



## SHIRE OF KOJONUP

### AGENDA

#### Ordinary Council Meeting

19 November 2024

**TO: THE SHIRE PRESIDENT AND COUNCILLORS**

NOTICE is hereby given that an Ordinary Meeting of the Council will be held in the Council Chambers, Administration Building, 93 Albany Highway, Kojonup on Tuesday, 19 November 2024 commencing at 3:00pm.

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

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

**GRANT THOMPSON**  
**CHIEF EXECUTIVE OFFICER**  
15 November 2024

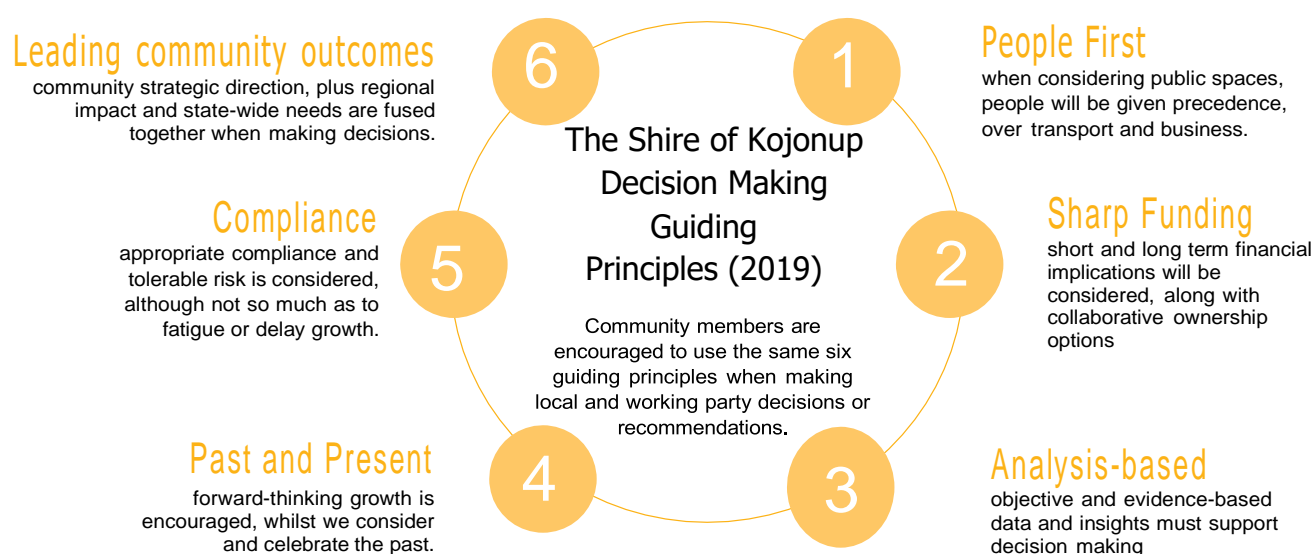
AGENDA FOR AN ORDINARY COUNCIL MEETING TO BE HELD ON 19 NOVEMBER 2024

TABLE OF CONTENTS

1	DECLARATION OF OPENING AND ANNOUNCEMENT OF GUESTS.....	4
2	ANNOUNCEMENTS FROM THE PRESIDING MEMBER.....	5
3	ATTENDANCE.....	5
3.1	APOLOGIES.....	5
3.2	APPROVED LEAVE OF ABSENCE .....	5
4	DECLARATION OF INTEREST .....	5
5	PUBLIC QUESTION TIME.....	5
5.1	RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE .....	5
5.2	PUBLIC QUESTION TIME .....	5
6	CONFIRMATION OF MINUTES .....	6
6.1	ORDINARY COUNCIL MEETING 23 JULY 2024 .....	6
7	PRESENTATIONS .....	6
7.1	PETITIONS.....	6
7.2	PRESENTATIONS.....	6
7.3	DEPUTATIONS .....	6
7.4	DELEGATES' REPORTS .....	6
8	METHOD OF DEALING WITH AGENDA BUSINESS .....	6
9	REPORTS.....	6
9.1	KEY PILLAR 'LIFESTYLE' REPORTS .....	6
9.2	KEY PILLAR 'ECONOMICS' REPORTS .....	6
9.3	KEY PILLAR 'VISITATION' REPORTS .....	6
9.4	KEY PILLAR 'PERFORMANCE' REPORTS.....	7
9.4.1	FINANCIAL MANAGEMENT – MONTHLY STATEMENT OF FINANCIAL ACTIVITY (SEPTEMBER 2024) .....	7
9.4.2	MONTHLY PAYMENTS LISTING – SEPTEMBER 2024 .....	9
9.4.3	FINANCIAL MANAGEMENT – RATES WRITE-OFFS.....	11
9.4.4	MINUTES OF AN AUDIT AND RISK COMMITTEE MEETING HELD 5 NOVEMBER 2024.....	13
9.4.5	RISK AND LEGISLATIVE COMPLIANCE REVIEW .....	15
9.4.6	WORKFORCE & DIVERSITY PLAN – JULY 2023 TO JUNE 2027 .....	21
10	APPLICATIONS FOR LEAVE OF ABSENCE.....	25
11	MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN .....	25
12	QUESTIONS FROM MEMBERS WITHOUT NOTICE.....	25
13	NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF THE MEETING .....	25
14	MEETING CLOSED TO THE PUBLIC .....	25
14.1	MATTERS FOR WHICH THE MEETING MAY BE CLOSED .....	25
14.1.1	HALL AND PRIOR ACCESS LICENCE AGREEMENT – SOLDIER ROAD INDEPENDENT LIVING UNITS 25	
14.2	PUBLIC READING OF RESOLUTIONS THAT MAY BE MADE PUBLIC.....	26
14.1.1	HALL AND PRIOR ACCESS LICENCE AGREEMENT – SOLDIER ROAD INDEPENDENT LIVING UNITS.....	26
15	CLOSURE.....	26

16	ATTACHMENTS (SEPARATE) .....	27
----	------------------------------	----

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 Egerton-Warburton	
Cr Mathwin	
Cr Mickle	
Cr Webb	

**STAFF**

Grant Thompson	Chief Executive Officer
Tonya Pearce	Governance and Rates Officer

**3.1    APOLOGIES**

**3.2    APPROVED LEAVE OF ABSENCE**

**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 23 JULY 2024

Unconfirmed Minutes of an Ordinary Council Meeting held 23 July 2024 are at [attachment 6.1.1](#).

OFFICER RECOMMENDATION

That the Minutes of an Ordinary Council Meeting held 23 July 2024 be confirmed as a true record.

7 PRESENTATIONS

7.1 PETITIONS

7.2 PRESENTATIONS

7.3 DEPUTATIONS

7.4 DELEGATES' REPORTS

8 METHOD OF DEALING WITH AGENDA BUSINESS

9 REPORTS

9.1 KEY PILLAR '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 (SEPTEMBER 2024)

AUTHOR	Jill Johnson – Manager Finance & Corporate Services
DATE	Monday, 11th November 2024
FILE NO	FM.FNR.2
ATTACHMENT(S)	9.4.1.1 – Monthly Financial Statement; 1 September to 30 September 2024

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

#### DECLARATION OF INTEREST

Nil

#### SUMMARY

The purpose of this report is to note the Monthly Financial Statement for the month ending 30 September 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 Statement of Financial Activity for the period 1 September 2024 to 30 September 2024 represents three (3) months, or 25% of the year.

The following items are worthy of noting:

- Closing surplus position of \$6,504,584.
- Capital expenditure achieved 9.3% of budgeted projects.
- Cash holdings of \$7,129m of which \$4,006m is held in cash backed reserve accounts and \$3,123m is unrestricted cash.
- Rates debtors outstanding equate to 67% of total rates raised for 2024/2025.
- Page 11 of the statements detail major variations comparing year to date (amended) budgets to year to date actuals in accordance with Council Policy 2.1.6.

#### CONSULTATION

Nil

**STATUTORY REQUIREMENTS**

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

**POLICY IMPLICATIONS**

Council Policy 2.1.6 defines the content of the financial reports.

**FINANCIAL IMPLICATIONS**

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

**RISK MANAGEMENT IMPLICATIONS**

Nil

**ASSET MANAGEMENT IMPLICATIONS**

Nil

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

Nil

**VOTING REQUIREMENTS**

Simple Majority

**OFFICER RECOMMENDATION**

That the monthly financial statements for the period ending 30 September 2024, as attached, be noted.

#### 9.4.2 MONTHLY PAYMENTS LISTING – SEPTEMBER 2024

AUTHOR	Tonya Pearce – Governance and Rates Officer
DATE	Tuesday, 12 November 2024
FILE NO	FM.AUT.1
ATTACHMENT	9.4.2.1 - Monthly Payment Listing September 2024

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

#### DECLARATION OF INTEREST

Nil

#### SUMMARY

To receive the list of payments covering the month of September 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 September 2024		TO – 30 September 2024
Municipal Cheques	14390 - 14391	\$271,701.08
EFTs	34723 - 34884	\$1,043,899.76
Direct Debits		\$552,037.31
Total		\$1,867,638.15

be received.

### 9.4.3 FINANCIAL MANAGEMENT – RATES WRITE-OFFS

AUTHOR	Tonya Pearce – Governance and Rates Officer
DATE	Wednesday, 13 November 2024
FILE NO	FM.POL.01
ATTACHMENT(S)	9.4.3.1 - Rate Write-offs

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

#### DECLARATION OF INTEREST

Nil

#### SUMMARY

The purpose of this report is to consider the write-off of 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 MINUTES OF AN AUDIT AND RISK COMMITTEE MEETING HELD 5 NOVEMBER 2024

AUTHOR	Tonya Pearce – Governance and Rates Officer
DATE	Wednesday, 13 November 2024
FILE NO	GP.CNM.9
ATTACHMENT(S)	9.4.4.1 - Unconfirmed minutes of an Audit and Risk Committee Meeting held 5 November 2024

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

#### DECLARATION OF INTEREST

Nil

#### SUMMARY

The purpose of this report is to receive the unconfirmed minutes of the Audit and Risk Committee meeting held 5 November 2024.

#### BACKGROUND

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

#### COMMENT

This item is the Council receiving the minutes of its Audit and Risk Committee meeting held 5 November 2024 and consider a recommendation that the lessons learnt from the sports precinct project and the recommended improvements for new projects be presented to Council.

#### CONSULTATION

Nil

#### STATUTORY REQUIREMENTS

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

#### POLICY IMPLICATIONS

Nil

#### FINANCIAL IMPLICATIONS

Nil

**RISK MANAGEMENT IMPLICATIONS**

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

**ASSET MANAGEMENT IMPLICATIONS**

Nil

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

Nil

**VOTING REQUIREMENTS**

Simple Majority

**OFFICER RECOMMENDATION**

That Council receive the unconfirmed minutes of an Audit and Risk Committee meeting held 5 November 2024.

#### 9.4.5 RISK AND LEGISLATIVE COMPLIANCE REVIEW

AUTHOR	Grant Thompson – Chief Executive Officer
DATE	Wednesday, 13 November 2024
FILE NO	GO.CNM.9
ATTACHMENT(S)	Nil

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

#### DECLARATION OF INTEREST

Nil

#### SUMMARY

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

#### BACKGROUND

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

#### COMMENT

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

Table 1.0 Risk Management Review Items

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

Table 2.0 Internal Control Items

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

Table 3.0 Legislative Compliance

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

## CONSULTATION

Governance and Rates Officer

## STATUTORY REQUIREMENTS

*Local Government (Audit) Regulations 1996*

17. CEO to review certain systems and procedures

(1) The CEO is to review the appropriateness and effectiveness of a local government's systems and procedures in relation to —

(a) risk management; and

(b) internal control; and

(c) legislative compliance.

(2) The review may relate to any or all of the matters referred to in subregulation

(1)(a), (b) and (c), but each of those matters is to be the subject of a review not less than once in every 3 financial years.

(3) The CEO is to report to the audit committee the results of that review.

## POLICY IMPLICATIONS

Nil

## FINANCIAL IMPLICATIONS

Nil

## RISK MANAGEMENT IMPLICATIONS

RISK MANAGEMENT FRAMEWORK			
Risk Profile	Risk Description/Cause	Key Control	Current Action
Compliance	Failure to correctly identify, interpret, assess, respond and communicate laws and regulations as a result of an inadequate compliance framework. This includes new or proposed regulatory and legislative changes, in addition to the failure to maintain updated internal & public domain legal documentation.	Three year legislative review of compliance (Reg. 17)	Triennial reporting
Adequate			
IMPLICATIONS			
Compliance with Regulation 17 of the Local Government (Audit) Regulations 1996 is a primary tool of the risk management process and one that is required by legislation. It is a triennial review of our systems and processes reported to the Council via the Audit and Risk Committee and, as such, is available publicly.			

**ASSET MANAGEMENT IMPLICATIONS**

Nil

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

Nil

**VOTING REQUIREMENTS**

Simple Majority

**OFFICER RECOMMENDATION**

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



#### 9.4.6 WORKFORCE & DIVERSITY PLAN – JULY 2023 to JUNE 2027

AUTHOR	Grant Thompson – Chief Executive Officer
DATE	Tuesday, 30 September 2024
FILE NO	CM.CIR.1
ATTACHMENT(S)	9.4.6.1 – 7151-D WDP Kojonup (2) 9.4.6.2 – Organisational Structure October 2024

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

#### DECLARATION OF INTEREST

Nil

#### SUMMARY

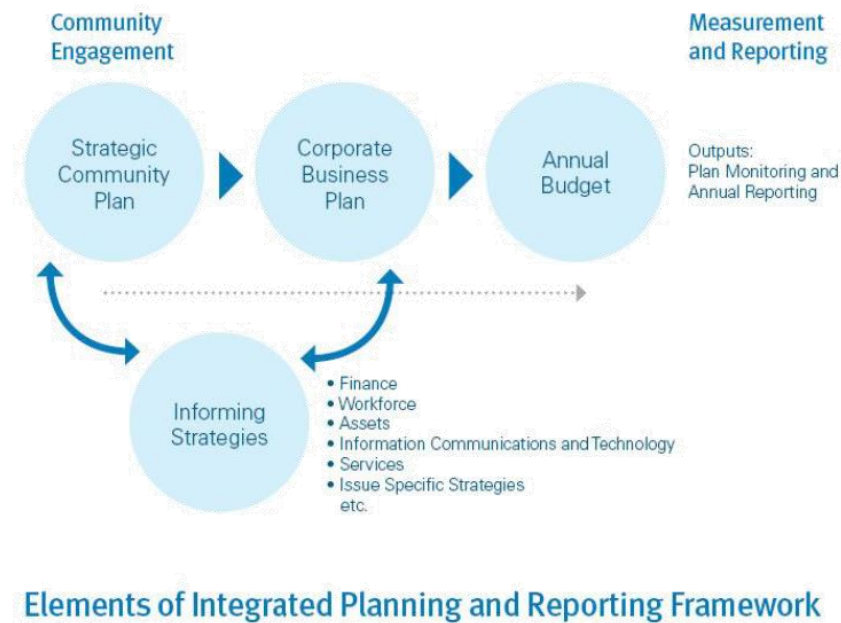
The purpose of this report is to consider recommending to Council the adoption of the Shire of Kojonup’s (Shire) Workforce & Diversity Plan as an informing and guiding document for the Corporate Business Plan 2023-2027 (Plan).

#### BACKGROUND

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

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

This process can be summarised as follows:



#### COMMENT

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

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

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

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

#### ***"THE CULTURAL EXPERIENCE CENTRE OF THE GREAT SOUTHERN"***

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

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

These key pillars, and the re-aligned strategic goals, give the Shire direction on investment, services, and management of assets. The next step is to build the Corporate Business Plan focusing on achieving these strategic outcomes; this CBP will determine the future financial and budget decisions for the next four years.

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

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

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

‘Placemaking’ contains achievable milestones and goals and, if implemented effectively, may grow Kojonup as a population and a hub for a cultural experience in the Great Southern Region.

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

### CONSULTATION

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

### STATUTORY REQUIREMENTS

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

***‘19C. Corporate Business Plans, requirements for (Act s. 5.56)***

- (1) A local government is to ensure that a strategic community plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.*
- (2) A strategic community plan for a district is to cover the period specified in the plan, which is to be at least 10 financial years.*
- (3) A strategic community plan for a district is to set out the vision, aspirations and objectives of the community in the district.*
- (4) A local government is to review the current strategic community plan for its district at least once every 4 years.*
- (5) In making or reviewing a strategic community plan, a local government is to have regard to —*
  - a) the capacity of its current resources and the anticipated capacity of its future resources; and*
  - b) strategic performance indicators and the ways of measuring its strategic performance by the application of those indicators; and*
  - c) demographic trends.*
- (6) Subject to subregulation (9), a local government may modify its strategic community plan, including extending the period the plan is made in respect of.*
- (7) A council is to consider a strategic community plan, or modifications of such a plan, submitted to it and is to determine\* whether or not to adopt the plan or the modifications.*

*\*Absolute majority required.*
- (8) If a strategic community plan is, or modifications of a strategic community plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the plan.*

- (9) *A local government is to ensure that the electors and ratepayers of its district are consulted during the development of a strategic community plan and when preparing modifications of a strategic community plan.*
- (10) *A strategic community plan for a district is to contain a description of the involvement of the electors and ratepayers of the district in the development of the plan or the preparation of modifications of the plan.'*

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

#### **POLICY IMPLICATIONS**

Nil

#### **FINANCIAL IMPLICATIONS**

*Placemaking* guides the future direction and vision for the Shire. The Corporate Business Plan will be primarily based on the contents of the SCP and will then flow into future budget and financial considerations.

*Placemaking* strategies have an unforeseen financial impact that, until the initiatives have been developed further, cannot be forecast at this stage. The adoption of the report by the Council does not have a direct financial impact.

#### **RISK MANAGEMENT IMPLICATIONS**

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

#### **ASSET MANAGEMENT IMPLICATIONS**

Nil

#### **SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS**

Nil

#### **VOTING REQUIREMENTS**

Simple Majority

#### **OFFICER RECOMMENDATION**

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

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 HALL AND PRIOR ACCESS LICENCE AGREEMENT – SOLDIER ROAD INDEPENDENT LIVING UNITS

AUTHOR	Grant Thompson – Chief Executive Officer
DATE	Friday, 15 November 2024
FILE NO	CP.LEA.1
ATTACHMENT(S)	14.1.1.1 – Hall & Prior Access Licence 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 HALL AND PRIOR ACCESS LICENCE AGREEMENT – SOLDIER ROAD INDEPENDENT LIVING UNITS**

**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 Council Meeting held on 22 October 2024
9.4.1	9.4.1.1	Monthly Financial Statement; 1 September to 30 September 2024
9.4.2	9.4.2.1	Monthly Payment Listing September 2024
9.4.3	9.4.3.1	Rate Write-offs
9.4.4	9.4.4.1	Unconfirmed minutes of an Audit and Risk Committee Meeting held 5 November 2024
9.4.6	9.4.6.1	7151-D WDP Kojonup (2)
	9.4.6.2	Organisational Structure October 2024

CONFIDENTIAL

14.1.1	14.1.1.1	Hall & Prior Access Licence Agreement
--------	----------	---------------------------------------

# Kojonup



SHIRE OF KOJONUP

## MINUTES

Ordinary Council Meeting

22 October 2024



**MINUTES OF AN ORDINARY COUNCIL MEETING HELD ON 22 OCTOBER 2024**

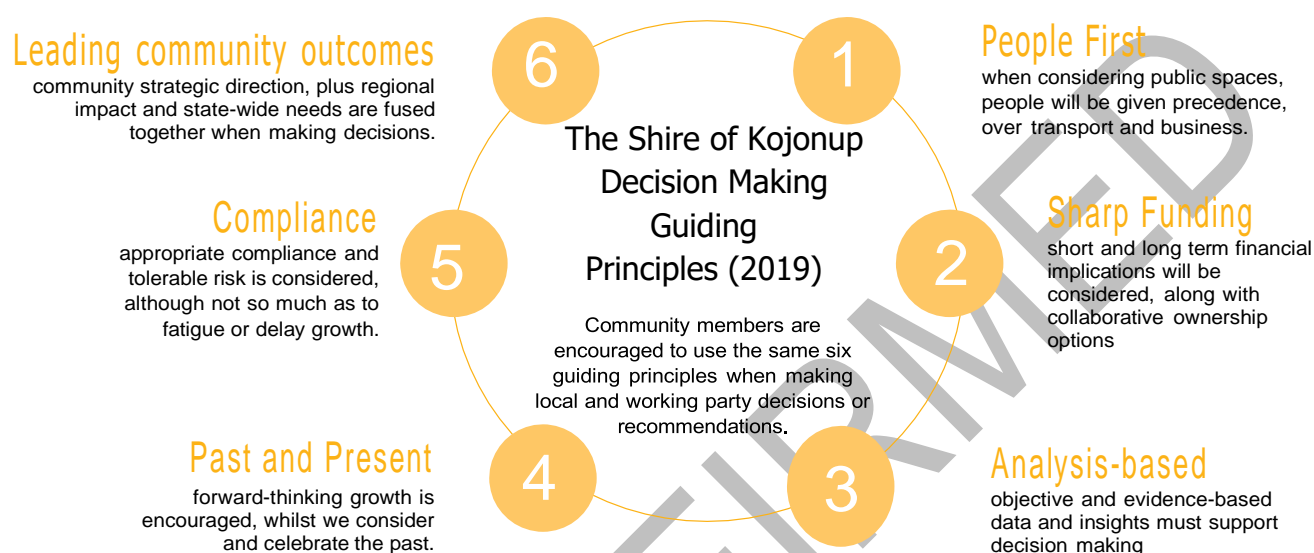
**TABLE OF CONTENTS**

1	DECLARATION OF OPENING AND ANNOUNCEMENT OF GUESTS.....	5
2	ANNOUNCEMENTS FROM THE PRESIDING MEMBER .....	6
3	ATTENDANCE.....	6
3.1	APOLOGIES .....	6
3.2	APPROVED LEAVE OF ABSENCE .....	6
4	DECLARATION OF INTEREST .....	6
5	PUBLIC QUESTION TIME.....	6
5.1	RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE .....	6
5.2	PUBLIC QUESTION TIME .....	6
6	CONFIRMATION OF MINUTES .....	7
6.1	ORDINARY COUNCIL MEETING 24 SEPTEMBER 2024 .....	7
7	PRESENTATIONS .....	7
7.1	PETITIONS.....	7
7.2	PRESENTATIONS.....	7
7.3	DEPUTATIONS .....	7
7.4	DELEGATES' REPORTS .....	7
7.4.1	CR MATHWIN – WALGA CONFERENCE .....	7
8	METHOD OF DEALING WITH AGENDA BUSINESS .....	7
9	REPORTS.....	8
9.1	KEY PILLAR 'LIFESTYLE' REPORTS.....	8
9.1.1	DONATION TO LEANNE PIERRE-HUMBERT TO SUPPORT PARVOVIRUS VACCINE PROGRAM.....	8
9.2	KEY PILLAR 'ECONOMICS' REPORTS .....	12
9.3	KEY PILLAR 'VISITATION' REPORTS .....	12
9.4	KEY PILLAR 'PERFORMANCE' REPORTS.....	12
9.4.1	ADMINISTRATION OFFICE, LIBRARY AND DEPOT SHUTDOWN DURING THE 2024/2025 CHRISTMAS AND NEW YEAR PERIOD .....	12
9.4.2	ORDINARY COUNCIL MEETING DATES FOR 2025 .....	15
9.4.3	COMMITTEES OF COUNCIL – MEETING DATES FOR 2025 .....	19
10	APPLICATIONS FOR LEAVE OF ABSENCE.....	26
11	MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN .....	26
11.1	MYRTLE BENN RESERVE MITIGATION .....	26
12	QUESTIONS FROM MEMBERS WITHOUT NOTICE.....	26
13	NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF THE MEETING .....	27
13.1	THE GEORGE CHURCH COMMUNITY MEDICAL CENTRE INC. (GCCMC), MEMORANDUM OF UNDERSTANDING (MOU).....	27
14	MEETING CLOSED TO THE PUBLIC .....	27
14.1	MATTERS FOR WHICH THE MEETING MAY BE CLOSED .....	27
14.1.1	HALL AND PRIOR BUSINESS SALE, PROPERTY LEASE AGREEMENT AND RESIDENTIAL AGREEMENTS – SPRINGHAVEN FRAIL AGED LODGE .....	27
14.2	PUBLIC READING OF RESOLUTIONS THAT MAY BE MADE PUBLIC.....	29

14.1.1 HALL AND PRIOR BUSINESS SALE, PROPERTY LEASE AGREEMENT AND RESIDENTIAL AGREEMENTS – SPRINGHAVEN FRAIL AGED LODGE .....	29
15 CLOSURE.....	29
16 ATTACHMENTS (SEPARATE) .....	30

UNCONFIRMED

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



## MINUTES

### 1 DECLARATION OF OPENING AND ANNOUNCEMENT OF GUESTS

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

#### *Disclaimer*

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

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

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

#### **Acknowledgement of Country**

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

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

#### **Prayer**

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

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

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

*Amen*

**2     ANNOUNCEMENTS FROM THE PRESIDING MEMBER**

**3     ATTENDANCE  
COUNCILLORS**

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

**STAFF**

Grant Thompson	Chief Executive Officer
Tonya Pearce	Governance and Rates Officer

**3.1     APOLOGIES**

**3.2     APPROVED LEAVE OF ABSENCE**

**4     DECLARATION OF INTEREST**

9.1.1 Donation to Leanne Pierre-Humbert to support parvovirus vaccine program.  
Cr Mathwin – Impartiality Interest.

**COUNCIL DECISION**

124/24 Moved Cr Radford                      Seconded Cr Webb

That Council

1. notes Cr Mathwin's Impartiality Interest; and,
2. authorises Cr Mathwin to stay present in the Chamber, participate in the debate, and be allowed to vote on the item 9.1.1 related to the impartiality conflict of interest.

CARRIED 6/0

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

**5     PUBLIC QUESTION TIME**

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

Not applicable

**5.2     PUBLIC QUESTION TIME**

Nil

6 CONFIRMATION OF MINUTES

6.1 **ORDINARY COUNCIL MEETING 24 SEPTEMBER 2024**

Unconfirmed Minutes of an Ordinary Council Meeting held 24 September 2024 are at [attachment 6.1.1](#).

**OFFICER RECOMMENDATION/COUNCIL DECISION**

125/24 Moved Cr Mathwin

Seconded Cr Mickle

That the Minutes of an Ordinary Council Meeting held 24 September 2024 be confirmed as a true record.

CARRIED 7/0

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

7 PRESENTATIONS

7.1 PETITIONS

7.2 PRESENTATIONS

7.3 DEPUTATIONS

7.4 DELEGATES' REPORTS

7.4.1 CR MATHWIN – WALGA CONFERENCE

Important that the Shire is represented at the Conference. The networking is highly valuable with other Councils and Councillors. Overall important we attend as a Council.

There were motivational speakers on the first day, with the Annual General Meeting (AGM) in the afternoon.

The sessions that were highly valuable could have been completed in a day, with the AGM and a night time function.

The Agency Heads Breakfast didn't yield as much value as was expected.

Will provide constructive feedback to WA Local Government Association (WALGA) to have the conference over one (1) day.

8 METHOD OF DEALING WITH AGENDA BUSINESS

Nil

## 9

**REPORTS****9.1 KEY PILLAR ‘LIFESTYLE’ REPORTS****9.1.1 DONATION TO LEANNE PIERRE-HUMBERT TO SUPPORT PARVOVIRUS VACCINE PROGRAM**

<b>AUTHOR</b>	Grant Thompson – Chief Executive Officer
<b>DATE</b>	Tuesday, 15 October 2024
<b>FILE NO</b>	FM.SPN.1
<b>ATTACHMENT(S)</b>	9.1.1.1 Email Leanne Pierre-Humbert

<b>‘PLACEMAKING’ STRATEGIC COMMUNITY PLAN JULY 2023 TO JUNE 2033</b> <b>To be “The Cultural Experience Centre of the Great Southern”</b> <b>STRATEGIC/CORPORATE IMPLICATIONS</b>		
<b>Key Strategic Pillar/s</b>	<b>Community Goal/s</b>	<b>Corporate Objective/s</b>
Lifestyle	2. Proactive Community Spirit	2.6 Wellbeing advancement

**DECLARATION OF INTEREST**

Nil

**SUMMARY**

The purpose of this report is for Council to consider donating \$2000 to Dr Leanne Pierre-Humbert, Veterinarian, to initiate a dog parvovirus vaccine program, targeting and supporting those residents that do not have the financial capacity to vaccinate their dogs, with the objective to help contain and eradicate the virus and disease in the dog population in Kojonup.

**BACKGROUND**

Parvovirus is currently prevalent in the Shire and is currently affecting and killing dogs, particularly around the town of Kojonup.

This virus is a disease that causes vomiting and diarrhoea in dogs leading to death. Affected animals, especially young dogs/puppies often die after continually vomiting and diarrhoea over a period of 3 to 5 days.

Dogs that have been exposed and recover can become shedders of the virus for variable periods of time.

The virus remains in the soil for a period of 3 years and is particularly dangerous in the moist warm months of spring and into summer.

It is highly contagious, and is carried on car tyres, people’s shoes and skin as well as obviously in any discharge from an infected or carrier animal.

## COMMENT

Leanne Pierre-Humbert has requested a donation from the Shire to support a parvovirus vaccine program targeting the lower socio economic groups in the community that do not have the financial capacity to utilise a vet to vaccinate their dogs. Please refer to the attachment 9.1.1.1 for further details.

Dr Leanne Pierre-Humbert is proposing that her time and consumables (i.e. needles etc.) required to vaccinate the animals will be donated in kind.

The vaccines can be sourced at cost in the price range of \$15.50 – \$16.00 per dose.

Dr Leanne Pierre-Humbert has also noted an opportunity exists to increase and raise awareness and compliance in the town.

Dr Leanne Pierre-Humbert has consulted with Dr Kate Clayton, local veterinarian on the program roll out.

The vaccine proposed is expected to provide protection from Parvovirus for a period of three (3) years.

It is proposed that health care card holders within the Kojonup and Muradup town boundaries will be eligible for the free vaccine.

Dr Leanne Pierre-Humbert has requested the Shire consider donating up to \$2000 for this project.

This amount could potentially cover the vaccinations for 100 dogs protection for an approximate three (3) year period.

## CONSULTATION

Manager Financial and Corporate Services

## STATUTORY REQUIREMENTS

Local Government Act 2020 – Section 11 states the functions which the CEO can perform under delegated authority of the Council.

## POLICY IMPLICATIONS

### ***ADMIN 018 DONATIONS TO LOCAL GROUPS OR INDIVIDUALS***

### ***POWER/ DUTY***

The Chief Executive Officer is Delegated Authority to determine requests for donation of monies up to the value of \$200 when a group or individual can demonstrate:

1. Significant direct benefit to the local community
2. The group is a community group or non-profit making organisation or running a non-profit activity
3. The groups financial status is such as to justify a donation from the Shire
4. Special circumstances or needs exist in the opinion of the CEO to warrant a donation, e.g. support of needy groups and individuals who bring credit to the district by achieving



State or National representation or awards, which sees them requiring financial assistance for travelling, accommodation or other incidental expenses.

### **HEAD OF POWER**

Local Government Act 1995 (as amended) section 5.42(1)

### **CONDITIONS**

The aggregate of any donations made by the CEO under this Delegated Authority shall not exceed the amount allocated in the Shire's Annual Budget for the purpose without prior approval from Council.

Requests for amounts over \$200 must be approved by Council and should have regard to the annual community grant submission process.

### **RELATED POLICY / FILE REFERENCE AND DOCUMENTATION REQUIREMENTS**

Use of Delegation to be recorded on Shire of Kojonup Delegation Register and must be presented to Council regularly.

### **FINANCIAL IMPLICATIONS**

The two Chart of Accounts (COA) below each have a budget of \$1,000 therefore there is no financial change or impact to the budget. Both COA's would need to be utilised to fund the vaccine program.

COA 2006	Donations CEO discretion	\$1000
COA 2008	Donations - Council	\$1000

### **RISK MANAGEMENT IMPLICATIONS**

RISK MANAGEMENT FRAMEWORK			
Risk Profile	Risk Description/Cause	Key Control	Current Action
3. Compliance	Lack of training, awareness & knowledge	Councillor / Staff Induction Process	Nil
Risk Rating: Low			
IMPLICATIONS			
By ensuring all staff have access to and knowledge of the delegations register documentation, the Shire can ensure that future decisions made that fall under the scope of delegations are adhering to correct procedure.			

### **ASSET MANAGEMENT IMPLICATIONS**

Nil

### **SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS**

Nil

### **VOTING REQUIREMENTS**

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

126/24 Moved Cr Wieringa

Seconded Cr Egerton-Warburton

That Council approves donating \$2,000 to Dr Leanne Pierre-Humbert, Veterinarian, to initiate a dog parvovirus vaccine program as presented, to target and support those residents that do not have the financial capacity to vaccinate their dogs, with the objective to help contain and eradicate the virus and disease in the dog population in Kojonup.

AMENDMENT

127/24 Moved Cr Mathwin

Seconded Cr Wieringa

That Council approves donating up to a maximum of \$2,000 to Dr Leanne Pierre-Humbert, Veterinarian, to initiate a dog parvovirus vaccine program as presented, to target and support those residents that do not have the financial capacity to vaccinate their dogs, with the objective to help contain and eradicate the virus and disease in the dog population in Kojonup.

CARRIED 7/0

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

## 9.2 KEY PILLAR ‘ECONOMICS’ REPORTS

## 9.3 KEY PILLAR ‘VISITATION’ REPORTS

## 9.4 KEY PILLAR ‘PERFORMANCE’ REPORTS

### 9.4.1 ADMINISTRATION OFFICE, LIBRARY AND DEPOT SHUTDOWN DURING THE 2024/2025 CHRISTMAS AND NEW YEAR PERIOD

AUTHOR	Tonya Pearce - Governance and Rates Officer
DATE	Friday, 11 October 2024
FILE NO	CM.PRO.1
ATTACHMENT(S)	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

The author is a Shire of Kojonup employee and, as such, is affected by the outcome of this report.

#### SUMMARY

To approve the Administration Office, Library and Depot shutdown during the 2024/2025 Christmas and New Year period.

#### BACKGROUND

A shutdown of the Administration Office, Library and Depot during the Christmas and New Year holiday period has occurred for several years; it is suggested that the same arrangements take place during the 2024/2025 Christmas and New Year period.

#### COMMENT

In 2024 Christmas Day and Boxing Day fall on Wednesday, 25 December and Thursday, 26 December with the public holidays to be observed on those days. New Year’s Day falls on Wednesday, 1 January 2025 with the public holiday to be observed on that day.

It is proposed that the Administration Office, Library and Depot be closed from 4.30pm on Friday, 20 December 2024 through until usual hours Monday, 6 January 2025 as follows:

Friday, 20 December 2024 – Administration Office, Library and Depot close at 4.30pm  
 Monday, 23 December 2024 – Offices closed - leave required  
 Tuesday, 24 December 2024 – Offices closed - leave required  
 Wednesday, 25 December 2024 – Christmas Day public holiday

Thursday, 26 December 2024 – Boxing Day public holiday  
Friday, 27 December 2024 – Offices closed - leave required  
Monday, 30 December 2024 - Offices closed - leave required  
Tuesday, 31 December 2024 – Offices closed – leave required  
Wednesday, 1 January 2025 - New Year's Day public holiday  
Thursday, 2 January 2025 – Offices closed – leave required  
Friday, 3 January 2025 - Offices closed – leave required  
Monday, 6 January 2025 - Administration Office, Library, and Depot reopen with officers commencing at usual work times.

Staff will be required to utilise leave accruals which can include:

- annual leave
- rostered days off
- Local Government days
- time in lieu; or
- leave without pay (only by prior arrangement with the Chief Executive Officer [CEO]).

Staff planning to work throughout this period can only do so with the approval of the CEO. A skeleton crew may be required for emergencies and/or call outs.

#### CONSULTATION

Chief Executive Officer

#### STATUTORY REQUIREMENTS

Nil

#### POLICY IMPLICATIONS

Nil

#### FINANCIAL IMPLICATIONS

Team Members will be required to utilise leave accruals which are accounted for in the 2024/2025 Annual Budget and reduces the Shires benefits liability. The only impact will be cashflow which is accounted for in the Team Member benefit provisions reserve account. Therefore the financial impact is minimal.

#### RISK MANAGEMENT IMPLICATIONS

RISK MANAGEMENT FRAMEWORK			
Risk Profile	Risk Description/Cause	Key Control	Current Action
5 – Employment Practices	Insufficient staff numbers to achieve objectives	Health and Wellbeing initiatives	Nil
Risk Rating: High			
IMPLICATIONS			
Continuing the practice of shutting down operations over the Christmas/New Year period, as occurs in many local governments and has occurred for many years at the Shire of			

Kojonup, aligns with health and wellbeing initiatives. A Skeleton crew may be required to remain accessible for essential services.

#### ASSET MANAGEMENT IMPLICATIONS

Nil

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

Nil

#### VOTING REQUIREMENTS

Simple Majority

#### OFFICER RECOMMENDATION/COUNCIL DECISION

128/24 Moved Cr Mathwin

Seconded Cr Radford

That Council approve:

1. The operational shutdown of the Administration Office, Library and Depot during the 2024/2025 Christmas and New Year period from 4.30pm Friday, 20 December 2024 to reopen at usual opening time on Monday, 6 January 2025; and
2. That the above mentioned closure be advertised on the Shire of Kojonup website and via local public notice.

CARRIED 7/0

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

## 9.4.2 ORDINARY COUNCIL MEETING DATES FOR 2025

AUTHOR	Tonya Pearce – Governance and Rates Officer
ATE	Friday, 11 October 2024
FILE NO	GO.CNM.6
ATTACHMENT(S)	Nil

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

### DECLARATION OF INTEREST

Nil

### SUMMARY

Council to consider its Ordinary Meeting schedule for the 2025 calendar year.

### BACKGROUND

In accordance with Regulation 12 of the *Local Government (Administration) Regulations 1996*, local governments are required to give local public notice and publish on their websites the date, time and place of ordinary council meetings and committee meetings which are proposed to be open to members of the public and shall be held within the proceeding 12 month period.

### COMMENT

In October 2005 it was resolved that Council's ordinary meetings would be held on the third Tuesday of each month commencing at 3:00pm except where dates clash with a public holiday or internal staffing management.

The author is recommending changing this resolution to generally the fourth Tuesday of the month in line with the general dates recommended in this report.

This is in-line with the discussions at the 20 August 2024 Briefing Session, where the concept of briefing sessions be reduced to one day a month and Council meetings continue to generally be held on the fourth Tuesday of a month in the 2025 calendar year.

Occasionally, timeframes associated with specific matters may alter scheduled ordinary meeting dates due to the circumstances in that month. The following recommendation represents changes to the scheduled fourth Tuesday of each month for the holding of Council's Ordinary Meetings in 2025:

- There is no ordinary meeting of Council held during the month of January.

- The December ordinary meeting date has typically been held a week earlier and it is recommended that this practice continues to align to the Christmas and New Year period shutdown.
- The May ordinary meeting date to be held earlier to align to Budget workshop and decision making process.
- The July ordinary meeting date to be held earlier to align to Budget workshop and decision making process.
- In 2025 the September ordinary meeting date on the fourth Tuesday, is the last day of the month so brought forward to 23 September.

Regulation 12 of the *Local Government (Administration) Regulations 1996* requires that Council's scheduled ordinary meetings, which will be open to the public, are published on the local government's official website before the beginning of the year in which the meetings are to be held and that the notice should include the date, time and location of the meetings.

Given the above, the recommended 2025 ordinary meeting schedule for Council is as follows:

25 February 2025  
25 March 2025  
29 April 2025  
20 May 2025  
24 June 2025  
22 July 2025  
26 August 2025  
23 September 2025  
28 October 2025  
25 November 2025  
16 December 2025

## CONSULTATION

Chief Executive Officer  
Briefing Session – 20 August 2024

## STATUTORY REQUIREMENTS

Section 5.25 (1) (g) - *Local Government Act 1995* –

### **5.25. Regulations about council and committee meetings and committees**

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

- (g) the giving of public notice of the date and agenda for council or committee meetings;

Regulation 12 - *Local Government (Administration) Regulations 1996* –

### **12. Publication of meeting details [Act s. 5.25(1) (g)]**

(1) In this regulation —

**meeting details**, for a meeting, means the date and time when, and the place where, the meeting is to be held.

(2) The CEO must publish on the local government's official website the meeting details for the following meetings before the beginning of the year in which the meetings are to be held—

- (a) ordinary council meetings;

- (b) *committee meetings that are required under the Act to be open to members of the public or that are proposed to be open to members of the public.*
- (3) *Any change to the meeting details for a meeting referred to in sub-regulation (2) must be published on the local government's official website as soon as practicable after the change is made.*
- (4) *If a local government decides that a special meeting of the council is to be open to members of the public, the CEO must publish the meeting details for the meeting and the purpose of the meeting on the local government's official website as soon as practicable after the decision is made.*

#### POLICY IMPLICATIONS

Nil

#### FINANCIAL IMPLICATIONS

Nil

#### RISK MANAGEMENT IMPLICATIONS

RISK MANAGEMENT FRAMEWORK			
Risk Profile	Risk Description/Cause	Key Control	Current Action
3 - Compliance	Failure to correctly identify, interpret, assess, respond and communicate laws and regulations as a result of an inadequate compliance framework. This includes new or proposed regulatory and legislative changes, in addition to the failure to maintain updated internal & public domain legal documentation.	Councillor/Staff Induction Process  Councillor/Staff training	Nil
6 - Engagement Practices	Failure to maintain effective working relationships with the Community (including local Media), Stakeholders, Key Private Sector Companies, Government Agencies and/or Elected Members.	Policies and Procedures	Nil
Risk rating - Adequate			
IMPLICATIONS			
Allows compliance with s. 5.25 (1) (g) of the <i>Local Government Act 1995</i> and r. 12 – <i>Local Government (Administration) Regulations 1996</i> - publication of meeting details.			



ASSET MANAGEMENT IMPLICATIONS

Nil

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

129/24 Moved Cr Egerton-Warburton                      Seconded Cr Mickle

That:

1. Ordinary Meetings of Council be scheduled to be held in the Shire of Kojonup (Shire) Council Chambers, 93 Albany Highway, Kojonup, generally on the fourth Tuesday of each month in 2025 commencing at 3:00pm, with the following exceptions:
  - No scheduled meeting to be held in January.
  - Month of December to be held earlier to align to the Christmas and New Year shutdown.
  - Month of May to be held earlier to align to Budget workshop and decision making process.
  - Month of July to be held earlier to align to Budget workshop and decision making process.
  - In 2025 the month of September fourth Tuesday is the last day of the month so brought forward to 23 September.
2. The following dates be approved for the 2025 calendar year for Ordinary Meetings of Council:
  - 25 February 2025
  - 25 March 2025
  - 29 April 2025
  - 20 May 2025
  - 24 June 2025
  - 22 July 2025
  - 26 August 2025
  - 23 September 2025
  - 28 October 2025
  - 25 November 2025
  - 16 December 2025
3. That Council's approved Ordinary Meeting schedule for 2025, as above, be published on the Shire of Kojonup website and local public notice given.

CARRIED 7/0

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

### 9.4.3 COMMITTEES OF COUNCIL – MEETING DATES FOR 2025

AUTHOR	Tonya Pearce – Governance and Rates Officer
ATE	Friday, 11 October 2024
FILE NO	GO.CNM.6
ATTACHMENT(S)	Nil

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

#### DECLARATION OF INTEREST

Nil

#### SUMMARY

Council to adopt a schedule of meeting place, dates and times for Committees of Council for the 2025 calendar year.

#### BACKGROUND

In accordance with Regulation 12 of the *Local Government (Administration) Regulations 1996*, local governments are required to give local public notice and publish on their websites the date, time and place of meetings of Council committees that shall be held within the proceeding 12 month period.

#### COMMENT

Council Committees include:

- Audit and Risk Committee (required to meet quarterly)
- Kojonup Natural Resource Management (NRM) Advisory Committee (required to meet at least half yearly)
- Bush Fire Advisory Committee (required to meet biannually)
- Disability Access and Inclusion Committee (required to meet biannually)
- Historical, Tourism and Cultural Committee (required to meet biannually)
- Kojonup Aging in Place Committee (required to meet four times per year)
- Roads and Technical Services Advisory Committee (required to meet quarterly)

It is proposed that the Audit and Risk Committee continues to schedule its meetings to be held on the first Tuesday of February, May, August and November for the 2025 calendar year.

It is proposed that the NRM meetings be held on the third Thursday of February, May, August and November for the 2025 calendar year.

It is proposed that the Bush Fire Advisory Committee (BFAC) schedule its meetings to be held on the second Wednesday in February (as scheduled at the 14 October 2021 BFAC meeting) and August for the 2025 calendar year.

It is proposed that the Disability Access and Inclusion Committee schedule its meeting to be held on the first Wednesday of February and November of the 2025 calendar year.

It is proposed that the Historical, Tourism and Cultural Committee schedules its meetings to be held on the first Wednesday of March, June, August and November of the 2025 calendar year.

It is proposed that the Kojonup Aging in Place Committee schedule its meetings to be held on the first Wednesday of February, May, September and December, and as required, for the 2025 calendar year.

It is proposed that the Roads and Technical Services Advisory Committee schedule its meetings to be held on the third Wednesday of February, May, September and December, and as required, for the 2025 calendar year.

Any re-scheduling or new meeting dates will be advertised to the public.

## CONSULTATION

Chief Executive Officer

## STATUTORY REQUIREMENTS

Section 5.25 (1) (g) - *Local Government Act 1995* –

### ***5.25. Regulations about council and committee meetings and committees***

- (1) *Without limiting the generality of s. 9.59, regulations may make provision in relation to—*
  - (g) *the giving of public notice of the date and agenda for council or committee meetings;*

Regulation 12 - *Local Government (Administration) Regulations 1996* –

### **12. Publication of meeting details [Act s. 5.25(1) (g)]**

- (1) *In this regulation —*
  - meeting details***, for a meeting, means the date and time when, and the place where, the meeting is to be held.
- (2) *The CEO must publish on the local government's official website the meeting details for the following meetings before the beginning of the year in which the meetings are to be held—*
  - (a) *ordinary council meetings;*
  - (b) *committee meetings that are required under the Act to be open to members of the public or that are proposed to be open to members of the public.*

- (3) Any change to the meeting details for a meeting referred to in sub-regulation(2) must be published on the local government's official website as soon as practicable after the change is made.
- (4) If a local government decides that a special meeting of the council is to be open to members of the public, the CEO must publish the meeting details for the meeting and the purpose of the meeting on the local government's official website as soon as practicable after the decision is made.

#### POLICY IMPLICATIONS

Nil

#### FINANCIAL IMPLICATIONS

Nil

#### 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.	Maintain regular communications with agencies and support services.	Draft Bushfire Risk Management Plan
3 – Compliance	Failure to correctly identify, interpret, assess, respond and communicate laws and regulations as a result of an inadequate compliance framework. This includes new or proposed regulatory and legislative changes.	Audit & Risk Committee	Nil
6 – Engagement Practices	Failure to maintain effective working relationships with the Community (including Local Media), Stakeholders, Key Private Sector Companies, Government Agencies and/or Elected Members.	Advisory committees/groups	Nil
7 - Environment	Inadequate prevention, identification, enforcement and		Nil

	management of environmental issues.	Support and work with environmental & land care groups.	
Risk rating – Moderate/Low/Moderate/Low			
IMPLICATIONS			
Scheduled meetings with Advisory Committees of Council lessens risk by meeting legislative requirements and maintaining regular communication that may assist in preventing disconnect with community members and groups who perform vital roles within the Shire of Kojonup.			

#### ASSET MANAGEMENT IMPLICATIONS

Nil

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

Nil

#### VOTING REQUIREMENTS

Simple Majority

#### OFFICER RECOMMENDATION/COUNCIL DECISION

130/24 Moved Cr Webb

Seconded Cr Radford

That:

- Meetings of advisory committees of Council be scheduled to be held in the Shire of Kojonup Administration Reception Lounge, 93 Albany Highway, Kojonup in 2025 as follows:
  - Audit and Risk Committee – first Tuesday of February, May, August and November commencing at 9.00am;
  - Kojonup Natural Resource Management Advisory Committee (NRM) – third Thursday of February, May, August and November commencing at 5.00pm;
  - Bush Fire Advisory Committee – second Wednesday in February and August – commencing at 7.00pm;
  - Disability Access and Inclusion Committee – first Wednesday in February and November – commencing at 1.00pm;
  - Kojonup Aging in Place Committee – first Wednesday of February, May, September and December commencing at 9.00am;
  - Historical, Tourism and Cultural Committee – first Wednesday of March, June, August and November at 9.00am;
  - Roads and Technical Services Advisory Committee – second Thursday of February, May, September and December commencing at 9.00am.
- The following dates be approved for the 2025 calendar year for advisory committee meetings of Council:

Audit and Risk Committee:

- 4 February
- 6 May
- 5 August
- 4 November

NRM Committee:

- 20 February
- 15 May
- 21 August
- 20 November

Bush Fire Advisory Committee:

- 12 February
- 13 August

Disability Access and Inclusion Committee:

- 5 February
- 5 November

Kojonup Aging in Place Committee:

- 5 February
- 7 May
- 3 September
- 3 December

Historical, Tourism and Cultural Committee:

- 5 March
- 4 June
- 6 August
- 5 November

Roads and Technical Services Advisory Committee:

- 13 February
- 15 May
- 11 September
- 11 December

AMENDMENT

131/24 Moved Cr Wieringa

Seconded Cr Mathwin

To amend:

Audit and Risk Committee – first Wednesday of February, May, August and November commencing at 9.00am;

Historical, Tourism and Cultural Committee – first Tuesday of March, June, August and November at 9.00am;

Audit and Risk Committee:

- 5 February
- 7 May
- 6 August
- 5 November

Historical, Tourism and Cultural Committee:

- 4 March
- 3 June
- 5 August
- 4 November

MOTION AS AMENDED WAS PUT

That:

1. Meetings of advisory committees of Council be scheduled to be held in the Shire of Kojonup Administration Reception Lounge, 93 Albany Highway, Kojonup in 2025 as follows:
  - Audit and Risk Committee – first Wednesday of February, May, August and November commencing at 9.00am;
  - Kojonup Natural Resource Management Advisory Committee (NRM) – third Thursday of February, May, August and November commencing at 5.00pm;
  - Bush Fire Advisory Committee – second Wednesday in February and August – commencing at 7.00pm;
  - Disability Access and Inclusion Committee – first Wednesday in February and November – commencing at 1.00pm;
  - Kojonup Aging in Place Committee – first Wednesday of February, May, September and December commencing at 9.00am;
  - Historical, Tourism and Cultural Committee – first Tuesday of March, June, August and November at 9.00am;
  - Roads and Technical Services Advisory Committee – second Thursday of February, May, September and December commencing at 9.00am.
2. The following dates be approved for the 2025 calendar year for advisory committee meetings of Council:

Audit and Risk Committee:

- 5 February
- 7 May
- 6 August
- 5 November

NRM Committee:

- 20 February
- 15 May
- 21 August
- 20 November

Bush Fire Advisory Committee:

- 12 February
- 13 August

Disability Access and Inclusion Committee:

- 5 February
- 5 November

Kojonup Aging in Place Committee:

- 5 February
- 7 May
- 3 September
- 3 December

Historical, Tourism and Cultural Committee:

- 4 March
- 3 June
- 5 August
- 4 November

Roads and Technical Services Advisory Committee:

- 13 February
- 15 May
- 11 September
- 11 December

CARRIED 7/0

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



10 APPLICATIONS FOR LEAVE OF ABSENCE

Nil

11 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

11.1 MYRTLE BENN RESERVE MITIGATION

COUNCIL RECOMMENDATION/COUNCIL DECISION

132/24 Moved Cr Webb

Seconded Cr Wieringa

That due to urgency around seasonal changes, and to improve fire control activities in the reserve, the Shire funds the initial cost for the fire break at the Myrtle Benn Reserve, up to \$15,000, while awaiting the outcome of a grant from the Mitigation Activity Fund. It is noted that the Shire will take the risk of funding the exercise if the grant does not materialise.

CARRIED 7/0

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

12 QUESTIONS FROM MEMBERS WITHOUT NOTICE

Nil

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

**13.1 THE GEORGE CHURCH COMMUNITY MEDICAL CENTRE INC. (GCCMC), MEMORANDUM OF UNDERSTANDING (MOU)**

**COUNCIL RECOMMENDATION/COUNCIL DECISION**

133/24 Moved Cr Egerton-Warburton

Seconded Cr Mickle

That:

1. due to time constraints related to motion 113/24, Ordinary Council Meeting on 24 September 2024, which approved the formation of a Memorandum of Understanding (MOU) with the George Church Community Medical Centre Inc. (GCCMC), Council delegates authority to the Chief Executive Officer (CEO) and the Shire President to meet with GCCMC and negotiate and finalise the Memorandum of Understanding (MOU) as per the workshopped changes from Council; and,
2. if no substantial amendments are required, the CEO and Shire President have authority to execute and sign the MOU on behalf of the Shire; or,
3. if any substantial amendments are required, the CEO and Shire President will present the MOU to Council for approval.

