SHIRE OF KOJONUP

AGENDA

Ordinary Council Meeting

10 December 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, 10 December 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
5 December 2024

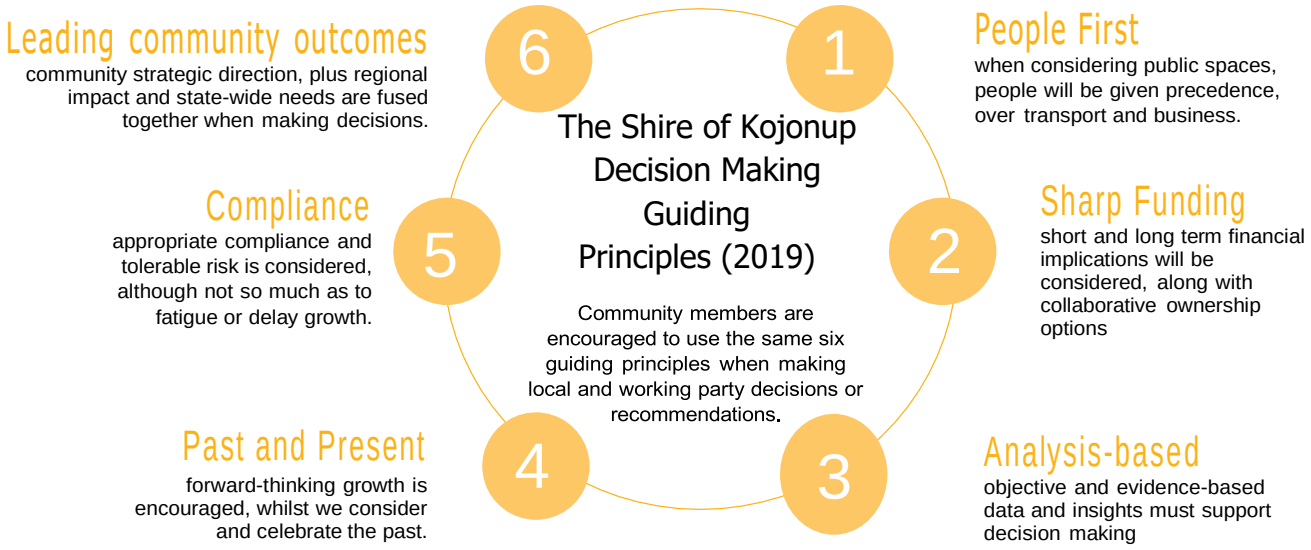
AGENDA FOR AN ORDINARY COUNCIL MEETING TO BE HELD ON 10 DECEMBER 2024

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



AGENDA

1 DECLARATION OF OPENING AND ANNOUNCEMENT OF GUESTS

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

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

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

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

Acknowledgement of Country

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

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

Prayer

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

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

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

Amen

2 ANNOUNCEMENTS FROM THE PRESIDING MEMBER

3 ATTENDANCE

COUNCILLORS

Cr Bilney	Shire President
Cr Wieringa	Deputy Shire President
Cr Radford	
Cr 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 19 NOVEMBER 2024

Unconfirmed Minutes of an Ordinary Council Meeting held 19 November 2024 are at attachment 6.1.1.

OFFICER RECOMMENDATION

That the Minutes of an Ordinary Council Meeting held 19 November 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

Nil

9.2 KEY PILLAR 'ECONOMICS' REPORTS

9.2.1 ADDITIONAL TWO SILOS FOR EXISTING RURAL INDUSTRY (STOCK FEED) BUSINESS - LOT 1 (No. 23368) ALBANY HIGHWAY, LUMEAH

AUTHOR	Steve Thompson - Consultant Planner, Edge Planning & Property
DATE	Friday, 6 December 2024
FILE NO	A24200
ATTACHMENT(S)	9.2.1.1 - Development Plans 9.2.1.2 - Development Application Report 9.2.1.3 – Environmental Assessment Report and License Supporting Information 9.2.1.4 - Extract from *Planning and Development (Local Planning Scheme) Regulations 2015*

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

DECLARATION OF INTEREST

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

SUMMARY

To consider an application for development approval for two additional silos for an existing stock feed business (Kojonup Feeds Pty Ltd).

BACKGROUND

The application site contains the existing business, Kojonup Feeds Pty Ltd which consists of various sheds, tanks, silos, and a weighbridge. The site is 16.4354 hectares in area and is cleared. Kojonup Feeds has been operated since 2014. The site is approximately 18km south-south east of the Kojonup townsite.

Proposal

The applicant seeks approval to construct two overhead 13m high by 3.7m wide silos. The silos have a capacity of 100m^3 and will support the established stockfeed plant. The height and width of the proposed silos are consistent with the existing silos on site. The new silos assist to increase production from approximately 35,000 tonnes per annum at present to approximately 55,000 tonnes per annum.

Development plans are set out in Attachment 9.2.1.1. Attachments 9.2.1.2 and 9.2.1.3 provide extensive information relating to the property, planning and environmental framework, existing operations, proposed development and how relevant matters will be addressed.

Given the scale of the business, Kojonup Feeds separately need to obtain a licence under the *Environmental Protection Act 1986* from the Department of Water and Environmental

Regulation (DWER). Animal feed manufacturing which produces 1,000 tonnes or more per year is a 'prescribed premise'. Accordingly, Kojonup Feeds needs a licence from DWER and needs to comply with the environmental standards.

COMMENT

The proposed silos are supported to assist expanding an existing business operating from the property. Following an assessment of the Development Application against the planning framework and site features, it is recommended that Council conditionally approve the Development Application given:

- It is consistent with the planning framework;
- The proposed development meets Town Planning Scheme No. 3 setbacks from property boundaries;
- The proposed development is not considered to create any significant amenity impacts, noting neighbours' dwellings are well setback from the facility. The closest dwelling, on adjoining Lot 4, is located approximately 150 metres from the Kojonup Feeds mill. The owner of Lot 4 advises this dwelling is not in a condition for human habitation. The owner of Lot 4, who owns adjoining Lots 2, 3 and 4, has provided written support to the application;
- There are manageable bushfire risks;
- There are expected to be minimal environmental impacts;
- Large vehicles access the site via Jingalup Road;
- The facility is well setback from Albany Highway and there are modest visual impacts associated with the proposed silos. It is suggested that silos are generally accepted in a rural landscape;
- It supports diversifying and growing the local economy and supports job creation;
- The Shire has not received objections to the Kojonup Feeds operations since it commenced operations;
- There are no objections from other Shire officers/units; and
- Development conditions can assist to control the use and management of the development.

Following the Council determining the Development Application, DWER will consider a licence under the *Environmental Protection Act 1986.*

ALTERNATIVE OPTIONS AND THEIR IMPLICATIONS

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

1. Not approve the proposal

The Council is unable to refuse the application as 'Industry – Rural' is a 'P' use in the Rural Zone as set out in the TPS3 Zoning Table. If this option were chosen, it is suggested that the State Administrative Tribunal would overturn the Council's decision.

2. Approve the proposal

The Council can choose to approve the application, with or without conditions. If this option were chosen, the development can proceed subject to obtaining DWER approval.

3. Defer the proposal

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

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

CONSULTATION

No consultation is required given Rural-Industry is a 'P' (permitted) use in the Rural zone. Kojonup Feeds has received written support from an adjoining landowner who owns various adjoining lots.

STATUTORY REQUIREMENTS

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

The site is zoned 'Rural' in TPS3. 'Industry – Rural' is a 'P' use in the Rural Zone as set out in the TPS3 Zoning Table. The local government is not able to refuse a 'P' use. TPS3 defines Industry – Rural as 'an industry handling, treating, processing or packing primary products grown, reared or produced in the locality, and a workshop servicing plant or equipment used for rural purposes in the locality.'

The *Shire of Kojonup Strategic Community Plan* supports a diversified economic base.

The site is partly located within a bushfire prone area as designated by the Fire and Emergency Services Commissioner. The proposed silos are located outside of the bushfire prone area.

Attachment 9.2.1.4 is an extract from the *Planning and Development (Local Planning Schemes) Regulations 2015* which sets out matters to be considered by local government in assessing a Development Application.

POLICY IMPLICATIONS

Relevant policy documents include:

- *State Planning Policy 2.5 Rural Planning*
- *State Planning Policy 3.7 Bushfire*
- *State Planning Policy 4.1 Industrial Interface*
- *Rural Planning Guidelines*
- *EPA Separation Distances between Industrial and Sensitive Land Uses* – sets a separation distance (buffer distance) for animal feed manufacturing of 500m. Key impacts to address are noise, dust and odour.

FINANCIAL IMPLICATIONS

The applicant has paid the Development Application fee.

RISK MANAGEMENT IMPLICATIONS

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

ASSET MANAGEMENT IMPLICATIONS

Nil.

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil.

VOTING REQUIREMENTS

Simple Majority.

OFFICER RECOMMENDATION

That Council grant Development Approval for two additional silos to support the industry-rural use at Lot 1 on Deposited Plan 73131 (No. 23368) Albany Highway, Lumeah, *pursuant to Schedule 2, Clause 68 of the Planning and Development (Local Planning Schemes) Regulations 2015* and subject to the following conditions and advice notes:

1. The development hereby approved must be carried out in accordance with the submitted plans and specifications (addressing all conditions) or otherwise amended by the local

government and these shall not be altered and/or modified without the prior knowledge and written consent of the local government.

2. If the development subject of this approval is not substantially commenced within a period of 2 years, or such other period as specified in the approval after the date of the determination, the approval shall lapse and be of no further effect. Where an approval has so lapsed, no development shall be carried out without the further approval of the local government having first been sought and obtained.

3. Any further use, addition to and/or intensification of any part of the subject development that is not in accordance with the approved application and the Conditions of Approval, and that is not considered minor, shall be subject to a new Development Application and approval for that use, addition and/or intensification.

4. The use hereby permitted shall not cause injury to or prejudicially affect the amenity of the locality by reason of the emission of dust.

5. Access by large vehicles, to and from the site, is limited via Jingalup Road. No large vehicles are to access or leave the site directly to/from Albany Highway.

Advice

A) The applicant is encouraged to:
   - Maintain a low fuel area around the silos at all times;
   - Prepare and implement a Bushfire Emergency Evacuation Plan for the overall operations;
   - Prepare and implement a Vermin Management Plan;
   - Ensure that any lighting device is positioned and shielded so as not to cause any direct, reflected or incidental light beyond the property boundaries. Lighting should be designed in accordance with *AS 4282-2019 Control of the Obtrusive Effects of Outdoor Lighting;* and
   - Work with the owner of adjoining Lot 4 on Deposited Plan 73131 to decommission or remove the dwelling on Lot 4 which is located approximately 150 metres from the Kojonup Feeds mill.

B) If an applicant or owner is aggrieved by this determination there is a right of review by the State Administrative Tribunal in accordance with the *Planning and Development Act 2005* Part 14. An application must be made within 28 days of the determination.

9.3 KEY PILLAR 'VISITATION' REPORTS

9.3.1 RECEIVE CIRCA. $40,000 FROM KODJA PLACE COMMUNITY FUND INC. AND TRANSFER TO KODJA PLACE RESERVE

AUTHOR	Grant Thompson – Chief Executive Officer
DATE	Wednesday, 4 December 2024
FILE NO	FM.BNK.13
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
Visitation	7 – Experience Kojonup Anytime Adventures	7.1 Kodja Place Cultural Upscale

DECLARATION OF INTEREST
Nil

SUMMARY
The purpose of this report is to consider a foreshadowed transferal of funds from the Kodja Place Community Fund Inc. (KPCFI) to the Shire of Kojonup (Shire) in the event that the KPCFI becomes unable to continue to operate.

BACKGROUND-
Members of the Kojonup Historical Tourism Cultural Committee have advised the Shire it needs to prepare to receive approximately $40,000 from the KPCFI on the winding up of the association.

The Shire has not received any formal correspondence.

The Shire is aware the KPCFI has consciously moved to instigate the process of winding up the organisation.

COMMENT
The conditions of this transfer include placing the money in trust for the Kodja Place and $20,000 be allocated to capital improvements and $20,000 be allocated to supporting the storytelling and day to day operations of the Gallery, more specifically to leverage Grants in parallel.

The Shire finance team will determine whether a new reserve is required or one of the current Kodja Place reserves is appropriate and can be utilised to place the funds in trust for the future of Kodja Place.

The main item today is to consider approving receival of the funds.

CONSULTATION
Manager Financial and Corporate Services

STATUTORY REQUIREMENTS
NA

POLICY IMPLICATIONS
Nil

FINANCIAL IMPLICATIONS
The Shire will receive $40,000 in cash, into the municipal account and transfer the funds to a 'Kodja Place Reserve' yet to be decided.

RISK MANAGEMENT IMPLICATIONS

RISK MANAGEMENT FRAMEWORK			
Risk Profile	Risks Description/Cause	Key Controls	Current Action
6 – Engagement	Relationship breakdowns with community groups	Support local community Volunteer groups	Review and assess Community Engagement Strategy and Plan
IMPLICATIONS			
Risk of funds not being governed correctly and lost to the community. Ensures that community funds stay in the Gallery and used for the purpose of Kodja Place. Demonstrates a commitment to maintaining the history of Kojonup.			

ASSET MANAGEMENT IMPLICATIONS
Nil

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

VOTING REQUIREMENTS
Simple Majority

OFFICER RECOMMENDATION

That Council:

1. Receive the funds from the Kodja place Community Fund Inc. and transfer those funds to a relevant Kodja Place Reserve; and,

2. Agree to allocate and spend the funds as per the following:
    a) $20,000 to be allocated to leveraging Grants for storytelling and other activities in the Gallery; and,
    b) $20,000 to use for capital expenditure within the Kodja Place Gallery (for clarity this is not to be used on the building or maintenance).

9.4 KEY PILLAR 'PERFORMANCE' REPORTS

9.4.1 FINANCIAL MANAGEMENT – MONTHLY STATEMENT OF FINANCIAL ACTIVITY (OCTOBER AND NOVEMBER 2024)

AUTHOR	Jill Johnson – Manager Financial and Corporate Services
DATE	Wednesday, 4 December 2024
FILE NO	FM.FNR.2
ATTACHMENT(S)	9.4.1.1 – Monthly Financial Statements; October 2024 9.4.1.2 - Monthly Financial Statements; November 2024

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

DECLARATION OF INTEREST
Nil

SUMMARY
The purpose of this report is to note the Monthly Financial Statement for the months ending 31 October 2024 and 30 November 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 October 2024 to 30 November 2024 represents five (5) months, or 41% of the year.

The following items are worthy of noting:

- Closing surplus position of $5,510,178.
- Capital expenditure achieved 19.2% of budgeted projects.
- Cash holdings of $5,519m of which $1,160m is held in cash backed reserve accounts and $4,359m is unrestricted cash.
- Rates debtors outstanding equate to 26% 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 31 October & 30 November 2024, as attached, be noted.

9.4.2 MONTHLY PAYMENTS LISTING – OCTOBER AND NOVEMBER 2024

AUTHOR	Tonya Pearce – Governance and Rates Officer
DATE	Monday, 2 December 2024
FILE NO	FM.AUT.1
ATTACHMENT	9.4.2.1 - Monthly Payment Listing October 2024 9.4.2.2 - Monthly Payment Listing November 2024

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

DECLARATION OF INTEREST
Nil

SUMMARY
To receive the list of payments covering the month of October and November 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 October 2024		TO – 30 November 2024
Municipal Cheques	14392-14394	$32,135.79
EFTs	34885 - 35259	$1,494,985.84
Direct Debits		$4,650,789.91
Total		$6,177,911.54

be received.

9.4.3 DELEGATION REGISTER – ANNUAL REVIEW

AUTHOR	Tonya Pearce – Governance and Rates Officer
DATE	Monday, 2 December 2024
FILE NO	PE.AUT.2
ATTACHMENT(S)	9.4.3.1 Delegation Register – existing (November 2023) copy – showing changes

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

DECLARATION OF INTEREST
Nil

SUMMARY
The purpose of this report is to conduct an annual review of Council's Delegation Register (Register).

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

- BLDG 001 – Building and Demolition Permits
  No longer repealed

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

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

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

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

- FIRE 008 – Exemptions for Bush Fire Act
  New delegation

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

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

- RANGER 004 – Institute Proceedings for Offences Under the *Litter Act 1979*
  Update head of power information

- ROADS 011 – Activities on Thoroughfares & Trading in Thoroughfares & Public Places Local Law
  Update of sub-delegation authority and conditions

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

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

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

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

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

POLICY IMPLICATIONS
There are no policy implications for this report.

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

RISK MANAGEMENT IMPLICATIONS

RISK MANAGEMENT FRAMEWORK			
Risk Profile	Risk Description/Cause	Key Control	Current Action
3 - Compliance	Failure to correctly identify, interpret, assess, respond and communicate laws and regulations as a	Ineffective policies & processes; Ineffective monitoring of changes to legislation.	Nil

	result of an inadequate compliance framework.		
Risk rating: Adequate			
IMPLICATIONS			
This report ensures legislative compliance and continues a framework of delegations to ensure that the Council and staff are aware of and are undertaking their respective roles and responsibilities.			

ASSET MANAGEMENT IMPLICATIONS

There are no asset management implications for this report.

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Absolute Majority

OFFICER RECOMMENDATION

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

9.4.4 POLICY MANUAL REVIEW

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

'PLACEMAKING' STRATEGIC COMMUNITY PLAN JULY 2023 TO JUNE 2033 To be "The Cultural Experience Centre of the Great Southern" STRATEGIC/CORPORATE IMPLICATIONS		
Key Strategic Pillar/s	Community Goal/s	Corporate Objective/s
Performance	12. A High Performing Council	12.2 SoK monitoring and reporting 12.3 SoK values and culture growth

DECLARATION OF INTEREST
Nil

SUMMARY
The purpose of this report is to conduct an annual review of Council's Policy Manual.

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

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

Please refer to the attachment for detailed information.

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

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

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

FINANCIAL IMPLICATIONS
Nil

RISK MANAGEMENT IMPLICATIONS

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

ASSET MANAGEMENT IMPLICATIONS
Nil

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

VOTING REQUIREMENTS
Simple Majority

OFFICER RECOMMENDATION

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

9.4.5 LOCAL EMERGENCY MANAGEMENT COMMITTEE (LEMC) MEETING MINUTES – 6 MAY 2024, 5 AUGUST 2024, 4 NOVEMBER 2024

AUTHOR	Estelle Lottering – Project Manager and Regulatory Services
DATE	Tuesday, 3 December 2024
FILE NO	ES.MET.1
ATTACHMENT(S)	9.4.5.1 – Unconfirmed LEMC Meeting minutes 6 May 2024 9.4.5.2 – Unconfirmed LEMC Meeting minutes 5 August 2024 9.4.5.3 – Unconfirmed LEMC Meeting minutes 4 November 2024

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

DECLARATION OF INTEREST
Nil

SUMMARY
The purpose of this report is to receive the unconfirmed minutes of a LEMC Meetings held on the 6 May 2024, 5 August 2024 and 4 November 2024.

BACKGROUND
The LEMC is established under Section 38 of the *Emergency Management Act 2005* and plays an important role in the Council's decision-making process. Minutes of these meetings are presented to Council to be received.

COMMENT
All matters contained within the minutes are considered in this agenda item.

CONSULTATION
Members of the Local Emergency Management Committee.

STATUTORY REQUIREMENTS
Section 38 of the *Emergency Management Act 2005*

POLICY IMPLICATIONS
Nil

FINANCIAL IMPLICATIONS
Nil

RISK MANAGEMENT IMPLICATIONS

RISK MANAGEMENT FRAMEWORK			
Risk Profile	Risk Description/Cause	Key Control	Current Action
2 - Business Disruption	Lack of (or inadequate) emergency response/business continuity plans. Lack of training for specific individuals or availability of appropriate emergency response.	Regular LEMC, DEMC Meetings	Nil
Risk Rating - Adequate			
IMPLICATIONS			
Local governments are legislated to establish and maintain a LEMC. The risk of not having a LEMC would include lack of guidance for Staff, Councillors and relevant Community members who need to be able to work together under pressure in times of extreme stress should an emergency situation arise.			

ASSET MANAGEMENT IMPLICATIONS
Nil

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

VOTING REQUIREMENTS
Simple Majority

OFFICER RECOMMENDATION

That Council:

Receives the unconfirmed minutes of the Local Emergency Management Committee meetings held on the May 2024, 5 August 2024 and 4 November 2024.

9.4.6 BUSH FIRE ADVISORY COMMITTEE (BFAC) MEETING MINUTES – 6 NOVEMBER 2024

AUTHOR	Estelle Lottering – Project Manager and Regulatory Services
DATE	Tuesday, 3 December 2024
FILE NO	ES.CIR.2
ATTACHMENT(S)	9.4.6.1 – Unconfirmed BFAC Meeting Minutes – 6 December 2024 9.4.6.2 – Recommendations to BFAC – Jingalup Brigade – November 2024 9.4.6.3 – Shire of Kojonup Farmer Response SOP 9.4.6.4 – Shire of Kojonup Volunteer BFB's Induction 9.4.6.5 – Derek Jones – BFAC Notes – Kojonup Nov 2024

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

DECLARATION OF INTEREST
Nil

SUMMARY
The purpose of this report is to receive the unconfirmed minutes of a BFAC meeting held 6 November 2024.

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

COMMENT
Unconfirmed minutes of a BFAC meeting held 6 November 2024 are attached.

CONSULTATION
Nil

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

POLICY IMPLICATIONS
Nil

FINANCIAL IMPLICATIONS
Nil

RISK MANAGEMENT IMPLICATIONS

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

ASSET MANAGEMENT IMPLICATIONS

Nil

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

That Council:

1. receives the unconfirmed minutes of a Bush Fire Advisory Committee meeting held 6 November 2024; and
2. approves the Shire of Kojonup Farmer Response Standard Operating Practices (SOP), as presented.

9.4.7 MINUTES OF A KOJONUP HISTORICAL, TOURISM AND CULTURAL COMMITTEE MEETING HELD 12 NOVEMBER 2024

AUTHOR	Tonya Pearce
DATE	Monday, 2 December 2024
FILE NO	GP.CNM.9
ATTACHMENT(S)	9.4.7.1 - Unconfirmed minutes of a Kojonup Historical, Tourism and Cultural Committee Meeting held 12 November 2024

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

DECLARATION OF INTEREST
Nil

SUMMARY
The purpose of this report is to receive the unconfirmed minutes of a Kojonup Historical, Tourism and Cultural Committee meeting held 12 November 2024.

BACKGROUND
The Kojonup Historical, Tourism and Cultural Committee was established following Council's 2023 Local Government Election with defined terms of reference and a membership consisting of five (5) committee members being one (1) Councillor, one (1) Delegate Proxy and three (3) Community Members.

COMMENT
This item is solely the Council receiving the minutes of its Kojonup Historical, Tourism and Cultural Committee meeting held 12 November 2024.

CONSULTATION
Nil

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

POLICY IMPLICATIONS
Nil

FINANCIAL IMPLICATIONS
Nil

RISK MANAGEMENT IMPLICATIONS

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

ASSET MANAGEMENT IMPLICATIONS

Nil

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

That Council receive the unconfirmed minutes of a Kojonup Historical, Tourism and Cultural Committee meeting held 12 November 2024.

9.4.8 NATURAL RESOURCE MANAGEMENT ADVISORY COMMITTEE (NRMAC) MEETING 14 NOVEMBER 2024 – MINUTES

AUTHOR	Tonya Pearce – Governance and Rates Officer
DATE	Monday, 2 December 2024
FILE NO	GP.CNM.9
ATTACHMENT(S)	9.4.8.1 - Unconfirmed minutes of a Natural Resource Management Advisory Committee Meeting held 14 November 2024

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

DECLARATION OF INTEREST
Nil

SUMMARY
The purpose of this report is to receive the unconfirmed minutes of the NRMAC meeting held 14 November 2024.

BACKGROUND
The NRMAC's purpose is to advise Council on issues in relation to the Shire of Kojonup's natural resources and environmental management.

COMMENT
This item is solely the Council receiving the unconfirmed minutes of the NRMAC meeting held 14 November 2024.

CONSULTATION
Nil

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

POLICY IMPLICATIONS
Nil

FINANCIAL IMPLICATIONS
Nil

RISK MANAGEMENT IMPLICATIONS

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

ASSET MANAGEMENT IMPLICATIONS

Nil

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

That the unconfirmed minutes of the Natural Resource Management Advisory Committee meeting held on 14 November 2024 be received.

10 APPLICATIONS FOR LEAVE OF ABSENCE

11 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

11.1 FORSHADOWING A MOTION RELATED TO THE BUSH FIRE MITIGATION PROGRAM

Cr. Roger Bilney is foreshadowing a motion related to the Bush Fire Mitigation Program of Sensitive Aboriginal Cultural sites and will speak to it at the meeting.

The foreshadowed motion will be associated with an apology to the Community for the lack of consultation process.

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 QUOTATION FOR PROVISION OF BITUMEN SEALING SERVICES

AUTHOR	Darryn Watkins – Manager Works and Infrastructure
DATE	Monday, 2 December 2024
FILE NO	FM.TND.13
ATTACHMENT(S)	CONFIDENTIAL 14.1.1.1 – RFQ – Bituminous Surfacing Kojonup 2024 14.1.1.2 - Quotation – Bitumen Sealing - Fulton Hogan 14.1.1.3 - Quotation – Bitumen Sealing - Monarch Civil

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 QUOTATION FOR PROVISION OF BITUMEN SEALING SERVICES

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)

6.1	6.1.1	Unconfirmed Minutes of an Ordinary Council Meeting held on 19 November 2024
9.2.1	9.2.1.1	Development Plans
	9.2.1.2	Development Application Report
	9.2.1.3	Environmental Assessment Report and License Supporting Information
	9.2.1.4	Extract from *Planning and Development (Local Planning Scheme) Regulations 2015*
9.4.1	9.4.1.1	Monthly Financial Statement; October 2024
	9.4.1.2	Monthly Financial Statement; November 2024
9.4.2	9.4.2.1	Monthly Payment Listing October 2024
	9.4.2.2	Monthly Payment Listing November 2024
9.4.3	9.4.3.1	Delegation Register – existing (November 2023) copy – showing changes
9.4.4	9.4.4.1	Policy Manual – existing (December 2023) copy showing proposed changes
9.4.5	9.4.5.1	Unconfirmed LEMC Meeting minutes 6 May 2024
	9.4.5.2	Unconfirmed LEMC Meeting minutes 5 August 2024
	9.4.5.3	Unconfirmed LEMC Meeting minutes 4 November 2024
9.4.6	9.4.6.1	Unconfirmed BFAC Meeting Minutes – 6 November 2024
	9.4.6.2	Recommendations to BFAC – Jingalup Brigade – November 2024
	9.4.6.3	Shire of Kojonup Farmer Response SOP
	9.4.6.4	Shire of Kojonup Volunteer BFB's Induction
	9.4.6.5	Derek Jones – BFAC Notes – Kojonup Nov 2024
9.4.7	9.4.7.1	Unconfirmed minutes of a Kojonup

		Historical, Tourism and Cultural Committee Meeting held 12 November 2024
9.4.8	9.4.8.1	Unconfirmed minutes of a Natural Resource Management Advisory Committee Meeting held 14 November 2024

CONFIDENTIAL

14.1.1	14.1.1.1	RFQ – Bituminous Surfacing Kojonup 2024
	14.1.1.2	Quotation – Bitumen Sealing – Fulton Hogan
	14.1.1.3	Quotation – Bitumen Sealing – Monarch Civil

SHIRE OF KOJONUP

MINUTES

Ordinary Council Meeting

19 November 2024

UNCONFIRMED

MINUTES OF AN ORDINARY COUNCIL MEETING HELD ON 19 NOVEMBER 2024

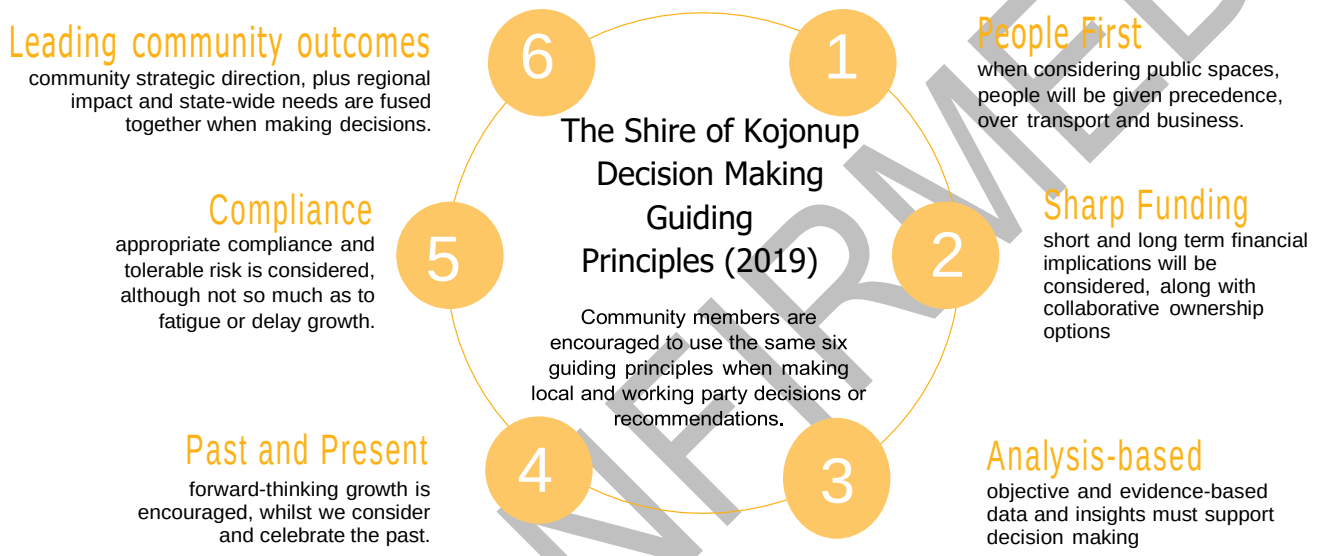
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The Shire of Kojonup has a set of six guiding principles it uses when making decisions. These principles are checked and enhanced every two years in line with the Strategic Community Plan review schedule.



UNCONFIRMED

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

UNCONFIRMED

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

Nil

5 PUBLIC QUESTION TIME

5.1 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Not applicable

5.2 PUBLIC QUESTION TIME

Nil

UNCONFIRMED

6 CONFIRMATION OF MINUTES

6.1 ORDINARY COUNCIL MEETING 22 OCTOBER 2024

Unconfirmed Minutes of an Ordinary Council Meeting held 22 October 2024 are at attachment 6.1.1.

OFFICER RECOMMENDATION/COUNCIL DECISION

137/24 Moved Cr Radford Seconded Cr Mickle

That the Minutes of an Ordinary Council Meeting held 22 October 2024 be confirmed as a true record.

AMENDMENT

138/24 Moved Cr Mathwin Seconded Cr Egerton-Warburton

11.1 MYRTLE BEEN RESERVE MITIGATION

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 breaks 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 fire breaks up to a maximum of $15,000 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

Explanatory note: meeting held date incorrect in agenda. Updated to correct dated minutes 22 October 2024.

7 PRESENTATIONS

7.1 PETITIONS

7.2 PRESENTATIONS

7.3 DEPUTATIONS

7.4 DELEGATES' REPORTS

8 METHOD OF DEALING WITH AGENDA BUSINESS

Nil

UNCONFIRMED

9 REPORTS

9.1 KEY PILLAR 'LIFESTYLE' REPORTS

9.2 KEY PILLAR 'ECONOMICS' REPORTS

9.3 KEY PILLAR 'VISITATION' REPORTS

UNCONFIRMED

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

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

DECLARATION OF INTEREST
Nil

SUMMARY
The purpose of this report is to note the Monthly Financial 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

UNCONFIRMED

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

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

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

RISK MANAGEMENT IMPLICATIONS
Nil

ASSET MANAGEMENT IMPLICATIONS
Nil

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

VOTING REQUIREMENTS
Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

139/24 Moved Cr Mathwin Seconded Cr Wieringa

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

CARRIED 7/0

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

Question taken on notice
Cr Egerton-Warburton questioned that under 'Transport' the budget is always out.

UNCONFIRMED

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 *"The Cultural Experience Centre of the Great Southern"* STRATEGIC/CORPORATE IMPLICATIONS		
Key Strategic Pillar/s	Community Goal/s	Corporate Objective/s
Performance	12. A High Performing Council	12.2 SoK monitoring and reporting

DECLARATION OF INTEREST
Nil

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

UNCONFIRMED

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

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

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

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

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

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

VOTING REQUIREMENTS
Simple Majority

UNCONFIRMED

OFFICER RECOMMENDATION/COUNCIL DECISION

140/24 Moved Cr Wieringa Seconded Cr Mickle

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

FROM – 1 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.

CARRIED 7/0

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

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 *"The Cultural Experience Centre of the Great Southern"* STRATEGIC/CORPORATE IMPLICATIONS		
Key Strategic Pillar/s	Community Goal/s	Corporate Objective/s
Performance	12. A High Performing Council	12.2 SoK monitoring and reporting

DECLARATION OF INTEREST
Nil

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

BACKGROUND
Interest continues to accrue daily in the rate system.

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

CONSULTATION
Nil

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

POLICY IMPLICATIONS
Nil

FINANCIAL IMPLICATIONS
Nil

RISK MANAGEMENT IMPLICATIONS
Nil

UNCONFIRMED

ASSET MANAGEMENT IMPLICATIONS
Nil

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

VOTING REQUIREMENTS
Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

141/24 Moved Cr Radford Seconded Cr Egerton-Warburton

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

CARRIED 7/0

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

UNCONFIRMED

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 *"The Cultural Experience Centre of the Great Southern"* STRATEGIC/CORPORATE IMPLICATIONS		
Key Strategic Pillar/s	Community Goal/s	Corporate Objective/s
Performance	12. A High Performing Council	12.2 SoK monitoring and reporting

DECLARATION OF INTEREST
Nil

SUMMARY
The purpose of this report is to receive the unconfirmed minutes of the Audit and Risk Committee meeting held 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

UNCONFIRMED

RISK MANAGEMENT IMPLICATIONS

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

ASSET MANAGEMENT IMPLICATIONS
Nil

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

VOTING REQUIREMENTS
Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

142/24 Moved Cr Mathwin Seconded Cr Egerton-Warburton

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

CARRIED 7/0

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

UNCONFIRMED

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

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

DECLARATION OF INTEREST
Nil

SUMMARY
The purpose of this report is to 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:

UNCONFIRMED

Table 1.0 Risk Management Review Items

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

UNCONFIRMED

Table 2.0 Internal Control Items

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

UNCONFIRMED

UNCONFIRMED

Table 3.0 Legislative Compliance

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

CONSULTATION
Governance 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.			

UNCONFIRMED

ASSET MANAGEMENT IMPLICATIONS
Nil

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

VOTING REQUIREMENTS
Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

143/24 Moved Cr Egerton-Warburton Seconded Cr Radford

That Council accept the Audit and Risk Committee recommendation and adopt 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.

CARRIED 7/0

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

UNCONFIRMED

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

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

DECLARATION OF INTEREST
Nil

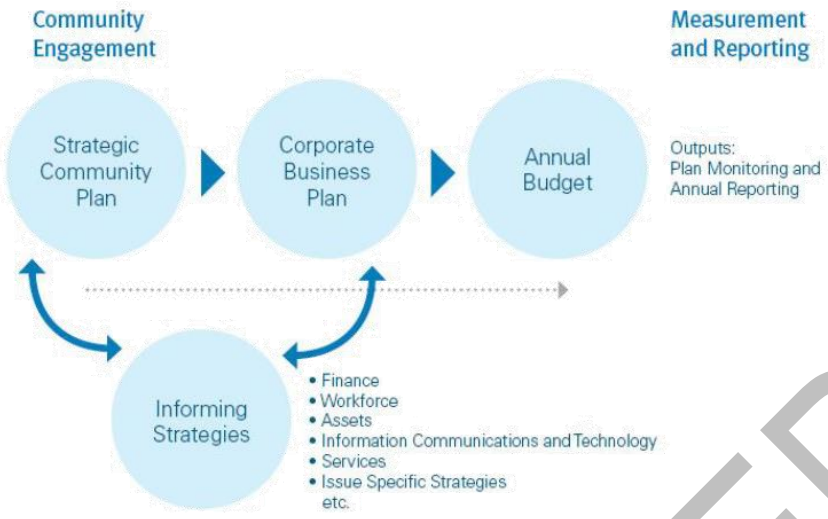
SUMMARY
The purpose of this report is to consider recommending to Council the adoption of the Shire of Kojonup's (Shire) Workforce & Diversity Plan as an informing and guiding document for the Corporate Business Plan 2023-2027 (Plan).

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

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

This process can be summarised as follows:

UNCONFIRMED



Elements of Integrated Planning and Reporting Framework

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.

UNCONFIRMED

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 recommendation to Council that the Workforce and Diversity Plan be considered and adopted.

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.

UNCONFIRMED

(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
Risk rating – Nil			
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

UNCONFIRMED

VOTING REQUIREMENTS
Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

144/24 Moved Cr Mathwin Seconded Cr Radford

That Council accept the Audit and Risk Committee recommendation and adopt the Shire of Kojonup's Workforce and Diversity Plan 2023-2027, as attached.

AMENDMENT

145/24 Moved Cr Mathwin Seconded Cr Mickle

That Council accept the Audit and Risk Committee recommendation and adopt the Shire of Kojonup's Workforce and Diversity Plan 2023-2027, as attached

CARRIED 7/0

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

UNCONFIRMED

10 APPLICATIONS FOR LEAVE OF ABSENCE

Nil

11 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

12 QUESTIONS FROM MEMBERS WITHOUT NOTICE

Nil

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

Nil

14 MEETING CLOSED TO THE PUBLIC

14.1 MATTERS FOR WHICH THE MEETING MAY BE CLOSED

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

UNCONFIRMED

(iii) prejudice the maintenance or enforcement of a lawful measure for protecting public safety; and

(g) information which is the subject of a direction given under section 23(1a) of the *Parliamentary Commissioner Act 1971*.

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

PROCEDURAL MOTION/COUNCIL DECISION

146/24 Moved Cr Mickle **Seconded Cr Radford**

That the meeting proceed behind closed doors in accordance with Section 5.23(2) (e) of the *Local Government Act 1995* at 3.36pm.

CARRIED 7/0

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

PROCEDURAL MOTION/COUNCIL DECISION

148/24 Moved Cr Wieringa **Seconded Cr Webb**

That the meeting be reopened to the public at 3.38pm.

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 ACCESS LICENCE AGREEMENT – SOLDIER ROAD INDEPENDENT LIVING UNITS

OFFICER RECOMMENDATION/COUNCIL DECISION

147/24 Moved Cr Mathwin Seconded Cr Mickle

That Council:

1. Approves the Access Licence Agreement and delegates authority to the Shire President and CEO to execute the Access Licence agreement, as presented.

CARRIED 7/0

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

UNCONFIRMED

15 CLOSURE

There being no further business to discuss, the President thanked the members for their attendance and declared the meeting closed at 3.39pm.

UNCONFIRMED

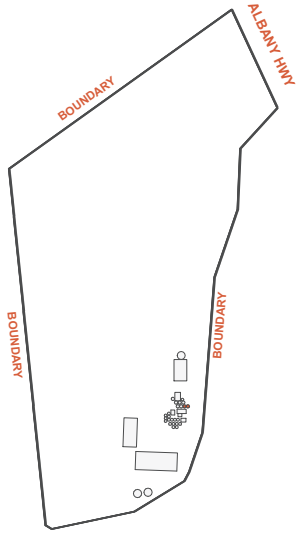
16 ATTACHMENTS (SEPARATE)

(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



LOCATION PLAN - 1:5000

EXISTING WATER TANK
10.40
EXISTING FODDER SHED W/ LEAN-TO
DRIVEWAY
GRAVEL
10.00
GRASS
BATTERING
DRIVEWAY
GRAVEL
WEIGHBRIDGE
COMPACTED SOIL
STORAGE SHED
PROPOSED SILOS x 2
EXISTING SILOS
GRAVEL
10.00
STORAGE SHEDS
STORAGE SHEDS
EXISTING SILOS
BOUNDARY
EXISTING STORAGE SHED
DRIVEWAY
GRAVEL
10.00
CONCRETE SLAB
EXISTING FODDER STORAGE SHED
DRIVEWAY
GRAVEL
DRIVEWAY
GRAVEL
10.00
GRASS
EXISTING WATER TANKS
BOUNDARY

SITE PLAN - 1:500

INFORMATION

10.20 EXISTING SPOT LEVELS (SUBJECT TO SURVEY)

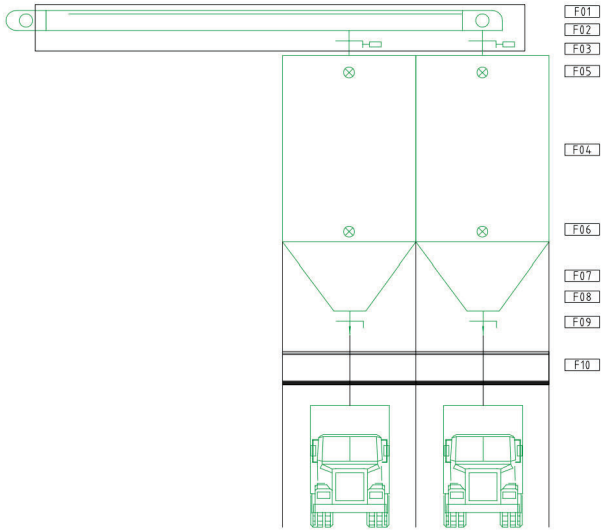
NOTES:
- PROPOSED 2 x SILOS: DIMENSIONS TO BE CONFIRMED.
- MINIMAL CHANGES TO GROUND LEVEL.

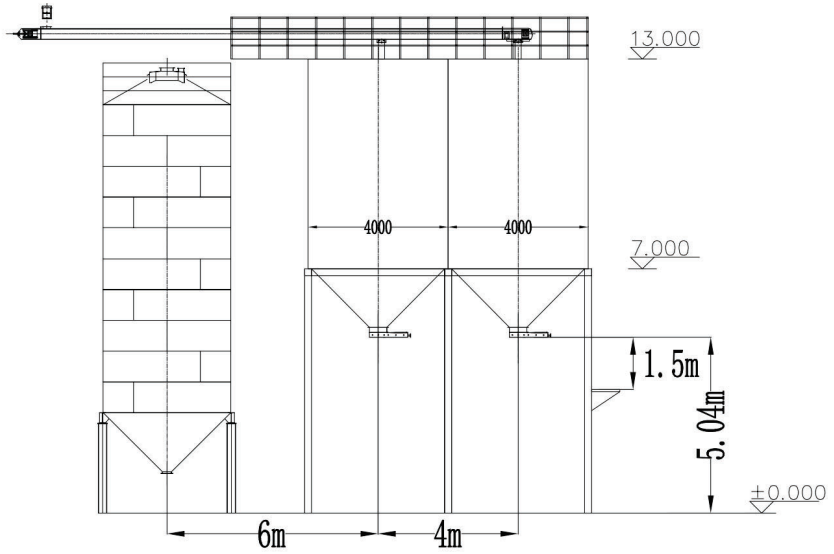
- DIMENSIONS SHOWN ARE TO BE FOLLOWED AND MUST BE CHECKED ON SITE.
- ALL STORMWATER TO BE RETAINED ON SITE AND TO COMPLY WITH LG REQUIREMENTS.
- LEVELS AND DIMENSIONS ARE APPROXIMATE ONLY AND SUBJECT TO SURVEY.

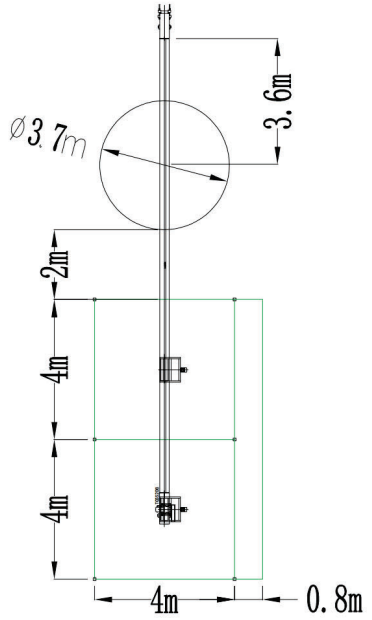
PROJECT: Proposed Silos x 2		STATUS: DA
ADDRESS: 23368 Albany Hwy, Kojonup	F J, 1:500	DWG #: A201
CLIENT: Kojonup Feeds	D 20.06.24	REV: REV A
DRAWING: Proposed Site plan		

AMPLITUDE DESIGN

W: WWW.AMPLITUDEDESIGN.COM.AU
M: 0432 219 687







NOTE :

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GENERAL TOLERANCES (UNLESS NOTED OTHERWISE) 1. LINEAR DIMENSIONS : <1000mm=±0.5mm, 1000mm-2000mm=±0.1mm, >2000mm=±2.0mm 2. RADIAL DIMENSIONS=±1.0mm 3. ANGULAR DIMENSIONS=±1°	MATERIAL :	MINCO BULK HANDLING EQUIPMENT	45A RIMFIRE DRIVE, HALLAM, VIC 3803 INFO@MINCOAUSTRALIA.COM.AU (03) 9059 8163	
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	PROJECTION :	UNIT : mm	PART/DRG NUMBER :	PART/DRG NAME : KOJONUP FEED SILO PROJECT
		MASS :		

Allerding & Associates

Town Planners, Advocates and Subdivision Designers
ABN 24 044 036 646

15 November 2024

Our Ref: KOJ LUM DA

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

ATTENTION: STEVE THOMPSON

Dear Steve

RE: ADDITIONS OF 2 SILOS TO EXISTING RURAL INDUSTRY (STOCK FEED) FOR KOJONUP FEEDS LOT 1 (23368) ALBANY HIGHWAY, LUMEAH

We submit this application for development approval on behalf of Kojonup Feeds Pty Ltd. This application seeks development approval for the addition of two (2) new silos to the existing Rural Industry land use for the stock feed operation of Kojonup Feeds at Lot 1 (23368) Albany Highway, Lumeah (**Subject Site**).

Please find attached a copy of the development application report, noting that the report includes the following:

1. The Shire of Kojonup: Application for Development Approval that is signed by two Directors of Kojonup Feeds Pty Ltd being the landowner and provided at Attachment 1 of the report;
2. Certificate of Title at Attachment 2 of the report;
3. The development plans are provided at Attachment 3 of the report;
4. Correspondence from the adjoining owner in support of the application is provided at Attachment 4 of the report; and
5. A BAL Assessment report is provided at Attachment 5.

As detailed on the application forms, the development cost of the proposal is $647,000. This equates to a development application fee of $2077.79. We request that the City contacts Courtney Robinson of Kojonup Feeds in regard to payment of the development application fee. Courtney can be contacted via phone to 0429 649 004 or via email to accounts@kojonupfeeds.com.au.

As discussed prior to lodgement, a separate report, prepared by Coterra Environment will be provided to the Shire on or before 22 November 2024, which provides an environmental assessment of the proposal.

We look forward to the Shire's confirmation of acceptance of the application and receipt of an acknowledgement letter that the application is accepted.

Should you require any further information, please do not hesitate to contact our office.

Yours sincerely
ALLERDING AND ASSOCIATES



AMANDA BUTTERWORTH
ASSOCIATE DIRECTOR

Encl: DA Report

CC: Client

DEVELOPMENT APPLICATION REPORT

Development Application for New Silos to Existing Rural Industry Stock Feed Plant

Lot 1 (No. 23368) Albany Highway, Lumeah

Shire of Kojonup



Prepared for: Kojonup Feeds Pty Ltd

Prepared by: Allerding and Associates

NOVEMBER 2024

Allerding & Associates

Town Planners, Advocates and Subdivision Designers
ABN 24 044 036 646

125 Hamersley Road, Subiaco WA 6008
T: (08) 9382 3000 W: allerdingassoc.com

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ATTACHMENT 4 – SIGNED AUTHORISATION OF ADJOINING OWNER
ATTACHMENT 5 – BAL ASSESSMENT REPORT

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FIGURE 10 – ACCESS POINTS BY VEHICLE TYPE RATIO
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FIGURE 12 – TPS3 ZONING

Document ID: KOJ LUM DA/DA Report: Lot 1 (No. 22368) ALBANY HIGHWAY, LUMEAH

Issue		Status	Prepared by:		Approved by:	
			Name	Initials	Name	Initials
1	30/10/2024	DRAFT	John Williamson	JW	A Butterworth	AB
2	14/11/2024	FINAL	John Williamson	JW	A Butterworth	AB

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1.0 INTRODUCTION

This application for development approval is prepared on behalf of Kojonup Feeds Pty Ltd **(Kojonup Feeds**) which operate their existing stock feed facility at Lot 1 (No. 23368) Albany Highway, Lumeah (**subject site**). The application proposes the installation of two new overhead silos to support the established stock feed plant, operating as an approved Rural Industry use over the subject site.

Kojonup Feeds is a primary stock feed operation in the great southern region, providing a vital service by producing and supplying premium ruminant feed throughout regional Western Australia including the Great Southern region.

Established in 2014, Kojonup Feeds is a Western Australian agricultural business strategically situated in the Great Southern region, 20 kilometres south of Kojonup. This location places it in close proximity to the region's abundant broadacre and livestock farming operations.

Kojonup Feeds operates a feed mill that produces a range of quality stock feed products. These products are tailored to the nutritional needs of ruminant animals (sheep, dairy cattle, and beef cattle) and also supplies ruminant rations to monogastric animals (chickens and pigs).

The proposed installation of two new 100m^3 square grain overhead silos will ensure the continued efficient delivery of stock feed to meet the market demand. The proposed silos represent a modest increase to the existing approved infrastructure over the subject site.

We enclose the following for the Shire's attention:

- Development Application Form as **Attachment 1**;
- Certificate of Title as **Attachment 2**;
- Proposed Development Plans as **Attachment 3**;
- Signed Authorisation from the Owner of adjoining Lots 2, 3 and 4 as **Attachment 4**; and.
- BAL Assessment Report as **Attachment 5**.

A copy of the environmental assessment of the proposals, to accompany this application, will be provided separately to the Shire. Noting the existing stock feed plant is an established, approved Rural Industry land use over the subject site, the proposal for two additional silos to support the existing operation naturally is consistent with the objectives and standards of the applicable local and state planning framework.

We therefore submit that the application is both capable and appropriate for approval and warrants approval.

KOJONUP FEEDS
WHERE QUALITY COUNTS

2.0 BACKGROUND

Kojonup Feeds is a Western Australian agricultural business that was established in 2014 and has operated its feed mill at the subject for several years, producing and supplying ruminant stock feed throughout regional Western Australia. Natural growth of the stock feed facility has occurred in recent years to meet the growing demand for the premium feed product sought by the local market.

Kojonup Feeds produces pelletised feed for sheep, dairy, feedlots and farming operations and may expand to provide ruminant rations to support chicken and pig operations.

On 20 June 2018, the Shire of Kojonup issued a Delegated Development Approval for the permitted 'Rural Industry' land use and associated works on the subject site, including the construction of a new grain storage shed. This approval formalised the facility operations over the subject site. Since 2018, further approvals have been issued for additional structures that have been erected to ensure appropriate, contemporary upgrades of facility infrastructure occur. Refer **Figure 1** for a photo of the existing operations.

This application proposes the addition of two new silo structures to support existing Rural Industry facility operations which produces pelletised feed.



Figure 1: Existing Rural Industry: Stock Feed Buildings at the Subject Site

3.0 SITE DETAILS

3.1 Subject Site

The particulars of the Subject Site are described in Table 1.

Table 1: Site Details

Lot Number	House Number	Deposited Plan	Volume	Folio
1	23368 Albany Highway	73131	2843	194

A copy of the Certificate of Title is included in **Attachment 2**.

An aerial of the subject site is provided at **Figure 2**, and an aerial photo of the subject site and surrounds provided at **Figure 3**.

3.2 Location and Context

The subject site is found in the locality of Lumeah, approximately 18km south east of the Kojonup Town Centre, within the Shire of Kojonup. A locality plan is provided at **Figure 4**.

The subject site is bound by Albany Highway to the east, and presently non passenger vehicles access from Jingalup Road to the north (via a right of carriageway easment), and exit either via Jingalup Road or Albany Highway to the east.

The subject site and adjoining properties to the north, south and west are all zoned Rural. These surrounding properties are utilised for traditional rural pursuits including cropping and livestock production.

The siting of the existing facility is such that it has a setback to Albany Highway of approximately 390m, and 890m to Jingalup Road. These are considered substantial setbacks that limit visibility of the facility from the public realm.

3.2.1 Adjoining Land Use (Lot 4)

The various adjoining lots to the subject site, including Lot 4, are held under a single ownership by Ms Heggaton. It is noted that an unoccupied dwelling is situated on Lot 4, approximately 150m away from the Kojonup Feeds mill.

The owner of Lot 4 was consulted prior to submitting this application, and advised the dwelling has not been occupied for two years , and is not in a condition for human habitation. The owner provided a signed statement to this effect, and also provided their full support for the proposed development subject of this application.

A copy of the signed statement is included as **Attachment 4** to this report.



Figure 2: Aerial Photo



Figure 3: Aerial Photo of Subject Site and Surrounds



Figure 4: Locality Plan

3.2.2 Products Sourced from Great Southern Region

A significant portion of the products utilised for the production of feed are sourced from the Great Southern region. The primary products used to make the pelletised feed at Kojonup Feeds are barley, lupins and oat husk. Those primary products are predominantly sourced from the Great Southern region. Refer **Table 2** below provides an indication of the percentage of products sourced from within the Great Southern region:

Table 2: Products Sourced from Great Southern

Product	Estimate of Percentage Sourced Within Great Southern Region
Barley	60%
Lupins	70%
Oat Husk	80%

The operation of the facilty is therefore heavily connected to the locality in terms of sourcing local products to produce feed. Further to the sourcing of products, **Figure 5** identifies the customers of Kojonup Feeds within regional Western Australia, noting the concentration of customers within the Great Southern region.

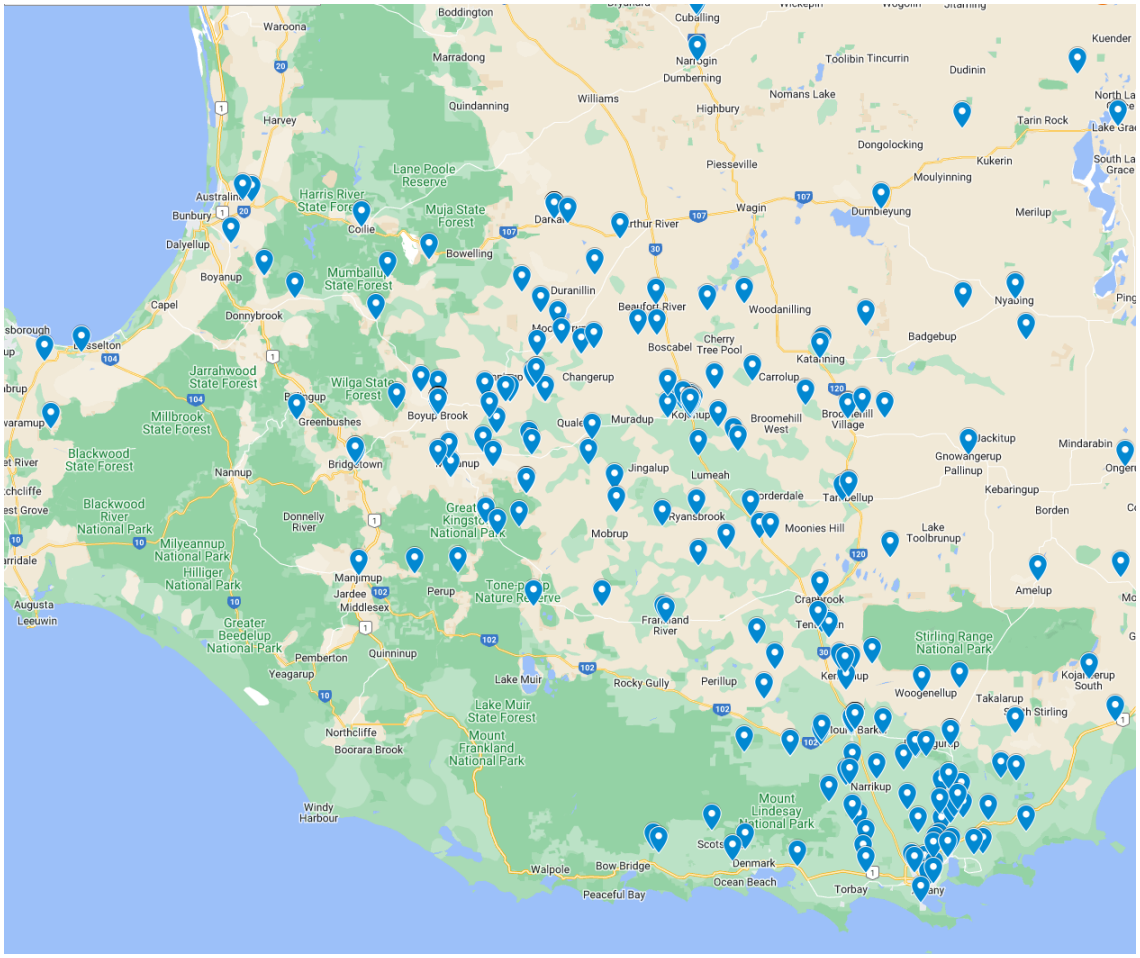


Figure 5: Kojonup Feeds Customers

4.0 PROPOSED DEVELOPMENT

4.1 Proposed Silo Additions

The application proposes the addition of two 100m^3 square overhead grain silos to the eastern side of the existing stock feed facility. Refer to the Development Plan at **Attachment 3**, showing the location of the proposed new silos subject of this application. For reference, the existing facility comprises:

- Existing storage sheds (including fodder storage).
- Existing water tanks.
- An existing weighbridge.
- Existing silos.

The proposed two additional silos will be constructed to the following specifications:

- A total structure height of 13m to the top of the silo. The height of the proposed silos is consistent with the existing silos on the site.
- A total width per silo of 3.7m, with a base structure width of 4m when viewed from the ground level. The width of the proposed silos is consistent with the existing silos on the site.

A plan showing the general layout of the site is provided in **Figure 6** and **Figure 7** provides the elevations of the proposed silos.

4.2 Vehicle Access Arrangements

Presently the subject site has two points of vehicle access. The primary vehicle access point is from Jingalup Road to the north, with the accessway being through the adjoining Lot 3. Presently, a section 136C Right of Carriageway easement exists over Lot 3 to the north of the Subject Site. Most existing heavy vehicle movements to and from the facility occur through the Jingalup Road vehicle access right of carriageway.

A secondary vehicle access exists on the Subject Site providing vehicular access to and from Albany Highway. The Albany Highway access is predominantly utilised by employees and light vehicles to access to the facility. Signage is erected to the Albany Highway frontage adjacent to the vehicle access instructing heavy vehicles to use the Jingalup Road access to the facility. Directional signage to the facility is also displayed on the road sign at Jingalup Road and Albany Highway intersection. It is noted that private staff vehicles generally utilise the Albany Highway vehicle access. Refer **Figure 8** showing the two access points.

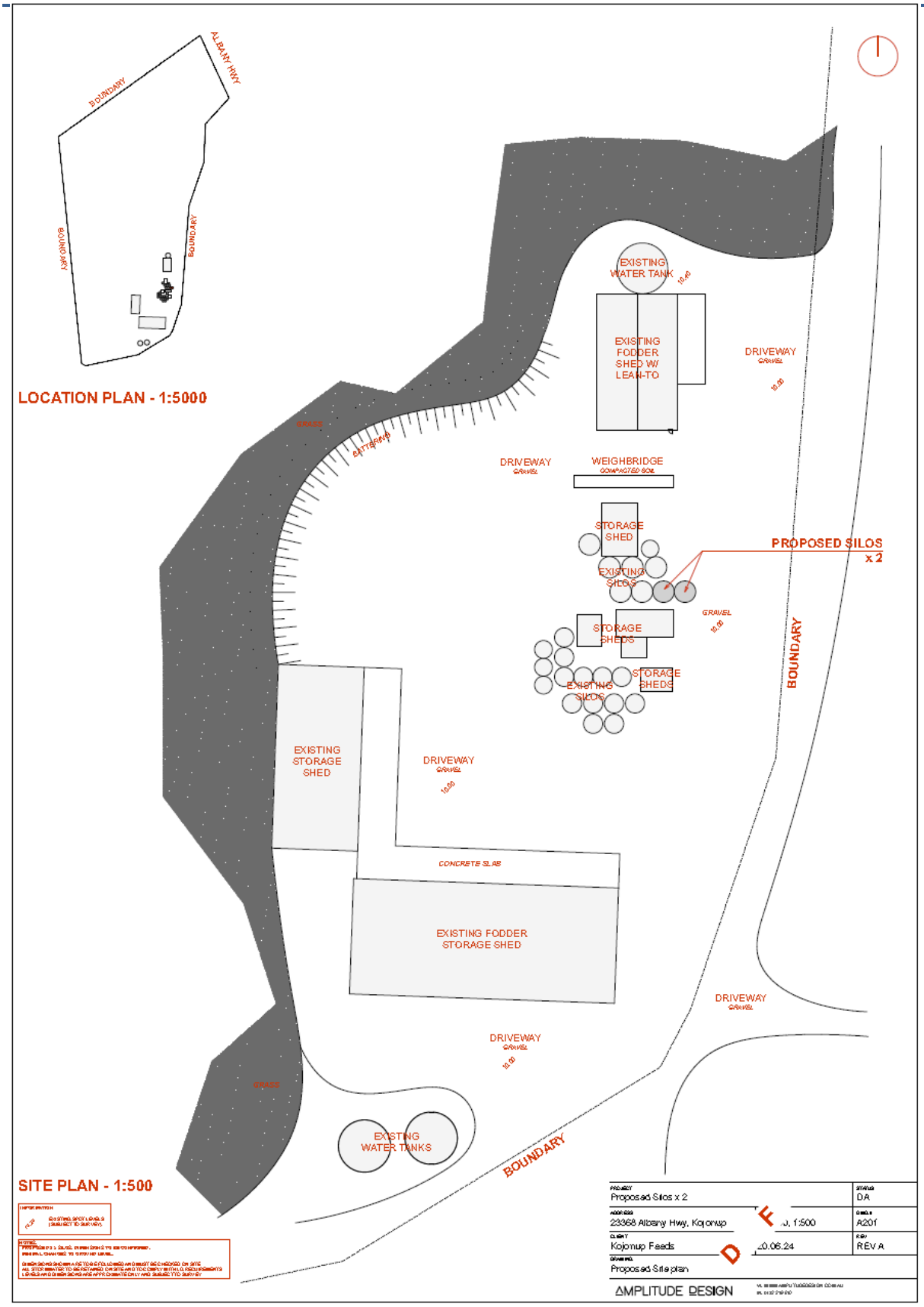


Figure 6: Site Layout

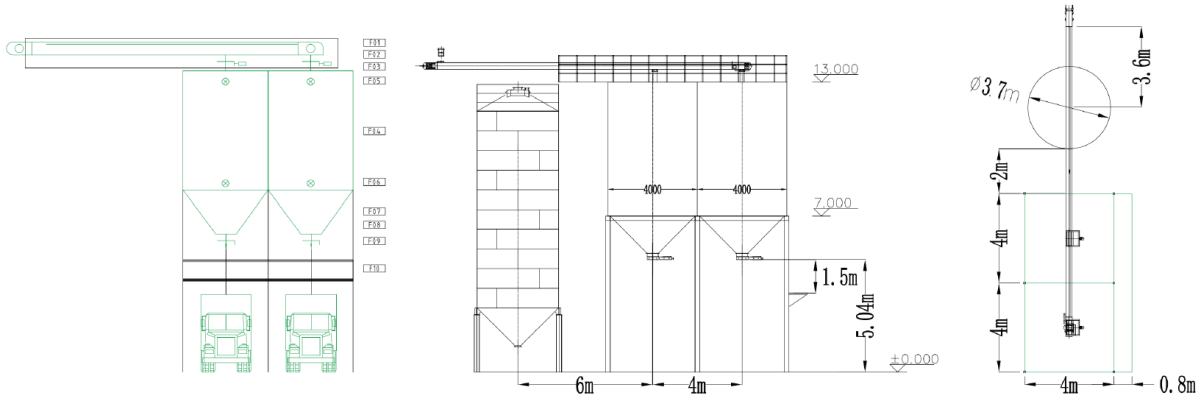


Figure 7: Elevations of the Proposed Silos

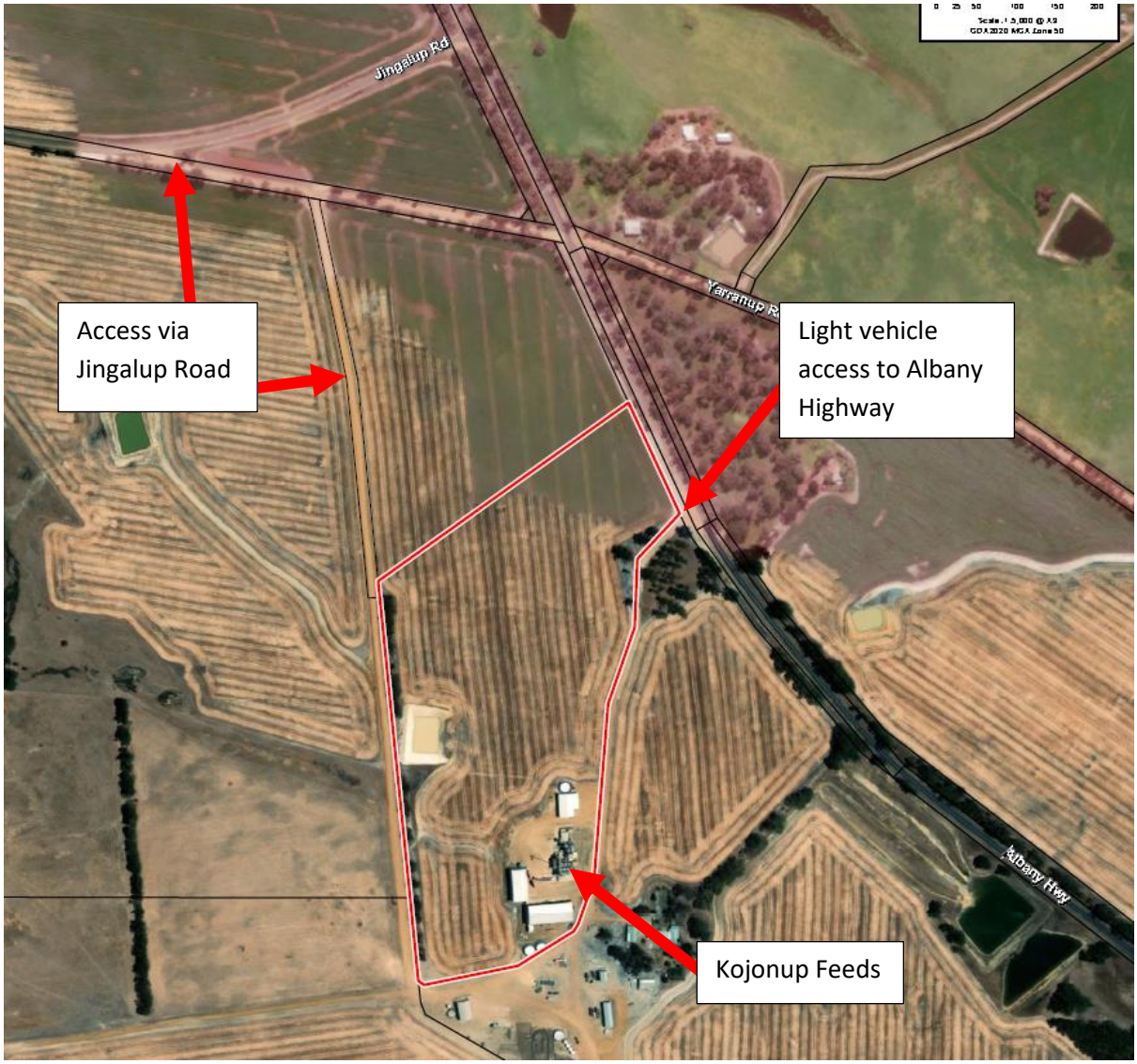


Figure 8: Vehicle Access to Kojonup Feeds

In regard to vehicle access, the existing vehicle access driveway from Jingalup Road through Lot 3 extends along the western boundary of Lot 3 and also extends into Lot 2. Further, the vehicle access driveway to Albany Highway is partly on Lot 1 (subject lot) and partly on Lot 4. It is proposed to collaboratively work with the owner of Lots 2, 3 and 4 to ensure that both properties have a right of continued access over these driveways, particularly to ensure continued access for Kojonup Feeds for any extent of the driveway that is not located within the confines of Lot 1.

We refer to the attached letter of consent from the owner of Lots 2, 3 and 4 (refer **Attachment 4**) which provides consent for continued access for Kojonup Feeds through Lots 2, 3 and 4.

The ownership of the Subject Site and the surrounding lots is illustrated in **Figure 9.**

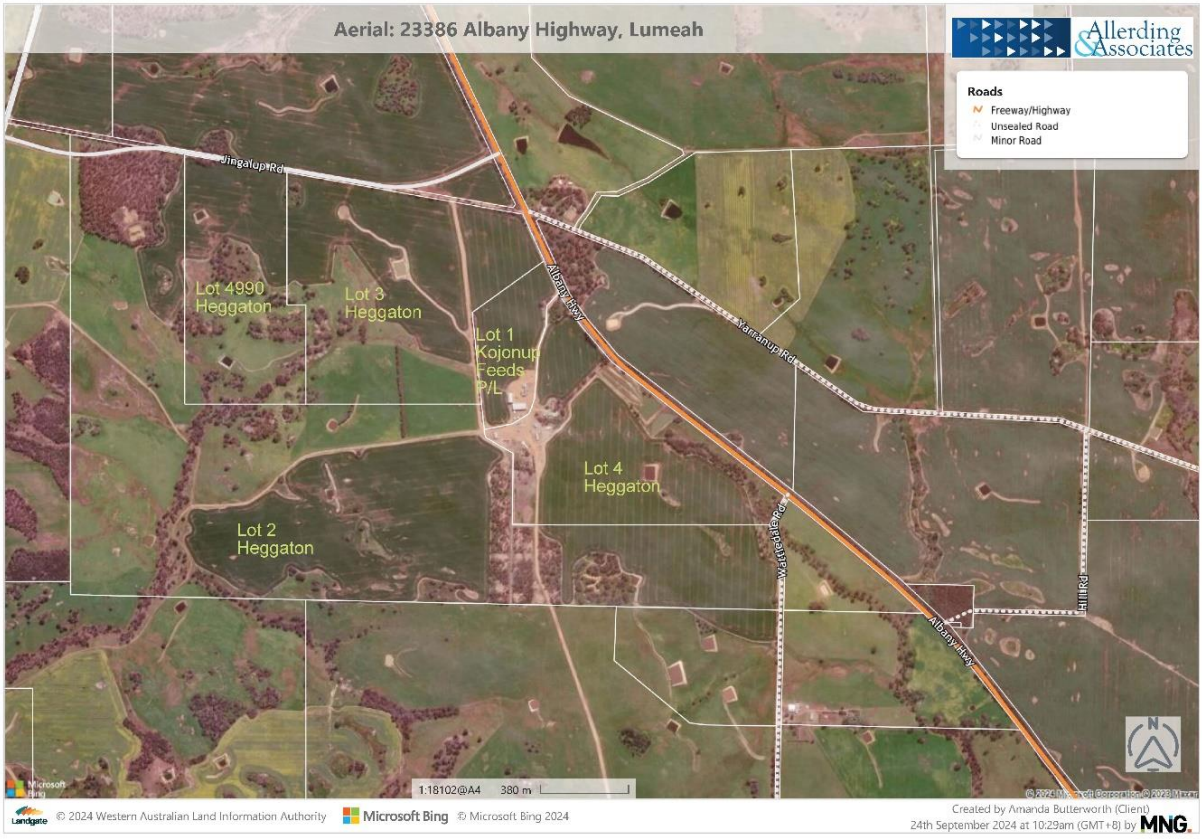


Figure 9: Ownership of the Lots abutting the Subject Site

4.3 Vehicle Movements

As outlined under section 4.2 of this report, generally most large commercial truck movements occur via the Jingalup Road vehicle access (C-Trains, Road Trains). Small trucks, light vehicles and employee vehicles use both points of access, however more predominantly light vehicles access and egress via Albany Highway.

The typical current usage of access points is demonstrated in **Figure 10**.

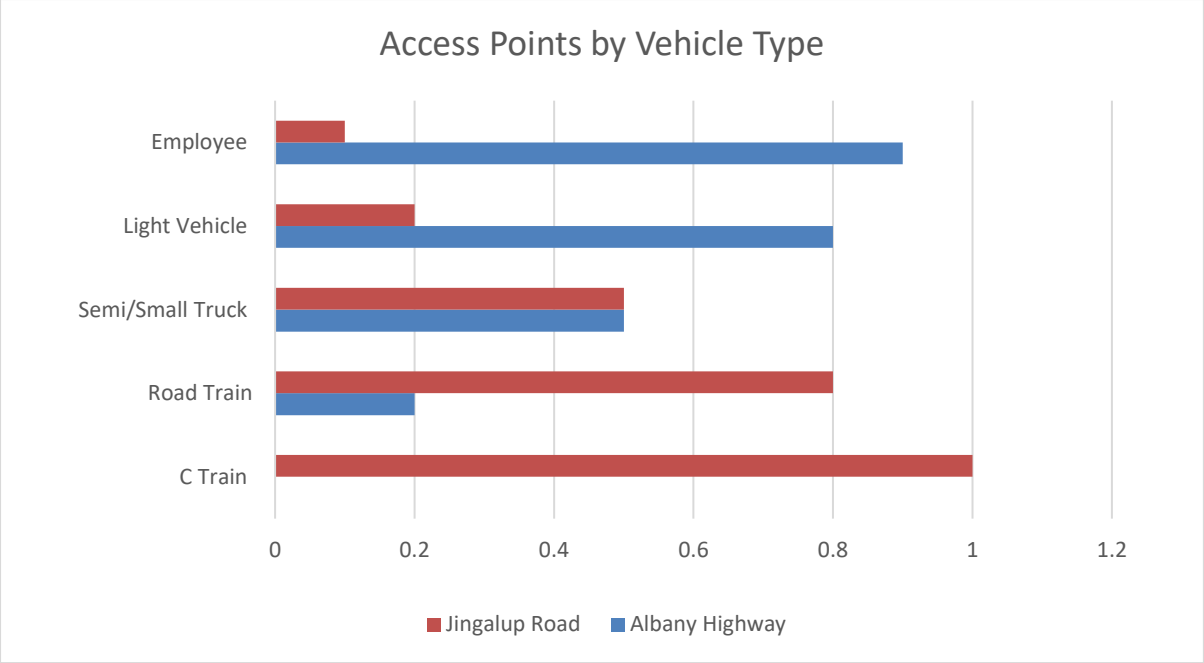


Figure 10: Access Points by Vehicle Type Ratio

The following is noted with respect to current vehicle movements:

- During the off-peak season (July - December), an average of 57 weekly vehicle movements are generally recorded (an average of 11.4 daily movements). These movements over the week usually include 2 C-Trains, 14 Road Trains, 16 Small Trucks, 6 Light Vehicle, and 19 Employee vehicle movements.

- During the peak season (January - June), an average of 153 weekly vehicle movements are generally recorded (an average of 21.8 daily movements). These movements over the week usually include 3 C-Trains, 55 Road Trains, 29 Small Trucks, 26 Light Vehicle, and 40 Employee vehicle movements.

- The majority of trucks attending the site are road trains and small trucks.

- The total number of vehicle trips recorded during both peak and off peak are low vehicle numbers that do not adversely affect traffic in the locality and are such that they would not warrant the requirement for a Transport Impact Statement under the Western Australian Planning Commission's Transport Impact Assessment Guidelines for Developments.

As a result of the addition of the silos to Kojonup Feeds proposed in this application in conjunction with the replacement of equipment, it is envisaged that the number of vehicle movements, particularly during the peak season, may increase by up to 40%.

Assuming that vehicle movements increased by 40%, this would result in the estimated vehicle movements increasing to a range of 210 – 220 weekly vehicle movements during the peak season (January – June). Vehicles attending the property are generally spread throughout the day and there is not a peak hour for vehicles. Even with the increase in vehicle numbers anticipated, the proposal would not result in the requirement of a Transport Impact Statement, given that the number of vehicles per hour would be below 10 trips per hour at all times.

Figure 11 shows the vehicle manoeuvring area around the existing silos.

The mill operates 24 hours per day during the peak season and vehicle movements are generally during the hours of 7am to 7pm. During peak season, vehicles may attend the mill outside the 7am to 7pm hours of operation. However, truck movements between 7pm and 7am are minimised where possible.

4.4 Facility Staff

Staff numbers on site are presently and are estimated to continue at less than 10 staff on site at any one time.



Figure 11: Vehicle manoeuvring area around the existing silos

5.0 CONSIDERATION UNDER THE PLANNING FRAMEWORK

5.1 State Planning Policy 2.5 – Rural Planning

State Planning Policy 2.5: Rural Planning (**SPP 2.5**) applies to development proposals on rural zoned land under the Local Planning Scheme. The objectives of SPP 2.5 are to:

> *(a) support existing, expanded and future primary production through the protection of rural land, particularly priority agricultural land and land required for animal premises and/or the production of food;*
>
> *(b) provide investment security for existing, expanded and future primary production and promote economic growth and regional development on rural land for rural land uses;*
>
> *(c) outside of the Perth and Peel planning regions, secure significant basic raw material resources and provide for their extraction;*
>
> *(d) provide a planning framework that comprehensively considers rural land and land uses, and facilitates consistent and timely decision-making;*
>
> *(e) avoid and minimise land use conflicts;*
>
> *(f) promote sustainable settlement in, and adjacent to, existing urban areas; and*
>
> *(g) protect and sustainably manage environmental, landscape and water resource assets.*

A Rural Industry land use is permitted within the Rural zone pursuant to the Shire's Town Planning Scheme No. 3 (TPS3). It is noted that the established, approved Stock Feed Mill Rural Industry land use over the subject site has operated successfully for several years.

With particular reference to objectives (a) and (b) above, the proposal to install two additional silos to support the existing stock feed mill operations will enable the facility to continue its vital support of primary production in the great southern region.

The proposal is consistent with the objectives of SPP 2.5.

5.2 State Planning Policy 3.7 – Planning in Bushfire Prone Areas

State Planning Policy 3.7: Planning in Bushfire Prone Areas (**SPP 3.7**) has undergone a recent review, and the new SPP 3.7 is operational from 18 November 2024. The intent of SPP 3.7 is:

> *To implement effective, risk-based land use planning and development which in the first instance avoids the bushfire risk, but where unavoidable, manages and/or mitigates the risk to people, property and infrastructure to an acceptable level.*

The application of SPP 3.7 is set out under Section 4 of the policy. It is noted the works subject of this application do not trigger an assessment under SPP 3.7. Further as outlined in Section 1.2 of the Planning for Bushire Guidelines 2024, it identifies with SPP3.7 applies, the requirements for commercial and industrial development are further detailed in Section 7 of the Guidelines. Section 7 of the guidelines, relating to commercial and industrial development details that SPP3.7 only applies to a "habitable building" for commercial or industrial use. As the silos are not habitable, there would be no requirement for a bushfire management plan as part of this application

Notwithstanding, a BAL assessment has been undertaken for the feed silos and this is provided at **Attachment 5** of this report. The BAL assessment concludes that the determined bushfire attack level is BAL 12.5.

5.3 State Planning Policy 5.4 – Road and Rail Noise

The subject site is within the trigger distance for State Planning Policy 5.4 (**SPP 5.4**) given its proximity to Albany Highway (transit corridor).

However, given the proposal does not relate to a noise-sensitive land use, LPP 5.4 is not applicable. Notwithstanding, it is noted the existing facility is separated from Albany Highway by approximately 390m.

5.4 Shire of Kojonup Strategic Community Plan

The Shire of Kojonup Strategic Community Plan – Smart Possibilities 2027+ sets out the current overarching strategic vision for the Shire.

Key Pillar 4 of the Strategic Community Plan is 'Prosperity'. Two Strategic Deliverables under Pillar 4 are:

- *Enable and advocate for new industry to set up in and around Kojonup.*
- *Drive population growth through the support of local industry, development of new industry and promotion of Kojonup's point of difference.*

The proposal for two additional silos to support the existing operation will enable the facility to continue to meet the demand for stock feed supply throughout regional Western Australia. Therefore, the operation of Kojonup Feeds is considered to be consistent with these Strategic Deliverables under the Strategic Community Plan.

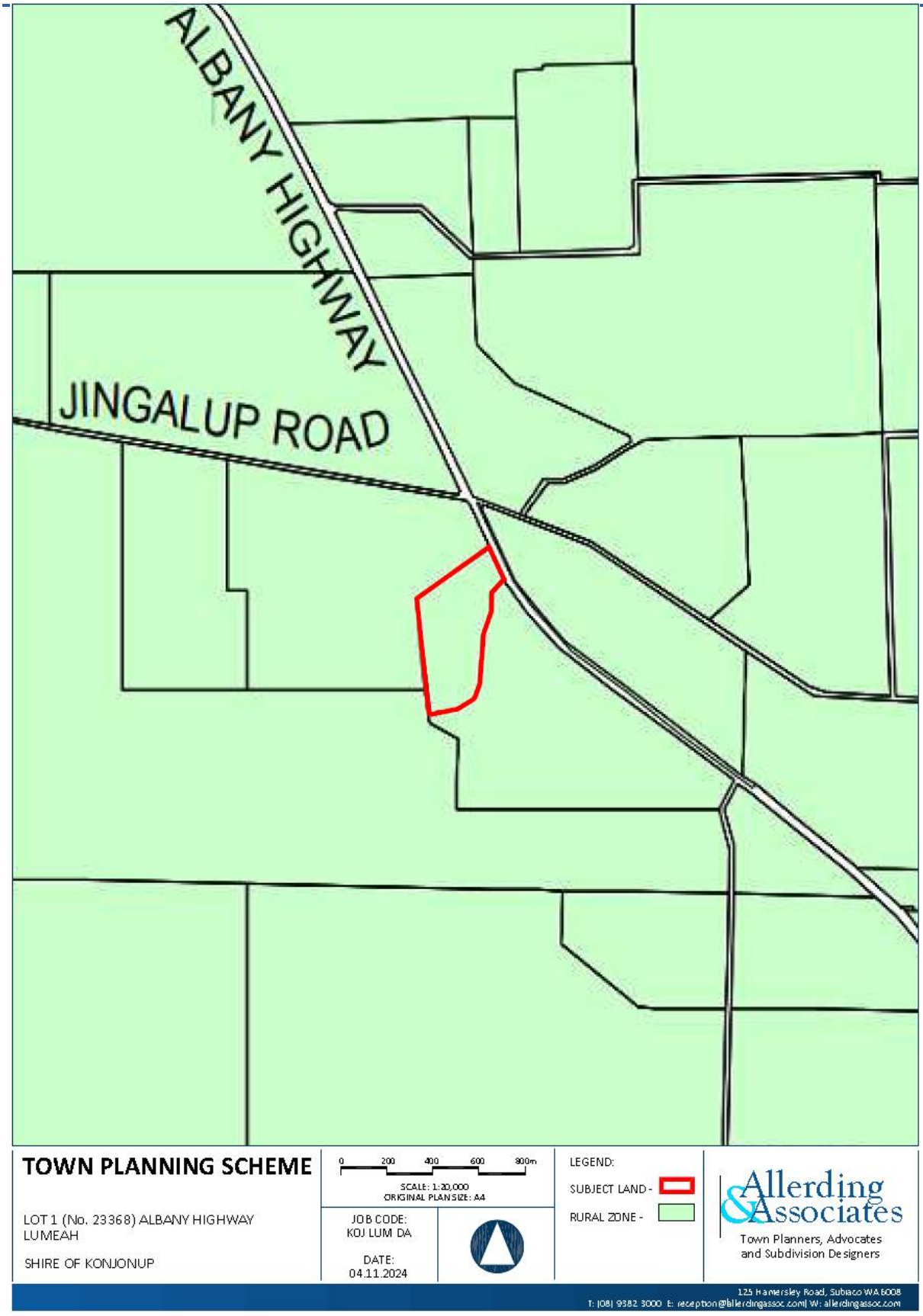


Figure 12: TPS3 Zoning

5.5 Shire of Kojonup Town Planning Scheme No. 3

The subject site is zoned 'Rural' pursuant to the Shire of Kojonup Town Planning Scheme No. 3 (**TPS3**). Refer **Figure 12** for a zoning plan. The objectives of the Rural zone are as follows under TPS3:

> *(a) The zone shall consist of predominantly rural uses.*
>
> *(b) To protect land from urban uses that may jeopardise the future use of that land for other planned purposes which are compatible with the zoning.*
>
> *(c) To protect the land from closer development which would detract from the rural character and amenity of the area.*
>
> *(d) To prevent any development which may affect the viability of a holding.*
>
> *(e) To provide for limited commercial accommodation opportunities in a rural environment consistent with the Council's policy for 'Farmstay', 'Bed and Breakfast Accommodation' and 'Chalet' facilities.*

The approved, established Kojonup Feeds facility is a designated Rural Industry land use that is a 'P' permitted use in the Rural Zone. The proposal to install two new silos promotes the long-term continuation of the existing permitted rural industry use of the land.

The existing facility is surrounded by properties with compatible land uses, utilised for traditional rural pursuits including cropping and livestock production.

The proposal is consistent with the objectives of the Rural zone.

5.6 Planning and Development (Local Planning Schemes) Regulations 2015

The *Planning and Development (Local Planning Schemes) Regulations 2015* (**the Regulations**) have introduced a set of Deemed Provisions within Schedule 2 that automatically form part of LPS4 (**Deemed Provisions**).

Clause 67 of Schedule 2 deals with matters to be considered by Local Government and include the following key provisions relevant to this Application as detailed in **Table 3** below:

Table 3: Matters to be considered.

Matters to be considered	Comment
a) *the aims and provisions of this Scheme and any other local planning scheme operating within the Scheme area;*	The proposal is consistent with the aims (objectives) of the Scheme and specifically, the objectives of the Rural Zone. The additional of two new silos on the subject site will support the existing, permitted use of the land for a Rural Industry purpose. It is noted the existing

Matters to be considered	Comment
	facility is appropriately located, surrounded by properties with compatible land uses.
b) *the requirements of orderly and proper planning including any proposed local planning scheme or amendment to this Scheme that has been advertised under the Planning and Development (Local Planning Schemes) Regulations 2015 or any other proposed planning instrument that the local government is seriously considering adopting or approving;*	No local planning scheme is proposed, nor amendment to the current scheme at the time of preparing this report.
c) any environmental protection policy approved under the Environmental Protection Act 1986 section 31(d)	Not applicable to this proposal.
d) *any approved State planning policy;*	The proposal is compliant with the requirements of SPP 2.5 as outlined in section 4 of this report, noting SPP 3.7 and SPP 5.4 are not triggered for assessment. A copy of the BAL Assessment is provided in **Attachment 5.**
e) any policy of the Commission	Not applicable to this proposal.
f) any policy of the State;	Not applicable to this proposal.
g) any local planning policy for the Scheme area	Not applicable to this proposal.
h) any structure plan, activity centre plan or local development plan that relates to the development;	Not applicable to this proposal.
i) any report of the review of the local planning scheme that has been published under the Planning and Development (Local Planning Schemes) Regulations 2015;	Not applicable to this proposal.
j) in the case of land reserved under this Scheme, the objectives for the reserve and the additional and permitted uses identified in this Scheme for the reserve;	Not applicable to this proposal.
k) the built heritage conservation of any place that is of cultural significance	Not applicable to this proposal.
l) the effect of the proposal on the cultural heritage significance of the area in which the development is located;	The proposal does not affect cultural heritage significance.

Matters to be considered	Comment
m) *the compatibility of the development with its setting including the relationship of the development to development on adjoining land or on other land in the locality including, but not limited to, the likely effect of the height, bulk, scale, orientation and appearance of the development;*	The two additional silos proposed with this application represent a minor component of the overall existing facility. The proposed silos are consistent in scale with the existing silos on the site and therefore conform with the existing development over the site. Adjoining properties to the north, south and west are all zoned Rural. These properties are utilised for traditional rural pursuits including cropping and livestock production. The existing facility has a setback to Albany Highway of approximately 390m, and 890m to Jingalup Road. These are considered substantial setbacks that limit visibility of the facility from the public realm. A building that was approved as a residence in located on the adjacent Lot 4, however that building is no longer used for habitation and therefore, the proposed development is compatible with its setting.
n) *the amenity of the locality including the following —* *(i) environmental impacts of the development;* *(ii) the character of the locality;* *(iii) social impacts of the development;*	In regard to environmental impacts of the proposal, a report has been prepared by Coterra for the DWER licence application, given that a stock feed premises is listed under Schedule 1 of the *Environmental Protection Regulations 1987* . A copy of that report will be provided separately to this application. The environmental report confirms that the proposal will not have any undue adverse environmental impacts as a result of the addition of the two new silos subject of this application. The proposal retains the existing character of the locality, as the two additional silos will support the continuation of the existing permitted rural industry land use of the subject site. The proposal will have a positive social impact on the locality by supporting a local business that generates local employment. Further, the proposal will enable the facility to continue to meet the demand for stock feed supply throughout regional Western Australia.
o) *The likely effects of the development on the natural environment or water resources and any means that are proposed to protect or to mitigate impacts on the natural environment or water resource.*	The proposal will not adversely affect the natural environment or water resources. An environmental report will be provided separately to the Shire to demonstrate that the proposal will not have any undue adverse impacts upon the natural environment or water resources.

Matters to be considered	Comment
p) whether adequate provision has been made for the landscaping of the land to which the application relates and whether any trees or other vegetation on the land should be preserved;	The proposal does not affect existing areas of landscaping, nor trees or other vegetation requiring retention. The proposed silos will be constructed to an existing cleared area on site.
q) The suitability of the land for the development taking into account the possible risk of flooding, tidal inundation, subsidence, landslip, bushfire, soil erosion, land degradation or any other risk	The land is suitable for the development as proposed. We address the matter of bushfire in section 4 of this report.
r) the suitability of the land for the development taking into account the possible risk to human health or safety;	The land does not pose a risk to human health and safety.
s) The adequacy of - *i. the proposed means of access and egress from the site; and* *ii. arrangements for the loading, unloading, manoeuvring and parking of vehicles;*	Presently the subject site has adequate vehicle access, from two separate points. The primary vehicle access point is from Jingalup Road to the north, through the adjoining Lot 3, facilitated by a section 136C Right of Carriageway easement. Most existing heavy vehicle movements to and from the facility occur through the Jingalup Road vehicle access. A secondary vehicle access exists from Albany Highway to the east of the site which is primarily utilised by smaller vehicles for access to the facility. It is noted that private staff vehicles predominantly utilise the Albany Highway vehicle access. Substantial cleared areas are provided on the subject site for the loading, unloading, and manoeuvring of vehicles. Parking is provided on site adjacent to the existing facility. The landowner of Lots 2, 3 and 4 has provided written consent for the continued use of the existing driveways that extend over Lots 2, 3 and 4 (refer **Attachment 4**).
t) the amount of traffic likely to be generated by the development particularly in relation to the capacity of the road system in the locality and the probable effects on traffic flow and safety;	Large trucks typically enter the site travelling west along Jingalup Road, and egress east back along Jingalup Road to Albany Highway. The majority of trucks attending the site are road trains or small trucks/semi-trailers. Light vehicles (staff) typically enter the site from Albany Highway. Vehicle numbers are unlikely to exceed 220 vehicle movements per week as a result of the additions to the Stock feed and the associated replacement equipment.

Matters to be considered	Comment
	The increase if vehicle numbers is not significant and does not warrant the requirement for a transport impact statement. Alany Highway and Jingalup Road are capable of accommodating this minor increase in vehicle numbers.
u) The availability and adequacy for the development of the following- *iii. public transport services;* *iv. public utility services;* *v. storage management and collection of waste;* *vi. access for pedestrians and cyclists (including end of trip storage, toilet and shower facilities);* *vii. access by older people and people with disability;*	The existing, established facility is approved over the subject site, and the current proposal does not affect the existing operation of the facility. Therefore, these matters are not applicable to the proposal.
v) the potential loss of any community service or benefit resulting from the development other than potential loss that may result from economic competition between new and existing businesses;	The proposal will benefit the community by enabling the continued operation of a business that generates local employment. Further, the proposal will enable the facility to continue to meet the demand for stock feed supply throughout regional Western Australia. The proposal will: • Support the economic prosperity of Great Southern and Western Australia's primary agribusinesses, including grain growers (upstream suppliers) and sheep, cattle, dairy, pig and chicken livestock industries (downstream customers). • Strengthen the local provenance supply chain, reducing reliance on Perth-based manufactured or imported feed, while enabling healthy livestock development and the growth of Western Australia's meat export industry. Support for sustainable livestock practices, and nutritional quality claims of the industry. • Create sustainable new rural jobs, fostering new skillsets through ongoing training and upskilling and enabling talent retention and workforce stability within the Kojonup / Great Southern region.

Matters to be considered	Comment
w) the history of the site where the development is to be located	The proposal is consistent with the existing, established Rural Industry use over the subject site.
x) the impact of the development on the community as a whole notwithstanding the impact of the development on particular individuals;	The proposal will benefit the community by enabling the continued operation of a local business, enabling the facility to continue to meet the demand for stock feed supply throughout regional Western Australia. The proposal will: • Support the economic prosperity of Great Southern and Western Australia's primary agribusinesses, including grain growers (upstream suppliers) and sheep, cattle, dairy, pig and chicken livestock industries (downstream customers). • Strengthen the local provenance supply chain, reducing reliance on Perth-based manufactured or imported feed, while enabling healthy livestock development and the growth of Western Australia's meat export industry. Support for sustainable livestock practices, and nutritional quality claims of the industry. • Create sustainable new rural jobs, fostering new skillsets through ongoing training and upskilling and enabling talent retention and workforce stability within the Kojonup / Great Southern region.
y) any submissions received on the application;	There are no submissions on the application at the time of preparing this report.
za) the comments or submissions received from any authority consulted under clause 66;	There are no submissions on the application at the time of preparing this report.
zb) any other planning consideration the local government considers appropriate;	Not applicable to the proposal.

6.0 CONCLUSION

This application for development approval for the installation of two new silos will support the established stock feed plant, operating as an approved Rural Industry land use over the subject site. The proposed silos represent a modest increase to the existing approved infrastructure over the subject site.

The primary stock feed operation provides a vital service by producing and supplying premium ruminant feed throughout regional Western Australia. The proposed installation of two new silos in conjunction with equipment replacement will ensure the continued efficient delivery of stock feed to meet the market demand.

The existing stock feed plant is an established, approved Rural Industry land use over the subject site, and the proposal for two additional silos to support the existing operation is consistent with the objectives and standards of the applicable local and state planning framework.

We therefore respectfully request the Shire's approval for the proposal.

KOJONUP FEEDS
WHERE QUALITY COUNTS

Attachment 1

Development Application Form

APPLICATION FOR DEVELOPMENT APPROVAL

Owner Details

Name: KOJONUP FEEDS PTY LTD

ABN (if applicable):

Address: 23368 ALBANY HIGHWAY
KOJONUP Postcode 6395

Phone: Work: _____ Home: _____ Mobile: 0429 649 004	Fax: _____	Email: accounts@kojonupfeeds.com.au

Contact person for correspondence: COURTNEY ROBINSON

Signature: Aaron Pontifex, Director	Date: 14/11/24
Signature: James Heggaton, Director	Date: 14/11/24

The signature of the owner(s) is required on all applications. This application will not proceed without that signature. For the purposes of signing this application an owner includes the persons referred to in the Planning and Development Regulations (Local Planning Schemes) Regulations 2015 Schedule 2 clause 62(2).

Applicant Details

Name: Allerding and Associates

Address: 125 Hamersley Road
Subiaco WA Postcode 6008

Phone: Work: 9382 3000 Home: _____ Mobile: _____	Fax: _____	Email: amanda@allerdingassoc.com

Contact person for correspondence: Amanda Butterworth

Signature:	Date: 14 NOVEMBER 2024

Property Details

Lot No: 1	House/Street No: 23368	Location No:
Diagram or Plan No: 73131	Certificate of Title Vol. No: 2843	Folio:194

Title encumbrances (e.g. easements, restrictive covenants):
Refer to Title

Street name: Albany Highway	Suburb: Lumeah

Nearest street intersection: Jingalup Road

Nearest street intersection: Jingalup Road

Proposed Development	
Nature of development:	☒ Works ☐ Use ☐ Works and use
Is an exemption claimed for part of the development? ☐ Yes ☒ No If yes, is the exemption for:	☐ Works ☐ Use
Description of proposed works and/or land use: Two additional silos to existing Rural Industry stock feed plant	
Description of exemption claimed (if relevant):	
Nature of any existing buildings and/or land use: Existing Rural Industry stock feed plant	
Approximate cost of proposed development: $647,000	
Estimated time of completion: 2025	

OFFICE USE ONLY	
Acceptance Officer's initials:	Date received:
Local government reference No:	

Attachment 2

Certificate of Title and ASIC Company Search

WESTERN AUSTRALIA

TITLE NUMBER	
Volume	Folio
2843	**194**

RECORD OF CERTIFICATE OF TITLE

UNDER THE TRANSFER OF LAND ACT 1893

The person described in the first schedule is the registered proprietor of an estate in fee simple in the land described below subject to the reservations, conditions and depth limit contained in the original grant (if a grant issued) and to the limitations, interests, encumbrances and notifications shown in the second schedule.

BGRoberts

REGISTRAR OF TITLES

REGISTRAR OF TITLES WESTERN AUSTRALIA

LAND DESCRIPTION:

LOT 1 ON DEPOSITED PLAN 73131

REGISTERED PROPRIETOR:
(FIRST SCHEDULE)

KOJONUP FEEDS PTY LTD OF SHAMROCK ROAD KOJONUP

(T M840120) REGISTERED 27/11/2014

LIMITATIONS, INTERESTS, ENCUMBRANCES AND NOTIFICATIONS:
(SECOND SCHEDULE)

1. EASEMENT BENEFIT CREATED UNDER SECTION 136C T.L.A. FOR RIGHT OF CARRIAGEWAY PURPOSES - SEE DEPOSITED PLAN 73131
2. N118460 MORTGAGE TO COMMONWEALTH BANK OF AUSTRALIA REGISTERED 10/9/2015.

Warning: A current search of the sketch of the land should be obtained where detail of position, dimensions or area of the lot is required. Lot as described in the land description may be a lot or location.

----------END OF CERTIFICATE OF TITLE----------

STATEMENTS:

The statements set out below are not intended to be nor should they be relied on as substitutes for inspection of the land and the relevant documents or for local government, legal, surveying or other professional advice.

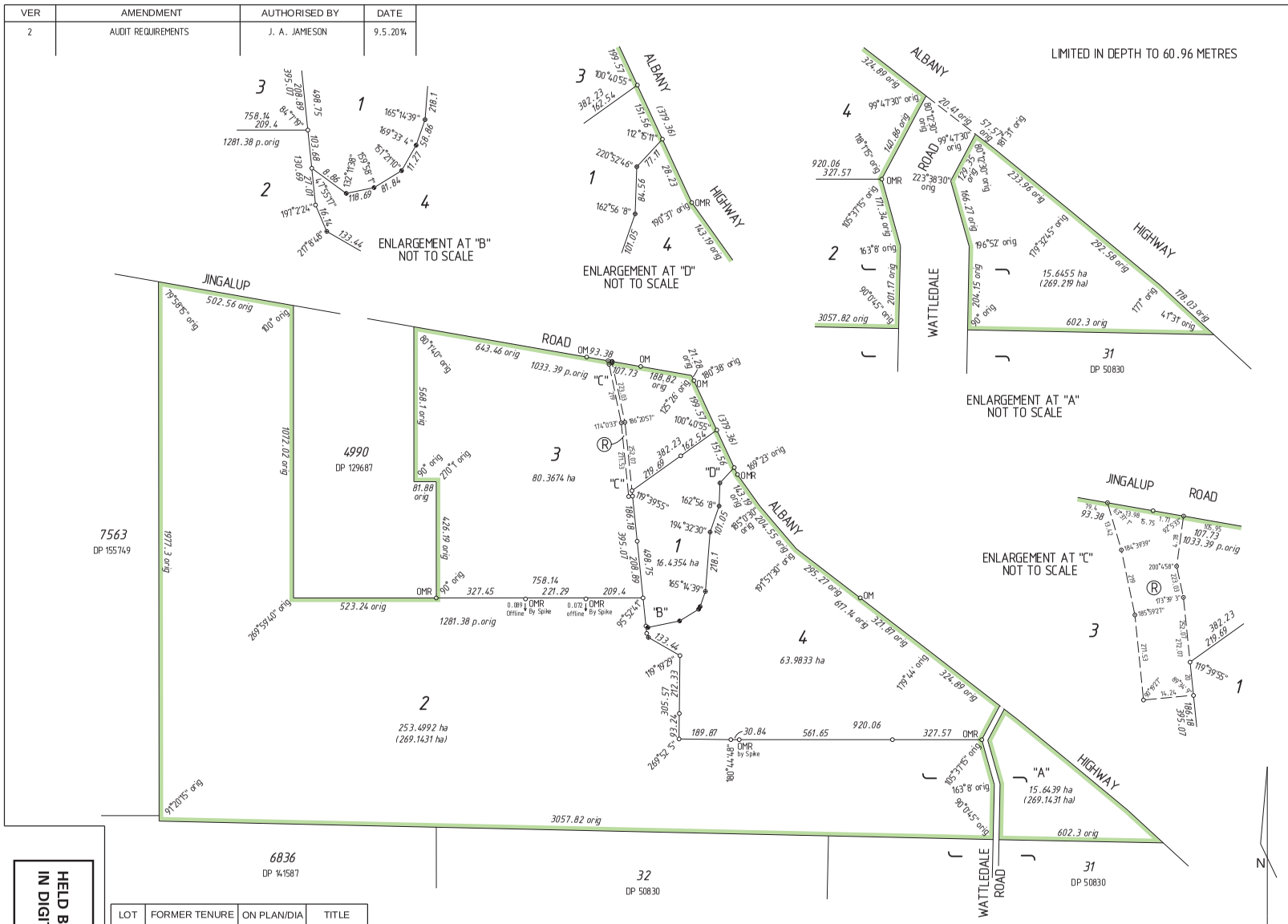
SKETCH OF LAND:	DP73131
PREVIOUS TITLE:	2839-900, 2840-297
PROPERTY STREET ADDRESS:	NO STREET ADDRESS INFORMATION AVAILABLE.
LOCAL GOVERNMENT AUTHORITY:	SHIRE OF KOJONUP

LANDGATE COPY OF ORIGINAL NOT TO SCALE 20/09/2024 10:49 AM Request number: 67173750

Landgate
www.landgate.wa.gov.au

LANDGATE COPY OF ORIGINAL NOT TO SCALE 20/09/2024 10:51 AM Request number: 67173769
www.landgate.wa.gov.au

VER	AMENDMENT	AUTHORISED BY	DATE
2	AUDIT REQUIREMENTS	J. A. JAMIESON	9.5.2014



TYPE	FREEHOLD
PURPOSE	SUBDIVISION

PLAN OF

LOTS 1, 2, 3 & 4 AND EASEMENT

DISTRICT KOJONUP TOWNSITE	SSA NO
DPI FILE LOCALITY LUMEAH LOCAL AUTHORITY SHIRE OF KOJONUP	FORMER TENURE SEE TABLE
ON INDEX SEE SMARTPLAN	FIELD BOOK 122016

SCALE 1:10000 @A2 (0 100 200 300 400m)
ALL DISTANCES ARE IN METRES

SURVEYOR'S CERTIFICATE - Reg 54
I, J. A. JAMIESON
hereby certify that this plan is accurate and is a correct representation of the -
(a) *survey, and/or
(b) *calculations from measurements recorded in the field records,
(*delete if inapplicable)
undertaken for the purposes of this plan and that it complies with the relevant written law(s) in relation to which it is lodged.
Licensed Surveyor Date

SURVEYOR'S CERTIFICATE - Compiled
I,
hereby certify that this compiled plan
(a) is a correct and accurate representation of the survey(s) of the subject land; and
(b) is in accordance with the relevant law in relation to which it is lodged.
Licensed Surveyor Date

SURVEY FIRM
ALBANY MAPPING & SURVEYING SERVICES
PO BOX 2036 ALBANY WA 6331
Ph 0898451239 Fax 0898451242
Mob 0418 115 347
Email john@albanysurveys.com

LODGED	TYPE OF VALIDATION	APPROVED BY
DATE 9-Apr-14	FULL AUDIT	WESTERN AUSTRALIAN PLANNING COMMISSION
FEE PAID $540.00	LEGAL COMPONENT B.GILLIGAN	RLE 146658
ASSESS No. 14836790	DOCKET PLAN/DIAGRAM TRIM	13-May-2014 DATE
	CERTIFIED CORRECT 13 MAY 2014	DELEGATED UNDER S.16 PAD Act 2005
	I.S.C.	
	F.S.C.	

IN ORDER FOR DEALINGS
SUBJECT TO
SEC 136C OF THE T.L.A.
14 MAY 2014
For INSPECTOR OF PLANS & SURVEYS / AUTHORIZED LAND OFFICER DATE

APPROVED
4/8/2014
INSPECTOR OF PLANS & SURVEYS / AUTHORIZED LAND OFFICER DATE

Landgate
Western Australian Land Information Authority

DEPOSITED PLAN
73131
SHEET 1 OF 1
VERSION 2

A2 ORIGINAL

HELD BY LANDGATE IN DIGITAL FORM ONLY.

LOT	FORMER TENURE	ON PLAN/DIA	TITLE
1	PT LOT 3485 PT LOT 3486 PT LOT 6875	DP 119870 DP 119872 DP 80391	CT 1778/691 CT 1778/691 CT 1004/95
2	PT LOT 3512 PT LOT 6875	DP 119871 DP 80391	CT 1778/691 CT 1004/95
3	PT LOT 3485 PT LOT 3486	DP 119870 DP 119872	CT 1778/691 CT 1778/691
4	PT LOT 3485 PT LOT 3486 PT LOT 3512 PT LOT 6875	DP 119870 DP 119872 DP 119871 DP 80391	CT 1778/691 CT 1778/691 CT 1778/691 CT 1004/95

LEGEND
- STANDARD PEG MARKING
- CENTRE PUNCH MARK IN TUBE POST
- NAIL & PLATE IN STRAINER POST
- TACK IN STRAINER POST

INTERESTS AND NOTIFICATIONS

f 130269

SUBJECT	PURPOSE	STATUTORY REFERENCE	ORIGIN	LAND BURDENED	BENEFIT TO	COMMENTS
(R)	RIGHT OF CARRIAGEWAY	SEC 136C OF THE TLA	THIS PLAN	LOT 3	LOT 1	

ASIC
Australian Securities & Investments Commission

Current Company Extract

Name: KOJONUP FEEDS PTY LTD
ACN: 159 025 233

Date/Time: 01 November 2024 AEST 04:13:12 PM

This extract contains information derived from the Australian Securities and Investments Commission's (ASIC) database under section 1274A of the Corporations Act 2001.

Please advise ASIC of any error or omission which you may identify.

EXTRACT

Organisation Details		Document Number
Current Organisation Details		
Name:	KOJONUP FEEDS PTY LTD	1E8448787
ACN:	159 025 233	
ABN:	50159025233	
Registered in:	Western Australia	
Registration date:	18/06/2012	
Next review date:	18/06/2025	
Name start date:	18/06/2012	
Status:	Registered	
Company type:	Australian Proprietary Company	
Class:	Limited By Shares	
Subclass:	Proprietary Company	

Address Details		Document Number
Current		
Registered address:	Level 2, 179 St Georges Terrace, PERTH WA 6000	2EWK40924
Start date:	09/03/2022	
Principal Place Of Business address:	23368 Albany Highway, KOJONUP WA 6395	7EAD29708
Start date:	20/08/2018	

Contact Address	
Section 146A of the Corporations Act 2001 states 'A contact address is the address to which communications and notices are sent from ASIC to the company'.	
Current	
Address:	PO BOX Z5104, PERTH ST GEORGES TCE WA 6831
Start date:	02/03/2022

Officeholders and Other Roles		Document Number
Director		
Name:	ELIZABETH ANNE HEGGATON	1E9573256
Address:	120 Broome Street, COTTESLOE WA 6011	
Born:	22/09/1962, KOJONUP, WA	
Appointment date:	18/06/2012	
Name:	STEPHEN GRENVILLE LAMOND	6EEK94120
Address:	74 Keightley Road Cn, SHENTON PARK WA 6008	
Born:	17/06/1962, SYDNEY, NSW	
Appointment date:	18/06/2012	
Name:	PETER LAWRENCE ROBINSON	6EEK94120
Address:	13 Jaraba Avenue, GOOSEBERRY HILL WA 6076	
Born:	01/01/1980, UNITED KINGDOM, UNITED KINGDOM	
Appointment date:	17/05/2016	
Name:	TELFER HENRY NEIL LITTLE	6EEK94120
Address:	15B Sholl Avenue, NORTH BEACH WA 6020	

Born:	30/04/1968, PERTH, WA	
Appointment date:	18/06/2012	
Name:	AARON PONTIFEX	6ECRS6517
Address:	41 Honner Street, KOJONUP WA 6395	
Born:	10/08/1989, GERALDTON, WA	
Appointment date:	13/05/2024	
Name:	JAMES VAUDAN HEGGATON	6EFSH4179
Address:	99 Wattledale Road, LUMEAH WA 6395	
Born:	09/08/1995, SUBIACO, WA	
Appointment date:	04/09/2024	

Secretary

Name:	ELIZABETH ANNE HEGGATON	1E9573256
Address:	120 Broome Street, COTTESLOE WA 6011	
Born:	22/09/1962, KOJONUP, WA	
Appointment date:	18/06/2012	

Share Information

Share Structure

Class	Description	Number issued	Total amount paid	Total amount unpaid	Document number
ORD	ORDINARY SHARES	6	6.00	0.00	6ECRS6520

Members

Note: For each class of shares issued by a proprietary company, ASIC records the details of the top twenty members of the class (based on shareholdings). The details of any other members holding the same number of shares as the twentieth ranked member will also be recorded by ASIC on the database. Where available, historical records show that a member has ceased to be ranked amongst the top twenty members. This may, but does not necessarily mean, that they have ceased to be a member of the company.

Name: PETER LAWRENCE ROBINSON
Address: 13 Jaraba Avenue, GOOSEBERRY HILL WA 6076

Class	Number held	Beneficially held	Paid	Document number
ORD	1	yes	FULLY	6EEK94120

Name: THOMPSON & REDWOOD (2001) PTY LTD
ACN: 099 064 374
Address: 220 Almeria Parade, UPPER SWAN WA 6069

Class	Number held	Beneficially held	Paid	Document number
ORD	2	yes	FULLY	6EEK94120

Joint members

Name: AARON PONTIFEX
Address: 41 Honner Street, KOJONUP WA 6395
Name: STEPHANIE LOUISE GAHAN
Address: 41 Honner Street, KOJONUP WA 6395

Class	Number held	Beneficially held	Paid	Document number
ORD	1	no	FULLY	6ECRS6520

Name: ELIZABETH ANNE HEGGATON
Address: 120 Broome Street, COTTESLOE WA 6011

Class	Number held	Beneficially held	Paid	Document number
ORD	2	yes	FULLY	6EHCW8268

Documents

Note: Where no Date Processed is shown, the document in question has not been processed. In these instances care should be taken in using information that may be updated by the document when it is processed. Where the Date Processed is shown but there is a zero under No Pages, the document has been processed but a copy is not yet available.

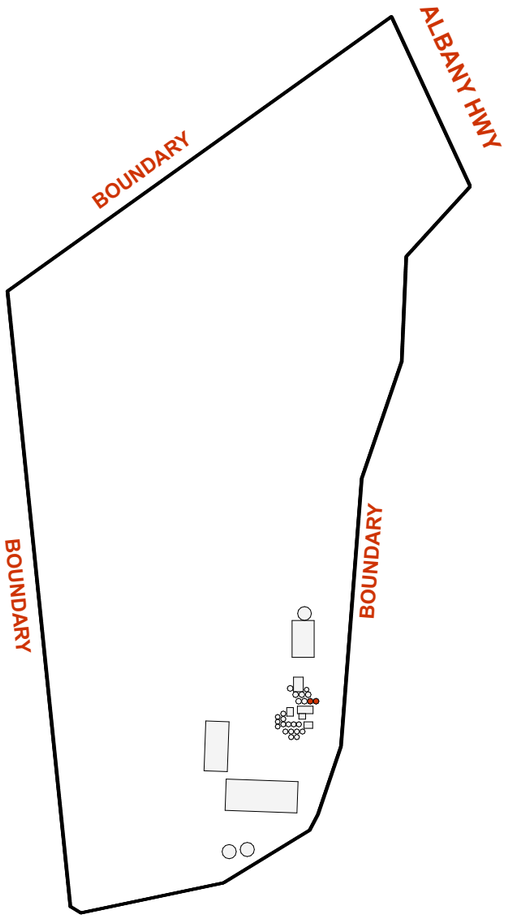
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02/03/2022	484B Change To Company Details Change Of Registered Address	02/03/2022	2	02/03/2022	2EWK40924
17/05/2022	484 Change To Company Details 484A1 Change Officeholder Name Or Address 484A2 Change Member Name Or Address	17/05/2022	2	17/05/2022	3EAT98261
28/06/2023	484 Change To Company Details 484A1 Change Officeholder Name Or Address 484A2 Change Member Name Or Address	28/06/2023	3	28/06/2023	6EEK94120
12/06/2024	484 Change To Company Details 484O Changes To Share Structure 484G Notification Of Share Issue	12/06/2024	2	21/05/2024	6ECRS6520

	484N Changes To (Members) Share Holdings				
12/06/2024	484E Change To Company Details Appointment Or Cessation Of A Company Officeholder	12/06/2024	2	21/05/2024	6ECRS6517
11/09/2024	484 Change To Company Details 484E Appointment Or Cessation Of A Company Officeholder 484E1 Cessation Of Company Director Later Than 28 Days	11/09/2024	2	05/09/2024	6EFSH4179
23/10/2024	484N Change To Company Details Changes To (Members) Share Holdings	23/10/2024	2	23/10/2024	6EHCW8268

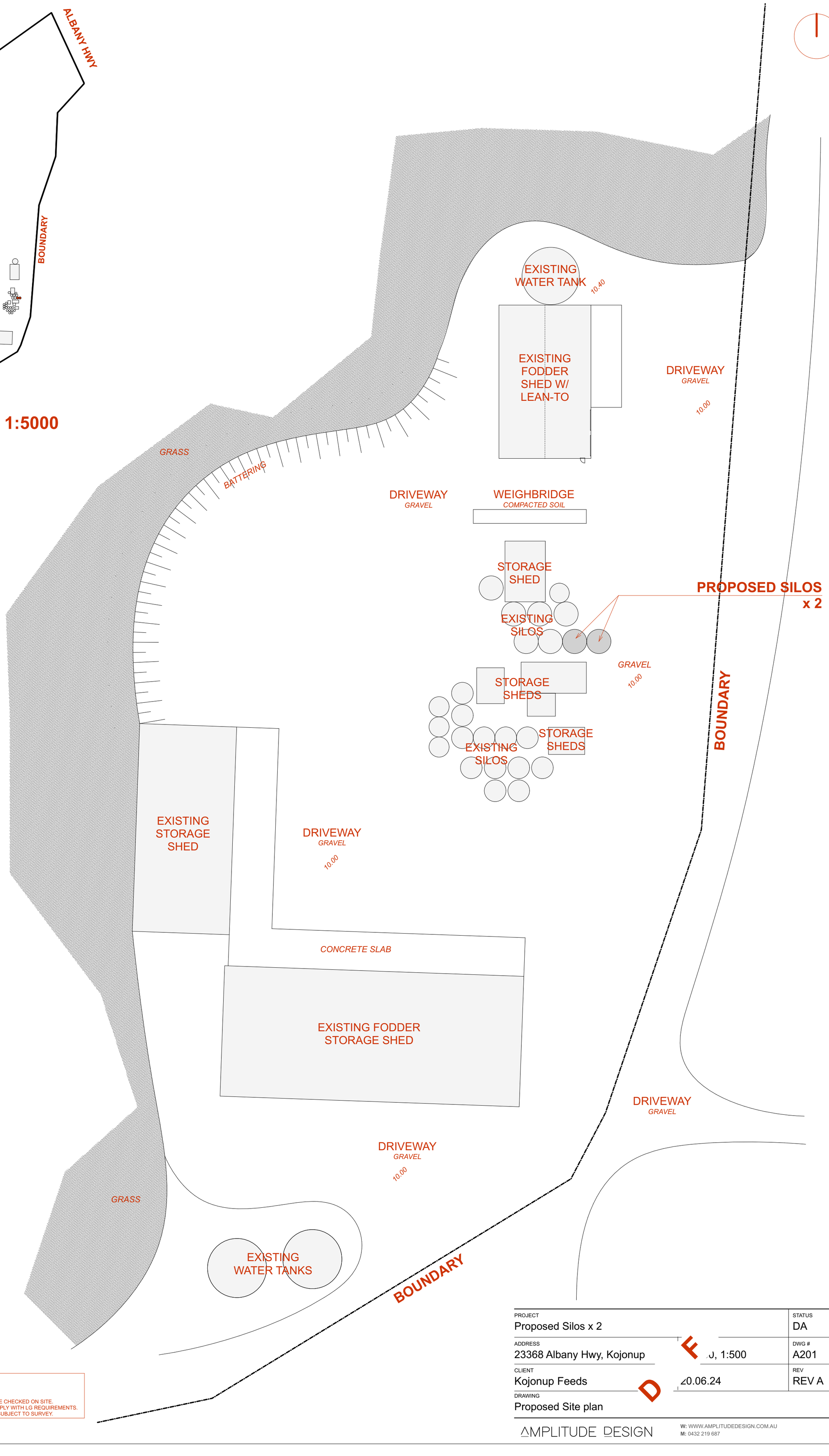
*****End of Extract of 4 Pages*****

Attachment 3

Development Plan



LOCATION PLAN - 1:5000



SITE PLAN - 1:500

INFORMATION

10.20 EXISTING SPOT LEVELS (SUBJECT TO SURVEY)

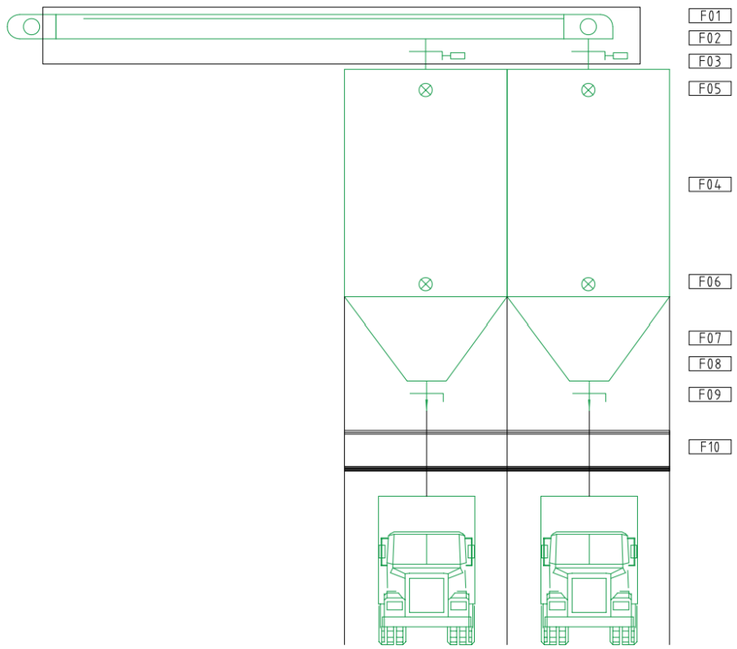
NOTES:
- PROPOSED 2 x SILOS: DIMENSIONS TO BE CONFIRMED.
- MINIMAL CHANGES TO GROUND LEVEL.

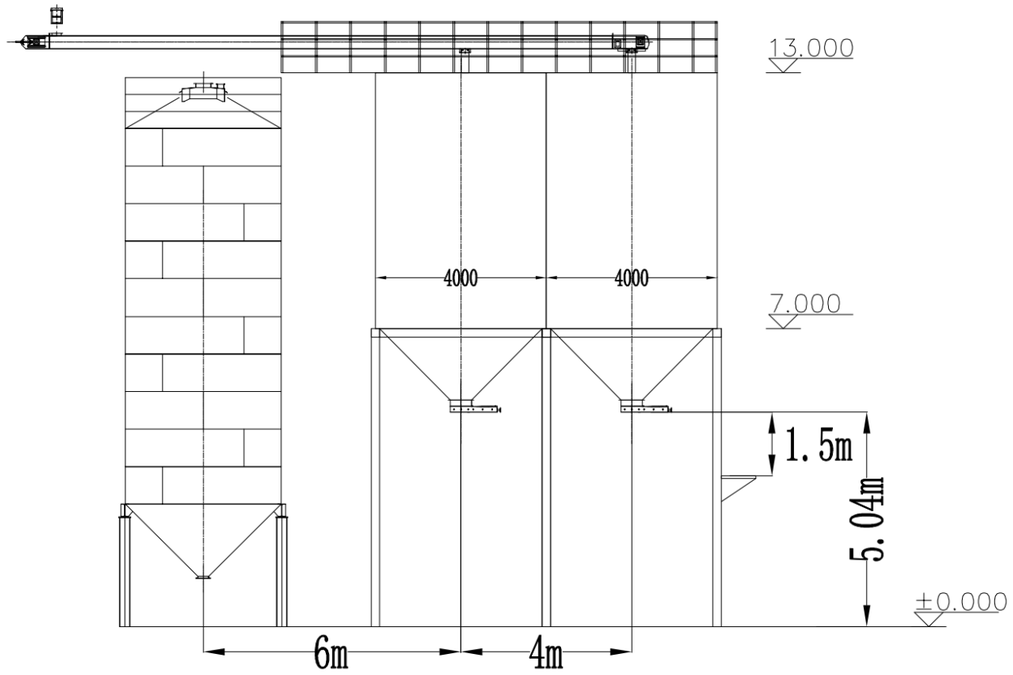
- DIMENSIONS SHOWN ARE TO BE FOLLOWED AND MUST BE CHECKED ON SITE.
- ALL STORMWATER TO BE RETAINED ON SITE AND TO COMPLY WITH LG REQUIREMENTS.
- LEVELS AND DIMENSIONS ARE APPROXIMATE ONLY AND SUBJECT TO SURVEY.

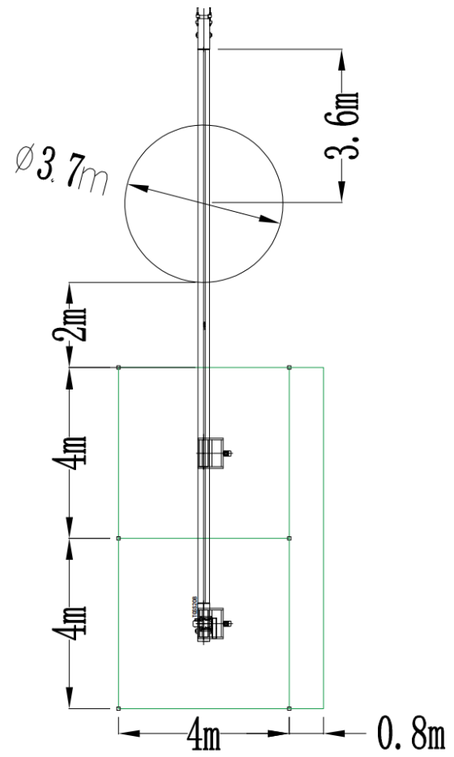
PROJECT: Proposed Silos x 2	STATUS: DA
ADDRESS: 23368 Albany Hwy, Kojonup	DWG #: A201
CLIENT: Kojonup Feeds	REV: REV A
DRAWING: Proposed Site plan	

AMPLITUDE DESIGN

W: WWW.AMPLITUDEDESIGN.COM.AU
M: 0432 219 687







NOTE :

THE INFORMATION CONTAINED IN THIS DRAWING IS CONFIDENTIAL AND CANNOT BE DISTRIBUTED TO ANY THIRD PARTY WITHOUT THE EXPRESS PERMISSION OF MINCO AUSTRALIA. ALL INFORMATION CONTAINED IN THIS DRAWING REMAINS THE INTELLECTUAL PROPERTY OF MINCO AUSTRALIA

GENERAL TOLERANCES
(UNLESS NOTED OTHERWISE)

1. LINEAR DIMENSIONS :
   <1000mm=±0.5mm
   1000mm-2000mm=±0.1mm
   >2000mm=±2.0mm
2. RADIAL DIMENSIONS=±1.0mm
3. ANGULAR DIMENSIONS=±1°

MATERIAL :

DO NOT SCALE DRAWING

PROJECTION :

MINCO BULK HANDLING EQUIPMENT

45A RIMFIRE DRIVE, HALLAM, VIC 3803
INF□@MINC□AUSTRALIA.C□M.AU (03) 9059 8163

PAGE : 1 OF 1	DRAWN :	DATE :	PROJECT :
PRINT SIZE : A3	REV :	SCALE :	
UNIT : mm	PART/DRG NUMBER :		PART/DRG NAME : KOJONUP FEED SILO PROJECT
MASS :			

Attachment 4

Signed Letter of Consent from the Owner of adjoining Lots 2, 3 and 4

The Chief Executive Officer
Shire of Kojonup
93-95 Albany Highway
Kojonup WA 6395

Dear Sir/Madam

RE: PLANNING APPLICATION FOR KOJONUP FEEDMILL: LOTS 1, 2, 3 AND 4 (23368) ALBANY HIGHWAY, LUMEAH

I am Elizabeth Anne Heggaton and act as legal owner of the following properties:

(a) Lot 2 on Deposited Plan 073131 (Certificate of Title Volume and Folio 2843/195)
(b) Lot 3 on Deposited Plan 073131 (Certificate of Title Volume and Folio 2843/196)
(c) Lot 4 on Deposited Plan 73131 (Certificate of Title Volume and Folio 2843/197)

I advise that I have granted consent to Allerding and Associates to lodge a development application seeking planning approval for alterations and additions to the existing feedmill (Rural Industry land use) for 2 new finished goods silos on Lot 1 on Deposited Plan 73131 (Certificate of Title Volume and Folio 2843/194) being 23368 Albany Highway, Lumeah.

Kojonup Feeds' operations rely on vehicle access arrangements through Lots 2, 3 and 4 (via Jingalup Road). I consent to the lodgement of the application and grant consent to the continuing vehicle access to Kojonup Feeds via Lots 2, 3 and 4.

Kind regards

Elizabeth Heggaton

Attention: Courtney Robinson

Accounts Manager
Kojonup Feeds Pty Ltd
Via email: accounts@kojonupfeeds.com.au

Dear Courtney,

Kojonup Feeds proposal to secure an *Environmental Protection Act 1986* licence & Development Application Approval.

Address: Lot 1 (23368) Albany Highway, Lumeah (Certificate of Title Volume 2843 Folio 194)

Thank you for meeting with me and advising that Kojonup Feeds will be seeking an *Environmental Protection Act 1986* licence and preparing a Development Application to the Shire of Kojonup for its Kojonup Feed mill.

For the benefit of those concerned, I am the owner of the adjoining lots including Lot 4, the land adjacent to the Kojonup Feed mill upon which there is an unoccupied dwelling that is approximately 150m away from mill.

Please be advised that the dwelling has not been occupied for two years and is not in a condition for human habitation.

I understand that this letter may be provided to the Department of Water and Environmental Regulation (DWER) and that assessing officers at DWER might contact me as an interested party in the licensing process associated with the feed mill.

I support both the Development Application and EPA Licence Application.

Thank you for keeping me informed on the DWER licensing process of the feed mill. If DWER Officers wish to contact me, please ask them to call 0429 341 038 or email: liz@genstock.com.au.

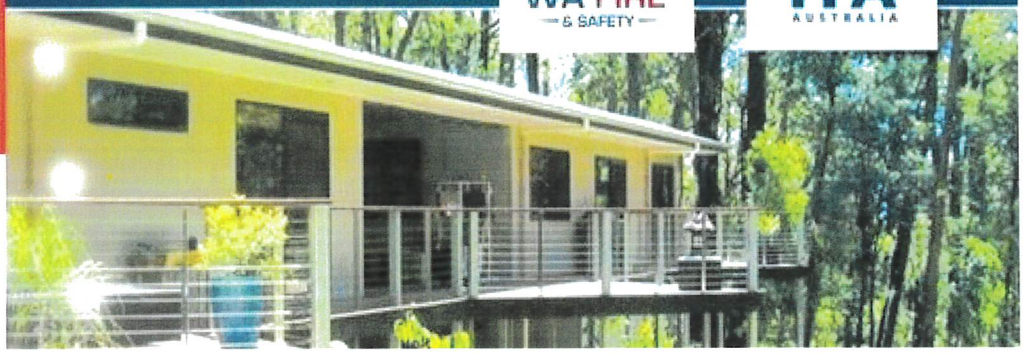
Yours sincerely

Elizabeth Heggaton

Attachment 5

BAL Assessment Report

Bushfire Attack Level Report



BPAD Bushfire Planning & Design Accredited Practitioner Level 2

AS 3959 BAL Assessment Report

CTL+ Mouse Click for: Help to Understand

This report has been prepared by an Accredited BPAD Practitioner using the Simplified Procedure (Method 1) as detailed in Section 2 of AS 3959 – 2018. FPA Australia makes no warranties as to the accuracy of the information provided in the report. All enquiries related to the information and conclusions presented in this report must be made to the BPAD Accredited Practitioner, WA Fire & Safety, contact details below.

Property Details and Description of Works

Address Details	**Lot**		**No.**	23368	**Street name**	Albany Highway	
	Suburb	Kojonup			**State**	Western Australia	
Local government area	Shire or Kojonup						
Main BCA class of the building	Class 10a		**Use(s) of the building**	Feed Silos			
Description of the building or works	New Build Non Associated Class 10a Structure				1. Class 10a Feed Silo 2. Class 10a Feed Silo		

Report Details

Report Number	24460	Version	1.0	Assessment Date	Report/Certificate Date
				12 July 2024	9 August 2024

BPAD Accredited Practitioner Details

Name
Dwayne Griggs BPAD40466 (Level 2)

Company Details
Email: admin@wafiresafety.com.au
Mobile: 0415684681
Links to: Facebook & Google

WA FIRE & SAFETY

Authorised Practitioner Stamp

I hereby declare that I am a BPAD accredited bushfire practitioner

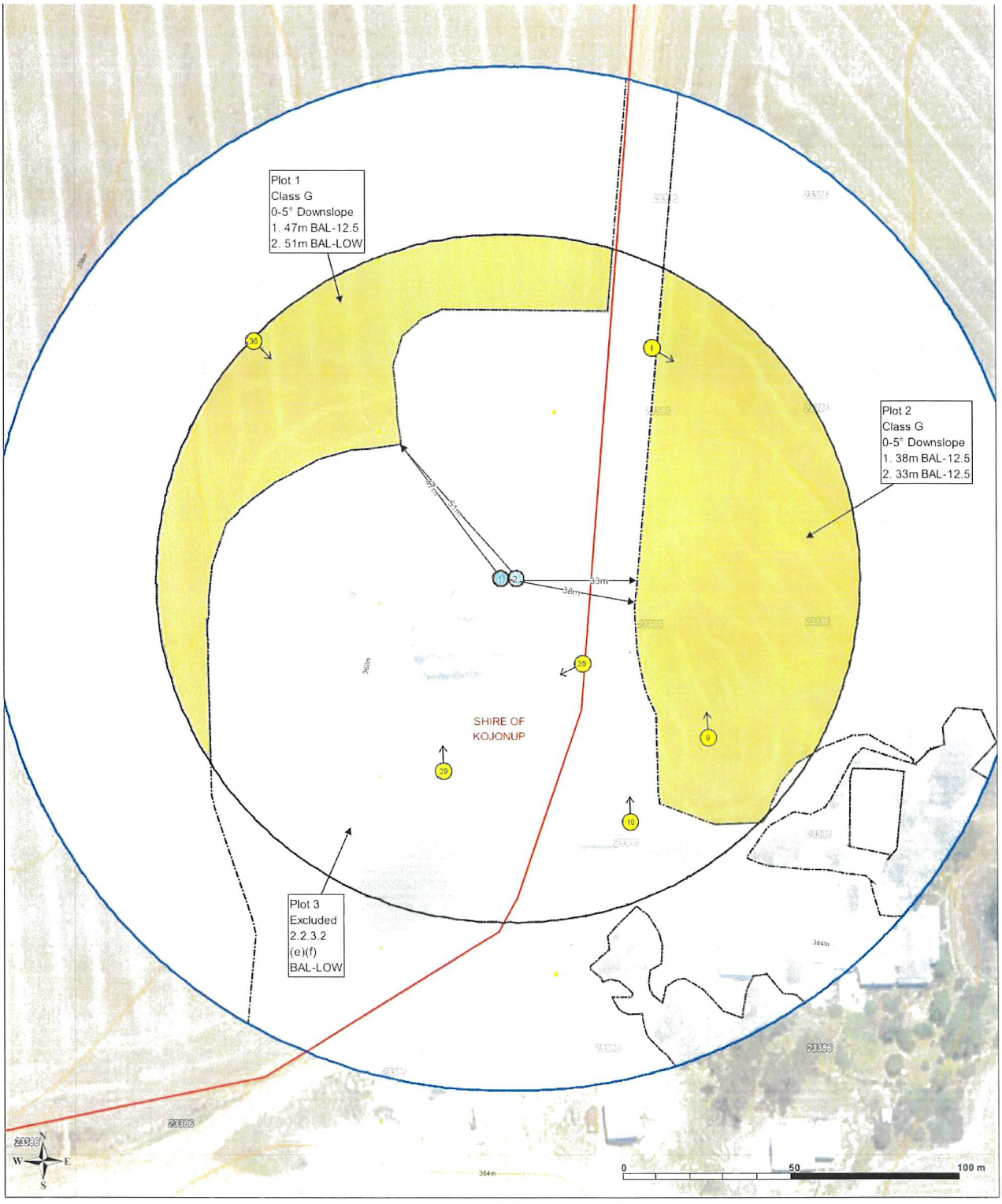
Accreditation No. **BPAD 40466**

Signature:

Reliance on the assessment and determination of the Bushfire Attack Level contained in this report should not extend beyond a period of 12 months from the date of issue of the report. If this report was issued more than 12 months ago, it is recommended that the validity of the determination be confirmed with the Accredited Practitioner and where required an updated report issued.

Site Assessment Map

The assessment of this site / development was undertaken by a BPAD Accredited Practitioner for the purpose of determining the Bushfire Attack Level in accordance with AS 3959 - 2018 Simplified Procedure (Method 1).



Legend

PhotoPoints
100m Vegetation Survey
100m
150m Vegetation Survey Exc 2.2.2.2(a)
150m
Dimensions Pre APZ
Effective Slope(°)
Separation Distance (m)
Property boundary(Size)
16.4ha
Buildings
1. Class 10a Proposed Silo
2. Class 10a Proposed Silo
Vegetation 0-100m
Excluded, ef, 0
G. Grassland, -5
G. Grassland, 0
100-150m Excluded 2.2.3.2 (a)
Excluded, a, 0
Local Government Authority
State Roads
Other Roads
DPIRD 2m Contours

Vegetation Classification

All vegetation within 100m of the site / proposed development was classified in accordance with Clause 2.2.3 of AS 3959-2018. Each distinguishable vegetation plot with the potential to determine the Bushfire Attack Level is identified below.

Photo ID:	36	**Plot:**	1
Vegetation Classification or Exclusion Clause			
Class G Grassland			
Description / Justification for Classification			
Grassland of >100mm in Height Canopy Cover of 10-30% Understorey of Grasses Minimal surface, Near surface and Intermediate Fuel loads			

135°SE (T) 33°59'21"S, 117°13'4"E ±4m ▲ 359m



Photo ID:	1	**Plot:**	2
Vegetation Classification or Exclusion Clause			
Class G Grassland			
Description / Justification for Classification			
Grassland of >100mm in Height Canopy Cover of 10-30% Understorey of Grasses Minimal surface, Near surface and Intermediate Fuel loads			

124°SE (T) 33°59'22"S, 117°13'11"E ±4m ▲ 362m



Photo ID:	9	**Plot:**	2
Vegetation Classification or Exclusion Clause			
Class G Grassland			
Description / Justification for Classification			

Grassland of >100mm in Height Canopy Cover of 10-30% Understorey of Grasses Minimal surface, Near surface and Intermediate Fuel loads	✪ 358°N (T) ◉ 33°59'26"S, 117°13'12"E ±4m ▲ 364m 

Photo ID:	10	**Plot:**	3

Vegetation Classification or Exclusion Clause

Excludable - 2.2.3.2 (e) (f) Low Threat Vegetation/Non Vegetated

Description / Justification for Classification

Maintained Areas
Canopy Cover of Less than 10%
Residential Areas
Insufficient Fuels to increase the risk from bushfire
Non-Vegetated Areas

✪ 358°N (T) ◉ 33°59'27"S, 117°13'10"E ±4m ▲ 365m

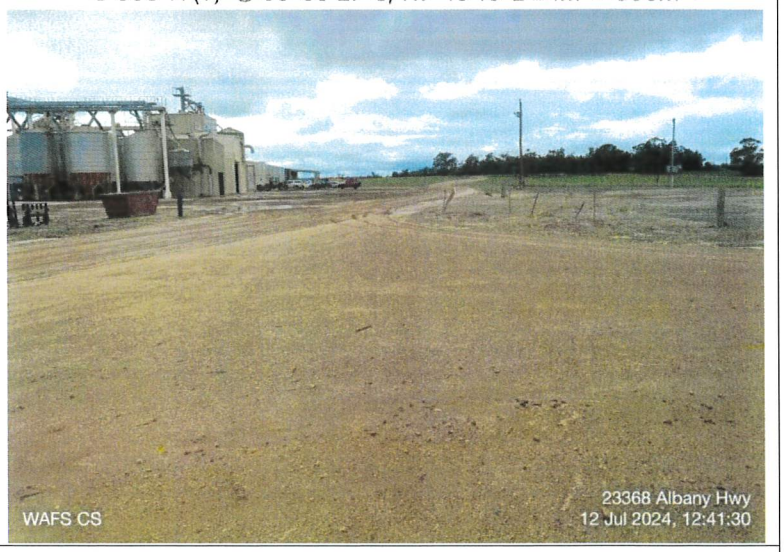


Photo ID:	29	**Plot:**	3

Vegetation Classification or Exclusion Clause

Excludable - 2.2.3.2 (e) (f) Low Threat Vegetation/Non Vegetated

Description / Justification for Classification

Maintained Areas
Canopy Cover of Less than 10%
Residential Areas
Insufficient Fuels to increase the risk from bushfire
Non-Vegetated Areas

✪ 358°N (T) ◉ 33°59'26"S, 117°13'10"E ±4m ▲ 363m

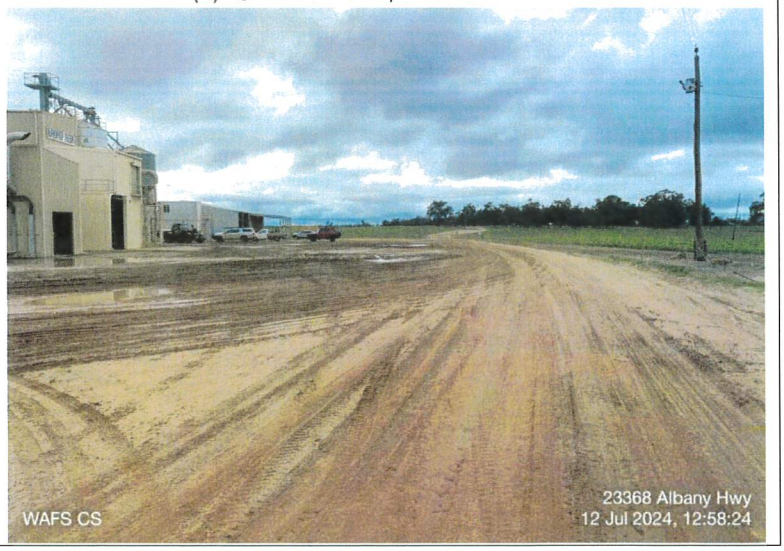


Photo ID:	30	Plot:	3

Vegetation Classification or Exclusion Clause

Excludable - 2.2.3.2 (e) (f) Low Threat Vegetation/Non Vegetated

Description / Justification for Classification

Maintained Areas
Canopy Cover of Less than 10%
Residential Areas
Insufficient Fuels to increase the risk from bushfire
Non-Vegetated Areas



Relevant Fire Danger Index

The fire danger index for this site has been determined in accordance with Table 2.1 or otherwise determined in accordance with a jurisdictional variation applicable to the site.

Fire Danger Index (WA is FDI of 80)			
FDI 40 ☐	FDI 50 ☐	FDI 80 ☒	FDI 100 ☐
Table 2.4.5	*Table 2.4.4*	*Table 2.4.3*	*Table 2.4.2*

Determined Bushfire Impacts (on the day of the site assessment)- 1. Class 10a Feed Silo

Table 1a shows the potential bushfire impact to the site / proposed development from each of the identified vegetation plots are identified below to the walls or supporting posts of the structure on the day of the assessment.

Plot	Vegetation Classification	Effective Slope	Separation (m)	BAL
1	Class G Grassland	0-5 Downslope	47m	BAL – 12.5
2	Class G Grassland	0-5 Downslope	38m	BAL – 12.5
3	Excludable – Clause 2.2.3.2 (e) & (f)	-	-	BAL – LOW

Table 1: BAL Analysis

Determined Bushfire Attack Level (BAL)

The Determined Bushfire Attack Level (highest BAL) for the site / proposed development has been determined in accordance with clause 2.2.6 of AS 3959-2018 using the above analysis.

Determined Bushfire Attack Level	BAL – 12.5

Determined Bushfire Impacts (on the day of the site assessment)- 2. Class 10a Feed Silo

Table 1a shows the potential bushfire impact to the site / proposed development from each of the identified vegetation plots are identified below to the walls or supporting posts of the structure on the day of the assessment.

Plot	Vegetation Classification	Effective Slope	Separation (m)	BAL
1	Class G Grassland	0-5 Downslope	51m	BAL – LOW
2	Class G Grassland	0-5 Downslope	33m	BAL – 12.5
3	Excludable – Clause 2.2.3.2 (e) & (f)	-	-	BAL – LOW

Table 1: BAL Analysis

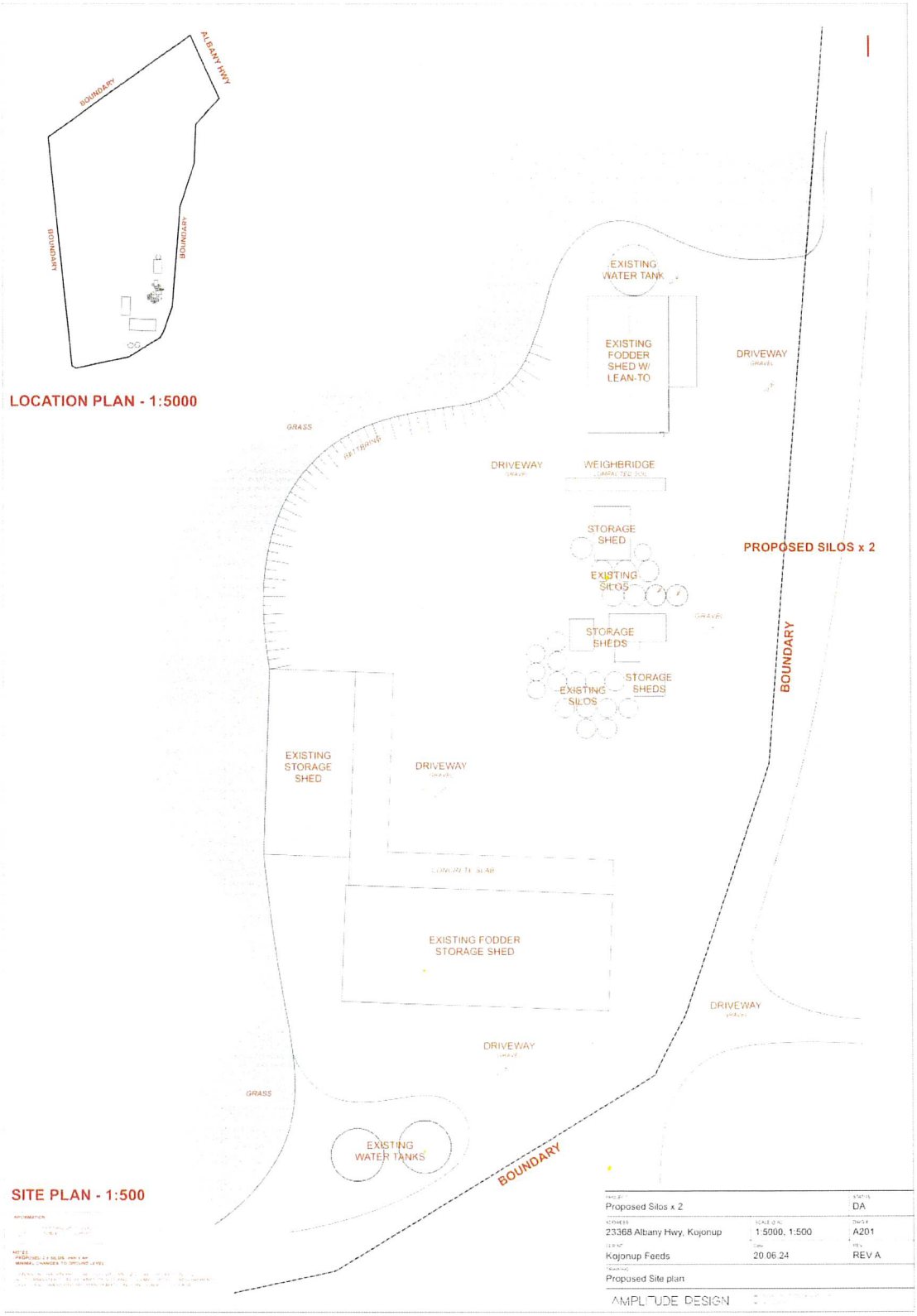
Determined Bushfire Attack Level (BAL)

The Determined Bushfire Attack Level (highest BAL) for the site / proposed development has been determined in accordance with clause 2.2.6 of AS 3959-2018 using the above analysis.

Determined Bushfire Attack Level	BAL – 12.5

Appendix 1: Plans and Drawings: Plans and drawings relied on to determine the bushfire attack level

New Build Non Associated Class 10a Structure



Appendix 2: Application of Shielding Provisions

AS3959-2018 c3.5 Shielding Provision applies as described and/or illustrated below:

Determined BAL Rating is BAL-12.5 on the day for both structures.

Appendix 3: Additional Information and Advisory Notes

Excluded Vegetation (as3959 Clause 2.2.3.2):

Area contains plots that are maintained being excludable (e) and (f) low risk managed areas with APZ to 20m or lot sizes; these low risk areas have been assessed and plotted on the map in white (plot 3).

APZ (Asset Protection Zone) or BPZ

APZ will be as per the Local Government Firebreak and Fuel Load Notice (Appendix 4)

Topography

Area is mainly downslope 0-5°.

Recommendations for Landowner (FOLLOW THIS PROCEDURE!!)

1. Continued maintenance of the lot to the standard directed by the LGA firebreak and fuel notice (appendix 4) and,
2. Submission of the provided BAL Report and Certificate to the Local Government Authority (LGA) as soon as possible.
3. Provide any future documentation requested by the LGA including Bushfire Management Plans(BMP) or Statements (BMS).

It is the responsibility of the landowner/proponent to maintain their lot in accordance with the local government firebreak notice (LGA firebreak and fuel notice), issued under s33 of the Bushfires Act 1955.

Construction Requirements Advisory Statement:

All information given regarding construction requirements for the appropriate BAL Level from AS3959, within and outside this report is advisory only. A registered builder will be able to provide specific advice.

Statement from WAFS:

I Dwayne Griggs BPAD40466 of WA Fire & Safety, Maida Vale, have taken the appropriate steps to ensure that all the information provided in this Bushfire Attack Level Report is accurate and the correct determination of the site is given on the date of this assessment to current procedures defined by the FPAA.

Any further vegetation planted after the date of this BAL Assessment or a failure to maintain the area within this BAL Report to the same standards can dramatically change the BAL rating. This will put the structure and close structures at a higher risk in the event of extreme bushfire behaviour in the area.
It is highly recommended that the customer follows the recommendations outlined by the bushfire consultant for the subject lot, if the correct process is not adhered to this will impact costs, time, and the ability to complete the job in an effective manner.

This report does not guarantee that a structure will not be damaged or destroyed from a bushfire. This assessment is made from the information provided on site and available to me the Bushfire Consultant on the day of the assessment. The Bushfire Consultant will not be liable for loss or other consequences following a fire whether due to negligence arising from the services conducted by the consultant, local government authority, the agent requesting and or the owner/occupier.

Appendix 4: Standards for Asset Protection Zones (from SPP3.7)

An APZ is an area surrounding a building that is managed to reduce the bushfire hazard to an acceptable level. The width of the required APZ varies with slope and vegetation. The APZ should at a minimum be of sufficient size to ensure the potential radiant heat impact of a fire does not exceed 29kW/m^2 (BAL-29). It should be lot specific. Hazard separation in the form of using subdivision design elements (refer to E2) or excluded and low threat vegetation adjacent to the lot may be used to reduce the dimensions of the APZ within the lot.

The APZ includes a defendable space which is an area adjoining the asset within which firefighting operations can be undertaken to defend the structure. Vegetation within the defendable space should be kept at an absolute minimum and the area should be free from combustible items and obstructions. The width of the defendable space is dependent on the space which is available on the property, but as a minimum should be 3 metres.

The APZ should be contained solely within the boundaries of the lot on which the building is situated, except in instances where the neighbouring lot or lots will be managed in a low-fuel state on an ongoing basis, in perpetuity. The APZ may make use of public roads, waterways, footpaths, buildings, rocky outcrops, golf courses, maintained parkland as well as cultivated gardens in an urban context, but does not include grassland or vegetation on a neighbouring rural lot, farmland, wetland reserves and unmanaged public reserves.

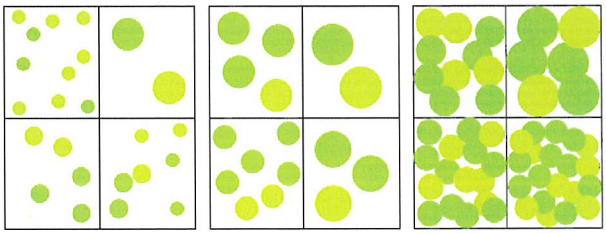
APZs can adversely affect the retention of native vegetation. Where the loss of vegetation is not acceptable or causes conflict with landscape or environmental objectives, such as waterway foreshore areas and wetland buffers, reducing lot yield may be necessary in order to minimise the removal and modification of remnant vegetation.

It is the responsibility of the landowner/proponent to maintain their APZ in accordance with Schedule 1 'Standards for Asset Protection Zones'. It is further recommended that maintenance of APZs is addressed through the local government firebreak notice, issued under s33 of the Bushfires Act 1954, and preferably included in a Bushfire Management Plan specifically as a how-to guide for the landowner.

SCHEDULE 1: STANDARDS FOR ASSET PROTECTION ZONES

OBJECT	REQUIREMENT
Fences within the APZ	• Should be constructed from non-combustible materials (for example, iron, brick, limestone, metal post and wire, or bushfire-resisting timber referenced in Appendix F of AS 3959).
Fine fuel load (Combustible, dead vegetation matter <6 millimetres in thickness)	• Should be managed and removed on a regular basis to maintain a low threat state. • Should be maintained at <2 tonnes per hectare (on average). • Mulches should be non-combustible such as stone, gravel or crushed mineral earth or wood mulch >6 millimetres in thickness.
Trees* (>6 metres in height)	• Trunks at maturity should be a minimum distance of six metres from all elevations of the building. • Branches at maturity should not touch or overhang a building or powerline. • Lower branches and loose bark should be removed to a height of two metres above the ground and/or surface vegetation. • Canopy cover within the APZ should be <15 per cent of the total APZ area. • Tree canopies at maturity should be at least five metres apart to avoid forming a continuous canopy. Stands of existing mature trees with interlocking canopies may be treated as an individual canopy provided that the total canopy cover within the APZ will not exceed 15 per cent and are not connected to the tree canopy outside the APZ.
Shrub* and scrub* (0.5 metres to six metres in height). Shrub and scrub >6 metres in height are to be treated as trees.	• Should not be located under trees or within three metres of buildings. • Should not be planted in clumps >5 square metres in area. • Clumps should be separated from each other and any exposed window or door by at least 10 metres.
Ground covers* (<0.5 metres in height. Ground covers >0.5 metres in height are to be treated as shrubs)	• Can be planted under trees but must be maintained to remove dead plant material, as prescribed in 'Fine fuel load' above. • Can be located within two metres of a structure, but three metres from windows or doors if >100 millimetres in height.
Grass	• Grass should be maintained at a height of 100 millimetres or less, at all times. • Wherever possible, perennial grasses should be used and well-hydrated with regular application of wetting agents and efficient irrigation.
Defendable space	• Within three metres of each wall or supporting post of a habitable building, the area is kept free from vegetation, but can include ground covers, grass and non-combustible mulches as prescribed above.
LP Gas Cylinders	• Should be located on the side of a building furthest from the likely direction of a bushfire or on the side of a building where surrounding classified vegetation is upslope, at least one metre from vulnerable parts of a building. • The pressure relief valve should point away from the house. • No flammable material within six metres from the front of the valve. • Must sit on a firm, level and non-combustible base and be secured to a solid structure.

Figure 19: Tree canopy cover – ranging from 15 to 70 per cent at maturity



Fine fuel load should be maintained to less than two tonnes per hectare, however this is often a subjective assessment. Reducing fuel load levels does not necessarily require the removal of existing vegetation. A combination of methods can be utilised to reduce fuel load such as raking, weed removal, pruning, mulching and/or the removal of plant material.

A simple method to estimate fuel load is to roughly equate one tonne of fuel load per hectare as 100 grams per square metre. For example, two tonnes per hectare of leaf litter is roughly 200 grams of leaf litter per square metre and eight tonnes per hectare is roughly 800 grams. Eucalyptus leaf litter is approximately 100 grams per handful, so two handfuls of litter per square metre will roughly equate to two tonnes per hectare. Different types of fine fuel, like mulch or pine needles may be more or less than a handful, however the 100 grams per square metre rule of thumb can still be used.

The landowner or proponent is responsible for maintaining an APZ in accordance with Schedule 1 - Standards for Asset Protection Zones. Ongoing maintenance of an APZ is usually enforced through the local government firebreak notice issued under section 33 of the *Bushfires Act 1954*, and/or through a condition of a development approval, which requires the implementation of measures identified within a BMP.

