



SHIRE OF KOJONUP

AGENDA

Ordinary Council Meeting

20 May 2025

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, 20 May 2025 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

16 May 2025

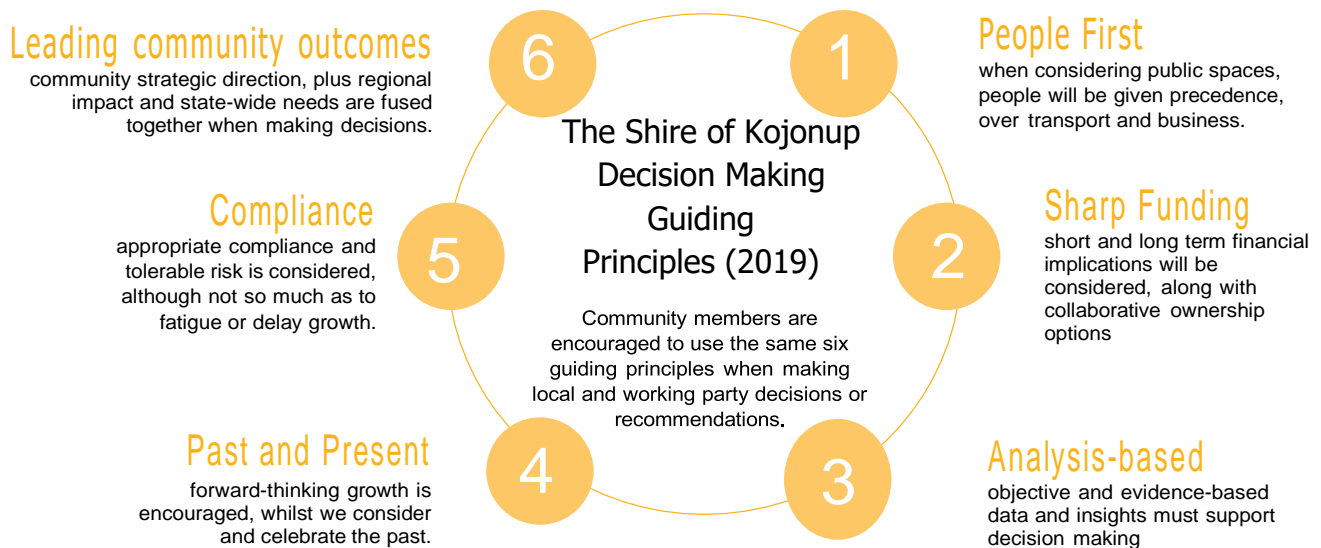
AGENDA FOR AN ORDINARY COUNCIL MEETING TO BE HELD ON 20 MAY 2025

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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	

STAFF

Grant Thompson	Chief Executive Officer
Tonya Pearce	Governance and Rates Officer

3.1 APOLOGIES

3.2 APPROVED LEAVE OF ABSENCE

Cr Webb

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 29 APRIL 2025

Unconfirmed Minutes of an Ordinary Council Meeting held 29 April 2025 are at [attachment 6.1.1.](#)

OFFICER RECOMMENDATION

That the Minutes of an Ordinary Council Meeting held 29 April 2025 be confirmed as a true record.

7 PRESENTATIONS

7.1 PETITIONS

7.2 PRESENTATIONS

7.3 DEPUTATIONS

7.4 DELEGATES' REPORTS

8 METHOD OF DEALING WITH AGENDA BUSINESS

9

REPORTS**9.1 KEY PILLAR ‘LIFESTYLE’ REPORTS****9.1.1 HALL AND PRIOR PROPERTY LEASE AGREEMENT AND RESIDENTIAL AGREEMENTS
REASSIGNMENT REQUEST – SPRINGHAVEN FRAIL AGED LODGE**

AUTHOR	Grant Thompson – Chief Executive Officer
DATE	Tuesday, 13 May 2025
FILE NO	CP.LEA.1
ATTACHMENT(S)	<p>9.1.1.1 - 3445-2193-5673-v2 - Deed of Assignment of Lease - 8A Newton Street Lease</p> <p>9.1.1.2 - 3448-9241-7593-v2 - Deed of Assignment of Lease - 15 Barracks Place (002)</p> <p>9.1.1.3 - 3458-3259-0649-v3 - Deed of Assignment of Lease - 8B Newton Street Lease (002)</p> <p>9.1.1.4 - 3469-4231-1993-v3 - Deed of Assignment of Lease - 12B Elverd Street</p> <p>9.1.1.5 - Notice of Lease Assignment_Springhaven_110425</p> <p>9.1.1.6 - (UNDER SEPARATE COVER) Springhaven - FFAC accounts</p>

‘PLACEMAKING’ STRATEGIC COMMUNITY PLAN JULY 2023 TO JUNE 2033

To be “The Cultural Experience Centre of the Great Southern”

STRATEGIC/CORPORATE IMPLICATIONS

Key Pillar	Community Outcomes	Corporate Actions
Lifestyle	1. Diverse Accommodation Options	1.3 Future-proof aged care

DECLARATION OF INTEREST

Nil

SUMMARY

The purpose of this report is to consider a notice of lease assignment for Springhaven, **attachment 9.1.1.5**, from Hall & Prior to reassign the Springhaven Property Lease and Residential Tenancy Agreements from Fresh Fields Management (NSW) No 2 Pty Ltd (FFM) to Fresh Fields Aged Care Pty Ltd (FFAC).

BACKGROUND

At its March 2023 Ordinary Council meeting, in a confidential session, the Council resolved as follows:

59/24 Moved Cr Egerton-Warburton Seconded Cr Webb

That Council ratifies the Execution of Heads of Agreement with Hall and Prior (Fresh Fields Management (NSW) No. 2 Pty Ltd (ABN 35 624 674 380)) and retrospectively authorises the Chief Executive Officer to execute the agreement, as presented.

In October 2024 the transition of Springhaven from the Shire to a Hall & Prior (H&P) company, Fresh Fields Management (NSW) No 2 Pty Ltd (FFM), concluded. The seamless Business Sale Transaction took place on the 14 October 2024 with the RAD bonds and all other obligations related to Team Member leave accruals being transferred to Hall & Prior.

COMMENT

Hall & Prior (H&P) wrote to Council recently requesting that it consider a reassignment of the lease and tenancy agreements due to an internal corporate structural change with the aim to streamline its structure.

The attached, [9.1.1.1](#), [9.1.1.2](#), [9.1.1.3](#), [9.1.1.4](#), Property Lease and Residential Lease agreements (Agreements) are the outputs from the discussions with Hall and Prior, aligned to the reassignment.

This report is seeking the approval from Council to reply to H&P and note the reassignment of the Springhaven Property Lease and Residential Tenancy Agreements from Fresh Fields Management (NSW) No 2 Pty Ltd (FFM) to Fresh Fields Aged Care Pty Ltd (FFAC).

Proposed Transaction:

- FFM proposes transferring and assigning the Aged Care Business (Springhaven Frail Aged Lodge) Lease and the Residential Tenancy Leases to Fresh Fields Aged Care Pty Ltd (FFAC) as part of its current group restructure.
- The proposed transfer date is no later than 30 June 2025.
- FFAC is a well-established wholly owned approved provider entity within the Hall & Prior Group holding a number of assets in its own name.
- The restructure is driven largely by a desire on the part of the H&P Group directors to simplify and streamline the Group structure.
- The restructure will not result in a change in control of either FFM or FFAC within the Hall & Prior Group.

Under the Lease, the consent of the Lessor is not required to transfer the Lease to a Related Person, subject to the lessee not being in default and the assignee signing a Landgate transfer form to give effect to the assignment. The Lessor also needs to be given reasonable prior notice of the assignment. H&P have fulfilled this clause.

In addition, FFM can obtain an absolute release under the Lease on the assignment occurring, provided that FFM can demonstrate to the reasonable satisfaction of the Lessor that the assignee has the ability to meet the financial obligations under the Lease and to carry on the Permitted Use from the premises, and the requirements of clause 12.5(d) of the Lease are complied with by the assignee.

- FFAC is a Related Person of FFM, as defined in the Lease, and meets the above tests.
- Attached is also a simplified Hall & Prior corporate structure diagram, which shows the relationship of FFM and FFAC to each other within the Group
- Clause 12.1 of the Lease does not apply as the proposed assignment will occur under clause 12.5 of the Lease.
- Under a separate cover is [attachment 9.1.1.6](#), the FFAC financials.

In the authors opinion is the re-assignment is not detrimental to the agreement, nor the relationship with the Shire, and the arrangement continues to meet the key objectives of the transaction. Hall & Prior are meeting their lease obligations.

Please note the Audit, Risk & Improvement Committee (ARIC) and the Kojonup Ageing in Place Committee (KAIP) have recommended Council approve the reassignment.

For Council consideration.

CONSULTATION

Briefing Session

Audit, Risk & Improvement Committee (ARIC)

STATUTORY REQUIREMENTS

Local Government Act 1995

Aged Care Act 2024

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

RISK MANAGEMENT IMPLICATIONS

RISK MANAGEMENT FRAMEWORK			
Risk Profile	Risk Description/Cause	Key Control	Current Action
15. Supplier - Contracts	Inadequate management of external Suppliers, Contractors, IT Vendors or Consultants engaged for core operations. Inadequate contract management practices	Contract Management Documented authorisation and approvals process for contracts	Nil
Risk rating – <i>Adequate</i>			
IMPLICATIONS			
Lack of contract management can cause value to be diminished and/or errors and omissions to occur.			

ASSET MANAGEMENT IMPLICATIONS

Nil

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

That Council:

1. Notes and approves the reassignment of the Property Lease Agreement and the three (3) Residential Agreements, as presented, from Hall and Prior Fresh Fields Management (NSW) No. 2 Pty Ltd (ABN 35 624 674 380) to Fresh Fields Aged Care Pty Ltd (ACN 063 959 759).
2. Delegates the management of the reassignment to the Shire Chief Executive Officer and when the CEO is satisfied the documentation is adequate, authorises the President and Chief Executive Officer to execute the Deed of Assignment and correspond with Hall & Prior to note support of the transfer of lease.

9.2 KEY PILLAR ‘ECONOMICS’ REPORTS

Nil

9.3 KEY PILLAR ‘VISITATION’ REPORTS

Nil

9.4 KEY PILLAR ‘PERFORMANCE’ REPORTS

9.4.1 FINANCIAL MANAGEMENT – MONTHLY STATEMENT OF FINANCIAL ACTIVITY (APRIL 2025)

AUTHOR	Jill Johnson – Manager Financial and Corporate Services
DATE	Tuesday, 13 May 2025
FILE NO	FM.FNR.2
ATTACHMENT(S)	9.4.1.1 – Monthly Financial Statements; 1 April 2025 to 30 April 2025

‘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 April 2025.

BACKGROUND

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

COMMENT

The attached Statement of Financial Activity for the period 1 April 2025 to 30 April 2025 represents ten (10) months, or 83% of the year.

The following items are worthy of noting:

- Closing surplus position of \$3,084,141.
- Capital expenditure achieved 49.2% of budgeted projects.
- Cash holdings of \$4,598m of which \$1,133m is held in cash backed reserve accounts and \$3,465 is unrestricted cash.
- Rates debtors outstanding equate to 7% 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 2.1.5 defines the content of the financial reports.

FINANCIAL IMPLICATIONS

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

RISK MANAGEMENT IMPLICATIONS

Nil

ASSET MANAGEMENT IMPLICATIONS

Nil

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

That the monthly financial statements for the period ending 30 April 2025, as attached, be noted.

9.4.2 MONTHLY PAYMENTS LISTING – APRIL 2025

AUTHOR	Rachael Egerton-Warburton – Finance Officer
DATE	Tuesday, 13 May 2025
FILE NO	FM.AUT.1
ATTACHMENT	9.4.2.1 - Monthly Payment Listing April 2025

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

DECLARATION OF INTEREST

Nil

SUMMARY

To receive the list of payments covering the month of April 2025.

BACKGROUND

Nil

COMMENT

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

Any comments or queries regarding the list of payments 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 2.1.1 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 April 2025		TO – 30 April 2025
Municipal Cheques	-	-
EFTs	35889-35606	\$813,334.69
Direct Debits		\$424,509.20
Total		\$1,237,843.89

be received.

9.4.3 FINANCIAL MANAGEMENT – RATES WRITE-OFFS

AUTHOR	Tonya Pearce – Governance and Rates Officer
DATE	Thursday, 17 April 2025
FILE NO	FM.POL.01
ATTACHMENT(S)	9.4.3.1 - Rate Write-offs

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

DECLARATION OF INTEREST

Nil

SUMMARY

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

BACKGROUND

Interest continues to accrue daily in the rate system.

COMMENT

An attachment of properties has been listed, for consideration.

CONSULTATION

Nil

STATUTORY REQUIREMENTS

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

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

RISK MANAGEMENT IMPLICATIONS

Nil

ASSET MANAGEMENT IMPLICATIONS

Nil

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

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

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

9.4.4 TERMINATION OF MEMORANDUM OF UNDERSTANDING (MOU) – BROOMEHILL REGIONAL ARCHIVE REPOSITORY

AUTHOR	Grant Thompson – Chief Executive Officer
ATE	Monday, 12 May 2025
FILE NO	GO.CNM.6
ATTACHMENT(S)	9.4.4.1 – Termination of Memorandum of Understanding (MOU) – Broomehill Regional Archive Repository

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

DECLARATION OF INTEREST

Nil

SUMMARY

Council to consider the termination of Memorandum of Understanding (MOU), for the Broomehill Regional Archive Repository.

BACKGROUND

On 1 July 2013, the shires of Broomehill-Tambellup, Kojonup, and Plantagenet entered a 21-year MOU and utilised funding made available through the State Governments Royalties for Regions Scheme to refurbish a portion of the former Shire of Broomehill Council Chambers and Administration building as a Regional Archive Storage Repository (Repository) for use by the parties subject to the MOU.

In subsequent years additional Local Governments have become a party to the MOU.

COMMENT

Broomehill Tambellup has written to the Local Governments involved in the repository, requesting the MOU be wound up and the MOU arrangements be terminated as at 30 June 2026.

An MOU is not a legally binding contract and is only as good as the goodwill of the participants and the requirement to have an MOU in place.

It is understood Broomehill requires the office space to be reclaimed for their own growth opportunities.

This agenda report is mainly for information but also to seek permission to abandon the MOU and authorize the CEO and President to sign attachment 9.4.4.1.

At this point it will be a self-fulfilling conclusion as the other Shires have agreed to dissolve the MOU.

The Author recommends signing of the agreement to dissolve the MOU and hand back the rights to the repository to Broomehill-Tambellup for their use.

The Grant funding has more than reached its statutory time limitations where all obligations to the Grantor have been fulfilled.

CONSULTATION

Chief Executive Officer

Shire of Broomehill-Tambellup

STATUTORY REQUIREMENTS

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

The Shire will be required to find an alternative solution and this may incur a capital cost yet to be determined.

RISK MANAGEMENT IMPLICATIONS

RISK MANAGEMENT FRAMEWORK			
Risk Profile	Risk Description/Cause	Key Control	Current Action
4. Document Management Process	Failure to adequately capture, store, archive, retrieve, provide or dispose of documentation	Document security (physical and electronic) Document Disaster Recovery Plan	Nil
Risk rating – <i>Adequate</i>			
IMPLICATIONS			
This item will now need to be placed on the risk register. Risk that Records may be destroyed through fire and other, or not properly maintained or not disposed of correctly. Solutions will be required to store the Shire of Kojonup's records. There will be a cost (TBD) involved in any future solution the Shire may approve.			

ASSET MANAGEMENT IMPLICATIONS

Nil

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

That Council:

1. Authorise the Chief Executive Officer and the Shire President to sign the letter of termination of the Memorandum of Understanding (MOU); and
2. Instruct the Chief Executive Officer to commence an investigation into alternative options for the Shire of Kojonup records repository requirements.

9.4.5 MINUTES OF AN AUDIT, RISK AND IMPROVEMENT COMMITTEE MEETING HELD 7 MAY 2025

AUTHOR	Tonya Pearce – Governance and Rates Officer
DATE	Monday, 12 May 2025
FILE NO	FM.AUD.3
ATTACHMENT(S)	9.4.5.1 - Unconfirmed minutes of an Audit, Risk and Improvement Committee Meeting held 7 May 2025

‘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, Risk and Improvement Committee meeting held 7 May 2025.

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.

The Local Government Amendment Act 2024, which advances a range of reforms to the Local Government Act 1995 and associated regulations, became law on 6 December 2024. This new legislation affects local government audit committees as follows:

1. A local government must establish a committee of its council to be called the Audit, Risk and Improvement Committee (ARIC). Audit committees to have an improved focus as 'audit, risk and improvement' that are independently chaired, with greater clarity on how council committees should operate.

COMMENT

This item is the Council receiving the minutes of its Audit, Risk and Improvement Committee meeting held 7 May 2025.

CONSULTATION

Nil

STATUTORY REQUIREMENTS

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

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

RISK MANAGEMENT IMPLICATIONS

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

ASSET MANAGEMENT IMPLICATIONS

Nil

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

That Council receive the unconfirmed minutes of an Audit and Risk Committee meeting held 7 May 2025.

COMMITTEE RECOMMENDATION

The Audit, Risk and Improvement Committee recommend to Council that the 2025 reserve appropriateness review consider creating a reserve fund specifically to be used for unplanned capital and maintenance expenditure on properties and assets.

COMMITTEE RECOMMENDATION

The Audit, Risk and Improvement Committee recommend to the Council that it undertakes a review of the leave provision reserve to specifically investigate the total funds required as a percentage of the total employee benefit liability and determine the funding amount required that adequately addresses the Shires fiduciary and regulatory obligations related to employee benefits and provisions.

COMMITTEE RECOMMENDATION

That the Audit, Risk and Improvement Committee recommends to Council it supports the request from Fresh Fields Management (NSM) No 2 Pty Ltd to reassign the 'Springhaven' lease and the Residential tenancy Leases to Fresh Fields Aged Care Pty Ltd, as part of its group re-structure to streamline its corporate entities.

COMMITTEE RECOMMENDATION

That the Audit, Risk and Improvement Committee recommend to Council that a separate land use policy is created for renewable energy to include Solar and Battery storage facilities.

9.4.6 BUSINESS CONTINUITY AND DISASTER RECOVERY PLAN – ANNUAL REVIEW

AUTHOR	Tonya Pearce – Governance and Rates Officer
DATE	Monday, 28 April 2025
FILE NO	CM.PLN.1; RM.POL.1
ATTACHMENT(S)	9.4.6.1 – Business Continuity and Disaster Recovery Plan (BCDRP) May 2025 (showing changes)

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

DECLARATION OF INTEREST

Nil

SUMMARY

To consider and recommend to Council the reviewed and updated Business Continuity and Disaster Recovery Plan.

BACKGROUND

The Council last reviewed its Business Continuity and Disaster Recovery Plan (Plan) in May 2024.

COMMENT

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

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

CONSULTATION

Chief Executive Officer

All Managers

Governance and Rates Officer

Audit, Risk and Improvement Committee

STATUTORY REQUIREMENTS

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

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

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

POLICY IMPLICATIONS

The Plan is completed in accordance with Council's Risk Management Policy 2.3.4.

FINANCIAL IMPLICATIONS

Nil

RISK MANAGEMENT IMPLICATIONS

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

ASSET MANAGEMENT IMPLICATIONS

Nil

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION /COMMITTEE RECOMMENDATION

That the updated Business Continuity and Disaster Recovery Plan May 2025, as presented, be adopted.

9.4.7 MINUTES OF A KOJONUP AGING IN PLACE COMMITTEE MEETING 8 MAY 2025

AUTHOR	Tonya Pearce – Governance and Rates Officer
DATE	Monday, 12 May 2025
FILE NO	GP.CNM.9
ATTACHMENT(S)	9.4.7.1 - Unconfirmed minutes of a Kojonup Aging in Place Committee Meeting held 8 May 2025

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

DECLARATION OF INTEREST

Nil

SUMMARY

The purpose of this report is to receive the unconfirmed minutes of a Kojonup Aging in Place Committee meeting held 8 May 2025.

BACKGROUND

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

COMMENT

This item is solely the Council receiving the minutes of its Kojonup Aging in Place Committee meeting held 8 May 2025.

CONSULTATION

Nil

STATUTORY REQUIREMENTS

Sections 5.22 and 5.25 of the *Local Government Act 1995*

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

RISK MANAGEMENT IMPLICATIONS

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

ASSET MANAGEMENT IMPLICATIONS

Nil

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

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

That Council receive the unconfirmed minutes of a Kojonup Aging in Place Committee meeting held 8 May 2025.

COMMITTEE RECOMMENDATION

That the Kojonup Aging in Place Committee recommend to Council to merge the Disability Access and Inclusion Committee with the Kojonup Aging in Place Committee.

COMMITTEE RECOMMENDATION

That the Kojonup Aging in Place Committee recommends the Council write a letter of support to Hall & Prior in its endeavour to request grant funding for renovations to the Springhaven facility.

COMMITTEE RECOMMENDATION

That the Kojonup Aging in Place Committee recommends to Council it supports the request from Fresh Fields Management (NSM) No 2 Pty Ltd to reassign the 'Springhaven' lease and the Residential tenancy Leases to Fresh Fields Aged Care Pty Ltd, as part of its group re-structure to streamline its corporate entities.

9.4.8 UPDATE TERMS OF REFERENCE – MERGER OF TWO COUNCIL COMMITTEES – KOJONUP AGEING IN PLACE COMMITTEE AND DISABILITY ACCESS AND INCLUSION COMMITTEE.

AUTHOR	Tonya Pearce – Governance and Rates Officer
ATE	Monday, 12 May 2025
FILE NO	GO.CNM.6
ATTACHMENT(S)	9.4.8.1 – Updated Terms of Reference for the merge of two committees

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

DECLARATION OF INTEREST

Nil

SUMMARY

Council to consider updated Terms of Reference (ToR) for its Kojonup Aging, Disability, Access, Inclusion and Medical Committee.

BACKGROUND

Council spoke about merging the Disability Access and Inclusion Committee with the Kojonup Aging in Place Committee at the 6 May 2025 Briefing Session.

The Kojonup Aging in Place Committee at their 8 May 2025 meeting, would like to recommend to Council at the 20 May 2025 Council Meeting:

“COMMITTEE RECOMMENDATION/DECISION

2KAIP/25 Moved C Ivey

Seconded J Mathwin

That the Kojonup Aging in Place Committee recommend to Council to merge the Disability Access and Inclusion Committee with the Kojonup Aging in Place Committee.

CARRIED 4/0

For: Cr Bilney, C Ivey, J Mathwin, K Broom”

Reason for the recommendation is the Disability Access and Inclusion Committee, does not have a quorum to continue holding meetings.

COMMENT

Attachment 9.4.8.1 contains the proposed updated version of existing ToR's.

The benefit of this merger include:

- focusing on all matters that are relevant to the wellbeing and health of Kojonup residents;
- Utilising the number of members of each Committee to bolster the continuity of discussion and ensure a quorum exists in each instance making the committees more effective.

CONSULTATION

Briefing Session

Kojonup Aging in Place Committee

Chief Executive Officer

Governance and Rates Officer

STATUTORY REQUIREMENTS

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

Local Government Amendment Act 2024

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

RISK MANAGEMENT IMPLICATIONS

RISK MANAGEMENT FRAMEWORK			
Risk Profile	Risk Description/Cause	Key Control	Current Action
6 - Engagement Practices	Failure to maintain effective working relationships with the Community (including local Media), Stakeholders, Key Private Sector Companies, Government Agencies and/or Elected Members.	Policies and Procedures	Nil
Risk rating - <i>Adequate</i>			
IMPLICATIONS			
Reviewing Terms of Reference allows Council to consider the ongoing relevance of its Committees, provides an opportunity to ensure that a Committee's purpose continues to meets the needs of Council and the Community into the future, and lessens the risk of not identifying Community matters for consideration; particularly, within those Committees that include community membership. Utilise the volunteers and community residents more effectively.			

ASSET MANAGEMENT IMPLICATIONS

Nil

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Absolute Majority

OFFICER RECOMMENDATION/COMMITTEE RECOMMENDATION

That Council:

Approve the merger of the Disability Access and Inclusion Committee with the Kojonup Aging in Place Committee along with the terms of reference, as presented.

9.4.9 BUSH FIRE ADVISORY COMMITTEE (BFAC) MEETING MINUTES – 7 MAY 2025

AUTHOR	Estelle Lottering – Manager Projects and Regulatory Services
DATE	Monday, 12 May 2025
FILE NO	ES.CIR.2
ATTACHMENT(S)	<p>9.4.9.1 – Unconfirmed BFAC Meeting Minutes – 7 May 2025</p> <p>9.4.9.2 – Unconfirmed Bush Fire Association Annual General Meeting Minutes – 7 April 2025</p> <p>9.4.9.3 – Shire of Kojonup – Permits issued 2024-2025 Season</p> <p>9.4.9.4 – Shire of Kojonup – BFAC Issues-Actions-Status Report 2025</p>

<p>‘PLACEMAKING’ STRATEGIC COMMUNITY PLAN JULY 2023 TO JUNE 2033 To be “The Cultural Experience Centre of the Great Southern” STRATEGIC/CORPORATE IMPLICATIONS</p>		
Key Strategic Pillar/s	Community Goal/s	Corporate Objective/s
Performance	12. A High Performing Council	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 7 May 2025.

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 7 May 2025 are attached. A recommendation to appoint bush fire control officers is addressed separately.

CONSULTATION

Nil

STATUTORY REQUIREMENTS

Section 67 of the *Bush Fires Act 1954*

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

RISK MANAGEMENT IMPLICATIONS

RISK MANAGEMENT FRAMEWORK			
Risk Profile	Risk Description/Cause	Key Control	Current Action
2 - Business Disruption	Lack of (or inadequate) emergency response/business continuity plans. Lack of training for specific individuals or availability of appropriate emergency response.	Regular LEMC, DEMC Meetings	Nil
Risk Rating - <i>Adequate</i>			
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 receive the unconfirmed minutes of a Bush Fire Advisory Committee meeting held 7 May 2025.

9.4.10 APPOINTMENT OF BUSH FIRE CONTROL OFFICERS

AUTHOR	Estelle Lottering – Projects and Regulatory Services Manager
DATE	Monday, 12 May 2025
FILE NO	ES.CIR.2
ATTACHMENT(S)	9.4.10.1- Unconfirmed Bush Fire Advisory Committee (BFAC) Minutes - 7 May 2025 9.4.10.2 – Unconfirmed Kojonup Bush Fire Association Annual General Meeting Minutes – 7 April 2025

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

DECLARATION OF INTEREST

Nil

SUMMARY

The purpose of this report is to consider the recommendations of the BFAC for the appointment of Bush Fire Control Officers for the 2025/2026 bush fire season.

BACKGROUND

The AGM of the Association was held on 7 April 2025. The BFAC endorsed the Association's recommendations at its meeting held 7 May 2025.

COMMENT

The BFAC made the following recommendations for 2025/2026, at its 7 May 2025 meeting:

- a) *"Tony Fisher be recommended for the Chief Bush Fire Control Officer (CBFCO);*
- b) *Ross Fryer-Smith be recommended for the Deputy Chief Bush Fire Control Officer (DCBFCO);*
- c) *Ben Blewett and Paul Norrish be recommended for the Senior Bush Fire Control Officers (SBFCO);*
- d) *The CBFCO and the DCBFCO are recommended for the Fire Weather Officer and Deputy Fire Weather Officer respectively;*
- e) *The CBFCO and the DCBFCO are recommended to be appointed as authorised officers to issue permits to burn for the collection of clover seed in the Shire; and*
- f) *The CBFCO, DCBFCO and the two Senior SBFCO's be authorised to advise the Chief Executive Officer of the Shire of Kojonup on the imposition of harvesting and movement of vehicles bans in the Shire of Kojonup for the 2025/2026 year."*

CONSULTATION

Kojonup Bushfire Association

Kojonup Bushfire Advisory Committee

STATUTORY REQUIREMENTS

Section 38 of the *Bush Fires Act 1954*

Section 67 of the *Bush Fires Act 1954*

POLICY IMPLICATIONS

Policy 6.1 Fire Management Plan

Policy 2.3.5 Risk Management

FINANCIAL IMPLICATIONS

Nil

RISK MANAGEMENT IMPLICATIONS

RISK MANAGEMENT FRAMEWORK			
Risk Profile	Risk Description/Cause	Key Control	Current Action
2 - Business Continuity	Failure to adequately prepare and respond to events that cause disruption to the local community and/or normal business activities.	Community fire and emergency education Maintain regular communications with agencies and support services	Nil
3 - Compliance	Failure to correctly communicate laws and regulations as a result of an inadequate compliance framework. This includes new or proposed regulatory and legislative changes, in addition to the failure to maintain updated internal & public domain legal documentation. Ineffective policies & processes	External Audits (compliance)	Nil
Risk Rating - <i>Adequate</i>			

IMPLICATIONS

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

ASSET MANAGEMENT IMPLICATIONS

Nil

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

A) That the Council appoints to the following positions for the 2025/2026 year:

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

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

Ben Johnston	Captain/FCO, Boilup Brigade
Craig Ivey	Captain/FCO, Boscabel Brigade
Murray Magini	Captain/FCO, Changerup Brigade
Peter Kowald	Captain/FCO, Cherry Tree Pool Brigade
Chris Wright	Captain/FCO, Jinalup Brigade
Matt Bilney	Captain/FCO, Kojonup Brigade
Lochi Thorn	Captain/FCO, Lumeah Brigade
Digby Stretch	Captain/FCO, Mobrup Brigade
Kent Stone	Captain/FCO, Muradup Brigade
Griff Chomley	Captain/FCO, Orchid Valley Brigade
Shannon Binns	Captain/FCO, Qualeup Brigade
Stuart Tohl	Captain/FCO, Ryan's Brook Brigade
Bevan Brown	FCO, Kojonup Town

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

9.4.11 SHIRE OF KOJONUP FIRE BREAK ORDER 2025/2026

AUTHOR	Estelle Lottering – Projects and Regulatory Services Manager
DATE	Monday, 12 May 2025
FILE NO	LE.NOT.2
ATTACHMENT(S)	9.4.11.1 - Shire of Kojonup Fire Break Order 2025-2026 9.4.11.2 - Western Australian Government Gazette - Friday, 3 February 2012 No. 16 – (Pages 611-619)

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

DECLARATION OF INTEREST

Nil

SUMMARY

The purpose of this report is for Council to consider adopting the Shire of Kojonup Fire Break Order for the year 2025/2026.

BACKGROUND

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

COMMENT

The format of the Fire Break Order will be similar to previous years.

The proposed 2025/2026 Fire Break Order is in alignment with the current gazetted Prohibited and Restricted Burning Times issued by the Fire and Emergency Services (FES) Commissioner.

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

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

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

Other changes such as updated Brigade contact information has been confirmed with Denise Berryman (Secretary) and implemented into the proposed 2025/2026 Fire Break Order.

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

Adoption of the proposed 2025/2026 Fire Break Order at this meeting will allow time for printing of the notices for inclusion with the Council annual Rate Notice mail out scheduled for July 2025.

CONSULTATION

On Wednesday, 7 May 2025 at the Bush Fire Advisory Committee (BFAC) meeting, the proposed Fire Break Order was presented. The BFAC endorsed the 2025/2026 Fire Break Order inclusive of the above and other changes as detailed in the minutes at attachment 9.4.10.1, and agreed to have it proposed to Council.

STATUTORY REQUIREMENTS

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

17. Prohibited burning times may be declared by Minister

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

18. Restricted burning times may be declared by FES Commissioner

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

(2) The FES Commissioner may, by notice published in the Gazette, declare the times of the year during which it is unlawful to set fire to the bush within a zone of the State mentioned in the notice except in accordance with a permit obtained under this section and with the conditions prescribed for the purposes of this section, and may, by subsequent notice so published, vary that declaration or revoke that declaration either wholly or for the purpose of substituting another declaration for the declaration so revoked.

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

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

(a) to plough, cultivate, scarify, burn or otherwise clear upon the land fire-breaks in such manner, at such places, of such dimensions, and to such number, and whether in parallel or otherwise, as the local government may and is hereby empowered to determine and as are specified in the notice, and thereafter to maintain the fire-breaks clear of inflammable matter;

(b) to act as and when specified in the notice with respect to anything which is upon the land, and which in the opinion of the local government or its duly authorised officer, is or is likely to be conducive to the outbreak of a bush fire or the spread or extension of a bush fire, and the notice may require the owner or occupier to do so

(c) as a separate operation, or in co-ordination with any other person, carrying out a similar operation on adjoining or neighbouring land; and

(d) in any event, to the satisfaction of either the local government or its duly authorised officer, according to which of them is specified in the notice.

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

POLICY IMPLICATIONS

Policy 6.1 Fire Management Plan

Policy 2.3.4 Risk Management

FINANCIAL IMPLICATIONS

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

RISK MANAGEMENT IMPLICATIONS

RISK MANAGEMENT FRAMEWORK			
Risk Profile	Risk Description/Cause	Key Control	Current Action
2 - Business Disruption	Failure to adequately prepare and respond to events that cause disruption to the local community and/or normal business activities	Community fire and emergency education	Nil
3 - Compliance	Failure to correctly communicate laws and regulations as a result of an inadequate compliance framework. This includes new or proposed regulatory and legislative changes, in addition to the failure to maintain updated internal & public domain legal	External Audits (compliance)	Nil

	documentation. Ineffective policies & processes		
<i>Risk rating - Adequate</i>			
IMPLICATIONS			
<p>Maximising compliance with legislation mitigates risk of damage to image and reputation as well as penalties associated with non-compliance; compliance demonstrates that best practice methodology is in place.</p> <p>Advertising of the dates of the burning period is required as per the <i>Bush Fires Act 1954</i>; compliance with this <i>Act</i> demonstrates processes are being followed at a governance level that will assist in minimising the risks of bushfire upon the greater community.</p>			

ASSET MANAGEMENT IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple majority

OFFICER RECOMMENDATION

That Council adopt the 2025/2026 Fire Break Order, as presented.

10 APPLICATIONS FOR LEAVE OF ABSENCE

11 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

12 QUESTIONS FROM MEMBERS WITHOUT NOTICE

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

14 MEETING CLOSED TO THE PUBLIC

14.1 MATTERS FOR WHICH THE MEETING MAY BE CLOSED

14.2 PUBLIC READING OF RESOLUTIONS THAT MAY BE MADE PUBLIC

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 29 April 2025
9.1.1	9.1.1.1	3445-2193-5673-v2 - Deed of Assignment of Lease - 8A Newton Street Lease
	9.1.1.2	3448-9241-7593-v2 - Deed of Assignment of Lease - 15 Barracks Place (002)
	9.1.1.3	3458-3259-0649-v3 - Deed of Assignment of Lease - 8B Newton Street Lease (002)
	9.1.1.4	3469-4231-1993-v3 - Deed of Assignment of Lease - 12B Elverd Street
	9.1.1.5	Notice of Lease Assignment Springhaven_110425
	9.1.1.6	(UNDER SEPARATE COVER) Springhaven - FFAC accounts
9.4.1	9.4.1.1	Monthly Financial Statements; 1 April 2025 to 30 April 2025
9.4.2	9.4.2.1	Monthly Payment Listing April 2025
9.4.3	9.4.3.1	Rate Write-offs
9.4.4	9.4.4.1	Termination of Memorandum of Understanding (MOU) – Broomehill Regional Archive Repository
9.4.5	9.4.5.1	Unconfirmed minutes of an Audit, Risk and Improvement Committee Meeting held 7 May 2025
9.4.6	9.4.6.1	Business Continuity and Disaster Recovery Plan (BCDRP) May 2025 (showing changes)
9.4.7	9.4.7.1	Unconfirmed minutes of a Kojonup Aging in Place Committee Meeting held 8 May 2025
9.4.8	9.4.8.1	Updated Terms of Reference for the merge of two committees
9.4.9	9.4.9.1	Unconfirmed BFAC Meeting Minutes – 7 May 2025

- | | | |
|--------|----------|--|
| | 9.4.9.2 | Unconfirmed Bush Fire Association
Annual General Meeting Minutes – 7
April 2025 |
| | 9.4.9.3 | Shire of Kojonup – Permits issued 2024-
2025 Season |
| | 9.4.9.4 | Shire of Kojonup – BFAC Issues-Actions-
Status Report 2025 |
| 9.4.10 | 9.4.10.1 | Unconfirmed Bush Fire Advisory
Committee (BFAC) Minutes - 7 May
2025 |
| | 9.4.10.2 | Unconfirmed Kojonup Bush Fire
Association Annual General Meeting
Minutes – 7 April 2025 |
| 9.4.11 | 9.4.11.1 | Shire of Kojonup Fire Break Order 2025-
2026 |
| | 9.4.11.2 | Western Australian Government
Gazette - Friday, 3 February 2012 No. 16
– (Pages 611-619) |

Kojonup



SHIRE OF KOJONUP

MINUTES

Ordinary Council Meeting

29 April 2025

MINUTES OF AN ORDINARY COUNCIL MEETING HELD ON 29 APRIL 2025

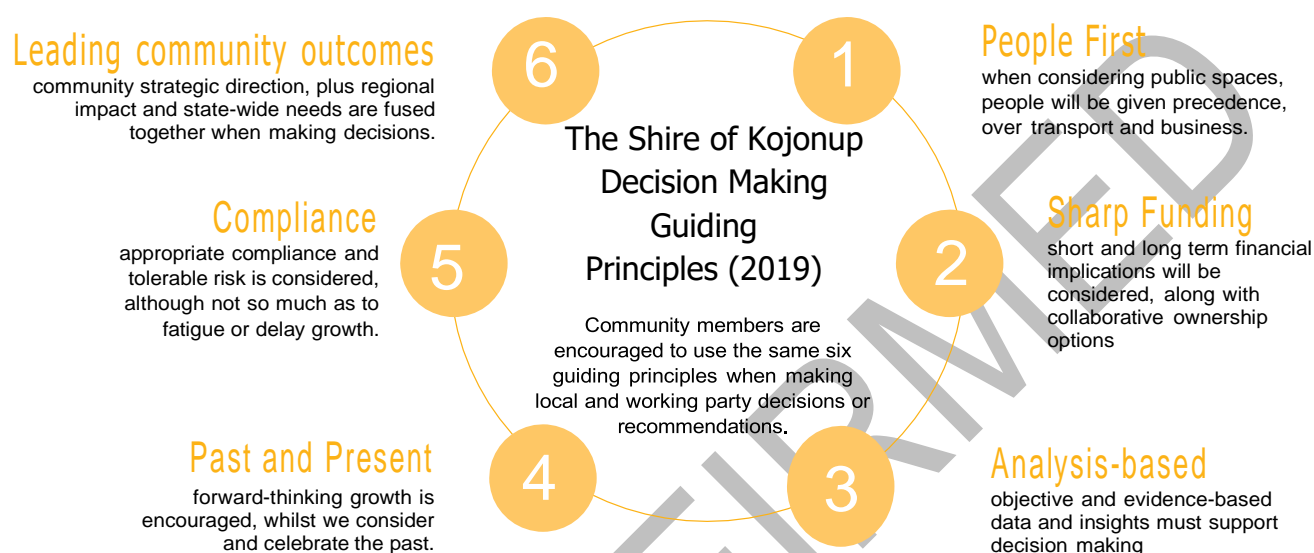
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UNCONFIRMED

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



MINUTES

1 DECLARATION OF OPENING AND ANNOUNCEMENT OF GUESTS

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

Disclaimer

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

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

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

Acknowledgement of Country

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

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

Prayer

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

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

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

Amen

2 ANNOUNCEMENTS FROM THE PRESIDING MEMBER

**3 ATTENDANCE
COUNCILLORS**

Cr Bilney	Shire President
Cr Wieringa	Deputy Shire President
Cr Radford	
Cr Mathwin	
Cr Mickle	
Cr Webb	

STAFF

Grant Thompson	Chief Executive Officer
Tonya Pearce	Governance and Rates Officer
Estelle Lottering	Project Manager and Regulatory Services
Jill Watkin	Manager Kodja Place
Lorreen Greeuw	Senior Library Officer
Lisa Berry	Records Officer
Jill Johnson	Manager Financial and Corporate Services

3.1 APOLOGIES

3.2 APPROVED LEAVE OF ABSENCE

Cr Egerton-Warburton

MEMBERS OF THE PUBLIC

Wendy Anderson, Robert Sexton, Kath Mathwin, Anne Davies, Linda Bilney, Diane House, Julia Fleay, Stephen Gash, Jamie McVee, Christie McVee, Craig McVee, Sue Bailye, Denise Berryman, Robyn Potter, Lyn Boys, Arthur Collins, Marion Gale, Ronice Blair, Daphne Bennett, Elaine Gibbs

MEMBERS OF THE PUBLIC APOLOGIES

Beth MacDonald, Mary and Bruce Hobbs, Wendy Bilney, Ginny Cussons, Nancy and Fred Rowe, Roberta McGuire, Jo Sexton, Marion Quarrell, Betty Smith, Margaret Crapella, Assunta Guidi, Denise Egerton Warburton, Barbara Hobbs

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**

Public Question: Is the Shire open to having a community forum, to further discuss the relocation of the library?

Response: Absolutely. The CEO offers his apologies for how hastily the motion was presented. At the Annual Electors Meeting there was a lot of positive feedback and Senior Management have created a motion to approve in short order.

Council will be considering this in today's motion and there are options to consider, one of the options being to defer the motion.

The Council is reviewing options of how to make Kodja Place sustainable into the future, it is currently costing rate payers approximately \$700,000 each year. Councillors are not wanting to leave this to future Councils or future CEO's and wishes to address this whilst we have some degree of control. There is a concept to integrate Kodja Place into a community centre as well as cultural and tourism hub.

Public Question: Would like to understand why the concept of this plan has been discussed at a Briefing Session and at the Annual Electors Meeting but has not come to the community.

Response: Council can understand why the community is unhappy. Council is now making all decisions related to Community matters, it did go to a Briefing Session and the Annual Electors Meeting, to come back to Council. Councillors did not know the wording was coming to approve; however, Councillors have control of the process and will consider what is best for the community. This Council is no longer a rubber stamp and accepts responsibility of the decisions it makes. Just because a recommendation comes before the Council doesn't mean it will be automatically ratified and Council is the representative body of the community and will take into consideration what the community wants to achieve.

Response: What Council are saying is they will fully consider the motion and the Communities input before any decisions are made. The Library and Kodja Place are two (2) excellent assets and changes must be mutually beneficial.

Public Question: With the matter of going forth with meetings, as many as need be and canvassing who uses the library on a regular basis, how many meetings are being considered?

Response: Currently don't have the answer, it will take what it needs for everyone to know they have been heard. Decisions made by Council may not please everyone in the Community. Council is to decide the long term future of the Library and Kodja Place. It is important that everyone feels listened to.

Public Question: Is the library revenue raising, isn't it free?

Response: The Shire invests approximately \$150,000 per year into the Library.

Public Question: Is there another revenue raising opportunity that could be out there instead of the Library?

Response: Important to remember that moving the library is not about revenue raising but about how the Shire can utilise the assets and services it operates more effectively.

Public Question: What is the current stakeholder group at the Kodja Place?

Response: There was the Kodja Place Community Fund. The responsibility has come back to the Shire, trying to make the best of the situation.

Public Question: How did the item make it to Council, if you're not going to make a decision?

Response: Again, any agenda item can be presented to Council for consideration, but it is the Council which will determine the steps required to consult or approve these items.

Need to see this in a positive light and trust that your Council understands the pulse of the Community and also acknowledge that the process works, that you have the ability to communicate your concerns and ideas to Council and then Council considers and decides the best pathway. Constructive criticism is always a good thing and a good starting point to converse on these issues. It also needs to be recognised that there are many stakeholder groups that have different views.

Public Question: If Council are going to defer the item and not consider it. Will you be giving a plan to the officer?

Response: Moving forward the Council may direct the CEO to make a plan to engage the Community.

Public Comment: As we are all here listening to this discussion. It may be an idea to start thinking about what can change at Kodja Place and offer solutions.

Comment: The Community discussion could also include ideas such as the CRC.

Public Question: What is the cost of repurposing the library?

Response: The Shire do have ideas in mind which has not been discussed at an Ordinary Council Meeting. The Council will no longer have access to the records repository facility as of June 2026. This facility needs to have a controlled atmosphere, climate etc. and any library move will open up that space, this is not the reason to move the library.

Welcome to Lisa Berry, the new Records Officer.

There being no further questions, the Shire President thanks everyone for their attendance.

6 CONFIRMATION OF MINUTES

6.1 ORDINARY COUNCIL MEETING 25 MARCH 2025

Unconfirmed Minutes of an Ordinary Council Meeting held 25 March 2025 are at [attachment 6.1.1](#).

OFFICER RECOMMENDATION/COUNCIL DECISION

42/25 Moved Cr Radford

Seconded Cr Mickle

That the Minutes of an Ordinary Council Meeting held 25 March 2025 be confirmed as a true record.

CARRIED 6/0

For: Cr Bilney, Cr Wieringa, Cr Webb, Cr Radford, Cr Mathwin, Cr Mickle

7 PRESENTATIONS

7.1 PETITIONS

7.2 PRESENTATIONS

7.3 DEPUTATIONS

7.3.1 – CRAIG MCVEE

Good afternoon, Councillors, staff and community members,
Thank you for the opportunity to speak today.

I'm here to raise a deep concern shared by many in our community – particularly the local Noongar elders regarding the proposed relocation of the public library in Kodja Place.

Kodja Place was born from a spirit of collaboration. It was built through the coming together of Noongar and Non-Noongar community members, united in the goal of truth telling, cultural understanding and healing. At the heart of this space are the stories, often difficult but yet so powerful that the Noongar elders have generously shared. They opened their hearts to give voice to histories that had long been hidden or silenced. Kodja Place is not just a building or a bus stop!

It is a living, breathing cultural space that holds memory, emotion and meaning.

That is why the proposal to move the public library into Kodja Place is so concerning. It's not only the lack of proper consultation with Noongar people, especially the elders who gave so much of themselves to this space, that is troubling. It is also the potential to impact on the ambience, the emotional and cultural atmosphere that makes Kodja Place what it is.

My fear is that introducing a general purpose public library without sensitive, inclusive planning will shift the tone of Kodja Place. That its quiet reflection, its cultural depth and its story telling focus maybe diluted or disrupted. This is not to say that libraries don't hold

value, they do. But we must ask, is this the right place for it? And has the process honored those most connected to the space?

Kodja Place was created through community collaboration. To proceed now without the voices of the very people who brought meaning to it goes against that founding principle.

I strongly urge the Council to pause this decision and to re-engage properly with the Community including the Noongar Elders with deep respect. We can still get this right but only if we walk together, as the original vision of Kodja Place intended.

Anne Davies, Linda Bilney, Diane House, Julia Fleay, Christie McVee, Sue Bailly, Marion Gale, Ronice Blair, Daphne Bennett, Elaine Gibbs, Jill Watkin, Lorreen Greeuw left the meeting at 3.42pm

7.4 DELEGATES' REPORTS

7.4.1 CR MICKLE – GREAT SOUTHERN RECREATION ADVISORY GROUP MEETING – 27 FEBRUARY 2025

(Attachment 7.4.1 & 7.4.2)

7.4.2 CR BILNEY – STAY, GROW AND THRIVE ORGANISED BY THE SHIRE OF GNOWANGERUP – 21 FEBRUARY 2025

8 METHOD OF DEALING WITH AGENDA BUSINESS

Nil

9 REPORTS

9.1 KEY PILLAR 'LIFESTYLE' REPORTS

Nil

9.2 KEY PILLAR 'ECONOMICS' REPORTS

Nil

9.3 KEY PILLAR 'VISITATION' REPORTS

Nil

9.4 KEY PILLAR ‘PERFORMANCE’ REPORTS

9.4.1 ARRANGEMENTS FOR THE UPCOMING OCTOBER 2025 ORDINARY ELECTIONS

AUTHOR	Tonya Pearce – Governance and Rates Officer
DATE	Thursday, 17 April 2025
FILE NO	GO.ELE.12
ATTACHMENT(S)	9.4.1.1 - WAEC cost estimate letter 9.4.1.2 – LG Ordinary Election Process

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

DECLARATION OF INTEREST

Nil

SUMMARY

The purpose of this report is for Council to consider whether it wishes to appoint its CEO as Returning Officer (in-person voting) or the WAEC Commissioner (postal voting) for its 2025 local government election.

BACKGROUND

On 3 July 2022 the Minister for Local Government announced a final package of proposed local government reforms following a review of public submissions.

New requirements will provide for:

- The introduction of optional preferential voting for electors;
- Directly elected Mayors and Presidents for band 1 and 2 local governments;
- Councillor numbers based on population; and
- The removal of wards for band 3 and 4 local governments.

The Bill to amend the *Local Government Act (1995)* (Act) was introduced into Parliament in December 2024.

As a band 3 local government, the Shire is not affected by reforms to the method of election of Mayors and Presidents nor is it affected by the requirement to remove wards, the latter being an action effected in 2003 when Shire of Kojonup Council membership also reduced from ten to eight members.

The Shire of Kojonup (Shire), at its 7 February 2023 Ordinary Meeting, resolved to reduce its number of Council members, under the proposed reforms, to seven (7) by 2023.

COMMENT

For many years the Shire of Kojonup has undertaken in-person elections where the CEO, as Returning Officer, is responsible for conducting all facets of an election and staff are appointed as electoral officers to action the election process.

The in-person election process is highly regulated and an onerous task involving several staff, commencing in July of an election year and culminating in the election of new members on the third Saturday of October in that year. In 2023 the election process included the introduction of optional preferential voting for electors, adding another layer of complexity to the election process. As an example, calculating preferential votes incorrectly poses a significant risk and, currently, the Shire does not have that capability or skills in house.

Alternatively, Council may change to appoint the Electoral Commissioner to conduct the election with minimal involvement of Shire staff. The Electoral Commissioner is responsible for conducting a postal vote which allows electors the flexibility to post their votes over a greater length of time rather than having to present to a polling booth on a particular day. Council's 2021 local government election saw an elector turnout of 457 representing 35% of people eligible to vote.

Whilst the in-house option represents a reduced cost to Council, the author is recommending that the Shire outsource the election process to the WAEC due to experienced and full time staff numbers having reduced and also not having the skills of conducting preferential voting elections, significantly increasing the risk of error in a highly regulated environment.

Both options have costs attached and these are covered under *Financial Implications*.

At the 21 March 2023 Council Meeting, Council voted:

That Council:

- 1. Declare, in accordance with section 4.20 (4) of the Local Government Act 1995, the Electoral Commissioner to be responsible for the conduct of the 2023 ordinary elections together with any other elections or polls which may be required;*
- 2. Decide, in accordance with section 4.61 (2) of the Local Government Act 1995, that the method of conducting the election will be as a postal election; and*
- 3. That an amount of \$23,000 be allocated in the 2023/2024 annual budget for election expenses.*

CONSULTATION

Nil

STATUTORY REQUIREMENTS

Local Government Act (1995)

Local Government Amendment Act 2024

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

If Council resolves, as per the Officer Recommendation, to engage the Western Australian Electoral Commission (WAEC) to conduct a postal election on the Shire's behalf, the estimated cost of \$18,000 inc. GST is based on:

- 1,400 electors
- Response rate of approximately 45%
- 4 Councillor vacancies
- Count to be conducted at the offices of the Shire of Kojonup
- Appointment of a local Returning Officer
- Regular Australia Post delivery service to apply for the lodgement of the election packages.

Costs not incorporated in the above estimate include:

- Any legal expenses other than those that are determined to be borne by the Western Australian Electoral Commission incurred as part of an invalidity complaint lodged with the Court of Disputed Returns
- The cost of any casual staff to assist the Returning Officer on election day or night (it is estimated that employment of casual staff to assist a WAEC Returning Officer would be minimal).

The cost of employing staff for the 2021 Election Day and count at night was \$2,559.01. It is anticipated that the 2025 Election Day and count at night cost would be slightly higher for the 2025 local government election for an in-house election. There would be a cost for new CountWA software for an in-house election.

There are advertising costs of around \$3,200 and catering costs for the count are estimated to be \$200.00.

RISK MANAGEMENT IMPLICATIONS

RISK MANAGEMENT FRAMEWORK			
Risk Profile	Risk Description/Cause	Key Control	Current Action
3 – Compliance	Failure to correctly identify, interpret, assess, respond and communicate laws and regulations as a result of an inadequate compliance framework. This includes new or proposed regulatory and legislative changes.	Staff training	Nil
<i>Risk rating – Adequate</i>			
IMPLICATIONS			
Council is required to choose a method by which it will conduct its 2025 local government election and advise the WAEC; local governments have been requested to determine this			

method at a April 2025 Council meeting to allow the WAEC time to either provide the new software or to prepare to deliver the election on the Shire's behalf.

ASSET MANAGEMENT IMPLICATIONS

Nil

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Absolute Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

43/25 Moved Cr Mathwin

Seconded Cr Radford

That Council:

1. Declare, in accordance with section 4.20 (4) of the *Local Government Act 1995*, the Electoral Commissioner to be responsible for the conduct of the 2025 ordinary elections together with any other elections or polls which may be required;
2. Decide, in accordance with section 4.61 (2) of the *Local Government Act 1995*, that the method of conducting the election will be as a postal election; and
3. That an amount of \$25,000 be allocated in the 2025/2026 annual budget for election expenses.

CARRIED 6/0

For: Cr Bilney, Cr Wieringa, Cr Webb, Cr Radford, Cr Mathwin, Cr Mickle

Question:

Are costs incurred if there is no election (e.g. correct amount of candidates)? No, the full cost is not incurred.

Why not do the election ourselves? As per the above item, the administration believe it is more effective for WAEC to run the whole election process considering that it is now more complex with preferential voting.

9.4.2 FINANCIAL MANAGEMENT – MONTHLY STATEMENT OF FINANCIAL ACTIVITY (MARCH 2025)

AUTHOR	Jill Johnson – Manager Financial and Corporate Services
DATE	Wednesday, 16th April 2025
FILE NO	FM.FNR.2
ATTACHMENT(S)	9.4.2.1 – Monthly Financial Statements; 1 March 2025 to 31 March 2025

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

DECLARATION OF INTEREST

Nil

SUMMARY

The purpose of this report is to note the Monthly Financial Statement for the month ending 31 March 2025.

BACKGROUND

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

COMMENT

The attached Statement of Financial Activity for the period 1 March 2025 to 31 March 2025 represents nine (9) months, or 75% of the year.

The following items are worthy of noting:

- Closing surplus position of \$3,266,577.
- Capital expenditure achieved 41.7% of budgeted projects.
- Cash holdings of \$5,097m of which \$1,168m is held in cash backed reserve accounts and \$3,929 is unrestricted cash.
- Rates debtors outstanding equate to 11% 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 2.1.5 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

44/25 Moved Cr Wieringa

Seconded Cr Webb

That the monthly financial statements for the period ending 31 March 2025, as attached, be noted.

CARRIED 6/0

For: Cr Bilney, Cr Wieringa, Cr Webb, Cr Radford, Cr Mathwin, Cr Mickle

9.4.3 MONTHLY PAYMENTS LISTING – MARCH 2025

AUTHOR	Rachael Egerton-Warburton – Finance Officer
DATE	Thursday, 17 April 2025
FILE NO	FM.AUT.1
ATTACHMENT	9.4.3.1 - Monthly Payment Listing March 2025

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

DECLARATION OF INTEREST

Nil

SUMMARY

To receive the list of payments covering the month of March 2025.

BACKGROUND

Nil

COMMENT

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

Any comments or queries regarding the list of payments 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 2.1.1 provides authorisations and restrictions relative to purchasing commitments.

FINANCIAL IMPLICATIONS

All payments are made in line with Council Policy.

STRATEGIC/CORPORATE IMPLICATIONS

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

RISK MANAGEMENT IMPLICATIONS

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

ASSET MANAGEMENT PLAN IMPLICATIONS

There are no asset management implications for this report.

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

45/25 Moved Cr Mickle

Seconded Cr Radford

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

FROM – 1 March 2025		TO – 31 March 2025
Municipal Cheques	14398-14399	\$49,409.59
EFTs	35741-35888	\$240,910.03
Direct Debits		\$420,334.91
Total		\$710,654.53

be received.

CARRIED 6/0

For: Cr Bilney, Cr Wieringa, Cr Webb, Cr Radford, Cr Mathwin, Cr Mickle

9.4.4 FINANCIAL MANAGEMENT – RATES WRITE-OFFS

AUTHOR	Tonya Pearce – Governance and Rates Officer
DATE	Thursday, 17 April 2025
FILE NO	FM.POL.01
ATTACHMENT(S)	9.4.4.1 - Rate Write-offs

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

DECLARATION OF INTEREST

Nil

SUMMARY

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

BACKGROUND

Interest continues to accrue daily in the rate system.

COMMENT

An attachment of properties has been listed, for consideration.

CONSULTATION

Nil

STATUTORY REQUIREMENTS

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

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

RISK MANAGEMENT IMPLICATIONS

Nil

ASSET MANAGEMENT IMPLICATIONS

Nil

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

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

46/25 Moved Cr Mathwin

Seconded Cr Mickle

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

CARRIED 6/0

For: Cr Bilney, Cr Wieringa, Cr Webb, Cr Radford, Cr Mathwin, Cr Mickle

UNCONFIRMED

9.4.5 DELEGATION REGISTER – ADDITIONAL DELEGATIONS

AUTHOR	Estelle Lottering – Project Manager and Regulatory Services
DATE	Wednesday, 16 April 2025
FILE NO	PE.AUT.2
ATTACHMENT	9.4.5.1 - Delegation Register – Additional Delegations

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

DECLARATION OF INTEREST

Nil

SUMMARY

The purpose of this report is to accept new delegations for 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 February 2025.

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 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.

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

- REC 001 – Appointment of Internal Review Officer – Freedom of Information Act 1992
- REC 002 – Appointment of Information Coordinator – Freedom of Information Act 1992
- REC 003 – Appointment of Principle Decision Maker – Freedom of Information Act 1992

- REC 004 – Appointment of Authorised Person – Legal Proceedings, Infringements and Enforcements – Local Government Act

CONSULTATION

Chief Executive Officer
Project Manager and Regulatory Services
Records Administration Officer
Governance and Rates Officer

STATUTORY REQUIREMENTS

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

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

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

**Absolute majority required.*

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

POLICY IMPLICATIONS

There are no policy implications for this report.

