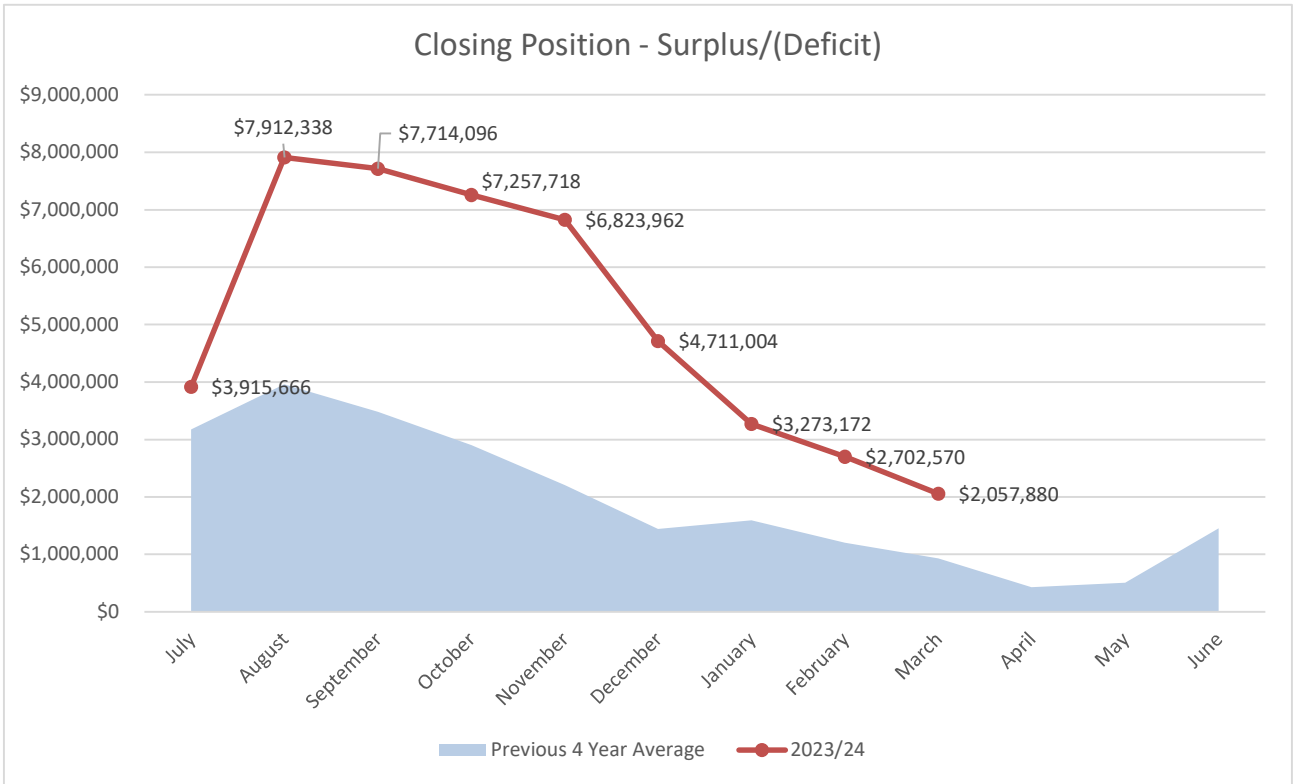
SHIRE OF KOJONUP
EXECUTIVE SUMMARY
FOR THE PERIOD ENDING 31 MARCH 2024





SHIRE OF KOJONUP
EXECUTIVE SUMMARY
FOR THE PERIOD ENDING 31 MARCH 2024





SHIRE OF KOJONUP
STATEMENT OF COMPREHENSIVE INCOME
FOR THE PERIOD ENDING 31 MARCH 2024

	2023-2024 ANNUAL BUDGET	2023-2024 YTD BUDGET	2023-2024 YTD ACTUAL	VARIANCE
EXPENDITURE (Exluding Finance Costs)	$	$	$	
General Purpose Funding	(201,589)	(93,523)	(60,993)	-35%
Governance	(882,169)	(633,509)	(983,947)	55%
Law, Order, Public Safety	(508,738)	(406,699)	(262,409)	-35%
Education and Welfare	(54,217)	(41,838)	(24,911)	-40%
Health	(223,335)	(168,065)	(81,076)	-52%
Housing	(2,998,870)	(2,275,351)	(2,283,629)	0%
Community Amenities	(890,212)	(690,602)	(534,050)	-23%
Recreation and Culture	(1,477,206)	(1,129,216)	(618,754)	-45%
Transport	(5,528,909)	(4,155,359)	(1,663,756)	-60%
Economic Services	(1,693,750)	(1,287,221)	(1,236,245)	-4%
Other Property and Services	(90,769)	(92,533)	354,399	-483%
Operating Expenses	(14,549,764)	(10,973,917)	(7,395,372)	
REVENUE				
General Purpose Funding	4,959,041	4,947,416	5,040,146	2%
Governance	41,840	30,680	54,297	77%
Law, Order, Public Safety	187,550	160,211	37,307	-77%
Education and Welfare	2,750	2,062	14,907	623%
Health	4,600	3,450	4,069	18%
Housing	2,593,420	1,944,987	847,175	-56%
Community Amenities	298,945	291,069	296,829	2%
Recreation and Culture	85,220	50,614	198,715	293%
Transport	221,791	571,791	234,668	-59%
Economic Services	898,250	673,661	611,967	-9%
Other Property & Services	169,508	127,126	224,327	76%
Operating Revenue	9,462,915	8,803,067	7,564,407	
Sub-total	(5,086,849)	(2,170,850)	169,036	
FINANCE COSTS (INTEREST)				
Law & Order	(9,038)		(10,448)	
Health	(1,952)	(1,952)	(1,952)	0%
Housing	(40,957)	(33,970)	(39,621)	17%
Recreation & Culture	(70,559)	(56,940)	(58,246)	2%
Transport	(1,875)	(1,875)	(1,875)	0%
Economic Services	(13,537)	0	(6,931)	0%
Total Finance Costs	(137,918)	(94,737)	(119,073)	
NON-OPERATING REVENUE				
Law, Order & Public Safety	271,696	4,696	94,900	1921%
Education & Welfare	100,000	0	0	0%
Housing	0	0	1,565,743	0%
Community Amenities	739,833	0	0	0%
Recreation & Culture	44,411	0	14,486	0%
Transport	2,524,266	1,346,700	189,340	-86%
Economic Services	202,411	0	0	0%
Other Property & Services	0	0	0	
Total Non-Operating Revenue	3,882,617	1,351,396	1,864,469	
PROFIT/(LOSS) ON SALE OF ASSETS				
Governance Loss	0		0	
Housing - Loss	0	0	0	0%
Other Property & Services - Loss	0	0	0	0%
Other Property & Services - Profit	0	0	0	0%
Total Profit/(Loss)	0	0	0	
NET RESULT	(1,342,150)	(914,191)	1,914,432	
Changes in Revaluation Surplus			0	
TOTAL COMPREHENSIVE INCOME	**(1,342,150)**	**(914,191)**	**1,914,432**	

"Traffic Lights" Colour Coding:

For the purposes of identifying "material variances" under Local Government (Financial Management) Regulation 34, the Council has defined a formula in Council Policy 2.1.6 (see also Variance Report in these Statements).

To simplify this reporting, a traffic light system is used in the variance column of the Statement of Comprehensive Income and the Rate Setting Statement, as follows:

Revenue:

Green = Actual Revenue is greater than Year-to-Date budgeted revenue

Red = Variance between Actual Revenue and Year-to-Date budget is greater than 10% (lower)

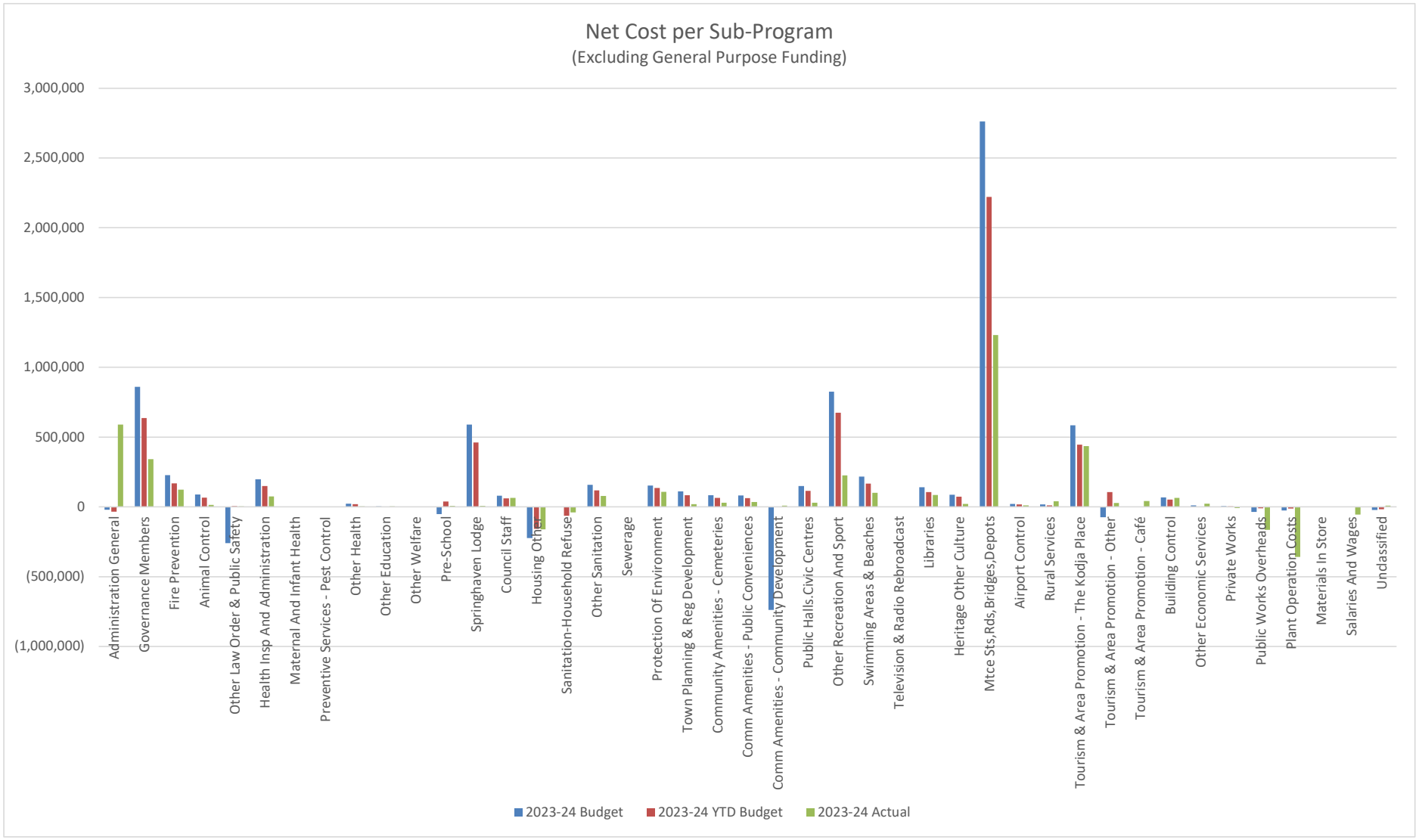
Expenditure:

Green = Actual Expenditure is less than Year-to-Date budgeted expenditure

Red = Variance between Actual Expenditure and Year-to-Date budget is greater than 10% (higher)

SHIRE OF KOJONUP
STATEMENT OF COMPREHENSIVE INCOME
BY NATURE/TYPE
FOR THE PERIOD ENDING 31 MARCH 2024

	2023-2024 ANNUAL BUDGET	2023-2024 YTD BUDGET	2023-2024 YTD ACTUAL
Expenses			
Employee Costs	(5,227,726)	(3,918,749)	(4,375,810)
Materials and Contracts	(3,597,906)	(2,613,758)	(2,018,176)
Utility Charges	(378,064)	(285,332)	(311,259)
Depreciation on Non-Current Assets	(4,497,915)	(3,373,301)	0
Interest Expenses	(137,918)	(103,775)	(119,073)
Insurance Expenses	(501,145)	(498,421)	(447,253)
Other Expenditure	(347,008)	(275,318)	(242,872)
	(14,687,682)	(11,068,654)	(7,514,445)
Revenue			
Rates	4,892,541	4,892,546	4,892,027
Operating Grants, Subsidies and Contributions	2,067,218	1,608,611	2,072,898
Fees and Charges	1,460,385	1,161,940	1,207,426
Service Charges	0	0	0
Interest Earnings	82,500	65,094	120,860
Other Revenue	960,271	714,876	743,274
	9,462,915	8,443,067	9,036,485
	(5,224,767)	(2,625,587)	1,522,040
Non-Operating Grants, Subsidies & Contributions	3,882,617	1,711,396	392,392
Fair Value Adjustments to financial assets at fair value through profit/loss	0	0	0
Profit on Asset Disposals	0	0	0
Loss on Asset Disposals	0	0	0
	3,882,617	1,711,396	392,392
Net Result	**(1,342,150)**	**(914,191)**	**1,914,432**
Other Comprehensive Income			
Changes on revaluation of non-current assets	0	0	0
Total Other Comprehensive Income	0	0	0
TOTAL COMPREHENSIVE INCOME	**(1,342,150)**	**(914,191)**	**1,914,432**


Net Cost per Sub-Program
(Excluding General Purpose Funding)
3,000,000
2,500,000
2,000,000
1,500,000
1,000,000
500,000
0
(500,000)
(1,000,000)
Administration General
Governance Members
Fire Prevention
Animal Control
Other Law Order & Public Safety
Health Insp And Administration
Maternal And Infant Health
Preventive Services - Pest Control
Other Health
Other Education
Other Welfare
Pre-School
Springhaven Lodge
Council Staff
Housing Other
Sanitation-Household Refuse
Other Sanitation
Sewerage
Protection Of Environment
Town Planning & Reg Development
Community Amenities - Cemeteries
Comm Amenities - Public Conveniences
Comm Amenities - Community Development
Public Halls.Civic Centres
Other Recreation And Sport
Swimming Areas & Beaches
Television & Radio Rebroadcast
Libraries
Heritage Other Culture
Mtce Sts,Rds,Bridges,Depots
Airport Control
Rural Services
Tourism & Area Promotion - The Kodja Place
Tourism & Area Promotion - Other
Tourism & Area Promotion - Café
Building Control
Other Economic Services
Private Works
Public Works Overheads
Plant Operation Costs
Materials In Store
Salaries And Wages
Undassified
2023-24 Budget
2023-24 YTD Budget
2023-24 Actual

SHIRE OF KOJONUP
STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDING 31 MARCH 2024

	Note	2022-23 ACTUAL $	2023-24 ACTUAL $	Variance $
Current assets				
Unrestricted Cash & Cash Equivalents		3,015,335	3,241,981	226,646
Restricted Cash & Cash Equivalents		3,003,938	4,387,511	1,383,573
Trade and other receivables		2,305,520	1,136,895	-1,168,625
ATO Receivables		0	96,571	96,571
Contract Assets		12,760	12,760	0
Inventories		15,878	55,969	40,091
Land Held for Resale		169,861	204,283	34,423
Total current assets		**8,523,292**	**9,135,970**	612,679
Non-current assets				
Trade and other receivables		110,473	110,473	0
LG House Unit Trust		101,862	101,862	0
Land Held for Resale		0	0	0
Land		2,281,424	2,281,424	0
Buildings		26,963,384	27,251,484	288,100
Furniture & Equipment		356,922	358,297	1,376
Plant & Equipment		3,965,701	4,064,796	99,095
Tools		797	797	0
Roads Infrastructure		93,153,303	96,097,353	2,944,050
Kerbing Infrastructure		2,684,095	2,684,095	0
Drainage Infrastructure		11,518,902	11,518,902	0
Bridges Infrastructure		5,793,354	5,793,354	0
Footpaths Infrastructure		1,110,450	1,142,959	32,509
Parks Infrastructure		2,469,820	2,501,403	31,583
Other Infrastructure		5,898,884	6,232,793	333,909
Total non-current assets		**156,409,372**	**160,139,992**	3,730,621
Total assets		**164,932,664**	**169,275,963**	4,343,299
Current liabilities				
Trade and other payables		2,433,002	4,622,682	-2,189,680
ATO Liabilities		153,272	-12,653	165,926
Contracts Liability		819,547	1,598,261	-778,714
Interest-bearing loans and borrowings		447,038	73,437	373,601
Provisions		786,161	786,161	0
Total current liabilities		**4,639,020**	**7,067,887**	-2,428,867
Non-current liabilities				
Interest-bearing loans and borrowings		4,988,863	4,988,863	0
Non-Current Payables		0	0	0
Provisions		176,707	176,707	0
Total non-current liabilities		**5,165,569**	**5,165,569**	0
Total liabilities		**9,804,589**	**12,233,456**	-2,428,867
Net assets		**155,128,074**	**157,042,506**	1,914,432
Equity				
Retained surplus		71,068,011	69,684,438	-1,383,573
Net Result		0	1,914,432	1,914,432
Reserve - asset revaluation		81,056,126	81,056,126	0
Reserve - Cash backed		3,003,938	4,387,511	1,383,573
Total equity		**155,128,074**	**157,042,506**	1,914,432

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

SHIRE OF KOJONUP
STATEMENT OF FINANCIAL ACTIVITY BY NATURE
FOR THE PERIOD ENDING 31 MARCH 2024

	2023-2024 ANNUAL BUDGET	2023-2024 YTD BUDGET (a)	2023-2024 YTD ACTUAL (b)	MATERIAL $ (b)-(a)	MATERIAL % (b)-(a)/(a)	VAR
OPERATING REVENUE	**$**	**$**	**$**			
Rates	4,892,541	4,892,546	4,892,027	Within Threshold	Within Threshold	
Operating Grants and Subsidies	2,067,218	1,608,611	2,072,898	464,287	28.86%	▲
Fees and Charges	1,460,385	1,161,940	1,207,426	45,487	Within Threshold	
Interest Earnings	82,500	65,094	120,860	55,766	85.67%	▲
Profit on Asset Disposal	0	0	0	Within Threshold	0.00%	
Other Revenue	960,271	714,876	743,274	28,397	Within Threshold	
	9,462,915	**8,443,067**	**9,036,485**			
LESS OPERATING EXPENDITURE						
Employee Costs	(5,227,726)	(3,918,749)	(4,375,810)	(457,062)	(11.66%)	▼
Materials & Contracts	(3,597,906)	(2,613,758)	(2,011,767)	601,990	23.03%	▲
Utilities	(378,064)	(285,332)	(311,259)	(25,927)	Within Threshold	
Depreciation on Non-Current Assets	(4,497,915)	(3,373,301)	0	3,373,301	100.00%	▲
Interest Expense	(137,918)	(103,775)	(119,073)	(15,298)	(14.74%)	▼
Insurances	(501,145)	(498,421)	(447,253)	51,167	(10.27%)	▲
Loss on Asset Disposal	0	0	0	Within Threshold	0.00%	
Other Expenditure	(347,008)	(275,318)	(249,281)	26,037	Within Threshold	
	(14,687,682)	**(11,068,655)**	**(7,514,445)**			
Increase(Decrease)	**(5,224,767)**	**(2,625,587)**	**1,522,040**			
ADD						
Movement in Springhaven Bonds	0	0	1,750,000	1,750,000	0.00%	
Profit on the disposal of assets	0	0	0	Within Threshold	0.00%	
Loss on the disposal of assets	0	0	0	Within Threshold	0.00%	
Depreciation Written Back	4,497,915	3,373,301	0	(3,373,301)	(100.00%)	▼
	4,499,915	**3,373,301**	**1,750,000**			
Sub Total	**(724,852)**	**747,715**	**3,272,040**			
INVESTING ACTIVITIES					0.00%	
Land Held for Resale	(100,000)	(66,666)	(34,423)	32,243	48.37%	
Purchase Buildings	(1,174,696)	(1,170,696)	(288,100)	882,596	75.39%	
Purchase Plant and Equipment	0	0	(148,595)	(148,595)	0.00%	
Purchase Furniture and Equipment	(370,000)	(170,000)	(1,376)	168,624	99.19%	
Infrastructure Assets - Roads	(3,027,500)	(2,830,830)	(2,944,050)	(113,220)	Within Threshold	
Infrastructure Assets - Footpaths	(250,000)	(125,000)	(32,509)	92,491	(73.99%)	
Infrastructure Assets - Drainage	0	0	0	Within Threshold	0.00%	
Infrastructure Assets - Parks & Ovals	(168,000)	(168,000)	(31,583)	136,417	81.20%	
Infrastructure Assets - Other	(1,072,421)	(720,391)	(333,909)	386,482	53.65%	
Proceeds from Sale of Assets	0	0	49,500	49,500	0.00%	
Contributions for the Development of Assets	3,882,617	1,711,396	392,392	(1,319,004)	(77.07%)	▼
	(2,280,000)	**(3,540,187)**	**(3,372,651)**			
FINANCING ACTIVITIES						
Repayment of Debt - Loan Principal	(447,119)	(373,563)	(373,601)	Within Threshold	Within Threshold	
Transfer from Reserves	0	0	0	Within Threshold	0.00%	
Transfer to Reserves	(37,569)	(601)	(1,383,573)	(1,382,973)	(230216.89%)	
	(484,688)	**(374,164)**	**(1,757,174)**			
Plus Rounding						
Sub Total	**(3,489,540)**	**(3,166,636)**	**(1,857,786)**			
FUNDING FROM						
Estimated Opening Surplus at 1 July	3,490,000	3,490,000	3,915,666	425,666	12.20%	▲
Closing Funds	0	0	0			
	3,490,000	**3,490,000**	**3,915,666**			
NET SURPLUS/(DEFICIT)	**460**	**323,364**	**2,057,880**			

SHIRE OF KOJONUP
SUMMARISED NET CURRENT POSITION
FOR THE PERIOD ENDING 31 MARCH 2024

	ACTUAL 30 JUNE 2023	ACTUAL YTD
Cash - Unrestricted	$3,015,335	$3,241,981
Cash - Restricted General	$0	$0
Cash - Restricted Reserves	$3,003,938	$4,387,511
Accounts Receivable - Rates	$368,450	$838,414
Accounts Receivable - Sundry	$1,854,722	$298,481
GST Receivable	($70,924)	$96,571
Contract Assets	$12,760	$12,760
Inventories	$15,878	$55,969
Land held for Resale	$169,861	$204,283
Loans - Clubs	**$0**	$0
CURRENT ASSETS	**$8,370,019**	**$9,135,970**
LESS: CURRENT LIABILITIES		
Payables	($451,202)	($775,680)
ATO Liabilities	($10,949)	($113,499)
Unspent Grant Liabilities	($819,547)	($1,598,261)
Employee Provisions	($786,161)	($786,161)
Accrued Interest on Loans	($25,851)	($25,851)
Interest Bearing Loans	($447,038)	($73,437)
Springhaven Accommodation Bonds	($1,945,000)	($3,695,000)
CURRENT LIABILITIES	($4,485,748)	($7,067,887)
LESS: EXCLUSIONS		
Cash - Restricted Reserves	($3,003,938)	($4,387,511)
Cash - Restricted Cash	$0	$0
Interest Bearing Loans	$447,038	$73,437
Self Supporting Loan Debtors	$0	$0
Less Land held for Resale	($169,861)	($204,283)
Less Provision for Doubtful Debts	$1,142	$1,142
Add back Cash backed LSL Provision		
Add Back Springhaven Bonds	$1,945,000	$3,695,000
Add Back Accrued Interest on Loans	$25,851	$25,851
Add: Current liabilities not expected to be cleared at end of year	$786,161	$786,161
Roundings	$1	$1
NET CURRENT POSITION - SURPLUS/(DEFICIT)	**$3,915,666**	**$2,057,880**

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDING 31 MARCH 2024

EXPLANATION OF MATERIAL VARIANCES

The Local Government (Financial Management) Regulation 34 (2) (b) requires 'an explanation of each of the material variances' identified within the Rate Setting Statement (from the adopted Budget) for each months financial statements. The information contained within the 'Statement of Financial Acitivity' on page 4 of these financial statements contains all of the information provided within the 'Rate Setting Statement' and therefore any material variances on these pages will be reported below.

Defining a 'Material Variance'

The Local Government (Financial Management) Regulation 34 (5) states that "Each financial year, a local government is to adopt a percentage or value, calculated in accordance with AAS5, to be used in statements of financial activity for reporting material variances." The Shire's policy 2.1.6, 'Material Variances' states:

For the purposes of identifying “material variances” under Local Government (Financial Management) Regulation 34, the following formula shall be used:

$$\frac{\text{Year-to-Date Actual}}{\text{Year-to-Date Budget}} - 100\%$$

Material variances to be reported when exceeding 10%, and a minimum of $10,000, of the items contained within the Statement of Financial Activity.

REPORTING AREA	YTD BUDGET	YTD ACTUAL	VARIANCE $	VARIANCE %	TIMING / PERMANENT	EXPLANATION
Operating Revenue						
Operating Grants	1,608,611	2,072,898	464,287	29%	PERMANENT/ TIMING	Increase general purpose grant $29k and local road grant $32k received. Decrease in BRPC grant of $72k, Increase in Kindy Cafe grant $12k, Increase in Springhaven personal care subsidy of $136k, Increase in Rail trail grant $10k, Decrease in MRWA direct grant of $14, Increase in Traineeship Grants of $45k, for reporting period.
Fees & Charges	1,161,940	1,207,426	45,487	Within Threshold	TIMING	Decrease in rental income for staff housing $14k, Increase in rental income for Springhaven $62k, Increase in Water Standpipe charges $11k, Decrease in Café retail sales $21k, Increase in Private Works Income $18k for reporting period.
Interest Earnings	65,094	120,860	55,766	86%	TIMING	Increase in interest on unpaid bonds $11k, increase in non-payment rates penalty interest $11k, increase in reserve interest $27k, for reporting period.

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDING 31 MARCH 2024

EXPLANATION OF MATERIAL VARIANCES

The Local Government (Financial Management) Regulation 34 (2) (b) requires 'an explanation of each of the material variances' identified within the Rate Setting Statement (from the adopted Budget) for each months financial statements. The information contained within the 'Statement of Financial Acitivity' on page 4 of these financial statements contains all of the information provided within the 'Rate Setting Statement' and therefore any material variances on these pages will be reported below.

Defining a 'Material Variance'

The Local Government (Financial Management) Regulation 34 (5) states that "Each financial year, a local government is to adopt a percentage or value, calculated in accordance with AAS5, to be used in statements of financial activity for reporting material variances." The Shire's policy 2.1.6, 'Material Variances' states:

For the purposes of identifying “material variances” under Local Government (Financial Management) Regulation 34, the following formula shall be used:

$$\frac{\text{Year-to-Date Actual}}{\text{Year-to-Date Budget}} - 100\%$$

Material variances to be reported when exceeding 10%, and a minimum of $10,000, of the items contained within the Statement of Financial Activity.

REPORTING AREA	YTD BUDGET	YTD ACTUAL	VARIANCE $	VARIANCE %	TIMING / PERMANENT	EXPLANATION
Operating Expenses						
Employee Costs	(3,918,749)	(4,375,810)	(457,062)	-12%	PERMANENT/ TIMING	Increase in operational employee costs due to increase in wages for Springhaven of $179k, increase in building admin salaries of $23k, and higher percentage of outside workers time spent on operational road maintenance.
Materials & Contracts	(2,613,758)	(2,011,767)	601,990	23%	TIMING	Decrease in election expenses $25k, decrease in Subscription expenses $24k, decrease in Integrated Planning expense $22k, decrease in software licensing fees $49k, decrease in legal expenses $27k, decrease in Springhaven contract labour $208k, decrease in Staff Housing operational expense $10k, decrease in bulk bin removal expenses $16k, Increase in NRM expenses $10k, decrease in local planning strategy $18k, decrease in Bridge maintenance expenses $33k, decrease in Marketing & Promotion expenses $15k, decrease in Kodja Place retail stock $37k, decrease in other staff expenses $19k, decrease in Vehicle operating expenses $14k, decrease in consulting technical expenses $11k, decrease in fuel & oil expenses $41k, decrease in Trails Hub expenses of $40k for reporting period.
Depreciation on Assets	(3,373,301)	0	3,373,301	100%	TIMING	Depreciation not yet raised.
Insurances	(498,421)	(447,253)	51,167	-10%	PERMANENT/ TIMING	Decrease in Bushfire insurance $50k, for reporting period.
Other Expenses	(275,318)	(249,281)	26,037	Within Threshold	TIMING	Decrease in Member Attendance Fees $28k, Increase in Election expenses $19k, Decrease in Presidential Allowance Fee $15k, Increase in Subscription expenses $34k increase, Decrease in loan guarantee fee $29k, for reporting period.

SHIRE OF KOJONUP
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EXPLANATION OF MATERIAL VARIANCES

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Material variances to be reported when exceeding 10%, and a minimum of $10,000, of the items contained within the Statement of Financial Activity.

REPORTING AREA	YTD BUDGET	YTD ACTUAL	VARIANCE $	VARIANCE %	TIMING / PERMANENT	EXPLANATION
Investing Activities						
Buildings	(1,170,696)	(288,100)	882,596	75%	PERMANENT/ TIMING	Decrease in 15 Loton Close project $60k, Increase in 34 Katanning Road project $37k, decrease in Springhaven Building expenses $30k, decrease in Jean Sullivan Unit expenses $10k, decrease in Mens Shed project expenses $729k, decrease in Kodja Place expenses lower $15k.
Plant & Equipment	0	(148,595)	(148,595)	0%	TIMING	Mower and truck purchase not included in budget.
Infrastructure - Roads	(2,830,830)	(2,944,050)	(113,220)	Within Threshold	TIMING	Decrease in Shamrock Road $537k, Increase in Kojonup-Frankland Rd $32k, Decrease in Kojonup-Darkan Rd reseal $400k, Increase in Broomehill Rd $25k, Decrease in Riverdale Rd project $197k, Increase in Kojonup-Darkan Blackspot project expenses $624k, increase for Kojonup-Darkan Road pavement failure project of $636k, Decrease in Tone Rd project $98k, Decrease in Ballock Rd project $37k, Increase in Wooden Rd project $19k, Increase in Hubbe Road $12k, Decrease in Solider Rd project $93k for reporting period.
Infrastructure - Parks & Ovals	(168,000)	(31,583)	136,417	81%	PERMANENT/ TIMING	Increase in Sports Complex Playground and outdoor Gym expenses $8k (no approved budget allocation). Decrease in Netball court project expenses $64k, Decrease in Apex Playground $34k, Decrease in Trails Hub construction $40k.
Infrastructure - Others	(720,391)	(333,909)	386,482	54%	TIMING	Decrease in Bushfire Repeater Tower project expenses of $188k, Decrease in CCTV project $176k, Decrease in Town furniture expenses of $19k, increase in EV Charging Station project expenses $14k, Decrease in Radio communication project expenses $30k, for reporting period.
Proceeds from Sale of Assets	0	49,500	49,500	0%	PERMANENT	Mower trade-in not included in budget.
Financing Activities						
Transfer to Cash backed Reserves	(601)	(1,383,573)	(1,382,973)	-230217%	TIMING	Deposits for new Springhaven residents not anticipated. Transferred to Bond Liability.

PROGRESS OF THE CAPITAL PROGRAM/SMART IMPLEMENTATION

COA	Description	SMART Implement. Ref.	Resp. Officer	Asset Class	Asset Invest. Type	2023/2024 Original Budget	2023/2024 YTD Budget	2023/2024 YTD Actuals	% of Annual Budget
Governance									
C137	ICT Plan Implementation		CEO	F&E	Renewal	360,000	160,000	1,376	0%
C191	Shire Administration Centre - Building Renewal/Improvement		CEO	L&B	Renewal	20,000	16,000	0	0%
						380,000	**176,000**	**1,376**	
Law Order & Public Safety									
C138	Bush Fire Repeater Tower	5.1.2	MRS	Infr.	New	350,000	350,000	162,620	46%
2885	CCTV Infrastructure		CEO	Infr.	New	267,000	176,220	0	0%
C440	Cat Pound		MRS	L&B	New	4,696	4,696	6,588	140%
						621,696	**530,916**	**169,208**	
Education & Welfare									
C441	Old School - Re-Roof		BMC	L&B	Renewal	100,000	100,000	97,464	97%
						100,000	**100,000**	**97,464**	
Housing									
C157	Staff - 15 Loton Close		CEO	L&B	New	60,000	60,000	131	0%
C140	Staff - 34 Katanning Road		MRS	L&B	Upgrade	120,000	120,000	156,872	131%
C147	Springhaven - Furniture	2.2.6	MACS	F&E	New	10,000	10,000	0	0%
C195	Springhaven - Building	2.2.14	MACS	L&B	Renewal	30,000	30,000	0	0%
C313	Jean Sullivan Units - Building Renewal		BMC	L&B	Upgrade	10,000	10,000	0	0%
C145	ILU's - Building Renewal		BMC	L&B	Renewal	10,000	10,000	0	0%
						240,000	**240,000**	**157,003**	
Community Amenities									
C310	Subdivision Construction	2.4.3	CEO	L4R	Upgrade	100,000	66,666	34,423	34%
C407	Refuse Site Development		MRS	Infr.	Upgrade	98,250	0	2,780	3%
C442	Men's Shed - Construction of New		MCCS	L&B	New	750,000	750,000	21,188	3%
C355	Town Furniture		MWS	Infr.	New	39,171	39,171	20,808	53%
						987,421	**855,837**	**79,198**	
Recreation & Culture									
C198	Historic Buildings - Capital Improvement		BMC	L&B	Renewal	30,000	30,000	0	0%
C199	Memorial Hall/Theatrical/Harrison Place		MRS	L&B	New	10,000	10,000	0	0%
C408	Harrison Place Toilets & Park	1.1.8	MWS	L&B	Upgrade	10,000	0	0	0%
C443	Showgrounds Retaining Wall		CEO	Infr.	New	6,000	6,000	6,000	100%
C274	Sporting Complex - Netball Court Resurface & Roof	1.2.10, 1.2.13	MCCS	Infr.	Renewal	88,000	88,000	23,855	27%
C411	Sporting Complex - Playground & Outdoor Gym	1.2.10	MCCS	Infr.	New	0	0	7,728	0%
C444	Sporting Complex - Hall of Fame Signage		MCCS	Infr.	New	8,000	0	2,368	30%
C357	Apex Park - Replace Equipment		SH	Infr.	Renewal	34,000	34,000	0	0%
C447	Contribution to Bowling Club New Green		MCCS	Infr.	Upgrade	0	0	0	0%
C448	Trails Hub Construction		MCCS	Infr.	New	40,000	40,000	0	0%
C412	Apex Park Drainage & Car Park & RV		MCCS	Infr.	Upgrade	0	0	0	0%
C413	Trails Construction		MCCS	Infr.	New	0	0	0	0%
						226,000	**208,000**	**39,951**	
Transport - Plant Purchases									
7604	Plant Major Purchases		MWS	P&E	New	0	0	148,595	0%
						0	**0**	**148,595**	

SHIRE OF KOJONUP
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PROGRESS OF THE CAPITAL PROGRAM/SMART IMPLEMENTATION

COA	Description	SMART Implement. Ref.	Resp. Officer	Asset Class	Asset Invest. Type	2023/2024 Original Budget	2023/2024 YTD Budget	2023/2024 YTD Actuals	% of Annual Budget
Transport - Infrastructure									
C417	Widening - Shamrock Road	1.1.5	MWS	Infr.	Upgrade	660,000	660,000	123,560	19%
C436	Widening - Shamrock Road (2021/2022 Project)	1.1.5	MWS	Infr.	Upgrade	0	0	12	0%
C319	Bitumen Reseal - Kojonup-Frankland Road	1.1.5	MWS	Infr.	Renewal	150,000	150,000	182,632	122%
C320	Bitumen Reseal - Kojonup Darkan Road	1.1.5	MWS	Infr.	Renewal	553,000	553,000	153,052	28%
C321	Bitumen Reseal - Broomehill-Kojonup Road	1.1.5	MWS	Infr.	Renewal	150,000	150,000	175,395	117%
C172	Seal - Riverdale Road	1.1.5	MWS	Infr.	Renewal	413,000	272,580	75,048	18%
CJ453	Seal - Balgarup Road RTR	1.1.5	MWS	Infr.	Renewal	150,000	150,000	150,507	100%
C463	Kojonup Darkan Shoulder Blackspot		MWS	Infr.	Upgrade	669,000	669,000	1,293,127	193%
CJ464	Kojonup - Darkan Pavement Failure Repairs		MWS	Infr.	Upgrade	0	0	636,849	0%
C500	Tone Road - RTR		MWS	Infr.	Upgrade	100,000	100,000	2,419	2%
C501	Ballock Road - RTR		MWS	Infr.	Upgrade	70,000	70,000	33,011	47%
C502	Woodenup Road - RTR		MWS	Infr.	Upgrade	30,000	30,000	49,864	166%
C503	Boilup Road - RTR		MWS	Infr.	Upgrade	30,000	0	5,561	19%
C504	Hubbe Road - RTR		MWS	Infr.	Upgrade	52,500	26,250	37,939	72%
C174	Soldier Road - Footpath, Kerbing and Drainage		MWS	Infr.	Upgrade	250,000	125,000	32,509	13%
						3,277,500	**2,955,830**	**2,951,485**	
Economic Services									
C177	Kodja Place - Capital Renewal/Improvement	2.1.10	BMC	L&B	Renewal	20,000	20,000	5,857	29%
CJ457	EV Charger Parking Bay		MWS	Infr.	Upgrade	250,000	125,000	139,333	56%
C054	Promotional Signage at Airstrip	1.4.7	MCCS	Infr.	New	30,000	0	0	0%
						300,000	**145,000**	**145,190**	
Other Property & Services									
C458	Radios - Communication		MWS	Infr.	Renewal	30,000	30,000	0	0%
						30,000	**30,000**	**0**	
	Total Capital Expenditure					**6,162,617**	**5,241,583**	**3,789,469**	**61.5%**

SUMMARIES:				
Land Held for Resale	100,000	66,666	34,423	34.4%
Land & Buildings	1,174,696	1,160,696	288,100	24.5%
Infrastructure	4,517,921	3,844,221	3,316,977	73.4%
Plant & Equipment	0	0	148,595	0.0%
Furn & Equipment	370,000	170,000	1,376	0.4%
	6,162,617	**5,241,583**	**3,789,469**	**61.5%**
Asset Renewal	2,138,000	1,793,580	865,186	40.5%
New Asset	1,574,867	1,446,087	376,026	23.9%
Upgrading Asset	2,449,750	2,001,916	2,548,258	104.0%
	6,162,617	**5,241,583**	**3,789,469**	**61.5%**
Chief Executive Officer	813,000	484,886	41,929	5.2%
Manager Corporate & Community Services	916,000	878,000	55,140	6.0%
Manager Works & Services	3,606,671	3,150,001	3,260,221	90.4%
Senior Horticulturalist	34,000	34,000	0	0.0%
Manager Regulatory Services	582,946	484,696	328,859	56.4%
Building Maintenance Coordinator	170,000	170,000	103,320	60.8%
Manager Aged Care Services	40,000	40,000	0	0.0%
	6,162,617	**5,241,583**	**3,789,469**	**61.5%**

SHIRE OF KOJONUP

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FOR THE PERIOD ENDING 31 MARCH 2024

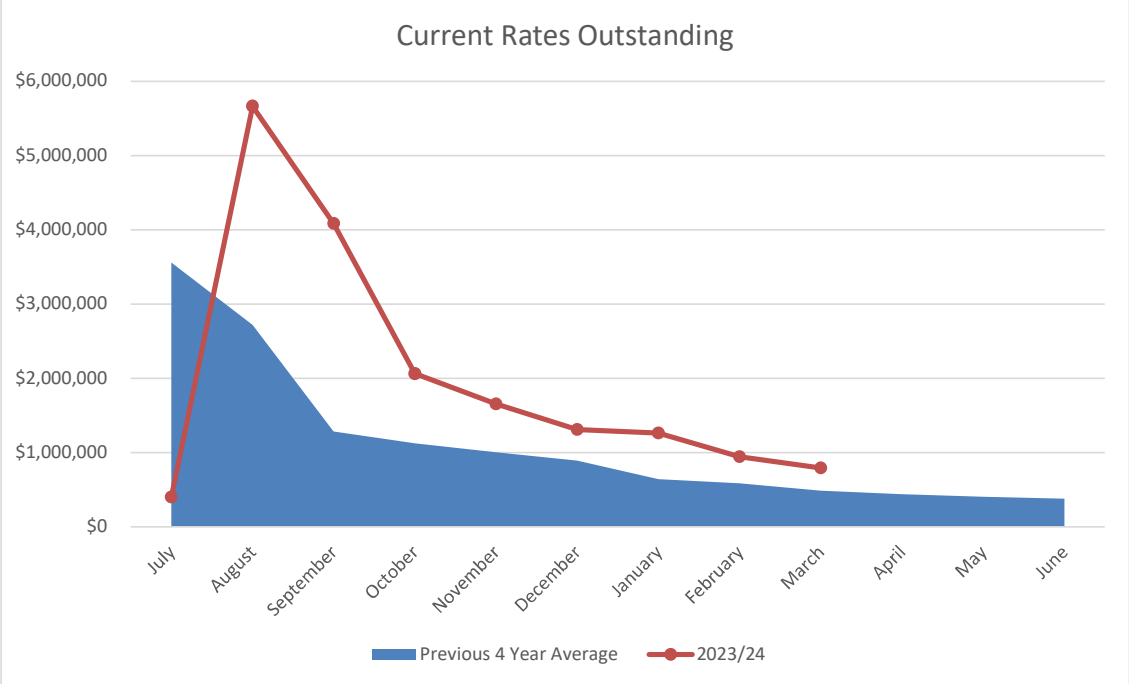
RESERVES - CASH BACKED	2024 Actual Opening Balance	2024 Actual Transfer to	2024 Actual Transfer (from)	2024 Actual Closing Balance	2024 Budget Opening Balance	2024 Budget Transfer to	2024 Budget Transfer (from)	2024 Budget Closing Balance
	$	$	$	$	$	$	$	$
Plant Replacement	251,346	7,969	0	259,315	252,079	2,611	0	254,690
Employee Leave	247,421	7,844	0	255,266	245,886	30,908	0	276,794
Springhaven Lodge (Bonds)	1,945,000	1,350,000	0	3,295,000	1,945,000	0	0	1,945,000
Low Income Housing	84,750	2,687	0	87,437	84,224	83	0	84,307
Sporting Facility	63,655	2,018	0	65,673	63,260	63	0	63,323
Landfill Waste Management	81,262	2,576	0	83,838	80,758	80	0	80,838
Kodja Place Tourist Precinct	17	1	0	18	17	0	0	17
Community Grant Scheme	9,894	314	0	10,207	9,832	10	0	9,842
Independent Living Units	160,569	5,091	0	165,660	159,573	158	0	159,731
Natural Resource Management	98,909	3,136	0	102,045	98,295	97	0	98,392
Swimming Pool	41,083	1,303	0	42,386	40,829	40	0	40,869
The Kodja Place Building Upgrade & Renewal	17,880	567	0	18,447	17,769	18	0	17,787
Sporting Complex Building Upgrade & Renewal	1,137	36	0	1,173	1,129	0	0	1,129
Netball Court Resurfacing	1,013	32	0	1,045	1,007	3,501	0	4,508
Trails Network Construction	2	0	0	2	2	0	0	2
	3,003,938	**1,383,573**	**0**	**4,387,511**	**2,999,660**	**37,569**	**0**	**3,037,229**

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDING 31 MARCH 2024

RATES & SUNDRY RECEIVABLES

Rates:

	1-Jul-23	Levy for 2023/24	Collectable	Received	Outstanding
Property Rates	$ 206,954	$ 4,899,778	$ 5,106,731	$ (4,568,375)	$ 538,356
Rubbish Charges	$ 37,874	$ 284,384	$ 322,259	$ (271,308)	$ 50,950
Emergency Services Levy	$ 20,986	$ 10,749	$ 31,734	$ -	$ 31,734
Instalment fee & Interest	$ -	$ 16,692	$ 16,692	$ (16,692)	$ -
Penalty & ESL Interest	$ 100,282	$ 29,321	$ 129,603	$ (12,551)	$ 117,052
Excess Rates	$ (60,914)	$ -	$ (60,914)	$ 14,218	$ (46,696)
Sub- Total	**$ 305,182**	**$ 5,240,924**	**$ 5,546,106**	**$ (4,854,708)**	**$ 691,398**
					13%
OTHER ITEMS					
Pensioner Rebates to claim	$ 84,702	$ -	$ 84,702	$ 15,647	$ 100,350
	$ 389,884				**$ 791,748**
Pensioner Deferred Rates	$ 110,473	$ -	$ 110,473	$ -	$ 110,473
Total Outstanding	**$ 415,655**	**$ 5,240,924**	**$ 5,656,579**	**$ (4,854,708)**	**$ 801,871**



Sundry Debtors:

	30-Jun-23		31/03/24		Movement This FY
Credit Balance	$ (6,180)		$ (79,717)		$ 73,537
Current	$ 125,937		$ 14,222		$ 111,715
30 - 60 days	$ 469,099	65%	$ 177,018	59%	$ 292,082
60 - 90 days	$ 5,339	1%	$ 22,048	7%	$ (16,709)
Greater than 90 days	$ 126,515	18%	$ 167,484	56%	$ (40,969)
	$ 720,710		**$ 301,054**		

SHIRE OF KOJONUP
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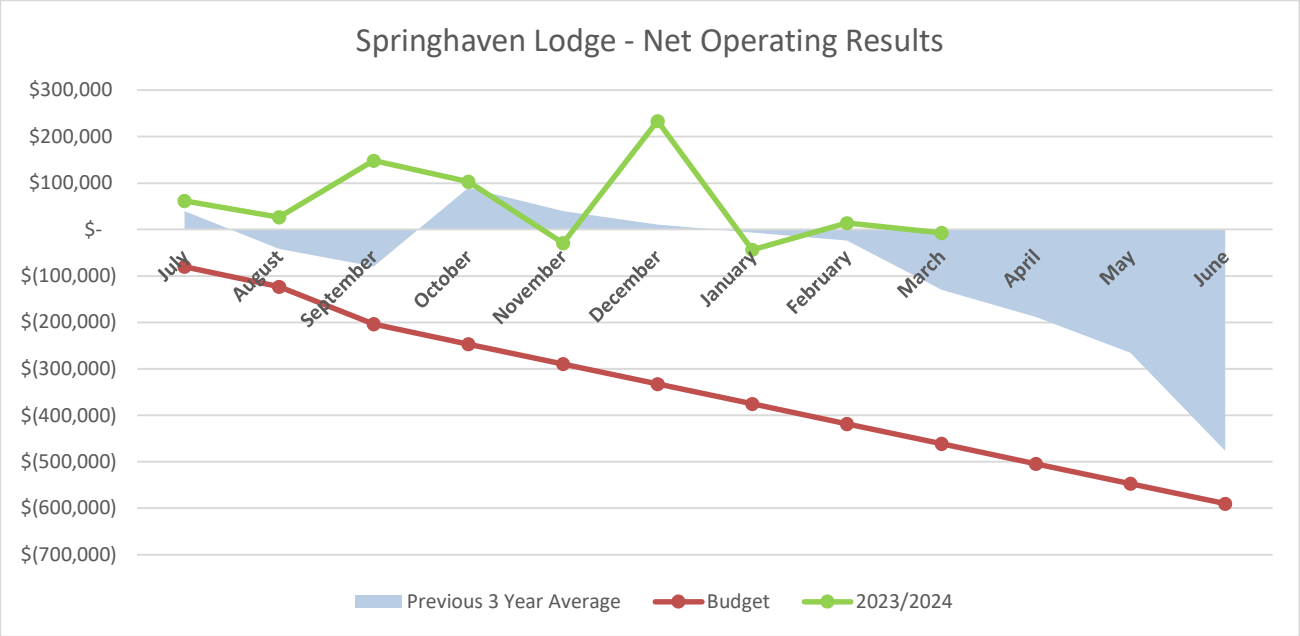
LOAN REPAYMENTS	Loan Number	2024 Actual Principal 1 July 2023	2024 New New Loans	2024 New Principal Repayments	2024 Actual Interest Repayments	2024 Actual Principal Outstanding	2024 Budget Principal 1 July 2023	2024 Budget New Loans	2024 Budget Principal Repayments	2024 Budget Interest Repayments	2024 Budget Principal Outstanding
		$		$	$	$	$		$	$	$
Law, order, public safety											
Communications Tower	150	400,000	0	(16,042)	(9,038)	383,958	400,000	0	(16,042)	(9,038)	383,958
Health											
Medical Centre Donation	137	114,972	0	(8,700)	(1,952)	106,272	114,972	0	(8,700)	(1,952)	106,272
Housing											
Bagg Street Unit	135	58,596	0	(5,019)	(826)	53,577	53,802	0	(10,115)	(1,575)	43,687
Aged Units - GSHI	139	20,369	0	(10,125)	(209)	10,244	20,369	0	(10,125)	(209)	10,244
Staff Housing - GSHI	140	796,591	0	(60,276)	(13,521)	736,315	796,591	0	(60,276)	(13,521)	736,315
GROH Housing - GSHI	138	823,080	0	(112,583)	(11,449)	710,498	823,079	0	(112,583)	(11,449)	710,496
Staff Housing - GSHI	144	44,406	0	(10,793)	(780)	33,612	44,406	0	(10,793)	(780)	33,613
GROH Housing - GSHI	145	44,406	0	(10,793)	(780)	33,612	44,406	0	(10,793)	(780)	33,613
Staff Housing Renovations	148	285,524	0	(7,478)	(6,300)	278,046	285,524	0	(15,049)	(12,643)	270,475
Recreation and culture											
Sports Complex	134	206,978	0	(8,900)	(4,908)	198,078	198,705	0	(18,020)	(9,800)	180,685
Sports Complex Wall	136	62,358	0	(4,918)	(620)	57,440	62,359	0	(9,885)	(1,192)	52,474
Netball Courts & Roof	143	1,337,732	0	(53,783)	(38,108)	1,283,949	1,337,732	0	(53,783)	(38,108)	1,283,949
Oval Lighting	142	206,908	0	(12,242)	(1,502)	194,666	206,908	0	(24,573)	(2,915)	182,335
Harrison Pl Toilets & Park	146	366,615	0	(17,184)	(7,181)	349,431	366,615	0	(34,706)	(14,025)	331,909
Harrison Pl Toilets & Park	149	200,000	0	(8,021)	(4,519)	191,979	200,000	0	(8,021)	(4,519)	191,979
Transport											
Airstrip Lighting	141	126,939	0	(10,157)	(1,875)	116,781	126,578	0	(10,157)	(1,875)	116,421
Economic services											
Land Development	147	353,855	0	(16,586)	(6,931)	337,269	353,855	0	(33,498)	(13,537)	320,357
		5,449,329	0	(373,601)	(110,498)	5,075,728	5,435,901	0	(447,119)	(137,918)	4,988,782

MAJOR BUSINESS UNITS

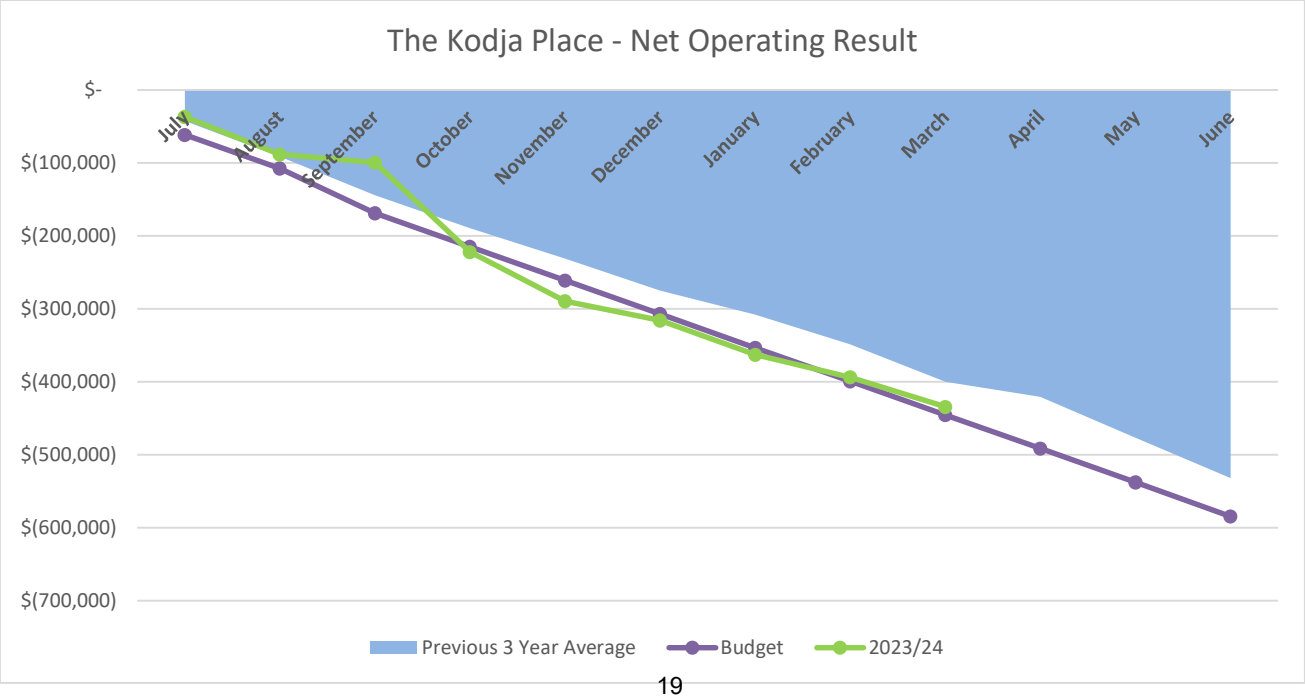
Springhaven Lodge

The Shire of Kojonup owns ands operates a 22 bed aged accommodation hostel known as Springhaven Lodge. The following graph shows the operations of Springhaven Lodge (profit or loss) excluding any capital grants. There is also capital expenditure (p.12) and reserve accounts (p.16) associated with Springhaven Lodge.



The Kodja Place Precinct

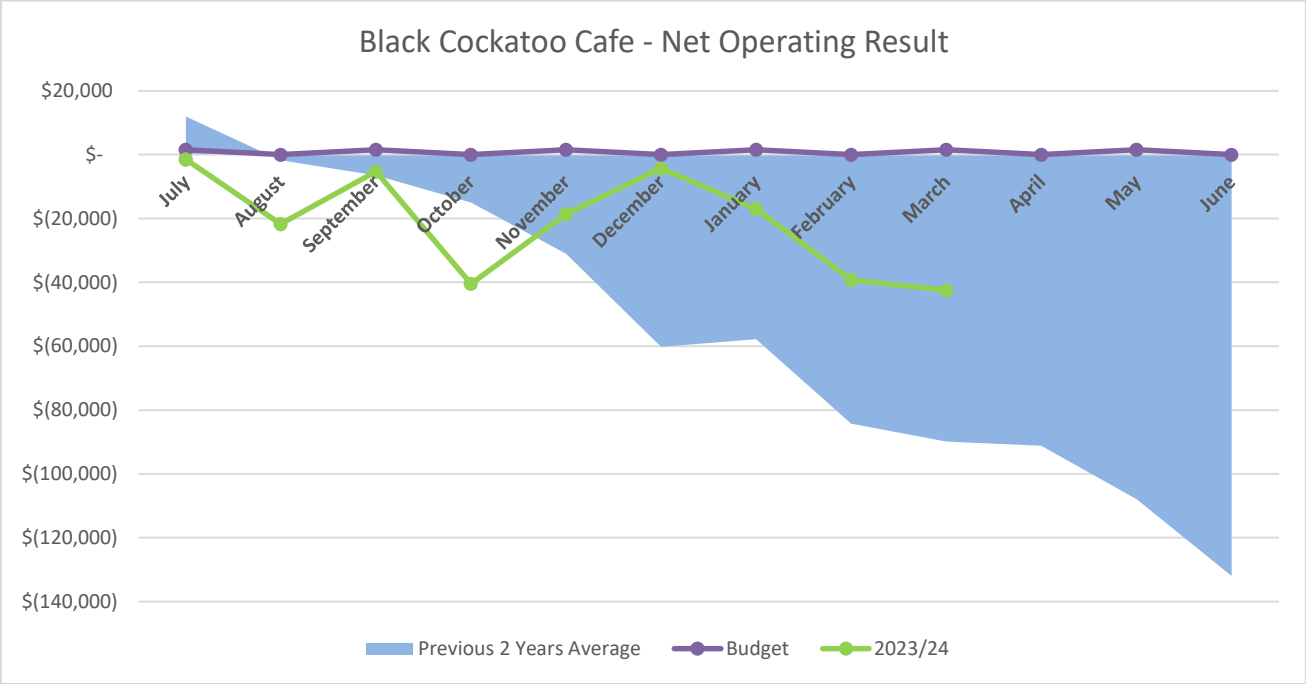
The Shire of Kojonup owns ands operates The Kodja Place precinct, a tourism, retail and cultural interpretive centre on Albany Highway. The following graph shows the operations of TKPP (profit or loss). There is also capital expenditure (p.13), a loan (p.15) and a reserve account (p.16) associated with TKPP.



MAJOR BUSINESS UNITS

Black Cockatoo Café

Effective from 1 July 2023, the Shire assumed ownership and operation of The Black Cockatoo Café, located in The Kodja Place Precinct. The following graph shows the trading results of the café.



SHIRE OF KOJONUP

MONTHLY FINANCIAL REPORT

Details By function Under The Following Programme Titles
And Type Of Activities Within The Programme

ACCOUNT	JOB		YEAR TO DATE 31 MARCH 2024 Budget	YEAR TO DATE 31 MARCH 2024 Actual	% of Annual Budget	ACTUAL 31 MARCH 2024 Income	ACTUAL 31 MARCH 2024 Expense	ADOPTED BUDGET 2023-2024 Income	ADOPTED BUDGET 2023-2024 Expense
		Proceeds Sale of Assets							
9605		Proceeds Sale of Assets -	$0	($49,500)	0%	($49,500)	$0	$0	$0
		Sub Total - PROCEEDS/REALISATION ON SALE OF ASSET	$0	($49,500)		($49,500)	$0	$0	$0
		Written Down Value							
New		00000 Written Down Value-	$0	$0		$0	$0	$0	$0
		Sub Total - WDV ON SALE OF ASSET	$0	$0		$0	$0	$0	$0
		Total - GAIN/LOSS ON DISPOSAL OF ASSET	**$0**	**($49,500)**		**($49,500)**	**$0**	**$0**	**$0**
		Total - OPERATING STATEMENT	**$0**	**($49,500)**		**($49,500)**	**$0**	**$0**	**$0**

SHIRE OF KOJONUP

MONTHLY FINANCIAL REPORT

Details By function Under The Following Programme Titles
And Type Of Activities Within The Programme

ACCOUNT	JOB		YEAR TO DATE 31 MARCH 2024 Budget	Actual	% of Annual Budget	ACTUAL 31 MARCH 2024 Income	Expense	ADOPTED BUDGET 2023-2024 Income	Expense
		GENERAL PURPOSE FUNDING - RATES							
		OPERATING EXPENDITURE							
1104		Rates Incentive Prize	$4,550	$7,686	154%	$0	$7,686	$0	$5,000
1112		Admin Allocated to Rates (Cash)	$44,607	$6,623	11%	$0	$6,623	$0	$59,479
1122		Admin Allocated to Rates (Non-Cash)	$2,394	$0	0%	$0	$0	$0	$3,192
1132		Rating Salaries	$29,999	$34,807	87%	$0	$34,807	$0	$40,000
1162		Superannuation	$4,500	$4,149	69%	$0	$4,149	$0	$6,000
1182		Rates Printing/postage	$3,000	$971	32%	$0	$971	$0	$3,000
1192		Valuation Expenses	$1,155	$3,375	4%	$0	$3,375	$0	$81,000
1202		Title Searches	$500	$0	0%	$0	$0	$0	$500
1222		Insurance - Emp Costs (Rates)	$1,418	$1,493	105%	$0	$1,493	$0	$1,418
1262		Legal Costs Incurred - Rates	$1,400	$1,890	95%	$0	$1,890	$0	$2,000
		Sub Total - GENERAL RATES OP/EXP	$93,523	$60,993		$0	$60,993	$0	$201,589
		OPERATING INCOME							
1003		General Rates Levied	($4,890,022)	($4,898,725)	100%	($4,898,725)	$0	($4,890,022)	$0
1023		Interim Rates	($300)	$0	0%	$0	$0	($300)	$0
1053		Back Rates	($100)	($1,052)	1052%	($1,052)	$0	($100)	$0
1013		Ex-Gratia Rates	($2,219)	($2,046)	92%	($2,046)	$0	($2,219)	$0
1043		Non Payment Penalty Interest	($18,170)	($29,321)	127%	($29,321)	$0	($23,000)	$0
1073		Instalment Administration Charge	($3,500)	($4,293)	123%	($4,293)	$0	($3,500)	$0
1063		Instalment Interest Charge	($10,000)	($12,399)	124%	($12,399)	$0	($10,000)	$0
1273		ESL Levy Admin Fee	($4,000)	($4,000)	100%	($4,000)	$0	($4,000)	$0
1092		Rates Written Off/Refunded	$95	$9,797	9797%	$9,797	$0	$100	$0
1283		Settlement & Search Charges	($2,625)	($3,577)	102%	($3,577)	$0	($3,500)	$0
1263		Legal Expenses - Recovered	($1,400)	$0	0%	$0	$0	($2,000)	$0
		Sub Total - GENERAL RATES OP/INC	($4,932,241)	($4,945,617)		($4,945,617)	$0	($4,938,541)	$0
		Total - GENERAL RATES	($4,838,718)	($4,884,624)		($4,945,617)	$60,993	($4,938,541)	$201,589

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MONTHLY FINANCIAL REPORT

Details By function Under The Following Programme Titles
And Type Of Activities Within The Programme

ACCOUNT	JOB		YEAR TO DATE 31 MARCH 2024 Budget	YEAR TO DATE 31 MARCH 2024 Actual	% of Annual Budget	ACTUAL 31 MARCH 2024 Income	ACTUAL 31 MARCH 2024 Expense	ADOPTED BUDGET 2023-2024 Income	ADOPTED BUDGET 2023-2024 Expense
		OTHER GENERAL PURPOSE FUNDING							
		OPERATING EXPENDITURE							
		Sub Total - OTHER GENERAL PURPOSE FUNDING OP/EXP				$0	$0	$0	$0
		OPERATING INCOME							
1333		Financial Assistance Grant	$0	($28,967)	0%	($28,967)	$0	$0	$0
1343		Grants Commission Local Roads Grant	$0	($31,988)	0%	($31,988)	$0	$0	$0
1373		Interest Received - Municipal	($375)	$0	0%	$0	$0	($500)	$0
1393		Interest Received - Reserves	($14,800)	($33,573)	168%	($33,573)	$0	($20,000)	$0
		Sub Total - OTHER GENERAL PURPOSE FUNDING OP/INC	($15,175)	($94,529)		($94,529)	$0	($20,500)	$0
		Total - OTHER GENERAL PURPOSE FUNDING	($15,175)	($94,529)		($94,529)	$0	($20,500)	$0
		Total - GENERAL PURPOSE FUNDING	**($4,853,893)**	**($4,979,153)**		**($5,040,146)**	**$60,993**	**($4,959,041)**	**$201,589**

SHIRE OF KOJONUP

MONTHLY FINANCIAL REPORT

Details By function Under The Following Programme Titles
And Type Of Activities Within The Programme

ACCOUNT	JOB		YEAR TO DATE 31 MARCH 2024 Budget	YEAR TO DATE 31 MARCH 2024 Actual	% of Annual Budget	ACTUAL 31 MARCH 2024 Income	ACTUAL 31 MARCH 2024 Expense	ADOPTED BUDGET 2023-2024 Income	ADOPTED BUDGET 2023-2024 Expense
		GOVERNANCE - MEMBERS OF COUNCIL							
		OPERATING EXPENDITURE							
002D		Depreciation	$6,900	$0	0%	$0	$0	$0	$9,200
1502		Meeting Attendance Fees	$80,250	$51,746	48%	$0	$51,746	$0	$107,000
1508		Members Travelling	$700	$388	55%	$0	$388	$0	$700
1512		Conferences & Training Expenses	$15,500	$11,692	75%	$0	$11,692	$0	$15,500
1522		Members Communications Allowance	$18,000	$11,813	49%	$0	$11,813	$0	$24,000
1532		Election Expenses	$30,000	$19,148	64%	$0	$19,148	$0	$30,000
1542		Presidents/Dep Allowances	$28,500	$13,176	35%	$0	$13,176	$0	$38,000
1562		Refreshments & Functions (Councillors)	$6,390	$8,556	95%	$0	$8,556	$0	$9,000
1572		Refreshments & Functions Staff)	$5,160	$3,927	65%	$0	$3,927	$0	$6,000
1592		Members Insurance	$10,278	$10,277	100%	$0	$10,277	$0	$10,278
1602		Subscriptions	$15,000	$37,164	248%	$0	$37,164	$0	$15,000
1612		Misc Expenses - Members	$700	$1,132	162%	$0	$1,132	$0	$700
1624		Integrated Planning Expenses	$22,499	$0	0%	$0	$0	$0	$30,000
1632		Vehicle Operating Expenses	$3,000	$1,050	35%	$0	$1,050	$0	$3,000
1642		Advertising	$0	$0	0%	$0	$0	$0	$0
1662		Audit Fees	$3,280	$38,209	93%	$0	$38,209	$0	$41,000
1702		Administration Allocation (Cash)	$371,735	$132,452	27%	$0	$132,452	$0	$495,667
1712		Administration Allocation (Non-Cash)	$11,970	$0	0%	$0	$0	$0	$15,960
1772		Doubtful Debt Expenses	$0	$0	0%	$0	$0	$0	$2,000
1792		Legal Costs	$2,700	$0	0%	$0	$0	$0	$3,000
2075		VROC - Shared Services	$2,000	$0	0%	$0	$0	$0	$2,000
2078		VROC - Projects	$2,000	$0	0%	$0	$0	$0	$2,000
		Sub Total - MEMBERS OF COUNCIL OP/EXP	$636,562	$340,731		$0	$340,731	$0	$860,005
		OPERATING INCOME							
1725		Donations/Contributions		$0	0%	$0	$0	$0	$0
		Sub Total - MEMBERS OF COUNCIL OP/INC	$0	$0		$0	$0	$0	$0
		Total - MEMBERS OF COUNCIL	$636,562	$340,731		$0	$340,731	$0	$860,005

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And Type Of Activities Within The Programme

ACCOUNT	JOB		YEAR TO DATE 31 MARCH 2024 Budget	YEAR TO DATE 31 MARCH 2024 Actual	% of Annual Budget	ACTUAL 31 MARCH 2024 Income	ACTUAL 31 MARCH 2024 Expense	ADOPTED BUDGET 2023-2024 Income	ADOPTED BUDGET 2023-2024 Expense
		GOVERNANCE - GENERAL							
		OPERATING EXPENDITURE							
003D		Depreciation (Sch 4)	$59,848	$0	0%	$0	$0	$0	$79,800
1852		Salaries - Admin	$786,218	$754,542	72%	$0	$754,542	$0	$1,048,333
1882		Admin Superannuation	$96,160	$103,349	81%	$0	$103,349	$0	$128,218
1892		Staff Insurances	$32,686	$34,477	105%	$0	$34,477	$0	$32,686
1902		FBT Admin Staff	$13,090	$3,721	22%	$0	$3,721	$0	$17,000
1912		Conference & Training	$25,665	$23,522	54%	$0	$23,522	$0	$43,500
1921		Staff Housing Subsidy	$26,249	$12,525	36%	$0	$12,525	$0	$35,000
1922		Advertising	$6,400	$3,079	31%	$0	$3,079	$0	$10,000
1931		Occupational Risk Co-Ordinator Costs	$11,512	$7,578	49%	$0	$7,578	$0	$15,350
1932		Occ Health & Safety	$3,267	$886	14%	$0	$886	$0	$6,434
1942		Staff Uniforms	$3,400	$1,962	49%	$0	$1,962	$0	$4,000
1952		Admin Staff Costs	$12,150	$8,811	49%	$0	$8,811	$0	$18,000
1957		Office Building Maintenance	$7,532	$7,011	70%	$0	$7,011	$0	$10,000
1958		Office - Cleaning & Assoc	$29,923	$32,265	81%	$0	$32,265	$0	$39,749
1959		Office - Utility Charges	$10,693	$8,704	63%	$0	$8,704	$0	$13,845
1962		Office Gardens & Surrounds-Mtce	$13,405	$6,883	39%	$0	$6,883	$0	$17,540
1972		Admin Printing & Stationery	$22,978	$23,074	75%	$0	$23,074	$0	$30,710
1982		Telephone & Internet	$18,292	$19,675	71%	$0	$19,675	$0	$27,715
2002		Office Equip Maint	$750	$0	0%	$0	$0	$0	$1,000
2004		Office - Insurance.	$38,259	$37,678	98%	$0	$37,678	$0	$38,259
2006		Donations CEO discretion	$2,000	$50	3%	$0	$50	$0	$2,000
2008		Donations - Council	$2,000	$50	3%	$0	$50	$0	$2,000
2012		Non Capital Purchases	$2,417	$819	16%	$0	$819	$0	$5,000
2022		Bank Charges	$14,596	$11,735	66%	$0	$11,735	$0	$17,800
2032		Postage & Freight	$5,040	$4,105	68%	$0	$4,105	$0	$6,000
2042		ICT Computer Support	$80,498	$77,950	69%	$0	$77,950	$0	$112,450
1992		ICT Software Licensing Fees	$82,676	$11,683	9%	$0	$11,683	$0	$126,235
2043		ICT Website Subscription & Upgrade	$16,005	$22,781	142%	$0	$22,781	$0	$16,055
2044		ICT Hardware Purchases (<$5,000)	$0	$1,631	0%	$0	$1,631	$0	$0
2052		Admin Vehicle Expenses	$10,875	$12,868	89%	$0	$12,868	$0	$14,500
2062		Admin Legal Expenses	$41,248	$2,948	5%	$0	$2,948	$0	$55,000
2274		HR/IR Consultants	$11,250	$0	0%	$0	$0	$0	$15,000
2277		Finance Consultants	$33,680	$46,496	93%	$0	$46,496	$0	$50,000
2275		Records Management	$3,885	$2,153	42%	$0	$2,153	$0	$5,180
2278		Security Monitoring	$925	$600	57%	$0	$600	$0	$1,050

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And Type Of Activities Within The Programme

ACCOUNT	JOB		YEAR TO DATE 31 MARCH 2024 Budget	YEAR TO DATE 31 MARCH 2024 Actual	% of Annual Budget	ACTUAL 31 MARCH 2024 Income	ACTUAL 31 MARCH 2024 Expense	ADOPTED BUDGET 2023-2024 Income	ADOPTED BUDGET 2023-2024 Expense
2287		Fair Value Revaluations	$0	$0	0%	$0	$0	$0	$15,000
2092		Mis Expense - Admin	$1,530	$1,814	89%	$0	$1,814	$0	$2,040
2102		Admin - Novated Lease Expenses	$16,622	$11,703	53%	$0	$11,703	$0	$22,164
2172		Less Admin Non Cash Realloc	($59,848)	$0	0%	$0	$0	$0	($79,800)
2182		Less Admin Cash Exp Realloc	($1,486,927)	($662,262)	33%	$0	($662,262)	$0	($1,982,649)
		Sub Total - GOVERNANCE - GENERAL OP/EXP	($3,053)	$643,216		$0	$643,216	$0	$22,164
		OPERATING INCOME							
2053		Sundry Misc Income - Admin	($75)	($10,989)	10989%	($10,989)	$0	($100)	$0
2083		Police Licensing Commissions	($25,550)	($30,978)	89%	($30,978)	$0	($35,000)	$0
2113		Admin - Novated Lease Contributions	($5,040)	($12,319)		($12,319)	$0	($6,720)	$0
2143		Photocopying Fees	($15)	($10)	51%	($10)	$0	($20)	$0
		Sub Total - GOVERNANCE - GENERAL OP/INC	($30,680)	($54,297)		($54,297)	$0	($41,840)	$0
		Total - GOVERNANCE - GENERAL	($33,733)	$588,920		($54,297)	$643,216	($41,840)	$22,164
		Total - GOVERNANCE	**$602,829**	**$929,650**		**($54,297)**	**$983,947**	**($41,840)**	**$882,169**

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ACCOUNT	JOB		YEAR TO DATE 31 MARCH 2024 Budget	Actual	% of Annual Budget	ACTUAL 31 MARCH 2024 Income	Expense	ADOPTED BUDGET 2023-2024 Income	Expense
		LAW ORDER & PUBLIC SAFETY							
		FIRE PREVENTION							
		OPERATING EXPENDITURE							
2272		Emergency Operating Expenses	$4,500	$4,362	73%	$0	$4,362	$0	$6,000
2271		Emergency Operations Room - Storage	$0	$0	0%	$0	$0	$0	$0
2281		Community Emergency Services Manager	$15,000	$7,168	36%	$0	$7,168	$0	$20,000
2292		Fire Hazard Reduction	$14,381	$12,827	67%	$0	$12,827	$0	$19,175
2302		Ground & Aerial Inspections	$4,300	$4,375	102%	$0	$4,375	$0	$4,300
2322		Administration Costs	$4,575	$3,177	59%	$0	$3,177	$0	$5,400
2342		Fire Fighting - Shire Resources	$3,150	$2,289	57%	$0	$2,289	$0	$4,000
2372		Brigade Expenses	$74,524	$75,017	92%	$0	$75,017	$0	$81,151
2374		BRPC - Other Employment Cost	$7,917	$4,515	43%	$0	$4,515	$0	$10,557
2284		BRPC - Salaries	$83,438	$72,910	66%	$0	$72,910	$0	$111,255
2294		BRPC - Superannuation	$9,056	$9,673	80%	$0	$9,673	$0	$12,075
2382		Administration Allocated - Cash	$44,607	$19,868	33%	$0	$19,868	$0	$59,479
2442		Administration Allocated - Non-Cash	$598	$0	0%	$0	$0	$0	$798
2443		Interest on Loan - Bushfire	$9,038	$10,448	116%	$0	$10,448	$0	$9,038
004D		Buildings Depreciation	$30,936	$0	0%	$0	$0	$0	$41,250
		Sub Total - FIRE PREVENTION OP/EXP	$306,021	$226,628		$0	$226,628	$0	$384,478
		OPERATING INCOME							
2363		Fines & Penalties	($1,125)	($3,946)	263%	($3,946)	$0	($1,500)	$0
2383		Sale of Fire Maps	($337)	($55)	12%	($55)	$0	($450)	$0
2393		Sundry Misc income - Fire	($2,400)	($3,632)	113%	($3,632)	$0	($3,200)	$0
2373		ESL Levy Funding	($54,750)	($56,250)	77%	($56,250)	$0	($73,000)	$0
2463		BRMC - Grant Income	($78,200)	($38,650)	0%	($38,650)	$0	($78,200)	$0
		Sub Total - FIRE PREVENTION OP/INC	($136,812)	($102,532)		($102,532)	$0	($156,350)	$0
		Total - FIRE PREVENTION	$169,208	$124,096		($102,532)	$226,628	($156,350)	$384,478

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ACCOUNT	JOB		YEAR TO DATE 31 MARCH 2024 Budget	YEAR TO DATE 31 MARCH 2024 Actual	% of Annual Budget	ACTUAL 31 MARCH 2024 Income	ACTUAL 31 MARCH 2024 Expense	ADOPTED BUDGET 2023-2024 Income	ADOPTED BUDGET 2023-2024 Expense
		ANIMAL CONTROL							
		OPERATING EXPENDITURE							
2492		Salaries	$23,645	$23,939	76%	$0	$23,939	$0	$31,528
2522		Superannuation	$2,566	$2,897	85%	$0	$2,897	$0	$3,422
2532		Other Employment Costs	$3,732	$2,985	74%	$0	$2,985	$0	$4,031
2542		Conference & Training	$1,125	$0	0%	$0	$0	$0	$1,500
2552		Ranger Vehicle	$9,000	$2,546	21%	$0	$2,546	$0	$12,000
2553		FBT Expenses	$4,650	$1,489	24%	$0	$1,489	$0	$6,200
2562		Dog Control Expenses	$1,597	$1,954	92%	$0	$1,954	$0	$2,130
2572		Dog Pound Expenses	$1,950	$154	6%	$0	$154	$0	$2,600
2582		Other Animal Control	$375	$0	0%	$0	$0	$0	$500
2583		Cat Control Expenses	$495	$20	3%	$0	$20	$0	$660
2584		Cat Pound Expenses	$450	$47	8%	$0	$47	$0	$600
2602		Administration Allocated - Cash	$44,607	$6,623	11%	$0	$6,623	$0	$59,479
2612		Administration Allocated - Non-Cash	$598	$0	0%	$0	$0	$0	$798
005D		Depreciation Buildings - Animal Control	$337	$0	0%	$0	$0	$0	$450
		Sub Total - ANIMAL CONTROL OP/EXP	$95,129	$42,653		$0	$42,653	$0	$125,898
		OPERATING INCOME							
2613		Cat Pound Grant	($4,696)	($4,696)	100%	($4,696)	$0	($4,696)	$0
2633		Ranger Income	($18,224)	($20,305)	84%	($20,305)	$0	($24,300)	$0
2653		Fines & Penalties - Dog Act	($450)	($229)	38%	($229)	$0	($600)	$0
2654		Fines & Penalties - Cat Act	($450)	($291)	0%	($291)	$0	($600)	$0
2663		Impounding Fees - Dogs	($1,125)	($300)	20%	($300)	$0	($1,500)	$0
2664		Impounding Fees - Cats	($150)	$0	0%	$0	$0	($200)	$0
2673		Dog Registrations	($2,625)	($3,218)	92%	($3,218)	$0	($3,500)	$0
2674		Cat Registrations	($375)	($636)	127%	($636)	$0	($500)	$0
		Sub Total - ANIMAL CONTROL OP/INC	($28,095)	($29,674)		($29,674)	$0	($35,896)	$0
		Total - ANIMAL CONTROL	$67,034	$12,979		($29,674)	$42,653	($35,896)	$125,898

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		OTHER LAW ORDER & PUBLIC SAFETY							
		OPERATING EXPENDITURE							
2832		Vehicle Impounding	$1,050	$897	64%	$0	$897	$0	$1,400
2752		Salaries	$0	$2	0%	$0	$2	$0	$0
2862		Local Law review	$4,500	$2,678	45%	$0	$2,678	$0	$6,000
		Sub Total - OTHER LAW ORDER & PUBLIC SAFETY OP/EXP	$5,550	$3,576		$0	$3,576	$0	$7,400
		OPERATING INCOME							
2863		Income - Misc Other Law & Order	$0	$0	0%	$0	$0	$0	$0
2823		Non-Opertating Grant income	$0	$0	0%	$0	$0	($267,000)	$0
		Sub Total - OTHER LAW ORDER & PUBLIC SAFETY OP /INC	$0	$0		$0	$0	($267,000)	$0
		Total - OTHER LAW ORDER PUBLIC SAFETY	$5,550	$3,576		$0	$3,576	($267,000)	$7,400
		Total - LAW ORDER & PUBLIC SAFETY	**$241,792**	**$140,651**		**($132,207)**	**$272,857**	**($459,246)**	**$517,776**

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ACCOUNT	JOB		YEAR TO DATE 31 MARCH 2024 Budget	YEAR TO DATE 31 MARCH 2024 Actual	% of Annual Budget	ACTUAL 31 MARCH 2024 Income	ACTUAL 31 MARCH 2024 Expense	ADOPTED BUDGET 2023-2024 Income	ADOPTED BUDGET 2023-2024 Expense
		HEALTH							
		HEALTH ADMINISTRATION & INSPECTION							
		OPERATING EXPENDITURE							
3102		Health Salaries	$77,382	$43,804	42%	$0	$43,804	$0	$103,180
3132		Superannuation	$12,216	$22,827	140%	$0	$22,827	$0	$16,289
3142		Fringe Benefits Tax	$6,750	$3,721	41%	$0	$3,721	$0	$9,000
3152		Conferences & Training	$2,625	$0	0%	$0	$0	$0	$3,500
3162		Health - Other Employment Costs	$4,170	$1,923	38%	$0	$1,923	$0	$5,088
3164		Health - Contractors	$1,500	$0	0%	$0	$0	$0	$2,000
3212		Admin Allocation to HIA - Cash	$44,607	$6,623	11%	$0	$6,623	$0	$59,479
3242		Analytical Expenses	$1,500	$463	23%	$0	$463	$0	$2,000
3252		Administration Allocated - Non-cash	$898	$0	0%	$0	$0	$0	$1,197
		Sub Total - HEALTH ADMIN & INSPECTION OP/EXP	$151,648	$79,361		$0	$79,361	$0	$201,733
		OPERATING INCOME							
3223		Health Act fees, Licences	($900)	($2,702)	225%	($2,702)	$0	($1,200)	$0
3233		Septic Tank Inspection Fees	($150)	($338)	169%	($338)	$0	($200)	$0
3253		Health Other income	($750)	$0	0%	$0	$0	($1,000)	$0
3283		Health Consultancy Income - Resource Sharing	($1,650)	($1,029)	47%	($1,029)	$0	($2,200)	$0
		Sub Total - HEALTH ADMIN & INSPECTION OP/INC	($3,450)	($4,069)		($4,069)	$0	($4,600)	$0
		Total - HEALTH ADMIN & INSPECTION	$148,198	$75,292		($4,069)	$79,361	($4,600)	$201,733

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ACCOUNT	JOB		YEAR TO DATE 31 MARCH 2024 Budget	YEAR TO DATE 31 MARCH 2024 Actual	% of Annual Budget	ACTUAL 31 MARCH 2024 Income	ACTUAL 31 MARCH 2024 Expense	ADOPTED BUDGET 2023-2024 Income	ADOPTED BUDGET 2023-2024 Expense
		OTHER HEALTH							
		OPERATING EXPENDITURE							
3362		Doctor's Surgery Maint	$504	$1,320	196%	$0	$1,320	$0	$672
3361		Interest Paid on Loans	$1,952	$1,952	100%	$0	$1,952	$0	$1,952
3368		Loan Guarantee Fee	$865	$395	46%	$0	$395	$0	$865
009D		Depreciation Buildings	$15,048	$0	0%	$0	$0	$0	$20,065
		Sub Total - OTHER HEALTH OP/EXP	$18,369	$3,666		$0	$3,666	$0	$23,554
		OPERATING INCOME							
		Sub Total - OTHER HEALTH OP/INC	$0	$0		$0	$0	$0	$0
		Total - OTHER HEALTH	$18,369	$3,666		$0	$3,666	$0	$23,554
		Total - HEALTH	**$166,568**	**$78,959**		**($4,069)**	**$83,027**	**($4,600)**	**$225,287**

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ACCOUNT	JOB		YEAR TO DATE 31 MARCH 2024 Budget	Actual	% of Annual Budget	ACTUAL 31 MARCH 2024 Income	Expense	ADOPTED BUDGET 2023-2024 Income	Expense
		EDUCATION & WELFARE							
		EDUCATION							
		OPERATING EXPENDITURE							
3455		Play in the Park	$1,875	$113	5%	$0	$113	$0	$2,500
3452		Smart Start Expenses	$150	$2,860	1430%	$0	$2,860	$0	$200
		Sub Total - EDUCATION OP/EXP	$2,025	$2,973		$0	$2,973	$0	$2,700
		OPERATING INCOME							
		Sub Total-EDUCATION OP/INC	$0	$0		$0	$0	$0	$0
		Total - EDUCATION	$2,025	$2,973		$0	$2,973	$0	$2,700
		PRE-SCHOOL/OTHER EDUCATION							
		OPERATING EXPENDITURE							
3462		Child Care Centre - Building Maint	$4,672	$3,465	67%	$0	$3,465	$0	$5,185
3464		Child Care Centre - Grounds Maint	$750	$0	0%	$0	$0	$0	$1,000
3477		Kindy Café	$11,250	$11,634	78%	$0	$11,634	$0	$15,000
3472		Playgroup/Toy Library - Building Maint	$4,405	$3,164	59%	$0	$3,164	$0	$5,349
3470		Playgroup/Toy Library - Minor Expenses	$0	$0	0%	$0	$0	$0	$0
3474		Playgroup/Toy Library - Grounds Maint	$2,845	$860	23%	$0	$860	$0	$3,793
3478		SPARK - Expenditure	$0	$2,816	0%	$0	$2,816	$0	$0
006D		DEPRECIATION (SCH 8)	$15,892	$0	0%	$0	$0	$0	$21,190
		Sub Total - OTHER EDUCATION OP/EXP	$39,813	$21,938		$0	$21,938	$0	$51,517
		OPERATING INCOME							
3463		Occasional Care Rent	($2,062)	($1,876)	68%	($1,876)	$0	($2,750)	$0
3465		Grant - Kindy Café	$0	($12,081)	0%	($12,081)	$0	$0	$0
3483		LR&CIP Grant - Old School Roof	$0	$0	0%	$0		($100,000)	$0
		Sub Total - OTHER EDUCATION OP/INC	($2,062)	($14,907)		($14,907)	$0	($102,750)	$0

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ACCOUNT	JOB		YEAR TO DATE 31 MARCH 2024 Budget	YEAR TO DATE 31 MARCH 2024 Actual	% of Annual Budget	ACTUAL 31 MARCH 2024 Income	ACTUAL 31 MARCH 2024 Expense	ADOPTED BUDGET 2023-2024 Income	ADOPTED BUDGET 2023-2024 Expense
		Total - OTHER EDUCATION	$37,751	$7,031		($14,907)	$21,938	($102,750)	$51,517
		WELFARE							
		OPERATING EXPENDITURE							
010D		DEPRECIATION (SCH 8)	$0	$0	0%			$0	$0
		Sub Total - WELFARE OP/EXP	$0	$0		$0	$0	$0	$0
		OPERATING INCOME							
		Sub Total - WELFARE OP/INC	$0	$0		$0	$0	$0	$0
		Total - WELFARE	$0	$0		$0	$0	$0	$0
		Total - EDUCATION & WELFARE	**$39,776**	**$10,004**		**($14,907)**	**$24,911**	**($102,750)**	**$54,217**

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		HOUSING							
		SPRING HAVEN HOUSING							
3752		Spring Haven Salaries	$1,323,393	$1,439,340	82%	$0	$1,439,340	$0	$1,764,594
3742		Spring Haven - FBT Expenses	$4,462	$20,285	341%	$0	$20,285	$0	$5,950
3772		Spring Haven Superannuation	$122,296	$132,618	81%	$0	$132,618	$0	$163,068
3782		Conferences & Training	$13,499	$1,655	9%	$0	$1,655	$0	$18,000
3792		Uniforms & Protective Clothing	$3,750	$2,313	46%	$0	$2,313	$0	$5,000
3802		Recruitment Expenses	$14,999	$1,504	8%	$0	$1,504	$0	$20,000
3821		Spring H - Staff Housing Subsidy	$9,000	$59	0%	$0	$59	$0	$12,000
3822		Vehicle Expenses	$5,250	$2,705	39%	$0	$2,705	$0	$7,000
3842		Spring Haven Telephone	$9,000	$5,753	48%	$0	$5,753	$0	$12,000
3862		Subscriptions	$7,942	$6,653	63%	$0	$6,653	$0	$10,590
3872		Postage & Freight	$937	$4,303	344%	$0	$4,303	$0	$1,250
3882		Minor Office Expenses/Stationery	$937	$1,926	154%	$0	$1,926	$0	$1,250
3892		Office Equipment Maintenance	$1,500	$2,758	138%	$0	$2,758	$0	$2,000
3893		Software Operating	$9,172	$12,908	106%	$0	$12,908	$0	$12,230
3902		Spring Haven Building Operating Expenses	$26,058	$32,648	94%	$0	$32,648	$0	$34,745
3903		Spring Haven Building Maint (Unforseen)	$5,706	$30,271	398%	$0	$30,271	$0	$7,608
3904		Spring Haven Grounds Maint	$13,957	$15,643	84%	$0	$15,643	$0	$18,610
3906		Springhaven Building Non Cap	$0	$0	0%	$0	$0	$0	$0
3908		Spring H - Security	$2,625	$1,835	52%	$0	$1,835	$0	$3,500
3912		Medical/Pharmaceutical Services	$34,499	$49,640	108%	$0	$49,640	$0	$46,000
3913		Allied Health	$23,324	$37,165	120%	$0	$37,165	$0	$31,100
3914		Utilities	$35,556	$37,509	79%	$0	$37,509	$0	$47,410
3812		Spring H - Workers Comp/Journey Ins	$39,611	$41,790	106%	$0	$41,790	$0	$39,611
3916		Insurance	$27,028	$24,396	90%	$0	$24,396	$0	$27,028
3922		Cleaning & Laundry	$7,725	$8,207	80%	$0	$8,207	$0	$10,300
3932		Non-Capital Equiment Expenses	$7,125	$6,867	72%	$0	$6,867	$0	$9,500
3942		Meals & Refreshments	$78,747	$88,227	84%	$0	$88,227	$0	$105,000
3952		Residents Activities	$1,575	$717	34%	$0	$717	$0	$2,100
3962		Public Liability Insurance	$8,184	$8,184	100%	$0	$8,184	$0	$8,184
3974		Spring Haven Aged Care Consultants	$4,500	$960	16%	$0	$960	$0	$6,000
3918		Spring H - Consultants	$14,999	$960	5%	$0	$960	$0	$20,000
3928		Spring H - COVID-19 Additional Costs	$0	$4,886	0%	$0	$4,886	$0	$0
3982		Administration Allocated Non-Cash	$2,992	$0	0%	$0	$0	$0	$3,990

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3992		Administration Allocated - Cash	$74,346	$99,339	100%	$0	$99,339	$0	$99,132
012D		Spring Haven Depreciation	$115,870	$0	0%	$0	$0	$0	$154,500
013D		Spring Haven Depreciation	$11,625	$0	0%	$0	$0	$0	$15,500
		Sub Total - SPRING HAVEN HOUSING OP/EXP	$2,062,189	$2,124,023		$0	$2,124,023	$0	$2,724,750
		OPERATING INCOME							
4003		Spring Haven Resident Rent	($374,985)	($436,979)	87%	($436,979)	$0	($500,000)	$0
4013		Spring Haven - Personal Care Grant Subsidy	($1,199,952)	($1,565,743)	98%	($1,565,743)	$0	($1,600,000)	$0
1395		INTEREST ON UNPAID BONDS	($21,749)	($45,566)	157%	($45,566)	$0	($29,000)	$0
4143		Miscellaneous Income	($1,875)	($42,471)	1699%	($42,471)	$0	($2,500)	$0
4023		Spring Haven Donations	($2,250)	($44)	1%	($44)	$0	($3,000)	$0
4303		Spring H - Grant - Security	$0	$0	0%	$0	$0	$0	$0
		Sub Total - SPRING HAVEN HOUSING OP/INC	($1,600,811)	($2,116,431)		($2,116,431)	$0	($2,134,500)	$0
		Total - SPRING HAVEN HOUSING	$461,378	$7,592		($2,116,431)	$2,124,023	($2,134,500)	$2,724,750

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ACCOUNT	JOB		YEAR TO DATE 31 MARCH 2024 Budget	YEAR TO DATE 31 MARCH 2024 Actual	% of Annual Budget	ACTUAL 31 MARCH 2024 Income	ACTUAL 31 MARCH 2024 Expense	ADOPTED BUDGET 2023-2024 Income	ADOPTED BUDGET 2023-2024 Expense
		STAFF HOUSING							
		OPERATING EXPENDITURE							
3768		Staff Housing Building Maintenance	$10,912	$29,281	201%	$0	$29,281	$0	$14,550
3769		Staff Housing - Operating Expenses	$23,304	$29,323	95%	$0	$29,323	$0	$30,857
3764		Staff Housing - Ground Maint. Various	$5,046	$15,057	224%	$0	$15,057	$0	$6,728
3774		Loss on Sale of Asset (Housing)	$0	$0	0%	$0	$0	$0	$0
3770		Loan Guarantee Fee L135 & L140	$8,485	$1,151	14%	$0	$1,151	$0	$8,485
3771		Staff Housing Loan Interest	$20,752	$23,575	85%	$0	$23,575	$0	$27,739
011D		Housing Depreciation	$71,637	$0	0%	$0	$0	$0	$95,520
		Sub Total - STAFF HOUSING OP/EXP	$140,136	$98,388		$0	$98,388	$0	$183,879
		OPERATING INCOME							
3703		Residential Rent - Staff	($78,747)	($35,211)	34%	($35,211)	$0	($105,000)	$0
3705		BBRF Grant - Key Workers	$0	$0	0%	$0	$0	$0	$0
016P		Profit on Sale of Asset	$0	$0	0%	$0	$0	$0	$0
		Sub Total - STAFF HOUSING OP/INC	($78,747)	($35,211)		($35,211)	$0	($105,000)	$0
		Total - STAFF HOUSING	$61,389	$63,176		($35,211)	$98,388	($105,000)	$183,879

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		HOUSING OTHER							
		OPERATING EXPENDITURE							
4062		Loton Close ILU's Building Maint	$9,700	$9,973	79%	$0	$9,973	$0	$12,700
4064		Loton Close ILU's Grounds Maint	$7,248	$3,779	39%	$0	$3,779	$0	$9,664
4065		Loton Close ILU's Utilities	$27,550	$24,658	69%	$0	$24,658	$0	$35,810
4066		Loton Close ILU's Insurance	$7,883	$8,810	112%	$0	$8,810	$0	$7,883
4202		J Sullivan Units Building Maintenance	$11,087	$11,307	77%	$0	$11,307	$0	$14,637
4204		J Sullivan Units Grounds Maintenance	$5,445	$2,728	38%	$0	$2,728	$0	$7,260
4205		J Sullivan Units Utilities	$7,165	$7,023	65%	$0	$7,023	$0	$10,745
4206		J Sullivan Units Insurance	$3,530	$2,039	58%	$0	$2,039	$0	$3,530
4254		Interest Paid on Loans	$13,218	$16,047	121%	$0	$16,047	$0	$13,218
4255		Loan Guarantee Fee (Housing Other)	$7,620	$144	2%	$0	$144	$0	$7,620
4232		Bagg Street Units Operating	$1,362	$4,735	261%	$0	$4,735	$0	$1,816
4256		GROH - Building Maintenance	$5,190	$9,597	152%	$0	$9,597	$0	$6,315
		Sub Total - HOUSING OTHER OP/EXP	$106,996	$100,840		$0	$100,840	$0	$131,198
		OPERATING INCOME							
4083		Loton Close ILU's Rent	($125,185)	($121,593)	73%	($121,593)	$0	($166,920)	$0
4103		Loton Close ILU's - Power Recoups	($11,250)	($10,642)	71%	($10,642)	$0	($15,000)	$0
4203		J Sullivan Units - Rent	($27,749)	($27,740)	75%	($27,740)	$0	($37,000)	$0
4243		GROH - Rent	($101,246)	($101,302)	75%	($101,302)	$0	($135,000)	$0
		Sub Total - HOUSING OTHER OP/INC	($265,429)	($261,276)		($261,276)	$0	($353,920)	$0
		Total - HOUSING OTHER	($158,433)	($160,437)		($261,276)	$100,840	($353,920)	$131,198
		Total - HOUSING	**$364,334**	**($89,668)**		**($2,412,919)**	**$2,323,251**	**($2,593,420)**	**$3,039,827**

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ACCOUNT	JOB		YEAR TO DATE 31 MARCH 2024 Budget	YEAR TO DATE 31 MARCH 2024 Actual	% of Annual Budget	ACTUAL 31 MARCH 2024 Income	ACTUAL 31 MARCH 2024 Expense	ADOPTED BUDGET 2023-2024 Income	ADOPTED BUDGET 2023-2024 Expense
		COMMUNITY AMENITIES							
		SANITATION - HOUSEHOLD REFUSE							
		OPERATING EXPENDITURE							
5022		Refuse Collection - Kerbside	$57,748	$54,477	71%	$0	$54,477	$0	$77,000
5012		Refuse Site Maintenance	$6,495	$600	7%	$0	$600	$0	$8,660
5013		Refuse Site Rehabilitation	$2,485	$131	4%	$0	$131	$0	$3,314
5002		Recycling Depot/Transfer Stn - Contract	$82,800	$138,537	127%	$0	$138,537	$0	$108,738
5122		Recycling Collection - Kerbside	$52,025	$50,320	73%	$0	$50,320	$0	$69,370
5142		Recycling Education	$450	$675	113%	$0	$675	$0	$600
5123		Waste Management Planning	$0	$0	0%	$0	$0	$0	$0
014D		Depreciation (Sch 10)	$3,217	$0	0%	$0	$0	$0	$4,290
		Sub Total - SANITATION HOUSEHOLD REFUSE OP/EXP	$205,221	$244,740		$0	$244,740	$0	$271,972
		OPERATING INCOME							
5023		Collection Charges - Kerbside	($267,445)	($284,384)	106%	($284,384)	$0	($267,445)	$0
5033		Recycling/Transfer Station Rental	($1,725)	$0	0%	$0	$0	($2,300)	$0
5103		TIPPING FEES/BIN HIRE	$0	$0	0%	$0	$0	$0	$0
5183		Sale of Recyclables	($750)	($368)	37%	($368)	$0	($1,000)	$0
010P		Profit on Sale of asset	$0	$0	0%	$0	$0	$0	$0
		Sub Total - SANITATION H/HOLD REFUSE OP/INC	($269,920)	($284,752)		($284,752)	$0	($270,745)	$0
		Total - SANITATION HOUSEHOLD REFUSE	($64,699)	($40,012)		($284,752)	$244,740	($270,745)	$271,972

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		SANITATION OTHER							
		OPERATING EXPENDITURE							
5027		Verge Pick Up - Hard Waste	$22,499	$0	0%	$0	$0	$0	$30,000
5251		Street Bins Collection - Contract	$29,699	$28,654	72%	$0	$28,654	$0	$39,600
5252		Street Bins Collection	$190	$0	0%	$0	$0	$0	$254
5262		Repair Street Bins	$150	$174	87%	$0	$174	$0	$200
5263		Drum Muster	$3,750	$0	0%	$0	$0	$0	$5,000
5264		Transport of Waste & Loader Hire	$46,678	$48,627	78%	$0	$48,627	$0	$62,240
5265		Bulk Bin Hire Expenses	$2,085	$0	0%	$0	$0	$0	$2,780
5266		Bulk Bin Removal Expenses	$16,646	$0	0%	$0	$0	$0	$22,195
		Sub Total - SANITATION OTHER OP/EXP	$121,697	$77,455		$0	$77,455	$0	$162,269
		OPERATING INCOME							
5103		Tip Fees	$0	$0	0%	$0	$0	$0	$0
5303		Litter Infringements	($150)	$0	0%	$0	$0	($200)	$0
5304		Drum Muster Reimbursement Income	($3,750)	$0	0%	$0	$0	($5,000)	$0
		Sub Total - SANITATION OTHER OP/INC	($3,900)	$0		$0	$0	($5,200)	$0
		Total - SANITATION OTHER	$117,797	$77,455		$0	$77,455	($5,200)	$162,269

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		SEWERAGE							
		OPERATING EXPENDITURE							
026D		Sewer Depreciation Sch 10	$0	$0	0%	$0	$0	$0	$0
5090		Liquid Waste Pond - Maintenance	$1,027	$652	48%	$0	$652	$0	$1,370
		Sub Total - SEWERAGE OP/EXP	$1,027	$652		$0	$652	$0	$1,370
		OPERATING INCOME							
5190		Liquid Waste Disposal Fees	$0	$0		$0	$0	$0	$0
		Sub Total - SEWERAGE OP/INC	$0	$0		$0	$0	$0	$0
		Total - SEWERAGE	$1,027	$652		$0	$652	$0	$1,370

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ACCOUNT	JOB	Details By function Under The Following Programme Titles And Type Of Activities Within The Programme	YEAR TO DATE 31 MARCH 2024 Budget	 Actual	% of Annual Budget	ACTUAL 31 MARCH 2024 Income	 Expense	ADOPTED BUDGET 2023-2024 Income	 Expense
		PROTECTION OF THE ENVIRONMENT							
		OPERATING EXPENDITURE							
5619		Southern Dirt Contribution	$15,000	$15,000	100%	$0	$15,000	$0	$15,000
5612		NRM Office Expenses	$225	$0	0%	$0	$0	$0	$300
5616		NRM - Salaries & Wages/Consultancy Fees	$11,250	$4,700	31%	$0	$4,700	$0	$15,000
5689		NRM - Superannuation	$0	$0	0%	$0	$0	$0	$0
5601		NRM Vehicle Costs	$547	$0	0%	$0	$0	$0	$730
5614		NRM - Grant Expenditure	$0	$0	0%	$0	$0	$0	$0
5681		Noxious Weeds	$2,614	$2,717	78%	$0	$2,717	$0	$3,486
5684		Landcare Publications	$375	$0	0%	$0	$0	$0	$500
5686		NRM - Enviromental Reserve M'ment	$7,055	$10,302	110%	$0	$10,302	$0	$9,407
5687		Reserve Clean Up	$5,692	$0	0%	$0	$0	$0	$7,590
5722		NRM - State NRM Grant Expenditure	$69,000	$61,941	90%	$0	$61,941	$0	$69,000
5723		NRM - Myrtle Benn/Rob. Rd Reveg Plan	$7,500	$0	0%	$0	$0	$0	$10,000
5734		NRM - Future Drought Fund Grant Exp.	$0	$0	0%	$0	$0	$0	$0
5752		Administration Allocation Cash	$14,869	$13,245	67%	$0	$13,245	$0	$19,826
5742		Administration Allocation Non-Cash	$1,496	$0	0%	$0	$0	$0	$1,995
		Sub Total - PROTECTION OF THE ENVIRONMENT OP/EXP	$135,623	$107,905		$0	$107,905	$0	$152,834
		OPERATING INCOME							
5603		NRM Grants	$0	$0	0%	$0	$0	$0	$0
		Sub Total - PROTECTION OF THE ENVIRONMENT OP/INC	$0	$0		$0	$0	$0	$0
		Total - PROTECTION OF THE ENVIRONMENT	$135,623	$107,905		$0	$107,905	$0	$152,834

SHIRE OF KOJONUP

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Details By function Under The Following Programme Titles
And Type Of Activities Within The Programme

ACCOUNT	JOB		YEAR TO DATE 31 MARCH 2024 Budget	YEAR TO DATE 31 MARCH 2024 Actual	% of Annual Budget	ACTUAL 31 MARCH 2024 Income	ACTUAL 31 MARCH 2024 Expense	ADOPTED BUDGET 2023-2024 Income	ADOPTED BUDGET 2023-2024 Expense
		TOWN PLANNING AND REGIONAL DEVELOPMENT							
		OPERATING EXPENDITURE							
5842		Town Planning Expenses	$22,499	$14,812	49%	$0	$14,812	$0	$30,000
5872		Superannuation	$0	$0	0%	$0	$0	$0	$0
5882		Insurances	$0	$0	0%	$0	$0	$0	$0
5922		TPS Review	$18,749	$0	0%	$0	$0	$0	$25,000
5923		Town Planning Consultants	$0	$0	0%	$0	$0	$0	$0
5954		Municipal Heritage Review	$0	$0	0%	$0	$0	$0	$0
5952		Town Planning Legal Costs	$0	$0	0%	$0	$0	$0	$0
5962		Administration Allocated Cash	$44,607	$6,623	11%	$0	$6,623	$0	$59,479
5832		Administration Allocated Non-Cash	$598	$0	0%	$0	$0	$0	$798
		Sub Total - TOWN PLAN & REG DEV OP/EXP	$86,454	$21,435		$0	$21,435	$0	$115,277
		OPERATING INCOME							
5973		Planning Fees	($3,375)	($2,446)	54%	($2,446)	$0	($4,500)	$0
		Sub Total - TOWN PLAN & REG DEV OP/INC	($3,375)	($2,446)		($2,446)	$0	($4,500)	$0
		Total - TOWN PLANNING & REGIONAL DEVELOPMENT	$83,079	$18,989		($2,446)	$21,435	($4,500)	$115,277

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ACCOUNT	JOB		YEAR TO DATE 31 MARCH 2024 Budget	YEAR TO DATE 31 MARCH 2024 Actual	% of Annual Budget	ACTUAL 31 MARCH 2024 Income	ACTUAL 31 MARCH 2024 Expense	ADOPTED BUDGET 2023-2024 Income	ADOPTED BUDGET 2023-2024 Expense
		COMMUNITY AMENITIES - CEMETERIES							
		OPERATING EXPENDITURE							
5999		Cemetery Digital Database	$600	$0	0%	$0	$0	$0	$800
6001		Cemetery - Grave Digging	$25,473	$24,508	72%	$0	$24,508	$0	$33,966
6006		Kojonup Cemetery - Niche Wall Maint	$1,489	$558	28%	$0	$558	$0	$1,986
6002		Kojonup Cemetery - Grounds Maint	$15,029	$11,170	56%	$0	$11,170	$0	$20,040
6000		Kojonup Cemetery - Trees	$1,605	$779	36%	$0	$779	$0	$2,140
6012		Boscabel Cemetery - Grounds Maint	$432	$285	50%	$0	$285	$0	$576
6014		Muradup Cemetery - Grounds Maintenance	$4,873	$1,006	15%	$0	$1,006	$0	$6,498
015D		Community Amenities Buildings Depreciation	$27,295	$0	0%	$0	$0	$0	$36,395
		Sub Total - COMMUNITY AMEN - CEMETERIES OP/EXP	$76,798	$38,306		$0	$38,306	$0	$102,401
		OPERATING INCOME							
6013		Cemetery Fees (Inc Gst)	($13,499)	($8,030)	45%	($8,030)	$0	($18,000)	$0
6023		Cemetery Fees Licences (Not Inc Gst)	($375)	($1,560)	312%	($1,560)	$0	($500)	$0
		Sub Total - COMMUNITY AMEN - CEMETERIES OP/INC	($13,874)	($9,590)		($9,590)	$0	($18,500)	$0
		Total - COMMUNITY AMENITIES CEMETERIES	$62,923	$28,716		($9,590)	$38,306	($18,500)	$102,401

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ACCOUNT	JOB		YEAR TO DATE 31 MARCH 2024 Budget	YEAR TO DATE 31 MARCH 2024 Actual	% of Annual Budget	ACTUAL 31 MARCH 2024 Income	ACTUAL 31 MARCH 2024 Expense	ADOPTED BUDGET 2023-2024 Income	ADOPTED BUDGET 2023-2024 Expense
		COMMUNITY AMENITIES - PUBLIC CONVENIENCES & OTHER							
		OPERATING EXPENDITURE							
6042		Harrison Place Conveniences - Maint	$187	$261	104%	$0	$261	$0	$250
6044		Harrison Place Conveniences - Cleaning	$7,467	$14,684	149%	$0	$14,684	$0	$9,840
6024		Curly Wig - Building Maintenance	$0	$0	0%	$0	$0	$0	$0
6034		CWA - Building Maintenance	$2,437	$959	32%	$0	$959	$0	$2,985
6052		Town Street & Park Seating	$1,446	$0	0%	$0	$0	$0	$1,928
6054		Townscape Plan	$0	$0	0%	$0	$0	$0	$0
6112		Community Resource Centre / Telecentre	$1,642	$2,690	111%	$0	$2,690	$0	$2,413
6132		Community Bus Maintenance	$1,525	$464	24%	$0	$464	$0	$1,950
6144		Loan Guarantee Fee - Loan 146	$2,000	$1,286	64%	$0	$1,286	$0	$2,000
6142		Administration Allocated Non-Cash	$1,496	$0	0%	$0	$0	$0	$1,995
6152		Administration Allocated Cash	$44,607	$14,901	25%	$0	$14,901	$0	$59,479
		Sub Total - COMMUNITY AMEN - PUBLIC CONVEN OP/EXP	$62,808	$35,244	$5	$0	$35,244	$0	$82,840
		OPERATING INCOME							
6133		Community Bus Hire	$0	$0	0%	$0	$0	$0	$0
		Sub Total - COMMUNITY AMEN - PUBLIC CONVEN OP/INC	$0	$0	$0	$0	$0	$0	$0
		Total - COMMUNITY AMENITIES PUBLIC CONVEN & OTHER	$62,808	$35,244		$0	$35,244	$0	$82,840

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ACCOUNT	JOB		YEAR TO DATE 31 MARCH 2024 Budget	YEAR TO DATE 31 MARCH 2024 Actual	% of Annual Budget	ACTUAL 31 MARCH 2024 Income	ACTUAL 31 MARCH 2024 Expense	ADOPTED BUDGET 2023-2024 Income	ADOPTED BUDGET 2023-2024 Expense
		COMMUNITY AMENITIES - COMMUNITY DEVELOPMENT							
		OPERATING EXPENDITURE							
6064		Men's Shed - Building Maintenance	$974	$283	23%	$0	$283	$0	$1,249
6172		SMALL GRANT EXPENDITURE	$0	$8,031	0%	$0	$8,031	$0	$0
		Sub Total - COMMUNITY AMEN - COMMUNITY DEV OP/EXP	$974	$8,314		$0	$8,314	$0	$1,249
		OPERATING INCOME							
6045		LR&CIP Grant - Mens Shed	$0	$0	0%	$0	$0	($739,833)	$0
6123		Events - Ticket Sales and Misc Revenue	$0	($41)	0%	($41)	$0	$0	$0
6143		LotteryWest Grant - Mens Shed	$0	$0	0%	$0	$0	$0	$0
6173		SMALL GRANTS	$0	$0	0%	$0	$0	$0	$0
		Sub Total - COMMUNITY AMEN - COMMUNITY DEV OP/INC	$0	($41)		($41)	$0	($739,833)	$0
		Total - COMMUNITY AMENITIES - COMMUNITY DEVELOPMENT	$974	$8,273		($41)	$8,314	($739,833)	$1,249
		Total - COMMUNITY AMENITIES	**$399,533**	**$237,221**		**($296,829)**	**$534,050**	**($1,038,778)**	**$890,212**

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ACCOUNT	JOB		YEAR TO DATE 31 MARCH 2024 Budget	Actual	% of Annual Budget	ACTUAL 31 MARCH 2024 Income	Expense	ADOPTED BUDGET 2023-2024 Income	Expense
		RECREATION & CULTURE							
		PUBLIC HALL & CIVIC CENTRES							
		OPERATING EXPENDITURE							
6202		Memorial Hall - Cleaning & Operations	$22,581	$16,374	60%	$0	$16,374	$0	$27,270
6212		RSL Hall - Cleaning & Operations	$8,184	$2,083	20%	$0	$2,083	$0	$10,320
6214		Memorial Hall - Building Maintenance	$10,546	$3,106	23%	$0	$3,106	$0	$13,750
6216		Mobrup Hall - Building Expenses	$0	$72	0%	$0	$72	$0	$0
6218		Muradup Hall - Building Expenses	$1,855	$1,355	68%	$0	$1,355	$0	$2,005
6219		Qualeup Hall - Building Expenses	$279	$16	4%	$0	$16	$0	$349
6224		Memorial Hall - Grounds Maintenance	$5,386	$2,824	40%	$0	$2,824	$0	$7,048
6227		Boscabel Hall - Building Expenses	$634	$16	2%	$0	$16	$0	$784
6232		All Halls - Cutlery & Crockery	$1,500	$0	0%	$0	$0	$0	$2,000
6324		RSL Hall - Building Maintenance	$2,558	$1,334	42%	$0	$1,334	$0	$3,160
6146		Interest on Loan - Loan 146 & 149	$11,700	$7,181	39%	$0	$7,181	$0	$18,544
6147		Loan Guarantee Fee - Loan 146 & 149	$4,500	$0	0%	$0	$0	$0	$4,500
016D		Public Halls Building Depreciation	$47,154	$0	0%	$0	$0	$0	$62,875
		Sub Total - PUBLIC HALLS & CIVIC CENTRES OP/EXP	$116,877	$34,358		$0	$34,358	$0	$152,605
		OPERATING INCOME							
6203		Memorial Hall Rentals	($1,650)	($3,223)	146%	($3,223)	$0	($2,200)	$0
6213		RSL Hall Rentals	($1,350)	($465)	26%	($465)	$0	($1,800)	$0
6225		Lotteries Grants	$0	$0	0%	$0	$0	$0	$0
6243		Grant - LR&CIP (Harrison Place)	$0	$0	0%	$0	$0	$0	$0
6233		Grant - LR & CIP (Memorial Hall)	$0	$0	0%	$0	$0	$0	$0
017P		Profit on Sale of Assets	$0	$0	0%	$0	$0	$0	$0
		Sub Total - PUBLIC HALLS & CIVIC CENTRES OP/INC	($3,000)	($3,688)		($3,688)	$0	($4,000)	$0
		Total - PUBLIC HALL & CIVIC CENTRES	$113,877	$30,671		($3,688)	$34,358	($4,000)	$152,605

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ACCOUNT	JOB		YEAR TO DATE 31 MARCH 2024 Budget	Actual	% of Annual Budget	ACTUAL 31 MARCH 2024 Income	Expense	ADOPTED BUDGET 2023-2024 Income	Expense
		OTHER RECREATION & SPORT							
		OPERATING EXPENDITURE							
6362		Kojonup Springs Conveniences	$13,402	$15,615	87%	$0	$15,615	$0	$17,907
6364		Kojonup Springs Grounds Maintenance	$8,926	$3,925	33%	$0	$3,925	$0	$11,902
6372		Apex Park Conveniences - Operating	$33,707	$36,257	82%	$0	$36,257	$0	$44,223
6373		Apex Park Conveniences - Building Maint	$2,606	$2,768	80%	$0	$2,768	$0	$3,475
6374		Apex Park - Grounds Maint	$36,502	$35,467	72%	$0	$35,467	$0	$48,960
6382		Railway Reserve Conveniences	$3,658	$2,830	59%	$0	$2,830	$0	$4,781
6392		Newstead Park - Grounds Maint	$9,020	$8,142	68%	$0	$8,142	$0	$12,027
6394		Railway Reserve Grounds Maint	$11,324	$12,582	85%	$0	$12,582	$0	$14,722
6402		Sports Complex - Netball Conveniences	$8,212	$5,054	48%	$0	$5,054	$0	$10,566
6403		Sports Complex - Netball Area Maint	$844	$3,170	281%	$0	$3,170	$0	$1,126
6404		Sports Complex - Grounds Maint	$109,916	$107,701	73%	$0	$107,701	$0	$146,560
6408		Sports Complex - Conveniences	$7,386	$3,334	34%	$0	$3,334	$0	$9,849
6412		Hillman Park - Grounds Maint	$13,663	$8,434	46%	$0	$8,434	$0	$18,218
6414		Sports Complex - Reticulation	$13,627	$10,229	56%	$0	$10,229	$0	$18,170
6415		Oval Lighting	$3,469	$2,052	48%	$0	$2,052	$0	$4,300
6422		Kojonup Bk (Piesse Park) - Grounds Maint	$7,092	$10,709	113%	$0	$10,709	$0	$9,457
6425		Sports Complex - Hockey Club Building	$330	$21	5%	$0	$21	$0	$430
6434		Turkey Nest Dam Maintenance	$9,241	$10,780	89%	$0	$10,780	$0	$12,104
6435		Water - Showgrounds Maint	$2,059	$10,383	378%	$0	$10,383	$0	$2,745
6444		Muradup Townsite Grounds	$6,755	$4,596	51%	$0	$4,596	$0	$9,007
6452		Playground Safety & Minor Upgrades	$2,571	$463	13%	$0	$463	$0	$3,428
6454		Kojonup Town Entrances	$3,502	$4,061	87%	$0	$4,061	$0	$4,670
6474		Industrial Area Slashing & Spraying	$1,975	$1,545	59%	$0	$1,545	$0	$2,633
6477		Sports Complex - Utilities & Insurance	$18,078	$13,214	67%	$0	$13,214	$0	$19,803
6486		Rail Trails	$9,108	$0	0%	$0	$0	$0	$12,145
6492		Myrtle Benn Reserve	$3,952	$471	9%	$0	$471	$0	$5,269
6494		Sundry Reserves	$12,658	$18,546	113%	$0	$18,546	$0	$16,391
6496		Kojonup Golf Club	$0	$167		$0	$167	$0	$0
6552		Sports Complex - Cleaning	$10,851	$6,011	42%	$0	$6,011	$0	$14,468
6554		Sports Complex - Building Maint	$3,638	$4,985	103%	$0	$4,985	$0	$4,851
6558		Loan Guaranteee Fee - Loans 136, 142, 143	$6,540	$5,592	51%	$0	$5,592	$0	$10,900
6559		Recreation - Interest on Loans	$45,240	$51,065	98%	$0	$51,065	$0	$52,015
6592		Skate Park	$596	$444	62%	$0	$444	$0	$715

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ACCOUNT	JOB		YEAR TO DATE 31 MARCH 2024 Budget	YEAR TO DATE 31 MARCH 2024 Actual	% of Annual Budget	ACTUAL 31 MARCH 2024 Income	ACTUAL 31 MARCH 2024 Expense	ADOPTED BUDGET 2023-2024 Income	ADOPTED BUDGET 2023-2024 Expense
6792		Admiin Allocation - Cash	$29,739	$12,914	33%	$0	$12,914	$0	$39,653
7107		Polocrosse Works Requested	$641	$0	0%	$0	$0	$0	$855
017D		Other Sport Buildings Depreciation	$257,753	$0	0%	$0	$0	$0	$343,685
		Sub Total - OTHER RECREATION & SPORT OP/EXP	$708,581	$413,529		$0	$413,529	$0	$932,010
		OPERATING INCOME							
6463		Grant - Drought Communities (Netball Roof)	$0	($100,000)	0%	($100,000)	$0	$0	$0
6473		Grant - Rail Trails	$0	($3,636)	0%	($3,636)	$0	$0	$0
6513		Contrib-Foot Club Sports Complex	($4,800)	$0	0%	$0	$0	($4,800)	$0
6523		Complex Bldg Fees	($2,550)	($4,709)	139%	($4,709)	$0	($3,400)	$0
6533		Rec Ground Lease Fees	$0	$0	0%	$0	$0	($3,000)	$0
6553		Contribution-Dept Education - Oval	$0	($36,796)	147%	($36,796)	$0	($25,000)	$0
6623		Grant - CSRFF	$0	$0	0%	$0	$0	$0	$0
6633		Grant - LR&CI Program	$0	($32,007)	72%	($32,007)	$0	($44,411)	$0
6643		Grant - Trails	$0	($10,395)	0%	($10,395)	$0	$0	$0
6663		Contribution - Apex Club	($26,000)	$0	0%	$0	$0	($26,000)	$0
		Sub Total - OTHER RECREATION & SPORT OP/INC	($33,350)	($187,998)		($187,998)	$0	($106,611)	$0
		Total - OTHER RECREATION & SPORT	**$675,231**	**$225,530**		**($187,998)**	**$413,529**	**($106,611)**	**$932,010**

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		SWIMMING AREAS & BEACHES							
		OPERATING EXPENDITURE							
6252		Building Maintenance	$4,500	$1,340	22%	$0	$1,340	$0	$6,000
6254		Consumables & Minor Expenses	$1,125	$890	59%	$0	$890	$0	$1,500
6257		Utilities & Telephone	$22,471	$20,577	69%	$0	$20,577	$0	$29,865
6258		Insurance	$11,897	$11,809	99%	$0	$11,809	$0	$11,897
6261		Maintenance - Pool Building	$2,245	$1,778	62%	$0	$1,778	$0	$2,870
6262		Grounds Maintenance	$3,290	$1,357	31%	$0	$1,357	$0	$4,387
6264		Swimmin Pool - Chemicals	$7,125	$8,703	92%	$0	$8,703	$0	$9,500
6271		Non-Capital Purchases per 10yr Plan	$1,125	$0	0%	$0	$0	$0	$1,500
6272		Equipment Maintenance	$5,850	$3,081	40%	$0	$3,081	$0	$7,800
6274		Kiosk - COGS	$2,625	$6,039	173%	$0	$6,039	$0	$3,500
6352		Swimming Pool Salaries	$38,723	$54,173	105%	$0	$54,173	$0	$51,633
6353		Superannuation	$4,214	$4,830	86%	$0	$4,830	$0	$5,619
6354		Conferences & Training	$1,125	$683	46%	$0	$683	$0	$1,500
6356		Staff Housing Subsidy (S/Pool)	$5,250	$0	0%	$0	$0	$0	$7,000
6292		Administration Allocated Cash	$29,739	$6,623	17%	$0	$6,623	$0	$39,653
050D		Depreciation Buildings	$39,711	$0	0%	$0	$0	$0	$52,950
		Sub Total - SWIMMING AREAS & BEACHES OP/EXP	$181,014	$121,883		$0	$121,883	$0	$237,174
		OPERATING INCOME							
6294		Pool Entry Fees	($6,000)	($7,410)	93%	($7,410)	$0	($8,000)	$0
6295		Pool Kiosk Sales	($3,750)	($6,052)	121%	($6,052)	$0	($5,000)	$0
6296		Pool Daily Entry Fees	($4,500)	($7,987)	133%	($7,987)	$0	($6,000)	$0
		Sub Total - SWIMMING AREAS & BEACHES OP/INC	($14,249)	($21,449)		($21,449)	$0	($19,000)	$0
		Total - SWIMMING AREAS & BEACHES	$166,764	$100,434		($21,449)	$121,883	($19,000)	$237,174

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		TV & RADIO BROADCASTING & RETRANSMISSION							
		OPERATING EXPENDITURE							
6752		Television Translator	$77	$39	50%	$0	$39	$0	$77
6772		VHF Repeater Operating/Maintenance	$187	$0	0%	$0	$0	$0	$250
		Sub Total - TV & RADIO RETRANSMISSION OP/EXP	$264	$39		0	$39	$0	$327
		Total - TV & RADIO RETRANSMISSION	$264	$39		**$0**	**$39**	**$0**	**$327**
		LIBRARIES							
		OPERATING EXPENDITURE							
6812		Library Salaries	$66,843	$62,119	70%	$0	$62,119	$0	$89,127
6842		Superannuation	$10,172	$7,017	52%	$0	$7,017	$0	$13,563
6852		Emp Insurances (Lib)	$2,836	$2,985	105%	$0	$2,985	$0	$2,836
6862		Conference & Training (Lib)	$750	$0	0%	$0	$0	$0	$1,000
6882		Library Operating Expenses	$2,250	$369	12%	$0	$369	$0	$3,000
6892		Lib Software Licencing	$1,387	$3,964	214%	$0	$3,964	$0	$1,850
6902		Library Resource Purchases	$1,500	$528	26%	$0	$528	$0	$2,000
6903		Library Regional Activity Plan Contribution	$3,300	$1,908	43%	$0	$1,908	$0	$4,400
6942		Administration Allocated Cash	$14,869	$6,623	33%	$0	$6,623	$0	$19,826
6952		Administration Allocated Non-Cash	$1,496	$0	0%	$0	$0	$0	$1,995
6982		Seniors Week Grant Expenses	$0	$0	0%	$0	$0	$0	$0
		Sub Total - LIBRARIES OP/EXP	$105,403	$85,513		$0	$85,513	$0	$139,597
		OPERATING INCOME							
6963		Library Fines & Penalties - Lost Books	$0	$0	0%	$0	$0	$0	$0
6973		Sundry Income	($15)	($65)	327%	($65)	$0	($20)	$0
6983		Seniors Week Grant	$0	$0	0%	$0	$0	$0	$0
		Sub Total - LIBRARIES OP/INC	($15)	($65)		($65)	$0	($20)	$0
		Total - LIBRARIES	$105,388	$85,447		($65)	$85,513	($20)	$139,597

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ACCOUNT	JOB		YEAR TO DATE 31 MARCH 2024 Budget	YEAR TO DATE 31 MARCH 2024 Actual	% of Annual Budget	ACTUAL 31 MARCH 2024 Income	ACTUAL 31 MARCH 2024 Expense	ADOPTED BUDGET 2023-2024 Income	ADOPTED BUDGET 2023-2024 Expense
		HERITAGE & OTHER CULTURE							
		OPERATING EXPENDITURE							
7002		Historical Society - Donation	$83	$0	0%	$0	$0	$0	$0
7012		Historical Soc. Rooms	$0	$109		$0	$109	$0	$125
7022		Old Military Barracks	$2,239	$92	3%	$0	$92	$0	$2,986
7024		Old Post Office - Building Maintenance	$3,230	$949	23%	$0	$949	$0	$4,083
7032		Elverd Cottage - Building Mtce	$31,374	$1,020	3%	$0	$1,020	$0	$31,805
7034		Elverd Cottage - Ground Maint	$1,214	$1,785	113%	$0	$1,785	$0	$1,577
7046		Old Post Office - Grounds Maintenance	$1,360	$0	0%	$0	$0	$0	$1,752
7106		Showgrounds - Building Maintenance	$7,778	$4,269	51%	$0	$4,269	$0	$8,382
7101		Annual Show - Works Assistance	$6,420	$11,068	129%	$0	$11,068	$0	$8,560
7103		Muradup & Jingalup War Memorials	$661	$0	0%	$0	$0	$0	$881
7222		Military Barracks - Ground Maint	$5,686	$2,388	33%	$0	$2,388	$0	$7,271
019D		Depreciation Buildings	$13,972	$0	0%	$0	$0	$0	$18,630
		Sub Total - OTHER CULTURE OP/EXP	$74,017	$21,678		$0	$21,678	$0	$86,052
		OPERATING INCOME							
		Sub Total - OTHER CULTURE OP/INC	$0	$0		$0	$0	$0	$0
		Total - OTHER CULTURE	$74,017	$21,678		$0	$21,678	$0	$86,052
		Total - RECREATION AND CULTURE	**$1,135,541**	**$463,799**		**($213,201)**	**$677,000**	**($129,631)**	**$1,547,765**

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ACCOUNT	JOB		YEAR TO DATE 31 MARCH 2024 Budget	Actual	% of Annual Budget	ACTUAL 31 MARCH 2024 Income	Expense	ADOPTED BUDGET 2023-2024 Income	Expense
		STREETS,ROADS, BRIDGES, DEPOTS - MAINTENANCE							
		OPERATING EXPENDITURE							
7632		Town Streets - Drainage Mtce	$14,647	$8,169	42%	$0	$8,169	$0	$19,530
7642		ROADS MTCE - FLOOD DAMAGE.	$0	$0	0%	$0	$0	$0	$0
7652		Road Maintenance	$5,307	$1,982		$0	$1,982	$0	$7,076
7662		Bridge Maintenance	$78,612	$42,842	45%	$0	$42,842	$0	$95,548
7672		Footpath Maintenance	$11,265	$4,625	31%	$0	$4,625	$0	$15,020
7682		Lighting Of Streets	$47,627	$40,053	63%	$0	$40,053	$0	$63,505
7692		Depot Maint	$30,436	$31,756	82%	$0	$31,756	$0	$38,642
7694		Depot - Grounds & Nursery Maint	$2,769	$6,429	174%	$0	$6,429	$0	$3,692
7695		Depot - OHS Minor Items	$943	$276	22%	$0	$276	$0	$1,257
7704		Depot Cleaning	$24,997	$20,981	63%	$0	$20,981	$0	$33,330
RM01		Grading - Winter	$591,858	$784,713	99%	$0	$784,713	$0	$789,175
RM03		Drainage Maintenance	$104,567	$67,589	48%	$0	$67,589	$0	$139,428
RM04		Bitumen Patching/Repair	$63,267	$110,350	131%	$0	$110,350	$0	$84,360
RM05		Guide Post & Signage	$37,641	$73,392	146%	$0	$73,392	$0	$50,190
RM06		Roadside Spraying	$28,514	$14,041	37%	$0	$14,041	$0	$38,020
RM08		Rural Limb & Tree Removal - Fallen	$44,290	$54,699	93%	$0	$54,699	$0	$59,056
RM10		Traffic Counter Transportation	$1,796	$2,369	99%	$0	$2,369	$0	$2,395
RM11		Kerb Maintenance	$2,488	$4,501	136%	$0	$4,501	$0	$3,318
RM15		Trees Rural Major Works	$107,576	$137,936	96%	$0	$137,936	$0	$143,440
RM16		Townsite-Kojonup-Verge Mtce	$69,395	$70,550	76%	$0	$70,550	$0	$92,530
RM17		Townsite Trees - General Mtce	$10,657	$14,420	101%	$0	$14,420	$0	$14,210
RM18		TOWNSITE TREES - UPGRADE, WATERING etc	$2,535	$13,473	399%	$0	$13,473	$0	$3,380
RM19		Townsite Trees - Pruning - Contractor	$9,006	$2,295	19%	$0	$2,295	$0	$12,009
RM20		Road Accident Recovery	$803	$633	59%	$0	$633	$0	$1,071
RM22		Removal of Street Trees	$5,796	$1,238	16%	$0	$1,238	$0	$7,728
RM23		Townsite Street Sweeping	$8,250	$3,780	34%	$0	$3,780	$0	$11,000
RM24		Carpark Line marking	$4,140	$3,517	64%	$0	$3,517	$0	$5,520
7701		Blackwood Rd Solar Dam Maintenance	$407	$5,037		$0	$5,037	$0	$543
7702		Administration Allocated Cash	$297,386	$132,452	33%	$0	$132,452	$0	$396,530
020D		Depreciation on Road Assets	$2,532,397	$0	0%	$0	$0	$0	$3,376,665
		Sub Total - MTCE STREETS ROADS DEPOTS OP/EXP	$4,139,370	$1,655,119		$0	$1,655,119	$0	$5,508,168

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ACCOUNT	JOB		YEAR TO DATE 31 MARCH 2024 Budget	YEAR TO DATE 31 MARCH 2024 Actual	% of Annual Budget	ACTUAL 31 MARCH 2024 Income	ACTUAL 31 MARCH 2024 Expense	ADOPTED BUDGET 2023-2024 Income	ADOPTED BUDGET 2023-2024 Expense
		OPERATING INCOME							
7405		Roads Grants RRG	($948,800)	($423,781)	36%	($423,781)	$0	($1,186,000)	$0
7323		Grant - LR&CIP	$0	$0	0%	$0	$0	($270,766)	$0
7375		Main Roads WA Direct Grant	($203,791)	$0	0%	$0	$0	($203,791)	$0
7325		Grant - Special	$0	$0	0%	$0	$0	($275,000)	$0
7435		Roads to Recovery - Current Allocation	($397,900)	$0	0%	$0	$0	($432,500)	$0
7465		Government Road Grants - Blackspot Funding	($360,000)	$0		$0	$0	($360,000)	$0
7605		Sale of Small Items	($8,000)	($227)	3%	($227)	$0	($8,000)	$0
7683		Street Lighting Contribution	$0	$0	0%	$0	$0	($10,000)	$0
		Sub Total - MTCE STREETS ROADS DEPOTS OP/INC	($1,918,491)	($424,008)		($424,008)	$0	($2,746,057)	$0
		Total - MTCE STREETS ROADS DEPOTS	$2,220,879	$1,231,111		($424,008)	$1,655,119	($2,746,057)	$5,508,168

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ACCOUNT	JOB		YEAR TO DATE 31 MARCH 2024 Budget	YEAR TO DATE 31 MARCH 2024 Actual	% of Annual Budget	ACTUAL 31 MARCH 2024 Income	ACTUAL 31 MARCH 2024 Expense	ADOPTED BUDGET 2023-2024 Income	ADOPTED BUDGET 2023-2024 Expense
		AERODROMES							
		OPERATING EXPENDITURE							
7762		Airport Building - Maintenance	$3,182	$3,229	82%	$0	$3,229	$0	$3,945
7761		Interest on Loan 141 (Airstrip)	$1,875	$1,875	100%	$0	$1,875	$0	$1,875
7764		Airport Building - Cleaning	$1,480	$1,042	53%	$0	$1,042	$0	$1,974
7771		Loan Guarantee Fee (Airstrip)	$840	$434	52%	$0	$434	$0	$840
7772		Airstrip Operations	$37	$0	0%	$0	$0	$0	$50
7774		Airstrip Ground Maintenance	$10,449	$3,932	28%	$0	$3,932	$0	$13,932
		Sub Total - AERODROMES OP/EXP	$17,863	$10,512		$0	$10,512	$0	$22,616
		OPERATING INCOME							
7793		Sundry Income - Airport	$0	$0	0%	$0	$0	$0	$0
7794		RADS Grant - Airstrip	$0	$0	0%	$0	$0	$0	$0
		Sub Total - AERODROMES OP/INC	$0	$0		$0	$0	$0	$0
		Total - AERODROMES	$17,863	$10,512		$0	$10,512	$0	$22,616
		Total - TRANSPORT	**$2,238,743**	**$1,241,623**		**($424,008)**	**$1,665,631**	**($2,746,057)**	**$5,530,784**

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ACCOUNT	JOB		YEAR TO DATE 31 MARCH 2024 Budget	YEAR TO DATE 31 MARCH 2024 Actual	% of Annual Budget	ACTUAL 31 MARCH 2024 Income	ACTUAL 31 MARCH 2024 Expense	ADOPTED BUDGET 2023-2024 Income	ADOPTED BUDGET 2023-2024 Expense
		ECONOMIC SERVICES							
		RURAL SERVICES							
		OPERATING EXPENDITURE							
023D		Depreciation (Sch 13)	$3,195	$0	0%	$0	$0	$0	$4,260
8002		Water Standpipes	$24,260	$68,282	195%	$0	$68,282	$0	$34,984
8006		Rural Street Addressing	$75	$0	0%	$0	$0	$0	$100
		Sub Total - RURAL SERVICES OP/EXP	$27,530	$68,282		$0	$68,282	$0	$39,344
		OPERATING INCOME							
8003		Water Standpipe Charges	($16,499)	($27,975)	127%	($27,975)	$0	($22,000)	$0
		Sub Total - RURAL SERVICES OP/INC	($16,499)	($27,975)		($27,975)	$0	($22,000)	$0
		Total - RURAL SERVICES	$11,031	$40,307		($27,975)	$68,282	($22,000)	$39,344

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ACCOUNT	JOB		YEAR TO DATE 31 MARCH 2024 Budget	YEAR TO DATE 31 MARCH 2024 Actual	% of Annual Budget	ACTUAL 31 MARCH 2024 Income	ACTUAL 31 MARCH 2024 Expense	ADOPTED BUDGET 2023-2024 Income	ADOPTED BUDGET 2023-2024 Expense
		TOURISM AND AREA PROMOTION - KODJA PLACE							
		OPERATING EXPENDITURE							
8302		Salaries (Tour)	$179,776	$188,271	79%	$0	$188,271	$0	$239,711
8344		Superannuation - Visitors Centre	$24,079	$26,965	84%	$0	$26,965	$0	$32,107
8364		Tour Guide Expenses	$3,750	$17,436	349%	$0	$17,436	$0	$5,000
8322		Employee Insurances (Tour)	$5,657	$5,970	106%	$0	$5,970	$0	$5,657
8342		Conferences & Training	$3,000	$1,365	34%	$0	$1,365	$0	$4,000
8109		Story Area (Mosaic)	$7,500	$130	1%	$0	$130	$0	$10,000
8367		Story Area (Digital)	$7,500	$21,268	213%	$0	$21,268	$0	$10,000
8110		Catering	$3,750	$959	19%	$0	$959	$0	$5,000
8368		Activity (Educational)	$1,500	$166	8%	$0	$166	$0	$2,000
8126		Insurances - Various	$15,747	$15,029	95%	$0	$15,029	$0	$15,747
8152		Public Liability Insurance - Kodja Place	$9,002	$9,002	100%	$0	$9,002	$0	$9,002
8142		Printing, Stationary & Office Expenses	$8,250	$7,051	64%	$0	$7,051	$0	$11,000
8162		Building Maintenance	$2,250	$3,425	114%	$0	$3,425	$0	$3,000
8164		Utilities	$15,666	$18,408	86%	$0	$18,408	$0	$21,483
8166		Cleaning	$20,774	$33,312	120%	$0	$33,312	$0	$27,700
8172		Grounds Maintenance	$11,782	$11,895	76%	$0	$11,895	$0	$15,710
8174		Kodja Place Rose Maze Grounds Maint	$22,079	$33,482	114%	$0	$33,482	$0	$29,440
8192		Misc Expenses	$3,750	$1,635	33%	$0	$1,635	$0	$5,000
8358		Kodja Place Website	$1,500	$0	0%	$0	$0	$0	$2,000
8444		Retail Stock - COGS	$37,499	$43,952	88%	$0	$43,952	$0	$50,000
8394		Events	$7,500	$15,222	152%	$0	$15,222	$0	$10,000
8412		General Administration Allocated Cash	$74,346	$58,279	59%	$0	$58,279	$0	$99,132
8422		General Administration Allocated Non-Cash	$1,197	$0	0%	$0	$0	$0	$1,596
022D		Depreciation	$49,986	$0	0%	$0	$0	$0	$66,650
055D		Depreciation	$540	$0	0%	$0	$0	$0	$720
		Sub Total - TOURISM & AREA PROMOTION KODJA OP/EXP	$518,378	$513,222		$0	$513,222	$0	$681,655

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		OPERATING INCOME							
8205		Kodja Place - Visitor Fees	($3,525)	($3,274)	70%	($3,274)	$0	($4,700)	$0
8203		Kodja Place - Hire Fees	($2,250)	($2,814)	94%	($2,814)	$0	($3,000)	$0
8204		Tour Groups	($1,650)	($1,032)	47%	($1,032)	$0	($2,200)	$0
8207		Kodja Place - Activity Fees	($750)	($814)	81%	($814)	$0	($1,000)	$0
8123		Mature Aged Noongar Traineeship	$0	$0	0%	$0	$0	$0	$0
8193		Sundry Misc Income - Kodja Place	$0	($484)		($484)	$0	$0	$0
8213		Cafe Lease Fees	$0	$0	0%	$0	$0	$0	$0
8223		Membership Fees & Brochure Racking	($375)	($155)	31%	($155)	$0	($500)	$0
8233		Events	($9,000)	($7,731)	64%	($7,731)	$0	($12,000)	$0
8243		Retail Sales	($46,498)	($55,857)	90%	($55,857)	$0	($62,000)	$0
8263		Sales - Commissions	($5,250)	($3,878)	55%	($3,878)	$0	($7,000)	$0
8283		Donations	($1,125)	($756)	50%	($756)	$0	($1,500)	$0
8284		RV Fee Income	($1,875)	($1,714)		($1,714)	$0	($2,500)	$0
8285		Trans WA Income	($375)	($369)		($369)	$0	($500)	$0
8286		Photocopy Charges	($75)	($11)		($11)	$0	($100)	$0
		Sub Total - TOURISM & AREA PROMOTION KODJA OP/INC	($72,747)	($78,888)		($78,888)	$0	($97,000)	$0
		Total - TOURISM & AREA PROMOTION KODJA PLACE	$445,631	$434,334		($78,888)	$513,222	($97,000)	$681,655

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		TOURISM & AREA PROMOTION OTHER							
		OPERATING EXPENDITURE							
8101		Kojonup Marketing & Promotions	$15,000	$605	4%	$0	$605	$0	$15,000
8107		Great Southern Treasures	$20,000	$20,000	100%	$0	$20,000	$0	$20,000
8414		Wool Wagon	$187	$0	0%	$0	$0	$0	$250
8354		Subscriptions, Accreditation, etc.	$3,750	$1,978	40%	$0	$1,978	$0	$5,000
8374		Australia Day Breakfast	$1,500	$242	12%	$0	$242	$0	$2,000
8371		EV Charging Station	$7,875	$7,071	67%	$0	$7,071	$0	$10,500
8432		Railway Station Building Maintenance	$1,500	$337	17%	$0	$337	$0	$2,000
8402		Railway Station Building - Operating	$1,172	$258	22%	$0	$258	$0	$1,172
029D		Depreciation	$56,413	$0	0%	$0	$0	$0	$75,220
		Sub Total - TOURISM & AREA PROM OTHER OP/EXP	$107,397	$30,491		$0	$30,491	$0	$131,142
		OPERATING INCOME							
8494		EV Charging Station	($2,250)	($2,630)	88%	($2,630)	$0	($3,000)	$0
8413		Tourism - Non-Operating Grant Income				$0	$0	($202,411)	$0
		Sub Total - TOURISM & AREA PROM OTHER OP/INC	($2,250)	($2,630)		($2,630)	$0	($205,411)	$0
		Total - TOURISM & AREA PROMOTION OTHER	**$105,147**	**$27,861**		**($2,630)**	**$30,491**	**($205,411)**	**$131,142**

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		TOURISM & AREA PROMOTION - CAFÉ							
		OPERATING EXPENDITURE							
8502		Café Salaries	$298,488	$248,159	62%	$0	$248,159	$0	$398,000
8532		Café Superannuation	$32,834	$20,100	46%	$0	$20,100	$0	$43,780
8534		Café Utilities	$26,213	$16,388	50%	$0	$16,388	$0	$32,900
8536		Café Insurance	$1,500	$0	0%	$0	$0	$0	$2,000
8542		Café Bank Fees	$6,375	$0	0%	$0	$0	$0	$8,500
8546		Café Minor Equipment & Repairs	$2,250	$11,017	367%	$0	$11,017	$0	$3,000
8554		Café Other Minor Expenses	$2,250	$22,641	755%	$0	$22,641	$0	$3,000
8555		Café Uniforms & Safety Wear	$1,125	$1,119	75%	$0	$1,119	$0	$1,500
8556		Café Telephone & IT	$375	$314	63%	$0	$314	$0	$500
8557		Café Building Maintenance	$1,500	$25,162	1258%	$0	$25,162	$0	$2,000
8562		Café Training Expenses	$1,500	$0	0%	$0	$0	$0	$2,000
8564		Café Other Employment Costs	$2,115	$0	0%	$0	$0	$0	$2,820
8567		Cost of Goods Sold	$187,493	$186,654	75%	$0	$186,654	$0	$250,000
		Sub Total - TOURISM & AREA PROM CAFE OP/EXP	$564,017	$531,555		$0	$531,555	$0	$750,000
		OPERATING INCOME							
8503		Trading Income	($562,478)	($486,174)	0%	($486,174)	$0	($750,000)	$0
8533		Catering	$0	($2,876)	0%	($2,876)	$0	$0	$0
		Sub Total - TOURISM & AREA PROM CAFE OP/INC	($562,478)	($489,049)		($489,049)	$0	($750,000)	$0
		Total - TOURISM & AREA PROMOTION CAFÉ	**$1,539**	**$42,506**		**($489,049)**	**$531,555**	**($750,000)**	**$750,000**

SHIRE OF KOJONUP

MONTHLY FINANCIAL REPORT

Details By function Under The Following Programme Titles
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ACCOUNT	JOB		YEAR TO DATE 31 MARCH 2024 Budget	YEAR TO DATE 31 MARCH 2024 Actual	% of Annual Budget	ACTUAL 31 MARCH 2024 Income	ACTUAL 31 MARCH 2024 Expense	ADOPTED BUDGET 2023-2024 Income	ADOPTED BUDGET 2023-2024 Expense
		BUILDING CONTROL							
		OPERATING EXPENDITURE							
8552		Building Admin. Salaries	$19,345	$44,550	173%	$0	$44,550	$0	$25,795
8572		Superannuation	$3,055	$3,706	91%	$0	$3,706	$0	$4,073
8602		Other Emp Costs (Bldg)	$3,098	$2,985	94%	$0	$2,985	$0	$3,186
8612		Vehicle Operating Bld Svyr	$11,250	$7,152	48%	$0	$7,152	$0	$15,000
8622		Building Control Expenses	$1,500	$0	0%	$0	$0	$0	$2,000
8672		Admin Realloc Cash (Bldg)	$14,869	$6,623	33%	$0	$6,623	$0	$19,826
8682		Admin Realloc Non Cash (Bldg)	$1,197	$0	0%	$0	$0	$0	$1,596
8684		Loan Guarantee Fee - Loan 147	$2,600	$1,241	48%	$0	$1,241	$0	$2,600
		Sub Total - BUILDING CONTROL OP/EXP	$56,914	$66,258		$0	$66,258	$0	$74,076
		OPERATING INCOME							
8653		Building Licence Fees	($4,500)	($3,062)	51%	($3,062)	$0	($6,000)	$0
8663		Bcitf & Brb Commissions	($187)	($157)	63%	($157)	$0	($250)	$0
8633		Private Pool Inspection Charges	$0	$0	0%	$0	$0	$0	$0
		Sub Total - BUILDING CONTROL OP/INC	($4,687)	($3,219)		($3,219)	$0	($6,250)	$0
		Total - BUILDING CONTROL	$52,227	$63,039		($3,219)	$66,258	($6,250)	$74,076

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And Type Of Activities Within The Programme