A copy of the firebreak notice and Schedule 1 should be included in a BMP specifically as a how-to guide for the landowner, and to demonstrate to decision-makers that the measures outlined in the BMP to achieve the appropriate BAL rating through provision and ongoing management of an APZ, can be implemented.

Regardless of whether an Asset Protection Zone exists in accordance with the acceptable solutions and is appropriately maintained, it should be noted that fire fighters are not obliged to protect an asset if they think the separation distance between the dwelling and vegetation is unsafe.

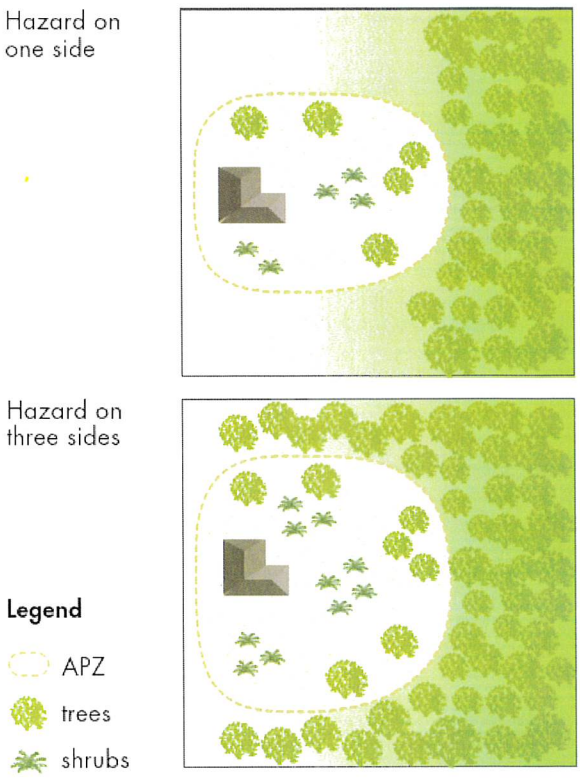


Figure 18: Design of Asset Protection Zone

E2 Landscaping and design of an asset protection zone

Landscaping, design, and maintenance of an APZ in a bushfire prone area can significantly improve the bushfire resilience of a building. An APZ should not be seen as an area entirely cleared of vegetation, but as a strategically designed space that gives holistic consideration to how existing or proposed vegetation or non-combustible features interact with, or affect the building's bushfire resilience.

A well designed APZ provides a greater level of vegetation management within the first few metres of a building with, for example, less vegetation or inclusion of non-combustible materials. The vegetation within the remainder of an APZ can increase further away from the building with carefully considered plant selection and landscaping techniques.

Strategic landscaping measures can be applied, such as replacing weeds with low flammability vegetation (refer to E2 Plant Flammability) to create horizontal and vertical separations between the retained vegetation. The accumulation of fine fuel load from different plants is an important consideration for ongoing maintenance in accordance with Schedule 1. For example, when planting ground covers under deciduous trees within an APZ, the total fine fuel load prescribed in Schedule 1 will include any dead plant material from ground covers and leaf litter from the trees.

Plant density and final structure and form of mature vegetation should be considered in the initial landscaping stages. For example, clumps of sapling shrubs planted at a density without consideration of future growth, may increase the bushfire risk as a clump will quickly grow to exceed $5m^2$. It should be noted that in some cases, a single shrub in a mature state may be so dense as to fill a $5m^2$ clump alone.

The location of plants within an APZ is a key design technique. Separation of garden beds with areas of low fuel or non-combustible material, will break up fuel continuity and reduce the likelihood of a bushfire running through an APZ and subjecting a dwelling to radiant heat or direct flame contact. It is important to note, where mature trees are separated from a building by six metres, but the canopy has grown to extend or overhang a building, maintenance and pruning to remove the overhanging branches should be undertaken without the entirety of the tree being removed.

Mulches used within the APZ should be non-combustible. The use of stone, gravel, rock and crushed mineral earth is encouraged. Wood mulch >6mm in thickness may be used, however it is recommended that it is used in garden beds or areas where the moisture level is higher by regular irrigation. These materials could be sourced from non-toxic construction and demolition waste giving the added benefit of reducing the environmental impact of any 'hard landscaping' actions.

Combustible objects, plants, garden supplies such as mulches, fences made from combustible material, should be avoided within 10 metres of a building. Vines or climbing plants on pergolas, posts or beams, should be located away from vulnerable parts of the building, such as windows and doors. Non-flammable features can be used to provide hazard separation from classified vegetation, such as tennis courts, pools, lawns and driveways or paths that use inorganic mulches (gravel or crushed rock). Consider locating firewood stacks away from trees and habitable buildings.

Incorporation of landscaping features, such as masonry feature walls can provide habitable buildings with barriers to wind, radiant heat and embers. These features can include noise walls or wind breaks. Use of Appendix F of AS 3959 for bushfire resistant timber selection within areas of $29kW/m^2$ (BAL-29) or below, or the use of non-combustible fencing materials such as iron, brick, limestone, metal post and wire is encouraged.

In addition to regular maintenance of an APZ, further bushfire protection can be provided at any time by:

- ensuring gutters are free from vegetation;
- installing gutter guards or plugs;
- regular cleaning of underfloor spaces, or enclosing them to prevent gaps;
- trimming and removing dead plants or leaf litter;
- pruning climbing vegetation (such as vines) on a trellis, to ensure it does not connect to a building, particularly near windows and doors;
- removing vegetation in close proximity to a water tank to ensure it is not touching the sides of a tank; and/or
- following the requirements of the relevant local government section 33 fire break notice, which may include additional provisions such as locating wood piles more than 10 metres from a building.

Preparation of a property prior to the bushfire season and/or in anticipation of a bushfire is beneficial even if your plan is to evacuate. As embers can travel up to several kilometres from a bushfire and fall into small spaces and crevices or land against the external walls of a building, best practice recommends that objects within the APZ are moved away from the building prior to any bushfire event. Objects may include, but are not limited to:

- door mats;
- outdoor furniture;
- potted plants;
- shade sails or umbrellas;
- plastic garbage bins;
- firewood stacks;
- flammable sculptures; and/or
- playground equipment and children's toys.

E2 Plant flammability

There are certain plant characteristics that are known to influence flammability, such as moisture or oil content and the presence and type of bark. Plants with lower flammability properties may still burn during a bushfire event, but may be more resistant to burning and some may regenerate faster post-bushfire.

There are many terms for plant flammability that should not be confused, including:

- Fire resistant – plant species that survive being burnt and will regrow after a bushfire and therefore may be highly flammable and inappropriate for a garden in areas of high bushfire risk.
- Fire retardant – plants that may not burn readily or may slow the passage of a bushfire.
- Fire wise – plants that have been identified and selected based on their flammability properties and linked to maintenance advice and planting location within a garden.

Although not a requirement of these Guidelines, local governments may develop their own list of fire wise or fire-retardant plant species that suit the environmental characteristics of an area. When developing a recommended plant species list, local governments should consult with ecologists, land care officers or environmental authorities to ensure the plants do not present a risk to endangered ecological communities, threatened, or endangered species or their habitat.

When selecting plants, private landholders and developers should aim for plants within the APZ that have the following characteristics:

- grow in a predicted structure, shape and height;
- are open and loose branching with leaves that are thinly spread;
- have a coarse texture and low surface-area-to-volume ratio;
- will not drop large amounts of leaves or limbs, that require regular maintenance;
- have wide, flat, and thick or succulent leaves;
- trees that have bark attached tightly to their trunk or have smooth bark;
- have low amounts of oils, waxes, and resins (which will often have a strong scent when crushed);
- do not produce or hold large amounts of fine dead material in their crowns; and/or
- will not become a weed in the area.

Appendix 5: Local Government Authority Fire Notice

2023/2024 Fire Break Information

PLEASE NOTE: THE SHIRE OF KOJONUP IS NOW PART OF THE STIRLING WEST FIRE WEATHER DISTRICT

IMPORTANT DATES

PROHIBITED BURNING TIME

5 November 2024 – 14 February 2025

Permits may be issued between 5 November 2024 – 15 December 2024 for protective burning only. Between 13 December 2024 – 14 February 2025 no fires may be lit without the express permission of the Chief Bush Fire Control Officer. The Shire Council has authority to extend this date and you should consult with your local Fire Control Officer or ring the hotline on 9831 0145.

RESTRICTED BURNING TIME

1 October 2024 – 4 November 2024 & 15 February 2025 – 11 May 2025

Permits are required for all fires lit during these Restricted Burning times and must be obtained from your local Fire Control Officer who will explain the conditions under which fires may be lit.

Permits will not be issued for town site burning between 15 February 2025 – Until further notice.

Please note restricted burning times may be extended by the CBFCO, you should consult with your local Fire Control Officer or ring the hotline on 9831 0145.

NON RESTRICTED BURING TIME

11 May 2024– 30 September 2024

Landholders must still take necessary precautions to keep their fires under control and on their own properties.

SPRAYING REMINDER

Chemical spraying of firebreaks on land within a Gazetted townsite is to be completed to the Shire's satisfaction by the 15 September 2024.

FIREBREAK INSPECTION WARNING

2 November 2024 – All firebreaks and fire hazard reduction measures to be completed on land within the gazetted townsite.

3 November 2024 – Council will conduct its annual firebreak inspection of all land within the gazetted townsite.

14 December 2024 – All protective burning and firebreak precautions to be completed on land outside the gazetted townsite.

15 December 2024 – Council will commence its inspection process of all land outside the gazetted townsite.

BURNING RULES

1. Patrolling of all fires is the responsibility of the landowner or occupier for as long as the fire poses a risk. These include clearing fires as well as protective burning.
2. All adjoining landowners must be notified on the morning of the intended burn whether clearing grass or protective burning is carried out.
3. No fire to be lit before 1300 hours (1pm). As from the April 1, lighting times may be at the discretion of the Chief Bush Fire Control Officer.
4. For all grass and stubble fires, no trees or heaps of logs are to be burning within 40 metres of the outside of the perimeter break.
5. All stubble/grass burns conducted within the restricted burning period must have a 3 metre wide perimeter break cleared of all flammable material.
6. All other conditions on a **WRITTEN PERMIT** to burn must be complied with.

NON-COMPLIANCE WITH THE ABOVE MAY LEAD TO PROSECUTION.

The above rules are to be observed in all cases unless your Fire Control Officer gives special approval to any alternative provisions.

TO REPORT A FIRE

Contact Either Zulu or Fire Control Officer in the first instance 9831 1580 or dial 000.

Provide the following information

- Your name and contact number
- Fire location (information such as landmarks, road names, your location and the direction of smoke and estimated distance is helpful in establishing fire location)
- If it is a private property, supply the property owners name if known
- Provide details of site access if known

RADIO COMMUNICATIONS

VHF Channel 41 - Mid Band Channel

UHF Channel 11 - Upon arrival at firesite

Channel 234 or 229 - WAERN

URBAN/ RURAL/ PLANTATION LAND

Pursuant to the powers contained in Section 33 of the Bush Fire Act 1954, you are hereby required to have firebreaks clear of all inflammable material, in the position, of the width, and for the period as specified.

1. Urban Land (Land within a gazetted town site)

During the period from the 2nd November 2023 to 31st May 2024 inclusive, you shall have the following firebreaks:

- On all land, regardless of size or how the land is zoned, a Building Protection Zone (BPZ) of 20 meters surrounding all buildings must be established. A BPZ is a reduced fuel load zone. Living standing trees, remnant vegetation, maintained gardens and lawns are exempt from BPZ.
- On all land that is 4,000 square metres or less, all remaining flammable material to be reduced to a height of less than 50mm.
- On all land in excess of 4000 square meters, clear a 3 metre wide firebreak immediately inside all external boundaries of the land and maintain all flammable material to a height of less than 150mm.
- Woodpiles are permitted on any land providing a 3 metre wide firebreak is installed and maintained immediately surrounding the woodpile.
- Where chemical spraying is the method chosen as the means by which firebreaks are constructed, this is to be completed to the Shire's satisfaction by 15th September. Firebreaks must be maintained throughout the dates of this notice. If not, the Shire will do the work at the landowners' expense.
- The Chief Executive officer may instigate a Fire Notice on any property with specification listed to reduce any potential hazard as he deems applicable.

2. Rural Land (Land outside a gazetted town site)

Homesteads, Buildings, Haystacks, Bulk Fuel, Drums and Liquid Petroleum.

During the period from 14th December to the 31st May inclusive you shall have firebreaks at least 20 metres wide, if provided by burning, cultivating or spraying, or 60 metres wide if provided by being closely grazed or mowed to the satisfaction of the Shire. The firebreaks are to be in such positions as are necessary to completely surround the perimeter of any homestead building (excluding isolated non flammable buildings), fuel installation (including drums), hay stacks (but only haystacks within 60 metres of any building) or group of such structures or installations. In each case, the outer 3 metres of the firebreak area must be totally free of any inflammable material and where mowing is the method used; all residue of the mowing process must be removed from the area.

3. Plantation/Tree Farm Land

Plantation/Tree Farms – An area exceeding three hectares planted for commercial purposes

- Firebreaks shall be 15 metres wide on the boundaries of all plantations, tree farms, or such other locations as may be agreed to by the Council.
- Firebreaks shall be constructed around plantation compartments of approximately 50 hectares.
- A 50 metre perimeter firebreak around all buildings and fuel storage areas, cleared of all flammable material is required.

DEFINITIONS AND SPECIFICATIONS

Firebreaks – (3 metre requirements) – a firebreak is defined as an area three metres wide cleared of all flammable materials by ways of ploughing, cultivating, scarifying, burning or otherwise clearing the earth.

Planting Compartment – An individual area of approx 50 hectares surrounded by firebreaks cleared of all flammable material 10 metres wide and 5 metres vertically. Internal firebreaks must be maintained in a trafficable condition and if needed trees on both sides of the firebreak are to be progressively pruned to allow unrestricted access to maintenance and fire fighting equipment to maintain an effective width of firebreak.

Powerlines

If a main power line failure occurs when a Movement of Vehicle Ban is in operation, report to the Chief Bush Fire Control Officer.

Western Power has a minimum requirement of ten metres clearance either side of the outside power pole. Generally, the clearance distanced from the powerline should be no less than the expected mature height of the trees planted in the outside row. However, in all instances where power lines are crossing land where it is proposed that plantations be planted, the owner should consult with Western Power, 13 13 51 for advice.

Boundary Firebreaks

Boundary firebreaks are not compulsory within the Shire of Kojonup Rural Area.

Exemptions

If it is considered impractical for any reason to clear firebreaks on the land as required by this notice you may apply to Council or its duly authorized officer no later than 60 days prior to the date by which firebreaks are required as per this notice for permission to provide firebreaks in alternative positions or take alternative action to abate fire hazards on the land. If Council or its duly authorized offices does not grant permission, you shall comply with the requirements of this notice.

Firebreak Inspection

In following the method adopted by Council to inspect the firebreaks required in this notice, it is not necessary for Council to notify you or give you any prior warning that legal action may proceed for failing to comply with the requirements of this notice.

Penalties: An infringement of $250. A Penalty of up to $5,000. A person in default is also liable, whether prosecuted or not to pay the cost of performing the work directed in this notice if it is not carried out by the required date.

As per the Bush Fires Act 1954,

- Occupier of land to extinguish bush fire occurring on own land
- (1) Where bush fire is burning on any land -
- (a) at any time in any year during the restricted burning times; or
- (b) during the prohibited burning times, the bush fire is not part of the burning operations being carried on upon the land in accordance with the provisions of this Act, the occupier of the land shall forthwith, upon becoming aware of the bush fire, whether he has lit or caused the same to be lit or not, take all possible measures at his own expense to extinguish the fire.
- (1B)Where he requires assistance for the purpose he shall if practicable, without leaving the fire unattended, inform or cause to be informed the nearest available bush fire control officer, or bush fire brigade officer, of the existence and locality of the fire.
- (b) during the prohibited burning times,
- (1) Where a bush fire is burning on any land
- (2)For the purposes of this section, a fire lit before the commencement of a period of prohibited burning times relating to the district where the fire is situated, and which is still burning at the commencement of those prohibited burning times, is to be regarded as being a bush fire which is not part of the burning operation being carried on upon the land in accordance with the provisions of this Act.

Penalties: An infringement of $250. A Penalty of up to $10,000.

Harvesting

It is compulsory that an engine powered pumping unit and not less than 600 litres of water must be in attendance during grain harvesting operations. Trailed units must have the towing vehicle attached at all times. The fire fighting unit must be located in or immediately adjacent to the paddock being harvested at all times.

Penalties: An infringement of $250. A Penalty of up to $5,000.

Swathers, Balers and Track Chainers

These are subject to the same conditions as Harvesting i.e. an engine powered pumping unit and not less than 600 litres of water be in attendance during operations from 1st Dec onwards (excluding canola swathing).

Oxyacetylene, Arc Welders, Friction Cutting Equipment etc.

These are subject to the same conditions; whilst used in the open; as Swathers and balers and in addition, the work site must be adequately cleared of flammable material before the use of the above equipment.

Town Planners, Advocates and Subdivision Designers
ABN 24 044 036 646

22 November 2024

Our Ref: KOJ LUM DA

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

ATTENTION: STEVE THOMPSON

Dear Steve

RE: ADDITIONS OF 2 SILOS TO EXISTING RURAL INDUSTRY (STOCK FEED) FOR KOJONUP FEEDS LOT 1 (23368) ALBANY HIGHWAY, LUMEAH – ENVIRONMENTAL REPORTING

This letter follows the application for development approval submitted on behalf of Kojonup Feeds Pty Ltd on 15 November 2024 for the addition of two (2) new silos to the existing Rural Industry land use for the stock feed operation at Lot 1 (23368) Albany Highway, Lumeah (**Subject Site**).

We include as **Attachment 1** to this letter the Environmental Assessment Report and Licence Supporting Information prepared by Coterra Environment in relation to the proposal over the subject site. Submission of the environmental reporting was foreshadowed in the development application letter.

The Environmental Assessment Report and Licence Supporting Information addresses the following:

- Review of existing environmental matters;
- Specific detail of site operations and the upgrade works; and
- Emissions, Discharges and management measures.

The report details and affirms the environmental acceptability of both the existing feed mill and the proposed upgrades.

In addition to supporting the application for development approval, the Environmental Assessment Report and Licence Supporting Information is prepared for Kojonup Feeds in seeking an *Environmental Protection Act 1986* (**EP Act**) licence with enabling provisions for the planned site upgrades in the licence.

We trust the Shire is now provided with all necessary information to assess the development application, and look forward to the application being considered by Council on 10 December 2024.

Should you require any further information, please do not hesitate to contact our office.

Yours sincerely
ALLERDING AND ASSOCIATES



JOHN WILLIAMSON
SENIOR TOWN PLANNER

Encl: Environmental Assessment Report and Licence Supporting Information prepared by Coterra Environment

CC: Client

Attachment 1

Environmental Assessment Report and Licence Supporting Information

COTERRA ENVIRONMENT



Environmental Assessment Report and Licence Supporting Information

Kojonup Feeds

Revision 0 November 2024

CALIBRE | COMMITMENT | COLLABORATION

COTERRA ENVIRONMENT

This report was prepared by:	Coterra Pty Ltd trading as COTERRA ENVIRONMENT
ABN:	ABN: 92 143 411 456
Our Ref:	KOJOJ03
Author(s):	P Byrnes, C. Norman
Reviewer:	S Harley
Report Version:	Revision 0
Date:	22 November 2024

This report was prepared for:

Kojonup Feeds Pty Ltd
23368 Albany Highway
KOJONUP WA 6395

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1 Introduction

1.1 Overview

Coterra Environment on behalf of Kojonup Feeds Pty Ltd (Kojonup Feeds) has prepared this Environmental Assessment Report as supporting information to an *Environmental Protection Act 1986* (EP Act) licence application and to also support a development application to the Shire of Kojonup.

Kojonup Feeds operates a feed mill production facility that falls within an activity listed in Schedule 1 to the *Environmental Protection Regulations 1987* (the Regulations) as detailed in Table 1 below.

Table 1: Schedule 1 Activities of the Environmental Protection Regulations 1987

Category number	Description of Category (Activity)	Threshold capacity requiring approval
23	Animal feed manufacturing: premises (other than premises within category 15 or 16) on which animal food is manufactured or processed.	1,000 tonnes or more per year.

The Kojonup Feeds' mill currently manufactures approximately 35,000 tonnes per annum (tpa) of ruminant stock feed and is planning to upgrade the facility. While the maximum design capacity is approximately 96,000 tpa, Kojonup Feeds expects production to grow to 55,000 tpa by 2025. Kojonup Feeds are therefore seeking an EP Act licence with enabling provisions for the planned site upgrades in the licence.

Images of the feed mill are provided in Plate 1-1 and Plate 1-2 below



Plate 1-1: Aerial image of Kojonup Feeds, view looking southwest.
Source: Kojonup Feeds 2024



Plate 1-2: Image of Kojonup Feeds, view looking southwest from the entrance road
Source: Coterra Environment 2024

1.1.1 Feed Mill Infrastructure

The feed mill consists of:

- Raw materials storage silos and sheds;
- A feed mill processing plant;
- Two LPG fired steam boilers and LPG storage tanks;
- Finished goods storage silos and sheds;
- A site office (container);
- A weighbridge;
- A small workshop;
- Roof top water harvesting and water storage tanks;
- A surface water storage dam; and
- Various other utilities to support the operation of the feed mill.

A detailed list of the infrastructure that forms the feed mill is set out in Appendix 1.

1.1.2 Upgrade Works Program

The upgrade works to increase the facility's budgeted production to 55,000 tpa include:

- Replacing the No. 2 pellet press with an equivalent unit to the No.1 pellet press;
- Replacing the batching system with a new system with greater capacity
- Two additional 100m^3 square, overhead finished goods storage silos adjacent to and similar to the finished goods storage silos.

1.1.3 Feed Mill Location

Kojonup Feeds is located in the Shire of Kojonup, approximately 20 km south of the Kojonup township. It is shown in Figure 1 and Figure 2. Hydrological and soil features of the site are shown in Figure 3 and surrounding land uses are shown in Figure 4.

1.2 The Applicant and the Premises Occupier

Kojonup Feeds is a Western Australian stock feed manufacturer specialising in the production of high-quality ruminant animal feed. It is the applicant for the EP Act licence and also the title holder for the land upon which the facility is located. Appendix 2 provides a copy of the current ASIC company extract for Kojonup Feeds and Appendix 3 sets out a copy of the title for the land.

1.3 Approval Requirements

1.3.1 Shire of Kojonup Planning Approval

A development application and a supporting information package were lodged with the Shire of Kojonup on 15 November 2024. This Environmental Assessment Report will be provided as an additional supporting information document to the development application. The development application is set to go before the Kojonup Shire Council on 10 December 2024.

1.3.2 DWER Works Approval and Licence

Under Part V, section 52 of the EP Act a company that causes premises to become prescribed is required to obtain a works approval (for construction) and a licence or registration (for the operational stage).

The purpose of a works approval is to allow the Department of Water and Environmental Regulation (DWER) to assess the environmental acceptability of a development (or an upgrade program) against its policies, guidelines and standards. Works approvals usually contain conditions to ensure the premises can operate in an environmentally acceptable manner and that the works themselves do not cause unacceptable environmental impacts.

A works approval application for the construction of the premises was not lodged with the Department of Water and Environmental Regulation (DWER) or its former agencies responsible for administering the EP Act when the feed mill was built in 2014.

On Thursday, 17 October 2024, Kojonup Feeds and Coterra met with DWER (C Goodbourn) to discuss regulation of the feed mill and approval for its upgrade works program. DWER advised to lodge an application for a licence for the existing feed mill and outline within that application, the proposed works to upgrade the facility – foregoing a works approval application as the plant has been built and is operational.

1.4 Occupier Status

The site is owned by Kojonup Feeds Pty Ltd. Mr Aaron Pontifex is a Director of the company and he represents the company. Mrs Courtney Robinson (Accounts Manager) is approved to represent Kojonup Feeds for the purposes of regulatory matters under the EP Act and is the main contact for environmental regulatory matters.

1.5 Purpose of this Document

This document has been prepared to accompany an application for an EP Act licence and to provide the Shire of Kojonup with information about the environmental acceptability of the existing feed mill and the proposed upgrade program.

2 Existing Environment

2.1 Climate

Kojonup experiences hot and dry summers, and cool, wet winters. The closest Bureau of Meteorology station to the site is approximately 18 km north of the site, being station ID 01582 (Kojonup) (BoM, 2024).

2.1.1 Rainfall and Temperature

Kojonup experiences an average annual rainfall of 526.8 mm (Plate 2-1). Drier weather conditions are experienced in summer months, with the lowest average rainfall experienced in January/ February (14.2 mm), and higher rainfall experienced throughout winter months, with the highest rainfall average recorded in July (86.5 mm) (BoM, 2024).

The mean maximum temperature is highest in January (29.5°C), and lowest mean minimum temperatures are recorded in August (5.8°C) (BoM, 2024).

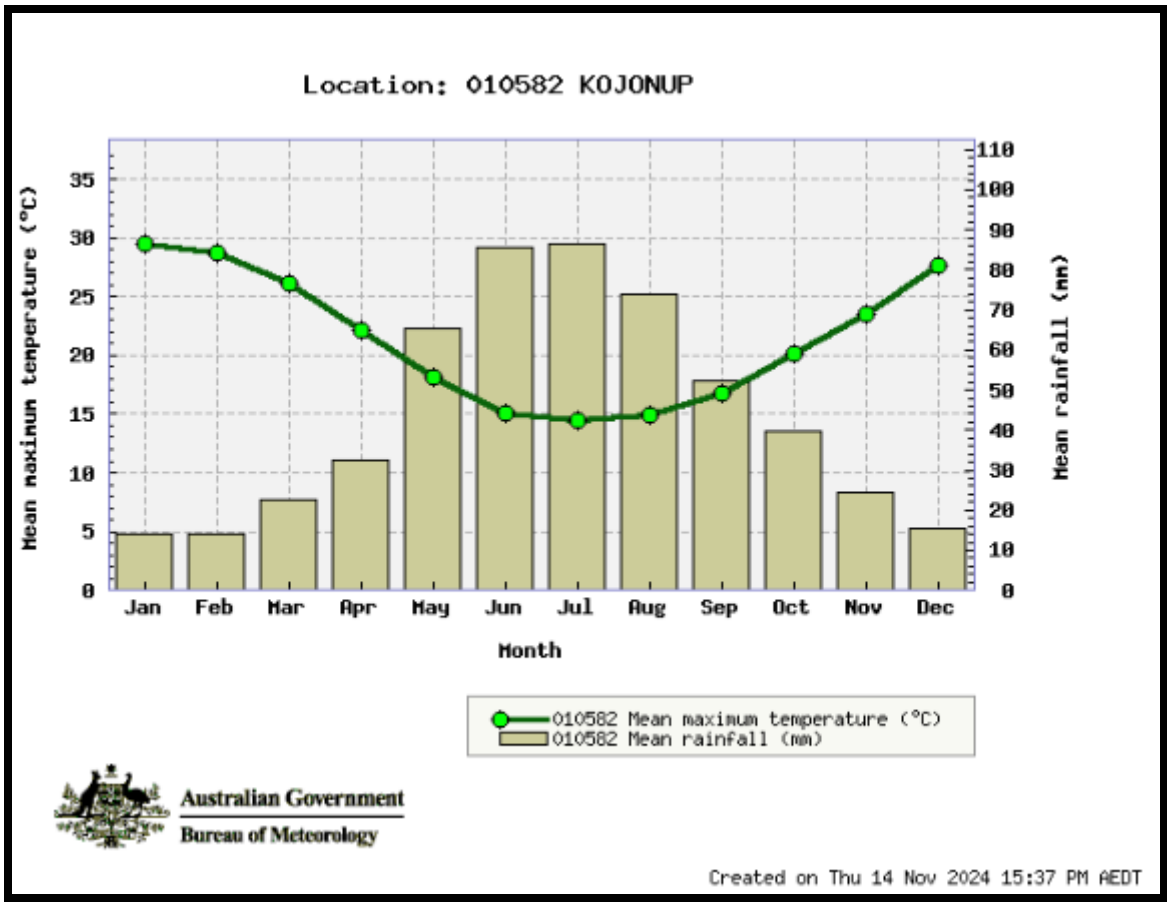


Plate 2-1: Mean maximum temperature and mean rainfall

Source: BoM, 2024

2.1.2 Wind

Predominant summer wind conditions include morning south-easterly winds (Plate 2-2) and afternoon north-westerly winds (Plate 2-3). Winter wind directions predominantly come from a southerly direction in the mornings (Plate 2-4) and north-westerly direction in winter afternoons (Plate 2-5) (BoM, 2024).

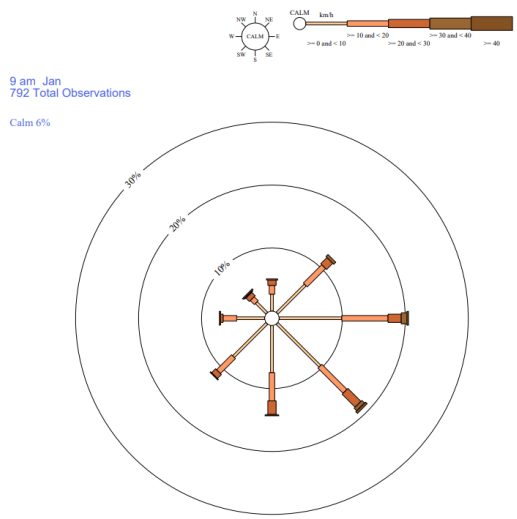


Plate 2-2: January 9am Windrose

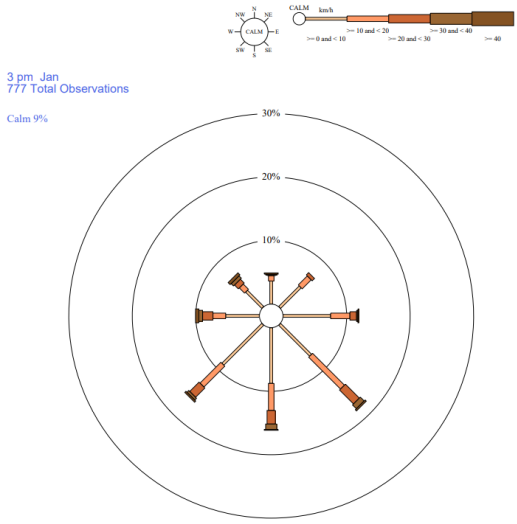


Plate 2-3: January 3pm Windrose

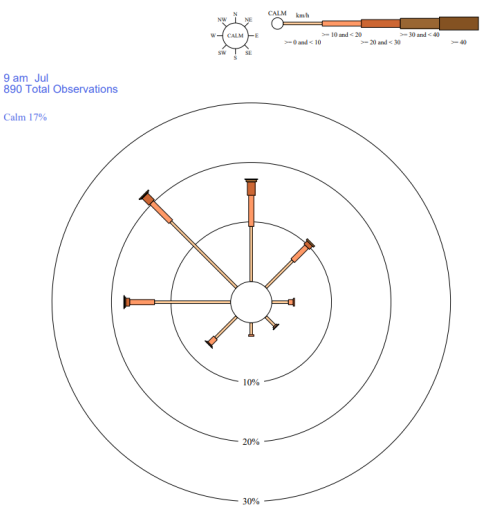


Plate 2-4: July 9am Windrose

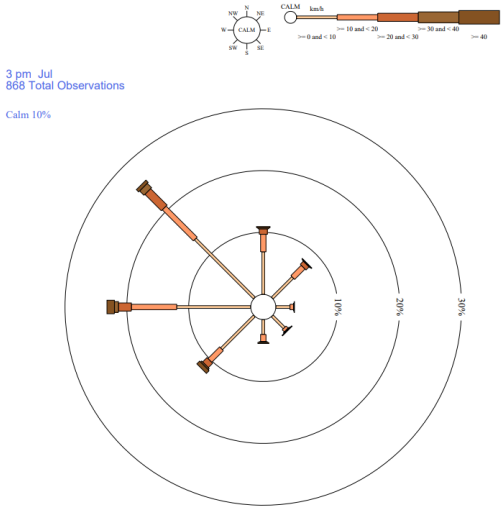


Plate 2-5: July 3pm Windrose

Source: BoM, 2024

2.2 Topography, Soils and Geology

2.2.1 Topography and Landform

Topographic elevations within the site range from approximately 354 metres Australian Height Datum (mAHD) in the west, to approximately 364 mAHD in the northeast (MNG, 2024). The land in general has a westward slope.

The site's topography is shown in Figure 3.

2.2.2 Soils and Geology

The Department of Primary Industries and Regional Development (DPIRD) maps soils onsite as part of the Farrar system (unit 257Fa), described as (DPIRD, 2024):

- Undulating rises and low hills on granite, in the southern Zone of Rejuvenated Drainage. Grey sandy duplex (mostly deep), sandy gravel, bare rock and red shallow loamy duplex. Wandoo-jarrah-marri woodland.

The site contains two soil sub-systems, being (DPIRD, 2024):

- Farrar 2 subsystem (unit 257Fa_2): Undulating rises and low hills with mainly grey deep sandy duplex soils
- Farrar 3 subsystem (unit 257FA_3): Rocky undulating rises and low hills with mainly grey deep sandy duplex, red sandy and loamy duplex formed on weathered bedrock.

The DPIRD soil system mapping at the site outlines the below land degradation risk levels for the mapped soils at the site (DPIRD, 2024; Table 2-1).

Table 2-1: Land Degradation Risk Categories

Risk Category	Unit 257Fa_2	Unit 257Fa_3
Water erosion	2% of the map unit has a very high to extreme hazard	2% of the map unit has a very high to extreme hazard
Wind erosion	34% of map unit has a high to extreme hazard	28% of map unit has a high to extreme hazard
Flood hazard	0% of the map unit has a moderate to high hazard	0% of the map unit has a moderate to high hazard
Salinity risk	3% of the map unit has a moderate hazard	5% of the map unit has a moderate hazard
Waterlogging and inundation	11% of the map unit has a moderate to very high risk.	2% of the map unit has a moderate to very high risk

Source: DPIRD, 2024

2.2.3 Acid Sulphate Soils

Acid Sulphate Soils (ASS) are common in low-lying areas along coastal Western Australia (DWER, 2024). The site is not mapped as containing ASS risk (Landgate, 2024).

The proposed upgrade works do not involve significant ground disturbing works, just the placement of concrete foundations for the supporting steel structures of the additional finished silo.

2.3 Hydrology

2.3.1 Surface Water and Wetlands

The site is mapped as containing the tail end of a Minor River (being Uannup Brook), however ground conditions indicate this mapping is inaccurate as no natural water sources presently feed into the site (Landgate, 2024).

The site does not contain any wetlands mapped under the Department of Biodiversity, Conservation and Attractions (DBCA) Wheatbelt Wetlands Stage 1 (DBCA-021) dataset (Landgate, 2024). The closest identified wetland to the site is located approximately 1.2 km north of the site, being the Blackwood Balgarup CB001a1 Reservoir, associated with the Blackwood Balgarup Suite 2. This wetland is noted to have low vegetation connectivity (Landgate, 2024).

The site contains one dam along the western boundary that collects surface water coming from the feed mill. It acts to contain any material that might migrate from the immediate feed mill area and prevents it from entering surface water drainage systems.

2.3.2 Wastewater

There is no reticulated sewerage system in the rural areas of the Kojonup Shire. Accordingly, all developments utilise some form of onsite wastewater disposal, including standard septic tank and leach drain systems.

The feed mill does not generate wastewater but, rather requires water for its processes which is supplied by harvesting roof top water.

2.4 Vegetation, Flora and Fauna

2.4.1 Regionally Mapped Vegetation

Pre-European vegetation at the site consisted of the Jingalup 4 association, described as 'Jarrah, Marri and Wandoo' (Landgate, 2024).

2.4.2 Existing Vegetation and Flora

Majority of the site and the surrounding areas have been historically cleared to facilitate the previous and existing agricultural land uses. As such, native vegetation at the site is restricted to scattered trees around the site's perimeter and entrance areas.

The proposed upgrade works do not involve removal of any native vegetation and as such approval to clear native vegetation has not been sought in the licence application.

2.4.3 Fauna and Habitat

Based on the absence of vegetation within the site, areas which could provide habitat for fauna are also absent. Local fauna may utilise the vegetation along the road reserve, external to the site but this too has largely been altered and is in a degraded state.

As there will be no impacts to the native vegetation as a part of the site's current operations and that of the proposed upgrade works, it is not anticipated that any impacts will occur to native fauna who utilise the site.

2.5 Onsite and Surrounding Land Uses

The site is zoned 'Rural' under the Shire of Kojonup Town Planning Scheme No. 3 (District Scheme) and is surrounded by rural properties (DPLH, 2020). Primary land uses surrounding the site consist of agricultural practices, predominantly being broad-acre farming.

2.6 Separation distances

The Environmental Protection Authority (EPA) provides guidance on the assessment of environmental factors associated with industrial developments (including animal feed manufacturing premises) in its 2005, Guidance, *Separation Distances between Industrial and Sensitive Land Uses*. In this Guidance it lists noise, dust and odour as matters that need to be considered at animal feed manufacturing premises, as set out in Table 2-2 below. Further it identifies a generic recommended separation distance of 500m to the nearest sensitive land use (a dwelling) which is achieved at this site.

Table 2-2: EPA Separation Distances between Industrial and Sensitive Land Uses

Industry	Description of industry	Key Government agencies for advice	Impacts			Buffer distance (m) and qualifying notes
			Noise	Dust	Odour	
Animal feed manufacturing	Manufacture of animal feed from grain and other food products	DPI & Local Government	✓	✓	✓	500m

Please note that Figures shows a farmhouse adjacent to the premises. This house is owned by one of the major shareholders of Kojonup Feeds and is not habitated. Appendix 4 provides a letter of support from the adjacent landowner for the licence application which notes that the dwelling on Lot 4 is unoccupied and not fit for human habitation.

The nearest dwelling (an isolated farmhouse) is located to the northeast of the feed mill, approximately 558m away as shown on Figure 4. At further distances there are also isolated farmhouses with the nearest high density residential area being at the Kojonup townsite – 20km to the north. There are no other industrial premises within a 5km radius of the feed mill.

The feed mill is set back from Albany Highway by about 350m in a westward direction and by about 900m from Jingalup Road in a southward direction. It is generally not visible from these locations because of the distance, site topography and screening provided by remnant roadside vegetation.

The location of the premises meets the EPA separation distance guideline and is not near to any other sensitive land uses.

2.7 Heritage

The site does not contain any known Aboriginal heritage sites. The closest known Aboriginal heritage site is located approximately 1.5 km north of the site, and is associated with the Historic Place ID 17,469 (White Dam; Camp/ Water Source) (Landgate, 2024).

A search of the Heritage Council InHerit database did not identify any European heritage sites within or adjacent to the site. The closest heritage site is Balgarup and its remaining buildings (Place No. 10573; approximately 3 km north of the site), recognised for historic significance to the area as it was one of the earliest areas of land established in Kojonup (Heritage Council, 2024).

2.8 Bushfire Risks

The site is partially mapped as a Bushfire Prone area. These areas are defined as being subject to, or likely subject to bushfire attack and are identified by the presence of and proximity to bushfire prone vegetation and includes both the area containing bushfire prone vegetation and a 100 m buffer zone immediately surrounding it (Landgate, 2024). These fire risk areas are mostly associated with remnant vegetation.

A bushfire attack level report was completed in July 2024 by BPAD Bushfire Planning & Design. It identified a BAL level of 12.5 which identified the feed mill is a low-risk area where radiant heat could reach 12.5kW/m^2. Although the likelihood of flames reaching the mill from a bush fire nearby is low, there is a higher chance of ember attack, which could ignite flammable materials around the feed mill.

Fire breaks around the premises are regularly maintained and the site has firefighting equipment.

3 Site Operations and Upgrade Works

3.1 Site and Infrastructure Details

Kojonup Feeds is strategically situated in the Great Southern region, 20 kilometres south of Kojonup (population 1,900) on the Albany Highway as shown on Figure 1 through to Figure 4. This location places it in close proximity to the region's abundant broadacre and livestock farming operations.

Kojonup Feeds operates a highly automated feed mill that produces a range of quality feed products. These products are tailored to the nutritional needs of ruminant animals (sheep, dairy cattle, and beef cattle) supporting optimal health and productivity for livestock. Kojonup Feeds also supplies ruminant rations to monogastric animals (chickens and pigs).

Kojonup Feeds has built a reputation for quality and consistency that rivals larger urban manufacturers. The business caters to a client base within a 200km radius of its operations, disrupting traditional manufacturing operations where raw materials are trucked into metro locations. Kojonup Feeds' location allows it to offer customers significant value by offering cost effective automated manufacturing, and minimising both the cost of sourcing raw materials and the freight costs to customers. Servicing 239 businesses in 2023, Kojonup's top 10 customers represented 35% of sales in the same year. Kojonup Feeds employs 5 full-time employees and 2 casuals and is growing year-on-year with new customer acquisitions.

Kojonup Feeds' clientele includes farmers, feedlots, abattoirs, dairies, and depots with, Margaret River Premium Meat Exports and Esperance Quality Grains as some examples. While predominantly servicing the Great Southern area, Kojonup Feeds is experiencing growing demand from the South West and Goldfields-Esperance region where feed mill operations are limited. Other clients extend to Roelands (South West region), and even Broome/Kununurra (Kimberley region).

A plant layout is provided in Appendix 5, a plant schematic layout is provided in Appendix 6 and a process flow chart is provided in Appendix 7.

3.2 Proposed Upgrade Works and Associated Infrastructure

As mentioned in Section 1.1.2, the upgrade works to increase the facility's budgeted production to 55,000tpa include:

- Replacing the No. 2 pellet press with an equivalent unit to the No.1 pellet press;
- Replacing the batching system with a new system with greater capacity
- Two additional 100m^3 square, overhead finished goods storage silos adjacent to and similar to the finished goods storage silos.

3.3 Overview of the Facility

3.3.1 Production Volume

Since establishment in 2014, Kojonup Feeds has grown at approximately 17% year-on-year, driven by the quality of its products and strong reputation within its customer base. The feed mill is currently producing about 35,000 tpa, however due to climatic condition in 2024 saw production increase to an unprecedented 41,000 tpa. Its production is expected to increase year on year for the foreseeable future (5 years plus). Based on budgeted forecasting, the upgrade works will take the current nominal production for the site to 55,000 tpa by the end of 2025.

The site commenced operations in 2014 and there has been no complaints relating to emissions from the premises since that time.

3.3.2 Workforce and Hours of Operation

Up to 8 people are employed by the facility (both onsite and offsite personnel). The facility will normally operate for all 12 months of the year and notionally for 5 or 6 days a week depending on seasonal demand. The feed mill has a seasonal demand with the peak activity occurring from January to June and a quieter period from late winter to spring when paddock feed is generally in ample supply. In the peak season, the plant is operated for 24 hours per day.

Most people are on site Monday to Friday working standard daylight hours.

3.3.3 Services

The site is connected to the local electricity supply network so there is no need for onsite power generation. Solar energy may be used in the future.

The site is not connected to mains scheme water as it is not available at this location. Rainfall intercepting rooved surfaces is captured and stored for onsite use.

A septic tank and leach drain system is provided for connection to the ablution facilities as there is no access to a reticulated sewerage system.

3.3.4 Truck Movements

Presently the subject site has two points of vehicle access. The primary vehicle access point is from Jingalup Road to the north, with the accessway being through the adjoining Lot 3. Presently, a section 136C Right of Carriageway easement exists over Lot 3 to the north of the Subject Site. Most existing heavy vehicle movements to and from the facility occur through the Jingalup Road vehicle access right of carriageway.

A secondary vehicle access exists providing vehicular access to and from Albany Highway. The Albany Highway access is predominantly utilised by employees and light vehicles to access to the facility. Signage is erected to the Albany Highway frontage adjacent to the vehicle access instructing heavy vehicles to use the Jingalup Road access to the facility. Directional signage to the facility is also displayed on the road sign at Jingalup Road and Albany Highway intersection. Kojonup Feeds notes that private staff vehicles generally utilise the Albany Highway vehicle access. These two vehicle access pathways are shown in Plate 3-1 below.

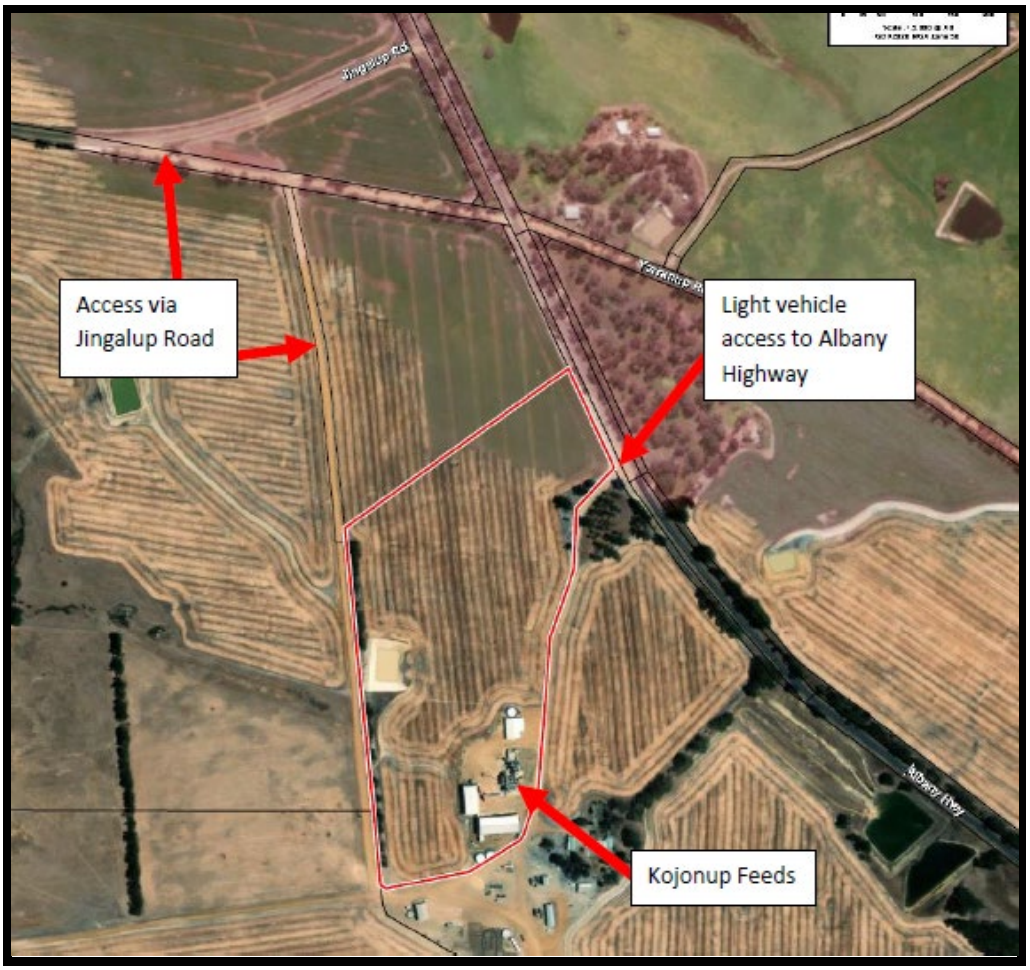


Plate 3-1: Vehicle Access to Kojonup Feeds
Source Allerding & Associates November 2024

As outlined above, generally most large commercial truck movements occur via the Jingalup Road vehicle access (C-Trains, Road Trains). Small trucks, light vehicles and employee vehicles use both points of access, however more predominantly light vehicles access and egress via Albany Highway.

The typical current usage of access points is demonstrated Plate 3-2 below.

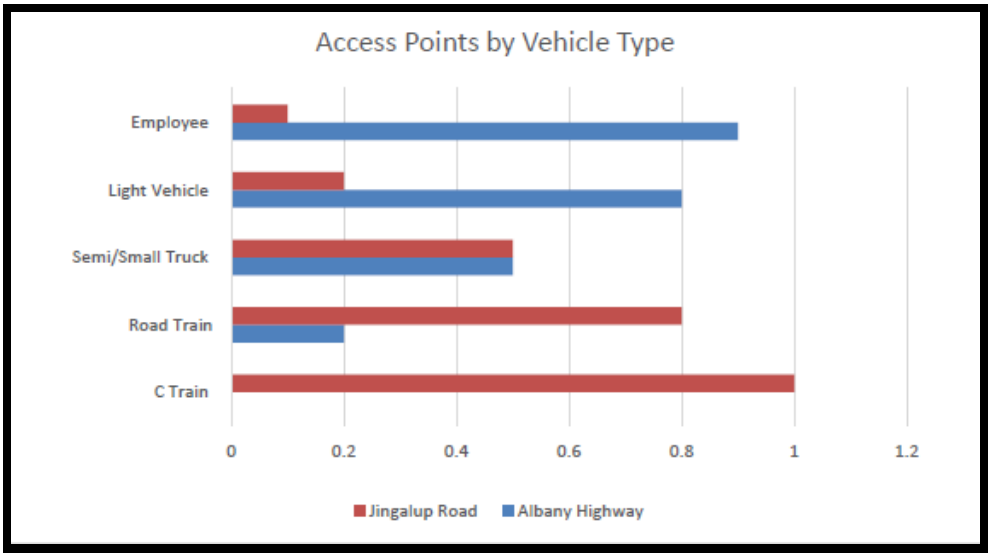


Plate 3-2: Access Points by Vehicle Type Ratio.
Source: Kojonup Feeds 2024

The following is noted with respect to current vehicle movements:

- During the off-peak season (July - December), an average of 57 weekly vehicle movements are generally recorded (an average of 11.4 daily movements). These movements over the week usually include 2 C-Trains, 14 Road Trains, 16 Small Trucks, 6 Light Vehicle, and 19 Employee vehicle movements.
- During the peak season (January - June), an average of 153 weekly vehicle movements are generally recorded (an average of 21.8 daily movements). These movements over the week usually include 3 C-Trains, 55 Road Trains, 29 Small Trucks, 26 Light Vehicle, and 40 Employee vehicle movements.
- The majority of trucks attending the site are road trains and small trucks.
- The total number of vehicle trips recorded during both peak and off peak are low vehicle numbers that do not adversely affect traffic in the locality and are such that they would not warrant the requirement for a Transport Impact Statement under the Western Australian Planning Commission's Transport Impact Assessment Guidelines for Developments.

As a result of the proposed upgrade works it is envisaged that the number of vehicle movements, particularly during the peak season, may increase by up to 40%.

Assuming that vehicle movements increased by 40%, this would result in the estimated vehicle movements increasing to a range of 210 – 220 weekly vehicle movements during the peak season (January – June). Vehicles attending the property are generally spread throughout the day and there is not a peak hour for vehicles. Even with the increase in vehicle numbers anticipated, Allerding 2024 advise that the upgrade works proposal would not result in the requirement of a Transport Impact Statement, given that the number of vehicles per hour would be below 10 trips per hour at all times.

3.4 Construction/Commissioning of Upgrade works.

The construction phase associated with the upgrade works involves the following actions:

- Limited earthworks to prepare for the two new silos, steel fabrication of supporting structures for the new silos and then installation of prefabricated silos on site; and
- Mechanical fitting of an upgraded batching system and replacement of pellet press (with higher capacity).

These works are of a relatively minor nature and would not cause an emission of noise, dust or odour beyond the immediate area of the feed mill. They would be no impacts beyond the boundary of the premises.

The new infrastructure will be put into service once it is installed with a short period of mechanical commissioning (a few weeks) to ensure the new plant is in the correct operational configuration.

4 Emissions, Discharges, Impacts and their Management

4.1 Upgrade Works Program Construction Phase

The activities and potential impacts associated with site installation and construction associated with the upgrade works program are minimal and of a short- term duration. It involves two aspects, and these are:

- Fitment of the new batcher and press. These works will be undertaken at an opportune time (a shutdown) and involve general maintenance type works. A small amount of noise might be generated but, it would not be perceivable beyond the immediate plant area. This phase of the upgrade works does not involve any civil or ground-disturbing works so no dust will be generated.
- Installation of two new storage silos. The two new silos will be prefabricated off-site and transported to the site. On site, support structures for the silos will be installed. This involves constructing a steel structure on site with concrete footing to the secure the structure. A small amount of noise and dust might be generated but, these too will only be detectable in the immediate plant area.

Kojonup Feeds are planning to complete the upgrade works program by February 2026.

4.1.1 Upgrade Works Program – Emissions and Discharges

The upgrade works will not of themselves directly cause or contribute to emissions or discharges from the premises. These works will add to the overall capacity or operability of the feed mill in general terms and as such there will be a small increase in the amount of noise, gaseous emissions (from running the boiler for longer times) and dust generated from the site. All of these will only impact the immediate area of the feed mill and will not cause an impact beyond the boundary of the premises.

4.2 Visual amenity

The feed mill can be seen from neighbouring properties and roadways around the site though, because of its set-back from roadways and remnant roadside vegetation, it is only partially visible (if at all). Its general appearance is consistent with that of farming enterprises in the area (farm sheds and grain silos). The upgrade works program will not alter the current view of the feed mill from neighbouring premises or roadways.

4.3 Operation Phase

The feed mill has been operating since it was built in 2014 and has not been the cause of a complaint in the local community. It generates low levels of noise, dust and gaseous emission in the immediate vicinity of the feed mill and also has a range of other potential impacts. A full list of impacts and potential impacts follows:

- Noise generation
- Dust generation
- Odour generation
- Stormwater drainage
- Wastewater generation
- General waste storage and management
- Sewage
- Hazardous chemical storage
- Pests and Vector

Each of these aspects, impacts, their risks and management are discussed further in the sections below.

4.3.1 Noise

In general terms, noise from the plant is not detectable beyond the boundary of the premises. At the northern entrance (Jingalup Rd) the feed mill is about 1,000m to the south and its operational noise is not detectable at that point (Coterra site visit of 25/9/24).

At the western entrance on Albany Hwy, the feed mill is about 450m away. Its operational noise was not detectable on 25/9/24 at this point. The most notable noise source being road noise from Albany Hwy.

The principal control for limiting the impact of noise is the separation distance provided by the location of the feed mill. It is located in a rural area, with only two isolated farmhouses within a radial distance of 1,000m (both on the eastern side of Albany Hwy). The Kojonup townsite, about 20km to the north is the nearest high density residential area.

4.3.2 Dust Assessment

Potential sources of dust emissions include:

- The pelletising plant which has a cyclone to reduce particulate emissions
- The roller mills which has a bag house to reduce particulate emissions
- Trucks entering and leaving the facility
- Loading finished goods into truck
- Unloading of raw materials from truck into grid intake system or storage sheds. Movement of raw materials onsite by use of telehandlers from storage shed and grid intake system.

As for noise emissions, the principal control for dust emissions is the separation distance provided by the location of the feed mill. Coterra did not detect any evidence of dust emissions beyond the immediate plant area during its 25 September 2024 site visit. The site has been in operation since 2014 and it has not been the cause of or a recipient of a complaint about any unacceptable impacts on the environment (noise and dust included).

4.3.3 Odour

The feed mill does not use raw materials that might become mal-odorous (meat meal etc.). In general, there is no offensive odour detectable within the general area of the feed mill – just the faint odour of cereal grain, fodder and hay. There is no odour detectable beyond the boundary of the premises.

4.3.4 Wastewater generation

The feed mill does not generate a wastewater stream. Water is harvested from roof tops, stored in tanks and subsequently used by the feed mill and around the site.

4.3.5 Stormwater and Drainage

Rainwater which is not harvested and surface water that falls within the immediate plant area drains in a westward direction towards the surface water storage dam. The dam, installed in summer 2022 has safely held winter rainwater and surface water in 2023 and 2024 without spilling to the environment.

4.3.6 General Waste

General waste may be produced which would include:

- Waste materials from maintenance and construction processes
- Used packaging materials (bulka bags)
- Floor sweepings of spilt materials, dirt and dust
- Household and office type wastes

These waste products will be collected in bins onsite and delivered to a local waste facility. A portion of this waste may be suitable for recycling and would be separated into recycling bins onsite or at the waste receival site.

4.3.7 Site Sewage

There is no reticulated sewerage system in the rural areas of the Kojonup Shire. Accordingly, Kojonup Feeds uses onsite sewage treatment and disposal, including standard septic tank and leach drain systems.

4.3.8 Hazardous Chemical storage

Small quantities of diesel, petrol jerry cans, automotive oils in 20L containers, workshop chemicals and consumables are held on site. The quantities of these materials are similar to those found on farming enterprises in the area.

The feed mill also stores up to 8,000L of canola oil in 1,000L IBCs. These IBCs are not stored within a secondary containment compound as the risk to the environment from a full IBC container failure is minimal. The water storage dam would contain any material finding its way into the surface water system, further minimising the risk of an off-site impact in the event of a spill of canola oil.

4.3.9 Pest and Vectors

Pests, including flies, mosquitos, rodents, and birds can be attracted to the feed mill.

Rodent management is inspected and serviced by a third party occurring up to 6 times per year.

Rigorously cleaning schedules are expected and maintained by all mill workers as part of their job description to ensure the mill is kept in a clean condition to mitigate risk of pests.

5 Summary and Conclusions

The applicant seek approval in the form of an EP Act licence for the operation of its animal feed mill in its current form making 35,000 tpa of animal feed, approval for its upgrade works program and approval for its operation once the upgrades have been completed (forecasted production by 2025 being 55,000 tpa).

The feed mill has been operating since 2014 without causing complaints to neighbours, primarily because of its rural locations and the inherent nature of animal feed production businesses. It is also separated by a significant distance to the nearest residential area (the Kojonup townsite), about 20km to the north of the site.

The excellent location and design features of the facility provide for a low waste, environmentally sustainable development that has been accepted by the local community and will continue to be accepted by the community once the upgrade works and capacity increases have been completed.

6 References

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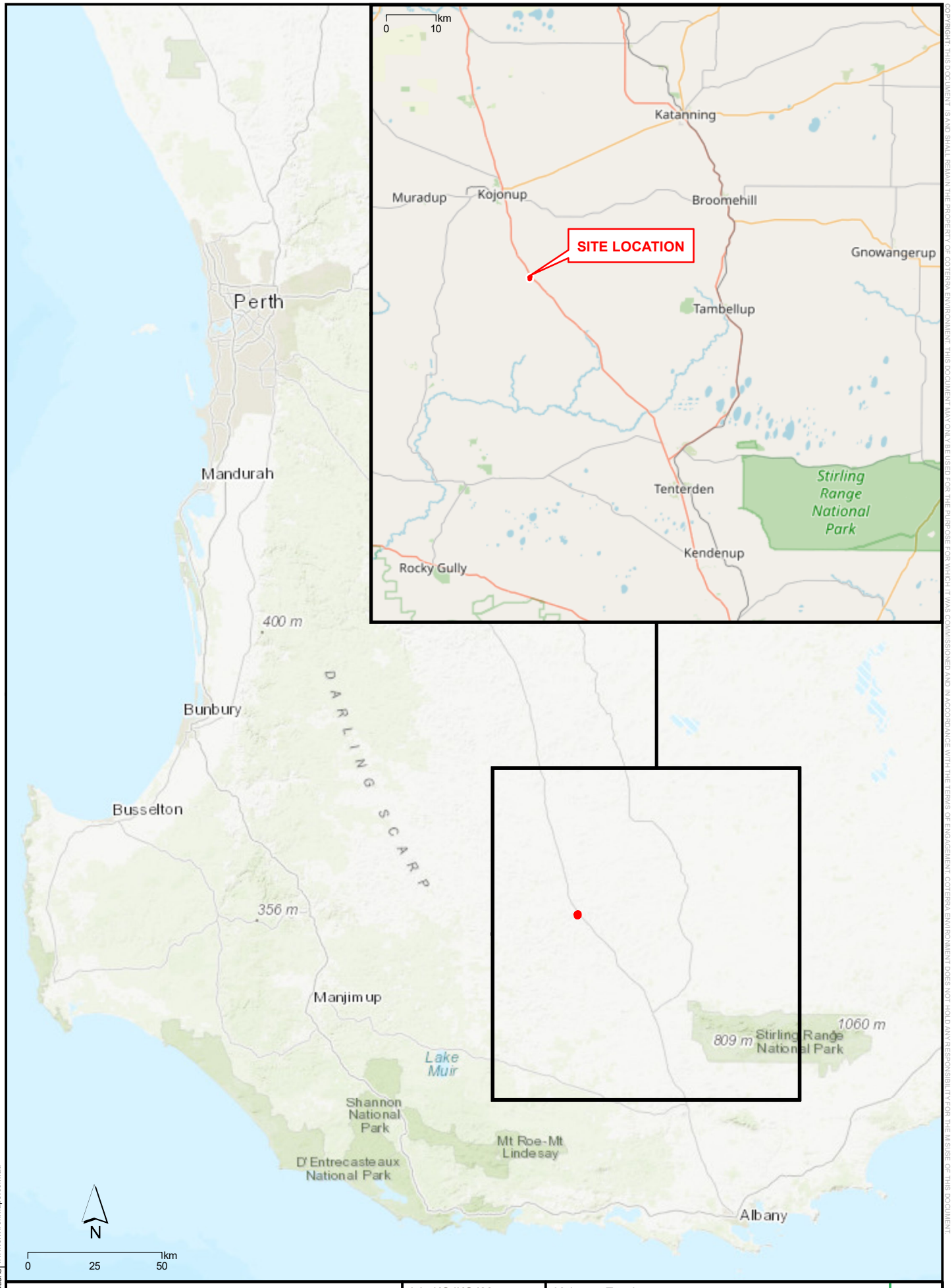
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Figures



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Kojonup Feeds
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ALBANY HIGHWAY, KOJONUP

SITE LOCATION

Figure 1

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AERIAL PHOTOGRAPH

Figure 2

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257Fa_1

257Fa_1

257Fa_1

257Fa_1

257Fa_2

257Fa_3

257Fa_1

Yarranup Rd

Albany Hwy

Hill Rd

LEGEND

- Site Boundary
- Cadastre
- Watercourse
- Contour (mAHD)

Soil Landscape

- 257Fa_1: Gravelly hill crests and upper slopes with mainly yellowish brown moderately deep to deep sandy gravels.
- 257Fa_2: Undulating rises and low hills with mainly grey deep sandy duplex soils.
- 257Fa_3: Rocky undulating rises and low hills with mainly grey deep sandy duplex, red sandy and loamy duplex formed on weathered bedrock.

N

0 62.5 125 250 375 500 m

Scale: 1:10,000 @ A3
GDA 1994 MGA Zone 50

Source: Cadastre - Landgate
Orthophoto - Open Source
Soils and Contours - DPIRD

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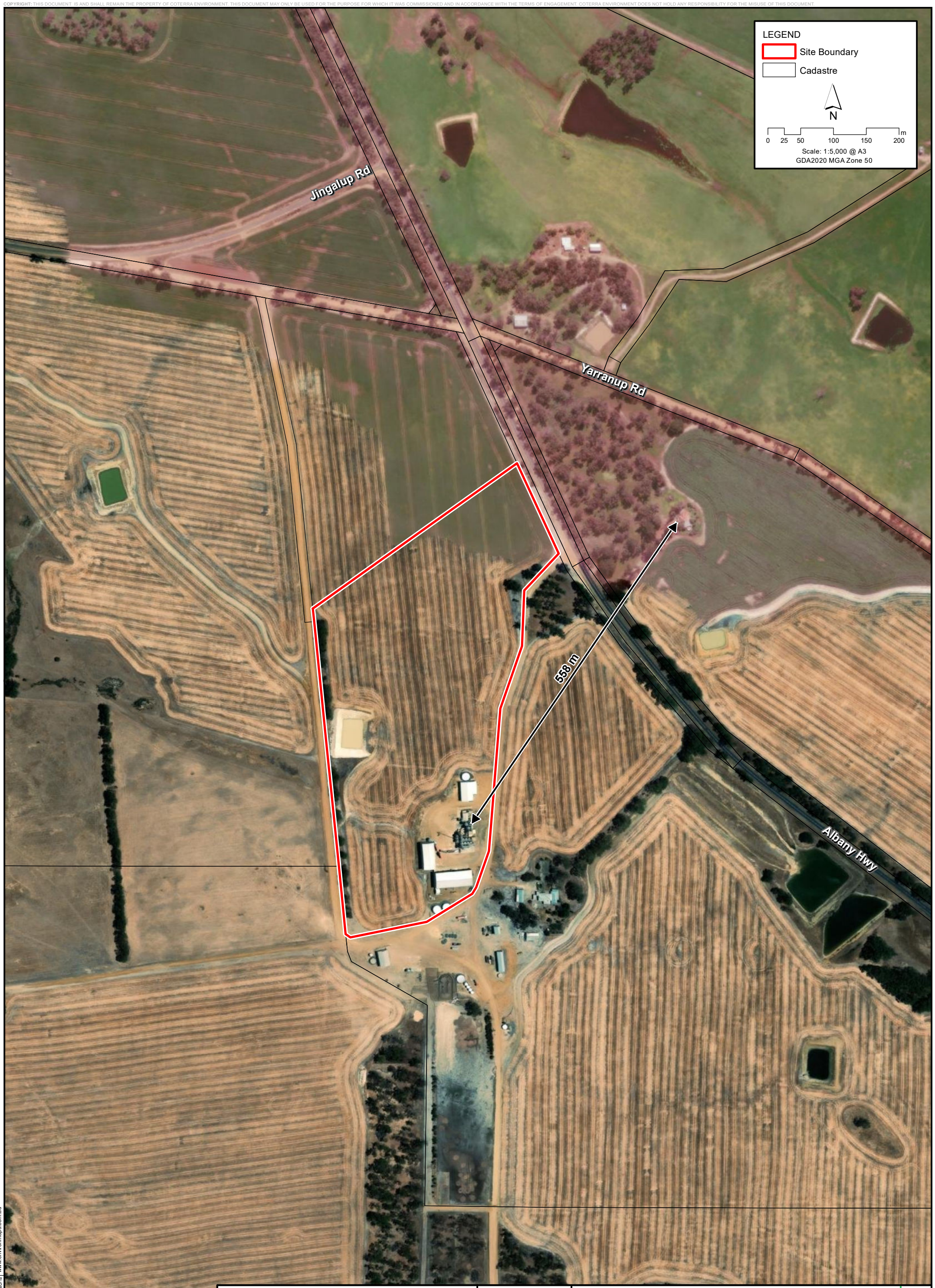
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SOILS AND TOPOGRAPHY

Figure 3

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SURROUNDING LAND USES

Figure 4

Appendix 1 Infrastructure List – Kojonup Feeds

Infrastructure List – Kojonup Feeds

Item	Infrastructure	Site Plan Reference
1	**Raw Materials Intake System (Grid)** Truck unloading of incoming raw materials into semi enclosed pit. Product conveyed and elevated into raw ingredient silos.	Receival Grid
2	**Raw Ingredient Storage Silo x 15**	S1-S15
3	**Bulk Storage Shed (SSW)** 3 sides enclosed. North side open (Barley, Almond Hulls, Peas & Lupins) Raw Material unloaded from trucks into shed. Telehandler buckets raw materials into grid when needed	Storage Shed SSW
4	**Bulk Storage Shed (SW)** 3 Sides enclosed. East side open face (Oat Husk) Raw Material unloaded from trucks into shed. Telehandler buckets raw materials into grid when needed	Storage Shed SW
5	**Grinder** Grain processed through a hammer mill to create finer particles for processing. Has a dust house.	Grinder
6	**Batcher & Mixing** Raw Ingredients are weighed and transferred into a mixing bin to create a mash. **To be replaced as part of the upgrade works program*	B1
7	**Pellet Mill Tower** Steam added (via gas fired boiler) to loose mash batches and conveyed through two presses into pellets. Pellets are then passed through a cooler Cyclone collects fines from finished products and returns to press **smaller press due to be as part of the upgrade works program*	Main Mill Press & Cooler
8	**Finished Goods Overhead Storage Silos x 7** **Additional two bins to be added as part of the upgrade works program*	P1-P6 + EGC Bin
9	**Liquid Petroleum Gas Storage** 3 x 7.5Kl Bulk LPG Vessels & Regulator	Gas Tanks
10	**Workshop** Storage a tools, spare parts and general workshop supplies	Workshop
11	**Storage Shed (N)** Storage of finished goods in bulk bags and premix additives.	Storage Shed N
12	**Steam Boilers & Boiler House** LPG used to fuel the boilers 1 x 500kW boilers; and 1x 376kW boiler	Boiler
13	**Storm Water Dam** Catchment of excess storage water from site pad.	Storm Water Dam
14	**Site Office & Grain Sampling**	Office
15	**Weighbridge** 60t Capacity	Weighbridge
16	**Rain Water Tanks x 3** 1 x 250,000L 2 x 367,000L Storm water collected off storage sheds to be used in production	Rain Water Tanks

Appendix 2 ASIC Current Company Extract

ASIC
Australian Securities & Investments Commission

Current Company Extract

Name: KOJONUP FEEDS PTY LTD
ACN: 159 025 233

Date/Time: 01 November 2024 AEST 04:13:12 PM

This extract contains information derived from the Australian Securities and Investments Commission's (ASIC) database under section 1274A of the Corporations Act 2001.

Please advise ASIC of any error or omission which you may identify.

EXTRACT

Organisation Details		Document Number
Current Organisation Details		
Name:	KOJONUP FEEDS PTY LTD	1E8448787
ACN:	159 025 233	
ABN:	50159025233	
Registered in:	Western Australia	
Registration date:	18/06/2012	
Next review date:	18/06/2025	
Name start date:	18/06/2012	
Status:	Registered	
Company type:	Australian Proprietary Company	
Class:	Limited By Shares	
Subclass:	Proprietary Company	

Address Details		Document Number
Current		
Registered address:	Level 2, 179 St Georges Terrace, PERTH WA 6000	2EWK40924
Start date:	09/03/2022	
Principal Place Of Business address:	23368 Albany Highway, KOJONUP WA 6395	7EAD29708
Start date:	20/08/2018	

Contact Address	
Section 146A of the Corporations Act 2001 states 'A contact address is the address to which communications and notices are sent from ASIC to the company'.	
Current	
Address:	PO BOX Z5104, PERTH ST GEORGES TCE WA 6831
Start date:	02/03/2022

Officeholders and Other Roles		Document Number
Director		
Name:	ELIZABETH ANNE HEGGATON	1E9573256
Address:	120 Broome Street, COTTESLOE WA 6011	
Born:	22/09/1962, KOJONUP, WA	
Appointment date:	18/06/2012	
Name:	STEPHEN GRENVILLE LAMOND	6EEK94120
Address:	74 Keightley Road Cn, SHENTON PARK WA 6008	
Born:	17/06/1962, SYDNEY, NSW	
Appointment date:	18/06/2012	
Name:	PETER LAWRENCE ROBINSON	6EEK94120
Address:	13 Jaraba Avenue, GOOSEBERRY HILL WA 6076	
Born:	01/01/1980, UNITED KINGDOM, UNITED KINGDOM	
Appointment date:	17/05/2016	
Name:	TELFER HENRY NEIL LITTLE	6EEK94120
Address:	15B Sholl Avenue, NORTH BEACH WA 6020	

Born:	30/04/1968, PERTH, WA	
Appointment date:	18/06/2012	
Name:	AARON PONTIFEX	6ECRS6517
Address:	41 Honner Street, KOJONUP WA 6395	
Born:	10/08/1989, GERALDTON, WA	
Appointment date:	13/05/2024	
Name:	JAMES VAUDAN HEGGATON	6EFSH4179
Address:	99 Wattledale Road, LUMEAH WA 6395	
Born:	09/08/1995, SUBIACO, WA	
Appointment date:	04/09/2024	

Secretary

Name:	ELIZABETH ANNE HEGGATON	1E9573256
Address:	120 Broome Street, COTTESLOE WA 6011	
Born:	22/09/1962, KOJONUP, WA	
Appointment date:	18/06/2012	

Share Information

Share Structure

Class	Description	Number issued	Total amount paid	Total amount unpaid	Document number
ORD	ORDINARY SHARES	6	6.00	0.00	6ECRS6520

Members

Note: For each class of shares issued by a proprietary company, ASIC records the details of the top twenty members of the class (based on shareholdings). The details of any other members holding the same number of shares as the twentieth ranked member will also be recorded by ASIC on the database. Where available, historical records show that a member has ceased to be ranked amongst the top twenty members. This may, but does not necessarily mean, that they have ceased to be a member of the company.

Name: PETER LAWRENCE ROBINSON
Address: 13 Jaraba Avenue, GOOSEBERRY HILL WA 6076

Class	Number held	Beneficially held	Paid	Document number
ORD	1	yes	FULLY	6EEK94120

Name: THOMPSON & REDWOOD (2001) PTY LTD
ACN: 099 064 374
Address: 220 Almeria Parade, UPPER SWAN WA 6069

Class	Number held	Beneficially held	Paid	Document number
ORD	2	yes	FULLY	6EEK94120

Joint members

Name: AARON PONTIFEX
Address: 41 Honner Street, KOJONUP WA 6395
Name: STEPHANIE LOUISE GAHAN
Address: 41 Honner Street, KOJONUP WA 6395

Class	Number held	Beneficially held	Paid	Document number
ORD	1	no	FULLY	6ECRS6520

Name: ELIZABETH ANNE HEGGATON
Address: 120 Broome Street, COTTESLOE WA 6011

Class	Number held	Beneficially held	Paid	Document number
ORD	2	yes	FULLY	6EHCW8268

Documents

Note: Where no Date Processed is shown, the document in question has not been processed. In these instances care should be taken in using information that may be updated by the document when it is processed. Where the Date Processed is shown but there is a zero under No Pages, the document has been processed but a copy is not yet available.

Date received	Form type	Date processed	Number of pages	Effective date	Document number
02/03/2022	484B Change To Company Details Change Of Registered Address	02/03/2022	2	02/03/2022	2EWK40924
17/05/2022	484 Change To Company Details 484A1 Change Officeholder Name Or Address 484A2 Change Member Name Or Address	17/05/2022	2	17/05/2022	3EAT98261
28/06/2023	484 Change To Company Details 484A1 Change Officeholder Name Or Address 484A2 Change Member Name Or Address	28/06/2023	3	28/06/2023	6EEK94120
12/06/2024	484 Change To Company Details 484O Changes To Share Structure 484G Notification Of Share Issue	12/06/2024	2	21/05/2024	6ECRS6520

	484N Changes To (Members) Share Holdings				
12/06/2024	484E Change To Company Details Appointment Or Cessation Of A Company Officeholder	12/06/2024	2	21/05/2024	6ECRS6517
11/09/2024	484 Change To Company Details 484E Appointment Or Cessation Of A Company Officeholder 484E1 Cessation Of Company Director Later Than 28 Days	11/09/2024	2	05/09/2024	6EFSH4179
23/10/2024	484N Change To Company Details Changes To (Members) Share Holdings	23/10/2024	2	23/10/2024	6EHCW8268

*****End of Extract of 4 Pages*****

Appendix 3 Certificate of Title

WESTERN AUSTRALIA

TITLE NUMBER	
Volume	Folio
2843	**194**

RECORD OF CERTIFICATE OF TITLE

UNDER THE TRANSFER OF LAND ACT 1893

The person described in the first schedule is the registered proprietor of an estate in fee simple in the land described below subject to the reservations, conditions and depth limit contained in the original grant (if a grant issued) and to the limitations, interests, encumbrances and notifications shown in the second schedule.

BGRoberts

REGISTRAR OF TITLES

REGISTRAR OF TITLES WESTERN AUSTRALIA

LAND DESCRIPTION:

LOT 1 ON DEPOSITED PLAN 73131

REGISTERED PROPRIETOR:
(FIRST SCHEDULE)

KOJONUP FEEDS PTY LTD OF SHAMROCK ROAD KOJONUP

(T M840120) REGISTERED 27/11/2014

LIMITATIONS, INTERESTS, ENCUMBRANCES AND NOTIFICATIONS:
(SECOND SCHEDULE)

1. EASEMENT BENEFIT CREATED UNDER SECTION 136C T.L.A. FOR RIGHT OF CARRIAGEWAY PURPOSES - SEE DEPOSITED PLAN 73131
2. N118460 MORTGAGE TO COMMONWEALTH BANK OF AUSTRALIA REGISTERED 10/9/2015.

Warning: A current search of the sketch of the land should be obtained where detail of position, dimensions or area of the lot is required. Lot as described in the land description may be a lot or location.

----------END OF CERTIFICATE OF TITLE----------

STATEMENTS:

The statements set out below are not intended to be nor should they be relied on as substitutes for inspection of the land and the relevant documents or for local government, legal, surveying or other professional advice.

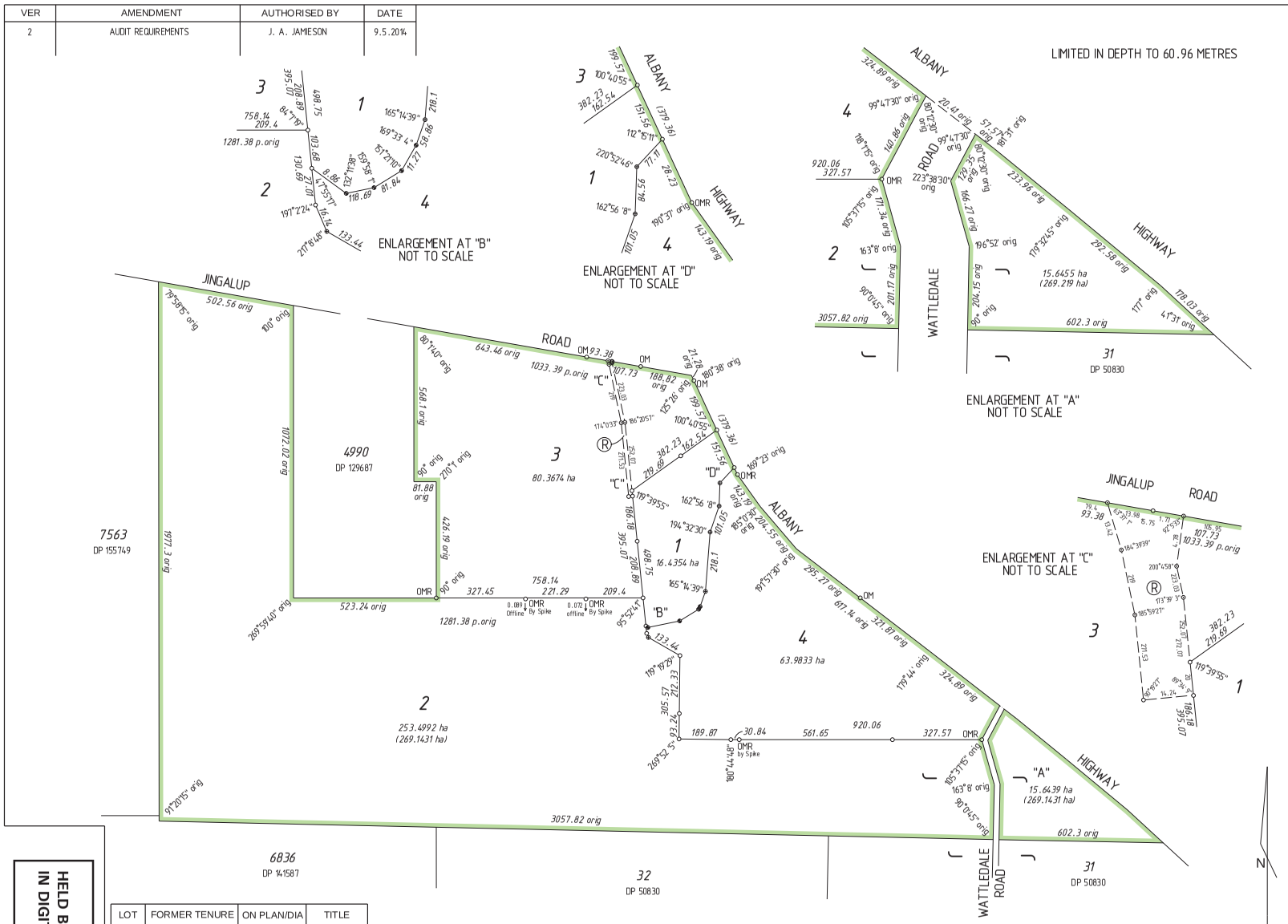
SKETCH OF LAND:	DP73131
PREVIOUS TITLE:	2839-900, 2840-297
PROPERTY STREET ADDRESS:	NO STREET ADDRESS INFORMATION AVAILABLE.
LOCAL GOVERNMENT AUTHORITY:	SHIRE OF KOJONUP

LANDGATE COPY OF ORIGINAL NOT TO SCALE 20/09/2024 10:49 AM Request number: 67173750

Landgate
www.landgate.wa.gov.au

LANDGATE COPY OF ORIGINAL NOT TO SCALE 20/09/2024 10:51 AM Request number: 67173769
www.landgate.wa.gov.au

VER	AMENDMENT	AUTHORISED BY	DATE
2	AUDIT REQUIREMENTS	J. A. JAMIESON	9.5.2014



TYPE	FREEHOLD
PURPOSE	SUBDIVISION

PLAN OF

LOTS 1, 2, 3 & 4 AND EASEMENT

DISTRICT KOJONUP TOWNSITE	SSA NO
DPI FILE LOCALITY LUMEAH LOCAL AUTHORITY SHIRE OF KOJONUP	FORMER TENURE SEE TABLE
ON INDEX SEE SMARTPLAN	FIELD BOOK 122016

SCALE 1:10000 @A2 (0 100 200 300 400m)
ALL DISTANCES ARE IN METRES

SURVEYOR'S CERTIFICATE - Reg 54
I, J. A. JAMIESON
hereby certify that this plan is accurate and is a correct representation of the -
(a) *survey, and/or
(b) *calculations from measurements recorded in the field records,
(*delete if inapplicable)
undertaken for the purposes of this plan and that it complies with the relevant written law(s) in relation to which it is lodged.
Licensed Surveyor Date

SURVEYOR'S CERTIFICATE - Compiled
I,
hereby certify that this compiled plan
(a) is a correct and accurate representation of the survey(s) of the subject land; and
(b) is in accordance with the relevant law in relation to which it is lodged.
Licensed Surveyor Date

SURVEY FIRM
ALBANY MAPPING & SURVEYING SERVICES
PO BOX 2036 ALBANY WA 6331
Ph 0898451239 Fax 0898451242
Mob 0418 115 347
Email john@albanysurveys.com

LODGED	TYPE OF VALIDATION	APPROVED BY
DATE 9-Apr-14	FULL AUDIT	WESTERN AUSTRALIAN PLANNING COMMISSION
FEE PAID $540.00	LEGAL COMPONENT B.GILLIGAN	RLE 146658
ASSESS No. 14836790	DOCKET PLAN/DIAGRAM TRIM	13-May-2014 DATE
	CERTIFIED CORRECT 13 MAY 2014	DELEGATED UNDER S.16 PAD Act 2005
	I.S.C.	
	F.S.C.	

IN ORDER FOR DEALINGS
SUBJECT TO
SEC 136C OF THE T.L.A.
14 MAY 2014
For INSPECTOR OF PLANS & SURVEYS / AUTHORIZED LAND OFFICER DATE

APPROVED
4/8/2014
INSPECTOR OF PLANS & SURVEYS / AUTHORIZED LAND OFFICER DATE

Landgate
Western Australian Land Information Authority

DEPOSITED PLAN
73131
SHEET 1 OF 1
VERSION 2

A2 ORIGINAL

HELD BY LANDGATE IN DIGITAL FORM ONLY.

LOT	FORMER TENURE	ON PLAN/DIA	TITLE
1	PT LOT 3485 PT LOT 3486 PT LOT 6875	DP 119870 DP 119872 DP 80391	CT 1778/691 CT 1778/691 CT 1004/95
2	PT LOT 3512 PT LOT 6875	DP 119871 DP 80391	CT 1778/691 CT 1004/95
3	PT LOT 3485 PT LOT 3486	DP 119870 DP 119872	CT 1778/691 CT 1778/691
4	PT LOT 3485 PT LOT 3486 PT LOT 3512 PT LOT 6875	DP 119870 DP 119872 DP 119871 DP 80391	CT 1778/691 CT 1778/691 CT 1778/691 CT 1004/95

LEGEND
- STANDARD PEG MARKING
- CENTRE PUNCH MARK IN TUBE POST
- NAIL & PLATE IN STRAINER POST
- TACK IN STRAINER POST

INTERESTS AND NOTIFICATIONS

f 130269

SUBJECT	PURPOSE	STATUTORY REFERENCE	ORIGIN	LAND BURDENED	BENEFIT TO	COMMENTS
(R)	RIGHT OF CARRIAGEWAY	SEC 136C OF THE TLA	THIS PLAN	LOT 3	LOT 1	

Appendix 4 Letter of Support from Adjacent Landowner

Attention: Courtney Robinson

Accounts Manager
Kojonup Feeds Pty Ltd
Via email: accounts@kojonupfeeds.com.au

Dear Courtney,

Kojonup Feeds proposal to secure an *Environmental Protection Act 1986* licence & Development Application Approval.

Address: Lot 1 (23368) Albany Highway, Lumeah (Certificate of Title Volume 2843 Folio 194)

Thank you for meeting with me and advising that Kojonup Feeds will be seeking an *Environmental Protection Act 1986* licence and preparing a Development Application to the Shire of Kojonup for its Kojonup Feed mill.

For the benefit of those concerned, I am the owner of the adjoining lots including Lot 4, the land adjacent to the Kojonup Feed mill upon which there is an unoccupied dwelling that is approximately 150m away from mill.

Please be advised that the dwelling has not been occupied for two years and is not in a condition for human habitation.

I understand that this letter may be provided to the Department of Water and Environmental Regulation (DWER) and that assessing officers at DWER might contact me as an interested party in the licensing process associated with the feed mill.

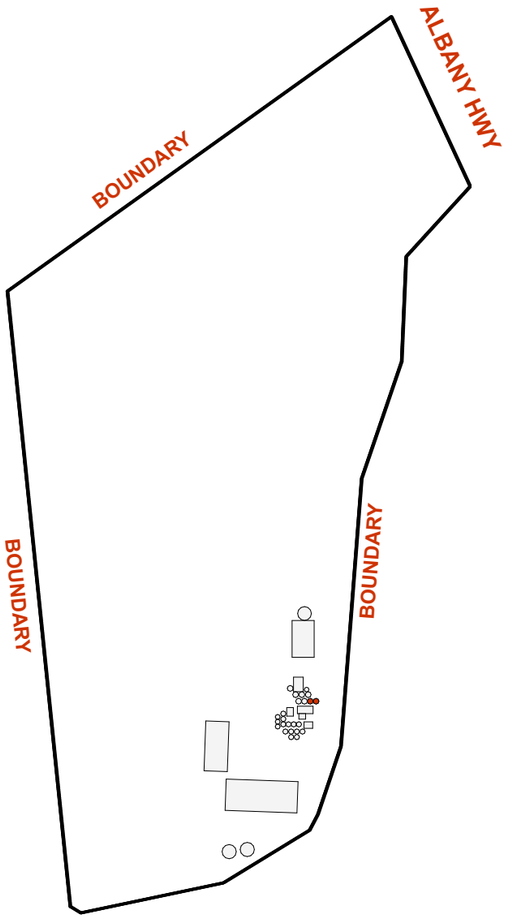
I support both the Development Application and EPA Licence Application.

Thank you for keeping me informed on the DWER licensing process of the feed mill. If DWER Officers wish to contact me, please ask them to call 0429 341 038 or email: liz@genstock.com.au.

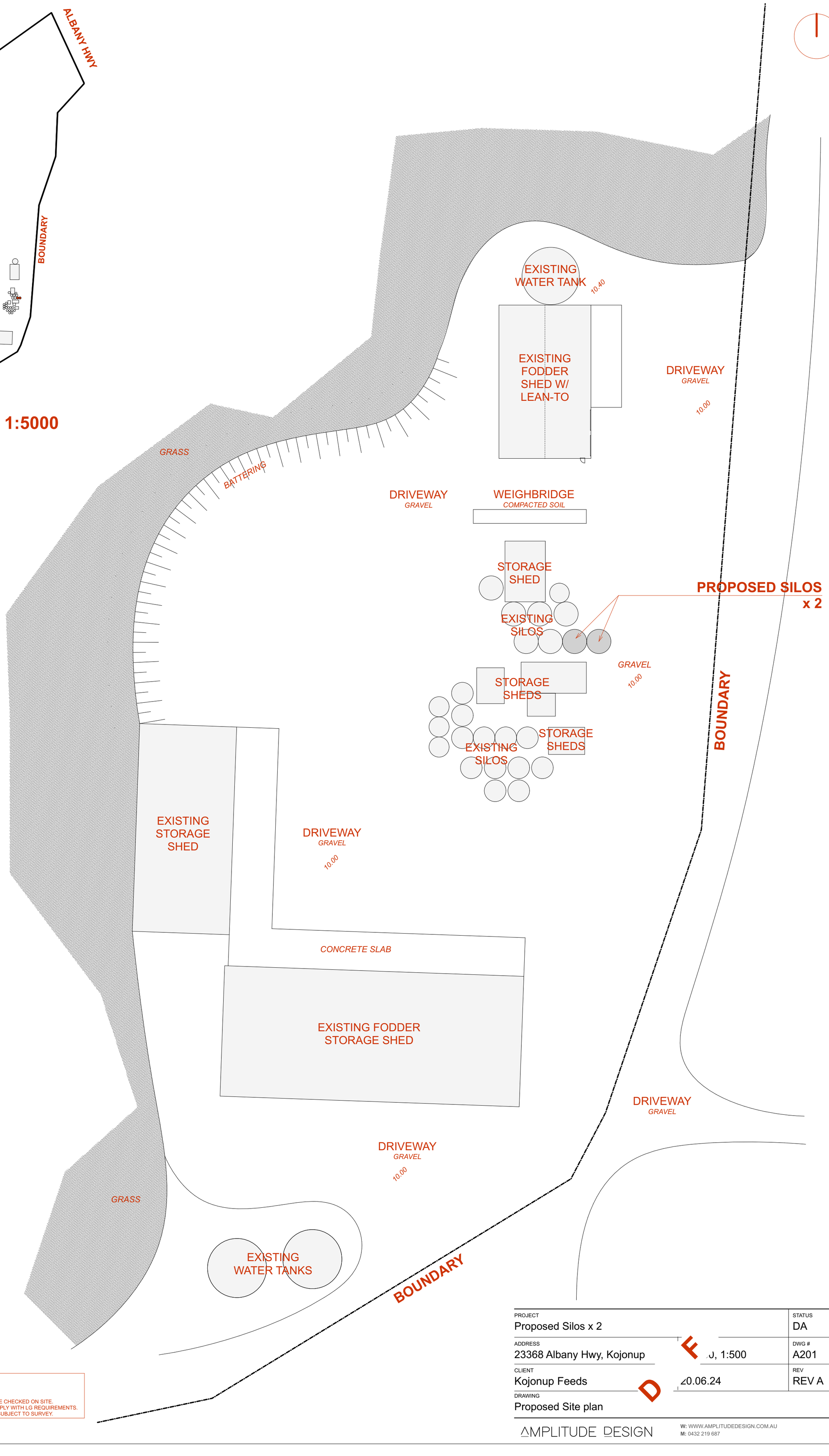
Yours sincerely

Elizabeth Heggaton

Appendix 5 Plant Layout and the Proposed Silos



LOCATION PLAN - 1:5000



SITE PLAN - 1:500

INFORMATION

10.20 EXISTING SPOT LEVELS (SUBJECT TO SURVEY)

NOTES:
- PROPOSED 2 x SILOS: DIMENSIONS TO BE CONFIRMED.
- MINIMAL CHANGES TO GROUND LEVEL.

- DIMENSIONS SHOWN ARE TO BE FOLLOWED AND MUST BE CHECKED ON SITE.
- ALL STORMWATER TO BE RETAINED ON SITE AND TO COMPLY WITH LG REQUIREMENTS.
- LEVELS AND DIMENSIONS ARE APPROXIMATE ONLY AND SUBJECT TO SURVEY.

PROJECT: Proposed Silos x 2	STATUS: DA
ADDRESS: 23368 Albany Hwy, Kojonup	DWG #: A201
CLIENT: Kojonup Feeds	REV: REV A
DRAWING: Proposed Site plan	

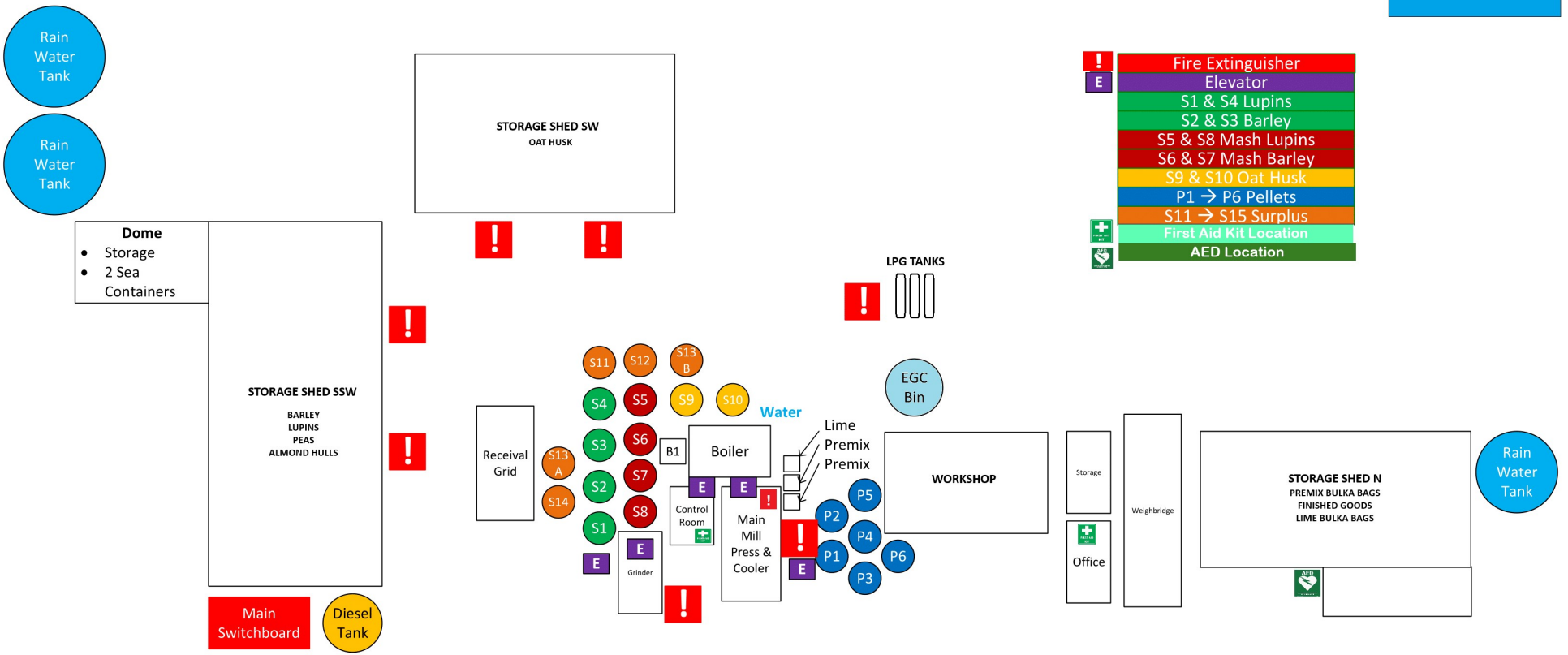
AMPLITUDE DESIGN

W: WWW.AMPLITUDEDESIGN.COM.AU
M: 0432 219 687

Appendix 6 Plant Schematic Layout – Kojonup Feeds

KOJONUP FEEDS

WHERE QUALITY COUNTS



Kojonup Feeds	DOC: SM7.0	VERSION Current	DATE: 02/10/2024	SM7.0 Map
	AUTHOR: OVITS	APPROVED:	IMOGEN JONES	

Appendix 7 Process Flow Chart – Kojonup Feeds

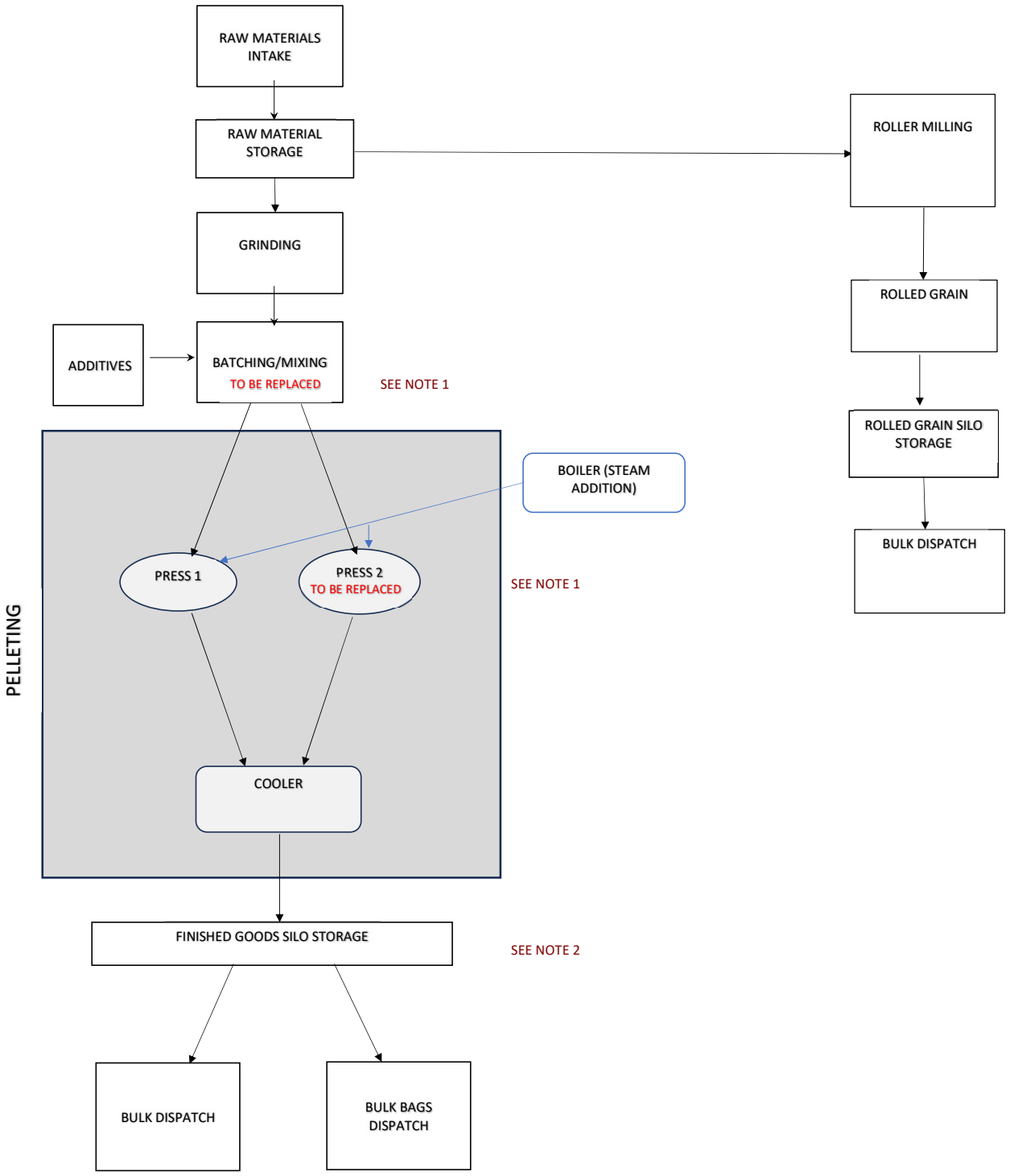
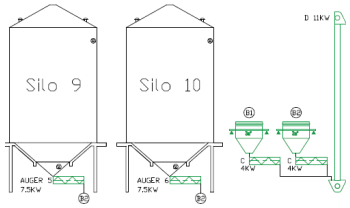
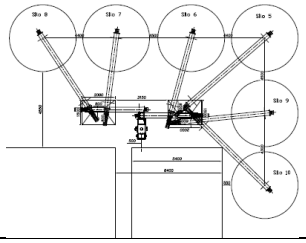
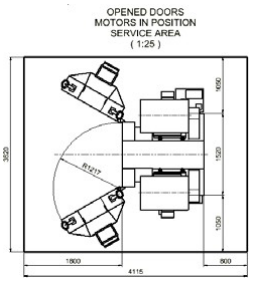
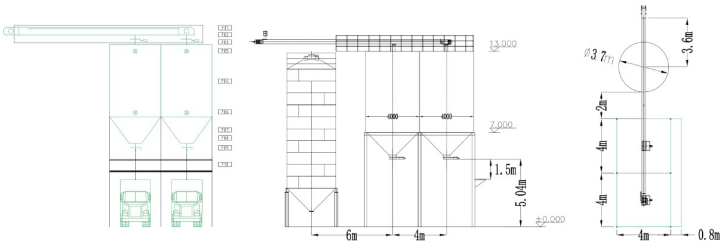


FIGURE 1 : CURRENT PROCESS CHART FOR KOJONUP FEEDS PELLET MILL
NOTE 1 : PRESS 2(THE SMALLER PRESS) AND BATCHER ARE DUE TO BE REPLACED UNDER PROPOSED WORKS.
NOTE 2 : NEW ADDITIONAL FINISHED GOODS SILOS TO BE ADDED UNDER PROPOSED WORKS.

Appendix 8 Description of Proposed Upgraded Infrastructure

Description of Proposed Upgraded Infrastructure

	Item	Description
1	*Batching System* Minco Bulk Handling Equipment (China) and Great Southern Electrical Services	Automatic batching system for ingredient handling, precision weighing and mixing, and process automation of feed manufacturing. The system features: ● 6 batching augers and motors plus 2 unloading augers (8 total) ● Automated handling, precision weighing and mixing ● Connectivity to ERP system, enabling traceability recording of ingredient lots for quality control and regulatory compliance, as well as inventory management.  
2	*Paladin Pellet Mill (P800 175-3R) & Conditioner (CM750L)*  ANDRITZ Group (Austria) And Great Southern Electrical Services	The new pelletiser is one of the most important stages of the feed production line, homogenising the mash product through the conditioner, before entering the pelletiser to be compressed into finished goods before being cooled. Kojonup Feeds' project will acquire a new press to increase productive capacity. Once installed, Kojonup Feeds' total production design capacity will increase by 40%, from a total of 10 tonnes/hour (max 5472 tonnes/month) to 14 tonnes/hour (max 7660 tonnes/month). Based on a design concept proven on more than 2500 operating machines sold globally, the press features a belt driven transmission and dual motor, with three rollers, and extra knife assembly. The equipment delivers peak performance and quality, designed to maximise reliability and efficiency, and ease of operation and maintenance. This new press also requires a new press sieve, steam condensation line and additional electrical supply upgrades to the site. 
3	*Finished goods overhead silos*  Minco Bulk Handling Equipment (China)	Finished goods overhead silos are required to store the additional bulk feed that is produced by the project. The silos are critical for safe storage and feed preservation, maintaining the quality of the feed and minimising contamination or spoilage. Silos also facilitate easier loading/unloading logistics, streamlining the distribution and scheduling processes. Kojonup Feeds will also require elevators and site works for the silo foundations. 

67. Consideration of application by local government

(1) Development approval cannot be granted on an application for approval of —

(a) development that is a class X use in relation to the zone in which the development is located, unless —

(i) the development relates to land that is being used for a non-conforming use; and

(ii) the local government considers that the proposed use of the land would be less detrimental than the non-conforming use;

or

(b) development that otherwise does not comply with a requirement of this Scheme, unless —

(i) this Scheme gives the local government discretion to waive or vary the requirement or to grant development approval despite non-compliance with the requirement; or

(ii) the development is permitted under a provision of this Scheme in relation to non-conforming uses.

(2) In considering an application for development approval (other than an application on which approval cannot be granted under subclause (1)), the local government is to have due regard to the following matters to the extent that, in the opinion of the local government, those matters are relevant to the development the subject of the application —

(a) the aims and provisions of this Scheme and any other local planning scheme operating within the Scheme area;

(b) the requirements of orderly and proper planning including any proposed local planning scheme or amendment to this Scheme that has been advertised under the *Planning and Development (Local Planning Schemes) Regulations 2015* or any other proposed planning instrument that the local government is seriously considering adopting or approving;

(c) any approved State planning policy;

(d) any environmental protection policy approved under the *Environmental Protection Act 1986* section 31(d);

(e) any policy of the Commission;

(f) any policy of the State;

(fa) any local planning strategy for this Scheme endorsed by the Commission;

(g) any local planning policy for the Scheme area;

(h) any structure plan or local development plan that relates to the development;

(i) any report of the review of the local planning scheme that has been published under the *Planning and Development (Local Planning Schemes) Regulations 2015*;

(j) in the case of land reserved under this Scheme, the objectives for the reserve and the additional and permitted uses identified in this Scheme for the reserve;

(k) the built heritage conservation of any place that is of cultural significance;

(l) the effect of the proposal on the cultural heritage significance of the area in which the development is located;

(m) the compatibility of the development with its setting, including —

(i) the compatibility of the development with the desired future character of its setting; and

(ii) the relationship of the development to development on adjoining land or on other land in the locality including, but not limited to, the likely effect of the height, bulk, scale, orientation and appearance of the development;

(n) the amenity of the locality including the following —

(i) environmental impacts of the development;

(ii) the character of the locality;

(iii) social impacts of the development;

(o) the likely effect of the development on the natural environment or water resources and any means that are proposed to protect or to mitigate impacts on the natural environment or the water resource;

(p) whether adequate provision has been made for the landscaping of the land to which the application relates and whether any trees or other vegetation on the land should be preserved;

(q) the suitability of the land for the development taking into account the possible risk of flooding, tidal inundation, subsidence, landslip, bush fire, soil erosion, land degradation or any other risk;

(r) the suitability of the land for the development taking into account the possible risk to human health or safety;

(s) the adequacy of —

(i) the proposed means of access to and egress from the site; and

(ii) arrangements for the loading, unloading, manoeuvring and parking of vehicles;

(t) the amount of traffic likely to be generated by the development, particularly in relation to the capacity of the road system in the locality and the probable effect on traffic flow and safety;

(u) the availability and adequacy for the development of the following —

(i) public transport services;

(ii) public utility services;

(iii) storage, management and collection of waste;

(iv) access for pedestrians and cyclists (including end of trip storage, toilet and shower facilities);

(v) access by older people and people with disability;

(v) the potential loss of any community service or benefit resulting from the development other than potential loss that may result from economic competition between new and existing businesses;

(w) the history of the site where the development is to be located;

(x) the impact of the development on the community as a whole notwithstanding the impact of the development on particular individuals;

(y) any submissions received on the application;

(za) the comments or submissions received from any authority consulted under clause 66;

(zb) any other planning consideration the local government considers appropriate.

(3) Subclause (1) has effect despite the zoning table for this Scheme.

[Clause 67 amended: SL 2020/252 r. 74.]

MONTHLY FINANCIAL REPORT

31 OCTOBER 2024

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SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 31 OCTOBER 2024

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 31 OCTOBER 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 curently holds no monies in the Trust Fund.

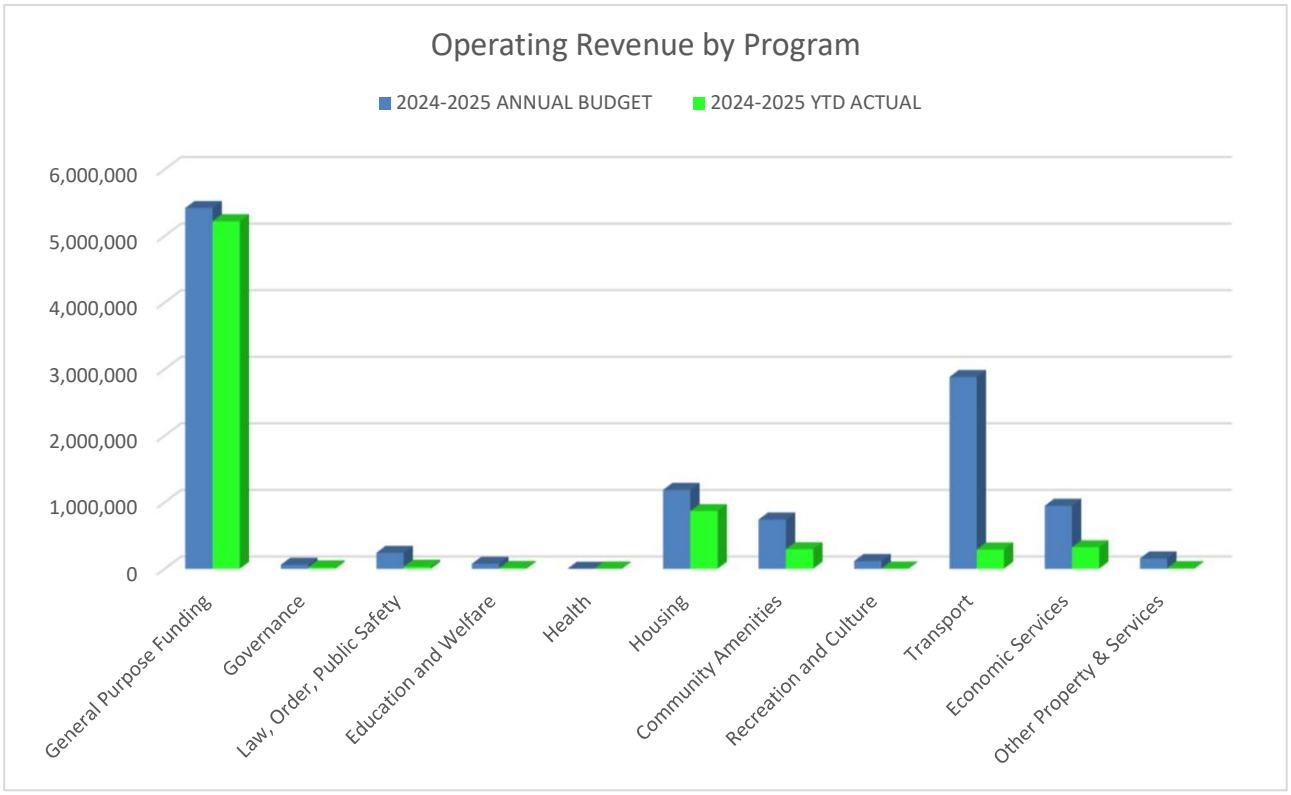
SIGNIFICANT ACCOUNTING POLICES

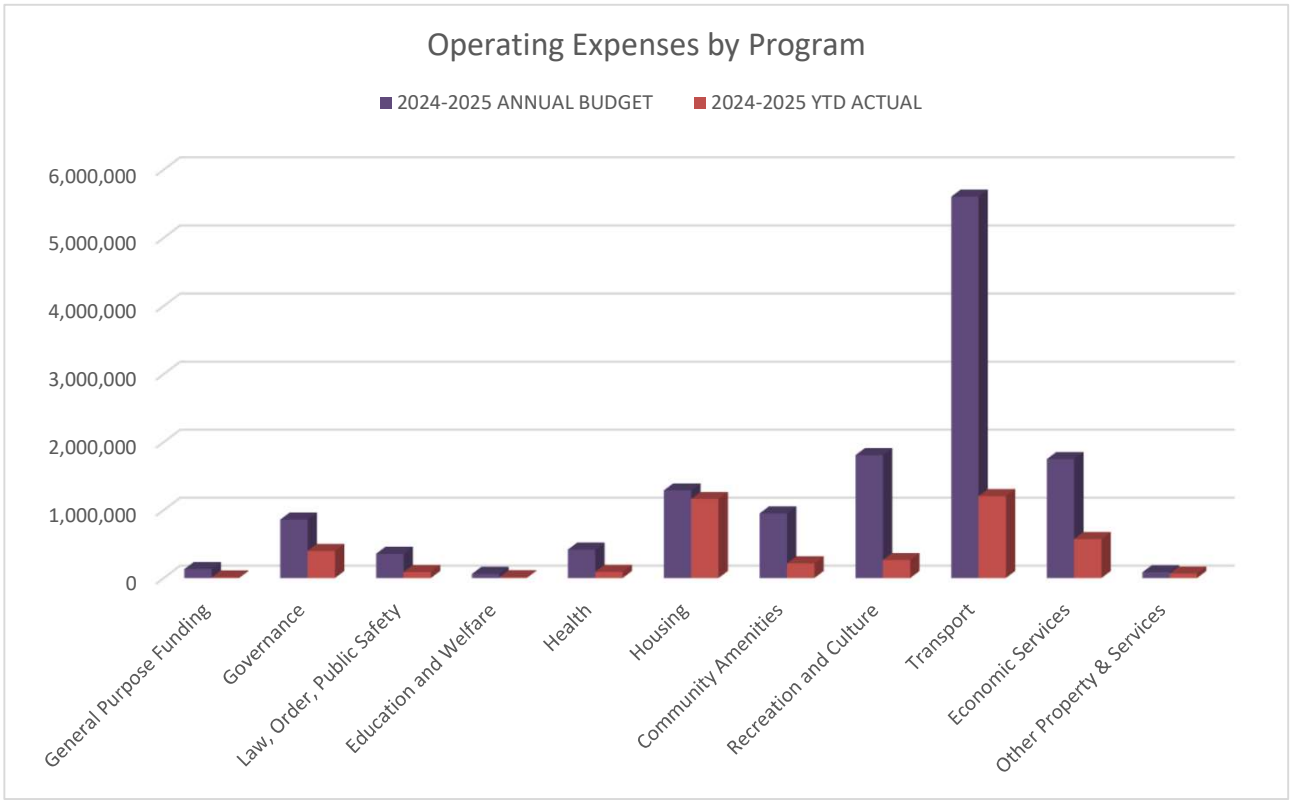
GOODS AND SERVICES TAX
Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO). Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable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

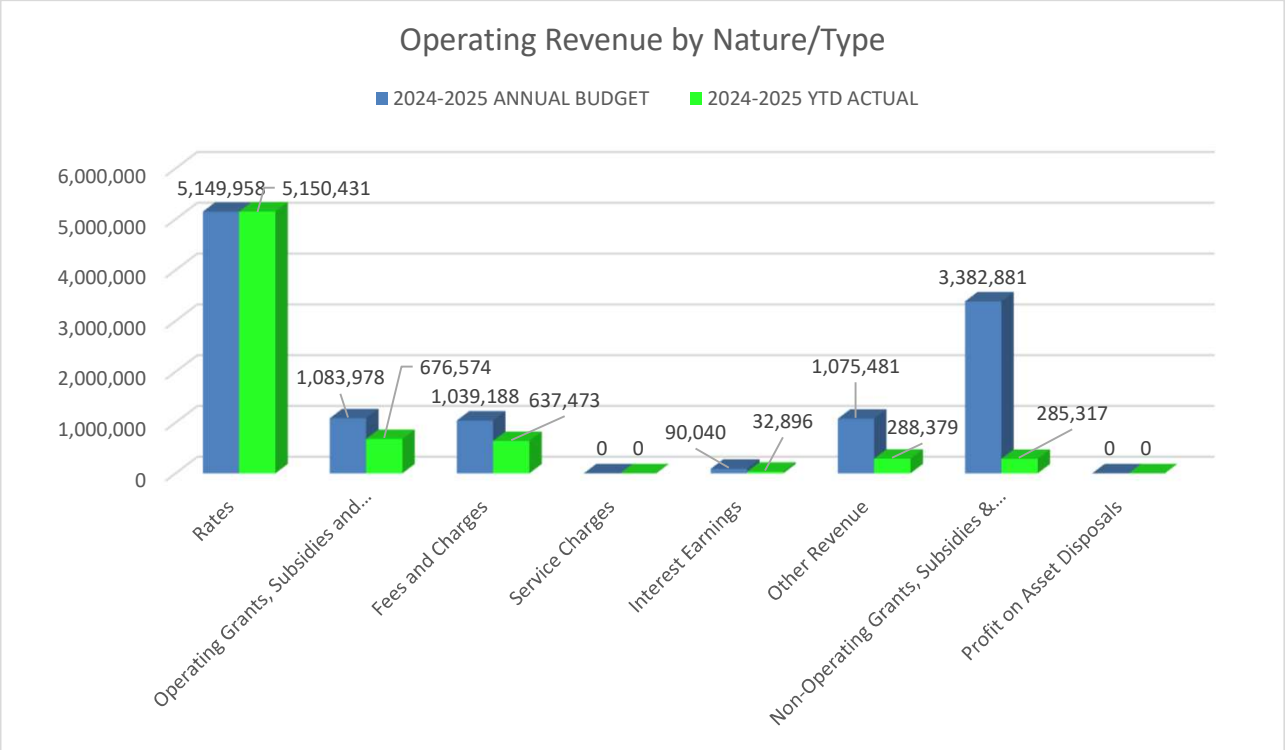
ROUNDING OFF FIGURES
All figures shown in this statement are rounded to the nearest dollar.

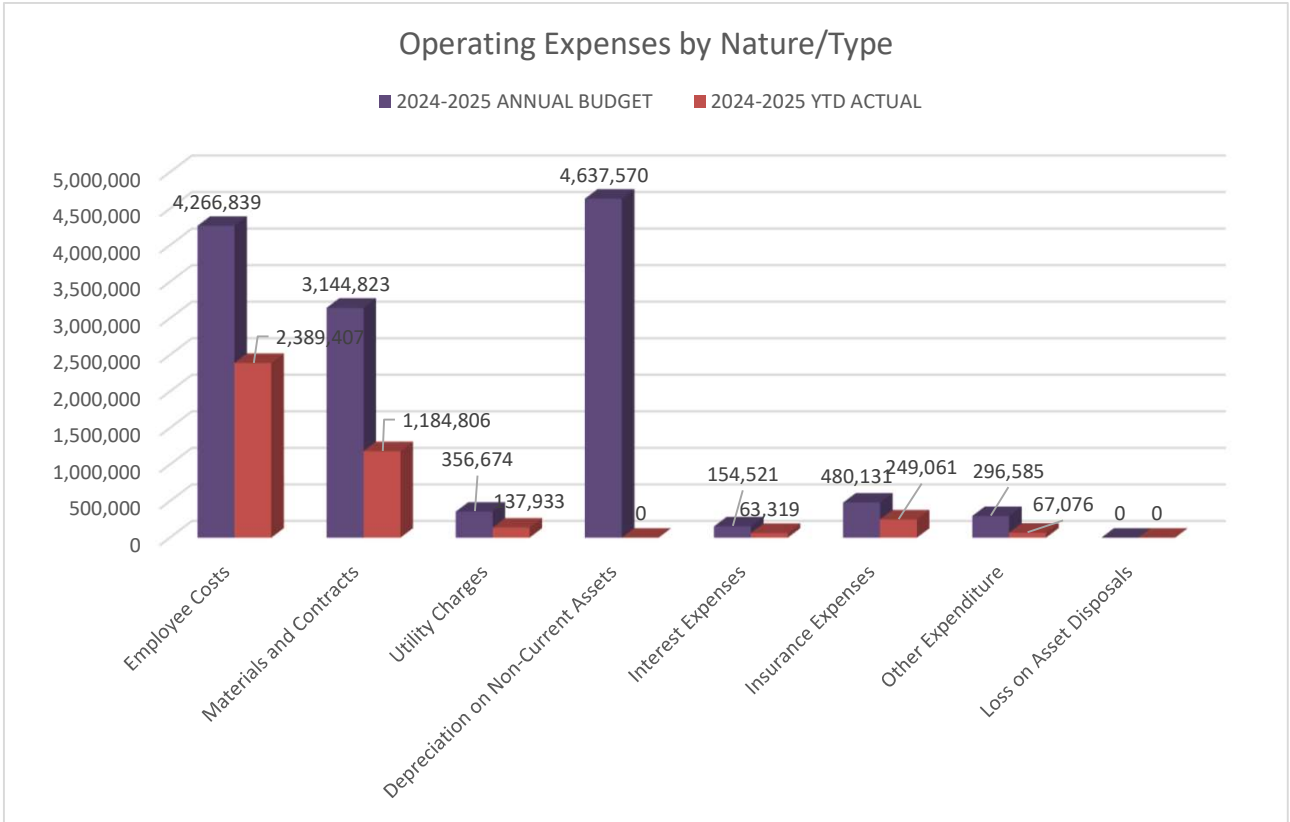
SHIRE OF KOJONUP
EXECUTIVE SUMMARY
FOR THE PERIOD ENDING 31 OCTOBER 2024



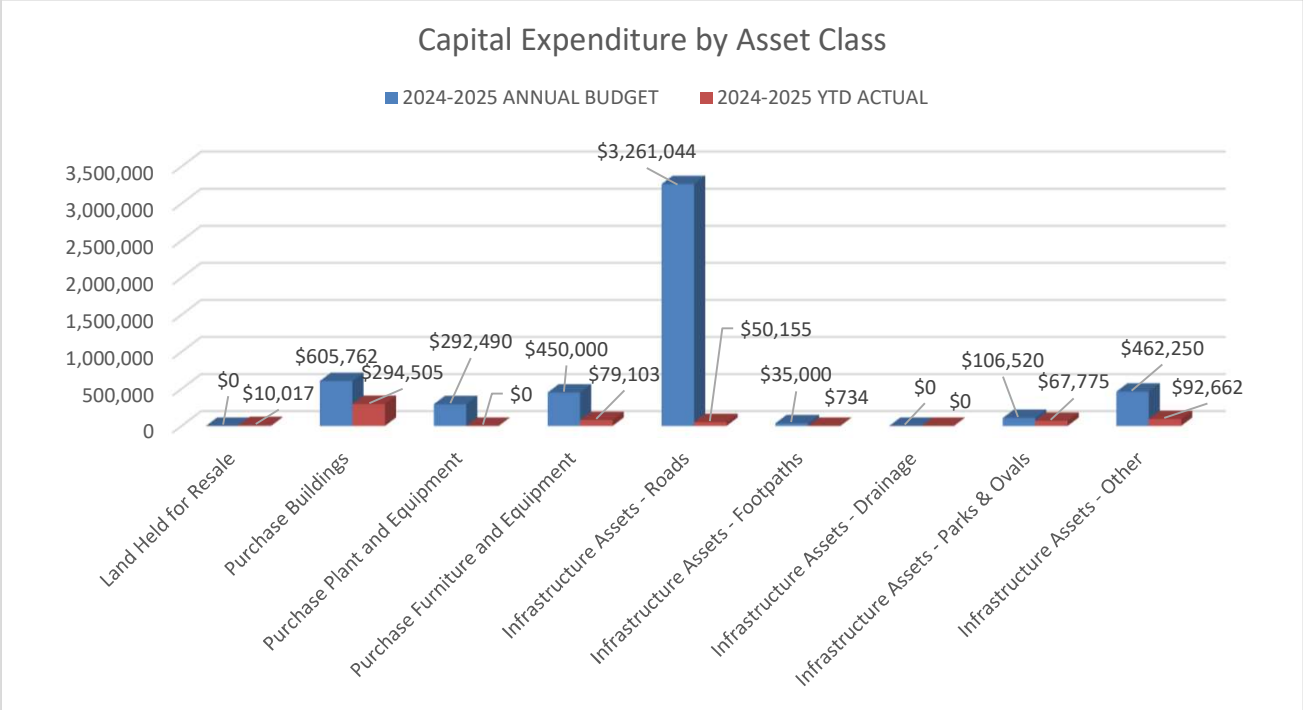


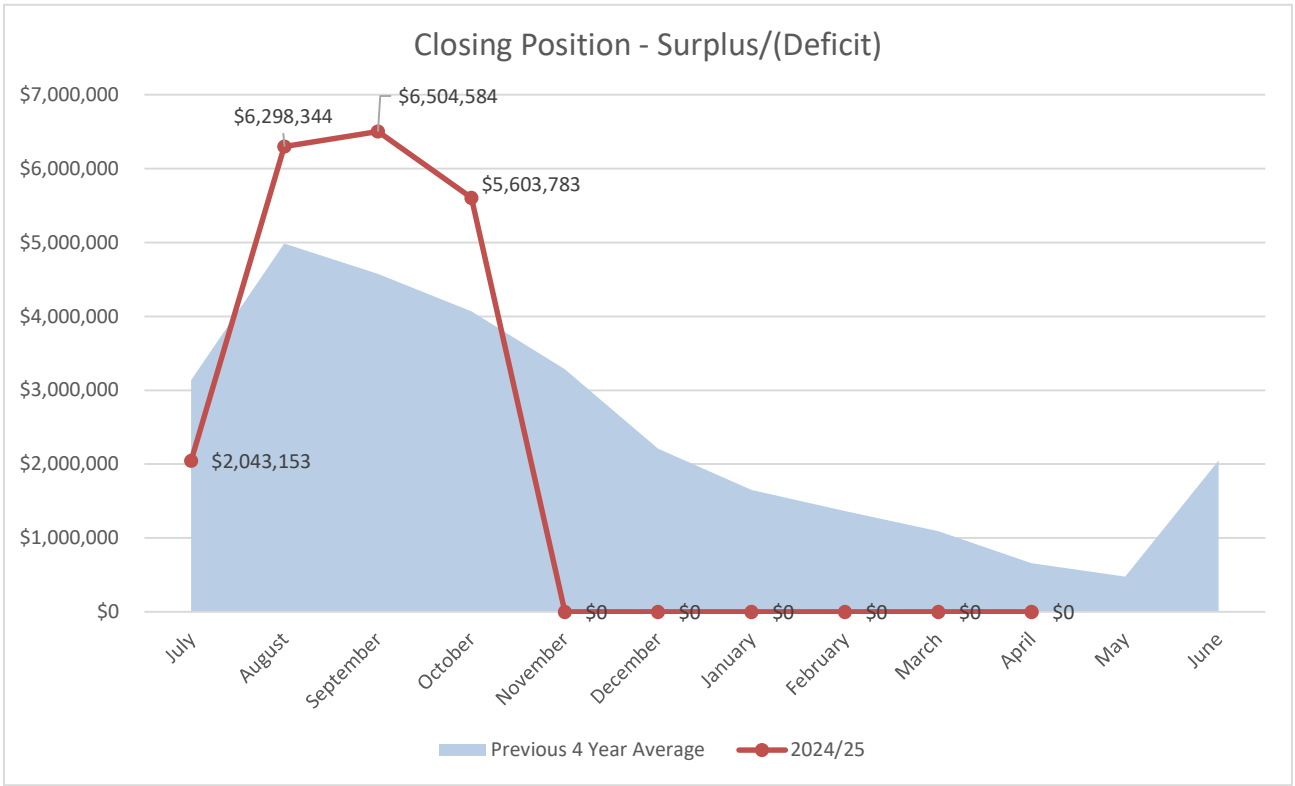
SHIRE OF KOJONUP
EXECUTIVE SUMMARY
FOR THE PERIOD ENDING 31 OCTOBER 2024





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





SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 31 OCTOBER 2024

STATUTORY REPORTING PROGRAMS

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

	ACTIVITIES
GOVERNANCE	
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.
GENERAL PURPOSEFUNDING	
To collect revenue to allow for the provision of services.	Rates, general purpose government grants and interest revenue.
LAW, ORDER, PUBLIC SAFETY	
To provide services to help ensure a safer community.	Supervision of various by-laws, fire prevention, emergency services and animal control.
HEALTH	
To provide an operational framework for good community health.	Food and water quality, pest control, immunisation services, child health services and health education.
EDUCATION AND WELFARE	
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.
HOUSING	
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.
COMMUNITY AMENITIES	
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).
RECREATION AND CULTURE	
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.
TRANSPORT	
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.
ECONOMIC SERVICES	
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.
OTHER PROPERTY AND SERVICES	
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 31 OCTOBER 2024

	2024-2025 ANNUAL BUDGET	2024-2025 YTD BUDGET	2024-2025 YTD ACTUAL	VARIANCE
EXPENDITURE (Exluding Finance Costs)	$	$	$	
General Purpose Funding	(130,881)	(41,852)	(8,949)	-79%
Governance	(859,593)	(345,661)	(398,337)	15%
Law, Order, Public Safety	(357,103)	(145,215)	(86,972)	-40%
Education and Welfare	(60,870)	(16,124)	(11,164)	-31%
Health	(416,187)	(133,963)	(89,232)	-33%
Housing	(1,251,417)	(879,857)	(1,145,382)	30%
Community Amenities	(950,890)	(377,020)	(215,450)	-43%
Recreation and Culture	(1,730,704)	(443,978)	(235,819)	-47%
Transport	(5,601,720)	(702,307)	(1,198,257)	71%
Economic Services	(1,737,577)	(575,843)	(573,165)	0%
Other Property and Services	(85,680)	(72,255)	(65,557)	-9%
Operating Expenses	(13,182,621)	(3,734,074)	(4,028,283)	
REVENUE				
General Purpose Funding	5,419,882	5,233,666	5,221,333	0%
Governance	59,925	20,641	19,982	-3%
Law, Order, Public Safety	105,080	28,776	29,819	4%
Education and Welfare	25,496	832	11,163	1242%
Health	1,400	467	2,118	354%
Housing	1,185,364	924,809	866,924	-6%
Community Amenities	307,134	291,967	293,528	1%
Recreation and Culture	71,660	9,620	3,542	-63%
Transport	213,791	673,791	4,909	-99%
Economic Services	893,770	297,911	323,532	9%
Other Property & Services	155,143	51,712	8,903	-83%
Operating Revenue	8,438,645	7,534,193	6,785,754	
Sub-total	(4,743,976)	3,800,118	2,757,470	
FINANCE COSTS (INTEREST)				
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)	(19,795)	(28,837)	46%
Transport	(1,721)	(880)	(6,016)	584%
Economic Services	(12,212)	0	0	0%
Total Finance Costs	(154,521)	(42,441)	(63,319)	
NON-OPERATING REVENUE				
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	138,960	285,317	105%
Economic Services	52,411	0	0	0%
Other Property & Services	0	0	0	
Total Non-Operating Revenue	3,382,881	138,960	285,317	
PROFIT/(LOSS) ON SALE OF ASSETS				
Governance Loss	0		0	
Housing - Loss	0	0	0	0%
Other Property & Services - Loss	0	0	0	0%
Other Property & Services - Profit	0	0	0	0%
Total Profit/(Loss)	0	0	0	
NET RESULT	(1,515,616)	3,896,637	2,979,468	
Changes in Revaluation Surplus			0	
TOTAL COMPREHENSIVE INCOME	**(1,515,616)**	**3,896,637**	**2,979,468**	

"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)



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.

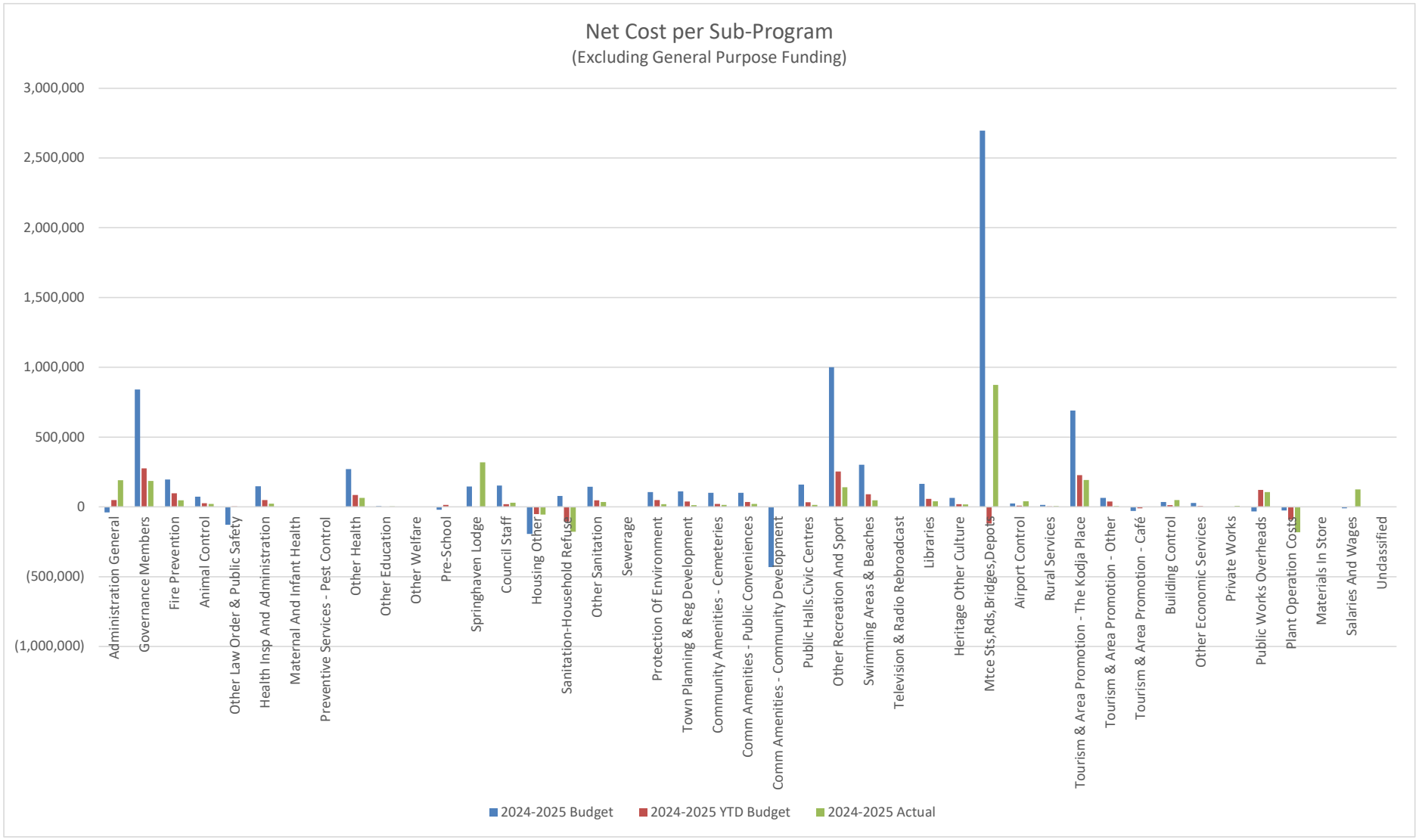
DEPRECIATION
Depreciation expense raised on all classes of assets.

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 31 OCTOBER 2024

	2024-2025 ANNUAL BUDGET	2024-2025 YTD BUDGET	2024-2025 YTD ACTUAL
Expenses			
Employee Costs	(4,266,839)	(1,760,018)	(2,389,407)
Materials and Contracts	(3,144,823)	(1,314,773)	(1,184,806)
Utility Charges	(356,674)	(127,468)	(137,933)
Depreciation on Non-Current Assets	(4,637,570)	132,253	0
Interest Expenses	(154,521)	(42,441)	(63,319)
Insurance Expenses	(480,131)	(473,126)	(249,061)
Other Expenditure	(296,585)	(190,944)	(67,076)
	(13,337,142)	(3,776,515)	(4,091,602)
Revenue			
Rates	5,149,958	5,149,963	5,150,431
Operating Grants, Subsidies and Contributions	1,083,978	793,067	676,574
Fees and Charges	1,039,188	636,231	637,473
Service Charges	0	0	0
Interest Earnings	90,040	42,117	32,896
Other Revenue	1,075,481	442,815	288,379
	8,438,645	7,064,193	6,785,754
	(4,898,497)	3,287,677	2,694,151
Non-Operating Grants, Subsidies & Contributions	3,382,881	608,960	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	608,960	285,317
Net Result	**(1,515,616)**	**3,896,637**	**2,979,468**
Other Comprehensive Income			
Changes on revaluation of non-current assets	0	0	0
Total Other Comprehensive Income	0	0	0
TOTAL COMPREHENSIVE INCOME	**(1,515,616)**	**3,896,637**	**2,979,468**


Net Cost per Sub-Program
(Excluding General Purpose Funding)
3,000,000
2,500,000
2,000,000
1,500,000
1,000,000
500,000
0
(500,000)
(1,000,000)
Administration General
Governance Members
Fire Prevention
Animal Control
Other Law Order & Public Safety
Health Insp And Administration
Maternal And Infant Health
Preventive Services - Pest Control
Other Health
Other Education
Other Welfare
Pre-School
Springhaven Lodge
Council Staff
Housing Other
Sanitation-Household Refuse
Other Sanitation
Sewerage
Protection Of Environment
Town Planning & Reg Development
Community Amenities - Cemeteries
Comm Amenities - Public Conveniences
Comm Amenities - Community Development
Public Halls.Civic Centres
Other Recreation And Sport
Swimming Areas & Beaches
Television & Radio Rebroadcast
Libraries
Heritage Other Culture
Mtce Sts,Rds,Bridges,Depots
Airport Control
Rural Services
Tourism & Area Promotion - The Kodja Place
Tourism & Area Promotion - Other
Tourism & Area Promotion - Café
Building Control
Other Economic Services
Private Works
Public Works Overheads
Plant Operation Costs
Materials In Store
Salaries And Wages
Unclassified
2024-2025 Budget
2024-2025 YTD Budget
2024-2025 Actual

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

	2024-2025 ANNUAL BUDGET	2024-2025 YTD BUDGET (a)	2024-2025 YTD ACTUAL (b)	MATERIAL $ (b)-(a)	MATERIAL % (b)-(a)/(a)	VAR
OPERATING REVENUE	**$**	**$**	**$**			
Rates	5,149,958	5,149,963	5,150,431	Within Threshold	Within Threshold	
Operating Grants and Subsidies	1,083,978	793,067	676,574	(116,494)	(14.69%)	▼
Fees and Charges	1,039,188	636,231	637,473	Within Threshold	Within Threshold	
Interest Earnings	90,040	42,117	32,896	Within Threshold	(21.89%)	
Profit on Asset Disposal	0	0	0	Within Threshold	0.00%	
Other Revenue	1,075,481	442,815	288,379	(154,436)	(34.88%)	▼
	8,438,645	**7,064,193**	**6,785,754**			
LESS OPERATING EXPENDITURE						
Employee Costs	(4,266,839)	(1,760,018)	(2,389,407)	(629,390)	(35.76%)	▼
Materials & Contracts	(3,144,823)	(1,314,773)	(1,184,806)	129,967	Within Threshold	
Utilities	(356,674)	(127,468)	(137,933)	(10,465)	Within Threshold	
Depreciation on Non-Current Assets	(4,637,570)	132,253	0	(132,253)	100.00%	
Interest Expense	(154,521)	(42,441)	(63,319)	(20,878)	(49.19%)	▼
Insurances	(480,131)	(473,126)	(249,061)	224,064	(47.36%)	▲
Loss on Asset Disposal	0	0	0	Within Threshold	0.00%	
Other Expenditure	(296,585)	(190,944)	(67,076)	123,868	64.87%	▲
	(13,337,142)	**(3,776,516)**	**(4,091,602)**			
Increase(Decrease)	**(4,898,497)**	**3,287,677**	**2,694,151**			
ADD						
Movement in Employee Benefits (Current)	0	0	0	Within Threshold	0.00%	
Movement in Springhaven Bonds	0	0	(3,695,000)	(3,695,000)	0.00%	
Profit on the disposal of assets	0	0	0	Within Threshold	0.00%	
Depreciation Written Back	4,637,570	(132,253)	0	132,253	(100.00%)	
	4,639,570	**(132,253)**	**(3,695,000)**			
Sub Total	**(258,928)**	**3,155,424**	**(1,000,849)**			
INVESTING ACTIVITIES					0.00%	
Land Held for Resale	0	0	(10,017)	(10,017)	0.00%	
Purchase Buildings	(605,762)	(256,638)	(294,505)	(37,867)	(14.76%)	
Purchase Plant and Equipment	(292,490)	(7,490)	0	Within Threshold	100.00%	
Purchase Furniture and Equipment	(450,000)	0	(79,103)	(79,103)	0.00%	
Infrastructure Assets - Roads	(3,261,044)	(750,896)	(50,155)	700,741	(93.32%)	
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)	(56,520)	(67,775)	(11,255)	(19.91%)	
Infrastructure Assets - Other	(462,250)	(160,200)	(92,662)	67,538	42.16%	
Proceeds from Sale of Assets	135,000	0	250,000	250,000	0.00%	
Contributions for the Development of Assets	3,382,881	608,960	285,317	(323,643)	(53.15%)	▼
	(1,695,185)	**(622,784)**	**(59,634)**			
FINANCING ACTIVITIES						
Repayment of Debt - Loan Principal	(508,766)	(177,522)	(169,087)	Within Threshold	Within Threshold	
Transfer from Reserves	0	0	4,095,000	4,095,000	0.00%	
Transfer to Reserves	(156,955)	(9,564)	(414,723)	(405,159)	(4236.32%)	
	(665,721)	**(187,086)**	**3,511,190**			
Plus Rounding						
Sub Total	**(2,619,834)**	**2,345,555**	**2,450,707**			
FUNDING FROM						
Estimated Opening Surplus at 1 July	2,619,834	2,619,834	$3,153,076	533,242	20.35%	▲
Closing Funds	0	0	0			
	2,619,834	**2,619,834**	**3,153,076**			
NET SURPLUS/(DEFICIT)	**1**	**4,965,389**	**5,603,783**			

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

	ACTUAL 30 JUNE 2024	ACTUAL YTD
Cash - Unrestricted	$3,265,077	$4,875,937
Cash - Restricted General	$0	$0
Cash - Restricted Reserves	$4,840,738	$1,160,462
Accounts Receivable - Rates	$473,511	$1,627,174
Accounts Receivable - Sundry	$713,284	$289,178
GST Receivable	($0)	$36,255
Contract Assets	$3,766	$3,766
Inventories	$1,452	$46,753
Land held for Resale	$214,458	$224,475
Loans - Clubs	**$0**	$0
CURRENT ASSETS	**$9,512,286**	**$8,264,000**
LESS: CURRENT LIABILITIES		
Payables	($418,286)	($408,096)
ATO Liabilities	($53,437)	($34,894)
Unspent Grant Liabilities	($841,286)	($841,286)
Employee Provisions	($741,815)	($741,815)
Accrued Interest on Loans	($41,618)	($41,618)
Interest Bearing Loans	($517,952)	($348,865)
Springhaven Accommodation Bonds	($3,695,000)	$0
CURRENT LIABILITIES	($6,309,394)	($2,416,574)
LESS: EXCLUSIONS		
Cash - Restricted Reserves	($4,840,738)	($1,160,462)
Cash - Restricted Cash	$0	$0
Interest Bearing Loans	$517,952	$348,865
Self Supporting Loan Debtors	$0	$0
Less Land held for Resale	($214,458)	($224,475)
Less Provision for Doubtful Debts	$8,993	$8,993
Add back Cash backed LSL Provision		
Add Back Springhaven Bonds	$3,695,000	$0
Add Back Accrued Interest on Loans	$41,618	$41,618
Add: Current liabilities not expected to be cleared at end of year	$741,815	$741,815
Unspent loan funds - Loan 150	$0	
Roundings	$1	$1
NET CURRENT POSITION - SURPLUS/(DEFICIT)	**$3,153,076**	**$5,603,783**

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDING 31 OCTOBER 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
Operating Revenue						
Operating Grants	793,067	676,574	(116,494)	-15%	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.
Other Revenue	442,815	288,379	(154,436)	-35%	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 31 OCTOBER 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.

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

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

REPORTING AREA	YTD BUDGET	YTD ACTUAL	VARIANCE $	VARIANCE %	TIMING / PERMANENT	EXPLANATION
Operating Expenses						
Employee Costs	(1,760,018)	(2,389,407)	(629,390)	-36%	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 31 OCTOBER 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'

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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	(1,314,773)	(1,184,806)	129,967	Within Threshold	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 Stn 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	(127,468)	(137,933)	(10,465)	Within Threshold	TIMING	Decrease in Swimming Pool - Utility & Communications by $7K
Depreciation on Assets	132,253	0	(132,253)	100%	TIMING	Depreciation not raised until audit complete.
Interest Expense	(42,441)	(63,319)	(20,878)	-49%	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 31 OCTOBER 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	(473,126)	(249,061)	224,064	-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	(190,944)	(67,076)	123,868	65%	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

Land held for Resale	0	(10,017)	(10,017)	0%	TIMING	
Plant & Equipment	(7,490)	0	Within Threshold	100%	TIMING	Increase in Swimming Pool Equipment by $12K
Infrastructure - Roads	(750,896)	(50,155)	700,741	-93%	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	(56,520)	(67,775)	(11,255)	-20%	PERMANENT/ TIMING	Increase in Sporting Complex - Netball Court Resurface & Roof by $2K, Increase in Apex Park - Replace Equipment by $39K
Infrastructure - Others	(160,200)	(92,662)	67,538	42%	TIMING	Increase in Bush Fire Repeater Tower by $61K, Increase in Town Furniture by $2K, CCTV Infrastructure budget not spent ($53K)
Proceeds from Sale of Assets	0	250,000	250,000	0%	PERMANENT	Sale of Springhaven assets not anticipated.

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

EXPLANATION OF MATERIAL VARIANCES

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

REPORTING AREA	YTD BUDGET	YTD ACTUAL	VARIANCE $	VARIANCE %	TIMING / PERMANENT	EXPLANATION
Financing Activities						
Transfer from Cash Backed Reserves	0	4,095,000	4,095,000	0%		Increase in Transfers from Reserve to cover transfer of Springhaven Bonds to Hall & Prior.
Transfer to Cash backed Reserves	(9,564)	(414,723)	(405,159)	-4236%	TIMING	Increase in Transfers to Reserve for new Springhaven Bonds received and interest earned on Reserve Funds.