FINANCIAL IMPLICATIONS

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

RISK MANAGEMENT IMPLICATIONS

RISK MANAGEMENT FRAMEWORK			
Risk Profile	Risk Description/Cause	Key Control	Current Action
3 - Compliance	Failure to correctly identify, interpret, assess, respond and communicate laws and regulations as a result of an inadequate compliance framework.	Ineffective policies & processes; Ineffective monitoring of changes to legislation.	Nil
<i>Risk rating: Adequate</i>			
IMPLICATIONS			
This report ensures legislative compliance and continues a framework of delegations to ensure that the Council and staff are aware of and are undertaking their respective roles and responsibilities.			

ASSET MANAGEMENT IMPLICATIONS

There are no asset management implications for this report.

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

VOTING REQUIREMENTS

Absolute Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

47/25 Moved Cr Webb

Seconded Cr Mathwin

That the new proposed Freedom of Information Act Delegations, as presented, be adopted in accordance with section 5.42 of the *Local Government Act 1995*.

CARRIED 6/0

For: Cr Bilney, Cr Wieringa, Cr Webb, Cr Radford, Cr Mathwin, Cr Mickle

UNCONFIRMED

9.4.6 – DEPARTMENT OF WATER AND ENVIRONMENTAL REGULATIONS - RURAL WATER PLANNING – VARIOUS WATER TANKS

AUTHOR	Estelle Lottering – Projects Manager and Regulatory Services
DATE	Thursday, 17 April 2205
FILE NO	DB.BDA.12
ATTACHMENT(S)	<p>9.4.6.1 – Shire of Kojonup – Non Potable strategic community water supplies plan</p> <p>9.4.6.2 – Strategic Community Water Supplies (SCWS) Map</p> <p>9.7.6.3 – AA Dams & Strategic Community Water Supplies (SCWS) at Kojonup</p> <p>9.4.6.4 – Community Water Supplies Partnership (CWSP) Program</p> <p>9.4.6.5 – Shire of Kojonup – DWER – Water tank locations</p> <p>9.4.6.6 - Draft – DWER – Sandy Turton Parkinson Application</p> <p>9.4.6.7 - Pioneer Water Tanks – Site Preparation</p>

‘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	12.1 SoK Finances and Funding 12.6 SoK Asset Management

DECLARATION OF INTEREST

Nil

SUMMARY

To consider a capital request to transfer funds from the Natural Resource Management Reserve to assist with the setup of nine (9) water tanks in Kojonup. These water tanks will add to the assets of the Shire of Kojonup and will place a relief on the Shire and the Community in drier seasons where water is in higher demand.

BACKGROUND

The Western Australian State Government expanded the Community Water Supplies Partnership (CSWP) Program to Local Government Areas in the South West and Great Southern regions to assist them in managing the impacts of the recent dry season and climate change impacts on water resources.

The expansion of the CWSP supports projects that will increase water availability for emergency livestock and firefighting, to better prepare our regional communities for periods of low rainfall. It can also ensure that water is available for public amenities to reduce reliance on potable water supplies for non-potable needs.

Council Policy 2.1.6 – ‘Financial Governance’ has a section relating to reserve accounts, which states as follows:

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

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

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

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

COMMENT

The Department of Water and Environment Regulations approached the Shire with an opportunity to build a number of water tanks for public access only in the event of a water shortage period. The tanks would be controlled by the Shire.

In cooperation with the Department of Water and Environment Regulations seven (7) areas were identified where suitable water tanks could be located to harvest from suitable building roofs.

These areas are:

Site 1 – Show Grounds – Main Shed – 1 x 291 000L Tank

Site 2 – Show Grounds – Shearing Shed – 1 x 250 000L Tank

Site 3 – Sports Complex/Pool – 2 x 250 000L Tanks

Site 4 – Netball Courts – 2 x 328 000L Tanks

Site 5a – Shire Admin building – 1 x 280 000L Tank

Site 5b – Shire Memorial Hall – 1 x 280 000L Tank

Site 6 – Kojonup Menshed – 1 x 291 000L Tank

The Department of Water and Environmental Regulations (DWER) will incur all costs related to the actual water tanks, the fittings and the contractors building the pads for the water tanks.

The Shire of Kojonup will be required to supply sand, aggregate and water to assist DWER in the build and installation of these water tanks. Based on the calculations from the Pioneer Water Tank Sand Prep Guide the project will need roughly 200.3 cubes of white sand and 6.23

cubes of aggregate. These building materials will cost the Shire of Kojonup approximately \$10,000.00.

The author is seeking support from the Council to source funds from the Natural Resource Management Reserve to fund the necessary sand, aggregate and water as per the terms of reference of this reserve. Unfortunately, Officers do not have the timeframe to take this to the NRM committee for consideration prior to a Council decision.

This is an adhoc opportunity and a decision is required in short order to proceed.

Terms of reference states *“The Natural Resource Management Reserve to fund the sustainable management of water resources including water harvesting and re-use opportunities in the Shire”*.

This request is being sought due to a current inadequate number of storage options for water supplies in the Shire of Kojonup.

CONSULTATION

Sandy Turton-Parkinson – Senior Natural Resources Management Officer – Rural Water Planning

Du-Wayne Lottering – Property Services Manager and NRM

Darryn Watkins – Works and Services Manager

Grant Thompson - Chief Executive Officer

STATUTORY REQUIREMENTS

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

6.2. Local government to prepare annual budget

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

***Absolute Majority Required**

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

There is no impact to the budget if the funds are transferred from the Natural Resource Management Reserve. The Natural Resource Management Reserve will decrease in value by the selected quote amount. It is likely that the Shire will be required to replace these funds at a later stage.

RISK MANAGEMENT IMPLICATIONS

RISK MANAGEMENT FRAMEWORK			
Risk Profile	Risk Description/Cause	Key Control	Current Action
7 – Environment Management	Inadequate prevention, identification, enforcement and management of environmental issues.	Support and work with environmental & land care groups	Great Southern Climate Alliance Created and effective
<i>Risk rating: Adequate</i>			
IMPLICATIONS			
If there is no additional water harvesting tanks/areas added to the Shire of Kojonup, the community might incur greater costs carting water during drier seasons. These water tanks will also be more readily available for our Bushfire Brigade Members in the times of bushfires.			

ASSET MANAGEMENT IMPLICATIONS

The added water tanks will be a backup for the Shire of Kojonup's assets in the months where there will be no potable water available to use on Shire assets.

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Absolute Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

48/25 Moved Cr Radford

Seconded Cr Webb

That Council:

1. Approve the building of nine (9) water tanks, as specified and at the locations as presented, for future drought support in and around the Shire in conjunction with the Department of Water Environment and Regulation; and,
2. Approves a capital request withdrawal of \$10,000.00 from the Natural Resource Management Reserve as per the terms of reference of this reserve: *"The Natural Resource Management Reserve to fund the sustainable management of water resources including water harvesting and re-use opportunities in the Shire"*.

CARRIED 6/0

For: Cr Bilney, Cr Wieringa, Cr Webb, Cr Radford, Cr Mathwin, Cr Mickle

Questions:

The tanks are over multiple locations, some locations already have tanks, are they all new or replacing old tanks? These are all new tanks, not replacing any other tanks.

Are these tanks able to be used for agricultural services to collect and store water for public use? Yes, the water stored can be used for public use at the discretion of the Shire.

Is there opportunity for tanks to be on individual landholders property? No, this needs to be on Shire owned land and accessible to the public at any required time.

Note: Due to the urgent nature of this opportunity, there was no prior prospect to present it to the Natural Resource Committee before coming to Council.

9.4.7 – REGIONAL ROAD GROUP ROAD PROJECTS VARIATION – BUDGET CHANGES

AUTHOR	Jill Johnson - Manager Financial and Corporate Services
DATE	Wednesday, 16 April 2025
FILE NO	
ATTACHMENT(S)	Nil

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

DECLARATION OF INTEREST

Nil

SUMMARY

To consider budget amendments to the reviewed road budget.

BACKGROUND

The substantial direction setting and oversight role of the Council e.g.; adopting plans and reports, accepting tenders, directing operations, and setting and amending of budgets is a regulated and important function.

The Local Government (Financial Management) Regulations 1996 state that a local government must adopt a budget annually.

The intent is for Council to approve any material changes to a budget.

The Council recently approved budget changes to the Shire roads program in its budget biannual review:

COUNCIL DECISION

27/25 Moved Cr Radford

Seconded Cr Mickle

That Council:

1. Adopt the 2024/25 Annual Budget Review, as presented in Attachment 1, and note that the estimated closing funds are based on current revenue and expenditure trends; and
2. Approve the following budget amendments, as presented in Table 1 above, as authorised expenditure.

CARRIED 7/0

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

A requested scope variation was submitted to Regional Road Group (RRG). This was not approved.

COMMENT

As a result of the submitted scope variation being disapproved by the GSRRG, Shire officers are seeking an amendment to the budget and quasi reverting back to the original Regional Road program.

The Budget Review Agenda included changes to the RRG program, requiring Councils approval before submitting the variation request. The Council reviewed these changes and approved.

Since the Shire request to the RRG to consider the variations, the Shire has been informed by the Regional Road Group that the variation submission was not accepted.

As a result, the Shire must now effectively revert the roads budget closely back to the original program to cover the additional expenses.

The Impact of this, is that four road projects will need to be varied as below.

CAPEX BUDGET REQUEST				
Project	Budget Review	Budget Request	Variance	
P30002110 - Shamrock Rd 23-24	\$315,900.00	\$360,000.00	\$44,100	Rework due to rain events
P30003007 - Shamrock Rd 24-25	\$475,000.00	\$650,000.00	\$175,000	Rework due to rain events
P30003010 - Tambellup West Rd	\$185,000.00	\$230,000.00	\$45,000	Rework due to rain events
P30003005 - Frankland Rd	\$108,000.00	\$115,000.00	\$7,000	COMPLETED
	\$1,083,900.00	\$1,355,000.00	\$271,100.00	

These changes should not have an adverse impact on the Budget Review, rather it might provide a small surplus of between \$20,000 to \$40,000.

CONSULTATION

Manager Financial and Corporate Services
Darren Long, DL Financial Consulting
Manager Works and Infrastructure

STATUTORY REQUIREMENTS

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

6.2. Local government to prepare annual budget

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

***Absolute Majority Required**

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

A reduction in costs is foreseen across the projects resulting in a small surplus to the Budget Review.

RISK MANAGEMENT IMPLICATIONS

RISK MANAGEMENT FRAMEWORK			
Risk Profile	Risk Description/Cause	Key Control	Current Action
13) Project Change Management	Ineffective management of expectations (scope creep)	Project status reporting to Council	Review Financial and Procurement Policies and Controls.
	Inadequate project planning (resources/budget)		
16) Financial Sustainability	Procedures not clear	Budget Controls	Cash Flow Budget and reporting to be implemented
Risk Rating: <i>High</i>			
IMPLICATIONS			
The risk impact is on cashflow. The final claims on the road projects may not be received in this financial year, however the cashflow will support this if it happens.			

ASSET MANAGEMENT IMPLICATIONS

Nil

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Absolute Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

49/25 Moved Cr Radford

Seconded Cr Mathwin

As a result of the Regional Road Group not approving the requested variations to the roads program Council approves a budget amendment:

1. To remove the additional projects from the Budget Review that were rejected by the Regional Road Group
2. To re-allocate funding to the current road projects for Shamrock Road, Tambellup West Road and Frankland Road as presented.

CARRIED 6/0

For: Cr Bilney, Cr Wieringa, Cr Webb, Cr Radford, Cr Mathwin, Cr Mickle

Note: The Administration do not have a detailed explanation as to why the variation request to Regional Road Group was rejected at this point in time.

9.4.8 – RELOCATE LIBRARY TO KODJA PLACE – PHASE ONE DESIGN AND PLAN

AUTHOR	Jill Johnson – Manager Financial and Corporate Services
DATE	Thursday, 17 April 2025
FILE NO	CP.DAC.09
ATTACHMENT(S)	Nil

‘PLACEMAKING’ STRATEGIC COMMUNITY PLAN JULY 2023 TO JUNE 2033 TO BE: <i>“The Cultural Experience Centre of the Great Southern”</i> STRATEGIC/CORPORATE IMPLICATIONS		
Key Strategic Pillar/s	Community Goal/s	Corporate Objective/s
Performance	11 – Fresh Community Engagement	11.1 – Targeted Community and Stakeholder Engagement

DECLARATION OF INTEREST

Nil

SUMMARY

The purpose of this report is for Council to consider approving the relocation of the library services to Kodja Place and to attract community involvement at Kodja Place.

BACKGROUND

The concept of this plan was discussed at a briefing session and at the Annual Electors Meeting on 9 April 2025.

The plan requires Council to approve the design for the library, and transfer to Kodja Place.

The goal of this plan is to increase community foot traffic and engagement with Kodja Place and provide a base for all community services within the one area.

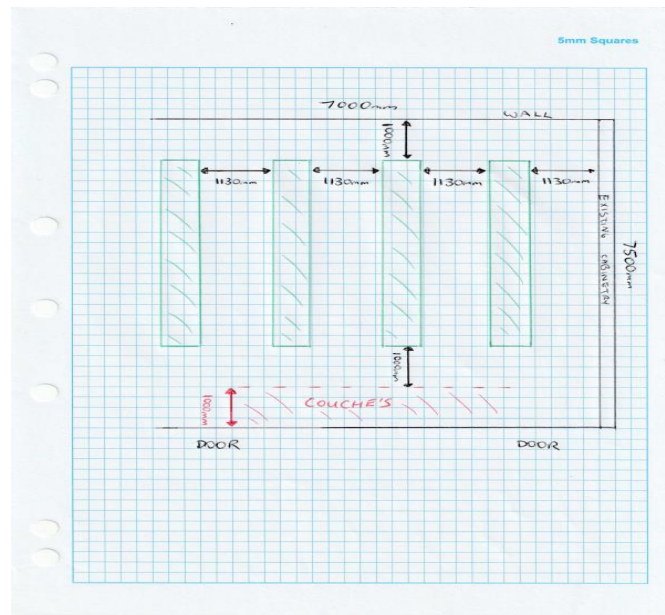
COMMENT

Creation of ‘Kodja Place Community & Cultural Centre’

As part of the amalgamation of the Kodja Place Gallery and the Shire Library, the gallery space will remain intact and preserved in its current form. This is a well-presented historical exhibition.

Retail stock (in the current area) will be moved to the foyer area, adjacent to the main entry door. The concept for the retail space would then be to promote local produce and items relevant to the Kojonup area, leaving the existing retail space to form the new library space.

The diagram shows a basic layout of the shelving plan in the area designated for the library.



- Polished concrete floors in this area will be carpeted, providing a warm welcoming environment along with lots of natural light supplied by the glass doors and windows.
- 4 x marri timber bookshelves to be installed
- Bookshelves measure 4100mm in length x 1980mm in height and have 5 shelves to each bookshelf. These will be on castors and moveable if required.
- The current display board on the backwall will be used for library exhibits.

Example included below: Library shelves with castors supplied in timber to match Kodja Place interior.



The floor area is big enough to accommodate the library shelves and furniture, while providing full wheelchair access.

Two computers and a printer will be accessible to the public.

The kitchenette fitted near the front counter will be a useful resource for library patrons.

Public toilets are onsite unlike the current library.

With new shelves and carpet in place, the transition of the library to the new site should be relatively simple. Books and library furniture will need to be transferred but this could be facilitated in-house.

With the library being relocated between the Café and the Gallery it will provide a welcoming community area for both locals and visitors. Patrons will be able to buy a coffee, read a book while their children play in the lawned area (within safe parameters). Families and visitors can take a stroll through the Gallery, providing both a community and cultural experience.

As a Shire facility, the staff support across these areas will be hugely beneficial to the public. With community and cultural staff working together, this will create a comprehensive service for both the Kojonup community and visitors.

The facility will be open 7 days a week (as resources permit). The current library is only open on weekdays (not at weekends).

CONSULTATION

Briefing Sessions
Annual Electors Meeting
Chief Executive Officer
Senior Library Officer
Manager Kodja Place

STATUTORY REQUIREMENTS

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

1. New bookshelves - \$47,400.00
(made by a local supplier using marri with 5 shelves to each bookshelf)
2. Heavy duty commercial carpet - \$4,746.00
(supplied and laid)

RISK MANAGEMENT IMPLICATIONS

RISK MANAGEMENT FRAMEWORK			
Risk Profile	Risk Description/Cause	Key Control	Current Action
13. Project – Change Management	Inadequate Design	Clear scope of works	Project Management Framework
Risk rating – <i>Inadequate</i>			
IMPLICATIONS			
As a community and cultural area, the services could be heavily used requiring additional infrastructure to support the growth.			

ASSET MANAGEMENT IMPLICATIONS

No major structural changes to Kodja Place.

Internal floorplan changes include:

1. New carpets
2. Four marri bookshelves to be installed
3. Library furniture to be reallocated

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

That the Council approves the relocation of the library to Kodja Place, as presented, to support the transition of Community Services to Kodja Place.

NOTICE OF MOTION

50/25 Moved Cr Bilney

Seconded Cr Wieringa

That Council defer consideration of the motion for item 9.4.8. to the August 2025 Ordinary Council Meeting.

CARRIED 6/0

For: Cr Bilney, Cr Wieringa, Cr Webb, Cr Radford, Cr Mathwin, Cr Mickle

Reason: There is a concept to develop Kodja place as a community centre. Looking at options of how to make Kodja Place relevant into the future, it is currently costing rate payers about \$700,000 each year, taking out depreciation. Councillors are not wanting to leave these decisions to the next Council. The August date has been adopted due to the Council elections being held later in the date and the motion requiring a future date. The Council did not approve the officer's recommendation until further community engagement on the future of Kodja Place takes place.

Craig and Jamie McVee left the meeting at 4.01pm

10 APPLICATIONS FOR LEAVE OF ABSENCE

10.1 Cr Webb – 18 May 2025 – 18 June 2025

COUNCIL DECISION

51/25 Moved Cr Radford

Seconded Cr Mickle

That Cr Webb be granted leave of absence for the 20 May 2025 Ordinary Council Meeting.

CARRIED 6/0

For: Cr Bilney, Cr Wieringa, Cr Webb, Cr Radford, Cr Mathwin, Cr Mickle

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

14.2 PUBLIC READING OF RESOLUTIONS THAT MAY BE MADE PUBLIC

15 CLOSURE

There being no further business to discuss, the President thanked the members for their attendance and declared the meeting closed at 4.07pm.

16 ATTACHMENTS (SEPARATE)

6.1	6.1.1	Unconfirmed Minutes of an Ordinary Council Meeting held on 25 March 2025
7.4	7.4.1	Cr Mickle – Great Southern Recreation Advisory Group Notes
	7.4.2	DRAFT – GS Sport and Rec Focus 2025-30
9.4.1	9.4.1.1	WAEC cost estimate letter
	9.4.1.2	LG Ordinary Election Process
9.4.2	9.4.2.1	Monthly Financial Statements; 1 March 2025 to 31 March 2025
9.4.3	9.4.3.1	Monthly Payment Listing March 2025
9.4.4	9.4.4.1	Rate Write-offs
9.4.5	9.4.5.1	Delegation Register – Additional Delegations
9.4.6	9.4.6.1	Shire of Kojonup – Non Potable strategic community water supplies plan
	9.4.6.2	Strategic Community Water Supplies (SCWS) Map
	9.4.6.3	AA Dams & Strategic Community Water Supplies (SCWS) at Kojonup
	9.4.6.4	Community Water Supplies Partnership (CWSP) Program
	9.4.6.5	Shire of Kojonup – DWER – Water tank locations
	9.4.6.6	Draft – DWER – Sandy Turton Parkinson Application
	9.4.6.7	Pioneer Water Tanks – Site Preparation

CONFIDENTIAL

Shire of Kojonup

Fresh Fields Management (NSW) No 2 Pty Ltd

Fresh Fields Aged Care Pty Ltd

Deed of Assignment of Lease

8A Newton Street, Kojonup, Western Australia

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Date

Parties

Shire of Kojonup ABN 61 822 625 995 of 93-95 Albany Highway, Kojonup, Western Australia (**Lessor**)

Fresh Fields Management (NSW) No 2 Pty Ltd ACN 624 674 380 of 16 Mayfair Street, West Perth, Western Australia (**Assignor**)

Fresh Fields Aged Care Pty Ltd ACN 063 959 759 of 16 Mayfair Street, West Perth, Western Australia (**Assignee**)

Background

- A The Lessor is the registered proprietor of the Land.
 - B The Lessor leases the Premises to the Assignor on the terms contained in the Lease.
 - C The Assignor is part of the Hall & Prior Group.
 - D The Hall & Prior Group is undertaking a corporate restructure.
 - E Pursuant to the corporate restructure, the Assignor proposes to assign the Lease to the Assignee.
 - F The Assignee has agreed to accept the assignment of the Lease with effect on and from the Assignment Date on the terms contained in this document.
-

Agreed terms

1 Interpretation

1.1 Definitions

In this document these terms have the following meanings:

Aged Care Act	The <i>Aged Care Act 1997</i> (Cth), as amended from time to time.
Aged Care Legislation	The Aged Care Act and the Aged Care Regulations.
Aged Care Regulations	All regulations, principles and directives made under the Aged Care Act.

Aged Care Service	An undertaking through which one or more of “Residential Care”, “Community Care” or “Flexible Care”, or similar care, is provided under the Aged Care Legislation.
Approved Provider	A person or body approved as an approved provider or registered as a registered provider of an Aged Care Service under the Aged Care Legislation.
Assignment Date	[11:59pm on 30 June 2025.]
Claims	All actions, suits, claims, demands and liability of any kind and however arising.
Cost	Any: <ul style="list-style-type: none">(a) duty, liability or obligation to any person;(b) cost, loss, expense or damage; and(c) demand, notice, order, judgment or other requirement, however arising.
Land	Part of Lot 201 on Deposited Plan 417667, being part of the land contained in Certificate of Title Volume 4038 Folio 869 and known as 8A Newton Street, Kojonup, Western Australia.
Lease	Undated residential tenancy agreement between the Lessor and the Assignor in respect of the Premises.
Loss	All liabilities, loss, damage, costs and expense of any kind whether incurred directly or indirectly.
Premises	The Land, the building and other improvements on the Land.

1.2 Definitions in lease

Unless a contrary intention appears in this document, any expression used and not defined in this document shall have the meaning (if any) assigned to such expression in the Lease.

1.3 Construction

Unless expressed to the contrary, in this document:

- (a) words in the singular include the plural and vice versa;
- (b) if a word or phrase is defined its other grammatical forms have corresponding meanings;
- (c) if any form of the word “include” is used, it is to be read as if followed by the words “without limitation”;
- (d) no rule of construction will apply to a clause to the disadvantage of a party merely because that party put forward the clause or would otherwise benefit from it;

- (e) a reference to:
 - (i) a person includes a partnership, joint venture, unincorporated association, corporation and a government or statutory body or authority;
 - (ii) a person includes the person's legal personal representatives, successors, assigns and persons substituted by novation;
 - (iii) any thing (including any amount) includes either the whole or any part of that thing;
 - (iv) any legislation includes subordinate legislation under it and includes that legislation and subordinate legislation as modified or replaced;
 - (v) an obligation includes a warranty or representation and a reference to a failure to comply with an obligation includes a breach of warranty or representation;
 - (vi) a right includes a benefit, remedy, discretion or power;
 - (vii) time is to local time in Perth, Western Australia;
 - (viii) "\$" or "dollars" is a reference to Australian currency;
 - (ix) this or any other document includes the document as novated, varied or replaced and despite any change in the identity of the parties;
 - (x) writing includes:
 - (A) any mode of representing or reproducing words in tangible and permanently visible form; and
 - (B) words created or stored in any electronic medium and retrievable in perceivable form;
 - (xi) a group of persons includes all of them together, any two or more of them together and each of them separately;
 - (xii) this document includes all schedules and annexures to it; and
 - (xiii) a clause, schedule or annexure is a reference to a clause, schedule or annexure, as the case may be, of this document;
- (f) where time is to be calculated by reference to a day or event, that day or the day of that event is excluded; and
- (g) headings do not affect the interpretation of this document.

2 Assignment of Lease

- (a) On and from the Assignment Date, the Assignor assigns to the Assignee all its estate and interest in the Lease including the benefit of all covenants whether or not they touch and concern or run with the Land or whether or not they have been transferred to the Lessor on any transfer of the Land or the Premises, on the terms set out in this document.

- (b) On and from the Assignment Date, the Assignee accepts the assignment and agrees to be bound by the Lease and the obligations of the Assignor under the Lease, on the terms set out in this document.

3 Related Person Assignment

The Lessor acknowledges and agrees that:

- (a) the Assignee is a Related Person of the Assignor, as the Assignee is a Related Body Corporate of Archmont Investments Pty Ltd ACN 063 715 033;
- (b) the Assignee is an Approved Provider;
- (c) as the proposed assignment is an Approved Assignment, part C additional term 16 of the Lease will apply to the assignment of the Lease; and
- (d) the Assignor is not required to obtain the Lessor's prior consent to the assignment of the Lease to the Assignee, in accordance with part C additional term 16 of the Lease.

4 No default

The Lessor acknowledges and agrees that:

- (a) the Assignor is not in breach of the Lease as at the date of this document;
- (b) the Assignor has not been persistently in breach of the Lease during the Term; and
- (c) if the Assignor breached the Lease during the Term, the Lessor gave the Assignor notice of the breach during the Term and the breach was not of a minor or trivial nature.

5 Costs

- (a) The Assignor acknowledges and agrees that it must pay all reasonable Costs of the Lessor in relation to the preparation, negotiation and execution of this document and any other documents ancillary to this document.
- (b) The Assignor and the Assignee acknowledge and agree that they must bear their own Costs in relation to the preparation, negotiation and execution of this document and any other documents ancillary to this document.

6 Notice by Assignor

The Lessor acknowledges and agrees that the Assignor notified the Lessor of the proposed assignment of the Lease to the Assignee a reasonable time before the Assignment Date, as required by part C additional term 17 of the Lease.

7 Release

7.1 Deed of assignment

- (a) The Lessor acknowledges and agrees that this document is in the form reasonably required by the Lessor's solicitors.
- (b) On and from the Assignment Date, the Assignee agrees to perform all of the Assignor's obligations under the Lease, including the obligation to indemnify the Lessor, as required by part C additional term 53 of the Lease.

7.2 Release

- (a) Subject to **clause 7.1(b)** of this document, on and from the Assignment Date, the Assignor is automatically released from its continuing obligations under the Lease, including the obligation to pay the rent and any other money payable by the Assignor under the Lease.
- (b) On and from the Assignment Date, the Lessor releases the Assignor from all Claims and Loss in respect of any breach of the Lease.

8 Assignee covenants

The Assignee must comply with the Lease on and from the Assignment Date for the benefit of the Assignor and the Lessor.

9 Lessor and Assignor warranties

The Lessor and the Assignor respectively represent and warrant to the best of their knowledge that as at the Assignment Date:

- (a) the Lease has not been varied except as disclosed in this document and remains valid and subsisting;
- (b) the Assignor is not in breach of the Lease;
- (c) the Lessor is not in breach of the Lease;
- (d) no event has occurred and there is no past or subsisting breach of the Lease which would entitle the Lessor to terminate the Lease;
- (e) there are no past or subsisting Claims or disputes by or against the Lessor, Assignor or any other person relating to the Lease or the Premises; and
- (f) there are no outstanding mortgages, charges or encumbrances over the Lease.

10 General

10.1 Amendment

This document may only be varied or replaced by a document executed by the parties.

10.2 Waiver and exercise of rights

- (a) A single or partial exercise or waiver by a party of a right relating to this document does not prevent any other exercise of that right or the exercise of any other right.
- (b) A party is not liable for any loss, cost or expense of any other party caused or contributed to by the waiver, exercise, attempted exercise, failure to exercise or delay in the exercise of a right.

10.3 Rights cumulative

Except as expressly stated otherwise in this document, the rights of a party under this document are cumulative and are in addition to any other rights of that party.

10.4 Further steps

Each party must promptly do whatever any other party reasonably requires of it to give effect to this document and to perform its obligations under it.

10.5 Governing law and jurisdiction

- (a) This document is governed by and is to be construed in accordance with the laws applicable in Western Australia.
- (b) Each party irrevocably and unconditionally submits to the non-exclusive jurisdiction of the courts exercising jurisdiction in Western Australia and any courts which have jurisdiction to hear appeals from any of those courts and waives any right to object to any proceedings being brought in those courts.

10.6 Liability

An obligation of two or more persons binds them separately and together.

10.7 Counterparts

This document may consist of a number of counterparts and, if so, the counterparts taken together constitute one document.

10.8 Electronic execution

The parties agree that:

- (a) a party may electronically sign a soft copy of this document and by doing so will:
 - (i) bind itself to this document; and
 - (ii) satisfy any statutory or other requirements for this document to be in writing and signed by that party; and
- (b) a soft copy of this document executed by all parties will constitute an executed original counterpart and if that document is printed with the parties' electronic signatures appearing that print-out will also constitute an executed original counterpart.

10.9 Entire understanding

- (a) This document contains the entire understanding between the parties as to the subject matter of this document.
- (b) All previous negotiations, understandings, representations, warranties, memoranda or commitments concerning the subject matter of this document are merged in and superseded by this document and are of no effect. No party is liable to any other party in respect of those matters.
- (c) No oral explanation or information provided by any party to another:
 - (i) affects the meaning or interpretation of this document; or
 - (ii) constitutes any collateral agreement, warranty or understanding between any of the parties.

10.10 Relationship of parties

This document is not intended to create a partnership, joint venture or agency relationship between the parties.

Execution

Executed as a deed.

Lessor

The common seal of the **Shire of**)
Kojonup ABN 61 822 625 995 was)
affixed in the presence of:)

.....
Chief Executive Officer

GRANT TRAVIS THOMPSON

.....
Name of Chief Executive Officer (print)

.....
Shire President

ROGER FREDERICK BILNEY

.....
Name of Shire President (print)

Assignor

Executed by Fresh Fields Management)
(NSW) No 2 Pty Ltd ACN 624 674 380 by)
the party's attorney pursuant to power of)
attorney registered no. P152926 dated 18)
May 2022 who states that no notice of)
revocation of the power of attorney has)
been received in the presence of:)

.....
Witness

.....
Name of Witness (print)

.....
Address of Witness (print)

.....
Occupation of Witness (print)

.....
Attorney

GRAEME BRUCE PRIOR
Name of Attorney (print)

Assignee

Executed by Fresh Fields Aged Care)
Pty Ltd ACN 063 959 759 by the party's)
attorney pursuant to power of attorney)
registered no. P152926 dated 18 May)
2022 who states that no notice of)
revocation of the power of attorney has)
been received in the presence of:)

.....
Witness

.....
Name of Witness (print)

.....
Address of Witness (print)

.....
Occupation of Witness (print)

.....
Attorney

GRAEME BRUCE PRIOR
Name of Attorney (print)

Shire of Kojonup

Fresh Fields Management (NSW) No 2 Pty Ltd

Fresh Fields Aged Care Pty Ltd

Deed of Assignment of Lease

Springhaven Frail Aged Hostel, 15 Barracks Place,
Kojonup, Western Australia

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Parties

Shire of Kojonup ABN 61 822 625 995 of 93-95 Albany Highway, Kojonup, Western Australia (**Lessor**)

Fresh Fields Management (NSW) No 2 Pty Ltd ACN 624 674 380 of 16 Mayfair Street, West Perth, Western Australia (**Assignor**)

Fresh Fields Aged Care Pty Ltd ACN 063 959 759 of 16 Mayfair Street, West Perth, Western Australia (**Assignee**)

Background

- A The Lessor is the registered proprietor of the Land.
 - B The Lessor leases the Premises to the Assignor on the terms contained in the Lease.
 - C The Assignor is part of the Hall & Prior Group.
 - D The Hall & Prior Group is undertaking a corporate restructure.
 - E Pursuant to the corporate restructure, the Assignor proposes to assign the Lease to the Assignee.
 - F The Assignee has agreed to accept the assignment of the Lease with effect on and from the Assignment Date on the terms contained in this document.
-

Agreed terms

1 Interpretation

1.1 Definitions

In this document these terms have the following meanings:

Assignment Date [11:59pm on 30 June 2025.]

Claims All actions, suits, claims, demands and liability of any kind and however arising.

Land	The part of Lot 370 on Deposited Plan 413237 shown hachured on the Plan attached to the Lease, being part of the land contained in Certificate of Title Volume 2971 Folio 505 and known as 15 Barracks Place, Kojonup, Western Australia.
Lease	Lease Q172830 between the Lessor and the Assignor in respect of the Premises dated 14 October 2024.
Loss	All liabilities, loss, damage, costs and expense of any kind whether incurred directly or indirectly.
Premises	The Land, the Building and the Lessor's Property, but not including the Sensory Gardens.

1.2 Definitions in lease

Unless a contrary intention appears in this document, any expression used and not defined in this document shall have the meaning (if any) assigned to such expression in the Lease.

1.3 Construction

Unless expressed to the contrary, in this document:

- (a) words in the singular include the plural and vice versa;
- (b) if a word or phrase is defined its other grammatical forms have corresponding meanings;
- (c) if any form of the word "include" is used, it is to be read as if followed by the words "without limitation";
- (d) no rule of construction will apply to a clause to the disadvantage of a party merely because that party put forward the clause or would otherwise benefit from it;
- (e) a reference to:
 - (i) a person includes a partnership, joint venture, unincorporated association, corporation and a government or statutory body or authority;
 - (ii) a person includes the person's legal personal representatives, successors, assigns and persons substituted by novation;
 - (iii) any thing (including any amount) includes either the whole or any part of that thing;
 - (iv) any legislation includes subordinate legislation under it and includes that legislation and subordinate legislation as modified or replaced;
 - (v) an obligation includes a warranty or representation and a reference to a failure to comply with an obligation includes a breach of warranty or representation;
 - (vi) a right includes a benefit, remedy, discretion or power;
 - (vii) time is to local time in Perth, Western Australia;

- (viii) "\$" or "dollars" is a reference to Australian currency;
- (ix) this or any other document includes the document as novated, varied or replaced and despite any change in the identity of the parties;
- (x) writing includes:
 - (A) any mode of representing or reproducing words in tangible and permanently visible form; and
 - (B) words created or stored in any electronic medium and retrievable in perceivable form;
- (xi) a group of persons includes all of them together, any two or more of them together and each of them separately;
- (xii) this document includes all schedules and annexures to it; and
- (xiii) a clause, schedule or annexure is a reference to a clause, schedule or annexure, as the case may be, of this document;
- (f) where time is to be calculated by reference to a day or event, that day or the day of that event is excluded; and
- (g) headings do not affect the interpretation of this document.

2 Assignment of Lease

- (a) On and from the Assignment Date, the Assignor assigns to the Assignee all its estate and interest in the Lease including the benefit of all covenants whether or not they touch and concern or run with the Land or whether or not they have been transferred to the Lessor on any transfer of the Land or the Premises, on the terms set out in this document.
- (b) On and from the Assignment Date, the Assignee accepts the assignment and agrees to be bound by the Lease and the obligations of the Assignor under the Lease, on the terms set out in this document.

3 Related Person Assignment

The Lessor acknowledges and agrees that:

- (a) the Assignee is a Related Person of the Assignor, as the Assignee is a Related Body Corporate of Archmont Investments Pty Ltd ACN 063 715 033;
- (b) the Assignee is an Approved Provider;
- (c) as the proposed assignment is a Related Person Assignment, clause 12.5 of the Lease will apply to the assignment of the Lease; and
- (d) the Assignor is not required to obtain the Lessor's prior consent to the assignment of the Lease to the Assignee, in accordance with clause 12.5(a) of the Lease.

4 Transfer of Lease

The Lessor acknowledges and agrees that the Assignee has provided a signed transfer of the Lease (in registerable form) to the Lessor's solicitors, as required by clause 12.2(d) of the Lease.

5 No default

The Lessor acknowledges and agrees that:

- (a) the Assignor is not in breach of the Lease as at the date of this document;
- (b) the Assignor has not been persistently in breach of the Lease during the Term; and
- (c) if the Assignor breached the Lease during the Term, the Lessor gave the Assignor notice of the breach during the Term and the breach was not of a minor or trivial nature,

as required by clause 12.3(a) of the Lease.

6 Costs

- (a) The Assignor acknowledges and agrees that it must pay all reasonable Costs of the Lessor in relation to the preparation, negotiation and execution of this document and any other documents ancillary to this document, as required by clauses 12.3(b) and 25.9 of the Lease.
- (b) The Assignor and the Assignee acknowledge and agree that they must bear their own Costs in relation to the preparation, negotiation and execution of this document and any other documents ancillary to this document.

7 Notice by Assignor

The Lessor acknowledges and agrees that the Assignor notified the Lessor of the proposed assignment of the Lease to the Assignee a reasonable time before the Assignment Date, as required by clause 12.5(c) of the Lease.

8 Release

8.1 Suitable assignee

The Lessor acknowledges and agrees that the Assignor has satisfied the Lessor that the Assignee is a suitable assignee, as required by clauses 12.2(a) and 12.5(d) of the Lease.

8.2 Deed of assignment

- (a) The Lessor acknowledges and agrees that this document is in the form reasonably required by the Lessor's solicitors, as required by clause 12.2(c) of the Lease.
- (b) On and from the Assignment Date, the Assignee agrees to perform all of the Assignor's obligations under the Lease, including the obligation to indemnify the Lessor, as required by clauses 12.2(c)(i)(A) and 12.5(d) of the Lease.

8.3 Release

- (a) Subject to **clauses 8.1 and 8.2(b)**, on and from the Assignment Date, the Assignor is automatically released from its continuing obligations under the Lease, including the obligation to pay the Rent and any other money payable by the Assignor under the Lease, as required by clauses 12.2(c)(i)(C) and 12.5(d) of the Lease.
- (b) On and from the Assignment Date, the Lessor releases the Assignor from all Claims and Loss in respect of any breach of the Lease.

9 Assignee covenants

The Assignee must comply with the Lease on and from the Assignment Date for the benefit of the Assignor and the Lessor.

10 Lessor and Assignor warranties

The Lessor and the Assignor respectively represent and warrant to the best of their knowledge that as at the Assignment Date:

- (a) the Lease has not been varied except as disclosed in this document and remains valid and subsisting;
- (b) the Assignor is not in breach of the Lease;
- (c) the Lessor is not in breach of the Lease;
- (d) no event has occurred and there is no past or subsisting breach of the Lease which would entitle the Lessor to terminate the Lease;
- (e) there are no past or subsisting Claims or disputes by or against the Lessor, Assignor or any other person relating to the Lease or the Premises; and
- (f) there are no outstanding mortgages, charges or encumbrances over the Lease.

11 General

11.1 Amendment

This document may only be varied or replaced by a document executed by the parties.

11.2 Waiver and exercise of rights

- (a) A single or partial exercise or waiver by a party of a right relating to this document does not prevent any other exercise of that right or the exercise of any other right.
- (b) A party is not liable for any loss, cost or expense of any other party caused or contributed to by the waiver, exercise, attempted exercise, failure to exercise or delay in the exercise of a right.

11.3 Rights cumulative

Except as expressly stated otherwise in this document, the rights of a party under this document are cumulative and are in addition to any other rights of that party.

11.4 Further steps

Each party must promptly do whatever any other party reasonably requires of it to give effect to this document and to perform its obligations under it.

11.5 Governing law and jurisdiction

- (a) This document is governed by and is to be construed in accordance with the laws applicable in Western Australia.
- (b) Each party irrevocably and unconditionally submits to the non-exclusive jurisdiction of the courts exercising jurisdiction in Western Australia and any courts which have jurisdiction to hear appeals from any of those courts and waives any right to object to any proceedings being brought in those courts.

11.6 Liability

An obligation of two or more persons binds them separately and together.

11.7 Counterparts

This document may consist of a number of counterparts and, if so, the counterparts taken together constitute one document.

11.8 Electronic execution

The parties agree that:

- (a) a party may electronically sign a soft copy of this document and by doing so will:
 - (i) bind itself to this document; and
 - (ii) satisfy any statutory or other requirements for this document to be in writing and signed by that party; and
- (b) a soft copy of this document executed by all parties will constitute an executed original counterpart and if that document is printed with the parties' electronic signatures appearing that print-out will also constitute an executed original counterpart.

11.9 Entire understanding

- (a) This document contains the entire understanding between the parties as to the subject matter of this document.
- (b) All previous negotiations, understandings, representations, warranties, memoranda or commitments concerning the subject matter of this document are merged in and superseded by this document and are of no effect. No party is liable to any other party in respect of those matters.
- (c) No oral explanation or information provided by any party to another:
 - (i) affects the meaning or interpretation of this document; or
 - (ii) constitutes any collateral agreement, warranty or understanding between any of the parties.

11.10 Relationship of parties

This document is not intended to create a partnership, joint venture or agency relationship between the parties.

Execution

Executed as a deed.

Lessor

The common seal of the **Shire of**)
Kojonup ABN 61 822 625 995 was)
affixed in the presence of:)

.....
Chief Executive Officer

GRANT TRAVIS THOMPSON

.....
Name of Chief Executive Officer (print)

.....
Shire President

ROGER FREDERICK BILNEY

.....
Name of Shire President (print)

Assignor

Executed by Fresh Fields Management)
(NSW) No 2 Pty Ltd ACN 624 674 380 by)
the party's attorney pursuant to power of)
attorney registered no. P152926 dated 18)
May 2022 who states that no notice of)
revocation of the power of attorney has)
been received in the presence of:)

.....
Witness

.....
Name of Witness (print)

.....
Address of Witness (print)

.....
Occupation of Witness (print)

.....
Attorney

GRAEME BRUCE PRIOR
Name of Attorney (print)

Assignee

Executed by Fresh Fields Aged Care)
Pty Ltd ACN 063 959 759 by the party's)
attorney pursuant to power of attorney)
registered no. P152926 dated 18 May)
2022 who states that no notice of)
revocation of the power of attorney has)
been received in the presence of:)

.....
Witness

.....
Name of Witness (print)

.....
Address of Witness (print)

.....
Occupation of Witness (print)

.....
Attorney

GRAEME BRUCE PRIOR
Name of Attorney (print)

Shire of Kojonup

Fresh Fields Management (NSW) No 2 Pty Ltd

Fresh Fields Aged Care Pty Ltd

Deed of Assignment of Lease

8B Newton Street, Kojonup, Western Australia

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Date

Parties

Shire of Kojonup ABN 61 822 625 995 of 93-95 Albany Highway, Kojonup, Western Australia (**Lessor**)

Fresh Fields Management (NSW) No 2 Pty Ltd ACN 624 674 380 of 16 Mayfair Street, West Perth, Western Australia (**Assignor**)

Fresh Fields Aged Care Pty Ltd ACN 063 959 759 of 16 Mayfair Street, West Perth, Western Australia (**Assignee**)

Background

- A The Lessor is the registered proprietor of the Land.
 - B The Lessor leases the Premises to the Assignor on the terms contained in the Lease.
 - C The Assignor is part of the Hall & Prior Group.
 - D The Hall & Prior Group is undertaking a corporate restructure.
 - E Pursuant to the corporate restructure, the Assignor proposes to assign the Lease to the Assignee.
 - F The Assignee has agreed to accept the assignment of the Lease with effect on and from the Assignment Date on the terms contained in this document.
-

Agreed terms

1 Interpretation

1.1 Definitions

In this document these terms have the following meanings:

Aged Care Act	The <i>Aged Care Act 1997</i> (Cth), as amended from time to time.
Aged Care Legislation	The Aged Care Act and the Aged Care Regulations.
Aged Care	All regulations, principles and directives made under the

Regulations	Aged Care Act.
Aged Care Service	An undertaking through which one or more of “Residential Care”, “Community Care” or “Flexible Care”, or similar care, is provided under the Aged Care Legislation.
Approved Provider	A person or body approved as an approved provider or registered as a registered provider of an Aged Care Service under the Aged Care Legislation.
Assignment Date	[11:59pm on 30 June 2025.]
Claims	All actions, suits, claims, demands and liability of any kind and however arising.
Cost	Any: <ul style="list-style-type: none">(a) duty, liability or obligation to any person;(b) cost, loss, expense or damage; and(c) demand, notice, order, judgment or other requirement, however arising.
Land	Part of Lot 201 on Deposited Plan 417667, being part of the land contained in Certificate of Title Volume 4038 Folio 869 and known as 8B Newton Street, Kojonup, Western Australia.
Lease	Undated residential tenancy agreement between the Lessor and the Assignor in respect of the Premises.
Loss	All liabilities, loss, damage, costs and expense of any kind whether incurred directly or indirectly.
Premises	The Land, the building and other improvements on the Land.

1.2 Definitions in lease

Unless a contrary intention appears in this document, any expression used and not defined in this document shall have the meaning (if any) assigned to such expression in the Lease.

1.3 Construction

Unless expressed to the contrary, in this document:

- (a) words in the singular include the plural and vice versa;
- (b) if a word or phrase is defined its other grammatical forms have corresponding meanings;
- (c) if any form of the word “include” is used, it is to be read as if followed by the words “without limitation”;
- (d) no rule of construction will apply to a clause to the disadvantage of a party merely because that party put forward the clause or would otherwise benefit from it;

- (e) a reference to:
 - (i) a person includes a partnership, joint venture, unincorporated association, corporation and a government or statutory body or authority;
 - (ii) a person includes the person's legal personal representatives, successors, assigns and persons substituted by novation;
 - (iii) any thing (including any amount) includes either the whole or any part of that thing;
 - (iv) any legislation includes subordinate legislation under it and includes that legislation and subordinate legislation as modified or replaced;
 - (v) an obligation includes a warranty or representation and a reference to a failure to comply with an obligation includes a breach of warranty or representation;
 - (vi) a right includes a benefit, remedy, discretion or power;
 - (vii) time is to local time in Perth, Western Australia;
 - (viii) "\$" or "dollars" is a reference to Australian currency;
 - (ix) this or any other document includes the document as novated, varied or replaced and despite any change in the identity of the parties;
 - (x) writing includes:
 - (A) any mode of representing or reproducing words in tangible and permanently visible form; and
 - (B) words created or stored in any electronic medium and retrievable in perceivable form;
 - (xi) a group of persons includes all of them together, any two or more of them together and each of them separately;
 - (xii) this document includes all schedules and annexures to it; and
 - (xiii) a clause, schedule or annexure is a reference to a clause, schedule or annexure, as the case may be, of this document;
- (f) where time is to be calculated by reference to a day or event, that day or the day of that event is excluded; and
- (g) headings do not affect the interpretation of this document.

2 Assignment of Lease

- (a) On and from the Assignment Date, the Assignor assigns to the Assignee all its estate and interest in the Lease including the benefit of all covenants whether or not they touch and concern or run with the Land or whether or not they have been transferred to the Lessor on any transfer of the Land or the Premises, on the terms set out in this document.

- (b) On and from the Assignment Date, the Assignee accepts the assignment and agrees to be bound by the Lease and the obligations of the Assignor under the Lease, on the terms set out in this document.

3 Related Person Assignment

The Lessor acknowledges and agrees that:

- (a) the Assignee is a Related Person of the Assignor, as the Assignee is a Related Body Corporate of Archmont Investments Pty Ltd ACN 063 715 033;
- (b) the Assignee is an Approved Provider;
- (c) as the proposed assignment is an Approved Assignment, part C additional term 16 of the Lease will apply to the assignment of the Lease; and
- (d) the Assignor is not required to obtain the Lessor's prior consent to the assignment of the Lease to the Assignee, in accordance with part C additional term 16 of the Lease.

4 No default

The Lessor acknowledges and agrees that:

- (a) the Assignor is not in breach of the Lease as at the date of this document;
- (b) the Assignor has not been persistently in breach of the Lease during the Term; and
- (c) if the Assignor breached the Lease during the Term, the Lessor gave the Assignor notice of the breach during the Term and the breach was not of a minor or trivial nature.

5 Costs

- (a) The Assignor acknowledges and agrees that it must pay all reasonable Costs of the Lessor in relation to the preparation, negotiation and execution of this document and any other documents ancillary to this document.
- (b) The Assignor and the Assignee acknowledge and agree that they must bear their own Costs in relation to the preparation, negotiation and execution of this document and any other documents ancillary to this document.

6 Notice by Assignor

The Lessor acknowledges and agrees that the Assignor notified the Lessor of the proposed assignment of the Lease to the Assignee a reasonable time before the Assignment Date, as required by part C additional term 17 of the Lease.

7 Release

7.1 Deed of assignment

- (a) The Lessor acknowledges and agrees that this document is in the form reasonably required by the Lessor's solicitors.
- (b) On and from the Assignment Date, the Assignee agrees to perform all of the Assignor's obligations under the Lease, including the obligation to indemnify the Lessor, as required by part C additional term 53 of the Lease.

7.2 Release

- (a) Subject to **clause 7.1(b)**, on and from the Assignment Date, the Assignor is automatically released from its continuing obligations under the Lease, including the obligation to pay the rent and any other money payable by the Assignor under the Lease.
- (b) On and from the Assignment Date, the Lessor releases the Assignor from all Claims and Loss in respect of any breach of the Lease.

8 Assignee covenants

The Assignee must comply with the Lease on and from the Assignment Date for the benefit of the Assignor and the Lessor.

9 Lessor and Assignor warranties

The Lessor and the Assignor respectively represent and warrant to the best of their knowledge that as at the Assignment Date:

- (a) the Lease has not been varied except as disclosed in this document and remains valid and subsisting;
- (b) the Assignor is not in breach of the Lease;
- (c) the Lessor is not in breach of the Lease;
- (d) no event has occurred and there is no past or subsisting breach of the Lease which would entitle the Lessor to terminate the Lease;
- (e) there are no past or subsisting Claims or disputes by or against the Lessor, Assignor or any other person relating to the Lease or the Premises; and
- (f) there are no outstanding mortgages, charges or encumbrances over the Lease.

10 General

10.1 Amendment

This document may only be varied or replaced by a document executed by the parties.

10.2 Waiver and exercise of rights

- (a) A single or partial exercise or waiver by a party of a right relating to this document does not prevent any other exercise of that right or the exercise of any other right.
- (b) A party is not liable for any loss, cost or expense of any other party caused or contributed to by the waiver, exercise, attempted exercise, failure to exercise or delay in the exercise of a right.

10.3 Rights cumulative

Except as expressly stated otherwise in this document, the rights of a party under this document are cumulative and are in addition to any other rights of that party.

10.4 Further steps

Each party must promptly do whatever any other party reasonably requires of it to give effect to this document and to perform its obligations under it.

10.5 Governing law and jurisdiction

- (a) This document is governed by and is to be construed in accordance with the laws applicable in Western Australia.
- (b) Each party irrevocably and unconditionally submits to the non-exclusive jurisdiction of the courts exercising jurisdiction in Western Australia and any courts which have jurisdiction to hear appeals from any of those courts and waives any right to object to any proceedings being brought in those courts.

10.6 Liability

An obligation of two or more persons binds them separately and together.

10.7 Counterparts

This document may consist of a number of counterparts and, if so, the counterparts taken together constitute one document.

10.8 Electronic execution

The parties agree that:

- (a) a party may electronically sign a soft copy of this document and by doing so will:
 - (i) bind itself to this document; and
 - (ii) satisfy any statutory or other requirements for this document to be in writing and signed by that party; and
- (b) a soft copy of this document executed by all parties will constitute an executed original counterpart and if that document is printed with the parties' electronic signatures appearing that print-out will also constitute an executed original counterpart.

10.9 Entire understanding

- (a) This document contains the entire understanding between the parties as to the subject matter of this document.
- (b) All previous negotiations, understandings, representations, warranties, memoranda or commitments concerning the subject matter of this document are merged in and superseded by this document and are of no effect. No party is liable to any other party in respect of those matters.
- (c) No oral explanation or information provided by any party to another:
 - (i) affects the meaning or interpretation of this document; or
 - (ii) constitutes any collateral agreement, warranty or understanding between any of the parties.

10.10 Relationship of parties

This document is not intended to create a partnership, joint venture or agency relationship between the parties.

Execution

Executed as a deed.

Lessor

The common seal of the **Shire of**)
Kojonup ABN 61 822 625 995 was)
affixed in the presence of:)

.....
Chief Executive Officer

GRANT TRAVIS THOMPSON

.....
Name of Chief Executive Officer (print)

.....
Shire President

ROGER FREDERICK BILNEY

.....
Name of Shire President (print)

Assignor

Executed by Fresh Fields Management)
(NSW) No 2 Pty Ltd ACN 624 674 380 by)
the party's attorney pursuant to power of)
attorney registered no. P152926 dated 18)
May 2022 who states that no notice of)
revocation of the power of attorney has)
been received in the presence of:)

.....
Witness

.....
Name of Witness (print)

.....
Address of Witness (print)

.....
Occupation of Witness (print)

.....
Attorney

GRAEME BRUCE PRIOR
Name of Attorney (print)

Assignee

Executed by Fresh Fields Aged Care)
Pty Ltd ACN 063 959 759 by the party's)
attorney pursuant to power of attorney)
registered no. P152926 dated 18 May)
2022 who states that no notice of)
revocation of the power of attorney has)
been received in the presence of:)

.....
Witness

.....
Name of Witness (print)

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Address of Witness (print)

.....
Occupation of Witness (print)

.....
Attorney

GRAEME BRUCE PRIOR
Name of Attorney (print)

Shire of Kojonup

Fresh Fields Management (NSW) No 2 Pty Ltd

Fresh Fields Aged Care Pty Ltd

Deed of Assignment of Lease

12B Elverd Street, Kojonup, Western Australia

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Date

Parties

Shire of Kojonup ABN 61 822 625 995 of 93-95 Albany Highway, Kojonup, Western Australia (**Lessor**)

Fresh Fields Management (NSW) No 2 Pty Ltd ACN 624 674 380 of 16 Mayfair Street, West Perth, Western Australia (**Assignor**)

Fresh Fields Aged Care Pty Ltd ACN 063 959 759 of 16 Mayfair Street, West Perth, Western Australia (**Assignee**)

Background

- A The Lessor is the registered proprietor of the Land.
 - B The Lessor leases the Premises to the Assignor on the terms contained in the Lease.
 - C The Assignor is part of the Hall & Prior Group.
 - D The Hall & Prior Group is undertaking a corporate restructure.
 - E Pursuant to the corporate restructure, the Assignor proposes to assign the Lease to the Assignee.
 - F The Assignee has agreed to accept the assignment of the Lease with effect on and from the Assignment Date on the terms contained in this document.
-

Agreed terms

1 Interpretation

1.1 Definitions

In this document these terms have the following meanings:

Aged Care Act	The Aged Care Act 1997 (Cth), as amended from time to time.
Aged Care Legislation	The Aged Care Act and the Aged Care Regulations.
Aged Care	All regulations, principles and directives made under the

Regulations	Aged Care Act.
Aged Care Service	An undertaking through which one or more of “Residential Care”, “Community Care” or “Flexible Care”, or similar care, is provided under the Aged Care Legislation.
Approved Provider	A person or body approved as an approved provider or registered as a registered provider of an Aged Care Service under the Aged Care Legislation.
Assignment Date	[11:59pm on 30 June 2025.]
Claims	All actions, suits, claims, demands and liability of any kind and however arising.
Cost	Any: <ul style="list-style-type: none">(a) duty, liability or obligation to any person;(b) cost, loss, expense or damage; and(c) demand, notice, order, judgment or other requirement, however arising.
Land	Part of Lot 38 on Diagram 18950, being part of the land contained in Certificate of Title Volume 1178 Folio 172 and known as 12B Elverd Street, Kojonup, Western Australia.
Lease	Undated residential tenancy agreement between the Lessor and the Assignor in respect of the Premises.
Loss	All liabilities, loss, damage, costs and expense of any kind whether incurred directly or indirectly.
Premises	The Land, the building and other improvements on the Land.

1.2 Definitions in lease

Unless a contrary intention appears in this document, any expression used and not defined in this document shall have the meaning (if any) assigned to such expression in the Lease.

1.3 Construction

Unless expressed to the contrary, in this document:

- (a) words in the singular include the plural and vice versa;
- (b) if a word or phrase is defined its other grammatical forms have corresponding meanings;
- (c) if any form of the word “include” is used, it is to be read as if followed by the words “without limitation”;
- (d) no rule of construction will apply to a clause to the disadvantage of a party merely because that party put forward the clause or would otherwise benefit from it;

- (e) a reference to:
 - (i) a person includes a partnership, joint venture, unincorporated association, corporation and a government or statutory body or authority;
 - (ii) a person includes the person's legal personal representatives, successors, assigns and persons substituted by novation;
 - (iii) any thing (including any amount) includes either the whole or any part of that thing;
 - (iv) any legislation includes subordinate legislation under it and includes that legislation and subordinate legislation as modified or replaced;
 - (v) an obligation includes a warranty or representation and a reference to a failure to comply with an obligation includes a breach of warranty or representation;
 - (vi) a right includes a benefit, remedy, discretion or power;
 - (vii) time is to local time in Perth, Western Australia;
 - (viii) "\$" or "dollars" is a reference to Australian currency;
 - (ix) this or any other document includes the document as novated, varied or replaced and despite any change in the identity of the parties;
 - (x) writing includes:
 - (A) any mode of representing or reproducing words in tangible and permanently visible form; and
 - (B) words created or stored in any electronic medium and retrievable in perceivable form;
 - (xi) a group of persons includes all of them together, any two or more of them together and each of them separately;
 - (xii) this document includes all schedules and annexures to it; and
 - (xiii) a clause, schedule or annexure is a reference to a clause, schedule or annexure, as the case may be, of this document;
- (f) where time is to be calculated by reference to a day or event, that day or the day of that event is excluded; and
- (g) headings do not affect the interpretation of this document.

2 Assignment of Lease

- (a) On and from the Assignment Date, the Assignor assigns to the Assignee all its estate and interest in the Lease including the benefit of all covenants whether or not they touch and concern or run with the Land or whether or not they have been transferred to the Lessor on any transfer of the Land or the Premises, on the terms set out in this document.

- (b) On and from the Assignment Date, the Assignee accepts the assignment and agrees to be bound by the Lease and the obligations of the Assignor under the Lease, on the terms set out in this document.