ACCOUNT	JOB		YEAR TO DATE 31 MARCH 2024 Budget	YEAR TO DATE 31 MARCH 2024 Actual	% of Annual Budget	ACTUAL 31 MARCH 2024 Income	ACTUAL 31 MARCH 2024 Expense	ADOPTED BUDGET 2023-2024 Income	ADOPTED BUDGET 2023-2024 Expense
		OTHER ECONOMIC SERVICES							
		OPERATING EXPENDITURE							
033D		Depreciation (Sch 13 - Saleyards)	$0	$0	0%	$0	$0	$0	$0
8011		Wash Down Bay - Repairs	$2,926	$14,580	381%	$0	$14,580	$0	$3,831
8801		Wash Down Bay - Other	$442	$0	0%	$0	$0	$0	$589
8807		Wash Down Bay - Utility Charges	$5,309	$6,061	80%	$0	$6,061	$0	$7,570
8800		Saleyards - Ground Maintenance	$2,951	$5,260	134%	$0	$5,260	$0	$3,935
8808		Saleyards - Insurances	$608	$391	64%	$0	$391	$0	$608
8802		Saleyards - Other	$750	$145	15%	$0	$145	$0	$1,000
8872		Loan Guarantee Fee	$0	$0	0%	$0	$0	$0	$0
8862		Subdivision - Interest on Loans	$0	$6,931	51%	$0	$6,931	$0	$13,537
		Land Development Expenses	$0	$0	0%	$0	$0	$0	$0
		Sub Total - OTHER ECONOMIC SERVICES OP/EXP	$12,986	$33,368		$0	$33,368	$0	$31,070
		OPERATING INCOME							
8013		Washdown Bay Fees	($14,999)	($10,206)	51%	($10,206)	$0	($20,000)	$0
8803		Saleyards - Income	$0	$0	0%	$0	$0	$0	$0
		Sub Total - OTHER ECONOMIC SERVICES OP/INC	($14,999)	($10,206)		($10,206)	$0	($20,000)	$0
		Total - OTHER ECONOMIC SERVICES	($2,014)	$23,162		($10,206)	$33,368	($20,000)	$31,070
		Total - ECONOMIC SERVICES	**$613,561**	**$631,209**	**$0**	**($611,967)**	**$1,243,176**	**($1,100,661)**	**$1,707,287**

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MONTHLY FINANCIAL REPORT

Details By function Under The Following Programme Titles
And Type Of Activities Within The Programme

ACCOUNT	JOB		YEAR TO DATE 31 MARCH 2024 Budget	YEAR TO DATE 31 MARCH 2024 Actual	% of Annual Budget	ACTUAL 31 MARCH 2024 Income	ACTUAL 31 MARCH 2024 Expense	ADOPTED BUDGET 2023-2024 Income	ADOPTED BUDGET 2023-2024 Expense
		OTHER PROPERTY AND SERVICES							
		PRIVATE WORKS							
		OPERATING EXPENDITURE							
9002		Private Works	$7,149	$17,552	184%	$0	$17,552	$0	$9,532
9008		Pte Works-Other Councils-Roads	$3,937	$0	0%	$0	$0	$0	$5,250
		Sub Total - PRIVATE WORKS OP/EXP	$11,086	$17,552		$0	$17,552	$0	$14,782
		OPERATING INCOME							
9003		Private Works Income	($7,500)	($26,104)	261%	($26,104)	$0	($10,000)	$0
9009		Pte Works-Income-Other Councils-Roads	$0	$0	0%	$0	$0	$0	$0
		Sub Total - PRIVATE WORKS OP/INC	($7,500)	($26,104)		($26,104)	$0	($10,000)	$0
		Total - PRIVATE WORKS	**$3,586**	**($8,551)**		**($26,104)**	**$17,552**	**($10,000)**	**$14,782**

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ACCOUNT	JOB		YEAR TO DATE 31 MARCH 2024 Budget	YEAR TO DATE 31 MARCH 2024 Actual	% of Annual Budget	ACTUAL 31 MARCH 2024 Income	ACTUAL 31 MARCH 2024 Expense	ADOPTED BUDGET 2023-2024 Income	ADOPTED BUDGET 2023-2024 Expense
		PUBLIC WORKS OVERHEADS							
		OPERATING EXPENDITURE							
9022		Salaries-Works-Supervisors; Assistance	$208,359	$232,735	84%	$0	$232,735	$0	$277,823
9042		Superannuation (Supervisors)	$29,362	$21,468	55%	$0	$21,468	$0	$39,151
9052		Conferences & Training (Supervisors)	$2,925	$0	0%	$0	$0	$0	$3,900
9062		Emp Insurances (Supervisors)	$2,836	$2,985	105%	$0	$2,985	$0	$2,836
9072		Other Staff Expenses (Inc. FBT)	$20,928	$6,999	25%	$0	$6,999	$0	$27,905
9502		Allowances	$9,922	$0	0%	$0	$0	$0	$13,230
9081		Staff Housing Subsidy (Public Works)	$3,000	$0	0%	$0	$0	$0	$4,000
9082		Vehicle Operating	$16,537	$4,592	21%	$0	$4,592	$0	$22,050
9084		Consulting Technical	$12,403	$0	0%	$0	$0	$0	$16,538
9092		Office Expenses	$9,892	$8,208	62%	$0	$8,208	$0	$13,190
9094		Minor Equipment/Consumables	$6,202	$2,433	29%	$0	$2,433	$0	$8,270
9095		RAMM Inventory	$0	$12,265	0%	$0	$12,265	$0	$0
9102		Training	$72,747	$55,514	57%	$0	$55,514	$0	$97,000
9112		Meetings	$25,259	$21,323	63%	$0	$21,323	$0	$33,680
9122		Annual Leave	$132,442	$133,570	76%	$0	$133,570	$0	$176,597
9132		Public Holidays	$57,390	$61,681	81%	$0	$61,681	$0	$76,523
9142		Sick Leave	$57,390	$48,303	63%	$0	$48,303	$0	$76,523
9152		Superannuation	$178,280	$163,829	69%	$0	$163,829	$0	$237,716
9162		Workers Comp Ins	$52,862	$162,710	308%	$0	$162,710	$0	$52,862
9172		Staff Functions	$2,609	$32	1%	$0	$32	$0	$3,479
9182		INSURANCE ON WORKS	$6,470	$6,445	100%	$0	$6,445	$0	$6,470
9192		Long Service Leave	$37,307	$34,231	69%	$0	$34,231	$0	$49,744
9202		Safety Equipment & P.P.E.	$16,537	$26,015	118%	$0	$26,015	$0	$22,050
9232		PWOH - NOVATED LEASE EXPENSES	$34,630	$24,370		$0	$24,370	$0	$46,175
9262		Emp Insurances - Pwo	$5,320	$5,320	100%	$0	$5,320	$0	$5,320
9280		Cleaners - Annual Leave	$4,425	$2,257	38%	$0	$2,257	$0	$5,900
9281		Cleaners - Long Service Leave	$2,362	$1,601	51%	$0	$1,601	$0	$3,150
9282		Cleaners - Sick Leave	$1,612	$640	30%	$0	$640	$0	$2,150
9284		Cleaners - Public Holidays	$2,362	$896	28%	$0	$896	$0	$3,150
9286		Cleaners - Superannuation	$3,937	$1,057	20%	$0	$1,057	$0	$5,250
9254		Cleaners - Administration	$3,637	$4,249	88%	$0	$4,249	$0	$4,850
9302		Admin Realloc - Cash (Pwo)	$297,386	$132,452	33%	$0	$132,452	$0	$396,530
9332		Admin Non Cash Realloc (Pwo)	$32,916	$0	0%	$0	$0	$0	$43,890

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And Type Of Activities Within The Programme

ACCOUNT	JOB		YEAR TO DATE 31 MARCH 2024 Budget	YEAR TO DATE 31 MARCH 2024 Actual	% of Annual Budget	ACTUAL 31 MARCH 2024 Income	ACTUAL 31 MARCH 2024 Expense	ADOPTED BUDGET 2023-2024 Income	ADOPTED BUDGET 2023-2024 Expense
9421		Small Items (Chainsaws, Mowers, etc)	$2,482	$31	1%	$0	$31	$0	$3,310
9422		Sundry Plant Recovery - Automatic Recoveries	$14,999	$6,502	33%	$0	$6,502	$0	$20,000
9312		Less Allocated To Works & Services	($1,350,855)	($1,323,245)	73%	$0	($1,323,245)	$0	($1,801,212)
		Sub Total - PUBLIC WORKS O/HEADS OP/EXP	$16,875	($138,534)		$0	($138,534)	$0	$0
		OPERATING INCOME							
9323		Sundry Misc Income - Pwo	($375)	$0	0%	$0	$0	($500)	$0
9233		PWOH - NOVATED LEASE CONTRIBUTION INCOME	($26,254)	($25,652)	73%	($25,652)	$0	($35,007)	$0
		Sub Total - PUBLIC WORKS O/HEADS OP/INC	($26,629)	($25,652)		($25,652)	$0	($35,507)	$0
		Total - PUBLIC WORKS OVERHEADS	**($9,755)**	**($164,186)**		**($25,652)**	**($138,534)**	**($35,507)**	**$0**

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And Type Of Activities Within The Programme

ACCOUNT	JOB		YEAR TO DATE 31 MARCH 2024 Budget	YEAR TO DATE 31 MARCH 2024 Actual	% of Annual Budget	ACTUAL 31 MARCH 2024 Income	ACTUAL 31 MARCH 2024 Expense	ADOPTED BUDGET 2023-2024 Income	ADOPTED BUDGET 2023-2024 Expense
		PLANT OPERATION COSTS							
		OPERATING EXPENDITURE							
9372		Wages & Overheads	$135,001	$63,438	35%	$0	$63,438	$0	$180,008
9352		Tyres & Tubes	$6,375	$18,412	217%	$0	$18,412	$0	$8,500
9344		Vehicle Tracking	$16,499	$13,579	62%	$0	$13,579	$0	$22,000
9362		Parts,Ext Work & Sundries	$82,854	$97,875	89%	$0	$97,875	$0	$110,476
9382		Vehicles - Insurance	$72,441	$70,614	97%	$0	$70,614	$0	$72,441
9386		Vehicles - Licences	$0	$0	0%	$0	$0	$0	$15,000
9342		Fuels & Oils	$228,741	$235,957	77%	$0	$235,957	$0	$305,000
9363		Purchase of Tools	$2,475	$1,208	37%	$0	$1,208	$0	$3,300
9402		Less Poc Allocated To W. & S.	($537,522)	($513,977)	72%	$0	($513,977)	$0	($716,725)
021D		Depreciation (Sch 12)	$235,603	$0	0%	$0	$0	$0	$314,150
025D		Depreciation W/Back	($235,603)	($339,608)	108%	$0	($339,608)	$0	($314,150)
		Sub Total - PLANT OPERATIONS COSTS OP/EXP	$6,863	($352,503)		$0	($352,503)	$0	$0
		OPERATING INCOME							
9393		Income - Diesel Fuel Rebates	($18,749)	($5,818)	23%	($5,818)	$0	($25,000)	$0
		Sub Total - PLANT OPERATIONS COSTS OP/INC	($18,749)	($5,818)		($5,818)	$0	($25,000)	$0
		Total - PLANT OPERATIONS COSTS	($11,886)	($358,321)		($5,818)	($352,503)	($25,000)	$0
		MATERIALS AND STOCK							
		OPERATING EXPENDITURE							
9452		Stock Variance A/C	$0	$0	0%	$0	$0	$0	$0
		Sub Total - MATERIALS AND STOCK	$0	$0		$0	$0	$0	$0
		Total - MATERIALS AND STOCK	$0	$0		$0	$0	$0	$0

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And Type Of Activities Within The Programme

ACCOUNT	JOB		YEAR TO DATE 31 MARCH 2024 Budget	YEAR TO DATE 31 MARCH 2024 Actual	% of Annual Budget	ACTUAL 31 MARCH 2024 Income	ACTUAL 31 MARCH 2024 Expense	ADOPTED BUDGET 2023-2024 Income	ADOPTED BUDGET 2023-2024 Expense
		OTHER PROPERTY AND SERVICES							
		SALARIES AND WAGES							
		OPERATING EXPENDITURE							
9482		Salaries & Wages Drawn	$4,066,880	$4,430,394	82%	$0	$4,430,394	$0	$5,422,724
9492		Workers Compensation	$37,499	$31,189	62%	$0	$31,189	$0	$50,000
9512		Salary & Wage Alloc To W. & S.	($4,066,880)	($4,348,375)	80%	$0	($4,348,375)	$0	($5,422,724)
		Sub Total - SALARIES AND WAGES OP/EXP	$37,499	$113,208		$0	$113,208	$0	$50,000
		OPERATING INCOME							
9493		Workers Compensation Income	($37,499)	($124,345)	249%	($124,345)	$0	($50,000)	$0
9543		APPRENTICESHIP/TRAINEE GRANTS	$0	($44,775)	0%	($44,775)	$0	$0	$0
		Sub Total - SALARIES AND WAGES OP/INC	($37,499)	($169,121)		($169,121)	$0	($50,000)	$0
		Total - SALARIES AND WAGES	$0	($55,913)		($169,121)	$113,208	($50,000)	$50,000

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ACCOUNT	JOB		YEAR TO DATE 31 MARCH 2024 Budget	YEAR TO DATE 31 MARCH 2024 Actual	% of Annual Budget	ACTUAL 31 MARCH 2024 Income	ACTUAL 31 MARCH 2024 Expense	ADOPTED BUDGET 2023-2024 Income	ADOPTED BUDGET 2023-2024 Expense
		UNCLASSIFIED							
		OPERATING EXPENDITURE							
9572		Land Survey & Leasing	$0	$3,474	0%	$0	$3,474	$0	$0
9682		Misc Expenses-Other Property	$6,637	$2,404	30%	$0	$2,404	$0	$7,887
024D		Depreciation on Assets	$13,574	$0	0%	$0	$0	$0	$18,100
		Sub Total - UNCLASSIFIED OP/EXP	$20,211	$5,879		$0	$5,879	$0	$25,987
		OPERATING INCOME							
9625		SMALL ITEMS INSUR INCOME	($1,500)	$0	0%	$0	$0	($2,000)	$0
9626		Sundry Misc Income - Other Property	($20,999)	$0	0%	$0	$0	($28,000)	$0
9627		Sundry Inc - Insurance Premium Refund	($3,750)	$0	0%	$0	$0	($5,000)	$0
9683		Lease Of Ksc Properties	($10,500)	$0	0%	$0	$0	($14,000)	$0
9695		Recoverable Costs Income	($1)	$2,368	-236815%	$2,368	$0	($1)	$0
		Sub Total - UNCLASSIFIED OP/INC	($36,749)	$2,368		$2,368	$0	($49,001)	$0
		Total - UNCLASSIFIED	($16,538)	$8,247		$2,368	$5,879	($49,001)	$25,987
		Total - OTHER PROPERTY AND SERVICES	**($34,593)**	**($578,725)**		**($224,327)**	**($354,399)**	**($169,508)**	**$90,769**

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ACCOUNT	JOB	Details By function Under The Following Programme Titles And Type Of Activities Within The Programme	YEAR TO DATE 31 MARCH 2024 Budget	Actual	% of Annual Budget	ACTUAL 31 MARCH 2024 Income	Expense	ADOPTED BUDGET 2023-2024 Income	Expense
		FUND TRANSFERS							
		EXPENDITURE							
		Tfr to Employee Leave Res.	$177	$7,844	25%	$0	$7,844	$0	$30,908
		Transfer To Plant Res.	$0	$7,969	305%	$0	$7,969	$0	$2,611
		Transfer to Springhaven Lodge Res.	$0	$1,350,000	0%	$0	$1,350,000	$0	$0
		Transfer to Low Income Housing Res.	$62	$2,687	3237%	$0	$2,687	$0	$83
		Transfer to Sporting Facility Res.	$47	$2,018	3203%	$0	$2,018	$0	$63
		Transfer to Landfill Waste Mgmt Res.	$60	$2,576	3221%	$0	$2,576	$0	$80
		Transfer to Community Grants Res.	$7	$314	3137%	$0	$314	$0	$10
		Transfer To Independent Living Units Res.	$118	$5,091	3222%	$0	$5,091	$0	$158
		Transfer to Natural Resource Mgmt Res.	$73	$3,136	3233%	$0	$3,136	$0	$97
		Transfer To Swimming Pool Res.	$30	$1,303	3256%	$0	$1,303	$0	$40
		Transfer to Kodja Place Building Res.	$13	$567	3149%	$0	$567	$0	$18
		Transfer to Sporting Complex Building Upgrade Res.	$0	$36	0%	$0	$36	$0	$0
		Transfer to Netball Court Surfacing Res.	$12	$32	1%	$0	$32	$0	$3,501
		Sub Total - TRANSFERS TO RESERVE	$601	$1,383,573		$0	$1,383,573	$0	$37,569
		INCOME							
		Transfer from Employee Reserve	$0	$0	0%	$0	$0	$0	$0
		Transfer from Plant Reserve	$0	$0	0%	$0	$0	$0	$0
		Sub Total - TRANSFERS FROM RESERVE	$0	$0		$0	$0	$0	$0
		Total - TRANSFERS	$601	$1,383,573		$0	$1,383,573	$0	$37,569
		Total - FUND TRANSFER	**$601**	**$1,383,573**		**$0**	**$1,383,573**	**$0**	**$37,569**
		NEW - (Surplus) / Deficit - Opening 1 July	($3,490,000)	($3,915,666)		($3,915,666)	$0	($3,490,000)	$0
		Sub Total - SURPLUS C/FWD	($3,490,000)	($3,915,666)		($3,915,666)	$0	($3,490,000)	$0
		Total - SURPLUS	($3,490,000)	($3,915,666)		**($3,915,666)**	**$0**	**($3,490,000)**	**$0**

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		LIABILITY LOANS - PRINCIPAL REPAYMENT							
		EXPENDITURE							
New		Loan 150 - Communications tower	$16,042	$8,021	50%	$0	$8,021	$0	$16,042
New		Loan 137 - Medical Centre	$8,700	$8,700	100%	$0	$8,700	$0	$8,700
New		Loan 135 - Bagg St House	$5,019	$5,019	50%	$0	$5,019	$0	$10,115
New		Loan 139 - Aged Units	$10,125	$10,125	100%	$0	$10,125	$0	$10,125
New		Loan 140 - Staff Housing	$60,276	$60,276	100%	$0	$60,276	$0	$60,276
New		Loan 138 - GROH Housing	$112,583	$112,583	100%	$0	$112,583	$0	$112,583
New		Loan 144 - Staff Housing	$10,793	$10,793	100%	$0	$10,793	$0	$10,793
New		Loan 145 - GROH Housing	$10,793	$10,793	100%	$0	$10,793	$0	$10,793
New		Loan 148 - Staff Housing renovations	$7,441	$7,478	50%	$0	$7,478	$0	$15,049
New		Loan 134 - Sports Complex	$8,900	$8,900	49%	$0	$8,900	$0	$18,020
New		Loan 136 - Sports Complex Wall	$4,918	$4,918	50%	$0	$4,918	$0	$9,885
New		Loan 143 - Netball Courts & Roof	$53,783	$53,783	100%	$0	$53,783	$0	$53,783
New		Loan 142 - Oval Lighting	$12,242	$12,242	50%	$0	$12,242	$0	$24,573
New		Loan 146 - Harrison Place Toilets & Park	$17,184	$17,184	50%	$0	$17,184	$0	$34,706
New		Loan 149 - Harrison Place Toilets & Park	$8,021	$16,042	200%	$0	$16,042	$0	$8,021
New		Loan 141 - Airstrip Lighting	$10,157	$10,157	100%	$0	$10,157	$0	$10,157
New		Loan 147 - Land Development	$16,586	$16,586	50%	$0	$16,586	$0	$33,498
		Sub Total - LOAN REPAYMENTS	$373,563	$373,601		$0	$373,601	$0	$447,119
		INCOME							
New		Loan 133 - Kojonup Bowls Club S/S Principal Repayment	$0	$0		$0	$0	$0	$0
		Sub-Total - LOAN PRINCIPAL REIMBURSEMENTS				**$0**	**$0**	**$0**	**$0**
		Total - NON CURRENT LIABILITIES	$373,563	$373,601		**$0**	**$373,601**	**$0**	**$447,119**

SHIRE OF KOJONUP

MONTHLY FINANCIAL REPORT

Details By function Under The Following Programme Titles
And Type Of Activities Within The Programme

ACCOUNT	JOB		YEAR TO DATE 31 MARCH 2024 Budget	Actual	% of Annual Budget	ACTUAL 31 MARCH 2024 Income	Expense	ADOPTED BUDGET 2023-2024 Income	Expense
		NEW LOANS RAISED							
		INCOME							
9967		New Loan 149 - Communications Tower	$0	$0	0%	$0	$0	$0	$0
9968		New Loan 150 - Harrison Place Toilets & Park	$0	$0	0%	$0	$0	$0	$0
		Sub Total - New Loans Raised	$0	$0		$0	$0	$0	$0
		Total - NEW LOANS - CURRENT LIABILITIES	$0	$0		**$0**	**0**	**$0**	**$0**
		NON CASH ITEMS WRITTEN BACK							
		Depreciation Written Back	($3,373,301)	$0		$0	$0	$0	($4,497,915)
		Profit on Sale of Assets Written Back	$0	$0		$0	$0	$0	$0
		Loss on Sale of Assets Written Back	$0	$0		$0	$0	$0	$0
		Movement in Springhaven Lodge Bonds Reserve Bank Account	$0	($1,750,000)		($1,750,000)	$0	$0	$0
		Movement in Doubtful Debts	$0	$0		$0	$0	$0	($2,000)
		Sub Total - DEPRECIATION WRITTEN BACK	($3,373,301)	($1,750,000)		($1,750,000)	$0	$0	($4,499,915)
		Total - NON CASH ITEMS	($3,373,301)	($1,750,000)		($1,750,000)	$0	$0	($4,499,915)

ACCOUNT	JOB		YEAR TO DATE 31 MARCH 2024 Budget	Actual	% of Annual Budget	ACTUAL 31 MARCH 2024 Income	Expense	ADOPTED BUDGET 2023-2024 Income	Expense
		FURNITURE AND EQUIPMENT							
		GOVERNANCE							
		CAPITAL EXPENDITURE							
C137		ICT Plan Implementation	$160,000	$1,376	0%	$0	$1,376	$0	$360,000
		Sub Total - CAPITAL WORKS	$160,000	$1,376		$0	$1,376	$0	$360,000
		Total - GOVERNANCE	$160,000	$1,376		$0	$1,376	$0	$360,000
		FURNITURE AND EQUIPMENT							
		HOUSING							
		EXPENDITURE							
C147		Springhaven - Furniture	$10,000	$0	0%	$0	$0	$0	$10,000
		Sub Total - CAPITAL WORKS	$10,000	$0		$0	$0	$0	$10,000
		Total - HOUSING	$10,000	$0		$0	$0	$0	$10,000
		FURNITURE AND EQUIPMENT							
		ECONOMIC SERVICES							
		CAPITAL EXPENDITURE							
C351		Black Cockatoo Cafe Furniture & Equipment	$0	$0		$0	$0	$0	$0
		Sub Total - CAPITAL WORKS	$0	$0		$0	$0	$0	$0
		Total - ECONOMIC SERVICES	$0	$0		**$0**	$0	$0	$0
		Total - FURNITURE AND EQUIPMENT	**$170,000**	**$1,376**		**$0**	**$1,376**	**$0**	**$370,000**

SHIRE OF KOJONUP

MONTHLY FINANCIAL REPORT

Details By function Under The Following Programme Titles
And Type Of Activities Within The Programme

ACCOUNT	JOB		YEAR TO DATE 31 MARCH 2024 Budget	YEAR TO DATE 31 MARCH 2024 Actual	% of Annual Budget	ACTUAL 31 MARCH 2024 Income	ACTUAL 31 MARCH 2024 Expense	ADOPTED BUDGET 2023-2024 Income	ADOPTED BUDGET 2023-2024 Expense
		LAND							
		COMMUNITY AMENITIES							
		CAPITAL EXPENDITURE							
C310		Subdivision Construction	$66,666	$34,423	34%	$0	$34,423	$0	$100,000
		Sub Total - CAPITAL WORKS	$66,666	$34,423		$0	$34,423	$0	$100,000
		Total- COMMUNITY AMENITIES	$66,666	$34,423		$0	$34,423	$0	$100,000
		Total - LAND	**$66,666**	**$34,423**		**$0**	**$34,423**	**$0**	**$100,000**

SHIRE OF KOJONUP

MONTHLY FINANCIAL REPORT

Details By function Under The Following Programme Titles
And Type Of Activities Within The Programme

ACCOUNT	JOB		YEAR TO DATE 31 MARCH 2024 Budget	Actual	% of Annual Budget	ACTUAL 31 MARCH 2024 Income	Expense	ADOPTED BUDGET 2023-2024 Income	Expense
		BUILDINGS							
		GOVERNANCE							
		EXPENDITURE							
C191		Office Building Capital Renewal	$16,000	$0	0%	$0	$0	$0	$20,000
		Sub Total - CAPITAL WORKS	$16,000	$0		$0	$0	$0	$20,000
		TOTAL - GOVERNANCE	$16,000	$0		$0	$0	$0	$20,000
		BUILDINGS							
		LAW ORDER AND PUBLIC SAFETY							
		EXPENDITURE							
C440		Cat Pound	$4,696	$6,588	140%	$0	$6,588	$0	$4,696
		Sub Total - CAPITAL WORKS	$4,696	$6,588		$0	$6,588	$0	$4,696
		TOTAL - LAW ORDER AND PUBLIC SAFETY	$4,696	$6,588		$0	$6,588	$0	$4,696
		BUILDINGS							
		EDUCATION & WELFARE							
		CAPITAL EXPENDITURE							
C441		Old School - Re-Roof	$100,000	$97,464	97%	$0	$97,464	$0	$100,000
		Sub Total - CAPITAL WORKS	$100,000	$97,464		$0	$97,464	$0	$100,000
		TOTAL - EDUCATION & WELFARE	$100,000	$97,464		$0	$97,464	$0	$100,000

SHIRE OF KOJONUP

MONTHLY FINANCIAL REPORT

Details By function Under The Following Programme Titles
And Type Of Activities Within The Programme

ACCOUNT	JOB		YEAR TO DATE 31 MARCH 2024 Budget	YEAR TO DATE 31 MARCH 2024 Actual	% of Annual Budget	ACTUAL 31 MARCH 2024 Income	ACTUAL 31 MARCH 2024 Expense	ADOPTED BUDGET 2023-2024 Income	ADOPTED BUDGET 2023-2024 Expense
		BUILDINGS - CAPITAL EXPENDITURE							
		HOUSING							
C157		CEO Residence - 15 Loton Close	$60,000	$131	0%	$0	$131	$0	$60,000
C140		Staff House - 34 Katanning Road	$120,000	$156,872	131%	$0	$156,872	$0	$120,000
C195		Springhaven - Building	$30,000	$0	0%	$0	$0	$0	$30,000
C313		Jean Sullivan Units	$10,000	$0	0%	$0	$0	$0	$10,000
C145		Loton Close Units	$10,000	$0	0%	$0	$0	$0	$10,000
		Sub Total - CAPITAL WORKS	$230,000	$157,003		$0	$157,003	$0	$230,000
		Total - HOUSING	$230,000	$157,003		$0	$157,003	$0	$230,000
		BUILDINGS							
		COMMUNITY AMENITIES							
		CAPITAL EXPENDITURE							
C442		Mens Shed - Construction of New	$750,000	$21,188	3%	$0	$21,188	$0	$750,000
		Sub Total - CAPITAL WORKS	$750,000	$21,188		$0	$21,188	$0	$750,000
		Total - COMMUNITY AMENITIES	$750,000	$21,188		$0	$21,188	$0	$750,000

SHIRE OF KOJONUP

MONTHLY FINANCIAL REPORT

Details By function Under The Following Programme Titles
And Type Of Activities Within The Programme

ACCOUNT	JOB		YEAR TO DATE 31 MARCH 2024 Budget	Actual	% of Annual Budget	ACTUAL 31 MARCH 2024 Income	Expense	ADOPTED BUDGET 2023-2024 Income	Expense
		BUILDINGS							
		RECREATION AND CULTURE							
		CAPITAL EXPENDITURE							
C198		Historic Buildings - Capital Improvement	$30,000	$0	0%	$0	$0	$0	$30,000
C199		Memorial hall/Theatrical/Harrison Place Toilets	$10,000	$0	0%	$0	$0	$0	$10,000
C408		Harrison Place Toilets & Park	$0	$0	0%	$0	$0	$0	$10,000
		Sub Total - CAPITAL WORKS	$50,000	$0		$0	$0	$0	$50,000
		Total - RECREATION AND CULTURE	$50,000	$0		$0	$0	$0	$50,000
		BUILDINGS							
		ECONOMIC SERVICES							
		CAPITAL EXPENDITURE							
C177		Kodja Place Capital Renewal	$20,000	$5,857	29%	$0	$5,857	$0	$20,000
		Sub Total - CAPITAL WORKS	$20,000	$5,857		$0	$5,857	$0	$20,000
		Total - ECONOMIC SERVICES	$20,000	$5,857		$0	$5,857	$0	$20,000
		Total - BUILDINGS	**$1,170,696**	**$288,100**		**$0**	**$288,100**	**$0**	**$1,174,696**

SHIRE OF KOJONUP

MONTHLY FINANCIAL REPORT

ACCOUNT	JOB	Details By function Under The Following Programme Titles And Type Of Activities Within The Programme	YEAR TO DATE 31 MARCH 2024 Budget	 Actual	% of Annual Budget	ACTUAL 31 MARCH 2024 Income	 Expense	ADOPTED BUDGET 2023-2024 Income	 Expense
		PLANT AND EQUIPMENT							
		TRANSPORT							
		CAPITAL EXPENDITURE							
7604		Major Plant Purchases	$0	$148,595	0%	$0	$148,595	$0	$0
C162		Major Plant Repairs	$0	$0		$0	$0	$0	$0
		Sub Total - CAPITAL WORKS	$0	$148,595		$0	$148,595	$0	$0
		Total - TRANSPORT	$0	$148,595		**$0**	$148,595	$0	$0
		Total - PLANT AND EQUIPMENT	**$0**	**$148,595**		**$0**	**$148,595**	**$0**	**$0**

SHIRE OF KOJONUP

MONTHLY FINANCIAL REPORT

ACCOUNT	JOB	Details By function Under The Following Programme Titles And Type Of Activities Within The Programme	YEAR TO DATE 31 MARCH 2024 Budget	Actual	% of Annual Budget	ACTUAL 31 MARCH 2024 Income	Expense	ADOPTED BUDGET 2023-2024 Income	Expense
		INFRASTRUCTURE ASSETS - ROAD RESERVES							
		CAPITAL EXPENDITURE							
Roads to Recovery Projects									
CJ453		Seal - Balgarup Road	$150,000	$150,507	100%	$0	$150,507	$0	$150,000
C500		Tone Road - RTR	$100,000	$2,419	2%	$0	$2,419	$0	$100,000
C501		Ballock Road - RTR	$70,000	$33,011	47%	$0	$33,011	$0	$70,000
C502		Woodenup Road - RTR	$30,000	$49,864	166%	$0	$49,864	$0	$30,000
C503		Boilup Road - RTR	$0	$5,561	19%	$0	$5,561	$0	$30,000
C504		Hubbe Road - RTR	$26,250	$37,939	72%	$0	$37,939	$0	$52,500
RRG Projects									
C417		Widening - Shamrock Road	$660,000	$123,560	19%	$0	$123,560	$0	$660,000
C436		Widening - Shamrock Road (2021/2022 Project)	$0	$12	0%	$0	$12	$0	$0
C319		Bitumen Reseal - Kojonup-Frankland Road	$150,000	$182,632	122%	$0	$182,632	$0	$150,000
C320		Bitumen Reseal - Kojonup Darkan Road	$553,000	$153,052	28%	$0	$153,052	$0	$553,000
C321		Bitumen Reseal - Broomehill-Kojonup Road	$150,000	$175,395	117%	$0	$175,395	$0	$150,000
C461		Kojonup Darkan Shoulder Seal	$0	$0		$0	$0	$0	$0
C463		Kojonup Darkan Shoulder Blackspot	$669,000	$1,293,127	193%	$0	$1,293,127	$0	$669,000
Commodity Route Projects									
C172		Seal - Riverdale Road	$272,580	$75,048	18%	$0	$75,048	$0	$413,000
Municipal Fund Projects									
CJ464		Kojonup - Darkan Pavement Failure Repairs	$0	$636,849	0%	$0	$636,849	$0	$0
		Sub Total - CAPITAL WORKS	$2,830,830	$2,944,050		$0	$2,944,050	$0	$3,027,500
		Total - ROADS	$2,830,830	$2,944,050		$0	$2,944,050	$0	$3,027,500

SHIRE OF KOJONUP

MONTHLY FINANCIAL REPORT

ACCOUNT	JOB	Details By function Under The Following Programme Titles And Type Of Activities Within The Programme	YEAR TO DATE 31 MARCH 2024 Budget	YEAR TO DATE 31 MARCH 2024 Actual	% of Annual Budget	ACTUAL 31 MARCH 2024 Income	ACTUAL 31 MARCH 2024 Expense	ADOPTED BUDGET 2023-2024 Income	ADOPTED BUDGET 2023-2024 Expense
		Total - INFRASTRUCTURE ASSETS ROAD RESERVES	**$2,830,830**	**$2,944,050**		**$0**	**$2,944,050**	**$0**	**$3,027,500**
		INFRASTRUCTURE - FOOTPATHS							
C174		Footpath - Soldier Rd	$125,000	$32,509	13%	$0	$32,509	$0	$250,000
		Sub Total - CAPITAL WORKS	$125,000	$32,509		$0	$32,509	$0	$250,000
		Total - INFRASTRUCTURE ASSETS FOOTPATHS	**$125,000**	**$32,509**		**$0**	**$32,509**	**$0**	**$250,000**
		INFRASTRUCTURE - PARKS - CAPITAL EXPENDITURE							
		RECREATION & CULTURE							
C357		Apex Park Playground	$34,000	$0	0%	$0	$0	$0	$34,000
C274		Sporting Complex - Netball Court Project	$88,000	$23,855	27%	$0	$23,855	$0	$88,000
C443		Showgrounds Retaining Wall	$6,000	$6,000	100%	$0	$6,000	$0	$6,000
C411		Sporting Complex - Playground & Outdoor Gym	$0	$7,728	0%	$0	$7,728	$0	$0
C448		Trails Hub Construction	$40,000	$0	0%	$0	$0	$0	$40,000
		Sub-Total - CAPITAL WORKS	$168,000	$37,583		$0	$37,583	$0	$168,000
		Total - RECREATION & CULTURE	**$168,000**	**$37,583**		$0	$37,583	$0	$168,000
		Total - INFRASTRUCTURE PARKS	**$168,000**	**$37,583**		**$0**	**$37,583**	**$0**	**$168,000**

SHIRE OF KOJONUP

MONTHLY FINANCIAL REPORT

Details By function Under The Following Programme Titles
And Type Of Activities Within The Programme

ACCOUNT	JOB		YEAR TO DATE 31 MARCH 2024 Budget	YEAR TO DATE 31 MARCH 2024 Actual	% of Annual Budget	ACTUAL 31 MARCH 2024 Income	ACTUAL 31 MARCH 2024 Expense	ADOPTED BUDGET 2023-2024 Income	ADOPTED BUDGET 2023-2024 Expense
		OTHER INFRASTRUCTURE - CAPITAL EXPENDITURE							
		LAW, ORDER & PUBLIC SAFETY							
C138		Bushfire Repeater Tower	$350,000	$162,620	46%	$0	$162,620	$0	$350,000
2885		CCTV Capital Expenditure	$176,220	$0		$0	$0	$0	$267,000
		Sub-Total - CAPITAL WORKS	$526,220	$162,620		$0	$162,620	**$0**	**$617,000**
		Total - LAW, ORDER & PUBLIC SAFETY	**$526,220**	**$162,620**		**$0**	**$162,620**	**$0**	**$617,000**
		OTHER INFRASTRUCTURE - CAPITAL EXPENDITURE							
		COMMUNITY AMENITIES							
		CAPITAL EXPENDITURE							
C355		Town Furniture	$39,171	$20,808	53%	$0	$20,808	$0	$39,171
C407		Refuse Site Develpoment	$0	$2,780	3%	$0	$2,780	$0	$98,250
		Sub Total - CAPITAL WORKS	$39,171	$23,587		$0	$23,587	$0	$137,421
		Total - OTHER COMMUNITY AMENITIES	**$39,171**	**$23,587**		**$0**	**$23,587**	**$0**	**$137,421**
		OTHER INFRASTRUCTURE - CAPITAL EXPENDITURE							
		RECREATION & CULTURE							
C444		Sporting Complex - Hall of Fame Signage	$0	$2,368	30%	$0	$2,368	$0	$8,000
		Sub Total - CAPITAL WORKS	$0	$2,368		$0	$2,368	$0	$8,000
		Total - OTHER RECREATION	**$0**	**$2,368**		**$0**	**$2,368**	**$0**	**$8,000**

SHIRE OF KOJONUP

MONTHLY FINANCIAL REPORT

Details By function Under The Following Programme Titles
And Type Of Activities Within The Programme

ACCOUNT	JOB		YEAR TO DATE 31 MARCH 2024 Budget	YEAR TO DATE 31 MARCH 2024 Actual	% of Annual Budget	ACTUAL 31 MARCH 2024 Income	ACTUAL 31 MARCH 2024 Expense	ADOPTED BUDGET 2023-2024 Income	ADOPTED BUDGET 2023-2024 Expense
		OTHER INFRASTRUCTURE - CAPITAL EXPENDITURE							
		ECONOMIC SERVICES							
C054		Promotional Signage at Airstrip	$0	$0	0%	$0	$0	$0	$30,000
CJ457		EV Charging Station	$125,000	$139,333	56%	$0	$139,333	$0	$250,000
		Sub Total - CAPITAL WORKS	$125,000	$139,333		$0	$139,333	$0	$280,000
		Total - ECONOMIC SERVICES	$125,000	$139,333		**$0**	**$139,333**	**$0**	**$280,000**
		OTHER INFRASTRUCTURE - CAPITAL EXPENDITURE							
		OTHER PROPERTY & SERVICES							
C458		Radios - Communication	$30,000	$0	0%	$0	$0	$0	$30,000
C459		Traffic Counters	$0	$0	0%	$0	$0	$0	$0
		Sub Total - CAPITAL WORKS	$30,000	$0		$0	$0	$0	$30,000
		Total - OTHER PROPERTY & SERVICES	**$30,000**	**$0**		$0	$0	$0	$30,000
		Total - INFRASTRUCTURE ASSETS - OTHER	**$720,391**	**$327,909**	**$0**	**$0**	**$327,909**	**$0**	**$1,072,421**
		GRAND TOTALS	**($323,364)**	**($2,057,881)**		**($15,144,043)**	**$13,086,162**	**($16,835,532)**	**$16,835,072**

MONTHLY FINANCIAL REPORT

30 April 2024

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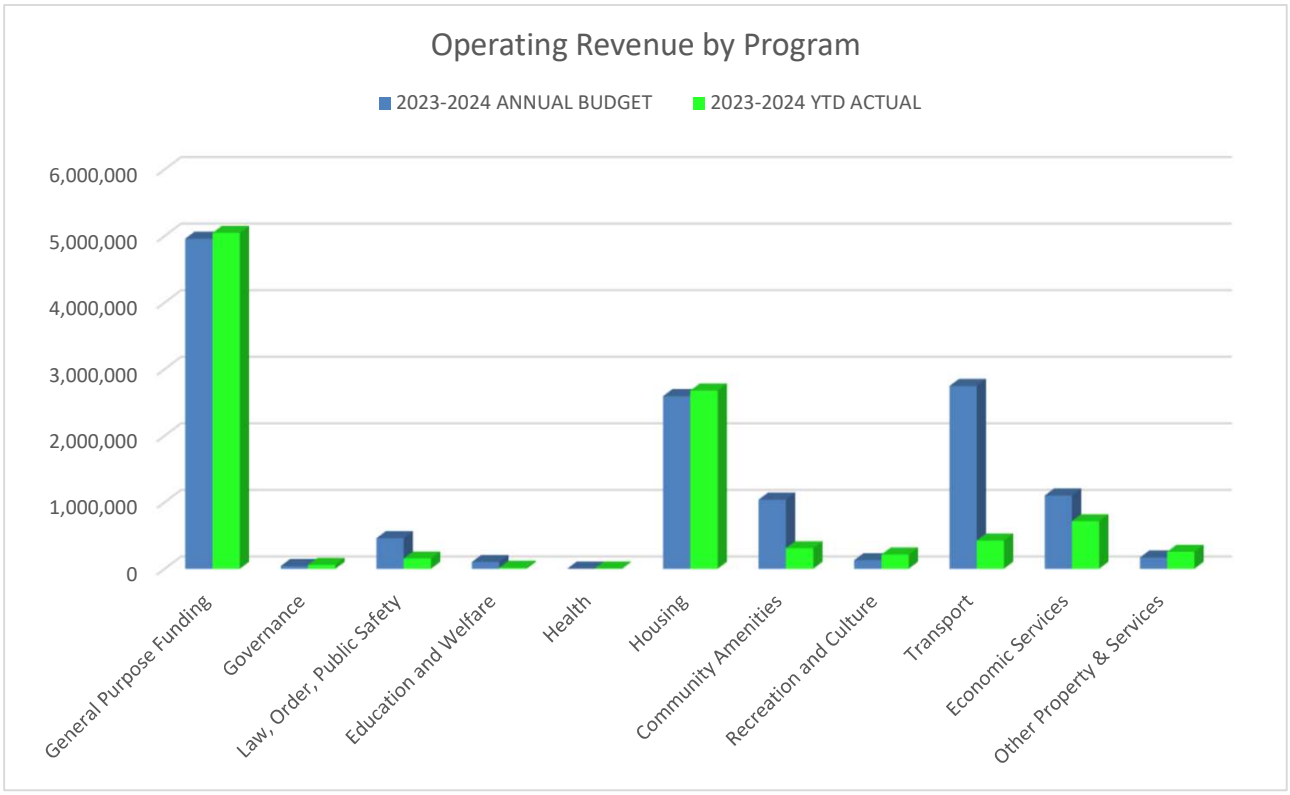
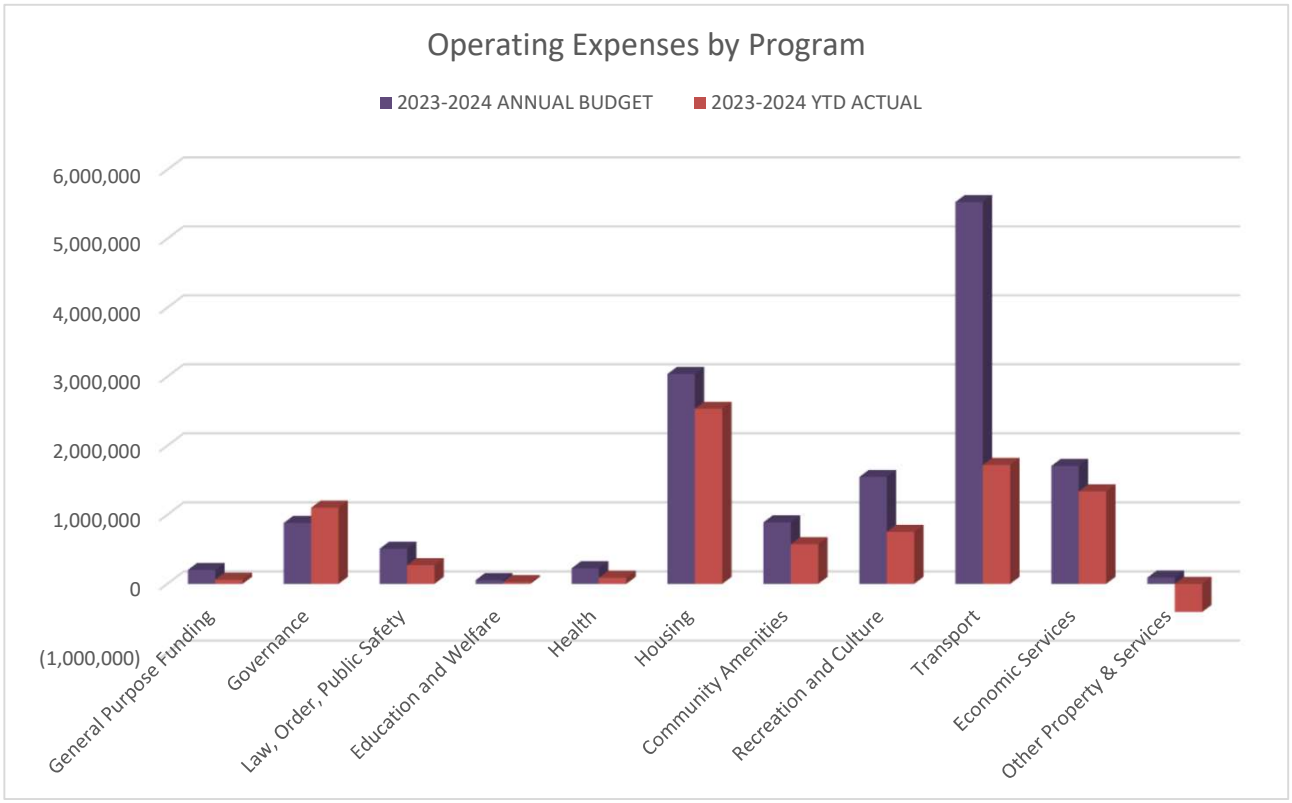
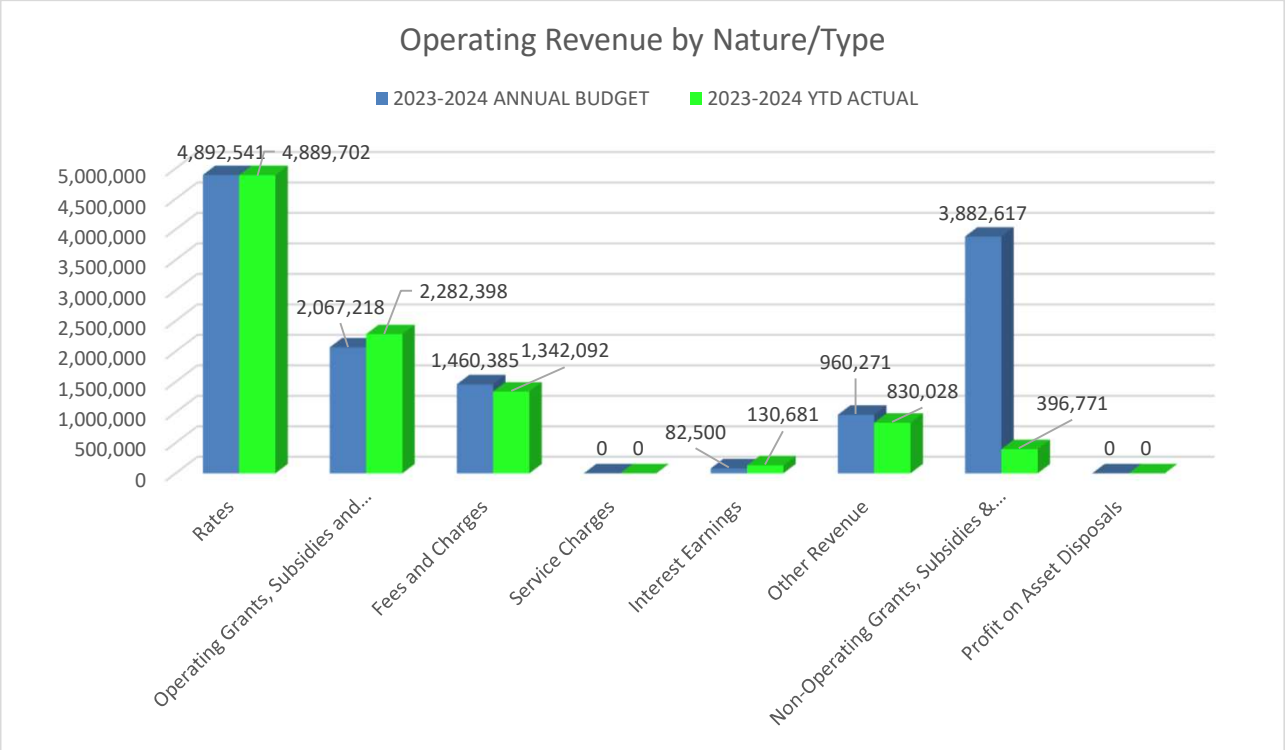
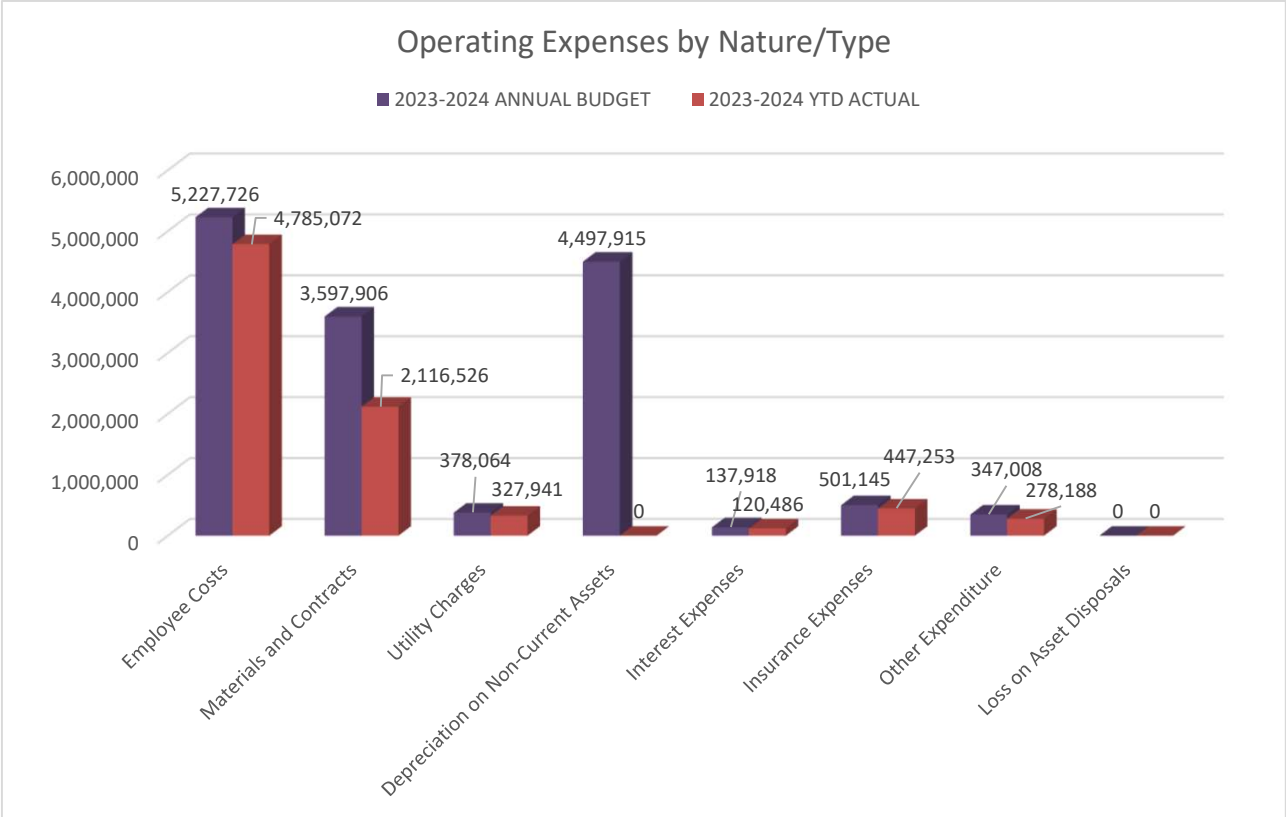
SHIRE OF KOJONUP
EXECUTIVE SUMMARY
FOR THE PERIOD ENDING 30 April 2024



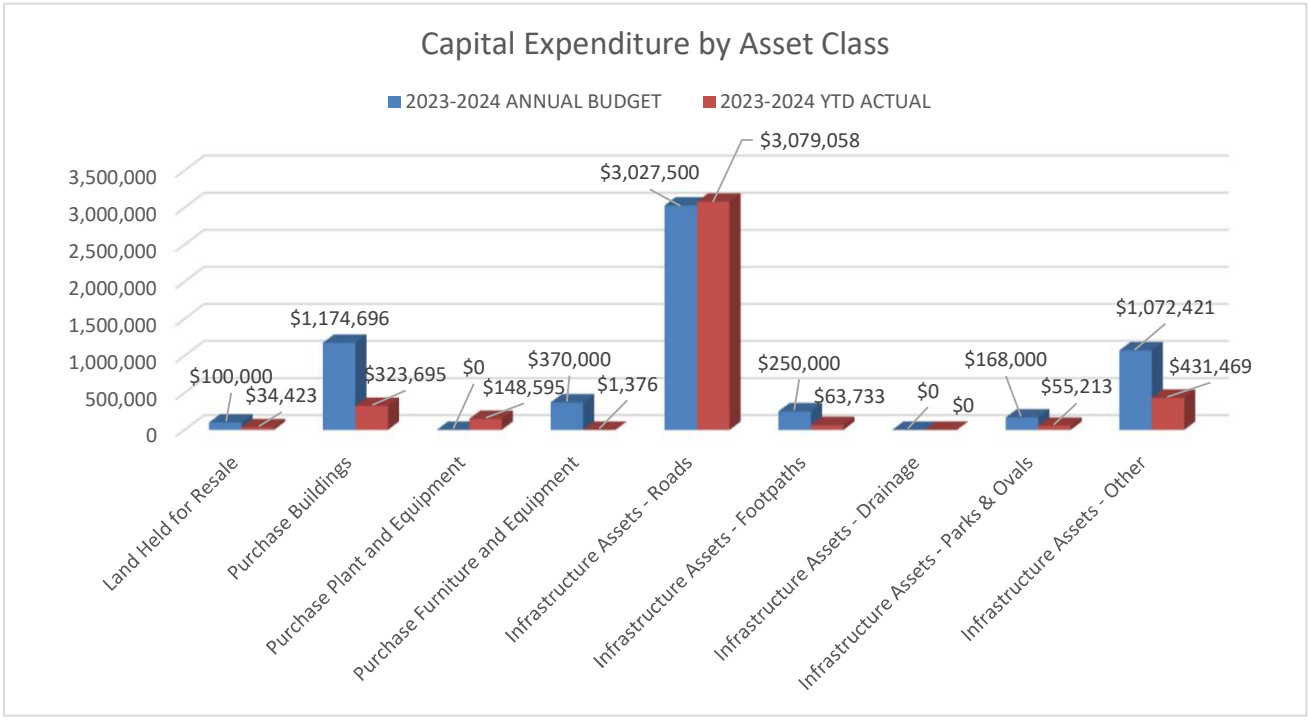


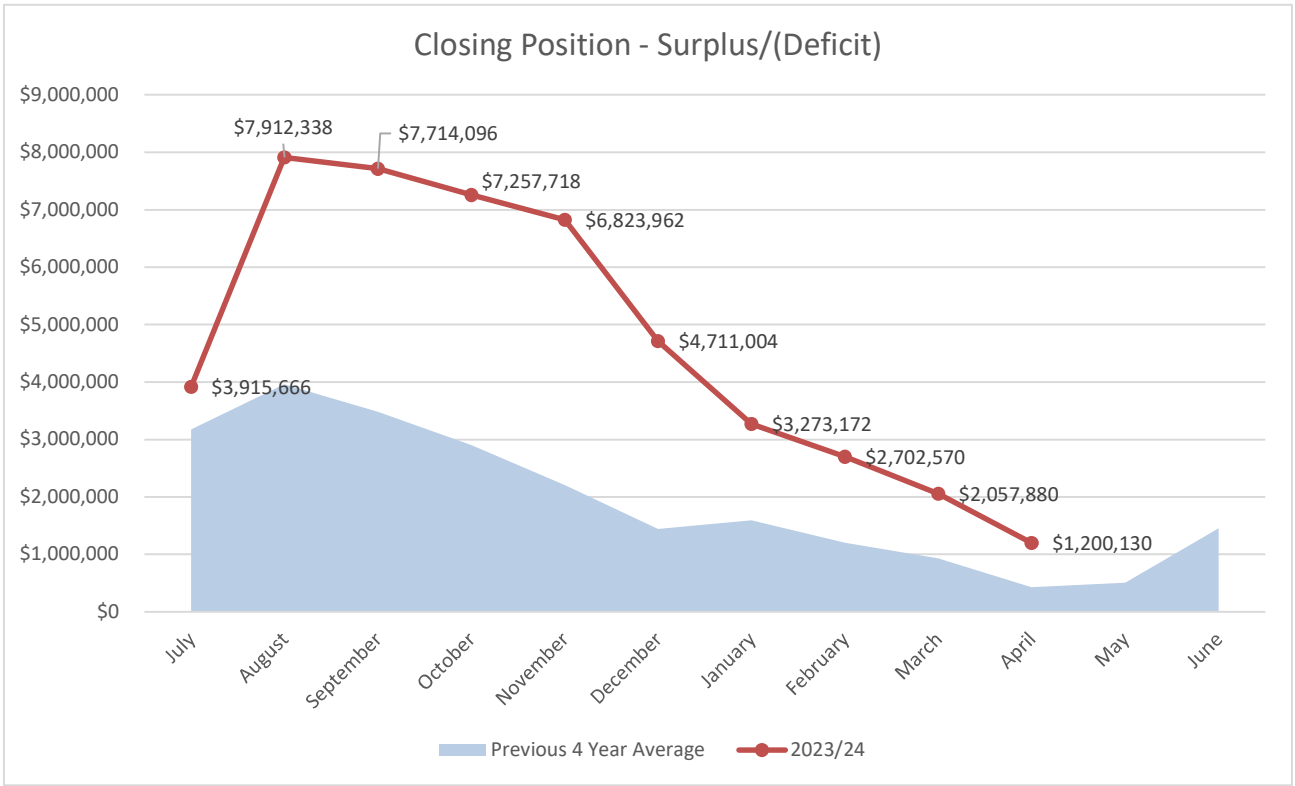
SHIRE OF KOJONUP
EXECUTIVE SUMMARY
FOR THE PERIOD ENDING 30 April 2024





SHIRE OF KOJONUP
EXECUTIVE SUMMARY
FOR THE PERIOD ENDING 30 April 2024





SHIRE OF KOJONUP
STATEMENT OF COMPREHENSIVE INCOME
FOR THE PERIOD ENDING 30 April 2024

	2023-2024 ANNUAL BUDGET	2023-2024 YTD BUDGET	2023-2024 YTD ACTUAL	VARIANCE
EXPENDITURE (Exluding Finance Costs)	$	$	$	
General Purpose Funding	(201,589)	(103,629)	(60,237)	-42%
Governance	(882,169)	(712,039)	(1,102,793)	55%
Law, Order, Public Safety	(508,738)	(441,936)	(268,483)	-39%
Education and Welfare	(54,217)	(45,964)	(25,836)	-44%
Health	(223,335)	(186,486)	(86,170)	-54%
Housing	(2,998,870)	(2,516,628)	(2,494,280)	-1%
Community Amenities	(890,212)	(757,205)	(574,705)	-24%
Recreation and Culture	(1,477,206)	(1,242,677)	(692,318)	-44%
Transport	(5,528,909)	(4,612,681)	(1,718,857)	-63%
Economic Services	(1,693,750)	(1,422,726)	(1,338,190)	-6%
Other Property and Services	(90,769)	(89,764)	406,890	-553%
Operating Expenses	(14,549,764)	(12,131,735)	(7,954,980)	
REVENUE				
General Purpose Funding	4,959,041	4,952,473	5,046,107	2%
Governance	41,840	34,050	58,533	72%
Law, Order, Public Safety	187,550	163,240	39,904	-76%
Education and Welfare	2,750	2,292	15,116	560%
Health	4,600	3,833	4,187	9%
Housing	2,593,420	2,161,097	932,770	-57%
Community Amenities	298,945	293,694	308,648	5%
Recreation and Culture	85,220	52,816	199,503	278%
Transport	221,791	571,791	234,668	-59%
Economic Services	898,250	748,512	714,885	-4%
Other Property & Services	169,508	141,251	255,126	81%
Operating Revenue	9,462,915	9,125,048	7,809,447	
Sub-total	(5,086,849)	(3,006,687)	(145,533)	
FINANCE COSTS (INTEREST)				
Law & Order	(9,038)		(10,448)	
Health	(1,952)	(1,952)	(1,952)	0%
Housing	(40,957)	(33,970)	(39,621)	17%
Recreation & Culture	(70,559)	(58,353)	(59,659)	2%
Transport	(1,875)	(1,875)	(1,875)	0%
Economic Services	(13,537)	0	(6,931)	0%
Total Finance Costs	(137,918)	(96,150)	(120,486)	
NON-OPERATING REVENUE				
Law, Order & Public Safety	271,696	4,696	113,650	2320%
Education & Welfare	100,000	100,000	0	-100%
Housing	0	0	1,744,749	0%
Community Amenities	739,833	739,833	0	-100%
Recreation & Culture	44,411	44,411	14,486	-67%
Transport	2,524,266	1,583,900	189,340	-88%
Economic Services	202,411	0	0	0%
Other Property & Services	0	0	0	
Total Non-Operating Revenue	3,882,617	2,472,840	2,062,225	
PROFIT/(LOSS) ON SALE OF ASSETS				
Governance Loss	0		0	
Housing - Loss	0	0	0	0%
Other Property & Services - Loss	0	0	0	0%
Other Property & Services - Profit	0	0	0	0%
Total Profit/(Loss)	0	0	0	
NET RESULT	(1,342,150)	(629,997)	1,796,206	
Changes in Revaluation Surplus			0	
TOTAL COMPREHENSIVE INCOME	**(1,342,150)**	**(629,997)**	**1,796,206**	

"Traffic Lights" Colour Coding:

For the purposes of identifying "material variances" under Local Government (Financial Management) Regulation 34, the Council has defined a formula in Council Policy 2.1.6 (see also Variance Report in these Statements).

To simplify this reporting, a traffic light system is used in the variance column of the Statement of Comprehensive Income and the Rate Setting Statement, as follows:

Revenue:

Green = Actual Revenue is greater than Year-to-Date budgeted revenue

Red = Variance between Actual Revenue and Year-to-Date budget is greater than 10% (lower)

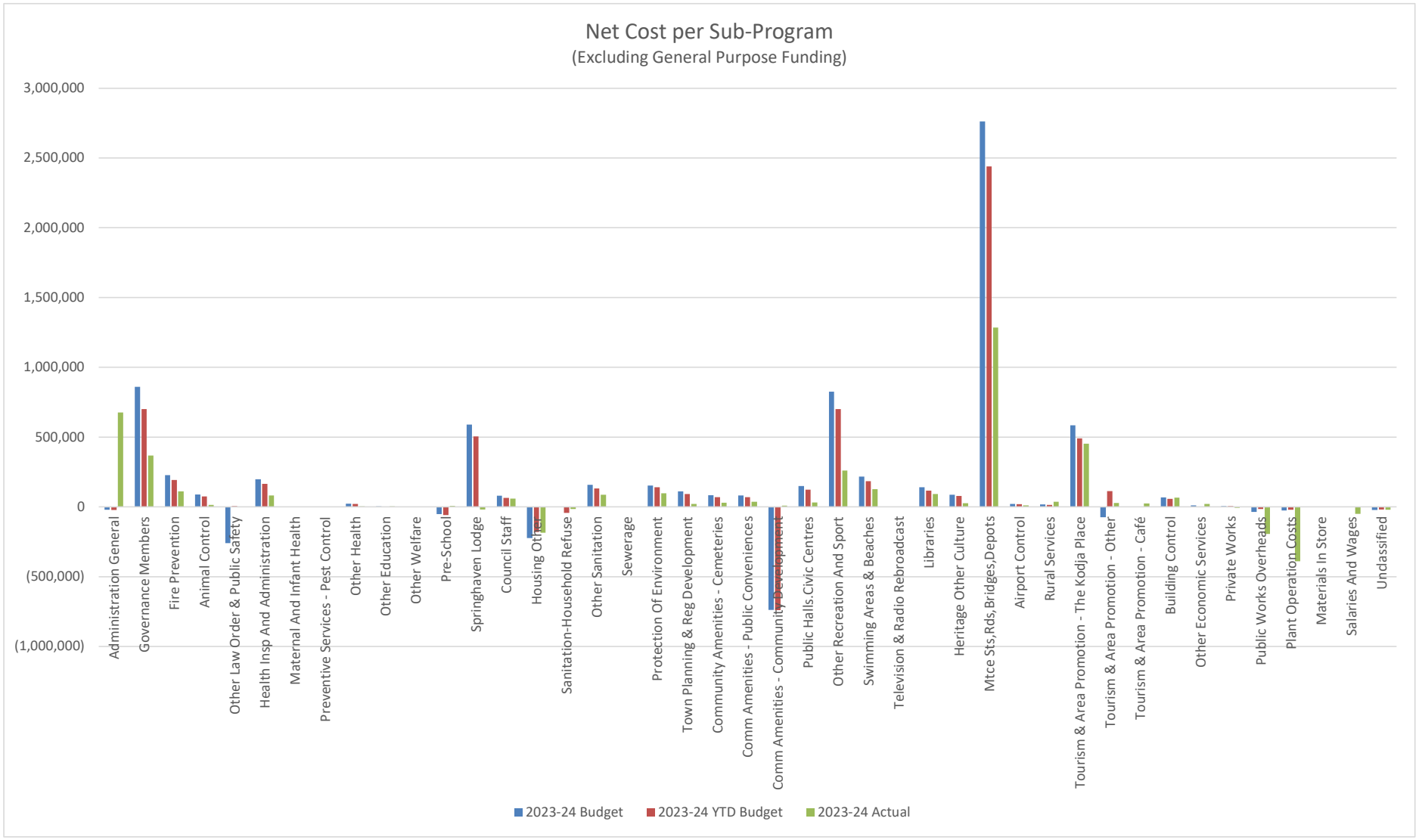
Expenditure:

Green = Actual Expenditure is less than Year-to-Date budgeted expenditure

Red = Variance between Actual Expenditure and Year-to-Date budget is greater than 10% (higher)

SHIRE OF KOJONUP
STATEMENT OF COMPREHENSIVE INCOME
BY NATURE/TYPE
FOR THE PERIOD ENDING 30 April 2024

	2023-2024 ANNUAL BUDGET	2023-2024 YTD BUDGET	2023-2024 YTD ACTUAL
Expenses			
Employee Costs	(5,227,726)	(4,357,759)	(4,785,072)
Materials and Contracts	(3,597,906)	(2,919,481)	(2,116,526)
Utility Charges	(378,064)	(315,086)	(327,941)
Depreciation on Non-Current Assets	(4,497,915)	(3,748,113)	0
Interest Expenses	(137,918)	(105,188)	(120,486)
Insurance Expenses	(501,145)	(499,329)	(447,253)
Other Expenditure	(347,008)	(282,930)	(278,188)
	(14,687,682)	(12,227,885)	(8,075,466)
Revenue			
Rates	4,892,541	4,892,546	4,889,702
Operating Grants, Subsidies and Contributions	2,067,218	1,747,041	2,282,398
Fees and Charges	1,460,385	1,260,289	1,342,092
Service Charges	0	0	0
Interest Earnings	82,500	71,792	130,681
Other Revenue	960,271	793,379	830,028
	9,462,915	8,765,048	9,474,901
	(5,224,767)	(3,462,837)	1,399,435
Non-Operating Grants, Subsidies & Contributions	3,882,617	2,832,840	396,771
Fair Value Adjustments to financial assets at fair value through profit/loss	0	0	0
Profit on Asset Disposals	0	0	0
Loss on Asset Disposals	0	0	0
	3,882,617	2,832,840	396,771
Net Result	**(1,342,150)**	**(629,997)**	**1,796,206**
Other Comprehensive Income			
Changes on revaluation of non-current assets	0	0	0
Total Other Comprehensive Income	0	0	0
TOTAL COMPREHENSIVE INCOME	**(1,342,150)**	**(629,997)**	**1,796,206**


Net Cost per Sub-Program
(Excluding General Purpose Funding)
3,000,000
2,500,000
2,000,000
1,500,000
1,000,000
500,000
0
(500,000)
(1,000,000)
Administration General
Governance Members
Fire Prevention
Animal Control
Other Law Order & Public Safety
Health Insp And Administration
Maternal And Infant Health
Preventive Services - Pest Control
Other Health
Other Education
Other Welfare
Pre-School
Springhaven Lodge
Council Staff
Housing Other
Sanitation-Household Refuse
Other Sanitation
Sewerage
Protection Of Environment
Town Planning & Reg Development
Community Amenities - Cemeteries
Comm Amenities - Public Conveniences
Comm Amenities - Community Development
Public Halls.Civic Centres
Other Recreation And Sport
Swimming Areas & Beaches
Television & Radio Rebroadcast
Libraries
Heritage Other Culture
Mtce Sts,Rds,Bridges,Depots
Airport Control
Rural Services
Tourism & Area Promotion - The Kodja Place
Tourism & Area Promotion - Other
Tourism & Area Promotion - Café
Building Control
Other Economic Services
Private Works
Public Works Overheads
Plant Operation Costs
Materials In Store
Salaries And Wages
Undassified
2023-24 Budget
2023-24 YTD Budget
2023-24 Actual

SHIRE OF KOJONUP
STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDING 30 April 2024

	Note	2022-23 ACTUAL $	2023-24 ACTUAL $	Variance $
Current assets				
Unrestricted Cash & Cash Equivalents		3,015,335	3,295,314	279,978
Restricted Cash & Cash Equivalents		3,003,938	4,791,685	1,787,747
Trade and other receivables		2,305,520	255,077	-2,050,443
ATO Receivables		0	124,540	124,540
Contract Assets		12,760	12,760	0
Inventories		15,878	73,730	57,852
Land Held for Resale		169,861	204,283	34,423
Total current assets		**8,523,292**	**8,757,388**	234,097
Non-current assets				
Trade and other receivables		110,473	110,473	0
LG House Unit Trust		101,862	101,862	0
Land Held for Resale		0	0	0
Land		2,281,424	2,281,424	0
Buildings		26,963,384	27,287,080	323,695
Furniture & Equipment		356,922	358,297	1,376
Plant & Equipment		3,965,701	4,064,796	99,095
Tools		797	797	0
Roads Infrastructure		93,153,303	96,232,362	3,079,058
Kerbing Infrastructure		2,684,095	2,684,095	0
Drainage Infrastructure		11,518,902	11,518,902	0
Bridges Infrastructure		5,793,354	5,793,354	0
Footpaths Infrastructure		1,110,450	1,174,183	63,733
Parks Infrastructure		2,469,820	2,525,033	55,213
Other Infrastructure		5,898,884	6,330,353	431,469
Total non-current assets		**156,409,372**	**160,463,012**	4,053,640
Total assets		**164,932,664**	**169,220,401**	4,287,737
Current liabilities				
Trade and other payables		2,433,002	4,681,148	-2,248,146
ATO Liabilities		153,272	3,876	149,397
Contracts Liability		819,547	1,598,261	-778,714
Interest-bearing loans and borrowings		447,038	61,106	385,932
Provisions		786,161	786,161	0
Total current liabilities		**4,639,020**	**7,130,551**	-2,491,531
Non-current liabilities				
Interest-bearing loans and borrowings		4,988,863	4,988,863	0
Non-Current Payables		0	0	0
Provisions		176,707	176,707	0
Total non-current liabilities		**5,165,569**	**5,165,569**	0
Total liabilities		**9,804,589**	**12,296,120**	-2,491,531
Net assets		**155,128,074**	**156,924,280**	1,796,206
Equity				
Retained surplus		71,068,011	69,280,264	-1,787,747
Net Result		0	1,796,206	1,796,206
Reserve - asset revaluation		81,056,126	81,056,126	0
Reserve - Cash backed		3,003,938	4,791,685	1,787,747
Total equity		**155,128,074**	**156,924,280**	1,796,206

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

SHIRE OF KOJONUP
STATEMENT OF FINANCIAL ACTIVITY BY NATURE
FOR THE PERIOD ENDING 30 April 2024

	2023-2024 ANNUAL BUDGET	2023-2024 YTD BUDGET (a)	2023-2024 YTD ACTUAL (b)	MATERIAL $ (b)-(a)	MATERIAL % (b)-(a)/(a)	VAR
OPERATING REVENUE	**$**	**$**	**$**			
Rates	4,892,541	4,892,546	4,889,702	Within Threshold	Within Threshold	
Operating Grants and Subsidies	2,067,218	1,747,041	2,282,398	535,357	30.64%	▲
Fees and Charges	1,460,385	1,260,289	1,342,092	81,803	Within Threshold	
Interest Earnings	82,500	71,792	130,681	58,889	82.03%	▲
Profit on Asset Disposal	0	0	0	Within Threshold	0.00%	
Other Revenue	960,271	793,379	830,028	36,649	Within Threshold	
	9,462,915	**8,765,048**	**9,474,901**			
LESS OPERATING EXPENDITURE						
Employee Costs	(5,227,726)	(4,357,759)	(4,785,072)	(427,313)	Within Threshold	
Materials & Contracts	(3,597,906)	(2,919,481)	(2,110,117)	809,364	27.72%	▲
Utilities	(378,064)	(315,086)	(327,941)	(12,854)	Within Threshold	
Depreciation on Non-Current Assets	(4,497,915)	(3,748,113)	0	3,748,113	100.00%	▲
Interest Expense	(137,918)	(105,188)	(120,486)	(15,298)	(14.54%)	▼
Insurances	(501,145)	(499,329)	(447,253)	52,075	10.43%	▲
Loss on Asset Disposal	0	0	0	Within Threshold	0.00%	
Other Expenditure	(347,008)	(282,930)	(284,597)	Within Threshold	Within Threshold	
	(14,687,682)	**(12,227,886)**	**(8,075,466)**			
Increase(Decrease)	**(5,224,767)**	**(3,462,837)**	**1,399,435**			
ADD						
Movement in Springhaven Bonds	0	0	1,750,000	1,750,000	0.00%	
Profit on the disposal of assets	0	0	0	Within Threshold	0.00%	
Loss on the disposal of assets	0	0	0	Within Threshold	0.00%	
Depreciation Written Back	4,497,915	3,748,113	0	(3,748,113)	(100.00%)	▼
	4,499,915	**3,748,113**	**1,750,000**			
Sub Total	**(724,852)**	**285,276**	**3,149,435**			
INVESTING ACTIVITIES					0.00%	
Land Held for Resale	(100,000)	(100,000)	(34,423)	65,577	65.58%	
Purchase Buildings	(1,174,696)	(1,174,696)	(323,695)	851,001	72.44%	
Purchase Plant and Equipment	0	0	(148,595)	(148,595)	0.00%	
Purchase Furniture and Equipment	(370,000)	(170,000)	(1,376)	168,624	99.19%	
Infrastructure Assets - Roads	(3,027,500)	(2,984,375)	(3,079,058)	(94,683)	Within Threshold	
Infrastructure Assets - Footpaths	(250,000)	(250,000)	(63,733)	186,267	74.51%	
Infrastructure Assets - Drainage	0	0	0	Within Threshold	0.00%	
Infrastructure Assets - Parks & Ovals	(168,000)	(168,000)	(55,213)	112,787	67.13%	
Infrastructure Assets - Other	(1,072,421)	(873,671)	(431,469)	442,202	50.61%	
Proceeds from Sale of Assets	0	0	49,500	49,500	0.00%	
Contributions for the Development of Assets	3,882,617	2,832,840	396,771	(2,436,069)	(85.99%)	▼
	(2,280,000)	**(2,887,902)**	**(3,691,292)**			
FINANCING ACTIVITIES						
Repayment of Debt - Loan Principal	(447,119)	(385,894)	(385,932)	Within Threshold	Within Threshold	
Transfer from Reserves	0	0	0	Within Threshold	0.00%	
Transfer to Reserves	(37,569)	(334)	(1,787,747)	(1,787,413)	(535575.94%)	
	(484,688)	**(386,228)**	**(2,173,679)**			
Plus Rounding						
Sub Total	**(3,489,540)**	**(2,988,854)**	**(2,715,536)**			
FUNDING FROM						
Estimated Opening Surplus at 1 July	3,490,000	3,490,000	3,915,666	425,666	12.20%	▲
Closing Funds	0	0	0			
	3,490,000	**3,490,000**	**3,915,666**			
NET SURPLUS/(DEFICIT)	**460**	**501,146**	**1,200,130**			

SHIRE OF KOJONUP
SUMMARISED NET CURRENT POSITION
FOR THE PERIOD ENDING 30 April 2024

	ACTUAL 30 JUNE 2023	ACTUAL YTD
Cash - Unrestricted	$3,015,335	$3,295,314
Cash - Restricted General	$0	$0
Cash - Restricted Reserves	$3,003,938	$4,791,685
Accounts Receivable - Rates	$368,450	$572,788
Accounts Receivable - Sundry	$1,854,722	($317,710)
GST Receivable	($70,924)	$124,540
Contract Assets	$12,760	$12,760
Inventories	$15,878	$73,730
Land held for Resale	$169,861	$204,283
Loans - Clubs	**$0**	$0
CURRENT ASSETS	**$8,370,019**	**$8,757,388**
LESS: CURRENT LIABILITIES		
Payables	($451,202)	($516,187)
ATO Liabilities	($10,949)	($447,986)
Unspent Grant Liabilities	($819,547)	($1,598,261)
Employee Provisions	($786,161)	($786,161)
Accrued Interest on Loans	($25,851)	($25,851)
Interest Bearing Loans	($447,038)	($61,106)
Springhaven Accommodation Bonds	($1,945,000)	($3,695,000)
CURRENT LIABILITIES	($4,485,748)	($7,130,551)
LESS: EXCLUSIONS		
Cash - Restricted Reserves	($3,003,938)	($4,791,685)
Cash - Restricted Cash	$0	$0
Interest Bearing Loans	$447,038	$61,106
Self Supporting Loan Debtors	$0	$0
Less Land held for Resale	($169,861)	($204,283)
Less Provision for Doubtful Debts	$1,142	$1,142
Add back Cash backed LSL Provision		
Add Back Springhaven Bonds	$1,945,000	$3,695,000
Add Back Accrued Interest on Loans	$25,851	$25,851
Add: Current liabilities not expected to be cleared at end of year	$786,161	$786,161
Roundings	$1	$1
NET CURRENT POSITION - SURPLUS/(DEFICIT)	**$3,915,666**	**$1,200,130**

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDING 30 April 2024

EXPLANATION OF MATERIAL VARIANCES

The Local Government (Financial Management) Regulation 34 (2) (b) requires 'an explanation of each of the material variances' identified within the Rate Setting Statement (from the adopted Budget) for each months financial statements. The information contained within the 'Statement of Financial Acitivity' on page 4 of these financial statements contains all of the information provided within the 'Rate Setting Statement' and therefore any material variances on these pages will be reported below.

Defining a 'Material Variance'

The Local Government (Financial Management) Regulation 34 (5) states that "Each financial year, a local government is to adopt a percentage or value, calculated in accordance with AAS5, to be used in statements of financial activity for reporting material variances." The Shire's policy 2.1.6, 'Material Variances' states:

For the purposes of identifying “material variances” under Local Government (Financial Management) Regulation 34, the following formula shall be used:

$$\frac{\text{Year-to-Date Actual}}{\text{Year-to-Date Budget}} - 100\%$$

Material variances to be reported when exceeding 10%, and a minimum of $10,000, of the items contained within the Statement of Financial Activity.

REPORTING AREA	YTD BUDGET	YTD ACTUAL	VARIANCE $	VARIANCE %	TIMING / PERMANENT	EXPLANATION
Operating Revenue						
Operating Grants	1,747,041	2,282,398	535,357	31%	PERMANENT/ TIMING	Increase general purpose grant $29k and local road grant $32k received. Decrease in BRPC grant of $73k, Increase in Kindy Cafe grant $12k, Increase in Springhaven personal care subsidy of $125k, Increase in Rail trail grant $4k, Decrease in MRWA direct grant of $14k, Increase in Traineeship Grants of $45k, for reporting period.
Interest Earnings	71,792	130,681	58,889	82%	TIMING	Increase in interest on unpaid bonds $2k, increase in non-payment rates penalty interest $13k, increase in reserve interest $31, for reporting period.
Other Revenue	793,379	830,028	36,649	Within Threshold	PERMANENT/ TIMING	Increase in Sundry Income by $11k, Increase in Springhaven Misc by $12k, Decrease in sale of small items by $8k, Decrease in events by $9k, Increase in Retail sales by $31k

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDING 30 April 2024

EXPLANATION OF MATERIAL VARIANCES

The Local Government (Financial Management) Regulation 34 (2) (b) requires 'an explanation of each of the material variances' identified within the Rate Setting Statement (from the adopted Budget) for each months financial statements. The information contained within the 'Statement of Financial Acitivity' on page 4 of these financial statements contains all of the information provided within the 'Rate Setting Statement' and therefore any material variances on these pages will be reported below.

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$$\frac{\text{Year-to-Date Actual}}{\text{Year-to-Date Budget}} - 100\%$$

Material variances to be reported when exceeding 10%, and a minimum of $10,000, of the items contained within the Statement of Financial Activity.

REPORTING AREA	YTD BUDGET	YTD ACTUAL	VARIANCE $	VARIANCE %	TIMING / PERMANENT	EXPLANATION
Operating Expenses						
Employee Costs	(4,357,759)	(4,785,072)	(427,313)	Within Threshold	PERMANENT/ TIMING	Increase in superanuation - admin by $112k, deacrease in FBT admin staff by $17k, deacrease in BRPC salaries by $20k, increase in BRPC superannuation by $10k, decrease in health salaries by $15k, increase in health superannuation by $25k, increase in springhaven FBT costs by $15k, increase in springhaven salaries and wages by $199k, increase in springhaven superannuation by $146k, swimming pool salaries by $28k, increase in sports complex ground maintenance by $19k, increase in salaries works supervisors assistance by $19k, increase in superannuation for supervisors by $23k, Increase in public works superannuations by $180k, increase in worksers comp insurance by $94k, deacrease in black cockatoo cafe superanuation by $13k, decrease in training by $11k, decrease in worksers comp allocated by $46k.
Materials & Contracts	(2,919,481)	(2,110,117)	809,364	28%	TIMING	Decrease in election expenses $25k, decrease in Subscription expenses $28k, decrease in Integrated Planning expense $25k, decrease in software licensing fees $57k, decrease in legal expenses $26k, decrease in Springhaven contract labour $241k, decrease in Staff Housing operational expense $10k, decrease in bulk bin removal expenses $14k, Increase in NRM expenses $10k, decrease in local planning strategy $21k, decrease in Bridge maintenance expenses $37k, decrease in Marketing & Promotion expenses $14k, decrease in Kodja Place retail stock $41k, decrease in other staff expenses $24k, decrease in Vehicle operating expenses $14k, decrease in consulting technical expenses $10k, decrease in fuel & oil expenses $71k, decrease in Trails Hub expenses of $40k for reporting period.
Utilities	(315,086)	(327,941)	(12,854)	Within Threshold	TIMING	Decrease in ILU & Jean Sullivan unit utilities $6k, Decrease in swimming pool utilities $11k, decrease in Street lighting utilities $12k, decrease in Black Cockatoo Café utilities $8k, increase in waterstandpiper by $39k
Depreciation on Assets	(3,748,113)	0	3,748,113	100%	TIMING	Depreciation not yet raised.

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDING 30 April 2024

EXPLANATION OF MATERIAL VARIANCES

The Local Government (Financial Management) Regulation 34 (2) (b) requires 'an explanation of each of the material variances' identified within the Rate Setting Statement (from the adopted Budget) for each months financial statements. The information contained within the 'Statement of Financial Acitivity' on page 4 of these financial statements contains all of the information provided within the 'Rate Setting Statement' and therefore any material variances on these pages will be reported below.

Defining a 'Material Variance'

The Local Government (Financial Management) Regulation 34 (5) states that "Each financial year, a local government is to adopt a percentage or value, calculated in accordance with AAS5, to be used in statements of financial activity for reporting material variances." The Shire's policy 2.1.6, 'Material Variances' states:

For the purposes of identifying “material variances” under Local Government (Financial Management) Regulation 34, the following formula shall be used:

$$\frac{\text{Year-to-Date Actual}}{\text{Year-to-Date Budget}} - 100\%$$

Material variances to be reported when exceeding 10%, and a minimum of $10,000, of the items contained within the Statement of Financial Activity.

REPORTING AREA	YTD BUDGET	YTD ACTUAL	VARIANCE $	VARIANCE %	TIMING / PERMANENT	EXPLANATION
Interest Expense	(105,188)	(120,486)	(15,298)	-15%	TIMING	Interest for Housing loans and Recreation Loans, and Land Development Loan paid in advance.
Insurances	(499,329)	(447,253)	52,075	10%	PERMANENT/ TIMING	Decrease in Bushfire insurance $53k, for reporting period, increase in workers comp insurance by $13k

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDING 30 April 2024

EXPLANATION OF MATERIAL VARIANCES

The Local Government (Financial Management) Regulation 34 (2) (b) requires 'an explanation of each of the material variances' identified within the Rate Setting Statement (from the adopted Budget) for each months financial statements. The information contained within the 'Statement of Financial Acitivity' on page 4 of these financial statements contains all of the information provided within the 'Rate Setting Statement' and therefore any material variances on these pages will be reported below.

Defining a 'Material Variance'

The Local Government (Financial Management) Regulation 34 (5) states that "Each financial year, a local government is to adopt a percentage or value, calculated in accordance with AAS5, to be used in statements of financial activity for reporting material variances." The Shire's policy 2.1.6, 'Material Variances' states:

For the purposes of identifying “material variances” under Local Government (Financial Management) Regulation 34, the following formula shall be used:

$$\frac{\text{Year-to-Date Actual}}{\text{Year-to-Date Budget}} - 100\%$$

Material variances to be reported when exceeding 10%, and a minimum of $10,000, of the items contained within the Statement of Financial Activity.

REPORTING AREA	YTD BUDGET	YTD ACTUAL	VARIANCE $	VARIANCE %	TIMING / PERMANENT	EXPLANATION
Investing Activities						
Land held for Resale	(100,000)	(34,423)	65,577	66%	TIMING	
Buildings	(1,174,696)	(323,695)	851,001	72%	PERMANENT/ TIMING	Decrease in 15 Loton Close project $60k, Increase in 34 Katanning Road project $37k, decrease in Springhaven Building expenses $30k, decrease in Jean Sullivan Unit expenses $10k, decrease in ILU's building renewal expenses $10k, decrease in Mens Shed project expenses $729k, decrease in Kodja Place expenses lower $15k.
Plant & Equipment	0	(148,595)	(148,595)	0%	TIMING	Mower and truck purchase not included in budget.
Infrastructure - Roads	(2,984,375)	(3,079,058)	(94,683)	Within Threshold	TIMING	Decrease in Shamrock Road $520k, Increase in Kojonup-Frankland Rd $32k, Decrease in Kojonup-Darkan Rd reseal $400k, Increase in Broomehill Rd $25k, Decrease in Riverdale Rd project $270k, Increase in Kojonup-Darkan Blackspot project expenses $626k, increase for Kojonup-Darkan Road pavement failure project of $636k, Decrease in Tone Rd project $78k, Decrease in Ballock Rd project $11k, Increase in Wooden Rd project $19k, Increase in Hubbe Road $1k, Decrease in Solider Rd project $186k for reporting period.
Infrastructure - Parks & Ovals	(168,000)	(55,213)	112,787	67%	PERMANENT/ TIMING	Increase in Sports Complex Playground and outdoor Gym expenses $8k (no approved budget allocation). Decrease in Netball court project expenses $32k, Decrease in Apex Playground $34k, Decrease in Trails Hub construction $40k.
Infrastructure - Others	(873,671)	(431,469)	442,202	51%	TIMING	Decrease in Bushfire Repeater Tower project expenses of $188k, Decrease in CCTV project $267k, Decrease in Town furniture expenses of $4k, increase in EV Charging Station project expenses $35k, Decrease in Radio communication project expenses $30k, for reporting period.
Proceeds from Sale of Assets	0	49,500	49,500	0%	PERMANENT	Mower trade-in not included in budget.
Financing Activities						
Transfer to Cash backed Reserves	(334)	(1,787,747)	(1,787,413)	-535576%	TIMING	Deposits for new Springhaven residents not anticipated. Transferred to Bond Liability.

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDING 30 April 2024

PROGRESS OF THE CAPITAL PROGRAM/SMART IMPLEMENTATION

COA	Description	SMART Implement. Ref.	Resp. Officer	Asset Class	Asset Invest. Type	2023/2024 Original Budget	2023/2024 YTD Budget	2023/2024 YTD Actuals	% of Annual Budget
Governance									
C137	ICT Plan Implementation		CEO	F&E	Renewal	360,000	160,000	1,376	0%
C191	Shire Administration Centre - Building Renewal/Improvement		CEO	L&B	Renewal	20,000	20,000	0	0%
						380,000	**180,000**	**1,376**	
Law Order & Public Safety									
C138	Bush Fire Repeater Tower	5.1.2	MRS	Infr.	New	350,000	350,000	162,620	46%
2885	CCTV Infrastructure		CEO	Infr.	New	267,000	267,000	0	0%
C440	Cat Pound		MRS	L&B	New	4,696	4,696	6,588	140%
						621,696	**621,696**	**169,208**	
Education & Welfare									
C441	Old School - Re-Roof		BMC	L&B	Renewal	100,000	100,000	97,464	97%
						100,000	**100,000**	**97,464**	
Housing									
C157	Staff - 15 Loton Close		CEO	L&B	New	60,000	60,000	131	0%
C140	Staff - 34 Katanning Road		MRS	L&B	Upgrade	120,000	120,000	156,872	131%
C147	Springhaven - Furniture	2.2.6	MACS	F&E	New	10,000	10,000	0	0%
C195	Springhaven - Building	2.2.14	MACS	L&B	Renewal	30,000	30,000	0	0%
C313	Jean Sullivan Units - Building Renewal		BMC	L&B	Upgrade	10,000	10,000	0	0%
C145	ILU's - Building Renewal		BMC	L&B	Renewal	10,000	10,000	0	0%
						240,000	**240,000**	**157,003**	
Community Amenities									
C310	Subdivision Construction	2.4.3	CEO	L4R	Upgrade	100,000	33,333	34,423	34%
C407	Refuse Site Development		MRS	Infr.	Upgrade	98,250	0	2,780	3%
C442	Men's Shed - Construction of New		MCCS	L&B	New	750,000	750,000	56,784	8%
C355	Town Furniture		MWS	Infr.	New	39,171	39,171	35,332	90%
						987,421	**822,504**	**129,318**	
Recreation & Culture									
C198	Historic Buildings - Capital Improvement		BMC	L&B	Renewal	30,000	30,000	0	0%
C199	Memorial Hall/Theatrical/Harrison Place		MRS	L&B	New	10,000	10,000	0	0%
C408	Harrison Place Toilets & Park	1.1.8	MWS	L&B	Upgrade	10,000	0	0	0%
C443	Showgrounds Retaining Wall		CEO	Infr.	New	6,000	6,000	6,000	100%
C274	Sporting Complex - Netball Court Resurface & Roof	1.2.10, 1.2.13	MCCS	Infr.	Renewal	88,000	88,000	47,485	54%
C411	Sporting Complex - Playground & Outdoor Gym	1.2.10	MCCS	Infr.	New	0	0	7,728	0%
C444	Sporting Complex - Hall of Fame Signage		MCCS	Infr.	New	8,000	0	2,368	30%
C357	Apex Park - Replace Equipment		SH	Infr.	Renewal	34,000	34,000	0	0%
C447	Contribution to Bowling Club New Green		MCCS	Infr.	Upgrade	0	0	0	0%
C448	Trails Hub Construction		MCCS	Infr.	New	40,000	40,000	0	0%
C412	Apex Park Drainage & Car Park & RV		MCCS	Infr.	Upgrade	0	0	0	0%
C413	Trails Construction		MCCS	Infr.	New	0	0	0	0%
						226,000	**208,000**	**63,582**	
Transport - Plant Purchases									
7604	Plant Major Purchases		MWS	P&E	New	0	0	148,595	0%
						0	**0**	**148,595**	

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDING 30 April 2024

PROGRESS OF THE CAPITAL PROGRAM/SMART IMPLEMENTATION

COA	Description	SMART Implement. Ref.	Resp. Officer	Asset Class	Asset Invest. Type	2023/2024 Original Budget	2023/2024 YTD Budget	2023/2024 YTD Actuals	% of Annual Budget
Transport - Infrastructure									
C417	Widening - Shamrock Road	1.1.5	MWS	Infr.	Upgrade	660,000	660,000	139,483	21%
C436	Widening - Shamrock Road (2021/2022 Project)	1.1.5	MWS	Infr.	Upgrade	0	0	12	0%
C319	Bitumen Reseal - Kojonup-Frankland Road	1.1.5	MWS	Infr.	Renewal	150,000	150,000	182,632	122%
C320	Bitumen Reseal - Kojonup Darkan Road	1.1.5	MWS	Infr.	Renewal	553,000	553,000	153,052	28%
C321	Bitumen Reseal - Broomehill-Kojonup Road	1.1.5	MWS	Infr.	Renewal	150,000	150,000	175,395	117%
C172	Seal - Riverdale Road	1.1.5	MWS	Infr.	Renewal	413,000	413,000	142,139	34%
CJ453	Seal - Balgarup Road RTR	1.1.5	MWS	Infr.	Renewal	150,000	150,000	150,507	100%
C463	Kojonup Darkan Shoulder Blackspot		MWS	Infr.	Upgrade	669,000	669,000	1,295,593	194%
CJ464	Kojonup - Darkan Pavement Failure Repairs		MWS	Infr.	Upgrade	0	0	636,849	0%
C500	Tone Road - RTR		MWS	Infr.	Upgrade	100,000	100,000	21,961	22%
C501	Ballock Road - RTR		MWS	Infr.	Upgrade	70,000	70,000	58,307	83%
C502	Woodenup Road - RTR		MWS	Infr.	Upgrade	30,000	30,000	49,985	167%
C503	Boilup Road - RTR		MWS	Infr.	Upgrade	30,000	0	5,561	19%
C504	Hubbe Road - RTR		MWS	Infr.	Upgrade	52,500	39,375	37,939	72%
C450	Widening - Tambellup West Road		MWS	Infr.	Upgrade	0	0	25,743	0%
C437	Widening - Tambellup West Road		MWS	Infr.	Upgrade	0	0	3,900	0%
C174	Soldier Road - Footpath, Kerbing and Drainage		MWS	Infr.	Upgrade	250,000	250,000	63,733	25%
						3,277,500	**3,234,375**	**3,142,792**	
Economic Services									
C177	Kodja Place - Capital Renewal/Improvement	2.1.10	BMC	L&B	Renewal	20,000	20,000	5,857	29%
CJ457	EV Charger Parking Bay		MWS	Infr.	Upgrade	250,000	187,500	222,370	89%
C054	Promotional Signage at Airstrip	1.4.7	MCCS	Infr.	New	30,000	0	0	0%
						300,000	**207,500**	**228,227**	
Other Property & Services									
C458	Radios - Communication		MWS	Infr.	Renewal	30,000	30,000	0	0%
						30,000	**30,000**	**0**	
	Total Capital Expenditure					**6,162,617**	**5,644,075**	**4,137,563**	**67.1%**

SUMMARIES:				
Land Held for Resale	100,000	33,333	34,423	34.4%
Land & Buildings	1,174,696	1,164,696	323,695	27.6%
Infrastructure	4,517,921	4,276,046	3,629,474	80.3%
Plant & Equipment	0	0	148,595	0.0%
Furn & Equipment	370,000	170,000	1,376	0.4%
	6,162,617	**5,644,075**	**4,137,563**	**67.1%**
Asset Renewal	2,138,000	1,938,000	955,907	44.7%
New Asset	1,574,867	1,536,867	426,146	27.1%
Upgrading Asset	2,449,750	2,169,208	2,755,510	112.5%
	6,162,617	**5,644,075**	**4,137,563**	**67.1%**
Chief Executive Officer	813,000	546,333	41,929	5.2%
Manager Corporate & Community Services	916,000	878,000	114,366	12.5%
Manager Works & Services	3,606,671	3,491,046	3,549,088	98.4%
Senior Horticulturalist	34,000	34,000	0	0.0%
Manager Regulatory Services	582,946	484,696	328,859	56.4%
Building Maintenance Coordinator	170,000	170,000	103,320	60.8%
Manager Aged Care Services	40,000	40,000	0	0.0%
	6,162,617	**5,644,075**	**4,137,563**	**67.1%**

SHIRE OF KOJONUP

MONTHLY FINANCIAL REPORT

FOR THE PERIOD ENDING 30 April 2024

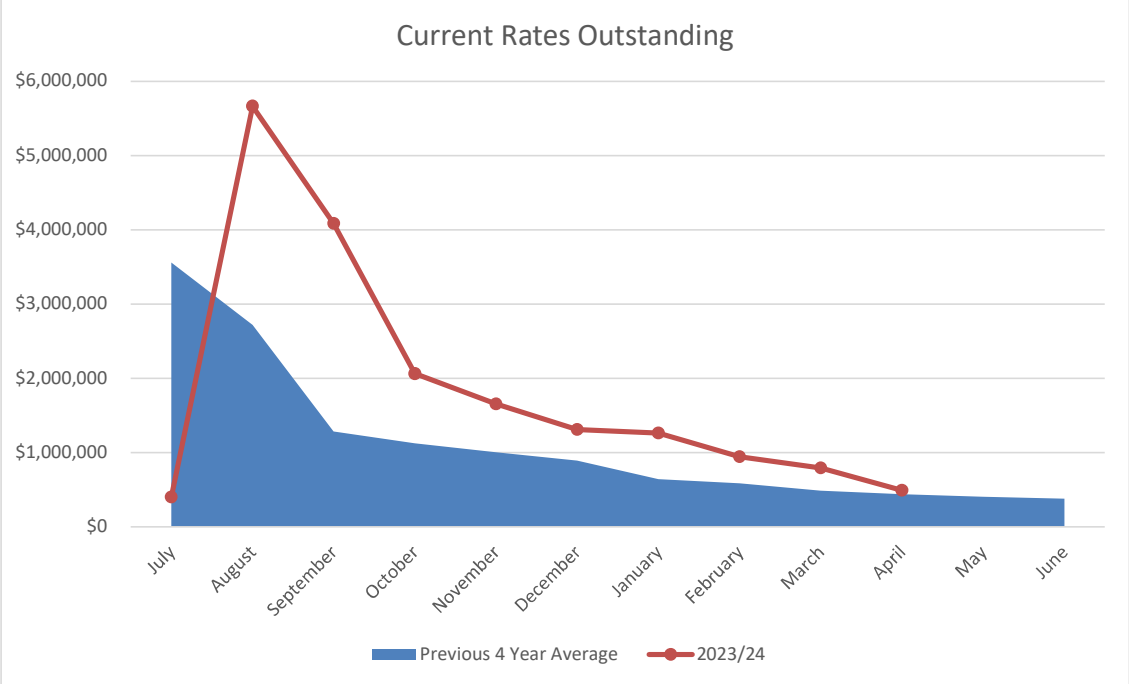
RESERVES - CASH BACKED	2024 Actual Opening Balance	2024 Actual Transfer to	2024 Actual Transfer (from)	2024 Actual Closing Balance	2024 Budget Opening Balance	2024 Budget Transfer to	2024 Budget Transfer (from)	2024 Budget Closing Balance
	$	$	$	$	$	$	$	$
Plant Replacement	251,346	8,959	0	260,305	252,079	2,611	0	254,690
Employee Leave	247,421	8,820	0	256,241	245,886	30,908	0	276,794
Springhaven Lodge (Bonds)	1,945,000	1,750,000	0	3,695,000	1,945,000	0	0	1,945,000
Low Income Housing	84,750	3,021	0	87,771	84,224	83	0	84,307
Sporting Facility	63,655	2,269	0	65,924	63,260	63	0	63,323
Landfill Waste Management	81,262	2,897	0	84,158	80,758	80	0	80,838
Kodja Place Tourist Precinct	17	1	0	18	17	0	0	17
Community Grant Scheme	9,894	353	0	10,246	9,832	10	0	9,842
Independent Living Units	160,569	5,724	0	166,293	159,573	158	0	159,731
Natural Resource Management	98,909	3,526	0	102,435	98,295	97	0	98,392
Swimming Pool	41,083	1,464	0	42,548	40,829	40	0	40,869
The Kodja Place Building Upgrade & Renewal	17,880	637	0	18,517	17,769	18	0	17,787
Sporting Complex Building Upgrade & Renewal	1,137	41	0	1,177	1,129	0	0	1,129
Netball Court Resurfacing	1,013	36	0	1,049	1,007	3,501	0	4,508
Trails Network Construction	2	0	0	2	2	0	0	2
	3,003,938	**1,787,747**	**0**	**4,791,685**	**2,999,660**	**37,569**	**0**	**3,037,229**

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDING 30 April 2024

RATES & SUNDRY RECEIVABLES

Rates:

	1-Jul-23	Levy for 2023/24	Collectable	Received	Outstanding
Property Rates	$ 206,954	$ 4,897,452	$ 5,104,406	$ (4,817,136)	$ 287,270
Rubbish Charges	$ 37,874	$ 284,384	$ 322,259	$ (273,763)	$ 48,495
Emergency Services Levy	$ 20,986	$ 1,792	$ 22,778	$ -	$ 22,778
Instalment fee & Interest	$ -	$ 16,692	$ 16,692	$ (16,692)	$ -
Penalty & ESL Interest	$ 100,282	$ 33,133	$ 133,415	$ (25,267)	$ 108,148
Excess Rates	$ (60,914)	$ -	$ (60,914)	$ (20,832)	$ (81,745)
Sub- Total	**$ 305,182**	**$ 5,233,454**	**$ 5,538,637**	**$ (5,153,690)**	**$ 384,947**
					7%
OTHER ITEMS					
Pensioner Rebates to claim	$ 84,702	$ -	$ 84,702	$ 21,423	$ 106,125
	$ 389,884				**$ 491,072**
Pensioner Deferred Rates	$ 110,473	$ -	$ 110,473	$ -	$ 110,473
Total Outstanding	**$ 415,655**	**$ 5,233,454**	**$ 5,649,110**	**$ (5,153,690)**	**$ 495,420**



Sundry Debtors:

	30-Jun-23		30/04/24		Movement This FY
Credit Balance	$ (6,180)		$ (566,151)		$ 559,971
Current	$ 125,937		$ 44,605		$ 81,332
30 - 60 days	$ 469,099	65%	$ 15,805	-5%	$ 453,294
60 - 90 days	$ 5,339	1%	$ 42,328	-13%	$ (36,989)
Greater than 90 days	$ 126,515	18%	$ 147,046	-46%	$ (20,531)
	$ 720,710		**$ (316,367)**		

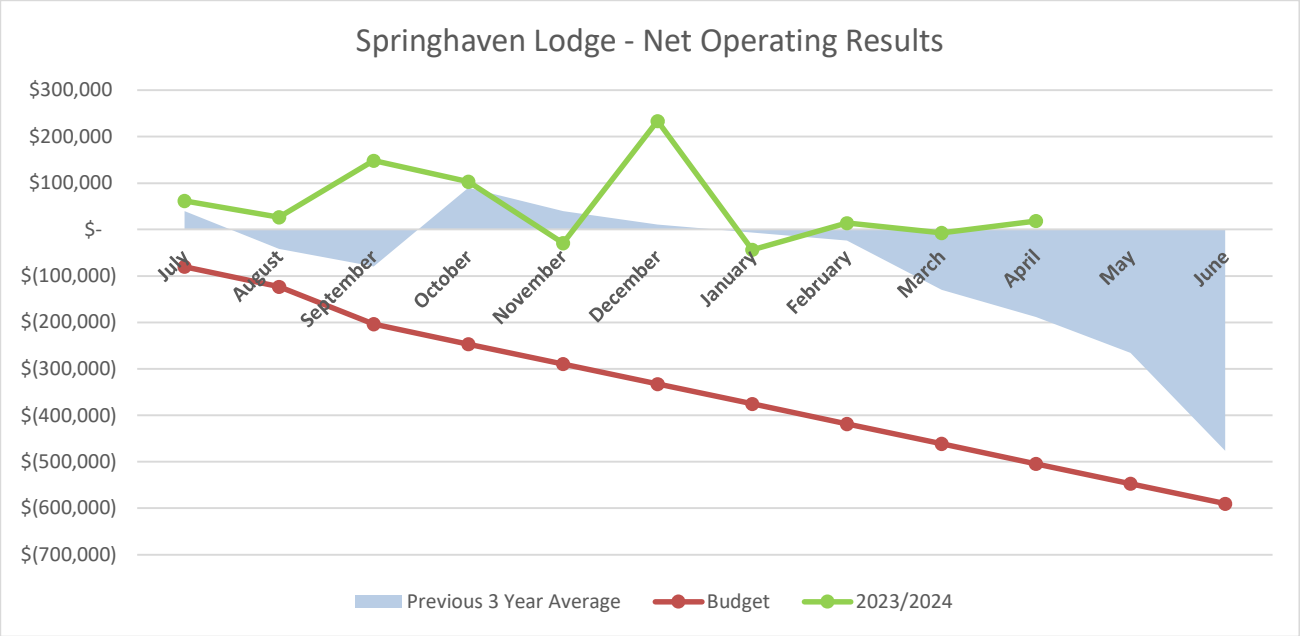
SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDING 30 April 2024

LOAN REPAYMENTS	Loan Number	2024 Actual Principal 1 July 2023	2024 New Loans	2024 New Principal Repayments	2024 Actual Interest Repayments	2024 Actual Principal Outstanding	2024 Budget Principal 1 July 2023	2024 Budget New Loans	2024 Budget Principal Repayments	2024 Budget Interest Repayments	2024 Budget Principal Outstanding
		$		$	$	$	$		$	$	$
Law, order, public safety											
Communications Tower	150	400,000	0	(16,042)	(9,038)	383,958	400,000	0	(16,042)	(9,038)	383,958
Health											
Medical Centre Donation	137	114,972	0	(8,700)	(1,952)	106,272	114,972	0	(8,700)	(1,952)	106,272
Housing											
Bagg Street Unit	135	58,596	0	(5,019)	(826)	53,577	53,802	0	(10,115)	(1,575)	43,687
Aged Units - GSHI	139	20,369	0	(10,125)	(209)	10,244	20,369	0	(10,125)	(209)	10,244
Staff Housing - GSHI	140	796,591	0	(60,276)	(13,521)	736,315	796,591	0	(60,276)	(13,521)	736,315
GROH Housing - GSHI	138	823,080	0	(112,583)	(11,449)	710,498	823,079	0	(112,583)	(11,449)	710,496
Staff Housing - GSHI	144	44,406	0	(10,793)	(780)	33,612	44,406	0	(10,793)	(780)	33,613
GROH Housing - GSHI	145	44,406	0	(10,793)	(780)	33,612	44,406	0	(10,793)	(780)	33,613
Staff Housing Renovations	148	285,524	0	(7,478)	(6,300)	278,046	285,524	0	(15,049)	(12,643)	270,475
Recreation and culture											
Sports Complex	134	206,978	0	(8,900)	(4,908)	198,078	198,705	0	(18,020)	(9,800)	180,685
Sports Complex Wall	136	62,358	0	(4,918)	(620)	57,440	62,359	0	(9,885)	(1,192)	52,474
Netball Courts & Roof	143	1,337,732	0	(53,783)	(38,108)	1,283,949	1,337,732	0	(53,783)	(38,108)	1,283,949
Oval Lighting	142	206,908	0	(24,573)	(2,915)	182,335	206,908	0	(24,573)	(2,915)	182,335
Harrison Pl Toilets & Park	146	366,615	0	(17,184)	(7,181)	349,431	366,615	0	(34,706)	(14,025)	331,909
Harrison Pl Toilets & Park	149	200,000	0	(8,021)	(4,519)	191,979	200,000	0	(8,021)	(4,519)	191,979
Transport											
Airstrip Lighting	141	126,939	0	(10,157)	(1,875)	116,781	126,578	0	(10,157)	(1,875)	116,421
Economic services											
Land Development	147	353,855	0	(16,586)	(6,931)	337,269	353,855	0	(33,498)	(13,537)	320,357
		5,449,329	0	(385,932)	(111,911)	5,063,397	5,435,901	0	(447,119)	(137,918)	4,988,782

MAJOR BUSINESS UNITS

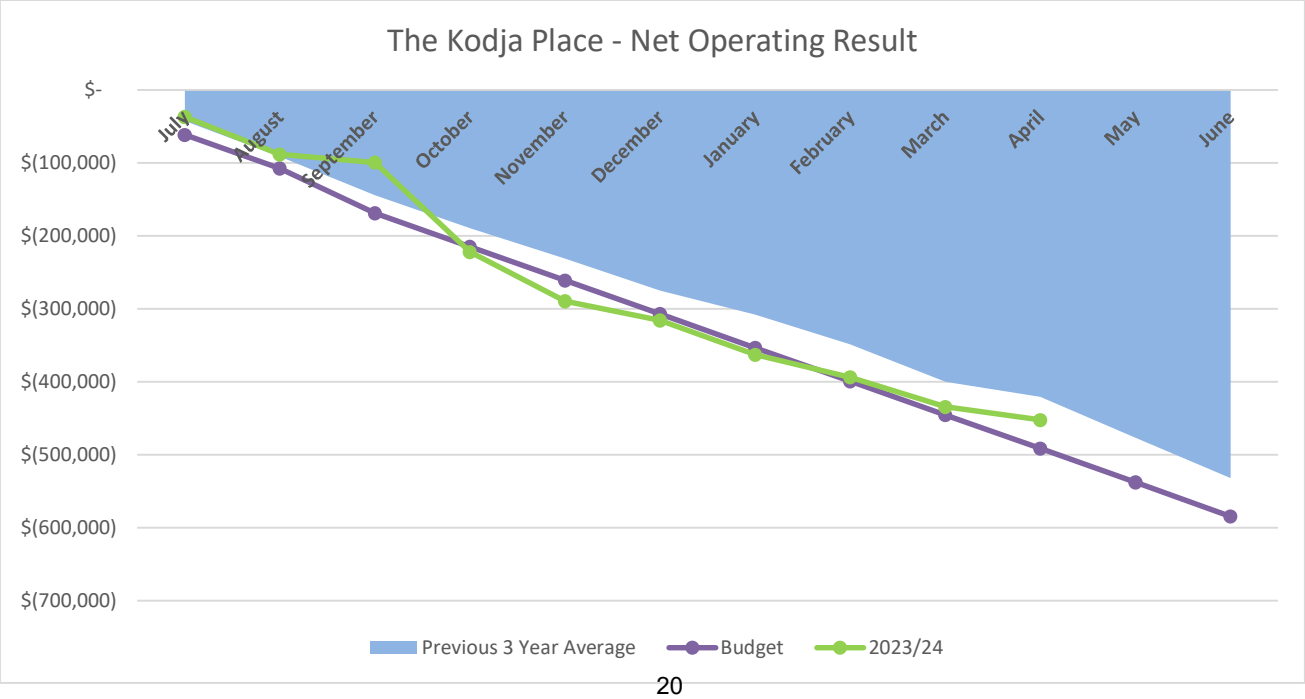
Springhaven Lodge

The Shire of Kojonup owns ands operates a 22 bed aged accommodation hostel known as Springhaven Lodge. The following graph shows the operations of Springhaven Lodge (profit or loss) excluding any capital grants. There is also capital expenditure (p.12) and reserve accounts (p.16) associated with Springhaven Lodge.



The Kodja Place Precinct

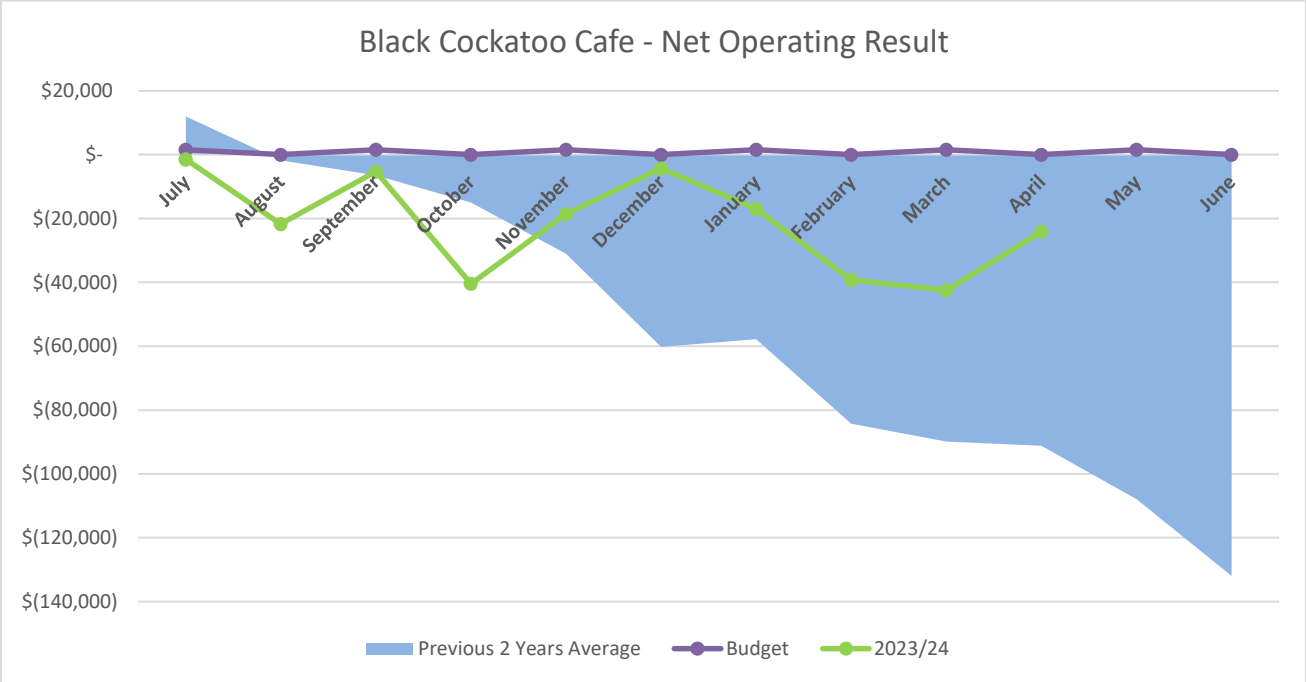
The Shire of Kojonup owns ands operates The Kodja Place precinct, a tourism, retail and cultural interpretive centre on Albany Highway. The following graph shows the operations of TKPP (profit or loss). There is also capital expenditure (p.13), a loan (p.15) and a reserve account (p.16) associated with TKPP.



MAJOR BUSINESS UNITS

Black Cockatoo Café

Effective from 1 July 2023, the Shire assumed ownership and operation of The Black Cockatoo Café, located in The Kodja Place Precinct. The following graph shows the trading results of the café.



SHIRE OF KOJONUP

MONTHLY FINANCIAL REPORT

Details By function Under The Following Programme Titles

And Type Of Activities Within The Programme

ACCOUNT	JOB		YEAR TO DATE 30 April 2024 Budget	YEAR TO DATE 30 April 2024 Actual	% of Annual Budget	ACTUAL 30 April 2024 Income	ACTUAL 30 April 2024 Expense	ADOPTED BUDGET 2023-2024 Income	ADOPTED BUDGET 2023-2024 Expense
		Proceeds Sale of Assets							
9605		Proceeds Sale of Assets -	$0	($49,500)	0%	($49,500)	$0	$0	$0
		Sub Total - PROCEEDS/REALISATION ON SALE OF ASSET	$0	($49,500)		($49,500)	$0	$0	$0
		Written Down Value							
New		00000 Written Down Value-	$0	$0		$0	$0	$0	$0
		Sub Total - WDV ON SALE OF ASSET	$0	$0		$0	$0	$0	$0
		Total - GAIN/LOSS ON DISPOSAL OF ASSET	**$0**	**($49,500)**		**($49,500)**	**$0**	**$0**	**$0**
		Total - OPERATING STATEMENT	**$0**	**($49,500)**		**($49,500)**	**$0**	**$0**	**$0**

SHIRE OF KOJONUP

MONTHLY FINANCIAL REPORT

Details By function Under The Following Programme Titles
And Type Of Activities Within The Programme

ACCOUNT	JOB		YEAR TO DATE 30 April 2024 Budget	YEAR TO DATE 30 April 2024 Actual	% of Annual Budget	ACTUAL 30 April 2024 Income	ACTUAL 30 April 2024 Expense	ADOPTED BUDGET 2023-2024 Income	ADOPTED BUDGET 2023-2024 Expense
		GENERAL PURPOSE FUNDING - RATES							
		OPERATING EXPENDITURE							
1104		Rates Incentive Prize	$5,000	$6,930	139%	$0	$6,930	$0	$5,000
1112		Admin Allocated to Rates (Cash)	$49,564	$6,623	11%	$0	$6,623	$0	$59,479
1122		Admin Allocated to Rates (Non-Cash)	$2,660	$0	0%	$0	$0	$0	$3,192
1132		Rating Salaries	$33,332	$34,807	87%	$0	$34,807	$0	$40,000
1162		Superannuation	$5,000	$4,149	69%	$0	$4,149	$0	$6,000
1182		Rates Printing/postage	$3,000	$971	32%	$0	$971	$0	$3,000
1192		Valuation Expenses	$1,155	$3,375	4%	$0	$3,375	$0	$81,000
1202		Title Searches	$500	$0	0%	$0	$0	$0	$500
1222		Insurance - Emp Costs (Rates)	$1,418	$1,493	105%	$0	$1,493	$0	$1,418
1262		Legal Costs Incurred - Rates	$2,000	$1,890	95%	$0	$1,890	$0	$2,000
		Sub Total - GENERAL RATES OP/EXP	$103,629	$60,237		$0	$60,237	$0	$201,589
		OPERATING INCOME							
1003		General Rates Levied	($4,890,022)	($4,896,400)	100%	($4,896,400)	$0	($4,890,022)	$0
1023		Interim Rates	($300)	$0	0%	$0	$0	($300)	$0
1053		Back Rates	($100)	($1,052)	1052%	($1,052)	$0	($100)	$0
1013		Ex-Gratia Rates	($2,219)	($2,046)	92%	($2,046)	$0	($2,219)	$0
1043		Non Payment Penalty Interest	($20,010)	($33,133)	144%	($33,133)	$0	($23,000)	$0
1073		Instalment Administration Charge	($3,500)	($4,293)	123%	($4,293)	$0	($3,500)	$0
1063		Instalment Interest Charge	($10,000)	($12,399)	124%	($12,399)	$0	($10,000)	$0
1273		ESL Levy Admin Fee	($4,000)	($4,000)	100%	($4,000)	$0	($4,000)	$0
1092		Rates Written Off/Refunded	$95	$9,797	9797%	$9,797	$0	$100	$0
1283		Settlement & Search Charges	($2,800)	($3,877)	111%	($3,877)	$0	($3,500)	$0
1263		Legal Expenses - Recovered	($2,000)	$0	0%	$0	$0	($2,000)	$0
		Sub Total - GENERAL RATES OP/INC	($4,934,856)	($4,947,404)		($4,947,404)	$0	($4,938,541)	$0
		Total - GENERAL RATES	($4,831,227)	($4,887,167)		($4,947,404)	$60,237	($4,938,541)	$201,589

SHIRE OF KOJONUP

MONTHLY FINANCIAL REPORT

Details By function Under The Following Programme Titles
And Type Of Activities Within The Programme

ACCOUNT	JOB		YEAR TO DATE 30 April 2024 Budget	YEAR TO DATE 30 April 2024 Actual	% of Annual Budget	ACTUAL 30 April 2024 Income	ACTUAL 30 April 2024 Expense	ADOPTED BUDGET 2023-2024 Income	ADOPTED BUDGET 2023-2024 Expense
		OTHER GENERAL PURPOSE FUNDING							
		OPERATING EXPENDITURE							
		Sub Total - OTHER GENERAL PURPOSE FUNDING OP/EXP				$0	$0	$0	$0
		OPERATING INCOME							
1333		Financial Assistance Grant	$0	($28,967)	0%	($28,967)	$0	$0	$0
1343		Grants Commission Local Roads Grant	$0	($31,988)	0%	($31,988)	$0	$0	$0
1373		Interest Received - Municipal	($417)	$0	0%	$0	$0	($500)	$0
1393		Interest Received - Reserves	($17,200)	($37,747)	189%	($37,747)	$0	($20,000)	$0
		Sub Total - OTHER GENERAL PURPOSE FUNDING OP/INC	($17,617)	($98,702)		($98,702)	$0	($20,500)	$0
		Total - OTHER GENERAL PURPOSE FUNDING	($17,617)	($98,702)		($98,702)	$0	($20,500)	$0
		Total - GENERAL PURPOSE FUNDING	**($4,848,844)**	**($4,985,869)**		**($5,046,107)**	**$60,237**	**($4,959,041)**	**$201,589**

SHIRE OF KOJONUP

MONTHLY FINANCIAL REPORT

Details By function Under The Following Programme Titles
And Type Of Activities Within The Programme

ACCOUNT	JOB		YEAR TO DATE 30 April 2024 Budget	Actual	% of Annual Budget	ACTUAL 30 April 2024 Income	Expense	ADOPTED BUDGET 2023-2024 Income	Expense
		GOVERNANCE - MEMBERS OF COUNCIL							
		OPERATING EXPENDITURE							
002D		Depreciation	$7,666	$0	0%	$0	$0	$0	$9,200
1502		Meeting Attendance Fees	$80,250	$70,619	66%	$0	$70,619	$0	$107,000
1508		Members Travelling	$700	$435	62%	$0	$435	$0	$700
1512		Conferences & Training Expenses	$15,500	$11,692	75%	$0	$11,692	$0	$15,500
1522		Members Communications Allowance	$18,000	$16,313	68%	$0	$16,313	$0	$24,000
1532		Election Expenses	$30,000	$19,148	64%	$0	$19,148	$0	$30,000
1542		Presidents/Dep Allowances	$28,500	$15,076	40%	$0	$15,076	$0	$38,000
1562		Refreshments & Functions (Councillors)	$6,840	$9,008	100%	$0	$9,008	$0	$9,000
1572		Refreshments & Functions Staff)	$5,340	$4,293	72%	$0	$4,293	$0	$6,000
1592		Members Insurance	$10,278	$10,277	100%	$0	$10,277	$0	$10,278
1602		Subscriptions	$15,000	$37,164	248%	$0	$37,164	$0	$15,000
1612		Misc Expenses - Members	$700	$1,171	167%	$0	$1,171	$0	$700
1624		Integrated Planning Expenses	$24,999	$0	0%	$0	$0	$0	$30,000
1632		Vehicle Operating Expenses	$3,000	$1,050	35%	$0	$1,050	$0	$3,000
1642		Advertising	$0	$0	0%	$0	$0	$0	$0
1662		Audit Fees	$20,500	$38,209	93%	$0	$38,209	$0	$41,000
1702		Administration Allocation (Cash)	$413,039	$132,452	27%	$0	$132,452	$0	$495,667
1712		Administration Allocation (Non-Cash)	$13,299	$0	0%	$0	$0	$0	$15,960
1772		Doubtful Debt Expenses	$0	$0	0%	$0	$0	$0	$2,000
1792		Legal Costs	$3,000	$0	0%	$0	$0	$0	$3,000
2075		VROC - Shared Services	$2,000	$0	0%	$0	$0	$0	$2,000
2078		VROC - Projects	$2,000	$0	0%	$0	$0	$0	$2,000
		Sub Total - MEMBERS OF COUNCIL OP/EXP	$700,612	$366,909		$0	$366,909	$0	$860,005
		OPERATING INCOME							
1725		Donations/Contributions		$0	0%	$0	$0	$0	$0
		Sub Total - MEMBERS OF COUNCIL OP/INC	$0	$0		$0	$0	$0	$0
		Total - MEMBERS OF COUNCIL	$700,612	$366,909		$0	$366,909	$0	$860,005

SHIRE OF KOJONUP

MONTHLY FINANCIAL REPORT

Details By function Under The Following Programme Titles
And Type Of Activities Within The Programme

ACCOUNT	JOB		YEAR TO DATE 30 April 2024 Budget	YEAR TO DATE 30 April 2024 Actual	% of Annual Budget	ACTUAL 30 April 2024 Income	ACTUAL 30 April 2024 Expense	ADOPTED BUDGET 2023-2024 Income	ADOPTED BUDGET 2023-2024 Expense
		GOVERNANCE - GENERAL							
		OPERATING EXPENDITURE							
003D		Depreciation (Sch 4)	$66,497	$0	0%	$0	$0	$0	$79,800
1852		Salaries - Admin	$873,576	$826,517	79%	$0	$826,517	$0	$1,048,333
1882		Admin Superannuation	$106,844	$112,280	88%	$0	$112,280	$0	$128,218
1892		Staff Insurances	$32,686	$34,477	105%	$0	$34,477	$0	$32,686
1902		FBT Admin Staff	$17,000	$3,721	22%	$0	$3,721	$0	$17,000
1912		Conference & Training	$40,020	$23,522	54%	$0	$23,522	$0	$43,500
1921		Staff Housing Subsidy	$29,166	$12,525	36%	$0	$12,525	$0	$35,000
1922		Advertising	$7,000	$3,079	31%	$0	$3,079	$0	$10,000
1931		Occupational Risk Co-Ordinator Costs	$12,791	$7,578	49%	$0	$7,578	$0	$15,350
1932		Occ Health & Safety	$3,284	$1,047	16%	$0	$1,047	$0	$6,434
1942		Staff Uniforms	$3,400	$1,962	49%	$0	$1,962	$0	$4,000
1952		Admin Staff Costs	$12,900	$8,811	49%	$0	$8,811	$0	$18,000
1957		Office Building Maintenance	$8,348	$7,011	70%	$0	$7,011	$0	$10,000
1958		Office - Cleaning & Assoc	$33,198	$35,088	88%	$0	$35,088	$0	$39,749
1959		Office - Utility Charges	$11,540	$9,407	68%	$0	$9,407	$0	$13,845
1962		Office Gardens & Surrounds-Mtce	$14,783	$6,883	39%	$0	$6,883	$0	$17,540
1972		Admin Printing & Stationery	$25,466	$23,385	76%	$0	$23,385	$0	$30,710
1982		Telephone & Internet	$23,281	$21,032	76%	$0	$21,032	$0	$27,715
2002		Office Equip Maint	$833	$0	0%	$0	$0	$0	$1,000
2004		Office - Insurance.	$38,259	$37,678	98%	$0	$37,678	$0	$38,259
2006		Donations CEO discretion	$2,000	$50	3%	$0	$50	$0	$2,000
2008		Donations - Council	$2,000	$50	3%	$0	$50	$0	$2,000
2012		Non Capital Purchases	$3,417	$819	16%	$0	$819	$0	$5,000
2022		Bank Charges	$15,664	$11,820	66%	$0	$11,820	$0	$17,800
2032		Postage & Freight	$5,220	$4,782	80%	$0	$4,782	$0	$6,000
2042		ICT Computer Support	$95,648	$79,175	70%	$0	$79,175	$0	$112,450
1992		ICT Software Licensing Fees	$97,195	$12,182	10%	$0	$12,182	$0	$126,235
2043		ICT Website Subscription & Upgrade	$16,022	$22,781	142%	$0	$22,781	$0	$16,055
2044		ICT Hardware Purchases (<$5,000)	$0	$1,631	0%	$0	$1,631	$0	$0
2052		Admin Vehicle Expenses	$12,083	$12,868	89%	$0	$12,868	$0	$14,500
2062		Admin Legal Expenses	$45,832	$5,280	10%	$0	$5,280	$0	$55,000
2274		HR/IR Consultants	$12,500	$0	0%	$0	$0	$0	$15,000
2277		Finance Consultants	$36,080	$46,496	93%	$0	$46,496	$0	$50,000
2275		Records Management	$4,316	$2,153	42%	$0	$2,153	$0	$5,180
2278		Security Monitoring	$1,050	$818	78%	$0	$818	$0	$1,050

SHIRE OF KOJONUP

MONTHLY FINANCIAL REPORT

Details By function Under The Following Programme Titles
And Type Of Activities Within The Programme

ACCOUNT	JOB		YEAR TO DATE 30 April 2024 Budget	YEAR TO DATE 30 April 2024 Actual	% of Annual Budget	ACTUAL 30 April 2024 Income	ACTUAL 30 April 2024 Expense	ADOPTED BUDGET 2023-2024 Income	ADOPTED BUDGET 2023-2024 Expense
2287		Fair Value Revaluations	$0	$0	0%	$0	$0	$0	$15,000
2092		Mis Expense - Admin	$1,700	$1,951	96%	$0	$1,951	$0	$2,040
2102		Admin - Novated Lease Expenses	$18,469	$12,936	58%	$0	$12,936	$0	$22,164
2172		Less Admin Non Cash Realloc	($66,497)	$0	0%	$0	$0	$0	($79,800)
2182		Less Admin Cash Exp Realloc	($1,652,141)	($662,262)	33%	$0	($662,262)	$0	($1,982,649)
		Sub Total - GOVERNANCE - GENERAL OP/EXP	$11,427	$735,885		$0	$735,885	$0	$22,164
		OPERATING INCOME							
2053		Sundry Misc Income - Admin	($83)	($11,057)	11057%	($11,057)	$0	($100)	$0
2083		Police Licensing Commissions	($28,350)	($33,879)	97%	($33,879)	$0	($35,000)	$0
2113		Admin - Novated Lease Contributions	($5,600)	($13,552)		($13,552)	$0	($6,720)	$0
2143		Photocopying Fees	($17)	($45)	225%	($45)	$0	($20)	$0
		Sub Total - GOVERNANCE - GENERAL OP/INC	($34,050)	($58,533)		($58,533)	$0	($41,840)	$0
		Total - GOVERNANCE - GENERAL	($22,623)	$677,351		($58,533)	$735,885	($41,840)	$22,164
		Total - GOVERNANCE	**$677,989**	**$1,044,260**		**($58,533)**	**$1,102,793**	**($41,840)**	**$882,169**

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And Type Of Activities Within The Programme

ACCOUNT	JOB		YEAR TO DATE 30 April 2024 Budget	YEAR TO DATE 30 April 2024 Actual	% of Annual Budget	ACTUAL 30 April 2024 Income	ACTUAL 30 April 2024 Expense	ADOPTED BUDGET 2023-2024 Income	ADOPTED BUDGET 2023-2024 Expense
		LAW ORDER & PUBLIC SAFETY							
		FIRE PREVENTION							
		OPERATING EXPENDITURE							
2272		Emergency Operating Expenses	$5,000	$4,362	73%	$0	$4,362	$0	$6,000
2271		Emergency Operations Room - Storage	$0	$0	0%	$0	$0	$0	$0
2281		Community Emergency Services Manager	$15,000	$11,832	59%	$0	$11,832	$0	$20,000
2292		Fire Hazard Reduction	$15,979	$12,827	67%	$0	$12,827	$0	$19,175
2302		Ground & Aerial Inspections	$4,300	$4,375	102%	$0	$4,375	$0	$4,300
2322		Administration Costs	$4,733	$3,405	63%	$0	$3,405	$0	$5,400
2342		Fire Fighting - Shire Resources	$3,433	$2,289	57%	$0	$2,289	$0	$4,000
2372		Brigade Expenses	$76,733	$75,017	92%	$0	$75,017	$0	$81,151
2374		BRPC - Other Employment Cost	$8,797	$5,190	49%	$0	$5,190	$0	$10,557
2284		BRPC - Salaries	$92,709	$72,910	66%	$0	$72,910	$0	$111,255
2294		BRPC - Superannuation	$10,062	$9,704	80%	$0	$9,704	$0	$12,075
2382		Administration Allocated - Cash	$49,564	$19,868	33%	$0	$19,868	$0	$59,479
2442		Administration Allocated - Non-Cash	$665	$0	0%	$0	$0	$0	$798
2443		Interest on Loan - Bushfire	$9,038	$10,448	116%	$0	$10,448	$0	$9,038
004D		Buildings Depreciation	$34,374	$0	0%	$0	$0	$0	$41,250
		Sub Total - FIRE PREVENTION OP/EXP	$330,386	$232,225		$0	$232,225	$0	$384,478
		OPERATING INCOME							
2363		Fines & Penalties	($1,250)	($4,328)	289%	($4,328)	$0	($1,500)	$0
2383		Sale of Fire Maps	($375)	($55)	12%	($55)	$0	($450)	$0
2393		Sundry Misc income - Fire	($2,667)	($3,632)	113%	($3,632)	$0	($3,200)	$0
2373		ESL Levy Funding	($54,750)	($75,000)	103%	($75,000)	$0	($73,000)	$0
2463		BRMC - Grant Income	($78,200)	($38,650)	0%	($38,650)	$0	($78,200)	$0
		Sub Total - FIRE PREVENTION OP/INC	($137,241)	($121,664)		($121,664)	$0	($156,350)	$0
		Total - FIRE PREVENTION	$193,144	$110,561		($121,664)	$232,225	($156,350)	$384,478

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ACCOUNT	JOB		YEAR TO DATE 30 April 2024 Budget	YEAR TO DATE 30 April 2024 Actual	% of Annual Budget	ACTUAL 30 April 2024 Income	ACTUAL 30 April 2024 Expense	ADOPTED BUDGET 2023-2024 Income	ADOPTED BUDGET 2023-2024 Expense
		ANIMAL CONTROL							
		OPERATING EXPENDITURE							
2492		Salaries	$26,272	$23,939	76%	$0	$23,939	$0	$31,528
2522		Superannuation	$2,852	$3,225	94%	$0	$3,225	$0	$3,422
2532		Other Employment Costs	$3,832	$2,985	74%	$0	$2,985	$0	$4,031
2542		Conference & Training	$1,250	$0	0%	$0	$0	$0	$1,500
2552		Ranger Vehicle	$10,000	$2,546	21%	$0	$2,546	$0	$12,000
2553		FBT Expenses	$5,166	$1,489	24%	$0	$1,489	$0	$6,200
2562		Dog Control Expenses	$1,775	$2,063	97%	$0	$2,063	$0	$2,130
2572		Dog Pound Expenses	$2,167	$193	7%	$0	$193	$0	$2,600
2582		Other Animal Control	$417	$0	0%	$0	$0	$0	$500
2583		Cat Control Expenses	$550	$20	3%	$0	$20	$0	$660
2584		Cat Pound Expenses	$500	$47	8%	$0	$47	$0	$600
2602		Administration Allocated - Cash	$49,564	$6,623	11%	$0	$6,623	$0	$59,479
2612		Administration Allocated - Non-Cash	$665	$0	0%	$0	$0	$0	$798
005D		Depreciation Buildings - Animal Control	$375	$0	0%	$0	$0	$0	$450
		Sub Total - ANIMAL CONTROL OP/EXP	$105,384	$43,130		$0	$43,130	$0	$125,898
		OPERATING INCOME							
2613		Cat Pound Grant	($4,696)	($4,696)	100%	($4,696)	$0	($4,696)	$0
2633		Ranger Income	($20,249)	($20,305)	84%	($20,305)	$0	($24,300)	$0
2653		Fines & Penalties - Dog Act	($500)	($229)	38%	($229)	$0	($600)	$0
2654		Fines & Penalties - Cat Act	($500)	($291)	0%	($291)	$0	($600)	$0
2663		Impounding Fees - Dogs	($1,250)	($375)	25%	($375)	$0	($1,500)	$0
2664		Impounding Fees - Cats	($167)	$0	0%	$0	$0	($200)	$0
2673		Dog Registrations	($2,917)	($3,268)	93%	($3,268)	$0	($3,500)	$0
2674		Cat Registrations	($417)	($636)	127%	($636)	$0	($500)	$0
		Sub Total - ANIMAL CONTROL OP/INC	($30,695)	($29,799)		($29,799)	$0	($35,896)	$0
		Total - ANIMAL CONTROL	$74,689	$13,330		($29,799)	$43,130	($35,896)	$125,898

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ACCOUNT	JOB		YEAR TO DATE 30 April 2024 Budget	YEAR TO DATE 30 April 2024 Actual	% of Annual Budget	ACTUAL 30 April 2024 Income	ACTUAL 30 April 2024 Expense	ADOPTED BUDGET 2023-2024 Income	ADOPTED BUDGET 2023-2024 Expense
		OTHER LAW ORDER & PUBLIC SAFETY							
		OPERATING EXPENDITURE							
2832		Vehicle Impounding	$1,167	$897	64%	$0	$897	$0	$1,400
2752		Salaries	$0	$2	0%	$0	$2	$0	$0
2862		Local Law review	$5,000	$2,678	45%	$0	$2,678	$0	$6,000
		Sub Total - OTHER LAW ORDER & PUBLIC SAFETY OP/EXP	$6,166	$3,576		$0	$3,576	$0	$7,400
		OPERATING INCOME							
2863		Income - Misc Other Law & Order	$0	($2,091)	0%	($2,091)	$0	$0	$0
2823		Non-Opertating Grant income	$0	$0	0%	$0	$0	($267,000)	$0
		Sub Total - OTHER LAW ORDER & PUBLIC SAFETY OP /INC	$0	($2,091)		($2,091)	$0	($267,000)	$0
		Total - OTHER LAW ORDER PUBLIC SAFETY	$6,166	$1,485		($2,091)	$3,576	($267,000)	$7,400
		Total - LAW ORDER & PUBLIC SAFETY	**$273,999**	**$125,376**		**($153,554)**	**$278,931**	**($459,246)**	**$517,776**

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ACCOUNT	JOB		YEAR TO DATE 30 April 2024 Budget	YEAR TO DATE 30 April 2024 Actual	% of Annual Budget	ACTUAL 30 April 2024 Income	ACTUAL 30 April 2024 Expense	ADOPTED BUDGET 2023-2024 Income	ADOPTED BUDGET 2023-2024 Expense
		HEALTH							
		HEALTH ADMINISTRATION & INSPECTION							
		OPERATING EXPENDITURE							
3102		Health Salaries	$85,980	$46,569	45%	$0	$46,569	$0	$103,180
3132		Superannuation	$13,574	$25,157	154%	$0	$25,157	$0	$16,289
3142		Fringe Benefits Tax	$7,500	$3,721	41%	$0	$3,721	$0	$9,000
3152		Conferences & Training	$2,917	$0	0%	$0	$0	$0	$3,500
3162		Health - Other Employment Costs	$4,476	$1,923	38%	$0	$1,923	$0	$5,088
3164		Health - Contractors	$1,667	$0	0%	$0	$0	$0	$2,000
3212		Admin Allocation to HIA - Cash	$49,564	$6,623	11%	$0	$6,623	$0	$59,479
3242		Analytical Expenses	$1,667	$463	23%	$0	$463	$0	$2,000
3252		Administration Allocated - Non-cash	$997	$0	0%	$0	$0	$0	$1,197
		Sub Total - HEALTH ADMIN & INSPECTION OP/EXP	$168,340	$84,455		$0	$84,455	$0	$201,733
		OPERATING INCOME							
3223		Health Act fees, Licences	($1,000)	($2,820)	235%	($2,820)	$0	($1,200)	$0
3233		Septic Tank Inspection Fees	($167)	($338)	169%	($338)	$0	($200)	$0
3253		Health Other income	($833)	$0	0%	$0	$0	($1,000)	$0
3283		Health Consultancy Income - Resource Sharing	($1,833)	($1,029)	47%	($1,029)	$0	($2,200)	$0
		Sub Total - HEALTH ADMIN & INSPECTION OP/INC	($3,833)	($4,187)		($4,187)	$0	($4,600)	$0
		Total - HEALTH ADMIN & INSPECTION	$164,507	$80,269		($4,187)	$84,455	($4,600)	$201,733

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		OTHER HEALTH							
		OPERATING EXPENDITURE							
3362		Doctor's Surgery Maint	$560	$1,320	196%	$0	$1,320	$0	$672
3361		Interest Paid on Loans	$1,952	$1,952	100%	$0	$1,952	$0	$1,952
3368		Loan Guarantee Fee	$865	$395	46%	$0	$395	$0	$865
009D		Depreciation Buildings	$16,720	$0	0%	$0	$0	$0	$20,065
		Sub Total - OTHER HEALTH OP/EXP	$20,097	$3,666		$0	$3,666	$0	$23,554
		OPERATING INCOME							
		Sub Total - OTHER HEALTH OP/INC	$0	$0		$0	$0	$0	$0
		Total - OTHER HEALTH	$20,097	$3,666		$0	$3,666	$0	$23,554
		Total - HEALTH	**$184,604**	**$83,935**		**($4,187)**	**$88,122**	**($4,600)**	**$225,287**

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ACCOUNT	JOB		YEAR TO DATE 30 April 2024 Budget	Actual	% of Annual Budget	ACTUAL 30 April 2024 Income	Expense	ADOPTED BUDGET 2023-2024 Income	Expense
		EDUCATION & WELFARE							
		EDUCATION							
		OPERATING EXPENDITURE							
3455		Play in the Park	$2,083	$113	5%	$0	$113	$0	$2,500
3452		Smart Start Expenses	$167	$2,860	1430%	$0	$2,860	$0	$200
		Sub Total - EDUCATION OP/EXP	$2,250	$2,973		$0	$2,973	$0	$2,700
		OPERATING INCOME							
		Sub Total-EDUCATION OP/INC	$0	$0		$0	$0	$0	$0
		Total - EDUCATION	$2,250	$2,973		$0	$2,973	$0	$2,700
		PRE-SCHOOL/OTHER EDUCATION							
		OPERATING EXPENDITURE							
3462		Child Care Centre - Building Maint	$4,843	$3,465	67%	$0	$3,465	$0	$5,185
3464		Child Care Centre - Grounds Maint	$833	$0	0%	$0	$0	$0	$1,000
3477		Kindy Café	$12,500	$12,301	82%	$0	$12,301	$0	$15,000
3472		Playgroup/Toy Library - Building Maint	$4,720	$3,422	64%	$0	$3,422	$0	$5,349
3470		Playgroup/Toy Library - Minor Expenses	$0	$0	0%	$0	$0	$0	$0
3474		Playgroup/Toy Library - Grounds Maint	$3,161	$860	23%	$0	$860	$0	$3,793
3478		SPARK - Expenditure	$0	$2,816	0%	$0	$2,816	$0	$0
006D		DEPRECIATION (SCH 8)	$17,658	$0	0%	$0	$0	$0	$21,190
		Sub Total - OTHER EDUCATION OP/EXP	$43,714	$22,864		$0	$22,864	$0	$51,517
		OPERATING INCOME							
3463		Occasional Care Rent	($2,292)	($2,085)	76%	($2,085)	$0	($2,750)	$0
3465		Grant - Kindy Café	$0	($12,081)	0%	($12,081)	$0	$0	$0
3483		LR&CIP Grant - Old School Roof	($100,000)	$0	0%	$0		($100,000)	$0
		Sub Total - OTHER EDUCATION OP/INC	($102,292)	($15,116)		($15,116)	$0	($102,750)	$0
		Total - OTHER EDUCATION	($58,578)	$7,748		($15,116)	$22,864	($102,750)	$51,517

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ACCOUNT	JOB		YEAR TO DATE 30 April 2024 Budget	YEAR TO DATE 30 April 2024 Actual	% of Annual Budget	ACTUAL 30 April 2024 Income	ACTUAL 30 April 2024 Expense	ADOPTED BUDGET 2023-2024 Income	ADOPTED BUDGET 2023-2024 Expense
		WELFARE							
		OPERATING EXPENDITURE							
010D		DEPRECIATION (SCH 8)	$0	$0	0%			$0	$0
		Sub Total - WELFARE OP/EXP	$0	$0		$0	$0	$0	$0
		OPERATING INCOME							
		Sub Total - WELFARE OP/INC	$0	$0		$0	$0	$0	$0
		Total - WELFARE	$0	$0		$0	$0	$0	$0
		Total - EDUCATION & WELFARE	**($56,328)**	**$10,721**		**($15,116)**	**$25,836**	**($102,750)**	**$54,217**

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		HOUSING							
		SPRING HAVEN HOUSING							
3752		Spring Haven Salaries	$1,470,436	$1,607,494	91%	$0	$1,607,494	$0	$1,764,594
3742		Spring Haven - FBT Expenses	$4,958	$20,285	341%	$0	$20,285	$0	$5,950
3772		Spring Haven Superannuation	$135,885	$145,734	89%	$0	$145,734	$0	$163,068
3782		Conferences & Training	$14,999	$3,875	22%	$0	$3,875	$0	$18,000
3792		Uniforms & Protective Clothing	$4,167	$2,313	46%	$0	$2,313	$0	$5,000
3802		Recruitment Expenses	$16,666	$1,686	8%	$0	$1,686	$0	$20,000
3821		Spring H - Staff Housing Subsidy	$10,000	$59	0%	$0	$59	$0	$12,000
3822		Vehicle Expenses	$5,833	$2,705	39%	$0	$2,705	$0	$7,000
3842		Spring Haven Telephone	$10,000	$6,445	54%	$0	$6,445	$0	$12,000
3862		Subscriptions	$8,825	$6,978	66%	$0	$6,978	$0	$10,590
3872		Postage & Freight	$1,042	$4,303	344%	$0	$4,303	$0	$1,250
3882		Minor Office Expenses/Stationery	$1,042	$2,054	164%	$0	$2,054	$0	$1,250
3892		Office Equipment Maintenance	$1,667	$2,758	138%	$0	$2,758	$0	$2,000
3893		Software Operating	$10,191	$12,908	106%	$0	$12,908	$0	$12,230
3902		Spring Haven Building Operating Expenses	$28,953	$34,492	99%	$0	$34,492	$0	$34,745
3903		Spring Haven Building Maint (Unforseen)	$6,340	$31,820	418%	$0	$31,820	$0	$7,608
3904		Spring Haven Grounds Maint	$15,508	$16,320	88%	$0	$16,320	$0	$18,610
3906		Springhaven Building Non Cap	$0	$0	0%	$0	$0	$0	$0
3908		Spring H - Security	$2,917	$1,835	52%	$0	$1,835	$0	$3,500
3912		Medical/Pharmaceutical Services	$38,332	$53,964	117%	$0	$53,964	$0	$46,000
3913		Allied Health	$25,916	$38,245	123%	$0	$38,245	$0	$31,100
3914		Utilities	$39,507	$39,765	84%	$0	$39,765	$0	$47,410
3812		Spring H - Workers Comp/Journey Ins	$39,611	$41,790	106%	$0	$41,790	$0	$39,611
3916		Insurance	$27,028	$24,396	90%	$0	$24,396	$0	$27,028
3922		Cleaning & Laundry	$8,583	$9,601	93%	$0	$9,601	$0	$10,300
3932		Non-Capital Equiment Expenses	$7,916	$6,867	72%	$0	$6,867	$0	$9,500
3942		Meals & Refreshments	$87,497	$97,214	93%	$0	$97,214	$0	$105,000
3952		Residents Activities	$1,750	$1,788	85%	$0	$1,788	$0	$2,100
3962		Public Liability Insurance	$8,184	$8,184	100%	$0	$8,184	$0	$8,184
3974		Spring Haven Aged Care Consultants	$5,000	$960	16%	$0	$960	$0	$6,000
3918		Spring H - Consultants	$16,666	$960	5%	$0	$960	$0	$20,000
3928		Spring H - COVID-19 Additional Costs	$0	$4,886	0%	$0	$4,886	$0	$0
3982		Administration Allocated Non-Cash	$3,325	$0	0%	$0	$0	$0	$3,990