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

	Note	2023-24 ACTUAL $	2024-25 ACTUAL $	Variance $
Current assets				
Unrestricted Cash & Cash Equivalents		3,265,077	4,875,937	1,610,860
Restricted Cash & Cash Equivalents		4,840,738	1,160,462	-3,680,277
Trade and other receivables		1,186,795	1,916,352	729,558
ATO Receivables		0	36,255	36,255
Contract Assets		3,766	3,766	0
Inventories		1,452	46,753	45,301
Land Held for Resale		214,458	224,475	10,017
Total current assets		**9,512,286**	**8,264,000**	-1,248,286
Non-current assets				
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		2,292,085	2,292,085	0
Buildings		27,039,482	27,333,987	294,505
Furniture & Equipment		319,297	275,175	-44,122
Plant & Equipment		3,525,664	3,398,889	-126,775
Tools		0	0	0
Roads Infrastructure		93,022,471	93,072,626	50,155
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		6,368,951	6,461,613	92,662
Total non-current assets		**156,727,938**	**157,062,871**	334,933
Total assets		**166,240,224**	**165,326,872**	-913,352
Current liabilities				
Trade and other payables		4,154,904	449,069	3,705,835
ATO Liabilities		53,437	35,539	17,897
Contracts Liability		841,286	841,286	0
Interest-bearing loans and borrowings		517,952	348,865	169,087
Provisions		741,815	741,815	0
Total current liabilities		**6,309,394**	**2,416,574**	3,892,820
Non-current liabilities				
Interest-bearing loans and borrowings		4,479,878	4,479,878	0
Non-Current Payables		0	0	0
Provisions		69,293	69,293	0
Total non-current liabilities		**4,663,947**	**4,549,171**	0
Total liabilities		**10,734,600**	**6,965,745**	3,892,820
Net assets		**155,752,137**	**158,361,127**	2,979,468
Equity				
Retained surplus		69,400,448	73,080,724	3,680,277
Net Result		0	2,979,468	2,979,468
Reserve - asset revaluation		81,140,473	81,140,473	0
Reserve - Cash backed		4,840,738	1,160,462	-3,680,277
Total equity		**155,752,137**	**158,361,127**	2,979,468

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

PROGRESS OF THE CAPITAL PROGRAM/SMART IMPLEMENTATION

COA	Description	SMART Implement. Ref.	Resp. Officer	Asset Class	Asset Invest. Type	2023/2024 Original Budget	2023/2024 YTD Budget	2023/2024 YTD Actuals	% of Annual Budget
Governance									
C137	ICT Plan Implementation		CEO	F&E	Renewal	450,000	0	79,103	18%
						450,000	**0**	**79,103**	
Law Order & Public Safety									
C138	Bush Fire Repeater Tower	5.1.2	MRS	Infr.	New	0	0	62,961	0%
2885	CCTV Infrastructure		CEO	Infr.	New	267,000	160,200	0	0%
						267,000	**160,200**	**62,961**	
Education & Welfare									
C441	Old School - Re-Roof		BMC	L&B	Renewal	1,994	0	0	0%
						1,994	**0**	**0**	
Housing									
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	2,228	7%
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%
						130,000	**0**	**2,228**	
Community Amenities									
C310	Subdivision Construction	2.4.3	CEO	L4R	Upgrade	0	0	10,017	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	226,638	292,277	90%
C355	Town Furniture		MWS	Infr.	New	20,000	0	2,193	11%
						459,018	**226,638**	**304,487**	
Recreation & Culture									
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	30,000	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	30,000	27,507	92%
167740	The Spring Reserve Capital Expenditure		MWS	L&B	Upgrade	50,000	0	0	0%
C274	Sporting Complex - Netball Court Resurface & Roof	1.2.10, 1.2.13	MCCS	Infr.	Renewal	26,520	26,520	28,765	108%
C357	Apex Park - Replace Equipment		SH	Infr.	Renewal	0	0	39,010	0%
						211,520	**86,520**	**95,282**	
Transport - Plant Purchases									
C162	Major Plant Repairs - Fuel Pump System		MWS	P&E	New	7,490	7,490	0	
7604	Plant Major Purchases		MWS	P&E	New	285,000	0	0	0%
						292,490	**7,490**	**0**	

PROGRESS OF THE CAPITAL PROGRAM/SMART IMPLEMENTATION

COA	Description	SMART Implement. Ref.	Resp. Officer	Asset Class	Asset Invest. Type	2023/2024 Original Budget	2023/2024 YTD Budget	2023/2024 YTD Actuals	% of Annual Budget
Transport - Infrastructure									
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	153,568	8,644	2%
C436	Widening - Shamrock Road (2021/2022 Project)	1.1.5	MWS	Infr.	Upgrade	690,000	303,600	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%
C172	Seal - Riverdale Road	1.1.5	MWS	Infr.	Renewal	0	0	216	0%
CJ453	Seal - Balgarup Road RTR	1.1.5	MWS	Infr.	Renewal	0	0	729	0%
C463	Kojonup Darkan Shoulder Blackspot		MWS	Infr.	Upgrade	229,774	229,774	7,040	3%
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	63,954	334	0%
C174	Soldier Road - Footpath, Kerbing and Drainage		MWS	Infr.	Upgrade	0	0	734	0%
FPC02	Footpath - Newton Street		MWS	Infr.	Upgrade	35,000	0	0	0%
						3,296,044	**750,896**	**50,889**	
Economic Services									
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%
						105,000	**0**	**0**	
	Total Capital Expenditure					**5,213,066**	**1,231,744**	**594,950**	**11.4%**

SUMMARIES:				
Land Held for Resale	0	0	10,017	0.0%
Land & Buildings	685,762	286,638	322,012	47.0%
Infrastructure	3,784,814	937,616	183,818	4.9%
Plant & Equipment	292,490	7,490	0	0.0%
Furn & Equipment	450,000	0	79,103	17.6%
	5,213,066	**1,231,744**	**594,950**	**11.4%**
Asset Renewal	1,569,514	56,520	147,822	9.4%
New Asset	1,073,258	394,328	359,659	33.5%
Upgrading Asset	2,570,294	780,896	87,468	3.4%
	5,213,066	**1,231,744**	**594,950**	**11.4%**
Chief Executive Officer	827,000	160,200	91,347	11.0%
Manager Corporate & Community Services	410,288	253,158	321,042	78.2%
Manager Works & Services	3,698,534	788,386	80,590	2.2%
Senior Horticulturalist	0	0	39,010	0.0%
Manager Regulatory Services	115,250	0	62,961	54.6%
Building Maintenance Coordinator	161,994	30,000	0	0.0%
Manager Aged Care Services	0	0	0	0.0%
	5,213,066	**1,231,744**	**594,950**	**11.4%**

SHIRE OF KOJONUP

MONTHLY FINANCIAL REPORT

FOR THE PERIOD ENDING 31 OCTOBER 2024

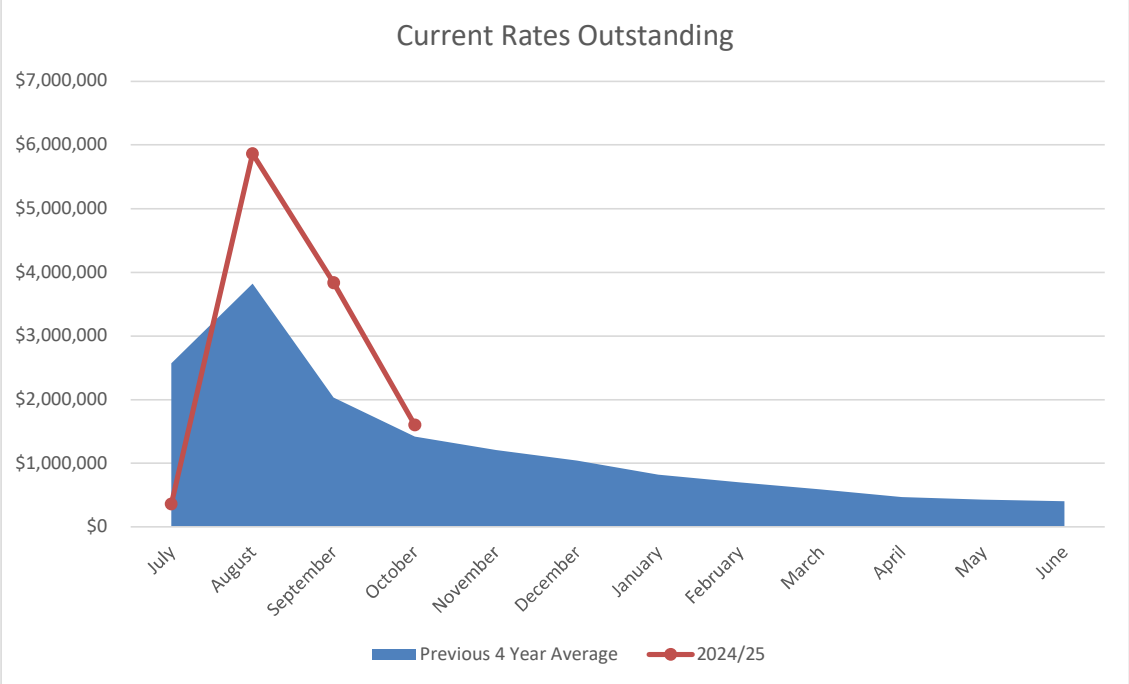
RESERVES - CASH BACKED	2024-25 Actual Opening Balance	2024-25 Actual Transfer to	2024-25 Actual Transfer (from)	2024-25 Actual Closing Balance	2024-25 Budget Opening Balance	2024-25 Budget Transfer to	2024-25 Budget Transfer (from)	2024-25 Budget Closing Balance
	$	$	$	$	$	$	$	$
Plant Replacement	263,841	3,495	0	267,336	263,841	2,387	0	266,228
Employee Leave	290,394	3,440	0	293,834	290,394	34,634	0	325,028
Springhaven Lodge (Bonds)	3,695,000	400,000	(4,095,000)	0	3,695,000	0	0	3,695,000
Low Income Housing	88,963	1,178	0	90,142	88,963	3,020	0	91,983
Sporting Facility	66,819	885	0	67,704	66,819	2,270	0	69,089
Landfill Waste Management	85,302	1,130	0	86,431	85,302	2,897	0	88,199
Kodja Place Tourist Precinct	18	0	0	18	18	0	(18)	0
Community Grant Scheme	10,386	138	0	10,523	10,386	355	0	10,741
Independent Living Units	168,552	2,233	0	170,784	168,552	5,725	0	174,277
Natural Resource Management	103,826	1,375	0	105,201	103,826	3,525	0	107,351
Swimming Pool	43,126	571	0	43,697	43,126	1,464	(44,590)	0
The Kodja Place Building Upgrade & Renewal	18,769	249	0	19,017	18,769	655	0	19,424
Sporting Complex Building Upgrade & Renewal	1,193	16	0	1,209	1,193	41	(1,234)	0
Netball Court Resurfacing	4,548	14	0	4,562	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
	4,840,738	**414,723**	**(4,095,000)**	**1,160,462**	**4,840,739**	**207,347**	**(50,392)**	**4,997,694**

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

RATES & SUNDRY RECEIVABLES

Rates:

	1-Jul-24	Levy for 2024/25	Collectable	Received	Outstanding
Property Rates	$ 217,867	$ 5,147,990	$ 5,365,856	$ (4,060,410)	$ 1,305,446
Rubbish Charges	$ 44,034	$ 285,310	$ 329,344	$ (260,071)	$ 69,273
Emergency Services Levy	$ 21,371	$ 27,077	$ 48,447	$ -	$ 48,447
Instalment fee & Interest	$ -	$ 17,660	$ 17,660	$ (17,660)	$ -
Penalty & ESL Interest	$ 110,922	$ 14,156	$ 125,079	$ (6,545)	$ 118,533
Excess Rates	$ (65,020)	$ -	$ (65,020)	$ 37,274	$ (27,746)
Sub- Total	**$ 329,173**	**$ 5,492,193**	**$ 5,821,366**	**$ (4,307,412)**	**$ 1,513,954**
					28%
OTHER ITEMS					
Pensioner Rebates to claim	$ 79,317	$ -	$ 79,317	$ 6,157	$ 85,474
Sub-Total	$ 408,491				**$ 1,599,429**
Pensioner Deferred Rates	$ 110,473	$ -	$ 110,473	$ -	$ 110,473
Total Outstanding	**$ 439,647**	**$ 5,492,193**	**$ 5,931,839**	**$ (4,307,412)**	**$ 1,624,427**



Sundry Debtors:

	30-Jun-24		31/10/24		Movement This FY
Credit Balance	$ (6,180)		$ (23,501)		$ 17,321
Current	$ 125,937		$ 33,174		$ 92,764
30 - 60 days	$ 469,099	65%	$ 42,177	14%	$ 426,922
60 - 90 days	$ 5,339	1%	$ 7,637	3%	$ (2,298)
Greater than 90 days	$ 126,515	18%	$ 238,685	80%	$ (112,170)
	$ 720,710		**$ 298,171**		

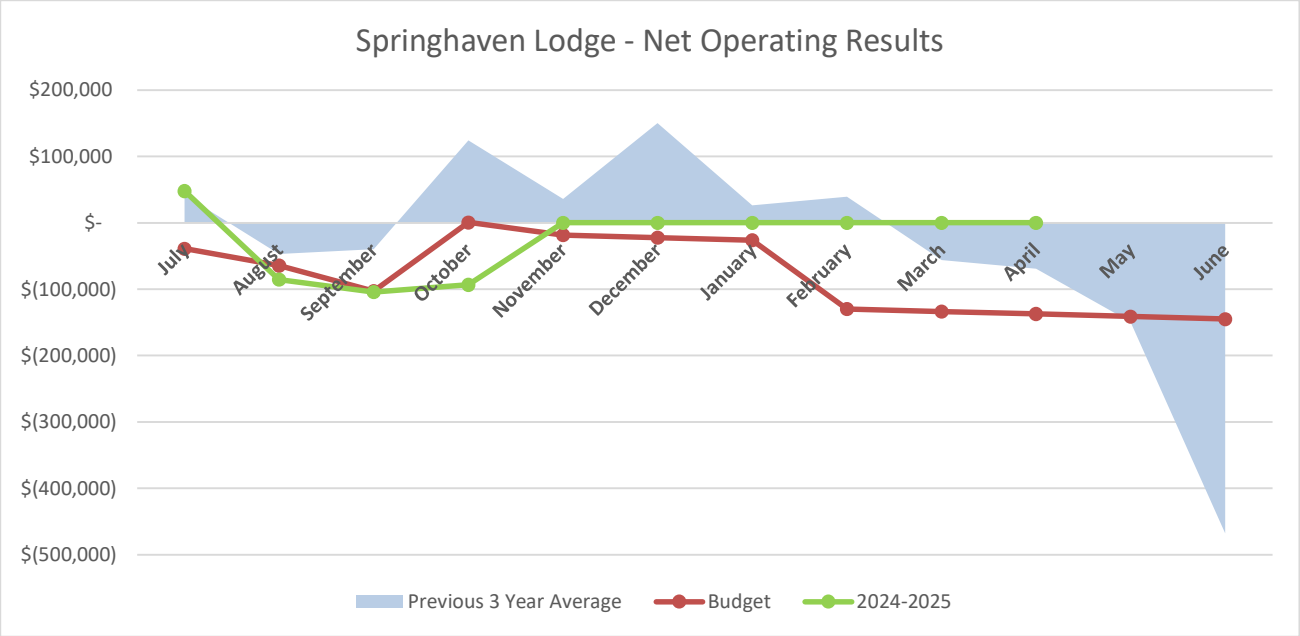
SHIRE OF KOJONUP
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FOR THE PERIOD ENDING 31 OCTOBER 2024

LOAN REPAYMENTS	Loan Number	2024-25 Actual Principal 1 July 2024	2024-25 New New Loans	2024-25 New Principal Repayments	2024-25 Actual Interest Repayments	2024-25 Actual Principal Outstanding	2024-25 Budget Principal 1 July 2024	2024-25 Budget New Loans	2024-25 Budget Principal Repayments	2024-25 Budget Interest Repayments	2024-25 Budget Principal Outstanding
		$		$	$	$	$		$	$	$
Law, order, public safety											
Communications Tower	150	383,960	0	(16,404)	(8,675)	367,556	383,960	0	(50,333)	(24,905)	333,627
Health											
Medical Centre Donation	137	106,272	0	(4,406)	(919)	101,866	106,272	0	(8,850)	(1,800)	97,422
Housing											
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
Recreation and culture											
Sports Complex	134	180,685	0	(9,120)	(4,668)	171,565	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 Pl Toilets & Park	146	331,909	0	0	0	331,909	331,909	0	(36,078)	(12,652)	295,831
Harrison Pl Toilets & Park	149	191,979	0	(8,202)	(4,338)	183,777	191,979	0	(25,166)	(12,453)	166,813
Transport											
Airstrip Lighting	141	116,421	0	0	(6,016)	116,421	116,421	0	(10,311)	(1,721)	106,110
Economic services											
Land Development	147	320,357	0	0	0	320,357	320,357	0	(34,823)	(12,212)	285,534
		4,988,712	0	(169,087)	(55,262)	4,819,625	4,988,712	0	(508,766)	(154,521)	4,479,946

MAJOR BUSINESS UNITS

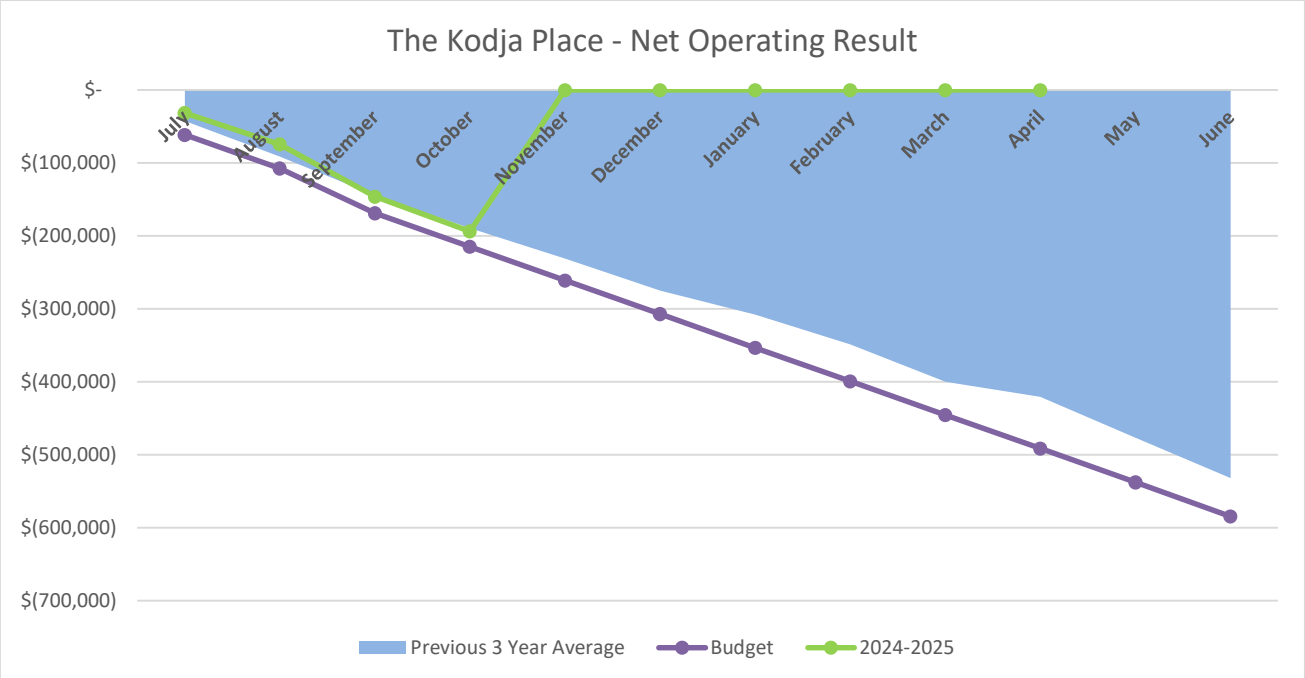
Springhaven Lodge

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



The Kodja Place Precinct

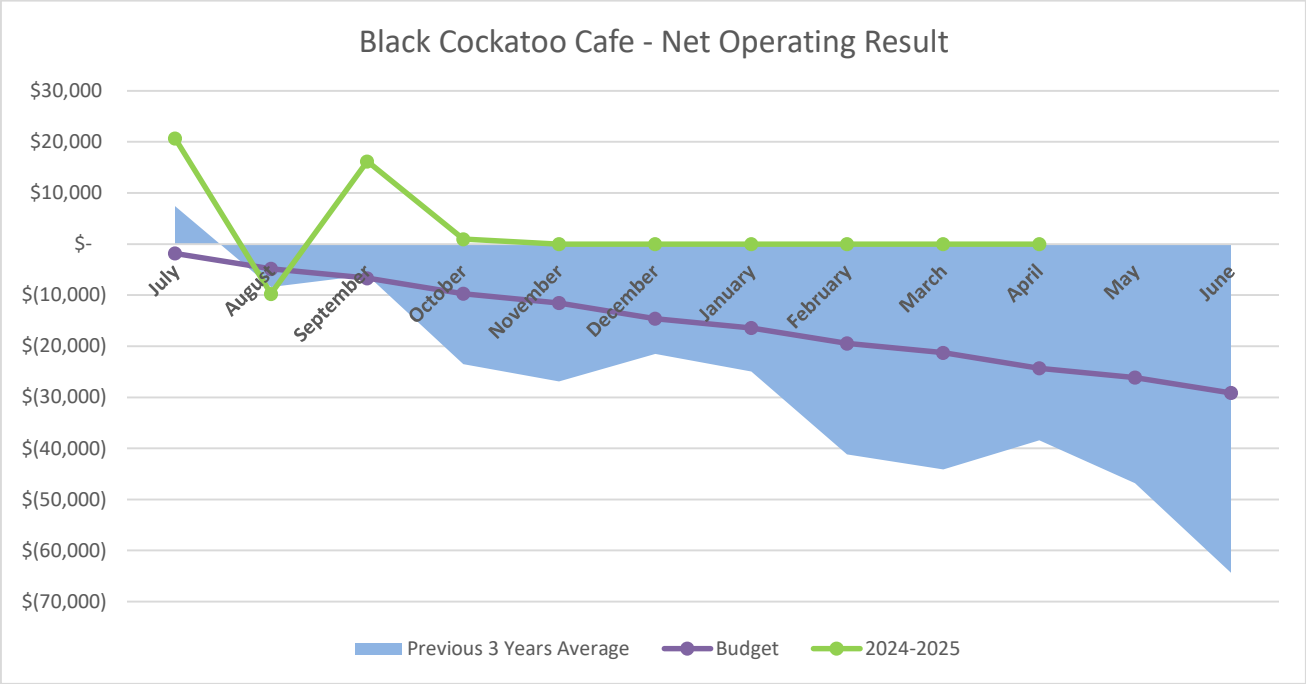
The Shire of Kojonup owns ands operates The Kodja Place precinct, a tourism, retail and cultural interpretive centre on Albany Highway. The following graph shows the operations of TKPP (profit or loss). There is also capital expenditure (p.13), a loan (p.15) and a reserve account (p.16) associated with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



MAJOR BUSINESS UNITS

Black Cockatoo Café

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



SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

ACCOUNT	JOB	Details By function Under The Following Programme Titles And Type Of Activities Within The Programme	YEAR TO DATE 31 OCTOBER 2024 Budget	YEAR TO DATE 31 OCTOBER 2024 Actual	ACTUAL 31 OCTOBER 2024 Income	ACTUAL 31 OCTOBER 2024 Expense	ADOPTED BUDGET 2024-25 Income	ADOPTED BUDGET 2024-25 Expense
		Proceeds Sale of Assets						
9608		Proceeds Sale of Assets - Furniture & Equipment	$0	($123,225)	($123,225)	$0	$0	$0
9605		Proceeds Sale of Assets - Plant & Equipment	$0	($126,775)	($126,775)	$0	($55,000)	$0
New		Proceeds Sale of Assets - Land			$0	$0	($80,000)	$0
		Sub Total - PROCEEDS/REALISATION ON SALE OF ASSET	$0	($250,000)	($250,000)	$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**	**($250,000)**	**($250,000)**	**$0**	**($135,000)**	**$0**
		Total - OPERATING STATEMENT	**$0**	**($250,000)**	**($250,000)**	**$0**	**($135,000)**	**$0**

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

ACCOUNT	JOB	Details By function Under The Following Programme Titles And Type Of Activities Within The Programme	YEAR TO DATE 31 OCTOBER 2024 Budget	YEAR TO DATE 31 OCTOBER 2024 Actual	ACTUAL 31 OCTOBER 2024 Income	ACTUAL 31 OCTOBER 2024 Expense	ADOPTED BUDGET 2024-25 Income	ADOPTED BUDGET 2024-25 Expense
		GENERAL PURPOSE FUNDING - RATES						
		OPERATING EXPENDITURE						
1104		Rates Incentive Prize	$0	$0	$0	$0	$0	$0
1112		Admin Allocated to Rates (Cash)	$19,932	$4,806	$0	$4,806	$0	$59,798
1122		Admin Allocated to Rates (Non-Cash)	$1,522	$0	$0	$0	$0	$4,568
1132		Rating Salaries	$13,333	$0	$0	$0	$0	$40,000
1162		Superannuation	$2,000	$0	$0	$0	$0	$6,000
1182		Rates Printing/postage	$2,940	$173	$0	$173	$0	$3,000
1192		Valuation Expenses	$440	$2,844	$0	$2,844	$0	$13,400
1202		Title Searches	$70	$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
		Sub Total - GENERAL RATES OP/EXP	$41,852	$8,949	$0	$8,949	$0	$130,881
		OPERATING INCOME						
1003		General Rates Levied	($5,147,439)	($5,147,953)	($5,147,953)	$0	($5,147,439)	$0
1023		Interim Rates	($300)	$0	$0	$0	($300)	$0
1053		Back Rates	($100)	($37)	($37)	$0	($100)	$0
1013		Ex-Gratia Rates	($2,219)	($2,442)	($2,442)	$0	($2,219)	$0
1043		Non Payment Penalty Interest	($9,600)	($14,156)	($14,156)	$0	($30,000)	$0
1073		Instalment Administration Charge	($3,920)	($4,374)	($4,374)	$0	($4,000)	$0
1063		Instalment Interest Charge	($11,760)	($13,286)	($13,286)	$0	($12,000)	$0
1273		ESL Levy Admin Fee	($4,000)	$0	$0	$0	($4,000)	$0
1092		Rates Written Off/Refunded	$95	$0	$0	$0	$100	$0
1283		Settlement & Search Charges	($1,600)	($1,818)	($1,818)	$0	($4,000)	$0
1263		Legal Expenses - Recovered	$0	$0	$0	$0	($2,000)	$0
		Sub Total - GENERAL RATES OP/INC	($5,180,843)	($5,184,066)	($5,184,066)	$0	($5,205,958)	$0
		Total - GENERAL RATES	($5,138,991)	($5,175,116)	($5,184,066)	$8,949	($5,205,958)	$130,881

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

ACCOUNT	JOB	Details By function Under The Following Programme Titles And Type Of Activities Within The Programme	YEAR TO DATE 31 OCTOBER 2024 Budget	YEAR TO DATE 31 OCTOBER 2024 Actual	ACTUAL 31 OCTOBER 2024 Income	ACTUAL 31 OCTOBER 2024 Expense	ADOPTED BUDGET 2024-25 Income	ADOPTED BUDGET 2024-25 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	($167)	$0	$0	$0	($500)	$0
1393		Interest Received - Reserves	($8,050)	($14,723)	($14,723)	$0	($35,000)	$0
		Sub Total - OTHER GENERAL PURPOSE FUNDING OP/INC	($52,823)	($37,267)	($37,267)	$0	($213,924)	$0
		Total - OTHER GENERAL PURPOSE FUNDING	($52,823)	($37,267)	($37,267)	$0	($213,924)	$0
		Total - GENERAL PURPOSE FUNDING	**($5,191,814)**	**($5,212,383)**	**($5,221,333)**	**$8,949**	**($5,419,882)**	**$130,881**

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

ACCOUNT	JOB	Details By function Under The Following Programme Titles And Type Of Activities Within The Programme	YEAR TO DATE 31 OCTOBER 2024 Budget	YEAR TO DATE 31 OCTOBER 2024 Actual	ACTUAL 31 OCTOBER 2024 Income	ACTUAL 31 OCTOBER 2024 Expense	ADOPTED BUDGET 2024-25 Income	ADOPTED BUDGET 2024-25 Expense
		GOVERNANCE - MEMBERS OF COUNCIL						
		OPERATING EXPENDITURE						
002D		Depreciation	$0	$0	$0	$0	$0	$10,172
1502		Meeting Attendance Fees	$25,038	$21,078	$0	$21,078	$0	$100,152
1508		Members Travelling	$231	$1,063	$0	$1,063	$0	$700
1512		Conferences & Training Expenses	$15,250	$4,747	$0	$4,747	$0	$15,500
1522		Members Communications Allowance	$5,250	$3,750	$0	$3,750	$0	$21,000
1532		Election Expenses	$0	$0	$0	$0	$0	$0
1542		Presidents/Dep Allowances	$9,500	$9,500	$0	$9,500	$0	$38,000
1562		Refreshments & Functions (Councillors)	$2,886	$5,931	$0	$5,931	$0	$11,100
1572		Refreshments & Functions Staff)	$600	$803	$0	$803	$0	$6,000
1592		Members Insurance	$11,100	$5,351	$0	$5,351	$0	$11,100
1602		Subscriptions	$24,479	$36,159	$0	$36,159	$0	$26,114
1612		Misc Expenses - Members	$990	$44	$0	$44	$0	$1,500
1624		Integrated Planning Expenses	$6,666	$0	$0	$0	$0	$20,000
1632		Vehicle Operating Expenses	$0	$381	$0	$381	$0	$0
1662		Audit Fees	$0	$1,380	$0	$1,380	$0	$48,500
1702		Administration Allocation (Cash)	$166,097	$96,112	$0	$96,112	$0	$498,312
1712		Administration Allocation (Non-Cash)	$7,612	$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
		Sub Total - MEMBERS OF COUNCIL OP/EXP	$275,700	$186,299	$0	$186,299	$0	$839,988
		OPERATING INCOME						
1725		Donations/Contributions		$0	$0	$0	$0	$0
		Sub Total - MEMBERS OF COUNCIL OP/INC	$0	$0	$0	$0	$0	$0
		Total - MEMBERS OF COUNCIL	$275,700	$186,299	$0	$186,299	$0	$839,988

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

ACCOUNT	JOB	Details By function Under The Following Programme Titles And Type Of Activities Within The Programme	YEAR TO DATE 31 OCTOBER 2024 Budget	YEAR TO DATE 31 OCTOBER 2024 Actual	ACTUAL 31 OCTOBER 2024 Income	ACTUAL 31 OCTOBER 2024 Expense	ADOPTED BUDGET 2024-25 Income	ADOPTED BUDGET 2024-25 Expense
		GOVERNANCE - GENERAL						
		OPERATING EXPENDITURE						
003D		Depreciation (Sch 4)	$0	$0	$0	$0	$0	$114,190
1852		Salaries - Admin	$370,894	$331,662	$0	$331,662	$0	$1,112,727
1882		Admin Superannuation	$40,830	$42,917	$0	$42,917	$0	$122,495
1892		Staff Insurances	$37,235	$23,677	$0	$23,677	$0	$37,235
1902		FBT Admin Staff	$8,670	$0	$0	$0	$0	$17,000
1912		Conference & Training	$8,708	$8,694	$0	$8,694	$0	$31,100
1921		Staff Housing Subsidy	$0	$0	$0	$0	$0	$0
1922		Advertising	$2,600	$1,865	$0	$1,865	$0	$10,000
1931		Occupational Risk Co-Ordinator Costs	$3,000	$0	$0	$0	$0	$9,000
1932		Occ Health & Safety	$183	$3,144	$0	$3,144	$0	$6,780
1942		Staff Uniforms	$1,360	$3,541	$0	$3,541	$0	$2,000
1952		Admin Staff Costs	$6,627	$9,567	$0	$9,567	$0	$14,600
1957		Office Building Maintenance	$2,221	$4,967	$0	$4,967	$0	$9,138
1958		Office - Cleaning & Assoc	$14,308	$13,437	$0	$13,437	$0	$43,375
1959		Office - Utility Charges	$4,834	$3,187	$0	$3,187	$0	$14,500
1962		Office Gardens & Surrounds-Mtce	$2,507	$1,330	$0	$1,330	$0	$10,520
1972		Admin Printing & Stationery	$10,315	$7,744	$0	$7,744	$0	$28,900
1982		Telephone & Internet	$9,146	$7,636	$0	$7,636	$0	$27,715
2002		Office Equip Maint	$333	$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	$2,422	$0	$2,422	$0	$2,500
2022		Bank Charges	$8,544	$11,213	$0	$11,213	$0	$17,800
2032		Postage & Freight	$3,180	$2,789	$0	$2,789	$0	$6,000
2042		ICT Computer Support	$41,899	$88,333	$0	$88,333	$0	$124,550
1992		ICT Software Licensing Fees	$72,245	$23,398	$0	$23,398	$0	$136,735
2043		ICT Website Subscription & Upgrade	$15,390	$0	$0	$0	$0	$16,140
2044		ICT Hardware Purchases (<$5,000)	$1,000	$764	$0	$764	$0	$3,000
2052		Admin Vehicle Expenses	$11,500	$5,099	$0	$5,099	$0	$34,500
2062		Admin Legal Expenses	$6,666	$23,748	$0	$23,748	$0	$20,000
2072		Consultants Special Projects	$0	$0	$0	$0	$0	$0
2274		HR/IR Consultants	$1,667	$0	$0	$0	$0	$5,000
2277		Finance Consultants	$35,200	$43,957	$0	$43,957	$0	$74,400
2275		Records Management	$1,960	$54	$0	$54	$0	$5,880

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

ACCOUNT	JOB	Details By function Under The Following Programme Titles And Type Of Activities Within The Programme	YEAR TO DATE 31 OCTOBER 2024 Budget	YEAR TO DATE 31 OCTOBER 2024 Actual	ACTUAL 31 OCTOBER 2024 Income	ACTUAL 31 OCTOBER 2024 Expense	ADOPTED BUDGET 2024-25 Income	ADOPTED BUDGET 2024-25 Expense
2278		Security Monitoring	$440	$837	$0	$837	$0	$1,430
2287		Fair Value Revaluations	$0	$0	$0	$0	$0	$0
2092		Mis Expense - Admin	$1,513	$181	$0	$181	$0	$4,540
2102		Admin - Novated Lease Expenses	$6,535	$6,785	$0	$6,785	$0	$19,605
2172		Less Admin Non Cash Realloc	($38,062)	$0	$0	$0	$0	($114,190)
2182		Less Admin Cash Exp Realloc	($664,393)	($480,560)	$0	($480,560)	$0	($1,993,259)
		Sub Total - GOVERNANCE - GENERAL OP/EXP	$69,961	$212,038	$0	$212,038	$0	$19,605
		OPERATING INCOME						
2053		Sundry Misc Income - Admin	($100)	($363)	($363)	$0	($300)	$0
2083		Police Licensing Commissions	($14,000)	($12,817)	($12,817)	$0	($40,000)	$0
2113		Admin - Novated Lease Contributions	($6,535)	($6,785)	($6,785)	$0	($19,605)	$0
2143		Photocopying Fees	($7)	($17)	($17)	$0	($20)	$0
		Sub Total - GOVERNANCE - GENERAL OP/INC	($20,641)	($19,982)	($19,982)	$0	($59,925)	$0
		Total - GOVERNANCE - GENERAL	$49,320	$192,056	($19,982)	$212,038	($59,925)	$19,605
		Total - GOVERNANCE	**$325,020**	**$378,355**	**($19,982)**	**$398,337**	**($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 31 OCTOBER 2024 Budget	YEAR TO DATE 31 OCTOBER 2024 Actual	ACTUAL 31 OCTOBER 2024 Income	ACTUAL 31 OCTOBER 2024 Expense	ADOPTED BUDGET 2024-25 Income	ADOPTED BUDGET 2024-25 Expense
		LAW ORDER & PUBLIC SAFETY						
		FIRE PREVENTION						
		OPERATING EXPENDITURE						
2272		Emergency Operating Expenses	$2,500	$1,047	$0	$1,047	$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	$5,254	$10,243	$0	$10,243	$0	$15,763
2302		Ground & Aerial Inspections	$0	$0	$0	$0	$0	$4,600
2322		Administration Costs	$3,783	$0	$0	$0	$0	$5,400
2342		Fire Fighting - Shire Resources	$1,275	$1,309	$0	$1,309	$0	$4,424
2372		Brigade Expenses	$69,018	$32,826	$0	$32,826	$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	$19,932	$14,417	$0	$14,417	$0	$59,798
2442		Administration Allocated - Non-Cash	$381	$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
		Sub Total - FIRE PREVENTION OP/EXP	$116,826	$74,792	$0	$74,792	$0	$276,032
		OPERATING INCOME						
2363		Fines & Penalties	($667)	$0	$0	$0	($2,000)	$0
2383		Sale of Fire Maps	($17)	($18)	($18)	$0	($50)	$0
2393		Sundry Misc income - Fire	($1,067)	($4,323)	($4,323)	$0	($3,200)	$0
2373		ESL Levy Funding	($18,750)	($23,114)	($23,114)	$0	($75,000)	$0
2463		BRMC - Grant Income	$0	$0	$0	$0	$0	$0
		Sub Total - FIRE PREVENTION OP/INC	($20,500)	($27,455)	($27,455)	$0	($80,250)	$0
		Total - FIRE PREVENTION	$96,326	$47,338	($27,455)	$74,792	($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 31 OCTOBER 2024 Budget	YEAR TO DATE 31 OCTOBER 2024 Actual	ACTUAL 31 OCTOBER 2024 Income	ACTUAL 31 OCTOBER 2024 Expense	ADOPTED BUDGET 2024-25 Income	ADOPTED BUDGET 2024-25 Expense
		ANIMAL CONTROL						
		OPERATING EXPENDITURE						
2492		Salaries	$0	$13,538	$0	$13,538	$0	$0
2522		Superannuation	$0	$0	$0	$0	$0	$0
2532		Other Employment Costs	$3,234	$2,255	$0	$2,255	$0	$4,031
2542		Conference & Training	$500	$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	$1,065	$221	$0	$221	$0	$3,195
2572		Dog Pound Expenses	$867	$0	$0	$0	$0	$2,600
2573		Contract Ranger Expenses	$8,000	$0			$0	$24,000
2582		Other Animal Control	$167	$0	$0	$0	$0	$500
2583		Cat Control Expenses	$220	$5	$0	$5	$0	$660
2584		Cat Pound Expenses	$200	$13	$0	$13	$0	$600
2602		Administration Allocated - Cash	$19,932	$4,806	$0	$4,806	$0	$59,798
2612		Administration Allocated - Non-Cash	$381	$0	$0	$0	$0	$1,142
005D		Depreciation Buildings - Animal Control	$0	$0	$0	$0	$0	$450
		Sub Total - ANIMAL CONTROL OP/EXP	$34,565	$22,155	$0	$22,155	$0	$98,476
		OPERATING INCOME						
2613		Cat Pound Grant	$0	$0	$0	$0	$0	$0
2633		Ranger Income	($6,666)	$0	$0	$0	($20,000)	$0
2653		Fines & Penalties - Dog Act	($77)	($247)	($247)	$0	($230)	$0
2654		Fines & Penalties - Cat Act	($83)	$0	$0	$0	($250)	$0
2663		Impounding Fees - Dogs	($117)	($1,000)	($1,000)	$0	($350)	$0
2664		Impounding Fees - Cats	$0	$0	$0	$0	$0	$0
2673		Dog Registrations	($1,167)	($883)	($883)	$0	($3,500)	$0
2674		Cat Registrations	($167)	($235)	($235)	$0	($500)	$0
		Sub Total - ANIMAL CONTROL OP/INC	($8,276)	($2,365)	($2,365)	$0	($24,830)	$0
		Total - ANIMAL CONTROL	$26,288	$19,790	($2,365)	$22,155	($24,830)	$98,476

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

ACCOUNT	JOB	Details By function Under The Following Programme Titles And Type Of Activities Within The Programme	YEAR TO DATE 31 OCTOBER 2024 Budget	YEAR TO DATE 31 OCTOBER 2024 Actual	ACTUAL 31 OCTOBER 2024 Income	ACTUAL 31 OCTOBER 2024 Expense	ADOPTED BUDGET 2024-25 Income	ADOPTED BUDGET 2024-25 Expense
		OTHER LAW ORDER & PUBLIC SAFETY						
		OPERATING EXPENDITURE						
2832		Vehicle Impounding	$500	$40	$0	$40	$0	$1,500
2752		Salaries	$0	$0	$0	$0	$0	$0
2862		Local Law review	$2,000	$0	$0	$0	$0	$6,000
		Sub Total - OTHER LAW ORDER & PUBLIC SAFETY OP/EXP	$2,500	$40	$0	$40	$0	$7,500
		OPERATING INCOME						
2863		Income - Misc Other Law & Order	$0	$0	$0	$0	$0	$0
2823		Non-Opertating 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	$2,500	$40	$0	$40	($135,335)	$7,500
		Total - LAW ORDER & PUBLIC SAFETY	**$125,114**	**$67,168**	**($29,819)**	**$96,987**	**($240,415)**	**$382,008**

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

ACCOUNT	JOB	Details By function Under The Following Programme Titles And Type Of Activities Within The Programme	YEAR TO DATE 31 OCTOBER 2024 Budget	YEAR TO DATE 31 OCTOBER 2024 Actual	ACTUAL 31 OCTOBER 2024 Income	ACTUAL 31 OCTOBER 2024 Expense	ADOPTED BUDGET 2024-25 Income	ADOPTED BUDGET 2024-25 Expense
		HEALTH						
		HEALTH ADMINISTRATION & INSPECTION						
		OPERATING EXPENDITURE						
3102		Health Salaries	$0	$10,850	$0	$10,850	$0	$0
3132		Superannuation	$0	$7,846	$0	$7,846	$0	$0
3142		Fringe Benefits Tax	$4,000	$0	$0	$0	$0	$12,000
3152		Conferences & Training	$0	$0	$0	$0	$0	$0
3162		Health - Other Employment Costs	$10,167	$1,839	$0	$1,839	$0	$27,281
3164		Health - Contractors	$14,999	$0	$0	$0	$0	$45,000
3212		Admin Allocation to HIA - Cash	$19,932	$4,806	$0	$4,806	$0	$59,798
3242		Analytical Expenses	$667	$479	$0	$479	$0	$2,000
3252		Administration Allocated - Non-cash	$571	$0	$0	$0	$0	$1,713
		Sub Total - HEALTH ADMIN & INSPECTION OP/EXP	$50,336	$25,820	$0	$25,820	$0	$147,792
		OPERATING INCOME						
3223		Health Act fees, Licences	($400)	($2,118)	($2,118)	$0	($1,200)	$0
3233		Septic Tank Inspection Fees	($67)	$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	($467)	($2,118)	($2,118)	$0	($1,400)	$0
		Total - HEALTH ADMIN & INSPECTION	$49,869	$23,702	($2,118)	$25,820	($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

ACCOUNT	JOB		YEAR TO DATE 31 OCTOBER 2024 Budget	YEAR TO DATE 31 OCTOBER 2024 Actual	ACTUAL 31 OCTOBER 2024 Income	ACTUAL 31 OCTOBER 2024 Expense	ADOPTED BUDGET 2024-25 Income	ADOPTED BUDGET 2024-25 Expense
		OTHER HEALTH						
		OPERATING EXPENDITURE						
3362		Doctor's Surgery Maint	$0	$536	$0	$536	$0	$0
3360		Doctor Services Expenses	$83,315	$62,500	$0	$62,500	$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	$84,546	$64,331	$0	$64,331	$0	$270,195
		OPERATING INCOME						
		Sub Total - OTHER HEALTH OP/INC	$0	$0	$0	$0	$0	$0
		Total - OTHER HEALTH	$84,546	$64,331	$0	$64,331	$0	$270,195
		Total - HEALTH	**$134,415**	**$88,033**	**($2,118)**	**$90,151**	**($1,400)**	**$417,987**

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

ACCOUNT	JOB	Details By function Under The Following Programme Titles And Type Of Activities Within The Programme	YEAR TO DATE 31 OCTOBER 2024 Budget	YEAR TO DATE 31 OCTOBER 2024 Actual	ACTUAL 31 OCTOBER 2024 Income	ACTUAL 31 OCTOBER 2024 Expense	ADOPTED BUDGET 2024-25 Income	ADOPTED BUDGET 2024-25 Expense
		EDUCATION & WELFARE						
		EDUCATION						
		OPERATING EXPENDITURE						
3455		Play in the Park	$833	$0	$0	$0	$0	$2,500
3452		Smart Start Expenses	$953	$2,860	$0	$2,860	$0	$2,860
		Sub Total - EDUCATION OP/EXP	$1,787	$2,860	$0	$2,860	$0	$5,360
		OPERATING INCOME						
		Sub Total-EDUCATION OP/INC	$0	$0	$0	$0	$0	$0
		Total - EDUCATION	$1,787	$2,860	$0	$2,860	$0	$5,360
		PRE-SCHOOL/OTHER EDUCATION						
		OPERATING EXPENDITURE						
3462		Child Care Centre - Building Maint	$3,277	$1,261	$0	$1,261	$0	$4,369
3464		Child Care Centre - Grounds Maint	$333	$0	$0	$0	$0	$1,000
3477		Kindy Café	$5,066	$4,525	$0	$4,525	$0	$15,200
3472		Playgroup/Toy Library - Building Maint	$2,922	$1,878	$0	$1,878	$0	$5,536
3474		Playgroup/Toy Library - Grounds Maint	$1,738	$383	$0	$383	$0	$5,215
3478		SPARK - Expenditure	$1,000	$258	$0	$258	$0	$3,000
006D		DEPRECIATION (SCH 8)	$0	$0	$0	$0	$0	$21,190
		Sub Total - OTHER EDUCATION OP/EXP	$14,337	$8,304	$0	$8,304	$0	$55,510
		OPERATING INCOME						
3463		Occasional Care Rent	($832)	($1,042)	($1,042)	$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
		Sub Total - OTHER EDUCATION OP/INC	($832)	($11,163)	($11,163)	$0	($75,496)	$0
		Total - OTHER EDUCATION	$13,505	($2,858)	($11,163)	$8,304	($75,496)	$55,510

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ACCOUNT	JOB	Details By function Under The Following Programme Titles And Type Of Activities Within The Programme	YEAR TO DATE 31 OCTOBER 2024 Budget	YEAR TO DATE 31 OCTOBER 2024 Actual	ACTUAL 31 OCTOBER 2024 Income	ACTUAL 31 OCTOBER 2024 Expense	ADOPTED BUDGET 2024-25 Income	ADOPTED BUDGET 2024-25 Expense
		WELFARE						
		OPERATING EXPENDITURE						
010D		DEPRECIATION (SCH 8)	$0	$0			$0	$0
		Sub Total - WELFARE OP/EXP	$0	$0	$0	$0	$0	$0
		OPERATING INCOME						
		Sub Total - WELFARE OP/INC	$0	$0	$0	$0	$0	$0
		Total - WELFARE	$0	$0	$0	$0	$0	$0
		Total - EDUCATION & WELFARE	**$15,292**	**$2**	**($11,163)**	**$11,164**	**($75,496)**	**$60,870**

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ACCOUNT	JOB	Details By function Under The Following Programme Titles And Type Of Activities Within The Programme	YEAR TO DATE 31 OCTOBER 2024 Budget	YEAR TO DATE 31 OCTOBER 2024 Actual	ACTUAL 31 OCTOBER 2024 Income	ACTUAL 31 OCTOBER 2024 Expense	ADOPTED BUDGET 2024-25 Income	ADOPTED BUDGET 2024-25 Expense
		HOUSING						
		SPRING HAVEN HOUSING						
3752		Spring Haven Salaries	$446,760	$667,474	$0	$667,474	$0	$446,760
3742		Spring Haven - FBT Expenses	$5,071	$0	$0	$0	$0	$5,071
3772		Spring Haven Superannuation	$43,775	$68,279	$0	$68,279	$0	$143,775
3782		Conferences & Training	$3,500	$1,685	$0	$1,685	$0	$3,500
3792		Uniforms & Protective Clothing	$1,250	$221	$0	$221	$0	$1,250
3802		Recruitment Expenses	$350	$2,334	$0	$2,334	$0	$350
3821		Spring H - Staff Housing Subsidy	$0	$0	$0	$0	$0	$0
3822		Vehicle Expenses	$1,750	$737	$0	$737	$0	$1,750
3842		Spring Haven Telephone	$3,000	$2,108	$0	$2,108	$0	$3,000
3862		Subscriptions	$5,945	$4,166	$0	$4,166	$0	$5,945
3872		Postage & Freight	$355	$713	$0	$713	$0	$355
3882		Minor Office Expenses/Stationery	$350	$72	$0	$72	$0	$350
3892		Office Equipment Maintenance	$500	$0	$0	$0	$0	$500
3893		Software Operating	$3,315	$0	$0	$0	$0	$3,315
3902		Spring Haven Building Operating Expenses	$27,702	$10,583	$0	$10,583	$0	$27,702
3903		Spring Haven Building Maint (Unforseen)	$3,400	$4,625	$0	$4,625	$0	$3,400
3904		Spring Haven Grounds Maint	$22,775	$2,366	$0	$2,366	$0	$22,775
3906		Springhaven Building Non Cap	$0	$0	$0	$0	$0	$0
3908		Spring H - Security	$3,500	$0	$0	$0	$0	$3,500
3912		Medical/Pharmaceutical Services	$16,500	$19,329	$0	$19,329	$0	$16,500
3913		Allied Health	$12,725	$14,000	$0	$14,000	$0	$12,725
3914		Utilities	$12,873	$21,424	$0	$21,424	$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	$10,300	$3,070	$0	$3,070	$0	$10,300
3924		SPRING H - CLEANING & LAUNDRY	$0	$64	$0	$64	$0	$0
3932		Non-Capital Equiment Expenses	$2,375	$395	$0	$395	$0	$2,375
3942		Meals & Refreshments	$30,230	$30,855	$0	$30,855	$0	$30,230
3952		Residents Activities	$750	$928	$0	$928	$0	$750
3962		Public Liability Insurance	$8,840	$4,419	$0	$4,419	$0	$8,840
3974		Spring Haven Aged Care Consultants	$1,500	$0	$0	$0	$0	$1,500
3918		Spring H - Consultants	$0	$0	$0	$0	$0	$0
3928		Spring H - COVID-19 Additional Costs	$1,250	$0	$0	$0	$0	$1,250

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ACCOUNT	JOB	Details By function Under The Following Programme Titles And Type Of Activities Within The Programme	YEAR TO DATE 31 OCTOBER 2024 Budget	YEAR TO DATE 31 OCTOBER 2024 Actual	ACTUAL 31 OCTOBER 2024 Income	ACTUAL 31 OCTOBER 2024 Expense	ADOPTED BUDGET 2024-25 Income	ADOPTED BUDGET 2024-25 Expense
3982		Administration Allocated Non-Cash	$5,710	$0	$0	$0	$0	$5,710
3992		Administration Allocated - Cash	$99,663	$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
		Sub Total - SPRING HAVEN HOUSING OP/EXP	$793,894	$1,090,416	$0	$1,090,416	$0	$939,535
		OPERATING INCOME						
4003		Spring Haven Resident Rent	($150,000)	($179,810)	($179,810)	$0	($150,000)	$0
4013		Spring Haven - Personal Care Grant Subsidy	($500,000)	($599,871)	($599,871)	$0	($500,000)	$0
1395		INTEREST ON UNPAID BONDS	($12,540)	$9,270	$9,270	$0	($12,540)	$0
4143		Miscellaneous Income	($129,000)	$0	$0	$0	($129,000)	$0
4023		Spring Haven Donations	($3,000)	$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
		Sub Total - SPRING HAVEN HOUSING OP/INC	($794,540)	($770,411)	($770,411)	$0	($794,540)	$0
		Total - SPRING HAVEN HOUSING	($647)	$320,005	($770,411)	$1,090,416	($794,540)	$939,535

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MONTHLY FINANCIAL REPORT

ACCOUNT	JOB	Details By function Under The Following Programme Titles And Type Of Activities Within The Programme	YEAR TO DATE 31 OCTOBER 2024 Budget	YEAR TO DATE 31 OCTOBER 2024 Actual	ACTUAL 31 OCTOBER 2024 Income	ACTUAL 31 OCTOBER 2024 Expense	ADOPTED BUDGET 2024-25 Income	ADOPTED BUDGET 2024-25 Expense
		STAFF HOUSING						
		OPERATING EXPENDITURE						
3768		Staff Housing Building Maintenance	$5,316	$6,123	$0	$6,123	$0	$15,950
3769		Staff Housing - Operating Expenses	$14,328	$15,323	$0	$15,323	$0	$41,686
3764		Staff Housing - Ground Maint. Various	$4,233	$4,123	$0	$4,123	$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	$34,819	$35,805	$0	$35,805	$0	$199,172
		OPERATING INCOME						
3703		Residential Rent - Staff	($15,634)	($5,796)	($5,796)	$0	($46,904)	$0
		Sub Total - STAFF HOUSING OP/INC	($15,634)	($5,796)	($5,796)	$0	($46,904)	$0
		Total - STAFF HOUSING	$19,185	$30,009	($5,796)	$35,805	($46,904)	$199,172

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MONTHLY FINANCIAL REPORT

ACCOUNT	JOB	Details By function Under The Following Programme Titles And Type Of Activities Within The Programme	YEAR TO DATE 31 OCTOBER 2024 Budget	YEAR TO DATE 31 OCTOBER 2024 Actual	ACTUAL 31 OCTOBER 2024 Income	ACTUAL 31 OCTOBER 2024 Expense	ADOPTED BUDGET 2024-25 Income	ADOPTED BUDGET 2024-25 Expense
		HOUSING OTHER						
		OPERATING EXPENDITURE						
4062		Loton Close ILU's Building Maint	$5,124	$2,208	$0	$2,208	$0	$13,974
4064		Loton Close ILU's Grounds Maint	$4,127	$1,402	$0	$1,402	$0	$12,380
4065		Loton Close ILU's Utilities	$11,662	$11,430	$0	$11,430	$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	$5,170	$1,776	$0	$1,776	$0	$14,637
4204		J Sullivan Units Grounds Maintenance	$5,933	$0	$0	$0	$0	$17,800
4205		J Sullivan Units Utilities	$3,582	$3,163	$0	$3,163	$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	$2,243	$1,726	$0	$1,726	$0	$6,729
4256		GROH - Building Maintenance	$4,724	$1,521	$0	$1,521	$0	$10,061
		Sub Total - HOUSING OTHER OP/EXP	$63,316	$36,692	$0	$36,692	$0	$149,473
		OPERATING INCOME						
4083		Loton Close ILU's Rent	($55,638)	($69,037)	($69,037)	$0	($166,920)	$0
4103		Loton Close ILU's - Power Recoups	($5,000)	($7,080)	($7,080)	$0	($15,000)	$0
4203		J Sullivan Units - Rent	($12,333)	($14,600)	($14,600)	$0	($37,000)	$0
4243		GROH - Rent	($41,665)	$0	$0	$0	($125,000)	$0
		Sub Total - HOUSING OTHER OP/INC	($114,635)	($90,717)	($90,717)	$0	($343,920)	$0
		Total - HOUSING OTHER	($51,319)	($54,025)	($90,717)	$36,692	($343,920)	$149,473
		Total - HOUSING	**($32,781)**	**$295,989**	**($866,924)**	**$1,162,913**	**($1,185,364)**	**$1,288,180**

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ACCOUNT	JOB	Details By function Under The Following Programme Titles And Type Of Activities Within The Programme	YEAR TO DATE 31 OCTOBER 2024 Budget	YEAR TO DATE 31 OCTOBER 2024 Actual	ACTUAL 31 OCTOBER 2024 Income	ACTUAL 31 OCTOBER 2024 Expense	ADOPTED BUDGET 2024-25 Income	ADOPTED BUDGET 2024-25 Expense
		COMMUNITY AMENITIES						
		SANITATION - HOUSEHOLD REFUSE						
		OPERATING EXPENDITURE						
5022		Refuse Collection - Kerbside	$26,692	$27,635	$0	$27,635	$0	$80,080
5012		Refuse Site Maintenance	$3,850	$930	$0	$930	$0	$11,550
5013		Refuse Site Rehabilitation	$1,173	$0	$0	$0	$0	$3,518
5002		Recycling Depot/Transfer Stn - Contract	$124,017	$54,930	$0	$54,930	$0	$195,385
5122		Recycling Collection - Kerbside	$23,122	$23,250	$0	$23,250	$0	$69,370
5142		Recycling Education	$233	$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	$179,087	$106,745	$0	$106,745	$0	$365,008
		OPERATING INCOME						
5023		Collection Charges - Kerbside	($284,384)	($285,310)	($285,310)	$0	($284,384)	$0
5033		Recycling/Transfer Station Rental	($767)	$0	$0	$0	($2,300)	$0
5183		Sale of Recyclables	($117)	$0	$0	$0	($350)	$0
		Sub Total - SANITATION H/HOLD REFUSE OP/INC	($285,267)	($285,310)	($285,310)	$0	($287,034)	$0
		Total - SANITATION HOUSEHOLD REFUSE	($106,180)	($178,565)	($285,310)	$106,745	($287,034)	$365,008

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ACCOUNT	JOB	Details By function Under The Following Programme Titles And Type Of Activities Within The Programme	YEAR TO DATE 31 OCTOBER 2024 Budget	YEAR TO DATE 31 OCTOBER 2024 Actual	ACTUAL 31 OCTOBER 2024 Income	ACTUAL 31 OCTOBER 2024 Expense	ADOPTED BUDGET 2024-25 Income	ADOPTED BUDGET 2024-25 Expense
		SANITATION OTHER						
		OPERATING EXPENDITURE						
5027		Verge Pick Up - Hard Waste	$10,000	$0	$0	$0	$0	$30,000
5251		Street Bins Collection - Contract	$13,361	$13,794	$0	$13,794	$0	$40,085
5252		Street Bins Collection	$105	$0	$0	$0	$0	$315
5262		Repair Street Bins	$67	$0	$0	$0	$0	$200
5263		Drum Muster	$1,667	$0	$0	$0	$0	$5,000
5264		Transport of Waste & Loader Hire	$23,766	$20,597	$0	$20,597	$0	$71,300
5265		Bulk Bin Hire Expenses	$927	$0	$0	$0	$0	$2,780
5266		Bulk Bin Removal Expenses	$0	$0	$0	$0	$0	$0
		Sub Total - SANITATION OTHER OP/EXP	$49,891	$34,391	$0	$34,391	$0	$149,680
		OPERATING INCOME						
5103		Tip Fees	$0	$0	$0	$0	$0	$0
5303		Litter Infringements	($67)	$0	$0	$0	($200)	$0
5304		Drum Muster Reimbursement Income	($1,667)	$0	$0	$0	($5,000)	$0
		Sub Total - SANITATION OTHER OP/INC	($1,733)	$0	$0	$0	($5,200)	$0
		Total - SANITATION OTHER	$48,158	$34,391	$0	$34,391	($5,200)	$149,680

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		SEWERAGE						
		OPERATING EXPENDITURE						
5090		Liquid Waste Pond - Maintenance	$457	$435	$0	$435	$0	$1,370
		Sub Total - SEWERAGE OP/EXP	$457	$435	$0	$435	$0	$1,370
		OPERATING INCOME						
5190		Liquid Waste Disposal Fees	$0	$0	$0	$0	$0	$0
		Sub Total - SEWERAGE OP/INC	$0	$0	$0	$0	$0	$0
		Total - SEWERAGE	$457	$435	$0	$435	$0	$1,370

SHIRE OF KOJONUP
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ACCOUNT	JOB	Details By function Under The Following Programme Titles And Type Of Activities Within The Programme	YEAR TO DATE 31 OCTOBER 2024 Budget	YEAR TO DATE 31 OCTOBER 2024 Actual	ACTUAL 31 OCTOBER 2024 Income	ACTUAL 31 OCTOBER 2024 Expense	ADOPTED BUDGET 2024-25 Income	ADOPTED BUDGET 2024-25 Expense
		PROTECTION OF THE ENVIRONMENT						
		OPERATING EXPENDITURE						
5619		Southern Dirt Contribution	$15,000	$0	$0	$0	$0	$15,000
5612		NRM Office Expenses	$100	$0	$0	$0	$0	$300
5616		NRM - Salaries & Wages/Consultancy Fees	$2,433	$900	$0	$900	$0	$7,300
5689		NRM - Superannuation	$0	$0	$0	$0	$0	$0
5601		NRM Vehicle Costs	$243	$0	$0	$0	$0	$730
5614		NRM - Grant Expenditure	$0	$0	$0	$0	$0	$0
5681		Noxious Weeds	$1,374	$3,356	$0	$3,356	$0	$4,122
5684		Landcare Publications	$167	$0	$0	$0	$0	$500
5686		NRM - Enviromental Reserve M'ment	$4,688	$3,946	$0	$3,946	$0	$14,065
5687		Reserve Clean Up	$7,643	$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	$3,333	$0	$0	$0	$0	$10,000
5734		NRM - Future Drought Fund Grant Exp.	$0	$0	$0	$0	$0	$0
5752		Administration Allocation Cash	$6,644	$9,611	$0	$9,611	$0	$19,933
5742		Administration Allocation Non-Cash	$952	$0	$0	$0	$0	$2,855
		Sub Total - PROTECTION OF THE ENVIRONMENT OP/EXP	$49,636	$19,306	$0	$19,306	$0	$104,794
		OPERATING INCOME						
5603		NRM Grants	$0	$0	$0	$0	$0	$0
		Sub Total - PROTECTION OF THE ENVIRONMENT OP/INC	$0	$0	$0	$0	$0	$0
		Total - PROTECTION OF THE ENVIRONMENT	$49,636	$19,306	$0	$19,306	$0	$104,794

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

ACCOUNT	JOB		YEAR TO DATE 31 OCTOBER 2024 Budget	YEAR TO DATE 31 OCTOBER 2024 Actual	ACTUAL 31 OCTOBER 2024 Income	ACTUAL 31 OCTOBER 2024 Expense	ADOPTED BUDGET 2024-25 Income	ADOPTED BUDGET 2024-25 Expense
		TOWN PLANNING AND REGIONAL DEVELOPMENT						
		OPERATING EXPENDITURE						
5842		Town Planning Expenses	$10,000	$8,435	$0	$8,435	$0	$30,000
5922		TPS Review	$8,333	$0	$0	$0	$0	$25,000
5923		Town Planning Consultants	$0	$0	$0	$0	$0	$0
5962		Administration Allocated Cash	$19,932	$4,806	$0	$4,806	$0	$59,798
5832		Administration Allocated Non-Cash	$381	$0	$0	$0	$0	$1,142
		Sub Total - TOWN PLAN & REG DEV OP/EXP	$38,645	$13,240	$0	$13,240	$0	$115,940
		OPERATING INCOME						
5973		Planning Fees	($1,500)	($1,266)	($1,266)	$0	($4,500)	$0
		Sub Total - TOWN PLAN & REG DEV OP/INC	($1,500)	($1,266)	($1,266)	$0	($4,500)	$0
		Total - TOWN PLANNING & REGIONAL DEVELOPMENT	$37,145	$11,974	($1,266)	$13,240	($4,500)	$115,940

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ACCOUNT	JOB	Details By function Under The Following Programme Titles And Type Of Activities Within The Programme	YEAR TO DATE 31 OCTOBER 2024 Budget	YEAR TO DATE 31 OCTOBER 2024 Actual	ACTUAL 31 OCTOBER 2024 Income	ACTUAL 31 OCTOBER 2024 Expense	ADOPTED BUDGET 2024-25 Income	ADOPTED BUDGET 2024-25 Expense
		COMMUNITY AMENITIES - CEMETERIES						
		OPERATING EXPENDITURE						
5999		Cemetery Digital Database	$267	$0	$0	$0	$0	$800
6001		Cemetery - Grave Digging	$13,080	$14,949	$0	$14,949	$0	$39,242
6006		Kojonup Cemetery - Niche Wall Maint	$787	$0	$0	$0	$0	$2,362
6002		Kojonup Cemetery - Grounds Maint	$6,342	$4,024	$0	$4,024	$0	$19,028
6000		Kojonup Cemetery - Trees	$827	$0	$0	$0	$0	$2,480
6012		Boscabel Cemetery - Grounds Maint	$237	$0	$0	$0	$0	$712
6014		Muradup Cemetery - Grounds Maintenance	$2,642	$1,207	$0	$1,207	$0	$7,926
015D		Community Amenities Buildings Depreciation	$0	$0	$0	$0	$0	$38,868
		Sub Total - COMMUNITY AMEN - CEMETERIES OP/EXP	$24,182	$20,181	$0	$20,181	$0	$111,418
		OPERATING INCOME						
6013		Cemetery Fees (Inc Gst)	($3,300)	($5,782)	($5,782)	$0	($9,900)	$0
6023		Cemetery Fees Licences (Not Inc Gst)	($167)	($1,170)	($1,170)	$0	($500)	$0
		Sub Total - COMMUNITY AMEN - CEMETERIES OP/INC	($3,467)	($6,952)	($6,952)	$0	($10,400)	$0
		Total - COMMUNITY AMENITIES CEMETERIES	$20,716	$13,229	($6,952)	$20,181	($10,400)	$111,418

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ACCOUNT	JOB	Details By function Under The Following Programme Titles And Type Of Activities Within The Programme	YEAR TO DATE 31 OCTOBER 2024 Budget	YEAR TO DATE 31 OCTOBER 2024 Actual	ACTUAL 31 OCTOBER 2024 Income	ACTUAL 31 OCTOBER 2024 Expense	ADOPTED BUDGET 2024-25 Income	ADOPTED BUDGET 2024-25 Expense
		COMMUNITY AMENITIES - PUBLIC CONVENIENCES & OTHER						
		OPERATING EXPENDITURE						
6042		Harrison Place Conveniences - Maint	$83	$11	$0	$11	$0	$250
6044		Harrison Place Conveniences - Cleaning	$9,996	$7,064	$0	$7,064	$0	$29,290
6024		Curly Wig - Building Maintenance	$0	$0	$0	$0	$0	$0
6034		CWA - Building Maintenance	$1,308	$639	$0	$639	$0	$2,995
6052		Town Street & Park Seating	$779	$0	$0	$0	$0	$2,336
6054		Townscape Plan	$0	$0	$0	$0	$0	$0
6112		Community Resource Centre / Telecentre	$1,288	$1,014	$0	$1,014	$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	$952	$0	$0	$0	$0	$2,855
6152		Administration Allocated Cash	$19,932	$10,813	$0	$10,813	$0	$59,798
		Sub Total - COMMUNITY AMEN - PUBLIC CONVEN OP/EXP	$34,588	$20,974	$0	$20,974	$0	$101,432
		OPERATING INCOME						
6133		Community Bus Hire	$0	$0	$0	$0	$0	$0
		Sub Total - COMMUNITY AMEN - PUBLIC CONVEN OP/INC	$0	$0	$0	$0	$0	$0
		Total - COMMUNITY AMENITIES PUBLIC CONVEN & OTHER	$34,588	$20,974	$0	$20,974	$0	$101,432

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And Type Of Activities Within The Programme

ACCOUNT	JOB		YEAR TO DATE 31 OCTOBER 2024 Budget	YEAR TO DATE 31 OCTOBER 2024 Actual	ACTUAL 31 OCTOBER 2024 Income	ACTUAL 31 OCTOBER 2024 Expense	ADOPTED BUDGET 2024-25 Income	ADOPTED BUDGET 2024-25 Expense
		COMMUNITY AMENITIES - COMMUNITY DEVELOPMENT						
		OPERATING EXPENDITURE						
6064		Men's Shed - Building Maintenance	$532	$179	$0	$179	$0	$1,249
6172		SMALL GRANT EXPENDITURE	$0	$0	$0	$0	$0	$0
		Sub Total - COMMUNITY AMEN - COMMUNITY DEV OP/EXP	$532	$179	$0	$179	$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	$532	$179	$0	$179	($433,053)	$1,249
		Total - COMMUNITY AMENITIES	**$85,053**	**($78,078)**	**($293,528)**	**$215,450**	**($740,187)**	**$950,890**

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ACCOUNT	JOB	Details By function Under The Following Programme Titles And Type Of Activities Within The Programme	YEAR TO DATE 31 OCTOBER 2024 Budget	YEAR TO DATE 31 OCTOBER 2024 Actual	ACTUAL 31 OCTOBER 2024 Income	ACTUAL 31 OCTOBER 2024 Expense	ADOPTED BUDGET 2024-25 Income	ADOPTED BUDGET 2024-25 Expense
		RECREATION & CULTURE						
		PUBLIC HALL & CIVIC CENTRES						
		OPERATING EXPENDITURE						
6202		Memorial Hall - Cleaning & Operations	$16,888	$8,423	$0	$8,423	$0	$31,595
6212		RSL Hall - Cleaning & Operations	$5,283	$1,542	$0	$1,542	$0	$12,292
6214		Memorial Hall - Building Maintenance	$3,325	$2,997	$0	$2,997	$0	$9,974
6216		Mobrup Hall - Building Expenses	$0	$34	$0	$34	$0	$0
6218		Muradup Hall - Building Expenses	$1,605	$961	$0	$961	$0	$2,005
6219		Qualeup Hall - Building Expenses	$162	$16	$0	$16	$0	$349
6224		Memorial Hall - Grounds Maintenance	$2,990	$673	$0	$673	$0	$8,170
6227		Boscabel Hall - Building Expenses	$384	$16	$0	$16	$0	$784
6232		All Halls - Cutlery & Crockery	$667	$0	$0	$0	$0	$2,000
6324		RSL Hall - Building Maintenance	$1,420	$658	$0	$658	$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	$35,004	$15,320	$0	$15,320	$0	$163,019
		OPERATING INCOME						
6203		Memorial Hall Rentals	($933)	($891)	($891)	$0	($2,800)	$0
6213		RSL Hall Rentals	($213)	($465)	($465)	$0	($640)	$0
		Sub Total - PUBLIC HALLS & CIVIC CENTRES OP/INC	($1,147)	($1,356)	($1,356)	$0	($3,440)	$0
		Total - PUBLIC HALL & CIVIC CENTRES	$33,857	$13,964	($1,356)	$15,320	($3,440)	$163,019

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		OTHER RECREATION & SPORT						
		OPERATING EXPENDITURE						
6362		Kojonup Springs Conveniences	$10,511	$7,090	$0	$7,090	$0	$31,533
6364		Kojonup Springs Grounds Maintenance	$2,873	$4,211	$0	$4,211	$0	$8,620
6372		Apex Park Conveniences - Operating	$22,864	$14,292	$0	$14,292	$0	$66,418
6373		Apex Park Conveniences - Building Maint	$1,540	$773	$0	$773	$0	$4,620
6374		Apex Park - Grounds Maint	$22,815	$12,103	$0	$12,103	$0	$67,795
6382		Railway Reserve Conveniences	$1,909	$881	$0	$881	$0	$4,925
6392		Newstead Park - Grounds Maint	$4,433	$2,428	$0	$2,428	$0	$13,299
6394		Railway Reserve Grounds Maint	$6,218	$4,387	$0	$4,387	$0	$16,454
6402		Sports Complex - Netball Conveniences	$4,659	$2,301	$0	$2,301	$0	$12,877
6403		Sports Complex - Netball Area Maint	$739	$907	$0	$907	$0	$2,218
6404		Sports Complex - Grounds Maint	$65,131	$20,763	$0	$20,763	$0	$195,400
6408		Sports Complex - Conveniences	$4,088	$1,408	$0	$1,408	$0	$12,263
6412		Hillman Park - Grounds Maint	$7,088	$3,294	$0	$3,294	$0	$21,266
6414		Sports Complex - Reticulation	$7,363	$741	$0	$741	$0	$22,090
6415		Oval Lighting	$1,434	$1,448	$0	$1,448	$0	$4,300
6422		Kojonup Bk (Piesse Park) - Grounds Maint	$4,386	$3,251	$0	$3,251	$0	$13,159
6425		Sports Complex - Hockey Club Building	$167	$200	$0	$200	$0	$440
6434		Turkey Nest Dam Maintenance	$6,075	$1,573	$0	$1,573	$0	$18,223
6435		Water - Showgrounds Maint	$2,752	$1,152	$0	$1,152	$0	$8,255
6444		Muradup Townsite Grounds	$3,303	$1,270	$0	$1,270	$0	$9,909
6452		Playground Safety & Minor Upgrades	$1,279	$0	$0	$0	$0	$3,836
6454		Kojonup Town Entrances	$2,049	$655	$0	$655	$0	$6,146
6474		Industrial Area Slashing & Spraying	$890	$528	$0	$528	$0	$2,671
6477		Sports Complex - Utilities & Insurance	$12,562	$7,821	$0	$7,821	$0	$18,375
6486		Rail Trails	$0	$0	$0	$0	$0	$0
6492		Myrtle Benn Reserve	$1,328	$0	$0	$0	$0	$3,983
6494		Sundry Reserves	$8,564	$587	$0	$587	$0	$22,771
6496		Kojonup Golf Club Community Grant	$102	$0	$0	$0	$0	$306
6552		Sports Complex - Cleaning	$5,695	$2,650	$0	$2,650	$0	$17,086
6554		Sports Complex - Building Maint	$2,712	$2,961	$0	$2,961	$0	$8,136
6558		Loan Guaranteee Fee - Loans 136, 142, 143	$5,820	$5,377	$0	$5,377	$0	$9,700
6559		Recreation - Interest on Loans	$19,795	$28,837	$0	$28,837	$0	$52,015
6592		Skate Park	$255	$221	$0	$221	$0	$765

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6792		Admiin Allocation - Cash	$13,288	$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
		Sub Total - OTHER RECREATION & SPORT OP/EXP	$254,683	$143,482	$0	$143,482	$0	$1,091,497
		OPERATING INCOME						
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	($1,333)	($2,182)	($2,182)	$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
		Sub Total - OTHER RECREATION & SPORT OP/INC	($1,333)	($2,182)	($2,182)	$0	($91,211)	$0
		Total - OTHER RECREATION & SPORT	**$253,350**	**$141,300**	**($2,182)**	**$143,482**	**($91,211)**	**$1,091,497**

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		SWIMMING AREAS & BEACHES						
		OPERATING EXPENDITURE						
6252		Building Maintenance	$2,000	$436	$0	$436	$0	$6,000
6254		Consumables & Minor Expenses	$500	$719	$0	$719	$0	$1,500
6257		Utilities & Telephone	$11,167	$3,319	$0	$3,319	$0	$33,495
6258		Insurance	$12,756	$6,660	$0	$6,660	$0	$12,756
6261		Maintenance - Pool Building	$1,387	$707	$0	$707	$0	$3,420
6262		Grounds Maintenance	$1,723	$3,260	$0	$3,260	$0	$5,169
6264		Swimmin Pool - Chemicals	$3,867	$223	$0	$223	$0	$11,600
6271		Non-Capital Purchases per 10yr Plan	$500	$0	$0	$0	$0	$1,500
6272		Equipment Maintenance	$6,993	$11,895	$0	$11,895	$0	$20,980
6274		Kiosk - COGS	$1,167	$105	$0	$105	$0	$3,500
6352		Swimming Pool Salaries	$34,601	$12,531	$0	$12,531	$0	$103,806
6353		Superannuation	$5,633	$1,345	$0	$1,345	$0	$16,900
6354		Conferences & Training	$500	$1,480	$0	$1,480	$0	$1,500
6356		Staff Housing Subsidy (S/Pool)	$2,333	$0	$0	$0	$0	$7,000
6292		Administration Allocated Cash	$13,288	$4,806	$0	$4,806	$0	$39,865
050D		Depreciation Buildings	$0	$0	$0	$0	$0	$54,255
		Sub Total - SWIMMING AREAS & BEACHES OP/EXP	$98,414	$47,486	$0	$47,486	$0	$323,246
		OPERATING INCOME						
6294		Pool Entry Fees	($2,467)	$0	$0	$0	($7,400)	$0
6295		Pool Kiosk Sales	($2,000)	$0	$0	$0	($6,000)	$0
6296		Pool Daily Entry Fees	($2,667)	$0	$0	$0	($8,000)	$0
		Sub Total - SWIMMING AREAS & BEACHES OP/INC	($7,133)	$0	$0	$0	($21,400)	$0
		Total - SWIMMING AREAS & BEACHES	$91,281	$47,486	$0	$47,486	($21,400)	$323,246

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		TV & RADIO BROADCASTING & RETRANSMISSION						
		OPERATING EXPENDITURE						
6752		Television Translator	$77	$19	$0	$19	$0	$77
6772		VHF Repeater Operating/Maintenance	$83	$0	$0	$0	$0	$250
		Sub Total - TV & RADIO RETRANSMISSION OP/EXP	$160	$19	0	$19	$0	$327
		Total - TV & RADIO RETRANSMISSION	$160	$19	**$0**	**$19**	**$0**	**$327**
		LIBRARIES						
		OPERATING EXPENDITURE						
6812		Library Salaries	$35,536	$24,121	$0	$24,121	$0	$106,613
6842		Superannuation	$5,362	$2,922	$0	$2,922	$0	$16,087
6852		Emp Insurances (Lib)	$2,836	$2,255	$0	$2,255	$0	$2,836
6862		Conference & Training (Lib)	$333	$0	$0	$0	$0	$1,000
6882		Library Operating Expenses	$2,667	$784	$0	$784	$0	$8,000
6892		Lib Software Licencing	$1,367	$3,820	$0	$3,820	$0	$4,100
6902		Library Resource Purchases	$667	$224	$0	$224	$0	$2,000
6903		Library Regional Activity Plan Contribution	$833	$1,834	$0	$1,834	$0	$2,500
6942		Administration Allocated Cash	$6,644	$4,806	$0	$4,806	$0	$19,933
6952		Administration Allocated Non-Cash	$952	$0	$0	$0	$0	$2,855
		Sub Total - LIBRARIES OP/EXP	$57,196	$40,765	$0	$40,765	$0	$165,924
		OPERATING INCOME						
6963		Library Fines & Penalties - Lost Books	$0	$0	$0	$0	$0	$0
6973		Sundry Income	($7)	($5)	($5)	$0	($20)	$0
6983		Seniors Week Grant	$0	$0	$0	$0	$0	$0
		Sub Total - LIBRARIES OP/INC	($7)	($5)	($5)	$0	($20)	$0
		Total - LIBRARIES	$57,190	$40,760	($5)	$40,765	($20)	$165,924

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		HERITAGE & OTHER CULTURE						
		OPERATING EXPENDITURE						
7002		Historical Society - Donation	$0	$0	$0	$0	$0	$0
7012		Historical Soc. Rooms	$42	$38	$0	$38	$0	$125
7022		Old Military Barracks	$995	$140	$0	$140	$0	$2,986
7024		Old Post Office - Building Maintenance	$1,892	$468	$0	$468	$0	$4,105
7032		Elverd Cottage - Building Mtce	$667	$622	$0	$622	$0	$1,805
7034		Elverd Cottage - Ground Maint	$842	$217	$0	$217	$0	$2,525
7046		Old Post Office - Grounds Maintenance	$841	$262	$0	$262	$0	$2,024
7106		Showgrounds - Building Maintenance	$4,368	$2,101	$0	$2,101	$0	$6,235
7101		Annual Show - Works Assistance	$4,546	$12,820	$0	$12,820	$0	$13,639
7103		Muradup & Jingalup War Memorials	$377	$42	$0	$42	$0	$1,132
7222		Military Barracks - Ground Maint	$3,745	$874	$0	$874	$0	$9,600
019D		Depreciation Buildings	$0	$0	$0	$0	$0	$19,635
		Sub Total - OTHER CULTURE OP/EXP	$18,316	$17,584	$0	$17,584	$0	$63,811
		OPERATING INCOME						
		Sub Total - OTHER CULTURE OP/INC	$0	$0	$0	$0	$0	$0
		Total - OTHER CULTURE	$18,316	$17,584	$0	$17,584	$0	$63,811
		Total - RECREATION AND CULTURE	**$454,153**	**$261,114**	**($3,542)**	**$264,656**	**($116,071)**	**$1,807,824**

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ACCOUNT	JOB	Details By function Under The Following Programme Titles And Type Of Activities Within The Programme	YEAR TO DATE 31 OCTOBER 2024 Budget	YEAR TO DATE 31 OCTOBER 2024 Actual	ACTUAL 31 OCTOBER 2024 Income	ACTUAL 31 OCTOBER 2024 Expense	ADOPTED BUDGET 2024-25 Income	ADOPTED BUDGET 2024-25 Expense
		STREETS,ROADS, BRIDGES, DEPOTS - MAINTENANCE						
		OPERATING EXPENDITURE						
7632		Town Streets - Drainage Mtce	$7,536	$808	$0	$808	$0	$22,610
7642		ROADS MTCE - FLOOD DAMAGE.	$0	$0	$0	$0	$0	$0
7652		Road Maintenance	$2,942	$0	$0	$0	$0	$8,826
7662		Bridge Maintenance	$51,136	$18,427	$0	$18,427	$0	$95,792
7672		Footpath Maintenance	$5,913	$0	$0	$0	$0	$17,740
7682		Lighting Of Streets	$20,833	$19,291	$0	$19,291	$0	$62,500
7692		Depot Maint	$16,862	$17,436	$0	$17,436	$0	$42,715
7694		Depot - Grounds & Nursery Maint	$3,000	$2,195	$0	$2,195	$0	$9,000
7695		Depot - OHS Minor Items	$453	$116	$0	$116	$0	$1,359
7704		Depot Cleaning	$14,169	$9,585	$0	$9,585	$0	$42,510
RM01		Grading - Winter	$264,076	$504,933	$0	$504,933	$0	$792,260
RM02		Grading - Summer	$0	$0	$0	$0	$0	$0
RM03		Drainage Maintenance	$22,799	$129,290	$0	$129,290	$0	$68,400
RM04		Bitumen Patching/Repair	$30,172	$73,798	$0	$73,798	$0	$90,520
RM05		Guide Post & Signage	$14,866	$57,444	$0	$57,444	$0	$44,600
RM06		Roadside Spraying	$12,380	$16,169	$0	$16,169	$0	$37,140
RM08		Rural Limb & Tree Removal - Fallen	$13,270	$93,550	$0	$93,550	$0	$39,812
RM10		Traffic Counter Transportation	$1,474	$9,784	$0	$9,784	$0	$4,422
RM11		Kerb Maintenance	$1,963	$0	$0	$0	$0	$5,890
RM15		Trees Rural Major Works	$27,532	$82,585	$0	$82,585	$0	$82,600
RM16		Townsite-Kojonup-Verge Mtce	$21,799	$22,859	$0	$22,859	$0	$55,600
RM17		Townsite Trees - General Mtce	$6,023	$282	$0	$282	$0	$18,070
RM18		TOWNSITE TREES - UPGRADE, WATERING etc	$7,010	$0	$0	$0	$0	$21,030
RM19		Townsite Trees - Pruning - Contractor	$4,128	$1,481	$0	$1,481	$0	$12,383
RM20		Road Accident Recovery	$459	$3,149	$0	$3,149	$0	$1,377
RM22		Removal of Street Trees	$2,712	$83	$0	$83	$0	$8,136
RM23		Townsite Street Sweeping	$3,667	$3,710	$0	$3,710	$0	$11,000
RM24		Carpark Line marking	$1,840	$255	$0	$255	$0	$5,520
7701		Blackwood Rd Solar Dam Maintenance	$2,236	$1	$0	$1	$0	$6,708
7702		Administration Allocated Cash	$132,879	$96,112	$0	$96,112	$0	$398,652
020D		Depreciation on Road Assets	$0	$0	$0	$0	$0	$3,571,800
		Sub Total - MTCE STREETS ROADS DEPOTS OP/EXP	$694,128	$1,163,342	$0	$1,163,342	$0	$5,578,972

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ACCOUNT	JOB	Details By function Under The Following Programme Titles And Type Of Activities Within The Programme	YEAR TO DATE 31 OCTOBER 2024 Budget	YEAR TO DATE 31 OCTOBER 2024 Actual	ACTUAL 31 OCTOBER 2024 Income	ACTUAL 31 OCTOBER 2024 Expense	ADOPTED BUDGET 2024-25 Income	ADOPTED BUDGET 2024-25 Expense
		OPERATING INCOME						
7405		Roads Grants RRG	($138,960)	($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	($470,000)	$0	$0	$0	($470,000)	$0
7605		Sale of Small Items	$0	($4,909)	($4,909)	$0	$0	$0
7683		Street Lighting Contribution	$0	$0	$0	$0	($10,000)	$0
		Sub Total - MTCE STREETS ROADS DEPOTS OP/INC	($812,751)	($290,226)	($290,226)	$0	($2,881,462)	$0
		Total - MTCE STREETS ROADS DEPOTS	($118,623)	$873,116	($290,226)	$1,163,342	($2,881,462)	$5,578,972

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ACCOUNT	JOB	Details By function Under The Following Programme Titles And Type Of Activities Within The Programme	YEAR TO DATE 31 OCTOBER 2024 Budget	YEAR TO DATE 31 OCTOBER 2024 Actual	ACTUAL 31 OCTOBER 2024 Income	ACTUAL 31 OCTOBER 2024 Expense	ADOPTED BUDGET 2024-25 Income	ADOPTED BUDGET 2024-25 Expense
		AERODROMES						
		OPERATING EXPENDITURE						
7762		Airport Building - Maintenance	$2,056	$1,497	$0	$1,497	$0	$4,921
7761		Interest on Loan 141 (Airstrip)	$880	$6,016	$0	$6,016	$0	$1,721
7764		Airport Building - Cleaning	$839	$244	$0	$244	$0	$2,518
7771		Loan Guarantee Fee (Airstrip)	$405	$412	$0	$412	$0	$675
7772		Airstrip Operations	$17	$0	$0	$0	$0	$50
7774		Airstrip Ground Maintenance	$4,861	$32,762	$0	$32,762	$0	$14,584
		Sub Total - AERODROMES OP/EXP	$9,058	$40,931	$0	$40,931	$0	$24,469
		OPERATING INCOME						
		Sub Total - AERODROMES OP/INC	$0	$0	$0	$0	$0	$0
		Total - AERODROMES	$9,058	$40,931	$0	$40,931	$0	$24,469
		Total - TRANSPORT	**($109,564)**	**$914,048**	**($290,226)**	**$1,204,273**	**($2,881,462)**	**$5,603,441**

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ACCOUNT	JOB	Details By function Under The Following Programme Titles And Type Of Activities Within The Programme	YEAR TO DATE 31 OCTOBER 2024 Budget	YEAR TO DATE 31 OCTOBER 2024 Actual	ACTUAL 31 OCTOBER 2024 Income	ACTUAL 31 OCTOBER 2024 Expense	ADOPTED BUDGET 2024-25 Income	ADOPTED BUDGET 2024-25 Expense
		ECONOMIC SERVICES						
		RURAL SERVICES						
		OPERATING EXPENDITURE						
023D		Depreciation (Sch 13)	$0	$0	$0	$0	$0	$4,260
8002		Water Standpipes	$12,008	$14,620	$0	$14,620	$0	$36,018
8006		Rural Street Addressing	$33	$0	$0	$0	$0	$100
		Sub Total - RURAL SERVICES OP/EXP	$12,041	$14,620	$0	$14,620	$0	$40,378
		OPERATING INCOME						
8003		Water Standpipe Charges	($8,333)	($9,607)	($9,607)	$0	($25,000)	$0
		Sub Total - RURAL SERVICES OP/INC	($8,333)	($9,607)	($9,607)	$0	($25,000)	$0
		Total - RURAL SERVICES	$3,708	$5,013	($9,607)	$14,620	($25,000)	$40,378

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ACCOUNT	JOB	Details By function Under The Following Programme Titles And Type Of Activities Within The Programme	YEAR TO DATE 31 OCTOBER 2024 Budget	YEAR TO DATE 31 OCTOBER 2024 Actual	ACTUAL 31 OCTOBER 2024 Income	ACTUAL 31 OCTOBER 2024 Expense	ADOPTED BUDGET 2024-25 Income	ADOPTED BUDGET 2024-25 Expense
		TOURISM AND AREA PROMOTION - KODJA PLACE						
		OPERATING EXPENDITURE						
8302		Salaries (Tour)	$78,996	$103,671	$0	$103,671	$0	$236,998
8344		Superannuation - Visitors Centre	$12,709	$14,454	$0	$14,454	$0	$38,129
8364		Tour Guide Expenses	$15,268	$504	$0	$504	$0	$45,805
8322		Employee Insurances (Tour)	$6,447	$4,510	$0	$4,510	$0	$6,447
8342		Conferences & Training	$1,333	$309	$0	$309	$0	$4,000
8109		Story Area (Mosaic)	$3,333	$0	$0	$0	$0	$10,000
8367		Story Area (Digital)	$3,333	$0	$0	$0	$0	$10,000
8110		Catering	$1,583	$319	$0	$319	$0	$4,750
8368		Activity (Educational)	$667	$20	$0	$20	$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	$3,667	$1,687	$0	$1,687	$0	$11,000
8162		Building Maintenance	$1,381	$2,835	$0	$2,835	$0	$4,142
8164		Utilities	$8,455	$4,364	$0	$4,364	$0	$26,420
8166		Cleaning	$18,656	$14,809	$0	$14,809	$0	$55,970
8172		Grounds Maintenance	$6,256	$4,356	$0	$4,356	$0	$18,770
8174		Kodja Place Rose Maze Grounds Maint	$15,279	$11,992	$0	$11,992	$0	$45,840
8192		Misc Expenses	$1,667	$517	$0	$517	$0	$5,000
8358		Kodja Place Website	$667	$0	$0	$0	$0	$2,000
8444		Retail Stock - COGS	$16,666	$11,844	$0	$11,844	$0	$50,000
8394		Events	$16,666	$8,913	$0	$8,913	$0	$50,000
8412		General Administration Allocated Cash	$33,220	$42,289	$0	$42,289	$0	$99,663
8422		General Administration Allocated Non-Cash	$761	$0	$0	$0	$0	$2,284
022D		Depreciation	$0	$0	$0	$0	$0	$66,650
055D		Depreciation	$0	$0	$0	$0	$0	$2,525
		Sub Total - TOURISM & AREA PROMOTION KODJA OP/EXP	$273,317	$239,630	$0	$239,630	$0	$824,700

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

ACCOUNT	JOB		YEAR TO DATE 31 OCTOBER 2024 Budget	YEAR TO DATE 31 OCTOBER 2024 Actual	ACTUAL 31 OCTOBER 2024 Income	ACTUAL 31 OCTOBER 2024 Expense	ADOPTED BUDGET 2024-25 Income	ADOPTED BUDGET 2024-25 Expense
		OPERATING INCOME						
8205		Kodja Place - Visitor Fees	($1,267)	($1,750)	($1,750)	$0	($3,800)	$0
8203		Kodja Place - Hire Fees	($1,167)	($1,214)	($1,214)	$0	($3,500)	$0
8204		Tour Groups	($433)	($1,077)	($1,077)	$0	($1,300)	$0
8207		Kodja Place - Activity Fees	($320)	$0	$0	$0	($960)	$0
8193		Sundry Misc Income - Kodja Place	$0	$0	$0	$0	$0	$0
8223		Membership Fees & Brochure Racking	($77)	$0	$0	$0	($230)	$0
8233		Events	($16,666)	($20,024)	($20,024)	$0	($50,000)	$0
8243		Retail Sales	($22,666)	($18,635)	($18,635)	$0	($68,000)	$0
8263		Sales - Commissions	($1,500)	($2,188)	($2,188)	$0	($4,500)	$0
8283		Donations	($267)	($328)	($328)	$0	($800)	$0
8284		RV Fee Income	($800)	($555)	($555)	$0	($2,400)	$0
8285		Trans WA Income	$0	($43)	($43)	$0	$0	$0
8286		Photocopy Charges	$0	$0	$0	$0	$0	$0
		Sub Total - TOURISM & AREA PROMOTION KODJA OP/INC	($45,162)	($45,814)	($45,814)	$0	($135,490)	$0
		Total - TOURISM & AREA PROMOTION KODJA PLACE	$228,155	$193,816	($45,814)	$239,630	($135,490)	$824,700

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ACCOUNT	JOB	Details By function Under The Following Programme Titles And Type Of Activities Within The Programme	YEAR TO DATE 31 OCTOBER 2024 Budget	YEAR TO DATE 31 OCTOBER 2024 Actual	ACTUAL 31 OCTOBER 2024 Income	ACTUAL 31 OCTOBER 2024 Expense	ADOPTED BUDGET 2024-25 Income	ADOPTED BUDGET 2024-25 Expense
		TOURISM & AREA PROMOTION OTHER						
		OPERATING EXPENDITURE						
8101		Kojonup Marketing & Promotions	$15,200	$5,437	$0	$5,437	$0	$15,310
8107		Great Southern Treasures	$20,000	$0	$0	$0	$0	$20,000
8414		Wool Wagon	$83	$0	$0	$0	$0	$250
8354		Subscriptions, Accreditation, etc.	$803	$379	$0	$379	$0	$2,410
8374		Australia Day Breakfast	$667	$0	$0	$0	$0	$2,000
8371		EV Charging Station	$0	$249	$0	$249	$0	$0
8432		Railway Station Building Maintenance	$650	$32	$0	$32	$0	$1,950
8402		Railway Station Building - Operating	$280	$196	$0	$196	$0	$280
8544		Annual Bloom Festival Cash Contribution	$67	$0	$0	$0	$0	$200
029D		Depreciation	$0	$0	$0	$0	$0	$75,220
		Sub Total - TOURISM & AREA PROM OTHER OP/EXP	$37,750	$6,293	$0	$6,293	$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	**$37,750**	**$6,293**	**$0**	**$6,293**	**($52,411)**	**$117,620**

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ACCOUNT	JOB	Details By function Under The Following Programme Titles And Type Of Activities Within The Programme	YEAR TO DATE 31 OCTOBER 2024 Budget	YEAR TO DATE 31 OCTOBER 2024 Actual	ACTUAL 31 OCTOBER 2024 Income	ACTUAL 31 OCTOBER 2024 Expense	ADOPTED BUDGET 2024-25 Income	ADOPTED BUDGET 2024-25 Expense
		TOURISM & AREA PROMOTION - BLACK COCKATOO CAFÉ						
		OPERATING EXPENDITURE						
8502		Café Salaries	$106,940	$125,587	$0	$125,587	$0	$320,833
8532		Café Superannuation	$12,134	$14,528	$0	$14,528	$0	$36,404
8534		Café Utilities	$9,405	$9,676	$0	$9,676	$0	$28,210
8536		Café Insurance	$667	$0	$0	$0	$0	$2,000
8542		Café Bank Fees	$833	$0	$0	$0	$0	$2,500
8545		Café Accrued Leave Expenses			$0	$0	$0	$0
8546		Café Minor Equipment & Repairs	$1,667	$1,524	$0	$1,524	$0	$5,000
8554		Café Other Minor Expenses	$1,733	$12,049	$0	$12,049	$0	$5,200
8555		Café Uniforms & Safety Wear	$500	$0	$0	$0	$0	$1,500
8556		Café Telephone & IT	$250	$214	$0	$214	$0	$750
8557		Café Building Maintenance	$2,203	$1,084	$0	$1,084	$0	$6,610
8562		Café Training Expenses	$667	$0	$0	$0	$0	$2,000
8564		Café Other Employment Costs	$940	$0	$0	$0	$0	$2,820
8567		Cost of Goods Sold	$90,663	$94,225	$0	$94,225	$0	$272,000
		Sub Total - TOURISM & AREA PROM CAFE OP/EXP	$228,602	$258,886	$0	$258,886	$0	$685,827
		OPERATING INCOME						
8503		Trading Income	($233,324)	($259,164)	($259,164)	$0	($700,000)	$0
8533		Catering	($5,000)	($690)	($690)	$0	($15,000)	$0
		Sub Total - TOURISM & AREA PROM CAFE OP/INC	($238,324)	($259,854)	($259,854)	$0	($715,000)	$0
		Total - TOURISM & AREA PROMOTION CAFÉ	**($9,722)**	**($968)**	**($259,854)**	**$258,886**	**($715,000)**	**$685,827**

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		BUILDING CONTROL						
		OPERATING EXPENDITURE						
8552		Building Admin. Salaries	$0	$36,353	$0	$36,353	$0	$0
8572		Superannuation	$0	$3,836	$0	$3,836	$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	$5,666	$0	$0	$0	$0	$17,000
8672		Admin Realloc Cash (Bldg)	$6,644	$4,806	$0	$4,806	$0	$19,933
8682		Admin Realloc Non Cash (Bldg)	$761	$0	$0	$0	$0	$2,284
8684		Loan Guarantee Fee - Loan 147	$0	$1,171	$0	$1,171	$0	$0
		Sub Total - BUILDING CONTROL OP/EXP	$13,072	$51,221	$0	$51,221	$0	$39,217
		OPERATING INCOME						
8653		Building Licence Fees	($1,267)	($2,454)	($2,454)	$0	($3,800)	$0
8663		Bcitf & Brb Commissions	($60)	($51)	($51)	$0	($180)	$0
8633		Private Pool Inspection Charges	$0	$0	$0	$0	$0	$0
		Sub Total - BUILDING CONTROL OP/INC	($1,327)	($2,505)	($2,505)	$0	($3,980)	$0
		Total - BUILDING CONTROL	$11,745	$48,716	($2,505)	$51,221	($3,980)	$39,217

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		OTHER ECONOMIC SERVICES						
		OPERATING EXPENDITURE						
8011		Wash Down Bay - Repairs	$3,281	$131	$0	$131	$0	$9,422
8801		Wash Down Bay - Other	$243	$0	$0	$0	$0	$728
8807		Wash Down Bay - Utility Charges	$2,772	$2,160	$0	$2,160	$0	$8,315
8800		Saleyards - Ground Maintenance	$2,448	$0	$0	$0	$0	$7,345
8808		Saleyards - Insurances	$425	$188	$0	$188	$0	$425
8802		Saleyards - Other	$333	$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
		Sub Total - OTHER ECONOMIC SERVICES OP/EXP	$11,062	$2,515	$0	$2,515	$0	$42,047
		OPERATING INCOME						
8013		Washdown Bay Fees	($4,766)	($5,753)	($5,753)	$0	($14,300)	$0
8803		Saleyards - Income	$0	$0	$0	$0	$0	$0
		Sub Total - OTHER ECONOMIC SERVICES OP/INC	($4,766)	($5,753)	($5,753)	$0	($14,300)	$0
		Total - OTHER ECONOMIC SERVICES	$6,296	($3,238)	($5,753)	$2,515	($14,300)	$42,047
		Total - ECONOMIC SERVICES	**$277,931**	**$249,633**	**($323,532)**	**$573,165**	**($946,181)**	**$1,749,789**

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

ACCOUNT	JOB	Details By function Under The Following Programme Titles And Type Of Activities Within The Programme	YEAR TO DATE 31 OCTOBER 2024 Budget	YEAR TO DATE 31 OCTOBER 2024 Actual	ACTUAL 31 OCTOBER 2024 Income	ACTUAL 31 OCTOBER 2024 Expense	ADOPTED BUDGET 2024-25 Income	ADOPTED BUDGET 2024-25 Expense
		OTHER PROPERTY AND SERVICES						
		PRIVATE WORKS						
		OPERATING EXPENDITURE						
9002		Private Works	$3,495	$7,983	$0	$7,983	$0	$10,484
		Sub Total - PRIVATE WORKS OP/EXP	$3,495	$7,983	$0	$7,983	$0	$10,484
		OPERATING INCOME						
9003		Private Works Income	($3,495)	$0	$0	$0	($10,484)	$0
		Sub Total - PRIVATE WORKS OP/INC	($3,495)	$0	$0	$0	($10,484)	$0
		Total - PRIVATE WORKS	**$0**	**$7,983**	**$0**	**$7,983**	**($10,484)**	**$10,484**

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ACCOUNT	JOB	Details By function Under The Following Programme Titles And Type Of Activities Within The Programme	YEAR TO DATE 31 OCTOBER 2024 Budget	YEAR TO DATE 31 OCTOBER 2024 Actual	ACTUAL 31 OCTOBER 2024 Income	ACTUAL 31 OCTOBER 2024 Expense	ADOPTED BUDGET 2024-25 Income	ADOPTED BUDGET 2024-25 Expense
		PUBLIC WORKS OVERHEADS						
		OPERATING EXPENDITURE						
9022		Salaries-Works-Supervisors; Assistance	$103,752	$236,209	$0	$236,209	$0	$311,267
9042		Superannuation (Supervisors)	$15,072	$10,087	$0	$10,087	$0	$45,219
9052		Conferences & Training (Supervisors)	$1,300	$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)	$12,667	$4,698	$0	$4,698	$0	$29,000
9502		Allowances	$667	$0	$0	$0	$0	$2,000
9081		Staff Housing Subsidy (Public Works)	$0	$0	$0	$0	$0	$0
9082		Vehicle Operating	$9,166	$2,487	$0	$2,487	$0	$27,500
9084		Consulting Technical	$5,503	$6,455	$0	$6,455	$0	$16,510
9092		Office Expenses	$4,901	$3,845	$0	$3,845	$0	$14,705
9094		Minor Equipment/Consumables	$2,757	$972	$0	$972	$0	$8,270
9095		RAMM Inventory	$4,170	$12,706	$0	$12,706	$0	$12,510
9102		Training	$17,316	$20,641	$0	$20,641	$0	$51,950
9112		Meetings	$7,300	$373	$0	$373	$0	$21,900
9122		Annual Leave	$66,514	$58,570	$0	$58,570	$0	$199,551
9132		Public Holidays	$33,257	$8,625	$0	$8,625	$0	$99,776
9142		Sick Leave	$33,257	$22,725	$0	$22,725	$0	$99,776
9152		Superannuation	$88,627	$77,013	$0	$77,013	$0	$365,893
9162		Workers Comp Ins	$67,495	$38,335	$0	$38,335	$0	$67,495
9172		Staff Functions	$1,341	$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	$176,581	$5,538	$0	$5,538	$0	$209,744
9202		Safety Equipment & P.P.E.	$7,500	$13,238	$0	$13,238	$0	$22,500
9232		PWOH - NOVATED LEASE EXPENSES	$11,119	$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	$1,967	$2,956	$0	$2,956	$0	$5,900
9281		Cleaners - Long Service Leave	$1,050	$0	$0	$0	$0	$3,150
9282		Cleaners - Sick Leave	$717	$397	$0	$397	$0	$2,150
9284		Cleaners - Public Holidays	$1,050	$132	$0	$132	$0	$3,150
9286		Cleaners - Superannuation	$1,750	$1,043	$0	$1,043	$0	$5,250
9254		Cleaners - Administration	$2,900	$1,117	$0	$1,117	$0	$8,700
9302		Admin Realloc - Cash (Pwo)	$132,879	$96,112	$0	$96,112	$0	$398,652
9332		Admin Non Cash Realloc (Pwo)	$20,934	$0	$0	$0	$0	$62,805

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ACCOUNT	JOB	Details By function Under The Following Programme Titles And Type Of Activities Within The Programme	YEAR TO DATE 31 OCTOBER 2024 Budget	YEAR TO DATE 31 OCTOBER 2024 Actual	ACTUAL 31 OCTOBER 2024 Income	ACTUAL 31 OCTOBER 2024 Expense	ADOPTED BUDGET 2024-25 Income	ADOPTED BUDGET 2024-25 Expense
9421		Small Items (Chainsaws, Mowers, etc)	$1,103	$0	$0	$0	$0	$3,310
9422		Sundry Plant Recovery - Automatic Recoveries	$6,666	$4,003	$0	$4,003	$0	$20,000
9312		Less Allocated To Works & Services	($725,253)	($534,908)	$0	($534,908)	$0	($2,175,846)
		Sub Total - PUBLIC WORKS O/HEADS OP/EXP	$131,957	$113,709	$0	$113,709	$0	$0
		OPERATING INCOME						
9323		Sundry Misc Income - Pwo	$0	$0	$0	$0	$0	$0
9233		PWOH - NOVATED LEASE CONTRIBUTION INCOME	($11,119)	($8,982)	($8,982)	$0	($33,358)	$0
		Sub Total - PUBLIC WORKS O/HEADS OP/INC	($11,119)	($8,982)	($8,982)	$0	($33,358)	$0
		Total - PUBLIC WORKS OVERHEADS	**$120,838**	**$104,727**	**($8,982)**	**$113,709**	**($33,358)**	**$0**

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

ACCOUNT	JOB		YEAR TO DATE 31 OCTOBER 2024 Budget	YEAR TO DATE 31 OCTOBER 2024 Actual	ACTUAL 31 OCTOBER 2024 Income	ACTUAL 31 OCTOBER 2024 Expense	ADOPTED BUDGET 2024-25 Income	ADOPTED BUDGET 2024-25 Expense
		PLANT OPERATION COSTS						
		OPERATING EXPENDITURE						
9372		Wages & Overheads	$46,178	$29,923	$0	$29,923	$0	$138,540
9352		Tyres & Tubes	$6,000	$0	$0	$0	$0	$18,000
9344		Vehicle Tracking	$7,333	$7,018	$0	$7,018	$0	$22,000
9362		Parts,Ext Work & Sundries	$38,434	$43,139	$0	$43,139	$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	$124,995	$78,155	$0	$78,155	$0	$375,000
9363		Purchase of Tools	$1,100	$1,227	$0	$1,227	$0	$3,300
9402		Less Poc Allocated To W. & S.	($248,186)	($227,750)	$0	($227,750)	$0	($744,587)
021D		Depreciation (Sch 12)	$0	$0	$0	$0	$0	$396,775
025D		Depreciation W/Back	($132,253)	($148,260)	$0	($148,260)	$0	($396,775)
		Sub Total - PLANT OPERATIONS COSTS OP/EXP	($83,958)	($182,624)	$0	($182,624)	$0	$0
		OPERATING INCOME						
9393		Income - Diesel Fuel Rebates	($8,333)	$0	$0	$0	($25,000)	$0
		Sub Total - PLANT OPERATIONS COSTS OP/INC	($8,333)	$0	$0	$0	($25,000)	$0
		Total - PLANT OPERATIONS COSTS	($92,291)	($182,624)	$0	($182,624)	($25,000)	$0
		MATERIALS AND STOCK						
		OPERATING EXPENDITURE						
9452		Stock Variance A/C	$0	$0	$0	$0	$0	$0
		Sub Total - MATERIALS AND STOCK	$0	$0	$0	$0	$0	$0
		Total - MATERIALS AND STOCK	$0	$0	$0	$0	$0	$0

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ACCOUNT	JOB	Details By function Under The Following Programme Titles And Type Of Activities Within The Programme	YEAR TO DATE 31 OCTOBER 2024 Budget	YEAR TO DATE 31 OCTOBER 2024 Actual	ACTUAL 31 OCTOBER 2024 Income	ACTUAL 31 OCTOBER 2024 Expense	ADOPTED BUDGET 2024-25 Income	ADOPTED BUDGET 2024-25 Expense
		OTHER PROPERTY AND SERVICES						
		SALARIES AND WAGES						
		OPERATING EXPENDITURE						
9482		Salaries & Wages Drawn	$1,507,430	$1,964,774	$0	$1,964,774	$0	$4,522,470
9492		Workers Compensation	$16,666	$26,474	$0	$26,474	$0	$50,000
9512		Salary & Wage Alloc To W. & S.	($1,507,430)	($1,865,950)	$0	($1,865,950)	$0	($4,522,470)
		Sub Total - SALARIES AND WAGES OP/EXP	$16,666	$125,298	$0	$125,298	$0	$50,000
		OPERATING INCOME						
9493		Workers Compensation Income	($19,999)	$0	$0	$0	($60,000)	$0
9543		APPRENTICESHIP/TRAINEE GRANTS	$0	$0	$0	$0	$0	$0
		Sub Total - SALARIES AND WAGES OP/INC	($19,999)	$0	$0	$0	($60,000)	$0
		Total - SALARIES AND WAGES	($3,333)	$125,298	$0	$125,298	($60,000)	$50,000

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ACCOUNT	JOB	Details By function Under The Following Programme Titles And Type Of Activities Within The Programme	YEAR TO DATE 31 OCTOBER 2024 Budget	YEAR TO DATE 31 OCTOBER 2024 Actual	ACTUAL 31 OCTOBER 2024 Income	ACTUAL 31 OCTOBER 2024 Expense	ADOPTED BUDGET 2024-25 Income	ADOPTED BUDGET 2024-25 Expense
		UNCLASSIFIED						
		OPERATING EXPENDITURE						
9572		Land Survey & Leasing	$1,167	$0	$0	$0	$0	$3,500
9682		Misc Expenses-Other Property	$2,929	$1,191	$0	$1,191	$0	$3,596
024D		Depreciation on Assets	$0	$0	$0	$0	$0	$18,100
		Sub Total - UNCLASSIFIED OP/EXP	$4,096	$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	($8,766)	$0	$0	$0	($26,300)	$0
9695		Recoverable Costs Income	($0)	$78	$78	$0	($1)	$0
		Sub Total - UNCLASSIFIED OP/INC	($8,767)	$78	$78	$0	($26,301)	$0
		Total - UNCLASSIFIED	($4,671)	$1,269	$78	$1,191	($26,301)	$25,196
		Total - OTHER PROPERTY AND SERVICES	**$20,543**	**$56,654**	**($8,903)**	**$65,557**	**($155,143)**	**$85,680**

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		FUND TRANSFERS						
		EXPENDITURE						
		Tfr to Employee Leave Res.	$2,933	$3,440	$0	$3,440	$0	$34,634
		Transfer To Plant Res.	$0	$3,495	$0	$3,495	$0	$2,387
		Transfer to Springhaven Lodge Res.	$0	$400,000	$0	$400,000	$0	$0
		Transfer to Low Income Housing Res.	$1,007	$1,178	$0	$1,178	$0	$3,020
		Transfer to Sporting Facility Res.	$757	$885	$0	$885	$0	$2,270
		Transfer to Landfill Waste Mgmt Res.	$966	$1,130	$0	$1,130	$0	$2,897
		Transfer to Community Grants Res.	$118	$138	$0	$138	$0	$355
		Transfer To Independent Living Units Res.	$1,908	$2,233	$0	$2,233	$0	$5,725
		Transfer to Natural Resource Mgmt Res.	$1,175	$1,375	$0	$1,375	$0	$3,525
		Transfer To Swimming Pool Res.	$488	$571	$0	$571	$0	$1,464
		Transfer to Kodja Place Building Res.	$212	$249	$0	$249	$0	$637
		Transfer to Sporting Complex Building Upgrade Res.	$0	$16	$0	$16	$0	$41
		Transfer to Netball Court Surfacing Res.	$0	$14	$0	$14	$0	$0
New		Transfer to Asset Acquisiton & Replacement Reserve			$0	$0	$0	$100,000
		Sub Total - TRANSFERS TO RESERVE	$9,564	$414,723	$0	$414,723	$0	$156,955
		INCOME						
		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	($4,095,000)	($4,095,000)	$0	$0	$0
		Sub Total - TRANSFERS FROM RESERVE	$0	($4,095,000)	($4,095,000)	$0	$0	$0
		Total - TRANSFERS	$9,564	($3,680,277)	($4,095,000)	$414,723	$0	$156,955
		Total - FUND TRANSFER	**$9,564**	**($3,680,277)**	**($4,095,000)**	**$414,723**	**$0**	**$156,955**
		NEW - (Surplus) / Deficit - Opening 1 July	($2,619,834)	($3,153,076)	($3,153,076)	$0	($2,619,834)	$0
		Sub Total - SURPLUS C/FWD	($2,619,834)	($3,153,076)	($3,153,076)	$0	($2,619,834)	$0
		Total - SURPLUS	($2,619,834)	($3,153,076)	**($3,153,076)**	**$0**	**($2,619,834)**	**$0**

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		LIABILITY LOANS - PRINCIPAL REPAYMENT						
		EXPENDITURE						
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	$9,120	$0	$9,120	$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	$12,421	$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	$0	$0	$0	$0	$10,311
New		Loan 147 - Land Development	$0	$0	$0	$0	$0	$34,823
		Sub Total - LOAN REPAYMENTS	$177,522	$169,087	$0	$169,087	$0	$508,766
		INCOME						
New		Loan 133 - Kojonup Bowls Club S/S Principal Repayment	$0	$0	$0	$0	$0	$0
		Sub-Total - LOAN PRINCIPAL REIMBURSEMENTS			**$0**	**$0**	**$0**	**$0**
		Total - NON CURRENT LIABILITIES	$177,522	$169,087	**$0**	**$169,087**	**$0**	**$508,766**

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		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	$132,253	$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	$3,695,000	$3,695,000	$0	$0	$0
		Movement in Doubtful Debts	$0	$0	$0	$0	$0	($2,000)
		Sub Total - DEPRECIATION WRITTEN BACK	$132,253	$3,695,000	$3,695,000	$0	$0	($4,639,570)
		Total - NON CASH ITEMS	$132,253	$3,695,000	$3,695,000	$0	$0	($4,639,570)

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		FURNITURE AND EQUIPMENT						
		GOVERNANCE - CAPITAL EXPENDITURE						
C137		ICT Plan Implementation	$0	$79,103	$0	$79,103	$0	$450,000
		Sub Total - CAPITAL WORKS	$0	$79,103	$0	$79,103	$0	$450,000
		Total - GOVERNANCE	$0	$79,103	$0	$79,103	$0	$450,000
		Total - FURNITURE AND EQUIPMENT	**$0**	**$79,103**	**$0**	**$79,103**	**$0**	**$450,000**

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		LAND						
		COMMUNITY AMENITIES						
		CAPITAL EXPENDITURE						
C305		Purchase Land	$0	$0	$0	$0	$0	$0
C310		Subdivision Construction	$0	$10,017	$0	$10,017	$0	$0
		Sub Total - CAPITAL WORKS	$0	$10,017	$0	$10,017	$0	$0
		Total- COMMUNITY AMENITIES	$0	$10,017	$0	$10,017	$0	$0
		Total - LAND	**$0**	**$10,017**	**$0**	**$10,017**	**$0**	**$0**

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		BUILDINGS						
		GOVERNANCE - CAPITAL EXPENDITURE						
C191		Office Building Capital Renewal	$0	$0	$0	$0	$0	$0
		Sub Total - CAPITAL WORKS	$0	$0	$0	$0	$0	$0
		TOTAL - GOVERNANCE	$0	$0	$0	$0	$0	$0
		BUILDINGS						
		LAW ORDER AND PUBLIC SAFETY - CAPITAL EXPENDITURE						
C440		Cat Pound	$0	$0	$0	$0	$0	$0
		Sub Total - CAPITAL WORKS	$0	$0	$0	$0	$0	$0
		TOTAL - LAW ORDER AND PUBLIC SAFETY	$0	$0	$0	$0	$0	$0
		BUILDINGS						
		EDUCATION & WELFARE - CAPITAL EXPENDITURE						
C441		Old School - Re-Roof	$0	$0	$0	$0	$0	$1,994
		Sub Total - CAPITAL WORKS	$0	$0	$0	$0	$0	$1,994
		TOTAL - EDUCATION & WELFARE	$0	$0	$0	$0	$0	$1,994

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		BUILDINGS						
		HOUSING - CAPITAL EXPENDITURE						
C157		CEO Residence - 13/15 Loton Close	$0	$0	$0	$0	$0	$80,000
C156		Staff - 30 Katanning Road	$0	$2,228	$0	$2,228	$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
		Sub Total - CAPITAL WORKS	$0	$2,228	$0	$2,228	$0	$130,000
		Total - HOUSING	$0	$2,228	$0	$2,228	$0	$130,000
		BUILDINGS						
		COMMUNITY AMENITIES - CAPITAL EXPENDITURE						
C442		Mens Shed - Construction of New	$226,638	$292,277	$0	$292,277	$0	$323,768
		Sub Total - CAPITAL WORKS	$226,638	$292,277	$0	$292,277	$0	$323,768
		Total - COMMUNITY AMENITIES	$226,638	$292,277	$0	$292,277	$0	$323,768

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

ACCOUNT	JOB	Details By function Under The Following Programme Titles And Type Of Activities Within The Programme	YEAR TO DATE 31 OCTOBER 2024 Budget	YEAR TO DATE 31 OCTOBER 2024 Actual	ACTUAL 31 OCTOBER 2024 Income	ACTUAL 31 OCTOBER 2024 Expense	ADOPTED BUDGET 2024-25 Income	ADOPTED BUDGET 2024-25 Expense
		BUILDINGS						
		RECREATION AND CULTURE - CAPITAL EXPENDITURE						
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	$30,000	$0	$0	$0	$0	$30,000
C408		Harrison Place Toilets & Park	$0	$0	$0	$0	$0	$10,000
		Sub Total - CAPITAL WORKS	$30,000	$0	$0	$0	$0	$105,000
		Total - RECREATION AND CULTURE	$30,000	$0	$0	$0	$0	$105,000
		BUILDINGS						
		ECONOMIC SERVICES - CAPITAL EXPENDITURE						
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
		Sub Total - CAPITAL WORKS	$0	$0	$0	$0	$0	$45,000
		Total - ECONOMIC SERVICES	$0	$0	$0	$0	$0	$45,000
		Total - BUILDINGS	**$256,638**	**$294,505**	**$0**	**$294,505**	**$0**	**$605,762**

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

ACCOUNT	JOB	Details By function Under The Following Programme Titles And Type Of Activities Within The Programme	YEAR TO DATE 31 OCTOBER 2024 Budget	Actual	ACTUAL 31 OCTOBER 2024 Income	Expense	ADOPTED BUDGET 2024-25 Income	Expense
		PLANT AND EQUIPMENT						
		TRANSPORT						
		CAPITAL EXPENDITURE						
7604		Major Plant Purchases	$0	$0	$0	$0	$0	$285,000
C162		Major Plant Repairs - Fuel Pump System	$7,490	$0	$0	$0	$0	$7,490
		Sub Total - CAPITAL WORKS	$7,490	$0	$0	$0	$0	$292,490
		Total - TRANSPORT	$7,490	$0	**$0**	$0	$0	$292,490
		Total - PLANT AND EQUIPMENT	**$7,490**	**$0**	**$0**	**$0**	**$0**	**$292,490**

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

ACCOUNT	JOB	Details By function Under The Following Programme Titles And Type Of Activities Within The Programme	YEAR TO DATE 31 OCTOBER 2024 Budget	YEAR TO DATE 31 OCTOBER 2024 Actual	ACTUAL 31 OCTOBER 2024 Income	ACTUAL 31 OCTOBER 2024 Expense	ADOPTED BUDGET 2024-25 Income	ADOPTED BUDGET 2024-25 Expense
		INFRASTRUCTURE ASSETS - ROAD RESERVES						
		CAPITAL EXPENDITURE						
Roads to Recovery Projects								
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
RRG Projects								
C417		Widening - Shamrock Road 23/24 C/Over	$153,568	$8,644	$0	$8,644	$0	$383,920
C436		Widening - Shamrock Road 24/25	$303,600	$0	$0	$0	$0	$690,000
CJ227		Broomehill Road Failure Repairs	$0	$0	$0	$0	$0	$45,000
C450		Widening - Tambellup West Road	$63,954	$334	$0	$334	$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	$229,774	$7,040	$0	$7,040	$0	$229,774
Commodity Route Projects								
C172		Seal - Riverdale Road	$0	$216	$0	$216	$0	$0
CJ079		Reillys Creek Road - Gravel Sheet			$0	$0	$0	$255,000
Municipal Fund Projects								
CJ055		Newton Street Kerbing	$0	$0	$0	$0	$0	$26,000
		Sub Total - CAPITAL WORKS	$750,896	$50,155	$0	$50,155	$0	$3,261,044
		Total - ROADS	$750,896	$50,155	$0	$50,155	$0	$3,261,044
		Total - INFRASTRUCTURE ASSETS ROAD RESERVES	**$750,896**	**$50,155**	**$0**	**$50,155**	**$0**	**$3,261,044**

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

ACCOUNT	JOB	Details By function Under The Following Programme Titles And Type Of Activities Within The Programme	YEAR TO DATE 31 OCTOBER 2024 Budget	YEAR TO DATE 31 OCTOBER 2024 Actual	ACTUAL 31 OCTOBER 2024 Income	ACTUAL 31 OCTOBER 2024 Expense	ADOPTED BUDGET 2024-25 Income	ADOPTED BUDGET 2024-25 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	$30,000	$27,507	$0	$27,507	$0	$30,000
167740		The Spring Reserve Capital Expenditure	$0	$0	$0	$0	$0	$50,000
		Sub-Total - CAPITAL WORKS	$56,520	$95,282	$0	$95,282	$0	$106,520
		Total - RECREATION & CULTURE	**$56,520**	**$95,282**	$0	$95,282	$0	$106,520
		Total - INFRASTRUCTURE PARKS	**$56,520**	**$95,282**	**$0**	**$95,282**	**$0**	**$106,520**

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

ACCOUNT	JOB	Details By function Under The Following Programme Titles And Type Of Activities Within The Programme	YEAR TO DATE 31 OCTOBER 2024 Budget	YEAR TO DATE 31 OCTOBER 2024 Actual	ACTUAL 31 OCTOBER 2024 Income	ACTUAL 31 OCTOBER 2024 Expense	ADOPTED BUDGET 2024-25 Income	ADOPTED BUDGET 2024-25 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	$160,200	$0	$0	$0	$0	$267,000
		Sub-Total - CAPITAL WORKS	$160,200	$62,961	$0	$62,961	**$0**	**$267,000**
		Total - LAW, ORDER & PUBLIC SAFETY	**$160,200**	**$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 Develpoment	$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	**$160,200**	**$65,155**	**$0**	**$65,155**	**$0**	**$462,250**
		GRAND TOTALS	**($4,965,389)**	**($5,603,783)**	**($10,874,146)**	**$5,270,363**	**($14,576,360)**	**$14,576,360**

MONTHLY FINANCIAL REPORT

30 NOVEMBER 2024

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

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 30 NOVEMBER 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 curently holds no monies in the Trust Fund.

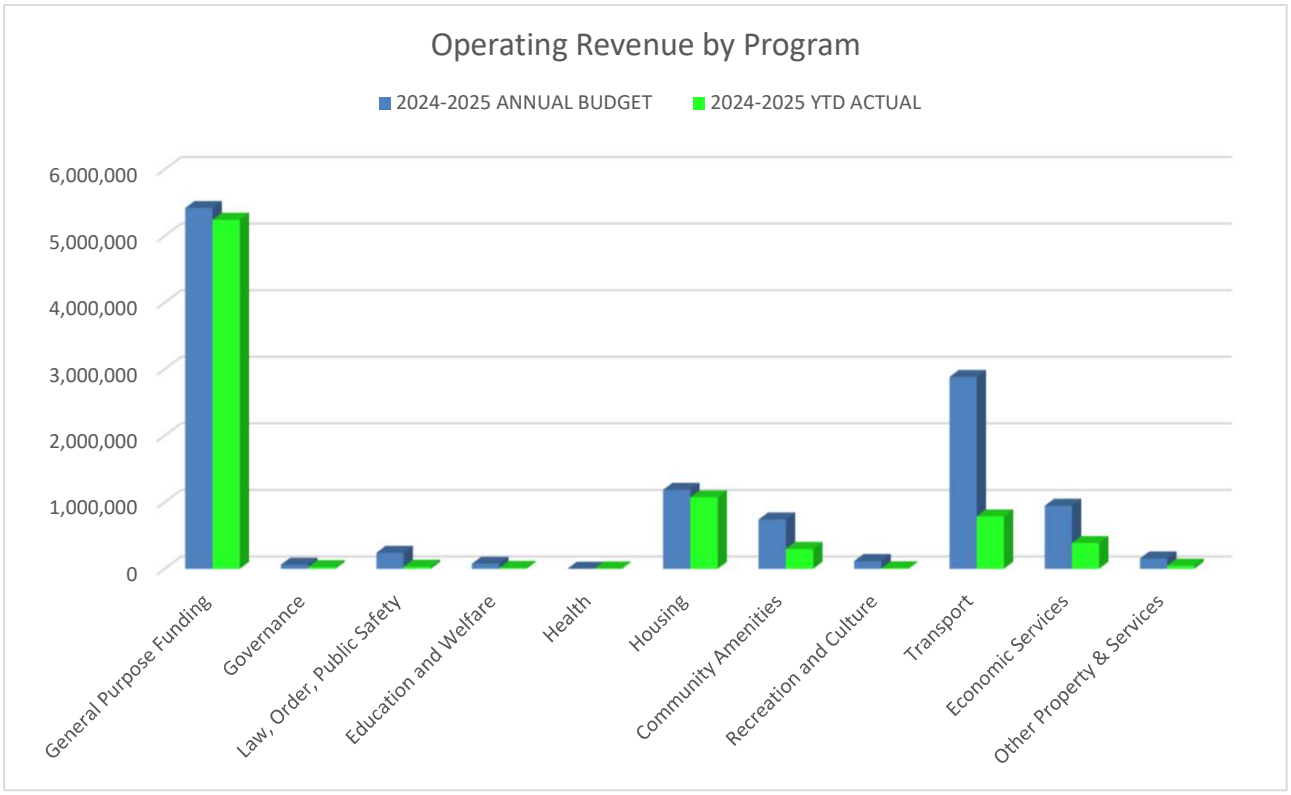
SIGNIFICANT ACCOUNTING POLICES

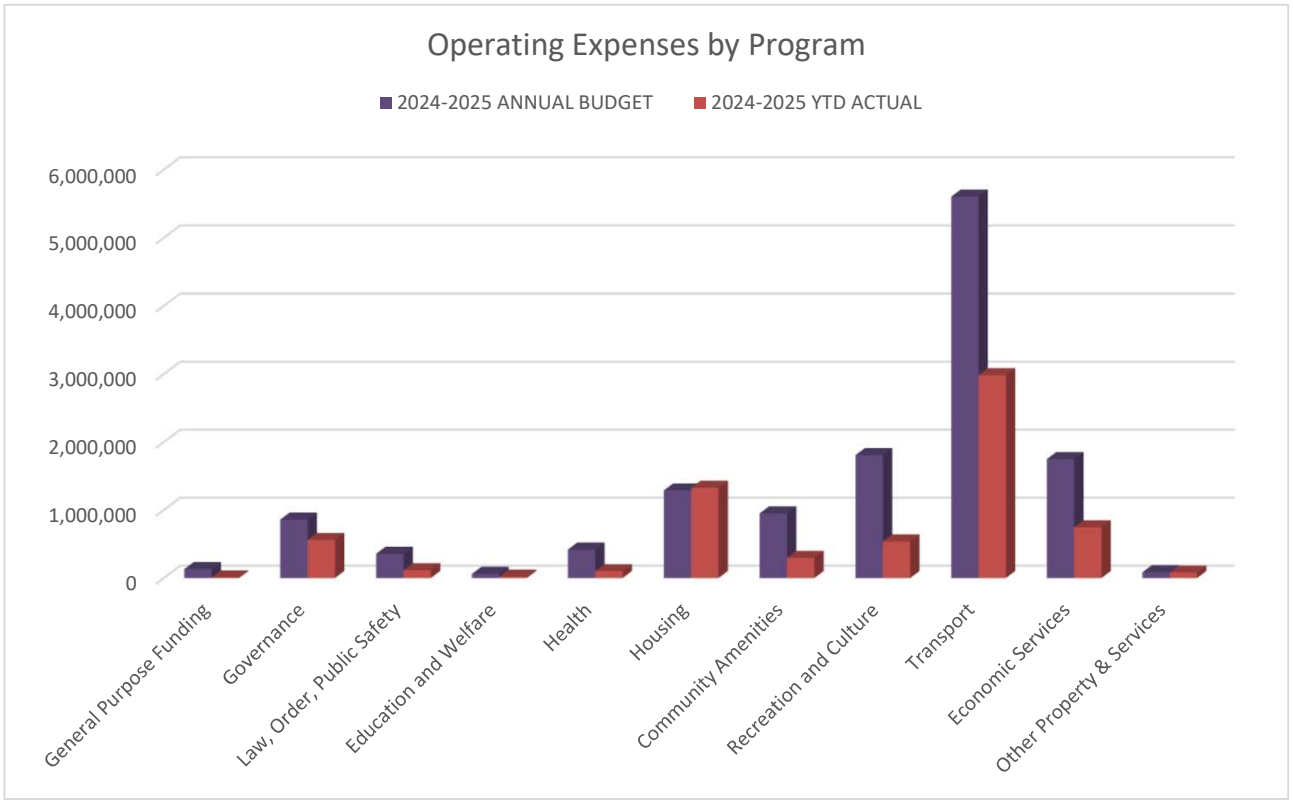
GOODS AND SERVICES TAX
Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO). Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable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

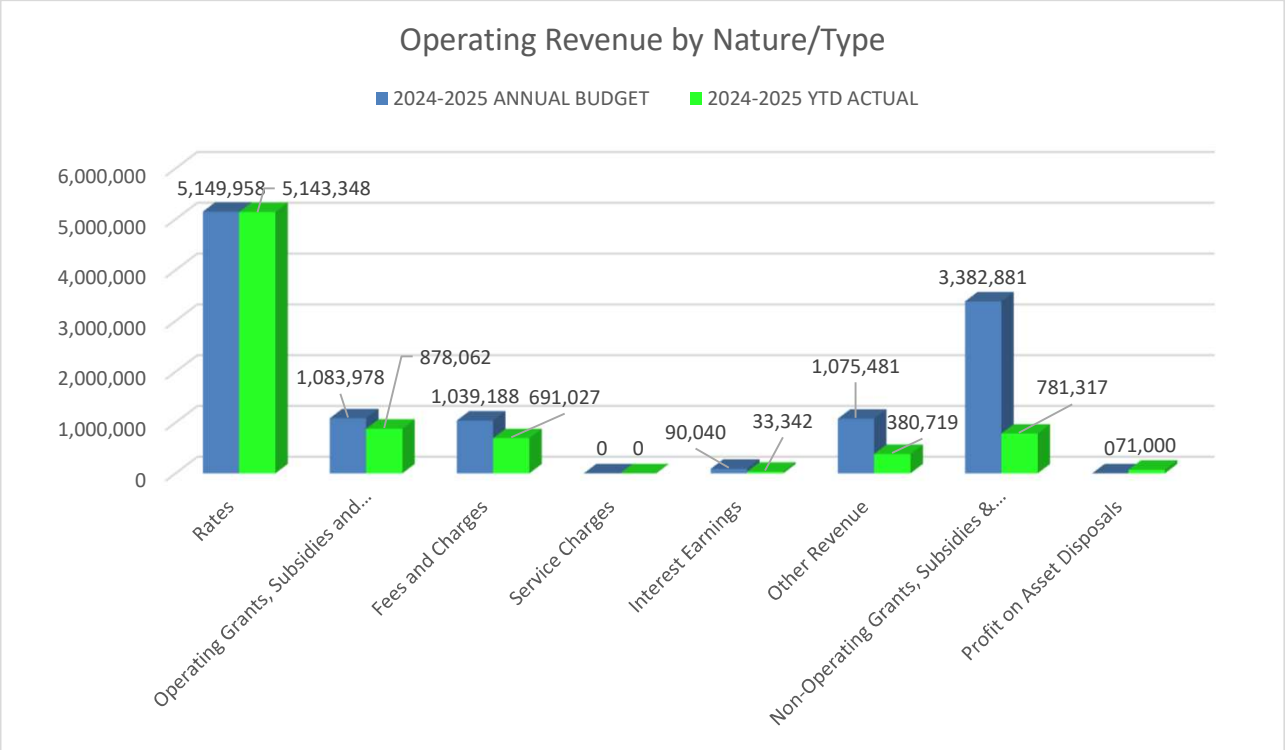
ROUNDING OFF FIGURES
All figures shown in this statement are rounded to the nearest dollar.

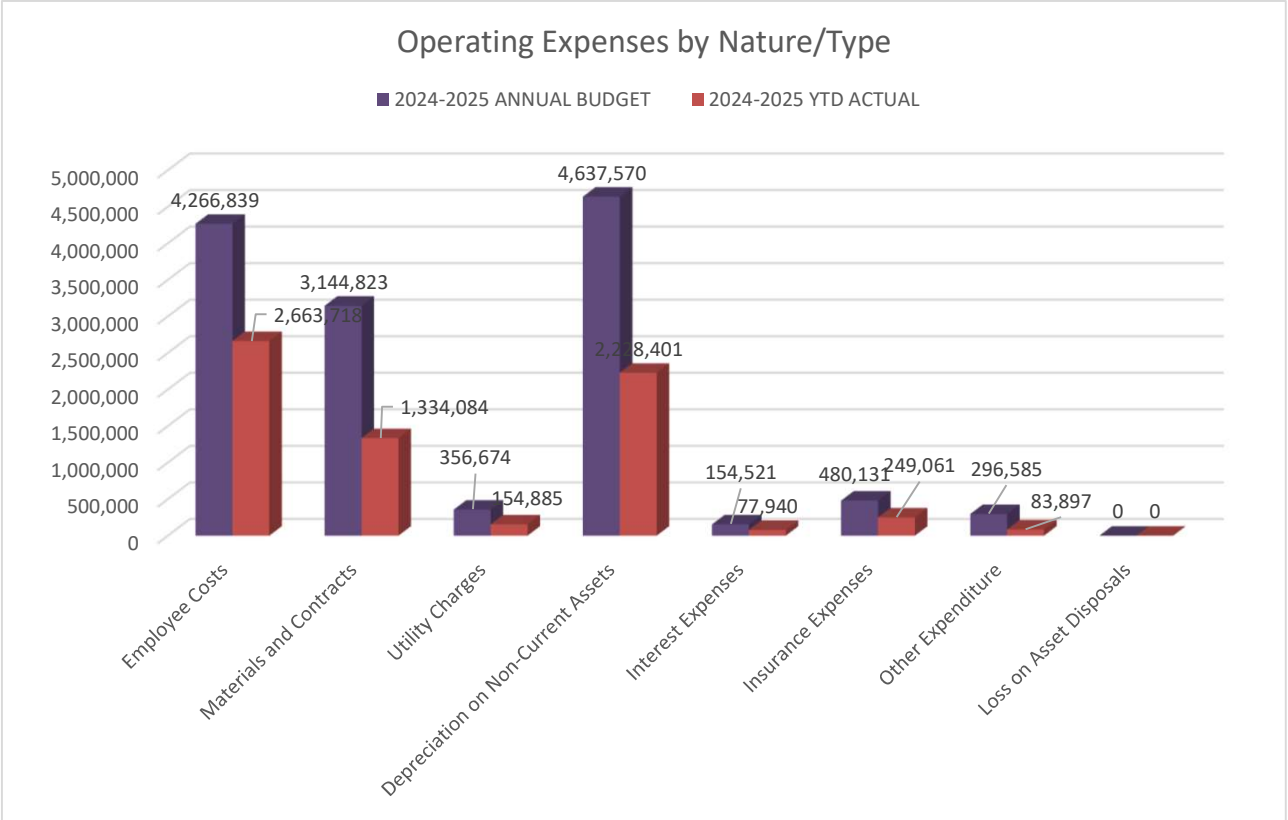
SHIRE OF KOJONUP
EXECUTIVE SUMMARY
FOR THE PERIOD ENDING 30 NOVEMBER 2024



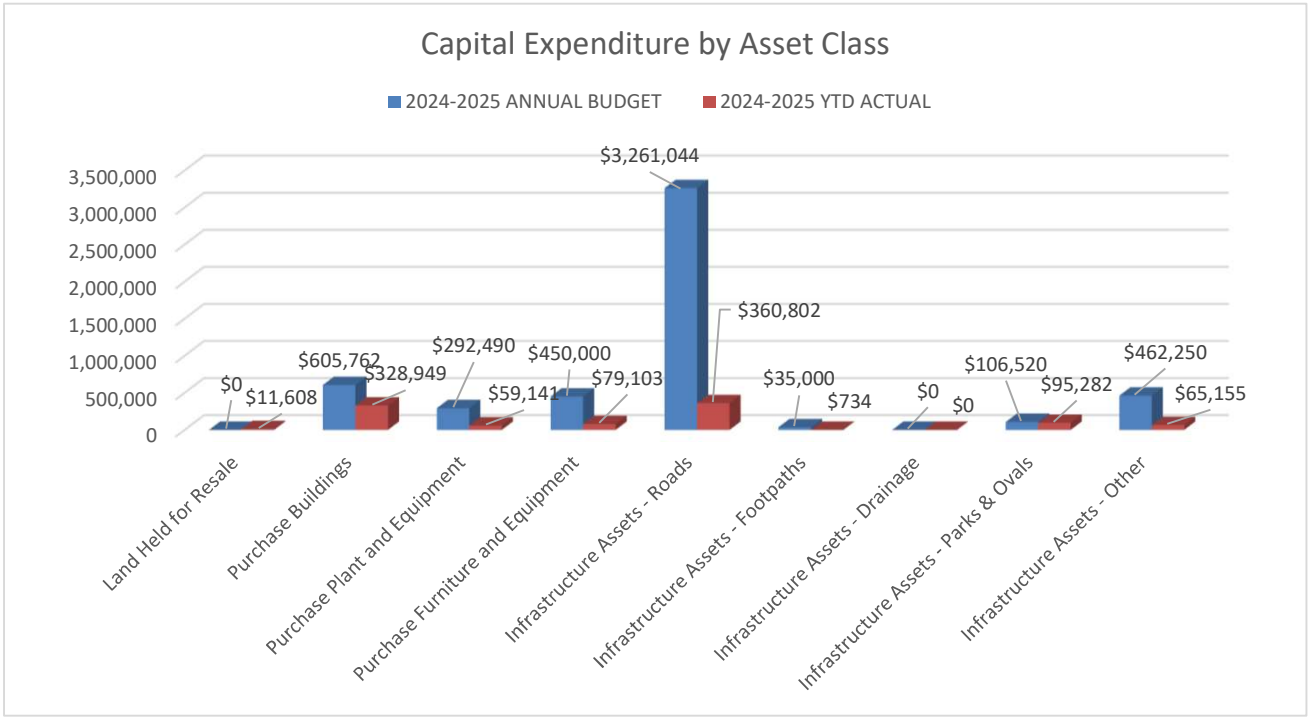


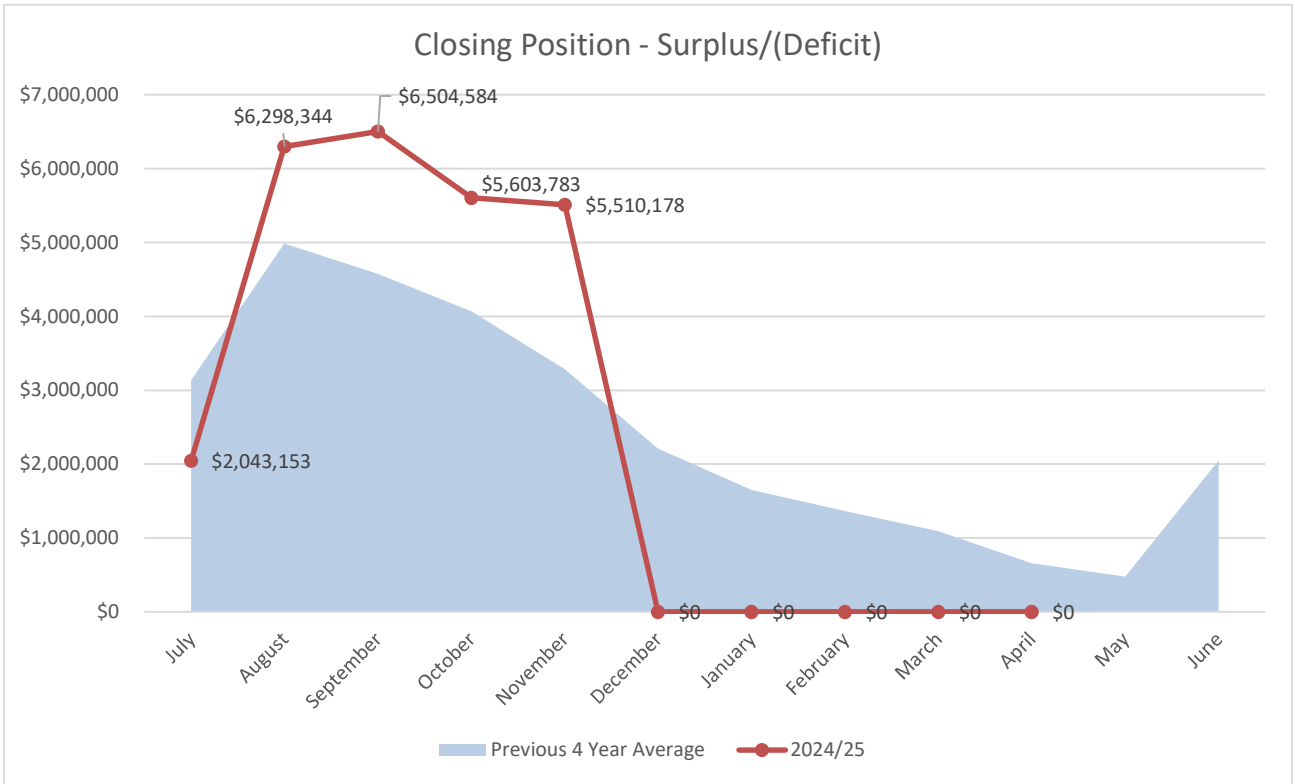
SHIRE OF KOJONUP
EXECUTIVE SUMMARY
FOR THE PERIOD ENDING 30 NOVEMBER 2024





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





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

STATUTORY REPORTING PROGRAMS

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

	ACTIVITIES
GOVERNANCE	
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.
GENERAL PURPOSEFUNDING	
To collect revenue to allow for the provision of services.	Rates, general purpose government grants and interest revenue.
LAW, ORDER, PUBLIC SAFETY	
To provide services to help ensure a safer community.	Supervision of various by-laws, fire prevention, emergency services and animal control.
HEALTH	
To provide an operational framework for good community health.	Food and water quality, pest control, immunisation services, child health services and health education.
EDUCATION AND WELFARE	
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.
HOUSING	
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.
COMMUNITY AMENITIES	
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).
RECREATION AND CULTURE	
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.
TRANSPORT	
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.
ECONOMIC SERVICES	
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.
OTHER PROPERTY AND SERVICES	
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 NOVEMBER 2024

	2024-2025 ANNUAL BUDGET	2024-2025 YTD BUDGET	2024-2025 YTD ACTUAL	VARIANCE
EXPENDITURE (Exluding Finance Costs)	**$**	**$**	**$**	
General Purpose Funding	(130,881)	(51,888)	(8,955)	-83%
Governance	(859,593)	(420,191)	(559,454)	33%
Law, Order, Public Safety	(357,103)	(181,809)	(114,509)	-37%
Education and Welfare	(60,870)	(27,860)	(20,482)	-26%
Health	(416,187)	(174,424)	(99,581)	-43%
Housing	(1,251,417)	(953,703)	(1,309,533)	37%
Community Amenities	(950,890)	(461,152)	(296,954)	-36%
Recreation and Culture	(1,730,704)	(754,196)	(501,307)	-34%
Transport	(5,601,720)	(2,356,600)	(2,977,097)	26%
Economic Services	(1,737,577)	(762,254)	(745,592)	-2%
Other Property and Services	(85,680)	(181,310)	(80,583)	-56%
Operating Expenses	(13,182,621)	(6,325,388)	(6,714,046)	
REVENUE				
General Purpose Funding	5,419,882	5,285,383	5,241,784	-1%
Governance	59,925	25,502	24,876	-2%
Law, Order, Public Safety	105,080	50,033	30,279	-39%
Education and Welfare	25,496	1,040	11,411	997%
Health	1,400	583	2,118	263%
Housing	1,185,364	957,377	1,072,709	12%
Community Amenities	307,134	293,863	299,062	2%
Recreation and Culture	71,660	12,025	7,559	-37%
Transport	213,791	203,791	4,909	-98%
Economic Services	893,770	372,389	386,273	4%
Other Property & Services	155,143	64,640	45,517	-30%
Operating Revenue	8,438,645	7,266,626	7,126,498	
Sub-total	(4,743,976)	941,237	412,453	
FINANCE COSTS (INTEREST)				
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)	(20,317)	(37,184)	83%
Transport	(1,721)	(880)	(6,016)	584%
Economic Services	(12,212)	0	(6,275)	0%
Total Finance Costs	(154,521)	(42,963)	(77,940)	
NON-OPERATING REVENUE				
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	928,727	781,317	-16%
Economic Services	52,411	0	0	0%
Other Property & Services	0	0	0	
Total Non-Operating Revenue	3,382,881	928,727	781,317	
PROFIT/(LOSS) ON SALE OF ASSETS				
Housing - Profit	0		71,000	0%
Other Property & Services - Loss	0	0	0	0%
Other Property & Services - Profit	0	0	0	0%
Total Profit/(Loss)	0	0	71,000	
NET RESULT	(1,515,616)	1,827,001	1,186,828	
Changes in Revaluation Surplus			0	
TOTAL COMPREHENSIVE INCOME	**(1,515,616)**	**1,827,001**	**1,186,828**	

"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)



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.

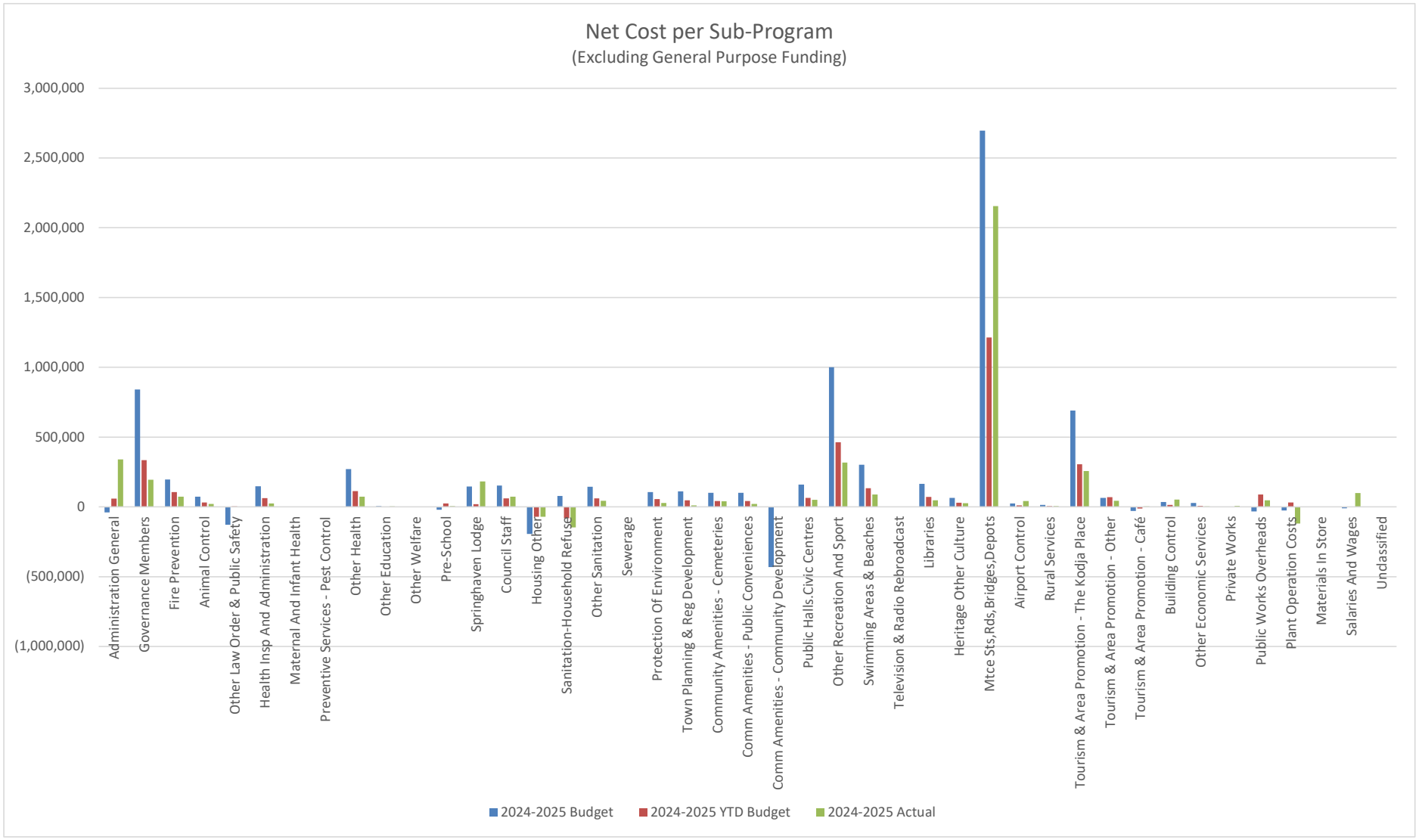
DEPRECIATION
Depreciation expense raised on all classes of assets.

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 NOVEMBER 2024

	2024-2025 ANNUAL BUDGET	2024-2025 YTD BUDGET	2024-2025 YTD ACTUAL
Expenses			
Employee Costs	(4,266,839)	(2,047,222)	(2,663,718)
Materials and Contracts	(3,144,823)	(1,529,231)	(1,334,084)
Utility Charges	(356,674)	(155,626)	(154,885)
Depreciation on Non-Current Assets	(4,637,570)	(1,932,243)	(2,228,401)
Interest Expenses	(154,521)	(42,963)	(77,940)
Insurance Expenses	(480,131)	(474,001)	(249,061)
Other Expenditure	(296,585)	(187,066)	(83,897)
	(13,337,142)	(6,368,351)	(6,791,986)
Revenue			
Rates	5,149,958	5,149,963	5,143,348
Operating Grants, Subsidies and Contributions	1,083,978	862,153	878,062
Fees and Charges	1,039,188	685,593	691,027
Service Charges	0	0	0
Interest Earnings	90,040	48,548	33,342
Other Revenue	1,075,481	520,369	380,719
	8,438,645	7,266,626	7,126,498
	(4,898,497)	898,274	334,512
Non-Operating Grants, Subsidies & Contributions	3,382,881	928,727	781,317
Fair Value Adjustments to financial assets at fair value through profit/loss	0	0	0
Profit on Asset Disposals	0	0	71,000
Loss on Asset Disposals	0	0	0
	3,382,881	928,727	852,316
Net Result	**(1,515,616)**	**1,827,001**	**1,186,828**
Other Comprehensive Income			
Changes on revaluation of non-current assets	0	0	0
Total Other Comprehensive Income	0	0	0
TOTAL COMPREHENSIVE INCOME	**(1,515,616)**	**1,827,001**	**1,186,828**


Net Cost per Sub-Program
(Excluding General Purpose Funding)
3,000,000
2,500,000
2,000,000
1,500,000
1,000,000
500,000
0
(500,000)
(1,000,000)
Administration General
Governance Members
Fire Prevention
Animal Control
Other Law Order & Public Safety
Health Insp And Administration
Maternal And Infant Health
Preventive Services - Pest Control
Other Health
Other Education
Other Welfare
Pre-School
Springhaven Lodge
Council Staff
Housing Other
Sanitation-Household Refuse
Other Sanitation
Sewerage
Protection Of Environment
Town Planning & Reg Development
Community Amenities - Cemeteries
Comm Amenities - Public Conveniences
Comm Amenities - Community Development
Public Halls.Civic Centres
Other Recreation And Sport
Swimming Areas & Beaches
Television & Radio Rebroadcast
Libraries
Heritage Other Culture
Mtce Sts,Rds,Bridges,Depots
Airport Control
Rural Services
Tourism & Area Promotion - The Kodja Place
Tourism & Area Promotion - Other
Tourism & Area Promotion - Café
Building Control
Other Economic Services
Private Works
Public Works Overheads
Plant Operation Costs
Materials In Store
Salaries And Wages
Unclassified
2024-2025 Budget
2024-2025 YTD Budget
2024-2025 Actual

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

	2024-2025 ANNUAL BUDGET	2024-2025 YTD BUDGET (a)	2024-2025 YTD ACTUAL (b)	MATERIAL $ (b)-(a)	MATERIAL % (b)-(a)/(a)	VAR
OPERATING REVENUE	**$**	**$**	**$**			
Rates	5,149,958	5,149,963	5,143,348	Within Threshold	Within Threshold	
Operating Grants and Subsidies	1,083,978	862,153	878,062	15,909	Within Threshold	
Fees and Charges	1,039,188	685,593	691,027	Within Threshold	Within Threshold	
Interest Earnings	90,040	48,548	33,342	(15,207)	(31.32%)	▼
Profit on Asset Disposal	0	0	71,000	71,000	0.00%	
Other Revenue	1,075,481	520,369	380,719	(139,650)	(26.84%)	▼
	8,438,645	**7,266,626**	**7,197,498**			
LESS OPERATING EXPENDITURE						
Employee Costs	(4,266,839)	(2,047,222)	(2,663,718)	(616,496)	(30.11%)	▼
Materials & Contracts	(3,144,823)	(1,529,231)	(1,334,084)	195,147	(12.76%)	▲
Utilities	(356,674)	(155,626)	(154,885)	Within Threshold	Within Threshold	
Depreciation on Non-Current Assets	(4,637,570)	(1,932,243)	(2,228,401)	(296,157)	(15.33%)	▼
Interest Expense	(154,521)	(42,963)	(77,940)	(34,977)	(81.41%)	▼
Insurances	(480,131)	(474,001)	(249,061)	224,940	(47.46%)	▲
Loss on Asset Disposal	0	0	0	Within Threshold	0.00%	
Other Expenditure	(296,585)	(187,066)	(83,897)	103,168	55.15%	▲
	(13,337,142)	**(6,368,352)**	**(6,791,986)**			
Increase(Decrease)	**(4,898,497)**	**898,274**	**405,512**			
ADD						
Movement in Employee Benefits (Current)	0	0	0	Within Threshold	0.00%	
Movement in Springhaven Bonds	0	0	(3,695,000)	(3,695,000)	0.00%	
Profit on the disposal of assets	0	0	(71,000)	(71,000)	0.00%	
Depreciation Written Back	4,637,570	1,932,243	2,228,401	296,157	15.33%	▲
	4,639,570	**1,932,243**	**(1,537,599)**			
Sub Total	**(258,928)**	**2,830,518**	**(1,132,087)**			
INVESTING ACTIVITIES					0.00%	
Land Held for Resale	0	0	(11,608)	(11,608)	0.00%	
Purchase Buildings	(605,762)	(331,391)	(328,949)	Within Threshold	Within Threshold	
Purchase Plant and Equipment	(292,490)	(87,490)	(59,141)	28,349	32.40%	
Purchase Furniture and Equipment	(450,000)	(200,000)	(79,103)	120,897	60.45%	
Infrastructure Assets - Roads	(3,261,044)	(1,094,734)	(360,802)	733,932	(67.04%)	
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)	(56,520)	(95,282)	(38,762)	(68.58%)	
Infrastructure Assets - Other	(462,250)	(267,000)	(65,155)	201,845	75.60%	
Proceeds from Sale of Assets	135,000	0	250,000	250,000	0.00%	
Contributions for the Development of Assets	3,382,881	928,727	781,317	(147,410)	(15.87%)	▼
	(1,695,185)	**(1,108,409)**	**30,543**			
FINANCING ACTIVITIES						
Repayment of Debt - Loan Principal	(508,766)	(182,539)	(221,631)	(39,092)	21.42%	
Transfer from Reserves	0	0	4,095,000	4,095,000	0.00%	
Transfer to Reserves	(156,955)	(11,955)	(414,723)	(402,768)	(3369.05%)	
	(665,721)	**(194,494)**	**3,458,646**			
Plus Rounding						
Sub Total	**(2,619,834)**	**1,527,615**	**2,357,102**			
FUNDING FROM						
Estimated Opening Surplus at 1 July	2,619,834	2,619,834	$3,153,076	533,242	20.35%	▲
Closing Funds	0	0	0			
	2,619,834	**2,619,834**	**3,153,076**			
NET SURPLUS/(DEFICIT)	**1**	**4,147,449**	**5,510,178**			

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

	ACTUAL 30 JUNE 2024	ACTUAL YTD
Cash - Unrestricted	$3,265,077	$4,358,819
Cash - Restricted General	$0	$0
Cash - Restricted Reserves	$4,840,738	$1,160,462
Accounts Receivable - Rates	$473,511	$1,553,367
Accounts Receivable - Sundry	$713,284	$844,549
GST Receivable	($0)	$47,983
Contract Assets	$3,766	$3,766
Inventories	$1,452	$60,345
Land held for Resale	$214,458	$226,066
Loans - Clubs	**$0**	$0
CURRENT ASSETS	**$9,512,286**	**$8,255,357**
LESS: CURRENT LIABILITIES		
Payables	($418,286)	($424,519)
ATO Liabilities	($53,437)	($101,841)
Unspent Grant Liabilities	($841,286)	($841,286)
Employee Provisions	($741,815)	($741,815)
Accrued Interest on Loans	($41,618)	($41,618)
Interest Bearing Loans	($517,952)	($296,322)
Springhaven Accommodation Bonds	($3,695,000)	$0
CURRENT LIABILITIES	($6,309,394)	($2,447,400)
LESS: EXCLUSIONS		
Cash - Restricted Reserves	($4,840,738)	($1,160,462)
Cash - Restricted Cash	$0	$0
Interest Bearing Loans	$517,952	$296,322
Self Supporting Loan Debtors	$0	$0
Less Land held for Resale	($214,458)	($226,066)
Less Provision for Doubtful Debts	$8,993	$8,993
Add back Cash backed LSL Provision		
Add Back Springhaven Bonds	$3,695,000	$0
Add Back Accrued Interest on Loans	$41,618	$41,618
Add: Current liabilities not expected to be cleared at end of year	$741,815	$741,815
Unspent loan funds - Loan 150	$0	
Roundings	$1	$1
NET CURRENT POSITION - SURPLUS/(DEFICIT)	**$3,153,076**	**$5,510,178**

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDING 30 NOVEMBER 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
Operating Revenue						
Operating Grants	862,153	878,062	15,909	Within Threshold	PERMANENT/ TIMING	Decrease in General Purpose Grant $61k, Increase in Local Road Grant $17K, Decrease in ESL Grant $14k, Increase in Springhaven Personal Care Subsidy $276k, Decrease in MRWA Direct Maintenance Grant $203k.
Interest Earnings	48,548	33,342	(15,207)	-31%	TIMING	Decrease in Interest on Unpaid Bonds held $18k.
Profit on Sale of Assets	0	71,000	71,000	0%	PERMANENT	Increase on profit on disposal of assets - relating to Springhaven assets disposed of to Hall and Prior.
Other Revenue	520,369	380,719	(139,650)	-27%	PERMANENT/ TIMING	Decrease in Springhaven Miscellaneous Income $129k, Decrease in Events Income $11k, Increase in Black Cockatoo Trading Income $12k, Decrease in Diesel Fuel Rebates Income $10k, Increase in Other Property Income $10k, Decrease in Lease of KSC Properties $11k.

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

EXPLANATION OF MATERIAL VARIANCES

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REPORTING AREA	YTD BUDGET	YTD ACTUAL	VARIANCE $	VARIANCE %	TIMING / PERMANENT	EXPLANATION
Operating Expenses						
Employee Costs	(2,047,222)	(2,663,718)	(616,496)	-30%	PERMANENT/ TIMING	Decrease in Rating Salaries $16k, Decrease in Admin Salaries $64k, Increase in Springhaven Annual Leave Accrual $64k, Increase in LSL Accrual $53k, Increase in Springhaven Wages $173k, Decrease in Springhaven Grounds Maintenance Wages $16k, Decrease in Apex Park Maintenance $15k, Decrease in Kodja Place Tours Wages $18k, Increase in Supervisor Salaries $132k, Increase in Grading Wages $51k, Increase in Drainage Maintenance $75k, Increase in Bitumen Patching Repair Wages $41k, Increase in Guide Post & Signage Wages $46k, Increase in Rural Limb and Tree Removal Wages $73k, Increase in Trees Rural Major Works Wages $36k.
Materials & Contracts	(1,529,231)	(1,334,084)	195,147	-13%	TIMING	Increase in Member Subscriptions $13k, Decrease in Telephone $11k, Decrease in Software Licensing Fees $51k, Increase in ICT support $40k, Decrease in ICT Website $15k, Increase in Admin Legal Expense $25k, Increase in Brigade Expenses $23k, Increase in Salaries (AC) $15k, Decrease in Health Contractor Expenses by $19k, Decrease in Doctor Services Contribution expenses by $42k, Increase in Spring H Contract Salaries and wages by $64k, Increase in Spring H Unforseen Building Maintenance $13k, Decrease in Recycle Depot/ Transfer Stn by $59k, Decrease in Verge pickup - hard waste $12k, Decrease in Local Planning Strategy Expenses $10k, Increase in S/ Pool Equipment Maintenance by $13k, Decrease in Sports Complex Ground Maintenance $13k, Decrease in Bridge Maintenance $20K, Decrease in Great Southern Treasures $20K, Decrease in Kodja Place Events $12k, Decrease in Kodja Place Retail Stock $20k, Increase in Black Cockatoo Minor Expenses $11k, Decrease in Fuel and Oil by $74k, Decrease in Less Poc Allocated to W & S $43k, Increase in Grading $247k, Increase in Drainage Maintenance $39k, Increase in Bitumen Patching Repairs $13k, Increase in Trees Rural Major Works $12k

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

EXPLANATION OF MATERIAL VARIANCES

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

REPORTING AREA	YTD BUDGET	YTD ACTUAL	VARIANCE $	VARIANCE %	TIMING / PERMANENT	EXPLANATION
Depreciation on Assets	(1,932,243)	(2,228,401)	(296,157)	-15%	TIMING	Increase in depreciation expensed on depreciable assets for Sprinhaven and Road Infrastructure.
Interest Expense	(42,963)	(77,940)	(34,977)	-81%	TIMING	Increase in Interest on Loans (Recreation) by $17k, Increase in Interest on Loans (Airstrip) by $5k, Increase in Land Development Loan Interest $6k.
Insurances	(474,001)	(249,061)	224,940	-47%	PERMANENT/ TIMING	Decrease in Staff Insurances $14k, Decrease in Office - Insurance $22k, Decrease in Bridges Expenses by $58K, Increase in Springhaven - Workers Comp/ Journey Ins $20K, Decrease in Bridge Insurance $16k, Decrease in Workers Comp Insurance by $29k, Decrease in Vehicles - Insurance by $39k.
Other Expenses	(187,066)	(83,897)	103,168	55%	TIMING	Decrease in administration expenses reallocated $100k, Increase in Bank Fees $10k, Decrease in Plant Costs allocated to works $18k.

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDING 30 NOVEMBER 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.

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

REPORTING AREA	YTD BUDGET	YTD ACTUAL	VARIANCE $	VARIANCE %	TIMING / PERMANENT	EXPLANATION
Investing Activities						
Land held for Resale	0	(11,608)	(11,608)	0%	PERMANENT	Increase in expenditure on development costs for Land held for Resale.
Plant & Equipment	(87,490)	(59,141)	28,349	32%	TIMING	Decrease in purchase price for Works Vehicle $28k.
Infrastructure - Roads	(1,094,734)	(360,802)	733,932	-67%	TIMING	Increase in Balgarup Rd Works $29k, Decrease in Shamrock Road Widening $636k, Increase in Kojonup-Frankland Rd $12k, Increase in Reilly's Creek Rd $13k, Decrease in Tambellup West Rd $130k.
Infrastructure - Parks & Ovals	(56,520)	(95,282)	(38,762)	-69%	PERMANENT	Increase in Apex Park - Replace Equipment by $39k.
Infrastructure - Others	(267,000)	(65,155)	201,845	76%	TIMING	Increase in Bush Fire Repeater Tower by $65k, Increase in Town Furniture by $2K, Decrease in CCTV Infrastructure $267k.
Proceeds from Sale of Assets	0	250,000	250,000	0%	PERMANENT	Sale of Springhaven assets not anticipated.
Financing Activities						
Transfer from Cash Backed Reserves	0	4,095,000	4,095,000	0%	PERMANENT	Increase in Transfers from Reserve to cover transfer of Springhaven Bonds to Hall & Prior.
Transfer to Cash backed Reserves	(11,955)	(414,723)	(402,768)	-3369%	TIMING	Increase in Transfers to Reserve for new Springhaven Bonds received and interest earned on Reserve Funds.