3 Related Person Assignment

The Lessor acknowledges and agrees that:

- (a) the Assignee is a Related Person of the Assignor, as the Assignee is a Related Body Corporate of Archmont Investments Pty Ltd ACN 063 715 033;
- (b) the Assignee is an Approved Provider;
- (c) as the proposed assignment is an Approved Assignment, part C additional term 16 of the Lease will apply to the assignment of the Lease; and
- (d) the Assignor is not required to obtain the Lessor's prior consent to the assignment of the Lease to the Assignee, in accordance with part C additional term 16 of the Lease.

4 No default

The Lessor acknowledges and agrees that:

- (a) the Assignor is not in breach of the Lease as at the date of this document;
- (b) the Assignor has not been persistently in breach of the Lease during the Term; and
- (c) if the Assignor breached the Lease during the Term, the Lessor gave the Assignor notice of the breach during the Term and the breach was not of a minor or trivial nature.

5 Costs

- (a) The Assignor acknowledges and agrees that it must pay all reasonable Costs of the Lessor in relation to the preparation, negotiation and execution of this document and any other documents ancillary to this document.
- (b) The Assignor and the Assignee acknowledge and agree that they must bear their own Costs in relation to the preparation, negotiation and execution of this document and any other documents ancillary to this document.

6 Notice by Assignor

The Lessor acknowledges and agrees that the Assignor notified the Lessor of the proposed assignment of the Lease to the Assignee a reasonable time before the Assignment Date, as required by part C additional term 17 of the Lease.

7 Release

7.1 Deed of assignment

- (a) The Lessor acknowledges and agrees that this document is in the form reasonably required by the Lessor's solicitors.
- (b) On and from the Assignment Date, the Assignee agrees to perform all of the Assignor's obligations under the Lease, including the obligation to indemnify the Lessor, as required by part C additional term 53 of the Lease.

7.2 Release

- (a) Subject to **clause 7.1(b)**, on and from the Assignment Date, the Assignor is automatically released from its continuing obligations under the Lease, including the obligation to pay the rent and any other money payable by the Assignor under the Lease.
- (b) On and from the Assignment Date, the Lessor releases the Assignor from all Claims and Loss in respect of any breach of the Lease.

8 Assignee covenants

The Assignee must comply with the Lease on and from the Assignment Date for the benefit of the Assignor and the Lessor.

9 Lessor and Assignor warranties

The Lessor and the Assignor respectively represent and warrant to the best of their knowledge that as at the Assignment Date:

- (a) the Lease has not been varied except as disclosed in this document and remains valid and subsisting;
- (b) the Assignor is not in breach of the Lease;
- (c) the Lessor is not in breach of the Lease;
- (d) no event has occurred and there is no past or subsisting breach of the Lease which would entitle the Lessor to terminate the Lease;
- (e) there are no past or subsisting Claims or disputes by or against the Lessor, Assignor or any other person relating to the Lease or the Premises; and
- (f) there are no outstanding mortgages, charges or encumbrances over the Lease.

10 General

10.1 Amendment

This document may only be varied or replaced by a document executed by the parties.

10.2 Waiver and exercise of rights

- (a) A single or partial exercise or waiver by a party of a right relating to this document does not prevent any other exercise of that right or the exercise of any other right.
- (b) A party is not liable for any loss, cost or expense of any other party caused or contributed to by the waiver, exercise, attempted exercise, failure to exercise or delay in the exercise of a right.

10.3 Rights cumulative

Except as expressly stated otherwise in this document, the rights of a party under this document are cumulative and are in addition to any other rights of that party.

10.4 Further steps

Each party must promptly do whatever any other party reasonably requires of it to give effect to this document and to perform its obligations under it.

10.5 Governing law and jurisdiction

- (a) This document is governed by and is to be construed in accordance with the laws applicable in Western Australia.
- (b) Each party irrevocably and unconditionally submits to the non-exclusive jurisdiction of the courts exercising jurisdiction in Western Australia and any courts which have jurisdiction to hear appeals from any of those courts and waives any right to object to any proceedings being brought in those courts.

10.6 Liability

An obligation of two or more persons binds them separately and together.

10.7 Counterparts

This document may consist of a number of counterparts and, if so, the counterparts taken together constitute one document.

10.8 Electronic execution

The parties agree that:

- (a) a party may electronically sign a soft copy of this document and by doing so will:
 - (i) bind itself to this document; and
 - (ii) satisfy any statutory or other requirements for this document to be in writing and signed by that party; and
- (b) a soft copy of this document executed by all parties will constitute an executed original counterpart and if that document is printed with the parties' electronic signatures appearing that print-out will also constitute an executed original counterpart.

10.9 Entire understanding

- (a) This document contains the entire understanding between the parties as to the subject matter of this document.
- (b) All previous negotiations, understandings, representations, warranties, memoranda or commitments concerning the subject matter of this document are merged in and superseded by this document and are of no effect. No party is liable to any other party in respect of those matters.
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10.10 Relationship of parties

This document is not intended to create a partnership, joint venture or agency relationship between the parties.

Execution

Executed as a deed.

Lessor

The common seal of the **Shire of**)
Kojonup ABN 61 822 625 995 was)
affixed in the presence of:)

.....
Chief Executive Officer

GRANT TRAVIS THOMPSON

.....
Name of Chief Executive Officer (print)

.....
Shire President

ROGER FREDERICK BILNEY

.....
Name of Shire President (print)

Assignor

Executed by Fresh Fields Management)
(NSW) No 2 Pty Ltd ACN 624 674 380 by)
the party's attorney pursuant to power of)
attorney registered no. P152926 dated 18)
May 2022 who states that no notice of)
revocation of the power of attorney has)
been received in the presence of:)

.....
Witness

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Name of Witness (print)

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Address of Witness (print)

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Occupation of Witness (print)

.....
Attorney

GRAEME BRUCE PRIOR
Name of Attorney (print)

Assignee

Executed by Fresh Fields Aged Care)
Pty Ltd ACN 063 959 759 by the party's)
attorney pursuant to power of attorney)
registered no. P152926 dated 18 May)
2022 who states that no notice of)
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Occupation of Witness (print)

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Attorney

GRAEME BRUCE PRIOR
Name of Attorney (print)



11 April 2025

Shire of Kojonup
93-95 Albany Highway
Kojonup
WA 6395

Attention : The Chief Executive Officer E: ceo@kojonup.wa.gov.au

Dear Sir,

I note the following:

Background

- Fresh Fields Management (NSW) No 2 Pty Ltd (**FFM**) operates the Springhaven aged care business (**AC Business**).
- FFM operates the AC Business from a leasehold property leased by FFM from the Shire of Kojonup (**Lessor**) under a lease dated 14 October 2024 (**Lease**).
- FFM also leases various residential properties from the Lessor (being the **Residential Leases** in this email) dated on or about the same date.

Proposed Transaction

- FFM proposes transferring the AC Business and assigning the Lease and the Residential Leases to Fresh Fields Aged Care Pty Ltd (**FFAC**) as part of its current group restructure.
- The proposed transfer date is no later than 30 June 2025.
- FFAC is a well-established wholly owned approved provider entity within the Hall & Prior Group holding a number of assets in its own name.
- The restructure is driven largely by a desire on the part of the Group directors to simplify and streamline the Group structure.
- The restructure will not result in a change in control of either FFM or FFAC within the Hall & Prior Group.

RAC Lease Assignment Position

- Under the Lease, the consent of the Lessor is not required to transfer the Lease to a **Related Person**, subject to the lessee not being in default and the assignee signing a Landgate transfer form to give effect to the assignment. The Lessor needs also to be given reasonable prior notice of the assignment. In addition, FFM can obtain an absolute release under the Lease on the assignment occurring, provided that FFM can demonstrate to the reasonable satisfaction of the Lessor that the assignee has the ability to meet the financial obligations under the Lease and to carry on the Permitted Use from the premises, and the requirements of clause 12.5(d) of the Lease are complied with by the assignee.
- FFAC is a Related Person of FFM, as defined in the Lease, and meets the above tests. In that regard I attach the audited financial statements for FFAC for FY23/24.
- Attached is also a simplified Hall & Prior corporate structure diagram, which shows the relationship of FFM and FFAC to each other within the Group
- Clause 12.1 of the Lease does not apply as the proposed assignment will occur under clause 12.5 of the Lease.

Compassionate people, dedicated to care

Residential Leases Assignment Position

- Under the Residential Leases, FFM can assign the Residential Leases without the Lessor's consent if (amongst other things) the leases in question are being assigned to what is defined as a **Springhaven Assignee**.
- A Springhaven Assignee is a person that the Lessor "has approved as an assignee under the Springhaven Lease".
- On the assumption that Lessor accepts FFAC as a suitable assignee of the Lease as outlined above, with the result that FFM is released under the Lease, FFM proposes assigning the Residential Leases to FFAC in addition.

The purpose of this email is as follows :

- To provide formal notice to the Lessor of the proposed assignment of the Lease as identified in this email.
- To seek the Lessor's absolute release of FFM under the terms of the Lease effective from the date of the assignment (to be advised but no later than 30 June 2025), noting the requirements of the Lease as summarised above and as may otherwise be applicable.
- To advise the Lessor of FFM's intention to assign the Residential Leases to FFAC at the same time as the assignment of the Lease.

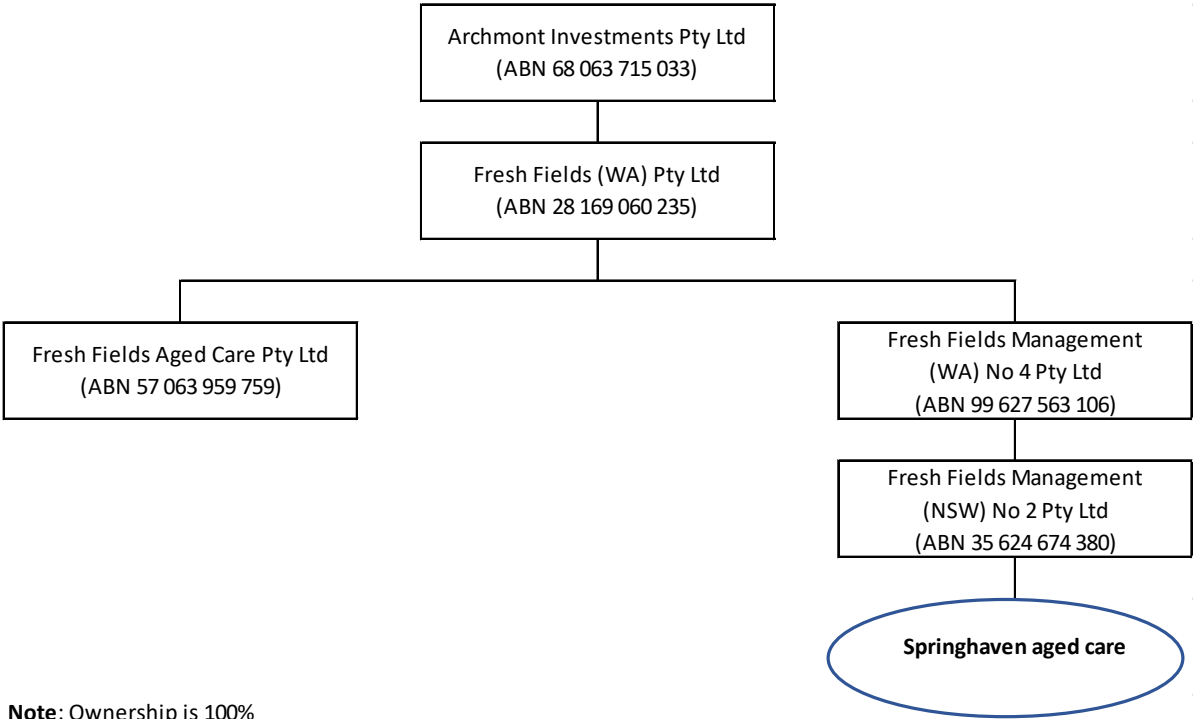
To the extent that the Lessor needs additional information to consider the above, please advise me as soon as possible, and I'll endeavour to provide that information to you quickly.

Yours sincerely

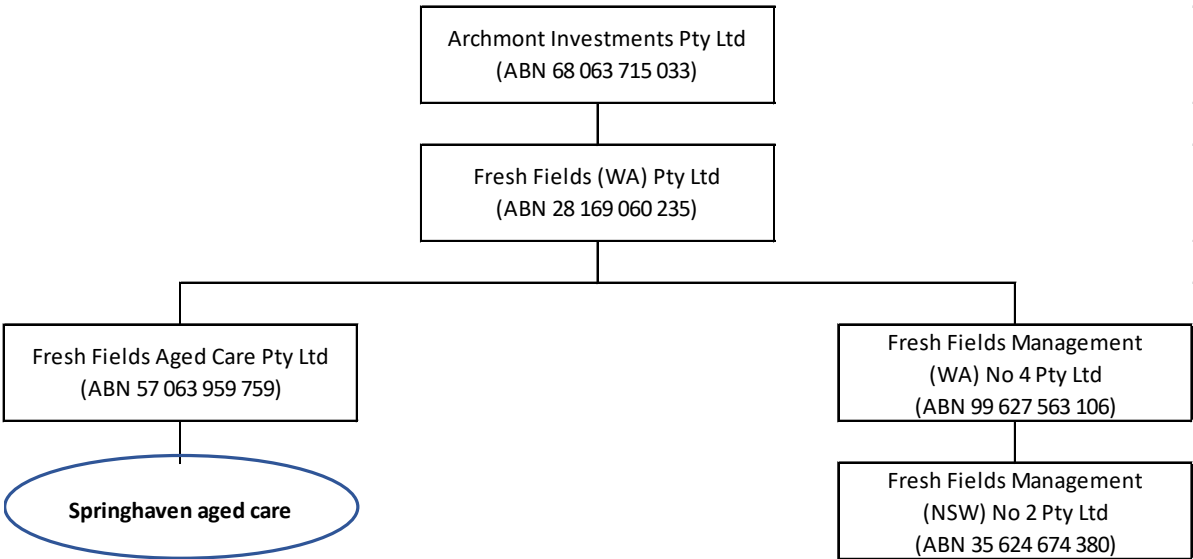


Alan Churley
Special Counsel

Simplified Corporate Structure immediately BEFORE the Proposed Lease Assignment



Simplified Corporate Structure immediately AFTER the Proposed Lease Assignment





MONTHLY FINANCIAL REPORT

30 APRIL 2025

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**SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 30 APRIL 2025**

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 30 APRIL 2025
Prepared by: Darren Long (Finance Consultant)
Reviewed by: Jill Johnson (MFCS)

BASIS OF PREPARATION

REPORT PURPOSE

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

BASIS OF ACCOUNTING

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

THE LOCAL GOVERNMENT REPORTING ENTITY

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

SIGNIFICANT ACCOUNTING POLICIES

GOODS AND SERVICES TAX

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

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

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

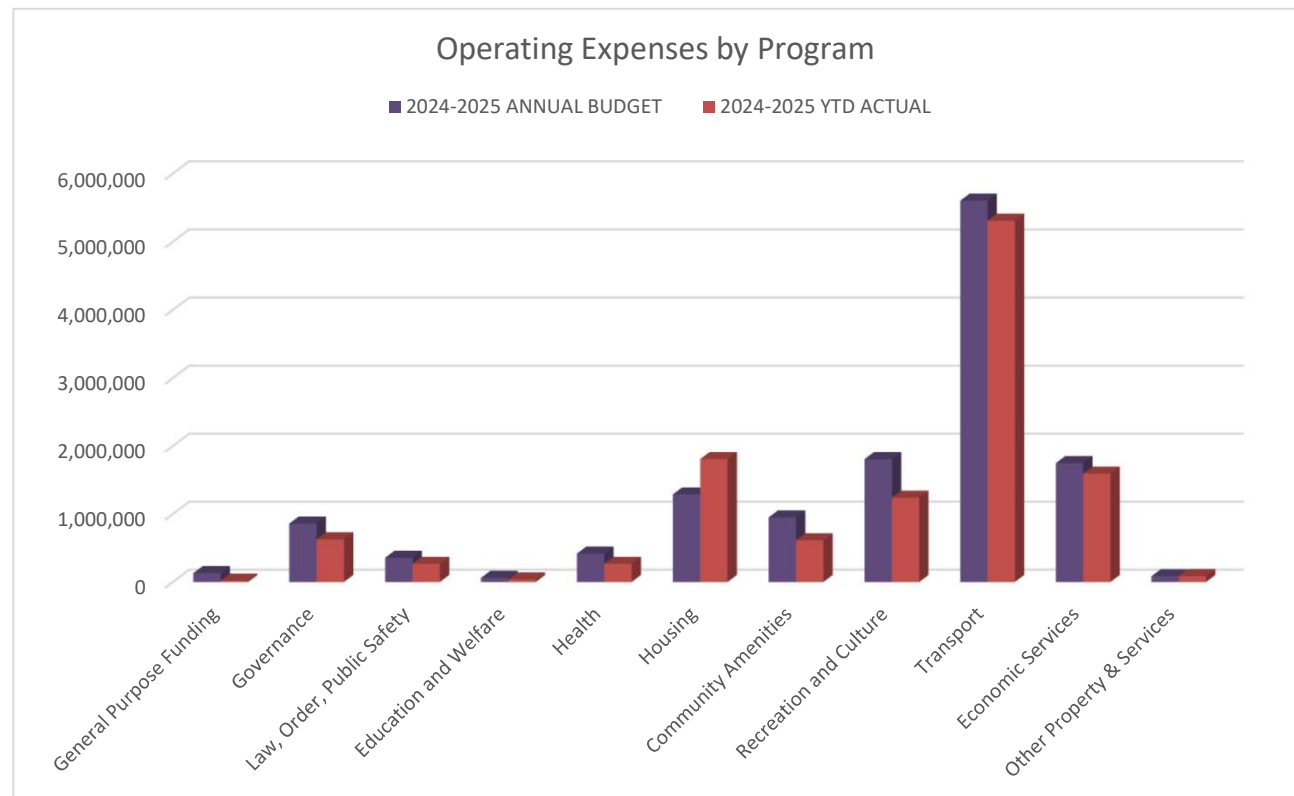
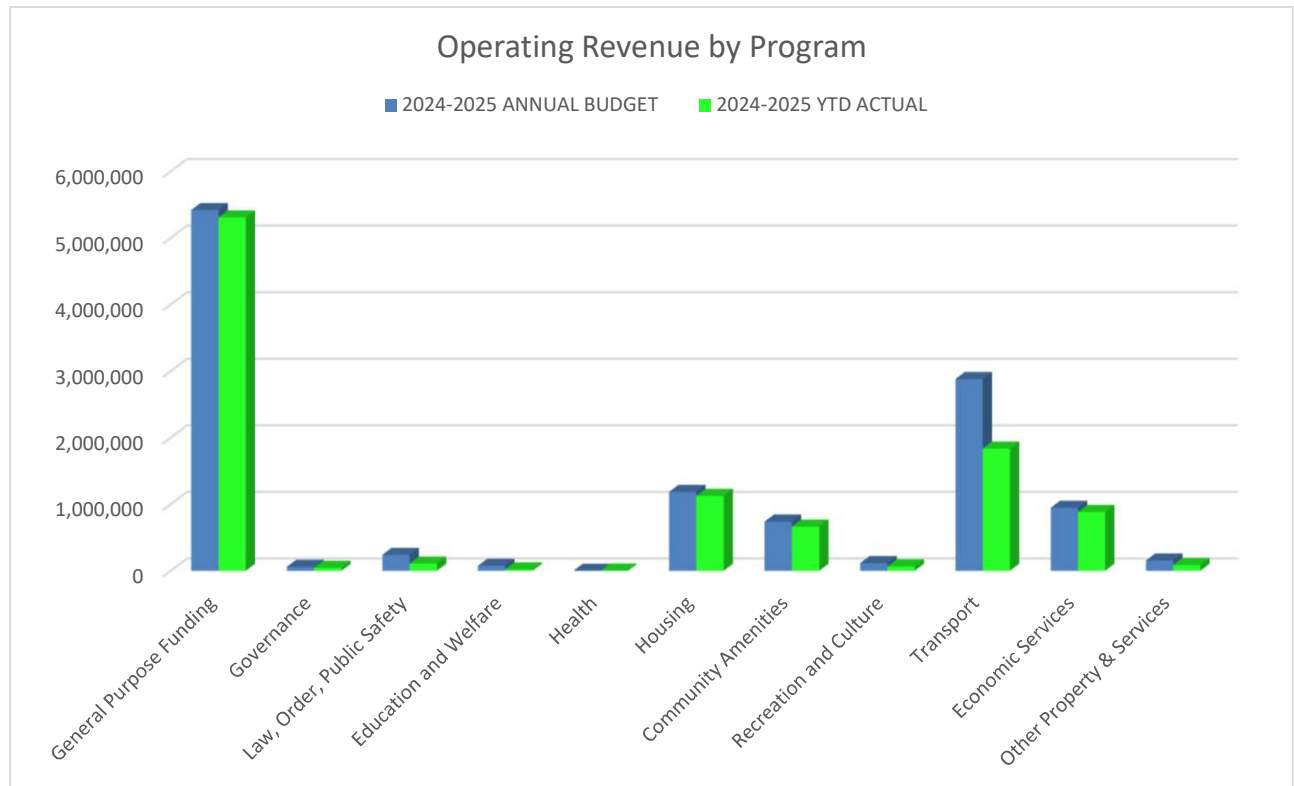
CRITICAL ACCOUNTING ESTIMATES

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

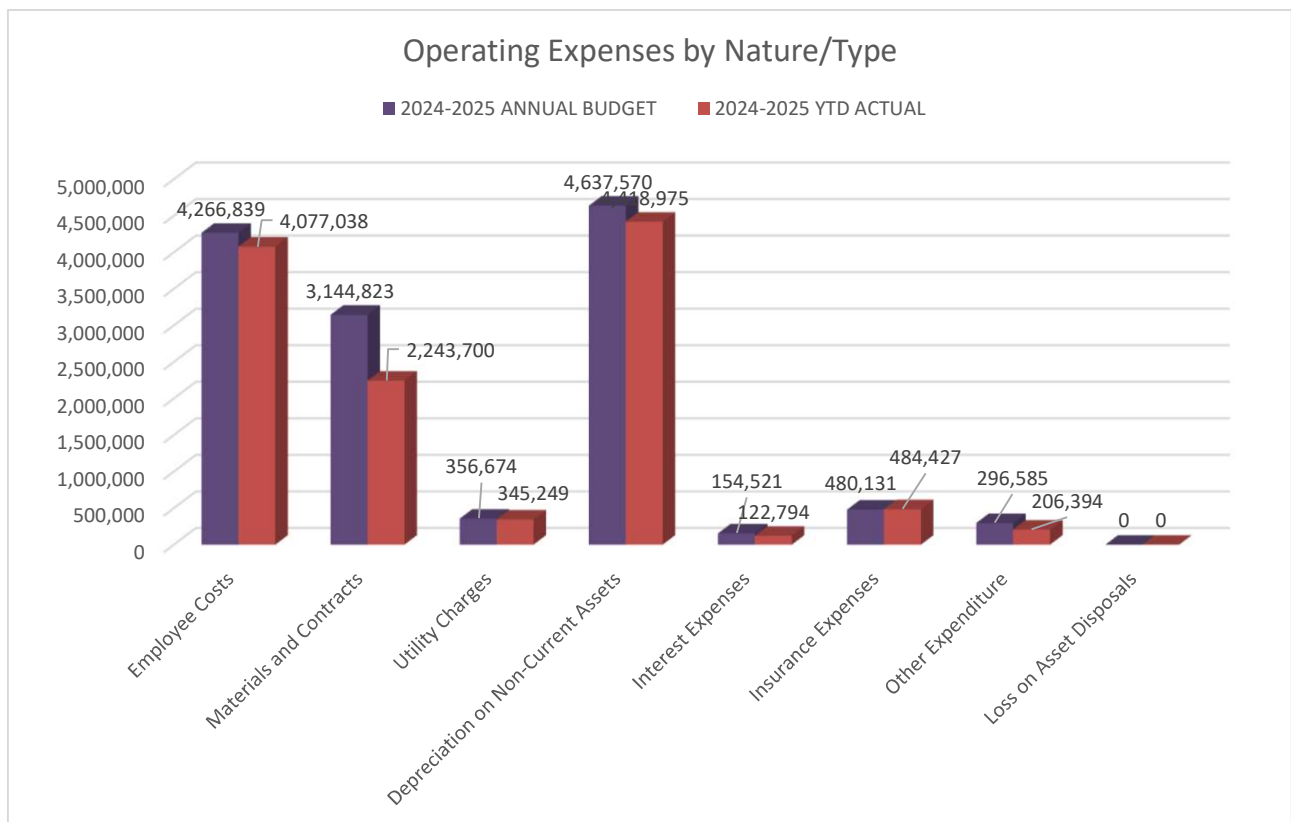
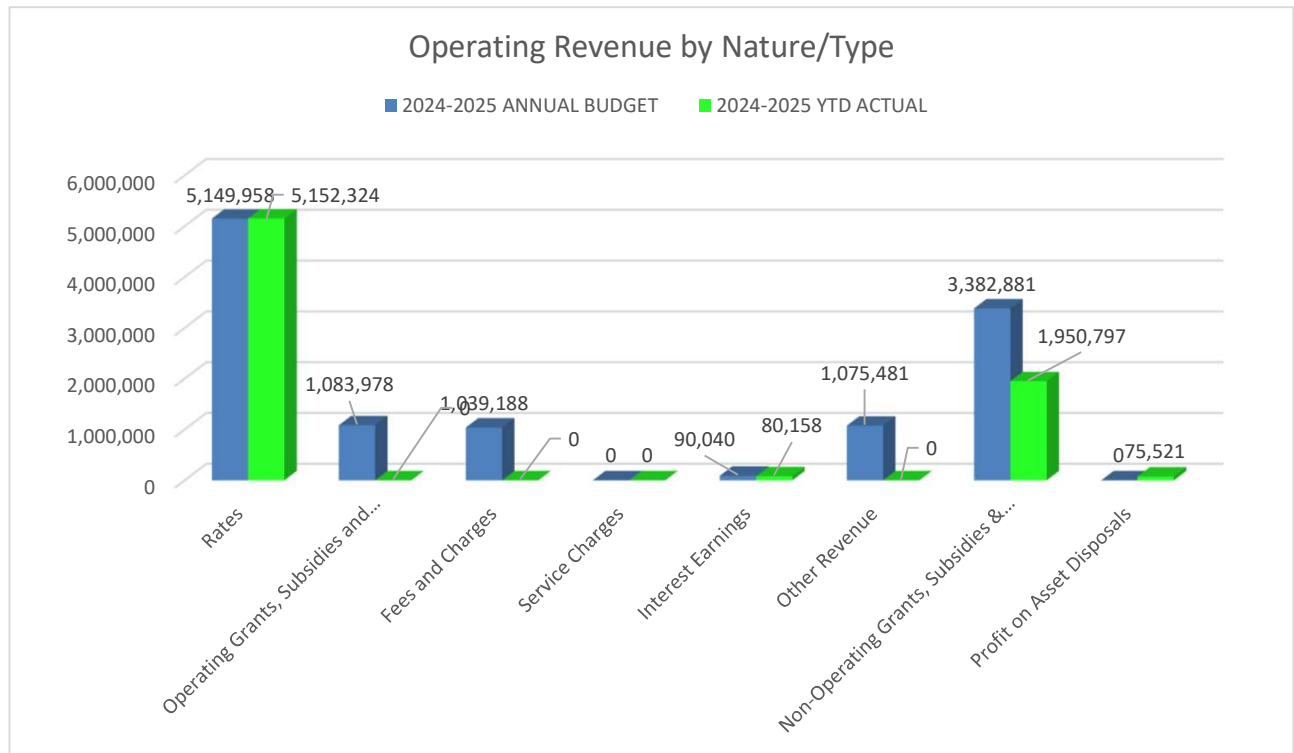
ROUNDING OFF FIGURES

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

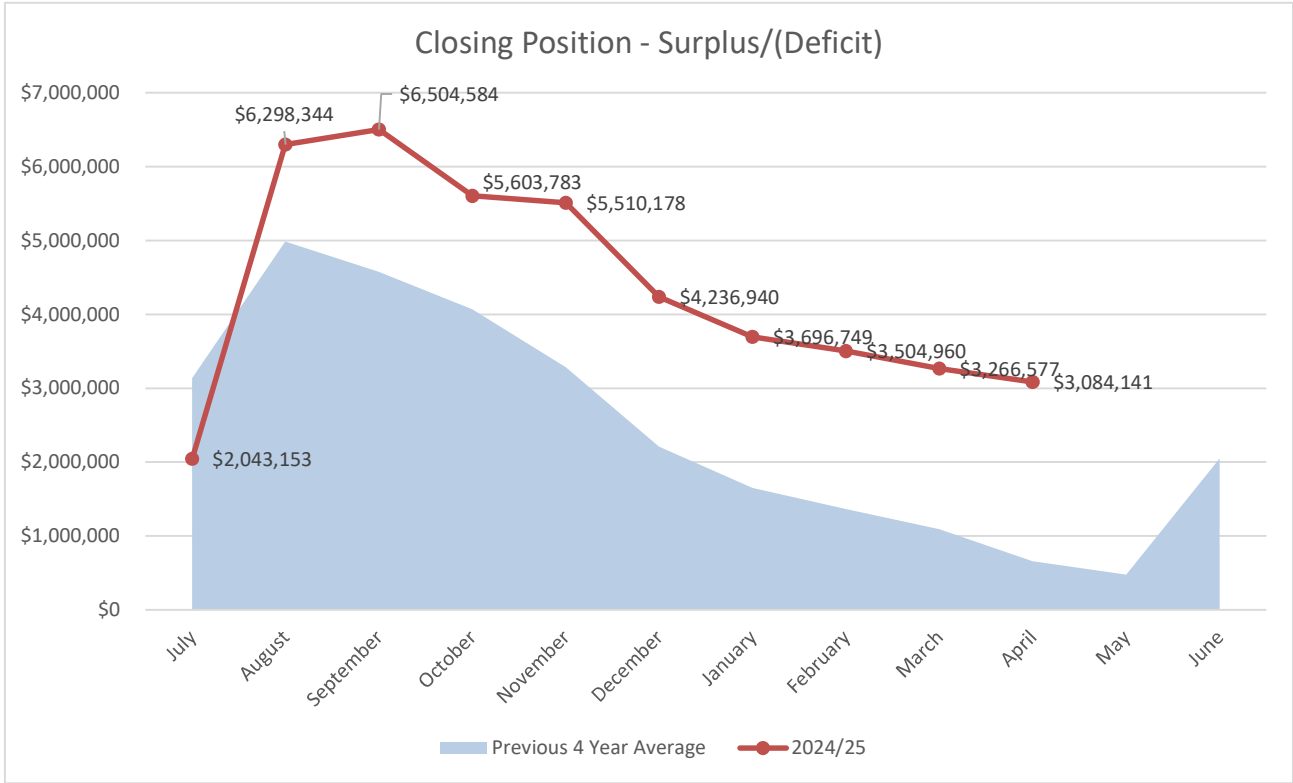
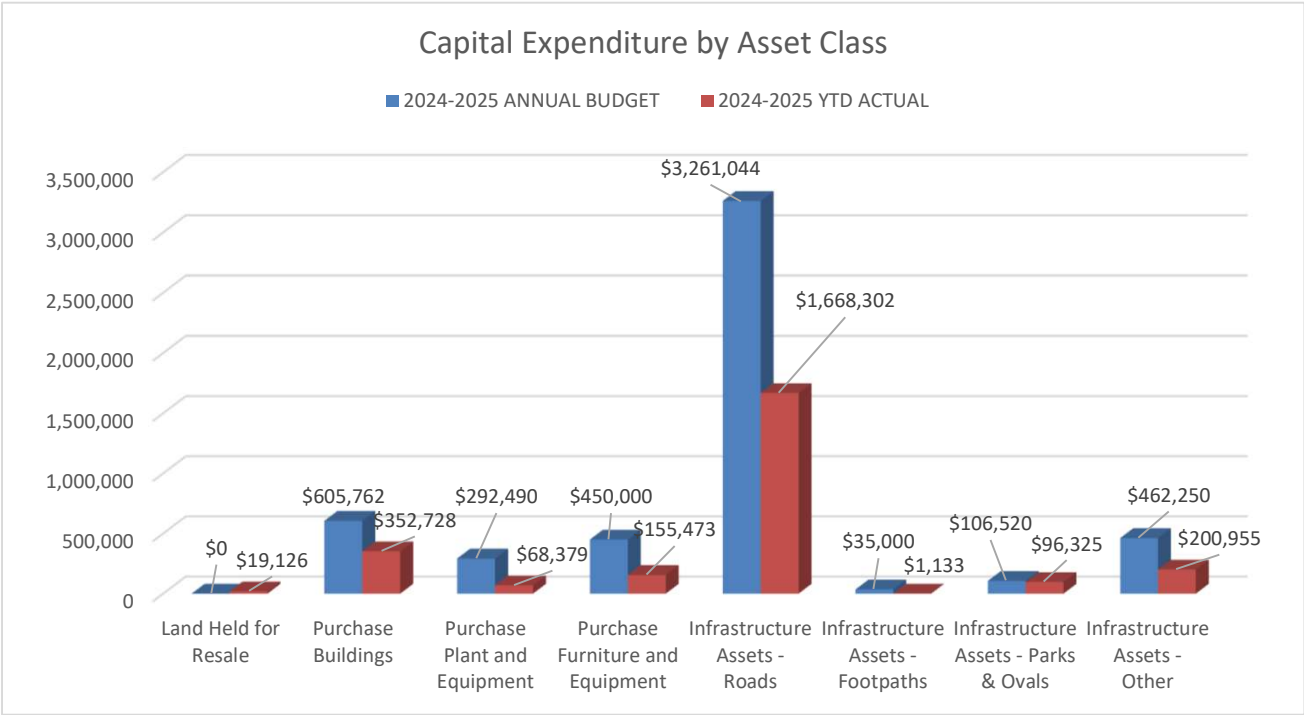
SHIRE OF KOJONUP EXECUTIVE SUMMARY FOR THE PERIOD ENDING 30 APRIL 2025



SHIRE OF KOJONUP EXECUTIVE SUMMARY FOR THE PERIOD ENDING 30 APRIL 2025



SHIRE OF KOJONUP EXECUTIVE SUMMARY FOR THE PERIOD ENDING 30 APRIL 2025



**SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 30 APRIL 2025**

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 PURPOSE FUNDING 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 APRIL 2025

	2024-2025 ANNUAL BUDGET	2024-2025 AMENDED BUDGET	2024-2025 YTD BUDGET	2024-2025 YTD ACTUAL	VARIANCE
EXPENDITURE (Excluding Finance Costs)	\$		\$	\$	
General Purpose Funding	(130,881)	(86,619)	(100,777)	(19,722)	-80%
Governance	(859,593)	(816,466)	(698,405)	(628,081)	-10%
Law, Order, Public Safety	(357,103)	(440,661)	(307,553)	(266,866)	-13%
Education and Welfare	(60,870)	(57,066)	(51,520)	(38,377)	-26%
Health	(416,187)	(403,668)	(346,941)	(265,436)	-23%
Housing	(1,251,417)	(1,847,393)	(1,196,588)	(1,778,898)	49%
Community Amenities	(950,890)	(909,011)	(811,004)	(613,118)	-24%
Recreation and Culture	(1,730,704)	(1,662,038)	(1,452,790)	(1,175,624)	-19%
Transport	(5,601,720)	(6,215,215)	(4,675,257)	(5,307,660)	14%
Economic Services	(1,737,577)	(2,015,618)	(1,458,878)	(1,594,770)	9%
Other Property and Services	(85,680)	458,874	(144,156)	(87,231)	-39%
Operating Expenses	(13,182,621)	(13,994,881)	(11,243,869)	(11,775,783)	
REVENUE					
General Purpose Funding	5,419,882	5,326,101	5,365,598	5,308,687	-1%
Governance	59,925	63,430	49,004	46,365	-5%
Law, Order, Public Safety	105,080	104,785	81,316	108,440	33%
Education and Welfare	25,496	12,656	25,080	21,154	-16%
Health	1,400	2,318	1,167	2,826	142%
Housing	1,185,364	1,170,756	1,120,214	1,125,804	0%
Community Amenities	307,134	307,388	303,342	313,011	3%
Recreation and Culture	71,660	68,260	28,849	65,949	129%
Transport	213,791	218,700	203,791	235,234	15%
Economic Services	893,770	1,030,058	744,779	883,723	19%
Other Property & Services	155,143	93,522	129,281	85,799	-34%
Operating Revenue	8,438,645	8,397,974	8,052,418	8,196,992	
Sub-total	(4,743,976)	(5,596,907)	(3,191,452)	(3,578,791)	
FINANCE COSTS (INTEREST)					
Law & Order	(24,905)	(24,905)	(16,980)	(18,320)	8%
Health	(1,800)	(1,800)	(1,800)	(1,800)	0%
Housing	(36,763)	(36,763)	(30,177)	(29,569)	-2%
Recreation & Culture	(77,120)	(77,120)	(55,891)	(65,109)	16%
Transport	(1,721)	(1,721)	(1,721)	(1,721)	0%
Economic Services	(12,212)	(12,212)	0	(6,275)	0%
Total Finance Costs	(154,521)	(154,521)	(106,569)	(122,794)	
NON-OPERATING REVENUE					
Law, Order & Public Safety	135,335	135,335	0	0	0%
Education & Welfare	50,000	50,000	50,000	0	-100%
Community Amenities	433,053	433,053	433,053	350,121	-19%
Recreation & Culture	44,411	44,411	44,411	0	-100%
Transport	2,667,671	2,506,257	1,954,181	1,600,676	-18%
Economic Services	52,411	52,411	0	0	0%
Total Non-Operating Revenue	3,382,881	3,221,467	2,481,645	1,950,797	
PROFIT/(LOSS) ON SALE OF ASSETS					
Housing - Profit	0	71,000		71,000	0%
Community Amenities - Profit	0		0	4,521	0%
Total Profit/(Loss)	0	71,000	0	75,521	
NET RESULT	(1,515,616)	(2,458,961)	(816,375)	(1,675,267)	
Changes in Revaluation Surplus				0	
TOTAL COMPREHENSIVE INCOME	(1,515,616)	(2,458,961)	(816,375)	(1,675,267)	

"Traffic Lights" Colour Coding:

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

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

Revenue:

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

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

Expenditure:

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

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



**SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 30 APRIL 2025**

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.

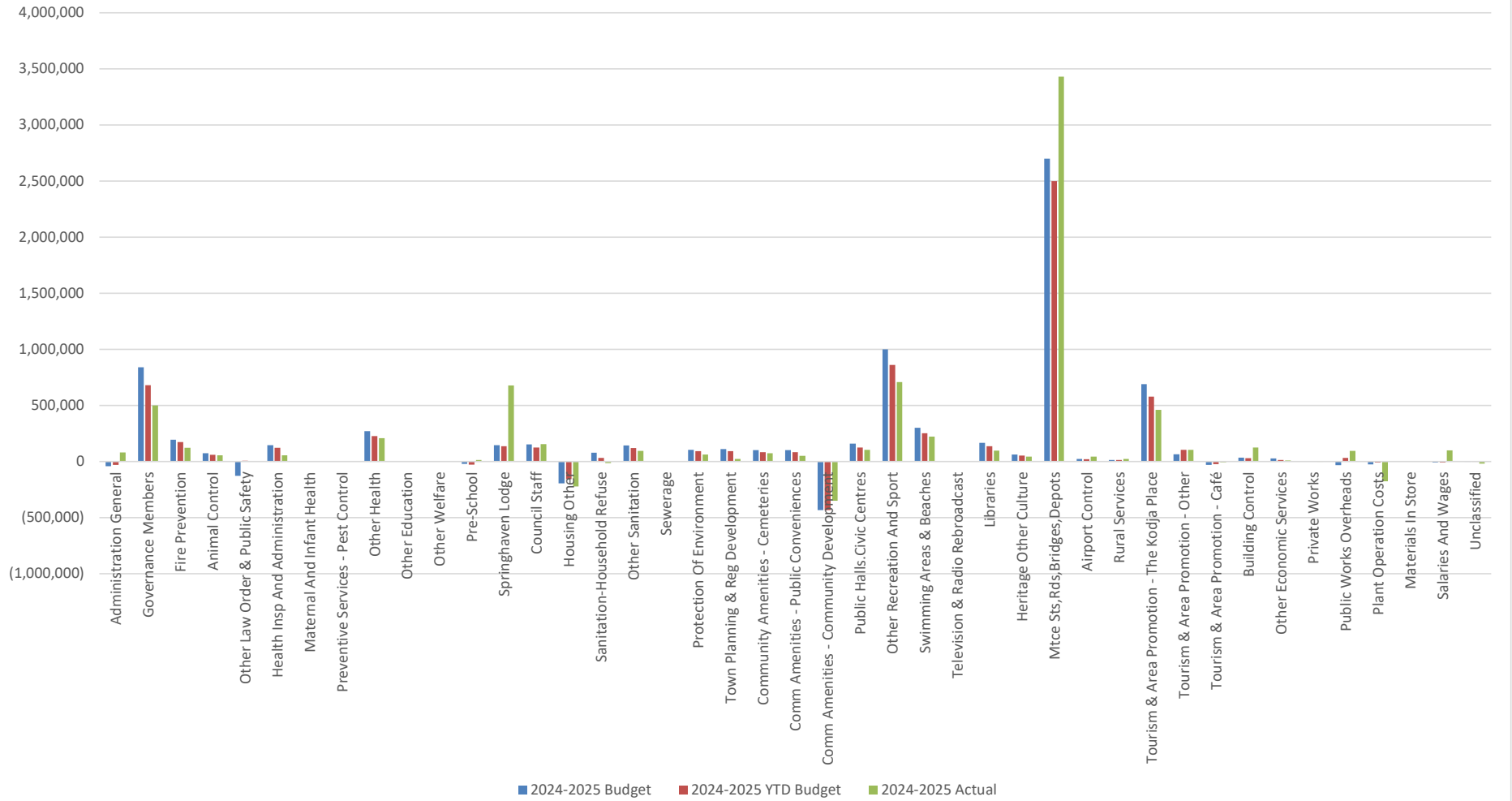
OTHER EXPENDITURE

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 APRIL 2025

	2024-2025 ANNUAL BUDGET	2024-2025 AMENDED BUDGET	2024-2025 YTD BUDGET	2024-2025 YTD ACTUAL
Expenses				
Employee Costs	(4,266,839)	(4,541,759)	(3,690,793)	(4,077,038)
Materials and Contracts	(3,144,823)	(3,570,452)	(2,648,322)	(2,243,700)
Utility Charges	(356,674)	(351,672)	(299,405)	(345,249)
Depreciation on Non-Current Assets	(4,637,570)	(4,666,164)	(3,864,487)	(4,418,975)
Interest Expenses	(154,521)	(154,521)	(106,569)	(122,794)
Insurance Expenses	(480,131)	(536,784)	(478,379)	(484,427)
Other Expenditure	(296,585)	(328,050)	(262,483)	(206,394)
	(13,337,142)	(14,149,402)	(11,350,438)	(11,898,577)
Revenue				
Rates	5,149,958	5,153,711	5,149,963	5,152,324
Operating Grants, Subsidies and Contributions	1,083,978	1,148,768	974,159	1,116,550
Fees and Charges	1,039,188	1,044,325	937,201	1,050,530
Service Charges	0	0	0	0
Interest Earnings	90,040	72,655	81,157	80,158
Other Revenue	1,075,481	978,515	909,938	797,431
	8,438,645	8,397,974	8,052,418	8,196,992
	(4,898,497)	(5,751,428)	(3,298,021)	(3,701,585)
Non-Operating Grants, Subsidies & Contributions	3,382,881	3,221,467	2,481,645	1,950,797
Fair Value Adjustments to financial assets at fair value through profit/loss	0	0	0	0
Profit on Asset Disposals	0	71,000	0	75,521
Loss on Asset Disposals	0	0	0	0
	3,382,881	3,292,467	2,481,645	2,026,318
Net Result	(1,515,616)	(2,458,961)	(816,375)	(1,675,267)
Other Comprehensive Income				
Changes on revaluation of non-current assets	0	0	0	0
Total Other Comprehensive Income	0	0	0	0
TOTAL COMPREHENSIVE INCOME	(1,515,616)	(2,458,961)	(816,375)	(1,675,267)

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



SHIRE OF KOJONUP
STATEMENT OF FINANCIAL ACTIVITY BY NATURE
FOR THE PERIOD ENDING 30 APRIL 2025

	2024-2025 ANNUAL BUDGET	2024-2025 AMENDED 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	5,153,711	5,149,963	5,152,324	Within Threshold	Within Threshold	
Operating Grants and Subsidies	1,083,978	1,148,768	974,159	1,116,549	142,390	14.62%	▲
Fees and Charges	1,039,188	1,044,325	937,201	1,050,530	113,329	12.09%	▲
Interest Earnings	90,040	72,655	81,157	80,158	Within Threshold	Within Threshold	
Profit on Asset Disposal	0	71,000	0	75,521	75,521	0.00%	
Other Revenue	1,075,481	978,515	909,938	797,431	(112,507)	(12.36%)	▼
	8,438,645	8,468,974	8,052,418	8,272,513			
LESS OPERATING EXPENDITURE							
Employee Costs	(4,266,839)	(4,541,759)	(3,690,793)	(4,077,038)	(386,245)	(10.47%)	▼
Materials & Contracts	(3,144,823)	(3,570,452)	(2,648,322)	(2,243,700)	404,622	15.28%	▲
Utilities	(356,674)	(351,672)	(299,405)	(345,250)	(45,845)	(15.31%)	▼
Depreciation on Non-Current Assets	(4,637,570)	(4,666,164)	(3,864,487)	(4,418,975)	(554,488)	(14.35%)	▼
Interest Expense	(154,521)	(154,521)	(106,569)	(122,795)	(16,226)	(15.23%)	▼
Insurances	(480,131)	(536,784)	(478,379)	(484,427)	Within Threshold	Within Threshold	
Loss on Asset Disposal	0	0	0	0	Within Threshold	0.00%	
Other Expenditure	(296,585)	(328,050)	(262,483)	(206,394)	56,089	21.37%	▲
	(13,337,142)	(14,149,402)	(11,350,439)	(11,898,579)			
<i>Increase(Decrease)</i>	(4,898,497)	(5,680,428)	(3,298,021)	(3,626,066)			
ADD							
Movement in Doubtful Debt Provision	2,000	2,000	0	0	Within Threshold	0.00%	
Land Held for Resale	0	(63,458)	0	(63,458)			
Movement in Springhaven Bonds	0	(4,095,000)	0	(3,695,000)	(3,695,000)	0.00%	
Profit on the disposal of assets	0	(71,000)	0	(75,521)	(75,521)	0.00%	
Loss on the disposal of assets	0	0	0	0	Within Threshold	0.00%	
Depreciation Written Back	4,637,570	4,666,164	3,864,487	4,418,975	554,489	14.35%	▲
	4,639,570	438,706	3,864,487	584,997			
<i>Sub Total</i>	(258,928)	(5,241,722)	566,466	(3,041,069)			
INVESTING ACTIVITIES							
Land Held for Resale	0	(11,608)	0	(19,126)	(19,126)	0.00%	
Purchase Buildings	(605,762)	(393,994)	(508,262)	(352,728)	155,534	30.60%	
Purchase Plant and Equipment	(292,490)	(81,107)	(292,490)	(68,379)	224,111	76.62%	
Purchase Furniture and Equipment	(450,000)	(400,000)	(325,000)	(155,473)	169,527	52.16%	
Infrastructure Assets - Roads	(3,261,044)	(3,180,120)	(3,131,606)	(1,668,302)	1,463,304	46.73%	
Infrastructure Assets - Footpaths	(35,000)	0	(35,000)	(1,133)	33,867	96.76%	
Infrastructure Assets - Parks & Ovals	(106,520)	(105,282)	(106,520)	(96,325)	10,195	Within Threshold	
Infrastructure Assets - Other	(462,250)	(352,154)	(374,625)	(200,955)	173,670	46.36%	
Proceeds from Sale of Assets	135,000	303,000	135,000	257,273	122,273	90.57%	▲
Contributions for the Development of Assets	3,382,881	3,221,467	2,481,645	1,950,797	(530,848)	(21.39%)	▼
	(1,695,185)	(999,798)	(2,156,858)	(354,351)			
FINANCING ACTIVITIES							
Repayment of Debt - Loan Principal	(508,766)	(508,766)	(419,425)	(428,547)	Within Threshold	Within Threshold	
Transfer from Reserves	0	4,106,895	0	4,131,059	4,131,059	0.00%	
Transfer to Reserves	(156,955)	(549,834)	(25,899)	(423,063)	(397,164)	(1533.51%)	
	(665,721)	3,048,295	(445,324)	3,279,449			
Plus Rounding							
<i>Sub Total</i>	(2,619,834)	(3,193,225)	(2,035,716)	(115,971)			
FUNDING FROM							
Estimated Opening Surplus at 1 July	2,619,834	3,200,112	2,619,834	\$3,200,112	580,278	22.15%	▲
Closing Funds	0	0	0	0			
	2,619,834	3,200,112	2,619,834	3,200,112			
NET SURPLUS/(DEFICIT)	1	6,887	584,118	3,084,141			

SHIRE OF KOJONUP
SUMMARISED NET CURRENT POSITION
FOR THE PERIOD ENDING 30 APRIL 2025

	ACTUAL 30 JUNE 2024	ACTUAL YTD
Cash - Unrestricted	\$3,265,077	\$3,465,270
Cash - Restricted General	\$0	\$0
Cash - Restricted Reserves	\$4,840,738	\$1,132,743
Accounts Receivable - Rates	\$473,511	\$583,106
Accounts Receivable - Sundry	\$713,284	\$340,945
GST Receivable	(\$0)	\$53,201
Contract Assets	\$3,766	\$3,766
Inventories	\$1,452	\$134,012
Land held for Resale	\$214,458	\$233,584
Loans - Clubs	\$0	\$0
CURRENT ASSETS	\$9,512,286	\$5,946,626
LESS: CURRENT LIABILITIES		
Payables	(\$418,286)	(\$536,905)
ATO Liabilities	(\$69,859)	\$9,244
Unspent Grant Liabilities	(\$841,286)	(\$977,492)
Employee Provisions	(\$741,815)	(\$741,815)
Accrued Interest on Loans	(\$41,618)	(\$41,618)
Interest Bearing Loans	(\$517,952)	(\$89,406)
Springhaven Accommodation Bonds	(\$3,695,000)	\$0
CURRENT LIABILITIES	(\$6,325,816)	(\$2,377,991)
LESS: EXCLUSIONS		
Cash - Restricted Reserves	(\$4,840,738)	(\$1,132,743)
Cash - Restricted Cash	\$0	\$0
Interest Bearing Loans	\$517,952	\$89,406
Self Supporting Loan Debtors	\$0	\$0
Less Land held for Resale	(\$151,000)	(\$233,584)
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	\$0
NET CURRENT POSITION - SURPLUS/(DEFICIT)	\$3,200,111	\$3,084,141

**SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDING 30 APRIL 2025**

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	974,159	1,116,549	142,390	15%	PERMANENT/ TIMING	Decrease in General Purpose Grant \$92k, Increase in Local Road Grant \$26k, Increase in ESL Grant \$16k, Increase in Springhaven Personal Care Subsidy \$98k, Increase in Oval Contribution Dept Education \$37k, Increase MRWA Direct Grant \$27k, Increase in Kodja Place Grant \$56k, Decrease in Novated Lease Contributions \$16k.
Fees & Charges	937,201	1,050,530	113,329	12%	TIMING	Increase in Fire Fees \$30k, Decrease in Ranger Income \$16k, Decrease in Residential Rental - Staff \$26K, Increase in Spring H - Resident Rent \$34k, Increase in ILUs - Rent \$18K, Increase in GROH - Rent \$18K, Increase in Economic Services Events \$16k, Increase in Property Lease Fees \$11k.
Profit on Sale of Assets	0	75,521	75,521	0%	PERMANENT	Increase on profit on disposal of assets - relating to Springhaven assets disposed of to Hall and Prior \$71k.
Other Revenue	909,938	797,431	(112,507)	-12%	PERMANENT/ TIMING	Decrease in Springhaven Misc Income by \$129k, Decrease in Tourism Events Income \$29k, Increase in Black Cockatoo Trading Income by \$90k, Decrease in Diesel Fuel Rebate Income \$21k, Decrease in Workers Compensation Reimbursements \$23k, Increase in Sundry MISC Income - Other Property \$20k, Decrease in Lease of KSC properties \$21k.

**SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDING 30 APRIL 2025**

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
<u>Operating Expenses</u>						
Employee Costs	(3,690,793)	(4,077,038)	(386,245)	-10%	PERMANENT/ TIMING	Increase in Springhaven A/L Accrual \$64k, Increase in Springhaven LSL Accrual \$53k, Decrease in Rating Salaries \$33k, Decrease in Admin Salaries \$134k, Decrease in Admin FBT \$17k, Increase in Health Salaries \$10k, Increase in Health Superannuation \$13k, Increase in Springhaven Salaries \$267k, Decrease in Springhaven Superannuation \$75k, Decrease in Swimming Pool Salaries \$21k, Decrease in APEX Park Conveniences \$12k, Decrease in APEX Park Ground Maint \$19k, Decrease in Sports Complex Ground Maint \$57k, Decrease in Library Salaries \$26k, Decrease in Library Superannuation \$13k, Decrease in Depot Cleaning Wages \$10k, Increase in Salaries Tours \$20k, Decrease in Kodja Place Tour expenses \$37k, Increase in Cafe Wages \$55k, Increase in Building Salaries \$94k, Increase in Salaries Works Supervisors \$150k, Decrease in Works Supervisor Superannuation \$23k, Decrease in Works Meetings \$13k, Increase in Works Annual Leave \$10k, Decrease in Sick Leave \$31k, Decrease in Works Superannuation \$133k, Decrease in Long Service Leave by \$185k, Decrease in Less Allocated to Works \$412k, Decrease in Plant Repair Wages \$45k, Decrease in Workers Comp expenses \$18k, Decrease in Maintenance Grading \$98k, Increase in Draining Maintenance \$71k, Increase in Bitumen Patching/Repair \$47k, Increase in Guide Post & Signage \$69k, Increase in Rural Limb & Tree Removal \$119k, Increase in Townsite Verge MTCE \$11k.

**SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDING 30 APRIL 2025**

EXPLANATION OF MATERIAL VARIANCES

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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
Materials & Contracts	(2,648,322)	(2,243,700)	404,622	15%	TIMING	Increase in Governance Subscriptions \$12k, Decrease in Integrated Planning expense \$17k, Increase in Audit Fees \$23k, Decrease in Admin Conference Expense \$11k, Decrease in Telephone & Internet \$23k, Decrease in Software License fees \$83k, Increase in ICT Support \$17k, Decrease in ICT Website expenses \$16k, Increase in Financial consultants \$28k, Decrease in Community Emergency Services \$10k, Increase in Bushfire Brigade expenses \$55k, Increase in Animal Control Salaries \$35k, Decrease in Contract Ranger expense \$18k, Decrease in Health - Other Employment Costs \$18k, Decrease in Health - Contractors \$24k, Decrease in Doctor Services Contribution \$20k, Increase in Springhaven Building Operating expenses \$14k, Increase in Springhaven Building Maintenance \$14k, Decrease in Recycle Depot/Transfer expenses \$30k, Decrease in Hard Waste Verge Pick Up \$25k, Decrease in Local Planning Strategy \$21k, Increase in Swimming Pool Equipment Maintenance \$17k, Decrease in Sports Complex Grounds Maint \$12k, Decrease in Bridges Maintenance \$24k, Increase in Depot Maintenance \$10k, Increase in Airstrip Ground Maintenance \$10k, Decrease in Kojonup Marketing and Promotions \$15k, Decrease in Great Southern Treasures \$20k, Decrease in Kodja Place - Events \$36k, Decrease in Kodja Place - Retail Stock \$41k, Increase in Black Cockatoo Minor Expenses \$18k, Increase in Black Cockatoo Cost of Goods \$26k, Decrease in Building Control expenses \$14k, Decrease in PWOH FBT Expenses \$24k, Decrease in Vehicle Operating expenses \$11, Increase in PWOH Training expenses \$11k, Decrease in PWOH - Novated Lease expenses \$19k, Decreases in Fuel & Oil \$147k, Decrease in Tyres & Tubes \$15k, Increase in Parts & Sundries \$80k, Decrease in Less POC allocated to W.& S \$100k, Increase in Maintenance Grading \$349k, Increase in Drainage Maintenance \$38k.

**SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDING 30 APRIL 2025**

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
Utilities	(299,405)	(345,250)	(45,845)	-15%	TIMING	Increase in Admin Telephone & Internet \$18k, Increase in Standpipe Water \$23k, Increase in Black cockatoo Utilities \$13k.
Depreciation on Assets	(3,864,487)	(4,418,975)	(554,488)	-14%	TIMING	Increase in Springhaven Depreciation \$92k, Increase in Transport Dep \$168k, Increase in Tourism Depreciation \$10k, Decrease in Plant Depreciation \$50k.
Interest Expense	(106,569)	(122,795)	(16,226)	-15%	TIMING	Increase in interest on Recreation Loans \$14k.
Other Expenses	(262,483)	(206,394)	56,089	21%	TIMING	Increase in Bank Charges \$14k, Increase in Springhaven Refund of Interest on Deposit Principal \$14k, Decrease in Southern Dirt Contribution \$15k, Increase in Great Southern Treasures Contribution \$22k, Increase in Tourism Admin Reallocations \$31k, Increase in Kodja Place Retail Stock \$25k.

**SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDING 30 APRIL 2025**

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
<u>Investing Activities</u>						
Land held for Resale	0	(19,126)	(19,126)	0%	PERMANENT	Increase in Land held for resale subdivision expenses \$19k.
Buildings	(508,262)	(352,728)	155,534	31%	PERMANENT/ TIMING	Decrease in 13/15 Loton Close project \$80k, Increase in Men's Shed Construction project \$18k, Decrease in Swimming Pool Building project \$30k, Decrease in Harrison Place Toilet & Park project \$10k, Decrease in Kodja Place project \$20k, Decrease in Black Cockatoo Cafe project \$22k.
Plant & Equipment	(292,490)	(68,379)	224,111	77%	TIMING	Decrease in Major Plant Purchase by \$224k.
Furniture & Equipment	(325,000)	(155,473)	169,527	52%	TIMING	Decrease in ICT Plan Implementation \$169k.
Infrastructure - Roads	(3,131,606)	(1,668,302)	1,463,304	47%	TIMING	Decrease in RTR- Tone Road Failure 2 \$33k, Decrease in RTR- Tone Failure 3 \$55k, Decrease in RTR- Spring Street Asphalt \$347k, Decrease in RTR - Mission Road Floodway Project \$20k, Decrease in RTR-Soldier Road Asphalt \$75k, Decrease in RTR- Wanwindup South Road Culvert \$11k, Decrease in RTR- Newtown Street Reseal \$44k, Increase in Balgarup Road Tree Pruning Works \$29k, Decrease in Shamrock Road Widening \$103k, Decrease in Shamrock Road Widening 24-25 \$223k, Decrease in Broomehill Road Failure Repairs \$12k, Decrease in Tambellup West Road Widening \$85k, Decrease in Kojonup-Frankland Rd Bitumen Reseal \$97k, Decrease in Kojonup-Darkan Rd Bitumen Reseal \$112k, Decrease in Jingalup Road Widening \$135k, Decrease in Kojonup Darken Shoulder Blackspot \$10k, Decrease in Reillys Creek Road - Gravel Sheet \$103k, Decrease in Newtown Street Kerbing \$26k.
Infrastructure - Footpath	(35,000)	(1,133)	33,867	97%	TIMING	Decrease in Newton St Footpath \$34k
Infrastructure - Parks & Ovals	(106,520)	(96,325)	10,195	Within Threshold	PERMANENT	Increase in Apex Park Replace Equipment \$39k, Decrease in The Spring Reserve project \$50k.
Infrastructure - Others	(374,625)	(200,955)	173,670	46%	TIMING	Increase in Bushfire Repeater project \$63k, Decrease in CCTV project \$132k, Decrease in Town Furniture \$18k, Decrease In Refuse Site Development \$57k, Decrease in Promotional Signage \$30k.

**SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDING 30 APRIL 2025**

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:

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

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
Proceeds from Sale of Assets	135,000	257,273	122,273	91%	PERMANENT	Increase in Proceed sale of asset- furniture & equipment \$123k, Increase in Proceed Sale of asset - plant & equipment \$79k, Decrease in Proceed of Asset- Land \$80k.
Non-Operating Grants, Contributions & subsidies	2,481,645	1,950,797	(530,848)	-21%	TIMING	Decrease in LRCI grant for Old School Roof \$50k, Decrease in LRCI 3 Funding for Men's Shed Project \$83k, Decrease in LRCI grant for Recreation \$44k, Decrease in Commodity Route grant \$102k, Increase in RRG Funding \$285k, Decrease in RTR Funding \$530k.

Financing Activities

Transfer from Cash Backed Reserves	0	4,131,059	4,131,059	0%	PERMANENT	Increase in transfer from Springhaven Lodge Res \$4.09M, Deposits refunded and balance of Springhaven Housing deposits transferred to Hall & Prior. Increase in transfer from Swimming Pool Reserve to cover capital purchases.
Transfer to Cash backed Reserves	(25,899)	(423,063)	(397,164)	-1534%	TIMING	Increase in Transfer to Springhaven Lodge Res \$400k.

SHIRE OF KOJONUP
STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDING 30 APRIL 2025

	Note	2023-24 ACTUAL \$	2024-25 ACTUAL \$	Variance \$
Current assets				
Unrestricted Cash & Cash Equivalents		3,265,077	3,465,270	200,192
Restricted Cash & Cash Equivalents		4,840,738	1,132,743	-3,707,995
Trade and other receivables		1,186,795	899,634	-287,161
ATO Receivables		0	77,618	77,618
Contract Assets		3,766	3,766	0
Inventories		1,452	134,012	132,560
Land Held for Resale		214,458	233,584	19,126
Total current assets		9,512,286	5,946,626	-3,565,660
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	26,822,052	-217,430
Furniture & Equipment		319,297	360,906	41,610
Plant & Equipment		3,525,664	3,113,335	-412,330
Tools		0	0	0
Roads Infrastructure		93,022,471	91,254,775	-1,767,696
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	1,410,484	1,133
Parks Infrastructure		2,539,850	2,608,668	68,818
Other Infrastructure		6,368,951	6,597,413	228,462
Total non-current assets		156,727,938	154,670,505	-2,057,432
Total assets		166,240,224	160,617,131	-5,623,092
Current liabilities				
Trade and other payables		4,154,904	582,110	3,572,794
ATO Liabilities		69,859	-12,831	82,690
Contracts Liability		841,286	977,492	-136,206
Interest-bearing loans and borrowings		517,952	89,406	428,547
Provisions		741,815	741,815	0
Total current liabilities		6,325,816	2,377,991	3,947,825
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		4,549,171	4,549,171	0
Total liabilities		10,874,987	6,927,162	3,947,825
Net assets		155,365,237	153,689,969	-1,675,267
Equity				
Retained surplus		69,384,025	73,092,021	3,707,996
Net Result		0	-1,675,267	-1,675,267
Reserve - asset revaluation		81,140,473	81,140,473	0
Reserve - Cash backed		4,840,738	1,132,742	-3,707,996
Total equity		155,365,237	153,689,969	-1,675,267

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

**SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDING 30 APRIL 2025**

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	325,000	155,473	35%
						450,000	325,000	155,473	
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	135,800	51%
						267,000	267,000	198,761	
Education & Welfare									
C441	Old School - Re-Roof		BMC	L&B	Renewal	1,994	1,994	0	0%
						1,994	1,994	0	
Housing									
C157	Staff - 15 Loton Close		CEO	L&B	New	80,000	80,000	0	0%
C156	Staff - 30 Katanning Road		CEO	L&B	New	30,000	0	7,269	24%
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	80,000	7,269	
Community Amenities									
C310	Subdivision Construction	2.4.3	CEO	L4R	Upgrade	0	0	19,126	0%
C407	Refuse Site Development		MRS	Infr.	Upgrade	115,250	57,625	0	0%
C442	Men's Shed - Construction of New		MCCS	L&B	New	323,768	323,768	341,980	106%
C355	Town Furniture		MWS	Infr.	New	20,000	20,000	2,193	11%
						459,018	401,393	363,299	
Recreation & Culture									
C198	Historic Buildings - Capital Improvement		BMC	L&B	Renewal	35,000	17,500	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%
6764	Showgrounds Capital Expenditure		MWS	Infr.	Upgrade	30,000	30,000	27,507	92%
6774	The Spring Reserve Capital Expenditure		MWS	L&B	Upgrade	50,000	50,000	0	0%
C274	Sporting Complex - Netball Court Resurface & Roof	1.2.10, 1.2.13	MCCS	Infr.	Renewal	26,520	26,520	29,808	112%
C357	Apex Park - Replace Equipment		SH	Infr.	Renewal	0	0	39,010	0%
						211,520	164,020	96,325	
Transport - Plant Purchases									
C162	Major Plant Repairs - Fuel Pump System		MWS	P&E	New	7,490	7,490	7,427	99%
7604	Plant Major Purchases		MWS	P&E	New	285,000	285,000	60,952	21%
						292,490	292,490	68,379	

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDING 30 APRIL 2025

PROGRESS OF THE CAPITAL PROGRAM/SMART IMPLEMENTATION

COA	Description	SMART Implement. Ref.	Resp. Officer	Asset Class	Asset Invest. Type	2023/2024 Original Budget	2023/2024 YTD Budget	2023/2024 YTD Actuals	% of Annual Budget
Transport - Infrastructure									
C417	Widening - Shamrock Road	1.1.5	MWS	Infr.	Upgrade	383,920	383,920	280,286	73%
C436	Widening - Shamrock Road (2021/2022 Project)	1.1.5	MWS	Infr.	Upgrade	690,000	690,000	467,051	68%
C227	Broomehill Road Failure Repairs		MWS	Infr.	Renewal	45,000	45,000	33,166	74%
C319	Bitumen Reseal - Kojonup-Frankland Road	1.1.5	MWS	Infr.	Renewal	210,000	210,000	113,932	54%
C320	Bitumen Reseal - Kojonup Darkan Road	1.1.5	MWS	Infr.	Renewal	195,000	195,000	83,002	43%
C460	Road Widening - Jingalup Rd 22/23		MWS	Infr.	Renewal	210,000	210,000	75,341	36%
C079	Reillys Creek Road - Gravel Sheet		MWS	Infr.	Renewal	255,000	127,500	24,599	10%
C055	Newton Street Kerbing		MWS	Infr.	Renewal	26,000	26,000	0	0%
C172	Seal - Riverdale Road	1.1.5	MWS	Infr.	Renewal	0	0	216	0%
C453	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	219,467	96%
C500	Tone Road - RTR		MWS	Infr.	Upgrade	90,000	90,000	91,367	102%
C501	Ballock Road - RTR		MWS	Infr.	Upgrade	0	0	3,638	0%
C505	RTR - Tone Road - Failure 2		MWS	Infr.	Upgrade	55,000	55,000	22,021	40%
C506	RTR - Tone Road - Failure 3		MWS	Infr.	Upgrade	70,000	70,000	14,889	21%
C507	RTR - Spring Street Asphalt		MWS	Infr.	Upgrade	347,350	347,350	0	0%
C508	RTR - Misson Road Floodway		MWS	Infr.	Upgrade	20,000	20,000	0	0%
C509	RTR - Soldier Road - Asphalt		MWS	Infr.	Upgrade	75,000	75,000	0	0%
C510	RTR - Wanwindup South Road Culvert		MWS	Infr.	Upgrade	25,000	25,000	14,058	56%
C511	RTR - Qualeup South Road Failure Repairs		MWS	Infr.	Upgrade	35,000	35,000	27,570	79%
C512	RTR - Newton Street Reseal		MWS	Infr.	Upgrade	44,000	44,000	0	0%
C450	Widening - Tambellup West Road		MWS	Infr.	Upgrade	255,000	253,062	168,053	66%
7424	R2R - Balgarup Road Tree Pruning Works		MWS	Infr.	Upgrade	0	0	28,918	0%
C174	Footpath - Newton Street		MWS	Infr.	Upgrade	35,000	35,000	1,133	3%
						3,296,044	3,166,606	1,669,435	
Economic Services									
C349	Black Cockatoo Café Capital Expenditure		BMC	L&B	Renewal	25,000	25,000	3,479	14%
C054	Promotional Signage at Airstrip	1.4.7	MCCS	Infr.	New	60,000	30,000	0	0%
						105,000	75,000	3,479	
Total Capital Expenditure						5,213,066	4,773,503	2,562,421	49.2%

SUMMARIES:				
Land Held for Resale	0	0	19,126	0.0%
Land & Buildings	655,762	558,262	352,728	53.8%
Infrastructure	3,814,814	3,597,751	1,966,715	51.6%
Plant & Equipment	292,490	292,490	68,379	23.4%
Furn & Equipment	450,000	325,000	155,473	34.5%
	5,213,066	4,773,503	2,562,421	49.2%
At No Cost	0		0	0.0%
Asset Renewal	1,569,514	1,259,514	558,755	35.6%
New Asset	1,073,258	1,013,258	618,583	57.6%
Upgrading Asset	2,570,294	2,500,731	1,385,083	53.9%
	5,213,066	4,773,503	2,562,421	49.2%
Chief Executive Officer	827,000	672,000	317,668	38.4%
Manager Corporate & Community Services	410,288	380,288	371,788	90.6%
Manager Works & Services	3,698,534	3,569,096	1,767,515	47.8%
Senior Horticulturalist	0	0	39,010	0.0%
Manager Regulatory Services	115,250	57,625	62,961	54.6%
Building Maintenance Coordinator	161,994	94,494	3,479	2.1%
Manager Aged Care Services	0	0	0	0.0%
	5,213,066	4,773,503	2,562,421	49.2%

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT
STATEMENT OF CAPITAL GRANTS & CONTRACT LIABILITIES
FOR THE PERIOD ENDING 30 APRIL 2025

UNSPENT CAPITAL GRANTS					Adopted	Amended		YTD
Grant Provider	Liability 1 July 2024	Increase in Liability	Liability Recorded as Revenue	Closing Liability	Budget Revenue	Budget Revenue	YTD Budget	Actual Revenue
Housing								
RAAP - GSHI Regional Funding	159,377	0	0	159,377	0	0	0	-
Community Amenities								
DITRDC - LRCI Phase 3 Funding - Men's Shed	256,239	93,882	(350,121)	-	433,053	433,053	433,053	350,121
Transport								
WALGGC - Special Bridge Funding	422,000	-	-	422,000	-	-	-	-
Main Roads - Regional Road Group Funding	-	898,992	(898,992)	-	1,158,000	1,158,000	613,740	898,992
Main Roads - Blackspot Funding	-	463,779	(463,779)	-	470,000	470,000	470,000	463,779
Main Roads - Commodity Route Funding	-	68,000	(68,000)	-	170,000	207,574	170,000	68,000
DITRDC - Roads to Recovery Funding	-	562,350	(169,905)	392,445	761,349	562,361	700,441	169,905
Total Unspent Capital Grants	837,616	2,087,003	(1,950,797)	973,822	2,992,402	2,830,988	2,387,234	1,950,797
CONTRACT LIABILITIES								
Grant Provider	Liability 1 July 2024	Increase in Liability	Liability Recorded as Revenue	Closing Liability	Adopted Budget Revenue	Amended Budget Revenue	YTD Budget	YTD Actual Revenue
Economic Services								
Dept of Water - Blackwood Road Dam Water Re-use	3,669	0	0	3,669	-	-	-	-
Total Contract Liabilities	3,669	-	-	3,669	-	-	-	-
TOTAL LIABILITIES & REVENUE	841,285	2,087,003	(1,950,797)	977,491	2,992,402	2,830,988	2,387,234	1,950,797

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDING 30 APRIL 2025

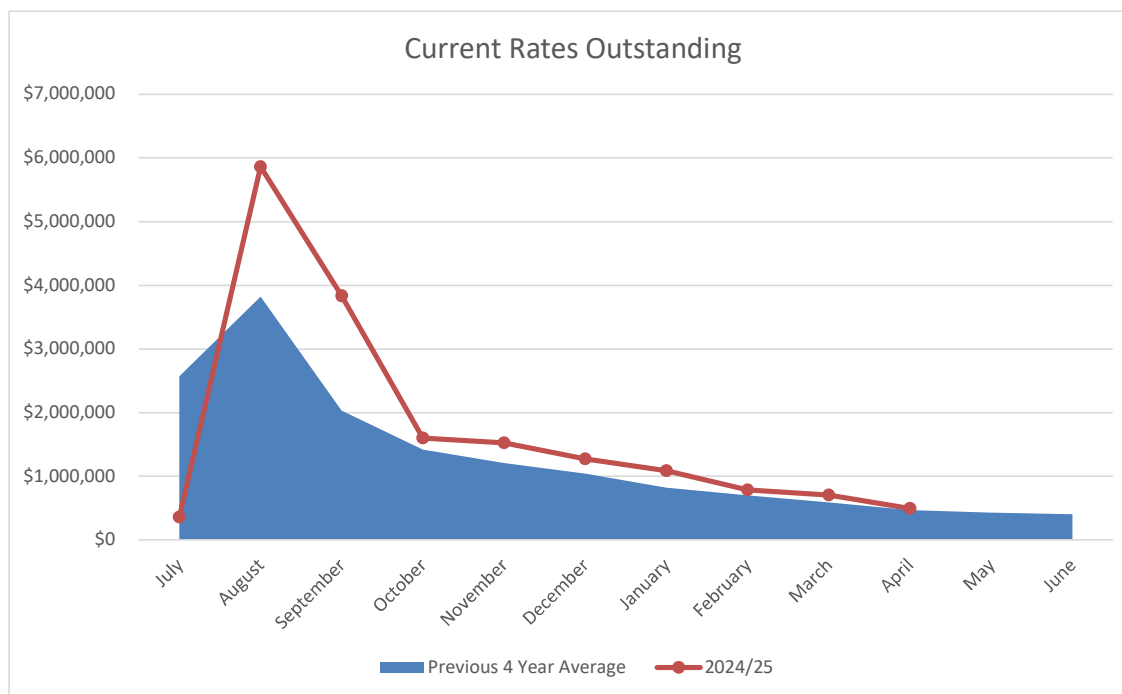
RESERVES - CASH BACKED	2024-25 Actual Opening Balance	2024-25 Actual Transfer to	2024-25 Actual Transfer (from)	2024-25 Actual Closing Balance	2024-25 Budget Opening Balance	2024-25 Budget Transfer to	2024-25 Budget Transfer (from)	2024-25 Budget Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$
Plant Replacement	263,841	5,475	0	269,316	263,841	2,387	0	266,228
Employee Leave	290,394	5,389	0	295,782	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	1,846	0	90,809	88,963	3,020	0	91,983
Sporting Facility	66,819	1,386	0	68,206	66,819	2,270	0	69,089
Landfill Waste Management	85,302	1,770	0	87,071	85,302	2,897	0	88,199
Kodja Place Tourist Precinct	18	0	0	18	18	0	(18)	0
Community Grant Scheme	10,386	215	0	10,601	10,386	355	0	10,741
Independent Living Units	168,552	3,497	0	172,049	168,552	5,725	0	174,277
Natural Resource Management	103,826	2,154	0	105,980	103,826	3,525	0	107,351
Swimming Pool	43,126	895	(36,059)	7,962	43,126	1,464	(44,590)	0
The Kodja Place Building Upgrade & Renewal	18,769	389	0	19,158	18,769	655	0	19,424
Sporting Complex Building Upgrade & Renewal	1,193	25	0	1,218	1,193	41	(1,234)	0
Netball Court Resurfacing	4,548	22	0	4,570	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	423,064	(4,131,059)	1,132,743	4,840,739	207,347	(50,392)	4,997,694

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDING 30 APRIL 2025

RATES & SUNDRY RECEIVABLES

Rates:

	1-Jul-24	Levy for 2024/25	Collectable	Received	Outstanding
Property Rates	\$ 217,867	\$ 5,150,953	\$ 5,368,820	\$ (5,092,226)	\$ 276,594
Rubbish Charges	\$ 44,034	\$ 285,310	\$ 329,344	\$ (280,340)	\$ 49,004
Emergency Services Levy	\$ 21,371	\$ 2,329	\$ 23,700	\$ -	\$ 23,700
Instalment fee & Interest	\$ -	\$ 17,715	\$ 17,715	\$ (17,715)	\$ -
Penalty & ESL Interest	\$ 110,922	\$ 38,941	\$ 149,863	\$ (25,303)	\$ 124,560
Excess Rates	\$ (65,020)	\$ -	\$ (65,020)	\$ 2,619	\$ (62,400)
Sub- Total	\$ 329,173	\$ 5,495,249	\$ 5,824,422	\$ (5,412,964)	\$ 411,458
					7%
OTHER ITEMS					
Pensioner Rebates to claim	\$ 79,317	\$ -	\$ 79,317	\$ 5,481	\$ 84,799
Sub-Total	\$ 408,491				\$ 496,257
Pensioner Deferred Rates	\$ 110,473	\$ -	\$ 110,473	\$ -	\$ 110,473
Total Outstanding	\$ 439,647	\$ 5,495,249	\$ 5,934,895	\$ (5,412,964)	\$ 521,931



Sundry Debtors:

	30-Jun-24		30/04/25		Movement This FY
Credit Balance	\$ (6,180)		\$ (8,774)		\$ 2,594
Current	\$ 125,937		\$ 29,105		\$ 96,832
30 - 60 days	\$ 469,099	65%	\$ 72,483	21%	\$ 396,616
60 - 90 days	\$ 5,339	1%	\$ 46,382	13%	\$ (41,043)
Greater than 90 days	\$ 126,515	18%	\$ 210,742	60%	\$ (84,227)
	\$ 720,710		\$ 349,938		

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDING 30 APRIL 2025

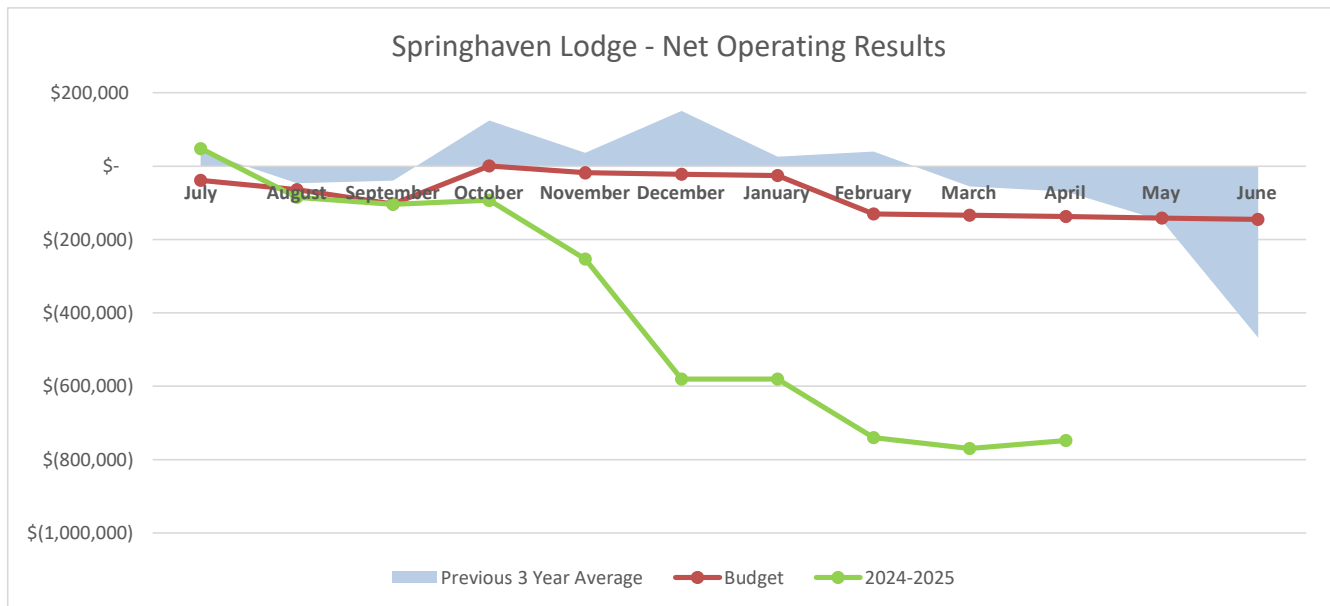
LOAN REPAYMENTS	Loan Number	2024-25 Actual	2024-25 New	2024-25 New	2024-25 Actual	2024-25 Actual	2024-25 Budget	2024-25 Budget	2024-25 Budget	2024-25 Budget	2024-25 Budget
		Principal 1 July 2024	New Loans	Principal Repayments	Interest Repayments	Principal Outstanding	Principal 1 July 2024	New Loans	Principal Repayments	Interest Repayments	Principal Outstanding
		\$		\$	\$	\$	\$		\$	\$	\$
Law, order, public safety											
Communications Tower	150	383,960	0	(33,179)	(16,980)	350,781	383,960	0	(50,333)	(24,905)	333,627
Health											
Medical Centre Donation	137	106,272	0	(8,851)	(1,800)	97,421	106,272	0	(8,850)	(1,800)	97,422
Housing											
Bagg Street Unit	135	43,687	0	(5,174)	(671)	38,513	43,687	0	(10,428)	(1,262)	33,259
Aged Units - GSHI	139	10,244	0	(10,244)	(90)	(0)	10,244	0	(10,244)	(90)	0
Staff Housing - GSHI	140	736,315	0	(61,323)	(12,474)	674,992	736,315	0	(61,323)	(12,474)	674,992
GROH Housing - GSHI	138	710,496	0	(114,210)	(9,821)	596,286	710,496	0	(114,210)	(9,821)	596,286
Staff Housing - GSHI	144	33,613	0	(10,996)	(578)	22,617	33,613	0	(10,996)	(578)	22,617
GROH Housing - GSHI	145	33,613	0	(10,996)	(578)	22,617	33,613	0	(10,996)	(578)	22,617
Staff Housing Renovations	148	270,403	0	(7,812)	(5,966)	262,591	270,403	0	(15,731)	(11,960)	254,672
Recreation and culture											
Sports Complex	134	180,685	0	(18,465)	(9,131)	162,220	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	(55,342)	(36,549)	1,228,607	1,283,949	0	(55,342)	(38,108)	1,228,607
Oval Lighting	142	182,335	0	(24,931)	(2,557)	157,404	182,335	0	(24,931)	(2,915)	157,404
Harrison PI Toilets & Park	146	331,909	0	(17,864)	(6,501)	314,045	331,909	0	(36,078)	(12,652)	295,831
Harrison PI Toilets & Park	149	191,979	0	(16,589)	(8,490)	175,390	191,979	0	(25,166)	(12,453)	166,813
Transport											
Airstrip Lighting	141	116,421	0	(10,311)	(1,721)	106,110	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	(428,547)	(120,704)	4,560,165	4,988,712	0	(508,766)	(154,521)	4,479,946

**SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDING 30 APRIL 2025**

MAJOR BUSINESS UNITS

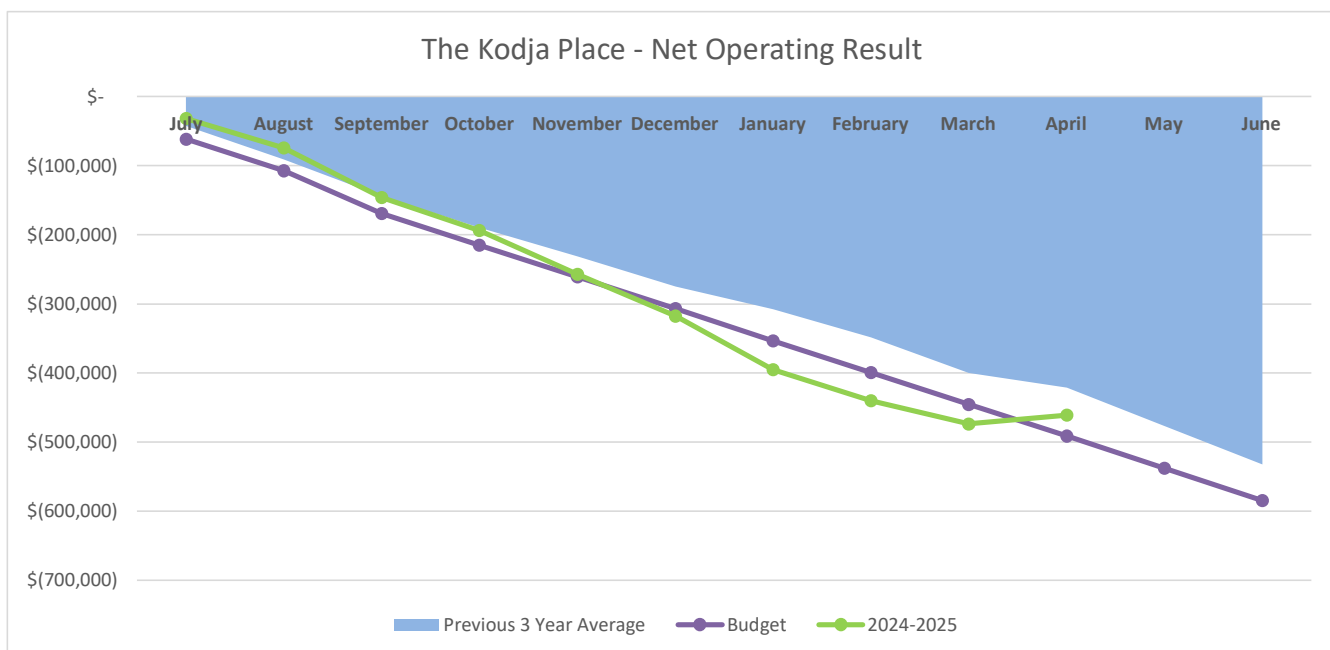
Springhaven Lodge

The Shire of Kojonup owned and operated 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 and reserve accounts (p.16) associated with Springhaven Lodge. The Shire disposed of Springhaven Lodge operations and mangement in October 2024, whilst retaining ownership of the land and building assets.



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.

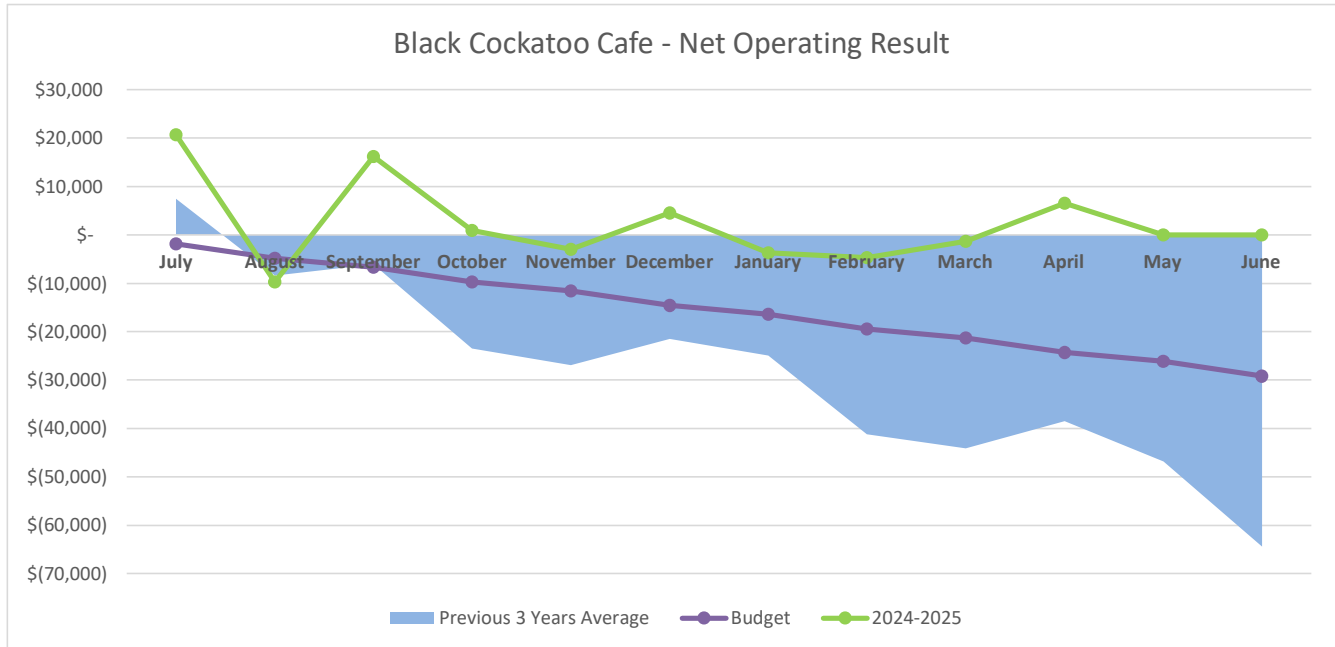


**SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDING 30 APRIL 2025**

MAJOR BUSINESS UNITS

Black Cockatoo Café

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



SHIRE OF KOJONUP MONTHLY FINANCIAL REPORT

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

ACCOUNT	JOB	Budget	Actual	Budget	Income	Expense	Income	Expense	Income	Expense
	Proceeds Sale of Assets									
9608	Proceeds Sale of Assets - Furniture & Equipment	\$0	(\$123,225)	0%	(\$123,225)	\$0	\$0	\$0	(\$123,225)	\$0
9605	Proceeds Sale of Assets - Plant & Equipment	(\$55,000)	(\$134,048)	244%	(\$134,048)	\$0	(\$55,000)	\$0	(\$179,775)	\$0
New	Proceeds Sale of Assets - Land	(\$80,000)	\$0	0%	\$0	\$0	(\$80,000)	\$0	\$0	\$0
	Sub Total - PROCEEDS/REALISATION ON SALE OF ASSET	(\$135,000)	(\$257,273)		(\$257,273)	\$0	(\$135,000)	\$0	(\$303,000)	\$0
	Written Down Value									
New	00000 Written Down Value-	\$0	\$0		\$0	\$0	\$0	\$0	\$0	\$0
	Sub Total - WDV ON SALE OF ASSET	\$0	\$0		\$0	\$0	\$0	\$0	\$0	\$0
	Total - GAIN/LOSS ON DISPOSAL OF ASSET	(\$135,000)	(\$257,273)		(\$257,273)	\$0	(\$135,000)	\$0	(\$303,000)	\$0
	Sub Total - ABNORMAL ITEMS	\$0	\$0		\$0	\$0	\$0	\$0	\$0	\$0
	Total - OPERATING STATEMENT	(\$135,000)	(\$257,273)		(\$257,273)	\$0	(\$135,000)	\$0	(\$303,000)	\$0

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

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

ACCOUNT	JOB	Budget	Actual	Budget	Income	Expense	Income	Expense	Income	Expense
GENERAL PURPOSE FUNDING - RATES										
OPERATING EXPENDITURE										
1112	Admin Allocated to Rates (Cash)	\$49,830	\$13,128	22%	\$0	\$13,128	\$0	\$59,798	\$0	\$59,798
1122	Admin Allocated to Rates (Non-Cash)	\$3,806	\$1,327	29%	\$0	\$1,327	\$0	\$4,568	\$0	\$4,568
1132	Rating Salaries	\$33,332	\$0	0%	\$0	\$0	\$0	\$40,000	\$0	\$0
1162	Superannuation	\$5,000	\$0	0%	\$0	\$0	\$0	\$6,000	\$0	\$0
1182	Rates Printing/postage	\$3,000	\$178	6%	\$0	\$178	\$0	\$3,000	\$0	\$3,000
1192	Valuation Expenses	\$1,694	\$3,035	23%	\$0	\$3,035	\$0	\$13,400	\$0	\$14,700
1202	Title Searches	\$500	\$0	0%	\$0	\$0	\$0	\$500	\$0	\$500
1222	Insurance - Emp Costs (Rates)	\$1,615	\$2,053	127%	\$0	\$2,053	\$0	\$1,615	\$0	\$2,053
1262	Legal Costs Incurred - Rates	\$2,000	\$0	0%	\$0	\$0	\$0	\$2,000	\$0	\$2,000
Sub Total - GENERAL RATES OP/EXP		\$100,777	\$19,722		\$0	\$19,722	\$0	\$130,881	\$0	\$86,619
OPERATING INCOME										
1003	General Rates Levied	(\$5,147,439)	(\$5,145,966)	100%	(\$5,145,966)	\$0	(\$5,147,439)	\$0	(\$5,147,440)	\$0
1023	Interim Rates	(\$300)	\$0	0%	\$0	\$0	(\$300)	\$0	\$0	\$0
1053	Back Rates	(\$100)	(\$4,987)	4987%	(\$4,987)	\$0	(\$100)	\$0	(\$4,900)	\$0
1013	Ex-Gratia Rates	(\$2,219)	(\$2,442)	110%	(\$2,442)	\$0	(\$2,219)	\$0	(\$2,442)	\$0
1043	Non Payment Penalty Interest	(\$26,100)	(\$38,941)	130%	(\$38,941)	\$0	(\$30,000)	\$0	(\$30,000)	\$0
1073	Instalment Administration Charge	(\$4,000)	(\$4,401)	110%	(\$4,401)	\$0	(\$4,000)	\$0	(\$4,401)	\$0
1063	Instalment Interest Charge	(\$12,000)	(\$13,314)	111%	(\$13,314)	\$0	(\$12,000)	\$0	(\$13,314)	\$0
1273	ESL Levy Admin Fee	(\$4,000)	(\$4,000)	100%	(\$4,000)	\$0	(\$4,000)	\$0	(\$4,000)	\$0
1092	Rates Written Off/Refunded	\$95	\$1,071	1071%	\$1,071	\$0	\$100	\$0	\$1,071	\$0
1283	Settlement & Search Charges	(\$3,200)	(\$5,014)	125%	(\$5,014)	\$0	(\$4,000)	\$0	(\$4,000)	\$0
1263	Legal Expenses - Recovered	(\$2,000)	\$0	0%	\$0	\$0	(\$2,000)	\$0	(\$2,000)	\$0
Sub Total - GENERAL RATES OP/INC		(\$5,201,263)	(\$5,217,994)		(\$5,217,994)	\$0	(\$5,205,958)	\$0	(\$5,211,426)	\$0
Total - GENERAL RATES		(\$5,100,486)	(\$5,198,272)		(\$5,217,994)	\$19,722	(\$5,205,958)	\$130,881	(\$5,211,426)	\$86,619

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

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

ACCOUNT	JOB	Budget	Actual	Budget	Income	Expense	Income	Expense	Income	Expense
	OTHER GENERAL PURPOSE FUNDING									
	OPERATING EXPENDITURE									
	Sub Total - OTHER GENERAL PURPOSE FUNDING OP/EXP				\$0	\$0	\$0	\$0	\$0	\$0
	OPERATING INCOME									
1333	Financial Assistance Grant	(\$99,157)	(\$7,122)	5%	(\$7,122)	\$0	(\$132,209)	\$0	(\$9,496)	\$0
1343	Grants Commission Local Roads Grant	(\$34,661)	(\$60,509)	131%	(\$60,509)	\$0	(\$46,215)	\$0	(\$80,679)	\$0
1373	Interest Received - Municipal	(\$417)	\$0	0%	\$0	\$0	(\$500)	\$0	(\$500)	\$0
1393	Interest Received - Reserves	(\$30,100)	(\$23,063)	66%	(\$23,063)	\$0	(\$35,000)	\$0	(\$24,000)	\$0
	Sub Total - OTHER GENERAL PURPOSE FUNDING OP/INC	(\$164,335)	(\$90,694)		(\$90,694)	\$0	(\$213,924)	\$0	(\$114,675)	\$0
	Total - OTHER GENERAL PURPOSE FUNDING	(\$164,335)	(\$90,694)		(\$90,694)	\$0	(\$213,924)	\$0	(\$114,675)	\$0
	Total - GENERAL PURPOSE FUNDING	(\$5,264,821)	(\$5,288,965)		(\$5,308,687)	\$19,722	(\$5,419,882)	\$130,881	(\$5,326,101)	\$86,619

SHIRE OF KOJONUP

MONTHLY FINANCIAL REPORT

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

ACCOUNT	JOB	Budget	Actual	Budget	Income	Expense	Income	Expense	Income	Expense
GOVERNANCE - MEMBERS OF COUNCIL										
OPERATING EXPENDITURE										
002D	Depreciation	\$8,476	\$1,353	13%	\$0	\$1,353	\$0	\$10,172	\$0	\$10,172
1502	Meeting Attendance Fees	\$75,114	\$67,319	67%	\$0	\$67,319	\$0	\$100,152	\$0	\$100,152
1508	Members Travelling	\$700	\$2,678	383%	\$0	\$2,678	\$0	\$700	\$0	\$5,200
1512	Conferences & Training Expenses	\$15,500	\$8,305	54%	\$0	\$8,305	\$0	\$15,500	\$0	\$9,000
1522	Members Communications Allowance	\$15,750	\$14,250	68%	\$0	\$14,250	\$0	\$21,000	\$0	\$21,000
1532	Election Expenses	\$0	\$0	0%	\$0	\$0	\$0	\$0	\$0	\$0
1542	Presidents/Dep Allowances	\$28,500	\$20,900	55%	\$0	\$20,900	\$0	\$38,000	\$0	\$38,000
1562	Refreshments & Functions (Councillors)	\$8,436	\$7,639	69%	\$0	\$7,639	\$0	\$11,100	\$0	\$11,100
1572	Refreshments & Functions Staff)	\$5,340	\$5,507	92%	\$0	\$5,507	\$0	\$6,000	\$0	\$6,000
1592	Members Insurance	\$11,100	\$10,703	96%	\$0	\$10,703	\$0	\$11,100	\$0	\$10,703
1602	Subscriptions	\$26,114	\$38,522	148%	\$0	\$38,522	\$0	\$26,114	\$0	\$36,124
1612	Misc Expenses - Members	\$1,500	\$108	7%	\$0	\$108	\$0	\$1,500	\$0	\$0
1624	Integrated Planning Expenses	\$16,666	\$0	0%	\$0	\$0	\$0	\$20,000	\$0	\$0
1632	Vehicle Operating Expenses	\$0	\$381	0%	\$0	\$381	\$0	\$0	\$0	\$381
1662	Audit Fees	\$24,250	\$47,062	97%	\$0	\$47,062	\$0	\$48,500	\$0	\$48,500
1702	Administration Allocation (Cash)	\$415,243	\$262,567	53%	\$0	\$262,567	\$0	\$498,312	\$0	\$461,189
1712	Administration Allocation (Non-Cash)	\$19,031	\$8,849	39%	\$0	\$8,849	\$0	\$22,838	\$0	\$22,835
1772	Doubtful Debt Expenses	\$0	\$0	0%	\$0	\$0	\$0	\$2,000	\$0	\$2,000
1792	Legal Costs	\$3,000	\$0	0%	\$0	\$0	\$0	\$3,000	\$0	\$3,000
2075	VROC - Shared Services	\$2,000	\$0	0%	\$0	\$0	\$0	\$2,000	\$0	\$5,000
2078	VROC - Projects	\$2,000	\$5,000	250%	\$0	\$5,000	\$0	\$2,000	\$0	\$5,000
Sub Total - MEMBERS OF COUNCIL OP/EXP		\$678,721	\$501,409		\$0	\$501,409	\$0	\$839,988	\$0	\$795,356
OPERATING INCOME										
1725	Donations/Contributions		\$0	0%	\$0	\$0	\$0	\$0	\$0	\$0
002P	Profit on Sale of Asset (Gov)	\$0	\$0	0%	\$0	\$0	\$0	\$0	\$0	\$0
Sub Total - MEMBERS OF COUNCIL OP/INC		\$0	\$0		\$0	\$0	\$0	\$0	\$0	\$0
Total - MEMBERS OF COUNCIL		\$678,721	\$501,409		\$0	\$501,409	\$0	\$839,988	\$0	\$795,356

SHIRE OF KOJONUP

MONTHLY FINANCIAL REPORT

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

ACCOUNT	JOB	Budget	Actual	Budget	Income	Expense	Income	Expense	Income	Expense
GOVERNANCE - GENERAL										
OPERATING EXPENDITURE										
003D	Depreciation (Sch 4)	\$95,155	\$88,486	77%	\$0	\$88,486	\$0	\$114,190	\$0	\$114,190
1852	Salaries - Admin	\$927,235	\$793,546	71%	\$0	\$793,546	\$0	\$1,112,727	\$0	\$909,972
1882	Admin Superannuation	\$102,075	\$99,530	81%	\$0	\$99,530	\$0	\$122,495	\$0	\$122,495
1892	Staff Insurances	\$37,235	\$43,107	116%	\$0	\$43,107	\$0	\$37,235	\$0	\$37,235
1902	FBT Admin Staff	\$17,000	\$0	0%	\$0	\$0	\$0	\$17,000	\$0	\$17,000
1912	Conference & Training	\$28,612	\$11,257	36%	\$0	\$11,257	\$0	\$31,100	\$0	\$10,100
1921	Staff Housing Subsidy	\$0	\$0	0%	\$0	\$0	\$0	\$0	\$0	\$0
1922	Advertising	\$7,000	\$2,491	25%	\$0	\$2,491	\$0	\$10,000	\$0	\$5,000
1931	Occupational Risk Co-Ordinator Costs	\$7,500	\$0	0%	\$0	\$0	\$0	\$9,000	\$0	\$9,000
1932	Occ Health & Safety	\$3,573	\$3,232	48%	\$0	\$3,232	\$0	\$6,780	\$0	\$6,480
1942	Staff Uniforms	\$1,700	\$4,974	249%	\$0	\$4,974	\$0	\$2,000	\$0	\$4,067
1952	Admin Staff Costs	\$10,626	\$14,033	96%	\$0	\$14,033	\$0	\$14,600	\$0	\$14,600
1957	Office Building Maintenance	\$6,580	\$10,004	109%	\$0	\$10,004	\$0	\$9,138	\$0	\$15,454
1958	Office - Cleaning & Assoc	\$36,219	\$33,631	78%	\$0	\$33,631	\$0	\$43,375	\$0	\$52,450
1959	Office - Utility Charges	\$12,086	\$9,578	66%	\$0	\$9,578	\$0	\$14,500	\$0	\$14,500
1962	Office Gardens & Surrounds-Mtce	\$6,266	\$2,652	25%	\$0	\$2,652	\$0	\$10,520	\$0	\$8,750
1972	Admin Printing & Stationery	\$23,875	\$19,917	69%	\$0	\$19,917	\$0	\$28,900	\$0	\$28,900
1982	Telephone & Internet	\$23,281	\$20,154	73%	\$0	\$20,154	\$0	\$27,715	\$0	\$26,820
2002	Office Equip Maint	\$833	\$0	0%	\$0	\$0	\$0	\$1,000	\$0	\$1,000
2004	Office - Insurance.	\$40,699	\$38,296	94%	\$0	\$38,296	\$0	\$40,699	\$0	\$38,296
2006	Donations CEO discretion	\$1,000	\$500	50%	\$0	\$500	\$0	\$1,000	\$0	\$1,000
2008	Donations - Council	\$1,000	\$95	10%	\$0	\$95	\$0	\$1,000	\$0	\$1,000
2012	Non Capital Purchases	\$1,708	\$2,422	97%	\$0	\$2,422	\$0	\$2,500	\$0	\$2,500
2022	Bank Charges	\$15,664	\$29,755	167%	\$0	\$29,755	\$0	\$17,800	\$0	\$37,256
2032	Postage & Freight	\$5,220	\$5,330	89%	\$0	\$5,330	\$0	\$6,000	\$0	\$6,000
2042	ICT Computer Support	\$105,546	\$117,649	94%	\$0	\$117,649	\$0	\$124,550	\$0	\$124,550
1992	ICT Software Licensing Fees	\$109,362	\$26,244	19%	\$0	\$26,244	\$0	\$136,735	\$0	\$144,415
2043	ICT Website Subscription & Upgrade	\$16,140	\$0	0%	\$0	\$0	\$0	\$16,140	\$0	\$1,000
2044	ICT Hardware Purchases (<\$5,000)	\$2,500	\$848	28%	\$0	\$848	\$0	\$3,000	\$0	\$3,000
2052	Admin Vehicle Expenses	\$28,749	\$12,644	37%	\$0	\$12,644	\$0	\$34,500	\$0	\$19,057
2062	Admin Legal Expenses	\$16,666	\$35,626	178%	\$0	\$35,626	\$0	\$20,000	\$0	\$40,000
2274	HR/IR Consultants	\$4,167	\$0	0%	\$0	\$0	\$0	\$5,000	\$0	\$20,000
2277	Finance Consultants	\$54,100	\$82,827	111%	\$0	\$82,827	\$0	\$74,400	\$0	\$97,500
2275	Records Management	\$4,900	\$54	1%	\$0	\$54	\$0	\$5,880	\$0	\$6,050
2278	Security Monitoring	\$1,430	\$1,484	104%	\$0	\$1,484	\$0	\$1,430	\$0	\$1,722
2092	Mis Expense - Admin	\$3,783	\$1,042	23%	\$0	\$1,042	\$0	\$4,540	\$0	\$5,104
2102	Admin - Novated Lease Expenses	\$16,337	\$16,586	85%	\$0	\$16,586	\$0	\$19,605	\$0	\$21,110
2172	Less Admin Non Cash Realloc	(\$95,155)	(\$88,486)	77%	\$0	(\$88,486)	\$0	(\$114,190)	\$0	(\$114,190)
2182	Less Admin Cash Exp Realloc	(\$1,660,983)	(\$1,312,835)	66%	\$0	(\$1,312,835)	\$0	(\$1,993,259)	\$0	(\$1,832,273)
Sub Total - GOVERNANCE - GENERAL OP/EXP		\$19,685	\$126,673		\$0	\$126,673	\$0	\$19,605	\$0	\$21,110

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

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

ACCOUNT	JOB	COMPARATIVES 30 APRIL 2025		% of Annual Budget	ACTUAL 30 APRIL 2025		ADOPTED BUDGET 2024-25		AMENDED BUDGET 30 JUNE 2025	
		Budget	Actual		Income	Expense	Income	Expense	Income	Expense
		OPERATING INCOME								
2053	Sundry Misc Income - Admin	(\$250)	(\$2,394)	798%	(\$2,394)	\$0	(\$300)	\$0	(\$2,300)	\$0
2083	Police Licensing Commissions	(\$32,400)	(\$27,350)	68%	(\$27,350)	\$0	(\$40,000)	\$0	(\$40,000)	\$0
2113	Admin - Novated Lease Contributions	(\$16,337)	(\$16,586)		(\$16,586)	\$0	(\$19,605)	\$0	(\$21,110)	\$0
2143	Photocopying Fees	(\$17)	(\$35)	175%	(\$35)	\$0	(\$20)	\$0	(\$20)	\$0
	Sub Total - GOVERNANCE - GENERAL OP/INC	(\$49,004)	(\$46,365)		(\$46,365)	\$0	(\$59,925)	\$0	(\$63,430)	\$0
	Total - GOVERNANCE - GENERAL	(\$29,319)	\$80,308		(\$46,365)	\$126,673	(\$59,925)	\$19,605	(\$63,430)	\$21,110
	Total - GOVERNANCE	\$649,402	\$581,716		(\$46,365)	\$628,081	(\$59,925)	\$859,593	(\$63,430)	\$816,466

SHIRE OF KOJONUP MONTHLY FINANCIAL REPORT

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

ACCOUNT	JOB	COMPARATIVES 30 APRIL 2025		% of Annual Budget	ACTUAL 30 APRIL 2025		ADOPTED BUDGET 2024-25		AMENDED BUDGET 30 JUNE 2025		
		Budget	Actual		Income	Expense	Income	Expense	Income	Expense	
LAW ORDER & PUBLIC SAFETY											
FIRE PREVENTION											
OPERATING EXPENDITURE											
2272	Emergency Operating Expenses	\$6,250	\$13,084	174%	\$0	\$13,084	\$0	\$7,500	\$0	\$8,655	
2271	Emergency Operations Room - Storage	\$0	\$0	0%	\$0	\$0	\$0	\$0	\$0	\$0	
2281	Community Emergency Services Manager	\$15,000	\$13,307	67%	\$0	\$13,307	\$0	\$20,000	\$0	\$20,000	
2292	Fire Hazard Reduction	\$13,135	\$26,470	168%	\$0	\$26,470	\$0	\$15,763	\$0	\$38,801	
2302	Ground & Aerial Inspections	\$4,600	\$0	0%	\$0	\$0	\$0	\$4,600	\$0	\$0	
2322	Administration Costs	\$4,733	\$604	11%	\$0	\$604	\$0	\$5,400	\$0	\$5,400	
2342	Fire Fighting - Shire Resources	\$3,787	\$2,086	47%	\$0	\$2,086	\$0	\$4,424	\$0	\$4,008	
2362	Bushfire Mitigation Expenses	\$0	\$0	0%	\$0	\$0	\$0	\$0	\$0	\$45,500	
2372	Brigade Expenses	\$84,431	\$80,647	90%	\$0	\$80,647	\$0	\$89,570	\$0	\$88,570	
2294	BRPC - Superannuation	\$0	\$0	0%	\$0	\$0	\$0	\$0	\$0	\$0	
2382	Administration Allocated - Cash	\$49,830	\$39,385	66%	\$0	\$39,385	\$0	\$59,798	\$0	\$59,798	
2442	Administration Allocated - Non-Cash	\$952	\$885	77%	\$0	\$885	\$0	\$1,142	\$0	\$1,142	
2443	Interest on Loan - Bushfire	\$16,980	\$18,320	74%	\$0	\$18,320	\$0	\$24,905	\$0	\$24,905	
2444	Govt Guarantee Fee - Loan 150 Expense	\$1,680	\$0		\$0	\$0	\$0	\$1,680	\$0	\$2,290	
004D	Buildings Depreciation	\$34,374	\$29,797	72%	\$0	\$29,797	\$0	\$41,250	\$0	\$41,250	
Sub Total - FIRE PREVENTION OP/EXP		\$235,751	\$224,584		\$0	\$224,584	\$0	\$276,032	\$0	\$340,319	
OPERATING INCOME											
2363	Fines & Penalties	(\$1,667)	(\$842)	42%	(\$842)	\$0	(\$2,000)	\$0	(\$500)	\$0	
2383	Sale of Fire Maps	(\$42)	(\$127)	255%	(\$127)	\$0	(\$50)	\$0	(\$127)	\$0	
2393	Sundry Misc income - Fire	(\$2,667)	(\$29,878)	934%	(\$29,878)	\$0	(\$3,200)	\$0	(\$4,323)	\$0	
2373	ESL Levy Funding	(\$56,250)	(\$72,289)	96%	(\$72,289)	\$0	(\$75,000)	\$0	(\$72,288)	\$0	
2343	Operating Grant Income	\$0	\$0	0%	\$0	\$0	\$0	\$0	(\$22,750)	\$0	
2463	BRMC - Grant Income	\$0	\$0	0%	\$0	\$0	\$0	\$0	\$0	\$0	
Sub Total - FIRE PREVENTION OP/INC		(\$60,625)	(\$103,135)		(\$103,135)	\$0	(\$80,250)	\$0	(\$99,988)	\$0	
Total - FIRE PREVENTION		\$175,126	\$121,449		(\$103,135)	\$224,584	(\$80,250)	\$276,032	(\$99,988)	\$340,319	

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

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

ACCOUNT	JOB	Budget	Actual	Budget	Income	Expense	Income	Expense	Income	Expense
ANIMAL CONTROL										
OPERATING EXPENDITURE										
2492	Salaries	\$0	\$35,055	0%	\$0	\$35,055	\$0	\$0	\$0	\$0
2522	Superannuation	\$0	\$0	0%	\$0	\$0	\$0	\$0	\$0	\$0
2532	Other Employment Costs	\$3,832	\$4,105	102%	\$0	\$4,105	\$0	\$4,031	\$0	\$5,300
2542	Conference & Training	\$1,250	\$0	0%	\$0	\$0	\$0	\$1,500	\$0	\$0
2552	Ranger Vehicle	\$0	\$1,878	0%	\$0	\$1,878	\$0	\$0	\$0	\$2,500
2562	Dog Control Expenses	\$2,662	\$602	19%	\$0	\$602	\$0	\$3,195	\$0	\$3,197
2572	Dog Pound Expenses	\$2,167	\$439	17%	\$0	\$439	\$0	\$2,600	\$0	\$2,600
2573	Contract Ranger Expenses	\$19,999	\$1,900	8%	\$0	\$1,900	\$0	\$24,000	\$0	\$44,000
2582	Other Animal Control	\$417	\$0	0%	\$0	\$0	\$0	\$500	\$0	\$500
2583	Cat Control Expenses	\$550	\$436	66%	\$0	\$436	\$0	\$660	\$0	\$660
2584	Cat Pound Expenses	\$500	\$316	53%	\$0	\$316	\$0	\$600	\$0	\$600
2602	Administration Allocated - Cash	\$49,830	\$13,128	22%	\$0	\$13,128	\$0	\$59,798	\$0	\$59,798
2612	Administration Allocated - Non-Cash	\$952	\$885	77%	\$0	\$885	\$0	\$1,142	\$0	\$1,142
005D	Depreciation Buildings - Animal Control	\$375	\$1,617	359%	\$0	\$1,617	\$0	\$450	\$0	\$450
Sub Total - ANIMAL CONTROL OP/EXP		\$82,533	\$60,362		\$0	\$60,362	\$0	\$98,476	\$0	\$120,747
OPERATING INCOME										
2633	Ranger Income	(\$16,666)	(\$400)	2%	(\$400)	\$0	(\$20,000)	\$0	\$0	\$0
2653	Fines & Penalties - Dog Act	(\$192)	(\$701)	305%	(\$701)	\$0	(\$230)	\$0	(\$497)	\$0
2654	Fines & Penalties - Cat Act	(\$208)	\$0	0%	\$0	\$0	(\$250)	\$0	\$0	\$0
2663	Impounding Fees - Dogs	(\$292)	(\$1,110)	317%	(\$1,110)	\$0	(\$350)	\$0	(\$1,000)	\$0
2664	Impounding Fees - Cats	\$0	\$0	0%	\$0	\$0	\$0	\$0	\$0	\$0
2673	Dog Registrations	(\$2,917)	(\$2,408)	69%	(\$2,408)	\$0	(\$3,500)	\$0	(\$2,800)	\$0
2674	Cat Registrations	(\$417)	(\$485)	97%	(\$485)	\$0	(\$500)	\$0	(\$500)	\$0
Sub Total - ANIMAL CONTROL OP/INC		(\$20,691)	(\$5,104)		(\$5,104)	\$0	(\$24,830)	\$0	(\$4,797)	\$0
Total - ANIMAL CONTROL		\$61,842	\$55,258		(\$5,104)	\$60,362	(\$24,830)	\$98,476	(\$4,797)	\$120,747

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

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

ACCOUNT	JOB	COMPARATIVES 30 APRIL 2025		% of Annual Budget	ACTUAL 30 APRIL 2025		ADOPTED BUDGET 2024-25		AMENDED BUDGET 30 JUNE 2025	
		Budget	Actual		Income	Expense	Income	Expense	Income	Expense
		OTHER LAW ORDER & PUBLIC SAFETY								
		OPERATING EXPENDITURE								
2832	Vehicle Impounding	\$1,250	\$240	16%	\$0	\$240	\$0	\$1,500	\$0	\$1,500
2862	Local Law review	\$5,000	\$0	0%	\$0	\$0	\$0	\$6,000	\$0	\$3,000
	Sub Total - OTHER LAW ORDER & PUBLIC SAFETY OP/EXP	\$6,250	\$240		\$0	\$240	\$0	\$7,500	\$0	\$4,500
		OPERATING INCOME								
2863	Income - Misc Other Law & Order	\$0	(\$200)	0%	(\$200)	\$0	\$0	\$0	\$0	\$0
2823	Non-Operating Grant income	\$0	\$0	0%	\$0	\$0	(\$135,335)	\$0	(\$135,335)	\$0
	Sub Total - OTHER LAW ORDER & PUBLIC SAFETY OP /INC	\$0	(\$200)		(\$200)	\$0	(\$135,335)	\$0	(\$135,335)	\$0
	Total - OTHER LAW ORDER PUBLIC SAFETY	\$6,250	\$40		(\$200)	\$240	(\$135,335)	\$7,500	(\$135,335)	\$4,500
	Total - LAW ORDER & PUBLIC SAFETY	\$243,218	\$176,746		(\$108,440)	\$285,186	(\$240,415)	\$382,008	(\$240,120)	\$465,566