CARRIED 7/0

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

**14 MEETING CLOSED TO THE PUBLIC**

**14.1 MATTERS FOR WHICH THE MEETING MAY BE CLOSED**

**14.1.1 HALL AND PRIOR BUSINESS SALE, PROPERTY LEASE AGREEMENT AND RESIDENTIAL AGREEMENTS – SPRINGHAVEN FRAIL AGED LODGE**

<b>AUTHOR</b>	Grant Thompson – Chief Executive Officer
<b>DATE</b>	Friday, 17 May 2024
<b>FILE NO</b>	CP.LEA.1
<b>ATTACHMENT(S)</b>	<p>14.1.1.1 – Hall &amp; Prior Business Sale Agreement</p> <p>14.1.1.2 - 12B Elverd St Lease</p> <p>14.1.1.3 - 8B Newton St Lease</p> <p>14.1.1.4 - 8A Newton St Lease</p> <p>14.1.1.5 – Springhaven Property Lease</p>

**STATUTORY REQUIREMENTS**

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

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

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

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

**PROCEDURAL MOTION**

**134/24 Moved Cr Mickle**

**Seconded Cr Mathwin**

**That the meeting proceed behind closed doors in accordance with Section 5.23(2) (e) of the *Local Government Act 1995* at 3.25pm.**

**CARRIED 7/0**

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

**PROCEDURAL MOTION**

**136/24 Moved Cr Mickle**

**Seconded Cr Radford**

**That the meeting be reopened to the public at 3.35pm.**

**CARRIED 7/0**

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

14.2 PUBLIC READING OF RESOLUTIONS THAT MAY BE MADE PUBLIC

14.1.1 HALL AND PRIOR BUSINESS SALE, PROPERTY LEASE AGREEMENT AND RESIDENTIAL AGREEMENTS – SPRINGHAVEN FRAIL AGED LODGE

OFFICER RECOMMENDATION/COUNCIL DECISION

135/24 Moved Cr Egerton-Warburton      Seconded Cr Wieringa

That Council:

1. Notes the Shire did not receive any public comment on the Major Land Transaction Business Case for Springhaven Frail Aged Lodge advertised as per section 3.59 of the Local Government Act 1995.
2. Receives and ratifies the Execution of the Business Sale Agreement, Property Lease Agreement and the three (3) Residential Agreements with Hall and Prior (Fresh Fields Management (NSW) No. 2 Pty Ltd (ABN 35 624 674 380)).
3. Authorises the Shire President and Chief Executive Officer to retrospectively execute the agreement with the Shire Seal, as presented.
4. Authorises the transfer amount of \$3,110,000.01 from the Springhaven Bonds Reserve account to the Shire of Kojonup Municipal account.
5. Authorises the CEO discretion to transfer the amount of \$131,480 from the Employee Benefits Reserve account to the Shire of Kojonup Municipal account if required for cashflow purposes.
6. Ratifies the completion adjustment payment of \$3,086,859 from the Shire of Kojonup Municipal account (including the transfer of individual resident bonds and leave accruals for Team Members minus the business sale amount), as presented, to Hall & Prior to finalise the transaction as per the Agreements.
7. Approves the closure of the Springhaven Bond Reserve account.
8. Delegates authority to the CEO to execute the Shire's obligations as set out in the Agreements, as presented.

CARRIED 7/0

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

15 CLOSURE

There being no further business to discuss, the President thanked the members for their attendance and declared the meeting closed at 3.35pm.

16 ATTACHMENTS (SEPARATE)

6.1	6.1.1	Unconfirmed Minutes of an Ordinary Meeting of Council held on 24 September 2024
-----	-------	---

9.1.1	9.1.1.1	Email Leanne Pierre-Humbert
-------	---------	-----------------------------

CONFIDENTIAL

14.1.1	14.1.1.1	Hall & Prior Business Sale Agreement
	14.1.1.2	12B Elverd St Lease
	14.1.1.3	8B Newton St Lease
	14.1.1.4	8A Newton St Lease
	14.1.1.5	Springhaven Property Lease



# MONTHLY FINANCIAL REPORT

**30 SEPTEMBER 2024**

## TABLE OF CONTENTS

	<b>Page</b>
Basis of Preparation	2
Executive Summary	3-5
Key Terms and Descriptions - Reporting Functions/Programs	6
Statement of Comprehensive Income - by Program	7
Key Terms and Descriptions - Nature & Type	8
Statement of Comprehensive Income - by Nature & Type	9
Net Cost per Sub-Program	10
Statement of Financial Activity by Nature	11
Net Current Position	12
Variance Report	13-16
Statement of Financial Position	17
Progress of the Capital Program / Smart Implementation	18-19
Reserve Accounts	20
Rates & Sundry Receivables	21
Loans	22
Major Business Unit Details	23-24
Detailed Operating & Non-Operating Accounts	25-83

**SHIRE OF KOJONUP  
MONTHLY FINANCIAL REPORT  
FOR THE PERIOD ENDED 30 SEPTEMBER 2024**

**PREPARATION TIMING AND REVIEW**

Date prepared: All known transactions up to 30 SEPTEMBER 2024

Prepared by: Darren Long (Finance Consultant)

Reviewed by: Jill Johnson (MFCS)

**BASIS OF PREPARATION**

**REPORT PURPOSE**

This report is prepared to meet the requirements of Local Government (Financial Management) Regulations 1996, Regulation 34 . Note: The Statements and accompanying notes are prepared based on all transactions recorded at the time of preparation and may vary due to transactions being processed for the reporting period after the date of preparation.

**BASIS OF ACCOUNTING**

This statement comprises a special purpose financial report which has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities), Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board, the Local Government Act 1995 and accompanying regulations. Material accounting policies which have been adopted in the preparation of this statement are presented below and have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the report has also been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

**THE LOCAL GOVERNMENT REPORTING ENTITY**

All Funds through which the Council controls resources to carry on its functions have been included in this statement. In the process of reporting on the local government as a single unit, all transactions and balances between those funds (for example, loans and transfers between Funds) have been eliminated. All monies held in the Trust Fund are excluded from the statement. The Council currently holds no monies in the Trust Fund.

**SIGNIFICANT ACCOUNTING POLICIES**

**GOODS AND SERVICES TAX**

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO). Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable

from, or payable to, the ATO is included with receivables or payables in the statement of financial position. Cash flows

are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

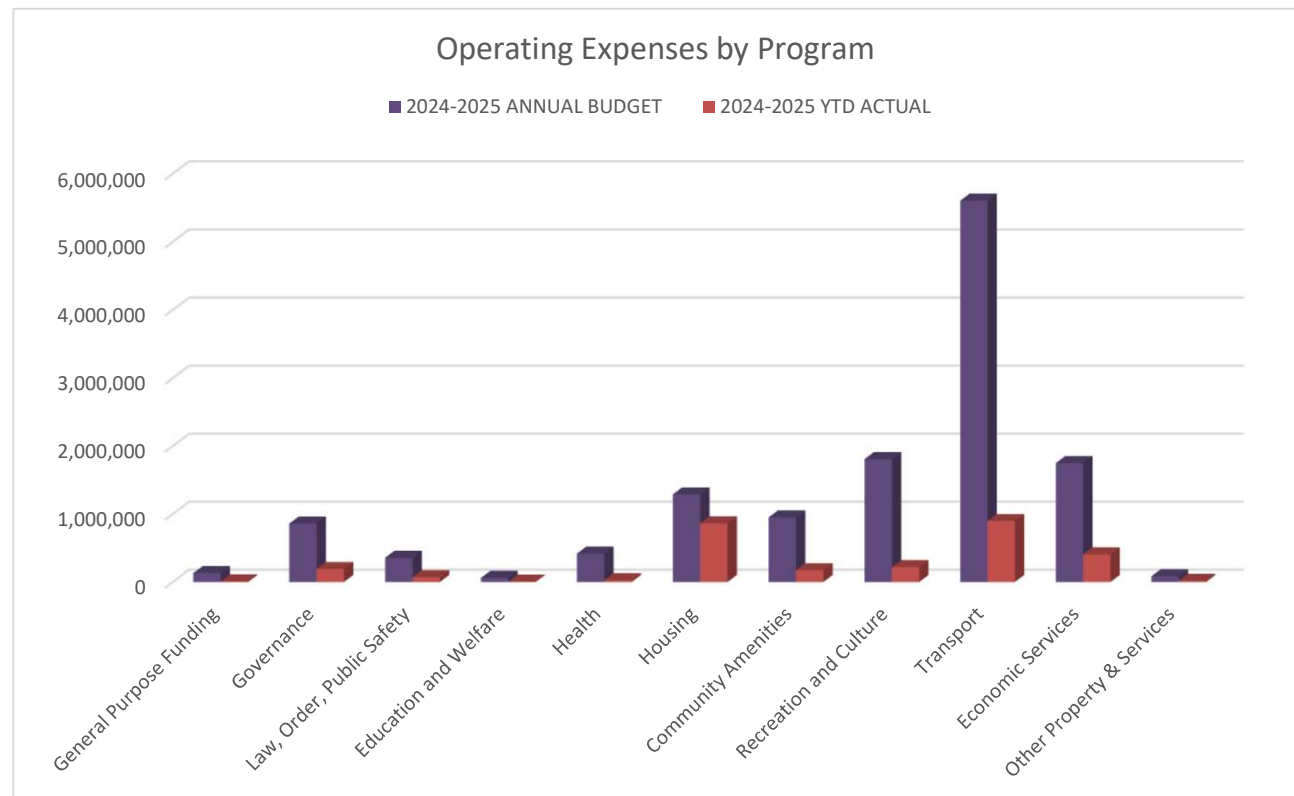
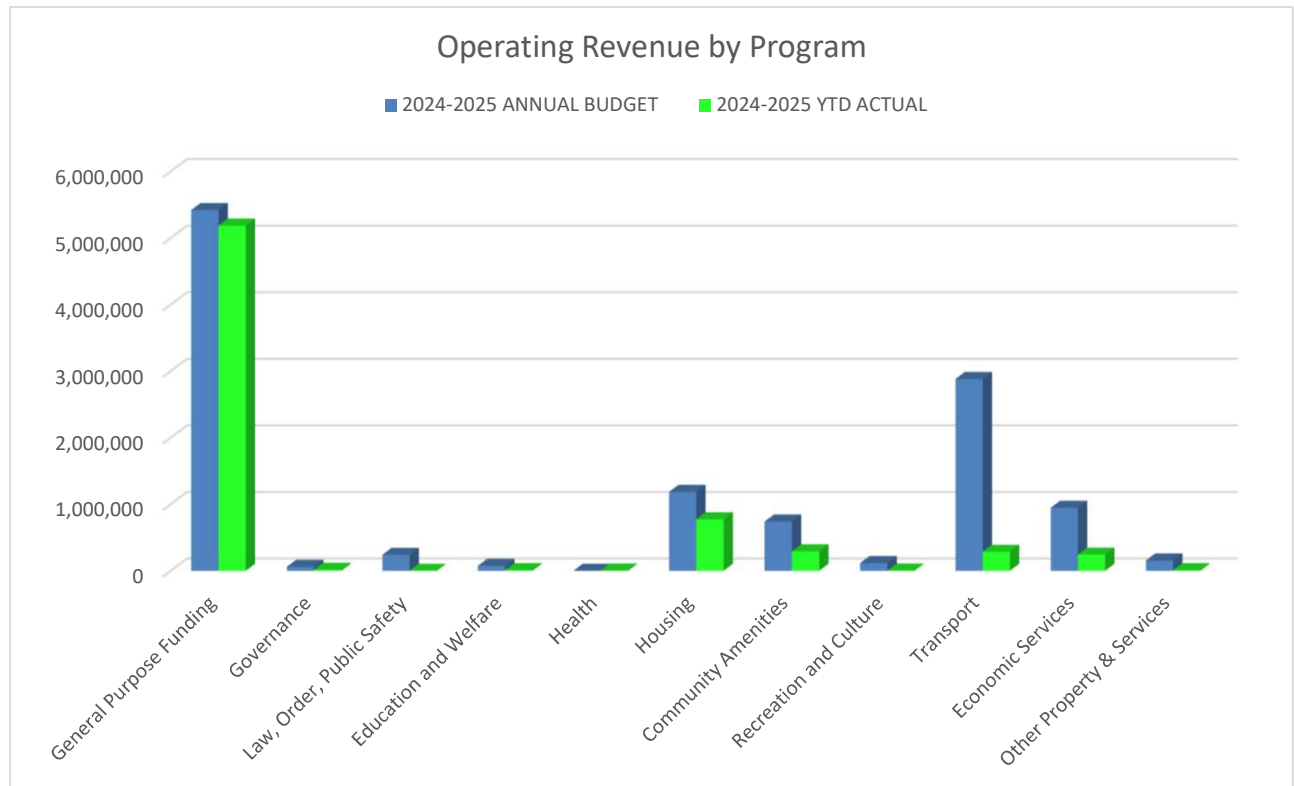
**CRITICAL ACCOUNTING ESTIMATES**

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses. The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

**ROUNDING OFF FIGURES**

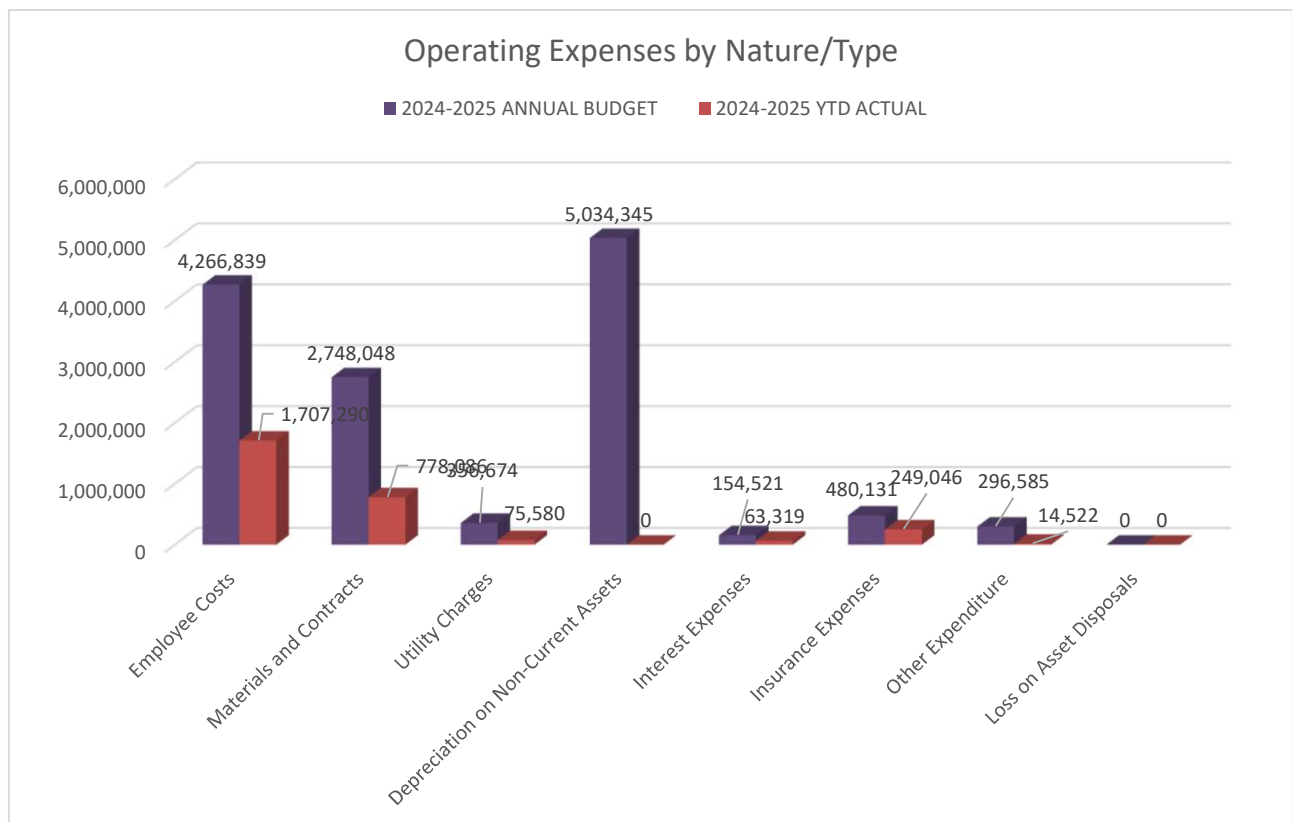
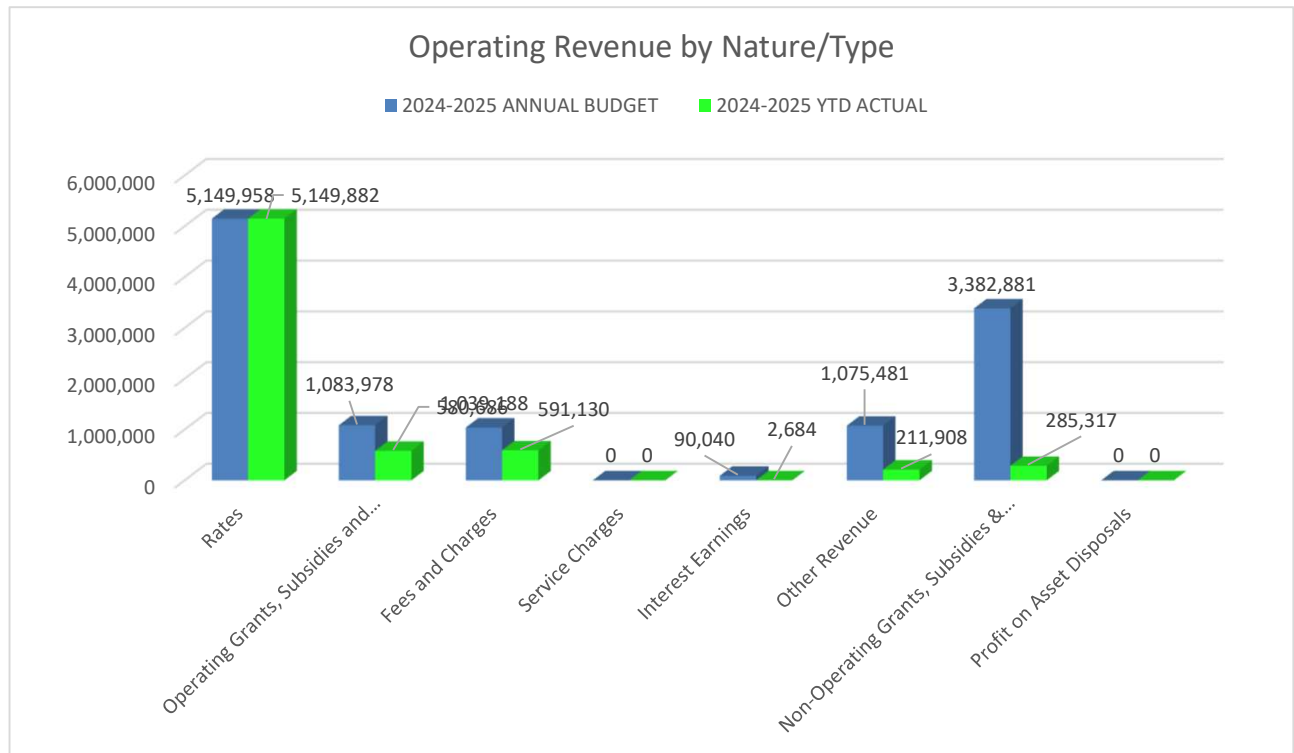
All figures shown in this statement are rounded to the nearest dollar.

# SHIRE OF KOJONUP EXECUTIVE SUMMARY FOR THE PERIOD ENDING 30 SEPTEMBER 2024

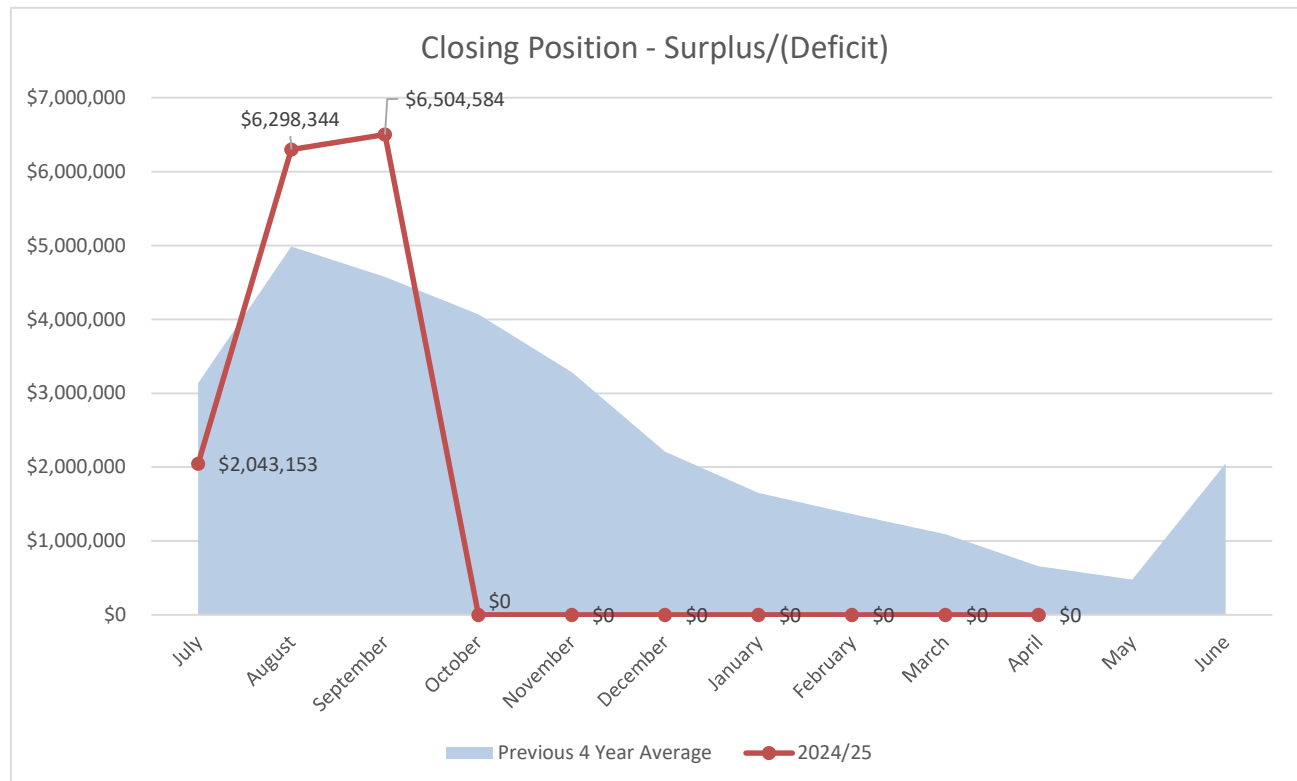
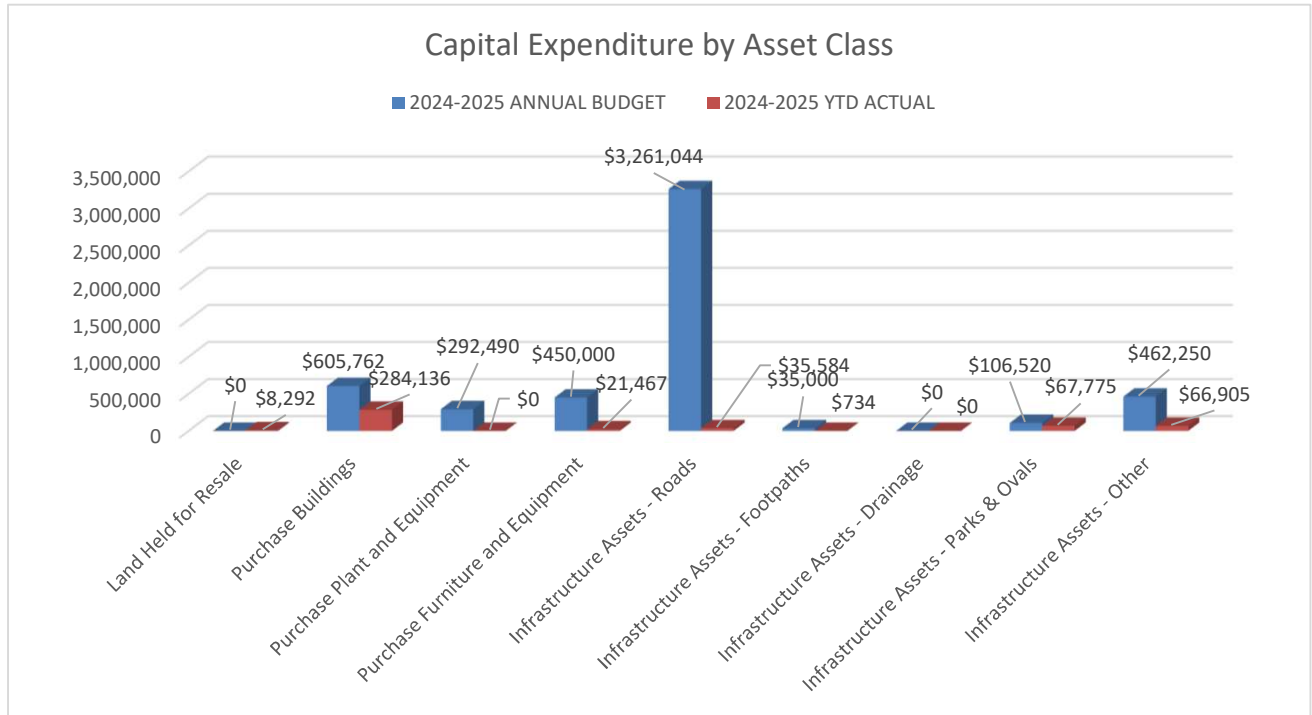




# SHIRE OF KOJONUP EXECUTIVE SUMMARY FOR THE PERIOD ENDING 30 SEPTEMBER 2024



# SHIRE OF KOJONUP EXECUTIVE SUMMARY FOR THE PERIOD ENDING 30 SEPTEMBER 2024



**SHIRE OF KOJONUP**  
**MONTHLY FINANCIAL REPORT**  
**FOR THE PERIOD ENDED 30 SEPTEMBER 2024**

**STATUTORY REPORTING PROGRAMS**

The local governments operations as disclosed in these financial statements encompass the following service orientated activities/programs.

	ACTIVITIES
<b>GOVERNANCE</b> To provide a decision making process for the efficient allocation of scarce resources.	Administration and operation of facilities and services to members of the Council. Other costs that relate to the tasks of assisting elected members and ratepayers on matters which are which are not directly related to specific shire services.
<b>GENERAL PURPOSE FUNDING</b> To collect revenue to allow for the provision of services.	Rates, general purpose government grants and interest revenue.
<b>LAW, ORDER, PUBLIC SAFETY</b> To provide services to help ensure a safer community.	Supervision of various by-laws, fire prevention, emergency services and animal control.
<b>HEALTH</b> To provide an operational framework for good community health.	Food and water quality, pest control, immunisation services, child health services and health education.
<b>EDUCATION AND WELFARE</b> To meet the needs of the community in these areas.	Management and support for families, children, youth and the aged within the community by providing Youth, Aged and Family Centres, Home and Community Aged Care Programs and assistance to schools.
<b>HOUSING</b> To help ensure adequate housing.	Provision of residential housing for council staff. Provision of housing for aged persons, low income families, government and semi government employees.
<b>COMMUNITY AMENITIES</b> Provide services required by the community.	Rubbish collection services and disposal of waste, stormwater drainage, protection of the environment, town planning and regional development and other community amenities (cemeteries and public toilets).
<b>RECREATION AND CULTURE</b> To establish and manage efficiently infrastructure and resources which will help the social wellbeing of the community.	Public halls, recreation and aquatic centres, parks and reserves, libraries, heritage and culture.
<b>TRANSPORT</b> To provide effective and efficient transport services to the community.	Construction and maintenance of roads, footpaths, bridges, street cleaning and lighting, road verges, streetscaping and depot maintenance.
<b>ECONOMIC SERVICES</b> To help promote the Shire and its economic wellbeing.	The regulation and provision of tourism, area promotion, building control, noxious weeds, vermin control and standpipes.
<b>OTHER PROPERTY AND SERVICES</b> To monitor and control Shire's overhead operating accounts.	Private works, public works overheads, plant and equipment operations, town planning schemes and activities not reported in the above programs.

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

	2024-2025 ANNUAL BUDGET	2024-2025 YTD BUDGET	2024-2025 YTD ACTUAL	VARIANCE
<b>EXPENDITURE (Excluding Finance Costs)</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	
General Purpose Funding	(130,881)	(32,409)	(8,902)	-73%
Governance	(859,593)	(308,117)	(190,849)	-38%
Law, Order, Public Safety	(357,103)	(126,596)	(69,351)	-45%
Education and Welfare	(60,870)	(13,215)	(6,396)	-52%
Health	(416,187)	(100,949)	(24,953)	-75%
Housing	(1,251,417)	(671,794)	(845,586)	26%
Community Amenities	(950,890)	(310,480)	(174,232)	-44%
Recreation and Culture	(1,730,704)	(348,971)	(189,490)	-46%
Transport	(5,601,720)	(534,143)	(890,183)	67%
Economic Services	(1,737,577)	(441,610)	(406,937)	-8%
Other Property and Services	(85,680)	(131,558)	(17,644)	-87%
<b>Operating Expenses</b>	<b>(13,182,621)</b>	<b>(3,019,844)</b>	<b>(2,824,523)</b>	
<b>REVENUE</b>				
General Purpose Funding	5,419,882	5,222,844	5,185,687	-1%
Governance	59,925	15,781	15,671	-1%
Law, Order, Public Safety	105,080	26,270	1,787	-93%
Education and Welfare	25,496	624	10,746	1622%
Health	1,400	350	1,918	448%
Housing	1,185,364	596,857	772,589	29%
Community Amenities	307,134	290,071	291,915	1%
Recreation and Culture	71,660	7,215	2,833	-61%
Transport	213,791	203,791	0	-100%
Economic Services	893,770	223,434	243,526	9%
Other Property & Services	155,143	38,784	9,617	-75%
<b>Operating Revenue</b>	<b>8,438,645</b>	<b>6,626,021</b>	<b>6,536,290</b>	
<i>Sub-total</i>	<i>(4,743,976)</i>	<i>3,606,177</i>	<i>3,711,767</i>	
<b>FINANCE COSTS (INTEREST)</b>				
Law & Order	(24,905)	(8,675)	(10,015)	15%
Health	(1,800)	(919)	(919)	0%
Housing	(36,763)	(12,172)	(17,531)	44%
Recreation & Culture	(77,120)	(18,472)	(28,837)	56%
Transport	(1,721)	(880)	(6,016)	584%
Economic Services	(12,212)	0	0	0%
<b>Total Finance Costs</b>	<b>(154,521)</b>	<b>(41,118)</b>	<b>(63,319)</b>	
<b>NON-OPERATING REVENUE</b>				
Law, Order & Public Safety	135,335	0	0	0%
Education & Welfare	50,000	0	0	0%
Housing	0	0	0	0%
Community Amenities	433,053	0	0	0%
Recreation & Culture	44,411	0	0	0%
Transport	2,667,671	0	285,317	0%
Economic Services	52,411	0	0	0%
Other Property & Services	0	0	0	0%
<b>Total Non-Operating Revenue</b>	<b>3,382,881</b>	<b>0</b>	<b>285,317</b>	
<b>PROFIT/(LOSS) ON SALE OF ASSETS</b>				
Governance Loss	0	0	0	
Housing - Loss	0	0	0	0%
Other Property & Services - Loss	0	0	0	0%
Other Property & Services - Profit	0	0	0	0%
<b>Total Profit/(Loss)</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>NET RESULT</b>	<b>(1,515,616)</b>	<b>3,565,059</b>	<b>3,933,764</b>	
Changes in Revaluation Surplus			0	
<b>TOTAL COMPREHENSIVE INCOME</b>	<b>(1,515,616)</b>	<b>3,565,059</b>	<b>3,933,764</b>	

**"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  
MONTHLY FINANCIAL REPORT  
FOR THE PERIOD ENDED 30 SEPTEMBER 2024**

**NATURE OR TYPE DESCRIPTIONS**

**REVENUE**

**RATES**

All rates levied under the Local Government Act 1995. Includes general, differential, specific area rates, minimum rates, interim rates, back rates, ex-gratia rates, less discounts offered. Exclude administration fees, interest on instalments, interest on arrears and service charges.

**GRANTS, SUBSIDIES AND CONTRIBUTIONS**

Refer to all amounts received as grants, subsidies and contributions that are not non-operating grants.

**CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS**

Amounts received specifically for the acquisition, construction of new or the upgrading of non-current assets paid to a local government, irrespective of whether these amounts are received as capital grants, subsidies, contributions or donations.

**PROFIT ON ASSET DISPOSAL**

Profit on the disposal of assets including gains on the disposal of long term investments. Losses are disclosed under the expenditure classifications.

**FEES AND CHARGEES**

Revenues (other than service charges) from the use of facilities and charges made for local government services, sewerage rates, rentals, hire charges, fee for service, photocopying charges, licences, sale of goods or information, fines, penalties and administration fees. Local governments may wish to disclose more detail such as rubbish collection fees, rental of property, fines and penalties, other fees and charges.

**SERVICE CHARGES**

Service charges imposed under Division 6 of Part 6 of the Local Government Act 1995. Regulation 54 of the Local Government (Financial Management) Regulations 1996 identifies these as television and radio broadcasting, underground electricity and neighbourhood surveillance services. Exclude rubbish removal charges. Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

**INTEREST REVENUE**

Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

**OTHER REVENUE / INCOME**

Other revenue, which can not be classified under the above headings, includes dividends, discounts, rebates etc.

**EXPENSES**

**EMPLOYEE COSTS**

All costs associate with the employment of person such as salaries, wages, allowances, benefits such as vehicle and housing, superannuation, employment expenses, removal expenses, relocation expenses, worker's compensation insurance, training costs, conferences, safety expenses, medical examinations, fringe benefit tax, etc.

**MATERIALS AND CONTRACTS**

All expenditures on materials, supplies and contracts not classified under other headings. These include supply of goods and materials, legal expenses, consultancy, maintenance agreements, communication expenses, advertising expenses, membership, periodicals, publications, hire expenses, rental, leases, postage and freight etc. Local governments may wish to disclose more detail such as contract services, consultancy, information technology, rental or lease expenditures.

**UTILITIES (GAS, ELECTRICITY, WATER, ETC.)**

Expenditures made to the respective agencies for the provision of power, gas or water. Exclude expenditures incurred for the reinstatement of roadwork on behalf of these agencies.

**INSURANCE**

All insurance other than worker's compensation and health benefit insurance included as a cost of employment.

**LOSS ON ASSET DISPOSAL**

Loss on the disposal of fixed assets.

**DEPRECIATION**

Depreciation expense raised on all classes of assets.

**FINANCE COSTS**

Interest and other costs of finance paid, including costs of finance for loan debentures, overdraft accommodation and refinancing expenses.

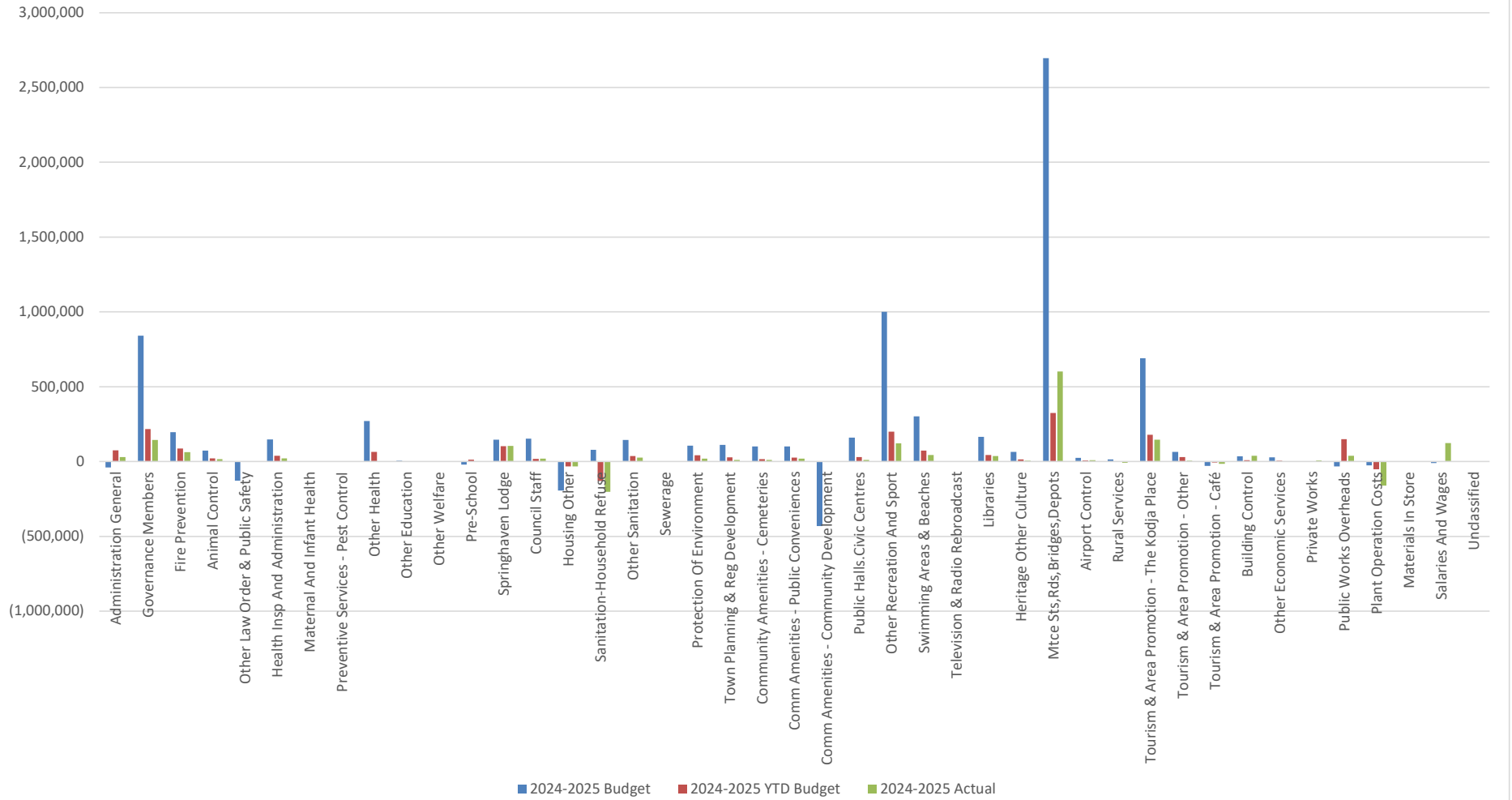
**OTHER EXPENDITURE**

Statutory fees, taxes, provision for bad debts, member's fees or State taxes. Donations and subsidies made to community groups.

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

	<b>2024-2025 ANNUAL BUDGET</b>	<b>2024-2025 YTD BUDGET</b>	<b>2024-2025 YTD ACTUAL</b>
<b>Expenses</b>			
Employee Costs	(4,266,839)	(1,357,561)	(1,707,290)
Materials and Contracts	(2,748,048)	(942,885)	(778,086)
Utility Charges	(356,674)	(95,103)	(75,580)
Depreciation on Non-Current Assets	(5,034,345)	0	0
Interest Expenses	(154,521)	(41,118)	(63,319)
Insurance Expenses	(480,131)	(472,250)	(249,046)
Other Expenditure	(296,585)	(152,045)	(14,522)
	(13,337,142)	(3,060,962)	(2,887,842)
<b>Revenue</b>			
Rates	5,149,958	5,149,963	5,149,882
Operating Grants, Subsidies and Contributions	1,083,978	661,587	580,686
Fees and Charges	1,039,188	549,329	591,130
Service Charges	0	0	0
Interest Earnings	90,040	32,480	2,684
Other Revenue	1,075,481	232,661	211,908
	8,438,645	6,626,021	6,536,290
	(4,898,497)	3,565,059	3,648,448
Non-Operating Grants, Subsidies & Contributions	3,382,881	0	285,317
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
	3,382,881	0	285,317
<b>Net Result</b>	<b>(1,515,616)</b>	<b>3,565,059</b>	<b>3,933,764</b>
<b>Other Comprehensive Income</b>			
Changes on revaluation of non-current assets	0	0	0
<b>Total Other Comprehensive Income</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL COMPREHENSIVE INCOME</b>	<b>(1,515,616)</b>	<b>3,565,059</b>	<b>3,933,764</b>

Net Cost per Sub-Program  
(Excluding General Purpose Funding)



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

	2024-2025 ANNUAL BUDGET	2024-2025 YTD BUDGET (a)	2024-2025 YTD ACTUAL (b)	MATERIAL \$ (b)-(a)	MATERIAL % (b)-(a)/(a)	VAR
<b>OPERATING REVENUE</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>			
Rates	5,149,958	5,149,963	5,149,882	Within Threshold	Within Threshold	
Operating Grants and Subsidies	1,083,978	661,587	580,686	(80,901)	(12.23%)	▼
Fees and Charges	1,039,188	549,329	591,130	41,801	Within Threshold	
Interest Earnings	90,040	32,480	2,684	(29,796)	(91.74%)	▼
Profit on Asset Disposal	0	0	0	Within Threshold	0.00%	
Other Revenue	1,075,481	232,661	211,908	(20,754)	Within Threshold	
	<b>8,438,645</b>	<b>6,626,021</b>	<b>6,536,290</b>			
<b>LESS OPERATING EXPENDITURE</b>						
Employee Costs	(4,266,839)	(1,357,561)	(1,707,290)	(349,729)	(25.76%)	▼
Materials & Contracts	(2,748,048)	(942,885)	(778,086)	164,799	17.48%	▲
Utilities	(356,674)	(95,103)	(75,580)	19,523	(20.53%)	▲
Depreciation on Non-Current Assets	(5,034,345)	0	0	Within Threshold	0.00%	
Interest Expense	(154,521)	(41,118)	(63,319)	(22,201)	(53.99%)	▼
Insurances	(480,131)	(472,250)	(249,046)	223,204	(47.26%)	▲
Loss on Asset Disposal	0	0	0	Within Threshold	0.00%	
Other Expenditure	(296,585)	(152,045)	(14,522)	137,523	90.45%	▲
	<b>(13,337,142)</b>	<b>(3,060,963)</b>	<b>(2,887,842)</b>			
<i>Increase/(Decrease)</i>	<b>(4,898,497)</b>	<b>3,565,059</b>	<b>3,648,448</b>			
<b>ADD</b>						
Movement in Employee Benefits (Non-current)	0	0	0	Within Threshold	0.00%	
Movement in Employee Benefits (Current)	0	0	0	Within Threshold	0.00%	
Movement in Accrued Interest on Loans	0	0	0	Within Threshold	0.00%	
Movement in LG House Unit Trust	0	0	0	Within Threshold	0.00%	
Movement in Springhaven Bonds	0	0	(835,000)	(835,000)	0.00%	
Profit on the disposal of assets	0	0	0	Within Threshold	0.00%	
Depreciation Written Back	5,034,345	0	0	Within Threshold	0.00%	
	<b>5,036,345</b>	<b>0</b>	<b>(835,000)</b>			
<i>Sub Total</i>	<b>137,848</b>	<b>3,565,059</b>	<b>2,813,448</b>			
<b>INVESTING ACTIVITIES</b>					0.00%	
Land Held for Resale	0	0	(8,292)	Within Threshold	0.00%	
Purchase Buildings	(605,762)	(161,884)	(284,136)	(122,252)	(75.52%)	
Purchase Plant and Equipment	(292,490)	0	0	Within Threshold	0.00%	
Purchase Furniture and Equipment	(450,000)	0	(21,467)	(21,467)	0.00%	
Infrastructure Assets - Roads	(3,261,044)	(322,771)	(35,584)	287,187	(88.98%)	
Infrastructure Assets - Footpaths	(35,000)	0	(734)	Within Threshold	0.00%	
Infrastructure Assets - Drainage	0	0	0	Within Threshold	0.00%	
Infrastructure Assets - Parks & Ovals	(106,520)	(26,520)	(67,775)	(41,255)	(155.56%)	
Infrastructure Assets - Other	(462,250)	(53,400)	(66,905)	(13,505)	(25.29%)	
Proceeds from Sale of Assets	135,000	0	0	Within Threshold	0.00%	
Contributions for the Development of Assets	3,382,881	0	285,317	285,317	0.00%	
	<b>(1,695,185)</b>	<b>(564,575)</b>	<b>(199,576)</b>			
<b>FINANCING ACTIVITIES</b>						
Repayment of Debt - Loan Principal	(508,766)	(165,101)	(165,984)	Within Threshold	Within Threshold	
Transfer from Reserves	0	0	835,000	835,000	0.00%	
Transfer to Reserves	(156,955)	(7,173)	0	Within Threshold	100.00%	
	<b>(665,721)</b>	<b>(172,274)</b>	<b>669,016</b>			
Plus Rounding						
<i>Sub Total</i>	<b>(2,223,059)</b>	<b>2,828,210</b>	<b>3,282,889</b>			
<b>FUNDING FROM</b>						
Estimated Opening Surplus at 1 July	2,619,834	2,619,834	\$3,221,695	601,861	22.97%	▲
Closing Funds	0	0	0			
	<b>2,619,834</b>	<b>2,619,834</b>	<b>3,221,695</b>			
<b>NET SURPLUS/(DEFICIT)</b>	<b>396,776</b>	<b>5,448,044</b>	<b>6,504,584</b>			



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

	<b>ACTUAL 30 JUNE 2024</b>	<b>ACTUAL YTD</b>
Cash - Unrestricted	\$3,022,397	\$3,123,269
Cash - Restricted General	\$0	\$0
Cash - Restricted Reserves	\$4,840,738	\$4,005,738
Accounts Receivable - Rates	\$473,511	\$3,861,777
Accounts Receivable - Sundry	\$671,449	\$331,871
GST Receivable	\$34,022	\$109,958
Contract Assets	\$12,760	\$12,760
Inventories	\$1,452	\$59,836
Land held for Resale	\$214,458	\$222,750
Loans - Clubs	\$0	\$0
<b>CURRENT ASSETS</b>	<b>\$9,270,788</b>	<b>\$11,727,960</b>
<b>LESS: CURRENT LIABILITIES</b>		
Payables	(\$486,952)	(\$442,643)
ATO Liabilities	\$250,267	\$204,965
Unspent Grant Liabilities	(\$758,354)	(\$758,354)
Employee Provisions	(\$830,163)	(\$830,163)
Accrued Interest on Loans	(\$41,618)	(\$41,618)
Interest Bearing Loans	(\$508,833)	(\$342,849)
Springhaven Accommodation Bonds	(\$3,695,000)	(\$2,860,000)
<b>CURRENT LIABILITIES</b>	<b>(\$6,070,653)</b>	<b>(\$5,070,662)</b>
<b>LESS: EXCLUSIONS</b>		
Cash - Restricted Reserves	(\$4,840,738)	(\$4,005,738)
Cash - Restricted Cash	\$0	\$0
Interest Bearing Loans	\$508,833	\$342,849
Self Supporting Loan Debtors	\$0	\$0
Less Land held for Resale	(\$214,458)	(\$222,750)
Less Provision for Doubtful Debts	\$1,142	\$1,142
Add back Cash backed LSL Provision		
Add Back Springhaven Bonds	\$3,695,000	\$2,860,000
Add Back Accrued Interest on Loans	\$41,618	\$41,618
Add: Current liabilities not expected to be cleared at end of year	\$830,163	\$830,163
Unspent loan funds - Loan 150	\$0	
Roundings	\$1	\$1
<b>NET CURRENT POSITION - SURPLUS/(DEFICIT)</b>	<b>\$3,221,695</b>	<b>\$6,504,584</b>

**SHIRE OF KOJONUP  
MONTHLY FINANCIAL REPORT  
FOR THE PERIOD ENDING 30 SEPTEMBER 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 Activity' on page 4 of these financial statements contains all of the information provided within the 'Rate Setting Statement' and therefore any material variances on these pages will be reported below.

**Defining a 'Material Variance'**

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

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

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

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

REPORTING AREA	YTD BUDGET	YTD ACTUAL	VARIANCE \$	VARIANCE %	TIMING / PERMANENT	EXPLANATION
<b>Operating Revenue</b>						
Operating Grants	661,587	580,686	(80,901)	-12%	PERMANENT/ TIMING	Decrease in General Purpose Grant \$31K, Increase in Local Road Grant \$9K, Decrease in ESL Grant \$19K, Increase in Kindy Café Grant \$8k, Increase in SPRING H - GRANT- PERSONAL CARE SUBSIDY \$156K, Decrease in MRWA DIRECT GRANT \$234k.
Fees & Charges	549,329	591,130	41,801	Within Threshold	TIMING	Decrease in Residential Rental - Staff \$7K, Increase in Spring H - Resident Rent \$71K, Increase in ILUs - Rent \$5K, Decrease in GROH - Rent \$31K, Increase in Economic Services Events \$12k.
Interest Earnings	32,480	2,684	(29,796)	-92%	TIMING	Decrease in Rates Instalment Interest \$8K, Decrease in Interest on Reserves \$5K, Decrease in Interest on Unpaid Bonds \$18K
Other Revenue	232,661	211,908	(20,754)	Within Threshold	PERMANENT/ TIMING	Decrease in Events Income \$10K, Increase in Black Cockatoo Trading Income \$20K, Decrease in Income - Diesel Fuel rebates \$6K, Decrease in Workers compensation Income \$15K, Decrease in Lease of KSC Properties \$7k.

**SHIRE OF KOJONUP  
MONTHLY FINANCIAL REPORT  
FOR THE PERIOD ENDING 30 SEPTEMBER 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 Activity' on page 4 of these financial statements contains all of the information provided within the 'Rate Setting Statement' and therefore any material variances on these pages will be reported below.

**Defining a 'Material Variance'**

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

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

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

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

REPORTING AREA	YTD BUDGET	YTD ACTUAL	VARIANCE \$	VARIANCE %	TIMING / PERMANENT	EXPLANATION
<b>Operating Expenses</b>						
Employee Costs	(1,357,561)	(1,707,290)	(349,729)	-26%	PERMANENT/ TIMING	Decrease in Rating Salaries \$10K, Decrease in Admin Salaries \$20K, Increase in Superannuation - Admin \$3K, Increase in Staff Costs - Other \$7K, Increase in Health Salaries \$10K, Increase in Health Superannuation \$7K, Increase in Spring H - Salaries and wages \$152K, Increase in Spring H - superannuation \$13K, Decrease in Spring H - Grounds Maintenance \$7K, Decrease in Salaries - Swimming Pool \$13K, Decrease in Apex Park - Grounds Maintenance \$7K, Decrease in Sports Complex - Grounds Maint \$24K, Decrease in Salaries Library \$7K, Increase in Salaries Tour \$14K, Decrease in Kodja Place - Tour Expenses \$11K, Increase in Cafe Salaries & Wages \$18K, Increase in Building Admin Salaries \$27K, Decrease in PWOH Annual Leave \$12K, Decrease in PWOH Public Holidays \$17K, Decrease in Sick Leave \$6K, Decrease in Superannuation \$7K, Decrease in Long Service Leave \$170K, Increase in Less Allocated To Works and Services \$153K, Increase in Workers Comp Allocated \$8K, , Increase in Grading \$10K, Increase in Drainage Maintenance \$66K, Increase in Bitumen Patching/Repair \$27K, Increase in Guide Post & Signage \$34K, Increase in Rural Limb and Tree Removal - Fallen \$60K, Increase in Trees Rural Major Works Wages \$41k.

**SHIRE OF KOJONUP  
MONTHLY FINANCIAL REPORT  
FOR THE PERIOD ENDING 30 SEPTEMBER 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 Activity' on page 4 of these financial statements contains all of the information provided within the 'Rate Setting Statement' and therefore any material variances on these pages will be reported below.