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

	Note	2023-24 ACTUAL $	2024-25 ACTUAL $	Variance $
Current assets				
Unrestricted Cash & Cash Equivalents		3,265,077	4,358,819	1,093,741
Restricted Cash & Cash Equivalents		4,840,738	1,160,462	-3,680,277
Trade and other receivables		1,186,795	2,397,916	1,211,121
ATO Receivables		0	47,983	47,984
Contract Assets		3,766	3,766	0
Inventories		1,452	60,345	58,893
Land Held for Resale		214,458	226,066	11,608
Total current assets		**9,512,286**	**8,255,357**	-1,256,929
Non-current assets				
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		2,292,085	2,292,085	0
Buildings		27,039,482	27,081,476	41,994
Furniture & Equipment		319,297	294,508	-24,789
Plant & Equipment		3,525,664	3,297,553	-228,111
Tools		0	0	0
Roads Infrastructure		93,022,471	91,653,971	-1,368,501
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		6,368,951	6,461,613	92,662
Total non-current assets		**156,727,938**	**155,309,702**	-1,418,235
Total assets		**166,240,224**	**163,565,059**	-2,675,165
Current liabilities				
Trade and other payables		4,154,904	576,785	3,578,120
ATO Liabilities		53,437	-8,806	62,243
Contracts Liability		841,286	841,286	0
Interest-bearing loans and borrowings		517,952	296,322	221,631
Provisions		741,815	741,815	0
Total current liabilities		**6,309,394**	**2,447,400**	3,861,993
Non-current liabilities				
Interest-bearing loans and borrowings		4,479,878	4,479,878	0
Non-Current Payables		0	0	0
Provisions		69,293	69,293	0
Total non-current liabilities		**4,663,947**	**4,549,171**	0
Total liabilities		**10,734,600**	**6,996,572**	3,861,993
Net assets		**155,752,137**	**156,568,488**	1,186,828
Equity				
Retained surplus		69,400,448	73,080,724	3,680,277
Net Result		0	1,186,828	1,186,828
Reserve - asset revaluation		81,140,473	81,140,473	0
Reserve - Cash backed		4,840,738	1,160,462	-3,680,277
Total equity		**155,752,137**	**156,568,488**	1,186,828

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

PROGRESS OF THE CAPITAL PROGRAM/SMART IMPLEMENTATION

COA	Description	SMART Implement. Ref.	Resp. Officer	Asset Class	Asset Invest. Type	2023/2024 Original Budget	2023/2024 YTD Budget	2023/2024 YTD Actuals	% of Annual Budget
Governance									
C137	ICT Plan Implementation		CEO	F&E	Renewal	450,000	200,000	79,103	18%
						450,000	**200,000**	**79,103**	
Law Order & Public Safety									
C138	Bush Fire Repeater Tower	5.1.2	MRS	Infr.	New	0	0	62,961	0%
2885	CCTV Infrastructure		CEO	Infr.	New	267,000	267,000	0	0%
						267,000	**267,000**	**62,961**	
Education & Welfare									
C441	Old School - Re-Roof		BMC	L&B	Renewal	1,994	0	0	0%
						1,994	**0**	**0**	
Housing									
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	2,228	7%
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%
						130,000	**0**	**2,228**	
Community Amenities									
C310	Subdivision Construction	2.4.3	CEO	L4R	Upgrade	0	0	11,608	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	291,391	326,721	101%
C355	Town Furniture		MWS	Infr.	New	20,000	0	2,193	11%
						459,018	**291,391**	**340,523**	
Recreation & Culture									
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	30,000	0	0%
C408	Harrison Place Toilets & Park	1.1.8	MWS	L&B	Upgrade	10,000	10,000	0	0%
167640	Showgrounds Capital Expenditure		MWS	L&B	Upgrade	30,000	30,000	27,507	92%
167740	The Spring Reserve Capital Expenditure		MWS	L&B	Upgrade	50,000	0	0	0%
C274	Sporting Complex - Netball Court Resurface & Roof	1.2.10, 1.2.13	MCCS	Infr.	Renewal	26,520	26,520	28,765	108%
C357	Apex Park - Replace Equipment		SH	Infr.	Renewal	0	0	39,010	0%
						211,520	**96,520**	**95,282**	
Transport - Plant Purchases									
C162	Major Plant Repairs - Fuel Pump System		MWS	P&E	New	7,490	7,490	0	
7604	Plant Major Purchases		MWS	P&E	New	285,000	80,000	59,141	21%
						292,490	**87,490**	**59,141**	

PROGRESS OF THE CAPITAL PROGRAM/SMART IMPLEMENTATION

COA	Description	SMART Implement. Ref.	Resp. Officer	Asset Class	Asset Invest. Type	2023/2024 Original Budget	2023/2024 YTD Budget	2023/2024 YTD Actuals	% of Annual Budget
Transport - Infrastructure									
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	230,352	8,644	2%
C436	Widening - Shamrock Road (2021/2022 Project)	1.1.5	MWS	Infr.	Upgrade	690,000	476,100	61,445	9%
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	12,314	6%
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	13,250	5%
CJ055	Newton Street Kerbing		MWS	Infr.	Renewal	26,000	0	0	0%
C172	Seal - Riverdale Road	1.1.5	MWS	Infr.	Renewal	0	0	216	0%
CJ453	Seal - Balgarup Road RTR	1.1.5	MWS	Infr.	Renewal	0	0	729	0%
C463	Kojonup Darkan Shoulder Blackspot		MWS	Infr.	Upgrade	229,774	229,774	202,001	88%
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	495	1%
C512	RTR - Newton Street Reseal		MWS	Infr.	Upgrade	44,000	0	0	0%
C450	Widening - Tambellup West Road		MWS	Infr.	Upgrade	255,000	158,508	28,516	11%
C174	Soldier Road - Footpath, Kerbing and Drainage		MWS	Infr.	Upgrade	0	0	734	0%
FPC02	Footpath - Newton Street		MWS	Infr.	Upgrade	35,000	0	0	0%
						3,296,044	**1,094,734**	**361,536**	
Economic Services									
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%
						105,000	**0**	**0**	
	Total Capital Expenditure					**5,213,066**	**2,037,135**	**1,000,774**	**19.2%**

SUMMARIES:				
Land Held for Resale	0	0	11,608	0.0%
Land & Buildings	685,762	361,391	356,456	52.0%
Infrastructure	3,784,814	1,388,254	494,466	13.1%
Plant & Equipment	292,490	87,490	59,141	20.2%
Furn & Equipment	450,000	200,000	79,103	17.6%
	5,213,066	**2,037,135**	**1,000,774**	**19.2%**
Asset Renewal	1,569,514	256,520	173,386	11.0%
New Asset	1,073,258	645,881	453,245	42.2%
Upgrading Asset	2,570,294	1,134,734	374,143	14.6%
	5,213,066	**2,037,135**	**1,000,774**	**19.2%**
Chief Executive Officer	827,000	467,000	92,938	11.2%
Manager Corporate & Community Services	410,288	317,911	355,486	86.6%
Manager Works & Services	3,698,534	1,222,224	450,378	12.2%
Senior Horticulturalist	0	0	39,010	0.0%
Manager Regulatory Services	115,250	0	62,961	54.6%
Building Maintenance Coordinator	161,994	30,000	0	0.0%
Manager Aged Care Services	0	0	0	0.0%
	5,213,066	**2,037,135**	**1,000,774**	**19.2%**

SHIRE OF KOJONUP

MONTHLY FINANCIAL REPORT

FOR THE PERIOD ENDING 30 NOVEMBER 2024

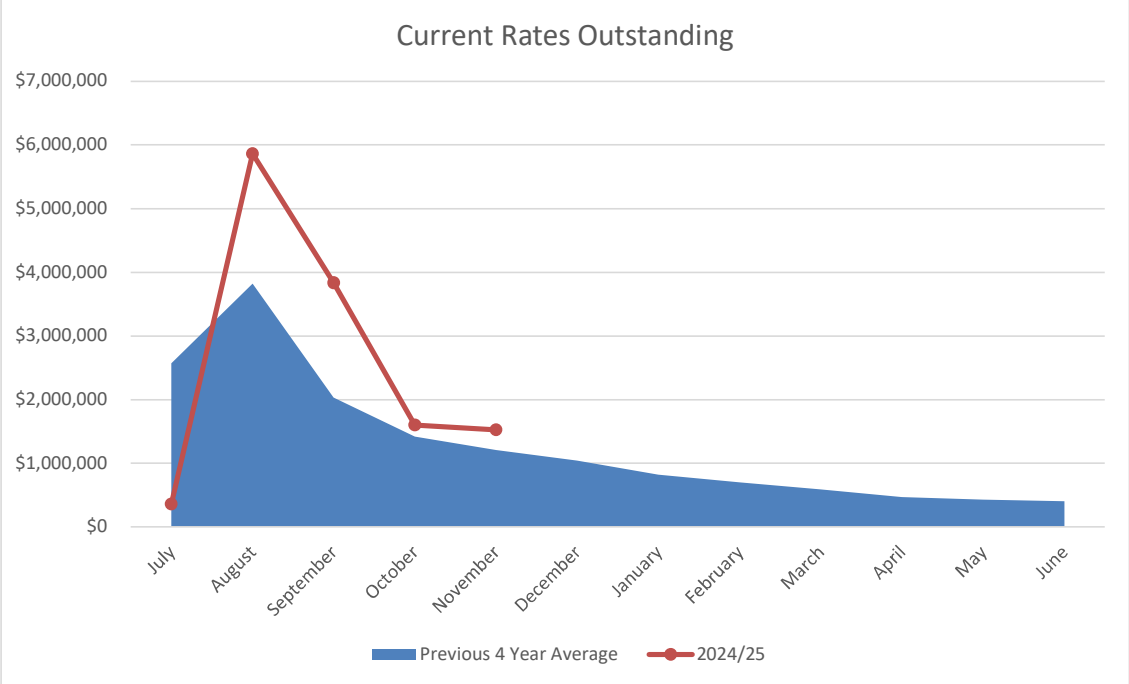
RESERVES - CASH BACKED	2024-25 Actual Opening Balance	2024-25 Actual Transfer to	2024-25 Actual Transfer (from)	2024-25 Actual Closing Balance	2024-25 Budget Opening Balance	2024-25 Budget Transfer to	2024-25 Budget Transfer (from)	2024-25 Budget Closing Balance
	$	$	$	$	$	$	$	$
Plant Replacement	263,841	3,495	0	267,336	263,841	2,387	0	266,228
Employee Leave	290,394	3,440	0	293,834	290,394	34,634	0	325,028
Springhaven Lodge (Bonds)	3,695,000	400,000	(4,095,000)	0	3,695,000	0	0	3,695,000
Low Income Housing	88,963	1,178	0	90,142	88,963	3,020	0	91,983
Sporting Facility	66,819	885	0	67,704	66,819	2,270	0	69,089
Landfill Waste Management	85,302	1,130	0	86,431	85,302	2,897	0	88,199
Kodja Place Tourist Precinct	18	0	0	18	18	0	(18)	0
Community Grant Scheme	10,386	138	0	10,523	10,386	355	0	10,741
Independent Living Units	168,552	2,233	0	170,784	168,552	5,725	0	174,277
Natural Resource Management	103,826	1,375	0	105,201	103,826	3,525	0	107,351
Swimming Pool	43,126	571	0	43,697	43,126	1,464	(44,590)	0
The Kodja Place Building Upgrade & Renewal	18,769	249	0	19,017	18,769	655	0	19,424
Sporting Complex Building Upgrade & Renewal	1,193	16	0	1,209	1,193	41	(1,234)	0
Netball Court Resurfacing	4,548	14	0	4,562	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
	4,840,738	**414,723**	**(4,095,000)**	**1,160,462**	**4,840,739**	**207,347**	**(50,392)**	**4,997,694**

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

RATES & SUNDRY RECEIVABLES

Rates:

	1-Jul-24	Levy for 2024/25	Collectable	Received	Outstanding
Property Rates	$ 217,867	$ 5,141,978	$ 5,359,844	$ (4,122,288)	$ 1,237,556
Rubbish Charges	$ 44,034	$ 285,310	$ 329,344	$ (265,954)	$ 63,390
Emergency Services Levy	$ 21,371	$ 24,611	$ 45,982	$ -	$ 45,982
Instalment fee & Interest	$ -	$ 17,715	$ 17,715	$ (17,715)	$ -
Penalty & ESL Interest	$ 110,922	$ 14,574	$ 125,496	$ (7,380)	$ 118,116
Excess Rates	$ (65,020)	$ -	$ (65,020)	$ 37,253	$ (27,766)
Sub- Total	**$ 329,173**	**$ 5,484,188**	**$ 5,813,362**	**$ (4,376,084)**	**$ 1,437,278**
					26%
OTHER ITEMS					
Pensioner Rebates to claim	$ 79,317	$ -	$ 79,317	$ 9,005	$ 88,323
Sub-Total	$ 408,491				**$ 1,525,601**
Pensioner Deferred Rates	$ 110,473	$ -	$ 110,473	$ -	$ 110,473
Total Outstanding	**$ 439,647**	**$ 5,484,188**	**$ 5,923,835**	**$ (4,376,084)**	**$ 1,547,751**



Sundry Debtors:

	30-Jun-24		30/11/24		Movement This FY
Credit Balance	$ (6,180)		$ (24,835)		$ 18,655
Current	$ 125,937		$ 600,717		$ (474,780)
30 - 60 days	$ 469,099	65%	$ 13,860	2%	$ 455,239
60 - 90 days	$ 5,339	1%	$ 22,088	3%	$ (16,749)
Greater than 90 days	$ 126,515	18%	$ 240,194	28%	$ (113,679)
	$ 720,710		**$ 852,024**		

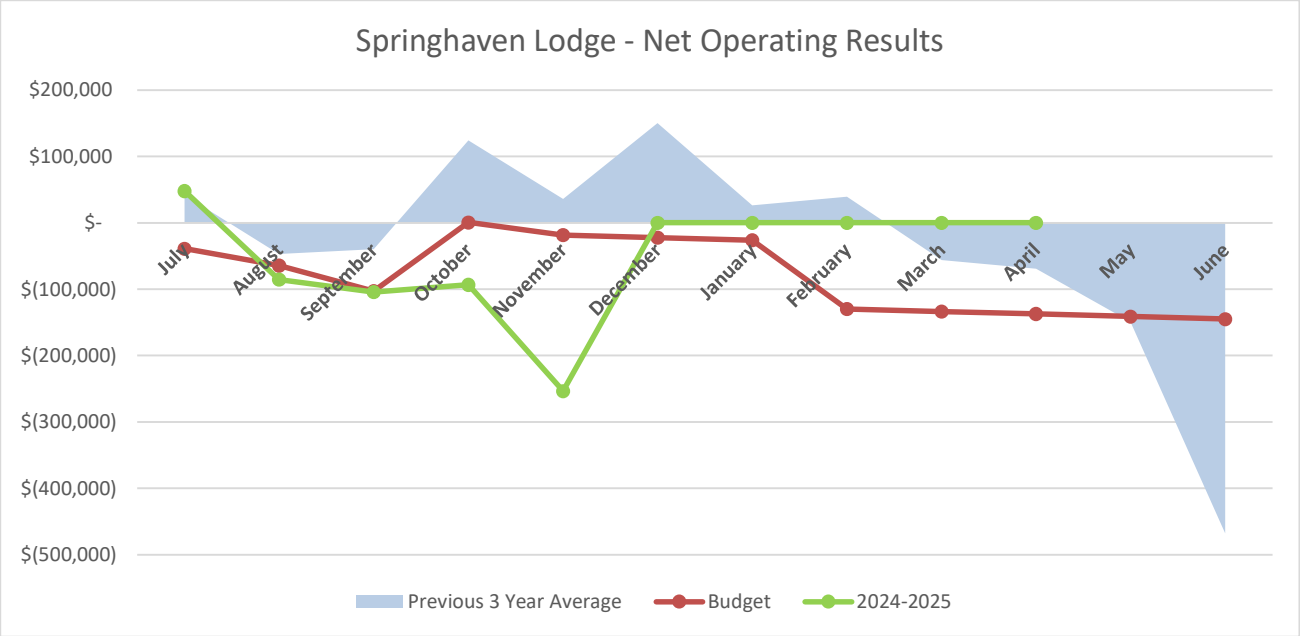
SHIRE OF KOJONUP
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FOR THE PERIOD ENDING 30 NOVEMBER 2024

LOAN REPAYMENTS	Loan Number	2024-25 Actual Principal 1 July 2024	2024-25 New New Loans	2024-25 New Principal Repayments	2024-25 Actual Interest Repayments	2024-25 Actual Principal Outstanding	2024-25 Budget Principal 1 July 2024	2024-25 Budget New Loans	2024-25 Budget Principal Repayments	2024-25 Budget Interest Repayments	2024-25 Budget Principal Outstanding
		$		$	$	$	$		$	$	$
Law, order, public safety											
Communications Tower	150	383,960	0	(16,404)	(8,675)	367,556	383,960	0	(50,333)	(24,905)	333,627
Health											
Medical Centre Donation	137	106,272	0	(4,406)	(919)	101,866	106,272	0	(8,850)	(1,800)	97,422
Housing											
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
Recreation and culture											
Sports Complex	134	180,685	0	(9,120)	(4,668)	171,565	180,685	0	(18,921)	(9,800)	161,764
Sports Complex Wall	136	52,474	0	(5,017)	(522)	47,457	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	(12,421)	(1,323)	169,914	182,335	0	(24,931)	(2,915)	157,404
Harrison Pl Toilets & Park	146	331,909	0	(17,864)	(6,501)	314,045	331,909	0	(36,078)	(12,652)	295,831
Harrison Pl Toilets & Park	149	191,979	0	(8,202)	(4,338)	183,777	191,979	0	(25,166)	(12,453)	166,813
Transport											
Airstrip Lighting	141	116,421	0	0	(6,016)	116,421	116,421	0	(10,311)	(1,721)	106,110
Economic services											
Land Development	147	320,357	0	(17,242)	(6,275)	303,115	320,357	0	(34,823)	(12,212)	285,534
		4,988,712	0	(221,631)	(69,883)	4,767,081	4,988,712	0	(508,766)	(154,521)	4,479,946

MAJOR BUSINESS UNITS

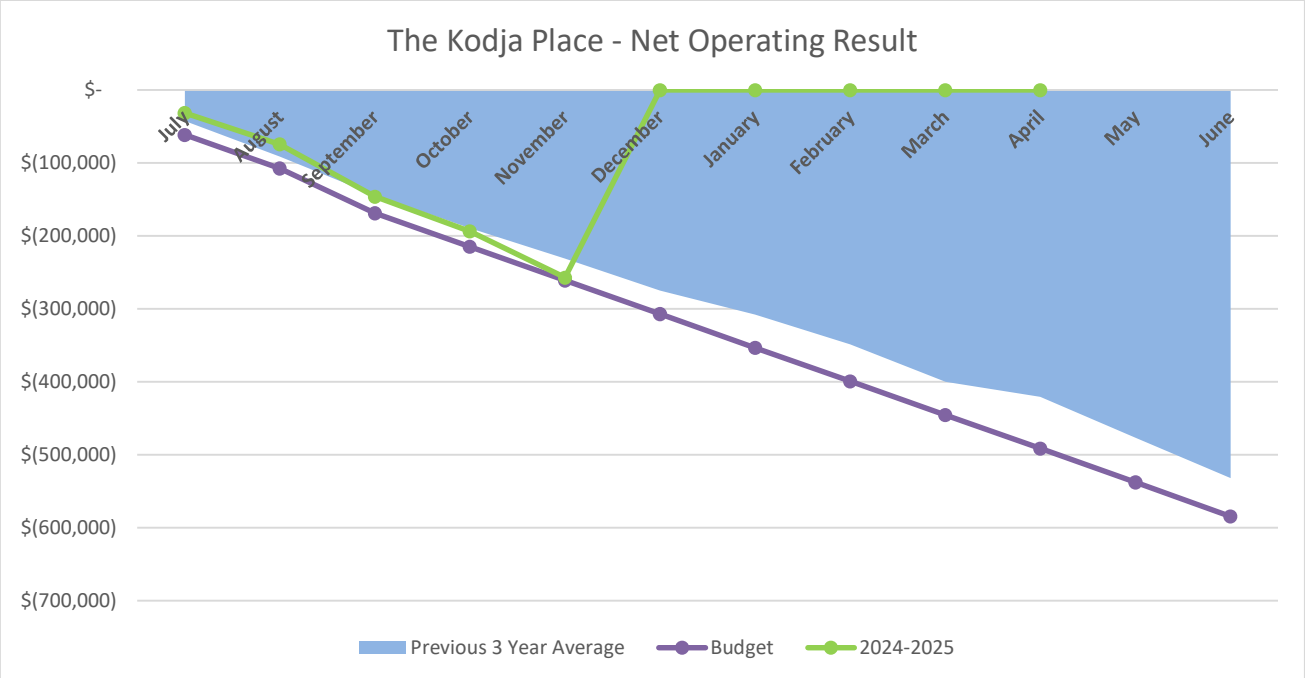
Springhaven Lodge

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



The Kodja Place Precinct

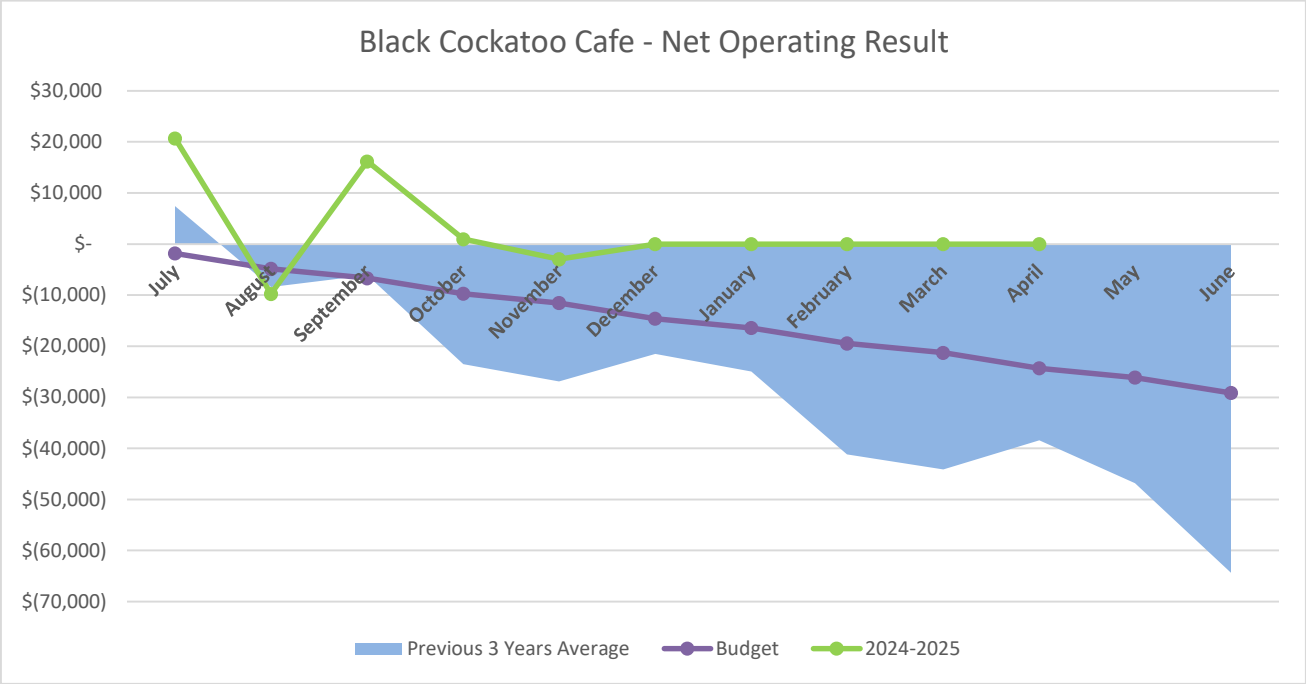
The Shire of Kojonup owns ands operates The Kodja Place precinct, a tourism, retail and cultural interpretive centre on Albany Highway. The following graph shows the operations of TKPP (profit or loss). There is also capital expenditure (p.13), a loan (p.15) and a reserve account (p.16) associated with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



MAJOR BUSINESS UNITS

Black Cockatoo Café

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



SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

ACCOUNT	JOB	Details By function Under The Following Programme Titles And Type Of Activities Within The Programme	YEAR TO DATE 30 NOVEMBER 2024 Budget	YEAR TO DATE 30 NOVEMBER 2024 Actual	ACTUAL 30 NOVEMBER 2024 Income	ACTUAL 30 NOVEMBER 2024 Expense	ADOPTED BUDGET 2024-25 Income	ADOPTED BUDGET 2024-25 Expense
		Proceeds Sale of Assets						
9608		Proceeds Sale of Assets - Furniture & Equipment	$0	($123,225)	($123,225)	$0	$0	$0
9605		Proceeds Sale of Assets - Plant & Equipment	$0	($126,775)	($126,775)	$0	($55,000)	$0
New		Proceeds Sale of Assets - Land			$0	$0	($80,000)	$0
		Sub Total - PROCEEDS/REALISATION ON SALE OF ASSET	$0	($250,000)	($250,000)	$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**	**($250,000)**	**($250,000)**	**$0**	**($135,000)**	**$0**
		Total - OPERATING STATEMENT	**$0**	**($250,000)**	**($250,000)**	**$0**	**($135,000)**	**$0**

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

ACCOUNT	JOB	Details By function Under The Following Programme Titles And Type Of Activities Within The Programme	YEAR TO DATE 30 NOVEMBER 2024 Budget	YEAR TO DATE 30 NOVEMBER 2024 Actual	ACTUAL 30 NOVEMBER 2024 Income	ACTUAL 30 NOVEMBER 2024 Expense	ADOPTED BUDGET 2024-25 Income	ADOPTED BUDGET 2024-25 Expense
		GENERAL PURPOSE FUNDING - RATES						
		OPERATING EXPENDITURE						
1104		Rates Incentive Prize	$0	$0	$0	$0	$0	$0
1112		Admin Allocated to Rates (Cash)	$24,915	$4,806	$0	$4,806	$0	$59,798
1122		Admin Allocated to Rates (Non-Cash)	$1,903	$0	$0	$0	$0	$4,568
1132		Rating Salaries	$16,666	$0	$0	$0	$0	$40,000
1162		Superannuation	$2,500	$0	$0	$0	$0	$6,000
1182		Rates Printing/postage	$2,940	$178	$0	$178	$0	$3,000
1192		Valuation Expenses	$704	$2,844	$0	$2,844	$0	$13,400
1202		Title Searches	$245	$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	$400	$0	$0	$0	$0	$2,000
		Sub Total - GENERAL RATES OP/EXP	$51,888	$8,955	$0	$8,955	$0	$130,881
		OPERATING INCOME						
1003		General Rates Levied	($5,147,439)	($5,141,941)	($5,141,941)	$0	($5,147,439)	$0
1023		Interim Rates	($300)	$0	$0	$0	($300)	$0
1053		Back Rates	($100)	($37)	($37)	$0	($100)	$0
1013		Ex-Gratia Rates	($2,219)	($2,442)	($2,442)	$0	($2,219)	$0
1043		Non Payment Penalty Interest	($12,600)	($14,574)	($14,574)	$0	($30,000)	$0
1073		Instalment Administration Charge	($4,000)	($4,401)	($4,401)	$0	($4,000)	$0
1063		Instalment Interest Charge	($12,000)	($13,314)	($13,314)	$0	($12,000)	$0
1273		ESL Levy Admin Fee	($4,000)	($4,000)	($4,000)	$0	($4,000)	$0
1092		Rates Written Off/Refunded	$95	$1,071	$1,071	$0	$100	$0
1283		Settlement & Search Charges	($1,800)	($2,336)	($2,336)	$0	($4,000)	$0
1263		Legal Expenses - Recovered	($400)	$0	$0	$0	($2,000)	$0
		Sub Total - GENERAL RATES OP/INC	($5,184,763)	($5,181,974)	($5,181,974)	$0	($5,205,958)	$0
		Total - GENERAL RATES	($5,132,875)	($5,173,019)	($5,181,974)	$8,955	($5,205,958)	$130,881

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

ACCOUNT	JOB	Details By function Under The Following Programme Titles And Type Of Activities Within The Programme	YEAR TO DATE 30 NOVEMBER 2024 Budget	YEAR TO DATE 30 NOVEMBER 2024 Actual	ACTUAL 30 NOVEMBER 2024 Income	ACTUAL 30 NOVEMBER 2024 Expense	ADOPTED BUDGET 2024-25 Income	ADOPTED BUDGET 2024-25 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	($66,105)	($4,748)	($4,748)	$0	($132,209)	$0
1343		Grants Commission Local Roads Grant	($23,108)	($40,340)	($40,340)	$0	($46,215)	$0
1373		Interest Received - Municipal	($208)	$0	$0	$0	($500)	$0
1393		Interest Received - Reserves	($11,200)	($14,723)	($14,723)	$0	($35,000)	$0
		Sub Total - OTHER GENERAL PURPOSE FUNDING OP/INC	($100,620)	($59,811)	($59,811)	$0	($213,924)	$0
		Total - OTHER GENERAL PURPOSE FUNDING	($100,620)	($59,811)	($59,811)	$0	($213,924)	$0
		Total - GENERAL PURPOSE FUNDING	**($5,233,495)**	**($5,232,830)**	**($5,241,784)**	**$8,955**	**($5,419,882)**	**$130,881**

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

ACCOUNT	JOB	Details By function Under The Following Programme Titles And Type Of Activities Within The Programme	YEAR TO DATE 30 NOVEMBER 2024 Budget	YEAR TO DATE 30 NOVEMBER 2024 Actual	ACTUAL 30 NOVEMBER 2024 Income	ACTUAL 30 NOVEMBER 2024 Expense	ADOPTED BUDGET 2024-25 Income	ADOPTED BUDGET 2024-25 Expense
		GOVERNANCE - MEMBERS OF COUNCIL						
		OPERATING EXPENDITURE						
002D		Depreciation	$4,238	$681	$0	$681	$0	$10,172
1502		Meeting Attendance Fees	$25,038	$21,078	$0	$21,078	$0	$100,152
1508		Members Travelling	$231	$1,063	$0	$1,063	$0	$700
1512		Conferences & Training Expenses	$15,250	$8,305	$0	$8,305	$0	$15,500
1522		Members Communications Allowance	$5,250	$3,750	$0	$3,750	$0	$21,000
1532		Election Expenses	$0	$0	$0	$0	$0	$0
1542		Presidents/Dep Allowances	$9,500	$9,500	$0	$9,500	$0	$38,000
1562		Refreshments & Functions (Councillors)	$5,106	$5,931	$0	$5,931	$0	$11,100
1572		Refreshments & Functions Staff)	$720	$853	$0	$853	$0	$6,000
1592		Members Insurance	$11,100	$5,351	$0	$5,351	$0	$11,100
1602		Subscriptions	$24,479	$37,835	$0	$37,835	$0	$26,114
1612		Misc Expenses - Members	$990	$44	$0	$44	$0	$1,500
1624		Integrated Planning Expenses	$8,333	$0	$0	$0	$0	$20,000
1632		Vehicle Operating Expenses	$0	$381	$0	$381	$0	$0
1662		Audit Fees	$1,940	$3,380	$0	$3,380	$0	$48,500
1702		Administration Allocation (Cash)	$207,622	$96,112	$0	$96,112	$0	$498,312
1712		Administration Allocation (Non-Cash)	$9,515	$0	$0	$0	$0	$22,838
1772		Doubtful Debt Expenses	$0	$0	$0	$0	$0	$2,000
1792		Legal Costs	$1,530	$0	$0	$0	$0	$3,000
2075		VROC - Shared Services	$2,000	$0	$0	$0	$0	$2,000
2078		VROC - Projects	$2,000	$0	$0	$0	$0	$2,000
		Sub Total - MEMBERS OF COUNCIL OP/EXP	$334,842	$194,265	$0	$194,265	$0	$839,988
		OPERATING INCOME						
1725		Donations/Contributions		$0	$0	$0	$0	$0
		Sub Total - MEMBERS OF COUNCIL OP/INC	$0	$0	$0	$0	$0	$0
		Total - MEMBERS OF COUNCIL	$334,842	$194,265	$0	$194,265	$0	$839,988

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

ACCOUNT	JOB	Details By function Under The Following Programme Titles And Type Of Activities Within The Programme	YEAR TO DATE 30 NOVEMBER 2024 Budget	YEAR TO DATE 30 NOVEMBER 2024 Actual	ACTUAL 30 NOVEMBER 2024 Income	ACTUAL 30 NOVEMBER 2024 Expense	ADOPTED BUDGET 2024-25 Income	ADOPTED BUDGET 2024-25 Expense
		GOVERNANCE - GENERAL						
		OPERATING EXPENDITURE						
003D		Depreciation (Sch 4)	$47,577	$44,534	$0	$44,534	$0	$114,190
1852		Salaries - Admin	$463,618	$399,799	$0	$399,799	$0	$1,112,727
1882		Admin Superannuation	$51,038	$51,061	$0	$51,061	$0	$122,495
1892		Staff Insurances	$37,235	$23,677	$0	$23,677	$0	$37,235
1902		FBT Admin Staff	$8,670	$0	$0	$0	$0	$17,000
1912		Conference & Training	$12,129	$9,374	$0	$9,374	$0	$31,100
1921		Staff Housing Subsidy	$0	$0	$0	$0	$0	$0
1922		Advertising	$2,700	$2,240	$0	$2,240	$0	$10,000
1931		Occupational Risk Co-Ordinator Costs	$3,750	$0	$0	$0	$0	$9,000
1932		Occ Health & Safety	$229	$3,144	$0	$3,144	$0	$6,780
1942		Staff Uniforms	$1,520	$3,541	$0	$3,541	$0	$2,000
1952		Admin Staff Costs	$7,293	$10,032	$0	$10,032	$0	$14,600
1957		Office Building Maintenance	$2,730	$6,065	$0	$6,065	$0	$9,138
1958		Office - Cleaning & Assoc	$18,335	$17,104	$0	$17,104	$0	$43,375
1959		Office - Utility Charges	$6,168	$3,187	$0	$3,187	$0	$14,500
1962		Office Gardens & Surrounds-Mtce	$3,133	$1,330	$0	$1,330	$0	$10,520
1972		Admin Printing & Stationery	$12,694	$8,024	$0	$8,024	$0	$28,900
1982		Telephone & Internet	$11,363	$8,366	$0	$8,366	$0	$27,715
2002		Office Equip Maint	$417	$0	$0	$0	$0	$1,000
2004		Office - Insurance.	$40,699	$19,147	$0	$19,147	$0	$40,699
2006		Donations CEO discretion	$500	$500	$0	$500	$0	$1,000
2008		Donations - Council	$0	$95	$0	$95	$0	$1,000
2012		Non Capital Purchases	$208	$2,422	$0	$2,422	$0	$2,500
2022		Bank Charges	$8,722	$18,964	$0	$18,964	$0	$17,800
2032		Postage & Freight	$3,180	$3,584	$0	$3,584	$0	$6,000
2042		ICT Computer Support	$52,898	$93,136	$0	$93,136	$0	$124,550
1992		ICT Software Licensing Fees	$74,681	$23,398	$0	$23,398	$0	$136,735
2043		ICT Website Subscription & Upgrade	$15,640	$0	$0	$0	$0	$16,140
2044		ICT Hardware Purchases (<$5,000)	$1,250	$764	$0	$764	$0	$3,000
2052		Admin Vehicle Expenses	$14,374	$5,155	$0	$5,155	$0	$34,500
2062		Admin Legal Expenses	$8,333	$33,116	$0	$33,116	$0	$20,000
2072		Consultants Special Projects	$0	$0	$0	$0	$0	$0
2274		HR/IR Consultants	$2,083	$0	$0	$0	$0	$5,000
2277		Finance Consultants	$37,300	$43,957	$0	$43,957	$0	$74,400
2275		Records Management	$2,450	$54	$0	$54	$0	$5,880

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

ACCOUNT	JOB	Details By function Under The Following Programme Titles And Type Of Activities Within The Programme	YEAR TO DATE 30 NOVEMBER 2024 Budget	YEAR TO DATE 30 NOVEMBER 2024 Actual	ACTUAL 30 NOVEMBER 2024 Income	ACTUAL 30 NOVEMBER 2024 Expense	ADOPTED BUDGET 2024-25 Income	ADOPTED BUDGET 2024-25 Expense
2278		Security Monitoring	$440	$1,047	$0	$1,047	$0	$1,430
2287		Fair Value Revaluations	$0	$0	$0	$0	$0	$0
2092		Mis Expense - Admin	$1,892	$638	$0	$638	$0	$4,540
2102		Admin - Novated Lease Expenses	$8,168	$8,293	$0	$8,293	$0	$19,605
2172		Less Admin Non Cash Realloc	($47,577)	$0	$0	$0	$0	($114,190)
2182		Less Admin Cash Exp Realloc	($830,491)	($480,560)	$0	($480,560)	$0	($1,993,259)
		Sub Total - GOVERNANCE - GENERAL OP/EXP	$85,348	$365,189	$0	$365,189	$0	$19,605
		OPERATING INCOME						
2053		Sundry Misc Income - Admin	($125)	($3,749)	($3,749)	$0	($300)	$0
2083		Police Licensing Commissions	($17,200)	($12,817)	($12,817)	$0	($40,000)	$0
2113		Admin - Novated Lease Contributions	($8,168)	($8,293)	($8,293)	$0	($19,605)	$0
2143		Photocopying Fees	($8)	($17)	($17)	$0	($20)	$0
		Sub Total - GOVERNANCE - GENERAL OP/INC	($25,502)	($24,876)	($24,876)	$0	($59,925)	$0
		Total - GOVERNANCE - GENERAL	$59,847	$340,313	($24,876)	$365,189	($59,925)	$19,605
		Total - GOVERNANCE	**$394,689**	**$534,578**	**($24,876)**	**$559,454**	**($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 30 NOVEMBER 2024 Budget	YEAR TO DATE 30 NOVEMBER 2024 Actual	ACTUAL 30 NOVEMBER 2024 Income	ACTUAL 30 NOVEMBER 2024 Expense	ADOPTED BUDGET 2024-25 Income	ADOPTED BUDGET 2024-25 Expense
		LAW ORDER & PUBLIC SAFETY						
		FIRE PREVENTION						
		OPERATING EXPENDITURE						
2272		Emergency Operating Expenses	$3,125	$1,920	$0	$1,920	$0	$7,500
2271		Emergency Operations Room - Storage	$0	$0	$0	$0	$0	$0
2281		Community Emergency Services Manager	$5,000	$8,266	$0	$8,266	$0	$20,000
2292		Fire Hazard Reduction	$6,568	$14,883	$0	$14,883	$0	$15,763
2302		Ground & Aerial Inspections	$0	$0	$0	$0	$0	$4,600
2322		Administration Costs	$3,942	$0	$0	$0	$0	$5,400
2342		Fire Fighting - Shire Resources	$2,193	$1,836	$0	$1,836	$0	$4,424
2372		Brigade Expenses	$71,587	$33,228	$0	$33,228	$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	$83	$0	$83	$0	$0
2382		Administration Allocated - Cash	$24,915	$14,417	$0	$14,417	$0	$59,798
2442		Administration Allocated - Non-Cash	$476	$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	$17,187	$14,996	$0	$14,996	$0	$41,250
		Sub Total - FIRE PREVENTION OP/EXP	$144,675	$99,643	$0	$99,643	$0	$276,032
		OPERATING INCOME						
2363		Fines & Penalties	($833)	$0	$0	$0	($2,000)	$0
2383		Sale of Fire Maps	($21)	($91)	($91)	$0	($50)	$0
2393		Sundry Misc income - Fire	($1,333)	($4,323)	($4,323)	$0	($3,200)	$0
2373		ESL Levy Funding	($37,500)	($23,114)	($23,114)	$0	($75,000)	$0
2463		BRMC - Grant Income	$0	$0	$0	$0	$0	$0
		Sub Total - FIRE PREVENTION OP/INC	($39,687)	($27,527)	($27,527)	$0	($80,250)	$0
		Total - FIRE PREVENTION	$104,988	$72,116	($27,527)	$99,643	($80,250)	$276,032

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MONTHLY FINANCIAL REPORT

ACCOUNT	JOB	Details By function Under The Following Programme Titles And Type Of Activities Within The Programme	YEAR TO DATE 30 NOVEMBER 2024 Budget	YEAR TO DATE 30 NOVEMBER 2024 Actual	ACTUAL 30 NOVEMBER 2024 Income	ACTUAL 30 NOVEMBER 2024 Expense	ADOPTED BUDGET 2024-25 Income	ADOPTED BUDGET 2024-25 Expense
		ANIMAL CONTROL						
		OPERATING EXPENDITURE						
2492		Salaries	$0	$15,153	$0	$15,153	$0	$0
2522		Superannuation	$0	$0	$0	$0	$0	$0
2532		Other Employment Costs	$3,334	$2,255	$0	$2,255	$0	$4,031
2542		Conference & Training	$625	$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	$1,331	$479	$0	$479	$0	$3,195
2572		Dog Pound Expenses	$1,083	$0	$0	$0	$0	$2,600
2573		Contract Ranger Expenses	$10,000	$0			$0	$24,000
2582		Other Animal Control	$208	$0	$0	$0	$0	$500
2583		Cat Control Expenses	$275	$5	$0	$5	$0	$660
2584		Cat Pound Expenses	$250	$13	$0	$13	$0	$600
2602		Administration Allocated - Cash	$24,915	$4,806	$0	$4,806	$0	$59,798
2612		Administration Allocated - Non-Cash	$476	$0	$0	$0	$0	$1,142
005D		Depreciation Buildings - Animal Control	$187	$814	$0	$814	$0	$450
		Sub Total - ANIMAL CONTROL OP/EXP	$42,684	$24,842	$0	$24,842	$0	$98,476
		OPERATING INCOME						
2613		Cat Pound Grant	$0	$0	$0	$0	$0	$0
2633		Ranger Income	($8,333)	$0	$0	$0	($20,000)	$0
2653		Fines & Penalties - Dog Act	($96)	($307)	($307)	$0	($230)	$0
2654		Fines & Penalties - Cat Act	($104)	$0	$0	$0	($250)	$0
2663		Impounding Fees - Dogs	($146)	($1,000)	($1,000)	$0	($350)	$0
2664		Impounding Fees - Cats	$0	$0	$0	$0	$0	$0
2673		Dog Registrations	($1,458)	($1,171)	($1,171)	$0	($3,500)	$0
2674		Cat Registrations	($208)	($275)	($275)	$0	($500)	$0
		Sub Total - ANIMAL CONTROL OP/INC	($10,345)	($2,752)	($2,752)	$0	($24,830)	$0
		Total - ANIMAL CONTROL	$32,339	$22,090	($2,752)	$24,842	($24,830)	$98,476

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

ACCOUNT	JOB	Details By function Under The Following Programme Titles And Type Of Activities Within The Programme	YEAR TO DATE 30 NOVEMBER 2024 Budget	Actual	ACTUAL 30 NOVEMBER 2024 Income	Expense	ADOPTED BUDGET 2024-25 Income	Expense
		OTHER LAW ORDER & PUBLIC SAFETY						
		OPERATING EXPENDITURE						
2832		Vehicle Impounding	$625	$40	$0	$40	$0	$1,500
2752		Salaries	$0	$0	$0	$0	$0	$0
2862		Local Law review	$2,500	$0	$0	$0	$0	$6,000
		Sub Total - OTHER LAW ORDER & PUBLIC SAFETY OP/EXP	$3,125	$40	$0	$40	$0	$7,500
		OPERATING INCOME						
2863		Income - Misc Other Law & Order	$0	$0	$0	$0	$0	$0
2823		Non-Opertating 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	$3,125	$40	$0	$40	($135,335)	$7,500
		Total - LAW ORDER & PUBLIC SAFETY	**$140,451**	**$94,245**	**($30,279)**	**$124,524**	**($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		YEAR TO DATE 30 NOVEMBER 2024 Budget	YEAR TO DATE 30 NOVEMBER 2024 Actual	ACTUAL 30 NOVEMBER 2024 Income	ACTUAL 30 NOVEMBER 2024 Expense	ADOPTED BUDGET 2024-25 Income	ADOPTED BUDGET 2024-25 Expense
		HEALTH						
		HEALTH ADMINISTRATION & INSPECTION						
		OPERATING EXPENDITURE						
3102		Health Salaries	$0	$10,850	$0	$10,850	$0	$0
3132		Superannuation	$0	$8,761	$0	$8,761	$0	$0
3142		Fringe Benefits Tax	$5,000	$0	$0	$0	$0	$12,000
3152		Conferences & Training	$0	$0	$0	$0	$0	$0
3162		Health - Other Employment Costs	$12,306	$1,926	$0	$1,926	$0	$27,281
3164		Health - Contractors	$18,749	$0	$0	$0	$0	$45,000
3212		Admin Allocation to HIA - Cash	$24,915	$4,806	$0	$4,806	$0	$59,798
3242		Analytical Expenses	$833	$479	$0	$479	$0	$2,000
3252		Administration Allocated - Non-cash	$714	$0	$0	$0	$0	$1,713
		Sub Total - HEALTH ADMIN & INSPECTION OP/EXP	$62,517	$26,821	$0	$26,821	$0	$147,792
		OPERATING INCOME						
3223		Health Act fees, Licences	($500)	($2,118)	($2,118)	$0	($1,200)	$0
3233		Septic Tank Inspection Fees	($83)	$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	($583)	($2,118)	($2,118)	$0	($1,400)	$0
		Total - HEALTH ADMIN & INSPECTION	$61,934	$24,703	($2,118)	$26,821	($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

ACCOUNT	JOB		YEAR TO DATE 30 NOVEMBER 2024 Budget	YEAR TO DATE 30 NOVEMBER 2024 Actual	ACTUAL 30 NOVEMBER 2024 Income	ACTUAL 30 NOVEMBER 2024 Expense	ADOPTED BUDGET 2024-25 Income	ADOPTED BUDGET 2024-25 Expense
		OTHER HEALTH						
		OPERATING EXPENDITURE						
3362		Doctor's Surgery Maint	$0	$536	$0	$536	$0	$0
3360		Doctor Services Expenses	$104,148	$62,500	$0	$62,500	$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	$7,448	$9,347	$0	$9,347	$0	$17,875
		Sub Total - OTHER HEALTH OP/EXP	$112,826	$73,679	$0	$73,679	$0	$270,195
		OPERATING INCOME						
		Sub Total - OTHER HEALTH OP/INC	$0	$0	$0	$0	$0	$0
		Total - OTHER HEALTH	$112,826	$73,679	$0	$73,679	$0	$270,195
		Total - HEALTH	**$174,760**	**$98,382**	**($2,118)**	**$100,500**	**($1,400)**	**$417,987**

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

ACCOUNT	JOB	Details By function Under The Following Programme Titles And Type Of Activities Within The Programme	YEAR TO DATE 30 NOVEMBER 2024 Budget	YEAR TO DATE 30 NOVEMBER 2024 Actual	ACTUAL 30 NOVEMBER 2024 Income	ACTUAL 30 NOVEMBER 2024 Expense	ADOPTED BUDGET 2024-25 Income	ADOPTED BUDGET 2024-25 Expense
		EDUCATION & WELFARE						
		EDUCATION						
		OPERATING EXPENDITURE						
3455		Play in the Park	$1,042	$0	$0	$0	$0	$2,500
3452		Smart Start Expenses	$1,192	$2,860	$0	$2,860	$0	$2,860
		Sub Total - EDUCATION OP/EXP	$2,233	$2,860	$0	$2,860	$0	$5,360
		OPERATING INCOME						
		Sub Total-EDUCATION OP/INC	$0	$0	$0	$0	$0	$0
		Total - EDUCATION	$2,233	$2,860	$0	$2,860	$0	$5,360
		PRE-SCHOOL/OTHER EDUCATION						
		OPERATING EXPENDITURE						
3462		Child Care Centre - Building Maint	$3,377	$1,261	$0	$1,261	$0	$4,369
3464		Child Care Centre - Grounds Maint	$417	$0	$0	$0	$0	$1,000
3477		Kindy Café	$6,333	$5,662	$0	$5,662	$0	$15,200
3472		Playgroup/Toy Library - Building Maint	$3,249	$1,993	$0	$1,993	$0	$5,536
3474		Playgroup/Toy Library - Grounds Maint	$2,173	$383	$0	$383	$0	$5,215
3478		SPARK - Expenditure	$1,250	$258	$0	$258	$0	$3,000
006D		DEPRECIATION (SCH 8)	$8,829	$8,065	$0	$8,065	$0	$21,190
		Sub Total - OTHER EDUCATION OP/EXP	$25,627	$17,622	$0	$17,622	$0	$55,510
		OPERATING INCOME						
3463		Occasional Care Rent	($1,040)	($1,251)	($1,251)	$0	($2,496)	$0
3465		Grant - Kindy Café	$0	($7,820)	($7,820)	$0	($20,000)	$0
3475		SPARK - Income	$0	($2,340)	($2,340)	$0	($3,000)	$0
3483		LR&CIP Grant - Old School Roof	$0	$0	$0		($50,000)	$0
		Sub Total - OTHER EDUCATION OP/INC	($1,040)	($11,411)	($11,411)	$0	($75,496)	$0
		Total - OTHER EDUCATION	$24,587	$6,211	($11,411)	$17,622	($75,496)	$55,510

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MONTHLY FINANCIAL REPORT

ACCOUNT	JOB	Details By function Under The Following Programme Titles And Type Of Activities Within The Programme	YEAR TO DATE 30 NOVEMBER 2024 Budget	YEAR TO DATE 30 NOVEMBER 2024 Actual	ACTUAL 30 NOVEMBER 2024 Income	ACTUAL 30 NOVEMBER 2024 Expense	ADOPTED BUDGET 2024-25 Income	ADOPTED BUDGET 2024-25 Expense
		WELFARE						
		OPERATING EXPENDITURE						
010D		DEPRECIATION (SCH 8)	$0	$0			$0	$0
		Sub Total - WELFARE OP/EXP	$0	$0	$0	$0	$0	$0
		OPERATING INCOME						
		Sub Total - WELFARE OP/INC	$0	$0	$0	$0	$0	$0
		Total - WELFARE	$0	$0	$0	$0	$0	$0
		Total - EDUCATION & WELFARE	**$26,821**	**$9,071**	**($11,411)**	**$20,482**	**($75,496)**	**$60,870**

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

ACCOUNT	JOB	Details By function Under The Following Programme Titles And Type Of Activities Within The Programme	YEAR TO DATE 30 NOVEMBER 2024 Budget	YEAR TO DATE 30 NOVEMBER 2024 Actual	ACTUAL 30 NOVEMBER 2024 Income	ACTUAL 30 NOVEMBER 2024 Expense	ADOPTED BUDGET 2024-25 Income	ADOPTED BUDGET 2024-25 Expense
		HOUSING						
		SPRING HAVEN HOUSING						
3752		Spring Haven Salaries	$446,760	$684,151	$0	$684,151	$0	$446,760
3742		Spring Haven - FBT Expenses	$5,071	$0	$0	$0	$0	$5,071
3772		Spring Haven Superannuation	$43,775	$68,279	$0	$68,279	$0	$143,775
3782		Conferences & Training	$3,500	$1,685	$0	$1,685	$0	$3,500
3792		Uniforms & Protective Clothing	$1,250	$441	$0	$441	$0	$1,250
3802		Recruitment Expenses	$350	$2,334	$0	$2,334	$0	$350
3821		Spring H - Staff Housing Subsidy	$0	$0	$0	$0	$0	$0
3822		Vehicle Expenses	$1,750	$737	$0	$737	$0	$1,750
3842		Spring Haven Telephone	$3,000	$2,108	$0	$2,108	$0	$3,000
3862		Subscriptions	$5,945	$4,166	$0	$4,166	$0	$5,945
3872		Postage & Freight	$355	$713	$0	$713	$0	$355
3882		Minor Office Expenses/Stationery	$350	$72	$0	$72	$0	$350
3892		Office Equipment Maintenance	$500	$0	$0	$0	$0	$500
3893		Software Operating	$3,315	$612	$0	$612	$0	$3,315
3902		Spring Haven Building Operating Expenses	$27,702	$23,534	$0	$23,534	$0	$27,702
3903		Spring Haven Building Maint (Unforseen)	$3,400	$16,293	$0	$16,293	$0	$3,400
3904		Spring Haven Grounds Maint	$22,775	$2,366	$0	$2,366	$0	$22,775
3906		Springhaven Building Non Cap	$0	$0	$0	$0	$0	$0
3908		Spring H - Security	$3,500	$0	$0	$0	$0	$3,500
3912		Medical/Pharmaceutical Services	$16,500	$19,410	$0	$19,410	$0	$16,500
3913		Allied Health	$12,725	$14,000	$0	$14,000	$0	$12,725
3914		Utilities	$12,873	$21,424	$0	$21,424	$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	$10,300	$3,070	$0	$3,070	$0	$10,300
3924		SPRING H - CLEANING & LAUNDRY	$0	$64	$0	$64	$0	$0
3932		Non-Capital Equiment Expenses	$2,375	$2,419	$0	$2,419	$0	$2,375
3942		Meals & Refreshments	$30,230	$32,674	$0	$32,674	$0	$30,230
3952		Residents Activities	$750	$928	$0	$928	$0	$750
3962		Public Liability Insurance	$8,840	$4,419	$0	$4,419	$0	$8,840
3974		Spring Haven Aged Care Consultants	$1,500	$0	$0	$0	$0	$1,500
3918		Spring H - Consultants	$0	$0	$0	$0	$0	$0
3928		Spring H - COVID-19 Additional Costs	$1,250	$0	$0	$0	$0	$1,250

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ACCOUNT	JOB	Details By function Under The Following Programme Titles And Type Of Activities Within The Programme	YEAR TO DATE 30 NOVEMBER 2024 Budget	YEAR TO DATE 30 NOVEMBER 2024 Actual	ACTUAL 30 NOVEMBER 2024 Income	ACTUAL 30 NOVEMBER 2024 Expense	ADOPTED BUDGET 2024-25 Income	ADOPTED BUDGET 2024-25 Expense
3982		Administration Allocated Non-Cash	$5,710	$0	$0	$0	$0	$5,710
3992		Administration Allocated - Cash	$99,663	$72,084	$0	$72,084	$0	$99,663
012D		Spring Haven Depreciation	$17,628	$68,656	$0	$68,656	$0	$42,309
013D		Spring Haven Depreciation	$1,388	$5,580	$0	$5,580	$0	$3,333
		Sub Total - SPRING HAVEN HOUSING OP/EXP	$812,910	$1,210,702	$0	$1,210,702	$0	$939,535
		OPERATING INCOME						
4003		Spring Haven Resident Rent	($150,000)	($190,436)	($190,436)	$0	($150,000)	$0
4013		Spring Haven - Personal Care Grant Subsidy	($500,000)	($776,070)	($776,070)	$0	($500,000)	$0
1395		INTEREST ON UNPAID BONDS	($12,540)	$9,270	$9,270	$0	($12,540)	$0
4143		Miscellaneous Income	($129,000)	$0	$0	$0	($129,000)	$0
4023		Spring Haven Donations	($3,000)	$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
022P		Spring H - Profit on Sale of Assets	$0	($71,000)	($71,000)	$0	$0	$0
		Sub Total - SPRING HAVEN HOUSING OP/INC	($794,540)	($1,028,236)	($1,028,236)	$0	($794,540)	$0
		Total - SPRING HAVEN HOUSING	$18,370	$182,466	($1,028,236)	$1,210,702	($794,540)	$939,535

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

ACCOUNT	JOB		YEAR TO DATE 30 NOVEMBER 2024 Budget	YEAR TO DATE 30 NOVEMBER 2024 Actual	ACTUAL 30 NOVEMBER 2024 Income	ACTUAL 30 NOVEMBER 2024 Expense	ADOPTED BUDGET 2024-25 Income	ADOPTED BUDGET 2024-25 Expense
		STAFF HOUSING						
		OPERATING EXPENDITURE						
3768		Staff Housing Building Maintenance	$6,646	$6,668	$0	$6,668	$0	$15,950
3769		Staff Housing - Operating Expenses	$17,748	$17,419	$0	$17,419	$0	$41,686
3764		Staff Housing - Ground Maint. Various	$5,291	$4,299	$0	$4,299	$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	$39,798	$39,991	$0	$39,991	$0	$95,520
		Sub Total - STAFF HOUSING OP/EXP	$80,424	$78,614	$0	$78,614	$0	$199,172
		OPERATING INCOME						
3703		Residential Rent - Staff	($19,543)	($6,964)	($6,964)	$0	($46,904)	$0
		Sub Total - STAFF HOUSING OP/INC	($19,543)	($6,964)	($6,964)	$0	($46,904)	$0
		Total - STAFF HOUSING	$60,882	$71,650	($6,964)	$78,614	($46,904)	$199,172

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ACCOUNT	JOB	Details By function Under The Following Programme Titles And Type Of Activities Within The Programme	YEAR TO DATE 30 NOVEMBER 2024 Budget	YEAR TO DATE 30 NOVEMBER 2024 Actual	ACTUAL 30 NOVEMBER 2024 Income	ACTUAL 30 NOVEMBER 2024 Expense	ADOPTED BUDGET 2024-25 Income	ADOPTED BUDGET 2024-25 Expense
		HOUSING OTHER						
		OPERATING EXPENDITURE						
4062		Loton Close ILU's Building Maint	$6,231	$2,208	$0	$2,208	$0	$13,974
4064		Loton Close ILU's Grounds Maint	$5,158	$1,402	$0	$1,402	$0	$12,380
4065		Loton Close ILU's Utilities	$14,855	$11,430	$0	$11,430	$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	$6,353	$1,776	$0	$1,776	$0	$14,637
4204		J Sullivan Units Grounds Maintenance	$7,416	$0	$0	$0	$0	$17,800
4205		J Sullivan Units Utilities	$3,582	$3,163	$0	$3,163	$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	$2,804	$2,781	$0	$2,781	$0	$6,729
4256		GROH - Building Maintenance	$5,391	$1,521	$0	$1,521	$0	$10,061
		Sub Total - HOUSING OTHER OP/EXP	$72,541	$37,748	$0	$37,748	$0	$149,473
		OPERATING INCOME						
4083		Loton Close ILU's Rent	($69,547)	($82,917)	($82,917)	$0	($166,920)	$0
4103		Loton Close ILU's - Power Recoups	($6,250)	($8,072)	($8,072)	$0	($15,000)	$0
4203		J Sullivan Units - Rent	($15,416)	($17,520)	($17,520)	$0	($37,000)	$0
4243		GROH - Rent	($52,081)	$0	$0	$0	($125,000)	$0
		Sub Total - HOUSING OTHER OP/INC	($143,294)	($108,509)	($108,509)	$0	($343,920)	$0
		Total - HOUSING OTHER	($70,753)	($70,761)	($108,509)	$37,748	($343,920)	$149,473
		Total - HOUSING	**$8,498**	**$183,355**	**($1,143,709)**	**$1,327,063**	**($1,185,364)**	**$1,288,180**

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ACCOUNT	JOB	Details By function Under The Following Programme Titles And Type Of Activities Within The Programme	YEAR TO DATE 30 NOVEMBER 2024 Budget	YEAR TO DATE 30 NOVEMBER 2024 Actual	ACTUAL 30 NOVEMBER 2024 Income	ACTUAL 30 NOVEMBER 2024 Expense	ADOPTED BUDGET 2024-25 Income	ADOPTED BUDGET 2024-25 Expense
		COMMUNITY AMENITIES						
		SANITATION - HOUSEHOLD REFUSE						
		OPERATING EXPENDITURE						
5022		Refuse Collection - Kerbside	$33,365	$32,988	$0	$32,988	$0	$80,080
5012		Refuse Site Maintenance	$4,812	$930	$0	$930	$0	$11,550
5013		Refuse Site Rehabilitation	$1,466	$0	$0	$0	$0	$3,518
5002		Recycling Depot/Transfer Stn - Contract	$132,937	$73,895	$0	$73,895	$0	$195,385
5122		Recycling Collection - Kerbside	$28,903	$28,455	$0	$28,455	$0	$69,370
5142		Recycling Education	$292	$0	$0	$0	$0	$700
5123		Waste Management Planning	$0	$0	$0	$0	$0	$0
014D		Depreciation (Sch 10)	$1,835	$1,868	$0	$1,868	$0	$4,405
		Sub Total - SANITATION HOUSEHOLD REFUSE OP/EXP	$203,611	$138,136	$0	$138,136	$0	$365,008
		OPERATING INCOME						
5023		Collection Charges - Kerbside	($284,384)	($285,310)	($285,310)	$0	($284,384)	$0
5033		Recycling/Transfer Station Rental	($958)	$0	$0	$0	($2,300)	$0
5183		Sale of Recyclables	($146)	$0	$0	$0	($350)	$0
		Sub Total - SANITATION H/HOLD REFUSE OP/INC	($285,488)	($285,310)	($285,310)	$0	($287,034)	$0
		Total - SANITATION HOUSEHOLD REFUSE	($81,877)	($147,175)	($285,310)	$138,136	($287,034)	$365,008

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		SANITATION OTHER						
		OPERATING EXPENDITURE						
5027		Verge Pick Up - Hard Waste	$12,500	$0	$0	$0	$0	$30,000
5251		Street Bins Collection - Contract	$16,701	$17,660	$0	$17,660	$0	$40,085
5252		Street Bins Collection	$131	$0	$0	$0	$0	$315
5262		Repair Street Bins	$83	$0	$0	$0	$0	$200
5263		Drum Muster	$2,083	$0	$0	$0	$0	$5,000
5264		Transport of Waste & Loader Hire	$29,707	$26,093	$0	$26,093	$0	$71,300
5265		Bulk Bin Hire Expenses	$1,158	$0	$0	$0	$0	$2,780
5266		Bulk Bin Removal Expenses	$0	$0	$0	$0	$0	$0
		Sub Total - SANITATION OTHER OP/EXP	$62,364	$43,753	$0	$43,753	$0	$149,680
		OPERATING INCOME						
5103		Tip Fees	$0	$0	$0	$0	$0	$0
5303		Litter Infringements	($83)	($500)	($500)	$0	($200)	$0
5304		Drum Muster Reimbursement Income	($2,083)	$0	$0	$0	($5,000)	$0
		Sub Total - SANITATION OTHER OP/INC	($2,167)	($500)	($500)	$0	($5,200)	$0
		Total - SANITATION OTHER	$60,198	$43,253	($500)	$43,753	($5,200)	$149,680

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		SEWERAGE						
		OPERATING EXPENDITURE						
5090		Liquid Waste Pond - Maintenance	$571	$435	$0	$435	$0	$1,370
		Sub Total - SEWERAGE OP/EXP	$571	$435	$0	$435	$0	$1,370
		OPERATING INCOME						
5190		Liquid Waste Disposal Fees	$0	$0	$0	$0	$0	$0
		Sub Total - SEWERAGE OP/INC	$0	$0	$0	$0	$0	$0
		Total - SEWERAGE	$571	$435	$0	$435	$0	$1,370

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ACCOUNT	JOB	Details By function Under The Following Programme Titles And Type Of Activities Within The Programme	YEAR TO DATE 30 NOVEMBER 2024 Budget	YEAR TO DATE 30 NOVEMBER 2024 Actual	ACTUAL 30 NOVEMBER 2024 Income	ACTUAL 30 NOVEMBER 2024 Expense	ADOPTED BUDGET 2024-25 Income	ADOPTED BUDGET 2024-25 Expense
		PROTECTION OF THE ENVIRONMENT						
		OPERATING EXPENDITURE						
5619		Southern Dirt Contribution	$15,000	$0	$0	$0	$0	$15,000
5612		NRM Office Expenses	$125	$0	$0	$0	$0	$300
5616		NRM - Salaries & Wages/Consultancy Fees	$3,042	$900	$0	$900	$0	$7,300
5689		NRM - Superannuation	$0	$0	$0	$0	$0	$0
5601		NRM Vehicle Costs	$304	$0	$0	$0	$0	$730
5614		NRM - Grant Expenditure	$0	$0	$0	$0	$0	$0
5681		Noxious Weeds	$1,717	$3,356	$0	$3,356	$0	$4,122
5684		Landcare Publications	$208	$0	$0	$0	$0	$500
5686		NRM - Enviromental Reserve M'ment	$5,860	$3,946	$0	$3,946	$0	$14,065
5687		Reserve Clean Up	$9,554	$9,878	$0	$9,878	$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	$4,167	$0	$0	$0	$0	$10,000
5734		NRM - Future Drought Fund Grant Exp.	$0	$0	$0	$0	$0	$0
5752		Administration Allocation Cash	$8,305	$9,611	$0	$9,611	$0	$19,933
5742		Administration Allocation Non-Cash	$1,189	$0	$0	$0	$0	$2,855
		Sub Total - PROTECTION OF THE ENVIRONMENT OP/EXP	$56,530	$27,691	$0	$27,691	$0	$104,794
		OPERATING INCOME						
5603		NRM Grants	$0	$0	$0	$0	$0	$0
		Sub Total - PROTECTION OF THE ENVIRONMENT OP/INC	$0	$0	$0	$0	$0	$0
		Total - PROTECTION OF THE ENVIRONMENT	$56,530	$27,691	$0	$27,691	$0	$104,794

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ACCOUNT	JOB		YEAR TO DATE 30 NOVEMBER 2024 Budget	YEAR TO DATE 30 NOVEMBER 2024 Actual	ACTUAL 30 NOVEMBER 2024 Income	ACTUAL 30 NOVEMBER 2024 Expense	ADOPTED BUDGET 2024-25 Income	ADOPTED BUDGET 2024-25 Expense
		TOWN PLANNING AND REGIONAL DEVELOPMENT						
		OPERATING EXPENDITURE						
5842		Town Planning Expenses	$12,500	$10,045	$0	$10,045	$0	$30,000
5922		TPS Review	$10,416	$0	$0	$0	$0	$25,000
5923		Town Planning Consultants	$0	$0	$0	$0	$0	$0
5962		Administration Allocated Cash	$24,915	$4,806	$0	$4,806	$0	$59,798
5832		Administration Allocated Non-Cash	$476	$0	$0	$0	$0	$1,142
		Sub Total - TOWN PLAN & REG DEV OP/EXP	$48,306	$14,850	$0	$14,850	$0	$115,940
		OPERATING INCOME						
5973		Planning Fees	($1,875)	($4,496)	($4,496)	$0	($4,500)	$0
		Sub Total - TOWN PLAN & REG DEV OP/INC	($1,875)	($4,496)	($4,496)	$0	($4,500)	$0
		Total - TOWN PLANNING & REGIONAL DEVELOPMENT	$46,431	$10,355	($4,496)	$14,850	($4,500)	$115,940

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		COMMUNITY AMENITIES - CEMETERIES						
		OPERATING EXPENDITURE						
5999		Cemetery Digital Database	$333	$0	$0	$0	$0	$800
6001		Cemetery - Grave Digging	$16,350	$21,821	$0	$21,821	$0	$39,242
6006		Kojonup Cemetery - Niche Wall Maint	$984	$0	$0	$0	$0	$2,362
6002		Kojonup Cemetery - Grounds Maint	$7,928	$5,330	$0	$5,330	$0	$19,028
6000		Kojonup Cemetery - Trees	$1,033	$0	$0	$0	$0	$2,480
6012		Boscabel Cemetery - Grounds Maint	$297	$0	$0	$0	$0	$712
6014		Muradup Cemetery - Grounds Maintenance	$3,302	$2,391	$0	$2,391	$0	$7,926
015D		Community Amenities Buildings Depreciation	$16,194	$19,846	$0	$19,846	$0	$38,868
		Sub Total - COMMUNITY AMEN - CEMETERIES OP/EXP	$46,422	$49,388	$0	$49,388	$0	$111,418
		OPERATING INCOME						
6013		Cemetery Fees (Inc Gst)	($4,125)	($7,436)	($7,436)	$0	($9,900)	$0
6023		Cemetery Fees Licences (Not Inc Gst)	($208)	($1,320)	($1,320)	$0	($500)	$0
		Sub Total - COMMUNITY AMEN - CEMETERIES OP/INC	($4,333)	($8,756)	($8,756)	$0	($10,400)	$0
		Total - COMMUNITY AMENITIES CEMETERIES	$42,089	$40,632	($8,756)	$49,388	($10,400)	$111,418

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		COMMUNITY AMENITIES - PUBLIC CONVENIENCES & OTHER						
		OPERATING EXPENDITURE						
6042		Harrison Place Conveniences - Maint	$104	$11	$0	$11	$0	$250
6044		Harrison Place Conveniences - Cleaning	$12,408	$8,613	$0	$8,613	$0	$29,290
6024		Curly Wig - Building Maintenance	$0	$0	$0	$0	$0	$0
6034		CWA - Building Maintenance	$1,603	$639	$0	$639	$0	$2,995
6052		Town Street & Park Seating	$973	$0	$0	$0	$0	$2,336
6054		Townscape Plan	$0	$0	$0	$0	$0	$0
6112		Community Resource Centre / Telecentre	$1,288	$1,014	$0	$1,014	$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	$1,189	$0	$0	$0	$0	$2,855
6152		Administration Allocated Cash	$24,915	$10,813	$0	$10,813	$0	$59,798
		Sub Total - COMMUNITY AMEN - PUBLIC CONVEN OP/EXP	$42,731	$22,523	$0	$22,523	$0	$101,432
		OPERATING INCOME						
6133		Community Bus Hire	$0	$0	$0	$0	$0	$0
		Sub Total - COMMUNITY AMEN - PUBLIC CONVEN OP/INC	$0	$0	$0	$0	$0	$0
		Total - COMMUNITY AMENITIES PUBLIC CONVEN & OTHER	$42,731	$22,523	$0	$22,523	$0	$101,432

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		COMMUNITY AMENITIES - COMMUNITY DEVELOPMENT						
		OPERATING EXPENDITURE						
6064		Men's Shed - Building Maintenance	$616	$179	$0	$179	$0	$1,249
6172		SMALL GRANT EXPENDITURE	$0	$0	$0	$0	$0	$0
		Sub Total - COMMUNITY AMEN - COMMUNITY DEV OP/EXP	$616	$179	$0	$179	$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	$616	$179	$0	$179	($433,053)	$1,249
		Total - COMMUNITY AMENITIES	**$167,289**	**($2,108)**	**($299,062)**	**$296,954**	**($740,187)**	**$950,890**

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		RECREATION & CULTURE						
		PUBLIC HALL & CIVIC CENTRES						
		OPERATING EXPENDITURE						
6202		Memorial Hall - Cleaning & Operations	$18,427	$10,169	$0	$10,169	$0	$31,595
6212		RSL Hall - Cleaning & Operations	$6,159	$1,567	$0	$1,567	$0	$12,292
6214		Memorial Hall - Building Maintenance	$4,389	$3,051	$0	$3,051	$0	$9,974
6216		Mobrup Hall - Building Expenses	$0	$34	$0	$34	$0	$0
6218		Muradup Hall - Building Expenses	$1,655	$961	$0	$961	$0	$2,005
6219		Qualeup Hall - Building Expenses	$186	$16	$0	$16	$0	$349
6224		Memorial Hall - Grounds Maintenance	$3,637	$673	$0	$673	$0	$8,170
6227		Boscabel Hall - Building Expenses	$434	$16	$0	$16	$0	$784
6232		All Halls - Cutlery & Crockery	$833	$0	$0	$0	$0	$2,000
6324		RSL Hall - Building Maintenance	$1,688	$658	$0	$658	$0	$3,160
6146		Interest on Loan - Loan 146 & 149	$0	$6,501	$0	$6,501	$0	$25,105
6147		Loan Guarantee Fee - Loan 146 & 149	$2,280	$0	$0	$0	$0	$3,800
016D		Public Halls Building Depreciation	$26,576	$28,759	$0	$28,759	$0	$63,785
		Sub Total - PUBLIC HALLS & CIVIC CENTRES OP/EXP	$66,264	$52,405	$0	$52,405	$0	$163,019
		OPERATING INCOME						
6203		Memorial Hall Rentals	($1,167)	($1,114)	($1,114)	$0	($2,800)	$0
6213		RSL Hall Rentals	($267)	($465)	($465)	$0	($640)	$0
		Sub Total - PUBLIC HALLS & CIVIC CENTRES OP/INC	($1,433)	($1,579)	($1,579)	$0	($3,440)	$0
		Total - PUBLIC HALL & CIVIC CENTRES	$64,831	$50,826	($1,579)	$52,405	($3,440)	$163,019

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ACCOUNT	JOB	Details By function Under The Following Programme Titles And Type Of Activities Within The Programme	YEAR TO DATE 30 NOVEMBER 2024 Budget	YEAR TO DATE 30 NOVEMBER 2024 Actual	ACTUAL 30 NOVEMBER 2024 Income	ACTUAL 30 NOVEMBER 2024 Expense	ADOPTED BUDGET 2024-25 Income	ADOPTED BUDGET 2024-25 Expense
		OTHER RECREATION & SPORT						
		OPERATING EXPENDITURE						
6362		Kojonup Springs Conveniences	$13,137	$8,638	$0	$8,638	$0	$31,533
6364		Kojonup Springs Grounds Maintenance	$3,592	$5,367	$0	$5,367	$0	$8,620
6372		Apex Park Conveniences - Operating	$28,546	$17,390	$0	$17,390	$0	$66,418
6373		Apex Park Conveniences - Building Maint	$1,925	$773	$0	$773	$0	$4,620
6374		Apex Park - Grounds Maint	$27,903	$13,410	$0	$13,410	$0	$67,795
6382		Railway Reserve Conveniences	$2,245	$881	$0	$881	$0	$4,925
6392		Newstead Park - Grounds Maint	$5,541	$2,510	$0	$2,510	$0	$13,299
6394		Railway Reserve Grounds Maint	$7,497	$5,690	$0	$5,690	$0	$16,454
6402		Sports Complex - Netball Conveniences	$5,848	$3,026	$0	$3,026	$0	$12,877
6403		Sports Complex - Netball Area Maint	$924	$907	$0	$907	$0	$2,218
6404		Sports Complex - Grounds Maint	$81,413	$27,652	$0	$27,652	$0	$195,400
6408		Sports Complex - Conveniences	$5,109	$1,572	$0	$1,572	$0	$12,263
6412		Hillman Park - Grounds Maint	$8,860	$3,743	$0	$3,743	$0	$21,266
6414		Sports Complex - Reticulation	$9,204	$1,042	$0	$1,042	$0	$22,090
6415		Oval Lighting	$2,036	$1,794	$0	$1,794	$0	$4,300
6422		Kojonup Bk (Piesse Park) - Grounds Maint	$5,483	$3,982	$0	$3,982	$0	$13,159
6425		Sports Complex - Hockey Club Building	$201	$200	$0	$200	$0	$440
6434		Turkey Nest Dam Maintenance	$8,062	$2,074	$0	$2,074	$0	$18,223
6435		Water - Showgrounds Maint	$3,439	$1,152	$0	$1,152	$0	$8,255
6444		Muradup Townsite Grounds	$4,129	$1,353	$0	$1,353	$0	$9,909
6452		Playground Safety & Minor Upgrades	$1,598	$0	$0	$0	$0	$3,836
6454		Kojonup Town Entrances	$2,561	$1,232	$0	$1,232	$0	$6,146
6474		Industrial Area Slashing & Spraying	$1,113	$528	$0	$528	$0	$2,671
6477		Sports Complex - Utilities & Insurance	$14,016	$7,881	$0	$7,881	$0	$18,375
6486		Rail Trails	$0	$0	$0	$0	$0	$0
6492		Myrtle Benn Reserve	$1,660	$0	$0	$0	$0	$3,983
6494		Sundry Reserves	$10,340	$587	$0	$587	$0	$22,771
6496		Kojonup Golf Club Community Grant	$127	$0	$0	$0	$0	$306
6552		Sports Complex - Cleaning	$7,119	$2,675	$0	$2,675	$0	$17,086
6554		Sports Complex - Building Maint	$3,390	$2,961	$0	$2,961	$0	$8,136
6558		Loan Guaranteee Fee - Loans 136, 142, 143	$5,820	$5,377	$0	$5,377	$0	$9,700
6559		Recreation - Interest on Loans	$20,317	$30,683	$0	$30,683	$0	$52,015
6592		Skate Park	$383	$221	$0	$221	$0	$765

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ACCOUNT	JOB	Details By function Under The Following Programme Titles And Type Of Activities Within The Programme	YEAR TO DATE 30 NOVEMBER 2024 Budget	YEAR TO DATE 30 NOVEMBER 2024 Actual	ACTUAL 30 NOVEMBER 2024 Income	ACTUAL 30 NOVEMBER 2024 Expense	ADOPTED BUDGET 2024-25 Income	ADOPTED BUDGET 2024-25 Expense
6792		Admiin Allocation - Cash	$16,610	$9,371	$0	$9,371	$0	$39,865
7107		Polocrosse Works Requested	$0	$0	$0	$0	$0	$0
017D		Other Sport Buildings Depreciation	$154,901	$156,286	$0	$156,286	$0	$371,778
		Sub Total - OTHER RECREATION & SPORT OP/EXP	$465,047	$320,957	$0	$320,957	$0	$1,091,497
		OPERATING INCOME						
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	($1,667)	($2,182)	($2,182)	$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
		Sub Total - OTHER RECREATION & SPORT OP/INC	($1,667)	($2,182)	($2,182)	$0	($91,211)	$0
		Total - OTHER RECREATION & SPORT	**$463,380**	**$318,776**	**($2,182)**	**$320,957**	**($91,211)**	**$1,091,497**

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ACCOUNT	JOB	Details By function Under The Following Programme Titles And Type Of Activities Within The Programme	YEAR TO DATE 30 NOVEMBER 2024 Budget	YEAR TO DATE 30 NOVEMBER 2024 Actual	ACTUAL 30 NOVEMBER 2024 Income	ACTUAL 30 NOVEMBER 2024 Expense	ADOPTED BUDGET 2024-25 Income	ADOPTED BUDGET 2024-25 Expense
		SWIMMING AREAS & BEACHES						
		OPERATING EXPENDITURE						
6252		Building Maintenance	$2,500	$436	$0	$436	$0	$6,000
6254		Consumables & Minor Expenses	$625	$788	$0	$788	$0	$1,500
6257		Utilities & Telephone	$14,070	$3,319	$0	$3,319	$0	$33,495
6258		Insurance	$12,756	$6,660	$0	$6,660	$0	$12,756
6261		Maintenance - Pool Building	$1,641	$1,772	$0	$1,772	$0	$3,420
6262		Grounds Maintenance	$2,154	$4,218	$0	$4,218	$0	$5,169
6264		Swimmin Pool - Chemicals	$4,833	$2,286	$0	$2,286	$0	$11,600
6271		Non-Capital Purchases per 10yr Plan	$625	$0	$0	$0	$0	$1,500
6272		Equipment Maintenance	$8,741	$22,364	$0	$22,364	$0	$20,980
6274		Kiosk - COGS	$1,458	$867	$0	$867	$0	$3,500
6352		Swimming Pool Salaries	$43,251	$18,112	$0	$18,112	$0	$103,806
6353		Superannuation	$7,041	$2,213	$0	$2,213	$0	$16,900
6354		Conferences & Training	$625	$1,810	$0	$1,810	$0	$1,500
6356		Staff Housing Subsidy (S/Pool)	$2,917	$0	$0	$0	$0	$7,000
6292		Administration Allocated Cash	$16,610	$4,806	$0	$4,806	$0	$39,865
050D		Depreciation Buildings	$22,605	$22,688	$0	$22,688	$0	$54,255
		Sub Total - SWIMMING AREAS & BEACHES OP/EXP	$142,452	$92,338	$0	$92,338	$0	$323,246
		OPERATING INCOME						
6294		Pool Entry Fees	($3,083)	($2,855)	($2,855)	$0	($7,400)	$0
6295		Pool Kiosk Sales	($2,500)	($341)	($341)	$0	($6,000)	$0
6296		Pool Daily Entry Fees	($3,333)	($598)	($598)	$0	($8,000)	$0
		Sub Total - SWIMMING AREAS & BEACHES OP/INC	($8,916)	($3,794)	($3,794)	$0	($21,400)	$0
		Total - SWIMMING AREAS & BEACHES	$133,536	$88,544	($3,794)	$92,338	($21,400)	$323,246

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ACCOUNT	JOB	Details By function Under The Following Programme Titles And Type Of Activities Within The Programme	YEAR TO DATE 30 NOVEMBER 2024 Budget	YEAR TO DATE 30 NOVEMBER 2024 Actual	ACTUAL 30 NOVEMBER 2024 Income	ACTUAL 30 NOVEMBER 2024 Expense	ADOPTED BUDGET 2024-25 Income	ADOPTED BUDGET 2024-25 Expense
		TV & RADIO BROADCASTING & RETRANSMISSION						
		OPERATING EXPENDITURE						
6752		Television Translator	$77	$19	$0	$19	$0	$77
6772		VHF Repeater Operating/Maintenance	$104	$0	$0	$0	$0	$250
		Sub Total - TV & RADIO RETRANSMISSION OP/EXP	$181	$19	0	$19	$0	$327
		Total - TV & RADIO RETRANSMISSION	$181	$19	**$0**	**$19**	**$0**	**$327**
		LIBRARIES						
		OPERATING EXPENDITURE						
6812		Library Salaries	$44,420	$29,771	$0	$29,771	$0	$106,613
6842		Superannuation	$6,703	$3,421	$0	$3,421	$0	$16,087
6852		Emp Insurances (Lib)	$2,836	$2,255	$0	$2,255	$0	$2,836
6862		Conference & Training (Lib)	$417	$0	$0	$0	$0	$1,000
6882		Library Operating Expenses	$3,333	$784	$0	$784	$0	$8,000
6892		Lib Software Licencing	$1,708	$3,820	$0	$3,820	$0	$4,100
6902		Library Resource Purchases	$833	$225	$0	$225	$0	$2,000
6903		Library Regional Activity Plan Contribution	$1,042	$1,834	$0	$1,834	$0	$2,500
6942		Administration Allocated Cash	$8,305	$4,806	$0	$4,806	$0	$19,933
6952		Administration Allocated Non-Cash	$1,189	$0	$0	$0	$0	$2,855
		Sub Total - LIBRARIES OP/EXP	$70,787	$46,915	$0	$46,915	$0	$165,924
		OPERATING INCOME						
6963		Library Fines & Penalties - Lost Books	$0	$0	$0	$0	$0	$0
6973		Sundry Income	($8)	($5)	($5)	$0	($20)	$0
6983		Seniors Week Grant	$0	$0	$0	$0	$0	$0
		Sub Total - LIBRARIES OP/INC	($8)	($5)	($5)	$0	($20)	$0
		Total - LIBRARIES	$70,778	$46,910	($5)	$46,915	($20)	$165,924

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ACCOUNT	JOB	Details By function Under The Following Programme Titles And Type Of Activities Within The Programme	YEAR TO DATE 30 NOVEMBER 2024 Budget	YEAR TO DATE 30 NOVEMBER 2024 Actual	ACTUAL 30 NOVEMBER 2024 Income	ACTUAL 30 NOVEMBER 2024 Expense	ADOPTED BUDGET 2024-25 Income	ADOPTED BUDGET 2024-25 Expense
		HERITAGE & OTHER CULTURE						
		OPERATING EXPENDITURE						
7002		Historical Society - Donation	$0	$0	$0	$0	$0	$0
7012		Historical Soc. Rooms	$42	$38	$0	$38	$0	$125
7022		Old Military Barracks	$1,244	$140	$0	$140	$0	$2,986
7024		Old Post Office - Building Maintenance	$2,146	$468	$0	$468	$0	$4,105
7032		Elverd Cottage - Building Mtce	$805	$622	$0	$622	$0	$1,805
7034		Elverd Cottage - Ground Maint	$1,038	$270	$0	$270	$0	$2,525
7046		Old Post Office - Grounds Maintenance	$972	$262	$0	$262	$0	$2,024
7106		Showgrounds - Building Maintenance	$4,698	$2,101	$0	$2,101	$0	$6,235
7101		Annual Show - Works Assistance	$5,683	$12,820	$0	$12,820	$0	$13,639
7103		Muradup & Jingalup War Memorials	$472	$42	$0	$42	$0	$1,132
7222		Military Barracks - Ground Maint	$4,502	$874	$0	$874	$0	$9,600
019D		Depreciation Buildings	$8,181	$8,220	$0	$8,220	$0	$19,635
		Sub Total - OTHER CULTURE OP/EXP	$29,782	$25,858	$0	$25,858	$0	$63,811
		OPERATING INCOME						
		Sub Total - OTHER CULTURE OP/INC	$0	$0	$0	$0	$0	$0
		Total - OTHER CULTURE	$29,782	$25,858	$0	$25,858	$0	$63,811
		Total - RECREATION AND CULTURE	**$762,488**	**$530,932**	**($7,559)**	**$538,491**	**($116,071)**	**$1,807,824**

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		STREETS,ROADS, BRIDGES, DEPOTS - MAINTENANCE						
		OPERATING EXPENDITURE						
7632		Town Streets - Drainage Mtce	$9,420	$808	$0	$808	$0	$22,610
7642		ROADS MTCE - FLOOD DAMAGE.	$0	$0	$0	$0	$0	$0
7652		Road Maintenance	$3,677	$0	$0	$0	$0	$8,826
7662		Bridge Maintenance	$56,718	$19,327	$0	$19,327	$0	$95,792
7672		Footpath Maintenance	$7,391	$9,273	$0	$9,273	$0	$17,740
7682		Lighting Of Streets	$26,041	$24,052	$0	$24,052	$0	$62,500
7692		Depot Maint	$20,646	$17,516	$0	$17,516	$0	$42,715
7694		Depot - Grounds & Nursery Maint	$3,750	$3,208	$0	$3,208	$0	$9,000
7695		Depot - OHS Minor Items	$566	$126	$0	$126	$0	$1,359
7704		Depot Cleaning	$17,712	$11,850	$0	$11,850	$0	$42,510
RM01		Grading - Winter	$330,095	$628,102	$0	$628,102	$0	$792,260
RM02		Grading - Summer	$0	$0	$0	$0	$0	$0
RM03		Drainage Maintenance	$28,499	$142,185	$0	$142,185	$0	$68,400
RM04		Bitumen Patching/Repair	$37,715	$92,338	$0	$92,338	$0	$90,520
RM05		Guide Post & Signage	$18,583	$64,674	$0	$64,674	$0	$44,600
RM06		Roadside Spraying	$15,474	$16,169	$0	$16,169	$0	$37,140
RM08		Rural Limb & Tree Removal - Fallen	$16,588	$98,515	$0	$98,515	$0	$39,812
RM10		Traffic Counter Transportation	$1,842	$11,199	$0	$11,199	$0	$4,422
RM11		Kerb Maintenance	$2,454	$912	$0	$912	$0	$5,890
RM15		Trees Rural Major Works	$34,415	$82,585	$0	$82,585	$0	$82,600
RM16		Townsite-Kojonup-Verge Mtce	$25,599	$30,955	$0	$30,955	$0	$55,600
RM17		Townsite Trees - General Mtce	$7,529	$500	$0	$500	$0	$18,070
RM18		TOWNSITE TREES - UPGRADE, WATERING etc	$8,762	$0	$0	$0	$0	$21,030
RM19		Townsite Trees - Pruning - Contractor	$5,159	$1,481	$0	$1,481	$0	$12,383
RM20		Road Accident Recovery	$574	$3,149	$0	$3,149	$0	$1,377
RM22		Removal of Street Trees	$3,390	$83	$0	$83	$0	$8,136
RM23		Townsite Street Sweeping	$4,583	$3,710	$0	$3,710	$0	$11,000
RM24		Carpark Line marking	$2,300	$255	$0	$255	$0	$5,520
7701		Blackwood Rd Solar Dam Maintenance	$2,795	$1	$0	$1	$0	$6,708
7702		Administration Allocated Cash	$166,098	$96,112	$0	$96,112	$0	$398,652
020D		Depreciation on Road Assets	$1,488,190	$1,582,429	$0	$1,582,429	$0	$3,571,800
		Sub Total - MTCE STREETS ROADS DEPOTS OP/EXP	$2,346,567	$2,941,511	$0	$2,941,511	$0	$5,578,972

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		OPERATING INCOME						
7405		Roads Grants RRG	($138,960)	($550,992)	($550,992)	$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	($319,767)	$0	$0	$0	($761,349)	$0
7465		Government Road Grants - Blackspot Funding	($470,000)	$0	$0	$0	($470,000)	$0
7605		Sale of Small Items	$0	($4,909)	($4,909)	$0	$0	$0
7683		Street Lighting Contribution	$0	$0	$0	$0	($10,000)	$0
		Sub Total - MTCE STREETS ROADS DEPOTS OP/INC	($1,132,518)	($786,226)	($786,226)	$0	($2,881,462)	$0
		Total - MTCE STREETS ROADS DEPOTS	$1,214,050	$2,155,286	($786,226)	$2,941,511	($2,881,462)	$5,578,972

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		AERODROMES						
		OPERATING EXPENDITURE						
7762		Airport Building - Maintenance	$2,482	$2,036	$0	$2,036	$0	$4,921
7761		Interest on Loan 141 (Airstrip)	$880	$6,016	$0	$6,016	$0	$1,721
7764		Airport Building - Cleaning	$1,049	$376	$0	$376	$0	$2,518
7771		Loan Guarantee Fee (Airstrip)	$405	$412	$0	$412	$0	$675
7772		Airstrip Operations	$21	$0	$0	$0	$0	$50
7774		Airstrip Ground Maintenance	$6,076	$32,762	$0	$32,762	$0	$14,584
		Sub Total - AERODROMES OP/EXP	$10,913	$41,602	$0	$41,602	$0	$24,469
		OPERATING INCOME						
		Sub Total - AERODROMES OP/INC	$0	$0	$0	$0	$0	$0
		Total - AERODROMES	$10,913	$41,602	$0	$41,602	$0	$24,469
		Total - TRANSPORT	**$1,224,963**	**$2,196,888**	**($786,226)**	**$2,983,114**	**($2,881,462)**	**$5,603,441**

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		ECONOMIC SERVICES						
		RURAL SERVICES						
		OPERATING EXPENDITURE						
023D		Depreciation (Sch 13)	$1,775	$1,785	$0	$1,785	$0	$4,260
8002		Water Standpipes	$13,028	$14,620	$0	$14,620	$0	$36,018
8006		Rural Street Addressing	$42	$0	$0	$0	$0	$100
		Sub Total - RURAL SERVICES OP/EXP	$14,845	$16,406	$0	$16,406	$0	$40,378
		OPERATING INCOME						
8003		Water Standpipe Charges	($10,416)	($9,830)	($9,830)	$0	($25,000)	$0
		Sub Total - RURAL SERVICES OP/INC	($10,416)	($9,830)	($9,830)	$0	($25,000)	$0
		Total - RURAL SERVICES	$4,429	$6,576	($9,830)	$16,406	($25,000)	$40,378

SHIRE OF KOJONUP
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ACCOUNT	JOB	Details By function Under The Following Programme Titles And Type Of Activities Within The Programme	YEAR TO DATE 30 NOVEMBER 2024 Budget	YEAR TO DATE 30 NOVEMBER 2024 Actual	ACTUAL 30 NOVEMBER 2024 Income	ACTUAL 30 NOVEMBER 2024 Expense	ADOPTED BUDGET 2024-25 Income	ADOPTED BUDGET 2024-25 Expense
		TOURISM AND AREA PROMOTION - KODJA PLACE						
		OPERATING EXPENDITURE						
8302		Salaries (Tour)	$98,745	$130,679	$0	$130,679	$0	$236,998
8344		Superannuation - Visitors Centre	$15,886	$18,531	$0	$18,531	$0	$38,129
8364		Tour Guide Expenses	$19,085	$504	$0	$504	$0	$45,805
8322		Employee Insurances (Tour)	$6,447	$4,510	$0	$4,510	$0	$6,447
8342		Conferences & Training	$1,667	$597	$0	$597	$0	$4,000
8109		Story Area (Mosaic)	$4,167	$0	$0	$0	$0	$10,000
8367		Story Area (Digital)	$4,167	$0	$0	$0	$0	$10,000
8110		Catering	$1,979	$335	$0	$335	$0	$4,750
8368		Activity (Educational)	$833	$20	$0	$20	$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	$4,583	$1,687	$0	$1,687	$0	$11,000
8162		Building Maintenance	$1,726	$2,835	$0	$2,835	$0	$4,142
8164		Utilities	$10,563	$5,847	$0	$5,847	$0	$26,420
8166		Cleaning	$23,320	$18,476	$0	$18,476	$0	$55,970
8172		Grounds Maintenance	$7,821	$5,729	$0	$5,729	$0	$18,770
8174		Kodja Place Rose Maze Grounds Maint	$19,099	$14,823	$0	$14,823	$0	$45,840
8192		Misc Expenses	$2,083	$191	$0	$191	$0	$5,000
8358		Kodja Place Website	$833	$0	$0	$0	$0	$2,000
8444		Retail Stock - COGS	$20,833	$15,129	$0	$15,129	$0	$50,000
8394		Events	$20,833	$12,163	$0	$12,163	$0	$50,000
8412		General Administration Allocated Cash	$41,525	$42,289	$0	$42,289	$0	$99,663
8422		General Administration Allocated Non-Cash	$952	$0	$0	$0	$0	$2,284
022D		Depreciation	$27,770	$27,707	$0	$27,707	$0	$66,650
055D		Depreciation	$1,052	$1,056	$0	$1,056	$0	$2,525
		Sub Total - TOURISM & AREA PROMOTION KODJA OP/EXP	$362,273	$315,345	$0	$315,345	$0	$824,700

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ACCOUNT	JOB	Details By function Under The Following Programme Titles And Type Of Activities Within The Programme	YEAR TO DATE 30 NOVEMBER 2024 Budget	YEAR TO DATE 30 NOVEMBER 2024 Actual	ACTUAL 30 NOVEMBER 2024 Income	ACTUAL 30 NOVEMBER 2024 Expense	ADOPTED BUDGET 2024-25 Income	ADOPTED BUDGET 2024-25 Expense
		OPERATING INCOME						
8205		Kodja Place - Visitor Fees	($1,583)	($1,979)	($1,979)	$0	($3,800)	$0
8203		Kodja Place - Hire Fees	($1,458)	($1,327)	($1,327)	$0	($3,500)	$0
8204		Tour Groups	($542)	($1,309)	($1,309)	$0	($1,300)	$0
8207		Kodja Place - Activity Fees	($400)	($464)	($464)	$0	($960)	$0
8193		Sundry Misc Income - Kodja Place	$0	$0	$0	$0	$0	$0
8223		Membership Fees & Brochure Racking	($96)	$0	$0	$0	($230)	$0
8233		Events	($20,833)	($23,205)	($23,205)	$0	($50,000)	$0
8243		Retail Sales	($28,332)	($25,831)	($25,831)	$0	($68,000)	$0
8263		Sales - Commissions	($1,875)	($3,001)	($3,001)	$0	($4,500)	$0
8283		Donations	($333)	($489)	($489)	$0	($800)	$0
8284		RV Fee Income	($1,000)	($745)	($745)	$0	($2,400)	$0
8285		Trans WA Income	$0	$156	$156	$0	$0	$0
8286		Photocopy Charges	$0	$0	$0	$0	$0	$0
		Sub Total - TOURISM & AREA PROMOTION KODJA OP/INC	($56,452)	($58,193)	($58,193)	$0	($135,490)	$0
		Total - TOURISM & AREA PROMOTION KODJA PLACE	$305,821	$257,152	($58,193)	$315,345	($135,490)	$824,700

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ACCOUNT	JOB	Details By function Under The Following Programme Titles And Type Of Activities Within The Programme	YEAR TO DATE 30 NOVEMBER 2024 Budget	YEAR TO DATE 30 NOVEMBER 2024 Actual	ACTUAL 30 NOVEMBER 2024 Income	ACTUAL 30 NOVEMBER 2024 Expense	ADOPTED BUDGET 2024-25 Income	ADOPTED BUDGET 2024-25 Expense
		TOURISM & AREA PROMOTION OTHER						
		OPERATING EXPENDITURE						
8101		Kojonup Marketing & Promotions	$15,200	$5,619	$0	$5,619	$0	$15,310
8107		Great Southern Treasures	$20,000	$0	$0	$0	$0	$20,000
8414		Wool Wagon	$104	$0	$0	$0	$0	$250
8354		Subscriptions, Accreditation, etc.	$1,004	$379	$0	$379	$0	$2,410
8374		Australia Day Breakfast	$833	$0	$0	$0	$0	$2,000
8371		EV Charging Station	$0	$379	$0	$379	$0	$0
8432		Railway Station Building Maintenance	$812	$32	$0	$32	$0	$1,950
8402		Railway Station Building - Operating	$280	$196	$0	$196	$0	$280
8544		Annual Bloom Festival Cash Contribution	$83	$0	$0	$0	$0	$200
029D		Depreciation	$31,340	$36,776	$0	$36,776	$0	$75,220
		Sub Total - TOURISM & AREA PROM OTHER OP/EXP	$69,658	$43,381	$0	$43,381	$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	**$69,658**	**$43,381**	**$0**	**$43,381**	**($52,411)**	**$117,620**

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ACCOUNT	JOB	Details By function Under The Following Programme Titles And Type Of Activities Within The Programme	YEAR TO DATE 30 NOVEMBER 2024 Budget	YEAR TO DATE 30 NOVEMBER 2024 Actual	ACTUAL 30 NOVEMBER 2024 Income	ACTUAL 30 NOVEMBER 2024 Expense	ADOPTED BUDGET 2024-25 Income	ADOPTED BUDGET 2024-25 Expense
		TOURISM & AREA PROMOTION - BLACK COCKATOO CAFÉ						
		OPERATING EXPENDITURE						
8502		Café Salaries	$133,675	$152,995	$0	$152,995	$0	$320,833
8532		Café Superannuation	$15,168	$17,424	$0	$17,424	$0	$36,404
8534		Café Utilities	$12,357	$15,205	$0	$15,205	$0	$28,210
8536		Café Insurance	$833	$0	$0	$0	$0	$2,000
8542		Café Bank Fees	$1,042	$0	$0	$0	$0	$2,500
8545		Café Accrued Leave Expenses			$0	$0	$0	$0
8546		Café Minor Equipment & Repairs	$2,083	$1,524	$0	$1,524	$0	$5,000
8554		Café Other Minor Expenses	$2,167	$13,269	$0	$13,269	$0	$5,200
8555		Café Uniforms & Safety Wear	$625	$0	$0	$0	$0	$1,500
8556		Café Telephone & IT	$312	$214	$0	$214	$0	$750
8557		Café Building Maintenance	$2,754	$1,084	$0	$1,084	$0	$6,610
8562		Café Training Expenses	$833	$0	$0	$0	$0	$2,000
8564		Café Other Employment Costs	$1,175	$0	$0	$0	$0	$2,820
8567		Cost of Goods Sold	$113,329	$105,449	$0	$105,449	$0	$272,000
		Sub Total - TOURISM & AREA PROM CAFE OP/EXP	$286,353	$307,164	$0	$307,164	$0	$685,827
		OPERATING INCOME						
8503		Trading Income	($291,655)	($303,481)	($303,481)	$0	($700,000)	$0
8533		Catering	($6,250)	($690)	($690)	$0	($15,000)	$0
		Sub Total - TOURISM & AREA PROM CAFE OP/INC	($297,905)	($304,171)	($304,171)	$0	($715,000)	$0
		Total - TOURISM & AREA PROMOTION CAFÉ	**($11,552)**	**$2,993**	**($304,171)**	**$307,164**	**($715,000)**	**$685,827**

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ACCOUNT	JOB	Details By function Under The Following Programme Titles And Type Of Activities Within The Programme	YEAR TO DATE 30 NOVEMBER 2024 Budget	YEAR TO DATE 30 NOVEMBER 2024 Actual	ACTUAL 30 NOVEMBER 2024 Income	ACTUAL 30 NOVEMBER 2024 Expense	ADOPTED BUDGET 2024-25 Income	ADOPTED BUDGET 2024-25 Expense
		BUILDING CONTROL						
		OPERATING EXPENDITURE						
8552		Building Admin. Salaries	$0	$44,880	$0	$44,880	$0	$0
8572		Superannuation	$0	$4,871	$0	$4,871	$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	$7,083	$0	$0	$0	$0	$17,000
8672		Admin Realloc Cash (Bldg)	$8,305	$4,806	$0	$4,806	$0	$19,933
8682		Admin Realloc Non Cash (Bldg)	$952	$0	$0	$0	$0	$2,284
8684		Loan Guarantee Fee - Loan 147	$0	$1,171	$0	$1,171	$0	$0
		Sub Total - BUILDING CONTROL OP/EXP	$16,340	$60,782	$0	$60,782	$0	$39,217
		OPERATING INCOME						
8653		Building Licence Fees	($1,583)	($8,064)	($8,064)	$0	($3,800)	$0
8663		Bcitf & Brb Commissions	($75)	($123)	($123)	$0	($180)	$0
8633		Private Pool Inspection Charges	$0	$0	$0	$0	$0	$0
		Sub Total - BUILDING CONTROL OP/INC	($1,658)	($8,188)	($8,188)	$0	($3,980)	$0
		Total - BUILDING CONTROL	$14,681	$52,594	($8,188)	$60,782	($3,980)	$39,217

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ACCOUNT	JOB	Details By function Under The Following Programme Titles And Type Of Activities Within The Programme	YEAR TO DATE 30 NOVEMBER 2024 Budget	YEAR TO DATE 30 NOVEMBER 2024 Actual	ACTUAL 30 NOVEMBER 2024 Income	ACTUAL 30 NOVEMBER 2024 Expense	ADOPTED BUDGET 2024-25 Income	ADOPTED BUDGET 2024-25 Expense
		OTHER ECONOMIC SERVICES						
		OPERATING EXPENDITURE						
8011		Wash Down Bay - Repairs	$4,048	$131	$0	$131	$0	$9,422
8801		Wash Down Bay - Other	$303	$0	$0	$0	$0	$728
8807		Wash Down Bay - Utility Charges	$2,972	$2,160	$0	$2,160	$0	$8,315
8800		Saleyards - Ground Maintenance	$3,060	$0	$0	$0	$0	$7,345
8808		Saleyards - Insurances	$425	$188	$0	$188	$0	$425
8802		Saleyards - Other	$417	$36	$0	$36	$0	$1,000
8872		Loan Guarantee Fee	$1,560	$0	$0	$0	$0	$2,600
8862		Subdivision - Interest on Loans	$0	$6,275	$0	$6,275	$0	$12,212
		Sub Total - OTHER ECONOMIC SERVICES OP/EXP	$12,786	$8,790	$0	$8,790	$0	$42,047
		OPERATING INCOME						
8013		Washdown Bay Fees	($5,958)	($5,891)	($5,891)	$0	($14,300)	$0
8803		Saleyards - Income	$0	$0	$0	$0	$0	$0
		Sub Total - OTHER ECONOMIC SERVICES OP/INC	($5,958)	($5,891)	($5,891)	$0	($14,300)	$0
		Total - OTHER ECONOMIC SERVICES	$6,828	$2,898	($5,891)	$8,790	($14,300)	$42,047
		Total - ECONOMIC SERVICES	**$389,865**	**$365,594**	**($386,273)**	**$751,867**	**($946,181)**	**$1,749,789**

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

ACCOUNT	JOB		YEAR TO DATE 30 NOVEMBER 2024 Budget	YEAR TO DATE 30 NOVEMBER 2024 Actual	ACTUAL 30 NOVEMBER 2024 Income	ACTUAL 30 NOVEMBER 2024 Expense	ADOPTED BUDGET 2024-25 Income	ADOPTED BUDGET 2024-25 Expense
		OTHER PROPERTY AND SERVICES						
		PRIVATE WORKS						
		OPERATING EXPENDITURE						
9002		Private Works	$4,368	$7,983	$0	$7,983	$0	$10,484
		Sub Total - PRIVATE WORKS OP/EXP	$4,368	$7,983	$0	$7,983	$0	$10,484
		OPERATING INCOME						
9003		Private Works Income	($4,368)	$0	$0	$0	($10,484)	$0
		Sub Total - PRIVATE WORKS OP/INC	($4,368)	$0	$0	$0	($10,484)	$0
		Total - PRIVATE WORKS	**$0**	**$7,983**	**$0**	**$7,983**	**($10,484)**	**$10,484**

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ACCOUNT	JOB	Details By function Under The Following Programme Titles And Type Of Activities Within The Programme	YEAR TO DATE 30 NOVEMBER 2024 Budget	YEAR TO DATE 30 NOVEMBER 2024 Actual	ACTUAL 30 NOVEMBER 2024 Income	ACTUAL 30 NOVEMBER 2024 Expense	ADOPTED BUDGET 2024-25 Income	ADOPTED BUDGET 2024-25 Expense
		PUBLIC WORKS OVERHEADS						
		OPERATING EXPENDITURE						
9022		Salaries-Works-Supervisors; Assistance	$129,689	$262,217	$0	$262,217	$0	$311,267
9042		Superannuation (Supervisors)	$18,840	$12,004	$0	$12,004	$0	$45,219
9052		Conferences & Training (Supervisors)	$1,625	$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)	$13,583	$4,912	$0	$4,912	$0	$29,000
9502		Allowances	$833	$0	$0	$0	$0	$2,000
9081		Staff Housing Subsidy (Public Works)	$0	$0	$0	$0	$0	$0
9082		Vehicle Operating	$11,458	$2,569	$0	$2,569	$0	$27,500
9084		Consulting Technical	$6,879	$6,455	$0	$6,455	$0	$16,510
9092		Office Expenses	$6,127	$5,690	$0	$5,690	$0	$14,705
9094		Minor Equipment/Consumables	$3,446	$2,478	$0	$2,478	$0	$8,270
9095		RAMM Inventory	$5,212	$12,706	$0	$12,706	$0	$12,510
9102		Training	$21,645	$32,857	$0	$32,857	$0	$51,950
9112		Meetings	$9,125	$515	$0	$515	$0	$21,900
9122		Annual Leave	$83,143	$67,354	$0	$67,354	$0	$199,551
9132		Public Holidays	$41,571	$8,625	$0	$8,625	$0	$99,776
9142		Sick Leave	$41,572	$28,726	$0	$28,726	$0	$99,776
9152		Superannuation	$110,784	$93,880	$0	$93,880	$0	$365,893
9162		Workers Comp Ins	$67,495	$38,335	$0	$38,335	$0	$67,495
9172		Staff Functions	$1,676	$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	$180,726	$5,538	$0	$5,538	$0	$209,744
9202		Safety Equipment & P.P.E.	$9,375	$16,834	$0	$16,834	$0	$22,500
9232		PWOH - NOVATED LEASE EXPENSES	$13,899	$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	$2,458	$2,956	$0	$2,956	$0	$5,900
9281		Cleaners - Long Service Leave	$1,312	$0	$0	$0	$0	$3,150
9282		Cleaners - Sick Leave	$896	$397	$0	$397	$0	$2,150
9284		Cleaners - Public Holidays	$1,312	$132	$0	$132	$0	$3,150
9286		Cleaners - Superannuation	$2,187	$1,213	$0	$1,213	$0	$5,250
9254		Cleaners - Administration	$3,625	$1,587	$0	$1,587	$0	$8,700
9302		Admin Realloc - Cash (Pwo)	$166,098	$96,112	$0	$96,112	$0	$398,652
9332		Admin Non Cash Realloc (Pwo)	$26,167	$0	$0	$0	$0	$62,805

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9421		Small Items (Chainsaws, Mowers, etc)	$1,379	$0	$0	$0	$0	$3,310
9422		Sundry Plant Recovery - Automatic Recoveries	$8,333	$4,003	$0	$4,003	$0	$20,000
9312		Less Allocated To Works & Services	($906,566)	($670,939)	$0	($670,939)	$0	($2,175,846)
		Sub Total - PUBLIC WORKS O/HEADS OP/EXP	$101,839	$57,494	$0	$57,494	$0	$0
		OPERATING INCOME						
9323		Sundry Misc Income - Pwo	$0	$0	$0	$0	$0	$0
9233		PWOH - NOVATED LEASE CONTRIBUTION INCOME	($13,899)	($8,982)	($8,982)	$0	($33,358)	$0
		Sub Total - PUBLIC WORKS O/HEADS OP/INC	($13,899)	($8,982)	($8,982)	$0	($33,358)	$0
		Total - PUBLIC WORKS OVERHEADS	**$87,940**	**$48,513**	**($8,982)**	**$57,494**	**($33,358)**	**$0**

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ACCOUNT	JOB	Details By function Under The Following Programme Titles And Type Of Activities Within The Programme	YEAR TO DATE 30 NOVEMBER 2024 Budget	YEAR TO DATE 30 NOVEMBER 2024 Actual	ACTUAL 30 NOVEMBER 2024 Income	ACTUAL 30 NOVEMBER 2024 Expense	ADOPTED BUDGET 2024-25 Income	ADOPTED BUDGET 2024-25 Expense
		PLANT OPERATION COSTS						
		OPERATING EXPENDITURE						
9372		Wages & Overheads	$57,723	$36,874	$0	$36,874	$0	$138,540
9352		Tyres & Tubes	$7,500	$0	$0	$0	$0	$18,000
9344		Vehicle Tracking	$9,166	$8,946	$0	$8,946	$0	$22,000
9362		Parts,Ext Work & Sundries	$48,042	$52,439	$0	$52,439	$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	$156,244	$81,603	$0	$81,603	$0	$375,000
9363		Purchase of Tools	$1,375	$1,245	$0	$1,245	$0	$3,300
9402		Less Poc Allocated To W. & S.	($310,232)	($285,545)	$0	($285,545)	$0	($744,587)
021D		Depreciation (Sch 12)	$165,316	$140,772	$0	$140,772	$0	$396,775
025D		Depreciation W/Back	($165,316)	($189,184)	$0	($189,184)	$0	($396,775)
		Sub Total - PLANT OPERATIONS COSTS OP/EXP	$42,258	($118,927)	$0	($118,927)	$0	$0
		OPERATING INCOME						
9393		Income - Diesel Fuel Rebates	($10,416)	$0	$0	$0	($25,000)	$0
		Sub Total - PLANT OPERATIONS COSTS OP/INC	($10,416)	$0	$0	$0	($25,000)	$0
		Total - PLANT OPERATIONS COSTS	$31,842	($118,927)	$0	($118,927)	($25,000)	$0
		MATERIALS AND STOCK						
		OPERATING EXPENDITURE						
9452		Stock Variance A/C	$0	$0	$0	$0	$0	$0
		Sub Total - MATERIALS AND STOCK	$0	$0	$0	$0	$0	$0
		Total - MATERIALS AND STOCK	$0	$0	$0	$0	$0	$0

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

ACCOUNT	JOB		YEAR TO DATE 30 NOVEMBER 2024 Budget	YEAR TO DATE 30 NOVEMBER 2024 Actual	ACTUAL 30 NOVEMBER 2024 Income	ACTUAL 30 NOVEMBER 2024 Expense	ADOPTED BUDGET 2024-25 Income	ADOPTED BUDGET 2024-25 Expense
		OTHER PROPERTY AND SERVICES						
		SALARIES AND WAGES						
		OPERATING EXPENDITURE						
9482		Salaries & Wages Drawn	$1,884,287	$2,258,835	$0	$2,258,835	$0	$4,522,470
9492		Workers Compensation	$20,833	$26,474	$0	$26,474	$0	$50,000
9512		Salary & Wage Alloc To W. & S.	($1,884,287)	($2,160,011)	$0	($2,160,011)	$0	($4,522,470)
		Sub Total - SALARIES AND WAGES OP/EXP	$20,833	$125,298	$0	$125,298	$0	$50,000
		OPERATING INCOME						
9493		Workers Compensation Income	($24,999)	($26,105)	($26,105)	$0	($60,000)	$0
9543		APPRENTICESHIP/TRAINEE GRANTS	$0	$0	$0	$0	$0	$0
		Sub Total - SALARIES AND WAGES OP/INC	($24,999)	($26,105)	($26,105)	$0	($60,000)	$0
		Total - SALARIES AND WAGES	($4,167)	$99,193	($26,105)	$125,298	($60,000)	$50,000

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ACCOUNT	JOB	Details By function Under The Following Programme Titles And Type Of Activities Within The Programme	YEAR TO DATE 30 NOVEMBER 2024 Budget	YEAR TO DATE 30 NOVEMBER 2024 Actual	ACTUAL 30 NOVEMBER 2024 Income	ACTUAL 30 NOVEMBER 2024 Expense	ADOPTED BUDGET 2024-25 Income	ADOPTED BUDGET 2024-25 Expense
		UNCLASSIFIED						
		OPERATING EXPENDITURE						
9572		Land Survey & Leasing	$1,458	$0	$0	$0	$0	$3,500
9682		Misc Expenses-Other Property	$3,013	$1,191	$0	$1,191	$0	$3,596
024D		Depreciation on Assets	$7,541	$7,543	$0	$7,543	$0	$18,100
		Sub Total - UNCLASSIFIED OP/EXP	$12,012	$8,734	$0	$8,734	$0	$25,196
		OPERATING INCOME						
9625		SMALL ITEMS INSUR INCOME	$0	$0	$0	$0	$0	$0
9626		Sundry Misc Income - Other Property	$0	($10,365)	($10,365)	$0	$0	$0
9627		Sundry Inc - Insurance Premium Refund	$0	$0	$0	$0	$0	$0
9683		Lease Of Ksc Properties	($10,958)	$0	$0	$0	($26,300)	$0
9695		Recoverable Costs Income	($0)	($65)	($65)	$0	($1)	$0
		Sub Total - UNCLASSIFIED OP/INC	($10,958)	($10,430)	($10,430)	$0	($26,301)	$0
		Total - UNCLASSIFIED	$1,054	($1,696)	($10,430)	$8,734	($26,301)	$25,196
		Total - OTHER PROPERTY AND SERVICES	**$116,670**	**$35,066**	**($45,517)**	**$80,583**	**($155,143)**	**$85,680**

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ACCOUNT	JOB	Details By function Under The Following Programme Titles And Type Of Activities Within The Programme	YEAR TO DATE 30 NOVEMBER 2024 Budget	YEAR TO DATE 30 NOVEMBER 2024 Actual	ACTUAL 30 NOVEMBER 2024 Income	ACTUAL 30 NOVEMBER 2024 Expense	ADOPTED BUDGET 2024-25 Income	ADOPTED BUDGET 2024-25 Expense
		FUND TRANSFERS						
		EXPENDITURE						
		Tfr to Employee Leave Res.	$3,667	$3,440	$0	$3,440	$0	$34,634
		Transfer To Plant Res.	$0	$3,495	$0	$3,495	$0	$2,387
		Transfer to Springhaven Lodge Res.	$0	$400,000	$0	$400,000	$0	$0
		Transfer to Low Income Housing Res.	$1,258	$1,178	$0	$1,178	$0	$3,020
		Transfer to Sporting Facility Res.	$946	$885	$0	$885	$0	$2,270
		Transfer to Landfill Waste Mgmt Res.	$1,207	$1,130	$0	$1,130	$0	$2,897
		Transfer to Community Grants Res.	$148	$138	$0	$138	$0	$355
		Transfer To Independent Living Units Res.	$2,385	$2,233	$0	$2,233	$0	$5,725
		Transfer to Natural Resource Mgmt Res.	$1,469	$1,375	$0	$1,375	$0	$3,525
		Transfer To Swimming Pool Res.	$610	$571	$0	$571	$0	$1,464
		Transfer to Kodja Place Building Res.	$265	$249	$0	$249	$0	$637
		Transfer to Sporting Complex Building Upgrade Res.	$0	$16	$0	$16	$0	$41
		Transfer to Netball Court Surfacing Res.	$0	$14	$0	$14	$0	$0
New		Transfer to Asset Acquisiton & Replacement Reserve			$0	$0	$0	$100,000
		Sub Total - TRANSFERS TO RESERVE	$11,955	$414,723	$0	$414,723	$0	$156,955
		INCOME						
		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	($4,095,000)	($4,095,000)	$0	$0	$0
		Sub Total - TRANSFERS FROM RESERVE	$0	($4,095,000)	($4,095,000)	$0	$0	$0
		Total - TRANSFERS	$11,955	($3,680,277)	($4,095,000)	$414,723	$0	$156,955
		Total - FUND TRANSFER	**$11,955**	**($3,680,277)**	**($4,095,000)**	**$414,723**	**$0**	**$156,955**
		NEW - (Surplus) / Deficit - Opening 1 July	($2,619,834)	($3,153,076)	($3,153,076)	$0	($2,619,834)	$0
		Sub Total - SURPLUS C/FWD	($2,619,834)	($3,153,076)	($3,153,076)	$0	($2,619,834)	$0
		Total - SURPLUS	($2,619,834)	($3,153,076)	**($3,153,076)**	**$0**	**($2,619,834)**	**$0**

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ACCOUNT	JOB	Details By function Under The Following Programme Titles And Type Of Activities Within The Programme	YEAR TO DATE 30 NOVEMBER 2024 Budget	YEAR TO DATE 30 NOVEMBER 2024 Actual	ACTUAL 30 NOVEMBER 2024 Income	ACTUAL 30 NOVEMBER 2024 Expense	ADOPTED BUDGET 2024-25 Income	ADOPTED BUDGET 2024-25 Expense
		LIABILITY LOANS - PRINCIPAL REPAYMENT						
		EXPENDITURE						
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	$9,120	$0	$9,120	$0	$18,921
New		Loan 136 - Sports Complex Wall	$5,017	$5,017	$0	$5,017	$0	$10,083
New		Loan 143 - Netball Courts & Roof	$27,473	$27,473	$0	$27,473	$0	$55,342
New		Loan 142 - Oval Lighting	$12,421	$12,421	$0	$12,421	$0	$24,931
New		Loan 146 - Harrison Place Toilets & Park	$0	$17,864	$0	$17,864	$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	$0	$0	$0	$0	$10,311
New		Loan 147 - Land Development	$0	$17,242	$0	$17,242	$0	$34,823
		Sub Total - LOAN REPAYMENTS	$182,539	$221,631	$0	$221,631	$0	$508,766
		INCOME						
New		Loan 133 - Kojonup Bowls Club S/S Principal Repayment	$0	$0	$0	$0	$0	$0
		Sub-Total - LOAN PRINCIPAL REIMBURSEMENTS			**$0**	**$0**	**$0**	**$0**
		Total - NON CURRENT LIABILITIES	$182,539	$221,631	**$0**	**$221,631**	**$0**	**$508,766**

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		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	($1,932,243)	($2,228,401)	$0	($2,228,401)	$0	($4,637,570)
		Profit on Sale of Assets Written Back	$0	$71,000	$71,000	$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	$3,695,000	$3,695,000	$0	$0	$0
		Movement in Doubtful Debts	$0	$0	$0	$0	$0	($2,000)
		Sub Total - DEPRECIATION WRITTEN BACK	($1,932,243)	$1,537,599	$3,766,000	($2,228,401)	$0	($4,639,570)
		Total - NON CASH ITEMS	($1,932,243)	$1,537,599	$3,766,000	($2,228,401)	$0	($4,639,570)

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		FURNITURE AND EQUIPMENT						
		GOVERNANCE - CAPITAL EXPENDITURE						
C137		ICT Plan Implementation	$200,000	$79,103	$0	$79,103	$0	$450,000
		Sub Total - CAPITAL WORKS	$200,000	$79,103	$0	$79,103	$0	$450,000
		Total - GOVERNANCE	$200,000	$79,103	$0	$79,103	$0	$450,000
		Total - FURNITURE AND EQUIPMENT	**$200,000**	**$79,103**	**$0**	**$79,103**	**$0**	**$450,000**

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		LAND						
		COMMUNITY AMENITIES						
		CAPITAL EXPENDITURE						
C305		Purchase Land	$0	$0	$0	$0	$0	$0
C310		Subdivision Construction	$0	$11,608	$0	$11,608	$0	$0
		Sub Total - CAPITAL WORKS	$0	$11,608	$0	$11,608	$0	$0
		Total- COMMUNITY AMENITIES	$0	$11,608	$0	$11,608	$0	$0
		Total - LAND	**$0**	**$11,608**	**$0**	**$11,608**	**$0**	**$0**

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		BUILDINGS						
		GOVERNANCE - CAPITAL EXPENDITURE						
C191		Office Building Capital Renewal	$0	$0	$0	$0	$0	$0
		Sub Total - CAPITAL WORKS	$0	$0	$0	$0	$0	$0
		TOTAL - GOVERNANCE	$0	$0	$0	$0	$0	$0
		BUILDINGS						
		LAW ORDER AND PUBLIC SAFETY - CAPITAL EXPENDITURE						
C440		Cat Pound	$0	$0	$0	$0	$0	$0
		Sub Total - CAPITAL WORKS	$0	$0	$0	$0	$0	$0
		TOTAL - LAW ORDER AND PUBLIC SAFETY	$0	$0	$0	$0	$0	$0
		BUILDINGS						
		EDUCATION & WELFARE - CAPITAL EXPENDITURE						
C441		Old School - Re-Roof	$0	$0	$0	$0	$0	$1,994
		Sub Total - CAPITAL WORKS	$0	$0	$0	$0	$0	$1,994
		TOTAL - EDUCATION & WELFARE	$0	$0	$0	$0	$0	$1,994

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		BUILDINGS						
		HOUSING - CAPITAL EXPENDITURE						
C157		CEO Residence - 13/15 Loton Close	$0	$0	$0	$0	$0	$80,000
C156		Staff - 30 Katanning Road	$0	$2,228	$0	$2,228	$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
		Sub Total - CAPITAL WORKS	$0	$2,228	$0	$2,228	$0	$130,000
		Total - HOUSING	$0	$2,228	$0	$2,228	$0	$130,000
		BUILDINGS						
		COMMUNITY AMENITIES - CAPITAL EXPENDITURE						
C442		Mens Shed - Construction of New	$291,391	$326,721	$0	$326,721	$0	$323,768
		Sub Total - CAPITAL WORKS	$291,391	$326,721	$0	$326,721	$0	$323,768
		Total - COMMUNITY AMENITIES	$291,391	$326,721	$0	$326,721	$0	$323,768

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		BUILDINGS						
		RECREATION AND CULTURE - CAPITAL EXPENDITURE						
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	$30,000	$0	$0	$0	$0	$30,000
C408		Harrison Place Toilets & Park	$10,000	$0	$0	$0	$0	$10,000
		Sub Total - CAPITAL WORKS	$40,000	$0	$0	$0	$0	$105,000
		Total - RECREATION AND CULTURE	$40,000	$0	$0	$0	$0	$105,000
		BUILDINGS						
		ECONOMIC SERVICES - CAPITAL EXPENDITURE						
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
		Sub Total - CAPITAL WORKS	$0	$0	$0	$0	$0	$45,000
		Total - ECONOMIC SERVICES	$0	$0	$0	$0	$0	$45,000
		Total - BUILDINGS	**$331,391**	**$328,949**	**$0**	**$328,949**	**$0**	**$605,762**

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		PLANT AND EQUIPMENT						
		TRANSPORT						
		CAPITAL EXPENDITURE						
7604		Major Plant Purchases	$80,000	$59,141	$0	$59,141	$0	$285,000
C162		Major Plant Repairs - Fuel Pump System	$7,490	$0	$0	$0	$0	$7,490
		Sub Total - CAPITAL WORKS	$87,490	$59,141	$0	$59,141	$0	$292,490
		Total - TRANSPORT	$87,490	$59,141	**$0**	$59,141	$0	$292,490
		Total - PLANT AND EQUIPMENT	**$87,490**	**$59,141**	**$0**	**$59,141**	**$0**	**$292,490**

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		INFRASTRUCTURE ASSETS - ROAD RESERVES						
		CAPITAL EXPENDITURE						
Roads to Recovery Projects								
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	$495	$0	$495	$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
RRG Projects								
C417		Widening - Shamrock Road 23/24 C/Over	$230,352	$8,644	$0	$8,644	$0	$383,920
C436		Widening - Shamrock Road 24/25	$476,100	$61,445	$0	$61,445	$0	$690,000
CJ227		Broomehill Road Failure Repairs	$0	$0	$0	$0	$0	$45,000
C450		Widening - Tambellup West Road	$158,508	$28,516	$0	$28,516	$0	$255,000
C319		Bitumen Reseal - Kojonup-Frankland Road	$0	$12,314	$0	$12,314	$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	$229,774	$202,001	$0	$202,001	$0	$229,774
Commodity Route Projects								
C172		Seal - Riverdale Road	$0	$216	$0	$216	$0	$0
CJ079		Reillys Creek Road - Gravel Sheet	$0	$13,250	$0	$13,250	$0	$255,000
Municipal Fund Projects								
CJ055		Newton Street Kerbing	$0	$0	$0	$0	$0	$26,000
		Sub Total - CAPITAL WORKS	$1,094,734	$360,802	$0	$360,802	$0	$3,261,044
		Total - ROADS	$1,094,734	$360,802	$0	$360,802	$0	$3,261,044
		Total - INFRASTRUCTURE ASSETS ROAD RESERVES	**$1,094,734**	**$360,802**	**$0**	**$360,802**	**$0**	**$3,261,044**

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		INFRASTRUCTURE - FOOTPATHS						
C174		Footpath - Soldier Rd	$0	$734	$0	$734	$0	$0
FPC02		Footpath - Newton Street	$0	$0	$0	$0	$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	$30,000	$27,507	$0	$27,507	$0	$30,000
167740		The Spring Reserve Capital Expenditure	$0	$0	$0	$0	$0	$50,000
		Sub-Total - CAPITAL WORKS	$56,520	$95,282	$0	$95,282	$0	$106,520
		Total - RECREATION & CULTURE	**$56,520**	**$95,282**	$0	$95,282	$0	$106,520
		Total - INFRASTRUCTURE PARKS	**$56,520**	**$95,282**	**$0**	**$95,282**	**$0**	**$106,520**

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		OTHER INFRASTRUCTURE - CAPITAL EXPENDITURE						
		LAW, ORDER & PUBLIC SAFETY						
C138		Bushfire Repeater Tower	$0	$62,961	$0	$62,961	$0	$0
2885		CCTV Capital Expenditure	$267,000	$0	$0	$0	$0	$267,000
		Sub-Total - CAPITAL WORKS	$267,000	$62,961	$0	$62,961	**$0**	**$267,000**
		Total - LAW, ORDER & PUBLIC SAFETY	**$267,000**	**$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 Develpoment	$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	**$267,000**	**$65,155**	**$0**	**$65,155**	**$0**	**$462,250**
		GRAND TOTALS	**($4,147,449)**	**($5,510,178)**	**($11,710,891)**	**$6,200,713**	**($14,576,360)**	**$14,576,360**

SHIRE OF KOJONUP

Detailed October 2024 Creditors List

Cheque Payments 1/10/24 - 31/10/24				
Chq/EFT	**Date**	**Name**	**Description**	**Amount**
14392	**09/10/2024**	**Craig Jamie Mcvee**	**Departure gift as per council policy 2.2.5**	**-1000.00**
REQ 091024	09/10/2024	Craig Jamie Mcvee	Presentations - Departing employees	1000.00
14393	**09/10/2024**	**Water Corporation**	**Water**	**-529.63**
9022950227	03/10/2024	Water Corporation	Provide water supply Front 93 Bagg St	257.31
9010312252	03/10/2024	Water Corporation	Provide water supply 30 Kojonup-Katanning Rd	272.32
14394	**30/10/2024**	**Water Corporation**	**Water**	**-30606.16**
9011484777 OCT	08/10/2024	Water Corporation	Trade Waste charges 131kL 16/7/24-11/9/24	291.90
9022358960 OCT	18/10/2024	Water Corporation	Water Use & Service Charge Standpipe Corner Albany Highway/Stock Road 18/9/24-16/10/24	1857.21
9023606321 OCT	21/10/2024	Water Corporation	Service charge - 8A Newton St 1/9/24-31/10/24	267.93
9012927074 OCT	21/10/2024	Water Corporation	Water Use & Service Charge 6 Elverd St - 19/8/24-18/10/24	287.95
9012927090 OCT	21/10/2024	Water Corporation	Water Use & Service Charge 2 Elverd St 19/8/24-18/10/24,	311.97
9010045713 OCT	21/10/2024	Water Corporation	Water Use & Service Charge 5A Vanzuilecom St 19/8/24-18/10/24	334.00
9010045721 OCT	21/10/2024	Water Corporation	Water Use & Service Charge 5B Vanzuilecom St 19/8/24-18/10/24,	281.94
9007693509 OCT	21/10/2024	Water Corporation	Water Use & Service Charge RSL Hall 2 Albany Highway 19/8/24-	129.17
9007693357 OCT	21/10/2024	Water Corporation	Water Use & Service Charge Historical Soc. Benn Parade 19/8/24-	17.63
9007693445 OCT	21/10/2024	Water Corporation	Water Use & Service Charge Apex Park 19/8/24-18/10/24	1036.64
9023603884 OCT	21/10/2024	Water Corporation	Water Use 8C Newton St19/8/24-18/10/24, Service Charge 8C Newton St 1/9/24-31/10/24	293.96
9007693330 OCT	21/10/2024	Water Corporation	Water use & service charge Swimming Pool 19/8/24-18/10/24	2001.47
9007693349 OCT	21/10/2024	Water Corporation	Water use & service charge Toilets Benn Pde (Railway) 19/8/24-18/10/24	188.83
9023555405 OCT	21/10/2024	Water Corporation	Water Use 12B Elverd St, 19/8/24-18/10/24	275.94
9007692223 OCT	21/10/2024	Water Corporation	Water use & service charge - Standpipe opp Lot 7 16/8/24-18/10/24,	10396.00
9007692987 OCT	21/10/2024	Water Corporation	Water Use & Service charge - Sports complex, Blackood Rd 16/8/24-18/10/24,	17.63
9007693082 OCT	21/10/2024	Water Corporation	Water use & service charge Works Depot Bilston St 16/8/24-18/10/24	204.27
9007693146 OCT	21/10/2024	Water Corporation	Water use & service charge Wash down bay, sale yards 19/8/24-18/10/24	254.67
9007693605 OCT	21/10/2024	Water Corporation	2kL Water use & service charge Mens Shed 135 Albany Highway 19/8/24-18/10/24, 1kL Water use Mens Shed 135 Albany Highway 19/8/24-18/10/24	273.59
9023555392 OCT	21/10/2024	Water Corporation	Water Use 12A Elverd St Kojonup Lot 38 19/8/24 - 18/10/24, Service Charge 12A Elverd St Kojonup Lot 38 1/9/24-31/10/24	205.30
9023606348 OCT	21/10/2024	Water Corporation	Service charge 8B Newton St 1/9/24-31/10/24,	267.93
9010495140 OCT	21/10/2024	Water Corporation	Water Use & Service Charge Broomehill Rd, Lot 53, 166 16/8/24-18/10/24,	1347.07
9012927082 OCT	21/10/2024	Water Corporation	Water Use & Service Charge 4 Elverd St 19/8/24-18/10/24,	352.01
9007697710 OCT	21/10/2024	Water Corporation	Water Use 8 Newton St 19/8/24-18/10/24	62.06
9007697921 OCT	21/10/2024	Water Corporation	Water Use 39 Vanzuilecom St- 19/8/24-18/10/24, Service Charge 39 Vanzuilecom St- 1/9/24-31/10/24	356.02
9007695686 OCT	23/10/2024	Water Corporation	Water use & service charge Playgroup/Toy Library 19/8/24-22/10/24	8.75
9007695694 OCT	23/10/2024	Water Corporation	Service charge Old Post Office/Museum 20 Spring St 1/8/24-31/10/24	51.88
9007695715 OCT	23/10/2024	Water Corporation	Water use & service charge Barraks Place toilets 20/8/24-22/10/24	196.08
9007695790 OCT	23/10/2024	Water Corporation	Water use & service charge Springhaven, 15 Barracks Pl 20/8/24-22/10/24	1978.71
9007695803 OCT	23/10/2024	Water Corporation	Water use & service charge Soldier Rd House 20/8/24-22/10/24	267.93
9007699572 OCT	23/10/2024	Water Corporation	Water use & service charge Kojonup Cemetery 20/8/24-22/10/24	5.81
9021629554 OCT	23/10/2024	Water Corporation	service charge 1 Loton Close 1/9/24-31/10/24	267.93
9021629562 OCT	23/10/2024	Water Corporation	service charge 3 Loton Close 1/9//24-31/10/24	267.93
9021629570 OCT	23/10/2024	Water Corporation	service charge 5 Loton Close 1/9//24-31/10/24	267.93
9021629589 OCT	23/10/2024	Water Corporation	service charge 7 Loton Close 1/9//24-31/10/24	267.93
9021629597 OCT	23/10/2024	Water Corporation	service charge 9 Loton Close 1/9/24-31/10/24	267.93
9021629618 OCT	23/10/2024	Water Corporation	service charge 11 Loton Close 1/9/24-31/10/24	267.93
9021629626 OCT	23/10/2024	Water Corporation	Water use Common residential unit Soldier Rd 20/8/24-22/10/24	244.24
9021746216 OCT	23/10/2024	Water Corporation	Service Charges 15 Loton Close 1/9/24-31/10/24	267.93
9023522910 OCT	23/10/2024	Water Corporation	Service charge 13 Loton Close 1/9/24-31/10/24	267.93
9023522881 OCT	23/10/2024	Water Corporation	Service charge 79 Soldier Rd 1/9/24-30/10/24	165.17
9007696793 OCT	24/10/2024	Water Corporation	Water Use & Service Charge Newstead Park, 16 Newstead Rd, 20/8/24-23/10/24	267.45
9022950235 OCT	24/10/2024	Water Corporation	Service Charge Rear Unit 93 Bagg St, 1/9/24-31/10/24	184.32
9007696056 OCT	24/10/2024	Water Corporation	Water Use & Service Charge Telecentre, 109 Albany Highway20/8/24-23/10/24	511.23

9007696101 OCT	24/10/2024	Water Corporation	Water use and service charge Memorial Hall, 99 Albany Highway 20/8/24-23/10/24	1047.88
9007696136 OCT	24/10/2024	Water Corporation	Service charge Lesser Hall 95 Albany Highway Lot 100 1/9/24-31/10/24	51.88
9008790482 OCT	24/10/2024	Water Corporation	Water use & service charge Murby St - Koj Aboriginal Corp	157.88
9010312244 OCT	24/10/2024	Water Corporation	Water use & service charge 34 Katanning Rd - 20/8/24-23/10/24	418.08
9010312252 OCT	24/10/2024	Water Corporation	Water use & service charge 30 Katanning Rd 20/8/24-23/10/24	272.58
9012449121 OCT	24/10/2024	Water Corporation	Water use & service charge Admin Office 20/8/24-23/10/24	306.88
9022950227 OCT	24/10/2024	Water Corporation	Water use & service charge Front Unit/93 Bagg St	255.66
9023737401 OCT	24/10/2024	Water Corporation	Water Use & Service charge 26 Katanning Rd 20/8/24-23/10/24	426.09
9023737428 OCT	24/10/2024	Water Corporation	Service charge 28 Katanning Rd 1/9/24-30/10/24	267.93
9007797797 OCT	25/10/2024	Water Corporation	Water use & service charge Muradup Standpipe 22/8/24-24/10/24	63.20
				32,135.79

EFT Payments 1/10/24 - 31/10/24

Chq/EFT	Date	Name	Description	Amount
EFT34885	**08/10/2024**	**Estate of Arthur William Corker**	**Bond Refund - Probate PRO/5854/2024 received 07/10/24**	**-149362.67**
08102024	08/10/2024	Estate of Arthur William Corker	Bond, Outstanding debtors balance on a/c 78367, Interest for 117 days	149362.67
EFT34886	**09/10/2024**	**Rosemary Ellen Cussons**	**Rates refund for assessment A2162 Lot 3 Collie Rd KOJONUP 6395**	**-1000.00**
A2162	07/10/2024	Rosemary Ellen Cussons	Rates refund for assessment A2162 Lot 3 Collie Rd, KOJONUP 6395	1000.00
EFT34887	**09/10/2024**	**MARINA JANE MURRAY**	**reimbursement**	**-145.94**
REQ 250924	25/09/2024	MARINA JANE MURRAY	Account in credit for former staff member	145.94
EFT34888	**09/10/2024**	**WALGA (Western Australian Local Government Association)**	**Training**	**-1853.50**
SI-011822	13/09/2024	WALGA (Western Australian Local Government Association)	Walga - Contract Administration and Management - Virtual - 14 October 2024 - EL, Walga - Tenders and Quotations - RFQ/RFT Development - Virtual - 22 October 2024 - EL	1853.50
EFT34889	**09/10/2024**	**Department of Biodiversity, Conservation and Attractions**	**Goods for Sale**	**-208.84**
P1-01-033251	09/09/2024	Department of Biodiversity, Conservation and Attractions	Assorted Bush Books, 2x The Best of the Southwest, , 2x Geology of WA's National Parks Books, 2x Our Planet and , the Evolution of WA's Far South West Books, For Sale in Visitor Centre Shop	181.62
P1-01-033250	09/09/2024	Department of Biodiversity, Conservation and Attractions	Greeting cards for sale at KP x 11	27.22
EFT34890	**09/10/2024**	**DL Consulting**	**Financial consulting**	**-14283.50**
1243	31/08/2024	DL Consulting	Financial Consulting August 2024	14283.50
EFT34891	**09/10/2024**	**Renfrew Grazing**	**Rates refund for assessment A26204 887 BOKERUP RD KOJONUP 6395**	**-17857.80**
A26204	07/10/2024	Renfrew Grazing	Rates refund for assessment A26204 887 BOKERUP RD KOJONUP 6395	17857.80
EFT34892	**09/10/2024**	**Carol Mae Ramsden**	**Refund on Account**	**-1635.34**
REQ 270924	27/09/2024	Carol Mae Ramsden	Refund account	1635.34
EFT34893	**09/10/2024**	**Hi-Way Sales & Service**	**Engineering supplies**	**-193.04**
262361	10/09/2024	Hi-Way Sales & Service	ULP 22.19L	40.59
262382	11/09/2024	Hi-Way Sales & Service	Diesel 52.34L	97.83
262578	20/09/2024	Hi-Way Sales & Service	18.62L ULP	32.94
262633	24/09/2024	Hi-Way Sales & Service	12.26L ULP	21.68
EFT34894	**09/10/2024**	**Kojonup Agricultural Supplies**	**Agricultural supplies**	**-158.80**
10232036	06/09/2024	Kojonup Agricultural Supplies	10 x Black posts 165cm	72.60
10232167	11/09/2024	Kojonup Agricultural Supplies	Microporous coveralls, Envirodye Blue marking fluid	86.20
EFT34895	**09/10/2024**	**Carony Pty Ltd**	**Aug Acc**	**-105.75**
01-244371	19/07/2024	Carony Pty Ltd	Rodent Bait Blocks, Rodent Bait Blocks Large, Anch CSK ZNC	105.75
EFT34896	**09/10/2024**	**Synergy**	**Electricity**	**-14518.98**

3000226180	13/09/2024	Synergy	Provide electricity supply - Loc 10345 Crapella Rd , Boscabel. Standpipe. 26/6/24-5/9/24, Provide electricity supply - 26 Pensioner Rd, Toy Library. 9/7/24-4/9/24, Provide electricity supply - Barracks Pl, Springhaven, 16/7/24-19/8/24, Provide electricity supply - Loc 2418 Albany Hway, Airstrip, 26/6/24 - 5/9/24, Provide electricity supply - 27 Blackwood Rd, Depot, 9/7/24-4/9/24, Provide electricity supply - 111 Albany Hway, Memorial Hall, 14/8/24-10/9/24, Provide electricity supply - Lot 162 Blackwwod Rd, Saleyards, 9/7/24-4/9/24, Provide electricity supply - Lot 21 Barracks Pl, Barracks, 9/7/24-4/9/24, Provide electricity supply - Loc 53 Albany Hway, Information Bay, 10/7/24-6/9/24, Provide electricity supply - Benn Pde, Railway toilets, 9/7/24-4/9/24, Provide electricity supply - Benn Pde, Skate Park 9/7/24-4/9/24, Provide electricity supply - Lot 147 Broomehill Rd, Apex Park, 11/7/24-6/9/24, Provide electricity supply - Lot 16 Soldier Rd, Elverd Cottage, 9/7/24-4/9/24, Provide electricity supply - 5 Barracks Pl, Kojonup Spring Toilets, 9/7/24-4/9/24, Provide electricity supply - Loc 7437 Blackwood Rd, Showgrounds, 9/7/24-4/9/24, Provide electricity supply - 2 Spencer St, RSL Hall, 10/7/24-6/9/24, Provide electricity supply - Lot 1 Gordon St, Wool Wagon, 9/7/24-4/9/24, Provide electricity supply - 19 Blackwood Rd, Depot, 9/7/24-4/9/24, Provide electricity supply - Benn Pde, Complex/swimming pool, 16/7/24-19/8/24, Provide electricity supply - Loc 7787 Blackwood Rd, Turkey nest dam pump, 2/7/24-5/9/24, Provide electricity supply - 129 Albany Hway, CWA Hall, 10/7/24-6/9/24, Provide electricity supply - 16 Pensioner Rd, Old School, 9/7/24-4/9/24, Provide electricity supply - 1 Bagg St, Admin Office, 10/7/24-6/9/24, Provide electricity supply - Lot 19 Soldier Rd, ILUs, 9/7/24-4/9/24	13503.86
2030228682	17/09/2024	Synergy	Electricity service & supply; Kodja Place 20/8/24-16/9/24	1015.12
EFT34897	**09/10/2024**	**Kleenheat Gas Pty Ltd**	**Bulk Gas supplies**	**-724.68**
22320609	10/09/2024	Kleenheat Gas Pty Ltd	Sport complex bulk gas	152.90
22323602	17/09/2024	Kleenheat Gas Pty Ltd	Supply bulk LPG Black Cockatoo - 342.2 Units	571.78
EFT34898	**09/10/2024**	**Kojonup Tyre Service**	**Tyre supplies**	**-10017.59**
INV-10956	20/09/2024	Kojonup Tyre Service	Grader Tires x 4	9250.34
INV-11010	25/09/2024	Kojonup Tyre Service	Supply & Fit 2x new tyres, disposal of old tyres.	767.25
EFT34899	**09/10/2024**	**BK Thomson Electrical Service**	**Electrical repairs**	**-11183.03**
3306	04/09/2024	BK Thomson Electrical Service	Additional electrical work required for Men's shed	10727.35
3323	10/09/2024	BK Thomson Electrical Service	Removal of electrical cables for structure removal - 12 Loton Close structure removal	455.68
EFT34900	**09/10/2024**	**Kojonup Auto Electrical Services**	**Auto Electrical supplies**	**-876.65**
19458	19/09/2024	Kojonup Auto Electrical Services	2x new batteries for Hino Prime mover	876.65
EFT34901	**09/10/2024**	**Westrac Equipment**	**Mechanical parts**	**-305.64**
PI0053706	04/09/2024	Westrac Equipment	Aircon v belt and serpentine engine belt	305.64
EFT34902	**09/10/2024**	**BOC Gases**	**Industrial gases**	**-164.07**
5006475561	28/09/2024	BOC Gases	O2 Med C size container charge 29/8/24-27/9/24, O2 Med Dsize & O2 concentrator container charge 29/8/24-27/9/24, O2 Inustrial Dsize container charge 29/8/24-27/9/24, O2 Medical Csize container charge 29/8/24-27/9/24	127.96
4037567250	28/09/2024	BOC Gases	Industrial Oxygen Container G size 29/8/24-27/9/24	36.11
EFT34903	**09/10/2024**	**Lotex Filter Cleaning Service**	**Filter supply & service**	**-43.48**
10789	02/08/2024	Lotex Filter Cleaning Service	Filter & panel for Holden Colorado	43.48
EFT34904	**09/10/2024**	**Synergy - Street Lights**	**Electricity street lights**	**-5411.53**
2042230343	02/10/2024	Synergy - Street Lights	Street lights 25/8/24-24/9/24	5411.53
EFT34905	**09/10/2024**	**ABA Security**	**security services**	**-1007.09**
41693	07/09/2024	ABA Security	Supply & install smoke detectors at Springhaven	1007.09
EFT34906	**09/10/2024**	**Janine Porter**	**REFUND BOND FOR MEMORIAL HALL & SPORTING COMPLEX HIRE**	**-630.00**
T228	09/10/2024	Janine Porter	Sporting Complex Bond - Hall Bond	630.00
EFT34907	**09/10/2024**	**Team Global Express Pty Ltd**	**freight**	**-45.07**
0569-S104118	29/09/2024	Team Global Express Pty Ltd	Springhaven freight charges,	45.07
EFT34908	**09/10/2024**	**Optus Billing Services Pty Ltd**	**Telephone**	**-2533.50**
461181507	07/09/2024	Optus Billing Services Pty Ltd	Telephone Loop for Admin 7/9/24-6/10/24	1114.10
461181508	07/09/2024	Optus Billing Services Pty Ltd	Springhaven Loop telephone charges 7/8/24-6/9/24,	475.00
461705140	10/09/2024	Optus Billing Services Pty Ltd	Kodja place Telephone loop 10/8/24-9/9/24	372.00
462206886	13/09/2024	Optus Billing Services Pty Ltd	Depot Loop Charges 13/9/24-12/10/24	240.00
000463589330	20/09/2024	Optus Billing Services Pty Ltd	Phone charges for Admin, 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	332.40
EFT34909	**09/10/2024**	**Watson's Liquid Waste**	**Liquid waste removal**	**-341.00**
3244	04/10/2024	Watson's Liquid Waste	Pump Out Kitchen Grease Trap	341.00
EFT34910	**09/10/2024**	**A SMART START**	**Freight**	**-3146.00**
10/24	01/10/2024	A SMART START	A Smart Start delivery - Shire of Kojonup - 2024/25	3146.00
EFT34911	**09/10/2024**	**CATHERINE PATRICIA IVEY**	**BOND REUND FOR RSL HALL HIRE**	**-280.00**

T184	08/10/2024	CATHERINE PATRICIA IVEY	Annual General Meeting	280.00
EFT34912	**09/10/2024**	**Harris's Garage**	**Vehicle service**	**-1526.03**
3091	26/09/2024	Harris's Garage	Muradup Fire Truck Service	1526.03
EFT34913	**09/10/2024**	**KOJONUP BMC EMBROIDERY**	**Staff Uniforms**	**-5540.50**
10053	12/06/2024	KOJONUP BMC EMBROIDERY	SS - Uniform	252.00
10319	09/07/2024	KOJONUP BMC EMBROIDERY	SS - Uniform	114.00
10157A	16/07/2024	KOJONUP BMC EMBROIDERY	Depot uniform 24/25 - 50% final payment	4772.50
10284	10/09/2024	KOJONUP BMC EMBROIDERY	Uniforms/Protective Wear New Employee KR (Gardening Crew)	402.00
EFT34914	**09/10/2024**	**Able Westchem**	**Chemical supplies**	**-344.13**
4002870	09/09/2024	Able Westchem	Springhaven Lodge chemical order August 2024	344.13
EFT34915	**09/10/2024**	**PFD Foodservices (Southway Distributors)**	**Food & Dry goods**	**-1766.70**
LM812081	04/09/2024	PFD Foodservices (Southway Distributors)	Black Cockatoo Cafe Supplies	35.55
LM882115	11/09/2024	PFD Foodservices (Southway Distributors)	Springhaven Meals and Refreshments September 2024	661.35
LM882122	11/09/2024	PFD Foodservices (Southway Distributors)	Black Cockatoo Cafe Supplies	1325.70
LN921781	14/09/2024	PFD Foodservices (Southway Distributors)	Credit Note - Springhaven Meals and Refreshments September 2024	-255.90
EFT34916	**09/10/2024**	**MICHELLE ANNE O'NEIL**	**Rates refund for assessment A9670 4 Macbride Pl KOJONUP 6395**	**-3000.00**
A9670	07/10/2024	MICHELLE ANNE O'NEIL	Rates refund for assessment A9670 4 Macbride Pl, KOJONUP 6395	3000.00
EFT34917	**09/10/2024**	**SURGICAL HOUSE**	**Medical supplies**	**-1975.97**
A952271	26/08/2024	SURGICAL HOUSE	Springhaven Clinical stock August 2024	1975.97
EFT34918	**09/10/2024**	**The Cott Family Trust t/a FueleX**	**Diesel supplies**	**-5701.50**
INV05006	26/09/2024	The Cott Family Trust t/a FueleX	Diesel 3500L @ $1.629/L	5701.50
EFT34919	**09/10/2024**	**Ramped Technology & Management Systems Pty Ltd**	**IT support**	**-154.00**
INV-11208	30/09/2024	Ramped Technology & Management Systems Pty Ltd	IT Support Sep 2024	154.00
EFT34920	**09/10/2024**	**BJ Systems**	**Monitoring Sport Complex**	**-144.10**
817520	20/09/2024	BJ Systems	Monitoring Sport Complex 1/10/24 - 31/12/24	144.10
EFT34921	**09/10/2024**	**ALBANY LOCK & SECURITY**	**Security services**	**-677.00**
38782	04/09/2024	ALBANY LOCK & SECURITY	Shire Administration Back Door Lock Replacement and Spare Master Keys	677.00
EFT34922	**09/10/2024**	**Cleanaway Daniels Services Pty Ltd**	**Sharps disposal service**	**-609.47**
2304940	31/07/2024	Cleanaway Daniels Services Pty Ltd	Springhaven Sharps Removal July 2024	609.47
EFT34923	**09/10/2024**	**Nightingale's Nest Nursery**	**Plants & gifts**	**-42.20**
250924	25/09/2024	Nightingale's Nest Nursery	Plant as a gift for citizen ceremony	23.10
604	01/10/2024	Nightingale's Nest Nursery	herb & vegetable seedlings	19.10
EFT34924	**09/10/2024**	**Everlon**	**Memorial plaques**	**-551.10**
18819	01/10/2024	Everlon	Bronze Plaque - Riddell, Recoverable Expenditure	551.10
EFT34925	**09/10/2024**	**Dardanup Butchering Company**	**Food supplies**	**-1992.27**
BW381252	03/09/2024	Dardanup Butchering Company	Black Cockatoo Cafe Supplies, Consignment fee	694.95
BW382558	24/09/2024	Dardanup Butchering Company	Black Cockatoo Cafe Supplies, Freight charge	478.15
BW383042	01/10/2024	Dardanup Butchering Company	Black Cockatoo Cafe Supplies, Consignment fee	819.17
EFT34926	**09/10/2024**	**Grande Food Service**	**Food**	**-4477.01**
4237042	11/09/2024	Grande Food Service	Black Cockatoo Cafe Supplies	105.55
4237374	19/09/2024	Grande Food Service	Black Cockatoo Cafe Supplies	43.68
4237692	25/09/2024	Grande Food Service	Black Cockatoo Cafe Supplies	333.53
4237689	25/09/2024	Grande Food Service	Black Cockatoo Cafe Supplies	412.25
4237684	25/09/2024	Grande Food Service	Black Cockatoo Cafe Supplies	406.91
4237691	25/09/2024	Grande Food Service	Black Cockatoo Cafe Supplies	2039.64
4237696	26/09/2024	Grande Food Service	Black Cockatoo Cafe Supplies	168.00
4237879	30/09/2024	Grande Food Service	Black Cockatoo Cafe Supplies	181.72
4237904	01/10/2024	Grande Food Service	Black Cockatoo Cafe Supplies	141.90
4238040	02/10/2024	Grande Food Service	Black Cockatoo Cafe Supplies	185.94
4238045	02/10/2024	Grande Food Service	Black Cockatoo Cafe Supplies	457.89
EFT34927	**09/10/2024**	**Leaf Bean Machine**	**Coffee supplies**	**-1909.84**
130298	24/09/2024	Leaf Bean Machine	Black Cockatoo Cafe Supplies	1242.96
130463	30/09/2024	Leaf Bean Machine	Black Cockatoo Cafe Supplies, Freight charge	666.88
EFT34928	**09/10/2024**	**Department Of Mines, Industry Regulation And Safety**	**Building services levy**	**-90.90**
REQ 031024	24/09/2024	Department Of Mines, Industry Regulation And Safety	Building Services Levy - May 2024	90.90
EFT34929	**09/10/2024**	**Science and Nature Pty Ltd**	**Goods for Sale**	**-2291.64**
170047	05/09/2024	Science and Nature Pty Ltd	Assorted figurines and toys for sale in Visitor Centre Shop	2291.64
EFT34930	**09/10/2024**	**WA Contract Ranger Services**	**Contract Ranger**	**-1828.75**
5804	21/09/2024	WA Contract Ranger Services	WA Ranger Services 9/9/24-19/9/24	1828.75
EFT34931	**09/10/2024**	**West End Fabricators**	**Shed repairs**	**-9570.00**