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

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

ACCOUNT	JOB	COMPARATIVES 30 APRIL 2025		% of Annual Budget	ACTUAL 30 APRIL 2025		ADOPTED BUDGET 2024-25		AMENDED BUDGET 30 JUNE 2025	
		Budget	Actual		Income	Expense	Income	Expense	Income	Expense
	HEALTH									
	HEALTH ADMINISTRATION & INSPECTION									
	OPERATING EXPENDITURE									
3102	Health Salaries	\$0	\$10,850	0%	\$0	\$10,850	\$0	\$0	\$0	\$10,850
3132	Superannuation	\$0	\$13,949	0%	\$0	\$13,949	\$0	\$0	\$0	\$10,189
3142	Fringe Benefits Tax	\$10,000	\$0	0%	\$0	\$0	\$0	\$12,000	\$0	\$0
3152	Conferences & Training	\$0	\$0	0%	\$0	\$0	\$0	\$0	\$0	\$0
3162	Health - Other Employment Costs	\$23,002	\$5,337	20%	\$0	\$5,337	\$0	\$27,281	\$0	\$20,723
3164	Health - Contractors	\$37,499	\$12,951	29%	\$0	\$12,951	\$0	\$45,000	\$0	\$30,000
3212	Admin Allocation to HIA - Cash	\$49,830	\$13,128	22%	\$0	\$13,128	\$0	\$59,798	\$0	\$59,798
3242	Analytical Expenses	\$1,667	\$544	27%	\$0	\$544	\$0	\$2,000	\$0	\$2,000
3252	Administration Allocated - Non-cash	\$1,427	\$1,327	77%	\$0	\$1,327	\$0	\$1,713	\$0	\$1,713
	Sub Total - HEALTH ADMIN & INSPECTION OP/EXP	\$123,424	\$58,087		\$0	\$58,087	\$0	\$147,792	\$0	\$135,273
	OPERATING INCOME									
3223	Health Act fees, Licences	(\$1,000)	(\$2,590)	216%	(\$2,590)	\$0	(\$1,200)	\$0	(\$2,118)	\$0
3233	Septic Tank Inspection Fees	(\$167)	(\$236)	118%	(\$236)	\$0	(\$200)	\$0	(\$200)	\$0
3253	Health Other income	\$0	\$0	0%	\$0	\$0	\$0	\$0	\$0	\$0
3283	Health Consultancy Income - Resource Sharing	\$0	\$0	0%	\$0	\$0	\$0	\$0	\$0	\$0
	Sub Total - HEALTH ADMIN & INSPECTION OP/INC	(\$1,167)	(\$2,826)		(\$2,826)	\$0	(\$1,400)	\$0	(\$2,318)	\$0
	Total - HEALTH ADMIN & INSPECTION	\$122,257	\$55,261		(\$2,826)	\$58,087	(\$1,400)	\$147,792	(\$2,318)	\$135,273

SHIRE OF KOJONUP										
MONTHLY FINANCIAL REPORT										
Details By function Under The Following Programme Titles And Type Of Activities Within The Programme		COMPARATIVES 30 APRIL 2025		% of Annual Budget	ACTUAL 30 APRIL 2025		ADOPTED BUDGET 2024-25		AMENDED BUDGET 30 JUNE 2025	
ACCOUNT	JOB	Budget	Actual	Budget	Income	Expense	Income	Expense	Income	Expense
	OTHER HEALTH									
	OPERATING EXPENDITURE									
3362	Doctor's Surgery Maint	\$0	\$536	0%	\$0	\$536	\$0	\$0	\$0	\$0
3360	Doctor Services Expenses	\$208,310	\$187,500	75%	\$0	\$187,500	\$0	\$250,000	\$0	\$250,000
3361	Interest Paid on Loans	\$1,800	\$1,800	100%	\$0	\$1,800	\$0	\$1,800	\$0	\$1,800
3368	Loan Guarantee Fee	\$312	\$740	142%	\$0	\$740	\$0	\$520	\$0	\$520
009D	Depreciation Buildings	\$14,895	\$18,573	104%	\$0	\$18,573	\$0	\$17,875	\$0	\$17,875
	Sub Total - OTHER HEALTH OP/EXP	\$225,317	\$209,149		\$0	\$209,149	\$0	\$270,195	\$0	\$270,195
	OPERATING INCOME									
	Sub Total - OTHER HEALTH OP/INC	\$0	\$0		\$0	\$0	\$0	\$0	\$0	\$0
	Total - OTHER HEALTH	\$225,317	\$209,149		\$0	\$209,149	\$0	\$270,195	\$0	\$270,195
	Total - HEALTH	\$347,574	\$264,410		(\$2,826)	\$267,236	(\$1,400)	\$417,987	(\$2,318)	\$405,468

SHIRE OF KOJONUP MONTHLY FINANCIAL REPORT

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

SHIRE OF KOJONUP MONTHLY FINANCIAL REPORT		COMPARATIVES 30 APRIL 2025		% of Annual Budget	ACTUAL 30 APRIL 2025		ADOPTED BUDGET 2024-25		AMENDED BUDGET 30 JUNE 2025	
ACCOUNT	JOB	Budget	Actual		Income	Expense	Income	Expense	Income	Expense
	EDUCATION & WELFARE									
	EDUCATION									
	OPERATING EXPENDITURE									
3455	Play in the Park	\$2,083	\$0	0%	\$0	\$0	\$0	\$2,500	\$0	\$1,750
3452	Smart Start Expenses	\$2,383	\$2,860	100%	\$0	\$2,860	\$0	\$2,860	\$0	\$2,860
	Sub Total - EDUCATION OP/EXP	\$4,466	\$2,860		\$0	\$2,860	\$0	\$5,360	\$0	\$4,610
	OPERATING INCOME									
	Sub Total-EDUCATION OP/INC	\$0	\$0		\$0	\$0	\$0	\$0	\$0	\$0
	Total - EDUCATION	\$4,466	\$2,860		\$0	\$2,860	\$0	\$5,360	\$0	\$4,610
	PRE-SCHOOL/OTHER EDUCATION									
	OPERATING EXPENDITURE									
3462	Child Care Centre - Building Maint	\$4,168	\$2,516	58%	\$0	\$2,516	\$0	\$4,369	\$0	\$4,245
3464	Child Care Centre - Grounds Maint	\$833	\$0	0%	\$0	\$0	\$0	\$1,000	\$0	\$0
3477	Kindy Café	\$12,666	\$10,004	66%	\$0	\$10,004	\$0	\$15,200	\$0	\$14,700
3472	Playgroup/Toy Library - Building Maint	\$4,882	\$4,658	84%	\$0	\$4,658	\$0	\$5,536	\$0	\$5,356
3474	Playgroup/Toy Library - Grounds Maint	\$4,346	\$508	10%	\$0	\$508	\$0	\$5,215	\$0	\$3,965
3478	SPARK - Expenditure	\$2,500	\$1,806	60%	\$0	\$1,806	\$0	\$3,000	\$0	\$3,000
006D	DEPRECIATION (SCH 8)	\$17,658	\$16,024	76%	\$0	\$16,024	\$0	\$21,190	\$0	\$21,190
	Sub Total - OTHER EDUCATION OP/EXP	\$47,053	\$35,517		\$0	\$35,517	\$0	\$55,510	\$0	\$52,456
	OPERATING INCOME									
3463	Occasional Care Rent	(\$2,080)	(\$2,293)	92%	(\$2,293)	\$0	(\$2,496)	\$0	(\$2,496)	\$0
3465	Grant - Kindy Café	(\$20,000)	(\$14,989)	75%	(\$14,989)	\$0	(\$20,000)	\$0	(\$7,820)	\$0
3473	Playgroup/Toy Library Fees	\$0	(\$182)	0%	(\$182)	\$0	\$0	\$0	\$0	\$0
3475	SPARK - Income	(\$3,000)	(\$3,690)	123%	(\$3,690)	\$0	(\$3,000)	\$0	(\$2,340)	\$0
3483	LR&CIP Grant - Old School Roof	(\$50,000)	\$0	0%	\$0	\$0	(\$50,000)	\$0	(\$50,000)	\$0
	Sub Total - OTHER EDUCATION OP/INC	(\$75,080)	(\$21,154)		(\$21,154)	\$0	(\$75,496)	\$0	(\$62,656)	\$0
	Total - OTHER EDUCATION	(\$28,026)	\$14,363		(\$21,154)	\$35,517	(\$75,496)	\$55,510	(\$62,656)	\$52,456
	Total - EDUCATION & WELFARE	(\$23,560)	\$17,223		(\$21,154)	\$38,377	(\$75,496)	\$60,870	(\$62,656)	\$57,066

SHIRE OF KOJONUP

MONTHLY FINANCIAL REPORT

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

ACCOUNT	JOB	COMPARATIVES		% of Annual Budget	ACTUAL		ADOPTED BUDGET		AMENDED BUDGET	
		30 APRIL 2025	30 APRIL 2025		30 APRIL 2025	30 APRIL 2025	2024-25	2024-25	30 JUNE 2025	30 JUNE 2025
		Budget	Actual	Budget	Income	Expense	Income	Expense	Income	Expense
HOUSING										
SPRING HAVEN HOUSING										
3752	Spring Haven Salaries	\$446,760	\$722,353	162%	\$0	\$722,353	\$0	\$446,760	\$0	\$777,841
3742	Spring Haven - FBT Expenses	\$5,071	\$0	0%	\$0	\$0	\$0	\$5,071	\$0	\$0
3772	Spring Haven Superannuation	\$143,775	\$68,279	47%	\$0	\$68,279	\$0	\$143,775	\$0	\$168,279
3782	Conferences & Training	\$3,500	\$1,685	48%	\$0	\$1,685	\$0	\$3,500	\$0	\$1,685
3792	Uniforms & Protective Clothing	\$1,250	\$441	35%	\$0	\$441	\$0	\$1,250	\$0	\$441
3802	Recruitment Expenses	\$350	\$3,204	915%	\$0	\$3,204	\$0	\$350	\$0	\$3,059
3821	Spring H - Staff Housing Subsidy	\$0	\$0	0%	\$0	\$0	\$0	\$0	\$0	\$0
3822	Vehicle Expenses	\$1,750	\$1,134	65%	\$0	\$1,134	\$0	\$1,750	\$0	\$1,134
3842	Spring Haven Telephone	\$3,000	\$4,510	150%	\$0	\$4,510	\$0	\$3,000	\$0	\$2,590
3862	Subscriptions	\$5,945	\$4,220	71%	\$0	\$4,220	\$0	\$5,945	\$0	\$2,510
3872	Postage & Freight	\$355	\$713	201%	\$0	\$713	\$0	\$355	\$0	\$713
3882	Minor Office Expenses/Stationery	\$350	\$72	21%	\$0	\$72	\$0	\$350	\$0	\$72
3892	Office Equipment Maintenance	\$500	\$0	0%	\$0	\$0	\$0	\$500	\$0	\$0
3893	Software Operating	\$3,315	\$1,908	58%	\$0	\$1,908	\$0	\$3,315	\$0	\$1,908
3902	Spring Haven Building Operating Expenses	\$27,702	\$33,907	122%	\$0	\$33,907	\$0	\$27,702	\$0	\$48,366
3903	Spring Haven Building Maint (Unforseen)	\$3,400	\$17,891	526%	\$0	\$17,891	\$0	\$3,400	\$0	\$20,648
3904	Spring Haven Grounds Maint	\$22,775	\$3,951	17%	\$0	\$3,951	\$0	\$22,775	\$0	\$13,975
3906	Springhaven Building Non Cap	\$0	\$0	0%	\$0	\$0	\$0	\$0	\$0	\$0
3908	Spring H - Security	\$3,500	\$0	0%	\$0	\$0	\$0	\$3,500	\$0	\$0
3912	Medical/Pharmaceutical Services	\$16,500	\$19,493	118%	\$0	\$19,493	\$0	\$16,500	\$0	\$19,493
3913	Allied Health	\$12,725	\$14,000	110%	\$0	\$14,000	\$0	\$12,725	\$0	\$14,000
3914	Utilities	\$12,873	\$20,711	161%	\$0	\$20,711	\$0	\$12,873	\$0	\$21,436
3915	Refund of Interest on Depost Principal	\$0	\$14,110	0%	\$0	\$14,110	\$0	\$0	\$0	\$14,110
3812	Spring H - Workers Comp/Journey Ins	\$11,285	\$57,477	509%	\$0	\$57,477	\$0	\$11,285	\$0	\$57,477
3916	Insurance	\$6,595	\$21,584	327%	\$0	\$21,584	\$0	\$6,595	\$0	\$17,787
3922	Cleaning & Laundry	\$10,300	\$3,070	30%	\$0	\$3,070	\$0	\$10,300	\$0	\$3,133
3924	SPRING H - CLEANING & LAUNDRY	\$0	\$64	0%	\$0	\$64	\$0	\$0	\$0	\$64
3932	Non-Capital Equipment Expenses	\$2,375	\$2,419	102%	\$0	\$2,419	\$0	\$2,375	\$0	\$2,419
3942	Meals & Refreshments	\$30,230	\$36,159	120%	\$0	\$36,159	\$0	\$30,230	\$0	\$36,159
3952	Residents Activities	\$750	\$2,020	269%	\$0	\$2,020	\$0	\$750	\$0	\$750
3962	Public Liability Insurance	\$8,840	\$8,839	100%	\$0	\$8,839	\$0	\$8,840	\$0	\$8,839
3974	Spring Haven Aged Care Consultants	\$1,500	\$0	0%	\$0	\$0	\$0	\$1,500	\$0	\$0
3928	Spring H - COVID-19 Additional Costs	\$1,250	\$0	0%	\$0	\$0	\$0	\$1,250	\$0	\$0
3982	Administration Allocated Non-Cash	\$5,710	\$17,697	310%	\$0	\$17,697	\$0	\$5,710	\$0	\$5,710
3992	Administration Allocated - Cash	\$99,663	\$196,925	198%	\$0	\$196,925	\$0	\$99,663	\$0	\$99,663
010A	A/L ACCRUAL Spring. (SCH 9)	\$0	\$64,438	0%	\$0	\$64,438	\$0	\$0	\$0	\$64,438
010L	LSL ACCRUAL Spring (SCH 9)	\$0	\$53,481	0%	\$0	\$53,481	\$0	\$0	\$0	\$53,481
012D	Spring Haven Depreciation	\$35,256	\$127,721	302%	\$0	\$127,721	\$0	\$42,309	\$0	\$68,656
013D	Spring Haven Depreciation	\$2,777	\$11,087	333%	\$0	\$11,087	\$0	\$3,333	\$0	\$5,580
Sub Total - SPRING HAVEN HOUSING OP/EXP		\$931,927	\$1,535,564		\$0	\$1,535,564	\$0	\$939,535	\$0	\$1,536,416

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

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

ACCOUNT	JOB	Budget	Actual	Budget	Income	Expense	Income	Expense	Income	Expense
OPERATING INCOME										
4003	Spring Haven Resident Rent	(\$150,000)	(\$183,769)	123%	(\$183,769)	\$0	(\$150,000)	\$0	(\$187,326)	\$0
4013	Spring Haven - Personal Care Grant Subsidy	(\$500,000)	(\$598,318)	120%	(\$598,318)	\$0	(\$500,000)	\$0	(\$604,604)	\$0
1395	INTEREST ON UNPAID BONDS	(\$12,540)	(\$4,841)	39%	(\$4,841)	\$0	(\$12,540)	\$0	(\$4,841)	\$0
4043	Spring H - Grant - COVID-19 Payment	\$0	\$0	0%	\$0	\$0	\$0	\$0	\$0	\$0
4143	Miscellaneous Income	(\$129,000)	\$0	0%	\$0	\$0	(\$129,000)	\$0	\$0	\$0
4023	Spring Haven Donations	(\$3,000)	\$0	0%	\$0	\$0	(\$3,000)	\$0		
3993	Spring H - Grant - ACAR	\$0	\$0	0%	\$0	\$0	\$0	\$0	\$0	\$0
4303	Spring H - Grant - Security	\$0	\$0	0%	\$0	\$0	\$0	\$0	\$0	\$0
022P	Spring H - Profit on Sale of Assets	\$0	(\$71,000)		(\$71,000)	\$0	\$0	\$0	(\$71,000)	\$0
Sub Total - SPRING HAVEN HOUSING OP/INC		(\$794,540)	(\$857,927)		(\$857,927)	\$0	(\$794,540)	\$0	(\$867,771)	\$0
Total - SPRING HAVEN HOUSING		\$137,387	\$677,636		(\$857,927)	\$1,535,564	(\$794,540)	\$939,535	(\$867,771)	\$1,536,416

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

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

ACCOUNT	JOB	COMPARATIVES 30 APRIL 2025		% of Annual Budget	ACTUAL 30 APRIL 2025		ADOPTED BUDGET 2024-25		AMENDED BUDGET 30 JUNE 2025	
		Budget	Actual		Income	Expense	Income	Expense	Income	Expense
	STAFF HOUSING									
	OPERATING EXPENDITURE									
3768	Staff Housing Building Maintenance	\$13,291	\$14,871	93%	\$0	\$14,871	\$0	\$15,950	\$0	\$23,182
3769	Staff Housing - Operating Expenses	\$34,845	\$30,176	72%	\$0	\$30,176	\$0	\$41,686	\$0	\$39,036
3764	Staff Housing - Ground Maint. Various	\$10,583	\$17,879	141%	\$0	\$17,879	\$0	\$12,700	\$0	\$13,960
3770	Loan Guarantee Fee L135 & L140	\$7,620	\$9,844	129%	\$0	\$9,844	\$0	\$7,620	\$0	\$7,620
3771	Staff Housing Loan Interest	\$19,110	\$16,181	63%	\$0	\$16,181	\$0	\$25,696	\$0	\$25,696
011D	Housing Depreciation	\$79,597	\$79,458	83%	\$0	\$79,458	\$0	\$95,520	\$0	\$95,520
	Sub Total - STAFF HOUSING OP/EXP	\$165,046	\$168,411		\$0	\$168,411	\$0	\$199,172	\$0	\$205,014
	OPERATING INCOME									
3703	Residential Rent - Staff	(\$39,085)	(\$12,841)	27%	(\$12,841)	\$0	(\$46,904)	\$0	(\$16,985)	\$0
	Sub Total - STAFF HOUSING OP/INC	(\$39,085)	(\$12,841)		(\$12,841)	\$0	(\$46,904)	\$0	(\$16,985)	\$0
	Total - STAFF HOUSING	\$125,961	\$155,570		(\$12,841)	\$168,411	(\$46,904)	\$199,172	(\$16,985)	\$205,014

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

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

ACCOUNT	JOB	Budget	Actual	Budget	Income	Expense	Income	Expense	Income	Expense
	HOUSING OTHER									
	OPERATING EXPENDITURE									
4062	Loton Close ILU's Building Maint	\$11,761	\$8,390	60%	\$0	\$8,390	\$0	\$13,974	\$0	\$15,307
4064	Loton Close ILU's Grounds Maint	\$10,316	\$6,246	50%	\$0	\$6,246	\$0	\$12,380	\$0	\$10,780
4065	Loton Close ILU's Utilities	\$29,156	\$24,736	71%	\$0	\$24,736	\$0	\$34,980	\$0	\$31,650
4066	Loton Close ILU's Insurance	\$9,515	\$7,588	80%	\$0	\$7,588	\$0	\$9,515	\$0	\$9,515
4202	J Sullivan Units Building Maintenance	\$12,270	\$17,223	118%	\$0	\$17,223	\$0	\$14,637	\$0	\$14,975
4204	J Sullivan Units Grounds Maintenance	\$14,833	\$274	2%	\$0	\$274	\$0	\$17,800	\$0	\$13,350
4205	J Sullivan Units Utilities	\$8,956	\$6,920	64%	\$0	\$6,920	\$0	\$10,745	\$0	\$10,745
4206	J Sullivan Units Insurance	\$2,205	\$1,869	85%	\$0	\$1,869	\$0	\$2,205	\$0	\$2,205
4254	Interest Paid on Loans	\$11,067	\$13,387	121%	\$0	\$13,387	\$0	\$11,067	\$0	\$11,067
4255	Loan Guarantee Fee (Housing Other)	\$5,380	\$2,624	49%	\$0	\$2,624	\$0	\$5,380	\$0	\$5,438
4232	Bagg Street Units Operating	\$5,607	\$5,082	76%	\$0	\$5,082	\$0	\$6,729	\$0	\$6,729
4256	GROH - Building Maintenance	\$8,726	\$10,154	101%	\$0	\$10,154	\$0	\$10,061	\$0	\$10,965
	Sub Total - HOUSING OTHER OP/EXP	\$129,793	\$104,493		\$0	\$104,493	\$0	\$149,473	\$0	\$142,726
	OPERATING INCOME									
4083	Loton Close ILU's Rent	(\$139,094)	(\$157,529)	94%	(\$157,529)	\$0	(\$166,920)	\$0	(\$175,000)	\$0
4103	Loton Close ILU's - Power Recoups	(\$12,500)	(\$12,255)	82%	(\$12,255)	\$0	(\$15,000)	\$0	(\$15,000)	\$0
4203	J Sullivan Units - Rent	(\$30,832)	(\$33,580)	91%	(\$33,580)	\$0	(\$37,000)	\$0	(\$37,000)	\$0
4243	GROH - Rent	(\$104,163)	(\$122,671)	98%	(\$122,671)	\$0	(\$125,000)	\$0	(\$130,000)	\$0
	Sub Total - HOUSING OTHER OP/INC	(\$286,589)	(\$326,035)		(\$326,035)	\$0	(\$343,920)	\$0	(\$357,000)	\$0
	Total - HOUSING OTHER	(\$156,796)	(\$221,543)		(\$326,035)	\$104,493	(\$343,920)	\$149,473	(\$357,000)	\$142,726
	Total - HOUSING	\$106,552	\$611,663		(\$1,196,803)	\$1,808,467	(\$1,185,364)	\$1,288,180	(\$1,241,756)	\$1,884,156

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

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

ACCOUNT	JOB	Budget	Actual	Budget	Income	Expense	Income	Expense	Income	Expense
	COMMUNITY AMENITIES									
	SANITATION - HOUSEHOLD REFUSE									
	OPERATING EXPENDITURE									
5022	Refuse Collection - Kerbside	\$66,731	\$62,446	78%	\$0	\$62,446	\$0	\$80,080	\$0	\$80,080
5012	Refuse Site Maintenance	\$9,625	\$930	8%	\$0	\$930	\$0	\$11,550	\$0	\$6,450
5013	Refuse Site Rehabilitation	\$2,932	\$310	9%	\$0	\$310	\$0	\$3,518	\$0	\$3,718
5002	Recycling Depot/Transfer Stn - Contract	\$177,540	\$147,467	75%	\$0	\$147,467	\$0	\$195,385	\$0	\$196,511
5122	Recycling Collection - Kerbside	\$57,806	\$57,083	82%	\$0	\$57,083	\$0	\$69,370	\$0	\$69,370
5142	Recycling Education	\$583	\$0	0%	\$0	\$0	\$0	\$700	\$0	\$700
5123	Waste Management Planning	\$0	\$0	0%	\$0	\$0	\$0	\$0	\$0	\$0
014D	Depreciation (Sch 10)	\$3,671	\$3,711	84%	\$0	\$3,711	\$0	\$4,405	\$0	\$4,405
	Sub Total - SANITATION HOUSEHOLD REFUSE OP/EXP	\$318,887	\$271,947		\$0	\$271,947	\$0	\$365,008	\$0	\$361,234
	OPERATING INCOME									
5023	Collection Charges - Kerbside	(\$284,384)	(\$285,310)	100%	(\$285,310)	\$0	(\$284,384)	\$0	(\$285,310)	\$0
5033	Recycling/Transfer Station Rental	(\$1,917)	\$0	0%	\$0	\$0	(\$2,300)	\$0	\$0	\$0
5183	Sale of Recyclables	(\$292)	\$0	0%	\$0	\$0	(\$350)	\$0	\$0	\$0
	Sub Total - SANITATION H/HOLD REFUSE OP/INC	(\$286,592)	(\$285,310)		(\$285,310)	\$0	(\$287,034)	\$0	(\$285,310)	\$0
	Total - SANITATION HOUSEHOLD REFUSE	\$32,294	(\$13,363)		(\$285,310)	\$271,947	(\$287,034)	\$365,008	(\$285,310)	\$361,234

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

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

ACCOUNT	JOB	Budget	Actual	Budget	Income	Expense	Income	Expense	Income	Expense
	SANITATION OTHER									
	OPERATING EXPENDITURE									
5027	Verge Pick Up - Hard Waste	\$24,999	\$0	0%	\$0	\$0	\$0	\$30,000	\$0	\$0
5251	Street Bins Collection - Contract	\$33,403	\$32,421	81%	\$0	\$32,421	\$0	\$40,085	\$0	\$42,300
5252	Street Bins Collection	\$262	\$0	0%	\$0	\$0	\$0	\$315	\$0	\$315
5262	Repair Street Bins	\$167	\$0	0%	\$0	\$0	\$0	\$200	\$0	\$200
5263	Drum Muster	\$4,167	\$0	0%	\$0	\$0	\$0	\$5,000	\$0	\$5,000
5264	Transport of Waste & Loader Hire	\$59,414	\$63,523	89%	\$0	\$63,523	\$0	\$71,300	\$0	\$71,300
5265	Bulk Bin Hire Expenses	\$2,317	\$0	0%	\$0	\$0	\$0	\$2,780	\$0	\$2,780
5266	Bulk Bin Removal Expenses	\$0	\$0	0%	\$0	\$0	\$0	\$0	\$0	\$0
	Sub Total - SANITATION OTHER OP/EXP	\$124,728	\$95,944		\$0	\$95,944	\$0	\$149,680	\$0	\$121,895
	OPERATING INCOME									
5103	Tip Fees	\$0	\$0	0%	\$0	\$0	\$0	\$0	\$0	\$0
5303	Litter Infringements	(\$167)	(\$500)	250%	(\$500)	\$0	(\$200)	\$0	(\$500)	\$0
5304	Drum Muster Reimbursement Income	(\$4,167)	\$0	0%	\$0	\$0	(\$5,000)	\$0	(\$5,000)	\$0
	Sub Total - SANITATION OTHER OP/INC	(\$4,333)	(\$500)		(\$500)	\$0	(\$5,200)	\$0	(\$5,500)	\$0
	Total - SANITATION OTHER	\$120,395	\$95,444		(\$500)	\$95,944	(\$5,200)	\$149,680	(\$5,500)	\$121,895

SHIRE OF KOJONUP MONTHLY FINANCIAL REPORT

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

ACCOUNT	JOB	COMPARATIVES 30 APRIL 2025		% of Annual Budget	ACTUAL 30 APRIL 2025		ADOPTED BUDGET 2024-25		AMENDED BUDGET 30 JUNE 2025	
		Budget	Actual		Income	Expense	Income	Expense	Income	Expense
	SEWERAGE									
	OPERATING EXPENDITURE									
5090	Liquid Waste Pond - Maintenance	\$1,142	\$1,086	79%	\$0	\$1,086	\$0	\$1,370	\$0	\$1,370
	Sub Total - SEWERAGE OP/EXP	\$1,142	\$1,086		\$0	\$1,086	\$0	\$1,370	\$0	\$1,370
	OPERATING INCOME									
5190	Liquid Waste Disposal Fees	\$0	\$0		\$0	\$0	\$0	\$0	\$0	\$0
	Sub Total - SEWERAGE OP/INC	\$0	\$0		\$0	\$0	\$0	\$0	\$0	\$0
	Total - SEWERAGE	\$1,142	\$1,086		\$0	\$1,086	\$0	\$1,370	\$0	\$1,370

SHIRE OF KOJONUP MONTHLY FINANCIAL REPORT

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

ACCOUNT	JOB	Budget	Actual	Budget	Income	Expense	Income	Expense	Income	Expense
	PROTECTION OF THE ENVIRONMENT									
	OPERATING EXPENDITURE									
5619	Southern Dirt Contribution	\$15,000	\$0	0%	\$0	\$0	\$0	\$15,000	\$0	\$15,000
5612	NRM Office Expenses	\$250	\$0	0%	\$0	\$0	\$0	\$300	\$0	\$300
5616	NRM - Salaries & Wages/Consultancy Fees	\$6,083	\$900	12%	\$0	\$900	\$0	\$7,300	\$0	\$5,350
5601	NRM Vehicle Costs	\$608	\$0	0%	\$0	\$0	\$0	\$730	\$0	\$730
5681	Noxious Weeds	\$3,435	\$4,087	99%	\$0	\$4,087	\$0	\$4,122	\$0	\$4,980
5684	Landcare Publications	\$417	\$0	0%	\$0	\$0	\$0	\$500	\$0	\$500
5686	NRM - Enviromental Reserve M'ment	\$11,720	\$12,569	89%	\$0	\$12,569	\$0	\$14,065	\$0	\$17,565
5687	Reserve Clean Up	\$19,108	\$16,448	72%	\$0	\$16,448	\$0	\$22,930	\$0	\$22,865
5722	NRM - State NRM Grant Expenditure	\$7,059	\$0	0%	\$0	\$0	\$0	\$7,059	\$0	\$7,059
5723	NRM - Myrtle Benn/Rob. Rd Reveg Plan	\$8,333	\$0	0%	\$0	\$0	\$0	\$10,000	\$0	\$10,000
5734	NRM - Future Drought Fund Grant Exp.	\$0	\$0	0%	\$0	\$0	\$0	\$0	\$0	\$0
5752	Administration Allocation Cash	\$16,610	\$26,257	132%	\$0	\$26,257	\$0	\$19,933	\$0	\$19,933
5742	Administration Allocation Non-Cash	\$2,379	\$2,212	77%	\$0	\$2,212	\$0	\$2,855	\$0	\$2,855
	Sub Total - PROTECTION OF THE ENVIRONMENT OP/EXP	\$91,002	\$62,473		\$0	\$62,473	\$0	\$104,794	\$0	\$107,137
	OPERATING INCOME									
5603	NRM Grants	\$0	\$0	0%	\$0	\$0	\$0	\$0	\$0	\$0
	Sub Total - PROTECTION OF THE ENVIRONMENT OP/INC	\$0	\$0		\$0	\$0	\$0	\$0	\$0	\$0
	Total - PROTECTION OF THE ENVIRONMENT	\$91,002	\$62,473		\$0	\$62,473	\$0	\$104,794	\$0	\$107,137

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

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

ACCOUNT	JOB	Budget	Actual	Budget	Income	Expense	Income	Expense	Income	Expense
	TOWN PLANNING AND REGIONAL DEVELOPMENT									
	OPERATING EXPENDITURE									
5842	Town Planning Expenses	\$24,999	\$17,650	59%	\$0	\$17,650	\$0	\$30,000	\$0	\$25,000
5922	TPS Review	\$20,833	\$0	0%	\$0	\$0	\$0	\$25,000	\$0	\$20,000
5923	Town Planning Consultants	\$0	\$0	0%	\$0	\$0	\$0	\$0	\$0	\$0
5962	Administration Allocated Cash	\$49,830	\$13,128	22%	\$0	\$13,128	\$0	\$59,798	\$0	\$59,798
5832	Administration Allocated Non-Cash	\$952	\$885	77%	\$0	\$885	\$0	\$1,142	\$0	\$1,142
	Sub Total - TOWN PLAN & REG DEV OP/EXP	\$96,613	\$31,663		\$0	\$31,663	\$0	\$115,940	\$0	\$105,940
	OPERATING INCOME									
5973	Planning Fees	(\$3,750)	(\$7,871)	175%	(\$7,871)	\$0	(\$4,500)	\$0	(\$4,500)	\$0
	Sub Total - TOWN PLAN & REG DEV OP/INC	(\$3,750)	(\$7,871)		(\$7,871)	\$0	(\$4,500)	\$0	(\$4,500)	\$0
	Total - TOWN PLANNING & REGIONAL DEVELOPMENT	\$92,863	\$23,792		(\$7,871)	\$31,663	(\$4,500)	\$115,940	(\$4,500)	\$105,940

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

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

ACCOUNT	JOB	Budget	Actual	Budget	Income	Expense	Income	Expense	Income	Expense
	COMMUNITY AMENITIES - CEMETERIES									
	OPERATING EXPENDITURE									
5999	Cemetery Digital Database	\$667	\$0	0%	\$0	\$0	\$0	\$800	\$0	\$800
6001	Cemetery - Grave Digging	\$32,700	\$36,075	92%	\$0	\$36,075	\$0	\$39,242	\$0	\$39,242
6006	Kojonup Cemetery - Niche Wall Maint	\$1,968	\$347	15%	\$0	\$347	\$0	\$2,362	\$0	\$1,912
6002	Kojonup Cemetery - Grounds Maint	\$15,856	\$14,731	77%	\$0	\$14,731	\$0	\$19,028	\$0	\$18,528
6000	Kojonup Cemetery - Trees	\$2,067	\$0	0%	\$0	\$0	\$0	\$2,480	\$0	\$2,130
6012	Boscabel Cemetery - Grounds Maint	\$593	\$0	0%	\$0	\$0	\$0	\$712	\$0	\$712
6014	Muradup Cemetery - Grounds Maintenance	\$6,605	\$2,528	32%	\$0	\$2,528	\$0	\$7,926	\$0	\$7,126
015D	Community Amenities Buildings Depreciation	\$32,389	\$39,432	101%	\$0	\$39,432	\$0	\$38,868	\$0	\$38,868
	Sub Total - COMMUNITY AMEN - CEMETERIES OP/EXP	\$92,845	\$93,112		\$0	\$93,112	\$0	\$111,418	\$0	\$109,318
	OPERATING INCOME									
6013	Cemetery Fees (Inc Gst)	(\$8,250)	(\$15,311)	155%	(\$15,311)	\$0	(\$9,900)	\$0	(\$9,900)	\$0
6023	Cemetery Fees Licences (Not Inc Gst)	(\$417)	(\$4,018)	804%	(\$4,018)	\$0	(\$500)	\$0	(\$2,178)	\$0
	Sub Total - COMMUNITY AMEN - CEMETERIES OP/INC	(\$8,666)	(\$19,329)		(\$19,329)	\$0	(\$10,400)	\$0	(\$12,078)	\$0
	Total - COMMUNITY AMENITIES CEMETERIES	\$84,178	\$73,783		(\$19,329)	\$93,112	(\$10,400)	\$111,418	(\$12,078)	\$109,318

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

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

ACCOUNT	JOB	Budget	Actual	Budget	Income	Expense	Income	Expense	Income	Expense
COMMUNITY AMENITIES - PUBLIC CONVENIENCES & OTHER										
OPERATING EXPENDITURE										
6042	Harrison Place Conveniences - Maint	\$208	\$182	73%	\$0	\$182	\$0	\$250	\$0	\$250
6044	Harrison Place Conveniences - Cleaning	\$24,466	\$18,919	65%	\$0	\$18,919	\$0	\$29,290	\$0	\$29,291
6024	Curly Wig - Building Maintenance	\$0	\$0	0%	\$0	\$0	\$0	\$0	\$0	\$0
6034	CWA - Building Maintenance	\$2,573	\$1,295	43%	\$0	\$1,295	\$0	\$2,995	\$0	\$2,945
6052	Town Street & Park Seating	\$1,947	\$0	0%	\$0	\$0	\$0	\$2,336	\$0	\$1,836
6054	Townscape Plan	\$0	\$0	0%	\$0	\$0	\$0	\$0	\$0	\$0
6112	Community Resource Centre / Telecentre	\$3,066	\$2,087	57%	\$0	\$2,087	\$0	\$3,658	\$0	\$3,658
6132	Community Bus Maintenance	\$250	\$1,034	414%	\$0	\$1,034	\$0	\$250	\$0	\$250
6142	Administration Allocated Non-Cash	\$2,379	\$2,212	77%	\$0	\$2,212	\$0	\$2,855	\$0	\$2,855
6152	Administration Allocated Cash	\$49,830	\$29,539	49%	\$0	\$29,539	\$0	\$59,798	\$0	\$59,798
Sub Total - COMMUNITY AMEN - PUBLIC CONVEN OP/EXP		\$84,719	\$56,481	\$8	\$0	\$56,481	\$0	\$101,432	\$0	\$100,883
OPERATING INCOME										
6133	Community Bus Hire	\$0	\$0	0%	\$0	\$0	\$0	\$0	\$0	\$0
5998	Profit on Disposal of Asset	\$0	(\$4,521)		(\$4,521)	\$0	\$0	\$0	\$0	\$0
Sub Total - COMMUNITY AMEN - PUBLIC CONVEN OP/INC		\$0	(\$4,521)	\$0	(\$4,521)	\$0	\$0	\$0	\$0	\$0
Total - COMMUNITY AMENITIES PUBLIC CONVEN & OTHER		\$84,719	\$51,960		(\$4,521)	\$56,481	\$0	\$101,432	\$0	\$100,883

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

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

ACCOUNT	JOB	Budget	Actual	Budget	Income	Expense	Income	Expense	Income	Expense
	COMMUNITY AMENITIES - COMMUNITY DEVELOPMENT									
	OPERATING EXPENDITURE									
6064	Men's Shed - Building Maintenance	\$1,070	\$410	33%	\$0	\$410	\$0	\$1,249	\$0	\$1,234
6172	SMALL GRANT EXPENDITURE	\$0	\$0	0%	\$0	\$0	\$0	\$0	\$0	\$0
	Sub Total - COMMUNITY AMEN - COMMUNITY DEV OP/EXP	\$1,070	\$410		\$0	\$410	\$0	\$1,249	\$0	\$1,234
	OPERATING INCOME									
6045	LR&CIP Grant - Mens Shed	(\$433,053)	(\$350,121)	81%	(\$350,121)	\$0	(\$433,053)	\$0	(\$433,053)	\$0
6123	Events - Ticket Sales and Misc Revenue	\$0	\$0	0%	\$0	\$0	\$0	\$0	\$0	\$0
6143	LotteryWest Grant - Mens Shed	\$0	\$0	0%	\$0	\$0	\$0	\$0	\$0	\$0
6173	SMALL GRANTS	\$0	\$0	0%	\$0	\$0	\$0	\$0	\$0	\$0
	Sub Total - COMMUNITY AMEN - COMMUNITY DEV OP/INC	(\$433,053)	(\$350,121)		(\$350,121)	\$0	(\$433,053)	\$0	(\$433,053)	\$0
	Total - COMMUNITY AMENITIES - COMMUNITY DEVELOPME	(\$431,983)	(\$349,711)		(\$350,121)	\$410	(\$433,053)	\$1,249	(\$433,053)	\$1,234
	Total - COMMUNITY AMENITIES	\$74,610	(\$54,535)		(\$667,653)	\$613,118	(\$740,187)	\$950,890	(\$740,441)	\$909,011

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

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

ACCOUNT	JOB	Budget	Actual	Budget	Income	Expense	Income	Expense	Income	Expense
RECREATION & CULTURE										
PUBLIC HALL & CIVIC CENTRES										
OPERATING EXPENDITURE										
6202	Memorial Hall - Cleaning & Operations	\$27,918	\$17,951	57%	\$0	\$17,951	\$0	\$31,595	\$0	\$29,165
6212	RSL Hall - Cleaning & Operations	\$10,539	\$3,972	32%	\$0	\$3,972	\$0	\$12,292	\$0	\$9,708
6214	Memorial Hall - Building Maintenance	\$8,312	\$6,466	65%	\$0	\$6,466	\$0	\$9,974	\$0	\$13,556
6216	Mobrup Hall - Building Expenses	\$0	\$66	0%	\$0	\$66	\$0	\$0	\$0	\$66
6218	Muradup Hall - Building Expenses	\$1,905	\$1,646	82%	\$0	\$1,646	\$0	\$2,005	\$0	\$1,881
6219	Qualeup Hall - Building Expenses	\$302	\$38	11%	\$0	\$38	\$0	\$349	\$0	\$349
6224	Memorial Hall - Grounds Maintenance	\$6,875	\$6,395	78%	\$0	\$6,395	\$0	\$8,170	\$0	\$6,520
6227	Boscabel Hall - Building Expenses	\$684	\$808	103%	\$0	\$808	\$0	\$784	\$0	\$616
6232	All Halls - Cutlery & Crockery	\$1,667	\$0	0%	\$0	\$0	\$0	\$2,000	\$0	\$2,000
6324	RSL Hall - Building Maintenance	\$2,725	\$1,540	49%	\$0	\$1,540	\$0	\$3,160	\$0	\$3,160
6146	Interest on Loan - Loan 146 & 149	\$11,700	\$6,501	26%	\$0	\$6,501	\$0	\$25,105	\$0	\$25,105
6147	Loan Guarantee Fee - Loan 146 & 149	\$3,800	\$2,460	65%	\$0	\$2,460	\$0	\$3,800	\$0	\$3,800
016D	Public Halls Building Depreciation	\$53,152	\$57,141	90%	\$0	\$57,141	\$0	\$63,785	\$0	\$63,785
Sub Total - PUBLIC HALLS & CIVIC CENTRES OP/EXP		\$129,579	\$104,984		\$0	\$104,984	\$0	\$163,019	\$0	\$159,711
OPERATING INCOME										
6203	Memorial Hall Rentals	(\$2,333)	(\$1,364)	49%	(\$1,364)	\$0	(\$2,800)	\$0	(\$2,800)	\$0
6213	RSL Hall Rentals	(\$533)	(\$974)	152%	(\$974)	\$0	(\$640)	\$0	(\$640)	\$0
Sub Total - PUBLIC HALLS & CIVIC CENTRES OP/INC		(\$2,867)	(\$2,338)		(\$2,338)	\$0	(\$3,440)	\$0	(\$3,440)	\$0
Total - PUBLIC HALL & CIVIC CENTRES		\$126,713	\$102,646		(\$2,338)	\$104,984	(\$3,440)	\$163,019	(\$3,440)	\$159,711

SHIRE OF KOJONUP

MONTHLY FINANCIAL REPORT

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

ACCOUNT	JOB	Budget	Actual	Budget	Income	Expense	Income	Expense	Income	Expense
OTHER RECREATION & SPORT										
OPERATING EXPENDITURE										
6362	Kojonup Springs Conveniences	\$26,277	\$19,325	61%	\$0	\$19,325	\$0	\$31,533	\$0	\$30,533
6364	Kojonup Springs Grounds Maintenance	\$7,183	\$10,312	120%	\$0	\$10,312	\$0	\$8,620	\$0	\$9,435
6372	Apex Park Conveniences - Operating	\$55,528	\$39,128	59%	\$0	\$39,128	\$0	\$66,418	\$0	\$63,580
6373	Apex Park Conveniences - Building Maint	\$3,850	\$2,153	47%	\$0	\$2,153	\$0	\$4,620	\$0	\$4,590
6374	Apex Park - Grounds Maint	\$56,549	\$29,710	44%	\$0	\$29,710	\$0	\$67,795	\$0	\$65,853
6382	Railway Reserve Conveniences	\$4,171	\$2,029	41%	\$0	\$2,029	\$0	\$4,925	\$0	\$4,925
6392	Newstead Park - Grounds Maint	\$11,082	\$5,931	45%	\$0	\$5,931	\$0	\$13,299	\$0	\$11,999
6394	Railway Reserve Grounds Maint	\$13,894	\$12,879	78%	\$0	\$12,879	\$0	\$16,454	\$0	\$16,469
6402	Sports Complex - Netball Conveniences	\$10,822	\$5,804	45%	\$0	\$5,804	\$0	\$12,877	\$0	\$11,792
6403	Sports Complex - Netball Area Maint	\$1,848	\$2,042	92%	\$0	\$2,042	\$0	\$2,218	\$0	\$2,356
6404	Sports Complex - Grounds Maint	\$162,827	\$123,278	63%	\$0	\$123,278	\$0	\$195,400	\$0	\$180,200
6408	Sports Complex - Conveniences	\$10,219	\$3,976	32%	\$0	\$3,976	\$0	\$12,263	\$0	\$10,213
6412	Hillman Park - Grounds Maint	\$17,721	\$9,401	44%	\$0	\$9,401	\$0	\$21,266	\$0	\$19,416
6414	Sports Complex - Reticulation	\$18,408	\$16,730	76%	\$0	\$16,730	\$0	\$22,090	\$0	\$22,090
6415	Oval Lighting	\$3,584	\$3,673	85%	\$0	\$3,673	\$0	\$4,300	\$0	\$4,965
6422	Kojonup Bk (Piesse Park) - Grounds Maint	\$10,965	\$11,677	89%	\$0	\$11,677	\$0	\$13,159	\$0	\$13,159
6425	Sports Complex - Hockey Club Building	\$372	\$232	53%	\$0	\$232	\$0	\$440	\$0	\$625
6434	Turkey Nest Dam Maintenance	\$15,186	\$9,202	50%	\$0	\$9,202	\$0	\$18,223	\$0	\$15,109
6435	Water - Showgrounds Maint	\$6,879	\$1,372	17%	\$0	\$1,372	\$0	\$8,255	\$0	\$8,255
6444	Muradup Townsite Grounds	\$8,257	\$2,380	24%	\$0	\$2,380	\$0	\$9,909	\$0	\$8,259
6452	Playground Safety & Minor Upgrades	\$3,197	\$752	20%	\$0	\$752	\$0	\$3,836	\$0	\$3,486
6454	Kojonup Town Entrances	\$5,121	\$3,054	50%	\$0	\$3,054	\$0	\$6,146	\$0	\$5,596
6474	Industrial Area Slashing & Spraying	\$2,226	\$675	25%	\$0	\$675	\$0	\$2,671	\$0	\$2,868
6477	Sports Complex - Utilities & Insurance	\$16,923	\$15,047	82%	\$0	\$15,047	\$0	\$18,375	\$0	\$18,375
6492	Myrtle Benn Reserve	\$3,319	\$0	0%	\$0	\$0	\$0	\$3,983	\$0	\$3,383
6494	Sundry Reserves	\$19,219	\$989	4%	\$0	\$989	\$0	\$22,771	\$0	\$17,321
6496	Kojonup Golf Club Community Grant	\$255	\$0	0%	\$0	\$0	\$0	\$306	\$0	\$306
6552	Sports Complex - Cleaning	\$14,238	\$4,479	26%	\$0	\$4,479	\$0	\$17,086	\$0	\$14,386
6554	Sports Complex - Building Maint	\$6,780	\$7,370	91%	\$0	\$7,370	\$0	\$8,136	\$0	\$8,509
6558	Loan Guarantee Fee - Loans 136, 142, 143	\$9,700	\$11,952	123%	\$0	\$11,952	\$0	\$9,700	\$0	\$11,923
6559	Recreation - Interest on Loans	\$44,191	\$58,608	113%	\$0	\$58,608	\$0	\$52,015	\$0	\$52,015
6592	Skate Park	\$638	\$571	75%	\$0	\$571	\$0	\$765	\$0	\$765
6792	Admin Allocation - Cash	\$33,220	\$25,600	64%	\$0	\$25,600	\$0	\$39,865	\$0	\$39,865
017D	Other Sport Buildings Depreciation	\$309,803	\$310,528	84%	\$0	\$310,528	\$0	\$371,778	\$0	\$371,778
Sub Total - OTHER RECREATION & SPORT OP/EXP		\$914,451	\$750,856		\$0	\$750,856	\$0	\$1,091,497	\$0	\$1,054,399

SHIRE OF KOJONUP MONTHLY FINANCIAL REPORT

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

ACCOUNT	JOB	Budget	Actual	Budget	Income	Expense	Income	Expense	Income	Expense
OPERATING INCOME										
6513	Contrib-Foot Club Sports Complex	(\$4,800)	\$0	0%	\$0	\$0	(\$4,800)	\$0	(\$4,800)	\$0
6523	Complex Bldg Fees	(\$3,333)	(\$5,109)	128%	(\$5,109)	\$0	(\$4,000)	\$0	(\$4,000)	\$0
6533	Rec Ground Lease Fees	\$0	\$0	0%	\$0	\$0	(\$3,000)	\$0	(\$3,000)	\$0
6553	Contribution-Dept Education - Oval	\$0	(\$37,281)	107%	(\$37,281)	\$0	(\$35,000)	\$0	(\$35,000)	\$0
6633	Grant - LR&CI Program	(\$44,411)	\$0	0%	\$0	\$0	(\$44,411)	\$0	(\$44,411)	\$0
Sub Total - OTHER RECREATION & SPORT OP/INC		(\$52,544)	(\$42,390)		(\$42,390)	\$0	(\$91,211)	\$0	(\$91,211)	\$0
Total - OTHER RECREATION & SPORT		\$861,907	\$708,466		(\$42,390)	\$750,856	(\$91,211)	\$1,091,497	(\$91,211)	\$1,054,399

SHIRE OF KOJONUP

MONTHLY FINANCIAL REPORT

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

ACCOUNT	JOB	COMPARATIVES 30 APRIL 2025		% of Annual Budget	ACTUAL 30 APRIL 2025		ADOPTED BUDGET 2024-25		AMENDED BUDGET 30 JUNE 2025		
		Budget	Actual		Income	Expense	Income	Expense	Income	Expense	
SWIMMING AREAS & BEACHES											
OPERATING EXPENDITURE											
6252	Building Maintenance	\$5,000	\$2,083	35%	\$0	\$2,083	\$0	\$6,000	\$0	\$5,000	
6254	Consumables & Minor Expenses	\$1,250	\$846	56%	\$0	\$846	\$0	\$1,500	\$0	\$1,000	
6257	Utilities & Telephone	\$27,918	\$34,838	104%	\$0	\$34,838	\$0	\$33,495	\$0	\$24,000	
6258	Insurance	\$12,756	\$12,915	101%	\$0	\$12,915	\$0	\$12,756	\$0	\$12,915	
6261	Maintenance - Pool Building	\$2,912	\$2,528	74%	\$0	\$2,528	\$0	\$3,420	\$0	\$5,317	
6262	Grounds Maintenance	\$4,307	\$9,371	181%	\$0	\$9,371	\$0	\$5,169	\$0	\$14,647	
6264	Swimmin Pool - Chemicals	\$9,666	\$7,784	67%	\$0	\$7,784	\$0	\$11,600	\$0	\$11,600	
6271	Non-Capital Purchases per 10yr Plan	\$1,250	\$0	0%	\$0	\$0	\$0	\$1,500	\$0	\$1,500	
6272	Equipment Maintenance	\$17,483	\$33,577	160%	\$0	\$33,577	\$0	\$20,980	\$0	\$20,980	
6274	Kiosk - COGS	\$2,917	\$6,230	178%	\$0	\$6,230	\$0	\$3,500	\$0	\$3,500	
6352	Swimming Pool Salaries	\$86,502	\$65,119	63%	\$0	\$65,119	\$0	\$103,806	\$0	\$103,806	
6353	Superannuation	\$14,083	\$7,500	44%	\$0	\$7,500	\$0	\$16,900	\$0	\$9,500	
6354	Conferences & Training	\$1,250	\$3,088	206%	\$0	\$3,088	\$0	\$1,500	\$0	\$1,869	
6356	Staff Housing Subsidy (S/Pool)	\$5,833	\$0	0%	\$0	\$0	\$0	\$7,000	\$0	\$0	
6292	Administration Allocated Cash	\$33,220	\$13,128	33%	\$0	\$13,128	\$0	\$39,865	\$0	\$39,865	
050D	Depreciation Buildings	\$45,211	\$45,079	83%	\$0	\$45,079	\$0	\$54,255	\$0	\$54,255	
Sub Total - SWIMMING AREAS & BEACHES OP/EXP		\$271,556	\$244,086		\$0	\$244,086	\$0	\$323,246	\$0	\$309,754	
OPERATING INCOME											
6294	Pool Entry Fees	(\$6,166)	(\$4,186)	57%	(\$4,186)	\$0	(\$7,400)	\$0	(\$4,000)	\$0	
6295	Pool Kiosk Sales	(\$5,000)	(\$7,852)	131%	(\$7,852)	\$0	(\$6,000)	\$0	(\$6,000)	\$0	
6296	Pool Daily Entry Fees	(\$6,666)	(\$9,179)	115%	(\$9,179)	\$0	(\$8,000)	\$0	(\$8,000)	\$0	
Sub Total - SWIMMING AREAS & BEACHES OP/INC		(\$17,833)	(\$21,217)		(\$21,217)	\$0	(\$21,400)	\$0	(\$18,000)	\$0	
Total - SWIMMING AREAS & BEACHES		\$253,723	\$222,869		(\$21,217)	\$244,086	(\$21,400)	\$323,246	(\$18,000)	\$309,754	

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

ACCOUNT	JOB	Budget	Actual	Budget	Income	Expense	Income	Expense	Income	Expense
TV & RADIO BROADCASTING & RETRANSMISSION										
OPERATING EXPENDITURE										
6752	Television Translator	\$77	\$37	48%	\$0	\$37	\$0	\$77	\$0	\$37
6772	VHF Repeater Operating/Maintenance	\$208	\$0	0%	\$0	\$0	\$0	\$250	\$0	\$250
Sub Total - TV & RADIO RETRANSMISSION OP/EXP		\$285	\$37		0	\$37	\$0	\$327	\$0	\$287
Total - TV & RADIO RETRANSMISSION		\$285	\$37		\$0	\$37	\$0	\$327	\$0	\$287
LIBRARIES										
OPERATING EXPENDITURE										
6812	Library Salaries	\$88,841	\$62,995	59%	\$0	\$62,995	\$0	\$106,613	\$0	\$89,750
6842	Superannuation	\$13,405	\$7,435	46%	\$0	\$7,435	\$0	\$16,087	\$0	\$16,087
6852	Emp Insurances (Lib)	\$2,836	\$4,105	145%	\$0	\$4,105	\$0	\$2,836	\$0	\$4,105
6862	Conference & Training (Lib)	\$833	\$0	0%	\$0	\$0	\$0	\$1,000	\$0	\$1,000
6882	Library Operating Expenses	\$6,666	\$1,230	15%	\$0	\$1,230	\$0	\$8,000	\$0	\$8,000
6892	Lib Software Licencing	\$3,417	\$3,820	93%	\$0	\$3,820	\$0	\$4,100	\$0	\$3,820
6902	Library Resource Purchases	\$1,667	\$658	33%	\$0	\$658	\$0	\$2,000	\$0	\$2,000
6903	Library Regional Activity Plan Contribution	\$2,083	\$1,834	73%	\$0	\$1,834	\$0	\$2,500	\$0	\$2,500
6942	Administration Allocated Cash	\$16,610	\$13,128	66%	\$0	\$13,128	\$0	\$19,933	\$0	\$19,933
6952	Administration Allocated Non-Cash	\$2,379	\$2,212	77%	\$0	\$2,212	\$0	\$2,855	\$0	\$2,855
6982	Seniors Week Grant Expenses	\$0	\$0	0%	\$0	\$0	\$0	\$0	\$0	\$200
Sub Total - LIBRARIES OP/EXP		\$138,737	\$97,418		\$0	\$97,418	\$0	\$165,924	\$0	\$150,250
OPERATING INCOME										
6963	Library Fines & Penalties - Lost Books	\$0	\$0	0%	\$0	\$0	\$0	\$0	\$0	\$0
6973	Sundry Income	(\$17)	(\$5)	23%	(\$5)	\$0	(\$20)	\$0	(\$20)	\$0
6983	Seniors Week Grant	\$0	\$0	0%	\$0	\$0	\$0	\$0	\$0	\$0
Sub Total - LIBRARIES OP/INC		(\$17)	(\$5)		(\$5)	\$0	(\$20)	\$0	(\$20)	\$0
Total - LIBRARIES		\$138,720	\$97,414		(\$5)	\$97,418	(\$20)	\$165,924	(\$20)	\$150,250

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

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

ACCOUNT	JOB	Budget	Actual	Budget	Income	Expense	Income	Expense	Income	Expense
	HERITAGE & OTHER CULTURE									
	OPERATING EXPENDITURE									
7012	Historical Soc. Rooms	\$104	\$129		\$0	\$129	\$0	\$125	\$0	\$125
7022	Old Military Barracks	\$2,488	\$162	5%	\$0	\$162	\$0	\$2,986	\$0	\$2,986
7024	Old Post Office - Building Maintenance	\$3,552	\$1,065	26%	\$0	\$1,065	\$0	\$4,105	\$0	\$4,016
7032	Elverd Cottage - Building Mtce	\$1,520	\$1,850	102%	\$0	\$1,850	\$0	\$1,805	\$0	\$1,793
7034	Elverd Cottage - Ground Maint	\$2,104	\$2,390	95%	\$0	\$2,390	\$0	\$2,525	\$0	\$2,425
7046	Old Post Office - Grounds Maintenance	\$1,728	\$469	23%	\$0	\$469	\$0	\$2,024	\$0	\$1,836
7106	Showgrounds - Building Maintenance	\$5,768	\$4,629	74%	\$0	\$4,629	\$0	\$6,235	\$0	\$6,172
7101	Annual Show - Works Assistance	\$11,365	\$14,499	106%	\$0	\$14,499	\$0	\$13,639	\$0	\$17,066
7103	Muradup & Jingalup War Memorials	\$943	\$42	4%	\$0	\$42	\$0	\$1,132	\$0	\$1,132
7222	Military Barracks - Ground Maint	\$8,136	\$1,786	19%	\$0	\$1,786	\$0	\$9,600	\$0	\$7,571
019D	Depreciation Buildings	\$16,362	\$16,333	83%	\$0	\$16,333	\$0	\$19,635	\$0	\$19,635
	Sub Total - OTHER CULTURE OP/EXP	\$54,072	\$43,352		\$0	\$43,352	\$0	\$63,811	\$0	\$64,757
	OPERATING INCOME									
	Sub Total - OTHER CULTURE OP/INC	\$0	\$0		\$0	\$0	\$0	\$0	\$0	\$0
	Total - OTHER CULTURE	\$54,072	\$43,352		\$0	\$43,352	\$0	\$63,811	\$0	\$64,757
	Total - RECREATION AND CULTURE	\$1,435,421	\$1,174,784		(\$65,949)	\$1,240,733	(\$116,071)	\$1,807,824	(\$112,671)	\$1,739,158