**Defining a 'Material Variance'**

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

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

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

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

REPORTING AREA	YTD BUDGET	YTD ACTUAL	VARIANCE \$	VARIANCE %	TIMING / PERMANENT	EXPLANATION
Materials & Contracts	(942,885)	(778,086)	164,799	17%	TIMING	Increase in Member Subscriptions \$13K, Decrease in Telephone \$5K, Decrease in Software Licensing Fees \$64K, Increase in ICT support \$48K, Decrease in ICT Website \$15K, Increase in Admin Legal Expense \$13K, Increase in Admin -Novated Lease Expenses \$5K, Decrease in Financial Consultants \$6K, Increase in Brigade Expenses \$23K, Increase in Salaries (AC) \$9K, Decrease in Contract Ranger Expenses by \$6K, Decrease in Health - Other Employment Costs by \$6K, Decrease in Health Contractors by \$11K, Decrease in Doctor Services Contribution expenses by \$62K, Increase in Spring H salaries and wages by \$83K, Decrease in Spring H Building Operating Expenses by \$17K, Increase in Recycle Depot/ Transfer Strn by \$67K, Decrease in Verge pickup - hard waste by \$7K, Decrease in NRM - State NRM grant expenditure by \$7K, Decrease in Local Planning strategy and scheme review by \$6K, Increase in S/ Pool Equipment Maintenance by \$11K, Decrease in Sports Complex Ground Maintenance by \$5K, Decrease in Bridge Maintenance by \$10K, Decrease in Great Southern Treasuries by \$20K, Decrease in Kodja Place Events by \$12K, Decrease in Kodja Place Retail Stock by \$12K, Increase in Black Cockatoo Minor Expenses by \$6K, Decrease in Black cockatoo Costs of Goods Purchase by \$12K, Decrease in Fuel and Oil by \$67K, Decrease in Less Poc Allocated to W & S by \$35K, Increase in Grading by \$133K, Increase in Rural Limb and Tree Removal - Fallen by \$9K, Increase in Tres Rural Major Works \$13K
Utilities	(95,103)	(75,580)	19,523	-21%	TIMING	Decrease in Swimming Pool - Utility & Communications by \$7K
Interest Expense	(41,118)	(63,319)	(22,201)	-54%	TIMING	Increase in Interest on Loans (Reception) by \$10K, Increase in Interest on Loans (Airstrip) by \$5K

**SHIRE OF KOJONUP  
MONTHLY FINANCIAL REPORT  
FOR THE PERIOD ENDING 30 SEPTEMBER 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 Activity' on page 4 of these financial statements contains all of the information provided within the 'Rate Setting Statement' and therefore any material variances on these pages will be reported below.

**Defining a 'Material Variance'**

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

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

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

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

REPORTING AREA	YTD BUDGET	YTD ACTUAL	VARIANCE \$	VARIANCE %	TIMING / PERMANENT	EXPLANATION
Insurances	(472,250)	(249,046)	223,204	-47%	PERMANENT/TIMING	Decrease in Members insurance by \$6K, Decrease in Staff Insurances by \$14K, Decrease in Office - Insurance by \$22K, Decrease in Bridges Expenses by \$58K, Increase in Spring H - Workers Comp/ Journey Ins by \$20K, Decrease in ILUs insurance by \$6K, Decrease in Memorial Hall - Cleaning and Conveniences by \$5K, Decrease in S/ Pool Insurance by \$6K, Decrease in Bridge Maintenance by \$16K, Decrease in Kodja Place Building Insurance by \$9K, Decrease in Workers Comp Insurance by \$29K, Decrease in Vehicles - Insurance by \$39K
Other Expenses	(152,045)	(14,522)	137,523	90%	TIMING	Decrease in administration expenses reallocated \$32k, Decrease in Member Attendance Fees \$25k, Decrease in Members Communication Allowance \$5k, Decrease in President & Deputy Allowances \$10k, Increase in Bank Fees \$5k, Decrease in Plant Costs allocated to works \$18k.

**Investing Activities**

Buildings	(161,884)	(284,136)	(122,252)	-76%	PERMANENT/TIMING	Increase in Men's Shed - Construction of New by \$122K
Infrastructure - Roads	(322,771)	(35,584)	287,187	-89%	TIMING	Increase in Balgarup Road Tree Pruning by \$29K, Increase in Widening - Shamrock Road by \$1K, Widening - Shamrock Road 2021/2022 budget not spent yet by \$131K, Kojonup Darkan Shoulder Blackspot budget not spent yet by \$115K, Increase in Ballock Road by \$4K
Infrastructure - Parks & Ovals	(26,520)	(67,775)	(41,255)	-156%	PERMANENT/TIMING	Increase in Sporting Complex - Netball Court Resurface & Roof by \$2K, Increase in Apex Park - Replace Equipment by \$39K
Infrastructure - Others	(53,400)	(66,905)	(13,505)	-25%	TIMING	Increase in Bush Fire Repeater Tower by \$61K, Increase in Town Furniture by \$2K, CCTV Infrastructure budget not spent (\$53K)

**Financing Activities**

Transfer from Cash Backed Reserves	0	835,000	835,000	0%		Increase in Transfers from Reserve to cover repayment of Springhaven Bonds.
------------------------------------	---	---------	---------	----	--	---

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

	Note	2023-24 ACTUAL \$	2024-25 ACTUAL \$	Variance \$
<b>Current assets</b>				
Unrestricted Cash & Cash Equivalents		3,022,397	3,123,269	100,872
Restricted Cash & Cash Equivalents		4,840,738	4,005,738	-835,000
Trade and other receivables		1,144,960	4,193,649	3,048,689
ATO Receivables		34,022	109,958	75,936
Contract Assets		12,760	12,760	0
Inventories		1,452	59,836	58,384
Land Held for Resale		214,458	222,750	8,292
<b>Total current assets</b>		<b>9,270,788</b>	<b>11,727,960</b>	<b>2,457,173</b>
<b>Non-current assets</b>				
Trade and other receivables		110,473	110,473	0
LG House Unit Trust		103,963	103,963	0
Land Held for Resale		0	0	0
Land		2,281,424	2,281,424	0
Buildings		27,099,445	27,383,581	284,136
Furniture & Equipment		323,765	345,232	21,467
Plant & Equipment		3,618,235	3,618,235	0
Tools		0	0	0
Roads Infrastructure		93,361,774	93,397,358	35,584
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		1,409,351	1,410,085	734
Parks Infrastructure		2,539,850	2,607,625	67,775
Other Infrastructure		6,371,319	6,438,223	66,905
<b>Total non-current assets</b>		<b>157,215,949</b>	<b>157,692,549</b>	<b>476,600</b>
<b>Total assets</b>		<b>166,486,736</b>	<b>169,420,510</b>	<b>2,933,773</b>
<b>Current liabilities</b>				
Trade and other payables		4,020,285	3,140,330	879,955
ATO Liabilities		-46,981	-1,034	-45,947
Contracts Liability		758,354	758,354	0
Interest-bearing loans and borrowings		508,833	342,849	165,984
Provisions		830,163	830,163	0
<b>Total current liabilities</b>		<b>6,070,653</b>	<b>5,070,662</b>	<b>999,991</b>
<b>Non-current liabilities</b>				
Interest-bearing loans and borrowings		4,479,878	4,479,878	0
Non-Current Payables		0	0	0
Provisions		184,069	184,069	0
<b>Total non-current liabilities</b>		<b>4,663,947</b>	<b>4,663,947</b>	<b>0</b>
<b>Total liabilities</b>		<b>10,734,600</b>	<b>9,734,608</b>	<b>999,991</b>
<b>Net assets</b>		<b>155,752,137</b>	<b>159,685,901</b>	<b>3,933,764</b>
<b>Equity</b>				
Retained surplus		69,855,273	70,690,273	835,000
Net Result		0	3,933,764	3,933,764
Reserve - asset revaluation		81,056,126	81,056,126	0
Reserve - Cash backed		4,840,738	4,005,738	-835,000
<b>Total equity</b>		<b>155,752,137</b>	<b>159,685,901</b>	<b>3,933,764</b>

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

**SHIRE OF KOJONUP  
MONTHLY FINANCIAL REPORT  
FOR THE PERIOD ENDING 30 SEPTEMBER 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
<b>Governance</b>									
C137	ICT Plan Implementation		CEO	F&E	Renewal	450,000	0	21,467	5%
						<b>450,000</b>	<b>0</b>	<b>21,467</b>	
<b>Law Order &amp; Public Safety</b>									
2885	CCTV Infrastructure		CEO	Infr.	New	267,000	53,400	0	0%
						<b>267,000</b>	<b>53,400</b>	<b>62,961</b>	
<b>Education &amp; Welfare</b>									
C441	Old School - Re-Roof		BMC	L&B	Renewal	1,994	0	0	0%
						<b>1,994</b>	<b>0</b>	<b>0</b>	
<b>Housing</b>									
C157	Staff - 15 Loton Close		CEO	L&B	New	80,000	0	0	0%
C156	Staff - 30 Katanning Road		CEO	L&B	New	30,000	0	0	0%
C313	Jean Sullivan Units - Building Renewal		BMC	L&B	Upgrade	10,000	0	0	0%
C145	ILU's - Building Renewal		BMC	L&B	Renewal	10,000	0	0	0%
						<b>130,000</b>	<b>0</b>	<b>0</b>	
<b>Community Amenities</b>									
C310	Subdivision Construction	2.4.3	CEO	L4R	Upgrade	0	0	8,292	0%
C407	Refuse Site Development		MRS	Infr.	Upgrade	115,250	0	0	0%
C442	Men's Shed - Construction of New		MCCS	L&B	New	323,768	161,884	284,136	88%
C355	Town Furniture		MWS	Infr.	New	20,000	0	2,193	11%
						<b>459,018</b>	<b>161,884</b>	<b>294,622</b>	
<b>Recreation &amp; Culture</b>									
C198	Historic Buildings - Capital Improvement		BMC	L&B	Renewal	35,000	0	0	0%
C105	Memorial Hall Capital Expenditure		BMC	L&B	Renewal	30,000	0	0	0%
C295	SWIMMING POOL BUILDINGS CAPITAL EXPENDITURE		BMC	L&B	Renewal	30,000	0	0	0%
C408	Harrison Place Toilets & Park	1.1.8	MWS	L&B	Upgrade	10,000	0	0	0%
167640	Showgrounds Capital Expenditure		MWS	L&B	Upgrade	30,000	0	1,750	6%
167740	The Spring Reserve Capital Expenditure		MWS	L&B	Upgrade	50,000	0	0	0%
C357	Apex Park - Replace Equipment		SH	Infr.	Renewal	0	0	39,010	0%
						<b>211,520</b>	<b>26,520</b>	<b>69,525</b>	
<b>Transport - Plant Purchases</b>									
C162	Major Plant Repairs - Fuel Pump System		MWS	P&E	New	7,490	0	0	
7604	Plant Major Purchases		MWS	P&E	New	285,000	0	0	0%
						<b>285,000</b>	<b>0</b>	<b>0</b>	

**SHIRE OF KOJONUP**  
**MONTHLY FINANCIAL REPORT**  
**FOR THE PERIOD ENDING 30 SEPTEMBER 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
<b>Transport - Infrastructure</b>									
R2R400	R2R - Balgarup Road Tree Pruning Works		MWS	Infr.	Upgrade	0	0	28,918	0%
C417	Widening - Shamrock Road	1.1.5	MWS	Infr.	Upgrade	383,920	76,784	1,375	0%
C436	Widening - Shamrock Road (2021/2022 Project)	1.1.5	MWS	Infr.	Upgrade	690,000	131,100	0	0%
CJ227	Broomehill Road Failure Repairs		MWS	Infr.	Renewal	45,000	0	0	0%
C319	Bitumen Reseal - Kojonup-Frankland Road	1.1.5	MWS	Infr.	Renewal	210,000	0	0	0%
C320	Bitumen Reseal - Kojonup Darkan Road	1.1.5	MWS	Infr.	Renewal	195,000	0	0	0%
C460	Road Widening - Jingalup Rd 22/23		MWS	Infr.	Renewal	210,000	0	0	0%
CJ079	Reillys Creek Road - Gravel Sheet		MWS	Infr.	Renewal	255,000	0	0	0%
CJ055	Newton Street Kerbing		MWS	Infr.	Renewal	26,000	0	0	0%
C463	Kojonup Darkan Shoulder Blackspot		MWS	Infr.	Upgrade	229,774	114,887	72	0%
CJ500	Tone Road - RTR		MWS	Infr.	Upgrade	90,000	0	636	1%
C501	Ballock Road - RTR		MWS	Infr.	Upgrade	0	0	3,638	0%
C505	RTR - Tone Road - Failure 2		MWS	Infr.	Upgrade	55,000	0	0	0%
C506	RTR - Tone Road - Failure 3		MWS	Infr.	Upgrade	70,000	0	0	0%
C507	RTR - Spring Street Asphalt		MWS	Infr.	Upgrade	347,350	0	0	0%
C508	RTR - Misson Road Floodway		MWS	Infr.	Upgrade	20,000	0	0	0%
C509	RTR - Soldier Road - Asphalt		MWS	Infr.	Upgrade	75,000	0	0	0%
C510	RTR - Wanwindup South Road Culvert		MWS	Infr.	Upgrade	25,000	0	0	0%
C511	RTR - Qualeup South Road Failure Repairs		MWS	Infr.	Upgrade	35,000	0	0	0%
C512	RTR - Newton Street Reseal		MWS	Infr.	Upgrade	44,000	0	0	0%
C450	Widening - Tambellup West Road		MWS	Infr.	Upgrade	255,000	0	0	0%
FPC02	Footpath - Newton Street		MWS	Infr.	Upgrade	35,000	0	0	0%
						<b>3,296,044</b>	<b>322,771</b>	<b>7,400</b>	
<b>Economic Services</b>									
C177	Kodja Place - Capital Renewal/Improvement	2.1.10	BMC	L&B	Renewal	20,000	0	0	0%
C349	Black Cockatoo Café Capital Expenditure		BMC	L&B	Renewal	25,000	0	0	0%
C054	Promotional Signage at Airstrip	1.4.7	MCCS	Infr.	New	60,000	0	0	0%
						<b>105,000</b>	<b>0</b>	<b>0</b>	
<b>Total Capital Expenditure</b>						<b>5,205,576</b>	<b>564,575</b>	<b>455,974</b>	<b>8.8%</b>

<b>SUMMARIES:</b>				
Land Held for Resale	0	0	8,292	0.0%
Land & Buildings	685,762	161,884	285,886	41.7%
Infrastructure	3,784,814	402,691	169,247	4.5%
Plant & Equipment	292,490	0	0	0.0%
Furn & Equipment	450,000	0	21,467	4.8%
	<b>5,213,066</b>	<b>564,575</b>	<b>484,892</b>	<b>9.3%</b>
Asset Renewal	1,569,514	26,520	90,186	5.7%
New Asset	1,073,258	215,284	349,291	32.5%
Upgrading Asset	2,570,294	322,771	45,415	1.8%
	<b>5,213,066</b>	<b>564,575</b>	<b>484,892</b>	<b>9.3%</b>
Chief Executive Officer	827,000	53,400	29,758	3.6%
Manager Corporate & Community Services	410,288	188,404	312,901	76.3%
Manager Works & Services	3,698,534	322,771	40,261	1.1%
Senior Horticulturalist	0	0	39,010	0.0%
Manager Regulatory Services	115,250	0	62,961	54.6%
Building Maintenance Coordinator	161,994	0	0	0.0%
Manager Aged Care Services	0	0	0	0.0%
	<b>5,213,066</b>	<b>564,575</b>	<b>484,892</b>	<b>9.3%</b>



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

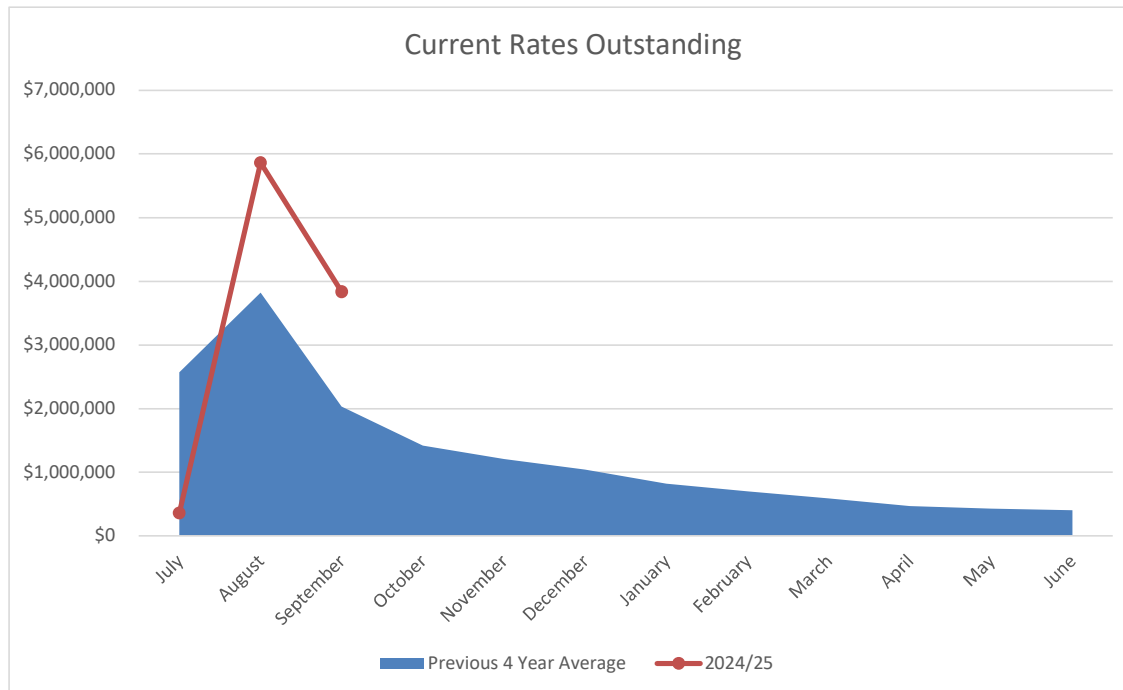
<b>RESERVES - CASH BACKED</b>	<b>2024-25 Actual Opening Balance</b>	<b>2024-25 Actual Transfer to</b>	<b>2024-25 Actual Transfer (from)</b>	<b>2024-25 Actual Closing Balance</b>	<b>2024-25 Budget Opening Balance</b>	<b>2024-25 Budget Transfer to</b>	<b>2024-25 Budget Transfer (from)</b>	<b>2024-25 Budget Closing Balance</b>
	\$	\$	\$	\$	\$	\$	\$	\$
Plant Replacement	263,841	0	0	263,841	263,841	2,387	0	266,228
Employee Leave	290,394	0	0	290,394	290,394	34,634	0	325,028
Springhaven Lodge (Bonds)	3,695,000	0	(835,000)	2,860,000	3,695,000	0	0	3,695,000
Low Income Housing	88,963	0	0	88,963	88,963	3,020	0	91,983
Sporting Facility	66,819	0	0	66,819	66,819	2,270	0	69,089
Landfill Waste Management	85,302	0	0	85,302	85,302	2,897	0	88,199
Kodja Place Tourist Precinct	18	0	0	18	18	0	(18)	0
Community Grant Scheme	10,386	0	0	10,386	10,386	355	0	10,741
Independent Living Units	168,552	0	0	168,552	168,552	5,725	0	174,277
Natural Resource Management	103,826	0	0	103,826	103,826	3,525	0	107,351
Swimming Pool	43,126	0	0	43,126	43,126	1,464	(44,590)	0
The Kodja Place Building Upgrade & Renewal	18,769	0	0	18,769	18,769	655	0	19,424
Sporting Complex Building Upgrade & Renewal	1,193	0	0	1,193	1,193	41	(1,234)	0
Netball Court Resurfacing	4,548	0	0	4,548	4,548	0	(4,548)	0
Trails Network Construction	2	0	0	2	2	0	(2)	0
Asset Acquisition and Replacement Reserve	0	0	0	0	0	100,000	0	100,000
Sports Complex Building, Plant & Equipment Upgrade and Renewal Reserve	0	0	0	0	0	50,374	0	50,374
	<b>4,840,738</b>	<b>0</b>	<b>(835,000)</b>	<b>4,005,738</b>	<b>4,840,739</b>	<b>207,347</b>	<b>(50,392)</b>	<b>4,997,694</b>

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

**RATES & SUNDRY RECEIVABLES**

**Rates:**

	1-Jul-24	Levy for 2024/25	Collectable	Received	Outstanding
Property Rates	\$ 217,867	\$ 5,147,440	\$ 5,365,306	\$ (2,014,248)	\$ 3,351,058
Rubbish Charges	\$ 44,034	\$ 284,980	\$ 329,014	\$ (154,226)	\$ 174,787
Emergency Services Levy	\$ 21,371	\$ 69,887	\$ 91,258	\$ -	\$ 91,258
Instalment fee & Interest	\$ -	\$ 4,828	\$ 4,828	\$ (4,828)	\$ -
Penalty & ESL Interest	\$ 110,922	\$ 7,516	\$ 118,438	\$ (3,802)	\$ 114,637
Excess Rates	\$ (65,020)	\$ -	\$ (65,020)	\$ 39,081	\$ (25,939)
<b>Sub- Total</b>	<b>\$ 329,173</b>	<b>\$ 5,514,650</b>	<b>\$ 5,843,824</b>	<b>\$ (2,138,023)</b>	<b>\$ 3,705,800</b>
					67%
<b>OTHER ITEMS</b>					
Pensioner Rebates to claim	\$ 79,317	\$ -	\$ 79,317	\$ 50,720	\$ 130,038
Sub-Total	\$ 408,491				<b>\$ 3,835,838</b>
Pensioner Deferred Rates	\$ 110,473	\$ -	\$ 110,473	\$ -	\$ 110,473
<b>Total Outstanding</b>	<b>\$ 439,647</b>	<b>\$ 5,514,650</b>	<b>\$ 5,954,297</b>	<b>\$ (2,138,023)</b>	<b>\$ 3,816,274</b>



**Sundry Debtors:**

	30-Jun-24		30/09/24		Movement This FY
Credit Balance	\$ (6,180)		\$ (47,861)		\$ 41,681
Current	\$ 125,937		\$ 71,785		\$ 54,152
30 - 60 days	\$ 469,099	65%	\$ 12,305	4%	\$ 456,794
60 - 90 days	\$ 5,339	1%	\$ 83,429	25%	\$ (78,090)
Greater than 90 days	\$ 126,515	18%	\$ 214,786	64%	\$ (88,271)
	<b>\$ 720,710</b>		<b>\$ 334,445</b>		

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

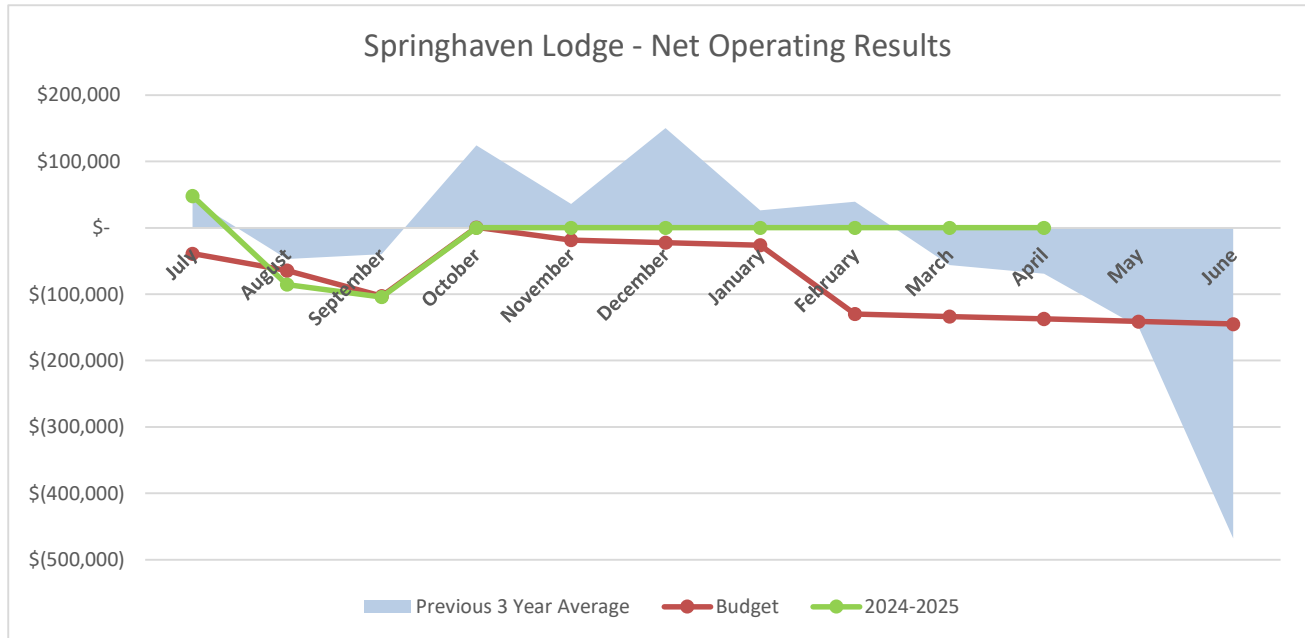
LOAN REPAYMENTS	Loan Number	2024-25 Actual	2024-25 New	2024-25 New	2024-25 Actual	2024-25 Actual	2024-25 Budget	2024-25 Budget	2024-25 Budget	2024-25 Budget	2024-25 Budget
		Principal 1 July 2024	New Loans	Principal Repayments	Interest Repayments	Principal Outstanding	Principal 1 July 2024	New Loans	Principal Repayments	Interest Repayments	Principal Outstanding
		\$		\$	\$	\$	\$		\$	\$	\$
<b>Law, order, public safety</b>											
Communications Tower	150	383,960	0	(16,404)	(8,675)	367,556	383,960	0	(50,333)	(24,905)	333,627
<b>Health</b>											
Medical Centre Donation	137	106,272	0	(4,406)	(919)	101,866	106,272	0	(8,850)	(1,800)	97,422
<b>Housing</b>											
Bagg Street Unit	135	43,687	0	0	0	43,687	43,687	0	(10,428)	(1,262)	33,259
Aged Units - GSHI	139	10,244	0	(5,107)	(60)	5,137	10,244	0	(10,244)	(90)	0
Staff Housing - GSHI	140	736,315	0	(30,529)	(6,369)	705,786	736,315	0	(61,323)	(12,474)	674,992
GROH Housing - GSHI	138	710,496	0	(56,900)	(5,116)	653,596	710,496	0	(114,210)	(9,821)	596,286
Staff Housing - GSHI	144	33,613	0	(5,473)	(314)	28,140	33,613	0	(10,996)	(578)	22,617
GROH Housing - GSHI	145	33,613	0	(5,473)	(314)	28,140	33,613	0	(10,996)	(578)	22,617
Staff Housing Renovations	148	270,403	0	0	0	270,403	270,403	0	(15,731)	(11,960)	254,672
<b>Recreation and culture</b>											
Sports Complex	134	180,685	0	0	0	180,685	180,685	0	(18,921)	(9,800)	161,764
Sports Complex Wall	136	52,474	0	0	0	52,474	52,474	0	(10,083)	(1,192)	42,391
Netball Courts & Roof	143	1,283,949	0	(27,473)	(18,472)	1,256,476	1,283,949	0	(55,342)	(38,108)	1,228,607
Oval Lighting	142	182,335	0	0	0	182,335	182,335	0	(24,931)	(2,915)	157,404
Harrison PI Toilets & Park	146	331,909	0	0	0	331,909	331,909	0	(36,078)	(12,652)	295,831
Harrison PI Toilets & Park	149	191,979	0	(8,202)	(4,338)	183,777	191,979	0	(25,166)	(12,453)	166,813
<b>Transport</b>											
Airstrip Lighting	141	116,421	0	(6,016)	0	110,405	116,421	0	(10,311)	(1,721)	106,110
<b>Economic services</b>											
Land Development	147	320,357	0	0	0	320,357	320,357	0	(34,823)	(12,212)	285,534
		4,988,712	0	(165,984)	(44,577)	4,822,728	4,988,712	0	(508,766)	(154,521)	4,479,946

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

**MAJOR BUSINESS UNITS**

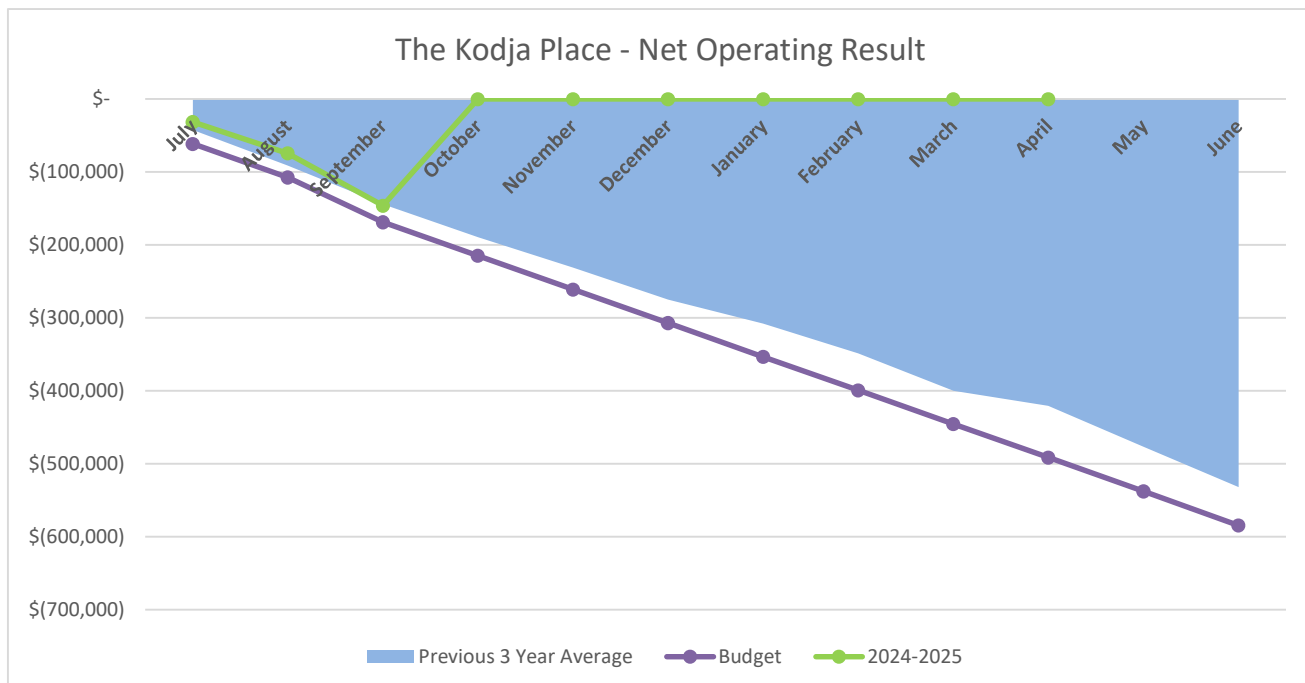
**Springhaven Lodge**

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



**The Kodja Place Precinct**

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

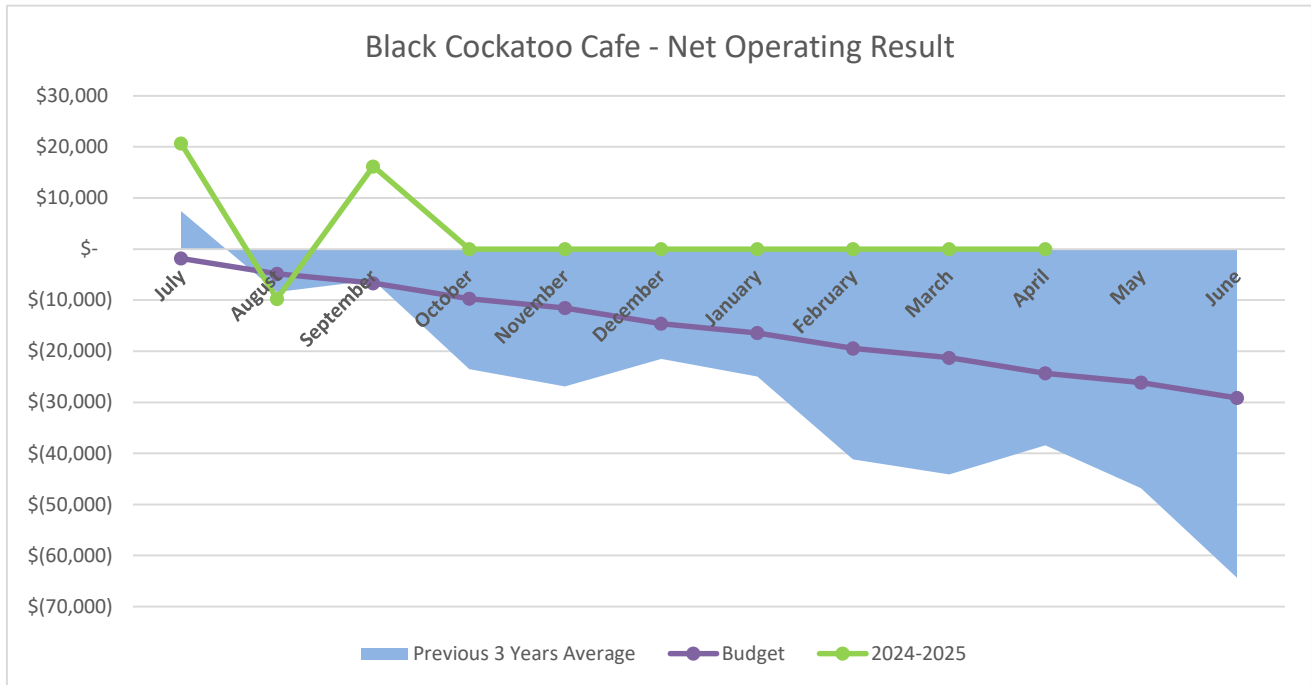


**SHIRE OF KOJONUP  
MONTHLY FINANCIAL REPORT  
FOR THE PERIOD ENDING 30 SEPTEMBER 2024**

**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

Details By function Under The Following Programme Titles And Type Of Activities Within The Programme		YEAR TO DATE 30 SEPTEMBER 2024		ACTUAL 30 SEPTEMBER 2024		ADOPTED BUDGET 2024-25	
ACCOUNT	JOB	Budget	Actual	Income	Expense	Income	Expense
Proceeds Sale of Assets							
9605	Proceeds Sale of Assets -	\$0	\$0	\$0	\$0	(\$55,000)	\$0
New	Proceeds Sale of Assets - Land			\$0	\$0	(\$80,000)	\$0
Sub Total - PROCEEDS/REALISATION ON SALE OF ASSET		\$0	\$0	\$0	\$0	(\$135,000)	\$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	\$0	\$0	\$0	(\$135,000)	\$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		ACTUAL		ADOPTED BUDGET	
		30 SEPTEMBER 2024		30 SEPTEMBER 2024		2024-25	
		Budget	Actual	Income	Expense	Income	Expense
<b>Total - OPERATING STATEMENT</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>(\$135,000)</b>	<b>\$0</b>
<b>GENERAL PURPOSE FUNDING - RATES</b>							
<b>OPERATING EXPENDITURE</b>							
1104	Rates Incentive Prize	\$0	\$0	\$0	\$0	\$0	\$0
1112	Admin Allocated to Rates (Cash)	\$14,949	\$4,806	\$0	\$4,806	\$0	\$59,798
1122	Admin Allocated to Rates (Non-Cash)	\$1,142	\$0	\$0	\$0	\$0	\$4,568
1132	Rating Salaries	\$10,000	\$0	\$0	\$0	\$0	\$40,000
1162	Superannuation	\$1,500	\$0	\$0	\$0	\$0	\$6,000
1182	Rates Printing/postage	\$2,940	\$173	\$0	\$173	\$0	\$3,000
1192	Valuation Expenses	\$264	\$2,796	\$0	\$2,796	\$0	\$13,400
1202	Title Searches	\$0	\$0	\$0	\$0	\$0	\$500
1222	Insurance - Emp Costs (Rates)	\$1,615	\$1,127	\$0	\$1,127	\$0	\$1,615
1262	Legal Costs Incurred - Rates	\$0	\$0	\$0	\$0	\$0	\$2,000
<b>Sub Total - GENERAL RATES OP/EXP</b>		<b>\$32,409</b>	<b>\$8,902</b>	<b>\$0</b>	<b>\$8,902</b>	<b>\$0</b>	<b>\$130,881</b>
<b>OPERATING INCOME</b>							
1003	General Rates Levied	(\$5,147,439)	(\$5,147,440)	(\$5,147,440)	\$0	(\$5,147,439)	\$0
1023	Interim Rates	(\$300)	\$0	\$0	\$0	(\$300)	\$0
1053	Back Rates	(\$100)	\$0	\$0	\$0	(\$100)	\$0
1013	Ex-Gratia Rates	(\$2,219)	(\$2,442)	(\$2,442)	\$0	(\$2,219)	\$0
1043	Non Payment Penalty Interest	(\$6,300)	(\$7,516)	(\$7,516)	\$0	(\$30,000)	\$0
1073	Instalment Administration Charge	(\$3,800)	(\$1,305)	(\$1,305)	\$0	(\$4,000)	\$0
1063	Instalment Interest Charge	(\$11,400)	(\$3,523)	(\$3,523)	\$0	(\$12,000)	\$0
1273	ESL Levy Admin Fee	\$0	\$0	\$0	\$0	(\$4,000)	\$0
1092	Rates Written Off/Refunded	\$95	\$0	\$0	\$0	\$100	\$0
1283	Settlement & Search Charges	(\$1,400)	(\$918)	(\$918)	\$0	(\$4,000)	\$0
1263	Legal Expenses - Recovered	\$0	\$0	\$0	\$0	(\$2,000)	\$0
<b>Sub Total - GENERAL RATES OP/INC</b>		<b>(\$5,172,863)</b>	<b>(\$5,163,144)</b>	<b>(\$5,163,144)</b>	<b>\$0</b>	<b>(\$5,205,958)</b>	<b>\$0</b>
<b>Total - GENERAL RATES</b>		<b>(\$5,140,454)</b>	<b>(\$5,154,241)</b>	<b>(\$5,163,144)</b>	<b>\$8,902</b>	<b>(\$5,205,958)</b>	<b>\$130,881</b>

# SHIRE OF KOJONUP

## MONTHLY FINANCIAL REPORT

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

Details By function Under The Following Programme Titles And Type Of Activities Within The Programme		YEAR TO DATE 30 SEPTEMBER 2024		ACTUAL 30 SEPTEMBER 2024		ADOPTED BUDGET 2024-25	
ACCOUNT	JOB	Budget	Actual	Income	Expense	Income	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	(\$33,052)	(\$2,374)	(\$2,374)	\$0	(\$132,209)	\$0
1343	Grants Commission Local Roads Grant	(\$11,554)	(\$20,170)	(\$20,170)	\$0	(\$46,215)	\$0
1373	Interest Received - Municipal	(\$125)	\$0	\$0	\$0	(\$500)	\$0
1393	Interest Received - Reserves	(\$5,250)	\$0	\$0	\$0	(\$35,000)	\$0
	Sub Total - OTHER GENERAL PURPOSE FUNDING OP/INC	(\$49,981)	(\$22,544)	(\$22,544)	\$0	(\$213,924)	\$0
	Total - OTHER GENERAL PURPOSE FUNDING	(\$49,981)	(\$22,544)	(\$22,544)	\$0	(\$213,924)	\$0
	Total - GENERAL PURPOSE FUNDING	(\$5,190,435)	(\$5,176,785)	(\$5,185,687)	\$8,902	(\$5,419,882)	\$130,881



**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		ACTUAL		ADOPTED BUDGET	
		30 SEPTEMBER 2024		30 SEPTEMBER 2024		2024-25	
		Budget	Actual	Income	Expense	Income	Expense
<b>GOVERNANCE - MEMBERS OF COUNCIL</b>							
<b>OPERATING EXPENDITURE</b>							
002D	Depreciation	\$0	\$0	\$0	\$0	\$0	\$10,172
1502	Meeting Attendance Fees	\$25,038	\$0	\$0	\$0	\$0	\$100,152
1508	Members Travelling	\$231	\$0	\$0	\$0	\$0	\$700
1512	Conferences & Training Expenses	\$4,500	\$4,747	\$0	\$4,747	\$0	\$15,500
1522	Members Communications Allowance	\$5,250	\$0	\$0	\$0	\$0	\$21,000
1532	Election Expenses	\$0	\$0	\$0	\$0	\$0	\$0
1542	Presidents/Dep Allowances	\$9,500	\$0	\$0	\$0	\$0	\$38,000
1562	Refreshments & Functions (Councillors)	\$2,553	\$984	\$0	\$984	\$0	\$11,100
1572	Refreshments & Functions Staff	\$420	\$392	\$0	\$392	\$0	\$6,000
1592	Members Insurance	\$11,100	\$5,351	\$0	\$5,351	\$0	\$11,100
1602	Subscriptions	\$23,024	\$36,107	\$0	\$36,107	\$0	\$26,114
1612	Misc Expenses - Members	\$0	\$0	\$0	\$0	\$0	\$1,500
1624	Integrated Planning Expenses	\$5,000	\$0	\$0	\$0	\$0	\$20,000
1632	Vehicle Operating Expenses	\$0	\$381	\$0	\$381	\$0	\$0
1662	Audit Fees	\$0	\$0	\$0	\$0	\$0	\$48,500
1702	Administration Allocation (Cash)	\$124,573	\$96,112	\$0	\$96,112	\$0	\$498,312
1712	Administration Allocation (Non-Cash)	\$5,709	\$0	\$0	\$0	\$0	\$22,838
1772	Doubtful Debt Expenses	\$0	\$0	\$0	\$0	\$0	\$2,000
1792	Legal Costs	\$0	\$0	\$0	\$0	\$0	\$3,000
2075	VROC - Shared Services	\$0	\$0	\$0	\$0	\$0	\$2,000
2078	VROC - Projects	\$0	\$0	\$0	\$0	\$0	\$2,000
<b>Sub Total - MEMBERS OF COUNCIL OP/EXP</b>		\$216,898	\$144,075	\$0	\$144,075	\$0	\$839,988
<b>OPERATING INCOME</b>							
1725	Donations/Contributions		\$0	\$0	\$0	\$0	\$0
<b>Sub Total - MEMBERS OF COUNCIL OP/INC</b>		\$0	\$0	\$0	\$0	\$0	\$0
<b>Total - MEMBERS OF COUNCIL</b>		\$216,898	\$144,075	\$0	\$144,075	\$0	\$839,988

# SHIRE OF KOJONUP

## MONTHLY FINANCIAL REPORT

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

Details By function Under The Following Programme Titles And Type Of Activities Within The Programme		YEAR TO DATE		ACTUAL		ADOPTED BUDGET	
		30 SEPTEMBER 2024		30 SEPTEMBER 2024		2024-25	
ACCOUNT	JOB	Budget	Actual	Income	Expense	Income	Expense
GOVERNANCE - GENERAL							
OPERATING EXPENDITURE							
003D	Depreciation (Sch 4)	\$0	\$0	\$0	\$0	\$0	\$114,190
1852	Salaries - Admin	\$278,171	\$257,872	\$0	\$257,872	\$0	\$1,112,727
1882	Admin Superannuation	\$30,623	\$33,947	\$0	\$33,947	\$0	\$122,495
1892	Staff Insurances	\$37,235	\$23,677	\$0	\$23,677	\$0	\$37,235
1902	FBT Admin Staff	\$3,400	\$0	\$0	\$0	\$0	\$17,000
1912	Conference & Training	\$5,909	\$4,590	\$0	\$4,590	\$0	\$31,100
1921	Staff Housing Subsidy	\$0	\$0	\$0	\$0	\$0	\$0
1922	Advertising	\$2,200	\$315	\$0	\$315	\$0	\$10,000
1931	Occupational Risk Co-Ordinator Costs	\$2,250	\$0	\$0	\$0	\$0	\$9,000
1932	Occ Health & Safety	\$137	\$417	\$0	\$417	\$0	\$6,780
1942	Staff Uniforms	\$840	\$3,208	\$0	\$3,208	\$0	\$2,000
1952	Admin Staff Costs	\$5,960	\$8,914	\$0	\$8,914	\$0	\$14,600
1957	Office Building Maintenance	\$1,739	\$803	\$0	\$803	\$0	\$9,138
1958	Office - Cleaning & Assoc	\$10,731	\$10,082	\$0	\$10,082	\$0	\$43,375
1959	Office - Utility Charges	\$3,751	\$1,446	\$0	\$1,446	\$0	\$14,500
1962	Office Gardens & Surrounds-Mtce	\$1,880	\$1,330	\$0	\$1,330	\$0	\$10,520
1972	Admin Printing & Stationery	\$8,026	\$3,636	\$0	\$3,636	\$0	\$28,900
1982	Telephone & Internet	\$5,820	\$4,549	\$0	\$4,549	\$0	\$27,715
2002	Office Equip Maint	\$250	\$0	\$0	\$0	\$0	\$1,000
2004	Office - Insurance.	\$40,699	\$19,147	\$0	\$19,147	\$0	\$40,699
2006	Donations CEO discretion	\$0	\$500	\$0	\$500	\$0	\$1,000
2008	Donations - Council	\$0	\$0	\$0	\$0	\$0	\$1,000
2012	Non Capital Purchases	\$208	\$2,040	\$0	\$2,040	\$0	\$2,500
2022	Bank Charges	\$1,424	\$6,853	\$0	\$6,853	\$0	\$17,800
2032	Postage & Freight	\$2,760	\$2,526	\$0	\$2,526	\$0	\$6,000
2042	ICT Computer Support	\$32,649	\$80,534	\$0	\$80,534	\$0	\$124,550
1992	ICT Software Licensing Fees	\$69,808	\$5,393	\$0	\$5,393	\$0	\$136,735
2043	ICT Website Subscription & Upgrade	\$15,140	\$0	\$0	\$0	\$0	\$16,140
2044	ICT Hardware Purchases (<\$5,000)	\$750	\$518	\$0	\$518	\$0	\$3,000
2052	Admin Vehicle Expenses	\$8,625	\$3,875	\$0	\$3,875	\$0	\$34,500
2062	Admin Legal Expenses	\$5,000	\$18,539	\$0	\$18,539	\$0	\$20,000
2072	Consultants Special Projects	\$0	\$0	\$0	\$0	\$0	\$0
2274	HR/IR Consultants	\$1,250	\$0	\$0	\$0	\$0	\$5,000
2277	Finance Consultants	\$33,100	\$26,617	\$0	\$26,617	\$0	\$74,400
2275	Records Management	\$1,470	\$54	\$0	\$54	\$0	\$5,880

# 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 SEPTEMBER 2024		ACTUAL 30 SEPTEMBER 2024		ADOPTED BUDGET 2024-25	
		Budget	Actual	Income	Expense	Income	Expense
2278	Security Monitoring	\$220	\$619	\$0	\$619	\$0	\$1,430
2287	Fair Value Revaluations	\$0	\$0	\$0	\$0	\$0	\$0
2092	Mis Expense - Admin	\$1,135	\$55	\$0	\$55	\$0	\$4,540
2102	Admin - Novated Lease Expenses	\$4,901	\$5,277	\$0	\$5,277	\$0	\$19,605
2172	Less Admin Non Cash Realloc	(\$28,546)	\$0	\$0	\$0	\$0	(\$114,190)
2182	Less Admin Cash Exp Realloc	(\$498,295)	(\$480,560)	\$0	(\$480,560)	\$0	(\$1,993,259)
<b>Sub Total - GOVERNANCE - GENERAL OP/EXP</b>		\$91,219	\$46,774	\$0	\$46,774	\$0	\$19,605
<b>OPERATING INCOME</b>							
2053	Sundry Misc Income - Admin	(\$75)	(\$362)	(\$362)	\$0	(\$300)	\$0
2083	Police Licensing Commissions	(\$10,800)	(\$10,016)	(\$10,016)	\$0	(\$40,000)	\$0
2113	Admin - Novated Lease Contributions	(\$4,901)	(\$5,277)	(\$5,277)	\$0	(\$19,605)	\$0
2143	Photocopying Fees	(\$5)	(\$15)	(\$15)	\$0	(\$20)	\$0
<b>Sub Total - GOVERNANCE - GENERAL OP/INC</b>		(\$15,781)	(\$15,671)	(\$15,671)	\$0	(\$59,925)	\$0
<b>Total - GOVERNANCE - GENERAL</b>		\$75,438	\$31,103	(\$15,671)	\$46,774	(\$59,925)	\$19,605
<b>Total - GOVERNANCE</b>		\$292,336	\$175,178	(\$15,671)	\$190,849	(\$59,925)	\$859,593

# 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		ACTUAL		ADOPTED BUDGET	
		30 SEPTEMBER 2024		30 SEPTEMBER 2024		2024-25	
		Budget	Actual	Income	Expense	Income	Expense
<b>LAW ORDER &amp; PUBLIC SAFETY</b>							
<b>FIRE PREVENTION</b>							
<b>OPERATING EXPENDITURE</b>							
2272	Emergency Operating Expenses	\$1,875	\$524	\$0	\$524	\$0	\$7,500
2271	Emergency Operations Room - Storage	\$0	\$0	\$0	\$0	\$0	\$0
2281	Community Emergency Services Manager	\$5,000	\$4,935	\$0	\$4,935	\$0	\$20,000
2292	Fire Hazard Reduction	\$3,941	\$0	\$0	\$0	\$0	\$15,763
2302	Ground & Aerial Inspections	\$0	\$0	\$0	\$0	\$0	\$4,600
2322	Administration Costs	\$3,625	\$0	\$0	\$0	\$0	\$5,400
2342	Fire Fighting - Shire Resources	\$956	\$1,268	\$0	\$1,268	\$0	\$4,424
2372	Brigade Expenses	\$66,449	\$30,905	\$0	\$30,905	\$0	\$89,570
2374	BRPC - Other Employment Cost	\$0	\$0	\$0	\$0	\$0	\$0
2284	BRPC - Salaries	\$0	\$0	\$0	\$0	\$0	\$0
2294	BRPC - Superannuation	\$0	\$0	\$0	\$0	\$0	\$0
2382	Administration Allocated - Cash	\$14,949	\$14,417	\$0	\$14,417	\$0	\$59,798
2442	Administration Allocated - Non-Cash	\$285	\$0	\$0	\$0	\$0	\$1,142
2443	Interest on Loan - Bushfire	\$8,675	\$10,015	\$0	\$10,015	\$0	\$24,905
2444	Govt Guarantee Fee - Loan 150 Expense	\$1,008	\$0	\$0	\$0	\$0	\$1,680
004D	Buildings Depreciation	\$0	\$0	\$0	\$0	\$0	\$41,250
<b>Sub Total - FIRE PREVENTION OP/EXP</b>		\$106,763	\$62,064	\$0	\$62,064	\$0	\$276,032
<b>OPERATING INCOME</b>							
2363	Fines & Penalties	(\$500)	\$0	\$0	\$0	(\$2,000)	\$0
2383	Sale of Fire Maps	(\$12)	(\$18)	(\$18)	\$0	(\$50)	\$0
2393	Sundry Misc income - Fire	(\$800)	(\$423)	(\$423)	\$0	(\$3,200)	\$0
2373	ESL Levy Funding	(\$18,750)	\$0	\$0	\$0	(\$75,000)	\$0
2463	BRMC - Grant Income	\$0	\$0	\$0	\$0	\$0	\$0
<b>Sub Total - FIRE PREVENTION OP/INC</b>		(\$20,062)	(\$441)	(\$441)	\$0	(\$80,250)	\$0
<b>Total - FIRE PREVENTION</b>		\$86,701	\$61,623	(\$441)	\$62,064	(\$80,250)	\$276,032

# 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		ACTUAL		ADOPTED BUDGET	
		30 SEPTEMBER 2024		30 SEPTEMBER 2024		2024-25	
		Budget	Actual	Income	Expense	Income	Expense
<b>ANIMAL CONTROL</b>							
<b>OPERATING EXPENDITURE</b>							
2492	Salaries	\$0	\$8,645	\$0	\$8,645	\$0	\$0
2522	Superannuation	\$0	\$0	\$0	\$0	\$0	\$0
2532	Other Employment Costs	\$3,135	\$2,255	\$0	\$2,255	\$0	\$4,031
2542	Conference & Training	\$375	\$0	\$0	\$0	\$0	\$1,500
2552	Ranger Vehicle	\$0	\$1,317	\$0	\$1,317	\$0	\$0
2553	FBT Expenses	\$0	\$0	\$0	\$0	\$0	\$0
2562	Dog Control Expenses	\$799	\$221	\$0	\$221	\$0	\$3,195
2572	Dog Pound Expenses	\$650	\$0	\$0	\$0	\$0	\$2,600
2573	Contract Ranger Expenses	\$6,000	\$0			\$0	\$24,000
2582	Other Animal Control	\$125	\$0	\$0	\$0	\$0	\$500
2583	Cat Control Expenses	\$165	\$5	\$0	\$5	\$0	\$660
2584	Cat Pound Expenses	\$150	\$13	\$0	\$13	\$0	\$600
2602	Administration Allocated - Cash	\$14,949	\$4,806	\$0	\$4,806	\$0	\$59,798
2612	Administration Allocated - Non-Cash	\$285	\$0	\$0	\$0	\$0	\$1,142
005D	Depreciation Buildings - Animal Control	\$0	\$0	\$0	\$0	\$0	\$450
<b>Sub Total - ANIMAL CONTROL OP/EXP</b>		\$26,633	\$17,262	\$0	\$17,262	\$0	\$98,476
<b>OPERATING INCOME</b>							
2613	Cat Pound Grant	\$0	\$0	\$0	\$0	\$0	\$0
2633	Ranger Income	(\$5,000)	\$0	\$0	\$0	(\$20,000)	\$0
2653	Fines & Penalties - Dog Act	(\$57)	(\$127)	(\$127)	\$0	(\$230)	\$0
2654	Fines & Penalties - Cat Act	(\$62)	\$0	\$0	\$0	(\$250)	\$0
2663	Impounding Fees - Dogs	(\$87)	(\$1,000)	(\$1,000)	\$0	(\$350)	\$0
2664	Impounding Fees - Cats	\$0	\$0	\$0	\$0	\$0	\$0
2673	Dog Registrations	(\$875)	(\$220)	(\$220)	\$0	(\$3,500)	\$0
2674	Cat Registrations	(\$125)	\$0	\$0	\$0	(\$500)	\$0
<b>Sub Total - ANIMAL CONTROL OP/INC</b>		(\$6,207)	(\$1,347)	(\$1,347)	\$0	(\$24,830)	\$0
<b>Total - ANIMAL CONTROL</b>		\$20,425	\$15,916	(\$1,347)	\$17,262	(\$24,830)	\$98,476