804	29/09/2024	West End Fabricators	Garage door repair on CEO house - 50% deposit	3575.00
805	29/09/2024	West End Fabricators	Remove and dispose of old gutters, replace with new zincalume squareline gutters on sheep pavillion at show grounds - 50 % deposit	5995.00
EFT34932	**09/10/2024**	**3E Advantage Pty Ltd**	**Printing**	**-2945.82**
INV-134894-K8L6K8	30/09/2024	3E Advantage Pty Ltd	Printing Charges Sep 2024	2945.82
EFT34933	**09/10/2024**	**Tonya Pearce**	**Staff Reimbursement**	**-521.42**
REIM 260924	26/09/2024	Tonya Pearce	Mileage 534km @ $0.88/km, dinner and breakfast expenses for Training	521.42
EFT34934	**09/10/2024**	**Mathwin Transport**	**Freight**	**-57.75**
5507	17/09/2024	Mathwin Transport	Freight from Westchem. 2 x drums, 1 x carton	57.75
EFT34935	**09/10/2024**	**Jill Watkin**	**Staff reimbursement**	**-566.23**
REIM 26/9/24	02/10/2024	Jill Watkin	Pizzas for wood carving workshop - Sposored by Bendigo Community Bank	128.00
REIM 25/9/24	02/10/2024	Jill Watkin	Bias Binding & thread for IOTA 24	72.50
REIM 25/9/24A	02/10/2024	Jill Watkin	Food for IOTA launch - sponsored by Bendigo Bank	365.73
EFT34936	**09/10/2024**	**KOH Living**	**Goods for Sale**	**-7017.59**
WHO#5214	24/06/2024	KOH Living	Assorted Aboriginal Journals, Assorted Tealight Candle Holders, Assorted Recycles Bags, Assorted Aboriginal Scarves, Assorted Carousels and Assorted Aboriginal Tote Bags freight inclued	3141.64
SO-00019483	13/09/2024	KOH Living	Assorted Aboriginal Ceramic Coasters, Assorted Hand Creams and Soaps,. Assorted Aboriginal Print Tea Towels freight included	3900.92
CN-00003002	07/08/2024	KOH Living	Credit Note - Damaged Water Bottle	-24.97
EFT34937	**09/10/2024**	**J B Lawn Care**	**Garden maintenance**	**-132.00**
670	30/09/2024	J B Lawn Care	2024/2025 - 15 Loton Close - CEO Residence - Lawn and garden care	132.00
EFT34938	**09/10/2024**	**Du-wayne Lottering**	**Staff reimbursement**	**-425.16**
REIM 270924	27/09/2024	Du-wayne Lottering	Staff expenses while training. Accommodation, Parking, Meals	425.16
EFT34939	**09/10/2024**	**Teletrac Navman and Transtech**	**Navman**	**-1930.01**
93146773	05/09/2024	Teletrac Navman and Transtech	Vehicle Tracking Devices and Service Fees September 2024	1930.01
EFT34940	**09/10/2024**	**Energy Wise Australia C&F Building Approvals**	**Building Approvals**	**-1320.00**
INV-5718	19/09/2024	Energy Wise Australia C&F Building Approvals	Assessment & certificate - 8 Bignell Rd, Assessment & issue class 10a CDC - 81 Albany Highway	1320.00
EFT34941	**09/10/2024**	**Mason's Family Farm**	**Eggs**	**-457.20**
INV-13203	17/09/2024	Mason's Family Farm	Black Cockatoo Cafe Supplies	152.40
INV-13280	24/09/2024	Mason's Family Farm	Black Cockatoo Cafe Supplies	152.40
INV-13367	01/10/2024	Mason's Family Farm	2 x 10.6kg catering eggs	152.40
EFT34942	**09/10/2024**	**Harvey Fresh (1994) Ltd T/A Lactalis**	**Food Supplies**	**-2254.87**
239613213	19/09/2024	Harvey Fresh (1994) Ltd T/A Lactalis	Black Cockatoo Cafe Supplies	738.64
239651885	26/09/2024	Harvey Fresh (1994) Ltd T/A Lactalis	Black Cockatoo Cafe Supplies	787.29
239701489	03/10/2024	Harvey Fresh (1994) Ltd T/A Lactalis	Black Cockatoo Cafe Supplies	728.94
EFT34943	**09/10/2024**	**Katanning Podiatry (Halls Head Podiatry)**	**Podiatry services**	**-1300.00**
INVOICE 3	01/09/2024	Katanning Podiatry (Halls Head Podiatry)	Springhaven Podiatry for 20 residents	1300.00
EFT34944	**09/10/2024**	**Access Builders Hire**	**Toilet Hire**	**-352.00**
A2916	02/10/2024	Access Builders Hire	Menshed toilet hire	352.00
EFT34945	**09/10/2024**	**Rangali Mel**	**Reimbursement**	**-650.00**
REQ 1/10/24	01/10/2024	Rangali Mel	Washing tea towels for BCC 13 weeks to 4/9/24	650.00
EFT34946	**09/10/2024**	**Tilelite Pty Ltd T/as Grace Training & Operations**	**Training**	**-4250.00**
INV-5072	27/08/2024	Tilelite Pty Ltd T/as Grace Training & Operations	Operate & Maintain Chainsaws (AHCMOM213) - EB, KR, DL & RL 26/8/24	1600.00
INV-5108	06/09/2024	Tilelite Pty Ltd T/as Grace Training & Operations	Traffic Management Course (RIICOM201E), (RIIWHS302E), (RIIWHS205E) RL, 3&4/9/24	650.00
INV-5170	23/09/2024	Tilelite Pty Ltd T/as Grace Training & Operations	Staff Training - Load & Unload Goods/Cargo (TLID0015) with Secure Cargo (TLIA1001). CM, CC, JH & LL 20/9/24	2000.00
EFT34947	**15/10/2024**	**Payroll Deductions - Shire of Kojonup**	**Payroll deductions**	**-1348.00**
DEDUCTION	08/10/2024	Payroll Deductions - Shire of Kojonup	Payroll Deduction	1248.00
DEDUCTION	08/10/2024	Payroll Deductions - Shire of Kojonup	Payroll Deduction	100.00
EFT34948	**15/10/2024**	**Child Support Agency**	**Payroll deductions**	**-439.95**
DEDUCTION	08/10/2024	Child Support Agency	Payroll Deduction	439.95
EFT34949	**15/10/2024**	**Australian Services Union (LGO)**	**Payroll deductions**	**-26.50**
DEDUCTION	08/10/2024	Australian Services Union (LGO)	Payroll Deduction	26.50

EFT34950	**15/10/2024**	**Australian Services Union (MEU)**	**Payroll deductions**	**-228.50**
DEDUCTION	08/10/2024	Australian Services Union (MEU)	Payroll Deduction	228.50
EFT34951	**17/10/2024**	**Craig Jamie Mcvee**	**Goods sold on consignment**	**-130.00**
SEP 2024	30/09/2024	Craig Jamie Mcvee	Goods sold on consignment	130.00
EFT34952	**17/10/2024**	**Air Liquide**	**Gas Cylinder rental**	**-25.22**
ZV9640	30/09/2024	Air Liquide	Cylinder Fee 1/9/24-30/9/24	25.22
EFT34953	**17/10/2024**	**WALGA (Western Australian Local Government Association)**	**Training**	**-660.00**
SI-011862	18/09/2024	WALGA (Western Australian Local Government Association)	Annual subscription 2024/25 - for Great Southern Zone	660.00
EFT34954	**17/10/2024**	**DL Consulting**	**Financial consulting**	**-4790.50**
1250	30/09/2024	DL Consulting	Consulting Services	4790.50
EFT34955	**17/10/2024**	**June Jones**	**Good sold on consignment**	**-12.00**
SEP 2024	08/10/2024	June Jones	Beanie	12.00
EFT34956	**17/10/2024**	**Department of Fire & Emergency Services (DFES)**	**Emergency Services**	**-7209.77**
158202	11/10/2024	Department of Fire & Emergency Services (DFES)	24/25 Local Government Owned Emergency Services Levy	7209.77
EFT34957	**17/10/2024**	**Hi-Way Sales & Service**	**Engineering supplies**	**-2344.07**
262778	30/09/2024	Hi-Way Sales & Service	Unleaded Fuel 28.07L	49.65
262785	30/09/2024	Hi-Way Sales & Service	Pipe fittings and hardware for swimming pool	84.40
262890	01/10/2024	Hi-Way Sales & Service	11.9L ULP	21.06
262881	01/10/2024	Hi-Way Sales & Service	40 metres of 9t 13mm tie down chain, 6 x grab hooks, 2 x 13mm load binders 10T, 4 x load binder ratchet 13mm 9T, Freight	2136.00
263097	09/10/2024	Hi-Way Sales & Service	29.94 L ULP	52.96
EFT34958	**17/10/2024**	**Kojonup Agricultural Supplies**	**Agricultural supplies**	**-3776.18**
10232135	10/09/2024	Kojonup Agricultural Supplies	10x Black Star Pickets for Kodja Place	72.60
10232564	24/09/2024	Kojonup Agricultural Supplies	210L 15W40 Engine oil & 210L Power Drive 10W Hydrolic oil	3275.06
10232687	26/09/2024	Kojonup Agricultural Supplies	2x Stihl protective chainsaw helmet	158.00
10232688	26/09/2024	Kojonup Agricultural Supplies	20 liters Bioactive Glyphosate herbicide	225.52
10232858	30/09/2024	Kojonup Agricultural Supplies	Hanging scale - with clock face	45.00
EFT34959	**17/10/2024**	**Carony Pty Ltd**	**Hardware**	**-254.52**
03-140294	04/09/2024	Carony Pty Ltd	Rope 10m x 10mm	38.50
03-140324	04/09/2024	Carony Pty Ltd	Rope 30M x 4mm	7.10
01-245176	07/09/2024	Carony Pty Ltd	Rope 30m x 4mm, paper napkins,	22.10
03-141283	19/09/2024	Carony Pty Ltd	Mini glue sticks for Hovercraft activity at Kodja Place	21.75
03-141624	24/09/2024	Carony Pty Ltd	Batteries	4.50
03-141939	28/09/2024	Carony Pty Ltd	Chain Weldless, Hook Snap, Screws, Bremick T-Hinge, Bubble Wrap and 10 packets of Blu Tack.	160.57
EFT34960	**17/10/2024**	**Kojonup Pharmacy**	**Pharmaceutical services**	**-1299.25**
SEP 2024	30/09/2024	Kojonup Pharmacy	Springhaven Pharmacy Cost September 2024	1299.25
EFT34961	**17/10/2024**	**Shire Of Katanning**	**Refuse site fees**	**-6635.20**
47480	30/09/2024	Shire Of Katanning	Shire of Katanning - Refuse Site Fees September 2024	6635.20
EFT34962	**17/10/2024**	**Synergy**	**Electricity**	**-184.29**
'2002300896	30/09/2024	Synergy	PowerWatch 400 HPS WP 1/9/24-30/9/24	184.29
EFT34963	**17/10/2024**	**Kleenheat Gas Pty Ltd**	**Bulk gas supplies**	**-521.71**
22327578	26/09/2024	Kleenheat Gas Pty Ltd	Supply bulk LPG 250.40 units	521.71
EFT34964	**17/10/2024**	**Kojonup Tyre Service**	**Tyre services**	**-2357.30**
INV-11129	07/10/2024	Kojonup Tyre Service	4x new drive tyres	2357.30
EFT34965	**17/10/2024**	**BK Thomson Electrical Service**	**Electrical mainenance**	**-13186.25**
3277	19/09/2024	BK Thomson Electrical Service	Showgrounds - Supply and install power box for food vans, flood lights and poles for shearing area and for toilets	8695.21
3280	01/10/2024	BK Thomson Electrical Service	Replacement of broken lights in Admin office	4491.04
EFT34966	**17/10/2024**	**Kojonup Supermarket**	**Groceries**	**-8805.06**
1027 - 039110	08/09/2024	Kojonup Supermarket	Catering for In The Footsteps of Bella Kelly	276.92
833 SEP 24	01/10/2024	Kojonup Supermarket	Springhaven Meals and Refreshments for September 2024	7322.71
1027 SEP 24	01/10/2024	Kojonup Supermarket	Refreshments for councillors, Admin tea/coffee/milk, Kindy Cafe, Cleaning products - swimming pool, Depot tea/coffee/milk, Depot tea /coffee/milk	276.07
648 SEP 2024	01/10/2024	Kojonup Supermarket	Food for Bloom Tour, Food for Bloom Tour, Drinks for Bushcraft	112.90
800 SEP 2024	01/10/2024	Kojonup Supermarket	Black Cockatoo supplies - September 2024	816.46
EFT34967	**17/10/2024**	**ABA Security**	**Security services**	**-719.94**
41851	19/09/2024	ABA Security	Monitoring of Security System at The Kodja Place 19/09/2024 - 18/12/2024	239.98
42097	01/10/2024	ABA Security	Springhaven Security Monitoring	239.98
42096	01/10/2024	ABA Security	Administration Building - Security Alarm Monitoring - 1/10/24-31/12/24	239.98
EFT34968	**17/10/2024**	**The West Australian**	**Newspaper**	**-47.50**
10168388202409 30	30/09/2024	The West Australian	Public notices - Great Southern Herald - 12/9/24	47.50

EFT34969	**17/10/2024**	**PROTECTOR FIRE SERVICES PTY LTD**	**Fire Protection services**	**-816.75**
10095893	30/09/2024	PROTECTOR FIRE SERVICES PTY LTD	Fire extinguishers and signs for new Men's Shed	816.75
EFT34970	**17/10/2024**	**McLeods Lawyers Pty Ltd**	**Legal advice**	**-5730.12**
141273	30/09/2024	McLeods Lawyers Pty Ltd	Advise on disposal of Springhaven	5357.88
141556	30/09/2024	McLeods Lawyers Pty Ltd	Planning law advice for Flat Rock Wind Farm	372.24
EFT34971	**17/10/2024**	**Jill Johnson**	**Staff reimbursement**	**-652.44**
REIM 151024	15/10/2024	Jill Johnson	Phone interenet reimbursement (working from home), Milage 438 km return to Busselton to collect phone for Works manager	652.44
EFT34972	**17/10/2024**	**Team Global Express Pty Ltd**	**Freight**	**-1678.32**
0568-S104118	22/09/2024	Team Global Express Pty Ltd	Springhaven freight	231.40
0373-80774145	06/10/2024	Team Global Express Pty Ltd	Parts delivery ex E & MJ Roshe, Parts delivery	1446.92
EFT34973	**17/10/2024**	**Warren Blackwood Waste**	**Waste disposal**	**-29105.60**
194114	30/09/2024	Warren Blackwood Waste	Apex Park & Kojonup Tourist Railway - Front Lift bins - September 2024, Kodja Place - Front Lift bins - September 2024	580.00
19434	01/10/2024	Warren Blackwood Waste	Kojonup Transfer Station Additional Costs, Kojonup Transfer Station Management for September 2024, Transfer Bulk Bin - Waste, Transfer Bulk Bin - Recycle	10628.68
19435	01/10/2024	Warren Blackwood Waste	Service townsite area bins September 2024, , 240Lt Bins Pick up, 24KJP St Bins Pickup, Travel Cost, 240Lt Recycling Bins	17896.92
EFT34974	**17/10/2024**	**South Regional TAFE**	**Training**	**-72.00**
I0030120	24/09/2024	South Regional TAFE	Auschem training - SA & KR	72.00
EFT34975	**17/10/2024**	**CBH**	**REFUND BOND FOR HIRE OF LESSER HALL ON 8/10/24**	**-250.00**
T122	09/10/2024	CBH	CBH KATANNING - LESSER HALL - 8 OCTOBER 2024	250.00
EFT34976	**17/10/2024**	**Readytech T/A IT Vision Australia PTY LTD**	**IT support**	**-7761.60**
INITV41677	18/09/2024	Readytech T/A IT Vision Australia PTY LTD	Rates Billing, End of Year & Roll Uploads	7761.60
EFT34977	**17/10/2024**	**St John Ambulance Kojonup Sub Centre**	**First Aid supplies**	**-498.00**
CYINV00365463	10/10/2024	St John Ambulance Kojonup Sub Centre	Bushfire Sheds - Kojonup & Muradup - PAD-PAK for Defibrilators	498.00
EFT34978	**17/10/2024**	**CONNECT TECHNOLOGY AUSTRALIA**	**After Hours Phone Assistance**	**-290.00**
92056	08/10/2024	CONNECT TECHNOLOGY AUSTRALIA	After hours phone assistance 12/07/24 - Kodja Place	290.00
EFT34979	**17/10/2024**	**BUNNINGS WAREHOUSE ALBANY**	**Hardware**	**-852.20**
2181/00835973	04/09/2024	BUNNINGS WAREHOUSE ALBANY	Menshed; signage, shower wall, first aid cabinet, Insect screen - staff housing	852.20
EFT34980	**17/10/2024**	**LANDGATE**	**Valuation services**	**-47.18**
397413	26/09/2024	LANDGATE	Rural UV interim valuation shared	47.18
EFT34981	**17/10/2024**	**PFD Foodservices (Southway Distributors)**	**Food & Dry goods**	**-5396.93**
LM952599	18/09/2024	PFD Foodservices (Southway Distributors)	Black Cockatoo Cafe Supplies	1662.50
LM952611	18/09/2024	PFD Foodservices (Southway Distributors)	Black Cockatoo Cafe Supplies	62.70
LM952596	18/09/2024	PFD Foodservices (Southway Distributors)	Springhaven Meals and Refreshments September 2024	753.35
LN224103	25/09/2024	PFD Foodservices (Southway Distributors)	Black Cockatoo Cafe Supplies	1624.40
LN224089	25/09/2024	PFD Foodservices (Southway Distributors)	Black Cockatoo Cafe Supplies	85.20
LN224099	25/09/2024	PFD Foodservices (Southway Distributors)	Springhaven Meals and Refreshments September 2024	1330.95
LN235548	25/09/2024	PFD Foodservices (Southway Distributors)	Credit Note - Black Cockatoo Cafe Supplies	-122.17
EFT34982	**17/10/2024**	**SURGICAL HOUSE**	**Medical supplies**	**-584.84**
A957611	20/09/2024	SURGICAL HOUSE	Springhaven Clinical stock September 2024	584.84
EFT34983	**17/10/2024**	**Joanne Lisa Matthews**	**Staff Reimbursement**	**-193.90**
REIM 091024	09/10/2024	Joanne Lisa Matthews	NDIS Check & Police screening	193.90
EFT34984	**17/10/2024**	**Christie Leanne McVee**	**Goods sold on consignment**	**-47.00**
SEP 2024	30/09/2024	Christie Leanne McVee	Goods sold on consignment	47.00
EFT34985	**17/10/2024**	**Southern Dirt Inc**	**REFUND BOND FOR HIRE OF SPORTING COMPLEX ON 9/10/24**	**-400.00**
T138	15/10/2024	Southern Dirt Inc	Southern Dirt - Bond - Sporting Complex Booking	400.00
EFT34986	**17/10/2024**	**The Cott Family Trust t/a FueleX**	**Fuel supplies**	**-8495.00**
INV05240	11/10/2024	The Cott Family Trust t/a FueleX	5000L Diesel @ $1.699/L	8495.00
EFT34987	**17/10/2024**	**Ramped Technology & Management Systems Pty Ltd**	**IT Services**	**-373.48**

INV-11379	04/10/2024	Ramped Technology & Management Systems Pty Ltd	IT Support Monthly subscription & licensing charges - to 30/11/24	373.48
EFT34988	**17/10/2024**	**MARGARET RAE HILL**	**Goods sold on consignment**	**-36.00**
SEP 2024	30/09/2024	MARGARET RAE HILL	toy animals	36.00
EFT34989	**17/10/2024**	**Cleanaway Daniels Services Pty Ltd**	**Sharps removal**	**-52.72**
2321480	30/09/2024	Cleanaway Daniels Services Pty Ltd	Springhaven Sharps Removal September 2024	52.72
EFT34990	**17/10/2024**	**Harbour Software Pty Ltd**	**Annual Subscription fee**	**-3724.60**
2598	09/10/2024	Harbour Software Pty Ltd	Docs On Tap Annual Subscription Fee 1/1/2025-31/12/2026	3724.60
EFT34991	**17/10/2024**	**Karen Evans**	**Staff reimbursement**	**-145.00**
REIM 091024	09/10/2024	Karen Evans	NDIS check	145.00
EFT34992	**17/10/2024**	**Seek Ltd**	**Employment advertising**	**-781.00**
700767533	09/09/2024	Seek Ltd	Advertisement for Swimming Pool Coordinator 9/9/24	390.50
700804550	30/09/2024	Seek Ltd	Advertisement for Cleaners 30/9/24	390.50
EFT34993	**17/10/2024**	**Auscoinswest**	**Good for sale in gift shop**	**-287.10**
3606	29/09/2024	Auscoinswest	1x Box = 250 Souvenier Coins For Sale in Visitor Centre Shop	287.10
EFT34994	**17/10/2024**	**R & R Publications**	**Goods for sale**	**-299.70**
27/73	19/09/2024	R & R Publications	10x Guides to Native Orchids of South Western Australia	299.70
EFT34995	**17/10/2024**	**Leonie Jane Smith**	**Goods sold on consignment**	**-60.00**
SEP 2024	30/09/2024	Leonie Jane Smith	Earrings	60.00
EFT34996	**17/10/2024**	**Dardanup Butchering Company**	**Meat supplies**	**-467.24**
BW383477	08/10/2024	Dardanup Butchering Company	Black Cockatoo Cafe Supplies, Freight	467.24
EFT34997	**17/10/2024**	**Grande Food Service**	**Food supplies**	**-4683.99**
4238363	09/10/2024	Grande Food Service	Black Cockatoo Cafe Supplies	328.96
4238372	09/10/2024	Grande Food Service	Black Cockatoo Cafe Supplies	2206.99
4238370	09/10/2024	Grande Food Service	Black Cockatoo Cafe Supplies	212.37
4238692	16/10/2024	Grande Food Service	Black Cockatoo Cafe Supplies	1358.35
4238686	16/10/2024	Grande Food Service	Black Cockatoo Cafe Supplies	337.93
4238693	16/10/2024	Grande Food Service	Black Cockatoo Cafe Supplies	239.39
EFT34998	**17/10/2024**	**CJ Liquor Pty Ltd**	**Refreshments**	**-132.00**
123243	10/10/2024	CJ Liquor Pty Ltd	2 cartons Carlton Dry Beer	132.00
EFT34999	**17/10/2024**	**Leaf Bean Machine**	**coffee supplies**	**-712.73**
130664	07/10/2024	Leaf Bean Machine	Black Cockatoo Cafe Supplies	712.73
EFT35000	**17/10/2024**	**Wendy Hayward**	**Goods sold on consignment**	**-50.00**
SEP 2024	30/09/2024	Wendy Hayward	Print sold on consignment	50.00
EFT35001	**17/10/2024**	**WA Contract Ranger Services**	**Contract Ranger**	**-1828.75**
5827	04/10/2024	WA Contract Ranger Services	Ranger Services 24/9/24-3/10/24	1828.75
EFT35002	**17/10/2024**	**Trekaway Pty Ltd t/a Envirobook**	**Goods for sale**	**-296.87**
7433	25/09/2024	Trekaway Pty Ltd t/a Envirobook	10x Guide to Wildflowers WA 3rd edition and 10x Common Wildflowers Books, For Sale in Visitor Centre Shop	296.87
EFT35003	**17/10/2024**	**Natalie Stubbs**	**staff reimbursement**	**-145.00**
REIM 041024	09/10/2024	Natalie Stubbs	NDIS Check	145.00
EFT35004	**17/10/2024**	**Kojonup Light Civil**	**Construction**	**-1188.00**
658	14/10/2024	Kojonup Light Civil	Bollards and Pathway for Showgrounds	1188.00
EFT35005	**17/10/2024**	**DOR Trading Pty Limited T/A IMCO Australasia**	**Asphalt supplies**	**-4730.00**
INV-1509	08/10/2024	DOR Trading Pty Limited T/A IMCO Australasia	Asphalt repair road patching	4730.00
EFT35006	**17/10/2024**	**West End Fabricators**	**Shed repairs**	**-12455.00**
806	07/10/2024	West End Fabricators	50% payment on completion of work - Remove and dispose of old gutters , replace with new zincalume squareline gutters	5995.00
808	07/10/2024	West End Fabricators	Safety mesh under poly carbonate sheeting on sheep pavillion - WHS Risk	6460.00
EFT35007	**17/10/2024**	**Lilly's Garden operated by Marina Murray**	**Goods for sale**	**-500.50**
2	09/10/2024	Lilly's Garden operated by Marina Murray	Assorted Jams, Relishes & Pickles to sell at The Kodja Place	500.50
EFT35008	**17/10/2024**	**Jennifer Joy Mariano**	**Staff reimbursement**	**-145.00**
REIM 091024	09/10/2024	Jennifer Joy Mariano	NDIS check	145.00
EFT35009	**17/10/2024**	**Estelle Lottering**	**Staff reimbursement**	**-75.00**
REIM 141024	14/10/2024	Estelle Lottering	Mobile Phone reimbursement as per contract 5/10/24-4/11/24,	75.00
EFT35010	**17/10/2024**	**Rosher**	**Machinery parts**	**-1279.39**
1482250	01/10/2024	Rosher	Parts for zero turn mower	634.72
1482313	02/10/2024	Rosher	Parts for zero turn mower	644.67
EFT35011	**17/10/2024**	**Oztrology Australian Greeting cards**	**Goods sold on consignment**	**-2.50**
SEP 2024	30/09/2024	Oztrology Australian Greeting cards	card	2.50
EFT35012	**17/10/2024**	**Fabric Covered Pots T/A Tammy McVee**	**Goods sold on consignment**	**-30.00**

SEP 2024	30/09/2024	Fabric Covered Pots T/A Tammy McVee	fabric covered pot	30.00
EFT35013	**17/10/2024**	**Wendy Thorn Photography**	**Cards to sell**	**-159.80**
49	06/09/2024	Wendy Thorn Photography	Assorted Gift Cards for Sale in Visitor Centre Shop	159.80
EFT35014	**17/10/2024**	**Jill Watkin**	**staff reimbursement**	**-836.68**
SEP 2024	30/09/2024	Jill Watkin	Goods sold on consignment	15.00
REIM 150824	02/10/2024	Jill Watkin	Large box of second hand Lego for after school events	250.00
REIM 250924	02/10/2024	Jill Watkin	Mileage 536 km @ 88c/km - picking up supplies for IOTA	471.68
REIM 270924	15/10/2024	Jill Watkin	10 x black table cloths	100.00
EFT35015	**17/10/2024**	**Kilreaney Farms T/A Gordon Coleman**	**Gravel supply**	**-4950.00**
065	24/09/2024	Kilreaney Farms T/A Gordon Coleman	Supply 15 Qubic metres of gravel	4950.00
EFT35016	**17/10/2024**	**Fatima Gementiza**	**Staff Reimbursement**	**-145.00**
REIM 091024	09/10/2024	Fatima Gementiza	NDIS check	145.00
EFT35017	**17/10/2024**	**Precious Moore**	**Staff Reimbursement**	**-145.00**
REIM 091024	09/10/2024	Precious Moore	NDIS Check	145.00
EFT35018	**17/10/2024**	**Monique Sackers T/A 3 Bridges Collections**	**Goods sold on consignment**	**-178.96**
SEP 2024	30/09/2024	Monique Sackers T/A 3 Bridges Collections	Goods sold on consignment	178.96
EFT35019	**17/10/2024**	**Du-wayne Lottering**	**Staff Reimbursement**	**-541.60**
REIM 141024	14/10/2024	Du-wayne Lottering	Laptop stand, wireless keyboard & mouse for Property Services Manager, Mobile phone service October - as per contract Property Services Manager, Computer screen - Property Services Manager, Retractable garden hose - 26 Katanning Road, Products for swimming pool kiosk	541.60
EFT35020	**17/10/2024**	**Reese Benn**	**Staff Reimbursement**	**-145.00**
REIM 091024	09/10/2024	Reese Benn	NDIS check Reese Benn	145.00
EFT35021	**17/10/2024**	**May Alizer**	**Staff Reimbursement**	**-145.00**
REIM 091024	09/10/2024	May Alizer	NDIS check May Alizer	145.00
EFT35022	**17/10/2024**	**Kojonup Retravision**	**Electrical goods**	**-36.95**
60002602	09/10/2024	Kojonup Retravision	Replacement kettle for Library	36.95
EFT35023	**17/10/2024**	**Nature on Linen - Kaylene Shepherd**	**Goods sold on consignment**	**-75.00**
SEP 2024	30/09/2024	Nature on Linen - Kaylene Shepherd	Tea towels	75.00
EFT35024	**17/10/2024**	**Good Batch Co.**	**Florist**	**-82.50**
24153	11/10/2024	Good Batch Co.	Large Bouquet - leaving gift	82.50
EFT35025	**17/10/2024**	**Richard Nash T/A Old School Honey**	**Goods sold on consignment**	**-42.50**
SEP 2024	30/09/2024	Richard Nash T/A Old School Honey	Honey	42.50
EFT35026	**17/10/2024**	**Mason's Family Farm**	**Eggs**	**-152.40**
INV-13455	08/10/2024	Mason's Family Farm	Black Cockatoo Cafe Supplies	152.40
EFT35027	**17/10/2024**	**Teresa Rhodes**	**Staff reimbursement**	**-145.00**
REIM 091024	09/10/2024	Teresa Rhodes	NDIS check Teresa Rhodes	145.00
EFT35028	**17/10/2024**	**Bronwyen Teale T/A Daisy Nation**	**Goods sold on consignment**	**-12.00**
SEP 2024	30/09/2024	Bronwyen Teale T/A Daisy Nation	Goods sold on consignment	12.00
EFT35029	**17/10/2024**	**Harvey Fresh (1994) Ltd T/A Lactalis**	**food supplies**	**-533.49**
239744639	10/10/2024	Harvey Fresh (1994) Ltd T/A Lactalis	Black Cockatoo Cafe Supplies	533.49
EFT35030	**17/10/2024**	**Sanctuary Contract Recruitment Queensland Pty Ltd**	**Contract staff**	**-7686.41**
QLD-6362	11/09/2024	Sanctuary Contract Recruitment Queensland Pty Ltd	Springhaven contract staff	7686.41
EFT35031	**17/10/2024**	**QHSE Integrated Solution (Skytrust)**	**WHS**	**-548.90**
INV-35200	18/09/2024	QHSE Integrated Solution (Skytrust)	Skytrust - Monthly subscription Oct 2024	548.90
EFT35032	**17/10/2024**	**Hilary Phillips-Ryley**	**Goods sold on consignment**	**-40.00**
SEP 2024	30/09/2024	Hilary Phillips-Ryley	prints	40.00
EFT35033	**17/10/2024**	**Branka's Crackers Not Nutty**	**Goods for sale**	**-264.00**
1241	27/09/2024	Branka's Crackers Not Nutty	12x Original Crackers and 12x Chilli Crackers, For Sale in Visitor Centre Shop	264.00
EFT35034	**17/10/2024**	**Blue Wren Park**	**Goods sold on consignment**	**-93.00**
SEP 2024	30/09/2024	Blue Wren Park	various soaps	93.00
EFT35035	**17/10/2024**	**Anne McIntosh T/A Jacaranda and Pine**	**Goods sold on consignment**	**-75.00**

SEP 2024	30/09/2024	Anne McIntosh T/A Jacaranda and Pine	Earrings	75.00
EFT35036	**17/10/2024**	**Joan Valerie Padilla**	**Staff reimbursement**	**-145.00**
REIM 091024	09/10/2024	Joan Valerie Padilla	NDIS check Joan Padilla	145.00
EFT35037	**17/10/2024**	**resQskin**	**Goods sold on consignment**	**-28.92**
SEP 2024	30/09/2024	resQskin	Goods sold on consignment	28.92
EFT35038	**17/10/2024**	**S & N Creations**	**Goods for sale in Visitor shop**	**-302.50**
INV-3163	26/09/2024	S & N Creations	Assorted Bags and Water Bottles For Sale in Visitor Centre Shop	302.50
EFT35039	**17/10/2024**	**Training Momentum**	**Training**	**-3000.00**
1595	30/09/2024	Training Momentum	WHS Training - DL, WHS Training - EB, WHS Training - SH, WHS Training - JP	3000.00
EFT35040	**17/10/2024**	**Mohana Catering**	**Catering services**	**-4000.00**
259	08/10/2024	Mohana Catering	Catering for farewell - 100 people	4000.00
EFT35041	**17/10/2024**	**Teamific Pty Ltd**	**Resident Activities**	**-334.40**
INV-3840	10/10/2024	Teamific Pty Ltd	Quiz Global Springhaven activities	334.40
EFT35042	**17/10/2024**	**Pearl Bautista**	**Staff reimbursement**	**-145.00**
REIM 091024	09/10/2024	Pearl Bautista	NDIS check Pearl Bautista	145.00
EFT35043	**23/10/2024**	**Station Motors Holden**	**Vehicle service**	**-1190.00**
R57621	11/09/2024	Station Motors Holden	KO914 - Service 120 000km & Recall Computer upgrade & Fuel filter replacement	1190.00
EFT35044	**23/10/2024**	**AUSTRALIAN TAXATION OFFICE**	**BAS September 2024**	**-2015.71**
SEPT 2024	23/10/2024	AUSTRALIAN TAXATION OFFICE	Sep 2024, FBT Credit Sep 2024	2015.71
EFT35045	**23/10/2024**	**Wilyung Holdings P/L T/as Acorn Trees & Stumps**	**Tree pruning**	**-6715.00**
170	22/07/2024	Wilyung Holdings P/L T/as Acorn Trees & Stumps	Western power request - Tree Lopping in Kojonup Townsite	6715.00
EFT35046	**23/10/2024**	**Melita Jefferies**	**Cake making and decorating**	**-200.00**
01	19/10/2024	Melita Jefferies	Farewell Cake	200.00
EFT35047	**31/10/2024**	**Leanna Rose McVee**	**Rates refund for assessment A7294 15-17 ELVERD ST KOJONUP 6395**	**-700.00**
A7294	29/10/2024	Leanna Rose McVee	Rates refund for assessment A7294 15-17 ELVERD ST, KOJONUP 6395	700.00
EFT35048	**31/10/2024**	**LEE LUCEV**	**Staff reimbursement**	**-710.15**
281024 REIM	28/10/2024	LEE LUCEV	Medical Expenses - work injury Leigh Lucev	710.15
EFT35049	**31/10/2024**	**Woodstock Superannuation Fund**	**Rates refund for assessment A23690 LOT 1 BLACKWOOD RD KOJONUP 6395**	**-3827.08**
A23690	29/10/2024	Woodstock Superannuation Fund	Rates refund for assessment A23690 LOT 1 BLACKWOOD RD KOJONUP 6395	3827.08
EFT35050	**31/10/2024**	**Australia Post**	**Postage**	**-289.43**
1013535246	03/10/2024	Australia Post	Postage & Freight September 2024	289.43
EFT35051	**31/10/2024**	**Hi-Way Sales & Service**	**Engineering supplies**	**-603.60**
262863	30/09/2024	Hi-Way Sales & Service	5L truck wash, Cockpit care, Wiper blades, Wiper blades, Wiper blades, 1L 2 stroke oil, 1 set jumper leads, wiper blades, rapid fix, 3 x D shackles, 2 x key cutting & tags - Memorial Hall, Load binder, grab hook	603.60
EFT35052	**31/10/2024**	**Kojonup Agricultural Supplies**	**Agricultural supplies**	**-528.00**
10233136	11/10/2024	Kojonup Agricultural Supplies	Kodja Place rose maze: Aparent Organic Herbicide 2 x 20 L	528.00
EFT35053	**31/10/2024**	**Carony Pty Ltd**	**Hardware**	**-1102.39**
03-140156	02/09/2024	Carony Pty Ltd	Car cleaning products	58.57
03-140243	03/09/2024	Carony Pty Ltd	20 x 0.9m bamboo stakes, 20 x 1.2m bamboo stakes	93.92
03-140363	05/09/2024	Carony Pty Ltd	2 x Gas bottles delivered for 8A and 8B Newton St	419.90
03-140409	05/09/2024	Carony Pty Ltd	50mm Padlock, 200mm Double Eye Padbolt - Play group	34.45
03-140565	09/09/2024	Carony Pty Ltd	PPE - 3 x micro coveralls, 5 x disposable coveralls,	93.60
01-245184	09/09/2024	Carony Pty Ltd	Paint - menshed for office and kitchen	108.25
03-141250	18/09/2024	Carony Pty Ltd	No more gaps, Dry PTFE lubricant, Foam tape	65.75
08-000848	27/09/2024	Carony Pty Ltd	Springhaven Newspaper September 2024	128.00
03-141943	28/09/2024	Carony Pty Ltd	Single bed foam underlay	99.95
EFT35054	**31/10/2024**	**Synergy**	**Electricity supply**	**-8664.75**
3000227783	15/10/2024	Synergy	Provide electricity supply Springhaven 20/8/24-16/9/24, , Provide electricity supply Springhaven 17/9/24-14/10/24, , Provide electricity supply Memorial hall 11/9/24-8/10/24, , Provide electricity supply Sports Complex 20/8/24-16/9//24, , Provide electricity supply Turkey nest dam Blackwood rd 3/8/24-2/10/24, , Late payment fee	7379.83
375598950	17/10/2024	Synergy	Provide electricity supply 28 Kojonup-Katanning Rd, 17/8/24-16/10/24	400.54
375598810	17/10/2024	Synergy	Provide electricity supply 26 Kojonup-Katanning Rd, 17/8/24-16/10/24	884.38
EFT35055	**31/10/2024**	**Kleenheat Gas Pty Ltd**	**Bulk Gas supplies**	**-606.20**
22331227	03/10/2024	Kleenheat Gas Pty Ltd	Supply bulk LPG 362.80 units	606.20
EFT35056	**31/10/2024**	**Kojonup Tyre Service**	**Tyre service**	**-33.00**
INV-11247	18/10/2024	Kojonup Tyre Service	EHO - Isuzu MUX - check tyre for leak	33.00
EFT35057	**31/10/2024**	**BK Thomson Electrical Service**	**Electrician**	**-670.48**
3378	15/10/2024	BK Thomson Electrical Service	RCD & smoke alarm checks Daycare centre	670.48

EFT35058	**31/10/2024**	**Kojonup Country Kitchen**	**Catering**	**-220.00**
3055 22/10/24	22/10/2024	Kojonup Country Kitchen	Council Morning Tea 10am, Lunch 12pm - 10 People	220.00
EFT35059	**31/10/2024**	**Egabva Plumbing & Gas Service**	**Plumbing**	**-3831.31**
4792	07/10/2024	Egabva Plumbing & Gas Service	Kitchen filter replacement, Tap in sluice requires maintenance	798.57
4794	10/10/2024	Egabva Plumbing & Gas Service	12A Elverd Street – leak under kitchen sink - replaced tap and repaired leak on isolation tap to dishwasher	485.38
4798	10/10/2024	Egabva Plumbing & Gas Service	Backflow testing and report to water corp	770.00
4803	10/10/2024	Egabva Plumbing & Gas Service	Water leak at the back of Memorial Hall. Undercroft flooded	1777.36
EFT35060	**31/10/2024**	**SUPATURF WA**	**Line marking**	**-1212.20**
3332	10/10/2024	SUPATURF WA	10 x 15 litre WHITE Duramark paints for line marking	1212.20
EFT35061	**31/10/2024**	**ABA Security**	**Security**	**-2415.78**
41511	29/08/2024	ABA Security	Supply & installation of security to upgrade alarm dialler to 4G	781.00
41752	13/09/2024	ABA Security	Depot Building - Security Alarm Monitoring - 4 Terms	239.98
42036	27/09/2024	ABA Security	Security work to investigate loops on the fire panel	1394.80
EFT35062	**31/10/2024**	**MEDELECT**	**Maintenance of medical gas equipment**	**-638.00**
9091	03/10/2024	MEDELECT	Programmed preventative maintenance medical equipment Springhaven	638.00
EFT35063	**31/10/2024**	**BRIAN NORSWORTHY**	**Rates refund for assessment A12120 16 VANZUILECOM ST KOJONUP 6395**	**-801.50**
A12120	28/10/2024	BRIAN NORSWORTHY	Rates refund for assessment A12120 16 VANZUILECOM ST KOJONUP 6395	801.50
EFT35064	**31/10/2024**	**CGS ENGINEERS**	**Engineering services**	**-883.01**
26402	21/06/2024	CGS ENGINEERS	Hydraulic hose repairs to P25018 - Hino KO163	510.33
26773	15/10/2024	CGS ENGINEERS	Cut Plates for horse fence - showgrounds	280.16
26796	18/10/2024	CGS ENGINEERS	Gate bracket for playgroup	92.52
EFT35065	**31/10/2024**	**PROTECTOR FIRE SERVICES PTY LTD**	**Service fire equipment**	**-1743.50**
10095892	30/09/2024	PROTECTOR FIRE SERVICES PTY LTD	Service Fire Equipment Kojonup Post Office 2024, Service Fire Equipment Elvered Cottage 2024, Service Fire Equipment Sub-total Machinery Complex Shed 2024, Service Fire Equipment CWA Building 2024, Service Fire Equipment Kojonup Mens Shed 2024, Service Fire Equipment Kojonup Show Grounds 2024, Service Fire Equipment Kojonup RSL Hall 2024, Service Fire Equipment Old Railway Station 2024, Service Fire Equipment Shire Depot 2024, Service Fire Equipment Military Barracks 2024, Service Fire Equipment Old School 2024, Service Fire Equipment Memorial Hall 2024, Service Fire Equipment Council Office 2024, Service Fire Equipment Sporting Complex 2024, Service Fire Equipment Kodja Place 2024, Service Fire Equipment Day Care Centre 2024, Service Fire Equipment Muradup VBFB 2024, Service Fire Equipment Muradup District Hall 2024, Service Fire Equipment Black Cockatoo Cafe 2024, Service Fire Equipment Kojonup VBFB, Service Fire Equipment Kojonup Bagg Street Unit 1 2024, , Service Fire Equipment Kojonup Bagg Street Unit 2 2024, Service Fire Equipment Kojonup Airstrip 2024, Service Fire Equipment Kojonup Hockey Club Rooms 2024, Service Fire Equipment Kojonup Qualeup Hall 2024, Service Fire Equipment Kojonup Boscabel Hall 2024, Service Fire Equipment Kojonup Sporting Complex Hydrant 2024	1743.50
EFT35066	**31/10/2024**	**Optus Billing Services Pty Ltd**	**Telephone**	**-2503.50**
466770901	07/10/2024	Optus Billing Services Pty Ltd	Admin Loop charges 7/10/24-6/11/24	1114.10
466770903	07/10/2024	Optus Billing Services Pty Ltd	Springhaven Phone Loop 7/9/24-6/10/24	460.00
467326163	10/10/2024	Optus Billing Services Pty Ltd	KP Phone loop 10/9/24-9/10/24	372.00
467846257	13/10/2024	Optus Billing Services Pty Ltd	Depot Phone loop13/9/24-12/10/24	240.00
469212245	20/10/2024	Optus Billing Services Pty Ltd	Admin Phone charges 20/9/24-19/10/24, swimming pool Phone charges 20/9/24-19/10/24, KP Phone charges 20/9/24-19/10/24, Springhaven Phone charges 20/9/24-19/10/24, Depot Phone charges 20/9/24-19/10/24	317.40
EFT35067	**31/10/2024**	**Public Transport Authority**	**Bus Fares**	**-274.13**
300924	03/10/2024	Public Transport Authority	September bus fares	274.13
EFT35068	**31/10/2024**	**Lincolns Beyond Numb3rs**	**Audit Fees**	**-1518.00**
45759	23/10/2024	Lincolns Beyond Numb3rs	Audit for Springhaven Annual Prudential Compliance Statement for 2023/2024	1518.00
EFT35069	**31/10/2024**	**ABCO Products**	**Cleaning supplies**	**-4861.13**
INV979114	09/10/2024	ABCO Products	Cleaning and Public Convenience Supplies	4861.13
EFT35070	**31/10/2024**	**HELEN BIGNELL PHYSIOTHERAPY**	**Physiotherapy**	**-5740.00**
AUG 2024	31/08/2024	HELEN BIGNELL PHYSIOTHERAPY	Springhaven Physiotherapist Costs August 2024 - 18 hours	2520.00
SEP 2024	30/09/2024	HELEN BIGNELL PHYSIOTHERAPY	Springhaven Physiotherapist September 2024 - 16 hourts	2240.00
OCT 2024	14/10/2024	HELEN BIGNELL PHYSIOTHERAPY	Springhaven Physiotherapist Costs October 2024 - 7 hours	980.00

EFT35071	**31/10/2024**	**PUBLIC TRUSTEE**	**Rates refund for assessment A25941 1-3 BROOMEHILL RD KOJONUP 6395**	**-801.50**
A25941	25/10/2024	PUBLIC TRUSTEE	Ref - PM33187439. Rates refund for assessment A25941 1-3 BROOMEHILL RD KOJONUP 6395	801.50
EFT35072	**31/10/2024**	**PFD Foodservices (Southway Distributors)**	**Food & Dry Goods**	**-6924.98**
LM813293	04/09/2024	PFD Foodservices (Southway Distributors)	Black Cockatoo Cafe Supplies	1578.90
LN292987	02/10/2024	PFD Foodservices (Southway Distributors)	Black Cockatoo Cafe Supplies	235.70
LN292982	02/10/2024	PFD Foodservices (Southway Distributors)	Black Cockatoo Cafe Supplies	1688.40
LN29283	02/10/2024	PFD Foodservices (Southway Distributors)	Springhaven Meals and Refreshments September 2024	597.35
LN360184	09/10/2024	PFD Foodservices (Southway Distributors)	Black Cockatoo Cafe Supplies	532.00
LN360183	09/10/2024	PFD Foodservices (Southway Distributors)	Black Cockatoo Cafe Supplies	2391.15
LN303808	02/10/2024	PFD Foodservices (Southway Distributors)	Credit Note - Black Cockatoo Cafe Supplies	-18.60
LN372145	09/10/2024	PFD Foodservices (Southway Distributors)	Credit Note - Black Cockatoo Cafe Supplies	-33.00
LN372780	09/10/2024	PFD Foodservices (Southway Distributors)	Credit Note - Black Cockatoo Cafe Supplies	-46.92
EFT35073	**31/10/2024**	**SURGICAL HOUSE**	**Clinical supplies**	**-530.98**
A961359	10/10/2024	SURGICAL HOUSE	Springhaven Clinical stock October 2024	530.98
EFT35074	**31/10/2024**	**BRIAN JOSEPH MALLON**	**Rates refund for assessment A10611 35 Pensioner Rd KOJONUP 6395**	**-801.50**
A10611	25/10/2024	BRIAN JOSEPH MALLON	Rates refund for assessment A10611 35 Pensioner Rd, KOJONUP 6395	801.50
EFT35075	**31/10/2024**	**ROYAL LIFE SAVING SOCIETY WA**	**Training provider**	**-330.00**
AX-8099	18/10/2024	ROYAL LIFE SAVING SOCIETY WA	Lifegaurd Training CB - 2 & 3 November	330.00
EFT35076	**31/10/2024**	**The Cott Family Trust t/a FueleX**	**Diesel**	**-19538.50**
INV0524	11/10/2024	The Cott Family Trust t/a FueleX	5000 L Diesel @ $1.699/L	8495.00
INV05367	21/10/2024	The Cott Family Trust t/a FueleX	6500 L Diesel @ $1.699/L	11043.50
EFT35077	**31/10/2024**	**Ramped Technology & Management Systems Pty Ltd**	**IT Support**	**-63399.60**
INV-11151	21/10/2024	Ramped Technology & Management Systems Pty Ltd	2 x laptop computers with docking stations, keyboard & mouse, 4 x screens. Set up of 9 computers with domain change transfer of data	16263.50
INV-11150	21/10/2024	Ramped Technology & Management Systems Pty Ltd	Managed Services & Infrastructure Upgrades, Set up new server, migrate all data and programs to new server. Licencing	47136.10
EFT35078	**31/10/2024**	**St John Ambulance WA**	**First Aid**	**-3060.00**
FAINV01236916	16/10/2024	St John Ambulance WA	St John First Aid Training x 3 Staff HC,REW,KR, St John First Aid Training x 2 EM.MB, St John First Aid Training x13 EB,KR,SA,DL,CC,GR,JW,JH,MG,RL,NG,MW,DF	3060.00
EFT35079	**31/10/2024**	**Koster's Outdoor**	**Shed construction and repairs**	**-11365.00**
INV-15330	16/10/2024	Koster's Outdoor	Remove, dispse of and replace damaged roller door and motor on Depot Workshop	11365.00
EFT35080	**31/10/2024**	**Edge Planning & Property**	**Planning advice**	**-1925.00**
2740	16/10/2024	Edge Planning & Property	Steve Thompson - Town Planning Advice - Sep. 2024 12.5 Hours	1925.00
EFT35081	**31/10/2024**	**Paint Rite Decor**	**Painting**	**-3322.00**
896	10/10/2024	Paint Rite Decor	Paint room 10 Springhaven Lodge	3322.00
EFT35082	**31/10/2024**	**Thurlby Herb Farm Pty Ltd**	**Goods for Sale**	**-538.43**
15579	02/10/2024	Thurlby Herb Farm Pty Ltd	Assorted Drawer Sachets, Clothing Protectors, Heat Packs, Car Aromas, Gardeners Soap	538.43
EFT35083	**31/10/2024**	**thinkproject Australia Pty Ltd**	**RAMM support**	**-13977.00**
RSL-20844	01/07/2024	thinkproject Australia Pty Ltd	Ramm Software - Rental & support 1/7/ 2024 to 30/6/2025	13977.00
EFT35084	**31/10/2024**	**Dardanup Butchering Company**	**Food**	**-1282.66**
BW384394	21/10/2024	Dardanup Butchering Company	Black Cockatoo Cafe Supplies	563.41
BW384864	28/10/2024	Dardanup Butchering Company	Black Cockatoo Cafe Supplies	719.25
EFT35085	**31/10/2024**	**Grande Food Service**	**Food**	**-7358.04**
4234203	10/07/2024	Grande Food Service	Black Cockatoo Cafe Supplies	308.11
4238025	02/10/2024	Grande Food Service	Black Cockatoo Cafe Supplies	2816.72
4238382	10/10/2024	Grande Food Service	Black Cockatoo Cafe Supplies	71.37
4238584	15/10/2024	Grande Food Service	Black Cockatoo Cafe Supplies	99.67
4239048	23/10/2024	Grande Food Service	Black Cockatoo Cafe Supplies	442.72
4239050	23/10/2024	Grande Food Service	Black Cockatoo Cafe Supplies	1646.57
4239051	23/10/2024	Grande Food Service	Black Cockatoo Cafe Supplies	100.59
4239390	30/10/2024	Grande Food Service	supplies for Black Cockatoo	59.88
4239389	30/10/2024	Grande Food Service	Food supplies for Black Cockatoo	1842.41

6018700	15/10/2024	Grande Food Service	Credit Note - Black Cockatoo Cafe Supplies	-30.00
EFT35086	**31/10/2024**	**CJ Liquor Pty Ltd**	**Alcohol**	**-288.50**
122730	10/10/2024	CJ Liquor Pty Ltd	Beer and Wine for IOTA Launch	288.50
EFT35087	**31/10/2024**	**Leaf Bean Machine**	**Coffee**	**-3301.72**
130869	14/10/2024	Leaf Bean Machine	Black Cockatoo Cafe Supplies	636.55
131036	18/10/2024	Leaf Bean Machine	service and repair of coffee machine	734.25
131091	21/10/2024	Leaf Bean Machine	Black Cockatoo Cafe Supplies	1207.58
131304	28/10/2024	Leaf Bean Machine	Black Cockatoo Cafe Supplies	723.34
EFT35088	**31/10/2024**	**WA Contract Ranger Services**	**Ranger services**	**-1724.25**
5870	21/10/2024	WA Contract Ranger Services	WA Ranger Services 7/10/24-17/10/24	1724.25
EFT35089	**31/10/2024**	**The George Church Community Medical Centre Incorporated**	**Medical services**	**-68750.00**
KS001	24/10/2024	The George Church Community Medical Centre Incorporated	Medical Services 1 July 24 - 30 Sep 24	68750.00
EFT35090	**31/10/2024**	**ELECTRICAL CONSULTANCY WA**	**Electrical design consultant**	**-1897.50**
INV-4010	13/10/2024	ELECTRICAL CONSULTANCY WA	Subdivision: Thornbury Close - Transformer design - 50% deposit	1897.50
EFT35091	**31/10/2024**	**L W Hull t/a Hully's Spraying Service**	**Roadside spraying**	**-11190.52**
INV-2596	20/10/2024	L W Hull t/a Hully's Spraying Service	Roadside spraying September 2024, 504km & travel charge for water supply & supply of chemical., Tambellup West Rd, Balgarup Rd, Lowden Rd, Boscabel Rd, Cherry Tree Pool Rd, Broomehill-Kojonup Rd, Collie Changerup Rd, Shamrock Rd, Jingalup Rd, Riverdale Rd, Qualeup Rd, Lower Blackwood Rd, Tone Rd, Mobrup Rd, Hillier Rd, Kojonup-Frankland Rd.	11190.52
EFT35092	**31/10/2024**	**3E Advantage Pty Ltd**	**Printer**	**-1573.36**
INV-137389-Y7G9F0	28/10/2024	3E Advantage Pty Ltd	Printing Charges October 2024	1573.36
EFT35093	**31/10/2024**	**SIRM24 PTY LTD**	**Rangehood Maintenance**	**-2200.00**
INV-1150	22/10/2024	SIRM24 PTY LTD	clean/service the rangehood at the café	1100.00
INV-1151	22/10/2024	SIRM24 PTY LTD	Clean rangehood at sporting complex	1100.00
EFT35094	**31/10/2024**	**D & T Window Cleaning**	**Window cleaning**	**-240.00**
1375	21/10/2024	D & T Window Cleaning	Internal & external Window cleaning @ Black Cockatoo - Oct 2024	240.00
EFT35095	**31/10/2024**	**J B Lawn Care**	**Lawn maintenance**	**-264.00**
693	14/10/2024	J B Lawn Care	15 Loton Close - CEO Residence - Lawn and garden care - October 2024	132.00
710	29/10/2024	J B Lawn Care	15 Loton Close - CEO Residence - Lawn and garden care - October 2024	132.00
EFT35096	**31/10/2024**	**Teletrac Navman and Transtech**	**Tracking services**	**-1930.01**
93167892	05/10/2024	Teletrac Navman and Transtech	Vehicle Tracking Devices and Service Fees September 2024	1930.01
EFT35097	**31/10/2024**	**Energy Wise Australia C&F Building Approvals**	**Building surveyor**	**-55.00**
INV-5875	24/10/2024	Energy Wise Australia C&F Building Approvals	Rebecca Creighan - Building Surveyor - certifcate of design compliance	55.00
EFT35098	**31/10/2024**	**Kojonup Retravision**	**White goods**	**-34.95**
60002563	02/10/2024	Kojonup Retravision	Stick blender	34.95
EFT35099	**31/10/2024**	**Mason's Family Farm**	**Eggs**	**-304.80**
INV-13535	15/10/2024	Mason's Family Farm	Black Cockatoo Cafe Supplies	76.20
INV-13617	22/10/2024	Mason's Family Farm	Black Cockatoo Cafe Supplies	152.40
INV-13701	29/10/2024	Mason's Family Farm	Black Cockatoo Cafe Supplies	76.20
EFT35100	**31/10/2024**	**Salty Creek Electrical Pty Ltd**	**Electrician**	**-154.00**
INV-0388	30/08/2024	Salty Creek Electrical Pty Ltd	Airconditioner repairs at 4B Elverd street	154.00
EFT35101	**31/10/2024**	**Harvey Fresh (1994) Ltd T/A Lactalis**	**Food**	**-1445.74**
239793322	17/10/2024	Harvey Fresh (1994) Ltd T/A Lactalis	Black Cockatoo Cafe Supplies	771.92
239844963	23/10/2024	Harvey Fresh (1994) Ltd T/A Lactalis	Black Cockatoo Cafe Supplies	673.82
EFT35102	**31/10/2024**	**Astrid Volzke Photography**	**Photography, video, audio**	**-385.00**
202421	16/10/2024	Astrid Volzke Photography	Photography, videography and audio capture for CM Send off	385.00
EFT35103	**31/10/2024**	**Ladybird Entertainment**	**Entertainment**	**-2245.32**
INV-1263	24/10/2024	Ladybird Entertainment	Entertainment for Twilight Markets - 2x Light up Roving Fairies, Includes Travel to and from Perth	2245.32
EFT35104	**31/10/2024**	**Sanctuary Contract Recruitment Queensland Pty Ltd**	**Contract nurses**	**-12908.40**
QLD-6389	19/09/2024	Sanctuary Contract Recruitment Queensland Pty Ltd	Springhaven Agency staff September 2024	12908.40
EFT35105	**31/10/2024**	**Meg's Muffins**	**Pastries**	**-140.50**
14	11/09/2024	Meg's Muffins	Cheesecake Balls, Gluten Free Variety Slice Box, and Variety Slice Box	140.50
EFT35106	**31/10/2024**	**Shehan Perera**	**BOND REFUND FOR RSL HALL HIRE**	**-450.00**
T229	22/10/2024	Shehan Perera	RSL HALL HIRE BOND W/ LIQUOR	450.00

EFT35107	**31/10/2024**	**Payroll Deductions - Shire of Kojonup**	**Payroll deductions**	**-1361.00**
DEDUCTION	22/10/2024	Payroll Deductions - Shire of Kojonup	Payroll Deduction	1261.00
DEDUCTION	22/10/2024	Payroll Deductions - Shire of Kojonup	Payroll Deduction	100.00
EFT35108	**31/10/2024**	**Child Support Agency**	**Payroll deductions**	**-439.95**
DEDUCTION	22/10/2024	Child Support Agency	Payroll Deduction	439.95
EFT35109	**31/10/2024**	**Australian Services Union (LGO)**	**Payroll deductions**	**-53.00**
DEDUCTION	22/10/2024	Australian Services Union (LGO)	Payroll Deduction	53.00
EFT35110	**31/10/2024**	**Australian Services Union (MEU)**	**Payroll deductions**	**-202.00**
DEDUCTION	22/10/2024	Australian Services Union (MEU)	Payroll Deduction	202.00
				786,944.38

Direct Deposits 1/10/24 - 31/10/24				
Ref	**Date**	**Name**	**Description**	**Amount**
DD24189.1	**21/10/2024**	**Ampol**	**Ampol October Fuel Cards**	**-1735.02**
564413	01/10/2024	Ampol	Fuel card purchases, Fuel card fees	1735.02
DD24192.1	**04/10/2024**	**Bond Administrator**	**Bond for 12 Loton Close Kojonup**	**-720.00**
57576/24	04/10/2024	Bond Administrator	Receipt 173710 on 26/09/24 PS	720.00
DD24205.1	**08/10/2024**	**Bond Administrator**	**Bond for 73C Soldier Rd Kojonup**	**-1260.00**
58438/24	08/10/2024	Bond Administrator	Receipt 173797 on 01/10/24 RH	1260.00
DD24210.1	**08/10/2024**	**Aware Super**	**Payroll deductions**	**-12677.53**
SUPER	08/10/2024	Aware Super	Super	11321.81
DEDUCTION	08/10/2024	Aware Super	Payroll Deduction	147.15
DEDUCTION	08/10/2024	Aware Super	Payroll Deduction	807.71
DEDUCTION	08/10/2024	Aware Super	Payroll Deduction	100.00
DEDUCTION	08/10/2024	Aware Super	Payroll Deduction	196.73
DEDUCTION	08/10/2024	Aware Super	Payroll Deduction	104.13
DD24210.2	**08/10/2024**	**Prime Super**	**Payroll deductions**	**-2186.63**
SUPER	08/10/2024	Prime Super	Super	2146.63
DEDUCTION	08/10/2024	Prime Super	Payroll Deduction	40.00
DD24210.3	**08/10/2024**	**Unisuper**	**Superannuation contributions**	**-20.92**
SUPER	08/10/2024	Unisuper	Super	20.92
DD24210.4	**08/10/2024**	**Australian Retirement Trust**	**Payroll deductions**	**-1577.01**
SUPER	08/10/2024	Australian Retirement Trust	Super	1521.12
DEDUCTION	08/10/2024	Australian Retirement Trust	Payroll Deduction	55.89
DD24210.5	**08/10/2024**	**Essential Super -Enzo Del Testa**	**Superannuation contributions**	**-333.23**
SUPER	08/10/2024	Essential Super -Enzo Del Testa	Super	333.23
DD24210.6	**08/10/2024**	**Commonwealth Superannuation Savings Account**	**Superannuation contributions**	**-729.81**
SUPER	08/10/2024	Commonwealth Superannuation Savings Account	Super	729.81
DD24210.7	**08/10/2024**	**AMP Super Fund**	**Superannuation contributions**	**-736.49**
SUPER	08/10/2024	AMP Super Fund	Super	736.49
DD24210.8	**08/10/2024**	**Sparky Downs Superannuation Fund**	**Superannuation contributions**	**-182.35**
SUPER	08/10/2024	Sparky Downs Superannuation Fund	Super	182.35
DD24210.9	**08/10/2024**	**Hesta Superannuation**	**Payroll deductions**	**-896.23**
SUPER	08/10/2024	Hesta Superannuation	Super	772.98
DEDUCTION	08/10/2024	Hesta Superannuation	Payroll Deduction	123.25
DD24212.1	**08/10/2024**	**EasiSalary**	**Novated Lease Payments**	**-781.49**
24/25 PP8 WEEK16	08/10/2024	EasiSalary	JJ - Novated Lease Post Tax, JJ - Novated Lease Pre Tax	781.49
DD24215.1	**08/10/2024**	**AUSTRALIAN TAXATION OFFICE**	**PAYGW**	**-43734.38**
24/25 PP8 WEEK16	08/10/2024	AUSTRALIAN TAXATION OFFICE	STP 70829	43734.38
DD24217.1	**15/10/2024**	**Aware Super**	**Superannuation contributions**	**-1114.66**
SUPER	15/10/2024	Aware Super	Super	1114.66
DD24217.2	**15/10/2024**	**Retirement Portfolio Service**	**Superannuation contributions**	**-82.45**
SUPER	15/10/2024	Retirement Portfolio Service	Super	82.45
DD24217.3	**15/10/2024**	**Australian Retirement Trust**	**Superannuation contributions**	**-38.07**
SUPER	15/10/2024	Australian Retirement Trust	Super	38.07
DD24217.4	**15/10/2024**	**Australian Super Pty Ltd**	**Superannuation contributions**	**-143.29**
SUPER	15/10/2024	Australian Super Pty Ltd	Super	143.29
DD24217.5	**15/10/2024**	**IOOF Superannuation**	**Superannuation contributions**	**-76.68**
SUPER	15/10/2024	IOOF Superannuation	Super	76.68
DD24217.6	**15/10/2024**	**ANZ Smart Choice Super**	**Superannuation contributions**	**-101.32**

SUPER	15/10/2024	ANZ Smart Choice Super	Super	101.32
DD24217.7	**15/10/2024**	**Prime Super**	**Superannuation contributions**	**-286.46**
SUPER	15/10/2024	Prime Super	Super	286.46
DD24217.8	**15/10/2024**	**Essential Super -Enzo Del Testa**	**Superannuation contributions**	**-100.21**
SUPER	15/10/2024	Essential Super -Enzo Del Testa	Super	100.21
DD24217.9	**15/10/2024**	**HOSTPLUS**	**Superannuation contributions**	**-163.94**
SUPER	15/10/2024	HOSTPLUS	Super	163.94
DD24224.1	**08/10/2024**	**Aware Super**	**Superannuation contributions**	**-2324.00**
SUPER	15/10/2024	Aware Super	Super	2324.00
DD24224.2	**15/10/2024**	**Aware Super**	**Payroll deductions**	**-398.40**
DEDUCTION	15/10/2024	Aware Super	Payroll Deduction	398.40
DD24226.1	**15/10/2024**	**AUSTRALIAN TAXATION OFFICE**	**PAYGW**	**-27834.00**
24/25 PP9 WEEK17	15/10/2024	AUSTRALIAN TAXATION OFFICE	STP 70948, STP 70949	27834.00
DD24240.1	**21/10/2024**	**Caltex Star Card**	**Caltex October Fuel Card**	**-1423.45**
118	21/10/2024	Caltex Star Card	Caltex Ocober Fuel Card, Caltex Ocober Fuel Card - EL, Caltex Ocober Fuel Card - CEO, Caltex Ocober Fuel Card - DL, Caltex Ocober Fuel Card Fees	1423.45
DD24240.2	**21/10/2024**	**Ampol**	**Ampol October Fuel Card**	**-1735.02**
564413	21/10/2024	Ampol	Ampol October Fuel Card, Ampol October Fuel Card - EHO, Ampol October Fuel Card - EL, Ampol October Fuel Card, Ampol October Fuel Card - Depot, Ampol October Fuel Card - DL, Ampol October Fuel Card - EB, Ampol October Fuel Card Fees	1735.02
DD24242.1	**22/10/2024**	**Aware Super**	**Payroll deductions**	**-8938.41**
SUPER	22/10/2024	Aware Super	Super	7740.49
DEDUCTION	22/10/2024	Aware Super	Payroll Deduction	801.34
DEDUCTION	22/10/2024	Aware Super	Payroll Deduction	100.00
DEDUCTION	22/10/2024	Aware Super	Payroll Deduction	192.59
DEDUCTION	22/10/2024	Aware Super	Payroll Deduction	103.99
DD24242.2	**22/10/2024**	**Australian Retirement Trust**	**Payroll deductions**	**-1372.42**
SUPER	22/10/2024	Australian Retirement Trust	Super	1316.53
DEDUCTION	22/10/2024	Australian Retirement Trust	Payroll Deduction	55.89
DD24242.3	**22/10/2024**	**Commonwealth Superannuation Savings Account**	**Superannuation contributions**	**-848.98**
SUPER	22/10/2024	Commonwealth Superannuation Savings Account	Super	848.98
DD24242.4	**22/10/2024**	**Sparky Downs Superannuation Fund**	**Superannuation contributions**	**-137.42**
SUPER	22/10/2024	Sparky Downs Superannuation Fund	Super	137.42
DD24242.5	**22/10/2024**	**Hesta Superannuation**	**Payroll deductions**	**-823.15**
SUPER	22/10/2024	Hesta Superannuation	Super	700.06
DEDUCTION	22/10/2024	Hesta Superannuation	Payroll Deduction	123.09
DD24242.6	**22/10/2024**	**Australian Ethical Superannuation Fund**	**Superannuation contributions**	**-27.71**
SUPER	22/10/2024	Australian Ethical Superannuation Fund	Super	27.71
DD24242.7	**22/10/2024**	**AMP Super Fund**	**Superannuation contributions**	**-359.62**
SUPER	22/10/2024	AMP Super Fund	Super	359.62
DD24242.8	**22/10/2024**	**Retirement Portfolio Service**	**Payroll deductions**	**-568.98**
SUPER	22/10/2024	Retirement Portfolio Service	Super	441.00
DEDUCTION	22/10/2024	Retirement Portfolio Service	Payroll Deduction	127.98
DD24242.9	**22/10/2024**	**Bendigo SmartStart Super**	**Superannuation contributions**	**-362.69**
SUPER	22/10/2024	Bendigo SmartStart Super	Super	362.69
DD24245.1	**22/10/2024**	**EasiSalary**	**Novated Lease Payments**	**-781.49**
24/25 PP9 WEEK18	22/10/2024	EasiSalary	JJ - novated Lease Post Tax, JJ - novated Lease Pre Tax	781.49
DD24247.1	**22/10/2024**	**AUSTRALIAN TAXATION OFFICE**	**PAYGW**	**-34449.05**
24/25 PP9 WEEK18	22/10/2024	AUSTRALIAN TAXATION OFFICE	STP 71497	34449.05
DD24290.1	**21/10/2024**	**Ampol**	**Reversal of October Ampol Fuel (entered twice)**	**1735.02**
REVERSE OCT	01/10/2024	Ampol	October Fuel card purchases - reversal	-1735.02
DD24210.10	**08/10/2024**	**Australian Ethical Superannuation Fund**	**Superannuation contributions**	**-13.86**
SUPER	08/10/2024	Australian Ethical Superannuation Fund	Super	13.86
DD24210.11	**08/10/2024**	**Retirement Portfolio Service**	**Payroll deductions**	**-929.23**
SUPER	08/10/2024	Retirement Portfolio Service	Super	793.13
DEDUCTION	08/10/2024	Retirement Portfolio Service	Payroll Deduction	136.10
DD24210.12	**08/10/2024**	**Colonial First State FirstChioce Superannuation Trust**	**Payroll deductions**	**-1172.49**

SUPER	08/10/2024	Colonial First State FirstChioce Superannuation Trust	Super	515.68
DEDUCTION	08/10/2024	Colonial First State FirstChioce Superannuation Trust	Payroll Deduction	156.27
DEDUCTION	08/10/2024	Colonial First State FirstChioce Superannuation Trust	Payroll Deduction	500.54
DD24210.13	**08/10/2024**	**Bendigo SmartStart Super**	**Superannuation contributions**	**-362.69**
SUPER	08/10/2024	Bendigo SmartStart Super	Super	362.69
DD24210.14	**08/10/2024**	**Vanguard Super**	**Superannuation contributions**	**-211.71**
SUPER	08/10/2024	Vanguard Super	Super	211.71
DD24210.15	**08/10/2024**	**Australian Super Pty Ltd**	**Payroll deductions**	**-3431.27**
SUPER	08/10/2024	Australian Super Pty Ltd	Super	3162.02
DEDUCTION	08/10/2024	Australian Super Pty Ltd	Payroll Deduction	269.25
DD24210.16	**08/10/2024**	**HOSTPLUS**	**Superannuation contributions**	**-932.68**
DEDUCTION	08/10/2024	HOSTPLUS	Payroll Deduction	58.49
SUPER	08/10/2024	HOSTPLUS	Super	874.19
DD24210.17	**08/10/2024**	**REST SUPERANNUATION**	**Superannuation contributions**	**-829.36**
SUPER	08/10/2024	REST SUPERANNUATION	Super	829.36
DD24210.18	**08/10/2024**	**IOOF Superannuation**	**Superannuation contributions**	**-278.76**
SUPER	08/10/2024	IOOF Superannuation	Super	278.76
DD24210.19	**08/10/2024**	**Panorama Super**	**Superannuation contributions**	**-191.13**
SUPER	08/10/2024	Panorama Super	Super	191.13
DD24210.20	**08/10/2024**	**HUB24 Superannuation Fund**	**Superannuation contributions**	**-14.52**
SUPER	08/10/2024	HUB24 Superannuation Fund	Super	14.52
DD24210.21	**08/10/2024**	**ANZ Smart Choice Super**	**Superannuation contributions**	**-681.27**
SUPER	08/10/2024	ANZ Smart Choice Super	Super	681.27
DD24217.10	**15/10/2024**	**AMP Super Fund**	**Superannuation contributions**	**-186.76**
SUPER	15/10/2024	AMP Super Fund	Super	186.76
DD24217.11	**15/10/2024**	**REST SUPERANNUATION**	**Superannuation contributions**	**-42.95**
SUPER	15/10/2024	REST SUPERANNUATION	Super	42.95
DD24242.10	**22/10/2024**	**Vanguard Super**	**Superannuation contributions**	**-178.88**
SUPER	22/10/2024	Vanguard Super	Super	178.88
DD24242.11	**22/10/2024**	**ANZ Smart Choice Super**	**Superannuation contributions**	**-294.34**
SUPER	22/10/2024	ANZ Smart Choice Super	Super	294.34
DD24242.12	**22/10/2024**	**Colonial First State FirstChioce Superannuation Trust**	**Payroll deductions**	**-1755.34**
SUPER	22/10/2024	Colonial First State FirstChioce Superannuation Trust	Super	578.85
DEDUCTION	22/10/2024	Colonial First State FirstChioce Superannuation Trust	Payroll Deduction	175.41
DEDUCTION	22/10/2024	Colonial First State FirstChioce Superannuation Trust	Payroll Deduction	1001.08
DD24242.13	**22/10/2024**	**HOSTPLUS**	**Superannuation contributions**	**-833.59**
DEDUCTION	22/10/2024	HOSTPLUS	Payroll Deduction	67.66
SUPER	22/10/2024	HOSTPLUS	Super	765.93
DD24242.14	**22/10/2024**	**REST SUPERANNUATION**	**Superannuation contributions**	**-643.16**
SUPER	22/10/2024	REST SUPERANNUATION	Super	643.16
DD24242.15	**22/10/2024**	**Prime Super**	**Superannuation contributions**	**-1562.13**
DEDUCTION	22/10/2024	Prime Super	Payroll Deduction	40.00
SUPER	22/10/2024	Prime Super	Super	1522.13
DD24242.16	**22/10/2024**	**Australian Super Pty Ltd**	**Superannuation contributions**	**-3252.53**
DEDUCTION	22/10/2024	Australian Super Pty Ltd	Payroll Deduction	266.43
SUPER	22/10/2024	Australian Super Pty Ltd	Super	2986.10
DD24242.17	**22/10/2024**	**Panorama Super**	**Superannuation contributions**	**-172.99**
SUPER	22/10/2024	Panorama Super	Super	172.99
DD24242.18	**22/10/2024**	**HUB24 Superannuation Fund**	**Superannuation contributions**	**-191.13**
SUPER	22/10/2024	HUB24 Superannuation Fund	Super	191.13
DD24242.19	**22/10/2024**	**Unisuper**	**Superannuation contributions**	**-26.15**
SUPER	22/10/2024	Unisuper	Super	26.15
DD24299.1	**29/10/2024**	**NAB**	**October Credit Card Expenses**	**-12396.83**
OCTOBER	29/10/2024	NAB	Riggers Workwear - waterproof gear, Holiday Inn - DL Pool training, The Sebel - TP, accomodation Governance training, SA Health Co - EHO infringement books, Adobe Premier, Quest on Rheola - TP training, Roma's Perth - conference, Hilton Perth - accomodation for WALGA Conference, BP Williams - coffee, CCP Convention Centre - parking, , Global Spill Control - Pool storage, SP Newsigns - Pool signs, Dropbox, Microsoft, Kojonup Country Kitchen - meeting, Shire of Kojonup - plate change, Credit Card Annual fees	9724.91

OCTOBER	29/10/2024	NAB	WA Newspapers subscription, Shire of Kojonup - staff drivers license, Nightingales Nursery - plants, Australian Recover - FG, Shire of Kojonup - staff drivers license, BBC - meeting, Busselton Retravision - wireless keyboard MWI, Telstra Shop - purchase of mobile for MWI, Dusk Aust - air-freshner for office, Officeworks - monitors & docking station MWI, Card Fee	2671.92
FEES	**04/10/2024**	**WESTNET**	**Westnet**	**-620.89**
FEES	**14/10/2024**	**MESSAGE MEDIA**	**Sms Messages**	**-575.78**
FEES	**31/10/2024**	**NAB**	**MISCELLANEOUS BANK CHARGES**	**-4242.35**
FEES	**24/10/2024**	**2024**	**Centrelink Charge :**	**-5.94**
GJ24250407	**08/10/2024**		**OCTOBER TRANSFER SPRINGHAVEN BOND JM**	**-400000.00**
GJ24250411	**14/10/2024**		**OCTOBER FRESH FIELDS MANAGEMENT SETTLEMENT**	**-3086859.00**
GJ24250404	**04/10/2024**		**OCTOBER PAYRIX**	**-10.32**
GJ24250319	**24/10/2024**		**OCTOBER PAYROLL CREDITORS**	**-376714.04**
GJ24250401	**31/10/2024**		**OCTOBER TRANSPORT LICENCING**	**-190651.80**
				4,240,593.81

SUMMARY FOR OCTOBER 2024	
Cheque 14392 - 14394	32,135.79
EFT 34885 - 35110	786,944.38
Direct Debits	4,240,593.81
Total	**5,059,673.98**

SHIRE OF KOJONUP

Detailed November 2024 Creditors List

Cheque Payments 1/11/24 - 30/11/24				
Chq/EFT	**Date**	**Name**	**Description**	**Amount**

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EFT Payments 1/11/24 - 30/11/24				
Chq/EFT	**Date**	**Name**	**Description**	**Amount**
EFT35111	**01/11/2024**	**Roger Frederick Bilney**	**Councillor Fees**	**-12950.00**
JUL-SEPT 24	30/09/2024	Roger Frederick Bilney	Claim for Councillor Fees and Reimbursements 01/07/24 - 30/09/24	12950.00
EFT35112	**01/11/2024**	**Cr Edwin James Radford**	**Councillor Fees**	**-3995.50**
JUL-SEPT 24	30/09/2024	Cr Edwin James Radford	Claim for Councillor Fees and Reimbursements 01/07/24 - 30/09/24	3895.50
30102024	30/10/2024	Cr Edwin James Radford	Refund Councillor Nomination Fee 2023	100.00
EFT35113	**01/11/2024**	**Cr Michael Mathwin**	**Councillor Fees**	**-100.00**
30102024	30/10/2024	Cr Michael Mathwin	Refund Councillor Nomination Fee 2023	100.00
EFT35114	**01/11/2024**	**Cr Paul Webb**	**Councillor Fees**	**-3895.50**
JUL-SEPT 24	30/09/2024	Cr Paul Webb	Claim for Councillor Fees and Reimbursements 01/07/24 - 30/09/24	3895.50
EFT35115	**01/11/2024**	**Cr Kerryn Raelene Mickle**	**Councillor Fees**	**-4780.74**
JUL-SEPT 24	30/09/2024	Cr Kerryn Raelene Mickle	Claim for Councillor Fees and Reimbursements 01/07/24 - 30/09/24, Claim for Councillor Travel Expenses - Training Perth - Meeting Denmark	4680.74
30102024	30/10/2024	Cr Kerryn Raelene Mickle	Refund Councillor Nomination Fee 2023	100.00
EFT35116	**01/11/2024**	**SUSANNE BILNEY**	**Councillor Fees**	**-100.00**
30102024	30/10/2024	SUSANNE BILNEY	Refund Councillor Nomination Fee 2023	100.00
EFT35117	**01/11/2024**	**Cr. Alan Egerton- Warburton**	**Councillor Fees**	**-3895.50**
JUL-SEPT 24	30/09/2024	Cr. Alan Egerton- Warburton	Claim for Councillor Fees and Reimbursement 01/07/24 - 30/09/24	3895.50
EFT35118	**01/11/2024**	**Cr Cynthia Wieringa**	**Councillor Fees**	**-6233.29**
JUL-SEPT 24	30/09/2024	Cr Cynthia Wieringa	Claim for Councillor Fees and Reimbursements 01/07/24 - 30/09/24, Claim for Councillor Travel Expenses - Zone Meeting	6133.29
30102024	30/10/2024	Cr Cynthia Wieringa	Refund Councillor Nomination Fee 2023	100.00
EFT35119	**05/11/2024**	**Lorreen Avis Greeuw**	**Staff reimbursement**	**-183.00**
REIM 011124	05/11/2024	Lorreen Avis Greeuw	Payroll Deduction double up - Refund required	183.00
EFT35120	**14/11/2024**	**Payroll Deductions - Shire of Kojonup**	**Payroll deductions**	**-1178.00**
DEDUCTION	05/11/2024	Payroll Deductions - Shire of Kojonup	Payroll Deduction	1078.00
DEDUCTION	05/11/2024	Payroll Deductions - Shire of Kojonup	Payroll Deduction	100.00
EFT35121	**14/11/2024**	**Child Support Agency**	**Payroll deductions**	**-439.95**
DEDUCTION	05/11/2024	Child Support Agency	Payroll Deduction	439.95
EFT35122	**14/11/2024**	**Australian Services Union (LGO)**	**Payroll deductions**	**-26.50**
DEDUCTION	05/11/2024	Australian Services Union (LGO)	Payroll Deduction	26.50
EFT35123	**14/11/2024**	**Australian Services Union (MEU)**	**Payroll deductions**	**-202.00**
DEDUCTION	05/11/2024	Australian Services Union (MEU)	Payroll Deduction	202.00
EFT35124	**14/11/2024**	**Craig Jamie Mcvee**	**Goods sold on consignment**	**-52.25**
OCT REQ	31/10/2024	Craig Jamie Mcvee	Goods sold on consignment Kodja Place October 2024	52.25
EFT35125	**14/11/2024**	**Phillip Lewis Marinoni**	**Goods sold on consignment**	**-14.00**
OCT REQ	31/10/2024	Phillip Lewis Marinoni	Goods sold on consignment Kodja Place October 2024	14.00
EFT35126	**14/11/2024**	**Anita Collins**	**Refund**	**-4399.84**
121124 REQ	11/11/2024	Anita Collins	Anita Collins Springhaven account in credit	4399.84
EFT35127	**14/11/2024**	**Ian K McDonald**	**Goods sold on consignment**	**-65.00**
OCT REQ	31/10/2024	Ian K McDonald	Goods sold on consignment October 2024 KP	65.00
EFT35128	**14/11/2024**	**James Sullivan**	**Springhaven Refund**	**-438.76**
REQ 061124	06/11/2024	James Sullivan	Refund of Springhaven account	438.76
EFT35129	**14/11/2024**	**MARY RACHAEL HOBBS**	**Goods for Sale**	**-126.00**
53	21/10/2024	MARY RACHAEL HOBBS	Assorted Embrodied Bath and Hand Towels	126.00
EFT35130	**14/11/2024**	**Hi-Way Sales & Service**	**Engineering supplies**	**-1449.42**
263266	15/10/2024	Hi-Way Sales & Service	17.7 L ULP @ $1.77	31.30
263757A	15/10/2024	Hi-Way Sales & Service	12x tubes of grease	155.00
263345	17/10/2024	Hi-Way Sales & Service	10.96L ULP @ $1.77	19.39
263344	17/10/2024	Hi-Way Sales & Service	11.62L ULP @ $1.77/L	20.55
263563	24/10/2024	Hi-Way Sales & Service	ULP 19.20 L @ $1.85/L	35.50
263617	25/10/2024	Hi-Way Sales & Service	19.33L ULP @ $1.85/L	35.74
263809	25/10/2024	Hi-Way Sales & Service	new hydraulic hose for side tipper	356.94

263757	29/10/2024	Hi-Way Sales & Service	Deck belt for mower, C259 Spring for mower, C0105 Hub Assembly, Wheel seal, Trimmer line x 2 BRTS156, Air fittings for new brake booster, Blow gun 1x air fitting, Spark plug BPR6ES, Copper anti Seize 250g, Key cutting x 6, 4L two stroke oil, S784465-01 T35 Trim Head, S784465-01 T35 Trim Head, 1 x silvan tank cap, Trimmer line, 2 x QF Fitting	795.00
EFT35131	**14/11/2024**	**Carony Pty Ltd**	**Hardware**	**-89.25**
03-140610	09/09/2024	Carony Pty Ltd	Correction tape	6.00
01-245238	12/09/2024	Carony Pty Ltd	6 x disposable coveralls for verge spraying	54.00
03-141334	19/09/2024	Carony Pty Ltd	Pack of 2 L Plates - see through	10.25
03-141794	27/09/2024	Carony Pty Ltd	Chainsaw file 200 x 4.0mm	19.00
EFT35132	**14/11/2024**	**Kojonup Pharmacy**	**Medications**	**-81.05**
OCT 2024	04/11/2024	Kojonup Pharmacy	Springhaven Pharmacy Cost October 2024	81.05
EFT35133	**14/11/2024**	**Shire Of Katanning**	**Refuse site fees**	**-10212.40**
47557	31/10/2024	Shire Of Katanning	Shire of Katanning - Refuse Site Fees October 2024	10212.40
EFT35134	**14/11/2024**	**Synergy**	**Electricity**	**-3434.30**
2050264683	31/10/2024	Synergy	Powerwatch 400 HPS WP	190.44
2070247329	05/11/2024	Synergy	Oval lighting - 5/9/24-4/11/24	380.40
2018284161	05/11/2024	Synergy	Provide electricity supply 143 Albany Highway, KP, 17/9/24-4/11/24	1440.77
2022283207	07/11/2024	Synergy	Electricity supply & usage 8C Newton St 7/9/24-6/11/24	292.53
2058261407	07/11/2024	Synergy	Provide electricity supply 31 Piesse St, Muradup. 17/8/24-16/10/24	148.47
2022283203	07/11/2024	Synergy	Provide electricity supply 12A Elverd St 7/9/24-6/11/24	286.06
2054257035	07/11/2024	Synergy	Provide electricity supply Loc 6171 Blackwood Rd, Netball Courts - 5/9/24-4/11/24	426.21
2086237264	07/11/2024	Synergy	Provide electricity supply 143A Albany Highway. 7/9/24-6/11/24	142.03
2038269315	07/11/2024	Synergy	Provide electricity supply 18 Spring St, Playgroup, 5/9/24-4/11/24	127.39
EFT35135	**14/11/2024**	**Kleenheat Gas Pty Ltd**	**Bulk gas supplies**	**-563.43**
22337520	19/10/2024	Kleenheat Gas Pty Ltd	Supply bulk LPG Black Cockatoo - 337 units @ $1.519/unit	563.43
EFT35136	**14/11/2024**	**BK Thomson Electrical Service**	**Electrical repairs**	**-4042.78**
3342	01/10/2024	BK Thomson Electrical Service	test tagging & electrical checks Admin offices	1208.64
3334	01/10/2024	BK Thomson Electrical Service	Springhaven Test & Tagging	2834.14
EFT35137	**14/11/2024**	**Kojonup Auto Electrical Services**	**Auto electric repairs**	**-770.00**
19696	22/10/2024	Kojonup Auto Electrical Services	Replace UHF radio and antenna	770.00
EFT35138	**14/11/2024**	**Kojonup Supermarket**	**Groceries**	**-16.97**
648 OCT	31/10/2024	Kojonup Supermarket	Milk for Driver Reviver, Ice lemon & Kiwi for coffee and chat	16.97
EFT35139	**14/11/2024**	**Westrac Equipment**	**Machinery parts**	**-3078.69**
PI0207461	16/10/2024	Westrac Equipment	INSURANCE. Door assembly - left hand	2425.10
PI0242477	25/10/2024	Westrac Equipment	new rear wiper motor	376.17
PI0242479	25/10/2024	Westrac Equipment	New Radiator Hose & Clamps	227.11
PI0242478	25/10/2024	Westrac Equipment	New Antenna	50.31
EFT35140	**14/11/2024**	**BOC Gases**	**Gas**	**-39.22**
4037776343	29/10/2024	BOC Gases	Supply of industrial gases Oxygen G size Container hire 28/9/24-28/10/24,	39.22
EFT35141	**14/11/2024**	**Egabva Plumbing & Gas Service**	**Plumbing**	**-11336.25**
4835	31/10/2024	Egabva Plumbing & Gas Service	Watercorp requested RPZD Valve to be installed at Men's Shed	1283.80
4836	13/11/2024	Egabva Plumbing & Gas Service	Replace lint filter Springhaven Laundry and basin tap	198.00
4832	13/11/2024	Egabva Plumbing & Gas Service	Room 17 – toilet reinstall	272.33
4813	13/11/2024	Egabva Plumbing & Gas Service	Springhaven HWS S1 replacement Wheat wing	4808.57
4820	13/11/2024	Egabva Plumbing & Gas Service	Springhaven HWS S1 replacement Blossom Wing	4773.55
EFT35142	**14/11/2024**	**Synergy - Street Lights**	**Electricity**	**-5236.97**
2030266309	01/11/2024	Synergy - Street Lights	Street lighting 25/9/24-24/10/24	5236.97
EFT35143	**14/11/2024**	**St Bernards School**	**Donation**	**-50.00**
FTI000000173	07/11/2024	St Bernards School	2024 Graduation & Awards	50.00
EFT35144	**14/11/2024**	**ABA Security**	**Security**	**-667.83**
42446	29/10/2024	ABA Security	Replace alarm code panel at Sports complex	667.83
EFT35145	**14/11/2024**	**Kojonup District High School**	**Donation**	**-50.00**
5919	11/11/2024	Kojonup District High School	End of year Award donation 2024	50.00
EFT35146	**14/11/2024**	**MEDELECT**	**Instrument maintenance**	**-615.45**
9293	14/10/2024	MEDELECT	Maintenance of Syringe Pumps	615.45
EFT35147	**14/11/2024**	**John Kinnear and Associates**	**Surveying**	**-1750.00**
I204	15/10/2024	John Kinnear and Associates	Lot 17 & Lot P5 Albany Highway - Boundary adjustment & Road Widening - Truck parking Albany Highway	1750.00
EFT35148	**14/11/2024**	**Shire of Cranbrook**	**Contribution to CESM**	**-3664.07**
2150	29/10/2024	Shire of Cranbrook	CESM July - September 2024	3664.07
EFT35149	**14/11/2024**	**CGS ENGINEERS**	**Metal fabrication**	**-6534.05**
26841	29/10/2024	CGS ENGINEERS	Custom chemical Storage shelves x 3, fully meshed, lockable door - cost share with swimming pool	800.00
26841	29/10/2024	CGS ENGINEERS	Custom chemical Storage shelves x 3, fully meshed, lockable door - cost share with sport complex	5734.05
EFT35150	**14/11/2024**	**Western Australian Treasury Corporation**	**Loan Repayment**	**-13743.98**
28 OCT 24	28/10/2024	Western Australian Treasury Corporation	Capital Payment on Loan 142, Interest Payment on Loan 142	13743.98

EFT35151	**14/11/2024**	**McLeods Lawyers Pty Ltd**	**Legal advice**	**-9777.39**
141694	29/10/2024	McLeods Lawyers Pty Ltd	Advice on Disposal of Springhaven	9777.39
EFT35152	**14/11/2024**	**Team Global Express Pty Ltd**	**Freight**	**-247.36**
0374-80774145	20/10/2024	Team Global Express Pty Ltd	Parts delivery	126.25
0375-80774145	27/10/2024	Team Global Express Pty Ltd	Freight for parts	16.46
0376-80774145	03/11/2024	Team Global Express Pty Ltd	Parts delivery, Parts delivery	50.49
0377-80774145	10/11/2024	Team Global Express Pty Ltd	Parts freight	54.16
EFT35153	**14/11/2024**	**Wren Oil**	**Oil waste disposal**	**-88.00**
177960	10/10/2024	Wren Oil	500l Oil waste disposal & compliance fees	88.00
EFT35154	**14/11/2024**	**Rotary Club of Kojonup Inc.**	**Advertising**	**-270.00**
2024-1047	12/11/2024	Rotary Club of Kojonup Inc.	Kojonup Rotary Business Directory with Extra Lines - Admin	200.00
2024-1003	12/11/2024	Rotary Club of Kojonup Inc.	Rotary Club of Kojonup 2025 Business Directory Advertising	70.00
EFT35155	**14/11/2024**	**Warren Blackwood Waste**	**Waste management**	**-32026.44**
19456	01/11/2024	Warren Blackwood Waste	KJP Transfer Station Management October 2024, Transfer Station Extra costs October 2024 , , Transfer Bulk Bins Waste & recycle October 2024 - June 2025	12890.16
19457	01/11/2024	Warren Blackwood Waste	240Lt Bins Pickup, KJP St Bins Pick Up, Travel Cost to Katanning Landfill, 240 Lt Recycling Bins, KJP Service Townsite area bins	18411.28
19472	02/11/2024	Warren Blackwood Waste	Apex Park & Kojonup Tourist Railway - Front Lift bins - October 2024, Kodja Place - Front Lift bins - October 2024,	725.00
EFT35156	**14/11/2024**	**Sigma Telford Group**	**Chemical supplies**	**-1759.69**
183996/01	06/08/2024	Sigma Telford Group	Swimming Pool Chemicals for winter	2456.26
185292/01	27/09/2024	Sigma Telford Group	Pool testing tablets 2024	327.80
185854/01	25/10/2024	Sigma Telford Group	Pool chemicals November	1200.03
186381/01	11/11/2024	Sigma Telford Group	Pool chemicals November	789.60
562232	26/06/2024	Sigma Telford Group	Credit Note - Swimming Pool Chemicals for winter	-3014.00
EFT35157	**14/11/2024**	**St John Ambulance Kojonup Sub Centre**	**First Aid supplies**	**-89.95**
FAINV01244687	12/11/2024	St John Ambulance Kojonup Sub Centre	First Aid kit for MWS vehicle - Medium country kit	89.95
EFT35158	**14/11/2024**	**Harris's Garage**	**Truck service**	**-293.01**
92	17/10/2024	Harris's Garage	Kojonup Fire Truck Service	293.01
EFT35159	**14/11/2024**	**ABCO Products**	**Cleaning supplies**	**-1584.00**
INV980865	17/10/2024	ABCO Products	Double Jumbo toilet tissue dispenser x 4,	1584.00
EFT35160	**14/11/2024**	**PFD Foodservices (Southway Distributors)**	**Food & Dry goods**	**-4418.93**
LM813930	04/09/2024	PFD Foodservices (Southway Distributors)	Springhaven Meals and Refreshments September 2024	174.40
LM813274	04/09/2024	PFD Foodservices (Southway Distributors)	Springhaven Meals and Refreshments September 2024	1107.65
LN433390	16/10/2024	PFD Foodservices (Southway Distributors)	Black Cockatoo Cafe Supplies	1136.65
LN433405	16/10/2024	PFD Foodservices (Southway Distributors)	Springhaven Meals and Refreshments September 2024	590.25
LN505295	23/10/2024	PFD Foodservices (Southway Distributors)	Black Cockatoo Cafe Supplies	1524.30
LN445049	16/10/2024	PFD Foodservices (Southway Distributors)	Credit Note - Black Cockatoo Cafe Supplies	-114.32
EFT35161	**14/11/2024**	**Christie Leanne McVee**	**Goods sold on consignment**	**-427.47**
OCT REQ	31/10/2024	Christie Leanne McVee	Goods sold on consignment Kodja Place October 2024	427.47
EFT35162	**14/11/2024**	**CALIBRE CARE**	**Aged care equipment**	**-7276.50**
INV-11407	27/09/2024	CALIBRE CARE	Springhaven Equipment servicing	442.00
INV-11406	27/09/2024	CALIBRE CARE	Springhaven Equipment servicing	6834.50
EFT35163	**14/11/2024**	**KODJA PLACE COMMUNITY FUND INC.**	**Goods sold on consignment**	**-26.00**
OCT REQ	31/10/2024	KODJA PLACE COMMUNITY FUND INC.	Goods sold on consignment Kodja Place October 2024	26.00
EFT35164	**14/11/2024**	**All Flags Signs & Banners**	**Flags & signs**	**-592.90**
95334	09/10/2024	All Flags Signs & Banners	Cafe Open Banner for The Black Cockatoo	592.90
EFT35165	**14/11/2024**	**The Cott Family Trust t/a FueleX**	**Diesel supplies**	**-14951.20**
INV05498	31/10/2024	The Cott Family Trust t/a FueleX	Diesel Fuel 8800L @ $1.699/L	14951.20
EFT35166	**14/11/2024**	**Ramped Technology & Management Systems Pty Ltd**	**IT support**	**-5283.30**
INV-11525	31/10/2024	Ramped Technology & Management Systems Pty Ltd	IT Support Oct 2024,	872.30
INV-11642	11/11/2024	Ramped Technology & Management Systems Pty Ltd	IT Support October 2024	4411.00
EFT35167	**14/11/2024**	**MARGARET RAE HILL**	**Goods sold on consignment**	**-60.00**
OCT REQ	31/10/2024	MARGARET RAE HILL	Goods sold on consignment Kodja Place October 2024	60.00
EFT35168	**14/11/2024**	**Edge Planning & Property**	**Town Planning**	**-1771.00**
2764	06/11/2024	Edge Planning & Property	Planning services October 2024 - 11.5 Hours	1771.00
EFT35169	**14/11/2024**	**Seek Ltd**	**Advertising**	**-412.50**

700857638	13/11/2024	Seek Ltd	Advertisement for Gardener	412.50
EFT35170	**14/11/2024**	**Leonie Jane Smith**	**Goods sold on consignment**	**-30.00**
OCT REQ	31/10/2024	Leonie Jane Smith	Goods sold on consignment Kodja Place October 2024	30.00
EFT35171	**14/11/2024**	**Paint Rite Decor**	**Painting**	**-3322.00**
892	12/11/2024	Paint Rite Decor	Painting of room 20 Springhaven	3322.00
EFT35172	**14/11/2024**	**Copyright Agency**	**Licence**	**-1844.21**
INV00029453	31/10/2024	Copyright Agency	Annual copyright licence - Local Government Package LOC0500 2/12/24-1/12/2025	1844.21
EFT35173	**14/11/2024**	**Action Sheds Australia aka MGI Construction Pty Ltd**	**Shed construction**	**-25000.00**
878	01/11/2024	Action Sheds Australia aka MGI Construction Pty Ltd	Completed plumbing installation - Kojonup Men's Shed	25000.00
EFT35174	**14/11/2024**	**Dardanup Butchering Company**	**Food supplies**	**-1733.98**
BW383930	15/10/2024	Dardanup Butchering Company	Black Cockatoo Cafe Supplies, freight	809.99
BW385302	04/11/2024	Dardanup Butchering Company	Black Cockatoo Cafe Supplies	331.57
BW385804	11/11/2024	Dardanup Butchering Company	Black Cockatoo Cafe Supplies	592.42
EFT35175	**14/11/2024**	**Grande Food Service**	**Food supplies**	**-4820.20**
4239403	31/10/2024	Grande Food Service	Food supplies for Black Cockatoo	88.65
4239385	06/11/2024	Grande Food Service	Food supplies for Black Cockatoo	348.14
4239731	06/11/2024	Grande Food Service	Food supplies for Black Cockatoo	1596.59
4239745	06/11/2024	Grande Food Service	Food supplies for Black Cockatoo	213.00
4240060	13/11/2024	Grande Food Service	Food supplies for Black Cockatoo	1873.98
4240061	13/11/2024	Grande Food Service	Food supplies for Black Cockatoo	379.97
4240074	13/11/2024	Grande Food Service	Food supplies for Black Cockatoo	319.87
EFT35176	**14/11/2024**	**Leaf Bean Machine**	**Coffee supplies**	**-893.46**
131748	12/11/2024	Leaf Bean Machine	Black Cockatoo Cafe Supplies	893.46
EFT35177	**14/11/2024**	**JTB Japanese Trucks & Bus Spares**	**vehicle parts**	**-51.60**
558072	30/10/2024	JTB Japanese Trucks & Bus Spares	Lockable fuel cap	51.60
EFT35178	**14/11/2024**	**Klopper Contracting T/A Ron Wright Bulldozing**	**Contractor**	**-24348.50**
IV00000002639	27/09/2024	Klopper Contracting T/A Ron Wright Bulldozing	Pick up CAT Digger & deliver to Yarranup Road	550.00
IV00000002679	01/11/2024	Klopper Contracting T/A Ron Wright Bulldozing	Rip and push Gravel at Riley Creek Road	14575.00
IV000002688	08/11/2024	Klopper Contracting T/A Ron Wright Bulldozing	Myrtle Benn reserve - Bush Fire break clearing	9223.50
EFT35179	**14/11/2024**	**WA Contract Ranger Services**	**Ranger**	**-1776.50**
5896	03/11/2024	WA Contract Ranger Services	WA Ranger Services 21/10/24-31/10/24	1776.50
EFT35180	**14/11/2024**	**Trekaway Pty Ltd t/a Envirobook**	**Goods for sale**	**-1247.05**
7443	04/10/2024	Trekaway Pty Ltd t/a Envirobook	30 Noongar Bush Tucker books, 24 Noongar Bush Medicine Books	1247.05
EFT35181	**14/11/2024**	**Intersectional Linemarkers**	**Line marking**	**-214457.23**
11185	30/10/2024	Intersectional Linemarkers	Audible line marking - Kojonup Darkan Road 62kms	214457.23
EFT35182	**14/11/2024**	**Kojonup Light Civil**	**Construction**	**-10200.00**
657	09/10/2024	Kojonup Light Civil	Footpath Repairs Elverd St, Delany St, George St	10200.00
EFT35183	**14/11/2024**	**Vivicka Renia Kahn**	**staff reimbursement**	**-740.84**
REIM 041124	04/11/2024	Vivicka Renia Kahn	Travel 528 km to Kojonup for Audit, Stationery supplies for VK home office	740.84
EFT35184	**14/11/2024**	**C & D Cutri**	**Bridge 4726 Qualeup North Road monitoring of Piles 12,13,14 and 15**	**-990.00**
406	13/08/2024	C & D Cutri	Bridge 4726 Qualeup North Road monitoring of Piles 12,13,14 and 15	990.00
EFT35185	**14/11/2024**	**Data#3 Limited**	**Microsoft 365 subscription**	**-15532.04**
SIN000243972	16/10/2024	Data#3 Limited	Microsoft 365 Business Premium 38 licences 23/9/24-22/9/25	15532.04
EFT35186	**14/11/2024**	**T&T WA Pty Ltd T/As Albany Ford**	**Vehicle Purchase**	**-65022.55**
2135825	08/11/2024	T&T WA Pty Ltd T/As Albany Ford	Ranger 2024.50 DOUBLE CAB PICKUP XLT as per quote 2011506 - for MWS, Licencing & recording fees - GST Free	65022.55
EFT35187	**14/11/2024**	**Mathwin Transport**	**Freight**	**-190.30**
5815	30/10/2024	Mathwin Transport	Freight for pool chemicals	80.30
5842	05/11/2024	Mathwin Transport	Freight for pool chemicals	110.00
EFT35188	**14/11/2024**	**A&M Medical Services Pty Ltd**	**Service medical oxygen equipment**	**-580.47**
20240750	30/10/2024	A&M Medical Services Pty Ltd	Bush Fire Brigades - medical oxygen equipment servicing	580.47
EFT35189	**14/11/2024**	**Oztrology Australian Greeting cards**	**Goods sold on consignment**	**-10.00**
OCT REQ	31/10/2024	Oztrology Australian Greeting cards	Goods sold on consignment Kodja Place October 2024	10.00
EFT35190	**14/11/2024**	**Amity Rose Funerals**	**REFUND BOND FOR HIRE OF MEMORIAL HALL FUNERAL OF MR JOHNSTON BENN**	**-450.00**
T211	31/10/2024	Amity Rose Funerals	BOND - BENN FUNERAL	450.00

EFT35191	**14/11/2024**	**Fabric Covered Pots T/A Tammy McVee**	**Goods sold on consignment**	**-165.00**
OCT REQ	31/10/2024	Fabric Covered Pots T/A Tammy McVee	Goods sold on consignment Kodja Place October 2024	165.00
EFT35192	**14/11/2024**	**Jill Watkin**	**staff reimbursement**	**-923.86**
REIM 291024	29/10/2024	Jill Watkin	Cocktail glasses & Liqueur for cacti, cocktails & canapes, Travel expenses to Ramped in Albany & collecting stock, Groceries for IOTA 24 (grant from Bendigo Community Bank)	891.36
OCT REQ	31/10/2024	Jill Watkin	Goods sold on consignment October 2024 KP	32.50
EFT35193	**14/11/2024**	**Lauren Wright**	**Goods sold on consignment**	**-3.50**
OCT REQ	31/10/2024	Lauren Wright	Goods sold on consignment Kodja Place October 2024	3.50
EFT35194	**14/11/2024**	**Monique Sackers T/A 3 Bridges Collections**	**Goods sold on consignment**	**-219.91**
OCT REQ	31/10/2024	Monique Sackers T/A 3 Bridges Collections	Goods sold on consignment Kodja Place October 2024	219.91
EFT35195	**14/11/2024**	**Du-wayne Lottering**	**Staff reimbursement**	**-69.00**
REIM 131124	13/11/2024	Du-wayne Lottering	POS Till Bracket - Pool	69.00
EFT35196	**14/11/2024**	**Teletrac Navman and Transtech**	**Vehicle tracking**	**-85.53**
93172938	11/10/2024	Teletrac Navman and Transtech	TN3640 Service fee x 2,	85.53
EFT35197	**14/11/2024**	**Sian Turner - Children's Books**	**Goods sold on consignment**	**-10.17**
OCT REQ	31/10/2024	Sian Turner - Children's Books	Goods sold on consignment Kodja Place October 2024	10.17
EFT35198	**14/11/2024**	**Energy Wise Australia C&F Building Approvals**	**Building approvals**	**-495.00**
INV-5909	31/10/2024	Energy Wise Australia C&F Building Approvals	Building Surveyor - Compliance assessment 75 Kojonup-Katanning Rd	495.00
EFT35199	**14/11/2024**	**Kojonup Retravision**	**White goods**	**-2226.00**
60002561	02/10/2024	Kojonup Retravision	Springhaven 2 x new washing machines small laundry Aug 2024	2226.00
EFT35200	**14/11/2024**	**Nature on Linen - Kaylene Shepherd**	**Goods sold on consignment**	**-40.00**
OCT REQ	31/10/2024	Nature on Linen - Kaylene Shepherd	Goods sold on consignment Kodja Place October 2024	40.00
EFT35201	**14/11/2024**	**Fresh Fields Aged Care Pty Ltd**	**Healthcare services**	**-18343.64**
KOJONUP2024-AUGUST	07/10/2024	Fresh Fields Aged Care Pty Ltd	Springhaven staffing costs Manager and Nurses Aug 2024	18343.64
EFT35202	**14/11/2024**	**Richard Nash T/A Old School Honey**	**Goods sold on consignment**	**-17.00**
OCT REQ	31/10/2024	Richard Nash T/A Old School Honey	Goods sold on consignment Kodja Place October 2024	17.00
EFT35203	**14/11/2024**	**Lisa Martello-Hart**	**Goods sold on consignment**	**-60.00**
OCT REQ	31/10/2024	Lisa Martello-Hart	Goods sold on consignment Kodja Place October 2024	60.00
EFT35204	**14/11/2024**	**Mason's Family Farm**	**Eggs**	**-304.80**
INV-13790	05/11/2024	Mason's Family Farm	Black Cockatoo Cafe Supplies	152.40
INV-13886	12/11/2024	Mason's Family Farm	Black Cockatoo Cafe Supplies	152.40
EFT35205	**14/11/2024**	**Harvey Fresh (1994) Ltd T/A Lactalis**	**Food supplies**	**-1153.88**
239890857	31/10/2024	Harvey Fresh (1994) Ltd T/A Lactalis	Black Cockatoo Cafe Supplies	449.42
239944269	07/11/2024	Harvey Fresh (1994) Ltd T/A Lactalis	Black Cockatoo Cafe Supplies	704.46
EFT35206	**14/11/2024**	**M.E. French**	**Goods sold on consignment**	**-60.00**
OCT REQ	31/10/2024	M.E. French	Goods sold on consignment Kodja Place October 2024	60.00
EFT35207	**14/11/2024**	**QHSE Integrated Solution (Skytrust)**	**Skytrust - WHS monthly subscription - November 2024**	**-548.90**
INV-35658	18/10/2024	QHSE Integrated Solution (Skytrust)	Skytrust - WHS monthly subscription - November 2024	548.90
EFT35208	**14/11/2024**	**Blue Wren Park**	**Goods sold on consignment**	**-516.00**
OCT REQ	31/10/2024	Blue Wren Park	Goods sold on consignment Kodja Place October 2024	516.00
EFT35209	**14/11/2024**	**Anne McIntosh T/A Jacaranda and Pine**	**Goods sold on consignment**	**-95.00**
OCT REQ	31/10/2024	Anne McIntosh T/A Jacaranda and Pine	Goods sold on consignment Kodja Place October 2024	95.00
EFT35210	**14/11/2024**	**resQskin**	**Goods sold on consignment**	**-188.17**
OCT REQ	31/10/2024	resQskin	Goods sold on consignment Kodja Place October 2024	188.17
EFT35211	**14/11/2024**	**Benjamin Graham Castle**	**Goods sold on consignment**	**-240.00**
OCT REQ	31/10/2024	Benjamin Graham Castle	Goods sold on consignment Kodja Place October 2024	240.00
EFT35212	**14/11/2024**	**GET3 Pty Ltd Trading as ENGRAVART**	**Goods for sale**	**-122.10**
30627	23/09/2024	GET3 Pty Ltd Trading as ENGRAVART	10x 2 Ups for Sale in Visitor Centre Shop	122.10
EFT35213	**14/11/2024**	**CCAR Services**	**equipment service**	**-1813.41**
728	08/10/2024	CCAR Services	Springhaven Dishwasher repair to bring up to compliance for change over	1813.41
EFT35214	**14/11/2024**	**Squash Magic Co.**	**School holidays entertainment**	**-858.00**

1466	06/10/2024	Squash Magic Co.	School Holiday Inflatables 3 October 2024	858.00
EFT35215	**14/11/2024**	**Amy Dwyer**	**Workshop**	**-100.00**
INV-0083	26/10/2024	Amy Dwyer	Weaving Workshop	100.00
EFT35216	**15/11/2024**	**Robert Lewis**	**Refund**	**-1604.50**
151124	15/11/2024	Robert Lewis	Payment to be refunded due to transaction error.	1604.50
EFT35217	**20/11/2024**	**Judith Arnold Mathwin**	**Reimbursement**	**-21.84**
REQ 151124	19/11/2024	Judith Arnold Mathwin	Springhaven Resident account in credit	21.84
EFT35218	**20/11/2024**	**Australia Post**	**Postage**	**-873.50**
1013596366	03/11/2024	Australia Post	Postage & Freight October 2024	873.50
EFT35219	**20/11/2024**	**Hi-Way Sales & Service**	**Engineering**	**-2400.78**
263967	30/10/2024	Hi-Way Sales & Service	new fuel nozzle for trailer	310.00
263948	31/10/2024	Hi-Way Sales & Service	New air-compressor for service truck. 70L Petrol.	2000.00
263967A	31/10/2024	Hi-Way Sales & Service	hose fitting, KCJ238C adapter	39.00
264037	04/11/2024	Hi-Way Sales & Service	12.86L ULP @ $1.85/L, 1L Husqvarna two stroke oil	51.78
EFT35220	**20/11/2024**	**Kojonup Agricultural Supplies**	**Agricultural supplies**	**-1462.33**
10233837	31/10/2024	Kojonup Agricultural Supplies	Water pump and fittings	1568.86
10233861	01/11/2024	Kojonup Agricultural Supplies	Credit Note - Pipe Fittings Returned	-106.53
EFT35221	**20/11/2024**	**Carony Pty Ltd**	**Hardware supplies**	**-215.70**
03-142550	08/10/2024	Carony Pty Ltd	2 x boxes cardboard	3.90
01-245791	09/10/2024	Carony Pty Ltd	Trimmer blade	1.85
03-144121	29/10/2024	Carony Pty Ltd	45kg cylinder gas delivered to Black Cockatoo	209.95
EFT35222	**20/11/2024**	**Synergy**	**Electricity**	**-2871.94**
2082248683	11/11/2024	Synergy	Provide electricity supply 32 Katanning Rd 10/10/24-5/11/24	126.68
2034283741	11/11/2024	Synergy	Provide electricity supply 34 Katanning Rd 7/9/24-5/11/24	268.49
2018288882	11/11/2024	Synergy	Provide electricity supply 10 Bagg St 7/9/24-5/11/24	271.94
2054259365	11/11/2024	Synergy	Provide electricity supply 8 Soldier Rd 7/9/24-5/11/24	1582.31
2050273826	12/11/2024	Synergy	Provide electricity supply 39 Vanzuilecom St 7/9/24-5/11/24	622.52
EFT35223	**20/11/2024**	**CTI Logistics Regional Freight - formerly Stirling Freight**	**Freight**	**-88.91**
CISF654437	31/10/2024	CTI Logistics Regional Freight - formerly Stirling Freight	Freight services - swimming pool chemicals	88.91
EFT35224	**20/11/2024**	**BK Thomson Electrical Service**	**electrical repairs**	**-550.69**
3391	31/10/2024	BK Thomson Electrical Service	Repair main overide switch for water supply on turkey nest dam	550.69
EFT35225	**20/11/2024**	**Kojonup Auto Electrical Services**	**Auto electric repairs**	**-391.20**
19965	08/11/2024	Kojonup Auto Electrical Services	new antenna base and rewiring into back of UHF unit	391.20
EFT35226	**20/11/2024**	**Kojonup Supermarket**	**Groceries**	**-707.76**
800 OCT	31/10/2024	Kojonup Supermarket	Groceries for Black Cockatoo - October 2024	707.76
EFT35227	**20/11/2024**	**Westrac Equipment**	**Auto mechanical parts**	**-852.28**
PI0267325	01/11/2024	Westrac Equipment	3x 20l drums coolant, new door handle	632.09
PI0267325A	01/11/2024	Westrac Equipment	Mirror for caterpillar loader	220.19
EFT35228	**20/11/2024**	**ABA Security**	**Security service**	**-231.00**
42531	31/10/2024	ABA Security	Search through footage and download footage	231.00
EFT35229	**20/11/2024**	**CGS ENGINEERS**	**Metal fabrication**	**-2859.99**
26860	08/11/2024	CGS ENGINEERS	Mesh bottom section front sliding gate at Swimming Pool	2859.99
EFT35230	**20/11/2024**	**Western Australian Treasury Corporation**	**Loan repayments**	**-5538.74**
DEC 2024	20/11/2024	Western Australian Treasury Corporation	Capital payment Loan 136, Interest payment Loan 136	5538.74
EFT35231	**20/11/2024**	**McLeods Lawyers Pty Ltd**	**Legal advice**	**-527.34**
142147	31/10/2024	McLeods Lawyers Pty Ltd	Planning law advice for Flat Rock Wind Farm	527.34
EFT35232	**20/11/2024**	**Public Transport Authority**	**Bus Fares**	**-378.59**
523181 OCT	31/10/2024	Public Transport Authority	October Bus fares	378.59
EFT35233	**20/11/2024**	**Owen Boxall**	**Rates refund for assessment A24575 LOT 1 KATANNING RD KOJONUP 6395**	**-573.69**
A24575	07/11/2024	Owen Boxall	Rates refund for assessment A24575 LOT 1 KATANNING RD KOJONUP 6395	573.69
EFT35234	**20/11/2024**	**Australia's South West**	**Promotion**	**-200.00**
12429	09/09/2024	Australia's South West	2024 Bloom Fest - Multi Paid, 2024 Bloom Fest - single Free	200.00
EFT35235	**20/11/2024**	**Lincolns Beyond Numb3rs**	**Audit services**	**-2200.00**
45860	31/10/2024	Lincolns Beyond Numb3rs	Audit of the acquittal for local roads and community infrastructure program for year ended 30/6/2024	2200.00
EFT35236	**20/11/2024**	**SELECT A PART**	**Vehicle parts**	**-604.11**
45184	04/11/2024	SELECT A PART	2x fuel filters 3x oil filters, oil filter and fuel cap, freight fees	439.11
045185	04/11/2024	SELECT A PART	2x fuel filters 3x oil filters	165.00
EFT35237	**20/11/2024**	**PFD Foodservices (Southway Distributors)**	**Food & Dry goods**	**-1926.90**
LN576787	30/10/2024	PFD Foodservices (Southway Distributors)	Black Cockatoo Cafe Supplies	1091.35
LN576795	30/10/2024	PFD Foodservices (Southway Distributors)	Swimming Pool Kiosk food order Nov 2024	835.55
EFT35238	**20/11/2024**	**Trustee of The Kinross Super Fund**	**Rates refund for assessment A24589 LOT 1 KATANNING RD KOJONUP 6395**	**-1652.82**

A24589	07/11/2024	Trustee of The Kinross Super Fund	Rates refund for assessment A24589 LOT 1 KATANNING RD KOJONUP 6395	1652.82
EFT35239	**20/11/2024**	**Libra Enterprises (WA) Pty Ltd**	**Goods for sale**	**-852.68**
6614	22/10/2024	Libra Enterprises (WA) Pty Ltd	Assorted Blue Wrens, Dragonfly Brooches and Blue Wren Brooches For Sale in Visitor Centre Shop	852.68
EFT35240	**20/11/2024**	**Leaf Bean Machine**	**Coffee supplies**	**-869.47**
131923	18/11/2024	Leaf Bean Machine	Black Cockatoo Cafe Supplies	869.47
EFT35241	**20/11/2024**	**Designer Dirt**	**Goods for sale**	**-86.40**
2567	29/10/2024	Designer Dirt	3 Large and 3 Small metal poppies to sell in Kodja Place	86.40
EFT35242	**20/11/2024**	**Libby Rose**	**Staff reimbursement**	**-24.66**
REIM 151124	15/11/2024	Libby Rose	Play cafe resources - 2 x tea sets	24.66
EFT35243	**20/11/2024**	**Estelle Lottering**	**Staff reimbursement**	**-75.00**
REIM 131124	13/11/2024	Estelle Lottering	Mobile phone usage 5/11/24-4/10/24	75.00
EFT35244	**20/11/2024**	**Huggable Toys**	**Goods for Sale**	**-589.93**
52898	22/10/2024	Huggable Toys	Assorted Soft Toys to sell in the Visitors Centre Freight Included	589.93
EFT35245	**20/11/2024**	**Du-wayne Lottering**	**Staff reimbursement**	**-90.00**
REIM 131124	13/11/2024	Du-wayne Lottering	Mobile phone reimbursement 5/11/24-4/12/24	90.00
EFT35246	**20/11/2024**	**Sarah Cussons**	**Staff reimbursement**	**-330.00**
REIM 051024	13/11/2024	Sarah Cussons	Lifeguard course 5 & 6 October 2024 Royal Life Saving WA	330.00
EFT35247	**20/11/2024**	**Harvey Fresh (1994) Ltd T/A Lactalis**	**Food supplies**	**-529.67**
239994358	14/11/2024	Harvey Fresh (1994) Ltd T/A Lactalis	Black Cockatoo Cafe Supplies	529.67
EFT35248	**20/11/2024**	**Riley Burnett Australia**	**Goods for sale**	**-576.25**
INV#28229	29/10/2024	Riley Burnett Australia	Jewellery to be sold at the Kodja Place includes shipping	576.25
EFT35249	**20/11/2024**	**Tilelite Pty Ltd T/as Grace Training & Operations**	**Driver training**	**-6950.00**
INV-5328	11/11/2024	Tilelite Pty Ltd T/as Grace Training & Operations	HR-B Heavy Rigid Training JW, EB, KR As per Quote QU-3117 - Reassessment charge for 2 staff members.	6950.00
EFT35250	**20/11/2024**	**Jamie Scally Trading as Jamie the Clown**	**Entertainment**	**-806.25**
433	16/09/2024	Jamie Scally Trading as Jamie the Clown	Jamie the Clown - Book Week Presenter 2024, plus travel. 1 show at St Bernards & 1show at Kojonup District High School.	806.25
EFT35251	**20/11/2024**	**Ryann Shane Veloso**	**Staff reimbursement**	**-214.50**
REIM 241024	31/10/2024	Ryann Shane Veloso	Pre employment medical and blood test	214.50
EFT35252	**20/11/2024**	**Hi-Way Sales & Service**	**Fuel**	**-78.80**
264096	05/11/2024	Hi-Way Sales & Service	18.29L ULP	33.27
264111	06/11/2024	Hi-Way Sales & Service	25.03 L ULP	45.53
EFT35253	**20/11/2024**	**Synergy**	**Electricity**	**-230.09**
2022283204	07/11/2024	Synergy	Provide electricity supply 12B Elverd St7/9/24-14/10/24 - Shire Portion, Provide electricity supply 12B Elverd St 15/10/24 -6/11/24 Hall & Prior expense	93.93
2086239490	11/11/2024	Synergy	Provide electricity supply 8B Newton St 7/9/24-14/10/24 Shire portion, Provide electricity supply 8B Newton St 15/10/24 - Hall & Prior portion	136.16
EFT35254	**20/11/2024**	**Ash and Grace**	**Entertainment**	**-600.00**
103	23/11/2024	Ash and Grace	Entertainment for the Twilight Markets 23/11/2024	600.00
EFT35255	**21/11/2024**	**Payroll Deductions - Shire of Kojonup**	**Payroll deductions**	**-1178.00**
DEDUCTION	19/11/2024	Payroll Deductions - Shire of Kojonup	Payroll Deduction	1078.00
DEDUCTION	19/11/2024	Payroll Deductions - Shire of Kojonup	Payroll Deduction	100.00
EFT35256	**21/11/2024**	**Child Support Agency**	**Payroll deductions**	**-439.95**
DEDUCTION	19/11/2024	Child Support Agency	Payroll Deduction	439.95
EFT35257	**21/11/2024**	**Australian Services Union (MEU)**	**Payroll deductions**	**-202.00**
DEDUCTION	19/11/2024	Australian Services Union (MEU)	Payroll Deduction	202.00
EFT35258	**25/11/2024**	**AUSTRALIAN TAXATION OFFICE**	**October 2024 BAS and June 2024 Amendments**	**-70423.47**
251124	25/11/2024	AUSTRALIAN TAXATION OFFICE	October 2024 BAS, June 2024 Amendments, October 2024 BAS, June 2024 Amendments - General Interest, June 2024 Amendments - FBT Credit	70423.47
EFT35259	**28/11/2024**	**Maria Laura Jones**	**Ticket Sales**	**-402.35**
261124	26/11/2024	Maria Laura Jones	Ticket Sales for Bloom Open Gardens 2024	402.35
				708,041.46

Direct Deposits 1/11/24 - 30/11/24

Ref	Date	Name	Description	Amount
DD24263.1	**05/11/2024**	**Aware Super**	**Payroll deductions**	**-8960.82**
SUPER	05/11/2024	Aware Super	Super	7859.05
DEDUCTION	05/11/2024	Aware Super	Payroll Deduction	803.60
DEDUCTION	05/11/2024	Aware Super	Payroll Deduction	194.39

DEDUCTION	05/11/2024	Aware Super	Payroll Deduction	103.78
DD24263.2	**05/11/2024**	**Australian Retirement Trust**	**Payroll deductions**	**-1415.96**
SUPER	05/11/2024	Australian Retirement Trust	Super	1354.45
DEDUCTION	05/11/2024	Australian Retirement Trust	Payroll Deduction	61.51
DD24263.3	**05/11/2024**	**Commonwealth Superannuation Savings Account**	**Superannuation contributions**	**-729.81**
SUPER	05/11/2024	Commonwealth Superannuation Savings Account	Super	729.81
DD24263.4	**05/11/2024**	**Sparky Downs Superannuation Fund**	**Superannuation contributions**	**-63.42**
SUPER	05/11/2024	Sparky Downs Superannuation Fund	Super	63.42
DD24263.5	**05/11/2024**	**Hesta Superannuation**	**Payroll deductions**	**-775.01**
SUPER	05/11/2024	Hesta Superannuation	Super	651.48
DEDUCTION	05/11/2024	Hesta Superannuation	Payroll Deduction	123.53
DD24263.6	**05/11/2024**	**Australian Ethical Superannuation Fund**	**Superannuation contributions**	**-13.86**
SUPER	05/11/2024	Australian Ethical Superannuation Fund	Super	13.86
DD24263.7	**05/11/2024**	**AMP Super Fund**	**Superannuation contributions**	**-326.30**
SUPER	05/11/2024	AMP Super Fund	Super	326.30
DD24263.8	**05/11/2024**	**Retirement Portfolio Service**	**Payroll deductions**	**-559.64**
SUPER	05/11/2024	Retirement Portfolio Service	Super	431.66
DEDUCTION	05/11/2024	Retirement Portfolio Service	Payroll Deduction	127.98
DD24263.9	**05/11/2024**	**Bendigo SmartStart Super**	**Superannuation contributions**	**-362.69**
SUPER	05/11/2024	Bendigo SmartStart Super	Super	362.69
DD24266.1	**05/11/2024**	**EasiSalary**	**Novated Lease Payments**	**-781.49**
24/25 PP20 WEEK10	05/11/2024	EasiSalary	JJ - Novated Lease Post Tax, JJ - Novated Lease Pre Tax	781.49
DD24268.1	**05/11/2024**	**AUSTRALIAN TAXATION OFFICE**	**PAYGW**	**-30314.62**
24/25 PP10 WEEK20	05/11/2024	AUSTRALIAN TAXATION OFFICE	STP 71819	30314.62
DD24280.1	**19/11/2024**	**Aware Super**	**Payroll deductions**	**-8894.35**
SUPER	19/11/2024	Aware Super	Super	7772.69
DEDUCTION	19/11/2024	Aware Super	Payroll Deduction	817.78
DEDUCTION	19/11/2024	Aware Super	Payroll Deduction	200.17
DEDUCTION	19/11/2024	Aware Super	Payroll Deduction	103.71
DD24280.2	**19/11/2024**	**Australian Retirement Trust**	**Payroll deductions**	**-1408.17**
SUPER	19/11/2024	Australian Retirement Trust	Super	1347.67
DEDUCTION	19/11/2024	Australian Retirement Trust	Payroll Deduction	60.50
DD24280.3	**19/11/2024**	**Commonwealth Superannuation Savings Account**	**Superannuation contributions**	**-729.81**
SUPER	19/11/2024	Commonwealth Superannuation Savings Account	Super	729.81
DD24280.4	**19/11/2024**	**Sparky Downs Superannuation Fund**	**Superannuation contributions**	**-42.28**
SUPER	19/11/2024	Sparky Downs Superannuation Fund	Super	42.28
DD24280.5	**19/11/2024**	**Hesta Superannuation**	**Payroll deductions**	**-871.34**
SUPER	19/11/2024	Hesta Superannuation	Super	748.25
DEDUCTION	19/11/2024	Hesta Superannuation	Payroll Deduction	123.09
DD24280.6	**19/11/2024**	**Australian Ethical Superannuation Fund**	**Superannuation contributions**	**-27.71**
SUPER	19/11/2024	Australian Ethical Superannuation Fund	Super	27.71
DD24280.7	**19/11/2024**	**AMP Super Fund**	**Superannuation contributions**	**-322.26**
SUPER	19/11/2024	AMP Super Fund	Super	322.26
DD24280.8	**19/11/2024**	**Retirement Portfolio Service**	**Payroll deductions**	**-608.68**
SUPER	19/11/2024	Retirement Portfolio Service	Super	480.70
DEDUCTION	19/11/2024	Retirement Portfolio Service	Payroll Deduction	127.98
DD24280.9	**19/11/2024**	**Bendigo SmartStart Super**	**Superannuation contributions**	**-362.69**
SUPER	19/11/2024	Bendigo SmartStart Super	Super	362.69
DD24282.1	**19/11/2024**	**EasiSalary**	**Novated Lease Payments**	**-781.49**
24/25 PP11 WEEK22	19/11/2024	EasiSalary	JJ - Novated Lease Post Tax, JJ - Novated Lease Pre Tax	781.49
DD24285.1	**19/11/2024**	**AUSTRALIAN TAXATION OFFICE**	**PAYGW**	**-30589.62**
24/25 PP11 WEEK22	19/11/2024	AUSTRALIAN TAXATION OFFICE	STP 71986	30589.62
DD24287.1	**21/11/2024**	**Synergy**	**Black Cockatoo Cafe - Shop A 143 Albany Highway, Kojonup**	**-2802.50**

2006295906	05/11/2024	Synergy	Provide electricity supply	2802.50
DD24292.1	**21/11/2024**	**Ampol**	**Ampol Fuel Card Expenses - November 2024**	**-1967.76**
622574	21/11/2024	Ampol	Ampol Fuel Card Expenses - November, Ampol Fuel Card Fees	1967.76
DD24292.2	**21/11/2024**	**Caltex Star Card**	**Caltex Starcard Fuel Card Expenses - November 2024**	**-1535.27**
119	21/11/2024	Caltex Star Card	Caltex Satrcard Fuel Card Expenses - November 2024, Caltex Satrcard Fuel Card Fees	1535.27
DD24263.10	**05/11/2024**	**Vanguard Super**	**Superannuation contributions**	**-209.42**
SUPER	05/11/2024	Vanguard Super	Super	209.42
DD24263.11	**05/11/2024**	**ANZ Smart Choice Super**	**Superannuation contributions**	**-313.02**
SUPER	05/11/2024	ANZ Smart Choice Super	Super	313.02
DD24263.12	**05/11/2024**	**Colonial First State FirstChioce Superannuation Trust**	**Payroll deductions**	**-1209.61**
SUPER	05/11/2024	Colonial First State FirstChioce Superannuation Trust	Super	544.17
DEDUCTION	05/11/2024	Colonial First State FirstChioce Superannuation Trust	Payroll Deduction	164.90
DEDUCTION	05/11/2024	Colonial First State FirstChioce Superannuation Trust	Payroll Deduction	500.54
DD24263.13	**05/11/2024**	**HOSTPLUS**	**Superannuation contributions**	**-713.97**
DEDUCTION	05/11/2024	HOSTPLUS	Payroll Deduction	57.59
SUPER	05/11/2024	HOSTPLUS	Super	656.38
DD24263.14	**05/11/2024**	**Prime Super**	**Superannuation contributions**	**-1507.84**
DEDUCTION	05/11/2024	Prime Super	Payroll Deduction	40.00
SUPER	05/11/2024	Prime Super	Super	1467.84
DD24263.15	**05/11/2024**	**REST SUPERANNUATION**	**Superannuation contributions**	**-641.77**
SUPER	05/11/2024	REST SUPERANNUATION	Super	641.77
DD24263.16	**05/11/2024**	**Australian Super Pty Ltd**	**Superannuation contributions**	**-3008.84**
DEDUCTION	05/11/2024	Australian Super Pty Ltd	Payroll Deduction	211.20
SUPER	05/11/2024	Australian Super Pty Ltd	Super	2797.64
DD24263.17	**05/11/2024**	**Panorama Super**	**Superannuation contributions**	**-106.45**
SUPER	05/11/2024	Panorama Super	Super	106.45
DD24263.18	**05/11/2024**	**HUB24 Superannuation Fund**	**Superannuation contributions**	**-157.26**
SUPER	05/11/2024	HUB24 Superannuation Fund	Super	157.26
DD24263.19	**05/11/2024**	**Unisuper**	**Superannuation contributions**	**-36.61**
SUPER	05/11/2024	Unisuper	Super	36.61
DD24280.10	**19/11/2024**	**Vanguard Super**	**Superannuation contributions**	**-209.42**
SUPER	19/11/2024	Vanguard Super	Super	209.42
DD24280.11	**19/11/2024**	**ANZ Smart Choice Super**	**Superannuation contributions**	**-378.72**
SUPER	19/11/2024	ANZ Smart Choice Super	Super	378.72
DD24280.12	**19/11/2024**	**Colonial First State FirstChioce Superannuation Trust**	**Payroll deductions**	**-1172.49**
SUPER	19/11/2024	Colonial First State FirstChioce Superannuation Trust	Super	515.68
DEDUCTION	19/11/2024	Colonial First State FirstChioce Superannuation Trust	Payroll Deduction	156.27
DEDUCTION	19/11/2024	Colonial First State FirstChioce Superannuation Trust	Payroll Deduction	500.54
DD24280.13	**19/11/2024**	**HOSTPLUS**	**Superannuation contributions**	**-722.61**
DEDUCTION	19/11/2024	HOSTPLUS	Payroll Deduction	57.59
SUPER	19/11/2024	HOSTPLUS	Super	665.02
DD24280.14	**19/11/2024**	**Prime Super**	**Superannuation contributions**	**-1256.47**
DEDUCTION	19/11/2024	Prime Super	Payroll Deduction	40.00
SUPER	19/11/2024	Prime Super	Super	1216.47
DD24280.15	**19/11/2024**	**REST SUPERANNUATION**	**Superannuation contributions**	**-636.44**
SUPER	19/11/2024	REST SUPERANNUATION	Super	636.44
DD24280.16	**19/11/2024**	**Australian Super Pty Ltd**	**Superannuation contributions**	**-3227.42**
DEDUCTION	19/11/2024	Australian Super Pty Ltd	Payroll Deduction	254.54
SUPER	19/11/2024	Australian Super Pty Ltd	Super	2972.88
DD24280.17	**19/11/2024**	**Panorama Super**	**Superannuation contributions**	**-191.13**
SUPER	19/11/2024	Panorama Super	Super	191.13
DD24280.18	**19/11/2024**	**HUB24 Superannuation Fund**	**Superannuation contributions**	**-135.49**
SUPER	19/11/2024	HUB24 Superannuation Fund	Super	135.49
DD24280.19	**19/11/2024**	**Unisuper**	**Superannuation contributions**	**-49.69**
SUPER	19/11/2024	Unisuper	Super	49.69
FEES	**04/11/2024**	**WESTNET**	**Westnet**	**-620.89**
FEES	**14/11/2024**	**MESSAGE MEDIA**	**Sms Messages**	**-959.38**
FEES	**29/11/2024**	**NAB**	**MISCELLANEOUS BANK CHARGES**	**-1330.24**
FEES	**29/11/2024**	**2024**	**Centrelink Charge :**	**-6.93**
GJ24250511	**18/11/2024**		**NOVEMBER FER 11531,11532,11533**	**-258.00**
GJ24250515	**21/11/2024**		**NOVEMBER PAYROLL CREDITORS**	**-221654.74**
GJ24250523	**29/11/2024**		**NOVEMBER TRANSPORT LICENCING**	**-74233.70**
				410,196.10

SUMMARY FOR NOVEMBER 2024	
Cheque	-
EFT 35111 - 35259	708,041.46
Direct Debits	410,196.10
Total	**1,118,237.56**



SHIRE OF KOJONUP

Delegation Register

~~December~~ ~~NOVEMBER~~DECEMBER ~~2023~~2024

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INTRODUCTION

The aim of Delegated Authority is to assist with the efficiency of the Shire of Kojonup (Shire) by way of being agile and allowing for business continuity between Council meetings. It also removes congestion and improves Council decision making at Council meetings, allowing Council to focus on more strategic issues. This is consistent with the Shire of Kojonup's Strategic Community Plan and Customer Service Charter; it also aligns to the Shire's Elected Member Charter. This Delegation Register will be reviewed on an annual basis in accordance with the *Local Government Act 1995* requirements.

The *Local Government Act 1995 (Act)* provides the power to delegate certain local government functions to the Chief Executive Officer. Furthermore, the *Act* allows for the Chief Executive Officer to sub delegate to another employee (Section 5.44 (1)). This must be done in writing (Section 5.44 (2)). The *Act* allows for the Chief Executive Officer to place conditions on any delegations, if desired (Section 5.44 (4)).

Other Acts administered by local government such as the *Building Act 2011*, *Food Act 2008, Bushfires Act 1954* and *Planning and Development Act 2005* also provide the power to delegate functions of local government and references within each delegation subject to provision of information on the respective head of power.

Once a decision has been made under delegation it is deemed the Council itself has made the decision. That is, it is not subject to approval or ratification by the Council.

CORPORATE SERVICES

INSTRUMENT OF DELEGATION

ADMIN 001 CERTAIN ACTIONS TO BE TAKEN ON PRIVATE LAND

Delegate:	Chief Executive Officer	**Sub Delegate:**	Nil
Adopted by Council:	21/08/2007	**Last Reviewed:**	~~12/12/2023~~10/12/2024

POWER/DUTY

The Chief Executive Officer is, under section 3.24 of the *Local Government Act 1995*, expressly authorised on behalf of the Shire to exercise any of the powers, any of the functions and any of the duties given to the Shire under Subdivision 2 of Division 3 of Part 3 of the *Local Government Act 1995* as amended.

HEAD OF POWER

Local Government Act 1995 (as amended) sections 5.42(1) and 3.24

CONDITIONS

Council to be advised of notices issued and outcome.

RELATED POLICY/FILE REFERENCE AND DOCUMENTATION REQUIREMENTS

Notices to be saved in the Record Management System.

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

INSTRUMENT OF DELEGATION

ADMIN 002 MINOR VARIATIONS TO APPROVED CONTRACTS

Delegate:	Chief Executive Officer	**Sub Delegate:**	Nil
Adopted by Council:	21/08/2007	**Last Reviewed:**	~~12/12/2023~~10/12/2024

POWER/DUTY

The Chief Executive Officer is Delegated Authority to approve variations to contracts (not exceeding 10% of the contract price as per conditions below) entered into by the Shire.

HEAD OF POWER

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

CONDITIONS

Subject to the variation not exceeding 10% of the contract price up to a maximum of $50,000 and the funds required to meet the cost of the variation being included in the Shire's adopted budget.

Does not include extension of contract where no option period or renewal is explicit in prior agreement.

RELATED POLICY/FILE REFERENCE AND DOCUMENTATION REQUIREMENTS

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

INSTRUMENT OF DELEGATION

ADMIN 003 SALE & CONSUMPTION OF LIQUOR ON SHIRE PROPERTY

Delegate:	Chief Executive Officer	**Sub Delegate:**	Manager Financial and Corporate Services
Adopted by Council:	21/08/2007	**Last Reviewed:**	10/12/2024~~12/12/2023~~

POWER/DUTY

The Chief Executive Officer (CEO) is Delegated Authority to determine applications for the sale of liquor from property under the care, control and management of the Shire and to approve applications to consume liquor on property under the care, control and management of the Shire.

HEAD OF POWER

Local Government Act 1995 section 5.42(1)

Liquor Licensing Act 1998 section 119(1)

CONDITIONS

Nil

SUB-DELEGATION – ADMIN (S) 003

Discharge of power and duty in accordance with the conditions of Delegation Admin 003, without further conditions being imposed under this sub Delegation.

HEAD OF POWER OF SUB-DELEGATION AND AUTHORISATION

The CEO sub-delegates this delegation to the Manager of Financial and Corporate Services under section 5.44 of the *Local Government Act 1995.*

RELATED POLICY/FILE REFERENCE AND DOCUMENTATION REQUIREMENTS

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

INSTRUMENT OF DELEGATION

ADMIN 004 REIMBURSEMENT OF EXPENSES INCURRED BY COUNCILLORS & EMPLOYEES WHILE ON SHIRE BUSINESS

Delegate:	Chief Executive Officer	**Sub Delegate:**	Nil
Adopted by Council:	21/08/2007	**Last Reviewed:**	10/12/2024~~12/12/2023~~

POWER/DUTY

The Chief Executive Officer (CEO) is Delegated Authority to reimburse all reasonable expenses to Councillors and employees incurred whilst attending authorised conferences, seminars and training courses and during such absences from the district on business deemed necessary by the CEO.

Such expenses may include registration fees, accommodation, meals, refreshments, travel and appropriate out of pocket expenses.

This Delegation also applies to the payment of expenses of partners when the Council has specifically resolved that it is appropriate for a Councillor or employee to be accompanied by a partner.

HEAD OF POWER

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

CONDITIONS

In exercising this Delegation, the CEO shall obtain from the Councillor or employee receipts or other appropriate proof that the expense was incurred, along with a declaration that the expense was incurred wholly whilst on Shire business.

RELATED POLICY/FILE REFERENCE AND DOCUMENTATION REQUIREMENTS

Refer also to Council Policy 2.2.3 (Employee Conferences, Seminars & Workshops) and 3.10 (Councillors Fees & Reimbursements).

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

INSTRUMENT OF DELEGATION

ADMIN 005 APPOINTMENT OF AUTHORISED PERSONS

Delegate:	Chief Executive Officer	**Sub Delegate:**	~~Nil~~Manager of Property Services and NRM, Manager Works & Infrastructure, Manager Projects and Regulatory Services, Ranger, Environmental Health Officer,
Adopted by Council: **Amended:**	21/08/2007 16/02/2021 10/12/2024	**Last Reviewed:**	10/12/2024~~12/12/2023~~

POWER/DUTY

The Chief Executive Officer (CEO) is Delegated Authority, in respect of the relevant legislation outlined under the head of power of this Delegation, to:

1. Exercise the powers and the discharge duties of the local government, permit authority and/or enforcement agency; and
2. Appoint where considered necessary by the CEO, -
   a) any employee of the Shire as an "Authorised Officer", "Authorised Person", "Pound keeper" or "Ranger"; "Environmental Health Officer" and
   b) appoint any person to the position of "Authorised Person"

to undertake the functions and responsibilities authorised therein.

HEAD OF POWER

Local Government Act 1995 (as amended) section 5.42(1) and otherwise as stated in the legislation column of the table below:

LEGISLATION	FUNCTIONS AND DUTIES
Local Government (Miscellaneous Provisions) Act 1960 s.449	To perform the general functions and exercise the powers of a Pound keeper and Ranger.
Building Act 2011	To undertake the functions of an "Authorised Person" conferred on that office. *Building Act 2011* - Entry Powers *Building Act 2011* s.96(3) Authorised persons Div 3 – Powers of authorised persons s.100 Entry powers s.101 Powers after entry for compliance purposes s.102 Obtaining information and documents s.103 Use of force and assistance s.106 Entry warrant to enter place
Local Government Act 1995 s.3.24, 3.31 and 3.33	To enter land to perform any function that the Shire has under the *Local Government Act 1995 (LGA)* if entry is required for the performance of the function or in any other case in which entry is authorised by this LGA other than by a local law. (Refer to Subdivision 3 of Part 3 of the LGA and especially section 3.31 and 3.33).
Local Government Act 1995 s3.18(1)	To undertake the functions of an "Authorised Person" conferred on that office under a local law.
Local Government Act 1995 s9.10	Parking Local Law 2022 The administration of the Parking Local Law 2022, including the appointment of Authorised Persons (under section 9.10 of the Act) to perform any of the functions of the authorised person under this local law, be delegated to the CEO.

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LEGISLATION	FUNCTIONS AND DUTIES
Food Act 2008 s.118 (Functions of enforcement agencies and delegation	To undertake any of the functions of an "Authorised Officer" under the *Food Act 2008.* Authority to serve a prohibition order on the proprietor of a food business in accordance with s.65 of the Food Act 2008 [s.65(1)]. Authority to give a certificate of clearance, where inspection demonstrates compliance with a prohibition order and any relevant improvement notices [s.66]. Authority to give written notice to a proprietor of a food business on whom a prohibition order has been served of the decision not to give a certificate of clearance after an inspection [s.67(4)].
Food Act 2008 s122(1) – Appointment of authorised officers *Food Act 2008 s126(6), (7), and (13) – Infringements Officers*	Authority to appoint a person to be an authorised officer for the purposes of the *Food Act 2008* [s.122(2)]. Authority to appoint an Authorised Officer appointed under s.122(2) of this Act or the s.24(1) of the *Public Health Act 2016*, to be a Designated Officer for the purposes of issuing Infringement Notices under the *Food Act 2008* [s.126(13)]. Authority to appoint as Authorised Officer to be a Designated Officer (who is prohibited by s.126(13) from also being a Designated Officer for the purpose of issuing infringements), for the purpose of extending the time for payment of modified penalties [s.126(6)] and determining withdrawal of an infringement notice [s.126(7)].
Caravan Parks and Camping Grounds Act 1995 s.17 *Caravan and Camping Ground Regulations 1997* *Carvan Parks and Camping Grounds Act 1995 s.22* *Caravan Parks and Camping Grounds Act 1995 s.23*	To undertake any of the functions of an "authorised person" under the *Caravan Parks and Camping Grounds Act 1995*. Caravan and Camping Ground Regulations 1997 r.6 Local Government: A function conferred on a local government by these regulations may be performed by an authorised person appointed by that local government who is authorised in writing by that government to do so. Initiate legal proceedings under this Act. To sign and give notices under this Act.
Health (Miscellaneous Provisions) Act 1911	To undertake the functions of an 'Authorised Officer" conferred on that office. Includes approval under subsidiary legislation.
Public Health Act 2016 *Public Health Act 2016 s.24(1) and (3) – Designation of authorised officers*	To undertake the functions of an "Authorised Officer" conferred on that office. Includes the designation "Environmental Health Officer". Authority to designate a person or class of persons as authorised officers for the purposes of: The Public Health Act 2016 or other specified Act Specified provisions of the Public Health Act 2016 or other specified Act Provisions of the Public Health Act 2016 or another specified Act, other than the specified provisions of that Act. Including: a) an environmental health officer or environmental health officers as a class; OR b) a person who is not an environmental health officer or a class of persons who are not environmental health officers; OR c) a mixture of the two. [s.24(1) and (3)].
Fines, Penalties & Infringement Notices Enforcement Act 1994 s.16 and s.22	To hold the position of "prosecuting officer". [Under s.13(2), the Council may give the Registrar written notice of those officers that are designated as prosecuting officers for the purposes of and in accordance with sections 16 and 22].
~~*Litter Act 1979 s. 27AA.*~~	~~To appoint a person to be an honorary inspector.~~
~~*Litter Act 1979 s.30 (1)*~~	~~Notwithstanding the general authorisation contained within s.26 of the Litter Act 1979 – Under s.30 (1): to undertake the functions of authorised officer as generally specified in the *Litter Act 1979* including the initiation of legal proceedings for offences under the *Act*.~~

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LEGISLATION	FUNCTIONS AND DUTIES
~~*Caravan Parks and Camping Grounds Act 1995 s.17*~~	~~To perform the functions and duties of an authorised person for the purposes of this *Act*.~~
~~*Caravan Parks and Camping Grounds Act 1995 s.22*~~	~~Initiate legal proceedings under this *Act*.~~
~~*Caravan Parks and Camping Grounds Act 1995 s.23*~~	~~To sign and give notices under this *Act*.~~
Control of Vehicles (Off Road Areas) Act 1978 - (COV) S. 38(3)	To be an authorised officer for the purposes of this *Act* either in respect of the whole of its district or any part thereof defined in the appointment.
Control of Vehicles (Off Road Areas) Act 1978 - (COV) S. 40	To initiate legal proceedings under the *Control of Vehicles (Off Road Areas) Act 1978.*
Food Act 2008	Administer the functions of the Shire of Kojonup as an "enforcement agency", pursuant to the *Food Act 2008* and the Food Regulations 2009.
Food Act 2008	Appoint Authorised officers in accordance with Section 122.
Graffiti Vandalism Act 2016 S.15	For the purpose of the *Local Government Act 1995* Part 9 Divisions 1 and 2, a function that a person may be authorised to perform under this Part. Local Government Act 1995: s.18(2) Notice requiring removal of graffiti s.19(3) & (4) Additional powers when notice is given
Cemeteries Act 1986	
Environmental Protection Act 1986 s.20	Noise Control – Environmental Protection Notices [Reg.65(1)] All the powers and duties of the Chief Executive Officer, where any noise is being or is likely to be emitted from any premises not being premises licensed under the Act, to serve an environmental protection notice under section 65(1) in respect of those premises, and where an environmental protection notice is so served in such a case, all the powers and duties of the Chief Executive Officer under Part V of the Act in respect of that environmental protection notice. Persons to whom delegation made— This delegation is made to any person for the time being holding or acting in the office of Chief Executive Officer under the Local Government Act 1995 Noise Management Plan – Keeping Logbooks, Noise Control Notices, Calibration and Approval of Non-complying Events Any person for the time being holding or acting in the office of a Chief Executive Officer under the Local Government Act 1995, powers and duties under the Environmental Protection (Noise) Regulations 1997, other than this power of delegation, in relation to— waste collection and other works—noise management plans relating to specified works under regulation 14A or 14B; a. bellringing or amplified calls to worship—the keeping of a log of bellringing or amplified calls to worship requested under regulation 15(3)(c)(vi); b. community activities—noise control notices in respect of community noise under regulation 16; c. motor sport venues—noise management plans in relation to motor sport venues under Part 2 Division 3; d. shooting venues—noise management plans in relation to shooting venues under Part 2 Division 4; e. calibration results—requesting, under regulation 23(b), details of calibration results undertaken and obtained under Schedule 4; f. sporting, cultural and entertainment events—approval of events or venues for sporting, cultural and entertainment purposes under Part 2 Division 7, subject to the following limitation— i. Subregulation 18(13)(b) is not delegated.
Local Government (Model Code of Conduct) Regulations 2021 – cl. 11 (3)	To appoint an authorised officer/s for the purpose of receiving complaints and withdrawals of complaints relating to Council Members, Committee Members and Candidates.

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CONDITIONS

In exercising this Delegation, the CEO shall have regard to the qualifications and experience of the person to be appointed and must consider them a fit and proper person. The CEO shall consider any prescribed qualifications or prerequisite registrations applicable to the appointment.

Each person authorised under this Delegation must be given a certificate of authority or identity card outlining the power or responsibilities they have been delegated.

RELATED POLICY/FILE REFERENCE AND DOCUMENTATION REQUIREMENTS

Copies of appointment certificates to be kept in personnel file.

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

~~**INSTRUMENT OF DELEGATION**~~

~~**ADMIN 006 **DELETED** - OBTAINING LEGAL ADVICE**~~

INSTRUMENT OF DELEGATION

ADMIN 007 ENTERING INTO CONTRACTS OF INSURANCE

Delegate:	Chief Executive Officer	**Sub Delegate:**	Manager Financial and Corporate Services
Adopted by Council:	21/08/2007	**Last Reviewed:**	10/12/2024~~12/12/2023~~

POWER/DUTY

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

HEAD OF POWER

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

CONDITIONS

Subject to sufficient provision being made in the Shire's Annual Budget for insurance expenses.

SUB-DELEGATION - ADMIN (S) 007

Discharge of power and duty in accordance with the conditions of Delegation Admin 007, without further conditions being imposed under this sub Delegation.

HEAD OF POWER OF SUB-DELEGATION AND AUTHORISATION

The CEO sub-delegates this delegation to the Manager Financial and Corporate Services under section 5.44 of the *Local Government Act 1995*

RELATED POLICY/FILE REFERENCE AND DOCUMENTATION REQUIREMENTS

Contracts entered into are to be saved in the Record Management System.

Copies of full policy documentation and certificates of currency to be obtained.

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

INSTRUMENT OF DELEGATION

ADMIN 008 ACCEPT OR DENY CLAIMS AGAINST THE SHIRE FOR PROPERTY DAMAGE

Delegate:	Chief Executive Officer	**Sub Delegate:**	Nil
Adopted by Council:	21/08/2007	**Last Reviewed:**	10/12/2024~~12/12/2023~~

POWER/DUTY

The Chief Executive Officer is Delegated Authority to consider claims against the Shire for property damage that do not exceed the insurance policy excess levels and to accept or deny liability on behalf of the Shire.

HEAD OF POWER

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

CONDITIONS

In cases where liability is accepted, payment may only be made up to the value of the Shire's relevant insurance excess amount and then only upon receipt of an appropriate release form provided by the Shire's insurers.

RELATED POLICY/FILE REFERENCE AND DOCUMENTATION REQUIREMENTS

Letter seeking advice and the advice received to be placed on file in a manner that maintains any legal privilege of the documentation.

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

INSTRUMENT OF DELEGATION

ADMIN 009 ENGROSSMENT OF CONTRACT DOCUMENTS

Delegate:	Chief Executive Officer	**Sub Delegate:**	Nil
Adopted by Council:	21/08/2007	**Last Reviewed:**	10/12/2024~~12/12/2023~~

POWER/DUTY

The Chief Executive Officer (CEO) is Delegated Authority to prepare the necessary documentation taking into account any specific or policy requirements of Council and arrange for engrossment of contract documents without further reference to the Council.

HEAD OF POWER

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

CONDITIONS

The CEO is only to exercise the Delegation where:

a) The Council has authorised entering into a formal contract, or
b) A formal contract is authorised under a Delegated Authority from the Council, or
c) A formal contract is considered necessary by the CEO as part of the day to day operation of the Council.

RELATED POLICY/FILE REFERENCE AND DOCUMENTATION REQUIREMENTS

Executed formal contracts/deeds and important documents must be logged noting expiry dates or reporting requirements and originals kept within the separate locked fire rated cabinet, as well as copies kept within the relevant file. Where the common seal is used it is to be recorded separately in the *Common Seal Register*.

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

INSTRUMENT OF DELEGATION

ADMIN 011	AUTHORISING OFFICERS TO IMPOUND GOODS & SELL UNCOLLECTED GOODS

Delegate:	Chief Executive Officer	**Sub Delegate:**	~~Nil~~Manager Works and Services Manager Property Services and NRM Ranger
Adopted by Council: **Amended:**	21/08/2007 10/12/2024	**Last Reviewed:**	~~12/12/2023~~ 10/12/2024

POWER/DUTY

The Chief Executive Officer is Delegated Authority to:

a) Authorise an employee under Section 3.39 to remove and impound any "goods" that are involved in a contravention that can lead to impounding.
b) Authorise an employee under Section 3.40A to remove and impound a vehicle that in the opinion of the person authorised is an abandoned vehicle wreck.
c) Give notice to an owner under section 3.40A (2).
d) Take appropriate action under Section 3.42 in respect to impounded non-perishable goods.
e) Give notice in accordance with Section 3.44 to collect goods.
f) Under Section 3.46 refuse to allow goods to be collected until all costs have been paid.
g) Under Section 3.47 sell or otherwise dispose of confiscated or uncollected goods.

HEAD OF POWER

Local Government Act 1995:-(as amended)

~~section~~ s.-5.42~~(1)~~ – Delegation of some powers or duties to the CEO

s.5.43 – Limitations on delegations to the CEO

s.36(1), 3.40A – Abandoned vehicle wreck may be taken

CONDITIONS

Nil

RELATED POLICY/FILE REFERENCE AND DOCUMENTATION REQUIREMENTS

Full details of impounded property, including a picture, are required to be kept in the records management system.

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

INSTRUMENT OF DELEGATION

ADMIN 012 POWER OF ENTRY ONTO PRIVATE LAND

Delegate:	Chief Executive Officer	**Sub Delegate:**	Manager Works and Infrastructure Ranger Environmental Health Officer ~~Nil~~
Adopted by Council: **Amended:**	21/08/2007 10/12/2024	**Last Reviewed:**	~~12/12/2023~~ 10/12/2024

POWER/DUTY

The Chief Executive Officer is expressly authorised on behalf of the Shire to exercise any of the powers, any of the functions and any of the duties given to the Shire under *Local Government Act 1995:*

S3.28 – When this Subdivision applies

s.3.32 – Notice on entry

s.3.33 – Entry under warrant

s.3.34 – Entry in an emergency

s3.36 – Opening fences

~~Subdivision 3 of Division 3 of Part 3 of the *Local Government Act 1995* as amended.~~

HEAD OF POWER

Local Government Act 1995 ~~(as amended)~~ section 5.42(1) – Delegation of some powers or duties to the CEO

*Local Government Act 1995 s.*5.43 – Limitations on delegations to the CEO

CONDITIONS

Council to be advised of any notices issued and the outcome. Delegated authority under s3.34(1) and (3) may only be used, where there is imminent or substantial risk to public safety or property.

RELATED POLICY/FILE REFERENCE AND DOCUMENTATION REQUIREMENTS

Written notices to be saved in the Record Management System.

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

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INSTRUMENT OF DELEGATION

ADMIN 013 NATIVE TITLE – PARTY TO AN APPLICATION

Delegate:	Chief Executive Officer	**Sub Delegate:**	Nil
Adopted by Council:	21/08/2007	**Last Reviewed:**	10/12/202412/12/2023

POWER/DUTY

The Chief Executive Officer is Delegated Authority to register an interest in any Native Title claim affecting the Shire in order to have sufficient interest to become a party to the Native Title Application.

HEAD OF POWER

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

CONDITIONS

Council to be advised of any interests registered.

RELATED POLICY/FILE REFERENCE AND DOCUMENTATION REQUIREMENTS

Interests registered to be saved in the Record Management System.

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

INSTRUMENT OF DELEGATION

ADMIN 014 PROSECUTIONS, ENFORCSEMENT & LEGAL DEFENCEPROCEEDINGS

Delegate:	Chief Executive Officer	**Sub Delegate:**	NilManager Financial and Corporate Services Ranger Environmental Health Officer
Adopted by Council:	21/08/2007	**Last Reviewed:**	12/12/2023 10/12/2024
Amended:	10/12/2024	**Last Updated:**	12/12/2023 10/12/2024

POWER/DUTY

Within budgetary constraints, the Chief Executive Officer is delegated authority to appoint persons to initiate prosecutions on behalf of Council and appoint persons, or classes of persons, to be authorised for specific purposes as stated under the Local Government Act s9.10 Appointment of authorised persons (1) In this section — law means any of the following —

(a) this Act;

(b) the Caravan Parks and Camping Grounds Act 1995;

(c) the Cat Act 2011;

(d) the Cemeteries Act 1986;

(e) the Control of Vehicles (Off-road Areas) Act 1978;

(f) the Dog Act 1976;

(g) subsidiary legislation made under an Act referred to in any of paragraphs (a) to (f);

(h) a written law prescribed for the purposes of this section; specified means specified in the instrument of appointment

The Chief Executive Officer is Delegated Authority to initiate prosecutions, issue statutory orders and generally conduct legal activities, including seeking legal advice at the CEO's discretion, on behalf of Council and to take any other action incidental to such prosecutions or legal defence.

HEAD OF POWER

Local Government Act 1995: ~~(as amended)~~

~~section~~ s.5.42~~(1)~~ – Delegation of some powers or duties to the CEO

s.5.43 – Limitations on delegations to the CEO

CONDITIONS

Council to be advised of any prosecution initiated by the Shire or any legal claim lodged against the Shire.

RELATED POLICY/FILE REFERENCE AND DOCUMENTATION REQUIREMENTS

Documentation and notices to comply with any statutory provisions and treated in a manner that protects legal privilege and privacy as required.

All legal proceedings that are to be initiated by the Shire, ~~of Kojonup~~ must be referred to Council prior to proceeding.

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

INSTRUMENT OF DELEGATION

ADMIN 015 ~~INVITING~~ TENDERS OR QUOTATIONS FOR THE SUPPLY OF GOODS & SERVICES

Delegate:	Chief Executive Officer	**Sub Delegate:**	Nil
Adopted by Council:	21/08/2007	**Last Reviewed:**	~~12/12/2023~~ 10/12/2024
Amended:	10/12/2024		

POWER/DUTY

The Chief Executive Officer is Delegated Authority to invite quotations or tenders for the supply of goods and services provided for within the Shire's Annual Budget.

The Chief Executive Officer is delegated authority to:

1.Determine the selection criteria that will be used to assess the competence of the tender.

2. Advertise tenders inviting the supply of goods or services, under the provisions of the Council's annual approved expenditure budget (s3.57).

3. To accept a tender not exceeding $250,000.

4. Assess all valid tenders, through written evaluations that score each tender submission under the criteria.

5. Make recommendations to Council based on the conclusion of the evaluation assessment

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HEAD OF POWER

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

Local Government Act 1995:

s.3.57 Tenders for providing goods or services

Local Government (Functions and General) Regulations 1996:

r.11 When tenders have to be publicly invited,

r.13 Requirements when local government invites tenders though not required to do so,

r.14 Publicly inviting tenders, requirements for,

r.18 Rejecting and accepting tenders,

r.20 Variation of requirements before entry into contract,

r.21A Varying a contract for the supply of goods or services.