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

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

ACCOUNT	JOB	Budget	Actual	Budget	Income	Expense	Income	Expense	Income	Expense
	STREETS,ROADS, BRIDGES, DEPOTS - MAINTENANCE									
	OPERATING EXPENDITURE									
7632	Town Streets - Drainage Mtce	\$18,841	\$3,531	16%	\$0	\$3,531	\$0	\$22,610	\$0	\$8,140
7652	Road Maintenance	\$7,355	\$0		\$0	\$0	\$0	\$8,826	\$0	\$2,550
7662	Bridge Maintenance	\$84,626	\$52,647	55%	\$0	\$52,647	\$0	\$95,792	\$0	\$89,270
7672	Footpath Maintenance	\$14,783	\$9,273	52%	\$0	\$9,273	\$0	\$17,740	\$0	\$11,573
7682	Lighting Of Streets	\$52,081	\$48,026	77%	\$0	\$48,026	\$0	\$62,500	\$0	\$59,500
7692	Depot Maint	\$36,252	\$32,441	76%	\$0	\$32,441	\$0	\$42,715	\$0	\$39,473
7694	Depot - Grounds & Nursery Maint	\$7,500	\$23,865	265%	\$0	\$23,865	\$0	\$9,000	\$0	\$24,350
7695	Depot - OHS Minor Items	\$1,132	\$126	9%	\$0	\$126	\$0	\$1,359	\$0	\$1,359
7704	Depot Cleaning	\$35,424	\$23,211	55%	\$0	\$23,211	\$0	\$42,510	\$0	\$37,010
RM01	Grading - Winter	\$660,190	\$915,835	116%	\$0	\$915,835	\$0	\$792,260	\$0	\$1,218,340
RM03	Drainage Maintenance	\$56,998	\$164,401	240%	\$0	\$164,401	\$0	\$68,400	\$0	\$184,500
RM04	Bitumen Patching/Repair	\$75,430	\$122,859	136%	\$0	\$122,859	\$0	\$90,520	\$0	\$135,257
RM05	Guide Post & Signage	\$37,165	\$106,982	240%	\$0	\$106,982	\$0	\$44,600	\$0	\$102,490
RM06	Roadside Spraying	\$30,949	\$17,875	48%	\$0	\$17,875	\$0	\$37,140	\$0	\$37,275
RM08	Rural Limb & Tree Removal - Fallen	\$33,175	\$161,031	404%	\$0	\$161,031	\$0	\$39,812	\$0	\$146,900
RM10	Traffic Counter Transportation	\$3,685	\$13,498	305%	\$0	\$13,498	\$0	\$4,422	\$0	\$15,950
RM11	Kerb Maintenance	\$4,908	\$2,403	41%	\$0	\$2,403	\$0	\$5,890	\$0	\$4,840
RM15	Trees Rural Major Works	\$68,831	\$82,585	100%	\$0	\$82,585	\$0	\$82,600	\$0	\$92,094
RM16	Townsite-Kojonup-Verge Mtce	\$47,998	\$55,182	99%	\$0	\$55,182	\$0	\$55,600	\$0	\$59,750
RM17	Townsite Trees - General Mtce	\$15,058	\$4,949	27%	\$0	\$4,949	\$0	\$18,070	\$0	\$5,780
RM18	TOWNSITE TREES - UPGRADE, WATERING etc	\$17,524	\$1,485	7%	\$0	\$1,485	\$0	\$21,030	\$0	\$1,850
RM19	Townsite Trees - Pruning - Contractor	\$10,319	\$1,481	12%	\$0	\$1,481	\$0	\$12,383	\$0	\$12,438
RM20	Road Accident Recovery	\$1,147	\$7,242	526%	\$0	\$7,242	\$0	\$1,377	\$0	\$4,177
RM22	Removal of Street Trees	\$6,780	\$255	3%	\$0	\$255	\$0	\$8,136	\$0	\$7,886
RM23	Townsite Street Sweeping	\$9,166	\$7,140	65%	\$0	\$7,140	\$0	\$11,000	\$0	\$11,000
RM24	Carpark Line marking	\$4,600	\$255	5%	\$0	\$255	\$0	\$5,520	\$0	\$5,520
7701	Blackwood Rd Solar Dam Maintenance	\$5,590	\$692	10%	\$0	\$692	\$0	\$6,708	\$0	\$3,610
7702	Administration Allocated Cash	\$332,197	\$262,567	66%	\$0	\$262,567	\$0	\$398,652	\$0	\$274,789
7703	Plant Auction Selling Expenses	\$0	\$270	0%	\$0	\$270	\$0	\$0	\$0	\$0
020D	Depreciation on Road Assets	\$2,976,381	\$3,144,172	88%	\$0	\$3,144,172	\$0	\$3,571,800	\$0	\$3,571,800
	Sub Total - MTCE STREETS ROADS DEPOTS OP/EXP	\$4,656,085	\$5,266,280		\$0	\$5,266,280	\$0	\$5,578,972	\$0	\$6,169,471

SHIRE OF KOJONUP
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Details By function Under The Following Programme Titles
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ACCOUNT	JOB	Budget	Actual	Budget	Income	Expense	Income	Expense	Income	Expense
OPERATING INCOME										
7405	Roads Grants RRG	(\$613,740)	(\$898,992)	78%	(\$898,992)	\$0	(\$1,158,000)	\$0	(\$1,158,000)	\$0
7323	Grant - LR&CIP	\$0	\$0	0%	\$0	\$0	(\$108,322)	\$0	(\$108,322)	\$0
7375	Main Roads WA Direct Grant	(\$203,791)	(\$230,325)	113%	(\$230,325)	\$0	(\$203,791)	\$0	(\$203,791)	\$0
7325	Grant - Special Commodity Route Funding	(\$170,000)	(\$68,000)	40%	(\$68,000)	\$0	(\$170,000)	\$0	(\$207,574)	\$0
7435	Roads to Recovery - Current Allocation	(\$700,441)	(\$169,905)	22%	(\$169,905)	\$0	(\$761,349)	\$0	(\$562,361)	\$0
7465	Government Road Grants - Blackspot Funding	(\$470,000)	(\$463,779)	99%	(\$463,779)	\$0	(\$470,000)	\$0	(\$470,000)	\$0
7605	Sale of Small Items	\$0	(\$4,909)	0%	(\$4,909)	\$0	\$0	\$0	(\$4,909)	\$0
7683	Street Lighting Contribution	\$0	\$0	0%	\$0	\$0	(\$10,000)	\$0	(\$10,000)	\$0
Sub Total - MTCE STREETS ROADS DEPOTS OP/INC		(\$2,157,972)	(\$1,835,910)		(\$1,835,910)	\$0	(\$2,881,462)	\$0	(\$2,724,957)	\$0
Total - MTCE STREETS ROADS DEPOTS		\$2,498,113	\$3,430,370		(\$1,835,910)	\$5,266,280	(\$2,881,462)	\$5,578,972	(\$2,724,957)	\$6,169,471

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

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

ACCOUNT	JOB	COMPARATIVES 30 APRIL 2025		% of Annual Budget	ACTUAL 30 APRIL 2025		ADOPTED BUDGET 2024-25		AMENDED BUDGET 30 JUNE 2025	
		Budget	Actual		Income	Expense	Income	Expense	Income	Expense
	AERODROMES									
	OPERATING EXPENDITURE									
7762	Airport Building - Maintenance	\$4,205	\$3,403	69%	\$0	\$3,403	\$0	\$4,921	\$0	\$4,866
7761	Interest on Loan 141 (Airstrip)	\$1,721	\$1,721	100%	\$0	\$1,721	\$0	\$1,721	\$0	\$1,721
7764	Airport Building - Cleaning	\$2,098	\$787	31%	\$0	\$787	\$0	\$2,518	\$0	\$2,518
7771	Loan Guarantee Fee (Airstrip)	\$675	\$810	120%	\$0	\$810	\$0	\$675	\$0	\$810
7772	Airstrip Operations	\$42	\$0	0%	\$0	\$0	\$0	\$50	\$0	\$50
7774	Airstrip Ground Maintenance	\$12,153	\$36,380	249%	\$0	\$36,380	\$0	\$14,584	\$0	\$37,500
	Sub Total - AERODROMES OP/EXP	\$20,894	\$43,101		\$0	\$43,101	\$0	\$24,469	\$0	\$47,465
	OPERATING INCOME									
	Sub Total - AERODROMES OP/INC	\$0	\$0		\$0	\$0	\$0	\$0	\$0	\$0
	Total - AERODROMES	\$20,894	\$43,101		\$0	\$43,101	\$0	\$24,469	\$0	\$47,465
	Total - TRANSPORT	\$2,519,006	\$3,473,471		(\$1,835,910)	\$5,309,381	(\$2,881,462)	\$5,603,441	(\$2,724,957)	\$6,216,936

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

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

ACCOUNT	JOB	COMPARATIVES 30 APRIL 2025		% of Annual Budget	ACTUAL 30 APRIL 2025		ADOPTED BUDGET 2024-25		AMENDED BUDGET 30 JUNE 2025	
		Budget	Actual		Income	Expense	Income	Expense	Income	Expense
	ECONOMIC SERVICES									
	RURAL SERVICES									
	OPERATING EXPENDITURE									
023D	Depreciation (Sch 13)	\$3,550	\$3,548	83%	\$0	\$3,548	\$0	\$4,260	\$0	\$4,260
8002	Water Standpipes	\$30,019	\$46,949	130%	\$0	\$46,949	\$0	\$36,018	\$0	\$35,918
8006	Rural Street Addressing	\$83	\$0	0%	\$0	\$0	\$0	\$100	\$0	\$100
	Sub Total - RURAL SERVICES OP/EXP	\$33,652	\$50,496		\$0	\$50,496	\$0	\$40,378	\$0	\$40,278
	OPERATING INCOME									
8003	Water Standpipe Charges	(\$20,833)	(\$25,825)	103%	(\$25,825)	\$0	(\$25,000)	\$0	(\$25,000)	\$0
8113	Dep't of Water Grant - Water Re-use	\$0	\$0	0%	\$0	\$0	\$0	\$0	\$0	\$0
	Sub Total - RURAL SERVICES OP/INC	(\$20,833)	(\$25,825)		(\$25,825)	\$0	(\$25,000)	\$0	(\$25,000)	\$0
	Total - RURAL SERVICES	\$12,820	\$24,671		(\$25,825)	\$50,496	(\$25,000)	\$40,378	(\$25,000)	\$40,278

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

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

ACCOUNT	JOB	Budget	Actual	Budget	Income	Expense	Income	Expense	Income	Expense
TOURISM AND AREA PROMOTION - KODJA PLACE										
OPERATING EXPENDITURE										
8302	Salaries (Tour)	\$197,490	\$218,075	92%	\$0	\$218,075	\$0	\$236,998	\$0	\$265,908
8344	Superannuation - Visitors Centre	\$31,773	\$32,628	86%	\$0	\$32,628	\$0	\$38,129	\$0	\$38,129
8364	Tour Guide Expenses	\$38,169	\$589	1%	\$0	\$589	\$0	\$45,805	\$0	\$1,427
8322	Employee Insurances (Tour)	\$6,447	\$8,211	127%	\$0	\$8,211	\$0	\$6,447	\$0	\$6,447
8342	Conferences & Training	\$3,333	\$597	15%	\$0	\$597	\$0	\$4,000	\$0	\$4,047
8109	Story Area (Mosaic)	\$8,333	\$0	0%	\$0	\$0	\$0	\$10,000	\$0	\$10,000
8367	Story Area (Digital)	\$8,333	\$5,361	54%	\$0	\$5,361	\$0	\$10,000	\$0	\$46,337
8110	Catering	\$3,958	\$852	18%	\$0	\$852	\$0	\$4,750	\$0	\$4,750
8368	Activity (Educational)	\$1,667	\$20	1%	\$0	\$20	\$0	\$2,000	\$0	\$2,000
8126	Insurances - Various	\$16,582	\$14,751	89%	\$0	\$14,751	\$0	\$16,582	\$0	\$15,101
8152	Public Liability Insurance - Kodja Place	\$9,725	\$9,723	100%	\$0	\$9,723	\$0	\$9,725	\$0	\$9,725
8142	Printing, Stationary & Office Expenses	\$9,166	\$3,907	36%	\$0	\$3,907	\$0	\$11,000	\$0	\$11,000
8162	Building Maintenance	\$3,452	\$5,490	133%	\$0	\$5,490	\$0	\$4,142	\$0	\$4,142
8164	Utilities	\$21,137	\$10,924	41%	\$0	\$10,924	\$0	\$26,420	\$0	\$18,240
8166	Cleaning	\$46,640	\$36,638	65%	\$0	\$36,638	\$0	\$55,970	\$0	\$55,970
8172	Grounds Maintenance	\$15,641	\$14,544	77%	\$0	\$14,544	\$0	\$18,770	\$0	\$18,770
8174	Kodja Place Rose Maze Grounds Maint	\$38,198	\$31,984	70%	\$0	\$31,984	\$0	\$45,840	\$0	\$63,471
8192	Misc Expenses	\$4,167	\$1,691	34%	\$0	\$1,691	\$0	\$5,000	\$0	\$5,000
8358	Kodja Place Website	\$1,667	\$0	0%	\$0	\$0	\$0	\$2,000	\$0	\$2,000
8444	Retail Stock - COGS	\$41,665	\$25,281	51%	\$0	\$25,281	\$0	\$50,000	\$0	\$50,000
8394	Events	\$41,665	\$17,104	34%	\$0	\$17,104	\$0	\$50,000	\$0	\$50,000
8412	General Administration Allocated Cash	\$83,049	\$115,530	116%	\$0	\$115,530	\$0	\$99,663	\$0	\$99,663
8422	General Administration Allocated Non-Cash	\$1,903	\$2,212	97%	\$0	\$2,212	\$0	\$2,284	\$0	\$2,284
022D	Depreciation	\$55,539	\$55,053	83%	\$0	\$55,053	\$0	\$66,650	\$0	\$66,650
055D	Depreciation	\$2,104	\$2,099	83%	\$0	\$2,099	\$0	\$2,525	\$0	\$2,525
Sub Total - TOURISM & AREA PROMOTION KODJA OP/EXP		\$691,804	\$613,263		\$0	\$613,263	\$0	\$824,700	\$0	\$853,586

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

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

ACCOUNT	JOB	Budget	Actual	Budget	Income	Expense	Income	Expense	Income	Expense
OPERATING INCOME										
8205	Kodja Place - Visitor Fees	(\$3,167)	(\$3,274)	86%	(\$3,274)	\$0	(\$3,800)	\$0	(\$3,800)	\$0
8203	Kodja Place - Hire Fees	(\$2,917)	(\$1,855)	53%	(\$1,855)	\$0	(\$3,500)	\$0	(\$3,500)	\$0
8204	Tour Groups	(\$1,083)	(\$1,309)	101%	(\$1,309)	\$0	(\$1,300)	\$0	(\$1,300)	\$0
8207	Kodja Place - Activity Fees	(\$800)	(\$464)	48%	(\$464)	\$0	(\$960)	\$0	(\$960)	\$0
8193	Sundry Misc Income - Kodja Place	\$0	(\$20)		(\$20)	\$0	\$0	\$0	\$0	\$0
8223	Membership Fees & Brochure Racking	(\$192)	\$0	0%	\$0	\$0	(\$230)	\$0	\$0	\$0
8233	Events	(\$41,665)	(\$28,477)	57%	(\$28,477)	\$0	(\$50,000)	\$0	(\$50,000)	\$0
8243	Retail Sales	(\$56,664)	(\$51,855)	76%	(\$51,855)	\$0	(\$68,000)	\$0	(\$68,000)	\$0
8263	Sales - Commissions	(\$3,750)	(\$6,262)	139%	(\$6,262)	\$0	(\$4,500)	\$0	(\$4,500)	\$0
8333	Operating Grants & Subsidies	\$0	(\$55,718)	0%	(\$55,718)	\$0	\$0	\$0	(\$39,380)	\$0
8334	Operating Grant for Story Area (Digital)	\$0	\$0	0%	\$0	\$0	\$0	\$0	(\$15,860)	\$0
8283	Contributions & Donations	(\$667)	(\$694)	87%	(\$694)	\$0	(\$800)	\$0	(\$1,018)	\$0
8284	RV Fee Income	(\$2,000)	(\$1,820)	76%	(\$1,820)	\$0	(\$2,400)	\$0	(\$2,400)	\$0
8285	Trans WA Income	\$0	(\$571)	0%	(\$571)	\$0	\$0	\$0	\$0	\$0
8286	Photocopy Charges	\$0	\$0	0%	\$0	\$0	\$0	\$0	\$0	\$0
8393	Sundry Misc Income - Tourism	\$0	\$0	0%	\$0	\$0	\$0	\$0	(\$10,990)	\$0
Sub Total - TOURISM & AREA PROMOTION KODJA OP/INC		(\$112,904)	(\$152,317)		(\$152,317)	\$0	(\$135,490)	\$0	(\$201,708)	\$0
Total - TOURISM & AREA PROMOTION KODJA PLACE		\$578,900	\$460,946		(\$152,317)	\$613,263	(\$135,490)	\$824,700	(\$201,708)	\$853,586

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

ACCOUNT	JOB	Budget	Actual	Budget	Income	Expense	Income	Expense	Income	Expense
TOURISM & AREA PROMOTION OTHER										
OPERATING EXPENDITURE										
8101	Kojonup Marketing & Promotions	\$15,200	\$5,719	37%	\$0	\$5,719	\$0	\$15,310	\$0	\$20,919
8107	Great Southern Treasures	\$20,000	\$22,000	110%	\$0	\$22,000	\$0	\$20,000	\$0	\$22,000
8414	Wool Wagon	\$208	\$0	0%	\$0	\$0	\$0	\$250	\$0	\$250
8354	Subscriptions, Accreditation, etc.	\$2,008	\$379	16%	\$0	\$379	\$0	\$2,410	\$0	\$2,414
8374	Australia Day Breakfast	\$1,667	\$1,482	74%	\$0	\$1,482	\$0	\$2,000	\$0	\$0
8371	EV Charging Station	\$0	\$643	0%	\$0	\$643	\$0	\$0	\$0	\$800
8432	Railway Station Building Maintenance	\$1,625	\$228	12%	\$0	\$228	\$0	\$1,950	\$0	\$1,950
8402	Railway Station Building - Operating	\$280	\$392	140%	\$0	\$392	\$0	\$280	\$0	\$392
8544	Annual Bloom Festival Cash Contribution	\$167	\$0	0%	\$0	\$0	\$0	\$200	\$0	\$200
029D	Depreciation	\$62,681	\$73,072	97%	\$0	\$73,072	\$0	\$75,220	\$0	\$75,220
Sub Total - TOURISM & AREA PROM OTHER OP/EXP		\$103,836	\$103,914		\$0	\$103,914	\$0	\$117,620	\$0	\$124,145
OPERATING INCOME										
8494	EV Charging Station	\$0	\$0	0%	\$0	\$0	\$0	\$0	\$0	\$0
8413	Tourism - Non-Operating Grant Income	\$0	\$0	0%	\$0	\$0	(\$52,411)	\$0	(\$52,411)	\$0
Sub Total - TOURISM & AREA PROM OTHER OP/INC		\$0	\$0		\$0	\$0	(\$52,411)	\$0	(\$52,411)	\$0
Total - TOURISM & AREA PROMOTION OTHER		\$103,836	\$103,914		\$0	\$103,914	(\$52,411)	\$117,620	(\$52,411)	\$124,145

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

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

ACCOUNT	JOB	Budget	Actual	Budget	Income	Expense	Income	Expense	Income	Expense
TOURISM & AREA PROMOTION - BLACK COCKATOO CAFÉ										
OPERATING EXPENDITURE										
8502	Café Salaries	\$267,350	\$322,057	100%	\$0	\$322,057	\$0	\$320,833	\$0	\$408,749
8532	Café Superannuation	\$30,335	\$34,502	95%	\$0	\$34,502	\$0	\$36,404	\$0	\$45,500
8534	Café Utilities	\$23,512	\$36,882	131%	\$0	\$36,882	\$0	\$28,210	\$0	\$32,450
8536	Café Insurance	\$1,667	\$0	0%	\$0	\$0	\$0	\$2,000	\$0	\$2,000
8542	Café Bank Fees	\$2,083	\$0	0%	\$0	\$0	\$0	\$2,500	\$0	\$2,500
8545	Café Accrued Leave Expenses	\$0	\$0	0%	\$0	\$0	\$0	\$0	\$0	\$0
8546	Café Minor Equipment & Repairs	\$4,167	\$2,004	40%	\$0	\$2,004	\$0	\$5,000	\$0	\$5,000
8554	Café Other Minor Expenses	\$4,333	\$25,412	489%	\$0	\$25,412	\$0	\$5,200	\$0	\$5,200
8555	Café Uniforms & Safety Wear	\$1,250	\$1,141	76%	\$0	\$1,141	\$0	\$1,500	\$0	\$1,500
8556	Café Telephone & IT	\$625	\$763	102%	\$0	\$763	\$0	\$750	\$0	\$750
8557	Café Building Maintenance	\$5,508	\$3,733	56%	\$0	\$3,733	\$0	\$6,610	\$0	\$7,570
8562	Café Training Expenses	\$1,667	\$0	0%	\$0	\$0	\$0	\$2,000	\$0	\$0
8564	Café Other Employment Costs	\$2,350	\$0	0%	\$0	\$0	\$0	\$2,820	\$0	\$2,820
8567	Cost of Goods Sold - Food Supplies Purchased	\$226,658	\$253,095	93%	\$0	\$253,095	\$0	\$272,000	\$0	\$295,000
Sub Total - TOURISM & AREA PROM CAFE OP/EXP		\$571,504	\$679,588		\$0	\$679,588	\$0	\$685,827	\$0	\$809,039
OPERATING INCOME										
8503	Trading Income	(\$583,310)	(\$683,984)	0%	(\$683,984)	\$0	(\$700,000)	\$0	(\$780,000)	\$0
8533	Catering	(\$12,500)	(\$2,102)	0%	(\$2,102)	\$0	(\$15,000)	\$0	(\$690)	\$0
Sub Total - TOURISM & AREA PROM CAFE OP/INC		(\$595,810)	(\$686,086)		(\$686,086)	\$0	(\$715,000)	\$0	(\$780,690)	\$0
Total - TOURISM & AREA PROMOTION CAFÉ		(\$24,305)	(\$6,497)		(\$686,086)	\$679,588	(\$715,000)	\$685,827	(\$780,690)	\$809,039

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

ACCOUNT	JOB	Budget	Actual	Budget	Income	Expense	Income	Expense	Income	Expense
	BUILDING CONTROL									
	OPERATING EXPENDITURE									
8552	Building Admin. Salaries	\$0	\$94,051	0%	\$0	\$94,051	\$0	\$0	\$0	\$97,772
8572	Superannuation	\$0	\$10,243	0%	\$0	\$10,243	\$0	\$0	\$0	\$13,500
8602	Other Emp Costs (Bldg)	\$0	\$4,105	0%	\$0	\$4,105	\$0	\$0	\$0	\$4,105
8612	Vehicle Operating Bld Control	\$0	\$10,298	0%	\$0	\$10,298	\$0	\$0	\$0	\$5,000
8622	Building Control Expenses	\$14,166	\$0	0%	\$0	\$0	\$0	\$17,000	\$0	\$17,000
8672	Admin Realloc Cash (Bldg)	\$16,610	\$13,128	66%	\$0	\$13,128	\$0	\$19,933	\$0	\$19,933
8682	Admin Realloc Non Cash (Bldg)	\$1,903	\$885	39%	\$0	\$885	\$0	\$2,284	\$0	\$2,284
	Sub Total - BUILDING CONTROL OP/EXP	\$32,679	\$133,882		\$0	\$133,882	\$0	\$39,217	\$0	\$159,594
	OPERATING INCOME									
8653	Building Licence Fees	(\$3,167)	(\$8,103)	213%	(\$8,103)	\$0	(\$3,800)	\$0	(\$8,164)	\$0
8663	Bcirt & Brb Commissions	(\$150)	(\$754)	419%	(\$754)	\$0	(\$180)	\$0	(\$196)	\$0
8633	Private Pool Inspection Charges	\$0	\$0	0%	\$0	\$0	\$0	\$0	\$0	\$0
	Sub Total - BUILDING CONTROL OP/INC	(\$3,317)	(\$8,857)		(\$8,857)	\$0	(\$3,980)	\$0	(\$8,360)	\$0
	Total - BUILDING CONTROL	\$29,363	\$125,025		(\$8,857)	\$133,882	(\$3,980)	\$39,217	(\$8,360)	\$159,594

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

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

ACCOUNT	JOB	Budget	Actual	Budget	Income	Expense	Income	Expense	Income	Expense
	OTHER ECONOMIC SERVICES									
	OPERATING EXPENDITURE									
8011	Wash Down Bay - Repairs	\$7,886	\$3,230	34%	\$0	\$3,230	\$0	\$9,422	\$0	\$9,716
8801	Wash Down Bay - Other	\$607	\$0	0%	\$0	\$0	\$0	\$728	\$0	\$658
8807	Wash Down Bay - Utility Charges	\$6,931	\$3,840	46%	\$0	\$3,840	\$0	\$8,315	\$0	\$7,350
8800	Saleyards - Ground Maintenance	\$6,121	\$3,971	54%	\$0	\$3,971	\$0	\$7,345	\$0	\$7,277
8808	Saleyards - Insurances	\$425	\$375	88%	\$0	\$375	\$0	\$425	\$0	\$375
8802	Saleyards - Other	\$833	\$134	13%	\$0	\$134	\$0	\$1,000	\$0	\$1,000
8872	Loan Guarantee Fee	\$2,600	\$2,077	80%	\$0	\$2,077	\$0	\$2,600	\$0	\$2,600
8862	Subdivision - Interest on Loans	\$0	\$6,275	51%	\$0	\$6,275	\$0	\$12,212	\$0	\$12,212
	Sub Total - OTHER ECONOMIC SERVICES OP/EXP	\$25,402	\$19,901		\$0	\$19,901	\$0	\$42,047	\$0	\$41,188
	OPERATING INCOME									
8013	Washdown Bay Fees	(\$11,916)	(\$10,639)	74%	(\$10,639)	\$0	(\$14,300)	\$0	(\$14,300)	\$0
8803	Saleyards - Income	\$0	\$0	0%	\$0	\$0	\$0	\$0	\$0	\$0
	Sub Total - OTHER ECONOMIC SERVICES OP/INC	(\$11,916)	(\$10,639)		(\$10,639)	\$0	(\$14,300)	\$0	(\$14,300)	\$0
	Total - OTHER ECONOMIC SERVICES	\$13,486	\$9,262		(\$10,639)	\$19,901	(\$14,300)	\$42,047	(\$14,300)	\$41,188
	Total - ECONOMIC SERVICES	\$714,099	\$717,321		(\$883,723)	\$1,601,044	(\$946,181)	\$1,749,789	(\$1,082,469)	\$2,027,830

SHIRE OF KOJONUP
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Details By function Under The Following Programme Titles
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ACCOUNT	JOB	COMPARATIVES 30 APRIL 2025		% of Annual Budget	ACTUAL 30 APRIL 2025		ADOPTED BUDGET 2024-25		AMENDED BUDGET 30 JUNE 2025	
		Budget	Actual		Income	Expense	Income	Expense	Income	Expense
		OTHER PROPERTY AND SERVICES								
		PRIVATE WORKS								
		OPERATING EXPENDITURE								
9002	Private Works	\$8,736	\$13,740	131%	\$0	\$13,740	\$0	\$10,484	\$0	\$14,886
9008	Pte Works-Other Councils-Roads	\$0	\$0	0%	\$0	\$0	\$0	\$0	\$0	\$0
	Sub Total - PRIVATE WORKS OP/EXP	\$8,736	\$13,740		\$0	\$13,740	\$0	\$10,484	\$0	\$14,886
	OPERATING INCOME									
9003	Private Works Income	(\$8,736)	(\$14,827)	141%	(\$14,827)	\$0	(\$10,484)	\$0	(\$12,800)	\$0
9009	Pte Works-Income-Other Councils-Roads	\$0	\$0	0%	\$0	\$0	\$0	\$0	\$0	\$0
	Sub Total - PRIVATE WORKS OP/INC	(\$8,736)	(\$14,827)		(\$14,827)	\$0	(\$10,484)	\$0	(\$12,800)	\$0
	Total - PRIVATE WORKS	\$0	(\$1,087)		(\$14,827)	\$13,740	(\$10,484)	\$10,484	(\$12,800)	\$14,886

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Details By function Under The Following Programme Titles
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ACCOUNT	JOB	COMPARATIVES 30 APRIL 2025		% of Annual Budget	ACTUAL 30 APRIL 2025		ADOPTED BUDGET 2024-25		AMENDED BUDGET 30 JUNE 2025	
		Budget	Actual		Income	Expense	Income	Expense	Income	Expense
	PUBLIC WORKS OVERHEADS									
	OPERATING EXPENDITURE									
9022	Salaries-Works-Supervisors; Assistance	\$259,379	\$412,721	133%	\$0	\$412,721	\$0	\$311,267	\$0	\$365,780
9042	Superannuation (Supervisors)	\$37,681	\$23,407	52%	\$0	\$23,407	\$0	\$45,219	\$0	\$31,500
9052	Conferences & Training (Supervisors)	\$3,250	\$136	3%	\$0	\$136	\$0	\$3,900	\$0	\$3,900
9062	Emp Insurances (Supervisors)	\$3,225	\$4,105	127%	\$0	\$4,105	\$0	\$3,225	\$0	\$4,105
9072	Other Staff Expenses (Inc. FBT)	\$27,166	\$4,912	17%	\$0	\$4,912	\$0	\$29,000	\$0	\$29,000
9502	Allowances	\$1,667	\$0	0%	\$0	\$0	\$0	\$2,000	\$0	\$2,000
9081	Staff Housing Subsidy (Public Works)	\$0	\$0	0%	\$0	\$0	\$0	\$0	\$0	\$0
9082	Vehicle Operating	\$22,916	\$14,714	54%	\$0	\$14,714	\$0	\$27,500	\$0	\$10,500
9084	Consulting Technical	\$13,758	\$6,455	39%	\$0	\$6,455	\$0	\$16,510	\$0	\$16,510
9092	Office Expenses	\$12,254	\$10,650	72%	\$0	\$10,650	\$0	\$14,705	\$0	\$15,305
9094	Minor Equipment/Consumables	\$6,891	\$6,910	84%	\$0	\$6,910	\$0	\$8,270	\$0	\$8,270
9095	RAMM Inventory	\$10,425	\$12,706	102%	\$0	\$12,706	\$0	\$12,510	\$0	\$12,706
9102	Training	\$43,290	\$44,523	86%	\$0	\$44,523	\$0	\$51,950	\$0	\$59,894
9112	Meetings	\$18,249	\$3,622	17%	\$0	\$3,622	\$0	\$21,900	\$0	\$6,028
9122	Annual Leave	\$166,286	\$167,932	84%	\$0	\$167,932	\$0	\$199,551	\$0	\$178,321
9132	Public Holidays	\$83,143	\$81,876	82%	\$0	\$81,876	\$0	\$99,776	\$0	\$99,776
9142	Sick Leave	\$83,143	\$52,953	53%	\$0	\$52,953	\$0	\$99,776	\$0	\$88,615
9152	Superannuation	\$321,569	\$188,464	52%	\$0	\$188,464	\$0	\$365,893	\$0	\$341,768
9162	Workers Comp Ins	\$67,495	\$73,534	109%	\$0	\$73,534	\$0	\$67,495	\$0	\$73,534
9172	Staff Functions	\$3,352	\$3,633	90%	\$0	\$3,633	\$0	\$4,023	\$0	\$4,941
9182	INSURANCE ON WORKS	\$6,963	\$5,720	82%	\$0	\$5,720	\$0	\$6,963	\$0	\$6,505
9192	Long Service Leave	\$201,452	\$17,188	8%	\$0	\$17,188	\$0	\$209,744	\$0	\$151,000
9202	Safety Equipment & P.P.E.	\$18,749	\$20,241	90%	\$0	\$20,241	\$0	\$22,500	\$0	\$22,721
9232	PWOH - NOVATED LEASE EXPENSES	\$27,797	\$8,982	27%	\$0	\$8,982	\$0	\$33,358	\$0	\$8,982
9262	Emp Insurances - Pwo	\$5,745	\$5,745	100%	\$0	\$5,745	\$0	\$5,745	\$0	\$5,745
9280	Cleaners - Annual Leave	\$4,916	\$2,956	50%	\$0	\$2,956	\$0	\$5,900	\$0	\$5,900
9281	Cleaners - Long Service Leave	\$2,625	\$794	25%	\$0	\$794	\$0	\$3,150	\$0	\$3,150
9282	Cleaners - Sick Leave	\$1,792	\$397	18%	\$0	\$397	\$0	\$2,150	\$0	\$2,150
9284	Cleaners - Public Holidays	\$2,625	\$1,192	38%	\$0	\$1,192	\$0	\$3,150	\$0	\$3,150
9286	Cleaners - Superannuation	\$4,375	\$1,699	32%	\$0	\$1,699	\$0	\$5,250	\$0	\$4,000
9254	Cleaners - Administration	\$7,250	\$4,103	47%	\$0	\$4,103	\$0	\$8,700	\$0	\$8,703
9302	Admin Realloc - Cash (Pwo)	\$332,197	\$262,567	66%	\$0	\$262,567	\$0	\$398,652	\$0	\$398,652
9332	Admin Non Cash Realloc (Pwo)	\$52,335	\$46,898	75%	\$0	\$46,898	\$0	\$62,805	\$0	\$62,805
9421	Small Items (Chainsaws, Mowers, etc)	\$2,758	\$0	0%	\$0	\$0	\$0	\$3,310	\$0	\$3,310
9422	Sundry Plant Recovery - Automatic Recoveries	\$16,666	\$14,069	70%	\$0	\$14,069	\$0	\$20,000	\$0	\$20,000
9312	Less Allocated To Works & Services	(\$1,813,132)	(\$1,400,876)	64%	\$0	(\$1,400,876)	\$0	(\$2,175,846)	\$0	(\$2,225,600)
	Sub Total - PUBLIC WORKS O/HEADS OP/EXP	\$60,250	\$104,928		\$0	\$104,928	\$0	\$0	\$0	(\$166,374)

SHIRE OF KOJONUP MONTHLY FINANCIAL REPORT

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

ACCOUNT	JOB	COMPARATIVES 30 APRIL 2025		% of Annual Budget	ACTUAL 30 APRIL 2025		ADOPTED BUDGET 2024-25		AMENDED BUDGET 30 JUNE 2025	
		Budget	Actual		Income	Expense	Income	Expense	Income	Expense
		OPERATING INCOME								
9323	Sundry Misc Income - Pwo	\$0	\$0	0%	\$0	\$0	\$0	\$0	\$0	\$0
9233	PWOH - NOVATED LEASE CONTRIBUTION INCOME	(\$27,797)	(\$8,982)	27%	(\$8,982)	\$0	(\$33,358)	\$0	(\$8,982)	\$0
	Sub Total - PUBLIC WORKS O/HEADS OP/INC	(\$27,797)	(\$8,982)		(\$8,982)	\$0	(\$33,358)	\$0	(\$8,982)	\$0
	Total - PUBLIC WORKS OVERHEADS	\$32,453	\$95,946		(\$8,982)	\$104,928	(\$33,358)	\$0	(\$8,982)	(\$166,374)

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

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

ACCOUNT	JOB	Budget	Actual	Budget	Income	Expense	Income	Expense	Income	Expense
PLANT OPERATION COSTS										
OPERATING EXPENDITURE										
9372	Wages & Overheads	\$115,445	\$69,740	50%	\$0	\$69,740	\$0	\$138,540	\$0	\$119,500
9352	Tyres & Tubes	\$14,999	\$50	0%	\$0	\$50	\$0	\$18,000	\$0	\$30,000
9344	Vehicle Tracking	\$18,333	\$18,199	83%	\$0	\$18,199	\$0	\$22,000	\$0	\$22,000
9362	Parts,Ext Work & Sundries	\$96,084	\$177,285	154%	\$0	\$177,285	\$0	\$115,306	\$0	\$115,306
9382	Vehicles - Insurance	\$72,441	\$67,391	93%	\$0	\$67,391	\$0	\$72,441	\$0	\$69,000
9386	Vehicles - Licences	\$0	\$0	0%	\$0	\$0	\$0	\$0	\$0	\$0
9342	Fuels & Oils	\$312,488	\$165,587	44%	\$0	\$165,587	\$0	\$375,000	\$0	\$340,000
9363	Purchase of Tools	\$2,750	\$1,548	47%	\$0	\$1,548	\$0	\$3,300	\$0	\$3,300
9402	Less Poc Allocated To W. & S.	(\$620,464)	(\$583,051)	78%	\$0	(\$583,051)	\$0	(\$744,587)	\$0	(\$1,073,188)
021D	Depreciation (Sch 12)	\$330,633	\$279,704	70%	\$0	\$279,704	\$0	\$396,775	\$0	\$396,775
025D	Depreciation W/Back	(\$330,633)	(\$371,130)	94%	\$0	(\$371,130)	\$0	(\$396,775)	\$0	(\$396,775)
Sub Total - PLANT OPERATIONS COSTS OP/EXP		\$12,076	(\$174,678)		\$0	(\$174,678)	\$0	\$0	\$0	(\$374,082)
OPERATING INCOME										
9393	Income - Diesel Fuel Rebates	(\$20,833)	\$0	0%	\$0	\$0	(\$25,000)	\$0	\$0	\$0
012P	Profit On Sale Of Assets	\$0	\$0	0%	\$0	\$0	\$0	\$0	\$0	\$0
Sub Total - PLANT OPERATIONS COSTS OP/INC		(\$20,833)	\$0		\$0	\$0	(\$25,000)	\$0	\$0	\$0
Total - PLANT OPERATIONS COSTS		(\$8,757)	(\$174,678)		\$0	(\$174,678)	(\$25,000)	\$0	\$0	(\$374,082)
MATERIALS AND STOCK										
OPERATING EXPENDITURE										
9452	Stock Variance A/C	\$0	\$0	0%	\$0	\$0	\$0	\$0	\$0	\$0
Sub Total - MATERIALS AND STOCK		\$0	\$0		\$0	\$0	\$0	\$0	\$0	\$0
Total - MATERIALS AND STOCK		\$0	\$0		\$0	\$0	\$0	\$0	\$0	\$0

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

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

ACCOUNT	JOB	Budget	Actual	Budget	Income	Expense	Income	Expense	Income	Expense
	OTHER PROPERTY AND SERVICES									
	SALARIES AND WAGES									
	OPERATING EXPENDITURE									
9482	Salaries & Wages Drawn	\$3,768,574	\$3,954,807	87%	\$0	\$3,954,807	\$0	\$4,522,470	\$0	\$4,568,510
9492	Workers Compensation	\$41,665	\$27,015	54%	\$0	\$27,015	\$0	\$50,000	\$0	\$35,000
9512	Salary & Wage Alloc To W. & S.	(\$3,768,574)	(\$3,855,983)	85%	\$0	(\$3,855,983)	\$0	(\$4,522,470)	\$0	(\$4,568,510)
	Sub Total - SALARIES AND WAGES OP/EXP	\$41,665	\$125,839		\$0	\$125,839	\$0	\$50,000	\$0	\$35,000
	OPERATING INCOME									
9493	Workers Compensation Income	(\$49,998)	(\$26,858)	45%	(\$26,858)	\$0	(\$60,000)	\$0	(\$35,000)	\$0
	Sub Total - SALARIES AND WAGES OP/INC	(\$49,998)	(\$26,858)		(\$26,858)	\$0	(\$60,000)	\$0	(\$35,000)	\$0
	Total - SALARIES AND WAGES	(\$8,333)	\$98,981		(\$26,858)	\$125,839	(\$60,000)	\$50,000	(\$35,000)	\$35,000

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

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

ACCOUNT	JOB	COMPARATIVES 30 APRIL 2025		% of Annual Budget	ACTUAL 30 APRIL 2025		ADOPTED BUDGET 2024-25		AMENDED BUDGET 30 JUNE 2025	
		Budget	Actual		Income	Expense	Income	Expense	Income	Expense
		UNCLASSIFIED								
		OPERATING EXPENDITURE								
9572	Land Survey & Leasing	\$2,917	\$0	0%	\$0	\$0	\$0	\$3,500	\$0	\$10,000
9682	Misc Expenses-Other Property	\$3,429	\$2,413	67%	\$0	\$2,413	\$0	\$3,596	\$0	\$3,596
024D	Depreciation on Assets	\$15,083	\$14,988	83%	\$0	\$14,988	\$0	\$18,100	\$0	\$18,100
	Sub Total - UNCLASSIFIED OP/EXP	\$21,429	\$17,402		\$0	\$17,402	\$0	\$25,196	\$0	\$31,696
		OPERATING INCOME								
9626	Sundry Misc Income - Other Property	\$0	(\$19,602)	0%	(\$19,602)	\$0	\$0	\$0	(\$10,365)	\$0
9627	Sundry Inc - Insurance Premium Refund	\$0	\$0	0%	\$0	\$0	\$0	\$0	\$0	\$0
9683	Lease Of Ksc Properties	(\$21,916)	(\$11,500)	44%	(\$11,500)	\$0	(\$26,300)	\$0	(\$26,300)	\$0
9695	Recoverable Costs Income	(\$1)	(\$4,031)	403100%	(\$4,031)	\$0	(\$1)	\$0	(\$75)	\$0
	Sub Total - UNCLASSIFIED OP/INC	(\$21,917)	(\$35,133)		(\$35,133)	\$0	(\$26,301)	\$0	(\$36,740)	\$0
	Total - UNCLASSIFIED	(\$488)	(\$17,731)		(\$35,133)	\$17,402	(\$26,301)	\$25,196	(\$36,740)	\$31,696
	Total - OTHER PROPERTY AND SERVICES	\$14,875	\$1,431		(\$85,799)	\$87,231	(\$155,143)	\$85,680	(\$93,522)	(\$458,874)

SHIRE OF KOJONUP										
MONTHLY FINANCIAL REPORT										
Details By function Under The Following Programme Titles And Type Of Activities Within The Programme		COMPARATIVES		% of		ACTUAL		ADOPTED BUDGET		
		30 APRIL 2025		Annual		30 APRIL 2025		2024-25		
								30 JUNE 2025		
ACCOUNT	JOB	Budget	Actual	Budget	Income	Expense	Income	Expense	Income	Expense
FUND TRANSFERS										
EXPENDITURE										
Tfr to Employee Leave Res.		\$7,333	\$5,389	16%	\$0	\$5,389	\$0	\$34,634	\$0	\$31,917
Transfer To Plant Res.		\$1,989	\$5,474	229%	\$0	\$5,474	\$0	\$2,387	\$0	\$5,527
Transfer to Springhaven Lodge Res.		\$0	\$400,000	0%	\$0	\$400,000	\$0	\$0	\$0	\$400,000
Transfer to Low Income Housing Res.		\$2,517	\$1,846	61%	\$0	\$1,846	\$0	\$3,020	\$0	\$1,864
Transfer to Sporting Facility Res.		\$1,892	\$1,386	61%	\$0	\$1,386	\$0	\$2,270	\$0	\$1,400
Transfer to Landfill Waste Mgmt Res.		\$2,414	\$1,770	61%	\$0	\$1,770	\$0	\$2,897	\$0	\$1,787
Transfer to Community Grants Res.		\$296	\$215	61%	\$0	\$215	\$0	\$355	\$0	\$218
Transfer To Independent Living Units Res.		\$4,771	\$3,497	61%	\$0	\$3,497	\$0	\$5,725	\$0	\$3,531
Transfer to Natural Resource Mgmt Res.		\$2,937	\$2,154	61%	\$0	\$2,154	\$0	\$3,525	\$0	\$2,175
Transfer To Swimming Pool Res.		\$1,220	\$895	61%	\$0	\$895	\$0	\$1,464	\$0	\$903
Transfer to Kodja Place Building Res.		\$531	\$389	61%	\$0	\$389	\$0	\$637	\$0	\$393
Transfer to Sporting Complex Building Upgrade Res.		\$0	\$25	60%	\$0	\$25	\$0	\$41	\$0	\$119
Transfer to Netball Court Surfacing Res.		\$0	\$22	0%	\$0	\$22	\$0	\$0	\$0	\$0
Transfer to Asset Acquisition & Replacement Reserve					\$0	\$0	\$0	\$100,000	\$0	\$100,000
Sub Total - TRANSFERS TO RESERVE		\$25,899	\$423,062		\$0	\$423,062	\$0	\$156,955	\$0	\$549,834
INCOME										
Transfer from Employee Reserve		\$0	\$0	0%	\$0	\$0	\$0	\$0	\$0	\$0
Transfer from Plant Reserve		\$0	\$0	0%	\$0	\$0	\$0	\$0	\$0	\$0
Transfer from Springhaven Lodge Res		\$0	(\$4,095,000)	0%	(\$4,095,000)	\$0	\$0	\$0	(\$4,095,000)	\$0
Transfer from Swimming Pool Res.		\$0	(\$36,059)	0%	(\$36,059)	\$0	\$0	\$0	(\$11,895)	\$0
Sub Total - TRANSFERS FROM RESERVE		\$0	(\$4,131,059)		(\$4,131,059)	\$0	\$0	\$0	(\$4,106,895)	\$0
Total - TRANSFERS		\$25,899	(\$3,707,996)		(\$4,131,059)	\$423,062	\$0	\$156,955	(\$4,106,895)	\$549,834
Total - FUND TRANSFER		\$25,899	(\$3,707,996)		(\$4,131,059)	\$423,062	\$0	\$156,955	(\$4,106,895)	\$549,834

SHIRE OF KOJONUP

MONTHLY FINANCIAL REPORT

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

ACCOUNT	JOB	COMPARATIVES 30 APRIL 2025		% of Annual Budget	ACTUAL 30 APRIL 2025		ADOPTED BUDGET 2024-25		AMENDED BUDGET 30 JUNE 2025	
		Budget	Actual		Income	Expense	Income	Expense	Income	Expense
	NEW - (Surplus) / Deficit - Opening 1 July	(\$2,619,834)	(\$3,200,112)		(\$3,200,112)	\$0	(\$2,619,834)	\$0	(\$3,200,112)	\$0
	Sub Total - SURPLUS C/FWD	(\$2,619,834)	(\$3,200,112)		(\$3,200,112)	\$0	(\$2,619,834)	\$0	(\$3,200,112)	\$0
	Total - SURPLUS	(\$2,619,834)	(\$3,200,112)		(\$3,200,112)	\$0	(\$2,619,834)	\$0	(\$3,200,112)	\$0
	LIABILITY LOANS - PRINCIPAL REPAYMENT									
	EXPENDITURE									
New	Loan 150 - Communications tower	\$33,179	\$16,589	33%	\$0	\$16,589	\$0	\$50,333	\$0	\$50,333
New	Loan 137 - Medical Centre	\$8,850	\$8,851	100%	\$0	\$8,851	\$0	\$8,850	\$0	\$8,850
New	Loan 135 - Bagg St House	\$5,174	\$5,174	50%	\$0	\$5,174	\$0	\$10,428	\$0	\$10,428
New	Loan 139 - Aged Units	\$10,244	\$10,244	100%	\$0	\$10,244	\$0	\$10,244	\$0	\$10,244
New	Loan 140 - Staff Housing	\$61,323	\$61,323	100%	\$0	\$61,323	\$0	\$61,323	\$0	\$61,323
New	Loan 138 - GROH Housing	\$114,210	\$114,210	100%	\$0	\$114,210	\$0	\$114,210	\$0	\$114,210
New	Loan 144 - Staff Housing	\$10,996	\$10,996	100%	\$0	\$10,996	\$0	\$10,996	\$0	\$10,996
New	Loan 145 - GROH Housing	\$10,996	\$10,996	100%	\$0	\$10,996	\$0	\$10,996	\$0	\$10,996
New	Loan 148 - Staff Housing renovations	\$7,812	\$7,812	50%	\$0	\$7,812	\$0	\$15,731	\$0	\$15,731
New	Loan 134 - Sports Complex	\$9,345	\$18,465	98%	\$0	\$18,465	\$0	\$18,921	\$0	\$18,921
New	Loan 136 - Sports Complex Wall	\$5,017	\$5,017	50%	\$0	\$5,017	\$0	\$10,083	\$0	\$10,083
New	Loan 143 - Netball Courts & Roof	\$55,342	\$55,342	100%	\$0	\$55,342	\$0	\$55,342	\$0	\$55,342
New	Loan 142 - Oval Lighting	\$24,931	\$24,931	100%	\$0	\$24,931	\$0	\$24,931	\$0	\$24,931
New	Loan 146 - Harrison Place Toilets & Park	\$17,864	\$17,864	50%	\$0	\$17,864	\$0	\$36,078	\$0	\$36,078
New	Loan 149 - Harrison Place Toilets & Park	\$16,589	\$33,179	132%	\$0	\$33,179	\$0	\$25,166	\$0	\$25,166
New	Loan 141 - Airstrip Lighting	\$10,311	\$10,311	100%	\$0	\$10,311	\$0	\$10,311	\$0	\$10,311
New	Loan 147 - Land Development	\$17,242	\$17,242	50%	\$0	\$17,242	\$0	\$34,823	\$0	\$34,823
	Sub Total - LOAN REPAYMENTS	\$419,425	\$428,547		\$0	\$428,547	\$0	\$508,766	\$0	\$508,766
	INCOME									
New	Loan 133 - Kojonup Bowls Club S/S Principal Repayment	\$0	\$0		\$0	\$0	\$0	\$0	\$0	\$0
	Sub-Total - LOAN PRINCIPAL REIMBURSEMENTS				\$0	\$0	\$0	\$0	\$0	\$0
	Total - NON CURRENT LIABILITIES	\$419,425	\$428,547		\$0	\$428,547	\$0	\$508,766	\$0	\$508,766

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

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

ACCOUNT	JOB	Budget	Actual	Budget	Income	Expense	Income	Expense	Income	Expense
NEW LOANS RAISED										
INCOME										
Sub Total - New Loans Raised		\$0	\$0		\$0	\$0	\$0	\$0	\$0	\$0
Total - NEW LOANS - CURRENT LIABILITIES		\$0	\$0		\$0	0	\$0	\$0	\$0	\$0
NON CASH ITEMS EXCLUDED FROM OPERATING ACTIVITIES										
Depreciation Written Back		(\$3,864,487)	(\$4,418,975)		\$0	(\$4,418,975)	\$0	(\$4,637,570)	\$0	(\$4,666,164)
Profit on Sale of Assets Written Back		\$0	\$75,521		\$75,521	\$0	\$0	\$0	\$71,000	\$0
Write back on Land held for Resale		\$0	\$63,458		\$0	\$63,458	\$0	\$0	\$0	\$63,458
Movement in Springhaven Lodge Bonds Reserve Bank Account		\$0	\$3,695,000		\$3,695,000	\$0	\$0	\$0	\$4,095,000	\$0
Movement in Doubtful Debts		\$0	\$0		\$0	\$0	\$0	(\$2,000)	\$0	(\$2,000)
Sub Total - DEPRECIATION WRITTEN BACK		(\$3,864,487)	(\$584,997)		\$3,770,521	(\$4,355,517)	\$0	(\$4,639,570)	\$4,166,000	(\$4,604,706)
Total - NON CASH ITEMS		(\$3,864,487)	(\$584,997)		\$3,770,521	(\$4,355,517)	\$0	(\$4,639,570)	\$4,166,000	(\$4,604,706)

SHIRE OF KOJONUP

MONTHLY FINANCIAL REPORT

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

ACCOUNT	JOB	Budget	Actual	Budget	Income	Expense	Income	Expense	Income	Expense
C137	FURNITURE AND EQUIPMENT			35%						
	GOVERNANCE - CAPITAL EXPENDITURE									
	ICT Plan Implementation	\$325,000	\$155,473		\$0	\$155,473	\$0	\$450,000	\$0	\$400,000
	Sub Total - CAPITAL WORKS	\$325,000	\$155,473		\$0	\$155,473	\$0	\$450,000	\$0	\$400,000
	Total - GOVERNANCE	\$325,000	\$155,473		\$0	\$155,473	\$0	\$450,000	\$0	\$400,000
	Total - FURNITURE AND EQUIPMENT	\$325,000	\$155,473		\$0	\$155,473	\$0	\$450,000	\$0	\$400,000

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

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

ACCOUNT	JOB	COMPARATIVES 30 APRIL 2025		% of Annual Budget	ACTUAL 30 APRIL 2025		ADOPTED BUDGET 2024-25		AMENDED BUDGET 30 JUNE 2025	
		Budget	Actual		Income	Expense	Income	Expense	Income	Expense
	LAND HELD FOR RESALE									
	COMMUNITY AMENITIES									
	CAPITAL EXPENDITURE									
C310	Subdivision Construction	\$0	\$19,126	0%	\$0	\$19,126	\$0	\$0	\$0	\$11,608
	Sub Total - CAPITAL WORKS	\$0	\$19,126		\$0	\$19,126	\$0	\$0	\$0	\$11,608
	Total- COMMUNITY AMENITIES	\$0	\$19,126		\$0	\$19,126	\$0	\$0	\$0	\$11,608
	Total - LAND	\$0	\$19,126		\$0	\$19,126	\$0	\$0	\$0	\$11,608

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

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

ACCOUNT	JOB	COMPARATIVES 30 APRIL 2025		% of Annual Budget	ACTUAL 30 APRIL 2025		ADOPTED BUDGET 2024-25		AMENDED BUDGET 30 JUNE 2025	
		Budget	Actual		Income	Expense	Income	Expense	Income	Expense
	BUILDINGS									
	EDUCATION & WELFARE - CAPITAL EXPENDITURE									
C441	Old School - Re-Roof	\$1,994	\$0	0%	\$0	\$0	\$0	\$1,994	\$0	\$1,994
	Sub Total - CAPITAL WORKS	\$1,994	\$0		\$0	\$0	\$0	\$1,994	\$0	\$1,994
	TOTAL - EDUCATION & WELFARE	\$1,994	\$0		\$0	\$0	\$0	\$1,994	\$0	\$1,994

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

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

ACCOUNT	JOB	COMPARATIVES 30 APRIL 2025		% of Annual Budget	ACTUAL 30 APRIL 2025		ADOPTED BUDGET 2024-25		AMENDED BUDGET 30 JUNE 2025	
		Budget	Actual		Income	Expense	Income	Expense	Income	Expense
	BUILDINGS									
	HOUSING - CAPITAL EXPENDITURE									
C157	CEO Residence - 13/15 Loton Close	\$80,000	\$0	0%	\$0	\$0	\$0	\$80,000	\$0	\$0
C156	Staff - 30 Katanning Road	\$0	\$7,269	24%	\$0	\$7,269	\$0	\$30,000	\$0	\$10,000
C313	Jean Sullivan Units	\$0	\$0	0%	\$0	\$0	\$0	\$10,000	\$0	\$10,000
C145	Loton Close Units	\$0	\$0	0%	\$0	\$0	\$0	\$10,000	\$0	\$10,000
	Sub Total - CAPITAL WORKS	\$80,000	\$7,269		\$0	\$7,269	\$0	\$130,000	\$0	\$30,000
	Total - HOUSING	\$80,000	\$7,269		\$0	\$7,269	\$0	\$130,000	\$0	\$30,000
	BUILDINGS									
	COMMUNITY AMENITIES - CAPITAL EXPENDITURE									
C442	Mens Shed - Construction of New	\$323,768	\$341,980	106%	\$0	\$341,980	\$0	\$323,768	\$0	\$342,000
	Sub Total - CAPITAL WORKS	\$323,768	\$341,980		\$0	\$341,980	\$0	\$323,768	\$0	\$342,000
	Total - COMMUNITY AMENITIES	\$323,768	\$341,980		\$0	\$341,980	\$0	\$323,768	\$0	\$342,000

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

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

ACCOUNT	JOB	COMPARATIVES 30 APRIL 2025		% of Annual Budget	ACTUAL 30 APRIL 2025		ADOPTED BUDGET 2024-25		AMENDED BUDGET 30 JUNE 2025	
		Budget	Actual		Income	Expense	Income	Expense	Income	Expense
	BUILDINGS									
	RECREATION AND CULTURE - CAPITAL EXPENDITURE									
C198	Historic Buildings - Capital Improvement	\$17,500	\$0	0%	\$0	\$0	\$0	\$35,000	\$0	\$0
C105	Memorial Hall Capital Expenditure	\$0	\$0	0%	\$0	\$0	\$0	\$30,000	\$0	\$0
C295	SWIMMING POOL BUILDINGS CAPITAL EXPENDITURE	\$30,000	\$0	0%	\$0	\$0	\$0	\$30,000	\$0	\$0
C408	Harrison Place Toilets & Park	\$10,000	\$0	0%	\$0	\$0	\$0	\$10,000	\$0	\$0
	Sub Total - CAPITAL WORKS	\$57,500	\$0		\$0	\$0	\$0	\$105,000	\$0	\$0
	Total - RECREATION AND CULTURE	\$57,500	\$0		\$0	\$0	\$0	\$105,000	\$0	\$0
	BUILDINGS									
	ECONOMIC SERVICES - CAPITAL EXPENDITURE									
C177	Kodja Place Capital Expenditure	\$20,000	\$0	0%	\$0	\$0	\$0	\$20,000	\$0	\$20,000
C349	Black Cockatoo Café Capital Expenditure	\$25,000	\$3,479	14%	\$0	\$3,479	\$0	\$25,000	\$0	\$0
	Sub Total - CAPITAL WORKS	\$45,000	\$3,479		\$0	\$3,479	\$0	\$45,000	\$0	\$20,000
	Total - ECONOMIC SERVICES	\$45,000	\$3,479		\$0	\$3,479	\$0	\$45,000	\$0	\$20,000
	Total - BUILDINGS	\$508,262	\$352,728		\$0	\$352,728	\$0	\$605,762	\$0	\$393,994