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ACCOUNT	JOB		YEAR TO DATE 30 April 2024 Budget	YEAR TO DATE 30 April 2024 Actual	% of Annual Budget	ACTUAL 30 April 2024 Income	ACTUAL 30 April 2024 Expense	ADOPTED BUDGET 2023-2024 Income	ADOPTED BUDGET 2023-2024 Expense
3992		Administration Allocated - Cash	$82,607	$99,339	100%	$0	$99,339	$0	$99,132
012D		Spring Haven Depreciation	$128,745	$0	0%	$0	$0	$0	$154,500
013D		Spring Haven Depreciation	$12,916	$0	0%	$0	$0	$0	$15,500
		Sub Total - SPRING HAVEN HOUSING OP/EXP	$2,283,007	$2,332,022		$0	$2,332,022	$0	$2,724,750
		OPERATING INCOME							
4003		Spring Haven Resident Rent	($416,650)	($489,999)	98%	($489,999)	$0	($500,000)	$0
4013		Spring Haven - Personal Care Grant Subsidy	($1,333,280)	($1,744,749)	109%	($1,744,749)	$0	($1,600,000)	$0
1395		INTEREST ON UNPAID BONDS	($24,166)	($47,402)	163%	($47,402)	$0	($29,000)	$0
4143		Miscellaneous Income	($2,083)	($42,471)	1699%	($42,471)	$0	($2,500)	$0
4023		Spring Haven Donations	($2,500)	($44)	1%	($44)	$0	($3,000)	$0
4303		Spring H - Grant - Security	$0	$0	0%	$0	$0	$0	$0
		Sub Total - SPRING HAVEN HOUSING OP/INC	($1,778,679)	($2,350,292)		($2,350,292)	$0	($2,134,500)	$0
		Total - SPRING HAVEN HOUSING	$504,328	($18,270)		($2,350,292)	$2,332,022	($2,134,500)	$2,724,750

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ACCOUNT	JOB		YEAR TO DATE 30 April 2024 Budget	YEAR TO DATE 30 April 2024 Actual	% of Annual Budget	ACTUAL 30 April 2024 Income	ACTUAL 30 April 2024 Expense	ADOPTED BUDGET 2023-2024 Income	ADOPTED BUDGET 2023-2024 Expense
		STAFF HOUSING							
		OPERATING EXPENDITURE							
3768		Staff Housing Building Maintenance	$12,125	$29,787	205%	$0	$29,787	$0	$14,550
3769		Staff Housing - Operating Expenses	$25,821	$29,323	95%	$0	$29,323	$0	$30,857
3764		Staff Housing - Ground Maint. Various	$5,606	$15,057	224%	$0	$15,057	$0	$6,728
3774		Loss on Sale of Asset (Housing)	$0	$0	0%	$0	$0	$0	$0
3770		Loan Guarantee Fee L135 & L140	$8,485	$1,151	14%	$0	$1,151	$0	$8,485
3771		Staff Housing Loan Interest	$20,752	$23,575	85%	$0	$23,575	$0	$27,739
011D		Housing Depreciation	$79,597	$0	0%	$0	$0	$0	$95,520
		Sub Total - STAFF HOUSING OP/EXP	$152,386	$98,893		$0	$98,893	$0	$183,879
		OPERATING INCOME							
3703		Residential Rent - Staff	($87,497)	($38,907)	37%	($38,907)	$0	($105,000)	$0
3705		BBRF Grant - Key Workers	$0	$0	0%	$0	$0	$0	$0
016P		Profit on Sale of Asset	$0	$0	0%	$0	$0	$0	$0
		Sub Total - STAFF HOUSING OP/INC	($87,497)	($38,907)		($38,907)	$0	($105,000)	$0
		Total - STAFF HOUSING	$64,890	$59,986		($38,907)	$98,893	($105,000)	$183,879

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ACCOUNT	JOB		YEAR TO DATE 30 April 2024 Budget	YEAR TO DATE 30 April 2024 Actual	% of Annual Budget	ACTUAL 30 April 2024 Income	ACTUAL 30 April 2024 Expense	ADOPTED BUDGET 2023-2024 Income	ADOPTED BUDGET 2023-2024 Expense
		HOUSING OTHER							
		OPERATING EXPENDITURE							
4062		Loton Close ILU's Building Maint	$10,700	$10,135	80%	$0	$10,135	$0	$12,700
4064		Loton Close ILU's Grounds Maint	$8,053	$3,779	39%	$0	$3,779	$0	$9,664
4065		Loton Close ILU's Utilities	$29,848	$25,945	72%	$0	$25,945	$0	$35,810
4066		Loton Close ILU's Insurance	$7,883	$8,810	112%	$0	$8,810	$0	$7,883
4202		J Sullivan Units Building Maintenance	$12,270	$11,461	78%	$0	$11,461	$0	$14,637
4204		J Sullivan Units Grounds Maintenance	$6,050	$2,728	38%	$0	$2,728	$0	$7,260
4205		J Sullivan Units Utilities	$8,956	$7,023	65%	$0	$7,023	$0	$10,745
4206		J Sullivan Units Insurance	$3,530	$2,039	58%	$0	$2,039	$0	$3,530
4254		Interest Paid on Loans	$13,218	$16,047	121%	$0	$16,047	$0	$13,218
4255		Loan Guarantee Fee (Housing Other)	$7,620	$144	2%	$0	$144	$0	$7,620
4232		Bagg Street Units Operating	$1,513	$5,279	291%	$0	$5,279	$0	$1,816
4256		GROH - Building Maintenance	$5,565	$9,597	152%	$0	$9,597	$0	$6,315
		Sub Total - HOUSING OTHER OP/EXP	$115,205	$102,987		$0	$102,987	$0	$131,198
		OPERATING INCOME							
4083		Loton Close ILU's Rent	($139,094)	($135,190)	81%	($135,190)	$0	($166,920)	$0
4103		Loton Close ILU's - Power Recoups	($12,500)	($13,170)	88%	($13,170)	$0	($15,000)	$0
4203		J Sullivan Units - Rent	($30,832)	($30,660)	83%	($30,660)	$0	($37,000)	$0
4243		GROH - Rent	($112,496)	($109,300)	81%	($109,300)	$0	($135,000)	$0
		Sub Total - HOUSING OTHER OP/INC	($294,922)	($288,320)		($288,320)	$0	($353,920)	$0
		Total - HOUSING OTHER	($179,717)	($185,333)		($288,320)	$102,987	($353,920)	$131,198
		Total - HOUSING	**$389,501**	**($143,617)**		**($2,677,519)**	**$2,533,902**	**($2,593,420)**	**$3,039,827**

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ACCOUNT	JOB		YEAR TO DATE 30 April 2024 Budget	YEAR TO DATE 30 April 2024 Actual	% of Annual Budget	ACTUAL 30 April 2024 Income	ACTUAL 30 April 2024 Expense	ADOPTED BUDGET 2023-2024 Income	ADOPTED BUDGET 2023-2024 Expense
		COMMUNITY AMENITIES							
		SANITATION - HOUSEHOLD REFUSE							
		OPERATING EXPENDITURE							
5022		Refuse Collection - Kerbside	$64,164	$60,375	78%	$0	$60,375	$0	$77,000
5012		Refuse Site Maintenance	$7,216	$600	7%	$0	$600	$0	$8,660
5013		Refuse Site Rehabilitation	$2,762	$131	4%	$0	$131	$0	$3,314
5002		Recycling Depot/Transfer Stn - Contract	$91,445	$151,698	140%	$0	$151,698	$0	$108,738
5122		Recycling Collection - Kerbside	$57,806	$55,352	80%	$0	$55,352	$0	$69,370
5142		Recycling Education	$500	$675	113%	$0	$675	$0	$600
5123		Waste Management Planning	$0	$0	0%	$0	$0	$0	$0
014D		Depreciation (Sch 10)	$3,575	$0	0%	$0	$0	$0	$4,290
		Sub Total - SANITATION HOUSEHOLD REFUSE OP/EXP	$227,468	$268,830		$0	$268,830	$0	$271,972
		OPERATING INCOME							
5023		Collection Charges - Kerbside	($267,445)	($284,384)	106%	($284,384)	$0	($267,445)	$0
5033		Recycling/Transfer Station Rental	($1,917)	$0	0%	$0	$0	($2,300)	$0
5103		TIPPING FEES/BIN HIRE	$0	$0	0%	$0	$0	$0	$0
5183		Sale of Recyclables	($833)	($368)	37%	($368)	$0	($1,000)	$0
010P		Profit on Sale of asset	$0	$0	0%	$0	$0	$0	$0
		Sub Total - SANITATION H/HOLD REFUSE OP/INC	($270,195)	($284,752)		($284,752)	$0	($270,745)	$0
		Total - SANITATION HOUSEHOLD REFUSE	($42,727)	($15,922)		($284,752)	$268,830	($270,745)	$271,972

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		SANITATION OTHER							
		OPERATING EXPENDITURE							
5027		Verge Pick Up - Hard Waste	$24,999	$0	0%	$0	$0	$0	$30,000
5251		Street Bins Collection - Contract	$32,999	$32,041	81%	$0	$32,041	$0	$39,600
5252		Street Bins Collection	$212	$0	0%	$0	$0	$0	$254
5262		Repair Street Bins	$167	$174	87%	$0	$174	$0	$200
5263		Drum Muster	$4,167	$0	0%	$0	$0	$0	$5,000
5264		Transport of Waste & Loader Hire	$51,865	$54,361	87%	$0	$54,361	$0	$62,240
5265		Bulk Bin Hire Expenses	$2,317	$0	0%	$0	$0	$0	$2,780
5266		Bulk Bin Removal Expenses	$18,495	$0	0%	$0	$0	$0	$22,195
		Sub Total - SANITATION OTHER OP/EXP	$135,219	$86,575		$0	$86,575	$0	$162,269
		OPERATING INCOME							
5103		Tip Fees	$0	$0	0%	$0	$0	$0	$0
5303		Litter Infringements	($167)	$0	0%	$0	$0	($200)	$0
5304		Drum Muster Reimbursement Income	($4,167)	$0	0%	$0	$0	($5,000)	$0
		Sub Total - SANITATION OTHER OP/INC	($4,333)	$0		$0	$0	($5,200)	$0
		Total - SANITATION OTHER	$130,886	$86,575		$0	$86,575	($5,200)	$162,269

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		SEWERAGE							
		OPERATING EXPENDITURE							
026D		Sewer Depreciation Sch 10	$0	$0	0%	$0	$0	$0	$0
5090		Liquid Waste Pond - Maintenance	$1,142	$652	48%	$0	$652	$0	$1,370
		Sub Total - SEWERAGE OP/EXP	$1,142	$652		$0	$652	$0	$1,370
		OPERATING INCOME							
5190		Liquid Waste Disposal Fees	$0	$0		$0	$0	$0	$0
		Sub Total - SEWERAGE OP/INC	$0	$0		$0	$0	$0	$0
		Total - SEWERAGE	$1,142	$652		$0	$652	$0	$1,370

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		PROTECTION OF THE ENVIRONMENT							
		OPERATING EXPENDITURE							
5619		Southern Dirt Contribution	$15,000	$15,000	100%	$0	$15,000	$0	$15,000
5612		NRM Office Expenses	$250	$0	0%	$0	$0	$0	$300
5616		NRM - Salaries & Wages/Consultancy Fees	$12,500	$4,700	31%	$0	$4,700	$0	$15,000
5689		NRM - Superannuation	$0	$0	0%	$0	$0	$0	$0
5601		NRM Vehicle Costs	$608	$0	0%	$0	$0	$0	$730
5614		NRM - Grant Expenditure	$0	$0	0%	$0	$0	$0	$0
5681		Noxious Weeds	$2,905	$2,717	78%	$0	$2,717	$0	$3,486
5684		Landcare Publications	$417	$0	0%	$0	$0	$0	$500
5686		NRM - Enviromental Reserve M'ment	$7,839	$10,302	110%	$0	$10,302	$0	$9,407
5687		Reserve Clean Up	$6,325	$0	0%	$0	$0	$0	$7,590
5722		NRM - State NRM Grant Expenditure	$69,000	$61,941	90%	$0	$61,941	$0	$69,000
5723		NRM - Myrtle Benn/Rob. Rd Reveg Plan	$8,333	$0	0%	$0	$0	$0	$10,000
5734		NRM - Future Drought Fund Grant Exp.	$0	$0	0%	$0	$0	$0	$0
5752		Administration Allocation Cash	$16,521	$13,245	67%	$0	$13,245	$0	$19,826
5742		Administration Allocation Non-Cash	$1,662	$0	0%	$0	$0	$0	$1,995
		Sub Total - PROTECTION OF THE ENVIRONMENT OP/EXP	$141,359	$107,905		$0	$107,905	$0	$152,834
		OPERATING INCOME							
5603		NRM Grants	$0	($9,740)	0%	($9,740)	$0	$0	$0
		Sub Total - PROTECTION OF THE ENVIRONMENT OP/INC	$0	($9,740)		($9,740)	$0	$0	$0
		Total - PROTECTION OF THE ENVIRONMENT	$141,359	$98,165		($9,740)	$107,905	$0	$152,834

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		TOWN PLANNING AND REGIONAL DEVELOPMENT							
		OPERATING EXPENDITURE							
5842		Town Planning Expenses	$24,999	$16,762	56%	$0	$16,762	$0	$30,000
5872		Superannuation	$0	$0	0%	$0	$0	$0	$0
5882		Insurances	$0	$0	0%	$0	$0	$0	$0
5922		TPS Review	$20,833	$0	0%	$0	$0	$0	$25,000
5923		Town Planning Consultants	$0	$0	0%	$0	$0	$0	$0
5954		Municipal Heritage Review	$0	$0	0%	$0	$0	$0	$0
5952		Town Planning Legal Costs	$0	$0	0%	$0	$0	$0	$0
5962		Administration Allocated Cash	$49,564	$6,623	11%	$0	$6,623	$0	$59,479
5832		Administration Allocated Non-Cash	$665	$0	0%	$0	$0	$0	$798
		Sub Total - TOWN PLAN & REG DEV OP/EXP	$96,060	$23,385		$0	$23,385	$0	$115,277
		OPERATING INCOME							
5973		Planning Fees	($3,750)	($2,564)	57%	($2,564)	$0	($4,500)	$0
		Sub Total - TOWN PLAN & REG DEV OP/INC	($3,750)	($2,564)		($2,564)	$0	($4,500)	$0
		Total - TOWN PLANNING & REGIONAL DEVELOPMENT	$92,310	$20,821		($2,564)	$23,385	($4,500)	$115,277

SHIRE OF KOJONUP

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And Type Of Activities Within The Programme

ACCOUNT	JOB		YEAR TO DATE 30 April 2024 Budget	YEAR TO DATE 30 April 2024 Actual	% of Annual Budget	ACTUAL 30 April 2024 Income	ACTUAL 30 April 2024 Expense	ADOPTED BUDGET 2023-2024 Income	ADOPTED BUDGET 2023-2024 Expense
		COMMUNITY AMENITIES - CEMETERIES							
		OPERATING EXPENDITURE							
5999		Cemetery Digital Database	$667	$0	0%	$0	$0	$0	$800
6001		Cemetery - Grave Digging	$28,304	$25,632	75%	$0	$25,632	$0	$33,966
6006		Kojonup Cemetery - Niche Wall Maint	$1,655	$1,376	69%	$0	$1,376	$0	$1,986
6002		Kojonup Cemetery - Grounds Maint	$16,699	$12,949	65%	$0	$12,949	$0	$20,040
6000		Kojonup Cemetery - Trees	$1,783	$779	36%	$0	$779	$0	$2,140
6012		Boscabel Cemetery - Grounds Maint	$480	$285	50%	$0	$285	$0	$576
6014		Muradup Cemetery - Grounds Maintenance	$5,415	$1,111	17%	$0	$1,111	$0	$6,498
015D		Community Amenities Buildings Depreciation	$30,328	$0	0%	$0	$0	$0	$36,395
		Sub Total - COMMUNITY AMEN - CEMETERIES OP/EXP	$85,331	$42,132		$0	$42,132	$0	$102,401
		OPERATING INCOME							
6013		Cemetery Fees (Inc Gst)	($14,999)	($9,921)	55%	($9,921)	$0	($18,000)	$0
6023		Cemetery Fees Licences (Not Inc Gst)	($417)	($1,630)	326%	($1,630)	$0	($500)	$0
		Sub Total - COMMUNITY AMEN - CEMETERIES OP/INC	($15,416)	($11,551)		($11,551)	$0	($18,500)	$0
		Total - COMMUNITY AMENITIES CEMETERIES	$69,915	$30,581		($11,551)	$42,132	($18,500)	$102,401

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ACCOUNT	JOB	Details By function Under The Following Programme Titles And Type Of Activities Within The Programme	YEAR TO DATE 30 April 2024 Budget	Actual	% of Annual Budget	ACTUAL 30 April 2024 Income	Expense	ADOPTED BUDGET 2023-2024 Income	Expense
		COMMUNITY AMENITIES - PUBLIC CONVENIENCES & OTHER							
		OPERATING EXPENDITURE							
6042		Harrison Place Conveniences - Maint	$208	$261	104%	$0	$261	$0	$250
6044		Harrison Place Conveniences - Cleaning	$8,258	$16,219	165%	$0	$16,219	$0	$9,840
6024		Curly Wig - Building Maintenance	$0	$0	0%	$0	$0	$0	$0
6034		CWA - Building Maintenance	$2,563	$1,091	37%	$0	$1,091	$0	$2,985
6052		Town Street & Park Seating	$1,607	$0	0%	$0	$0	$0	$1,928
6054		Townscape Plan	$0	$0	0%	$0	$0	$0	$0
6112		Community Resource Centre / Telecentre	$2,028	$2,690	111%	$0	$2,690	$0	$2,413
6132		Community Bus Maintenance	$1,667	$464	24%	$0	$464	$0	$1,950
6144		Loan Guarantee Fee - Loan 146	$2,000	$1,286	64%	$0	$1,286	$0	$2,000
6142		Administration Allocated Non-Cash	$1,662	$0	0%	$0	$0	$0	$1,995
6152		Administration Allocated Cash	$49,564	$14,901	25%	$0	$14,901	$0	$59,479
		Sub Total - COMMUNITY AMEN - PUBLIC CONVEN OP/EXP	$69,557	$36,912	$5	$0	$36,912	$0	$82,840
		OPERATING INCOME							
6133		Community Bus Hire	$0	$0	0%	$0	$0	$0	$0
		Sub Total - COMMUNITY AMEN - PUBLIC CONVEN OP/INC	$0	$0	$0	$0	$0	$0	$0
		Total - COMMUNITY AMENITIES PUBLIC CONVEN & OTHER	$69,557	$36,912		$0	$36,912	$0	$82,840

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MONTHLY FINANCIAL REPORT

Details By function Under The Following Programme Titles

And Type Of Activities Within The Programme

ACCOUNT	JOB		YEAR TO DATE 30 April 2024 Budget	YEAR TO DATE 30 April 2024 Actual	% of Annual Budget	ACTUAL 30 April 2024 Income	ACTUAL 30 April 2024 Expense	ADOPTED BUDGET 2023-2024 Income	ADOPTED BUDGET 2023-2024 Expense
		COMMUNITY AMENITIES - COMMUNITY DEVELOPMENT							
		OPERATING EXPENDITURE							
6064		Men's Shed - Building Maintenance	$1,070	$283	23%	$0	$283	$0	$1,249
6172		SMALL GRANT EXPENDITURE	$0	$8,031	0%	$0	$8,031	$0	$0
		Sub Total - COMMUNITY AMEN - COMMUNITY DEV OP/EXP	$1,070	$8,314		$0	$8,314	$0	$1,249
		OPERATING INCOME							
6045		LR&CIP Grant - Mens Shed	($739,833)	$0	0%	$0	$0	($739,833)	$0
6123		Events - Ticket Sales and Misc Revenue	$0	($41)	0%	($41)	$0	$0	$0
6143		LotteryWest Grant - Mens Shed	$0	$0	0%	$0	$0	$0	$0
6173		SMALL GRANTS	$0	$0	0%	$0	$0	$0	$0
		Sub Total - COMMUNITY AMEN - COMMUNITY DEV OP/INC	($739,833)	($41)		($41)	$0	($739,833)	$0
		Total - COMMUNITY AMENITIES - COMMUNITY DEVELOPMENT	($738,763)	$8,273		($41)	$8,314	($739,833)	$1,249
		Total - COMMUNITY AMENITIES	**($276,322)**	**$266,056**		**($308,648)**	**$574,705**	**($1,038,778)**	**$890,212**

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ACCOUNT	JOB		YEAR TO DATE 30 April 2024 Budget	YEAR TO DATE 30 April 2024 Actual	% of Annual Budget	ACTUAL 30 April 2024 Income	ACTUAL 30 April 2024 Expense	ADOPTED BUDGET 2023-2024 Income	ADOPTED BUDGET 2023-2024 Expense
		RECREATION & CULTURE							
		PUBLIC HALL & CIVIC CENTRES							
		OPERATING EXPENDITURE							
6202		Memorial Hall - Cleaning & Operations	$24,296	$16,374	60%	$0	$16,374	$0	$27,270
6212		RSL Hall - Cleaning & Operations	$8,896	$2,083	20%	$0	$2,083	$0	$10,320
6214		Memorial Hall - Building Maintenance	$11,458	$3,463	25%	$0	$3,463	$0	$13,750
6216		Mobrup Hall - Building Expenses	$0	$72	0%	$0	$72	$0	$0
6218		Muradup Hall - Building Expenses	$1,905	$1,355	68%	$0	$1,355	$0	$2,005
6219		Qualeup Hall - Building Expenses	$302	$16	4%	$0	$16	$0	$349
6224		Memorial Hall - Grounds Maintenance	$5,940	$3,383	48%	$0	$3,383	$0	$7,048
6227		Boscabel Hall - Building Expenses	$684	$16	2%	$0	$16	$0	$784
6232		All Halls - Cutlery & Crockery	$1,667	$0	0%	$0	$0	$0	$2,000
6324		RSL Hall - Building Maintenance	$2,725	$1,488	47%	$0	$1,488	$0	$3,160
6146		Interest on Loan - Loan 146 & 149	$11,700	$7,181	39%	$0	$7,181	$0	$18,544
6147		Loan Guarantee Fee - Loan 146 & 149	$4,500	$0	0%	$0	$0	$0	$4,500
016D		Public Halls Building Depreciation	$52,394	$0	0%	$0	$0	$0	$62,875
		Sub Total - PUBLIC HALLS & CIVIC CENTRES OP/EXP	$126,467	$35,428		$0	$35,428	$0	$152,605
		OPERATING INCOME							
6203		Memorial Hall Rentals	($1,833)	($3,223)	146%	($3,223)	$0	($2,200)	$0
6213		RSL Hall Rentals	($1,500)	($645)	36%	($645)	$0	($1,800)	$0
6225		Lotteries Grants	$0	$0	0%	$0	$0	$0	$0
6243		Grant - LR&CIP (Harrison Place)	$0	$0	0%	$0	$0	$0	$0
6233		Grant - LR & CIP (Memorial Hall)	$0	$0	0%	$0	$0	$0	$0
017P		Profit on Sale of Assets	$0	$0	0%	$0	$0	$0	$0
		Sub Total - PUBLIC HALLS & CIVIC CENTRES OP/INC	($3,333)	($3,868)		($3,868)	$0	($4,000)	$0
		Total - PUBLIC HALL & CIVIC CENTRES	$123,134	$31,560		($3,868)	$35,428	($4,000)	$152,605

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ACCOUNT	JOB		YEAR TO DATE 30 April 2024 Budget	Actual	% of Annual Budget	ACTUAL 30 April 2024 Income	Expense	ADOPTED BUDGET 2023-2024 Income	Expense
		OTHER RECREATION & SPORT							
		OPERATING EXPENDITURE							
6362		Kojonup Springs Conveniences	$14,922	$17,288	97%	$0	$17,288	$0	$17,907
6364		Kojonup Springs Grounds Maintenance	$9,918	$3,925	33%	$0	$3,925	$0	$11,902
6372		Apex Park Conveniences - Operating	$37,037	$39,327	89%	$0	$39,327	$0	$44,223
6373		Apex Park Conveniences - Building Maint	$2,896	$2,893	83%	$0	$2,893	$0	$3,475
6374		Apex Park - Grounds Maint	$40,855	$38,447	79%	$0	$38,447	$0	$48,960
6382		Railway Reserve Conveniences	$4,051	$3,080	64%	$0	$3,080	$0	$4,781
6392		Newstead Park - Grounds Maint	$10,022	$8,647	72%	$0	$8,647	$0	$12,027
6394		Railway Reserve Grounds Maint	$12,456	$12,668	86%	$0	$12,668	$0	$14,722
6402		Sports Complex - Netball Conveniences	$8,897	$5,381	51%	$0	$5,381	$0	$10,566
6403		Sports Complex - Netball Area Maint	$938	$3,170	281%	$0	$3,170	$0	$1,126
6404		Sports Complex - Grounds Maint	$122,128	$128,451	88%	$0	$128,451	$0	$146,560
6408		Sports Complex - Conveniences	$8,207	$3,845	39%	$0	$3,845	$0	$9,849
6412		Hillman Park - Grounds Maint	$15,181	$9,010	49%	$0	$9,010	$0	$18,218
6414		Sports Complex - Reticulation	$15,141	$10,774	59%	$0	$10,774	$0	$18,170
6415		Oval Lighting	$3,584	$2,052	48%	$0	$2,052	$0	$4,300
6422		Kojonup Bk (Piesse Park) - Grounds Maint	$7,881	$10,709	113%	$0	$10,709	$0	$9,457
6425		Sports Complex - Hockey Club Building	$363	$21	5%	$0	$21	$0	$430
6434		Turkey Nest Dam Maintenance	$10,087	$12,334	102%	$0	$12,334	$0	$12,104
6435		Water - Showgrounds Maint	$2,287	$10,471	381%	$0	$10,471	$0	$2,745
6444		Muradup Townsite Grounds	$7,506	$5,043	56%	$0	$5,043	$0	$9,007
6452		Playground Safety & Minor Upgrades	$2,857	$463	13%	$0	$463	$0	$3,428
6454		Kojonup Town Entrances	$3,892	$4,061	87%	$0	$4,061	$0	$4,670
6474		Industrial Area Slashing & Spraying	$2,194	$1,545	59%	$0	$1,545	$0	$2,633
6477		Sports Complex - Utilities & Insurance	$18,078	$14,024	71%	$0	$14,024	$0	$19,803
6486		Rail Trails	$10,120	$0	0%	$0	$0	$0	$12,145
6492		Myrtle Benn Reserve	$4,391	$471	9%	$0	$471	$0	$5,269
6494		Sundry Reserves	$13,902	$18,572	113%	$0	$18,572	$0	$16,391
6496		Kojonup Golf Club Community Grant	$0	$167	0%	$0	$167	$0	$0
6552		Sports Complex - Cleaning	$12,056	$6,011	42%	$0	$6,011	$0	$14,468
6554		Sports Complex - Building Maint	$4,042	$4,985	103%	$0	$4,985	$0	$4,851
6558		Loan Guaranteee Fee - Loans 136, 142, 143	$6,540	$5,592	51%	$0	$5,592	$0	$10,900
6559		Recreation - Interest on Loans	$46,653	$52,478	101%	$0	$52,478	$0	$52,015
6592		Skate Park	$596	$558	78%	$0	$558	$0	$715

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ACCOUNT	JOB		YEAR TO DATE 30 April 2024 Budget	YEAR TO DATE 30 April 2024 Actual	% of Annual Budget	ACTUAL 30 April 2024 Income	ACTUAL 30 April 2024 Expense	ADOPTED BUDGET 2023-2024 Income	ADOPTED BUDGET 2023-2024 Expense
6792		Admiin Allocation - Cash	$33,043	$12,914	33%	$0	$12,914	$0	$39,653
7107		Polocrosse Works Requested	$712	$0	0%	$0	$0	$0	$855
017D		Other Sport Buildings Depreciation	$286,393	$0	0%	$0	$0	$0	$343,685
		Sub Total - OTHER RECREATION & SPORT OP/EXP	$779,827	$449,378		$0	$449,378	$0	$932,010
		OPERATING INCOME							
6463		Grant - Drought Communities (Netball Roof)	$0	($100,000)	0%	($100,000)	$0	$0	$0
6473		Grant - Rail Trails	$0	($3,636)	0%	($3,636)	$0	$0	$0
6513		Contrib-Foot Club Sports Complex	($4,800)	$0	0%	$0	$0	($4,800)	$0
6523		Complex Bldg Fees	($2,833)	($4,977)	146%	($4,977)	$0	($3,400)	$0
6533		Rec Ground Lease Fees	$0	$0	0%	$0	$0	($3,000)	$0
6553		Contribution-Dept Education - Oval	$0	($36,796)	147%	($36,796)	$0	($25,000)	$0
6623		Grant - CSRFF	$0	$0	0%	$0	$0	$0	$0
6633		Grant - LR&CI Program	($44,411)	($32,007)	72%	($32,007)	$0	($44,411)	$0
6643		Grant - Trails	$0	($10,395)	0%	($10,395)	$0	$0	$0
6663		Contribution - Apex Club	($26,000)	$0	0%	$0	$0	($26,000)	$0
		Sub Total - OTHER RECREATION & SPORT OP/INC	($78,044)	($188,267)		($188,267)	$0	($106,611)	$0
		Total - OTHER RECREATION & SPORT	**$701,783**	**$261,112**		**($188,267)**	**$449,378**	**($106,611)**	**$932,010**

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ACCOUNT	JOB		YEAR TO DATE 30 April 2024 Budget	YEAR TO DATE 30 April 2024 Actual	% of Annual Budget	ACTUAL 30 April 2024 Income	ACTUAL 30 April 2024 Expense	ADOPTED BUDGET 2023-2024 Income	ADOPTED BUDGET 2023-2024 Expense
		SWIMMING AREAS & BEACHES							
		OPERATING EXPENDITURE							
6252		Building Maintenance	$5,000	$1,464	24%	$0	$1,464	$0	$6,000
6254		Consumables & Minor Expenses	$1,250	$899	60%	$0	$899	$0	$1,500
6257		Utilities & Telephone	$24,892	$23,819	80%	$0	$23,819	$0	$29,865
6258		Insurance	$11,897	$11,809	99%	$0	$11,809	$0	$11,897
6261		Maintenance - Pool Building	$2,453	$1,778	62%	$0	$1,778	$0	$2,870
6262		Grounds Maintenance	$3,656	$2,421	55%	$0	$2,421	$0	$4,387
6264		Swimmin Pool - Chemicals	$7,916	$11,057	116%	$0	$11,057	$0	$9,500
6271		Non-Capital Purchases per 10yr Plan	$1,250	$0	0%	$0	$0	$0	$1,500
6272		Equipment Maintenance	$6,500	$3,081	40%	$0	$3,081	$0	$7,800
6274		Kiosk - COGS	$2,917	$6,086	174%	$0	$6,086	$0	$3,500
6352		Swimming Pool Salaries	$43,026	$71,653	139%	$0	$71,653	$0	$51,633
6353		Superannuation	$4,682	$6,671	119%	$0	$6,671	$0	$5,619
6354		Conferences & Training	$1,250	$683	46%	$0	$683	$0	$1,500
6356		Staff Housing Subsidy (S/Pool)	$5,833	$0	0%	$0	$0	$0	$7,000
6292		Administration Allocated Cash	$33,043	$6,623	17%	$0	$6,623	$0	$39,653
050D		Depreciation Buildings	$44,123	$0	0%	$0	$0	$0	$52,950
		Sub Total - SWIMMING AREAS & BEACHES OP/EXP	$199,688	$148,042		$0	$148,042	$0	$237,174
		OPERATING INCOME							
6294		Pool Entry Fees	($6,666)	($7,410)	93%	($7,410)	$0	($8,000)	$0
6295		Pool Kiosk Sales	($4,167)	($6,082)	122%	($6,082)	$0	($5,000)	$0
6296		Pool Daily Entry Fees	($5,000)	($8,298)	138%	($8,298)	$0	($6,000)	$0
		Sub Total - SWIMMING AREAS & BEACHES OP/INC	($15,833)	($21,789)		($21,789)	$0	($19,000)	$0
		Total - SWIMMING AREAS & BEACHES	$183,855	$126,253		($21,789)	$148,042	($19,000)	$237,174

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		TV & RADIO BROADCASTING & RETRANSMISSION							
		OPERATING EXPENDITURE							
6752		Television Translator	$77	$39	50%	$0	$39	$0	$77
6772		VHF Repeater Operating/Maintenance	$208	$0	0%	$0	$0	$0	$250
		Sub Total - TV & RADIO RETRANSMISSION OP/EXP	$285	$39		0	$39	$0	$327
		Total - TV & RADIO RETRANSMISSION	$285	$39		**$0**	**$39**	**$0**	**$327**
		LIBRARIES							
		OPERATING EXPENDITURE							
6812		Library Salaries	$74,270	$68,119	76%	$0	$68,119	$0	$89,127
6842		Superannuation	$11,302	$7,687	57%	$0	$7,687	$0	$13,563
6852		Emp Insurances (Lib)	$2,836	$2,985	105%	$0	$2,985	$0	$2,836
6862		Conference & Training (Lib)	$833	$0	0%	$0	$0	$0	$1,000
6882		Library Operating Expenses	$2,500	$369	12%	$0	$369	$0	$3,000
6892		Lib Software Licencing	$1,542	$3,964	214%	$0	$3,964	$0	$1,850
6902		Library Resource Purchases	$1,667	$760	38%	$0	$760	$0	$2,000
6903		Library Regional Activity Plan Contribution	$3,667	$1,908	43%	$0	$1,908	$0	$4,400
6942		Administration Allocated Cash	$16,521	$6,623	33%	$0	$6,623	$0	$19,826
6952		Administration Allocated Non-Cash	$1,662	$0	0%	$0	$0	$0	$1,995
6982		Seniors Week Grant Expenses	$0	$0	0%	$0	$0	$0	$0
		Sub Total - LIBRARIES OP/EXP	$116,799	$92,415		$0	$92,415	$0	$139,597
		OPERATING INCOME							
6963		Library Fines & Penalties - Lost Books	$0	$0	0%	$0	$0	$0	$0
6973		Sundry Income	($17)	($65)	327%	($65)	$0	($20)	$0
6983		Seniors Week Grant	$0	$0	0%	$0	$0	$0	$0
		Sub Total - LIBRARIES OP/INC	($17)	($65)		($65)	$0	($20)	$0
		Total - LIBRARIES	$116,782	$92,350		($65)	$92,415	($20)	$139,597

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		HERITAGE & OTHER CULTURE							
		OPERATING EXPENDITURE							
7002		Historical Society - Donation	$104	$0	0%	$0	$0	$0	$0
7012		Historical Soc. Rooms	$0	$109		$0	$109	$0	$125
7022		Old Military Barracks	$2,488	$92	3%	$0	$92	$0	$2,986
7024		Old Post Office - Building Maintenance	$3,530	$949	23%	$0	$949	$0	$4,083
7032		Elverd Cottage - Building Mtce	$31,520	$1,020	3%	$0	$1,020	$0	$31,805
7034		Elverd Cottage - Ground Maint	$1,314	$1,982	126%	$0	$1,982	$0	$1,577
7046		Old Post Office - Grounds Maintenance	$1,502	$0	0%	$0	$0	$0	$1,752
7106		Showgrounds - Building Maintenance	$7,915	$4,404	53%	$0	$4,404	$0	$8,382
7101		Annual Show - Works Assistance	$7,133	$11,068	129%	$0	$11,068	$0	$8,560
7103		Muradup & Jingalup War Memorials	$734	$0	0%	$0	$0	$0	$881
7222		Military Barracks - Ground Maint	$6,199	$7,053	97%	$0	$7,053	$0	$7,271
019D		Depreciation Buildings	$15,524	$0	0%	$0	$0	$0	$18,630
		Sub Total - OTHER CULTURE OP/EXP	$77,964	$26,675		$0	$26,675	$0	$86,052
		OPERATING INCOME							
		Sub Total - OTHER CULTURE OP/INC	$0	$0		$0	$0	$0	$0
		Total - OTHER CULTURE	$77,964	$26,675		$0	$26,675	$0	$86,052
		Total - RECREATION AND CULTURE	**$1,203,804**	**$537,988**		**($213,989)**	**$751,977**	**($129,631)**	**$1,547,765**

SHIRE OF KOJONUP

MONTHLY FINANCIAL REPORT

Details By function Under The Following Programme Titles
And Type Of Activities Within The Programme

ACCOUNT	JOB		YEAR TO DATE 30 April 2024 Budget	Actual	% of Annual Budget	ACTUAL 30 April 2024 Income	Expense	ADOPTED BUDGET 2023-2024 Income	Expense
		STREETS,ROADS, BRIDGES, DEPOTS - MAINTENANCE							
		OPERATING EXPENDITURE							
7632		Town Streets - Drainage Mtce	$16,274	$8,169	42%	$0	$8,169	$0	$19,530
7642		ROADS MTCE - FLOOD DAMAGE.	$0	$0	0%	$0	$0	$0	$0
7652		Road Maintenance	$5,896	$1,982		$0	$1,982	$0	$7,076
7662		Bridge Maintenance	$84,256	$42,842	45%	$0	$42,842	$0	$95,548
7672		Footpath Maintenance	$12,516	$4,625	31%	$0	$4,625	$0	$15,020
7682		Lighting Of Streets	$52,919	$40,053	63%	$0	$40,053	$0	$63,505
7692		Depot Maint	$32,761	$32,513	84%	$0	$32,513	$0	$38,642
7694		Depot - Grounds & Nursery Maint	$3,077	$6,429	174%	$0	$6,429	$0	$3,692
7695		Depot - OHS Minor Items	$1,047	$276	22%	$0	$276	$0	$1,257
7704		Depot Cleaning	$27,774	$22,683	68%	$0	$22,683	$0	$33,330
RM01		Grading - Winter	$657,620	$821,937	104%	$0	$821,937	$0	$789,175
RM03		Drainage Maintenance	$116,185	$67,589	48%	$0	$67,589	$0	$139,428
RM04		Bitumen Patching/Repair	$70,297	$112,724	134%	$0	$112,724	$0	$84,360
RM05		Guide Post & Signage	$41,823	$74,154	148%	$0	$74,154	$0	$50,190
RM06		Roadside Spraying	$31,682	$16,396	43%	$0	$16,396	$0	$38,020
RM08		Rural Limb & Tree Removal - Fallen	$49,211	$58,145	98%	$0	$58,145	$0	$59,056
RM10		Traffic Counter Transportation	$1,996	$2,611	109%	$0	$2,611	$0	$2,395
RM11		Kerb Maintenance	$2,765	$4,501	136%	$0	$4,501	$0	$3,318
RM15		Trees Rural Major Works	$119,529	$137,936	96%	$0	$137,936	$0	$143,440
RM16		Townsite-Kojonup-Verge Mtce	$77,105	$73,850	80%	$0	$73,850	$0	$92,530
RM17		Townsite Trees - General Mtce	$11,841	$15,289	108%	$0	$15,289	$0	$14,210
RM18		TOWNSITE TREES - UPGRADE, WATERING etc	$2,817	$15,071	446%	$0	$15,071	$0	$3,380
RM19		Townsite Trees - Pruning - Contractor	$10,007	$2,295	19%	$0	$2,295	$0	$12,009
RM20		Road Accident Recovery	$892	$633	59%	$0	$633	$0	$1,071
RM22		Removal of Street Trees	$6,440	$1,473	19%	$0	$1,473	$0	$7,728
RM23		Townsite Street Sweeping	$9,166	$3,780	34%	$0	$3,780	$0	$11,000
RM24		Carpark Line marking	$4,600	$3,517	64%	$0	$3,517	$0	$5,520
7701		Blackwood Rd Solar Dam Maintenance	$452	$5,037		$0	$5,037	$0	$543
7702		Administration Allocated Cash	$330,428	$132,452	33%	$0	$132,452	$0	$396,530
020D		Depreciation on Road Assets	$2,813,775	$0	0%	$0	$0	$0	$3,376,665
		Sub Total - MTCE STREETS ROADS DEPOTS OP/EXP	$4,595,153	$1,709,983		$0	$1,709,983	$0	$5,508,168

SHIRE OF KOJONUP

MONTHLY FINANCIAL REPORT

Details By function Under The Following Programme Titles

And Type Of Activities Within The Programme

ACCOUNT	JOB		YEAR TO DATE 30 April 2024 Budget	YEAR TO DATE 30 April 2024 Actual	% of Annual Budget	ACTUAL 30 April 2024 Income	ACTUAL 30 April 2024 Expense	ADOPTED BUDGET 2023-2024 Income	ADOPTED BUDGET 2023-2024 Expense
		OPERATING INCOME							
7405		Roads Grants RRG	($1,186,000)	($423,781)	36%	($423,781)	$0	($1,186,000)	$0
7323		Grant - LR&CIP	$0	$0	0%	$0	$0	($270,766)	$0
7375		Main Roads WA Direct Grant	($203,791)	$0	0%	$0	$0	($203,791)	$0
7325		Grant - Special	$0	$0	0%	$0	$0	($275,000)	$0
7435		Roads to Recovery - Current Allocation	($397,900)	$0	0%	$0	$0	($432,500)	$0
7465		Government Road Grants - Blackspot Funding	($360,000)	$0		$0	$0	($360,000)	$0
7605		Sale of Small Items	($8,000)	($227)	3%	($227)	$0	($8,000)	$0
7683		Street Lighting Contribution	$0	$0	0%	$0	$0	($10,000)	$0
		Sub Total - MTCE STREETS ROADS DEPOTS OP/INC	($2,155,691)	($424,008)		($424,008)	$0	($2,746,057)	$0
		Total - MTCE STREETS ROADS DEPOTS	$2,439,462	$1,285,975		($424,008)	$1,709,983	($2,746,057)	$5,508,168

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And Type Of Activities Within The Programme

ACCOUNT	JOB		YEAR TO DATE 30 April 2024 Budget	YEAR TO DATE 30 April 2024 Actual	% of Annual Budget	ACTUAL 30 April 2024 Income	ACTUAL 30 April 2024 Expense	ADOPTED BUDGET 2023-2024 Income	ADOPTED BUDGET 2023-2024 Expense
		AERODROMES							
		OPERATING EXPENDITURE							
7762		Airport Building - Maintenance	$3,392	$3,387	86%	$0	$3,387	$0	$3,945
7761		Interest on Loan 141 (Airstrip)	$1,875	$1,875	100%	$0	$1,875	$0	$1,875
7764		Airport Building - Cleaning	$1,645	$1,121	57%	$0	$1,121	$0	$1,974
7771		Loan Guarantee Fee (Airstrip)	$840	$434	52%	$0	$434	$0	$840
7772		Airstrip Operations	$42	$0	0%	$0	$0	$0	$50
7774		Airstrip Ground Maintenance	$11,610	$3,932	28%	$0	$3,932	$0	$13,932
		Sub Total - AERODROMES OP/EXP	$19,403	$10,750		$0	$10,750	$0	$22,616
		OPERATING INCOME							
7793		Sundry Income - Airport	$0	$0	0%	$0	$0	$0	$0
7794		RADS Grant - Airstrip	$0	$0	0%	$0	$0	$0	$0
		Sub Total - AERODROMES OP/INC	$0	$0		$0	$0	$0	$0
		Total - AERODROMES	$19,403	$10,750		$0	$10,750	$0	$22,616
		Total - TRANSPORT	**$2,458,865**	**$1,296,724**		**($424,008)**	**$1,720,733**	**($2,746,057)**	**$5,530,784**

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MONTHLY FINANCIAL REPORT

Details By function Under The Following Programme Titles
And Type Of Activities Within The Programme

ACCOUNT	JOB		YEAR TO DATE 30 April 2024 Budget	YEAR TO DATE 30 April 2024 Actual	% of Annual Budget	ACTUAL 30 April 2024 Income	ACTUAL 30 April 2024 Expense	ADOPTED BUDGET 2023-2024 Income	ADOPTED BUDGET 2023-2024 Expense
		ECONOMIC SERVICES							
		RURAL SERVICES							
		OPERATING EXPENDITURE							
023D		Depreciation (Sch 13)	$3,550	$0	0%	$0	$0	$0	$4,260
8002		Water Standpipes	$29,157	$68,670	196%	$0	$68,670	$0	$34,984
8006		Rural Street Addressing	$83	$0	0%	$0	$0	$0	$100
		Sub Total - RURAL SERVICES OP/EXP	$32,791	$68,670		$0	$68,670	$0	$39,344
		OPERATING INCOME							
8003		Water Standpipe Charges	($18,333)	($31,984)	145%	($31,984)	$0	($22,000)	$0
		Sub Total - RURAL SERVICES OP/INC	($18,333)	($31,984)		($31,984)	$0	($22,000)	$0
		Total - RURAL SERVICES	$14,458	$36,687		($31,984)	$68,670	($22,000)	$39,344

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MONTHLY FINANCIAL REPORT

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And Type Of Activities Within The Programme

ACCOUNT	JOB		YEAR TO DATE 30 April 2024 Budget	YEAR TO DATE 30 April 2024 Actual	% of Annual Budget	ACTUAL 30 April 2024 Income	ACTUAL 30 April 2024 Expense	ADOPTED BUDGET 2023-2024 Income	ADOPTED BUDGET 2023-2024 Expense
		TOURISM AND AREA PROMOTION - KODJA PLACE							
		OPERATING EXPENDITURE							
8302		Salaries (Tour)	$199,751	$205,768	86%	$0	$205,768	$0	$239,711
8344		Superannuation - Visitors Centre	$26,755	$29,713	93%	$0	$29,713	$0	$32,107
8364		Tour Guide Expenses	$4,167	$19,806	396%	$0	$19,806	$0	$5,000
8322		Employee Insurances (Tour)	$5,657	$5,970	106%	$0	$5,970	$0	$5,657
8342		Conferences & Training	$3,333	$1,440	36%	$0	$1,440	$0	$4,000
8109		Story Area (Mosaic)	$8,333	$130	1%	$0	$130	$0	$10,000
8367		Story Area (Digital)	$8,333	$21,268	213%	$0	$21,268	$0	$10,000
8110		Catering	$4,167	$1,160	23%	$0	$1,160	$0	$5,000
8368		Activity (Educational)	$1,667	$166	8%	$0	$166	$0	$2,000
8126		Insurances - Various	$15,747	$15,029	95%	$0	$15,029	$0	$15,747
8152		Public Liability Insurance - Kodja Place	$9,002	$9,002	100%	$0	$9,002	$0	$9,002
8142		Printing, Stationary & Office Expenses	$9,166	$7,917	72%	$0	$7,917	$0	$11,000
8162		Building Maintenance	$2,500	$3,748	125%	$0	$3,748	$0	$3,000
8164		Utilities	$17,072	$19,781	92%	$0	$19,781	$0	$21,483
8166		Cleaning	$23,082	$36,920	133%	$0	$36,920	$0	$27,700
8172		Grounds Maintenance	$13,091	$13,008	83%	$0	$13,008	$0	$15,710
8174		Kodja Place Rose Maze Grounds Maint	$24,532	$33,929	115%	$0	$33,929	$0	$29,440
8192		Misc Expenses	$4,167	$1,635	33%	$0	$1,635	$0	$5,000
8358		Kodja Place Website	$1,667	$0	0%	$0	$0	$0	$2,000
8444		Retail Stock - COGS	$41,665	$49,941	100%	$0	$49,941	$0	$50,000
8394		Events	$8,333	$15,281	153%	$0	$15,281	$0	$10,000
8412		General Administration Allocated Cash	$82,607	$58,279	59%	$0	$58,279	$0	$99,132
8422		General Administration Allocated Non-Cash	$1,330	$0	0%	$0	$0	$0	$1,596
022D		Depreciation	$55,539	$0	0%	$0	$0	$0	$66,650
055D		Depreciation	$600	$0	0%	$0	$0	$0	$720
		Sub Total - TOURISM & AREA PROMOTION KODJA OP/EXP	$572,262	$549,890		$0	$549,890	$0	$681,655

SHIRE OF KOJONUP

MONTHLY FINANCIAL REPORT

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And Type Of Activities Within The Programme

ACCOUNT	JOB		YEAR TO DATE 30 April 2024 Budget	YEAR TO DATE 30 April 2024 Actual	% of Annual Budget	ACTUAL 30 April 2024 Income	ACTUAL 30 April 2024 Expense	ADOPTED BUDGET 2023-2024 Income	ADOPTED BUDGET 2023-2024 Expense
		OPERATING INCOME							
8205		Kodja Place - Visitor Fees	($3,917)	($3,644)	78%	($3,644)	$0	($4,700)	$0
8203		Kodja Place - Hire Fees	($2,500)	($3,291)	110%	($3,291)	$0	($3,000)	$0
8204		Tour Groups	($1,833)	($1,032)	47%	($1,032)	$0	($2,200)	$0
8207		Kodja Place - Activity Fees	($833)	($814)	81%	($814)	$0	($1,000)	$0
8123		Mature Aged Noongar Traineeship	$0	$0	0%	$0	$0	$0	$0
8193		Sundry Misc Income - Kodja Place	$0	($484)		($484)	$0	$0	$0
8213		Cafe Lease Fees	$0	$0	0%	$0	$0	$0	$0
8223		Membership Fees & Brochure Racking	($417)	($232)	46%	($232)	$0	($500)	$0
8233		Events	($10,000)	($15,967)	133%	($15,967)	$0	($12,000)	$0
8243		Retail Sales	($51,665)	($63,680)	103%	($63,680)	$0	($62,000)	$0
8263		Sales - Commissions	($5,833)	($4,536)	65%	($4,536)	$0	($7,000)	$0
8283		Donations	($1,250)	($819)	55%	($819)	$0	($1,500)	$0
8284		RV Fee Income	($2,083)	($2,028)		($2,028)	$0	($2,500)	$0
8285		Trans WA Income	($417)	($919)		($919)	$0	($500)	$0
8286		Photocopy Charges	($83)	($11)		($11)	$0	($100)	$0
		Sub Total - TOURISM & AREA PROMOTION KODJA OP/INC	($80,830)	($97,456)		($97,456)	$0	($97,000)	$0
		Total - TOURISM & AREA PROMOTION KODJA PLACE	$491,432	$452,434		($97,456)	$549,890	($97,000)	$681,655

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ACCOUNT	JOB		YEAR TO DATE 30 April 2024 Budget	YEAR TO DATE 30 April 2024 Actual	% of Annual Budget	ACTUAL 30 April 2024 Income	ACTUAL 30 April 2024 Expense	ADOPTED BUDGET 2023-2024 Income	ADOPTED BUDGET 2023-2024 Expense
		TOURISM & AREA PROMOTION OTHER							
		OPERATING EXPENDITURE							
8101		Kojonup Marketing & Promotions	$15,000	$605	4%	$0	$605	$0	$15,000
8107		Great Southern Treasures	$20,000	$20,000	100%	$0	$20,000	$0	$20,000
8414		Wool Wagon	$208	$0	0%	$0	$0	$0	$250
8354		Subscriptions, Accreditation, etc.	$4,167	$1,978	40%	$0	$1,978	$0	$5,000
8374		Australia Day Breakfast	$1,667	$242	12%	$0	$242	$0	$2,000
8371		EV Charging Station	$8,750	$7,071	67%	$0	$7,071	$0	$10,500
8432		Railway Station Building Maintenance	$1,667	$337	17%	$0	$337	$0	$2,000
8402		Railway Station Building - Operating	$1,172	$258	22%	$0	$258	$0	$1,172
8544		Annual Bloom Festival Cash Contribution	$0	$181	0%	$0	$181	$0	$0
029D		Depreciation	$62,681	$0	0%	$0	$0	$0	$75,220
		Sub Total - TOURISM & AREA PROM OTHER OP/EXP	$115,311	$30,672		$0	$30,672	$0	$131,142
		OPERATING INCOME							
8494		EV Charging Station	($2,500)	($2,630)	88%	($2,630)	$0	($3,000)	$0
8413		Tourism - Non-Operating Grant Income				$0	$0	($202,411)	$0
		Sub Total - TOURISM & AREA PROM OTHER OP/INC	($2,500)	($2,630)		($2,630)	$0	($205,411)	$0
		Total - TOURISM & AREA PROMOTION OTHER	**$112,811**	**$28,041**		**($2,630)**	**$30,672**	**($205,411)**	**$131,142**

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ACCOUNT	JOB		YEAR TO DATE 30 April 2024 Budget	YEAR TO DATE 30 April 2024 Actual	% of Annual Budget	ACTUAL 30 April 2024 Income	ACTUAL 30 April 2024 Expense	ADOPTED BUDGET 2023-2024 Income	ADOPTED BUDGET 2023-2024 Expense
		TOURISM & AREA PROMOTION - CAFÉ							
		OPERATING EXPENDITURE							
8502		Café Salaries	$331,653	$280,762	71%	$0	$280,762	$0	$398,000
8532		Café Superannuation	$36,482	$23,470	54%	$0	$23,470	$0	$43,780
8534		Café Utilities	$27,422	$19,573	59%	$0	$19,573	$0	$32,900
8536		Café Insurance	$1,667	$0	0%	$0	$0	$0	$2,000
8542		Café Bank Fees	$7,083	$0	0%	$0	$0	$0	$8,500
8546		Café Minor Equipment & Repairs	$2,500	$11,866	396%	$0	$11,866	$0	$3,000
8554		Café Other Minor Expenses	$2,500	$23,819	794%	$0	$23,819	$0	$3,000
8555		Café Uniforms & Safety Wear	$1,250	$1,119	75%	$0	$1,119	$0	$1,500
8556		Café Telephone & IT	$417	$421	84%	$0	$421	$0	$500
8557		Café Building Maintenance	$1,667	$25,162	1258%	$0	$25,162	$0	$2,000
8562		Café Training Expenses	$1,667	$0	0%	$0	$0	$0	$2,000
8564		Café Other Employment Costs	$2,350	$0	0%	$0	$0	$0	$2,820
8567		Cost of Goods Sold	$208,325	$205,313	82%	$0	$205,313	$0	$250,000
		Sub Total - TOURISM & AREA PROM CAFE OP/EXP	$624,981	$591,505		$0	$591,505	$0	$750,000
		OPERATING INCOME							
8503		Trading Income	($624,975)	($564,495)	0%	($564,495)	$0	($750,000)	$0
8533		Catering	$0	($2,876)	0%	($2,876)	$0	$0	$0
		Sub Total - TOURISM & AREA PROM CAFE OP/INC	($624,975)	($567,371)		($567,371)	$0	($750,000)	$0
		Total - TOURISM & AREA PROMOTION CAFÉ	**$6**	**$24,134**		**($567,371)**	**$591,505**	**($750,000)**	**$750,000**

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ACCOUNT	JOB		YEAR TO DATE 30 April 2024 Budget	YEAR TO DATE 30 April 2024 Actual	% of Annual Budget	ACTUAL 30 April 2024 Income	ACTUAL 30 April 2024 Expense	ADOPTED BUDGET 2023-2024 Income	ADOPTED BUDGET 2023-2024 Expense
		BUILDING CONTROL							
		OPERATING EXPENDITURE							
8552		Building Admin. Salaries	$21,495	$49,037	190%	$0	$49,037	$0	$25,795
8572		Superannuation	$3,394	$3,843	94%	$0	$3,843	$0	$4,073
8602		Other Emp Costs (Bldg)	$3,128	$2,985	94%	$0	$2,985	$0	$3,186
8612		Vehicle Operating Bld Svyr	$12,500	$7,152	48%	$0	$7,152	$0	$15,000
8622		Building Control Expenses	$1,667	$0	0%	$0	$0	$0	$2,000
8672		Admin Realloc Cash (Bldg)	$16,521	$6,623	33%	$0	$6,623	$0	$19,826
8682		Admin Realloc Non Cash (Bldg)	$1,330	$0	0%	$0	$0	$0	$1,596
8684		Loan Guarantee Fee - Loan 147	$2,600	$1,241	48%	$0	$1,241	$0	$2,600
		Sub Total - BUILDING CONTROL OP/EXP	$62,634	$70,882		$0	$70,882	$0	$74,076
		OPERATING INCOME							
8653		Building Licence Fees	($5,000)	($3,876)	65%	($3,876)	$0	($6,000)	$0
8663		Bcitf & Brb Commissions	($208)	($163)	65%	($163)	$0	($250)	$0
8633		Private Pool Inspection Charges	$0	$0	0%	$0	$0	$0	$0
		Sub Total - BUILDING CONTROL OP/INC	($5,208)	($4,039)		($4,039)	$0	($6,250)	$0
		Total - BUILDING CONTROL	$57,426	$66,843		($4,039)	$70,882	($6,250)	$74,076

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		OTHER ECONOMIC SERVICES							
		OPERATING EXPENDITURE							
033D		Depreciation (Sch 13 - Saleyards)	$0	$0	0%	$0	$0	$0	$0
8011		Wash Down Bay - Repairs	$3,227	$14,580	381%	$0	$14,580	$0	$3,831
8801		Wash Down Bay - Other	$491	$0	0%	$0	$0	$0	$589
8807		Wash Down Bay - Utility Charges	$6,310	$6,177	82%	$0	$6,177	$0	$7,570
8800		Saleyards - Ground Maintenance	$3,279	$5,260	134%	$0	$5,260	$0	$3,935
8808		Saleyards - Insurances	$608	$391	64%	$0	$391	$0	$608
8802		Saleyards - Other	$833	$164	16%	$0	$164	$0	$1,000
8872		Loan Guarantee Fee	$0	$0	0%	$0	$0	$0	$0
8862		Subdivision - Interest on Loans	$0	$6,931	51%	$0	$6,931	$0	$13,537
		Land Development Expenses	$0	$0	0%	$0	$0	$0	$0
		Sub Total - OTHER ECONOMIC SERVICES OP/EXP	$14,748	$33,502		$0	$33,502	$0	$31,070
		OPERATING INCOME							
8013		Washdown Bay Fees	($16,666)	($11,404)	57%	($11,404)	$0	($20,000)	$0
8803		Saleyards - Income	$0	$0	0%	$0	$0	$0	$0
		Sub Total - OTHER ECONOMIC SERVICES OP/INC	($16,666)	($11,404)		($11,404)	$0	($20,000)	$0
		Total - OTHER ECONOMIC SERVICES	($1,918)	$22,098		($11,404)	$33,502	($20,000)	$31,070
		Total - ECONOMIC SERVICES	**$674,214**	**$630,236**	**$0**	**($714,885)**	**$1,345,121**	**($1,100,661)**	**$1,707,287**

SHIRE OF KOJONUP

MONTHLY FINANCIAL REPORT

Details By function Under The Following Programme Titles
And Type Of Activities Within The Programme

ACCOUNT	JOB		YEAR TO DATE 30 April 2024 Budget	YEAR TO DATE 30 April 2024 Actual	% of Annual Budget	ACTUAL 30 April 2024 Income	ACTUAL 30 April 2024 Expense	ADOPTED BUDGET 2023-2024 Income	ADOPTED BUDGET 2023-2024 Expense
		OTHER PROPERTY AND SERVICES							
		PRIVATE WORKS							
		OPERATING EXPENDITURE							
9002		Private Works	$7,943	$19,174	201%	$0	$19,174	$0	$9,532
9008		Pte Works-Other Councils-Roads	$4,375	$0	0%	$0	$0	$0	$5,250
		Sub Total - PRIVATE WORKS OP/EXP	$12,318	$19,174		$0	$19,174	$0	$14,782
		OPERATING INCOME							
9003		Private Works Income	($8,333)	($26,104)	261%	($26,104)	$0	($10,000)	$0
9009		Pte Works-Income-Other Councils-Roads	$0	$0	0%	$0	$0	$0	$0
		Sub Total - PRIVATE WORKS OP/INC	($8,333)	($26,104)		($26,104)	$0	($10,000)	$0
		Total - PRIVATE WORKS	**$3,985**	**($6,930)**		**($26,104)**	**$19,174**	**($10,000)**	**$14,782**

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And Type Of Activities Within The Programme

ACCOUNT	JOB		YEAR TO DATE 30 April 2024 Budget	YEAR TO DATE 30 April 2024 Actual	% of Annual Budget	ACTUAL 30 April 2024 Income	ACTUAL 30 April 2024 Expense	ADOPTED BUDGET 2023-2024 Income	ADOPTED BUDGET 2023-2024 Expense
		PUBLIC WORKS OVERHEADS							
		OPERATING EXPENDITURE							
9022		Salaries-Works-Supervisors; Assistance	$231,510	$257,057	93%	$0	$257,057	$0	$277,823
9042		Superannuation (Supervisors)	$32,625	$23,380	60%	$0	$23,380	$0	$39,151
9052		Conferences & Training (Supervisors)	$3,250	$0	0%	$0	$0	$0	$3,900
9062		Emp Insurances (Supervisors)	$2,836	$2,985	105%	$0	$2,985	$0	$2,836
9072		Other Staff Expenses (Inc. FBT)	$26,071	$6,999	25%	$0	$6,999	$0	$27,905
9502		Allowances	$11,025	$0	0%	$0	$0	$0	$13,230
9081		Staff Housing Subsidy (Public Works)	$3,333	$0	0%	$0	$0	$0	$4,000
9082		Vehicle Operating	$18,374	$4,592	21%	$0	$4,592	$0	$22,050
9084		Consulting Technical	$13,781	$2,750	17%	$0	$2,750	$0	$16,538
9092		Office Expenses	$10,991	$9,120	69%	$0	$9,120	$0	$13,190
9094		Minor Equipment/Consumables	$6,891	$3,337	40%	$0	$3,337	$0	$8,270
9095		RAMM Inventory	$0	$12,265	0%	$0	$12,265	$0	$0
9102		Training	$80,830	$55,514	57%	$0	$55,514	$0	$97,000
9112		Meetings	$28,066	$21,443	64%	$0	$21,443	$0	$33,680
9122		Annual Leave	$147,158	$152,806	87%	$0	$152,806	$0	$176,597
9132		Public Holidays	$63,767	$84,542	110%	$0	$84,542	$0	$76,523
9142		Sick Leave	$63,767	$48,954	64%	$0	$48,954	$0	$76,523
9152		Superannuation	$198,089	$179,897	76%	$0	$179,897	$0	$237,716
9162		Workers Comp Ins	$52,862	$162,710	308%	$0	$162,710	$0	$52,862
9172		Staff Functions	$2,899	$32	1%	$0	$32	$0	$3,479
9182		INSURANCE ON WORKS	$6,470	$6,445	100%	$0	$6,445	$0	$6,470
9192		Long Service Leave	$41,452	$35,433	71%	$0	$35,433	$0	$49,744
9202		Safety Equipment & P.P.E.	$18,374	$26,153	119%	$0	$26,153	$0	$22,050
9232		PWOH - NOVATED LEASE EXPENSES	$38,478	$26,936		$0	$26,936	$0	$46,175
9262		Emp Insurances - Pwo	$5,320	$5,320	100%	$0	$5,320	$0	$5,320
9280		Cleaners - Annual Leave	$4,916	$2,257	38%	$0	$2,257	$0	$5,900
9281		Cleaners - Long Service Leave	$2,625	$1,601	51%	$0	$1,601	$0	$3,150
9282		Cleaners - Sick Leave	$1,792	$640	30%	$0	$640	$0	$2,150
9284		Cleaners - Public Holidays	$2,625	$1,024	33%	$0	$1,024	$0	$3,150
9286		Cleaners - Superannuation	$4,375	$1,158	22%	$0	$1,158	$0	$5,250
9254		Cleaners - Administration	$4,042	$4,638	96%	$0	$4,638	$0	$4,850
9302		Admin Realloc - Cash (Pwo)	$330,428	$132,452	33%	$0	$132,452	$0	$396,530
9332		Admin Non Cash Realloc (Pwo)	$36,574	$0	0%	$0	$0	$0	$43,890

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MONTHLY FINANCIAL REPORT

Details By function Under The Following Programme Titles

And Type Of Activities Within The Programme

ACCOUNT	JOB		YEAR TO DATE 30 April 2024 Budget	YEAR TO DATE 30 April 2024 Actual	% of Annual Budget	ACTUAL 30 April 2024 Income	ACTUAL 30 April 2024 Expense	ADOPTED BUDGET 2023-2024 Income	ADOPTED BUDGET 2023-2024 Expense
9421		Small Items (Chainsaws, Mowers, etc)	$2,758	$31	1%	$0	$31	$0	$3,310
9422		Sundry Plant Recovery - Automatic Recoveries	$16,666	$6,502	33%	$0	$6,502	$0	$20,000
9312		Less Allocated To Works & Services	($1,500,950)	($1,445,285)	80%	$0	($1,445,285)	$0	($1,801,212)
		Sub Total - PUBLIC WORKS O/HEADS OP/EXP	$14,068	($166,312)		$0	($166,312)	$0	$0
		OPERATING INCOME							
9323		Sundry Misc Income - Pwo	($417)	$0	0%	$0	$0	($500)	$0
9233		PWOH - NOVATED LEASE CONTRIBUTION INCOME	($29,171)	($28,219)	81%	($28,219)	$0	($35,007)	$0
		Sub Total - PUBLIC WORKS O/HEADS OP/INC	($29,588)	($28,219)		($28,219)	$0	($35,507)	$0
		Total - PUBLIC WORKS OVERHEADS	**($15,520)**	**($194,530)**		**($28,219)**	**($166,312)**	**($35,507)**	**$0**

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Details By function Under The Following Programme Titles
And Type Of Activities Within The Programme

ACCOUNT	JOB		YEAR TO DATE 30 April 2024 Budget	YEAR TO DATE 30 April 2024 Actual	% of Annual Budget	ACTUAL 30 April 2024 Income	ACTUAL 30 April 2024 Expense	ADOPTED BUDGET 2023-2024 Income	ADOPTED BUDGET 2023-2024 Expense
		PLANT OPERATION COSTS							
		OPERATING EXPENDITURE							
9372		Wages & Overheads	$150,001	$68,193	38%	$0	$68,193	$0	$180,008
9352		Tyres & Tubes	$7,083	$18,412	217%	$0	$18,412	$0	$8,500
9344		Vehicle Tracking	$18,333	$15,334	70%	$0	$15,334	$0	$22,000
9362		Parts,Ext Work & Sundries	$92,060	$126,612	115%	$0	$126,612	$0	$110,476
9382		Vehicles - Insurance	$72,441	$70,614	97%	$0	$70,614	$0	$72,441
9386		Vehicles - Licences	$0	$0	0%	$0	$0	$0	$15,000
9342		Fuels & Oils	$254,157	$243,522	80%	$0	$243,522	$0	$305,000
9363		Purchase of Tools	$2,750	$1,208	37%	$0	$1,208	$0	$3,300
9402		Less Poc Allocated To W. & S.	($597,247)	($557,430)	78%	$0	($557,430)	$0	($716,725)
021D		Depreciation (Sch 12)	$261,781	$0	0%	$0	$0	$0	$314,150
025D		Depreciation W/Back	($261,781)	($370,886)	118%	$0	($370,886)	$0	($314,150)
		Sub Total - PLANT OPERATIONS COSTS OP/EXP	($424)	($384,423)		$0	($384,423)	$0	$0
		OPERATING INCOME							
9393		Income - Diesel Fuel Rebates	($20,833)	($5,818)	23%	($5,818)	$0	($25,000)	$0
		Sub Total - PLANT OPERATIONS COSTS OP/INC	($20,833)	($5,818)		($5,818)	$0	($25,000)	$0
		Total - PLANT OPERATIONS COSTS	($21,256)	($390,241)		($5,818)	($384,423)	($25,000)	$0
		MATERIALS AND STOCK							
		OPERATING EXPENDITURE							
9452		Stock Variance A/C	$0	$0	0%	$0	$0	$0	$0
		Sub Total - MATERIALS AND STOCK	$0	$0		$0	$0	$0	$0
		Total - MATERIALS AND STOCK	$0	$0		$0	$0	$0	$0

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MONTHLY FINANCIAL REPORT

Details By function Under The Following Programme Titles
And Type Of Activities Within The Programme

ACCOUNT	JOB		YEAR TO DATE 30 April 2024 Budget	YEAR TO DATE 30 April 2024 Actual	% of Annual Budget	ACTUAL 30 April 2024 Income	ACTUAL 30 April 2024 Expense	ADOPTED BUDGET 2023-2024 Income	ADOPTED BUDGET 2023-2024 Expense
		OTHER PROPERTY AND SERVICES							
		SALARIES AND WAGES							
		OPERATING EXPENDITURE							
9482		Salaries & Wages Drawn	$4,518,756	$4,865,198	90%	$0	$4,865,198	$0	$5,422,724
9492		Workers Compensation	$41,665	$36,773	74%	$0	$36,773	$0	$50,000
9512		Salary & Wage Alloc To W. & S.	($4,518,756)	($4,783,179)	88%	$0	($4,783,179)	$0	($5,422,724)
		Sub Total - SALARIES AND WAGES OP/EXP	$41,665	$118,791		$0	$118,791	$0	$50,000
		OPERATING INCOME							
9493		Workers Compensation Income	($41,665)	($124,345)	249%	($124,345)	$0	($50,000)	$0
9543		APPRENTICESHIP/TRAINEE GRANTS	$0	($44,775)	0%	($44,775)	$0	$0	$0
		Sub Total - SALARIES AND WAGES OP/INC	($41,665)	($169,121)		($169,121)	$0	($50,000)	$0
		Total - SALARIES AND WAGES	$0	($50,329)		($169,121)	$118,791	($50,000)	$50,000

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MONTHLY FINANCIAL REPORT

Details By function Under The Following Programme Titles
And Type Of Activities Within The Programme

ACCOUNT	JOB		YEAR TO DATE 30 April 2024 Budget	YEAR TO DATE 30 April 2024 Actual	% of Annual Budget	ACTUAL 30 April 2024 Income	ACTUAL 30 April 2024 Expense	ADOPTED BUDGET 2023-2024 Income	ADOPTED BUDGET 2023-2024 Expense
		UNCLASSIFIED							
		OPERATING EXPENDITURE							
9572		Land Survey & Leasing	$0	$3,474	0%	$0	$3,474	$0	$0
9682		Misc Expenses-Other Property	$7,054	$2,404	30%	$0	$2,404	$0	$7,887
024D		Depreciation on Assets	$15,083	$0	0%	$0	$0	$0	$18,100
		Sub Total - UNCLASSIFIED OP/EXP	$22,136	$5,879		$0	$5,879	$0	$25,987
		OPERATING INCOME							
9625		SMALL ITEMS INSUR INCOME	($1,667)	$0	0%	$0	$0	($2,000)	$0
9626		Sundry Misc Income - Other Property	($23,332)	$0	0%	$0	$0	($28,000)	$0
9627		Sundry Inc - Insurance Premium Refund	($4,167)	$0	0%	$0	$0	($5,000)	$0
9683		Lease Of Ksc Properties	($11,666)	($26,364)	188%	($26,364)	$0	($14,000)	$0
9695		Recoverable Costs Income	($1)	$499	-49869%	$499	$0	($1)	$0
		Sub Total - UNCLASSIFIED OP/INC	($40,833)	($25,865)		($25,865)	$0	($49,001)	$0
		Total - UNCLASSIFIED	($18,696)	($19,986)		($25,865)	$5,879	($49,001)	$25,987
		Total - OTHER PROPERTY AND SERVICES	**($51,487)**	**($662,017)**		**($255,126)**	**($406,890)**	**($169,508)**	**$90,769**

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Details By function Under The Following Programme Titles
And Type Of Activities Within The Programme

ACCOUNT	JOB		YEAR TO DATE 30 April 2024 Budget	YEAR TO DATE 30 April 2024 Actual	% of Annual Budget	ACTUAL 30 April 2024 Income	ACTUAL 30 April 2024 Expense	ADOPTED BUDGET 2023-2024 Income	ADOPTED BUDGET 2023-2024 Expense
		FUND TRANSFERS							
		EXPENDITURE							
		Tfr to Employee Leave Res.	$197	$8,820	29%	$0	$8,820	$0	$30,908
		Transfer To Plant Res.	$0	$0	0%	$0	$0	$0	$2,611
		Transfer to Springhaven Lodge Res.	$0	$1,750,000	0%	$0	$1,750,000	$0	$0
		Transfer to Low Income Housing Res.	$69	$3,021	3640%	$0	$3,021	$0	$83
		Transfer to Sporting Facility Res.	$52	$2,269	3602%	$0	$2,269	$0	$63
		Transfer to Landfill Waste Mgmt Res.	$67	$2,897	3621%	$0	$2,897	$0	$80
		Transfer to Community Grants Res.	$8	$353	3527%	$0	$353	$0	$10
		Transfer To Independent Living Units Res.	$132	$5,724	3623%	$0	$5,724	$0	$158
		Transfer to Natural Resource Mgmt Res.	$81	$3,526	3635%	$0	$3,526	$0	$97
		Transfer To Swimming Pool Res.	$33	$1,464	3661%	$0	$1,464	$0	$40
		Transfer to Kodja Place Building Res.	$15	$637	3541%	$0	$637	$0	$18
		Transfer to Netball Court Surfacing Res.	$13	$0	0%	$0	$0	$0	$3,501
		Sub Total - TRANSFERS TO RESERVE	$667	$1,778,751		$0	$1,778,751	$0	$37,569
		INCOME							
		Transfer from Employee Reserve	$0	$0	0%	$0	$0	$0	$0
		Transfer from Plant Reserve	$0	$0	0%	$0	$0	$0	$0
		Sub Total - TRANSFERS FROM RESERVE	$0	$0		$0	$0	$0	$0
		Total - TRANSFERS	$667	$1,778,751		$0	$1,778,751	$0	$37,569
		Total - FUND TRANSFER	**$667**	**$1,778,751**		**$0**	**$1,778,751**	**$0**	**$37,569**
		NEW - (Surplus) / Deficit - Opening 1 July	($3,490,000)	($3,808,607)		($3,808,607)	$0	($3,490,000)	$0
		Sub Total - SURPLUS C/FWD	($3,490,000)	($3,808,607)		($3,808,607)	$0	($3,490,000)	$0
		Total - SURPLUS	($3,490,000)	($3,808,607)		**($3,808,607)**	**$0**	**($3,490,000)**	**$0**

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MONTHLY FINANCIAL REPORT

ACCOUNT	JOB	Details By function Under The Following Programme Titles And Type Of Activities Within The Programme	YEAR TO DATE 30 April 2024 Budget	Actual	% of Annual Budget	ACTUAL 30 April 2024 Income	Expense	ADOPTED BUDGET 2023-2024 Income	Expense
		LIABILITY LOANS - PRINCIPAL REPAYMENT							
		EXPENDITURE							
New		Loan 150 - Communications tower	$16,042	$0	0%	$0	$0	$0	$16,042
New		Loan 137 - Medical Centre	$8,700	$8,700	100%	$0	$8,700	$0	$8,700
New		Loan 135 - Bagg St House	$5,019	$5,019	50%	$0	$5,019	$0	$10,115
New		Loan 139 - Aged Units	$10,125	$10,125	100%	$0	$10,125	$0	$10,125
New		Loan 140 - Staff Housing	$60,276	$60,276	100%	$0	$60,276	$0	$60,276
New		Loan 138 - GROH Housing	$112,583	$112,583	100%	$0	$112,583	$0	$112,583
New		Loan 144 - Staff Housing	$10,793	$10,793	100%	$0	$10,793	$0	$10,793
New		Loan 145 - GROH Housing	$10,793	$10,793	100%	$0	$10,793	$0	$10,793
New		Loan 148 - Staff Housing renovations	$7,441	$7,478	50%	$0	$7,478	$0	$15,049
New		Loan 134 - Sports Complex	$8,900	$8,900	49%	$0	$8,900	$0	$18,020
New		Loan 136 - Sports Complex Wall	$4,918	$4,918	50%	$0	$4,918	$0	$9,885
New		Loan 143 - Netball Courts & Roof	$53,783	$53,783	100%	$0	$53,783	$0	$53,783
New		Loan 142 - Oval Lighting	$24,573	$24,573	100%	$0	$24,573	$0	$24,573
New		Loan 146 - Harrison Place Toilets & Park	$17,184	$17,184	50%	$0	$17,184	$0	$34,706
New		Loan 149 - Harrison Place Toilets & Park	$8,021	$0	0%	$0	$0	$0	$8,021
New		Loan 141 - Airstrip Lighting	$10,157	$10,157	100%	$0	$10,157	$0	$10,157
New		Loan 147 - Land Development	$16,586	$16,586	50%	$0	$16,586	$0	$33,498
		Sub Total - LOAN REPAYMENTS	$369,852	$361,869		$0	$361,869	$0	$447,119
		INCOME							
New		Loan 133 - Kojonup Bowls Club S/S Principal Repayment	$0	$0		$0	$0	$0	$0
		Sub-Total - LOAN PRINCIPAL REIMBURSEMENTS				**$0**	**$0**	**$0**	**$0**
		Total - NON CURRENT LIABILITIES	$369,852	$361,869		**$0**	**$361,869**	**$0**	**$447,119**

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And Type Of Activities Within The Programme

ACCOUNT	JOB		YEAR TO DATE 30 April 2024 Budget	YEAR TO DATE 30 April 2024 Actual	% of Annual Budget	ACTUAL 30 April 2024 Income	ACTUAL 30 April 2024 Expense	ADOPTED BUDGET 2023-2024 Income	ADOPTED BUDGET 2023-2024 Expense
		NEW LOANS RAISED							
		INCOME							
9967		New Loan 149 - Communications Tower	$0	$0	0%	$0	$0	$0	$0
9968		New Loan 150 - Harrison Place Toilets & Park	$0	$0	0%	$0	$0	$0	$0
		Sub Total - New Loans Raised	$0	$0		$0	$0	$0	$0
		Total - NEW LOANS - CURRENT LIABILITIES	$0	$0		**$0**	**0**	**$0**	**$0**
		NON CASH ITEMS WRITTEN BACK							
		Depreciation Written Back	($3,748,113)	$0		$0	$0	$0	($4,497,915)
		Profit on Sale of Assets Written Back	$0	$0		$0	$0	$0	$0
		Loss on Sale of Assets Written Back	$0	$0		$0	$0	$0	$0
		Movement in Springhaven Lodge Bonds Reserve Bank Account	$0	($1,750,000)		($1,750,000)	$0	$0	$0
		Movement in Doubtful Debts	$0	$0		$0	$0	$0	($2,000)
		Sub Total - DEPRECIATION WRITTEN BACK	($3,748,113)	($1,750,000)		($1,750,000)	$0	$0	($4,499,915)
		Total - NON CASH ITEMS	($3,748,113)	($1,750,000)		($1,750,000)	$0	$0	($4,499,915)

ACCOUNT	JOB		YEAR TO DATE 30 April 2024 Budget	YEAR TO DATE 30 April 2024 Actual	% of Annual Budget	ACTUAL 30 April 2024 Income	ACTUAL 30 April 2024 Expense	ADOPTED BUDGET 2023-2024 Income	ADOPTED BUDGET 2023-2024 Expense
		FURNITURE AND EQUIPMENT							
		GOVERNANCE							
		CAPITAL EXPENDITURE							
C137		ICT Plan Implementation	$160,000	$1,376	0%	$0	$1,376	$0	$360,000
		Sub Total - CAPITAL WORKS	$160,000	$1,376		$0	$1,376	$0	$360,000
		Total - GOVERNANCE	$160,000	$1,376		$0	$1,376	$0	$360,000
		FURNITURE AND EQUIPMENT							
		HOUSING							
		EXPENDITURE							
C147		Springhaven - Furniture	$10,000	$0	0%	$0	$0	$0	$10,000
		Sub Total - CAPITAL WORKS	$10,000	$0		$0	$0	$0	$10,000
		Total - HOUSING	$10,000	$0		$0	$0	$0	$10,000
		FURNITURE AND EQUIPMENT							
		ECONOMIC SERVICES							
		CAPITAL EXPENDITURE							
C351		Black Cockatoo Cafe Furniture & Equipment	$0	$0		$0	$0	$0	$0
		Sub Total - CAPITAL WORKS	$0	$0		$0	$0	$0	$0
		Total - ECONOMIC SERVICES	$0	$0		**$0**	$0	$0	$0
		Total - FURNITURE AND EQUIPMENT	**$170,000**	**$1,376**		**$0**	**$1,376**	**$0**	**$370,000**

SHIRE OF KOJONUP

MONTHLY FINANCIAL REPORT

Details By function Under The Following Programme Titles
And Type Of Activities Within The Programme

ACCOUNT	JOB		YEAR TO DATE 30 April 2024 Budget	YEAR TO DATE 30 April 2024 Actual	% of Annual Budget	ACTUAL 30 April 2024 Income	ACTUAL 30 April 2024 Expense	ADOPTED BUDGET 2023-2024 Income	ADOPTED BUDGET 2023-2024 Expense
		LAND							
		COMMUNITY AMENITIES							
		CAPITAL EXPENDITURE							
C310		Subdivision Construction	$33,333	$34,423	34%	$0	$34,423	$0	$100,000
		Sub Total - CAPITAL WORKS	$33,333	$34,423		$0	$34,423	$0	$100,000
		Total- COMMUNITY AMENITIES	$33,333	$34,423		$0	$34,423	$0	$100,000
		Total - LAND	**$33,333**	**$34,423**		**$0**	**$34,423**	**$0**	**$100,000**

SHIRE OF KOJONUP

MONTHLY FINANCIAL REPORT

Details By function Under The Following Programme Titles
And Type Of Activities Within The Programme

ACCOUNT	JOB		YEAR TO DATE 30 April 2024 Budget	Actual	% of Annual Budget	ACTUAL 30 April 2024 Income	Expense	ADOPTED BUDGET 2023-2024 Income	Expense
		BUILDINGS							
		GOVERNANCE							
		EXPENDITURE							
C191		Office Building Capital Renewal	$20,000	$0	0%	$0	$0	$0	$20,000
		Sub Total - CAPITAL WORKS	$20,000	$0		$0	$0	$0	$20,000
		TOTAL - GOVERNANCE	$20,000	$0		$0	$0	$0	$20,000
		BUILDINGS							
		LAW ORDER AND PUBLIC SAFETY							
		EXPENDITURE							
C440		Cat Pound	$4,696	$6,588	140%	$0	$6,588	$0	$4,696
		Sub Total - CAPITAL WORKS	$4,696	$6,588		$0	$6,588	$0	$4,696
		TOTAL - LAW ORDER AND PUBLIC SAFETY	$4,696	$6,588		$0	$6,588	$0	$4,696
		BUILDINGS							
		EDUCATION & WELFARE							
		CAPITAL EXPENDITURE							
C441		Old School - Re-Roof	$100,000	$97,464	0%	$0	$0	$0	$100,000
		Sub Total - CAPITAL WORKS	$100,000	$97,464		$0	$97,464	$0	$100,000
		TOTAL - EDUCATION & WELFARE	$100,000	$97,464		$0	$97,464	$0	$100,000

SHIRE OF KOJONUP

MONTHLY FINANCIAL REPORT

Details By function Under The Following Programme Titles
And Type Of Activities Within The Programme

ACCOUNT	JOB		YEAR TO DATE 30 April 2024 Budget	YEAR TO DATE 30 April 2024 Actual	% of Annual Budget	ACTUAL 30 April 2024 Income	ACTUAL 30 April 2024 Expense	ADOPTED BUDGET 2023-2024 Income	ADOPTED BUDGET 2023-2024 Expense
		BUILDINGS - CAPITAL EXPENDITURE							
		HOUSING							
C157		CEO Residence - 15 Loton Close	$60,000	$131	0%	$0	$131	$0	$60,000
C140		Staff House - 34 Katanning Road	$120,000	$156,872	131%	$0	$156,872	$0	$120,000
C195		Springhaven - Building	$30,000	$0	0%	$0	$0	$0	$30,000
C313		Jean Sullivan Units	$10,000	$0	0%	$0	$0	$0	$10,000
C145		Loton Close Units	$10,000	$0	0%	$0	$0	$0	$10,000
		Sub Total - CAPITAL WORKS	$230,000	$157,003		$0	$157,003	$0	$230,000
		Total - HOUSING	$230,000	$157,003		$0	$157,003	$0	$230,000
		BUILDINGS							
		COMMUNITY AMENITIES							
		CAPITAL EXPENDITURE							
C442		Mens Shed - Construction of New	$750,000	$56,784	8%	$0	$56,784	$0	$750,000
		Sub Total - CAPITAL WORKS	$750,000	$56,784		$0	$56,784	$0	$750,000
		Total - COMMUNITY AMENITIES	$750,000	$56,784		$0	$56,784	$0	$750,000

SHIRE OF KOJONUP

MONTHLY FINANCIAL REPORT

Details By function Under The Following Programme Titles
And Type Of Activities Within The Programme

ACCOUNT	JOB		YEAR TO DATE 30 April 2024 Budget	Actual	% of Annual Budget	ACTUAL 30 April 2024 Income	Expense	ADOPTED BUDGET 2023-2024 Income	Expense
		BUILDINGS							
		RECREATION AND CULTURE							
		CAPITAL EXPENDITURE							
C198		Historic Buildings - Capital Improvement	$30,000	$0	0%	$0	$0	$0	$30,000
C199		Memorial hall/Theatrical/Harrison Place Toilets	$10,000	$0	0%	$0	$0	$0	$10,000
C408		Harrison Place Toilets & Park	$0	$0	0%	$0	$0	$0	$10,000
		Sub Total - CAPITAL WORKS	$40,000	$0		$0	$0	$0	$50,000
		Total - RECREATION AND CULTURE	$40,000	$0		$0	$0	$0	$50,000
		BUILDINGS							
		ECONOMIC SERVICES							
		CAPITAL EXPENDITURE							
C177		Kodja Place Capital Renewal	$20,000	$5,857	29%	$0	$5,857	$0	$20,000
		Sub Total - CAPITAL WORKS	$20,000	$5,857		$0	$5,857	$0	$20,000
		Total - ECONOMIC SERVICES	$20,000	$5,857		$0	$5,857	$0	$20,000
		Total - BUILDINGS	**$1,164,696**	**$323,695**		**$0**	**$323,695**	**$0**	**$1,174,696**

SHIRE OF KOJONUP

MONTHLY FINANCIAL REPORT

ACCOUNT	JOB	Details By function Under The Following Programme Titles And Type Of Activities Within The Programme	YEAR TO DATE 30 April 2024 Budget	 Actual	% of Annual Budget	ACTUAL 30 April 2024 Income	 Expense	ADOPTED BUDGET 2023-2024 Income	 Expense
		PLANT AND EQUIPMENT							
		TRANSPORT							
		CAPITAL EXPENDITURE							
7604		Major Plant Purchases	$0	$148,595	0%	$0	$148,595	$0	$0
C162		Major Plant Repairs	$0	$0		$0	$0	$0	$0
		Sub Total - CAPITAL WORKS	$0	$148,595		$0	$148,595	$0	$0
		Total - TRANSPORT	$0	$148,595		**$0**	$148,595	$0	$0
		Total - PLANT AND EQUIPMENT	**$0**	**$148,595**		**$0**	**$148,595**	**$0**	**$0**

SHIRE OF KOJONUP

MONTHLY FINANCIAL REPORT

Details By function Under The Following Programme Titles
And Type Of Activities Within The Programme

ACCOUNT	JOB		YEAR TO DATE 30 April 2024 Budget	YEAR TO DATE 30 April 2024 Actual	% of Annual Budget	ACTUAL 30 April 2024 Income	ACTUAL 30 April 2024 Expense	ADOPTED BUDGET 2023-2024 Income	ADOPTED BUDGET 2023-2024 Expense
		INFRASTRUCTURE ASSETS - ROAD RESERVES							
		CAPITAL EXPENDITURE							
Roads to Recovery Projects									
CJ453		Seal - Balgarup Road	$150,000	$150,507	100%	$0	$150,507	$0	$150,000
C500		Tone Road - RTR	$100,000	$21,961	22%	$0	$21,961	$0	$100,000
C501		Ballock Road - RTR	$70,000	$58,307	83%	$0	$58,307	$0	$70,000
C502		Woodenup Road - RTR	$30,000	$49,985	167%	$0	$49,985	$0	$30,000
C503		Boilup Road - RTR	$0	$5,561	19%	$0	$5,561	$0	$30,000
C504		Hubbe Road - RTR	$39,375	$37,939	72%	$0	$37,939	$0	$52,500
RRG Projects									
C417		Widening - Shamrock Road	$660,000	$139,483	21%	$0	$139,483	$0	$660,000
C436		Widening - Shamrock Road (2021/2022 Project)	$0	$12	0%	$0	$12	$0	$0
C450		Widening - Tambellup West Road	$0	$25,743	0%	$0	$25,743	$0	$0
C437		Widening - Tambellup West Road	$0	$3,900	0%	$0	$3,900	$0	$0
C319		Bitumen Reseal - Kojonup-Frankland Road	$150,000	$182,632	122%	$0	$182,632	$0	$150,000
C320		Bitumen Reseal - Kojonup Darkan Road	$553,000	$153,052	28%	$0	$153,052	$0	$553,000
C321		Bitumen Reseal - Broomehill-Kojonup Road	$150,000	$175,395	117%	$0	$175,395	$0	$150,000
C461		Kojonup Darkan Shoulder Seal	$0	$0		$0	$0	$0	$0
C463		Kojonup Darkan Shoulder Blackspot	$669,000	$1,295,593	194%	$0	$1,295,593	$0	$669,000
Commodity Route Projects									
C172		Seal - Riverdale Road	$413,000	$142,139	34%	$0	$142,139	$0	$413,000
Municipal Fund Projects									
CJ464		Kojonup - Darkan Pavement Failure Repairs	$0	$636,849	0%	$0	$636,849	$0	$0
		Sub Total - CAPITAL WORKS	$2,984,375	$3,079,058		$0	$3,079,058	$0	$3,027,500
		Total - ROADS	$2,984,375	$3,079,058		$0	$3,079,058	$0	$3,027,500
		Total - INFRASTRUCTURE ASSETS ROAD RESERVES	**$2,984,375**	**$3,079,058**		**$0**	**$3,079,058**	**$0**	**$3,027,500**

SHIRE OF KOJONUP

MONTHLY FINANCIAL REPORT

Details By function Under The Following Programme Titles
And Type Of Activities Within The Programme

ACCOUNT	JOB		YEAR TO DATE 30 April 2024 Budget	YEAR TO DATE 30 April 2024 Actual	% of Annual Budget	ACTUAL 30 April 2024 Income	ACTUAL 30 April 2024 Expense	ADOPTED BUDGET 2023-2024 Income	ADOPTED BUDGET 2023-2024 Expense
		INFRASTRUCTURE - FOOTPATHS							
C174		Footpath - Soldier Rd	$250,000	$63,733	25%	$0	$63,733	$0	$250,000
		Sub Total - CAPITAL WORKS	$250,000	$63,733		$0	$63,733	$0	$250,000
		Total - INFRASTRUCTURE ASSETS FOOTPATHS	**$250,000**	**$63,733**		**$0**	**$63,733**	**$0**	**$250,000**
		INFRASTRUCTURE - PARKS - CAPITAL EXPENDITURE							
		RECREATION & CULTURE							
C357		Apex Park Playground	$34,000	$0	0%	$0	$0	$0	$34,000
C274		Sporting Complex - Netball Court Project	$88,000	$47,485	54%	$0	$47,485	$0	$88,000
C443		Showgrounds Retaining Wall	$6,000	$6,000	100%	$0	$6,000	$0	$6,000
C411		Sporting Complex - Playground & Outdoor Gym	$0	$7,728	0%	$0	$7,728	$0	$0
C448		Trails Hub Construction	$40,000	$0	0%	$0	$0	$0	$40,000
		Sub-Total - CAPITAL WORKS	$168,000	$61,213		$0	$61,213	$0	$168,000
		Total - RECREATION & CULTURE	**$168,000**	**$61,213**		$0	$61,213	$0	$168,000
		Total - INFRASTRUCTURE PARKS	**$168,000**	**$61,213**		**$0**	**$61,213**	**$0**	**$168,000**

SHIRE OF KOJONUP

MONTHLY FINANCIAL REPORT

Details By function Under The Following Programme Titles
And Type Of Activities Within The Programme

ACCOUNT	JOB		YEAR TO DATE 30 April 2024 Budget	YEAR TO DATE 30 April 2024 Actual	% of Annual Budget	ACTUAL 30 April 2024 Income	ACTUAL 30 April 2024 Expense	ADOPTED BUDGET 2023-2024 Income	ADOPTED BUDGET 2023-2024 Expense
		OTHER INFRASTRUCTURE - CAPITAL EXPENDITURE							
		LAW, ORDER & PUBLIC SAFETY							
C138		Bushfire Repeater Tower	$350,000	$162,620	46%	$0	$162,620	$0	$350,000
2885		CCTV Capital Expenditure	$267,000	$0		$0	$0	$0	$267,000
		Sub-Total - CAPITAL WORKS	$617,000	$162,620		$0	$162,620	**$0**	**$617,000**
		Total - LAW, ORDER & PUBLIC SAFETY	**$617,000**	**$162,620**		**$0**	**$162,620**	**$0**	**$617,000**
		OTHER INFRASTRUCTURE - CAPITAL EXPENDITURE							
		COMMUNITY AMENITIES							
		CAPITAL EXPENDITURE							
C355		Town Furniture	$39,171	$35,332	90%	$0	$35,332	$0	$39,171
C407		Refuse Site Develpoment	$0	$2,780	3%	$0	$2,780	$0	$98,250
		Sub Total - CAPITAL WORKS	$39,171	$38,111		$0	$38,111	$0	$137,421
		Total - OTHER COMMUNITY AMENITIES	**$39,171**	**$38,111**		**$0**	**$38,111**	**$0**	**$137,421**
		OTHER INFRASTRUCTURE - CAPITAL EXPENDITURE							
		RECREATION & CULTURE							
C444		Sporting Complex - Hall of Fame Signage	$0	$2,368	30%	$0	$2,368	$0	$8,000
		Sub Total - CAPITAL WORKS	$0	$2,368		$0	$2,368	$0	$8,000
		Total - OTHER RECREATION	**$0**	**$2,368**		**$0**	**$2,368**	**$0**	**$8,000**

SHIRE OF KOJONUP

MONTHLY FINANCIAL REPORT

Details By function Under The Following Programme Titles
And Type Of Activities Within The Programme

ACCOUNT	JOB		YEAR TO DATE 30 April 2024 Budget	YEAR TO DATE 30 April 2024 Actual	% of Annual Budget	ACTUAL 30 April 2024 Income	ACTUAL 30 April 2024 Expense	ADOPTED BUDGET 2023-2024 Income	ADOPTED BUDGET 2023-2024 Expense
		OTHER INFRASTRUCTURE - CAPITAL EXPENDITURE							
		ECONOMIC SERVICES							
C054		Promotional Signage at Airstrip	$0	$0	0%	$0	$0	$0	$30,000
CJ457		EV Charging Station	$187,500	$222,370	89%	$0	$222,370	$0	$250,000
		Sub Total - CAPITAL WORKS	$187,500	$222,370		$0	$222,370	$0	$280,000
		Total - ECONOMIC SERVICES	$187,500	$222,370		**$0**	**$222,370**	**$0**	**$280,000**
		OTHER INFRASTRUCTURE - CAPITAL EXPENDITURE							
		OTHER PROPERTY & SERVICES							
C458		Radios - Communication	$30,000	$0	0%	$0	$0	$0	$30,000
C459		Traffic Counters	$0	$0	0%	$0	$0	$0	$0
		Sub Total - CAPITAL WORKS	$30,000	$0		$0	$0	$0	$30,000
		Total - OTHER PROPERTY & SERVICES	**$30,000**	**$0**		$0	$0	$0	$30,000
		Total - INFRASTRUCTURE ASSETS - OTHER	**$873,671**	**$425,469**	**$0**	**$0**	**$425,469**	**$0**	**$1,072,421**
		GRAND TOTALS	**($593,522)**	**($1,126,130)**		**($15,479,779)**	**$14,353,649**	**($16,835,532)**	**$16,835,072**

SHIRE OF KOJONUP

Detailed March 2024 Creditors List

Cheque Payments 1/03/24 - 31/03/24				
Chq/EFT	**Date**	**Name**	**Description**	**Amount**
14378	**07/03/2024**	**Water Corporation**	**Water Usage**	**-57026.68**
0179	26/02/2024	Water Corporation	a/c9007692223 for Standpipe at Albany Hwy - 20/12/23 - 23/02/24	26080.57
0180	26/02/2024	Water Corporation	a/c9007693509 for 2 Albany Hwy - 20/12/23 - 23/02/24	118.05
0164	26/02/2024	Water Corporation	a/c9007697710 for 8 Newton St - 20/12/23 - 23/02/24	35.15
0187	26/02/2024	Water Corporation	a/c9007697921 for 39 Vanzuilecom St - 20/12/23 - 23/02/24	441.95
0138	26/02/2024	Water Corporation	a/c9007699679 for Park at Gordon St - 20/12/23 - 23/02/24	157.69
0144	26/02/2024	Water Corporation	a/c9010045713 for 5A Vanzuilecom St - 20/12/23 - 23/02/24	383.36
0142	26/02/2024	Water Corporation	a/c9010045721 for 5B Vanzuilecom St - 20/12/23 - 23/02/24	311.09
0145	26/02/2024	Water Corporation	a/c9010495140 for Centre at Broomehill Rd - 20/12/23 - 23/02/24	3110.44
0117	26/02/2024	Water Corporation	a/c9012927074 for 6 Elverd St - 20/12/23 - 23/02/24	338.44
0117	26/02/2024	Water Corporation	a/c9012927082 for 4 Elverd St - 20/12/23 - 23/02/24	588.18
0142	26/02/2024	Water Corporation	a/c9007692987 for Sports Ground at Blackwood Rd - 20/12/23 - 23/02/24	97.48
0119	26/02/2024	Water Corporation	a/c9012927090 for 2 Elverd St - 20/12/23 - 23/02/24	299.38
0183	26/02/2024	Water Corporation	a/c9007693082 for Depot at Bilston St - 20/12/23 - 23/02/24	212.65
0163	26/02/2024	Water Corporation	a/c9007693146 for Sale Yard at Soldier Rd - 20/12/23 - 23/02/24	402.29
0024	26/02/2024	Water Corporation	a/c9023603884 for 8C Newton St - 20/12/23 - 23/02/24	281.80
0028	26/02/2024	Water Corporation	a/c9023555392 for 12A Elverd St - 20/12/23 - 23/02/24	318.91
0177	26/02/2024	Water Corporation	a/c9007693330 for Swimming Pool at Benn Pde - 20/12/23 - 23/02/24	4865.59
0027	26/02/2024	Water Corporation	a/c9023555405 for 12B Elverd St - 20/12/23 - 23/02/24	262.27
0026	26/02/2024	Water Corporation	a/c9023606321 for 8A Newton St - 01/01/24 - 29/02/24	256.41
0026	26/02/2024	Water Corporation	a/c9023606348 for 8B Newton St - 01/01/24 - 29/02/24	256.41
0174	26/02/2024	Water Corporation	a/c9007693349 for Toilets at Benn Pde - 20/12/23 - 23/02/24	180.70
0140	26/02/2024	Water Corporation	a/c9007693357 for Club at Benn Pde - 20/12/23 - 23/02/24	37.27
0177	26/02/2024	Water Corporation	a/c9007693445 for Park at Albany Hwy - 20/12/23 - 23/02/24	922.58
0165	26/02/2024	Water Corporation	a/c9007693605 for 135 Albany Hwy - 20/12/23 - 23/02/24	281.28
0045	27/02/2024	Water Corporation	a/c9021629626 for Residential at Soldier Rd - 21/12/23 - 26/02/24	1516.46
0140	27/02/2024	Water Corporation	a/c9007695686 for 16 Pensioner Rd - 21/12/23 - 26/02/24	369.84
0176	27/02/2024	Water Corporation	a/c9007695694 for Museum at 20 Spring St - 21/12/23 - 26/02/24	49.65
0136	27/02/2024	Water Corporation	a/c9007695766 for Museum at Barracks Pl - 21/12/23 - 26/02/24	151.95
0175	27/02/2024	Water Corporation	a/c9007695803 for House at Soldier Rd - 21/12/23 - 26/02/24	551.79
0184	27/02/2024	Water Corporation	a/c9007695790 for 15 Barracks Pl - 21/12/23 - 26/02/24	3638.22
0141	27/02/2024	Water Corporation	a/c9007695897 for Museum at 37 Soldier Rd - 21/12/23 - 26/02/24	91.74
0192	27/02/2024	Water Corporation	a/c9007696056 for 109 Albany Hwy - 21/12/23 - 26/02/24	445.42
0179	27/02/2024	Water Corporation	a/c9007696101 for 99 Albany Hwy - 21/12/23 - 26/02/24	641.88
0171	27/02/2024	Water Corporation	a/c9007696136 for 95 Albany Hwy - 21/12/23 - 26/02/24	49.65
0132	27/02/2024	Water Corporation	a/c9007696793 for 16 Newstead Rd - 21/12/23 - 26/02/24	582.00
0132	27/02/2024	Water Corporation	a/c9007699572 for Cemetery at 5l Soldier Rd - 21/12/23 - 26/02/24	229.36
0172	27/02/2024	Water Corporation	a/c9008790482 for Centre at Murby St - 21/12/23 - 26/02/24	171.42
0128	27/02/2024	Water Corporation	a/c9012449121 for Office at Albany Hwy - 21/12/23 - 26/02/24	1757.29
0042	27/02/2024	Water Corporation	a/c9021629554 for 1 Loton Cl - 01/01/24 - 29/02/24	256.41
0042	27/02/2024	Water Corporation	a/c9021629562 for 3 Loton Cl - 01/01/24 - 29/02/24	256.41
0042	27/02/2024	Water Corporation	a/c9021629570 for 5 Loton Cl - 01/01/24 - 29/02/24	256.41
0042	27/02/2024	Water Corporation	a/c9021629589 for 7 Loton Cl - 01/01/24 - 29/02/24	256.41
0042	27/02/2024	Water Corporation	a/c9021629597 for 9 Loton Cl - 01/01/24 - 29/02/24	256.41
0044	27/02/2024	Water Corporation	a/c9021629618 for 11 Loton Cl - 01/01/24 - 29/02/24	256.41
0042	27/02/2024	Water Corporation	a/c9021746216 for 15 Loton Cl - 01/01/24 - 29/02/24	256.41
0015	27/02/2024	Water Corporation	a/c9023522910 for 13 Loton Cl - 01/01/24 - 29/02/24	256.41
0058	27/02/2024	Water Corporation	a/c9023522881 for 79 Soldier Rd - 01/01/24 - 29/02/24	148.14
0034	27/02/2024	Water Corporation	a/c9022950227 for Front Unit 93 Bagg St - 01/01/24 - 29/02/24	242.66
0033	27/02/2024	Water Corporation	a/c9022950235 for Rear Unit 93 Bagg St - 01/01/24 - 29/02/24	176.65
0035	27/02/2024	Water Corporation	a/c9022968291 for 93 Bagg St - 21/12/23 - 26/02/24	13.67
0147	28/02/2024	Water Corporation	a/c9010312252 for 30 Kojonup-Katanning Rd - 22/12/23 - 27/02/24	602.48
0023	28/02/2024	Water Corporation	a/c9023737401 for 26 Kojonup-Katanning Rd - 22/12/23 - 27/02/24	549.86
0046	28/02/2024	Water Corporation	a/c9023737428 for 28 Kojonup-Katanning Rd - 01/01/24 - 29/02/24	256.41
0149	28/02/2024	Water Corporation	a/c9010312244 for 34 Katanning Rd - 22/12/23 - 27/02/24	279.85
0181	29/02/2024	Water Corporation	a/c9007797797 for Standpipe at Blackwood Rd - 22/12/23 - 27/02/24	304.39
0093	01/03/2024	Water Corporation	a/c9022358960 for Standpipe at Albany Hwy - 01/11/23 - 22/02/24	1914.68
14379	**CANCELLED**	**CANCELLED**	**CANCELLED**	
14380	**22/03/2024**	**Water Corporation**	**Water Usage**	**-2171.07**
0094	08/03/2024	Water Corporation	a/c9022358960 for Standpipe at Albany Hwy - 07/02/24 - 06/03/24 Adjusted Charges	2171.07
				59,197.75

EFT Payments 1/03/24 - 31/03/24				
Chq/EFT	**Date**	**Name**	**Description**	**Amount**
EFT33697	**06/03/2024**	**Payroll Deductions - Shire of Kojonup**	**Payroll deductions**	**-1961.42**

DEDUCTION	27/02/2024	Payroll Deductions - Shire of Kojonup	Payroll Deduction	1511.42
DEDUCTION	27/02/2024	Payroll Deductions - Shire of Kojonup	Payroll Deduction	450.00
EFT33698	**06/03/2024**	**Child Support Agency**	**Payroll deductions**	**-384.99**
DEDUCTION	27/02/2024	Child Support Agency	Payroll Deduction	384.99
EFT33699	**06/03/2024**	**Australian Services Union (LGO)**	**Payroll deductions**	**-26.50**
DEDUCTION	27/02/2024	Australian Services Union (LGO)	Payroll Deduction	26.50
EFT33700	**06/03/2024**	**Australian Services Union (MEU)**	**Payroll deductions**	**-26.50**
DEDUCTION	27/02/2024	Australian Services Union (MEU)	Payroll Deduction	26.50
EFT33701	**07/03/2024**	**Craig Jamie Mcvee**	**Goods For Sale**	**-15.00**
030324	03/03/2024	Craig Jamie Mcvee	Goods Sold on Consignment	15.00
EFT33702	**07/03/2024**	**WALGA (Western Australian Local Government Association)**	**Training**	**-929.50**
SI-009202	19/02/2024	WALGA (Western Australian Local Government Association)	Councillor Mathwin: Understanding Financial Reports and Budgets - Council Member Essentials course - online.	385.00
SI-009222	19/02/2024	WALGA (Western Australian Local Government Association)	Meeting Procedures Council Member Essentials Course - 9/02/24 - Cr Mathwin	544.50
EFT33703	**07/03/2024**	**DL Consulting**	**Consulting Services**	**-7631.25**
1167	31/01/2024	DL Consulting	Finance Consultant / Support	7631.25
EFT33704	**07/03/2024**	**Department of Fire & Emergency Services (DFES)**	**23/24 ESL Quarter 3**	**-36516.39**
156973	21/02/2024	Department of Fire & Emergency Services (DFES)	2023/2024 ESL Quarter 3 Contribution	36516.39
EFT33705	**07/03/2024**	**Hi-Way Sales & Service**	**Engineering Supplies**	**-359.11**
255567	13/02/2024	Hi-Way Sales & Service	ULP 12.43L	24.84
255622	14/02/2024	Hi-Way Sales & Service	ULP 10.43L	20.84
255754	19/02/2024	Hi-Way Sales & Service	ULP 11.53L	23.05
255847	20/02/2024	Hi-Way Sales & Service	Hire of plant trailer to carry excavator for drilling guidepost holes	250.00
255831	21/02/2024	Hi-Way Sales & Service	ULP 19.90L	40.38
EFT33706	**07/03/2024**	**Kojonup Agricultural Supplies**	**Agricultural Supplies**	**-642.05**
10224987	13/02/2024	Kojonup Agricultural Supplies	210l ad blu	636.00
10225154	19/02/2024	Kojonup Agricultural Supplies	Clamp Hose 20-32mm S/Steel Worm Drive	6.05
EFT33707	**07/03/2024**	**Carony Pty Ltd**	**January 2024 Account**	**-1880.40**
03-122319	06/12/2023	Carony Pty Ltd	Globe Led 11W	15.68
03-122882	13/12/2023	Carony Pty Ltd	Tape Fatmaz 10m, 1.8kg Sledge Hammer	92.00
03-124406	04/01/2024	Carony Pty Ltd	Pilot Pens, Diary	33.00
03-124853	10/01/2024	Carony Pty Ltd	Graph Pad, Insecticide, Dulux Duramax GL Hot Gloss, Turpentine Mineral 1L, Dulux Wiggle, Dulux True Blue	79.00
03-124814	10/01/2024	Carony Pty Ltd	Mop Head, Mop Handle	35.25
03-125027	12/01/2024	Carony Pty Ltd	Paper Trimmer, A4 Clipboard, Hire of carper cleaner Jan 2024	227.60
03-125028	12/01/2024	Carony Pty Ltd	Hire of carper cleaner Jan 2024	238.40
03-125190	15/01/2024	Carony Pty Ltd	Cord Sash M/Purpose 12mmx10m	87.25
01-241459	16/01/2024	Carony Pty Ltd	Hose Clamp 8-12mm, Cotton H/Duty Gloves	9.70
03-125301	16/01/2024	Carony Pty Ltd	Philmac Plug 1 1/2', Philmac Tee, Tape Thread Seal 10m	44.87
03-125246	16/01/2024	Carony Pty Ltd	Whiteboard Cleaner, Vehicle Log Books	36.95
03-125358	17/01/2024	Carony Pty Ltd	Blu Tack	44.50
03-125503	19/01/2024	Carony Pty Ltd	Chalk Markers 4pk	13.25
03-125711	22/01/2024	Carony Pty Ltd	Lock Sliding S/Door Leichardt	90.75
03-125688	22/01/2024	Carony Pty Ltd	Thinner Acrylic 4L	71.50
01-241601	23/01/2024	Carony Pty Ltd	Pine Primed 30x11mmx2.7, Ant Cap Round 200mm	29.60
03-125933	25/01/2024	Carony Pty Ltd	Philmac End, Nipple Poly 1-1/2, Socket Poly	52.40
03-125947	25/01/2024	Carony Pty Ltd	Socket BSP 3'	27.10
08-000645	30/01/2024	Carony Pty Ltd	Springhaven News Paper Feb 2024	108.00
03-126395	31/01/2024	Carony Pty Ltd	1 x safety boots - GR size 10 Blue Steel, 1 x safety boots - CM size 9 Blue Steel	518.50
03-126374	31/01/2024	Carony Pty Ltd	Batteries, Electrical Tape, PVC Tape	25.10
EFT33708	**07/03/2024**	**Kojonup Pharmacy**	**Pharmaceuticals**	**-1594.85**
JAN 2024	31/01/2024	Kojonup Pharmacy	Springhaven Pharmacy Costs Jan 2024, Admin Pharmacy Jan 2024	1594.85
EFT33709	**07/03/2024**	**Telstra**	**Telecommunications**	**-1267.33**

T311 FEB 2024	18/02/2024	Telstra	Internet charges for Kodja Place from 18/02/24 - 17/03/24, Mobile charges for Snr Ranger from 18/02/24 - 17/03/24, iPad charges for MCCS Place from 18/02/24 - 17/03/24, iPad charges for MRS from 18/02/24 - 17/03/24, iPad charges for MWS from 18/02/24 - 17/03/24, Mobile charges for Springhaven staff from 18/02/24 - 17/03/24, Phone charges for Springhaven solar panels from 18/02/24 - 17/03/24, Phone charges for Avdata monitoring system from 18/02/24 - 17/03/24	319.33
T311 FEB 2024	25/02/2024	Telstra	iPad/Mobile charges for CEO 25/02/24 - 24/03/24, iPad charges for Kodja Place 25/02/24 - 24/03/24, iPad charges for MCCS 25/02/24 - 24/03/24, iPad/tablet charges for Springhaven 25/02/24 - 24/03/24, Mobile charges for MWS 25/02/24 - 24/03/24, Twig Tone Devices 25/02/24 - 24/03/24, Standpipe controller on Stock Rd 25/02/24 - 24/03/24, Mobile charges for Works Foreman & Technical Officer 25/02/24 - 24/03/24, Mobile charges for Swimming Pool Manager 25/02/24 - 24/03/24	948.00
EFT33710	**07/03/2024**	**Synergy**	**Electricity**	**-167.83**
2070046622	29/02/2024	Synergy	a/c392675750 for Powerwatch - 01/02/24 - 29/02/24	167.83
EFT33711	**07/03/2024**	**Kleenheat Gas Pty Ltd**	**Gas**	**-1116.96**
22232546	21/02/2024	Kleenheat Gas Pty Ltd	Bulk LPG - Sporting Complex	295.08
22232543	21/02/2024	Kleenheat Gas Pty Ltd	Supply bulk LPG for BCC	821.88
EFT33712	**07/03/2024**	**Stirling Freight**	**Freight**	**-69.26**
CISF604088	31/01/2024	Stirling Freight	From Nedlands on 10&15/01/24	69.26
EFT33713	**07/03/2024**	**BK Thomson Electrical Service**	**Electrical Services**	**-1968.00**
3044	21/02/2024	BK Thomson Electrical Service	Repaid Airport lights not turning off	1968.00
EFT33714	**07/03/2024**	**Kojonup Auto Electrical Services**	**Auto Electrics**	**-386.30**
16463	19/02/2024	Kojonup Auto Electrical Services	wired fuel pump and timer	235.05
16377	20/02/2024	Kojonup Auto Electrical Services	fault code read on adblu fault	151.25
EFT33715	**07/03/2024**	**Westrac Equipment**	**Truck Parts**	**-5059.67**
SI1746895	08/02/2024	Westrac Equipment	diagnose and repair air con fault	1543.83
PI9290780	13/02/2024	Westrac Equipment	40x nuts, 40x bolts for tracks	243.32
PI9301159	15/02/2024	Westrac Equipment	9x track seals	142.16
PI9305606	16/02/2024	Westrac Equipment	5x track pins and bushes, 1x track seals, 20x nuts and bolts	286.17
PI9305607	16/02/2024	Westrac Equipment	5x Bushing track	334.13
SI1749597	21/02/2024	Westrac Equipment	repair wiring harness on skidsteer broom attachment	2510.06
EFT33716	**07/03/2024**	**Kojonup Country Kitchen**	**Catering**	**-301.75**
3071	20/02/2024	Kojonup Country Kitchen	20/02/24 - Morning Tea and Lunch for 9 people, Afternoon Tea for 14 adults, 3 sml children (2-4yo)	301.75
EFT33717	**07/03/2024**	**BOC Gases**	**Industrial Gases**	**-33.53**
4036058511	27/02/2024	BOC Gases	Supply of industrial gases	33.53
EFT33718	**07/03/2024**	**Egabva Plumbing & Gas Service**	**Plumbing**	**-10388.87**
4641	13/02/2024	Egabva Plumbing & Gas Service	Backflow testing and report to Water corp, RPZD Dual check - Loton close soldier road, Materials - Repair washer/seal kits, RPZD Stock Road	890.37
4619	14/02/2024	Egabva Plumbing & Gas Service	34 Katanning - Completion of plumbing, ensuite, kitchen, laundry and main bathroom	9498.50
EFT33719	**07/03/2024**	**BCITF (Construction Training Fund)**	**Training Levy**	**-915.75**
INV-214186-F6T9S5	08/02/2024	BCITF (Construction Training Fund)	BCITF Levy for 120 Luz Road	915.75
EFT33720	**07/03/2024**	**Winc Australia Pty Ltd**	**Stationery**	**-98.18**
9044645800	15/02/2024	Winc Australia Pty Ltd	Red Ink Stamper, Black Pens, Spirax Notebooks, Rubber Bands, Staples	63.34
9044645487	15/02/2024	Winc Australia Pty Ltd	Mentos, A4 Document	29.74
9044738181	27/02/2024	Winc Australia Pty Ltd	Pens	5.10
EFT33721	**07/03/2024**	**Paul Hartmann Pty Ltd**	**Healthcare Products**	**-3164.99**
437355724	08/02/2024	Paul Hartmann Pty Ltd	Springhaven Continence Aids Feb 2024	2929.79
437355944	09/02/2024	Paul Hartmann Pty Ltd	Springhaven Continence Aids Jan 2024	235.20
EFT33722	**07/03/2024**	**ABA Security**	**Security**	**-147.50**
38051	02/02/2024	ABA Security	Supply of the security works to disconnect a faulted zone on Alarm System	147.50
EFT33723	**07/03/2024**	**Hersey's Safety Pty Ltd**	**Safety Equipment**	**-1366.95**
48942	15/02/2024	Hersey's Safety Pty Ltd	Coveralls, gloves, spray marker, tape, pliers, hats, water bottles	1366.95
EFT33724	**07/03/2024**	**Jill Johnson**	**Reimbursement**	**-945.00**
060324	06/03/2024	Jill Johnson	Final Rent Reimbursement - 3 Weeks - 12/02/24 - 03/03/24	945.00
EFT33725	**07/03/2024**	**Team Global Express Pty Ltd**	**Freight**	**-82.86**
0353-80774145	18/02/2024	Team Global Express Pty Ltd	From Westrac on 13/02/24	22.98

0554-S104118	05/03/2024	Team Global Express Pty Ltd	From Woodlands on 27/02/24	59.88
EFT33726	**07/03/2024**	**Woodlands Distributors & Agencies**	**Dog Waste Bags**	**-193.16**
INV-0048	27/02/2024	Woodlands Distributors & Agencies	2 x boxes of Dog Waste Bags for Apex Park/RSL Hall area	193.16
EFT33727	**07/03/2024**	**Optus Billing Services Pty Ltd**	**Telecommunications**	**-2707.72**
418727574	07/02/2024	Optus Billing Services Pty Ltd	Optus Loop for Admin 07/01/24 - 06/02/24	1202.31
418727577	07/02/2024	Optus Billing Services Pty Ltd	Optus Loop for Springhaven 07/01/24 - 06/02/24	497.00
419411333	10/02/2024	Optus Billing Services Pty Ltd	Optus Loop for Kodja Place 10/01/24 - 09/02/24	403.00
420016355	13/02/2024	Optus Billing Services Pty Ltd	Optus Loop for Depot 13/01/24 - 12/02/24	268.01
421575822	20/02/2024	Optus Billing Services Pty Ltd	Phone and internet charges - Admin, Phone and internet charges - Swimming Pool, Phone and internet charges - Kodja Place, Phone and internet charges - Springhaven, Phone and internet charges - Depot	337.40
EFT33728	**07/03/2024**	**A SMART START**	**Freight**	**-3146.00**
02/24	16/02/2024	A SMART START	A Smart Start delivery for Kojonup 2023-2024	3146.00
EFT33729	**07/03/2024**	**South Regional TAFE**	**Training**	**-6.60**
I0026622	16/02/2024	South Regional TAFE	Auschem Skill Set: 06&07/02/24 Katanning: TP, JT, JP	108.00
A0004587	12/02/2024	South Regional TAFE	Credit Note - Food Safety Supervision Course	-101.40
EFT33730	**07/03/2024**	**CATHERINE PATRICIA IVEY**	**Refund**	**-250.00**
210224	21/02/2024	CATHERINE PATRICIA IVEY	Refund of RSL Hall Hire Fees - Australia Day Breakfast	250.00
EFT33731	**07/03/2024**	**BEST OFFICE SYSTEMS**	**Printing**	**-183.49**
628052	23/02/2024	BEST OFFICE SYSTEMS	Kodja Place Konica Minolta C250i Photo Copier Charges, Period 20/01/2024 - 20/02/2024	183.49
EFT33732	**07/03/2024**	**KOJONUP BMC EMBROIDERY**	**Uniforms**	**-40.00**
9649	15/02/2024	KOJONUP BMC EMBROIDERY	Embroidery Shire logo on to LL shirts	40.00
EFT33733	**07/03/2024**	**Able Westchem**	**Cleaning Products**	**-1049.04**
582075	08/02/2024	Able Westchem	Springhaven Chemical Order Jan/Feb 2024	1049.04
EFT33734	**07/03/2024**	**LANDGATE**	**Valuation Services**	**-125.20**
391179	08/02/2024	LANDGATE	GRV Interim Vals Country Full Value	125.20
EFT33735	**07/03/2024**	**PFD Foodservices (Southway Distributors)**	**Food and Dry Goods**	**-5126.30**
LK439212	14/02/2024	PFD Foodservices (Southway Distributors)	Springhaven Meals and Refreshments Feb 2024	515.75
LK439226	14/02/2024	PFD Foodservices (Southway Distributors)	Food and Dry Goods for BCC	1671.75
LK439203	14/02/2024	PFD Foodservices (Southway Distributors)	Food and Dry Goods for BCC	101.80
LK439205	14/02/2024	PFD Foodservices (Southway Distributors)	Food and Dry Goods for BCC	75.25
LK507715	21/02/2024	PFD Foodservices (Southway Distributors)	Springhaven Meals and Refreshements Feb 2024	553.55
LK507723	21/02/2024	PFD Foodservices (Southway Distributors)	Food and Dry Goods for BCC	2208.20
EFT33736	**07/03/2024**	**SURGICAL HOUSE**	**pharmaceuticals**	**-116.20**
A913686	08/02/2024	SURGICAL HOUSE	Springhaven Medical Supplies Feb/March 2024	81.20
913978	09/02/2024	SURGICAL HOUSE	Springhaven Medical Supplies Feb/March 2024	35.00
EFT33737	**07/03/2024**	**Christie Leanne McVee**	**Goods For Sale**	**-201.85**
030324	03/03/2024	Christie Leanne McVee	Goods Sold on Consignment	201.85
EFT33738	**07/03/2024**	**Sara Ferguson**	**Reimbursement**	**-75.00**
270224	27/02/2024	Sara Ferguson	Refund ofr Dog Sterilisation	75.00
EFT33739	**07/03/2024**	**CALIBRE CARE**	**Aged Care Equipment**	**-740.00**
INV-8912	27/02/2024	CALIBRE CARE	Springhaven Equipment Hire	740.00
EFT33740	**07/03/2024**	**KODJA PLACE COMMUNITY FUND INC.**	**Reimbursement**	**-2317.50**
INV-0016	17/01/2024	KODJA PLACE COMMUNITY FUND INC.	Electricity Bill Payment	2304.50
030324	03/03/2024	KODJA PLACE COMMUNITY FUND INC.	Goods Sold on Consignment	13.00
EFT33741	**07/03/2024**	**COLIN CLINCH**	**Goods For Sale**	**-130.00**
030324	03/03/2024	COLIN CLINCH	Goods Sold on Consignment	130.00
EFT33742	**07/03/2024**	**QD Service**	**Building Maintenance**	**-3480.02**
JANUARY 2024	31/01/2024	QD Service	Plastering and repairs - January 2024	3480.02
EFT33743	**07/03/2024**	**Ramped Technology & Management Systems Pty Ltd**	**IT Support**	**-2579.50**

INV-9470	29/02/2024	Ramped Technology & Management Systems Pty Ltd	Technical Support for New Library Computer 01&02/02/24	616.00
INV-9469	29/02/2024	Ramped Technology & Management Systems Pty Ltd	Technical Telephone Support 06/02/24 - 20/02/24	1963.50
EFT33744	**07/03/2024**	**Practical Products**	**Cleaning Products**	**-964.70**
43844-240300	19/02/2024	Practical Products	Springhaven Kitchen Oven Cleaning Tablets Feb 2024	964.70
EFT33745	**07/03/2024**	**Nightingale's Nest Nursery**	**Plants**	**-224.30**
563	13/02/2024	Nightingale's Nest Nursery	Box of Mixed Flower Arrangement, Valentines Day Heart Decorations	53.50
565	19/02/2024	Nightingale's Nest Nursery	Bunch Fresh Flowers, Native Plants for Citizenship Ceremony	91.00
567	28/02/2024	Nightingale's Nest Nursery	Reception Lounge - 5x Variegated Abelias	79.80
EFT33746	**07/03/2024**	**Market Creations Agency Pty Ltd**	**Website**	**-1546.60**
II04-11	09/02/2024	Market Creations Agency Pty Ltd	Shire of Kojonup Website - redesign	1546.60
EFT33747	**07/03/2024**	**Leonie Jane Smith**	**Goods For Sale**	**-30.00**
030324	03/03/2024	Leonie Jane Smith	Goods Sold on Consignment	30.00
EFT33748	**07/03/2024**	**WA Hino Sales & Services**	**Truck Parts**	**-652.56**
304634	28/02/2024	WA Hino Sales & Services	lube filter kit	652.56
EFT33749	**07/03/2024**	**Dardanup Butchering Company**	**Butcher**	**-1129.95**
BW369925	27/02/2024	Dardanup Butchering Company	Black Cockatoo Cafe Supplies	416.44
BW370325	05/03/2024	Dardanup Butchering Company	Black Cockatoo Cafe Supplies	713.51
EFT33750	**07/03/2024**	**Grande Food Service**	**Food and Dry Goods**	**-2086.47**
4227847	28/02/2024	Grande Food Service	Black Cockatoo Cafe Supplies	1120.09
4227839	28/02/2024	Grande Food Service	Black Cockatoo Cafe Supplies	160.27
4228173	06/03/2024	Grande Food Service	Black Cockatoo Cafe Supplies	370.33
4228207	06/03/2024	Grande Food Service	Black Cockatoo Cafe Supplies	299.76
4228197	06/03/2024	Grande Food Service	Black Cockatoo Cafe Supplies	189.22
6018110	09/02/2024	Grande Food Service	Credit Note - Black Cockatoo Cafe Supplies	-53.20
EFT33751	**07/03/2024**	**Leaf Bean Machine**	**Coffee Supplies**	**-1684.72**
124182	26/02/2024	Leaf Bean Machine	Coffee Supplies for BCC	471.54
124432	05/03/2024	Leaf Bean Machine	Coffee Supplies for BCC	1213.18
EFT33752	**07/03/2024**	**Travel Oz**	**Website Feature**	**-495.00**
3048	16/02/2024	Travel Oz	Premium Cover Page Feature on Website + , Free State and Regional Feature	495.00
EFT33753	**07/03/2024**	**Maringanui Grazing Co.**	**Reimbursement**	**-198.74**
130224	13/02/2024	Maringanui Grazing Co.	Food Provided for Cherry Tree Fire	198.74
EFT33754	**07/03/2024**	**ITR**	**Truck Parts**	**-66.53**
649270	07/12/2023	ITR	edge blades for bucket	327.27
657897	23/01/2024	ITR	Credit Note - edge blades for bucket	-260.74
EFT33755	**07/03/2024**	**West End Fabricators**	**Fabricator**	**-27825.75**
731	20/02/2024	West End Fabricators	Replacing of old roof on ToyLibrary, Old School	16253.75
732	20/02/2024	West End Fabricators	34 Katanning road renovation - Main bathroom , Extras - Install Fire Place & Range Hood. Mortar Ramp to Garage Door, New Door to Storage Cupboard	11572.00
EFT33756	**07/03/2024**	**3E Advantage Pty Ltd**	**Printing**	**-1906.74**
INV-116538-P3T3C3	27/02/2024	3E Advantage Pty Ltd	Printing charges July 2023 - June 2024 Admin Depot Springhaven	1784.64
INV-117156-Z0Q1D9	05/03/2024	3E Advantage Pty Ltd	Printing charges 05/03/24 - 05/04/24 Kodja Place	122.10
EFT33757	**07/03/2024**	**Country Water Solutions**	**Irrigation Supplies**	**-7604.85**
23998	23/02/2024	Country Water Solutions	Supply new Grundfos submersible pump, parts and installation at the Showgrounds Dam.	7604.85
EFT33758	**07/03/2024**	**Tonya Pearce**	**Reimbursement**	**-5.92**
240224	24/02/2024	Tonya Pearce	Freindly Reminder Stickers	5.92
EFT33759	**07/03/2024**	**Mathwin Transport**	**Freight**	**-196.36**
4204	13/02/2024	Mathwin Transport	From Able Westchem on 10/02/24	98.18
4230	20/02/2024	Mathwin Transport	From Sigma on 14/02/24	98.18
EFT33760	**07/03/2024**	**Oztrology Australian Greeting cards**	**Goods For Sale**	**-17.50**
030324	03/03/2024	Oztrology Australian Greeting cards	Goods Sold on Consignment	17.50
EFT33761	**07/03/2024**	**Fabric Covered Pots T/A Tammy McVee**	**Goods For Sale**	**-30.00**
030324	03/03/2024	Fabric Covered Pots T/A Tammy McVee	Goods Sold on Consignment	30.00
EFT33762	**07/03/2024**	**Jill Watkin**	**Goods For Sale**	**-83.41**
030324	03/03/2024	Jill Watkin	Goods Sold on Consignment	83.41

EFT33763	**07/03/2024**	**Saje Creative Co T/A Samantha Relph**	**Goods For Sale**	**-10.53**
030324	03/03/2024	Saje Creative Co T/A Samantha Relph	Goods Sold on Consignment	10.53
EFT33764	**07/03/2024**	**Monarch Civil Ventures**	**Civil and Construction**	**-24338.60**
391	22/02/2024	Monarch Civil Ventures	Earthworks on Kojonup Darkan Rd - SLK 25.36 - 25.56 , MCV003	17254.60
394	22/02/2024	Monarch Civil Ventures	Traffic Control for Kojonup Darkan Road Failure repairs, TC for out of shire work hours and weekend hours - Feb 2024, MCV006	7084.00
EFT33765	**07/03/2024**	**Empower Healthcare**	**Healthcare**	**-258.94**
27796	20/12/2023	Empower Healthcare	Springhaven residents review 2024	258.94
EFT33766	**07/03/2024**	**InterFire Agencies Pty Ltd**	**Bushfire Equipment**	**-1840.78**
INV-17932	23/02/2024	InterFire Agencies Pty Ltd	Fire Truck - Seaguard Class A Foam Concentrate	1840.78
EFT33767	**07/03/2024**	**Huggable Toys**	**Goods For Sale**	**-830.45**
51758	19/01/2024	Huggable Toys	Assorted Huggable Plush Toys, For Sale in Visitor Centre Shop	830.45
EFT33768	**07/03/2024**	**Lauren Wright**	**Goods For Sale**	**-6.30**
030324	03/03/2024	Lauren Wright	Goods Sold on Consignment	6.30
EFT33769	**07/03/2024**	**J B Lawn Care**	**Yard Maintenance**	**-132.00**
433	23/02/2024	J B Lawn Care	15 Loton Close - Garden Care February 2024	132.00
EFT33770	**07/03/2024**	**Monique Sackers T/A 3 Bridges Collections**	**Goods For Sale**	**-213.60**
030324	03/03/2024	Monique Sackers T/A 3 Bridges Collections	Goods Sold on Consignment	213.60
EFT33771	**07/03/2024**	**Sian Turner - Children's Books**	**Goods For Sale**	**-10.17**
030324	03/03/2024	Sian Turner - Children's Books	Goods Sold on Consignment	10.17
EFT33772	**07/03/2024**	**Richard Nash T/A Old School Honey**	**Goods For Sale**	**-42.50**
030324	03/03/2024	Richard Nash T/A Old School Honey	Goods Sold on Consignment	42.50
EFT33773	**07/03/2024**	**Mason's Family Farm**	**Eggs**	**-304.80**
INV-10665	27/02/2024	Mason's Family Farm	Mason's Specialty Catering Eggs 10.6kg x2	152.40
INV-10752	05/03/2024	Mason's Family Farm	Mason's Specialty Catering Eggs 10.6kg x2	152.40
EFT33774	**07/03/2024**	**Bronwyen Teale T/A Daisy Nation**	**Goods For Sale**	**-24.00**
030324	03/03/2024	Bronwyen Teale T/A Daisy Nation	Goods Sold on Consignment	24.00
EFT33775	**07/03/2024**	**Harvey Fresh (1994) Ltd T/A Lactalis**	**Milk Supplies**	**-436.50**
238139549	26/02/2024	Harvey Fresh (1994) Ltd T/A Lactalis	Milk and Cream Supplies for BCC	436.50
EFT33776	**07/03/2024**	**Sanctuary Contract Recruitment Queensland Pty Ltd**	**Agency Staff**	**-22525.95**
QLD-4856	30/11/2023	Sanctuary Contract Recruitment Queensland Pty Ltd	Springhaven RN agency April 2024	11869.09
QLD-5166	19/01/2024	Sanctuary Contract Recruitment Queensland Pty Ltd	Agency RN VK 8 week contract starting Feb 2024	5349.83
QLD-5353	09/02/2024	Sanctuary Contract Recruitment Queensland Pty Ltd	Springhaven RN agency April 2024	5307.03
EFT33777	**07/03/2024**	**QHSE Integrated Solution (Skytrust)**	**WHS**	**-548.90**
INV-31959	18/02/2024	QHSE Integrated Solution (Skytrust)	skytrust WHS Monthly Fees	548.90
EFT33778	**07/03/2024**	**Town and Country Asbestos Removal**	**Asbestos Removal**	**-10890.00**
INV-01457	27/02/2024	Town and Country Asbestos Removal	Asbestos removal from menshed	10890.00
EFT33779	**07/03/2024**	**Wellsys Home Improvement**	**Building Maintenance**	**-1595.00**
184	04/03/2024	Wellsys Home Improvement	Errect a Gazebo purchased through Donation 2024	1595.00
EFT33780	**07/03/2024**	**Blue Wren Park**	**Goods For Sale**	**-94.00**
030324	03/03/2024	Blue Wren Park	Goods Sold on Consignment	94.00
EFT33781	**07/03/2024**	**OCP Sales T/A Six Axis Nominees Pty Ltd**	**Communication Products**	**-1350.26**
67525	21/02/2024	OCP Sales T/A Six Axis Nominees Pty Ltd	Radio Accessories	1350.26
EFT33782	**07/03/2024**	**Katanning Podiatry (Halls Head Podiatry)**	**Podiatrist**	**-1300.00**

1	04/03/2024	Katanning Podiatry (Halls Head Podiatry)	Springhaven Podiatry Feb 2024	1300.00
EFT33783	**12/03/2024**	**Marguerita Carolyn Reid**	**Rates refund for assessment A25432 LOT 1 MOBRUP RD KOJONUP 6395**	**-6874.64**
A25432	12/03/2024	Marguerita Carolyn Reid	Rates refund for assessment A25432 LOT 1 MOBRUP RD KOJONUP 6395	6874.64
EFT33784	**15/03/2024**	**CRAIG CLINCH**	**Reimbursement**	**-150.00**
150324	15/03/2024	CRAIG CLINCH	Rates Payroll Deductions Reimbursement - 30/01/24 - 13/02/24 - 27/02/24	150.00
EFT33785	**15/03/2024**	**Vivicka Renia Kahn**	**Reimbursement**	**-569.54**
150324	15/03/2024	Vivicka Renia Kahn	Travel Expenses - Required to be on Site for Audit. 492km @ .85c per km	418.20
150324	15/03/2024	Vivicka Renia Kahn	Ink Cartridge (Black) & A4 Paper	151.34
EFT33786	**15/03/2024**	**Salty Creek Electrical Pty Ltd**	**Electrical Services**	**-977.38**
INV-0205	29/01/2024	Salty Creek Electrical Pty Ltd	Maintenance to Aircon in Office building	383.90
INV-0218	11/02/2024	Salty Creek Electrical Pty Ltd	Aircon Maintenace in Records Room	593.48
EFT33787	**19/03/2024**	**Payroll Deductions - Shire of Kojonup**	**Payroll deductions**	**-1227.37**
DEDUCTION REVERSAL	27/02/2024	Payroll Deductions - Shire of Kojonup	Payroll Deduction	-360.00
DEDUCTION	27/02/2024	Payroll Deductions - Shire of Kojonup	Payroll Deduction	180.00
DEDUCTION REVERSAL	27/02/2024	Payroll Deductions - Shire of Kojonup	Payroll Deduction	-120.00
DEDUCTION	12/03/2024	Payroll Deductions - Shire of Kojonup	Payroll Deduction	947.37
DEDUCTION	12/03/2024	Payroll Deductions - Shire of Kojonup	Payroll Deduction	580.00
EFT33788	**19/03/2024**	**Child Support Agency**	**Payroll deductions**	**-384.99**
DEDUCTION REVERSAL	27/02/2024	Child Support Agency	Payroll Deduction	-384.99
DEDUCTION	27/02/2024	Child Support Agency	Payroll Deduction	384.99
DEDUCTION	12/03/2024	Child Support Agency	Payroll Deduction	384.99
EFT33789	**19/03/2024**	**Australian Services Union (LGO)**	**Payroll deductions**	**-26.50**
DEDUCTION	12/03/2024	Australian Services Union (LGO)	Payroll Deduction	26.50
EFT33790	**19/03/2024**	**Australian Services Union (MEU)**	**Payroll deductions**	**-26.50**
DEDUCTION	12/03/2024	Australian Services Union (MEU)	Payroll Deduction	26.50
EFT33791	**22/03/2024**	**Department of Biodiversity, Conservation and Attractions**	**Goods For Sale**	**-316.92**
P1-01-032759	26/02/2024	Department of Biodiversity, Conservation and Attractions	Assorted Bush Books , For Sale in Visitor Centre Shop	316.92
EFT33792	**22/03/2024**	**Australia Post**	**Postage**	**-763.36**
1013072283	03/03/2024	Australia Post	Postage & Freight for February 2024	763.36
EFT33793	**22/03/2024**	**Hi-Way Sales & Service**	**Engineering Supplies**	**-949.42**
255929	23/02/2024	Hi-Way Sales & Service	ULP 34.54L	70.08
256169	27/02/2024	Hi-Way Sales & Service	broken hydraulic hose	189.34
256168	29/02/2024	Hi-Way Sales & Service	4pk Ratchet Tie Down Straps, 3/8 Clevis Lug Link x2, Clevis Lug Link x2, 1x Brass Tap, 10x 5 Cutting Discs	325.00
256168	29/02/2024	Hi-Way Sales & Service	1 x 750x16 trailer tyre	365.00
EFT33794	**22/03/2024**	**Ixom Operations Pty Ltd**	**Chemicals**	**-39.56**
6784292	29/02/2024	Ixom Operations Pty Ltd	Monthly Service fee - Chlorine business 2030	39.56
EFT33795	**22/03/2024**	**Kojonup Agricultural Supplies**	**Agricultural Supplies**	**-684.27**
10225156	19/02/2024	Kojonup Agricultural Supplies	Tank Fitting - Apex park	115.50
10225336	27/02/2024	Kojonup Agricultural Supplies	3 Inch Cam-Lock Fitting, level float for pump	534.85
10225402	29/02/2024	Kojonup Agricultural Supplies	End Connector 2x2"	33.92
EFT33796	**22/03/2024**	**Kojonup Pharmacy**	**Pharmaceuticals**	**-1206.05**
FEB 2024	29/02/2024	Kojonup Pharmacy	Springhaven pharmacy costs Jan 2024	1206.05
EFT33797	**22/03/2024**	**Shire Of Katanning**	**Refuse Site Fees**	**-8214.80**
46732	29/02/2024	Shire Of Katanning	Refuse Site Fee's - February 2024	8214.80
EFT33798	**22/03/2024**	**Synergy**	**Electricity**	**-5576.41**
2022081752	07/03/2024	Synergy	a/c862761710 for Blackwood Rd - 05/01/24 - 06/03/24	455.40
2002121435	08/03/2024	Synergy	a/c337284750 for 143 Albany Hwy - 17/01/24 - 20/02/24	852.78

2070053498	11/03/2024	Synergy	a/c339632390 for 8C Newton St - 09/01/24 - 08/03/24	166.75
2066058167	11/03/2024	Synergy	a/c338398720 for 12A Elverd St - 09/01/24 - 08/03/24	250.42
2066058168	11/03/2024	Synergy	a/c338398910 for 12B Elverd St - 09/01/24 - 08/03/24	88.21
2054057247	11/03/2024	Synergy	a/c386279970 for Loc6171Blackwood Rd - 06/01/24 - 05/03/24	221.43
2050068968	11/03/2024	Synergy	a/c423778570 for 18 Spring St - 06/01/24 - 07/03/24	135.77
2022083445	11/03/2024	Synergy	a/c356438440 for 143A Albany Hwy - 09/01/24 - 08/03/24	136.59
2042061855	13/03/2024	Synergy	a/c542221630 for 31 Piesse St Muradup - 19/12/23 - 06/03/24	226.68
2062054267	13/03/2024	Synergy	a/c354238990 for 8B Newton St - 06/01/24 - 07/03/24	192.65
2026082471	13/03/2024	Synergy	a/c250826500 for 10 Bagg St - 06/01/24 - 07/03/24	354.57
2050070492	13/03/2024	Synergy	a/c145682100 for 34 Katanning Rd - 09/01/24 - 07/03/24	159.76
2038071688	13/03/2024	Synergy	a/c269776860 for 8 Soldier Rd - 06/01/24 - 07/03/24	2170.48
2002125436	13/03/2024	Synergy	a/c361072390 for 39 Vanzuilecom St - 06/01/24 - 07/03/24	164.92
EFT33799	**22/03/2024**	**Kleenheat Gas Pty Ltd**	**Gas**	**-604.32**
22234925	28/02/2024	Kleenheat Gas Pty Ltd	Supply bulk LPG for Springhaven	604.32
EFT33800	**22/03/2024**	**Kojonup Tyre Service**	**Tyre Services**	**-2178.00**
INV-8905	29/02/2024	Kojonup Tyre Service	new tyre fitted	2123.00
INV-9055	16/03/2024	Kojonup Tyre Service	Puncture Repair	55.00
EFT33801	**22/03/2024**	**Stirling Freight**	**Freight**	**-26.52**
CISF610182	29/02/2024	Stirling Freight	From Nedlands on 12/02/24	26.52
EFT33802	**22/03/2024**	**BK Thomson Electrical Service**	**Electrical Services**	**-800.50**
3053	22/02/2024	BK Thomson Electrical Service	Re-Connect Hot Water System West of Kitchen Springhaven	136.89
3063	27/02/2024	BK Thomson Electrical Service	6 Loton Close - New Smoke Alarms & 9 Loton Close - New Bathroom Lights	663.61
EFT33803	**22/03/2024**	**Tudor House**	**Flags**	**-223.00**
8394	06/03/2024	Tudor House	Australian Flag - Admin, Aboriginal Flag - Admin, Delivery Cost	223.00
EFT33804	**22/03/2024**	**RENTOKIL INITIAL PTY LTD**	**Hygiene Services**	**-1536.22**
53048266	14/03/2024	RENTOKIL INITIAL PTY LTD	Hygeine Treatment& urinal descale, Sharps disposal service, Sharps disposal service, Sharps disposal service, Sanitary disposal service	1536.22
EFT33805	**22/03/2024**	**Kojonup Auto Electrical Services**	**Auto Electrics**	**-15.95**
16842	13/03/2024	Kojonup Auto Electrical Services	Connector 50a Anderson Type	15.95
EFT33806	**22/03/2024**	**Kojonup Supermarket**	**Groceries**	**-7566.62**
800 FEB 2024	29/02/2024	Kojonup Supermarket	Food and Dry Goods for BCC - February 2024	993.33
240 FEB 2024	29/02/2024	Kojonup Supermarket	Springhaven meals and refreshments Feb 2024	6573.29
EFT33807	**22/03/2024**	**Westrac Equipment**	**Truck Parts**	**-4863.93**
PI9331171	23/02/2024	Westrac Equipment	fuel cap, mirror, bonnet striker	332.09
SI1750625	27/02/2024	Westrac Equipment	fault diagnose and repair on aircon	4531.84
EFT33808	**22/03/2024**	**Kojonup Country Kitchen**	**Catering**	**-334.55**
3064	30/01/2024	Kojonup Country Kitchen	Toolbox meeting - morning tea	123.00
3077	06/03/2024	Kojonup Country Kitchen	5/03/24 - Morning Tea for 10 people, Lunch for 9 people	211.55
EFT33809	**22/03/2024**	**BOC Gases**	**Industrial Gases**	**-123.71**
5006305905	27/02/2024	BOC Gases	Supply of industrial gases for Depot, Supply of industrial gases for Springhaven, Supply of industrial gases for Fire Trucks	123.71
EFT33810	**22/03/2024**	**Egabva Plumbing & Gas Service**	**Plumbing**	**-4580.40**
4646	12/03/2024	Egabva Plumbing & Gas Service	Harrison Place - Repair Cistern	138.60
4595	12/03/2024	Egabva Plumbing & Gas Service	Apex Park Water Fountain service: Replace Filter	172.15
4643	12/03/2024	Egabva Plumbing & Gas Service	Springhaven - HWS Kitchen	4269.65
EFT33811	**22/03/2024**	**John Kinnear and Associates**	**Consulting Surveyor**	**-1320.00**
H896B	18/03/2024	John Kinnear and Associates	Murby Street, Kojonup Phase 2 WP Design	1320.00
EFT33812	**22/03/2024**	**Albany Printers**	**Printing**	**-160.00**
48129	28/02/2024	Albany Printers	2 x Boxes (250 Envelopes per box) C4 Envelopes Windowless with Shire Logo	160.00
EFT33813	**22/03/2024**	**The West Australian**	**Advertising**	**-350.00**
10168388202402 29	29/02/2024	The West Australian	Advertising - Public Notice - Bush Fire Prohibited and Restricted Burning Period dates amendment - Edition of Thursday, 8 February 2024	350.00
EFT33814	**22/03/2024**	**CGS ENGINEERS**	**Engineering Supplies**	**-4562.33**
26068	13/03/2024	CGS ENGINEERS	Bushfire Warning Signs - Matt Crabb (Kojonup Emergency Vollunteers)	4562.33
EFT33815	**22/03/2024**	**McLeods Barristers and Solicitors**	**Legal Services**	**-59.95**
134618	29/02/2024	McLeods Barristers and Solicitors	Easement Telecommunication Tower: Heggaton	59.95
EFT33816	**22/03/2024**	**Team Global Express Pty Ltd**	**Freight**	**-631.13**