CONDITIONS

Exercise of the Delegated Authority to be in accordance with Council Purchasing Policy.

Where a formal tender process is entered into, the determination of the tender rests with the Council.

RELATED POLICY/FILE REFERENCE AND DOCUMENTATION REQUIREMENTS

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

INSTRUMENT OF DELEGATION

ADMIN 016 ACQUISITION & DISPOSAL OF PROPERTY

Delegate:	Chief Executive Officer	**Sub Delegate:**	Nil
Adopted by Council:	21/08/2007	**Last Reviewed:**	10/12/2024~~12/12/2023~~

POWER/DUTY

The Chief Executive Officer is delegated the authority to:

a) acquire or accept proposals for service provision valued at an amount not exceeding $150,000; and

b) dispose of any property (other than land) with an estimated value not exceeding $20,000.

HEAD OF POWER

*Local Government Act 199*5 (as amended) section 5.42(1)

CONDITIONS

Exercising of the delegated authority to be in accordance with Council Policy 2.1.2 (Purchasing and Creditor Control) and appropriate provision must be made in the Annual Budget.

If a formal tender process is enacted then regardless of value the process must comply with all *Local Government Act 1995* and Tender regulation provisions and be presented to the Council for decision.

This delegation cannot be used for the appointment of the Shire's auditor.

RELATED POLICY/FILE REFERENCE AND DOCUMENTATION REQUIREMENTS

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

INSTRUMENT OF DELEGATION

ADMIN 017 VEHICLE LICENSING & REGISTRATION AGENCY CONTRACT

Delegate:	Chief Executive Officer	**Sub Delegate:**	Nil
Adopted by Council:	21/08/2007	**Last Reviewed:**	10/12/2024~~12/12/2023~~

POWER/DUTY

The Chief Executive Officer is Delegated Authority to negotiate the renewal of future contracts with the State Government for the delivery of vehicle licensing and registration services.

HEAD OF POWER

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

CONDITIONS

Agreements entered into not to exceed a term of three years.

The Council to be advised of agreements entered into.

RELATED POLICY/FILE REFERENCE AND DOCUMENTATION REQUIREMENTS

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

INSTRUMENT OF DELEGATION

ADMIN 018 DONATIONS TO LOCAL GROUPS OR INDIVIDUALS

Delegate:	Chief Executive Officer	**Sub Delegate:**	Nil
Adopted by Council:	21/08/2007	**Last Reviewed:**	12/12/2023
		Last Updated:	10/12/2024~~12/12/2023~~

POWER/DUTY

The Chief Executive Officer (CEO) is Delegated Authority to determine requests for donation of monies (cash) up to the value of $2,000 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 group's 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.

The Chief Executive Officer (CEO) is Delegated Authority to determine requests for waiving fees for community asset use as a donation to community or special groups where the CEO can justify community benefit.

HEAD OF POWER

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

CONDITIONS

The aggregate of any cash 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 the Council.

Requests for amounts over $2,000 must be approved by the 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 the Council regularly.

INSTRUMENT OF DELEGATION

EMPL 004 STAFF EMPLOYMENT, SALARIES & CONTRACTS

Delegate:	Chief Executive Officer	**Sub Delegate:**	Nil
Adopted by Council:	21/08/2007	**Last Reviewed:**	10/12/2024~~12/12/2023~~
		Last Updated:	12/12/2023

POWER/DUTY

The Chief Executive Officer (CEO) is Delegated Authority to employ staff and review conditions of employment.

CEO is Delegated Authority to negotiate all value points of contracted positions with flexibility to package the remuneration to attract the right skilled and qualified persons.

HEAD OF POWER

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

CONDITIONS

Employees can be appointed to roles that are approved in the Shire's Workforce and Diversity Plan (WDP) and aligned to the budget, noting that the WDP is a guiding document and structural changes may occur.

Contracted roles are negotiated between the CEO and the individual.

All other roles appointed are as per the relevant award and/or industrial instrument under the current ~~industrial~~ framework the Shire operates within i.e. Enterprise Bargaining Agreement WAIRC.

~~Salary~~ Performance and salary reviews are undertaken annually or as nominated by industrial instrument or contract of employment.

The salary review shall have regard for level classification and band/increment increases covered by the appropriate industrial instrument or existing contract of employment, and be contingent on satisfactory performance appraisal.

Proposals to employ or dismiss a senior employee must be considered by the Council (in accordance with s5.37 of the *Act*); however, the CEO is authorised to renew contracts and remuneration levels for continuing senior staff, subject to successful performance reviews.

RELATED POLICY/FILE REFERENCE AND DOCUMENTATION REQUIREMENTS

Arrangements to be recorded on appropriate personnel file.

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

INSTRUMENT OF DELEGATION

FIN 001 PAYMENTS FROM MUNICIPAL & TRUST FUND

Delegate:	Chief Executive Officer	**Sub Delegate:**	Manager Financial and Corporate Services
Adopted by Council:	21/08/2007	**Last Reviewed:**	10/12/2024~~12/12/2023~~
		Last Updated:	10/12/2024~~12/12/2023~~

POWER/DUTY

The Chief Executive Officer (CEO) is Delegated Authority to make payments from the Municipal Fund Bank Account and the Trust Fund Bank Account.

HEAD OF POWER

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

Local Government (Financial Management) Regulations 1996 Regulation 12

CONDITIONS

Each payment is to be noted on a list compiled for each month showing:

- the payee's name
- amount of the payment
- date of the payment
- sufficient information to identify the transaction

SUB-DELEGATION - FIN (S) 001

Discharge of power and duty in accordance with the conditions of Delegation FIN 001, without further conditions being imposed under this sub Delegation.

HEAD OF POWER OF SUB-DELEGATION AND AUTHORISATION

Under section 5.44 of the *Local Government Act 1995* the CEO can sub delegate this Delegation Authority to the following relevant Senior Employees;

- Manager Financial and Corporate Services
- ~~Manager Governance and Administration~~
- Senior Employee Acting in the CEO Role in the absence of the CEO.

RELATED POLICY/FILE REFERENCE AND DOCUMENTATION REQUIREMENTS

List to go to next Ordinary monthly meeting of the Council and is to appear in the minutes of that meeting.

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

INSTRUMENT OF DELEGATION

FIN 002 INVESTMENT OF SURPLUS FUNDS

Delegate:	Chief Executive Officer	**Sub Delegate:**	Manager Financial and Corporate Services
Adopted by Council:	21/08/2007	**Last Reviewed:**	10/12/2024~~12/12/2023~~

POWER/DUTY

The Chief Executive Officer (CEO) is Delegated Authority to invest surplus Shire municipal and trust funds with recognised financial institutions to achieve the maximum investment potential.

HEAD OF POWER

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

CONDITIONS

Investments to be undertaken in line with the Council Policy.

SUB-DELEGATION - FIN (S) 002

Discharge of power and duty in accordance with the conditions of Delegation FIN 002, without further conditions being imposed under this sub Delegation.

HEAD OF POWER OF SUB-DELEGATION AND AUTHORISATION

The CEO exercises this Delegation to the Manager Financial and Corporate Services under section 5.44 of the *Local Government Act 1995*

RELATED POLICY/FILE REFERENCE AND DOCUMENTATION REQUIREMENTS

Investments to be recorded in an Investment Register and be included in the monthly finance report to the next Ordinary monthly meeting of the Council.

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

INSTRUMENT OF DELEGATION

FIN 003 WRITE OFF MONEY OWED TO SHIRE

Delegate:	Chief Executive Officer	**Sub Delegate:**	~~Nil~~Manager Financial and Corporate Services
Adopted by Council:	21/08/2007	**Last Reviewed:**	10/12/2024~~12/12/2023~~

POWER/DUTY

1. The Chief Executive Officer is delegated authority under section 6.12 (1) (c) of *the Local Government Act 1995* to write off an amount of money owed to the Shire. This delegation is limited to the amount of $250 per use.
2. The Chief Executive Officer is delegated authority under section 6.47 to write off small rates balances owed to the Shire less than $5.00.

HEAD OF POWER

Local Government Act 1995 (as amended) section 5.42(1), and 6.12(1) (c)

CONDITIONS

The Council to be advised as part of the monthly financial report presented to the Ordinary meeting.

RELATED POLICY/FILE REFERENCE AND DOCUMENTATION REQUIREMENTS

Authority of write off to be saved in the Record Management System.

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

INSTRUMENT OF DELEGATION

FIN 005 RATING

Delegate:	Chief Executive Officer	**Sub Delegate:**	Nil
Adopted by Council:	21/08/2007	**Last Reviewed:**	10/12/2024~~12/12/2023~~

POWER/DUTY

The Chief Executive Officer is Delegated the performance of the following functions of the local government under the *Local Government Act 1995*:

1. The time allowed for the payment of the rate before it becomes in arrear, s. 6.50 (1) & (2).
2. The powers conferred in s. 6.40 (3)
3. The exercise of discretion in regard to granting of any extension of time for service of objections to the Rate Book, s. 6.76 (4)
4. The recovery of rates by complaint or action pursuant to the provisions of s. 6.56 (1)
5. Entering into an agreement in accordance with s. 6.49
6. Requiring the lessee to pay rent to the Shire in satisfaction of rates or service charges due and payable in accordance with s. 6.60 (2)
7. Lodge caveats on land where the rates are in arrears and it is considered that the interests of the Shire should be protected and the subsequent withdrawal of caveats once arrears of rates have been settled, s. 6.64 (3).
8. Allow or disallow in accordance with s. 6.75 (5) any objection to the rate record lodged under s. 6.76(1) and to serve notice of the decision and a statement of reasons for the decision upon the person lodging the objection in accordance with s. 6.76 (6).

HEAD OF POWER

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

CONDITIONS

Nil

RELATED POLICY/FILE REFERENCE AND DOCUMENTATION REQUIREMENTS

All decisions or approvals are to be saved into the relevant property file in the records management system.

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

REGULATORY SERVICES

INSTRUMENT OF DELEGATION

BLDG 001 BUILDING AND DEMOLITION PERMITS ~~– REPEALED~~

Delegate:	~~Building Surveyor~~Chief Executive Officer	**Sub Delegate:**	~~Nil~~ Building Surveyor
Adopted by Council:	21/08/2007	**Last Reviewed:**	~~18/10/2022~~ 10/12/2024
Amended:	10/12/2024		

~~Repealed – Refer to delegation ADMIN 005.~~

POWER/DUTY

The Chief Executive Officer is delegated authority under s127(1) of the Building Act 2011 to exercise powers and duties as a permit authority under the Act, including the appointment of authorised persons.

HEAD OF POWER

Building Act 2011 s.127 (1) & (3) Delegation: special permit authorities and local government.

Building Act 2011 s.127(6A) Delegation: special permit authorities and local governments (power of sub-delegation limited to CEO) Local Government.

CONDITIONS

Delegated authority in accordance with r.5 of the *Building Regulations 2012*

In accordance with r70(1) of the *Building Regulations 2012:*

Local Government Act 1995 s9.19 - extend time to pay a Building Act infringement notice and s9.20 withdraw an infringement notice

STATUTORY FRAMEWORK

- *Building Act 2011*

i. s.119 Building and demolition permits – application for review by SAT

ii. s.23 Time for deciding application for building or demolition permits.

iii. s.17 Uncertified application to be considered by building surveyor

- *Building Regulations 2012* – r.25 Review of decision to refuse to extend time during which permit has effect (s.32(3)) – reviewable by SAT
- *Building Services (Registration Act) 2011* – Section 7
- *Home Building Contracts Act 1991* – Part 3A, Division 2 – Part 7, Division 2
- *Building and Construction Industry Training Levy Act 1990*
- *Heritage of Western Australia Act 1990*
- *Heritage Act 2018*

RELATED POLICY/FILE REFERENCE AND DOCUMENTATION REQUIREMENTS

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

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INSTRUMENT OF DELEGATION

BLDG 002	BUILDING AND DEMOLITION PERMIT EXTENSION OF TIME TO COMPLETE - REPEALED

Delegate:	Building Surveyor	**Sub Delegate:**	Nil
Adopted by Council:	21/08/2007	**Last Reviewed:**	18/10/2022

Repealed – This is covered by the *Building Act 2011* (prescribed form, fee & process). Also refer to delegation ADMIN 005.

INSTRUMENT OF DELEGATION

BLDG 003	PERMISSION TO DEPOSIT MATERIALS ON OR EXCAVATE ADJACENT TO A STREET

Delegate:	Chief Executive Officer	**Sub Delegate:**	Nil
Adopted by Council:	21/08/2007	**Last Reviewed:**	10/12/2024~~12/12/2023~~
Amended:	10/12/2024		

POWER/DUTY

The Chief Executive Officer is Delegated the Authority to grant consent to deposit materials on a street, way or other public place and to excavate on land abutting or adjoining a street, way or other public place in accordance with Section 76 of the *Building Act 2011*.

HEAD OF POWER

Local Government Act 1995 Section 5.42

CONDITIONS

The Chief Executive Officer shall first obtain confirmation from the Environmental Health Officer, Building Surveyor and Manager Works ~~& Services~~and infrastructure that the proposed activity will not create undue interference with the operation of the street, way or public place.

Authorisations for encroachment over Crown Land may require authorisation under the Land Administration Act 1997.

RELATED POLICY/FILE REFERENCE AND DOCUMENTATION REQUIREMENTS

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

INSTRUMENT OF DELEGATION

BLDG 004 ISSUING NOTICES FOR BUILDING WORKS

Delegate:	Chief Executive Officer	**Sub Delegate:**	~~Nil~~ Building Surveyor
Adopted by Council:	21/08/2007	**Last Reviewed:**	~~12/12/2023~~ 10/12/2024
Amended:	10/12/2024		

POWER/DUTY

The Chief Executive Officer is Delegated Authority to:

a) Issue building orders in relation to (Section 110 of the *Building Act 2011*)
- Stop work, alter a building or evacuate a building where there is a contravention of the provisions of the *Act*
- Take specific action to prevent contravention of the *Act*;
- Finish an outward facing side of a wall.

b) Authority to revoke building orders (section 117 of the *Building Act 2011*)
c) Authority to commence prosecution (Section 139 of the *Building Act 2011*).

HEAD OF POWER

Building Act 2011 *s127(1) & (3) Delegation: special permit authorities and local government*
Building Act 2011: s.18 Further Information; s.20 Grant of building permit
s.22 Further grounds for not granting an application;s.27(1) and (3) Impose Conditions on Permit
Building Regulations 2012: r.23 Application to extend time during which permit has effect (s.32);
r.24 Extension of time during which permit has effect s.32(3))
r.26 Approval of new responsible person (s.35(c))
s20 Grant building permit;
s21 Grant demolition permit;
s22 Further grounds for not granting an application;
s24 Notice of decision to not grant building or demolition permit
s32 Application to extend duration of building or demolition permit
s58 Grant of occupancy permit, building approval certificate
s60 Notice of decision to not grant occupancy permit, building approval certificate;
s65 Extension of duration - occupancy permit, building approval certificate
s110 Building orders;
s111 Notice of proposed building order other than building order (emergency);
s117 Revocation of building order;
s118 Permit authority may give effect to building order if noncompliant
s128 Register of permits, building approval certificates, building orders;

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CONDITIONS

The Chief Executive Officer is to report to the Council the exercise of any powers of this Delegation.

RELATED POLICY/FILE REFERENCE AND DOCUMENTATION REQUIREMENTS

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

STATUTORY FRAMEWORK

- *Building Act 2011*

iv. s.119 Building and demolition permits – application for review by SAT

v. s.23 Time for deciding application for building or demolition permits.

vi. s.17 Uncertified application to be considered by building surveyor

- *Building Regulations 2012* – r.25 Review of decision to refuse to extend time during which permit has effect (s.32(3)) – reviewable by SAT
- *Building Services (Registration Act) 2011* – Section 7
- *Home Building Contracts Act 1991* – Part 3A, Division 2 – Part 7, Division 2
- *Building and Construction Industry Training Levy Act 1990*
- *Heritage of Western Australia Act 1990*
- *Heritage Act 2018*

INSTRUMENT OF DELEGATION

FIRE 001 APPROVAL TO BURN ROAD VERGES

Delegate:	Chief Executive Officer	**Sub Delegate:**	Nil
Adopted by Council:	21/08/2007	**Last Reviewed:**	10/12/2024~~12/12/2023~~

POWER/DUTY

The Chief Executive Officer is Delegated Authority to approve applications submitted by the relevant Fire Control Officer to burn a road verge vested in the care, control and management of the Shire of Kojonup providing that the burn has Department of Water and Environmental Regulation approval.

HEAD OF POWER

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

CONDITIONS

Approval of applications to impose a condition that any burning comply with the requirements of the *Bush Fires Act 1954*, Environmental Protection (Clearing of Native Vegetation) Regulations 2004 and have regard to the environmental impacts.

RELATED POLICY/FILE REFERENCE AND DOCUMENTATION REQUIREMENTS

All decisions or approvals are to be saved into the relevant file within the records management system.

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

INSTRUMENT OF DELEGATION

FIRE 002 VARYING PROHIBITED / RESTRICTED BURNING TIMES (VARIATIONS)

Delegate:	~~Shire President~~Chief Executive Officer Chief Bushfire Control Officer	**Sub Delegate:**	Nil
Adopted by Council:	21/08/2007	**Last Reviewed:**	10/12/2024~~12/12/2023~~
Amended:	10/12/2024		

POWER/DUTY

The ~~Shire President~~Chief Executive Officer and Chief Bushfire Control Officer are jointly Delegated Authority to exercise the Council's powers within section 17 (7) and 17 (8) of the *Bushfires Act 1954* (relates to the varying of the prohibited burning times in the ~~District~~ Shire and giving notice of the change).

HEAD OF POWER

Bush Fires Act 1954 s. 17(10)

CONDITIONS

Any variation approved is to comply with the requirements of s. 17, 18 and 48 of the *Bush Fires Act 1954* and after consultation with the ~~Officer in Charge of the Department of Biodiversity, Conservation and Attractions~~Community Emergency Services Manager.

RELATED POLICY/FILE REFERENCE AND DOCUMENTATION REQUIREMENTS

Variation to be advertised within the Shire.

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

Note: The Bush Fires Act does not permit this delegation to be delegated to anyone other than the Chief Executive Officer or on-delegated by the Chief Executive Officer.

INSTRUMENT OF DELEGATION

FIRE 003	INSTITUTE PROSECUTIONS FOR BREACHES OF THE *BUSH FIRES ACT 1954*

Delegate:	Chief Executive Officer	**Sub Delegate:**	Nil
Adopted by Council:	21/08/2007	**Last Reviewed:**	10/12/2024~~12/12/2023~~
Amended	10/12/2024		

POWER/DUTY

The Chief Executive Officer (CEO) is Delegated G~~g~~eneral Authority to consider allegations of offences alleged to have been committed against the *Bush Fires Act 1954* within the district and, if the Chief Executive Officer thinks fit, to institute and carry out proceedings in the name of the Shire against any person alleged to have committed any of those offences against this Act [s.59].

This Delegation extends to the issue/serve of infringement notices for an offence ~~in accordance~~ against this Act [s59*A(2)]. ~~with s 59A of the *Bush Fire Act 1954*.~~

HEAD OF POWER

Bush Fires Act 1954 s. 59(3)

Bush Fires Act 1954 s.45 Delegation by Local Government

Bush Fires Act 1954 s59 Prosecution of offences

Bush Fires Act 1954 s59A(2) Alternative procedure – infringement notices

CONDITIONS

CEO to consult with the Chief Bush Fire Control Officer and other appropriate Bush Fire Officers before instituting proceedings. The Council to be advised when appropriate.

RELATED POLICY/FILE REFERENCE AND DOCUMENTATION REQUIREMENTS

Record of proceedings instituted to be kept within the records management system.

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

INSTRUMENT OF DELEGATION

~~FIRE 004 APPOINTMENT OF BUSH FIRE CONTROL OFFICERS - REPEALED~~

~~Delegate:~~	~~Chief Executive Officer~~	~~Sub Delegate:~~	~~Nil~~
~~Adopted by Council:~~	~~21/08/2007~~	~~Last Reviewed:~~	~~18/10/2022~~

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~~REPEALED 18 NOVEMBER 2014~~

INSTRUMENT OF DELEGATION

~~FIRE 005 APPOINTMENT OF AUTHORISED PERSONS - REPEALED~~

~~Delegate:~~	~~Chief Executive Officer~~	~~Sub Delegate:~~	~~Nil~~
~~Adopted by Council:~~	~~21/08/2007~~	~~Last Reviewed:~~	~~18/10/2022~~

~~REPEALED 17 MAY 2016~~

INSTRUMENT OF DELEGATION

FIRE 006	~~VARYING RESTRICTED BURNING TIMES~~ – REPEAL		
Delegate:	Shire President Chief Bushfire Control Officer	**Sub Delegate:**	Nil
Adopted by Council:	17/5/2016	**Last Reviewed:**	10/12/2024~~n/a~~

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~~POWER/DUTY~~

~~The Shire President and Chief Bushfire Control Officer are jointly Delegated Authority to exercise the Council's powers within section 18 (5) and 18 (5B) of the *Bushfires Act 1954* (relates to the varying of the restricted burning times in the District and the giving notice of the change).~~

~~HEAD OF POWER~~

~~*Bush Fires Act 1954* s. 18 (5C)~~

~~CONDITIONS~~

- ~~Any variation approved is to comply with the requirements of the s7 of the *Bush Fires Act 1954* and after consultation with the Officer in Charge of the Department of Biodiversity, Conservation and Attractions.~~
- ~~A variation shall not have the effect of shortening or suspending those restricted burning times by or for more than 14 successive days per calendar year.~~

~~RELATED POLICY/FILE REFERENCE AND DOCUMENTATION REQUIREMENTS~~

~~Variation to be advertised within the Shire.~~

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

Covered ~~in~~by delegation FIRE 002

INSTRUMENT OF DELEGATION

FIRE 007 APPOINTMENT OF DUAL BUSH FIRE CONTROL OFFICERS

Delegate:	Chief Executive Officer	**Sub Delegate:**	Nil
Adopted by Council:	18/09/2018	**Last Reviewed:**	10/12/2024~~12/12/2023~~

POWER/DUTY

The Chief Executive Officer is delegated authority to appoint persons to the position of Dual Bush Fire Control Officer with adjoining local governments, as provided for under Section 40 of the *Bush Fires Act 1954*.

HEAD OF POWER

Bush Fires Act 1954 s38

CONDITIONS

The Chief Executive Officer shall have regard to the provisions of the *Bush Fires Act 1954* and in particular Section 40.

The Council to be advised of appointments made.

RELATED POLICY/FILE REFERENCE AND DOCUMENTATION REQUIREMENTS

Record of appointments to be kept in relevant file.

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

INSTRUMENT OF DELEGATION

FIRE 008 EXEMPTIONS FOR BUSH FIRE ACT

Delegate:	Chief Executive Officer	**Sub Delegate:**	Nil
Adopted by Council:	10/12/2024	**Last Reviewed:**	10/12/2024

POWER/DUTY

The Chief Executive Officer is delegated authority to for providing Local Government approval or refusal to exemptions sought through Department of Fire and Emergency Services (DFES) by residents, businesses and property owners under the *Bush Fires Act 1954*.

This delegation of this authority also includes:

1. Requesting to DFES that additional conditions to be included in any exemption being sought from DFES; or
2. Requesting to DFES that proposed conditions be excluded from any exemption being sought from DFES;

Prior to the exercising of this delegated authority.

Despite other indications in this delegation, where the proposed exemption is considered by the Chief Executive Officer to be of a contentious nature, a decision on a proposed exemption is to be determined by Council.

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HEAD OF POWER

Bush Fires Act 1954 s38

Bush Fires Regulations 1954

CONDITIONS

The Chief Executive Officer shall have regard to the provisions of the *Bush Fires Act 1954* and in particular Section 40.

The Council to be advised of appointments made.

RELATED POLICY/FILE REFERENCE AND DOCUMENTATION REQUIREMENTS

The approval of the Shire of Kojonup Chief Bush Fire Control Officer should be obtained prior to exercising of any aspect of this delegation. The local volunteer bush fire brigade, relevant to the area where ethe exemption being sought is to provide comment on any exemption prior to the exercising of this delegation.

Record of appointments to be kept in relevant file.

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

INSTRUMENT OF DELEGATION

~~HEALTH 002 – DELETED – ADMINISTRATION OF THE HEALTH ACT~~

~~COVERED BY DELEGATION ADMIN 005 INSTRUMENT OF DELEGATION~~

~~Covered by delegation ADMIN 005.~~

~~HEALTH 003 – APPROVAL OF APPLICATIONS UNDER HEALTH LOCAL LAWS - REPEALED~~

~~Delegate:~~	~~Environmental Health Officer~~	**~~Sub Delegate:~~**	~~Nil~~
~~Adopted by Council:~~	~~21/08/2007~~	**~~Last Reviewed:~~**	~~18/10/2022~~

~~Repealed – covered by delegation HEALTH 002.~~

~~INSTRUMENT OF DELEGATION~~

~~HEALTH 004 – PERMITS FOR CAMPING ON PRIVATE PROPERTY - REPEALED~~

~~Delegate:~~	~~Chief Executive Officer~~	**~~Sub Delegate:~~**	~~Nil~~
~~Adopted by Council:~~	~~21/08/2007~~	**~~Last Reviewed:~~**	~~18/10/2022~~

~~Repealed – refer to delegation ADMIN 005 and HEALTH 005.~~

INSTRUMENT OF DELEGATION

~~HEALTH 005 – DELETED – APPOINTMENT OF AUTHORISED PERSONS~~

~~**Delegate:**~~	~~Chief Executive Officer~~	~~**Sub Delegate:**~~	~~Nil~~
~~**Adopted by Council:**~~	~~21/08/2007~~	~~**Last Reviewed:**~~	~~18/10/2022~~

~~Incorporated into ADMIN 005~~

INSTRUMENT OF DELEGATION

RANGER 001 INSTITUTE PROCEEDINGS FOR OFFENCES UNDER THE ~~DOG AND~~ CAT ACTS

Delegate:	Chief Executive Officer	**Sub Delegate:**	~~Nil~~ Ranger Manager Property Services and NRM
Adopted by Council: **Amended:**	21/08/2007 10/12/2024	**Last Reviewed:**	~~12/12/2023~~10/12/2024

POWER/DUTY

The Chief Executive Officer is, in accordance with s. 44 of the *Dog Act 1976*, authorised to institute and carry out proceedings in the name of the Shire in respect to offences alleged to have been committed within the district against that *Act*.

This appointment also applies under s. 29(1) of the *Dog Act 1976* as an authorised person to exercise the powers of the Shire under that *Act*.

The Chief Executive Officer is authorised to institute and carry out proceedings in the name of the Shire in respect to offences alleged to have been committed within the district against the *Cat Act 2011*.

HEAD OF POWER

Dog Act 1976 s 44 and 29(1)

Cat Act 2011 *s.44(1) – Delegation by local government*

CONDITIONS

A power of duty under s63, s64, and s65 concerning infringements cannot be delegated.

The Council to be informed when appropriate.

RELATED POLICY/FILE REFERENCE AND DOCUMENTATION REQUIREMENTS

Action taken to be properly documented and saved in the Record Management System.

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

STATUTORY FRAMEWORK

Cat Act 2011;

Cat Regulations 2012; Cat(Uniform Local Provisions) Regulations 2013

Shire of Kojonup Cat Local Law

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INSTRUMENT OF DELEGATION

RANGER 002 ~~APPOINTMENT OF AUTHORISED PERSONS *RENUMBERED TO RANGER 006~~

INSTITUTE PROCEEDINGS FOR OFFENCES UNDER THE DOG ACTS

Delegate:	Chief Executive Officer	**Sub Delegate:**	~~Nil~~ Ranger Manager of Property Services and NRM Projects Manager and Regulatory Services
Adopted by Council:	21/08/2007	**Last Reviewed:**	~~18/10/2022~~10/12/2024
Amended:	10/12/2024		

POWER/DUTY

The Chief Executive Officer is, in accordance with s. 44 of the *Dog Act 1976*, authorised to institute and carry out proceedings in the name of the Shire in respect to offences alleged to have been committed within the district against that *Act*.

This appointment also applies under s. 29(1) of the *Dog Act 1976* as an authorised person to exercise the powers of the Shire under that *Act*.

HEAD OF POWER

Dog Act 1976

CONDITIONS

The Council to be informed when appropriate.

RELATED POLICY/FILE REFERENCE AND DOCUMENTATION REQUIREMENTS

Action taken to be properly documented and saved in the Record Management System.

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

STATUTORY FRAMEWORK

Dog Act 1974;

Dog Regulations 2013

Shire of Kojonup Dog Local Law

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INSTRUMENT OF DELEGATION

RANGER 003 INSTITUTE PROCEEDINGS FOR OFFENCES UNDER THE CARAVAN PARKS AND CAMPING GROUNDS ACT 1995

Delegate:	Chief Executive Officer	**Sub Delegate:**	Nil
Adopted by Council:	12/12/2023	**Last Reviewed:**	10/12/2024

POWER/DUTY

The Chief Executive Officer is, in accordance with s. 17 of the *Caravan Parks and Camping Grounds Act 1995*, authorised to institute and carry out proceedings in the name of the Shire in respect to offences alleged to have been committed within the district against that *Act*.

HEAD OF POWER

Caravan Parks and Camping Grounds Act 1995 s.17(1)

CONDITIONS

The Council to be informed when appropriate.

RELATED POLICY/FILE REFERENCE AND DOCUMENTATION REQUIREMENTS

Action taken to be properly documented and saved in the Record Management System.

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

INSTRUMENT OF DELEGATION

RANGER 004 INSTITUTE PROCEEDINGS FOR OFFENCES UNDER THE LITTER ACT 1979

Delegate:	Chief Executive Officer	**Sub Delegate:**	Nil
Adopted by Council:	12/12/2023		
Amended:	10/12/2024	**Last Reviewed:**	10/12/2024

POWER/DUTY

For the purposes of this Act an authorised officer is within the district of a local government, any person who is an employee of the local government

HEAD OF POWER

Litter Act 1979 s.26(1)(c)(ii)

Litter Act 1979 s27AA – To appoint a person to be an honorary inspector

Litter Act 1979 s30(1) – Notwithstanding the general authorisation contained within s.26 if the *Litter Act 1979* – Under s.30(1): to undertake the functions of authorised officer as generally specified in the *Litter Act 1979* including the initiation of legal proceedings for offences under the Act.

CONDITIONS

The Council to be informed when appropriate.

RELATED POLICY/FILE REFERENCE AND DOCUMENTATION REQUIREMENTS

Action taken to be properly documented and saved in the Record Management System.

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

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INSTRUMENT OF DELEGATION

RANGER 005 INSTITUTE PROCEEDINGS FOR OFFENCES UNDER THE CONTROL OF VEHICLES (OFF-ROAD AREAS) ACT 1978

Delegate:	Chief Executive Officer	**Sub Delegate:**	Nil
Adopted by Council:	12/12/2023	**Last Reviewed:**	10/12/2024

POWER/DUTY

A person is appointed as an authorised person under this 38(3) if the person is appointed under the *Local Government Act 1995* section 9.10(2)

HEAD OF POWER

Control of vehicles (off-road areas) Act 1978 s.38(3)

CONDITIONS

The Council to be informed when appropriate.

RELATED POLICY/FILE REFERENCE AND DOCUMENTATION REQUIREMENTS

Action taken to be properly documented and saved in the Record Management System.

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

INSTRUMENT OF DELEGATION

RANGER 006 APPOINTMENT OF AUTHORISED PERSONS

Delegate:	Chief Executive Officer	**Sub Delegate:**	Nil
Adopted by Council:	21/08/2007	**Last Reviewed:**	10/12/2024~~12/12/2023~~

POWER/DUTY

The Chief Executive Officer (CEO) is Delegated Authority, in respect of the relevant legislation outlined under the head of power of this Delegation, to:

9. Exercise the powers and discharge the duties of the Council; and
10. Appoint where considered necessary by the CEO, -
    a) any officer of the Shire as an "Authorised Officer"; and
    b) appoint any person to the position of "Authorised Person"

to undertake the functions and responsibilities authorised therein.

HEAD OF POWER

Local Government Act 1995 (as amended) section 5.42(1) and otherwise as stated in the legislation column of the table below:

LEGISLATION	FUNCTIONS AND DUTIES
Dog Act 1976 Part 3	To undertake the functions and powers of a Registration Officer under Part 3 of the Dog Act 1976
Dog Act 1976 s.11(1)	To undertake the functions and powers (*of a fit and proper persons)* to administer a pound and otherwise to carry out the objects of this *Act*.
Dog Act 1976 s.26(3)	To grant an exemption in respect of premises.
Dog Act 1976 s. 27(4)	To grant a licence for a kennel establishment.
Dog Act 1976 s.29(1)	To exercise on behalf of the local government the powers conferred on an authorised person by this *Act* but not including authorisation to initiate legal proceedings.
Cat Act 2011	Appoint of Authorised persons in accordance with Section 48 and the Power to Delegate in accordance with Section 45.
Control of vehicles (off-road areas) Act 1978 s.38(3)	A person is appointed as an authorised person under this 38(3) if the person is appointed under the *Local Government Act 1995* section 9.10(2)
Litter Act 1979 s.26(1)(c)(ii)	For the purposes of this Act an authorised officer is within the district of a local government, any person who is an employee of the local government
Caravan Parks and Camping Grounds Act 1995 s.17(1)	The chief executive officer of the Department may appoint such persons to be authorised persons for the purposes of this Act as the chief executive officer considers necessary

CONDITIONS

In exercising this Delegation, the CEO shall have regard to the qualifications and experience of the person to be appointed and must consider them a fit and proper person.

Each person authorised under this Delegation must be given a certificate outlining the power or responsibilities they have been Delegated.

RELATED POLICY/FILE REFERENCE AND DOCUMENTATION REQUIREMENTS

Copies of appointment certificates to be kept in personnel file.

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

INSTRUMENT OF DELEGATION

PLAN 001 DEVELOPMENT APPLICATIONS

Delegate:	Chief Executive Officer	**Sub Delegate:**	Nil
Adopted by Council:	19/05/2009	**Last Reviewed:**	10/12/2024~~12/12/2023~~
		Last Updated:	18/8/2020

POWER/DUTY

The Chief Executive Officer (CEO) is authorised under the Shire of Kojonup Town Planning Scheme No.3 and *Planning and Development Act 2005* to exercise the following functions:

Delegated Power	Conditions
a) Approve all 'P' permitted development applications including the placement of conditions on the approval where the use and development complies with the standards prescribed by the Scheme and any relevant Local Planning Policies. Approve all 'D' discretionary development applications including the placement of conditions on the approval, subject to: i) The use and development complying with objectives for the zone; ii) The use and development complying with the standards prescribed by the Scheme; and iii) Complying with any relevant Local Planning Policies. In exercising this power, the CEO may require an application to be advertised under c.6.2. if considered necessary prior to determining the application. Any decision to refuse an application shall be referred to Council.	Where no objections have been received (or where the objections have been resolved), and where the application meets the performance criteria of the Residential Design Codes, and relevant policies.
b) Approve requests for boundary setback variations required by the Residential Design Codes, the Scheme and relevant Local Planning Policies (where there is power to vary the standard) and where the variation will not adversely impact on the amenity of adjoining residence/s and adjoining owners support has been received, if deemed necessary.	For single storey residential buildings and sheds under 65 sq. metres only. Where the use is permitted under the Town Planning Scheme No 3. and no objections have been received (or where the objections have been resolved), and the application meets the performance criteria of the Residential Design Codes and relevant policies.
c) To recommend approval to the WA Planning Commission (WAPC) for subdivision or amalgamation proposals and request WAPC apply relevant conditions.	1. Only for subdivision proposals creating 2 lots, where the proposal complies with TPS 3 Policy and Provisions. 2. There is no limit on the size or number of lots under this Delegation for subdivision proposals where the property is covered by an adopted Guide Development Plan and the proposal complies with TPS3 Policy, Provisions and the adopted Guided Development Plan. 3. There is no limit on the size or number of lots under this Delegation for amalgamations.
d) Endorse clearance of Freehold title and Strata Title subdivisions on Deposited Plans or Plans of Strata/Survey Strata and Strata documents when compliant with all conditions imposed by Council have been satisfactorily met.	

Delegated Power	Conditions
e) To approve proposals for outbuildings where such outbuildings exceed a maximum floor area or height limit specified by a TPS Policy or Scheme.	Only up to 80 square metres on the basis that adjoining owners' support has been received and the outbuilding will not have an adverse visual impact on the amenity of the locality. The approval can include conditions which may limit the floor area or height or specify external colours and finishes and will have regard to the size of the block, R Code (density of development), intended use and access.
f) To initiate the necessary public advertisement of 'SA' development applications prior to determination by Council. i) The CEO may, without referral to Council, approve the application including the placement of conditions on the approval following the closure of the advertising period subject to no valid objection (s) being received. Any decision to refuse an application shall be referred to Council. ii) Initiate the advertising process under c.6.2 of the Scheme for a 'Use Not Listed' under c.3.3.5 prior to determination by the Council. The CEO may, without referral to the Council, approve the application including the placements of conditions on the approval following the closure of the advertising period subject to no valid objection (s) being received. Any decision to refuse an application shall be referred to the Council.	
g) To endorse clearance of freehold title and strata title subdivisions on Diagrams or Plans of Survey and strata documents.	That are in accordance with any approved subdivision plan.
h) To approve or refuse applications for advertising signs.	Where the proposed sign(s) comply with the standards prescribed in Town Planning Scheme No.3 and any adopted Town Planning Scheme Policy. Signs may be refused on the basis of safety, failure to meet sub Delegation conditions from Main Roads WA, inadequate or no space allocated at the proposed location, adverse impact on the amenity, non-compliance with policy or building licence.
i) To provide responses to the Minister or the State Administrative Tribunal on any development decision appeal.	Legal representation and advice to be sought by the CEO.
j) To approve applications for tree plantations.	That: ➢ are eucalypt or pine species and deemed appropriate land use for the zone; ➢ are presented with an appropriate plantation plan; ➢ comply with the industry Code of Practice for timber plantations; ➢ are less than 200 Ha.
k) To approve demolition of collapsed, damaged and/or destroyed farm buildings including machinery/storage sheds, shearing sheds, worker's quarters, dwellings, silos etc. on rural properties.	Where the property and/or building has no cultural heritage values.
l) Approve development applications in a Local Scheme Reserve where the proposed use is consistent with the ultimate purpose intended for the reserve under the Scheme.	

Delegated Power	Conditions
m) Provide responses to mobile phone carriers in accordance with the *Telecommunications Act 1997* in respect of the installation of low impact facilities.	
n) Approve applications for advertisements that comply with the requirements of the Scheme and any relevant Local Planning Policies.	

CONDITIONS GENERALLY

There are no delegations to refuse an application, other than for advertising signs, which may be refused on the basis of safety, failure to meet sub Delegation conditions from Main Roads WA, inadequate or no space allocated at the proposed location, non-compliance with policy or building permit. If the CEO is not in a position to approve an application under delegation then it must be referred to the Council.

HEAD OF POWER

Local Government Act 1995 (as amended) section 5.42(1) and 3.24

Shire of Kojonup Town Planning Scheme No 3

Planning and Development Act 2005

CONDITIONS

The Council to be advised of notices issued and outcome.

RELATED POLICY/FILE REFERENCE AND DOCUMENTATION REQUIREMENTS

Determinations to be saved in the Record Management System.

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

INSTRUMENT OF DELEGATION

PLAN 002 LAND USE APPLICATIONS

Delegate:	Chief Executive Officer	**Sub Delegate:**	Nil
Adopted by Council:	27/08/2009	**Last Reviewed:**	10/12/2024~~12/12/2023~~

POWER/DUTY

The Chief Executive Officer is authorised under the Town Planning Scheme No.3 and *Planning and Development Act 2005* to determine land use proposals within the particular zones as set out in the following table:

	ZONE					
LAND USE	**DEFINITION (FROM TPS 3)**	**RESIDENTIAL**	**COMMERCIAL**	**INDUSTRIAL**	**SPECIAL RURAL**	**RURAL**
Agroforestry	Land used commercially for both tree production and agriculture were trees are planted in blocks of more than 1 hectare				X	X*
Ancillary Accommodation	Self-contained living accommodation on the same lot as a single house that may be attached or detached from the single house occupied by members of the same family as the occupiers of the main dwelling	X			X	X
Animal Boarding House	Land and buildings used for the boarding and breeding of animals where such premises are registered or required to be registered by the Council, these premises include a cattery; and may include the sale of animals where such use is incidental to the predominant use			X		
Bed & Breakfast	Short-stay residential accommodation offering overnight lodgings, with or without breakfast, in a domestic environment		X			X
Betting Agency	A totalisator agency established and operated in accordance with *Totalisator Agency Board Act 1960*		X			
Caretaker's Dwelling	A building used as a residence by the proprietor or manager of an industry, business, office building or recreation area existing upon the same site and occupied by a person having the care of the building, plant, equipment or grounds thereof		X	X		
Civic Use	Land and buildings used by a Government Department, an instrumentality of the Crown, or the Council, for administrative, recreational or other purpose		X	X		
Community Use	Land used by a club or association or other body approved by the Council as a meeting place for formal and informal activity, including entertainment and includes any land appurtenant thereto used for recreation, and includes a residential club		X			
Convenience Store	Land and buildings, used for the retail sale of convenience goods being those goods commonly sold in supermarkets, delicatessens and newsagents but including the sale of petrol and operated during hours which include but which may not extend beyond normal trading hours and provide associated parking. The buildings associated with a convenience store shall not exceed 200m² gross leasable area.		X			
Day Care Centre	Land and buildings used for the daily or occasional care of children in accordance with the *Child Welfare (Care Centres) Regulation 1968 (as amendment)*		X			
Fast Food Outlet	Land and buildings used for the preparation, sale and serving of food to customers in a form ready to be eaten without further preparation, primarily off the premises, including drive in facilities, but does not include a fish shop		X			
Garden Centre	Land and buildings used for the sale and display of garden products, including garden ornaments, plants, seeds, domestic garden implements and motorised implements and the display but not manufacture of prefabricated garden buildings		X	X		
Grouped Dwelling	A dwelling that is one of a group of two or more dwellings on the same lot such that no dwelling is placed wholly or partly vertically above another, except where special conditions of landscape or topography dictate otherwise, and includes a dwelling on a survey strata with common property	X*	X			
Holiday Accommodation	Accommodation comprising two or more cabins, apartments, chalets, cottages or flats which, by way of trade or business, or for the purpose of any trade or business is held out as being available or is made available for holiday purposes for occupation by persons other than the proprietor		X			

	ZONE					
LAND USE	**DEFINITION (FROM TPS 3)**	**RESIDENTIAL**	**COMMERCIAL**	**INDUSTRIAL**	**SPECIAL RURAL**	**RURAL**
Home Occupation	A business or activity carried on with the written permission of the Council within a dwelling house or the curtilage of a house by a person resident therein or within a domestic outbuilding by a person resident in the dwelling house to which it is appurtenant	X*	X*	X*	X*	X*
Industry – Cottage	A trade or light industry producing arts and craft goods which does not fall within the definition of a home occupation and which: a) does not cause injury to or adversely affect the amenity of the neighbourhood including (but without limiting the generality of the foregoing) injury, or prejudicial affection, due to the emission of light, noise, vibration, steam, soot, ash, dust, grit, oil, liquid waste or waste products; b) where operated in a residential zone, does not entail the employment of any person not a member of the occupier's family normally resident on the land; c) is conducted in an outbuilding which is compatible to the zone and its amenity and does not occupy an area in excess of 55m²; d) does not require the provision of any essential service main of a greater capacity than normally required in the zone in which it is located; and e) does not display a sign exceeding 0.2m² in area		X	X		
Industry – General	An industry other than a cottage, extractive, hazardous, light, noxious, rural or service industry			X		
Industry – Light	An industry: a) in which the processes carried on, the machinery used, and the goods and commodities carried to and from the premises will not cause any injury to, or will not adversely affect the amenity of the locality by reason of the emission of light, noise, electrical interference, vibration, smell, fumes, smoke, vapour steam, soot, ash, dust, waste water or other waste products; and b) the establishment of which will not or the conduct of which does not impose an undue load on any existing or projected service for the supply or provision of water, gas, electricity, sewerage facilities, or any other like services		X	X		
Industry – Rural	An industry handling, treating, processing or packing primary products grown, reared or produced in the locality, and a workshop servicing plant or equipment used for rural purposes in the locality					X
Industry – Service	A light industry carried out on land or in buildings which may have a retail shop front and from which goods manufactured on the premises may be sold; or land and buildings having a retail shop front and used as a depot for receiving goods to be serviced		X	X		
Liquor Store	Premises in respect of which a store licence has been granted under the *Liquor Act 1970*		X			
Market	Land and buildings used for a fair, a farmer's or producer's market, or a swap meet in which the business or selling carried on or the entertainment provided is by independent operators or stallholders carrying on their business or activities independently of the market operator save for the payment where appropriate of a fee or rental		X			

	ZONE					
LAND USE	**DEFINITION (FROM TPS 3)**	**RESIDENTIAL**	**COMMERCIAL**	**INDUSTRIAL**	**SPECIAL RURAL**	**RURAL**
Medical Centre	A building (other than a hospital) that contains or is designed to contain facilities not only for the practitioner or practitioner(s) mentioned under the interpretations of consulting rooms but also for ancillary services such as chemists, pathologists and radiologists		X			
Medical Clinic	Premises in which facilities are provided for two or more of the following: a medical practitioner, a dental practitioner, physiotherapist, chiropractor, masseur		X			
Office	A building used for the conduct of administration, the practice of a profession, the carrying on of agencies, banks, typist and secretarial services, and services of a similar nature		X	X		
Plant Nursery	The growing of trees, plants, shrubs or flowers, for replanting in domestic, commercial or industrial gardens		X	X		
Private Recreation	Premises used for leisure, recreation or sporting activities which are not normally open to the public without charge (from new draft TPS)		X			
Public Utility	Any work or undertaking constructed or maintained by a public Authority or the Council as may be required to provide water, sewerage, electricity, gas, drainage, communications or other similar services	X	X	X	X	X
Restaurant	A building or portion of a building wherein food is prepared for sale and consumption within the building or portion thereof and the expression shall include a licensed restaurant, café or nightclub, and also includes a restaurant at which food for consumption outside the building, or portion thereof, is sold where the Council is of the opinion that it forms a minor part of the business only		X			
Rural Pursuit	The use of land for any of the purposes set out hereunder and shall include such outbuildings normally associated therewith: a) growing of vegetable, fruit, cereals or food crops; b) the rearing or agistment of poultry, sheep, cattle or beasts of burden; c) the stabling, agistment or training of horses; d) the sale of produce grown solely on the lot but does not include the following except as approved by the Council: i) the keeping of pigs; ii) the processing, treatment or packing of produce; iii) the breeding, rearing or boarding of domestic pets					X
Shop	Land and a building or portion of a buildings wherein goods are kept, exposed or offered for sale by retail, and includes a convenience store or an establishment by any name retailing convenience goods but does not include a bank, fuel depot, a wholesale market, service station, milk depot, marine store, timber yard or land or buildings used for the sale of vehicles or for any purpose falling within the definition of industry and does not include a warehouse		X	X		
Service Station	Land buildings used for the supply of petroleum products and motor vehicle accessories and for carrying out greasing, tyre repairs, and minor mechanical repairs and may include a cafeteria, restaurant or shop incidental to the primary use; but does not include transport deport, panel beating, spray painting, major repairs or wrecking		X	X		

	ZONE					
LAND USE	**DEFINITION (FROM TPS 3)**	**RESIDENTIAL**	**COMMERCIAL**	**INDUSTRIAL**	**SPECIAL RURAL**	**RURAL**
Showroom	A building wherein goods are displayed and may be offered for sale by wholesale and/or retail, excluding the sale by retail of: foodstuffs, liquor or beverages; items of clothing or apparel; magazines, books or paper products; medical or pharmaceutical products; china, glassware or domestic hardware; and items of personal adornment		X	X		
Single House	A dwelling standing wholly on its own green title or survey strata lot, together with any easement over adjoining land for support of a wall or for access or services and excludes dwellings on titles with areas held in common property	X*				X
Trade Display	Land and buildings used for the display of trade goods and equipment for the purposes of advertisement		X	X		
Transport Depot	Land or a building or buildings used for the parking or garaging of road motor vehicles (including taxis) which are used or intended to be used for the carriage of passengers or goods, or land or a building or buildings used for the transfer of goods from one such motor vehicle to another of such motor vehicles and includes the maintenance of such vehicles			X		
Tree Plantation	Has the same meaning as in the *Code of Practice for Timber Plantations in Western Australia (1997)* published by the CALM and the Australian Forest Growers					X*
Warehouse	a) a building or enclosed land, or part of a building or enclosed land, used for the storage of goods, the carrying out of commercial transactions involving the sale of such goods by wholesale; or b) a bulk store or depot			X		
Wineshop	Means premises in respect of which a winehouse licence has been granted under the *Liquor Act 1970*.		X			

CONDITIONS GENERALLY

There are no delegations to refuse an application, other than for advertising signs, which may be refused on the basis of safety, failure to meet sub delegation conditions from Main Roads WA, in adequate or no space allocated at the proposed location, non-compliance with policy or building permit. If the Chief Executive Officer is not in a position to approve an application under Delegation then it must be referred to the Council.

HEAD OF POWER

Local Government Act 1995 (as amended) section 5.42(1) and 3.24

Shire of Kojonup Town Planning Scheme No 3

Planning and Development Act 2005

CONDITIONS

The Council to be advised of notices issued and outcome.

RELATED POLICY/FILE REFERENCE AND DOCUMENTATION REQUIREMENTS

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

INSTRUMENT OF DELEGATION

PLAN 003 APPOINTMENT OF AUTHORISED PERSONS

Delegate:	Chief Executive Officer	**Sub Delegate:**	Shire Planner
Adopted by Council:	17/5/2016	**Last Reviewed:**	10/12/2024~~12/12/2023~~

POWER/DUTY

The Chief Executive Officer (CEO) is delegated authority in accordance with clause 7.1(c) of the Shire of Kojonup Town Planning Scheme No.3 to:

'at all reasonable times enter any building or land for the purpose of ascertaining whether the provisions of the Scheme are being served.'

HEAD OF POWER

Planning and Development Act 2005

Clause 7.1 (c) of the Shire of Kojonup Town Planning Scheme No.3

CONDITIONS

In exercising this Delegation, the CEO shall have regard to the qualifications and experience of the person to be appointed and must consider them a fit and proper person.

Each person authorised under this Delegation must be given a certificate or identification card outlining the power or responsibilities they have been delegated.

RELATED POLICY/FILE REFERENCE AND DOCUMENTATION REQUIREMENTS

Copies of appointment certificates to be kept in the records management system (personnel file).

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

WORKS & SERVICES

INSTRUMENT OF DELEGATION

ROADS 001 TEMPORARY CLOSURE OF ROADS FOR PUBLIC EVENTS

Delegate:	Chief Executive Officer	**Sub Delegate:**	~~Nil~~ Manager Works and Infrastructure
Adopted by Council:	21/08/2007	**Last Reviewed:**	10/12/2024~~12/12/2023~~

POWER/DUTY

The Chief Executive Officer (CEO) is Delegated Authority to determine applications for the temporary closure of roads for public events. The determination shall be in accordance with provisions of the *Road Traffic (Events on Roads) Regulations 1991* and the *Local Government Act 1995*.

HEAD OF POWER

Local Government Act 1995 section 5.42 (1)

CONDITIONS

Approval shall contain the following conditions:

1. the closure is to be advertised in a local newspaper
2. arrangements are to be made for appropriate signposting to effect the closure
3. applicant is to take out a public risk insurance policy which indemnifies the Shire against any damages claims and a copy is to be delivered to Council
4. Applicant is to notify the local Emergency Services and ensure that whilst the event is in progress, satisfactory arrangements are made to allow access to premises by Emergency Services.

CEO may determine other conditions to be imposed on any approvals issued.

RELATED POLICY/FILE REFERENCE AND DOCUMENTATION REQUIREMENTS

Applications with notification of approval or refusal are to be saved in the Record Management System.

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

INSTRUMENT OF DELEGATION

ROADS 002 TEMPORARY CLOSURE OF ROADS FOR REPAIRS & MAINTENANCE

Delegate:	Chief Executive Officer	**Sub Delegate:**	Manager Works ~~& Services~~and Infrastructure
Adopted by Council:	21/08/2007	**Last Reviewed:**	10/12/2024~~12/12/2023~~
Amended:	10/12/2024		

POWER/DUTY

The Chief Executive Officer (CEO) is Delegated Authority under section 3.50A of the *Local Government Act 1995* to partially and temporarily close a thoroughfare, without giving public notice, for the purpose of carrying out repairs or maintenance and the closure is unlikely to have a significant adverse effect on road users.

HEAD OF POWER

Local Government Act 1995 section 5.42(1)

CONDITIONS

For periods in excess of five working days, local public notice is to be given.

Councillors to be informed of any significant temporary road closures.

SUB-DELEGATION - ROADS (S) 002

Discharge of power and duty in accordance with the conditions of Delegation Roads 002, without further conditions being imposed under this sub Delegation.

HEAD OF POWER OF SUB-DELEGATION AND AUTHORISATION

The CEO on-delegates this to the Manager Works ~~& Services~~and Infrastructure in accordance with s5.44 of the *Local Government Act 1995*

RELATED POLICY/FILE REFERENCE AND DOCUMENTATION REQUIREMENTS

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

INSTRUMENT OF DELEGATION

ROADS 003 CLOSURE OF ROADS FOR A PERIOD NOT EXCEEDING FOUR WEEKS

Delegate:	Chief Executive Officer	**Sub Delegate:**	Manager Works ~~& Services~~and Infrastructure
Adopted by Council:	21/08/2007	**Last Reviewed:**	10/12/2024~~12/12/2023~~
Amended:	10/12/2024		

POWER/DUTY

The Chief Executive Officer (CEO) is Delegated Authority under section 3.50 (1a) of the *Local Government Act 1995* to wholly or partially close a thoroughfare to the passage of vehicles for a period not exceeding four weeks. Under section 3.50 (2) the order may limit the closure to vehicles of any class, to particular times, or to such other case or class of case as deemed appropriate and may contain exceptions.

HEAD OF POWER

Local Government Act 1995 section 3.50

CONDITIONS

Councillors to be informed of any closure and the reasons for the closures.

SUB-DELEGATION - ROADS (S) 003

Discharge of power and duty in accordance with the conditions of Delegation Roads 003, without further conditions being imposed under this sub Delegation.

HEAD OF POWER OF SUB-DELEGATION AND AUTHORISATION

The CEO on-delegates this to the Manager Works ~~& Services~~and Infrastructure- in accordance with s5.44 of the *Local Government Act 1995*

RELATED POLICY/FILE REFERENCE AND DOCUMENTATION REQUIREMENTS

Closure to be saved in the Record Management System.

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

INSTRUMENT OF DELEGATION

ROADS 004 CLOSURE OF ROADS FOR A PERIOD EXCEEDING FOUR WEEKS

Delegate:	Chief Executive Officer	**Sub Delegate:**	Nil
Adopted by Council:	21/08/2007	**Last Reviewed:**	10/12/2024~~12/12/2023~~

POWER/DUTY

The Chief Executive Officer is Delegated Authority under section 3.50 (1a) of the *Local Government Act 1995* to, by local public notice, order that a thoroughfare is wholly or partially closed to the passage of vehicles for a period exceeding four weeks. Under section 3.50 (2) the order may limit the closure to vehicles of any class, to particular times, or to such other case or class of case as deemed appropriate and may contain exceptions.

HEAD OF POWER

Local Government Act 1995 section 5.42(1)

CONDITIONS

Delegated Authority is limited to periods of closure not exceeding three months.

Councillors to be informed of any closure and the reasons for the closures.

RELATED POLICY/FILE REFERENCE AND DOCUMENTATION REQUIREMENTS

Closure to be properly recorded in the records management system.

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

INSTRUMENT OF DELEGATION

ROADS 005 OVER DIMENSION VEHICLES

Delegate:	Chief Executive Officer	**Sub Delegate:**	Nil
Adopted by Council:	21/08/2007	**Last Reviewed:**	10/12/2024~~12/12/2023~~

POWER/DUTY

The Chief Executive Officer (CEO) is Delegated Authority to consider and determine all applications for the use of over dimension vehicles.

HEAD OF POWER

Local Government Act 1995 section 5.42(1)

CONDITIONS

The CEO shall take into account any existing Shire policies and is authorised to impose any conditions considered appropriate.

RELATED POLICY/FILE REFERENCE AND DOCUMENTATION REQUIREMENTS

Records of approval or rejection to be saved in the Record Management System.

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

INSTRUMENT OF DELEGATION

ROADS 006 ROAD TRAIN AND EXTRA MASS VEHICLES

Delegate:	Chief Executive Officer	**Sub Delegate:**	Nil
Adopted by Council:	21/08/2007	**Last Reviewed:**	10/12/2024~~12/12/2023~~

POWER/DUTY

The Chief Executive Officer is Delegated Authority to determine any application recommending approval or refusal, with conditions as follows, for referral to Main Roads WA, to use road trains and applications for extra mass permits on any local road.

HEAD OF POWER

Local Government Act 1995 section 5.42(1)

CONDITIONS

Conditions:

a) All roads are subject to the appropriate approval by the Main Roads WA and subsequent issue of relevant permits;
b) Applicant to supply the Shire with a copy of Main Roads WA permit before operations commence;
c) The speed limits of vehicles do not exceed 60kmh on gravel roads;
d) Applicants are requested to utilise sealed routes, where possible, particularly during periods of wet weather;
e) Applicant to be advised that approval may be withdrawn; and
f) Other conditions such as curfews, communication requirements with school buses or pilot vehicles may be considered.

RELATED POLICY/FILE REFERENCE AND DOCUMENTATION REQUIREMENTS

Compliance with Main Roads WA network access permit guidelines and restricted access permits – see *https://mrapps.mainroads.wa.gov.au/RavNetworkMap*

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

INSTRUMENT OF DELEGATION

ROADS 007 GATE OR OTHER DEVICE ACROSS THOROUGHFARE

Delegate:	Chief Executive Officer	**Sub Delegate:**	Nil
Adopted by Council:	21/08/2007	**Last Reviewed:**	10/12/2024~~12/12/2023~~

POWER/DUTY

The Chief Executive Officer is, under Regulation 9 of the *Local Government (Uniform Local Provisions) Regulations 1996*, authorised to approve applications for a person to have a gate or other device across a public thoroughfare that enables motor traffic to pass across but prevents livestock from straying.

HEAD OF POWER

Local Government Act 1995 section 5.42(1)

CONDITIONS

Register to be kept of gates or other devices approved.

The Council to be advised of approvals given.

RELATED POLICY/FILE REFERENCE AND DOCUMENTATION REQUIREMENTS

Shire of Kojonup Activities on Thoroughfares and Trading in Thoroughfares & Public Places Local Law

Records of approval or rejection to be saved in the Record Management System.

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

INSTRUMENT OF DELEGATION

ROADS 008	CONSTRUCTION OF CROSSING FROM THOROUGHFARE TO PRIVATE LAND (CROSSOVER)

Delegate:	Chief Executive Officer	**Sub Delegate:**	Manager Works ~~& Services~~and Infrastructure
Adopted by Council:	21/08/2007	**Last Reviewed:**	10/12/2024~~12/12/2023~~

POWER/DUTY

The Chief Executive Officer is, under Regulation 12 of the Local Government (Uniform Local Provisions) Regulations 1996, on receipt of an application Delegated Authority to approve the construction of a crossing giving access from a public thoroughfare under the management and control of the Shire to the land or a private thoroughfare serving the land.

HEAD OF POWER

Local Government Act 1995 section 5.42(1)

CONDITIONS

That the construction of the crossing be under the supervision of the Shire and completed to the satisfaction of the Shire.

RELATED POLICY/FILE REFERENCE AND DOCUMENTATION REQUIREMENTS

Approvals and refusals to be saved in the Record Management System.

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

INSTRUMENT OF DELEGATION

ROADS 009 NOTICE TO CONSTRUCT OR REPAIR CROSSING

Delegate:	Chief Executive Officer	**Sub Delegate:**	Manager Works ~~& Services~~and Infrastructure
Adopted by Council:	21/08/2007	**Last Reviewed:**	10/12/2024~~12/12/2023~~

POWER/DUTY

The Chief Executive Officer is, under Regulation 13 of the Local Government (Uniform Local Provisions) Regulations 1996, is authorised to give a person who is the owner or occupier of private land a notice requiring the person to construct or repair a crossing from a public thoroughfare under the management and control of the Shire to the land or a private thoroughfare serving the land.

HEAD OF POWER

Local Government Act 1995 section 5.42(1)

CONDITIONS

Failure of the person to comply with the notice to be presented to Council for a decision on further action.

RELATED POLICY/FILE REFERENCE AND DOCUMENTATION REQUIREMENTS

Notices given to be saved in the Record Management System.

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

INSTRUMENT OF DELEGATION

ROADS 010	MAKE SAFE DANGEROUS EXCAVATION IN OR NEAR PUBLIC THOROUGHFARE

Delegate:	Chief Executive Officer	**Sub Delegate:**	Manager Works ~~& Services~~and Infrastructure
Adopted by Council:	21/08/2007	**Last Reviewed:**	10/12/2024~~12/12/2023~~

POWER/DUTY

The Chief Executive Officer (CEO) is Delegated Authority to the necessary action under Local Government (Uniform Local Provisions) Regulations 1996 Regulation 11 to make safe a dangerous excavation in or near a public thoroughfare.

HEAD OF POWER

Local Government Act 1995 section 5.42(1)

CONDITIONS

Nil

RELATED POLICY/FILE REFERENCE AND DOCUMENTATION REQUIREMENTS

Shire of Kojonup Activities on Thoroughfares and Trading in Thoroughfares & Public Places Local Law

Action taken to be properly documented and saved in the Record Management System.

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

INSTRUMENT OF DELEGATION

ROADS 011	ACTIVITIES ON THOROUGHFARES & TRADING IN THOROUGHFARES & PUBLIC PLACES LOCAL LAW

Delegate:	Chief Executive Officer	**Sub Delegate:**	~~Nil~~ Manager of Works and Services Manager of Property Services and NRM Ranger Environmental Health Officer
Adopted by Council:	17/2/2015	**Last Reviewed:**	~~12/12/2023~~10/12/2024
Amended:	10/12/2024		

POWER/DUTY

The Chief Executive Officer (CEO) is, on receipt of an application, delegated authority to issue any of the permits referred to in the *Shire of Kojonup Activities on Thoroughfares and Trading in Thoroughfares & Public Places Local Law 2020*.

HEAD OF POWER

Local Government Act 1995 section 5.42(1)

Local Government Act 1995 s3.18, s.5.42 & s.9.10

Activities in Thoroughfares and Public Places and Trading Local Law 2020

CONDITIONS

In exercising this delegation, the CEO, in addition to the existing considerations contained within the local law, shall have regard to the potential risks of the application with respect to existing Shire assets.

The CEO may refer any matter to the council

Council is to be informed of any prosecution under the local law

Council decision is required to:

i. Make a determination under Part 2

ii. Hear an objection under Part 8

iii. Appoint authorised persons who are not employees under section 9.10 of the act

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RELATED POLICY/FILE REFERENCE AND DOCUMENTATION REQUIREMENTS

Approvals and refusals to be saved in the Record Management System.

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



SHIRE OF KOJONUP

Policy Manual

DECEMBER 2024~~3~~

Kojonup

One community, many choices

FOREWORD

This publication is a "living" document which has been designed to serve as a tool for the Council, Staff and any other person who wishes to use it in their dealings with the Shire. It is only one of several reference sites to guide you in conducting your daily business with the Shire of Kojonup.

Users should be mindful of the fact that in simple terms:

- Policy provides what can be done;
- Procedures provide how to do it; and
- Delegation provides who can do it.

It is important to note that the Council's adopted policies have been made to facilitate:

- Consistency and equity in decision making;
- Promptness in responding to customer needs; and
- Operational efficiency.

Several other related policies and procedures have also been developed relating to specific operational areas; however, have been recorded separately due to their size and for ease of use. These documents are available on request and should be read in conjunction with this manual. They include:

- ~~Springhaven Lodge Policy Manual;~~
- Employee Manual;
- Asset Management Plan;
- Information Communication Technology Plan (Draft);
- Risk Management Plan;
- Business Continuity and Disaster Recovery Plan;
- Volunteer Management Plan;
- Elected Member Manual; and
- Work Health and Safety Procedure Manual.

All policies are reviewed on an annual basis; however, this does not prevent or preclude a policy from an independent review if circumstances (e.g., a change in legislation etc.) warrant a review to be undertaken.

The *Freedom of Information Act 1992* embodies the following basic principles:

1. That members of the public have a legally enforceable right of access to government information;
2. That government departments and agencies are required to publish information concerning the documents they hold;
3. That people may ask for inaccurate, incomplete, out of date or misleading information to their personal records to be amended;
4. That people may appeal against a decision by a government body not to give access to the information or not to amend a personal record; and
5. *The Freedom of Information Act 1992* provides the opportunity for public access to certain Council documents and the Council fully supports these principles and makes a wide range of information available to the public.

Grant Thompson
Chief Executive Officer (CEO)

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1 COMMUNITY DEVELOPMENT & TOURISM

~~1.1 KOJONUP COMMUNITY BUS~~

~~**Adopted or Reviewed by Council:** 15/11/16 **Council Minute Reference:** 151/16~~

~~**Reviewer:** Chief Executive Officer~~
~~**Local Law:**~~
~~**Procedure:** 13 Procedure & Bus Hire Form~~
~~**Delegation:**~~

~~**OBJECTIVE**~~
~~To provide access to specialist transport facilities to the residents of Kojonup for educational, recreational and social outings to improve their quality of life.~~

~~**POLICY**~~
~~It is the policy of the Shire of Kojonup to provide a wheelchair adapted bus for the primary use of residents of Springhaven Lodge for recreational outings and also for the use of local groups, organisations and private individuals.~~

~~Procedures define the eligibility for, and conditions of use, when hiring the bus.~~

~~1.2 ** DELETED** COMMUNITY FUNDING PROGRAM (CAPITAL & OPERATING)~~

~~Policy 1.2 was deleted 15 November 2016~~

1.3 COMMUNITY ORGANISATION WAIVING OF DEVELOPMENT FEES

Adopted or Reviewed by Council: 14/11/17 **Council Minute Reference:** 183/15
Date/s Amended: 20/11/18 143/18

Reviewer: Chief Executive Officer~~/Manager Regulatory Services~~
Local Law:
Procedure:
Delegation: Admin 18 – Donations to Local Groups or Individuals

OBJECTIVE
To encourage, develop and promote community organisations.

POLICY
Fees and charges associated with the development of facilities for community or sporting groups may be waived where the community will benefit from or have use of the facility, programme etc., at the discretion of the CEO.

Donations to be journaled from the Donation Account to the relevant income account so that the value of donations can be recorded.

~~1.4 ** MOVED TO POLICY 2.2.14 **~~

1.5 MEMORIAL AND LESSER HALLS COMMUNITY USAGE/MANAGEMENT

Adopted or Reviewed by Council: 17/11/15 **Council Minute Reference:** 183/15

Reviewer: Chief Executive Officer~~/Manager Governance and Administration~~
Local Law: Local Government Property Local Law 2020
Procedure:
Delegation:

OBJECTIVE

To provide a framework for the equitable, efficient and effective management of the usage and hire of the Shire of Kojonup Memorial/Lesser Halls.

The Policy outlines the use, occupancy arrangements and management of the hire of the Memorial/Lesser Halls.

PRINCIPLES

Priority for use of the Memorial/Lesser Halls will be given to residents from the Shire of Kojonup, locally based groups and not for profit organisations.

The Memorial/Lesser Halls are not to be used for the purpose of holding any activities that may be deemed discriminatory or racially intolerant.

The Memorial/Lesser Halls will be used primarily for activities that provide community development outcomes and benefits for residents of the Shire.

The Shire recognises the need to provide community facilities that are equipped for a range of different uses and cater to the needs of a range of different users.

The Shire will ensure fair and equitable access for all user groups to the Memorial/Lesser Halls.

POLICY

1. All hirers of the Memorial/Lesser Halls will be required to enter into an agreement with the Shire to comply with the terms and conditions of hire and payment of fees and charges. This Agreement can be downloaded from the website at: https://www.kojonup.wa.gov.au/community/facilities/memorial-hall-lesser-hall.aspx or obtained from the Shire office.

2. Use of the Memorial/Lesser Halls for conducting commercial or business activities unless run by and for a not for profit organisation, will require the approval of the Shire or its delegate and must demonstrate community benefit.

3. The Memorial/Lesser Halls will support a range of activities, events and functions conducted by community organisations and residents; be used for both public and private events and functions; and primarily support activities and functions conducted by residents of the Shire of Kojonup or locally based organisations.

4. The closing time for any functions will be agreed/set by the Shire, having regard to the duration of the event, size, potential for noise/disturbance, sale of alcohol and direction from any other regulatory or enforcement body.

5. Fees and charges will be applied to hire the Memorial/Lesser Halls in accordance with the Shire's fees and charges schedule. Application of a discount for not for profit community organisations is currently discounted by 50% of the full fee. The CEO is delegated authority to waive fees for Community Groups.

6. Fees and charges are reviewed and set each year. These charges are based on the use of the Kojonup Memorial and Lesser Halls or part thereof. Please refer to Fees and Charges on our website at: https://www.kojonup.wa.gov.au/community/facilities/memorial-hall-lesser-hall.aspx or obtain from Shire Office.

7. Bond payments will be collected from all hirers, including any groups where fees are waived, and will be refunded to the hirer only if all of the conditions of hire have been met.

8. If catering for a large function, the hirer will be expected to pay for additional waste management.

9. Priority of use of the Memorial/Lesser Halls may be given for the purpose of delivering Shire managed community programs and services.

10. The CEO or nominee will be delegated authority to make decisions dealing with special requests and those users which are not covered in the Policy.

11. Response for requests for hire of the Memorial/Lesser Halls will be in accordance with the Shire's Customer Service Charter.

12. Complaints from hirers in relation to the use of the facility or the service received should be directed via email to council@kojonup.wa.gov.au or by mail to the CEO, Shire of Kojonup, PO Box 163, Kojonup, WA, 6395.

1.6 HALL EQUIPMENT – RSL HALL

Adopted or Reviewed by Council: 17/11/15 **Council Minute Reference:** 183/15

Reviewer: Chief Executive Officer~~/Manager Governance and Administration~~
Local Law:
Procedure:
Delegation:

OBJECTIVE
To maintain an inventory of hall equipment available for external hire.

POLICY
~~An equipment register and inventory (asset management) will be maintained for the RSL and all other mobile and small equipment associated with asset hiring.~~

Equipment from the RSL Hall is available for general hire (external to the facility) and not necessarily restricted to Shire of Kojonup residents.

The CEO has delegated authority on what ~~E~~equipment can be utilised and which~~from any~~ other Council operated facility ~~is not to be hired externally to the venue~~it is sourced from.

An equipment register and inventory (asset management) will be maintained for the RSL and all other mobile and small equipment associated with asset hiring.
A schedule of hall equipment (not including fixtures) but primarily being tables, chairs and crockery, be maintained with a view to the equipment being available for hire, with the fees (including bonds ~~if considered necessary~~where necessary) to be set by Council. Refer to the adopted annual list of fees and charges.

Equipment from the RSL Hall is not available for hire if the venue has ~~also~~ been hired during the corresponding time period (regardless of when the bookings are made). Hall hire events have priority over the small equipment.

2 CORPORATE SERVICES

2.1 FINANCE

~~2.1.1 ** MOVED TO POLICY 3.23 **~~

2.1.2 PURCHASING & CREDITOR CONTROL

Adopted or Reviewed by Council:	17/05/16 20/11/18	**Council Minute Reference:**	60/16 143/18
Date/s Amended:	19/11/19 17/05/20 17/11/20 28/09/21		156/19 60/20 156/20 110/21
Reviewer:	Chief Executive Officer/Manager Financial and Corporate Services		
Local Law:			
Procedure:			
Delegation:	ADMIN 015 - Inviting Tenders or Quotations for the Supply of Goods & Services ADMIN 016 - Acquisition & Disposal of Property		

PURPOSE

To clearly articulate the parameters for purchasing on behalf of the Shire of Kojonup.

OBJECTIVES

1. To provide compliance with the *Local Government Act 1995,* the Local Government (Functions and General) Regulations 1996 and the Local Government (Financial Management) Regulations 1996;
2. To deliver a best practice approach and procedures to internal purchasing; and
3. To ensure consistency for all purchasing activities throughout the Shire's operational areas.

PRINCIPLES

1. Ethics and Integrity

All employees of the Shire of Kojonup shall observe the highest standards of ethics and integrity in undertaking purchasing activity and act in an honest and professional manner that supports the standing of the Shire of Kojonup.

The following principles, standards and behaviours must be observed and enforced through all stages of the purchasing process to ensure the fair and equitable treatment of all parties:

a. Full accountability shall be taken for all purchasing decisions and the efficient, effective and proper expenditure of public monies based on achieving value for money;
b. All purchasing practices shall comply with relevant legislation, regulations, and requirements consistent with Shire of Kojonup policies and its Code of Conduct;
c. Purchasing is to be undertaken on a competitive basis in which all potential suppliers are treated impartially, honestly and consistently;
d. All processes, evaluations and decisions shall be transparent, free from bias and fully documented in accordance with applicable policies and audit requirements;

e. Any actual or perceived conflicts of interest are to be identified, disclosed and appropriately managed; and

f. Any information provided to the Shire of Kojonup by a supplier shall be treated as commercial-in-confidence and should not be released unless authorised by the supplier or relevant legislation.

2. Purchasing Thresholds

Where the value of procurement (excluding GST) for the value of the contract over the full contract period (including options to extend) is, or is expected to be:

Amount of Purchase	Policy	Authorised Officers
$0 to $100	**No formal process** Small incidental purchases made from local suppliers with a running monthly account to the value of $100 do not require quotations or purchase orders e.g. Milk from the Supermarket. All care and responsibility must still be taken as is expected when spending public money.	Shire of Kojonup Employees
$101 - $5,000	**Direct purchase from suppliers requiring only one verbal quotation**. Where the value of procurement of goods or services does not exceed $5,000 purchase on the basis of at least one verbal quotation, is permitted. However, it is recommended to use professional discretion and occasionally undertake market testing with a greater number or more formal forms of quotation to ensure best value is maintained. This purchasing method is suitable where the purchase is relatively small and low risk. A purchase order is required for all purchases with the exception: 1. Purchases under $100.00 in value 2. Utilities, fuel, and payments setup for regular annual payments. Managers are responsible to ensure all verbal quotes shall be documented in the quotes register.	CEO, Senior Managers
$5,001 - $20,000	**Obtain at least two verbal or written quotations.** Where possible, at least two verbal or written quotations (or a combination of both) are required. A "Record of Quotes" form must still be completed where no written quote is available, i.e.; for verbal quotations or when obtaining multiple quotes is not practical (e.g.; when due to limited suppliers, it must be noted by completing a Record of Quotes form). All verbal quotes should be documented in the quotes register. The general principles for obtaining verbal quotations are: 1. Ensure that the requirement/specification is clearly understood by the employee seeking the verbal quotations;	CEO, Senior Managers

	2. Ensure that the requirement is clearly, accurately and consistently communicated to each of the suppliers being invited to quote; 3. Read back the details to the Supplier contact person to confirm their accuracy; and 4. Written notes detailing each verbal quotation must be recorded. Record keeping requirements must be maintained in accordance with record keeping policies. A purchase order is required for all purchases.	
$20,001 - $50,000	**Where possible, obtain at least three written quotations** The responsible officer is expected to demonstrate due diligence seeking quotes and to comply with any record keeping and audit requirements. Record keeping requirements must be maintained in accordance with record keeping policies. It is required to obtain at least three written quotes; should three quotes not be possible, a "Record of Quotes" form is to be completed and attached to the purchase order. **NOTE**: The general principles relating to written quotations are: • An appropriately detailed specification should communicate requirement(s) in a clear, concise and logical fashion; • The request for written quotation should include as a minimum: 1. Written Specification; 2. Selection Criteria to be applied; 3. Price Schedule; 4. Conditions of responding; 5. Validity period of offer; 6. Invitations to quote should be issued simultaneously to ensure that all parties receive an equal opportunity to respond; 7. Offer to all prospective suppliers at the same time any new information that is likely to change the requirements; 8. Responses should be assessed for compliance, then against the selection criteria, and then value for money and all evaluations documented; and 9. Respondents should be advised in writing as soon as possible after the final determination is made and approved. A purchase order is required for all purchases.	CEO~~-~~, Senior Managers
$50,001 - less than $250,000	**Obtain at least three written quotations containing price and specification of goods and services.** For the procurement of goods or services where the value exceeds $50,000 but is less than $250,000, it is required that procurements be requested in writing and at least three written quotations obtained that contain price and a sufficient amount of information relating to the specification of goods and	CEO

	services being purchased. Record keeping requirements must be maintained in accordance with record keeping policies. For this procurement range, the selection should not be based on price alone, and the CEO shall consider ~~some of the~~ qualitative factors such as quality, stock availability, accreditation, time for completion or delivery, warranty conditions, technology, maintenance requirements, organisation's capability, previous relevant experience and any other relevant factors as part of the assessment of the quote. A purchase order is required for all purchases.	
Above $250,000	**TENDER** Conduct a public tender process (See also clause 3 – Regulatory Compliance).	Full Council

Other purchasing threshold points to note:

a. The requirement for quotations and purchase orders contained above do not apply to the following purchase types:
   i. Fuels and Oils
   ii. Great Southern Treasures
   iii. Great Southern Alliance (Formerly VROC)
   ~~ii.~~
   ~~iii.~~iv. Postage and Freight
   ~~iv.~~v. Annual Subscription and Membership Renewals
   ~~v.~~vi. Telephone and Utilities
   ~~vi.~~vii. Audits
b. Where the Shire has already conducted a similar quotation process within the previous two years or is currently using a regular supplier, an existing supplier may be used with the approval of the CEO. This only applies to purchases below the tender threshold and where it would be financially and/or operationally beneficial to do so.
c. Where it is considered beneficial, tenders may be called in lieu of seeking quotations for purchases under the $250,000 threshold (excluding GST). If a decision is made to seek public tenders for contracts of less than $250,000, the tender process outlined in the *Local Government Act 1995* must be followed in full (r13).
d. When assessing quotes please refer to section 3. d. Regional Price Preference.
e. The authorised officer that is signatory on the purchase order must also be the signatory on the corresponding invoice.
f. All requisitions must be created by one officer and authorised by a different officer, resulting in a purchase order that has been seen by two different officers prior to dispatch to a creditor. The Authorising Officer must only authorise to the amount prescribed in the Purchasing Thresholds above.
~~g. Springhaven Lodge purchasing may deviate from this policy to meet other legislative requirements (such as contractors requiring a Police Clearance – Aged Care Acts).~~

3. Regulatory Compliance

a. Tender Exemption

In the following instances public tenders or quotation procedures are not required (regardless of the value of expenditure):

i. An emergency situation as defined by the *Local Government Act 1995,* providing that the goods and services are required to address needs arising from, or impacts or consequences of, the hazard to which the emergency relates;
ii. The purchase is under a contract of WALGA (Preferred Supplier Arrangements), Department of Treasury and Finance (P~~p~~ermitted Common Use Arrangements), Regional Council, or another Local Government;
iii. The purchase is under auction which has been authorised in advance by the Council;
iv. The contract is for petrol, oil, or other liquid or gas used for internal combustion engines; and
v. Any of the other exclusions under Regulation 11 of the Functions and General Regulations apply.

b. Sole Source of Supply (Monopoly Suppliers)

The procurement of goods and/or services available from only one private sector source of supply, (i.e. manufacturer, supplier or agency) is permitted without the need to call competitive quotations provided that there must genuinely be only one source of supply. Every endeavour to find alternative sources must be made. Written confirmation of this must be kept on file for later audit and must be approved in writing by the CEO.

Note: The application of provision "sole source of supply" should only occur in limited cases and procurement experience indicates that generally more than one supplier is able to provide the requirements.

c. Anti-Avoidance
Authorised Officers shall not enter into two or more contracts of a similar nature for the purpose of splitting the value of the contracts to take the value of consideration below the level of $250,000, thereby avoiding the need to publicly tender.

d. Regional Price Preference
Preference may be given to a regional supplier by assessing the quote from that regional supplier as if the quote were reduced by:
i. 5% for goods or services for a supplier from within the Shire of Kojonup; and
ii. 2.5% for goods or services for a supplier from a Shire within the Great Southern Region of Western Australia (as defined by the Great Southern Zone of the Western Australian Local Government Association)

if price then demonstrates best value outcome for the Shire.

4. Records Management

All records associated with the tender process or a direct purchase process must be recorded and retained. For a tender process this includes:
a. Tender documentation;
b. Internal documentation;
c. Evaluation documentation;
d. Enquiry and response documentation; and
e. Notification and award documentation.

For a direct purchasing process this shall be via the attachments tab in the SynergySoft requisition module and includes:
a. Quotation documentation;

b. Internal documentation; and
c. Order forms and requisitions.

Record retention shall be in accordance with the minimum requirements of the *State Records Act 2000*, and the Shire of Kojonup's internal Records Management Policy.

5. Payment of Creditors

The Chief Executive Officer is delegated authority to make payments from the Municipal Fund or the Trust Fund. Each payment from the Municipal Fund or the Trust Fund is to be noted on a list compiled for each month showing:

a. The payee's name;
b. The amount of the payment;
c. The date of the payment; and
d. Sufficient information to identify the transaction.

The list referred to above is to be presented to the Council at each ordinary meeting of the Council and is to be recorded in the minutes of the meeting at which it is presented.

The CEO can delegate to authorised officers as per the delegations register.

Authorised Officers for this purpose are:

1. Governance & Rates Officer
2. Manager Financial & Corporate Services
~~1.~~3. Senior Finance Officer

2.1.3 DEBTOR CONTROL

Adopted or Reviewed by Council:	17/11/15	**Council Minute Reference:**	183/15

Reviewer: Chief Executive Officer/Manager Financial and Corporate Services
Local Law:
Procedure:
Delegation: FIN 003

OBJECTIVE
To ensure Council receives payment for goods and services provided within its credit terms, bad debts are minimised and debtor control is cost effective.

POLICY
Sundry Debtors
1. The following accounts are to be paid for prior to the service being provided:
   a. Photocopying;
   b. Sale of Goods, Materials or Publications;
   c. Hall Hire and ancillary charges;
   d. Building Applications;
   e. Septic Tank Application Fees;
   f. *Freedom of Information Act 1992* Application Fees;
   g. *Planning Plans; and*
   h. *Development Plans.*
2. The terms of credit given by the Shire of Kojonup via the *Local Government Act 1995* is 30 days. The Manager of Financial and Corporate Services is to ensure that procedures are in place to limit the risk of debts turning bad.
3. Where Private Works are to be undertaken an estimated value is to be provided to the person/group/firm requesting the private works. The Shire of Kojonup requires an agreement to be signed for any private works prior to the work being undertaken.

Rates Debtors
Options for payment and associated matters:
~~1. By one (1) Instalment within 14 days of date of issue of Rate Notice (early payment discount to apply);~~
~~2.~~1. By one (1) Instalment within 35 days of date of issue of Rate Notice;
~~3.~~2. By way of two (2) instalments; and
~~4.~~3. By way of four (4) instalments.
Rate Debtors that remain outstanding after the due date for payment will incur late payment interest as per the *Local Government Act 1995*. Interest is to be calculated using the prescribed maximum as per regulation 70 of the Local Government (Financial Management) Regulations 1996.

Where the option to pay by two (2) or four (4) instalments is taken, instalment interest and administration fees as per the *Local Government Act 1995* are to apply. Interest is to be calculated using the prescribed maximum as per regulation 68 of the Local Government (Financial Management) Regulations 1996.

The Manager of Financial and Corporate Services is to ensure that procedures are in place to ensure the timely recovery of outstanding amounts and to limit the risk of debts turning bad.

Debtors who do not pay their accounts within the Shire's terms are not to be offered any further line of credit.

2.1.4 SELF SUPPORTING LOANS

Adopted or Reviewed by Council:	14/11/17	**Council Minute Reference:**	183/15
Date/s Amended:	20/11/18		143/18

Reviewer: Chief Executive Officer/Manager of Financial and Corporate Services
Local Law:
Procedure:
Delegation:

OBJECTIVE

To provide financial assistance, by way of self-supporting loans to local non-profit clubs or organisations, for capital improvement works to land, facilities or buildings owned or vested in the Shire of Kojonup.

POLICY

Self-supporting loans may be considered by the Council on behalf of incorporated local clubs or organisations who occupy land or buildings owned by or vested in the Shire of Kojonup and who undertake to meet the capital, interest and loan guarantee payments.

Council's requirements for self-supporting loan applications will be made on a case-by-case basis and may include some or all of the following:

1. Applicant organisations must be an incorporated body and occupy land or buildings owned by or vested in the Shire of Kojonup;
2. A formal application shall be submitted, which shall include as a minimum:
    a. Details of the amount requested, the term, purpose and any security offered;
    b. Sufficient financial information to determine the capacity to repay the borrowing operational cash flows;
    c. Evidence of a minuted request from the controlling Board/Committee;
    d. Evidence of researching other funding sources e.g.; Lotterywest;
    e. The club or organisation is to demonstrate how it will fund the replacement or refurbishment of those improvements whilst still servicing the loan; and
    f. For requests over $200,000, a formal business plan evidencing appropriate financial planning.
3. The funds are to be used for capital improvements to the land, facilities or buildings they occupy including matching contributions to grants;
4. Approval will only be considered where the club or organisation can adequately demonstrate, by the provision of forward financial plans covering the life of the loan, a capacity to meet the loan repayments;
5. The term of the loan should be less than or equal to the life of the capital works or improvements being undertaken;
6. All applications for self-supporting loans shall be considered by the Council for approval or rejection;
7. Where approval is granted, loan funding is to be sourced in accordance with s. 6.20 of the Local Government Act 1995 – "Power to Borrow";
8. An "Acknowledgement of Debt Agreement" or alternative written agreement is to be entered into before any release of funding to the club or organisation is made.

2.1.5 INVESTMENTS

Adopted or Amended by Council:	20/02/18	**Council Minute Reference:**	9/18
Date/s Amended:	20/11/18		143/18
	19/11/19		156/19
Reviewer:	Chief Executive Officer/Manager Financial and Corporate Services		
Local Law:			
Procedure:			
Delegation:	FIN 002 - Investment of Surplus Funds		

OBJECTIVE

To invest the local government's surplus funds, with consideration of risk and at the most favourable rate of interest available to it at the time for that investment type, while ensuring that its liquidity requirement are being met. While exercising the power to invest, consideration is to be given in preservation of capital, liquidity, and the return of investment.

Preservation of capital is the principal objective of the investment portfolio. Investments are to be performed in a manner that seeks to ensure security and safeguarding the investment portfolio.

The investment portfolio will ensure there is sufficient liquidity to meet all reasonably anticipated cash flow requirements, as and when they fall due, without incurring significant costs due to the unanticipated sale of an investment.

The investment is expected to achieve a predetermined market average rate of return that takes into account the Council's risk tolerance. Any additional return target set by Council will also consider the risk limitation and prudent investment principles.

POLICY

1. Investment of surplus Municipal, Reserve, Trust and Loan Funds shall be the responsibility of the Manager Financial and Corporate Services;
2. The total amount of investments is to be recorded separately in the general ledger for Municipal, Reserve, Trust and Loan Funds;
3. A summary of the nature, location, amount and interest rate applicable to each investment will be reported to Council as part of the monthly Statement of Financial Activity;
4. Only 'Authorised Institutions', as defined by the Local Government (Financial Management) Regulations 1996, that have a fully operational Branch presence with local employment in the Kojonup town site, may be used; and
5. All fixed investments must be for a term of 12 months or less.
6. ~~To ensure that the Shire has sufficient funds to refund any accommodation bond balance or entry contribution balance for Springhaven Lodge as and when they fall due an amount of no less $1,000,000.00 will be held at call. These funds will be held in either the Shire of Kojonup Reserve account or Term Deposits held at the NAB.~~

All investments are to comply with the following:

1. Local Government Act 1995 – s. 6.14;
2. The Trustees Act 1962 – Part III Investments;
3. Local Government (Financial Management) Regulations 1996 – Regulation 19, Regulation 19C, Regulation 28, and Regulation 49; and
4. Australian Accounting Standards.

Prudent Person Standard

The investment will be managed with the care, diligence and skill that a prudent person would exercise. Officers are to manage the investment portfolios to safeguard the portfolios in accordance with the spirit of this Investment Policy, and not for speculative purposes.

Ethics and Conflicts of Interest

Officers shall refrain from personal activities that would conflict with the proper execution and management of Council's investment portfolio. This policy requires officers to disclose any conflict of interest to the CEO.

Approved Investments

Without approvals from Council, investments are limited to:

1. State/Commonwealth Government Bonds;
2. Interest bearing deposits;
3. Bank accepted/endorsed bank bills;
4. Commercial paper;
5. Bank negotiable Certificate of Deposits; and
6. Managed Funds with a minimum long term Standard & Poor (S&P) rating of "A" and short term rating of "A2".

Prohibited Investments

This Investments Policy prohibits any investment carried out for speculative purposes including:

1. Derivative based instruments;
2. Principal only investments or securities that provide potentially negative cash flow;
3. Stand-alone securities issued that have underlying futures, options, forwards contracts and swaps of any kind;
4. Investment in foreign currency/bonds; or
5. Cryptocurrency e.g.; Bitcoin.

This policy also prohibits the use of leveraging (borrowing to invest) of an investment. A file is to be maintained detailing all investments and associated transactions. Investments to be reconciled to source documentation on a monthly basis.

2.1.6 MONTHLY FINANCIAL STATEMENTS

Adopted or Reviewed by Council:	15/11/16 19/11/19 17/11/20	**Council Minute Reference:**	151/16 156/19 156/20

Reviewer: Manager Financial and Corporate Services
Local Law:
Procedure:
Delegation: FIN 001

OBJECTIVE

To define the information contained within:

1. The monthly and quarterly financial statements; and
2. The material variance level for financial reporting in accordance with Local Government (Financial Management) Regulations 1996 r.34.

POLICY

Format of Monthly Financial Statements

The monthly financial statements to be prepared in accordance with Local Government (Financial Management) Regulation 34 shall be prepared in the following manner:

1. Quarterly (months ending September, December, March and June) – A detailed financial description of the Shire's operations;
2. Monthly (remaining 8 months) – A short and succinct overview, or snap shot, of the financial position at month's end; and
3. Variances will only be reported where it has a negative impact on the Shire's finances. For example; over expenditure and under revenue will be reported; under expenditure or excess revenue will not.

As such, the Monthly Financial Statements will contain the following information as a minimum:

QUARTERLY	**MONTHLY**
• Executive Summary	• Executive Summary
• Municipal Fund Summary (Rate Setting Statement)	• Municipal Fund Summary (Rate Setting Statement)
• Income Statement by Nature & Type	• Income Statement by Nature & Type
• Variance Report	• Variance Report
• Progress of the Capital Program	
• Reserve Accounts	
• Rates and Sundry Receivables	
• Information on Borrowings	
• Details of Major Business Units	
• Description of Programs	
• Detailed Statement of Operating Income	
• Plant Replacement Details	
• Capital Grants and Restricted Cash	
• Summary of Budget Amendments	

Defining Material Variances

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 will be reported when exceeding 10%, or a minimum of $10,000, of the items contained within the Rate Setting Statement. Examples of how this formula will be implemented, providing that this remains as a guide only with staff free to additionally identify or comment on greater variances and where other factors warrant, are as follows:

	Annual Budget	YTD Budget	YTD Actual	Variance %	Comments
Operating Revenue					
General Purpose Funding	-$5,759,496	-$4,198,600	-$4,226,968	1%	No Report - More revenue is advantageous
Governance	-$48,028	-$16,000	-$15,721	-2%	No Report - less than 10%
Law, Order, Public Safety	-$58,250	-$19,404	-$25,000	29%	No Report - More revenue is advantageous
Health	-$44,162	-$14,712	-$9,240	-37%	Variance Explanation Required
Education and Welfare	-$2,850	-$944	$0	-100%	No Report - less than $5,000
Operating Expenditure					
General Purpose Funding	$132,097	$80,722	$78,042	-3%	No Report - under expenditure is advantageous
Governance	$587,197	$233,784	$240,464	3%	No Report - less than 10%
Law, Order, Public Safety	$294,005	$97,964	$110,006	12%	Variance Explanation Required
Loans					
Repayment of Debentures	$47,306	$15,769	$0	-100%	No Report - under expenditure is advantageous
Proceeds from New Debentures	-$950,000	-$316,667	$0	-100%	Variance Explanation Required

~~2.1.7 ** DELETED ** MAJOR GRANT APPLICATIONS~~

~~Policy 2.1.7 was deleted 19 November 2019~~

~~Covered in Capital Evaluation Framework~~

2.1.8 FINANCIAL GOVERNANCE

Adopted or Reviewed by Council:	13/12/16	**Council Minute Reference:**	165/16
Amended:	21/05/19		49/19
	19/11/19		156/19
	14/12/21		154/21

Reviewer: Chief Executive Officer/Manager Financial and Corporate Services
Local Law:
Procedure:
Delegation:

BACKGROUND

This financial governance policy should be read in conjunction with other financial management policies which contain the Shire's overarching financial objectives.

OBJECTIVE

The objective is to establish financial management and governance principles to be applied to general financial decision making.

POLICY

General Principles

The Shire will make decisions in relation to financial management and financial governance that encompass the following principles:

1. Management of financial risk prudently, having regard to economic circumstances;
2. Examples of financial risks to be managed prudently include the level of debt, commercial activities, community business activities, financial assets and liabilities;
3. Implement spending and rating policies to promote stability and predictability;
4. Fund physical assets with regard to intergenerational equity;
5. Manage and maintain physical assets to achieve the maximum useful life from the initial investment; and
6. Ensure full, accurate and timely disclosure of financial information, unless commercial in confidence.
7. ~~To ensure that the Shire has sufficient funds to refund any accommodation bond balance or entry contribution balance for Springhaven Lodge as and when they fall due an amount of no less $1,000,000.00 will be held at call. These funds will be held in either the Shire of Kojonup Reserve account or Term Deposits held at the NAB.~~

Major Projects

Each major building project or budget item coming before the Council for consideration shall be assessed against the following factors:

1. Demonstrated community need;
2. Estimated annual cost to the Shire of operating;
3. Estimated annual cost to the Shire of maintenance;

4. Agreed lease or tenure conditions by third party;
5. Savings required to fund asset replacement at the end of its useful life;
6. Economic or community development advantages to the area;
7. Identified funding sources, both for construction and operating, secured and potential;
8. Council's Capital Evaluation Framework; and
9. Council's Risk Management Framework.

Operating Results

The Council will structure its budget to achieve an outcome where operating revenue (less capital contributions) is at least sufficient to meet operating expenses. The extent of any operating surplus will be dependent on the resources necessary to manage the renewal of assets (including infrastructure assets and business activity assets) and considering intergenerational equity issues.

Cash Reserves

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

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

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

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

The Manager Financial and Corporate Services will conduct an annual review for the Council addressing the appropriateness of each reserve account purpose, suitability of current balances, and deficiencies for the funding of future projects as identified in adopted forward plans.

Specifically, the following goals are set for individual reserve account balances:

- Employee Leave – As a minimum, the level of this reserve should meet both:
  - The EBA sick leave liability (clause 29); and
  - The current portion of the long service leave liability for staff with seven (7) years or more service.

This funding goal is to be implemented over several financial years up to 2021/2022 to manage the financial impact.

- Day Care Building Maintenance – 100% of annual rent paid by the tenant is deposited into this account;
- ~~Springhaven Building Upgrade & Renewal - This reserve receives 100% of interest earned from the 'Springhaven Lodge' (bonds paid by residents) reserve account;~~

- Low Income Housing - All operating profit/(loss) is to be transferred to/(from) this reserve in accordance with the joint venture agreement with the Department of Housing;
- Independent Living Units - Operating profits from Loton Close & Soldier Road units are transferred to this reserve;
- Landfill Waste Management - 10% of total rubbish & recycle bin charges are to be allocated to this reserve annually;
- Saleyards - The profit or loss from annual operations of the Saleyards to be transferred to this account;
- Netball Court Resurfacing Reserve – A $3,500 annual contribution will be made to this reserve to make provision for the resurfacing of the acrylic surface at the end of its useful life.

Borrowing
Borrowing will be undertaken in accordance with the Shire's Borrowing Management Policy.

Regulatory Role
Where the Shire operates in a competitive environment while providing a regulatory or statutory role in that environment, it will maintain a management structure designed to minimise the potential for conflict between these two roles and through transparency to maintain confidence in its regulatory independence.

2.1.9 BORROWING MANAGEMENT

Adopted or Reviewed by Council: 17/11/15 **Council Minute Reference:** 183/15

Reviewer: Chief Executive Officer/Manager Financial and Corporate Services
Local Law:
Procedure:
Delegation:

BACKGROUND
This Borrowing Management Policy should be read in conjunction with other Financial Management Policies which contain the Shire of Kojonup's overarching financial objectives.

A local government may borrow to perform the functions and exercise the powers conferred on it under the *Local Government Act 1995.*

OBJECTIVE
The objective is to define the conditions under which the Council will consider the use of borrowings to fund its activities.

PRINCIPLES
The Shire of Kojonup will exercise its power to borrow in a financially responsible and prudent way so as to promote equity amongst current and future ratepayers.

STATEMENT OF POLICY

Overview

The following is a general description of the Shire's policy objectives with respect to borrowing management:

1. Prudently manage the Council's borrowing to ensure sustainable funding;
2. Minimise borrowing costs;
3. Manage short-term cash flows in an efficient and prudent manner;
4. Maintain market confidence in the local government's creditworthiness and financial stability;
5. Plan future cash flow needs to assist with borrowing decisions; and
6. Maintain sufficient liquidity to meet planned and un-planned cash flow needs.

Matching revenue sources to service debt
To achieve prudent use of the Shire's borrowing powers, it is our objective that debt repayments are:

1. Matched by investments or assets that produce or have the potential to produce income that can service the debt; or
2. Matched by binding agreements entered into with external parties to service the debts (e.g.; self-supporting loans for community groups); or
3. Supported by identified specific revenue sources (e.g.; Specified Area Rates); or
4. Supported by specific general revenue sources (such as rates or fees and charges) or identified reductions in future operating expenditure sufficient to match the repayment schedule.

Purpose of Borrowing
In general, the Shire will not borrow to fund operating expenditure, unless it is explicitly approved by Council. Loan funds are viewed as a valid form of funding source, under certain circumstances:

1. Loans can be used when funding an asset that has a useful life exceeding the term of loan;
2. ~~Loans will not be used for plant and equipment, or assets that can easily be removed;~~
2. Loans can be used for large Plant & Equipment purchases where it is explicitly approved by Council
3. Capital expenditure that provides a new intergenerational service or renews an existing service;
4. Short-term peak working capital requirements (overdraft or short-term fixed amounts);
5. Investment in Major Land Transactions (Post Business Plan adoption);
6. Investment in Major Trading Undertakings (Post Business Plan adoption)
7. Investment in Community Business Activities;
8. Transitional/bridging funding for projects or acquisitions; and
9. Loans help spread the cost of providing long term assets (such as land and buildings) to future users of the facility.

Borrowing in exception to this policy will only occur in either an emergency or when considered necessary and financially prudent on a case-by-case basis. In such cases, the Council would consider:

1. Special circumstances;
2. Nature of the borrowing;
3. Its repayment terms; and
4. The source of funding.

Before committing to a loan the Council needs to consider the following:

1. ~~,~~ a report outlining future loan commitments (both existing and planned)~~,~~;
2. impact on financial ratios and the Shire's borrowing capacity will be prepared and presented to the Council; and,~~.~~
3. Consideration of the impact on the Shires Long Term Financial Plan and different scenarios being considered.

Term of Debt

The maximum debt repayment period will be determined by taking into account:

1. The expected useful lives of assets financed by the debt;
2. Considerations relating to intergenerational equity; and
3. Preference for loan terms not exceeding fifteen (15) years~~, nor more than half of the total project cost~~.

Debt repayments levels (both interest and principal) will be determined by:

1. The need to maintain prudent and sustainable debt levels;
2. Comparison with the borrowing levels of WA local governments with similar economic profiles;
3. Prevailing interest rates and possible future movements;
4. The need to re-negotiate borrowings at future periods;
5. The cash flow forecasts of any supporting asset used as a source of funds to service the debt; and
6. The transitional or bridging nature of the borrowing.

The Council will consider its forecast borrowing requirements as part of its:

1. Community Strategic Plan;
2. Corporate Business Plan;
3. Long Term Financial Plan;
4. Asset Management Plan; and
5. Adoption of the annual budget.

Borrowing Parameters

To help ensure that the Shire achieves the objectives of its Borrowing Management Policy, the following outstanding borrowing parameters will prevail:

Measurement ratio:

Total principal outstanding *less* self-supporting loan principal

General Funds (S 6.21 *Act*)

Restriction on Borrowings
To be prudent with its borrowing powers, the Shire will restrict its 'own purpose' borrowings to a measurement ratio of 0.80.

A measurement ratio exceeding 0.80 may be specifically approved by a resolution of the Council providing the amount above the threshold relates to a community business or commercial activity (as defined) that generates positive cash flows sufficient to offset the debt repayments without a negative impact upon general revenue.

Interest Rate Risk
To promote interest rate predictability and a linkage with nominated revenue sources, the Shire's preferred borrowing instrument is a fixed interest rate debenture. Within any total loan portfolio the maximum amount of loans with a variable floating interest rate is not to exceed 15%.

Institution Selection
In selecting the lender the Shire will undertake a transparent process which tests the current credit market and displays good governance principals. The WATC is the Shire's preferred lender.

Self-Supporting Loans
Refer to Council policy 2.1.4 – Self-Supporting Loans.

2.1.10 CORPORATE CREDIT CARDS

Adopted or Reviewed by	17/11/15	**Council Minute**	183/15
Council:	20/11/18	**Reference:**	143/18
Date/s Amended:	19/11/19		156/19

Reviewer: Chief Executive Officer/Manager Financial and Corporate Services
Local Law:
Procedure:
Delegation:

OBJECTIVE
To establish the use of Corporate credit cards and outline the responsibilities of card holders.

POLICY STATEMENT
Corporate credit cards can deliver significant benefits through improved administrative practices and more effective cash management. They can, however, also expose a local government to significant risks if not properly controlled; these risks can be minimised by implementing policies to control their use. Credit cards can be a more efficient purchasing method than that of formal methods in some circumstances and can reduce administration costs, and the need to carry cash.

It is important to have a communication strategy that informs new employees and reminds existing employees of the policies that govern the use of credit cards.

LEGISLATION
The use of credit cards is not specifically mentioned in the *Local Government Act 1995*; however, the following sections of this *Act* impact the use and control of corporate credit cards:

1. s. 2.72(2) (a) and (b) requires the Council to oversee the allocation of the local government's finances and resources and to determine the policies of the local government.
2. s. 6.5(a) requires the CEO to ensure proper accounts and records of the transactions and affairs of the local government are kept in accordance with regulations.

Local Government (Financial Management) Regulations 1996 r. 11(1) (a) requires local governments to develop procedures for the authorisation and payment of accounts to ensure that there is effective security for, and properly authorised use of cheques, credit cards, computer encryption devices and passwords, purchasing cards and any other devices or methods by which goods, services, money or other benefits may be obtained.

The *Local Government Act 1995* does not allow for the issue of Corporate Credit Cards to elected members. There are no provisions within this *Act* which allow an elected member to incur a debt, as would be the case with a credit card.

GENERAL
Corporate Credit Cards shall only be issued to the Chief Executive Officer. The CEO has discretion under delegated authority to determine which ~~and~~ Executive Managers will hold a Shire credit card.

If the CEO delegates a credit card to an officer, ~~E~~each officer shall sign an agreement which sets out the cardholder's responsibilities and legal obligations when using the credit card:

1. A register of all current cardholders shall be kept which includes card number, expiry date of the credit card, credit limit and details of goods and services the cardholder has authority to purchase;
2. In the event of their employment ceasing, the cardholder is to immediately return the credit card for destruction, in accordance with employee termination procedures;
3. If a card is lost or misplaced, the cardholder shall notify the Chief Executive Officer immediately to enable the loss to be reported and to arrange a replacement card;
4. Credit cards should never be transferred to other users; and
5. There will be no reward schemes (such as frequent flyer points) attached to the cards.

PURCHASING

1. Corporate credit cards are only to be used for purchasing goods and services on behalf of the local government which have been authorised in the current annual budget;
2. Cardholders should ensure that suppliers record an adequate description of goods or services on the tax invoice to ensure appropriate levels of accountability. Appropriate documentation should be obtained to ensure that the purchase can be verified to the satisfaction of the CEO. Wherever possible, a tax invoice must be obtained;
3. Cardholders must adhere to Council Policy 2.1.2 - Purchasing and Creditors Control;
4. Personal expenditure is strictly prohibited and disciplinary action may be taken;
5. The CEO may use the crad as per the employment contract for expense accounts if the expense account is explicitly stipulated as a part of their employment contract;
~~5.~~6. Cash withdrawals are not available on the cards;
~~6.~~7. Each credit card provided shall have a maximum limit of $3,000 except for the Chief Executive Officer whose maximum limit shall be $10,000;
8. Where a cardholder undertakes purchases by way of facsimile, telephone or over the internet, a tax invoice or receipt is required in all circumstances and must contain details of the purchase; and
~~7.~~9. All credit cards used for expenditure must be accompanied with an authorised persons form
~~8.~~10. All invoices/receipts, complete with general ledger/job number allocations, must be provided to the Manager Financial and Corporate Services as soon as practicable after the credit card purchase is made.

PAYMENTS

1. On receipt of the monthly statement, the Manager Financial and Corporate Services will attach all invoices/receipts to the statement and assign GL/Job number allocations;
2. The monthly credit card statement will be distributed to the respective cardholder to certify transactions; and
3. The monthly balance for each credit card will be recouped by direct debit from the Municipal Fund on the statement due date.

AUSTRALIAN BUSINESS NUMBER (ABN)

Cardholders should remember that if a supplier does not have an ABN and Pay As You Go tax has not been withheld on the credit card statement, the local government is still liable to pay the corporate credit card provider the full amount and also the ATO prevailing ABN Withholding Tax Rate (46.5% as at 1 July 2014) of the purchase price.

GUIDELINES FOR USE OF CORPORATE CREDIT CARDS

It is not proposed to list or describe every situation where the corporate credit card can or should be used but rather to provide general guidelines to be followed – S~~s~~enior ~~e~~Officers should be scrupulous

in the usage of corporate credit cards and always have appropriate documentation which can verify and justify the expenditure to the CEO.

Expenditure utilising the corporate credit card should, where possible, be kept to a minimum. The preferred method for purchasing goods or services is by using an official Shire purchase order in accordance with Council Policy 2.1.2.

With the rise of internet purchases it is recognised that often and on ~~On~~ occasion ~~it is recognised that some~~certain services and goods cannot be purchased by purchase order or credit facilities, because of circumstances ~~(i.e.; away from the office),~~ it is more convenient to use the credit card.

Purchase of food, drink or other forms of entertainment should be restricted to officially sanctioned events such as:

1. Whilst travelling on Shire business – training, conferences, reasonable meals drink etc;
2. Providing sustenance for councillors or Team Members;
3. Meals following Council meetings or other approved meetings; and
4. Meals for emergency personnel during an emergency.

It is recognised that the CEO travels extensively through-out the region and to Perth for approved meetings. On these occasions the Council acknowledges that reasonable drinks and food may be purchased as sustenance for either themselves or others who are attending these meetings. This would be deemed entertainment and must be within budget as approved by the Council.

This policy also acknowledges that the CEO has an unrestricted expense account, limited in value, as a part of their contract of employment and has Council permission to use the credit card for the moral and ethical purpose of reasonable expenses, such as meals and other sustenance items or day to day living expenses such as groceries, buying uniforms and clothes for work purposes, but all within the rules and framework of the agreed account. The CEO should scrupulously and diligently consider any and all expenditure in this respect, and ensure they are morally and ethically relevant to the needs of the Shire of Kojonup and pass the reasonableness test.

~~Purchase of food, drink or other forms of entertainment should be restricted to officially sanctioned events such as:~~

~~1. Whilst travelling on Shire business – training, conferences etc.;~~
~~2. Providing sustenance for councillors or staff;~~
~~3. Meals following Council meetings; and~~
~~4. Meals for emergency personnel during an emergency.~~

2.1.11 RELATED PARTY TRANSACTION DISCLOSURES

Adopted or Reviewed by Council: 15/08/2017 **Council Minute Reference:** 90/17

Reviewer: ~~Manager Governance and Administration~~Chief Executive Officer
Local Law:
Procedure: Related Party Disclosures – Declaration Form
Delegation:

OBJECTIVE
This policy relates to the requirements of Related Party Disclosures to be made in the Shire's Annual Financial Reports in compliance with Australian Accounting Standards Board (AASB) 124.

To provide guidance to elected members and identified Key Management Personnel (KMP) to assist in them making an informed judgement as to who is considered to be a related party and what transactions need to be considered when determining if disclosure is required.

POLICY STATEMENT
The purpose of this policy is to stipulate the information to be requested from related parties to enable an informed judgement to be made and that:

1. The Council recognises the requirement to comply with AASB 124 and thus disclose Related Party Disclosures in each Annual Financial Report commencing from 1 July 2016; and
2. This policy outlines required mechanisms to meet the disclosure requirements of AASB 124.

1.0 IDENTIFICATION OF RELATED PARTIES
AASB 124 provides that the Shire will be required to disclose in its Annual Financial reports, related party relationships, transactions and outstanding balances.

Related parties includes a person who has significant influence over the reporting entity, a member of KMP of the entity, or a close family member of that person who may be expected to influence that person.

Key Management Personnel (KMP) are defined as persons having authority and responsibility for planning, directing and controlling the activities of the entity, directly or indirectly.
For the purposes of determining the application of the standard, the Shire has identified the following persons as meeting the definition of *Related Party*:

1. An elected Council member;
2. Key management personnel being a person employed under s. 5.36 of the *Local Government Act 1995* in the capacity of Chief Executive Officer or Manager;
3. Close members of the family of any person listed above, including that person's child, spouse or domestic partner, children of a spouse or domestic partner, dependants of that person or person's spouse or domestic partner; and
4. Entities that are controlled or jointly controlled by a Council member, KMP or their close family members (entities include companies, trusts, joint ventures, partnerships and non-profit associations such as sporting clubs).

The Shire will, therefore, be required to assess all transactions made with these persons or entities.

2.0 IDENTIFICATION OF RELATED PARTY TRANSACTIONS
A related party transaction is a transfer of resources, services or obligations between the Shire (reporting entity) and the related party, regardless of whether a price is charged.

For the purposes of determining whether a related party transaction has occurred, the following transactions or provision of services have been identified as meeting this criteria:

1. Paying rates;
2. Fines;
3. Use of Shire owned facilities such as Recreation Centre, Civic Centre, library, parks, ovals and other public open spaces (whether charged a fee or not);
4. Attending Council functions that are open to the public;
5. Employee compensation whether it is for KMP or close family members of KMP;
6. Application fees paid to the Shire for licences, approvals or permits;
7. Lease agreements for housing rental (whether for a Shire owned property or property sub-leased by the Shire through a Real Estate Agent);
8. Lease agreements for commercial properties;
9. Monetary and non-monetary transactions between the Shire and any business or associated entity owned or controlled by the related party (including family) in exchange for goods and/or services provided by/to the Shire (trading arrangement);
10. Sale or purchase of any property owned by the Shire, to a person identified above;
11. Sale or purchase of any property owned by a person identified above, to the Shire;
12. Loan Arrangements; and
13. Contracts and agreements for construction, consultancy or services.

Some of the transactions listed above occur on terms and conditions no different to those applying to the general public and have been provided in the course of delivering public service objectives. These transactions are those that an ordinary citizen would undertake with the Shire and are referred to as an Ordinary Citizen Transaction (OCT).

Where the Shire can determine that an OCT was provided at arms-length and in similar terms and conditions to other members of the public and that the nature of the transaction is immaterial, no disclosure in the annual financial report will be required.

3.0 DISCLOSURE REQUIREMENTS

For the purposes of determining relevant transactions in 2.0 above, elected Council members and key management personnel, will be required to complete a *Related Party Disclosures - Declaration* form for submission to the Manager Financial and Corporate Services.

Ordinary Citizen Transactions (OCTs)

Based on the facts and circumstances, the following OCT that are provided on terms and conditions no different to those applying to the general public and which have been provided in the course of delivering public service objectives, are unlikely to influence the decisions that users of the Council's financial statements make. As such, no disclosure in the *Related Party Disclosures - Declaration* form will be required.

1. Paying rates;
2. Fines;
3. Use of Shire owned facilities such as Recreation Centre, Civic Centre, library, parks, ovals and other public open spaces (whether charged a fee or not); and
4. Attending Council functions that are open to the public.

Where these services were not provided at arms-length and under the same terms and conditions applying to the general public, elected Council members and KMP will be required to make a declaration in the *Related Party Disclosures - Declaration* form about the nature of any discount or special terms received.

All other transactions

For all other transactions listed above in 2.0, elected Council members and KMP will be required to make a declaration in the *Related Party Disclosures - Declaration* form.

Frequency of disclosures

1. Elected Council members and KMP will be required to complete a *Related Party Disclosures - Declaration* form each year.
2. Disclosures must be made by all Councillors immediately prior to any ordinary or extraordinary election.
3. Disclosures must be made immediately prior to the termination of employment of/by a KMP.

4.0 CONFIDENTIALITY

All information contained in a disclosure return will be treated in confidence. Generally, related party disclosures in the annual financial reports are reported in aggregate and, as such, individuals are not specifically identified. Notwithstanding, management is required to exercise judgement in determining the level of detail to be disclosed based on the nature of a transaction or collective transactions and materiality. Individuals may be specifically identified, if the disclosure requirements of AASB 124 so demands.

5.0 MATERIALITY

Management will apply professional judgement to assess the materiality of transactions disclosed by related parties and their subsequent inclusion in the financial statements. In assessing materiality, management will consider both the size and nature of the transaction, individually and collectively.

~~2.1.12 **DELETED** COVID-19 FINANCIAL HARDSHIP~~

~~Policy 2.1.23 no longer valid~~

2.2 HUMAN RESOURCES

2.2.1 STAFF EQUAL OPPORTUNITY

Adopted or Reviewed by Council:	17/11/15 19/11/19	**Council Minute Reference:**	183/15 156/19

Reviewer: Chief Executive Officer/Manager Financial and Corporate Services
Local Law:
Procedure: Section 4, Supporting our Staff in the Workplace, Policy 14 – Equality Policy, p82 – Employee Manual, Employee Code of Conduct
Delegation:

OBJECTIVE

To comply with the provisions of the *WA Equal Opportunity Act 1984*.

POLICY

The Shire of Kojonup is an equal opportunities employer and ensures that there is no discrimination on grounds unrelated to the job requirements. In particular, there will not be any contravention of the *WA Equal Opportunity Act 1984* which prohibits discrimination in employment on the basis of sex, age, marital status, parenthood, race, colour, pregnancy, religious or political activity or views, physical or mental impairment, sexual orientation, family responsibility or family status, or breastfeeding.

POLICY STATEMENT

The Shire of Kojonup recognises that discrimination and victimisation is unacceptable and that it is in the interests of the Shire and its employees to utilise the skills of the total workforce. It is the aim of the Shire to ensure that no employee or job applicant receives less favourable facilities or treatment (either directly or indirectly) in recruitment or employment on grounds of age, disability, gender/ gender reassignment, marriage/civil partnership, pregnancy/maternity, race, religion or belief, sex, or sexual orientation (the **protected characteristics**).

Our aim is that our workforce will be truly representative of all sections of society and each employee feels respected and able to give of their best.

We oppose all forms of unlawful and unfair discrimination or victimisation. To that end the purpose of this policy is to provide equality and fairness for all in our employment.

All employees, whether part-time, full-time or temporary, will be treated fairly and with respect. Selection for employment, promotion, training or any other benefit will be on the basis of aptitude and ability. All employees will be helped and encouraged to develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the efficiency of the Shire.

Our staff will not discriminate directly or indirectly, or harass customers or clients because of age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, and sexual orientation in the provision of the Shire's goods and services.

1. Our Commitment

- To create an environment in which individual differences and the contributions of all staff are recognised and valued.
- Every employee is entitled to a working environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated.
- Training, development and progression opportunities are available to all staff.
- The Shire of Kojonup will review all our employment practices and procedures to ensure fairness regularly.
- Breaches of the equality policy will be regarded as misconduct and could lead to disciplinary proceedings.

2. Responsibilities of Management

Managers will ensure that they and their staff to operate within this policy and arrangements, and that all reasonable and practical steps are taken to avoid discrimination. Each manager will ensure that:

- all their staff are aware of the policy and the arrangements, and the reasons for the policy;
- grievances concerning discrimination are dealt with properly, fairly and as quickly as possible;
- proper records are maintained.

The Chief Executive Officer will be responsible for monitoring the operation of the policy in respect of employees and job applicants.

3. Responsibilities of Staff and Elected Members

Responsibility for ensuring that there is no unlawful discrimination rests with all staff and elected members and the attitudes of staff and elected members are crucial to the successful operation of fair employment practices. In particular, all members of staff and elected members should:

- comply with the policy and arrangements;
- not discriminate in their day to day activities or induce others to do so;
- not victimise, harass or intimidate other staff or elected members or groups who have, or are perceived to have one of the protected characteristics;
- ensure no individual is discriminated against or harassed because of their association with another individual who has a protected characteristic; and
- inform their manager if they become aware of any discriminatory practice.

4. Third Parties

Third-party harassment occurs where a Shire employee or elected member is harassed, and the harassment is related to a protected characteristic, by third parties such as clients or customers. The Shire of Kojonup will not tolerate such actions against its staff or elected members, and the employee/elected member concerned should inform their manager/supervisor/Shire President at once that this has occurred. The Shire of Kojonup will fully investigate and take all reasonable steps to ensure such harassment does not happen again.

5. Related Policies and Arrangements

All employment policies and arrangements have a bearing on equality of opportunity. The Shire policies will be reviewed regularly and any discriminatory elements removed by the CEO.

6. Rights of Disabled People

The Shire attaches particular importance to the needs of disabled people.

Under the terms of this policy, managers are required to:

- make reasonable adjustment to maintain the services of an employee who becomes disabled, for example, training, provision of special equipment, reduced working hours. (NB: managers are expected to seek advice on the availability of advice and guidance from external agencies to maintain disabled people in employment);
- include disabled people in training/development programs;
- give full and proper consideration to disabled people who apply for jobs, having regard to making reasonable adjustments for their particular aptitudes and abilities to allow them to be able to do the job.

7. Equality Training

A series of regular briefing sessions will be held for staff and elected members on equality issues. These will be repeated as necessary.

Training will be provided on this policy and the associated arrangements. All staff and elected members who have an involvement in the recruitment and selection process will receive specialist training.

8. Monitoring

- The Shire deems it appropriate to state its intention not to discriminate and assumes that this will be translated into practice consistently across the Shire as a whole. Accordingly, a monitoring system will be introduced to measure the effectiveness of the policy and arrangements.
- The system will involve the routine collection and analysis of information on employees by gender, marital status, ethnic origin, sexual orientation, religion / beliefs, grade and length of service in current grade. Information regarding the number of staff who declare themselves as disabled will also be maintained.
- There will also be regular assessments to measure the extent to which recruitment to first appointment, internal promotion and access to training/development opportunities affect equal opportunities for all groups.
- The information collected for monitoring purposes will be treated as confidential and it will not be used for any other purpose.
- If monitoring shows that the Shire, or areas within it, are not representative, or that sections of our workforce are not progressing properly within the Shire, then an action plan will be developed to address these issues. This will include a review of recruitment and selection procedures, Shire policies and practices as well as consideration of taking legal Positive Action.

9. Grievances/Discipline

Employees have a right to pursue a complaint concerning discrimination or victimisation via the Shire *Workplace Discrimination and Harassment Policy* *and the Employee Code of Conduct*.

2.2.2 ELIMINATION OF HARASSMENT IN THE WORKPLACE

Adopted or Reviewed by Council:	17/11/15	**Council Minute Reference:**	183/15
Date/s Amended:	20/11/18		143/18

Reviewer: Chief Executive Officer/all personnel Managers
Local Law:
Procedure: Employee Manual, Employee Code of Conduct
Delegation:

OBJECTIVE

To provide a workplace that is free from all forms of harassment and victimisation.

POLICY

It is the right of every individual to be able to carry out their job in an environment which promotes job satisfaction and maximises performance. Such an environment is dependent on it being free from all forms of harassment and victimisation.

Note: Reference also the *WA Equal Employment Opportunity Act 1984 and Employee Code of Conduct*. *Fair Work Act 2009, Work Health and Safety Act 2011 and Sex Discrimination Act 1984.*

2.2.3 EMPLOYEE CONFERENCES, SEMINARS & WORKSHOPS

Adopted or Reviewed by Council:	17/11/15 17/11/20	**Council Minute Reference:**	183/15 156/20

Reviewer: Chief Executive Officer/all personnel Managers
Local Law:
Procedure:
Delegation: ADMIN 004

OBJECTIVE

To provide employees with opportunities to attend conferences, seminars and workshops that "add value" and continuous improvement to their positions as well as enhance skill sets and knowledge to the benefit of the employee, Shire and Community in meeting and delivering effective strategic and operational outcomes.

POLICY

1. The progression of employee development and continuous improvement is an ongoing commitment of Council, ensuring the effective and efficient performance of employees as recognised in the Workforce Plan.
2. In respect of employees attending approved conferences, seminars or workshops with the Shire's approval, the following expenses will be met by the Shire:
   (a) Registration Fees;
   (b) Accommodation and reasonable meal costs, excluding minibar and alcohol;
   (c) Incidental expenses such as ~~-~~work related parking, taxis and telephone calls; and
   (d) Reasonable ~~T~~travelling costs.

   All travelling procedures must comply with Work Health and Safety (WHS) requirements.
3. The Shire will allow employees to travel to the course in work time; that is, if the course is held in Perth, the employee can depart Kojonup at 1.00 p.m. on the day prior to the course in order to arrive at the approximate normal finishing time. The same principle would apply for any other destinations. It is the objective of the Council to ensure that all Team members arrive and return safely.
4. The Shire may provide a vehicle for travel; however, the vehicle must be returned to the Shire immediately on return to Kojonup, unless arrangements are made to the Shire's satisfaction for an extension. If a Shire vehicle is unavailable, the Shire will reimburse travelling expenses in accordance with Australian Taxation Office kilometre allowances as varied each year.
5. Dependent on the type of conference, seminar or workshop and content thereof, an employee may be required as directed by their respective Manager, CEO or Council to submit a report or make a presentation enabling Council to remain informed of benefits derived from an employee's attendance which may also be of benefit to the organisation in building corporate and employee knowledge and awareness.
6. No overtime or penalty rates will apply for any employee attending a conference, seminar or workshop under this policy.
7. An employee attending a conference, seminar or workshop, subject to WHS requirements, will be expected to wear the corporate uniform wherever possible to signify your representation of the Shire of Kojonup.
8. ~~Employees~~ Team Members will adhere to the Shire's Employee Code of Conduct at all times.

2.2.4 EDUCATION ASSISTANCE

Adopted or Reviewed by Council: 14/11/17 **Council Minute Reference:** 183/15

Reviewer: Chief Executive Officer/all personnel Managers
Local Law:
Procedure:
Delegation:

OBJECTIVE

To provide assistance to employees when undertaking courses of study to improve job skills and knowledge in better equipping employees to contribute to the objectives of the Council.
Specifically, the objective is to increase the efficiency of Council through the provision of suitably qualified and trained employees, improved work performance and improved adaptability of employees to organisational change.

POLICY

That the Council provides the following support to employees desiring to undertake courses of study in enhancing their skills and knowledge:

1. Reimbursement of prepaid compulsory fees upon successful completion of each unit including enrolment fees, subject fees and Government fees subject to a maximum of $2,000 excluding GST per annum per employee;
2. The cost of accommodation and travelling costs will not be reimbursed;
3. The cost of textbooks, instruments, and materials up to $250 will be refunded upon production of receipts;
4. Special leave of up to four days per annum will be granted to employees required to attend examinations, compulsory seminars, workshops, or practical sessions;
5. The CEO is responsible for approving any application for Educational Assistance in accordance with the Policy objectives and may consider amending specific conditions due to financial hardship requests or other mitigating circumstances~~requests~~.

The employee is to satisfy the CEO that any course of study proposed to be undertaken will benefit the ~~organisation~~ Shire's core business in accordance with workforce planning and/or performance appraisals.

2.2.5 PRESENTATIONS – DEPARTING EMPLOYEES

Adopted or Reviewed by Council:	17/11/15	**Council Minute Reference:**	183/15
Date/s Amended:	20/11/18		143/18

Reviewer: Chief Executive Officer/all personnel Managers
Local Law:
Procedure:
Delegation:

OBJECTIVE

To ensure a policy exists which clarifies presentations by Council to retiring or departing employees.

POLICY

This policy intention is to reward longer term employees who have served the Council continuously in good stead and at a high performance standard throughout their career. There should be no expectation that this will be paid and it is important that Managers requesting this for their Team Members should wholly justify their request with evidence.

Upon resignation or retirement of an employee, the Shire may at the CEO's sole discretion, as a token of appreciation for many years of continuous service, provide one or both of the following:

1. A gift (or money/gift card) valued at up to $100 for each completed year of service, to a maximum of $1,000;
2. Gift selection to be discussed with the Chief Executive Officer.

CEO to take into consideration the ~~employee's~~ Team Members performance history and continuous time with the Shire.

~~This policy intention is to reward long term employees who have served the Council continuously in good stead throughout their career.~~

It is not intended to reward short term employees; as an example, of less than 5 years' service, and is Delegated Authority to the CEO to manage at their discretion.

Note:

Reference s. 5.50 of the *Local Government Act 1995,* as amended, which requires action if paying in excess of this Policy.

2.2.6 SALARY PACKAGING

Adopted or Reviewed by Council:	20/02/18	**Council Minute Reference:**	13/18
Date/s Amended:	20/11/18		143/18
	12/12/23		141/23
Reviewer:	Chief Executive Officer		
Local Law:			
Procedure:			
Delegation:			

OBJECTIVE

To recognise the importance of establishing the correct packages for each of these key positions in order to attract the person with the skills and experience necessary to perform in the top quartile of the performance spectrum.

To ensure that the parameters for the calculation of salary and other salary package items for senior employees is comparable, in at least some key aspects of its operations and responsibilities, with other Band 3 shires.

To recognise the special role played by these officers in the development of the Shire of Kojonup.

POLICY

It is acknowledged by Council that Salary packaging, in the recruiting environment, is a tool to attract the right person to a required role. The Chief Executive Officer (CEO) requires flexibility when negotiating Employee Contracts and their remuneration packages.

The Council delegates and authorises the CEO, in their operational capacity, to decide and negotiate remuneration packages.

This policy covers all contracted positions in the Shire. The following positions are established as Designated Officers under s5.37 of the *Local Government Act 1995*:

- Chief Executive Officer;
- ~~Manager Governance & Administration;~~
- Manager of Financial & Corporate Services;
- ~~Manager of Works & Services;~~
- ~~Manager of Regulatory & Technical Services; and~~
- ~~Manager of Aged Care Services.~~
- Property Services Manager
- Manager Works and Infrastructure
- Project Manager and Regulatory Services
- Manager of The Kodja Place, Tourism and Marketing
-

The Salary Packaging Policy of the Shire of Kojonup is constructed to provide flexibility to attract and retain skilled and experienced management necessary to professionally manage the Council as follows:

1. Council expects outstanding professional and management performance from contracted officers in the delivery of agreed outcomes and the delivery of services to the ratepayers and residents of the Shire;
2. To reward these skilled and experienced management personnel with realistic and competitive salary packages;
3. To convey to each of the appointees that the Shire has selected the person with the most appropriate skills and qualifications for the position and that this is clearly identified in the package offered to the recommended appointee;
4. To construct salary packages that are easily understood by the beneficiary and operable without the need for the raising of minor charges invoices;
5. To recognise that it will be necessary to pay Fringe Benefits Tax on these packages and to provide for such FBT in the staff budget;
6. To undertake at least one regular and professional review and assessment of the performance of each of these officers during each twelve month period;
7. To recognise the trend is towards senior officers being engaged on shorter term contractual basis to achieve specific outcomes and that the Council will consider performance related rewards for outstanding achievements at the end of such contracts; and
8. To comply with the requirements of the appropriate legislation and regulations.

SALARY PACKAGING – ~~ALL STAFF~~SENIOR OFFICERS

The CEO is responsible for determining salary packages and may include but is not limited to:

1. A competitive cash salary component in each package;
2. Provision of a motor vehicle as per Policy 2.2.8 Motor Vehicles - Officers;
3. Provision of housing as per Policy 2.2.7 Staff Housing;
4. Novated leasing of a vehicle (refer policy 2.2.8);
5. Bundling of Australian Taxation Office approved private housing expenses; and
6. Additional superannuation payments.
7. ~~6.~~ Utility payments and other related expense items e.g. gardening applicable to working and living in Kojonup

Employees shall be able to take advantage of salary sacrificing provisions on the basis that it will be at no cost to Council.

Any of the above arrangements shall be stipulated in the respective Manager's/Employee's Contract of Employment.

Provision of Housing

Housing may be provided and, if so, supply will be in accordance with Council's Policy 2.2.7 Staff Housing, with a Residential Tenancy Agreement completed separately to an Officer's contract.

This is deemed a part of the remuneration package value~~package~~.

Service Charges

Electricity and gas charges for the duration of the occupancy may be negotiated as part of the package or be for the account of the Officer concerned - charges for water, sewerage, rates, rubbish and other property charges are for the account of the Shire.

Annual Leave

Standard Annual Leave is 4 weeks.

1. Where an officer is required to regularly attend evening meetings, an extra week's leave may be granted in full recognition of the need to attend these meetings after hours.
2. These extra days may be taken either as part of annual leave or as accumulated during the year.
3. Annual leave loading - applicable at the rate of 17.5% to the standard annual leave.
   The CEO has delegated authority to offer an additional week's annual leave where it is justified. This is deemed a part of the remuneration package.

Professional Organisation Membership Dues

The Shire will pay the annual membership fees for the State/National Professional Association of the Officer's choice that relates directly to the Officer's responsibilities to Council.

Salary Sacrifice

This policy allows Senior Officers the opportunity of Salary Sacrificing within their salary package based on sound accounting/taxation advice being available to both employer and employee.

Miscellaneous Expenses

Reimbursement for expenses are not considered part of the salary package.

Participation in conferences will be considered in the Annual Budget process and, where approved, the expenses for the activity will be covered in the Budget item.

Professional Development will be considered in the Annual Budget process and, where approved, the expenses for the activity will be covered in the Budget item.

Operational expenses incurred during the conduct of Council business are reimbursed to the Officer concerned or paid direct by the Council through the Council's financial processes and are not deemed salary for the purpose of negotiating a remuneration package.

2.2.7 STAFF HOUSING

Adopted or Reviewed by Council:	14/11/17	**Council Minute Reference:**	183/15
	20/11/18		143/18
	19/11/19		156/19
Date/s Amended:	19/05/20		57/20
	17/08/21		99/21
	18/10/22		111/22
	12/12/23		141/23

Reviewer: Chief Executive Officer
Local Law: Nil
Procedure: Nil
Delegation: EMPL 004

OBJECTIVE

To support Council Policy 2.2.6 Salary Packaging in attracting the person with the skills and experience necessary to fill the senior staff positions.

POLICY

The Shire owns a range of housing for Team Members from executive homes to apartments.

It is acknowledged by Council that Housing, in the recruiting environment, is a tool to attract the right person to a required role. The Chief Executive Officer (CEO) requires flexibility when negotiating Employee Contracts and their remuneration packages.

The Council delegates and authorises the CEO, in their operational capacity, to decide and negotiate which roles access housing in their remuneration package.

It is the preference of the Council to offer Shire owned housing as a priority to the following role:

- Chief Executive Officer ~~————————~~15 Loton Close

As a priority for housing supply and determined by the authority delegated to the CEO then to other senior ~~employee~~ officer roles in the first instance:

- ~~Manager Regulatory Services~~
- Manager Financial and Corporate Services
- ~~Manager Works and Services~~
- ~~Manager Aged Care Services~~
- Manager Project and ~~Community~~ Regulatory Services
- ~~Manager Governance and Administration~~
- Manager Works and Infrastructure
- Property Services Manager
- Manager of The Kodja Place, Tourism and Marketing

The rent for the above houses is established through negotiation of a manager's individual employment contract, decided by the CEO, and ~~the~~ subsidies are set by the Council through the fees and charges process.

Other Shire roles:

To attract and retain professional, technical and specialised roles, it is also policy to offer available housing to other Team Members as determined, at the discretion of the Chief Executive Officer.

The rental charged on these properties will be 60% of the list of fees and charges (market value) with the balance of 40% being a subsidy under the prospective employee's employment conditions or contract of employment.

To attract other qualified roles and senior managers, the CEO has delegated authority to negotiate all aspects of a rental agreement including foregoing rent to attract the right person to the role.

Bagg Street units:

Temporary Bagg Street accommodation may be offered to staff, at the CEO's discretion, if required and available, at either 1A (one bedroom) or 1B (two bedroom) Bagg Street units.

The CEO may negotiate weekly rental for all staff in accordance with annual performance reviews.

No-Smoking
Smoking is strictly prohibited within the premises of all Shire owned houses and buildings at ~~all~~ any time~~s~~.

Bond
All tenants, unless negotiated with the CEO, will be required to lodge a sum equivalent to four weeks' rent as set out in the Fees and Charges Schedule, ~~as per Council's Fees and Charges,~~ as a bond towards any damage sustained by the tenant during the tenancy. All tenancies, unless negotiated with the CEO, will have a written residential tenancy agreement.

The CEO housing is exempt from this clause.

Private Rentals
In the event that any Council provided accommodation is, at any time, not required for entitled Council employees identified above, then the CEO is delegated authority to rent the accommodation to other persons, including other Shire employees, provided the residential tenancy arrangement is on a fixed basis and includes a clause that the property will be vacated if required for the priority roles listed above.

Relocation Assistance
The CEO may, at the CEO's discretion and Delegated Authority, financially assist new ~~staff~~ appointments by covering relocation expenses of up to $5,000 ~~or 50% of cost whichever is the lesser~~.

2.2.8 MOTOR VEHICLES - OFFICERS

Adopted or Reviewed by Council:	20/02/18 12/12/23	13/18 141/23
Reviewer:	Chief Executive Officer	
Local Law:		
Procedure:		
Delegation:		

OBJECTIVE

To provide motor vehicles for senior employees used in a manner comparable to shires with similar operations and responsibilities.

POLICY

It is acknowledged by Council that Motor Vehicles, in the recruiting environment, are a tool to attract the right person to a required role. The CEO requires flexibility when negotiating Employee Contracts and their remuneration packages.

The Council delegates and authorises the CEO, in their operational capacity, to decide and negotiate which roles incur a vehicle in their remuneration package.

It is the policy of the Shire of Kojonup, in the first instance, to supply motor vehicles to officers appointed to the following positions, if so negotiated by the officer, under Policy 2.26 - Salary Packaging.

However, the Council has ~~d~~Delegated ~~a~~Authority to the CEO to negotiate remuneration packages with all employees and use discretion to nominate vehicles to other roles if required:

- Chief Executive Officer;
- ~~Manager Governance and Administration~~
- ~~Project Manager/Community Services officer~~Manager Project and Regulatory Services
- Manager Financial and Corporate Services;
- Manager Works and ~~Services~~Infrastructure;
- ~~Manager Regulatory Services;~~
- ~~Manager Aged Care Services;~~
- Mechanic;
- Works Foreman;~~ and,~~
- ~~Horticultural Supervisor~~
- Property Services Manager
- Property Services Team Leader
- Environmental Health Officer
- Community Emergency Services Manager
- Manager of The Kodja Place, Tourism and Marketing~~.~~

Use of the vehicle shall include the following conditions:

1. Smoking is strictly prohibited within Council motor vehicles at all times;
2. Private use of the motor vehicle outside the state of Western Australia or North of the 26th parallel and for long service leave will require the officer to obtain permission in writing from

Council. Where private use is approved outside of this region, all fuel and expenses are to be borne by the officer;

3. The Council may also provide motor vehicles for permanent, acting or temporary officers when specific terms and conditions may be offered and agreed;
4. In the event that any of the positions become vacant and are re-advertised, any private usage will be negotiated at the time of appointment;
5. Spouses or partners are allowed to drive ~~these~~ motor vehicles allocated as personal use only, provided that this does not disrupt the Shire business for which that vehicle is allocated, in any way, Commute vehicles may only be driven by the Team Member allocated to drive the vehicle;
6. Council does not expect other dependants or other persons to be driving these vehicles unless there is a specific need related to Shire business or in an emergency situation or where the CEO has granted specific approval;
7. Staff and elected members are to meet the costs of any parking or traffic infringements incurred whilst driving Council vehicles;
8. Where the motor vehicle has been equipped with a first aid kit and/or fire extinguisher, it is the responsibility of the primary user to ensure that the first aid kit or fire extinguisher is adequately stocked/changed at all times or replacement stock ordered through Council's Works and Services Division when used/expired;
9. All vehicles are regarded as pool vehicles for general use by Council employees for work related purposes during office hours;
10. The vehicle must be used by the employee in executing their role within the Shire and not claim mileage for private vehicle use, where private use is not a negotiated part of an employee's employment;
11. The Chief Executive Officer has the ability to negotiate with Council with respect to the provision of a motor vehicle or, alternatively, salary sacrifice arrangements in lieu of Council providing a motor vehicle; and
12. Motor vehicles shall not be used for approved secondary employment or in the conduct of private commercial business, unless express written approval of the CEO is given.

NOVATED LEASES:

When a novated lease is taken by an employee, their employment contract shall contain the following clause:

A vehicle allowance of $XXXXX per annum (taxable) is provided in lieu of the provision of a motor vehicle. Allowances may be utilised to purchase a vehicle through a novated lease in accordance with the following:

1. The vehicle must be utilised by the employee for work purposes and that employee is not able to utilise "pool" vehicles for work or private purposes;
2. The insurance for a novated leased vehicle is the employee's sole responsibility.

Any arrangement under this policy is to be included in the employee's Contract of Employment.

2.2.9 WORKPLACE DRUG & ALCOHOL USE

Adopted or Reviewed by Council:	17/11/15 04/12/24	**Council Minute Reference:**	183/15

Reviewer: Chief Executive Officer
Local Law:
Procedure: Employee Manual

Delegation:

~~**OBJECTIVE**~~

~~The aim of this policy is to ensure a safe workplace free from the effects of drugs and alcohol. The policy is directed towards the welfare of the individual and the safety and health of other people. Although disciplinary action may be necessary, the focus is on preventative measures.~~

~~**POLICY**~~

~~Employees are obliged to present themselves for work in a fit state so that in carrying out normal work activities they do not expose themselves, their co-workers or the public to unnecessary risks to safety and health. The employee is responsible for any civil or criminal penalty, which results from being under the influence of drugs or alcohol in the workplace.~~

~~The use of drugs or alcohol in the workplace including Council premises, parks, reserves, vehicles, plant, or any other Local Government building or physical asset, is forbidden at any time; please refer to the Employee Manual.~~

PURPOSE

People who are impaired by alcohol and other drugs (AOD) are not 'fit for work' and pose a potential risk to themselves and to other people. In addition there are legislative requirements to create a safe work place for all Team Members. Penalties for failure to comply with this legislation can be severe and include custodial sentences for personnel and management alike along with significant fines.

SoK is committed to the provision of a work environment which is free from the risks associated with the misuse of alcohol and other drugs. This Procedure provides a framework for dealing with this difficult and often sensitive area.

SoK highly values its workforce and believes that early intervention (through education, awareness, assistance, counselling and, if required, disciplinary procedures) in the inappropriate use of alcohol and other drugs can motivate people to deal with a situation which may otherwise cause serious harm or injury and jeopardise their careers.

SCOPE

This procedure applies to the whole of SoK operations and any other activities that are associated with the SoK including volunteers. It is important to understand that this procedure does not seek to interfere with personnel's private lives and activities they may choose to undertake in their personal time. However, this procedure will address activities which potentially cause an adverse affect on the workplace and the health and safety those working with them in the SoK environment in general and those who may be affected by their activities in the organisation.

This procedure will apply to all SoK Managers, Team members, Contractors, Contractors' team members working at or visitors to, the premises owned or controlled by SoK and associated work areas where related work activities are being conducted.

Combined with Fatigue, the issue of Alcohol & Other Drugs (AOD) and Medical Fitness is a keystone in ensuring all personnel are and remain "Fit for Duty". This procedure should be read and managed as an intrinsic part of this process.

RESPONSIBILITIES

Chief Executive Officer (CEO)

The CEO is responsible for ensuring:

- Provision of suitable and sufficient resources for the implementation of this procedure
- Authorising any functions to be held for the business e.g. Team Member events
- Ensuring that any and all functions so authorised by the CEO are held away from operational safety related areas and that "responsible server" provisions are implemented.

Senior Management Team

The senior management team members in co-operation with the WHS Coordinators are responsible for ensuring the effective and timely implementation and maintenance of the AOD procedure. This includes procedural implementation, education, training, counselling and professional support as well as resources, workplace and job design which may stem from this procedure.

Managers and Supervisors

Managers and Supervisors are responsible for assessing fitness for work of individuals under their control and taking prompt and appropriate action to address impaired fitness for work, compromised safety and declining performance caused by any factor including the misuse of alcohol or other drugs. This may include isolating the individual from the workplace, and will include:

- Documenting instances of the compromise of safety or performance
- Discussion with and feedback to the team member
- Assisting the team member to access support such as the Team Member Assistance Procedure
- Implementing any appropriate disciplinary action
- Arranging for the conduct of 'for cause' drug testing as required

All Team Members (including Volunteers)

All persons are responsible for:

- Ensuring they are not in an unfit state for any reason, including the adverse effects of alcohol or other drugs;
- Notifying their supervisor of any concerns that their fitness for work may be impaired;
- Raising any concerns about a person's fitness for work with that person;
- Identifying safety risks including co-workers who may be unfit for work and bringing them to the attention of the appropriate personnel for their management;
- Ensuring that any prescription or non-prescription medication is taken safely and in

accordance with this procedure;

- Notifying their supervisor or local safety representative of any ***unauthorised*** possession or consumption of alcohol or other drugs on the site or during work time;
- Cooperating with a request by a Manager/Supervisor or an authorised collector to undertake an alcohol or other drug screening test.

Contractors and Visitors

SoK requires all contractors to put in place their own procedure to deal with inappropriate use of alcohol and other drugs, the terms of which should comply with the law and be consistent with this procedure. In the event that the contractor does not have such a procedure, then that contractor is required to conform to the terms and conditions of this procedure which will be provided to the contractor upon engagement and additionally on request/advice as may be necessary.

It is the responsibility of all contractors to ensure that their Team Members comply with the requirements of their own or this procedure.

It is a condition of entry to SoK premises or any work or construction site, that any contractor or Team Member of a contractor or any visitor complies with this procedure fully at all times and undergoes a test in accordance with this procedure when requested to do so by the SoK management or authorised representative.

If any person requested to undergo an AOD test in accordance with this control procedure refuses to do so, that person shall be asked to immediately leave the site and where applicable, the employer will be notified. If the person undergoes the test and the result is a reading above the limits defined by either law or the Australian Standard, the person shall be asked to immediately leave the site and where applicable, the employer will be notified and, under the relevant circumstances. SoK may have an obligation to report offences to relevant regulating authorities.

DEFINITIONS

For SoK the following definitions issued within this procedure apply:

Alcohol and Other Drugs (AOD) - refers to psychoactive or mind altering substances which affect the central nervous system altering mood, way of thinking or behaviour.

Safety – In this procedure the term "safety" shall be understood to include WHS and SoK Policy obligations.

REFERENCES

NOTE: the current "in date" version shall always be sourced. Legislative, National Codes and Australian Standards are under continuous review and only internet sourced current documents from the respective authorities are to be utilised.

Statutory Legislation

- The use, possession, manufacture and distribution of many drugs (including those mentioned in this procedure) are illegal under the WA Drugs Act and Regulations.

- The driving or attempted driving of a motor vehicle, truck, mobile equipment, etc. whilst under the influence of any drug or medicine (whether legally prescribed or not) is illegal under the traffic laws.

- *Work Health Safety Act 2021 WA*

The organisation and its team members have obligations under legislation in relation to safety. The applicable legal requirements are:

a. "General Duty of Care under the Work Safe Health Act and Regulations."

The above list of legislative references is not exhaustive and will be reviewed and added to as relevant legislative changes are implemented and/or as business processes expand into specific areas as works progress in the SoK development. Management reserves the right to extend this policy into other work areas as it sees necessary to ensure safety and safe operations for its Team Members and Contractors.

Australian Standards

AS4308 Measurement & Quantitation of Drugs of Abuse in Urine

2.2.10 LEAVE – COMMUNITY SERVICE

Adopted or Reviewed by Council:	15/11/16 20/11/18	**Council Minute Reference:**	151/16 143/18

Reviewer: Chief Executive Officer/all personnel Managers
Local Law:
Procedure:
Delegation:

OBJECTIVE

To recognise that members of the Defence Reserve Service that are employed by the Shire of Kojonup are able to access a reasonable amount of additional leave for that purpose.

To ensure that all employees fulfil their obligations with regard to witness and jury service.

To recognise the members of the local Emergency Services employed by the Shire are able to respond to a reasonable number of callouts during working hours without loss of income.

POLICY

Defence Reservist Leave

It is recognised that the Defence Reserve Service provides an economical method of maintaining Defence Forces in peacetime and can be a valuable addition to staff development within the Organisation.

Employees seeking Defence Reservist Leave under this Policy must provide certification that they have become reserve members of the Armed Services.

1. Leave not exceeding two weeks in any one year will be granted to employees who are members of the Defence Forces Reserves for the purpose of participating in training camps, or equivalent continuous duty. This leave will be in addition to annual leave entitlements.
2. The payment for Defence Reservist Leave will be on the basis of the difference between the employee's normal weekly salary (calculated on the same basis as annual leave provisions) and the remuneration received from the Armed Services. Should the amount received from the Armed Services be greater than the normal weekly salary, no additional payments will be made by the Shire. Superannuation contributions will be based on the employee's normal weekly salary.
3. Defence Reservist Leave granted under this Policy will be treated as continuous service for the purposes of calculating annual leave, long service leave, sick leave or any other entitlements.
4. Staff taking Defence Reservist Leave are required to pay normal rental during their absence should they have access to employee housing.
5. Employees wishing to take Defence Reservist Leave are to provide reasonable notification to the Shire and have the leave approved by the Chief Executive Officer.

Witness and Jury Service Leave

The Shire will ensure that all employees are granted relevant leave to attend any obligation associated with court proceedings as either a witness or juror.

An employee who is called to serve on a jury or is subpoenaed or called as a witness to give evidence in any proceeding, shall notify their Manager or Supervisor, as soon as practicable.

Where an employee is required to serve on a jury or is subpoenaed or called as a witness to give evidence on behalf of the Shire or the Crown, that employee shall be granted paid leave for that period.
If the employee is on leave, when required to attend on behalf of the Local Government, the period of leave lost shall be reinstated, if appropriate documentation is provided.
An employee subpoenaed or called as a witness under any other circumstances other than specified above shall be granted leave of absence without pay.
Where an employee is on any form of paid leave, they are not entitled to retain any witness fee.

Emergency Services

It is recognised that the Local Emergency Services (St John's Ambulance, Kojonup Fire and Rescue Service, local Volunteer Bush Fire Brigades) provide an economical method of responding to local emergencies and can be a valuable addition to staff development within the Shire.

In instances when a Shire staff member is called out to attend an emergency during working hours, the Shire will pay his/her normal wages or salary as a community benefit~~, to a maximum of 38 hours per financial year.~~. Individuals will keep timesheets of the hours they utilise for these services.

All staff are required to provide details to their Supervisor/Manager of any local emergency service organisations in which they are members.

In all instances where a staff member is called to respond to an emergency, the staff member must inform his/her immediate Supervisor/Manager before leaving the work site. The Supervisor/Manager will keep records and
~~The CEO will be provided a quarterly~~ report ~~from Managers or Payroll~~ to monitor any employee ~~exceeding 38 hours per financial year~~ for emergency service provision. ~~An employee who has exceeded the maximum will be required to lodge a submission to their supervisor/Manager who, in turn, will lodge a submission to the CEO to consider exercising discretion on the enforcement of this policy.~~

2.2.11 SHIRE UNIFORMS

Adopted or Amended by Council:	12/02/17	**Council Minute Reference:**	148/17
Date/s Amended:	20/11/18		143/18
	19/11/19		156/19
	14/12/21		153/21
Reviewer:	Chief Executive Officer/all personnel Managers		
Local Law:			
Procedure:			
Delegation:			

OBJECTIVE

This policy endeavours to enhance the corporate image of the Shire and its employees. The Council recognises that a corporate wardrobe promotes a:

1. Professional image;
2. Strong customer focus; and a
3. Safe work environment.

This policy applies to elected members, all employees in all departments (permanent and casual), and contractors at the discretion of the Chief Executive Officer.

The objectives of this policy are to:

1. Establish guidelines for the purchasing and wearing of Shire of Kojonup corporate uniform;
2. Outline dress standards staff are to observe when representing the Shire in a professional capacity and provide staff with clear guidelines for accepted standards of dress and appearance during work hours; and
3. Provide senior management with clear guidelines to use in monitoring and managing the standard of dress and appearance of staff in their department.

POLICY

1. Employees who are ceasing work with the Shire of Kojonup must return their uniforms which have the corporate logo embroidered or permanently printed on tops, vests, shirts, jackets, etcetera prior to the completion of their final working day.
2. Primarily, uniforms are to be worn only during working hours and employees should take care to refrain from wearing uniforms outside of work.
3. Employees must recognise that when wearing the uniform, they are recognised as representing the Shire of Kojonup. Employees must adhere to the Code of Conduct and Shire policies and procedures if they are wearing the uniform outside of work.
4. Employees who consume alcohol or act in an inappropriate manner whilst wearing a Shire uniform may face disciplinary action.

Personal Presentation

A high standard of personal presentation is required from employees at all times whilst on duty. It is expected that items of personal hygiene are attended to daily and all clothing is clean, neatly pressed and in good condition.

The following list of non-exhaustive items of clothing are considered inappropriate corporate attire:

1. Crop tops, backless and strapless tops and singlets; and
2. Denim jeans, denim skirts or shorts, and miniskirts or mini-shorts.

Body Art and Piercing

Tattoos that could be perceived as offensive should be discreetly covered where possible (e.g.; tattoos of naked men/women, skulls or daggers dripping blood). This item is to be administered at the discretion of the Department Manager.

The Shire's image and that of the region can be affected by the presentation of our staff. Any form of body piercing, other than ear piercing, must be discreet and ensure a professional image is portrayed at all times.

Staff working around or on machinery are not permitted to wear earrings that protrude or hang below the ear lobe, as they can become entangled in machinery.

Long hair must be worn up and back or in a hair net when working in areas with machinery and other moving parts or during food preparation. Jewellery, including earrings and/or other items that have the potential to get caught in machinery, must be removed whilst on duty.

Safety

It is the Supervisor's/Managers responsibility to ensure that appropriate Personal Protective Equipment (PPE) is supplied to and worn by Employees. Employees who mistreat, abuse or fail to comply with Council's requirements for safety and PPE will be subject to disciplinary action.

Identification

The wearing of identification improves visibility with the public and friendliness within the work environment. Employees should wear a form of visible identification at all times.

Name badges are a form of visual identification. 1 (one) name badge will be supplied to elected members, all employees in ~~all~~ departments that are customer facing (permanent and casual), and contractors at the discretion of the Chief Executive Officer. Name badges must be kept in good condition and worn in a place that is visible to others. If an allocated name badge is lost, damaged etc., the individual is responsible for purchasing a replacement at cost price. Employees may opt for this to be deducted from their Uniform Allowance.

Embroidery is another form of visual identification and may be more appropriate ~~to outside staff~~.

Outside Staff Uniforms

1. The Shire of Kojonup shall supply up to 3 (three) sets of work clothes per annum to each operational employee who is based at the Works Depot or predominately in an outside position.
2. ~~Work clothes~~A set represents ~~footwear~~, shirts, trousers, vests, polo tops, jumpers, jackets and shorts. A set of work clothes consists of 6 items that are interchangeable; for example, 2 shirts, 2 trousers and 2 jumpers = 6 items or 2 shirts and 4 trousers = 6 items.

~~1.~~3. Boots will be provided on an as needs basis and will be at the discretion of the CEO. Team members will need to demonstrate and justify the need for a new pair of boots. Old boots should be presented to their manager for consideration.

~~2.~~1. ~~Work clothes represent footwear, shirts, trousers, vests, polo tops, jumpers, jackets and shorts. A set of work clothes consists of 6 items that are interchangeable; for example, 2 shirts, 2 trousers and 2 jumpers = 6 items or 2 shirts and 4 trousers = 6 items.~~

~~3.~~4. Part time and casual staff entitlements will be on a pro-rata basis based on standard hours of employment (e.g.; 0.5FTE is entitled to 1.5 sets).

~~4.~~5. An employee will be required to pay immediately, in full or via agreed deductions from fortnightly pay, for any item in addition to the 6 items allocated in any one financial year.

~~5.~~6. The Shire's Work Health and Safety Committee shall make ~~input~~ recommendations to the CEO into the appropriate types of clothing and footwear issued.

~~6.~~7. In the event that an employee terminates their employment with the Shire within 6 months of their initial engagement, the employee will be required to refund the full contribution made by the Shire to the purchase of their uniforms. Emplyees understand this may be deducted from their final pay.

Inside Staff Uniforms

1. The Shire shall meet 50% of the initial cost of corporate wardrobe uniforms up to a maximum contribution of $650 per employee (total expenditure $1,300) in the first year of employment; that is; the Shire will pay 50% of all orders up to these amounts.
2. In each subsequent year of employment, the Shire shall provide $450 uniform allowance per employee.
3. Part time and casual staff entitlements will be on a pro-rata basis based on standard hours of employment (e.g.; 0.5FTE is entitled to $325 in year one and $225 each subsequent year).
4. An employee will be required to pay immediately in full or via agreed deductions from fortnightly pay for any expenditure in addition to the allocation in points 1 and 2 above.
5. In the event that an employee terminates their employment with the Shire within 6 months of their initial engagement, the employee will be required to refund the full contribution made by the Shire to the purchase of their uniforms.