# SHIRE OF KOJONUP

## MONTHLY FINANCIAL REPORT

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

ACCOUNT	JOB	Budget	Actual	Income	Expense	Income	Expense
OTHER LAW ORDER & PUBLIC SAFETY							
OPERATING EXPENDITURE							
2832	Vehicle Impounding	\$375	\$40	\$0	\$40	\$0	\$1,500
2752	Salaries	\$0	\$0	\$0	\$0	\$0	\$0
2862	Local Law review	\$1,500	\$0	\$0	\$0	\$0	\$6,000
Sub Total - OTHER LAW ORDER & PUBLIC SAFETY OP/EXP		\$1,875	\$40	\$0	\$40	\$0	\$7,500
OPERATING INCOME							
2863	Income - Misc Other Law & Order	\$0	\$0	\$0	\$0	\$0	\$0
2823	Non-Operating Grant income	\$0	\$0	\$0	\$0	(\$135,335)	\$0
Sub Total - OTHER LAW ORDER & PUBLIC SAFETY OP /INC		\$0	\$0	\$0	\$0	(\$135,335)	\$0
Total - OTHER LAW ORDER PUBLIC SAFETY		\$1,875	\$40	\$0	\$40	(\$135,335)	\$7,500
Total - LAW ORDER & PUBLIC SAFETY		\$109,001	\$77,578	(\$1,787)	\$79,366	(\$240,415)	\$382,008

# SHIRE OF KOJONUP

## MONTHLY FINANCIAL REPORT

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

ACCOUNT	JOB	Budget	Actual	Income	Expense	Income	Expense
	HEALTH						
	HEALTH ADMINISTRATION & INSPECTION						
	OPERATING EXPENDITURE						
3102	Health Salaries	\$0	\$10,025	\$0	\$10,025	\$0	\$0
3132	Superannuation	\$0	\$6,893	\$0	\$6,893	\$0	\$0
3142	Fringe Benefits Tax	\$3,000	\$0	\$0	\$0	\$0	\$12,000
3152	Conferences & Training	\$0	\$0	\$0	\$0	\$0	\$0
3162	Health - Other Employment Costs	\$8,028	\$1,839	\$0	\$1,839	\$0	\$27,281
3164	Health - Contractors	\$11,250	\$0	\$0	\$0	\$0	\$45,000
3212	Admin Allocation to HIA - Cash	\$14,949	\$4,806	\$0	\$4,806	\$0	\$59,798
3242	Analytical Expenses	\$500	\$479	\$0	\$479	\$0	\$2,000
3252	Administration Allocated - Non-cash	\$428	\$0	\$0	\$0	\$0	\$1,713
	Sub Total - HEALTH ADMIN & INSPECTION OP/EXP	\$38,155	\$24,041	\$0	\$24,041	\$0	\$147,792
	OPERATING INCOME						
3223	Health Act fees, Licences	(\$300)	(\$1,918)	(\$1,918)	\$0	(\$1,200)	\$0
3233	Septic Tank Inspection Fees	(\$50)	\$0	\$0	\$0	(\$200)	\$0
3253	Health Other income	\$0	\$0	\$0	\$0	\$0	\$0
3283	Health Consultancy Income - Resource Sharing	\$0	\$0	\$0	\$0	\$0	\$0
	Sub Total - HEALTH ADMIN & INSPECTION OP/INC	(\$350)	(\$1,918)	(\$1,918)	\$0	(\$1,400)	\$0
	Total - HEALTH ADMIN & INSPECTION	\$37,805	\$22,123	(\$1,918)	\$24,041	(\$1,400)	\$147,792

# SHIRE OF KOJONUP

## MONTHLY FINANCIAL REPORT

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

Details By function Under The Following Programme Titles And Type Of Activities Within The Programme		YEAR TO DATE		ACTUAL		ADOPTED BUDGET	
		30 SEPTEMBER 2024		30 SEPTEMBER 2024		2024-25	
ACCOUNT	JOB	Budget	Actual	Income	Expense	Income	Expense
OTHER HEALTH							
OPERATING EXPENDITURE							
3362	Doctor's Surgery Maint	\$0	\$536	\$0	\$536	\$0	\$0
3360	Doctor Services Expenses	\$62,483	\$0	\$0	\$0	\$0	\$250,000
3361	Interest Paid on Loans	\$919	\$919	\$0	\$919	\$0	\$1,800
3368	Loan Guarantee Fee	\$312	\$376	\$0	\$376	\$0	\$520
009D	Depreciation Buildings	\$0	\$0	\$0	\$0	\$0	\$17,875
Sub Total - OTHER HEALTH OP/EXP		\$63,714	\$1,831	\$0	\$1,831	\$0	\$270,195
OPERATING INCOME							
Sub Total - OTHER HEALTH OP/INC		\$0	\$0	\$0	\$0	\$0	\$0
Total - OTHER HEALTH		\$63,714	\$1,831	\$0	\$1,831	\$0	\$270,195
Total - HEALTH		\$101,518	\$23,954	(\$1,918)	\$25,872	(\$1,400)	\$417,987



# 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		ACTUAL		ADOPTED BUDGET	
		30 SEPTEMBER 2024		30 SEPTEMBER 2024		2024-25	
		Budget	Actual	Income	Expense	Income	Expense
<b>EDUCATION &amp; WELFARE</b>							
<b>EDUCATION</b>							
<b>OPERATING EXPENDITURE</b>							
3455	Play in the Park	\$625	\$0	\$0	\$0	\$0	\$2,500
3452	Smart Start Expenses	\$715	\$0	\$0	\$0	\$0	\$2,860
<b>Sub Total - EDUCATION OP/EXP</b>		\$1,340	\$0	\$0	\$0	\$0	\$5,360
<b>OPERATING INCOME</b>							
<b>Sub Total-EDUCATION OP/INC</b>		\$0	\$0	\$0	\$0	\$0	\$0
<b>Total - EDUCATION</b>		\$1,340	\$0	\$0	\$0	\$0	\$5,360
<b>PRE-SCHOOL/OTHER EDUCATION</b>							
<b>OPERATING EXPENDITURE</b>							
3462	Child Care Centre - Building Maint	\$3,177	\$616	\$0	\$616	\$0	\$4,369
3464	Child Care Centre - Grounds Maint	\$250	\$0	\$0	\$0	\$0	\$1,000
3477	Kindy Café	\$3,800	\$3,714	\$0	\$3,714	\$0	\$15,200
3472	Playgroup/Toy Library - Building Maint	\$2,595	\$1,475	\$0	\$1,475	\$0	\$5,536
3474	Playgroup/Toy Library - Grounds Maint	\$1,304	\$333	\$0	\$333	\$0	\$5,215
3478	SPARK - Expenditure	\$750	\$258	\$0	\$258	\$0	\$3,000
006D	DEPRECIATION (SCH 8)	\$0	\$0	\$0	\$0	\$0	\$21,190
<b>Sub Total - OTHER EDUCATION OP/EXP</b>		\$11,875	\$6,396	\$0	\$6,396	\$0	\$55,510
<b>OPERATING INCOME</b>							
3463	Occasional Care Rent	(\$624)	(\$625)	(\$625)	\$0	(\$2,496)	\$0
3465	Grant - Kindy Café	\$0	(\$7,820)	(\$7,820)	\$0	(\$20,000)	\$0
3475	SPARK - Income	\$0	(\$2,300)	(\$2,300)	\$0	(\$3,000)	\$0
3483	LR&CIP Grant - Old School Roof	\$0	\$0	\$0		(\$50,000)	\$0
<b>Sub Total - OTHER EDUCATION OP/INC</b>		(\$624)	(\$10,746)	(\$10,746)	\$0	(\$75,496)	\$0
<b>Total - OTHER EDUCATION</b>		\$11,251	(\$4,349)	(\$10,746)	\$6,396	(\$75,496)	\$55,510

**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 SEPTEMBER 2024		ACTUAL 30 SEPTEMBER 2024		ADOPTED BUDGET 2024-25	
		Budget	Actual	Income	Expense	Income	Expense
	<b>WELFARE</b>						
	<b>OPERATING EXPENDITURE</b>						
010D	DEPRECIATION (SCH 8)	\$0	\$0			\$0	\$0
	<b>Sub Total - WELFARE OP/EXP</b>	\$0	\$0	\$0	\$0	\$0	\$0
	<b>OPERATING INCOME</b>						
	<b>Sub Total - WELFARE OP/INC</b>	\$0	\$0	\$0	\$0	\$0	\$0
	<b>Total - WELFARE</b>	\$0	\$0	\$0	\$0	\$0	\$0
	<b>Total - EDUCATION &amp; WELFARE</b>	<b>\$12,591</b>	<b>(\$4,349)</b>	<b>(\$10,746)</b>	<b>\$6,396</b>	<b>(\$75,496)</b>	<b>\$60,870</b>

# 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		ACTUAL		ADOPTED BUDGET	
		30 SEPTEMBER 2024		30 SEPTEMBER 2024		2024-25	
		Budget	Actual	Income	Expense	Income	Expense
<b>HOUSING</b>							
<b>SPRING HAVEN HOUSING</b>							
3752	Spring Haven Salaries	\$335,070	\$570,189	\$0	\$570,189	\$0	\$446,760
3742	Spring Haven - FBT Expenses	\$3,803	\$0	\$0	\$0	\$0	\$5,071
3772	Spring Haven Superannuation	\$32,831	\$46,052	\$0	\$46,052	\$0	\$143,775
3782	Conferences & Training	\$2,625	\$1,685	\$0	\$1,685	\$0	\$3,500
3792	Uniforms & Protective Clothing	\$938	\$0	\$0	\$0	\$0	\$1,250
3802	Recruitment Expenses	\$263	\$690	\$0	\$690	\$0	\$350
3821	Spring H - Staff Housing Subsidy	\$0	\$0	\$0	\$0	\$0	\$0
3822	Vehicle Expenses	\$1,313	\$737	\$0	\$737	\$0	\$1,750
3842	Spring Haven Telephone	\$2,250	\$1,185	\$0	\$1,185	\$0	\$3,000
3862	Subscriptions	\$4,459	\$4,050	\$0	\$4,050	\$0	\$5,945
3872	Postage & Freight	\$266	\$410	\$0	\$410	\$0	\$355
3882	Minor Office Expenses/Stationery	\$263	\$72	\$0	\$72	\$0	\$350
3892	Office Equipment Maintenance	\$375	\$0	\$0	\$0	\$0	\$500
3893	Software Operating	\$2,486	\$0	\$0	\$0	\$0	\$3,315
3902	Spring Haven Building Operating Expenses	\$20,777	\$5,948	\$0	\$5,948	\$0	\$27,702
3903	Spring Haven Building Maint (Unforseen)	\$2,550	\$2,449	\$0	\$2,449	\$0	\$3,400
3904	Spring Haven Grounds Maint	\$17,081	\$2,216	\$0	\$2,216	\$0	\$22,775
3906	Springhaven Building Non Cap	\$0	\$0	\$0	\$0	\$0	\$0
3908	Spring H - Security	\$2,625	\$0	\$0	\$0	\$0	\$3,500
3912	Medical/Pharmaceutical Services	\$12,375	\$14,545	\$0	\$14,545	\$0	\$16,500
3913	Allied Health	\$9,544	\$6,960	\$0	\$6,960	\$0	\$12,725
3914	Utilities	\$9,655	\$10,064	\$0	\$10,064	\$0	\$12,873
3812	Spring H - Workers Comp/Journey Ins	\$11,285	\$31,570	\$0	\$31,570	\$0	\$11,285
3916	Insurance	\$6,595	\$8,995	\$0	\$8,995	\$0	\$6,595
3922	Cleaning & Laundry	\$7,725	\$3,070	\$0	\$3,070	\$0	\$10,300
3924	SPRING H - CLEANING & LAUNDRY	\$0	\$64	\$0	\$64	\$0	\$0
3932	Non-Capital Equipment Expenses	\$1,781	\$395	\$0	\$395	\$0	\$2,375
3942	Meals & Refreshments	\$22,673	\$21,776	\$0	\$21,776	\$0	\$30,230
3952	Residents Activities	\$563	\$317	\$0	\$317	\$0	\$750
3962	Public Liability Insurance	\$8,840	\$4,419	\$0	\$4,419	\$0	\$8,840
3974	Spring Haven Aged Care Consultants	\$1,125	\$0	\$0	\$0	\$0	\$1,500
3918	Spring H - Consultants	\$0	\$0	\$0	\$0	\$0	\$0
3928	Spring H - COVID-19 Additional Costs	\$938	\$0	\$0	\$0	\$0	\$1,250

# 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 SEPTEMBER 2024		ACTUAL 30 SEPTEMBER 2024		ADOPTED BUDGET 2024-25	
		Budget	Actual	Income	Expense	Income	Expense
3982	Administration Allocated Non-Cash	\$4,282	\$0	\$0	\$0	\$0	\$5,710
3992	Administration Allocated - Cash	\$74,747	\$72,084	\$0	\$72,084	\$0	\$99,663
012D	Spring Haven Depreciation	\$0	\$0	\$0	\$0	\$0	\$42,309
013D	Spring Haven Depreciation	\$0	\$0	\$0	\$0	\$0	\$3,333
<b>Sub Total - SPRING HAVEN HOUSING OP/EXP</b>		\$602,100	\$809,941	\$0	\$809,941	\$0	\$939,535
<b>OPERATING INCOME</b>							
4003	Spring Haven Resident Rent	(\$112,500)	(\$183,091)	(\$183,091)	\$0	(\$150,000)	\$0
4013	Spring Haven - Personal Care Grant Subsidy	(\$375,000)	(\$530,986)	(\$530,986)	\$0	(\$500,000)	\$0
1395	INTEREST ON UNPAID BONDS	(\$9,405)	\$8,354	\$8,354	\$0	(\$12,540)	\$0
4143	Miscellaneous Income	\$0	\$0	\$0	\$0	(\$129,000)	\$0
4023	Spring Haven Donations	(\$2,250)	\$0	\$0	\$0	(\$3,000)	\$0
3993	Spring H - Grant - ACAR	\$0	\$0	\$0	\$0	\$0	\$0
4303	Spring H - Grant - Security	\$0	\$0	\$0	\$0	\$0	\$0
<b>Sub Total - SPRING HAVEN HOUSING OP/INC</b>		(\$499,155)	(\$705,722)	(\$705,722)	\$0	(\$794,540)	\$0
<b>Total - SPRING HAVEN HOUSING</b>		\$102,945	\$104,219	(\$705,722)	\$809,941	(\$794,540)	\$939,535

# SHIRE OF KOJONUP

## MONTHLY FINANCIAL REPORT

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

Details By function Under The Following Programme Titles And Type Of Activities Within The Programme		YEAR TO DATE		ACTUAL		ADOPTED BUDGET	
		30 SEPTEMBER 2024		30 SEPTEMBER 2024		2024-25	
ACCOUNT	JOB	Budget	Actual	Income	Expense	Income	Expense
	STAFF HOUSING						
	OPERATING EXPENDITURE						
3768	Staff Housing Building Maintenance	\$3,987	\$1,224	\$0	\$1,224	\$0	\$15,950
3769	Staff Housing - Operating Expenses	\$10,909	\$10,664	\$0	\$10,664	\$0	\$41,686
3764	Staff Housing - Ground Maint. Various	\$3,175	\$1,485	\$0	\$1,485	\$0	\$12,700
3770	Loan Guarantee Fee L135 & L140	\$4,572	\$1,094	\$0	\$1,094	\$0	\$7,620
3771	Staff Housing Loan Interest	\$6,369	\$9,142	\$0	\$9,142	\$0	\$25,696
011D	Housing Depreciation	\$0	\$0	\$0	\$0	\$0	\$95,520
	Sub Total - STAFF HOUSING OP/EXP	\$29,012	\$23,609	\$0	\$23,609	\$0	\$199,172
	OPERATING INCOME						
3703	Residential Rent - Staff	(\$11,726)	(\$4,628)	(\$4,628)	\$0	(\$46,904)	\$0
	Sub Total - STAFF HOUSING OP/INC	(\$11,726)	(\$4,628)	(\$4,628)	\$0	(\$46,904)	\$0
	Total - STAFF HOUSING	\$17,286	\$18,981	(\$4,628)	\$23,609	(\$46,904)	\$199,172

# 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		ACTUAL		ADOPTED BUDGET	
		30 SEPTEMBER 2024		30 SEPTEMBER 2024		2024-25	
		Budget	Actual	Income	Expense	Income	Expense
<b>HOUSING OTHER</b>							
<b>OPERATING EXPENDITURE</b>							
4062	Loton Close ILU's Building Maint	\$4,018	\$1,605	\$0	\$1,605	\$0	\$13,974
4064	Loton Close ILU's Grounds Maint	\$3,095	\$1,402	\$0	\$1,402	\$0	\$12,380
4065	Loton Close ILU's Utilities	\$9,023	\$7,108	\$0	\$7,108	\$0	\$34,980
4066	Loton Close ILU's Insurance	\$9,515	\$3,975	\$0	\$3,975	\$0	\$9,515
4202	J Sullivan Units Building Maintenance	\$3,987	\$1,678	\$0	\$1,678	\$0	\$14,637
4204	J Sullivan Units Grounds Maintenance	\$4,450	\$0	\$0	\$0	\$0	\$17,800
4205	J Sullivan Units Utilities	\$1,791	\$1,595	\$0	\$1,595	\$0	\$10,745
4206	J Sullivan Units Insurance	\$2,205	\$979	\$0	\$979	\$0	\$2,205
4254	Interest Paid on Loans	\$5,803	\$8,388	\$0	\$8,388	\$0	\$11,067
4255	Loan Guarantee Fee (Housing Other)	\$3,228	\$124	\$0	\$124	\$0	\$5,380
4232	Bagg Street Units Operating	\$1,682	\$1,192	\$0	\$1,192	\$0	\$6,729
4256	GROH - Building Maintenance	\$4,056	\$1,521	\$0	\$1,521	\$0	\$10,061
<b>Sub Total - HOUSING OTHER OP/EXP</b>		\$52,854	\$29,567	\$0	\$29,567	\$0	\$149,473
<b>OPERATING INCOME</b>							
4083	Loton Close ILU's Rent	(\$41,728)	(\$47,220)	(\$47,220)	\$0	(\$166,920)	\$0
4103	Loton Close ILU's - Power Recoups	(\$3,750)	(\$4,799)	(\$4,799)	\$0	(\$15,000)	\$0
4203	J Sullivan Units - Rent	(\$9,250)	(\$10,220)	(\$10,220)	\$0	(\$37,000)	\$0
4243	GROH - Rent	(\$31,249)	\$0	\$0	\$0	(\$125,000)	\$0
<b>Sub Total - HOUSING OTHER OP/INC</b>		(\$85,977)	(\$62,239)	(\$62,239)	\$0	(\$343,920)	\$0
<b>Total - HOUSING OTHER</b>		(\$33,122)	(\$32,671)	(\$62,239)	\$29,567	(\$343,920)	\$149,473
<b>Total - HOUSING</b>		\$87,109	\$90,528	(\$772,589)	\$863,117	(\$1,185,364)	\$1,288,180

**SHIRE OF KOJONUP**  
**MONTHLY FINANCIAL REPORT**

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

Details By function Under The Following Programme Titles And Type Of Activities Within The Programme		YEAR TO DATE		ACTUAL		ADOPTED BUDGET	
ACCOUNT	JOB	30 SEPTEMBER 2024	30 SEPTEMBER 2024	30 SEPTEMBER 2024	30 SEPTEMBER 2024	2024-25	2024-25
		Budget	Actual	Income	Expense	Income	Expense
COMMUNITY AMENITIES							
SANITATION - HOUSEHOLD REFUSE							
OPERATING EXPENDITURE							
5022	Refuse Collection - Kerbside	\$20,019	\$16,275	\$0	\$16,275	\$0	\$80,080
5012	Refuse Site Maintenance	\$2,887	\$930	\$0	\$930	\$0	\$11,550
5013	Refuse Site Rehabilitation	\$879	\$0	\$0	\$0	\$0	\$3,518
5002	Recycling Depot/Transfer Stn - Contract	\$115,096	\$47,334	\$0	\$47,334	\$0	\$195,385
5122	Recycling Collection - Kerbside	\$17,342	\$18,045	\$0	\$18,045	\$0	\$69,370
5142	Recycling Education	\$175	\$0	\$0	\$0	\$0	\$700
5123	Waste Management Planning	\$0	\$0	\$0	\$0	\$0	\$0
014D	Depreciation (Sch 10)	\$0	\$0	\$0	\$0	\$0	\$4,405
Sub Total - SANITATION HOUSEHOLD REFUSE OP/EXP		\$156,399	\$82,584	\$0	\$82,584	\$0	\$365,008
OPERATING INCOME							
5023	Collection Charges - Kerbside	(\$284,384)	(\$284,980)	(\$284,980)	\$0	(\$284,384)	\$0
5033	Recycling/Transfer Station Rental	(\$575)	\$0	\$0	\$0	(\$2,300)	\$0
5183	Sale of Recyclables	(\$87)	\$0	\$0	\$0	(\$350)	\$0
Sub Total - SANITATION H/HOLD REFUSE OP/INC		(\$285,046)	(\$284,980)	(\$284,980)	\$0	(\$287,034)	\$0
Total - SANITATION HOUSEHOLD REFUSE		(\$128,647)	(\$202,396)	(\$284,980)	\$82,584	(\$287,034)	\$365,008

# SHIRE OF KOJONUP

## MONTHLY FINANCIAL REPORT

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

Details By function Under The Following Programme Titles And Type Of Activities Within The Programme		YEAR TO DATE		ACTUAL		ADOPTED BUDGET	
ACCOUNT	JOB	30 SEPTEMBER 2024		30 SEPTEMBER 2024		2024-25	
		Budget	Actual	Income	Expense	Income	Expense
	SANITATION OTHER						
	OPERATING EXPENDITURE						
5027	Verge Pick Up - Hard Waste	\$7,500	\$0	\$0	\$0	\$0	\$30,000
5251	Street Bins Collection - Contract	\$10,021	\$10,527	\$0	\$10,527	\$0	\$40,085
5252	Street Bins Collection	\$79	\$0	\$0	\$0	\$0	\$315
5262	Repair Street Bins	\$50	\$0	\$0	\$0	\$0	\$200
5263	Drum Muster	\$1,250	\$0	\$0	\$0	\$0	\$5,000
5264	Transport of Waste & Loader Hire	\$17,824	\$15,533	\$0	\$15,533	\$0	\$71,300
5265	Bulk Bin Hire Expenses	\$695	\$0	\$0	\$0	\$0	\$2,780
5266	Bulk Bin Removal Expenses	\$0	\$0	\$0	\$0	\$0	\$0
	Sub Total - SANITATION OTHER OP/EXP	\$37,419	\$26,060	\$0	\$26,060	\$0	\$149,680
	OPERATING INCOME						
5103	Tip Fees	\$0	\$0	\$0	\$0	\$0	\$0
5303	Litter Infringements	(\$50)	\$0	\$0	\$0	(\$200)	\$0
5304	Drum Muster Reimbursement Income	(\$1,250)	\$0	\$0	\$0	(\$5,000)	\$0
	Sub Total - SANITATION OTHER OP/INC	(\$1,300)	\$0	\$0	\$0	(\$5,200)	\$0
	Total - SANITATION OTHER	\$36,119	\$26,060	\$0	\$26,060	(\$5,200)	\$149,680



# 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 SEPTEMBER 2024		ACTUAL 30 SEPTEMBER 2024		ADOPTED BUDGET 2024-25	
		Budget	Actual	Income	Expense	Income	Expense
	<b>SEWERAGE</b>						
	<b>OPERATING EXPENDITURE</b>						
5090	Liquid Waste Pond - Maintenance	\$342	\$435	\$0	\$435	\$0	\$1,370
	<b>Sub Total - SEWERAGE OP/EXP</b>	\$342	\$435	\$0	\$435	\$0	\$1,370
	<b>OPERATING INCOME</b>						
5190	Liquid Waste Disposal Fees	\$0	\$0	\$0	\$0	\$0	\$0
	<b>Sub Total - SEWERAGE OP/INC</b>	\$0	\$0	\$0	\$0	\$0	\$0
	<b>Total - SEWERAGE</b>	\$342	\$435	\$0	\$435	\$0	\$1,370

# 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		ACTUAL		ADOPTED BUDGET	
		30 SEPTEMBER 2024		30 SEPTEMBER 2024		2024-25	
		Budget	Actual	Income	Expense	Income	Expense
<b>PROTECTION OF THE ENVIRONMENT</b>							
<b>OPERATING EXPENDITURE</b>							
5619	Southern Dirt Contribution	\$15,000	\$0	\$0	\$0	\$0	\$15,000
5612	NRM Office Expenses	\$75	\$0	\$0	\$0	\$0	\$300
5616	NRM - Salaries & Wages/Consultancy Fees	\$1,825	\$900	\$0	\$900	\$0	\$7,300
5689	NRM - Superannuation	\$0	\$0	\$0	\$0	\$0	\$0
5601	NRM Vehicle Costs	\$182	\$0	\$0	\$0	\$0	\$730
5614	NRM - Grant Expenditure	\$0	\$0	\$0	\$0	\$0	\$0
5681	Noxious Weeds	\$1,030	\$3,151	\$0	\$3,151	\$0	\$4,122
5684	Landcare Publications	\$125	\$0	\$0	\$0	\$0	\$500
5686	NRM - Enviromental Reserve M'ment	\$3,516	\$3,946	\$0	\$3,946	\$0	\$14,065
5687	Reserve Clean Up	\$5,732	\$1,493	\$0	\$1,493	\$0	\$22,930
5722	NRM - State NRM Grant Expenditure	\$7,059	\$0	\$0	\$0	\$0	\$7,059
5723	NRM - Myrtle Benn/Rob. Rd Reveg Plan	\$2,500	\$0	\$0	\$0	\$0	\$10,000
5734	NRM - Future Drought Fund Grant Exp.	\$0	\$0	\$0	\$0	\$0	\$0
5752	Administration Allocation Cash	\$4,983	\$9,611	\$0	\$9,611	\$0	\$19,933
5742	Administration Allocation Non-Cash	\$714	\$0	\$0	\$0	\$0	\$2,855
<b>Sub Total - PROTECTION OF THE ENVIRONMENT OP/EXP</b>		\$42,742	\$19,101	\$0	\$19,101	\$0	\$104,794
<b>OPERATING INCOME</b>							
5603	NRM Grants	\$0	\$0	\$0	\$0	\$0	\$0
<b>Sub Total - PROTECTION OF THE ENVIRONMENT OP/INC</b>		\$0	\$0	\$0	\$0	\$0	\$0
<b>Total - PROTECTION OF THE ENVIRONMENT</b>		\$42,742	\$19,101	\$0	\$19,101	\$0	\$104,794

# SHIRE OF KOJONUP

## MONTHLY FINANCIAL REPORT

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

Details By function Under The Following Programme Titles And Type Of Activities Within The Programme		YEAR TO DATE		ACTUAL		ADOPTED BUDGET	
		30 SEPTEMBER 2024		30 SEPTEMBER 2024		2024-25	
ACCOUNT	JOB	Budget	Actual	Income	Expense	Income	Expense
TOWN PLANNING AND REGIONAL DEVELOPMENT							
OPERATING EXPENDITURE							
5842	Town Planning Expenses	\$7,500	\$6,685	\$0	\$6,685	\$0	\$30,000
5922	TPS Review	\$6,250	\$0	\$0	\$0	\$0	\$25,000
5923	Town Planning Consultants	\$0	\$0	\$0	\$0	\$0	\$0
5962	Administration Allocated Cash	\$14,949	\$4,806	\$0	\$4,806	\$0	\$59,798
5832	Administration Allocated Non-Cash	\$285	\$0	\$0	\$0	\$0	\$1,142
Sub Total - TOWN PLAN & REG DEV OP/EXP		\$28,984	\$11,490	\$0	\$11,490	\$0	\$115,940
OPERATING INCOME							
5973	Planning Fees	(\$1,125)	(\$1,120)	(\$1,120)	\$0	(\$4,500)	\$0
Sub Total - TOWN PLAN & REG DEV OP/INC		(\$1,125)	(\$1,120)	(\$1,120)	\$0	(\$4,500)	\$0
Total - TOWN PLANNING & REGIONAL DEVELOPMENT		\$27,859	\$10,370	(\$1,120)	\$11,490	(\$4,500)	\$115,940

# 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		ACTUAL		ADOPTED BUDGET	
		30 SEPTEMBER 2024		30 SEPTEMBER 2024		2024-25	
		Budget	Actual	Income	Expense	Income	Expense
<b>COMMUNITY AMENITIES - CEMETERIES</b>							
<b>OPERATING EXPENDITURE</b>							
5999	Cemetery Digital Database	\$200	\$0	\$0	\$0	\$0	\$800
6001	Cemetery - Grave Digging	\$9,810	\$12,465	\$0	\$12,465	\$0	\$39,242
6006	Kojonup Cemetery - Niche Wall Maint	\$590	\$0	\$0	\$0	\$0	\$2,362
6002	Kojonup Cemetery - Grounds Maint	\$4,757	\$2,152	\$0	\$2,152	\$0	\$19,028
6000	Kojonup Cemetery - Trees	\$620	\$0	\$0	\$0	\$0	\$2,480
6012	Boscabel Cemetery - Grounds Maint	\$178	\$0	\$0	\$0	\$0	\$712
6014	Muradup Cemetery - Grounds Maintenance	\$1,981	\$1,207	\$0	\$1,207	\$0	\$7,926
015D	Community Amenities Buildings Depreciation	\$0	\$0	\$0	\$0	\$0	\$38,868
<b>Sub Total - COMMUNITY AMEN - CEMETERIES OP/EXP</b>		\$18,137	\$15,824	\$0	\$15,824	\$0	\$111,418
<b>OPERATING INCOME</b>							
6013	Cemetery Fees (Inc Gst)	(\$2,475)	(\$4,645)	(\$4,645)	\$0	(\$9,900)	\$0
6023	Cemetery Fees Licences (Not Inc Gst)	(\$125)	(\$1,170)	(\$1,170)	\$0	(\$500)	\$0
<b>Sub Total - COMMUNITY AMEN - CEMETERIES OP/INC</b>		(\$2,600)	(\$5,815)	(\$5,815)	\$0	(\$10,400)	\$0
<b>Total - COMMUNITY AMENITIES CEMETERIES</b>		\$15,537	\$10,009	(\$5,815)	\$15,824	(\$10,400)	\$111,418

# 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		ACTUAL		ADOPTED BUDGET	
		30 SEPTEMBER 2024		30 SEPTEMBER 2024		2024-25	
		Budget	Actual	Income	Expense	Income	Expense
<b>COMMUNITY AMENITIES - PUBLIC CONVENIENCES &amp; OTHER</b>							
<b>OPERATING EXPENDITURE</b>							
6042	Harrison Place Conveniences - Maint	\$62	\$11	\$0	\$11	\$0	\$250
6044	Harrison Place Conveniences - Cleaning	\$7,585	\$5,416	\$0	\$5,416	\$0	\$29,290
6024	Curly Wig - Building Maintenance	\$0	\$0	\$0	\$0	\$0	\$0
6034	CWA - Building Maintenance	\$1,182	\$474	\$0	\$474	\$0	\$2,995
6052	Town Street & Park Seating	\$584	\$0	\$0	\$0	\$0	\$2,336
6054	Townscape Plan	\$0	\$0	\$0	\$0	\$0	\$0
6112	Community Resource Centre / Telecentre	\$696	\$503	\$0	\$503	\$0	\$3,658
6132	Community Bus Maintenance	\$250	\$220	\$0	\$220	\$0	\$250
6144	Loan Guarantee Fee - Loan 146	\$0	\$1,213	\$0	\$1,213	\$0	\$0
6142	Administration Allocated Non-Cash	\$714	\$0	\$0	\$0	\$0	\$2,855
6152	Administration Allocated Cash	\$14,949	\$10,813	\$0	\$10,813	\$0	\$59,798
<b>Sub Total - COMMUNITY AMEN - PUBLIC CONVEN OP/EXP</b>		\$26,021	\$18,649	\$0	\$18,649	\$0	\$101,432
<b>OPERATING INCOME</b>							
6133	Community Bus Hire	\$0	\$0	\$0	\$0	\$0	\$0
<b>Sub Total - COMMUNITY AMEN - PUBLIC CONVEN OP/INC</b>		\$0	\$0	\$0	\$0	\$0	\$0
<b>Total - COMMUNITY AMENITIES PUBLIC CONVEN &amp; OTHER</b>		\$26,021	\$18,649	\$0	\$18,649	\$0	\$101,432

# SHIRE OF KOJONUP

## MONTHLY FINANCIAL REPORT

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

Details By function Under The Following Programme Titles And Type Of Activities Within The Programme		YEAR TO DATE		ACTUAL		ADOPTED BUDGET	
ACCOUNT	JOB	30 SEPTEMBER 2024		30 SEPTEMBER 2024		2024-25	
		Budget	Actual	Income	Expense	Income	Expense
COMMUNITY AMENITIES - COMMUNITY DEVELOPMENT							
OPERATING EXPENDITURE							
6064	Men's Shed - Building Maintenance	\$436	\$89	\$0	\$89	\$0	\$1,249
6172	SMALL GRANT EXPENDITURE	\$0	\$0	\$0	\$0	\$0	\$0
Sub Total - COMMUNITY AMEN - COMMUNITY DEV OP/EXP		\$436	\$89	\$0	\$89	\$0	\$1,249
OPERATING INCOME							
6045	LR&CIP Grant - Mens Shed	\$0	\$0	\$0	\$0	(\$433,053)	\$0
6123	Events - Ticket Sales and Misc Revenue	\$0	\$0	\$0	\$0	\$0	\$0
6143	LotteryWest Grant - Mens Shed	\$0	\$0	\$0	\$0	\$0	\$0
6173	SMALL GRANTS	\$0	\$0	\$0	\$0	\$0	\$0
Sub Total - COMMUNITY AMEN - COMMUNITY DEV OP/INC		\$0	\$0	\$0	\$0	(\$433,053)	\$0
Total - COMMUNITY AMENITIES - COMMUNITY DEVELOPMENT		\$436	\$89	\$0	\$89	(\$433,053)	\$1,249
Total - COMMUNITY AMENITIES		\$20,409	(\$117,684)	(\$291,915)	\$174,232	(\$740,187)	\$950,890

**SHIRE OF KOJONUP**  
**MONTHLY FINANCIAL REPORT**

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

ACCOUNT	JOB	Budget	Actual	Income	Expense	Income	Expense
RECREATION & CULTURE							
PUBLIC HALL & CIVIC CENTRES							
OPERATING EXPENDITURE							
6202	Memorial Hall - Cleaning & Operations	\$14,750	\$6,940	\$0	\$6,940	\$0	\$31,595
6212	RSL Hall - Cleaning & Operations	\$4,406	\$1,092	\$0	\$1,092	\$0	\$12,292
6214	Memorial Hall - Building Maintenance	\$2,727	\$971	\$0	\$971	\$0	\$9,974
6216	Mobrup Hall - Building Expenses	\$0	\$34	\$0	\$34	\$0	\$0
6218	Muradup Hall - Building Expenses	\$1,555	\$935	\$0	\$935	\$0	\$2,005
6219	Qualeup Hall - Building Expenses	\$139	\$0	\$0	\$0	\$0	\$349
6224	Memorial Hall - Grounds Maintenance	\$2,342	\$673	\$0	\$673	\$0	\$8,170
6227	Boscabel Hall - Building Expenses	\$334	\$0	\$0	\$0	\$0	\$784
6232	All Halls - Cutlery & Crockery	\$500	\$0	\$0	\$0	\$0	\$2,000
6324	RSL Hall - Building Maintenance	\$1,253	\$291	\$0	\$291	\$0	\$3,160
6146	Interest on Loan - Loan 146 & 149	\$0	\$0	\$0	\$0	\$0	\$25,105
6147	Loan Guarantee Fee - Loan 146 & 149	\$2,280	\$0	\$0	\$0	\$0	\$3,800
016D	Public Halls Building Depreciation	\$0	\$0	\$0	\$0	\$0	\$63,785
Sub Total - PUBLIC HALLS & CIVIC CENTRES OP/EXP		\$30,287	\$10,937	\$0	\$10,937	\$0	\$163,019
OPERATING INCOME							
6203	Memorial Hall Rentals	(\$700)	(\$891)	(\$891)	\$0	(\$2,800)	\$0
6213	RSL Hall Rentals	(\$160)	(\$215)	(\$215)	\$0	(\$640)	\$0
Sub Total - PUBLIC HALLS & CIVIC CENTRES OP/INC		(\$860)	(\$1,106)	(\$1,106)	\$0	(\$3,440)	\$0
Total - PUBLIC HALL & CIVIC CENTRES		\$29,427	\$9,831	(\$1,106)	\$10,937	(\$3,440)	\$163,019

# 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		ACTUAL		ADOPTED BUDGET	
		30 SEPTEMBER 2024		30 SEPTEMBER 2024		2024-25	
		Budget	Actual	Income	Expense	Income	Expense
<b>OTHER RECREATION &amp; SPORT</b>							
<b>OPERATING EXPENDITURE</b>							
6362	Kojonup Springs Conveniences	\$7,881	\$5,114	\$0	\$5,114	\$0	\$31,533
6364	Kojonup Springs Grounds Maintenance	\$2,155	\$4,211	\$0	\$4,211	\$0	\$8,620
6372	Apex Park Conveniences - Operating	\$17,658	\$10,490	\$0	\$10,490	\$0	\$66,418
6373	Apex Park Conveniences - Building Maint	\$1,155	\$773	\$0	\$773	\$0	\$4,620
6374	Apex Park - Grounds Maint	\$16,658	\$10,315	\$0	\$10,315	\$0	\$67,795
6382	Railway Reserve Conveniences	\$1,491	\$445	\$0	\$445	\$0	\$4,925
6392	Newstead Park - Grounds Maint	\$3,325	\$2,160	\$0	\$2,160	\$0	\$13,299
6394	Railway Reserve Grounds Maint	\$4,938	\$4,387	\$0	\$4,387	\$0	\$16,454
6402	Sports Complex - Netball Conveniences	\$3,793	\$1,645	\$0	\$1,645	\$0	\$12,877
6403	Sports Complex - Netball Area Maint	\$554	\$857	\$0	\$857	\$0	\$2,218
6404	Sports Complex - Grounds Maint	\$48,848	\$15,516	\$0	\$15,516	\$0	\$195,400
6408	Sports Complex - Conveniences	\$3,066	\$875	\$0	\$875	\$0	\$12,263
6412	Hillman Park - Grounds Maint	\$5,316	\$3,108	\$0	\$3,108	\$0	\$21,266
6414	Sports Complex - Reticulation	\$5,522	\$741	\$0	\$741	\$0	\$22,090
6415	Oval Lighting	\$1,319	\$1,448	\$0	\$1,448	\$0	\$4,300
6422	Kojonup Bk (Piesse Park) - Grounds Maint	\$3,290	\$3,251	\$0	\$3,251	\$0	\$13,159
6425	Sports Complex - Hockey Club Building	\$132	\$185	\$0	\$185	\$0	\$440
6434	Turkey Nest Dam Maintenance	\$5,025	\$1,198	\$0	\$1,198	\$0	\$18,223
6435	Water - Showgrounds Maint	\$2,064	\$1,152	\$0	\$1,152	\$0	\$8,255
6444	Muradup Townsite Grounds	\$2,477	\$1,270	\$0	\$1,270	\$0	\$9,909
6452	Playground Safety & Minor Upgrades	\$959	\$0	\$0	\$0	\$0	\$3,836
6454	Kojonup Town Entrances	\$1,536	\$655	\$0	\$655	\$0	\$6,146
6474	Industrial Area Slashing & Spraying	\$668	\$528	\$0	\$528	\$0	\$2,671
6477	Sports Complex - Utilities & Insurance	\$12,562	\$5,673	\$0	\$5,673	\$0	\$18,375
6486	Rail Trails	\$0	\$0	\$0	\$0	\$0	\$0
6492	Myrtle Benn Reserve	\$996	\$0	\$0	\$0	\$0	\$3,983
6494	Sundry Reserves	\$6,788	\$587	\$0	\$587	\$0	\$22,771
6496	Kojonup Golf Club Community Grant	\$76	\$0	\$0	\$0	\$0	\$306
6552	Sports Complex - Cleaning	\$4,271	\$707	\$0	\$707	\$0	\$17,086
6554	Sports Complex - Building Maint	\$2,034	\$1,333	\$0	\$1,333	\$0	\$8,136
6558	Loan Guarantee Fee - Loans 136, 142, 143	\$5,820	\$5,377	\$0	\$5,377	\$0	\$9,700
6559	Recreation - Interest on Loans	\$18,472	\$28,837	\$0	\$28,837	\$0	\$52,015
6592	Skate Park	\$255	\$111	\$0	\$111	\$0	\$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 SEPTEMBER 2024		ACTUAL 30 SEPTEMBER 2024		ADOPTED BUDGET 2024-25	
		Budget	Actual	Income	Expense	Income	Expense
6792	Admiin Allocation - Cash	\$9,966	\$9,371	\$0	\$9,371	\$0	\$39,865
7107	Polocrosse Works Requested	\$0	\$0	\$0	\$0	\$0	\$0
017D	Other Sport Buildings Depreciation	\$0	\$0	\$0	\$0	\$0	\$371,778
<b>Sub Total - OTHER RECREATION &amp; SPORT OP/EXP</b>		\$201,071	\$122,322	\$0	\$122,322	\$0	\$1,091,497
<b>OPERATING INCOME</b>							
6463	Grant - Drought Communities (Netball Roof)	\$0	\$0	\$0	\$0	\$0	\$0
6473	Grant - Rail Trails	\$0	\$0	\$0	\$0	\$0	\$0
6564	Kidsport Funding	\$0	\$0	\$0	\$0	\$0	\$0
6513	Contrib-Foot Club Sports Complex	\$0	\$0	\$0	\$0	(\$4,800)	\$0
6523	Complex Bldg Fees	(\$1,000)	(\$1,723)	(\$1,723)	\$0	(\$4,000)	\$0
6533	Rec Ground Lease Fees	\$0	\$0	\$0	\$0	(\$3,000)	\$0
6553	Contribution-Dept Education - Oval	\$0	\$0	\$0	\$0	(\$35,000)	\$0
6633	Grant - LR&CI Program	\$0	\$0	\$0	\$0	(\$44,411)	\$0
6643	Grant - Trails	\$0	\$0	\$0	\$0	\$0	\$0
6663	Contribution - Apex Club	\$0	\$0	\$0	\$0	\$0	\$0
<b>Sub Total - OTHER RECREATION &amp; SPORT OP/INC</b>		(\$1,000)	(\$1,723)	(\$1,723)	\$0	(\$91,211)	\$0
<b>Total - OTHER RECREATION &amp; SPORT</b>		<b>\$200,071</b>	<b>\$120,599</b>	<b>(\$1,723)</b>	<b>\$122,322</b>	<b>(\$91,211)</b>	<b>\$1,091,497</b>

# 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		ACTUAL		ADOPTED BUDGET	
		30 SEPTEMBER 2024		30 SEPTEMBER 2024		2024-25	
		Budget	Actual	Income	Expense	Income	Expense
<b>SWIMMING AREAS &amp; BEACHES</b>							
<b>OPERATING EXPENDITURE</b>							
6252	Building Maintenance	\$1,500	\$275	\$0	\$275	\$0	\$6,000
6254	Consumables & Minor Expenses	\$375	\$651	\$0	\$651	\$0	\$1,500
6257	Utilities & Telephone	\$8,487	\$1,318	\$0	\$1,318	\$0	\$33,495
6258	Insurance	\$12,756	\$6,660	\$0	\$6,660	\$0	\$12,756
6261	Maintenance - Pool Building	\$1,132	\$707	\$0	\$707	\$0	\$3,420
6262	Grounds Maintenance	\$1,292	\$3,162	\$0	\$3,162	\$0	\$5,169
6264	Swimmin Pool - Chemicals	\$2,900	(\$75)	\$0	(\$75)	\$0	\$11,600
6271	Non-Capital Purchases per 10yr Plan	\$375	\$0	\$0	\$0	\$0	\$1,500
6272	Equipment Maintenance	\$5,245	\$11,895	\$0	\$11,895	\$0	\$20,980
6274	Kiosk - COGS	\$875	\$0	\$0	\$0	\$0	\$3,500
6352	Swimming Pool Salaries	\$25,950	\$12,531	\$0	\$12,531	\$0	\$103,806
6353	Superannuation	\$4,225	\$1,345	\$0	\$1,345	\$0	\$16,900
6354	Conferences & Training	\$375	\$755	\$0	\$755	\$0	\$1,500
6356	Staff Housing Subsidy (S/Pool)	\$1,750	\$0	\$0	\$0	\$0	\$7,000
6292	Administration Allocated Cash	\$9,966	\$4,806	\$0	\$4,806	\$0	\$39,865
050D	Depreciation Buildings	\$0	\$0	\$0	\$0	\$0	\$54,255
<b>Sub Total - SWIMMING AREAS &amp; BEACHES OP/EXP</b>		\$77,203	\$44,029	\$0	\$44,029	\$0	\$323,246
<b>OPERATING INCOME</b>							
6294	Pool Entry Fees	(\$1,850)	\$0	\$0	\$0	(\$7,400)	\$0
6295	Pool Kiosk Sales	(\$1,500)	\$0	\$0	\$0	(\$6,000)	\$0
6296	Pool Daily Entry Fees	(\$2,000)	\$0	\$0	\$0	(\$8,000)	\$0
<b>Sub Total - SWIMMING AREAS &amp; BEACHES OP/INC</b>		(\$5,350)	\$0	\$0	\$0	(\$21,400)	\$0
<b>Total - SWIMMING AREAS &amp; BEACHES</b>		\$71,853	\$44,029	\$0	\$44,029	(\$21,400)	\$323,246

# SHIRE OF KOJONUP

## MONTHLY FINANCIAL REPORT

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

ACCOUNT	JOB	Budget	Actual	Income	Expense	Income	Expense
TV & RADIO BROADCASTING & RETRANSMISSION							
OPERATING EXPENDITURE							
6752	Television Translator	\$77	\$19	\$0	\$19	\$0	\$77
6772	VHF Repeater Operating/Maintenance	\$62	\$0	\$0	\$0	\$0	\$250
Sub Total - TV & RADIO RETRANSMISSION OP/EXP		\$139	\$19	0	\$19	\$0	\$327
Total - TV & RADIO RETRANSMISSION		\$139	\$19	\$0	\$19	\$0	\$327
LIBRARIES							
OPERATING EXPENDITURE							
6812	Library Salaries	\$26,652	\$19,899	\$0	\$19,899	\$0	\$106,613
6842	Superannuation	\$4,022	\$2,406	\$0	\$2,406	\$0	\$16,087
6852	Emp Insurances (Lib)	\$2,836	\$2,255	\$0	\$2,255	\$0	\$2,836
6862	Conference & Training (Lib)	\$250	\$0	\$0	\$0	\$0	\$1,000
6882	Library Operating Expenses	\$2,000	\$750	\$0	\$750	\$0	\$8,000
6892	Lib Software Licencing	\$1,025	\$3,820	\$0	\$3,820	\$0	\$4,100
6902	Library Resource Purchases	\$500	\$224	\$0	\$224	\$0	\$2,000
6903	Library Regional Activity Plan Contribution	\$625	\$1,834	\$0	\$1,834	\$0	\$2,500
6942	Administration Allocated Cash	\$4,983	\$4,806	\$0	\$4,806	\$0	\$19,933
6952	Administration Allocated Non-Cash	\$714	\$0	\$0	\$0	\$0	\$2,855
Sub Total - LIBRARIES OP/EXP		\$43,606	\$35,993	\$0	\$35,993	\$0	\$165,924
OPERATING INCOME							
6963	Library Fines & Penalties - Lost Books	\$0	\$0	\$0	\$0	\$0	\$0
6973	Sundry Income	(\$5)	(\$5)	(\$5)	\$0	(\$20)	\$0
6983	Seniors Week Grant	\$0	\$0	\$0	\$0	\$0	\$0
Sub Total - LIBRARIES OP/INC		(\$5)	(\$5)	(\$5)	\$0	(\$20)	\$0
Total - LIBRARIES		\$43,601	\$35,989	(\$5)	\$35,993	(\$20)	\$165,924

# SHIRE OF KOJONUP

## MONTHLY FINANCIAL REPORT

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

ACCOUNT	JOB	Budget	Actual	Income	Expense	Income	Expense
HERITAGE & OTHER CULTURE							
OPERATING EXPENDITURE							
7002	Historical Society - Donation	\$0	\$0	\$0	\$0	\$0	\$0
7012	Historical Soc. Rooms	\$21	\$20	\$0	\$20	\$0	\$125
7022	Old Military Barracks	\$746	\$125	\$0	\$125	\$0	\$2,986
7024	Old Post Office - Building Maintenance	\$1,592	\$401	\$0	\$401	\$0	\$4,105
7032	Elverd Cottage - Building Mtce	\$521	\$607	\$0	\$607	\$0	\$1,805
7034	Elverd Cottage - Ground Maint	\$617	\$111	\$0	\$111	\$0	\$2,525
7046	Old Post Office - Grounds Maintenance	\$677	\$262	\$0	\$262	\$0	\$2,024
7106	Showgrounds - Building Maintenance	\$4,231	\$1,910	\$0	\$1,910	\$0	\$6,235
7101	Annual Show - Works Assistance	\$3,410	\$784	\$0	\$784	\$0	\$13,639
7103	Muradup & Jingalup War Memorials	\$283	\$42	\$0	\$42	\$0	\$1,132
7222	Military Barracks - Ground Maint	\$3,038	\$767	\$0	\$767	\$0	\$9,600
019D	Depreciation Buildings	\$0	\$0	\$0	\$0	\$0	\$19,635
Sub Total - OTHER CULTURE OP/EXP		\$15,136	\$5,027	\$0	\$5,027	\$0	\$63,811
OPERATING INCOME							
Sub Total - OTHER CULTURE OP/INC		\$0	\$0	\$0	\$0	\$0	\$0
Total - OTHER CULTURE		\$15,136	\$5,027	\$0	\$5,027	\$0	\$63,811
Total - RECREATION AND CULTURE		\$360,228	\$215,494	(\$2,833)	\$218,327	(\$116,071)	\$1,807,824