0354-80774145	25/02/2024	Team Global Express Pty Ltd	From SLWA on 14/02/24, From Westrac on 15&16/02/24, From Sunny Signs on 16/02/24	328.90
0355-80774145	05/03/2024	Team Global Express Pty Ltd	From Interfire on 23/02/24, From WA Hino on 28/02/24	286.03
0356-80774145	10/03/2024	Team Global Express Pty Ltd	From Westrac on 23/02/24	16.20
EFT33817	**22/03/2024**	**Cemeteries & Crematoria Association of WA (CCAWA)**	**Seminar**	**-240.00**
KOJONUP	05/03/2024	Cemeteries & Crematoria Association of WA (CCAWA)	CCAWA: Annual General Meeting, Seminar & dinner in Mandurah	240.00
EFT33818	**22/03/2024**	**Moving ON Audits**	**Audit Services**	**-357.50**
13653	01/03/2024	Moving ON Audits	Springhaven Moving on Audit March 2024	357.50
EFT33819	**22/03/2024**	**Warren Blackwood Waste**	**Waste and Recycling**	**-28978.76**
19056	08/03/2024	Warren Blackwood Waste	240Lt Bins Pickup, KJP St Bins Pickup, Travel Cost for two sideloader trucks to empty waste, KJP Service townsite area bins, KJP Recycling Bins Pick up	17319.88
19055	08/03/2024	Warren Blackwood Waste	Kojonup Transfer Station Management for February 2024, KJP Transfer Station Bin Hire, KJP Transfer Station Loader Hire, Transfer Bulk Bin - Waste, Transfer Bulk Bin - Recycle,	10278.88
19089	08/03/2024	Warren Blackwood Waste	Bulk Bin pick up, 1 x 240L Bin Complete replacement - 34 Katanning Road, 1 x 240L Bin Complete replacement - Dogpound, 2 x 240L Bin Complete replacement - Sport Complex	800.00
19070	08/03/2024	Warren Blackwood Waste	Kojonup 1.5m3 Front Lift Bins - February 2024	580.00
EFT33820	**22/03/2024**	**South Regional TAFE**	**Training**	**-225.00**
I0026786	16/02/2024	South Regional TAFE	Auschem Skill Set: 06&07/02/24 Katanning: TP, JT, JP, NG	225.00
EFT33821	**22/03/2024**	**IT VISION AUSTRALIA PTY LTD**	**IT Support**	**-277.20**
39482	27/02/2024	IT VISION AUSTRALIA PTY LTD	Refresh Synergy Soft Play Account	277.20
EFT33822	**22/03/2024**	**NUTRIEN AG SOLUTIONS**	**Agricultural Supplies**	**-933.90**
910350125	15/02/2024	NUTRIEN AG SOLUTIONS	3 x 6 metre pipes for Kojonup Darkan Rd	933.90
EFT33823	**22/03/2024**	**LANDGATE**	**Valuation Services**	**-61.00**
10000957	08/01/2024	LANDGATE	Copies of Deposited Plan 229131, 206358	61.00
EFT33824	**22/03/2024**	**PFD Foodservices (Southway Distributors)**	**Food and Dry Goods**	**-2040.00**
LK576326	28/02/2024	PFD Foodservices (Southway Distributors)	Springhaven Meals and Refreshements Feb 2024	590.60
LK576334	28/02/2024	PFD Foodservices (Southway Distributors)	Food and Dry Goods for BCC, Food and Dry Goods for BCC	1449.40
EFT33825	**22/03/2024**	**SURGICAL HOUSE**	**Pharmaceuticals**	**-1179.06**
A918317	01/03/2024	SURGICAL HOUSE	Springhaven Medical Supplies Feb/March 2024	1179.06
EFT33826	**22/03/2024**	**AMITY HEALTH (GREAT SOUTHERN GP NETWORK)**	**Speech Pathology**	**-2642.00**
8535	08/03/2024	AMITY HEALTH (GREAT SOUTHERN GP NETWORK)	Springhaven OT and SP Feb 2024 (SP AC,GB,AW) (OT TN,AB)	2642.00
EFT33827	**22/03/2024**	**Marketforce**	**Advertising**	**-239.76**
1714519	29/02/2024	Marketforce	Public Notice - Special Council Meeting - 5/03/24 - Great Southern Herald 22/02/24 edition	239.76
EFT33828	**22/03/2024**	**Ramped Technology & Management Systems Pty Ltd**	**IT Support**	**-373.48**
INV-9590	06/03/2024	Ramped Technology & Management Systems Pty Ltd	Sophos XG 135 Monthly Subscription 01/03/24 - 31/03/24, Sophos Central Intercept X Advanced for Server 01/03/24 - 31/03/24, Sophos Central Intercept X Advanced for Desktop 01/03/24 - 31/03/24	373.48
EFT33829	**22/03/2024**	**BJ Systems**	**Security**	**-106.70**
12004M	01/03/2024	BJ Systems	Monitoring fees for Kojonup Sporting Complex	106.70
EFT33830	**22/03/2024**	**Cleanaway Daniels Services Pty Ltd**	**Sharps Removal**	**-608.37**
2263416	29/02/2024	Cleanaway Daniels Services Pty Ltd	Springhaven Sharps removal Feb 2024	608.37
EFT33831	**22/03/2024**	**Edge Planning & Property**	**Planning Services**	**-1294.55**
2548	11/03/2024	Edge Planning & Property	Monthly Town planning advice February 2024	1294.55
EFT33832	**22/03/2024**	**Acrodyne Pty Ltd**	**Trade Waste**	**-660.00**
2332735	01/03/2024	Acrodyne Pty Ltd	Complete inspection, verification and report of WC trade waste flowmeter.	660.00
EFT33833	**22/03/2024**	**Dardanup Butchering Company**	**Butcher**	**-936.58**
BW370761	12/03/2024	Dardanup Butchering Company	Black Cockatoo Cafe Supplies	437.49
BW371261	19/03/2024	Dardanup Butchering Company	Black Cockatoo Cafe Supplies	499.09

EFT33834	**22/03/2024**	**Grande Food Service**	**Food and Dry Goods**	**-6586.81**
4228222	07/03/2024	Grande Food Service	Black Cockatoo Cafe Supplies	2267.03
4228556	13/03/2024	Grande Food Service	Black Cockatoo Cafe Supplies	1254.94
4228572	13/03/2024	Grande Food Service	Black Cockatoo Cafe Supplies	388.28
4228562	13/03/2024	Grande Food Service	Black Cockatoo Cafe Supplies	284.00
4228913	20/03/2024	Grande Food Service	Black Cockatoo Cafe Supplies	232.13
4228951	20/03/2024	Grande Food Service	Black Cockatoo Cafe Supplies	48.76
4228934	20/03/2024	Grande Food Service	Black Cockatoo Cafe Supplies	51.40
4228933	20/03/2024	Grande Food Service	Black Cockatoo Cafe Supplies	204.62
4228932	20/03/2024	Grande Food Service	Black Cockatoo Cafe Supplies	1855.65
EFT33835	**22/03/2024**	**BMSS Babich Maintenance & Steriliser Services Pty Ltd**	**Maintenance**	**-831.02**
28816	28/02/2024	BMSS Babich Maintenance & Steriliser Services Pty Ltd	Pan Sanitizer Service	831.02
EFT33836	**22/03/2024**	**CJ Liquor Pty Ltd**	**Refreshments**	**-75.00**
INV-0703	06/02/2024	CJ Liquor Pty Ltd	Refreshments for Depot 02/02/24	75.00
EFT33837	**22/03/2024**	**Leaf Bean Machine**	**Coffee Supplies**	**-1572.45**
124602	11/03/2024	Leaf Bean Machine	Coffee Supplies for BCC	1060.81
124809	18/03/2024	Leaf Bean Machine	Coffee Supplies for BCC	511.64
EFT33838	**22/03/2024**	**Science and Nature Pty Ltd**	**Goods For Sale**	**-270.77**
168795	25/02/2024	Science and Nature Pty Ltd	Assorted Gifts and Souveniers , For Sale in Visitor Centre Shop	270.77
EFT33839	**22/03/2024**	**Judy Stewart**	**Reimbursement**	**-69.61**
200324	20/03/2024	Judy Stewart	34.82L Diesel	69.61
EFT33840	**22/03/2024**	**West End Fabricators**	**Fabricator**	**-6800.00**
755	01/03/2024	West End Fabricators	Replace barge boards at Newton Street units a and b, Demolish back section of Men's shed	6800.00
EFT33841	**22/03/2024**	**Telstra Health**	**Annual Software Service**	**-12891.64**
INV00002999	21/02/2024	Telstra Health	Annual Software Service Plan Clinical Care & Medication Management 2024-2025	12891.64
EFT33842	**22/03/2024**	**SIRM24 PTY LTD**	**Airflow Maintenance**	**-2970.00**
INV-0901	14/03/2024	SIRM24 PTY LTD	Rangehood Cleaning for BCC	990.00
INV-0899	14/03/2024	SIRM24 PTY LTD	Rangehood - Deep Clean Service, Includes Fan, Flu, Filters and Vents.	990.00
INV-0900	14/03/2024	SIRM24 PTY LTD	Rangehood - Deep Clean Service, Includes Fan, Flu, Filters and Vents	990.00
EFT33843	**22/03/2024**	**Tonya Pearce**	**Reimbursement**	**-75.20**
210324	21/03/2024	Tonya Pearce	Fuel for 38KO, 2x Pants - Uniform	75.20
EFT33844	**22/03/2024**	**Estelle Lottering**	**Reimbursement**	**-97.63**
200324	20/03/2024	Estelle Lottering	48.84L Diesel	97.63
EFT33845	**22/03/2024**	**Jill Watkin**	**Reimbursement**	**-359.41**
070324	07/03/2024	Jill Watkin	Invoice Paid for Branka's Crackers, Stock for Shop	228.00
140324	14/03/2024	Jill Watkin	Food for Screen Stories Sausage Sizzle	131.41
EFT33846	**22/03/2024**	**Monarch Civil Ventures**	**Civil and Construction**	**-186896.60**
389	22/02/2024	Monarch Civil Ventures	Full service mix and lay on Koji Darkan rd	75273.00
393	22/02/2024	Monarch Civil Ventures	Cutting and removing hill on Kojonup Darkan Rd to improve safety vision	21296.00
392	22/02/2024	Monarch Civil Ventures	Section 2 - Kojonup Darkan Rd failure repairs - spread gravel, trim roadway, provide Traffic Control - Feb 2024	90327.60
EFT33847	**22/03/2024**	**Great Southern Tourism Inc.**	**Taste Great Southern**	**-330.00**
T240053	13/02/2024	Great Southern Tourism Inc.	Taste Great Southern Participation Fee	330.00
EFT33848	**22/03/2024**	**Teletrac Navman and Transtech**	**Navman**	**-1930.01**
93015784	05/03/2024	Teletrac Navman and Transtech	Vehicle tracking devices and service fees	1930.01
EFT33849	**22/03/2024**	**Mason's Family Farm**	**Eggs**	**-152.40**
INV-10837	12/03/2024	Mason's Family Farm	Mason's Specialty Catering Eggs 10.6kg x2	152.40
EFT33850	**22/03/2024**	**Harvey Fresh (1994) Ltd T/A Lactalis**	**Milk Supplies**	**-542.53**
238312143	18/03/2024	Harvey Fresh (1994) Ltd T/A Lactalis	Milk and Cream Supplies for BCC	542.53
EFT33851	**22/03/2024**	**Sanctuary Contract Recruitment Queensland Pty Ltd**	**Agency Staff**	**-19705.80**
QLD-5410	16/02/2024	Sanctuary Contract Recruitment Queensland Pty Ltd	Springhaven RN agency April 2024	8934.28
QLD-5561	08/03/2024	Sanctuary Contract Recruitment Queensland Pty Ltd	RN extention fo Contract at Springhaven Lodge	10771.52
EFT33852	**22/03/2024**	**Cramer Plumbing and Gas**	**Plumbing**	**-914.73**
B506	05/03/2024	Cramer Plumbing and Gas	Burst pipe in front of Library outside building	914.73
EFT33853	**22/03/2024**	**Neil West**	**SPORTING COMPLEX HIRE BOND REFUND**	**-400.00**
T214	11/03/2024	Neil West	SPORTING COMPLEX HIRE STANDARD BOND	400.00

EFT33854	**22/03/2024**	**Rangali Mel**	**Reimbursement**	**-650.00**
130324	13/03/2024	Rangali Mel	Washing Tea-towels for BCC. 13wks	650.00
EFT33855	**25/03/2024**	**Kojonup Roadhouse & Hillview**	**SPARK**	**-148.50**
250324	25/03/2024	Kojonup Roadhouse & Hillview	SPARK - Pay it Forward 2024	148.50
EFT33856	**25/03/2024**	**DL Consulting**	**Consulting Services**	**-3918.75**
1175	29/02/2024	DL Consulting	Finance Consultant / Support	3918.75
EFT33857	**25/03/2024**	**Kojonup Country Kitchen**	**SPARK**	**-55.00**
250324	25/03/2024	Kojonup Country Kitchen	SPARK - Pay it Forward 2024	55.00
EFT33858	**25/03/2024**	**KOJONUP BAKERY**	**SPARK**	**-148.50**
250324	25/03/2024	KOJONUP BAKERY	SPARK - Pay it Forward 2024	148.50
EFT33859	**25/03/2024**	**124 Cafe & Deli**	**SPARK**	**-148.50**
250324	25/03/2024	124 Cafe & Deli	SPARK - Pay it Forward 2024	148.50
EFT33860	**25/03/2024**	**Nightingale's Nest Nursery**	**SPARK**	**-64.00**
250324	25/03/2024	Nightingale's Nest Nursery	SPARK - Pay it Forward 2024	64.00
EFT33861	**25/03/2024**	**Vivicka Renia Kahn**	**Reimbursement**	**-81.26**
250324	25/03/2024	Vivicka Renia Kahn	Travel Expenses - Finance Conference 20-21/03/24. Baldivis to Crown Perth and Return 95.6km	81.26
EFT33862	**25/03/2024**	**Tonya Pearce**	**Reimbursement**	**-121.38**
250324	25/03/2024	Tonya Pearce	Meals for FO and Finance 19-21/03/24 at Finance Conference	121.38
EFT33863	**25/03/2024**	**Megacino's T/A Megan Robinson**	**SPARK**	**-88.00**
250324	25/03/2024	Megacino's T/A Megan Robinson	SPARK - Pay it Forward 2024	88.00
				563,393.85

Direct Deposits 1/03/24 - 31/03/24				
Ref	**Date**	**Name**	**Description**	**Amount**
DD23807.1	**11/03/2024**	**NAB**	**NAB BPay Payments**	**-10256.77**
BPAY	11/03/2024	NAB	Water Corporation of WA - subdivision costs, Edith Cowan University - EL training	10256.77
DD23814.1	**11/03/2024**	**NAB**	**Reversal NAB BPay Payment**	**10256.77**
BPAY REVERSAL	11/03/2024	NAB	Credit for Water Corporation, Credit ECU - EL	-10256.77
DD23825.1	**12/03/2024**	**Aware Super**	**Payroll deductions**	**-16201.73**
SUPER	12/03/2024	Aware Super	Super	13866.07
DEDUCTION	12/03/2024	Aware Super	Payroll Deduction	147.15
DEDUCTION	12/03/2024	Aware Super	Payroll Deduction	106.78
DEDUCTION	12/03/2024	Aware Super	Payroll Deduction	1349.16
DEDUCTION	12/03/2024	Aware Super	Payroll Deduction	550.00
DEDUCTION	12/03/2024	Aware Super	Payroll Deduction	182.57
DD23825.2	**12/03/2024**	**Prime Super**	**Payroll deductions**	**-1974.64**
SUPER	12/03/2024	Prime Super	Super	1934.64
DEDUCTION	12/03/2024	Prime Super	Payroll Deduction	40.00
DD23825.3	**12/03/2024**	**Unisuper**	**Superannuation contributions**	**-43.55**
SUPER	12/03/2024	Unisuper	Super	43.55
DD23825.4	**12/03/2024**	**HOSTPLUS**	**Superannuation contributions**	**-626.20**
SUPER	12/03/2024	HOSTPLUS	Super	626.20
DD23825.5	**12/03/2024**	**Essential Super -Enzo Del Testa**	**Superannuation contributions**	**-291.88**
SUPER	12/03/2024	Essential Super -Enzo Del Testa	Super	291.88
DD23825.6	**12/03/2024**	**Commonwealth Superannuation Savings Account**	**Superannuation contributions**	**-525.29**
SUPER	12/03/2024	Commonwealth Superannuation Savings Account	Super	525.29
DD23825.7	**12/03/2024**	**AMP Super Fund**	**Superannuation contributions**	**-671.52**
SUPER	12/03/2024	AMP Super Fund	Super	671.52
DD23825.8	**12/03/2024**	**Sparky Downs Superannuation Fund**	**Superannuation contributions**	**-95.34**
SUPER	12/03/2024	Sparky Downs Superannuation Fund	Super	95.34
DD23825.9	**12/03/2024**	**Hesta Superannuation**	**Payroll deductions**	**-1212.59**
SUPER	12/03/2024	Hesta Superannuation	Super	1166.67
DEDUCTION	12/03/2024	Hesta Superannuation	Payroll Deduction	45.92
DD23826.1	**12/03/2024**	**Aware Super**	**Superannuation contributions**	**200.88**
REVERSAL	12/03/2024	Aware Super	Reversal of Super	-200.88
DD23830.1	**16/03/2024**	**AUSTRALIAN TAXATION OFFICE**	**PAYGW**	**-47307.30**
23/24 PP19 WEEK38	16/03/2024	AUSTRALIAN TAXATION OFFICE	STP 65644, STP 65645, STP 65646	47307.30

DD23832.1	**16/03/2024**	**EasiSalary**	**Novated Lease Payments**	**-1981.41**
23/24 PP19 WEEK38	16/03/2024	EasiSalary	CM - Novated Lease Post Tax, CM - Novated Lease Pre Tax, JJ - Novated Lease Post Tax, JJ - Novated Lease Pre Tax	1981.41
DD23844.1	**21/03/2024**	**Caltex Star Card**	**March Fuel Card Expenses**	**-2167.53**
111	21/03/2024	Caltex Star Card	March Fuel Card Expenses, March Fuel Card Fees	2167.53
DD23846.1	**06/03/2024**	**Ampol**	**Ampol February Fuel Card Expenses**	**-2023.21**
92219	21/02/2024	Ampol	Fuel card purchases, Fuel card fees	2023.21
DD23849.1	**21/03/2024**	**Ampol**	**Ampol March Fuel Card Expenses**	**-1908.88**
152090	21/03/2024	Ampol	Fuel card purchases, Fuel card fees	1908.88
DD23852.1	**26/03/2024**	**Aware Super**	**Payroll deductions**	**-17029.05**
SUPER	26/03/2024	Aware Super	Super	14688.11
DEDUCTION	26/03/2024	Aware Super	Payroll Deduction	147.15
DEDUCTION	26/03/2024	Aware Super	Payroll Deduction	111.19
DEDUCTION	26/03/2024	Aware Super	Payroll Deduction	1349.34
DEDUCTION	26/03/2024	Aware Super	Payroll Deduction	550.00
DEDUCTION	26/03/2024	Aware Super	Payroll Deduction	183.26
DD23852.2	**26/03/2024**	**Prime Super**	**Payroll deductions**	**-1906.23**
SUPER	26/03/2024	Prime Super	Super	1866.23
DEDUCTION	26/03/2024	Prime Super	Payroll Deduction	40.00
DD23852.3	**26/03/2024**	**Unisuper**	**Superannuation contributions**	**-38.71**
SUPER	26/03/2024	Unisuper	Super	38.71
DD23852.4	**26/03/2024**	**HOSTPLUS**	**Superannuation contributions**	**-611.27**
SUPER	26/03/2024	HOSTPLUS	Super	611.27
DD23852.5	**26/03/2024**	**Essential Super -Enzo Del Testa**	**Superannuation contributions**	**-290.66**
SUPER	26/03/2024	Essential Super -Enzo Del Testa	Super	290.66
DD23852.6	**26/03/2024**	**Commonwealth Superannuation Savings Account**	**Superannuation contributions**	**-525.29**
SUPER	26/03/2024	Commonwealth Superannuation Savings Account	Super	525.29
DD23852.7	**26/03/2024**	**AMP Super Fund**	**Superannuation contributions**	**-641.02**
SUPER	26/03/2024	AMP Super Fund	Super	641.02
DD23852.8	**26/03/2024**	**Sparky Downs Superannuation Fund**	**Superannuation contributions**	**-63.56**
SUPER	26/03/2024	Sparky Downs Superannuation Fund	Super	63.56
DD23852.9	**26/03/2024**	**Hesta Superannuation**	**Payroll deductions**	**-1037.43**
SUPER	26/03/2024	Hesta Superannuation	Super	1003.61
DEDUCTION	26/03/2024	Hesta Superannuation	Payroll Deduction	33.82
DD23855.1	**26/03/2024**	**AUSTRALIAN TAXATION OFFICE**	**PAYGW**	**-48198.09**
23/24 PP20 WEEK40	26/03/2024	AUSTRALIAN TAXATION OFFICE	STP 65992	48198.09
DD23857.1	**26/03/2024**	**EasiSalary**	**Novated Lease Payments**	**-1981.41**
23/24 PP20 WEEK40	26/03/2024	EasiSalary	CM- Novated Lease Post Tax, CM - Novated Lease Pre Tax, JJ - Novated Lease Post Tax, JJ - Novated Lease Pre Tax	1981.41
DD23864.1	**06/03/2024**	**Ampol**	**Reversal - Ampol February Fuel Card**	**2023.21**
92219 REV	21/02/2024	Ampol	Fuel card purchases	-2023.21
DD23897.1	**26/03/2024**	**Commonwealth Superannuation Savings Account**	**Superannuation contributions**	**-525.29**
SUPER	09/04/2024	Commonwealth Superannuation Savings Account	Super	525.29
DD23905.1	**01/03/2024**	**NAB**	**February Credit Card Fees**	**-4288.95**
FEBRUARY	19/02/2024	NAB	ASAHI - softdrinks BCC, Shire of Kojonup - license plate, Pro Phone Repair, Card fee	597.04
FEBRUARY	19/02/2024	NAB	Kmart - café kitchen supplies, Busselton Toyota - personal expense - refunded back to Shire, ASAHI - café drinks, Big W Online - library books, Kmart - library books, Hi-way Sales & Service - keys for café, Black Cockatoo Café - meeting, 8 Yolks Success - finance meeting, WA News - subscription, Kmart - library books, Card fees	3276.77
FEBRUARY	19/02/2024	NAB	Perth Mint - citizenship coin, , Dome Katanning - meeting, , Shire of Kojonup - plate change, Dome Katanning - meeting, Shire of Kojonup - drivers license, Business Name Renewal - Cafe, Bank Fees	334.80
FEBRUARY	19/02/2024	NAB	Catchleap - Workboots, Card fee	80.34
DD23825.10	**12/03/2024**	**Australian Ethical Superannuation Fund**	**Superannuation contributions**	**-26.30**
SUPER	12/03/2024	Australian Ethical Superannuation Fund	Super	26.30

DD23825.11	**12/03/2024**	**Retirement Portfolio Service**	**Superannuation contributions**	**-25.92**
SUPER	12/03/2024	Retirement Portfolio Service	Super	25.92
DD23825.12	**12/03/2024**	**Colonial First State FirstChioce Superannuation Trust**	**Payroll deductions**	**-1120.25**
SUPER	12/03/2024	Colonial First State FirstChioce Superannuation Trust	Super	472.16
DEDUCTION	12/03/2024	Colonial First State FirstChioce Superannuation Trust	Payroll Deduction	147.55
DEDUCTION	12/03/2024	Colonial First State FirstChioce Superannuation Trust	Payroll Deduction	500.54
DD23825.13	**12/03/2024**	**Australian Super Pty Ltd**	**Payroll deductions**	**-2779.44**
SUPER	12/03/2024	Australian Super Pty Ltd	Super	2528.02
DEDUCTION	12/03/2024	Australian Super Pty Ltd	Payroll Deduction	251.42
DD23825.14	**12/03/2024**	**REST SUPERANNUATION**	**Superannuation contributions**	**-1915.86**
SUPER	12/03/2024	REST SUPERANNUATION	Super	1915.86
DD23825.15	**12/03/2024**	**IOOF Superannuation**	**Superannuation contributions**	**-214.79**
SUPER	12/03/2024	IOOF Superannuation	Super	214.79
DD23825.16	**12/03/2024**	**Panorama Super**	**Superannuation contributions**	**-83.93**
SUPER	12/03/2024	Panorama Super	Super	83.93
DD23825.17	**12/03/2024**	**Australian Retirement Trust**	**Superannuation contributions**	**-1299.62**
SUPER	12/03/2024	Australian Retirement Trust	Super	1299.62
DD23825.18	**12/03/2024**	**HUB24 Superannuation Fund**	**Superannuation contributions**	**-38.05**
SUPER	12/03/2024	HUB24 Superannuation Fund	Super	38.05
DD23825.19	**12/03/2024**	**ANZ Smart Choice Super**	**Superannuation contributions**	**-364.97**
SUPER	12/03/2024	ANZ Smart Choice Super	Super	364.97
DD23852.10	**26/03/2024**	**Australian Ethical Superannuation Fund**	**Superannuation contributions**	**-39.45**
SUPER	26/03/2024	Australian Ethical Superannuation Fund	Super	39.45
DD23852.11	**26/03/2024**	**Retirement Portfolio Service**	**Payroll deductions**	**-105.65**
SUPER	26/03/2024	Retirement Portfolio Service	Super	93.87
DEDUCTION	26/03/2024	Retirement Portfolio Service	Payroll Deduction	11.78
DD23852.12	**26/03/2024**	**Colonial First State FirstChioce Superannuation Trust**	**Payroll deductions**	**-1120.25**
SUPER	26/03/2024	Colonial First State FirstChioce Superannuation Trust	Super	472.16
DEDUCTION	26/03/2024	Colonial First State FirstChioce Superannuation Trust	Payroll Deduction	147.55
DEDUCTION	26/03/2024	Colonial First State FirstChioce Superannuation Trust	Payroll Deduction	500.54
DD23852.13	**26/03/2024**	**Australian Super Pty Ltd**	**Payroll deductions**	**-2885.41**
SUPER	26/03/2024	Australian Super Pty Ltd	Super	2632.56
DEDUCTION	26/03/2024	Australian Super Pty Ltd	Payroll Deduction	252.85
DD23852.14	**26/03/2024**	**REST SUPERANNUATION**	**Superannuation contributions**	**-1340.85**
SUPER	26/03/2024	REST SUPERANNUATION	Super	1340.85
DD23852.15	**26/03/2024**	**IOOF Superannuation**	**Superannuation contributions**	**-271.51**
SUPER	26/03/2024	IOOF Superannuation	Super	271.51
DD23852.16	**26/03/2024**	**Panorama Super**	**Superannuation contributions**	**-251.79**
SUPER	26/03/2024	Panorama Super	Super	251.79
DD23852.17	**26/03/2024**	**Australian Retirement Trust**	**Superannuation contributions**	**-1303.36**
SUPER	26/03/2024	Australian Retirement Trust	Super	1303.36
DD23852.18	**26/03/2024**	**HUB24 Superannuation Fund**	**Superannuation contributions**	**-208.15**
SUPER	26/03/2024	HUB24 Superannuation Fund	Super	208.15
DD23852.19	**26/03/2024**	**ANZ Smart Choice Super**	**Superannuation contributions**	**-276.78**

SUPER	26/03/2024	ANZ Smart Choice Super	Super	276.78
FEES	**04/03/2024**	**WESTNET**	**Westnet**	**-725.79**
FEES	**15/03/2024**	**MESSAGE MEDIA**	**Sms Messages**	**-2051.02**
FEES	**28/03/2024**	**NAB**	**MISCELLANEOUS BANK CHARGES**	**-1578.24**
FEES	**25/03/2024**	**2024**	**Centrelink Charge :**	**-4.95**
2437	**01/03/2024**	**Trans Lice - TRANSPORT LICENCING (DEC) MUN**	**TRANSPORT LICENCING (DEC) MUN**	**-3726.95**
2437	**12/03/2024**	**Trans Lice - TRANSPORT LICENCING (DEC) MUN**	**TRANSPORT LICENCING (DEC) MUN**	**-11889.05**
2437	**13/03/2024**	**Trans Lice - TRANSPORT LICENCING (DEC) MUN**	**TRANSPORT LICENCING (DEC) MUN**	**-4784.00**
2437	**14/03/2024**	**Trans Lice - TRANSPORT LICENCING (DEC) MUN**	**TRANSPORT LICENCING (DEC) MUN**	**-1084.20**
2437	**14/03/2024**	**013B - PAYROLL CREDITORS MUN**	**PAYROLL CREDITORS MUN**	**-160962.62**
2437	**15/03/2024**	**Trans Lice - TRANSPORT LICENCING (DEC) MUN**	**TRANSPORT LICENCING (DEC) MUN**	**-10374.15**
2437	**15/03/2024**	**013B - PAYROLL CREDITORS MUN**	**PAYROLL CREDITORS X 3**	**-2035.98**
2437	**18/03/2024**	**Trans Lice - TRANSPORT LICENCING (DEC) MUN**	**TRANSPORT LICENCING (DEC) MUN**	**-11276.15**
2437	**18/03/2024**	**FER FEES - FER FEES**	**FER FEES**	**-417.50**
2437	**19/03/2024**	**Trans Lice - TRANSPORT LICENCING (DEC) MUN**	**TRANSPORT LICENCING (DEC) MUN**	**-593.30**
2437	**01/03/2024**	**013B - PAYROLL CREDITORS MUN**	**PAYROLL CREDITORS MUN**	**-962.67**
2437	**20/03/2024**	**Trans Lice - TRANSPORT LICENCING (DEC) MUN**	**TRANSPORT LICENCING (DEC) MUN**	**-1887.00**
2437	**21/03/2024**	**Trans Lice - TRANSPORT LICENCING (DEC) MUN**	**TRANSPORT LICENCING (DEC) MUN**	**-1954.20**
2437	**22/03/2024**	**Trans Lice - TRANSPORT LICENCING (DEC) MUN**	**TRANSPORT LICENCING (DEC) MUN**	**-6461.50**
2437	**26/03/2024**	**Trans Lice - TRANSPORT LICENCING (DEC) MUN**	**TRANSPORT LICENCING (DEC) MUN**	**-2381.90**
2437	**27/03/2024**	**Trans Lice - TRANSPORT LICENCING (DEC) MUN**	**TRANSPORT LICENCING (DEC) MUN**	**-3015.15**
2437	**28/03/2024**	**Trans Lice - TRANSPORT LICENCING (DEC) MUN**	**TRANSPORT LICENCING (DEC) MUN**	**-756.10**
2437	**28/03/2024**	**013B - PAYROLL CREDITORS MUN**	**PAYROLL CREDITORS MUN**	**-163994.23**
2437	**01/03/2024**	**013B - PAYROLL CREDITORS MUN**	**PAYROLL CREDITORS MUN**	**-120.00**
2437	**05/03/2024**	**Trans Lice - TRANSPORT LICENCING (DEC) MUN**	**TRANSPORT LICENCING (DEC) MUN**	**-791.35**
2437	**06/03/2024**	**Trans Lice - TRANSPORT LICENCING (DEC) MUN**	**TRANSPORT LICENCING (DEC) MUN**	**-5858.10**
2437	**07/03/2024**	**Trans Lice - TRANSPORT LICENCING (DEC) MUN**	**TRANSPORT LICENCING (DEC) MUN**	**-1915.40**
2437	**11/03/2024**	**Trans Lice - TRANSPORT LICENCING (DEC) MUN**	**TRANSPORT LICENCING (DEC) MUN**	**-2769.95**
2437	**11/03/2024**	**Trans Lice - TRANSPORT LICENCING (DEC) MUN**	**TRANSPORT LICENCING (DEC) MUN**	**-1796.65**
				586,265.23

SUMMARY FOR MARCH 2024	
Cheque 14378 - 14380	59,197.75
EFT 33697 - 33863	563,393.85
Direct Debits	586,265.23
Total	**1,208,856.83**

SHIRE OF KOJONUP

Detailed April 2024 Creditors List

Cheque Payments 1/04/24 - 30/04/24				
Chq/EFT	**Date**	**Name**	**Description**	**Amount**
NIL				

EFT Payments 1/04/24 - 30/04/24				
Chq/EFT	**Date**	**Name**	**Description**	**Amount**
EFT33864	**03/04/2024**	**Payroll Deductions - Shire of Kojonup**	**Payroll deductions**	**-1605.00**
DEDUCTION	26/03/2024	Payroll Deductions - Shire of Kojonup	Payroll Deduction	1025.00
DEDUCTION	26/03/2024	Payroll Deductions - Shire of Kojonup	Payroll Deduction	580.00
EFT33865	**03/04/2024**	**Child Support Agency**	**Payroll deductions**	**-384.99**
DEDUCTION	26/03/2024	Child Support Agency	Payroll Deduction	384.99
EFT33866	**03/04/2024**	**Australian Services Union (LGO)**	**Payroll deductions**	**-26.50**
DEDUCTION	26/03/2024	Australian Services Union (LGO)	Payroll Deduction	26.50
EFT33867	**03/04/2024**	**Australian Services Union (MEU)**	**Payroll deductions**	**-26.50**
DEDUCTION	26/03/2024	Australian Services Union (MEU)	Payroll Deduction	26.50
EFT33868	**05/04/2024**	**Air Liquide**	**Gas Rental**	**-24.38**
ZM0848	29/02/2024	Air Liquide	Cylinder Fee	24.38
EFT33869	**05/04/2024**	**Ian K McDonald**	**Goods For Sale**	**-190.00**
020424	02/04/2024	Ian K McDonald	Goods Sold on Consignment	190.00
EFT33870	**05/04/2024**	**Sydney Loveland**	**Rates refund for assessment A4721 LOT 1 KILCREGGAN RD KOJONUP 6395**	**-1167.46**
A4721	04/03/2024	Sydney Loveland	Rates refund for assessment A4721 LOT 1 KILCREGGAN RD KOJONUP 6395	1167.46
EFT33871	**05/04/2024**	**Hi-Way Sales & Service**	**Engineering Supplies**	**-1637.55**
255740	16/02/2024	Hi-Way Sales & Service	Hire of plant trailer from Hi-way Sales for moving hired excavator to job sites.	250.00
255741	16/02/2024	Hi-Way Sales & Service	Hire of plant trailer from Hi-way Sales for moving hired excavator to job sites.	250.00
256374	02/03/2024	Hi-Way Sales & Service	Repairs to hired trailer while on job.	970.80
256402	08/03/2024	Hi-Way Sales & Service	ULP 11.32L	22.97
256568	14/03/2024	Hi-Way Sales & Service	Diesel 69.49L	143.78
EFT33872	**05/04/2024**	**Carony Pty Ltd**	**February 2024 Account**	**-1641.54**
03-126413	01/02/2024	Carony Pty Ltd	Bantex 2 Ring D Folder White	30.00
03-126421	01/02/2024	Carony Pty Ltd	Bolt & Nut 5/16x3, Adhesive Construction Trade 30, Washer Metric box 500	40.79
03-126592	02/02/2024	Carony Pty Ltd	Spline Suit FG Frame 6mmx6.5m, Screen Insect F/G 810mmx2.05m	18.40
01-241790	02/02/2024	Carony Pty Ltd	Adhesive Seal	21.50
03-126767	06/02/2024	Carony Pty Ltd	400mm Aluminium Level	15.95
03-126880	07/02/2024	Carony Pty Ltd	Coin Battery	16.00
03-126892	07/02/2024	Carony Pty Ltd	Scrw 14Gx25 Seal	8.60
03-126996	08/02/2024	Carony Pty Ltd	Cement Rapidset x3	35.85
03-127050	08/02/2024	Carony Pty Ltd	Work Boots - NG - Blue Steel - Wheat - Size 7 1/2	263.50
01-241915	09/02/2024	Carony Pty Ltd	Baracuda Chlorine	160.00
03-127314	13/02/2024	Carony Pty Ltd	Nuts, Bolts, Cement for erecting signage - Kojonup Darkan Rd,	100.50
03-127392	14/02/2024	Carony Pty Ltd	30W Globe 2pk	16.00
03-127563	16/02/2024	Carony Pty Ltd	Baracuda Chlorine	261.50
03-127762	19/02/2024	Carony Pty Ltd	Director 19mmx25mm, Nut & Tail 19mm Poly, Micro End Plug Barb 19mm	7.00
03-127750	19/02/2024	Carony Pty Ltd	Shower AD Chrome Trade Box	45.50
03-127740	19/02/2024	Carony Pty Ltd	Pool Chlorine	141.50
01-242081	21/02/2024	Carony Pty Ltd	Metalshiel Epoxy Gls Black 300g	16.50
03-128003	22/02/2024	Carony Pty Ltd	Toilet Seat Everyday Fix-a-Loo	20.75
03-128226	27/02/2024	Carony Pty Ltd	Disposable Gloves	83.50
03-128299	27/02/2024	Carony Pty Ltd	Bantex Sheet Protector A3	24.90
08-000672	28/02/2024	Carony Pty Ltd	Springhaven Newspapers March 2024	112.00
03-128370	28/02/2024	Carony Pty Ltd	Screw Coach Galv Metric 8x120, Washers	11.35
01-242191	28/02/2024	Carony Pty Ltd	WHS Rep - Safety Shoes - EL	189.95
EFT33873	**05/04/2024**	**Telstra**	**Telecommunications**	**-1288.81**

T311 MAR 24	18/03/2024	Telstra	Internet charges for Kodja Place from 18/07/21 - 17/08/21, Mobile charges for Snr Ranger from 18/07/21 - 17/08/21, iPad charges for MCCS Place from 18/07/21 - 17/08/21, iPad charges for MRS from 18/07/21 - 17/08/21, iPad charges for MWS from 18/07/21 - 17/08/21, Mobile charges for Springhaven staff from 18/07/21 - 17/08/21, Phone charges for Springhaven solar panels from 18/07/21 - 17/08/21, Phone charges for Avdata monitoring system from 18/07/21 - 17/08/21	340.81
T311 MAR 24	25/03/2024	Telstra	iPad/Mobile charges for CEO 25/03/24 - 24/04/24, iPad charges for Kodja Place 25/03/24 - 24/04/24, iPad charges for MCCS 25/03/24 - 24/04/24, iPad/tablet charges for Springhaven 25/03/24 - 24/04/24, Mobile charges for MWS 25/03/24 - 24/04/24, Twig Tone Devices 25/03/24 - 24/04/24, Standpipe controller on Stock Rd 25/03/24 - 24/04/24, Mobile charges for Works Foreman & Technical Officer 25/03/24 - 24/04/24, Mobile charges for Swimming Pool Manager 25/03/24 - 24/04/24	948.00
EFT33874	**05/04/2024**	**Synergy**	**Electricity**	**-14054.96**
2046064719	15/03/2024	Synergy	a/c169800510 for Loc10345 Crapella Rd - 19/12/23 - 06/03/24	155.79
2038070342	15/03/2024	Synergy	a/c537275390 for Lot21 Barracks Pl - 06/01/24 - 05/03/24	118.62
2066060928	15/03/2024	Synergy	a/c810101920 for Loc53 Albany Hwy - 09/01/24 - 07/03/24	137.83
2038070348	15/03/2024	Synergy	a/c762855310 for Benn Pde - 06/01/24 - 07/03/24	122.27
2038070353	15/03/2024	Synergy	a/c545361230 for Benn Pde - 06/01/24 - 07/03/24	125.95
2090032249	15/03/2024	Synergy	a/c251948190 for Lot16 Soldier Rd - 04/01/24 - 06/03/24	124.31
2046064780	15/03/2024	Synergy	a/c189975470 for 5 Barracks Pl - 05/01/24 - 06/03/24	150.45
2038070384	15/03/2024	Synergy	a/c834694030 for Loc7437 Blackwood Rd - 06/01/24 - 05/03/24	148.39
2066060976	15/03/2024	Synergy	a/c499920430 for 2 Spencer St - 09/01/24 - 07/03/24	169.13
2038070398	15/03/2024	Synergy	a/c510069810 for Lot 1 Gordon St - 05/01/24 - 05/03/24	152.82
2038070407	15/03/2024	Synergy	a/c310216670 for 20 Blackwood Rd - 06/01/24 - 05/03/24	783.46
2038070315	15/03/2024	Synergy	a/c742636350 for 26 Pensioner Rd - 05/01/24 - 05/03/24	162.65
2046064808	15/03/2024	Synergy	a/c358833310 for 19 Blackwood Rd - 05/01/24 - 06/03/24	140.69
2094018959	15/03/2024	Synergy	a/c375969790 for Benn Pde - 17/01/24 - 20/02/24	4456.60
2046064852	15/03/2024	Synergy	a/c447590190 for Loc 7787 Blackwood Rd - 19/12/23 - 06/03/24	627.77
2066061030	15/03/2024	Synergy	a/c239108590 for 129 Albany Hwy - 09/01/24 - 07/03/24	144.88
2038070454	15/03/2024	Synergy	a/c272131310 for 16 Pensioner Rd - 05/01/24 - 05/03/24	120.91
2066061052	15/03/2024	Synergy	a/c104306350 for Lot 1 Bagg St - 06/01/24 - 07/03/24	774.07
2038070467	15/03/2024	Synergy	a/c150868300 for Lot 19 Soldier Rd - 06/01/24 - 07/03/24	1287.11
2090032198	15/03/2024	Synergy	a/c340194030 for Barracks Pl - 17/01/24 - 20/02/24	2227.45
2070049464	15/03/2024	Synergy	a/c340194030 for Barracks Pl - Credit	-0.33
2046064736	15/03/2024	Synergy	a/c105148670 for Loc2418 Albany Hwy - 19/12/23 - 06/03/24	173.59
2046064739	15/03/2024	Synergy	a/c304755820 for 27 Blackwood Rd - 05/01/24 - 06/03/24	655.94
2054044802	15/03/2024	Synergy	a/c2054044802 for 111 Albany Hwy - 11/01/24 - 14/02/24	250.00
2066060921	15/03/2024	Synergy	a/c647537230 for 111 Albany Hwy - 15/02/24 - 12/03/24	143.09
2038070338	15/03/2024	Synergy	a/c2038070338 for Lot162 Blackwood Rd - 06/01/24 - 05/03/24	126.91
2002130668	19/03/2024	Synergy	a/c337284750 for 143 Albany Hwy - 21/02/24 - 18/03/24	574.61
EFT33875	**05/04/2024**	**Kleenheat Gas Pty Ltd**	**Gas**	**-593.56**
22239795	12/03/2024	Kleenheat Gas Pty Ltd	Supply bulk LPG for BCC	593.56
EFT33876	**05/04/2024**	**BK Thomson Electrical Service**	**Electrical Services**	**-1060.93**
3069	08/03/2024	BK Thomson Electrical Service	Install Power for washing machine, Repair TV Aerial, Plumbers Invoice for Damaged Water pipe	1060.93
EFT33877	**05/04/2024**	**R & A Mort Smash Repairs**	**Abandoned Vehicle**	**-550.00**
7590	02/04/2024	R & A Mort Smash Repairs	Towage of abandoned Vehicle - Blue Hyundai Elantra - 20kms North of Kojonup on Albany Highway, Boscabel.	220.00
7589	02/04/2024	R & A Mort Smash Repairs	Towage of abandoned vehicle - Silver Suzuki Swift Hatchback - 9 Kilometers south of Kojonup on Albany HIghway.	330.00
EFT33878	**05/04/2024**	**Syd Matthews & Co Pty Ltd**	**Blue Metal**	**-44003.30**
C12134	29/02/2024	Syd Matthews & Co Pty Ltd	14mm blue metal - 550 tonne - Kojonup Darkan Failure Repairs , Location: Colemans	44003.30
EFT33879	**05/04/2024**	**Kojonup Supermarket**	**Groceries**	**-1503.08**
617 FEB 24	29/02/2024	Kojonup Supermarket	a/c617 BBQ supplies for depot after toolbox	168.49
617 FEB 24	29/02/2024	Kojonup Supermarket	a/c617 Springhaven meals and refreshments Feb 2024	838.80
617 FEB 24	29/02/2024	Kojonup Supermarket	a/c617 for Council, a/c617 for Admin, a/c617 for Pool, a/c617 for Pound, a/c617 for Play Cafe, a/c617 for Depot	495.79
EFT33880	**05/04/2024**	**Westrac Equipment**	**Truck Parts**	**-1019.88**
PI9398965	13/03/2024	Westrac Equipment	2x new steering ball joints and assembles	1019.88
EFT33881	**05/04/2024**	**ABA Security**	**Security**	**-4645.62**
38709	13/03/2024	ABA Security	Monitoring of Security Alarm System 13/03/24 - 12/06/24	239.98
38795	13/03/2024	ABA Security	Springhaven emergancy light repair to quote 24663 Feb 2024	4165.66
38871	19/03/2024	ABA Security	Kodja place - monitoring - 19/03/2024 - 18/06/2024	239.98
EFT33882	**05/04/2024**	**Kojonup Aboriginal Corporation**	**Goods For Sale**	**-54.36**
MARCH 2024	31/03/2024	Kojonup Aboriginal Corporation	Goods Sold on Consignment	54.36

EFT33883	**05/04/2024**	**Miracle Recreation Equipment**	**Playground Equipment**	**-165.00**
55139	08/03/2024	Miracle Recreation Equipment	APEX Perk - Seesaw Twin Rider Handle Replacement.	165.00
EFT33884	**05/04/2024**	**Jill Johnson**	**Reimbursement**	**-261.00**
030424	03/04/2024	Jill Johnson	Mobile Phone Usage 28/01/24 - 27/04/24 (3 Months)	261.00
EFT33885	**05/04/2024**	**Team Global Express Pty Ltd**	**Freight**	**-228.86**
0555-S104118	10/03/2024	Team Global Express Pty Ltd	From Science & Nature on 20/02/24	85.61
0556-S104118	24/03/2024	Team Global Express Pty Ltd	From Libra Enterprises on 13/03/24, From The Sandalwood on 14/03/24, From Fire & Safety on 07/03/24	143.25
EFT33886	**05/04/2024**	**A & W Anderson & Co**	**Fencing**	**-550.00**
2384	25/10/2023	A & W Anderson & Co	Repair fence for L Anderson	550.00
EFT33887	**05/04/2024**	**Optus Billing Services Pty Ltd**	**Telecommunications**	**-2707.72**
425378446	07/03/2024	Optus Billing Services Pty Ltd	Optus Loop for Admin 07/02/24 - 06/03/24	1202.31
425378448	07/03/2024	Optus Billing Services Pty Ltd	Optus Loop for Springhaven 07/02/24 - 06/03/24, Optus Loop for Springhaven 07/02/24 - 06/03/24	512.00
425986595	10/03/2024	Optus Billing Services Pty Ltd	Optus Loop for Kodja Place 10/02/24 - 09/03/24	403.00
426562549	13/03/2024	Optus Billing Services Pty Ltd	Optus Loop for Depot 13/02/24 - 12/03/24	268.01
428131541	20/03/2024	Optus Billing Services Pty Ltd	Phone and internet charges - Admin, Phone and internet charges - Swimming Pool, Phone and internet charges - Kodja Place, Phone and internet charges - Springhaven, Phone and internet charges - Depot	322.40
EFT33888	**05/04/2024**	**Watson's Liquid Waste**	**Liquid Waste Removal**	**-341.00**
2829	01/02/2024	Watson's Liquid Waste	Pump Out Grease Trap at BCC	341.00
EFT33889	**05/04/2024**	**KOJONUP BMC EMBROIDERY**	**Uniforms**	**-1231.00**
9769	28/03/2024	KOJONUP BMC EMBROIDERY	Uniforms for BCC	1231.00
EFT33890	**05/04/2024**	**PFD Foodservices (Southway Distributors)**	**Food and Dry Goods**	**-5712.35**
LK656877	07/03/2024	PFD Foodservices (Southway Distributors)	Springhaven Meals and Refreshments March 2024	395.80
LK656882	07/03/2024	PFD Foodservices (Southway Distributors)	Food and Dry Goods for BCC	2162.40
LK712494	13/03/2024	PFD Foodservices (Southway Distributors)	Food and Dry Goods for BCC	1303.20
LK712484	13/03/2024	PFD Foodservices (Southway Distributors)	Springhaven Meals and Refreshments March 2024	1015.15
LK784210	20/03/2024	PFD Foodservices (Southway Distributors)	Food and Dry Goods for BCC	818.40
LK784215	20/03/2024	PFD Foodservices (Southway Distributors)	Food and Dry Goods for BCC	54.45
LK686014	09/03/2024	PFD Foodservices (Southway Distributors)	Credit Note - Food and Dry Goods for BCC	-37.05
EFT33891	**05/04/2024**	**Christie Leanne McVee**	**Goods For Sale**	**-105.20**
020424	02/04/2024	Christie Leanne McVee	Goods Sold on Consignment	105.20
EFT33892	**05/04/2024**	**Kate Saunders**	**Cleaning**	**-1155.00**
274	26/03/2024	Kate Saunders	Deep Clean of The Kodja Place - 14x Hours	1155.00
EFT33893	**05/04/2024**	**The Cott Family Trust t/a FueleX**	**Diesel**	**-20967.90**
INV02517	19/03/2024	The Cott Family Trust t/a FueleX	Supply 11,100L @ 1.7173 cpl on 19/03/24	20967.90
EFT33894	**05/04/2024**	**Ramped Technology & Management Systems Pty Ltd**	**IT Support**	**-373.48**
INV-9747	02/04/2024	Ramped Technology & Management Systems Pty Ltd	Sophos XG 135 Standard Monthly Subscription 01/04/24-30/04/24, Sophos Central Intercept X Advanced Server Monthly 01/04/24-30/04/24, Sophos Central Intercept X Advanced Desktop Monthly 01/04/24-30/04/24	373.48
EFT33895	**05/04/2024**	**BJ Systems**	**Security**	**-144.10**
815880	22/03/2024	BJ Systems	Monitoring fees for Kojonup Sporting Complex	144.10
EFT33896	**05/04/2024**	**Cr. Alan Egerton- Warburton**	**Goods For Sale**	**-30.00**
020424	02/04/2024	Cr. Alan Egerton- Warburton	Goods Sold on Consignment	30.00
EFT33897	**05/04/2024**	**Mini Projects WA**	**Hire of Equipment**	**-1375.00**
731	13/03/2024	Mini Projects WA	Toy library - Scaffolding	1375.00
EFT33898	**05/04/2024**	**Everlon**	**Plaque**	**-174.35**

17857	18/03/2024	Everlon	Lloyd Radclife, Father of Ian & Niel, Died 12th August 2023, 97 Years	174.35
EFT33899	**05/04/2024**	**Leonie Jane Smith**	**Goods For Sale**	**-30.00**
020424	02/04/2024	Leonie Jane Smith	Goods Sold on Consignment	30.00
EFT33900	**05/04/2024**	**Quintis Sandalwood t/a The Sandalwood Shop**	**Goods For Sale**	**-607.52**
SI-327340	14/03/2024	Quintis Sandalwood t/a The Sandalwood Shop	Assorted Beauty Products, Toiletries and Candles , For Sale in Visitor Centre Shop	607.52
EFT33901	**05/04/2024**	**Thea Commins Wholesale**	**Goods for Sale**	**-256.30**
28191	08/03/2024	Thea Commins Wholesale	Assorted Gifts and Souveniers , For Sale in Visitor Centre Shop	256.30
EFT33902	**05/04/2024**	**Libra Enterprises (WA) Pty Ltd**	**Goods for Sale**	**-363.75**
6587	12/03/2024	Libra Enterprises (WA) Pty Ltd	Assorted Blue Wrens, Magnets and Brooches, For Sale in Visitor Centre Shop	363.75
EFT33903	**05/04/2024**	**Dardanup Butchering Company**	**Butcher**	**-607.73**
BW371707	26/03/2024	Dardanup Butchering Company	Black Cockatoo Cafe Supplies	607.73
EFT33904	**05/04/2024**	**Grande Food Service**	**Food and Dry Goods**	**-5554.78**
4229254	26/03/2024	Grande Food Service	Black Cockatoo Cafe Supplies	2635.18
4229255	26/03/2024	Grande Food Service	Black Cockatoo Cafe Supplies	240.18
4229268	26/03/2024	Grande Food Service	Black Cockatoo Cafe Supplies	232.14
4229631	03/04/2024	Grande Food Service	Black Cockatoo Cafe Supplies	2106.95
4229636	03/04/2024	Grande Food Service	Black Cockatoo Cafe Supplies	340.33
EFT33905	**05/04/2024**	**CJ Liquor Pty Ltd**	**Refreshments**	**-94.00**
INV-0719	17/03/2024	CJ Liquor Pty Ltd	7x Bags of Party Ice and 1x Carton of Great Northan Case, Kodja Place Movie Night	94.00
EFT33906	**05/04/2024**	**Leaf Bean Machine**	**Coffee Supplies**	**-2114.32**
124992	25/03/2024	Leaf Bean Machine	Coffee Supplies for BCC	1130.40
125172	02/04/2024	Leaf Bean Machine	Coffee Supplies for BCC	983.92
EFT33907	**05/04/2024**	**Dinninup Grove**	**Goods for Sale**	**-403.00**
704	22/03/2024	Dinninup Grove	16 x Oil, 14 x Sauces & 24 Assorted Jars of Olives for sale in KP Visitors Centre	403.00
EFT33908	**05/04/2024**	**Trekaway Pty Ltd t/a Envirobook**	**Goods For Sale**	**-461.87**
7049	18/03/2024	Trekaway Pty Ltd t/a Envirobook	10 x Noongar Bush Tucker Books & 10 Noongar Bush Medicine Books, For Sale in Kojonup Visitor Centre	461.87
EFT33909	**05/04/2024**	**Structerre Consulting**	**Consulting Services**	**-12320.00**
WA-640657	11/03/2024	Structerre Consulting	Water Reticulation Construction Administration - Completion of Water Extension Design	2145.00
WA-640663	11/03/2024	Structerre Consulting	Thornbury Close Subdivision - Engineer designs	10175.00
EFT33910	**05/04/2024**	**Lilly's Garden operated by Marina Murray**	**Goods For Sale**	**-245.00**
64-65	15/03/2024	Lilly's Garden operated by Marina Murray	Jams, Relish & Pickles to sell in The Kojonup Visitors Centre	245.00
EFT33911	**05/04/2024**	**Kojonup Sports Alliance Inc**	**Donation**	**-2000.00**
HALL OF FAME	20/03/2024	Kojonup Sports Alliance Inc	Donation to Kojonup Sports Alliance - Hall of Fame	2000.00
EFT33912	**05/04/2024**	**Libby Rose**	**Reimbursement**	**-25.00**
110324	11/03/2024	Libby Rose	Play Cafe Resources	25.00
EFT33913	**05/04/2024**	**3E Advantage Pty Ltd**	**Printing**	**-1784.64**
INV-119391-S9Z3G1	28/03/2024	3E Advantage Pty Ltd	Printing charges March 2024 Admin Depot Springhaven	1784.64
EFT33914	**05/04/2024**	**Estelle Lottering**	**Reimbursement**	**-72.00**
210324	21/03/2024	Estelle Lottering	Mobile Phone Usage 05/03/24 - 04/04/24	72.00
EFT33915	**05/04/2024**	**Oztrology Australian Greeting cards**	**Goods For Sale**	**-12.50**
020424	02/04/2024	Oztrology Australian Greeting cards	Goods Sold on Consignment	12.50
EFT33916	**05/04/2024**	**Fabric Covered Pots T/A Tammy McVee**	**Goods For Sale**	**-22.60**
020424	02/04/2024	Fabric Covered Pots T/A Tammy McVee	Goods Sold on Consignment	22.60
EFT33917	**05/04/2024**	**Jill Watkin**	**Reimbursement**	**-716.18**
020424	02/04/2024	Jill Watkin	Coffees for Lotterywest Visit	22.00
020424	02/04/2024	Jill Watkin	Travel Expenses for Walga Conference 541.8km	460.53
020424	02/04/2024	Jill Watkin	Travel Expenses to collect supplies	228.65
020424	02/04/2024	Jill Watkin	Goods Sold on Consignment	5.00
EFT33918	**05/04/2024**	**Saje Creative Co T/A Samantha Relph**	**Goods For Sale**	**-3.51**
020424	02/04/2024	Saje Creative Co T/A Samantha Relph	Goods Sold on Consignment	3.51
EFT33919	**05/04/2024**	**Monarch Civil Ventures**	**Civil and Construction**	**-204375.60**
395	22/02/2024	Monarch Civil Ventures	Sealing Kojonup Darkan SLK 25.56 - SLK26.76, MC007	102187.80
390	22/02/2024	Monarch Civil Ventures	Sealing SLK 24.36 - 25.56 - Kojonup Darkan Road	102187.80

EFT33920	**05/04/2024**	**Carmel Sheree Nelson T/A Aroma Pot Candles**	**Goods for Sale**	**-209.65**
INV-0642	11/03/2024	Carmel Sheree Nelson T/A Aroma Pot Candles	Assorted Candles For Sale in Visitor Centre Shop	209.65
EFT33921	**05/04/2024**	**Redmond Sales**	**Goods For Sale**	**-1432.86**
1024	09/03/2024	Redmond Sales	Assorted Tins of Biscuits and Fudge to sell in Visitors centre,	1432.86
EFT33922	**05/04/2024**	**J B Lawn Care**	**Yard Maintenance**	**-132.00**
463	24/03/2024	J B Lawn Care	15 Loton Close - Garden Care March 2024	132.00
EFT33923	**05/04/2024**	**Monique Sackers T/A 3 Bridges Collections**	**Goods For Sale**	**-215.05**
020424	02/04/2024	Monique Sackers T/A 3 Bridges Collections	Goods Sold on Consignment	215.05
EFT33924	**05/04/2024**	**A2Z Painting & Improvement**	**Painting**	**-23787.50**
272-2024	06/03/2024	A2Z Painting & Improvement	Old School Walls, french windows, barge boards, faciors and eves, smaller windows paint and restore	9762.50
273-2024	06/03/2024	A2Z Painting & Improvement	Old School Walls, french windows, barge voards, faciors and eves, smaller windows paint and restore	5280.00
276-2024	25/03/2024	A2Z Painting & Improvement	Quote Number - 271 -2024 , Painting of inside walls and ceiling	8745.00
EFT33925	**05/04/2024**	**Good Batch CO.**	**Goods For Sale**	**-247.50**
24074	15/03/2024	Good Batch CO.	5 x Posy Bouquets for Screen Stories	247.50
EFT33926	**05/04/2024**	**Richard Nash T/A Old School Honey**	**Goods For Sale**	**-34.00**
020424	02/04/2024	Richard Nash T/A Old School Honey	Goods Sold on Consignment	34.00
EFT33927	**05/04/2024**	**Mason's Family Farm**	**Eggs**	**-228.60**
INV-10928	19/03/2024	Mason's Family Farm	Mason's Specialty Catering Eggs 10.6kg	76.20
INV-11020	26/03/2024	Mason's Family Farm	Mason's Specialty Catering Eggs 10.6kg x2	152.40
EFT33928	**05/04/2024**	**ATM Australian Training Management**	**Training**	**-29890.00**
28569	18/12/2023	ATM Australian Training Management	Depot Training 2023/24, Traffic Control, Machiner/Plant, Chainsaw training for all depot crew	29890.00
EFT33929	**05/04/2024**	**Kate Bordessa T/A Denz and co**	**Goods for Sale**	**-374.66**
DWS2304	08/03/2024	Kate Bordessa T/A Denz and co	Assorted Earrings For Sale in Visitor Centre Shop	374.66
EFT33930	**05/04/2024**	**Harvey Fresh (1994) Ltd T/A Lactalis**	**Milk Supplies**	**-1477.03**
238225557	07/03/2024	Harvey Fresh (1994) Ltd T/A Lactalis	Milk and Cream Supplies for BCC	572.86
238363998	25/03/2024	Harvey Fresh (1994) Ltd T/A Lactalis	Milk and Cream Supplies for BCC	904.17
EFT33931	**05/04/2024**	**M.E. French**	**Goods For Sale**	**-60.00**
020424	02/04/2024	M.E. French	Goods Sold on Consignment	60.00
EFT33932	**05/04/2024**	**QHSE Integrated Solution (Skytrust)**	**WHS**	**-548.90**
INV-32408	18/03/2024	QHSE Integrated Solution (Skytrust)	Monthly Fees - April 2024	548.90
EFT33933	**05/04/2024**	**Hilary Phillips-Ryley**	**Goods For Sale**	**-40.00**
020424	02/04/2024	Hilary Phillips-Ryley	Goods Sold on Consignment	40.00
EFT33934	**05/04/2024**	**Branka's Crackers Not Nutty**	**Goods For Sale**	**-264.00**
1036	21/03/2024	Branka's Crackers Not Nutty	15 Pkts x Original Crackers, 9 Pkts x Chilli Crakers	264.00
EFT33935	**05/04/2024**	**Blue Wren Park**	**Goods For Sale**	**-48.00**
020424	02/04/2024	Blue Wren Park	Goods Sold on Consignment	48.00
EFT33936	**05/04/2024**	**Access Builders Hire**	**Equipment Hire**	**-352.00**
A2813	28/03/2024	Access Builders Hire	Chemical Toilet Hire	352.00
EFT33937	**15/04/2024**	**Westrac Equipment**	**Truck Parts**	**-4868.86**
SI1751370	29/02/2024	Westrac Equipment	Westrac Mechanic attended site to assist shire mechanic with repairs to excavator	4868.86
EFT33938	**15/04/2024**	**BGL Solutions PTY LTD**	**Contractor**	**-5241.50**
INV-0006318	25/03/2024	BGL Solutions PTY LTD	Turf renovation and aeration of Hockey Oval - Hollow coring then sweeping to pick up cores and dumping on site.	1490.50
INV-0006317	25/03/2024	BGL Solutions PTY LTD	Football Oval - Mobilisation and hollow line coring the oval, then sweeping cores and dumping on site.	3751.00
EFT33939	**15/04/2024**	**Great Southern Alignments Pty Ltd**	**Alignments**	**-2178.66**
2303	19/02/2024	Great Southern Alignments Pty Ltd	Repairs to trailer - wheel alignment	2178.66
EFT33940	**15/04/2024**	**Knewjen Hire Pty Ltd**	**Equipment Hire**	**-6105.00**
8	13/03/2024	Knewjen Hire Pty Ltd	Hire of Kobelco excavator for installing guideposts from 18/01/24	6105.00

EFT33941	**16/04/2024**	**Payroll Deductions - Shire of Kojonup**	**Payroll deductions**	**-1505.00**
DEDUCTION	09/04/2024	Payroll Deductions - Shire of Kojonup	Payroll Deduction	925.00
DEDUCTION	09/04/2024	Payroll Deductions - Shire of Kojonup	Payroll Deduction	580.00
EFT33942	**16/04/2024**	**Child Support Agency**	**Payroll deductions**	**-384.99**
DEDUCTION	09/04/2024	Child Support Agency	Payroll Deduction	384.99
EFT33943	**16/04/2024**	**Australian Services Union (LGO)**	**Payroll deductions**	**-26.50**
DEDUCTION	09/04/2024	Australian Services Union (LGO)	Payroll Deduction	26.50
EFT33944	**16/04/2024**	**Australian Services Union (MEU)**	**Payroll deductions**	**-26.50**
DEDUCTION	09/04/2024	Australian Services Union (MEU)	Payroll Deduction	26.50
EFT33945	**17/04/2024**	**Synergy**	**Electricity**	**-3503.42**
2086043843	13/03/2024	Synergy	a/c396753220 for Black Cockatoo Cafe - 06/01/24 - 07/03/24	3503.42
EFT33946	**17/04/2024**	**Kojonup Bus Service Swanhaven Pty Ltd**	**Refund**	**-2700.00**
160424	16/04/2024	Kojonup Bus Service Swanhaven Pty Ltd	Incorrect Amount Processed for DoT Transaction	2700.00
EFT33947	**19/04/2024**	**Cr Edwin James Radford**	**Councillor Fees**	**-3895.50**
JAN - MAR 24	31/03/2024	Cr Edwin James Radford	Claim for Councillor Fees and Reimbursement 01/01/24 - 31/03/24	3895.50
EFT33948	**19/04/2024**	**Cr Michael Mathwin**	**Councillor Fees**	**-3895.50**
JAN - MAR 24	31/03/2024	Cr Michael Mathwin	Claim for Councillor Fees and Reimbursement 01/01/24 - 31/03/24	3895.50
EFT33949	**19/04/2024**	**Bruce Rodney Warland**	**Rates refund for assessment A9357 39-41 Honner St KOJONUP 6395**	**-1308.00**
A9357	18/04/2024	Bruce Rodney Warland	Rates refund for assessment A9357 39-41 Honner St, KOJONUP 6395	1308.00
EFT33950	**19/04/2024**	**Cr Paul Webb**	**Councillor Fees**	**-3895.50**
JAN - MAR 24	31/03/2024	Cr Paul Webb	Claim for Councillor Fees and Reimbursement 01/01/24 - 31/03/24	3895.50
EFT33951	**19/04/2024**	**Hi-Way Sales & Service**	**Engineering Supplies**	**-1104.29**
256625	15/03/2024	Hi-Way Sales & Service	34.99L ULP	72.39
256619	15/03/2024	Hi-Way Sales & Service	109.30L Diesel for CAT front end loader	226.13
256767	18/03/2024	Hi-Way Sales & Service	20.02L ULP	40.62
256960	18/03/2024	Hi-Way Sales & Service	200.89L Diesel	415.64
256772	18/03/2024	Hi-Way Sales & Service	144L Diesel for CAT front end loader	299.00
256778	19/03/2024	Hi-Way Sales & Service	24.89L ULP	50.51
EFT33952	**19/04/2024**	**Kojonup Agricultural Supplies**	**Agricultural Supplies**	**-1454.96**
10226000	20/03/2024	Kojonup Agricultural Supplies	210l guardol 10w hydrualic oil	1454.96
EFT33953	**19/04/2024**	**Carony Pty Ltd**	**March 2024 Account**	**-1489.32**
03-128790	06/03/2024	Carony Pty Ltd	12mm Quick Hose Connector	4.50
03-129143	11/03/2024	Carony Pty Ltd	Leaving Cards x2	12.98
03-129129	11/03/2024	Carony Pty Ltd	Permanent Marker, Pens, Correction Tape	14.16
03-129291	13/03/2024	Carony Pty Ltd	Adhesive Seal 300ml	21.50
03-129358	14/03/2024	Carony Pty Ltd	Dog Biscuits 20kg	42.95
03-129407	14/03/2024	Carony Pty Ltd	Master Flow Funnel 5lt	9.50
03-129634	18/03/2024	Carony Pty Ltd	Antex Granules 500g	29.40
03-129750	19/03/2024	Carony Pty Ltd	A4 Display Book, A4 Protector Sheets, Pens	15.30
01-242565	19/03/2024	Carony Pty Ltd	Builders Bog 150g, Anch Flsh Znc 10mmx45, Anchor Mas Screw Gal 10x60	82.90
03-129794	20/03/2024	Carony Pty Ltd	5mm Hss Jobber Drills	17.95
03-129843	20/03/2024	Carony Pty Ltd	Screw SDM 10-16x16 Wafer 100pk	37.50
03-129899	21/03/2024	Carony Pty Ltd	PH2 x 75mm Power Bit	2.73
03-129907	21/03/2024	Carony Pty Ltd	Adhesive Seal 300ml	21.50
01-242582	21/03/2024	Carony Pty Ltd	CEO House gas replacement	209.00
03-129993	22/03/2024	Carony Pty Ltd	Gas Bottle 8.5kg	42.95
03-130143	25/03/2024	Carony Pty Ltd	Bin Liners 240L, Gaffer Tape. To Cover EV Charing Stations when Surface was Bitumized	45.35
03-130218	26/03/2024	Carony Pty Ltd	Nail Galv 75x3.75 500g	12.50
03-130194	26/03/2024	Carony Pty Ltd	Nab Bucket Mop Green 16lt	81.50
03-130326	27/03/2024	Carony Pty Ltd	Pallet Hire	45.00
03-130323	27/03/2024	Carony Pty Ltd	1 x pallet of gp cement for street bin installation	725.20
03-130249	27/03/2024	Carony Pty Ltd	Micro Joiner Barb 19mm	3.00
03-130357	28/03/2024	Carony Pty Ltd	Rivet Steel/ Steel Truss 4-3 10pk	11.95
EFT33954	**19/04/2024**	**Kojonup Pharmacy**	**Pharmaceuticals**	**-1510.40**
MAR 2024	31/03/2024	Kojonup Pharmacy	Springhaven pharmaceutical costs March 2023	1510.40
EFT33955	**19/04/2024**	**Shire Of Katanning**	**Refuse Site Fees**	**-5904.80**
46864	31/03/2024	Shire Of Katanning	Refuse Site Fee's - March 2024	5904.80
EFT33956	**19/04/2024**	**Synergy**	**Electricity**	**-179.40**
2002140879	02/04/2024	Synergy	a/c392675750 for Powerwatch - 01/03/24 - 31/03/24	179.40
EFT33957	**19/04/2024**	**Kleenheat Gas Pty Ltd**	**Gas**	**-244.34**

22243154	21/03/2024	Kleenheat Gas Pty Ltd	Supply bulk LPG for Springhaven	244.34
EFT33958	**19/04/2024**	**BK Thomson Electrical Service**	**Electrical Services**	**-1548.60**
3092	23/03/2024	BK Thomson Electrical Service	Phone line into new office Springhaven	1548.60
EFT33959	**19/04/2024**	**Syd Matthews & Co Pty Ltd**	**Blue Metal**	**-3861.55**
C12282	31/03/2024	Syd Matthews & Co Pty Ltd	7mm blue metal - 50 tonne - Solider Roads works, Location: Depot site	3861.55
EFT33960	**19/04/2024**	**Kojonup Supermarket**	**Groceries**	**-9291.91**
240 MAR 2024	31/03/2024	Kojonup Supermarket	Springhaven Meals and Refreshments March 2024	7485.83
617 MAR 2024	31/03/2024	Kojonup Supermarket	a/c617 for Council, a/c617 for Admin, a/c617 for Play Cafe, a/c617 for Pool, a/c617 for Kodja Place, a/c617 for Depot	537.27
45 MAR 2024	31/03/2024	Kojonup Supermarket	a/c45 Catering for Elders Lunch, a/c45 For Kodja Place	150.20
800 MAR 24	31/03/2024	Kojonup Supermarket	Food and Dry Goods for BCC - March 2024	1118.61
EFT33961	**19/04/2024**	**Westrac Equipment**	**Truck Parts**	**-4150.24**
PI9426190	20/03/2024	Westrac Equipment	hydraulic fitting, mirror	308.88
PI9435525	22/03/2024	Westrac Equipment	hydraulic tube	3285.12
PI9446320	26/03/2024	Westrac Equipment	main power relay	556.24
EFT33962	**19/04/2024**	**Kojonup Country Kitchen**	**Catering**	**-155.75**
3082	26/03/2024	Kojonup Country Kitchen	Springhaven Catering for poetry week event Resident out library March 2023	155.75
EFT33963	**19/04/2024**	**BOC Gases**	**Industrial Gases**	**-35.84**
4036295990	29/03/2024	BOC Gases	Supply of industrial gases	35.84
EFT33964	**19/04/2024**	**Egabva Plumbing & Gas Service**	**Plumbing**	**-973.12**
4631	08/04/2024	Egabva Plumbing & Gas Service	Kodja Place water burst pipe	354.97
4672	08/04/2024	Egabva Plumbing & Gas Service	RV Dump Point Blocked	148.50
4659	08/04/2024	Egabva Plumbing & Gas Service	Apex Park Toilets Blocked	137.50
4661	11/04/2024	Egabva Plumbing & Gas Service	15/03/2024 - 4 Elverd Street - Repair basin outlet	154.00
4673	11/04/2024	Egabva Plumbing & Gas Service	2/04/2024 - 8 Loton Close, repair seized garden tap out back	178.15
EFT33965	**19/04/2024**	**SUPATURF WA**	**Turf Maintenance**	**-1384.90**
3102	17/03/2024	SUPATURF WA	10 x 15litre Duramark White Linemarking paint and 1 x 15litre Duramark Blue Linemarking paint., Linemarking of the Football and Hockey fields.	1384.90
EFT33966	**19/04/2024**	**Paul Hartmann Pty Ltd**	**Healthcare Products**	**-1372.03**
437363786	19/03/2024	Paul Hartmann Pty Ltd	Springhaven Continence aid March 2024	1372.03
EFT33967	**19/04/2024**	**ABA Security**	**Security**	**-3061.35**
38895	21/03/2024	ABA Security	Smoke detectors, replacement duress buttons, Passive infra red detectors	2122.34
38897	21/03/2024	ABA Security	Monitoring update alarms	470.00
38896	21/03/2024	ABA Security	Quote 25466 - Supply and installation of security network for replacement of 3G to 4G	469.01
EFT33968	**19/04/2024**	**Shire of Cranbrook**	**CESM**	**-5129.92**
6551	03/04/2024	Shire of Cranbrook	CESM - Jan 24 - March 24	5129.92
EFT33969	**19/04/2024**	**Western Australian Treasury Corporation**	**Loan Repayment**	**-13743.98**
APRIL 2024	29/04/2024	Western Australian Treasury Corporation	Capital Repayment on Loan 142, Interest Repayment on Loan 142	13743.98
EFT33970	**19/04/2024**	**McLeods Barristers and Solicitors**	**Legal Services**	**-2565.46**
134865	28/03/2024	McLeods Barristers and Solicitors	Industrial Relations Legal Advice - Workers Compensation	377.30
135082	28/03/2024	McLeods Barristers and Solicitors	Legal Advice - Renewable Energy - Wind Farms	2188.16
EFT33971	**19/04/2024**	**Team Global Express Pty Ltd**	**Freight**	**-1002.08**
0357-80774145	24/03/2024	Team Global Express Pty Ltd	From Westrac on 13&20/03/24, From ITR on 20/03/24, From ITR on 20/03/24, From ITR on 20/03/24, From Westrac on 22/03/24	985.66
0358-80774145	31/03/2024	Team Global Express Pty Ltd	From Westrac on 26/03/24	16.42
EFT33972	**19/04/2024**	**Moving ON Audits**	**Audit Services**	**-357.50**
13728	01/04/2024	Moving ON Audits	Springhaven Audits April 2024	357.50
EFT33973	**19/04/2024**	**Warren Blackwood Waste**	**Waste and Recycling**	**-31587.48**
19102	02/04/2024	Warren Blackwood Waste	Apex park & Kojonup Tourist Railway, Kodja Place - Recycle	580.00
19123	02/04/2024	Warren Blackwood Waste	Kojonup Transfer Station management - March 2024, Kojonup Transfer Station management - March 2024- Additional Costs, Transfer Bulk Bin - Waste, Transfer Bulk Bin - Recycle,	10278.88
19122	02/04/2024	Warren Blackwood Waste	Bulk Bin Pick up Menshed, Bulk Bin Pick up Springhaven	960.00

19124	02/04/2024	Warren Blackwood Waste	240Lt Bins, KJP St Bins Pickup, 240Lt Recycling bins, Transport, Service Town site - Area bins	19768.60
EFT33974	**19/04/2024**	**Sigma Chemicals**	**Chemicals**	**-2487.04**
180821/01	26/03/2024	Sigma Chemicals	Swimming Pool chemicals	1683.68
180940/01	04/04/2024	Sigma Chemicals	Pool chemicals	739.20
181575/01	08/04/2024	Sigma Chemicals	Pool Chemicals	64.16
EFT33975	**19/04/2024**	**IT VISION AUSTRALIA PTY LTD**	**Training**	**-2161.50**
39597	01/04/2024	IT VISION AUSTRALIA PTY LTD	Interim Rates Online Training: Process Rural UV Schedule in Full (via Teams)	2161.50
EFT33976	**19/04/2024**	**BEST OFFICE SYSTEMS**	**Printing**	**-563.23**
628507	06/03/2024	BEST OFFICE SYSTEMS	Black Ricoh Cartridges, , Ricoh Cartridge, Department of Transport Printer	394.00
629423	27/03/2024	BEST OFFICE SYSTEMS	Kodja Place Konica Minolta Photocopier Charges, Period 20/02/2024 - 20/03/2024	169.23
EFT33977	**19/04/2024**	**The Perth Mint**	**Australian Citizenship Coin**	**-21.45**
SIN000568588	21/03/2024	The Perth Mint	1x $1.00 Citizenship Coin (May 2024) inc freight	21.45
EFT33978	**19/04/2024**	**LANDGATE**	**Valuation Services**	**-332.81**
392088	26/03/2024	LANDGATE	Rural UV Interim Valuation	183.20
392112	26/03/2024	LANDGATE	GRV Interim Country Vals	149.61
EFT33979	**19/04/2024**	**PFD Foodservices (Southway Distributors)**	**Food and Dry Goods**	**-2855.00**
LK784201	20/03/2024	PFD Foodservices (Southway Distributors)	Springhaven Meals and Refreshments March 2024	611.95
LK857150	27/03/2024	PFD Foodservices (Southway Distributors)	Food and Dry Goods for BCC	29.40
LK857166	27/03/2024	PFD Foodservices (Southway Distributors)	Food and Dry Goods for BCC	1319.00
LK857155	27/03/2024	PFD Foodservices (Southway Distributors)	Springhaven Meals and Refreshments March 2024	894.65
EFT33980	**19/04/2024**	**SURGICAL HOUSE**	**Pharmaceuticals**	**-1441.23**
A923037	27/03/2024	SURGICAL HOUSE	Springhaven medical supplies March 2024	1441.23
EFT33981	**19/04/2024**	**ST LUKE'S FAMILY PRACTICE**	**Medical**	**-132.00**
37810	25/03/2024	ST LUKE'S FAMILY PRACTICE	Medical - GR	132.00
EFT33982	**19/04/2024**	**AMITY HEALTH (GREAT SOUTHERN GP NETWORK)**	**Speech Pathology**	**-1080.00**
8588	28/03/2024	AMITY HEALTH (GREAT SOUTHERN GP NETWORK)	Springhaven Dietetic services for Residents AC, PT,MF,MW,AC,AB	1080.00
EFT33983	**19/04/2024**	**Cr Kerryn Raelene Mickle**	**Councillor Fees**	**-3895.50**
JAN - MAR 24	31/03/2024	Cr Kerryn Raelene Mickle	Claim for Councillor Fees and Reimbursement 01/01/24 - 31/03/24	3895.50
EFT33984	**19/04/2024**	**The Cott Family Trust t/a FueleX**	**Diesel**	**-17760.70**
INV02700	27/03/2024	The Cott Family Trust t/a FueleX	Supply 5000L @ 1.7445cpl on 27/03/24	9595.00
INV02855	09/04/2024	The Cott Family Trust t/a FueleX	Supply 4300L @ 1.7264cpl on 09/04/24	8165.70
EFT33985	**19/04/2024**	**Ramped Technology & Management Systems Pty Ltd**	**IT Support**	**-1347.50**
INV-9819	31/03/2024	Ramped Technology & Management Systems Pty Ltd	Technical Telephone Support 06/03/24 - 28/03/24	1347.50
EFT33986	**19/04/2024**	**Autosmart WA Southwest**	**Workshop Supplies**	**-190.75**
2400572	15/03/2024	Autosmart WA Southwest	broom head, truck wash	190.75
EFT33987	**19/04/2024**	**Albany Signs**	**Signage**	**-5280.00**
INV-12217	04/04/2024	Albany Signs	Printing of 8 x bin panels (32 panels) with artwork provided - supply and install	5280.00
EFT33988	**19/04/2024**	**HCA Healthcare Australia**	**Annual Fee**	**-2442.00**
RI091551	31/03/2024	HCA Healthcare Australia	Springhaven Online Training provider Annual subscription	2442.00
EFT33989	**19/04/2024**	**Cr. Alan Egerton- Warburton**	**Councillor Fees**	**-3895.50**
JAN - MAR 24	31/03/2024	Cr. Alan Egerton- Warburton	Claim for Councillor Fees and Reimbursement 01/01/24 - 31/03/24	3895.50
EFT33990	**19/04/2024**	**Action Sheds Australia aka MGI Construction Pty Ltd**	**Shed**	**-38675.25**
875	17/04/2024	Action Sheds Australia aka MGI Construction Pty Ltd	Deposit - Building of MenShed - Albany Higway. Including Plumbing, concrete slab	38675.25
EFT33991	**19/04/2024**	**Dardanup Butchering Company**	**Butcher**	**-1555.79**
BW372099	05/04/2024	Dardanup Butchering Company	Black Cockatoo Cafe Supplies	859.48
BW372477	09/04/2024	Dardanup Butchering Company	Black Cockatoo Cafe Supplies	241.95

BW372909	16/04/2024	Dardanup Butchering Company	Black Cockatoo Cafe Supplies	454.36
EFT33992	**19/04/2024**	**Grande Food Service**	**Food and Dry Goods**	**-3824.61**
4229270	26/03/2024	Grande Food Service	Black Cockatoo Cafe Supplies	108.25
4229956	10/04/2024	Grande Food Service	Black Cockatoo Cafe Supplies	311.58
4229965	10/04/2024	Grande Food Service	Black Cockatoo Cafe Supplies	1748.63
4229966	10/04/2024	Grande Food Service	Black Cockatoo Cafe Supplies	170.25
4230000	11/04/2024	Grande Food Service	Black Cockatoo Cafe Supplies	280.57
4230319	17/04/2024	Grande Food Service	Black Cockatoo Cafe Supplies	1048.83
4230298	17/04/2024	Grande Food Service	Black Cockatoo Cafe Supplies	240.37
4230320	17/04/2024	Grande Food Service	Black Cockatoo Cafe Supplies	148.27
6018217	27/03/2024	Grande Food Service	Credit Note - Black Cockatoo Cafe Supplies	-232.14
EFT33993	**19/04/2024**	**WA Tool and Trade Supply Co**	**Workshop Supplies**	**-706.51**
8995	19/03/2024	WA Tool and Trade Supply Co	assorted nuts, bolts and washers	706.51
EFT33994	**19/04/2024**	**Instant Weighing**	**Calibration Services**	**-3300.00**
4751	23/11/2023	Instant Weighing	CAT Loader - calibration of loader, , CAT Loader - calibration of loader,	3300.00
EFT33995	**19/04/2024**	**BMSS Babich Maintenance & Steriliser Services Pty Ltd**	**Maintenance**	**-1565.19**
28967	25/03/2024	BMSS Babich Maintenance & Steriliser Services Pty Ltd	Pan Sanitiser Springhaven 2024 Maintenence	1565.19
EFT33996	**19/04/2024**	**Leaf Bean Machine**	**Coffee Supplies**	**-1641.99**
125325	08/04/2024	Leaf Bean Machine	Coffee Supplies for BCC	637.89
125565	16/04/2024	Leaf Bean Machine	Coffee Supplies for BCC	1004.10
EFT33997	**19/04/2024**	**ITR**	**Truck Parts**	**-8475.50**
669833	20/03/2024	ITR	Grader Blades - KO107, Grader blades - KO368, Grader blades - KO 0000	8475.50
EFT33998	**19/04/2024**	**Kojonup Light Civil**	**Construction**	**-43420.00**
597	22/03/2024	Kojonup Light Civil	Shape verges and cut out depth of concrete on road. Install formwork to crossover., Install formwork to battered sides and form culvert wings as fits. Supply and install concrete mesh. Supply and install concrete to site non slip finish (150mm thick)	15620.00
596	22/03/2024	Kojonup Light Civil	Hire of mini roller - EV parking bay - week beginning 4 March 2024	1000.00
595	22/03/2024	Kojonup Light Civil	34 cubes of sand, 12 cubes of cracker dust	2050.00
602	03/04/2024	Kojonup Light Civil	Subsoil drainage at EV Parking Bay, 32 x lime stone blocks	24750.00
EFT33999	**19/04/2024**	**Cr Cynthia Wieringa**	**Councillor Fees**	**-5843.10**
JAN - MAR 24	31/03/2024	Cr Cynthia Wieringa	Claim for Councillor Fees and Reimbursement 01/01/24 - 31/03/24, Claim to Travel Expenses 56km @ 0.85c/km for Zone Meeting in Crankbrook	5843.10
EFT34000	**19/04/2024**	**A.D. Engineering International Pty Ltd**	**Engineering Services**	**-528.00**
INV-0683	25/03/2024	A.D. Engineering International Pty Ltd	Yearly remote access for sign trailer, 1/3/24 - 28/2/25	528.00
EFT34001	**19/04/2024**	**L W Hull t/a Hully's Spraying Service**	**Spraying**	**-2590.60**
INV-2501	04/03/2024	L W Hull t/a Hully's Spraying Service	Roadside verge spraying Collie Darkan road egdes and up the batter	2590.60
EFT34002	**19/04/2024**	**3E Advantage Pty Ltd**	**Printing**	**-122.10**
INV-119830	05/04/2024	3E Advantage Pty Ltd	Printing charges 05/04/24 - 05/05/24 Kodja Place	122.10
EFT34003	**19/04/2024**	**Mathwin Transport**	**Freight**	**-181.50**
4523	28/03/2024	Mathwin Transport	Delivery of grader blades	121.00
4560	04/04/2024	Mathwin Transport	From Sigma on 02/04/24	60.50
EFT34004	**19/04/2024**	**Estelle Lottering**	**Reimbursement**	**-41.77**
270324	27/03/2024	Estelle Lottering	19.61L Diesel	41.77
EFT34005	**19/04/2024**	**Jill Watkin**	**Reimbursement**	**-58.50**
120424	12/04/2024	Jill Watkin	Liquor Licence for Mother's Day Long Table Lunch at KP	58.50
EFT34006	**19/04/2024**	**FAE Australia Pacific Pty Ltd**	**Truck Parts**	**-202.40**
1234	21/12/2023	FAE Australia Pacific Pty Ltd	cover plate for mulcher	202.40
EFT34007	**19/04/2024**	**Megacino's T/A Megan Robinson**	**Catering**	**-600.00**
46	25/03/2024	Megacino's T/A Megan Robinson	Springhaven Morning tea catering for resident activity March 2024	600.00
EFT34008	**19/04/2024**	**Monarch Civil Ventures**	**Civil and Construction**	**-60907.00**
404	09/04/2024	Monarch Civil Ventures	Supply and spray two coat bitumen seal at EV Station, Benn Parade	60907.00
EFT34009	**19/04/2024**	**KOH Living**	**Goods For Sale**	**-6073.82**
SI-00018268	13/03/2024	KOH Living	Assorted Tealight Holders, Reusable Bags, Tea Towels, and Beauty Products for Sale in Visitor Centre Shop	2427.88
WHO#4794	10/04/2024	KOH Living	Assorted Tea Towels, Coasters, Candles and Beauty Products, For Sale in Visitor Centre Shop	1664.93
WHO#4818	11/04/2024	KOH Living	Pre- Order of Assorted Baubles, Candles and Coasters for Christmas Period	1981.01
EFT34010	**19/04/2024**	**Emelee Peet**	**Allowance**	**-675.00**

080424	08/04/2024	Emelee Peet	Uniform Allowance as per contract	675.00
EFT34011	**19/04/2024**	**Rural Locum Scheme Ltd**	**Agency Staff**	**-4469.10**
AC22APR23-05	01/07/2023	Rural Locum Scheme Ltd	RN Springhaven GG	4469.10
EFT34012	**19/04/2024**	**J B Lawn Care**	**Yard Maintenance**	**-264.00**
464	10/04/2024	J B Lawn Care	15 Loton Close - Garden Care April 2024	264.00
EFT34013	**19/04/2024**	**Energy Wise Australia C&F Building Approvals**	**Building Approvals**	**-1100.00**
INV-5005	28/03/2024	Energy Wise Australia C&F Building Approvals	Building Permits - March 2024	715.00
INV-5009	05/04/2024	Energy Wise Australia C&F Building Approvals	Building Permits - April 2024	385.00
EFT34014	**19/04/2024**	**Mason's Family Farm**	**Eggs**	**-228.60**
INV-11202	09/04/2024	Mason's Family Farm	Mason's Specialty Catering Eggs 10.6kg x2	152.40
INV-11286	16/04/2024	Mason's Family Farm	Mason's Specialty Catering Eggs 10.6kg	76.20
EFT34015	**19/04/2024**	**Harvey Fresh (1994) Ltd T/A Lactalis**	**Milk Supplies**	**-1960.24**
238424114	02/04/2024	Harvey Fresh (1994) Ltd T/A Lactalis	Milk and Cream Supplies for BCC	768.97
238479616	11/04/2024	Harvey Fresh (1994) Ltd T/A Lactalis	Milk and Cream Supplies for BCC	686.57
238529589	16/04/2024	Harvey Fresh (1994) Ltd T/A Lactalis	Milk and Cream Supplies for BCC	504.70
EFT34016	**19/04/2024**	**Sanctuary Contract Recruitment Queensland Pty Ltd**	**Agency staff**	**-44360.80**
QLD-5597	14/03/2024	Sanctuary Contract Recruitment Queensland Pty Ltd	RN extention fo Contract at Springhaven Lodge March	9297.19
QLD-5626	22/03/2024	Sanctuary Contract Recruitment Queensland Pty Ltd	RN extention fo Contract at Springhaven Lodge March	11979.99
QLD-5656	28/03/2024	Sanctuary Contract Recruitment Queensland Pty Ltd	Springhaven RN agency March 2024	8969.62
QLD-5712	04/04/2024	Sanctuary Contract Recruitment Queensland Pty Ltd	Springhaven Agency RNS March 2024	14114.00
EFT34017	**19/04/2024**	**DEKK Rubber Tracks and Pads**	**Tracks**	**-7286.62**
INVDT0018157	07/02/2024	DEKK Rubber Tracks and Pads	2 x tracks for CAT excavator	7286.62
EFT34018	**19/04/2024**	**Riley Burnett Australia**	**Goods For Sale**	**-508.48**
26783	08/04/2024	Riley Burnett Australia	Assorted Earrings, Aprons and Landyards, For Sale in Visitor Centre Shop	508.48
EFT34019	**19/04/2024**	**Joan Valerie Padilla**	**Reimbursement**	**-182.64**
200324	20/03/2024	Joan Valerie Padilla	Pre-Employment Medical	132.00
200324	20/03/2024	Joan Valerie Padilla	Police Clearence	50.64
EFT34020	**22/04/2024**	**Steven Daniels**	**Refund**	**-135.00**
170424	17/04/2024	Steven Daniels	Incorrect Amount Processed	135.00
				821,426.90

Direct Deposits 1/04/24 - 30/04/24

Ref	Date	Name	Description	Amount
DD23851.1	**21/04/2024**	**Ampol**	**Ampol April Fuel Card Expenses**	**-2506.70**
212608	21/04/2024	Ampol	Fuel card purchases, Fuel card fees	2506.70
DD23877.1	**09/04/2024**	**Aware Super**	**Payroll deductions**	**-16795.75**
SUPER	09/04/2024	Aware Super	Super	14400.32
DEDUCTION	09/04/2024	Aware Super	Payroll Deduction	147.15
DEDUCTION	09/04/2024	Aware Super	Payroll Deduction	105.81
DEDUCTION	09/04/2024	Aware Super	Payroll Deduction	1408.56
DEDUCTION	09/04/2024	Aware Super	Payroll Deduction	550.00
DEDUCTION	09/04/2024	Aware Super	Payroll Deduction	183.91
DD23877.2	**09/04/2024**	**HOSTPLUS**	**Superannuation contributions**	**-663.09**
SUPER	09/04/2024	HOSTPLUS	Super	663.09
DD23877.3	**09/04/2024**	**Australian Retirement Trust**	**Superannuation contributions**	**-1123.34**
SUPER	09/04/2024	Australian Retirement Trust	Super	1123.34
DD23877.4	**09/04/2024**	**Essential Super -Enzo Del Testa**	**Superannuation contributions**	**-228.87**
SUPER	09/04/2024	Essential Super -Enzo Del Testa	Super	228.87

DD23877.5	**09/04/2024**	**Commonwealth Superannuation Savings Account**	**Superannuation contributions**	**-525.29**
SUPER	09/04/2024	Commonwealth Superannuation Savings Account	Super	525.29
DD23877.6	**09/04/2024**	**AMP Super Fund**	**Superannuation contributions**	**-265.46**
SUPER	09/04/2024	AMP Super Fund	Super	265.46
DD23877.7	**09/04/2024**	**Hesta Superannuation**	**Superannuation contributions**	**-588.85**
SUPER	09/04/2024	Hesta Superannuation	Super	588.85
DD23877.8	**09/04/2024**	**Australian Ethical Superannuation Fund**	**Superannuation contributions**	**-13.15**
SUPER	09/04/2024	Australian Ethical Superannuation Fund	Super	13.15
DD23877.9	**09/04/2024**	**Retirement Portfolio Service**	**Payroll deductions**	**-219.88**
SUPER	09/04/2024	Retirement Portfolio Service	Super	215.95
DEDUCTION	09/04/2024	Retirement Portfolio Service	Payroll Deduction	3.93
DD23881.1	**09/04/2024**	**EasiSalary**	**Novated Lease Payments**	**-1981.41**
23/24 PP21 WEEK42	09/04/2024	EasiSalary	CM - Novated Lease Post Tax, CM - Novated Lease Pre Tax, JJ - Novated Lease Post Tax, JJ - Novated Lease Pre Tax	1981.41
DD23883.1	**09/04/2024**	**AUSTRALIAN TAXATION OFFICE**	**PAYGW**	**-49522.09**
23/24 PP21 WEEK42	09/04/2024	AUSTRALIAN TAXATION OFFICE	STP 66260	49522.09
DD23895.1	**09/04/2024**	**Commonwealth Superannuation Savings Account**	**Superannuation contributions**	**525.29**
REVERSAL	09/04/2024	Commonwealth Superannuation Savings Account	Reversal of Super	-525.29
DD23900.1	**22/04/2024**	**Caltex Star Card**	**Caltex April 2024 Fuel Card Expenses**	**-3256.70**
112	22/04/2024	Caltex Star Card	Caltex April Fuel Card Expenses, Caltex April Fuel Card Fee	3256.70
DD23907.1	**23/04/2024**	**Aware Super**	**Payroll deductions**	**-15789.90**
SUPER	23/04/2024	Aware Super	Super	13496.86
DEDUCTION	23/04/2024	Aware Super	Payroll Deduction	147.15
DEDUCTION	23/04/2024	Aware Super	Payroll Deduction	108.46
DEDUCTION	23/04/2024	Aware Super	Payroll Deduction	1303.41
DEDUCTION	23/04/2024	Aware Super	Payroll Deduction	550.00
DEDUCTION	23/04/2024	Aware Super	Payroll Deduction	184.02
DD23907.2	**23/04/2024**	**Unisuper**	**Superannuation contributions**	**-19.35**
SUPER	23/04/2024	Unisuper	Super	19.35
DD23907.3	**23/04/2024**	**HOSTPLUS**	**Superannuation contributions**	**-677.74**
SUPER	23/04/2024	HOSTPLUS	Super	677.74
DD23907.4	**23/04/2024**	**Australian Retirement Trust**	**Superannuation contributions**	**-1123.34**
SUPER	23/04/2024	Australian Retirement Trust	Super	1123.34
DD23907.5	**23/04/2024**	**Essential Super -Enzo Del Testa**	**Superannuation contributions**	**-289.22**
SUPER	23/04/2024	Essential Super -Enzo Del Testa	Super	289.22
DD23907.6	**23/04/2024**	**Commonwealth Superannuation Savings Account**	**Superannuation contributions**	**-568.31**
SUPER	23/04/2024	Commonwealth Superannuation Savings Account	Super	568.31
DD23907.7	**23/04/2024**	**AMP Super Fund**	**Superannuation contributions**	**-639.06**
SUPER	23/04/2024	AMP Super Fund	Super	639.06
DD23907.8	**23/04/2024**	**Sparky Downs Superannuation Fund**	**Superannuation contributions**	**-136.90**
SUPER	23/04/2024	Sparky Downs Superannuation Fund	Super	136.90
DD23907.9	**23/04/2024**	**Hesta Superannuation**	**Superannuation contributions**	**-587.81**
SUPER	23/04/2024	Hesta Superannuation	Super	587.81
DD23915.1	**23/04/2024**	**AUSTRALIAN TAXATION OFFICE**	**PAYGW**	**-49606.09**
23/24 PP22 WEEK44	23/04/2024	AUSTRALIAN TAXATION OFFICE	STP 66594, STP 66593, STP 66592	49606.09
DD23917.1	**23/04/2024**	**EasiSalary**	**Novated Lease Payments**	**-1981.41**

23/24 PP22 WEEK44	23/04/2024	EasiSalary	CM - Novated Lease Pre Tax, CM - Novated Lease Post Tax, JJ - Novated Lease Post Tax, JJ - Novated Lease Pre Tax	1981.41
DD23929.1	**02/04/2024**	**NAB**	**March 2024 Credit Card Expenses**	**-5877.91**
MARCH	19/03/2024	NAB	Catchleap - Workboots, , Officeworks - stationary, Card fee	178.70
MARCH	19/03/2024	NAB	Dept of Racing - liquor license, BCC - meeting, Clever Patch - play café resources, Shire of Koj - re-issue plate, Local Government - LG Professionals session, Great Southern Toyota - Prado service, Card Fee	1246.60
MARCH	19/03/2024	NAB	Lokkhart - safe key, Fire & Safety WA - airport fittings, Bunnings - repairs, ASAHI - café drinks, ACMA - license renewal, Card fee	837.19
MARCH	19/03/2024	NAB	Kmart - library stationary, ASAHI - café drinks, Bunnings - clothesline, WA News - subscription, Telstra - café, ECU - EL, BCC - meetings, Card fee	1741.43
MARCH	19/03/2024	NAB	Koj Timber & Hardware - TV Cord, JB Hi-Fi - 2 x Ipads, Golden Carers - subscription, The Vacum Doctor - floor scrubber parts, Card fee	1873.99
DD23877.10	**09/04/2024**	**CBUS**	**Superannuation contributions**	**-668.25**
SUPER	09/04/2024	CBUS	Super	668.25
DD23877.11	**09/04/2024**	**Colonial First State FirstChioce Superannuation Trust**	**Payroll deductions**	**-1120.25**
SUPER	09/04/2024	Colonial First State FirstChioce Superannuation Trust	Super	472.16
DEDUCTION	09/04/2024	Colonial First State FirstChioce Superannuation Trust	Payroll Deduction	147.55
DEDUCTION	09/04/2024	Colonial First State FirstChioce Superannuation Trust	Payroll Deduction	500.54
DD23877.12	**09/04/2024**	**Australian Super Pty Ltd**	**Payroll deductions**	**-2990.10**
SUPER	09/04/2024	Australian Super Pty Ltd	Super	2737.63
DEDUCTION	09/04/2024	Australian Super Pty Ltd	Payroll Deduction	252.47
DD23877.13	**09/04/2024**	**Prime Super**	**Superannuation contributions**	**-2019.58**
DEDUCTION	09/04/2024	Prime Super	Payroll Deduction	40.00
SUPER	09/04/2024	Prime Super	Super	1979.58
DD23877.14	**09/04/2024**	**REST SUPERANNUATION**	**Superannuation contributions**	**-1478.80**
SUPER	09/04/2024	REST SUPERANNUATION	Super	1478.80
DD23877.15	**09/04/2024**	**IOOF Superannuation**	**Superannuation contributions**	**-392.81**
SUPER	09/04/2024	IOOF Superannuation	Super	392.81
DD23877.16	**09/04/2024**	**Panorama Super**	**Superannuation contributions**	**-171.22**
SUPER	09/04/2024	Panorama Super	Super	171.22
DD23877.17	**09/04/2024**	**HUB24 Superannuation Fund**	**Superannuation contributions**	**-67.14**
SUPER	09/04/2024	HUB24 Superannuation Fund	Super	67.14
DD23877.18	**09/04/2024**	**ANZ Smart Choice Super**	**Superannuation contributions**	**-62.43**
SUPER	09/04/2024	ANZ Smart Choice Super	Super	62.43
DD23907.10	**23/04/2024**	**Australian Ethical Superannuation Fund**	**Superannuation contributions**	**-13.15**
SUPER	23/04/2024	Australian Ethical Superannuation Fund	Super	13.15
DD23907.11	**23/04/2024**	**Retirement Portfolio Service**	**Superannuation contributions**	**-83.28**
SUPER	23/04/2024	Retirement Portfolio Service	Super	83.28
DD23907.12	**23/04/2024**	**Colonial First State FirstChioce Superannuation Trust**	**Payroll deductions**	**-1120.25**
SUPER	23/04/2024	Colonial First State FirstChioce Superannuation Trust	Super	472.16
DEDUCTION	23/04/2024	Colonial First State FirstChioce Superannuation Trust	Payroll Deduction	147.55
DEDUCTION	23/04/2024	Colonial First State FirstChioce Superannuation Trust	Payroll Deduction	500.54
DD23907.13	**23/04/2024**	**CBUS**	**Superannuation contributions**	**-1172.05**
SUPER	23/04/2024	CBUS	Super	1172.05
DD23907.14	**23/04/2024**	**Australian Super Pty Ltd**	**Payroll deductions**	**-2900.88**
SUPER	23/04/2024	Australian Super Pty Ltd	Super	2646.10
DEDUCTION	23/04/2024	Australian Super Pty Ltd	Payroll Deduction	254.78
DD23907.15	**23/04/2024**	**Prime Super**	**Superannuation contributions**	**-1955.62**
DEDUCTION	23/04/2024	Prime Super	Payroll Deduction	40.00

SUPER	23/04/2024	Prime Super	Super	1915.62
DD23907.16	**23/04/2024**	**REST SUPERANNUATION**	**Superannuation contributions**	**-1144.11**
SUPER	23/04/2024	REST SUPERANNUATION	Super	1144.11
DD23907.17	**23/04/2024**	**IOOF Superannuation**	**Superannuation contributions**	**-263.23**
SUPER	23/04/2024	IOOF Superannuation	Super	263.23
DD23907.18	**23/04/2024**	**Panorama Super**	**Superannuation contributions**	**-68.26**
SUPER	23/04/2024	Panorama Super	Super	68.26
DD23907.19	**23/04/2024**	**HUB24 Superannuation Fund**	**Superannuation contributions**	**-53.72**
SUPER	23/04/2024	HUB24 Superannuation Fund	Super	53.72
DD23907.20	**23/04/2024**	**ANZ Smart Choice Super**	**Superannuation contributions**	**-320.15**
SUPER	23/04/2024	ANZ Smart Choice Super	Super	320.15
FEES	**04/04/2024**	**WESTNET**	**Westnet**	**-725.79**
FEES	**30/04/2024**	**NAB**	**MISCELLANEOUS BANK CHARGES**	**-2054.15**
FEES	**24/04/2024**	**2024**	**Centrelink Charge :**	**-5.94**
2438	**02/04/2024**	**Trans Lice - TRANSPORT LICENCING (DEC) MUN**	**TRANSPORT LICENCING (DEC) MUN**	**-1545.50**
2438	**11/04/2024**	**013B - PAYROLL CREDITORS MUN**	**PAYROLL CREDITORS MUN**	**-159315.94**
2438	**12/04/2024**	**Trans Lice - TRANSPORT LICENCING (DEC) MUN**	**TRANSPORT LICENCING (DEC) MUN**	**-68.05**
2438	**15/04/2024**	**Trans Lice - TRANSPORT LICENCING (DEC) MUN**	**TRANSPORT LICENCING (DEC) MUN**	**-2602.80**
2438	**16/04/2024**	**013B - PAYROLL CREDITORS MUN**	**PAYROLL CREDITORS MUN**	**-1362.15**
2438	**17/04/2024**	**Trans Lice - TRANSPORT LICENCING (DEC) MUN**	**TRANSPORT LICENCING (DEC) MUN**	**-1272.85**
2438	**18/04/2024**	**Trans Lice - TRANSPORT LICENCING (DEC) MUN**	**TRANSPORT LICENCING (DEC) MUN**	**-679.10**
2438	**19/04/2024**	**Trans Lice - TRANSPORT LICENCING (DEC) MUN**	**TRANSPORT LICENCING (DEC) MUN**	**-1473.20**
2438	**22/04/2024**	**Trans Lice - TRANSPORT LICENCING (DEC) MUN**	**TRANSPORT LICENCING (DEC) MUN**	**-10433.60**
2438	**23/04/2024**	**Trans Lice - TRANSPORT LICENCING (DEC) MUN**	**TRANSPORT LICENCING (DEC) MUN**	**-1924.95**
2438	**03/04/2024**	**Trans Lice - TRANSPORT LICENCING (DEC) MUN**	**TRANSPORT LICENCING (DEC) MUN**	**-1141.65**
2438	**24/04/2024**	**013B - PAYROLL CREDITORS MUN**	**PAYROLL CREDITORS MUN**	**-158642.29**
2438	**24/04/2024**	**Trans Lice - TRANSPORT LICENCING (DEC) MUN**	**TRANSPORT LICENCING (DEC) MUN**	**-2738.15**
2438	**26/04/2024**	**Trans Lice - TRANSPORT LICENCING (DEC) MUN**	**TRANSPORT LICENCING (DEC) MUN**	**-2106.15**
2438	**29/04/2024**	**Trans Lice - TRANSPORT LICENCING (DEC) MUN**	**TRANSPORT LICENCING (DEC) MUN**	**-1336.70**
2438	**30/04/2024**	**Trans Lice - TRANSPORT LICENCING (DEC) MUN**	**TRANSPORT LICENCING (DEC) MUN**	**-6880.60**
2438	**04/04/2024**	**Trans Lice - TRANSPORT LICENCING (DEC) MUN**	**TRANSPORT LICENCING (DEC) MUN**	**-1231.80**
2438	**05/04/2024**	**Trans Lice - TRANSPORT LICENCING (DEC) MUN**	**TRANSPORT LICENCING (DEC) MUN**	**-1944.30**
2438	**06/04/2024**	**Trans Lice - TRANSPORT LICENCING (DEC) MUN**	**TRANSPORT LICENCING (DEC) MUN**	**-1951.65**
2438	**09/04/2024**	**Trans Lice - TRANSPORT LICENCING (DEC) MUN**	**TRANSPORT LICENCING (DEC) MUN**	**-6117.10**
2438	**10/04/2024**	**Trans Lice - TRANSPORT LICENCING (DEC) MUN**	**TRANSPORT LICENCING (DEC) MUN**	**-1115.85**
2438	**11/04/2024**	**Trans Lice - TRANSPORT LICENCING (DEC) MUN**	**TRANSPORT LICENCING (DEC) MUN**	**-5605.25**
				547,328.41

SUMMARY FOR APRIL 2024	
Cheque	-
EFT 33864 - 34020	821,426.90
Direct Debits	547,328.41
Total	**1,368,755.31**

Rates to Be Written-Off

Property	Reason	Amount
A25531	Interest Overcharge	$168.08
A638	Interest Overcharge	$79.30
A13516	Interest Overcharge	$304.13
A21812	Interest Overcharge	$32.84
A885	Interest Overcharge	$58.72
A10215	Interest Overcharge	$19.60
A5637	Interest Overcharge	$95.37
A1164	Interest Overcharge	$33.24
A2832	Interest Overcharge	$858.67
A23311	Interest Overcharge	$25.97
A24985	Interest Overcharge	$12.64
		$1,688.56

SHIRE OF KOJONUP

MINUTES

ANNUAL MEETING OF ELECTORS

16 April 2024

At the Kojonup Sporting Complex commencing 6.00pm

UNCONFIRMED

1. WELCOME

The Shire President, Cr Roger Bilney, declared the meeting open at 6.05pm and alerted the meeting to the procedures for emergencies including evacuation, designated exits and muster points and outline the procedures of the meeting.

Acknowledgement of Country

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

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

2. ATTENDANCE AND APOLOGIES

Cr Roger Bilney	Shire President
Cr Cindy Wieringa	Deputy Shire President
Cr Ned Radford	
Cr Egerton-Warburton	
Cr Mick Mathwin	
Cr Kerryn Mickle	

STAFF

Grant Thompson	Chief Executive Officer (CEO)
Judy Stewart	Manager Governance and Administration
Jill Watkin	Manager the Kodja Place, Tourism and Marketing

LEAVE OF ABSENCE

Nil

APOLOGIES

Cr Paul Webb
Robyn and Chris Evans
Melvin Hettner

COMMUNITY MEMBERS

Frank Pritchard, Laurie Prandi, Jill House, Frank House, Jill Mathwin, Digby Stretch, Kath Mathwin, Ian Robertson, Kristel Thomson, Ryan Coleman, Debbie Keillor, Peta Zadow, Cathy Ivey, Ian Bignell

UNCONFIRMED

3. CONFIRMATION OF PREVIOUS MINUTES

RECOMMENDATION/DECISION

1AEM/24 Moved Laurie Prandi Seconded Jill Mathwin
That the minutes of the Annual Meeting of Electors held 19 July 2023 be accepted.
CARRIED

4. REPORTS

4.1. Shire President

The Shire President, Cr Roger Bilney, spoke to his report as contained within the Annual Report.

Question:
If there is a reduction in untied grant, what period of notice would we get?
Answer:
In the last payment period the Shire became aware of the amount just a short time (approx. 2 weeks) before it was paid into the Shire's account.
Most recent Federal Assistant Grant (FAG) was $2.4m. Two and a half years ago we received the FAG in November.
The past two years we've received it in June – The Shire has been informed that last year $100,000 was overpaid which will be deducted off the next FAG payment in 2024.
Question:
What is the model of calculation – is the formula publicly available?
Answer:
Not aware.
30 June 2023 - $1.7m into previous financial year then $422,000 in November with a press release two weeks prior.
Local Roads and Community Infrastructure Program (LRCIP) is winding down and funding will no longer be available for subsequent budgets – Phase 4 is the last of the LRCIP untied money. FAG is not for capital but can be used at discretion except for the road portion. We used that grant for any town road funding.
Question:
The items linked to that funding – do they drop out of the budget if the money doesn't come through?
Answer:
Not the current projects that are currently fully funded, but yes any future projects the Shire might have had allocated to LRCIP will require new funding sources or the Shire will have to prioritise projects.

UNCONFIRMED

Question:
Woodenup Road – widening?
Answer:
Legacy issues with roads that, overtime, agriculture machinery has scaled up faster than roads can support or the Shire can upgrade. The Shire is conscious of removing trees and native vegetation to support this but will continue to trim the trees using best endeavours without having to remove legacy flora.
The President presented a slideshow outlining the following:

- Shire's desire to be transparent, open and to communicate clearly and with integrity
- Sustainability discussion
- Grant funding and long term impact – why we are in the position we are: Long Term Financial Plan (LTFP) in 2015 was for 15 years. From 2019 to 2023 the Shire's debt increased from $0.453m to $5.249m.

Question:
Put rates up to cover?
Answer:
The Shire needs to bring the community along with such a decision – look at services we provide, are they what the community requires?
Question:
Compare with other Shires?
Answer:
The Shire has limited data in this space so can't answer at this stage, suspect similar. Our facilities are punching above our weight – suspect others have cashflow problems to differing degrees. It seems that the culture in Local Government is to keep rates down as low as possible.
Across 34 years the average rate increase was 4%: 1991 was 8.5% - 10 years later it was 25% (therefore, large increases in mix as well), increase doesn't drop off - base includes those previous rises. The goal is to stop the highs and lows and stabilize the cashflow over a longer period.
If 4.25% over the same period year in year out, the Shire could have raised an additional $0.5m in last year's rates on UV rateable properties only. This would have covered the requirements for inflationary cashflow issues we are seeing.
Question:
4.25% each year?
Answer:
Average of 34 years (on UV – farming land).
Question:
Differential % to UV?
Answer:
UV values have increased but the rates on UV properties have not inflated inline with GRV such that GRV rate has increased 11 to 12 times, whereas the UV rate has only escalated 3-4 times compared to the increase in valuations and earning capacity of the land.

UNCONFIRMED

Question:
Is local government allowed to have a tiered rate?
Answer:
Not as suggested in the question, but the Shire does have flexibility between UV and GRV areas of value.
Question:
Smaller landowners pay less?
Answer:
No, the ability to differentiate between small and large land owners is problematic – last year charged 2023/24 $570m valuation. UV – previously 1.5c in the dollar charged has halved to 0.7c in the dollar charged - value in farming land has outpaced increase in UV rate. GRV – different values and greater escalator on the rate in the dollar.
Shire is not wanting to increase the rates by 10% - when we do the Long Term Financial Plan, we need to build in a buffer to cater for cashflow requirements in the future. We manage by:

- Removing or delaying projects as cash is available
- Reducing reserves ($750,000 in recent years)
- Increasing borrowings – we are currently at peak borrowing capacity with WA Treasury Corporation.
- LRCIP – Phase 4 is coming to an end – have received in excess of $2m over 4 years (Men's Shed $750,000, Toy Library roof, Harrison Place toilets, Soldier Road, parking at Netball Courts, Soldier Road, Memorial Hall restoration and re-roof, EV Charging Station (Shire site works), Apex Park, CCTV.

Question:
Any additional grants?
Answer:
Whilst LRCIP is no longer available, there are alternative grants but they are tied capital funding mechanisms – i.e.; 50% equivalent funding has to come from the Shire. Kojonup-Darkan Road – fully funded from Black Spot. Regional Road Group funding is 1/3rd Shire funding. Road grants – Milestones are 40% accounted for as a first payment, apply for next 40%, project needs to be completed to get last 20%.
Initial funding of projects can create cashflow issues. Rumble strip encountered contractor shortages and needs completion before getting last of money, $447,000. $1.875m trade receivables – gone up by $1.5m due to long time projects.
Question:
Rates up .25% each year?
Answer:
May well need more than .25% but, if we had done that previously, we would be in a better position.
The LTFP is a fantastic model and allows looking at the next 15 years' cashflow. Can factor in things like streetscape by adding .25% to what we would raise.
Need to bring document out of drawer each year, consult with community on an annual basis, alter numbers as the plan rolls out e.g.; due to unforeseeable events and update each year for such things as the swimming pool, youth precinct, main street pipes/powerline problems.
The LTFP document can cover the continuity gap when we get a new CEO or Council.

UNCONFIRMED

Question:
Grants – people not factoring in cost of maintaining and operating?
Answer:
Need a change to project budgeting and estimates process to include the cost of operating and maintaining. May not happen but aiming for people to have their rates late July/Early August, not mid-September. Need to review services with community – Springhaven, the Kodja Place precinct. In good conversation with Springhaven provider.
The Shire is not selling the land or building assets at Springhaven, only leasing.

Comment:
It has gone from a low care hostel to high care.
Response:
Hall and Prior run home care packages and this is the future of Aged Care with mobile services.
Question:
Does the Shire have plans for extension?
Answer:
The Shire hasn't reviewed any plans at this stage.
Comments:
Malcolm Watson was President when original plans were drawn up, a public consultant was brought in – the Recreation Room didn't go down well with the community at the time. (Jill Mathwin will have a look for those plans). Judith McDougall drew plans up.

Comment:
Historically, consultants were engaged to do plans, this cost a lot of money and was a most cost inefficient waste of money resulting in parked projects.
Response:
Consultants are a resource where the Shire does not have the inhouse capability, LTFP requires a consultant – large, complex document, a consultant needs to be engaged.
Comments:
Right direction, community consultation – community knows what it wants.
Frustration with grants projects – should be asked what community wants. Historically, Community not asked but given to consultant who designed completely differently – community had no input – have a list of what people want. Staff told to employ people with the knowledge.
Response:
The project pipeline and framework we are now doing ensures that the Shire communicates with all stakeholders first so they can tell us what they want. Community wants to be involved.
Comment:
Difficult road ahead because time spent should be respected. Came back four years later – in the past nothing happened or was asked for, again and again – frustrated by bureaucracy.
Response:
Need to regain trust of community. The physical activity of decisions of borrowing money is strategic and for Council to decide.

UNCONFIRMED

Shire genuinely wants to know what the community wants.
Support strongly that every decision re borrowing needs to be clear – limits on capacity needs to be set by Council.

Comment:
Consistency needs to be there – look at all assets Shire owns, some are looking tired. Whatever is put in place needs to be able to be followed through.

Response:
Large projects (e.g.; Spring –$2m. Men's Shed, Streetscape etc), need to be fully considered before consultants are engaged. The scale of the project needs to be considered and benchmarked against the LTFP and capacity of the Shire to borrow money.
It's not what consultants want, it's what community wants – involve community in the design phase of the project earlier in the process.
Consultants do have a role when there is no capability in house and at certain points in any project. From an audit perspective, they do add value, i.e.; quantitative surveyors, designers, etc.

4.2 Chief Executive Officer

The CEO, Mr Grant Thompson, tabled the CEO's report as read.

5. REPORTS

OFFICER RECOMMENDATION/DECISION

2AEM/24 Moved Ian Bignell Seconded Digby Stretch

That the Shire of Kojonup 2022/2023 President's Report be received.

CARRIED

6. PUBLIC QUESTIONS/OTHER BUSINESS OF A GENERAL NATURE

6.1 Questions Taken on Notice

Nil

6.2 An Opportunity for Questions, Feedback or Items to be raised from the floor

Strategic Community Plan (SCP)

The CEO presented a slideshow relating to the SCP.

First year of new SCP – two and a half years focusing on performance to get to this point with a lot of internal items. Cultural change takes five years - now have to focus on the next three years. SCPs are subject to four yearly reviews – the SCP is a Community plan.

UNCONFIRMED

Question:
Now what happens?
Answer:
Implement the Corporate Business Plan – Council will identify the 'how' to achieve the strategic initiatives identified by the Community. e.g.; Diverse Accommodation Options, land packages – Council considering how to release for new development.

Question:
Environment Action?
Answer:
Engagement is the next phase, asking Community to allow us time to fix this space. We are currently recruiting for expertise in this space.

Question:
Document system/electronic system?
Answer:
Yes, looking for an evolution in technology – Enterprise Resource Planning system and Managed IT system (software, records – we have a backlog to catch up) are currently in a tender process.

Audit findings – significant items will be addressed. The Shire missed out on a qualified audit, given 12 months to improve, internally focused, stabilising team, managing cashflow and all financial controls under constant review.

Comment:
Follow up that Councillors are getting things done.
Response:
Planning to have two councillors at the Kodja Place for once per month Councillor meetings (roster system). If hearing gossip, Community are asked to come to source and ask, give us a call if not happy.

Question:
The Kodja Place?
Answer:
The CEO presented a slideshow on the Black Cockatoo Café. The President advised that the Shire is looking at transitioning the Café back to the Community, have refrained from making any rushed decisions and would like to discuss with community. Goal in the first year is to break even as a minimum and medium term profitability, make it a success and have available for precinct? As a package, fantastic place to stop, best place Perth to Albany, we're prepared to fund that as it is a major stopping place.
Comment:
Other Community services? This is a service? The real beneficiaries are the people travelling – how much are we prepared to invest?

UNCONFIRMED

Comment:
Lease should possibly be private.
Response:
Shire understands the comment. The Council doesn't want to make that decision on Community's behalf. The Shire needs to weigh up the value proposition of privatising the Café versus to work toward making the Kodja Place cost less to the Community and return value to the Kodja Place as it was originally setup. Using the highway to make Black Cockatoo Café work. Now making positive for community, previously profit was going out of town – it is considered a better community outcome to manage inhouse.
Question:
Any attempt to count people getting out of cars? More people spending now than 10 years ago.
Answer:
Traffic counters are in place and counting.
Comment:
Tourism is costing us money.
Response:
Café and visitor centre use flows on through multiplier effects into the community– people walk up the street and buy something. During the Bloom Festival, some businesses more than doubled their takings. The more niche shops, the more spend. Could consider adding toys to courtyard, holding more community events to attract people - will get better not worse. See Kodja Place as community hub – need community support and progress will continue.
Comment:
A large portion of funding, what the centre would contribute to the Community – don't lose that background.
Response:
People from all over the region are utilising KP for education etc, five other Shires coming in in the short term with large groups, need to get better at selling KP.
Comment:
Congratulations on Springhaven and Black Cockatoo Café turnaround.

Comment:
Bypass route will equate to 30% less income, lose 3 or 4 businesses – daft to close the main street.
Response:
Alternative freight route for heavy vehicles under review by the Council – Council want to find an alternative and not looking at bypass.
Comment:
COVID-19 – shut highway, business turnover dropped by 65%, Bridgetown said no to bypass.
Response:
We do have trucks which pose a risk and present a danger to community. Need to discuss with community this year.
Comment:
Parking on main road – people keep driving because they can't park, they don't realise they can walk through from behind shops.

UNCONFIRMED

Response:
Community discussion sessions are required on this item.
Comments:
Serious discussions/slow down going downhill, 50kms going up 40Km coming down – not three caravans outside IGA. Need caravan parking.
Response:
1. Set speed limit going down at 40kph maximum
2. Median strip in middle
3. Moving traffic not needing to stop - slip lanes placed so trucks don't have to stop
Need wider road for the above.
Data needs to support changes.
Comment:
Reduce to 40kph going down, leave at 50kph going up. Stop turning right into Gregory Street going down.
Response:
Need to have the discussion with the community re: alternative freight route.

Question:
Every couple of months get together?
Answer:
Generally every quarter is more practical.

Question:
What is happening with Landcare?
Comment:
Natural Resource Manager being recruited.
Question:
Committed to look after the land that we use etc.
Answer:
Looking at reviewing initiatives around this. It is a clear item in the SCP.

Kristel Thomson and Ryan Coleman left the meeting at 8.20pm.

OFFICER RECOMMENDATION/DECISION

3AEM/24 Moved Cathy Ivey Seconded Digby Stretch
That the Shire of Kojonup 2022/2023 Annual Report, as circulated, be received.
CARRIED

7. CLOSURE OF MEETING

There being no further business the Shire President declared the meeting closed at 8.20pm.

UNCONFIRMED

8. ATTACHMENTS

3. Unconfirmed Minutes of an Annual Electors Meeting held 19 July 2023
5. Annual Report and Annual Financial Report 2022/2023

UNCONFIRMED

SHIRE OF KOJONUP

KOJONUP AGING IN PLACE COMMITTEE MEETING

MINUTES

1 MAY 2024

UNCONFIRMED

TERMS OF REFERENCE

KOJONUP AGING IN PLACE COMMITTEE

1. Objectives

1.1 Primary Objective

The primary objective of the Kojonup Aging in Place Committee is to recommend to Council on matters related to "future proofing" infrastructure and facilities for the aged and aged care in Kojonup including but not limited to: strategic issues, financial reporting, management of risk, maintaining a reliable system of internal controls and facilitating the achievement of regulatory standards for aged care.

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

1.2 Functions

As part of Council's governance obligations to its community and aged care legislation, the Kojonup Aging in Place Committee will review, monitor and advise Council on:

- the Strategic options for sustainability of infrastructure and facilities for the aged and aged care in Kojonup;
- effective management options relating to operational costs, financial and other risks and the protection of Council's aged care assets;
- Recommend strategies on the Aged Care Portfolio of assets including the ILU's;
- Revenue generating options and the funding model for the aged care facility; and
- Compliance with legislation as well as use of clinical best practice guidelines.

2. General

The Kojonup Aging in Place Committee does not have executive powers or authority to implement actions in areas over which management has responsibility and does not have any delegated financial responsibility. The Kojonup Aging in Place Committee does not have any management functions.

The Kojonup Aging in Place Committee's role is to report to Council and provide appropriate recommendations and advice on matters relevant to its Terms of Reference in order to facilitate decision-making by Council in relation to the discharge of Council's responsibilities.

2.1 Membership

(a) The Kojonup Aging in Place Committee will consist of three (3) delegated members from the Council and external independent person/s with relevant expertise in aged care, as appropriate.

(b) The Chairperson of the Kojonup Aging in Place Committee will be a councillor appointed by the Council.

The evaluation of a potential external independent person/s will be undertaken by the Chairperson of the Kojonup Aging in Place Committee and the Chief Executive Officer (CEO) who will take into account the experience of this person/s and their likely ability to apply appropriate skills.

(c) Appointments of any external person/s shall be made by Council. Their tenure is at the discretion of the Council.

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(d) There will be no remuneration paid to members of the Kojonup Aging in Place Committee including any external person/s.
(e) The Shire of Kojonup CEO shall be responsible for the provision of secretarial and administrative support to the Kojonup Aging in Place Committee.

2.2 Meetings
The Kojonup Aging in Place Committee shall meet as deemed appropriate by the Chairperson, and at least four times per year.

2.3 Reporting
The Kojonup Aging in Place Committee shall, after every meeting, forward a record of that meeting to the next practical Ordinary Meeting of the Council including any recommendations and key outcomes.

UNCONFIRMED

MINUTES OF A KOJONUP AGING IN PLACE COMMITTEE MEETING HELD ON 1 MAY 2024

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UNCONFIRMED

MINUTES

1 DECLARATION OF OPENING

The Chairperson declared the meeting open at 9.02am and alerted the meeting of the procedures for emergencies including evacuation, designated exits and muster points.

2 ATTENDANCE, APOLOGIES & LEAVE OF ABSENCE

MEMBERS

Cr Roger Bilney	Elected Member (Chairperson)
Cr Egerton-Warburton	Elected Member (9.14am)
Cr Mick Mathwin	Elected Member
Jill Mathwin	Community Member
Cathy Ivey	Community Member
Kevin Broom	Community Member

STAFF (OBSERVERS)

Grant Thompson	Chief Executive Officer (CEO)
Judy Stewart	Manager Governance and Administration

APOLOGIES

3 SUMMARY OF RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE

Nil

4 CONFIRMATION OF MINUTES

Springhaven Working Group meeting held 7 February 2024 (attachment 4.1)

OFFICER RECOMMENDATION/COMMITTEE DECISION

1KAIP/24 Moved Kevin Broom Seconded Cr Mathwin

That the minutes of a Springhaven Working Group meeting held on 7 February 2024 be confirmed as a true and correct record.

CARRIED 5/0

For: Cr Bilney, Cr Mathwin, Jill Mathwin, Cathy Ivey, Kevin Broom

5 BUSINESS ARISING

Kristi Holloway, Regional Director of Nursing, Hall and Prior, will not be in attendance at this meeting, as previously requested.

6 DECLARATIONS OF INTEREST

Nil

UNCONFIRMED

7 COMMITTEE STATUS REPORT

Date	Item Number & Title	Issue	Response	Status
7 February 2024	8.1 – Managing Expectations	Invite Kristi Holloway, Hall & Prior, to next KAIP Committee meeting – 11.00am, Tuesday, 5th March followed by lunch for attendees and all Councillors		Changed to 1 May 2024 – *deferred to a date to be advised*
7 February 2024	8.1 – Managing Expectations	Hold public meeting 6.00pm, Wednesday, 13th March		7.1 – notes of meeting attached – *completed*
7 May 2024	*8.1 – Heads of Agreement*	*To all Councillors with clarifications etc* • *Check 21 year lease legislation – 10 yearly reviews* • *Research sworn valuation – disposal of property* • *Council/water rates – investigate as landlord* • *Quip H&P about expectations around grants* • *Clarify payroll tax* • *Shareholders of H&P*	*CEO to action* *Kevin Broom*	*Pending* *Pending*
7 May 2024	*8.1 – Heads of Agreement*	*Shire President and CEO to visit Hall and Prior, Albany – Clarence Estate*	*CEO to action*	*Pending*
7 May 2024	*8.2 – Community Meeting*	*Arrange a Springhaven Community Update Meeting – 6.00pm, Wednesday, 15th May at the Sporting Complex – All Councillors to attend*	*MGA to advertise*	*Completed*

UNCONFIRMED

8 CEO UPDATES

Cr Egerton-Warburton entered the meeting at 9.14am.

8.1 HALL AND PRIOR RELATIONSHIP – DRAFT HEADS OF AGREEMENT WITH FRESH FIELDS AGED CARE

The CEO presented a slideshow detailing a draft Heads of Agreement with Fresh Fields Aged Care – Under Separate Cover – attachment 8.1.1

Requests and clauses for clarification – Under Separate Cover – attachment 8.1.2

COMMITTEE DECISION

2KAIP/24 Moved Cr Mathwin Seconded Kevin Broom

That the Kojonup Aging in Place Committee informs Council that it agrees, in principle, with Council moving forward with the Heads of Agreement with Fresh Fields Aged Care, including clarification of discussion points, as presented.

CARRIED 6/0

For: Cr Bilney, Cr Egerton-Warburton, Cr Mathwin, Jill Mathwin, Kevin Broom, Cathy Ivey

8.2 SPRINGHAVEN COMMUNITY UPDATE MEETING

COMMITTEE RECOMMENDATION

3KAIP/24 Moved Cathy Ivey Seconded Kevin Broom

That the Kojonup Aging in Place Committee recommends Council retrospectively endorse a Springhaven Community Update Meeting (Meeting) being held at 6.00pm, Wednesday, 15th May 2024 at the Kojonup Sporting Complex to update the Community on Springhaven's transition to Hall and Prior management and that this Meeting be advertised in the Kojonup News and on the Shire of Kojonup website and Kojonup Noticeboard and Shire of Kojonup social media.

CARRIED 6/0

For: Cr Bilney, Cr Egerton-Warburton, Cr Mathwin, Jill Mathwin, Kevin Broom, Cathy Ivey

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

9.1 GENERAL PRACTITIONER (GP) UPDATE

The President and CEO will be meeting with The George Church Community Medical Centre Inc. (including Kevin Broom) at 7.00pm this date to be updated on GP recruitment.

10 NEXT MEETING

The next meeting of the Kojonup Aging in Place Committee is scheduled to be held Wednesday, 4 September 2024 at 9:00am or earlier if required.

11 CLOSURE

There being no further business to discuss, the Chairperson thanked members for their attendance and declared the meeting closed at 11.12am.

ATTACHMENTS (SEPARATE)

4.1 Unconfirmed Minutes of a Kojonup Aging in Place Committee meeting held 7 February 2024

7. Notes of a Springhaven Community Meeting held 13 March 2024
Attendance Register – 13 March 2024
13 March 2024 Slideshow

UNDER SEPARATE COVER

8.1.1 Draft Heads of Agreement with Fresh Fields Aged Care - Slideshow
8.1.2 Draft Heads of Agreement – requests and clauses for clarification

UNCONFIRMED

SHIRE OF KOJONUP

Audit & Risk Committee

Minutes

7 May 2024

UNCONFIRMED

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;

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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

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Supporting Team Members

Manager Financial & Corporate Services
Manager Governance & Administration
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.

UNCONFIRMED

MINUTES OF AN AUDIT AND RISK COMMITTEE MEETING HELD ON 7 MAY 2024

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UNCONFIRMED

MINUTES

1 DECLARATION OF OPENING

The Chairman will declare the meeting open at 9.00am 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 Paul Webb	Member
Cr Mick Mathwin	Member
Cr Kerryn Mickle	Member
Cathy Ivey	Community Member
Jill Mathwin	Community Member

STAFF (OBSERVERS)

Grant Thompson	Chief Executive Officer
Jill Johnson	Manager Financial and Corporate Services
Judy Stewart	Manager Governance and Administration
Tonya Pearce	Governance and Rates Officer

APOLOGIES

3 SUMMARY OF RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE

Nil

4 CONFIRMATION OF MINUTES

Audit & Risk Committee Meeting held 6 February 2024 (attachment 4.1)

OFFICER RECOMMENDATION/COMMITTEE DECISION

5AR/24 Moved C Ivey Seconded Cr Mathwin

That the minutes of the Audit & Risk Committee Meeting held on 6 February 2024 be confirmed as a true and accurate record.

CARRIED 6/0

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

5 BUSINESS ARISING

Nil

UNCONFIRMED

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.

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.

UNCONFIRMED

9 COMMITTEE STATUS REPORT

Date	Item Number & Title	Issue	Response	Status
2 November 2022	10.1 – Risk Management Update	Risk Management Framework, Risk Register and Key Organisational Risks Review.	To progress by September 2023	To be commenced
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	Roger House - Netball Courts costing (1/2 grant funded) figures – CEO/MFCS	CEO Updated Council on the costs	Presentation to Audit & Risk Committee required - *any variation processes must go through Council*
5 September 2023	Information Request	Cr P Webb – List of vehicles containing trackers – CEO		
5 September 2023	Information Request	Cr Gale – Expenditure – machinery maintenance and repairs – analyse to see if worthwhile upgrading or not – CEO/MFCS	Council to assess purchases and expenditure on an individual purchase basis	Ongoing
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
5 September 2023	Documentation	New Organisational Workforce Structure – CEO	To be forwarded to Committee members after announcement of same	To be communicated

UNCONFIRMED

Date	Item Number & Title	Issue	Response	Status
6 February 2024	10.1 – Risk Dashboard Report	Boscabel Hall	MRS – check if people camping in grounds, arrange Boscabel Hall playground check.	Not started
6 February 2024	11.3 – Volunteers insurance	Volunteers insurance	CEO to research.	Pending
7 May 2024	*Budget Request*	*Maintenance etc at Showgrounds*	*CEO – see LGIS 2019 Showgrounds Risk Assessment*	*Pending*

UNCONFIRMED

10 SUMMARY OF RISK MANAGEMENT

10.1 RISK MANAGEMENT UPDATE

Please refer to the following attachments:

- 10.1.1 Risk Dashboard Report – May 2024
- 10.1.2 Risk Actions Report – May 2024

10.2 WORK HEALTH AND SAFETY

The CEO provided an update on Work Health and Safety matters:

- Three (3) lost time injuries in the return to work process
- Skytrust (Safety System) is operating
- Less injuries in the last three (3) months compared to the past twelve (12) months.

UNCONFIRMED

11 OFFICER REPORTS

11.1 BUSINESS CONTINUITY AND DISASTER RECOVERY PLAN – ANNUAL REVIEW

AUTHOR	Judy Stewart – Manager Governance and Administration
DATE	Thursday, 2 May 2024
FILE NO	CM.PLN.1; RM.POL.1
ATTACHMENT(S)	11.1.1 – Business Continuity and Disaster Recovery Plan (BCDRP) May 2024 (showing changes) 11.1.2 – UNDER SEPARATE COVER BCDRP Addendum - Pandemic Response Plan 2024 (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
To consider and recommend to Council the reviewed and updated Business Continuity and Disaster Recovery Plan including a Pandemic Response Plan.

BACKGROUND
The Council last reviewed its Business Continuity and Disaster Recovery Plan (Plan) in May 2023.

COMMENT
A Business Continuity and Disaster Recovery Plan, including a Pandemic Response Plan, provides guidance at a time when an organisation may be under considerable duress following a disaster that has affected, or in the event of a pandemic continues for some time to affect, the ability to provide essential or required services. Such a Plan identifies priorities and the resources required to return services in as quick and efficient manner as possible or to guide the organisation through a sustained event, aiming to minimise negative impact. Due to the upheaval that may be caused by such events, including dealing with the confusion that may accompany them, a well thought out Plan containing current, up to date information is a vital resource.

Changes to the current Plan are tracked and shown in red font in the attachments and relate to changes in personnel roles and contact details.

CONSULTATION
Chief Executive Officer
All Managers
Admin/Domestic Coordinator, Springhaven

UNCONFIRMED

STATUTORY REQUIREMENTS

Local Government Act (1995): s 5.56. Planning for the future

(1) A local government is to plan for the future of the district.

(2) A local government is to ensure that plans made under subsection (1) are in accordance with any regulations made about planning for the future of the district.

POLICY IMPLICATIONS

The Plan is completed in accordance with Council's Risk Management Policy 2.3.5 and Business Continuity Policy 2.3.6.

FINANCIAL IMPLICATIONS

Nil

RISK MANAGEMENT IMPLICATIONS

The Plan represents part of the Shire's Risk Management documentation. It is vital, from a business continuity and disaster recovery perspective, that details within such a Plan are as current as possible and regular reviews are undertaken.

ASSET MANAGEMENT IMPLICATIONS

Nil

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COMMITTEE RECOMMENDATION

6AR/24 Moved C Ivey Seconded Cr Mathwin

That the Audit and Risk Committee recommend to the Council that the updated Business Continuity and Disaster Recovery Plan May 2024, including the Pandemic Response Plan 2024, as presented, be adopted.

CARRIED 6/0

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

UNCONFIRMED

12 CEO UPDATES

12.1 SPRINGHAVEN UPDATE (Under Separate Cover slideshow – attachment 12.1.1)
Clinical Performance as planned
Transition to Hall & Prior under advisement

12.2 RISK REVIEW

12.2.1 Discussion on LGIS Risk Assessment of Showgrounds (Under Separate Cover - attachment 12.2.1.1)

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

13.1 NETBALL COURT PROJECT INTERNAL REVIEW

The Audit and Risk Committee discussed the process for approving the netball court project and variations related to that specific project.

COMMITTEE RECOMMENDATION

7AR/24 Moved Cr Mathwin Seconded Cr Mickle

That the Audit and Risk Committee recommend to Council that Council request the Chief Executive Officer complete a post project review of the Netball Court Project, specifically reviewing the source funding for the project and the decision making governance.

CARRIED 6/0

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

13.2 KOJONUP PASTORAL & AGRICULTURAL SOCIETY INC – SHOWGROUNDS REVIEW

In light of the LGIS risk report on the Showgrounds (Under Separate Cover attachment 12.2.1.1), discussion in this meeting, and key areas requiring action, the Audit and Risk Committee discussed a requirement to plan for the improvements and commence internal planning for the future of the Showgrounds.

COMMITTEE RECOMMENDATION

8AR/24 Moved J Mathwin Seconded Cr Mickle

That the Audit and Risk Committee recommend to Council that Council engages with the Kojonup Pastoral and Agricultural Society Inc. to investigate a five to ten (5 to 10) year Master Plan for the Kojonup Showgrounds.

CARRIED 6/0

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

UNCONFIRMED

14 NEXT MEETING

The next meeting of the Audit and Risk Committee is scheduled to be held Wednesday, 7 August 2024 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 10.21am.

ATTACHMENTS (SEPARATE)

4.1 – Unconfirmed minutes of an Audit & Risk Committee Meeting held 6 February 2024

10.1.1 - Risk Dashboard Report – May 2024
10.1.2 - Risk Actions Report – May 2024

11.1.1 – Business Continuity and Disaster Recovery Plan (BCDRP) May 2024 (showing changes)

UNDER SEPARATE COVER

11.1.2 - BCDRP Addendum - Pandemic Response Plan 2024 (showing changes)
12.1.1 – Draft Heads of Agreement with Fresh Fields Aged Care
12.2.1.1 – LGIS Risk report on Showgrounds

UNCONFIRMED

Confirmed on 7 August 2024 as a true record –

_____ _____

Presiding Member Date

Kojonup

One community, many choices

SHIRE OF KOJONUP

Business Continuity & Disaster Recovery Plan

MAY 2024~~3~~

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1. Key Contact Sheet

Person	Position	Mobile Number	Responsibilities Incident Response (IR) Team Leader
Grant Thompson	Chief Executive Officer	0419 903 363	IR Team Leader
Craig McVee	Manager Works & Services	0427 427 854	IR Team Member
Robert Jehu	Fire Warden – Shire Office	N/A	IR Team Member
	Fire Warden – Depot Office		IR Team Member
	Fire Warden – Springhaven Lodge	0417 994 608	IR Team Member
	Fire Warden – The Kodja Place	0417 987 237	IR Team Member
Tonya Pearce	IT Officer		IR Team Member
Cr Roger Bilney~~Cr Ned Radford~~	Shire President	~~0400230309~~ 0428 341 012	Shire President

Contact List – External

Key contacts	Contact number/s
Police and Emergency Services	000
Kojonup Police Station	9831 2555
Ambulance	000
Kojonup Hospital	9831 2222
Security	ABA Security Albany – 9841 7828/BJ Systems – 9309 9595 (Complex)
Insurance company	LGIS – David Wood – 9483 8888
Key Suppliers	Albany Lock Service – Craig - 9842 9779
Electrician	BK Thompson – Ryan 98 31 1106
Plumber	Egabeva Plumbing – Derek – 9831 1213
Water and Sewerage	131375
Electricity	Western Power - 131351
Telephone	Telstra – Johnathan Thornton – 9726 7324
IT Support	Ramped Technology - Garry Hammersley - 9892 2922
Primary Business System Software – IT Vision	9315 7000
Internet Service Provider – Optus	13 56 67
WA Local Government Association	9213 2000
ABC Radio Great Southern	9842 4011
Department of Transport Licensing (Albany)	13 11 56
State Records Office	9427 3600
Bank/Building Society	NAB – Matteo Libera– 9831 2700
Accountant (Auditor)	Lincoln's – Russell Harrison – 9841 1200
Lawyer	McLeod's – 9383 3133

2. Introduction and Objectives

The purpose of developing a Business Continuity and Disaster Recovery Plan (Plan) is to ensure the capability of the Shire of Kojonup to continue to deliver its services at an acceptable level during or following a disruptive incident or disaster.

A disaster is defined as a serious disruption of the functioning of the Shire of Kojonup causing widespread human, economic or environmental loss or disturbance. Such disasters include incidents like fire, flood, earthquake, epidemic or pandemic.

A disaster recovery plan uses measures such as alternative premises or alternative service delivery and other facilities to ensure that a business can continue operations and if not, restore operations as quickly as possible after a calamity.

The objectives of this Plan enable the Shire to:

- Ensure we are prepared prior to an event
- Define prioritise and re-establish critical business functions as quickly and efficiently as possible;
- Follow a systematic plan for the management of any incident or disaster;
- Detail the immediate response to minimise damage or loss during a critical incident;
- Minimise the effect of an incident on the community, staff and Council; and
- Review and update this plan on a regular basis.

The Shire recognises that some events may exceed the capacity of routine management methods and structure. The Plan aims to provide a mechanism for the development of contingent capacity and logical plans that will enable management to focus on maintaining and resuming the Shire's most critical functions; whilst working in a practical way toward eventual restoration of operations and ensuring unaffected operations are able to continue.

This Plan reinforces and is reinforced by the Shire's Risk Management Framework and Risk Management Policy.

This Plan will be located on the Shire website – www.kojonup.wa.gov.au and Docs-on-Tap to ensure it is always available. Copies will also be placed in the Chief Executive Officer's vehicle, all Managers' vehicles and the fireproof cabinet within the Shire's Administration building.

3. Incident Response Plans

The following incident response plans present the Incident Response Team hierarchy that shall be employed in the event of an emergency. If under extreme circumstances the Chief Executive Officer or any member of the Senior Management Team is unavailable, then the team will consist of all the remaining available senior management.

The plans are not exhaustive, as any major incident will require more detailed and potential long-term considerations; however, the plans below provide a structured response to major incidents that are of the highest threat to service provision and Shire operations.

3.1. LOSS OF ADMINISTRATION BUILDING

Types of incidents include fire, flood and earthquake (Refer to Immediate Response Checklist).

TASK 1 - Immediate Response

This task provides the necessary command and control to enable the Shire of Kojonup's Incident Response Team to conduct an initial assessment of the disaster and to co-ordinate the Shire's initial response to the disaster.

Incident Response Team

Team Leader: Chief Executive Officer

Team Members: Property Services & Natural Resource Manager ~~Manager Regulatory Services~~

Risk Management Co-ordinator

Fire Warden

Shire President (Media Liaison)

Recovery Procedure

Incident Response Team Leader/Fire Warden to undertake the following steps:

- Ensure site has been evacuated and all personnel are accounted for
- Secure site and prevent access
- Contact Emergency Services and Police
- Identify any injuries and render assistance
- Engage Incident Response Team
- Undertake an initial assessment of damage and risks
- Call Optus and arrange the diversion of phone lines to existing Shire mobiles
- Team Leader determines time frame to switch to disaster recovery site

Recovery Time Objective

Timeframe for this activity is within 24 hours of the incident

Recovery Location

Primary Site: Memorial Hall

Secondary site: Works Depot

Resource requirements

Mobile phones

iPads and laptops

Charging devices (regularly checked for charge)

Personnel

Other Considerations

1. Secure the affected area as necessary
2. Restrict access to the building/site
3. Liaise with Emergency Services and Police
4. Inform Local Government Insurance Services (LGIS)

5. Inform elected members and employees
6. Liaise with Shire President to make a press release
7. Inform community where possible

TASK 2 – Commence operations from Disaster Recovery Site

This task provides the necessary steps to commence core Shire operations from the Disaster Recovery site and commence the planning for restoration of services in the short and longer term.