Prescription Safety Glasses

The Shire of Kojonup will contribute up to $200 biennially to permanent full time employees who require prescription safety glasses for work purposes (subject to provision by the employee of an optometrist's prescription/quotation which will in turn effect a purchase order to the optometrist or on provision by the employee of a receipt for payment for prescription safety glasses from an optometrist). The Chief Executive Officer will assess each request separately.

In the event that an employee terminates their employment with the Shire within 6 months of their initial engagement, the employee will be required to refund the full contribution made by the Shire to the purchase of their prescription safety glasses.

Footwear

Shoes are the responsibility of individual staff members, unless negotiated with the Chief Executive Officer is explicitly stated elsewhere in this Policy. It is recommended that covered shoes be worn at all times in conjunction with the corporate uniform.

As with clothing, Council expects all employees to wear shoes which meet a presentable standard for their particular work area. The following non-exhaustive list of items of footwear may be considered inappropriate corporate footwear:

1. Thongs;
2. Runners or sandshoes; and/or
3. Ugg boots.

Polo Shirts

All elected members, employees, and applicable contractors (at the discretion of the Chief Executive Officer) are entitled to 1 (one) corporate polo shirt every two years. If an allocated shirt is lost,

damaged etc., the individual is responsible for purchasing a replacement at cost price and may opt for this to be deducted from their uniform allowance.

Generally, a corporate polo shirt will not be a day to day uniform item for staff; however, it can be worn on "free dress days" or at events/training days representing the Shire. The Chief Executive Officer or relevant manager may give approval to employees to incorporate the polo shirt into their uniform, where appropriate.

It is also possible that volunteers may be able to wear the corporate polo at the discretion of the Chief Executive Officer or relevant manager. This would be paid by the relevant department's budget.

The Corporate Polo Shirt shall only be worn whilst undertaking work related activities. Consideration should be given to maintaining the image of the Shire whilst wearing the corporate polo shirt.

Dispute Resolution

If a Manager considers that a particular staff member's attire is inappropriate according to the standards set in this policy, they may approach the individual and ask appropriate changes be made.

Free Dress Days

The CEO has sole discretion on whether free dress days are instigated. ~~The first~~One working day of the month is approved by Council and may work in conjunction with the social club to determine the best way to manage the day. ~~and shall be in conjunction with the fundraising and awareness activities of well-known and registered charities such as 'Jeans for Genes' Day. On these allocated days, staff will be permitted to wear appropriate dress that reflects the theme of the fundraising event. The Chief Executive Officer or relevant manager may allocate additional "free dress days" for inside staff.~~

Free dress days must not compromise safety, customer service or the perception of Council staff within the community. Staff shall be made aware of these allocated days by way of email from the Chief Executive Officer or delegated officer. ~~Funds raised on these specific days will be presented to the relevant charity.~~

2.2.12 EMPLOYEE TRAINING

Adopted or Reviewed by Council: 14/11/17 **Council Minute Reference:** 183/15

Reviewer: Chief Executive Officer/all personnel Managers
Local Law: N/A
Procedure:
Delegation:

OBJECTIVES

1. To provide development opportunities to all employees, as recognised in the Shire of Kojonup Workforce Plan, as the Shire is committed to the provision of employee training and professional development opportunities to ensure that employees achieve productivity aims relevant to their position.
2. All training needs will be considered as part of the annual performance review process and Annual Budget provisions.
   a) Where an employee undertakes such training it shall be conducted as far as practicable in the employee's usual working time and the employee shall not lose pay for attendance for extra travel associated with such training.
   b) Fees, materials or any other reasonable costs associated with the training shall be reimbursed by the employer.
3. Relevant training is to be identified and documented during an individual's annual performance review.
4. It is recognised that employees will take ownership of their training needs and consult their managers to ensure that their training needs are met.

POLICY

The progression of employees through training and personnel development is an ongoing Workforce Plan goal (continuous improvement) ensuring the effective and efficient performance of employees.

Training and development opportunities will benefit the Shire of Kojonup through an improved knowledge base, increased skills and performance of employees and provide a platform for career pathways. The Council has adopted a Workforce Plan which meets organisational, occupational and individual needs.

Specific aims of the Employee Training Policy include but are not limited to the following:

1. Develop an annual training calendar to ensure that training opportunities are provided to all employees and routinely encouraged;
2. Ensuring that all staff have the skills necessary to perform the requirements of their position description;
3. In consultation with employees, continue to develop the annual Development Review process identifying key achievements and commitment to the Shire;
4. Providing staff with training and education identified through the Development Review process;
5. Ensuring that links to the Strategic Plan and Customer Service Charter are made within staff review processes;
6. Ensuring that supervisors and managers provide open and ongoing feedback to employees; and
7. Developing and implementing ongoing two-way communication processes that encourage staff to be involved in the organisation and their own professional growth.

2.2.13 EMPLOYEE ASSISTANCE PROGRAM

Adopted or Reviewed by Council:	17/11/15	**Council Minute Reference:**	183/15

Reviewer: Chief Executive Officer
Local Law:
Procedure: Policy to capture previous inclusion in All of Staff Agreement 2011
Delegation:

OBJECTIVE

Where appropriate and required, provide provision for employees and elected members to access **confidential qualified support and assistance.**

POLICY

1. The Shire of Kojonup will provide~~, via LGIS Counselling Services and Southern Agcare,~~ an Employee Assistance Program that provides professional counselling for all elected members, employees and/or their immediate families wishing to access such counselling to help to resolve personal problems.

2. Employees accessing this counselling service shall be guaranteed total confidentiality and anonymity by the service provider. The Shire will only be informed of the number of workers that have accessed the service.

3. Employees are encouraged to make use of the Employee Assistance Program if they are experiencing difficulties in areas such as:
   (a) Emotional problems;
   (b) Marital or family concerns;
   (c) Relationship difficulties;
   (d) Financial concerns;
   (e) Alcohol or other drug problems; or
   (f) Problems such as those above that may result in conflict and absenteeism.

4. Employees are reminded that problems primarily stemming from issues in the workplace should be resolved through the Shire of Kojonup Employee Manual Section 7.1: Employee Concern and Grievance Process and/or Clause ~~23~~ for Dispute Settlement Procedure ~~of the All of Staff Agreement 2011~~in the negotiated industrial agreements.

2.2.14 WORK HEALTH AND SAFETY

Adopted or Reviewed by Council:	15/11/16	**Council Minute Reference:**	151/16
Amended:	19/11/19		156/19
	17/11/20		156/20
	16/11/21		135/21

Reviewer: Chief Executive Officer/Project Manager and ~~Community~~ Regulatory Services
Local Law:
Procedure:
Delegation:

This Policy statement aims to example the commitment and steadfast aspiration of everyone at the Shire of Kojonup (Shire) in creating and maintaining a safe and healthy place to work. We realise that our fellow workers, volunteers and the contractors who come and work for us are of value and worth to our organisation and our community, and that everyone should enjoy a safe and healthy work environment here.

We also realise that the work we do can impact our community and the visitors travelling to or through our Shire and we will aim to do our work safely in order that their safety and health is not adversely affected by what we do.

We believe good performance of Work Health and Safety (WHS) practices is essential to everyone's professional being.

In summary, we expect of our leaders:

- To lead by good example, create, adopt and maintain safe work practices and behaviours that lend to safe & healthy team environments;
- To resource our workplace and our teams so they can operate safely;
- To remove barriers that could prevent a safe and healthy environment;
- To promote and maintain standards defined by our ~~Safety Management Plan,~~ practices and WHS legislation;
- To supervise effectively, encourage and foster work practices, and implement hazard management and work planning to the requirements ~~of our WHS Safety Management Plan~~.

We expect all our workers and volunteers:

- To lead by good example, participate in safe work practices and behaviours that lend to safe and healthy team environments;
- To work respectfully and foster professional and healthy relationships with fellow team members and co-workers;
- To follow work procedures and instructions that will assist in meeting the objectives of this Policy;
- To follow the training they have been provided with in order to work safely;
- To report on hazards, incidents and safety concerns within the procedures of our Safety Management Plan and practices.

We expect all our contractors:

- To work within their own safety management plans and to liaise with us on ours when we share work spaces and areas;

- To work with us in identifying and reporting on hazards, incidents and safety concerns;
- To work respectfully in our environment and foster professional and healthy relationships with our workers and volunteers and our other contractors;
- To represent positive, safe and healthy practices as contractors doing work for us in our community.

In order to continually improve our performance, we will regularly review our WHS Safety Management Plan, this Policy statement and our WHS Committee's Terms of Reference. By all of us working together and aspiring to meet the standards, expectations, and obligations in our Safety Management Plan, we believe we can create a work environment that is safe and healthy, and makes our Shire a great place to work or volunteer within.

Work Health and Safety Act 2020
Work Health and Safety (General) Regulations 2022

2.2.15 GRIEVANCES, INVESTIGATION & RESOLUTION POLICY

Adopted or Reviewed by Council:	17/11/20	**Council Minute Reference:**	156/20
Reviewer:	Chief Executive Officer		
Local Law:			
Procedure:	XXXX - Grievances, Investigations & Resolution Procedure		
Delegation:			

OBJECTIVE

To foster a safe and inclusive work environment where all employees, volunteers and contractors have a right to express any genuine grievances or complaints via an impartial internal process.

POLICY

The Shire of Kojonup supports the rights of employees, volunteers and contractors to achieve their full potential free from discrimination, bullying, harassment, victimisation and vilification and, in circumstances in which they feel aggrieved, provide a mechanism to raise a complaint or grievance in relation to:

- Employment conditions;
- Breaches of policy;
- Conflict (including working relationships or interaction with colleagues).

The Shire of Kojonup supports a collegial approach to concerns, complaints and grievance resolution through informal processes where possible, with access to formal mechanisms for resolving complaints and grievances if required.

All employees, volunteers and contractors involved in a grievance process are expected to participate in good faith.

SCOPE

For the purposes of this Grievances, Investigations and Resolution Policy (Policy), the term "employee(s)" will extend to cover contractors, volunteers and any person performing work for or with the Shire of Kojonup in any capacity.

This Policy works in conjunction with other policies and may not apply in situations where there is another more appropriate policy in force, including in relation to complaints made under:

- 2.2.1 Staff Equal Opportunity
- 2.2.2 Elimination of Harassment in the Workplace
- 2.2.14 Work Health and Safety
- 3.1 Code of Conduct

DEFINITIONS

Complainant – A person who raises a complaint about a matter regarding the workplace.

Respondent – A person who is alleged to have acted in a manner which caused the Complainant to raise a complaint.

Support Person – A person who may provide emotional support to either the Complainant or the Respondent and who may be present during meetings; however, may not interact with proceedings.

Witness – A person (including an employee) who is requested by the Shire of Kojonup to assist the process by providing relevant information regarding the complaint.

KEY PRINCIPLES IN THE COMPLAINT RESOLUTION PROCESS

The following principles are necessary for the fair investigation and resolution of a complaint:

- Confidential – Only those employees directly investigating or addressing the complaint will have access to the information about the complaint. The Shire of Kojonup may inform or appoint a third party to investigate or advise on the investigation. All parties involved in dealing with a complaint are required to keep the matter confidential. *Information will only be placed on an employee's personnel file if they are disciplined as a result of the complaint.*
- Impartial (fair/unbiased) – Both parties will have an opportunity to put their case and no assumptions will be made or action taken until available and relevant information has been collected and considered.
- Sensitive – Employees who assist in responding to complaints should be specifically trained or equipped to treat all complaints sensitively and ensure the process is free of coercion or intimidation.
- Timely – The Shire of Kojonup aims to deal with all complaints as quickly as possible and in accordance with any legislative requirements.
- Records – All complaints and investigations must be documented and formal records must be kept of all documents collected and/or drafted as part of that process.

~~Natural Justice~~Just Culture – The principles of ~~natural justice~~a Just Culture provide that:

- an employee against whom an allegation is made has the right to respond to the allegations before any determination is made;
- an employee against whom an allegation is made has the right to be told (where appropriate to do so) who made the allegation;
- anyone involved in the investigation should be unbiased and declare any conflict of interest; and
- decisions must be based on objective considerations and substantiated facts.

Procedural Fairness – The principles of procedural fairness provide that:

- the Respondent is advised of the details (as precisely and specifically as possible) of any allegations when reasonably practicable;
- the Respondent is entitled to receive verbal and written communication from the Shire of Kojonup of the potential consequences of given forms of conduct, as applicable to the situation;
- the Respondent is given an opportunity to respond to any allegations made against them by a Complainant;
- any mitigating circumstances presented to the Shire of Kojonup through the grievance process are investigated and considered;
- the Complainant and Respondent have the right to have an appropriate support person present during any inquiry or investigation process where practicable or necessary;
- any witnesses who can reasonably be expected to help with any inquiry or investigation process should be interviewed; and
- all interviews of witnesses are conducted separately and confidentially.

Outcome of Making a Complaint

If a complaint is substantiated and involves a performance issue, the Manager of the Respondent may commence a formal performance management process with the Respondent or elect to discipline the Respondent in accordance with any applicable policy~~.~~

If the complaint is substantiated and involves a breach of a policy, the Manager of the Respondent, in consultation with the Chief Executive Officer, may elect to discipline the Respondent appropriately in accordance with the severity of the matter. Disciplinary Processes are undertaken separate from the initial dispute hearing.

Vexatious or Malicious Complaints

Where an employee has deliberately made a vexatious or malicious complaint, that employee may be subject to disciplinary action including, but not limited to, termination of employment.

Victimisation of Complainant

A Complainant must not be victimised by the Respondent or any other employee of the Shire of Kojonup for making a complaint. Anyone responsible for victimising a Complainant may be subject to disciplinary action including, but not limited to, termination of employment.

2.3ADMINISTRATION

~~2.3.1 ** MOVED TO POLICY 1.6 **~~

2.3.1 PRIVACY POLICY

Adopted or Amended by Council: 20/08/24 **Council Minute Reference:** 100/24

Reviewer: Chief Executive Officer/Records Officer
Local Law:
Procedure:
Delegation:

OBJECTIVE

This policy is committed to providing quality services and outlines our ongoing obligations, in respect of how we manage personal information.

The Australian Privacy Principles (APP's) contained in the Privacy Act 1988 (Cth) (the Privacy Act) has been adopted. The APP's govern the way in which we collect, use, disclose, store, secure and dispose of personal information.

POLICY

What is Personal Information and why do we collect it?

Personal Information is information or an opinion that identifies an individual. Examples of Personal Information we collect include, is names, addresses, email addresses, phone and facsimile numbers. This Personal Information is obtained in many ways including interviews, correspondence, by telephone and facsimile, by email, via our website www.kojonup.wa.gov.au, from media and publications, from other publicly available sources, from cookies and from third parties. We don't guarantee website links or policy of authorised third parties.

We collect Personal Information for the primary purpose of providing our services to you, providing information to our service providers and internal marketing services. We may also use Personal Information for secondary purposes closely related to the primary purpose, in circumstances where you would reasonably expect such use or disclosure. You may unsubscribe from our mailing/marketing lists at any time by contacting the shire in writing.

When collecting Personal Information, where appropriate and where possible, explain to you why we are collecting the information and how we plan to use it.

Sensitive Information

Sensitive information is defined in the *Privacy Act* to include information or opinion about such things as an individual's racial or ethnic origin, political opinions, membership of a political association, religious or philosophical beliefs, membership of a trade union or other professional body, criminal record or health information.

Sensitive information will be used by us only:

- For the primary purpose for which it was obtained
- For a secondary purpose that is directly related to the primary purpose
- With your consent; or where required or authorised by law.

Third Parties

Where reasonable and practicable to do so, we will collect your Personal Information only from you. However, in some circumstances we may be provided with information by third parties. In the latter

case, reasonable steps to ensure that you are made aware of the information provided to us by the third party.

Disclosure of Personal Information

Personal Information may be disclosed in a number of circumstances including the following:

- Third parties where you consent to the use or disclosure; and
- Where required or authorised by law.

Security of Personal Information

Personal Information is stored in a manner that reasonably protects it from misuse, loss and from unauthorized access, modification or disclosure.

When Personal Information is no longer needed for the purpose for which it was obtained, reasonable steps will be taken, to destroy or permanently de-identify the Personal Information. However, most of the Personal Information is or will be stored in client files which will be kept by the shire for a minimum of 7 years or at the minimum time required by the State Records Office (SRO).

Access to your Personal Information

You may access the Personal Information we hold about you and to update and/or correct it, subject to certain exceptions. If you wish to access your Personal Information, please contact us in writing. The Shire of Kojonup will not charge any fee for your access request but may charge an administrative fee for providing a copy of your Personal Information.

In order to protect your Personal Information, we may require identification from you (this may be a driver's licence, birth certificate or passport; however, proof is not limited to these three pieces of identification) before releasing the requested information.

Maintaining the Quality of your Personal Information

It is important to the shire that your Personal Information is up to date. Reasonable steps will be taken to make sure that your Personal Information is accurate, complete and up to date. If you find that the information we have is not up to date or is inaccurate, please advise us as soon as practicable so we can update our records and ensure we can continue to provide quality services to you.

2.3.2 RECORDS MANAGEMENT

Adopted or Reviewed by Council:	17/11/15 19/11/19	**Council Minute Reference:**	183/15 156/19

Reviewer: Manager ~~Governance and Administration~~Financial and Corporate Services/Records Officer
Local Law:
Procedure: Contained within the Recordkeeping Plan
Delegation:

OBJECTIVE

The purpose of this policy is to define the principles of the Shire of Kojonup's record management function. This policy applies to all staff, elected members, contractors and volunteers.

1. All records are to be managed according to whether they are significant or ephemeral records, vital or non-vital records, and in accordance with their security classification.

2. All communications in the form of records which are handled, received or generated by the Shire of Kojonup, whether paper or electronic, and whether internal or external, are to be captured within the appropriate recordkeeping system ~~(SynergySoftAltus)~~implemented at the Shire.

3. Registers are to be maintained of all records including, but not limited to registers of policies, databases, Freedom of Information applications, assets, tenders and quotations, forms, vital records, files and contracts.

4. All contractual arrangements are to ensure the Shire of Kojonup's ownership of significant records.

5. Any records/files in the possession of individual staff are to be registered to them and, dependent upon security classification, kept accessible.

6. Only approved record formats are to be used in effecting the Shire of Kojonup's business.

7. Records are not to be removed from the Shire of Kojonup's sites unless in accordance with the approved retention and disposal schedule, or in the custody of an officer performing official business.

POLICY

The purpose of this policy is to define the principles of the Shire of Kojonup's records management function and to document an orderly and efficient approach to the proper management of records.

Records are recognised as an important information resource in the Shire of Kojonup and it is accepted that sound record management practices are vital and integral to the overall efficiency and effectiveness of the Shire of Kojonup. Due to legislative requirement, the Shire of Kojonup is obliged to maintain a records management system that completely, accurately and reliably creates and maintains evidential records, and to dispose of those records only through an approved scheme.

The policy and associated procedure applies to all external and internal records which are handled, received or generated by the Shire of Kojonup, regardless of their physical format or media type.

The Council reviews the Recordkeeping Plan every five years which contains the procedure for recordkeeping in accordance with the *State Records Act 2000*. The next review is due in March 202~~1~~5.

Guidelines:
Roles and Responsibilities

Chief Executive Officer
The CEO is to ensure there is a system for the maintenance and management of records that is compliant with records management legislation and State guidelines and procedures. This includes the provisions of s. 5.11(h) of the *Local Government Act 1995*.

Managers
Managers are to ensure their staff are familiar with, and adhere to, the Records Management Policy and any associated procedures endorsed by the CEO.

Staff
Staff are to ensure they retain records relating to the business activities they perform. They are to identify significant and ephemeral records, ensure significant records are registered in the records management system ~~(SynergySoftAltus)~~, and protected and disposed of in accordance with the State Records Office of Western Australia's General Disposal Authority.

General Disposal Schedule for Local Government Records

All records within the recordkeeping system maintained by the Shire of Kojonup are to be disposed of in accordance with the State Records Office's General Disposal Schedule for Local Government Records.

Custodianship

The Shire's records are a government-owned asset. The records created during the course of business belong to the Shire of Kojonup by virtue of their possession and not to the individuals who created such records during their time as a public officer or elected member at the Shire of Kojonup. Officers or elected members who acquire or create any records in the course of business shall not retain proprietary interest. Ownership of these records is vested in the Shire.

Council Meetings

Once the minutes of a Council Meeting have been confirmed by the Council, all individual elected member and staff notes made, including in the Docs on Tap app., will be deleted.

Definitions

A Record

A record as defined in the *State Records Act 2000* means any record of information however recorded and includes:

1. Anything on which there is writing or Braille;
2. A map, plan, diagram or graph;
3. A drawing, pictorial or graphic work or photograph;
4. Anything on which there are figures, marks, perforations, or symbols, having a meaning for persons qualified to interpret them;
5. Anything from which images, sounds or writings can be reproduced with or without the aid of anything else; and
6. Anything on which information has been stored or recorded either mechanically, magnetically, or electronically.

Records in the public sector are referred to as:

Government Records (or Public Records)
Records created or received by a public officer or elected member in the course of his or her duties regardless of whether the communication is between staff in the same agency, between different agencies, or between public officers and members of the community (both private and business).

Records may be categorised as:
Ephemeral Records
Ephemeral records are duplicated records and/or those that have only short-term value to the Shire, with little or no on-going administrative, fiscal, legal, evidential or historical value. They may include insignificant drafts and rough notes, records of routine enquiries.

Significant Records
Significant records contain information which is of administrative, legal, fiscal, evidential or historical value and are not recorded elsewhere on the public record. They describe an issue, record who was involved, record why a decision was made, and may embody actual guidelines.

Important Note: Distinguishing between significant and ephemeral records is a matter of judgment and the above definitions can only act as a guide. Reference to "records" in this guideline document should be read as relating to significant public records unless otherwise stated.

Vital Records
Vital records are records which are essential to the continued business of the Shire. Vital records include those that protect the rights of individuals and the Shire, and are absolutely essential for the Shire's reconstruction in the event of a disaster.

The Shire of Kojonup considers that the following are vital records:
Computer system records, Council and Committee Minutes and Agendas, Title Deeds, Policy and Procedure Manuals, Registers, Contracts/Tenders, Licences, Historical documents, Delegation of Authority, Insurance Policies, Cemetery Records, Town Planning Scheme deeds/information, Financial documents such as Budgets & Annual Financial Statements and any documents detailing approvals of some kind.

Non-Records

Non-records are documents that are generally available in the public domain and do not form part of a business process in respect to the Shire's activities. They are generally used for reference and information purposes, such as reports or plans from another organisation, a published directory, or a training manual of a third party.

Records Disposal

Disposal/Archiving is conducted in accordance with the General Disposal Authority for Local Government Records. Records are stored onsite at the Shire of Kojonup Office and offsite at the Shire of Kojonup Works Depot, Springhaven Frail Aged Lodge and the Broomehill Repository.

Procedures

Procedures have been developed by the Shire of Kojonup to ensure correct treatment of incoming, outgoing, internal and confidential mail.

~~2.3.3 NATIVE TITLE CLAIMS PROCESS~~

~~Adopted or Reviewed by Council:~~	~~17/11/15~~	**~~Council Minute Reference:~~**	~~183/15~~
~~Reviewer:~~	~~Chief Executive Officer~~		
~~Local Law:~~			
~~Procedure:~~			
~~Delegation:~~			

~~OBJECTIVE~~

~~To consult with the claimants and their local representatives in the spirit of reconciliation to avoid protracted negotiations or expensive litigation exposure to the Shire.~~

~~POLICY~~

~~At all times the Council will consider Native Title claim/s made over any or all crown reserves vested in the Shire, through dialogue with local elders and relevant representative bodies.~~

~~The Shire of Kojonup is subject to a number of native title claims and will adhere to accepted protocols of consultation with the Native Title claimants and their local representatives.~~

Redundant Policy with South West Native Title Settlement Agreement with state government

2.3.4 ASSET MANAGEMENT

Adopted or Reviewed by Council:	18/04/17	**Council Minute Ref:**	41/17
Amended by Council:	16/11/21		135/21

Reviewer: Chief Executive Officer/all Managers
Local Law:
Procedure: Asset Management Plan
Delegation:

OBJECTIVE

To guide the management of the Shire's infrastructure assets to meet agreed service delivery and performance expectations, as the asset custodian for the community.

DEFINITIONS

- "Asset" A physical item of value that is owned by the Shire of Kojonup and provides or contributes to the provision of services to the community (in this context excluding financial, intellectual, and non-tangible assets).
- "Asset Management" The combination of management, financial, economic, engineering, and other practices applied to physical assets with the objective of providing the required level of service in the most cost effective manner to meet Council's priorities for service delivery.
- "Asset Management Plan" developed for each Asset Class to outline the management activities to meet defined levels of service with available resources. These are long term plans that investigate future demand and forecast lifecycle costs for existing assets.
- "Council" The elected members of the Council of the Shire of Kojonup.
- "Infrastructure Assets" are fixed network assets that support the delivery of services to the community. These include Transport Assets (roads, footpaths, kerbing, drainage etc.), Buildings, Park and recreation infrastructure.
- "Level of Service" is the measurable objective of the Shire in relation to assets based on the criteria of safety, quality, quantity, reliability, responsiveness, cost/efficiency and legislative compliance. The aim is to balance the level of service of the asset to community expectations with what is financially sustainable.
- "Whole of Life cost(s)" Is the total cost of an asset throughout its life including planning, design, construction, acquisition, operation, maintenance, and rehabilitation and disposal costs.
- "Maintenance" means regular ongoing day-to-day work necessary to keep an asset operating and to achieve its optimum life expectancy.
- "Operations" – means the regular activities to provide public health, safety and amenity and to enable the assets to function e.g.; road grading, grass mowing, cleaning, street lighting and graffiti removal.
- "New" means creation of a new asset to meet additional service level requirements.
- "Resources" means the combination of plant, labour and materials, whether they be external (contactors/consultants) or internal (staff/day labour).
- "Renewal" relates to expenditure on an existing asset, which returns the service potential or the life of the asset up to that which it had originally.
- "Risk" is the likelihood and consequence of an event that may impact on the Council's ability to meet its strategic objectives.
- "Shire" refers to the collective Shire of Kojonup organisation. The Chief Executive Officer of the Shire of Kojonup is responsible for ensuring the Shire's obligations and commitments are met.

- "Stakeholders" are those people/sectors of the community that have an interest or reliance upon an asset and who may be affected by changes in the level of service of an asset.
- "Upgrade" relates to expenditure that enhances an existing asset to provide a higher level of service or expenditure that will increase the life of the asset beyond that which it had originally.

POLICY

To achieve the policy objective, the Shire of Kojonup is committed to ensuring that Asset Management is recognised as a major corporate function.

The Shire is committed to making informed decisions in relation to its infrastructure assets. To achieve this, the Shire will maintain an Asset Management Improvement Strategy that guides the implementation of asset management across the organisation. The key outcome being the adoption by Council of an Asset Management Plan for the following classes of infrastructure assets:

1. Infrastructure (including roads, footpaths, kerbing and signs);
2. Drainage;
3. Buildings; and
4. Parks & Reserves.

Asset Management Plans will form part of the Shire's day-to-day business practices and will be used to make informed decisions in relation to service delivery across:

1. New asset acquisition;
2. Renewal of assets;
3. Upgrade of assets; and
4. Disposal of assets.

Asset Management Plans will be prepared in accordance with the IPWEA's (The Institute of Public Works Engineering Australasia) International Infrastructure Management Manual Guidelines and will include long term financial modelling of the renewal profile and whole of life costs of each asset class to underpin Long Term Financial Plans.

The Shire of Kojonup has limited resources and is the custodian of a large number of assets. Therefore, when making decisions in relation to infrastructure assets, the Shire is committed to the philosophy of renewing assets before acquiring new assets. In addition and where possible, the Shire is also committed to rationalising assets that are no longer used or do not provide the agreed level of service.

The Shire of Kojonup is committed to determining the Level of Service required for infrastructure assets in a collaborative manner with asset stakeholders and the wider community, primarily through community consultation during the Integrated Planning & Reporting process.

LINKAGE TO STRATEGIC PLAN

This policy links to the Shire of Kojonup's Community Strategic Plan - undertake an asset management planning process to review and rationalise Shire buildings to maximise their use and value to the community.

The Asset Management Plan also links very closely to the Shire's Long Term Financial Plan which is the primary funding planning tool to enable achievement of the Plan's objectives.

RESPONSIBILITY AND REPORTING

Council - Council is responsible for ensuring (upon recommendation of the CEO) that resources are allocated to achieve the objectives of any adopted Asset Management Plans. In adopting Asset Management Plans, Council is also determining the Level of Service for each asset class.

Chief Executive Officer (CEO) - is responsible for ensuring that systems are in place to ensure that Council's Asset Management (AM) Policy, AM Improvement Strategy, and AM Plans are prepared and kept up to date, reviewed at least annually and that recommendations are put to Council in relation

to appropriate resource allocation to fulfil the objectives of the above documents. The CEO reports to Council on all matters relating to Asset Management.

All Managers – are responsible for ensuring that resources under their control are appropriately allocated to resource asset management. All Managers report to the CEO on all matters relating to Asset Management under their area of control.
All Managers will ensure that relevant staff are appropriately trained in asset management and that funds are put aside each year to ensure that this training occurs.

Building Assessment Framework
The following building assessment framework has been adopted by the Shire of Kojonup:

Criteria	**Assessment Considerations**
Degree to which provision of the building meets Community Strategic Plan commitments (Weighting 30%)	5 = Addresses all commitments to some degree (may be indirectly) or four or more to a significant degree 4 = Addresses six or seven commitments to some degree (may be indirectly) and/or three to a significant degree 3 = Addresses four or five commitments to some degree (may be indirectly) and/or two to a significant degree 2 = Addresses two or three commitments to some degree (may be indirectly) and/or one to a significant degree 1 = Addresses a single commitment to some degree 0 = Does not address any CSP objectives
Level of efficiency with regards to operational and maintenance costs (Weighting 20%)	Comparative assessment considering whole of life cost on a like for like basis for the type of building/construction. 5 = Highly efficient and low whole of life cost 4 = Moderately efficient and moderately low whole of life cost 3 = Average efficiency and average whole of life cost 2 = Moderately inefficient and/or moderately high whole of life cost 1 = Highly inefficient and/or very high whole of life cost
Fit for Purpose/Adaptability for new purpose/Risk and BCA Compliance (score to the highest possible use) (Weighting 35%)	Comparative assessment taking into account: a. Degree building meets requirements for current use; b. Adaptability for new use/potential for dual/multi-use; c. Frequency of use; d. Level of risk associated with continued use; and e. BCA compliance. 5= Meets standards, excellent fit for purpose or adaptability for new purpose1= Major compliance issues, poor fit for purpose or poor adaptability for new purpose
Historical and cultural value (Weighting 15%)	Elements of significance to be considered include: a. Aesthetic significance; b. Architectural significance; c. Historical significance; d. Scientific significance; e. Social significance; f. Other significance; g. Significance to past, present and future generations; and h. Period of significance.

	5 = Listed on State Heritage Register and/or Nationally significant and/or profoundly culturally and historically significant for the majority of the Kojonup population 4 = On State Heritage list and/or strongly culturally and historically significant for the majority of the Kojonup population 3 = Strongly culturally and historically significant for a small proportion and/or moderately significant for a large proportion of the Kojonup community 2 = Culturally and historically significant for a moderate proportion of the Kojonup community 1 = Culturally and historically significant for a small proportion of the Kojonup community 0= Not culturally and historically significant

In the event any building scores a total weighted score of 30 or less out of 100 in the assessment, then officers will subsequently prepare a detailed assessment of the building and present the results to the Council. The assessment will include at a minimum:

1. Background information about the building;
2. Valuation and asset management condition scoring information;
3. A detailed option and impact assessment of the pros and cons of renewal/repurposing, replacement, rationalisation and/or other relevant options; and
4. Recommendations.

Capital Evaluation Framework

To ensure that Capital Projects are evaluated against an appropriate framework so that Council attains best value for money to meet the community's needs while complying with all other relevant Council policies and procedures. The most appropriate mix of projects will then be selected for delivery within the available budget while maximising external funding.

The Shire shall develop and implement a 'Capital Evaluation Framework' to evaluate all capital projects to feed into the Corporate Business Plan and Annual Budget. The framework will be documented within 'Capital Evaluation Procedures' and include:

1. A logical, consistent process to allow all projects to be comparatively evaluated and decisions made;
2. Assessment of the degree each project meets Council objectives;
3. Assessment of risk relating to the consequences of inaction for each project;
4. Assessment of the financial viability of each project, including the level of external funding;
5. Assessment of the degree of positive impact implementation of each project will have to the community and organisation; and
6. Assessment of the level of 'project readiness' for each project.

This policy applies to all Council projects valued at over $50,000 and all road construction projects valued at over $100,000.

Roles and Responsibilities

<u>The Elected Member Body (Council)</u>

Responsible for ensuring (upon recommendation of the CEO) that resources are allocated to achieve the objectives of this Policy.

Council is also responsible for reviewing the results and recommendations from staff assessment, where a project's scope/cost reaches a defined threshold, and making appropriate determinations.

Chief Executive Officer (CEO)

Responsible for ensuring that systems are in place to develop, implement, maintain and regularly review Council's 'Capital Evaluation Policy' and associated procedures.

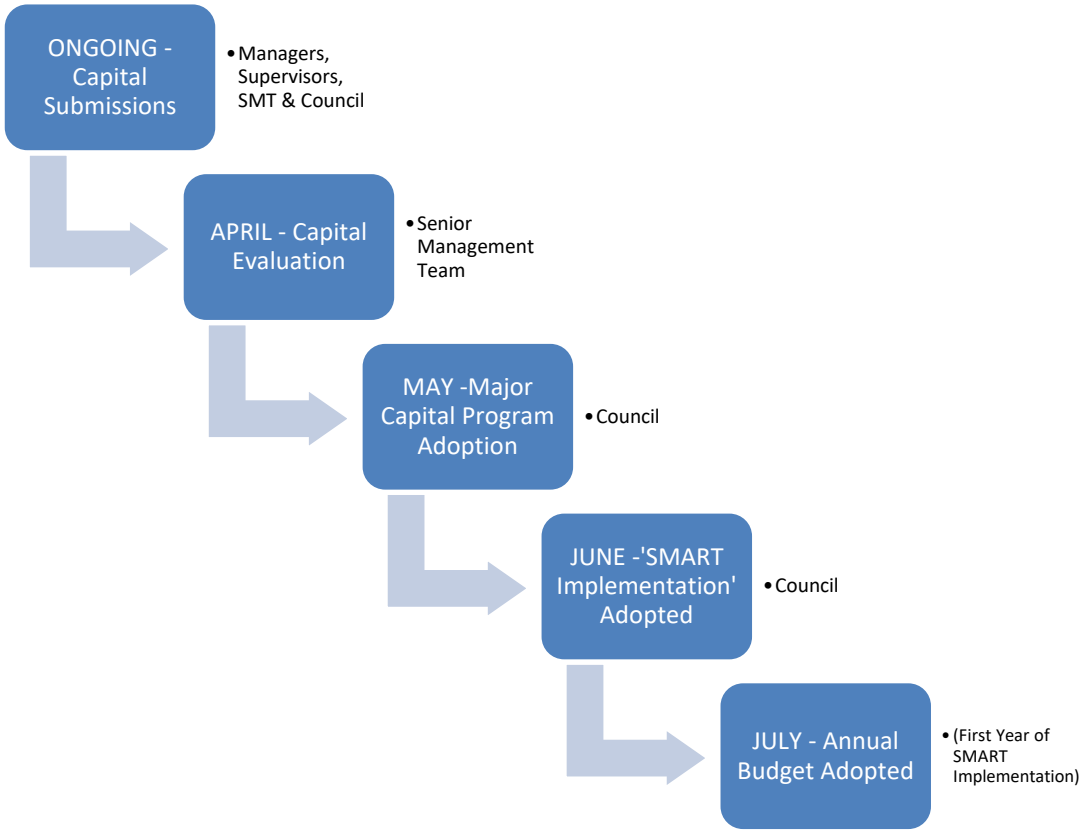
Senior Management Team (SMT)

Responsible for implementation of this Policy and associated procedures across the organisation. Where aspects of Council's Policy and procedures are not being achieved or adhered to, the SMT will maintain a list of non-compliances and take corrective action. The SMT reports to the CEO (who is also a member of the group) on all matters relating to capital evaluation.

All Managers/Co-ordinators

Responsible for ensuring that resources under their control are appropriately allocated to resource capital evaluation. All Managers/Co-ordinators must report to the CEO on all matters relating to capital evaluation under their area of control.

Integrated Process



(Note – SMART Implementation is the Shire of Kojonup's Corporate Business Plan as required by the *Local Government Act 1995*)

Review and Evaluation

The effectiveness of the Policy shall be reviewed annually, both as part of the capital evaluation assessment presented to Council and via the annual review of Council Policies.

Policy Review

This policy is to be reviewed annually by senior staff and Council.

2.3.5 RISK MANAGEMENT

Adopted or Reviewed by Council:	17/11/15	Council Minute Reference:	183/15
Amended:	21/05/19		52/19
	19/11/19		156/19
	16/11/21		135/21
Reviewer/s:	Chief Executive Officer~~/Manager Governance and Administration~~		
Local Law:			
Procedure:	~~Risk Management Framework/Business Continuity and Disaster Recovery Plan~~Shire of Kojonup Business Continuity and Disaster Recovery Plan May 2024		
Delegation:			

OBJECTIVE

The objective of this Policy is to state the Shire of Kojonup's (the 'Shire's') intention to identify potential risks before they occur so that impacts can be minimised or opportunities realised; ensuring that the Shire achieves its strategic and corporate objectives efficiently, effectively and within good corporate governance principles.

POLICY STATEMENT

It is the Shire's Policy to achieve best practice (aligned with AS/NZS ISO 31000:2018 Risk management – Guidelines) in the management of all risks that may affect the Shire meeting its objectives.

The Shire is committed to organisation-wide risk management principles, systems and processes that ensure consistent, efficient, and effective assessment of risk in all planning, decision making and operational processes. This will ensure compliance with the Integrated Planning requirements of the *Local Government Act (1995)* s. 5.56(2).

Risk management functions will be resourced appropriately to match the size and scale of the Shire's operations and will form part of the Strategic, Operational, and Project responsibilities and be incorporated within the Shire's Integrated Planning Framework.

This policy applies to Council Members, Executive Management, all employees, volunteers and contractors involved in any Shire operations.

KEY POLICY DEFINITIONS

Risk: Effect of uncertainty on objectives.

Note 1: An effect is a deviation from the expected – positive or negative.

Note 2: Objectives can have different aspects (such as financial, health and safety and environmental goals) and can apply at different levels (such as strategic, organisation-wide, project, product or process).

Risk Management: Coordinated activities to direct and control an organisation with regard to risk.

Risk Management Process: Systematic application of management policies, procedures and practices to the activities of communicating, consulting, establishing the context, and identifying, analysing, evaluating, treating, monitoring and reviewing risk.

POLICY DETAILS

The following points provide detail on the objective specifics:

1. Aligns with and assists the implementation of all Shire policies.
2. Optimises the achievement of the Shire's vision, mission, strategies, goals and objectives.
3. Provides transparent and formal oversight of the risk and control environment enabling effective decision-making.
4. Enhances risk versus return within the Shire's risk appetite.

5. Embeds appropriate and effective controls to mitigate risk.
6. Achieves effective corporate governance and adherence to relevant statutory, regulatory and compliance obligations.
7. Enhances organisational resilience.
8. Identifies and provides for the continuity of critical operations.

RISK ASSESSMENT AND ACCEPTANCE CRITERIA

The Shire quantified its broad risk appetite through the development and endorsement of the Shire's Risk Assessment and Acceptance Criteria. The criteria are included within the Risk Management Framework and as a component of this Policy.

All organisational risks are to be assessed according to the Shire's Risk Assessment and Acceptance Criteria to allow consistency and informed decision making. For operational requirements such as projects or to satisfy external stakeholder requirements, alternative risk assessment criteria may be utilized; however, these cannot exceed the Organisation's appetite and are to be noted within the individual risk assessment.

MONITOR & REVIEW

The Shire will implement and integrate a monitor and review process to report on the achievement of the Risk Management Objectives, the management of individual risks and the ongoing identification of issues and trends. A copy of the Risk Management Framework's Risk Dashboard Report and the Prioritised Actions List will be provided to Council's Audit and Risk Committee at each meeting of the Committee.

This Policy will be kept under review by the Shire's Management Team and its employees. It will be formally reviewed annually.

For staff purposes, the following links directly to the Risk Management Framework Risk Profiles:

G:\Governance\Risk Management\2024~~G:\Governance\Risk Management\2019\Current RM Framework & Profile Register 2019\Current\2019 Kojonup Risk Profile and Reporting Tool.xlsm~~

Risk Assessment and Acceptance Criteria

Shire of Kojonup Measures of Consequence									
Rating (Level)	**Health**	**Financial Impact**	**Service Interruption**	**Compliance**	**Reputational**	**Property**	**Environment**	**Project TIME**	**Project COST**
Insignificant (1)	Near miss. Minor first aid injuries	Less than $10,000	No material service interruption	No noticeable regulatory or statutory impact	Unsubstantiated, low impact, low profile or 'no news' item	Inconsequential damage.	Contained, reversible impact managed by on site response	Exceeds deadline by 10% of project timeline	Exceeds project budget by 10%
Minor (2)	Medical type injuries	$10,001 - $100,000	Short term temporary interruption – backlog cleared < 1 day	Some temporary non compliances	Substantiated, low impact, low news item	Localised damage rectified by routine internal procedures	Contained, reversible impact managed by internal response	Exceeds deadline by 15% of project timeline	Exceeds project budget by 15%
Moderate (3)	Lost time injury <30 days	$100,001 - $500,000	Medium term temporary interruption – backlog cleared by additional resources < 1 week	Short term non-compliance but with significant regulatory requirements imposed	Substantiated, public embarrassment, moderate impact, moderate news profile	Localised damage requiring external resources to rectify	Contained, reversible impact managed by external agencies	Exceeds deadline by 20% of project timeline	Exceeds project budget by 20%
Major (4)	Lost time injury >30 days	$500,001 - $1,000,000	Prolonged interruption of services – additional resources; performance affected < 1 month	Non-compliance results in termination of services or imposed penalties	Substantiated, public embarrassment, high impact, high news profile, third party actions	Significant damage requiring internal & external resources to rectify	Uncontained, reversible impact managed by a coordinated response from external agencies	Exceeds deadline by 25% of project timeline	Exceeds project budget by 25%
Catastrophic (5)	Fatality, permanent disability	More than $1,000,000	Indeterminate prolonged interruption of	Non-compliance results in	Substantiated, public embarrassment,	Extensive damage requiring	Uncontained, irreversible impact	Exceeds deadline by 30% of	Exceeds project

Shire of Kojonup Measures of Consequence									
Rating (Level)	**Health**	**Financial Impact**	**Service Interruption**	**Compliance**	**Reputational**	**Property**	**Environment**	**Project TIME**	**Project COST**
			services – non-performance > 1 month	litigation, criminal charges or significant damages or penalties	very high multiple impacts, high widespread multiple news profile, third party actions	prolonged period of restitution Complete loss of plant, equipment & building		project timeline	budget by 30%

Measures of Likelihood			
Level	**Rating**	**Description**	**Frequency**
5	**Almost Certain**	The event is expected to occur in most circumstances	More than once per year
4	**Likely**	The event will probably occur in most circumstances	At least once per year
3	**Possible**	The event should occur at some time	At least once in 3 years
2	**Unlikely**	The event could occur at some time	At least once in 10 years
1	**Rare**	The event may only occur in exceptional circumstances	Less than once in 15 years

Risk Matrix						
Consequence / **Likelihood**		**Insignificant**	**Minor**	**Moderate**	**Major**	**Catastrophic**
		1	**2**	**3**	**4**	**5**
Almost Certain	**5**	**Moderate (5)**	**High (10)**	**High (15)**	**Extreme (20)**	**Extreme (25)**
Likely	**4**	**Low (4)**	**Moderate (8)**	**High (12)**	**High (16)**	**Extreme (20)**
Possible	**3**	**Low (3)**	**Moderate (6)**	**Moderate (9)**	**High (12)**	**High (15)**
Unlikely	**2**	**Low (2)**	**Low (4)**	**Moderate (6)**	**Moderate (8)**	**High (10)**
Rare	**1**	**Low (1)**	**Low (2)**	**Low (3)**	**Low (4)**	**Moderate (5)**

Risk Acceptance Criteria			
Risk Rank	**Description**	**Criteria**	**Responsibility**
LOW	Acceptable	Risk acceptable with adequate controls, managed by routine procedures and subject to annual monitoring	Operational Manager
MODERATE	Monitor	Risk acceptable with adequate controls, managed by specific procedures and subject to semi-annual monitoring	Operational Manager
HIGH	Urgent Attention Required	Risk acceptable with effective controls, managed by senior management / executive and subject to monthly monitoring	Executive Manager / CEO
EXTREME	Unacceptable	Risk only acceptable with effective controls and all treatment plans to be explored and implemented where possible, managed by highest level of authority and subject to continuous monitoring	CEO / Council

Existing Control Ratings		
Rating	**Foreseeable**	**Description**
Effective	There is little scope for improvement.	Processes (Controls) operating as intended and aligned to Policies / Procedures. Subject to ongoing monitoring. Reviewed and tested regularly.
Adequate	There is some scope for improvement.	Processes (Controls) generally operating as intended, however inadequacies exist. Nil or limited monitoring. Reviewed and tested, but not regularly.
Inadequate	There is a need for improvement or action.	Processes (Controls) not operating as intended. Processes (Controls) do not exist, or are not being complied with. Have not been reviewed or tested for some time.

~~2.3.6 **DELETED** BUSINESS CONTINUITY~~

~~Policy 2.3.6 was deleted 16 November 2021~~
~~Business Continuity is addressed under Policy 2.3.5 – Risk Management~~

2.3.7 DEPARTMENT OF TRANSPORT LICENSING SERVICES

Adopted or Reviewed by Council:	17/11/15	**Council Minute Reference:**	183/15

Reviewer: Chief Executive Officer
Local Law:
Procedure:
Delegation: ADMIN 017 - Vehicle Licensing & Registration Agency Contract

OBJECTIVE

Set a position on the provision of localised licensing services at no cost to Council.

POLICY

The Shire of Kojonup is committed to maintaining the traffic licensing agency role subject to the financial commissions received from the State Government providing sufficient revenue such that there is a net benefit to Council, or community benefit.

The Chief Executive Officer is delegated authority to negotiate the renewal of future contracts for the delivery of traffic licensing and services.

2.3.8 VOLUNTEER MANAGEMENT

Adopted or Reviewed by Council:	16/02/16	**Council Minute Reference:**	19/16
Date/s Amended:	20/11/18		143/18
	19/11/19		156/19
Reviewer:	Chief Executive Officer ~~/Manager Governance and Administration~~/all volunteer Managers		
Local Law:			
Procedure:	Volunteer Management Handbook		
Delegation:			

OBJECTIVE

To provide a Volunteer Management system that integrates and coordinates the core policies processes and activities the organisation has in place for working with volunteers. It is made up of policies, procedures and work documents which control how the volunteer program is implemented from day to day.

POLICY

Volunteering promotes civic participation and encourages local people to be active, shape, contribute and make a difference to their local community. Volunteering benefits everyone including the individuals involved, the Council and the wider community.

Council is committed to utilising and valuing the skills, time, talents and energy of volunteers effectively which is supported through the provision of a comprehensive volunteer management framework.

This policy defines the relationship between the Shire and its volunteers; setting out the role and responsibility of Council and outlining the rights and responsibilities of volunteers.

Volunteers working on behalf of the Shire will be defined as individuals who:

1. Provide their services of their own free will;
2. Do not receive any monetary reward (out of pocket expenses are not regarded as monetary reward);
3. Benefit the community and themselves by participating in volunteer programs; and
4. Complement, but do not replace or threaten the livelihood of, paid workers in designated positions.

LEGISLATION AND REFERENCES

Volunteers are entitled to protection through the following legislation:

- *Work Health and Safety Act 2020*
- *Equal Opportunity Act 1984* (WA)

This policy is to be read in conjunction with the Volunteer Handbook.

BACKGROUND

The Shire of Kojonup has many volunteers across a range of differing activities. Volunteers work alongside staff to deliver and enhance a diverse number of services and initiatives offered by the Shire. Many of these services and initiatives would not occur or would not be sustainable in the long term without the support and contribution of volunteers.

The following outlines the various categories of volunteering throughout Council:

- ~~Springhaven Lodge;~~
- The Kodja Place Precinct; and
- Library.

PRINCIPLES

The following principles underpin Council's approach to volunteering:

Council performance: Volunteers contribute to the delivery of the Shire's Community Strategic Plan;
Community participation: All citizens have the right to apply to volunteer and the Shire will provide opportunities for members of the community to participate as volunteers in a variety of programs and Shire activities;
Inclusiveness: The Shire will ensure its programs and activities meet individual needs, are welcoming of diversity, and value the strengths and abilities of all community members;
Training: Volunteers will be equipped with the necessary skills and resources required to successfully fulfil the positions;
Identifying strengths & meeting individual needs: Volunteers expectations, interests, availability, abilities, skills and knowledge will be taken into account when matching them with a volunteer position;
Balance of paid staff and volunteers: Volunteers will complement but not threaten the livelihood of paid workers or replace the services or roles provided by paid staff;
Risk Management: Council will provide a safe working environment and address risks that affect the safety and wellbeing of volunteers;
Mutual benefit: Volunteering remains a mutually beneficial activity for the individual volunteer, the program, the community and Council; and
Volunteer Management: Volunteers will be managed in a structured, organised and professional manner.

VOLUNTEER RIGHTS AND RESPONSIBILITIES

Unlike paid staff, volunteers are not covered by awards or workplace agreements. Volunteers, however, have rights and responsibilities which are in part defined by legislation and in recognition of the significant value that volunteers bring to Council and the community.

Volunteer Rights

1. To be respected and valued in the role as a volunteer.
2. To work in a healthy and safe environment.
3. To choose the type of activities they are to be involved in, in accordance with their skills, interests and needs.
4. To receive an orientation and induction to the Shire of Kojonup and individual program areas.
5. To have their ideas welcomed and acknowledged by their Manager and other staff.
6. To be able to raise any grievances or issues in accordance with the Shire's process.
7. To receive reimbursement for out of pocket expenses.
8. To have the training, equipment and resources required to do the duties.
9. To have open communication between Volunteers and Managers.
10. To be protected by insurance.
11. To be actively involved in the decision making that affects them.

Responsibilities of Volunteers

Volunteers have obligations to Council and will be required to:

1. Fulfil the duties as specified in their position description in accordance with relevant legislation;
2. Understand and acknowledge the requirements of the Shire's Code of Conduct and relevant policies and guidelines;
3. Participate in the appropriate induction and on-going training as provided;
4. Operate under the direction and supervision of Shire staff to achieve the objectives required;
5. Maintain confidentiality regarding Shire business, program information or any other sensitive, private information they come across during their volunteer duties;
6. Report any unsafe working conditions/potential hazards to their Manager; and
7. Report any injury/damage to themselves or a third party.

Supporting Documentation

Volunteer Handbook
Employee Manual
Risk Management Framework
Business Continuity & Disaster Recovery Plan
Shire of Kojonup Bush Fire Brigades Local Law 2020

2.3.9 CLOSED CIRCUIT TELEVISION (CCTV) OPERATIONS AND RECORDING

Adopted or Reviewed by Council:	18/04/17	**Council Minute**	40/17
Date last amended:	20/11/18	**Reference:**	143/18
	20/08/19		85/19
	19/11/19		156/19
Reviewers:	Chief Executive Officer/Project Manager and Regulatory Services		
Local Law:			
Procedure:			
Delegation:	ADMIN 014 – Prosecutions & Legal Defence		

OBJECTIVE

This policy applies to Closed Circuit Television (CCTV) and any other device capable of recording video footage in the performance of Shire duties by employees, contractors and elected members.

Provisions relating to recording devices such as Dash Cam will be separately addressed as part of Councils Motor Vehicle/Plant policies/procedures.

This policy document provides guidance on operation, management and reporting protocols for Closed Circuit Television (CCTV) leased, owned or controlled by the Shire of Kojonup:

1. Within, on or around Shire facilities; and
2. In public places within the Shire of Kojonup.

The policy also provides guidance to ensure a consistent approach in identifying suitable locations when considering future public place CCTV installation within the Shire of Kojonup.

POLICY

Purpose

The Shire of Kojonup conducts CCTV operations in order to:

1. Assist in deterring, detecting and responding to criminal offences against people or property;
2. Record evidence to support investigations and prosecutions by Police in relation to offences; and
3. Address community safety concerns of residents, workers, business proprietors, visitors and employees of the Shire of Kojonup.

CCTV OPERATIONS

The objectives established for CCTV operations should be based on measurable criteria, which may include:

1. Reducing crime and incidents reported to Police;
2. Reducing damage and graffiti reported to the Shire of Kojonup;
3. Improving perceptions of safety and reducing fear of crime; and
4. Evidence purposes.

Ownership

The CCTV Operation is owned by and is the sole property of the Shire of Kojonup, unless partnered with WA Police.

Determining CCTV Camera Location

In determining CCTV camera location and placement in public places, the following factors (in consultation with key stakeholders) will be considered:

1. Incidence of criminal activity;
2. Level of human activity;
3. Level of deterrent;
4. Logistical requirements; and
5. The surveillance is legally permitted.

The selection criteria for each camera placement and location should be documented and the effectiveness of the installation should be measurable and reviewed annually.

A replacement or upgrade program based on system value should be implemented as part of the Shire of Kojonup Information & Communications Technology Plan. Camera technology is continuously evolving and, as a result, the Shire must be aware of the need to remain up-to-date with technology improvements and to factor general maintenance, regular servicing, software upgrades and replacement hardware into the annual budget.

Access and Security of CCTV Equipment
All CCTV recording equipment will be located within secure areas and not accessible to unauthorised persons.

Storage and disposal of surveillance images
Storage and disposal of records from CCTV is to be in accordance with the General Disposal Authority for Local Government Records (DA2015-001) as follows:

No	Function/Activity	Description	Disposal Action	Custody
100.4	**Surveillance - Investigations**	Surveillance/CCTV footage **REQUIRED** for investigations and/or court proceedings. **NB: If a tape forms part of a case file, it should be sentenced in accordance with the related case records.**		
100.4.1		Footage presented by the local government (LG) to the authorities where the LG is not party to the investigation in any further capacity. In these situations, the LG is merely the provider of the footage and the incident does not involve LG staff or assets.	Destroy	Retain 7 years after provision of footage then destroy
100.4.2		Footage concerning incidents involving local government staff or assets, required for investigations.	Destroy	Retain 7 years after investigation finalised, then Destroy.

100.5	**Surveillance - No Investigations**	Surveillance/CCTV footage NOT REQUIRED for investigations.		
100.5.1		Surveillance/CCTV footage taken from fixed cameras around public open spaces and public access areas.	Destroy	Destroy or re-use tape 30 days after footage taken
100.5.2		Surveillance/CCTV footage taken by mobile cameras or car-based cameras.	Destroy	Destroy or re-use tape 7 days after footage taken
100.5.3		Surveillance/CCTV footage taken from fixed cameras around local government buildings and assets with staff in attendance on a regular basis.	Destroy	Destroy or re-use tape 7 days after footage taken

All hardware purchased for CCTV use must have adequate capacity available to meet the minimum retention period above.

Requests for Stored Information

1. Access to designated surveillance areas and data will be restricted to Authorised Personnel or with written authorisation from the CEO.
2. Any person requesting a copy of any CCTV data records is to apply in writing to the Chief Executive Officer, outlining reasons for such requests. This excludes WAPOL as they have direct access.~~This includes the Senior Management Team, insurance companies and WA Police.~~
3. At no time will any original or copied video recordings, or still photographs, be released to any media organisation, journalist, individual or group without prior approval of the Chief Executive Officer. If access is denied, applicants are able to utilise the Freedom of Information application process.
4. Recorded material released shall be verified for accuracy, relevance and must not exceed that necessary to fulfil the purposes of the written request.
5. Access is allowed by ~~the~~ the CEO and any CEO authorised Senior Management role ~~Team~~ to live CCTV images which may be required to view public areas for reviewing, monitoring or verifying maintenance services and public works.
6. All reasonable attempts will be made to serve the interests of anyone affected by public space surveillance with a focus on community safety and crime prevention, and not be confined to the interests of the Shire of Kojonup or operational needs of the WA Police.

The recording of Audio

There is no foreseen use of audio recording within the CCTV system. However, before audio recording is introduced, a policy for its proper use must be defined.

Complaints Handling

Any complaints regarding CCTV operations are to be directed in writing to the Chief Executive Officer.

Audit & Review
CCTV operations will be monitored and evaluated to verify compliance.

Privacy Principles
CCTV will be operated within the *Surveillance Devices Act 1998* and only for the purposes defined in this policy.

ROLES AND RESPONSIBILITIES
Council Authorised Officers
Chief Executive Officer

As authorised by the ~~The~~ CEO Senior Management ~~Team~~ will be able to view live footage of their department on their smart phone or tablet as follows:

1. Manager Works ~~& Services~~and Infrastructure – Works Depot, Blackwood Road, Kojonup
2. Manager Financial and Corporate Services~~/Manager Governance and Administration~~ – Administration Office & Library, 93-95 Albany Highway, Kojonup
3. ~~Manager Regulatory Services~~Property Services Manager – Administration Office~~, &~~ Library and The Kodja Place, 93-95 Albany Highway, Kojonup.
~~4. Manager Aged Care Services – Springhaven Lodge, Barracks Place, Kojonup~~
4. Chief Executive Officer – All departments of the Shire
5. WAPOL – All departments of the Shire

The Chief Executive Officer is responsible for the application of delegations in regards to the policy.

The ~~Senior Ranger/Building Maintenance Coordinator,~~Manager Property Services ~~–~~under the supervision of the CEO, is responsible for addressing any technical aspects for CCTV equipment owned, operated or leased by the Shire of Kojonup including equipment maintenance and upgrades and signage. ~~The Senior Ranger/Building Maintenance Coordinator, as part of technical checks, is to arrange viewing with each manager.~~

The Records Officer, under the supervision of the CEO, is responsible for reviewing and monitoring operations of the policy.

The following CCTV Authority Table reflects operational responsibility per Officer Position:

CCTV Authority Table					
OFFICER	**CCTV BUILDING ACCESS**	**DEVICE**	**REAL TIME LIVE VIEW**	**HISTORICAL PLAYBACK**	**DOWNLOAD FOOTAGE**
CHIEF EXECUTIVE	ALL BUILDINGS	SMART PHONE/ TABLET/ COMPUTER	LIVE VIEW	PLAYBACK	Yes
~~**MANAGER FINANCIAL & CORPORATE SERVICES/ MANAGER**~~	~~SHIRE ADMIN/ KODJA PLACE~~	~~SMART PHONE/ TABLET/ COMPUTER~~	~~LIVE VIEW~~	~~PLAYBACK~~	~~NO~~

~~**GOVERNANCE & ADMINISTRATION**~~					
MANAGER WORKS & ~~SERVICES~~INFRASTRUCTURE	WORKS DEPOT	SMART PHONE/ TABLET/ COMPUTER	LIVE VIEW	PLAYBACK	NO
~~**MANAGER AGED CARE**~~	~~SPRINGHAVEN~~	~~SMART PHONE/ TABLET/ COMPUTER~~	~~LIVE VIEW~~	~~PLAYBACK~~	~~NO~~
~~**SENIOR RANGER/ BUILDING MAINTENANCE COORDINATOR**~~ **PROPERTY SERVICES MANAGER**	ALL BUILDINGS	COMPUTER/SMART PHONE/TABLET		PLAYBACK FOR POLICE ENQUIRIES – MAINTENANCE /TECHNICAL CHECKS	~~NO - CEO APPROVAL~~YES
RECORDS	ALL BUILDINGS	COMPUTER		PLAYBACK	NO - CEO APPROVAL

ETHICAL USE OF CCTV SYSTEMS AND RECORDED MATERIAL

This policy represents the formal policy and expected standards of Council. Approval of Council is required prior to any deviation from this policy. Elected Members and Employees are reminded of their obligations under Council's Code of Conduct to give full effect to the lawful policies, decisions and practices of Council.

1. The CCTV System will be operated within applicable law and for the ethical and beneficial purposes for which it is established or which are subsequently agreed in accordance with these approved policy statements.
2. The CCTV System will be operated with due regard to the privacy and civil liberties of individual members of the public, including the rights to freedom of religious and political expression and assembly.
3. The public interest in CCTV Operations will be recognised by ensuring the security and integrity of recorded material.

The Shire of Kojonup has the highest expectation of all Authorised Personnel to:

1. At all times, act in an honest and legal manner to carry out duties which reflects community values;
2. Treat all live and recorded images in an ethical manner and with the utmost of care, respect and dignity;
3. Interact with WA Police and stakeholders in a timely, courteous and cooperative manner; and
4. Ensure toilets, showers and change rooms and other similar areas shall not be subject to CCTV surveillance.

CONFIDENTIALITY

The Shire of Kojonup expects Authorised Personnel to ensure confidentiality of information gathered by or from CCTV Operations by not disclosing or discussing any events with unauthorised Personnel or associates who have no direct responsibility relating to CCTV operations.

In addition, Authorised Personnel will not explicitly identify any involved person or party with family, friends, or acquaintances and will not disclose any information to third parties, including the media without prior written approval from the Chief Executive Officer.

2.3.10 SOCIAL MEDIA

Adopted by Council:	17/03/20	**Council Minute Reference:** 26/20
Date last amended:	20/10/20	141/20
	12/12/23	141/23
Reviewer:	Chief Executive Officer/Project Manager and ~~Community~~ Regulatory Services	
Local Law:		
Procedure:		
Delegation:		

Social media is revolutionising the way we stay connected with our family, friends and communities. It is growing with evidence from statistics for Facebook showing more than 14 million Australians are active each month.

OBJECTIVES

The use of social media within the Shire of Kojonup has the objective of making content available to engage the people who connect with the Shire via this medium.

This policy establishes the use of social media within the organisation to make content available, provide feedback and communicate with others who are interested in similar topics, and help the Shire of Kojonup find new ways of engaging with people who live, work or spend time within the Shire.

By implementing social media more effectively, the Shire will improve communication, engagement and collaboration with its community to help strengthen the positive and professional identity of the Shire.

This policy is intended to provide clear guidance with respect to the appropriate use of Social Media by all employees. The appropriate use of Social Media applies as it is defined by this policy, the Shire's Code of Conduct and individual contracts of employment.

POLICY

This policy is applicable to all Shire staff, Elected Members and Volunteers. It applies to any social media activity on behalf of the Shire or for staff in contexts that relate to the Shire or the performance of their responsibilities.

Social media platforms may include but are not limited to:

- blogs;
- photo and video sharing such as YouTube and Instagram;
- social networks such as Facebook, Twitter and Linked In;
- mobile phone applications;
- texting;
- digital TV services;
- wikis;
- collaboration tools;
- websites; and
- online forums

PURPOSE

The Shire uses social media for:

- **Communication**

  Social media tools are used to tell people what's happening in the Shire of Kojonup. For example, using the Shire's Facebook page to promote major events and to share the latest news.

- **Engagement**

  Social media is used to help people to get involved in their community and in local decision making by encouraging discussion on a range of different topics across the different platforms such as Facebook and YouTube. It also means that the Shire can respond to comments and concerns faster, reduce the requirement for customers having to visit the Shire office and reduce the risk and impact of negative comments and bad publicity.

- **Collaboration**

  Social media is used to find new, more efficient ways of working together with the community. The Shire's expansion into Social Media provides the opportunity to encourage residents to share content, thoughts and ideas across different platforms such as Instagram.

1.Organisational Use

Any use of social media within the Shire must:

- Follow these social media process and guidelines. These guidelines are in addition to any professional standards that govern specific areas of work and all other relevant policies;
- Ensure appropriate authorisations are obtained before providing any information for posting on social media site;
- Ensure that any information posted online serves to enhance the services of the Shire, is in line with the Shire's missions and values, and will not bring the Shire into disrepute;
- Comply with all laws relating to copyright, record keeping, privacy and defamation, including the need for accurate information and constantly ensuring comments are free from harassment and discrimination;
- Cite all sources quoted within information posted;
- Social Media use on the Shire's relevant media is limited to those employees expressly authorised by the CEO and the following:
  - Shire of Kojonup Facebook Page - Customer Service Officer, Records Officer , Project Manager/~~Community~~ Regulatory Services, Manager ~~Governance and Administration~~Financial and Corporate Services, and Chief Executive Officer.
  - Kojonup Library Facebook Page – Chief Executive Officer, Project Manager and ~~Community~~ Regulatory Services, Senior Library Officer, Records Officer, Manager ~~Governance and Administration~~Financial and Corporate Services.
  - Kojonup Play in the Park Facebook Page – Play Café Coordinator, Senior Library Officer, Manager ~~Governance and Administration~~Financial and Corporate Services, Project Manager/~~Community~~ Regulatory Services, and Chief Executive Officer.
  - Kojonup Visitors Centre Facebook Page - Visitor Services Officer, Manager Kodja Place, Tourism and Marketing, Project Manager and Regulatory Services and Chief Executive Officer.

All the Shire's digital communication channels are filtered through the CEO/Executive Assistant to ensure the appropriate moderation and security measures are taken. **Before setting up any new** digital platforms (inc social media channels, websites, analytics and applications) the CEO and relevant manager are to be engaged prior to any decision being made.

2. Guidelines for using Social Media on behalf of the Shire of Kojonup

The following information is provided to assist staff when preparing social media content and responses:

- The Shire President and the CEO are the official spokespersons for the Shire of Kojonup; any statements on behalf of the Council and the Shire are only to be made with specific authority (see above);
- Ensure content is accurate, relevant and complies with current policies, if in doubt always check;
- Avoid offensive, defamatory, intimidating and provocative language, and avoid commenting on or liking posts that contain this type of language;
- Avoid making personal comments about elected members, staff or members of the community;
- Maintain a professional, positive and respectful tone;
- Adhere to copyright, privacy, defamation, discrimination, harassment and other applicable laws;
- If in doubt, do not post – Do not reveal any confidential or time sensitive information that has not yet been made publically available and, if you are not sure on how to respond to a post, refer to the CEO.
- All posts to be written in the third person point of view;
- Liking, sharing or reacting to a post on Social Media is generally taken to be an endorsement of that material, as if you had created it yourself, and may be seen by a wider audience than intended.
- Be responsive – Replying to comments and messages needs to be in a timely manner;
- Keep in mind that you are responding to comments on behalf of the whole organisation;
- There is no such thing as 'off the record' for social media. Staff should understand that conversations are in the public domain and can be re-posted elsewhere online and quoted by the media without asking for permission;
- Remember the audience the Shire is targeting when determining which platform you would use to engage with the Shire's followers;
- Each post must have a photo or picture;
- Always complete each post with a contact: i.e.; If you have any queries, please do not hesitate to contact me on 9831 2400 or email *your email*.

3. Personal Use

Social Media is now a part of daily life and an accepted method of instant communication. The Shire of Kojonup recognises that its staff use social media in a personal capacity outside the context of the workplace. This policy is not intended to discourage nor unduly limit personal expression or online activities. An individual acting on behalf of the Shire, acting in a capacity that they could be seen as representing the Shire or a person seen as, by the public, to be working for the Shire needs to be aware that there is the potential their comments, endorsements and social media activity after hours could influence people to question their ability to remain apolitical and impartial.

It is important, however, to remember that the use of social media is not without risk and the speed and reach of publishing online means content is available immediately to a wide audience. Anything posted online can be difficult to delete and may be replicated to a wide audience. It may be sent to, or seen by people the author never intended or expected would see it. Staff must therefore

recognise the need to exercise caution when posting or endorsing content on social media.

The nature of social media often identifies the place of work of the individual using it. In any circumstance where the person is using social media outside the context of the workplace and can be identified as a Shire of Kojonup employee, they are personally responsible for the content they publish and the content published by others to their social media platforms.

Comments or endorsements of content posted on social media by staff members must ensure their actions/posts/content do not provide grounds for a reasonable person to conclude that they could not serve the Local Government impartially and professionally. Staff should also follow and adhere to relevant policies and procedures in a professional manner that is free from bias.

The more senior you are within the organisation, the more weight your opinions will carry and have a greater capacity to impact the reputation of the Shire.

Private Profiles and Private Groups

Nothing that is posted on-line is truly 'private'. Private profile settings and private groups are no guarantee information is only seen by the target audience. Posts may have been screenshot and distributed to individuals, groups and organisations that were never intended to see the content, even after the original post has been deleted.

Privacy settings are not enough to stop someone who disagrees with what has been posted from copying and using it (privacy settings are also constantly being changed and upgraded from social media platform to platform). As staff members of the Shire, your comments have the capacity to affect the Shire's reputation or impact perceptions of you in your role within the Shire.

4. Social Media Management

The Shire's use of social media is intended to be holistic, cross-functional, and owned by all Service Areas.

All defamatory postings will be removed and or hidden through either Facebook's profanity filter or by a manager/CEO at their discretion.

Defamatory postings include but are not limited to those that are racist, sexist, threatening, insulting, and/or unlawful and threatening to another's privacy or safety, possibly constituting a breach of the Shire's Code of Conduct.

4.1 Managing Content (Refer to below organisational charts)

In the case of any particular comment, there are ways to take action;

- No action at all – the comment is allowed to stand as is. This is by far the most common "action" you will take
- An answer or response may be provided to a contributor's query or comment
- The comment may be drawn to the attention of a manager/ CEO for consideration or action
- The comment may be deleted

4.2 Record Keeping Requirements

Social media postings by the Shire are considered the same as any other means of

communication, are often considered a record of the Shire's activities and are subject to freedom of information requests. This means that the posting and any comments made on the platform must be captured within the Shire's records management systems. Any required guidance on records management of social media should be referred to the Records Administration Officer.

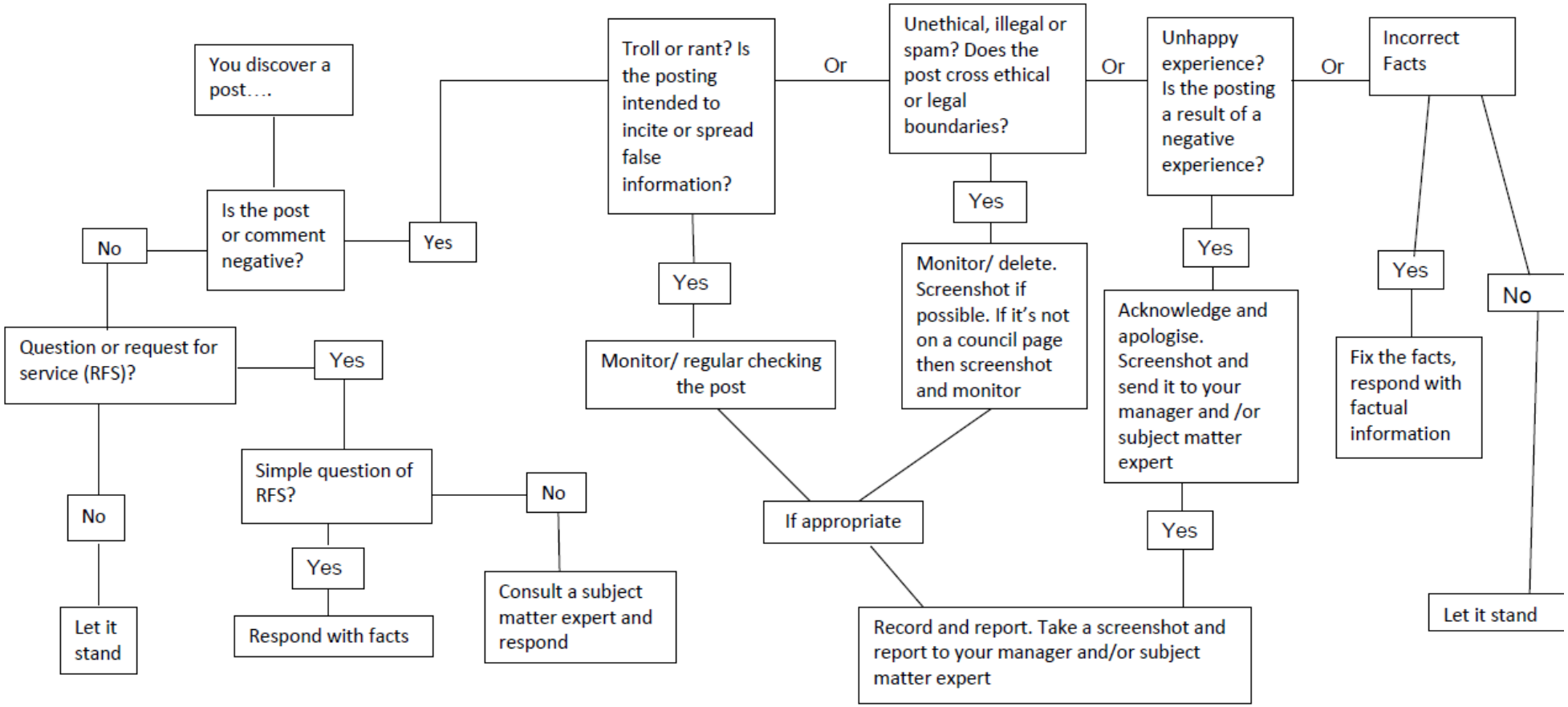
5. Breaches

Employees who breach this policy may face disciplinary action which may include a review of their employment with the Shire of Kojonup.

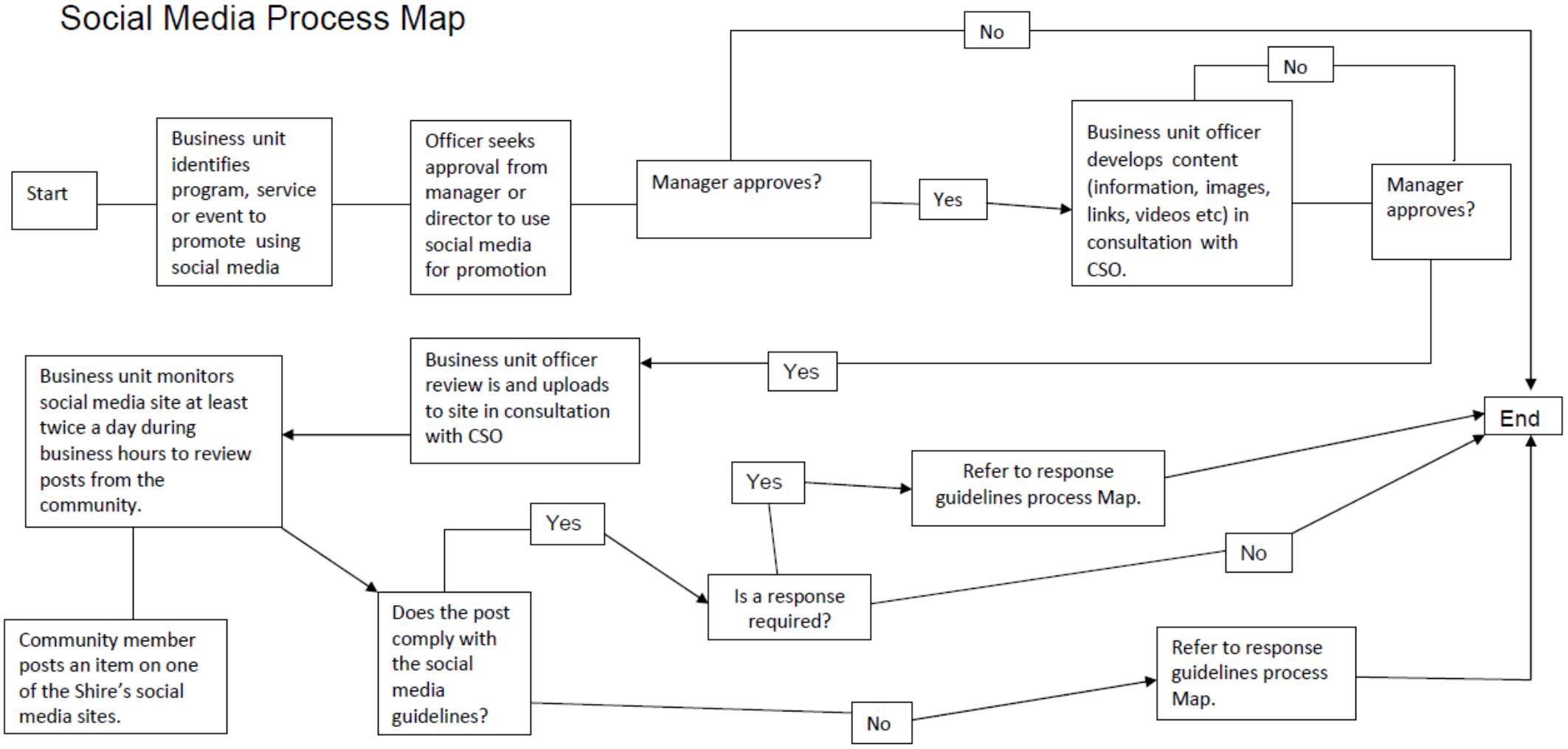
Inappropriate use of social media will not be tolerated by the Shire of Kojonup. An employee who engages in any conduct in breach of this policy will be subject to disciplinary action up to and including instant dismissal.

Any manager who is made aware of any of the behaviour outlined in this policy and who does not deal with the code of conduct appropriately or report the inappropriate usage will also be subject to disciplinary action.

Response Guidelines
Shire Approved social media administrators and editors only



Social Media Process Map



3 EXECUTIVE & GOVERNANCE

~~3.1 **DELETED** CODE OF CONDUCT~~

~~**Adopted or Reviewed by Council:**~~	~~17/11/15~~	~~**Council Minute Reference:**~~	~~183/15~~
~~**Deleted by Council:**~~	~~12/12/23~~		~~141/23~~

~~**Reviewer:** Chief Executive Officer/Manager Governance and Administration~~
~~**Local Law:** Local Government (Council Meetings) Local Law 2020~~
~~**Procedure:**~~
~~**Delegation:**~~

~~Replaced with Policy 3.25 – Code of Conduct for Council Members, Committee Members and Candidates – 18 May 2021~~

~~3.2 **DELETED** ECONOMIC DEVELOPMENT INCENTIVES - BUILDING & PLANNING FEES & RATES~~

~~Policy 3.2 was deleted on 17 November 2020~~

3.3 COUNCILLOR INDUCTION

Adopted or Reviewed by Council:	17/11/15 17/11/20 12/12/23	**Council Minute Reference:**	183/15 156/20 141/23

Reviewer: Chief Executive Officer/~~Manager Governance and Administration~~Governance and Rates Officer
Local Law:
Procedure: Councillor Induction Manual
Delegation:

OBJECTIVE

To ensure that elected Council members have sufficient opportunity to be conversant with their legal responsibilities and local government practices and procedures, by undergoing an induction at commencement of their term.

POLICY

Induction

All elected Council members shall, following their swearing in, be given an induction session by the CEO to acquaint themselves with the operations of the Shire of Kojonup and local government in general.

Training

Elected Council members are required to complete the following training in the first year of their term:

1. Understanding Local Government;
2. Conflicts of Interest;
3. Serving on Council;
4. Meeting Procedures;
5. Understanding Financial Reports and Budgeting; and
6. CEO Performance Appraisal

Attendance is encouraged at seminars, workshops or conferences that are applicable to local government and which will also provide improved knowledge, business practices and procedures for

the benefit of the Shire of Kojonup – see Policy 3.28 – Councillors Continued Professional Development.

~~3.4 **DELETED** SHIRE BOUNDARY CHANGES~~

~~Policy 3.4 was deleted on 14 November 2017.~~

3.5 USE OF COUNCIL CHAMBERS & RECEPTION LOUNGE

Adopted or Reviewed by Council:	14/11/17	**Council Minute Reference:**	183/15
Date/s Amended:	20/11/18		143/18
Reviewer:	Chief Executive Officer		
Local Law:			
Procedure:			
Delegation:			

OBJECTIVE

To ensure the Council Chambers are recognised and utilised specifically for local government related activities, and to establish a protocol of use.

POLICY

The Council Chambers are to be used for local government meeting purposes only, except where otherwise approved by the Chief Executive Officer or the Shire President.

Any requests for usage of the Council Chambers not conforming to this policy are to be referred to the CEO.

The Council Reception Lounge is available for restricted Community use in accordance with the adopted fees and charges, whereby either a Councillor or Staff member is in attendance or by a community group approved by the CEO.

The Council Chambers and Reception Lounge may be used as a Local Emergency Management Centre.

3.6 CERTIFICATES OF APPRECIATION

Adopted or Reviewed by Council:	17/11/15	**Council Minute Reference:**	183/15
Date/s Amended:	20/11/18		143/18
	16/11/21		135/21

Reviewer: Chief Executive Officer/all personnel Managers
Local Law:
Procedure:
Delegation:

OBJECTIVE

To recognise contributions and achievements from Staff, local residents and organisations.

POLICY

To recognise valuable contributions to the community and the good governance of the district, the Council may award Appreciation Certificates, with eligibility guidelines being:

1. Community Organisations/Individuals
2. Following receipt of a written submission containing detailed information on the nominee whether the nominee be from a recreational club, service club or community organisation;
3. Employee
4. Continuous periods of 5 years, 10 years, 15 years, 20 years, 25 years, 30 years or over to be based upon anniversary date; and
5. Others
6. As determined by Council from time to time
7. As determined by the Chief Executive Officer from time to time.

PROCEDURE

Community Organisation/Individual

- Ideally, presented at a formal meeting of Council or, alternatively, at a Community/Volunteer Recognition BBQ held either March/April annually.

Employee

- In respect of Council Employees, subject to the approval of the recipient, certificates will generally be presented at a formal meeting of Council (family members may attend).

3.7 PRESENTATIONS – RETIRING COUNCILLORS

Adopted or Reviewed by Council: 14/11/17 **Council Minute Reference:** 151/16

Reviewer: Chief Executive Officer/~~Manager Governance and Administration~~Governance and Rates Officer
Local Law:
Procedure:
Delegation:

OBJECTIVE

To ensure a policy exists which clarifies presentations by Council to retiring Councillors.

POLICY

Upon resignation or retirement as a Councillor, the Shire may, provided the Councillor has served at least one full 4 year term of office and as a token of appreciation for the years of service, provide one or both of the following:

1. A gift (or money/gift card) valued at up to a maximum of $200; and/or
2. A presentation made at an appropriate function approved by the Shire President.

Note:
When reviewing the policy, reference should also be made to r. 34AC. of the Local Government (Administration) Regulations 1996 which sets the four year minimum referenced above and also sets a maximum gift value of $100 per year to a permissible total of $1,000.

3.8 COMMON SEAL

Adopted or Reviewed by Council:	17/11/15 12/12/23	**Council Minute Reference:**	183/15 141/23

Reviewer: Chief Executive Officer/~~Manager Governance and Administration~~Governance and Rates Officer
Local Law:
Procedure:
Delegation:

OBJECTIVE

To clearly define who is authorised to affix the Common Seal, and in what circumstances and to provide a standard sealing clause.

POLICY

That the President and Chief Executive Officer be authorised to use the Shire of Kojonup's Common Seal when and as required to comply with contractual and legal obligations and that the wording be as follows:

"The Common Seal of the Shire of Kojonup was hereunto affixed in the presence of:
Chief Executive Officer _____
Date _____
Shire President _____
Date _____*"*

The guidelines for use of the Common Seal are as follows:

1. The ~~Manager Governance and Administration~~Governance and Rates Officer is to have charge of the Shire of Kojonup's Common Seal, and is responsible for the safe custody and proper use of it;
2. The Common Seal of the Shire of Kojonup is to be affixed to any local law, which is made by Council;
3. The ~~Manager Governance and Administration~~Governance and Rates Officer is to record in a register each date on which the Common Seal is affixed to a document, the nature of the document, and the parties to any agreement to which the Common Seal is affixed; and
4. For use in legal and contractual forms, as deemed appropriate or required by law.

3.9 FLYING OF FLAGS

Adopted or Reviewed by Council:	14/11/17	**Council Minute Reference:**	183/15
Date amended:	19/11/19		156/19
	16/11/21		135/21

Reviewer: Chief Executive Officer/Manager ~~Governance and Administration~~Financial and Corporate Services/Customer Service Officer
Local Law:
Procedure:
Delegation:

OBJECTIVE

To ensure that a consistent policy is applied to requests for flying of legitimate and recognised flags.

POLICY

The Australian, State and Aboriginal flags are to be flown at The Kodja Place on a permanent basis.
The Australian, Aboriginal and Shire of Kojonup flags are to be flown at the Council administration offices.
When requests are received for the flying of other flags on Council's flagpoles, the Western Australian state flag be substituted unless protocol (as described below) dictates otherwise.
Note: Many protocols exist for the flying of flags. The following is an excerpt from the booklet '*Australian flags'* – Part 2: The protocols for the appropriate use and the flying of the flag. Refer to *www.itsanhonour.gov.au* for more information.

"Flying and handling
When flown in Australia or on Australian territory the Australian National Flag takes precedence over all other flags with the exception of the United Nations Flag on United Nations Day (refer to page 35). See the order of precedence (page 25) when flying the Australian National Flag in company with other flags.
The flag should not be flown in a position inferior to that of any other flag or ensign. The superior position is based on the formation of the flagpoles in the set, not the height of the flag on the flagpole."
"Order of Precedence
The Australian National Flag takes precedence in Australia over all other flags when it is flown in company with other flags. Thereafter when flown in the community the order of precedence of flags is:

1: National Flag of other nations
2: State and Territory Flags
3: Other flags prescribed by the Flags Act 1953 including:
> the Australian Aboriginal Flag and the Torres Strait Islander Flag in either order; and
> the Defence ensigns which should be flown in the following order:
- the Australian Defence Force Ensign
- the Australian White Ensign
- the Royal Australian Air Force Ensign.
4: Ensigns and pennants – local government; Commonwealth, state and territory agencies; non-government organisations.

The order of precedence may be varied in the following circumstances:

> On military occasions or establishments, the Australian National Flag may be followed in the order of precedence by the prescribed Defence ensigns and military pennants ahead of other flags, ensigns and pennants.

> On Commonwealth occasions and Aboriginal or Torres Strait Island occasions for their peoples, the Australian Aboriginal Flag or the Torres Strait Islander Flag may follow the Australian National Flag ahead of other flags prescribed under the Flags Act 1953, state and territory flags and other ensigns and pennants."…

"In the absence of a flag or flags higher in the order, a flag shall follow the flag being flown that is higher in the order. The order of precedence does not require that a flag listed in the order must be flown in company with other flags in the order".

Other:

1. Flags will be flown at half-mast during a funeral held in Kojonup.
2. Directives from government departments are in addition to the above policy and will be complied with.

3.10 COUNCILLORS FEES & REIMBURSEMENTS

Adopted or Reviewed by Council: 17/11/15 **Council Minute Reference:** 183/15

Reviewer: Chief Executive Officer/~~Manager Governance and Administration~~Governance and Rates Officer/Manager Financial and Corporate Services
Local Law:
Procedure:
Delegation:

OBJECTIVE

To define elected member fees and allowances as determined by the *Local Government Act 1995*, Local Government (Administration) Regulations 1996 and the *Salaries and Allowances Act 1975.*
To encourage elected members' use of Council vehicles, where possible, for Council business.

POLICY

Fees and Allowances

Elected member fees and allowances are set annually by the Salaries and Allowances Tribunal and are to be set at 75%, determined by the allocated band, of the maximum level permitted under the *Local Government Act 1995* and *Salaries and Allowances Act 1975*.
The Information and Communication Technology allowance be set at $3,000 or 75% of the maximum level permitted, whichever is the greater.

Reimbursement of Expenses

Conferences

Council will pay for reasonable expenses incurred (including out of pocket expenses) in relation to nomination, travel and accommodation of any Councillor that is authorised by Council to attend a conference relating to Council Business. The President and Chief Executive Officer of the Shire shall approve the amount of expenses to be incurred.

Travel

Council will reimburse Councillors' travelling expenses when attending Council Meetings, Committee Meetings, Advisory Committees and Council authorised meetings. Travel with the Shire President or Council Officer is encouraged where this is convenient and effective. If this is not convenient or effective, a Councillor may claim the appropriate mileage allowance. Reimbursement will be at the current rate per kilometre in the Local Government Industry Award on presentation of a completed log book.

Out of Pocket Expenses

Reasonable out of pocket expenses will be reimbursed on presentation of a receipt to the Manager Financial and Corporate Services.

Administration

1. Councillors attending official Council meetings as an observer authorised by the Presiding Member or the Council in general will be entitled to travel reimbursement.
2. Councillors attending Council related meetings in a private capacity are not entitled to travel reimbursement.
3. Councillors may elect not to receive meeting fees and other allowances.
4. Councillor fees and allowances shall be paid on a quarterly basis, in arrears.

5. Payment of travel reimbursements and out of pocket expenses shall be made on application to the Manager Financial and Corporate Services.
6. Only one amount can be claimed for annual attendance fees i.e.; two positions cannot be added so as to get a higher figure.

~~3.11 ** MOVED TO POLICY 2.3.7 **~~

3.12 COUNCIL ADVISORY COMMITTEES

Adopted or Reviewed by Council: 17/11/15 **Council Minute Reference:** 183/15

Reviewer: Chief Executive Officer/~~Manager Governance and Administration~~Governance and Rates Officer
Local Law: Local Government (Council Meetings) Local Law 2020
Procedure:
Delegation:

OBJECTIVE

The Shire of Kojonup appreciates the service provided by members of Council Committees. In providing these services, however, a standard of professional behaviour must be demonstrated that maintains and promotes confidence and trust in the work of Council.

Advisory Committees are appointed to provide input and overview to Council on a specific topic either to a term of reference or on an ongoing basis.

Advisory Committees:

1. Advise Council on current and emerging issues;
2. Promote the awareness of a specific topic within Council and the community;
3. Provide a process for input into the planning and provision of services and facilities; and
4. Provide a process for feedback from community to Council.

This policy provides guidelines for consistent practice in the way Advisory Committees are formed and operate.

POLICY

Legal Environment

In accordance with s. 5.8 of the *Local Government Act 1995,* the Council may convene a Committee of three or more persons for the purpose of assisting the Council and to exercise the powers and discharge the duties of the local government that can be delegated to committees.

A Committee shall operate in accordance with the relevant requirements of:

1. *Local Government Act 1995*, Part 5, Division 2;
2. Local Government (Administration) Regulations 1996;
3. Shire of Kojonup Policy 3.1 Code of Conduct; and
4. Local Government (Council Meetings) Local Law 2020 ; and
5. This policy.

A committee member ceases to be a member of a committee if the member has been absent from three consecutive meetings of the committee without having been given a leave of absence.

Resources

The Chief Executive Officer will appoint a responsible officer for ensuring that a committee is provided with appropriate administrative support and professional advice. Committee members shall ensure that matters regarding the operation of a committee are referred, in the first instance, to the responsible officer.

Shire resources can only be used for Shire purposes if the CEO has given specific approval. Shire resources include:

1. Materials;
2. Equipment;
3. Facilities;

4. Vehicles;
5. Documents;
6. Staff time; and
7. Records, Data and Information.

Advisory committees cannot commit Council resources.

Recommendations to Council

Unless a specific Delegation of Statutory Authority has been established in accordance with s. 5.16 of the *Local Government Act 1995*, the decision making of a committee of Council is limited to providing recommendations for Council's consideration. The recommendations of advisory committees can assist Council in making informed decisions on complex matters.

Recommendations to Council shall be strategic in nature and reflect the role of the Council; that is, they shall not be of an administrative nature.

Conduct of Committee Members

Committee members are responsible for their own good conduct when providing services to Council and to the community. They are to know and understand the standards set out in this policy and in the Council's Code of Conduct. All relevant laws must also be obeyed. Any breaches of the Council's Code of Conduct will result in loss of membership to the committee.

Representing the Council on an advisory committee is an important responsibility and each member is to sign a declaration, as attached. Community members are unable to serve on Council committees if they have not signed the declaration.

When representing or providing services to the Council, committee members should, at all times, be courteous towards the public, Councillors, Council Staff and other committee members so as not to bring Council into disrepute.

All public comments and media statements representing the Shire of Kojonup or its committees must first be approved by the Shire President or the Chief Executive Officer.

Meetings

No Council Advisory Committee shall call a meeting without first obtaining written permission of the CEO detailing the purpose of the meeting. Approval will determine the following:

1. Who chairs the meeting;
2. The format of the meeting; and
3. Whether recommendations for consideration will be accepted.

Each committee of Council must ensure that full and accurate minutes of the proceedings of its meetings are kept in accordance with Local Government (Administration) Regulations 1996 r. 11. Minutes of Committee meetings shall be referred to the next available ordinary Council meeting, where appropriate.

Safety

Council is responsible for providing a safe work environment and gives priority to the health, safety and welfare of Council officials and committee members. Committee members should protect their safety and that of others in the work environment and public areas. All safety concerns should be reported immediately to Council staff.

No member shall take part in activities or attend meetings of a Council committee while under the influence of alcohol or other drugs which could impair abilities or cause danger to themselves or others.

Disclosure of Interest

A member of a Council Advisory Committee who has a pecuniary or financial interest in any matter with which the Committee is concerned and who is present at a meeting of the Committee at which the matter is being considered, must disclose the nature of the interest to the meeting as soon as practicable.

The member declaring an interest must not be present at, or in sight of, the meeting of the committee:

1. At any time during which the matter is being considered or discussed by the Committee; or
2. At any time during which the Committee is voting on any question in relation to the matter.

DECLARATION BY ADVISORY COMMITTEE MEMBER

Declaration by Advisory Committee Member

I,

_____

of [1]

_____

,

having been elected to the [2] _____ Advisory Committee of the Shire of Kojonup, declare that I take the office upon myself and will duly, faithfully, honestly, and with integrity, fulfil the duties of the Advisory Committee for the people in the district according to the best of my judgement and ability, and will observe the Shire of Kojonup's Policies *3.12 Council Advisory Committees* and *3.25 Code of Conduct.*

Signed: _____

Date: _____

Witness Name: _____

Witness Signature: _____

Date: _____

[1] *Insert your residential address.*
[2] *Insert Name of Advisory Committee*

3.13 PUBLIC QUESTION TIME

Adopted or Reviewed by Council: 17/11/15 **Council Minute Reference:** 183/15

Reviewer: Chief Executive Officer/~~Manager Governance and Administration~~Governance and Rates Officer
Local Law: Local Government (Council Meetings) Local Law 2020
Procedure:
Delegation:

OBJECTIVE

The Shire of Kojonup provides the public with the opportunity to raise questions (as per s. 5.24 of the *Local Government Act 1995*), or to make a brief statement on issues of concern at all Ordinary Meetings and Standing Committee Meetings of Council. The purpose of this policy is to ensure that the Public Question Time during these meetings is conducted with respect, discretion and morality.

POLICY

The *Local Government Act 1995* requires that a minimum of 15 minutes is to be provided at the beginning of the meeting for question time (where members of the public wish to ask questions). Question time is the first item on the agenda and the following procedures apply:

1. Council encourages input from its residents but will not debate any issue with those in attendance at meetings;
2. Questions should be directed to the Shire President (or Chairman at Committee Meetings). Where appropriate, the President may ask another Councillor or Officer to respond if necessary. If the answer is not known and requires further investigation, a written response will be provided at a later date;
3. The President (or Chairman) has the right to determine any address, question or statement made by a member of the public to be out of order if it is considered to be:
   i. A personal attack or adverse reflection on the integrity of Councillors or Staff; or
   ii. Inappropriate behaviour and use of public question time.

   Such behaviour will not be permitted or tolerated;
4. Prevention of Disturbance:
   a. Any member of the public addressing Council or a Council committee is to extend due courtesy and respect to the Council or committee and the processes under which they operate and must take direction from the person presiding whenever called upon to do so; and
   b. No person observing a meeting is to create a disturbance at a meeting by interrupting or interfering with the proceedings, whether by expressing approval or dissent, by conversing or by any other means.

5. Taped recording of Ordinary Council meetings is ~~not permitted~~now regulated and required as of January 1 2025.

~~5.~~6. Taped recordings of other meetings is not permitted.

~~6.~~7. Copies of the Council's Public Question Time Policy are to be distributed at Council/Committee Meetings where members of the public are in attendance.

3.14 LATE AGENDA ITEMS – COUNCIL MEETINGS

Adopted or Reviewed by Council: 15/11/16 **Council Minute Reference:** 151/16

Reviewer: Chief Executive Officer/~~Manager Governance and Administration~~Governance and Rates Officer
Local Law: Local Government (Council Meetings) Local Law 2020
Procedure:
Delegation:

OBJECTIVE

To ensure that the decision-making process enables all issues to be properly considered in a professional and timely manner.

POLICY

1. The submission of late items to a Council meeting is only permitted with the prior permission of the Chief Executive Officer or the Presiding Member.
2. Late items must be in the approved report format including all relevant information and where possible late items are to be e-mailed to all elected members and loaded onto Docs-on-Tap.
3. Under the section of the Agenda titled "*NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING"* the meeting of the Council is to decide by a properly recorded vote whether to accept the late report before proceeding.

3.15 CITIZENSHIP CEREMONIES

Adopted or Reviewed by Council:	17/11/15	**Council Minute Reference:**	183/15
Date/s Amended:	20/11/18		143/18
	19/02/19		10/19
	12/12/23		141/23

Reviewer: Chief Executive Officer/~~Manager Governance and Administration~~Governance and Rates Officer

Local Law:
Procedure:
Delegation:

OBJECTIVE

Ensure that people receiving the Certificate of Australian Citizenship be given a ceremony of their choice, as per the options below.

POLICY

Candidates for Australian Citizenship will be given the opportunity to choose from the following options for their ceremony:

1. A private ceremony with the President or, in the President's absence, the Deputy President or, in the Deputy President's absence, the CEO;
2. A formal ceremony within three months of receipt of a conferral list from the Department of Home Affairs and during an Ordinary Council Meeting; or

In the interests of building community relations, citizenship ceremonies conducted by the Shire of Kojonup provide for the attendance of any family or supporting friends and for the attendance of all Councillors provided each applicant is consulted beforehand and approves.

PROCEDURES – CEREMONIES

People receiving the Certificate of Australian Citizenship will receive a gift up to the value of $50 (subject to the discretion of the Shire President), such as:

1. Native Plant;
2. Souvenir relative to Kojonup;
3. Commemorative item; or
4. Item relative to Adult/Youth/Child.

Citizenship ceremonies are to be held in accordance with the Australian Citizenship Ceremonies Code.

3.16 COMMUNITY CONSULTATION CHARTER

Adopted or Reviewed by Council:	14/11/17 19/11/19 16/11/21	**Council Minute Reference:**	183/15 156/19 135/21
Reviewer:	Chief Executive Officer/Project Manager and ~~Community~~ Regulatory Services		
Local Law:			
Procedure:			
Delegation:			

OBJECTIVE

The following Community Consultation Charter be adopted as Council's policy for consulting and communicating with the community.

POLICY

THE SHIRE OF KOJONUP'S COMMITMENT

The Community Consultation Charter reflects Council's commitment to open and effective consultation and communication with the community when progressing the aspirations contained within the ~~Community Strategic Plan 'SMART Possibilities' 2027+~~ Strategic Community Plan 2023-2033 and effective decision making.

OUR VISION

Kojonup is to be the cultural experience centre of the Great Southern. The Kojonup people are committed to advancing their engagement with each other, and with the Shire of Kojonup through Inclusivity, Diversity and Ongoing engagement.~~a **smart** region featuring a technologically advanced **agricultural** community, an educational and historical **destination** and a healthy and enviable **lifestyle.**~~

OUR GUIDING VALUES

Integrity

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

Care and Respect for People

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

Responsible

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

Open and Reliable

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

WHY WE CONSULT AND HOW WE COMMUNICATE

Division 2 of the *Local Government Act 1995* stipulates the requirements for holding and conducting Council Meetings, Committee Meetings and Elector Meetings. In addition to these statutory requirements, the Shire of Kojonup establishes Advisory Committees and Work Groups, such as the Kojonup Spring Advisory Committee and Sporting Precinct Advisory Committee, allowing community members an opportunity to contribute positively to the things that are important to them and to the decisions and outcomes that impact on their lives. It also assists the Council to make good decisions on behalf of the community.

FORMAL ADVISORY COMMITTEES:

Established under the *Local Government Act 1995 (Act),* these Committees are an immediate extension of the Council; for example:

- Audit and Risk Committee;
- Bush Fire Advisory Committee;
- Kojonup Natural Resource Management Advisory Committee.
- Kojonup Ageing in Place Committee
- NRM Advisory Committee
- Disability Access and Inclusion Committee
- Roads and Technical Services Advisory Committee
- Kojonup Historical, Tourism and Cultural Committee
-

Each meeting shall be called, conducted and recorded in accordance with the *Local Government Act 1995* (i.e.; local public notice of meetings, Standing Orders Local Law, formal minutes, etc.). Minutes of these meetings will be presented to the Council and all recommendations considered through a written report.

OTHER SHIRE COMMITTEES:

These Committees are less formal groups established by the Council~~; for example: Sporting Precinct Advisory Committee; and Kojonup Spring Advisory Committee~~.

-

While they play an equally important advisory role to the Council's decision-making process, they are not established in accordance with Section 5.8 of the *Act* and are deliberately less formal than the Advisory Committees to better reflect the subject matter concerned, or are established under another Act such as the *Bush Fire Act 1954.* Minutes of these meetings will be presented to the Council to ensure information flow.

DELEGATES TO OTHER LOCAL & REGIONAL ORGANISATIONS:

This category lists the outside organisations that the Shire is either a member of and, therefore, needs representatives to attend meetings or is invited to have a delegate to represent the Shire:

- Great Southern Zone of WA Local Government Assoc.;
- ~~Southern Link VROC~~Great Southern Alliance (Formerly Voluntary Regional Organisation of Councils, VROC);

- ~~Great Southern~~Regional Joint Development Assessment Panel;
- Great Southern Regional Road Group;
- Kojonup Homes for the Aged Committee;
- Great Southern Recreation Advisory Group;
- Great Southern Treasures~~; and~~ .
- ~~Kojonup Historical Society Inc.~~

Council, via elected members, is charged with the responsibility to make many decisions on behalf of, and that impact on, the community and to deliver a wide range of infrastructure and community services. Council endeavour to fulfil these responsibilities in an effective and efficient manner, while providing as much opportunity for the community to contribute through consultative processes as possible and where appropriate. Council will continue to strive to get this balance right.

The Chief Executive Officer is charged with the responsibility of ensuring that Council receives qualified advice and the following declaration is included in each Council agenda:
"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."

The Shire of Kojonup website contains:

- Council, Elector and formal Committee Agendas, Minutes, and Discussion Papers;
- Integrated Planning & Reporting Documents such as the Shire's:
  - Community Strategic Plan;
  - Corporate Business Plan;
  - Annual Budget, Fees and Charges Register;
  - Long Term Financial Plan;
  - Asset Management Plan; and
  - Workforce Plan;
- Risk Management Plan;
- Business Continuity Plan;
- Capital Evaluation Framework;
- Plant & Equipment 10 year Replacement Program;
- 10 year Road and Footpath Plan ~~Replacement Program~~;
- ~~10 year Roads Program;~~
- Concept plans.
- Business Continuity and Disaster Recovery Plan
- ~~Briefing Session agendas and notes of discussions held.~~

~~Council also publishes the Shire of Kojonup E-News every fortnight.~~

WHEN WE WILL CONSULT

The decision to undertake community consultation will only be made where there are a number of possible options or directions that could be taken by Council and Council has the flexibility/ability to consider same within statutory, budgetary and other limitations.

The Shire of Kojonup (Staff and Councillors) will consider the need for, and type of, consultation required for each situation where Council is required to make an important decision about a matter that is likely to have a significant impact on the lives, homes or localities of residents, businesses, groups and organisations.

This assessment will be made in the context of the scale, importance, likelihood and expected onset of impact of the decision being made or action being taken by Council and the expected level of community interest and concern. It will also be made in the context of the level of risk or security.

THE CONSULTATION & COMMUNICATION PROCESS

Each specific community consultation process may be undertaken in a slightly different way, reflecting the differing nature of the issue at hand. However, all community consultation undertaken by the Shire will be carried out in accordance with this Charter. Clearly, in effectively consulting the community, many diverse and different views, opinions and preferences will be conveyed to Council. We will not always be able to reconcile these differences, nor make decisions or take actions that align with everyone's viewpoint.

The important thing, we believe, is that everyone in Kojonup has an open, accessible and equal opportunity to 'have a say' on important issues that impact their lives and an explanation of Council's position in relation to that matter.

In many cases, Council is required by legislation to carry out community consultation in a very specific manner; for example, when selling Council land or in processing planning permit applications. This legislative requirement may either set a minimum standard/method of consultation or an exact standard/method of consultation.

Council is committed to:

(a) All community consultation and communication being undertaken in a manner that is consistent with our guiding values and it is expected that all parties to a community consultation process, including community members, would behave in a way consistent with these values;

(b) Working with established networks, groups and forums of active community members, while respecting that all community members have a right to contribute to consultation and decision-making processes, irrespective of whether they are part of an established forum or interest group;

(c) Effective two-way communication to ensure that Council has qualitative and quantitative information available in a timely manner to make informed decisions aligned to the Community Strategic Plan;

(d) Respecting that not everyone in the community has a civic interest and wishes to participate in consultative engagements; and

(e) Meeting our obligations under the *Information Privacy Act 2000* and *Public Disclosures Act 2003*, regarding the handling of all personal information.

Based on all of these inputs, including a range of community views, opinions and preferences, Council will make a decision or take a course of action that it believes best serves the interests of the Kojonup community.

CUSTOMER FEEDBACK

To gauge our performance in relation to our consultation and communication commitments, Council encourages responses from our customers, whether they be complaints, compliments or comments noting that Community Engagement Surveys are required to be conducted every two years, the Corporate Strategic Plan is reviewed every four years, Integrated Planning documents (including Council Policies) are reviewed annually and opportunity exists for community members to make submissions or participate in 'Public Question Time' at the commencement of Ordinary Council Meetings or to make presentations at Briefing Sessions.

The Community Consultation & Communication Charter is intended as a collaboration between the Council and the community it serves. Therefore, if there is something that you feel unhappy about, please utilise our simple feedback process.

Please give us the opportunity to improve our service to you. Comments, suggestions and compliments all provide an effective means by which to assess the existing service you receive.

Copies of our Complaints and Compliments Form can be downloaded from our website *www.kojonup.wa.gov.au* or obtained from one of our Customer Service Officers.

If we can help, please contact us:

In Person:	Administration Centre 93-95 Albany Highway KOJONUP WA 6395
By Mail:	PO Box 163 KOJONUP WA 6395
By Telephone:	08 9831 2400~~/08 9831 1566~~
By Email:	council@kojonup.wa.gov.au

3.17 CUSTOMER SERVICE CHARTER

Adopted or Reviewed by Council:	14/11/17	**Council Minute Reference:**	183/15
Date/s Amended:	20/11/18		143/18
	19/11/19		156/19
Reviewer:	Chief Executive Officer/Manager ~~Governance and Administration~~Financial and Corporate Services/Customer Service Officer		
Local Law:			
Procedure:			
Delegation:			

OBJECTIVE

The following Customer Service Charter is Council's policy for interacting and liaising with the community.

POLICY

The Shire of Kojonup's commitment to you

Our Customer Service Charter reflects our commitment to the quality of the service which we provide to you.

The Shire of Kojonup has a large number of transactions with our community each month including approximately 350 licensing transactions, emptying of 2000 rubbish/recycle bins, receipt of 210 pieces of incoming correspondence and 2,800 swimmers through the Pool. When there is an issue with this level of service, this Customer Service Charter outlines how we will deal with such issues.

Our Vision

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

Our customers include:

1. Residents, ratepayers, business proprietors, community sporting and recreation clubs, and associations;
2. Visitors to the Shire of Kojonup;
3. Employees; and
4. Government departments and non-government agencies and organisations.

We will achieve our commitment to you by:

1. Progressively reviewing and improving forms, systems and procedures from a customer's perspective;
2. Conducting regular customer service Employee training programs;
3. Incorporating customer service improvements into all Business Plans;
4. Making the development of positive customer service attitudes part of the annual performance review program for all Employees;
5. Progressively improving access to our services to people with disabilities and people from culturally and linguistically diverse backgrounds;
6. Making information available in alternative formats for people with specific requirements;
7. Improving access to Council information by utilising a wide range of media types; and

8. Ensuring all complaints are dealt with fairly, quickly and equitably.

You can assist us by:

1. Providing accurate and complete details, such as distances or road names, when contacting us with any queries or requests for assistance.
2. Contacting us to make an appointment if you have a complex enquiry or need to see a specific officer.
3. Contacting the officer nominated on correspondence sent to you and quoting the reference number of the letter.
4. Treating Employees with the same courtesy and respect given to you.
5. Acknowledging that the Shire may not have the authority to deal with your request/complaint and that you may need to refer it to another agency/organisation.

Service Standards (in general)

We will advise you of the progress of your request at least every 15 working days, until the matter is resolved.

Service Standards (in person)

We will:

1. Promptly attend to you at all times in a professional, polite and attentive manner;
2. Listen attentively in order to understand your needs;
3. Aim to attend and complete your request at the time of your visit;
4. When enquiries of a technical or specialist nature are made at the Customer Service Centre, ensure that the appropriate Employee is called, if available, or that contact is made within 24 hours to arrange an appointment;
5. Ensure all Employees who have face-to-face contact with customers wear a name badge for ease of communication; and
6. Always be appropriately dressed and wear name badges.

Service Standards (on the telephone)

We will:

1. Promptly answer all telephone calls during working hours (by a human and not a machine);
2. Introduce ourselves over the phone by name and provide a direct contact number for future communications when necessary;
3. Reply to telephone enquiries on the same day or the next working day, as appropriate;
4. Take personal responsibility for your enquiry to reduce the transfer of calls and inform you of any delays if you are 'on hold';
5. Provide a 24-hour after hours telephone service for emergency calls; and
6. Promote direct dial telephone numbers in all correspondence.

Service Standards (in writing including emails)

We will:

1. Acknowledge your written request within 10 working days of receipt;
2. Whenever possible provide a completion date when requests require in-depth research which will take longer than 10 working days;
3. Write to you in clear, concise language that is easily understood; and
4. Send out standard information within 24 hours of the request being received.

Customer Feedback

To gauge our performance in relation to our service commitments, the Council encourages responses from our customers, whether they be complaints or compliments.

This Service Charter is intended as collaboration between the Council and the community it serves. Therefore, if there is something that you feel unhappy about, please utilise our simple feedback process. Please give us the opportunity to improve our service to you. Comments, suggestions and compliments all provide an effective means by which to assess the existing service you receive.

Copies of our Complaints and Compliments Form can be downloaded from our website www.kojonup.wa.gov.au or obtained from one of our Customer Service Officers.

If we can help please contact us:

In person: Administration Centre
93-95 Albany Highway
KOJONUP WA 6395

By Mail: P O Box 163
KOJONUP WA 6395

By Telephone: 08 9831 2400
By Email: *council@kojonup.wa.gov.au*

3.18 ELECTED MEMBERS – INFORMATION & COMMUNICATION TECHNOLOGY (ICT)

Adopted or Reviewed by Council:	18/4/2017	**Council Minute Reference:**	54/17
Reviewer:	Chief Executive Officer		
Local Law:			
Procedure:	"Getting Started" instructions for Councillors available		
Delegation:			

OBJECTIVE

The purpose of this policy is to define the ICT device requirements for elected members and to clarify the provision and ownership of such.

POLICY

Reference should also be made to Council Policy 3.10 – 'Councillors Fees & Reimbursements' which sets the level of Councillor allowances, including the ICT Allowance.

Shire of Kojonup ICT Environment

The Shire of Kojonup predominately utilises the application (app) 'Docs-on-Tap' for the dissemination of agendas, minutes and other Shire documents and information. 'Docs-on-Tap' is available on mobile devices that utilise the following platforms:

- iPad – iOS 6.0 Prerequisite
- Android
- Windows 10
- Windows 8
- ~~Windows 7~~

In addition to the 'Docs-on-Tap' app, email is also utilised as a primary source of communication. Councillors will be issued with a Shire of Kojonup email address in the format of *cr.surname@kojonup.wa.gov.au* which is operated through Microsoft Exchange Server. In addition to accessing email through standard email apps, email can be accessed via *https://remote.kojonup.wa.gov.au/owa* by logging in using your user name (first part of email address) and password.

The following apps are suggested for use by elected members to assist in the performance of their role:

Type of App	Suggested	Other Products
Email	Microsoft Outlook	Mail (default iPad App)
Calendar / Diary	Microsoft Outlook	Calendar (default iPad App)
Word Processor	Word (by Microsoft)	Pages (by Apple) Docs (by Google)
Spreadsheets	Excel (by Microsoft)	Numbers (by Apple) Sheets (by Google)
Presentations	PowerPoint (by Microsoft)	Keynote (by Apple) Slides (by Google)

Type of App	Suggested	Other Products
Cloud Storage	OneDrive; Dropbox; or Google Drive	iCloud (Apple default)
Note Taking	OneNote (by Microsoft)	Evernote Keep (by Google)
Other	• MyScript Calculator – hand drawn calculator; • YouTube – thousands of free videos, including "how-to" videos; • TED – Educational Talks; • Borrowbox, Rb Digital and Kanopy – see library staff for more information.	

1. Ownership & ICT Requirements

Elected Members of the Shire of Kojonup shall provide their ICT device, data and communication requirements to fulfil the requirements of the position and an ICT Allowance is provided to enable this to occur. It is suggested, as a minimum, that the following be utilised to enable an elected member to undertake their duties:

- Mobile telephone – The elected member's mobile telephone number will be publicly advertised on the Shire website and some correspondence; and
- Mobile computing device – such as a tablet, laptop computer or iPad. This device will need to be compatible with the Shire email network and Docs-on-Tap application. Assistance is available from the Manager Financial and Corporate Services if required prior to purchase.

Pre-payment of an individual Councillor's ICT Allowance of up to $1,000 is available for the purchase or upgrade of either of the two (2) components above, if not already privately owned.

As all devices are purchased by the individual elected member, all ownership and maintenance of such devices remains with the individual, both during and after their term of office.

2. Data/Internet Access

Each mobile computing device *should* also utilise a data pack (sim card) to increase the mobility and effectiveness of the device. This data pack will be the responsibility of the individual elected member and the service provider and monthly package chosen is at their total discretion.

When Councillors are in Shire buildings, internet access will be provided by connecting to the Shire's wireless network (Wi-Fi) where available. Access information (password etc.) will be provided upon request. To ensure the integrity of the Shire's computer network, the password for the Wi-Fi must never be disclosed to another party.

3. Terms and Conditions

The following terms and conditions must be adhered to at all times:-

- The Shire's Wi-Fi network must not be used to access any information, applications or videos that are deemed inappropriate by Council policies or the Chief Executive Officer (such as pornography etc.);
- A 'Bring Your Own Device' (BYOD) policy is currently being formulated by the Manager of Corporate and Financial Services. This policy will address issues such as virus protection, SPAM and security when utilising personally owned devices on the Shire network, including those of elected members covered by this policy; and
- Elected Members' computing devices such as tablets, smart phones and laptops that access the Shire's network shall be fitted with an access password to ensure security if the device is lost.

4. Reimbursement

Any applications (Apps) deemed by the Chief Executive Officer to be imperative for operations are to be funded from the ICT allowance.

5. Documents Relating to Council Use

All documents required for Council and Committee meetings, information bulletins and Council Corporate documents will be uploaded into the "Docs on Tap" App.

The agenda for all Council meetings is required to be available 72 hours prior to the meeting (*Local Government Act 1995* s. 5.5(1)). Councillors will receive an email in the week prior to the ordinary Council meeting advising that the agenda is available for viewing.

Councillors will be advised by email that new documents have been uploaded into Docs on Tap. It is the responsibility of the individual Councillor to ensure that they have read all information uploaded into the App. Any problems should be reported to the CEO immediately.

3.19 COMMERCIAL TRADERS – FACILITY HIRE

Adopted or Reviewed by Council: 17/11/15 **Council Minute Reference:** 183/15

Reviewer: Chief Executive Officer
Local Law:
Procedure:
Delegation:

OBJECTIVE

To ensure that commercial traders do not gain an unfair advantage over commercial businesses within the Shire of Kojonup, which have their own premises and are required to meet ongoing operational costs associated with business operations.

POLICY

That no Shire of Kojonup owned facilities be hired or made available to commercial traders that will be in direct competition with local business operators; however, this does not include local non-profit making organisations conducting prima facie commercial operations.

~~**3.20 **DELETED** MOTOR VEHICLE USE – SHIRE PRESIDENT**~~

~~**Adopted or Reviewed by Council:** 21/03/17 **Council Minute Reference:** 28/17~~

~~**Reviewer:** Chief Executive Officer~~
~~**Local Law:**~~
~~**Procedure:**~~
~~**Delegation:**~~

~~**COMMERCIAL TRADERS – FACILITY HIRE**~~

3.21 APPOINTMENT OF OFFICERS TO ACTING CEO

Adopted or Reviewed by Council:	17/11/15 16/11/21 19/07/23	**Council Minute Reference:**	183/15 135/21 85/23

Reviewer: Chief Executive Officer
Local Law:
Procedure:
Delegation:

OBJECTIVE

To ensure that the Shire of Kojonup maintains continuity of business relating to the CEO's responsibilities and duties in the CEO's absence as well as Delegated Authority to that role.

POLICY

That:

In the event the Chief Executive Officer (CEO) is on leave for a period of more than seven (7) business days, the CEO has delegated authority to determine which Senior Employee will appointed to the position of Acting CEO during their absence of leave.

The higher duties salary for the Acting CEO role is to be set at a rate of the mid-point between the current CEO's salary and the current Senior Employee's salary.

Where a Senior Employee is appointed as Acting CEO, the Council Delegates CEO Authority to that person.

Council determines that Senior Employees in the Shire of Kojonup, as per the *Local Government Act 1995,* are:

~~1. Manager Governance & Administration;~~
~~2.~~1. Manager Financial and~~&~~ Corporate Services;
~~3. Manager Regulatory Services;~~
~~4.~~2. Manager Works ~~&~~ and ~~Services~~Infrastructure.

~~3.22 MOVED TO POLICY 5.3 – INDEPENDENT LIVING UNITS~~

3.23 LEGAL REPRESENTATION COSTS INDEMNIFICATION

Adopted or Reviewed by Council:	17/11/15 12/12/23	**Council Minute Reference:**	183/15 141/23
Reviewer:	Chief Executive Officer		
Local Law:			
Procedure:			
Delegation:			

OBJECTIVE

This policy is designed to protect the interests of Council members and Employees (including past members and former employees) where they become involved in civil legal proceedings because of their official functions. In most situations Council may assist the individual in meeting reasonable expenses and liabilities incurred in relation to those proceedings.

POLICY

In each case it will be necessary to determine whether assistance with legal costs and other liabilities is justified for the good governance of the district.

1. The local government may provide financial assistance to Members and Employees in connection with the performance of their duties provided that the Member or Employee has acted reasonably and has not acted illegally, dishonestly, against the interests of the local government or otherwise in bad faith.
2. The local government may provide such assistance in the following types of legal proceedings
    a. Proceedings brought by Members and Employees to enable them to carry out their local government functions (e.g.; where a Member or Employee seeks a restraining order against a person using threatening behaviour);
    b. Proceedings brought against members or employees [this could be in relation to a decision of Council or an employee which aggrieves another person (e.g. refusing a development application) or where the conduct of a member or employee in carrying out his or her functions is considered detrimental to the person (e.g. defending defamation actions)]; and
    c. Statutory or other inquiries where representation of members or employees is justified.
3. The local government will not support any defamation actions seeking the payment of damages for individual Members or Employees in regard to comments or criticisms levelled at their conduct in their respective roles. Members or Employees are not precluded, however, from taking their own private action. Further, the local government may seek its own advice on any aspect relating to such comments and criticisms of relevance to it.

The legal services the subject of assistance under this policy will usually be provided by the local government's solicitors. Where this is not appropriate for practical reasons or because of a conflict of interest, then the service may be provided by other solicitors approved by the local government.

Applications for Financial Assistance:

1. The Council may:
    a. refuse;

   b. grant; or
   c. grant subject to conditions an application for payment of legal representation costs.
2. Decisions as to financial assistance under this policy are to be made by the Council.
3. A Member or Employee requesting financial support for legal services under this policy is to make an application in writing, where possible in advance, to the Council providing full details of the circumstances of the matter and the legal services required.
4. An application to the Council is to be accompanied by an assessment of the request and with a recommendation which has been prepared by, or on behalf of, the Chief Executive Officer (CEO).
5. A member or employee requesting financial support for legal services, or any other person who might have a financial interest in the matter, should take care to ensure compliance with the financial interest provisions of the *Local Government Act 1995*.
6. Where there is a need for the provision of urgent legal services before an application can be considered by Council, the CEO may give an authorisation to the value of $5,000 provided that the power to make such an authorisation has been delegated to the CEO in writing under s. 5.42 of the *Local Government Act 1995*.
7. Where it is the CEO who is seeking urgent financial support for legal services, the Council shall deal with the application.
8. The Council will not refuse a request for legal funding if the request is on reasonable grounds and where the proceedings arise from the business undertakings of the Shire.

Repayment of Assistance

Any amount recovered by a Member or Employee in proceedings, whether for costs or damages, will be offset against any moneys paid or payable by the Shire of Kojonup.

1. Assistance will be withdrawn where the Council determines, upon legal advice, that a person has acted unreasonably, illegally, dishonestly, against the interests of the Shire of Kojonup or otherwise in bad faith, or where information from the person is shown to have been false or misleading.
2. Where assistance is so withdrawn, the person who obtained financial support is to repay any moneys already provided. The Shire of Kojonup may take action to recover any such moneys in a court of competent jurisdiction.

3.24 FRAUD, CORRUPTION AND MISCONDUCT PREVENTION POLICY

Adopted or Reviewed by Council:	19/11/19	**Council Minute Reference:**	152/19
Amended by Council:	16/11/21		
Reviewer:	Chief Executive Officer		
Local Law:			
Procedure:	Public Interest Disclosure Fraud, Corruption and Misconduct Prevention Plan		
Delegation:			

BACKGROUND

This Fraud, Corruption and Misconduct Prevention Policy should be read in conjunction with Council Policies 3.1 - Code of Conduct and 2.3.5 – Risk Management and the Shire of Kojonup Public Interest Disclosure Procedure.

Sections 5.103 through to s. 5.125 of the *Local Government Act 1995* and Part 9 of the Local Government (Rules of Conduct) Regulations 2007 are relevant to this Policy.

A Public Officer or any other person may report to the Corruption and Crime Commission or the Public Sector Commission any matter they suspect on reasonable grounds may constitute serious or minor misconduct. Further information is available on the websites of these Commissions.

OBJECTIVE

To take a zero-tolerance approach to fraud, corruption and misconduct and to prevent, deter and detect incidents of fraud and corruption wherever possible. This will be strived for by raising the awareness of the risk of fraud, corruption and misconduct, taking necessary actions for its prevention (as per a Fraud, Corruption and Misconduct Prevention Plan), providing processes for the reporting and investigation of incidents, and protecting those who report suspected fraud or corruption incidents.

SCOPE

The management of fraud, corruption and misconduct is the collective responsibility of all persons associated with the Shire; that is:

- Council as the decision making body
- Councillors and Committee members as individuals
- Employees and volunteers
- Contractors, suppliers, consultants and/or service providers

DEFINITIONS

The Australian Standard on Fraud and Corruption Control AS 8001-2008 defines fraud as:

> *"Dishonest activity, causing actual or potential financial loss to any person or entity including theft of moneys or other property by employees or persons external to the entity and where deception is used at the time, immediately before or immediately following the activity. This also includes the deliberate falsification, concealment, destruction or use of falsified documentation used or intended for use for a normal business purpose or the improper use of information or position for personal*

benefit. The theft of property belonging to an entity by a person or persons internal to the entity but where deception is not used is also considered 'fraud' for the purposes of this standard."

The Australian Standard on Fraud and Corruption Control AS 8001-2008 defines corruption as:

"Dishonest activity in which a director, executive, manager, employee or contractor of an entity acts contrary to the interests of the entity and abuses his/her position of trust in order to achieve some personal gain or advantage for him or herself or for another person or entity. The concept of 'corruption' within this standard can also involve corrupt conduct by the entity, or a person purporting to act on behalf of and in the interests of the entity, in order to secure some form of improper advantage for the entity either directly or indirectly."

The *Corruption, Crime and Misconduct Act 2003* (Section 4) defines misconduct, for public officers, as follows:

Misconduct occurs if —

(a) a public officer corruptly acts or corruptly fails to act in the performance of the functions of the public officer's office or employment; or

(b) a public officer corruptly takes advantage of the public officer's office or employment as a public officer to obtain a benefit for himself or herself or for another person or to cause a detriment to any person; or

(c) a public officer whilst acting or purporting to act in his or her official capacity, commits an offence punishable by 2 or more years' imprisonment; or

(d) a public officer engages in conduct that —

(i) adversely affects, or could adversely affect, directly or indirectly, the honest or impartial performance of the functions of a public authority or public officer whether or not the public officer was acting in their public officer capacity at the time of engaging in the conduct; or

(ii) constitutes or involves the performance of his or her functions in a manner that is not honest or impartial; or

(iii) constitutes or involves a breach of the trust placed in the public officer by reason of his or her office or employment as a public officer; or

(iv) involves the misuse of information or material that the public officer has acquired in connection with his or her functions as a public officer, whether the misuse is for the benefit of the public officer or the benefit or detriment of another person,

and constitutes or could constitute —

[(v) deleted]

(vi) a disciplinary offence providing reasonable grounds for the termination of a person's office or employment as a public service officer under the *Public Sector Management Act 1994* (whether or not the public officer to whom the allegation relates is a public service officer or is a person whose office or employment could be terminated on the grounds of such conduct).

To delineate, clauses (a), (b) and (c) above constitute serious misconduct and clause (d) constitutes minor misconduct (Public Sector Commission/Corruption and Crime Commission '*Notifying misconduct – A guide for Principal Officers of Notifying Authorities*').

The *Corruption, Crime and Misconduct Act 2003* defines public authority and public officer as:

public authority means —

(a) a notifying authority; or

(b) a body mentioned in Schedule V Part 3 to the *Constitution Acts Amendment Act 1899*; or

(c) an authority, board, corporation, commission, council, committee, local government, regional local government, regional subsidiary or similar body established under a written law; or

(d) a body that is the governing authority of a body referred to in paragraph (b) or (c); or

(e) a contractor or subcontractor;

public officer has the meaning given by section 1 of *The Criminal Code*;

The Criminal Code, in relation to local government, defines 'public officer' as —

(d) a member, officer or employee of any authority, board, corporation, commission, local government, council of a local government, council or committee or similar body established under a written law.

RESPONSIBILITY

Councillors

Collectively, Councillors are responsible for ensuring that Council, as the decision making body:

- promotes community awareness of Council's commitment to the prevention of fraud and corruption;
- provides for the prevention of fraud and corruption by way of budgetary provision for secure storage of assets;
- ensures that, where appropriate (if the Chief Executive Officer [CEO] is the perpetrator), proper investigations are conducted into allegations that involve fraud or corruption;
- ensures that the CEO is aware of his/her responsibilities in relation to fraud and corruption through the provision of appropriate and regular training; and
- promotes a culture and environment in which fraud and corruption is actively discouraged and is readily reported should it occur.

PREVENTION

Council recognises that the most effective way to prevent the occurrence of fraud and corruption is to promote an ethical environment fully supported and demonstrated by management and in which internal control mechanisms have been implemented. Council's fraud and corruption prevention strategies include the following elements:

- Codes of Conduct, one for Councillors and one for staff, that outline statements of values and detail unacceptable behaviour;
- Recognition from Management who adhere to, promote and maintain an ethical culture and actively promote such a culture;
- A program for communicating Council's Code of Conducts through regular dissemination of material;
- Ongoing training in the use of codes of behaviour and ethical standards; and
- Ensuring the CEO has developed a mechanism to report ethical complaints or concerns inside and outside the normal channels of communication.

3.25 CODE OF CONDUCT FOR COUNCIL MEMBERS, COMMITTEE MEMBERS AND CANDIDATES

Adopted or Reviewed by Council: 18/05/2021 **Council Minute Reference:** 53/21
Amended by Council:

Reviewer: Chief Executive Officer /~~Manager Governance and Administration~~ Governance and Rates Officer
Local Law:
Procedure: Public Interest Disclosure
Fraud, Corruption and Misconduct Prevention Plan
Delegation:

Policy Purpose:
This Policy is adopted in accordance with section 5.104 of the *Local Government Act 1995*.

Refer to Elected Member Code of Conduct document.

~~**Division 1 — Preliminary provisions**~~

~~**1. Citation**~~

~~This is the Shire of Kojonup Code of Conduct for Council Members, Committee Members and Candidates.~~

~~**2. Terms used**~~

~~(1) In this code —~~

~~***Act*** means the Local Government Act 1995;~~
~~***candidate*** means a candidate for election as a council member;~~
~~***complaint*** means a complaint made under clause 11(1);~~
~~***publish*** includes to publish on a social media platform.~~

~~(2) Other terms used in this code that are also used in the Act have the same meaning as they have in the Act, unless the contrary intention appears.~~

~~**Division 2 — General principles**~~

~~**3. Overview of Division**~~

~~This Division sets out general principles to guide the behaviour of council members, committee members and candidates.~~

~~**4. Personal integrity**~~

~~(1) A council member, committee member or candidate should —~~

~~(a) act with reasonable care and diligence; and~~
~~(b) act with honesty and integrity; and~~
~~(c) act lawfully; and~~
~~(d) identify and appropriately manage any conflict of interest; and~~
~~(e) avoid damage to the reputation of the local government.~~

~~(2) A council member or committee member should —~~

~~(a) act in accordance with the trust placed in council members and committee members; and~~
~~(b) participate in decision making in an honest, fair, impartial and timely manner; and~~

~~(c) actively seek out and engage in training and development opportunities to improve the performance of their role; and~~

~~(d) attend and participate in briefings, workshops and training sessions provided or arranged by the local government in relation to the performance of their role.~~

~~**5. Relationship with others**~~

~~(1) A council member, committee member or candidate should —~~

~~(a) treat others with respect, courtesy and fairness; and~~

~~(b) respect and value diversity in the community.~~

~~(2) A council member or committee member should maintain and contribute to a harmonious, safe and productive work environment.~~

~~**6. Accountability**~~

~~A council member or committee member should —~~

~~(a) base decisions on relevant and factually correct information; and~~

~~(b) make decisions on merit, in the public interest and in accordance with statutory obligations and principles of good governance and procedural fairness; and~~

~~(c) read all agenda papers given to them in relation to council or committee meetings; and~~

~~(d) be open and accountable to, and represent, the community in the district.~~

~~**Division 3 — Behaviour**~~

~~**7. Overview of Division**~~

~~This Division sets out —~~

~~(a) requirements relating to the behaviour of council members, committee members and candidates; and~~

~~(b) the mechanism for dealing with alleged breaches of those requirements.~~

~~**8. Personal integrity**~~

~~(1) A council member, committee member or candidate —~~

~~(a) must ensure that their use of social media and other forms of communication complies with this code; and~~

~~(b) must only publish material that is factually correct.~~

~~(2) A council member or committee member —~~

~~(a) must not be impaired by alcohol or drugs in the performance of their official duties; and~~

~~(b) must comply with all policies, procedures and resolutions of the local government.~~

~~**9. Relationship with others**~~

~~A council member, committee member or candidate —~~

~~(a) must not bully or harass another person in any way; and~~

~~(b) must deal with the media in a positive and appropriate manner and in accordance with any relevant policy of the local government; and~~

~~(c) must not use offensive or derogatory language when referring to another person; and~~

~~(d) must not disparage the character of another council member, committee member or candidate or a local government employee in connection with the performance of their official duties; and~~

~~(e) must not impute dishonest or unethical motives to another council member, committee member or candidate or a local government employee in connection with the performance of their official duties.~~

~~10. Council or committee meetings~~

~~When attending a council or committee meeting, a council member, committee member or candidate —~~

~~(a) must not act in an abusive or threatening manner towards another person; and~~
~~(b) must not make a statement that the member or candidate knows, or could reasonably be expected to know, is false or misleading; and~~
~~(c) must not repeatedly disrupt the meeting; and~~
~~(d) must comply with any requirements of a local law of the local government relating to the procedures and conduct of council or committee meetings; and~~
~~(e) must comply with any direction given by the person presiding at the meeting; and~~
~~(f) must immediately cease to engage in any conduct that has been ruled out of order by the person presiding at the meeting.~~

~~11. Complaint about alleged breach~~

~~(1) A person may make a complaint, in accordance with subclause (2), alleging a breach of a requirement set out in this Division.~~
~~(2) A complaint must be made —~~
~~(a) in writing in the form approved by the local government; and~~
~~(b) to a person authorised under subclause (3); and~~
~~(c) within 1 month after the occurrence of the alleged breach.~~
~~(3) The local government must, in writing, authorise 1 or more persons to receive complaints and withdrawals of complaints.~~

~~12. Dealing with complaint~~

~~(1) After considering a complaint, the local government must, unless it dismisses the complaint under clause 13 or the complaint is withdrawn under clause 14(1), make a finding as to whether the alleged breach the subject of the complaint has occurred.~~
~~(2) Before making a finding in relation to the complaint, the local government must give the person to whom the complaint relates a reasonable opportunity to be heard.~~
~~(3) A finding that the alleged breach has occurred must be based on evidence from which it may be concluded that it is more likely that the breach occurred than that it did not occur.~~
~~(4) If the local government makes a finding that the alleged breach has occurred, the local government may —~~
~~(a) take no further action; or~~
~~(b) prepare and implement a plan to address the behaviour of the person to whom the complaint relates.~~
~~(5) When preparing a plan under subclause (4)(b), the local government must consult with the person to whom the complaint relates.~~
~~(6) A plan under subclause (4)(b) may include a requirement for the person to whom the complaint relates to do 1 or more of the following —~~
~~(a) engage in mediation;~~
~~(b) undertake counselling;~~

~~(c) undertake training;~~
~~(d) take other action the local government considers appropriate.~~

~~(7) If the local government makes a finding in relation to the complaint, the local government must give the complainant, and the person to whom the complaint relates, written notice of —~~
~~(a) its finding and the reasons for its finding; and~~
~~(b) if its finding is that the alleged breach has occurred — its decision under subclause (4).~~

~~13. Dismissal of complaint~~

~~(1) The local government must dismiss a complaint if it is satisfied that —~~
~~(a) the behaviour to which the complaint relates occurred at a council or committee meeting; and~~
~~(b) either —~~
~~(i) the behaviour was dealt with by the person presiding at the meeting; or~~
~~(ii) the person responsible for the behaviour has taken remedial action in accordance with a local law of the local government that deals with meeting procedures.~~

~~(2) If the local government dismisses a complaint, the local government must give the complainant, and the person to whom the complaint relates, written notice of its decision and the reasons for its decision.~~

~~14. Withdrawal of complaint~~

~~(1) A complainant may withdraw their complaint at any time before the local government makes a finding in relation to the complaint.~~

~~(2) The withdrawal of a complaint must be —~~
~~(a) in writing; and~~
~~(b) given to a person authorised under clause 11(3).~~

~~15. Other provisions about complaints~~

~~(1) A complaint about an alleged breach by a candidate cannot be dealt with by the local government unless the candidate has been elected as a council member.~~

~~(2) The procedure for dealing with complaints may be determined by the local government to the extent that it is not provided for in this Division.~~

~~Division 4 — Rules of conduct~~

~~*Notes for this Division:*~~
~~*1. Under section 5.105(1) of the Act a council member commits a minor breach if the council member contravenes a rule of conduct. This extends to the contravention of a rule of conduct that occurred when the council member was a candidate.*~~
~~*2. A minor breach is dealt with by a standards panel under section 5.110 of the Act.*~~

~~16. Overview of Division~~

~~(1) This Division sets out rules of conduct for council members and candidates.~~

~~(2) A reference in this Division to a council member includes a council member when acting as a committee member.~~

~~17. Misuse of local government resources~~

~~(1) In this clause —~~

~~***electoral purpose*** means the purpose of persuading electors to vote in a particular way at an election, referendum or other poll held under the Act, the *Electoral Act 1907* or the *Commonwealth Electoral Act 1918*;~~

~~***resources*** of a local government includes —~~

~~(a) local government property; and~~

~~(b) services provided, or paid for, by a local government.~~

~~(2) A council member must not, directly or indirectly, use the resources of a local government for an electoral purpose or other purpose unless authorised under the Act, or by the local government or the CEO, to use the resources for that purpose.~~

~~18. Securing personal advantage or disadvantaging others~~

~~(1) A council member must not make improper use of their office —~~

~~(a) to gain, directly or indirectly, an advantage for the council member or any other person; or~~

~~(b) to cause detriment to the local government or any other person.~~

~~(2) Subclause (1) does not apply to conduct that contravenes section 5.93 of the Act or *The Criminal Code* section 83.~~

~~19. Prohibition against involvement in administration~~

~~(1) A council member must not undertake a task that contributes to the administration of the local government unless authorised by the local government or the CEO to undertake that task.~~

~~(2) Subclause (1) does not apply to anything that a council member does as part of the deliberations at a council or committee meeting.~~

~~20. Relationship with local government employees~~

~~(1) In this clause —~~

~~***local government employee*** means a person —~~

~~(a) employed by a local government under section 5.36(1) of the Act; or~~

~~(b) engaged by a local government under a contract for services.~~

~~(2) A council member or candidate must not —~~

~~(a) direct or attempt to direct a local government employee to do or not to do anything in their capacity as a local government employee; or~~

~~(b) attempt to influence, by means of a threat or the promise of a reward, the conduct of a local government employee in their capacity as a local government employee; or~~

~~(c) act in an abusive or threatening manner towards a local government employee.~~

~~(3) Subclause (2)(a) does not apply to anything that a council member does as part of the deliberations at a council or committee meeting.~~

~~(4) If a council member or candidate, in their capacity as a council member or candidate, is attending a council or committee meeting or other organised event (for example, a briefing or workshop), the council member or candidate must not orally, in writing or by any other means —~~

~~(a) make a statement that a local government employee is incompetent or dishonest; or~~

~~(b) use an offensive or objectionable expression when referring to a local government employee.~~

~~(5) Subclause (4)(a) does not apply to conduct that is unlawful under *The Criminal Code* Chapter XXXV.~~

~~21. Disclosure of information~~

~~(1) In this clause —~~

~~***closed meeting*** means a council or committee meeting, or a part of a council or committee meeting, that is closed to members of the public under section 5.23(2) of the Act;~~

~~***confidential document*** means a document marked by the CEO, or by a person authorised by the CEO, to clearly show that the information in the document is not to be disclosed;~~

~~***document*** includes a part of a document;~~

~~***non confidential document*** means a document that is not a confidential document.~~

~~(2) A council member must not disclose information that the council member —~~

~~(a) derived from a confidential document; or~~

~~(b) acquired at a closed meeting other than information derived from a non-confidential document.~~

~~(3) Subclause (2) does not prevent a council member from disclosing information —~~

~~(a) at a closed meeting; or~~

~~(b) to the extent specified by the council and subject to such other conditions as the council determines; or~~

~~(c) that is already in the public domain; or~~

~~(d) to an officer of the Department; or~~

~~(e) to the Minister; or~~

~~(f) to a legal practitioner for the purpose of obtaining legal advice; or~~

~~(g) if the disclosure is required or permitted by law.~~

~~22. Disclosure of interests~~

~~(1) In this clause —~~

~~***interest*** —~~

~~(a) means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest; and~~

~~(b) includes an interest arising from kinship, friendship or membership of an association.~~

~~(2) A council member who has an interest in any matter to be discussed at a council or committee meeting attended by the council member must disclose the nature of the interest —~~

~~(a) in a written notice given to the CEO before the meeting; or~~

~~(b) at the meeting immediately before the matter is discussed.~~

~~(3) Subclause (2) does not apply to an interest referred to in section 5.60 of the Act.~~

~~(4) Subclause (2) does not apply if a council member fails to disclose an interest because the council member did not know —~~

~~(a) that they had an interest in the matter; or~~

~~(b) that the matter in which they had an interest would be discussed at the meeting and the council member disclosed the interest as soon as possible after the discussion began.~~

~~(5) If, under subclause (2)(a), a council member discloses an interest in a written notice given to the CEO before a meeting, then —~~

~~(a) before the meeting the CEO must cause the notice to be given to the person who is to preside at the meeting; and~~

~~(b) at the meeting the person presiding must bring the notice and its contents to the attention of the persons present immediately before any matter to which the disclosure relates is discussed.~~

~~(6) Subclause (7) applies in relation to an interest if —~~

~~(a) under subclause (2)(b) or (4)(b) the interest is disclosed at a meeting; or~~

~~(b) under subclause (5)(b) notice of the interest is brought to the attention of the persons present at a meeting.~~

~~(7) The nature of the interest must be recorded in the minutes of the meeting.~~

~~**23. Compliance with plan requirement**~~

~~If a plan under clause 12(4)(b) in relation to a council member includes a requirement referred to in clause 12(6), the council member must comply with the requirement.~~ ~~**1 — Preliminary provisions**~~

3.26 CHILD SAFE~~TY~~ AWARENESS POLICY

Adopted or Reviewed by Council: 16/08/2022 **Council Minute Reference: 73/22**

Reviewer: Chief Executive Officer/Project Manager and ~~Community~~ Regulatory Services

Local Law:

Procedure:

Delegation:

Policy Statement

- The Shire of Kojonup (Shire) supports and values all children and young people. The Shire of Kojonup~~. Local Government~~ makes a commitment to support the safety and wellbeing of all children and young people, including protection from abuse. This Child Safe Awareness policy is one of the ways The Shire of Kojonup demonstrates its commitment to being child safe and zero-tolerance approach to child abuse. This policy aims to reduce the risk of harm and child abuse in our communities by encouraging child safe environments to be created and maintained.
- The Shire takes seriously its commitment to encourage local organisations to be child safe and ensure children are empowered~~, is committed to being child safe and demonstrating a zero-tolerance approach towards child abuse.~~.
- This Child Safe Awareness policy has been developed in response to recommendation 6.12 of the Royal Commission into Institutional Responses to Child Sexual Abuse and recognizes that The Shire of Kojonup is uniquely placed within the local community to demonstrate leadership by supporting organisations to be child safe and to protect children and young people from harm and/or abuse. The Shire of Kojonup will promote the safety and wellbeing of children across the community. ~~recognises that the Shire is uniquely placed within the local community to demonstrate leadership in supporting organisations to be child safe to protect children from harm or abuse.~~
- This policy serves as a framework that outlines our role of the Shire of Kojonup in supporting local organisations to be child safe through access to resources~~, support~~, awareness raising and sharing relevant information. We will be guided by the National Principles for Child Safe Organisations and Commonwealth Child Safe Framework.

Scope

- The safety and wellbeing of children is everyone's responsibility. This Child Safe Awareness policy applies to all, employees, volunteers, trainees, work experience students, interns, and anyone else who undertakes work on behalf of The Shire of Kojonup, regardless of their work related to children or young people. It applies to occupants of The Shire of Kojonup facilities and venues, including visitors, contractors and suppliers.

- ~~Child safety is everyone's responsibility.~~
- ~~This policy applies to all Elected Members, employees, volunteers, trainees, work experience students and interns at the Shire. It applies to occupants of Local Government facilities and venues, contractors and suppliers and anyone else who undertakes work on behalf of the Shire, irrespective of their involvement in child related work.~~

Definitions

- **Abuse:** Abuse is an act, or a failure to act, toward or on behalf of a child that may result in harm. It can occur on one occasion or multiple occasions. Sometimes the impact of multiple evens leads to harm that becomes cumulative in nature. Types of abuse include physical, emotional and sexual abuse, and neglect.
- **Child/young person:** Means a person under 18 years of age, and in the absence of positive evidence as to age, means a person who is apparently under 18 years of age.

Child Safe Organisation: ~~Refers to organisations that:~~ is defined in the Royal Commission Final Report as one that:

- ~~C~~creates an environment where children's safety and wellbeing are at the centre of thought, values, and actions.
- ~~P~~places emphasis on genuine engagement with and valuing of children and young people.
- ~~C~~creates conditions that reduce the likelihood of harm to children and young people.

- ~~C~~creates conditions that increase the likelihood of identifying any harm, and~~.~~
- ~~R~~responds to any concerns, disclosures, allegations, or suspicions of harm. ~~(n~~Note: in the context of local governments this would involve referring to the Department of Communities or WA Police to respond as appropriate~~)~~.

Implementation of the National Principles for Child Safe Organisations give effect to the above.

- **Child safe:** In this policy, child safe means protecting the rights of children/young people to be safe by taking actions that can help prevent harm and abuse.
- **Harm**: Means any detrimental effect of a significant nature on the child's or young person's wellbeing, whether caused by a single act, omission or circumstance; or a series or combination of acts, omissions or circumstances. ~~including physical, emotional, or psychological development.~~
-

Policy Principles

- The rights of children and young people are upheld.
- Children and young people are respected, listened to, and informed about their rights.
- Children and young people have the fundamental right to be safe and cared for.
- Children and young people have the right to speak up, be heard and taken seriously without the threat of negative consequences.
- The best interests of children and young people are a primary consideration ~~come first~~ when making decisions.
- Access to trusted and reliable information, including the National Principles for Child Safe Organisations, helps support organisations to understand what they must do to help reduce the risk of harm and abuse.
- Communities are informed and involved in promoting child safety and wellbeing of children and young people including protection from harm.
- Collaboration with the community and our partners promotes the safety, participation and empowerment of all children and young people.

Policy Functions

The Shire of Kojonup will ensure the following functions of this policy are resourced and assigned to the relevant officers for implementation.

- **Developing a process to deliver child safe messages (for example at The Shire of Kojonup venues, grounds and facilities or events).**
- **Connecting and supporting local community groups, organisations, and stakeholders to child safe resources (including culturally safe and inclusive resources).**

Roles and responsibilities

- The Shire of Kojonup has a leadership role in our community to support relevant organisations to be child safe and promote child safe practices.
- Although the Shire of Kojonup is not legally responsible for providing oversight of compliance with child safe practices, it will take any reasonable steps to engage with persons who utilise the Shire of Kojonup facilities to operate in alignment with the Child Safe Awareness policy.
- The Shire will ensure the following functions of this policy are resourced and assigned to the relevant officers for implementation.

- Developing a process to deliver child safe messages (for example at Shire venues, grounds
  and facilities or events).
- Connecting and supporting local community groups, organisations, and stakeholders to child safe resources (including culturally safe and inclusive resources).
- ~~The Shire does not have oversight, control, responsibility, or accountability for third parties to uphold legal and moral compliance for child safety, or to be a child safe organisation. The Shire is taking on a leadership role within community to support community organisations fulfil their responsibilities.~~
- Local Government roles involved in the implementation of this policy (examples only)
- CEO
- Community Services
- Communications
- Governance
- Local government is not responsible for developing child safe messages but is responsible for sharing them.

Related Legislation (examples only)

- *Child Care Services Act 2007*
- *Children and Community Services Act 2004*
- *Civil Liability Act 2002*
- *Corruption, Crime and Misconduct Act 2003*
- *Equal Opportunity Act 1984*
- *Local Government Act 1995*
- *Freedom of Information Act 1997*
- *National Principles for Child Safety Organisations*
- *Parliamentary Commissioner Act 1971*
- *Public Interest Disclosure Act 2003r*
- *Public Sector Management Act 1994*
- *United Nations Convention on the Rights of the Child (CRC)*
- *Work Health and Safety Act 2020*
- *Working with Children (Criminal Record Checking) Act 2004*

Review

- This policy will be reviewed every two years or upon the introduction of other policy or legislation related to child safety.

3.27 ATTENDANCE AT EVENTS (COUNCILLORS AND CHIEF EXECUTIVE OFFICER)

Adopted or Reviewed by Council:	12/12/23	**Council Minute Reference**	141/23
Reviewer:	Chief Executive Officer		
Local Law:			
Procedure:			
Delegation:			

Introduction:
Section 5.90A of the *Local Government Act 1995* provides that a local government must prepare and adopt, by absolute majority, an Attendance at Events policy. The Attendance at Events policy is to enable Council members and the Chief Executive Officer (CEO) to attend events as a representative of Council without restricting their ability to participate in Council meetings. It is not intended to be used as a mechanism to avoid conflict of interest provisions where significant matters are likely to come before Council from the provider of the invitation.

Objectives:

- To provide a framework for the acceptance of invitations to various events and clarification of who will pay for tickets or the equivalent value of the invitation whether free of charge, part of a sponsorship agreement, or paid by the local government.

- To ensure attendance at events is dealt with in a transparent manner and takes into consideration benefits to the community or local government.

- To ensure any actual or potential conflicts of interest are mitigated and decision making is free from influence in the best interests of the community.

Definitions
An **'event'** includes, but is not limited to, the following:

- A concert;
- A conference;
- A function;
- A sporting event;
- Agricultural shows/field days;
- School awards nights;
- Cultural events;
- An occasion of a kind prescribed for the purposes of this definition.

A **'gift'** is defined under section 5.57 *Local Government Act (1995)* as a conferral of a financial benefit (including a disposition of property) made by one person in favour of another person unless adequate consideration in money or money's worth passes from the person whose favour the conferral is made to the person who makes the conferral. It includes any contributions to travel.
Attendance at an event in accordance with this policy will exclude the gift holder from the requirement to disclose an interest if the ticket is above $300 and the donor has a matter before Council. Any gift received that is less than $300 (either one gift or cumulative over 12 months from the same donor) also does not need to be disclosed as an interest. Receipt of the gift will still be required under the gift register provisions.

See also Local Government Operational Guidelines – Disclosure of gifts and disclosure of interests relating to gifts – May 2022.
A door prize or raffle prize received by chance is not considered a gift.
A '**ticket'** includes an admission ticket to an event, an invitation to attend an event, or a complimentary registration to an event, that is offered by a third party.
Policy:
This Policy applies to Councillors and the Chief Executive Officer (CEO) and deals with matters relating to event attendance including:

- The provision of tickets to events;
- Payments in respect of attendance;
- Approval of attendance by the local government and criteria for approval; and
- Any event from a specified entity under r. 20B of the *Local Government (Administration) Regulations 1996*.

Provision of tickets/invitations to events
Any ticket/invitation to an event must be provided to the Councillor or CEO in their capacity as a Councillor or CEO.
Any ticket provided to a Councillor or the CEO to attend an event in their personal capacity is not captured by this Policy and must be treated as a gift.
To assist in determining if the ticket is received in the capacity as a Councillor or CEO, the following question can be asked: *'Would the ticket to the event have been given to me if I was not a Councillor or the CEO?'* If the answer is no, then the ticket was received in the capacity of Councillor or CEO.
Tickets should preferably be provided to the local government and not individuals.

Attendance at pre-approved events
Council approves attendance by Councillors and the CEO at the following events (pre-approved events):

- Shire organised events;
- Events that are a free event to members of the public;
- Events where a Councillor or the CEO is a representative on an external committee or organisation and the Councillor or CEO is in attendance for the purposes of fulfilling their role on the external committee or organisation;
- Where the ticket to an event is from a specified entity under *r. 20B of Local Government (Administration) Regulations 1996*, which includes:

o Western Australian Local Government Association (WALGA);
o Australian Local Government Association (ALGA);
o Local Government Professionals Australia WA (LG Pro);
o Department of a Public Service;
o Commonwealth, State or Territory government department;
o Local government or regional local government.

Council approves attendance by the Shire President and the CEO at the following events (pre-approved events):

- events held by local community or sporting groups;
- events held by not-for-profit organisations;
- events within the Shire run by schools and universities;
- local community cultural events/festivals/art exhibitions;
- events held by industry associations relevant to the local area;
- Shire funded events; or
- Events organised by the embassy or consulate of another nation.

If the Shire President cannot attend, then the Deputy President may attend or any Councillor delegated by the Shire President or Deputy Shire President to attend in their place.
Council approves attendance by the Shire President at events (pre-approved events) where the Shire President is performing any of the following functions:

- presenting at the event;
- participating as a member in a panel;
- opening or launching an event or facility;
- presenting or accepting awards or prizes to others on behalf of the Shire; or
- any other civic or ceremonial duty on behalf of the Shire

If the Shire President is unable to attend, then the Deputy President may attend or any Councillor delegated by the Shire President or Deputy Shire President to attend in their place.

Council approves attendance by the CEO at events (pre-approved events) where the CEO is performing any of the following functions:

- presenting at an event;
- participating as a member on a panel; or
- accepting an award on behalf of the Shire of Kojonup (Shire).

In relation to attendance at a pre-approved event in accordance with the above, the following applies in respect to payment of tickets:

- Where the ticket is offered free of charge and tickets are also offered to members of the public free of charge, the ticket may be accepted (ticket is not considered a gift);
- Where the ticket is offered free of charge but a member of the public is required to pay, the ticket is a gift; the ticket may be accepted (as per gift disclosure requirements – see Local Government Operational Guideline as above);
- Where the ticket is offered and a benefit will be received such as dinner and beverages, but there is no purchase price for the ticket, the ticket may be accepted (as per gift disclosure requirements – see Local Government Operational Guideline as above);
- Where the Shire President or the CEO performs a function at the event, providing adequate consideration, or partial consideration for the ticket, the ticket may be accepted, (as per gift disclosure requirements – see Local Government Operational Guideline as above);
- Where the ticket is offered at a discounted rate, the ticket may be paid for by the Shire administration if adequate funding is available in the budget (as per gift disclosure requirements – see Local Government Operational Guideline as above);
- Where the ticket requires payment: the ticket may be paid for by Shire administration or a Councillor may pay for the ticket and request a reimbursement of the expense (prior CEO approval is required), if adequate funding is available in the budget.

See below *Disclosure requirements relating to tickets accepted as gifts* for further gift disclosure information.
In relation to attendance at pre-approved events, in accordance with the above, the following applies in respect to payment of expenses associated with attendance:
The Shire may pay reasonable expenses associated with attendance by a Councillor or the CEO, such as travel and accommodation expenses, within the expenditure limitations prescribed in the current Determination of the Salaries and Allowances Tribunal on Local Government Chief Executive Officers and Elected Members under the *Salaries and Allowances Act 1975*: section 7B ('Determination'), if adequate

funds are available in the allocated budget. Accommodation expenses will only be paid for events outside of the Shire.
Where an invitation or ticket to an event is provided free of charge, the local government may contribute to appropriate expenses for attendance, such as travel and accommodation, for events outside of the district if the Council determines attendance to be of public value and the budget allows for the expense.

A Councillor may seek reimbursement of reasonable expenses associated with attendance (such as travel and accommodation expenses) if adequate funding is available in the budget. Accommodation expenses will only be reimbursed for events outside of the Shire.
For any events where a member of the public is required to pay, unless previously approved, Council will determine whether it is in the best interests of the local government for a Councillor or the CEO or another officer to attend on behalf of the Council.

If the Council determines that a Councillor or CEO should attend a paid event, the local government will pay the cost of attendance and reasonable expenses, such as travel and accommodation.

Where partners of an authorised local government representative attend an event, any tickets for that person, if paid for by the local government, must be reimbursed by the representative unless expressly authorised by the Council.