# 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		ACTUAL		ADOPTED BUDGET	
		30 SEPTEMBER 2024		30 SEPTEMBER 2024		2024-25	
		Budget	Actual	Income	Expense	Income	Expense
<b>STREETS,ROADS, BRIDGES, DEPOTS - MAINTENANCE</b>							
<b>OPERATING EXPENDITURE</b>							
7632	Town Streets - Drainage Mtce	\$5,652	\$808	\$0	\$808	\$0	\$22,610
7642	ROADS MTCE - FLOOD DAMAGE.	\$0	\$0	\$0	\$0	\$0	\$0
7652	Road Maintenance	\$2,206	\$0	\$0	\$0	\$0	\$8,826
7662	Bridge Maintenance	\$45,555	\$18,427	\$0	\$18,427	\$0	\$95,792
7672	Footpath Maintenance	\$4,435	\$0	\$0	\$0	\$0	\$17,740
7682	Lighting Of Streets	\$15,624	\$14,371	\$0	\$14,371	\$0	\$62,500
7692	Depot Maint	\$14,183	\$5,179	\$0	\$5,179	\$0	\$42,715
7694	Depot - Grounds & Nursery Maint	\$2,250	\$1,783	\$0	\$1,783	\$0	\$9,000
7695	Depot - OHS Minor Items	\$340	\$116	\$0	\$116	\$0	\$1,359
7704	Depot Cleaning	\$10,627	\$6,976	\$0	\$6,976	\$0	\$42,510
RM01	Grading - Winter	\$198,057	\$341,136	\$0	\$341,136	\$0	\$792,260
RM02	Grading - Summer	\$0	\$0	\$0	\$0	\$0	\$0
RM03	Drainage Maintenance	\$17,099	\$119,857	\$0	\$119,857	\$0	\$68,400
RM04	Bitumen Patching/Repair	\$22,629	\$54,658	\$0	\$54,658	\$0	\$90,520
RM05	Guide Post & Signage	\$11,150	\$45,375	\$0	\$45,375	\$0	\$44,600
RM06	Roadside Spraying	\$9,285	\$4,996	\$0	\$4,996	\$0	\$37,140
RM08	Rural Limb & Tree Removal - Fallen	\$9,953	\$79,257	\$0	\$79,257	\$0	\$39,812
RM10	Traffic Counter Transportation	\$1,105	\$7,696	\$0	\$7,696	\$0	\$4,422
RM11	Kerb Maintenance	\$1,472	\$0	\$0	\$0	\$0	\$5,890
RM15	Trees Rural Major Works	\$20,649	\$74,326	\$0	\$74,326	\$0	\$82,600
RM16	Townsite-Kojonup-Verge Mtce	\$14,700	\$10,525	\$0	\$10,525	\$0	\$55,600
RM17	Townsite Trees - General Mtce	\$4,517	\$282	\$0	\$282	\$0	\$18,070
RM18	TOWNSITE TREES - UPGRADE, WATERING etc	\$5,257	\$0	\$0	\$0	\$0	\$21,030
RM19	Townsite Trees - Pruning - Contractor	\$3,096	\$1,481	\$0	\$1,481	\$0	\$12,383
RM20	Road Accident Recovery	\$344	\$0	\$0	\$0	\$0	\$1,377
RM22	Removal of Street Trees	\$2,034	\$83	\$0	\$83	\$0	\$8,136
RM23	Townsite Street Sweeping	\$2,750	\$3,710	\$0	\$3,710	\$0	\$11,000
RM24	Carpark Line marking	\$1,380	\$255	\$0	\$255	\$0	\$5,520
7701	Blackwood Rd Solar Dam Maintenance	\$1,677	\$1	\$0	\$1	\$0	\$6,708
7702	Administration Allocated Cash	\$99,659	\$96,112	\$0	\$96,112	\$0	\$398,652
020D	Depreciation on Road Assets	\$0	\$0	\$0	\$0	\$0	\$3,571,800
<b>Sub Total - MTCE STREETS ROADS DEPOTS OP/EXP</b>		<b>\$527,685</b>	<b>\$887,409</b>	<b>\$0</b>	<b>\$887,409</b>	<b>\$0</b>	<b>\$5,578,972</b>

**SHIRE OF KOJONUP**  
**MONTHLY FINANCIAL REPORT**

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

Details By function Under The Following Programme Titles And Type Of Activities Within The Programme		YEAR TO DATE		ACTUAL		ADOPTED BUDGET	
		30 SEPTEMBER 2024		30 SEPTEMBER 2024		2024-25	
ACCOUNT	JOB	Budget	Actual	Income	Expense	Income	Expense
OPERATING INCOME							
7405	Roads Grants RRG	\$0	(\$54,992)	(\$54,992)	\$0	(\$1,158,000)	\$0
7323	Grant - LR&CIP	\$0	\$0	\$0	\$0	(\$108,322)	\$0
7375	Main Roads WA Direct Grant	(\$203,791)	(\$230,325)	(\$230,325)	\$0	(\$203,791)	\$0
7325	Grant - Special Commodity Route Funding	\$0	\$0	\$0	\$0	(\$170,000)	\$0
7435	Roads to Recovery - Current Allocation	\$0	\$0	\$0	\$0	(\$761,349)	\$0
7465	Government Road Grants - Blackspot Funding	\$0	\$0	\$0	\$0	(\$470,000)	\$0
7605	Sale of Small Items	\$0	\$0	\$0	\$0	\$0	\$0
7683	Street Lighting Contribution	\$0	\$0	\$0	\$0	(\$10,000)	\$0
Sub Total - MTCE STREETS ROADS DEPOTS OP/INC		(\$203,791)	(\$285,317)	(\$285,317)	\$0	(\$2,881,462)	\$0
Total - MTCE STREETS ROADS DEPOTS		\$323,894	\$602,093	(\$285,317)	\$887,409	(\$2,881,462)	\$5,578,972

# SHIRE OF KOJONUP

## MONTHLY FINANCIAL REPORT

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

ACCOUNT	JOB	Budget	Actual	Income	Expense	Income	Expense
AERODROMES							
OPERATING EXPENDITURE							
7762	Airport Building - Maintenance	\$1,765	\$1,338	\$0	\$1,338	\$0	\$4,921
7761	Interest on Loan 141 ( Airstrip)	\$880	\$6,016	\$0	\$6,016	\$0	\$1,721
7764	Airport Building - Cleaning	\$629	\$162	\$0	\$162	\$0	\$2,518
7771	Loan Guarantee Fee (Airstrip)	\$405	\$412	\$0	\$412	\$0	\$675
7772	Airstrip Operations	\$12	\$0	\$0	\$0	\$0	\$50
7774	Airstrip Ground Maintenance	\$3,646	\$863	\$0	\$863	\$0	\$14,584
Sub Total - AERODROMES OP/EXP		\$7,338	\$8,790	\$0	\$8,790	\$0	\$24,469
OPERATING INCOME							
Sub Total - AERODROMES OP/INC		\$0	\$0	\$0	\$0	\$0	\$0
Total - AERODROMES		\$7,338	\$8,790	\$0	\$8,790	\$0	\$24,469
Total - TRANSPORT		\$331,232	\$610,883	(\$285,317)	\$896,200	(\$2,881,462)	\$5,603,441

# 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 SEPTEMBER 2024		ACTUAL 30 SEPTEMBER 2024		ADOPTED BUDGET 2024-25	
		Budget	Actual	Income	Expense	Income	Expense
	<b>ECONOMIC SERVICES</b>						
	<b>RURAL SERVICES</b>						
	<b>OPERATING EXPENDITURE</b>						
023D	Depreciation (Sch 13)	\$0	\$0	\$0	\$0	\$0	\$4,260
8002	Water Standpipes	\$7,024	\$1,471	\$0	\$1,471	\$0	\$36,018
8006	Rural Street Addressing	\$25	\$0	\$0	\$0	\$0	\$100
	<b>Sub Total - RURAL SERVICES OP/EXP</b>	\$7,049	\$1,471	\$0	\$1,471	\$0	\$40,378
	<b>OPERATING INCOME</b>						
8003	Water Standpipe Charges	(\$6,250)	(\$9,528)	(\$9,528)	\$0	(\$25,000)	\$0
	<b>Sub Total - RURAL SERVICES OP/INC</b>	(\$6,250)	(\$9,528)	(\$9,528)	\$0	(\$25,000)	\$0
	<b>Total - RURAL SERVICES</b>	\$800	(\$8,056)	(\$9,528)	\$1,471	(\$25,000)	\$40,378



# 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		ACTUAL		ADOPTED BUDGET	
		30 SEPTEMBER 2024		30 SEPTEMBER 2024		2024-25	
		Budget	Actual	Income	Expense	Income	Expense
<b>TOURISM AND AREA PROMOTION - KODJA PLACE</b>							
<b>OPERATING EXPENDITURE</b>							
8302	Salaries (Tour)	\$59,247	\$73,744	\$0	\$73,744	\$0	\$236,998
8344	Superannuation - Visitors Centre	\$9,532	\$10,437	\$0	\$10,437	\$0	\$38,129
8364	Tour Guide Expenses	\$11,451	\$504	\$0	\$504	\$0	\$45,805
8322	Employee Insurances (Tour)	\$6,447	\$4,510	\$0	\$4,510	\$0	\$6,447
8342	Conferences & Training	\$1,000	\$0	\$0	\$0	\$0	\$4,000
8109	Story Area (Mosaic)	\$2,500	\$0	\$0	\$0	\$0	\$10,000
8367	Story Area (Digital)	\$2,500	\$0	\$0	\$0	\$0	\$10,000
8110	Catering	\$1,187	\$319	\$0	\$319	\$0	\$4,750
8368	Activity (Educational)	\$500	\$0	\$0	\$0	\$0	\$2,000
8126	Insurances - Various	\$16,582	\$7,376	\$0	\$7,376	\$0	\$16,582
8152	Public Liability Insurance - Kodja Place	\$9,725	\$4,861	\$0	\$4,861	\$0	\$9,725
8142	Printing, Stationary & Office Expenses	\$2,750	\$904	\$0	\$904	\$0	\$11,000
8162	Building Maintenance	\$1,035	\$2,783	\$0	\$2,783	\$0	\$4,142
8164	Utilities	\$6,335	\$2,924	\$0	\$2,924	\$0	\$26,420
8166	Cleaning	\$13,992	\$10,718	\$0	\$10,718	\$0	\$55,970
8172	Grounds Maintenance	\$4,692	\$3,546	\$0	\$3,546	\$0	\$18,770
8174	Kodja Place Rose Maze Grounds Maint	\$11,460	\$4,876	\$0	\$4,876	\$0	\$45,840
8192	Misc Expenses	\$1,250	\$223	\$0	\$223	\$0	\$5,000
8358	Kodja Place Website	\$500	\$0	\$0	\$0	\$0	\$2,000
8444	Retail Stock - COGS	\$12,500	\$3,011	\$0	\$3,011	\$0	\$50,000
8394	Events	\$12,500	\$4,636	\$0	\$4,636	\$0	\$50,000
8412	General Administration Allocated Cash	\$24,915	\$42,289	\$0	\$42,289	\$0	\$99,663
8422	General Administration Allocated Non-Cash	\$571	\$0	\$0	\$0	\$0	\$2,284
022D	Depreciation	\$0	\$0	\$0	\$0	\$0	\$66,650
055D	Depreciation	\$0	\$0	\$0	\$0	\$0	\$2,525
<b>Sub Total - TOURISM &amp; AREA PROMOTION KODJA OP/EXP</b>		\$213,170	\$177,663	\$0	\$177,663	\$0	\$824,700

# SHIRE OF KOJONUP

## MONTHLY FINANCIAL REPORT

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

ACCOUNT	JOB	Budget	Actual	Income	Expense	Income	Expense
OPERATING INCOME							
8205	Kodja Place - Visitor Fees	(\$950)	(\$1,146)	(\$1,146)	\$0	(\$3,800)	\$0
8203	Kodja Place - Hire Fees	(\$875)	(\$832)	(\$832)	\$0	(\$3,500)	\$0
8204	Tour Groups	(\$325)	(\$1,032)	(\$1,032)	\$0	(\$1,300)	\$0
8207	Kodja Place - Activity Fees	(\$240)	\$0	\$0	\$0	(\$960)	\$0
8193	Sundry Misc Income - Kodja Place	\$0	\$0	\$0	\$0	\$0	\$0
8223	Membership Fees & Brochure Racking	(\$57)	\$0	\$0	\$0	(\$230)	\$0
8233	Events	(\$12,500)	(\$14,139)	(\$14,139)	\$0	(\$50,000)	\$0
8243	Retail Sales	(\$16,999)	(\$12,544)	(\$12,544)	\$0	(\$68,000)	\$0
8263	Sales - Commissions	(\$1,125)	(\$1,218)	(\$1,218)	\$0	(\$4,500)	\$0
8283	Donations	(\$200)	(\$241)	(\$241)	\$0	(\$800)	\$0
8284	RV Fee Income	(\$600)	(\$377)	(\$377)	\$0	(\$2,400)	\$0
8285	Trans WA Income	\$0	\$48	\$48	\$0	\$0	\$0
8286	Photocopy Charges	\$0	\$0	\$0	\$0	\$0	\$0
Sub Total - TOURISM & AREA PROMOTION KODJA OP/INC		(\$33,871)	(\$31,482)	(\$31,482)	\$0	(\$135,490)	\$0
Total - TOURISM & AREA PROMOTION KODJA PLACE		\$179,299	\$146,181	(\$31,482)	\$177,663	(\$135,490)	\$824,700

**SHIRE OF KOJONUP**  
**MONTHLY FINANCIAL REPORT**

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

Details By function Under The Following Programme Titles And Type Of Activities Within The Programme		YEAR TO DATE		ACTUAL		ADOPTED BUDGET	
ACCOUNT	JOB	30 SEPTEMBER 2024		30 SEPTEMBER 2024		2024-25	
		Budget	Actual	Income	Expense	Income	Expense
TOURISM & AREA PROMOTION OTHER							
OPERATING EXPENDITURE							
8101	Kojonup Marketing & Promotions	\$9,200	\$5,437	\$0	\$5,437	\$0	\$15,310
8107	Great Southern Treasures	\$20,000	\$0	\$0	\$0	\$0	\$20,000
8414	Wool Wagon	\$62	\$0	\$0	\$0	\$0	\$250
8354	Subscriptions, Accreditation, etc.	\$602	\$379	\$0	\$379	\$0	\$2,410
8374	Australia Day Breakfast	\$500	\$0	\$0	\$0	\$0	\$2,000
8371	EV Charging Station	\$0	\$249	\$0	\$249	\$0	\$0
8432	Railway Station Building Maintenance	\$487	\$0	\$0	\$0	\$0	\$1,950
8402	Railway Station Building - Operating	\$280	\$196	\$0	\$196	\$0	\$280
8544	Annual Bloom Festival Cash Contribution	\$50	\$0	\$0	\$0	\$0	\$200
029D	Depreciation	\$0	\$0	\$0	\$0	\$0	\$75,220
Sub Total - TOURISM & AREA PROM OTHER OP/EXP		\$31,182	\$6,261	\$0	\$6,261	\$0	\$117,620
OPERATING INCOME							
8494	EV Charging Station	\$0	\$0	\$0	\$0	\$0	\$0
8413	Tourism - Non-Operating Grant Income			\$0	\$0	(\$52,411)	\$0
Sub Total - TOURISM & AREA PROM OTHER OP/INC		\$0	\$0	\$0	\$0	(\$52,411)	\$0
Total - TOURISM & AREA PROMOTION OTHER		\$31,182	\$6,261	\$0	\$6,261	(\$52,411)	\$117,620

**SHIRE OF KOJONUP**  
**MONTHLY FINANCIAL REPORT**

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

Details By function Under The Following Programme Titles And Type Of Activities Within The Programme		YEAR TO DATE		ACTUAL		ADOPTED BUDGET	
		30 SEPTEMBER 2024		30 SEPTEMBER 2024		2024-25	
ACCOUNT	JOB	Budget	Actual	Income	Expense	Income	Expense
TOURISM & AREA PROMOTION - BLACK COCKATOO CAFÉ							
OPERATING EXPENDITURE							
8502	Café Salaries	\$80,205	\$97,950	\$0	\$97,950	\$0	\$320,833
8532	Café Superannuation	\$9,101	\$11,653	\$0	\$11,653	\$0	\$36,404
8534	Café Utilities	\$7,655	\$6,272	\$0	\$6,272	\$0	\$28,210
8536	Café Insurance	\$500	\$0	\$0	\$0	\$0	\$2,000
8542	Café Bank Fees	\$625	\$0	\$0	\$0	\$0	\$2,500
8545	Café Accrued Leave Expenses			\$0	\$0	\$0	\$0
8546	Café Minor Equipment & Repairs	\$1,250	\$182	\$0	\$182	\$0	\$5,000
8554	Café Other Minor Expenses	\$1,300	\$6,483	\$0	\$6,483	\$0	\$5,200
8555	Café Uniforms & Safety Wear	\$375	\$0	\$0	\$0	\$0	\$1,500
8556	Café Telephone & IT	\$187	\$0	\$0	\$0	\$0	\$750
8557	Café Building Maintenance	\$1,652	\$817	\$0	\$817	\$0	\$6,610
8562	Café Training Expenses	\$500	\$0	\$0	\$0	\$0	\$2,000
8564	Café Other Employment Costs	\$705	\$0	\$0	\$0	\$0	\$2,820
8567	Cost of Goods Sold	\$67,997	\$55,842	\$0	\$55,842	\$0	\$272,000
Sub Total - TOURISM & AREA PROM CAFE OP/EXP		\$172,052	\$179,198	\$0	\$179,198	\$0	\$685,827
OPERATING INCOME							
8503	Trading Income	(\$174,993)	(\$194,682)	(\$194,682)	\$0	(\$700,000)	\$0
8533	Catering	(\$3,750)	(\$690)	(\$690)	\$0	(\$15,000)	\$0
Sub Total - TOURISM & AREA PROM CAFE OP/INC		(\$178,743)	(\$195,372)	(\$195,372)	\$0	(\$715,000)	\$0
Total - TOURISM & AREA PROMOTION CAFÉ		(\$6,691)	(\$16,174)	(\$195,372)	\$179,198	(\$715,000)	\$685,827

# 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		ACTUAL		ADOPTED BUDGET	
		30 SEPTEMBER 2024		30 SEPTEMBER 2024		2024-25	
		Budget	Actual	Income	Expense	Income	Expense
<b>BUILDING CONTROL</b>							
<b>OPERATING EXPENDITURE</b>							
8552	Building Admin. Salaries	\$0	\$27,026	\$0	\$27,026	\$0	\$0
8572	Superannuation	\$0	\$2,587	\$0	\$2,587	\$0	\$0
8602	Other Emp Costs (Bldg)	\$0	\$2,255	\$0	\$2,255	\$0	\$0
8612	Vehicle Operating Bld Svyr	\$0	\$2,800	\$0	\$2,800	\$0	\$0
8622	Building Control Expenses	\$4,250	\$0	\$0	\$0	\$0	\$17,000
8672	Admin Realloc Cash (Bldg)	\$4,983	\$4,806	\$0	\$4,806	\$0	\$19,933
8682	Admin Realloc Non Cash (Bldg)	\$571	\$0	\$0	\$0	\$0	\$2,284
8684	Loan Guarantee Fee - Loan 147	\$0	\$1,171	\$0	\$1,171	\$0	\$0
<b>Sub Total - BUILDING CONTROL OP/EXP</b>		\$9,804	\$40,645	\$0	\$40,645	\$0	\$39,217
<b>OPERATING INCOME</b>							
8653	Building Licence Fees	(\$950)	(\$1,484)	(\$1,484)	\$0	(\$3,800)	\$0
8663	Bciff & Brb Commissions	(\$45)	(\$37)	(\$37)	\$0	(\$180)	\$0
8633	Private Pool Inspection Charges	\$0	\$0	\$0	\$0	\$0	\$0
<b>Sub Total - BUILDING CONTROL OP/INC</b>		(\$995)	(\$1,521)	(\$1,521)	\$0	(\$3,980)	\$0
<b>Total - BUILDING CONTROL</b>		\$8,809	\$39,124	(\$1,521)	\$40,645	(\$3,980)	\$39,217

# 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		ACTUAL		ADOPTED BUDGET	
		30 SEPTEMBER 2024		30 SEPTEMBER 2024		2024-25	
		Budget	Actual	Income	Expense	Income	Expense
<b>OTHER ECONOMIC SERVICES</b>							
<b>OPERATING EXPENDITURE</b>							
8011	Wash Down Bay - Repairs	\$2,513	\$131	\$0	\$131	\$0	\$9,422
8801	Wash Down Bay - Other	\$182	\$0	\$0	\$0	\$0	\$728
8807	Wash Down Bay - Utility Charges	\$1,586	\$1,344	\$0	\$1,344	\$0	\$8,315
8800	Saleyards - Ground Maintenance	\$1,836	\$0	\$0	\$0	\$0	\$7,345
8808	Saleyards - Insurances	\$425	\$188	\$0	\$188	\$0	\$425
8802	Saleyards - Other	\$250	\$36	\$0	\$36	\$0	\$1,000
8872	Loan Guarantee Fee	\$1,560	\$0	\$0	\$0	\$0	\$2,600
8862	Subdivision - Interest on Loans	\$0	\$0	\$0	\$0	\$0	\$12,212
<b>Sub Total - OTHER ECONOMIC SERVICES OP/EXP</b>		\$8,352	\$1,699	\$0	\$1,699	\$0	\$42,047
<b>OPERATING INCOME</b>							
8013	Washdown Bay Fees	(\$3,575)	(\$5,623)	(\$5,623)	\$0	(\$14,300)	\$0
8803	Saleyards - Income	\$0	\$0	\$0	\$0	\$0	\$0
<b>Sub Total - OTHER ECONOMIC SERVICES OP/INC</b>		(\$3,575)	(\$5,623)	(\$5,623)	\$0	(\$14,300)	\$0
<b>Total - OTHER ECONOMIC SERVICES</b>		\$4,777	(\$3,924)	(\$5,623)	\$1,699	(\$14,300)	\$42,047
<b>Total - ECONOMIC SERVICES</b>		\$218,177	\$163,412	(\$243,526)	\$406,937	(\$946,181)	\$1,749,789

# 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 SEPTEMBER 2024		ACTUAL 30 SEPTEMBER 2024		ADOPTED BUDGET 2024-25	
		Budget	Actual	Income	Expense	Income	Expense
	OTHER PROPERTY AND SERVICES						
	PRIVATE WORKS						
	OPERATING EXPENDITURE						
9002	Private Works	\$2,621	\$6,872	\$0	\$6,872	\$0	\$10,484
	Sub Total - PRIVATE WORKS OP/EXP	\$2,621	\$6,872	\$0	\$6,872	\$0	\$10,484
	OPERATING INCOME						
9003	Private Works Income	(\$2,621)	\$0	\$0	\$0	(\$10,484)	\$0
	Sub Total - PRIVATE WORKS OP/INC	(\$2,621)	\$0	\$0	\$0	(\$10,484)	\$0
	Total - PRIVATE WORKS	\$0	\$6,872	\$0	\$6,872	(\$10,484)	\$10,484

# 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		ACTUAL		ADOPTED BUDGET	
		30 SEPTEMBER 2024		30 SEPTEMBER 2024		2024-25	
		Budget	Actual	Income	Expense	Income	Expense
<b>PUBLIC WORKS OVERHEADS</b>							
<b>OPERATING EXPENDITURE</b>							
9022	Salaries-Works-Supervisors; Assistance	\$77,814	\$108,085	\$0	\$108,085	\$0	\$311,267
9042	Superannuation (Supervisors)	\$11,304	\$6,008	\$0	\$6,008	\$0	\$45,219
9052	Conferences & Training (Supervisors)	\$975	\$0	\$0	\$0	\$0	\$3,900
9062	Emp Insurances (Supervisors)	\$3,225	\$2,255	\$0	\$2,255	\$0	\$3,225
9072	Other Staff Expenses (Inc. FBT)	\$7,250	\$3,698	\$0	\$3,698	\$0	\$29,000
9502	Allowances	\$500	\$0	\$0	\$0	\$0	\$2,000
9081	Staff Housing Subsidy (Public Works)	\$0	\$0	\$0	\$0	\$0	\$0
9082	Vehicle Operating	\$6,875	\$2,487	\$0	\$2,487	\$0	\$27,500
9084	Consulting Technical	\$4,127	\$6,455	\$0	\$6,455	\$0	\$16,510
9092	Office Expenses	\$3,676	\$2,570	\$0	\$2,570	\$0	\$14,705
9094	Minor Equipment/Consumables	\$2,067	\$863	\$0	\$863	\$0	\$8,270
9095	RAMM Inventory	\$3,127	\$0	\$0	\$0	\$0	\$12,510
9102	Training	\$12,987	\$8,718	\$0	\$8,718	\$0	\$51,950
9112	Meetings	\$5,475	\$249	\$0	\$249	\$0	\$21,900
9122	Annual Leave	\$49,886	\$38,930	\$0	\$38,930	\$0	\$199,551
9132	Public Holidays	\$24,943	\$8,625	\$0	\$8,625	\$0	\$99,776
9142	Sick Leave	\$24,943	\$19,667	\$0	\$19,667	\$0	\$99,776
9152	Superannuation	\$66,471	\$59,057	\$0	\$59,057	\$0	\$365,893
9162	Workers Comp Ins	\$67,495	\$38,335	\$0	\$38,335	\$0	\$67,495
9172	Staff Functions	\$1,006	\$3,366	\$0	\$3,366	\$0	\$4,023
9182	INSURANCE ON WORKS	\$6,963	\$2,860	\$0	\$2,860	\$0	\$6,963
9192	Long Service Leave	\$172,436	\$2,942	\$0	\$2,942	\$0	\$209,744
9202	Safety Equipment & P.P.E.	\$5,625	\$8,236	\$0	\$8,236	\$0	\$22,500
9232	PWOH - NOVATED LEASE EXPENSES	\$8,339	\$8,982	\$0	\$8,982	\$0	\$33,358
9262	Emp Insurances - Pwo	\$5,745	\$2,873	\$0	\$2,873	\$0	\$5,745
9280	Cleaners - Annual Leave	\$1,475	\$934	\$0	\$934	\$0	\$5,900
9281	Cleaners - Long Service Leave	\$787	\$0	\$0	\$0	\$0	\$3,150
9282	Cleaners - Sick Leave	\$537	\$397	\$0	\$397	\$0	\$2,150
9284	Cleaners - Public Holidays	\$787	\$132	\$0	\$132	\$0	\$3,150
9286	Cleaners - Superannuation	\$1,312	\$801	\$0	\$801	\$0	\$5,250
9254	Cleaners - Administration	\$2,175	\$748	\$0	\$748	\$0	\$8,700
9302	Admin Realloc - Cash (Pwo)	\$99,659	\$96,112	\$0	\$96,112	\$0	\$398,652
9332	Admin Non Cash Realloc (Pwo)	\$15,700	\$0	\$0	\$0	\$0	\$62,805



# 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 SEPTEMBER 2024		ACTUAL 30 SEPTEMBER 2024		ADOPTED BUDGET 2024-25	
		Budget	Actual	Income	Expense	Income	Expense
9421	Small Items (Chainsaws, Mowers, etc)	\$827	\$0	\$0	\$0	\$0	\$3,310
9422	Sundry Plant Recovery - Automatic Recoveries	\$5,000	\$4,003	\$0	\$4,003	\$0	\$20,000
9312	Less Allocated To Works & Services	(\$543,940)	(\$390,952)	\$0	(\$390,952)	\$0	(\$2,175,846)
<b>Sub Total - PUBLIC WORKS O/HEADS OP/EXP</b>		\$157,575	\$47,439	\$0	\$47,439	\$0	\$0
<b>OPERATING INCOME</b>							
9323	Sundry Misc Income - Pwo	\$0	\$0	\$0	\$0	\$0	\$0
9233	PWOH - NOVATED LEASE CONTRIBUTION INCOME	(\$8,339)	(\$8,982)	(\$8,982)	\$0	(\$33,358)	\$0
<b>Sub Total - PUBLIC WORKS O/HEADS OP/INC</b>		(\$8,339)	(\$8,982)	(\$8,982)	\$0	(\$33,358)	\$0
<b>Total - PUBLIC WORKS OVERHEADS</b>		<b>\$149,235</b>	<b>\$38,457</b>	<b>(\$8,982)</b>	<b>\$47,439</b>	<b>(\$33,358)</b>	<b>\$0</b>

# 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		ACTUAL		ADOPTED BUDGET	
		30 SEPTEMBER 2024		30 SEPTEMBER 2024		2024-25	
		Budget	Actual	Income	Expense	Income	Expense
<b>PLANT OPERATION COSTS</b>							
<b>OPERATING EXPENDITURE</b>							
9372	Wages & Overheads	\$34,634	\$23,096	\$0	\$23,096	\$0	\$138,540
9352	Tyres & Tubes	\$4,500	\$0	\$0	\$0	\$0	\$18,000
9344	Vehicle Tracking	\$5,500	\$5,264	\$0	\$5,264	\$0	\$22,000
9362	Parts,Ext Work & Sundries	\$28,825	\$25,752	\$0	\$25,752	\$0	\$115,306
9382	Vehicles - Insurance	\$72,441	\$33,923	\$0	\$33,923	\$0	\$72,441
9386	Vehicles - Licences	\$0	\$0	\$0	\$0	\$0	\$0
9342	Fuels & Oils	\$93,746	\$26,397	\$0	\$26,397	\$0	\$375,000
9363	Purchase of Tools	\$825	\$1,171	\$0	\$1,171	\$0	\$3,300
9402	Less Poc Allocated To W. & S.	(\$186,139)	(\$169,758)	\$0	(\$169,758)	\$0	(\$744,587)
021D	Depreciation (Sch 12)	\$0	\$0	\$0	\$0	\$0	\$396,775
025D	Depreciation W/Back	(\$99,190)	(\$106,872)	\$0	(\$106,872)	\$0	(\$396,775)
<b>Sub Total - PLANT OPERATIONS COSTS OP/EXP</b>		(\$44,858)	(\$161,028)	\$0	(\$161,028)	\$0	\$0
<b>OPERATING INCOME</b>							
9393	Income - Diesel Fuel Rebates	(\$6,250)	\$0	\$0	\$0	(\$25,000)	\$0
<b>Sub Total - PLANT OPERATIONS COSTS OP/INC</b>		(\$6,250)	\$0	\$0	\$0	(\$25,000)	\$0
<b>Total - PLANT OPERATIONS COSTS</b>		(\$51,108)	(\$161,028)	\$0	(\$161,028)	(\$25,000)	\$0
<b>MATERIALS AND STOCK</b>							
<b>OPERATING EXPENDITURE</b>							
9452	Stock Variance A/C	\$0	\$0	\$0	\$0	\$0	\$0
<b>Sub Total - MATERIALS AND STOCK</b>		\$0	\$0	\$0	\$0	\$0	\$0
<b>Total - MATERIALS AND STOCK</b>		\$0	\$0	\$0	\$0	\$0	\$0

# SHIRE OF KOJONUP

## MONTHLY FINANCIAL REPORT

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

Details By function Under The Following Programme Titles And Type Of Activities Within The Programme		YEAR TO DATE		ACTUAL		ADOPTED BUDGET	
		30 SEPTEMBER 2024		30 SEPTEMBER 2024		2024-25	
ACCOUNT	JOB	Budget	Actual	Income	Expense	Income	Expense
OTHER PROPERTY AND SERVICES							
SALARIES AND WAGES							
OPERATING EXPENDITURE							
9482	Salaries & Wages Drawn	\$1,130,572	\$1,469,717	\$0	\$1,469,717	\$0	\$4,522,470
9492	Workers Compensation	\$12,500	\$24,225	\$0	\$24,225	\$0	\$50,000
9512	Salary & Wage Alloc To W. & S.	(\$1,130,572)	(\$1,370,771)	\$0	(\$1,370,771)	\$0	(\$4,522,470)
Sub Total - SALARIES AND WAGES OP/EXP		\$12,500	\$123,171	\$0	\$123,171	\$0	\$50,000
OPERATING INCOME							
9493	Workers Compensation Income	(\$14,999)	\$0	\$0	\$0	(\$60,000)	\$0
9543	APPRENTICESHIP/TRAINEE GRANTS	\$0	\$0	\$0	\$0	\$0	\$0
Sub Total - SALARIES AND WAGES OP/INC		(\$14,999)	\$0	\$0	\$0	(\$60,000)	\$0
Total - SALARIES AND WAGES		(\$2,500)	\$123,171	\$0	\$123,171	(\$60,000)	\$50,000

# SHIRE OF KOJONUP

## MONTHLY FINANCIAL REPORT

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

ACCOUNT	JOB	Budget	Actual	Income	Expense	Income	Expense
	UNCLASSIFIED						
	OPERATING EXPENDITURE						
9572	Land Survey & Leasing	\$875	\$0	\$0	\$0	\$0	\$3,500
9682	Misc Expenses-Other Property	\$2,846	\$1,191	\$0	\$1,191	\$0	\$3,596
024D	Depreciation on Assets	\$0	\$0	\$0	\$0	\$0	\$18,100
	Sub Total - UNCLASSIFIED OP/EXP	\$3,721	\$1,191	\$0	\$1,191	\$0	\$25,196
	OPERATING INCOME						
9625	SMALL ITEMS INSUR INCOME	\$0	\$0	\$0	\$0	\$0	\$0
9626	Sundry Misc Income - Other Property	\$0	\$0	\$0	\$0	\$0	\$0
9627	Sundry Inc - Insurance Premium Refund	\$0	\$0	\$0	\$0	\$0	\$0
9683	Lease Of Ksc Properties	(\$6,575)	\$0	\$0	\$0	(\$26,300)	\$0
9695	Recoverable Costs Income	(\$0)	(\$636)	(\$636)	\$0	(\$1)	\$0
	Sub Total - UNCLASSIFIED OP/INC	(\$6,575)	(\$636)	(\$636)	\$0	(\$26,301)	\$0
	Total - UNCLASSIFIED	(\$2,854)	\$555	(\$636)	\$1,191	(\$26,301)	\$25,196
	Total - OTHER PROPERTY AND SERVICES	\$92,773	\$8,027	(\$9,617)	\$17,644	(\$155,143)	\$85,680

# 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		ACTUAL		ADOPTED BUDGET	
		30 SEPTEMBER 2024		30 SEPTEMBER 2024		2024-25	
		Budget	Actual	Income	Expense	Income	Expense
<b>FUND TRANSFERS</b>							
<b>EXPENDITURE</b>							
	Tfr to Employee Leave Res.	\$2,200	\$0	\$0	\$0	\$0	\$34,634
	Transfer To Plant Res.	\$0	\$0	\$0	\$0	\$0	\$2,387
	Transfer to Springhaven Lodge Res.	\$0	\$0	\$0	\$0	\$0	\$0
	Transfer to Low Income Housing Res.	\$755	\$0	\$0	\$0	\$0	\$3,020
	Transfer to Sporting Facility Res.	\$567	\$0	\$0	\$0	\$0	\$2,270
	Transfer to Landfill Waste Mgmt Res.	\$724	\$0	\$0	\$0	\$0	\$2,897
	Transfer to Community Grants Res.	\$89	\$0	\$0	\$0	\$0	\$355
	Transfer To Independent Living Units Res.	\$1,431	\$0	\$0	\$0	\$0	\$5,725
	Transfer to Natural Resource Mgmt Res.	\$881	\$0	\$0	\$0	\$0	\$3,525
	Transfer To Swimming Pool Res.	\$366	\$0	\$0	\$0	\$0	\$1,464
	Transfer to Kodja Place Building Res.	\$159	\$0	\$0	\$0	\$0	\$637
	Transfer to Sporting Complex Building Upgrade Res.	\$0	\$0	\$0	\$0	\$0	\$41
	Transfer to Netball Court Surfacing Res.	\$0	\$0	\$0	\$0	\$0	\$0
New	Transfer to Asset Acquisiton & Replacement Reserve			\$0	\$0	\$0	\$100,000
	<b>Sub Total - TRANSFERS TO RESERVE</b>	\$7,173	\$0	\$0	\$0	\$0	\$156,955
<b>INCOME</b>							
	Transfer from Employee Reserve	\$0	\$0	\$0	\$0	\$0	\$0
	Transfer from Plant Reserve	\$0	\$0	\$0	\$0	\$0	\$0
	Transfer from Springhaven Lodge Res	\$0	(\$835,000)	(\$835,000)	\$0	\$0	\$0
	<b>Sub Total - TRANSFERS FROM RESERVE</b>	\$0	(\$835,000)	(\$835,000)	\$0	\$0	\$0
	<b>Total - TRANSFERS</b>	\$7,173	(\$835,000)	(\$835,000)	\$0	\$0	\$156,955
	<b>Total - FUND TRANSFER</b>	\$7,173	(\$835,000)	(\$835,000)	\$0	\$0	\$156,955
	NEW - (Surplus) / Deficit - Opening 1 July	(\$2,619,834)	(\$3,221,695)	(\$3,221,695)	\$0	(\$2,619,834)	\$0
	<b>Sub Total - SURPLUS C/FWD</b>	(\$2,619,834)	(\$3,221,695)	(\$3,221,695)	\$0	(\$2,619,834)	\$0
	<b>Total - SURPLUS</b>	(\$2,619,834)	(\$3,221,695)	(\$3,221,695)	\$0	(\$2,619,834)	\$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		ACTUAL		ADOPTED BUDGET	
		30 SEPTEMBER 2024		30 SEPTEMBER 2024		2024-25	
		Budget	Actual	Income	Expense	Income	Expense
<b>LIABILITY LOANS - PRINCIPAL REPAYMENT</b>							
<b>EXPENDITURE</b>							
New	Loan 150 - Communications tower	\$16,404	\$8,202	\$0	\$8,202	\$0	\$50,333
New	Loan 137 - Medical Centre	\$4,406	\$4,406	\$0	\$4,406	\$0	\$8,850
New	Loan 135 - Bagg St House	\$0	\$0	\$0	\$0	\$0	\$10,428
New	Loan 139 - Aged Units	\$5,107	\$5,107	\$0	\$5,107	\$0	\$10,244
New	Loan 140 - Staff Housing	\$30,529	\$30,529	\$0	\$30,529	\$0	\$61,323
New	Loan 138 - GROH Housing	\$56,900	\$56,900	\$0	\$56,900	\$0	\$114,210
New	Loan 144 - Staff Housing	\$5,472	\$5,473	\$0	\$5,473	\$0	\$10,996
New	Loan 145 - GROH Housing	\$5,472	\$5,473	\$0	\$5,473	\$0	\$10,996
New	Loan 148 - Staff Housing renovations	\$0	\$0	\$0	\$0	\$0	\$15,731
New	Loan 134 - Sports Complex	\$0	\$0	\$0	\$0	\$0	\$18,921
New	Loan 136 - Sports Complex Wall	\$0	\$0	\$0	\$0	\$0	\$10,083
New	Loan 143 - Netball Courts & Roof	\$27,473	\$27,473	\$0	\$27,473	\$0	\$55,342
New	Loan 142 - Oval Lighting	\$0	\$0	\$0	\$0	\$0	\$24,931
New	Loan 146 - Harrison Place Toilets & Park	\$0	\$0	\$0	\$0	\$0	\$36,078
New	Loan 149 - Harrison Place Toilets & Park	\$8,202	\$16,404	\$0	\$16,404	\$0	\$25,166
New	Loan 141 - Airstrip Lighting	\$5,136	\$6,016	\$0	\$6,016	\$0	\$10,311
New	Loan 147 - Land Development	\$0	\$0	\$0	\$0	\$0	\$34,823
<b>Sub Total - LOAN REPAYMENTS</b>		\$165,101	\$165,984	\$0	\$165,984	\$0	\$508,766
<b>INCOME</b>							
New	Loan 133 - Kojonup Bowls Club S/S Principal Repayment	\$0	\$0	\$0	\$0	\$0	\$0
<b>Sub-Total - LOAN PRINCIPAL REIMBURSEMENTS</b>				<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Total - NON CURRENT LIABILITIES</b>		<b>\$165,101</b>	<b>\$165,984</b>	<b>\$0</b>	<b>\$165,984</b>	<b>\$0</b>	<b>\$508,766</b>

# SHIRE OF KOJONUP

## MONTHLY FINANCIAL REPORT

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

ACCOUNT	JOB	Budget	Actual	Income	Expense	Income	Expense
	NEW LOANS RAISED						
	INCOME						
9967	New Loan 149 - Communications Tower	\$0	\$0	\$0	\$0	\$0	\$0
9968	New Loan 150 - Harrison Place Toilets & Park	\$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 EXCLUDED FROM OPERATING ACTIVITIES						
	Depreciation Written Back	\$99,190	\$0	\$0	\$0	\$0	(\$4,637,570)
	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	\$835,000	\$835,000	\$0	\$0	\$0
	Movement in Doubtful Debts	\$0	\$0	\$0	\$0	\$0	(\$2,000)
	Sub Total - DEPRECIATION WRITTEN BACK	\$99,190	\$835,000	\$835,000	\$0	\$0	(\$4,639,570)
	Total - NON CASH ITEMS	\$99,190	\$835,000	\$835,000	\$0	\$0	(\$4,639,570)

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 SEPTEMBER 2024		ACTUAL 30 SEPTEMBER 2024		ADOPTED BUDGET 2024-25	
		Budget	Actual	Income	Expense	Income	Expense
	FURNITURE AND EQUIPMENT						
	GOVERNANCE - CAPITAL EXPENDITURE						
C137	ICT Plan Implementation	\$0	\$21,467	\$0	\$21,467	\$0	\$450,000
	Sub Total - CAPITAL WORKS	\$0	\$21,467	\$0	\$21,467	\$0	\$450,000
	Total - GOVERNANCE	\$0	\$21,467	\$0	\$21,467	\$0	\$450,000
	Total - FURNITURE AND EQUIPMENT	\$0	\$21,467	\$0	\$21,467	\$0	\$450,000



# 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 SEPTEMBER 2024		ACTUAL 30 SEPTEMBER 2024		ADOPTED BUDGET 2024-25	
		Budget	Actual	Income	Expense	Income	Expense
	LAND						
	COMMUNITY AMENITIES						
	CAPITAL EXPENDITURE						
C305	Purchase Land	\$0	\$0	\$0	\$0	\$0	\$0
C310	Subdivision Construction	\$0	\$8,292	\$0	\$8,292	\$0	\$0
	Sub Total - CAPITAL WORKS	\$0	\$8,292	\$0	\$8,292	\$0	\$0
	Total- COMMUNITY AMENITIES	\$0	\$8,292	\$0	\$8,292	\$0	\$0
	Total - LAND	\$0	\$8,292	\$0	\$8,292	\$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 SEPTEMBER 2024		ACTUAL 30 SEPTEMBER 2024		ADOPTED BUDGET 2024-25	
		Budget	Actual	Income	Expense	Income	Expense
	<b>BUILDINGS</b>						
	<b>GOVERNANCE - CAPITAL EXPENDITURE</b>						
C191	Office Building Capital Renewal	\$0	\$0	\$0	\$0	\$0	\$0
	<b>Sub Total - CAPITAL WORKS</b>	\$0	\$0	\$0	\$0	\$0	\$0
	<b>TOTAL - GOVERNANCE</b>	\$0	\$0	\$0	\$0	\$0	\$0
	<b>BUILDINGS</b>						
	<b>LAW ORDER AND PUBLIC SAFETY - CAPITAL EXPENDITURE</b>						
C440	Cat Pound	\$0	\$0	\$0	\$0	\$0	\$0
	<b>Sub Total - CAPITAL WORKS</b>	\$0	\$0	\$0	\$0	\$0	\$0
	<b>TOTAL - LAW ORDER AND PUBLIC SAFETY</b>	\$0	\$0	\$0	\$0	\$0	\$0
	<b>BUILDINGS</b>						
	<b>EDUCATION &amp; WELFARE - CAPITAL EXPENDITURE</b>						
C441	Old School - Re-Roof	\$0	\$0	\$0	\$0	\$0	\$1,994
	<b>Sub Total - CAPITAL WORKS</b>	\$0	\$0	\$0	\$0	\$0	\$1,994
	<b>TOTAL - EDUCATION &amp; WELFARE</b>	\$0	\$0	\$0	\$0	\$0	\$1,994

# 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 SEPTEMBER 2024		ACTUAL 30 SEPTEMBER 2024		ADOPTED BUDGET 2024-25	
		Budget	Actual	Income	Expense	Income	Expense
	<b>BUILDINGS</b>						
	<b>HOUSING - CAPITAL EXPENDITURE</b>						
C157	CEO Residence - 13/15 Loton Close	\$0	\$0	\$0	\$0	\$0	\$80,000
C156	Staff - 30 Katanning Road			\$0	\$0	\$0	\$30,000
C140	Staff House - 34 Katanning Road	\$0	\$0	\$0	\$0	\$0	\$0
C195	Springhaven - Building	\$0	\$0	\$0	\$0	\$0	\$0
C313	Jean Sullivan Units	\$0	\$0	\$0	\$0	\$0	\$10,000
C145	Loton Close Units	\$0	\$0	\$0	\$0	\$0	\$10,000
	<b>Sub Total - CAPITAL WORKS</b>	\$0	\$0	\$0	\$0	\$0	\$130,000
	<b>Total - HOUSING</b>	\$0	\$0	\$0	\$0	\$0	\$130,000
	<b>BUILDINGS</b>						
	<b>COMMUNITY AMENITIES - CAPITAL EXPENDITURE</b>						
C442	Mens Shed - Construction of New	\$161,884	\$284,136	\$0	\$284,136	\$0	\$323,768
	<b>Sub Total - CAPITAL WORKS</b>	\$161,884	\$284,136	\$0	\$284,136	\$0	\$323,768
	<b>Total - COMMUNITY AMENITIES</b>	\$161,884	\$284,136	\$0	\$284,136	\$0	\$323,768

# 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 SEPTEMBER 2024		ACTUAL 30 SEPTEMBER 2024		ADOPTED BUDGET 2024-25	
		Budget	Actual	Income	Expense	Income	Expense
	<b>BUILDINGS</b>						
	<b>RECREATION AND CULTURE - CAPITAL EXPENDITURE</b>						
C198	Historic Buildings - Capital Improvement	\$0	\$0	\$0	\$0	\$0	\$35,000
C105	Memorial Hall Capital Expenditure			\$0	\$0	\$0	\$30,000
C295	SWIMMING POOL BUILDINGS CAPITAL EXPENDITURE	\$0	\$0	\$0	\$0	\$0	\$30,000
C408	Harrison Place Toilets & Park	\$0	\$0	\$0	\$0	\$0	\$10,000
	<b>Sub Total - CAPITAL WORKS</b>	\$0	\$0	\$0	\$0	\$0	\$105,000
	<b>Total - RECREATION AND CULTURE</b>	\$0	\$0	\$0	\$0	\$0	\$105,000
	<b>BUILDINGS</b>						
	<b>ECONOMIC SERVICES - CAPITAL EXPENDITURE</b>						
C177	Kodja Place Capital Expenditure	\$0	\$0	\$0	\$0	\$0	\$20,000
C349	Black Cockatoo Café Capital Expenditure	\$0	\$0	\$0	\$0	\$0	\$25,000
	<b>Sub Total - CAPITAL WORKS</b>	\$0	\$0	\$0	\$0	\$0	\$45,000
	<b>Total - ECONOMIC SERVICES</b>	\$0	\$0	\$0	\$0	\$0	\$45,000
	<b>Total - BUILDINGS</b>	\$161,884	\$284,136	\$0	\$284,136	\$0	\$605,762

# 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 SEPTEMBER 2024		ACTUAL 30 SEPTEMBER 2024		ADOPTED BUDGET 2024-25	
		Budget	Actual	Income	Expense	Income	Expense
	<b>PLANT AND EQUIPMENT</b>						
	<b>TRANSPORT</b>						
	<b>CAPITAL EXPENDITURE</b>						
7604	Major Plant Purchases	\$0	\$0	\$0	\$0	\$0	\$285,000
C162	Major Plant Repairs - Fuel Pump System	\$0	\$0	\$0	\$0	\$0	\$7,490
	<b>Sub Total - CAPITAL WORKS</b>	\$0	\$0	\$0	\$0	\$0	\$292,490
	<b>Total - TRANSPORT</b>	\$0	\$0	\$0	\$0	\$0	\$292,490
	<b>Total - PLANT AND EQUIPMENT</b>	\$0	\$0	\$0	\$0	\$0	\$292,490

# 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		ACTUAL		ADOPTED BUDGET	
		30 SEPTEMBER 2024		30 SEPTEMBER 2024		2024-25	
		Budget	Actual	Income	Expense	Income	Expense
<b>INFRASTRUCTURE ASSETS - ROAD RESERVES</b>							
<b>CAPITAL EXPENDITURE</b>							
<b>Roads to Recovery Projects</b>							
CJ453	Seal - Balgarup Road	\$0	\$729	\$0	\$729	\$0	\$0
CJ500	RTR - Tone Road - Failure 1	\$0	\$636	\$0	\$636	\$0	\$90,000
C505	CJ505 RTR - Tone Road - Failure 2	\$0	\$0	\$0	\$0	\$0	\$55,000
C506	CJ506 RTR - Tone Road - Failure 3	\$0	\$0	\$0	\$0	\$0	\$70,000
C507	CJ507 RTR - Spring Street Asphalt	\$0	\$0	\$0	\$0	\$0	\$347,350
C508	CJ508 RTR - Misson Road Floodway	\$0	\$0	\$0	\$0	\$0	\$20,000
C509	CJ509 RTR - Soldier Road - Asphalt	\$0	\$0	\$0	\$0	\$0	\$75,000
C510	CJ510 RTR - Wanwindup South Road Culvert	\$0	\$0	\$0	\$0	\$0	\$25,000
C511	CJ511 RTR - Qualeup South Road Failure Repairs	\$0	\$0	\$0	\$0	\$0	\$35,000
C512	CJ512 RTR - Newton Street Reseal	\$0	\$0	\$0	\$0	\$0	\$44,000
C501	Ballock Road - RTR	\$0	\$3,638	\$0	\$3,638	\$0	\$0
R2R400	R2R - Balgarup Road Tree Pruning Works	\$0	\$28,918	\$0	\$28,918	\$0	\$0
<b>RRG Projects</b>							
C417	Widening - Shamrock Road 23/24 C/Over	\$76,784	\$1,375	\$0	\$1,375	\$0	\$383,920
C436	Widening - Shamrock Road 24/25	\$131,100	\$0	\$0	\$0	\$0	\$690,000
CJ227	Broomehill Road Failure Repairs	\$0	\$0	\$0	\$0	\$0	\$45,000
C450	Widening - Tambellup West Road	\$0	\$0	\$0	\$0	\$0	\$255,000
C319	Bitumen Reseal - Kojonup-Frankland Road	\$0	\$0	\$0	\$0	\$0	\$210,000
C320	Bitumen Reseal - Kojonup Darkan Road	\$0	\$0	\$0	\$0	\$0	\$195,000
C460	Road Widening - Jingalup Rd 22/23	\$0	\$0	\$0	\$0	\$0	\$210,000
C463	Kojonup Darkan Shoulder Blackspot	\$114,887	\$72	\$0	\$72	\$0	\$229,774
<b>Commodity Route Projects</b>							
C172	Seal - Riverdale Road	\$0	\$216	\$0	\$216	\$0	\$0
CJ079	Reillys Creek Road - Gravel Sheet			\$0	\$0	\$0	\$255,000
<b>Municipal Fund Projects</b>							
CJ055	Newton Street Kerbing	\$0	\$0	\$0	\$0	\$0	\$26,000
<b>Sub Total - CAPITAL WORKS</b>		\$322,771	\$35,584	\$0	\$35,584	\$0	\$3,261,044
<b>Total - ROADS</b>		\$322,771	\$35,584	\$0	\$35,584	\$0	\$3,261,044
<b>Total - INFRASTRUCTURE ASSETS ROAD RESERVES</b>		\$322,771	\$35,584	\$0	\$35,584	\$0	\$3,261,044

## SHIRE OF KOJONUP MONTHLY FINANCIAL REPORT

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

ACCOUNT	JOB	Budget	Actual	Income	Expense	Income	Expense
	INFRASTRUCTURE - FOOTPATHS						
C174	Footpath - Soldier Rd	\$0	\$734	\$0	\$734	\$0	\$0
FPC02	Footpath - Newton Street					\$0	\$35,000
	Sub Total - CAPITAL WORKS	\$0	\$734	\$0	\$734	\$0	\$35,000
	Total - INFRASTRUCTURE ASSETS FOOTPATHS	\$0	\$734	\$0	\$734	\$0	\$35,000
	INFRASTRUCTURE - PARKS - CAPITAL EXPENDITURE						
	RECREATION & CULTURE						
C357	Apex Park Playground	\$0	\$39,010	\$0	\$39,010	\$0	\$0
C274	Sporting Complex - Netball Court Project	\$26,520	\$28,765	\$0	\$28,765	\$0	\$26,520
C443	Showgrounds Retaining Wall	\$0	\$0	\$0	\$0	\$0	\$0
167640	Showgrounds Capital Expenditure	\$0	\$1,750	\$0	\$1,750	\$0	\$30,000
167740	The Spring Reserve Capital Expenditure	\$0	\$0	\$0	\$0	\$0	\$50,000
	Sub-Total - CAPITAL WORKS	\$26,520	\$69,525	\$0	\$69,525	\$0	\$106,520
	Total - RECREATION & CULTURE	\$26,520	\$69,525	\$0	\$69,525	\$0	\$106,520
	Total - INFRASTRUCTURE PARKS	\$26,520	\$69,525	\$0	\$69,525	\$0	\$106,520