Incident Response Team

Team Leader:	Chief Executive Officer
Team Members:	~~Manager Regulatory Services~~
	~~Risk Management Co-ordinator~~
	IT Officer

Recovery Procedure

Undertake the following steps:

- Establish the disaster recovery site – **Chief Executive Officer**
    - Layout workspace utilising tables and chairs from the Memorial Hall
    - Source telephones, establish communications and arrange to have calls directed to mobile telephones.
    - Allocate staff to customer service and disaster recovery assistance
    - Liaise with other Incident Response Team members to determine items to be immediately replaced and what is recoverable.
    - Contact IT Vision, Shire's IT supplier (Pre-emptive Strike), stationery supplier
    - Recover backup disks from external site
    - Cancel all forward bookings of the Memorial Hall.
- Assess damage and undertake salvage operations – **Chief Executive Officer, ~~Manager Regulatory Services~~** Property Services & Natural Resource Manager
    - Undertake initial assessment of salvageable materials, items and records, etc.
    - Contact staff to remove items to the salvage site (Town Hall or Depot)
- Co-ordinate all communications, media and elected members, Local Government insurers and general co-ordination of recovery process **– Chief Executive Officer**
    - Liaise with Shire President to issue a media statement
    - Co-ordinate meetings of Incident Response team
    - Authorise all immediate purchasing requirements
    - Liaise with Shire's insurers
    - Oversee Assessment and Recovery

Recovery Time Objective

It is the aim of the Recovery Plan to achieve this task within 72 hours.

Resource Requirements

- Office furniture and stationery

- Administration staff
- IT hardware and software
- Communications (land line and internet)

TASK 3 – Assess damage and prepare medium term Recovery Plans

This task provides the necessary steps to commence planning for medium term operations from the Disaster Recovery Site.

Incident Response Team

Team Leader:	Chief Executive Officer
Team Members:	Property Services & Natural Resource Manager
	Risk Management Co-ordinator
	IT Officer

Recovery Procedure

Undertake the following steps:

- Establish the disaster recovery site for full operations in the medium to longer term – **Chief Executive Officer**
    - Recover data to pre disaster state
    - Bring all records up to date
    - Contact all necessary persons to inform of incident, expected delays and seek documentation where necessary
    - Establish necessary equipment and infrastructure requirements to provide full operations from recovery site including demountable buildings and other office accommodation.
- Finalise damage assessment and commence planning for re-establishing services through full or partial rebuild – **Chief Executive Officer, ~~Manager Regulatory Services~~** Property Services & Natural Resource Manager
    - Undertake assessment of building and determine action to fully or partially rebuild and make recommendation to Council.
- Co-ordinate all communications, media and elected members, Local Government insurers and general co-ordination of recovery process – **Chief Executive Officer**
    - Oversee assessment and recovery
    - Co-ordinate meetings of Incident Response Team
    - Oversee planning for medium term operation from Disaster Recovery Site (6-12 months)

Recovery Time Objective

4 weeks

Resource Requirements

- IT contractors
- Additional infrastructure as identified
- Contractors to clean up disaster site

TASK 4 – Long term Recovery Plan and relocation to permanent Shire Office building

This task provides the necessary steps to finalise planning, rebuilding and recommencement of operation from the permanent Shire office building.

Incident Response Team

Team Leader: Chief Executive Officer

Team Members: ~~Manager Regulatory Services~~ Property Services & Natural Resource Manager

IT Officer

Recovery Procedure

Undertake the following steps: **Chief Executive Officer**

- Establish working party to:
    - Review operations for location of new premises
    - Undertake design and tendering processes
    - Oversee construction of new premises
    - Oversee commissioning of new premises
- Present review findings to Council for decision
    - Appoint architect, exterior and interior designers, engineers and other necessary assistance to design, specify and document new premises
    - Issue tenders, appoint contractor and commence construction
    - Commission new premises and commence operations from new building

Recovery Time Objective

From the commencement of this task, 4 weeks after the incident, it is the target to have all Shire functions permanently operating from the rebuilt Shire offices in 12 months.

Resource Requirements

- Planning assistance
- Consultants/architects
- Contractors

3.2. COMPLETE IT HARDWARE FAILURE

This task provides the necessary steps to recover the Shire's IT system as a result of complete failure resulting in replacement of the IT system (Refer to Immediate Response Checklist).

Incident Response Team

Team Leader:	Chief Executive Officer
Team Members:	Risk Management Co-ordinator
	IT Provider
	IT Officer

Recovery Procedure

Undertake the following steps:

- Assess severity of outage through the Shire's IT provider and determine likely outage time
- Seek quotations and place orders for replacement components
- Contact Shire's insurers and Police if necessary
- Inform Council, community and business contacts (i.e.; banks, creditors and contractors) of potential delays in providing services
- Set up and install new hardware/install all software and restore from backups
- Reconcile and rebuild all data

Recovery Time Objective

2 weeks

Resource requirements

IT suppliers (hardware/software, Synergy Soft, Department of Transport, Police, etc.)

3.3. LOSS OF DEPOT BUILDINGS

Types of incidents include fire, flood and earthquake (Refer to Immediate Response Checklist).

TASK 1 - Immediate Response

This task provides the necessary command and control to enable the Shire of Kojonup's Incident Response Team to conduct an initial assessment of the disaster and to co-ordinate the Shire's initial response to the disaster.

Incident Response Team

Team Leader:	Chief Executive Officer
Team Members:	Manager Works and Services
	~~Manager Regulatory Services~~ Property Services & Natural Resource Manager
	Risk Management Co-ordinator
	Fire Warden
	IT Officer

Recovery Procedure

Incident response Team Leader and Fire Warden to undertake the following steps:

- Ensure site has been evacuated and all personnel are accounted for
- Secure site and prevent access
- Contact Emergency Services and Police
- Identify any injuries and render assistance
- Engage Incident Response Team
- Undertake an initial assessment of damage and risks
- Team Leader determines time frame to switch to Disaster Recovery site
- Call Optus and arrange diversion of phone lines to existing Shire mobiles

Recovery Time Objective

Timeframe for this activity is within 24 hours of being called by the Incident Response Team Leader.

Recovery Location

Primary Site:	Shire Depot Site if depot site can be utilised
Secondary site:	Land adjacent to the current depot
Third Site:	Lay down area in Industrial Estate

Resource requirements

Mobile phones
Personnel
Equipment and Stores

Other Considerations

1. Secure the affected area as necessary
2. Restrict access to the building/site

3. Liaise with Emergency Services and Police
4. Inform Local Government Insurance Services (LGIS)
5. Inform Elected Members, employees
6. Liaise with Shire President to make a press release
7. Inform community where possible

TASK 2 – Commence operations from Disaster Recovery Site

This task provides the necessary steps to commence core Shire operations from the Disaster Recovery site and commence the planning for restoration of services in the short and longer term.

Incident Response Team

Team Leader:	Chief Executive Officer
Team Members:	Manager Works and Services
	~~Manager Regulatory Services~~ Property Services & Natural Resource Manager
	Risk Management Co-ordinator
	IT Officer

Recovery Procedure

Undertake the following steps:

- Establish the disaster recovery site – **Manager Works & Services**
    - Establish appropriate temporary depot site on land adjacent to the current depot
    - Administration function to resume from Shire office
    - Liaise with other Incident Response Team members to determine items to be immediately replaced and what is recoverable
- Assess damage and undertaken salvage operations – **Manager Works and Services, Chief Executive Officer, ~~Manager Regulatory Services~~** Property Services & Natural Resource Manager
    - Undertake initial assessment of salvageable materials, items and records, etc
    - Engage staff to remove items to the land adjacent to the current depot
- Co-ordinate all communications, media and elected members, Local Government insurers and general co-ordination of recovery process – **Chief Executive Officer**
    - Liaise with Shire President to issue a media statement
    - Oversee assessment and recovery
    - Co-ordinate meetings of Incident Response Team
    - Authorise all immediate purchasing requirements
    - Liaise with Shire's insurers

Recovery Time Objective

It is the aim of the Recovery Plan to achieve this task within 72 hours.

Resource Requirements

- Office furniture and stationery

- Depot Administration and Works staff
- IT hardware and software
- Communications (land line and internet)

TASK 3 – Assess damage and prepare medium term recovery plans

This task provides the necessary steps to commence planning for medium term operations from the Disaster Recovery Site.

Incident Response Team

Team Leader:	Chief Executive Officer
Team Members:	Manager Works and Services
	Risk Management Co-ordinator
	IT Officer

Recovery Procedure

Undertake the following steps:

- Establish the disaster recovery site for full operations in the medium to longer term – **Manager Works & Services, IT Officer**
    - Establish appropriate temporary depot site on land adjacent to the current depot
    - Administration function to resume from Shire office (or alternate site)
    - Contact all necessary persons to inform of incident, expected delays and seek documentation where necessary
    - Liaise with CEO to establish necessary equipment and infrastructure requirements to provide full operations from recovery site
- Finalise damage assessment and commence planning for re-establishing services through full or partial rebuild – **Manager Works and Services, Chief Executive Officer, ~~Manager Regulatory Services~~** Property Services & Natural Resource Manager
    - Undertake assessment of building and determine action to fully or partially rebuild and make recommendation to Council
- Co-ordinate all communications, media and elected members, Local Government insurers and general co-ordination of recovery process – **Chief Executive Officer**
    - Oversee assessment and recovery
    - Co-ordinate meetings of Incident Response Team
    - Oversee planning for medium term operation from Disaster Recovery Site (6-12 months)

Recovery Time Objective

4 weeks

Resource Requirements

- IT contractors
- Additional infrastructure as identified
- Contractors to clean up disaster site

TASK 4 – Long term Recovery Plan and relocation to permanent Shire Depot building

This task provides the necessary steps to finalise planning, rebuilding and recommencement of operation from the permanent Shire Depot building.

Incident Response Team

Team Leader:	Chief Executive Officer
Team Members:	Manager Works and Services
	Manager Regulatory Services
	Working Party appointed by Council

Recovery Procedure

Undertake the following steps: **Chief Executive Officer, Manager Works and Services**

- Establish working party to:
  - Review operations for location of new premises
  - Undertake design and tendering processes
  - Oversee construction of new premises
  - Oversee commissioning of new premises
- Present review findings to Council for decision
- Appoint architect, exterior and interior designers, engineers and other necessary assistance to design, specify and document new premises
- Issue tenders, appoint contractor and commence construction
- Commission new premises and commence operations from new building

Recovery Time Objective

From the commencement of this task, after 4 weeks from the incident, it is the target to have all Shire functions permanently operating from the rebuilt Shire Depot in 12 months.

Resource Requirements

- Planning assistance
- Consultants/architects
- Contractors

3.4. LOSS OF SPRINGHAVEN LODGE

Types of incidents include fire, flood and earthquake (Refer to Immediate Response Checklist). A separate appendix (Appendix 1) is attached being the Pandemic Response Plan for use during an epidemic/pandemic.

TASK 1 - Immediate Response

This task provides the necessary command and control to enable the Shire of Kojonup's Incident Response Team to conduct an initial assessment of the disaster and to co-ordinate the Shire's initial response to the disaster.

Incident Response Team

Team Leader:	Chief Executive Officer
Team Members:	Manager Springhaven
	~~Manager Regulatory Services~~ Property Services & Natural Resource Manager
	Risk Management Co-ordinator
	Fire Warden
	IT Officer

Recovery Procedure

Incident Response Team Leader/Fire Warden to undertake the following steps:

- Ensure site has been evacuated and all personnel and residents are accounted for
- Transfer of residents to Kojonup Hospital or neighbouring facilities in the interim
- Secure site and prevent access
- Contact Emergency Services and Police
- Identify any injuries and render assistance
- Engage Incident Response Team
- Undertake an initial assessment of damage and risks
- Call Optus and arrange diversion of phone lines to existing Shire mobiles
- Team Leader determines time frame to switch to disaster recovery site

Recovery Time Objective

Timeframe for this activity is within 24 hours of being called by the Incident Response Team Leader.

Recovery Location

Primary Site: Kojonup Hospital
Secondary site: Katanning Hospital/Nursing facilities

Resource requirements

Mobile phones
Personnel

Other Considerations

1. Secure the affected area as necessary
2. Restrict access to the building/site
3. Liaise with Emergency Services and Police
4. Inform families of residents
5. Inform Local Government Insurance Services (LGIS)
6. Inform elected members and employees
7. Liaise with Shire President to make a press release
8. Inform community where possible

TASK 2 – Commence operations from Disaster Recovery Site and Relocate residents

This task provides the necessary steps to accommodate residents in other hospitals or nursing home facilities and commence the planning for restoration of services in the short and longer term.

Incident Response Team

Team Leader:	Chief Executive Officer
Team Members:	Manager Springhaven
	Manager Works and Services
	Risk Management Co-ordinator

Recovery Procedure

Undertake the following steps:

- Establish facilities to transfer residents from Kojonup hospital if required
- Establish the disaster recovery site – **Manager Springhaven**
    - Source telephones, establish communications and arrange to redirect calls to landline
    - Allocate staff to customer service and disaster recovery assistance
    - Liaise with other Incident Response Team members to determine items to be immediately replaced and what is recoverable.
- Assess damage and undertaken salvage operations – **Chief Executive Officer, Manager Springhaven, Manager Works and Services, ~~Manager Regulatory Services~~** Property Services & Natural Resource Manager
    - Undertake initial assessment of salvageable materials, items and records, etc.
    - Contact staff to remove items to the salvage site (Town Hall or Depot)
- Co-ordinate all communications, media and elected members, Local Government insurers and general co-ordination of recovery process **– Chief Executive Officer**
    - Liaise with Shire President to issue a media statement
    - Co-ordinate meetings of Incident Response team
    - Authorise all immediate purchasing requirements
    - Liaise with Shire's insurers.

Recovery Time Objective

It is the aim of the Recovery Plan to achieve this task within 72 hours.

Resource Requirements

- Office furniture and stationery
- Administration and Works staff
- IT hardware and software
- Communications (land line and internet)

TASK 3 – Assess damage and prepare medium term Recovery Plans

This task provides the necessary steps to commence planning for medium term operations from the Disaster Recovery Site.

Incident Response Team

Team Leader:	Chief Executive Officer
Team Members:	Springhaven Manager – Registered Nurse
	Manager Works and Services
	~~Manager Regulatory Services~~ Property Services & Natural Resource Manager
	Risk Management Co-ordinator
	IT Officer

Recovery Procedure

Undertake the following steps:

- Establish the disaster recovery site for full operations in the medium to longer term – Springhaven **Manager – Registered Nurse**
    - Recover data to pre disaster state
    - Bring all records up to date
    - Contact all necessary persons to inform of incident, expected delays and seek documentation where necessary
    - Establish necessary equipment and infrastructure requirements to provide full operations from recovery site including demountable buildings and other office accommodation
- Finalise damage assessment and commence planning for re-establishing services through full or partial rebuild – **Chief Executive Officer, Manager Springhaven, Manager Works and Services, ~~Manager Regulatory Services~~** Property Services & Natural Resource Manager
    - Undertake assessment of building and determine action to fully or partially rebuild and make recommendation to Council.
- Co-ordinate all communications, media and elected members, Local Government insurers and general co-ordination of recovery process – **Chief Executive Officer**
    - Oversee assessment and recovery
    - Co-ordinate meetings of Incident Response Team
    - Oversee planning for medium term operation from Disaster Recovery Site (6-12 months)

Recovery Time Objective
4 weeks

Resource Requirements

- IT contractors
- Additional infrastructure as identified
- Contractors to clean up disaster site

TASK 4 – Long term Recovery Plan and relocation to permanent Premises

This task provides the necessary steps to finalise planning, rebuilding and recommencement of operation from the permanent Shire office building.

Incident Response Team

Team Leader:	Chief Executive Officer
Team Members:	Manager Springhaven
	Manager Works and Services
	~~Manager Regulatory Services~~ Property Services & Natural Resource Manager
	Shire President

Recovery Procedure
Undertake the following steps: **Chief Executive Officer**

- Establish working party to:
  - Review operations for location of new premises
  - Undertake design and tendering processes
  - Oversee construction of new premises
  - Oversee commissioning of new premises
- Present review findings to Council for decision
- Appoint architect, exterior and interior designers, engineers and other necessary assistance to design, specify and document new premises
- Issue tenders, appoint contractor and commence construction
- Commission new premises and commence operations from new building

Recovery Time Objective
From the commencement of this task, after 4 weeks from the incident, it is the target to have all Shire functions permanently operation from the rebuilt Springhaven Lodge in 12 months.

Resource Requirements

- Planning assistance
- Consultants/architects
- Contractors

3.5. LOSS OF THE KODJA PLACE

Types of incidents include fire; flood and earthquake (Refer to Immediate Response Checklist).

TASK 1 - Immediate Response

This task provides the necessary command and control to enable the Shire of Kojonup's Incident Response Team to conduct an initial assessment of the disaster and to co-ordinate the Shire's initial response to the disaster.

Incident Response Team

Team Leader:	Chief Executive Officer
Team Members:	Manager Works and Services
	~~Manager Regulatory Services~~ Property Services & Natural Resource Manager
	Risk Management Co-ordinator
	Fire Warden

Recovery Procedure

Incident Response Team Leader to undertake the following steps:

- Ensure site has been evacuated and all personnel and visitors/customers are accounted for
- Secure site and prevent access
- Contact Emergency Services and Police
- Identify any injuries and render assistance
- Undertake an initial assessment of damage and risks
- Call Optus and arrange diversion of phone lines to existing Shire mobiles
- Determine time frame to switch to disaster recovery site

Recovery Time Objective

Timeframe for this activity is within 24 hours of the incident

Recovery Location

Primary Site: RSL Hall
Secondary site: Town Hall

Resource requirements

Mobile phones

Other Considerations

1. Liaise with Emergency Services and Police
2 Inform elected members and employees
3 Inform Press and community where possible
4 Inform Local Government Insurance Services

TASK 2 – Commence operations from Disaster Recovery Site

This task provides the necessary steps to commence core Kodja Place/Visitor Centre operations from the Disaster Recovery site and commence the planning for restoration of services in the short and longer term.

Incident Response Team

Team Leader:	Chief Executive Officer
Team Members:	Manager Works and Services
	~~Manager Regulatory Services~~ Property Services & Natural Resource Manager
	Risk Management Co-ordinator

Recovery Procedure

Undertake the following steps:

- Establish the disaster recovery site – **Chief Executive Officer**
    - Source telephones, establish communications and arrange to redirect calls to landline
    - Allocate staff to customer service and disaster recovery assistance
    - Liaise with other Incident Response Team members to determine items to be immediately replaced and what is recoverable.
- Assess damage and undertaken salvage operations – **Chief Executive Officer, Manager Works and Services, ~~Manager Regulatory Services~~** Property Services & Natural Resource Manager
    - Undertake initial assessment of salvageable materials, items and records, etc.
    - Contact staff to remove items to the salvage site (RSL or Town Hall)
- Co-ordinate all communications, media and elected members, Local Government insurers and general co-ordination of recovery process **– Chief Executive Officer**
    - Liaise with Shire President to issue a media statement
    - Co-ordinate meetings of Incident Response team
    - Authorise all immediate purchasing requirements
    - Liaise with Shire's insurers

Recovery Time Objective

It is the aim of the Recovery Plan to achieve this task within 72 hours.

Resource Requirements

- Office furniture and stationery
- Administration and Works staff
- IT hardware and software
- Communications (land line and internet)

TASK 3 – Assess damage and prepare medium term Recovery Plans

This task provides the necessary steps to commence planning for medium term operations from the Disaster Recovery Site.

Incident Response Team

Team Leader:	Chief Executive Officer
Team Members:	Manager Works and Services
	~~Manager Regulatory Services~~ Property Services & Natural Resource Manager
	Risk Management Co-ordinator

Recovery Procedure

Undertake the following steps:

- Establish the disaster recovery site for full operations in the medium to longer term – **Manager Regulatory Services**
    - Recover data to pre disaster state
    - Bring all records up to date
    - Contact all necessary persons to inform of incident, expected delays and seek documentation where necessary
    - Establish necessary equipment and infrastructure requirements to provide full operations from recovery site including demountable buildings and other office accommodation
- Finalise damage assessment and commence planning for re-establishing services through full or partial rebuild – **Chief Executive Officer, Manager Works and Service, ~~Manager Regulatory Services~~** Property Services & Natural Resource Manager
    - Undertake assessment of building and determine action to fully or partially rebuild and make recommendation to Council
- Co-ordinate all communications, media and elected members, Local Government insurers and general co-ordination of recovery process – **Chief Executive Officer**
    - Oversee assessment and recovery
    - Co-ordinate meetings of Incident Response Team
    - Oversee planning for medium term operation from Disaster Recovery Site (6-12 months)

Recovery Time Objective

4 weeks

Resource Requirements

- IT contractors
- Additional infrastructure as identified
- Contractors to clean up disaster site

TASK 4 – Long term Recovery Plan and relocation to permanent office building

This task provides the necessary steps to finalise planning, rebuilding and recommencement of operation from the permanent office building.

Incident Response Team

Team Leader: Chief Executive Officer

Team Members: Manager Works and Services

~~Manager Regulatory Services~~ Property Services & Natural Resource Manager

Shire President

Recovery Procedure

Undertake the following steps: **Chief Executive Officer**

- Establish working party to:
  - Review operations for location of new premises
  - Undertake design and tendering processes
  - Oversee construction of new premises
  - Oversee commissioning of new premises
- Present review findings to Council for decision
- Appoint architect, exterior and interior designers, engineers and other necessary assistance to design, specify and document new premises
- Issue tenders, appoint contractor and commence construction
- Commission new premises and commence operations from new building

Recovery Time Objective

From the commencement of this task, after 4 weeks from the incident, it is the target to have all Kodja Place precinct functions permanently operational from the rebuilt Kodja Place in 12 months.

Resource Requirements

- Planning assistance
- Consultants/architects
- Contractors

Immediate Response Checklist

INCIDENT RESPONSE	√	ACTIONS TAKEN
Have you: • assessed the severity of the incident?	❑	
• evacuated the site if necessary?	❑	
• accounted for everyone?	❑	
• identified any injuries to persons?	❑	
• contacted Emergency Services?	❑	
• implemented your Incident Response Plan?	❑	
• started an Event Log?	❑	
• activated staff members and resources?	❑	
• appointed a spokesperson?	❑	
• gained more information as a priority?	❑	
• briefed team members on incident?	❑	
• allocated specific roles and responsibilities?	❑	
• identified any damage?	❑	
• identified critical activities that have been disrupted?	❑	
• kept staff informed?	❑	
• contacted key stakeholders?	❑	
• understood and complied with any regulatory/ compliance requirements?	❑	
• initiated media/public relations response?	❑	

4. Event Log

The Event Log is to be used to record information, decision and actions in the period immediately following the critical event or incident.

Date	Time	Information/Decisions/Actions	Initials

5. Register of Initials

Name:	Initial:	Signed:

6. Incident Recovery Checklist

INCIDENT RESPONSE	√	ACTIONS
Now that the crisis is over, have you: • refocused efforts towards recovery?	❑	
• deactivated staff members and resources as necessary?	❑	
• continued to gather information about the situation as it affects you?	❑	
• assessed your current financial position?	❑	
• reviewed cash requirements to restore operations?	❑	
• contacted your insurance broker/company?	❑	
• developed financial goals and timeframes for recovery?	❑	
• kept staff informed?	❑	
• kept key stakeholders informed?	❑	
• identified information requirements and sourced the information?	❑	
• set priorities and recovery options?	❑	
• updated the Recovery Plan?	❑	
• captured lessons learnt from your individual, team and business recovery?	❑	

7. Evacuation Procedures

Relevant procedures and plans have been developed and are displayed in accordance with Council's OSH policy and procedures in positions easily accessible to staff and customers.

8. Emergency kit

In the event of evacuation or damage to the Administration building, Works Depot, Springhaven Lodge or The Kodja Place and relocation of the unit to a Disaster Recovery Site two emergency kits have been made up.

The kits are located at:

- The Administration Building, in the server room; and
- The Kodja Place, behind the main desk.

The Risk Management Coordinator is responsible for annually checking and updating the kits.

The items and documents included in the emergency kit are:

- Business Continuity Plan and Disaster Recovery Plan incorporating contact lists
- List of staff names and contact numbers
- Councillor contact details
- Copy of Shires templates and forms (on a USB)
- Basic stationery
- One ream of Council Letterhead
- Box of envelopes

9. Pandemic Response Plan

See Pandemic Response Plan – Appendix 1

10. Review and Maintain

It is critical that this plan is regularly reviewed to ensure that it remains relevant, accurate and useful. The Risk Management Co-ordinator is responsible for reviewing and maintaining the plan including annual updating of all the contact and insurance lists. This maintenance is a key factor in the successful implementation of the plan during an emergency.

The plan should use staff titles rather than names and any organisational structure changes must be reviewed with the plan.

After an event it is important to assess the performance of the plan, highlighting what was handled well and what could be improved upon next time.

Each workplace fire warden will develop an evacuation process which will be laminated and displayed clearly for staff and visitors to access.

LGIS Insurance Policies

Insurance type	Policy coverage	Policy exclusions	Insurance company and contact	Last review date	Payments due
Business Interruption	*Business interruption due to:* • *Fire* • *Flood* • *Theft*	• *Terrorism* • *Tsunami* • *Landslide*	*LGIS – David Wood (9483 8888)* *Policy No V01.2014*	*30 June Annually*	*Annually*
Motor Vehicle	*All motor vehicles and trailers*	**Section 1 Loss or damage to vehicles as per Interest Insured.** Current market value at the time of loss or damage or sum insured value specified in the Declaration of vehicles, whichever is the lesser, but limited per council to $20,000,000 any one event. **Section 2 Cover for Third Party Liability** $35,000,000 but limited to $5,000,000 for any dangerous goods carrying vehicles, for all claims arising from the one accident or series of accidents resulting from the one original cause (as defined in this section of the policy).	*LGIS – David Wood (9483 8888)* *Zurich 002152*	*30 June Annually*	*Annually*
Personal Accident	*The Mayor, Chairperson, Elected Members, Councillors, Commissioners, Employees of the Insured, Accompanying Partners/Spouses of the Covered Persons above, Voluntary Workers, Members of any Committees and Trusts. Other Persons where the Insured is required to provide coverage whilst such persons are engaged in any Government Labour Market, Training or Job Creation Projects.*	*Covering Insured Persons whilst engaged in a Journey and any other activity directly or indirectly connected with or on behalf of the Authority and Insured Persons whilst engaged in any activity directly or indirectly connected with or on behalf of the Authority.*	*LGIS – David Wood (9483 8888)* *Policy No 93130605*	*30 June Annually*	*Annually*

Insurance type	Policy coverage	Policy exclusions	Insurance company and contact	Last review date	Payments due
Public liability	*100% protection*	*None*	*LGIS – David Wood (9483 8888)* *Policy No 000114*	*30 June Annually*	*Annually*
Workers Compensation	*100% protection* *Lump Sum $300,000* *Weekly $2,500*	*None*	*LGIS – David Wood (9483 8888)* *Policy No 000121*	*30 June Annually*	*Annually*
Buildings – Shire office	*$4,079,250 - industrial special risks, machinery breakdown, electronic equipment, general property, includes physical loss, destruction or damage to property*	*None – excess only*	*LGIS – David Wood (9483 8888)* *Policy No 114*	*30 June Annually*	*Annually*
Contents – Shire office	*$500,000*	*None – excess only*	*LGIS – David Wood (9483 8888)* *Policy No 114*	*30 June Annually*	*Annually*
Building – Springhaven Lodge	*$5,953,500 – industrial special risks, machinery breakdown, electronic equipment, general property, includes physical loss, destruction or damage to property*	*None – excess only*	*LGIS – David Wood (9483 8888)* *Policy No 114*	*30 June Annually*	*Annually*
Contents – Springhaven Lodge	*$420,000*	*None – excess only*	*LGIS – David Wood (9483 8888)* *Policy No 114*	*30 June Annually*	*Annually*
Fidelity Guarantee	*Loss as a result of an act or acts of employee dishonesty ($400K)*	*$50,000 excess*	*LGIS – David Wood (9483 8888)* *Policy No 05CH005846*	*30 June Annually*	*Annually*
Building – Kodja Place	*$4,704,100 - industrial special risks, machinery breakdown, electronic equipment, general property, includes physical loss, destruction or damage to property*	*None – excess only*	*LGIS – David Wood (9483 8888)* *Policy No 114*	*30 June Annually*	*Annually*
Contents – Kodja Place	*$250,000*	*None – excess only*	*LGIS – David Wood (9483 8888)* *Policy No 114*	*30 June Annually*	*Annually*
Management Liability Councillors and Officers	*$4,000,000*		*LGIS – David Wood (9483 8888)* *Chubb 001877*	*30 June Annually*	*Annually*

Insurance type	Policy coverage	Policy exclusions	Insurance company and contact	Last review date	Payments due
Bush Fire *Volunteer Bush Fire Brigade Members*	*$20,000,000 for all claims arising from one event* *$750,000 Annual aggregate stop loss limit*	*None*	*LGIS – David Wood (9483 8888)* *LGIS 000114*	*30 June Annually*	*Annually*
Medical Malpractice	*$20,000,000*	*$1,000 excess*	*Vero Insurance* *LPP 104157341*	*30 June Annually*	*Annually*
Commercial Crime and Cyber Liability	*$500,000* *Internal Crime* *External Crime* *Theft* *Physical Loss or Damage*	*$1,000 excess*	*David Wood (9483 8888)* *LGIS 001877* *Chubb Australia*	*30 June Annually*	*Annually*

11. Data Security and Backup Strategy

The Shire of Kojonup **protects our data and our network** (e.g.; virus protection, secure networks and firewalls, secure passwords and data backup procedures). For security reasons, specific details of these processes are not included in this publicly available plan, but are available from the Chief Executive Officer when required.

12. Business Impact Analysis

*As part of the **Business Continuity Plan** the Shire has undertaken a **Business Impact Analysis** which will use the information in the Risk Management Plan to assess the identified risks and impacts in relation to critical activities of the Shire operations and determine basic recovery requirements.*

Critical Business Activity

The following table lists the critical business activities that must be performed to ensure the Shire's business continues to operate effectively.

General Risk Area 1

Finance and Accounting
Payroll
Environmental Health

General Risk Area 2

Road construction and maintenance
Public Conveniences
Waste Management

Business Impact Analysis

Critical Business Activity	Description	Priority	Impact of loss *(losses in terms of financial, staffing, reputation etc.)*	RTO *(critical period before business losses occur)*
General Risk Area 1	All critical activities to manage Council's key administrative and governance processes: • Finance and Accounting • Payroll • Environmental Health	High	• Staffing numbers will not change; however, there will be an impact on productivity levels as functions are completed manually or resources are redirected to the recovery process • Continuing payment of permanent and part time Springhaven staff whilst residents accommodated elsewhere and until new building completed – cost of wages v no income from facility • The urgent re-establishment of these critical needs may result in Council breaching various statutory and service requirements • There will be a minor impact on customer services which may temporarily reflect upon Council poorly • The re-establishment of the service will depend on many alternate suppliers, such as IT and Communication suppliers, electricity and software providers	72 hours

Critical Business Activity	Description	Priority	Impact of loss *(losses in terms of financial, staffing, reputation etc.)*	RTO *(critical period before business losses occur)*
General Risk Area 2	All critical activities to manage Council's on ground, engineering and maintenance services: • Road construction and maintenance • Public conveniences	High	• Re-establishment/incremental costs: ○ Machinery at hire rates ○ Public conveniences – no impact • Staffing numbers will not change; however, there will be an impact on productivity levels as functions are completed manually or resources are redirected to the recovery process • There will be minor impact on customer services which may temporarily reflect upon Council poorly • The urgent re-establishment of these critical needs may result in Council temporarily breaching various statutory and service requirements	72 hours

13. Action Plan for Implementation

Action	Responsible Officer	Timeframe
Commence planning and undertake test of documented incident plans	SMT & Risk management Co-ordinator	
Review document as a result of test and in preparation for Council	SMT & Risk management Co-ordinator	Reviewed annually: May 2019 April 2020 September 2021 May 2023
Prepare Emergency Kit as identified in this Plan	Risk management Co-ordinator	Prepared and reviewed annually
Educate and train all staff on the plan	Risk management Co-ordinator	Distribute after each review
Investigate contractual requirements for radio failure and alternative contingency plans for methods of communications for works staff	Manager Works & Services Chief Executive Officer	

14. Glossary

Business Continuity Planning	A process that helps develop a plan document for a business to ensure that it can operate to the extent required in the event of a crisis/disaster.
Business Continuity Plan	A document containing all of the information required to ensure that the business is able to resume critical business activities should a crisis/disaster occur.
Business Impact Analysis	The process of gathering information to determine basic recovery requirements for our key business activities in the event of a crisis/disaster.
Key business activities	Those activities essential to deliver outputs and achievement of business objectives.
Recovery Time Objective (RTO)	The time from which you declare a crisis/disaster to the time that the critical business functions must be fully operational in order to avoid serious financial loss.
Resources	The means that support delivery of an identifiable output and/or result. Resources may be money, physical assets, or most importantly, people.
Risk Management	Is the process of defining and analysing risks, and then deciding on the appropriate course of action in order to minimise these risks, whilst still achieving business goals.

15. Appendix

Pandemic Response Plan

SHIRE OF KOJONUP

MINUTES

Kojonup Bush Fire Advisory Committee

8 May 2024

Unconfirmed

BUSHFIRE ADVISORY COMMITTEE TERMS OF REFERENCE

Established under *Section 67 of the Bush Fires Act 1954*.

Terms of Reference

The Bush Fire Advisory Committee is established for the purpose of:

a) Advising the Shire regarding all matters relating to the preventing, controlling and extinguishing of bush fires;

b) The planning of the layout of firebreaks in the district;

c) Prosecutions for breaches of this Act;

d) The formation of bush fire brigades and the grouping thereof under group brigade officers (in accordance with any local laws);

e) Recommendations on Fire Control Officer positions;

f) Feedback on the Council's Fire Break Notice;

g) Specific requirements from each brigade with regard to:

- Protective Personal Equipment;
- Equipment and vehicles resources required; and
- Training Requirements;

h) The ensuring of cooperation and coordination of Bush Fire Brigades in their efforts and activities; and

i) Any other matter relating to bush fire control whether of the same kind as, or a different kind from, those specified in this subsection.

Other:

a) The Bush Fire Advisory Committee shall include an elected member of the Council;

b) The committee shall elect one of their members to be chairman;

c) The quorum required for the transaction of business at meetings of the committee is set at 50%

Membership

Voting Members (9 in total)

- Councillors x4;
- The President of the Kojonup Bushfire Association
- The Chief Bush Fire Control Officer
- The Deputy Chief Bush Fire Control Officer
- Senior Fire Control Officer (Zulu)
- Senior Fire control Officer (Zulu)

Unconfirmed

- Secretary of the Kojonup Bushfire Association
- Captain of the Volunteer Fire and Rescue Service

Observers

- The Chief Executive Officer (CEO)
- Shire Delegates x2
- Muradup Town Fire Control Officer (FCO)

Unconfirmed

MINUTES FOR THE KOJONUP BUSH FIRE ADVISORY COMMITTEE MEETING

HELD 8 MAY 2024

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Unconfirmed

M I N U T E S

1. DECLARATION OF OPENING AND ANNOUNCEMENT OF GUESTS

The Presiding Member declared the meeting open at 07:05 pm and alerted the meeting of the procedures for emergencies including evacuation, designated exits and muster points.

2. ATTENDANCE & APOLOGIES

MEMBERS

Digby Stretch	President Kojonup Bush Fire Association
Denise Berryman	Secretary of the Kojonup Bush Fire Association
Matthew Crabb	Kojonup Volunteer Fire and Rescue Service
Tony Fisher	Chief Bush Fire Control Officer
Ross Fryer – Smith	Senior Bush Fire Control Officer
Matthew Crabb	Kojonup Volunteer Fire and Rescue Service
Roger Bilney	Councillor / Chairperson
Ned Radford	Councillor
Mick Mathwin	Councillor

OBSERVERS

Grant Thompson	Chief Executive Officer
Derek Jones	DFES District Officer
Shane Harris	Community Emergency Services Manager (Minute taker)
Estelle Lottering	Project Manager and Community Services

APOLOGIES

Ben Blewett	Senior Bush Fire Control Officer
Nick Trethowan	Senior Bush Fire Control Officer
Paul Webb	Councillor
Robert Jehu	Manager of Regulatory Services

Unconfirmed

3. SUMMARY OF RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE

Nil

4. PUBLIC QUESTION TIME

Nil

5. APPLICATIONS FOR LEAVE OF ABSENCE

Nil

6. CONFIRMATION OF MINUTES

Minutes of the Bushfire Advisory Committee Meeting held on 14 February 2024 were previously circulated under separate cover.

COMMITTEE DECISION
That the minutes of the Bushfire Advisory Committee Meeting held 14 February 2024 be confirmed as a true record.

Moved by Digby Stretch and second by Ross Fryer-Smith. **Carried 9/0**

7. ANNOUNCEMENTS by the Presiding Member without discussion

Nil

8. PETITIONS, DEPUTATIONS & PRESENTATIONS

Nil

9. DECLARATIONS OF INTEREST

Nil

Unconfirmed

10. STATUS REPORTS

2023/2024 Fire Season Update

As of May 2024, the following fires have been reported to the Shire:

Fires by Brigades for 2023 - 2024														
Brigade		**July**	**August**	**Sept**	**Oct**	**Nov**	**Dec**	**Jan**	**Feb**	**Mar**	**April**	**May**	**June**	**Total**
Boilup		0	0	0	0	0	0	0	0	0	0	0	0	**0**
Boscabel		0	0	0	0	1	2	2	0	0	0	0	0	**5**
Changerup		0	0	0	0	1	0	0	0	0	0	0	0	**1**
Cherry Tree Pool		0	0	0	1	0	1	3	1	0	0	0	0	**6**
Jingalup		0	0	0	0	0	1	0	0	0	0	0	0	**1**
Kojonup		0	0	0	1	3	2	6	2	0	3	0	0	**17**
Lumeah		0	0	0	1	3	0	1	1	0	0	0	0	**6**
Mobrup		0	0	0	0	1	0	3	0	0	1	0	0	**5**
Muradup		0	1	0	0	0	0	0	0	0	0	0	0	**1**
Orchid Valley		0	0	0	0	0	1	3	1	0	0	0	0	**5**
Qualeup		0	0	0	0	0	0	0	0	1	0	0	0	**0**
Ryans Brook		0	0	0	0	1	0	0	0	0	0	0	0	**1**
Total		**0**	**1**	**0**	**3**	**10**	**7**	**18**	**5**	**0**	**4**	**0**	**0**	**48**

This compares with the following data for the previous four years.

Fires for Fire Brigades 2021 - 2022														
Brigade		**July**	**August**	**Sept**	**Oct**	**Nov**	**Dec**	**Jan**	**Feb**	**Mar**	**April**	**May**	**June**	**Total**
Boilup		0	0	0	0	0	0	0	0	0	0	0	0	0
Boscabel		0	0	0	0	0	0	2	1	0	0	0	0	3
Changerup		0	0	0	0	1	0	0	0	2	1	0	0	4
Cherry Tree Pool		0	0	0	0	0	0	0	0	1	0	0	0	1
Jingalup		0	0	0	0	1	2	2	1	3	0	1	0	10
Kojonup		0	0	0	0	0	1	0	1	0	1	0	0	3
Lumeah		0	0	0	0	0	0	0	0	0	0	0	0	0
Mobrup		0	0	0	0	0	0	0	0	0	1	0	0	1
Muradup		0	0	0	0	0	2	0	1	2	0	0	0	5
Orchid Valley		0	0	0	0	0	0	0	0	2	0	0	0	2
Qualeup		0	0	0	0	0	0	0	0	1	0	0	0	1
Ryans Brook		0	0	0	0	0	0	0	0	0	0	0	0	0
Total		0	0	0	0	2	5	4	4	11	3	1	0	30

Fires for 2020 - 2021 by Brigades														
Brigade		**July**	**August**	**Sept**	**Oct**	**Nov**	**Dec**	**Jan**	**Feb**	**Mar**	**April**	**May**	**June**	**Total**
Boilup														
Boscabel														
Changerup								1		2				3
Cherry Tree Pool					1			1			1			3
Jingalup							1	4						5
Kojonup								5		1				6
Lumeah							1	2						3
Mobrup											1			1
Muradup					2									2
Orchid Valley								1	1					2
Qualeup							1	1						2
Ryans Brook							1	1	1					3
Total					3		4	16	2	3	2			30

Unconfirmed

Fires for 2019-2020 by Brigades													
Brigade	**July**	**August**	**Sept**	**Oct**	**Nov**	**Dec**	**Jan**	**Feb**	**Mar**	**April**	**May**	**June**	**Total**
Boilup													0
Boscabel					3	1							4
Changerup						1							1
Cherry Tree Pool						1							1
Jingalup								1		2			3
Kojonup										2			2
Lumeah						1	1	1	3				6
Mobrup								1		1			2
Muradup				1		1		1					3
Orchid Valley										1			1
Qualeup									1				1
Ryans Brook						1							1
Total	0	0	0	1	3	6	1	4	4	6	0	0	25

Fires for 2018 - 2019 by Brigades													
Brigade	**July**	**August**	**Sept**	**Oct**	**Nov**	**Dec**	**Jan**	**Feb**	**Mar**	**April**	**May**	**June**	**Total**
Boilup													0
Boscabel													0
Changerup					1	1			2				4
Cherry Tree Pool						1	1		1				3
Jingalup						1	4		3		1		9
Kojonup						1	2		1	1	3	1	9
Lumeah						3	1		1	1	2		8
Mobrup							1				1		2
Muradup									2				2
Orchid Valley									1				1
Qualeup						1					2	1	4
Ryans Brook							1						1
Total	0	0	0	0	1	8	10	0	11	2	9	2	43

Unconfirmed

These reported fires provide a vital argument when the Shire requires extra funding or there is a need for extra resources to be allocated to this area. All fires need to be reported to DFES Communications Centre. This allows a record of incidents which can be utilised for resource allocation.

11 GENERAL ITEMS

11.1 CESM – Shane Harris

- LG Package May 2024 Update: 520 Registered members, need to consider register for insurance, less members. Insurance increasing to $140 per volunteer.

COMMITTEE DECISION

That the minutes of the Bushfire Advisory Committee Meeting held 14 February 2024 be confirmed as a true record.

- LGGS Operating Grant: Applied for $103,335.00, was awarded $93,500, giving brief overview of what is in the next financial year's budget for this operating grant.
- SOKO Fire Break Order: Discuss changes in the fire break order booklet, after discussions decided to stay with older version.

COMMITTEE DECISION

The Committee endorsed and recommends to Council the Fire Break Order 24/25 to council as presented.

Moved: Tony Fisher, Second: Mick Mathwin **Carried 9/0**

- Group call – discussion on how this format of communication would work. DFES to investigate how this may be implemented.

MOTION

The Committee requests the Department of Fire and Emergency Services (DFES) researches how the Shire of Kojonup changes its current communication system to the described Group Call Communication method for contacting the DFES Command Centre.

Moved: Tony Fisher, Second: Ross Fryer- Smith **Carried 9/0**

- 3G-4G AVL Change Over: Completed on Kojonup and Muradup appliances.
- BRMP report finalised and will be presented to council for receiving.

Unconfirmed

11.2 DFES – Derek Jones

- Fire Season Review
    - Relatively quiet across region
    - Local fires - well managed at local level.
    - Some deployments intra-region and inter-region - Serpentine, Neds Corner, Waroona & Walpole.
    - Neds Corner - Fatality - Findings/recommendations still to be finalised - when released recommend analysis and see what applies to Kojonup.
- School and Community Group - Evacuations
    - All schools are required to have bushfire plan.
    - Schools will act upon advice given by someone in a substantial role.
    - Be aware of need to go early particularly when larger groups involved - schools, hospitals etc
- AFDRS Review
    - A representative from AFDRS was at ROAC in April -
    - System continues to be reviewed and monitored - if glitches are observed please take opportunity to provide feedback.
- Mitigation Works
    - Shire now has a Bushfire - Risk Management Plan endorsed by OBRM.
    - Allow shire to access funding to mitigate shire tenure land..
    - UCL/UMR in gazetted townsites DFES responsibility. Have worked with Tony and respective Captains to do some work around townsites.
    - Plan to undertake slashing as per previous years around townsites.
    - All mitigation strategies on the table - just need advanced planning to ensure clearances and permits are obtained.
- Training
    - Legal and Legislation - recommend completion when all FCO appointments are finalised.
    - Opportunity to pursue higher order courses including incident management.
    - Crew Leader
    - Advanced Bushfire
    - Sector Commander
    - Incident Controller- Level 1- pause this one pending refinement
    - Pre-season - shakedown desktop exercise.

Unconfirmed

4. Permits

- Recommend permit holder notify Comcen (DFES) - may reduce false alarms to brigades.
- Gazetted Fire Weather Officers have capacity to allow permits to proceed when FDR exceeds 'High'
- Need explicit approval of FWO.

11.3Shire of Kojonup – Executive Officer - Grant Thompson

- BRMC funding – the Shire has been offered the opportunity to create a role to support mitigation work. Decision required if Shire of Kojonup will join the Shires of Katanning and Broomehill-Tambellup in a joint funding arrangement with DFES to appoint a Bushfire Risk Mitigation Coordinator.
- Total cost of BRMC would be roughly $170,000.00. (70% for LG, and 30% DFES after the second year). Approx. cost to individual Shires circa $40K YOY for the term of the contract.

COMMITTEE RECOMMENDATION
The Committee recommends that the Council investigates appointing a Bushfire Risk Mitigation Coordinator and determines the cost/benefit to the Shire.

- Announcement – Robert Jehu will be leaving the Shire of Kojonup on Friday the 10th of May 2024. Read message from Robert to Committee members thanking them for the time they worked together.
- Communication Tower update, change over from old tower to the new tower will happen in the off season. All communications may be down for 24hrs (worst case scenario).
- Question to DFES on its Commitment to transfer the WAERN and to pay for it. Contractor details to be send to Derek Jones to investigate.

11.4Kojonup Volunteer Bushfire Brigade – Chief – Tony Fisher

- On behalf of the Committee would like to thank Robert Jehu for the support he gave them over the past 3 years.
- Want to open the season but need to get past the next couple of days of high fire danger ratings.

11.5Kojonup Volunteer Bush Fire Brigade – Digby Stretch

- Met all fire volunteers a couple of weeks ago at AGM.
- From AGM concerns arose for the Myrtle Ben Reserve, if things goes wrong, how will the Shire be able to keep people out with drones etc.

Unconfirmed

- It's been a busy Kojonup Fire Season
- Request to figure out how the standpipes can be unlocked to fires brigades faster during a fire.

COMMITTEE DECISION
Committee recommends to Council that it receives the unconfirmed minutes of the BFA AGM held on the 15th of April 2024 to council.
Moved: Digby Stretch, Second: Tony Fisher **Carried 9/0**

12 OTHER ITEMS

Nil

12 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

13 LATE ITEMS

Nil

14 NEXT MEETING

7 August 2024

15 CLOSURE

There being no further business to discuss the Presiding Member thanked the members for their attendance and declared the meeting closed at 9:27 pm.

Unconfirmed

Confirmed as true and correct:

_____ _____
Chairperson Date

Unconfirmed

Kojonup Bushfire Association Minutes
Sports Complex
APRIL 15 th April 2024 at 7.30pm.

Opening of the meeting and recording of attendance.

PRESENT:

Bevan Bignell	Boilup Brigade
Craig Ivey	Boscabel Brigade
Owen Bignell	Cherry Tree Pool Brigade
Joe Young	Jingalup Brigade
Chris Wright	Jingalup Brigade
Mick Mathwin	Jingalup Brigade (Shire Councilor)
Tony Fisher	Kojonup Brigade (CBFCO)
Gina Haenga	Kojonup Brigade
James Eyres	Kojonup Brigade
Jason Thorn	Kojonup Brigade
Tim Johnston	Kojonup Brigade
Matt Bilney	Kojonup Brigade
Malcolm	Kojonup Brigade
Roger Bilney	Kojonup Brigade (Shire President)
Ned Radford	Kojonup Brigade (Shire Councilor)
Nick Trethowan	Lumeah Brigade (Senior BFCO)
Digby Stretch	Mobrup Brigade (Association President)
Ross Fryer-Smith	Mobrup Brigade (DBFCO)
Rob E-Warburton	Mobrup Brigade
David Nuunn	Mobrup Brigade
Denise Berryman	Muradup Brigade (Association Secretary)
John Binns	Qualeup Brigade
Griff Chomley	Orchid Valley Brigade
Ian Ribertson	Orchid Valley Brigade
Mel Shepherd	Ryans Brook Brigade
Stuart Tohl	Ryans Brook Brigade
Grant Thompson	Shire CEO
Shane Harris	CESM

Unconfirmed minutes

APOLOGIES:

Ben Blewett	Muradup Brigade
Nathan Leitch	Muradup Brigade
Paul Norrish	Changerup Brigade
Steve Magini	Changerup Brigade

1. Announcements by the President
   The President made the meeting aware of the exit doors and where the muster point was outside.

2. Confirmation of minutes of: Minutes April 2023

   Moved: Craig Ivey
   Seconded: Nick Trethowan
   Carried: yes

3. Business arising from the minutes other than listed.

None

Unconfirmed minutes

4.

Election of CBFCO, DCBFCO and two (2) senior FCO's to be recommended to the Kojonup Shire Council for appointment to their respective positions.

Moved by – Mick Mathwin seconded by Stuart Tohl : that

- Tony Fisher…..is recommended for the position of Chief Bushfire Control officer in the Shire of Kojonup for the 2024/2025 year
- Ross Fryer-Smith…… is recommended for the position of Deputy Chief Bushfire Control officer in the Shire of Kojonup for the 2024/2025 year.
- Nick Trethowan……and Ben Blewett…….are recommended for the position of Senior Fire Control Officers in the Shire of Kojonup for the 2024/2025 year.
- That the CBCO and the DCBCO are recommended for appointment as Fire Weather officer and Deputy Fire Weather officer respectively for the 2024/2025 year.
- That the CBCO and the DCBCO are recommended to be appointed as authorised officers to issue permits to burn for the collection of clover seed for the 2024/2025 year.
- That the CBFCO and the DCFBCO and the two senior BFCO's be authorised to advise the Shire Council on the imposition of harvesting and movement of vehicles bans in the Shire of Kojonup for the 2024/2025 year.

Carried - Yes

5. The Brigades have nominated Brigade Captains as listed below

Moved by -Mel Shepherd – seconded by Chris Wright that the nominees listed below be appointed to their respective Brigades as Captain subject to each person having successfully completed the FCO's course as conducted by DFES.

Ben Johnston ……..Captain/FCO, Boilup Brigade
Craig Ivey ……Captain/FCO, Boscabel Brigade
Paul Norrish…….Captain/FCO, Changerup Brigade
Owen Bignell----------Captain/FCO, Cherry Tree Pool Brigade
Tom Mathwin ……Captain/FCO, Jingalup Brigade
James Eyres ……Captain/FCO, Kojonup Brigade
Justin Brown …….Captain/FCO, Lumeah Brigade
Rob Warburton ……..Captain/FCO, Mobrup Brigade
Nathan Leitch …….Captain/FCO, Muradup Brigade
Griff Chomley…….Captain/FCO, Orchid Valley Brigade
Shannon Binns ----------Captain/FCO, Qualeup Brigade
Stuart Tohl……Captain/FCO, Ryans Brook Brigade
Bevan Brown ……..FCO, Kojonup Town

Carried - Yes

6 <u>CBFCO Report</u> : to be read out at meeting

The first fire attended was in and working alongside the Kojonup VFRS with a house fire in Muradup on the night of 13th August. Our main job here was keeping water up to the VFRS as there was no standpipe or little water pressure at that time.

Our first bush fire was the 13th October in the Cherry Tree Pool Brigade. We have had 44 fires so far this season with another 6 fires that we have attended out of our shire. We had one fire light up due to being a side by side, which sucks up material very easily around the manifold area. Those machines should not be usedin areas of fire risk. We have had 3 bigger fires this year with 2 in the Cherry Tree Pool area with 1 of which we had the water bombers assist in a pine plantation which was being harvested.

The biggest fire for the season was the furniss Loop fire which burnt 30 Hectares of pasture and stubble on the 17th January. With this fire and all other fires the mopping up with a 100 metre break has worked extremely well in holding fire and stopping then from escaping.

On the 15th of January we had a busy time with 20 fires registered – all from lightning strikes. The very quick response time and excellent mopping up by all firefighters was remarkable. A job well done by all.

The fires we have had the majority of them were caused by lightning and a small number of header fires and 1 or 2 pole top fires. All responders to fires must be congratulated but our season is still not over.

We started scheds in November with very good attendances- once harvest started was in full swing we had 7 day shceds and have now dropped these back to full scheds a couple of times a week with FCO's full time with permits.

We were hoping to burn 2 or 3 sections of certain reserves in the last winter to reduce fuel loadings but were unable to get to them before things dried up too wuickly. Also we had planned to do

Unconfirmed minutes

a burn around Muradup town site a well but due to a very fast cutoff we were unable to get that done as well. we have those on the list to try and get done.

The aerial inspection was carried out in December. Thank you to ross Fryer-Smith for organising this. This year the results were a bit disappointing. The majority of people do a very good job but there is no excuse for doing nothing. Until we all do it properly we are leaving all at risk.

Western Australias southern areas are experiencing some of the driest conditions in 120 years. Our fire risk to sensitive areas is huge and still with little or no rainfall in sight. We have to remain cautious.

Permits for restricted burning commenced on 2nd April with 3 permits daily for several days before increasing to around 6 to 7 permits and now back to under 6 a day.

As of today the 15th april permits are available to landowners for burning timber heaps and chaff heaps. Heaps must be a minimunm of 40 mtrs from the boundary. Chaff heaps in paddocks must be burnt out, timber heaps need to have a break of bare dirt of a minimum of 40 mtrs.

What has worked very well with all the fires is the fast fills which allows fast refill times and better mopping up because of access to water. St this point in time when and if a fire starts we need to know where water is with low dam levels.

I am pleased to say we now have a new radio communication tower which is going to make us more efficient and keep all safer. With the new tower and sms system and Whatsapp we are looking good going forward.

Thank you to Simon Klopper for his availability at fires not only with his machinery but also his firefighting truck and staff.

Thank you to all the shire staff who assist in anyway and thank you to Shane our CESM.

To Nathan and Temby aand crews for our 2.4 trucks a huge thank you for always being available and diligent.

Unconfirmed minutes

Thanks to Digby our President for all his work over this last year.

Now I ould once again like to thank Denise who has once again made the Zulus job a lot easier by continuing to work tirelessly to ensure all fires are recorded and for keeping on top of permits for us. Thank you Denise.

A big thank you gos to Myles Reid – Tango 1 for the work he has done in his role not only as tango 1 but as a Zulu over many years as he is standing down from his position. I very much valued Myles in his FCo roles and would likt to wish him all the best. Thanks mate.

To ross and Nick and our new zulu Ben who I think has done an outstanding job coming into this position. Thank you for all of your support. Everything you do is so very much appreciated.

Lastly I would like to thank all the FCo's , radio operators, firefighters and volunteers for once again showing what an outstanding organisation we are.

Thank you
Tony Fisher
CBFCO
15/4/2024

Unconfirmed minutes

7 Brigade office bearers

The Brigade office bearers and radio operators for the 2024/2025 year have been elected from their respective Brigades and will be listed in the Shire Emergency Directory
Association Secretary will forward to Bush Fire Advisory Committee

8 Presidents Report. to be read out at meeting

President's Report 2023/24

Kojonup Bushfire Association

The highlight of the 23/24 season has been the installation of the bushfire communications tower near the Jingalup and Balgarup crossroads. We look forward to much better reception once the radios are commissioned. Thanks to the Heggaton family for access to the land for the new tower. Thanks also to the Hope and Williams families, who have hosted the mid-band tower for many years.

Shane Harris has been appointed to the CESM position, shared between Cranbrook, Gnowangerup and Kojonup shires. Shane has quickly got a handle on how our brigades work. He has been delivering training and assisting with some of the bureaucratic side of bushfire management.

The shire has been developing a Bushfire Risk Management Plan which I have had editing input into through the Bushfire Advisory Committee. It is quite a bureaucratic document but it is necessary for the shire to have for its compliance requirements.

The new OHS legislation seems to find new ways to affect us. The shire is now having to explore the need for an induction process for brigade members as well as the basic training that we expect of members attending fires.

Insurance costs coming out of ESL funding continue to rise. With over 400 members trained and registered, it is really important that brigades keep their membership lists up to date and remove people that don't need to be there.

Thank you to the Zulu's, Denise and the shire for all the work that goes into bushfire management in Kojonup. It was a busy start to the season and well handled. Kojonup continues to be well protected from fire by the efforts of all of you. The continual improvement of equipment, response time and adoption of developing technologies such as WhatsApp is impressive.

As always, I ask you to keep succession planning front of mind for our association at every level. There are many people capable of stepping up a level, please consider taking a turn at the wheel.

Digby Stretch

15/4/24

9 Correspondence In –

Emails from the shire and cesm to pass on to brigades

Correspondence Out –

Emails passed on to the secretaries from the shire and cesm to send out to their members.

Correspondence In and Out to be accepted:
Moved:
Seconded:
Carried:

10 General Business

- **Spare rope pulls for fast fills**
  A list of each brigades fast fills has been sent to the CESM to see if they can be ordered through ESL money
- **Spare roll of rope for fast fills – Stuart has stronger rope to mention.**
  Stuart explained the rope that he has been able to secure which is far more stronger than what is on the pull starts when they come. He will see CESM.
- James Eyres (Keelo 1) spoke about the closeness of Myrtle Benn to the town and if there is a fire there and about control burning to be done in that area. Falls under his area. If a water bomber is needed in case of fire here it could be hampered by volunteers – other than the fire fighters- and what could he do to stop them from coming in and wanting to put fire out. james said that if fire is at the wrong time of year if too hot all things will go.
- Shane Harris – CESM for Kojonup said mitigation is being undertaking about what can be done in there. There are protocols and permissions to be received and looked at from the commonwealth and also the flora and fauna in the reserve and Aboriginal Heritage in the reserve.
- CEO Grant Thompson said that mitigation has just been put in place for funding for Myrtle Benn and look to conduct community drills also.
- Owen Bignell said that with the fire at the Pine Plantation the water bombers were very good. He asked was the shire water tanker still going to be made available for a fire – it was in place before that it could be called for in fire season and that it would be available. If shire worker

Unconfirmed minutes

not available to drive tanker could it be possible for someone else to drive it. He also asked for signs to be put out on the road for traffic management by the shire to slow traffic and they were not supplied.

- Ned Radford Shire councillor said that the shire tanker was out on a road already and not available.
- Ian Robertson asked about permits for burning around buidings – a lot cancelled due to high fire danger rating and unable to do protective burning – can we over-ride this. New system in place for working these out now.
- Shane Harris – CESM said the new system is a bit clunky – any comments about this let him know so they can be pput to the meetings he goes to.
- Tim said previously that there was power to over-ride.
- Advisory group was talking with CESM and others – lot of work done- to see what they could work out for a system to be put in place that they could safely over-ride a DFES applied high fire danger rating when things were okay in Kojonup area.
- Joe Young commented about the cutting off of protective burning alsi – similar comments.
- Mick Mathwin – deceisions made one night for next day – can you not have confidence to over ride if it gets to 3 pm and it is benign.
- Chris Wright asked about not burning heaps in stubble if have good breaks. Used to be 1 chain break
- Stuart tohl said it used to be 2 chain clean break. There is right time to burn heaps. He commended Zulu's for their efforts and sticking to their decisions .
- Jason Thorn thought 2 units – 2 people not really enough. They operate with more. Can the minimum requirement for permitd be changed (utility can only really hold 800 ltrs) Tony said people can always have more units and if they feel not enough for them to burn take more.
- James Eyres said that they are losing days to start stubble burning because of this high fire danger rating and permits cancelled and also the start of restricted burning period being later. Tony commented that things were different this year because of the dry conditions – no rain – things tinder dry.
- Ross commented om s few different items that people had brought up.
- Owen Bignell commented that the handheld radios werenot real good out in the Cherry Tree Pool area.
- Jason thorn asked about getting some handhelds through DFES for radio operators – Kojonup auto electrics could get them through DFES. (some brigades had purchased some years ago a couple for themselves.

Unconfirmed minutes

- Craig Ivey said do the water bombers work properly – came but left early from a fire. Refuelling issue – call them early if needed – can always turn around or get them to drop their load and go. If too late they can not come due to night time and also if unavailable with being at other fires.
- John Binns said clear direction is needed as to who is covered by insurance. Acitve - auxiliary.Previous confusion about age years ago – sorted.
- Any comcerns from the meeting tonight will be taken to the next BFAC meeting.

11 <u>Election of President</u>. (Conducted by the CBFCO)

Tony called for nominations

Moved by: – Chris Wright seconded by Ian Robertson that Digby Stretch be elected President for the 2024/2025 year.

There were no other nominations and Digby stretch was elected unopposed for the 2024/2025 season

12 <u>Election of Deputy President</u>.

Moved by Nick Trethowan – seconded by James Eyres that Roger House be elected Deputy President for the 2024/2025 year.

There were no other nominations and Roger House was elected unopposed for the 2024/2025 season

13 <u>Election of Secretary</u>.

Moved: by Ian Robertson seconded by Mel Shepherd nominating Denise Berryman be elected Secretary for the 2024/2025 year.

There were no other nominations and denise Berryman was elected unopposed for the 2024/2025 season

Meeting closed at: 9.20 pm

Unconfirmed minutes

SHIRE OF KOJONUP

NOMINATION FORM

VOLUNTEER BUSHFIRE BRIGADE OFFICE BEARERS – 2024 / 2025

I, Tony Fisher wish to hereby nominate to The Shire of Kojonup to act in the capacity of the following position:

✓	Chief Bush Fire Control Officer
	Deputy Bush Fire Control Officer
	Senior Bush Fire Control Officer

In the Shire of Kojonup.

Signed

15/4/24
Date

Return Forms to: Shire of Kojonup: council@kojonup.wa.gov.au
: Hand delivered: 93-95 Albany Highway, Kojonup

SHIRE OF KOJONUP

NOMINATION FORM

VOLUNTEER BUSHFIRE BRIGADE OFFICE BEARERS – 2024 / 2025

I, ROSS FRYER-SMITH wish to hereby nominate to The Shire of Kojonup to act in the capacity of the following position:

	Chief Bush Fire Control Officer
✓	Deputy Bush Fire Control Officer
	Senior Bush Fire Control Officer

In the Shire of Kojonup.

Signed

15-4-24
Date

Return Forms to: Shire of Kojonup: council@kojonup.wa.gov.au
: Hand delivered: 93-95 Albany Highway, Kojonup

SHIRE OF KOJONUP

NOMINATION FORM

VOLUNTEER BUSHFIRE BRIGADE OFFICE BEARERS – 2024 / 2025

I, NICHOLAS MARTIN TRETHOWAN wish to hereby nominate to The Shire of Kojonup to act in the capacity of the following position:

	Chief Bush Fire Control Officer
	Deputy Bush Fire Control Officer
✓	Senior Bush Fire Control Officer

in the Shire of Kojonup.

Signed

24-03-24
Date

Return Forms to: Shire of Kojonup
: Hand delivered: 93-95 Albany Highway, Kojonup

SHIRE OF KOJONUP

NOMINATION FORM

VOLUNTEER BUSHFIRE BRIGADE OFFICE BEARERS – 2024 / 2025

I, BEN BLEWETT wish to hereby nominate to The Shire of Kojonup to act in the capacity of the following position:

	Chief Bush Fire Control Officer
	Deputy Bush Fire Control Officer
✓	Senior Bush Fire Control Officer

In the Shire of Kojonup.

B M Blewett
Signed

17-4-24
Date

Return Forms to: Shire of Kojonup: council@kojonup.wa.gov.au
: Hand delivered: 93-95 Albany Highway, Kojonup

BFAC Notes – Shire of Kojonup – 8th May 2024

1. **Fire Season Review**
    - Relatively quiet across region
    - Local fires – well managed at local level.
    - Some deployments intra-region and inter-region – Serpentine, Neds Corner, Waroona & Walpole.
    - Neds Corner – Fatality – Findings/recommendations still to be finalised – when released recommend analysis and see what applies to Plantagenet.
2. **School and Community Group – Evacuations**
    - All schools are required to have bushfire plan.
    - Schools will act upon advice given by someone substantial at the fire.
    - Be aware of need to go early particularly when larger groups involved – schools, hospitals etc
3. **AFDRS Review**
    - A representative from AFDRS was at ROAC in April –
    - System continues to be reviewed and monitored – if glitches are observed please take opportunity to provide feedback.
4. **Mitigation Works**
    - Shire now has a Bushfire – Risk Management Plan (?).
    - Allow shire to access funding to mitigate shire tenure land. .
    - UCL/UMR in gazetted townsites DFES responsibility. Have worked with Tony and respective Captains to do some work around townsites.
    - Plan to undertake slashing as per previous years around townsites.
    - All mitigation strategies on the table – just need advanced planning to ensure clearances are obtained.
5. **Training**
    - Legal and Legislation – recommend completion when all FCO appointments are finalised.
    - Opportunity to pursue higher order courses including incident management.
    - Crew Leader
    - Advanced Bushfire
    - Sector Commander
    - Incident Controller – Level 1 – pause this one pending refinement
    - Pre-season – shakedown desktop exercise.
6. **Permits**
    - Recommend permit holder notify Comcen – may reduce false alarms to brigades.
    - Gazetted Fire Weather Officers have capacity to allow permits to proceed when FDR exceeds 'High'
    - Need explicit approval of FWO.

Derek Jones

District Officer

29/04/2024

Radio Servicing – June.

District Fire Danger Rating: # of days High or above for District						
Fire Weather District	*Feb-24*		*Mar-24*		*Apr-24*	
	High	**Extreme**	**High**	**Extreme**	**High**	**Extreme**
Striling North	19	4	17	0	6	0
Stirling West	17	3	12	0	3	0
Stirling Coastal	15	1	7	0	2	0
Fitzgerald Coast	16	3	6	0	1	0
Fiztgerald Inland	20	4	12	0	4	0
Esperance Coast	20	2	7	0	0	0
Esperance Inland	22	2	8	0	2	0

Government of **Western Australia**
Department of **Fire & Emergency Services**

DFES
Department of Fire & Emergency Services

Shire of Kojonup Report Package

All information collected as at 30/04/2024

May 1, 2024

reports@dfes.wa.gov.au version 1.0 202203

Local Government DFES Report Pack.

Produced by the OIS Branch, this pack is generated automatically and emailed monthly.

The Shire of Kojonup has the following subscriptions to this report:

council@kojonup.wa.gov.au

Please contact the OIS Branch for comments & feedback at reports@dfes.wa.gov.au.

For information regarding Volunteer Covid19 vaccinations, please contact:
covid19@dfes.wa.gov.au

This Report Package Contains:

- Local Government & CESM Summary
- 000 Service Agreement
- Incidents Summary & Year to Date (YTD) Comparison
- Bushfire Summary
- Volunteers Summary (LGIS)
- Volunteers Summary by Brigade
- Brigade Incident Summary and IRS Report Completion Rate
- SMS Lists
- Vehicle - Appliance List
- Brigade Membership Listing

Shire of Kojonup Report Package

All information collected as at 30/04/2024

May 1, 2024

reports@dfes.wa.gov.au version 1.0 202203

LOCAL GOVERNMENT SUMMARY

Shire of Kojonup

Please advise reports@dfes.wa.gov.au if any of this information is incorrect

Brigade Listing
BOILUP BFB
BOSCABEL BFB
CHANGERUP BFB
CHERRY TREE POOL BFB
JINGALUP BFB
KOJONUP BFB
LUMEAH BFB
MOBRUP BFB
MURADUP BFB
ORCHID VALLEY BFB
QUALEUP BFB
RYANS BROOK BFB

CBFCO, DBFCO & CESMS	
CBFCO	TONY FISHER
DCBFCO	ROSS FRYER-SMITH
CESM	SHANE HARRIS

Shire of Kojonup Report Package

All information collected as at 30/04/2024

May 1, 2024 reports@dfes.wa.gov.au version 1.0 202203

000 SERVICE AGREEMENT for *KOJONUP (S)*

In order to advise Local Government of 000 calls promptly it is suggested that contacts are 24/7 numbers.
The 4th contact will always be DFES Regional Duty Coordinator

No more than 3 contacts per LGA will be recorded.

Our 24 hour, 365 day emergency 000 contacts from the Communications Centre are as follows:

Organisation	Role	Name	Contact Type	Number
Shire of Kojonup	SMS		SMS	KOJONUPSHIRE
Shire of Kojonup	CBFCO	Tony Fisher	Mobile (All Hrs)	0428 311 504
Shire of Kojonup	CEO	Grant Thomspn	Mobile (All Hrs)	0419 903 363
DFES Great Southern Region	Regional Duty Co-Ordinat	DFES Regional Duty Co-Ordinator		1800 314 644

Note: *Contacts may make reference to an SMS group which allows multiple pagers or mobile phones to be attached to that group.. An SMS list form needs to have been completed.*

Alterations to contacts:

Organisation	Role	Name	Contact Type	Number

Local Government Chief Executive Officer		DFES Area / District Manager	
Print Name	Signature	Print Name	Signature
Contact Number	Date	Contact Number	Date

Instructions for Local Authority in the event of any alterations to the list above;
1. Complete the Alterations section with the changes required.
2. CEO to sign form.
3. Local Authority to send a copy to DFES Regional Office for Authorisation by DFES Area / District Manager.
4. Area/District Manager to email a signed copy to **cadadministrator@dfes.wa.gov.au**

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Incidents within the Shire of Kojonup by Financial Year *current FY incomplete

Incident Type	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024
Called Off - No Attendance	0	0	1	1	3
False Alarm - System Initiated	1	5	1	3	1
False Call - Good Intent	5	1	5	5	1
False Call - Malicious	0	0	0	0	1
Fire - Bushfire (lge)	3	5	4	7	22
Fire - Bushfire (sml)	14	8	19	10	19
Fire - Other/Rubbish/Vehicle	2	2	5	4	2
Fire - Structure	0	1	0	1	1
Hazardous Situation	2	1	0	2	0
Rescue & Medical	1	0	0	2	6
Road Crash & Rescue	2	3	9	7	5

Incidents: Year to Date Comparison: July 1 to May 1

Incident Type	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024	Average Excluding 2023/2024	% TREND this year
Called Off - No Attendance	0	0	1	1	3	0.5	0.00%
False Alarm - System Initiated	1	5	1	3	1	2.5	-60.00%
False Call - Good Intent	4	1	5	3	1	3.3	-69.23%
False Call - Malicious	0	0	0	0	1	0.0	0.00%
Fire - Bushfire (lge)	3	5	4	7	22	4.8	363.16%
Fire - Bushfire (sml)	13	8	19	10	19	12.5	52.00%
Fire - Other/Rubbish/Vehicle	2	2	5	3	2	3.0	-33.33%
Fire - Structure	0	1	0	0	1	0.3	0.00%
Hazardous Situation	1	1	0	2	0	0.5	0.00%
Rescue & Medical	1	0	0	0	6	0.3	0.00%
Road Crash & Rescue	2	2	8	6	5	4.5	11.11%
Totals:	**27**	**25**	**43**	**35**	**61**	**32**	96.88%

% TREND compares this FY to the Average.

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Bushfires within the Shire of Kojonup, with Ignition Cause

Bushfires are all vegetation fires (bush, grass, forest, crop etc..), of any size.

Ignition Cause	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024
Burn off fires	4	1	2	0	0
Campfires/bonfires/outdoor cooking	1	0	0	0	0
Equipment - Mechanical or electrical fault	1	0	0	0	0
Equipment - Operational deficiency	1	0	0	0	0
Human Error (Left on, knock over, unattended etc.)	0	0	1	0	0
Power lines	0	0	1	1	1
Reignition of previous fire	0	1	0	1	0
Sleeping/Alcohol/Drugs/Physical-Mental impairment	0	0	1	0	0
Suspicious/Deliberate	0	0	2	0	1
Undetermined	0	0	2	1	0
Unreported	3	2	1	5	31
Vehicles (incl. Farming Equipment/Activities)	4	4	2	5	3
Weather Conditions - Lightning	3	5	11	3	4
Weather Conditions (High winds, natural combustion etc. Excludes Lightning)	0	0	0	1	1

Hectares lost to Bushfires within the Shire of Kojonup

Size of fires is not always available; fires less than 1 hectare are not included.

Hectares Lost	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024
All Bushfires	9	90	28	59	270

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Volunteer Summary for LGIS	Age Group						
Volunteer Position	**Age N/A**	**<=18**	**<=55**	**56-65**	**66-70**	**71+**	**Total**
Junior or Cadet Rank	0	4	0	0	0	0	4
Active Operational	67	4	255	80	26	44	476
Non-Operational	4	0	24	4	4	3	39
Total	71	8	279	84	30	47	519

Bushfire Brigade Personnel Summary

as at 30/04/2024

Brigade	Captain	Volunteer Members	ID Card Received	Attended Incident Last 2 Yrs	Vol. Hub Access	IRS Access	WebEOC Access
BOILUP BFB	BEVAN BIGNELL	22	0	0	3	0	0
BOSCABEL BFB	GLENN WOODHAMS	42	0	6	3	0	0
CHANGERUP BFB	PAUL NORRISH	39	0	3	4	0	0
CHERRY TREE POOL BFB	OWEN BIGNELL	43	0	1	4	0	0
JINGALUP BFB	JOE YOUNG	66	0	0	8	0	0
KOJONUP BFB	JAMES EYRES	87	0	2	11	0	0
LUMEAH BFB	JAMES HEGGATON	52	0	0	6	0	0
MOBRUP BFB	WARREN PARKER	32	0	0	9	0	0
MURADUP BFB	NATHAN LEITCH	55	0	2	3	0	0
ORCHID VALLEY BFB	GRIFFIN CHOMLEY	22	0	12	0	0	0
QUALEUP BFB	SHANNON BINNS	38	0	0	1	0	0
RYANS BROOK BFB	JAMES TOHL	26	0	0	1	0	0
SHIRE KOJONUP		N/A	0	0	11	1	1

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Incidents Attended and IRS Reports completed	2021/2022			2022/2023			2023/2024		
	Incidents Attended*	IRS Report completed	Perc. Completed %	Incidents Attended*	IRS Report completed	Perc. Completed %	Incidents Attended*	IRS Report completed	Perc. Completed %
Brigade									
BOILUP BFB	**0**	0	0%	**0**	0	0%	**0**	0	0%
BOSCABEL BFB	**1**	0	0%	**1**	1	100%	**2**	2	100%
CHANGERUP BFB	**2**	0	0%	**0**	0	0%	**1**	1	100%
CHERRY TREE POOL BFB	**2**	2	100%	**0**	0	0%	**1**	1	100%
JINGALUP BFB	**8**	8	100%	**7**	5	71%	**0**	0	0%
KOJONUP BFB	**7**	5	71%	**6**	3	50%	**10**	1	10%
LUMEAH BFB	**0**	0	0%	**4**	0	0%	**4**	0	0%
MOBRUP BFB	**2**	2	100%	**3**	3	100%	**4**	1	25%
MURADUP BFB	**16**	12	75%	**4**	4	100%	**3**	1	33%
ORCHID VALLEY BFB	**2**	1	50%	**0**	0	0%	**4**	4	100%
QUALEUP BFB	**3**	1	33%	**3**	2	67%	**0**	0	0%
RYANS BROOK BFB	**1**	0	0%	**2**	0	0%	**0**	0	0%

BOSCABEL BFB

BOSCABEL BFB is showing as having attended the following Incidents, for which an IRS Report has not been completed or received.

Please arrange for the Report to be entered in IRS, or forward a copy of a completed (paper) report to reports@dfes.wa.gov.au (or fax: 1800 309 999). For queries, please email us or phone 9395 9406.

	Incident Address	Type of Incident
559010 26/01/2022 15:42	NEYMERUP RD, BOSCABEL	Fire - Bushfire (sml)

CHANGERUP BFB

CHANGERUP BFB is showing as having attended the following Incidents, for which an IRS Report has not been completed or received.

Please arrange for the Report to be entered in IRS, or forward a copy of a completed (paper) report to reports@dfes.wa.gov.au (or fax: 1800 309 999). For queries, please email us or phone 9395 9406.

	Incident Address	Type of Incident
550971 16/11/2021 15:46	MAGINI RD, CHANGERUP	Fire - Bushfire (lge)
563073 12/03/2022 06:32	MAGINI RD, CHANGERUP	Fire - Bushfire (sml)

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JINGALUP BFB

JINGALUP BFB is showing as having attended the following Incidents, for which an IRS Report has not been completed or received.

Please arrange for the Report to be entered in IRS, or forward a copy of a completed (paper) report to reports@dfes.wa.gov.au (or fax: 1800 309 999). For queries, please email us or phone 9395 9406.

		Incident Address	Type of Incident
607021	03/02/2023 09:45	KILCREGGAN-PALLIGUP POOL RD /, JINGALUP	Fire - Bushfire (lge)
616213	22/04/2023 12:38	HILLIER RD, JINGALUP	False Call - Good Intent

KOJONUP BFB

KOJONUP BFB is showing as having attended the following Incidents, for which an IRS Report has not been completed or received.

Please arrange for the Report to be entered in IRS, or forward a copy of a completed (paper) report to reports@dfes.wa.gov.au (or fax: 1800 309 999). For queries, please email us or phone 9395 9406.

		Incident Address	Type of Incident
558554	21/01/2022 17:26	HARPER RD, JINGALUP	Fire - Bushfire (sml)
560361	09/02/2022 11:46	TUNNEY RD, KOJONUP	Fire - Bushfire (sml)
602489	17/12/2022 08:54	PHILLIPS RD, JINGALUP	Fire - Bushfire (lge)
608780	23/02/2023 13:23	WANDOO RD, JINGALUP	Fire - Other/Rubbish/Vehicle
627923	28/06/2023 17:39	MATHER RD, KOJONUP	Fire - Structure
629900	16/07/2023 14:10	COLLIE-CHANGERUP RD, KOJONUP	Fire - Bushfire (sml)
632901	13/08/2023 00:21	HAGGERTY ST, MURADUP	Fire - Structure
648491	17/11/2023 17:12	JAGO RD, LUMEAH	Fire - Bushfire (sml)
652688	25/12/2023 18:29	MATHER RD, KOJONUP	Fire - Bushfire (lge)
652863	27/12/2023 17:15	MATHER RD, KOJONUP	Fire - Bushfire (sml)
654679	14/01/2024 16:31	POTTS RD, LUMEAH	Fire - Bushfire (lge)
654824	15/01/2024 20:05	BROOMEHILL-KOJONUP RD, KOJONUP	Fire - Bushfire (sml)
657158	08/02/2024 17:29	BOYUP BROOK-KOJONUP RD, KOJONUP	Fire - Bushfire (lge)
665122	20/04/2024 04:30	KOJONUP	Fire - Bushfire (sml)

LUMEAH BFB

LUMEAH BFB is showing as having attended the following Incidents, for which an IRS Report has not been completed or received.

Please arrange for the Report to be entered in IRS, or forward a copy of a completed (paper) report to reports@dfes.wa.gov.au (or fax: 1800 309 999). For queries, please email us or phone 9395 9406.

		Incident Address	Type of Incident
5607	18/10/2023 11:30	8 MILE RD & SHAMROCK RD, LUMEAH	Fire - Bushfire (sml)

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LUMEAH BFB

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		Incident Address	Type of Incident
5670	25/02/2024 09:00	COOK RD, LUMEAH	Fire - Other/Rubbish/Vehicle
601474	08/12/2022 00:11	HILL RD, LUMEAH	Fire - Bushfire (sml)
601475	08/12/2022 00:12	POTTS RD, LUMEAH	Fire - Bushfire (sml)
608379	19/02/2023 09:44	JINGALUP RD, LUMEAH	Fire - Bushfire (lge)
608391	19/02/2023 14:13	BALGARUP RD, JINGALUP	Fire - Bushfire (sml)
638711	24/09/2023 13:57	ALBANY HWY, LUMEAH	False Call - Malicious
651037	10/12/2023 11:47	TAMBELLUP WEST RD, BOBALONG	Fire - Bushfire (lge)
654679	14/01/2024 16:31	POTTS RD, LUMEAH	Fire - Bushfire (lge)
654680	14/01/2024 16:39	PALMER RD, LUMEAH	Fire - Bushfire (lge)

MOBRUP BFB

MOBRUP BFB is showing as having attended the following Incidents, for which an IRS Report has not been completed or received.

Please arrange for the Report to be entered in IRS, or forward a copy of a completed (paper) report to reports@dfes.wa.gov.au (or fax: 1800 309 999). For queries, please email us or phone 9395 9406.

Paper reports not accepted have insufficient information to process and should be re-issued.

		Incident Address	Type of Incident	
648248	15/11/2023 10:05	MOBRUP NORTH RD, MOBRUP	Fire - Bushfire (sml)	
654681	14/01/2024 16:51	FURNISS LOOP, MOBRUP	Fire - Bushfire (lge)	PAPER REPORT NOT ACCEPTED
654702	14/01/2024 19:27	SCOTTS BROOK RD, MOBRUP	Fire - Bushfire (lge)	
655195	18/01/2024 12:05	KOJONUP-FRANKLAND RD, MOBRUP	Fire - Bushfire (lge)	

MURADUP BFB

MURADUP BFB is showing as having attended the following Incidents, for which an IRS Report has not been completed or received.

Please arrange for the Report to be entered in IRS, or forward a copy of a completed (paper) report to reports@dfes.wa.gov.au (or fax: 1800 309 999). For queries, please email us or phone 9395 9406.

		Incident Address	Type of Incident
558933	25/01/2022 14:11	BOYUP BROOK-KOJONUP RD, SCOTTS BROOK	Fire - Other/Rubbish/Vehicle
561954	26/02/2022 13:52	HILLIER RD, JINGALUP	Fire - Other/Rubbish/Vehicle
563077	12/03/2022 07:12	CHANGERUP	False Call - Good Intent

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MURADUP BFB

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	Incident Address	Type of Incident
563094 12/03/2022 08:19	ROUND POOL RD, CHANGERUP	Fire - Bushfire (sml)
665122 20/04/2024 04:30	KOJONUP	Fire - Bushfire (sml)
665394 22/04/2024 14:27	SAMSON RD, KOJONUP	Fire - Bushfire (sml)

ORCHID VALLEY BFB

ORCHID VALLEY BFB is showing as having attended the following Incidents, for which an IRS Report has not been completed or received.

Please arrange for the Report to be entered in IRS, or forward a copy of a completed (paper) report to reports@dfes.wa.gov.au (or fax: 1800 309 999). For queries, please email us or phone 9395 9406.

	Incident Address	Type of Incident
561954 26/02/2022 13:52	HILLIER RD, JINGALUP	Fire - Other/Rubbish/Vehicle

QUALEUP BFB

QUALEUP BFB is showing as having attended the following Incidents, for which an IRS Report has not been completed or received.

Please arrange for the Report to be entered in IRS, or forward a copy of a completed (paper) report to reports@dfes.wa.gov.au (or fax: 1800 309 999). For queries, please email us or phone 9395 9406.

	Incident Address	Type of Incident
562160 01/03/2022 12:26	WENDOUREE RD, MURADUP	Fire - Bushfire (sml)
563077 12/03/2022 07:12	CHANGERUP	False Call - Good Intent
609972 09/03/2023 08:28	RIVERDALE RD, QUALEUP	Fire - Bushfire (sml)

RYANS BROOK BFB

RYANS BROOK BFB is showing as having attended the following Incidents, for which an IRS Report has not been completed or received.

Please arrange for the Report to be entered in IRS, or forward a copy of a completed (paper) report to reports@dfes.wa.gov.au (or fax: 1800 309 999). For queries, please email us or phone 9395 9406.

	Incident Address	Type of Incident
563276 13/03/2022 14:22	EIGHT MILE RD, LUMEAH	Fire - Bushfire (sml)
608379 19/02/2023 09:44	JINGALUP RD, LUMEAH	Fire - Bushfire (lge)
608391 19/02/2023 14:13	BALGARUP RD, JINGALUP	Fire - Bushfire (sml)

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SHIRE KOJONUP

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	Incident Address	Type of Incident
533861 24/07/2021 18:45	DEARLE RD, KOJONUP	False Call - Good Intent
550971 16/11/2021 15:46	MAGINI RD, CHANGERUP	Fire - Bushfire (lge)
556040 23/12/2021 17:46	NORRISH DR, KOJONUP	Fire - Bushfire (lge)
558927 25/01/2022 13:10	BOYUP BROOK-KOJONUP RD, QUALEUP	False Call - Good Intent
559085 27/01/2022 11:56	BOSCABEL-CHITTINUP RD, BOSCABEL	Fire - Other/Rubbish/Vehicle
560361 09/02/2022 11:46	TUNNEY RD, KOJONUP	Fire - Bushfire (sml)
563155 12/03/2022 12:49	KOJONUP-FRANKLAND RD, KOJONUP	Fire - Bushfire (sml)
563156 12/03/2022 12:50	PETER ROBINSON KOJONUP-KATANNING RD, CHERRY TREE POOL	Fire - Bushfire (sml)
565386 02/04/2022 19:25	KOJONUP-KATANNING RD, CHERRY TREE POOL	Called Off - No Attendance
565984 07/04/2022 12:40	MARK PRESTON FISHER RD, KOJONUP	Fire - Bushfire (sml)
566145 08/04/2022 09:42	COLLIE-CHANGERUP RD, KOJONUP	Fire - Bushfire (sml)
602489 17/12/2022 08:54	PHILLIPS RD, JINGALUP	Fire - Bushfire (lge)
602580 18/12/2022 10:34	CHANGERUP	Fire - Bushfire (sml)
605638 19/01/2023 12:30	MOBRUP RD, MOBRUP	Fire - Bushfire (sml)
607436 08/02/2023 09:16	QUALEUP SOUTH RD, QUALEUP	Fire - Other/Rubbish/Vehicle
608037 15/02/2023 10:38	ASHE RD, JINGALUP	Fire - Other/Rubbish/Vehicle
608044 15/02/2023 12:09	NORRISH RD, BOSCABEL	Fire - Bushfire (lge)
613044 04/04/2023 14:35	PARKER RD, JINGALUP	Fire - Bushfire (sml)
619814 07/05/2023 23:31	ALBANY HWY, LUMEAH	Fire - Other/Rubbish/Vehicle
627923 28/06/2023 17:39	MATHER RD, KOJONUP	Fire - Structure
630088 18/07/2023 08:29	COLLIE-CHANGERUP RD, KOJONUP	Fire - Bushfire (sml)
632901 13/08/2023 00:21	HAGGERTY ST, MURADUP	Fire - Structure
638559 23/09/2023 18:01	BOYUP BROOK-KOJONUP RD, KOJONUP	Called Off - No Attendance
638711 24/09/2023 13:57	ALBANY HWY, LUMEAH	False Call - Malicious
639715 29/09/2023 15:00	KOJONUP	Called Off - No Attendance
642404 13/10/2023 15:24	WATTS RD, CHERRY TREE POOL	Fire - Bushfire (lge)
648256 15/11/2023 12:00	OLD BROOMEHILL-KOJONUP RD, KOJONUP	Fire - Bushfire (lge)
648976 22/11/2023 09:40	MAGINI RD, CHANGERUP	Fire - Bushfire (sml)
649876 28/11/2023 14:30	BOSCABEL-CHITTINUP RD, BOSCABEL	Fire - Bushfire (lge)
649897 28/11/2023 16:10	WATTLEDALE RD, LUMEAH	Fire - Bushfire (sml)
649904 28/11/2023 16:43	DUJEMERRUP RD, CRANBROOK	Fire - Bushfire (sml)
650846 08/12/2023 13:20	HARPER RD, JINGALUP	Fire - Bushfire (lge)

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SHIRE KOJONUP

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	Incident Address	Type of Incident
651178 11/12/2023 16:20	HAROLD ROAD ALBANY HWY, BOSCABEL	Fire - Bushfire (sml)
651365 13/12/2023 15:00	TENNER RD, ORCHID VALLEY	Fire - Bushfire (lge)
652688 25/12/2023 18:29	MATHER RD, KOJONUP	Fire - Bushfire (lge)
654573 13/01/2024 21:28	TAMBELLUP WEST RD, LUMEAH	Fire - Other/Rubbish/Vehicle
654658 14/01/2024 15:35	BALL RD, CHERRY TREE POOL	Fire - Bushfire (lge)
654661 14/01/2024 15:50	BROOMEHILL-KOJONUP RD, KOJONUP	Fire - Bushfire (sml)
654663 14/01/2024 15:56	LADYMAN RD, CHERRY TREE POOL	Fire - Bushfire (sml)
654664 14/01/2024 15:58	O'HALLORAN RD, CHERRY TREE POOL	Fire - Bushfire (lge)
654666 14/01/2024 15:59	CHERRY TREE POOL RD, BOSCABEL	Fire - Bushfire (lge)
654671 14/01/2024 16:19	TONE RD, ORCHID VALLEY	Fire - Bushfire (lge)
654673 14/01/2024 16:22	FLORA AND FAUNA RD, ORCHID VALLEY	Fire - Bushfire (lge)
654687 14/01/2024 17:15	ALBANY HWY, KOJONUP	Fire - Bushfire (lge)
654695 14/01/2024 17:55	CHERRY TREE POOL RD, CHERRY TREE POOL	Fire - Bushfire (lge)
654702 14/01/2024 19:27	SCOTTS BROOK RD, MOBRUP	Fire - Bushfire (lge)
656591 02/02/2024 11:08	ALBANY HWY, LUMEAH	False Call - Good Intent
656885 05/02/2024 14:19	TONE RD, ORCHID VALLEY	Fire - Bushfire (sml)
657014 07/02/2024 11:28	WATTS RD, KOJONUP	Fire - Bushfire (lge)
657158 08/02/2024 17:29	BOYUP BROOK-KOJONUP RD, KOJONUP	Fire - Bushfire (lge)
657671 13/02/2024 12:53	KOJONUP-KATANNING RD, CHERRY TREE POOL	Fire - Bushfire (lge)
665122 20/04/2024 04:30	KOJONUP	Fire - Bushfire (sml)
665196 20/04/2024 15:59	ALBANY HWY, KOJONUP	Called Off - No Attendance
665394 22/04/2024 14:27	SAMSON RD, KOJONUP	Fire - Bushfire (sml)
665597 24/04/2024 17:02	MOBRUP RD, MOBRUP	Fire - Bushfire (sml)

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SMS Lists & Change of Details Form - KOJONUP (S)

as at 01/05/2024

SHIRE OF KOJONUP

THIS IS A CONTACT LIST ONLY
Send all changes to cadadministrator@dfes.wa.gov.au

Full Name	Mobile Phone or Pager Number	Remain	Delete	Change Mobile Number
BEN BLEWETT	61427250226			
CESM KOJONUP/GNOWANG	61499899189			
GRANT THOMPSON	61419903363			
NICK TRETHOWAN	61429341035			
ROBERT JEHU	61448313235			
ROSS FRYER-SMITH	61429342202			
TONY FISHER	61428311504			

Members to be Added: ***SHIRE OF KOJONUP***

Surname	First Name	Contact Number

Instructions for any alterations to the list above;

1. Details are to be printed **clearly.**
2. Member names are to be listed as Surname, then First Name.
3. Please provide details for any blanks already on the form above.
4. When signed by your AO/DO or CESM, send a copy of the new or updated form to **cadadministrator@dfes.wa.gov.au**

Please direct any questions to: cadadministrator@dfes.wa.gov.au

Changes Requested By:

Contact Name (please print)	Contact Number	Date	AO / DO / CESM	Sign & Date

AUTHORISED: ☐ YES ☐ NO

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Vehicles & Appliances

This information is used by RMS, IRS, CAD, the AVL system and WebEOC

Accuracy is imperative

Please advise incorrect information to appliances@dfes.wa.gov.au

KOJONUP BFB	Make	Model	Registration	UVI	Asset Code
TANKERS - 2.4 BROADACRE	ISUZU	FSS600	1GFG819	U104182	N269

MURADUP BFB	Make	Model	Registration	UVI	Asset Code
TANKERS - 2.4 BROADACRE	ISUZU	FSS550	1DKK079	U102750	E552

SHIRE KOJONUP	Make	Model	Registration	UVI	Asset Code
EARTHMOVING - FRONT END LOADER				U101086	
EARTHMOVING - GRADER				U101084	
EARTHMOVING - GRADER				U101085	
EARTHMOVING - GRADER				U101083	
MISC - WATER CARRIER		14000 LITRE		U101088	
MISC - WATER CARRIER		30000 LITRES	1TQA893	U101087	

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Bushfire Brigade Membership Listing

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6063 BOILUP BFB

Please ensure updates to this list are applied to DFES RMS; either via your local DFES Regional Office or other qualified RMS user.

Vol. Number	Rank	Surname	Given Name
139197	VOL FIRE FIGHTER	ANDERSON	LYNLEY
191035	ACTIVE MEMBER	BARTLETT	STEPHEN
130191	CAPTAIN	BIGNELL	BEVAN
180911	ACTIVE MEMBER	CATTO	CHRISTOPHER
191107	ACTIVE MEMBER	CROOK	KRISTY
130190	ACTIVE MEMBER	CUSSONS	BRAD
141973	VOL FIRE FIGHTER	CUSSONS	GINNY
197049	ACTIVE MEMBER	CUSSONS	JOSH
191060	ACTIVE MEMBER	CUSSONS	TERENCE
191106	ACTIVE MEMBER	FLAVEL	JOHNATHON
180912	ACTIVE MEMBER	HANEKAMP	ROBERT
139206	VOL FIRE FIGHTER	HOUSE	DIANE
119484	ACTIVE MEMBER	HOUSE	S
197051	ACTIVE MEMBER	JOHNSTON	ANGUS
130192	BFB 1ST LIEUTENANT	JOHNSTON	BENJAMIN
191036	ACTIVE MEMBER	JOHNSTON	CLAIRE
188109	ACTIVE MEMBER	O'BRIEN	MAEVE
190984	ACTIVE MEMBER	RAMSDEN	MICHAEL
197405	ACTIVE MEMBER	RIGBY-NELSON	ETHAN
191363	ACTIVE MEMBER	SCHINZIG	ALICE
182485	ACTIVE MEMBER	VENABLES	SCOTT
189068	BFB OPS SUPPORT	WILLIAMS	STEPHEN
189068	BFB SECRETARY	WILLIAMS	STEPHEN

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Bushfire Brigade Membership Listing

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6074 BOSCABEL BFB

Please ensure updates to this list are applied to DFES RMS; either via your local DFES Regional Office or other qualified RMS user.

Vol. Number	Rank	Surname	Given Name
193691	ACTIVE MEMBER	ASHTON	BRADLEY
193410	ACTIVE MEMBER	ASHTON	KEITH
190065	ACTIVE MEMBER	BAKER	BRIAN
191108	ACTIVE MEMBER	BALLARD	MALVERN
192777	ACTIVE MEMBER	BELLOTTI	FRANK
192746	ACTIVE MEMBER	BELLOTTI	FRANK
101594	ACTIVE MEMBER	BENN	JOHNSTON
185248	ACTIVE MEMBER	CHITTY	ASHLEY
130395	ACTIVE MEMBER	COOLE	JEREMY
190867	BFB AUXILLARY	ELLIOTT	DEBORAH
130195	ACTIVE MEMBER	GALE	GEOFFREY
190935	ACTIVE MEMBER	GALE	KEVIN
192326	ACTIVE MEMBER	GARDNER	DIANNE
192414	ACTIVE MEMBER	GARDNER	TAMESHA
197054	ACTIVE MEMBER	GRALTON	STEPHEN
176019	BFB 3RD LIEUTENANT	GREENUP	ANDREW
176019	BFB SECRETARY	GREENUP	ANDREW
176019	TREASURER (NON OP)	GREENUP	ANDREW
176019	ACTIVE MEMBER	GREENUP	ANDREW
197053	ACTIVE MEMBER	HARBORNE	KATHERINE
192676	ACTIVE MEMBER	HARRISON	ALISTAIR
130196	ACTIVE MEMBER	HARRISON	DOUGLAS
192675	ACTIVE MEMBER	HARRISON	HEATHER
192331	ACTIVE MEMBER	HUNTER	JORDAN
197418	ACTIVE MEMBER	HUNTER	KYLEY
191037	BFB AUXILLARY	HUNTER	MATTHEW
197335	ACTIVE MEMBER	HUNTER	NATHANAEL
192334	ACTIVE MEMBER	HUNTER	NEVILLE
193986	ACTIVE MEMBER	IMBERTI	CURTIS
187685	ACTIVE MEMBER	IVEY	CATHERINE
133661	BFB 1ST LIEUTENANT	IVEY	CRAIG
133660	ACTIVE MEMBER	IVEY	DAVID
190068	ACTIVE MEMBER	JACKSON	MICHAEL
191061	ACTIVE MEMBER	KELLY	JAMES

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6074 BOSCABEL BFB

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Vol. Number	Rank	Surname	Given Name
130198	ACTIVE MEMBER	KELLY	NEIL
190066	BFB AUXILLARY	MARETT	AMY
190900	ACTIVE MEMBER	MORRIS	JACOB
197055	ACTIVE MEMBER	NITCHKE	MARK
197419	ACTIVE MEMBER	PASSARIS	CHRISTOPHER
192320	ACTIVE MEMBER	REX	ALEXANDER
111974	ACTIVE MEMBER	REX	ROBERT
190864	BFB AUXILLARY	SCHINZIG	KYLIE
137802	ACTIVE MEMBER	WALDOCK	SHANNON
136430	CAPTAIN	WOODHAMS	GLENN
177395	ACTIVE MEMBER	YOUNG	JAMIE

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Bushfire Brigade Membership Listing

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6135 CHANGERUP BFB

Please ensure updates to this list are applied to DFES RMS; either via your local DFES Regional Office or other qualified RMS user.

Vol. Number	Rank	Surname	Given Name
190245	ACTIVE MEMBER	BAXTER	ASHLEY
190241	ACTIVE MEMBER	BAXTER	CODEY
128514	VOL FIRE FIGHTER	BAXTER	MICHAEL
190194	ACTIVE MEMBER	BAXTER	RHYS
115361	VOL FIRE FIGHTER	BAXTER	ZANTHE
171509	ACTIVE MEMBER	BELLOTTI	DARREN
126735	VOL FIRE FIGHTER	BOCK	GLENDA
100143	ACTIVE MEMBER	BOCK	TREVOR
130200	VOL FIRE FIGHTER	BOWERS	TIM
190060	ACTIVE MEMBER	CAPPER	NED
153370	ACTIVE MEMBER	GIANATTI	LES
182819	ACTIVE MEMBER	GIANATTI	MEAGAN
191031	ACTIVE MEMBER	KIPPERS	TYRONE
140454	ACTIVE MEMBER	LEUSCIATTI	FRANK
191029	BFB AUXILLARY	LEUSCIATTI	KERRY
190556	ACTIVE MEMBER	LEUSCIATTI	MICHAEL
130199	VOL FIRE FIGHTER	LEUSCIATTI	ROBERT
141972	ACTIVE MEMBER	MAGINI	MARION
175990	BFB 2ND LIEUTENANT	MAGINI	MURRAY
140453	VOL FIRE FIGHTER	MARINONI	GRANTLY
190893	ACTIVE MEMBER	MARINONI	JAMIE
192332	ACTIVE MEMBER	MARINONI	JUDITH
175991	ACTIVE MEMBER	MARINONI	KELVIN
119492	BFB AUXILLARY	MARINONI	LOU
190197	ACTIVE MEMBER	MARINONI	MATTHEW
193409	ACTIVE MEMBER	MARINONI	PHILLIP
193408	ACTIVE MEMBER	MARINONI	VIOLET
190862	BFB AUXILLARY	MARSH	BELINDA
139182	ACTIVE MEMBER	MARSH	GARY
191030	ACTIVE MEMBER	MARSH	MADELYN
130202	VOL FIRE FIGHTER	MCFARLANE	ANDREW
190557	ACTIVE MEMBER	NORRISH	CLANCY
168038	CAPTAIN	NORRISH	PAUL
190555	ACTIVE MEMBER	NORRISH	TENNILLE

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6135 CHANGERUP BFB

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Vol. Number	Rank	Surname	Given Name
188435	BFB SECRETARY	PAINI	DOMENICO
189078	BFB 1ST LIEUTENANT	SHILCOCK	MAURICE
191238	ACTIVE MEMBER	THOMAS	GRANT
175989	ACTIVE MEMBER	WATSON	EDWARD
183322	BFB AUXILLARY	WHITELOCK	JENNY

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6136 CHERRY TREE POOL BFB

Please ensure updates to this list are applied to DFES RMS; either via your local DFES Regional Office or other qualified RMS user.

Vol. Number	Rank	Surname	Given Name
139186	VOL FIRE FIGHTER	BALL	COLIN
192338	ACTIVE MEMBER	BALL	NORMA
190957	ACTIVE MEMBER	BERRIGAN	MATHEW
139191	CAPTAIN	BIGNELL	OWEN
139191	ACTIVE MEMBER	BIGNELL	OWEN
131002	VOL FIRE FIGHTER	BOXALL	OWEN
175983	ACTIVE MEMBER	BUSHELL	ANDREW
137456	ACTIVE MEMBER	BUSHELL	ROD
191142	ACTIVE MEMBER	COLEMAN	THOMAS
129113	VOL FIRE FIGHTER	HETTNER	BRENTON
129116	BFB AUXILLARY	HETTNER	JANICE
129117	BFB AUXILLARY	HETTNER	JOAN
129115	VOL FIRE FIGHTER	HETTNER	MATTHEW
129114	ACTIVE MEMBER	HETTNER	MELVIN
128516	ACTIVE MEMBER	KOWALD	ANTHONY
141977	VOL FIRE FIGHTER	KOWALD	HELEN
190877	ACTIVE MEMBER	KOWALD	JANE
190879	ACTIVE MEMBER	KOWALD	KATRINA
189792	BFB 1ST LIEUTENANT	KOWALD	PETER
128517	VOL FIRE FIGHTER	KOWALD	TREVOR
191048	BFB AUXILLARY	LADYMAN	ADELE
187597	ACTIVE MEMBER	LADYMAN	ASHLEE
175970	BFB 3RD LIEUTENANT	LADYMAN	DANIEL
191063	ACTIVE MEMBER	LADYMAN	ROGER
191033	ACTIVE MEMBER	MACMILLAN	PETER
191062	ACTIVE MEMBER	MCFALL	DAVID
193457	ACTIVE MEMBER	MCMAHON	LESTER
191034	ACTIVE MEMBER	O'HALLORAN	JENNY
133491	VOL FIRE FIGHTER	O'HALLORAN	JOAN
190869	BFB AUXILLARY	O'HALLORAN	KATIE
185741	ACTIVE MEMBER	O'HALLORAN	MORGAN
130203	BFB 2ND LIEUTENANT	O'HALLORAN	NEAL
130203	BFB SECRETARY	O'HALLORAN	NEAL
130203	TREASURER (NON OP)	O'HALLORAN	NEAL

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6136 CHERRY TREE POOL BFB

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Vol. Number	Rank	Surname	Given Name
130203	ACTIVE MEMBER	O'HALLORAN	NEAL
190198	ACTIVE MEMBER	O'HALLORAN	NICHOLAS
119493	VOL FIRE FIGHTER	O'HALLORAN	ROBERT
66385	ACTIVE MEMBER	PANTALL	GLENN
139189	VOL FIRE FIGHTER	PERKINS	BARRY
141971	VOL FIRE FIGHTER	PERKINS	DEBBIE
141500	ACTIVE MEMBER	PERRIN	KIMBERLEY
190860	ACTIVE MEMBER	SANDWELL	DEBRA
190859	BFB AUXILLARY	SANDWELL	SERENA
139193	ACTIVE MEMBER	TAYLOR	MARK
197056	ACTIVE MEMBER	TRIGWELL	JOSHUA
197416	ACTIVE MEMBER	WELSH	RICHARD
192335	ACTIVE MEMBER	WHITEHOUSE	TIMOTHY

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6318 JINGALUP BFB

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Vol. Number	Rank	Surname	Given Name
190979	ACTIVE MEMBER	BAIRSTOW	JAYMAN
190985	ACTIVE MEMBER	BATISTA	KELSEY
130206	ACTIVE MEMBER	BINCKES	DOROTHY
192337	ACTIVE MEMBER	BINCKES	TREVOR
191064	ACTIVE MEMBER	BROWN	BEVAN
191028	ACTIVE MEMBER	COWDREY	KRISTEN
190982	ACTIVE MEMBER	CROOK	ELISA
190977	ACTIVE MEMBER	CROOK	JOSHUA
190980	ACTIVE MEMBER	CROOK	PHILIPPA
140456	VOL FIRE FIGHTER	CROOK	WAYNE
190960	ACTIVE MEMBER	DALTON	LEE
175968	ACTIVE MEMBER	DRAPER	GARY
175969	ACTIVE MEMBER	EATT	DAVID
190940	ACTIVE MEMBER	EGERTON - WARBURTON	RACHAEL
194355	ACTIVE MEMBER	EGERTON-WARBURTON	ALAN
191054	ACTIVE MEMBER	FLAVEL	ANTHONY
156861	VOL FIRE FIGHTER	HOPE	JAMES
192413	ACTIVE MEMBER	KLOPPER	SIMON
191111	BFB AUXILLARY	KLOPPER-O'REGAN	LARA
152792	VOL FIRE FIGHTER	LEE	LAWRENCE
197406	ACTIVE MEMBER	MADDOCK	SOPHIE
156858	VOL FIRE FIGHTER	MATHWIN	DAN
191068	ACTIVE MEMBER	MATHWIN	JAMES
191116	ACTIVE MEMBER	MATHWIN	LEANNE
140455	VOL FIRE FIGHTER	MATHWIN	MICHAEL
191067	ACTIVE MEMBER	MATHWIN	NICHOLAS
191069	BFB 1ST LIEUTENANT	MATHWIN	THOMAS
190924	ACTIVE MEMBER	MCCARTHY	AARON
190931	ACTIVE MEMBER	MCGUIRE	ANDREA
191055	ACTIVE MEMBER	MCGUIRE	JANE
168029	ACTIVE MEMBER	MCGUIRE	RICHARD
139192	VOL FIRE FIGHTER	MCGUIRE	STEVEN
190983	ACTIVE MEMBER	MCKENZIE	JIMMY
197046	ACTIVE MEMBER	O'HALLORAN	JOHNATHON

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6318 JINGALUP BFB

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Vol. Number	Rank	Surname	Given Name
187977	ACTIVE MEMBER	OWEN	WILLIAM FRANCIS
108463	VOL FIRE FIGHTER	PLOWMAN	ANDREW
197048	ACTIVE MEMBER	PLOWMAN	ISABELLE
190954	ACTIVE MEMBER	PLOWMAN	JAMES
126115	VOL FIRE FIGHTER	RADFORD	EDWIN
190933	ACTIVE MEMBER	RAMSDEN	HANNAH
190895	ACTIVE MEMBER	RAMSDEN	TAJ
191045	ACTIVE MEMBER	REID	AMELIA
181733	ACTIVE MEMBER	REID	BAYDEN
191026	ACTIVE MEMBER	REID	DONNA
191049	ACTIVE MEMBER	REID	HOLLY
187049	ACTIVE MEMBER	ROBINSON	CHRISTOPHER
160649	ACTIVE MEMBER	ROBINSON	DAVID
175971	BFB SECRETARY	ROBINSON	SALLY
175971	ACTIVE MEMBER	ROBINSON	SALLY
190925	ACTIVE MEMBER	ROBINSON	SCOTT
192333	ACTIVE MEMBER	SCOLARI	NEIL
190959	ACTIVE MEMBER	SHORTEN	JOHN
190578	ACTIVE MEMBER	WEBB	CARALEE
190926	ACTIVE MEMBER	WEBB	FELICITY
190920	ACTIVE MEMBER	WEBB	MATHEW
188246	ACTIVE MEMBER	WEBB	MATTHEW
190927	ACTIVE MEMBER	WEBB	PAUL
191058	ACTIVE MEMBER	WEBB	TIMOTHY
191025	BFB AUXILLARY	WILLIAMS	MELISSA
178547	ACTIVE MEMBER	WILLIAMS	STACY
126165	BFB 2ND LIEUTENANT	WRIGHT	CHRIS
191070	ACTIVE MEMBER	WRIGHT	HELEN
191027	BFB AUXILLARY	WRIGHT	KELSEY
190958	ACTIVE MEMBER	WRIGHT	KIARA
194352	ACTIVE MEMBER	WRIGHT	RONALD
130205	CAPTAIN	YOUNG	JOE
197045	ACTIVE MEMBER	YOUNG	MICHAEL

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Bushfire Brigade Membership Listing

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6345 KOJONUP BFB

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Vol. Number	Rank	Surname	Given Name
177290	ACTIVE MEMBER	ADAMSON	JORDAN
139213	VOL FIRE FIGHTER	ATKINSON	KAREN
139184	VOL FIRE FIGHTER	ATKINSON	TREVOR
119496	BFB AUXILLARY	BAILYE	GEORGE
130193	ACTIVE MEMBER	BAILYE	SUZANNE
191194	ACTIVE MEMBER	BEER	ADRIAN
191195	ACTIVE MEMBER	BEER	NATALIE
162238	ACTIVE MEMBER	BILNEY	GEOFFREY
190875	ACTIVE MEMBER	BILNEY	LINDA
191072	BFB 1ST LIEUTENANT	BILNEY	MATTHEW
190874	BFB AUXILLARY	BILNEY	NADINE
156856	ACTIVE MEMBER	BILNEY	ROGER
184565	ACTIVE MEMBER	BLIGHT	BRODIE
190921	ACTIVE MEMBER	BLIGHT	GILES
184562	ACTIVE MEMBER	BOWEY	MARSHALL
180788	ACTIVE MEMBER	BOWEY	RODERICK
190987	ACTIVE MEMBER	BROWN	DYLAN
191234	ACTIVE MEMBER	BYRNE	TODD
145756	ACTIVE MEMBER	CAMPBELL	JASON
191065	ACTIVE MEMBER	CANT	ALEXANDER
106999	ACTIVE MEMBER	CANT	CAMERON
190990	ACTIVE MEMBER	CAVANAGH	TREVOR
168020	VOL FIRE FIGHTER	COWIE	ROBERT
139196	VOL FIRE FIGHTER	CRAPELLA	ROBBIE
193311	ACTIVE MEMBER	CUSSONS	GRAEME
190865	BFB AUXILLARY	EYRES	ANITA
189139	CAPTAIN	EYRES	JAMES
194354	ACTIVE MEMBER	EYRES	TIMOTHY
130207	ACTIVE MEMBER	FISHER	TONY
190993	ACTIVE MEMBER	FULMER	RODNEY
189711	ACTIVE MEMBER	GIBBONS	JOSH
191117	ACTIVE MEMBER	HARDINGHAM	JOHN
130208	VOL FIRE FIGHTER	HASSELL	ANDREW
191002	ACTIVE MEMBER	HOBBS	GRAEME

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Bushfire Brigade Membership Listing

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6345 KOJONUP BFB

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Vol. Number	Rank	Surname	Given Name
190996	ACTIVE MEMBER	HOWE	MARK
184564	ACTIVE MEMBER	HOWELL	THOMAS
153100	VOL FIRE FIGHTER	JACKSON	NEIL
127904	VOL FIRE FIGHTER	JOHNSTON	TIMOTHY
190991	ACTIVE MEMBER	JONES	BRENDAN
191071	ACTIVE MEMBER	JONES	GEOFFREY
139212	VOL FIRE FIGHTER	KEATLEY	BERNADETTE
130209	VOL FIRE FIGHTER	KEATLEY	KEVIN
190876	ACTIVE MEMBER	KER	STEVEN
190872	ACTIVE MEMBER	KOWALD	SHERIDAN
145094	VOL FIRE FIGHTER	LEWIS	JOHN
190897	BFB AUXILLARY	LIBERA	KRISTIAN
139194	VOL FIRE FIGHTER	MACLEAY	CLAIRE
116434	VOL FIRE FIGHTER	MAGINI	STEVE
193195	ACTIVE MEMBER	MATHWIN	TIMOTHY
128551	VOL FIRE FIGHTER	MATTHEWS	SIMON
175972	ACTIVE MEMBER	MCDONALD	MALCOLM
191193	CADET	MCILLREE	CODY
122680	ACTIVE MEMBER	MCILLREE	GRAHAM
191192	ACTIVE MEMBER	MCILLREE	RILEY
190989	BFB AUXILLARY	MCMAHON	TREVOR
62566	ACTIVE MEMBER	NASH	GAVIN
191134	ACTIVE MEMBER	NOONAN	MARK
60985	ACTIVE MEMBER	NORRISH	GAVIN
190956	ACTIVE MEMBER	NORRISH	LACHLAN
190988	BFB SECRETARY	NORRISH	PATRICIA
190988	ACTIVE MEMBER	NORRISH	PATRICIA
191113	ACTIVE MEMBER	NORRISH	RODNEY
191109	ACTIVE MEMBER	O'NEILL	CHRIS
139214	VOL FIRE FIGHTER	OWEN	FRANCES
190936	ACTIVE MEMBER	PAGE	GRAEME
182694	ACTIVE MEMBER	PENTELOW	MICHAEL
128515	VOL FIRE FIGHTER	PERRETT	JOHN
190997	ACTIVE MEMBER	PRASSER-JONES	ALOIS

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Bushfire Brigade Membership Listing

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6345 KOJONUP BFB

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Vol. Number	Rank	Surname	Given Name
190994	ACTIVE MEMBER	PRASSER-JONES	MYLES
175974	BFB 3RD LIEUTENANT	REID	MYLES
144626	ACTIVE MEMBER	ROBERTSON	PETER
190964	ACTIVE MEMBER	ROBINSON	ANDREW
67044	VOL FIRE FIGHTER	ROBINSON	GLENN
128562	VOL FIRE FIGHTER	ROBINSON	KYM
160652	ACTIVE MEMBER	ROBINSON	WAYNE
190998	ACTIVE MEMBER	SMART	CAMERON
191000	ACTIVE MEMBER	SMART	DARREN
190999	ACTIVE MEMBER	SMART	EMMA
175973	ACTIVE MEMBER	SMART	NEVILLE
182554	ACTIVE MEMBER	STOTT	BENJAMIN
130223	BFB 2ND LIEUTENANT	THORN	JASON
190868	BFB AUXILLARY	THORN	NERRELLE
141690	ACTIVE MEMBER	WARDLE	NICHOLAS
156860	ACTIVE MEMBER	WATSON	ROBERT
191237	ACTIVE MEMBER	WHITE	RALPH
168055	VOL FIRE FIGHTER	WHITE	VICKI
168046	ACTIVE MEMBER	WRIGHT	ERIC
191138	ACTIVE MEMBER	ZADOW	MARK

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6389 LUMEAH BFB

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Vol. Number	Rank	Surname	Given Name
190880	ACTIVE MEMBER	ANDERSON	ANNA
126164	ACTIVE MEMBER	ANDERSON	CHRISTOPHER
197414	ACTIVE MEMBER	ARCHER	RENEE
192328	ACTIVE MEMBER	BAKER	GRAHAM
191007	ACTIVE MEMBER	BAKER	ZACH
141978	VOL FIRE FIGHTER	BALSTON	KATE
159673	VOL FIRE FIGHTER	BILNEY	ADRIAN
193411	ACTIVE MEMBER	BILNEY	BRADLEY
161914	ACTIVE MEMBER	BILNEY	MICHAEL
156856	VOL FIRE FIGHTER	BILNEY	ROGER
88748	ACTIVE MEMBER	BLAIR	JEREMY
184308	BFB 1ST LIEUTENANT	BROWN	JUSTIN
191044	ACTIVE MEMBER	CAMPBELL	JASON
139204	VOL FIRE FIGHTER	CARRINGTON-JONES	HEATHER
139204	ACTIVE MEMBER	CARRINGTON-JONES	HEATHER
145544	VOL FIRE FIGHTER	CARRINGTON-JONES	JOHN
168017	ACTIVE MEMBER	CARRINGTON-JONES	WILL
193363	CADET	CRAPELLA	PATRICK
127964	ACTIVE MEMBER	CRAPELLA	TERRENCE
191042	ACTIVE MEMBER	DURACK	KATHLEEN
174155	ACTIVE MEMBER	DURACK	PAUL
141980	VOL FIRE FIGHTER	GEERS	PETER
126160	VOL FIRE FIGHTER	GOODALL	ALAN
139207	VOL FIRE FIGHTER	GOODALL	NARELLE
181731	CAPTAIN	HEGGATON	JAMES
197415	ACTIVE MEMBER	HOWE	BRETT
187729	ACTIVE MEMBER	JACKSON	SAM
191043	ACTIVE MEMBER	JOHNSON	MICHAEL
191110	ACTIVE MEMBER	LLOYD	RONALD
139205	VOL FIRE FIGHTER	MACLEAY	ANNA
139188	ACTIVE MEMBER	MATHWIN	DAVID
191006	ACTIVE MEMBER	MATHWIN	LYNETTE
156862	VOL FIRE FIGHTER	MEATON	RUSSELL
139183	ACTIVE MEMBER	O'HALLORAN	JOHN

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Bushfire Brigade Membership Listing

as at 01/05/2024

6389 LUMEAH BFB

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Vol. Number	Rank	Surname	Given Name
191041	BFB AUXILLARY	O'HALLORAN	SAMANTHA
161915	ACTIVE MEMBER	PALMER	IAN
192325	ACTIVE MEMBER	REINKE	CLIVE
184123	ACTIVE MEMBER	ROBINSON	WILLIAM
175977	ACTIVE MEMBER	THORN	GEOFFREY
175976	ACTIVE MEMBER	THORN	HAMISH
153620	BFB 2ND LIEUTENANT	THORN	LACHLAN
191073	ACTIVE MEMBER	THORN	LAURA
191057	ACTIVE MEMBER	THORN	ROHAN
139216	VOL FIRE FIGHTER	TRETHOWAN	JANE
130210	VOL FIRE FIGHTER	TRETHOWAN	NICK
140457	VOL FIRE FIGHTER	TRETHOWAN	PETER
191004	ACTIVE MEMBER	TREZISE	KATE
191003	ACTIVE MEMBER	TREZISE	ROSALIND
175975	BFB SECRETARY	TREZISE	TIMOTHY
175975	TREASURER (NON OP)	TREZISE	TIMOTHY
175975	ACTIVE MEMBER	TREZISE	TIMOTHY
193042	ACTIVE MEMBER	VAN VOORTHUIZEN	LEON
190878	ACTIVE MEMBER	WEBB	JO
190937	ACTIVE MEMBER	WITHAM	GRANT
177395	ACTIVE MEMBER	YOUNG	JAMIE

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Bushfire Brigade Membership Listing

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6420 MOBRUP BFB

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Vol. Number	Rank	Surname	Given Name
190886	ACTIVE MEMBER	BRETHERTON	DORIAN
191053	ACTIVE MEMBER	BUTTERLY	BARRY
190922	ACTIVE MEMBER	CLARK	DARRYL
122555	ACTIVE MEMBER	CLARK	SHARON
140459	ACTIVE MEMBER	EGERTON-WARBURTON	ROBERT
197334	CADET	EGERTON-WARBURTON	ZARA
191020	ACTIVE MEMBER	FORRESTER	ADEL
190887	ACTIVE MEMBER	FORRESTER	FENN
191056	ACTIVE MEMBER	FORRESTER	NAOMI
130212	ACTIVE MEMBER	FRYER-SMITH	ROSS
140579	ACTIVE MEMBER	HARRIS	BRAYDEN
190888	ACTIVE MEMBER	LITTLE	GRAEME
149232	ACTIVE MEMBER	LOVELAND	SYDNEY
190871	BFB AUXILLARY	MILLS	NICOLE
166689	BFB 1ST LIEUTENANT	NUNN	DAVID
191023	ACTIVE MEMBER	PAPE	MACKENZIE
190963	ACTIVE MEMBER	PARKER	ANDREW
190962	ACTIVE MEMBER	PARKER	CAITLIN
190885	ACTIVE MEMBER	PARKER	CYNTHIA
181732	ACTIVE MEMBER	PARKER	RAELENE
130213	CAPTAIN	PARKER	WARREN
145093	VOL FIRE FIGHTER	PAYNE	BILL
171874	ACTIVE MEMBER	REID	ALEXANDER
117001	ACTIVE MEMBER	REID	PETER
124652	ACTIVE MEMBER	SERMON	GRANT
197307	ACTIVE MEMBER	SIBLEY	KIARA
197835	ACTIVE MEMBER	SMITH	ANDREW
197832	ACTIVE MEMBER	SMITH	GEORGIA
197052	ACTIVE MEMBER	SMITH	KYLE
119498	BFB 2ND LIEUTENANT	STRETCH	DIGBY
119498	ACTIVE MEMBER	STRETCH	DIGBY
184741	ACTIVE MEMBER	STRETCH	EMILY
175979	BFB AUXILLARY	STRETCH	NICHOLA
175979	BFB SECRETARY	STRETCH	NICHOLA

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Bushfire Brigade Membership Listing

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6455 MURADUP BFB

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Vol. Number	Rank	Surname	Given Name
188436	ACTIVE MEMBER	BANKS	KAREN
124625	ACTIVE MEMBER	BANKS	RICHARD
188188	ACTIVE MEMBER	BANKS	SARA
188186	ACTIVE MEMBER	BANKS	TODD
179748	ACTIVE MEMBER	BARKER	GARRY
179747	BFB AUXILLARY	BARKER	VICKI
130215	BFB SECRETARY	BERRYMAN	DENISE
130215	TREASURER (NON OP)	BERRYMAN	DENISE
130215	BFB TRAINING OFFICER	BERRYMAN	DENISE
196735	ACTIVE MEMBER	BERRYMAN	MICHAEL
180519	ACTIVE MEMBER	BLEWETT	BENJAMIN
176000	ACTIVE MEMBER	BLEWETT	DANNY
169820	ACTIVE MEMBER	BLEWETT	JOHN
184483	ACTIVE MEMBER	BLEWETT	SAM
150819	ACTIVE MEMBER	BROCKMAN	DAVID
138172	VOL FIRE FIGHTER	BROCKMAN	RODNEY
182353	ACTIVE MEMBER	DE BRUIN	ANITA
193282	ACTIVE MEMBER	DE BRUIN	JACOBUS
182352	ACTIVE MEMBER	DE BRUIN	JOHANNES
187641	ACTIVE MEMBER	FARDIG	DEBORAH
187640	ACTIVE MEMBER	FARDIG	HEINRICH
198231	ACTIVE MEMBER	GREEUW	COLIN
198232	BFB AUXILLARY	GREEUW	LORREEN
190561	ACTIVE MEMBER	HARDINGHAM	ERICA-MAY
187260	ACTIVE MEMBER	HARDINGHAM	LEAH
193114	CADET	HARDINGHAM	LIBBY
139185	VOL FIRE FIGHTER	HARDINGHAM	MATTHEW
190560	ACTIVE MEMBER	HARDINGHAM	PAULA
191039	ACTIVE MEMBER	HOUSE	ANNABELLE
190061	ACTIVE MEMBER	HOUSE	CATHERINE
186070	ACTIVE MEMBER	HOUSE	DAVID
119485	ACTIVE MEMBER	HOUSE	ROGER
193766	ACTIVE MEMBER	KEATING	CARLY
193762	ACTIVE MEMBER	KEATING	SEAN

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6455 MURADUP BFB

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Vol. Number	Rank	Surname	Given Name
190866	BFB AUXILLARY	LEITCH	DIANE
126626	CAPTAIN	LEITCH	NATHAN
126626	ACTIVE MEMBER	LEITCH	NATHAN
139187	VOL FIRE FIGHTER	MCINTOSH	GRAHAM
190930	ACTIVE MEMBER	MYERS	MARION
138171	VOL FIRE FIGHTER	MYERS	TERRY
60969	ACTIVE MEMBER	PASINI	GIANNI
160651	ACTIVE MEMBER	ROBINSON	MICHAEL
175981	ACTIVE MEMBER	SEXTON	ASHLEY
138170	VOL FIRE FIGHTER	SEXTON	JOHN
190891	BFB AUXILLARY	STONE	CLAIRE
136135	BFB 1ST LIEUTENANT	STONE	KENT
136135	ACTIVE MEMBER	STONE	KENT
109172	ACTIVE MEMBER	STONE	NOEL
109173	ACTIVE MEMBER	STONE	SHAUNA
188187	ACTIVE MEMBER	TARPAY	HARMONEE
190062	ACTIVE MEMBER	TAYLOR	HARRY
187432	ACTIVE MEMBER	WORTH	BRETT
190873	BFB AUXILLARY	ZACHER	ANNA
130214	VOL FIRE FIGHTER	ZACHER	DENNIS
145501	VOL FIRE FIGHTER	ZACHER	SIMON
180517	ACTIVE MEMBER	ZADOW	DAVID
141969	VOL FIRE FIGHTER	ZADOW	HELEN
138169	VOL FIRE FIGHTER	ZADOW	PAUL
190559	ACTIVE MEMBER	ZILLNER	PETER

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6507 ORCHID VALLEY BFB

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Vol. Number	Rank	Surname	Given Name
168019	CAPTAIN	CHOMLEY	GRIFFIN
188185	ACTIVE MEMBER	CHOMLEY	JACKSON
188184	ACTIVE MEMBER	CHOMLEY	JAMES
193760	ACTIVE MEMBER	CHOMLEY	TRACEY
190923	ACTIVE MEMBER	DALTON	ANDREW
190858	BFB AUXILLARY	DALTON	EVELYN
189195	BFB 2ND LIEUTENANT	DAVIS	TONY
140460	BFB 1ST LIEUTENANT	EDNIE-BROWN	COLIN
197047	ACTIVE MEMBER	EDNIE-BROWN	JAKE
139211	VOL FIRE FIGHTER	EDNIE-BROWN	ZOE
190881	BFB AUXILLARY	GARDNER	ASHLYN
152156	ACTIVE MEMBER	GRIFFITHS	PHILLIP
190934	ACTIVE MEMBER	HALLETT	FELICITY
119500	BFB AUXILLARY	HARVEY	WILLIAM
192327	ACTIVE MEMBER	LEUSCIATTI	GIOVANNI
191059	ACTIVE MEMBER	MAUNDER	SHANE
194306	ACTIVE MEMBER	PARKER	HARRY
194293	ACTIVE MEMBER	PARKER	JULIE
145543	ACTIVE MEMBER	PARKER	WAYNE
191119	ACTIVE MEMBER	ROBERTSON	IAN
126158	BFB SECRETARY	SIMPSON	DANIEL
126158	ACTIVE MEMBER	SIMPSON	DANIEL
190576	ACTIVE MEMBER	STEVENS	JODY

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Bushfire Brigade Membership Listing

as at 01/05/2024

6542 QUALEUP BFB

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Vol. Number	Rank	Surname	Given Name
141968	VOL FIRE FIGHTER	BINNS	BRONWYN
140463	BFB SECRETARY	BINNS	JOHN
140463	TREASURER (NON OP)	BINNS	JOHN
186282	CAPTAIN	BINNS	SHANNON
130219	VOL FIRE FIGHTER	CAVANAGH	GRAY
130219	ACTIVE MEMBER	CAVANAGH	GRAY
192336	ACTIVE MEMBER	DALTON	TODD
127441	ACTIVE MEMBER	DAW	GEOFFREY
156859	ACTIVE MEMBER	DAW	KATIE
192378	ACTIVE MEMBER	FORRESTER	CAROLINE
174156	BFB 1ST LIEUTENANT	FORRESTER	DAVID
190928	ACTIVE MEMBER	GANNAWAY	MICHAEL
190934	ACTIVE MEMBER	HALLETT	FELICITY
144810	ACTIVE MEMBER	HALLETT	MARTIN
139190	VOL FIRE FIGHTER	HANNE	JULIAN
134191	VOL FIRE FIGHTER	HART	PETER
195226	BFB 3RD LIEUTENANT	HOUSE	FRED
130220	ACTIVE MEMBER	HOUSE	TIM
191118	ACTIVE MEMBER	HOUSE	VICKY
191013	ACTIVE MEMBER	KINNEAR	TIMOTHY
145542	ACTIVE MEMBER	MARSH	ANDREW
191114	ACTIVE MEMBER	MARSH	GREGORY
192320	ACTIVE MEMBER	REX	ALEXANDER
111974	ACTIVE MEMBER	REX	ROBERT
190884	ACTIVE MEMBER	RILEY	EDWARD
190889	ACTIVE MEMBER	RILEY	TED
130221	VOL FIRE FIGHTER	SCOLARI	JOHN
168042	VOL FIRE FIGHTER	SEXTON	ROBERT
187204	ACTIVE MEMBER	SHANNON	ABBEY
178548	ACTIVE MEMBER	SIMCOCK	CLAYTON
191010	ACTIVE MEMBER	SIMCOCK	LAUREN
187206	ACTIVE MEMBER	SIMPSON	NEVILLE
156863	BFB 2ND LIEUTENANT	WEBB	BENJAMIN
191012	BFB AUXILLARY	WEBB	EMILY

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6542 QUALEUP BFB

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Vol. Number	Rank	Surname	Given Name
180102	ACTIVE MEMBER	WILSON	JACK
188569	ACTIVE MEMBER	WOOD	CHARLIE
187205	ACTIVE MEMBER	WOOD	JOEL
191174	ACTIVE MEMBER	WOOD	LEAH
130217	ACTIVE MEMBER	WOOD	TREVOR
144376	ACTIVE MEMBER	WRIGHT	MICHAEL

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6567 RYANS BROOK BFB

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Vol. Number	Rank	Surname	Given Name
188610	ACTIVE MEMBER	ARMSTRONG	HENRY
180367	BFB 2ND LIEUTENANT	BLAKERS	MITCHELL
173688	ACTIVE MEMBER	BURT	DUNCAN
162362	ACTIVE MEMBER	CAMERON	MICHAEL
149231	BFB 1ST LIEUTENANT	CLIFTON	JONSON
194356	ACTIVE MEMBER	DAW	LILY
197408	ACTIVE MEMBER	GEORGE	JOHN
173689	ACTIVE MEMBER	GIBBS	BEVAN
190870	BFB AUXILLARY	GIBBS	BOBBIE
140464	ACTIVE MEMBER	GIBBS	MURRAY
163170	ACTIVE MEMBER	HARRIS	MARCELLE
190899	ACTIVE MEMBER	MACFARLANE	ALEXANDRA
190898	ACTIVE MEMBER	MACFARLANE	JAMES
191047	ACTIVE MEMBER	MACKEAN	JAMIE
126162	VOL FIRE FIGHTER	MASON	PETER
156855	ACTIVE MEMBER	MASON	RHYCE
152793	VOL FIRE FIGHTER	O'HALLORAN	WILLIAM
197407	ACTIVE MEMBER	PFITZNER	LUKE
175982	BFB SECRETARY	RADFORD	CRAIG
175982	TREASURER (NON OP)	RADFORD	CRAIG
175982	ACTIVE MEMBER	RADFORD	CRAIG
119502	VOL FIRE FIGHTER	RADFORD	DANIEL
155506	ACTIVE MEMBER	SHEPHERD	JUSTIN
155505	ACTIVE MEMBER	SHEPHERD	MELISSA
153262	CAPTAIN	TOHL	JAMES
194357	ACTIVE MEMBER	TOHL	WILLIAM
174238	ACTIVE MEMBER	VAN DUYN	ROBERT
175980	ACTIVE MEMBER	ZADOW	TIMOTHY

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as at 01/05/2024

9068 SHIRE KOJONUP

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Vol. Number	Rank	Surname	Given Name
143920	LG EMPLOYEE	BALLOCH	ROBERT
130215	LG EMPLOYEE	BERRYMAN	DENISE
130215	TRAINING MANAGER	BERRYMAN	DENISE
130191	LG FCO	BIGNELL	BEVAN
180519	LG FCO	BLEWETT	BENJAMIN
143918	LG EMPLOYEE	COWIE	NORMAN
140459	LG FCO	EGERTON-WARBURTON	ROBERT
130207	LG CBFCO	FISHER	TONY
130207	LG FIRE WEATHER OFF	FISHER	TONY
130212	LG DCBFCO	FRYER-SMITH	ROSS
130212	LG FCO	FRYER-SMITH	ROSS
152765	CESM	HARRIS	SHANE
130196	LG FCO	HARRISON	DOUGLAS
139199	LG EMPLOYEE	HERBERT	PETE
119485	LG FIRE WEATHER OFF	HOUSE	ROGER
187729	LG FCO	JACKSON	SAM
168030	LG EMPLOYEE	JEHU	ROBERT
175970	LG FCO	LADYMAN	DANIEL
191131	LG EMPLOYEE	LOTTERING	ESTELLE
143916	LG EMPLOYEE	MARLAND	DEREK
143919	LG EMPLOYEE	MARTIN	KEVIN
143910	LG EMPLOYEE	MCKENZIE	IAN
139201	LG EMPLOYEE	MCKENZIE	RICHARD
143904	LG EMPLOYEE	MCVEE	CRAIG
139202	LG EMPLOYEE	MICHAEL	ARCHIE
143912	LG EMPLOYEE	MURRAY	MARINA
60985	LG FCO	NORRISH	GAVIN
168038	LG FCO	NORRISH	PAUL
139183	LG FCO	O'HALLORAN	JOHN
139200	LG EMPLOYEE	OLIVER	RON
187977	LG FCO	OWEN	WILLIAM FRANCIS
143915	LG EMPLOYEE	PEARCE	WAYNE
186634	LG EMPLOYEE	PEET	EMELEE
175974	LG FCO	REID	MYLES

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9068 SHIRE KOJONUP

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Vol. Number	Rank	Surname	Given Name
143911	LG EMPLOYEE	ROVRKE	ALLAN
178548	LG FCO	SIMCOCK	CLAYTON
126158	LG FCO	SIMPSON	DANIEL
119498	LG FCO	STRETCH	DIGBY
143917	LG EMPLOYEE	SULLIVAN	DANIEL
163459	LG EMPLOYEE	SWAIN	STEPHANIE
190396	LG CEO	THOMPSON	GRANT
153262	LG FCO	TOHL	JAMES
130210	LG FCO	TRETHOWAN	NICK
156891	LG EMPLOYEE	WALDRON	STEPHANIE
143914	LG EMPLOYEE	WALLAM	WILFRED
188246	LG FCO	WEBB	MATTHEW
156890	LG EMPLOYEE	WIGNALL	MORT
143921	LG EMPLOYEE	WILSON	MELISSA
136430	LG FCO	WOODHAMS	GLENN

Shire of Kojonup

BUSHFIRE RISK MANAGEMENT PLAN

2023-2028

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Document Control

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Document Endorsements

The Shire of Kojonup Council endorses that the Bushfire Risk Management Plan (BRM Plan) has been reviewed and assessed by the Office of Bushfire Risk Management as consistent with the standard for bushfire risk management planning in Western Australia, the Guidelines for Preparing a Bushfire Risk Management Plan. The Shire of Kojonup is the owner of this document and has responsibility, as far as is reasonable, to manage the implementation of the BRM Plan and facilitate the implementation of bushfire risk management treatments by risk owners. The approval of the BRM Plan by Shire of Kojonup Council satisfies their endorsement obligations under State Hazard Plan Fire.

Local Government	Representative	Signature	Date
Shire of Kojonup Council	Ned Radford		

Version	Date	Author	Section
1.0	01/11/2022	E Peet	Entire
1.1	11/04/2023	E Peet	Entire (after initial review)
1.2	26/07/2023	E Peet	Entire (after LG, DFES, review)

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1. Introduction

1.1. Background

Under the State Hazard Plan Fire an integrated Bushfire Risk Management (BRM) Plan is to be developed for local government areas with significant bushfire risk. This BRM Plan has been prepared for the Shire of Kojonup in accordance with the requirements of the Guidelines for Preparing a Bushfire Risk Management Plan (the Guidelines) from the Office of Bushfire Risk Management (OBRM) within the Department of Fire and Emergency Services (DFES). The risk management processes used to develop this BRM Plan are aligned to the key principles of AS/NZ ISO 31000:2009 Risk management – Principles and Guidelines and those described in the National Emergency Risk Assessment Guidelines. This approach is consistent with State Emergency Management (SEM) Policy and SEM Prevention and Mitigation Procedure 1.

This BRM Plan is a strategic document that facilitates a coordinated approach towards the identification, assessment and treatment of assets exposed to bushfire risk. The Treatment Schedule sets out a broad program of coordinated multi-agency treatments to address risks identified in the BRM Plan. Government agencies and other land managers responsible for implementing treatments participate in developing the BRM Plan and Treatment Schedule to ensure treatment strategies are collaborative and efficient, regardless of land tenure.

1.2. Aim and Objectives

The aim of a BRM Plan is to effectively manage bushfire risk in order to protect people, assets and other things of local value in Shire of Kojonup. The objectives of this BRM Plan are to:

- guide and coordinate a tenure blind, multi-agency BRM program over a five-year period;
- document the process used to identify, analyse and evaluate risk, determine priorities and develop a plan to systematically treat risk;
- facilitate the effective use of the financial and physical resources available for BRM activities;
- integrate BRM into the business processes of local government, land owners and other agencies;
- ensure there is integration between land owners, BRM programs and activities; and
- document processes used to monitor and review the implementation of treatment plans to ensure they are adaptable, and that risk is managed at an acceptable level.

1.3. Legislation, Policy and Standards

The following legislation, policy and standards were considered to be applicable in the development and implementation of the BRM Plan.

1.3.1 Legislation and Policy

- Aboriginal Cultural Heritage Act 2021
- Aboriginal Cultural Heritage Regulations 2021
- Aboriginal Cultural Heritage Act 2021 Statutory Guidelines
- Aboriginal Heritage Act 1972
- Aboriginal Heritage Regulations 1974
- Biodiversity Conservation Act 2016
- Biodiversity Conservation (Exemptions) Order 2018
- Biodiversity Conservation Regulations 2018
- Building Act 2011
- Bush Fires Act 1954
- Bush Fires Regulations 1954
- Conservation and Land Management Act 1984
- Conservation and Land Management Regulations 2002
- Country Areas Water Supply Act 1947
- Emergency Management Act 2005
- Emergency Management Regulations 2006
- Environmental Protection Act 1986
- Environmental Protection and Biodiversity Conservation Act 1999 (Cth)
- Environmental Protection (Clearing of Native Vegetation) Regulations 2004
- Fire Brigades Act 1942
- Fire and Emergency Service Act 1998
- Fire and Emergency Service Regulations 1998
- Metropolitan Water Supply, Sewerage and Drainage Act 1909
- Planning and Development (Local Planning Scheme) Regulations 2015
- SEM Plan (State Emergency Management Committee (SEMC) 2012)
- SEM Policy (SEMC 2022)
- SEM Procedure (SEMC 2022)
- State Hazard Plan Fire (SEMC 2022)
- State Planning Policy 3.4: Natural Hazards and Disasters (Western Australian Planning Commission (WAPC) 2006)
- State Planning Policy 3.7: Planning in Bushfire Prone Areas (WAPC 2021, as amended)

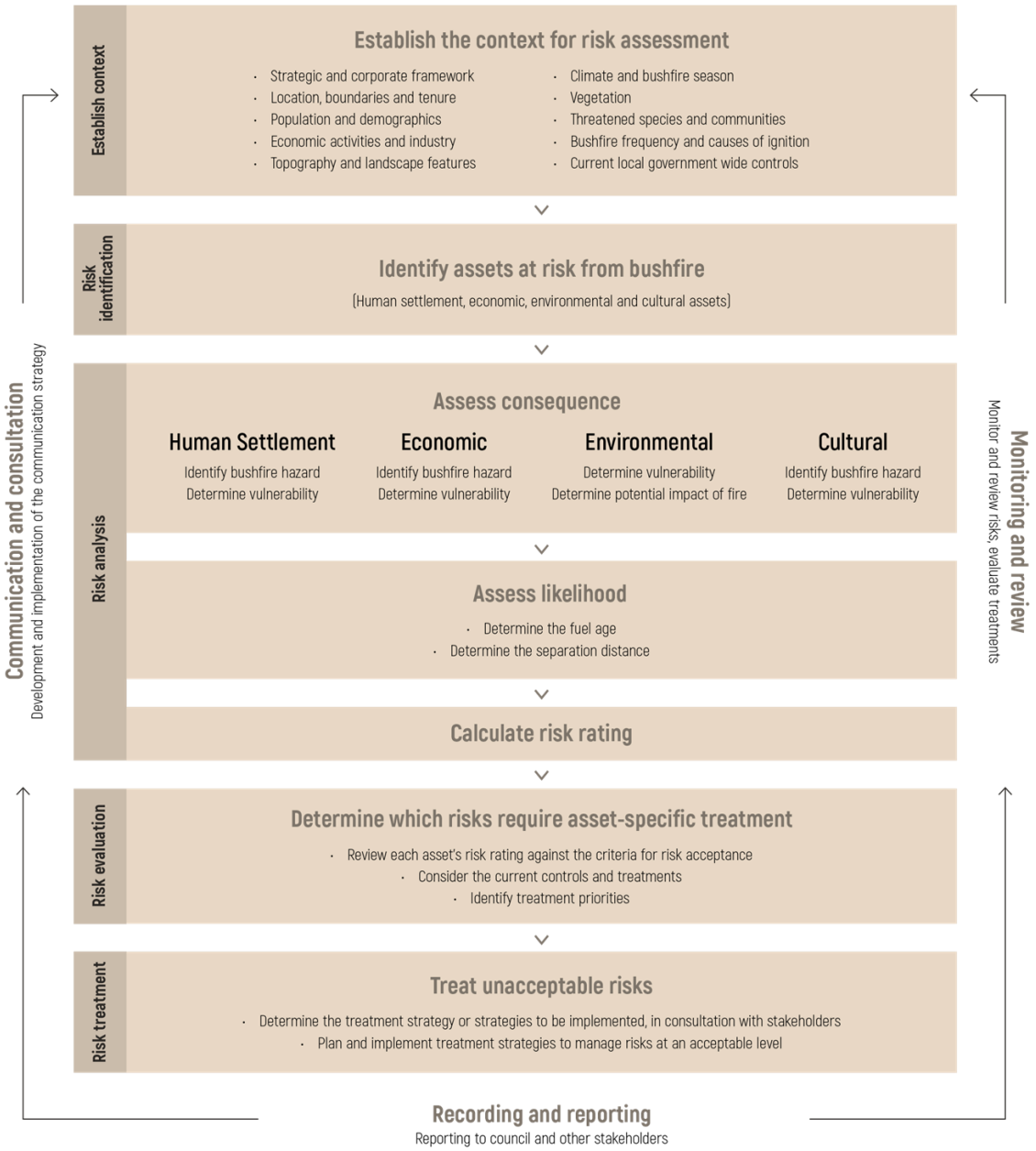
1.3.2 Other Related Documents

- A Capability Roadmap: Enhancing Emergency Management in Australia 2016 (Australasian Fire and Emergency Services Authorities Council 2016)
- A Guide to Constructing and Maintaining Fire-Breaks (DFES 2018)
- AS 3959:2018 Construction of Buildings in Bushfire–Prone Areas (Standards Australia 2018)
- AS/NZ ISO 31000:2009 Risk Management – Principles and Guidelines (Standards Australia 2009)
- Australian Disaster Resilience Handbook 10: National Emergency Risk Assessment Guidelines (Australian Institute for Disaster Resilience 2015)
- A Survey of Roadside Conservation Values in The Shire of Kojonup and Roadside Management Guidelines (Roadside Conservation Committee 2003)
- Bushfire Risk Management Planning Handbook (DFES 2018)
- BFM Strategy information for Shire of Kojonup (Western Power 2023)
- Business Continuity & Disaster Recovery Plan (Shire of Kojonup 2021)
- Code of Practice for Timber Plantations in Western Australia (Forest Products Commission (FPC) 2014)
- Emergency Response Procedures Sub-Plan - Code Yellow – Bushfire, Kojonup Health Service WACHS Great Southern (WACHS Great Southern 2022)
- Fire Management Planning for Urban Bushland (FESA 2000)
- Fire Management Plan for Kojonup Reserve Australian Bush Heritage Fund (Bushfire and Environmental Services 2001)
- Field Guide Fuel Assessment and Fire Behaviour Prediction in Dry Eucalypt Forest (Bushfire CRC 2007)
- Guidelines for Planning in Bushfire Prone Areas (WAPC 2021)
- Guidelines for Preparing a Bushfire Risk Management Plan 2020 (DFES 2020)
- Guidelines for Plantation Fire Protection (DFES 2011)
- Kojonup Reserve Property Plan (Bush Heritage Australia 2011)
- National Disaster Risk Reduction Framework (Department of Home Affairs 2018)
- National Strategy for Disaster Resilience (Attorney-General's Department 2011)
- Natural Resource Management in Western Australia The Salinity Strategy (The Salinity Council 2000)
- Native Vegetation Handbook for the Shire of Kojonup (DPIRD 1994)
- Public Service Circular No. 88 Use of Herbicides in Water Catchment Areas (Department of Health 2007)
- Powder Keg: Australia Primed to Burn (Climate Council 2023)
- Shire of Kojonup Town Planning Scheme No.3 (Dept. of Planning 2021)
- Western Australian Emergency Risk Management Guide (SEMC 2015)
- Wheatbelt Region parks and reserves management plan 95 (DBCA 2021)

2. The Risk Management Process

The risk management processes used to identify and address risk in this BRM Plan are aligned with the international standard for risk management, *AS/NZ ISO 31000:2009 Risk Management – Principles and Guidelines*. This process is outlined in Figure 1.