If a Councillor or the CEO is invited to attend an event that is not a pre-approved event or are not authorised to attend the event, as above, then:

- the Councillor or CEO can request Council approval to attend the event; or
- pay for the ticket to attend the event at their own expense.

<u>Attendance at events requiring approval</u>

Attendance by a Councillor or the CEO at an event which is not a pre-approved event, as above, must be determined by Council in the case of a Councillor's attendance or the Shire President in the case of the CEO's attendance at the event (simple majority).
Key factors for consideration include:

- Who is providing the ticket to the event;
- The location of the event in relation to the Shire;
- The role of the Councillor or CEO when attending the event (participant, observer, presenter) and the value of their contribution;
- The benefit to the community in the Councillor or CEO attending the event;
- The benefit to the organisation in the Councillor or CEO attending event;
- Alignment to the Shire's strategic objectives;
- Whether the event is funded by the Shire;
- The number of invitations /tickets received;
- The cost to attend the event (if any) and any other expenses such as travel and accommodation.
- Whether there is a personal benefit to a Councillor or the CEO in attending the event; for example, if food and alcohol are included, or if the benefit is primarily for entertainment;
- The likely community perception of a Councillor or the CEO attending the event; or
- Whether the ticket can be paid for to avoid the acceptance of a gift and risk of influenced (or perception of influenced) decision-making.

Approval is required in respect of:

- Attendance at the event by a Councillor or the CEO;
- Whether the ticket is accepted as a gift, or is paid for by the Shire; or
- Whether the Shire pays or contributes to associated expenses such as travel or accommodation.

Decisions to attend events in accordance with this Policy will be made by simple majority.

Partners

Where attendance to an event is approved under this Policy, the following applies in respect of tickets for partners to attend:

A Councillor or the CEO may accept a ticket for their partner to attend an event if the ticket is offered free of charge and tickets are also offered to members of the public free of charge or if it is a Shire organised event (ticket is not considered a gift).

The CEO or Councillor may accept a ticket for their partner to attend an event where a benefit is received, such as dinner and beverages, but there is no purchase price for the ticket, and the ticket for partner cannot be purchased by the CEO or Councillor.

A Councillor or the CEO must not accept a gifted or discounted ticket for their partner to attend, where a member of the public is required to pay for a ticket.

A Councillor or the CEO can purchase a ticket for their partner to attend the event at their own expense. The Shire will not pay for, or reimburse, the cost of tickets or associated expenses such as travel or accommodation for partners to attend events, unless expressly authorised by Council. A Councillor or the CEO may purchase travel or accommodation for a partner at their own expense.

Disclosure requirements relating to tickets accepted as gifts

Where, in accordance with this Policy, a Councillor or the CEO has accepted:

- a ticket free of charge where members of the public are required to pay;
- a ticket where a benefit is received, such as dinner and beverages, but there is no purchase price for the ticket;
- a ticket at a discounted rate; or
- a ticket where they have provided partial consideration in money's worth through the performance of a function at the event

and the value of the benefit received is over $300 (or is one of a series of gifts received by the same donor in a 12 month period over the value of $300), a Councillor or the CEO is required to make a gift disclosure under the gift provisions according to s5.87A and 5.87B of the *Local Government Act 1995.* The disclosure will be published on the gift register on the Shire's website (s5.89A - *Local Government Act 1995*).

In accordance with the above, where a Councillor or the CEO has accepted a ticket for their partner to attend an event where a benefit is received, such as dinner and beverages, but there is no purchase price for the ticket and the ticket for the partner cannot be purchased by the Councillor or CEO, then, if the total value of the benefit received by the Councillor or CEO and partner is over $300 (or is one of a series of gifts received by the same donor in a 12 month period over the value of $300), the Councillor or CEO is required to make a gift disclosure under the gift provisions s5.87A and 5.87B of the *Local Government Act 1995*. The disclosure will be published on the gift register on the Shire's website (s5.89A of the *Local Government Act 1995*.

The gift disclosure by a Councillor must be made to the CEO (or Shire President in the case of the CEO disclosing the gift) within 10 days of the Councillor or CEO receiving the ticket and is to include, under s5.87C of the *Local Government Act 1995*:

- a description of the gift;
- the name and address of the person who gave the gift;

- the date on which the gift was received;
- the estimated value of the gift at the time it was made; and
- the nature of the relationship between the person who made the gift and the person who received it.

Provision of tickets/invitations to events

All invitations or offers of tickets for a Councillor or the CEO to attend an event should be in writing and addressed to the Chief Executive Officer.

Any invitation or offer of tickets not addressed to the CEO is not captured by this policy and must be disclosed in accordance with the gift and interest provisions in the *Local Government Act 1995*.

3.28 COUNCILLORS CONTINUING PROFESSIONAL DEVELOPMENT

Adopted or Reviewed by Council: 12/12/23 **Council Minute Reference:** 141/23
Amended by Council:

Reviewer: Chief Executive Officer/~~Manager Governance and Administration~~Governance and Rates Officer
Local Law:
Procedure:
Delegation:

See also:

- *Policy 3.3 Councillor Induction & Training*
- *Policy 3.10 Councillors Fees & Reimbursements*

Introduction

Section 5.128 of the *Local Government Act 1995* (*Act*) requires that a Local Government prepare and adopt, by absolute majority, a policy in relation to the continuing professional development of elected members.

The continuing professional development of Councillors is in addition to the compulsory training required to be undertaken by newly elected Councillors that must be taken within twelve months of election (as per s. 5.126 (1) of the *Local Government Act 1995* and r.35 of the *Local Government (Administration) Regulations 1996)*. Councillors have a responsibility to complete compulsory training in accordance with the legislation and non-compliance is an offence under the *Act,* punishable by a fine not exceeding $5,000. The Chief Executive Officer will ensure newly elected Councillors are able to select a training option that is suitable to their availability and learning style.

Policy

The Shire is committed to supporting continuing professional development of Councillors to the benefit of Council, the Shire and the Community. Continuing professional development includes attendance at training events such as, but not limited to, those organised or conducted by the following organisations/individuals:

- Western Australian Local Government Association (WALGA);
- Local Government Professionals Western Australia;
- Department of Local Government, Sport and Cultural Industries;
- Accredited training organisations offering training that directly relates to the role and responsibilities of Councillors;
- Seminars, training and/or information sessions provided by individuals with a strong knowledge of local government in Western Australian
- Australian Institute of Management
- Australian Institute of Company Directors
- National General Assembly of Local Government
- Annual Road Congress

WALGA Annual General Meeting (AGM) and Convention

The Shire President and Deputy Shire President are Council's nominated delegates to the WALGA AGM and Convention. Any other Councillor attendance at the WALGA AGM and/or Convention is required to be authorised by resolution of Council. The WALGA AGM and Convention is budgeted separately to other continuing professional development.

Choice of Training Events/Conferences etc

Councillors wishing to attend a training event should indicate same to the President or Chief Executive Officer in a timely manner so that eligibility and budget consideration can be taken into account and bookings/registration and other arrangements made.

Interstate Training/Conference Events etc

Attendance at interstate events is at the discretion of Council.

Air Travel

Any airline travel for a Councillor is to be booked at economy level. Other than to amend departure times, tickets provided to representatives of the Shire shall not be exchanged, upgraded, downgraded or rebated and may not be altered to include personal travel that is not part of the scheduled training/conference itinerary.

Expenses associated with air travel will extend to the following:

- Air fare;
- Travel insurance;
- Training/conference registration;
- Room accommodation;
- Reasonable telephone utilisation;
- Reasonable laundry expenses (if away from home for more than one week);
- Meals in the hotel where registered if not provided during the course of the training/conference;
- Travel to and from the training/conference venue; and
- Travel to and from airport destinations relevant to the training/conference.

Budgetary Consideration

All training attendance requests will take into account other costs including travel, accommodation and incidentals related to undertaking the training, and those costs will be allocated to the training budget. Any training requests that would exceed the budgeted amount may only be approved by resolution of Council.

In accordance with Policy 3.10 *Councillors Fees & Reimbursements,* Council will pay for all reasonable expenses incurred (including out of pocket expenses) that relate to conferences and Council business, and upon presentation of a receipt to the Manager Governance and Administration. Such expenses will be reimbursed on a quarterly basis. Councillors may elect to not be reimbursed for such expenses.

If a Councillor requiring accommodation, for training/conference purposes, elects to stay with relatives or friends (as an alternative to staying in motel/hotel accommodation), they may be paid an amount as set out under the Public Service Award 1992 issued by the Western Australian Industrial Relations Commission. Councillors may elect to not be reimbursed for such expenses.

Where a Councillor is accompanied by an accompanying person, all costs incurred for/by the accompanying person are to be borne by the Councillor or accompanying person and not by the Shire unless the Council has approved that the partner accompany the elected member. The exception to this being the cost of attending any official event dinners where partners would normally attend; for example, the WALGA Convention Gala Dinner or Sundowner drinks at the event opening.

Vehicle travel for training/conferences

Travel should be undertaken by Council vehicle, where a suitable Council vehicle is available, unless authorisation is received from the CEO for use of a private vehicle. In the instance where a Council vehicle is used, Councillors will have access to the fuel cards relevant to the Council vehicle for use when driving in the location of the training/conference and nearby locations.

Councillors are to provide receipts and traceable evidence (Odometer readings etc) to the CEO of all reimbursements being claimed. Councillors may elect to not be reimbursed for fuel expenses.

Where a Council vehicle is not available and it is necessary to use a personal vehicle, the Australian Taxation Office kilometre rate will be reimbursed to the Councillor. Councillors may elect to not be reimbursed for such expenses.

NB: Council's Policy 3.10 *Councillors Fees & Reimbursement* applies to Councillors attending Council and Committee Meetings, Advisory Committees and Council authorised meetings rather than training/conferences.

Reporting and Publishing

All Councillors attending any training, conferences or meetings are expected to create a report and submit for Ordinary Council Meeting agendas soonest after the date of the event, and report on the benefits achieved by attending and should make any training/conference papers available to other Councillors.

A record of training/conferences attended by Councillors will be maintained by the CEO. The CEO is to ensure a register is kept and a report prepared each financial year on prescribed professional development training undertaken in the previous financial year. That report is to be published on the Shire of Kojonup's official website within one (1) month of the end of the financial year to which the report relates, in accordance with s. 5.127 of the *Act*.

4 WORKS & ENGINEERING

4.1 VEHICULAR CROSSINGS (DRIVEWAYS)

Adopted or Reviewed by Council:		**Council Minute Reference:**	69/18
Amended by Council:	19/06/18		
Reviewer:	Manager Works and~~&~~ ~~Services~~Infrastructure		
Local Law:	Activities in Thoroughfares and Public Places and Trading Local Law 2020		
Procedure:			
Delegation:	ROADS 008 – Construction of Crossing from Thoroughfare to Private Land		

OBJECTIVE

- To define the Council's requirements and financial obligations for the construction of vehicle crossovers.
- Outline the approval process for constructing crossovers.

POLICY

Definition – A crossover is the section of a driveway from the property boundary to the edge of the road carriageway.

The policy applies to the installation of crossovers for properties within the Shire of Kojonup.

In accordance with Schedule 9.1; Clause 7 of the Local Government (Uniform Local Provisions) Regulations 1996, an application to the Local Government must be made by the landowners to request approval to construct a crossover.

GUIDELINES

The following specifications set out the minimum standards for the construction of a vehicle crossover.

'Standard Crossover' means the first constructed crossover to a lot that is constructed in accordance with the specifications fixed by the resolution of Council. The specifications relate to the following types of materials used in construction:

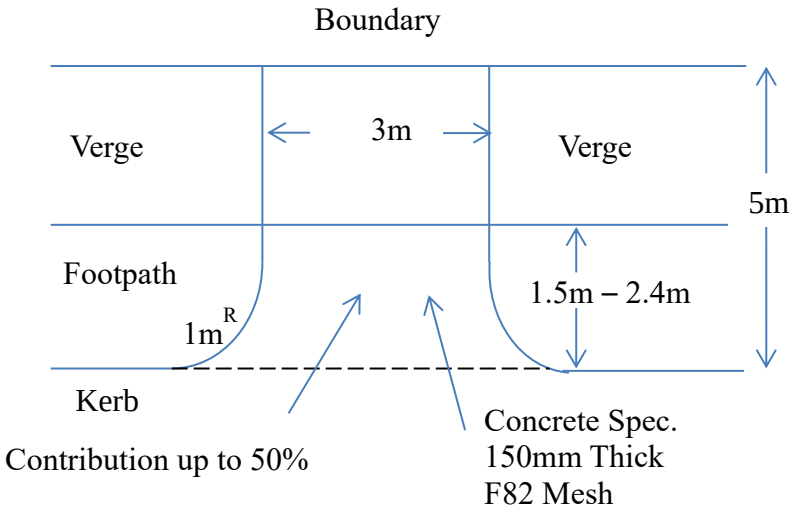
Type 1 Concrete
Type 2 Bitumen
Type 3 Brick Paving
Type 4 Gravel

Standard Crossover

1. Urban – sealed: 3.0m wide (excluding splays), constructed in gravel and sealed with bitumen.
2. Urban – unsealed: 3.0m wide (excluding splays), constructed in gravel with a minimum thickness of 200mm
3. Urban – concrete 3.0m wide (excluding spays), constructed in concrete 150mm thick with mesh
4. Rural – unsealed: 4.5m wide (excluding splays), constructed in gravel with a minimum thickness of 200mm.

5.

Example Standard Crossover



In accordance with the *Local Government Act 1995* and regulations, the Shire will permit the crossover to be constructed by a Private Contractor under the supervision of and to the satisfaction of the Shire. If the crossover is a standard crossover, or superior to a standard crossover, Council shall bear one half the cost of a standard crossover as estimated by Council but, if the crossing is a type that is inferior to a standard crossover, then Council shall bear no part of the cost thereof.

CONTRIBUTION BY COUNCIL

Crossover contribution by Shire of 50% of the cost of a standard crossover based on an area of 15m^2 and that crossover being the first to that lot.

Should larger than 300mm diameter pipes be required – the landowner will pay for the difference. Council will fix the position of the crossover, where the Manager of Works and~~&~~ ~~Services~~ Infrastructure deems necessary.

Property owners are required to complete and submit an Application for Approval to Construct a Vehicle Crossover for assessment before a crossover is constructed or modified. Construction may not commence until written permission has been granted by Council.

Approval to construct a crossover is valid for a two year period from the date it is issued. If construction of the crossover has not been commenced within this period, a new application must be submitted to the Council for consideration.

All crossovers must be constructed with Council's Specification for the Construction of Vehicle Crossovers. Where a crossing adjoins a sealed road within a townsite, a sealed crossover must be constructed. In all other cases, a sealed or unsealed crossover is permitted.

Upon application from the property owner, Council will bear one half of a standard crossover subject to the crossover being the first constructed to that lot.

4.2 STREET TREES

Adopted or Reviewed by Council: 17/11/15 **Council Minute Reference:** 183/15

Reviewer: Chief Executive Officer/Manager Works and ~~Services~~Infrastructure
Local Law:
Procedure:
Delegation:

OBJECTIVE

To obtain and maintain uniformity of tree planting to enhance the visual aspect of streetscape and beautification of parks, gardens and reserves and to preserve public infrastructure such as electricity, sewer and drainage.

POLICY

The Shire undertakes maintenance of verge trees, including pruning and removal. Private planting, removal or pruning on all Road Reserves shall first require the approval of the Manager of Works and ~~Services~~ Infrastructure and shall be in accordance with this policy.

The length of the verge will determine how many trees will be planted. Residents should be aware that any trees planted on the verge remain the property of the Shire.

The Shire has the right to remove trees that create a hazardous situation.

A systematic program to remove all Queensland Box Trees shall be undertaken throughout the town site as budget resources permit.

A detailed policy on street tree varieties, themed locations, edible verges, fruit trees and community gardens is to be developed for the Council's consideration prior to 31 December 2014.

4.3 NAMING AND/OR CHANGING OF ROAD, STREET OR PLACE NAMES

Adopted or Reviewed by Council: 17/11/15 **Council Minute Reference:** 183/15

Reviewer: Chief Executive Officer/Manager Works and ~~Services~~Infrastructure
Local Law:
Procedure:
Delegation:

OBJECTIVE

To ensure that aspects of the District's history are not inadvertently lost due to the changing of a name, and to provide community and public consultation.

POLICY

Requests to name and/or change either a road, street or place name in the District may not be approved until after Council has advertised the proposal in the local press and received written comments from the Kojonup Historical Society.

Council does not favour changing a road name which would result in portions of the road having different names.

4.4 TIMBER HARVEST AND HAULAGE USE OF ROADS WITHIN SHIRE OF KOJONUP

Adopted or Reviewed by Council: 17/11/15 **Council Minute Reference:** 183/15

Reviewer: Manager Works and ~~Services~~Infrastructure
Local Law:
Procedure:
Delegation:

OBJECTIVE

To maintain the condition of our roads and ensure the safety of the Shire of Kojonup's residents.

POLICY

The Council will provide letters of support for Main Roads WA permits for log/woodchip haulage on roads within the Shire of Kojonup provided that the Manager of Works and ~~Services~~ Infrastructure is satisfied with the proposed haulage route and provided that the following conditions are adhered to by the tree farm companies:

1. All heavy haulage permits being obtained from Main Roads WA;
2. Neighbouring properties to access routes being notified of the commencement date and anticipated duration at least two weeks prior to the commencement of harvest;
3. Speeds being limited to 60km p/h on unsealed roads and 80km p/h on sealed roads without pavement markings or 10km p/h lower than the posted speed limit of the roads under 80km p/h;
4. Cartage being limited to daylight hours and with all care taken to absolutely avoid use of the road by trucks during school bus running hours;
5. School bus operators being notified of the commencement date and anticipated duration at least two weeks prior to the commencement of harvest;
6. 'School Bus Hours' signs are to be erected at the start of all roads concerned with the school bus routes, together with "Trucks on Road" signs along the lengths of road concerning the truck use;
7. Drivers comply with restrictions on traffic movement on school bus routes between the signed hours and contact bus operators on UHF Channel 25 to confirm safe passage during the sign posted times;
8. An audit being conducted on the condition of the proposed route(s) by the haulage company and Manager of Works and~~&~~ ~~Services~~ Infrastructure prior to commencement and roads being reinstated to pre haulage condition by the tree farm companies at the completion of harvest;
9. Council being advised of any gravel/pavement failures on roads within 24 hours so that repairs can be carried out;
10. Inspection of the road condition is required after any rain event prior to the re-commencement of haulage operations; Council reserves the right to suspend haulage operations based on road condition or road closure as specified in s. 3.50 of the *Local Government Act 1995*; and
11. All cartage and harvesting operators to comply with the harvest and movement of vehicle bans as ordered by the Shire of Kojonup. Operators must check the fire ban hotline on (08) 9831 0145 as required for harvest and vehicle movement ban information.

The Council reserves the right to revoke support if any of the above conditions are not adhered to, or road condition/user safety is in question.

4.5 BACK FILLING GRAVES

Adopted or Reviewed by Council: 17/11/15 **Council Minute Reference:** 183/15

Reviewer: Manager Works and ~~Services~~Infrastructure
Local Law: Cemeteries Local Law 2020
Procedure:
Delegation:

OBJECTIVE

To meet cultural and religious expectations and the specific needs of families, relating to the backfill of graves where active participation is sought. Also, to provide religious and cultural groups and families an opportunity to participate in backfilling a grave following the conduct of a funeral, while ensuring that the Shire meets its obligations under the *Work Health and Safety Act 2020*.

POLICY

For religious, cultural and personal reasons, people or groups may, following the conduct of a funeral, seek to assist in the full or partial backfill of a grave. It is important that requests of this nature be managed in a way that not only protects the safety and health of individuals but follows an established process that is respectful of those involved.

Requirements:

1. Request for private backfilling is to be received no less than five (5) hours prior to the conduct of a funeral;
2. The request is to be included on the Digging Requisition submitted by the Funeral Director;
3. Participation in the backfilling of a grave will not reduce the amount of the burial fee payable;
4. Backfilling is limited to the use of hand tools by members of the public;
5. Backfilling is limited to a maximum of six people;
6. If shoring is to be removed from the grave, this will be done only by a Shire of Kojonup employee or the Shire's nominated sub-contractor; and
7. Individual family members are not permitted to enter the grave.

Families may simply request to observe the Shire of Kojonup backfilling a grave and this can be accommodated on a request being made no less than five (5) hours prior to the conduct of a funeral.

4.6 GRAVEL AND SAND EXTRACTION

Adopted or Reviewed by Council: 17/11/15 **Council Minute Reference:** 183/15

Reviewer: Manager Works ~~& Services~~and Infrastructure
Local Law:
Procedure:
Delegation:

OBJECTIVE

The objective of this policy is to provide clear guidelines for the Shire of Kojonup to approach and make an agreement with a landowner for the purpose of extracting gravel or sand for road works or general use.

POLICY

The Council will provide a written signed agreement between the landowner and Shire for the extraction of gravel or sand. The Manager of Works and ~~Services~~ Infrastructure will approach the landowner and will draw up the Gravel/Sand Agreement.

1. Agreement will detail the period of time.
2. The value of gravel or sand at a rate of $#/ m^3, not exceeding #/m^3.
3. The Manager of Works and ~~Services~~ Infrastructure and the landowner will sign off on quantities.
4. Photos of before and after extraction will be taken and logged in Records.
5. The works will be carried out on the property which materials have been extracted from and are to be carried out as soon as practicable.
6. Agreement of the area for gravel or sand extraction is to be agreed upon prior to extraction commencing. The area of the extraction site shall be pegged.
7. The topsoil (approx. 150mm) will be windrowed to the side of the area and after the excavation is complete, the floor will be ripped and the topsoil will be respread.
8. The Shire will construct a track to the extraction site and install a new gate in the boundary fences if required. Any tracks which are used by the Council staff will be maintained during use and, where a new gate is fitted, it will be left in place after this agreement has expired.
9. The Shire undertakes to rehabilitate the track and the extraction site after excavation is complete, to the satisfaction of the landowner and the Council's authorised officer.
10. The Shire will obtain all necessary clearances for the extraction of the required materials and be in accordance with all relevant Acts and Regulations.

4.7 DIRECTIONAL SERVICE AND TOURISM SIGNAGE

Adopted or Reviewed by Council: 19/9/17 **Council Minute Reference:** 103/17

Reviewer: Manager Works ~~& Services~~and Infrastructure
Local Law: Activities in Thoroughfares and Public Places and Trading Local Law 2020
Local Government Property Local Law 2020
Procedure:
Delegation:

OBJECTIVE

1. Provide an environment in which efficient placement of signs enhances a street, road reserve or precinct by increasing the overall impact and effectiveness of individual signs.
2. Provide clear and logical directional signs through the use of standardised dimensions, symbols and consistent colour coding compliant with Australian Standards.
3. Maintain effectiveness of traffic control signs that regulate, warn and guide traffic and facilitate safe, efficient and orderly travel.
4. Clearly identify those facilities that may qualify for directional signs and the conditions under which they may be permitted.
5. Provide and allow for adequate and suitable promotion of local businesses.

POLICY

The Shire of Kojonup acknowledges the need to regulate signs on its road reserves, footpaths and public spaces to maintain the effectiveness of priority traffic control signs and directional signs and to ensure the amenity of the townships and rural areas is appropriate. A proliferation of signs and advertising can reduce the overall effectiveness of the sign.

REGULATORY, WARNING, GUIDE SIGNS

These signs are Traffic Control Devices (e.g.; 'Stop' sign, 'Give Way' sign) installed by Statutory Authorities. Missing or damaged signs should be reported to Main Roads WA or the Shire Office.

FINGERBOARD SIGNS

A fingerboard sign portrays the name or type of service provided by a facility, is small and rectangular in shape with the long axis horizontal (similar in characteristic to a street name sign), secured to a post and positioned directly below a street name sign. Its purpose is to advise road users of the direction to facilities located on side streets.

Fingerboard signs are to only include street name, emergency services and community service information signs. Commercial and tourist business signs not permitted as finger board signs.

A written request, addressing the following, is required to be lodged with the Shire and approved prior to the installation of all fingerboard signs:

1. Applications for new fingerboard signs should be made to the Shire in writing and may be addressed in terms of the need, the usefulness, desirability and availability of space in relation to this policy; and
2. No more than four (4) fingerboard signs may be placed on a post in accordance with Australian Standards. Street addresses are the primary means of locating particular facilities. For this reason all streets and roads should be clearly identified with street name signs. Priority for placing signs to be in the order of:

a. Street name
b. Street information (e.g.; "No Through Road")
c. Emergency Services
d. Community facilities

Fingerboard signs are to be installed in accordance with Australian Standards, Codes of Practice and adopted Council policies. This is to provide a consistent standard throughout the Shire and throughout the state and country.
No fees apply for fingerboard signs. Fingerboard signs may not be supported for those facilities situated on main roads. A maximum of two fingerboard signs may be supported per facility.

TOURIST SIGN
Tourist signs safely and efficiently guide visitors to their destination, identify and guide visitors along touring routes, welcome visitors to the region and inform visitors of the range of attractions and services available at the destination.

A written request, addressing the following, is required to be lodged with the Shire and approved prior to the installation of all tourist signs:

1. Applications for tourist signs to be considered in accordance with this policy;
2. Applications for new tourist signs should be made to the Shire in writing;
3. Standard fees for assessment and installation apply in accordance with Council's current adopted Annual Fees and Charges; and
4. Premises that are predominantly retail/sales outlets should not be considered as tourist establishments but as commercial establishments.

TEMPORARY SIGN
Temporary advertising signs are defined as those signs that announce a local event of a religious, cultural, political or recreational nature, for a fixed time period.

An application is required to be lodged with the Shire and approved prior to the installation of all temporary signs.

Temporary Signs are those that announce a local event of a religious, educational, cultural, social or recreational nature or that relate to an event of a political nature. This type of sign does not require Development Approval from Council if:

1. The total area of advertisements of that type on the site is not more than 2 square metres (except for a sign advertising a federal, state or local government election), the advertisement is displayed for a period not exceeding 1 month prior to the event and 1 week after the conclusion of the event; and
2. That the advertisement does not move, flash or reflect light, so as to cause distraction to motorists, and is not internally illuminated.

Temporary Signs that are to be placed on public or Council controlled land require the permission of Council prior to their display; no fees apply for temporary signs. Council reserves the right to remove any temporary signs that:

1. Contain offensive or inappropriate wording;
2. The design or construction of is determined to be unsuitable;
3. Unreasonably restrict the use of the road; or
4. Unreasonably endangers the safety of members of the public.

COMMERCIAL SIGN

Commercial advertising signs promote a commercial activity, service or product rather than give directions to it.

A Development Application is required to be lodged with the Shire of Kojonup and approved prior to the installation of all commercial and advertising signs.

1. Commercial advertising signs require Development Approval. A Development Application form is required to be lodged with Council along with the required plans and written details. Should a person propose to erect an advertising sign on a road reserve or Council land, consent is unlikely to be granted unless circumstances are exceptional. Permission needs to be obtained from the relevant land owner (e.g.; Shire, Main Roads WA, etc.) and a Development Application needs to be lodged and approved. The applicant needs to demonstrate that they have Public Liability Insurance (in the Shire's name) to the value of $10 million which needs to remain current for the lifetime of the sign and adequate structural plans need to be submitted with the application.
2. Commercial advertising signs are not permitted on fingerboard signs.
3. Fixed commercial advertising signs should be located only on the property of the premises being advertised.
4. Precinct signs advertising or listing individual businesses as "cluster" signs may be installed at the entrance to a recognised estate where there is an incorporated association or body that represents that estate and this body takes the responsibility for the sign.
5. Property identification displayed on signs that do not exceed a total area of 0.5m² may be erected without development approval.

EXISTING SIGNS

1. Existing signs may be allowed to remain at the Council's discretion.
2. Council maintains the right to remove any signs if any of the following occurs:
    a. The existing sign does not comply with the Council policy in place at the time of its installation;
    b. The facility no longer conforms with the conditions of the sign approval;
    c. The sign is in a poor state of repair;
    d. The facility no longer operates as an eligible community facility;
    e. The facility ceases to operate;
    f. There is a demonstrated need for aggregating signs in a particular location;
    g. The road authority needs to resume the land;
    h. The sign contains offensive or inappropriate wording;
    i. The design or construction is determined to be unsuitable;
    j. The sign unreasonably restricts the use of the road;
    k. The sign unreasonably endangers the safety of members of the public; or
    l. Replacement of any existing sign is subject to this policy and requires an application as applicable.

Replacement signs to only be approved in accordance with this policy; prior existence of signs does not infer automatic approval of new signage.

SIGN COLOURS

Directional signs to be coloured in accordance with the Australian Standards 1742.2-1994, 1742.5-1997, and 1742.6-2004 as per the table below:

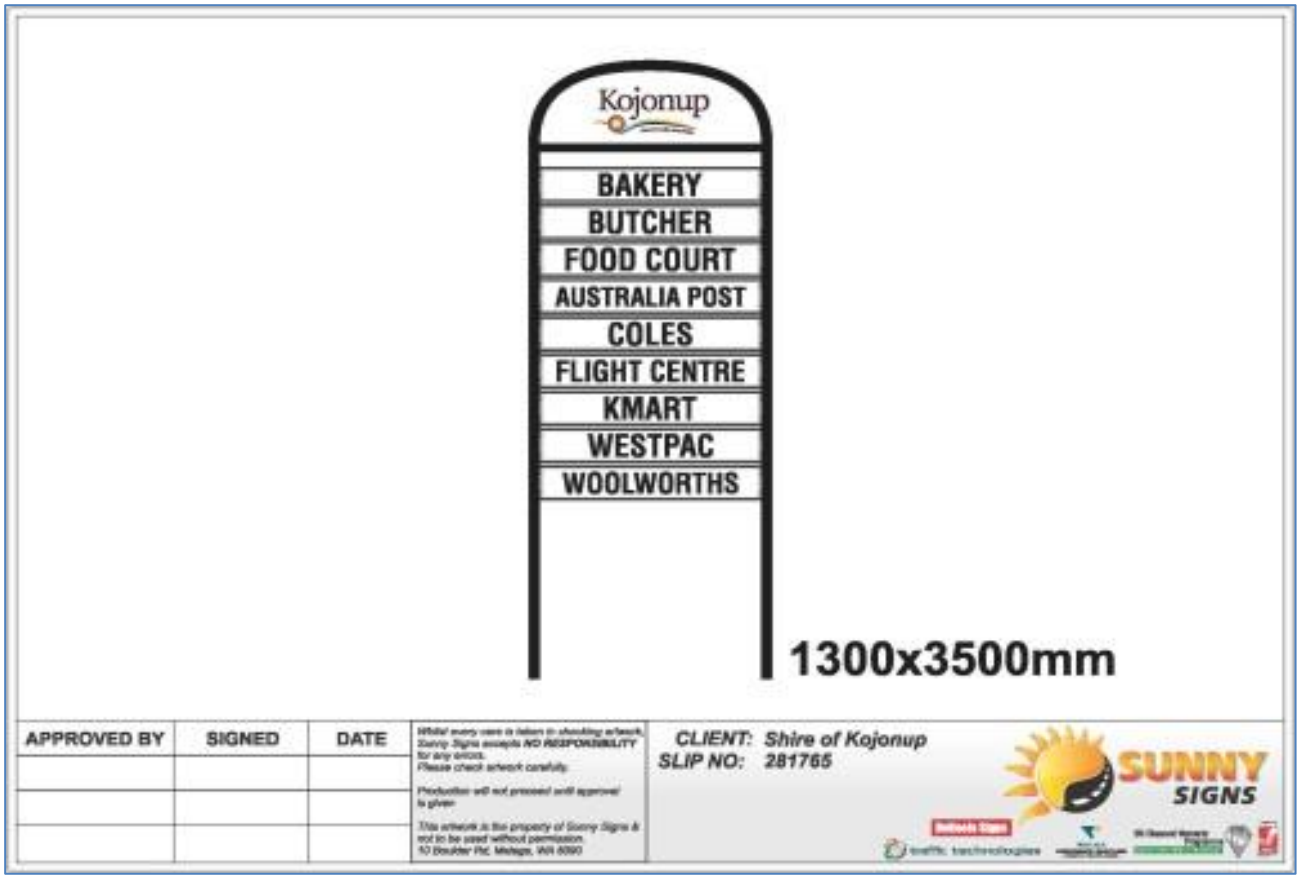
	Font Size	**Colours**	
Category		**Text**	**Background**
Street Name – including Shire logo against post	150mm	Black	White Reflective
Street Information, e.g.; "No Through Road" Or "One Way"	As per Standard	Black	White Reflective
Emergency Services (e.g.; Police, Hospital, Ambulance)	As per Standard	White	Blue Reflective
Visitor Services Roadside & Commercial Services (e.g.; Motel, Caravan Park, Parking, Public Toilets, Information Centre)	As per Standard	White	Blue Reflective
Community Facilities Likely To Be Sought By Visitors (e.g.; Post Office, Shopping Centre, Civic Centre, Library, Art Gallery, Railway Station)	As per Standard	White	Blue Reflective
Tourist Attractions (e.g.; Lookout, Winery, Botanic Gardens)	As per Standard	White	Brown Reflective
Other Community Facilities (e.g.; Church, Sports Grounds, Youth Centre, Cemetery)	As per Standard	White	Blue Reflective
Specified Commercial And All Other Business Activities, All Other Destinations	As per Standard	White	Green Reflective










Kojonup
BAKERY
BUTCHER
FOOD COURT
AUSTRALIA POST
COLES
FLIGHT CENTRE
KMART
WESTPAC
WOOLWORTHS
1300x3500mm
APPROVED BY
SIGNED
DATE
CLIENT: Shire of Kojonup
SLIP NO: 281765
SUNNY SIGNS

4.8 NO SPRAY REGISTER

Adopted Council: 19 June 2018 **Council Minute Reference:** 69/18

Reviewer: ~~Manager Works and Services/Horticultural Supervisor~~Property Services Manager/Property Services Team Leader

Local Law:

Procedure:

Delegation:

OBJECTIVE

This policy is intended to allow property owners and residents to apply to Council to request that vegetation on Council road reserves and/or Council land directly abutting their property not be sprayed with chemical herbicides.

POLICY

Council is responsible for vegetation management within its road reserves. Management methods for the control of vegetation include hand weeding, slashing and the use of chemical herbicides to eradicate vegetation growing in the road reserve.

Council acknowledges that there will be residents within the Shire that do not wish to have the frontage of their property sprayed with chemical herbicides due to a variety of reasons including registered organic farms, where residents have a medical condition where avoidance of spray is necessary, and where residents look after their own verges.

Rural Roads – Council has responsibility for maintenance of Council owned or management of roadways. This includes, but may not be limited to, spraying verges, drains, woody weeds within the entire road reserve, around ends of culverts, marker posts and other street furniture. Declared weeds and other priority pest plants are a priority of Council to be controlled within the road reserve.

Urban Roads – Council endeavours to keep the roadway between the back edges of any kerb and the full width of footpaths free of vegetation. Additionally, Council endeavours to keep the road reserve free of declared weeds and priority pest plants in a prioritised manner which is consistent with Council's various weed management strategies.

Council Land – Council is required to manage declared and pest weeds in its reserves.

This policy applies to vegetation management on Council managed road reserves and Council land. Council will consider applications to cease spraying operations where Council road reserves and/or land abut private land on a case by case basis.

Note: This Policy does not relate to Road Reserves managed by Main Roads WA and/or the Department of Parks and Wildlife.

PROCEDURE

This policy will be administered by the ~~Manager of Works & Services~~Property Services Manager and the ~~Horticultural Supervisor~~Property Services Team Leader as part of the Council land and road reserves maintenance program.

Applications to No Spray Register

An advertisement will be placed in the Kojonup News~~, E-News Bulletin~~ and Shire website no later than 30 March each year advising that applications are invited for road reserves frontage and for the frontage of Council land directly abutting a person's land to be placed on the No Spray Register.

An application must be undertaken in writing on the approved application form and lodged with Council no later than 30 April each year. An application can only be applicable to the entire frontage of the resident's immediate property and for the area parallel to a distance of no greater than 10m.

In completing the application, the resident agrees to take over the responsibility for:

1. Controlling all National, State and Locally-listed pest plants;
2. Keeping the road frontage clear and/or tidy;
3. Keeping drainage and/or paths free of obstruction and fully operational at all times; and
4. Ensuring kerbs, footpaths and gutters are free of vegetation growth.

Removal of native vegetation must not occur without prior written approval from Council and in accordance with the Environmental Protection (Clearing of Native Vegetation) Regulations 2004.

In considering an application, the following shall be taken into consideration:

1. Whether the adjoining land is used for certified organic vegetable/fruit/cereal production;
2. Existence of a medical condition in the household which may be exacerbated by exposure to herbicides or associated additives; and
3. The applicant has other mitigating circumstances that would warrant an area not being exposed to the use of herbicide chemicals.

Council reserves the right to reject any applications on the grounds that it is not within the overall interest of Council to include the area within the No Spray Register.

Upon acceptance or refusal of an application for the No Spray Register, Council Staff will reply in writing to the resident with the outcome.

Where the application is approved, Council Staff will add the property onto the No Spray Register. Applications are non-transferrable.

Residents who are not the landowner must provide written confirmation from the landowner that they do not object to the request.

If an application is refused, applicants will be informed in writing by Council Staff outlining the reasons for refusal. Applicants may reapply if they feel they can adequately address the concerns that caused Council Staff to refuse their initial applications.

No Spray Register

The register will be in the form of an electronic spreadsheet detailing the residents' details, area to be excluded from herbicide chemical spraying and the date the application was approved and date of expiry.

Each application will have a valid period of three (3) years in which the applicant will have to reapply after that expiry date.
The register shall be maintained by Council's ~~Works and~~Property Services Department and be available in an appropriate Drive for all relevant staff to be able to access.

Failure to Comply
In agreeing to take over the responsibility for managing Council's road reserves and/or Council land abutting the applicant's property, the applicant will maintain the above areas to the same standard that can be achieved by the herbicide control method. If Council's standards for management are not being met, the following will occur;

1. Council will advise the applicant in writing that maintenance must occur within ~~twenty one (~~21~~)~~ days of the date of the correspondence;
2. Failure by the applicant to conduct maintenance of the area within 21 days will result in Council undertaking, without further notice, any necessary work to reduce the vegetation; and
3. The applicant will be removed from the No Spray Register at the end of the ~~twenty one (~~21~~)~~ day period if the required maintenance has not been completed. The applicant may reapply at the next application period.

Roadside Spraying and Slashing Contractors
In the event that the Shire employs the services of a contractor for roadside spraying, the Council Staff will ensure that the roadside spraying contractor has acknowledged the No Spray Zones and ensure that the contractor does not breach contract by spraying within the zone.

4.9 PRIVATE USE OF COUNCIL PLANT AND EQUIPMENT POLICY

Adopted by Council:	19 June 2018	**Council Minute Reference:**	69/18

Reviewer: Manager Works ~~& Services~~and Infrastructure
Local Law:
Procedure:
Delegation:

OBJECTIVE

The objective of this policy is to ensure that the private use of Council's plant and equipment is transparent and to retain community confidence that the hire of plant and equipment is consistent for both Council employees and the general public.

POLICY

The policy shall apply to all parties who utilise any of Council's plant and or equipment for private or commercial use.

1. Council will not "dry hire" any plant or equipment to outside parties for commercial use.
2. Hire of plant or equipment for commercial use will be charged in accordance with plant hire and labour rates as detailed in Council's fees and charges.
3. Permission for the hire of all plant and equipment by any party must be authorised by the Manager ~~of~~ Works and ~~Services~~Infrastructure.
4. Small plant and general plant/equipment, may be utilised by community groups or individual employees of Council in accordance with the following conditions:
    a. The user shall enter into a Private Agreement with council prior to any plant or equipment being obtained for use;
    b. In the case of a club or other organisation wishing to utilise Council plant at no cost, a community grants form must be completed and approved prior to use;
    c. Only duly trained personnel may operate plant and equipment outside work hours for private use (including operating plant for clubs or organisations in the Shire) with no labour hire component being applied to the cost;
    d. Actual hours and/or kilometres associated with the use of the plant, equipment and/or operator is recorded on the Private Works Agreement immediately after return so the item can be charged out appropriately;
    e. Council's external Plant Hire Rates shall apply for private use and/or where no community grant approval has been received;
    f. The plant and equipment is available and does not adversely inconvenience or delay Council's Works Program. No private works shall take precedence over the completion of Council's Works Program;
    g. The plant and equipment is utilised for private use only and not for commercial gain;
    h. The plant or equipment is returned to Council premises in a clean, tidy and fully serviceable condition;
    i. Any damage to plant or equipment will be repaired at the employee's/organisation's/ general public's costs.

5. Where plant and equipment is operated by a Council employee in accordance with this policy:
    a. It is to be understood by all staff that use of shire plant and equipment is not an entitlement, and that a hire fee is payable for equipment that the shire own;
    b. That any employee who agrees to operate Shire plant and equipment such as on behalf of clubs and organisations within the Shire, does so in a voluntary capacity and no remuneration will be made to the employee;

c. Council does not take any responsibility in relation to break downs, faults or mishaps that may occur while the plant is being used;
d. Where plant is required to be towed by a private vehicle, it is the responsibility of the user to ensure that the vehicle has the capacity to handle the additional towing load;
e. All plant and equipment must be secured when being transported; and
f. Where Personal Protective Equipment (PPE) e.g.; ear plugs is required, it is the responsibility of the employee to ensure such PPE is used when operating the plant.

5 AGED CARE

5.1 SPRINGHAVEN BOND RELEASE

Adopted or Reviewed by Council: 14/11/17 **Council Minute Reference:** 183/15

Reviewer: Chief Executive Officer/Manager Aged Care Services/Manager Financial and Corporate Services
Local Law:
Procedure:
Delegation:

OBJECTIVE

To provide reason for not releasing Accommodation Bonds (Bonds) held at Springhaven Aged Care Facility in Kojonup (Springhaven) until Probate has been issued on the death of residents.

Background

Council presently releases Bonds on the death of a Springhaven resident, to their Estate. The risk associated in continuing this practice is that the Shire of Kojonup (Shire) cannot be guaranteed that the Bond is being paid to the Executor or Administrator of the deceased resident's estate. This is only confirmed by production of a Grant of Probate (where there is a last Will) or Letters of Administration (where there is no Will) granted from the Supreme Court of Western Australia.

What is Probate?

1. Extract from Public Trustee WA website 9 Jan 2014:
   "Probate is the process of proving and registering in the Supreme Court the last Will of a deceased person. When a person dies, somebody has to deal with their estate.
2. *It is usually the executor of their Will who administers the estate and handles the disposal of their assets and debts. In order to get authority to do this, they usually need to obtain a legal document called a 'Grant of Probate'.*
3. *To protect the interests of those who hold the deceased's assets (for example banks) the executor may be asked to prove they are authorised to administer the Will before the assets can be released. The Grant of Probate is the proof required.*
4. *To obtain a Grant of Probate, the executor named in the Will must apply to the Probate Office of the Supreme Court. If their application is approved, the executor is given a Grant of Probate to confirm the author of the Will has died, the Will is authentic and the executor is who they say they are.*
5. *An executor can be an individual or a trustee company like the Public Trustee. Once a Grant of Probate has been given, management of the deceased's assets can safely be transferred to the executor.*
6. *All Grants of Probate are stored, along with the corresponding Will, at the Supreme Court. These are public documents. If a deceased person does not have a Will, validation of their estate and benefactors is not done with a Grant of Probate, but with a similar document known as 'Letters of Administration'.*
7. *In these circumstances, the Probate Registry refers to the Administration Act 1903 to assess applications."*

Implications

Without the production of a Grant of Probate or Letters of Administration the Shire of Kojonup is at risk of providing the refund of any Bond to the incorrect person and can be liable for the debts of the deceased particularly where the Bond is the only asset of the estate and there are debts of the estate to be settled.

~~POLICY~~

~~Bonds will not be released by the Shire until a Grant of Probate or Letters of Administration, or a certified copy of same, have been provided by the Executor/Administrator.~~
~~Interest accrued from the day following the date of death of the Resident will be calculated based on/as determined by the MPRI (maximum permissible rate of interest) as at the date of the contract.~~
~~The balance of the Bond is payable together with the interest earned thereon from the day following the date of the death of the Resident upon production to the Shire of the original or certified copy of the Grant of Probate or Letters of Administration.~~

~~Recommendation for Current Residents~~

~~Obtain information as to whether they each hold a valid Will and where it is currently lodged.~~
~~All future Resident Agreements to include the process for release of Bonds and the interest payable after death to the Executor/Administrator.~~

5.2 SPRINGHAVEN POLICY MANUAL

Adopted or Reviewed by Council: 17/11/15 **Council Minute Reference:** 183/15

Reviewer: Manager Aged Care Services
Local Law:
Procedure:
Delegation:

OBJECTIVE

To provide a range of guidelines and procedures for staff to follow in response to various services, practices, improvements, regulatory compliance, procedures, standard operating procedures, health care and medical treatments etc.

POLICY

Council adopts the Policies regarding Management Systems, Staff, Health Care, Residents Lifestyle and Safety and Security as developed for the residents of Springhaven Lodge.

All Staff employed at the Springhaven Lodge are required to familiarise themselves and comply with the Policies.

The Springhaven Policy Manual is located in the Manager's Office at Springhaven and is reviewed annually.

5.3 INDEPENDENT LIVING UNITS

Adopted or Reviewed by Council:	13/12/16 19/11/19	**Council Minute Reference:**	172/16 156/19

Reviewer: Chief Executive Officer/~~Manager Regulatory Services~~Property Services Manager
Local Law:
Procedure:
Delegation:

OBJECTIVE

To provide Independent Living Units to the elderly (Over 55 as per the R-Code definitions) of Kojonup, ensuring that:

- They are able to remain living locally, maintain family connections and age 'in place' in familiar surroundings; and
- Larger homes in the Shire become available for family structures with more occupants.

POLICY

Loton Close Units

The Shire of Kojonup has built 13 Independent Living Units situated in Loton Close, Kojonup. The Shire of Kojonup recognises that the elderly in the district are proud of and loyal to Kojonup and wish to remain in the community that they call home.

The following guidelines apply:

Eligibility:

To help keep our elderly in town, preference is given to:

1. Locals (defined as those currently residing in the Shire of Kojonup); and
2. At least one permanent resident to be Over 55

Process:

1. Two lists of interested tenants is maintained by the Shire with priority given to those listed on the 'Local' list over those listed on the 'Non-Local' list;
2. The list is prioritised in date order when prospective tenants lodge an interest (first in, first served);
3. When a unit becomes vacant, it is offered to the first person on the list. If the first person offered declines, then it is offered to the next person on the list until such time as a prospective tenant accepts;
4. If a prospective tenant refuses an offer, they retain their position on the list;
5. The shire does not maintain a priority list;
6. Once an Independent Living Unit is leased, the lease agreement is valid until such time as the lessee may not operate independently as defined under the lease agreement;
7. Carers are permitted to live-in but once a lease holder ceases occupation, the Carer must vacant the premises as well.

Costs/Lease Conditions:
The units are on a weekly rental basis with a bond of 4 weeks' rent being applicable. The rent is reviewed annually and is set by the Council as part of the annual Fees and Charges. Tenants are liable for power and water usage and are sub-metered. All telecommunications are between the tenant and the supplier of their choice. All building maintenance is to be performed by the Shire. The gardens are to be maintained by the tenant.

Soldier Road Units:
The following process and criteria applies to the three (3) independent living units located at Soldier Road.

Note:
These units were funded through Royalties for Regions (Regional Aged Accommodation Program (RAAP)) Funding via the State Department of Primary Industries and Regional Development and this eligibility criteria for these units should not be altered without first seeking written approval of the Department.

Process:
1. Three (3) lists of interested and eligible tenants is maintained by the Shire (see eligibility criteria below);
2. Each list is prioritised in date order when prospective eligible tenants lodge an interest (first in, first served);
3. When a unit becomes vacant, it is offered to the first person on the list for Band A. If the first person offered declines, then it is offered to the next person on the list until such time as a prospective tenant accepts;
4. If the unit cannot be tenanted from the list for Band A, it is offered to the first person on the list for Band B. If the first person offered declines, then it is offered to the next person on the list until such time as a prospective tenant accepts;
5. If a prospective tenant refuses an offer, they retain their relevant position on the list;
6. The Shire does not maintain a priority list;
7. Once a Unit is leased, the lease agreement is valid until such time as the lessee may not operate independently as defined under the lease agreement;
8. Carers are permitted to live-in but once a lease holder ceases occupation, the Carer must vacant the premises as well.

Eligibility Criteria:
To be eligible to be placed onto the list for Band A or Band B referred to above, residents must:
a) Satisfy the means testing outlined in the (former) Department of Housing 'Community Housing Income and Asset Limits' Policy – refer to *http://www.housing.wa.gov.au/HousingDocuments/CH_Income_and_Asset_Limits_Policy.pdf*; and
b) Be over the age of 65 years at the commencement of the lease (over the age of 55 years for indigenous Australians);

If there are no applicants on the waiting list that meet the criteria above, or if the offer to lease is not taken by anyone on the list for Band A or List for Band B, then the unit may be offered to residents on the Loton Close waiting list in accordance with the policy or procedure for those units.

6 REGULATORY SERVICES

6.1 FIRE MANAGEMENT PLAN

Adopted or Reviewed by Council: 19/9/17 **Council Minute Reference:** 115/17

Reviewer: ~~Manager Regulatory Services~~Chief Executive Officer/Project Manager and Regulatory Service
Local Law: Bush Fire Brigades Local Law 2020
Procedure:
Delegation:

POLICY

The ~~Wheatbelt Regional Fire Management Plan 2012-2017~~ Shire of Kojonup Bushfire Risk Management Plan is adopted in its entirety to be the Council's policy.

SHIRE OF KOJONUP

LOCAL EMERGENCY MANAGEMENT COMMITTEE

MINUTES
RECEPTION ROOM

9.00am Monday, 6 May 2024

Local Emergency Management Committee - *Emergency Management Act 2005*
Roles, Functions and Purpose:

"s39. Functions of local emergency management committees:
The functions of a local emergency management committee are, in relation to its district or the area for which it is established —
(a) To advise and assist the local government in ensuring that local emergency management arrangements are established for its district;
(b) To liaise with public authorities and other persons in the development, review and testing of local emergency management arrangements; and
(c) To carry out other emergency management activities as directed by the SEMC or prescribed by the regulations."

The SEMC Procedures, that detail more information on LEMC's in accordance with the Act, gives the following direction towards roles and meeting purpose:

In addition to the normal roles assigned to office bearers of a committee, the following roles are specific to the needs of a LEMC. The Chair will ensure the appointment of an Executive Officer and ensure that the Council is kept fully informed of Emergency Management discussion and significant outcomes from LEMC meetings. The Deputy Chair should deputise for the Chair as required and chair any subcommittees or working groups.

The Executive Officer should:
• coordinate the development and submission of committee documents in accordance with legislative and policy requirements including an Annual Report, Annual Business Plan and maintenance of Local Emergency Management Arrangements (LEMA);
• provide advice to the Chair and LEMC as required;
• facilitate communication between the LEMC and Executive Officer of the relevant District Emergency Management Committee (DEMC).

Agenda items to be considered, in line with the annual reporting requirements, should include:
• Confirmation of LEMA contact details and key stakeholders;
• Committee membership and resources;
• Status of LEMA including local recovery plans;
• Exercises that include the local government(s) and /or test the LEMA;
• Subcommittees or working groups;
• Projects undertaken; and
• Key achievements.

Additional considerations should include:
• Local training needs or opportunities;
• funding opportunities, (for example, the Natural Disaster Resilience Program (NDRP) and All West Australian Reducing Emergencies (AWARE);
• Incident Support Group activations/or incidents;
• Emergency risk management processes – including any treatment strategies;
• Post-incident reports and post-exercise reports; and

• *finalising the annual report and arranging for it to be forwarded to the relevant DEMC for annual report compilation.*

Local Emergency Co-ordinator:

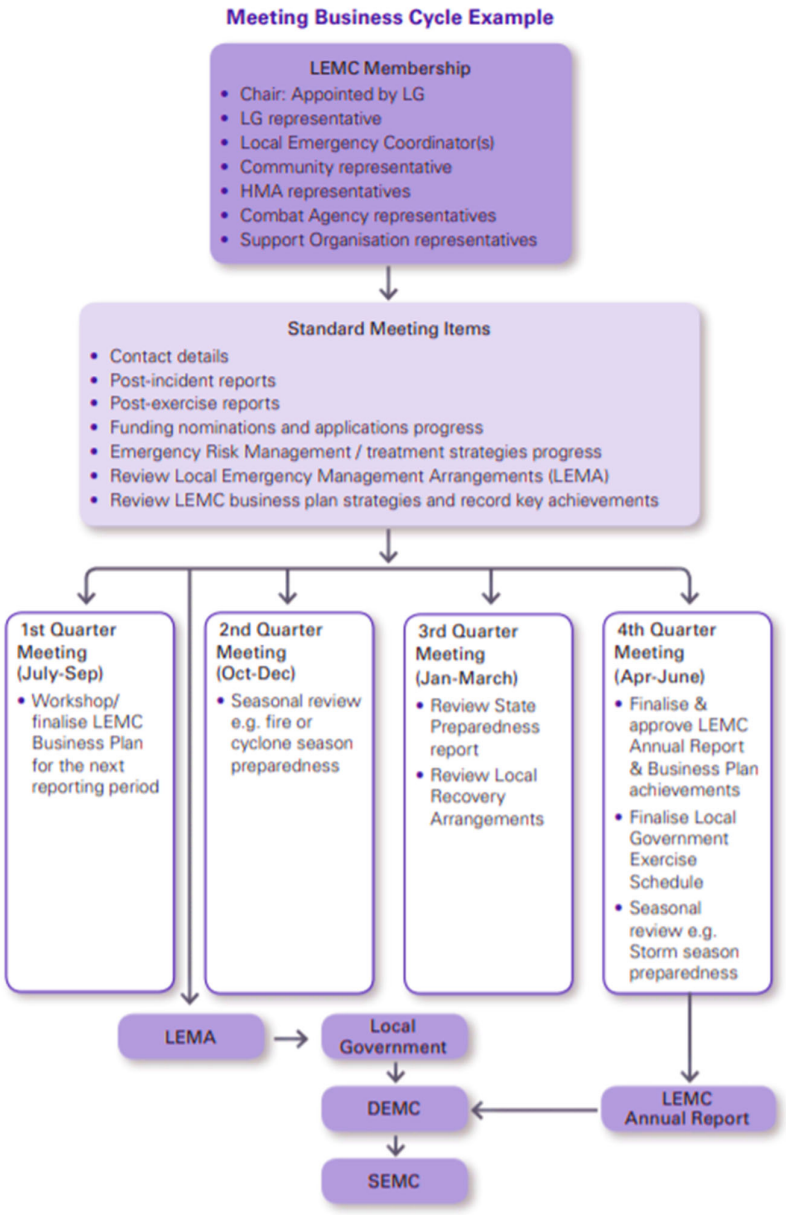
"s37. Local emergency coordinators

(1) The State Emergency Coordinator is to appoint a local emergency coordinator for each local government district.

(2) Before appointing a local emergency coordinator for a local government district the State Emergency Coordinator is to consult the relevant local government.

(3) In making an appointment the State Emergency Coordinator is to have regard to any submissions of the local government…."

The Shire of Kojonup Local Coordinator is WA Police Service, OIC Kojonup



M I N U T E S

1. DECLARATION OF OPENING AND ANNOUNCEMENT OF GUESTS

The Chairman, Grant Thompson declared the meeting open at 9:30am.

2. ATTENDANCE & APOLOGIES

Shire of Kojonup

- Grant Thompson — Chief Executive Officer (Chair)
- Robert Jehu — Manager Regulatory Services
- Este Lottering — Project Manager and Community Services
- Shane Harris — CESM

Volunteer Bush Fire Brigade Service, Kojonup

- Digby Stretch — President Kojonup Bushfire Association

Kojonup Health Service

- Jean Daly — Albany Facilities Manager

LGIS

- Rex Evans — LGIS Insurance

Kojonup District High School

- Sharon Poett — Principal

WA Police Service, Kojonup

- Peter Reeves — Kojonup Police

St John Ambulance, Kojonup

- Roger Ladyman — Kojonup SJA

Kojonup VFRS

- Matt Crabb — VFRS Captain Kojonup Bushfire Brigades

Apologies

Volunteer Bush Fire Brigade Service, Kojonup

- Tony Fisher — Chief Zulu

St Bernards Primary School

- Sharon Marino — Principal

Department of Primary Industries and Regional Development

- John Paul Collins — Research Scientist / Responsible Officer on Site

Department of Fire and Emergency Services

- Derek Jones — District Officer

Department of Fire and Emergency Services

- Charlotte Powis — District Emergency Management Advisor

Department of Communities
- Sharon Austin — District Emergency Services Officer

Kojonup District High School
- Sharon Poett — Principal

Shire of Kojonup
- Shane Harris — CESM

3. CONFIRMATION OF PREVIOUS MINUTES

OFFICER RECOMMENDATION/COMMITTEE DECISION

Moved by Robert Jehu, seconded by Matt Crabb
That the minutes of the Local Emergency Management Committee meeting held 6 February 2024 be confirmed as a true and accurate record.

9/0 CARRIED

4. BUSINESS ARISING FROM PREVIOUS MEETING

NIL

5. GENERAL BUSINESS

5.1 HMA/AGENCY REPORT

5.1.1 Shire of Kojonup – Manager of Regulatory Services - Robert Jehu
- Flue vaccine freely available from Chemist in May 2024

5.1.2 Volunteer Bush Fire Brigade Service, Kojonup – Digby Stretch
- Not a lot going on, the last rain is taking off a lot of pressure from the dry areas.
- Pole top fire was handled quite well.
- Excited about the new Communication tower to be commissioned in the off season.

5.1.3 WAPOL – Peter Reeves
- Fourth member started recently.
- Two staff members on sick leave
- Everything around Kojonup running smoothly.

5.1.4 Kojonup St Johns Ambulance – Rodger Ladyman
- Three new members stepping up and making a big difference, especially taking pressure of the current crew.
- Defibrillators: one went up at the Golf Course, one still need to go up at the Depot and then there is 16 around town now.

5.1.5 Kojonup VFRS – Matt Crabb

- Going well on volunteer numbers.
- A few fires in town, with people not worrying.
- Volunteers receiving more training.
- New ranger can do infringements in town for non-compliance.

5.1.6 Kojonup Health Service – Jean Daly

- Currently five residents
- Carpets are being taken out and replaced with vinyl.
- Fire alarms went off last week due to sensors not being covered. They are covered now.
- Still no new nurses appointed.
- Emergency Department is quite busy, had to fly a patient out, and a few really sick patients that the hospital did not have the capacity to sustain.
- Telehealth appointments are quite good (88 doctors that's on call and can assist).

5.1.7 LGGS – Rex Evans

- Discussed the insurance prices with Shane on Shire volunteers. Fees jumped from $99 to $140 per person.

5.1.8 Shire of Kojonup – Grant Thompson

- Springhaven transitioning on the 1st of July 2024. This will be good for the Shire as the Shire does not have the expertise to run an aged care anymore.
- George Church Medical group to secure a doctor for Kojonup. Looking quite positive.
- CCTV has gone out for tender. The Shire will work closely with the police and to ensure that they do have access.

6. OTHER ITEMS

NIL

7. DETAILS OF NEXT MEETING

Monday, 5th Of August 2024 @09:00am

8. CLOSURE

There being no further business to discuss, the Chairman thanked the members for their attendance and declared the meeting closed at 10:00am.

Attachments:

Confirmed as true and correct:

_____ _____

Chairperson Date

SHIRE OF KOJONUP

LOCAL EMERGENCY MANAGEMENT COMMITTEE

MINUTES
RECEPTION ROOM

9.00am Monday, 5 August 2024

Local Emergency Management Committee - *Emergency Management Act 2005*
Roles, Functions and Purpose:

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(b) To liaise with public authorities and other persons in the development, review and testing of local emergency management arrangements; and
(c) To carry out other emergency management activities as directed by the SEMC or prescribed by the regulations."

The SEMC Procedures, that detail more information on LEMC's in accordance with the Act, gives the following direction towards roles and meeting purpose:

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The Executive Officer should:
• coordinate the development and submission of committee documents in accordance with legislative and policy requirements including an Annual Report, Annual Business Plan and maintenance of Local Emergency Management Arrangements (LEMA);
• provide advice to the Chair and LEMC as required;
• facilitate communication between the LEMC and Executive Officer of the relevant District Emergency Management Committee (DEMC).

Agenda items to be considered, in line with the annual reporting requirements, should include:
• Confirmation of LEMA contact details and key stakeholders;
• Committee membership and resources;
• Status of LEMA including local recovery plans;
• Exercises that include the local government(s) and /or test the LEMA;
• Subcommittees or working groups;
• Projects undertaken; and
• Key achievements.

Additional considerations should include:
• Local training needs or opportunities;
• funding opportunities, (for example, the Natural Disaster Resilience Program (NDRP) and All West Australian Reducing Emergencies (AWARE);
• Incident Support Group activations/or incidents;
• Emergency risk management processes – including any treatment strategies;
• Post-incident reports and post-exercise reports; and

• *finalising the annual report and arranging for it to be forwarded to the relevant DEMC for annual report compilation.*

Local Emergency Co-ordinator:

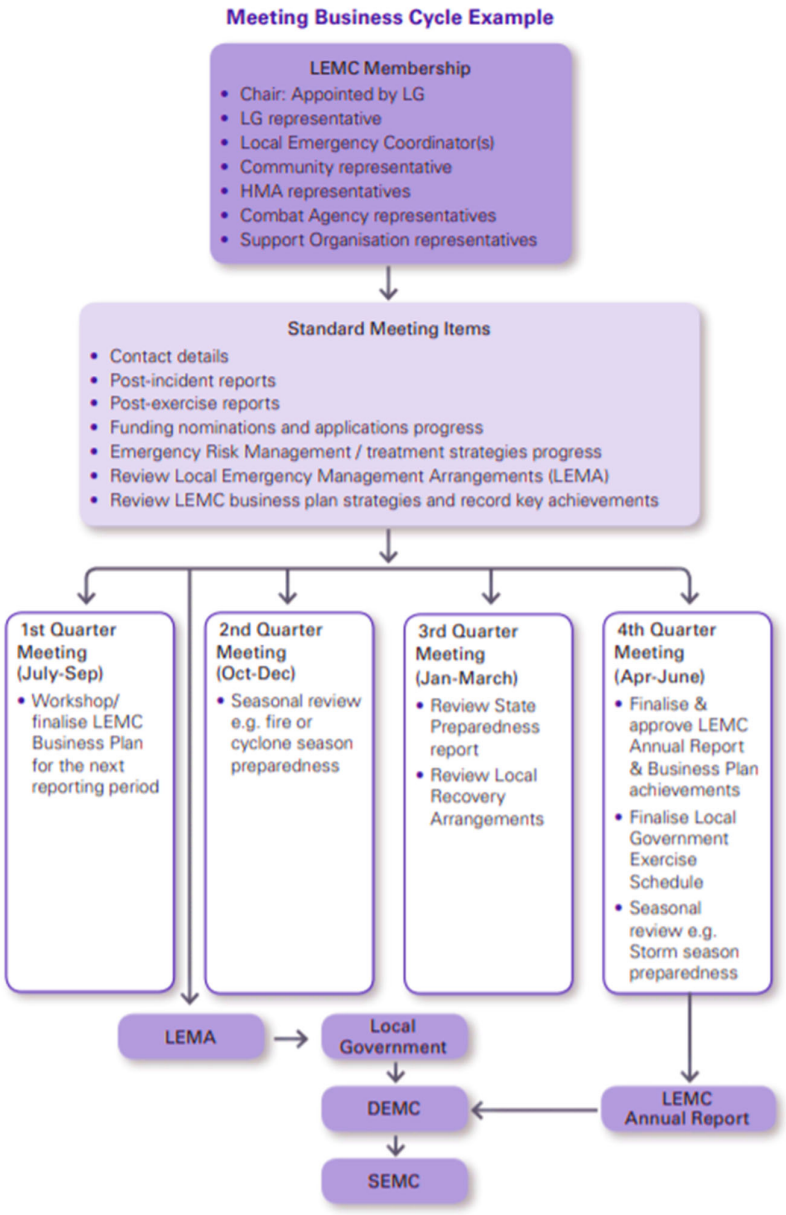
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(3) In making an appointment the State Emergency Coordinator is to have regard to any submissions of the local government…."

The Shire of Kojonup Local Coordinator is WA Police Service, OIC Kojonup



M I N U T E S

1. DECLARATION OF OPENING AND ANNOUNCEMENT OF GUESTS

The Chairman, Grant Thompson declared the meeting open at 9:02am.

2. ATTENDANCE & APOLOGIES

Shire of Kojonup

- Grant Thompson — Chief Executive Officer
- Cr Roger Bilney — Shire President / LEMC Chair
- Este Lottering — Local Recovery Coordinator
- Hayley Clarke — Springhaven Admin/Domestic Co-ordinator
- Dwayne Lottering — Manger Property Services and NRM
- Lorreen Greeuw — Communities

WA Police Service, Kojonup

- Peter Reeves — Kojonup Police

Volunteer Bush Fire Brigade Service, Kojonup

- Digby Stretch — President Kojonup Bushfire Association

Department of Communities

- Vivienne Gardiner — Regional Preparedness and Coordination

Kojonup Health Service

- Jean Daly — Albany Facilities Manager

Local Government Insurance Scheme

- Rex Evans — Regional Risk Co-ordinator / Great Southern

St John Ambulance, Kojonup

- Roger Ladyman — Kojonup SJA

Kojonup VFRS

- Matt Crabb — VFRS Captain Kojonup Bushfire Brigades

Apologies

Volunteer Bush Fire Brigade Service, Kojonup

- Tony Fisher — Chief Zulu

St Bernards Primary School

- Sharon Marino — Principal

Department of Primary Industries and Regional Development

- John Paul Collins — Research Scientist / Responsible Officer on Site

Department of Fire and Emergency Services

- Derek Jones — District Officer
- Charlotte Powis — District Emergency Management Advisor

Kojonup District High School

- Sharon Poett — Principal

Shire of Kojonup

- Shane Harris — CESM / LEMC Executive Officer
- Craig McVee — Manager Works and Services

3. CONFIRMATION OF PREVIOUS MINUTES

OFFICER RECOMMENDATION/COMMITTEE DECISION

Moved by Peter Reeves, seconded by Jean Daly
That the minutes of the Local Emergency Management Committee meeting held 6 May 2024 be confirmed as a true and accurate record.

11/0 CARRIED

4. BUSINESS ARISING FROM PREVIOUS MEETING

NIL

5. GENERAL BUSINESS

5.1 HMA/AGENCY REPORT

5.1.1 Shire of Kojonup – Chief Executive Officer – Grant Thompson

- Apologies for Shane Harris (CESM), currently deployed to Canadian Fires.
- Springhaven transitioning to Hall & Prior will take place September 2024.
- Springhaven is still at full capacity, one resident recently passed away but the room was filled again.
- Regarding the flu pandemic, research is showing that the number of vaccines are lower and in Springhaven only two residents declined to be vaccinated.
- Explanation on the Volunteer Induction process that needs to take place (especially before bushfire season)
- In conjunction with Rex Evans explaining the insurance fees that increased, and that managing all volunteers to get inducted, trained to do the task at hand correctly.
- Read DFES Derek Jones report
- Shire is investigating and planning on putting bushfire zone tracks and mitigation in place, once Shane Harris returns Myrtle Benn will be the first project.
- Mitigation officer with the Shire of Katanning are still being considered by Council, further decisions will be made public at a later stage.
- MOU for the CESM will come up in March 2025 for review.

5.1.2 WAPOL – Peter Reeves

- Not a lot has happened in the past months.

- Currently there is only two police officers in Kojonup, further recruitment taking place.

5.1.3 Kojonup St Johns Ambulance – Rodger Ladyman

- Not a lot to report at this stage
- Another three Defibrillators were installed, currently have twenty four around town.

5.1.4 Volunteer Bush Fire Brigade Service, Kojonup – Digby Stretch (entered meeting at 9:12 am)

- Quiet time during winter.
- Brigades are building a few new fast fill trailers.
- Rain fall not great, not a lot of run off water filling dams.
- Compliment Shire on recruiting a doctor for the community.

5.1.5 Kojonup VFRS – Matt Crabb

- Going well on volunteer numbers.
- Two new members, when they are active the total will be on fifteen.
- Hydrants on Soldier road were obstructed when road works was done. Depot team was contacted and requested to be weary of this matter when they do work.
- Requests for Standpipes to be open.

5.1.6 Kojonup Health Service – Jean Daly

- Currently five residents
- Still using agency staff due to own staff shortage.
- Medical centre is open again and running well
- A lot of Shingles reported in the last twelve months and a few cases of Chicken pox going around.
- Hospital and the medical centre are working together, Dr Sam Weaver still looks after the residents.

5.1.7 LGGS – Rex Evans

- Feedback to Cr Bilney regarding LGIS requirements when there is insurance claims. PPE is taken seriously.
- Reminder that the CEO is the Fire Chief under WHS. LGIS is looking at what mitigation procedures are in place within the Shire.

5.1.8 Department of Communities – Vivienne Gardiner

- Attachment – handout
- Evacuation training at the Sport complex will take place at the next LEMC meeting. Thirty-minute desktop scenarios to run through.
- Currently working with all Local Governments and Department of Communities to establish Emergency centres.

6. OTHER ITEMS

NIL

7. DETAILS OF NEXT MEETING

Monday, 4 November 2024 @09:00am

8. CLOSURE

There being no further business to discuss, the Chairman thanked the members for their attendance and declared the meeting closed at 10:05am.

Confirmed as true and correct:

_____ _____

Chairperson Date

LOCAL EMERGENCY MANAGEMENT COMMITTEE
DISTRICT EMERGENCY MANAGEMENT ADVISOR REPORT
August to Oct 2024

STATE NEWS

The last meeting of the State Emergency Management Committee (SEMC) was held 8 May 2024 with the next meeting scheduled for 7 August 2024, followed by the 2 October 2024. SEMC Communiques can be found here.

STATE CONSULTATION REQUESTS

Review - State Hazard Plan Fire – DFES

The Department of Fire and Emergency (DFES) is progressing a comprehensive review of the State Hazard Plan - Fire. This strategic level plan provides an overview of arrangements for the management of fire emergencies in Western Australia.

For the initial phase of the review, DFES is seeking feedback on the existing State Hazard Plan - Fire from agencies with responsibilities within the Plan, including Local Government.

For further information and to provide feedback go to the State Hazard Plan - Fire consultation webpage.

Feedback received will inform DFES' development of a draft State Hazard Plan - Fire and proposed amendments which will be provided for broad consultation with emergency management stakeholders later in the year.

Review - State Recovery Arrangements in the EM Framework – DFES

The Department of Fire and Emergency Services (DFES) is undertaking a review of state level recovery coordination and governance arrangements provided in the State Emergency Management Framework.

The purpose of the review is to better define when and how the state government will provide recovery coordination support to local governments and communities following emergencies. This will include clarifying the role, membership, responsibilities and accountability of key state level recovery coordination positions and groups and the DFES Resilience and Recovery Portfolio.

The review will not change the role and responsibilities currently held by local government under the *Emergency Management Act 2005* and State Emergency Management Framework, however it will clarify the circumstances and arrangements for state support to local governments and/or involvement of a state appointed recovery coordinator.

Disaster Recovery Funding Arrangements are **not** a focus of this review.

Local Government Focus Group Sessions

As part of the review, DFES have conducted 2 focus group sessions in June with local government representatives that have recent disaster recovery experience. The purpose of the focus group sessions was to test the policy options and obtain preliminary feedback to inform the review.

All local governments and the emergency management sector will have the opportunity to review the proposed changes and provide feedback via a formal three-month consultation period later this year. The consultation period will include a program of webinars and engagement sessions for local government.

Following the consultation period, proposed amendments will be presented to SEMC for consideration.

Review – State Support Plan- Animal Welfare in Emergencies

Department of Primary Industry and Regional Development is undertaking a comprehensive review of State Support Plan – Animal Welfare in Emergencies. The purpose of the State Support Plan - Animal Welfare is to provide the community of Western Australia, including emergency services and the animal management sector, with a document that integrates arrangements for animal welfare with the State's formal management arrangements to ensure that animals are planned for and their welfare is appropriately addressed in any emergency.

The DFES State Emergency Management Policy Branch is now seeking broad stakeholder feedback on the proposed amendments and welcomes other questions or comments you have in relation to this Plan via Engage WA Emergency Management.

The consultation period is open now until the 12 August 2024.

SEMC have also approved an extension for the comprehensive review of:

- State Hazard Plan – Energy Supply Disruption (to August 2024)
- State Hazard Plan – Human Biosecurity (to December 2024).

STATE ADVICE

Amendments to State Emergency Management documents

DFES has completed the periodical comprehensive review of the State Hazard Plan – Hazardous Materials Emergencies (HAZMAT). The term 'hazardous materials' was removed from the title to reduce the confusion between the definition of a 'hazardous substance' within the *Emergency Management Act 2005* and the definition of 'hazardous materials' in the *Fire Brigades Act 1942*, and the *Fire and Emergency Services Act 1988*. The plan is now known as State Hazard – HAZMAT.

DFES has amended the State Hazard Plan - Fire and State Hazard Plan - Severe Weather following further implementation of the Australian Warning System framework across cyclone, flood and storm warnings.

Consequential amendments to the Local Recovery Guideline and resources were redesigned to increase accessibility of the documents and bring the documents in line with the West Australian Government's accessibility and inclusivity standard. Please note the DFES State Recovery Team has initiated a comprehensive review process to further review this guideline as more substantial amendments were required to meet the current recovery needs. Local governments do not need to amend their current plans to match these revised documents.

The WA Police Force has amended the State Hazard Plan – Hostile Act, and State Hazard Plan – Terrorist Act to incorporate the consequential statement of fact amendments as a result of removing chemical, biological, and radiation (CBR) emergency from State Hazard Plan – HAZMAT. As described in State Hazard Plan – HAZMAT, DFES will continue to provide a HAZMAT (chemical, radiological or other substance) capability to hostile act or terrorist act incidents managed by the WA Police Force.

The 2023 Emergency Preparedness Report

The 2023 Emergency Preparedness Report has now been released. This report is a snapshot in time of the level of emergency management capability and preparedness we have, as a state, to manage before, during and after emergency events. It highlights our strengths, weaknesses and areas for improvement statewide, and combines the input from about 170 agencies.

Local Emergency Management Committee Handbook and useful tools

The LEMC handbook provides local governments with a summary of the actions and best practice principles as required under section 38 – 40 of the Emergency Management Act 2005, State Emergency Management Policy, procedures, and guidelines.

The LEMC Handbook provides a summary of the WA emergency management arrangements, key roles, and responsibilities and best practice advice for the administration of LEMC.

The Handbook also includes sample LEMC Terms of Reference and Meeting Agenda templates, which can be downloaded from the SEMC website.

Australian Warning System (AWS)

Western Australia has adopted national consistency for cyclone, storm and flood warnings through the Australian Warning System (AWS). The wet weather hazards join bushfire and heatwave in using the AWS colours, icons and warning levels. Warnings also feature an action statement in the headline, giving clear advice to the community about how to stay safe.

Disaster Recovery Funding Arrangements

Natural disasters or terrorist acts can result in large-scale expenditure in the form of emergency and recovery assistance. To assist with this financial burden, the Australian and Western Australian governments have joint arrangements in place to provide financial assistance in certain circumstances. These arrangements are referred to as the Disaster Recovery Funding Arrangements Western Australia (DRFAWA) and are administered by the Department of Fire and Emergency Services (DFES) on behalf of the WA State Government.

Recovery from disasters is a shared responsibility between individuals, households, businesses, communities and governments. The arrangements are designed as a safety net when costs to undertake recovery activities from an eligible disaster become significant.

For assistance to be made available under the DRFAWA, the event must meet all three of the following criteria:

1. The event was one or a combination of the ten specified disasters including bushfire, earthquake, flood, storm, cyclone, storm surge, landslide, tsunami, meteorite strike, tornado; or the event was a terrorist act.
2. A coordinated, multi-agency response was required.
3. Eligible expenditure relating to emergency assistance, damage to essential public assets and/or other eligible assistance provided in relation to the event exceeds $240,000 across the affected local government areas.

For more information go to https://www.dfes.wa.gov.au/recovery-funding

For any queries, please email drfawa@dfes.wa.gov.au or call 1800 920 659.

DISTRICT NEWS

The next Great Southern District Emergency Management Committee meeting is scheduled for 16th October 2024.

Two regional bushfire exercises will be held in August for the DFES Upper Great Southern and Great Southern region to test Incident Management Team (IMT) capability and readiness prior to the high threat period.

LOCAL NEWS

LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS

Please check the due date for your five-yearly LEMA reviews and allow a minimum of six months to complete the LEMA review process. Funding opportunities are available to assist with LEMA reviews.

The Local Emergency Management Arrangements Improvement Program

Building on the previous work of the LEMA Review, the LEMA Improvement Program will continue working toward the goal of a more capable and resilient community, through a local approach to emergency management. To deliver on the commitment of a sector-led LEMA improvement process, the WA Local Government Association (WALGA) is partnering with SEMC. WALGA will work on behalf of local government, making sure that the sector is consulted, and their feedback guides the reform of local emergency management.

The projects that make up the LEMA Improvement Program will be fulfilled in phases. Phase 1 has commenced, with the following key activities underway:

- LEMA pilot program development
- Recruitment for a resource to undertake the local government emergency management policy work
- Setting up governance structures and groups.

Given the timeframes of the program please don't delay in preparing any LEMA that are due or nearly due for their 5-year review.

District Emergency and Local Emergency Management Committees Review

In May 2022 SEMC meeting, members approved a review of the roles of District Emergency Management Committee (DEMC) and Local Emergency Management Committees (LEMC).

For more information go to:
https://www.wa.gov.au/organisation/state-emergency-management-committee/review-district-and-local-emergency-management-committees

GRANT PROGRAM UPDATES

The State Emergency Management Committee (SEMC) oversees the distribution of grant funding to support activities that reduce disaster risk and enhance WA's resilience to disasters.

Information on funding opportunities can be found here.

2024 SEMC MEETING SCHEDULE

- 7 August 2024
- 4 December 2024
- 2 October 2024

Complied by: Charlotte Powis
District Emergency Management Advisor
Great Southern
Department of Fire and Emergency Services

Kojonup – LEMC August 2024

DFES Report

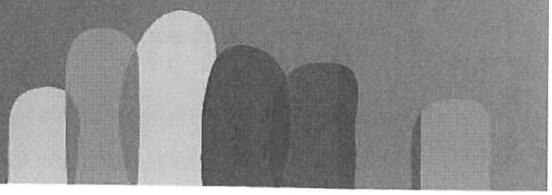
1. **Regional Update**
    - Regional staff has provided staff and volunteers to Canada
    - Requests have also been received for further Canada and USA deployments.
    - Other staff undertaking normal 'off-season' preparations, training, skill development, seasonal exercises and preparing for next season.
    - Like most occupations/professions there is no quiet period anymore.
    - Hosting fourth Leaders Forum this coming weekend 10/11 August for leaders of all units and LGs. Opportunity to work with leaders of volunteer response groups across the region. This year, for first time, CBFCOs are invited – approx. 50% able to attend.
2. **National Warning System – Rolled out nationally 15th July.**
    - All natural hazards now the same format.
    - Sees consistency of colours, levels and now also includes clear action statements.
    - Public information and warnings becoming more and more important.
    - Now a key responsibilities of incident controllers.
    - Emergency WA refreshed to reflect national warning system.
3. **Mitigation Works Update**
    - Waiting for right weather conditions to Planned burning at Muradup, Boscabel and Show Grounds.
    - Onset of winter rains means windows to burn are now limited.
    - $13000 allocated for machinery works this financial year in Shire of Kojonup. Will focus again on slashing in Kojonup townsite, firebreak install at Muradup and investigate spraying of annual grasses in Muradup and NE Kojonup (under power lines on Katanning/Kojonup Rd)
    - Planning to conclude this well ahead of restricted season.

Derek Jones

District Officer – Rural (Great Southern)

25 July 2024

Government of **Western Australia**
Department of **Communities**



Emergency Relief and Support

Shire of Kojonup LEMC – 5 August 2024

Regional Relief and Support Officer – Great Southern

- Vivienne Gardiner commenced as the Regional Relief and Support Officer – Great Southern in July 2024. Vivienne is based in Albany and her contact details are: 0403 906 639 or vivienne.gardiner@communities.wa.gov.au
- Vivienne is currently updating the contact information in the Local Emergency Relief and Support Plans (LERSP). If there are any updates, you wish to be included please contact her.
- The Shire of Kojonup has the Kojonup Sporting Complex listed as its Primary Evacuation Centre and Kojonup Memorial and Lessor Hall and Katanning Leisure Centres listed as Alternative Evacuation Centres. An audit of the Primary Evacuation Centre will be reviewed prior to the high threat period later in 2024.
- The Emergency Evacuation Centre Training is currently being revised. Please also advice Vivienne Gardiner if you require training. Whenever possible, training will be held in the designated evacuation centres to provide hands-on experience.

In an emergency, please contact the Emergency Relief and Support On-Call number:

0418 943 835

Emergency evacuation centre training

- The emergency evacuation centre training is being enhanced and revised to boost the knowledge and confidence of Communities district teams, local government and other partnering agencies to work within an emergency evacuation centre.
- This dynamic, interactive three-hour training enables participants to design and set up an evacuation centre, while navigating a variety of scenarios staff may encounter in such settings.
- Participants will include a cross section of Communities staff and local government agencies to foster collaboration and relationship building.
- Whenever possible, training will be held in designated evacuation centres to provide hands-on experience.

The ERS team will be in contact to arrange a training schedule and identifying dates and locations.

Planning and Preparedness

- The ERS Directorate are keen to work with Local Governments and partners in preparations and exercising. If you are running any exercises or events that would be of value and appropriate for ERS to attend, please let your ERS Regional Coordinator know.

The ERS Directorate can support the local government by reviewing your emergency kits ensuring that appropriate items and resources are available.

Update of the Local Emergency Relief and Support Plans (LERSP)

- The ERS Directorate are currently reviewing the Local Emergency Relief and Support Plans (LERSP).
- The LERSP details the operational management and coordination of ERS under the Western Australian (WA) Local Emergency Management Arrangements (LEMAs).
- It is planned to have the LERSP tabled on the agenda for the 2nd Quarter LEMC meetings for 2024.

The ERS team will be in contact to request feedback and information to complete the LERSP for your region.

State-wide audit evacuation centres

- The ERS Directorate is completing audits of the State's nominated evacuation centres.
- The audits are to identify hazard-specific risks relevant to the region and to identify opportunities for local governments to upgrade facilities to mitigate these risks.
- The Directorate would like to engage with local governments (LGs) and WALGA to discuss opportunities through the Disaster Ready Fund grants for 2025 to improve these facilities and mitigate risks in emergency events.

Discussions are encouraged with your region if you are planning any new evacuations centres or upgrades to existing ones.

Recovery Activities Update

Communities 2023/24 High Threat Season Activations

The ERS Directorate would like to acknowledge and thank all our local and state partners for the assistance and support provided over the 2023-24 season.
Since October 2023, there has been a total of 40 events supported by Communities including:

- Activation under the AUSRECEPLAN– Israel and Gaza repatriation
- Pre-planning undertaken for 3 high threat weather events, that didn't result in activation.
- 457 people were supported during events through our client management system
- 1 active and declared recovery event (under Disaster Recovery Funding Arrangements) - Mariginiup Fire.
- just prior to Christmas 2023, there were 6 activations supported by Communities over just 2 days (20-22 December).

Our team looks forward to working with you all over the coming months as we prepare for the 2024-25 season.

Communities Recovery Activities

Kimberley Floods Recovery Program

- The Kimberley Flood Recovery Team continues to support impacted residents, through the Hub.
- In addition, to supporting impacted residents with their claims and eligibility requirements is also extended to practical, personal and wellbeing supports.
- At present there are five projects supporting Fitzroy Valley individuals and communities, in varying capacities, and we are reviewing the scope for future project requirements.
- We are currently working with the Housing Team and the Hub, to ensure residents understand their rights and obligations as they begin their journey from their temporary accommodation units to their home.

Mariginiup Fires Recovery Program

- Communities is supporting the City of Wanneroo to deliver the psychosocial wellbeing and financial support elements of the recovery program.
- Communities has engaged several psychologists to support impacted resident referrals and has delivered a financial assistance package aimed at supporting the replacement of essential household items damaged in the fires.
- Communities is currently supporting the City with site visits to damaged properties to commence the clean-up program to ensure residents have access to support services if required.
- Mariginiup_Bushfire_Recovery_Information.pdf

Bunbury Storms Recovery Program

- As of 15 July, Communities are supporting 9 people in supported accommodation.
- Communities have begun providing return home packages which include food boxes and prepaid cards for individuals transitioning home.
- Communities have finalised psychological services and beginning to triage requests via the approved providers.
- Communities have finalised category 3 and 4 financial assistance and will begin a targeted outreach of known impacted people.
- Communities Disaster Response Hotline remains open for support in the absence of HUBS. Communities' officers are engaging regularly with impacted individuals via this hotline.
- Communities is finalising a procurement process with Red Cross for the recovery training program being delivered to the city.

Disaster Ready Fund

Several LGs in Western Australia (WA) submitted applications for the Disaster Ready Fund (DRF) in 2024 to support the improvement of their facilities used as evacuation centres.

The ERS Directorate had the opportunity to review LGs applications for the Disaster Ready Fund (DRF) provided to the Department of Fire and Emergency Services (DFES) for 2024 and assessed that the projects would contribute to the State's ability to provide emergency accommodation for evacuating communities. All applications were considered suitable to progress for further consideration in the DRF process.

SHIRE OF KOJONUP

LOCAL EMERGENCY MANAGEMENT COMMITTEE

MINUTES

RECEPTION ROOM

9.00am Monday, 4 November 2024

Local Emergency Management Committee - *Emergency Management Act 2005*
Roles, Functions and Purpose:

"s39. Functions of local emergency management committees:
The functions of a local emergency management committee are, in relation to its district or the area for which it is established —
(a) To advise and assist the local government in ensuring that local emergency management arrangements are established for its district;
(b) To liaise with public authorities and other persons in the development, review and testing of local emergency management arrangements; and
(c) To carry out other emergency management activities as directed by the SEMC or prescribed by the regulations."

The SEMC Procedures, that detail more information on LEMC's in accordance with the Act, gives the following direction towards roles and meeting purpose:

In addition to the normal roles assigned to office bearers of a committee, the following roles are specific to the needs of a LEMC. The Chair will ensure the appointment of an Executive Officer and ensure that the Council is kept fully informed of Emergency Management discussion and significant outcomes from LEMC meetings. The Deputy Chair should deputise for the Chair as required and chair any subcommittees or working groups.

The Executive Officer should:
• coordinate the development and submission of committee documents in accordance with legislative and policy requirements including an Annual Report, Annual Business Plan and maintenance of Local Emergency Management Arrangements (LEMA);
• provide advice to the Chair and LEMC as required;
• facilitate communication between the LEMC and Executive Officer of the relevant District Emergency Management Committee (DEMC).

Agenda items to be considered, in line with the annual reporting requirements, should include:
• Confirmation of LEMA contact details and key stakeholders;
• Committee membership and resources;
• Status of LEMA including local recovery plans;
• Exercises that include the local government(s) and /or test the LEMA;
• Subcommittees or working groups;
• Projects undertaken; and
• Key achievements.

Additional considerations should include:
• Local training needs or opportunities;
• funding opportunities, (for example, the Natural Disaster Resilience Program (NDRP) and All West Australian Reducing Emergencies (AWARE);
• Incident Support Group activations/or incidents;
• Emergency risk management processes – including any treatment strategies;
• Post-incident reports and post-exercise reports; and

• *finalising the annual report and arranging for it to be forwarded to the relevant DEMC for annual report compilation.*

Local Emergency Co-ordinator:

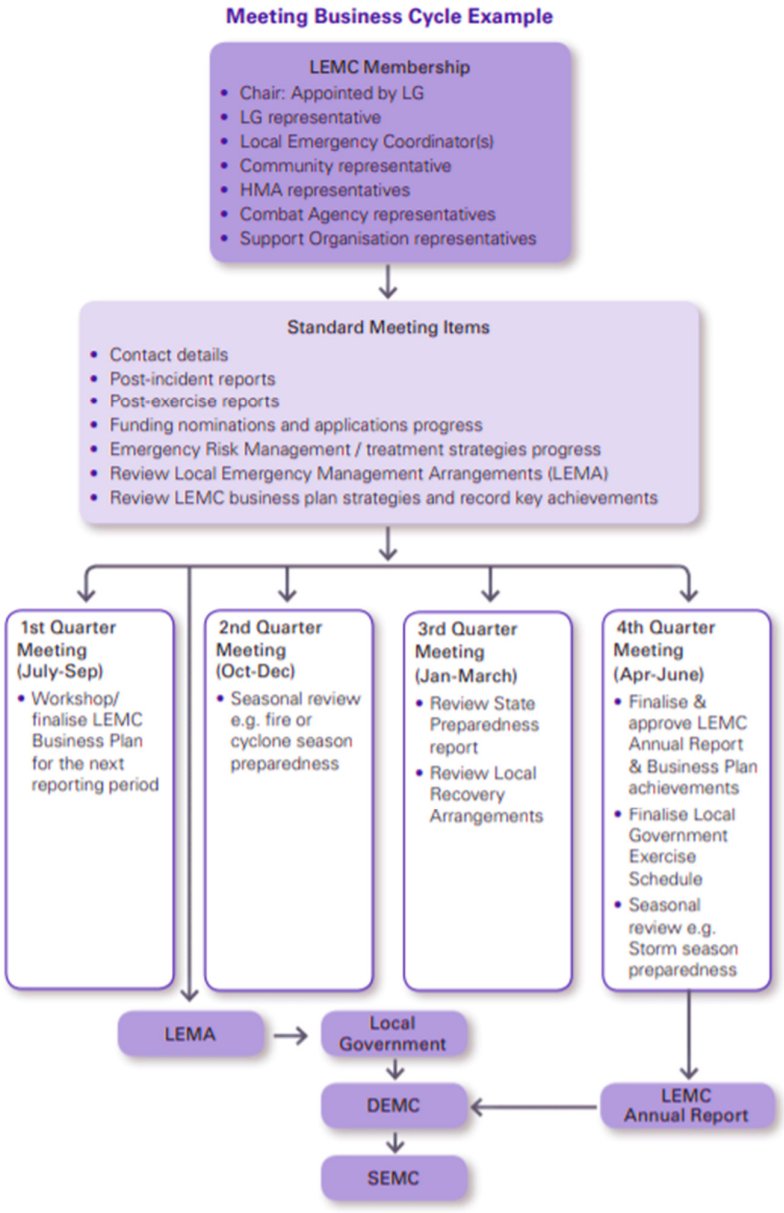
"s37. Local emergency coordinators

(1) The State Emergency Coordinator is to appoint a local emergency coordinator for each local government district.

(2) Before appointing a local emergency coordinator for a local government district the State Emergency Coordinator is to consult the relevant local government.

(3) In making an appointment the State Emergency Coordinator is to have regard to any submissions of the local government…."

The Shire of Kojonup Local Coordinator is WA Police Service, OIC Kojonup



M I N U T E S

1. DECLARATION OF OPENING AND ANNOUNCEMENT OF GUESTS

The Chairman, Grant Thompson declared the meeting open at 9:03am.

2. ATTENDANCE & APOLOGIES

Shire of Kojonup

- Grant Thompson — Chief Executive Officer
- Cr Roger Bilney — Shire President / LEMC Chair
- Shane Harris — CESM / LEMC Executive Officer
- Este Lottering — Local Recovery Coordinator / Projects manager and Regulatory Services
- Dwayne Lottering — Manger Property Services and NRM
- Lorreen Greeuw — Community Services and Senior Liberian
- Darryn Watkins — Manger Works and Services
- Hayley Clarke — Infrastructure & Finance Co-ordinator / St Johns Volunteer

WA Police Service, Kojonup

- Peter Reeves — Kojonup Police

Department of Communities

- Vivienne Gardiner — Regional Preparedness and Coordination

Department of Fire and Emergency Services

- Charlotte Powis — District Emergency Management Advisor

Kojonup Health Service

- Jean Daly — Albany Facilities Manager

Local Government Insurance Scheme

- Rex Evans — Regional Risk Co-ordinator / Great Southern

St John Ambulance, Kojonup

- Jane Trethowan — Kojonup SJA

Apologies

Volunteer Bush Fire Brigade Service, Kojonup

- Digby Stretch — President Kojonup Bushfire Association

Volunteer Bush Fire Brigade Service, Kojonup

- Tony Fisher — Chief Zulu

St Bernards Primary School

- Sharon Marino — Principal

Department of Primary Industries and Regional Development

- John Paul Collins — Research Scientist / Responsible Officer on Site

Department of Fire and Emergency Services

- Derek Jones — District Officer
  Feedback notes (attached)

Kojonup District High School

- Sharon Poett — Principal

Kojonup VFRS

- Matt Crabb — VFRS Captain Kojonup Bushfire Brigades

3. CONFIRMATION OF PREVIOUS MINUTES

OFFICER RECOMMENDATION/COMMITTEE DECISION

Moved by Rex Evans, seconded by Hayley Clarke
That the minutes of the Local Emergency Management Committee meeting held 5 August 2024 be confirmed as a true and accurate record.

14/0 CARRIED

4. BUSINESS ARISING FROM PREVIOUS MEETING

NIL

5. GENERAL BUSINESS

5.1 HMA/AGENCY REPORT

5.1.1 Shire of Kojonup – Chief Executive Officer – Grant Thompson

- Transitioning of Springhaven is taking place, will ask what role they will play forward in this meeting. Request to have a representative of Springhaven Aged Care on this committee.

5.1.2 Shire of Kojonup – Community Emergency Services Manager - Shane Harris

- Bushfire training now completed, additional 30 members that has joined.
- Water bomber training coming up and Depot staff will be involved.
- Working with DBA in getting a container at the airport for equipment.
- The Shire was approved for MAF funding – fire breaks in Myrtle Benn started, this will make a significant difference and Myrtle Benn will be placed on an annual maintenance plan.
- Some slashing finished in town, and there is raking, slashing and burning that still needs to take place around Muradup and the Showgrounds.

5.1.3 St Johns Kojonup – Hayley Clarke

- On behalf of Jane Trethowan
- Two volunteers went to Albany for training on mass casualties
- Jane Trethowan was chosen as the new chair for St Johns Kojonup

- Need for volunteers – fatigue is becoming an issue.
- Options to start training kids to become volunteers, and also to note that volunteers can do other work behind the scenes.

5.1.4 WAPOL – Peter Reeves

- New member – Zoe Kestrel
- Still need to fill one more position.
- Henry is on leave, relieve staff from Albany send through.
- Few accidents lately, once was fatal.
- CCTV will be set up at the station, Police grants applied for to assist with 4 AMPR compatible licenses.

5.1.5 Kojonup Health Service – Jean Daly

- Still Short on staff and still relying on agencies.
- Having some building maintenance work done on the quarters.
- Recruitment drives but due to no housing available struggling.
- Small issues regarding parking around the hospital, considering putting bollards in.

5.1.6 Shire Of Kojonup – Dwayne Lottering

- Work done at the airport – trees removed, graded and rolled the air strip
- Water bomber training will take place on Friday and staff will be involved
- Spraying program will start earlier in 2025 to assist with Fire Breaks around town.

5.1.7 DFES – Charlotte Powis

- Currently working in 27 Councils, taken over from previous DEMA Adam Smith.
- Taking part in the District Emergency Management Committee (DEMC)
- Hand out notes attached.

5.1.8 Department of Communities – Vivienne Gardiner

- Attachment – handout
- Two hubs – one in Katanning and one in Albany
- Recent training was done in Katanning with Dwayne and Este joining on behalf of the Shire of Kojonup. After this meeting further staff training will take place at the Sports Complex with Shire staff.

6. OTHER ITEMS

NIL

7. DETAILS OF NEXT MEETING

Monday, 3 February 2025 @09:00am

8. CLOSURE

There being no further business to discuss, the Chairman thanked the members for their attendance and declared the meeting closed at 10:05am.

Attachements:
DFES Great Southern District Advisor Report Oct to Dec
DPIRD LEMC and DEMC report – October 24
Kojonup LEMC – DFES notes November 2024

Confirmed as true and correct:

_____ _____

Chairperson Date

LOCAL EMERGENCY MANAGEMENT COMMITTEE
DISTRICT EMERGENCY MANAGEMENT ADVISOR REPORT
October to December 2024

STATE NEWS

The last meeting of the State Emergency Management Committee (SEMC) was held the 2 October 2024. The next meeting is the 4th December. SEMC Communiques can be found here.

DPIRD Polyphagous shot-hole borer (PSHB) webinar

DPIRD is holding a webinar on 7th November at 1700hrs on the polyphagous shot-hole borer. This webinar is open to the LEMC and DEMC members. Please click on the link below to register for the event.

https://events.teams.microsoft.com/event/c5d06087-4591-4a6b-a45a-b4ec18bbee7a@7b5e7ee6-2d23-4b9a-abaa-a0beeed2548e

STATE CONSULTATION REQUESTS

Review - State Hazard Plan Fire – DFES

The Department of Fire and Emergency (DFES) is progressing a comprehensive review of the State Hazard Plan - Fire. This strategic level plan provides an overview of arrangements for the management of fire emergencies in Western Australia.

Initial feedback was requested from internal DFES stakeholders and agencies with roles and responsibilities within the State Hazard Plan. All local governments were requested to join this initial consultation period.

The amended Plan is now available for broad emergency management stakeholder review and feedback.

For further information and to provide feedback go to the State Hazard Plan - Fire consultation webpage.

Please submit your feedback by close of business Monday 9th December 2024.

Review - State Hazard Plan - Human Biosecurity - Department of Health

A targeted initial internal review of the State Hazard Plan – Human Biosecurity has been completed by the Department of Health's Communicable Disease Control and Disaster Preparedness and Management Directorates and is now available for broad stakeholder feedback. Concurrently, the Department of Health will be continuing engagement with health system stakeholders in relation to this Plan.

The DFES State Emergency Management Policy Branch is now seeking broad stakeholder feedback on the proposed amendments and welcomes other questions or comments you have in relation to this Plan.

For further information and to provide feedback go to the including State Hazard Plan - Human Biosecurity webpage.

Please submit your feedback by COB 8 November 2024.

Review - State Recovery Arrangements in the EM Framework – DFES

The Department of Fire and Emergency Services (DFES) is undertaking a review of state level recovery coordination and governance arrangements provided in the State Emergency Management Framework.

The purpose of the review is to better define when and how the state government will provide recovery coordination support to local governments and communities following emergencies. This will include clarifying the role, membership, responsibilities and accountability of key state level recovery coordination positions and groups and the DFES Resilience and Recovery Portfolio.

The review will not change the role and responsibilities currently held by local government under the *Emergency Management Act 2005* and State Emergency Management Framework, however it will clarify the circumstances and arrangements for state support to local governments and/or involvement of a state appointed recovery coordinator.

Disaster Recovery Funding Arrangements are **not** a focus of this review.

Local Government Focus Group Sessions

As part of the review, DFES have conducted 2 focus group sessions in June with local government representatives that have recent disaster recovery experience. The purpose of the focus group sessions was to test the policy options and obtain preliminary feedback to inform the review.

All local governments and the emergency management sector will have the opportunity to review the proposed changes and provide feedback via a formal three-month consultation period later this year. The consultation period will include a program of webinars and engagement sessions for local government.

Following the consultation period, proposed amendments will be presented to SEMC for consideration.

SEMC have also approved an extension for the comprehensive review of:

- State Hazard Plan – Energy Supply Disruption (to August 2024)
- State Hazard Plan – Human Biosecurity (to December 2024).

STATE ADVICE

Amendments to State Emergency Management documents

DFES has completed the periodical comprehensive review of the State Hazard Plan – Hazardous Materials Emergencies (HAZMAT). The term ‘hazardous materials’ was removed from the title to reduce the confusion between the definition of a ‘hazardous substance’ within the *Emergency Management Act 2005* and the definition of ‘hazardous materials’ in the *Fire Brigades Act 1942*, and the *Fire and Emergency Services Act 1988*. The plan is now known as State Hazard – HAZMAT.

DFES has amended the State Hazard Plan - Fire and State Hazard Plan - Severe Weather following further implementation of the Australian Warning System framework across cyclone, flood and storm warnings.

Consequential amendments to the Local Recovery Guideline and resources were redesigned to increase accessibility of the documents and bring the documents in line with the West Australian Government’s accessibility and inclusivity standard. Please note the DFES State Recovery Team has initiated a comprehensive review process to further review this guideline as more substantial amendments were required to meet the current recovery needs. Local governments do not need to amend their current plans to match these revised documents.

The WA Police Force has amended the State Hazard Plan – Hostile Act, and State Hazard Plan – Terrorist Act to incorporate the consequential statement of fact amendments as a result of removing chemical, biological, and radiation (CBR) emergency from State Hazard Plan – HAZMAT. As described in State Hazard Plan – HAZMAT, DFES will continue to provide a HAZMAT (chemical, radiological or other substance) capability to hostile act or terrorist act incidents managed by the WA Police Force.

The 2023 Emergency Preparedness Report

The 2023 Emergency Preparedness Report has now been released. This report is a snapshot in time of the level of emergency management capability and preparedness we have, as a state, to manage before, during and after emergency events. It highlights our strengths, weaknesses and areas for improvement statewide, and combines the input from about 170 agencies.

Local Emergency Management Committee Handbook and useful tools

The LEMC handbook provides local governments with a summary of the actions and best practice principles as required under section 38 – 40 of the *Emergency Management Act 2005*, State Emergency Management Policy, procedures, and guidelines.

The LEMC Handbook provides a summary of the WA emergency management arrangements, key roles, and responsibilities and best practice advice for the administration of LEMC. The Handbook also includes sample LEMC Terms of Reference and Meeting Agenda templates, which can be downloaded from the SEMC website.

Australian Warning System (AWS)

Western Australia has adopted national consistency for cyclone, storm and flood warnings through the Australian Warning System (AWS). The wet weather hazards join bushfire and heatwave in using the AWS colours, icons and warning levels. Warnings also feature an action statement in the headline, giving clear advice to the community about how to stay safe.

Disaster Recovery Funding Arrangements

Natural disasters or terrorist acts can result in large-scale expenditure in the form of emergency and recovery assistance. To assist with this financial burden, the Australian and Western Australian governments have joint arrangements in place to provide financial assistance in certain circumstances. These arrangements are referred to as the Disaster Recovery Funding Arrangements Western Australia (DRFAWA) and are administered by the Department of Fire and Emergency Services (DFES) on behalf of the WA State Government.

Recovery from disasters is a shared responsibility between individuals, households, businesses, communities and governments. The arrangements are designed as a safety net when costs to undertake recovery activities from an eligible disaster become significant.

For assistance to be made available under the DRFAWA, the event must meet all three of the following criteria:

1. The event was one or a combination of the ten specified disasters including bushfire, earthquake, flood, storm, cyclone, storm surge, landslide, tsunami, meteorite strike, tornado; or the event was a terrorist act.
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For any queries, please email drfawa@dfes.wa.gov.au or call 1800 920 659.

DISTRICT NEWS

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Two DFES regional bushfire exercises will be held in the lead up to this bushfire season. Great Southern was held 20th August. The Upper Great Southern exercise will be held 30th October to test Incident Management Team (IMT) capability and readiness prior to the high threat period.

LOCAL NEWS

LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS

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- LEMA pilot program development
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- Setting up governance structures and groups.

Given the timeframes of the program please don't delay in preparing any LEMA that are due or nearly due for their 5-year review.

District Emergency and Local Emergency Management Committees Review

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https://www.wa.gov.au/organisation/state-emergency-management-committee/review-district-and-local-emergency-management-committees

GRANT PROGRAM UPDATES

The State Emergency Management Committee (SEMC) oversees the distribution of grant funding to support activities that reduce disaster risk and enhance WA's resilience to disasters. Information on funding opportunities can be found here.

Complied by: Charlotte Powis
District Emergency Management Advisor
Great Southern
Department of Fire and Emergency Services

Shire of Kojonup – LEMC November 2024

DFES Report

1. **Regional Update**
    - Region has provided staff and volunteers to Canada.
    - Other staff have completed normal 'off-season' preparations, training, skill development, seasonal exercises and preparing for next season.
    - Region also completed a Bushfire Exercise in Ravensthorpe late Sept – allowed LG to test incident control facilities and LEMC.
    - Like most occupations/professions there is no quiet period anymore.
    - Held our fourth Leaders Forum mid-August for all units and BFBs in Great Southern.
    - Continuing to support and assist LGs as required.
    - Hosted a 'Using Air Resources' discussion forum on 10th Oct for interested BFB volunteers.
    - Harvesting/swathing operations now under way in various parts of region.

2. **National Warning System – Rolled out nationally 15th July.**
    - All natural hazards now the same format.
    - Sees consistency of colours, levels and now also includes clear action statements.
    - Public information and warnings becoming more and more important.
    - Now a key responsibility of incident controllers.
    - Emergency WA refreshed to reflect national warning system.
    - Region hosted an online Teams Meeting to outline AWS to volunteers.
    - A location linked App scheduled to be rolled out prior to fire season – will allow user to set watch zones and receive alerts and warnings when in or near mapped warning areas.

3. **Soil Moisture levels - Update**
    - The nearest BOM Katanning site is registering drier soil moisture levels than at any time in previous 5 years.

4. **LEMC Exercise**
    - I extend an offer to run an all agencies discussion exercise at next LEMC meeting.

Derek Jones

District Officer – Rural (Great Southern)

31 October 2024

LEMC & DEMC report – October 2024

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LEMC & DEMC report – October 2024 1
Responses – declared incidents 2
National alerts and investigations 4
Disaster Recovery Funding Arrangements (DRFAWA) 5
Other preparedness/recovery activities 6
Animal Welfare in Emergencies 6
Training 7
DPIRD Internal opportunities 7
External opportunities 8
Feedback 8

DPIRD's role in emergency management

- DPIRD is the Hazard Management Agency (HMA) for animal and plant pests and disease incursions. Refer to the State Hazard Plan: Animal and Plant Biosecurity for information on DPIRD's legislated roles and responsibilities.
- DPIRD is the executor of the State Support Plan for Animal Welfare in Emergencies. This includes livestock, horses, and companion animals. Refer to the State Support Plan: Animal Welfare in Emergencies for information on DPIRD's legislated roles and responsibilities.
- DPIRD may from time to time provide support to other agencies where requested. This includes administering some components of the Disaster Recovery Funding Arrangements WA.

Responses – declared incidents

DPIRD is currently managing 4 level 2 incidents in relation to plant pests/diseases and aquatic pests/diseases. Nil animal pest/disease incidents.

Pest or disease (level)	Status	Affected areas	Required actions
African Black Sugar Ant (2)	A pest of national significance, and all known infestations are under eradication	Maddington, Welshpool, Fremantle, Wattleup, Forrestdale, Hazelmere, Maida Vale, Jandakot, Balcatta, Kenwick, Narrogin	Refer to information, including how to identify the pest, on the African black sugar ant page of DPIRD's website. Report any suspected infestations to our Pest and Disease Information Service (PaDIS) via the MyPestGuide App or contacting 08 9368 3080.
Browsing ant (2)	A national eradication program is underway to tackle the Perth, Darwin	Perth Airport, Belmont, Kewdale, Welshpool.	Refer to information, including how to identify the pest, on the Browsing ant page of DPIRD's website.

Pest or disease (level)	Status	Affected areas	Required actions
	and Brisbane infestations.	Infestations also are also present in Darwin and Brisbane.	If you suspect a sighting, do not move ants on goods or vehicles. They are often moved in shipping containers, soil, mulch, fertiliser, and other plant material. Report any suspected infestations to our Pest and Disease Information Service (PaDIS) via the MyPestGuide App or contacting 08 9368 3080.
Polyphagous shot hole borer (PSHB) (2)	DPIRD's largest and longest running biosecurity response . An extensive eradication program is currently underway and covers much of the Perth metro area.	Quarantine area extended to cover whole Perth Metro on 06/09/24. 30 LGAs are affected by PSHB. Refer to the quarantine area notice on the PSHB page of our website for the full list. Regional surveillance traps are currently deployed from Esperance to Geraldton, with a focus on Southwest centres such as Bunbury, Donnybrook, Balingup, Bridgetown and Manjimup. There has been no detection in these areas.	A quarantine area notice (QAN) is in place for 30 LGAs. The movement of wood and plant material outside of the quarantine is prohibited. The full map is available on our website. This zone will help create a buffer between areas of infestation and the rest of WA. PSHB poses a significant risk to our urban tree canopy. It is important that impacted LGAs stay up to date with the latest information. Refer to our PSHB page for detailed information. Report any suspected infestations to our Pest and Disease Information Service (PaDIS) via the MyPestGuide App or contacting 08 9368 3080.
Red dwarf honeybee (RDHB) (2)	A pest of national significance. DPIRD is	Burrup Peninsula (Karratha)	Learn how to spot colonies on our red dwarf honeybee page. A quarantine area notice (QAN) is in place for the Burrup Peninsula to support eradication. Bee keepers with hives,

Pest or disease (level)	Status	Affected areas	Required actions
	working to eradicate the pest.		equipment, or those who have collected swarms are not permitted to move them outside the quarantine area. A control zone was added to the quarantine area in July 2024. Refer to our website for more information. Members of the public and workers in the area are encouraged to report sightings. Those working in ports or dealing with imported goods are encouraged to report sightings. Report any suspected infestations to our Pest and Disease Information Service (PaDIS) via the MyPestGuide App or contacting 08 9368 3080.

National alerts and investigations

Avian Influenza

CURRENT STATUS in WA: Absent – no known detections

Responses to outbreaks of H7 high pathogenicity avian influenza is currently underway in Victoria, New South Wales, and the ACT. Note that this is not the H5 strain that is currently causing concern globally. DPIRD is monitoring the situation and undertaking preparedness activities. DPIRD is also providing personnel and resources to support jurisdictions with confirmed outbreaks. Poultry producers and owners are encouraged to view our avian influenza page for information on preparedness and detection.

Tomato brown rugose fruit virus

CURRENT STATUS IN WA: Absent – no known detections

A highly contagious plant virus affecting tomatoes, capsicums and chillies. It has been detected in South Australia in August 2024. It presents a significant risk to growers and industry if established. No known detections in Western Australia currently. Industry and backyard growers are encouraged recognise and report signs and symptoms of the virus if found. Information is available on our tomato brown rugose fruit virus page.

Disaster Recovery Funding Arrangements (DRFAWA)

The **Disaster Recovery Funding Arrangements (DRFAWA)** provides a range of measures designed to help those within disaster affected communities. Full details are available on the DPIRD website, current rounds page, and DFES recovery funding . Below are active DRFAWA grants:

Grant	Eligible LGA	Description
AGRN1044 Ex TC Ellie - Environment Heritage and Culture Flexible Grants Category D	Shires of Broome, Derby-West Kimberley, Halls Creek, Wyndham-East Kimberly	To provide funding for projects that are focused on recovering environments, heritage, and cultural assets that were impacted by the floods associated with ex-tropical cyclone Ellie. **Submissions extended to 30/04/2025**
AGRN1123 Tropical Low and Associated Flooding in the Shire of East Pilbara (4-11 March 2024) - Category B	Shire of East Pilbara	Assistance for primary producers – to support producers who need assistance due to damage from an eligible disaster. Covers professional advice, freight subsidy, interest rate subsidy, and fencing subsidy. **Submissions extended to 27/11/2024**
AGRN1124 Storm and Tornado in the City of Bunbury in WA (10 May 2024) - Category B	City of Bunbury	Assistance for primary producers – to support producers who need assistance due to damage from an eligible disaster. Covers professional advice, freight subsidy, interest rate subsidy, and fencing subsidy. **Submissions close 16/11/2024**
AGRN1130 - Storm in the South West Region of WA (1-2 June 2024)	City of Bunbury and Shire of Dardanup	Assistance for primary producers – to support producers who need assistance due to damage from an eligible disaster. Covers professional advice, freight subsidy, interest rate subsidy, and fencing subsidy. **Submissions close 20/12/2024**

Grant	Eligible LGA	Description
AGRN1143 - Heavy Rainfall & Assoc Flooding in The Geraldton Region of WA (6-9 June 2024) Category B	City of Greater Geraldton	Assistance for primary producers – to support producers who need assistance due to damage from an eligible disaster. Covers professional advice, freight subsidy, interest rate subsidy, and fencing subsidy. **Submissions close 02/02/2025**

Other preparedness/recovery activities

- DPIRD PSHB Public information team are conducting a webinar 7 November. This webinar has been communicated to the District Emergency Management Advisors and is open to the public. Follow link to register. https://events.teams.microsoft.com/event/c5d06087-4591-4a6b-a45a-b4ec18bbee7a@7b5e7ee6-2d23-4b9a-abaa-a0beeed2548e
- DPIRD's Animal Biosecurity Welfare and Incident and Emergency Management Branch (IEMB) continues to monitor the Avian Influenza outbreaks in the Eastern States. A huge amount of work has been conducted Nationally and with industries and other state agencies to ensure we are prepared to respond to a potential outbreak in WA. For further information follow the link avian influenza page.
- The DPIRD IEMB is finalising its arrangements for **on-call coordinators for the high-threat season**. Regional support is particularly important, and you will be provided with on-call pay rates if you step up to support us deliver on this function. If you would like to participate, or just want more information, please contact emergencymanagement@dpird.wa.gov.au. Note that you do not need an emergency management background to participate – support materials and training is being rolled out and is available.

Animal Welfare in Emergencies

DPIRD is the executor of the State Support Plan for Animal Welfare in Emergencies (AWiE). Please note the following important notices regarding AWiE for district and local representatives:

- **Local governments are encouraged to have a Plan for Animal Welfare in Emergencies (PAWE) in place. It is an important part of all-hazard planning as research has shown that animals will influence people's decision-making and behaviour during emergencies.** Refer to the animal welfare section of our website for resources, support, and contacts. Local governments can reach out to our Incident and Emergency Management Branch if they require advice and support for the development of their PAWE (contact emergencymanagement@dpird.wa.gov.au).

- DPIRD's Incident and Emergency Management Branch is undertaking preparedness and response activities where activated under the State Support Plan - Animal Welfare in Emergencies.
- DPIRD is working with the SEMC to finalise responses to feedback on the proposed improvements to the State Support Plan - Animal Welfare in Emergencies. The review is schedule to be finalised by the end 2024.

Training

DPIRD Internal opportunities

DPIRD is in the process of developing its emergency management training pathway. Stay tuned for information on courses as they become available.

Australasian Inter-service Incident Management System (AIIMS) Awareness

An in house facilitated course which covers the principles, processes, and applications of the Australasian Inter-service Incident Management System (AIIMS). The AIIMS system is the framework used by most emergency management agencies. Register for a session via Progi or contact iem.learninganddevelopment@dpird.wa.gov.au. Please note due to licensing requirements this is only available to DPIRD staff.

Progi modules – we recommend completing the below Progi eLearning modules:

- Introduction to Western Australian Emergency Management Arrangements
- District and Local Emergency Management Committee Representation
- Animal Welfare in Emergencies (AWiE)
- Overview of DPIRD National Biosecurity Emergency Management Responsibilities
- Overview WA Impact Statement and Recovery Arrangement

Regional EM training

The IEMB learning and development team are planning to run regional workshops. This 1-day workshop is available to all DPIRD staff and will cover the fundamentals of AIIMS and the role of an Incident Support Group (ISG) and Operational Area Support Group (OASG). If you would like to participate, please register for a session via Progi - Regional EM Training

Further information

If you would like further information on training opportunities, or have any suggestions please contact iem.learninganddevelopment@dpird.wa.gov.au.

External opportunities

Animal Health Australia (AHA) and Plant Health Australia (PHA) online training:

Free online programs are available to staff through the AHA and PHA websites. Staff are encouraged to complete these courses relating to the preparedness, arrangements, and biosecurity for emergency animal diseases or plant pests and diseases.

Feedback

Continuous improvement is a key principle of the State Emergency Management Arrangements. If you have any feedback regarding to content of this report, or anything else relating to your role as DEMC/LEMC representative, please complete below and send this back to the sender of this report.

Include your feedback here

Important Disclaimer

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SHIRE OF KOJONUP

MINUTES

Kojonup Bush Fire Advisory Committee

6 November 2024

BUSHFIRE ADVISORY COMMITTEE TERMS OF REFERENCE

Established under *Section 67 of the Bush Fires Act 1954*.

Terms of Reference

The Bush Fire Advisory Committee is established for the purpose of:

a) Advising the Shire regarding all matters relating to the preventing, controlling and extinguishing of bush fires;

b) The planning of the layout of firebreaks in the district;

c) Prosecutions for breaches of this Act;

d) The formation of bush fire brigades and the grouping thereof under group brigade officers (in accordance with any local laws);

e) Recommendations on Fire Control Officer positions;

f) Feedback on the Council's Fire Break Notice;

g) Specific requirements from each brigade with regard to:

- Protective Personal Equipment;
- Equipment and vehicles resources required; and
- Training Requirements;

h) The ensuring of cooperation and coordination of Bush Fire Brigades in their efforts and activities; and

i) Any other matter relating to bush fire control whether of the same kind as, or a different kind from, those specified in this subsection.

Other:

a) The Bush Fire Advisory Committee shall include an elected member of the Council;

b) The committee shall elect one of their members to be chairman;

c) The quorum required for the transaction of business at meetings of the committee is set at 50%

Membership

Voting Members (9 in total)

- Councillors x4;
- The President of the Kojonup Bushfire Association
- The Chief Bush Fire Control Officer
- The Deputy Chief Bush Fire Control Officer
- Senior Fire Control Officer (Zulu)
- Senior Fire control Officer (Zulu)

- Secretary of the Kojonup Bushfire Association
- Captain of the Volunteer Fire and Rescue Service

Observers

- The Chief Executive Officer (CEO)
- Shire Delegates x2
- Muradup Town Fire Control Officer (FCO)

MINUTES FOR THE KOJONUP BUSH FIRE ADVISORY COMMITTEE MEETING

HELD 6 NOVEMBER 2024

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M I N U T E S

1. DECLARATION OF OPENING AND ANNOUNCEMENT OF GUESTS

The Presiding Member declared the meeting open at 07:01 pm and alerted the meeting of the procedures for emergencies including evacuation, designated exits and muster points.

2. ATTENDANCE & APOLOGIES

MEMBERS

Digby Stretch	President Kojonup Bush Fire Association
Denise Berryman	Secretary of the Kojonup Bush Fire Association
Matthew Crabb	Kojonup Volunteer Fire and Rescue Service
Tony Fisher	Chief Bush Fire Control Officer
Ross Fryer – Smith	Senior Bush Fire Control Officer
Nick Trethowan	Senior Bush Fire Control Officer
Roger Bilney	Councillor / Chairperson
Ned Radford	Councillor
Mick Mathwin	Councillor
Paul Webb	Councillor

OBSERVERS

Grant Thompson	Chief Executive Officer
Derek Jones	DFES District Officer
Shane Harris	Community Emergency Services Manager (Minute taker)
Estelle Lottering	Project Manager and Community Services
Du-wayne Lottering	Property Services Manager and NRM

APOLOGIES

Ben Blewett	Senior Bush Fire Control Officer
Darry Watkins	Manger Works and Services

3. SUMMARY OF RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE

Nil

4. PUBLIC QUESTION TIME

Nil

5. APPLICATIONS FOR LEAVE OF ABSENCE

Nil

6. CONFIRMATION OF MINUTES

Minutes of the Bushfire Advisory Committee Meeting held on 8 May 2024 were previously circulated under separate cover.

COMMITTEE DECISION
That the minutes of the Bushfire Advisory Committee Meeting held 8 May 2024 be confirmed as a true record.

Moved by Matthew Crabb and second by Digby Stretch. **Carried 10/0**

7. ANNOUNCEMENTS by the Presiding Member without discussion

Nil

8. PETITIONS, DEPUTATIONS & PRESENTATIONS

Nil

9. DECLARATIONS OF INTEREST

Nil

10. STATUS REPORTS

2024/2025 Fire Season Update

As of June 2024, the following fires have been reported to the Shire:

Fires by Brigade 2024 - 2025														
Brigade		July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	Total
Boilup		0	0	0	0	0	0	0	0	0	0	0	0	0
Boscabel		0	0	0	0	0	0	0	0	0	0	0	0	0
Changerup		0	0	0	0	0	0	0	0	0	0	0	0	0
Cherry Tree Pool		0	0	0	0	0	0	0	0	0	0	0	0	0
Jingalup		0	0	0	1	0	0	0	0	0	0	0	0	1
Kojonup		0	0	0	1	0	0	0	0	0	0	0	0	1
Lumeah		0	0	0	0	0	0	0	0	0	0	0	0	0
Mobrup		0	0	1	0	0	0	0	0	0	0	0	0	1
Muradup		0	0	0	1	0	0	0	0	0	0	0	0	1
Orchid Valley		0	0	0	0	0	0	0	0	0	0	0	0	0
Qualeup		0	0	0	0	0	0	0	0	0	0	0	0	0
Ryans Brook		0	0	0	0	0	0	0	0	0	0	0	0	0
Total		0	0	1	3	0	0	0	0	0	0	0	0	4

This compares with the following data for the previous four years.

Fires by Brigades for 2023 - 2024														
Brigade		July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	Total
Boilup		0	0	0	0	0	0	0	0	0	0	0	0	**0**
Boscabel		0	0	0	0	1	2	2	0	0	0	0	0	**5**
Changerup		0	0	0	0	1	0	0	0	0	0	0	0	**1**
Cherry Tree Pool		0	0	0	1	0	1	3	1	0	0	0	0	**6**
Jingalup		0	0	0	0	0	1	0	0	0	0	0	0	**1**
Kojonup		0	0	0	1	3	2	6	2	0	3	1	0	**18**
Lumeah		0	0	0	1	3	0	1	1	0	0	0	0	**6**
Mobrup		0	0	0	0	1	0	3	0	0	1	0	0	**5**
Muradup		0	1	0	0	0	0	0	0	0	0	0	0	**1**
Orchid Valley		0	0	0	0	0	1	3	1	0	0	0	0	**5**
Qualeup		0	0	0	0	0	0	0	0	1	0	0	0	**0**
Ryans Brook		0	0	0	0	1	0	0	0	0	0	0	1	**2**
Total		**0**	**1**	**0**	**3**	**10**	**7**	**18**	**5**	**1**	**4**	**1**	**1**	**50**

Fires for Brigades 2022 -2023														
Brigade		July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	Total
Boilup		0	0	0	0	0	0	0	0	0	0	0	0	0
Boscabel		0	0	0	0	0	0	0	1	0	0	0	0	1
Changerup		0	0	0	0	2	1	0	0	0	0	0	0	3
Cherry Tree Pool		0	0	0	0	0	0	0	1	0	0	0	1	2
Jingalup		0	0	0	0	0	2	1	2	0	2	0	0	7
Kojonup		0	0	0	0	0	2	0	0	0	0	0	0	2
Lumeah		0	0	0	0	0	0	0	2	0	0	0	0	2
Mobrup		0	0	0	0	0	0	0	1	1	0	0	0	2
Muradup		0	0	0	0	0	1	1	0	0	2	0	0	4
Orchid Valley		0	0	0	0	0	0	0	0	0	0	0	0	0
Qualeup		0	0	0	0	0	0	0	1	1	0	0	0	2
Ryans Brook		0	0	0	0	0	0	0	0	0	0	0	0	0
Total		0	0	0	0	2	6	2	8	2	4	0	1	25

Fires for Fire Brigades 2021 - 2022														
Brigade		**July**	**August**	**Sept**	**Oct**	**Nov**	**Dec**	**Jan**	**Feb**	**Mar**	**April**	**May**	**June**	**Total**
Boilup		0	0	0	0	0	0	0	0	0	0	0	0	0
Boscabel		0	0	0	0	0	0	2	1	0	0	0	0	3
Changerup		0	0	0	0	1	0	0	0	2	1	0	0	4
Cherry Tree Pool		0	0	0	0	0	0	0	0	1	0	0	0	1
Jingalup		0	0	0	0	1	2	2	1	3	0	1	0	10
Kojonup		0	0	0	0	0	1	0	1	0	1	0	0	3
Lumeah		0	0	0	0	0	0	0	0	0	0	0	0	0
Mobrup		0	0	0	0	0	0	0	0	0	1	0	0	1
Muradup		0	0	0	0	0	2	0	1	2	0	0	0	5
Orchid Valley		0	0	0	0	0	0	0	0	2	0	0	0	2
Qualeup		0	0	0	0	0	0	0	0	1	0	0	0	1
Ryans Brook		0	0	0	0	0	0	0	0	0	0	0	0	0
Total		0	0	0	0	2	5	4	4	11	3	1	0	30

Fires for 2020 - 2021 by Brigades														
Brigade		**July**	**August**	**Sept**	**Oct**	**Nov**	**Dec**	**Jan**	**Feb**	**Mar**	**April**	**May**	**June**	**Total**
Boilup														
Boscabel														
Changerup								1		2				3
Cherry Tree Pool					1			1			1			3
Jingalup							1	4						5
Kojonup								5		1				6
Lumeah							1	2						3
Mobrup											1			1
Muradup					2									2
Orchid Valley								1	1					2
Qualeup							1	1						2
Ryans Brook							1	1	1					3
Total					3		4	16	2	3	2			30

These reported fires provide a vital argument when the Shire requires extra funding or there is a need for extra resources to be allocated to this area. All fires need to be reported to DFES Communications Centre. This allows a record of incidents which can be utilised for resource allocation.

11 GENERAL ITEMS

11.1 CESM – Shane Harris

- Discuss Shire of Kojonup Volunteer BFB's Induction

COMMITTEE DECISION

The Committee recommends to Council to adopt the Induction document as amended and presented at this meeting.

Moved: Digby Stretch, Second: Nick Trethowan **Carried 10/0**

- Discuss the Shire of Kojonup Farmer Response SOP and make amendments according to Bush Fire Advisory Committee advice.

COMMITTEE DECISION

The Committee recommends to Council to adopt the Shire of Kojonup Farmer Response SOP as amended and presented at this meeting.

Moved: Digby Stretch, Second: Tony Fisher **Carried 10/0**

- Vertex handheld radio's need replacing in certain brigades.
- Wagyl Kaip – employed a new staff member that will work closely with Shire on fire mitigation.

11.2 DFES – Derek Jones

- Notes attached

11.3 Shire of Kojonup – Executive Officer - Grant Thompson

- Focussing on the Bushfire mitigation around town to keep the town safe for the coming fire season.
- Thanks to Paul Webb for assisting especially with his fire truck.

11.4 Kojonup Volunteer Bushfire Brigade – Chief – Tony Fisher

- Up to date there has been 3-4 bush fires in the Shire, the one in Myrtle Benn had four starting points that is unknown how they started.
- Fire breaks prepared and done in Myrtle Benn, now there is tracks to utilise for fire trucks when needed. A big thanks to everyone involved.
- All fire sketches will be starting in the next week but three times a week.
- There was a radio operator meeting on Monday evening the 4th of November 2024.
- Brigades are ready for the start of fire season, there is quite a lot of bulk material on the ground.
- A conversation needs to take place regarding the road verges within the Shire.
- Reminder to all brigades was sent out to get their fire fighting units ready for the season.
- Question from Ned Radford: How the radio receival on the new Bush fire tower is taking place?

It's looking quite good, farmers has been using their hand held radios and no complaints.

11.5 Kojonup Volunteer Bush Fire Brigade – Digby Stretch

- Radio Operator meeting took place – a few queries arose from the meeting.
- Request for the Shire's water tanker to be available when needed. (Du-wayne confirmed that the Shire is preparing the water truck to assist).
- Western power has not cleared around standalone power units, there is no fire break regulations around these and should be looked at. Broomehill Tambellup shire has added a 5 – 10m fire break requirement. Solar Panels should also be added to fire bans.
- Recommendations to create a policy around these units that's going on the farms, it needs to give advice to the landholder. Maybe from a bushfire notice or town planning point of view.

COMMITTEE RECOMMENDATION
Committee recommends to Council to investigate to implement bushfire change to include requirements for standalone power systems.

Moved: Matthew Crabb, second: Ned Radford **Carried 10/0**

11.6 Kojonup Volunteer Fire and Rescue Service – Matthew Crabb

- Fire Seasonal Signs are up around town and changed accordingly
- Should investigate a better advertising mechanism to inform / advise town members about dates for slashing and fire breaks.
- Kojonup Katanning Road Standpipe locks needs to be changed, and keys issued
- Muradup Standpipe is slow, need to review the filling capacity.

12 OTHER ITEMS

- Recommendations to BFAC – Jingalup Brigade – November 2024
- These recommendations will be addressed at the next BFAC meeting
- Request to investigate into DPIRD weather stations
- Request from secretary to please make sure all incidents are reported over the radio and not just on Whatsapp.

13 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

14 LATE ITEMS

Nil

15 NEXT MEETING

5 February 2025

16 CLOSURE

There being no further business to discuss the Presiding Member thanked the members for their attendance and declared the meeting closed at 10:08 pm.

Confirmed as true and correct:

_____ _____

Chairperson Date

Jingalup Fire Brigade

November 2024 notes for BFAC

1. Change 3 day permits issued during restricted burning period to allow a maximum of 100ha per day to be burnt on the one permit, with normal permit restrictions applying for each area.

2. During the restricted burning period, timber heaps that are a minimum of 40 metres from a fire break can be burnt if a permit has been issued to burn stubble or pasture in the same paddock.

3. Review minimum requirements for water at permitted burns.

4. If a fire escapes from a permitted burn area, then a warning will be issued to the permit holder. If the same permit holder allows a second escape, then no further permits will be issued to them for that season.

5. Unless there are exceptional circumstances the prohibited burning period should finish at or near the advertised date. Let the fire danger rating do its job.

6. Recommend that a fast fill pump is set up and available for use for permitted fires.

7. Shire to investigate installing more monitored weather stations through DPIRD.

8. Recommend that large timber heaps not be lit after the 31st of August.

FARMER RESPONSE
STANDARD OPERATING PROCEDURES

Kojonup

One community, many choices

ADMINISTRATION

OBJECTIVES AND VALUES

Objectives

The Shire of Kojonup Volunteer Bush Fire Brigades and the Shire of Kojonup shall undertake the following objectives:

- Provide timely and effective emergency service,
- Work with the community to increase bush fire awareness and fire prevention,
- Ensure that active Brigade members training requirements meet the Shire's minimum training standard,
- Ensure all operational equipment is serviceable and available for emergencies,
- Provide an environment where every individual is treated with respect,
- Work cohesively with other agencies,
- Report to Council on matters through the Shire of Kojonup Bush Fire Advisory Committee.

Principles

Members are to always adopt the following principles when representing the Bush Fire Brigades of the Shire of Kojonup.

These principles shall include:

- Put the community first,
- Act with integrity and honesty,
- Work together as a committed team,
- Strive to keep ourselves and others safe,
- Respect and value the contribution of others,
- Have open and honest two-way communication
- Develop our skills to service the community.

MEMBERSHIP

New Membership Application

- A new member is to complete an Emergency Services Volunteer Membership Application Form and accept the Shire of Kojonup conditions for membership.
- The Application must be endorsed by the Shire of Kojonup and DFES.
- Complete the Shire of Kojonup's Volunteer Induction

Conditions of Membership

The Conditions of Membership shall refer to:

- Active Firefighters
- Auxiliary Members

It is mandatory that all Volunteer Bush Fire members and Farmer Response Volunteers complete the ***Rural Fire Awareness*** course prior to the commencement of any active fire fighter duties.

All registered volunteers are encouraged to increase their skills at every available opportunity. This can be through DFES training courses, Local Government training or by the Brigade Captains or Fire control officers.

Members must comply with the legislative requirements of:

- Bush Fires Act 1954 and Bush Fires Regulations 1954,
- Work Health and Safety Act 2020,
- Fire and Emergency Services Act 1998,
- Emergency Management Act 2005,
- Equal Opportunity Act 1984, and
- The established guidelines of the Volunteer Bush Fire Brigade,
- Shire of Kojonup Bush Fire Administration Procedures and Standard Operating Procedures.

Induction

All new members shall be provided with a formal induction. New members will be:

- Introduced to Brigade members and familiarised with fast fill trailer units,
- Instructed about any safety requirements,

Change of Details

The Shire of Kojonup and Department of Fire and Emergency Services are to be notified of any change of personal details by completing an Emergency Services Volunteer Application Form or Volunteer Bushfire Brigade Update of Membership Form and forwarding it to the Shire of Kojonup.

Driver's Licence

All drivers of vehicles are required to hold a current Western Australian driver's license for the class of vehicle that is to be driven

Driving Requirements for Offroad Use

- Vehicle is to always operate in 4X4 when driving off road on the fire ground.
- Hubs on vehicles with freewheeling hubs are to be locked in.
- Speed is to be minimised to ensure safety of occupants.

General

- Fire Fighters must always, drive with due care and attention and continue to show consideration to other road users.
- Any vehicle used for firefighting purposes must be fully registered, have the appropriate insurance policies and be roadworthy as per the Department of transport WA regulations
- Drivers holding "P" Plates are not to drive to or at emergency/incidents.

STANDARD OPERATING PROCEDURES

INTRODUCTION

These Standard Operating Procedures (SOPs) are a set of Procedures, Standards and Guidelines approved by Council for the safe and efficient operation of Brigades and Personnel at Emergency Incidents.

These Procedures for Bush Fire Brigades and Operations are a living document that may, from time to time, require updating and additions. Input from Brigade members is welcome. Should a Brigade member feel that an SOP is unworkable, not practical or needs amendments or additions they should raise the matter at their local Brigade Meeting. If the Meeting agrees then it should be forwarded to the Bush Fire Advisory Committee. The Bush Fire Advisory Committee will discuss the matter and make a Recommendation to Council that the SOP be added or amended.

FARMER RESPONSE STANDARD OPERATING PROCEDURES

Personal safety is paramount, don't put yourself or others in danger by taking actions beyond your capabilities

SOP.1 FARMER RESPONSE VEHICLES ON THE FIRE GROUND

Introduction

The primary response to bushfires in the Shire of Kojonup is Farmer Response; farmer response units generally consist of a 4WD vehicles and trucks. It is important for all vehicles to be recognised and logged as being present on or having left the fire ground for insurance purposes.

Procedure

- Inform your FCO or Zulu that you will be attending the fire, preferably via WhatsApp.
- You must have a driver's license and obey road rules.
- Use 4WD, headlights and rotating beacon whilst on the fire ground.
- Inform the Incident Controller when leaving the fire ground, unless you have been stood down.

SOP.2 PERSONNEL PROTECTIVE CLOTHING & EQUIPMENT

Standard of dress for all Fire Fighting Personnel

Personnel turning up to fires without the minimum requirement will be advised to dress properly or asked to leave the fire ground.

Recommended Standard for Bush Fire Fighting

- Approved Coveralls (one or two piece), helmet, gloves and goggles (as supplied by the Shire of Kojonup).

Equivalent Standard

- Cotton or woolen long trousers, cotton or woolen long sleeve shirt, and safety boots and leather gloves.

SOP.3 ALCOHOL AND DRUG CONSUMPTION

Procedure

- Bush Fire Brigade personnel shall **NOT** respond to an incident or participate in any Bush Fire operation or activity if alcohol or drugs have been consumed in quantities that contravene any written Law or Policy.
- Alcohol or drugs shall **NOT** be consumed by personnel whilst undertaking any task or function associated with incident response, suppression or recovery phases.

SOP.4 INCIDENT NOTIFICATION PROCEDURES

Incident Controller

- The senior officer on the first arriving unit at the fire assumes the role as Incident Controller until relieved by a more senior officer at the scene.
- The Incident Controller will within 15 minutes of arrival, provide a verbal Situation Report to Zulus detailing the situation and whether further resources are required.
- The Incident Controller will remain in contact with Zulus for duration of incident reporting on the situation as regularly as is reasonably possible.
- If the situation escalates then the Incident Controller will be nominated by the respective Hazard Management Agency

SOP.5 SMOKE AFFECTED ROADS

Procedure

- Do not attempt to work in smoke reduced visibility until you are sure the vehicle flow has been cut off.
- The Incident Controller will request Police to provide traffic control at the earliest possible time.
- Fire appliances **must** have all warning/hazard lights on, and headlights dipped when working in a visibility reduced hazard.
- Farmer Response vehicles **must** have headlights dipped and beacons flashing (where fitted).

SOP.6 ELECTRICAL HAZARDS

Procedure: Power lines/pole top fires

- The Incident Controller is to request attendance of Western Power through the Zulus and brief all incoming crews of the possibility of live power being present at an incident.
- Where wires are in contact with the ground, treat them as being live and maintain a 10m safe distance.
- Locate wire ends to ensure electricity is not being transferred through a conductor e.g. metal, water
- All personnel are to avoid direct or water contact with wires and infrastructure until it has been confirmed the power is off.
- Electricity should always be disconnected:
    - When the situation is unknown.
    - At any time that water is to be applied within a structure.
    - At any time that firefighters are at risk.

SOP.7 VEHICLE and STRUCTURE FIRES OUTSIDE OF GAZETTED TOWN SITE

Introduction

Farmer Response Volunteers are often the primary turnout to vehicle and structure fires that occur outside of the gazetted town site of Kojonup. The Shire of Kojonup Farmer Response Volunteers are not trained, nor do they have breathing apparatus to use in these situations.

Procedure

- If it is a vehicle or structure fire incident, the Incident Controller should advise that the Kojonup VFRS is required to attend.
- The Incident Controller may request that Police attend for traffic control if required.
- Maintain a safe distance and wear full PPE due to the unpredictable nature of vehicle and structure fires.
- Once other brigade units arrive, they should be parked up wind or out of the toxic smoke.
- Beacons and head lights shall be 'on' to warn approaching motorists.
- The incident controller shall safely conduct a scene size-up to determine if any persons may be trapped or in danger.
- Firefighting should **ONLY** be defensive, meaning to protect any other assets or preventing the fire spreading.

SOP.8 BACK-BURNING DURING BUSHFIRE INCIDENTS

Introduction

In the right circumstances back-burning can be an effective technique to stop the spread of bushfires or protect assets during emergency situations and as part of the mop-up operation. Back-burning must be done under correct conditions and carried out by experienced personnel on the fire ground. Back burning can create dangerous fire behaviour or increase the size of the current fire.

Procedure

- All types of fire suppression must be explored to suppress the fire before conducting a back burn
- A risk assessment shall be considered prior to the all-clear given for any back burn to be conducted
- Weather readings should be taken prior to any back burn being conducted
- **ONLY** the incident controller can give permission to carry out this task
- The incident controller shall record the proceedings of the back burn.

SOP.9 ACCIDENT REPORTING

Procedure

- All accidents on an operational fire ground must be reported to the Officer in Charge

SOP.10 FIRST AID

Procedure

- All volunteer fire fighters are encouraged to complete the St John First Applied Aid Course, First Aid courses are run and paid for by the shire and DFES and members are encouraged to apply for these courses.
- The Incident controller may request a St John Ambulance Post at any time.

ENDORSEMENTS

Endorsed by BFAC:

BFAC Chair: _____

Signature: _____ Date: _____

Endorsed by Council:

Motion Number: _____ Date: _____

Shire President: _____

Signature: _____Date: _____

AMENDMENT RECORD

NO.	DATE	AMENDMENT DETAILS	AUTHOR
1	November 2022	Document First Initial Write	Kevin Bransby
2	April 2024	Review and edit	Shane Harris
3	September 2024	Review and edit	Shane Harris
4			
5			
6			
7			
8			
9			
10			

ACRONYMS

Acronym	Definition
BoM	Bureau of Meteorology
CBFCO	Chief Bush Fire Control Officer
CEO	Chief Executive Officer
CESM	Community Emergency Services Manager
COMCEN	Communications Centre (DFES)
DBCA	Department of Biodiversity, Conservation & Attractions
DCBFCO	Deputy Chief Bush Fire Control Officer
DFES	Department of Fire & Emergency Services
FCO	Fire Control Officer
IC	Incident Controller
WAERN	Western Australian Emergency Radio Network

WHS Induction and Orientation – Bushfire Brigade Volunteers

Name of Inductee:		Position:	
Name of Inductor:		Date of Induction:	

Ref #	Topic	Requirements	Yes	No	N/A	Your Initials to say that you understand the requirement.
1	Occupational Health and Safety - Shire Code of Conduct and Bushfire Guidelines / SOPs. Shire Structure	The Shire of Kojonup is committed to complying with WHS legislation to provide a safe and healthy work environment for all employees, contractors, and volunteers. Safety is a shared responsibility with its success dependent on the cooperation and contribution of everyone involved in Shire activities. All concerns are to be reported to the Chief Bushfire Control Office, (CBFCO), Bushfire Control Officer (BFCO)Community Emergency Services Manager (CESM), Bushfire Control Officers (BFCO), or Chief Executive Officer (CEO).				
2	Personal Protective Equipment and Clothing	Working on the fire ground there is a minimum requirement. These are listed in your Shire Guidelines/ SOPs. Bushfire Volunteers are urged to take care of the PPE provided and must be wearing PPE when attending incidents. Refer - Guidelines / SOP for further information.				

3	Basic Induction on a DFES / Shire Appliance	Volunteers are expected to familiarize themselves with the Shires / DFES appliance before use. Please contact the FCO/Captain of the brigade to run you through the familiarization. Volunteers using their own equipment on the fire ground must ensure they follow road traffic legislation at all times. If equipment is considered not appropriate for the task the Incident Controller can request that it be removed.				
4	Standpipes / Fast Fill Trailers	Standpipes and Fast Fill Trailers are utilized to access water for fire suppression. Through your Brigades FCO/ Captain to make yourselves familiar on how this equipment works. If you come across any issues when using this equipment notify your FCO/Capt.				
5	Medical / Wellness	Volunteers are required to be physically able to carry out the task to them on the fire ground and manage their own fatigue levels and competencies through continual self-assessment. Volunteers shall advise the CBFCO, FCO / Capt or CESM immediately of any impairment to their ability to work safely. Refer - Guidelines /SOP for further information.				
6	Communications	A number of communication channels are utilized on and off the fire ground. Make yourself familiar with the procedure. Refer – Guidelines/SOP for further information				

7	Training	An appropriate level of training and competency is required to carry out tasks safely. It is the responsibility of the volunteer to ensure they are working within their scope of				
		competency and capability. If in doubt or unsure advice your CBFCO, FCO/ Capt or CESM immediately. Refer – Guidelines / SOPs for further information.				

Handouts supplied to inductees should include Shires Code of Conduct and Bushfire Guidelines / SOPs Documents.

As the inductee, your signature below acknowledges that you have read, understood and will follow the information provided in WHS induction and orientation for Bushfire Volunteers. Prior to undertaking any work for the Local Government, you will clarify any queries you have in relation to the information provided either to the CBFCO, FCO or CESM.

Inductee comments / concerns / issues?	
Signature of Inductee:	
Date	
Signature and Date of Inductor:	

BFAC – Kojonup 6th November 2024

1. **Off Season Update**
   Preparations well under-way
   Regional exercise – late August
   Offering small bushfire exercises to LGs if they wanted a 'refresher' and/or opportunity to test ICC
   Staff to Canada.
   Northern fire season starting.
   No clear picture of expectations for the upcoming fire season.
   Nothing yet from Esperance fatality – don't relax, take all steps to ensure you and colleagues are safe.
   Interestingly some shires are moving away from trailers and people on back of utes w/o handrails.
   Katanning Ag Station – reporting soil moisture level extremely low. Lowest for last five years.
   Regional Asset Process – Requires incidents being called in.

2. **PAFTACS**
   Back to CBFCO and/or onto Comcen
   Gives excellent overview to region of situation.

3. **Alerts and Warnings – Focus Area 1**
   State Strategic Priority – All Hazards, inc Fire
   AWS update – now nationally & hazard consistent.
   Push notification facility via app planned to be in place for fire season.
   Needs a warning map to be effective.
   Online training available.
   Emergency warning – now require use of telephone warning system

4. **Air Assets – Focus Area 2**
   Importance of air assets.
   Fixed wing – do not overlook LAT and helicopter support when required.
   Region held an evening discussion forum planned for Oct 10th.

5. **Machinery Use**
   LG to expend funds initially.
   Must have prior approval prior to engagement

6. **Mitigation Works Update**

Derek Jones – DFES

1st November 2024

SHIRE OF KOJONUP

Kojonup Historical, Tourism & Cultural Committee

Minutes

12 November 2024

UNCONFIRMED

TERMS OF REFERENCE

- **KOJONUP HISTORICAL, TOURISM & CULTURAL COMMITTEE**

Established under Section 5.8 of the *Local Government Act 1995* to advise Council on Historical, Cultural and Tourism matters and projects related to improving the Historical, Cultural and Tourism assets that the Shire owns or is custodian.

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

This committee may advise Council on:

- the collection, classification and preservation of records and other items relating to the history and culture of the Kojonup District and its people.
- the strategy and future of the Military Barracks and Elverd's Cottage noting they are important historical buildings of Western Australia.
- promotions and campaigns related to historical assets.
- Public access for research purposes.

Roles of the Committee Members:

- To volunteer and encourage other community volunteers to support the Council in its events and activities related to the historical assets;
- To cooperate with the Shire on transferring knowledge and supporting capability to manage the historical, cultural and tourism assets.

Membership

- Three (3) Community Representatives as selected and endorsed by Council

1 Councillor
1 Delegate Proxy
Supporting Team Members:

- Manager Kodja Place, Tourism and Marketing
- Chief Executive Officer or delegated nominee
- Governance and Rates Officer
- Senior Library Officer

Meetings

Meetings to be held a minimum of half yearly.

UNCONFIRMED

KOJONUP HISTORICAL, TOURISM & CULTURAL COMMITTEE

MINUTES

1. DECLARATION OF OPENING

The Chairperson declared the meeting open at 9.03am.

2. ATTENDANCE & APOLOGIES

Members

Cr Cindy Wieringa	Member (Chairperson)
Cr Kerryn Mickle	Member
Barbara Hobbs	Community Member
Ronice Blair	Community Member
Andrew Chandler	Community Member

Staff (Observers)

Grant Thompson	Chief Executive Officer (CEO)
Jill Watkin	Manager Kodja Place, Tourism and Marketing
Tonya Pearce	Governance and Rates Officer
Lorreen Greeuw	Senior Library Officer
Dwayne Lottering	Property Services Manager

Apologies

3. CONFIRMATION OF MINUTES

Kojonup Historical, Tourism and Cultural Committee Meeting held 13 August 2024 (attachment 4.1)

OFFICER RECOMMENDATION/COMMITTEE DECISION

Moved R Blair Seconded B Hobbs

That the minutes of the Kojonup Historical, Tourism and Cultural Committee Meeting held on 13 August 2024 be confirmed as a true and accurate record.

CARRIED 5/0

For: Cr Wieringa, Cr Mickle, B Hobbs, R Blair, A Chandler

UNCONFIRMED

4. BUSINESS ARISING

COMMITTEE RECOMMENDATION

Moved R Blair Seconded A Chandler

That the Kojonup Historical Tourism Cultural Committee recommends to Council that it create a reserve fund to receive $40,000 from the Kodja Place Community Fund Inc. (KPCFI), as a result of the KPCFI winding up:

a) $20,000 be allocated to leveraging future grants for Kodja Place; and,
b) $20,000 to be used for capital expenditure at the Kodja Place to maintain current storytelling assets as required.

CARRIED 5/0

For: Cr Wieringa, Cr Mickle, B Hobbs, R Blair, A Chandler

UNCONFIRMED

5. STATUS REPORT

Date	Item # & Title	Issue	Response	Status	
05/03/2024	2.1 Procedure for accessioning and accessing items 2.2 – Moving to Collections WA, integrating Kojonup Historical Society databases	Large task	Barbara Hobbs and Ronice Blair to follow up on the transfer of KP data	Ongoing	Barbara & Ronice
05/03/2024	Combined Stories (Wadjela and Noongar) at Kodja Place	Item to discuss	New screens	Ongoing – Looking to complete by Jan/Feb	Jill
05/03/2024	2.3 – Estimating importance of objects and photographs	Consider creating a small group to undertake this process	Barbara Hobbs and Ronice Blair to consider the process for prioritization of artefacts before next meeting	Ongoing	Barbara, Ronice & interested others
05/03/2024	3.2 - Elverd's Cottage masonry maintenance	Availability of mason	Cr Wieringa to pass on contact details of a contractor	Pending	Dwayne Lottering
05/03/2024	4.2 – Old Town Walk signage	Removal will need budgeting for	Jill Watkin Progressing with OGS	Ongoing	Dwayne Lottering
05/03/2024	4.4 - Tours for the public, historical sites, cultural tours, etc.	Item to discuss	Jill Watkin progressing as part of general marketing plan	Ongoing	
05/03/2024	4.5 – Integration of historic precinct into Kodja Place orbit	Item to discuss		Complete	
13/08/2024	Historical and Flora & Fauna brochures to be integrated	Currently nil procedure	Bring to next meeting	Pending	Jill
12/11/2024	List of Projects		Bring to next meeting	Pending	Jill/Barbara

UNCONFIRMED

6. GENERAL BUSINESS

Item	Response/Action
Draft Plan Attachment 6.1	• Roles and Responsibilities • Identified Priorities • Elverd Cottage • The Barracks – Dwayne to investigate the cost of putting a security gate at rear of the Barracks • The old Post Office • Memorial Hall • Marleyup School – the Committee is keen to start setting up exhibitions in this area.
Discussions	• Memorial Hall – quotes for fixing roof and pigeon removal received. • Future use of the old Post Office – Not currently available for use.

7. OTHER ITEMS FOR DISCUSSION OR FURTHER RESEARCH

Procedures to explain the Historical Society and the Kodja Place computers with MOSAIC.

Currently have two (2) support systems for MOSAIC, due to the Historical Society dissolving into the Kodja Place, only one (1) support system required. A process and decision is required to consolidate the systems with any ongoing costs to be budgeted. A review of Mosaic and Museums WA is required to determine the most effective way to utilize these two systems.

Jill Watkin has been discussing a permanent display of Bella Kelly and Noongar art, throughout the Kodja Place on a permanent basis. Further research to follow and bring to the next meeting.

Two (2) very successful exhibitions this year at the Kodja Place. Potential to do a photography exhibition next year.

There have been comments from the public and visitors in regard to the cleanliness and hygiene of the Kodja Place. Potential to call for a volunteer day to help with a clean-up.

Memorial Hall 100 year anniversary is in November 2025. Commence discussing ideas on how to celebrate this event. Could involve the Theatrical Society. Andy Chandler to liaise with the Society.

Key for the Marleyup School has been misplace and needs to be found.

8. NEXT MEETING

The next meeting of the Kojonup Historical, Tourism and Cultural Committee is scheduled to be held 4 March 2024.

UNCONFIRMED

9. CLOSURE

There being no further business to discuss, the Chairperson thanked members for their attendance and declared the meeting closed at 11.00am.

ATTACHMENTS (SEPARATE)

4.1 – Unconfirmed minutes of a Kojonup Historical, Tourism and Cultural Committee Meeting held 13 August 2024

6.1 – Draft Plan

UNCONFIRMED

SHIRE OF KOJONUP

UNCONFIRMED

Kojonup Natural Resource Management (NRM) Advisory Committee

NRMAC - 11

MINUTES

14 November 2024

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UNCONFIRMED

MINUTES

1 DECLARATION OF OPENING AND ANNOUNCEMENT OF GUESTS

The meeting was declared open at 5.00pm.

2 ATTENDANCE & APOLOGIES

MEMBERS

Roger Bilney	Shire President
Alan Egerton-Warburton	Councillor
Kath Mathwin	Community Representative
Adele Scarfone	Community Representative

STAFF (OBSERVERS)

Grant Thompson	Chief Executive Officer
Dwayne Lottering	Property Services and Natural Resource Management
Eloise Brown	Property Services Team Leader
Tonya Pearce	Governance and Rates Officer

APOLOGIES

Prue Batchelor	Community Representative

3 CONFIRMATION OF MINUTES

KOJONUP NATURAL RESOURCE MANAGEMENT ADVISORY COMMITTEE MEETING – 30 AUGUST 2024. Attachment 3.1

OFFICER RECOMMENDATION/COMMITTEE DECISION

NRM2/24 Moved K Mathwin Seconded A Scarfone

That the minutes of the Kojonup Natural Resource Management Advisory Committee meeting held 30 August 2024 be confirmed as a true record.

CARRIED 4/0

For: Cr Bilney, Cr Egerton-Warburton, K Mathwin, A Scarfone

UNCONFIRMED

4 GENERAL BUSINESS

Item	Response/Action	
Strategic Discussion	Reflect on Previous Strategic Discussion Form and finalise Strategic Initiatives and Priorities for the NRM committee in 2025	CEO to facilitate planning session for NRM strategy and plans. At this meeting the CEO reflected on the previous strategic discussion, presented the mission and purpose based on the Committees input. Strategic issues verified. Initiatives workshopped at this meeting with the Committee. An action plan will be developed from this meeting to be presented to the Committee. Refer to notes for detail – attachment 4.1.

5 OTHER ITEMS FOR DISCUSSION OR FUTHER RESEARCH

Great Southern Climate Alliance Update – Shire of Kent, Woodanilling, Katanning, Broomehill-Tambellup, Jerramungup, Gnowangerup, Katanning and Kojonup have come together as the Great Southern Climate Alliance.

Myrtle Benn Reserve – risk assessment for bushland, Shire of Kojonup has many assets, deemed extreme risk identified in the Bushfire Risk Mitigation Plan. The Shire of Kojonup is an overall extreme risk from a bushfire perspective. Mitigation has not been undertaken within the Shire over multiple years.

Fuel load and no mitigation could mean a hot, out of control burn putting the town at risk. Council confirmed the need to act on mitigation.

Discussed with DFES and came up with a plan to mitigate the risk. Local fire brigades were involved in the decisions and mitigation. Discussed with Wagyl Kaip.

Discussion has been had to try to stop vehicles from going in there, put gates in place and only allowing walking tracks is the best control. Needs further discussion.

UNCONFIRMED

A suggestion to support Clean Up Australia Day, place information in the Koji News.

Invite Southern Dirt to have a meeting with the Committee to collaborate ideas and assist the NRM Committee.

Invite Shane Harris to the next meeting, to discuss the ongoing works at Myrtle Benn Reserve and any future works to be done at Farrar Reserve and at the Show Grounds.

6 FINANCIAL REPORT

Reserves Update – No changes to reserve funding.

7 STATUS REPORTS

To be created from initiatives planning

8 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

9 NEXT MEETING

The next meeting of the Kojonup Natural Resource Management Advisory Committee is to be held 20 February 2025 at 5.00pm.

10 CLOSURE

There being no further business, the Presiding Member thanked the members for their attendance and declared the meeting closed at 6.37pm.

UNCONFIRMED

11 ATTACHMENTS (SEPARATE)

3.1 Unconfirmed Kojonup NRM Advisory Committee Meeting – 30 August 2024

4.1 NRM Purpose Planning Session November 2024

UNCONFIRMED