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

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

ACCOUNT	JOB	COMPARATIVES 30 APRIL 2025		% of Annual Budget	ACTUAL 30 APRIL 2025		ADOPTED BUDGET 2024-25		AMENDED BUDGET 30 JUNE 2025	
		Budget	Actual		Income	Expense	Income	Expense	Income	Expense
	PLANT AND EQUIPMENT									
	RECREATION AND CULTURE									
	CAPITAL EXPENDITURE									
C158	Swimming Pool Equipment	\$0	\$0	0%	\$0	\$0	\$0	\$0	\$0	\$11,895
	Sub Total - CAPITAL WORKS	\$0	\$0		\$0	\$0	\$0	\$0	\$0	\$11,895
	Total - RECREATION AND CULTURE	\$0	\$0		\$0	\$0	\$0	\$0	\$0	\$11,895
	PLANT AND EQUIPMENT									
	TRANSPORT									
	CAPITAL EXPENDITURE									
7604	Major Plant Purchases	\$285,000	\$60,952	21%	\$0	\$60,952	\$0	\$285,000	\$0	\$60,952
C162	Major Plant Repairs - Fuel Pump System	\$7,490	\$7,427	99%	\$0	\$7,427	\$0	\$7,490	\$0	\$7,490
C404	Signage - Electronic Speed Signs	\$0	\$0	0%	\$0	\$0	\$0	\$0	\$0	\$770
	Sub Total - CAPITAL WORKS	\$292,490	\$68,379		\$0	\$68,379	\$0	\$292,490	\$0	\$69,212
	Total - TRANSPORT	\$292,490	\$68,379		\$0	\$68,379	\$0	\$292,490	\$0	\$69,212
	Total - PLANT AND EQUIPMENT	\$292,490	\$68,379		\$0	\$68,379	\$0	\$292,490	\$0	\$81,107

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

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

ACCOUNT	JOB		Budget	Actual	Budget	Income	Expense	Income	Expense	Income	Expense
INFRASTRUCTURE ASSETS - ROAD RESERVES											
CAPITAL EXPENDITURE											
Roads to Recovery Projects											
C453	CJ453	Seal - Balgarup Road	\$0	\$729	0%	\$0	\$729	\$0	\$0	\$0	\$0
C500	CJ500	RTR - Tone Road - Failure 1	\$90,000	\$91,367	102%	\$0	\$91,367	\$0	\$90,000	\$0	\$87,157
C505	CJ505	RTR - Tone Road - Failure 2	\$55,000	\$22,021	40%	\$0	\$22,021	\$0	\$55,000	\$0	\$54,501
C506	CJ506	RTR - Tone Road - Failure 3	\$70,000	\$14,889	21%	\$0	\$14,889	\$0	\$70,000	\$0	\$68,896
C507	CJ507	RTR - Spring Street Asphalt	\$347,350	\$0	0%	\$0	\$0	\$0	\$347,350	\$0	\$374,733
C508	CJ508	RTR - Misson Road Floodway	\$20,000	\$0	0%	\$0	\$0	\$0	\$20,000	\$0	\$0
C509	CJ509	RTR - Soldier Road - Asphalt	\$75,000	\$0	0%	\$0	\$0	\$0	\$75,000	\$0	\$0
C510	CJ510	RTR - Wanwindup South Road Culvert	\$25,000	\$14,058	56%	\$0	\$14,058	\$0	\$25,000	\$0	\$0
C511	CJ511	RTR - Qualeup South Road Failure Repairs	\$35,000	\$27,570	79%	\$0	\$27,570	\$0	\$35,000	\$0	\$14,380
C512	CJ512	RTR - Newton Street Reseal	\$44,000	\$0	0%	\$0	\$0	\$0	\$44,000	\$0	\$0
C501	CJ501	Ballock Road - RTR	\$0	\$3,638	0%	\$0	\$3,638	\$0	\$0	\$0	\$3,638
7424	R2R400	R2R - Balgarup Road Tree Pruning Works	\$0	\$28,918	0%	\$0	\$28,918	\$0	\$0	\$0	\$28,918
RRG Projects											
C417	CJ417	Widening - Shamrock Road 23/24 C/Over	\$383,920	\$280,286	73%	\$0	\$280,286	\$0	\$383,920	\$0	\$378,541
C436	CJ436	Widening - Shamrock Road 24/25	\$690,000	\$467,051	68%	\$0	\$467,051	\$0	\$690,000	\$0	\$657,321
C227	CJ227	Broomehill Road Failure Repairs	\$45,000	\$33,166	74%	\$0	\$33,166	\$0	\$45,000	\$0	\$52,921
C450	CJ450	Widening - Tambellup West Road	\$253,062	\$168,053	66%	\$0	\$168,053	\$0	\$255,000	\$0	\$185,427
C319	CJ319	Bitumen Reseal - Kojonup-Frankland Road	\$210,000	\$113,932	54%	\$0	\$113,932	\$0	\$210,000	\$0	\$259,345
C320	CJ320	Bitumen Reseal - Kojonup Darkan Road	\$195,000	\$83,002	43%	\$0	\$83,002	\$0	\$195,000	\$0	\$333,623
C460	CJ460	Road Widening - Jingalup Rd 22/23	\$210,000	\$75,341	36%	\$0	\$75,341	\$0	\$210,000	\$0	\$232,379
C463	CJ463	Kojonup Darkan Shoulder Blackspot	\$229,774	\$219,467	96%	\$0	\$219,467	\$0	\$229,774	\$0	\$219,467
Commodity Route Projects											
C079	CJ079	Reillys Creek Road - Gravel Sheet	\$127,500	\$24,599	10%	\$0	\$24,599	\$0	\$255,000	\$0	\$228,873
Municipal Fund Projects											
C055	CJ055	Newton Street Kerbing	\$26,000	\$0	0%	\$0	\$0	\$0	\$26,000	\$0	\$0
C250	CJ250	Intersection - Albany Hwy/Norrish Rd	\$0	(\$0)		\$0	(\$0)	\$0	\$0	\$0	\$0
Sub Total - CAPITAL WORKS			\$3,131,606	\$1,668,302		\$0	\$1,668,302	\$0	\$3,261,044	\$0	\$3,180,120
Total - ROADS			\$3,131,606	\$1,668,302		\$0	\$1,668,302	\$0	\$3,261,044	\$0	\$3,180,120
Total - INFRASTRUCTURE ASSETS ROAD RESERVES			\$3,131,606	\$1,668,302		\$0	\$1,668,302	\$0	\$3,261,044	\$0	\$3,180,120

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

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

ACCOUNT	JOB		Budget	Actual	Budget	Income	Expense	Income	Expense	Income	Expense
		INFRASTRUCTURE - FOOTPATHS									
C174	CJ174	Footpath - Newton Street	\$35,000	\$1,133	3%	\$0	\$1,133	\$0	\$35,000	\$0	\$0
		Sub Total - CAPITAL WORKS	\$35,000	\$1,133		\$0	\$1,133	\$0	\$35,000	\$0	\$0
		Total - INFRASTRUCTURE ASSETS FOOTPATHS	\$35,000	\$1,133		\$0	\$1,133	\$0	\$35,000	\$0	\$0
		INFRASTRUCTURE - PARKS - CAPITAL EXPENDITURE									
		RECREATION & CULTURE									
C357		Apex Park Playground	\$0	\$39,010	0%	\$0	\$39,010	\$0	\$0	\$0	\$39,010
C274	CJ274	Sporting Complex - Netball Court Project	\$26,520	\$29,808	112%	\$0	\$29,808	\$0	\$26,520	\$0	\$28,765
6764		Showgrounds Capital Expenditure	\$30,000	\$27,507	92%	\$0	\$27,507	\$0	\$30,000	\$0	\$27,507
6774		The Spring Reserve Capital Expenditure	\$50,000	\$0	0%	\$0	\$0	\$0	\$50,000	\$0	\$10,000
		Sub-Total - CAPITAL WORKS	\$106,520	\$96,325		\$0	\$96,325	\$0	\$106,520	\$0	\$105,282
		Total - RECREATION & CULTURE	\$106,520	\$96,325		\$0	\$96,325	\$0	\$106,520	\$0	\$105,282
		Total - INFRASTRUCTURE PARKS	\$106,520	\$96,325		\$0	\$96,325	\$0	\$106,520	\$0	\$105,282

SHIRE OF KOJONUP
MONTHLY FINANCIAL REPORT

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

ACCOUNT	JOB	COMPARATIVES 30 APRIL 2025		% of Annual Budget	ACTUAL 30 APRIL 2025		ADOPTED BUDGET 2024-25		AMENDED BUDGET 30 JUNE 2025	
		Budget	Actual		Income	Expense	Income	Expense	Income	Expense
		OTHER INFRASTRUCTURE - CAPITAL EXPENDITURE								
		LAW, ORDER & PUBLIC SAFETY								
C138	Bushfire Repeater Tower	\$0	\$62,961	0%	\$0	\$62,961	\$0	\$0	\$0	\$62,961
2885	CCTV Capital Expenditure	\$267,000	\$135,800	51%	\$0	\$135,800	\$0	\$267,000	\$0	\$267,000
	Sub-Total - CAPITAL WORKS	\$267,000	\$198,761		\$0	\$198,761	\$0	\$267,000	\$0	\$329,961
	Total - LAW, ORDER & PUBLIC SAFETY	\$267,000	\$198,761		\$0	\$198,761	\$0	\$267,000	\$0	\$329,961
		OTHER INFRASTRUCTURE - CAPITAL EXPENDITURE								
		COMMUNITY AMENITIES								
C355	Town Furniture	\$20,000	\$2,193	11%	\$0	\$2,193	\$0	\$20,000	\$0	\$2,193
C407	Refuse Site Development	\$57,625	\$0	0%	\$0	\$0	\$0	\$115,250	\$0	\$0
	Sub Total - CAPITAL WORKS	\$77,625	\$2,193		\$0	\$2,193	\$0	\$135,250	\$0	\$2,193
	Total - OTHER COMMUNITY AMENITIES	\$77,625	\$2,193		\$0	\$2,193	\$0	\$135,250	\$0	\$2,193
		OTHER INFRASTRUCTURE - CAPITAL EXPENDITURE								
		ECONOMIC SERVICES								
C054	Promotional Signage	\$30,000	\$0	0%	\$0	\$0	\$0	\$60,000	\$0	\$20,000
	Sub Total - CAPITAL WORKS	\$30,000	\$0		\$0	\$0	\$0	\$60,000	\$0	\$20,000
	Total - ECONOMIC SERVICES	\$30,000	\$0		\$0	\$0	\$0	\$60,000	\$0	\$20,000
	Total - INFRASTRUCTURE ASSETS - OTHER	\$374,625	\$200,955	\$0	\$0	\$200,955	\$0	\$462,250	\$0	\$352,154
	GRAND TOTALS	(\$584,118)	(\$3,084,143)		(\$14,041,233)	\$10,957,090	(\$14,576,360)	\$14,576,360	(\$15,134,448)	\$15,127,561



SHIRE OF KOJONUP

Detailed April 2025 Creditors List

<u>Cheque Payments 1/4/25-30/4/25</u>				
Chq/EFT	Date	Name	Description	Amount

-

<u>EFT Payments 1/4/25-30/4/25</u>				
EFT35889	03/04/2025	Phyllis Evelyn Toovey	Overpayments for Springhaven	-13404.64
REQ 020425	02/04/2025	Phyllis Evelyn Toovey	Overpaid Springhaven rent from Oct 24-Mar25	13404.64
EFT35890	03/04/2025	Hi-Way Sales & Service	Machinery supplies	-3074.79
267627B	21/02/2025	Hi-Way Sales & Service	Adblue pump	841.00
267804A	21/02/2025	Hi-Way Sales & Service	20L Kerosene for emulsion sprayer	117.00
267627	26/02/2025	Hi-Way Sales & Service	2 stroke Oil, filters, 2 x key cutting - cat pound, Throttle cable, Jockey Wheel, Battery clips - oval reticulation, 5L 15/40 oil, 5L Flex 23 5/30 oil, 2 x key cutting Elverd's Cottage, Trimmer line, Hydraulic plug, Spark plug	814.00
267804	28/02/2025	Hi-Way Sales & Service	Fuel Hose and O ring, 6 x O ring, Freight for Adblue pump, JB weld plastic, 740mm 1" black pipe & cut	113.44
269022	07/03/2025	Hi-Way Sales & Service	epoxy, Trailer plug adaptor, Key Cutting - Sports Complex, Step Drills,	474.80
269021	12/03/2025	Hi-Way Sales & Service	20 L bucket of Grease	390.00
269020	13/03/2025	Hi-Way Sales & Service	husky whipper snipper gear box	199.00
268448	19/03/2025	Hi-Way Sales & Service	ULP 5.21L @ \$1.84/L	9.59
268608	24/03/2025	Hi-Way Sales & Service	ULP 20.68L @ \$1.84/L	38.04
268676	25/03/2025	Hi-Way Sales & Service	ULP 12.04L @ \$1.84/L	22.13
269018	31/03/2025	Hi-Way Sales & Service	30.34 L ULP @ \$1.84/L	55.79
EFT35891	03/04/2025	Telstra	Telecommunications	-27.42
T311 181325	18/03/2025	Telstra	Acc 3916895091 18/3/25-17/4/25 Springhaven Solar panels , Avdata monitoring system - Washdown bay	27.42
EFT35892	03/04/2025	BK Thomson Electrical Service	Electrician	-125.58
3467	16/12/2024	BK Thomson Electrical Service	Install sensor lights - 28 Katanning road	125.58
EFT35893	03/04/2025	RENTOKIL INITIAL PTY LTD	Sharps disposal	-1633.05
98225044	14/03/2025	RENTOKIL INITIAL PTY LTD	Sharps disposal service & Urinal descale treatment Apex Park, Sharps disposal service Sport Complex, Sharps disposal service RSL Hall, Sharps disposal service & Urinal descale treatment service Memorial Hall, Sharps Disposal service Spring St Toilets, Sharps Disposal service Sport Complex downstairs, Sharps Disposal service Harrison Place Toilets, Sanitary Disposal service Playgroup 1/4/25-30/6/25	1633.05
EFT35894	03/04/2025	Kojonup Auto Electrical Services	Auto electrician	-8.00
22160	19/03/2025	Kojonup Auto Electrical Services	Connector 50A Anderson type	8.00
EFT35895	03/04/2025	Westrac Equipment	Mechanical servicing	-3001.81
SI1819157	27/02/2025	Westrac Equipment	diagnose and repair speed sensor wiring issue	3001.81
EFT35896	03/04/2025	Kojonup Country Kitchen	Catering	-202.50
3084	25/03/2025	Kojonup Country Kitchen	Council Meeting 25/03/25 - Morning tea 10am - Lunch 12pm - 9 people	202.50
EFT35897	03/04/2025	BOC Gases	Industrial gases	-35.42
4038629307	26/02/2025	BOC Gases	Industrail Oxygen G size 29/1/25-25/2/25	35.42
EFT35898	03/04/2025	Egabva Plumbing & Gas Service	Plumbing	-1289.95
4967	21/03/2025	Egabva Plumbing & Gas Service	Replacement of the tapwear at 5B Vanzuilecom St - suitable for disabled usage	1289.95
EFT35899	03/04/2025	Lotex Filter Cleaning Service	Filter supply	-194.08
11212	13/12/2024	Lotex Filter Cleaning Service	Filter, Filter, Filter, Filter x 2, Colorado Panel, Filter & Panel	194.08

EFT35900	03/04/2025	Optus Billing Services Pty Ltd	Telephone	-2353.40
495112108	07/03/2025	Optus Billing Services Pty Ltd	Acc 622 3522008 Phone Loop for Springhaven 7/2/25-6/3/25	460.00
495112105	07/03/2025	Optus Billing Services Pty Ltd	Acc 62203521984 Admin telephone loop 7/2/25-6/3/25	1109.00
495648602	10/03/2025	Optus Billing Services Pty Ltd	Acc 62203521992 Kodja Place Telephone Loop 10/2/25-9/3/25	372.00
496187548	13/03/2025	Optus Billing Services Pty Ltd	Acc 62203522214 Depot Telephone Loop 13/2/25-12/3/25	240.00
497536894	20/03/2025	Optus Billing Services Pty Ltd	Internet Charges for Admin, Internet Charges for Swimming Pool 20/2/25-19/3/25	172.40
EFT35901	03/04/2025	Watson's Liquid Waste	Liquid Waste Removal	-341.00
3499	29/03/2025	Watson's Liquid Waste	Pump out grease trap at BCC inc dumping fee	341.00
EFT35902	03/04/2025	Blackout Fire Fighting Equipment & Tohl Engineering	Gravel supplies, Equipment hire & Mechanical services	-59719.00
442	06/02/2025	Blackout Fire Fighting Equipment & Tohl Engineering	Low loader hire - move excavator to Jingalup & pick up abandoned truck from Albany Highway.	1595.00
1	21/02/2025	Blackout Fire Fighting Equipment & Tohl Engineering	Remove transmission and clutch, machine damaged flywheel, reinstall	4224.00
441	10/03/2025	Blackout Fire Fighting Equipment & Tohl Engineering	7000 Cubes of gravel at \$7.00 for Shamrock Road	53900.00
EFT35903	03/04/2025	SELECT A PART	Mechanical parts	-226.00
45407	12/03/2025	SELECT A PART	Coolant reservoir tank for Can Am	226.00
EFT35904	03/04/2025	Lorreen Avis Greeuw	Staff reimbursement	-320.91
REIM 310325	31/03/2025	Lorreen Avis Greeuw	Fruit, supplies for Koji Kids After Shcool Activities	320.91
EFT35905	03/04/2025	PFD Foodservices (Southway Distributors)	Food supplies	-2000.35
LO619233	22/01/2025	PFD Foodservices (Southway Distributors)	Pool Kiosk March 2025	738.80
LP235659	05/03/2025	PFD Foodservices (Southway Distributors)	Black Cockatoo Cafe expenses	1164.05
LP235660	05/03/2025	PFD Foodservices (Southway Distributors)	Black Cockatoo Cafe expenses	97.50
EFT35906	03/04/2025	Southern Dirt Inc	REFUND BOND FOR HIRE OF SPORTING COMPLEX	-400.00
T138	03/04/2025	Southern Dirt Inc	SPORTING COMPLEX HIRE - SOUTHERN DIRT	400.00
EFT35907	03/04/2025	FULTON HOGAN INDUSTRIES PTY LTD	Roadworks contractors	-186270.15
20079178	26/02/2025	FULTON HOGAN INDUSTRIES PTY LTD	Acc 5192582 10mm single coat Cutback Seal C170Reference Walga E QUOTE VP435090	58223.00
20079179	26/02/2025	FULTON HOGAN INDUSTRIES PTY LTD	10mm single coat Cutback Seal C170Reference Walga E QUOTE VP435090, 10mm single coat Cutback Seal C170Reference Walga E QUOTE VP435090	128047.15
EFT35908	03/04/2025	BJ Systems	Security	-144.10
819055	20/03/2025	BJ Systems	Monitoring Sport Complex 1/4/25-30/6/25,	144.10
EFT35909	03/04/2025	Clarke's Furniture & Kitchen Design	Capentry	-220.00
3160	24/03/2025	Clarke's Furniture & Kitchen Design	Repair Apex park toilet door, cut water damaged section off and replace. Glue and screw in new timber edge and rebate for hinges	220.00
EFT35910	03/04/2025	Dardanup Butchering Company	Meat supplies	-529.95
BW393141	11/03/2025	Dardanup Butchering Company	Meat supplies for Black Cockatoo Café	529.95
EFT35911	03/04/2025	Grande Food Service	Food supplies	-2645.86
4246854	26/03/2025	Grande Food Service	Food & Cleaning Supplies - Black Cockatoo Café	2388.30
4247113	01/04/2025	Grande Food Service	Food & Cleaning Supplies - Black Cockatoo Café	257.56
EFT35912	03/04/2025	Leaf Bean Machine	Coffee service & supplies	-749.79
135188	24/03/2025	Leaf Bean Machine	Coffee service & supplies - Black Cockatoo Café	749.79
EFT35913	03/04/2025	WA Contract Ranger Services	Contract Ranger	-3814.25
6181	24/03/2025	WA Contract Ranger Services	WA Ranger Services 4/3/25-19/3/25	3814.25
EFT35914	03/04/2025	Adam Davey Consulting	Turf consultant	-5386.50
IV00000001669	25/03/2025	Adam Davey Consulting	Soil test Football and Hockey ovals - for fertiliser blend	3445.00
IV00000001668	25/03/2025	Adam Davey Consulting	Liquid Fertiliser - 100L Wettting agent, Potassium humate, Bio Active extract - amino acids, proteins, organic matter	1941.50

EFT35915	03/04/2025	The George Church Community Medical Centre Incorporated	Medical Services	-68750.00
KSC03	31/03/2025	The George Church Community Medical Centre Incorporated	Livingston Medical Services 1/1/25-31/3/25	68750.00
EFT35916	03/04/2025	A.D. Engineering International Pty Ltd	Mobile road signs	-440.00
INV-0272	28/02/2025	A.D. Engineering International Pty Ltd	Mobile Road sign 1/3/25-31/12/25	440.00
EFT35917	03/04/2025	Jessica Romic	Washing tea towels	-200.00
4	31/03/2025	Jessica Romic	Washing tea towels for BCC 4 x washes,19/3/25-30/3/25	200.00
EFT35918	03/04/2025	Mathwin Transport	Freight	-103.95
6887	18/03/2025	Mathwin Transport	Freight ex Sigma Chemicals - Pool	103.95
EFT35919	03/04/2025	Energy Wise Australia C&F Building Approvals	Building Surveyor	-385.00
INV-6503	27/03/2025	Energy Wise Australia C&F Building Approvals	Issue of Building permit on pre certified application Lot 9999 Thornbury Close	385.00
EFT35920	03/04/2025	Mason's Family Farm	Eggs	-186.30
INV-15456	18/03/2025	Mason's Family Farm	Black Cockatoo Cafe Supplies	93.15
INV-15562	25/03/2025	Mason's Family Farm	10.6kg catering eggs	93.15
EFT35921	03/04/2025	Farmlink Rural	Irrigation supplies	-1426.49
256361	06/02/2025	Farmlink Rural	Reticulation Parts Oval, valves, pressure bush, pressure elbows	1426.49
EFT35922	03/04/2025	SAPIO Mandurah WA Office SAPIO Pty Ltd	Technology services	-10294.22
297945	31/03/2025	SAPIO Mandurah WA Office SAPIO Pty Ltd	Council Chambers Audio-Visual Upgrade	10294.22
EFT35923	03/04/2025	Supagas Pty Ltd	Bulk Gas	-582.34
8918058D11	05/03/2025	Supagas Pty Ltd	Bulk LPG 323.20L @ \$1.638	582.34
EFT35924	03/04/2025	WST Mechanical	Mechanical services	-1120.00
1	03/03/2025	WST Mechanical	Diagnose and repair timing cover leak	540.00
2	26/03/2025	WST Mechanical	Repair air conditioner not working Caterpillar Roller KO170	580.00
EFT35925	04/04/2025	Roger Frederick Bilney	Councillor Fees	-13700.00
JAN-MAR 25	31/03/2025	Roger Frederick Bilney	Claim for Councillor Fees and Reimbursements 01/01/25 - 31/03/25	13700.00
EFT35926	04/04/2025	Cr Edwin James Radford	Councillor Fees	-3895.50
JAN-MAR 25	31/03/2025	Cr Edwin James Radford	Claim for Councillor Fees and Reimbursements 01/01/25 - 31/03/25	3895.50
EFT35927	04/04/2025	Cr Michael Mathwin	Councillor Fees	-3895.50
JAN-MAR 25	31/03/2025	Cr Michael Mathwin	Claim for Councillor Fees and Reimbursements 01/01/25 - 31/03/25	3895.50
EFT35928	04/04/2025	Cr Paul Webb	Councillor Fees	-3895.50
JAN - MAR 25	31/03/2025	Cr Paul Webb	Claim for Councillor Fees and Reimbursements 01/01/25 - 31/03/25	3895.50
EFT35929	04/04/2025	Cr Kerry Raelene Mickle	Councillor Fees	-4053.20
JAN-MAR 25	31/03/2025	Cr Kerry Raelene Mickle	Claim for Councillor Fees and Reimbursements 01/01/25 - 31/03/25, Claim for Travel Fees to GSRA in Gnowangerup 27/02/2025	4053.20
EFT35930	04/04/2025	Cr. Alan Egerton- Warburton	Councillor Fees	-3895.50
JAN - MAR 25	31/03/2025	Cr. Alan Egerton- Warburton	Claim for Councillor Fees and Reimbursement 1/01/25 - 31/03/25	3895.50
EFT35931	04/04/2025	Cr Cynthia Wieringa	Councillor Fees	-5795.50
JAN-MAR 25	31/03/2025	Cr Cynthia Wieringa	Claim for Councillor Fees and Reimbursements 01/01/25 - 31/03/25	5795.50
EFT35932	09/04/2025	Department of Fire & Emergency Services (DFES)	Department Of Fire & Emergency Services	-38517.89
158858	21/02/2025	Department of Fire & Emergency Services (DFES)	2024/2025 - ESL Qtr3 Contribution	38517.89
EFT35933	09/04/2025	Hi-Way Sales & Service	Hardware	-1011.23
268179	11/03/2025	Hi-Way Sales & Service	50 x 50 x 5 Steel (SHS)	49.30
269046	01/04/2025	Hi-Way Sales & Service	11.82L ULP @ \$1.84/L	21.74

269144	03/04/2025	Hi-Way Sales & Service	22.88L ULP @ \$1.84/L	42.07
269145	03/04/2025	Hi-Way Sales & Service	18.55L ULP @ \$1.84/L	34.12
269133	03/04/2025	Hi-Way Sales & Service	12 x 4L 4 stroke Oil Drums, 24 x Spark Plugs BPR6EX	864.00
EFT35934	09/04/2025	Carony Pty Ltd	Hardware	-2034.24
03-149017	07/01/2025	Carony Pty Ltd	16 x AA Batteries,	30.75
03-150734	03/02/2025	Carony Pty Ltd	Plastering supplies	68.25
03-150769	04/02/2025	Carony Pty Ltd	5 x A4 Floders - Depot Road Crew	38.00
03-150868	05/02/2025	Carony Pty Ltd	6 x 20kg Cement	95.70
03-150960	06/02/2025	Carony Pty Ltd	2 x 20kg cement	24.70
03-151259	11/02/2025	Carony Pty Ltd	Reticulation parts - Threaded nipple, socket	18.00
03-151387	13/02/2025	Carony Pty Ltd	Cloth tape for pool blanket 48mm x 25m x 4	26.40
03-151415	13/02/2025	Carony Pty Ltd	Gorilla Tape for Pool cover 1 x 48mmx 27m	33.50
03-151482	14/02/2025	Carony Pty Ltd	6 x 20kg cement	74.10
03-151798	19/02/2025	Carony Pty Ltd	Reciprocating saw blades - reticulation repairs	23.55
03-151872	19/02/2025	Carony Pty Ltd	Oval reticulation - electric joiners, teflon tape	30.40
03-151891	20/02/2025	Carony Pty Ltd	2x 20kg cement	24.70
03-152022	21/02/2025	Carony Pty Ltd	Power adaptor, Mounting block surface	25.00
01-248368	24/02/2025	Carony Pty Ltd	Oval reticulation - bolts, washers	32.60
03-152200	25/02/2025	Carony Pty Ltd	Gorilla Epoxy 25mL - Pool Office repair	20.50
03-152215	25/02/2025	Carony Pty Ltd	20L Hydrochloric Acid	78.25
03-152217	25/02/2025	Carony Pty Ltd	Pool Gate Mega Pack - Child Care Centre	89.95
03-152230	25/02/2025	Carony Pty Ltd	Locking pliers, drill set - Gate repairs for Child care centre	73.90
03-152297	26/02/2025	Carony Pty Ltd	Oval Reticulation - Primer & Glue	29.25
03-152303	26/02/2025	Carony Pty Ltd	Oval Reticulation - Flap Wheel	14.95
03-152370	27/02/2025	Carony Pty Ltd	Clock for Swimming Pool	47.95
03-152346	27/02/2025	Carony Pty Ltd	5 x 20kg Cement	61.75
03-152468	28/02/2025	Carony Pty Ltd	Screws for repairing toilet door - Apex park	19.75
03-152706	05/03/2025	Carony Pty Ltd	4 x 20 kg Cement, cement trowel	82.80
03-152707	05/03/2025	Carony Pty Ltd	Cement 4 x 20kg	63.80
01-248550	05/03/2025	Carony Pty Ltd	3 x vehicle log books	14.10
01-248553	05/03/2025	Carony Pty Ltd	Ant Killa 750g Granular - Spring grounds	10.50
03-152742	05/03/2025	Carony Pty Ltd	Koji Kids After School Activities - twine & binder sisal	31.00
01-248557	05/03/2025	Carony Pty Ltd	Nuts & Bolts to repair door - Black Cockatoo Cafe	14.90
03-152806	06/03/2025	Carony Pty Ltd	2 x splitting wedge heads	64.00
03-152807	06/03/2025	Carony Pty Ltd	Fibreglass sledge hammer 3.6kg	88.50
03-152855	06/03/2025	Carony Pty Ltd	Oval reticulation - Poly nipple	2.95
03-152932	07/03/2025	Carony Pty Ltd	2 x padlocks, Hose connector - swimming pool	40.45
03-152933	07/03/2025	Carony Pty Ltd	20L Hydrochloric Acid	78.25
03-153026	10/03/2025	Carony Pty Ltd	Cable ties, Mounting tape - Pool audit	22.40
03-153034	10/03/2025	Carony Pty Ltd	Chalkboard spray paint, Black markers x 2	40.95
03-153085	10/03/2025	Carony Pty Ltd	Broom & dustpan	42.25
03-153221	12/03/2025	Carony Pty Ltd	20L Hydrochloric Acid	78.25
01-248730	12/03/2025	Carony Pty Ltd	Battery A76 - swimming pool	4.50
03-153268	12/03/2025	Carony Pty Ltd	Screws - Playgroup	15.75
03-153366	14/03/2025	Carony Pty Ltd	Pipe fittings for swimming pool backflush	88.30
03-153368	14/03/2025	Carony Pty Ltd	Camlock fittings - Oval reticulation	27.95
01-248773	14/03/2025	Carony Pty Ltd	Hex key set - swimming pool buildings	25.00
03-153594	17/03/2025	Carony Pty Ltd	Tuffman storgae container	70.00
03-153600	17/03/2025	Carony Pty Ltd	nuts & bolts, socket adaptor set,	31.39
03-154113	25/03/2025	Carony Pty Ltd	2 x 2.5L Hydrochloric acid	42.50
03-154224	26/03/2025	Carony Pty Ltd	3 x cloth tape, 1 x medium duty tarpaulin 1.2 x 1.8m	36.50
03-154257	27/03/2025	Carony Pty Ltd	24mm socket - Oval reticulation	18.95
03-154395	28/03/2025	Carony Pty Ltd	Blue marker - for oval marking	16.40
EFT35935	09/04/2025	Telstra	Telecommunications	-102.33
T311 250325	25/03/2025	Telstra	Acc 3916895109 25/2/25-25/3/25 CEO Mobile phone, Springhaven Mobile phone, Pool Manager Mobile phone, Depot Mobile phone services x 3 & TWIG Zone devices, Standpipe controllers, Mobile phone charges	102.33

EFT35936	09/04/2025	Kojonup Tyre Service	Tyre services	-2141.70
INV-13081	28/03/2025	Kojonup Tyre Service	4 x 265/65R17 Falken Tyres All Terrain, Light Truck, Wheel alignment, tyre disposal, PSM ute KO095	1778.70
INV-13087	28/03/2025	Kojonup Tyre Service	Travel and fit spare tyre onto roller	330.00
INV-13180	04/04/2025	Kojonup Tyre Service	Puncture repair - Nail in the tyre	33.00
EFT35937	09/04/2025	Kojonup Supermarket	Groceries for Black Cockatoo	-1960.74
800 MARCH	30/03/2025	Kojonup Supermarket	Groceries for Black Cockatoo - March 2025	1960.74
EFT35938	09/04/2025	SUPATURF WA	Line marking	-2659.80
3458	02/04/2025	SUPATURF WA	Oval marking - 15 x 15L Duramark White, 5 x 15L Duramark Blue	2659.80
EFT35939	09/04/2025	Jill Johnson	Staff Reimbursement	-429.44
REIM 030425	04/04/2025	Jill Johnson	Travel to Financial Accountant 488km @ \$0.88/km	429.44
EFT35940	09/04/2025	Warren Blackwood Waste	Waste removal	-18476.92
19698	04/04/2025	Warren Blackwood Waste	Front Lift bins - Mar 2025 Apex Park & Kojonup Tourist Railway, Kodja Place	580.00
19726	04/04/2025	Warren Blackwood Waste	240L Bins Pick up, Service Kojonup Townsite Area Bins & Travel.	17896.92
EFT35941	09/04/2025	BEST OFFICE SYSTEMS	Stationery	-284.99
644147	01/04/2025	BEST OFFICE SYSTEMS	Ricoh coloured Print Cartridge x3	284.99
EFT35942	09/04/2025	Lorreen Avis Greeuw	Staff reimbursement	-208.90
REIM 08042025	08/04/2025	Lorreen Avis Greeuw	Koji Kids After School Activities (KKASA); Fruit, Cooking resources, Bags & aprons	163.87
09042025 REIM	09/04/2025	Lorreen Avis Greeuw	KKASA - Fruit & scavenger hunt supplies	45.03
EFT35943	09/04/2025	PFD Foodservices (Southway Distributors)	Food supplies	-1599.50
LP298209	12/03/2025	PFD Foodservices (Southway Distributors)	Black Cockatoo Cafe Food supplies	1599.50
EFT35944	09/04/2025	BKS Refrigeration & Airconditioning Pty Ltd	Airconditioner service	-666.00
INV-4318	19/03/2025	BKS Refrigeration & Airconditioning Pty Ltd	Leaking aircon BCC, Fix complex fridge repair	666.00
EFT35945	09/04/2025	Autosmart WA Southwest	Lubricant supplies	-412.73
2500650	28/02/2025	Autosmart WA Southwest	20L truckwash, 20L degreaser, 3 x 15kg rags	412.73
EFT35946	09/04/2025	WA Hino Sales & Services	Machinery parts	-168.60
316229	03/04/2025	WA Hino Sales & Services	Lube service kits	168.60
EFT35947	09/04/2025	Dardanup Butchering Company	Meat supplies	-351.36
BW393626	17/03/2025	Dardanup Butchering Company	Meat supplies for Black Cockatoo Café	351.36
EFT35948	09/04/2025	Grande Food Service	Food Supplies	-2314.67
CN6019170	04/04/2025	Grande Food Service	Credit Note - Food supplies	-18.68
4247222	02/04/2025	Grande Food Service	Food Supplies - Black Cockatoo Cafe	2063.91
4247223	02/04/2025	Grande Food Service	Food Supplies - Black Cockatoo Cafe	269.44
EFT35949	09/04/2025	Leaf Bean Machine	Coffee supplies	-1039.50
135419	31/03/2025	Leaf Bean Machine	Coffee service & supplies - Black Cockatoo Café	1039.50
EFT35950	09/04/2025	Laura Bilney	Staff reimbursement	-34.00
REIM 030425	04/04/2025	Laura Bilney	Refreshments for Harmony Day	34.00
EFT35951	09/04/2025	Vivicka Renia Kahn	Staff reimbursement	-743.86
040425 REIM	04/04/2025	Vivicka Renia Kahn	Ink cartridges & A4 paper, Travel 58.8 km @ 88c/km, Mobile phone plan 7/3/25	245.72
REIM 090425	09/04/2025	Vivicka Renia Kahn	Travel 492.2km @ 88c/km, Mobile phone plan 7/4/25	498.14
EFT35952	09/04/2025	Lilly's Garden operated by Marina Murray	Goods for sale	-546.00
5	08/03/2025	Lilly's Garden operated by Marina Murray	Assorted Jams and Relishes/Pickles to sell at Kodja Place	546.00
EFT35953	09/04/2025	3E Advantage Pty Ltd	Printer Service	-1298.18
INV-150306-L5Q4B6	28/03/2025	3E Advantage Pty Ltd	Printing Charges 1/3/25-31/3/25	1298.18
EFT35954	09/04/2025	BGL Solutions PTY LTD	Parts	-1567.21
INV-0007123	04/04/2025	BGL Solutions PTY LTD	58 x Heavy duty cast flail blades Peruzzo Mower & freight	1567.21
EFT35955	09/04/2025	Megacino's T/A Megan Robinson	Catering	-300.00

75	06/04/2025	Megacino's T/A Megan Robinson	Catering for Afternoon Tea	300.00
EFT35956	09/04/2025	Energy Wise Australia C&F Building Approvals	Building Surveyor	-990.00
INV-6522	03/04/2025	Energy Wise Australia C&F Building Approvals	Rebecca Creighan - Building Surveyor - Compliance Assessment & Issue of CDC. Lot 104 Tunney Road and 81 Albany Highway	990.00
EFT35957	09/04/2025	Mason's Family Farm	Eggs	-93.15
INV-15664	01/04/2025	Mason's Family Farm	10.6kg eggs for BCC	93.15
EFT35958	09/04/2025	Harvey Fresh (1994) Ltd T/A Lactalis	Food supplies	-530.07
240857697	27/03/2025	Harvey Fresh (1994) Ltd T/A Lactalis	Dairy products and fruit juices for Black Cockatoo Cafe, Dairy products and fruit juices for Black Cockatoo Cafe	530.07
EFT35959	09/04/2025	QHSE Integrated Solution (Skytrust)	WHS subscription	-548.90
INV-37995	18/03/2025	QHSE Integrated Solution (Skytrust)	Skytrust - WHS Subscription fees March 2025	548.90
EFT35960	09/04/2025	Farmlink Rural	Rural supplies	-2009.70
256653	18/02/2025	Farmlink Rural	Electric PR Valve 50mm THR Oval irrigation	2009.70
EFT35961	09/04/2025	Josephine Clare Hayes trading as Gneiss Design	Film production	-3500.00
101	01/04/2025	Josephine Clare Hayes trading as Gneiss Design	Filming and editing for Harmony Week, Harmony Week - Grant	3500.00
EFT35962	09/04/2025	Supagas Pty Ltd	276.90 L Bulk LPG for BCC	-498.92
897739D8	17/03/2025	Supagas Pty Ltd	276.90 L Bulk LPG for BCC	498.92
EFT35963	09/04/2025	Lisa Berry	Staff Reimbursement	-384.61
REIM 170325	07/04/2025	Lisa Berry	Travel Allowance as per contract 17/3/25-13/4/25 4 weeks @ \$96.15/week,	384.61
EFT35964	14/04/2025	Payroll Deductions - Shire of Kojonup	Payroll deductions	-1078.00
DEDUCTION	08/04/2025	Payroll Deductions - Shire of Kojonup	Payroll deductions	1078.00
EFT35965	14/04/2025	Child Support Agency	Payroll deductions	-439.95
DEDUCTION	08/04/2025	Child Support Agency	Payroll deductions	439.95
EFT35966	14/04/2025	Australian Services Union (LGO)	Payroll deductions	-26.50
DEDUCTION	08/04/2025	Australian Services Union (LGO)	Payroll deductions	26.50
EFT35967	14/04/2025	Australian Services Union (MEU)	Payroll deductions	-177.50
DEDUCTION	08/04/2025	Australian Services Union (MEU)	Payroll deductions	177.50
EFT35968	16/04/2025	Hi-Way Sales & Service	Fuel	-121.58
269457	09/04/2025	Hi-Way Sales & Service	50.61L ULP @ \$1.95/L	98.49
269433	09/04/2025	Hi-Way Sales & Service	12.55L ULP @ \$1.84/L	23.09
EFT35969	16/04/2025	Shire Of Katanning	Local government	-9017.80
48083	11/04/2025	Shire Of Katanning	Refuse site fees March 2025	9017.80
EFT35970	16/04/2025	Synergy	Electricity	-190.44
20543734257	31/03/2025	Synergy	Acc 392675750 Powerwatch 400 HPS WP 1/3/25-31/3/25	190.44
EFT35971	16/04/2025	Kojonup Tyre Service	Tyre service	-1023.88
INV-13233	08/04/2025	Kojonup Tyre Service	2x new steer tyres	968.88
INV-13220	08/04/2025	Kojonup Tyre Service	Puncture repair	55.00
EFT35972	16/04/2025	Syd Matthews & Co Pty Ltd	Blue metal	-12305.70
C13274	21/03/2025	Syd Matthews & Co Pty Ltd	83T 14mm MRWA Spec aggregate delivered to Tone Rd SLK 2.0, 83T 10mm MRWA Spec aggregate delivered to Tone Rd SLK 2.0	12305.70
EFT35973	16/04/2025	Kojonup Supermarket	Groceries	-183.75
648 FEB 25	28/02/2025	Kojonup Supermarket	Catering for Boys On Country - grant funded	122.35
648 MARCH	31/03/2025	Kojonup Supermarket	Groceries for Harmony Day activities	61.40
EFT35974	16/04/2025	Westrac Equipment	Mechanical parts	-43110.99
PI0829123	08/04/2025	Westrac Equipment	Grader Parts	42677.60
PI0851651	14/04/2025	Westrac Equipment	Grader Parts	433.39

EFT35975	16/04/2025	Kojonup Country Kitchen	Cafe	-115.00
3093 150425	15/04/2025	Kojonup Country Kitchen	SPARK - Pay it forward coffee - Easter 2025	115.00
EFT35976	16/04/2025	BOC Gases	Industrial Gases	-169.95
4038887826	29/03/2025	BOC Gases	Industrial Oxygen G size container 26/2/25-28/3/25	41.26
5006604129	29/03/2025	BOC Gases	Supply of gases to Springhaven 26/2/25-28/3/25, Supply of gases to Fire Brigades 26/2/25-28/3/25	128.69
EFT35977	16/04/2025	Egabva Plumbing & Gas Service	Plumbing	-11375.55
4975	31/03/2025	Egabva Plumbing & Gas Service	Trace water leak behind Memorial Hall and Fix	3745.10
4997	31/03/2025	Egabva Plumbing & Gas Service	Reconfigure toilet drainage flushpipes in duct to allow for better flushing pressure, raised two cisterns - Apex Park.	1101.00
4996	31/03/2025	Egabva Plumbing & Gas Service	Jean Sullivan units - 4 Elverd Street. Heat Pump Hot water System replacement. Rebate claim after installation \$700.00.	3863.42
4977	31/03/2025	Egabva Plumbing & Gas Service	Investigate water leak at Apex Park, repaired drinking fountain, repaired three cisterns, repaired urinal	537.75
4983	02/04/2025	Egabva Plumbing & Gas Service	repair leak and pump in roof causing water leak in server room at Kodja place	2128.28
EFT35978	16/04/2025	Synergy - Street Lights	Electricity	-4886.53
2022399805	01/04/2025	Synergy - Street Lights	Acc 131337630 Electricity use, street lighting 25/2/25-24/3/25	4886.53
EFT35979	16/04/2025	KOJONUP BAKERY	Bakery	-275.00
74	15/04/2025	KOJONUP BAKERY	SPARK Pay it forward coffee - Easter 2025	275.00
EFT35980	16/04/2025	Team Global Express Pty Ltd	Freight	-122.03
0578-S104118	23/03/2025	Team Global Express Pty Ltd	Freight - ex Ramped	122.03
EFT35981	16/04/2025	Warren Blackwood Waste	Waste removal	-10628.68
19725	04/04/2025	Warren Blackwood Waste	Mar 2025 Kojonup Transfer Station Management, Transfer Station Extra costs, Transfer Bulk Bins Waste	10628.68
EFT35982	16/04/2025	Kojonup Vet Hospital	Veterinarian	-100.00
1/197907	24/02/2025	Kojonup Vet Hospital	Euthanasia of feral cat	100.00
EFT35983	16/04/2025	GREAT SOUTHERN TOYOTA	Car service	-393.44
JC34050423	08/04/2025	GREAT SOUTHERN TOYOTA	JC34050423 - CEO - Toyota Prado Service odometer 129899	393.44
EFT35984	16/04/2025	PFD Foodservices (Southway Distributors)	Food & Dry Goods	-1295.20
LP372118	19/03/2025	PFD Foodservices (Southway Distributors)	Black Cockatoo Cafe expenses	236.20
LP372117	19/03/2025	PFD Foodservices (Southway Distributors)	Black Cockatoo Cafe bathroom supplies & food supplies	1059.00
EFT35985	16/04/2025	HAYLEY NICOLE CLARKE	Staff reimbursement	-204.69
REIM 030225	14/04/2025	HAYLEY NICOLE CLARKE	National Police Certificate for DoT training, Breakfast, lunch & dinners for five days DoT training in Perth	204.69
EFT35986	16/04/2025	Christie Leanne McVee	Goods sold on consignment	-11.47
REQ 310325	07/04/2025	Christie Leanne McVee	Goods sold on consignment - March 2025	11.47
EFT35987	16/04/2025	Ramped Technology &	IT Support	-4815.25
INV-12738	31/03/2025	Ramped Technology & Management Systems Pty Ltd	After hours support request from KP	404.25
INV-12847	05/04/2025	Ramped Technology & Management Systems Pty Ltd	IT Support April 2025	4411.00
EFT35988	16/04/2025	MARGARET RAE HILL	Goods sold on consignment	-35.00
REQ 310325	07/04/2025	MARGARET RAE HILL	Goods sold on consignment - March 2025	35.00
EFT35989	16/04/2025	124 Cafe & Deli	Cafe	-200.00
150425	15/04/2025	124 Cafe & Deli	SPARK - Pay it forward coffee - Easter 2025	200.00
EFT35990	16/04/2025	Nightingale's Nest Nursery	Nursery	-165.00
627	15/04/2025	Nightingale's Nest Nursery	SPARK - Pay it forward coffee - Easter 2025	165.00
EFT35991	16/04/2025	WA Hino Sales & Services	Mechanical parts	-494.26
316313	09/04/2025	WA Hino Sales & Services	2x Lube service kits, Lube service kit	494.26
EFT35992	16/04/2025	Dardanup Butchering Company	Food supplies	-472.94
BW394092	24/03/2025	Dardanup Butchering Company	Meat supplies for Black Cockatoo Café	472.94
EFT35993	16/04/2025	Grande Food Service	Food Supplies	-2612.05
4247570	09/04/2025	Grande Food Service	Food Supplies - Black Cockatoo Cafe	21.85
4247564	09/04/2025	Grande Food Service	Cleaning Supplies & Food Supplies - Black Cockatoo Café	2590.20

EFT35994	16/04/2025	Leaf Bean Machine	Coffee service & supplies	-1799.46
135620	07/04/2025	Leaf Bean Machine	Coffee supplies - Black Cockatoo Café	777.35
135776	10/04/2025	Leaf Bean Machine	Service coffee machine - Black Cockatoo Cafe	1022.11
EFT35995	16/04/2025	Wendy Hayward	Goods sold on consignment	-50.00
REQ 310325	07/04/2025	Wendy Hayward	Goods sold on consignment - March 2025	50.00
EFT35996	16/04/2025	WA Contract Ranger Services	Contract Ranger	-2090.00
6220	07/04/2025	WA Contract Ranger Services	Ranger Services 24/3/25-4/4/25	2090.00
EFT35997	16/04/2025	Data#3 Limited	Software Subscription	-684.92
SIN000277711	19/03/2025	Data#3 Limited	Microsoft 365 Business Premium 1/2/25-28/2/25	684.92
EFT35998	16/04/2025	Caroline Louise Highman	Goods sold on consignment	-585.00
REQ 310325	07/04/2025	Caroline Louise Highman	Goods sold on consignment - March 2025	585.00
EFT35999	16/04/2025	Mathwin Transport	Freight	-36.96
7088	10/04/2025	Mathwin Transport	Freight - pool chemicals 8/4/25	36.96
EFT36000	16/04/2025	BGL Solutions PTY LTD	Turf maintenance	-10395.00
INV-0007089	10/04/2025	BGL Solutions PTY LTD	Main Oval - Double Pass Overseeding, 1050kg Striker Gold ryegrass, GPS @ 1-2cm, mobilisation and handling fees, 2 Ha	10395.00
EFT36001	16/04/2025	Oztrology Australian Greeting cards	Goods sold on consignment - March 2025	-20.00
REQ 310325	07/04/2025	Oztrology Australian Greeting cards	Goods sold on consignment - March 2025	20.00
EFT36002	16/04/2025	Fabric Covered Pots T/A Tammy McVee	Goods sold on consignment	-65.00
REQ 310325	07/04/2025	Fabric Covered Pots T/A Tammy McVee	Goods sold on consignment - March 2025	65.00
EFT36003	16/04/2025	Jill Watkin	Goods sold on consignment	-16.25
REQ 310325	09/04/2025	Jill Watkin	Goods sold on consignment - March 2025	16.25
EFT36004	16/04/2025	Douglas Fraser	Account reimbursement	-614.15
REQ 110425	14/04/2025	Douglas Fraser	Final utility charges - account in Credit	614.15
EFT36005	16/04/2025	Saje Creative Co T/A Samantha Relph	Goods sold on consignment	-3.51
REQ 310325	07/04/2025	Saje Creative Co T/A Samantha Relph	Goods sold on consignment - March 2025	3.51
EFT36006	16/04/2025	Megacino's T/A Megan Robinson	Coffee van	-240.00
79	15/04/2025	Megacino's T/A Megan Robinson	SPARK - Pay it forward coffee - Easter 2025	240.00
EFT36007	16/04/2025	Monique Sackers T/A 3 Bridges Collections	Goods sold on consignment	-60.95
REQ 310325	07/04/2025	Monique Sackers T/A 3 Bridges Collections	Goods sold on consignment - March 2025	60.95
EFT36008	16/04/2025	Teletrac Navman and Transtech	Vehicle Tracking	-2035.50
93267338	05/03/2025	Teletrac Navman and Transtech	Vehicle Tracking Devices and Service Fees March 2025,	2035.50
EFT36009	16/04/2025	Nature on Linen - Kaylene Shepherd	Goods sold on consignment	-15.00
REQ 310325	07/04/2025	Nature on Linen - Kaylene Shepherd	Goods sold on consignment - March 2025	15.00
EFT36010	16/04/2025	Richard Nash T/A Old School Honey	Goods sold on consignment	-17.00
REQ 310325	07/04/2025	Richard Nash T/A Old School Honey	Goods sold on consignment - March 2025	17.00
EFT36011	16/04/2025	Lisa Martello-Hart	Goods sold on consignment	-30.00
REQ 310325	07/04/2025	Lisa Martello-Hart	Goods sold on consignment - March 2025	30.00
EFT36012	16/04/2025	Mason's Family Farm	Eggs	-186.30
INV-15764	08/04/2025	Mason's Family Farm	2 x 10.6kg Catering Eggs - BCC	186.30
EFT36013	16/04/2025	Rocky Creek Grazing	Short film production	-1560.00
RCG009	24/03/2025	Rocky Creek Grazing	Interviewing and Film Production for Harmony Week 2025	1560.00
EFT36014	16/04/2025	M.E. French	Goods sold on consignment	-68.00
REQ 310325	07/04/2025	M.E. French	Goods sold on consignment - March 2025	68.00
EFT36015	16/04/2025	Blue Wren Park	Goods sold on consignment	-43.00
REQ 310325	07/04/2025	Blue Wren Park	Goods sold on consignment - March 2025	43.00

EFT36016	16/04/2025	Anne McIntosh T/A Jacaranda and Pine	Goods sold on consignment	-75.00
REQ 310325	07/04/2025	Anne McIntosh T/A Jacaranda and Pine	Goods sold on consignment - March 2025	75.00
EFT36017	16/04/2025	Farmlink Rural	Agricultural supplies	-2604.37
257467	26/03/2025	Farmlink Rural	saddle clamp, couplings & bush to repair pool pump	756.37
257461	26/03/2025	Farmlink Rural	160L Microlife roots, 80L Super N, 50kg Flobond Anti salt	1848.00
EFT36018	16/04/2025	Benjamin Graham Castle	Goods sold on consignment	-60.00
REQ 310325	07/04/2025	Benjamin Graham Castle	Goods sold on consignment - March 2025	60.00
EFT36019	16/04/2025	Tracey Reeves - trading as Wonky Wombat	Goods sold on consignment	-16.00
REQ 310325	07/04/2025	Tracey Reeves - trading as Wonky Wombat	Goods sold on consignment - March 2025	16.00
EFT36020	16/04/2025	Liberty	Diesel	-10562.50
FI3111005105	13/03/2025	Liberty	6250L Diesel @ \$1.69/L	10562.50
EFT36021	16/04/2025	Denise Burton	Goods sold on consignment	-20.50
REQ 310325	06/04/2025	Denise Burton	Goods sold on consignment - March 2025	20.50
EFT36022	16/04/2025	Jennifer Hughes	Goods sold on consignment	-200.00
REQ 310325	07/04/2025	Jennifer Hughes	Goods sold on consignment - March 2025	200.00
EFT36023	16/04/2025	Elizabeth French Consulting	Environmental health consultant	-1008.42
250304	31/03/2025	Elizabeth French Consulting	Environmental Health Officer Contractor Services March 2025 - 7 Hours	1008.42
EFT36024	16/04/2025	WA Petroleum P/L T/as Hilview	Roadhouse	-228.00
150425001	15/04/2025	WA Petroleum P/L T/as Hilview	SPARK Pay it forward coffee - Easter 2025	228.00
EFT36025	23/04/2025	DL Consulting	Financial consultant	-3932.50
1291	31/03/2025	DL Consulting	Budget review workpapers, Monthly financial report, Review GST	3932.50
EFT36026	23/04/2025	Hi-Way Sales & Service	Fuel Supplies	-35.85
269675	15/04/2025	Hi-Way Sales & Service	19.5 L ULP @ \$1.84/L	35.85
EFT36027	23/04/2025	Kojonup Agricultural Supplies	Agricultural supplies	-7534.45
10237531	27/03/2025	Kojonup Agricultural Supplies	1000L Glyphosate for Office Gardens, Fire Hazard Reduction, Staff Housing, Loton Close, J Sullivan Units, Wash Down Bay, Bagg Street Units, NRM Environmental, Cemetery, Muradup, Memorial Hall, RSL Hall, Spring, Apex Park, Railway Park, Sporting complex, Hillman Park, Turkey Nest Dam, Show Grounds, Town Entrance, Industrial Area, Pool, Elverd Cottage, Road Side Spraying, Airstrip Grounds, Kodja	7534.45
EFT36028	23/04/2025	Kojonup Tyre Service	Tyre service	-1358.50
INV-13331	17/04/2025	Kojonup Tyre Service	4 x Kumho HP71 tyres - \$300 each for 2KO Pool Car & tyre disposal \$8.75 each	1358.50
EFT36029	23/04/2025	BK Thomson Electrical Service	Electrician	-239.80
3559	17/03/2025	BK Thomson Electrical Service	Turkeys nest small pump test and rewiring on/off switch	239.80
EFT36030	23/04/2025	Kojonup Auto Electrical Services	Auto Electrician	-278.25
22028	13/03/2025	Kojonup Auto Electrical Services	new battery for P11027	278.25
EFT36031	23/04/2025	Kojonup Supermarket	Groceries	-586.77
617 MARCH	31/03/2025	Kojonup Supermarket	Groceries for staff breakfast for Works Foremen leaving	276.85
MAR 617	31/03/2025	Kojonup Supermarket	Refreshments for Councillors, Tea & Coffee for staff, Washing powder for dog pound, Fruit for Kindy Cafe, Craft supplies for Kindy Cafe, Insecticide for Oval Dugout, Refreshments for Cuppa and Chat in the Library, Cleaning supplies, Tea & coffee - depot staff	309.92
EFT36032	23/04/2025	Westrac Equipment	Mechanical parts	-5842.04
PI0780199	26/03/2025	Westrac Equipment	Grader Parts	5202.07
PI0789335	28/03/2025	Westrac Equipment	Grader Blades x 2	227.22
PI0789336	28/03/2025	Westrac Equipment	Grader Parts	412.75
EFT36033	23/04/2025	Egabva Plumbing & Gas Service	Plumbing	-1034.50
4990	15/04/2025	Egabva Plumbing & Gas Service	RV Dump point blockage	396.00
4993	15/04/2025	Egabva Plumbing & Gas Service	Plumbing - welding repair to pipe for pool pump	308.50
5005	15/04/2025	Egabva Plumbing & Gas Service	Investigate urinals at sporting complex - not flushing. Replace solenoid valve	330.00

EFT36034	23/04/2025	Winc Australia Pty Ltd	Stationery	-1150.54
9047506603	13/03/2025	Winc Australia Pty Ltd	Batteries, Notebooks, Archive boxes, Sheet protectors	99.54
9047536547	18/03/2025	Winc Australia Pty Ltd	1x Footrest, 4x Monitor Riser, 4x Staples, 2x Staple Remover, 3x Correction Tape, Post It Notes, Post It Flags, 4x Highlighters, Box 12 Black Pens, Carton Thermal Paper Rolls, Freight	610.82
9047609576	27/03/2025	Winc Australia Pty Ltd	100x Banker Box Mini Archive Boxes, Kraft Wrapping Paper, Tape Label	325.86
9047626779	31/03/2025	Winc Australia Pty Ltd	Stationary	82.50
9047626775	31/03/2025	Winc Australia Pty Ltd	Clear covers A4	31.82
EFT36035	23/04/2025	ABA Security	Security	-479.96
44616	13/03/2025	ABA Security	The Kodja Place Building - Security Alarm Monitoring - 1 Term	239.98
44659	19/03/2025	ABA Security	The Kodja Place Building - Security Alarm Monitoring - 19/3/25-18/6/25	239.98
EFT36036	23/04/2025	CGS ENGINEERS	Engineering	-584.88
27307	05/03/2025	CGS ENGINEERS	Restoration of wood stove at Elverd's Cottage	584.88
EFT36037	23/04/2025	Avdata Australia	Water Pipe control	-497.53
10162	01/04/2025	Avdata Australia	20x Watersales keys, 1x Sale of Key Form Book	497.53
EFT36038	23/04/2025	Western Australian Treasury Corporation	Loan repayments	-13743.98
APR 25	28/04/2025	Western Australian Treasury Corporation	Interest payment on Loan 142, , Capital payment on Loan 142,	13743.98
EFT36039	23/04/2025	McLeods Lawyers Pty Ltd	Legal advice	-2337.72
144434	31/03/2025	McLeods Lawyers Pty Ltd	Industrial/Dispute Advice	2337.72
EFT36040	23/04/2025	Team Global Express Pty Ltd	Freight	-209.27
0386-80774145	09/02/2025	Team Global Express Pty Ltd	Freight ex Rentokil	120.13
0389-80774145	30/03/2025	Team Global Express Pty Ltd	Freight ex Westrac	32.20
0579-S104118	30/03/2025	Team Global Express Pty Ltd	Freight - Ex Corsign	56.94
EFT36041	23/04/2025	Sigma Telford Group	Pool supplies	-1050.00
189471/01	11/03/2025	Sigma Telford Group	Swimming pool chemicals March	442.07
189649/01	24/03/2025	Sigma Telford Group	Diaphragm bisulphate pump auto doser Swimming Pool	607.93
EFT36042	23/04/2025	PFD Foodservices (Southway Distributors)	Food & Dry Goods	-1693.90
LP443331	26/03/2025	PFD Foodservices (Southway Distributors)	Black Cockatoo Cafe expenses	24.15
LP443351	26/03/2025	PFD Foodservices (Southway Distributors)	Black Cockatoo Cafe cleaning & food expenses	1669.75
EFT36043	23/04/2025	Department of Water and Environmental Regulations (DWER)	Department of Water and Environmental Regulation	-859.48
W-PAY-0002366-AF	22/04/2025	Department of Water and Environmental Regulations (DWER)	W-PAY-0002366-AF Kojonup Transfer station - Annual License fee 2024/2025	859.48
EFT36044	23/04/2025	Dardanup Butchering Company	Meat supplies	-531.69
BW394558	31/03/2025	Dardanup Butchering Company	Meat supplies for Black Cockatoo Café	531.69
EFT36045	23/04/2025	Grande Food Service	Food supplies	-2974.95
4247883	15/04/2025	Grande Food Service	Food Supplies - Black Cockatoo Café	2974.95
EFT36046	23/04/2025	Leaf Bean Machine	Coffee service & supplies	-876.00
135872	14/04/2025	Leaf Bean Machine	Coffee service & supplies - Black Cockatoo Café	876.00
EFT36047	23/04/2025	Kojonup Light Civil	Light Civil	-2100.00
706	14/04/2025	Kojonup Light Civil	3 loads sand delivered to Kojonup Cemetery, 2 loads sand delivered to Muradup Cemetery	2100.00
EFT36048	23/04/2025	C & D Cutri	Bridge Inspections	-5280.00
406B	28/03/2025	C & D Cutri	March 25 level 1 bridge inspections as per quote 0093	5280.00
EFT36049	23/04/2025	Corsign WA Pty Ltd	Signage	-2591.05
93437	04/03/2025	Corsign WA Pty Ltd	150 x Guide posts 1400mm white PVC	2557.50
93717	21/03/2025	Corsign WA Pty Ltd	Rural Street Address Plate	33.55
EFT36050	23/04/2025	Jessica Romic	Washing tea towels	-100.00
5	22/04/2025	Jessica Romic	Washing tea towels for BCC 2 weeks ending 21/4/25	100.00