Figure 1 – An overview of the risk management process[1]



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2.1. Roles and Responsibilities

The roles and responsibilities of the key stakeholders involved in the Development of the BRM Plan are outlined in Table 1.

Table 1 – Roles and Responsibilities

Stakeholder Name	Roles and Responsibilities
Local Government	• Custodian of the Bushfire Risk Management Plan (BRM Plan) • Coordinate the development and ongoing review of the integrated BRM Plan. • Negotiate a commitment from land owners to treat risks identified in the BRM Plan. • Undertake treatments on lands owned or managed by them. • Submit the draft BRM Plan to DFES's Office of Bushfire Risk Management (OBRM) for review and endorsement. • Submission of the OBRM endorsed BRM Plan to council for their approval and adoption.
Department of Fire and Emergency Services	• Participate in and contribute to the development and implementation of BRM Plans. • Support to local government through expert knowledge and advice in relation to the identification, prevention and treatment of bushfire risk. • Facilitate local government engagement with state and federal government agencies in the local planning process. • Undertake treatments on Unmanaged Reserves and Unallocated Crown Land within gazetted town site boundaries. • In accordance with Memorandums of Understanding and other agreements, implement treatment strategies for other land owners. • Review BRM Plans for consistency with the Guidelines prior to final approval by council. • Administer and coordinate the Mitigation Activity Fund Grants Program.
Department of Biodiversity,	• Participate in and contribute to the development and implementation of BRM Plans.

Stakeholder Name	Roles and Responsibilities
Conservation and Attractions	• Provide advice for the identification of environmental assets that are vulnerable to fire and planning appropriate treatment strategies for their protection. • Undertake treatments on department managed land, and Unmanaged Reserves and Unallocated Crown Land outside gazetted town site boundaries and land in which they have an agreement for.
Forest Products Commission	• Participate in and contribute to the development and implementation of BRM Plans. • Provide information about their assets and current risk treatment programs. • Undertake treatments on lands owned or managed by them.
Department of Planning, Lands and Heritage	• Provide advice for the identification of their assets and infrastructure, specifically Aboriginal and European heritage.
Other State and Federal Government Agencies and Public Utilities	• Provide information about their assets and current risk treatment programs. • Participate in and contribute to the development and implementation of BRM Plans. • Undertake treatments on lands they manage.
Corporations and Private Land Owners	• Provide information about their assets and current risk treatment programs.

2.2. Communication and Consultation

Communication and consultation throughout the risk management process is fundamental to the development, implementation and review of the BRM Plan. To ensure appropriate and effective communication occurred with relevant stakeholders at each stage of the BRM planning process, a *Communication Strategy* was prepared (Appendix A).

3. The Bushfire Risk Management Plan (BRMP)

As a crucial document, the BRMP provides regional and local data obtained during the assessment phase which has been used to determine the risk evaluation and treatments necessary to reduce the bushfire risk. In the development of this plan an emphasis has been placed on the message of 'Shared Responsibility'.

> *Shared responsibility refers to the idea that multiple parties or individuals have a role to play in addressing the bushfire risk. In this approach, each party takes on a portion of the responsibility to address this issue, rather than relying on a single entity or individual.*

In the context of bushfire risk management, shared responsibility involves state and local government agencies, private corporations/businesses, local community groups, residents and rate payers as a collective. Together, the collective work towards Identifying the bushfire hazards, participating in reducing the risk and preparing for emergencies.

The principle of shared responsibility recognises that many challenges are too complex or too significant to be addressed by one entity alone, and that collective effort is needed to achieve sustainable and effective solutions. By working together and sharing responsibility, stakeholders can bring their unique perspectives, resources, and expertise to bear, increasing the chances of success and improving outcomes.

4. Establishing the Context

The context of bushfire in the landscape refers to the various physical, ecological, and social factors that influence the likelihood and impact of bushfires. Understanding the context of bushfire in Shire of Kojonup is an integral component to the foundation of this BRMP. In the sections below a detailed insight of the 'Shire' and its corresponding framework, community, landscape, environment, industry, climate, history, current bushfire strategies and key stakeholders' contribution to mitigation activities.

Section 8 – 'recommendations' provides advice on areas of concern that has been acknowledged within section 4. These areas of concern may not be addressed within BRMS, but would still be seen as a crucial bushfire risk mitigation opportunities.

4.1. Local Government and Community Context

4.1.1 Strategic and Corporate Framework

While the Shire of Kojonup's strategic and corporate framework is an important aspect of its overall planning and governance, consideration towards bushfire risk management and mitigation currently hasn't been covered through the shires framework. Although this doesn't visually show the shire's past and future commitment, behind the scenes, the shire and its dedicated volunteers have always understood the risk of bushfires in the area. Taking any opportunity to help Kojonup's community become resilient towards bushfires.

Shire of Kojonup BRMP Implementation:

This BRMP will provide the Shire, Stakeholders and community with a clear understanding of the bushfire risk within its boundaries, with the aim to enhance community awareness, education and planned treatment activities in their vicinity, thereby aiding in the identification of treatment priorities and facilitating future planning and budgeting. While the focus of bushfire risk management has traditionally been on response and recovery efforts, there has been a shift towards a risk management approach that encompasses prevention and preparedness activities as well. This plan will continue to be reviewed and updated to maintain relevant towards the evolving bushfire risks.

This plan is endorsed by both DFES (OBRM) and the council at Shire of Kojonup, the continuation, implementation, review and amendment of this plan will ultimately come down to the Shire of Kojonup's Chief Executive Officer (CEO) and Regulatory Services. Keeping the data relevant and up to date will be crucial for the shire to maintain a transparent understanding of the ongoing efforts to manage the shire's responsibility towards the bushfire risk.

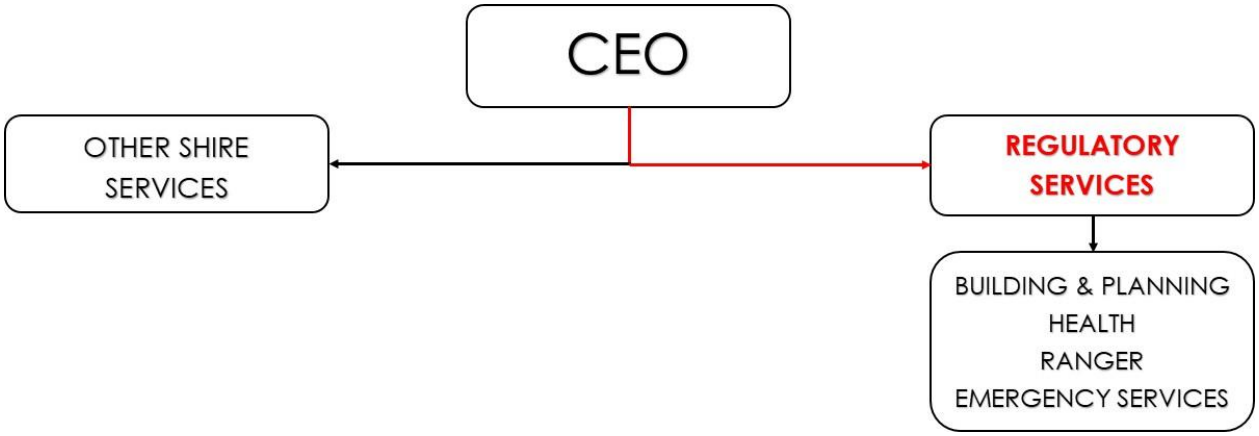


Figure 2 – Shire of Kojonup Hierarchy related to BRMP implementation

4.1.2 Other Supportive Framework

State Government Legislation

- *State Planning Policy 3.7*

  State Planning Policy 3.7 (SPP 3.7) is a policy framework established by the Western Australian State Government to manage bushfire risks in the state. It sets out rules and guidelines for building in areas prone to bushfires, with the aim of minimising risks to people, property, and the environment.

  Under SPP 3.7, local governments are responsible for identifying new buildings and developments in bushfire-prone areas through third-party assessments that specify planning and construction standards to reduce the risk of damage or destruction from bushfires. The policy outlines specific requirements for various stages planning proposals, vulnerable or high-risk land uses and unavoidable development.

  To achieve its goal of ensuring safe and sustainable development in bushfire-prone areas, SPP 3.7 provides a framework for decision-makers that requires compliance with specific standards and guidelines, including the Australian Standard AS 3959:2018 Construction of buildings in bushfire-prone areas and Guidelines for Planning in Bushfire Prone Area.

  SPP 3.7 is an essential tool for local governments, practitioners, planners, developers, and the community to ensure that development in bushfire-prone areas is carried out in a responsible and sustainable way. By adhering to its guidelines, the policy aims to minimize the impact of bushfires on people, property, and the environment.

- *Guidelines for planning in Bushfire Prone Areas*

  The Guidelines for Planning in Bushfire Prone Areas is an essential document developed by the Western Australian Department of Planning, Lands and Heritage. It offers comprehensive guidance to local governments, practitioners, planners, and developers on planning for regional, district, local subdivision and development in bushfire-prone areas. The document covers various aspects of decision-making, such as land-use planning, tourism, commercial and residential development.

  The guidelines advocate a risk-based approach and offer guidance on different requirements throughout the planning stages of subdivision or development and incorporating the results into planning and development decisions. It also sets out various considerations for building and development in bushfire prone areas, such as location, sitting and design, access and egress, and access to water.

Overall, the Guidelines for Planning in Bushfire Prone Areas is an indispensable tool for promoting responsible and sustainable development in bushfire-prone areas while safeguarding communities' safety and preserving the environment.

Current Shire of Kojonup Framework

To date the shire has had limited available resources to undertake research, develop policies, procedures, guidelines or other types of bushfire mitigation/management documents. Reliance has been placed on the local volunteers to provide advice and guidance on any arising matters.

A Business Continuity & Disaster Recovery Plan has been developed and helps provide a baseline of assets for the Shire of Kojonup to keep functioning during an unexpected disaster.

Business Continuity & Disaster Recovery Plan

Business Continuity and Disaster Recovery Plan (BCDRP) documents and organises procedures and protocols that the shire follows to ensure it can continue its critical operations during and after a disruptive event or disaster. The goal of the plan is to minimise the impact of a disaster or other event on the organisation's operations, customers, employees, and other stakeholders.

The incident response and business impact analysis outlines the processes and procedures to ensure critical operations continue during and after a disaster or other significant event. It includes the identification of critical business functions, the development of procedures to ensure continuity of those functions, and the designation of personnel responsible for executing the plan.

The plan also outlines the processes and procedures the shire will follow to restore IT infrastructure and applications after a disaster or other significant event. This includes the identification of critical IT systems and applications, the development of backup and recovery procedures, and the designation of personnel responsible for executing the plan.

Although it does not directly involve this BRMP, this plan helps identify the key locations or assets that would require protection for the ability to perform these tasks. Underlining the starting point for asset entry into BRMS.

Future Shire of Kojonup Framework

A holistic approach is being taken by the Shire with regards to future bushfire management planning, taking all factors into consideration when developing policies and strategies. This approach acknowledges that local government is

complex and that decisions made in one area can have ripple effects throughout the organisation.

During the assessment phase for this BRMP, the following corporate framework are under development and to be considered in the near future:

- *Cemetery High Fire Danger Policy*

  Cemetery High Fire Danger Policy is a set of rules and procedures designed to minimise the risk of bushfires in cemeteries during periods of high fire danger. The policy aims to protect cemetery property and reduce the danger to visitors, staff, and surrounding communities.

  The policy includes guidelines for vegetation management, including the removal of dead or dry plants, trees, and other flammable materials. It also requires regular maintenance and inspections of cemetery grounds.

The above policies are just the beginning for the Shire's efforts in addressing the bushfire risk, as well as supporting both this plan and the community's safety.

4.1.3 Location, Boundaries and Tenure

Location and Boundaries

The Shire of Kojonup is a local government area in the Great Southern region of Western Australia. The shire is located approximately 256 kilometers south-east of Perth, the capital city of Western Australia. Kojonup is a town within the shire and is situated on the Albany Highway. The boundaries of the Shire of Kojonup are described as follows:

> *"To the north the Shire of Kojonup is bounded by the Shire of West Arthur and the Shire of Woodanilling. To the east is the Shire of Katanning and the Shire of Broomehill-Tambellup. To the south is the Shire of Cranbrook and to the west is the Shire of Boyup Brook."*

It covers an area of approximately 2,500 square kilometers and includes the town of Kojonup and several smaller communities.

The Shire of Kojonup was first established in 1894 as the Kojonup Road District under the Roads Act of 1871. It was later renamed the Kojonup Shire in 1961 under the Local Government Act of 1960.

There are five gazetted townsites within the Shire of Kojonup, these are:

- Kojonup
- Muradup
- Qualeup

- Boscabel
- Jingalup

Of these Kojonup and Muradup are the only ones that have been substantially established (Kojonup decidedly more-so). The Qualeup, Boscabel and Jingalup townsites have not been developed to any great extent.

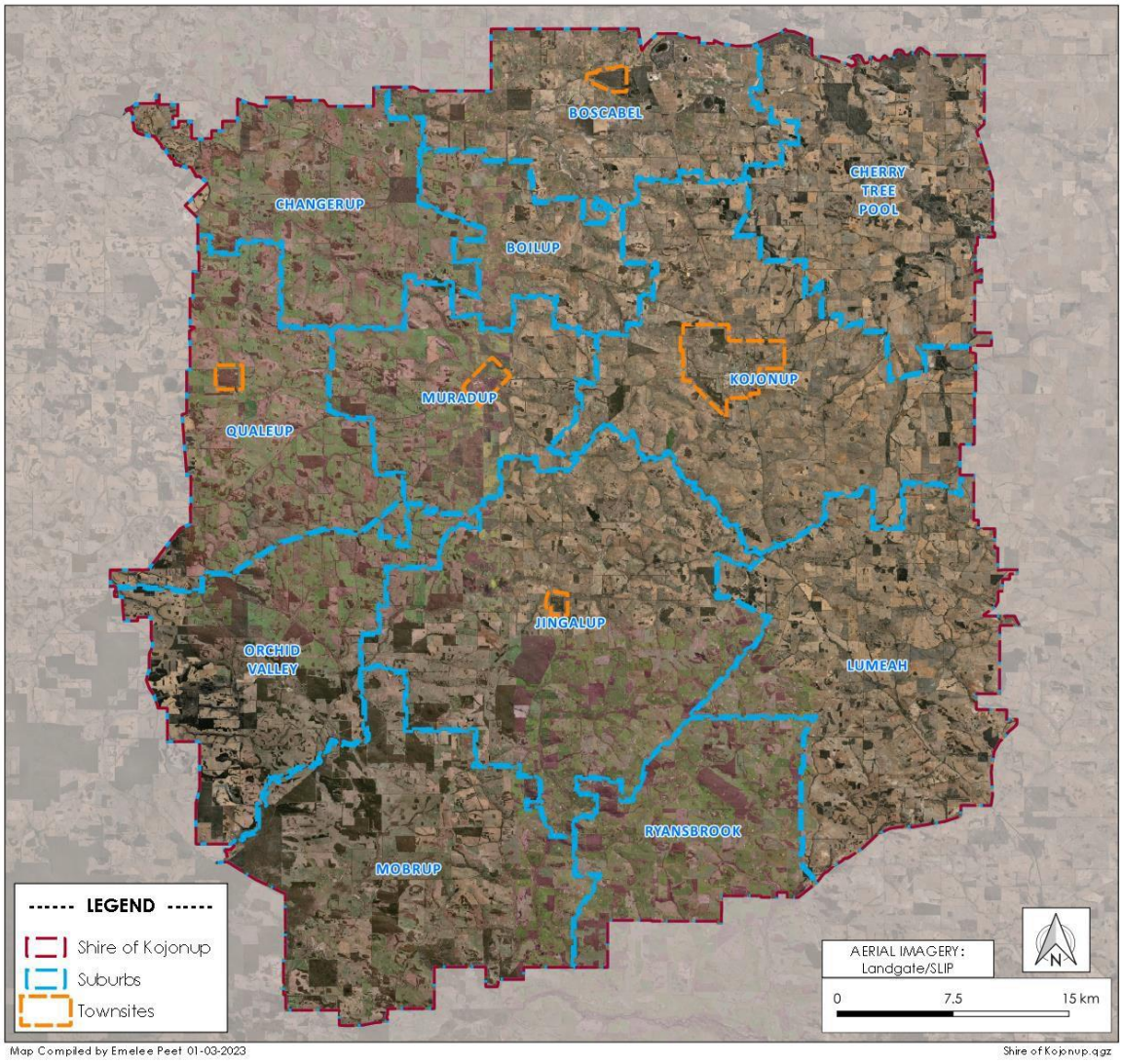


Figure 3 – Shire of Kojonup Map

Tenure

Figure 4 and table 2 (below) provide a breakdown of land proprietors within the Shire of Kojonup, a significant portion (91%) of the total land area has been identified as private/private business owned.

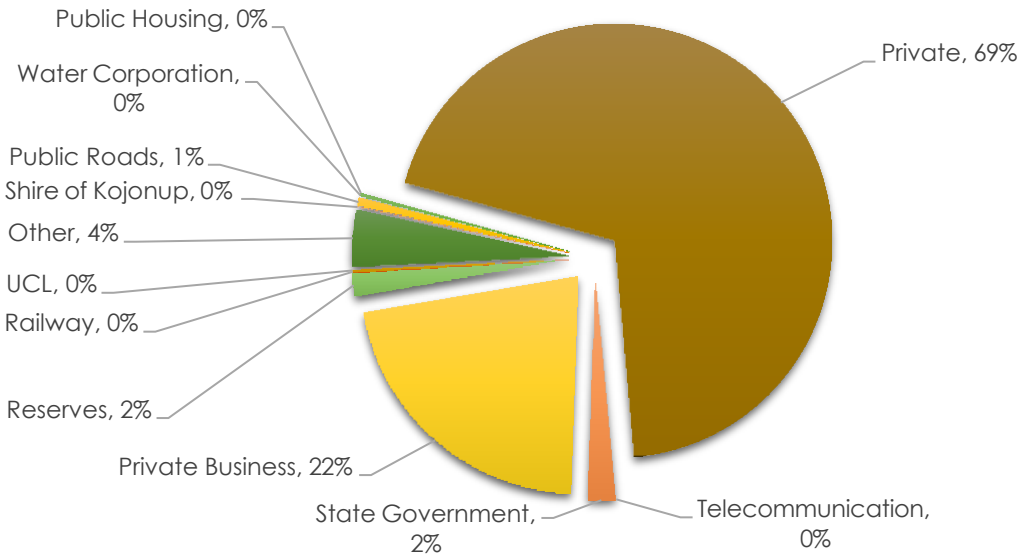


Figure 4 – Shire of Kojonup Land Tenure

In a shire characterised by predominantly private landholders, the risk of bushfires can be elevated due to the decentralised nature of land management practices. The Shire of Kojonup serves as an example, where the primary land uses consist of crop farming, forestry, and sheep husbandry. Given the specific management practices employed for these activities and the timing at which they are conducted, the inherent risk of bushfires remains consistently heightened.

Table 2 – Overview of Land Tenure and Management within the Shire of Kojonup

Land Manager/Agency	Percent of Area
State Government	1.95%
Shire of Kojonup	0.04%
Private	69.28%
Private Business	21.51%
Public Roads	0.61%
Railway	0.04%
Reserves	1.73%
Unallocated Crown Land	0.13%
Public Housing	0.001%
Water Corporation	0.3%
Telecommunication	0.0002%
Other	4.1%
Total	2,423.826 km²

Source: Landgate Land Tenure

On average, 658 hectares (equivalent to 315 football fields) is a typical agricultural property size, where 1000 square meters would be considered as a normal townsite block within the shire. A combination total of 2370.41 hectares represents the aggregate area of Boscabel, Qualeup, Jingalup, Muradup and Kojonup townships, leaving 2,400.12 square kilometers of the shire being managed in a rural setting.

To combat the bushfire risk private land owners contain within their boundaries, the Shire of Kojonup enforce the Firebreak Order as per the Bush Fires Act – section 33 to manage the hazardous fuels. This order is the fundamental document helping mitigate the bushfire hazard on private land.

Further details regarding the Firebreak Order can be found in section 4.2.7 - Current Bushfire Risk Management Activities.

Several government agencies own and manage land within the Shire of Kojonup and unlike private landholders, government land is not bound to a shire's firebreak notice, meaning there is no minimum requirement to uphold with the various agencies. This results in inconsistencies towards the priority of land management, how often the land will be managed and to what extent.

This plan is helping to close that gap, by recognising the key stakeholders, identifying a relevant contact within the organisation's, creating accountability and providing the opportunity to work together in improving the overall risk to the shire and its community.

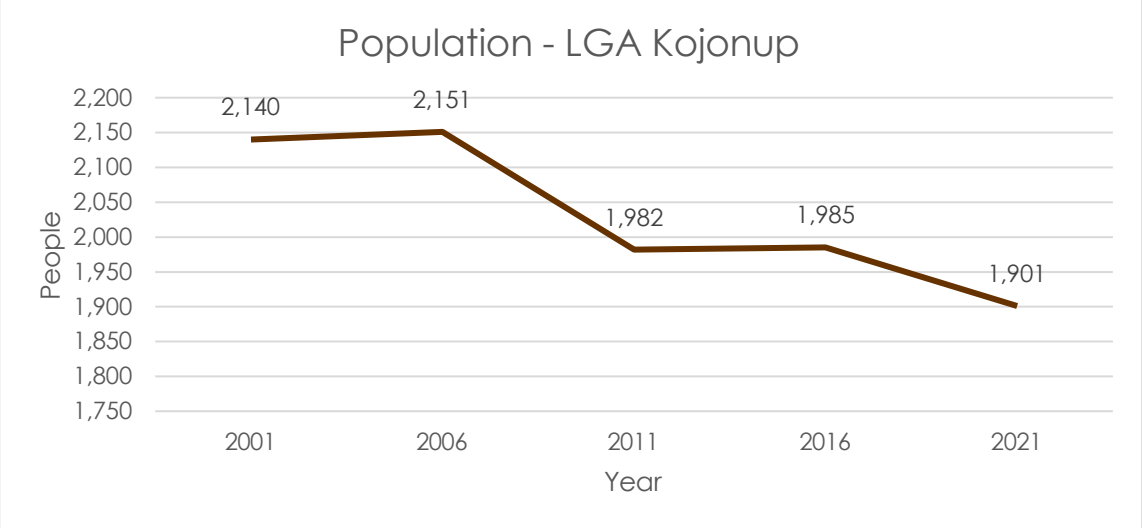
4.1.4 Population and Demographics

The Shire of Kojonup has a predominantly rural population, meaning a significant proportion of its residents live in agricultural areas with the land used for farming purpose. As identified in location and boundaries there are 5 gazetted rural-urban towns, with locality area Kojonup maintaining majority of urban/rural-urban population.

Graph 1 provides a visual understanding towards the decline in population growth since 2006. There are both pros and cons associated with a drop in population numbers in a local government area (LGA) with respect to bushfire risk.

A smaller population has the ability to reduce the risk of bushfire, as fewer people will be living in high-risk areas and fewer assets to protect. In addition, if an evacuation is necessary a smaller population can result in better local knowledge of people's whereabouts, management of the evacuation as there will be fewer people to communicate to, evacuate and/or transport to safety. Moreover, with less structures and homes to protect, firefighters may be able to

focus their efforts more effectively on containing and extinguishing the fire, rather than having to prioritise the protection of homes and structures.



Graph 1 – Population Growth Pattern LGA Kojonup ABS Census

Alternatively, a drop in population can contribute to a reduction in resources, capacity to manage and respond to bushfires. This could include fewer trained firefighters, fewer resources to support evacuations and recovery efforts and reliance on outsourcing, which can delay the opportunity to control or extinguish the fire. Furthermore, population decline may result in a reduced sense of community resilience, as there may be fewer people available to support each other during times of crisis. This could make it more difficult to coordinate effective responses to bushfires and manage the social and economic impacts of the disaster.

Between the Shire, Local Emergency Management Committee, Bushfire Advisory Committee, BFB's, VFRS and other supportive community groups, the talk of succession planning is always at the forefront of their development and future proofing the community. (4.2.7 Current Bushfire Risk Management Activities, provides further details on LEMC and BFAC committees)

Table 3 below provides comparison data relating to the 2016 and 2021 Census (courtesy of Australian Bureau of Statistics) for the Shire of Kojonup.

Categories	2016	2021	Difference
Population	1,985	1,901	- 4.2%
Median Age	44 years	45 years	+ 2.3%
Over the age of 55	675 (34%)	731 (38.5%)	+ 8%
Under the age of 14	419 (21.1%)	371 (19.5%)	- 12%
Male Gender	50.6%	51.6%	+ 1%

Categories	2016	2021	Difference
Female Gender	49.4%	48.4%	- 1%
Indigenous Status	4.4%	5.2%	+ 0.8%
Born in Australia	76.6%	77.7%	+1.1%
England	3.1%	2.7%	- 0.4%
New Zealand	4.7%	3.7%	- 1%
Primary language: English	77%	86.5%	+ 9.5%
Other	6.6%	5.3%	- 1.3%
Education: Completion of year 10 or beyond	74.1%	77.5%	+ 3.4%
Employed Residents	97.6%	98.5%	+0.9%
Agriculture	45.1%	43.6%	- 1.5%
Health Care	5.9%	6.1%	+ 0.2%
Retail Trade	6.2%	5.2%	- 1%

Table 3 – 2016 and 2021 LGA Kojonup Census

Kojonup's population is also aging, with a median age of 45 years in the 2021 ABS estimate. This suggests that the shire may have a higher proportion of older residents, who may have different social and health needs compared to younger populations.

The current population and demographics for the Shire of Kojonup have very little to overcome in the defense and recovery towards a bushfire, but with the trends of population decline and aging population the future response for the shire can present some challenges if this pattern maintains unchanged.

Farming and Backpackers

As time has gone on, farm consolidation or amalgamation has been occurring. This is a process where farmers purchase or merge with surrounding properties to create larger farms. One of the primary reasons for farm consolidation is economies of scale. By acquiring more land, farmers can spread their fixed costs, such as machinery and infrastructure, over a larger area.

This has resulted in fewer available local labour, requiring us to outsource labour for seasonal work. This introduces backpackers working on farms, which can pose a risk of bushfire in several ways. Below are some potential factors that increase the risk of bushfires:

- *Lack of experience with farming practices:* Many backpackers may not have experience working on farms or in rural areas, and they may not be familiar with the risks associated with farming practices that can start a

fire. For example, using machinery that produces sparks or using tools that can create heat can accidentally start a fire.

- *Lack of knowledge of fire safety:* Backpackers may not be aware of the importance of following fire safety practices, such as not smoking near flammable materials, properly extinguishing campfires, or reporting any signs of a fire immediately.
- *Environmental factors:* Backpackers may not be aware of the environmental factors that increase the risk of bushfires, such as dry weather conditions, high winds, and heatwaves. They may not be aware of how easily a small fire can turn into a large and uncontrollable bushfire.
- *Language and communication barriers:* Backpackers may not have a strong grasp of English, which can make it difficult for them to understand instructions or communicate effectively with other workers or supervisors. This can increase the risk of miscommunication and confusion, which can lead to accidents.
- *Lack of proper training and supervision:* Some employers may not provide adequate training or supervision to backpackers, which can increase the risk of accidents and incidents.
- *Short term plans:* Backpackers are very temporary both in location and the jobs they are undertaking, most employers will be reluctant to invest in providing the correct protective clothing, equipment or training towards protection against bushfire. This onus is placed back onto the shire to provide, creating continuous bushfire brigade membership management, supply of uniforms and training.

4.1.5 Economic Activities and Industry

Agriculture Industry

The Shire of Kojonup relies heavily on agriculture as its primary economic activity, with sheep and crop farming being the mainstay.

Cereal and oilseed crop farming are the primary focus of agriculture in the Shire of Kojonup, with wheat, barley, and canola being the predominant crops grown on large-scale commercial farms.

Forestry Industry

Forestry is also an economic activity in the Shire of Kojonup, with a portion of its land covered in eucalyptus, pine and sandalwood plantations.

Mining Industry

Small-scale mining activities in the area, including gold and mineral exploration.

Tourism, Retail and Services

Kojonup townsite contains emergency/health care facilities/services, assisted living, critical aged care, supermarket, cafes, industrial services and specialty stores.

The Shire of Kojonup is a burgeoning tourist hotspot, boasting an array of natural attractions, including native bushland, historic sites, and scenic drives that appeal to visitors. Between Kojonup, Boscabel, Qualeup, Jingalup, Muradup, Orchid Valley, Mobrup and Changerup localities, heritage and historic buildings contribute to the history of the shire.

Kojonup functions as a pivotal stopover town in the realm of tourism, heavily depending on tourists who pause during their journeys to other destinations. The local shire collaborates both internally and with The Great Southern Treasures to offer and promote attractions and activities in Kojonup and its surrounding areas. This dynamic partnership contributes to the steady growth in the number of tourists who pause to explore the offerings of the Shire of Kojonup.

While these visitors may not stay for extended periods, it's noteworthy that in the event of a disaster, their presence can significantly augment the temporary population of the area.

Economic Activities

Within this plan there is an emphasis on the Agriculture and Forestry activities being a major contributor towards the bushfire risk within the shire, some of these contributing factors can be, modification of the landscape, removal of native vegetation, introduction of annual crops, proliferation of weeds, contribution to the salinity issue and farming practices. It also opens other economic activities to become more vulnerable and at risk.

Due to the heavy reliance on the agricultural industry, managing the bushfire risk is crucial for the local resident's, severe bushfires could devastate the industry

physically and financially by destroying crops, kill livestock, damaging infrastructure, ruining transport corridors, wiping out feed sources and increase the risk of topsoil erosion by wind and rain.

From mid-October to late November, crops gradually start to cure ready for harvest. This results in the crop becoming highly flammable and increasing the fuel load available in the area. Late November to January (start of bushfire season) is a critical period as crops are matured and begin the process of harvesting.

With the use of machinery, hot/dry days and 100% cured crops, the potential outcome can result in a fire. As the crops are planted for maximum yield and the characteristics being grassland, the fire would be expected to spread quickly and cover a vast amount of area in a short period of time. Without the introduction of various mitigation methods, these fires can develop into a highly uncontrollable fire.

The Great Southern Region benefits from the advantages of a well-developed network of sealed roads, which serve as a critical link between Perth and Albany. This comprehensive network accommodates a wide range of vehicles, including bicycles, motorcycles, four-wheelers, and trucks, including double and triple road trains, making it a primary route for diverse modes of transportation.

The town of Kojonup enjoys direct accessibility from both the north and south regions via the Albany Highway. Notably, this road falls under the jurisdiction of Main Roads and serves as a crucial inter-town connector encompassing the Perth Metro area, Bedfordale, Williams, Arthur River, Kojonup, Cranbrook, Mt Barker, and Albany. Its functionality extends to accommodate various purposes, including the transportation of heavy seasonal grain and fertilizer, oversized haulage, commercial goods and services, emergency services access, general commuting, and tourism-related activities.

In addition to ground transportation, the Kojonup Shire maintains a regionally significant airstrip. This airstrip plays a vital role, particularly in the swift transportation of critical care patients and serves as a crucial resource during the fire season for the prompt refilling and refueling of aircraft.

Impact and or destruction to either of these primary resources will have significant consequences for the community. It can lead to isolation, hinder emergency response, disrupt businesses, impact property values, affect healthcare and education. The economic consequences include disruptions in supply chains, reduced tourism, and increased costs. Rebuilding the infrastructure can be costly and time-consuming, and there may also be environmental damage to address.

4.2. Description of the Environment and Bushfire Context

4.2.1 Topography and Landscape Features

Landscape

The behavior of a bushfire is influenced by the physical characteristics of its environment. There are several ways in which the landscape can impact bushfires. Vegetation plays a significant role, as the type, density, and condition of vegetation can affect the speed of a fire's spread. Dry, dense vegetation is highly flammable and can rapidly carry fire, whereas moist, sparse vegetation can slow it down. Additionally, the amount of combustible material in an area, known as fuel load, can affect the heat and intensity of a fire. Human activities such as land use, development, and maintenance can also contribute to bushfires by creating sparks that start fires or by reducing the amount of fuel available. Climate conditions such as temperature, humidity, and wind also play a role in bushfire behavior, with hot and dry conditions increasing the intensity of fires and humid or rainy conditions dampening them. Finally, the shape and features of the land, known as topography, can influence the intensity and direction of fires, acting as barriers or conduits for flames.

The following points are some of the key features of the Shire of Kojonup's landscape environment:

- *Agricultural land:* The majority of the Shire is used for agricultural purposes, with cropping and livestock farming being the primary industries. The region's rolling hills and fertile soils make it well-suited for agriculture.
- *Forests:* The Shire of Kojonup contains fragment areas of jarrah and marri, which are important for recreation, and conservation purposes. These forests also provide habitat for a range of native wildlife species.
- *Woodlands:* There are also areas of woodlands in the Shire of Kojonup, which are home to a variety of plant and animal species. These areas can be vulnerable to bushfires during the summer season.
- *Waterways:* The Shire is home to several rivers and streams, including the Kojonup Brook, which provides important habitat for aquatic species and supports local agriculture.
- *Structures:* Bridges and radio towers are key infrastructure that become a part of the landscape, within the shire there are currently 43 radio towers (additional 2 proposed) and 25 bridges (18 of these are constructed out of timber).

Topography

Topography, or the shape and features of the land, has a significant impact on how a bushfire behaves. Below lists the influences topography can have on bushfires:

- *Slope:* The steepness of the terrain can affect the speed and intensity of a bushfire. On a steep slope, a fire can spread more quickly because the heat rises and creates an updraft that feeds the flames. Additionally, the fuel on the slope can burn more quickly because it is exposed to more heat.
- *Aspect:* The aspect, or direction that the slope faces, can also affect how a fire behaves. South-facing slopes in the Southern Hemisphere, for example, receive less direct sunlight and may have more moisture, which can make the vegetation less flammable. North-facing slopes, on the other hand, may be drier and more prone to fire.
- *Elevation:* As elevation increases, the air becomes thinner and cooler, which can affect the intensity of the fire. Fires can burn more intensely at lower elevations because the air is denser and there is more oxygen available to fuel the flames.
- *Topographic features:* Certain topographic features, such as ridges or valleys, can act as barriers or conduits for a fire. Ridges can block the spread of a fire by creating a natural firebreak, while valleys can funnel the flames and make the fire more intense.
- *Wind:* The shape of the land can also affect wind patterns, which can in turn affect the direction and speed of a fire. A fire, for instance, may burn more intensely in a valley or on a ridge if the wind passes through it.

The topography of the Shire of Kojonup is characterised by gently rolling hills, predominately of agricultural land, with fragments of native forests, and woodlands. The area is part of the larger geographic region known as the Great Southern, which encompasses a wide range of landscapes and topographic features.

Within the Shire of Kojonup, the topography varies somewhat depending on the exact location. The central and eastern parts of the shire are characterised by undulating hills, with elevations ranging from around 150 meters to 300 meters above sea level. The western part of the shire is flatter and lower lying, with elevations closer to sea level.

Salinity

Salinity is a significant environmental problem that affects native vegetation, caused by natural factors or human activities like land clearing, fertiliser use, and irrigation. In the South-West Region of Western Australia, including the Shire of

Kojonup, groundwater salinity levels range from less than 1,000 mg/L to over 10,000 mg/L.

High soil salinity can have both positive and negative effects on bushfires. Although it reduces the flammability of plants due to higher moisture content, it can limit plant growth or degrade the existing vegetation and make it more vulnerable to bushfires. Changes in soil structure and function caused by high salinity levels can also affect the overall ecosystem resilience to bushfires.

4.2.2 Climate and Bushfire Season

Climate

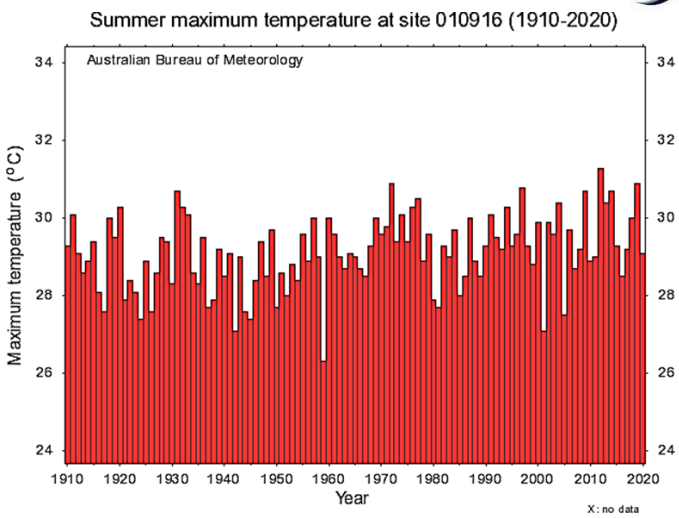
The Shire of Kojonup is located in Western Australia's southwest. The climate in this region is considered to be Mediterranean, with hot, dry summers and mild, wet winters.

January and February can generally be dominated by weekly weather cycles and movements of the west coast trough through the area, this produces a high probability of thunderstorms and lightning. Lightning is a major contributor to Bushfires in the area, as identified within 4.2.6 Bushfire Frequency and Causes of Ignition.

Throughout the entire bushfire season seasonal strong prevailing winds continue to increase the bushfire risk, these can predominately happen in the late afternoon from the south/southwest direction.

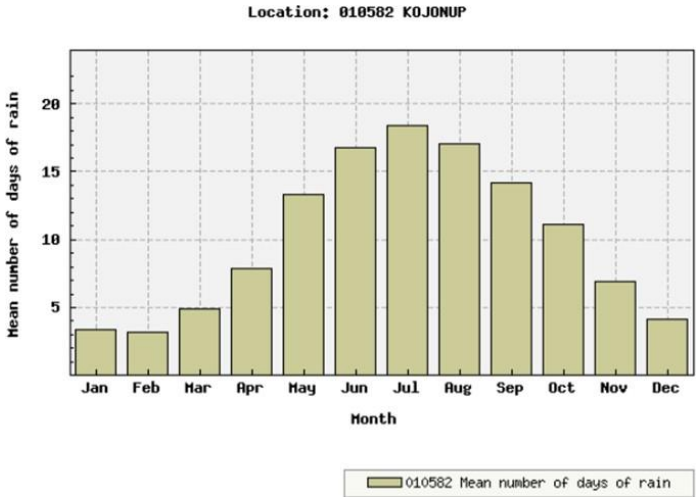
As a guide, here are some key characteristics of the average climate in the Shire of Kojonup:

- *Sunshine:* The region enjoys a relatively high amount of sunshine throughout the year, with an average of around 8 hours of sunshine per day in summer and around 6 hours per day in winter.
- *Temperature:* The average maximum temperature in summer (December-February) is around 29-30°C, (see Graph 2), and the average minimum temperature is around 14°C. In winter (June-August), the average maximum temperature is around 16°C, and the average minimum temperature is around 7°C.



Graph 2 – Kojonup Summer Maximum temperature (1910-2020)

- *Rainfall:* The Shire of Kojonup receives an average of around 550 millimeters of rainfall per year, with the majority of this rainfall occurring in winter. The driest months are typically January and February, while the wettest months are usually July and August (see Graph 3).



Graph 3 – Kojonup Mean Number of Days of Rain

- *Wind:* The Shire of Kojonup can experience strong winds throughout the year, with the highest wind speeds typically occurring in spring and summer. The prevailing winds in this region are usually in the afternoon from the west-southwest direction (see figure 5&6).

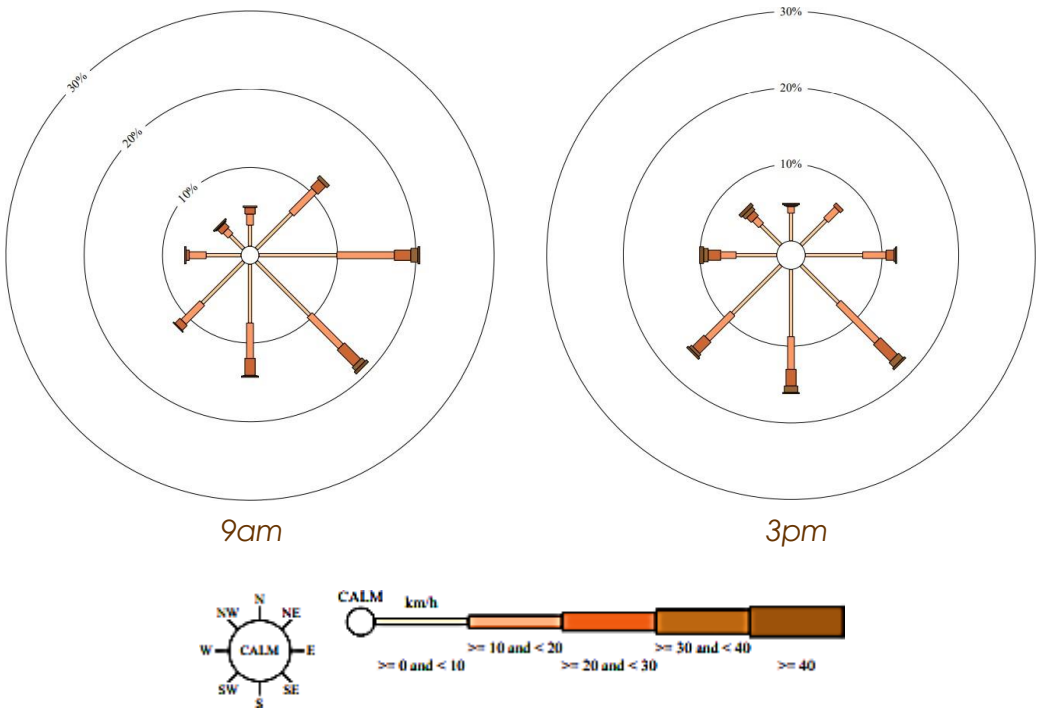


Figure 5 – Kojonup Wind speed vs direction plot

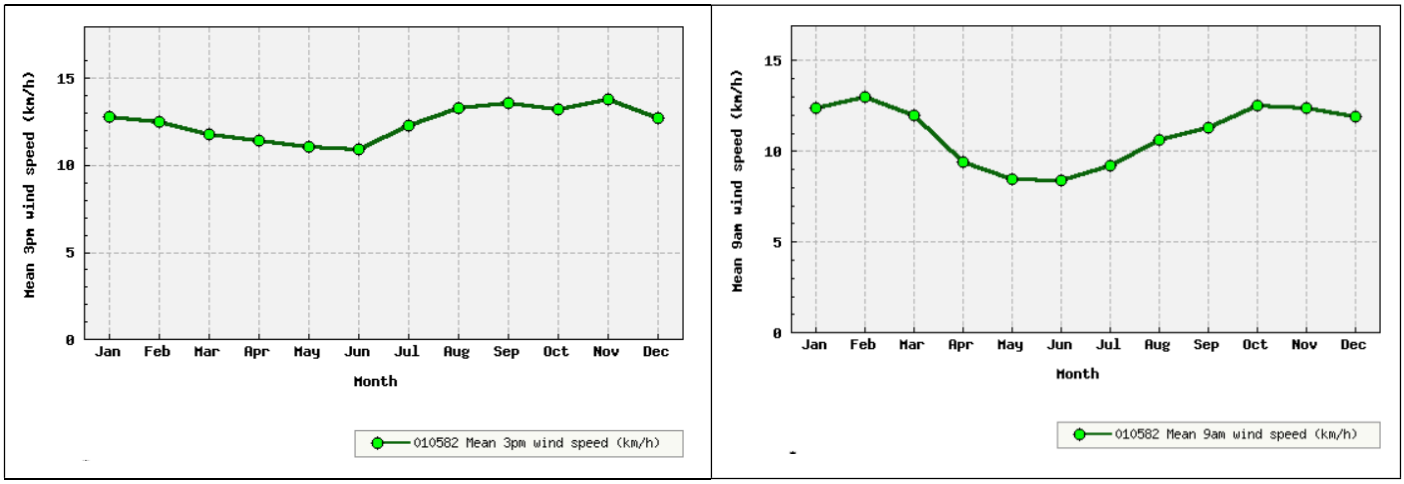


Figure 6 – Kojonup wind speed means (09:00 & 15:00)

Bushfire Season

The bushfire season in the Shire of Kojonup typically occurs during the summer months, from December to February. This is because the climate in this region is characterised by hot and dry conditions during the summer season, which can create a higher risk of bushfires.

The highest level of fire danger typically occurs during the period from late spring through early autumn, as the fuels on the ground have had time to dry out following the winter rains. During this time, the intensification of heat troughs in proximity to the Pilbara region, combined with the influx of hot air masses from the interior, creates hazardous fire weather conditions.

During this time, the Shire of Kojonup and other authorities in the area monitor weather and fire conditions closely and issue warnings or alerts as necessary. Residents in the area are encouraged to take precautions, such as ensuring that their properties are bushfire-safe and have a bushfire survival plan in place.

Most farmers are constantly improving their fire risk mitigation systems as new techniques and equipment become available. Reliable communications continue to be essential to maintain fast response and suppression times.

4.2.3 Native Vegetation

76% of Kojonup's native vegetation has been removed for farmland/agricultural use. It is known that in many areas of Australia, including Western Australia, there has been significant loss of native vegetation due to land clearance for agriculture, urban development, and other human activities.

Botanic Province

Botanical provinces refers to geographical regions characterised by a distinct and unique combination of plant species, vegetation types, and ecological conditions. These provinces are based on the natural distribution of plant species and reflect the influence of various factors such as climate, topography, geology, and soils.

In Australia, the concept of botanical provinces has been used extensively to map and classify the country's plant species and vegetation types. The shire of Kojonup is situated in the South-West Province.

Bioregion (Jarrah Forest)

The South-West Province has been divided into bioregions to better define the native vegetation. The shire is situated within the 'Jarrah Forest' bioregion, which is characterised by extensive areas of jarrah forests dominated by tall, straight-trunked trees with rough, grey-brown, stringy/fibrous bark. Other tree species, such as marri, wandoo, and sheoak, are also found in this region. The understory vegetation mainly consists of shrubs, grasses, and herbs and is predominantly located towards Jingalup, Mobrup, and Orchid Valley way.

The Jarrah Forest is one of Australia's 36 biogeographic regions, covering an area of about 44,500 square kilometers in southwestern Western Australia. It is renowned for its high levels of plant species diversity and endemism. A bioregion is a geographic area defined by its distinct ecological characteristics, including climate, geology, topography, vegetation, and wildlife. Bioregions are typically defined by natural boundaries, such as mountains, rivers, or coastlines, and may encompass a range of different ecosystems, including forests, grasslands, wetlands, deserts, and marine environments.

Vegetation Systems

The following vegetation system definitions (Native Vegetation Handbook for the Shire of Kojonup) provide a better understanding of the different formation of native vegetation found in the Shire of Kojonup. Figure 6 visually shows the boundaries of the vegetation systems.

Jingalup Vegetation System:

Well defined mosaic of jarrah, marri and wandoo woodlands on ironstone gravels, woodlands of marri and wandoo on the slopes. Brown mallet often associates with jarrah on breakaways, while flooded gum occurs along minor creeks. Woodlands of marri and wandoo dominate, scattered small jam and sheoak with some bull banksia and Christmas trees. In the soulth-west of the system, wandoo woodland appears in the valleys and on the lower slopes. In some of the damper areas, flat-topped yate woodlands occurs, while along water courses flooded gum low woodland is common. Jarrah open forest is generally confined to lateritic hill tops and merges with wandoo woodland on the upper slopes.

Beaufort Vegetation System:

Sandy deposits occur along sections of Carrolup River, and carry a variety of plant communities. The principle elements of this vegetation system landscape are woodland of wandoo on laterite residuals, woodlands of York gum and wandoo on undulating country and woodland of York gum and flat-topped yate on sand patches. Often there is a mosaic of different combinations of Eucalyptus spp. Woodland on a variety of landscapes.

Bridgetown Vegetation System:

Similar to the jarrah-marri forest of the Darling Scarp, although the system does not contain any part. Marri-wandoo woodlands occur towards its eastern boundary, along the river-banks flooded gums form fringing forest and paperbark forms a dense understory at the water's edge of more permanent rivers.

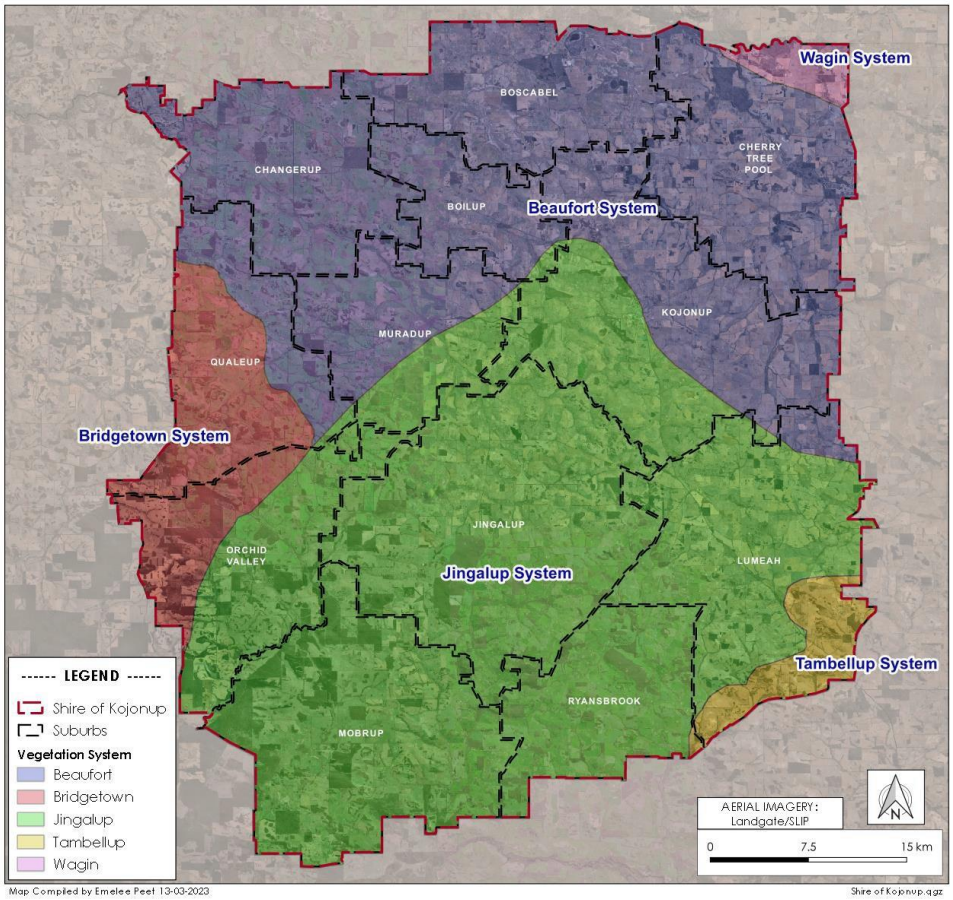


Figure 6 – Shire of Kojonup Vegetation Systems

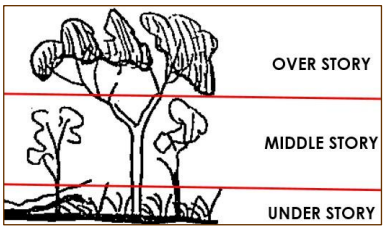
Native Vegetation Distribution

Due to the extensive land clearing for agriculture purposes, the native vegetation within the shire of Kojonup is very fragmented and disconnected. Although this is not an encouraging environment for native flora and fauna, it can be considered as an opportunistic situation. The breaks in dense/heavy fuels can provide additional options towards fire response tactics, while also being considered as a reduction in overall bushfire risk.

Although the opportunity for fire response tactics could be a positive, introduction of the agricultural environment surrounding the vegetated areas has created a negative impact on the ecological and survival of native vegetation in the area. Plant species used for agricultural purposes have created evolving issues to these areas, highlighting some of these issues, non-native plants invading the vegetated areas, out competing native species, changing nutrient and soil structure making it undesirable for natives, fast recovery or regeneration stimulation after fires. This has also contributed to changes in vegetation structure

and heavier fuel loads, a more in-depth explanation can be found in 4.2.4 introduced vegetation.

Vegetation Structure



Throughout the shire, majority of the remnant native vegetation represents a woodland structure, consisting of an under and over story. Native grasses, sedges, vines, low lying shrubs, logs/sticks/branches and leaf litter define the understory disposition. Sparse and open tree canopy maintaining partially filtered sunlight would emphasize the characteristics of woodland. r story.

Figure 8 creates a visual aid towards the native vegetation structure located around the shire.

Figure 7 – Shire of Kojonup Native Vegetation Areas

Significant Native Vegetation Areas within Shire of Kojonup

Qualeup Townsite

Muradup townsite

Significant Native Vegetation Areas within Shire of Kojonup

Changerup Hall

Boscabel Townsite

Farrar Reserve

Jingalup Townsite

Myrtle Benn - Kojonup

Showgrounds - Kojonup

Redundant Rail line (East) - Kojonup

Redundant Rail line (West) - Kojonup

Blocks of sheoak or banksia/acacia shrubs can be found in Patches throughout the woodland areas, these types of plants create a middle story within the vegetation changing the structure to a forest classification. Below Figure 7 highlights the pocket of forest vegetation within 'Myrtle Benn Reserve'.

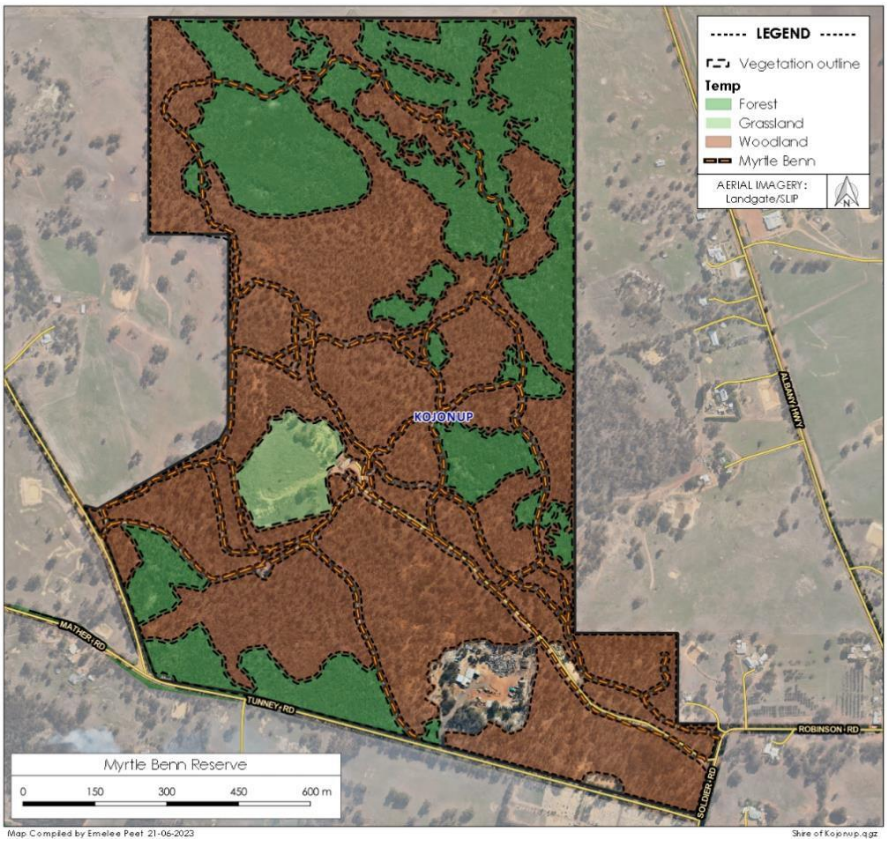


Figure 8 – Myrtle Benn Vegetation Areas

Forest vegetation structure contains an under, middle and over story, the middle story addition creates an additional layer of fuel. This allows for fire to climb from the ground to the top of the trees (Natural ladder fuel) which can evolve into a canopy fire. Canopy fires are challenging to control and extinguish, they pose significant risks to the detriment of vegetation survival, fire crew's safety and bushfire response planning. As identified earlier in distribution, the fragmented vegetation helps reduce the opportunity for continuation of a canopy fire due to the distance between vegetated areas.

Species

Although a lot of indigenous plants have adapted to fire for regeneration and management, oversight of the vulnerability or introduction of the incorrect fire regime may have a devastating effect on the vegetation, to its ecosystem or the survival of that species. Below lists a few endemic native plants found in the Shire of Kojonup with susceptibility to fire:

Wandoo Eucalyptus:

Medium to large size tree with a smooth trunk, mottled bark and long, narrow foliage. Regeneration process for wandoo trees involves seeding into an ash bed. Seeds that land on stony ground, leaf litter, or lightly burned areas are usually not able to germinate. Although mature wandoo trees are very resilient to mild or moderate intensity fire, they will be killed stone-dead by a high-intensity fire.

Banksia Species:

Banksias can come in many forms, from low lying shrub to 25m plus sized tree. Distinguished by strong gnarly trunks and long, tough leaves with coarse teeth, while some species may have finer or needle-like foliage. Most have long-lasting, flowers densely arranged in cylindrical or globular spikes, over time transforming into woody cones that bear fruit. While the plant itself is very susceptible to fire, the seeds trapped inside the fruit require heat from fire to open the fruit and the nutrients from ash to help germinate. It has also been suggested the smoke from fire is also an additional promoter for the seeds to germinate.

It is highly critical to the shire to correctly manage the remaining native vegetation, during the planning stages of any future mitigation works consideration towards the native species and its vulnerability will be assessed for the appropriate course of action.

Mitigation works:

Planned burns or mechanical works are a common bushfire mitigation technique used to reduce fuel loads and decrease the severity of potential fires. However, if not properly managed, mitigation works can have unintended negative consequences, such as introducing weed infestations and increasing fuel loads.

During a planned burn, the intense heat can stimulate dormant weed seeds in the soil to germinate and grow rapidly. This can lead to the establishment of new weed populations and outcompete native vegetation, increasing the overall fuel load in the area.

Meanwhile mechanical works can introduce weeds due to lacking machinery cleanliness. Weeds can easily become lodged in various parts of machinery, such as tyres, undercarriages, or equipment surfaces, and can be inadvertently transported to new areas. This can happen both in a reactive approach whilst controlling a bushfire and during mitigation programs.

When machinery is not adequately cleaned any weed seeds or plant parts present on the equipment can be dislodged and left behind in the next location where the machinery is used. This can lead to the introduction and establishment

of new weed species or the spread of existing weeds in previously weed-free areas.

Weeds compete with the native vegetation for resources like sunlight, water, and nutrients, reducing the vegetation quality. Not only does that create additional long term and tedious methods of control, it also is an environmental concern.

Spotting / Ember Attack

Spotting or Ember Attack refers to the phenomenon of embers or burning debris being carried by the wind and landing on nearby structures, vegetation, or other combustible materials, thereby starting new fires.
During a bushfire, strong winds can cause burning debris to be lifted into the air, carried for long distances, and deposited elsewhere. This can result in spot fires igniting well ahead of the main fire front, making the fire much harder to control and extinguish.

Ember attacks are a significant threat during bushfires, as they can easily spread flames to other areas, including buildings and homes. Embers can be carried up to several kilometers ahead of the main fire front and can ignite fires in areas that may not have otherwise been directly threatened by the bushfire.

4.2.4 Introduced Vegetation

Agriculture

As highlighted earlier, 76% of the shire has been cleared for agriculture use. This signifies the importance of understanding and managing introduced vegetation's (crops, plantations, orchids and weeds) towards the risk of bushfire. Defined below are characteristics and key considerations regarding agriculture land use:

Crop characteristics:

Cereal, leguminous and oil seeds are crops that are commonly grown for agricultural purposes. The bushfire risk associated with these crops can vary depending on a variety of factors, including the type of crop, the climate, and the farming practices used.

The exact fuel load of a particular crop will depend on a variety of factors, including the specific variety of crop, the growing conditions, and the farming practices used.

Additional to the natural composition of a crop, other important concerns arise from the practices undertaken for curing or harvesting a crop.

Weeds:

Weeds are a potential source of fuel for bushfires. This is because many species of weeds are highly flammable and can easily ignite, spreading fire rapidly. In addition, weeds tend to grow in areas that are not well-maintained, such as roadsides, vacant lots, and other areas that are difficult to access or manage. This makes them particularly dangerous, as they can provide a ready source of fuel for a bushfire to spread quickly and with intensity.

Weeds also tend to outcompete native vegetation, leading to a change in the landscape that can increase the risk of bushfires. For example, invasive weeds can quickly take over an area, crowding out native plants that are less flammable and less likely to contribute to the spread of bushfire. This can lead

to a buildup of dry, flammable material, such as dead leaves and branches, which can easily ignite and contribute to the spread of a bushfire.

Some weeds can also be stimulated by fire, causing further issues with control.

In addition to their flammability, some species of weeds can also produce volatile oils that can ignite easily, adding to the risk of bushfires. These oils can be released into the air during hot, dry weather, increasing the likelihood of a bushfire starting or spreading.

4.2.4 Threatened Species and Communities

Threatened Ecological Communities

An Ecological Community is a term used to define naturally occurring biological groupings that inhabit specific types of habitats. These groupings, known as Threatened Ecological Communities (TECs), are assessed and categorized based on the level of threat they face. These categories include "Presumed Totally Destroyed," "Critically Endangered," "Endangered," and "Vulnerable." Some TECs receive legal protection under the Environmental Protection and Biodiversity Conservation Act of 1999 (Cth), including the nationally recognized TEC known as "Eucalypt Woodlands of the Western Australian Wheatbelt," which is situated within the boundaries of the Shire.

Eucalypt woodlands represent an iconic element of the wheatbelt landscape, comprising 62 distinct vegetation communities, each characterized by varying species compositions and structural features. The dominant canopy trees are eucalypts with single trunks (not mallees), while the understorey exhibits a diverse range, from open grassy areas to shrubby patches. This ecological community serves as crucial habitat for numerous plant and animal species that depend on Eucalypt woodlands for shelter and sustenance. Moreover, these woodlands provide essential ecosystem services, including the regulation of local water tables and salinity levels.

For your reference, Table 4 presents a comprehensive list of Threatened Ecological Communities (TECs) situated within the Shire.

Scientific Name	Common Name	Conservation Status
Alluvial soils of the upper Blackwood River	Blackwood Alluvial Flats	P2
Yate dominated alluvial claypans of the Jingalup Soil System	Yate dominated claypans	P2 CE
Claypans with mid dense shrublands of Melaleuca lateritia over herbs	Claypans with shrubs over herbs	P1 CE
Eucalypt woodlands of the Western Australian Wheatbelt	Wheatbelt Woodlands	P3 CE

Table 4 – Kojonup's Threatened Ecological Communities

Another significant aspect to be taken into account regarding both bushfire protection and response strategies involves the potential dissemination of weeds or diseases. Fungal-borne diseases have the capacity to propagate via soil transportation facilitated by vehicles, animals, water, and foot traffic. It is imperative to incorporate this risk into the planning of prevention and response strategies and to actively mitigate it whenever feasible.

Threatened flora

Threatened flora encompass plant species that have undergone assessments identifying them as being in danger of extinction. In the context of Western Australia, these species are referred to as "Declared Rare Flora" (DRF), denoting their status as plants requiring specific protection due to their susceptibility to extinction, rarity, or the need for specialized safeguarding measures.

Within the jurisdiction of the Shire, several priority plant species have been documented, including nine species classified as DRF. These specific DRF species are meticulously cataloged in Table 5 for reference.

Species	Common Name	Conservation Status
Adenanthos pungens subsp. effusus	Sprawling Spiky Adenanthos	T CR
Banksia oligantha	Wagin Banksia	T EN
Caladenia dorrienii	Cossack Spider-orchid	T EN
Conostylis drummondii	Drummond's Conostylis	T EN
Conostylis setigera subsp. dasys	Boscabel Conostylis	T CR
Eleocharis keigheryi	Keighery's Eleocharis	T VU
Gastrolobium lehmannii	Cranbrook Pea	T VU
Hemigenia ramosissima	Branched Hemigenia	T CR
Verticordia fimbrilepis subsp. fimbrilepis	Shy Featherflower	T VU

Table 5 – Kojonup's Threatened Flora

Threatened fauna

The Biodiversity Conservation Act of 2016 provides a precise definition for "threatened fauna," characterising it as fauna that is either rare or faces the imminent risk of extinction. These species are designated as "threatened" following comprehensive surveys that confirm their rarity, perilous status, or the necessity of special protective measures.

Additionally, the Biodiversity Conservation Act of 2016 extends protection to various other categories of fauna. This includes migratory birds safeguarded under international agreements, species presumed to be extinct, and other

fauna with specific protective designations. A comprehensive list of both threatened and specially protected fauna within the jurisdiction of the Shire can be found in Table 6.

Scientific Name	Common Name	Conservation Status
Bettongia penicillata ogilbyi	woylie, brush-tailed bettong	T CR
Botaurus poiciloptilus	Australasian Bittern	T EN
Calyptorhynchus banksii naso	forest red-tailed black cockatoo	T VU
Calyptorhynchus baudinii	Baudin's cockatoo	T EN
Calyptorhynchus latirostris	Carnaby's cockatoo	T EN
Calyptorhynchus sp.	white-tailed black cockatoo	T EN
Dasyurus geoffroii	chuditch, western quoll	T VU
Leipoa ocellata	malleefowl	T VU
Macrotis lagotis	bilby, dalgyte, ninu	T VU
Myrmecobius fasciatus	numbat, walpurti	T EN
Pseudocheirus occidentalis	Western ringtail possum, ngwayir	T CR

Table 6 – Kojonup's Threatened Fauna

Frequently burned areas may not be suitable habitats for certain plant and animal species. While managing bushfire risk is a crucial component of conserving these species, it is imperative to carefully consider the potential consequences of these management practices to avoid adverse outcomes.

Due to the sensitive nature of information concerning protected flora and fauna, we have exercised discretion in the amount of recorded data. Therefore, it is essential to consult subject matter experts to verify the location of environmental assets within the jurisdiction of the Shire and assess the potential impacts of both mitigation and response strategies.

Flora and fauna hold particular significance for the Shire as they are not only acknowledged as valuable environmental assets but also influence the range of treatment options available for identified risks related to other assets. The selection of treatments must diligently weigh the implications for environmental and heritage considerations.

Inadequate treatment selection could result in detrimental consequences, including harm to environmentally sensitive areas, loss of biodiversity, destruction of habitats, and damage to natural, historical, and indigenous values. Therefore, all treatments must undergo assessment in accordance with the requirements outlined for the specific flora and fauna identified above. Furthermore, it is essential to ensure that appropriate authorities are consulted before the commencement of any mitigation work.

The Shire will, whenever feasible, remind landowners and managers of their obligation to obtain the necessary clearances and approvals before

undertaking vegetation-based treatments. This includes areas designated as Environmentally Sensitive Areas, habitats for Threatened Fauna, and locations housing Declared Rare Flora, as well as other designated TECs.

4.2.6 Bushfire Frequency and Causes of Ignition

Human activity, like machinery operations, arson, unattended campfires, and in some instances negligence with equipment that can spark, is the primary cause of bushfires.

Additionally, natural causes such as lightning strikes can also initiate bushfires, particularly in areas with dry and hot conditions that increase the risk of ignition. In many cases, a combination of factors can contribute to the start and spread of bushfires, making it important to be vigilant and proactive in reducing the risk of bushfires.

Utilising Table 4, it highlights Machinery, Lightning and Escaped Burns being the most common cause within the shire.

From November to mid-January many farms are harvesting fully cured crops, this time of the year is highlighted in section 3.2.2 Climate and Bushfire Season as hot and dry. Combine this with the multitude of machines used (refer to machinery caused fires) to assist in harvest, it isn't hard to understand how a fire could start. Although mid-February to March is not considered the peak of bushfire season, it still maintains favorable conditions for a bushfire. During this time farms will undertake preparation for seeding, this is performed with the use of machinery.

Further information on Lightning and Power Pole caused fires have been explained in extra depth under the appropriate heading below.

Given the highly fragmented and disconnected native vegetation within the landscape, characterized by predominantly crop or grazing land, there are no established natural vegetation corridors that can be identified as significant contributors to the bushfire risk.

The term "broadacre" best encapsulates the prevailing landscape characteristics within the Shire of Kojonup. Although it may not be considered a traditional pathway, the extensive expanse of grassland vegetation within this region yields a substantial accumulation of fine fuels. This accumulation, in turn, facilitates the rapid escalation of a small bushfire into a significant area when accompanied by the predictable presence of strong prevailing winds throughout the bushfire season.

A major factor in this situation is summer lightning strikes, which are unpredictable. Firefighters in the community stay on high alert when lightning is forecasted to reduce escalation risks.

Table 8 and 9 show the recorded incidents for the shire.

Table 7 – Department of Fire and Emergency Services Incident attendance Record:

Dates: 01/07/2012 to 30/06/2022

No. of Incidents Attended

This report shows the number of Incidents attended in any capacity.
It does not count multiple turnouts to the same Incident.
Note: Bushfire (lge) is a fire greater than 1 hectare

Brigade Name	2012/2013				2013/2014				2014/2015				2015/2016				2016/2017				2017/2018				2018/2019				2019/2020				2020/2021				2021/2022				TOTAL BRIGADE COMBINED
	Fire - Bushfire (lge)	Fire - Bushfire (sml)	Fire - Other	TOTAL	Fire - Bushfire (lge)	Fire - Bushfire (sml)	Fire - Other	TOTAL	Fire - Bushfire (lge)	Fire - Bushfire (sml)	Fire - Other	TOTAL	Fire - Bushfire (lge)	Fire - Bushfire (sml)	Fire - Other	TOTAL	Fire - Bushfire (lge)	Fire - Bushfire (sml)	Fire - Other	TOTAL	Fire - Bushfire (lge)	Fire - Bushfire (sml)	Fire - Other	TOTAL	Fire - Bushfire (lge)	Fire - Bushfire (sml)	Fire - Other	TOTAL	Fire - Bushfire (lge)	Fire - Bushfire (sml)	Fire - Other	TOTAL	Fire - Bushfire (lge)	Fire - Bushfire (sml)	Fire - Other	TOTAL	Fire - Bushfire (lge)	Fire - Bushfire (sml)	Fire - Other	TOTAL	
BOILUP BFB	0	0	0	**0**	0	0	0	**0**	0	0	0	**0**	0	1	1	**2**	0	1	0	**1**	0	1	0	**1**	0	0	0	**0**	0	0	0	**0**	0	0	0	**0**	0	0	0	**0**	**4**
BOSCABEL BFB	1	0	1	**2**	0	0	1	**1**	2	1	0	**3**	0	1	0	**1**	0	0	0	**0**	0	0	0	**0**	0	0	0	**0**	1	0	0	**1**	0	0	0	**0**	0	1	0	**1**	**9**
CHANGERUP BFB	0	0	0	**0**	0	0	0	**0**	0	0	0	**0**	0	0	0	**0**	0	0	0	**0**	0	1	0	**1**	0	0	0	**0**	1	1	0	**2**	0	0	0	**0**	1	1	0	**2**	**5**
CHERRY TREE POOL BFB	0	1	0	**1**	1	1	0	**2**	1	2	1	**4**	1	1	0	**2**	1	2	0	**3**	1	0	0	**1**	3	0	0	**3**	0	0	0	**0**	0	0	0	**0**	0	2	0	**2**	**18**
JINGALUP BFB	1	0	0	**1**	1	3	0	**4**	1	0	0	**1**	0	0	1	**1**	3	0	0	**3**	2	1	1	**4**	0	0	0	**0**	0	2	0	**2**	2	0	0	**2**	1	6	1	**8**	**26**
KOJONUP BFB	6	1	1	**8**	3	6	0	**9**	5	8	0	**13**	3	9	1	**13**	4	5	1	**10**	8	11	1	**20**	10	8	1	**19**	4	4	0	**8**	4	2	0	**6**	2	5	0	**7**	**113**
LUMEAH BFB	0	2	0	**2**	0	1	1	**2**	0	1	0	**1**	0	2	0	**2**	0	1	0	**1**	1	3	0	**4**	3	1	0	**4**	1	2	1	**4**	1	0	0	**1**	0	0	0	**0**	**21**
MOBRUP BFB	1	1	0	**2**	0	2	0	**2**	1	1	0	**2**	0	2	0	**2**	2	0	0	**2**	0	0	0	**0**	1	0	0	**1**	0	0	0	**0**	0	1	0	**1**	0	1	0	**1**	**13**
MURADUP BFB	6	5	0	**11**	3	8	1	**12**	4	7	1	**12**	3	9	1	**13**	5	7	0	**12**	5	6	0	**11**	8	7	0	**15**	4	6	0	**10**	5	4	1	**10**	3	8	4	**15**	**121**
ORCHID VALLEY BFB	0	0	0	**0**	1	0	1	**2**	0	1	0	**1**	0	0	0	**0**	1	0	0	**1**	1	0	0	**1**	0	0	0	**0**	0	0	0	**0**	0	2	0	**2**	0	1	1	**2**	**9**
QUALEUP BFB	1	2	0	**3**	0	1	0	**1**	0	0	0	**0**	0	1	0	**1**	0	0	0	**0**	0	0	0	**0**	3	0	0	**3**	0	0	0	**0**	1	0	0	**1**	0	2	0	**2**	**11**
RYANS BROOK BFB	2	0	0	**2**	0	0	0	**0**	0	1	0	**1**	0	0	1	**1**	2	1	0	**3**	1	0	0	**1**	1	0	0	**1**	0	0	0	**0**	0	0	0	**0**	0	1	0	**1**	**10**

TOTAL YEAR COMBINED	2012/13	**32**	2013/14	**35**	2014/15	**38**	2015/16	**38**	2016/17	**36**	2017/18	**44**	2018/19	**46**	2019/20	**27**	2020/21	**23**	2021/22	**41**

Table 8 – Shire of Kojonup type of incident attendance Record:

Incident Cause Report

Date range: 2003 to 2022

YEAR / CAUSE	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	TOTAL CAUSE COMBINED
Machinery	0	0	0	NR	0	NR	2	4	1	2	4	0	2	0	2	0	4	NR	NR	0	**21**
Lightning	1	0	1	NR	0	NR	0	11	2	22	5	7	6	3	0	0	3	NR	NR	0	**61**
Escape Burn	0	1	0	NR	0	NR	1	3	1	2	0	1	1	0	2	1	6	NR	NR	0	**19**
Re-Ignition	0	0	0	NR	0	NR	0	0	0	0	0	0	0	1	0	0	1	NR	NR	0	**2**
Vehicle	0	0	0	NR	0	NR	0	1	0	2	1	0	1	3	0	1	1	NR	NR	0	**10**
Illegal Burn	0	0	0	NR	0	NR	0	0	1	1	1	0	0	0	0	2	0	NR	NR	0	**5**
Electrical Power Pole	1	0	0	NR	2	NR	0	5	0	1	3	1	1	0	0	1	0	NR	NR	1	**16**
Electrical	0	0	0	NR	0	NR	1	0	0	0	1	1	0	0	0	0	0	NR	NR	0	**3**
Spontaneous Combustion	0	0	0	NR	0	NR	0	1	1	0	0	0	0	0	0	0	0	NR	NR	0	**2**
Protective Burn	0	0	0	NR	0	NR	0	0	1	0	0	0	0	0	0	0	0	NR	NR	0	**1**
Structural	0	0	0	NR	0	NR	0	0	0	0	0	0	1	0	0	0	0	NR	NR	0	**1**
Angle Grinder	0	0	0	NR	0	NR	1	0	0	0	0	0	0	0	0	0	0	NR	NR	0	**1**
Suspicious	0	0	0	NR	0	NR	0	1	0	0	0	0	0	0	0	0	3	NR	NR	0	**4**
Unknown	0	0	0	NR	0	NR	1	1	1	1	1	6	5	0	10	4	2	NR	NR	0	**32**
TOTAL YEAR COMBINED	**2**	**1**	**1**		**2**		**6**	**27**	**8**	**31**	**16**	**16**	**17**	**7**	**14**	**9**	**20**			**1**	

Machinery caused fires:

Farm machinery has been identified as one of the highest contributors to bushfires within the shire of Kojonup, unfortunately the cause isn't simple. Common causes like, machinery coming into contact with dry vegetation or crops during harvest or buildup of plant debris on the equipment are avoidable but only require minimal negligence or complacency before a fire can develop.

There are several causes of fire within the equipment itself as listed below:

- Electrical issues: One of the most common causes is an electrical issue. Faulty wiring, frayed wires, or a short circuit can all lead to an electrical spark that can start a fire.
- Fluid leaks: Fluid leaks, such as oil or fuel leaks, can ignite when they come into contact with a hot surface in the engine compartment.
- Overheating: If the engine is running too hot, it can cause a fire. This can happen if the cooling system is not functioning properly, if the radiator is blocked, or if the fan is not working.
- Improper maintenance: Failure to properly maintain a vehicle can increase the risk of a header fire. This includes not replacing worn-out or damaged parts, using the wrong type of fluids, or not changing the oil regularly.
- Collision: If machinery comes into contact with power lines, stationary items, rocks. It can result in a spark that can ignite nearby materials like crops or vegetation.

Besides these main causes, there may be other factors that also play a role. Table 4 highlights the Shire of Kojonup recording a minimum of 21 machinery caused fires between 2003 – 2022.

Crop/Stubble/Agricultural Burning

Crop burning, also known as agricultural or stubble burning, involves intentionally setting fire to crop residues or leftover agricultural vegetation on farmland. Some reasoning's for undertaking this practice are removing crop residues, controlling weeds, preventing diseases, and preparing fields for the next planting season.

The practice of burning leftover crop residues, carries significant bushfire risks. The dry and flammable nature of stubble can cause fires to spread quickly, posing a danger to surrounding areas, including vegetation and properties. Smoke from stubble burning can also affect air quality and harm the health of nearby communities.

These practices are undertaken during permit season when the risk is more manageable, but this also relies upon the landowners to understand the responsibility they uphold for the surrounding residents. During the period of 2003 to 2022, 19 bushfires evolved from escaped burn.

Lightning caused fires:

Lightning strikes can cause bushfires when the heat generated by the electrical discharge ignites dry vegetation or other flammable materials on the ground. This is especially common in areas where there is a lot of dry vegetation, like grasslands or forests, and during hot and dry weather conditions when the risk of fires is high.

In the Great Southern region of Western Australia, lightning strikes are a common cause of bushfires. This is because the region is characterised by a Mediterranean climate with long, dry summers, which creates conditions that are conducive to the spread of fires. The region is also home to large areas of crop land and other types of vegetation, which can provide a significant fuel source for fires.

Refer to table 4, the Shire of Kojonup between the years 2003 – 2022 recorded a minimum 61 time for lightning caused fires.

Electrical Pole caused fires:

Pole top fires can occur in electrical power transmission and distribution systems, and they often happen due to a combination of environmental and equipment-related factors.

One of the most common causes of pole top fires is the buildup of contaminants like dirt, dust, and salt on the insulators or other electrical components on the pole top. These contaminants combined with moisture can create a conductive path that allows electricity to arc across the insulator or jump to the pole, leading to a spark or flame that can ignite nearby materials.

This can cause a spark or electrical arc to occur, which can ignite nearby materials like dry vegetation or flammable objects.

Referring to table 4, throughout the Shire of Kojonup between the years 2003 – 2022 it was recorded a minimum 16 time for electrical pole caused fires. Although the natural environment has a large influence on electrical pole fires, section 3.2.7 Key Stakeholders Mitigation Activities outlines Western Powers contribution to long term assistance in mitigating the risk of bushfires from public electrical poles.

History of Bushfires in the Shire of Kojonup

Two sizeable bushfires have occurred within the boundaries of Kojonup Shire, below outlines the incidents:

Jan 2013:

Cause: lightning strike Vegetation: blue gum plantation
Locality: Mobrup Area: 3000ha burnt
Response: 150 fire units, four water bombers, air intel helicopter, five loaders & one dozer

Narrative: This fire was contained on the day a took firefighters several days to fully extinguish, due to the lightning strike within a plantation, it wasn't acknowledgeable until the fire developed. Further escalation resulted in the fire escaping to nearby pasture allowing accelerated fire growth.

Jan 2019:

Cause: Escaped burn Vegetation: Pasture
Locality: Ryansbrook Area: 2500ha burnt
Response: 150 fire units
Narrative: over the course of 10 days, around 250 firefighters attended this incident. Starting from a winter burnt smoldering log heap, high winds of 70km per hour created the opportunity for the fire to escape into surrounding pasture.

The above incidents contribute to the historic understanding of bushfires locally to the shire, fires history can play a pivotal role in informing the decision-making process by identifying regions with a higher likelihood of fire initiation and the underlying causes, thereby facilitating the development and implementation of suitable treatment strategies.

3.2.7 Additionally Identified issues

The cause of a bushfire can be easy to recognise and record, but it requires several influences to create a cause. Explained below are prevailing issues that contribute to the ignition or continuation of a fire.

Spontaneous Combustion

Spontaneous combustion can occur on a farm when organic materials, such as hay, straw, manure, and other plant or animal-based products, undergo a process of self-heating and ignite without an external source of ignition. This can happen when organic materials are stored in large quantities and are not properly managed or maintained.

The most common causes of spontaneous combustion on a farm include:

Moisture: When organic materials such as hay or straw are baled or stacked while still wet, they can begin to decompose and generate heat. If the moisture level is high, this can lead to spontaneous combustion.

Lack of ventilation: If organic materials are stored in a tightly packed or poorly ventilated area, the heat generated during the decomposition process can build up and cause spontaneous combustion.

Overheating: When organic materials such as manure or compost are piled too high, they can become compacted, which restricts air flow and causes the materials to overheat.

Bulk storage facilities

Bulk storage can have a significant impact on the behaviour and intensity of a bushfire. Bulk storage refers to the accumulation of combustible materials such as firewood, lumber, chemicals, and other flammable materials in a particular area.

During a bushfire, these materials can serve as additional fuel sources, increasing the intensity and spread of the fire. The more fuel available, the hotter and more intense the fire can become. This can cause the fire to spread more quickly and unpredictably, making it harder for firefighters to control and contain.

Bulk storage can also create obstacles and hazards for firefighters, making it difficult for them to move around and access critical areas of the fire. The stored materials may also release toxic fumes or hazardous chemicals when burned, which can pose a health risk to both firefighters and nearby residents.

Consequential fires:

Bushfires can spread into built-up areas, fire will impact homes and their surrounding elements (including fences, gardens, cars, and stored materials). This burning of surrounding elements is known as a secondary, or consequential fire. These consequential fires present additional impacts to the house, generating radiant heat, and spreading their own embers, flames, and toxic smoke.

4.2.8 Current Bushfire Risk Management Activities

Map of Bushfire Prone Areas

The intent of the WA Government's Bushfire Prone Planning Policy is to implement effective risk-based land use planning and development to preserve life and reduce the impact of bushfire on property and infrastructure. The *State Planning Policy 3.7 – Planning for Bushfire Prone Areas* ensures bushfire risk is given due consideration in all future planning and development decisions. This policy does not apply retrospectively, however the BRM Plan can help address this risk for existing development and establishing an effective treatment plan to manage

the broader landscape and any unacceptable community risks. The Shire of Kojonup Bushfire Prone Area is shown in Figure 10.

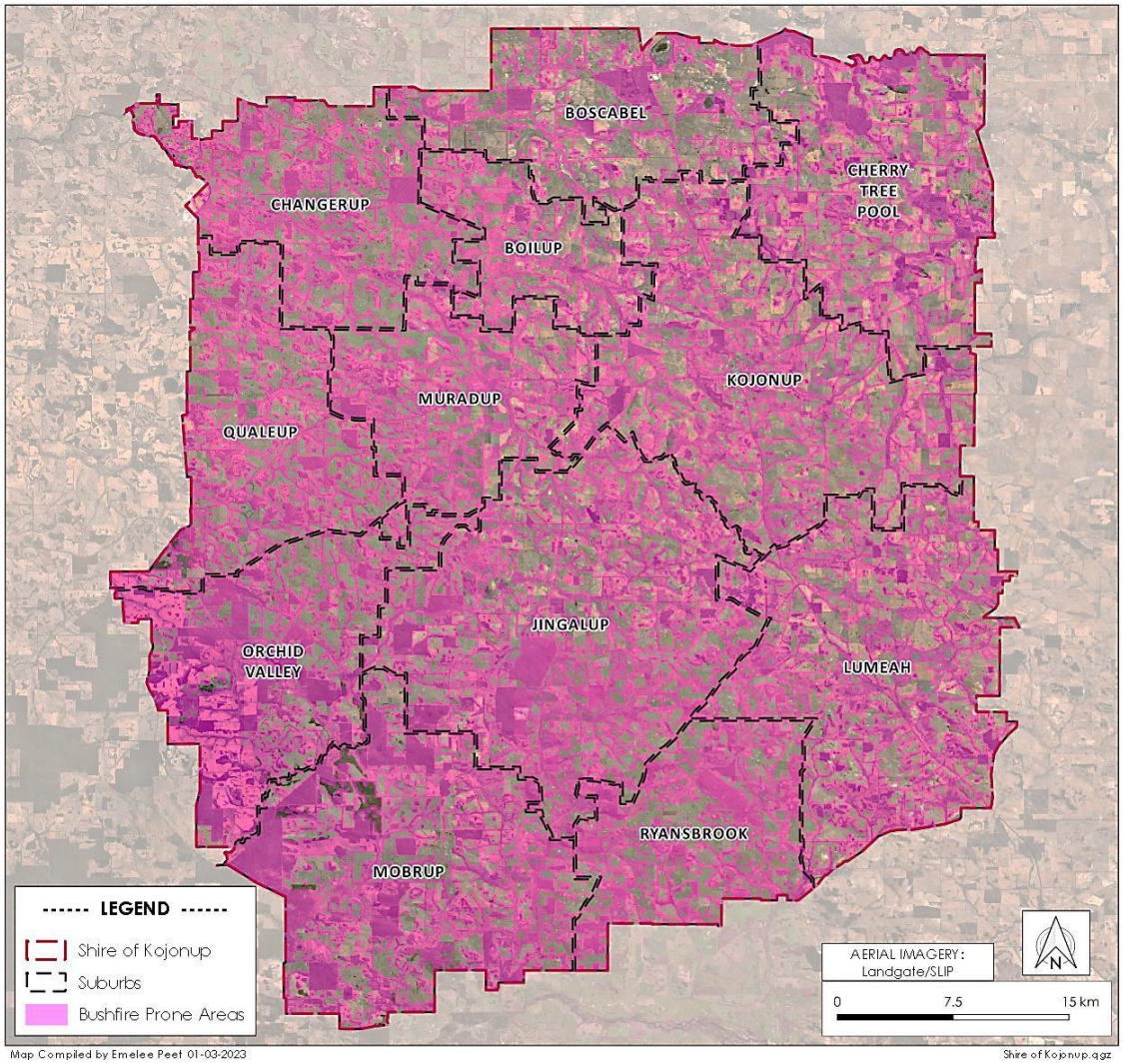


Figure 9 – Shire of Kojonup Bushfire Prone Areas Map

Volunteer Emergency Management

Bushfire Advisory Committee:

The Bushfire Advisory Committee is a group of local representatives who provide advice and recommendations to government bodies, emergency services, and the public on bushfire prevention, preparedness, and response. The committee's primary objective is to reduce the risk of bushfires and minimize their impact on communities and the environment.

They achieve this by developing and implementing bushfire management plans and strategies, advising on fire prevention measures such as hazard reduction burning, fuel management, and building codes, and providing information and education to the public on bushfire safety and preparedness.

The committee also assesses the risk of bushfires and develops response plans in the event of an emergency. They conduct research and analysis to better understand bushfire behavior and improve fire management practices.

Local Emergency Management Committee:

The purpose of a local emergency management committee is to coordinate emergency preparedness, response, and recovery efforts within a specific geographic area. This committee typically includes representatives from a variety of organizations, such as emergency services, public health agencies, local government, and community groups. By working together, the committee aims to identify and mitigate potential risks and hazards, develop emergency plans, and ensure that resources are available to respond quickly and effectively in the event of an emergency. Additionally, the committee may engage in community outreach and education efforts to help residents prepare for emergencies and to build resilience in the face of disasters.

Bushfire Brigades:

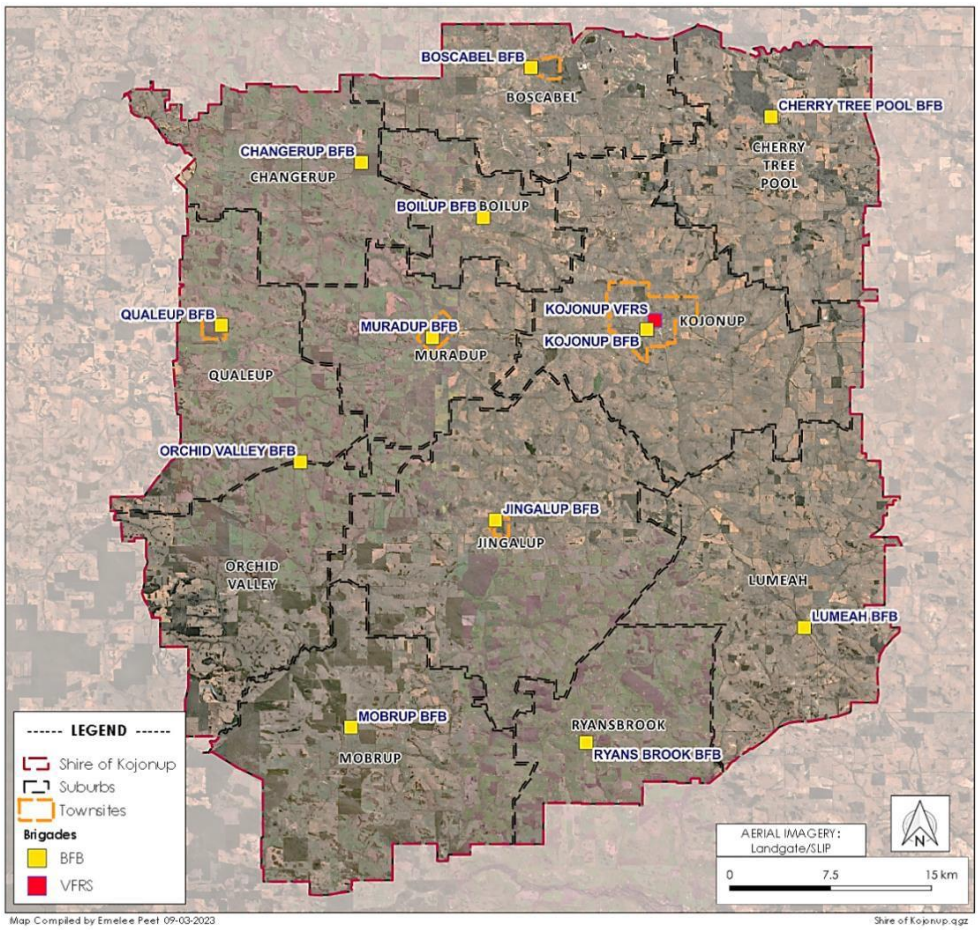


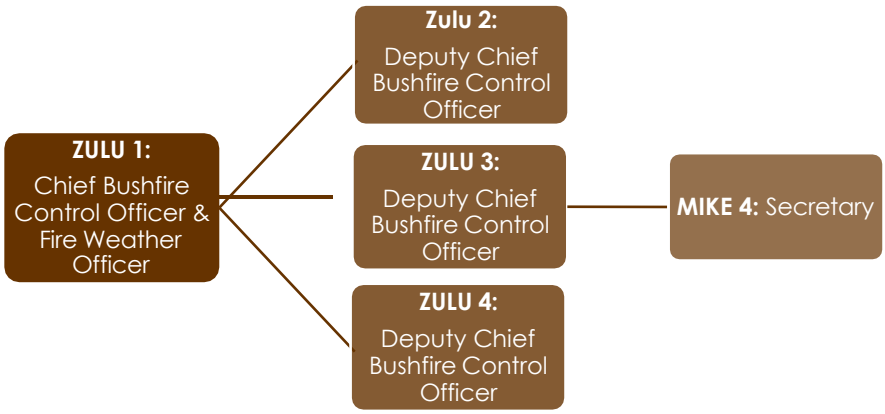
Figure 10 – Shire of Kojonup Brigade locations Map

There are 12 x Bush Fire Brigades (BFB) within the Shire. The Kojonup Shire has 493 registered volunteer BFB members with an average age of 40. The Shire appliances are as below:

- Kojonup BFB - 2.4 Broad acre appliance
- Muradup BFB - 4.4 Broad acre appliance

There are also over one hundred of privately owned farm appliances within the Shire that provide the response.

Below outlines the entire shire wide structure, call signs and figure 6 shows brigade location.



(Shire of Kojonup: overarching Bushfire Brigade management structure)

Boilup BFB	Boscabel BFB	Changerup BFB	Cherry Tree Pool BFB	Jingalup BFB	Kojonup BFB
• **BRAVO 1 -** *Fire Control Officer* • **BRAVO 2 -** *Lieutenant*	• **BOSCABEL 1 -** *Fire Control Officer* • **BOSCABEL 2 -** *Lieutenant* • **BOSCABEL 3 -** *Lieutenant* • **BOSCABEL 4 -** *Lieutenant*	• **CHARLIE 1 -** *Fire Control Officer* • **CHARLIE 2 -** *Lieutenant* • **CHARLIE 3 -** *Lieutenant*	• **CTP 1 -** *Fire Control Officer* • **CTP 2 -** *Lieutenant* • **CTP 3 -** *Lieutenant* • **CTP 4 -** *Lieutenant*	• **JINGALUP 1 -** *Fire Control Officer* • **JINGALUP 2 -** *Lieutenant* • **JINGALUP 3 -** *Lieutenant*	• **KEELO 1 -** *Fire Control Officer* • **KEELO 2 -** *Lieutenant* • **KEELO 3 -** *Lieutenant* • **TANGO 1 -** *Shire Vehicle operator*

Lumia BFB	Mobrup BFB	Muradup BFB	Orchid Valley BFB	Qualeup BFB	Ryans Brook BFB
• **LEEMA 1 -** *Fire Control Officer* • **LEEMA 2 -** *Lieutenant* • **LEEMA 3 -** *Lieutenant*	• **MOBRUP 1 -** *Fire Control Officer* • **MOBRUP 2 -** *Lieutenant* • **MOBRUP 3 -** *Lieutenant*	• **MIKE 1 -** *Fire Control Officer* • **MIKE 2 -** *Lieutenant* • **MURADUP 4.4 -** *Shire Vehicle Operator*	• **OV 1 -** *Fire Control Officer* • **OV 2 -** *Lieutenant* • **OV 3 -** *Lieutenant*	• **QUALEUP 1 -** *Fire Control Officer* • **QUALEUP 2 -** *Lieutenant* • **QUALEUP 3 -** *Lieutenant* • **QUALEUP 4 -** *Lieutenant*	• **ROMEO 1 -** *Fire Control Officer* • **ROMEO 2 -** *Lieutenant* • **ROMEO 3 -** *Lieutenant*

(Shire of Kojonup: Bushfire Brigades, including internal management structure)

DFES Brigade:

Located in the Kojonup townsite, the Kojonup Volunteer Fire and Rescue brigade are first response for structural fires and road crash rescue within the townsite, also providing backup for asset protection from a bushfire if required within the townsite.

Burning Restrictions

Burning restrictions within the Shire of Kojonup's are as follows:

- *Restricted Burning Times –1st of October to 30th*
- *Prohibited Burning Times - 1st November to 28th 14th February*

When required, Harvest and Vehicle Movement Bans are issued by the Shire and reviewed according to fuel loading at risk at the time.

Total Fire Bans are declared by DFES.

Shire of Kojonup Historic Total Fire Ban Days												
2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
1	0	2	1	12	2	1	0	9	4	3	3	1

Table 9 – Shire of Kojonup TFB History

Fire Break Notice

A fire break notice/order is a legal requirement (Bush Fires Act 1954, Section 33) that is issued by the Local Government, to landowners or property managers to create and maintain a fire break (and/or other bushfire risk reducing requirements) on their property.

A fire break is an area or strip of land that is free from flammable materials, such as grass, leaves, twigs, or other debris, which can fuel a bushfire. The fire break is typically created by clearing or reducing vegetation, and may be plowed, sprayed, or mowed to prevent the spread of fire.

A fire break notice/order sets out the requirements for creating and maintaining a fire break, including the width and extent of the fire break, the specific methods to be used to create it, and the timeframe for creating it. Failure to comply with a fire break notice/order can result in penalties, fines, or other enforcement action.

The aim of a fire break notice/order is to reduce the risk of bushfires by creating a buffer zone that can slow down or stop the spread of fire, access for vehicles and provide a safer area for firefighters to work from. By reducing the amount of fuel available to a bushfire, a fire break can help to limit the damage and potential danger of a fire, and protect people, property, and natural resources.

The shire has divided up the land use into 3 categories, these are, 'Urban', 'Rural', and 'Plantation Land'. Within the categories, strict guidelines have been outlined for compliance with the order.

Urban land is described as land within a gazetted townsite, with compliance period being 2nd of November until 31st of May. Rural Land is described as land outside of a gazetted townsite and compliance with the order is from the 14th of December to the 31st of May. The guidelines for plantation land are based on an area exceeding three hectares planted for commercial purposes, this area doesn't define the compliance period.

The fire break notice/order is the single key function for the shire to manage private land and the fuel loads within its boundaries. The order is issued yearly with the shire consistently reviewing the contents and updates when required.

Other Current Local Government Wide Controls

Local Government Wide Controls are activities that reduce the overall bushfire risk within the Shire of Kojonup. These types of activities are not linked to specific assets and are applied across all or part of the local government as part of normal business or due to legislative requirements.

Further information about the Local Government Wide Controls and how they will support the treatment of bushfire risk can be found in section 7.1 Local Government Wide Controls.

Key Stakeholders Mitigation Activities

During the assessment phase, consultation with the below key stakeholders initiated to identify an appropriate point of contact and to accentuate what policies, guidelines, practices and/or contribution they are implementing towards bushfire risk mitigate within the Shire of Kojonup.

Australian Bush Heritage Fund

Australian Bushfire Heritage Fund own and manage Kojonup Reserve located in Cherry Tree Pool (Mission Road, 388.03 ha), with the primary focus on conservation of native flora and fauna. While they are still in the process of updating their Reserve management plan and fire management plan, the fund has recently installed a 10,000L water take dedicated for firefighting purposes.

This reserve has had little amount of fire since the 1960's, with only 3 records (small fire through the central western boundary1960, north-east section in 1962 and a prescribed burn roughly 2ha with DBCA in 2017). The fund does not have any self-funded response vehicles and would require the local brigade response to help extinguish a bushfire.

Department Biodiversity, Conservation and Attractions

DBCA plays a crucial role in bushfire mitigation through various actions. These include managing fire in compliance with relevant laws and guidelines, maintaining the capability for prescribed burning and bushfire mitigation, keeping records and mapping systems, preparing and reviewing regional fire plans, conducting prescribed burning and fuel management, integrating fire management with other conservation efforts, establishing fire breaks and access tracks, collaborating with stakeholders for cooperative fire management, incorporating traditional knowledge where possible, and providing fire management training to staff and operators.

Their objectives are to minimise the risk of losing threatened species, critical habitat, and important natural and cultural values from inappropriate fire regimes. While conducting bushfire mitigation and suppression, our priority is to protect human life and property first, and then focus on preserving the natural environment and cultural heritage.

bushfire mitigation strategies used by the department include early suppression of bushfires (excluding high-value assets), fire management measures for protecting biodiversity assets, ensuring the safety of threatened species, limited construction and maintenance of internal fire access tracks, assessing the need for perimeter access tracks, avoiding vegetation modification unless there is a significant risk, and establishing temporary fire control lines when necessary.

Within the Shire of Kojonup, the organisation has management orders over 20 reserves. Located within Jingalup are two reserves considered for fuel management intervention (Jingalup & Jingalup South Nature Reserves), these reserves are currently in line for a prescribed burn to be undertaken within 2023/2024.

The department has also worked with the Australian Bush Heritage Fund, undertaking burns within the Kojonup reserve. The last prescribed burn within the Kojonup reserve undertaken by DBCA was June 2017.

Main Roads Western Australia (MRWA)

Main Roads actively works to fulfill its responsibilities related to bushfire risk management and mitigation. This includes discharging its duty of care to ensure appropriate measures are in place to minimize bushfire risks. Main Roads contributes to the development and implementation of Bushfire Risk Management Plans prepared by Local Governments. By actively participating in the planning process, Main Roads ensures that its assets and infrastructure are considered in the overall bushfire risk management strategy.

To effectively manage bushfire risks, Main Roads assesses the potential impact of bushfires on its assets. This includes identifying vulnerable areas and evaluating the risk posed to infrastructure, such as roads, bridges, and other facilities. By conducting thorough risk assessments, Main Roads can implement appropriate measures to mitigate and manage the potential impacts of bushfires on its assets. This may involve incorporating design features that enhance fire resistance, implementing targeted maintenance practices, or coordinating with relevant stakeholders to develop emergency response plans.

By discharging its duty of care, contributing to Bushfire Risk Management Plans, and assessing and managing risks to its assets, Main Roads takes proactive steps to minimise the impact of bushfires on its operations, safeguarding infrastructure, and ensuring the safety of road users and the wider community.

For the purpose of bushfire risk management Main Roads' critical assets have been identified as the following assets which fall within bushfire prone areas:

- 24-hour rest bays,
- Timber and timber hybrid traffic and pedestrian bridges, and
- Regional offices and operationally important facilities in depots.

In the Great Southern Region, bridge structures undergo herbicide spraying and brush cutting as needed. Vegetation within a cleared area around bridges, extending 10 meters on each side of the structure and 5 meters beyond the barrier railing, is treated once a year.

Additionally, a select number of bridge structures receive vegetation clearing for Bridge Fire Mitigation. This involves removing all vegetation, including mature trees, within a cleared area around bridges. The cleared area extends 10 meters on each side of the structure, 5 meters beyond the barrier railing, and 6 meters above the deck to ensure a clear work environment and fire suppression.

Open areas within the road reserve, including shoulders, drains, and gravel pits, undergo Fire Hazard Reduction slashing of grasses. Approximately 200 hectares are slashed per calendar year.

Parking bays, managed by Main Roads, have scheduled grass and weed control activities twice per calendar year.

Public Transport Authority

The Public Transport Authority (PTA) takes responsibility for minimising bushfire risk on PTA Land and collaborates with local governments and fire authorities in managing this risk. This includes ensuring safety along passenger and freight rail lines, stations, depots, and other facilities. The PTA conducts fuel reduction

activities, maintains firebreaks, and implements procedures to minimise bushfire risk from maintenance activities. They also respond to fire protection notices, support emergency response measures, and liaise with fire authorities and local governments for effective bushfire mitigation strategies. As a consultative party, the PTA contributes to the preparation of Bushfire Risk Management Plans by local governments and fire authorities.

The PTA is dedicated to minimising bushfire risks on its land by:

- Contributing to bushfire risk assessments and implementing appropriate mitigation measures.
- Implementing fuel reduction strategies while considering conservation, infrastructure, and cultural values.
- Collaborating with local governments and land managers to develop long-term bushfire mitigation plans.
- Taking proactive measures for bushfire preparedness, including controlled access, safe operating procedures, and asset protection zones.
- Contributing to bushfire hazard reduction through donations, funding fuel reduction activities, and supporting rail safety access.
- Collaborating with stakeholders to protect areas of high conservation value and Aboriginal sites.

The PTA have a redundant railway spanning west to east from Qualeup, through Muradup & Kojonup continuing further east past the shires border. Four sections of the rail reserve are managed by CBH and the Shire of Kojonup, with future planning to develop a heritage rail trail east of Kojonup Townsite. At this present time no mitigation works have been undertaken within the rail reserve, but PTA have advised they will be working alongside the shire in reducing the bushfire risk within the Kojonup community.

St Bernard's Catholic Primary School (SBCPS)

As SBCPS is governed by Catholic Education Western Australia (CEWA) it is ineligible for assistance by the state government to assess the Bushfire risk of the school grounds (The Principals Guide to Bushfire). But CEWA have identified this issue and have implemented third party services to have all their schools that are located within a high bushfire risk environment, to undertake assessments of these properties and provide a similar plan as the state government schools.

"The Principal's Guide to Bushfire" is a resource provided by the Department of Education that aims to help school principals and leaders manage the risk of bushfires in their schools and communities. The guide covers a range of topics

related to bushfire management, including understanding the bushfire risk, preparing for bushfires, responding to bushfires, and recovering from bushfires.

The guide provides information on different types of bushfires, how they start, and what factors contribute to their spread. It also explains how schools can assess the bushfire risk in their area and take steps to prepare for a bushfire, such as developing a bushfire plan, conducting regular drills, and identifying safe evacuation routes.

In the event of a bushfire, the guide provides guidance on what to do during a bushfire, including how to activate the bushfire plan, communicate with staff, students, and parents, and evacuate safely. The guide also covers the recovery process after a bushfire, including managing the physical and emotional needs of the school community, accessing government support, and rebuilding the school and community. (CEWA have followed the same principles, aligning with their own structure and hierarchy)

By SBCPS having a Bushfire plan in place, they are already aware of their own contribution to the bushfire risk and have processes in place towards mitigation.

Western Power

Western Power Corporation is an electricity company that operates in Western Australia and is responsible for maintaining and operating the state's electricity network. The corporation's approach to mitigating bushfire risk includes:

Regular maintenance and inspections of its infrastructure: Western Power conducts regular maintenance and inspections of its infrastructure, including power lines, poles, and transformers, to identify potential hazards and repair or replace equipment as necessary (March to August yearly).

Vegetation management: The Corporation implements vegetation management practices to reduce the risk of vegetation coming into contact with power lines and causing bushfires (vested in either crown land or their control). This includes tree trimming, vegetation removal, and the use of herbicides.

Collaboration with emergency services: The Corporation works closely with emergency services to coordinate bushfire response efforts and support firefighting operations.

Community education and awareness: Western Power provides education and awareness campaigns to the community to encourage them to take steps to reduce bushfire risks and to report any potential hazards they observe near the electricity network.

5. Asset Identification and Risk Assessment

5.1. Planning Areas

The Shire of Kojonup was considered as a single planning area for risk assessment purposes. The assessments were prioritised and conducted in a phased approach, focusing initially on the townsites of Kojonup, Muradup, Jingalup, Qualeup, and Boscabel. Once the assessment of these townsites was completed, the risk assessments expanded outward to cover the remaining regions within the Shire. This approach ensured that the assessment process was carried out systematically, addressing the higher population and infrastructure areas first before extending to the wider shire.

5.2. Asset Identification

Asset identification and risk assessment has been conducted at the local level using the methodology described in the Guidelines using BRMS. Identified assets are categorised into the following categories and subcategories provided in Table 11.

Table 10 – Asset Categories and Subcategories

Asset Category	Asset Subcategories
Human Settlement	**Residential areas** Residential areas, including dwellings in rural areas and the rural-urban interface. **Places of temporary occupation** Commercial and industrial areas, mining sites or camps and other locations where people may work or gather. **Special risk and critical facilities** Locations and facilities where occupants may be especially vulnerable to bushfire for one or more of the following reasons: • Occupants may have limited knowledge about the impact of bushfires; • Occupants may have a reduced capacity to evaluate risk and respond adequately to bushfire event; • Occupants may be more vulnerable to stress and anxiety arising from a bushfire event or the effects of smoke; • There may be significant communication barriers with occupants; • Relocation and/or management of occupants may present unique challenges or difficulties, such as transportation, or providing alternative accommodation, healthcare or food supplies; or • Facilities that are critical to the community during a bushfire emergency.

Asset Category	Asset Subcategories
Economic	**Agricultural** Areas under production, such as pasture, livestock, crops, viticulture, horticulture and associated infrastructure. **Commercial and industrial** Major industry, waste treatment plants, mines (economic interest), mills, processing and manufacturing facilities and cottage industry. **Critical infrastructure** Power lines and substations, water pumping stations, tanks/bores and pipelines, gas pipelines, telecommunications infrastructure, railways, bridges, port facilities and waste water treatments plants. **Tourist and recreational** Tourist attractions, day-use areas and recreational sites that generate significant tourism and/or employment within the local area. These assets are different to tourist accommodation described as a Human Settlement Asset (see above). **Commercial forests and plantations** Plantations and production native forests. **Drinking water catchments** Land and infrastructure associated with drinking water catchments.
Environmental	**Protected** Flora, fauna and ecological communities that are listed as a: • Critically Endangered, Endangered or Vulnerable species under the Environmental Protection and Biodiversity Conservation Act 1999 (Cth) (EPBC Act 1999) (including associated critical habitat); • Critically Endangered, Endangered or Vulnerable species under the Biodiversity Conservation Act 2016; • Critically Endangered, Endangered or Vulnerable ecological community under the EPBC Act 1999 (Cth); • Critically Endangered, Endangered or Vulnerable Threatened Ecological Community (TEC) endorsed by the Minister for Environment (WA); • Fauna protected under international conventions; and • Ramsar wetlands of international importance. **Priority** Flora, fauna and ecological communities that are a: • Priority species listed on the Priority Flora or Priority Fauna Lists held by DBCA (Priority 1-5). • Priority Ecological Community (PEC) (Priority 1-5); and • Wetlands of national or state importance.

Asset Category	Asset Subcategories
	Locally important Species, populations, ecological communities or habitats that the local community or independent scientific experts consider important for the area and for which there is some scientific evidence that protection would be beneficial. Wetlands of local importance. Sites being used for scientific research.
Cultural	**Aboriginal heritage** Places of indigenous significance identified by the DPLH or the local community. **European heritage** Non-Indigenous heritage assets afforded legislative protection through identification by the National Trust, State Heritage List or Local Planning Scheme Heritage List. **Local heritage** Assets identified in a Municipal Heritage Inventory or by the local community as being significant to local heritage. **Other** Other assets of cultural value to the local community, for example community halls, churches, clubs and recreation facilities.

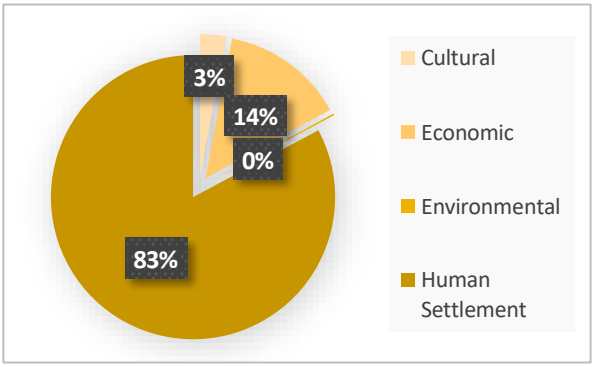
5.3. Assessment of Bushfire Risk

The *Asset Risk Register* will be maintained in BRMS, this information is not included in the plan because the data is constantly evolving requiring real-time updates and adjustments based on changing circumstances and new information.

The percentage of assets within the local government in each asset category at the time of BRM Plan endorsement is shown in Table 12.

Table 11 – Asset Category Proportions

Asset category	Proportion of identified assets
Human Settlement	82.8%
Economic	14%
Environmental	0.2%
Cultural	3%



5.3.1 Consequence Assessment

Consequence is described as the outcome or impact of a bushfire event. The approach used to determine the consequence rating is different for each asset category: Human Settlement; Economic; Environmental; and Cultural.

The methodology used to determine the consequence rating for each asset category is based on the following:

- Consequence Rating – Human Settlement, Economic and Cultural Assets

  The outcome or impact of a bushfire event on the asset, or a group of assets, measured by the hazard posed by the classified vegetation and the vulnerability of the asset.

- Consequence Rating – Environmental Assets

  The outcome or impact of a bushfire event on the asset, or a group of assets, measured by the vulnerability of the asset and the potential impact of a bushfire or fire regime.

5.3.2 Likelihood Assessment

Likelihood is described as the potential of a bushfire igniting, spreading and impacting an asset. The approach used to determine the likelihood rating is the same for each asset category: Human Settlement; Economic; Environmental; and Cultural.

5.3.3 Assessment of Environmental Assets

Using available biological information and fire history data, environmental assets with a known minimum fire threshold were assessed to determine if they were at risk from bushfire, within the five-year life of the BRM Plan. Environmental assets that would not be adversely impacted by bushfire within the five-year period have not been included and assessed in the BRM Plan. The negative impact of a fire on these assets (within the period of this BRM Plan) was determined to be minimal and may even be of benefit to the asset and surrounding habitat.

5.3.4 Local Government Asset Risk Summary

A risk profile for the local government is provided in Table 13. This table shows the proportion of assets at risk from bushfire in each risk category at the time the BRM Plan was endorsed.

Table 12 – Local Government Asset Risk Summary

Asset Category	Risk Rating					
		Low	Medium	High	Very High	Extreme
	Human Settlement	1%	8%	15%	34%	26%
	Economic	0%	1%	1%	3%	8%
	Environmental	0%	0%	0%	0%	0%
	Cultural	0%	0%	1%	0%	2%

6. Risk Evaluation

6.1. Evaluating Bushfire Risk

The risk rating for each asset has been assessed against the consequence and likelihood descriptions to ensure:

- The rating for each asset reflects the relative seriousness of the bushfire risk to the asset;
- Consequence and likelihood ratings assigned to each asset are appropriate; and
- Local issues have been considered.

6.2. Risk Acceptability

Risks below a certain level were not considered to require specific treatment during the life of this BRM Plan. They will be managed by routine local government wide controls and monitored for any significant change in risk.

In most circumstances risk acceptability and treatment will be determined by the landowner, in collaboration with local government and fire agencies. However, as a general rule, the following courses of action have been adopted for each risk rating.

Table 13 – Criteria for Acceptance of Risk and Course of Action

Risk Rating	Criteria for Acceptance of Risk	Course of Action
Extreme	For optimal management of the situation, it is essential to have exceptional controls in place. In order to address the matter urgently, prompt treatment action is necessary.	Simply relying on routine controls is insufficient for effectively managing the risk. In the initial two years of the BRM Plan, it is crucial to take specific actions whenever there is adequate resourcing and funding available. The following approach will be taken for treatments: • Prioritisation will be given to treatments that provide the greatest benefits to multiple assets and critical infrastructure. • Treatments that benefit vulnerable communities will be given higher priority. • Partnerships with other agencies will be identified for strategic mitigation. • Effective communication with asset owners in this category will be a priority, focusing on enhancing their understanding of the risks associated with these assets (refer to the Communications plan). After the completion of the undertaken works, a review will be conducted for both the assets and the treatments. The frequency of reassessment for each treatment will be determined on a case-by-case basis, taking into consideration the specific circumstances.
Very High	To ensure an acceptable level of risk management, it is imperative to have robust controls in place. In order to address the situation effectively, treatment action is necessary.	Routine controls are insufficient for effective management of the risk. In the initial three years of the BRM Plan, it is crucial to take specific actions whenever there is adequate resourcing and funding available. The following approach will be taken for treatments: • Prioritisation will be given to treatments that provide the greatest benefits to multiple assets and critical infrastructure. • Treatments that benefit vulnerable communities will be given higher priority. • Partnerships with other agencies will be identified for strategic mitigation. • Effective communication with asset owners, focusing on enhancing their understanding of the risks associated with these assets (refer to the Communications plan). After the completion of the undertaken works, a review will be conducted for both the assets and the treatments. The frequency of reassessment for each treatment will be determined on a case-by-case basis, taking into consideration the specific circumstances.

High	To ensure an acceptable level of risk management, it is imperative to have robust controls in place. In order to address the situation effectively, treatment action is necessary.	Routine controls are insufficient for effective management of the risk. In the initial three years of the BRM Plan, it is crucial to take specific actions whenever there is adequate resourcing and funding available. Treatments will be approached by: • Emphasis will be given to treatments that yield the highest benefits for multiple assets and critical infrastructure. • In cases where assets are located adjacent to Extreme or Very High assets, treatments may be extended to include them, considering the potential strategic advantages. • Communication with stakeholders, as outlined in the Communications Plan, will be actively pursued. After the completion of the undertaken works, a review will be conducted for both the assets and the treatments. The frequency of reassessment for each treatment will be determined on a case-by-case basis, taking into consideration the specific circumstances.
Medium	Immediate treatment action is not necessary. Regularly monitoring is important to maintain the associated risks.	No specific action is needed in this scenario. The risk will be effectively managed through routine controls, which will be continuously monitored as necessary. To ensure ongoing effectiveness, risk assessments will be reviewed at least once during the lifespan of the BRM Plan.
Low	Immediate treatment action is not necessary. Regularly monitoring is important to maintain the associated risks.	No specific actions are necessary in this case. The risk will be managed using routine controls and will be monitored as needed.

6.3. Treatment Priorities

The treatment priority for each asset has been automatically assigned by BRMS and recorded in the *Treatment Schedule*, based on the asset's risk rating. Table 15 shows how consequence and likelihood combine to give the risk rating and subsequent treatment priority for an asset.

Table 14 – Treatment Priorities

Likelihood	Consequence				
		Minor	**Moderate**	**Major**	**Catastrophic**
	Almost Certain	3D (High)	2C (Very High)	1C (Extreme)	1A (Extreme)
	Likely	4C (Medium)	3A (High)	2A (Very High)	1B (Extreme)
	Possible	5A (Low)	4A (Medium)	3B (High)	2B (Very High)
	Unlikely	5C (Low)	5B (Low)	4B (Medium)	3C (High)

7. Risk Treatment

The purpose of risk treatment is to reduce the likelihood of a bushfire occurring and/or the potential impact of a bushfire on the community, economy and environment. This is achieved by implementing treatments that modify the characteristics of the hazard, the community or the environment. There are many strategies available to treat bushfire risk. The treatment strategy (or combination of treatment strategies) selected will depend on the level of risk and the type of asset being treated. Not all treatment strategies will be suitable in every circumstance.

7.1. Local Government Wide Controls

Local government wide controls are activities that are non-asset specific, rather they reduce the overall bushfire risk within the local government. The below list outlines the controls actively being implemented by the shire:

- Bush Fires Act 1954, Section 33 notices, including applicable fuel management requirements, firebreak standards and annual enforcement programs;
- Declaration and management of Limited Burning Times for the local government area;

- Declaration and management of HVMBs for the local government area;
- TFBs declared and managed by DFES;
- State planning framework and local planning schemes, implementation of appropriate land subdivision and building standards in line with DFES, Department of Planning and Building Commission policies and standards;
- State-wide arson prevention programs developed in conjunction with WA Police and DFES;
- Monitoring performance against the BRM Plan and reporting annually to the local government Council and OBRM;
- Quarterly BFAC meetings to review current practices and contemporary bushfire management concepts; and
- Quarterly LEMC meetings.

7.2. Asset Specific Treatment Strategies

Asset specific treatments are implemented to protect an individual asset or group of assets, identified and assessed in the BRM Plan as being at risk from bushfire. There are five asset specific treatment strategies:

- Fuel management

  Treatment reduces or modifies the bushfire fuel through manual, chemical and planned burning methods;

- Ignition management

  Treatment aims to reduce potential human and infrastructure sources of ignition in the landscape;

- Preparedness

  Treatments aim to improve access and water supply arrangements to assist firefighting operations;

- Planning

  Treatments focus on developing plans to improve the ability of firefighters and the community to respond to bushfire; and

- Community Engagement

  Treatments seek to build relationships, raise awareness and change the behaviour of people exposed to bushfire risk.

7.3. Development of the Treatment Schedule

The treatment schedule is a list of bushfire risk treatments recorded within BRMS. The Shire of Kojonup will be focusing on developing a program of works that covers activities to be undertaken within the first year after the approval of the BRM Plan. The treatment schedule will evolve and develop throughout the life of the BRM Plan.

The treatment schedule was developed in broad consultation with landowners and other stakeholders including DFES and DBCA.

Landowners are ultimately responsible for treatments implemented on their own land. This includes any costs associated with the treatment and obtaining the relevant approvals, permits or licences to undertake an activity. Where agreed, another agency may manage a treatment on behalf of a land owner. However, the onus is still on the landowner to ensure treatments detailed in this BRM Plan's *Treatment Schedule* are completed.

8. Recommendations

The recommendations in table 15 list alternative options that can contribute to mitigating and managing bushfire risks. These recommendations have been identified as alternatives to what BRMS and associated programs provide, utilising these recommendations can present proactive measures to reduce the potential impact of bushfires on lives, property, and the environment.

Each recommendation within this section represents a key element of the overall risk management strategy, addressing specific areas of concern and outlining practical steps to be taken. These recommendations are tailored to the unique characteristics of the region, considering factors such as vegetation types, weather patterns, population density, and existing infrastructure.

These recommendations provide guidance on preventive measures, such as fuel reduction activities and infrastructure modifications, as well as emergency response procedures, community education, and interagency coordination.

The implementation of these recommendations requires a collaborative effort, involving various stakeholders, including government agencies, emergency services, local communities, and landowners.

Table 15 – Table of Recommendations for the Shire of Kojonup

Subject	Recommendation
Habitable Buildings with build date pre-2015	Shire of Kojonup is a generational town which means many habitable buildings were built before bushfire prone areas, policies and guidelines. Providing advice/education around voluntary upgrades, repairs or additions to buildings for better protection for bushfire. Examples: gutter guard to reduce fine fuels close to the roof space, closing gaps around the exterior of the house, inspecting exposed timber beams for weathering, evaporative air-conditioning upgrades, solar panel maintenance, fly screen material and other external plastic facades.
Asbestos buildings	As highlighted above, many properties within the shire may contain or be built out of Asbestos, providing education around asbestos building and what it can mean during and after a fire.
Identifying fire period/seasons	Some bushfires have been caused due to lack of advertisement surrounding prohibited/permit times of the year, utilising the main roads around the shire with signage to identify if permits are required or prohibited would help reduce the risk of accidental fires.
Fire danger ratings	As highlighted above, during permit season and the newly introduced system "AFDRS", Signage to display current information of the fire danger rating is, can also help reduce accidental fires on bad weather days.
Fire break notice	The fire break notice is a universal requirement for all shires/city's, yearly monitoring of the terminology used within a notice from surrounding shires and city's (and updating as needed). Would be highly recommended for ease when considering transitioning new or temporary residents.
Fire break notice	Expressed profusely throughout this BRMP, a vast majority of the land is used for agricultural purposes. Consider an addition to the firebreak order for management of crop fuel loads during harvest, crops located on the border of a farm to cut the crop lower to 100mm, at a width of 15m from the fence. This will help reduce the risk of fires escaping properties during harvest and the bushfire season.
Local community group	Consider supporting development of a Friends of environmental group for Myrtle Benn/Showgrounds to help manage and maintain these significant vegetated areas located close to dense population. (weeding, surveillance of illegal activity, maintenance of basic assets e.g. fencing)
Management plans	Consider collaborating with the land managers of Myrtle Benn/Showgrounds to develop an urban bushland management plan

9. Monitoring and Review

Monitoring and review processes are in place to ensure that the BRM Plan remains current and valid. These processes are detailed below to ensure outcomes are achieved in accordance with the *Communication Strategy* and *Treatment Schedule*.

9.1. Review

A comprehensive review of this BRM Plan will be undertaken at least once every five years, from the date of council approval. Significant circumstances that may warrant an earlier review of the BRM Plan include:

- Changes to organisational responsibilities or legislation;
- Changes to the bushfire risk profile of the local government; or
- Following a major fire event.

9.2. Monitoring

BRMS will be used to monitor the risk ratings for each asset identified in the BRM Plan and record the treatments implemented. Risk ratings are reviewed on a regular basis as described in Table 14 – Criteria for Acceptance of Risk and Course of Action. New assets will be added to the Asset Risk Register when they are identified.

9.3. Reporting

The Shire of Kojonup will be requested to contribute information relating to their fuel management activities to assist in the annual OBRM *Fuel Management Activity Report*.

The CEO or an authorised shire employee will provide annual progress reports on the mitigation works and management of bushfire risk through the BRM Plan to the Council sub-committees, including the BFAC (Bushfire Advisory Committee), LEMC (Local Emergency Management Committee), and other relevant working groups. However, additional reporting may be conducted more frequently as required based on the specific needs and circumstances.

10. Glossary

Asset	A term used to describe anything of value that may be adversely impacted by bushfire. This may include residential houses, infrastructure, commercial, agriculture, industry, environmental, cultural and heritage sites.
Asset Category	There are four categories that classify the type of asset – Human Settlement, Economic, Environmental and Cultural.
Asset Owner	The owner, occupier or custodian of the asset itself. Note: this may differ from the owner of the land the asset is located on, for example a communication tower located on leased land or private property.
Asset Register	A component within the Bushfire Risk Management System (BRMS) used to record the details of assets identified in the Bushfire Risk Management Plan (BRM Plan).
Asset Risk Register	A report produced within the BRMS that details the consequence, likelihood, risk rating and treatment priority for each asset identified in the BRM Plan.
Bushfire	Unplanned vegetation fire. A generic term which includes grass fires, forest fires and scrub fires both with and without a suppression objective.
Bushfire Hazard	The hazard posed by the classified vegetation, based on the vegetation category, slope and separation distance.
Bushfire Risk Management Plan	A development related document that sets out short, medium and long term bushfire risk management strategies for the life of a development.
Bushfire Risk	The chance of a bushfire igniting, spreading and causing damage to the community or the assets they value.
Bushfire Risk Management	A systematic process to coordinate, direct and control activities relating to bushfire risk with the aim of limiting the adverse effects of bushfire on the community.
Bushfire Risk	The chance of a bushfire igniting, spreading and causing damage to the community or the assets they value.
Consequence	The outcome or impact of a bushfire event.

Draft Bushfire Risk Management Plan	The finalised draft BRM Plan is submitted to the Office of Bushfire Risk Management (OBRM) for review. Once the OBRM review is complete, the BRM Plan is called the 'Final BRM Plan' and can be progressed to local government council for approval.
Geographic Information System (GIS)	A data base technology, linking any aspect of land-related information to its precise geographic location.
Land Owner	The owner of the land, as listed on the Certificate of Title; or leaser under a registered lease agreement; or other entity that has a vested responsibility to manage the land.
Likelihood	The chance of something occurring. In this instance, it is the potential of a bushfire igniting, spreading and impacting on an asset.
Locality	The officially recognised boundaries of suburbs (in cities and larger towns) and localities (outside cities and larger towns).
Map	The mapping component of the BRMS. Assets, treatments and other associated information is spatially identified, displayed and recorded within the Map.
Planning Area	A geographic area determine by the local government which is used to provide a suitable scale for risk assessment and stakeholder engagement.
Priority	See Treatment Priority.
Risk Acceptance	The informed decision to accept a risk, based on the knowledge gained during the risk assessment process.
Risk Analysis	The application of consequence and likelihood to an event in order to determine the level of risk.
Risk Assessment	The systematic process of identifying, analysing and evaluating risk.
Risk Evaluation	The process of comparing the outcomes of risk analysis to the risk criteria in order to determine whether a risk is acceptable or tolerable.
Risk Identification	The process of recognising, identifying and describing risks.
Risk Register	A component within the BRMS used to record, review and monitor assessments and treatments associated with assets recorded in the B Plan.

Risk treatment	A process to select and implement appropriate measures undertaken to modify risk.
Rural	Any area where in residences and other developments are scattered and intermingled with forest, range, or farm land and native vegetation or cultivated crops.
Rural Urban Interface	The line or area where structures and other human development adjoin or overlap with undeveloped bushland.
Slope	The angle of the ground's surface measured from the horizontal.
Tenure Blind	An approach where multiple land parcels are consider as a whole, regardless of individual ownership or management arrangements.
Treatment	An activity undertaken to modify risk, for example a planned burn.
Treatment Objective	The specific aim to be achieved or action to be undertaken, in order to complete the treatment. Treatment objectives should be specific and measurable.
Treatment Manager	The organisation, or individual, responsible for all aspects of a treatment listed in the *Treatment Schedule* of the BRM Plan, including coordinating or undertaking work, monitoring, reviewing and reporting.
Treatment Planning Stage	The status or stage of a treatment as it progresses from proposal to implementation.
Treatment Priority	The order, importance or urgency for allocation of funding, resources and opportunity to treatments associated with a particular asset. The treatment priority is based on an asset's risk rating.
Treatment Schedule	A report produced within the BRMS that details the treatment priority of each asset identified in the BRM Plan and the treatments scheduled.
Treatment Strategy	The broad approach that will be used to modify risk, for example fuel management.
Treatment Type	The specific treatment activity that will be implemented to modify risk, for example a planned burn.
Vulnerability	The susceptibility of an asset to the impacts of bushfire.

11. Common Abbreviations

AFAC	Australasian Fire and Emergency Services Authorities Council
BFAC	Bush Fire Advisory Committee
BRM	Bushfire Risk Management
BRM Branch	Bushfire Risk Management Branch (DFES)
BRM Plan	Bushfire Risk Management Plan
BRMS	Bushfire Risk Management System
DBCA	Department of Biodiversity, Conservation and Attractions
DDA	Due Diligence Assessment
DFES	Department of Fire and Emergency Services
DPLH	Department of Planning, Lands and Heritage
EPBC Act	Environmental Protection and Biodiversity Conservation Act
FPC	Forest Products Commission
GIS	Geographical Information System
LEMC	Local Emergency Management Committee
OBRM	Office of Bushfire Risk Management (DFES)
PEC	Priority Ecological Community
SEMC	State Emergency Management Committee
TEC	Threatened Ecological Community
UCL	Unallocated Crown Land
UMR	Unmanaged Reserve
WA	Western Australia
WAPC	Western Australian Planning Commission

12. Appendices

Appendix A Shire Wide Collaborative Approach Mitigation Controls

Appendix B Communication Strategy

Appendix A

Bushfire Risk Management Planning – Shire Wide Collaborative Approach Mitigation Controls

	Control	Action or activity description	Lead agency	Other stakeholder(s)	Notes and comments
1	Firebreak Notice (Bush Fires Act 1954)	Annual LG Firebreak Notice	Shire of Kojonup	Landowners Land Managers Shire of Kojonup Ranger	Published Annually. Inspect local properties. 'Fire Access Track' has the same meaning as 'Fire Break', in the Bush Fires Act 1954.
2	Prohibited, Restricted Burning Times and Total Fire Bans. Bush Fire Control (Bush Fires Act 1954)				
3	Total Fire Ban Declaration	Restriction of activities that may cause or contribute to the spread of a bushfire	DFES	Shire of Kojonup Western Power Water Corporation Local Residents	A Total Fire Ban (TFB) is declared because of extreme weather conditions or when current operational commitments have reduced statewide resources / capabilities. A TFB is declared by DFES following consultation with the LG.
4	Harvest and Vehicle Movement Bans	Restricting the movement of vehicles during harvesting in the Bushfire Season.	Shire of Kojonup	Shire of Kojonup Western Power Local Residents	A Harvest and Vehicle Movement Ban may be imposed for any length of time but is generally imposed for the 'heat of the day' periods and may be extended or revoked by the local government should weather conditions change.
5	Townsite UCL/UMR land management	Preparedness, mitigation work conducted on lands owned by Department of Planning, Lands and Heritage (DPLH) and managed by DFES.	DFES	Bushfire Brigades DPLH	Annual funding is allocated to UCL/UMR land within gazetted boundary with priorities identified in consultation with stakeholders and managed through DFES.
6	Rural UCL/UMR land management	DBCA's indicative burn program, conduct mulching and other mechanical treatments to reduce fuel load or provide fire access.	DBCA		Plans can be accessed via the DBCA website.
7	Shire land management	Shire program to maintain access tracks, reduce fuel load and remove hazards as required.	Shire of Kojonup	Kojonup Bushfire Brigades	Fuel reduction program on all SoK reserves. This includes access track installation and maintenance, weed reduction (slashing, spraying), vegetation thinning and removal and prescribed burning.

	Control	Action or activity description	Lead agency	Other stakeholder(s)	Notes and comments
8	State planning framework and local planning schemes	Implementation and compliance with SPP3.7 and the Bushfire Protection Criteria of the Guidelines for Planning in Bushfire Prone Areas where required	Shire of Kojonup DPLH	WAPC Landowners	State planning framework and local planning schemes, implementation of appropriate subdivision and building standards in line with DFES, WAPC and Building Commission policies, guidelines and standards
9	State-wide arson prevention programs	Police infringement and reward schemes to prevent arson. various awareness campaigns and information packages	DFES WAPOL	Shire of Kojonup General Public	Participation as required. The Shire participates in campaigns for arson prevention. The LG assists in the promotion of Arson prevention campaigns
10	Public School Bushfire Management	A plan designed to assist staff to prepare for a total fire ban, catastrophic fire danger rating, or a bushfire.	Dept of Education	DFES Shire of Kojonup	This plan was developed in accordance with the Emergency and Critical Incident Management Policy

Appendix B

Kojonup

One community, many choices

Our Reference no:INT24/1E35F899

Office of Bushfire Risk Management (OBRM)
Department of Fire and Emergency Services
PO Box P1174 Perth WA 6844

To whom it may concern,

Re: *Endorsement Request for the Shire of Kojonup's Bushfire Risk Management Plan*

I hope this letter finds you well. This letter should be recognised as a request to seek endorsement regarding The Shire of Kojonup's Bushfire Risk Management Plan (BRMP). We have undertaken a thorough and comprehensive assessment of our community's vulnerability to bushfires, taking into account all relevant factors, including environmental conditions, infrastructure, and public safety.

The Shire of Kojonup is committed to ensuring the safety and well-being of our residents and visitors, especially in the face of the ever-present threat of bushfires. Our BRMP represents a collective effort involving extensive consultation with major stakeholders. The plan outlines proactive measures for fire prevention, preparedness, response, and recovery.

We firmly believe that the BRMP is a robust and effective framework that will guide our efforts to minimise the risk of bushfires and enhance our community's resilience in the event of such emergencies. We acknowledge the vital role that the Office of Bushfire Risk Management plays in coordinating and supporting bushfire management efforts across our region.

In light of this, we respectfully request the endorsement and support of the Office of Bushfire Risk Management for our BRMP. We believe that your endorsement will further validate the plan's quality and reinforce our commitment to working collaboratively with regional and state-level authorities in addressing the challenges posed by bushfires.

We look forward to the opportunity to discuss the plan further and welcome any feedback or recommendations you may have to enhance its effectiveness. Our team is ready to provide any additional information or clarification required to facilitate the endorsement process.

Once again, thank you for your attention to this matter. We value your partnership in safeguarding our community from bushfire risks and eagerly anticipate your favourable response.

Yours sincerely,

Grant Thompson
Chief Executive Officer

8th March 2024
Date:

Shire of Kojonup
93-95 Albany Highway, Kojonup WA 6395
Postal address: PO Box 163, Kojonup WA 6395
Telephone: (08) 9831 2400 | Facsimile: (08) 9831 1566 | Email: council@kojonup.wa.gov.au

SHIRE OF KOJONUP

MINUTES

Kojonup Bush Fire Advisory Committee

8 May 2024

Unconfirmed

BUSHFIRE ADVISORY COMMITTEE TERMS OF REFERENCE

Established under *Section 67 of the Bush Fires Act 1954*.

Terms of Reference

The Bush Fire Advisory Committee is established for the purpose of:

a) Advising the Shire regarding all matters relating to the preventing, controlling and extinguishing of bush fires;

b) The planning of the layout of firebreaks in the district;

c) Prosecutions for breaches of this Act;

d) The formation of bush fire brigades and the grouping thereof under group brigade officers (in accordance with any local laws);

e) Recommendations on Fire Control Officer positions;

f) Feedback on the Council's Fire Break Notice;

g) Specific requirements from each brigade with regard to:

- Protective Personal Equipment;
- Equipment and vehicles resources required; and
- Training Requirements;

h) The ensuring of cooperation and coordination of Bush Fire Brigades in their efforts and activities; and

i) Any other matter relating to bush fire control whether of the same kind as, or a different kind from, those specified in this subsection.

Other:

a) The Bush Fire Advisory Committee shall include an elected member of the Council;

b) The committee shall elect one of their members to be chairman;

c) The quorum required for the transaction of business at meetings of the committee is set at 50%

Membership

Voting Members (9 in total)

- Councillors x4;
- The President of the Kojonup Bushfire Association
- The Chief Bush Fire Control Officer
- The Deputy Chief Bush Fire Control Officer
- Senior Fire Control Officer (Zulu)
- Senior Fire control Officer (Zulu)

Unconfirmed

- Secretary of the Kojonup Bushfire Association
- Captain of the Volunteer Fire and Rescue Service

Observers

- The Chief Executive Officer (CEO)
- Shire Delegates x2
- Muradup Town Fire Control Officer (FCO)

Unconfirmed

MINUTES FOR THE KOJONUP BUSH FIRE ADVISORY COMMITTEE MEETING

HELD 8 MAY 2024

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Unconfirmed

M I N U T E S

1. DECLARATION OF OPENING AND ANNOUNCEMENT OF GUESTS

The Presiding Member declared the meeting open at 07:05 pm and alerted the meeting of the procedures for emergencies including evacuation, designated exits and muster points.

2. ATTENDANCE & APOLOGIES

MEMBERS

Digby Stretch	President Kojonup Bush Fire Association
Denise Berryman	Secretary of the Kojonup Bush Fire Association
Matthew Crabb	Kojonup Volunteer Fire and Rescue Service
Tony Fisher	Chief Bush Fire Control Officer
Ross Fryer – Smith	Senior Bush Fire Control Officer
Matthew Crabb	Kojonup Volunteer Fire and Rescue Service
Roger Bilney	Councillor / Chairperson
Ned Radford	Councillor
Mick Mathwin	Councillor

OBSERVERS

Grant Thompson	Chief Executive Officer
Derek Jones	DFES District Officer
Shane Harris	Community Emergency Services Manager (Minute taker)
Estelle Lottering	Project Manager and Community Services

APOLOGIES

Ben Blewett	Senior Bush Fire Control Officer
Nick Trethowan	Senior Bush Fire Control Officer
Paul Webb	Councillor
Robert Jehu	Manager of Regulatory Services

Unconfirmed

3. SUMMARY OF RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE

Nil

4. PUBLIC QUESTION TIME

Nil

5. APPLICATIONS FOR LEAVE OF ABSENCE

Nil

6. CONFIRMATION OF MINUTES

Minutes of the Bushfire Advisory Committee Meeting held on 14 February 2024 were previously circulated under separate cover.

COMMITTEE DECISION
That the minutes of the Bushfire Advisory Committee Meeting held 14 February 2024 be confirmed as a true record.

Moved by Digby Stretch and second by Ross Fryer-Smith. **Carried 9/0**

7. ANNOUNCEMENTS by the Presiding Member without discussion

Nil

8. PETITIONS, DEPUTATIONS & PRESENTATIONS

Nil

9. DECLARATIONS OF INTEREST

Nil

Unconfirmed

10. STATUS REPORTS

2023/2024 Fire Season Update

As of May 2024, the following fires have been reported to the Shire:

Fires by Brigades for 2023 - 2024														
Brigade		**July**	**August**	**Sept**	**Oct**	**Nov**	**Dec**	**Jan**	**Feb**	**Mar**	**April**	**May**	**June**	**Total**
Boilup		0	0	0	0	0	0	0	0	0	0	0	0	**0**
Boscabel		0	0	0	0	1	2	2	0	0	0	0	0	**5**
Changerup		0	0	0	0	1	0	0	0	0	0	0	0	**1**
Cherry Tree Pool		0	0	0	1	0	1	3	1	0	0	0	0	**6**
Jingalup		0	0	0	0	0	1	0	0	0	0	0	0	**1**
Kojonup		0	0	0	1	3	2	6	2	0	3	0	0	**17**
Lumeah		0	0	0	1	3	0	1	1	0	0	0	0	**6**
Mobrup		0	0	0	0	1	0	3	0	0	1	0	0	**5**
Muradup		0	1	0	0	0	0	0	0	0	0	0	0	**1**
Orchid Valley		0	0	0	0	0	1	3	1	0	0	0	0	**5**
Qualeup		0	0	0	0	0	0	0	0	1	0	0	0	**0**
Ryans Brook		0	0	0	0	1	0	0	0	0	0	0	0	**1**
Total		**0**	**1**	**0**	**3**	**10**	**7**	**18**	**5**	**0**	**4**	**0**	**0**	**48**

This compares with the following data for the previous four years.

Fires for Fire Brigades 2021 - 2022														
Brigade		**July**	**August**	**Sept**	**Oct**	**Nov**	**Dec**	**Jan**	**Feb**	**Mar**	**April**	**May**	**June**	**Total**
Boilup		0	0	0	0	0	0	0	0	0	0	0	0	0
Boscabel		0	0	0	0	0	0	2	1	0	0	0	0	3
Changerup		0	0	0	0	1	0	0	0	2	1	0	0	4
Cherry Tree Pool		0	0	0	0	0	0	0	0	1	0	0	0	1
Jingalup		0	0	0	0	1	2	2	1	3	0	1	0	10
Kojonup		0	0	0	0	0	1	0	1	0	1	0	0	3
Lumeah		0	0	0	0	0	0	0	0	0	0	0	0	0
Mobrup		0	0	0	0	0	0	0	0	0	1	0	0	1
Muradup		0	0	0	0	0	2	0	1	2	0	0	0	5
Orchid Valley		0	0	0	0	0	0	0	0	2	0	0	0	2
Qualeup		0	0	0	0	0	0	0	0	1	0	0	0	1
Ryans Brook		0	0	0	0	0	0	0	0	0	0	0	0	0
Total		0	0	0	0	2	5	4	4	11	3	1	0	30

Fires for 2020 - 2021 by Brigades														
Brigade		**July**	**August**	**Sept**	**Oct**	**Nov**	**Dec**	**Jan**	**Feb**	**Mar**	**April**	**May**	**June**	**Total**
Boilup														
Boscabel														
Changerup								1		2				3
Cherry Tree Pool					1			1			1			3
Jingalup							1	4						5
Kojonup								5		1				6
Lumeah							1	2						3
Mobrup											1			1
Muradup					2									2
Orchid Valley								1	1					2
Qualeup							1	1						2
Ryans Brook							1	1	1					3
Total					3		4	16	2	3	2			30

Unconfirmed

Fires for 2019-2020 by Brigades													
Brigade	**July**	**August**	**Sept**	**Oct**	**Nov**	**Dec**	**Jan**	**Feb**	**Mar**	**April**	**May**	**June**	**Total**
Boilup													0
Boscabel					3	1							4
Changerup						1							1
Cherry Tree Pool						1							1
Jingalup								1		2			3
Kojonup										2			2
Lumeah						1	1	1	3				6
Mobrup								1		1			2
Muradup				1		1		1					3
Orchid Valley										1			1
Qualeup									1				1
Ryans Brook						1							1
Total	0	0	0	1	3	6	1	4	4	6	0	0	25

Fires for 2018 - 2019 by Brigades													
Brigade	**July**	**August**	**Sept**	**Oct**	**Nov**	**Dec**	**Jan**	**Feb**	**Mar**	**April**	**May**	**June**	**Total**
Boilup													0
Boscabel													0
Changerup					1	1			2				4
Cherry Tree Pool						1	1		1				3
Jingalup						1	4		3		1		9
Kojonup						1	2		1	1	3	1	9
Lumeah						3	1		1	1	2		8
Mobrup							1				1		2
Muradup									2				2
Orchid Valley									1				1
Qualeup						1					2	1	4
Ryans Brook							1						1
Total	0	0	0	0	1	8	10	0	11	2	9	2	43

Unconfirmed

These reported fires provide a vital argument when the Shire requires extra funding or there is a need for extra resources to be allocated to this area. All fires need to be reported to DFES Communications Centre. This allows a record of incidents which can be utilised for resource allocation.

11 GENERAL ITEMS

11.1 CESM – Shane Harris

- LG Package May 2024 Update: 520 Registered members, need to consider register for insurance, less members. Insurance increasing to $140 per volunteer.

COMMITTEE DECISION

That the minutes of the Bushfire Advisory Committee Meeting held 14 February 2024 be confirmed as a true record.

- LGGS Operating Grant: Applied for $103,335.00, was awarded $93,500, giving brief overview of what is in the next financial year's budget for this operating grant.
- SOKO Fire Break Order: Discuss changes in the fire break order booklet, after discussions decided to stay with older version.

COMMITTEE DECISION

The Committee endorsed and recommends to Council the Fire Break Order 24/25 to council as presented.

Moved: Tony Fisher, Second: Mick Mathwin **Carried 9/0**

- Group call – discussion on how this format of communication would work. DFES to investigate how this may be implemented.

MOTION

The Committee requests the Department of Fire and Emergency Services (DFES) researches how the Shire of Kojonup changes its current communication system to the described Group Call Communication method for contacting the DFES Command Centre.

Moved: Tony Fisher, Second: Ross Fryer- Smith **Carried 9/0**

- 3G-4G AVL Change Over: Completed on Kojonup and Muradup appliances.
- BRMP report finalised and will be presented to council for receiving.