# SHIRE OF KOJONUP

## MONTHLY FINANCIAL REPORT

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

ACCOUNT	JOB	Budget	Actual	Income	Expense	Income	Expense
	OTHER INFRASTRUCTURE - CAPITAL EXPENDITURE						
	LAW, ORDER & PUBLIC SAFETY						
C138	Bushfire Repeater Tower	\$0	\$62,961	\$0	\$62,961	\$0	\$0
2885	CCTV Capital Expenditure	\$53,400	\$0	\$0	\$0	\$0	\$267,000
	Sub-Total - CAPITAL WORKS	\$53,400	\$62,961	\$0	\$62,961	\$0	\$267,000
	Total - LAW, ORDER & PUBLIC SAFETY	\$53,400	\$62,961	\$0	\$62,961	\$0	\$267,000
	OTHER INFRASTRUCTURE - CAPITAL EXPENDITURE						
	COMMUNITY AMENITIES						
C355	Town Furniture	\$0	\$2,193	\$0	\$2,193	\$0	\$20,000
C407	Refuse Site Developoment	\$0	\$0	\$0	\$0	\$0	\$115,250
	Sub Total - CAPITAL WORKS	\$0	\$2,193	\$0	\$2,193	\$0	\$135,250
	Total - OTHER COMMUNITY AMENITIES	\$0	\$2,193	\$0	\$2,193	\$0	\$135,250
	OTHER INFRASTRUCTURE - CAPITAL EXPENDITURE						
	ECONOMIC SERVICES						
C054	Promotional Signage	\$0	\$0	\$0	\$0	\$0	\$60,000
	Sub Total - CAPITAL WORKS	\$0	\$0	\$0	\$0	\$0	\$60,000
	Total - ECONOMIC SERVICES	\$0	\$0	\$0	\$0	\$0	\$60,000
	Total - INFRASTRUCTURE ASSETS - OTHER	\$53,400	\$65,155	\$0	\$65,155	\$0	\$462,250
	GRAND TOTALS	(\$5,348,854)	(\$6,504,584)	(\$10,043,302)	\$3,538,718	(\$14,576,360)	\$14,576,360





## SHIRE OF KOJONUP

### Detailed September 2024 Creditors List

Cheque Payments 1/09/24 - 30/09/24				
Chq/EFT	Date	Name	Description	Amount
<b>14390</b>	<b>05/09/2024</b>	<b>Water Corporation</b>	<b>Water supply</b>	<b>-17792.76</b>
9007692987 AUG	19/08/2024	Water Corporation	Provide water supply	22.94
9007693082 AUG	19/08/2024	Water Corporation	20/6/24-16/8/24 Depot Water use & service	112.49
9007692223 AUG	19/08/2024	Water Corporation	Provide water supply 20/6/24-16/8/24 standpipe Albany Highway	1186.83
9010495140	19/08/2024	Water Corporation	Water use 20/6/24-16/8/24 & Service Charges 1/7/24-31/8/24 Kodja Place	896.58
9012927082	20/08/2024	Water Corporation	Use & Service Charges - 4 Elverd Sty - 21/6/24-19/8/24	387.82
9010045721	20/08/2024	Water Corporation	Use & Service Charges - 5B Vanzuilecom St - 21/6/24-19/8/24	284.04
9007697710	20/08/2024	Water Corporation	Use - 8 Newton St - 21/6/24-19/8/24	48.83
9012927074	20/08/2024	Water Corporation	Use & Service charges - 6 Elverd St - 21/6/24-19/8/24	290.53
9010045713	20/08/2024	Water Corporation	Use & Service charge - 5A Vanzuilecom St - 21/6/24-19/8/24	326.96
9007693146	20/08/2024	Water Corporation	Use & Service charge - Truckwash - 20/6/24-19/8/24	247.68
90076936357	20/08/2024	Water Corporation	Use - Historical Society - 20/6/24-19/8/24	20.07
9007697921	20/08/2024	Water Corporation	Water Use - 39 Vanzuilecom St - 21/6/24-19/8/24, Service charge - 39 Vanzuilecom St - 21/6/24-19/8/24	416.18
9007693605	20/08/2024	Water Corporation	Water Usage & Service charge - 135 Albany Highway - Men's Shed - 21/6/24-19/8/24, Water Usage - 135 Albany Highway - Men's Shed - 21/6/24-19/8/24 - Shire portion	276.88
9007693330	20/08/2024	Water Corporation	Water Use & Service charge - Swimming pool - 20/6/24-19/8/24	1065.49
9007693445	20/08/2024	Water Corporation	Water Use & service charge - Apex Park - 20/6/24-19/8/24	618.58
9023555392 AUG	20/08/2024	Water Corporation	Provide water supply 12a Elverd St - 21/7/24-19/8/24,	498.69
9023555405	20/08/2024	Water Corporation	Provide water supply - 12B Elverd St 21/6/24-19/8/24,	278.18
9023603884	20/08/2024	Water Corporation	Water Usage charges - 8C Newton St 21/6/24-19/8/24, Service Charges 8C Newton St 1/7/24-31/8/24	297.71
9023606321	20/08/2024	Water Corporation	8A Newton St - Service Charges 1/7/24-31/8/24	272.32
9023606348	20/08/2024	Water Corporation	Service Charges 8B Newton St 1/7/24-31/8/24,	272.32
9007693349	20/08/2024	Water Corporation	Water Use & Service Charge 20/6/24-19/8/24,	191.92
9007693509	20/08/2024	Water Corporation	Water Use & Service Charges - 20/6/24-19/8/24	125.19
9012927090	20/08/2024	Water Corporation	Water Use & Service charges 2 Elverd St 21/6/24-19/8/24	305.52
9007695694	20/08/2024	Water Corporation	Water use & Service Charge - Old Post Office 20 Spring St 21/6/24-19/8/24,	52.72
9011484777	21/08/2024	Water Corporation	Annual charge 1/7/24-30/6/24, Inspection charge 0.67 hours, Quality/Quantity charges 17/4/24-15/7/24 303kl	938.34
9023522881	21/08/2024	Water Corporation	Water Service charges 79 Soldier Rd - 1/7/24-31/8/24	167.88
9023522910	21/08/2024	Water Corporation	Water Service Charges - 13 Loton Close - 1/7/24-31/8/24	272.32
9023737401	21/08/2024	Water Corporation	Water Usage - 26 Kojonup-Katanning Rd - 24/6/24-20/8/24, Water Service Charges - 26 Kojonup-Katanning Rd - 1/7/24-31/8/24	401.47
9023727428	21/08/2024	Water Corporation	Water Service charges - 28 Kojonup-Katanning Rd - 1/7/24-31/8/24	272.32
9007695790	21/08/2024	Water Corporation	Water Use & Service charge Springhaven 21/6/24-20/8/24	1881.04
9007696101	21/08/2024	Water Corporation	Water Use & Service Charges Memorial Hall 24/6/24-20/8/24,	955.32
9007695715	21/08/2024	Water Corporation	Water Use & Service charge Barracks Place 21/6/24-20/8/24	205.73
9007696056	21/08/2024	Water Corporation	Telecentre 109 Albany Highway 24/6/24-20/8/24,	502.66
9007695803	21/08/2024	Water Corporation	Water use & Service Charge Lot 8 Soldier Rd - 21/6/24-20/8/24	272.32
9007696136	21/08/2024	Water Corporation	Water use & service charge Memorial Hall - 24/6/24-20/8/24	52.72
9007696793	21/08/2024	Water Corporation	Water use & service charge - Newstead Park - 24/6/24-20/8/24,	495.99
9010312244	21/08/2024	Water Corporation	Water Use & Service Charge 34 Katanning Rd - 24/6/24-20/8/24	299.66
9021629554	21/08/2024	Water Corporation	Service Charge 1 Loton Close - 1/7/24 - 31/8/24	272.32
9021629589	21/08/2024	Water Corporation	Service Charge - 7 Loton Cl - 1/7/24-31/8/24	272.32
9021629562	21/08/2024	Water Corporation	Service Charge - 3 Loton Cl -01/7/24-31/8/24	272.32
9008790482	21/08/2024	Water Corporation	Water Use & Service Charges - Lot 343 Murby St - 24/6/24 -20/8/24	156.99
9012449121	21/08/2024	Water Corporation	Water Use & Service Charges - Shire Office - 24/6/24-20/8/24	87.40
90216298570	21/08/2024	Water Corporation	Service Charge - 5 Loton Cl - 1/7/24-31/8/24	272.32
9021629597	21/08/2024	Water Corporation	Service Charges - 9 Loton Cl - 1/7/24-31/8/24	272.32
9021746216	21/08/2024	Water Corporation	Service Charge - 15 Loton Cl - 1/7/24-31/8/24	272.32
9022968291	21/08/2024	Water Corporation	Use Account - 93 Bagg St - 24/6/24-20/8/24	13.67
9021629618	21/08/2024	Water Corporation	Service Charge - 11 Loton Cl - 1/7/24-31/8/24	272.32
9021629626	21/08/2024	Water Corporation	Use Account - Lot 8 Soldier Rd - 21/6/24 - 20/8/24	171.73
9022950235	21/08/2024	Water Corporation	Service charge - 93 Bagg St rear unit - 1/7/24-31/8/24	187.34
9007797797 AUG	23/08/2024	Water Corporation	Provide water supply - Standpipe @ Muradup 25/6/24-22/8/24	55.15
<b>14391</b>	<b>24/09/2024</b>	<b>The Estate of Nora Harrison</b>	<b>Bond Refund - Probate PRO/3127/24</b>	<b>-253908.32</b>
240924	24/09/2024	The Estate of Nora Harrison	Bond Refund - Probate PRO/3127/24	253908.32

EFT Payments 1/09/24 - 30/09/24				
Chq/EFT	Date	Name	Description	Amount
<b>EFT34723</b>	<b>04/09/2024</b>	<b>Payroll Deductions - Shire of Kojonup</b>	<b>Payroll deductions</b>	<b>-1680.00</b>
DEDUCTION	27/08/2024	Payroll Deductions - Shire of Kojonup	Payroll Deduction	1005.00
DEDUCTION	27/08/2024	Payroll Deductions - Shire of Kojonup	Payroll Deduction	675.00
<b>EFT34724</b>	<b>04/09/2024</b>	<b>Child Support Agency</b>	<b>Payroll deductions</b>	<b>-408.56</b>
DEDUCTION	27/08/2024	Child Support Agency	Payroll Deduction	408.56
<b>EFT34725</b>	<b>04/09/2024</b>	<b>Australian Services Union (LGO)</b>	<b>Payroll deductions</b>	<b>-26.50</b>
DEDUCTION	27/08/2024	Australian Services Union (LGO)	Payroll Deduction	26.50
<b>EFT34726</b>	<b>04/09/2024</b>	<b>Australian Services Union (MEU)</b>	<b>Payroll deductions</b>	<b>-228.50</b>
DEDUCTION	27/08/2024	Australian Services Union (MEU)	Payroll Deduction	228.50
<b>EFT34727</b>	<b>05/09/2024</b>	<b>DL Consulting</b>	<b>Financial consulting</b>	<b>-14530.78</b>
1235	31/07/2024	DL Consulting	Services July 2024, 98.5 hours & 460km travel	14530.78
<b>EFT34728</b>	<b>05/09/2024</b>	<b>Department of Fire &amp; Emergency Services (DFES)</b>	<b>ESLB 1st Qtr Contribution</b>	<b>-39269.10</b>
157846	21/08/2024	Department of Fire & Emergency Services (DFES)	ESLB 1st Qtr Contribution	39269.10
<b>EFT34729</b>	<b>05/09/2024</b>	<b>Hi-Way Sales &amp; Service</b>	<b>Engineering supplies</b>	<b>-350.97</b>
260139	20/06/2024	Hi-Way Sales & Service	Unleaded Fuel 16.6L @ \$1.93/L	32.02
261426	01/08/2024	Hi-Way Sales & Service	Make hydraulic hoses for mini digger quick hitch	282.72
261622	14/08/2024	Hi-Way Sales & Service	Unleaded Fuel 18.78L @ \$1.93/L	36.23
<b>EFT34730</b>	<b>05/09/2024</b>	<b>Carony Pty Ltd</b>	<b>July Account</b>	<b>-146.90</b>
01-244129	03/07/2024	Carony Pty Ltd	Rapid fix adhesive, stock mark green	56.90
03-136648	08/07/2024	Carony Pty Ltd	15 Loton Close - CEO residence - Gas Bottles Replacement	90.00
<b>EFT34731</b>	<b>05/09/2024</b>	<b>Kojonup Pharmacy</b>	<b>Pharmacy</b>	<b>-5258.35</b>
AUGUST 2024	31/08/2024	Kojonup Pharmacy	Springhaven Pharmacy Cost August 2024	5258.35
<b>EFT34732</b>	<b>05/09/2024</b>	<b>Telstra</b>	<b>Telecommunications</b>	<b>-1114.20</b>
T311 AUG	18/08/2024	Telstra	iPad MCCS MRS - 18/8/24-17/9/24, iPad - Manager Works & Services - 18/8/24-17/9/24, iPad - Ranger - 18/8/24-17/9/24, Mobile charges for Springhaven Staff Phone - 18/8/24-17/9/24, Phone charges Springhaven Solar Panels - 18/8/24-17/9/24, Phone charges Avdata monitoring System - 18/8/24-17/9/24	161.20
T311 AUG	25/08/2024	Telstra	CEO Mobile charges 25/8/24-24/9/24, Springhaven Mobile and Tablet charges 25/8/24-24/9/24, Swimming Pool Mobile charges 25/8/24-24/9/24, Depot Mobile charges 25/8/24-24/9/24, Depot TWIG Zone Devices 25/8/24-24/9/24, Standpipe Controllers 25/8/24-24/9/24	953.00
<b>EFT34733</b>	<b>05/09/2024</b>	<b>Synergy</b>	<b>Electricity</b>	<b>-7443.63</b>
3000224196	15/08/2024	Synergy	Electricity - Boscabel Standpipe - Replacement readings 23/6/23 - 25/6/24, , Electricity - Turkey nest dam - 6/6/24-2/8/24, Electricity - Springhaven - 18/6/24-15/7/24, Electricity - Sport complex- 18/6/24-15/7/24, Electricity - Memorial Hall - 10/7/24-13/8/24	6014.36
2018219237	19/08/2024	Synergy	Acc 375 598 810 for 26 Kojonup-Katanning Rd 20/6/24 - 16/8/24	1155.14
2066191232	20/08/2024	Synergy	Acc No. 337 284 750 Kodja Place - 16/7/24-19/8/24	1364.23
3000224196	15/08/2024	Synergy	Boscabel Standpipe - Replacement Readings 23/06/23 - 25/06/24	-1090.10
<b>EFT34734</b>	<b>05/09/2024</b>	<b>Kleenheat Gas Pty Ltd</b>	<b>gas supplies</b>	<b>-2791.97</b>
22292941	15/07/2024	Kleenheat Gas Pty Ltd	Supply bulk LPG Springhaven 519.6 units @ \$1.035/unit	591.57
657842 AUG	08/08/2024	Kleenheat Gas Pty Ltd	Supply bulk LPG 366.90L @ \$1.519	613.05
22305152	08/08/2024	Kleenheat Gas Pty Ltd	Supply bulk LPG for Springhaven 385.70 units @ \$1.041	441.66
4601978	13/08/2024	Kleenheat Gas Pty Ltd	Annual Equipment service charge for LPG cylinders for Springhaven	300.30
22310724	20/08/2024	Kleenheat Gas Pty Ltd	Memorial Hall Bulk Gas 259.80 units @ \$1.0410/unit	297.50
22310721	20/08/2024	Kleenheat Gas Pty Ltd	Supply bulk LPG for Black Cockatoo 327.9 Units @ \$1.519/Unit	547.89
<b>EFT34735</b>	<b>05/09/2024</b>	<b>Kojonup Tyre Service</b>	<b>Tyre repairs</b>	<b>-2191.75</b>
INV-10560	06/08/2024	Kojonup Tyre Service	4x new tyres Holden Colorado KO2	1402.50
INV-10710	23/08/2024	Kojonup Tyre Service	New Tyres X2 Toyota Hilux Ute KO16	789.25
<b>EFT34736</b>	<b>05/09/2024</b>	<b>BK Thomson Electrical Service</b>	<b>Electrical Services</b>	<b>-46635.60</b>
2628	01/06/2024	BK Thomson Electrical Service	Electrical installations at the new MenShed - Albany Highway	46635.60
<b>EFT34737</b>	<b>05/09/2024</b>	<b>Kojonup Auto Electrical Services</b>	<b>Auto Electrics</b>	<b>-1984.95</b>
18732	25/07/2024	Kojonup Auto Electrical Services	New UHF radio for Caterpillar Roller	315.40
18826	02/08/2024	Kojonup Auto Electrical Services	Starting fault, scan & check fault, supply 2 new batteries.	1090.25
19024	16/08/2024	Kojonup Auto Electrical Services	New battery Ford Ranger KO525	362.65
19042	19/08/2024	Kojonup Auto Electrical Services	Fit New UHF Aerial on motor grader KO107	216.65
<b>EFT34738</b>	<b>05/09/2024</b>	<b>Westrac Equipment</b>	<b>Mechanical parts</b>	<b>-1121.54</b>
PI9943193	06/08/2024	Westrac Equipment	governor valve for aircompressor	119.03
PI9979970	15/08/2024	Westrac Equipment	Wiper motor for RH window, Padlock and Key, Freight	699.46
PI9991631	19/08/2024	Westrac Equipment	Padlock and Key	303.05

<b>EFT34739</b>	<b>05/09/2024</b>	<b>Kojonup Country Kitchen</b>	<b>Catering</b>	<b>-206.55</b>
3036	20/08/2024	Kojonup Country Kitchen	Morning Tea & Lunch - 9 People 20/08/24	206.55
<b>EFT34740</b>	<b>05/09/2024</b>	<b>BOC Gases</b>	<b>Industrial Gases</b>	<b>-132.23</b>
5006453505	29/08/2024	BOC Gases	1 x O2 C size, 2 x O2 D size, O2 Concentrator, 1 x industrial O2 D size, 6 x medical O2 C size	132.23
<b>EFT34741</b>	<b>05/09/2024</b>	<b>Egabva Plumbing &amp; Gas Service</b>	<b>Plumbing</b>	<b>-991.65</b>
4779	29/08/2024	Egabva Plumbing & Gas Service	service gas stove, thermocouple replaced.	364.65
4772	29/08/2024	Egabva Plumbing & Gas Service	Menshed - planning for sewer works. (Donated 2 hours)	429.00
4752	29/08/2024	Egabva Plumbing & Gas Service	11 Loton Close - repair leaking kitchen tap	198.00
<b>EFT34742</b>	<b>05/09/2024</b>	<b>Winc Australia Pty Ltd</b>	<b>Stationery</b>	<b>-292.70</b>
9046056160	26/08/2024	Winc Australia Pty Ltd	4x A4 Notebook, 1x Pack Post -It Notes, 3x Packs Yellow Tubeclip Compressor Bar, 1x Pack White Tubeclip Self Adhesive Base, 5x Packs Staples, 12x Gel Pen, 2x Calculator, 3x Packs Archive Box	292.70
<b>EFT34743</b>	<b>05/09/2024</b>	<b>ABA Security</b>	<b>security services</b>	<b>-239.98</b>
40675	01/07/2024	ABA Security	Administration Building - Security Alarm Monitoring - 1/7/24-30/9/24	239.98
<b>EFT34744</b>	<b>05/09/2024</b>	<b>CGS ENGINEERS</b>	<b>Engineering</b>	<b>-2370.35</b>
26539	06/08/2024	CGS ENGINEERS	repairs to hydraulic tank KO163 - make new tank strap bins,	461.49
26616	15/08/2024	CGS ENGINEERS	Repairs Tipper Gate	1908.86
<b>EFT34745</b>	<b>05/09/2024</b>	<b>Western Australian Treasury Corporation</b>	<b>Loan repayment</b>	<b>-57519.10</b>
SEPTEMBER 24	04/09/2024	Western Australian Treasury Corporation	Capital Payment Loan 144, Interest Payment Loan 144, Capital Payment Loan 145, Capital Payment Loan 143, , Interest Payment Loan 145, , Interest Payment Loan 143,	57519.10
<b>EFT34746</b>	<b>05/09/2024</b>	<b>Jill Johnson</b>	<b>Staff Reimbursement</b>	<b>-365.06</b>
REIM 160824	16/08/2024	Jill Johnson	Reimbursement as per contract - garden expenses 34 Katanning Rd	365.06
<b>EFT34747</b>	<b>05/09/2024</b>	<b>Team Global Express Pty Ltd</b>	<b>Freight</b>	<b>-229.82</b>
0368-80774145	04/08/2024	Team Global Express Pty Ltd	Freight for parts	98.80
0370-80774145	18/08/2024	Team Global Express Pty Ltd	Freight	16.25
0371-80774145	25/08/2024	Team Global Express Pty Ltd	Freight ex westrac	17.94
0566-S104118	01/09/2024	Team Global Express Pty Ltd	Springhaven	96.83
<b>EFT34748</b>	<b>05/09/2024</b>	<b>Moving ON Audits</b>	<b>Benchmarking fees</b>	<b>-427.78</b>
14320	01/09/2024	Moving ON Audits	Springhaven Moving on Audits August 2024	427.78
<b>EFT34749</b>	<b>05/09/2024</b>	<b>Optus Billing Services Pty Ltd</b>	<b>Telephone Services</b>	<b>-347.40</b>
457948638	20/08/2024	Optus Billing Services Pty Ltd	Phone charges for Admin 20/8/24-19/9/24, Phone charges for Swimming Pool 20/8/24-19/9/24, , Phone charges for Kodja Place 20/8/24-19/9/24, , Phone charges for Springhaven 20/8/24-19/9/24, Phone charges for Depot 20/8/24-19/9/24	347.40
<b>EFT34750</b>	<b>05/09/2024</b>	<b>Warren Blackwood Waste</b>	<b>Waste removal</b>	<b>-580.00</b>
19351	03/09/2024	Warren Blackwood Waste	Apex Park & Kojonup Tourist Railway - 4 x collection (August), Kodja Place - Front Lift bins - 4 x collection (August)	580.00
<b>EFT34751</b>	<b>05/09/2024</b>	<b>CITY OF ALBANY</b>	<b>SLWA Regional Subsidy</b>	<b>-7044.40</b>
106344	16/08/2024	CITY OF ALBANY	Annual support City of Albany, Freight for library, Annual SPYDUS software licence	7044.40
<b>EFT34752</b>	<b>05/09/2024</b>	<b>PFD Foodservices (Southway Distributors)</b>	<b>food &amp; dry goods</b>	<b>-4239.65</b>
LM537975	07/08/2024	PFD Foodservices (Southway Distributors)	Black Cockatoo Cafe Supplies	1119.55
LM537980	07/08/2024	PFD Foodservices (Southway Distributors)	Springhaven Meals and Refreshments August 2024	1131.15
LM606591	14/08/2024	PFD Foodservices (Southway Distributors)	Black Cockatoo Cafe Supplies	293.75
LM606582	14/08/2024	PFD Foodservices (Southway Distributors)	Black Cockatoo Cafe Supplies	302.10
LM606588	14/08/2024	PFD Foodservices (Southway Distributors)	Black Cockatoo Cafe Supplies	1446.80
LM645097	17/08/2024	PFD Foodservices (Southway Distributors)	Credit Note - Black Cockatoo Cafe Supplies	-53.70
<b>EFT34753</b>	<b>05/09/2024</b>	<b>SURGICAL HOUSE</b>	<b>medical supplies</b>	<b>-71.61</b>
A950097	15/08/2024	SURGICAL HOUSE	Clinical supplies Springhaven - Leukostrip	71.61
<b>EFT34754</b>	<b>05/09/2024</b>	<b>Christie Leanne McVee</b>	<b>Goods on consignment</b>	<b>-58.00</b>
REQ 310824	02/09/2024	Christie Leanne McVee	Goods on consignment	58.00
<b>EFT34755</b>	<b>05/09/2024</b>	<b>KODJA PLACE COMMUNITY FUND INC.</b>	<b>Good on consignment</b>	<b>-26.00</b>
REQ 310824	02/09/2024	KODJA PLACE COMMUNITY FUND INC.	Good on consignment	26.00
<b>EFT34756</b>	<b>05/09/2024</b>	<b>The Cott Family Trust t/a FueleX</b>	<b>Fuel supplies</b>	<b>-11449.60</b>
INV04390	03/08/2024	The Cott Family Trust t/a FueleX	Diesel 6400L @ \$1.789/L	11449.60
<b>EFT34757</b>	<b>05/09/2024</b>	<b>Ramped Technology &amp; Management Systems Pty Ltd</b>	<b>IT Support</b>	<b>-2721.98</b>
INV-10751	15/08/2024	Ramped Technology & Management Systems Pty Ltd	2x Lenovo Thinkbook Laptops	2348.50

INV10854	19/08/2024	Ramped Technology & Management Systems Pty Ltd	Monthly subscriptions & licencing charges - August 2024	373.48
<b>EFT34758</b>	<b>05/09/2024</b>	<b>Premier Smash Repairs</b>	<b>Smash repairs</b>	<b>-500.00</b>
19620	28/08/2024	Premier Smash Repairs	Excess on insurance claim	500.00
<b>EFT34759</b>	<b>05/09/2024</b>	<b>Edge Planning &amp; Property</b>	<b>Town planning advice</b>	<b>-2117.50</b>
2704	23/08/2024	Edge Planning & Property	Planning services July 2024. Progressing development & subdivision applications. Advise on land administration & NRM matters, Preparing meeting reports.	2117.50
<b>EFT34760</b>	<b>05/09/2024</b>	<b>Gower Industries</b>	<b>Tool supplies</b>	<b>-22.00</b>
3937	19/08/2024	Gower Industries	Socket adaptor set	22.00
<b>EFT34761</b>	<b>05/09/2024</b>	<b>Seek Ltd</b>	<b>Advertising vacancy</b>	<b>-346.50</b>
700722797	16/08/2024	Seek Ltd	Advertisement for Manager of Works and Infrastructure	346.50
<b>EFT34762</b>	<b>05/09/2024</b>	<b>Leonie Jane Smith</b>	<b>Goods sold on consignment</b>	<b>-15.00</b>
REQ 310824	02/09/2024	Leonie Jane Smith	Earrings sold on consignment	15.00
<b>EFT34763</b>	<b>05/09/2024</b>	<b>A1 Sheds</b>	<b>Internal framework</b>	<b>-12100.00</b>
31	26/08/2024	A1 Sheds	Framing kitchen for Mens Shed. To unpainted finished standard	12100.00
<b>EFT34764</b>	<b>05/09/2024</b>	<b>Dardanup Butchering Company</b>	<b>Meat supplies</b>	<b>-795.33</b>
BW380409	19/08/2024	Dardanup Butchering Company	Black Cockatoo Meat Supplies	376.67
BW380808	27/08/2024	Dardanup Butchering Company	Black Cockatoo Cafe Supplies, Consignment fee	418.66
<b>EFT34765</b>	<b>05/09/2024</b>	<b>Grande Food Service</b>	<b>Food &amp; Dry Goods</b>	<b>-4942.72</b>
4235791	14/08/2024	Grande Food Service	Black Cockatoo Cafe Supplies	1417.02
4235770	14/08/2024	Grande Food Service	Black Cockatoo Cafe Supplies	359.53
4236095	21/08/2024	Grande Food Service	Black Cockatoo Cafe Supplies	1175.14
4236107	21/08/2024	Grande Food Service	Black Cockatoo Cafe Supplies	326.49
4236379	28/08/2024	Grande Food Service	Black Cockatoo Cafe Supplies	1255.92
4236378	28/08/2024	Grande Food Service	Black Cockatoo Cafe Supplies	408.62
<b>EFT34766</b>	<b>05/09/2024</b>	<b>Leaf Bean Machine</b>	<b>Coffee</b>	<b>-2642.22</b>
129241	19/08/2024	Leaf Bean Machine	Black Cockatoo Cafe Supplies	1030.11
129449	26/08/2024	Leaf Bean Machine	Black Cockatoo Cafe Supplies	780.52
129676	02/09/2024	Leaf Bean Machine	Black Cockatoo Cafe Supplies	831.59
<b>EFT34767</b>	<b>05/09/2024</b>	<b>Vivicka Renia Kahn</b>	<b>staff reimbursement</b>	<b>-492.49</b>
REIM 040924	04/09/2024	Vivicka Renia Kahn	Travel 528km @ 88c/km Audit preparation, Postage (keyboard USB), A4 paper	492.49
<b>EFT34768</b>	<b>05/09/2024</b>	<b>DOR Trading Pty Limited T/A IMCO Australasia</b>	<b>Asphalt</b>	<b>-4730.00</b>
INV-1462	06/08/2024	DOR Trading Pty Limited T/A IMCO Australasia	PAR- Permanent Asphalt Repair - bag 20 kg & Freight	4730.00
<b>EFT34769</b>	<b>05/09/2024</b>	<b>3E Advantage Pty Ltd</b>	<b>Printing service</b>	<b>-1723.38</b>
INV-132511-Q4G6T4	30/08/2024	3E Advantage Pty Ltd	Printing Charges August 2024	1723.38
<b>EFT34770</b>	<b>05/09/2024</b>	<b>Pate's Press</b>	<b>Goods on Consignment</b>	<b>-30.00</b>
REQ 310824	02/09/2024	Pate's Press	Goods on consignment	30.00
<b>EFT34771</b>	<b>05/09/2024</b>	<b>Mathwin Transport</b>	<b>Freight</b>	<b>-100.98</b>
5421	03/09/2024	Mathwin Transport	Springhaven freight	100.98
<b>EFT34772</b>	<b>05/09/2024</b>	<b>Estelle Lottering</b>	<b>staff reimbursement</b>	<b>-395.93</b>
REIM 300824	03/09/2024	Estelle Lottering	Diesel purchase 30/8/24	30.00
REIM 310824	03/09/2024	Estelle Lottering	Telstra invoice - August mobile phones Regulatory - Property services	114.00
REIM 260724	04/09/2024	Estelle Lottering	Office supplies - USBC dock, HDMI cable, 2 pin USBC charger, 2m power cable	251.93
<b>EFT34773</b>	<b>05/09/2024</b>	<b>Oztrology Australian Greeting cards</b>	<b>Goods sold on consignment</b>	<b>-7.50</b>
REQ 310824	31/08/2024	Oztrology Australian Greeting cards	Goods sold on consignment	7.50
<b>EFT34774</b>	<b>05/09/2024</b>	<b>Jill Watkin</b>	<b>Goods sold on consignment</b>	<b>-11.25</b>
REQ 310824	31/08/2024	Jill Watkin	Goods sold on consignment	11.25
<b>EFT34775</b>	<b>05/09/2024</b>	<b>J B Lawn Care</b>	<b>Lawn mowing</b>	<b>-132.00</b>
630	30/08/2024	J B Lawn Care	2024/2025 - 15 Loton Close - CEO Residence - Lawn and garden care	132.00
<b>EFT34776</b>	<b>05/09/2024</b>	<b>Monique Sackers T/A 3 Bridges Collections</b>	<b>Goods sold on consignment</b>	<b>-91.80</b>
REQ 310824	31/08/2024	Monique Sackers T/A 3 Bridges Collections	Goods sold on consignment	91.80
<b>EFT34777</b>	<b>05/09/2024</b>	<b>Energy Wise Australia C&amp;F Building Approvals</b>	<b>Building Surveyor</b>	<b>-1485.00</b>
INV-5632	29/08/2024	Energy Wise Australia C&F Building Approvals	NCC Compliance assessments; 8 Blackwood Rd, Kojonup & 36 Larsen St, Muradup	1485.00
<b>EFT34778</b>	<b>05/09/2024</b>	<b>Kojonup Retravisio</b>	<b>Electronic goods</b>	<b>-69.90</b>
60002375	29/08/2024	Kojonup Retravisio	2 x stick mixers for Springhaven	69.90
<b>EFT34779</b>	<b>05/09/2024</b>	<b>Fresh Fields Aged Care Pty Ltd</b>	<b>Agency staff</b>	<b>-7240.20</b>
KOJONUP2024-JULY	09/08/2024	Fresh Fields Aged Care Pty Ltd	Springhaven staffing costs Manager and Nurses 1/7/24-31/7/24	7240.20
<b>EFT34780</b>	<b>05/09/2024</b>	<b>Richard Nash T/A Old School Honey</b>	<b>Goods sold on consignment</b>	<b>-17.00</b>

REQ 310824	31/08/2024	Richard Nash T/A Old School Honey	Goods sold on consignment	17.00
<b>EFT34781</b>	<b>05/09/2024</b>	<b>Lisa Martello-Hart</b>	<b>Goods sold on consignment</b>	<b>-60.00</b>
REQ 310824	02/09/2024	Lisa Martello-Hart	Books sold on consignment	60.00
<b>EFT34782</b>	<b>05/09/2024</b>	<b>Mason's Family Farm</b>	<b>Eggs</b>	<b>-381.00</b>
INV-12774	13/08/2024	Mason's Family Farm	Black Cockatoo Cafe Supplies	76.20
INV-12861	20/08/2024	Mason's Family Farm	Black Cockatoo Cafe Supplies	152.40
INV-12949	27/08/2024	Mason's Family Farm	Black Cockatoo Cafe Supplies	76.20
INV-13030	03/09/2024	Mason's Family Farm	Black Cockatoo Cafe Supplies	76.20
<b>EFT34783</b>	<b>05/09/2024</b>	<b>Harvey Fresh (1994) Ltd T/A Lactalis</b>	<b>Dairy supplies</b>	<b>-1216.04</b>
239364205	15/08/2024	Harvey Fresh (1994) Ltd T/A Lactalis	Black Cockatoo Cafe Supplies	484.90
239413202	22/08/2024	Harvey Fresh (1994) Ltd T/A Lactalis	Black Cockatoo Cafe Supplies	731.14
<b>EFT34784</b>	<b>05/09/2024</b>	<b>Ann Beggs</b>	<b>Rent reimbursement</b>	<b>-4819.94</b>
REQ 280824	28/08/2024	Ann Beggs	Rent refund - overpaid for 4 Loton Close	4819.94
<b>EFT34785</b>	<b>05/09/2024</b>	<b>M.E. French</b>	<b>Goods sold on consignment</b>	<b>-30.00</b>
REQ 310824	31/08/2024	M.E. French	Goods sold on consignment	30.00
<b>EFT34786</b>	<b>05/09/2024</b>	<b>QHSE Integrated Solution (Skytrust)</b>	<b>WHS</b>	<b>-548.90</b>
INV-34740	18/08/2024	QHSE Integrated Solution (Skytrust)	Monthly Subscription	548.90
<b>EFT34787</b>	<b>05/09/2024</b>	<b>Hilary Phillips-Ryley</b>	<b>Good sold on consignment</b>	<b>-20.00</b>
REQ 130824	02/09/2024	Hilary Phillips-Ryley	Goods sold on consignment	20.00
<b>EFT34788</b>	<b>05/09/2024</b>	<b>Blue Wren Park</b>	<b>Goods sold on consignment</b>	<b>-15.00</b>
REQ 310824	31/08/2024	Blue Wren Park	Goods sold on consignment	15.00
<b>EFT34789</b>	<b>05/09/2024</b>	<b>Angela Ohlsen</b>	<b>Workshop provider</b>	<b>-180.00</b>
REQ 310824	31/08/2024	Angela Ohlsen	4 x Ticket sales for Bush Blossom Workshop	180.00
<b>EFT34790</b>	<b>05/09/2024</b>	<b>Westair Filtration</b>	<b>Filtration systems</b>	<b>-84537.20</b>
INV-0973	31/07/2024	Westair Filtration	Dust Extraction system for Men's Shed	84537.20
<b>EFT34791</b>	<b>10/09/2024</b>	<b>Trevor Thomas Norrish</b>	<b>Springhaven Bond Refund</b>	<b>-300000.00</b>
10092024	10/09/2024	Trevor Thomas Norrish	Refund Bond	300000.00
<b>EFT34792</b>	<b>18/09/2024</b>	<b>Payroll Deductions - Shire of Kojonup</b>	<b>Payroll deductions</b>	<b>-1250.00</b>
DEDUCTION	10/09/2024	Payroll Deductions - Shire of Kojonup	Payroll Deduction	1150.00
DEDUCTION	10/09/2024	Payroll Deductions - Shire of Kojonup	Payroll Deduction	100.00
<b>EFT34793</b>	<b>18/09/2024</b>	<b>Child Support Agency</b>	<b>Payroll deductions</b>	<b>-439.95</b>
DEDUCTION	10/09/2024	Child Support Agency	Payroll Deduction	439.95
<b>EFT34794</b>	<b>18/09/2024</b>	<b>Australian Services Union (LGO)</b>	<b>Payroll deductions</b>	<b>-26.50</b>
DEDUCTION	10/09/2024	Australian Services Union (LGO)	Payroll Deduction	26.50
<b>EFT34795</b>	<b>18/09/2024</b>	<b>Australian Services Union (MEU)</b>	<b>Payroll deductions</b>	<b>-228.50</b>
DEDUCTION	10/09/2024	Australian Services Union (MEU)	Payroll Deduction	228.50
<b>EFT34796</b>	<b>19/09/2024</b>	<b>Air Liquide</b>	<b>Gas Rental</b>	<b>-26.06</b>
ZU5890	31/08/2024	Air Liquide	Cylinder Fee Aug 2024	26.06
<b>EFT34797</b>	<b>19/09/2024</b>	<b>Jason Gibbons</b>	<b>staff reimbursement</b>	<b>-109.00</b>
REIM 020724	01/07/2024	Jason Gibbons	Fuel to attend Fitness for Work appointment	109.00
<b>EFT34798</b>	<b>19/09/2024</b>	<b>WALGA (Western Australian Local Government Association)</b>	<b>Local Government services</b>	<b>-3452.90</b>
SI-011679	19/08/2024	WALGA (Western Australian Local Government Association)	Training - Meeting Practices for Good Governance Outcomes - 26/09/24 - GRO	654.50
LGC24-322	29/08/2024	WALGA (Western Australian Local Government Association)	WALGA Conference - CEO, Cr Bilney, Cr Mathwin	3887.40
SC-00762	19/08/2024	WALGA (Western Australian Local Government Association)	Credit Note - Serving on Council Training - GRO	-1089.00
<b>EFT34799</b>	<b>19/09/2024</b>	<b>Cynthia Clarke</b>	<b>Refund</b>	<b>-2925.59</b>
REQ 060924	06/09/2024	Cynthia Clarke	Over payment on debtor account 10856. (Vacate date 15/8/24)	2925.59
<b>EFT34800</b>	<b>19/09/2024</b>	<b>Kojonup Catholic School Board</b>	<b>Reimburse overpaid rates</b>	<b>-2684.28</b>
REQ 090924	18/09/2024	Kojonup Catholic School Board	Overpaid rates	2684.28
<b>EFT34801</b>	<b>19/09/2024</b>	<b>Australia Post</b>	<b>Postage</b>	<b>-1406.56</b>
1013475298	03/09/2024	Australia Post	Postage & Freight August 2024 (inc rates)	1406.56
<b>EFT34802</b>	<b>19/09/2024</b>	<b>Hi-Way Sales &amp; Service</b>	<b>Engineering supplies</b>	<b>-1996.76</b>
262059	16/08/2024	Hi-Way Sales & Service	201 Litres of chainsaw bar oil	1450.00
262139	31/08/2024	Hi-Way Sales & Service	Duct Tape, Gorilla tape, Wiper blades, Brass fittings for Parks Maintenance, 2 Stroke oil x 4L, Bar oil x 10L, Bar oil x 10L, Paint pen, bolt & nyloc, 2 x key cutting for cat pound	424.85
262162	03/09/2024	Hi-Way Sales & Service	Unleaded Fuel 47.17L @ \$1.85/L	87.22
262297	07/09/2024	Hi-Way Sales & Service	ULP 18.97L @ \$1.83/L	34.69
<b>EFT34803</b>	<b>19/09/2024</b>	<b>Kojonup Agricultural Supplies</b>	<b>Agricultural supplies</b>	<b>-17.44</b>

10231743	29/08/2024	Kojonup Agricultural Supplies	Camlock water pipe fittings x 2	17.44
<b>EFT34804</b>	<b>19/09/2024</b>	<b>Carony Pty Ltd</b>	<b>July Account</b>	<b>-942.78</b>
03-137757	25/07/2024	Carony Pty Ltd	2 x Garbage bins with clip lock lids for sport complex	50.00
01-244476	27/07/2024	Carony Pty Ltd	Rapid set cement for maintenance @ staff housing	12.35
08-000796	31/07/2024	Carony Pty Ltd	Springhaven Newspaper July 2024	143.00
03-138124	01/08/2024	Carony Pty Ltd	Nuts & bolts 3/8 x 2 1/2"	40.50
01-244534	02/08/2024	Carony Pty Ltd	Stationery irems for Property Services Manager	27.07
03-138226	02/08/2024	Carony Pty Ltd	Caulking gun & storm sealant	42.25
03-138487	06/08/2024	Carony Pty Ltd	25L Bin	26.00
03-138486	06/08/2024	Carony Pty Ltd	35 L grey Bin	22.75
03-138559	07/08/2024	Carony Pty Ltd	5 x Abrasive sanding belt 40G 100 x 560mm	84.75
03-138597	08/08/2024	Carony Pty Ltd	Micro coveralls x 5, Disposable Overalls Liquid proof x 1	99.00
03-138637	08/08/2024	Carony Pty Ltd	Screws for hanging a clock	7.70
01-244719	13/08/2024	Carony Pty Ltd	Rapid set cement for 26 Katanning Rd	12.35
03-138883	13/08/2024	Carony Pty Ltd	Mop head & Handle	24.25
03-139416	21/08/2024	Carony Pty Ltd	Small pots paint for plant repair	73.40
03-139522	22/08/2024	Carony Pty Ltd	Deadbolt entrance set, door seal	92.80
01-244887	22/08/2024	Carony Pty Ltd	Claw Hammer, Heavy duty pipe wrench, pk 20 angle drive hooks	56.60
03-139544	23/08/2024	Carony Pty Ltd	Self driller Hexagonal head 12g x 39mm	29.95
01-244947	26/08/2024	Carony Pty Ltd	50pk cable ties	4.90
03-139824	27/08/2024	Carony Pty Ltd	Toilet roll holder & Adhesive for ILUs	31.75
03-139906	29/08/2024	Carony Pty Ltd	Loctite screw lock 10mL	17.50
03-139967	29/08/2024	Carony Pty Ltd	Materials for Fathers Day activities	28.66
03-139963	29/08/2024	Carony Pty Ltd	Dustpan & brush, Rubber sink pump	15.25
<b>EFT34805</b>	<b>19/09/2024</b>	<b>Shire Of Katanning</b>	<b>Refuse fees</b>	<b>-7779.20</b>
47401	31/08/2024	Shire Of Katanning	Shire of Katanning - Refuse Site Fees Aug 2024	7779.20
<b>EFT34806</b>	<b>19/09/2024</b>	<b>Synergy</b>	<b>Electricity</b>	<b>-7220.16</b>
2018219238	19/08/2024	Synergy	Supply & Usage 28 Katanning Rd, 20/6/24-16/8/24	441.05
2082189340	02/09/2024	Synergy	PowerWatch 400 HPS WP 1/8/24-31/8/24 Acc. No. 392 675 750	190.44
2078194797	05/09/2024	Synergy	Supply Oval lighting 9/7/24-4/9/24 Acc No 862 761 710	825.21
2014238341	09/09/2024	Synergy	Supply & usage 26/6/24-16/8/24	125.57
2030220998	09/09/2024	Synergy	Electricity supply & Usage C 8 Newton St, 11/7/24-6/9/24	353.83
2086189009	09/09/2024	Synergy	Supply & Usage 9/7/24-4/9/24. 18 Spring St. Playgroup & Toy Library	117.56
2022234434	09/09/2024	Synergy	Supply & Usage Loc 6171 Blackwood Rd, Netball courts 9/7/24-4/9/24	406.93
2030220996	09/09/2024	Synergy	Supply & Usage B 12 Elverd St, 11/7/24-6/9/24	92.16
2030220995	09/09/2024	Synergy	Supply & Usage Unit A, 12 Elverd St, 11/7/24-6/9/24	440.96
2062199064	09/09/2024	Synergy	Supply & Usage Unit A 143 Albany Highway 11/7/24-6/9/24. EV charging Station	135.11
2086191092	11/09/2024	Synergy	Power supply & Consumption 10/7/24-6/9/24 8B Newton St	263.56
2014239656	11/09/2024	Synergy	supply & Usage 10/7/24-6/9/24 8 Soldier Rd - staff housing, supply & Usage 10/7/24-6/9/24 8 Soldier Rd - ILUs	2395.68
2074200307	11/09/2024	Synergy	Electricity supply & usage - 32 Katanning Rd - 7/8/24-6/9/24	110.26
2090176827	11/09/2024	Synergy	Electricity supply & Usage - 10 Bagg St - 10/7/24-6/9/24	530.06
2038220994	11/09/2024	Synergy	Electricity supply & Usage - 34 Katanning Rd - 10/7/24-6/9/24	295.14
2042214412	11/09/2024	Synergy	Provide electricity supply 10/7/24-6/9/24 39 Vanzuilecom St	496.64
<b>EFT34807</b>	<b>19/09/2024</b>	<b>Kleenheat Gas Pty Ltd</b>	<b>Bulk gas supplies</b>	<b>-842.96</b>
22314937	28/08/2024	Kleenheat Gas Pty Ltd	Supply bulk LPG Springhaven 308.9 units @ \$1.041/unit	353.72
22317357	02/09/2024	Kleenheat Gas Pty Ltd	Supply bulk LPG for Black Cockatoo 292.8 units @ \$1.519/unit to 2/9/24	489.24
<b>EFT34808</b>	<b>19/09/2024</b>	<b>Kojonup Tyre Service</b>	<b>Tyre repairs</b>	<b>-282.04</b>
INV-10800	04/09/2024	Kojonup Tyre Service	2x new tyres for Loadstar trailer	282.04
<b>EFT34809</b>	<b>19/09/2024</b>	<b>BK Thomson Electrical Service</b>	<b>Electrical repairs</b>	<b>-1748.88</b>
3285	23/08/2024	BK Thomson Electrical Service	Repair bian-marie & broken floor power box @ Springhaven	1425.03
3305	31/08/2024	BK Thomson Electrical Service	6 Elverd Street - Oven Fan & light not working, Depot - bathroom fan	323.85
<b>EFT34810</b>	<b>19/09/2024</b>	<b>RENTOKIL INITIAL PTY LTD</b>	<b>Hygiene services</b>	<b>-3266.10</b>
98010249	14/06/2024	RENTOKIL INITIAL PTY LTD	Sharps Disposal Service	1633.05
98084373	16/09/2024	RENTOKIL INITIAL PTY LTD	Hygeine treatment urinal descale - 1/10/24 - 31/12/24 Apex Park, Sharps Disposal Service x 4 bins 1/10/24 - 31/12/24 Apex Park, Sharps Disposal Service x 2 bins 1/10/24 - 31/12/24 sport complex, Sharps Disposal Service x 2 bins 1/10/24-31/12/24 RSL Hall, Sanity Disposal Service 1/10/24-31/12/24 Playgroup building, Hygiene Treatment Urinal Descale 1/10/24-31/12/24 Memorial Hall, Sharps Disposal Service x 2 bins 1/10/24-31/12/24 Memorial Hall, Sharps Disposal Service x 2 bins 1/10/24-31/12/24 Spring St, Sharps Disposal Service x 2 bins 1/10/24-31/12/24 sport complex downstairs, Sharps Disposal Service x 2 bins 1/10/24-31/12/24 Harrison Place	1633.05
<b>EFT34811</b>	<b>19/09/2024</b>	<b>Kojonup Auto Electrical Services</b>	<b>Auto Electrical</b>	<b>-829.80</b>
18297	04/07/2024	Kojonup Auto Electrical Services	Repairs to fuel trailer - 1TKT707 - faulty pump switch replaced	183.65
18802	01/08/2024	Kojonup Auto Electrical Services	Battery 12v 50ah Sealed AGM - Vacuum	248.35
19197	28/08/2024	Kojonup Auto Electrical Services	New FM/AM radio, check air conditioning operation	397.80

EFT34812	19/09/2024	Kojonup Supermarket	Groceries	-8889.90
648 AUG	14/08/2024	Kojonup Supermarket	Elders Spring Workshop 14/08/2024	142.31
833 AUG24	31/08/2024	Kojonup Supermarket	Springhaven Meals and Refreshments August 2024	7679.03
45 AUG 24	31/08/2024	Kojonup Supermarket	Catering KP	42.84
617 AUG	01/09/2024	Kojonup Supermarket	Refreshments for councillors, Admin, Refreshments for training course, Kindy Cafe, Library event catering, Depot	415.60
800 AUG	01/09/2024	Kojonup Supermarket	Black Cockatoo Supplies - August 2024	610.12
EFT34813	19/09/2024	Westrac Equipment	mechanical parts	-929.91
PI0032281	29/08/2024	Westrac Equipment	L/H side glass panel for cab, Pre air cleaner cap,	929.91
EFT34814	19/09/2024	BOC Gases	Industrial gases	-37.31
4037377189	29/08/2024	BOC Gases	Container charges oxygen - Industrial G size 29/7/24-28/8/24	37.31
EFT34815	19/09/2024	LGIS WA	Workers Compensation Insurance	-22248.12
100-159661	06/09/2024	LGIS WA	Adjustment 2023/2024 Springhaven, Adjustment 2023/2024	22248.12
EFT34816	19/09/2024	Egabva Plumbing & Gas Service	Plumbing	-1973.15
4763	12/08/2024	Egabva Plumbing & Gas Service	Springhaven toilet seal replacement due to leaking for room 1, room 5, room 17 & room 22 July 2024	774.75
4770	29/08/2024	Egabva Plumbing & Gas Service	RV Dump blocked twice - 29/7/24 and 28/8/24 - full of wipes	423.50
4768	29/08/2024	Egabva Plumbing & Gas Service	Kojonup Spring - unblock toilets 25/7/24	631.90
4771	29/08/2024	Egabva Plumbing & Gas Service	Apex Park - toilet blocked	143.00
EFT34817	19/09/2024	Wurth Australia Pty Ltd	Workshop Supplies	-320.51
4321038096	23/07/2024	Wurth Australia Pty Ltd	grease remover x 12, rust remover x 12, nitrile gloves x 50	320.51
EFT34818	19/09/2024	Winc Australia Pty Ltd	Office supplies	-735.17
9046013954	20/08/2024	Winc Australia Pty Ltd	Name badges x 6, Name badges x 8, Name badges x 4,	240.17
9046085096	29/08/2024	Winc Australia Pty Ltd	6x Yellow High Lighters, Box AA Battery, Box AAA Battery	56.43
9046101734	02/09/2024	Winc Australia Pty Ltd	1800x900mm Whiteboard	389.91
9046121022	04/09/2024	Winc Australia Pty Ltd	1x Laptop Sleeve	48.66
EFT34819	19/09/2024	Synergy - Street Lights	Electricity supply	-5411.53
2018230744	02/09/2024	Synergy - Street Lights	Street lights Acc 131 337 630 25 Jul 24- 24 Aug 24,	5411.53
EFT34820	19/09/2024	Kojonup Netball Association	BOND REUND FOR USE OF SPORTING COMPLEX 30-31 AUG 2024	-550.00
T225	10/09/2024	Kojonup Netball Association	BOND - SPORTING COMPLEX - WINDUP	550.00
EFT34821	19/09/2024	Paul Hartmann Pty Ltd	Medical supplies	-2983.91
437395489	30/08/2024	Paul Hartmann Pty Ltd	Springhaven Continence aids August 2024	2983.91
EFT34822	19/09/2024	Hersey's Safety Pty Ltd	Safety supplies - depot	-2604.14
S49384	01/08/2024	Hersey's Safety Pty Ltd	PPE & minor consumables	2604.14
EFT34823	19/09/2024	Miracle Recreation Equipment	Playground equipment	-42911.00
56621	21/08/2024	Miracle Recreation Equipment	Supply & install replacement nets, including hardware	42911.00
EFT34824	19/09/2024	Kojonup Bus Service Swanhaven Pty Ltd	REFUND BOND FOR SPORT COMPLEX FUNCTION ROOM	-400.00
T204	18/09/2024	Kojonup Bus Service Swanhaven Pty Ltd	KOJONUP BUS SERVICE	400.00
EFT34825	19/09/2024	Kojonup Junior Football Club	REFUND OF SPORTS COMPLEX BOND ON 06/09/2024	-400.00
T227	10/09/2024	Kojonup Junior Football Club	KOJONUP JUNIOR FOOTBALL CLUB	400.00
EFT34826	19/09/2024	McLeods Lawyers Pty Ltd	Legal advice	-1854.60
140813	30/08/2024	McLeods Lawyers Pty Ltd	Advise on disposal of Springhaven	1854.60
EFT34827	19/09/2024	Team Global Express Pty Ltd	freight	-16.12
0372-80774145	08/09/2024	Team Global Express Pty Ltd	Parts delivery	16.12
EFT34828	19/09/2024	Kylie Jane Ramsden	staff reimbursement	-330.50
REIM 190824	29/08/2024	Kylie Jane Ramsden	Pre-Employment Drug & Alchol screening, Medical assesment & Police clearance	330.50
EFT34829	19/09/2024	Warren Blackwood Waste	Waste management	-33916.87
19375	04/09/2024	Warren Blackwood Waste	KJP Transfer Station Management, KJP Transfer Station Additional Costs, Transfer Bulk Bin - Waste, Transfer Bulk Bin - Recycle	10628.68
19376	04/09/2024	Warren Blackwood Waste	240 Lt Bins Pick up, KJP St Bins Pickup, 240 Lt Recycling Bins Pick up, Travel Costs for transport, Service Townsite Area Bins	23288.19
EFT34830	19/09/2024	Public Transport Authority	Bus fares	-198.90
523181 AUG24	31/08/2024	Public Transport Authority	Bus fares August 2024	198.90
EFT34831	19/09/2024	Alois David Prasser-Jones	BOND REFUND MEMORIAL HALL 15/8/24	-450.00
T224	10/09/2024	Alois David Prasser-Jones	Memorial Hall Hire Bond	450.00
EFT34832	19/09/2024	Readytech T/A IT Vision Australia PTY LTD	IT support	-1108.80
INITV41550	28/08/2024	Readytech T/A IT Vision Australia PTY LTD	Refresh Play Account 28/08/24	554.40
INITV41590	29/08/2024	Readytech T/A IT Vision Australia PTY LTD	Tax Patch 2024/2025	554.40
EFT34833	19/09/2024	I SWEEP	Street sweeping	-4081.00
4759	17/09/2024	I SWEEP	Street sweeping of Kojonup townsite Sep 2024,	4081.00
EFT34834	19/09/2024	Harris's Garage	Vehicle service	-419.18
3010	27/08/2024	Harris's Garage	2 KO Parjero Sport service	419.18
EFT34835	19/09/2024	Department of Transport - Office of Rail Safety	Disclosure of information	-39.70
8053506	03/05/2024	Department of Transport - Office of Rail Safety	Disclosure of information fees	39.70
EFT34836	19/09/2024	BEST OFFICE SYSTEMS	Office supplies	-79.00