Unconfirmed

11.2 DFES – Derek Jones

- Fire Season Review
    - Relatively quiet across region
    - Local fires - well managed at local level.
    - Some deployments intra-region and inter-region - Serpentine, Neds Corner, Waroona & Walpole.
    - Neds Corner - Fatality - Findings/recommendations still to be finalised - when released recommend analysis and see what applies to Kojonup.
- School and Community Group - Evacuations
    - All schools are required to have bushfire plan.
    - Schools will act upon advice given by someone in a substantial role.
    - Be aware of need to go early particularly when larger groups involved - schools, hospitals etc
- AFDRS Review
    - A representative from AFDRS was at ROAC in April -
    - System continues to be reviewed and monitored - if glitches are observed please take opportunity to provide feedback.
- Mitigation Works
    - Shire now has a Bushfire - Risk Management Plan endorsed by OBRM.
    - Allow shire to access funding to mitigate shire tenure land..
    - UCL/UMR in gazetted townsites DFES responsibility. Have worked with Tony and respective Captains to do some work around townsites.
    - Plan to undertake slashing as per previous years around townsites.
    - All mitigation strategies on the table - just need advanced planning to ensure clearances and permits are obtained.
- Training
    - Legal and Legislation - recommend completion when all FCO appointments are finalised.
    - Opportunity to pursue higher order courses including incident management.
    - Crew Leader
    - Advanced Bushfire
    - Sector Commander
    - Incident Controller- Level 1- pause this one pending refinement
    - Pre-season - shakedown desktop exercise.

Unconfirmed

4. Permits

- Recommend permit holder notify Comcen (DFES) - may reduce false alarms to brigades.
- Gazetted Fire Weather Officers have capacity to allow permits to proceed when FDR exceeds 'High'
- Need explicit approval of FWO.

11.3Shire of Kojonup – Executive Officer - Grant Thompson

- BRMC funding – the Shire has been offered the opportunity to create a role to support mitigation work. Decision required if Shire of Kojonup will join the Shires of Katanning and Broomehill-Tambellup in a joint funding arrangement with DFES to appoint a Bushfire Risk Mitigation Coordinator.
- Total cost of BRMC would be roughly $170,000.00. (70% for LG, and 30% DFES after the second year). Approx. cost to individual Shires circa $40K YOY for the term of the contract.

COMMITTEE RECOMMENDATION
The Committee recommends that the Council investigates appointing a Bushfire Risk Mitigation Coordinator and determines the cost/benefit to the Shire.

- Announcement – Robert Jehu will be leaving the Shire of Kojonup on Friday the 10th of May 2024. Read message from Robert to Committee members thanking them for the time they worked together.
- Communication Tower update, change over from old tower to the new tower will happen in the off season. All communications may be down for 24hrs (worst case scenario).
- Question to DFES on its Commitment to transfer the WAERN and to pay for it. Contractor details to be send to Derek Jones to investigate.

11.4Kojonup Volunteer Bushfire Brigade – Chief – Tony Fisher

- On behalf of the Committee would like to thank Robert Jehu for the support he gave them over the past 3 years.
- Want to open the season but need to get past the next couple of days of high fire danger ratings.

11.5Kojonup Volunteer Bush Fire Brigade – Digby Stretch

- Met all fire volunteers a couple of weeks ago at AGM.
- From AGM concerns arose for the Myrtle Ben Reserve, if things goes wrong, how will the Shire be able to keep people out with drones etc.

Unconfirmed

- It's been a busy Kojonup Fire Season
- Request to figure out how the standpipes can be unlocked to fires brigades faster during a fire.

COMMITTEE DECISION
Committee recommends to Council that it receives the unconfirmed minutes of the BFA AGM held on the 15th of April 2024 to council.
Moved: Digby Stretch, Second: Tony Fisher **Carried 9/0**

12 OTHER ITEMS

Nil

12 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

13 LATE ITEMS

Nil

14 NEXT MEETING

7 August 2024

15 CLOSURE

There being no further business to discuss the Presiding Member thanked the members for their attendance and declared the meeting closed at 9:27 pm.

Unconfirmed

Confirmed as true and correct:

_____ _____
Chairperson Date

Unconfirmed

Kojonup Bushfire Association Minutes
Sports Complex
APRIL 15 th April 2024 at 7.30pm.

Opening of the meeting and recording of attendance.

PRESENT:

Bevan Bignell	Boilup Brigade
Craig Ivey	Boscabel Brigade
Owen Bignell	Cherry Tree Pool Brigade
Joe Young	Jingalup Brigade
Chris Wright	Jingalup Brigade
Mick Mathwin	Jingalup Brigade (Shire Councilor)
Tony Fisher	Kojonup Brigade (CBFCO)
Gina Haenga	Kojonup Brigade
James Eyres	Kojonup Brigade
Jason Thorn	Kojonup Brigade
Tim Johnston	Kojonup Brigade
Matt Bilney	Kojonup Brigade
Malcolm	Kojonup Brigade
Roger Bilney	Kojonup Brigade (Shire President)
Ned Radford	Kojonup Brigade (Shire Councilor)
Nick Trethowan	Lumeah Brigade (Senior BFCO)
Digby Stretch	Mobrup Brigade (Association President)
Ross Fryer-Smith	Mobrup Brigade (DBFCO)
Rob E-Warburton	Mobrup Brigade
David Nuunn	Mobrup Brigade
Denise Berryman	Muradup Brigade (Association Secretary)
John Binns	Qualeup Brigade
Griff Chomley	Orchid Valley Brigade
Ian Ribertson	Orchid Valley Brigade
Mel Shepherd	Ryans Brook Brigade
Stuart Tohl	Ryans Brook Brigade
Grant Thompson	Shire CEO
Shane Harris	CESM

Unconfirmed minutes

APOLOGIES:

Ben Blewett	Muradup Brigade
Nathan Leitch	Muradup Brigade
Paul Norrish	Changerup Brigade
Steve Magini	Changerup Brigade

1. Announcements by the President
   The President made the meeting aware of the exit doors and where the muster point was outside.

2. Confirmation of minutes of: Minutes April 2023

   Moved: Craig Ivey
   Seconded: Nick Trethowan
   Carried: yes

3. Business arising from the minutes other than listed.

None

Unconfirmed minutes

4.

Election of CBFCO, DCBFCO and two (2) senior FCO's to be recommended to the Kojonup Shire Council for appointment to their respective positions.

Moved by – Mick Mathwin seconded by Stuart Tohl : that

- Tony Fisher…..is recommended for the position of Chief Bushfire Control officer in the Shire of Kojonup for the 2024/2025 year
- Ross Fryer-Smith…… is recommended for the position of Deputy Chief Bushfire Control officer in the Shire of Kojonup for the 2024/2025 year.
- Nick Trethowan……and Ben Blewett…….are recommended for the position of Senior Fire Control Officers in the Shire of Kojonup for the 2024/2025 year.
- That the CBCO and the DCBCO are recommended for appointment as Fire Weather officer and Deputy Fire Weather officer respectively for the 2024/2025 year.
- That the CBCO and the DCBCO are recommended to be appointed as authorised officers to issue permits to burn for the collection of clover seed for the 2024/2025 year.
- That the CBFCO and the DCFBCO and the two senior BFCO's be authorised to advise the Shire Council on the imposition of harvesting and movement of vehicles bans in the Shire of Kojonup for the 2024/2025 year.

Carried - Yes

5. The Brigades have nominated Brigade Captains as listed below

Moved by -Mel Shepherd – seconded by Chris Wright that the nominees listed below be appointed to their respective Brigades as Captain subject to each person having successfully completed the FCO's course as conducted by DFES.

Ben Johnston ……..Captain/FCO, Boilup Brigade
Craig Ivey ……Captain/FCO, Boscabel Brigade
Paul Norrish…….Captain/FCO, Changerup Brigade
Owen Bignell----------Captain/FCO, Cherry Tree Pool Brigade
Tom Mathwin ……Captain/FCO, Jingalup Brigade
James Eyres ……Captain/FCO, Kojonup Brigade
Justin Brown …….Captain/FCO, Lumeah Brigade
Rob Warburton ……..Captain/FCO, Mobrup Brigade
Nathan Leitch …….Captain/FCO, Muradup Brigade
Griff Chomley…….Captain/FCO, Orchid Valley Brigade
Shannon Binns ----------Captain/FCO, Qualeup Brigade
Stuart Tohl……Captain/FCO, Ryans Brook Brigade
Bevan Brown ……..FCO, Kojonup Town

Carried - Yes

6 <u>CBFCO Report</u> : to be read out at meeting

The first fire attended was in and working alongside the Kojonup VFRS with a house fire in Muradup on the night of 13th August. Our main job here was keeping water up to the VFRS as there was no standpipe or little water pressure at that time.

Our first bush fire was the 13th October in the Cherry Tree Pool Brigade. We have had 44 fires so far this season with another 6 fires that we have attended out of our shire. We had one fire light up due to being a side by side, which sucks up material very easily around the manifold area. Those machines should not be usedin areas of fire risk. We have had 3 bigger fires this year with 2 in the Cherry Tree Pool area with 1 of which we had the water bombers assist in a pine plantation which was being harvested.

The biggest fire for the season was the furniss Loop fire which burnt 30 Hectares of pasture and stubble on the 17th January. With this fire and all other fires the mopping up with a 100 metre break has worked extremely well in holding fire and stopping then from escaping.

On the 15th of January we had a busy time with 20 fires registered – all from lightning strikes. The very quick response time and excellent mopping up by all firefighters was remarkable. A job well done by all.

The fires we have had the majority of them were caused by lightning and a small number of header fires and 1 or 2 pole top fires. All responders to fires must be congratulated but our season is still not over.

We started scheds in November with very good attendances- once harvest started was in full swing we had 7 day shceds and have now dropped these back to full scheds a couple of times a week with FCO's full time with permits.

We were hoping to burn 2 or 3 sections of certain reserves in the last winter to reduce fuel loadings but were unable to get to them before things dried up too wuickly. Also we had planned to do

Unconfirmed minutes

a burn around Muradup town site a well but due to a very fast cutoff we were unable to get that done as well. we have those on the list to try and get done.

The aerial inspection was carried out in December. Thank you to ross Fryer-Smith for organising this. This year the results were a bit disappointing. The majority of people do a very good job but there is no excuse for doing nothing. Until we all do it properly we are leaving all at risk.

Western Australias southern areas are experiencing some of the driest conditions in 120 years. Our fire risk to sensitive areas is huge and still with little or no rainfall in sight. We have to remain cautious.

Permits for restricted burning commenced on 2nd April with 3 permits daily for several days before increasing to around 6 to 7 permits and now back to under 6 a day.

As of today the 15th april permits are available to landowners for burning timber heaps and chaff heaps. Heaps must be a minimunm of 40 mtrs from the boundary. Chaff heaps in paddocks must be burnt out, timber heaps need to have a break of bare dirt of a minimum of 40 mtrs.

What has worked very well with all the fires is the fast fills which allows fast refill times and better mopping up because of access to water. St this point in time when and if a fire starts we need to know where water is with low dam levels.

I am pleased to say we now have a new radio communication tower which is going to make us more efficient and keep all safer. With the new tower and sms system and Whatsapp we are looking good going forward.

Thank you to Simon Klopper for his availability at fires not only with his machinery but also his firefighting truck and staff.

Thank you to all the shire staff who assist in anyway and thank you to Shane our CESM.

To Nathan and Temby aand crews for our 2.4 trucks a huge thank you for always being available and diligent.

Unconfirmed minutes

Thanks to Digby our President for all his work over this last year.

Now I ould once again like to thank Denise who has once again made the Zulus job a lot easier by continuing to work tirelessly to ensure all fires are recorded and for keeping on top of permits for us. Thank you Denise.

A big thank you gos to Myles Reid – Tango 1 for the work he has done in his role not only as tango 1 but as a Zulu over many years as he is standing down from his position. I very much valued Myles in his FCo roles and would likt to wish him all the best. Thanks mate.

To ross and Nick and our new zulu Ben who I think has done an outstanding job coming into this position. Thank you for all of your support. Everything you do is so very much appreciated.

Lastly I would like to thank all the FCo's , radio operators, firefighters and volunteers for once again showing what an outstanding organisation we are.

Thank you
Tony Fisher
CBFCO
15/4/2024

Unconfirmed minutes

7 Brigade office bearers

The Brigade office bearers and radio operators for the 2024/2025 year have been elected from their respective Brigades and will be listed in the Shire Emergency Directory
Association Secretary will forward to Bush Fire Advisory Committee

8 Presidents Report. to be read out at meeting

President's Report 2023/24

Kojonup Bushfire Association

The highlight of the 23/24 season has been the installation of the bushfire communications tower near the Jingalup and Balgarup crossroads. We look forward to much better reception once the radios are commissioned. Thanks to the Heggaton family for access to the land for the new tower. Thanks also to the Hope and Williams families, who have hosted the mid-band tower for many years.

Shane Harris has been appointed to the CESM position, shared between Cranbrook, Gnowangerup and Kojonup shires. Shane has quickly got a handle on how our brigades work. He has been delivering training and assisting with some of the bureaucratic side of bushfire management.

The shire has been developing a Bushfire Risk Management Plan which I have had editing input into through the Bushfire Advisory Committee. It is quite a bureaucratic document but it is necessary for the shire to have for its compliance requirements.

The new OHS legislation seems to find new ways to affect us. The shire is now having to explore the need for an induction process for brigade members as well as the basic training that we expect of members attending fires.

Insurance costs coming out of ESL funding continue to rise. With over 400 members trained and registered, it is really important that brigades keep their membership lists up to date and remove people that don't need to be there.

Thank you to the Zulu's, Denise and the shire for all the work that goes into bushfire management in Kojonup. It was a busy start to the season and well handled. Kojonup continues to be well protected from fire by the efforts of all of you. The continual improvement of equipment, response time and adoption of developing technologies such as WhatsApp is impressive.

As always, I ask you to keep succession planning front of mind for our association at every level. There are many people capable of stepping up a level, please consider taking a turn at the wheel.

Digby Stretch

15/4/24

9 Correspondence In –

Emails from the shire and cesm to pass on to brigades

Correspondence Out –

Emails passed on to the secretaries from the shire and cesm to send out to their members.

Correspondence In and Out to be accepted:
Moved:
Seconded:
Carried:

10 General Business

- **Spare rope pulls for fast fills**
  A list of each brigades fast fills has been sent to the CESM to see if they can be ordered through ESL money
- **Spare roll of rope for fast fills – Stuart has stronger rope to mention.**
  Stuart explained the rope that he has been able to secure which is far more stronger than what is on the pull starts when they come. He will see CESM.
- James Eyres (Keelo 1) spoke about the closeness of Myrtle Benn to the town and if there is a fire there and about control burning to be done in that area. Falls under his area. If a water bomber is needed in case of fire here it could be hampered by volunteers – other than the fire fighters- and what could he do to stop them from coming in and wanting to put fire out. james said that if fire is at the wrong time of year if too hot all things will go.
- Shane Harris – CESM for Kojonup said mitigation is being undertaking about what can be done in there. There are protocols and permissions to be received and looked at from the commonwealth and also the flora and fauna in the reserve and Aboriginal Heritage in the reserve.
- CEO Grant Thompson said that mitigation has just been put in place for funding for Myrtle Benn and look to conduct community drills also.
- Owen Bignell said that with the fire at the Pine Plantation the water bombers were very good. He asked was the shire water tanker still going to be made available for a fire – it was in place before that it could be called for in fire season and that it would be available. If shire worker

Unconfirmed minutes

not available to drive tanker could it be possible for someone else to drive it. He also asked for signs to be put out on the road for traffic management by the shire to slow traffic and they were not supplied.

- Ned Radford Shire councillor said that the shire tanker was out on a road already and not available.
- Ian Robertson asked about permits for burning around buidings – a lot cancelled due to high fire danger rating and unable to do protective burning – can we over-ride this. New system in place for working these out now.
- Shane Harris – CESM said the new system is a bit clunky – any comments about this let him know so they can be pput to the meetings he goes to.
- Tim said previously that there was power to over-ride.
- Advisory group was talking with CESM and others – lot of work done- to see what they could work out for a system to be put in place that they could safely over-ride a DFES applied high fire danger rating when things were okay in Kojonup area.
- Joe Young commented about the cutting off of protective burning alsi – similar comments.
- Mick Mathwin – deceisions made one night for next day – can you not have confidence to over ride if it gets to 3 pm and it is benign.
- Chris Wright asked about not burning heaps in stubble if have good breaks. Used to be 1 chain break
- Stuart tohl said it used to be 2 chain clean break. There is right time to burn heaps. He commended Zulu's for their efforts and sticking to their decisions .
- Jason Thorn thought 2 units – 2 people not really enough. They operate with more. Can the minimum requirement for permitd be changed (utility can only really hold 800 ltrs) Tony said people can always have more units and if they feel not enough for them to burn take more.
- James Eyres said that they are losing days to start stubble burning because of this high fire danger rating and permits cancelled and also the start of restricted burning period being later. Tony commented that things were different this year because of the dry conditions – no rain – things tinder dry.
- Ross commented om s few different items that people had brought up.
- Owen Bignell commented that the handheld radios werenot real good out in the Cherry Tree Pool area.
- Jason thorn asked about getting some handhelds through DFES for radio operators – Kojonup auto electrics could get them through DFES. (some brigades had purchased some years ago a couple for themselves.

Unconfirmed minutes

- Craig Ivey said do the water bombers work properly – came but left early from a fire. Refuelling issue – call them early if needed – can always turn around or get them to drop their load and go. If too late they can not come due to night time and also if unavailable with being at other fires.
- John Binns said clear direction is needed as to who is covered by insurance. Acitve - auxiliary.Previous confusion about age years ago – sorted.
- Any comcerns from the meeting tonight will be taken to the next BFAC meeting.

11 <u>Election of President</u>. (Conducted by the CBFCO)

Tony called for nominations

Moved by: – Chris Wright seconded by Ian Robertson that Digby Stretch be elected President for the 2024/2025 year.

There were no other nominations and Digby stretch was elected unopposed for the 2024/2025 season

12 <u>Election of Deputy President</u>.

Moved by Nick Trethowan – seconded by James Eyres that Roger House be elected Deputy President for the 2024/2025 year.

There were no other nominations and Roger House was elected unopposed for the 2024/2025 season

13 <u>Election of Secretary</u>.

Moved: by Ian Robertson seconded by Mel Shepherd nominating Denise Berryman be elected Secretary for the 2024/2025 year.

There were no other nominations and denise Berryman was elected unopposed for the 2024/2025 season

Meeting closed at: 9.20 pm

Unconfirmed minutes

SHIRE OF KOJONUP

NOMINATION FORM

VOLUNTEER BUSHFIRE BRIGADE OFFICE BEARERS – 2024 / 2025

I, Tony Fisher wish to hereby nominate to The Shire of Kojonup to act in the capacity of the following position:

✓	Chief Bush Fire Control Officer
	Deputy Bush Fire Control Officer
	Senior Bush Fire Control Officer

In the Shire of Kojonup.

Signed

15/4/24
Date

Return Forms to: Shire of Kojonup: council@kojonup.wa.gov.au
: Hand delivered: 93-95 Albany Highway, Kojonup

SHIRE OF KOJONUP

NOMINATION FORM

VOLUNTEER BUSHFIRE BRIGADE OFFICE BEARERS – 2024 / 2025

I, ROSS FRYER-SMITH wish to hereby nominate to The Shire of Kojonup to act in the capacity of the following position:

	Chief Bush Fire Control Officer
✓	Deputy Bush Fire Control Officer
	Senior Bush Fire Control Officer

In the Shire of Kojonup.

Signed

15-4-24
Date

Return Forms to: Shire of Kojonup: council@kojonup.wa.gov.au
: Hand delivered: 93-95 Albany Highway, Kojonup

SHIRE OF KOJONUP

NOMINATION FORM

VOLUNTEER BUSHFIRE BRIGADE OFFICE BEARERS – 2024 / 2025

I, NICHOLAS MARTIN TRETHOWAN wish to hereby nominate to The Shire of Kojonup to act in the capacity of the following position:

	Chief Bush Fire Control Officer
	Deputy Bush Fire Control Officer
✓	Senior Bush Fire Control Officer

in the Shire of Kojonup.

Signed

24-03-24
Date

Return Forms to: Shire of Kojonup
: Hand delivered: 93-95 Albany Highway, Kojonup

SHIRE OF KOJONUP

NOMINATION FORM

VOLUNTEER BUSHFIRE BRIGADE OFFICE BEARERS – 2024 / 2025

I, BEN BLEWETT wish to hereby nominate to The Shire of Kojonup to act in the capacity of the following position:

	Chief Bush Fire Control Officer
	Deputy Bush Fire Control Officer
✓	Senior Bush Fire Control Officer

In the Shire of Kojonup.

B M Blewett
Signed

17-4-24
Date

Return Forms to: Shire of Kojonup: council@kojonup.wa.gov.au
: Hand delivered: 93-95 Albany Highway, Kojonup

Notice to all landowners and occupiers within the Shire of Kojonup

Pursuant to section 33 of the *Bush Fires Act 1954*

Kojonup

One community, many choices

2024/2025 FIRE BREAK ORDER

By order of the Shire of Kojonup (Shire) Council
21 May 2024
Grant Thompson, Chief Executive Officer

BUSH FIRE BAN PHONE LINE: 9831 0145
EMERGENCY SMS LIST: SHIRE 9831 2400
BUSH FIRE EMERGENCY: 9831 1580 / 000

Stirling West Fire Weather District

PROHIBITED BURNING TIME
1 NOVEMBER 2024 – 28 FEBRUARY 2025
Permits may be issued between 1 Nov – 15 Dec for protective burning only. Between 16 Dec – 28 Feb no fires may be lit without the express permission of the Chief Bush Fire Control Officer. The Shire Council has authority to extend this date and you should consult with your local Fire Control Officer or ring the hotline on 9831 0145.

RESTRICTED BURNING TIME
1 OCTOBER – 31 OCTOBER & 1 April – 30 APRIL
Permits are required for all fires lit during these Restricted Burning times and must be obtained from your local Fire Control Officer who will explain the conditions under which fires may be lit.
Permits will not be issued for town site burning between 1March – 30 Apr.
Please note restricted burning times may be extended by the CBFCO, you should consult with your local Fire Control Officer or ring the hotline on 9831 0145.

NON-RESTRICTED BURNING TIME
1 May – 30 September
Landholders must still take necessary precautions to keep their fires under control and on their own properties.

SPRAYING REMINDER
Chemical spraying of firebreaks on land within a gazetted townsite is to be completed to the Shire's satisfaction by the 15 September.

FIREBREAK INSPECTION WARNING
3 November – All firebreaks and fire hazard reduction measures to be completed on land within the gazetted townsite.
4 November – Council will commence its annual firebreak inspection of all land within the gazetted townsites.
15 December – All protective burning and firebreak precautions to be completed on land outside the gazetted townsite.
16 December – Council will commence its annual firebreak inspection process of all land outside the gazetted townsite.

IMPORTANT DATES

BURNING RULES

1. Patrolling of all fires is the responsibility of the landowner or occupier for as long as the fire poses a risk. These include clearing fires as well as protective burning.
2. All adjoining landowners must be notified on the morning of the intended burn whether clearing grass or protective burning is carried out.
3. No fire to be lit before 1300 hours (1pm). As from the 1st April, lighting times may be at the discretion of the Chief Bush Fire Control Officer.
4. For all grass, stubble and chaff fires, no trees or heaps of logs are to be burning within 40 metres of the outside of the perimeter break.
5. All stubble/grass burns conducted within the restricted burning period must have a 3-metre-wide perimeter break cleared of all flammable material.
6. All other conditions on a WRITTEN PERMIT to burn must be complied with.

NON-COMPLIANCE WITH THE ABOVE MAY LEAD TO PROSECUTION

The above rules are to be observed in all cases unless your Fire Control Officer gives special approval to any alternative provisions.

TO REPORT A FIRE

Contact either Zulu or Fire Control Officer in the first instance or dial 9831 1580/000.
Provide the following information:

- Your name and contact number
- Fire location (information such as landmarks, road names, your location and the direction of smoke and estimated distance is helpful in establishing fire location)
- If it is a private property, supply the property owner's name if known
- Provide details of site access if known

RADIO COMMUNICATIONS

VHF Channel 41	Mid Band Channel
UHF Channel 11	Upon arrival at firesite
Channel 234 or 229	WAERN

BURNING RULES

Do you require a Permit to Burn?

If so, the person who takes out the permit is solely responsible for all conditions agreed to on the permit.
Any damage or injuries that are caused due to negligence, are the permit holder's responsibility and may result in penalties being lodged.

There have been too many fires caused by permit burns in the Great Southern. Please take care and ensure all burns are monitored until they are extinguished.

GENERAL INFORMATION

Pursuant to the powers contained in Section 33 of the *Bush Fire Act 1954 (Act)*, you are hereby required to have firebreaks clear of all flammable material, in the position, of the width, and for the period as specified.

1. Urban Land (Land within a gazetted townsite)

During the period from the 2nd November to 31st May inclusive, you shall have the following firebreaks:

- On all land, regardless of size or how the land is zoned, an Asset Protection Zone (APZ) of 20 metres surrounding all buildings must be established. An APZ is a reduced fuel load zone. Living standing trees, remnant vegetation, maintained gardens and lawns are exempt from an APZ.
- On all land that is 4,000 square metres or less, all remaining flammable material is to be reduced to a height of less than 50mm.
- On all land in excess of 4,000 square metres, clear a 3.0 m wide firebreak immediately inside all external boundaries of the land and maintain all remaining flammable material on the land to a height of less than 150mm.
- Woodpiles are permitted on any land providing a 3.0 m wide firebreak is installed and maintained immediately surrounding the woodpile.
- Where chemical spraying is the method chosen as the means by which firebreaks are constructed, this is to be completed to the Shire's satisfaction by 15th September. Firebreaks must be maintained throughout the dates of this notice. If not, the Shire will do the work at the landowner's expense.
- The Chief Executive Officer may instigate a Fire Notice on any property with specifications listed to reduce any potential hazard as he deems applicable.

2. Rural Land (land outside a gazetted townsite)

During the period from 15th December to the 31st May inclusive you shall have an Asset Protection Zone (APZ) of 20 metres surrounding all Homesteads, Buildings, Sheds, Haystacks, Bulk Fuel, Drums and Liquid Petroleum established. An APZ is a reduced fuel load zone. Living standing trees, remnant vegetation, maintained gardens and lawns are exempt from an APZ.

3. Plantation/Tree Farmland

Plantation/Tree Farms – An area exceeding three hectares planted for commercial purposes

- Firebreaks shall be 15 metres wide on the boundaries of all plantations, tree farms, or such other locations as may be agreed to by the Council.
- Firebreaks shall be constructed around plantation compartments of approximately 50 hectares.
- A 50 metre perimeter firebreak around all buildings and fuel storage areas, cleared of all flammable material is required.

4. Wind Turbine Firebreaks

The fire break requirements for all wind turbines in the Shire of Kojonup is in accordance with the individual Bush Fire Management Plan, as approved at the time of development approval, unless expressly amended by the Council.

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Non-Compliant Firebreak

Compliant Firebreak

Compliant APZ

URBAN/RURAL/PLANTATION LAND

Firebreak – (3 metre requirements) – a firebreak is defined as an area three metres wide cleared of all flammable materials by ways of ploughing, cultivating, scarifying, burning or otherwise clearing the earth.

Planting Compartment – An individual area of approx 50 hectares surrounded by firebreaks cleared of all flammable material ten metres wide and five metres vertically. Internal firebreaks must be maintained in a trafficable condition and, if needed, trees on both sides of the firebreak are to be progressively pruned to allow unrestricted access to maintenance and fire fighting equipment to maintain an effective width of firebreak.

Powerlines

If a main power line failure occurs when a Movement of Vehicle Ban is in operation, report to the Chief Bush Fire Control Officer.

Western Power has a minimum requirement of ten metres clearance either side of the outside power pole. Generally, the clearance distanced from the powerline should be no less than the expected mature height of the trees planted in the outside row. However, in all instances where power lines are crossing land where it is proposed that plantations be planted, the owner should consult with Western Power, 131351 for advice.

Boundary Firebreaks

Boundary firebreaks are not compulsory within the Shire of Kojonup Rural Area.

Exemptions

If it is considered impractical for any reason to clear firebreaks on the land as required by this notice, you may apply to Council or its duly authorised officer no later than 60 days prior to the date by which firebreaks are required as per this notice for permission to provide firebreaks in alternative positions or take alternative action to abate fire hazards on the land. If Council or its duly authorised officer does not grant permission, you shall comply with the requirements of this notice.

Firebreak Inspection

In following the method adopted by Council to inspect the firebreaks required in this notice, it is not necessary for Council to notify you or give you any prior warning that legal action may proceed for failing to comply with the requirements of this notice.

Penalties: **An infringement of $250. A Penalty of up to $5,000. A person in default is also liable, whether prosecuted or not to pay the cost of performing the work directed in this notice if it is not carried out by the required date**.

As per the *Bush Fires Act 1954*,

- Occupier of land to extinguish bush fire occurring on own land

(1) Where a bush fire is burning on any land —
(a) at any time in any year during the restricted burning times; or
(b) during the prohibited burning times;
and the bush fire is not part of the burning operations being carried on upon the land in accordance with the provisions of the *Act*, the occupier of the land shall forthwith, upon becoming aware of the bush fire, whether he has lit or caused the same to be lit or not, take all possible measures at his own expense to extinguish the fire.

(1B) Where he requires assistance for the purpose he shall if practicable, without leaving the fire unattended, inform or cause to be informed the nearest available bush fire control officer, or bush fire brigade officer, of the existence and locality of the fire.

(2) For the purposes of this section, a fire lit before the commencement of a period of prohibited burning times relating to the district where the fire is situated, and which is still burning at the commencement of those prohibited burning times, is to be regarded as being a bush fire which is not part of the burning operation being carried on upon the land in accordance with the provisions of this *Act*.

Penalties: **An infringement of $250. A Penalty of up to $10,000.**

Harvesting

It is compulsory that an engine powered pumping unit and not less than 600 litres of water must be in attendance during grain harvesting operations. Trailed units must have the towing vehicle attached at all times. The fire fighting unit must be located in or immediately adjacent to the paddock being harvested at all times.

Penalties: **An infringement of $250. A Penalty of up to $5,000.**

Swathers, Balers and Track Chainers

These are subject to the same conditions as Harvesting i.e. an engine powered pumping unit and not less than 600 litres of water be in attendance during operations from 1st Dec onwards (excluding canola swathing).

Oxyacetylene, Arc Welders, Friction Cutting Equipment etc.

These are subject to the same conditions, whilst used in the open, as swathers and balers and, in addition, the work site must be adequately cleared of flammable material before the use of the above equipment

DEFINITIONS AND SPECIFICATIONS

FIRE CONTROL OFFICERS AND BRIGADES 2024/2025

BRIGADE			PHONE	MOBILE
BOILUP				
Ben Johnston	Bravo 1	FCO	----------	0429 328 082
Bevan Bignell	Bravo 2	LT	----------	0427 625 312
BOSCABEL				
Craig Ivey	Boscabel 1	FCO		0428 720 065
Kim Bellotti	Boscabel 2	LT	----------	0427 331 001
Jordan Hunter	Boscabel 3	LT	----------	0459 124 216
Brad Ashton	Boscabel 4	LT	----------	0427 445 126
CHANGERUP				
Paul Norrish	Charlie 1	FCO	9832 1017	0428 919 609
Maurice Shilcock	Charlie 2	LT	9833 1280	0438 911 045
Murray Magini	Charlie 3	LT	9863 1191	0429 198 701
CTP				
Owen Bignell	CTP 1	FCO	----------	0429 311 383
Peter Kowald	CTP 2	LT	----------	0427 095 720
Neal O'Halloran	CTP 3	LT	----------	0429 371 363
Daniel Ladyman	CTP 4	LT	----------	0429 001 981
JINGALUP				
Tom Mathwin	Jingalup 1	FCO	----------	0429 892 299
Chris Wright	Jingalup 2	LT	----------	0428 336 298
Steve McGuire	Jingalup 3	LT	----------	0428 336 232
KOJONUP				
James Eyres	Keelo 1	FCO	----------	0429 883 348
Matt Bilney	Keelo 2	LT	----------	0439 745 639
Jason Thorn	Keelo 3	LT		0488 310 808
Bevan Brown	Tango 1	TWN		0427 312 616
LUMEAH				
Justin Brown	Leema 1	FCO	----------	0447 429 994
Lachie Thorn	Leema 2	LT	----------	0408 943 070
James Heggaton	Leema 3	LT	----------	0419 711 203
MOBRUP				
Rob Warburton	Mobrup 1	FCO	----------	0428 337 517
Digby Stretch	Mobrup 2	Lt	----------	0428 540 521
Andrew Parker	Mobrup 3	LT	----------	0458 043 883
MURADUP				
Nathan Leitch	Mike 1	FCO	----------	0427 112 608
Kent Stone	Mike 2	LT	----------	0447 455 238
ORCHID VALLEY				
Griffin Chomley	OV 1	FCO	----------	0428 323 005
Colin Ednie-Brown	OV 2	LT	9832 3071	0429 323 071
Tony Davis	OV 3	LT	----------	0427 231 891
QUALEUP				
Shannon Binns	Qualeup 1	FCO		0428 173 990
David Forrester	Qualeup 2	LT	9832 3070	0427 323 070
Ben Webb	Qualeup 3	LT	9832 3025	0427 987 273
Fred House	Qualeup 4	LT		0455 625 776
RYANS BROOK				
Stuart Tohl	Romeo 1	FCO	9834 2225	0447 342 225
Jonson Clifton	Romeo 2	LT	----------	0427 342 210
Bevan Gibbs	Romeo 3	LT		0427 441 348
SECRETARY			**Phone**	**Fax**
Denise Berryman	Mike 4	Sec	9832 1041	

BRIGADE CONTACT DETAILS

ZULU CONTACTS			
Name	Position	Call Sign	Contact Details
Tony Fisher	Chief FCO / Fire Weather Officer	Zulu 1	Mb: 0428 311 504
Ross Fryer-Smith	Deputy FCO / Deputy Fire Weather Officer	Zulu 2	Mb: 0429 342 202
Nick Trethowan	Senior FCO	Zulu 3	Mb: 0429 341 035
Ben Blewett	Senior FCO	Zulu 4	Mb: 0427 250 226

SECRETARY			
Denise Berryman	Secretary	Mike 4	Ph 9832 1041 mberryman@bordernet.com.au

SHIRE CONTACT DETAILS

Shire Office	9831 2400
Works Depot Office	9831 2900
After Hours Emergency Contact	0427 989 187
Works Manager	0427 427 854
Community Emergency Services Manager - CESM	0499 899 189
Harvest/Movement ban phone line	9831 0145

EMERGENCY CONTACTS

Ambulance	000
Hospital	9831 2222
Police	9831 2555 or 000
Kojonup Fire & Rescue Service	000
Bush Fire Emergency	000

RADIO COMMUNICATIONS

VHF Channel 41	Mid Band Channel
UHF Channel 11	Upon arrival at firesite
Channel 234 or 229	WAERN

ZULU & SHIRE CONTACT DETAILS

PUBLIC NOTICE

BUSH FIRES ACT 1954

PART III PREVENTION OF BUSH FIRES

SECTION 17 - PROHIBITIED BURNING TIMES

SECTION 18 – RESTRICTED BURNING TIMES

Pursuant to Section 17 *Bush Fires Act 1954*, the Shire of Kojonup provides public notice that the Prohibited Burning Period for the Shire of Kojonup District will conclude on Wednesday, 28 February 2024.

Pursuant to Section 18 *Bush Fires Act 1954*, the Shire of Kojonup provides public notice that the Restricted Burning Period for the Shire of Kojonup District will commence on Thursday, 29 February 2024 and conclude on Tuesday, 30 April 2024.

Permits are a requirement for burning in the Restricted Burning Period and can be obtained from a Bush Fire Control Officer.

This notice amends the current advertised Prohibited and Restricted Burning Period dates in the Shire of Kojonup 2023/2024 Fire Break Order.

Further information may be obtained by contacting either Tony FISHER (Chief Bush Fire Control Officer – 0438 311 504) or the Manager Regulatory Services, Robert Jehu – mrs@kojonup.wa.gov.au or by telephoning the Shire of Kojonup on 08 9831 2400.

Grant Thompson
Chief Executive Officer

From: HARRIS Shane
To: Estelle Lottering
Subject: Fw: PRBT Dates - 2024 (Leap Year)
Date: 6 February, 2024 4:15:34 PM
Attachments: image001.png
image006.png
image007.png
image008.png
image009.png
image010.png
Outlook-2p1sah3x.png
Outlook-doxkjmjb.png
SPRAY450-0024012314300.pdf

Kind Regards
Shane Harris

Community Emergency Services Manager
Cranbrook, Gnowangerup and Kojonup
DFES Great Southern Region.
P. 0499 899 189 | **E. shane.harris@dfes.wa.gov.au**
www.dfes.wa.gov.au

The CESM position is proudly supported and is jointly sponsored by the Shire of Cranbrook, Gnowangerup and Kojonup.

Government of Western Australia
Department of Fire & Emergency Services

DFES
Department of Fire & Emergency Services

From: JONES Derek <Derek.Jones@dfes.wa.gov.au>
Sent: Tuesday, January 23, 2024 2:31 PM
To: HARRIS Shane <Shane.Harris@dfes.wa.gov.au>
Subject: RE: PRBT Dates - 2024 (Leap Year)

G'day Shane,

It seems the issue may be a little larger than first thought. See below snipped image from gazette of 3rd February 2012 which indicates prohibited burning in Shire of Kojonup finishes on 18th Feb.

From Gazette of 3 February 2012

Prohibited burning time	Zone of the State
1 November-30 April	**City of Kalgoorlie-Boulder** (that portion of the Townsite outside the area known as the Kalgoorlie-Boulder Fire District as described in Schedule 30 of the *Government Gazette* of 16 September 1982 at page 3728).
15 December-14 April	**City of Kalgoorlie-Boulder**—Fire District
1 November-14 February	**Shire of Katanning**
1 November-31 January	**Shire of Kellerberrin**
1 November-7 February	**Shire of Kent**
1 November-28 February	**Shire of Kojonup**

From Gazette of 19 July, 2013

TOTAL FIRE BAN DECLARATIONS

FESA may, if required, declare "Total Fire Bans" across broad regions of the State. Please check the Kojonup Bush Fire Ban Phone Line for specific information in case there are local exemptions for agricultural practices.

In accordance with Section 33 (3) of the *Bush Fires Act 1954*, failing to comply with this notice may result in a maximum penalty of $5,000. A person in default is also liable, whether prosecuted or not, to pay a cost of performing the work directed in this notice, if it is not carried out by the owner or occupier by the date required by this notice.

The prohibited burning period will be—

1. Within the gazetted Kojonup Shire District from 1st November 2013 to 28th February 2014 inclusive

By Order of the Council,

Dated this 15th day of May, 2013.

A. P. MIDDLETON, Acting Chief Executive Officer.

So if these gazetted dates are correct the Shire of Kojonup needs to be in prohibited season up to and including the 28th Feb.

So my recommendation is;

1. Get Shire of Kojonup to do a gazette check to ensure my search is correct.
2. Confirm with Tony that the Shire of Kojonup want the option to issue permits from the 15th Feb (as advertised in S33 notice)
3. If they do, Shire will need to make application under S17 to shorten prohibited season from 28th Feb to 14th Feb. Refer to parts 7 – 9 of attached for process and notifications.

Finally, you will also notice the FES Commissioner has powers to impose their own restrictions (also under S17 (4)) and/or reject Shire of Kojonup application. For this reason I would suggest application be made around 7th Feb when the picture becomes clearer.

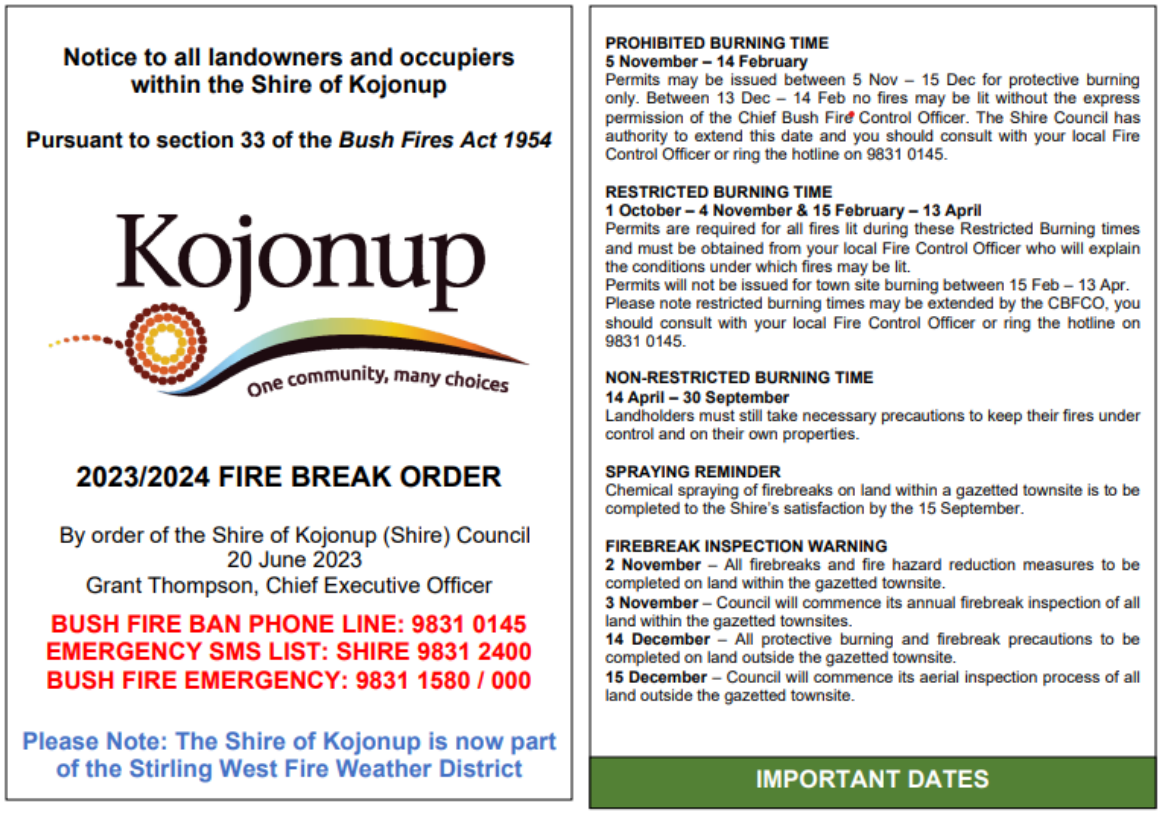
Derek

From: HARRIS Shane <Shane.Harris@dfes.wa.gov.au>
Sent: Friday, January 19, 2024 4:02 PM
To: JONES Derek <Derek.Jones@dfes.wa.gov.au>
Subject: RE: PRBT Dates - 2024 (Leap Year)

Hi Derek

Below is Kojonup's gazetted PBT, am I missing something? I see that Kojonup is still in PBT until the 14th of Feb, what needs to be changed?

Sorry I'm probably miss reading something? Don't forget Collingwood supporters don't learn to ready until there 50.



Notice to all landowners and occupiers within the Shire of Kojonup

Pursuant to section 33 of the *Bush Fires Act 1954*

Kojonup

One community, many choices

2023/2024 FIRE BREAK ORDER

By order of the Shire of Kojonup (Shire) Council
20 June 2023
Grant Thompson, Chief Executive Officer

BUSH FIRE BAN PHONE LINE: 9831 0145
EMERGENCY SMS LIST: SHIRE 9831 2400
BUSH FIRE EMERGENCY: 9831 1580 / 000

Please Note: The Shire of Kojonup is now part of the Stirling West Fire Weather District

PROHIBITED BURNING TIME
5 November – 14 February
Permits may be issued between 5 Nov – 15 Dec for protective burning only. Between 13 Dec – 14 Feb no fires may be lit without the express permission of the Chief Bush Fire Control Officer. The Shire Council has authority to extend this date and you should consult with your local Fire Control Officer or ring the hotline on 9831 0145.

RESTRICTED BURNING TIME
1 October – 4 November & 15 February – 13 April
Permits are required for all fires lit during these Restricted Burning times and must be obtained from your local Fire Control Officer who will explain the conditions under which fires may be lit.
Permits will not be issued for town site burning between 15 Feb – 13 Apr.
Please note restricted burning times may be extended by the CBFCO, you should consult with your local Fire Control Officer or ring the hotline on 9831 0145.

NON-RESTRICTED BURNING TIME
14 April – 30 September
Landholders must still take necessary precautions to keep their fires under control and on their own properties.

SPRAYING REMINDER
Chemical spraying of firebreaks on land within a gazetted townsite is to be completed to the Shire's satisfaction by the 15 September.

FIREBREAK INSPECTION WARNING
2 November – All firebreaks and fire hazard reduction measures to be completed on land within the gazetted townsite.
3 November – Council will commence its annual firebreak inspection of all land within the gazetted townsites.
14 December – All protective burning and firebreak precautions to be completed on land outside the gazetted townsite.
15 December – Council will commence its aerial inspection process of all land outside the gazetted townsite.

IMPORTANT DATES

Kind Regards
Shane Harris

Community Emergency Services Manager
Cranbrook, Gnowangerup and Kojonup
DFES Great Southern Region.
P. 0499 899 189 | **E.** **shane.harris@dfes.wa.gov.au**
www.dfes.wa.gov.au

The CESM position is proudly supported and is jointly sponsored by the Shire of Cranbrook, Gnowangerup and Kojonup.

Government of Western Australia
Department of Fire & Emergency Services

DFES
Department of Fire & Emergency Services

From: JONES Derek <Derek.Jones@dfes.wa.gov.au>
Sent: Monday, December 11, 2023 3:14 PM
To: HARRIS Shane <Shane.Harris@dfes.wa.gov.au>; BARNES Michael <Michael.BARNES@dfes.wa.gov.au>
Subject: FW: PRBT Dates - 2024 (Leap Year)

G'day Shane and Mike,

Please see below some discussion surrounding PBT and RBT for your relevant LGs.

My comments highlighted in yellow.

Happy to chat.

Derek

From: STEVEN Monica <Monica.Steven@dfes.wa.gov.au>
Sent: Monday, December 11, 2023 2:04 PM
To: GREEN Wayne <Wayne.Green@dfes.wa.gov.au>
Cc: Legal Legislation <Legal.Legislation@dfes.wa.gov.au>; PETERSEN Stephen <Stephen.Petersen@dfes.wa.gov.au>; JONES Derek <Derek.Jones@dfes.wa.gov.au>
Subject: PRBT Dates - 2024 (Leap Year)

Good afternoon Supt. Green

Please see attached our record which reflects the current PRBT dates for the GSR region.

I note that a number of shires are listed as having an end PBT date of 28 February. However, 2024 is a leap year and it should be noted that the PBT dates do not automatically extend until 29 February.

I have reviewed the websites for each of the affected shires:

- Shire of Esperance - currently lists their PBT for Urban Rural Zone running from 13 November until 29 Feb but then the RBT starts 1 March. As such, they do not have anything recorded for 29 Feb.
- Shire of Kojonup - currently indicates that their PBT is from 5 November – 14 February. This is different to our recorded dates (as gazetted 3/2/2012).

Shane – if shire wants PBT to permanently finish on 14th Feb then will need to formally request same from Commissioner. Will need council minutes supporting a request of change of dates. Given time of year this may not be possible due to council scheduling so –
Option A - easiest interim solution here is to request a S17 extension to PBT out to 14th Feb.
Option B – if, on the other hand the preference is to start burning on 4th Feb then a variation under S17 can be made to shorten PBT.
Option C – accept the 14th Feb is preferred date for conclusion of PBT simply do not write permits between 3 and 14th Feb and then formally request PBT conclude on 14th going forward.

- Shire of Plantagenet – currently lists their PBTs for both their eastern and western zones as running until 28 Feb but then lists their RBT as beginning 1 March

Mike – easiest solution here is to permanently change PBT season to end on 1st March and commence RBT on 2nd March – this will avoid the leap year effect forever. If this is not achievable/feasible/palatable a request to amend (see below) will be required.

Without some action on part of the shire it is possible for someone to light up with impunity.

Re Shire of Denmark – we have received a seasonal variation from the Shire to extend the PBT until 29 Feb.

It may be that we will need to organise a re-gazettal with either an amendment until 1 March or wording to the effect that 28 Feb will extend until 29 Feb if this is the preference of all local governments who have a PBT ending on this date, however I would suggest that we would need to have consensus on this point from each. In the meantime, we will need to have the local governments notify of a seasonal variation pursuant to section 17 of the BF Act, which includes a requirement for the FES Commissioner to be notified of the variation -- this can come via the region and be forwarded to Legal.Legislation@dfes.wa.gov.au.

Would you please make contact with the local governments to bring this matter to their attention, ascertain any preference for a more permanent solution and request they provide a seasonal variation in relation to the 2023/2024 period.

Many thanks,

Monica Steven
Senior Legislation Officer – Legal and Legislative Services
| Legal, Policy, Compliance and Built Environment
Department of Fire and Emergency Services | Level 2, 20 Stockton Bend, Cockburn Central, WA, 6164
T: 9395 9939 | E: monica.steven@dfes.wa.gov.au
www.dfes.wa.gov.au

Please be cautious
This email was sent outside of your organisation

WESTERN AUSTRALIAN GOVERNMENT Gazette

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CHANGE TO PUBLICATION TIMES 2012

Clients please note that the publication time for all General Government Gazettes has changed from 3.30 pm to 12.00 noon.

This change commenced for the General Government Gazette published on 6 January 2012.

All copy close-off times will remain the same, being 12.00 noon on Wednesday each week for the Friday Gazette and 12.00 noon Friday for the Tuesday Gazette.

JOHN STRIJK, Director and Government Printer,
State Law Publisher,
Department of the Premier and Cabinet.

3. Declaration of prohibited burning times

(1) Under section 17(1) of the Act, the times of the year mentioned in Schedule 1 column 1 are declared in respect of the corresponding zones of the State mentioned in Schedule 1 column 2.

(2) For the purposes of subclause (1), a reference in Schedule 1 column 2 to a local government is to be read as a reference to the district or to the state portion of the district, as the case requires, of the local government.

4. Revocation

The instrument published in the *Gazette* on 27 October 1995 at pages 4947 to 4956, to the extent to which it was a declaration made under section 18(2) of the Act and as amended from time to time, is revoked.

Schedule 1—Prohibited burning times

Prohibited burning time	Zone of the State
15 November-1 March	City of Albany **(Generally north of dividing line described in Schedule 15 published in the *Government Gazette* of 16 September 1982 at pages 3720 to 3721).**
22 December-14 March	City of Albany **(generally south and southwest of dividing line described in Schedule 15 published in the *Government Gazette* of 16 September 1982 at pages 3720 to 3721).**
1 December-31 March	City of Armadale
Nil	**Shire of Ashburton**
22 December-28 February	**Shire of Augusta-Margaret River**
15 December-31 March	**Town of Bassendean**
15 December-31 March	**City of Bayswater**
15 December-31 March	**City of Belmont**
15 November-14 February	**Shire of Beverley**
15 December-14 March	**Shire of Boddington**
21 November-28 February	**Shire of Boyup Brook**
15 December-14 March	**Shire of Bridgetown-Greenbushes**
1 November-28 February	**Shire of Brookton**
Nil	**Shire of Broome**
1 November-14 February	**Shire of Broomehill-Tambellup**
1 November-31 January	**Shire of Bruce Rock**
30 December-28 March	**City of Bunbury**
15 December-12 May	**Shire of Busselton**
15 December-31 March	**Town of Cambridge**
15 December-31 March	**City of Canning**
15 December-14 March	**Shire of Capel**
15 October-31 January	**Shire of Carnamah** (Eastern Area)
1 November-31 January	**Shire of Carnamah** (Western Area)
Nil	**Shire of Carnarvon**
22 October-14 February	**Shire of Chapman Valley** (that portion of the Shire lying generally south-westerly of the dividing line as described in Schedule 11 published in the *Government Gazette* of 16 September 1982 at page 3719).
1 October-31 January	**Shire of Chapman Valley** (that portion of the Shire lying generally northeast of the dividing line as described in Schedule 11 published in the *Government Gazette* of 16 September 1982 at page 3719).
1 December-31 March	**Shire of Chittering**
15 December-31 March	**Town of Claremont**
1 December-31 March	**City of Cockburn**
15 December-14 March	**Shire of Collie**
1 September-30 April	**Shire of Coolgardie** (Remainder of the Shire after the exclusion of the Townsites of Coolgardie and Kambalda).
15 January-30 April	**Shire of Coolgardie** (Townsites of Coolgardie and Kambalda only).
1 November-14 February	**Shire of Coorow** (Coastal Strip) (that portion of the Shire west of the western boundary of a road approximately 60 metres wide situate approximately 72 km from and approximately parallel to the shores of the Indian Ocean from the northern boundary to the southern boundary of the Shire).

Prohibited burning time	Zone of the State
15 October-14 February	**Shire of Coorow** (remainder of the Shire after the exclusion of the Coastal Strip described above).
1 November-1 March	**Shire of Corrigin**
15 December-31 March	**Town of Cottesloe**
1 November-28 February	**Shire of Cranbrook**
1 November-1 March	**Shire of Cuballing**
15 December-31 March	**Shire of Cue**—Townsite
15 December-31 March	**Shire of Cue**—Remaining Part of Shire excluding Townsite
1 November-14 February	**Shire of Cunderdin**
15 November-14 February	**Shire of Dalwallinu**
1 November-14 February	**Shire of Dandaragan**
15 December-14 March	**Shire of Dardanup**
24 December-28 February	**Shire of Denmark**
Nil	**Shire of Derby/West Kimberley** (Gazetted Fire District)
Nil	**Shire of Derby/West Kimberley** (Remainder of Shire)
15 November-14 March	**Shire of Donnybrook-Balingup** (Nelson Locations 3598, 8513, 8758, 9249, 9434, 9696, 10833, 11108, 11725, 11122, 11287, 11815, 11859, 11866, 12087 and 12276).
15 December-14 March	**Shire of Donnybrook-Balingup** (remainder of the Shire after the exclusion of the above Locations)
6 November-29 February	**Shire of Dowerin**
1 November-31 January	**Shire of Dumbleyung**
15 November-28 February	**Shire of Dundas**
15 December-31 March	**Town of East Fremantle**
Nil	**Shire of East Pilbara**
1 November-31 January	**Shire of Esperance**
Nil	**Shire of Exmouth**
15 December-31 March	**City of Fremantle**
22 November-29 February	**Shire of Gingin**
1 November-16 February	**Shire of Gnowangerup**
1 November-14 February	**Shire of Goomalling**
1 December-31 March	**City of Gosnells**
19 October-14 March	City of Greater Geraldton **(wards of Champion Bay, Chapman, Port, Tarcoola and Willcock and the localities of Waggrakine, Moresby, Woorree, Deepdale, Meru, Narngulu, Cape Burney and Rudds Gully).**
19 October-14 March	City of Greater Geraldton **(Hills ward excluding the localities of Waggrakine, Moresby, Woorree, Deepdale, Meru, Narngulu, Cape Burney and Rudds Gully).**
1 November-28 February	City of Greater Geraldton **(Mullewa ward).**
Nil	**Shire of Halls Creek**
22 December-14 February	**Shire of Harvey** (that portion of the Shire known as the Irrigation area as described in Schedule No.24 of the *Government Gazette* of 16 September 1982 at pages 3724 to 3725).
15 December-28 February	**Shire of Harvey** (that portion of the Shire known as the Western or Coastal Area as described in Schedule No. 23 of the *Government Gazette* of 16 September 1982 at page 3724).
15 December-14 March	**Shire of Harvey** (remainder of the Shire after the exclusion of those portions as described in Schedules No. 23 and 24 of the *Government Gazette* of 16 September 1982 at pages 3724 to 3725)
1 December-28 February	**Shire of Irwin** (Townsites of Dongara and Denison only).
1 December-28 February	**Shire of Irwin** (the remainder of the Shire after the exclusion of the Townsites of Dongara and Denison).
1 November-1 March	**Shire of Jerramungup**
15 December-31 March	**City of Joondalup**
1 December-31 March	**Shire of Kalamunda**

Prohibited burning time	Zone of the State
1 November-30 April	**City of Kalgoorlie-Boulder** (that portion of the Townsite outside the area known as the Kalgoorlie-Boulder Fire District as described in Schedule 30 of the *Government Gazette* of 16 September 1982 at page 3728).
15 December-14 April	**City of Kalgoorlie-Boulder**—Fire District
1 November-14 February	**Shire of Katanning**
1 November-31 January	**Shire of Kellerberrin**
1 November-7 February	**Shire of Kent**
1 November-28 February	**Shire of Kojonup**
15 November-14 February	**Shire of Kondinin**
1 November-31 January	**Shire of Koorda**
1 November-31 January	**Shire of Kulin**
1 December-31 March	**Town of Kwinana**
1 November-31 January	**Shire of Lake Grace**
1 November-30 April	**Shire of Laverton**
1 September-31 March	**Shire of Leonora**
1 December-31 March	**City of Mandurah**
1 January-28 February	**Shire of Manjimup** (that portion of the Shire described in Schedule 17 of the *Government Gazette* of 16 September 1982 at page 3721).
22 December-14 March	**Shire of Manjimup** (with the exception of that portion of the Shire described in Schedule 17 of the *Government Gazette* of 16 September 1982 at page 3721).
15 December-31 March	**Shire of Meekatharra**
15 December-31 March	**City of Melville**
1 November-15 March	**Shire of Menzies**
1 November-31 January	**Shire of Merredin**
1 November-31 January	**Shire of Mingenew**
1 November-14 February	**Shire of Moora**
15 October-31 January	**Shire of Morawa**
15 December-31 March	**Town of Mosman Park**
15 December-31 March	**Shire of Mount Magnet**
1 November-31 January	**Shire of Mount Marshall**
1 November-31 January	**Shire of Mukinbudin**
15 December-31 March	**Shire of Mundaring**
Nil	**Shire of Murchison**
15 December-14 March	**Shire of Murray**
22 December-28 February	**Shire of Nannup**
1 November-31 January	**Shire of Narembeen**
1 November-1 March	**Shire of Narrogin**
1 November-14 February	**Town of Narrogin**
15 December-31 March	**City of Nedlands**
1 October-30 April	**Shire of Ngaanyatjarraku**
1 November-14 February	**Shire of Northam** (that portion of the Shire lying east of the eastern boundaries of the Clackline-Toodyay, Eastern and Great Southern Railway Reserves).
1 November-21 February	**Shire of Northam** (that portion of the Shire lying west of the eastern boundaries of the Clackline-Toodyay, Eastern and Great Southern Railway Reserves).
15 October-15 February	**Shire of Northampton**
1 November-31 January	**Shire of Nungarin**
15 December-31 March	**Shire of Peppermint Grove**
1 October-31 January	**Shire of Perenjori**
15 December-31 March	**City of Perth**
1 November-14 February	**Shire of Pingelly**
15 November-14 February	**Shire of Plantagenet** (that portion of the Shire shown as East Zone on Deposit Plan 44449).

Prohibited burning time	Zone of the State
15 December-14 February	**Shire of Plantagenet** (that portion of the Shire shown as West Zone on Deposit Plan 44449).
Nil	**Town of Port Hedland**
1 November-14 February	**Shire of Quairading**
1 November-31 January	**Shire of Ravensthorpe**
1 December-31 March	**City of Rockingham**
Nil	**Shire of Roebourne**
15 December-31 March	**Shire of Sandstone**
1 December-31 March	**Shire of Serpentine-Jarrahdale**
15 November-31 March	**Shire of Shark Bay**
15 December-31 March	**City of South Perth**
15 December-31 March	**City of Stirling**
15 December-31 March	**City of Subiaco**
1 December-31 March	**City of Swan**
1 November-14 February	**Shire of Tammin**
1 November-28 February	**Shire of Three Springs**
1 November-8 March	**Shire of Toodyay**
1 November-7 February	**Shire of Trayning**
Nil	**Shire of Upper Gascoyne**
15 December-31 March	**Town of Victoria Park**
1 November-28 February	**Shire of Victoria Plains**
15 December-31 March	**City of Vincent**
1 November-14 February	**Shire of Wagin**
1 November-21 February	**Shire of Wandering** (the remainder of the Shire after the exclusion of that portion of the Shire west of the eastern boundary of the Canning River and Serpentine Catchment areas).
15 December-14 March	**Shire of Wandering** (that portion of the Shire west of the eastern boundary of the Canning River and Serpentine Catchment areas).
1 December-31 March	**City of Wanneroo**
22 December-14 February	**Shire of Waroona** (that portion of the Shire known as the Irrigation area as described in Schedule No. 28 of the *Government Gazette* of 16 September 1982 at page 3727).
15 December-28 February	**Shire of Waroona** (that portion of the Shire known as the Coastal Strip area as described in Schedule No. 25 of the *Government Gazette* of 16 September 1982 at page 3725).
15 December-28 February	**Shire of Waroona** (that portion of the Shire known as the Central area as described in Schedule No. 27 of the *Government Gazette* of 16 September 1982 at page 3726).
15 December-14 March	**Shire of Waroona** (that portion of the Shire known as the Dry Sand area described in Schedule No. 26 of the *Government Gazette* of 16 September 1982 at page 3726).
15 December-14 March	**Shire of Waroona** (that portion of the Shire known as the Hills area as described in Schedule No. 29 of the *Government Gazette* of 16 September 1982 at page 3727).
5 November-21 February	**Shire of West Arthur**
1 November-14 February	**Shire of Westonia**
14 November-7 February	**Shire of Wickepin**
1 November-14 February	**Shire of Williams**
1 November-31 March	**Shire of Wiluna**
15 November-11 February	**Shire of Wongan-Ballidu**
1 November-14 February	**Shire of Woodanilling**
1 November-7 February	**Shire of Wyalkatchem**
Nil	**Shire of Wyndham/East Kimberley** (Gazetted Townsite and Irrigation Areas).
Nil	**Shire of Wyndham/East Kimberley** (remainder of the Shire after exclusion of the Gazetted Townsite and Irrigation Areas).

Prohibited burning time	Zone of the State
15 November-31 March	**Shire of Yalgoo**
1 November-31 January	**Shire of Yilgarn**
1 December-14 February	**Shire of York**

WAYNE GREGSON APM, Chief Executive Officer of the Fire and Emergency Services Authority of Western Australia, as a sub-delegate of the Minister under section 16 of the *Fire and Emergency Services Authority of Western Australia Act 1998*.

FE403*

BUSH FIRES ACT 1954

BUSH FIRES (RESTRICTED BURNING TIMES) NOTICE 2012

Made by the Chief Executive Officer of the Fire and Emergency Services Authority of Western Australia under section 18(2) of the Act.

1. Citation

This notice is the *Bush Fires (Restricted Burning Times) Notice 2012*.

2. Commencement

This notice comes into operation as follows—

(a) clauses 1 and 2—on the day on which this notice is published in the *Gazette*;

(b) the rest of the notice—on the day after that day.

3. Declaration of restricted burning times

(1) Under section 18(2) of the Act, the times of the year mentioned in Schedule 1 column 1 are declared in respect of the corresponding zones of the State mentioned in Schedule 1 column 2.

(2) For the purposes of subclause (1), a reference in Schedule 1 column 2 to a local government is to be read as a reference to the district or to the state portion of the district, as the case requires, of the local government.

4. Revocation

The instrument published in the *Gazette* on 27 October 1995 at pages 4947 to 4956, to the extent to which it was a notice made under section 18(2) of the Act and as amended from time to time, is revoked.

Schedule 1—Restricted burning times

Restricted burning time	Zone of the State
3 October-30 April	City of Albany **(Generally north of dividing line described in Schedule 15 published in the *Government Gazette* of 16 September 1982 at pages 3720 to 3721).**
9 November-30 April	City of Albany **(generally south and southwest of dividing line described in Schedule 15 published in the *Government Gazette* of 16 September 1982 at pages 3720 to 3721).**
1 October-31 May	City of Armadale
1 January-31 December	**Shire of Ashburton**
9 November-12 May	**Shire of Augusta-Margaret River**
2 November-30 April	**Town of Bassendean**
2 November-30 April	**City of Bayswater**
2 November-30 April	**City of Belmont**
3 October-29 March	**Shire of Beverley**
2 November-26 April	**Shire of Boddington**
9 October-30 April	**Shire of Boyup Brook**
2 November-26 April	**Shire of Bridgetown-Greenbushes**
19 September-14 April	**Shire of Brookton**
1 April-31 December	**Shire of Broome**
19 September-15 April	**Shire of Broomehill-Tambellup**
19 September-15 March	**Shire of Bruce Rock**
15 November-10 May	**City of Bunbury**
1 November-12 May	**Shire of Busselton**
2 November-30 April	**Town of Cambridge**

Restricted burning time	Zone of the State
2 November-30 April	**City of Canning**
2 November-26 April	**Shire of Capel**
17 September-15 March	**Shire of Carnamah** (Eastern Area)
17 September-15 March	**Shire of Carnamah** (Western Area)
1 November-30 April	**Shire of Carnarvon**
7 September-29 March	**Shire of Chapman Valley** (that portion of the Shire lying generally south-westerly of the dividing line as described in Schedule 11 published in the *Government Gazette* of 16 September 1982 at page 3719).
14 August-14 March	**Shire of Chapman Valley** (that portion of the Shire lying generally northeast of the dividing line as described in Schedule 11 published in the *Government Gazette* of 16 September 1982 at page 3719).
19 October-31 May	**Shire of Chittering**
2 November-30 April	**Town of Claremont**
1 October-30 September	**City of Cockburn**
2 November-31 May	**Shire of Collie**
20 July-12 June	**Shire of Coolgardie** (Remainder of the Shire after the exclusion of the Townsites of Coolgardie and Kambalda).
19 September-12 June	**Shire of Coolgardie** (Townsites of Coolgardie and Kambalda only).
19 September-29 March	**Shire of Coorow** (Coastal Strip) (that portion of the Shire west of the western boundary of a road approximately 60 metres wide situate approximately 72 km from and approximately parallel to the shores of the Indian Ocean from the northern boundary to the southern boundary of the Shire).
16 September-29 March	**Shire of Coorow** (remainder of the Shire after the exclusion of the Coastal Strip described above).
19 September-15 April	**Shire of Corrigin**
2 November-30 April	**Town of Cottesloe**
1 October-12 April	**Shire of Cranbrook**
1 October-19 April	**Shire of Cuballing**
1 October-30 April	**Shire of Cue**—Townsite
1 October-30 September	**Shire of Cue**—Remaining Part of Shire excluding Townsite
19 September-29 March	**Shire of Cunderdin**
1 October-15 March	**Shire of Dalwallinu**
19 September-29 March	**Shire of Dandaragan**
2 November-26 April	**Shire of Dardanup**
19 November-26 April	**Shire of Denmark**
1 April-14 January	**Shire of Derby/West Kimberley** (Gazetted Fire District)
1 April-14 January	**Shire of Derby/West Kimberley** (Remainder of Shire)
3 October-26 April	**Shire of Donnybrook-Balingup** (Nelson Locations 3598, 8513, 8758, 9249, 9434, 9696, 10833, 11108, 11725, 11122, 11287, 11815, 11859, 11866, 12087 and 12276).
2 November-26 April	**Shire of Donnybrook-Balingup** (remainder of the Shire after the exclusion of the above Locations)
20 October-30 April	**Shire of Dowerin**
19 September-31 March	**Shire of Dumbleyung**
1 October-31 March	**Shire of Dundas**
2 November-30 April	**Town of East Fremantle**
1 January-31 December	**Shire of East Pilbara**
19 September-15 March	**Shire of Esperance**
1 October-30 April	**Shire of Exmouth**
2 November-30 April	**City of Fremantle**
1 October-31 May	**Shire of Gingin**
15 October-30 May	**Shire of Gnowangerup**
19 September-29 March	**Shire of Goomalling**
1 October-31 May	**City of Gosnells**

Restricted burning time	Zone of the State
1 January-31 December	City of Greater Geraldton **(wards of Champion Bay, Chapman, Port, Tarcoola and Willcock and the localities of Waggrakine, Moresby, Woorree, Deepdale, Meru, Narngulu, Cape Burney and Rudds Gully).**
7 September-7 April	City of Greater Geraldton **(Hills ward excluding the localities of Waggrakine, Moresby, Woorree, Deepdale, Meru, Narngulu, Cape Burney and Rudds Gully).**
1 October-15 March	City of Greater Geraldton **(Mullewa ward).**
1 April-14 January	**Shire of Halls Creek**
9 November-29 March	**Shire of Harvey** (that portion of the Shire known as the Irrigation area as described in Schedule No.24 of the *Government Gazette* of 16 September 1982 at pages 3724 to 3725).
2 November-12 April	**Shire of Harvey** (that portion of the Shire known as the Western or Coastal Area as described in Schedule No. 23 of the *Government Gazette* of 16 September 1982 at page 3724).
2 November-26 April	**Shire of Harvey** (remainder of the Shire after the exclusion of those portions as described in Schedules No. 23 and 24 of the *Government Gazette* of 16 September 1982 at pages 3724 to 3725)
15 October-15 March	**Shire of Irwin** (Townsites of Dongara and Denison only).
15 October-15 March	**Shire of Irwin** (the remainder of the Shire after the exclusion of the Townsites of Dongara and Denison).
1 October-1 May	**Shire of Jerramungup**
2 November-30 April	**City of Joondalup**
1 October-31 May	**Shire of Kalamunda**
15 September-31 May	**City of Kalgoorlie-Boulder** (that portion of the Townsite outside the area known as the Kalgoorlie-Boulder Fire District as described in Schedule 30 of the *Government Gazette* of 16 September 1982 at page 3728).
1 November-31 May	**City of Kalgoorlie-Boulder**—Fire District
1 October-30 April	**Shire of Katanning**
19 September-15 March	**Shire of Kellerberrin**
19 September-22 March	**Shire of Kent**
1 October-30 April	**Shire of Kojonup**
19 September-31 March	**Shire of Kondinin**
19 September-15 March	**Shire of Koorda**
19 September-15 March	**Shire of Kulin**
1 October-31 May	**Town of Kwinana**
19 September-15 March	**Shire of Lake Grace**
20 July-12 June	**Shire of Laverton**
20 September-12 May	**Shire of Leonora**
1 July-30 June	**City of Mandurah**
19 November-12 April	**Shire of Manjimup** (that portion of the Shire described in Schedule 17 of the *Government Gazette* of 16 September 1982 at page 3721).
9 November-26 April	**Shire of Manjimup** (with the exception of that portion of the Shire described in Schedule 17 of the *Government Gazette* of 16 September 1982 at page 3721).
1 October-30 April	**Shire of Meekatharra**
2 November-30 April	**City of Melville**
19 September-15 March	**Shire of Menzies**
19 September-15 March	**Shire of Merredin**
17 September-15 March	**Shire of Mingenew**
19 September-29 March	**Shire of Moora**
15 October-15 March	**Shire of Morawa**
2 November-30 April	**Town of Mosman Park**
1 October-30 April	**Shire of Mount Magnet**
19 September-15 March	**Shire of Mount Marshall**
19 September-15 March	**Shire of Mukinbudin**
1 October-31 May	**Shire of Mundaring**

Restricted burning time	Zone of the State
1 October-30 April	**Shire of Murchison**
1 November-30 April	**Shire of Murray**
9 November-30 April	**Shire of Nannup**
19 September-15 March	**Shire of Narembeen**
15 October-19 April	**Shire of Narrogin**
19 September-31 May	**Town of Narrogin**
2 November-30 April	**City of Nedlands**
19 August-12 June	**Shire of Ngaanyatjarraku**
19 September-29 March	**Shire of Northam** (that portion of the Shire lying east of the eastern boundaries of the Clackline-Toodyay, Eastern and Great Southern Railway Reserves).
19 September-5 April	**Shire of Northam** (that portion of the Shire lying west of the eastern boundaries of the Clackline-Toodyay, Eastern and Great Southern Railway Reserves).
17 September-15 April	**Shire of Northampton**
1 October-15 April	**Shire of Nungarin**
2 November-30 April	**Shire of Peppermint Grove**
17 September-15 March	**Shire of Perenjori**
2 November-30 April	**City of Perth**
19 September-29 March	**Shire of Pingelly**
3 October-29 March	**Shire of Plantagenet** (that portion of the Shire shown as East Zone on Deposit Plan 44449).
2 November-12 April	**Shire of Plantagenet** (that portion of the Shire shown as West Zone on Deposit Plan 44449).
19 June-12 June	**Town of Port Hedland**
16 October-29 March	**Shire of Quairading**
1 January-30 December	**Shire of Ravensthorpe**
1 October-31 May	**City of Rockingham**
1 July-30 June	**Shire of Roebourne**
1 October-30 April	**Shire of Sandstone**
1 October-31 May	**Shire of Serpentine-Jarrahdale**
1 October-30 April	**Shire of Shark Bay**
2 November-30 April	**City of South Perth**
2 November-30 April	**City of Stirling**
2 November-30 April	**City of Subiaco**
1 October-31 May	**City of Swan**
15 October-15 March	**Shire of Tammin**
16 October-15 March	**Shire of Three Springs**
1 October-30 April	**Shire of Toodyay**
19 September-31 March	**Shire of Trayning**
1 October-30 April	**Shire of Upper Gascoyne**
2 November-30 April	**Town of Victoria Park**
1 October-31 March	**Shire of Victoria Plains**
2 November-30 April	**City of Vincent**
19 September-30 April	**Shire of Wagin**
1 October-5 April	**Shire of Wandering** (the remainder of the Shire after the exclusion of that portion of the Shire west of the eastern boundary of the Canning River and Serpentine Catchment areas).
2 November-26 April	**Shire of Wandering** (that portion of the Shire west of the eastern boundary of the Canning River and Serpentine Catchment areas).
1 October-30 September	**City of Wanneroo**
9 November-29 March	**Shire of Waroona** (that portion of the Shire known as the Irrigation area as described in Schedule No. 28 of the *Government Gazette* of 16 September 1982 at page 3727).
2 November-12 April	**Shire of Waroona** (that portion of the Shire known as the Coastal Strip area as described in Schedule No. 25 of the *Government Gazette* of 16 September 1982 at page 3725).

Restricted burning time	Zone of the State
2 November-12 April	**Shire of Waroona** (that portion of the Shire known as the Central area as described in Schedule No. 27 of the *Government Gazette* of 16 September 1982 at page 3726).
2 November-26 April	**Shire of Waroona** (that portion of the Shire known as the Dry Sand area described in Schedule No. 26 of the *Government Gazette* of 16 September 1982 at page 3726).
2 November-26 April	**Shire of Waroona** (that portion of the Shire known as the Hills area as described in Schedule No. 29 of the *Government Gazette* of 16 September 1982 at page 3727).
30 September-15 May	**Shire of West Arthur**
1 October-31 March	**Shire of Westonia**
1 October-14 April	**Shire of Wickepin**
23 September-29 March	**Shire of Williams**
20 September-12 May	**Shire of Wiluna**
14 October-31 March	**Shire of Wongan-Ballidu**
19 September-29 March	**Shire of Woodanilling**
19 September-22 March	**Shire of Wyalkatchem**
1 April-14 January	**Shire of Wyndham/East Kimberley** (Gazetted Townsite and Irrigation Areas).
1 April-14 January	**Shire of Wyndham/East Kimberley** (remainder of the Shire after exclusion of the Gazetted Townsite and Irrigation Areas).
1 October-30 April	**Shire of Yalgoo**
19 September-15 March	**Shire of Yilgarn**
15 October-14 April	**Shire of York**

WAYNE GREGSON APM, Chief Executive Officer of the Fire and Emergency Services Authority of Western Australia, as a sub-delegate of the Minister under section 16 of the *Fire and Emergency Services Authority of Western Australia Act 1998*.

FE404*

BUSH FIRES ACT 1954

TOTAL FIRE BAN DECLARATION

Correspondence No. 12080

Pursuant to powers delegated under the *Bush Fires Act 1954,* the Assistant Chief Operations Officer of the Fire and Emergency Services Authority of Western Australia, declared under Section 22A of the *Bush Fires Act 1954,* a total fire ban for 31 January 2012, for the local government districts of—

Armadale; Bassendean; Bayswater; Belmont; Cambridge; Canning; Carnamah; Chapman Valley; Chittering; Claremont; Cockburn; Coorow; Cottesloe; Dandaragan; East Fremantle; Fremantle; Gingin; Gosnells; Greater Geraldton; Irwin; Joondalup; Kalamunda; Kwinana; Mandurah; Melville; Mingenew; Moora; Morawa; Mosman Park; Mundaring; Murray; Nedlands; Northampton; Peppermint Grove; Perenjori; Perth; Rockingham; South Perth; Stirling; Subiaco; Swan; Three Springs; Victoria Park; Victoria Plains; Vincent; Wanneroo; Waroona.

GARY GIFFORD, Assistant Chief Operations Officer of the Fire and Emergency Services Authority of Western Australia, as a sub-delegate of the Minister under section 16 of the *Fire and Emergency Services Authority of Western Australia Act 1998*.

31 January 2012.

GOVERNMENT OF WESTERN AUSTRALIA

DFES
Department of Fire & Emergency Services

BUSHFIRE RISK MITIGATION COORDINATOR
BUSINESS PLAN

<insert date>

Acronyms

ASTP Annual Scheduled Treatment Plan

BFAC Bush Fire Advisory Committee

BRMB Bushfire Risk Management Branch

BRMC Bushfire Risk Mitigation Coordinator

BRMO Bushfire Risk Management Officer

CEO Chief Executive Officer

DFES Department of Fire and Emergency Services

DOAC District Officers Advisory Committee

LG Local Government

MAFGP Mitigation Activity Fund Grants Program

MWG Mitigation Working Group

ROAC Regional Officers Advisory Committee

TPSR Treatment Plan Status Report

Purpose

The BRMC Business Plan documents the priorities, key tasks and objectives for the BRMC. The plan enables the BRMC, associated local governments and DFES to have a shared understanding of the BRMC's responsibilities and expected outcomes.

Role of the BRMC

The BRMC is responsible for developing and implementing local government bushfire mitigation programs. The BRMC works closely with relevant stakeholders to identify and priortise mitigation activities within designated local governments and ensures treatment plans are effectively planned, delivered and evaluated.

Review Process

The Business Plan should be reviewed, at a minimum, on a quarterly (September, December, March & June) basis to ensure the objectives and deliverables stated in table 1 are being met. The review process should include the BRMC, LG representative and DFES BRMO or District Officer and should identify any issues likely to prevent the achievement of the BRMC's objectives. Attempts should be made to immediately resolve any performance issues and the LG CEO and DFES Regional Superintendent should be advised if the measures taken are not successful.

Meetings

Coordinating a LG mitigation program requires continuous, extensive consultation with landowners and stakeholders. BRMCs are required to attend and present at various forums to ensure the successful delivery of the program. These include, but are not limited to:

- Present and update the BFAC on the status of each LG's ASTP and 3-Year Indicative Treatment Plan.
- Assist with the facilitation of DOAC/ROAC meetings to increase the awareness and progression of LG mitigation programs.
- Present at LG Council meetings to ensure Councillors have an appropriate understanding of their LG's mitigation program and are supportive of the approach and progress of priority treatments.
- Where a LG MWG is deemed necessary, the BRMC will establish and chair the MWG (refer to MWG Terms of Reference).

Training

BRMCs are required to complete DFES' induction program during the initial weeks of employment. DFES' BRMB will coordinate the training with the BRMC and DFES' Regional BRMO and it is expected that all induction courses/tasks are completed in a timely manner.

To increase the competency and support the professional development of the BRMC, DFES' BRMB have developed a training calendar that extends over the BRMC's three-year contract period. The BRMC is required to attend the designated training and obtain any necessary accreditation.

Bushfire Risk Mitigation Coordinator			
Task / Objective	**Deliverable**	**When**	**KPI**
Identify, prioritise & schedule 12 months of treatment activities for each LG mitigation program	ASTP	Annually (by August)	All treatment data entered into BRMS. ASTP created, reviewed and approved by BRMC & BRMO.
Complete MAFGP application	MAFGP Application and Agreement	Biannual (according to MAGP rounds)	Application submitted to DFES BRMB. Invoices submitted & Grant Agreement executed
Monitor the status of all scheduled MAFGP treatments and provide progress report when requested	MAFGP Progress Report	6 months following allocation as requested by BRMB	Status report reviewed and approved by DFES BRMB
Acquit all MAFGP treatments in accordance with MAFGP Guidelines	Completed MAFGP Acquittal	12 months following allocation as requested by BRMB	Acquittal report signed by DFES Regional Superintendent and LG CEO and finalised by DFES BRMB.
Attend MAFGP Assurance Review	Attend Assurance Review	As requested by OBRM	Attendance at MAFGP Assurance Review
Ensure the status and accuracy of all treatments in the ASTP are valid	TPSR	Ongoing	All treatment data entered into BRMS is current. TPSR reviewed by BRMC, BRMO & DFES BRMB.
Identify, prioritise and propose treatment activities for the following 36 months (ASTP + 36 months)	3-Year Indicative Treatment Plan	Annually (by October)	All treatment data entered into BRMS. 3-Year Indicative Treatment Plan created, reviewed and approved by BRMC & BRMO.
Undertake treatment evaluations and risk re-assessments for all completed treatments in the LG mitigation program	Treatment Plan Status Report	Ongoing	All relevant BRM data entered into BRMS. TPSR reviewed by BRMC, BRMO & DFES BRMB.
Write a case study on a completed mitigation activity that has been coordinated by the BRMC	Treatment Case Study	Annual	Treatment Case Study template completed by the BRMC & submitted to the BRMO & DFES BRMB

Table 1: BRMC Objectives and Deliverables

Approvals

_____	_____
Signature of LG CEO (Grantee)	Print full name of LG CEO (Grantee)
Dated_____	
_____	_____
Signature of DFES Regional Superintendent	Print full name of DFES Regional Superintendent
Dated_____	
_____	_____
Signature of BRMC	Print full name of BRMC
Dated_____	

GOVERNMENT OF WESTERN AUSTRALIA

DFES Department of Fire & Emergency Services

FOR A SAFER STATE

Bushfire Risk Mitigation Coordinator

Overview

Background

- Currently 95 LGs participating in the BRM program, of which 83 have an endorsed BRM Plan
- Bushfire Risk Planning Coordinators (BRPC) positions develop a LG's BRM Plan
- Significant reduction in BRPCs as more BRM Plans are endorsed
- Bushfire Risk Mitigation Coordinators (BRMC) have been introduced to plan, implement and evaluate LG mitigation programs
- 9 BRMCs currently working across the State, servicing 22 LGs
- Additional BRMCs to be appointed in 2024-25
- Anticipated that over 30 LGs will be assigned a BRMC by 2024-25

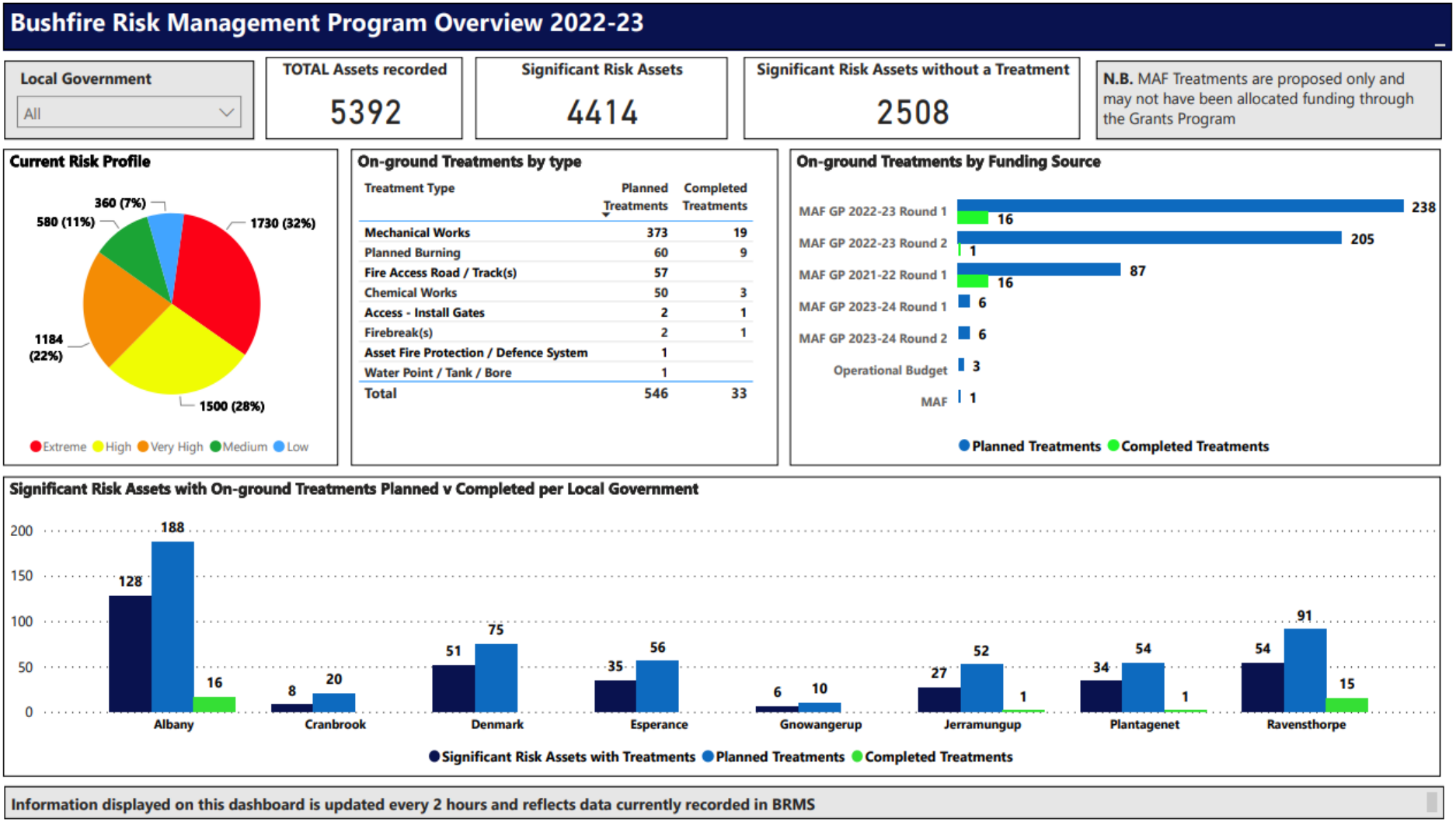
BRMC Role & Responsibilities

- BRMC is dedicated to planning, implementing and evaluating LG mitigation programs

- Responsibilities include:
  - Prepare and complete annual and long-term mitigation programs
  - Manage grant applications to secure funding for LG mitigation works
  - Coordinate the completion of treatments with contractors and Brigades
  - Report to LGs on the status and success of their mitigation program
  - Provide BRM training to LG staff and volunteers
  - Provide support at bushfires (where approved)

Dashboard and Reports

- BRMCs will report to LG and relevant stakeholders on the progress of each LG's mitigation program
- Reports can be customised to suit the needs of each LG



BRMC Package

- LGs must have an endorsed BRM Plan to be eligible for a BRMC
- BRMC is employed on a 3-year contract
- BRMC is a LG employee and will be hosted by 1 LG
- Funding for the BRMC is shared between DFES and LG:
  - Year 1 – DFES pay 50% of BRMC costs
  - Years 2 & 3 – DFES pay 30% of BRMC costs
  - Recommended BRMC budget is $164k (2024-25)
- The cost to each LG is dependent on how many LGs are involved i.e. if 3 LGs participate then costs for year 2 onwards is approx $38k each
- It is expected that 1 BRMC will coordinate the completion of over 80 treatments per year
- The cost of employing a BRMC equates to a LG having to pay $1500 per *treatment (for treatments funded by the Mitigation Activity Fund)

* Approximate cost and includes delivery of on-ground works

Next Steps

- Discuss BRMC package with identified LGs
- Obtain in principle support from each LG to participate in the BRMC program from 2024-25
- Finalise BRMC Grant Agreement with specified LGs
- Recruit, train and integrate BRMC within LGs

Bushfire Risk Profile

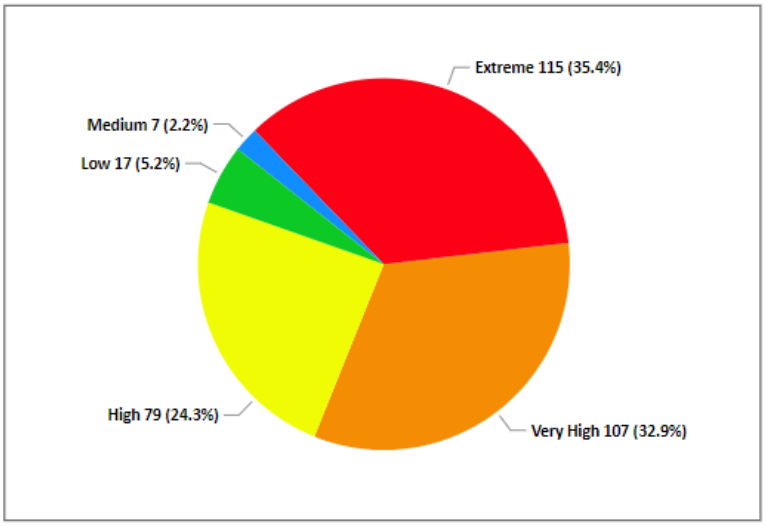
Local Government

Broomehill-Tambellup

Number of Assets

363

Bushfire Risk Profile



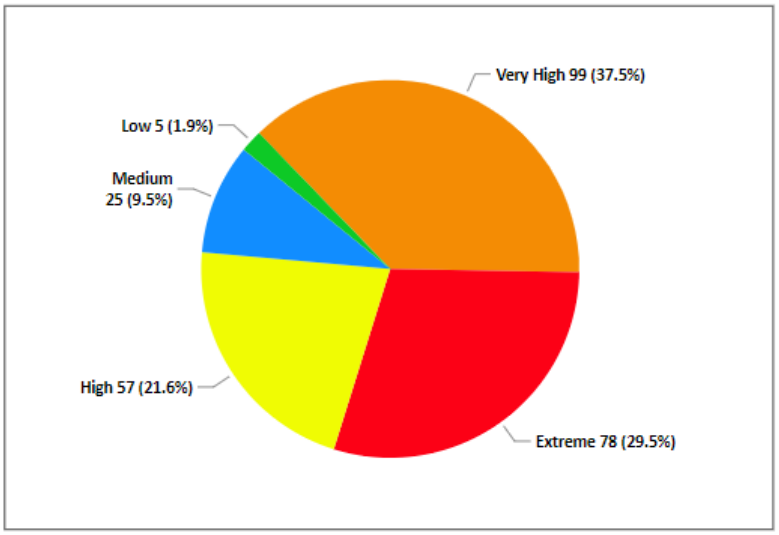
Local Government

Katanning

Number of Assets

264

Bushfire Risk Profile



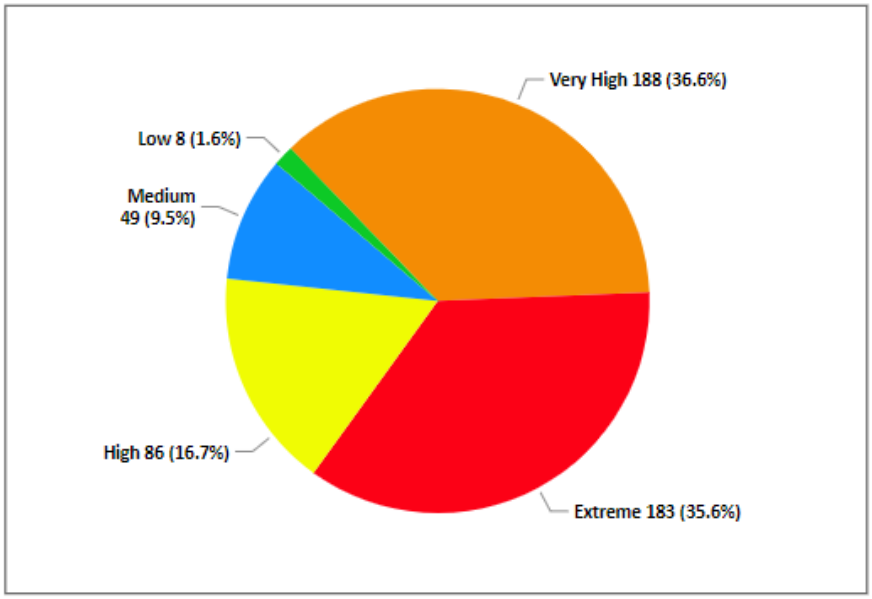
Local Government

Kojonup

Number of Assets

514

Bushfire Risk Profile



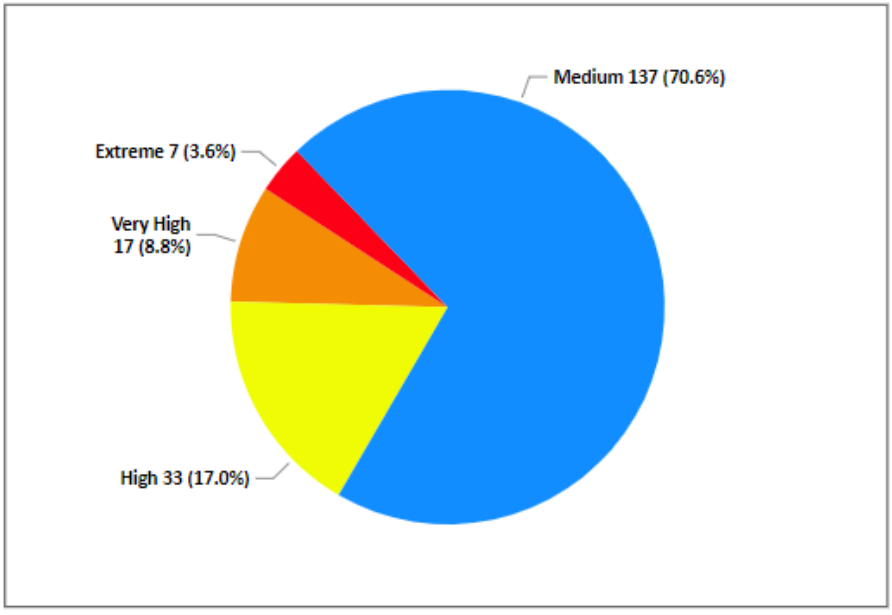
Local Government

Woodanilling

Number of Assets

194

Bushfire Risk Profile



GOVERNMENT OF WESTERN AUSTRALIA

DFES
Department of Fire & Emergency Services

<insert LG logos>

BUSHFIRE RISK MITIGATION COORDINATOR
GRANT AGREEMENT

<insert month/year>

THIS GRANT AGREEMENT is made on of

BETWEEN:

The State of Western Australia acting through its Department of Fire and Emergency Services
("Grantor")

And

The Local Government of **A.B.N. (if applicable)**
("1st Organisation")

And

The Local Government of **A.B.N. (if applicable)**
("2nd Organisation")

And

The Local Government of **A.B.N. (if applicable)**
("3rd Organisation")

And

The Local Government of **A.B.N. (if applicable)**
("4th Organisation")

RECITALS

The 1st, 2nd, 3rd and 4th Organisations have applied to the Grantor for financial assistance to undertake the Approved Purpose and the Grantor has agreed to provide a grant subject to the terms and conditions of this Agreement.

THE PARTIES AGREE as follows:

1. DEFINITIONS AND INTERPRETATION

In this Agreement, unless the context otherwise requires:

Agreement means this Grant Agreement, including its recitals and any schedules or annexures (if any).

Acquittal occurs when the Grantor has advised the Organisation that the reports and financial information provided by the Grantee in accordance with clause 3.6 are satisfactory.

Approved Purpose means the purpose or purposes set out in item 1 of Schedule 1.

Audit means the verification and certification the Grant has been spent in accordance with this Agreement by either an independent registered company auditor (as defined by the Corporations Act 2001) or the Office of the Auditor General for Western Australia.

Auditor means an accountant in public practice, who is a certified public practitioner (or equivalent) and is a member of either Chartered Accountants Australia and New Zealand (CAANZ), CPA Australia or the Institute of Public Accountants (IPA) and who is independent from the Organisation. Auditor must be registered as a company auditor or equivalent under a law in force in Western Australia.

Auditor General means the Auditor General established by the Auditor General Act 2006.

BRM means Bushfire Risk Management

BRMC means Bushfire Risk Mitigation Coordinator

BRMS means Bushfire Risk Management System

Business Day means a day other than a Saturday, Sunday or public holiday in Western Australia.

Grant Funds means the amount or amounts specified in item 6 of Schedule 1.

Grantee refers to the 1st Organisation in this Agreement.

Organisation means either the 1st, 2nd, 3rd and 4th Organisation or all as the context requires.

Party means each of the Grantor or the 1st, 2nd, 3rd and 4th Organisation as the context requires and **Parties** means all of them.

Program means the initiative or activities to be undertaken with the Grant Fund specified in item 2 of Schedule 1.

2. PAYMENT OF GRANT FUNDS

Subject to the terms and conditions of this Agreement, the Grantor will pay to the Grantee, on behalf of the Organisation, the Grant Funds in accordance with the payment schedule specified in item 6 of Schedule 1.

3 OBLIGATIONS OF ORGANISATION

3.1 Use of Grant Payment

The Organisation will use the Grant Funds solely for the Approved Purpose.

3.2 No Changes

The Organisation will not make any changes to the Approved Purpose without the prior written consent of the Grantor.

3.3 No Endorsement

The Organisation agree that nothing in this Agreement constitutes an endorsement by the Grantor of any goods or services provided by the Organisation.

3.4 Request for Information

The Organisation is to provide the Grantor with any documents or information relating to this Agreement or the program within ten (10) business days of receiving such a request from the Grantor.

3.6 Accounts and Reporting

(a) The Organisation is to comply with Reporting Requirements as specified in Schedule 2 and such additional information as requested by the Grantor.

(b) The Organisation is to keep proper financial records, including invoices and receipts, in accordance with generally accepted accounting principles and practices.

(c) All reporting of financial information is to be certified by the Chairperson, CEO or equivalent of the Organisation.

3.7 Special Conditions of Grant

The Organisation agrees to comply with the special conditions (if any) specified in item 4 of Schedule 1.

3.8 General Undertaking of Organisation

The Organisation must:

(a) at all times duly perform and observe its obligations under this Agreement and will promptly inform the Grantor of any occurrence, which might adversely affect its ability to do so in a material way;

(b) undertake its responsibilities under this Agreement with integrity, good faith and probity in accordance with good corporate governance practices;

(c) not, nor attempt to, sell, transfer, assign, mortgage, charge or otherwise dispose of or deal with any of its rights, entitlements and powers or obligations under this Agreement;

(d) comply with all State and Commonwealth laws, rules, regulations and by-laws;

(e) cooperate fully with the Grantor in the administration of this Agreement; and

(f) upon reasonable notice, provide the Grantor or its agents, with access at any reasonable time and from time to time to the Organisation's premises, financial records, other documents, equipment and other property directly related to the Approved Purpose for the purpose of audit and inspection by the Grantor in order to verify compliance by the Organisation with this Agreement.

4. REPAYMENT AND RETENTION OF GRANT FUNDS

The Grantee, on behalf of the Organisation, must repay the Grantor any funds that the Grantor has paid which are not used in accordance with this

Agreement unless there has been written agreement otherwise between the parties. The Grantee must promptly repay the Grantor all unspent Grant Funds associated with this Agreement.

5. LIMITATION OF LIABILITY

The Grantor does not accept any responsibility or liability for the success or otherwise of the Approved Purpose and is not liable for any losses which may be suffered by the Organisation in undertaking the Approved Purpose.

6. FREEDOM OF INFORMATION ACT 1992 AND FINANCIAL MANAGEMENT ACT 2006

(a) The Organisation acknowledges and agrees that this Agreement and information regarding it is subject to the *Freedom of Information Act 1992* and that the Grantor may publicly disclose information in relation to this Agreement, including its terms and the details of the Organisation.

(b) The parties acknowledge and agree that, despite any provision of this Agreement to the contrary, the powers and responsibilities of the Auditor General under the *Financial Management Act 2006* are not limited or affected by this Agreement.

(c) The Organisation must allow the Auditor General, or an authorised representative, to have access to and examine the Organisation's records and information concerning this Agreement.

7. NOTICES

Any notice or other communication that may or must be given under this Agreement:

(a) must be in writing;

(b) may be given by an authorised officer of the Party giving notice;

(c) may be:

  (i) hand delivered or sent by prepaid post to the address of the Party receiving the notice as set out in item 5 of Schedule 1; or

  (ii) sent by email to the email address of the Party receiving the notice as set out in item 5 of Schedule 1;

(d) subject to paragraph (e), is taken to be received:

  (i) in the case of hand delivery, on the date of delivery;

  (ii) in the case of post, on the third Business Day after posting; and

  (iii) in the case of email, on the date of transmission; and

(e) if received after 5.00 pm or on a day other than a Business Day, is taken to be received on the next Business Day.

8. DEFAULT AND TERMINATION

8.1 Event of Default by the Organisation

An Event of Default occurs if:

(a) the Organisation breaches any of its obligations under this Agreement which continues without remedy for ten (10) business days after notice in writing has been served on the Organisation by the Grantor;

(b) the Organisation becomes insolvent or is deemed to be insolvent under the *Corporations Act 2001 (*Cth); or

(c) if the Grantor has reasonable grounds to believe that the Organisation is unwilling or unable to comply with its obligations under this Agreement.

8.2 Effect of Event of Default

If an Event of Default occurs, the Grantor may either:

(a) terminate the Agreement by providing a further ten (10) business days notice in writing to the Organisation of the Event of Default; or

(b) suspend payment of the Grant Funds until the Event of Default is remedied; or

(c) recall all unspent Grant Funds, relating to the salaries, in accordance with Annex A.

8.3 Termination

The Agreement may be terminated by mutual consent and agreement by all parties.

8.4 Recommencement of Grant Payment

The Grantor may, in its absolute discretion, recommence payment of the Grant Funds if and when the Organisation has rectified the Event of Default as per clause 8.2(b) and 8.2(c). If the Agreement is terminated under clause 8.2(a) it is considered terminated and recommencement cannot occur.

8.5 Acquittal

Acquittal of each financial year's Grant Funds is required at the end of the respective financial year in accordance with Schedule 2. This arrangement will be in place for the entire Agreement period. Where applicable, payment of the Grant Funds is dependent on the successful acquittal of the previous year's grant. Acquittal of the final financial year's Grant Fund will signal termination by performance of the Agreement.

9. GOODS AND SERVICES TAX (GST)

(a) For the purposes of clause 9:

(i) "GST" means the goods and services tax applicable to any taxable supplies as determined by the GST Act; and

(ii) "GST Act" means *A New Tax System (Goods and Services Tax) Act 1999 (Cth)* and includes all associated legislation and regulations;

(iii) the terms "supply", "tax invoice", "taxable supply" and "value" have the same meanings as in the GST Act.

(b) If the supply of anything under this Agreement is a taxable supply under the GST Act, the Grant Funds shall be inclusive of GST.

(c) The obligation of the Grantor to pay the GST on any supply by the Organisation under this Agreement is conditional upon the prior issue by the Organisation to the Grantor of a tax invoice, which complies with the GST Act. This provision applies notwithstanding any law to the contrary.

(d) If the parties agree that the Grantor will issue the Organisation with a Recipient Created Tax Invoice (RCTI), then the parties hereby agree that:

(i) the Grantor will issue a RCTI in respect of GST payable on the supply of the program and the Organisation will not issue tax invoice in respect of that supply;

(ii) the Organisation warrants that it is registered for the purposes of GST and the Organisation will notify the Grantor in writing if it ceases to be registered for the purposes of GST during the term of this Agreement ("the Term");

(iii) the Grantor warrants that it is registered for the purposes of GST and the Grantor will notify the Organisation in writing if it ceases to be registered for the purposes of GST, or if it ceases to satisfy the requirements of the *GST Act* during the Term; and

(iv) the Grantor will indemnify and keep indemnified the Grantee for GST and any related penalty that may arise from an understatement of the GST payable on the supply of the program for which the Grantor issues a RCTI under this Agreement.

10. RELATIONSHIP

The Parties agree that nothing in this Agreement may be construed to make either of them a partner, agent, employee or joint venturer of the other.

11. WAIVER

(a) No right under this Agreement shall be deemed to be waived except by notice in writing signed by both parties.

(b) A waiver by either party will not prejudice that party's rights in relation to any further breach of this Agreement by the other party.

(c) Any failure to enforce this Agreement, or any forbearance, delay or indulgence granted by one party to the other party, will not be construed as a waiver any rights.

12. ENTIRE AGREEMENT

This Agreement constitutes the entire agreement between the parties and supersedes all communications, negotiations, arrangements and agreements, whether oral or written, between the parties with respect to the subject matter of this Agreement.

13. VARIATION

Any modification, amendment or other variation to this Agreement must be made in writing and duly executed by all parties.

14. DISPUTE RESOLUTION

Before resorting to external dispute resolution mechanisms, the Parties shall in good faith attempt to settle by negotiation any dispute in relation to this Agreement, and where practical, each Party shall refer the matter to personnel who have authority to intervene and facilitate some form of resolution.

Executed by the Parties hereto:

For and on behalf of the Grantor:

	Darren Klemm AFSM
_____	_____
Signature of Authorised Person	Print full name of Authorised Person
	Fire and Emergency Services Commissioner
Dated_____	_____
	Position of Authorised Person

For and on behalf of the 1st Organisation:

_____	_____
Signature of Authorised Person	Print full name of Authorised Person
Dated_____	_____
	Position of Authorised Person

For and on behalf of the 2nd Organisation:

Signature of Authorised Person	Print full name of Authorised Person
Dated	Position of Authorised Person

For and on behalf of the 3rd Organisation:

Signature of Authorised Person	Print full name of Authorised Person
Dated	Position of Authorised Person

For and on behalf of the 4th Organisation:

Signature of Authorised Person	Print full name of Authorised Person
Dated	Position of Authorised Person

SCHEDULE 1

DEFINTION OF PROGRAM OR SERVICE TO BE FUNDED

1. Approved Purpose of Grant

The Approved Purpose of the Grant is to enable the Organisation to pay the salary of the BRMC, as described in Annex A, to work with stakeholders and plan, complete and evaluate BRM activities. The Grant Funds can only be used to pay the salary component of the recommended BRMC budget (Annex A). All local government parties to this Agreement agree to cover the residual salary amount and all other recommended costs such as allowances and non-salary items as per Annex A.

2. Program Definition and/or Anticipated Activities

The BRM Program is the identification and classification of bushfire risk within the participating local government(s) respective areas. The program involves the development and implementation of a treatment plan in respect of the identified risk(s), through the utilisation of shared resources and the cooperation between local governments, State Agencies, private owners and/or occupiers of land.

BRM Plans document the bushfire related risk to community assets and outline treatments to mitigate these risks. The BRMC, through the coordination of local government mitigation activities, performs a vital role in managing bushfire risk within local communities. The BRMC is responsible for ensuring local government mitigation programs are effectively developed, implemented and evaluated

a) Responsibilities of the Organisation

i) The Organisation, through the BRMC, will prepare and submit the reports as specified in Annex B to DFES' BRM Branch.

ii) The Organisation agrees that the BRMC position will be employed under and administered by the Grantee, for the period covered by this Agreement.

iii) The Organisation must cooperate fully with Grantor in respect of the administration of this Agreement.

iv) The Organisation must properly provide for the care, safety, security and protection of all records as defined herein, (whether created by Grantor, the Organisation or any other person) that are in their custody or control.

v) Unless the Grantor agrees otherwise in writing, the Organisation must provide everything necessary to enable it to fully comply with all its obligations under this Agreement.

vi) The Organisation must take out and maintain insurance in relation to all insurable liabilities of the Organisation under this Agreement, as specified in Schedule 1 of this Agreement.

vii) The Organisation agrees to use local or regional human resources, products and services for the BRM Program wherever possible.

viii) The Organisation must obtain oversight of the BRMC's daily activities to ensure they work within the terms of this Agreement and achieve the program's objectives, as per the BRM induction package, in a timely manner.

ix) The Organisation must nominate a suitable employee to manage the BRMC's obligations, as identified in this Agreement, and must provide their contact details to the Grantor.

x) It is recommended the Organisation provide the equipment, as set out in Annex A, to the BRMC.

xi) The Grantee agrees to procure and maintain Workers Compensation Insurance or comparable Personal Accident Insurance for the position of the BRMC.

b) Responsibilities of the Grantor

i) The Grantor will provide strategic assistance and advice to the Organisation concerning the implementation of their BRM Plan.

ii) The Grantor will provide templates, guidelines and the procedures (where available) necessary for the Organisation to implement their BRM Plan.

iii) The Grantor will provide technical expert advice and support through the Bushfire Risk Management Officer assigned to the Region or where not allocated through the Bushfire Risk Management Branch.

iv) The Grantor will provide training to the BRMC in the BRM process and the use of the BRMS.

v) The Grantor will inform the Organisation of any updates or changes to the BRM process or BRMS.

vi) The Grantor will provide BRMS Information Technology support to the Organisation.

vii) The Grantor will ensure that the licence for the use of BRMS remains in force, at its own cost, for the duration of the grant period.

viii) The Grantor will provide the Organisation with the required template to complete the acquittal of the Grant Funds.

c) Appointment of the BRMC

The following conditions must be adhered to during the appointment of the BRMC:

i) The selection process for the position of the BRMC will be managed by the Grantee in consultation with all parties to this Agreement.

ii) The Grantor will be entitled to nominate at least one representative to the selection panel if a panel is required.

iii) The BRMC will undertake the role as per the agreed Job Description Form (JDF) as set out at Annex G.

iv) The BRMC will be an employee of the Grantee and will be employed under the relevant Local Government Industry Award or a contract arrangement for the duration of the grant period unless a variation is sought.

v) Although the Grantee will host the BRMC, the BRMC's time (Annex E) and equipment will be shared between the Organisations in this Agreement, where applicable, to ensure the success of the BRM program for all participants.

vi) The BRMC's performance will be managed according to the terms set out in the BRMC Business Plan. The Grantor and Grantee reserve the right to terminate the BRMC's contract following failure to achieve the specified key performance indicators.

d) Training

i) The Grantor will provide the BRMC with the necessary BRM and BRMS training, through self-paced and/or workplace delivery strategies.

ii) The Grantor will coordinate the BRMC induction process.

iii) The Organisation will direct the BRMC to adhere to the conditions, processes and procedures contained within the induction package.

3. Agreement Term

This Agreement is effective from 01 July 2024 to 30 June 2027, as outlined in item 4 Schedule 1.

Unless terminated earlier, this Agreement will be considered fully performed and terminated at the time of Acquittal of the final year's Grant Fund.

4. Special Conditions of Grant

The Period of the Agreement for the Organisation will be 36 months from 01 July 2024 – 30 June 2027. All Organisation parties to the Agreement, and sharing the services of the BRMC, will abide by the terms of the Agreement. The Agreement will be reviewed by the Grantor and Organisation on an annual basis.

a) Use of BRMS

i) A BRMS account will be established by the Grantor following successful completion of the identified training by the BRMC.

ii) All BRMS technical queries will be made to the Grantor through the BRMS Administrator.

iii) Parties acknowledge that the performance of BRMS is dependent on the internet speeds of each Organisation.

b) BRMS and BRM Material

i) The BRMS logo and all BRM program materials including Induction Manual, Guidelines, Handbook, training manuals and brochures will be provided by the Grantor to the Organisation royalty-free to be used only as set out in this Agreement.

ii) The Grantor's ownership of the intellectual property rights in the materials must be acknowledged whenever the materials are published, copied or circulated.

iii) The Organisation will provide the Grantor with public recognition on all literature and promotional material for the BRM program, in the format approved by the Grantor.

iv) The Organisation may not amend the BRM program material in any way, unless approved by the Grantor in writing.

v) Should the Grantor amend BRM material in any way then the Organisation are obliged to ensure they publish and/or circulate the most recent version.

vi) The BRM program material may not be used by the Organisation for commercial gain.

c) Unavailability of BRMC

Where the appointed BRMC is unavailable at any time during the Agreement Term, the Grantee will promptly advise the Grantor and propose a substitute. Any substitute must be approved by the Grantor. The Grantor may not unreasonably withhold its approval of a substitute, but it may give its approval subject to such conditions, as it reasonably considers necessary to protect its interests under this Agreement.

d) Intellectual Property Rights

i) The Intellectual Property Rights in BRMS is owned by Amristar Solutions Pty Ltd. The Organisation acknowledges that the use of BRMS is subject to a licence agreement between the owners of the Intellectual Property Rights and the Grantor.

ii) Upon expiry of the BRMS licence agreement, the Organisation shall no longer make use of BRMS unless with written permission of the owner of the Intellectual Property Rights and the Grantor.

iii) The obligations of the Organisation under this clause are continuing obligations and survive expiration or termination of this Agreement.

iv) The Organisation further acknowledge that the Intellectual Property Rights in the data supplied to them for the purposes of mapping are owned by the entities that provide these layers to the Organisation and the terms of any agreement that the data provider may require must be adhered to. In addition, the Confidentiality provisions of this Agreement will apply to the data.

v) Relevant information and images contained in the BRM Planning Guidelines and templates are published in accordance with the SAI Global licencing agreement. The agreement does not extend to additional documents outside of specified material.

e) Confidentiality

i) The Grantor may publicly disclose the identity of the Grantee, the value of this Agreement and a description of the BRM program.

ii) The Organisation acknowledges that this Agreement, and information held or compiled by the Grantor or the State of Western Australia in relation to this Agreement, is subject to the *Freedom of Information Act 1992*.

iii) In addition to the general definition of Confidential Information the following information is specified as confidential: all information and documentation provided by external parties for use in the BRMS that relates to critical infrastructure and/or threatened environmental areas and/or culturally sensitive areas and/or is specified by the external party as confidential.

iv) The Organisation must keep all Confidential Information confidential. The Organisation must not use or disclose the Confidential Information to any person except:

1) where necessary for the purpose of performing tasks within the BRM program; or

2) as authorised in writing by the Grantor or the external party, as the case may be; or

3) to the extent that the Confidential Information is public knowledge (other than because of a breach of this clause by the Organisation); or

4) as required by any law, judicial or parliamentary body or governmental agency; or

5) when required (and only to the extent required) to the Organisation professional advisers, and the Organisation must ensure that such professional advisers are bound by the confidentiality obligations imposed on the Organisation under this clause.

v) Except to the extent that the Organisation are required by law to retain any records, the Organisation must return all records containing Confidential Information immediately at the expiration or termination of this Agreement.

f) Data Security

The Organisation must:

i) prohibit and prevent any officer, employee, contractor or agent of the Organisation who does not have the appropriate level of security clearance from gaining access to BRMS or the Confidential Information and without limiting this requirement, use reasonable endeavours to prevent any unauthorised person from gaining access to BRMS or the Confidential

Information; and

ii) notify the Grantor immediately, and comply with all directions of the Grantor, if an Organisation becomes aware of any contravention of data security requirements.

g) Access

i) The Organisation must keep accurate, complete and current written record in respect of this Agreement and must comply with the directions of the Grantor in relation to the keeping of records, whether those directions relate to the period before or after the expiry of this Agreement.

ii) The Organisation must allow the Grantor to have reasonable access to all records in the custody or control of the Organisation and to examine, audit, copy and use these records. For this purpose, subject to the Grantor giving reasonable prior notice, the Organisation(s) must allow the Grantor to have reasonable access to any premises used or occupied in connection with the BRMP program.

iii) The Organisation must do everything necessary to obtain any third-party consents, which are required to enable the Grantor to have access to records under this clause.

iv) The Organisation acknowledges that the Grantor will have access to all data within BRMS.

v) A participating Organisation will not have access to any other Organisation's data unless shared assets and/or treatments warrant this requirement. Approval for sharing the data must be provided to the respective Organisation and the Grantor so that the necessary BRMS access privileges can be granted.

h) Indemnity

Each Organisation indemnifies the Grantor, the State of Western Australia and all their respective officers, employees and agents against all costs, losses, expenses, claims, damages and other liabilities (including, without limitation, legal costs and expenses) as a result of any action, suit, claim, demand or proceeding taken or made by any third party arising from or in connection with:

i) any breach of contract by an Organisation under this Agreement;

ii) any wilful, tortious or unlawful act or omission of an Organisation or all officers, employees, agents or contractors of an Organisation;

iii) any breach of a State, Commonwealth or Territory law relevant to this Agreement by an Organisation; or

iv) any claim for damages arising out of the BRM program and/or risk treatments undertaken or not undertaken by an Organisation.

i) Insurance

i) The following insurance is required:

1) The Grantee: Workers Compensation Insurance or comparable Personal Accident Insurance for the position of the BRMC for the duration of the employment contract.

2) Each Organisation: Professional indemnity insurance and Public Liability Insurance for the duration of this Agreement plus six months after termination.

ii) Each Organisation must provide the Grantor with sufficient evidence of the insurances required under this clause (including, if requested, a copy of any policy) and provide a certificate of currency of insurance, as requested by the Grantor at any time.

iii) If an Organisation becomes aware of any event or incident occurring, which gives rise or is likely to give rise to a claim under any insurance required under this clause, it must as soon as reasonably practicable notify the Grantor in writing of that event or incident.

iv) Failure to comply with this clause will not invalidate or otherwise affect any indemnities, liabilities and releases of this Agreement.

v) The obligations of the Organisation under this clause are continuing obligations and survive expiration or termination of this Agreement for so long as the obligations of the Organisation under this clause continue.

vi) Nothing in this clause limits an Organisation's other liabilities under this Agreement.

j) Notices

Notices or other communication can be sent by email to the email address of the recipient as set out in item 5 of Schedule 1.

k) Grant Funds

The Grantee will ensure that the bank account into which the Grant Funds are deposited is not overdrawn at any time during the term of this Agreement.

5. Notice Addresses

(a) Grantor : Fire and Emergency Services Commissioner
Registered Mail: Bushfire Risk Management Branch
GPO Box P1174 PERTH WA 6844
Email: BRMP@dfes.wa.gov.au

(b) Organisation:
Registered Mail:
Email:

(c) Organisation:
Registered Mail:
Email:

(d) Organisation:
Registered Mail:
Email:

(e) Organisation:
Registered Mail:
Email:

PAYMENT SCHEDULE

6. Method of payment and total amount of Grant Funds

Payment of the Grant Funds (exclusive of GST) will be made in the amounts detailed below and within ten (10) business days of receipt of an invoice from the Grantee.

PAYMENT SCHEDULE	AMOUNT TO BE PAID ($)	PAYMENT DATE
2024-25 DFES 50% funding LG(s) 50% funding	Grant Amount TOTAL $81,862	Within ten (10) business days of receipt of an invoice from the Grantee
2025-26 DFES 30% funding LG(s) 70% funding	Grant Amount TOTAL $49,769	Within ten (10) business days of receipt of an invoice from the Grantee
2026-27 DFES 30% funding LG(s) 70% funding	Grant Amount TOTAL $51,043	Within ten (10) business days of receipt of an invoice from the Grantee

7. Vehicle

It is recommended that the vehicle used by the BRMC meets the proposed specifications (Annex C).

8. System Requirements

The Information Communications Technology (ICT) equipment used by the BRMC should meet the minimum specifications (Annex D) to ensure adequate performance of BRMS.

SCHEDULE 2

REPORTING REQUIREMENTS

1. Acquittance Report

The Grant Funds must be acquitted on an annual basis within 30 business days of the Grantor providing the Grantee with an Acquittance Report template. The Grantee must provide the Grantor with a completed and signed Acquittance Report, which is to include:

a. A final statement of income and expenditure consisting of:

   i. an expenditure/financial statement (exclusive of GST) signed by the Chief Executive Officer or Accountable Officer, detailing budgeted expenditure in accordance with the Approved Budget and actual expenditure on the BRM program described in the request; and

   ii. An extract from the payroll system that evidences a breakdown of the BRMC salary.

The Organisation must ensure that:

   i. any unexpended funds held by the Organisation are returned to the Grantor as per invoice payment terms.

   ii. financial accounts and records to enable identification of the grant, payments and receipts will be maintained and provided when requested.

b. Audited Inspection

   i. Upon receipt of the Organisations financial reports the Grantor may request an inspection of the financial records by an Auditor appointed by the Grantor. Costs associated with this audit will be paid by the Grantor.

   ii. If a preliminary survey by the appointed Auditor reveals that the appropriate accounting standards have not been complied with; the Grantor may recommend that any further payments of Grants be withheld, or Grant Funds are returned to the Grantor, until agreed action has been taken.

2. Treatment Reports

The BRMC is required to provide DFES, and their respective LGs, with an update on the status of each local government's mitigation program (Annex B).

3. Business Plan

The Business Plan describes the key tasks to be completed by the BRMC and performance indicators to ensure the desired outcomes are achieved. The plan enables the respective LGs and DFES to manage the BRMC's workload and provides a mechanism to establish and maintain effective LG mitigation programs.

ANNEX A

Recommended BRMC Budget

	Grant Period		
ITEM Funded	**2024-25**	**2025-26**	**2026-27**
SALARY			
Salary/Wages	$ 98,896.00	$ 102,994.00	$ 106,083.82
ON COSTS			
Workers Compensation Superannuation Leave	$ 25,376.71	$ 26,428.26	$ 27,221.11
Subtotal Salary	$124,272.71	$129,422.26	$133,304.93
ICT COST			
Laptop Computer, accessories and data card	$ 3,338.18	-	-
Mobile Phone & Usage	$ 1,854.54	$ 1,873.09	$ 1,891.82
VEHICLE COSTS			
Lease/Service	$ 15,609.06	$ 15,765.15	$ 15,922.80
Fuel	$ 11,127.25	$ 11,238.52	$ 11,350.91
OTHER			
other (inc equipment and PPE)	$ 1,854.54	$ 1,873.09	$ 1,891.82
Training	$ 1,545.45	$ 1,560.91	$ 1,576.52
Travel Allowance	$ 4,121.20	$ 4,162.42	$ 4,204.04
Other (furniture/fittings/administration)	-	-	-
Subtotal Ancillary Costs	$39,450.22	$36,473.18	$36,837.91
GRAND TOTAL (EX GST) rounded	$163,723	$165,895	$170,143

Approved Grant (salary component only)

	Grant Period		
ITEM Funded	**2024-25**	**2025-26**	**2026-27**
TOTAL (EX GST)			
Salary/Wages	$81,862	$49,769	$51,043

The Grant Funds can only be used to pay the salary component of the recommended BRMC budget.

ANNEX B

Reporting

The BRMC is responsible for preparing, submitting and coordinating the approval of all the deliverables stated in the BRMC's Business Plan.

ANNEX C

Recommended Base Vehicle Specifications

- Diesel 4 x 4 including low range capability
    - Dual Cab ute with secure lockable canopy
- Air conditioned
- Reversing Camera and sensors
- Tinted windows
- Heavy Duty Bullbar
- Driving Lights
- Cell Fi (Phone booster) if available from hire company
- Automatic transmission
- Seat covers
- Heavy duty floor mats
- DFES and Local Government logos

ANNEX D

Recommended Minimum System Requirements

Hardware	Tablet/laptop and docking station Desktop single monitor	Specifications to suit minimum system requirements on software
Web Browser	Google Chrome (Windows and Linux)	Latest stable version supported / preferred browser for BRMS
	Microsoft Edge	Latest stable version supported
	Microsoft Internet Explorer (Windows)	Version 11 (Internet Explorer's Compatibility View is not supported)
	Mozilla Firefox (Windows and Linux)	Latest stable version supported
Applications	Microsoft Office Pro (word, excel, outlook, publisher)	Latest version
	Microsoft Visio/Project	Latest version
	Microsoft Outlook	Latest version
	Adobe Acrobat pro	Latest version
	Local Government mapping and records management system	Latest version
Operating System	Windows	Windows 10 or latest version
Mobile Phone	Smart Phone	Latest version

ANNEX E

Bushfire Risk Mitigation Coordinator Allocation

The BRMC will work within the following Organisations to assist with the development, implementation and monitoring of each local government's bushfire mitigation programs.

Year of Support	Grantee (Host LG)	Organisation (Local Government)	Support Days per Fortnight
2023-24	*<insert LG name>*	*<insert LG name>*	*<insert days>*
2024-25	*<insert LG name>*	*<insert LG name>*	*<insert days>*
2025-26	*<insert LG name>*	*<insert LG name>*	*<insert days>*

ANNEX F

Location:
The BRMC will be employed (hosted) by the *<insert LG name>* for the period of the grant.

ANNEX G

Bushfire Risk Mitigation Coordinator

Job Description Form

The Government of Western Australia's Bushfire Risk Management (BRM) program is a state-wide initiative that is responsible for the development and implementation of local government BRM Plans. The program involves the collaboration of stakeholders, across all land tenure, to identify and mitigate bushfire risk within local communities.

The Role

The Bushfire Risk Mitigation Coordinator (BRMC) is responsible for developing and implementing local government bushfire treatment programs. The BRMC works closely with relevant stakeholders to identify and priortise mitigation activities within designated local governments and ensures treatment plans are effectively planned, delivered and evaluated.

Responsibilities

Mitigation Planning

- Review local government(s) bushfire risks to determine treatment priorities, including Annual Scheduled Treatment Plan and 3-year Indicative Treatment Plan.

- Liaise with DFES' BRMO, CESM (where appointed) and other relevant stakeholders to confirm and document appropriate treatment strategies for LG bushfire risks within the BRM Plan.

- Prepare, submit and manage Mitigation Activity Fund Grants Program applications to support the provision of funds required to implement LG treatment programs.

- Prepare and obtain approval of planned burning prescriptions, and other necessary applications/permits, that are required to implement mitigation activities.

Mitigation Implementation and Evaluation

- Manage contractors to ensure the agreed mitigation works are performed on time, within budget and to the required standards.

- Perform risk re-assessments following the completion of treatment activities and ensure risk assessments have been completed using the current BRM methodology.

- Inform relevant stakeholders of the status of treatment activities and escalate, to DFES' BRMO, all risks and issues that may prevent the successful completion of mitigation works.

- Manage the acquittal of all BRM grant applications, including the MAFGP, in accordance with the relevant grants program.

- According to experience and availability, facilitate implementation of prescribed burns with LG staff and volunteers.

- Ensure all BRM data, relevant to local government(s) Annual Scheduled Treatment Plan and 3-year Indicative Treatment Plan is captured in DFES' Bushfire Risk Management System (BRMS).

Other

- Liaise with DFES' BRMO, and other landholders, to support the effective implementation of "tenure-blind" mitigation programs.

- Complete reports and other requests for BRM information, as required, within established timeframes.

- Provide BRM training, where appropriate, to LG staff and volunteers.

- Present relevant LG mitigation programs at BFAC.

- Arrangements for the BRMC to attend bushfires within their jurisdiction are to be discussed and confirmed between the relevant LG, BRMC and DFES region.

Selection Criteria

Essential Pre-requisite

1. Possession of a current unrestricted C Class Western Australian driver's licence (as a minimum) which must remain valid for the duration of employment.

Essential

1. Demonstrated experience and knowledge of emergency management and bushfire risk management, including understanding of the role of landholders and agencies in the management of bushfire risk.

2. Demonstrated experience in applying bushfire mitigation strategies that sustain the natural environment by maintaining conservation values and biodiversity.

3. Demonstrated conceptual, analytical and problem-solving skills.

4. Understanding and experience in the application of risk management principles.

5. Well-developed communication and interpersonal skills, with demonstrated ability to liaise, consult and negotiate effectively with a wide range of stakeholders including contractors, government officers, industry and private landowners.

6. Proven ability to plan, prioritise and organise workloads to meet agreed timeframes

7. Proven experience working with ICT based systems including ability to effectively perform data entry, analysis and reporting.

Highly Desirable

1. Experience in rural fire management including planned burning and firefighting, with an understanding of the principles of bushfire behaviour and suppression activities.

2. Experience applying and managing external grants and funding.

3. Knowledge and understanding of DFES' Bushfire Risk Management System.

4. Experience in managing projects

FOR A SAFER STATE

MITIGATION ACTIVITY FUND GRANTS PROGRAM

Guidelines for Applicants

Version 6.0

Opening Date:	**Wednesday 13 March 2024**
Closing Date and Time:	**12 noon on Wednesday 24 April 2024**
Submission Address:	**BRMS or MAFGP@dfes.wa.gov.au**

These guidelines must be read and understood before filling out an application.

Regardless of the manner of submission, the application MUST be received by DFES Bushfire Mitigation Branch no later than the above close time and date. After this time, the grants module will be locked and the system unable to accept applications.

Do not commence the treatment activities under the assumption the application will be successful AND the Grant Agreement has been signed by all parties.

Document Control

Current from	25 January 2024
Approved by	Murray Carter – 24/023450
Version	Version 6.0
Replaces	All Previous Versions
For review	On completion of each MAFGP round
Officer responsible	Rural Fire Division - Bushfire Risk Development Coordinator

Amendments

Version	Amendment	Date
V6.0	• New Objective • New section - Objective Criteria • Amendments to Funding Rounds • New Section - BRMO Responsibilities • New Section - Regional Superintendents Responsibilities • New Section - Application Consultation with BRMO • Amendments to Long Term Treatment Strategies • Amendments to Application Limit • Amendments to Treatment Limit / Baseline Costs • Amendments to Ineligible Costs • Amendments to Eligible Land • New Section – Fences and Gates • New Section – Treatment Criteria • New Section – Treatment Criteria Specific for Verges • New Section – Application Process • New Section – Application Signatures • Amendments to Photographic requirements • New Section – Three Year Funding Program • New Section – Pre-assessment Team • Changes to Variation requirements and process • Minor amendments to Acquittal Section • Appendix's – All new or amended • MAFGP Grants Module in BRMS • Various Minor modifications	25 Jan 2024

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Section 1 - About the Guidelines

1. The Guidelines

These Guidelines outline details regarding application, assessment and acquittal of the Mitigation Activity Fund Grants Program (MAFGP).

The Guidelines are reviewed following every round to address issues that have been highlighted during the funding round and to incorporate recommendations from the Office of Bushfire Risk Management (OBRM) assurance review. In addition, a survey is run annually to ascertain the level of satisfaction and feedback for all users of the program to ensure continuous improvement and efficiency of the grants program.

The version of the Guidelines when a local government (LG) submits an application, applies to that allocation.

Work that is currently being undertaken to evolve the MAFGP within DFES includes:

- Improvement to the Bushfire Risk Management System (BRMS).
- Review of arrangements regarding the capping for funding rounds.
- Planned Burn allocation.
- Pilot of a three-year grant for long term mitigation strategies.

This document is divided into the following sections that cover all aspects of the MAFGP:

- Section 1 - About The Guidelines
- Section 2 - The Grants Programs
- Section 3 – Funding
- Section 4 – Eligibility Requirements
- Section 5 – Application
- Section 6 – Three Year Fund
- Section 7 – Assessment
- Section 8 – Successful Applications
- Section 9 – Variations & Supplementary Funding
- Section 10 – Acquittals
- Appendix’s – Instructions and Forms

The MAFGP is managed and administered by DFES Rural Fire Division (RFD) – Bushfire Mitigation Branch (BMB).

There has been considerable investment in the MAFGP and as such, governance and accountability are a key focus in administering the grant program.

1.1. Local Government Obligations

When applying for funding, local governments need to anticipate the additional burden of accountability, record keeping and transparency in decision making that accompanies the spending of public monies.

LGs must be able to maintain BRMS records, acquit funds in accordance with the procedures and provide a progress report during the funding round.

Treatment works undertaken utilising MAFGP should form part of a local government’s treatment schedule (not the entire schedule). LG’s self-funded

program of annual works (undertaken on their own land with their own budget), DFES and DBCA programs (including UCL/UMR programs), and activities undertaken by other government agencies or private landowners and managers will also contribute to the full range of treatment activities undertaken within the LG.

1.2. Helpful Documents

There are many documents available that will assist with the grant process and also to assist when making decisions in assessing and identifying areas for potential bushfire mitigation works. Some examples of the available documents are listed below (but not limited to):

Bushfire Risk Management System

- BRMS User Guide
- BRMS Quick Reference Tool

Bushfire Risk Management Planning Tools

- Bushfire Risk Management Planning Handbook
- Bushfire Risk Management Planning – Risk Assessment Tools

Field Guides

- Guide to Mechanical Bushfire Mitigation
- DFES Burning Grass Tree Information Sheet
- Firebreak Location, Construction and Maintenance Guidelines
- Mechanical Bushfire Mitigation Guide
- Black Cockatoos and Development in South West WA

These documents are available by contacting your Bushfire Risk Management Officer (BRMO), Bushfire Risk Mitigation Coordinator (BRMC), or the grants team at MAFGP@dfes.wa.gov.au.

1.3. Enquires and Feedback

Feedback to make the process as user friendly and efficient as possible is always welcomed and appreciated. DFES will aim to release a survey on an annual basis to solicit feedback. Alternatively, comments and enquiries can be sent to MAFGP@dfes.wa.gov.au.

Section 2 - The Grants Program

The Grant Process

DEVELOP TREATMENT STRATEGY

- Develop a treatment strategy in consultation with the BRMO.

GRANT OPENS

- DFES will forward an email to eligible LGs and advertise in the WALGA News.
- The LG submits a grant application.

GRANT APPLICATION ASSESSMENT

- DFES review eligibility including land tenure and high-cost treatments.
- A Pre-Assessment Team will review applications to ensure eligibility requirements are met and provide recommendations to the Grants Committee.
- The BRMO will be requested to provide advice on treatments presented by the LG.

GRANT DECISIONS MADE

- The Grants Committee meet to assess and endorse the recommendations.
- Approval by Executive Director Rural Fire Division.

NOTIFICATION OF OUTCOME

- The LG will be requested to enter into a Grant Agreement
- The LG will be asked to provide an invoice for the 1st 50% of the allocation for the approved treatments.

DELIVERY OF TREATMENTS

- The LG undertakes the treatment activities as set out in the Grant Agreement.
- DFES will request a progress report six months after the allocation.

ACQUITTAL

- The LG will be asked to provide a final report, evidence of payment and evidence of treatments undertaken.
- The BRMO will be requested to advise if treatments have been completed satisfactorily.
- DFES finalise the grant and pay or seek reimbursement for the final amounts.

2. About the Grants Program

2.1. Purpose

The risk to communities from bushfire hazards on State owned land across Western Australia is recognised as a high priority for mitigation. The impact of a bushfire can be reduced through the delivery of mitigation activities that reduce bushfire fuels.

The Western Australian Government established the MAFGP to reduce bushfire hazards that present an extreme, very high or high risk to assets, in combination with the progressive rollout of the Bushfire Risk Management (BRM) Program. The combination of these two programs has greatly assisted in ensuring that community bushfire risks are systematically assessed, prioritised and mitigated.

LGs undertake a tenure blind BRM planning process across their respective jurisdictions to ensure unacceptable bushfire risks are identified and appropriately managed.

In many cases, land presenting a significant bushfire risk to communities is Crown land, falling under the LG's care, control and management either through Management Orders issued under Part IV of the *Land Administration Act 1997*, or via operation of section 3.53 of the *Local Government Act 1995*. It is this Crown land managed by an LG that the MAFGP is intended to address. There are various alternative funding sources to manage bushfire risks on other land tenures.

2.2. Objective

The Mitigation Activity Fund Grant Program objective is to reduce the hazard or exposure to identified assets that are at risk from the occurrence of bushfire on Local Government managed Crown land.

2.3. Objective Criteria

The following criteria are to be used to assess if a treatment meets the objective:

- Does the treatment reduce (or manage) the bushfire risk to an identified asset?
- Is the treatment tailored to the identified risk and location?
- Is the treatment cost effective?
- Is the treatment achievable (changes in fuel age, separation distance, reduction in risk level)?
- Is the treatment part of an integrated strategy?

2.4. Funding Source

The MAFGP consists of two funding sources, Royalties for Regions (RfR) and the Emergency Services Levy (ESL). LGs will be allocated funding under the MAFGP and unless specifically requested, will not be advised which source of funding they have been allocated.

In regional areas it is likely to be a mixture of both RfR and ESL funding. In the Perth metropolitan area, RfR funds are NOT available for use.

2.5. Funding Rounds

There will be two MAFGP rounds scheduled for 2024/25 plus a pilot of the three-year grant round.

2024/2025

- 24/25 Round 1 – Open Mar 2024 – Close Apr 2024 – Notification Jul 2024 – Project Completed Jul 2025
- 24/25 Round 2 – Open Aug 2024 – Close Sep 2024 – Notification Nov 2024 – Project Completion Nov 2025
- 2024 – MAF3Y Pilot - Sep 2024 – Project Complete Nov 2027

In 2025/26 the MAFGP will transition to one yearly round and one three-year round. Scheduled dates are as follows:

2025/26

- 25/26 Round 1 – Open Mar 2025 – Close Apr 2025 – Notification Jul 2024 – Project Completed Jul 2026
- 2025 MAF3P – Open August 2025 – Close September 2025 – Notification Nov 2025 – Project Complete 30 Jun 2028

When a round opens, an email advising the round details and associated documents will be sent to the eligible LGs – addressed to the attention of the CEO. A copy will also be sent to each of the regional DFES BRMOs, BRMCs and BRPCs.

An article is published in WALGA News advising of the round opening dates. The article recommends that if an LG does not receive an email, but considers they are eligible to apply for funding, they should email MAFGP@dfes.wa.gov.au.

2.6. Who can Apply?

Any LG who has a current OBRM endorsed BRM Plan is eligible to apply for a MAF grant.

Note: Council approval of the BRM Plan is not an eligibility requirement. That is a decision for the LG based on their internal policy and process. The application form asks for the date the BRM Plan was approved by Council. However, it also states that it is not an eligibility requirement and is for statistical use only.

2.7. Acquittal of Previous Funding Round

The LG can apply for the next round of funding even if they currently have an open round. However, they must acquit their current round prior to receiving additional funding or signing of the new grant agreement. In essence this means that an LG can only have one grant open at a time.

If the LG takes more than three months from the notification of success to have the Grant Agreement signed, the allocation for the new round may be withdrawn.

2.8. BRMO Responsibilities

The Bushfire Risk Management Officer (BRMO) is available to assist LGs to develop their treatment strategies, ensuring that the treatments:

- meet the objective and objective criteria of the MAFGP.
- follow best practice, and
- are realistic for the individual LGs needs and resources.

BRMOs provide a coordination function by liaising with regional based Area and District Officers who are overseeing LG and/or UCL Bushfire risk.

On request by the MAFGP team, during the acquittal phase, the BRMO (or District Officer (DO) if no BRMO available) will provide advice and confirmation that the treatment activities have been undertaken and objectives met sufficiently to allow final payments to be made.

2.9. Regional Superintendent Responsibilities

The DFES Regional Superintendent will ensure that mitigation is a component of the regional priorities and BRMOs (and/or DOs) are available to support the LG in the development of their mitigation treatment strategy.

During the application process, the Superintendent will liaise with the BRMO (and/or DO), to ensure they have an understanding of the treatments applied for prior to signing the Application Form.

2.10. Local Government Responsibilities

Award of a MAF grant does not alter the statutory responsibilities of LGs to fund and manage a range of land management, community safety and planning activities.

Legislative responsibilities must be adhered to including (but not limited to) the following:

- *Aboriginal Cultural Heritage Act 1972*
- *Biodiversity Conservation Act 2016*
- *Bush Fires Act 1954,*
- *Land Administration Act 1997,*
- *Local Government Act 1995*.
- *Native Title Act 1993 (Cwlth)*

All required permits and approvals are the responsibility of the LG to obtain (including, but not limited to clearing permits, heritage surveys, management plans and environmental surveys).

Timeframes for these types of activities should be considered at the planning stage to ensure the proposed mitigation activities included in the MAFGP application are achievable within the grant period.

When planning or undertaking mitigation activities that may modify a Threatened Ecological Community (TEC), LGs are to ensure all potentially affected TECs are properly identified, with any potential modifications to TECs minimised or avoided.

It is the LGs responsibility to ensure protection of all sites. Appropriate stakeholder engagement should be undertaken on matters of environmental and cultural significance. For example:

- Detrimental impacts to known, or probable sites, of cultural significance,
- Detrimental environmental impacts, such as the removal or modification of native vegetation, or impacts to protected flora and fauna and threatened ecological communities, and
- The sustainability of proposed activities on ongoing bushfire mitigation, i.e. will the proposed action result in detrimental impacts over multiple applications or extended timeframes?

The State Government amended the *Aboriginal Cultural Heritage Act 1972*. Any planned work in an area of Aboriginal Cultural Heritage should:

- Check the Aboriginal Cultural Heritage Inquiry System to ensure proposed works are not within an Aboriginal heritage area.
- Consult local Aboriginal custodians or knowledge holders about any significant ground-disturbing works in potentially significant areas.
- Remain vigilant for any signs of Aboriginal Cultural Heritage when planning and conducting works.
- Ensure contractors are aware of any Aboriginal Cultural Heritage in work areas, and the steps required to avoid harm to it.

If Aboriginal Cultural Heritage occurs in an area where works are to be undertaken, you must contact the DPLH for advice and obtaining permission to proceed.

Please note that there can be significant penalties applicable for not adhering to legislation.

2.11. Application Consultation with BRMO

Consultation with the BRMO is essential and applications deemed to have not undergone appropriate engagement will not be approved. The following timelines for consultation are highly recommended:

- 4 weeks prior to application close: Ensure all treatments are in BRMS and meet with DFES BRMO to discuss proposed treatments.
- 2 weeks prior to application close: draft application submitted to DFES BRMO for review, feedback and signature.
- 1 week prior to application close: final application documents submitted to Regional Superintendent and CEO for signature.

Note: This timeline is recommended as the minimum requirement. The majority of BRMOs manage multiple LGs and may require additional time to review the application. Additionally, regional DFES staff may be impacted by operational priorities. Contact with your DFES Regional Office early is critical to ensuring that your application process goes smoothly.

2.12. Long Term Treatment Strategies

LGs are encouraged to develop treatment plans that form part of a broader, strategic fuel management plan. For example, increasing separation distance between assets and vegetation is a proven method of reducing bushfire risk. However, without subsequent fuel modification the effectiveness of the treatment method is reduced.

The BRMS has been configured with the functionality to select the funding source for grant rounds up to three years in advance by selecting the funding year and round. Note at this time, funding is only approved for a year at a time and treatments are not automatically rolled over. However, a pilot process will commence in 2024 to provide 3-year funding grants.

The implementation of the 3-year grant will require the LG to more broadly consider their treatment strategy and the overall approach that will be taken to managing bushfire risk. This may include:

- Specific details on focus areas, timeframes for delivery and what is being prioritised

- The order that treatments should be implemented if resources don't permit treatment of all high priority risks or treatments need to be sequenced for operational reasons.
- What sort of treatments are suited to different parts of the local government area or in different environmental settings. And conversely what types of treatments are not appropriate.

Section 3 – Funding

3. Funding

3.1. GST

Under the Tax System (*Goods and Services Tax) Act 1999 Section 9-17*, payments for a supply between government entities are specifically excluded from GST where the supply meets the following conditions:

- Payment between government related entities - condition met as payment is between DFES (State Government department and Local Government).
- Payment is covered by an appropriation - condition met as DFES MAF expenditure is appropriated via State Government legislation.
- Satisfy the non-commercial test - condition met as the grant payment must not exceed the anticipated or actual cost of the LG in making the supplies or performing the work. The agreement provides for unspent funds to be returned to DFES within 30 days of the acquittal.

All MAF grants are GST exclusive (No GST). GST is refunded to LGs by the Australian Taxation Office via their Business Activity Statement so there are no out of pocket expenses.

3.2. Application Limit

An LG cannot apply for more than $500,000.00. With the number of eligible LGs increasing each year, the application process is becoming more competitive. It is unlikely the MAFGP will have sufficient funds to cover all requested treatments as more LGs become eligible to apply.

Where the total funds requested for eligible treatments during a round, exceed the allocated budget, the Grants Committee may set a percentage allocation for LGs (for example, all LGs will receive 80% of their requested funding).

This percentage can only be determined once all applications for the round are received. The percentage applied to each round will differ depending on the number of LGs applying and the total cost of the treatments they are applying for. For this reason, a predetermined percentage is not set.

If a percentage is set, the LG will be asked to prioritise which of the eligible treatments they want to undertake. The treatments not initially selected, may be applied for through a variation (noting that the original allocated amount cannot be increased).

3.3. Treatment Limit / Baseline Costs

There is no limit on the cost of any one treatment. However, when applications are reviewed during the assessment process, treatment costs are considered against a baseline figure.

The baseline cost has been determined based on the data collected from previous rounds. It does not take into consideration the location or who will be undertaking the treatment. LGs should NOT use this figure as a determination of how much a treatment will cost and is provided as a guide only.

When applying for the grant through the BRMS Grants Module, if the estimated treatment cost is over the baseline cost, the treatment will be flagged.

LGs must enter a reason in the “LG Comments” field if the treatment is to be included in the application. If a comment is not provided, the LG will be unable to save or submit the application.

The justification is about providing enough detail for the Assessment Team and Grants Committee to be able to make a decision. Failure to provide a justification, will result in the non-approval of the treatment.

The baseline costs for MAFGP 2024/25 are:

Treatment Type	Baseline costs
Mechanical Works - by Hectare	$5,000.00
Chemical Works - by Hectare	$1,000.00
Planned Burn - by Hectare	$1,000.00
Firebreaks - by Kilometre	$3,500.00
Fire Access Road / Track - by Kilometre	$15,000.00
Fencing - by Kilometre	Justification required
Gates	Justification required

3.4. High-Cost Treatments

To ensure that funding is awarded fairly, achieves value for money and is an effective and efficient use of public resources, any treatment over $100,000 will require additional information. This will enable the Grants Committee to make a more informed decision regarding the allocation of funding for that treatment. Details required include:

- Problem to be addressed,
- Success Criteria and Measurable Outcomes,
- Potential impact of not undertaking treatment,
- Treatment Activities and Timeline, and
- Budget.

If a treatment is allocated funding however the actual cost goes over $100,000, a high cost form will be required to be completed prior to acquittal.

The high cost treatment template is at Appendix 6 – MAF Additional Information Form

3.5. Multiple Treatments

Treatments that include multiple types of works under one activity (e.g. mulching, burning and spraying within a single treatment) should be entered into BRMS as separate treatments in accordance with the BRMS business rules. This allows DFES to report on the number of kilometres and hectares of specific on-ground treatments.

3.6. Commencement and Completion dates

Work on treatment activities **MUST NOT** commence until the Grant Agreement has been signed by the Executive Director Rural Fire Division (ED RFD) (as per the declaration on the application form).

Funding is allocated for a 12-month period. The completion date is annotated in the Grant Agreement. This is the date all treatments must be completed by, and the acquittal documents forwarded within two weeks of that completion date.

DFES may provide an extension to the completion and acquittal date up to a maximum of 12 months. However, the LG will need to seek approval (via email) and will be unable to receive further funding until the round is fully acquitted.

3.7. Assurance Program

The Office of Bushfire Risk Management (OBRM) and BMB undertake an assurance program to review MAF grant activities.

The review is intended to provide a level of assurance that the grants program achieves its objectives by contributing to the management of bushfire risk in WA. It will also identify opportunities for continuous improvement in the delivery of MAFGP funded activities.

The MAFGP Assurance Review includes:

- Comparison of the grant application summary with the treatment methods implemented.
- Assessment of the suitability and cost effectiveness of the treatment methods for reducing the threat posed by bushfire risk to communities.
- Checking the delivered treatments against written or expected standards.
- Assessment of social, environmental and cultural impact of treatments.
- Review of unplanned events resulting from mitigation treatments.
- Identification of opportunities for continual improvement that can be considered in future funding rounds.
- Consideration of the effectiveness of the MAFGP's controls for risks associated with all the above.

The MAFGP Activities Review will NOT include:

- Financial audit.
- Funding acquittal procedures.

Section 4 – Eligibility Requirements

4. Eligibility Criteria

There are various eligibility criteria that governs the allocation of MAF. The following points outline what can and cannot be funded. However, there are always new and evolving scenarios. If there is a treatment that is not covered, contact the MAFGP team for clarification.

4.1. Eligibility to apply

For an LG to be eligible, they must ensure that:

- They have a current OBRM endorsed BRM Plan (endorsed at time of application*). **Please note that OBRM must be given a minimum of four weeks to endorse a BRM plan prior to the opening of the round.*** If this time is not provided, OBRM endorsement cannot be guaranteed*.*
- The mitigation activities (treatments) can only be undertaken on State-owned land managed by the LG (the land must not be managed by another State Agency or freehold).
- The funding requested must be used to deliver mitigation activities that address extreme, very high or high bushfire risks to assets.
- The mitigation activities to be undertaken are of a physical nature (i.e. on-ground).
- The works are otherwise unfunded (MAF funding cannot be used as a substitute but may be used to augment other existing funding where the latter is insufficient to reduce the risks to an acceptable level).
- Previous MAF grants are fully acquitted – including completion of all updates in the BRMS and submission of evidence of expenditure.
- Work must not commence until the Grant Agreement with DFES has been executed.
- Works can be delivered within 12 months.
- Applications are received by the closing date and time.

4.2. Eligible Costs

Eligible costs are considered to be expenditures fulfilling the following criteria:

- Incurred on approved treatment activities.
- The cost of labour, material, machinery, equipment, and expenses **directly** related to the approved treatment.
- Incurred within the period of the Grant Agreement's duration, i.e. from the day of signing the agreement until the day of project completion.
- Allowing for verification (e.g. invoices), and
- Conforming with the Grant Agreement.

The program does allow for payment of supporting activities borne by the project where the activities are required for the on-ground works such as seeking environmental, heritage and aboriginal heritage clearances/permits. This does not include any associated planning costs (such as boundary surveys or management plans) as this should have been done prior to applying for funding.

There are circumstances where it is not clear whether an activity is considered as planning or a support activity. For example, a fauna survey may be required as part of a planned burn. This could be considered a planning cost, however, it is also the

cost of doing a planned burn and therefore a support activity. In this example, MAF can fund the fauna survey provided it was a requirement of the permit from DWER or DBCA, or a requirement set by a state agency as part of the requirements prior to burning. MAFGP cannot fund such activities if they are being undertaken at the request of the LG's Environmental Officer or to comply with the LG's own internal policies and procedures. In this case, the activity would be considered a planning cost, as it's not a legislated or state government requirement, so would be payable by the LG.

In respect of surveys and design for the installation of fire access tracks or culverts, these are considered planning costs and are not paid by MAF.

If you are unsure if the expenditure on the proposed treatment activities is eligible for grant funding, email MAFGP@dfes.wa.gov.au seeking clarification. The Chair of the Grants Committee will make a final decision if required.

4.3. Ineligible Costs

Costs associated with planning and managing MAF treatment activities is not funded through the grants process. Fire prevention is a shared responsibility, and it is expected that there needs to be a degree of cooperation in cost sharing or in-kind support to deliver MAF activities. It is expected that LGs will be responsible for all associated planning costs, including contract management.

The following costs will **not** be funded under the MAFGP:

- Business as usual costs e.g. overheads, staff or associated administrative costs,
- Consultation costs that arise during the planning process,
- Operational expenses,
- Treatments that should be delivered by LG as part of their core operations (such as parks and garden maintenance or verge maintenance)
- Exercises and training,
- Activities with commercial application or provide commercial gain/benefit,
- LG administrative or associated project management costs,
- Research costs,
- Planning costs (e.g. wages for a Community Emergency Services Manager (CESM) to coordinate and schedule treatment activities),
- Repair of machinery,
- Purchase of assets (e.g. chainsaws, pumps, trailers etc.),
- Replacement cost of items covered by insurance or through the Local Government Grants Scheme (e.g. replacement of a firehose due to damage).
- Medical costs.
- Community engagement.
- Insurance costs

4.4. Eligible Land

The MAF is NOT tenure blind.

The BRM Plan is a tenure blind document that addresses bushfire risk for the entire LG. There are various funding sources to pay for the various tenures. For example, mitigation on UCL/UMR within a gazetted townsite is managed by DFES and paid through DFES Funds, while mitigation on UCL/UMR outside of a gazetted townsite is managed by DBCA. DBCA land is the responsibility of DBCA. Freehold land is the

owner's responsibility, and this includes freehold land to the LG. MAF is only for use on crown land that is managed by local government.

The following criteria is applied to define the eligible land on which treatments will be funded:

- Crown land / State-owned land that has been vested in or is managed by the LG,
- Roads – as per the *Bush Fires Act 1954 Section 36(b*), an LG may clear a street, road or reserve vested in it or under its control, of bush, and other inflammable material, for the purpose of preventing the occurrence or spread of a fire. Shown as:
    - Closed Road (Type 3 – C)
    - Road Isolation (Type 3 – P)
- Easements, provided they cross land which is eligible. Where an easement is in favour of a 3rd party, such as Water Corporation WA or Freehold, the land would be considered ineligible,
- Right of Ways,
- Public Access Walkways, and
- For areas designated as Freehold to the State of WA, provisions under the *Local Government Act 1995 Section 3.53* are applied regarding the control of certain unvested facilities:

> *otherwise unvested facility means a thoroughfare, bridge, jetty, drain, or watercourse belonging to the Crown, the responsibility for controlling or managing which is not vested in any person other than under this section.*
>
> *Section (2) A local government is responsible for controlling and managing every otherwise unvested facility within its district unless subsection (5) states that this section does not apply.*

The provisions of this clause may be applicable to some land parcels and proposed treatments, following clarification with the applying LG.

If any portion of the treatment crosses another tenure/interest, express permission from the owner/holder of that other interest, must first be obtained by the Local Government. This includes (but is not limited to) easements, public access walkways and right of ways.

4.5. Ineligible Land

The Department of Planning, Lands and Heritage (DPLH) has direct responsibility for Unallocated Crown Land (UCL) and Unmanaged Reserves (UMR). Under a Memorandum of Understanding (MOU) with DPLH, DFES is responsible for mitigating bushfire risk on parcels of UCL and UMR within the Perth metropolitan area, the regional centres and gazetted town sites. While the Department of Biodiversity, Conservation and Attractions (DBCA) manages the equivalent risk on the broad scale parcels of UCL and UMR outside of these areas. For this reason, UCL/UMR is ineligible for funding under the MAFGP.

Land that is ineligible includes:

- Freehold land,
- Local government owned land,
- Unallocated Crown Land – this is funded through the DFES UCL / UMR program,

- Unmanaged Reserve – this is funded through the DFES UCL / UMR program,
- Private land,
- Railway (Type 3 – A),
- Land owned by Water Corporation WA, WA Land Authority, Regional Power Corporation,
- Water Feature,
- State Forest (managed by DBCA or otherwise),
- State land with other Management Orders (MO) / vesting's e.g. MO to DBCA, Public Transport Authority etc,
- Main Roads Western Australia, and
- Easement in favour of a 3rd party, such as Water Corporation WA or Freehold.

4.6. Eligible Treatments

Eligible treatments are on-ground works, these include:

- Firebreaks, fuel breaks or access road construction,
- Planned burning,
- Slashing, mowing, and other mechanical treatments,
- Chemical treatments, and
- Fences and gates (where appropriate for fire mitigation reasons).

4.7. Fence and Gates

Justification is required for any treatment type of fence or gate. If a treatment contains a fence or gate, it must be entered as an individual treatment.

MAF limits the types of fences to five strand or stock fence (ring lock or woven wire) with star picket or line posts (examples as shown below). Cost sharing with the LG may be considered for alternative types of fencing.

Fences and gates require justification for the application assessment process. Complete and upload Appendix 6 – MAF Additional Information Form for each fence or gate.

4.8. Ineligible Treatments

Treatments that are not considered on-ground works are ineligible. This includes:

- Community engagement,
- Planning treatments,
- Items that require ongoing maintenance such as the installation of pumps, tanks etc, and
- Revegetation (is considered beautification and the cost is to be borne by the LG).

4.9. Treatment Criteria

The following tables show the criteria used to determine if a treatment is eligible for funding.

There may be circumstances where a treatment falls under the ineligible criteria however is considered essential to the protection of life and property. These treatments can be determined on a case by case basis. Justification for the treatment can be submitted through the application process with the support of the BRMO and an Additional Information Form (Appendix 6).

Eligible	Ineligible
• The treatment is reducing bushfire risk to an identified asset with extreme, very high or high bushfire risk rating. • The treatments is on Crown land managed by Local Government • The treatment meets the MAF objective criteria by being cost effective, tailored to identified risk, achievable and part of an integrated strategy • Modifies or reduces bush fire fuels	• Areas with last remaining/remnant vegetation (e.g. surrounded by paddocks) • Reserves less than 1ha and within an urban built-up environment. • Verge treatments as per below

4.10. Treatment Criteria Specific for Verges

Eligible	Ineligible
• Modifies fuel structure by removing near surface and elevated fuel layers • Linked to and protecting an asset (roads are not generally considered assets) • Size (width) of verge must be greater than 2m between road and property line. • Verge must be adjacent to vegetated reserves. (not crop or grassland). • If the treatment is greater than 1km, provide comment to support the treatment and how environmental matters were considered and any environmental impacts have been minimised.	• Grass verges • Verges in broadacre areas not in close proximity to any assets where the verge is remnant native vegetation • Road verges adjacent to cleared paddocks • Road verges outside bushfire prone areas • Removal of regenerative grasses which is undertaken as routine roadside maintenance. • Cannot be funded if less than 2m meters between road and property line

Note that all treatments must be in line with the:

- DFES Mechanical Bushfire Mitigation Guide

- Guide to Constructing and Maintaining Fire-breaks
- Burning Grass Trees -Information Sheet, March 2022
- DFES Burn Smart Guide 2021

4.11. Who can undertake the works?

Each LG has the discretion to engage the most appropriate resources required to deliver their treatments. All LG procurement requirements and terms and conditions of funding must be adhered to. As part of the acquittal process all LGs will be required to provide evidence of their spend. All invoices and proof of expenses must be retained.

Either contractors or LG staff can be utilised to undertake mitigation works. Additionally, volunteer Bush Fire Brigades can be engaged to assist with planned burns. It is recognised that if employing short term contractors, some overhead costs (e.g. superannuation and workers compensation) are fixed costs that cannot be avoided, however they will be queried during the acquittal process.

LGs using own equipment hire and staff will need to show evidence of assigned hours and rates apportioned to each treatment.

Remember – the MAF grant is to undertake the on-ground works. Costs such as administrative overheads or CESM wages are ineligible for funding as part of the MAFGP. However, the MAFGP can pay overtime to a CESM when they undertake on-ground works as part of the LG's MAF program. Note that this does not include CESMs where there is an MOU in place with the LG that precludes them from overtime wages. Overtime of CESMs will need to be managed by the LG and DFES Region to ensure fatigue does not become an issue or parts of the Business Plan are not being achieved.

Regarding BRMCs and BRPCs, as these positions are not operational, no overtime will be paid through the MAF Grants Program for these positions as there should not be any requirement for them to work outside of normal business hours.

4.12. Previously Approved Treatments

Funded treatments that are not delivered in previous rounds will **not** be pre-approved for future rounds. These will need to be updated in BRMS and re-assessed in conjunction with other applications submitted for the next round.

To re-apply for a treatment that has not been delivered, change the 'Proposed Funding Source' in BRMS to reflect how the treatment will be funded in the future.

Section 5 – Application

5. Application

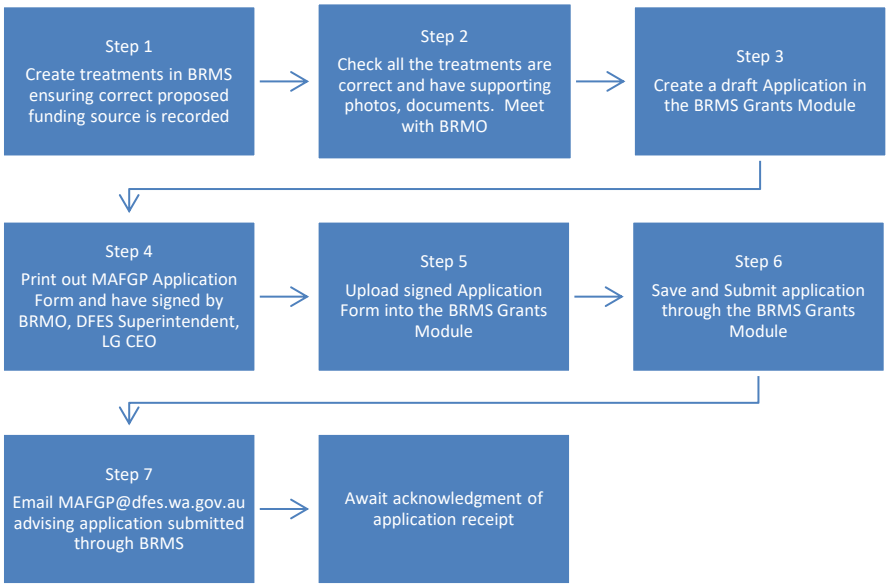
Before applying for MAF, you must read and understand these Guidelines, the Application Form and the Grant Agreement.

Instruction on how to submit an application for funding through the BRMS Grant Module, are at Appendix 3A.

IF YOU ARE HAVING ANY DIFFICULTIES WITH YOUR APPLICATION, REACH OUT AND ASK FOR ASSISTANCE **BEFORE** THE CLOSING DATE. WE MAY BE ABLE TO RESOLVE ISSUES OR PROVIDE WORK AROUNDS HOWEVER WE CAN NOT ACCEPT LATE APPLICATIONS

5.1. Application Process

The following steps show the application process in conjunction with the BRMS Grants Management Module User Guide (the User Guide).



STEP 1 and 2 - Prior to Submitting your application in the BRMS Grants Module, ensure all treatments to be applied for are in BRMS and check the following:

- There are no ineligible parcels contained in any of the treatment areas
- All pre-treatment photos have been uploaded in BRMS and include GPS coordinates.
- Any high-cost treatments or fence /gate treatments have the appropriate supporting information as detailed in the guidelines
- Meet with your BRMO to discuss the proposed treatments (at least 4 weeks prior to submission of application)

Note that once the round has closed the treatments applied for cannot be amended.

STEP 3 - Create a draft application in the BRMS Grants Module. See Appendix 3A.

STEP 4 - Complete the MAFGP Application Form ensuring all checkboxes have been ticked and declarations signed by all parties.

STEP 5 - Upload the signed MAFGP Application Form into the BRMS Grants Module

STEP 6 - Save and Submit the application via the Grants Module in BRMS by the round closing date and time. We strongly recommend submitting the application a couple of days prior as late applications will not be accepted.

STEP 7 - Send an email to MAFGP@dfes.wa.gov.au advising that the application has been submitted through BRMS. We will acknowledge receipt of your application. If we do not contact you within 24 hours please contact the MAFGP team.

5.2. Application Signatures

Applications submitted without all signatures will not be considered. If you are having difficulties obtaining signatures, contact MAFGP team as soon as possible to discuss options.

5.3. SMART Objectives

The treatment objective is an overview of what is to be accomplished, it needs to contain the success criteria which will be used to measure achievement. Objectives must be:

- Specific
- Measurable
- Achievable
- Realistic
- Timely / Time bound

Examples:

- Reduce fuel loads at 21 Smith Street to under 3t/ha via way of low intensity planned burning prior to the 21/22 south west fire season.
- Modify the fuel structure to reduce bushfire intensity via the way of forestry mulching to create a buffer of 21m between the vegetation and assets on Smith Street prior to 30 November 2021
- Reduce fuel loads via mechanical removal of dead / dying vegetation using a chainsaw crew and chipper truck to a width of 20m from the back of the assets on Smith Street prior to summer 2021.

Treatments that have objectives that are not SMART may not be considered for funding.

5.4. Photographic Requirements

All treatments included in the application require a pre-treatment photo/s to be uploaded into BRMS prior to application. On completion of the treatment, a post-treatment photo/s is required to be uploaded.

Treatments that do not have a pre-treatment photo at the application stage will not be considered.

Treatments that do not have a post treatment photo cannot be acquitted.

All pre and post treatment photos must include the latitude, longitude, time and date (GPS coordinates)

These photos form part of DFES evidence that a treatment has been undertaken to a standard. Site visits may occur to assess treatment standards and verify the works have been completed.

As the photos are a source of verification, they need to capture the significant elements of the treatment, show evidence of the work undertaken and meet basic photo monitoring standards.

See Appendix 4 for details on how to take treatment verification photos.

5.5. Timing of Grant Process

Applications must be submitted between the published opening and closing dates. Inclusion of additional treatments cannot be accepted after the closing date.

After this time the grants module will be locked and the system unable to accept applications

LGs are advised to contact the MAFGP Manager at the earliest opportunity (prior to closing date/time), should they experience any delays in submitting their application.

It currently takes approximately 6 weeks to process all applications, review treatments and obtain approvals through the MAF Grants Committee and DFES executive.

Activity	Timeframe
Assessment of Applications	4 Weeks
Approval of Recommendations	2 Weeks
Notification and forward Grant Agreements	1 Week
Earliest start date of treatment activities	Following signature of Grant Agreement by ED RFD
Completion date of treatment activities	As detailed in the Grant Agreement

Section 6 – Three Year Funding PILOT

6. Three-year Pilot

The MAF3Y grant has been developed to allow LGs to strategically plan bushfire mitigation treatments over a three-year timeframe.

All governance, policy and criteria are the same as the MAFGP. It is only the timing of actions that differ.

In the first year (2024), five LGs with BRMCs will be/have been selected to pilot the new grant. LGs will be asked to apply by invitation only in line with budget allocation for the MAFGP.

6.1. Eligibility for MAF3Y

All eligibility criteria for MAF remains the same as MAFGP with the following inclusions:

- LGs must maintain OBRM endorsement of their BRM plan,
- LG must have a BRMC,
- 3-year indicative treatment program in BRMS, and
- Must have undertaken at least one round and met deadlines in the round previous to 3-year application.

On completion of the pilot, policy and procedures will be made available.

6.2. Funding instalments

The Grant will be paid in instalments with 25% of the allocated amount at the start of each year with a final amount at end of year 3.

- Commence Year 1 Pay 25% Progress Report Acquittal
- Commence Year 2 Pay 25% Progress Report Acquittal
- Commence Year 3 Pay 25% Progress Report End of Year 3
  Treatment completion Acquittal – Final payment

Section 7 – Assessment of Applications

7. Assessment of Application

7.1. Eligibility Review

Following closure of the round, a review of all applications is undertaken to ensure the following mandatory eligibility requirements have been met:

- Received by the closing date and time.
- Ensure the declaration has been completed (all boxes are checked) and the application is signed by the DFES BRMO, Regional Superintendent and the LG CEO.
- The LG has an OBRM-endorsed BRM Plan.
- Any existing DFES grants are compliant.
- Proposed treatments address an extreme, very high or high risk to assets.
- The treatment is on eligible land.
- All treatments are on-ground works / physical in nature (e.g. slashing, mowing, chain-rolling etc.).
- Scheduled dates for the works are after the notification date and activities can realistically be completed within the 12-month grant period.
- Acquittal of previous MAFGP rounds has been completed.
- Costings provided for the proposed treatments are not considered high (see baseline figures provided in section 3.2).
- Pre-treatment photos have been uploaded into BRMS.
- Ensure treatments have not previously been completed/partially completed and funded.

7.2. Pre-assessment Team

A Pre-assessment team will be formed consisting of:

- Bushfire Risk Development Coordinator (BRDC) - Chair
- DFES representative, and
- Subject Matter Expert (SME).

The Pre-assessment Team review all applications to ensure the treatments are:

- Reducing (or managing) bushfire risk to an identified asset.
- Cost effective,
- Tailored to the identified risk,
- Achievable (changes in fuel age, separation distances reduction in risk levels),
- Is there a risk that the treatment could cause unreasonable harm to the natural environment or cultural heritage?
- Is the treatment part of an integrated strategy?
- Consistent with DFES Guidelines.

The Pre-assessment Team may request clarification from the applicant regarding any element of the application.

The Pre-assessment Team will submit a report to the MAF Grants Committee containing recommendations.

7.3. BRMO Input

The relevant DFES BRMO (or equivalent DFES officer) may be requested to provide additional information regarding the applications submitted by LGs within their region and provide comment regarding the suitability of the proposed treatments.

It is expected that LGs have worked with their BRMOs regarding the treatment program. If the BRMO cannot support the application, it is unlikely the funding request will be approved.

7.4. MAF Grants Committee

To ensure a consultative forum between key stakeholders for matters regarding the MAFGP and to review applications recommended for funding, the MAF Grants Committee has been established to ensure the process is transparent, inclusive, sustainable, and fit for purpose.

Membership of the MAF Grants Committee includes:

- Superintendent - Bushfire Mitigation Branch, (Chair),
- Director Land Use Management Policy, Department of Planning Lands Heritage (DPLH),
- Representative, WA Local Government Association (WALGA), and
- Chief Superintendent from a DFES Region - Operations.

Relevant conflict of interest, governance arrangements and communication registers are in place to ensure maximum transparency and robustness of the grants process and will be overseen by DFES BMB Branch.

The MAF Grants Committee will consider each application against the State Emergency Management Committee - State Strategic Control Priorities and endorse/not endorse the recommendations (put forward following pre-assessment of the applications).

The endorsed recommendations are then provided to the ED RFD for approval.

7.5. Approval of Application

Final approval of MAFGP applications is by the ED RFD, after consideration of recommendations from the MAF Grants Committee and the availability of grant funds for the purposes of the grants program.

The ED RFD’s decision is final in all matters, including:

- the approval of the grant,
- the grant funding amount to be awarded, and
- the terms and conditions of the grant.

Section 8 – Successful Applications

8. Notification of Application Outcomes

All LGs will receive notification of the outcome of their application.

8.1. Successful Projects

The primary and secondary contact, as detailed in the application, will be advised of the outcome via email as soon as possible after approval of the application by the ED RFD. A copy of the email will also be sent to the regional BRMO, BRMC and BRPC (where relevant).

8.2. Unsuccessful Projects

If an LG is unsuccessful in their application or have unsuccessful treatments, a reason of the outcome will be provided. Further clarification can be obtaining by contacting the MAF team or BMB Superintendent.

8.3. The Grant Agreement

To accept the grant offer, the LG must enter into a legally binding Grant Agreement with DFES.

The Grant Agreement has general terms and conditions that cannot be altered or excluded. An example of the standard Grant Agreement template can be requested by emailing MAFGP@dfes.wa.gov.au.

The Grant Agreement must be fully executed (signed by the LG CEO and the ED RFD) before DFES can make any payments. DFES is not responsible for any expenditure until a Grant Agreement is executed. Treatment activities should not commence prior to finalising the Grant Agreement, and any LG choosing to start treatment activities before they have an executed Grant Agreement does so at the risk that DFES may not fund the treatment.

If the grant agreement is not signed within three months of notification of success, the allocation may be withdrawn.

8.4. Grant Payment

The Grant Agreement will state the maximum grant amount available for payment. DFES will pay 50% of the grant funds on execution of the Grant Agreement and receipt of an invoice (**excluding GST**) raised by the LG.

Following acquittal, DFES will request an invoice from the LG for payment of the outstanding expenditure. If there are unspent grant funds, DFES will forward the LG an invoice to enable repayment of the unspent amount.

DFES will not reimburse any expenditure that exceeds the maximum grant amount, unless specified in a written variation that was sought prior to the additional costs being incurred. If an LG incurs extra costs without an agreed variation, it must be paid by the LG.

8.5. Announcement of Grants

LGs are not permitted to announce the status of their MAF grant applications until after a Ministerial media release for the grant round has occurred. LGs will be notified following the Ministerial media release so planned LG announcements and promotion may occur.

8.6. Acknowledgement

The contribution from DFES must be recognised on all material relating to the funding.

All material must acknowledge (where possible) the State Government's investment through:

- Acknowledgment text,
- Inclusion of the DFES logo, and
- Inclusion of the DPIRD logo if RfR funding is received (DFES will advise where this is relevant)

Acknowledgement Text
The {insert treatment or project name} project is supported by the State Government
or
Supported by the State Government

Approval must be sought from DFES prior to release. DFES will advise the LG if they need to (also) acknowledge the RfR Program.

8.7. Progress Reports

A progress report will be requested six months after notification of success of funding allocation.

If an extension to the funding completion date is approved, a progress report will be requested every six months.

Instructions for completing the report template will be supplied. Failure to submit the requested report may result in reimbursement of funds being delayed or ceased until the required information is provided.

Section 9 – Variations & Supplementary Funding

9. Variations

DFES recognise that unexpected events may change treatment activities. Some of these changes will require a variation, some will not.

Please note that in all cases - funding cannot be paid over the total allocated amount. If additional funding is required, a Supplementary Funding application must be submitted.

9.1. Treatment Variations Not Required

A variation is NOT required to transfer funding between treatments in the same round. If one treatment expenditure is less than anticipated and one is more than anticipated, the funding can be adjusted accordingly at acquittal. However, if the transfer of funding results in a treatment being 25% more than estimated, a variation is required. See section 9.3 (actual cost over allocated amount)

NOTE that if funding is transferred between treatments and above the baseline cost or classified a high-cost treatment more information will be required as per section 3.4.

9.2. Variation to an Existing Treatment

Changes can be made to an existing treatment provided it is still on the same parcel of land. For example, the treatment may need to be undertaken using a different method, e.g. chemical changed to mechanical works.

Email the request to MAFGP@dfes.wa.gov.au providing the following information:

- Treatment Number
- Change to treatment required.
    - Cost of Treatment
    - Treatment Type
    - Treatment Objective
    - NOTE that changes to Treatment locations will require a new treatment.
- Reason for amended treatment.
- Notification that BRMO is/is not aware of the variation.

9.3. Actual cost over Allocated Amount

To ensure DFES maintains oversight of funding, where a treatment is allocated funding, and the actual cost is 25% over the allocated amount, a variation must be submitted before the work proceeds. This applies to the transfer of underspend between treatments.

Email the request to MAFGP@dfes.wa.gov.au providing:

- Treatment Number
- Attached quote
- Justification

- Notification that BRMO is/is not aware of the variation.

If the final cost exceeds the quote, the additional cost must be approved before being paid.

9.4. New Treatment Variation

All new treatments to be funded under the round (including requests to include treatments removed due to a cap), must be approved by DFES.

Any treatments that have had the location amended will need to be created as a new treatment.

Funding for new treatments cannot exceed sum allocated.

See Appendix 3B for instructions on how to apply for a new treatment through BRMS Grants Module.

9.5. Acquittal Due Date Variation

If an LG has been unable to complete the majority of the treatments during the round, they can apply for a 6 or 12-month extension. This option is recommended if the 1st 50% of funding cannot be expended.

Email the request to MAFGP@dfes.wa.gov.au providing details of the changes required.

9.6. Supplementary Funding

Supplementary funding provides additional funding (over the allocated amount) through the MAFGP to LGs who have a current MAF grant allocation and require **additional** funding to undertake further treatment activities due to extenuating circumstances or in situations where an urgent risk is identified and requires treatment.

Awarding a new treatment activity/activities requires a Supplementary Application Form to be raised by the LG.

The application will then be put through the same process as a normal funding round (recommended by a pre-assessment team, endorsed by the Grants Committee and Approved by the ED RFD).

Funding (if approved) will be considered to be part of your current round allocation and the same requirements as detailed in the MAF Grant Agreement apply. A Supplementary Grant Agreement Addendum must be signed by the LG and the ED RFD.

Contact the MAF team to request a copy of the application form at MAFGP@dfes.wa.gov.au.

Section 10 – Acquittals

10. Acquittal Process

An email will be sent to LGs a minimum of six weeks prior to acquittal requesting the following:

- All data to be updated in BRMS, including upload of post treatment photos,
- A signed Acquittal Declaration (Appendix 7) by the CEO or CFO or delegated authority, and
- Evidence of expenditure.

Information and instructions regarding the BRMS component of the final acquittal is available at Appendix 3C.

If the projects' actual on-ground costs are **less** than the allocated grant funding amount, the final payment will be reduced accordingly.

If the projects' actual on-ground costs are **more** than the allocated grant funding amount, any amount over the allocated grant funding amount cannot be paid from the grant. The additional costs must be paid by the LG.

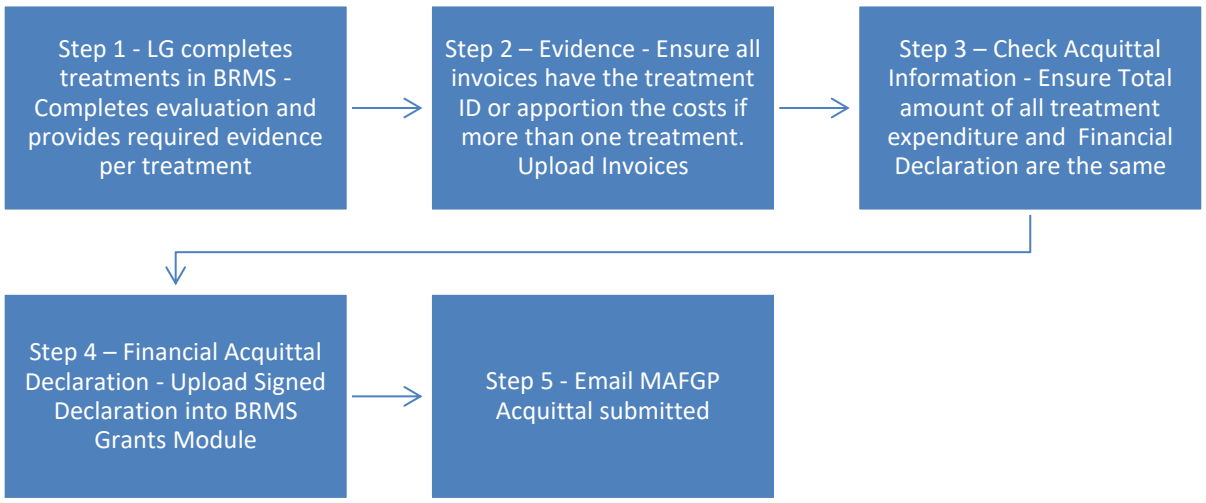
Acquittal occurs when DFES has advised the LG that the reports and financial information provided by the LG in accordance with Grant Agreement clause 3.6 are satisfactory and the final payments have been made.

LGs will be unable to receive funding for future MAF rounds until the current round has been acquitted completely.

Upon project completion, and after all final reimbursement requests have been submitted, an audit may be undertaken by DFES to assess treatment standards and verify the work completed.

If an acquittal extension is required, contact MAFGP@dfes.wa.gov.au.

10.1. Acquittal Process



10.2. Acquittal Actions Required in BRMS

Acquittal requires the following actions to be undertaken in BRMS (it is recommended this is undertaken throughout the year when each treatment is completed):

- Any treatment that has a cost incurred (regardless of if the treatment is fully or partially completed) must have costs entered, have an evaluation performed on it and be marked as complete in BRMS.
- Each completed treatment has a post treatment photo with coordinates.
- Each treatment cost has evidence of expenditure (invoices and finance ledger snapshots). The evidence **must be uploaded as one pdf** to the attachments tab in the BRMS Grants Register. Alternatively, you can send the pdf to MAFGP@dfes.wa.gov.au.

To assist with your acquittal, please read:

- BRMS Grants Module instructions - Appendix 3C (below)
- BRMS User Guide Section 5.10 and 5.11 – download from BRMS Documents

10.3. Evidence of Expenditure

Evidence of payment is required for every treatment. This is generally an invoice. However, it is acknowledged that sometimes an invoice is not raised, for example when the work is undertaken internally within the LG. Where this occurs, a snapshot / screenshot of the LG general ledger (or equivalent) may be accepted. It will need to be certified by the finance officer.

A spreadsheet is not considered evidence of payment.

Ensure each invoice (or evidence of expenditure) has the appropriate treatment ID written on it and is recorded in BRMS. Where the evidence covers more than one treatment activity, apportion the costs to each treatment. If this is not done, the documents will be returned for completion. The information needs to be provided so that the grants officer does not have to guess which invoice belongs to which treatment.

DFES have developed a spreadsheet designed to assist LGs in tracking treatments and invoices. This is not a mandatory document and is simply provided to help LGs track evidence of expenditure. Contact MAFGP@dfes.wa.gov.au to obtain a copy.

10.4. Evidence Checks

DFES cross check each invoice against each treatment activity allocated funding to ensure:

- no overspend,
- no GST applied,
- invoices are for the work requested (ensuring on-ground works only and no project management costs included),
- pre and post treatment photos to determine if works completed,
- evaluation completed, and
- amounts not rounded.

10.5. Treatment Assessment

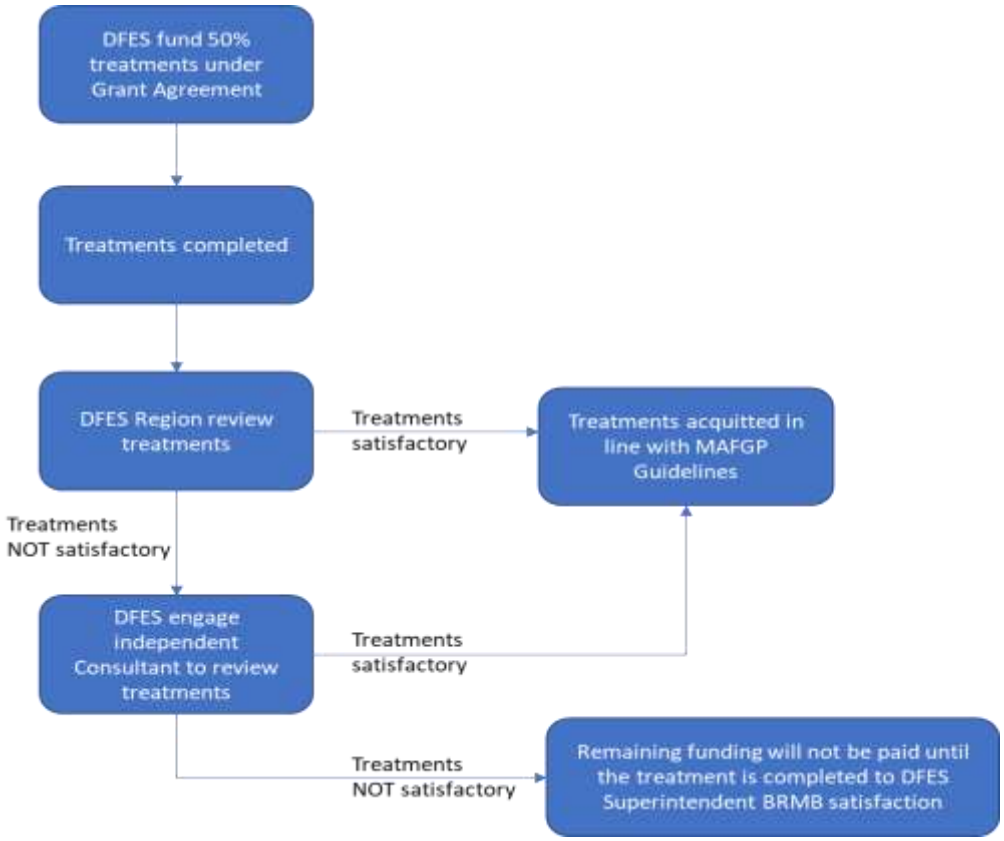
During the acquittal process, the DFES regional office will be requested to provide advice on the completed treatments and confirm that the treatment activities have been completed as described in the Grant Agreement.

When assessing the treatment, the following criteria will be used to ascertain if a treatment meets its expectations:

- Was the objective met.
- Did the treatment reduce or manage bushfire risk
- Was the treatment cost effective

If a treatment has NOT been completed to DFES's satisfaction, DFES will engage an independent body to re-assess the treatment. Any remaining funding will not be paid until the treatment is completed to DFES Superintendent Bushfire Risk Management Branch satisfaction.

The below flow chart shows the process if dealing with a treatment that is not considered by DFES to have been satisfactorily completed.



10.6. Incomplete Treatments

Where activities are not completed, there are two options:

- Option 1 – apply via email (as per Grant Agreement Section 13 – Variations) for an extension up to a maximum of 12 months. Note that no additional funding can be allocated until acquittal is completed.
- Option 2 – acquit and finalise the current round and re-apply for the incomplete activities in the next round.

10.7. Final Invoice

Once all invoices and treatment activities have been reviewed as above, DFES determine the final sum owing to an LG (actual funding spent less the initial 50% paid).

The LG is advised of the final sum they need to invoice DFES. If there is an underspend, DFES will advise the amount and forward an invoice. The email will request that the LG ensure the calculations are correct. Changes are unable to be made if a discrepancy is found following payment.

APPENDICES

Appendix 1 **Definitions**

Appendix 2 **Acronyms**

Appendix 3 **BRMS Grant Management Module**

Appendix 3A - MAF Application Instructions

Appendix 3B - MAF Variation Instructions

Appendix 3C - MAF Acquittal Instructions

Appendix 4 **Photograph Treatment Verification**

Appendix 5 **MAF Application Form**

Appendix 6 **MAF Additional Information Form**

Appendix 7 **Financial Acquittal declaration form**

Appendix 8 **MAF Application Checklist**

Appendix 9 **MAF Acquittal Checklist**

Appendix 1

Definitions

Asset. A term used to describe anything of value that may be adversely impacted by bushfire. This may include residential houses, infrastructure, commercial, agricultural, industry, environmental, cultural and heritage sites.

Bushfire. Unplanned vegetation fire. A generic term which includes grass fires, forest fires and scrub fires both with and without a suppression objective.

Bushfire Hazard. The hazard posed by the classified vegetation, based on the vegetation category, slope and separation distance.

Bushfire Risk. The chance of a bushfire igniting, spreading, and causing damage to the community or the assets they value.

Bushfire Risk Management. A systematic process to coordinate, direct and control activities relating to bushfire risk; with the aim of limiting the adverse effects of bushfire on the community.

DFES Personnel. Includes DFES employees and/or volunteers.

Fully acquitted. Acquittal occurs when DFES has advised the LG that the reports and financial information provided by the LG in accordance with Grant Agreement clause 3.6 are satisfactory and the final payments have been made.

Gazetted townsite. An urban centre whose boundary has been technically described by a government authority for land administration purposes and published in the Western Australian Government Gazette.

OBRM endorsed BRM Plan. A BRM Plan is a strategic document developed by local government to facilitate a coordinated approach towards the identification, assessment and treatment of assets exposed to bushfire risk. It must have been endorsed by the DFES Office of Bushfire Risk Management.

On-the-ground mitigation works. Fuel management techniques undertaken with the aim of reducing bushfire risk, including planned burning, mowing, mulching, ploughing, slashing, raking, and weed control measures.

Project. The set of treatments allocated funding.

Remnant vegetation or bushland. Patches of native trees, shrubs and grasses still left. Can be any shape or size and can include all types of native vegetation, including forest, woodland, native grasslands, mallee, or coastal heathland.

Risk Assessment. The systematic process of identifying, analysing, and evaluating risk.

Tenure Blind. An approach where multiple land parcels are considered as a whole, regardless of individual ownership or management arrangements.

Treatment. An activity undertaken in order to modify risk, such as a planned burn.

Treatment Priority. The order, importance, or urgency for allocation of funding, resources and opportunity to treatments associated with a particular asset. The treatment priority is based on an asset's risk rating.

Treatment Schedule. A report produced within BRMS that details the treatment priority of each asset identified in the BRM Plan and the treatments scheduled.

Treatment Strategy. The broad approach that will be used to modify risk, such as fuel management.

Unallocated Crown Land means Crown land. • in which no interest is known to exist, but in which native title within the meaning of the *Native Title Act 1993* (Cth) may or may not exist • which is not reserved, declared or otherwise dedicated under the *Land Administration Act 1997* (LAA) or any other written law.

Unmanaged reserves. A Crown reserve whose care, control and management have not been formally placed with a management body, whether under section 46 of the LAA or management arrangements under another Act.

Verge. The area within the road reserve between the edge of the road infrastructure and adjacent property.

Appendix 2

Acronyms

AO	Area Officer
BMB	Bushfire Mitigation Branch
BRMC	Bushfire Risk Mitigation Coordinator
BRMO	Bushfire Risk Management Officer
BRPC	Bushfire Risk Planning Coordinator
BRM	Bushfire Risk Management
BRMS	Bushfire Risk Management System
ESL	Emergency Services Levy
DBCA	Department of Biodiversity, Conservation and Attractions
DO	District Officer
DPLH	Department of Planning, Lands and Heritage
MAFGP	Mitigation Activity Fund Grants Program
MAF3Y	Mitigation Activity Fund 3 Year Grant Program
OBRM	Office of Bushfire Risk Management
RFD	Rural Fire Division
RfR	Royalties for Regions
TEC	Threatened Ecological Community

BRMS Bushfire Risk Management System

Appendix 3

Bushfire Risk Management System (BRMS) Grants Management Module USER GUIDE

BUSHFIRE RISK MANAGEMENT SYSTEM
GRANTS MANAGEMENT MODULE USER GUIDE
November 2023

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Appendix 3A

Application Instructions

1. INTRODUCTION

These instructions are specific to applying for a MAF Grant. It assumes that all treatments have been entered into BRMS.

For instructions on how to input treatments see the BRMS User Guide

Prior to Submitting your application in the BRMS Grants Module, ensure all treatments to be applied for are in BRMS and check the following:

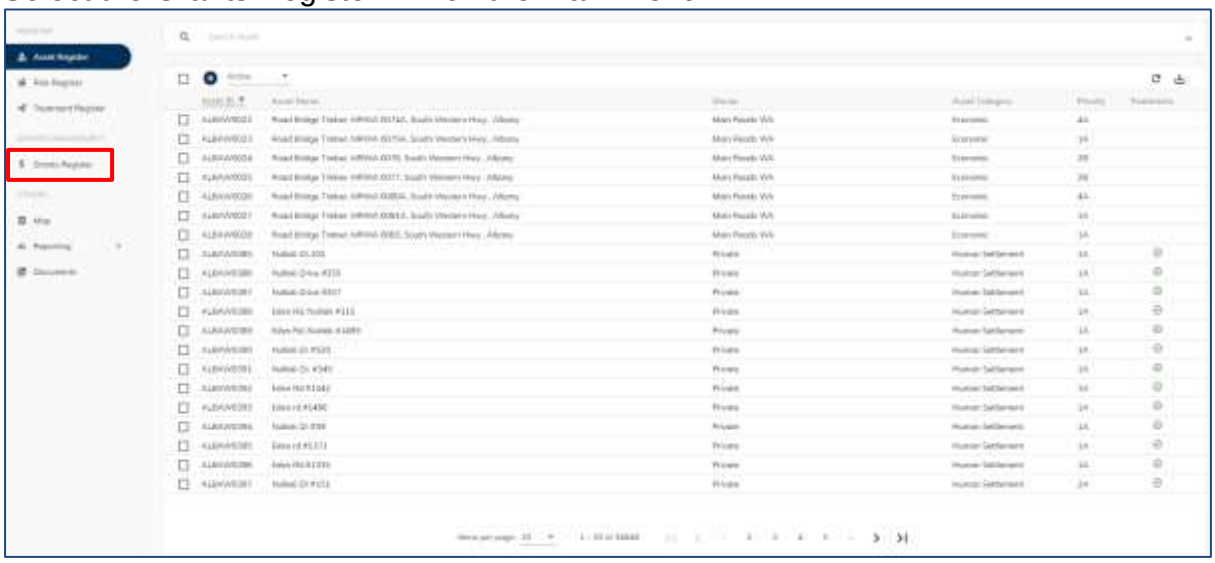
- There are no ineligible parcels contained in any of the treatment areas.
- All pre-treatment photos have been uploaded in BRMS and include GPS coordinates.
- Any high-cost treatments or fence /gate treatments have the appropriate supporting information as detailed in the guidelines.

Note that once the round has closed the treatments applied for cannot be amended.

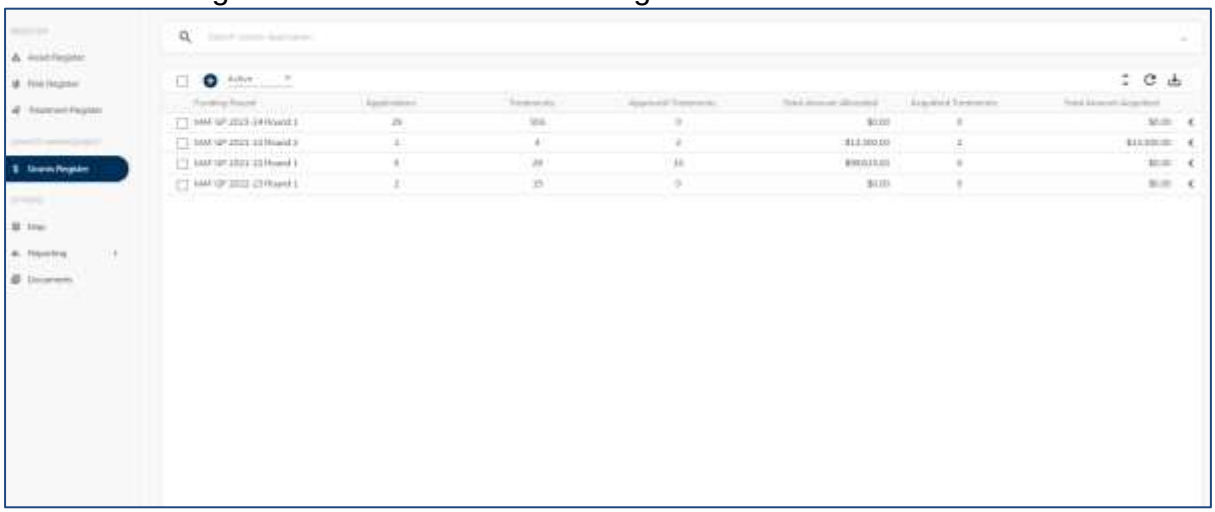
1.1 Accessing the Grants Management Module

The Grants Management Module is accessed from the main menu of the Bushfire Risk Management System (BRMS). Users wanting to create and acquit applications will be required to have full write access to the system. If you do not have access, you will need to contact BRMSsupport@dfes.wa.gov.au and undertake the appropriate training.

Select the Grants Register link on the main menu



The Grants Register will show a list of funding rounds



2. GRANTS APPLICATION

A draft application can be created and saved by a Local Government (LG) irrespective of whether the Grants round is open or not. However, the application can only be submitted once the Grants round is open. This provides LGs with sufficient time to check the application thoroughly before it is submitted.

Before starting a Grants application, all treatments to be included in the application should be checked in BRMS to ensure they are recorded correctly. If treatments do not meet the criteria for the Grants Round, they will not be displayed in the list of Eligible Treatments. The following criteria need to be checked:

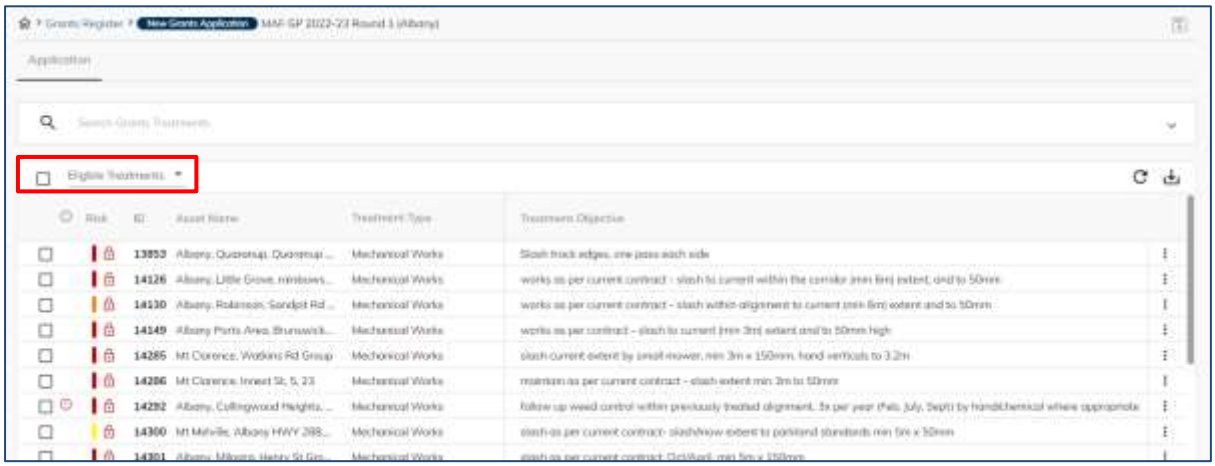
- Eligible treatment type
- Scheduled date is within the date range
- Risk rating is Extreme, Very High or High
- Pre-treatment photos have been attached

2.1 Creating a Draft Application

1. From the ***Grants Register***, click on the ***Add New*** button

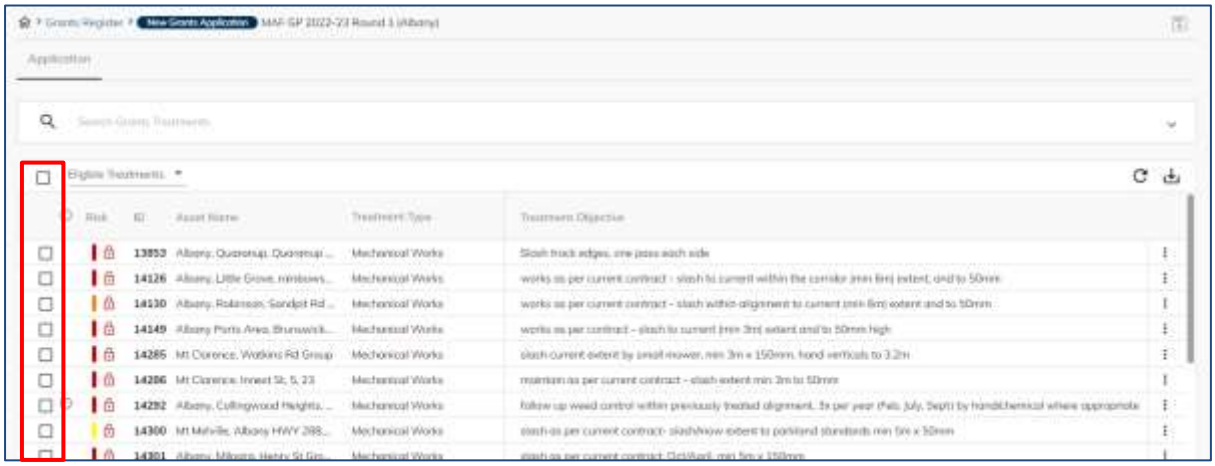
. A blank ***New Grants Application*** popup will be displayed.

2. Select the Grants Round and the LG from the dropdown list and click on the ***Create*** button. All treatments meeting the eligibility requirements for the selected Round and LG will be displayed on the ***Application*** tab – ***Eligible Treatments*** view.



2.2 Saving a Draft Application

The application can now be saved as a draft. An LG is able to save a draft application even if the application is not ready for submission or the grants round is not yet open for applications.



To save the draft application:

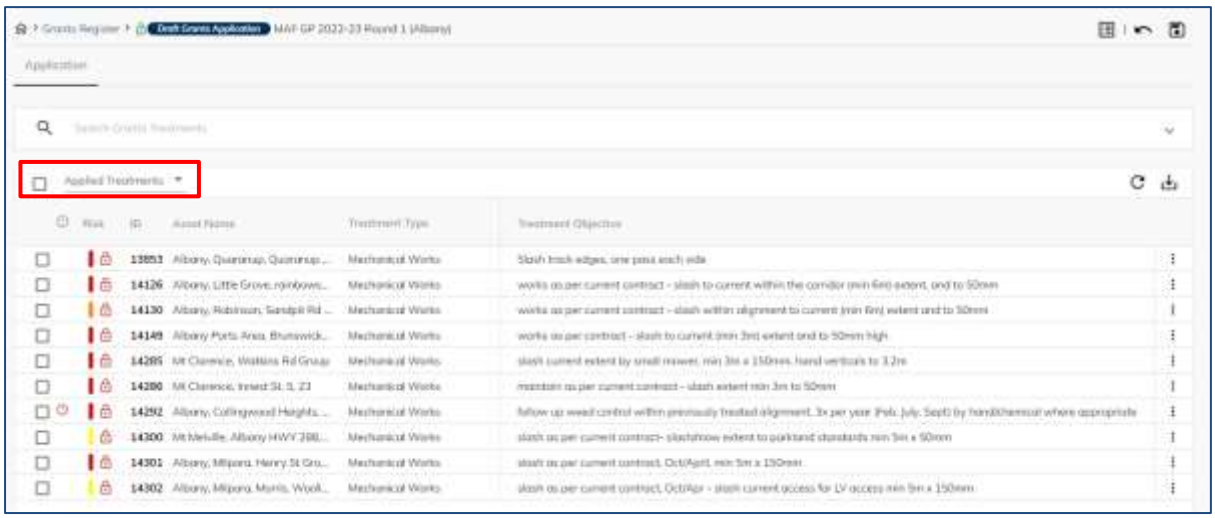
1. Tick the select box against the treatments to be included in the application. If all treatments displayed in the ***Eligible Treatments*** view are to be included in the application, tick the ***Select all on Page*** select box at the top. If the number of eligible treatments exceeds the number of items displayed on the page, an option to select all eligible treatments will be displayed. Click on this option if relevant.

2. Click on the ***Save*** button. The ***Save Grants Application : Round (Local Government)*** popup will be displayed.

3. If required, enter a comment in the ***Application Comment*** field. This comment will be something you want the Grants Committee to be aware of.

4. Click on the ***Save*** button – **DO NOT** select the ***Save and Submit Grants Application?*** checkbox at this stage.

5. The selected treatment(s) to be included in the application will now be displayed on the ***Application*** tab – ***Applied Treatments*** view.

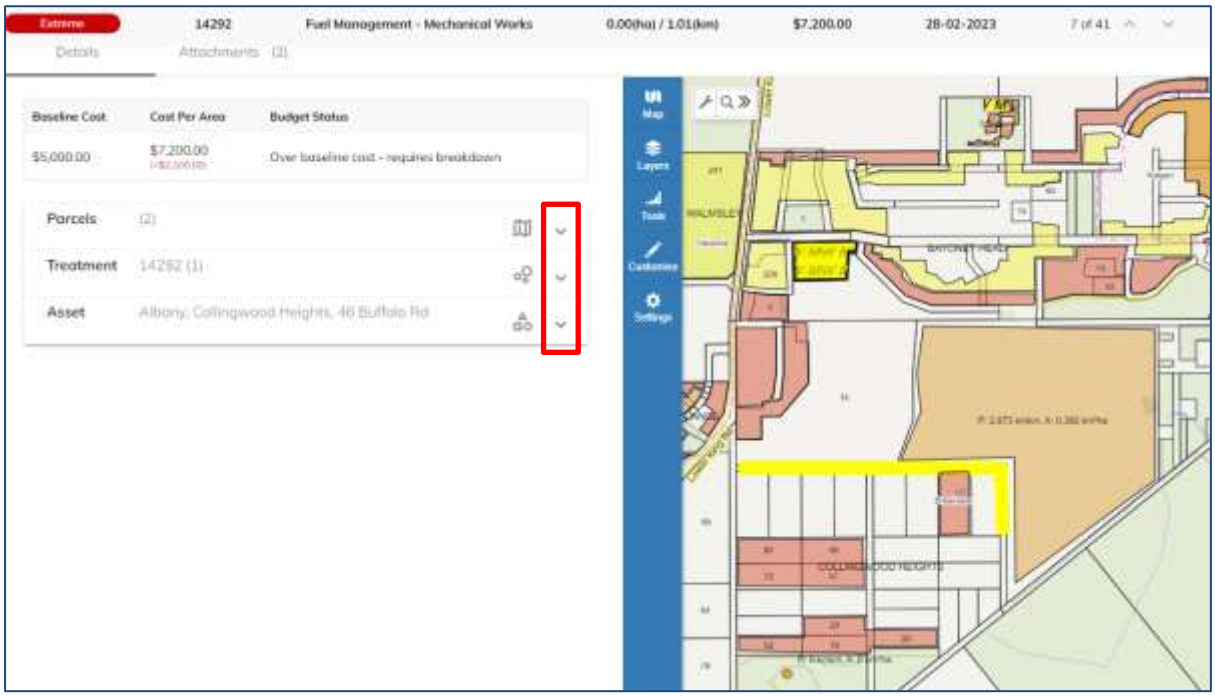


All eligible treatments not saved in the application remain in the ***Eligible Treatments*** view. To view these, click on the dropdown at the top of the page and select ***Eligible Treatments.*** If you have omitted a treatment from the draft application, follow Steps 1 to 5 above to add it.

2.3. Viewing Treatment Details

Users are able to view a summary of a treatment's details in the Grants module.

1. Click on the treatment whose details you want to view. A quick view of the treatment will be displayed.

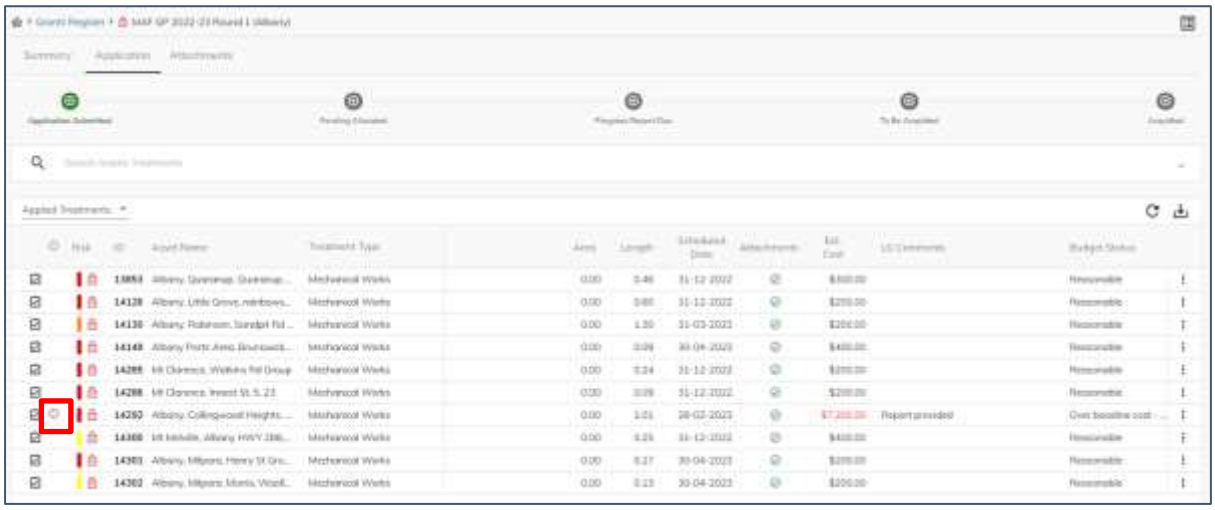


2. To view the details, click on the dropdown arrow for the asset, treatment or parcels. Users are also able to switch on / off map layers, use map filters etc as per the current functionality in BRMS. To return to the ***Application*** tab, click away from the Quick view window.
3. If changes need to be made to the treatment before the application is submitted, click on the ***Go to treatment Details*** icon. The user will be redirected to the ***Treatment details*** page in BRMS where the required changes can be made and saved. To return to the Grants Module, click on the ***Grants Application*** $ icon.

2.4. Adding comments to treatments displaying a warning symbol

Warning symbols are displayed against treatments that do not have attachments or where the estimated cost of a treatment exceeds the baseline cost for the treatment type. The relevant information resulting in the warning is displayed in red font. Alternatively, you can hover the mouse over the warning symbol to see further details.

LGs **must** enter a reason in the ***LG Comments*** field if the treatment is to be included in the application. If a comment is not provided, the LG will be unable to save or submit the application.



1. To add a comment, tick the select box against the relevant treatment(s). The ***LG Comments*** field will be activated.

2. Enter a comment against the treatment(s) displaying the warning symbol. **Comments should provide enough detail to allow the Grants Committee to make a decision in relation to the treatment.**

3. Once comments have been added, the draft application can be saved.

2.5. Editing an Application

An LG can add treatments to or remove treatments from an application up until the grants round closes.

2.5.1 Adding a treatment to an application

1. Go to the ***Application*** tab – ***Eligible Treatments*** view.
2. Tick the select box for the treatment(s) to be added to the application.

> If the treatment has a warning symbol in relation to the cost of the treatment, the ***LG Comments*** field must be completed before it can be added to the application.

3. Click on the ***Save*** button. The ***Save Grants Application : Round (Local Government)*** popup will be displayed.

4. Click on the ***Save*** button. The relevant treatment(s) will move from the ***Eligible Treatments*** view to the ***Applied Treatments*** view.

2.5.2 REMOVING A TREATMENT FROM AN APPLICATION

1. From the ***Application*** tab – ***Applied Treatments*** view, click on the ⋮ icon for the relevant treatment and select ***Delete***. The ***Delete Treatment id*** popup will be displayed.

2. Enter a comment and click on the ***Delete*** button. The relevant treatment will move from the ***Applied Treatments*** view to the ***Eligible Treatments*** view. It is not removed from BRMS.

2.6 Attachments

2.6.1 Adding an Attachment to an Application

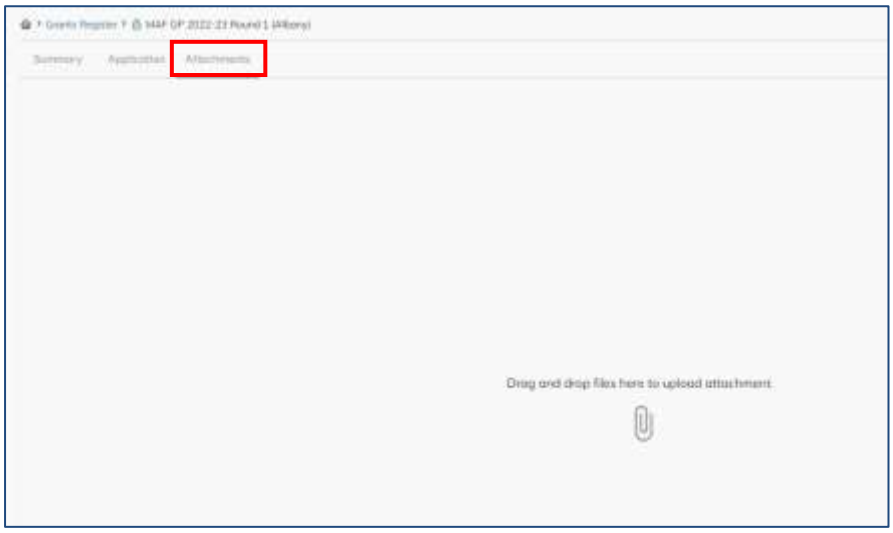
As part of the Grants Application process, you are required to submit the Application Form, additional information forms for high cost treatments and other supporting documentation. These documents should be added to the application as attachments.

When applying for treatments, it is beneficial to the assessment team and grants committee to have as much information to enable them to make a decision. Include any reports, emails of support ,environment or community considerations that may support the application.

Please ensure that attachments are named correctly;

- Application Form – (Round Details – LG – Application Form). E.g. MAFGP2425R1 – Albany - Application Form
- Photos – (Treatment ID - Pre-Treatment Photo x) E.g. Treatment 808 – Pre-Treatment Photo 1
- Additional Information – (Round Details – LG – Treatment ID – Reason) E.g. MAFGP2425R1 – Busselton –– Treatment 1234 - Fence

.



1. From the ***Attachments*** tab, click on the ***Upload New Attachment*** (paperclip) button or drag and drop the item(s) to be attached. A window will open enabling you to navigate to the item(s) you want to attach.

2. Once you have selected the item(s) to attach, click on the ***Open*** button. The item(s) will be uploaded and displayed as a thumbnail if the attachment is an image.

2.6.2 Viewing and Downloading an Attachment for an Application

1. From the ***Attachments*** tab, click on the three dots for the attachment you want to view / download.

2. To view the attachment, select ***Open*** from the dropdown. The attachment will be opened in a new window.

3. To download the attachment, select ***Download*** from the dropdown. The attachment will be downloaded.

2.6.3 Deleting an Attachment from an Application

1. From the ***Attachments*** tab, click on the attachment you want to delete.

2. Click on the three dots and select ***Delete*** from the dropdown. The ***Delete Attachment*** popup will be displayed.

3. Click on the ***Yes*** button. The attachment will be deleted and removed from the list of attachments.

2.7 Submitting an Application

> Changes to treatments included in an application can only be made up until the Round closes. Please check all treatment details carefully before submitting an application. This does not include adding notes or attachments to a treatment.

1. Once all required attachments have been added to the Attachments tab and the draft application is ready to be submitted, go to the ***Application*** tab – ***Applied Treatments*** view.

2. Click on the ***Save*** button. The ***Save Grants Application: Round (Local Government)*** popup will be displayed.

3. If required, enter a comment in the ***Application Comment*** field.

4. Tick the ***Save and submit Grants application?*** Select box.

5. The number of treatments to be included in the application will be displayed. Click on the ***Submit*** button. The application will be submitted and ***Application Submitted*** will be displayed on the Progression bar.

6. Send an email to MAFGP@dfes.wa.gov.au advising that the application has been submitted. An email acknowledging receipt of the application will be sent to you. If you do not receive an acknowledgement within 24 hours, please contact the MAFGP team.

Appendix 3B

MAF Variation Grants Module Instructions

This Section assumes that all treatments have been entered into BRMS.

3.VARIATIONS

LGs are able to request a variation to their application in the following circumstances:

- Any modification or amendment to an existing treatment (this simply requires an email to MAFGP@dfes.wa.gov.au).
- New treatment variation (including where a treatment was previously withdrawn from an application due to a cap and is now to be included).

Before applying for a new treatment variation

- Enter the new treatment in BRMS,
- Ensure pre-treatment photo is uploaded in BRMS.

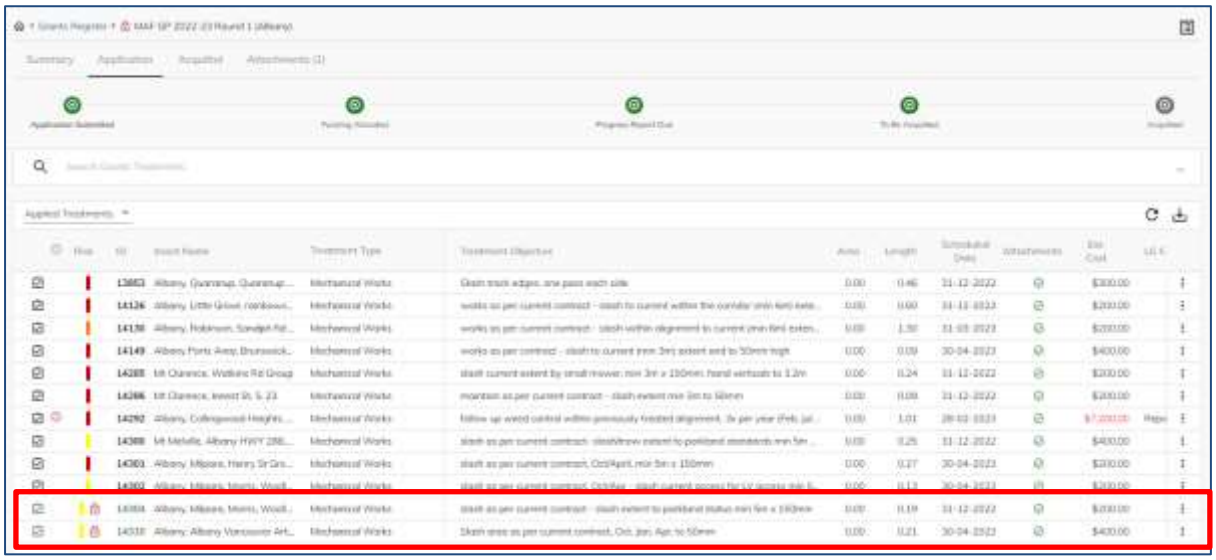
3.1 Submitting a Variation

1. From the ***Application*** tab – ***Eligible Treatments*** view, tick the select box against the treatment(s) to be submitted as a variation.

2. Check for treatment warnings and enter a reason in the LG Comments field. If a comment is not provided, the LG will be unable to save or submit the variation.

3. Click on the ***Save*** button at the top of the page. The ***Save Grants Application : Round (Local Government)*** popup will be displayed.

4. Click on the ***Save*** button. The treatment will now be visible on the ***Application*** tab – ***Applied Treatments*** view and will be displayed in green font.



4. Send an email to MAFGP@dfes.wa.gov.au advising that a variation to the application has been submitted.

5. The treatment will then be checked for eligibility and the LG notified that the variation is approved/not approved.

Appendix 3C

MAF Acquittal Instructions

4. Grants Acquittal

The MAF final acquittal process requires Local Governments to:

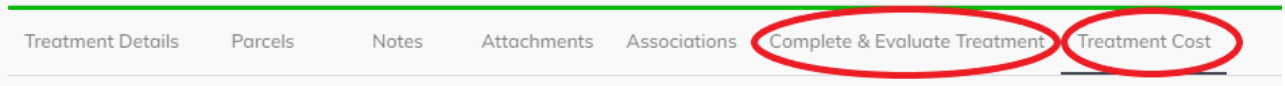
- Complete and evaluate all treatments that have been fully or partially completed in BRMS as per the BRMS User Guide.
- Enter Treatment costs in BRMS.
- Ensure each treatment has a post treatment photograph with coordinates.
- Evidence of expenditure (Invoices and finance ledger snapshots) have had the treatment number annotated and have been uploaded. The evidence **must be uploaded as one pdf** to the attachments tab in the BRMS Grants Register. Alternatively, you can send the pdf to MAFGP@dfes.wa.gov.au.
- Check that all amounts in the grants module are the same as the invoice amounts and the Financial Declaration.
- CEO to sign the Financial Acquittal Declaration and upload to the Grants Module.
- Email notification of acquittal submission to MAFGP@dfes.wa.gov.au.

4.1 Complete Treatments in BRMS

In order to be able to acquit a Grants application, the relevant treatments need to be completed in BRMS, treatment cost information added and saved and all required evidence attached (e.g. post treatment photos). The acquittal tab provides the user with a snapshot of which treatments are ready to be acquitted or need further updates in BRMS.

In BRMS you will need to work on the following tabs

- Complete & Evaluate Treatment
- Treatments Cost



4.1.1 For fully or partially completed treatments.

Note: Before completing a treatment in BRMS, check that all details are correct as they cannot be changed at a later stage.

- Mark the relevant treatment as completed by clicking on the 'Complete and Evaluate Treatment' tab for the relevant treatment and entering the required information.
- Enter the required information in the 'Complete and Evaluate Treatment' tab and the Treatment Cost tab, ensuring the correct Funding Source and cost information is entered and save the record once finalised. (If you do not save the treatment cost information once it has been entered, if will not appear in the final acquittal report. Where a treatment has been partially completed, add information in the 'Comment'

tab advising why the treatment was only partially completed and whether an additional treatment will be created to fully complete the work.
- Attach a post-treatment photo using the format 'Treatment ID – Post Treatment Photo x'.
- If relevant, create a new treatment for the additional / remaining work.

For detailed instructions on any of the above, please refer to Section 5 – Treatment Register in the BRMS User Guide in the first instance or direct any queries to BRMSsupport@dfes.wa.gov.au.

4.1.2 For treatments that have not been delivered.

If the treatment has not been started at all, the user should not complete the treatment in BRMS.

- If the treatment will be undertaken in the future using MAF, the 'Proposed Funding Source' will need to be changed e.g. next MAF funding round (MAFGP 22-23 Round 1), Operational Budget etc. Note this can only be changed in BRMS once the acquittal has been finalised.

4.2 Evidence of expenditure

Evidence of payment is required for every treatment. The information needs to be provided so that the grants officer does not have to guess which invoice belongs to which treatment.

Ensure all invoices contain the treatment number. If more than one treatment per invoice – apportion the costs excluding GST.

Company Slogan

Date: Date
INVOICE # 100

To

Name
Company Name

#1234 - $2,500
#1235 - $1,400
#1236 - $1,300
$5700

Qty	Description	Unit Price	Line Total
1	Grader Hire – Brockman Drive – treatment # 1234	2000.00	2000.00
1	Grader Hire – Smith Drive – treatment # 1235	1500.00	1500.00
1	Grader Hire – Lachlan Way – treatment # 1236	1000.00	1000.00
1	Traffic Management – Brockman - Drive treatment #1234	500.00	500.00
1	Traffic Management – Smith Drive – treatment #1235	400.00	400.00
1	Traffic Management – Lachlan Way – treatment 1236	300.00	300.00
		Subtotal	5700.00
		Sales Tax	570.00
		Total	6270.00

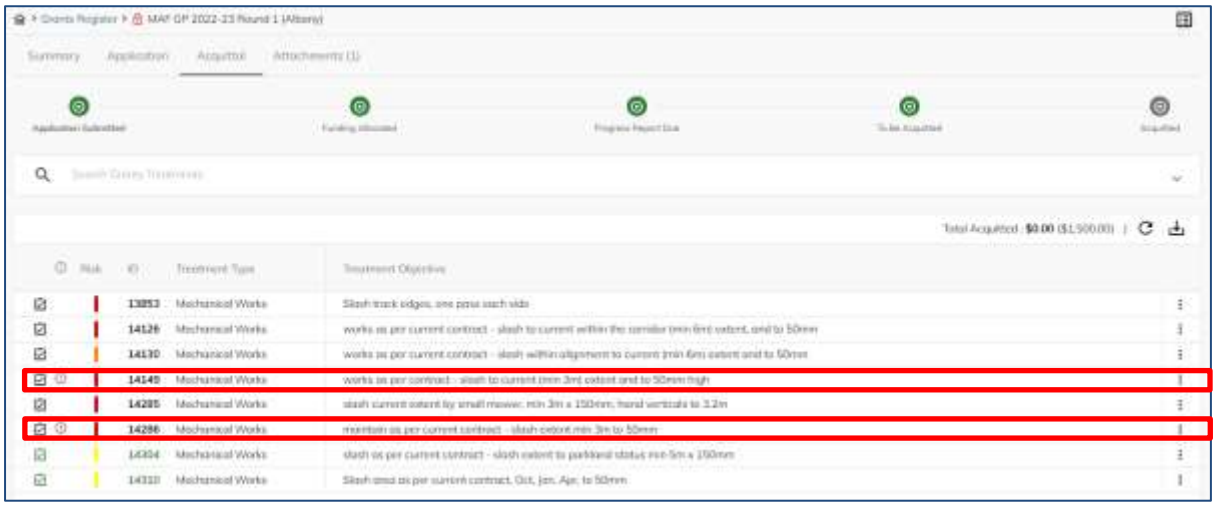
Figure 1- Evidence of expenditure - Invoices

If there is no invoice – i.e., using LG plant/staff, provide a snapshot/printout from LG finance system showing allocation of amounts for each treatment.

The evidence must be uploaded as one pdf to the attachments tab in the BRMS Grants Register. Alternatively, you can email the pdf to MAFGP@dfes.wa.gov.au.

4.3 Checking the Grants Acquittal Information

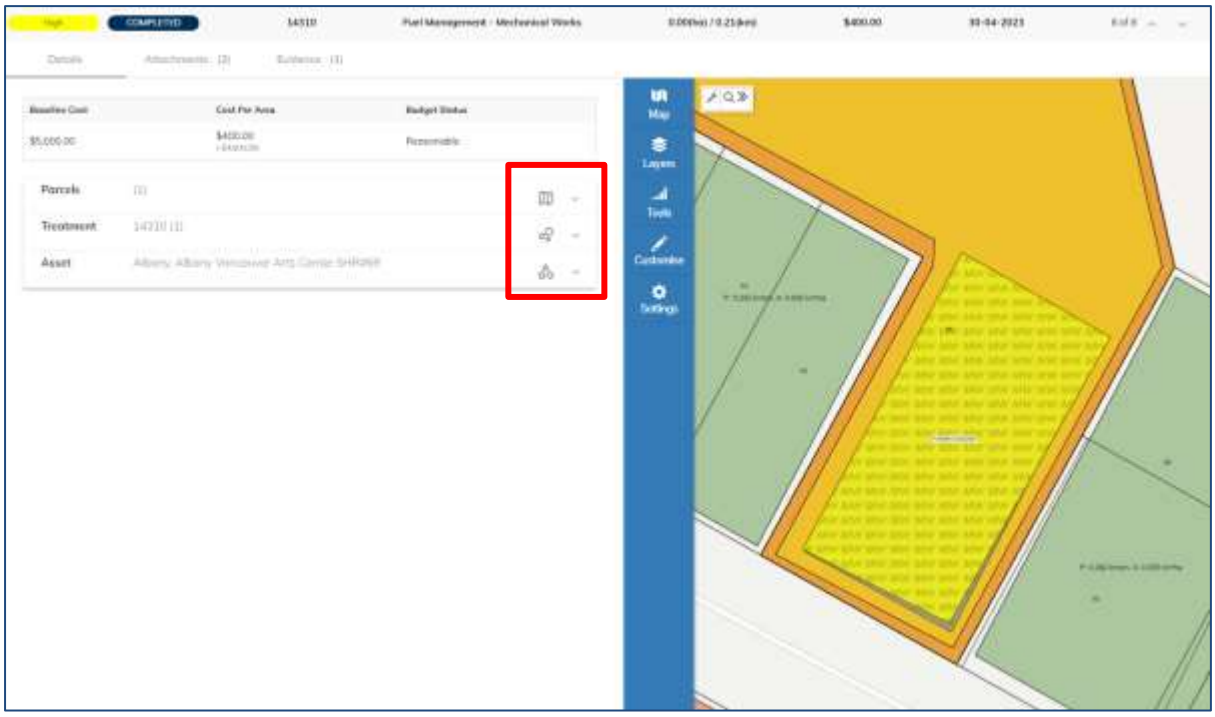
1. From the ***Summary*** tab, click on the ***Acquittal*** tab. All treatments allocated funding (including variations) will be displayed.



The treatments that are not ready to be acquitted will display a warning symbol and the relevant fields highlighted in red font.

4.4 Viewing Treatment Details

1. From the ***Acquittal tab***, click on the treatment row. A quick view of the treatment will be displayed.



2. To view the details, click on the dropdown arrow for the parcels, treatment or asset. Users are also able to switch on / off map layers, use map filters etc as per the current functionality in BRMS. To return to the ***Acquittal*** tab, click away from the Quick view.

3. To view full treatment details, click on the ***Go to treatment Details*** icon. The user will be redirected to the ***Treatment details*** page in BRMS. To return to the Grants Module, click on the ***Grants Application*** $ icon.

4.5 Viewing Treatment Attachments

1. From the ***Acquittal tab***, click on the treatment row. A quick view of the treatment will be displayed.

2. Click on the ***Attachments*** tab. All attachments will be displayed in Grid view. Any images that have been attached will be displayed as a thumbnail.

3. To view the attachment, click on the three dots and select ***Open*** from the dropdown. The attachment will be opened in full size view.

4.6 Viewing Cost Evidence

1. From the ***Acquittal tab***, click on the row for the relevant treatment. A quick view of the treatment will be displayed. Any amendments to treatment completion or cost information will need to be made through the BRMS treatment register.

2. Click on the ***Evidence*** tab. A summary of the cost evidence recorded against the treatment will be displayed.

4.7 Financial Acquittal Declaration

Check the following amounts are the same:

- The total in the Grants module,
- The total of all the invoice/ledger amounts, and
- The total amount in the Financial Declaration.

Once all the figures are the same, the Financial Acquittal Declaration is to be signed by the CEO or delegated authority. The Declaration must then be uploaded onto the BRMS Grants Module attachments tab.

4.8 Finalising the Grants Acquittal Information

Once all treatments have been checked in BRMS to ensure they meet the acquittal requirements you are ready to finalise the acquittal.

1. Ensure all required documentation has been added as an attachment in the Grants Module – this includes the signed acquittal declaration and a copy of all invoices / general ledger entries for all treatments being acquitted. Evidence of expenditure (invoices and finance ledger snapshots) must be uploaded as one pdf to the attachments tab in the BRMS Grants Register. Alternatively, you can send the pdf to MAFGP@dfes.wa.gov.au.

2. Send an email to MAFGP@dfes.wa.gov.au advising that the acquittal has been submitted. An email acknowledging receipt of the acquittal will be sent to you. If you do not receive an acknowledgement within 24 hours, please contact the MAFGP team.

For BRMS related queries please email BRMSsupport@dfes.wa.gov.au

Appendix 4

Photograph Treatment Verification Guidelines

Photographs are a key component of the MAF Grants Program and allow DFES to ascertain that a treatment has been undertaken to a standard.

Photographic evidence regarding a treatment is required at two stages within the process:

- **Pre-treatment photos** are required at application – this allows the Pre-assessment Team and the MAF Grants Committee to review the treatments in deciding allocation of funding.
- **Post-treatments photos** are required at acquittal – the pre-treatment photos are reviewed alongside the post-treatment photos to ensure the treatment has been undertaken.

As the photographs are a source of verification, they need to adhere to the following:

- When uploading the photograph into BRMS, the photo should be saved as a .jpg file and named using the format 'Treatment ID - Pre-Treatment Photo x' (For example 'Treatment 808 – Pre-Treatment Photo 1'). If more than one pre-treatment photo is attached, use consecutive numbering for each treatment and upload each photo individually – multiple photos should not be saved in a single PDF document.

- All pre and post treatment photos must include the latitude, longitude, time and date as per the example below.

- Submit enough photos for DFES to be able to make an informed decision – generally one to two photos for a small area / three to four photos for a large area is adequate.

- Photos need to contain the significant elements of the treatment and in the case of post-treatment photos, show evidence of the work undertaken.

- Photos must be taken from the same position and angle facing the same direction to allow a comparison of the site before and after treatment. If possible, frame the location of the evidence with a landmark.

- Consider having pre-treatment photos with you when taking post-treatments photos to ensure they align.

Site visits may occur to assess treatment standards and verify the works have been completed.

The following phone apps allow you to capture photos and stamp them with flexible information overlays such as latitude, longitude, or notes.

- Context Camera (Apple)
- AngleCam (Android).
- Theodolite

Appendix 5

Mitigation Activity Fund Grants Program Application Form – 2024/2025 Round 1

The Mitigation Activity Fund Grants Program objective is to reduce the hazard or exposure to identified assets that are at risk from the occurrence of bushfire on Local Government managed Crown land.

CLOSING DATE

Applications must be received by Wednesday 12 Noon - 24 April 2024

APPLICATION DOCUMENTATION

Before applying, it is expected you have **read and understood** all information in the MAFGP Guidelines for Applications and Sample Grant Agreement.

COMPLETING THIS APPLICATION

All parts of the application must be completed including the signature of the Local Government CEO, the DFES Regional Superintendent and the Bushfire Risk Management Officer (BRMO)
The application will be rejected if the signatures are omitted.

SUBMISSION – HOW TO LODGE

- Upload this application form into the BRMS Grants Module.
- Submit you application through the BRMS Grants Module by the closing date/time below.
- **Applications cannot be submitted after this time.**

Send an email to MAFGP@dfes.wa.gov.au advising that the application has been submitted through BRMS. We will acknowledge receipt of your application. If we do not contact you within 24 hours, please contact the MAFGP team.

APPLICATION TIMELINES

Consultation with the BRMO is essential and applications deemed to have not undergone appropriate engagement will not be approved. The following timelines for consultation are highly recommended (as a minimum):

- **4 weeks prior to application close:** Ensure all treatments are in BRMS and meet with DFES BRMO to discuss proposed treatments.
- **2 weeks prior to application close**: Draft application submitted to DFES BRMO for perusal, feedback and signature.
- **1 week prior to application close:** Final application documents submitted to Regional Superintendent and CEO for signature.

APPLICATION ASSISTANCE

If you require assistance or support in using and/or submitting this application form, contact MAFGP@dfes.wa.gov.au

If you require assistance or support with the Bushfire Risk Management System (BRMS) contact BRMSsupport@dfes.wa.gov.au

SECTION 1 – APPLICATION DETAILS

Local Government Details

Local Government Name:	
Date BRM Plan endorsed by OBRM or last review date:	
Date BRM Plan Approved / Adopted by Council: (*Not an eligibility or requirement – for statistical use)*	
Number of treatments applied for:	
Amount applied for *(excluding GST*)	

Treatment Strategy:
Provide a brief outline of the treatment strategy and overall approach that will be taken to managing bushfire risk. This may include details on focus areas, timeframes for delivery and what is being prioritized.

Primary Contact

Name:	
Position:	
Email Address:	
Contact Phone:	

Alternative Contact

Name:	
Position:	
Email Address:	
Contact Phone:	

Please advise if these details change during the funding round.

SECTION 2 – LOCAL GOVERNMENT DECLARATIONS

I declare my Local Government:

☐	Has the resources available to undertake all requirements contained within the MAFGP Guidelines, including (but not limited to): • Upload pre and post treatment photographs. • Manage the completion of all treatments allocated funding. • Acquit the grant including submission of evidence of expenditure, and • Complete an evaluation of all funded treatments in the Bushfire Risk Management. System (BRMS) in accordance with the BRMS User Guide.
☐	Is willing to sign and comply with the requirements in the MAF Grant Agreement.
☐	Has an Office of Bushfire Risk Management (OBRM) current endorsed Bushfire Risk Management Plan.
☐	All previous MAF grant funds will be acquitted by time of funding for this round.
☐	Will seek approval for any variation to funding of treatment activities prior to undertaking any works.
☐	Appropriate stakeholder engagement and due diligence has been undertaken including matters of environmental, cultural heritage and community values.
☐	Will ensure all necessary permits are received prior to commencement of treatment activity.
☐	Has liaised with the DFES Bushfire Risk Management Officer regarding the treatments.

I declare the treatment activities:

☐	Will reduce bushfire risk within WA and have been identified as addressing either an extreme, very high or high risk to assets.
☐	MAF funding sought is for works on land that is State owned and managed by the Local Government.
☐	Will be scheduled for completion within 12 months.
☐	Are not already programmed for completion (either by the Local Government, DFES or DBCA).
☐	Will not use this funding as a substitute for existing funding.
☐	Works are of a physical nature (e.g., Hazard reduction burning, slashing, mowing, chain-rolling, mulching, etc.).
☐	Will not be using MAF to cover overheads, staff costs or associated project administrative costs.
☐	Will not commence works prior to the Grant Agreement being signed.
☐	Are based on realistic budget estimates.

Additional information provided:

☐	Justification for treatment types of fences and gates has been included in BRMS.
☐	Treatments over $100,000 have a high-cost treatment form attached.

Please advise if these details change during the funding round.

SECTION 3 – SIGNATURES

DFES Bushfire Risk Management Officer (equivalent DFES officer where there is no BRMO)
I have reviewed the treatments with the Local Government and can advise that I consider the treatments to be:

- Reducing or managing bushfire risk to an identified asset.
- Cost effective.
- Tailored to the identified risk.
- Proportionate to the identified risk.
- Achievable (changes in fuel age, separation distances reduction in risk levels).
- Consistent with DFES Guidelines.

Name:		Date:	
Position:		Signature:	
ENDORSED / NOT ENDORSED – subject to the following:			

DECLARATION – DFES Superintendent
To the best of my knowledge and on advice provided by the Regional Bushfire Risk Management Officer or District Officer, I declare that I am aware of the treatment activities applied for by the LG and that they are realistic, reasonably costed and will reduce bushfire risk.

Name:		Date:	
Position:		Signature:	
ENDORSED / NOT ENDORSED – subject to the following:			

DECLARATION – Chief Executive Officer or Delegated Authority

- I declare that the information included in the attached spreadsheet is correct to the best of my knowledge.
- I declare that my organization and treatment activities meet all eligibility requirements, and I have read and understood the MAFGP Guidelines for Applications.
- I declare that I am authorized to submit this application on behalf of my organization, and I understand I will be required to enter into a contractual arrangement with the State Government of Western Australia if I am successful.

Name:		Date:	
Position:		Signature:	
Comments:			

Appendix 6

Mitigation Activity Fund Grants Program Additional Information

Provide enough detailed information to allow the assessment team and Grants Committee to make a decision. Applications that do not meet this requirement may not be considered.

REASON FOR ADDITIONAL INFORMATION

- ☐ High-Cost Treatment (over $100,000)
- ☐ Fence or Gate
- ☐ Other (provide details)

MAFGP ROUND:	
LOCAL GOVERNMENT:	
TREATMENT ID:	
ASSET NAME:	
ESTIMATED COST:	
TREATMENT DESCRIPTION	
TREATMENT OBJECTIVES	

PREVIOUS TREATMENT DETAILS: *If a treatment has previously been undertaken on this parcel of land, provide treatment numbers.*

PROBLEM TO BE ADDRESSED / HISTORICAL REASON WHY TREATMENT REQUIRED

SUCCESS CRITERIA & MEASURABLE OUTCOMES

POTENTIAL IMPACT OF NOT RECEIVING HIGHER COST FUNDING

ENVIRONMENTAL, COMMUNITY OR HERITAGE CONSIDERATIONS

TREATMENT ACTIVITIES & TIMELINE

Planned Start Date <DD MMM YYYY>		
<Milestone>	<Description>	<DD MMM YYYY>
<Milestone>	<Description>	<DD MMM YYYY>
Add more rows as needed	<Description>	<DD MMM YYYY>
Planned End Date <DD MMM YYYY>		

BUDGET – If treatment has been formally quoted – attach quote.

ITEM DESCRIPTION	TOTAL
Add more rows as needed	
TOTAL COST	

DFES Bushfire Risk Management Officer (or equivalent DFES Officer)
I have reviewed the treatment with the local government and can advise that I consider the treatment to be appropriate, achievable, and meets the objective of the MAF.

Name		**Date**	
Position		**Signature**	
Comments			

Signature CEO (or Delegated Authority)

Name		**Date**	
Position		**Signature**	
Comments			

SUBMISSION – Send completed document to MAFGP@dfes.wa.gov.au

Appendix 7

Mitigation Activity Fund
Financial Acquittal Declaration

Local Government Name	
Current MAF Grant Round	
Scheduled Completion Date	
Number of treatments completed	
MAF Sum Allocated	
MAF Actual Spend (up to total allocation amount only)	

Declaration

I declare that the information included within this financial acquittal is correct and accurate to the best of my knowledge.

All works have been completed in accordance with relevant laws and best practice principles, and abide by all terms and conditions outlined within the Funding Agreement.

I certify that I have the delegated authority to submit this financial acquittal.

Financial report authorised by (Chief Executive Officer or delegated authority):

Signature		**Date**	
Name			
Position			

Prior to submitting your acquittal, check the following has been completed:

- ☐ *Each treatment requiring payment has evidence details and costs entered into BRMS*
- ☐ *Treatment has been evaluated and completed in BRMS*
- ☐ *Treatment has post-photo uploaded with GPS coordinates*
- ☐ *All invoices have been provided, (snapshot of LG ledger report if no invoice).*
- ☐ *All evidence must contain the treatment number, if more than one treatment for each invoice, apportion the costs*
- ☐ *The total of all invoices, the declaration amount and the amount in the grants module are exactly the same*

Government of Western Australia
Department of Fire & Emergency Services

DFES
Department of Fire & Emergency Services

Appendix 8

Mitigation Activity Fund – Grants Program Application – Checklist

Consultation

Consultation with the BRMO is essential and applications deemed to have not undergone appropriate engagement will not be approved. The following timelines for consultation are highly recommended:

- 4 weeks prior to application close: Ensure all treatments are in BRMS and meet with DFES BRMO to discuss proposed treatments.
- 2 weeks prior to application close: draft application submitted to DFES BRMO for perusal, feedback and signature.
- 1 week prior to application close: final application documents submitted to Regional Superintendent and CEO for signature.

Check

- ☐ Treatments are eligible as per Section 4 of the MAFGP Guidelines.
- ☐ There are no ineligible parcels within the treatment.
- ☐ Treatment objectives are SMART and provide enough detail for the committee to make a decision.
- ☐ Treatments with a baseline cost alert have comments provided with enough detail to allow the Grants Committee to make a decision.
- ☐ All treatments have a pretreatment photo that include the latitude, longitude, time
- ☐ All signatures on the application have been completed.
- ☐ Treatments that require a High-Cost Additional information or Fence/Gate Justification have the signed document uploaded against the treatment.

Submit MAF Application:

- ☐ Ensure application form has been uploaded into BRMS Grants Module
- ☐ Once the application is ready to be submitted, go to the Application tab – Applied Treatments view.
- ☐ Save and submit application through the BRMS Grants Module.
- ☐ Send an email to MAFGP@dfes.wa.gov.au advising that the application has been submitted. An acknowledgement email will be sent. If you do not receive an acknowledgement within 24 hours, contact the MAFGP team.

Assistance

If you require assistance or support in using and/or submitting this Application Form contact MAFGP@dfes.wa.gov.au

If you require assistance or support with the Bushfire Risk Management System (BRMS) contact BRMSsupport@dfes.wa.gov.au

Government of Western Australia
Department of Fire & Emergency Services

DFES
Department of Fire & Emergency Services

Appendix 9
Mitigation Activity Fund – Grants Program Acquittal – Checklist

Check individual Treatments

- ☐ Each treatment requiring payment has a cost entered into BRMS.
- ☐ Treatment has been evaluated and completed in BRMS.
- ☐ Treatment has post-photo uploaded with GPS coordinates.

Evidence of expenditure

Evidence of expenditure for each treatment is required.

- ☐ All invoices have been provided, (snapshot of LG ledger report if no invoice).
- ☐ All invoices contain the treatment ID number.
- ☐ Where an invoice covers multiple treatments, costs have been detailed so that the Grants Officers can determine which cost belongs to which treatment.
- ☐ The evidence **must be uploaded as one pdf** to the attachments tab in the BRMS Grants Register. Alternatively, you can send the pdf MAFGP@dfes.wa.gov.au.

Acquittal documents

The following documents have been uploaded into BRMS:

- ☐ Evidence of **ALL** expenditure, and
- ☐ Financial Acquittal Declaration. (Signed by CEO or delegated authority)

ENSURE THAT THE TOTAL INVOICE AMOUNT, THE DECLARATION AMOUNT AND THE AMOUNT IN THE GRANTS MODULE ARE EXACTLY THE SAME

- ☐ Email MAFGP@dfes.wa.gov.au that the acquittal has been submitted.

JOHN KINNEAR AND ASSOCIATES
Consulting Surveyors
JKA REF. F768
45 COLLIE STREET
P.O. BOX 283, ALBANY, WA, 6330.
TELEPHONE (08) 9842 1353. FACSIMILE (08) 9842 1570.

PROPOSED SUBDIVISION

LOT 9999	PLAN DP39776	MAP SEE SMARTPLAN	Total Area 21.5746ha	Scale 1 : 3000
C/T Volume/Folio 2670/367		LOCAL AUTHORITY SHIRE OF KOJONUP	No. of Exist Lots 12	Date Sep '19
LOCALITY KOJONUP	ZONING R	OWNER SHIRE OF KOJONUP	No. of Prop Lots 2	Job No. F768

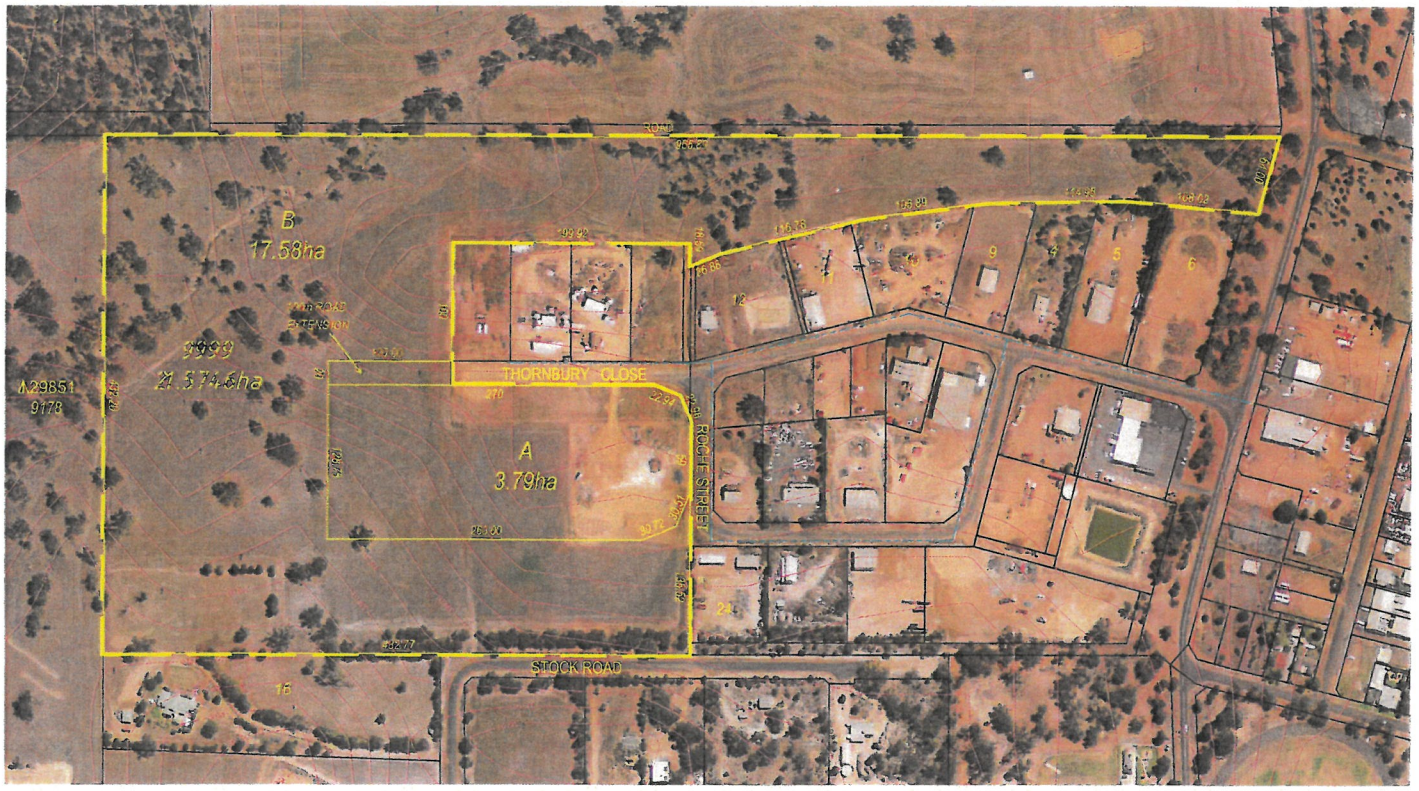
● PROPOSAL SUBDIVISION OF LOT 9999 INTO 2 LOTS & ROAD

0 50 100 150
SCALE 1:3000 (A3)

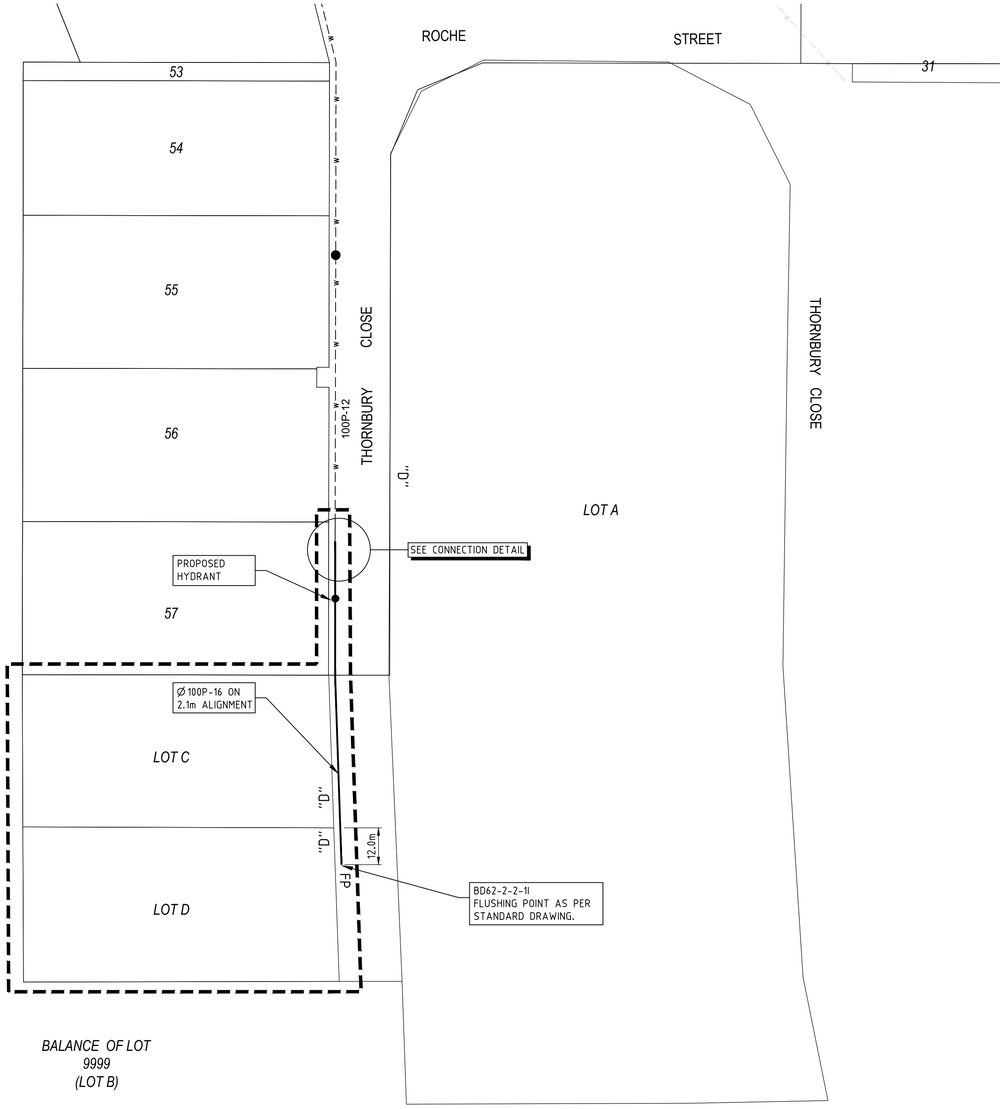
Legend
Boundary line
Surround
Power line
Contour line

N

NOTE. DISTANCES AND AREAS SUBJECT TO SURVEY.



Licensed Land, Mining and Engineering Surveyors



NOTE : PROPERTY SERVICES SHOULD ALWAYS REMAIN OPERATIONAL. REINSTATE, RELOCATE & OR RE-CONNECT SERVICES AS A PRIORITY.

WATER RETICULATION PLAN

SCALE 1:2000

LEGEND :

- AGREEMENT BOUNDARY
- EXISTING WATER MAINS
- PROPOSED WATER MAINS
- PROPOSED VALVES
- PROPOSED HYDRANTS
- LOCATION OF SINGLE/DUAL LONG SERVICE
- "FL" or "FR" — SERVICE LOCATION
- CHANGE OF PIPE SIZE, MATERIAL OR ALIGNMENT
- FP — FLUSHING POINT

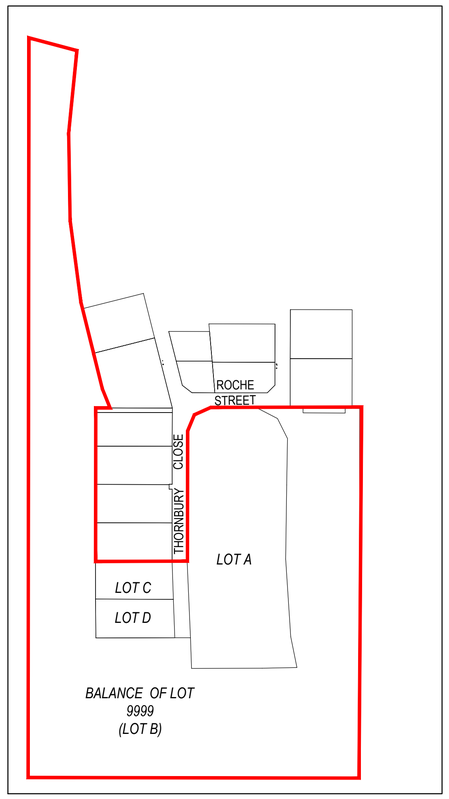
CAUTION: WORKS ARE NEAR EXISTING ASSETS
THE PROPOSED WORKS ARE WITHIN PROXIMITY TO AN EXISTING WATER CORPORATION ASSET AND IS HIGH RISK IN NATURE

ASSET PROTECTION CONTROL MAY APPLY

REFER TO THE "RISK ASSESSMENT ANNEX IN THE INITIAL SUBMISSION RESPONSE FOR MORE INFORMATION

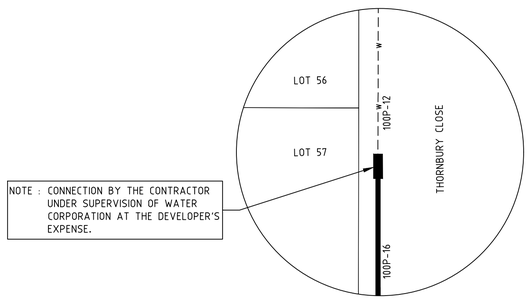
LOW RISK ISOLATION - EXCAVATION, CONSTRUCTION AND PIECE UP WORKS BY THE DEVELOPERS' CONTRACTOR. ISOLATION BY WATER CORPORATION AT THE DEVELOPERS' COST.

HIGH RISK ISOLATION - WATER CORPORATION RESERVES THE RIGHT TO COMPLETE ALL, OR A PORTION OF THE PIECE UP WORKS AT THE DEVELOPERS' COST. ARRANGEMENTS FOR QUOTING AND PAYMENT FOR THOSE WORKS TO BE AGREED AT THE START-UP MEETING.



LOCALITY PLAN

NTS



NOTE : CONNECTION BY THE CONTRACTOR UNDER SUPERVISION OF WATER CORPORATION AT THE DEVELOPER'S EXPENSE.

CONNECTION DETAIL

SCALE N.T.S

GENERAL NOTES:

1. ALL MATERIALS AND WORKS TO BE IN ACCORDANCE WITH THE REQUIREMENTS OF THE WATER CORPORATION DESIGN STANDARDS 63 (DS63), INCLUDING THE STANDARD AND EXAMPLE DRAWINGS CONTAINED WITHIN, THE "BUILDING CODE OF AUSTRALIA" AND RELEVANT AUSTRALIAN STANDARDS.
2. CHECK ALL DIMENSIONS ON SITE. READ ALL ENGINEERING DRAWINGS IN CONJUNCTION WITH ARCHITECTURAL & SURVEY DRAWINGS. ANY DISCREPANCIES BETWEEN ENGINEERING DRAWINGS AND ARCHITECTURAL DRAWINGS SHALL BE CONFIRMED PRIOR TO COMMENCING CONSTRUCTION. DO NOT SCALE FROM THESE DRAWINGS.
3. ALIGNMENT OF PIPES SHALL BE AS SHOWN ON THE PLAN & SHALL BE TO THE PIPE CENTRELINE.
4. UNLESS NOTED OTHERWISE COVER TO WATER MAINS WHERE WITHIN & PARALLEL TO THE ROAD VERGE SHALL BE 0.6m MINIMUM & 0.9m MAXIMUM FROM TOP OF PIPE TO FINISHED PERMANENT VERGE LEVEL.
5. BEFORE CONSTRUCTION COMMENCES, THE CONTRACTOR SHALL;
   a. PROVIDE STRUCTERRE WITH A SIGNED STATEMENT OF THEIR SKILLS, ACCREDITATIONS AND RESPONSIBILITIES DURING CONSTRUCTION.
   b. CHECK ON SITE THE LOCATION OF THE EXISTING SERVICES WITH THE APPROPRIATE AUTHORITY.
   c. ARRANGE FOR THE LOCATION AND THE LEVEL OF THE CONNECTION POINT TO AN EXISTING WATER MAIN TO BE VERIFIED BY SURVEY.
   d. CONFIRM THAT BOUNDARY PEGS OR OTHER SURVEY REFERENCE POINTS TO BE USED IN SETTING OUT OF THE PROJECT ARE LOCATED IN THE CORRECT POSITIONS.
   e. MEET ON SITE WITH THE ENGINEER & THE WATER CORPORATION INSPECTOR. THE CONTRACTOR SHALL KEEP THE CONSTRUCTION ENGINEER & WATER CORPORATION INSPECTOR INFORMED OF PROGRESS.
   f. CONTACT RESIDENTS AFFECTED BY THE WORKS AND INFORM THEM OF THE PROPOSED WORKS PROGRAM.
   g. ENSURE A PERMIT & REINSTATEMENT SPECIFICATIONS ARE OBTAINED FROM THE LOCAL AUTHORITY IF EXCAVATION WILL BE IN A ROAD RESERVE OR RIGHT OF WAY.
6. RESIDENTS SHALL BE KEPT INFORMED THROUGHOUT & SITE SECURITY SHALL BE MAINTAINED.
7. ALL EXCAVATIONS SHALL BE SECURED & MADE SAFE IN ACCORDANCE WITH REQUIREMENTS OF THE WORK HEALTH AND SAFETY ACT 2020, THE OCCUPATIONAL SAFETY & HEALTH REGULATION 1996 & OF ANY RELEVANT REGULATORY BODY.
8. PROPERTIES WHICH HAVE BEEN EXCAVATED SHALL BE RETURNED TO AT LEAST A SIMILAR CONDITION TO THAT WHICH EXISTED PRIOR TO CONSTRUCTION
9. TRENCH BACKFILL SHALL BE CLEAN GRANULAR MATERIAL, COMPACTED TO A LEVEL NOT LESS THAN THAT OF THE SURROUNDING UNDISTURBED GROUND, FOR THE FULL DEPTH OF EXCAVATION. BACKFILL UNDER ROADS SHALL BE COMPACTED TO THE REQUIREMENTS OF THE LOCAL AUTHORITY.
10. THE CONTRACTOR SHALL ENSURE THE SURVEYOR IS GIVEN SUITABLE NOTICE TO ENABLE THE PICK UP OF AS - CONSTRUCTED INFORMATION.

EXTENSION:

LAY 105.5m OF 100P-16

SERVICES:

1. FL & FR (FULLY PRELAID LEFT & RIGHT) INDICATES THE SIDE OF THE LOT WHEN VIEWED FROM THE ROAD FRONTAGE WHICH IS SELECTED FOR THE METER LOCATION.

2. No. OF SERVICES:

   SHORT SINGLE: 0
   SHORT DUAL: 0
   DEFERRED SERVICES: 2
   LONG SINGLE: 0
   LONG DUAL: 0
   LOTS SERVED: 2

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No.	DATE	ISSUE / REVISION DESCRIPTION	APPROVED
0	08.03.2024	ISSUED TO WATER CORPORATION FOR FINAL APPROVAL	D.B
A	22.01.2023	ISSUED TO WATER CORPORATION FOR PRELIMINARY APPROVAL	D.B

NOT FOR CONSTRUCTION

THIS PLAN IS ACCEPTED AS COMPLYING WITH OVERALL SCHEME PLANNING. COMPLIANCE WITH RELEVANT DESIGN STANDRADS AND MANUALS REMAINS THE RESPONSIBILITY OF THE DESIGN ENGINEER.

NO WORKS ARE TO COMMENCE ON SITE UNTIL STARTUP MEETING REQUIREMENTS HAVE BEEN MADE WITH THE RELEVANT ASSET INSPECTOR. REFER TO THE DEVELOPERS MANUAL FOR CONTACT DETAILS.

TOM FOPPOLI - 08/03/2024
NAME: DATE:
..... DATE.....
For: MANAGER LAND SERVICING

WC PLAN SET No. OK88-103-001-01A

MAINS EXT. FILE: 168 367 839

WATER ZONE: KOJONUP

STRUCterre consulting engineers

Zemla Pty Ltd (ABN 71 349 772 837) ATF the Young Purich and Higham Unit Trust trading as Structerre Consulting Engineers
1 ERINDALE ROAD, BALCATTA W.A. 6021
TEL 9205 4500 FAX 9205 4001 EMAIL: residential@structerre.com.au

APPROVED
B.E. M.I.E. (AUST)

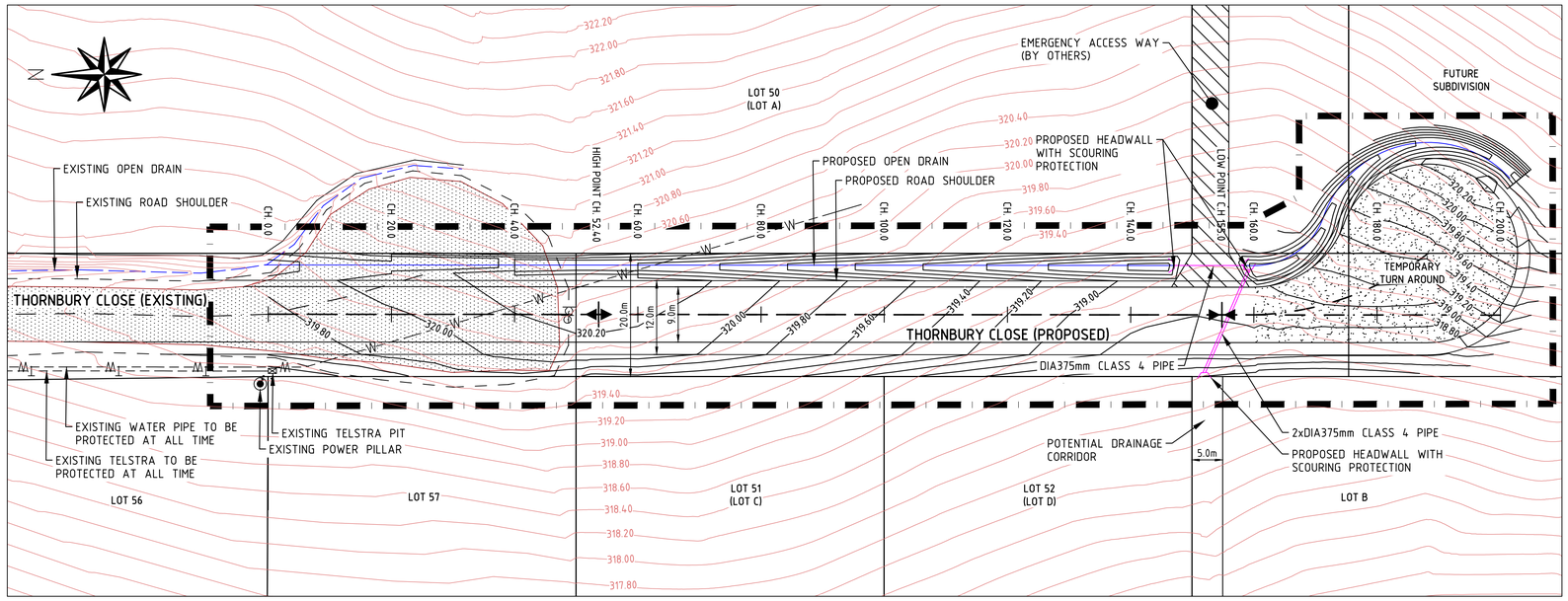
PROJECT: PROPOSED DEVELOPMENT ON LOT 9999 THORNBURY CLOSE, KOJONUP

CLIENT: SHIRE OF KOJONUP

TITLE: WATER RETICULATION PLAN

DRAWN	DESIGNED	CHECKED	APPROVED FOR ISSUE	WAPC No.
W.REYNOLDS	F.SILWANAGH	D.BLAZESKI		163364

SCALE	DATE	JOB No.	DRAWING NUMBER	REV.
A1 @ 1:1000	February 2024	J442398	D323181- C-01	0



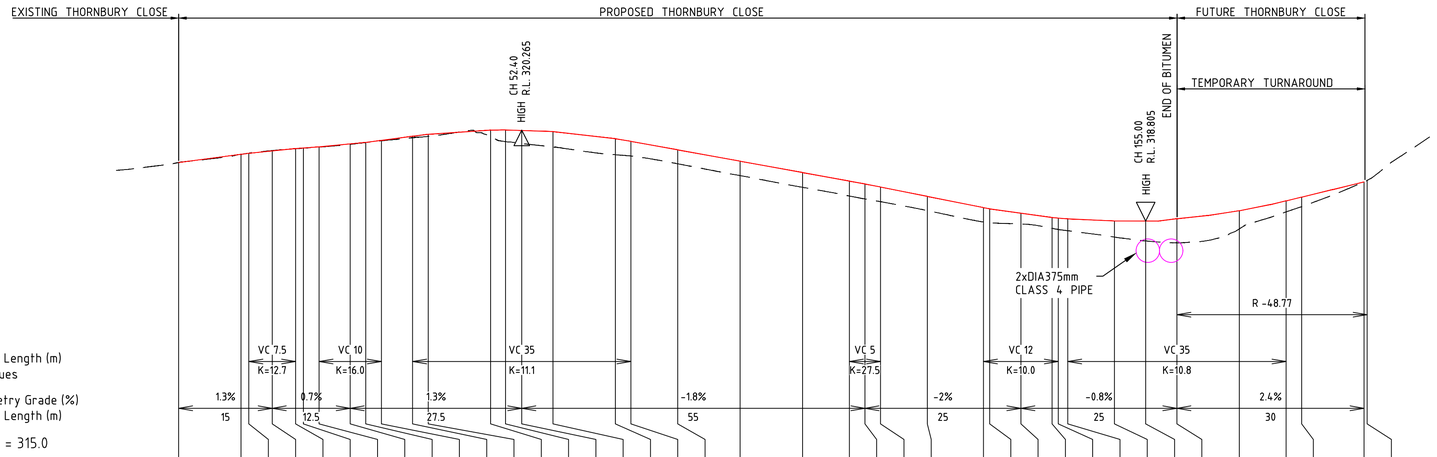
LAYOUT PLAN

SCALE 1:500

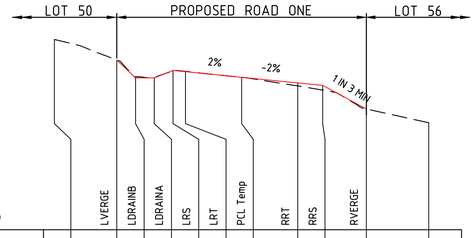
ROAD NAME	RESERVE WIDTH	PAVEMENT WIDTH
PROPOSED ROAD ONE	20m	9m

PAVEMENT INFORMATION:

PAVEMENT THICKNESS REQUIRED	250mm
SUB-BASE: GRAVEL	150mm
BASE COURSE: GRAVEL	100mm



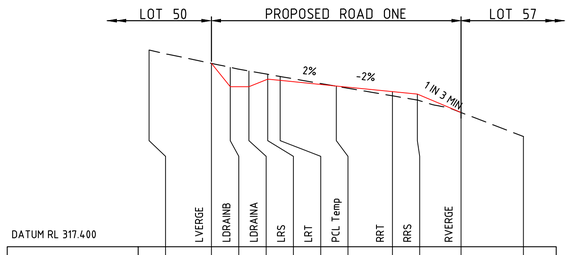
| | | |



DATUM RL 317.300		LVERGE	LDRAINB	LDRAINA	LRS	LRT	PCL Temp	RRT	RRS	RVERGE		
FINISHED SURFACE LEVEL		320.021	319.733	319.733	319.853	319.833	319.743	319.654	319.613	319.234		
Natural Surfacedepth		0.000	0.017	0.004	0.001	0.005	0.000	-0.049	-0.076	0.000		
EXISTING SURFACE LEVEL	320.350	320.021	319.750	319.737	319.855	319.838	319.744	319.605	319.538	319.234	319.014	
OFFSET	-15.000	-10.000	-8.500	-7.000	-5.500	-4.500	0.000	4.500	6.500	10.000	15.000	

CHAINAGE 0.00

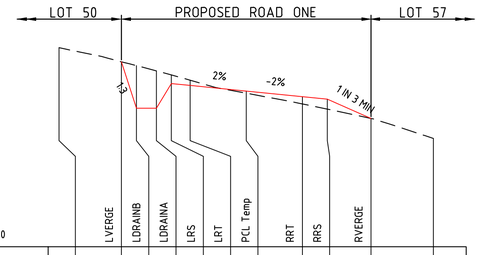
HORIZONTAL SCALE 1:250 VERTICAL SCALE 1:50



DATUM RL 317.400		LVERGE	LDRAINB	LDRAINA	LRS	LRT	PCL Temp	RRT	RRS	RVERGE		
FINISHED SURFACE LEVEL		320.339	319.966	319.966	320.086	320.066	319.976	319.886	319.846	319.552		
Natural Surfacedepth		0.000	0.309	0.251	0.078	0.063	-0.003	-0.067	-0.095	0.000		
EXISTING SURFACE LEVEL	320.552	320.339	320.275	320.217	320.164	320.129	319.973	319.819	319.751	319.552	319.166	
OFFSET	-15.000	-10.000	-8.500	-7.000	-5.500	-4.500	0.000	4.500	6.500	10.000	15.000	

CHAINAGE 20.00

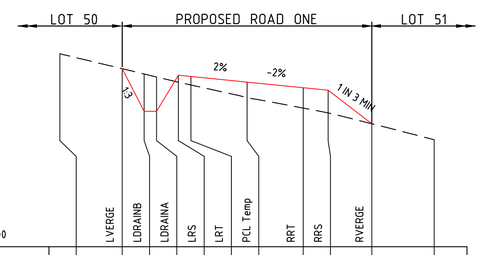
HORIZONTAL SCALE 1:250 VERTICAL SCALE 1:50



DATUM RL 317.700		LVERGE	LDRAINB	LDRAINA	LRS	LRT	PCL Temp	RRT	RRS	RVERGE		
FINISHED SURFACE LEVEL		320.663	319.919	319.919	320.315	320.285	320.195	320.005	320.005	319.757		
Natural Surfacedepth		0.000	0.684	0.600	0.138	0.084	-0.034	-0.116	-0.159	0.000		
EXISTING SURFACE LEVEL	320.890	320.663	320.603	320.519	320.454	320.369	320.162	319.889	319.906	319.757	319.437	
OFFSET	-15.000	-10.000	-8.800	-7.200	-6.000	-4.500	0.000	4.500	6.500	10.000	15.000	

CHAINAGE 40.00

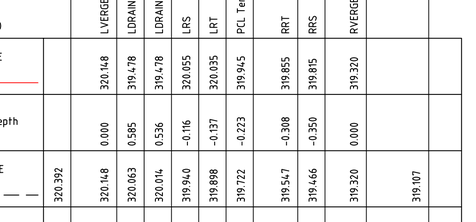
HORIZONTAL SCALE 1:250 VERTICAL SCALE 1:50



DATUM RL 317.600		LVERGE	LDRAINB	LDRAINA	LRS	LRT	PCL Temp	RRT	RRS	RVERGE		
FINISHED SURFACE LEVEL		320.453	319.771	319.771	320.348	320.328	320.238	320.148	320.108	319.572		
Natural Surfacedepth		0.000	0.599	0.550	-0.111	-0.136	-0.247	-0.326	-0.363	0.000		
EXISTING SURFACE LEVEL	320.693	320.453	320.369	320.321	320.237	320.193	319.991	319.822	319.745	319.572	319.315	
OFFSET	-15.000	-10.000	-8.250	-7.250	-5.500	-4.500	0.000	4.500	6.500	10.000	15.000	

CHAINAGE 60.00

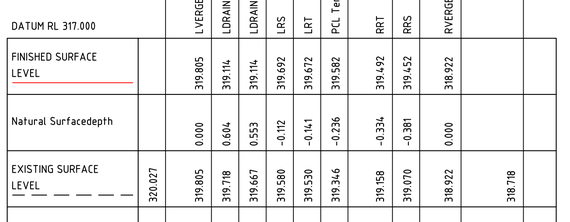
HORIZONTAL SCALE 1:250 VERTICAL SCALE 1:50



DATUM RL 317.400		LVERGE	LDRAINB	LDRAINA	LRS	LRT	PCL Temp	RRT	RRS	RVERGE		
FINISHED SURFACE LEVEL		320.148	319.478	319.478	320.055	320.035	319.945	319.855	319.815	319.320		
Natural Surfacedepth		0.000	0.585	0.536	-0.116	-0.137	-0.223	-0.308	-0.350	0.000		
EXISTING SURFACE LEVEL	320.392	320.148	320.063	320.014	319.940	319.898	319.722	319.547	319.466	319.320	319.107	
OFFSET	-15.000	-10.000	-8.250	-7.250	-5.500	-4.500	0.000	4.500	6.500	10.000	15.000	

CHAINAGE 80.00

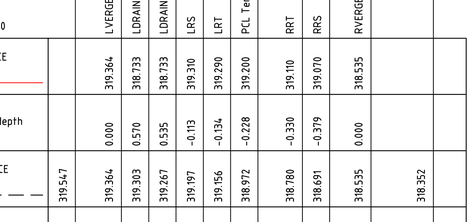
HORIZONTAL SCALE 1:250 VERTICAL SCALE 1:50



DATUM RL 317.000		LVERGE	LDRAINB	LDRAINA	LRS	LRT	PCL Temp	RRT	RRS	RVERGE		
FINISHED SURFACE LEVEL		319.805	319.114	319.114	319.692	319.672	319.582	319.492	319.452	318.922		
Natural Surfacedepth		0.000	0.604	0.553	-0.112	-0.141	-0.236	-0.334	-0.381	0.000		
EXISTING SURFACE LEVEL	320.027	319.805	319.718	319.667	319.580	319.530	319.346	319.158	319.070	318.922	318.718	
OFFSET	-15.000	-10.000	-8.250	-7.250	-5.500	-4.500	0.000	4.500	6.500	10.000	15.000	

CHAINAGE 100.00

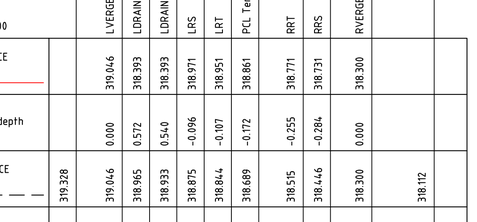
HORIZONTAL SCALE 1:250 VERTICAL SCALE 1:50



DATUM RL 316.600		LVERGE	LDRAINB	LDRAINA	LRS	LRT	PCL Temp	RRT	RRS	RVERGE		
FINISHED SURFACE LEVEL		319.364	318.733	318.733	319.310	319.290	319.200	319.110	319.070	318.535		
Natural Surfacedepth		0.000	0.570	0.535	-0.113	-0.134	-0.228	-0.330	-0.379	0.000		
EXISTING SURFACE LEVEL	319.547	319.364	319.303	319.267	319.197	319.156	318.972	318.780	318.691	318.535	318.352	
OFFSET	-15.000	-10.000	-8.250	-7.250	-5.500	-4.500	0.000	4.500	6.500	10.000	15.000	

CHAINAGE 120.00

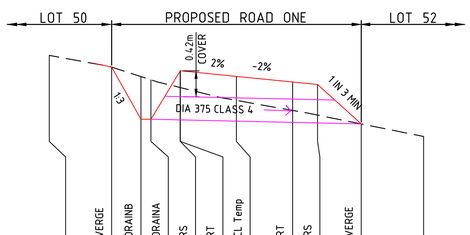
HORIZONTAL SCALE 1:250 VERTICAL SCALE 1:50



DATUM RL 316.400		LVERGE	LDRAINB	LDRAINA	LRS	LRT	PCL Temp	RRT	RRS	RVERGE		
FINISHED SURFACE LEVEL		319.046	318.393	318.393	318.971	318.951	318.861	318.771	318.731	318.300		
Natural Surfacedepth		0.000	0.572	0.540	-0.096	-0.107	-0.172	-0.255	-0.284	0.000		
EXISTING SURFACE LEVEL	319.328	319.046	318.965	318.933	318.875	318.844	318.689	318.515	318.446	318.300	318.112	
OFFSET	-15.000	-10.000	-8.250	-7.250	-5.500	-4.500	0.000	4.500	6.500	10.000	15.000	

CHAINAGE 140.00

HORIZONTAL SCALE 1:250 VERTICAL SCALE 1:50



DATUM RL 316.100		LVERGE	LDRAINB	LDRAINA	LRS	LRT	PCL Temp	RRT	RRS	RVERGE		
FINISHED SURFACE LEVEL		318.990	318.157	318.157	318.932	318.932	318.842	318.752	318.712	318.080		
Natural Surfacedepth		0.000	0.682	0.630	-0.269	-0.269	-0.385	-0.456	-0.491	0.000		
EXISTING SURFACE LEVEL	319.178	318.990	318.838	318.787	318.663	318.663	318.457	318.296	318.221	318.080	317.879	
OFFSET	-15.001	-10.001	-7.651	-6.851	-4.501	-4.500	0.000	4.500	6.500	10.000	15.000	

CHAINAGE 160.00

HORIZONTAL SCALE 1:250 VERTICAL SCALE 1:50

METRES

1 0 1 2 3 4m

1:50

METRES

5 0 5 10 15 20m

1:250

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WARNING !!
POWER, TELSTRA &
OVERHEAD POWER IN THE
VICINITY

EXISTING SERVICES TO BE LOCATED AND PROTECTED BY THE CONTRACTOR. ALL COSTS ASSOCIATED WITH THE LOCATION AND REINSTATEMENT OF DAMAGED SERVICES AND IMPROVEMENTS SHALL BE BORNE BY THE CONTRACTOR.

No.	DATE	ISSUE / REVISION DESCRIPTION	
A	29/02/24	ISSUED FOR REVIEW	J.D
			APPROVED

STRUCterre consulting engineers

Zemla Pty Ltd (ABN 71 349 772 837) ATF the Young Purich and Higham Unit Trust trading as Structerre Consulting Engineers
1 ERINDALE ROAD, BALCATTA W.A. 6021
TEL 9205 4500 FAX 9205 4541 EMAIL: civil@structerre.com.au

APPROVED
B.E. M.I.E. (AUST)

PROJECT
PROPOSED DEVELOPMENT ON LOT 9999 THORNBURY CLOSE, KOJONUP

CLIENT
SHIRE OF KOJONUP

TITLE
ROAD CROSS SECTION PLAN

DRAWN	DESIGNED	CHECKED	APPROVED FOR ISSUE	WAPC No.
J.D	J.D	J.D		163364

SCALE	DATE	JOB No.	DRAWING NUMBER	REV
1:250 @ A1	January 2024	J442398	D323181-C-03	A

LAST SAVED BY : Shu DATE : 2/28/2024 11:09:31 PM D323181-C-02.dwg

Acumentis

Valuation Report

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

National Property Valuers and Consultants

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

Table of Contents

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LAND & LOCATION 4
IMPROVEMENTS 8
SALES/RENTAL EVIDENCE 10
VALUATION RATIONALE 12
VALUATION STATEMENT 14
DISCLAIMERS 15
ANNEXURES 16

Executive Summary

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

1.1Property details

Client ref	Purchase Order No. 29255			
Address	Portion of Lot 9999 Thornbury Close, Kojonup WA 6395			
Title details	Parent Lot Lot 9999 on Deposited Plan 39776. Certificate of Title Volume 2670 Folio 367.			
Registered proprietor/owner	Shire of Kojonup. Registered 8 October 2007.			
Encumbrances	Nil			
Interest being valued	Leasehold			
Basis of valuation	Market Rental Value "As Is"			
Relevant dates	**Valuation Date:**	15 January 2024	**Inspection Date:**	15 January 2024
	Submission Date:	13 February 2024		
Local authority/Zoning	Shire of Kojonup. TPS No. 3.		Recreation (Kojonup)/Public Purposes (Kojonup/Industry (Kojonup)	
Brief description	A vacant site devoid of structural building improvements, relatively level with a slight crossfall south to north and a fall towards the rear of the identified land area. The property has frontage on its eastern boundary to Roche Street and frontage on its northern boundary to Thornbury Close.			
Site area	37,900 m² (3.79 hectares).			

1.2Recent sale history

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

1.3Valuation

The valuation is made on the basis of;

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

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

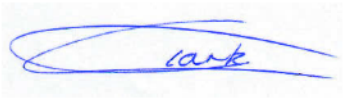
"Market Rental Value" as adopted by the Australian Property Institute from the International Assets Valuation Standards Committee definition. That is:

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

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

> ***"The use of an asset that maximises its potential and that is physically possible, legally permissible and financially feasible."***

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

Signature: 

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

Firm: Southpoint Nominees Pty Ltd trading as Acumentis
ABN: 30 096 877 191
Address: 10 Victoria Street, Bunbury WA 6230

Liability limited by a scheme approved under Professional Standards Legislation

Instructions & Assumptions

2.1 Instructions

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

2.2 Assumptions, conditions and limitations

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

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

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

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

Land & Location

3.1Title details

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

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

The subject allotment forms part of the abovementioned Title.

3.2Town planning

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

Region Scheme (RS)

About Region Schemes

Details :
No RS found

Local Planning Scheme (LPS)

About Local Planning Schemes

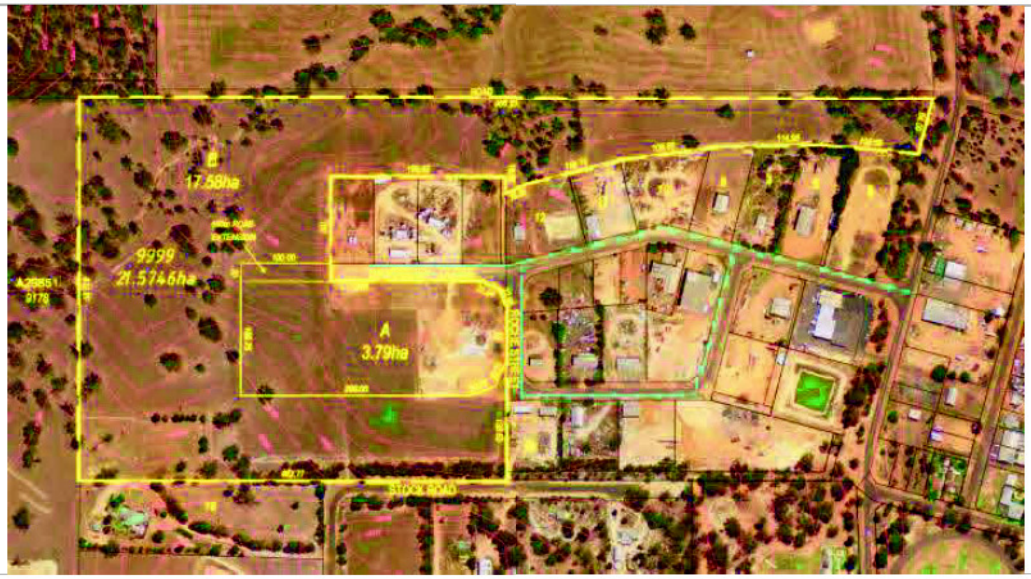
Shire of Kojonup Scheme No. 3
Recreation (kojonup), Public purposes (kojonup), Industry (kojonup)
No R-code
No Restricted or Additional Uses

Source: PlanWA

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

3.3The land

The dimensions of the site are as follows:



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

The property has access from Thornbury Close and Roche Street.

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

3.4Site description

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

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

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

The northern part of the allotment is currently used as a depot. This part of the property has had the topsoil removed and gravel hardstand to a depth of approximately 100 mm added to 9,000 m^2 of the site.

3.5Road description

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

3.6 Services

Mains water and mains electricity are available.

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

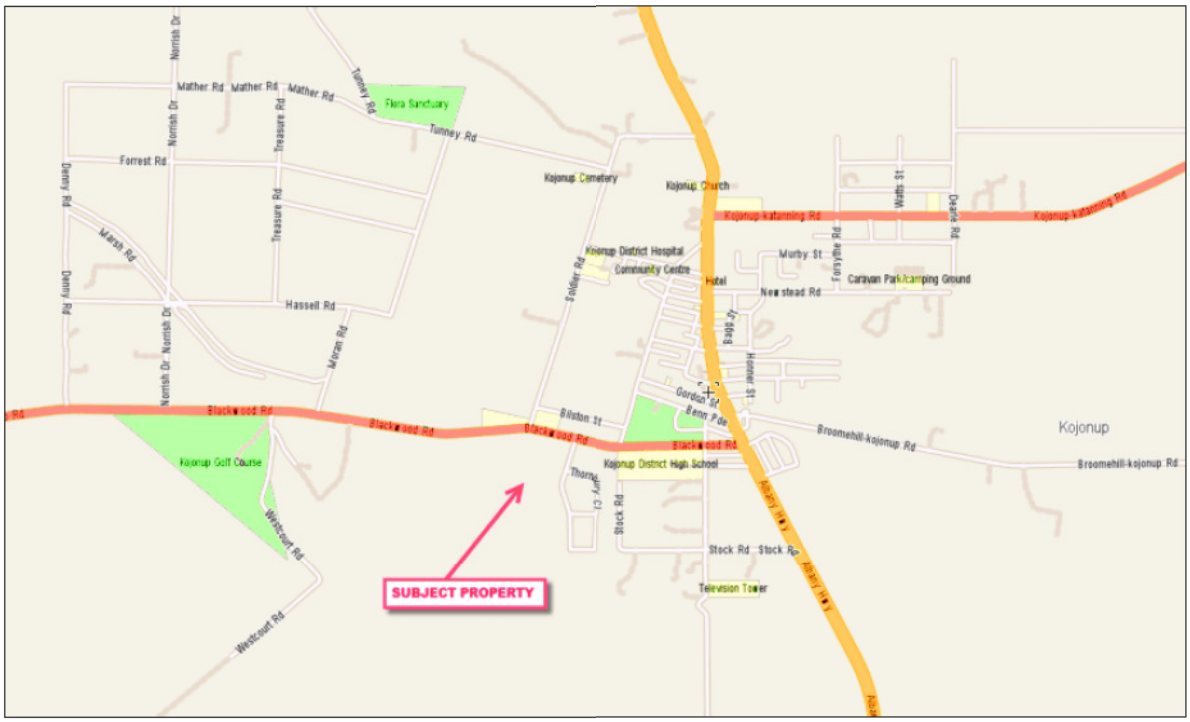
Other services provided within this locality include transport, shopping, local schools and public recreation.

3.7 Location and neighbourhood

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

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

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



Source: Street Directory

3.8Environmental hazards

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

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

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

3.9Native title

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

Improvements

4.1 Building construction details

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

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

4.2 Heritage issues

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

4.3 Supporting photographs

Road frontage

Western boundary

Hardstand area

Cleared land

Cleared land

Northern boundary

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

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

Sales Evidence

5.1 Sales evidence

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

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

	Address	Sale Date	Sale Price	Analysis Land Area $/m²
6.	*Lot 21 Graham Road, Narrogin WA*	*11/2020*	*$350,000*	*20,000 m²* *$18 m²*

Comments: Comprises a vacant 'General Industry' zoned allotment located on the southern edge of the Narrogin townsite. The property has frontage to the Great Southern Highway with a high level of exposure. Fully cleared allotment that has since been developed as a machinery dealership.

Comparison: ***Comprises a large industrial allotment with a higher level of exposure. Considered to sell at a premium due to the location and exposure. Located within a larger regional townsite. This sale reflects a significantly higher rate than the subject property.***

5.2Recent sale history

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

5.3Market comment

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

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

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

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

Valuation Rationale

6.1Valuation methodology

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

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

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

6.2Valuation rationale

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

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

My calculations for the underlying land value are as follows:

37,900 m² @	$4.00/m² is	$151,600
9,000 m² gravel hardstand @	$10.00/m² is	$90,000
Subtotal		$241,600
Adopt Market Value		$240,000

Return on investment (ROI)

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

Market Value	ROI	Rental Value
$240,000	4.00%	$9,600
$240,000	5.00%	$12,000
$240,000	6.00%	$14,400

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

6.3GST Implications

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

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

Valuation Statement

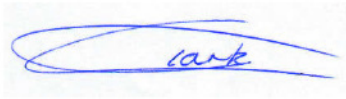
7.1Adopted value

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

Market Rental Value

$12,000 per annum

(Twelve Thousand Dollars)

Signature: 

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

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

Liability limited by a scheme approved under Professional Standards Legislation

Disclaimers

8.1Disclaimers

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

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

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

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

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

ASSIGNED VALUATIONS CLAUSE
We prohibit use of this report in respect of an;

- Assignment of a valuation ('the initial valuation');
- Confirmation of the initial valuation;
- Reissue of the initial valuation; or
- Other act which has the effect of assuming or of extending responsibility to any person other than the person to whom the initial valuation was addressed ('other act') unless:

1. The initial valuation was dated within 3 months of the request for the assignment, confirmation, reissue or other act; and
2. Such assignment, confirmation, reissue or other act is provided together with a clear written statement that the valuer has not re-inspected the property nor undertaken further investigation or analysis as to any changes since the initial valuation and accepts no responsibility for reliance upon the initial valuation other than as a valuation of the property as at the date of the initial valuation.

SOLICITOR LOANS CLAUSE
We prohibit the use of this report;

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

Annexures

1. Instructions
2. Title search

SHIRE OF KOJONUP

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

ABN: 61 822 625 995

Purchase Order No
29255

CR NO **76456**

To : ACUMENTIS
PO BOX 2493
BUNBURY WA 6231

SUPPLIER COPY

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

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

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

TOTAL INCLUDING GST **$1,760.00**

Sworn Rental Valuation - portion of Lot 9999 Thornbury Close

Deliver To :

Any queries relating to this Purchase Order please contact
Judy Stewart
Authorising Officer Grant Thompson (Chief Executive Officer)

WESTERN AUSTRALIA

TITLE NUMBER	
Volume	Folio
2670	367

RECORD OF CERTIFICATE OF TITLE

UNDER THE TRANSFER OF LAND ACT 1893

The person described in the first schedule is the registered proprietor of an estate in fee simple in the land described below subject to the reservations, conditions and depth limit contained in the original grant (if a grant issued) and to the limitations, interests, encumbrances and notifications shown in the second schedule.

BGRoberts
REGISTRAR OF TITLES

LAND DESCRIPTION:

LOT 9999 ON DEPOSITED PLAN 39776

REGISTERED PROPRIETOR:
(FIRST SCHEDULE)

SHIRE OF KOJONUP OF BOX 163, KOJONUP

(AF K368366) REGISTERED 8/10/2007

LIMITATIONS, INTERESTS, ENCUMBRANCES AND NOTIFICATIONS:
(SECOND SCHEDULE)

Warning: A current search of the sketch of the land should be obtained where detail of position, dimensions or area of the lot is required. Lot as described in the land description may be a lot or location.

----------END OF CERTIFICATE OF TITLE----------

STATEMENTS:

The statements set out below are not intended to be nor should they be relied on as substitutes for inspection of the land and the relevant documents or for local government, legal, surveying or other professional advice.

SKETCH OF LAND:	DP39776
PREVIOUS TITLE:	1721-508
PROPERTY STREET ADDRESS:	NO STREET ADDRESS INFORMATION AVAILABLE.
LOCAL GOVERNMENT AUTHORITY:	SHIRE OF KOJONUP

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Landgate
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