635444	27/08/2024	BEST OFFICE SYSTEMS	Black toner for Konica Minolta	79.00
<b>EFT34837</b>	<b>19/09/2024</b>	<b>NUTRIEN AG SOLUTIONS</b>	<b>Agricultural supplies</b>	<b>-38.28</b>
911318938	20/08/2024	NUTRIEN AG SOLUTIONS	2 x 20 kg fast setting concrete	38.28
<b>EFT34838</b>	<b>19/09/2024</b>	<b>KOJONUP DISTRICT HIGH SCHOOL P&amp;C</b>	<b>REFUND BOND MEMORIAL HALL FOR ART SHOW</b>	<b>-180.00</b>
T49	18/09/2024	KOJONUP DISTRICT HIGH SCHOOL P&C	REFUND BOND MEMORIAL HALL FOR ART SHOW	180.00
<b>EFT34839</b>	<b>19/09/2024</b>	<b>Able Westchem</b>	<b>Cleaning chemicals</b>	<b>-1371.13</b>
4002348	26/08/2024	Able Westchem	Springhaven Lodge chemical order August 2024	1371.13
<b>EFT34840</b>	<b>19/09/2024</b>	<b>LANDGATE</b>	<b>Valuation services</b>	<b>-2844.90</b>
396542	29/08/2024	LANDGATE	Rural UV interim valuation shared x 5	235.90
1409393	02/09/2024	LANDGATE	Annual subscription charge	2609.00
<b>EFT34841</b>	<b>19/09/2024</b>	<b>PFD Foodservices (Southway Distributors)</b>	<b>Food &amp; Dry Goods</b>	<b>-2898.15</b>
LM674870	21/08/2024	PFD Foodservices (Southway Distributors)	Springhaven Meals and Refreshments August 2024	512.70
LM674883	21/08/2024	PFD Foodservices (Southway Distributors)	Black Cockatoo Cafe Supplies	1127.45
LM674854	21/08/2024	PFD Foodservices (Southway Distributors)	Black Cockatoo Cafe Supplies	35.05
LM674858	21/08/2024	PFD Foodservices (Southway Distributors)	Black Cockatoo Cafe Supplies	64.95
LM744223	28/08/2024	PFD Foodservices (Southway Distributors)	Black Cockatoo Cafe Supplies	1188.45
LM744214	28/08/2024	PFD Foodservices (Southway Distributors)	Springhaven Meals and Refreshments August 2024	212.55
LM84891	31/08/2024	PFD Foodservices (Southway Distributors)	Credit Note - Black Cockatoo Cafe Supplies	-243.00
<b>EFT34842</b>	<b>19/09/2024</b>	<b>AMITY HEALTH (GREAT SOUTHERN GP NETWORK)</b>	<b>Allied health service</b>	<b>-490.00</b>
9057	26/08/2024	AMITY HEALTH (GREAT SOUTHERN GP NETWORK)	Springhaven resident review 15/8/24	490.00
<b>EFT34843</b>	<b>19/09/2024</b>	<b>Albany Filterclean</b>	<b>Filter cleaning</b>	<b>-66.00</b>
A160	04/07/2024	Albany Filterclean	Springhaven Kitchen Filter exchange July 2024	66.00
<b>EFT34844</b>	<b>19/09/2024</b>	<b>ROYAL LIFE SAVING SOCIETY WA</b>	<b>Staff Training</b>	<b>-1060.00</b>
AX-5991	13/08/2024	ROYAL LIFE SAVING SOCIETY WA	Swimming Pool Technical Operator Course September 2024 For DL	1060.00
<b>EFT34845</b>	<b>19/09/2024</b>	<b>The Cott Family Trust t/a FueleX</b>	<b>Diesel supplies</b>	<b>-33470.70</b>
INV04601	21/08/2024	The Cott Family Trust t/a FueleX	Diesel 7800L @\$1.799/L	14032.20
INV04790	05/09/2024	The Cott Family Trust t/a FueleX	6500L @ \$1.699/L	11043.50
INV04882	16/09/2024	The Cott Family Trust t/a FueleX	5000L Diesel @\$1.679/L	8395.00
<b>EFT34846</b>	<b>19/09/2024</b>	<b>Ramped Technology &amp; Management Systems Pty Ltd</b>	<b>IT Support</b>	<b>-39226.95</b>
INV-10989	31/08/2024	Ramped Technology & Management Systems Pty Ltd	Support for Aug 2024	2040.50
INV-11119	11/09/2024	Ramped Technology & Management Systems Pty Ltd	Monthly fees Sept 2024	398.42
INV-11016	11/09/2024	Ramped Technology & Management Systems Pty Ltd	3x Laptop Thinkbook 16"	4400.00
INV-11146	16/09/2024	Ramped Technology & Management Systems Pty Ltd	Cloud service, configuration of device & backups on 5 servers	1074.70
INV-11149	17/09/2024	Ramped Technology & Management Systems Pty Ltd	set up of 365 Tenant & users, Set up & migration of user mail boxes	7700.00
INV-11145	17/09/2024	Ramped Technology & Management Systems Pty Ltd	Managed Services & Infrastructure Upgrades Sept 2024	23613.33
<b>EFT34847</b>	<b>19/09/2024</b>	<b>St John Ambulance WA</b>	<b>First Aid Supplies</b>	<b>-2569.06</b>
FAINV01200292	14/06/2024	St John Ambulance WA	Springhaven staff training - JM June 2024	153.00
FAINV01200293	14/06/2024	St John Ambulance WA	Springhaven First Aid training staff June 2024 - NS	153.00
FAINV01200294	14/06/2024	St John Ambulance WA	Springhaven First Aid training staff June 2024 - LC	153.00
FAINV012010295	14/06/2024	St John Ambulance WA	Springhaven First Aid training staff June 2024 - HB	153.00
FAINV01200296	14/06/2024	St John Ambulance WA	Springhaven First Aid training staff June 2024 - AM	153.00
FAINV01200297	14/06/2024	St John Ambulance WA	Springhaven First Aid training staff June 2024 - MLA	153.00
FAINV01200298	14/06/2024	St John Ambulance WA	Springhaven First Aid training staff June 2024 - TW	153.00
FAINV01200299	14/06/2024	St John Ambulance WA	Springhaven First Aid training staff June 2024 - HC	153.00
FAINV01200300	14/06/2024	St John Ambulance WA	Springhaven First Aid training staff June 2024 - PB	153.00
FAINV01200301	14/06/2024	St John Ambulance WA	Springhaven First Aid training staff June 2024 - TR	153.00
FAINV01200386	14/06/2024	St John Ambulance WA	Springhaven First Aid training staff June 2024 - SG	170.00
FAINV01200291	14/06/2024	St John Ambulance WA	Springhaven First Aid training staff June 2024 - KE	153.00
FAINV01208573	15/07/2024	St John Ambulance WA	First Aid Kit Medium Country Kit Supply & Servicing	716.06
<b>EFT34848</b>	<b>19/09/2024</b>	<b>Koster's Outdoor</b>	<b>Shed builders</b>	<b>-787.00</b>



INV-15155	22/08/2024	Koster's Outdoor	repairs to damaged roller door	787.00
EFT34849	19/09/2024	Clarke's Furniture & Kitchen Design	Carpentry	-480.00
3135	17/09/2024	Clarke's Furniture & Kitchen Design	12 Loton close - removal of structure	480.00
EFT34850	19/09/2024	Edge Planning & Property	Planning services	-1463.00
2719	13/09/2024	Edge Planning & Property	Town Planning Advice Aug 2024	1463.00
EFT34851	19/09/2024	Lucindas Everlastings	Goods for Sale	-330.50
5375	12/09/2024	Lucindas Everlastings	25x 10g packets of Everlastings, 10 x 20g packets of Everlastings, 2x 50g packets of Everlastings for sale in Visitor Centre Shop	330.50
EFT34852	19/09/2024	Action Sheds Australia aka MGI Construction Pty Ltd	Shed building	-41875.00
880	22/05/2024	Action Sheds Australia aka MGI Construction Pty Ltd	Supply & Installation of Gyprock	38925.00
1347	26/07/2024	Action Sheds Australia aka MGI Construction Pty Ltd	Extra slab for side apron section	2950.00
EFT34853	19/09/2024	Dardanup Butchering Company	Meat supplies	-1701.17
BW381711	10/09/2024	Dardanup Butchering Company	Black Cockatoo Cafe Supplies	917.29
BW382167	16/09/2024	Dardanup Butchering Company	Black Cockatoo Cafe Supplies, delivery fee	662.67
BW382166	16/09/2024	Dardanup Butchering Company	Black Cockatoo Cafe Supplies	121.21
EFT34854	19/09/2024	Grande Food Service	Food supplies	-7171.47
4236720	04/09/2024	Grande Food Service	Black Cockatoo Cafe Supplies	324.31
4236702	04/09/2024	Grande Food Service	Black Cockatoo Cafe Supplies	1708.78
4236703	04/09/2024	Grande Food Service	Black Cockatoo Cafe Supplies	135.70
4236704	04/09/2024	Grande Food Service	Black Cockatoo Cafe Supplies	142.65
4237031	11/09/2024	Grande Food Service	Black Cockatoo Cafe Supplies	1752.17
4237065	12/09/2024	Grande Food Service	Black Cockatoo Cafe Supplies	410.27
4237351	18/09/2024	Grande Food Service	Black Cockatoo Cafe Supplies	2289.08
4237353	18/09/2024	Grande Food Service	Black Cockatoo Cafe Supplies	103.54
4237346	18/09/2024	Grande Food Service	Black Cockatoo Cafe Supplies	387.44
6018642	13/09/2024	Grande Food Service	Credit Note - Black Cockatoo Cafe Supplies	-82.47
EFT34855	19/09/2024	CJ Liquor Pty Ltd	Refreshments	-265.00
120425	07/09/2024	CJ Liquor Pty Ltd	Tgallant Encore Pnoir, Houghton Cab Shz Merlot, 2x Case Great Northern, 4x Bags of Party Ice, Opening of In The Footsteps of Bella Kelly" Exhibition"	265.00
EFT34856	19/09/2024	Leaf Bean Machine	Black Cockatoo Cafe Supplies	-1583.66
129880	09/09/2024	Leaf Bean Machine	Black Cockatoo Cafe Supplies	774.12
130087	16/09/2024	Leaf Bean Machine	Black Cockatoo Cafe Supplies	809.54
EFT34857	19/09/2024	Department Of Mines, Industry Regulation And Safety	Building Service Levy	-748.67
JULY 2024	11/09/2024	Department Of Mines, Industry Regulation And Safety	Building services Levy - July 2024	113.30
JUNE 2024	11/09/2024	Department Of Mines, Industry Regulation And Safety	Building service Levy June 2024	635.37
EFT34858	19/09/2024	WA Contract Ranger Services	Contract Ranger	-3082.75
5743	25/08/2024	WA Contract Ranger Services	WA Ranger Services 12/8/24 - 22/8/24	1567.50
5770	07/09/2024	WA Contract Ranger Services	WA Ranger Services 27/8/24-5/9/24	1515.25
EFT34859	19/09/2024	Kojonup Light Civil	Construction	-9735.00
649	11/09/2024	Kojonup Light Civil	Install stormwater piping from shed to road storm water system and to creek at rear. Spread gravel & compacted on driveway	7810.00
652	18/09/2024	Kojonup Light Civil	Kojonup Show grounds - Wheelchair Access ramp to pavillion	1925.00
EFT34860	19/09/2024	DOR Trading Pty Limited T/A IMCO Australasia	Asphalt supplies	-9460.00
INV-1485	08/09/2024	DOR Trading Pty Limited T/A IMCO Australasia	Permanent Asphalt Repair - 20kg	4730.00
INV-1491	10/09/2024	DOR Trading Pty Limited T/A IMCO Australasia	Permanent Asphalt Repair - 20kg	4730.00
EFT34861	19/09/2024	West End Fabricators	Builder	-10113.56
801	17/09/2024	West End Fabricators	Men's Shed - Bathroom Tiling and painting. Install supplied shower panels, paint & tile	10113.56
EFT34862	19/09/2024	Lilly's Garden operated by Marina Murray	Goods for sale	-409.00
1	04/09/2024	Lilly's Garden operated by Marina Murray	Assorted Jams and Relish For Sale in Visitor Centre Shop	409.00
EFT34863	19/09/2024	Rachael Egerton - Warburton	reimburse staff expenses	-338.80
REQ 170924	17/09/2024	Rachael Egerton - Warburton	Pre-employment medical & National Police Certificate	338.80
EFT34864	19/09/2024	Tonya Pearce	Staff Reimbursement	-504.94
REIM 060924	06/09/2024	Tonya Pearce	Travel Expenses for training in Perth	504.94
EFT34865	19/09/2024	Mathwin Transport	Freight	-201.96
5322	14/08/2024	Mathwin Transport	Transport pool chemicals	201.96
EFT34866	19/09/2024	Amity Rose Funerals	REFUND BOND RSL HALL HIRE 22/8/24	-300.00
T211	10/09/2024	Amity Rose Funerals	AMITY ROSE FUNERALS	300.00
EFT34867	19/09/2024	Jill Watkin	staff reimbursement	-1311.31

REIM 060924	17/09/2024	Jill Watkin	Mileage - travel to Katanning x 2	148.72
REIM 170924	17/09/2024	Jill Watkin	Grocery expenses for Bloom tour at Pine Avenue & Bella Kelly launch event	1162.59
<b>EFT34868</b>	<b>19/09/2024</b>	<b>Douglas Fraser</b>	<b>Reimbursement</b>	<b>-1013.65</b>
REIM 290824	29/08/2024	Douglas Fraser	Driving licence renewal - Works Foreman	98.10
REQ 060924	06/09/2024	Douglas Fraser	Credit on Debtor account	915.55
<b>EFT34869</b>	<b>19/09/2024</b>	<b>D &amp; T Window Cleaning</b>	<b>window cleaning</b>	<b>-240.00</b>
1361	02/09/2024	D & T Window Cleaning	Internal & External window cleaning Black Cockatoo Cafe	240.00
<b>EFT34870</b>	<b>19/09/2024</b>	<b>J B Lawn Care</b>	<b>Garden services</b>	<b>-132.00</b>
651	17/09/2024	J B Lawn Care	15 Loton Close - CEO Residence - Lawn and garden care - Sep 2024	132.00
<b>EFT34871</b>	<b>19/09/2024</b>	<b>Enviro-On-Ground</b>	<b>environmental services</b>	<b>-900.00</b>
817	12/09/2024	Enviro-On-Ground	NRM Grant project - article research and advertising	900.00
<b>EFT34872</b>	<b>19/09/2024</b>	<b>Energy Wise Australia C&amp;F Building Approvals</b>	<b>Building Surveyor</b>	<b>-385.00</b>
INV-5693	12/09/2024	Energy Wise Australia C&F Building Approvals	Rebecca Creighan - Building Surveyor - Building Permit Lot 104 Tunney Road, Kojonup	385.00
<b>EFT34873</b>	<b>19/09/2024</b>	<b>Mason's Family Farm</b>	<b>Eggs</b>	<b>-76.20</b>
INV-13116	10/09/2024	Mason's Family Farm	Black Cockatoo Cafe Supplies	76.20
<b>EFT34874</b>	<b>19/09/2024</b>	<b>Harvey Fresh (1994) Ltd T/A Lactalis</b>	<b>Food supplies</b>	<b>-1671.63</b>
239454029	29/08/2024	Harvey Fresh (1994) Ltd T/A Lactalis	Black Cockatoo Cafe Supplies	501.11
239516709	05/09/2024	Harvey Fresh (1994) Ltd T/A Lactalis	Black Cockatoo Cafe Supplies	360.55
239563113	12/09/2024	Harvey Fresh (1994) Ltd T/A Lactalis	Black Cockatoo Cafe Supplies	809.97
<b>EFT34875</b>	<b>19/09/2024</b>	<b>Sanctuary Contract Recruitment Queensland Pty Ltd</b>	<b>Contract Nurses</b>	<b>-43795.29</b>
QLD-6267	22/08/2024	Sanctuary Contract Recruitment Queensland Pty Ltd	Springhaven Agency Nurses August 2024	17455.60
QLD-6303	28/08/2024	Sanctuary Contract Recruitment Queensland Pty Ltd	Springhaven Agency Nurses August 2024	14880.19
QLD-6335	05/09/2024	Sanctuary Contract Recruitment Queensland Pty Ltd	Springhaven Agency Nurses Cost September 2024	11459.50
<b>EFT34876</b>	<b>19/09/2024</b>	<b>Rodrigo Lamug</b>	<b>staff reimbursement</b>	<b>-62.56</b>
REIM 030924	04/09/2024	Rodrigo Lamug	Fuel for travel to Albany for traffic control training	62.56
<b>EFT34877</b>	<b>19/09/2024</b>	<b>Access Builders Hire</b>	<b>Toilet hire - building site</b>	<b>-352.00</b>
A2897	30/08/2024	Access Builders Hire	Menshed toilet hire 4 weeks to 31/8/24	352.00
<b>EFT34878</b>	<b>19/09/2024</b>	<b>KM &amp; SF Ryan Taylor T/A Tribal Safety Solutions</b>	<b>Training services</b>	<b>-440.00</b>
20240801002	01/08/2024	KM & SF Ryan Taylor T/A Tribal Safety Solutions	Fire Warden training & 'How to run a drill'	440.00
<b>EFT34879</b>	<b>19/09/2024</b>	<b>Tony Davis</b>	<b>Book purchase</b>	<b>-65.00</b>
1	08/09/2024	Tony Davis	White Soles & Charcoal - Bella Kelly	65.00
<b>EFT34880</b>	<b>19/09/2024</b>	<b>Bree Cavanagh</b>	<b>Staff Reimbursement</b>	<b>-64.80</b>
REIM 040924	04/09/2024	Bree Cavanagh	Australia National Police Check for training	64.80
<b>EFT34881</b>	<b>30/09/2024</b>	<b>Payroll Deductions - Shire of Kojonup</b>	<b>Payroll deductions</b>	<b>-1250.00</b>
DEDUCTION	24/09/2024	Payroll Deductions - Shire of Kojonup	Payroll Deduction	1150.00
DEDUCTION	24/09/2024	Payroll Deductions - Shire of Kojonup	Payroll Deduction	100.00
<b>EFT34882</b>	<b>30/09/2024</b>	<b>Child Support Agency</b>	<b>Payroll deductions</b>	<b>-439.95</b>
DEDUCTION	24/09/2024	Child Support Agency	Payroll Deduction	439.95
<b>EFT34883</b>	<b>30/09/2024</b>	<b>Australian Services Union (LGO)</b>	<b>Payroll deductions</b>	<b>-26.50</b>
DEDUCTION	24/09/2024	Australian Services Union (LGO)	Payroll Deduction	26.50
<b>EFT34884</b>	<b>30/09/2024</b>	<b>Australian Services Union (MEU)</b>	<b>Payroll deductions</b>	<b>-228.50</b>
DEDUCTION	24/09/2024	Australian Services Union (MEU)	Payroll Deduction	228.50

1,043,899.76

<b>Direct Deposits 1/09/24 - 30/09/24</b>				
Ref	Date	Name	Description	Amount
<b>DD24165.1</b>	<b>10/09/2024</b>	<b>Aware Super</b>	<b>Payroll deductions</b>	<b>-13191.42</b>
SUPER	10/09/2024	Aware Super	Super	11710.65
DEDUCTION	10/09/2024	Aware Super	Payroll Deduction	147.15
DEDUCTION	10/09/2024	Aware Super	Payroll Deduction	937.39
DEDUCTION	10/09/2024	Aware Super	Payroll Deduction	100.00
DEDUCTION	10/09/2024	Aware Super	Payroll Deduction	192.35
DEDUCTION	10/09/2024	Aware Super	Payroll Deduction	103.88
<b>DD24165.2</b>	<b>10/09/2024</b>	<b>Prime Super</b>	<b>Payroll deductions</b>	<b>-2054.80</b>

SUPER	10/09/2024	Prime Super	Super	2014.80
DEDUCTION	10/09/2024	Prime Super	Payroll Deduction	40.00
<b>DD24165.3</b>	<b>10/09/2024</b>	<b>Unisuper</b>	<b>Superannuation contributions</b>	<b>-44.46</b>
SUPER	10/09/2024	Unisuper	Super	44.46
<b>DD24165.4</b>	<b>10/09/2024</b>	<b>Australian Retirement Trust</b>	<b>Superannuation contributions</b>	<b>-1381.73</b>
SUPER	10/09/2024	Australian Retirement Trust	Super	1381.73
<b>DD24165.5</b>	<b>10/09/2024</b>	<b>Essential Super -Enzo Del Testa</b>	<b>Superannuation contributions</b>	<b>-333.23</b>
SUPER	10/09/2024	Essential Super -Enzo Del Testa	Super	333.23
<b>DD24165.6</b>	<b>10/09/2024</b>	<b>Commonwealth Superannuation Savings Account</b>	<b>Superannuation contributions</b>	<b>-729.81</b>
SUPER	10/09/2024	Commonwealth Superannuation Savings Account	Super	729.81
<b>DD24165.7</b>	<b>10/09/2024</b>	<b>AMP Super Fund</b>	<b>Superannuation contributions</b>	<b>-692.13</b>
SUPER	10/09/2024	AMP Super Fund	Super	692.13
<b>DD24165.8</b>	<b>10/09/2024</b>	<b>Sparky Downs Superannuation Fund</b>	<b>Superannuation contributions</b>	<b>-84.57</b>
SUPER	10/09/2024	Sparky Downs Superannuation Fund	Super	84.57
<b>DD24165.9</b>	<b>10/09/2024</b>	<b>Hesta Superannuation</b>	<b>Payroll deductions</b>	<b>-870.42</b>
SUPER	10/09/2024	Hesta Superannuation	Super	747.33
DEDUCTION	10/09/2024	Hesta Superannuation	Payroll Deduction	123.09
<b>DD24169.1</b>	<b>10/09/2024</b>	<b>AUSTRALIAN TAXATION OFFICE</b>	<b>PAYGW</b>	<b>-43785.62</b>
24/25 PP6 WEEK12	10/09/2024	AUSTRALIAN TAXATION OFFICE	PAYGW	43785.62
<b>DD24171.1</b>	<b>10/09/2024</b>	<b>EasiSalary</b>	<b>Novated Lease Payments</b>	<b>-2119.16</b>
24/25 PP6 WEEK12	10/09/2024	EasiSalary	CM - Novated Lease Post Tax, CM - Novated Lease Pre Tax, JJ - Novated Lease Post Tax, JJ - Novated Lease Pre Tax	2119.16
<b>DD24180.1</b>	<b>24/09/2024</b>	<b>Aware Super</b>	<b>Payroll deductions</b>	<b>-13769.61</b>
SUPER	24/09/2024	Aware Super	Super	12304.65
DEDUCTION	24/09/2024	Aware Super	Payroll Deduction	147.15
DEDUCTION	24/09/2024	Aware Super	Payroll Deduction	913.32
DEDUCTION	24/09/2024	Aware Super	Payroll Deduction	100.00
DEDUCTION	24/09/2024	Aware Super	Payroll Deduction	200.52
DEDUCTION	24/09/2024	Aware Super	Payroll Deduction	103.97
<b>DD24180.2</b>	<b>24/09/2024</b>	<b>Prime Super</b>	<b>Payroll deductions</b>	<b>-2129.27</b>
SUPER	24/09/2024	Prime Super	Super	2089.27
DEDUCTION	24/09/2024	Prime Super	Payroll Deduction	40.00
<b>DD24180.3</b>	<b>24/09/2024</b>	<b>Unisuper</b>	<b>Superannuation contributions</b>	<b>-36.61</b>
SUPER	24/09/2024	Unisuper	Super	36.61
<b>DD24180.4</b>	<b>24/09/2024</b>	<b>Australian Retirement Trust</b>	<b>Payroll deductions</b>	<b>-1470.41</b>
SUPER	24/09/2024	Australian Retirement Trust	Super	1414.52
DEDUCTION	24/09/2024	Australian Retirement Trust	Payroll Deduction	55.89
<b>DD24180.5</b>	<b>24/09/2024</b>	<b>Essential Super -Enzo Del Testa</b>	<b>Superannuation contributions</b>	<b>-371.84</b>
SUPER	24/09/2024	Essential Super -Enzo Del Testa	Super	371.84
<b>DD24180.6</b>	<b>24/09/2024</b>	<b>Commonwealth Superannuation Savings Account</b>	<b>Superannuation contributions</b>	<b>-729.81</b>
SUPER	24/09/2024	Commonwealth Superannuation Savings Account	Super	729.81
<b>DD24180.7</b>	<b>24/09/2024</b>	<b>AMP Super Fund</b>	<b>Superannuation contributions</b>	<b>-689.34</b>
SUPER	24/09/2024	AMP Super Fund	Super	689.34
<b>DD24180.8</b>	<b>24/09/2024</b>	<b>Sparky Downs Superannuation Fund</b>	<b>Superannuation contributions</b>	<b>-76.64</b>
SUPER	24/09/2024	Sparky Downs Superannuation Fund	Super	76.64
<b>DD24180.9</b>	<b>24/09/2024</b>	<b>Hesta Superannuation</b>	<b>Payroll deductions</b>	<b>-908.01</b>
SUPER	24/09/2024	Hesta Superannuation	Super	784.92
DEDUCTION	24/09/2024	Hesta Superannuation	Payroll Deduction	123.09
<b>DD24183.1</b>	<b>24/09/2024</b>	<b>EasiSalary</b>	<b>Novated Lease Payments</b>	<b>-2119.16</b>
24/25 PP7 WEEK14	24/09/2024	EasiSalary	CM - Novated Lease Post Tax, CM - Novated Lease Pre Tax, JJ - Novated Lease Post Tax, JJ - Novated Lease Pre Tax	2119.16
<b>DD24185.1</b>	<b>24/09/2024</b>	<b>AUSTRALIAN TAXATION OFFICE</b>	<b>PAYGW</b>	<b>-44990.48</b>
24/25 PP7 WEEK14	24/09/2024	AUSTRALIAN TAXATION OFFICE	STP 70526	44990.48
<b>DD24187.1</b>	<b>23/09/2024</b>	<b>Caltex Star Card</b>	<b>Caltex September Fuel Card</b>	<b>-536.16</b>
SEPTEMBER	01/09/2024	Caltex Star Card	Caltex September Fuel Card, Fuel Card Fees	536.16
<b>DD24187.2</b>	<b>23/09/2024</b>	<b>Ampol</b>	<b>Ampol September Fuel Cards</b>	<b>-1437.97</b>
507281	01/09/2024	Ampol	Ampol September Fuel Card, Ampol Fuel Card fees	1437.97
<b>DD24253.1</b>	<b>30/09/2024</b>	<b>NAB</b>	<b>NAB September Credit Card Expenses</b>	<b>-4551.68</b>

SEPTEMBER	30/09/2024	NAB	WE Newspapers subscription, HOST - Café equipment, Hi Way Sales & Service - diesel, Black Cockatoo Café - meeting, Perth Mint - Citizenship, Quest Innaloo - accomodation DOT training, Telstra - café, Officeworks - EHO office chair & computer screens, Card fee	3564.38
SEPTEMBER	30/09/2024	NAB	124 Deli - CEO meeting, Shire of Koj - Licensing, Kojonup Roadhouse - CEO meeting, Black Cockatoo Café - CEO meeting, Kojonup Roadhouse - CEO, Quest on Rheola - TP accomodation, Pogada Resort - TP Accomodation, Card fee	987.30
<b>DD24257.1</b>	<b>11/09/2024</b>	<b>Synergy</b>	<b>Electricity</b>	<b>-2603.57</b>
204221417	11/09/2024	Synergy	Black Cockatoo Cafe 143A Albany Highway Kojonup	2603.57
<b>DD24165.10</b>	<b>10/09/2024</b>	<b>Australian Ethical Superannuation Fund</b>	<b>Superannuation contributions</b>	<b>-31.18</b>
SUPER	10/09/2024	Australian Ethical Superannuation Fund	Super	31.18
<b>DD24165.11</b>	<b>10/09/2024</b>	<b>Retirement Portfolio Service</b>	<b>Payroll deductions</b>	<b>-598.87</b>
SUPER	10/09/2024	Retirement Portfolio Service	Super	549.26
DEDUCTION	10/09/2024	Retirement Portfolio Service	Payroll Deduction	49.61
<b>DD24165.12</b>	<b>10/09/2024</b>	<b>Colonial First State FirstChioce Superannuation Trust</b>	<b>Payroll deductions</b>	<b>-1172.49</b>
SUPER	10/09/2024	Colonial First State FirstChioce Superannuation Trust	Super	515.68
DEDUCTION	10/09/2024	Colonial First State FirstChioce Superannuation Trust	Payroll Deduction	156.27
DEDUCTION	10/09/2024	Colonial First State FirstChioce Superannuation Trust	Payroll Deduction	500.54
<b>DD24165.13</b>	<b>10/09/2024</b>	<b>Bendigo SmartStart Super</b>	<b>Superannuation contributions</b>	<b>-362.69</b>
SUPER	10/09/2024	Bendigo SmartStart Super	Super	362.69
<b>DD24165.14</b>	<b>10/09/2024</b>	<b>Vanguard Super</b>	<b>Superannuation contributions</b>	<b>-209.42</b>
SUPER	10/09/2024	Vanguard Super	Super	209.42
<b>DD24165.15</b>	<b>10/09/2024</b>	<b>Australian Super Pty Ltd</b>	<b>Payroll deductions</b>	<b>-3456.48</b>
SUPER	10/09/2024	Australian Super Pty Ltd	Super	3183.89
DEDUCTION	10/09/2024	Australian Super Pty Ltd	Payroll Deduction	272.59
<b>DD24165.16</b>	<b>10/09/2024</b>	<b>HOSTPLUS</b>	<b>Superannuation contributions</b>	<b>-1003.68</b>
DEDUCTION	10/09/2024	HOSTPLUS	Payroll Deduction	62.09
SUPER	10/09/2024	HOSTPLUS	Super	941.59
<b>DD24165.17</b>	<b>10/09/2024</b>	<b>HUB24 Superannuation Fund</b>	<b>Superannuation contributions</b>	<b>-382.46</b>
DEDUCTION	10/09/2024	HUB24 Superannuation Fund	Payroll Deduction	75.00
SUPER	10/09/2024	HUB24 Superannuation Fund	Super	307.46
<b>DD24165.18</b>	<b>10/09/2024</b>	<b>REST SUPERANNUATION</b>	<b>Superannuation contributions</b>	<b>-857.56</b>
SUPER	10/09/2024	REST SUPERANNUATION	Super	857.56
<b>DD24165.19</b>	<b>10/09/2024</b>	<b>IOOF Superannuation</b>	<b>Superannuation contributions</b>	<b>-310.20</b>
SUPER	10/09/2024	IOOF Superannuation	Super	310.20
<b>DD24165.20</b>	<b>10/09/2024</b>	<b>Panorama Super</b>	<b>Superannuation contributions</b>	<b>-188.72</b>
SUPER	10/09/2024	Panorama Super	Super	188.72
<b>DD24165.21</b>	<b>10/09/2024</b>	<b>ANZ Smart Choice Super</b>	<b>Superannuation contributions</b>	<b>-682.83</b>
SUPER	10/09/2024	ANZ Smart Choice Super	Super	682.83
<b>DD24180.10</b>	<b>24/09/2024</b>	<b>Australian Ethical Superannuation Fund</b>	<b>Superannuation contributions</b>	<b>-27.71</b>
SUPER	24/09/2024	Australian Ethical Superannuation Fund	Super	27.71
<b>DD24180.11</b>	<b>24/09/2024</b>	<b>Retirement Portfolio Service</b>	<b>Payroll deductions</b>	<b>-742.34</b>
SUPER	24/09/2024	Retirement Portfolio Service	Super	614.36
DEDUCTION	24/09/2024	Retirement Portfolio Service	Payroll Deduction	127.98
<b>DD24180.12</b>	<b>24/09/2024</b>	<b>Colonial First State FirstChioce Superannuation Trust</b>	<b>Payroll deductions</b>	<b>-1172.49</b>
SUPER	24/09/2024	Colonial First State FirstChioce Superannuation Trust	Super	515.68
DEDUCTION	24/09/2024	Colonial First State FirstChioce Superannuation Trust	Payroll Deduction	156.27
DEDUCTION	24/09/2024	Colonial First State FirstChioce Superannuation Trust	Payroll Deduction	500.54
<b>DD24180.13</b>	<b>24/09/2024</b>	<b>Bendigo SmartStart Super</b>	<b>Superannuation contributions</b>	<b>-362.69</b>
SUPER	24/09/2024	Bendigo SmartStart Super	Super	362.69
<b>DD24180.14</b>	<b>24/09/2024</b>	<b>Vanguard Super</b>	<b>Superannuation contributions</b>	<b>-209.42</b>
SUPER	24/09/2024	Vanguard Super	Super	209.42
<b>DD24180.15</b>	<b>24/09/2024</b>	<b>Australian Super Pty Ltd</b>	<b>Payroll deductions</b>	<b>-3708.12</b>
SUPER	24/09/2024	Australian Super Pty Ltd	Super	3439.81
DEDUCTION	24/09/2024	Australian Super Pty Ltd	Payroll Deduction	268.31
<b>DD24180.16</b>	<b>24/09/2024</b>	<b>HOSTPLUS</b>	<b>Superannuation contributions</b>	<b>-1018.59</b>
DEDUCTION	24/09/2024	HOSTPLUS	Payroll Deduction	54.89
SUPER	24/09/2024	HOSTPLUS	Super	963.70
<b>DD24180.17</b>	<b>24/09/2024</b>	<b>HUB24 Superannuation Fund</b>	<b>Superannuation contributions</b>	<b>-298.49</b>
DEDUCTION	24/09/2024	HUB24 Superannuation Fund	Payroll Deduction	75.00

SUPER	24/09/2024	HUB24 Superannuation Fund	Super	223.49
<b>DD24180.18</b>	<b>24/09/2024</b>	<b>REST SUPERANNUATION</b>	<b>Superannuation contributions</b>	<b>-799.23</b>
SUPER	24/09/2024	REST SUPERANNUATION	Super	799.23
<b>DD24180.19</b>	<b>24/09/2024</b>	<b>IOOF Superannuation</b>	<b>Superannuation contributions</b>	<b>-289.77</b>
SUPER	24/09/2024	IOOF Superannuation	Super	289.77
<b>DD24180.20</b>	<b>24/09/2024</b>	<b>Panorama Super</b>	<b>Superannuation contributions</b>	<b>-31.45</b>
SUPER	24/09/2024	Panorama Super	Super	31.45
<b>DD24180.21</b>	<b>24/09/2024</b>	<b>ANZ Smart Choice Super</b>	<b>Superannuation contributions</b>	<b>-710.35</b>
SUPER	24/09/2024	ANZ Smart Choice Super	Super	710.35
<b>DD24251.1</b>	<b>30/08/2024</b>	<b>NAB</b>	<b>NAB August Credit Card Expenses</b>	<b>-3603.77</b>
AUGUST	30/08/2024	NAB	WE Newspapers subscription, Teamific - Springhaven, Australian Rec - FG, Telstra café, WA News Ads - Advertisement, WA News Ads - Advertisement, Card Fee	1266.49
AUGUST	30/08/2024	NAB	Catchleap - Workboots, Card Fee	78.85
AUGUST	30/08/2024	NAB	Quick Spray - High pressure cleaner, Bunnings - Mens Shed Kitchen, Bunnings - Mens Shed Kitchen, Moray & Agnew Governance Conference - TP, Tradelink - Mens Shed, WA Newspapers - Springhaven Ad, Netregistry - Registration fee, Kojonup Country Kitchen, Card Fee	2258.43
<b>FEES</b>	<b>04/09/2024</b>	<b>WESTNET</b>	<b>Westnet</b>	<b>-620.89</b>
<b>FEES</b>	<b>14/09/2024</b>	<b>MESSAGE MEDIA</b>	<b>Sms Messages</b>	<b>-20002.85</b>
<b>FEES</b>	<b>31/08/2024</b>	<b>NAB</b>	<b>MISCELLANEOUS BANK CHARGES</b>	<b>-9921.66</b>
<b>FEES</b>	<b>26/09/2024</b>	<b>2024</b>	<b>Centrelink Charge :</b>	<b>-5.94</b>
<b>GJ24250316</b>	<b>20/09/2024</b>		<b>SEPTEMBER PAYRIX</b>	<b>-1242.95</b>
<b>GJ24250319</b>	<b>26/09/2024</b>		<b>SEPTEMBER PAYROLL CREDITORS</b>	<b>-329037.85</b>
<b>GJ24250321</b>	<b>27/09/2024</b>		<b>SEPTEMBER TRANSPORT LICENCING</b>	<b>-27266.26</b>

552,037.31

SUMMARY FOR SEPTEMBER 2024	
Cheque 14390 - 14391	271,701.08
EFT 34723 - 34884	1,043,899.76
Direct Debits	552,037.31
<b>Total</b>	<b>1,867,638.15</b>

### Rates to Be Written-Off

Property	Reason	Amount
A307	Interest Overcharge	12.19
A323	Interest Overcharge	12.19
A414	Interest Overcharge	12.19
A5447	Interest Overcharge	30.59
A5645	Interest Overcharge	30.59
A6270	Interest Overcharge	53.87
A6841	Interest Overcharge	56.89
A6858	Interest Overcharge	30.11
A6874	Interest Overcharge	30.11
A8805	Interest Overcharge	68.82
A9399	Interest Overcharge	30.59
A9423	Interest Overcharge	105.4
A9548	Interest Overcharge	32.04
A9555	Interest Overcharge	23.38
A9605	Interest Overcharge	24.53
A9613	Interest Overcharge	31.56
A9647	Interest Overcharge	57.9
A9746	Interest Overcharge	29.63
A9795	Interest Overcharge	29.63
A9845	Interest Overcharge	28.67
A9860	Interest Overcharge	27.24
A9878	Interest Overcharge	33.94
A9886	Interest Overcharge	22.8
A9910	Interest Overcharge	25.49
A9928	Interest Overcharge	12.19
A9936	Interest Overcharge	41.16
A11585	Interest Overcharge	58.9
A12138	Interest Overcharge	34.44
A23244	Interest Overcharge	34.44
A23258	Interest Overcharge	34.44
A20966	Interest Overcharge	3.72
A23690	Interest Overcharge	11.57
		<b>\$1,071.21</b>

SHIRE OF KOJONUP



## Audit & Risk Committee

### Minutes

5 November 2024

## **TERMS OF REFERENCE**

### **AUDIT & RISK COMMITTEE**

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

#### **Terms of Reference**

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

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

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

#### **Duties and Responsibilities:**

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

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

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

#### **ARC Members are expected to:**

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

#### **Member Duties/Responsibilities:**

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



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

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

### **Membership**

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

### **Supporting Team Members**

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

### **Meetings**

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

**Open to Public:** No

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

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

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

### **Committee Sitting Fees and Reimbursements**

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

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

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

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

**TABLE OF CONTENTS**

<b>1</b>	<b>DECLARATION OF OPENING</b>	<b>6</b>
<b>2</b>	<b>ATTENDANCE, APOLOGIES &amp; LEAVE OF ABSENCE</b>	<b>6</b>
<b>3</b>	<b>SUMMARY OF RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE</b>	<b>6</b>
<b>4</b>	<b>CONFIRMATION OF MINUTES</b>	<b>6</b>
<b>5</b>	<b>BUSINESS ARISING</b>	<b>6</b>
<b>6</b>	<b>DECLARATIONS OF INTEREST</b>	<b>6</b>
<b>7</b>	<b>SENIOR MANAGEMENT TEAM DISCUSSION</b>	<b>7</b>
<b>8</b>	<b>COMMITTEE TIMETABLE</b>	<b>7</b>
<b>9</b>	<b>COMMITTEE STATUS REPORT</b>	<b>8</b>
<b>10</b>	<b>SUMMARY OF RISK MANAGEMENT</b>	<b>10</b>
10.1	<i>RISK MANAGEMENT UPDATE</i>	<i>10</i>
10.2	<i>WORK HEALTH AND SAFETY</i>	<i>10</i>
<b>11</b>	<b>OFFICER REPORTS</b>	<b>11</b>
11.1	<i>RISK AND LEGISLATIVE COMPLIANCE REVIEW</i>	<i>11</i>
11.2	<i>INSURANCE POLICIES 2024/2025</i>	<i>17</i>
11.3	<i>WORKFORCE &amp; DIVERSITY PLAN – JULY 2023 to JUNE 2027</i>	<i>20</i>
<b>12</b>	<b>CEO UPDATES</b>	<b>25</b>
12.1	<i>Springhaven Major Transaction Update – Business Plan, Business Sale Agreement, Lease Agreements</i>	<i>25</i>
12.2	<i>Risk Framework and Risk Assessment Review Update</i>	<i>25</i>
<b>13</b>	<b>OTHER ITEMS FOR DISCUSSION OR FURTHER RESEARCH AS RAISED BY MEMBERS</b>	<b>25</b>
<b>14</b>	<b>NEXT MEETING</b>	<b>25</b>
<b>15</b>	<b>CLOSURE</b>	<b>25</b>

## MINUTES

### 1 DECLARATION OF OPENING

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

### 2 ATTENDANCE, APOLOGIES & LEAVE OF ABSENCE

#### MEMBERS

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

#### STAFF (OBSERVERS)

Grant Thompson	Chief Executive Officer
Tonya Pearce	Governance & Rates Officer

#### APOLOGIES

Cr Kerry Mickle	Member
Cr Paul Webb	Member

### 3 SUMMARY OF RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE

Nil

### 4 CONFIRMATION OF MINUTES

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

#### OFFICER RECOMMENDATION/COMMITTEE DECISION

10AR Moved Cr Mathwin

Seconded J Mathwin

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

CARRIED 4/0

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

### 5 BUSINESS ARISING

Nil

### 6 DECLARATIONS OF INTEREST

Nil

## **7 SENIOR MANAGEMENT TEAM DISCUSSION**

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

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

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

*Darryn Watkins left the meeting at 10.04am*

## **8 COMMITTEE TIMETABLE**

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

### **1st Quarter (January – March)**

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

### **2nd Quarter (April – June)**

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

### **3rd Quarter (July – September)**

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

### **4th Quarter (October – December)**

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

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

## 9 COMMITTEE STATUS REPORT

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

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

UNCONFIRMED

**10     SUMMARY OF RISK MANAGEMENT**

**10.1   RISK MANAGEMENT UPDATE**

Please refer to the following attachments:

- 10.1.1         Risk Actions Report – November 2024

**10.2   WORK HEALTH AND SAFETY**

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

- No current lost time injuries

UNCONFIRMED



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

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

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

**DECLARATION OF INTEREST**

Nil

**SUMMARY**

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

**BACKGROUND**

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

**COMMENT**

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

Table 1.0 Risk Management Review Items

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

Table 2.0 Internal Control Items

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

Table 3.0 Legislative Compliance

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

## CONSULTATION

Governance & Rates Officer

## STATUTORY REQUIREMENTS

*Local Government (Audit) Regulations 1996*

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

## POLICY IMPLICATIONS

Nil

## FINANCIAL IMPLICATIONS

Nil

## RISK MANAGEMENT IMPLICATIONS

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

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

#### ASSET MANAGEMENT IMPLICATIONS

Nil

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

Nil

#### VOTING REQUIREMENTS

Simple Majority

#### OFFICER RECOMMENDATION/COMMITTEE DECISION

11AR/24 Moved C Ivey

Seconded Cr Mathwin

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

CARRIED 4/0

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

**11.2 INSURANCE POLICIES 2024/2025**

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

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

**DECLARATION OF INTEREST**

Nil

**SUMMARY**

The purpose of this report is to inform the Audit and Risk Committee of the insurance levels and associated costs held by the Shire of Kojonup (Shire) for the 2024/2025 financial year.

**BACKGROUND**

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

**COMMENT**

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

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

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

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

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

**CONSULTATION**

David Woods – Account Manager, LGIS

Grant Thompson – Chief Executive Officer

Jill Johnson – Manager Finance &amp; Corporate Services



## STATUTORY REQUIREMENTS

*Local Government Act 1995* Section 5.42(1)

Delegation Register – Admin 007 – Entering into Contracts of Insurance

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

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

## POLICY IMPLICATIONS

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

## FINANCIAL IMPLICATIONS

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

## RISK MANAGEMENT IMPLICATIONS

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

## ASSET MANAGEMENT IMPLICATIONS

Nil

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

Nil

## VOTING REQUIREMENTS

Simple Majority

### OFFICER RECOMMENDATION/COMMITTEE DECISION

12AR/24 Moved J Mathwin

Seconded Cr Mathwin

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

CARRIED 4/0

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

**11.3 WORKFORCE & DIVERSITY PLAN – JULY 2023 to JUNE 2027**

<b>AUTHOR</b>	Grant Thompson – Chief Executive Officer
<b>DATE</b>	Thursday, 31 October 2024
<b>FILE NO</b>	CM.CIR.1
<b>ATTACHMENT(S)</b>	<a href="#">11.3.1 – 7151-D WDP Kojonup (2)</a> <a href="#">11.3.2 – Organisational Structure October 2024</a>

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

**DECLARATION OF INTEREST**

Nil

**SUMMARY**

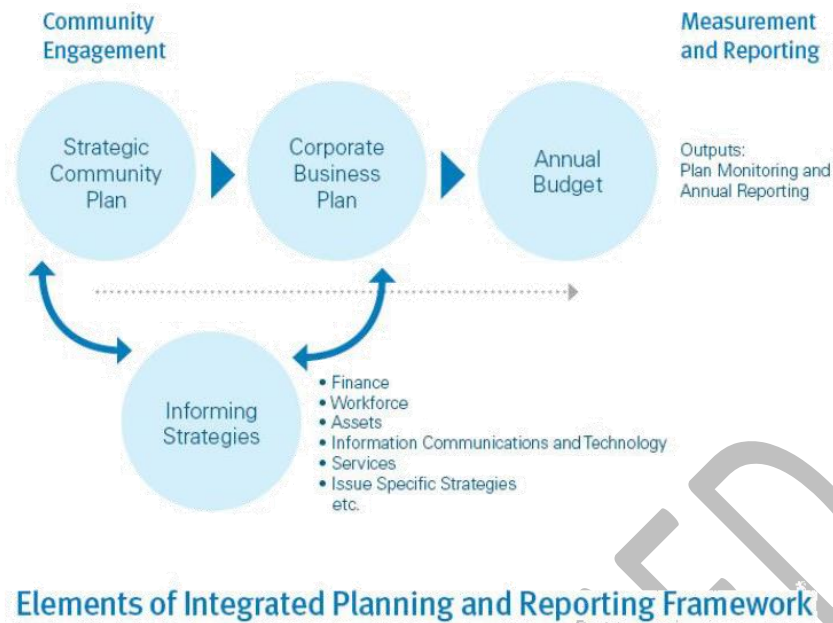
The purpose of this report is to consider recommending to Council the adoption of the Shire of Kojonup’s (Shire) Workforce & Diversity Plan as an informing and guiding document for the Corporate Business Plan 2023-2027 (Plan).

**BACKGROUND**

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

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

This process can be summarised as follows:



#### COMMENT

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

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

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

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

***"THE CULTURAL EXPERIENCE CENTRE OF THE GREAT SOUTHERN"***

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

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

These key pillars, and the re-aligned strategic goals, give the Shire direction on investment, services, and management of assets. The next step is to build the Corporate Business Plan focusing on achieving these strategic outcomes; this CBP will determine the future financial and budget decisions for the next four years.

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

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

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

‘Placemaking’ contains achievable milestones and goals and, if implemented effectively, may grow Kojonup as a population and a hub for a cultural experience in the Great Southern Region.

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

### CONSULTATION

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

### STATUTORY REQUIREMENTS

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

#### ***‘19C. Corporate Business Plans, requirements for (Act s. 5.56)***

- (1) A local government is to ensure that a strategic community plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.*
- (2) A strategic community plan for a district is to cover the period specified in the plan, which is to be at least 10 financial years.*
- (3) A strategic community plan for a district is to set out the vision, aspirations and objectives of the community in the district.*
- (4) A local government is to review the current strategic community plan for its district at least once every 4 years.*
- (5) In making or reviewing a strategic community plan, a local government is to have regard to —*
  - a) the capacity of its current resources and the anticipated capacity of its future resources; and*
  - b) strategic performance indicators and the ways of measuring its strategic performance by the application of those indicators; and*
  - c) demographic trends.*
- (6) Subject to subregulation (9), a local government may modify its strategic community plan, including extending the period the plan is made in respect of.*
- (7) A council is to consider a strategic community plan, or modifications of such a plan, submitted to it and is to determine\* whether or not to adopt the plan or the modifications.*

*\*Absolute majority required.*

- (8) If a strategic community plan is, or modifications of a strategic community plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the plan.*

- (9) *A local government is to ensure that the electors and ratepayers of its district are consulted during the development of a strategic community plan and when preparing modifications of a strategic community plan.*
- (10) *A strategic community plan for a district is to contain a description of the involvement of the electors and ratepayers of the district in the development of the plan or the preparation of modifications of the plan.'*

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

#### **POLICY IMPLICATIONS**

Nil

#### **FINANCIAL IMPLICATIONS**

*Placemaking* guides the future direction and vision for the Shire. The Corporate Business Plan will be primarily based on the contents of the SCP and will then flow into future budget and financial considerations.

*Placemaking* strategies have an unforeseen financial impact that, until the initiatives have been developed further, cannot be forecast at this stage. The adoption of the report by the Council does not have a direct financial impact.

#### **RISK MANAGEMENT IMPLICATIONS**

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

#### **ASSET MANAGEMENT IMPLICATIONS**

Nil

#### **SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS**

Nil

**VOTING REQUIREMENTS**

Simple Majority

**OFFICER RECOMMENDATION/COMMITTEE DECISION**

13AR/24 Moved C Ivey

Seconded Cr Mathwin

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

CARRIED 4/0

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

UNCONFIRMED

**12     CEO UPDATES**

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

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

12.2     Risk Framework and Risk Assessment Review Update

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

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

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

**14     NEXT MEETING**

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

**15     CLOSURE**

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

ATTACHMENTS (SEPARATE)

4.1 – Unconfirmed Audit & Risk Committee Minutes 7 August 2024

10.1.1 - Risk Actions Report – November 2024

11.2.1 - Vehicle and Plant Register

11.2.2 - Property Register

11.3.1 – 7151-D WDP Kojonup (2)

11.3.2 – Organisational Structure October 2024

UNCONFIRMED





# Workforce and Diversity Plan

July 2023 to June 2027

A guiding document for the Shire of Kojonup CEO  
Matching to the Strategic Community Plan of July 2023 to June 2033



# Contents

Introduction	3
A message from the CEO	4
CEO's Workforce and Diversity recommendations	5
Workforce and Diversity Planning – the process	6
Step 1 Analysis of the internal and external environment and the workforce diversity	7
Step 2 Strategic Community Plan and Corporate Business Plan workforce implications	14
Step 3 Workforce design	17
Step 4 Workforce performance monitoring and reporting	23
Where to from here	24



# Introduction

The Workforce and Diversity Plan (the Plan) is a vital part of the Local Shire's Integrated Planning and Reporting framework. This is because the Local Shire, as a major employer in the region, is the key body responsible for ensuring the deliverables within the Strategic Community Plan are achieved. While the community owns the Strategic Community Plan, the Local Shire must play the leading role in its successful delivery, and it does this through executing the Shire of Kojonup Corporate Business Plan.

All Local Shire employees were engaged to provide feedback during the development of this Workforce and Diversity Plan. The Local Shire employees were provided opportunity to contribute via face-to-face engagement and anonymous electronic and survey responses. Sentiment from the employees is captured within this Plan, with specific recommendations made to address employee needs.

In addition, community views were used to form guiderails for the Plan. During the community engagement phase of the Strategic Community Planning process, the feedback gathered was consistent regarding Kojonup's need to change, to grow. This request was in recognition of halting the steady population decline recorded over the last 20 years. In particular, the community noted the potential impact of this population decline on the existing high level of services and quality of living currently enjoyed by the residents of Kojonup.

**More than 32% of Western Australians  
are born overseas.**

To achieve this community desire for change, the Shire of Kojonup workforce must be structured, capable, diverse and, most importantly, resourced at the required level to execute both the Corporate Business and Strategic Community Plans.

A new CEO and council members, coupled with a new Strategic Community Plan, present Kojonup with the ideal conditions to take the first step towards achieving an inspiring new vision. For Kojonup to be 'the cultural experience centre of the Great Southern' the Local Shire workforce must be aligned and motivated to perform not only their essential existing tasks, but also the new tasks required to change. Recommendations to achieve this alignment and motivation are included within the Plan.

The material in this Workforce and Diversity plan suggests a subtle shift in the structure of the Local Shire's workforce. This shift in structure, not the individual people, has been recommended to create efficiency and bring about more focused workstream delivery that is aligned to the Corporate Business Plan.

This plan has been formed with content coming from:

- Views and data gathered through workforce and community engagement
- Leading-practice workforce and diversity
- Data from other comparative Local Shire teams

The Plan focusses on the timeframe of July 2023 to June 2027, in line with the Strategic Community Plan and the Local Shire's Corporate Business Plan.







## A message from our CEO

The Shire of Kojonup currently has an enviable lifestyle supported by a wide range of quality services, facilities, and a diverse natural environment. Unfortunately, however, demographic data shows a steady decline in our population, which presents a risk to this lifestyle. With continued population decline, it is likely that services essential to our lifestyle will be reduced or removed. If we continue doing the same as we always have, the population will continue to decline.

In recognition of this risk, the Strategic Community Plan provides a roadmap to halt the population decline and then, ultimately, increase the population to a level that future-proofs our lifestyle. Through executing the Corporate Business Plan, which is aligned to the Strategic Community Plan, the Local Shire is committed to ensuring that this lifestyle is sustained and enhanced for future generations.

*The Shire of Kojonup will now better acknowledge that the diversity of our workforce will soon be our greatest strength. At the Shire we'll focus on building a more diverse workplace as it will enable us to have a greater understanding of people we serve in our community, and a better connection with our stakeholders and partners we'll work alongside.*

*We commit to creating a new environment that values and utilises the contributions of people with different backgrounds, experiences and perspectives. We are prepared to challenge ourselves to do better on not just diversity, but inclusion as well. Our workforce and our community will be richer from this new focussed investment.*

Workforce and Diversity Planning is vital to achieve the community's aspirations and is an ongoing process. While this Workforce and Diversity Plan is for the period between July 2023 and June 2027, it will be updated as required. This is because of the increasing need for agility in delivery, brought on by societal trends and shifting employee expectations.

Included in the preparation of this new Workforce and Diversity Plan was a comprehensive review of the Shire's organisational structure. It is healthy for an organisation to review its structure. The demands and expectations imposed on the organisation by our community, the Council, other tiers of government and business are fluid and it is important that the organisational structure can cater for these.

THE CULTURAL  
EXPERIENCE CENTRE  
OF THE GREAT SOUTHERN



The vision of the Shire of Kojonup is that 'by 2033 Kojonup aims to be the cultural experience centre of the Great Southern'. In order to achieve this vision, the Shire must have the required size, skill and diversity within its workforce.

# CEO's workforce and diversity recommendations

## 1. Structure and roles

The Local Shire's workforce is not structured, and the roles within the structure do not currently contain the required work, to execute the Strategic Community and Corporate Business Plan.

### Recommendation #1

- a: Align the SoK workforce structure and roles to achieve the Strategic Community Plan and the new Corporate Business Plan
- b: Allocate numbered Deliverables from the Strategic Community Plan to each role within the new structure

## 2. Diversity and inclusion

While the Local Shire has the required diversity and inclusion policies in place, there has been a lack of implementation and monitoring of effectiveness of these policies, which has led to the Shire receiving a non-compliance notice.

### Recommendation #2

A diversity and inclusion action plan is incorporated into the Workforce Plan. Page 22 of this document contains specific, measurable actions that enhance the diversity and inclusion within the Shire.

## 3. Culture

The Local Shire's workforce members were candid in their feedback regarding the culture of the Local Shire, indicating significant room for improvement. The Shire is committed building a positive and high performing culture that supports lifelong learning and development.

### Recommendation #3

To advance Shire of Kojonup's focus on culture it is recommended that the following actions occur

- The CEO, along with Elected Members, defines and models SoK's culture that aligns to the Community's wishes in their SCP.
- The Council is to oversee growth in culture.
- The CEO provides a mechanism to monitor such culture.
- The Shires' Values are currently will be reviewed by all workforce members and Elected Members and communicated to stakeholders.
- The Council is to oversee the reward and recognition of workforce performance.

## 4. Succession planning and retention of staff

There has been considerable staff turnover in recent years, several vacant roles, and there are likely to be retirements in the next two years. It is also difficult to attract the right people with the right skills.

### Recommendation #4

Implement a Retention and Attraction and Succession Plan that incorporates individual and leadership development.



## Workforce and Diversity Planning – the process

Workforce and Diversity planning fits hand in glove with all other planning at the Local Shire's integrated planning and reporting process. There are over 20 secondary plans in this set – all secondary plans are guided by the Strategic Community Plan.

This Workforce and Diversity plan is written to coincide with the four-year phase of the Strategic Community Plan and Corporate Business Plan. To complete Workforce and Diversity planning, there are typically four steps.

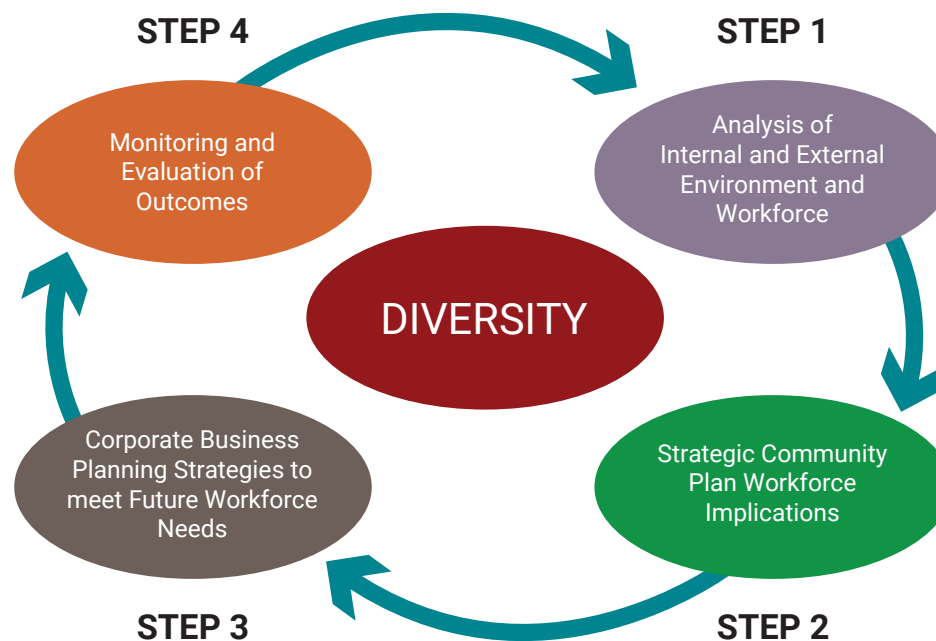
The first step is an analysis step, to determine 'where the workforce is now'. This analysis includes knowledge of this Local Shire's performance, external environment, leading-practice Shire performances, workforce data, changing workforce patterns over several years, and more. Gaps are identified as to what could have been changed or improved over time. The workforce is to be very empowered in this process, so they are the major contributors to this gap analysis.

The second step is analysing the Strategic Community Plan and the Corporate Business Plan and determining the implications of these Plans on the workforce. The current workforce structure and capabilities are overlayed on the Strategic Community Plan to determine gaps to achieve the community's aspirations.

The third step is workforce design. This design includes workforce structures, upskilling, policies, procedures and resources to support the workforce, investment in people, their skills and their functioning as a team. Performance measures are also included in this design phase so the CEO can monitor changes and growth, and then inform the community of this growth.

The fourth step is workforce performance monitoring and reporting. A good workforce systemises performance. As the Strategic Community Plan and Corporate Business Plan have an in-built execution system, the workforce is set up to be accountable for performance. All that remains is new and advanced support for the workforce to enable it to do the job at hand and to mitigate against workforce risks.

The Western Australian Department of Local Government provides a document called; workforce planning, The Essentials A Toolkit for Western Australian Local Governments (2012). This toolkit further explains the four steps to forming a strong workforce plan (as shown in the toolkit's diagram on this page).



## STEP 1

# Step 1: Analysis of the internal and external environment and workforce diversity

Analysis of  
Internal and External  
Environment and  
Workforce

## A. Internal Environment

The Shire of Kojonup, with a current population recorded as 1912, is located in the Great Southern region of Western Australia and covers an area of 293 099 kilometres. The Shire is the gateway to the Great Southern area and contains one major historic town Kojonup. 150 years ago, European settlers found the freshwater spring in the heart of Kojonup town, where the oldest surviving military barracks are found in Western Australia.

Today Kojonup is a strategically central country town in the Great Southern region. The town's community is proud of its heritage and links to the traditional custodians of the region; the Noongar Aboriginal people are celebrated by the award-winning Kodja Place Museum.

Located on Highway 95, running directly from Perth to the historic port of Albany, Kojonup is just a two-hour drive from the state capital and a short hour and a half from Albany. It is the administrative and commercial centre of a prosperous pastoral district, offering a wealth of business and lifestyle opportunities to those who set store by traditional Australian values, enjoy the fresh, clean country air, and realise the ease of access to all key amenities and facilities.

The Kojonup region has sustained a healthy and strong agriculture industry supporting the canola, wheat and wool industries.

The Local Shire has a new vision 'to be the cultural experience centre of the Great Southern' and has four guiding values; Integrity, Care and Respect for People, Responsible and, Open and Reliable. To achieve the vision will require the workforce and community to embrace change, whilst living the values.

### Workforce feedback on the work environment

Team members attended a face-to-face engagement session and had opportunity to complete an online survey, that captured the following feedback regarding the work environment at the Shire of Kojonup;

- 75% of all team members believe that their current Manager encourages and

allows them to perform their role unhindered.

- 43% of all team members feel that they have been working aligned to a Corporate Business Plan in the last 4 years
- 44% of the workforce expressed positive sentiment towards the culture as being good, however, just over 53% felt the culture, was either poor, fair or average.

### Team member comments

*"The Depot is a great place to work from"*

*"The Culture is changing for the better, however, there are still a work to do on the internal culture"*

*"Under the new CEO it is getting better"*

*"The work environment is improving, but not all roles are encouraged to participate."*

*"My current Manager encourages and allows me to perform my role unhindered. When I have an issue, he provides direction and encouragement."*

*"More communication is needed between departments and of what other departments work projects are. EG - The landscaping took place at the Ovals with no consultation between P&G who will now have to manage the facility. This will include raking of the sand area, doing the monthly play equipment inspection, hand mowing the lawn and undertaking irrigation checks. There was no budget allowed for this, this year."*

*"The landscaping took place at the Ovals with no consultation between P&G who will now have to manage the facility"*

*"The Shire of Kojonup currently has an Administration meeting every fortnight; however, I believe there would also be a benefit in having a Department meeting to discuss more focused issues, also, this would encourage participation amongst the team members and therefore inclusion".*

*"We need more of a Customer Service culture from parts of the business"*

*"We are under resourced and understaffed"*

Some staff expressed the desire for enhanced recruitment practices, for example improved reference checking prior to employment.

Other staff expressed the opinion that management could be more consistent with current policy and procedure when managing staff, e.g., employees should be given the code of conduct from the start and it should be implemented, which refers to consistent management practices.

Others commented that the IT systems were a source of frustration and required some updating, while others sought training, but the perception was requests were turned down.

From the staff data collected, three strong themes emerged

- The desire to enhance culture
- The opportunity to align to a vision and corporate business plan
- The need for recruitment, training and development

The Local Shire has not previously conducted annual staff surveys; therefore, workforce sentiments have not been formally tracked in the past.

Typical workforce planning data includes:

- Workforce satisfaction rates
- Staff engagement data, to include diversity and inclusion insights
- Culture data
- Training completion and skill development data
- Performance data
- Comparative AAGR and other LGA scores
- Outside employment market information
- Extended industry information

#### **Workforce views on the future of Kojonup (Collected September 2022)**

In addition to feedback gathered on the work environment, the workforce was provided with an opportunity to contribute towards the Strategic Community Planning engagement process. The following views were recorded;

- We need to turn Kojonup into a destination; people currently pass on through (workforce)
- "I like it as it is, it a great place, its peaceful and easy to get around" (Workforce)
- "We need to make everyone aware of our history and culture; we know, but no one else does" (Workforce)
- We need to do more to protect our environment, protect the trees, using less chemicals and more technology (workforce)

- Just a great place to be.
- Thriving service centre, many food and drink outlets, entertainment available, an invested local population is a small place with a big heart and a lot of history. Our streets are stacked with amenity, utilising infrastructure which encourages people to sit and stay awhile. The main street is a shared thoroughfare encouraging pedestrian traffic, light vehicles, and plenty of accessible parking for RVs. The main street has a theme honouring its combined heritage, the flowering trees and park-like infrastructure are everywhere encouraging you to sit, breathe the clean air and stay awhile. Kojonup is the home to a variety of boutique shopping opportunities along the main street, art and craft shops are everywhere, and visitors stop at our indoor-outdoor restaurants enjoying breakfast, lunch and dinner. Kojonup has a Cultural hub (Kodja Place) which is the home of Kojonup Noongar-Aboriginal people. Kojonup has been identified as a centre of importance by the WA Government for Indigenous Health Services and other Regional Health Services which are now located in the medical hub.
- To be recognised as a town where opportunities to own a business are great and supported by a thriving school. Our location to Perth and the west and south coast is ideal. Our streetscape will be smartened up by then and maybe we will have a bypass for heavy vehicles.
- A vibrant and busy place
- A busier little town that welcomes people
- Probably not much different
- A medium size town with the whole population working together
- Thriving businesses and economy, with the standard of sporting competition elevated, youths more engaged and the school borders wanting to return home after graduating more often than they do
- Kojonup would have become an Agricultural 'mecca', with people flocking here to live and work here, knowing that their children can grow and be educated (all the way to year 12) in a wonderful, country community. University students will be expanding their horizons through the delivery of our practical farm course. Once they get a taste for rural life they may return to Kojonup to live and work.
- "First, we need to seriously assess why Kojonup has decreased in size. Then we need to take the major contributors to our town decline and seek to counter them. It may be that we cannot increase the population but it we may be able to halt any further decline"
- A busier little town that welcomes people
- More kids back at the school, needing more teachers and other infrastructure and more sporting teams back in Kojonup
- Still a small town but a little bit busier, happier younger generations living here



## B. External Environment

External factors with the ability to impact upon the Shire's workforce are outlined below

### Geographic challenges

Geographic challenges are associated with the distance from the metropolitan area. While considered a strategic advantage for transportation reasons, Kojonup is approximately a three-and-a-half-hour drive from Perth, making the distance a potential barrier for recruitment of new staff.

### Demographic challenges

Demographic challenges are associated with an ageing population, the outmigration of youth and negative population growth rates. The implementation of the new Strategic Community Plan is designed to address this issue.

### Diversity and Inclusion

In Australia, national and state laws cover equal employment opportunity and anti-discrimination in the workplace. As an employer, the Shire of Kojonup must understand its rights and responsibilities under human rights and anti-discrimination law.

In May 2022, the Shire of Kojonup received notification that the current workforce plan was not compliant with respect to Section 145 of the Equal Opportunity Act 1998. The Equal Employment Opportunity (EEO), diversity and inclusion requirements state that EEO management plans must include;

- a development process for EEO policies and programs.
- strategies to communicate EEO policies and programs
- methods for collecting and recording workforce diversity data
- processes to identify discriminatory practices.
- goals and targets to measure the success of the plan.
- strategies to evaluate EEO policies and programs,
- processes to review and update the plan and finally
- the appointment and delegation of people to implement the plan

Specifically, this law is to ensure,

- elimination, so far as is possible, discrimination against persons on the ground of sex, marital status or pregnancy, family responsibility or family status, sexual orientation, race, religious or political conviction, impairment, age, publication of relevant details on the Fines Enforcement Registrar's website or, in certain cases, gender history in the areas of work, accommodation, education, the provision of goods, facilities and services and the activities of clubs;
- to eliminate, so far as is possible, sexual harassment and racial harassment in the workplace and in educational institutions and sexual harassment and racial harassment related to accommodation; and
- to promote recognition and acceptance within the community of the equality of men and women; and
- to promote recognition and acceptance within the community of the equality of persons of all races and of all persons regardless of their sexual orientation, religious or political convictions or their impairments or ages.

This Plan contains specific actions to address the Shire of Kojonup's Diversity and Inclusion requirements.

### Tight labour market and rising costs of living

Australia's labour market is tighter than it has been in many years. The unemployment rate is 3.5 %, the lowest level since 2008. It is noted that all industries are suffering due to a lack of workers available for a variety of roles. Coupled with increasing costs of living and the amount of money the mining sector in Western Australia is offering workers, Local Shires are finding it increasingly difficult to recruit suitably qualified staff.

Labour force demographics and employee expectations are constantly changing. The age at which people retire has increased over the past 10 years, impacted by the 2008 Global Financial Crisis (GFC) and more recently by government changes to superannuation and retirement ages. Part time and flexible working arrangements are increasingly a feature of work, with parents of young children and those aged over 55 having the right to request flexible arrangements.

It is important for the Shire to offer flexible work practices and professional development opportunities.

## C. Workforce

### Current Workforce investment

#### Workforce trends

	FY 13/14	FY 17/18	FY 21/22
Total SoK workforce numbers (FTE)		67	79
SoK Springhaven workforce numbers (FTE)		16	27
Total salary of SoK workforce	\$3,284,845	\$4,236,077	\$4,801,960
Percentage of SoK workforce salary to expenditure		42.3%	41.9%
SoK annual revenue		\$8,697,108	\$9,749,814
SoK annual expenditure		\$10,014,770	\$11,462,502

There was a large increase in local shire total workforce salary between 13/14 and 17/18 due to the Shire employing staff associated with the Springhaven Aged Care facility. Maintaining a 40% workforce salary to expenditure target should be considered when considering any new appointments.

### Current Workforce situation

#### Workforce Head Count (excluding aged care) 22/21

Headcount by department	Required	Actual	Gap	Vacant roles
CEO Office and executive services	2	2	0	
Tourism and Kodja Place	5	5	0	
Corporate and Community Services	11	9	2	Manager Corporate and Community Services, Community Development Officer
Regulatory Services	6	5	1	Town Planner
Works and Services	32	32		
<b>Total FTE</b>	<b>56</b>	<b>53</b>	<b>3</b>	

### Staff Recruitment, Retention and Exit data, FY 21/22

#### Turnover trends, and current exit information

Turnover rate % 22/21	36%
Turnover rate % 21/20	32%
Turnover rate % 20/19	36%
Number of staff expected to retire in next 12 months	1
Number of exits in last 12 months (total)	31
Number of exits in last 12-24 months (total)	58
Staff Entry in last 12 months	24
Average time taken to fill vacant roles (months)	3

There is a continuing need to better understand the changing characteristics of the workforce and what motivates and retains people. Turnover rates have increased slightly in what is a relatively depressed economic market. The Shire faces a greater risk of further turnover and it is important that the Shire continues to strengthen its leadership and engagement of staff, and appropriately manage staff performance, both in terms of career advancement and managing poor performance in constructive ways.

Maintaining market competitiveness within the industry is essential as is ensuring the provision of benefits such as salary packaging benefits, flexible work practices and learning and development opportunities. The Shire must leverage its key competitive advantages of location, the fulfilment of working for and within the Kojonup community, and the relative security of the local government industry. The Shire must continue to focus attraction strategies on those who value these factors and those who have similar values to the organisation itself.

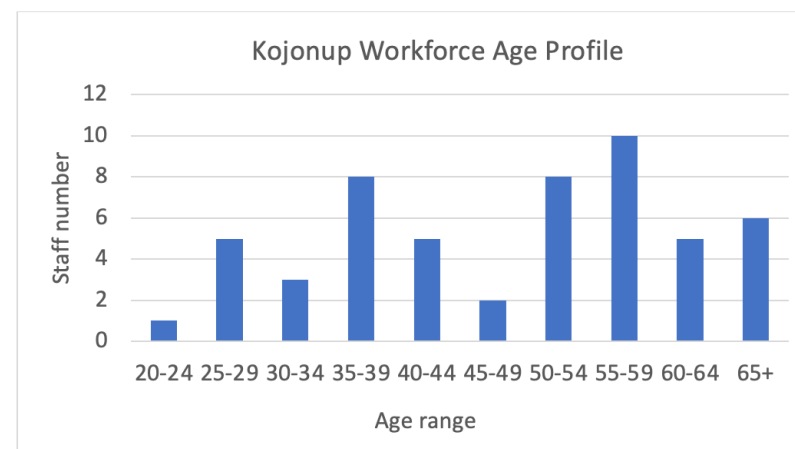


**1 in 5 people  
in Australia  
have a disability<sup>1</sup>**

## Diversity in the workforce helps us to

- be more innovative
- develop good policy
- better understand and serve our clients
- attract a wide range of talented staff.

### Workforce age profile (excluding Springhaven)



It's expected that one staff member will retire in 2022. The workforce age profile shows that there are six staff over the age of 65, which suggests more staff could leave in the next 12-24 months due to retirement, having implications for recruitment and succession planning.

## Demographic Analysis by department

Department	Required staff	Headcount	% Women	% Men	% Australian	% Australian aboriginal	% From Culturally diverse backgrounds
Executive Services	2	2	100%	0%	100%	0%	0%
Tourism and Koja Place	5	5	80%	20%	40%	20%	40%
Corporate and Community Services	11	9	89%	11%	78%	0%	11%
Regulatory Services	6	5	40%	60%	80%	0%	20%
Works and Services	32	32	34%	66%	38%	25%	38%
Aged Care Services	31	31	97%	3%	55%	0%	45%
<b>Total</b>	<b>87</b>	<b>84</b>	<b>68%</b>	<b>32%</b>	<b>47%</b>	<b>14%</b>	<b>39%</b>

### Future workforce profile

A critical phase of the workforce planning process is to review future skill requirements, staffing levels, and projected employment costs. The organisation must ensure it plans and manages its resourcing in a way that meets its future service delivery requirements while at the same time ensuring it operates within its financial means

### Useful demographic data

To better understand the workforce, the Shire needs to improve its workforce data collection, including, but not limited to;

- Role characteristics, such as hours of work, overtime and flex hours, hours worked by contractors and consultants, leave liabilities, qualifications, training, job location.
- Workforce characteristics, such as the number of employees FTE versus short-term or contract staff versus staff location, transferability of staff.
- Job characteristics, such as age and gender profile, equal opportunity factors, length of service, grades and classification, and recruitment and retention rates.

### Gap analysis of internal environment, external environment, and the workforce current situation

Before consideration is given to the community's needs as indicated in the Strategic Community Plan, a gap analysis of the internal environment, external environment and workforce has been completed.

This gap analysis takes into consideration what would be considered reasonable practice for a like-kind organisation in a regional local government area.

Identified gaps:

#### 1. Work culture.

Only 44% of the workforce rated the culture as 'good', while 16%, 16% and 22% rated the culture as poor, fair and average respectively. The perceptions of the workplace culture may in part explain some of the turnover data, although more data and regular employee engagement data is required.

#### 2. Staff turnover.

The past three years, the average turnover was 34.6%. This is considerably higher than similar shire workforces in the southwest region

### 3. Recruitment.

There are currently three positions unfilled.

### 4. Succession planning

Several staff are reaching the age of retirement. These people have been long standing employees, so its essential that the tacit knowledge and wisdom is captured, and succession plans are put in place.

### 5. IT systems

A lack of investment in IT upgrades is frustrating staff and contributing to inefficient practice

### 6.Diversity and inclusion planning

Planning and monitoring of diversity and inclusion practice ensures there are mechanisms in place to enable diverse groups to operate effectively in the workplace.

### 7. Maintaining service levels and productivity given resource limitations and competing demands

As the Shire develops, community expectations and demand for service delivery and facilities continues to increase. Council must find a way to meet these increasing demands while at the same time remaining financially sustainable.

To achieve this, workforce growth should be conservative and assume the continued achievement of efficiency gains with existing staff. In order to achieve further efficiencies, the Shire will need to ensure a focus on continuous improvement and should invest in the training of staff so that they can more readily identify productivity improvements. Investment in systems which facilitate efficiency gains will also be important as will the prioritisation of service provision and levels of service.





## STEP 2

### Strategic Community Plan Workforce Implications

## Step 2: Strategic Community and Corporate Business Plan workforce implications

### Overlaying the Strategic Community Plan

Each Deliverable within the Strategic Community Plan has a single point of accountability. By analysing this Plan, the workforce structure becomes apparent. Structure, and roles within the structure, must be aligned to achieve each Deliverable.

There are 51 points of accountability in the SoK Strategic Community Plan. This delineation of accountability also assists the development of the CEO and Manager's job descriptions and the performance management process. It must be noted that business as usual tasks, such as the legislative needs a Local Shire workforce, is not included in the list of deliverables.

The colour coding represents the four key pillars of Cultural Experience Lifestyle (**blue**), Cultural Experience Economics (**green**), Cultural Experience Visitation (**orange**) and Shire of Kojonup Performance (**Ochre**).

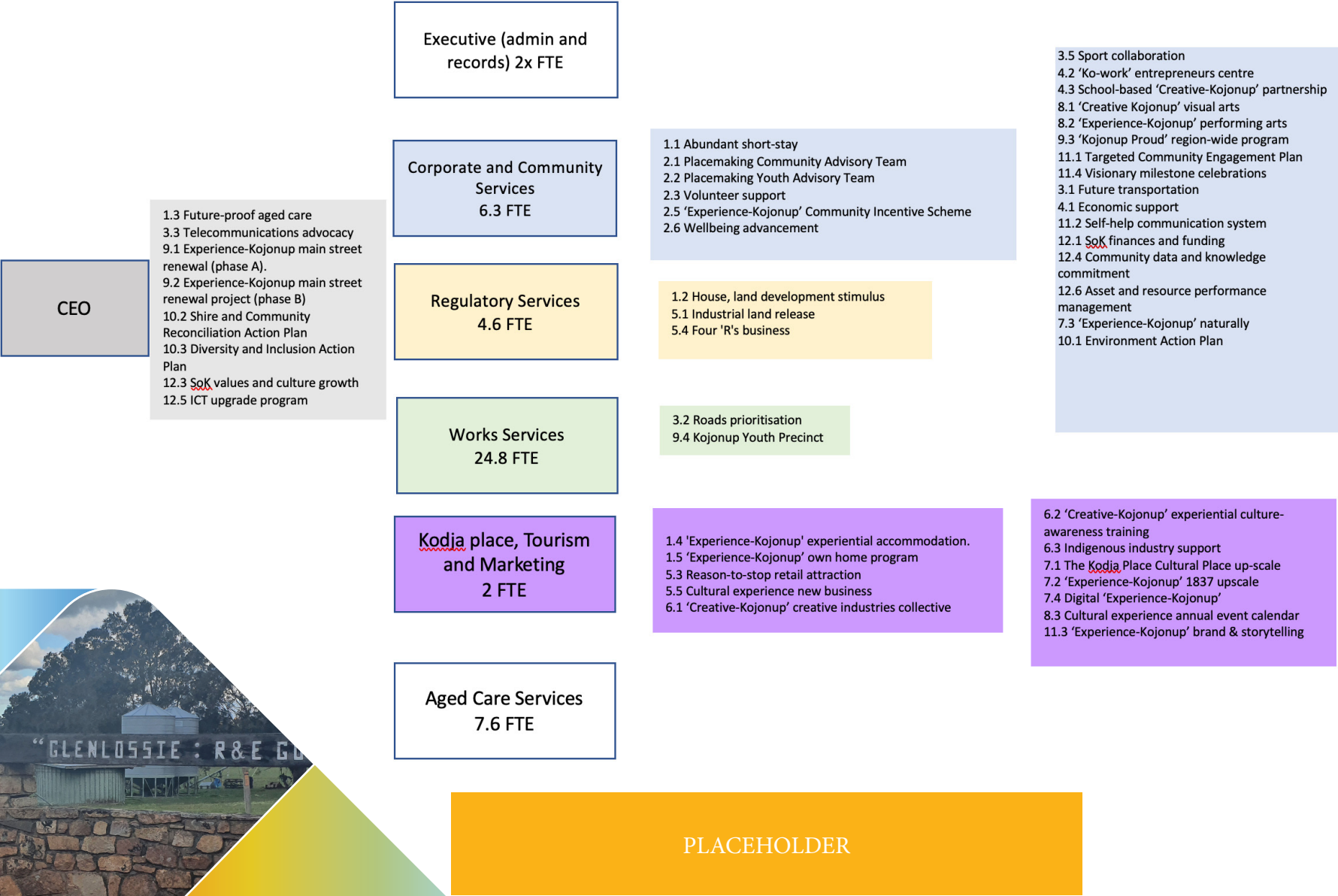
Within the Strategic Community Plan there are distinct Deliverables that are targeted as specific Shire of Kojonup placemaking projects. These are highlighted xxx . Deliverables can be initiated by the Local Shire (shaded) or by the community (unshaded). There are four years to achieve the deliverables, with the timelines for implementation shown.

All deliverables are not the same size, scale, effort, duration or financial impact.

By analysing the list of Deliverables, we can see where the current workforce matches the community aspirations, therefore expectations, and where it doesn't match.



# Current Workforce Structure mapped against the Strategic Community Plan Deliverables



## Gap analysis of current situation

The above diagram identifies the following issues regarding the existing structure and the capacity to execute the Corporate Business Plan

### 1. The CEO is accountable for too many Deliverables.

Ideally, a CEO should be directly accountable for no Deliverables within a Strategic Community Plan. The CEO, on the other hand, should be accountable for the successful execution of the entire Plan. In this way, the CEO enables the Management team, by using strategic leadership and the alignment of the required resources.

In reality, however, Regional Local Shire CEO's often take accountability for the higher-level strategic Deliverables. This is because of a variety of restraints (eg capacity and capability of existing personnel, budget etc) that make it impracticable for CEO's to effectively delegate. In this instance, there are two potential Deliverables that could be considered as opportunities to delegate – Deliverables # 3.3, 9.1 and 9.2

### 2. Overload of Corporate and Community Services

As is often the case, when one department, such as corporate affairs, is combined with another (eg community), it becomes a loading zone for the majority of the work. In this instance, 22 deliverables from the SCP are found in this portfolio. Whilst there are sufficient FTE's to absorb the workload, a more defined breakdown of the structure will assist with clarity and monitoring execution of the SCP.

### 3. Lack of Deliverables aligned to the Works Manager

The SCP has a lack of major infrastructure projects. This is because the SCP is deliberately targeting change through culture enhancement, as opposed to built-form. Works teams traditionally are the largest teams within Local Shires due to the manpower required to upkeep roads, parks and gardens, and maintenance. There is an opportunity to broaden the traditional role of the Works Manager by including some additional Deliverables under this portfolio.

### 4. Focus on Placemaking

The Kodja Place, Tourism and Marketing department is not large enough to cater for the additional placemaking Deliverables that are essential to the Strategic Community Plan.

### 5. Aged care services

The Local Shire currently manages the aged care services, absorbing 7.6 FTE. There is potential to look at other models of management that reduce or remove this responsibility from the council.





### Step 3: Workforce and Diversity design

The Corporate Business Plan contains a Key Pillar relating to the Shire of Kojonup Performance. Within this Key Pillar, there are several Deliverables aimed at addressing the future workforce needs.

In particular, Deliverable 10.3 addresses the need for a Diversity and Inclusion Action Plan, while Deliverable 12.3 addresses the Shire’s growth in values and culture.

With regard workforce structure, the allocation of a single point accountability to each Deliverable clearly shows the requirement for resourcing in each department, while the timeline for execution provides a guide for the recruitment of team members required to execute the various work.

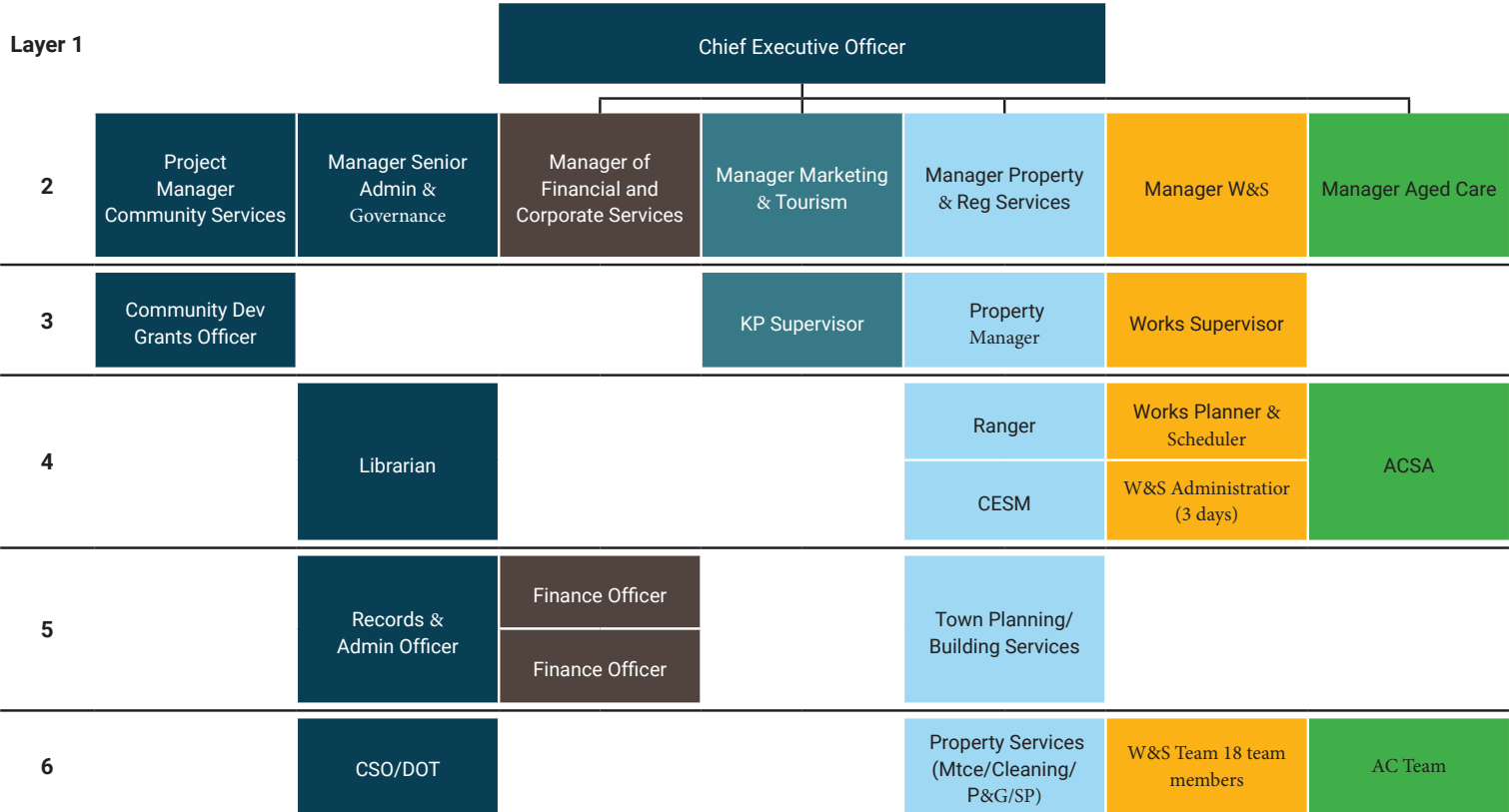
### Recommendations to meet the needs of the Corporate Business Plan

The over-arching principle regarding the proposed workforce structure is clarity of roles directly aligned to the Corporate Business Plan. Each Deliverable within the Corporate Business Plan must have a discrete , single point of accountability. In some cases, new titles, roles and/or position descriptions may have to be established to ensure the Deliverables are executed according to the timeframes outlined in the Corporate Business Plan.

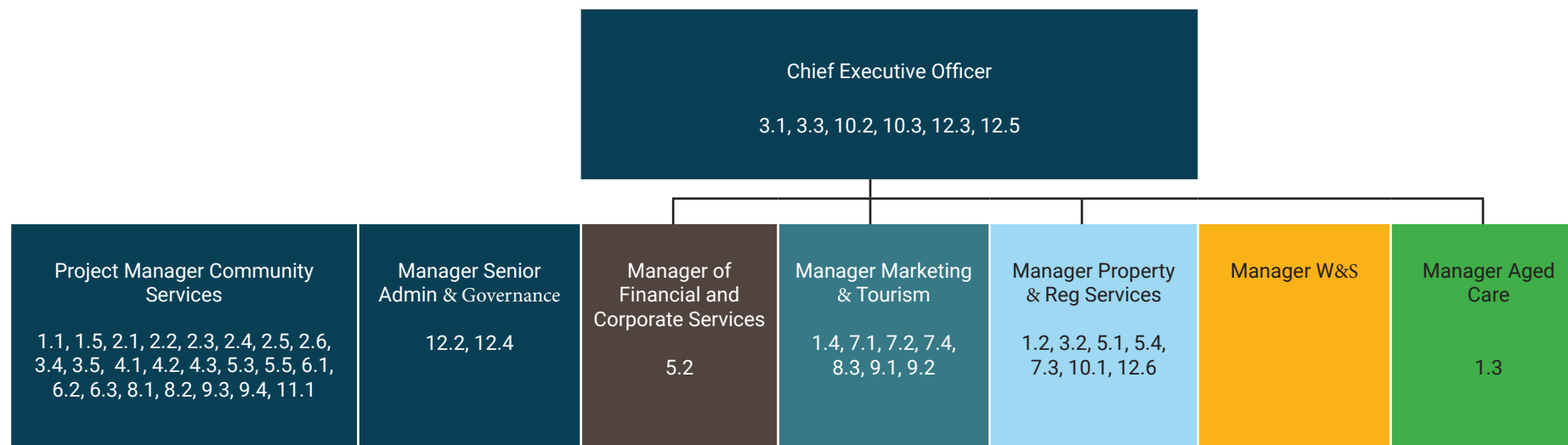
### Recommended workforce structure

STEP 3

Corporate Business Planning Strategies to meet Future Workforce Needs



## Recommended roles with Deliverable #



## Workforce structure and the skills required

The following skills and mindset aligned to roles will enhance the recommended workforce structure outcomes;

### CEO

- Culture strengthening, through engagement survey and targeted workforce retention and development tactics
- Gathering performance insights through measurement and data
- Financial strategy (recruitment of a senior financial officer CFO)
- Ambition to drive change quickly

### Corporate and Financial services

- Financial planning, forecasting, monitoring and reporting
- Human resources; succession planning, staff retention planning and activation
- Data insights; capture, analysis and reporting of data
- Policy writing

### Community Development

- Engagement
- Service provision (eg sport and recreation, arts and culture)
- Income generation; grant application, fund raising, sponsorship

### Placemaking

- Marketing and communications
- Brand development
- Digital transformation
- Event management

### Works skills

- Major project prioritisation, planning and implementation
- Planning and policy formation

### Regulatory services

- Economic stimulus and growth
- Compliance

Different skills can be present in different people (Eg. The CEO could have significant financial skills to complement the corporate team), so flexibility to assist across teams, where practical, should be encouraged

## Delivering a workforce to meet the new Corporate Business Plan outcomes

### How to implement the new Workforce and Diversity Plan

June 2023. Appoint full time, part time, contract or consultants to fill current gaps (x3) and Corporate Business Plan identified gaps. These positions do not represent a person, nor a full-time position - these are roles to be filled.:

- Town teams coordinator
- Community spirit coordinator
- Business development coordinator
- Natural resource officer
- Grants and data officer
- Human resources officer
- Finance officer

June 2023: A workforce of approximately 53 FTE's, plus contractors (data tracked), plus consultants (data tracked) to the maximum of 40% annual expenses.

Future workforce – the 'how to' guide.

CORPORATE BUSINESS PLAN lists five Deliverables (under Outcome 12) with keywords being:

- Finances and funding
- Monitoring and reporting
- Values and culture
- Data and knowledge
- ICT upgrade
- Asset and resources

The timeline of change could look like:

**Early 2023:** audit and quiz current staff to determine aspirations to fill roles and skills from current gaps and STRATEGIC COMMUNITY PLAN gaps

**Mid 2023:** ear-mark budget to support and grow workforce, quickly. Allow for 40% of expenses on workforce (not permanent).

**Mid 2023:** increase speed of record keeping and data access

**By Dec 31, 2023:** Considered 'essential' for the CEO to close in 2023 are the gaps in;

- Personnel to implement the SCP according to timelines, in particular the Placemaking and Community Development departments
- Culture building,
- Strategic performance and monitoring,
- Diversity and inclusion compliance
- Recruitment, retention and succession

## Resource implications

There are implications for a growing Local Shire workforce.

1. Financial management
2. Marketing and communications
3. Economic growth

## Attraction, retention, and succession

It is always challenging for regional Local Shire to attract a workforce when there is a low population, high employment across the region and relatively lower amenities. However, the Shire of Kojonup, is a well-known safe and central location, with a high rating of 'liveability' amongst its community.

A new Strategic Community Plan with a clear vision for the future, coupled with a new CEO, presents ideal conditions to attract a workforce to take up the new roles. By selling Kojonup's strengths and forward-thinking plans, the conditions exist to ignite the current workforce and community members to take up new roles.

## Attracting workforce to take up their roles

- A workforce with a defined mouth-watering vision and point-of-difference, strong values and inspiring branding,
- A workforce that has inspired recruitment, retention, and pathways, in particular, enthused succession
- There'll be interest, understanding, data-awareness and positivity about the Local Shire from community,
- It will be admired for good culture, and contemporary internal processes
- It will be a high-performing, engaged by celebrated progress,
- A workforce satisfying Environmental, Social and Governance (ESG) standards which millennials are preferring,
- A continually learning, with high support in training and development, and positive challenge to improve .
- Strategic community plan and corporate business plan, being executable in nature, will also assist in workforce attraction, retention and succession, as the workforce can choose to be involved in particular deliverables or 'pieces of the puzzle'. Job descriptions are innately supplied in this type of model.

## Diversity and inclusion

### Background

Australia has one of the most diverse populations in the world. People come from a wide range of ethnic and cultural backgrounds, with different religious beliefs, sexual orientations, disabilities, family responsibilities, socio-economic background, life and work experience.

Workplace diversity maintains the basic principles of equity, merit and non-discrimination which formed the basis of equal employment opportunity (EEO) legislation, and puts a new emphasis on valuing workplace difference as good management practice.

Some of the benefits of a diverse workforce with a range of talents, perspectives and opportunities can include:

- increased innovation and creativity which are valued and encouraged
- improved client service

- increased ability to attract and retain quality employees
- increased employee satisfaction and productivity, and
- improved teamwork and internal and external relationships.

**Under Section 145 of the Equal Opportunity Act 198, local shires have to demonstrate they are compliant with respect to eliminating any discrimination in the workplace.**

Specifically, this is to ensure

- elimination, so far as is possible, discrimination against persons on the ground of sex, marital status or pregnancy, family responsibility or family status, sexual orientation, race, religious or political conviction, impairment, age, publication of relevant details on the Fines Enforcement Registrar's website or, in certain cases, gender history in the areas of work, accommodation, education, the provision of goods, facilities and services and the activities of clubs;
- to eliminate, so far as is possible, sexual harassment and racial harassment in the workplace and in educational institutions and sexual harassment and racial harassment related to accommodation; and
- to promote recognition and acceptance within the community of the equality of men and women; and
- to promote recognition and acceptance within the community of the equality of persons of all races and of all persons regardless of their sexual orientation, religious or political convictions or their impairments or ages.

### Our diversity profile

Department	% Women	% Men	% Australian	% Australian aboriginal	% Other Nationality
Executive Services	100%	0%	100%	0%	0%
Tourism and Kojia Place	80%	20%	40%	20%	40%
Corporate and Community Services	89%	11%	78%	0%	11%
Regulatory Services	40%	60%	80%	0%	20%
Works and Services	34%	66%	38%	25%	38%
Aged Care Services	97%	3%	55%	0%	45%

### Workplace Diversity and Inclusion: Action Plan (deliverable 10.3 in CBP)

We recognise that all people bring different qualities, skills, qualifications, experience and attitudes to work and that valuing and making the most of these differences can improve the workplace for individuals and enhance the overall performance of our organisation.

Intent of the action plan:

- Diversity is endorsed and promoted at a leadership level
  - Ensure diversity is embedded into the SoK Corporate Business Plan
  - Model appropriate behaviours to embrace and promote a diverse workforce
  - Ensure progress towards diversity goals is a standing agenda item at the leadership meeting
- Our employees will be educated in diversity
  - Updates related to diversity are published
  - Diversity events are celebrated throughout our organisation and included in the 'important dates' calendar
  - All employees are educated on how to work effectively in a diverse workforce through unconscious bias training
  - Equal Employment Opportunity information and our Workforce and diversity plan is included in the induction process
- We will promote our diversity to our members and the general public
  - Our Workforce and diversity plan is published on our website
  - Employee profiles will be available on our website
- Our recruitment requirements will include:
  - Use of easy to understand language, free of acronyms in all documentation
  - Differentiating between essential and desirable criteria
  - Our diversity statement on all recruitment advertising
  - Identifying roles which are not degree qualified and simplify job descriptions and associated documentation
  - Considering specialist advertising
  - Considering interview format – instead of asking for verbal answers, have applicants show examples
  - Gaining data to understand where our applicants are coming from so they can be targeted

Measurement: 100% of diversity and inclusion actions completed

	Actions	Completed by	Accountable
<b>Data</b>	10.3.1 Annual diversity and inclusion staff survey	6 monthly	Manager Senior Admin and Governance
<b>Leadership</b>	10.3.2 Leadership in SoK actively encourage and promotes workplace diversity principles. 10.3.3 Workplace diversity principles included in staff induction and training programs	Q1 2023	CEO
<b>Recruitment</b>	10.3.4 Set indicators and measure on an annual basis <ul style="list-style-type: none"> <li>• Gender balance</li> <li>• Age distribution</li> <li>• Indigenous and Torres strait people</li> <li>• People with disability</li> </ul>	Q1 2024	Manager Senior Admin and Governance
	10.3.5 Encourage through recruitment practice, that the SoK is an equal opportunity employer and would welcome applications from indigenous people and or people with disabilities	Q1 2023	
	10.3.6 Seek advice from disability support agencies to implement working options for people with disability (e.g. job sharing)	Q2 2023	
<b>Retention</b>	10.3.7 All managers to work closely with new recruits to identify issues early, e.g. ease of access, and implement solutions.	Q1 2023	Senior managers
	10.3.8 Identify specific career development needs and development opportunities for Indigenous employees and other diversity groups in their performance management meetings including mainstream programs.	Annual	Senior managers
	10.3.9 Ensure all employees with a disability have the necessary equipment and ergonomic items to actively participate in the workplace.	Q2 2023	Senior managers
<b>Culture</b>	10.3.10 Incorporate behaviours which support diversity and inclusion principles into SoK performance management documentation and guidance material.	Q2 2023	CEO
	10.3.11 Encourage Managers to be aware of issues for employees with disabilities e.g. when relocating, access building, facilities, staff events	Q1 2023	Senior managers
	10.3.12 Identify and promote support networks for all SoK staff from diverse backgrounds including Indigenous employees and those with a disability.	Q1 2023	Project Manager Community Services
	10.3.13 Provide education tools for staff in workshops and other learning activities to recognise and manage inappropriate behaviour towards minorities, people with disabilities	Q2 2023	

## Step 4: Workforce Performance, monitoring and reporting

### STEP 4

Monitoring and  
Evaluation of  
Outcomes

### Performance

The Corporate Business Plan is presented in an executable structure. This provides for clear accountability and monitoring of progress. The structure can be further broken down into a series of 90 Day Plans, each with specific actions linked to the Deliverables within the Corporate Business Plan. Each action can be monitored, therefore proving a 'scorecard' for performance.

The table below a 90 Day Plan template

SHIRE OF KOJONUP PERFORMANCE	Outcome	Deliverables	Action	Key Pillar average score	2
	10. Contributed Socially	10.1 Environment Action Plan			
		10.2 Shire and Community Reconciliation Action Plan			
		10.3 Diversity and Inclusion Action Plan			
	11. Fresh Community Engagement	11.1 Targeted Community Engagement Plan			
		11.2 Self-help communication system			
		11.3 'Experience-Kojonup' brand & storytelling			
		11.4 Visionary milestone celebrations			
	12. A High-Performing Council	12.1 SoK finances and funding			
		12.2 SoK monitoring and reporting			
		12.3 SoK values and culture growth			
		12.4 Community data and knowledge commitment			
		12.5 ICT upgrade program			
		12.6 Asset and resource performance management			

The corporate business plan's performance is monitored and reported in four ways:

- Deliverable progress is monitored, assessed, and reported on within the workforce,
- Deliverables are reported on through Local Shire at monthly Council meetings,
- Deliverables are reported on in quarterly reports to all community members through all communication streams,
- Deliverables are reported on annual in the Annual Report.



## Where to from here?

The Local Shire's next community engagement 'Future Think' process runs from December 2024 to March 2025.

The Next Strategic community plan and subsequent corporate business plan is to be formed by June 2025, ready for realisation July 2025 to June 2029.

Workforce Planning is a continual process. This Workforce Plan is a good guide for the CEO, for July 2021 to June 2025 performance phase of corporate business plan. It is only a guiding document to workforce planning, with much empowerment to the CEO to make continual progressions on top of this guide.

For further details on the corporate business plan workforce plan, and the integrated and reporting process for the Local Shire, reach out to:  
CEO

93 Albany Highway, Kojonup WA 6395  
PO Box 163, Kojonup WA 6395





# SoKO Structure October 2024



Layer

1

Chief Executive Officer

**Grant Thompson**

Exec

Strategy/  
Governance

2

Governance &  
Rates Officer (EA)

**Tonya Pearce**

Project Manager &  
Regulatory  
Services

**Estelle Lottering**

Manager  
Financial &  
Corporate Services

**Jill Johnson**

Manager  
Property Services  
& NRM

**Dwayne Lottering**

Manager  
Works &  
Infrastructure

**Darryn Watkins**

Manager  
Culture Marketing  
& Tourism

**Jill Watkin**

Snr Mgt

Planning/  
Governance

3

Senior Librarian

**Lorreen Greeuw**

Team Leader  
Property Services  
& NRM

**Eloise Brown**

Works  
Foreman

**Douglas Fraser**

Kodja Place  
Supervisor

**Kristel Thomson**

FOH

Front of  
House/  
Supervision

4

Works & Finance  
Admin [Shared]  
**Hayley Clarke**

Works & Finance  
Admin [Shared]  
**Hayley Clarke**

LOB

Line of  
Business/  
Admin/  
Scheduling

Records &  
Administration  
Officer  
**TBD**

Technical Officer  
**Gerald Alizer**

5

Town Planning/  
Building Services  
(Outsourced)

Payroll/  
Senior Finance  
Officer  
**Vivicka Kahn**

Mechanic

**Lee Lucev**

BOH

Back of  
House/  
Execution

Finance Officers  
**Bree Cavanagh/  
Rachel Egerton  
Warburton**

6

Ranger Services  
(Outsourced)

Environmental  
Health Officer  
(Shared  
Katanning)

Customer  
Service Officers

**Kylie  
Romic/Stacey  
Hawkes**

Mtce x 1/Grounds  
Mtce x 4/  
Swimming Pool x  
1/ Security Mgt/

17 Works &  
Infrastructure  
Team  
(Roads & Civils)

Casual Customer  
Service Officers

**X 4**

**CESM**

**Shane Harris**

Frontline

Execution