EFT36051	23/04/2025	Mathwin Transport	Freight	-16.17
7132	15/04/2025	Mathwin Transport	Freight ex Afgri	16.17
EFT36052	23/04/2025	BGL Solutions PTY LTD	Turf management	-5593.50
INV-0007081	12/03/2025	BGL Solutions PTY LTD	Mobilisation, Vertidrain - 19mm hollow cores at 150mm-200mm and 100mm spacing, Cores sweeping.	5412.00
INV-0007162	15/04/2025	BGL Solutions PTY LTD	Garden Maintenance for 34 Katanning Road for April 2025	181.50
EFT36053	23/04/2025	Estelle Lottering	Staff reimbursement	-75.00
220425	22/04/2025	Estelle Lottering	Mobile phone plan - April 2025	75.00
EFT36054	23/04/2025	Du-wayne Lottering	Staff reimbursement	-75.00
220425	22/04/2025	Du-wayne Lottering	Mobile phone plan - April 2025	75.00
EFT36055	23/04/2025	Energy Wise Australia C&F Building	Building Surveyor	-440.00
INV-6614	17/04/2025	Energy Wise Australia C&F Building	Rebecca Creighan - Building Surveyor - Issue of Building Permit,	440.00
EFT36056	23/04/2025	Mason's Family Farm	Eggs	-186.30
INV-15858	15/04/2025	Mason's Family Farm	2 x 10.6kg specialty catering eggs - Black Cockatoo Cafe	186.30
EFT36057	23/04/2025	Harvey Fresh (1994) Ltd T/A Lactalis	Dairy products	-1638.39
240714352	06/03/2025	Harvey Fresh (1994) Ltd T/A Lactalis	Dairy products and fruit juices for Black Cockatoo Café	542.53
240762012	13/03/2025	Harvey Fresh (1994) Ltd T/A Lactalis	Dairy products and fruit juices for Black Cockatoo Café	427.24
240810169	20/03/2025	Harvey Fresh (1994) Ltd T/A Lactalis	Dairy products and fruit juices for Black Cockatoo Café	668.62
EFT36058	23/04/2025	Techvision Australia - TVA	Record Management	-56673.10
INV-0087	13/04/2025	Techvision Australia - TVA	Monarch 365 - Electronic Records & Documents Management System (ERDMS), Annual Licence & Support 1/4/25-31/3/26 (40 users), Email integration, Implementation & training, Microsoft Copilot licence	56673.10
EFT36059	23/04/2025	Supagas Pty Ltd	Bulk Gas	-450.81
902283D28	29/03/2025	Supagas Pty Ltd	250.2L Bulk LPG	450.81
EFT36060	23/04/2025	Hydreco Hydraulics	Mechanical Parts	-491.56
159129	24/03/2025	Hydreco Hydraulics	seal kit for hydraulic pump	491.56
EFT36061	23/04/2025	Gnowangerup Hardware	Hardware	-260.00
10159577	22/04/2025	Gnowangerup Hardware	2 x Animal traps 820x300x250mm	260.00
EFT36062	23/04/2025	WA Fuel Supplies Pty Ltd	Fuel supplies	-48207.74
210852	11/04/2025	WA Fuel Supplies Pty Ltd	Diesel 28207L @ \$1.5537/L	48207.74
EFT36063	28/04/2025	Payroll Deductions - Shire of Kojonup	Payroll deductions	-1078.00
DEDUCTION	22/04/2025	Payroll Deductions - Shire of Kojonup	Payroll deductions	1078.00
EFT36064	28/04/2025	Child Support Agency	Payroll deductions	-439.95
DEDUCTION	22/04/2025	Child Support Agency	Payroll deductions	439.95
EFT36065	28/04/2025	Australian Services Union (LGO)	Payroll deductions	-26.50
DEDUCTION	22/04/2025	Australian Services Union (LGO)	Payroll deductions	26.50
EFT36066	28/04/2025	Australian Services Union (MEU)	Payroll deductions	-177.50
DEDUCTION	22/04/2025	Australian Services Union (MEU)	Payroll deductions	177.50

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Direct Deposits 1/4/25-30/4/25				
DD24520.1	08/04/2025	Aware Super	Superannuation contributions	-9804.56
SUPER	08/04/2025	Aware Super	Superannuation contributions	8726.11
DEDUCTION	08/04/2025	Aware Super	Payroll deductions	974.74
DEDUCTION	08/04/2025	Aware Super	Payroll deductions	103.71
DD24520.2	08/04/2025	Commonwealth Superannuation Savings Account	Superannuation contributions	-729.81
SUPER	08/04/2025	Commonwealth Superannuation Savings Account	Superannuation contributions	729.81
DD24520.3	08/04/2025	Sparky Downs Superannuation Fund	Superannuation contributions	-47.57
SUPER	8/04/2025	Sparky Downs Superannuation Fund	Superannuation contributions	\$ 47.57
DD24520.4	8/04/2025	Hesta Super	Superannuation contributions	-\$ 654.45
SUPER	8/04/2025	Hesta Super	Superannuation contributions	\$ 608.38
DEDUCTION	8/04/2025	Hesta Super	Payroll deductions	\$ 46.07
DD24520.5	8/04/2025	REST SUPERANNUATION	Superannuation contributions	-\$ 294.34
SUPER	8/04/2025	REST SUPERANNUATION	Superannuation contributions	\$ 294.34
DD24520.6	8/04/2025	AMP Super Fund	Superannuation contributions	-\$ 322.26
SUPER	8/04/2025	AMP Super Fund	Superannuation contributions	\$ 322.26
DD24520.7	8/04/2025	Bendigo SmartStart Super	Superannuation contributions	-\$ 362.69
SUPER	08/04/2025	Bendigo SmartStart Super	Superannuation contributions	362.69
DD24520.8	8/04/2025	Vanguard Super	Superannuation contributions	-\$ 436.40
SUPER	8/04/2025	Vanguard Super	Superannuation contributions	\$ 334.91
DEDUCTION	8/04/2025	Vanguard Super	Payroll Deductions	\$ 101.49
DD24520.9	8/04/2025	ANZ Smart Choice Super	Superannuation contributions	-\$ 313.02
SUPER	8/04/2025	ANZ Smart Choice Super	Superannuation contributions	\$ 313.02
DD24523.1	08/04/2025	EasiSalary	Novated Lease Payments	-781.49
24/25 PP21 WEEK42	08/04/2025	EasiSalary	JJ - Novated Lease Post Tax, JJ - Novated Lease Pre Tax	781.49
DD24525.1	08/04/2025	AUSTRALIAN TAXATION OFFICE	PAYGW	-44601.62
24/25 PP21 WEEK42	08/04/2025	AUSTRALIAN TAXATION OFFICE	STP 75052,	44601.62
DD24531.1	22/04/2025	Caltex Star Card	Caltex April Fuelcard	-2692.31
APRIL	22/04/2025	Caltex Star Card	April Starcard KO662 ULP 140.12L, KO10 Diesel 101.88L, KO5 April 386.11L, KO914 Diesel 186.46L, 1KO Diesel 305.6L, 1KO ULP 50.16L, KO095 Diesel 183.15L, 2KO Diesel 39.61L, Card fees	2692.31
DD24531.2	21/04/2025	Ampol	Ampol Fuel Card April	-1046.61
APRIL	21/04/2025	Ampol	Ampol fee, Fuel card KO784 92.47L Diesel, KO914 75.71L Diesel, KO1022 44.48L Diesel, KO118 304.20L Diesel	1046.61
DD24537.1	22/04/2025	Aware Super	Superannuation contributions	-8944.20
SUPER	22/04/2025	Aware Super	Superannuation contributions	7876.84
DEDUCTION	22/04/2025	Aware Super	Payroll deductions	963.65
DEDUCTION	22/04/2025	Aware Super	Superannuation contributions	103.71
DD24537.2	22/04/2025	Hesta Super	Payroll deductions	-679.09
SUPER	22/04/2025	Hesta Super	Superannuation contributions	633.56
DEDUCTION	22/04/2025	Hesta Super	Payroll deductions	45.53
DD24537.3	22/04/2025	REST SUPERANNUATION	Superannuation contributions	-294.34
SUPER	22/04/2025	REST SUPERANNUATION	Superannuation contributions	294.34
DD24537.4	22/04/2025	AMP Super Fund	Superannuation contributions	-322.26
SUPER	22/04/2025	AMP Super Fund	Superannuation contributions	322.26
DD24537.5	22/04/2025	Retirement Portfolio Service	Superannuation contributions	-568.98
SUPER	22/04/2025	Retirement Portfolio Service	Superannuation contributions	441.00
DEDUCTION	22/04/2025	Retirement Portfolio Service	Payroll deductions	127.98
DD24537.6	22/04/2025	Bendigo SmartStart Super	Superannuation contributions	-362.69
SUPER	22/04/2025	Bendigo SmartStart Super	Superannuation contributions	362.69
DD24537.7	22/04/2025	Vanguard Super	Superannuation contributions	-391.52

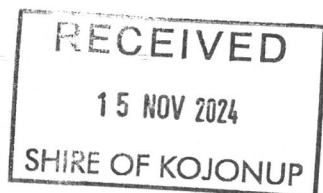
SUPER	22/04/2025	Vanguard Super	Superannuation contributions	300.47
DEDUCTION	22/04/2025	Vanguard Super	Payroll deductions	91.05
DD24537.8	22/04/2025	ANZ Smart Choice Super	Superannuation contributions	-303.68
SUPER	22/04/2025	ANZ Smart Choice Super	Superannuation contributions	303.68
DD24537.9	22/04/2025	Colonial First State FirstChioce Super	Superannuation contributions	-1172.49
SUPER	22/04/2025	Colonial First State FirstChioce Super	Superannuation contributions	515.68
DEDUCTION	22/04/2025	Colonial First State FirstChioce Super	Payroll deductions	156.27
DEDUCTION	22/04/2025	Colonial First State FirstChioce Super	Payroll deductions	500.54
DD24538.1	22/04/2025	Australian Super Pty Ltd	Superannuation contributions	353.85
REVERSAL	22/04/2025	Australian Super Pty Ltd	Reversal of Superannuation	-353.85
DD24539.1	8/04/2025	Australian Super Pty Ltd	Superannuation contributions	-353.85
SUPER	22/04/2025	Australian Super Pty Ltd	Superannuation contributions	353.85
DD24542.1	22/04/2025	AUSTRALIAN TAXATION OFFICE	PAYGW	-32275.62
24/25 PP22 WEEK	22/04/2025	AUSTRALIAN TAXATION OFFICE	STP 75295, STP 75293, STP 75294	32275.62
DD24544.1	22/04/2025	EasiSalary	Novated Lease Payments	-781.49
24/25 PP22 WEEK	22/04/2025	EasiSalary	JJ - Novated Lease Post Tax, JJ - Novated Lease Pre Tax	781.49
DD24520.10	8/04/2025	Retirement Portfolio Service	Superannuation contributions	-550.3
SUPER	8/04/2025	Retirement Portfolio Service	Superannuation contributions	422.32
DEDUCTION	8/04/2025	Retirement Portfolio Service	Payroll deductions	127.98
DD24520.11	8/04/2025	Colonial First State FirstChioce Super	Superannuation contributions	-1172.49
SUPER	8/04/2025	Colonial First State FirstChioce Super	Superannuation contributions	515.68
DEDUCTION	8/04/2025	Colonial First State FirstChioce Super	Payroll deductions	156.27
DEDUCTION	8/04/2025	Colonial First State FirstChioce Super	Payroll deductions	500.54
DD24520.12	8/04/2025	HOSTPLUS	Superannuation contributions	-736.17
DEDUCTION	8/04/2025	HOSTPLUS	Payroll deductions	70.4
SUPER	8/04/2025	HOSTPLUS	Superannuation contributions	665.77
DD24520.13	8/04/2025	Prime Super	Superannuation contributions	-1504.42
DEDUCTION	8/04/2025	Prime Super	Payroll deductions	40
SUPER	8/04/2025	Prime Super	Superannuation contributions	1464.42
DD24520.14	8/04/2025	Australian Super Pty Ltd	Superannuation contributions	-3139.31
DEDUCTION	8/04/2025	Australian Super Pty Ltd	Payroll deductions	262.92
SUPER	8/04/2025	Australian Super Pty Ltd	Superannuation contributions	2876.39
DD24520.15	8/04/2025	Panorama Super	Superannuation contributions	-48.39
SUPER	8/04/2025	Panorama Super	Superannuation contributions	48.39
DD24520.16	8/04/2025	Australian Retirement Trust	Superannuation contributions	-1651.51
DEDUCTION	8/04/2025	Australian Retirement Trust	Payroll deductions	60.5
SUPER	8/04/2025	Australian Retirement Trust	Superannuation contributions	1591.01
DD24520.17	8/04/2025	HUB24 Superannuation Fund	Superannuation contributions	-89.52
SUPER	8/04/2025	HUB24 Superannuation Fund	Superannuation contributions	89.52
DD24520.18	8/04/2025	Unisuper	Superannuation contributions	-5.23
SUPER	8/04/2025	Unisuper	Superannuation contributions	5.23
DD24537.10	22/04/2025	HOSTPLUS	Superannuation contributions	-725.08
DEDUCTION	22/04/2025	HOSTPLUS	Payroll deductions	67.82
SUPER	22/04/2025	HOSTPLUS	Superannuation contributions	657.26
DD24537.11	22/04/2025	Prime Super	Superannuation contributions	-1557.71
DEDUCTION	22/04/2025	Prime Super	Payroll deductions	40
SUPER	22/04/2025	Prime Super	Superannuation contributions	1517.71
DD24537.12	22/04/2025	Australian Super Pty Ltd	Superannuation contributions	-2819
DEDUCTION	22/04/2025	Australian Super Pty Ltd	Payroll deductions	240.64
SUPER	22/04/2025	Australian Super Pty Ltd	Superannuation contributions	2578.36
DD24537.13	22/04/2025	Australian Retirement Trust	Superannuation contributions	-1643.8
DEDUCTION	22/04/2025	Australian Retirement Trust	Payroll deductions	61.56
SUPER	22/04/2025	Australian Retirement Trust	Superannuation contributions	1582.24
DD24537.14	22/04/2025	Panorama Super	Superannuation contributions	-26.61
SUPER	22/04/2025	Panorama Super	Superannuation contributions	26.61
DD24537.15	22/04/2025	HUB24 Superannuation Fund	Superannuation contributions	-125.81
SUPER	22/04/2025	HUB24 Superannuation Fund	Superannuation contributions	125.81
DD24537.16	22/04/2025	Commonwealth Superannuation Sav	Superannuation contributions	-729.81

SUPER	22/04/2025	Commonwealth Superannuation Sav	Superannuation contributions	729.81
DD24568.1	30/04/2025		NAB April CC - CEO	-784.03
APRIL	4/04/2025	Perth Mint	Citizenship ceremony coin	21.78
APRIL	7/04/2025	Seek	Advertising - Works Supervisor	456.50
APRIL	7/04/2025	Seek	Advertising - Works Technical Officer	302.50
APRIL	17/04/2025	NAB	Card fee	3.25
DD Credit Card			NAB April CC - MFCS	-3525.97
APRIL	19/03/2025	Black Cockatoo Café	Meeting with Cunderdin Shire	18.30
APRIL	19/03/2025	Black Cockatoo Café	Meeting	12.30
APRIL	20/03/2025	Officeworks	Monitor for CEO, Office supplies	737.92
APRIL	24/03/2025	Quest Innaloo	Accommodation DoT training	1022.12
APRIL	24/03/2025	Host	Café - toaster & teapots	702.28
APRIL	24/03/2025	Kmart	Library	134.25
APRIL	28/03/2025	Telstra	Café phone (to 22 Feb)	117.88
APRIL	28/03/2025	Sign Concepts	Records boxes & liners	112.14
APRIL	31/03/2025	Black Cockatoo Café	Meeting	12.00
APRIL	4/04/2025	8 Yolks Success	Meeting Darren	61.53
APRIL	7/04/2025	WA Newspapers	Subscription	32.00
APRIL	9/04/2025	Ingot Hotel	Accommodation - Cemeteries AGM and conference	370.00
APRIL	9/04/2025	Preview Industries	Records boxes & liners	190.00
APRIL	17/04/2025	NAB	Card fee	3.25
FEES	04/04/2025	iiNet	iiNet	-620.89
FEES	30/04/2025	NAB	Miscellaneous Bank Charges	-1591.13
FEES	30/04/2025	2025	Centrelink Charge	-5.94
GJ24251004	28/04/2025		April KP Retail Sales	-7.40
GJ24251004	17/04/2025		April Sundry Income	-0.20
GJ24251004	11/04/2025		April Payrix	-11.32
GJ24251004	24/04/2025		April Payroll Creditors	-242285.37
GJ24251004	30/04/2025		April Transport Licensing	-50614.45
				424,509.20

Summary for April 2025	
Cheque	-
EFT 35889 - 35606	813,334.69
Direct Debits	424,509.20
Total	1,237,843.89

Rates to Be Written-Off

Property	Reason	Amount
A25905	Interest Overcharge	14.09
A6312	Interest Overcharge	121.39
A3111	Interest Overcharge	23.46
A1164	Interest Overcharge	56.81
		\$215.75



monarch - 1831761784-4

Our Ref: OCR241013137
File No: CLAF084

11 November 2024

Shire of Kojonup
Mr Grant Thompson - Chief Executive Officer
Councillor Roger Bilney - Shire President
93 Albany Highway
KOJONUP WA 6395

VIA EMAIL: ceo@kojonup.wa.gov.au
cr.bilney@kojonup.wa.gov.au

Dear Mr Thompson and President Bilney

RE: TERMINATION OF MEMORANDUM OF UNDERSTANDING – BROOMEHILL REGIONAL ARCHIVE REPOSITORY

On 1 July 2013, the Shires of Broomehill-Tambellup, Cranbrook, Kojonup, and Plantagenet entered a 21-year Memorandum of Understanding (MoU) and utilised funding made available through the State government's Royalties for Regions Scheme to refurbish a portion of the former Shire of Broomehill Council Chambers and Administration building as a Regional Archive Storage Repository (Repository) for use by the parties subject to the MoU.

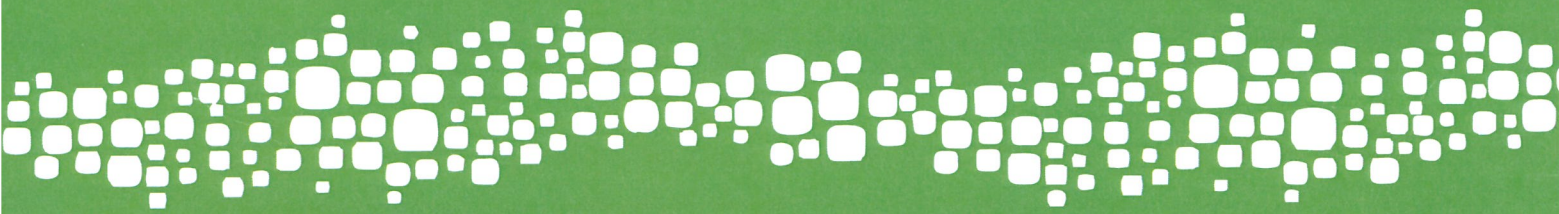
Repository archival storage has continued to increase since 2013, and the floor load-carrying capacity for the building is potentially at risk. Further, given a limited capacity to accommodate the Shire's growing workforce, the space currently occupying the Repository is required for staff for longer-term use.

At a recent VROC meeting we discussed the above concerns and issues, and it was proposed that the MoU arrangements be terminated as at 30 June 2026.

The matter was considered by Council at a recent Ordinary Meeting of Council held 19 September 2024 as Council voted to:

Moved Cr Wills, seconded Cr Penny that –

1. The proposal to terminate the Memorandum of Understanding for the Broomehill Regional Archive Repository on 30 June 2026 is endorsed.
2. The President and Chief Executive Officer write to all signatories to the Memorandum of Understanding for the Broomehill Regional Archive Repository and seek their agreement to terminate the arrangement on 30 June 2026.





Under the terms of the MoU, termination of the arrangement requires all signatories, comprising each Shire President and Chief Executive Officer, to agree before the end date.

Please find attached to this letter the MoU Termination for signing. Please return the signed document to ceo@shirebt.wa.gov.au by 13 December 2024.

Please don't hesitate to contact me on 0423 109 425 or ceo@shirebt.wa.gov.au to discuss further.

Yours sincerely

Karen Callaghan
CHIEF EXECUTIVE OFFICER

Michael White
SHIRE PRESIDENT



SHIRE OF KOJONUP

Kojonup



Audit, Risk and Improvement Committee

Minutes

7 May 2025

TERMS OF REFERENCE

AUDIT, RISK & IMPROVEMENT COMMITTEE (ARIC)

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

Terms of Reference

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

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

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

The ARIC is an independent Committee of Council, advising Council on required improvements to ensure compliance.

Duties and Responsibilities:

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

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

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

ARIC Members are expected to:

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

Member Duties/Responsibilities:

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

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

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

- Fulfilling responsibilities pertaining to reviewing and advising on service area and process changes (Continuous Improvement) to ensure compliance, by:
 - f) Reviewing reports and reviews by the CEO on key service processes within the Shire;
 - g) Reviewing management’s response to OAG findings and recommendations;
 - h) Monitoring the implementation of recommendations;
 - i) Reviewing results of relevant OAG audit reports and better practice publications on good practice, including any assessments by Management.

Membership

One (1) Independent Chair Role (Presiding Member of Committee);
One (1) Independent Deputy Presiding Member Role;
Four (4) Councillors; and

One (1) Community Member.

The independent roles will be advertised and selected by Council.

Supporting Team Members

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

Meetings

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

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

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

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

Committee Sitting Fees and Reimbursements

The Local Government Amendment Act 2023, assented to on 18 May 2023, changes the Local Government Act 1995 to provide for independent committee members to receive meeting fees. An independent committee member is a committee member who is not an elected member or an employee of the local government.

The Salaries and Allowances Tribunal (SAT) has issued a Determination to allow for the payment of meeting fees to independent committee members. Local governments will have the ability to set appropriate fees, within a specified range as determined by the SAT.

The Council will determine the amount of fees payable for independent members when it considers the budget fees and charges on an annual basis.

At this point in time the meetings fees are \$0 (Zero). However, reimbursement of approved expenses for independent members may be paid to each independent external members in accordance with Section 5.100 of the *Act*.

MINUTES OF AN AUDIT, RISK AND IMPROVEMENT COMMITTEE MEETING
HELD ON 7 MAY 2025

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MINUTES

1 DECLARATION OF OPENING

The Chairman will declare the meeting open at 9.10am and alert the meeting of the procedures for emergencies including evacuation, designated exits and muster points.

2 ATTENDANCE, APOLOGIES & LEAVE OF ABSENCE

MEMBERS

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

STAFF (OBSERVERS)

Grant Thompson	Chief Executive Officer
Tonya Pearce	Governance and Rates Officer

APOLOGIES

Cr Paul Webb	Member
Jill Mathwin	Community Member

3 SUMMARY OF RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE

Nil

4 CONFIRMATION OF MINUTES

Audit, Risk and Improvement Committee Meeting held 5 February 2025 ([Attachment 4.1](#))

OFFICER RECOMMENDATION/COMMITTEE DECISION

AR6/25 Moved Cr Bilney

Seconded Cr Mathwin

That the minutes of the Audit & Risk Committee Meeting held on 5 February 2025 be confirmed as a true and accurate record.

CARRIED 4/0

For: Cr Bilney, Cr Mathwin, Cr Mickle, C. Ivey

5 **BUSINESS ARISING**

Jill Mathwin has formally resigned from the Audit, Risk and Improvement Committee.

6 **DECLARATIONS OF INTEREST**

Nil

Jill Johnson entered the meeting at 9.14am

7 **SENIOR MANAGEMENT TEAM DISCUSSION**

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

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

Jill Johnson – Manager Finance & Corporate Services

- Cashflow and Audit Update
- ERP – Payroll Module Implementation
- Update on Financial End of Month processes

Jill Johnson briefed the Committee on cashflow, budget variances and the new payroll module. The interim audit will be held the 17 and 18 June 2025

COMMITTEE RECOMMENDATION/DECISION

AR7/25 Moved Cr Bilney

Seconded Cr Mickle

The Audit, Risk and Improvement Committee recommend to Council that the 2025 reserve appropriateness reserve review consider creating a reserve fund specifically to be used for unplanned capital and maintenance expenditure on properties and assets.

CARRIED 4/0

For: Cr Bilney, Cr Mathwin, Cr Mickle, C. Ivey

COMMITTEE RECOMMENDATION/DECISION

AR8/25 Moved Cr Mathwin

Seconded Cr Mickle

The Audit, Risk and Improvement Committee recommend to the Council that it undertakes a review of the leave provision reserve to specifically investigate the total funds required as a percentage of the total employee benefit liability and determine the funding amount required that adequately addresses the Shires fiduciary and regulatory obligations related to employee benefits and provisions.

CARRIED 4/0

For: Cr Bilney, Cr Mathwin, Cr Mickle, C. Ivey

Jill Johnson left the meeting at 10.42am

UNCONFIRMED

8 COMMITTEE TIMETABLE

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

1st Quarter (January – March)

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

2nd Quarter (April – June)

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

3rd Quarter (July – September)

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

4th Quarter (October – December)

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

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

9 COMMITTEE ISSUES/ACTION STATUS REPORT

3	CEO and MFCS to look into feasibility of reduction in insurance premiums if the Shire was to increase insurance excesses	Requested with Insurer, assessing impact, not a straight correlation. MFCS to update ARC at next meeting	MFCS	1/04/2025	Insurance	LOW	Urgent - 2 months	NO	LOW	Commenced, requested status verification from LGIS in writing. Ongoing risk assessment	In Process	1/05/2025	50%
4	Boscabel Hall	MPS – check if people camping in grounds, arrange Boscabel Hall playground check.	MPS	1/01/2025	Asset	VERY HIGH	Urgent - 2 months	YES	HIGH	Referred to Police.	Closed	1/03/2025	100%
5	Volunteers insurance	CEO to research.	CEO	1/04/2025	Insurance	LOW	Urgent - 2 months	NO	LOW	Ongoing assessment of the value proposition versus the risk, discussion with LGIS	In Process	1/05/2024	50%
6	DFES & LGIS Coverage	As a result of unfavourable Yalgoo Media the Shire to determine its asset insurance cover for disaster or minor disaster damage particularly on road damage.	MFCS	30/05/2025	Insurance	HIGH	Urgent - 2 months	YES	HIGH		Closed	30/05/2025	100%
7	WATC Schedule	Provide the Audit Committee with visibility over the WATC Schedule	MFCS	30/05/2025	Financial Reporting	MEDIUM	Must Have - 6 months	YES	LOW		In Process	30/05/2025	5%
8	Darren Long	Clarity on Labour Overheads	MFCS	6/08/2025	Financial Reporting	MEDIUM	Must Have - 6 months	NO	MEDIUM		Not Started		0%
9	Volunteer Bushfire Brigade Insurance	Are volunteer BFB's covered under the Shire of Kojonup insurance, if they are fighting a fire in another Shire? Or people coming from other Shires to Kojonup, are they covered by Kojonup?	MFCS	6/08/2025	Insurance	LOW	Must Have - 6 months	NO	LOW		Not Started		0%
10	Review Reserves	All reserves to be reviewed	MFCS	5/11/2025	Financial Reporting	MEDIUM	Must Have - 6 months	NO	MEDIUM		Not Started		0%

10 SUMMARY OF RISK MANAGEMENT

10.1 RISK MANAGEMENT UPDATE

Please refer to the following attachments:

10.1.1 Risk Control Register

- EBA negotiations are close to finalisation, a draft Agreement is being written up and the main points have been agreed in principle. The agreement is for a term of three (3) years.

10.2 WORK HEALTH AND SAFETY

10.2.2 CEO Safety update - WHS

- Lost time injury frequency rate (LTIFR) rate is improving and trending downward.
- Ad hoc drug testing is being implemented.

UNCONFIRMED

11 OFFICER REPORTS**11.1 BUSINESS CONTINUITY AND DISASTER RECOVERY PLAN – ANNUAL REVIEW**

AUTHOR	Tonya Pearce – Governance and Rates Officer
DATE	Monday, 28 April 2025
FILE NO	CM.PLN.1; RM.POL.1
ATTACHMENT(S)	11.1.1 – Business Continuity and Disaster Recovery Plan (BCDRP) May 2025 (showing changes)

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

DECLARATION OF INTEREST

Nil

SUMMARY

To consider and recommend to Council the reviewed and updated Business Continuity and Disaster Recovery Plan.

BACKGROUND

The Council last reviewed its Business Continuity and Disaster Recovery Plan (Plan) in May 2024.

COMMENT

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

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

CONSULTATION

Chief Executive Officer
All Managers

STATUTORY REQUIREMENTS

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

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

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

POLICY IMPLICATIONS

The Plan is completed in accordance with Council's Risk Management Policy 2.3.4.

FINANCIAL IMPLICATIONS

Nil

RISK MANAGEMENT IMPLICATIONS

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

ASSET MANAGEMENT IMPLICATIONS

Nil

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COMMITTEE DECISION

AR9/25 Moved Cr Mickle

Seconded Cr Mathwin

That it be recommended to the Council that the updated Business Continuity and Disaster Recovery Plan May 2025, as presented, be adopted.

CARRIED 4/0

For: Cr Bilney, Cr Mathwin, Cr Mickle, C. Ivey

12 CEO UPDATES

12.1 Springhaven Hall & Prior Lease Assignment Update

COMMITTEE RECOMMENDATION/DECISION

AR10/25 Moved Cr Mathwin

Seconded Cr Mickle

That the Audit, Risk and Improvement Committee recommends to Council it supports the request from Fresh Fields Management (NSM) No 2 Pty Ltd to reassign the 'Springhaven' lease and the Residential tenancy Leases to Fresh Fields Aged Care Pty Ltd, as part of its group re-structure to streamline its corporate entities.

CARRIED 4/0

For: Cr Bilney, Cr Mathwin, Cr Mickle, C. Ivey

12.2 Summary of Risk Management Updates

- Risk and Policy Framework Plan to be reviewed at the 6 August 2025 Committee Meeting.
- Enterprise Bargaining Agreement Outcome Update (with the Australian Services Union)
- Cyber Hygiene Report Update

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

- Kojonup Landfill – Department of Primary Industries and Regional Development advised that they have not started with the cancellation of the Memorandum on the current Landfill.
- A reminder sent to the Office of the Commissioner of Soil and Land Conservation.
- Solar Battery Storage and the impact on planning and the subsequent development of policies was discussed by the ARIC.

COMMITTEE RECOMMENDATION/DECISION

AR11/25 Moved Cr Mickle

Seconded Cr Mathwin

That the Audit & Risk Committee recommend to Council that a separate land use policy is created for renewable energy to include Solar and Battery storage facilities.

CARRIED 4/0

For: Cr Bilney, Cr Mathwin, Cr Mickle, C. Ivey

14 NEXT MEETING

The next meeting of the Audit and Risk Committee is scheduled to be held Wednesday, 6 August 2025 at 9:00am.

15 CLOSURE

There being no further business to discuss, the Chairperson thanked members for their attendance and declared the meeting closed at 11.20am.

ATTACHMENTS (SEPARATE)

4.1 - Unconfirmed Audit & Risk Committee Minutes 5 February 2025

10.1.1 - Risk Control Register

11.1.1 - Business Continuity and Disaster Recovery Plan May 2025 (showing changes)

12.1.1 - Springhaven Hall & Prior Lease Assignment Update

12.4.1 - Cyber Hygiene Report Update



SHIRE OF KOJONUP
Business Continuity & Disaster
Recovery Plan

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1. Key Contact Sheet

Person	Position	Mobile Number	Responsibilities Incident Response (IR) Team Leader
Grant Thompson	Chief Executive Officer	0419 903 363	IR Team Leader
Craig McVee Darryn Watkins	Manager Works & Services and Infrastructure	0427 427 854 0436 962 954	IR Team Member
Robert Jelu Estelle Lottering	Fire Warden – Shire Office	N/A	IR Team Member
	Fire Warden – Depot Office		IR Team Member
	Fire Warden – Springhaven Lodge	0417 994 608	IR Team Member
	Fire Warden – The Kodja Place	0417 987 237	IR Team Member
Tonya Pearce	IT Officer		IR Team Member
Cr Roger Bilney	Shire President	0428 341 012	Shire President

Contact List – External

Key contacts	Contact number/s
Police and Emergency Services	000
Kojonup Police Station	9831 2555
Ambulance	000
Kojonup Hospital	9831 2222
Security	ABA Security Albany – 9841 7828/BJ Systems – 9309 9595 (Complex)
Insurance company	LGIS – David Wood – 9483 8888
Key Suppliers	Albany Lock Service – Craig - 9842 9779
Electrician	BK Thompson – Ryan 98 31 1106
Plumber	Egabeva Plumbing – Derek – 9831 1213
Water and Sewerage	131375
Electricity	Western Power - 131351
Telephone	Telstra – Johnathan Thornton – 9726 7324
IT Provider Support	Ramped Technology - Garry Hammersley - 9892 2922
Primary Business System Software – IT Vision	9315 7000
Internet Service Provider – Optus	13 56 67
WA Local Government Association	9213 2000
ABC Radio Great Southern	9842 4011
Department of Transport Licensing (Albany)	13 11 56
State Records Office	9427 3600
Bank/Building Society	NAB – Matteo Libera– 9831 2700
Accountant (Auditor)	Lincoln's – Russell Harrison Thomas Warner – 9841 1200
Lawyer	McLeod's – 9383 3133

2. Introduction and Objectives

The purpose of developing a Business Continuity and Disaster Recovery Plan (Plan) is to ensure the capability of the Shire of Kojonup to continue to deliver its services at an acceptable level during or following a disruptive incident or disaster.

A disaster is defined as a serious disruption of the functioning of the Shire of Kojonup causing widespread human, economic or environmental loss or disturbance. Such disasters include incidents like fire, flood, earthquake, epidemic or pandemic.

A disaster recovery plan uses measures such as alternative premises or alternative service delivery and other facilities to ensure that a business can continue operations and if not, restore operations as quickly as possible after a calamity.

The objectives of this Plan enable the Shire to:

- Ensure we are prepared prior to an event
- Define prioritise and re-establish critical business functions as quickly and efficiently as possible;
- Follow a systematic plan for the management of any incident or disaster;
- Detail the immediate response to minimise damage or loss during a critical incident;
- Minimise the effect of an incident on the community, staff and Council; and
- Review and update this plan on a regular basis.

The Shire recognises that some events may exceed the capacity of routine management methods and structure. The Plan aims to provide a mechanism for the development of contingent capacity and logical plans that will enable management to focus on maintaining and resuming the Shire's most critical functions; whilst working in a practical way toward eventual restoration of operations and ensuring unaffected operations are able to continue.

This Plan reinforces and is reinforced by the Shire's Risk Management Framework and Risk Management Policy.

This Plan will be located on the Shire website – www.kojonup.wa.gov.au and Docs-on-Tap to ensure it is always available. Copies will also be placed in the Chief Executive Officer's vehicle, all Managers' vehicles and the fireproof cabinet within the Shire's Administration building.

3. Incident Response Plans

The following incident response plans present the Incident Response Team hierarchy that shall be employed in the event of an emergency. If under extreme circumstances the Chief Executive Officer or any member of the Senior Management Team is unavailable, then the team will consist of all the remaining available senior management.

The plans are not exhaustive, as any major incident will require more detailed and potential long-term considerations; however, the plans below provide a structured response to major incidents that are of the highest threat to service provision and Shire operations.

3.1. LOSS OF ADMINISTRATION BUILDING

Types of incidents include fire, flood and earthquake (Refer to Immediate Response Checklist).

TASK 1 - Immediate Response

This task provides the necessary command and control to enable the Shire of Kojonup's Incident Response Team to conduct an initial assessment of the disaster and to co-ordinate the Shire's initial response to the disaster.

Incident Response Team

Team Leader:	Chief Executive Officer
Team Members:	Property Services and Natural Resource Manager
	Risk Management Co-ordinator <u>Governance and Rates Officer</u>
	Fire Warden
	Shire President (Media Liaison)

Recovery Procedure

Incident Response Team Leader/Fire Warden to undertake the following steps:

- Ensure site has been evacuated and all personnel are accounted for
- Secure site and prevent access
- Contact Emergency Services and Police
- Identify any injuries and render assistance
- Engage Incident Response Team
- Undertake an initial assessment of damage and risks
- Call Optus and arrange the diversion of phone lines to existing Shire mobiles
- Team Leader determines time frame to switch to disaster recovery site

Recovery Time Objective

Timeframe for this activity is within 24 hours of the incident

Recovery Location

Primary Site: Memorial Hall

Secondary site: Works Depot

Resource requirements

Mobile phones

iPads and laptops

Charging devices (regularly checked for charge)

Personnel

Other Considerations

1. Secure the affected area as necessary
2. Restrict access to the building/site
3. Liaise with Emergency Services and Police
4. Inform Local Government Insurance Services (LGIS)

5. Inform elected members and employees
6. Liaise with Shire President to make a press release
7. Inform community where possible

TASK 2 – Commence operations from Disaster Recovery Site

This task provides the necessary steps to commence core Shire operations from the Disaster Recovery site and commence the planning for restoration of services in the short and longer term.

Incident Response Team

Team Leader:	Chief Executive Officer
Team Members:	Property Services and Natural Resource Manager
	IT Officer <u>Provider</u>

Recovery Procedure

Undertake the following steps:

- Establish the disaster recovery site – **Chief Executive Officer**
 - Layout workspace utilising tables and chairs from the Memorial Hall
 - Source telephones, establish communications and arrange to have calls directed to mobile telephones.
 - Allocate staff to customer service and disaster recovery assistance
 - Liaise with other Incident Response Team members to determine items to be immediately replaced and what is recoverable.
 - Contact IT Vision, Shire's IT supplier (Pre-emptive Strike), stationery supplier
 - Recover backup disks from external site
 - Cancel all forward bookings of the Memorial Hall.
- Assess damage and undertake salvage operations – **Chief Executive Officer, Property Services and Natural Resource Manager**
 - Undertake initial assessment of salvageable materials, items and records, etc.
 - Contact staff to remove items to the salvage site (Town Hall or Depot)
- Co-ordinate all communications, media and elected members, Local Government insurers and general co-ordination of recovery process – **Chief Executive Officer**
 - Liaise with Shire President to issue a media statement
 - Co-ordinate meetings of Incident Response team
 - Authorise all immediate purchasing requirements
 - Liaise with Shire's insurers
 - Oversee Assessment and Recovery

Recovery Time Objective

It is the aim of the Recovery Plan to achieve this task within 72 hours.

Resource Requirements

- Office furniture and stationery
- Administration staff

- IT hardware and software
- Communications (land line and internet)

TASK 3 – Assess damage and prepare medium term Recovery Plans

This task provides the necessary steps to commence planning for medium term operations from the Disaster Recovery Site.

Incident Response Team

Team Leader:	Chief Executive Officer
Team Members:	Property Services and Natural Resource Manager
	Risk Management Co-ordinator <u>Governance and Rates Officer</u>
	IT Officer <u>Provider</u>

Recovery Procedure

Undertake the following steps:

- Establish the disaster recovery site for full operations in the medium to longer term – **Chief Executive Officer**
 - Recover data to pre disaster state
 - Bring all records up to date
 - Contact all necessary persons to inform of incident, expected delays and seek documentation where necessary
 - Establish necessary equipment and infrastructure requirements to provide full operations from recovery site including demountable buildings and other office accommodation.
- Finalise damage assessment and commence planning for re-establishing services through full or partial rebuild – **Chief Executive Officer, Property Services and Natural Resource Manager**
 - Undertake assessment of building and determine action to fully or partially rebuild and make recommendation to Council.
- Co-ordinate all communications, media and elected members, Local Government insurers and general co-ordination of recovery process – **Chief Executive Officer**
 - Oversee assessment and recovery
 - Co-ordinate meetings of Incident Response Team
 - Oversee planning for medium term operation from Disaster Recovery Site (6-12 months)

Recovery Time Objective

4 weeks

Resource Requirements

- IT contractors
- Additional infrastructure as identified
- Contractors to clean up disaster site

TASK 4 – Long term Recovery Plan and relocation to permanent Shire Office building

This task provides the necessary steps to finalise planning, rebuilding and recommencement of operation from the permanent Shire office building.

Incident Response Team

Team Leader: Chief Executive Officer
Team Members: Property Services and Natural Resource Manager
IT ~~Officer~~Provider

Recovery Procedure

Undertake the following steps: **Chief Executive Officer**

- Establish working party to:
 - Review operations for location of new premises
 - Undertake design and tendering processes
 - Oversee construction of new premises
 - Oversee commissioning of new premises
- Present review findings to Council for decision
 - Appoint architect, exterior and interior designers, engineers and other necessary assistance to design, specify and document new premises
 - Issue tenders, appoint contractor and commence construction
 - Commission new premises and commence operations from new building

Recovery Time Objective

From the commencement of this task, 4 weeks after the incident, it is the target to have all Shire functions permanently operating from the rebuilt Shire offices in 12 months.

Resource Requirements

- Planning assistance
- Consultants/architects
- Contractors

3.2. COMPLETE IT HARDWARE FAILURE

This task provides the necessary steps to recover the Shire's IT system as a result of complete failure resulting in replacement of the IT system (Refer to Immediate Response Checklist).

Incident Response Team

Team Leader: Chief Executive Officer

Team Members: ~~Risk Management Co-ordinator~~ Governance and Rates Officer

IT Provider

~~IT Officer~~

Recovery Procedure

Undertake the following steps:

- Assess severity of outage through the Shire's IT provider and determine likely outage time
- Seek quotations and place orders for replacement components
- Contact Shire's insurers and Police if necessary
- Inform Council, community and business contacts (i.e.; banks, creditors and contractors) of potential delays in providing services
- Set up and install new hardware/install all software and restore from backups
- Reconcile and rebuild all data

Recovery Time Objective

2 weeks

Resource requirements

IT suppliers (hardware/software, Synergy Soft, Department of Transport, Police, etc.)

3.3. LOSS OF DEPOT BUILDINGS

Types of incidents include fire, flood and earthquake (Refer to Immediate Response Checklist).

TASK 1 - Immediate Response

This task provides the necessary command and control to enable the Shire of Kojonup's Incident Response Team to conduct an initial assessment of the disaster and to co-ordinate the Shire's initial response to the disaster.

Incident Response Team

Team Leader:	Chief Executive Officer
Team Members:	Manager Works and Services <u>Infrastructure</u> Property Services and Natural Resource Manager Risk Management Co-ordinator <u>Governance and Rates</u> <u>Officer</u> Fire Warden IT Officer <u>Provider</u>

Recovery Procedure

Incident response Team Leader and Fire Warden to undertake the following steps:

- Ensure site has been evacuated and all personnel are accounted for
- Secure site and prevent access
- Contact Emergency Services and Police
- Identify any injuries and render assistance
- Engage Incident Response Team
- Undertake an initial assessment of damage and risks
- Team Leader determines time frame to switch to Disaster Recovery site
- Call Optus and arrange diversion of phone lines to existing Shire mobiles

Recovery Time Objective

Timeframe for this activity is within 24 hours of being called by the Incident Response Team Leader.

Recovery Location

Primary Site: Shire Depot Site if depot site can be utilised
Secondary site: Land adjacent to the current depot
Third Site: Lay down area in Industrial Estate

Resource requirements

Mobile phones
Personnel
Equipment and Stores

Other Considerations

1. Secure the affected area as necessary
2. Restrict access to the building/site

3. Liaise with Emergency Services and Police
4. Inform Local Government Insurance Services (LGIS)
5. Inform Elected Members, employees
6. Liaise with Shire President to make a press release
7. Inform community where possible

TASK 2 – Commence operations from Disaster Recovery Site

This task provides the necessary steps to commence core Shire operations from the Disaster Recovery site and commence the planning for restoration of services in the short and longer term.

Incident Response Team

Team Leader:	Chief Executive Officer
Team Members:	Manager Works and Services <u>Infrastructure</u> Property Services and Natural Resource Manager Risk Management Co-ordinator <u>Governance and Rates</u> <u>Officer</u> IT Officer <u>Provider</u>

Recovery Procedure

Undertake the following steps:

- Establish the disaster recovery site – **Manager Works & ~~Services~~and Infrastructure**
 - Establish appropriate temporary depot site on land adjacent to the current depot
 - Administration function to resume from Shire office
 - Liaise with other Incident Response Team members to determine items to be immediately replaced and what is recoverable
- Assess damage and undertaken salvage operations – **Manager Works and ~~Services~~Infrastructure, Chief Executive Officer, - Property Services and Natural Resource Manager**
 - Undertake initial assessment of salvageable materials, items and records, etc
 - Engage staff to remove items to the land adjacent to the current depot
- Co-ordinate all communications, media and elected members, Local Government insurers and general co-ordination of recovery process – **Chief Executive Officer**
 - Liaise with Shire President to issue a media statement
 - Oversee assessment and recovery
 - Co-ordinate meetings of Incident Response Team
 - Authorise all immediate purchasing requirements
 - Liaise with Shire's insurers

Recovery Time Objective

It is the aim of the Recovery Plan to achieve this task within 72 hours.

Resource Requirements

- Office furniture and stationery
- Depot Administration and Works staff
- IT hardware and software
- Communications (land line and internet)

TASK 3 – Assess damage and prepare medium term recovery plans

This task provides the necessary steps to commence planning for medium term operations from the Disaster Recovery Site.

Incident Response Team

Team Leader: Chief Executive Officer

Team Members: Manager Works and ~~Services~~Infrastructure
Property Services and Natural Resource Manager
~~Risk Management Co-ordinator~~Governance and Rates

Officer

IT ~~Officer~~Provider

Recovery Procedure

Undertake the following steps:

- Establish the disaster recovery site for full operations in the medium to longer term – **Manager Works & ~~Services~~and Infrastructure, IT ~~Officer~~Provider**
 - Establish appropriate temporary depot site on land adjacent to the current depot
 - Administration function to resume from Shire office (or alternate site)
 - Contact all necessary persons to inform of incident, expected delays and seek documentation where necessary
 - Liaise with CEO to establish necessary equipment and infrastructure requirements to provide full operations from recovery site
- Finalise damage assessment and commence planning for re-establishing services through full or partial rebuild – **Manager Works and ~~Services~~Infrastructure, Chief Executive Officer, ~~Property Services and Natural Resource Manager~~**
 - Undertake assessment of building and determine action to fully or partially rebuild and make recommendation to Council
- Co-ordinate all communications, media and elected members, Local Government insurers and general co-ordination of recovery process – **Chief Executive Officer**
 - Oversee assessment and recovery
 - Co-ordinate meetings of Incident Response Team
 - Oversee planning for medium term operation from Disaster Recovery Site (6-12 months)

Recovery Time Objective

4 weeks

Resource Requirements

- IT contractors
- Additional infrastructure as identified
- Contractors to clean up disaster site

TASK 4 – Long term Recovery Plan and relocation to permanent Shire Depot building

This task provides the necessary steps to finalise planning, rebuilding and recommencement of operation from the permanent Shire Depot building.

Incident Response Team

Team Leader: Chief Executive Officer
 Team Members: Manager Works and ~~Services~~Infrastructure
 Property Services and Natural Resource Manager
 Working Party appointed by Council

Recovery Procedure

Undertake the following steps: **Chief Executive Officer, Manager Works and ~~Services~~Infrastructure**

- Establish working party to:
 - Review operations for location of new premises
 - Undertake design and tendering processes
 - Oversee construction of new premises
 - Oversee commissioning of new premises
- Present review findings to Council for decision
- Appoint architect, exterior and interior designers, engineers and other necessary assistance to design, specify and document new premises
- Issue tenders, appoint contractor and commence construction
- Commission new premises and commence operations from new building

Recovery Time Objective

From the commencement of this task, after 4 weeks from the incident, it is the target to have all Shire functions permanently operating from the rebuilt Shire Depot in 12 months.

Resource Requirements

- Planning assistance
- Consultants/architects
- Contractors

3.4. LOSS OF SPRINGHAVEN LODGE

Types of incidents include fire, flood and earthquake (Refer to Immediate Response Checklist). A separate appendix (Appendix 1) is attached being the Pandemic Response Plan for use during an epidemic/pandemic.

TASK 1 - Immediate Response

This task provides the necessary command and control to enable the Shire of Kojonup's Incident Response Team to conduct an initial assessment of the disaster and to co-ordinate the Shire's initial response to the disaster.

Incident Response Team

Team Leader: Chief Executive Officer

Team Members: ~~Manager Springhaven~~
Property Services and Natural Resource Manager
~~Risk Management Co-ordinator~~ Governance and Rates

Officer

Fire Warden

IT ~~Officer~~ Provider

Recovery Procedure

Incident Response Team Leader/Fire Warden to undertake the following steps:

- Ensure site has been evacuated and all personnel and residents are accounted for
- Transfer of residents to Kojonup Hospital or neighbouring facilities in the interim
- Secure site and prevent access
- Contact Emergency Services and Police
- Identify any injuries and render assistance
- Engage Incident Response Team
- Undertake an initial assessment of damage and risks
- Call Optus and arrange diversion of phone lines to existing Shire mobiles
- Team Leader determines time frame to switch to disaster recovery site

Recovery Time Objective

Timeframe for this activity is within 24 hours of being called by the Incident Response Team Leader.

Recovery Location

Primary Site: Kojonup Hospital

Secondary site: Katanning Hospital/Nursing facilities

Resource requirements

Mobile phones

Personnel

Other Considerations

1. Secure the affected area as necessary
2. Restrict access to the building/site
3. Liaise with Emergency Services and Police
4. Inform families of residents
5. Inform Local Government Insurance Services (LGIS)
6. Inform elected members and employees
7. Liaise with Shire President to make a press release
8. Inform community where possible

TASK 2 – Commence operations from Disaster Recovery Site and Relocate residents

This task provides the necessary steps to accommodate residents in other hospitals or nursing home facilities and commence the planning for restoration of services in the short and longer term.

Incident Response Team

Team Leader: Chief Executive Officer

Team Members: ~~Manager Springhaven~~
Manager Works and ~~Services~~Infrastructure
Property Services and Natural Resource Manager
~~Risk Management Co-ordinator~~Governance and Rates

Officer

Recovery Procedure

Undertake the following steps:

- Establish facilities to transfer residents from Kojonup hospital if required
- Establish the disaster recovery site – ~~Manager Springhaven~~Chief Executive Officer
 - Source telephones, establish communications and arrange to redirect calls to landline
 - Allocate staff to customer service and disaster recovery assistance
 - Liaise with other Incident Response Team members to determine items to be immediately replaced and what is recoverable.
- Assess damage and undertaken salvage operations – **Chief Executive Officer, ~~Manager Springhaven~~, Manager Works and ~~Services~~Infrastructure, Property Services and Natural Resource Manager**
 - Undertake initial assessment of salvageable materials, items and records, etc.
 - Contact staff to remove items to the salvage site (Town Hall or Depot)
- Co-ordinate all communications, media and elected members, Local Government insurers and general co-ordination of recovery process – **Chief Executive Officer**
 - Liaise with Shire President to issue a media statement
 - Co-ordinate meetings of Incident Response team
 - Authorise all immediate purchasing requirements
 - Liaise with Shire's insurers.

Recovery Time Objective

It is the aim of the Recovery Plan to achieve this task within 72 hours.

Resource Requirements

- Office furniture and stationery
- Administration and Works staff
- IT hardware and software
- Communications (land line and internet)

TASK 3 – Assess damage and prepare medium term Recovery Plans

This task provides the necessary steps to commence planning for medium term operations from the Disaster Recovery Site.

Incident Response Team

Team Leader: Chief Executive Officer

Team Members: ~~Springhaven Manager – Registered Nurse~~
Manager Works and ~~Services~~Infrastructure
Property Services and Natural Resource Manager
~~Risk Management Co-ordinator~~Governance and Rates
Officer
IT ~~Officer~~Provider

Recovery Procedure

Undertake the following steps:

- Establish the disaster recovery site for full operations in the medium to longer term – ~~Springhaven Manager – Registered Nurse~~ Chief Executive Officer
 - Recover data to pre disaster state
 - Bring all records up to date
 - Contact all necessary persons to inform of incident, expected delays and seek documentation where necessary
 - Establish necessary equipment and infrastructure requirements to provide full operations from recovery site including demountable buildings and other office accommodation
- Finalise damage assessment and commence planning for re-establishing services through full or partial rebuild – **Chief Executive Officer, ~~Manager~~ ~~Springhaven,~~ Manager Works and ~~Services~~ Infrastructure, Property Services and Natural Resource Manager**
 - Undertake assessment of building and determine action to fully or partially rebuild and make recommendation to Council.
- Co-ordinate all communications, media and elected members, Local Government insurers and general co-ordination of recovery process – **Chief Executive Officer**
 - Oversee assessment and recovery

- Co-ordinate meetings of Incident Response Team
- Oversee planning for medium term operation from Disaster Recovery Site (6-12 months)

Recovery Time Objective

4 weeks

Resource Requirements

- IT contractors
- Additional infrastructure as identified
- Contractors to clean up disaster site

TASK 4 – Long term Recovery Plan and relocation to permanent Premises

This task provides the necessary steps to finalise planning, rebuilding and recommencement of operation from the permanent Shire office building.

Incident Response Team

Team Leader:	Chief Executive Officer
Team Members:	Manager Springhaven Manager Works and Services <u>Infrastructure</u> Property Services and Natural Resource Manager Shire President

Recovery Procedure

Undertake the following steps: **Chief Executive Officer**

- Establish working party to:
 - Review operations for location of new premises
 - Undertake design and tendering processes
 - Oversee construction of new premises
 - Oversee commissioning of new premises
- Present review findings to Council for decision
- Appoint architect, exterior and interior designers, engineers and other necessary assistance to design, specify and document new premises
- Issue tenders, appoint contractor and commence construction
- Commission new premises and commence operations from new building

Recovery Time Objective

From the commencement of this task, after 4 weeks from the incident, it is the target to have all Shire functions permanently operation from the rebuilt Springhaven Lodge in 12 months.

Resource Requirements

- Planning assistance

- Consultants/architects
- Contractors

3.5. LOSS OF THE KODJA PLACE

Types of incidents include fire; flood and earthquake (Refer to Immediate Response Checklist).

TASK 1 - Immediate Response

This task provides the necessary command and control to enable the Shire of Kojonup's Incident Response Team to conduct an initial assessment of the disaster and to co-ordinate the Shire's initial response to the disaster.

Incident Response Team

Team Leader:	Chief Executive Officer
Team Members:	Manager Works and Services <u>Infrastructure</u> Property Services and Natural Resource Manager Risk Management Co-ordinator <u>Governance and Rates</u> <u>Officer</u> Fire Warden

Recovery Procedure

Incident Response Team Leader to undertake the following steps:

- Ensure site has been evacuated and all personnel and visitors/customers are accounted for
- Secure site and prevent access
- Contact Emergency Services and Police
- Identify any injuries and render assistance
- Undertake an initial assessment of damage and risks
- Call Optus and arrange diversion of phone lines to existing Shire mobiles
- Determine time frame to switch to disaster recovery site

Recovery Time Objective

Timeframe for this activity is within 24 hours of the incident

Recovery Location

Primary Site: RSL Hall
Secondary site: Town Hall

Resource requirements

Mobile phones

Other Considerations

1. Liaise with Emergency Services and Police
2. Inform elected members and employees
3. Inform Press and community where possible
4. Inform Local Government Insurance Services

TASK 2 – Commence operations from Disaster Recovery Site

This task provides the necessary steps to commence core Kodja Place/Visitor Centre operations from the Disaster Recovery site and commence the planning for restoration of services in the short and longer term.

Incident Response Team

Team Leader: Chief Executive Officer

Team Members: Manager Works and ~~Services~~Infrastructure
Property Services and Natural Resource Manager
~~Risk Management Co-ordinator~~Governance and Rates

Officer

Recovery Procedure

Undertake the following steps:

- Establish the disaster recovery site – **Chief Executive Officer**
 - Source telephones, establish communications and arrange to redirect calls to landline
 - Allocate staff to customer service and disaster recovery assistance
 - Liaise with other Incident Response Team members to determine items to be immediately replaced and what is recoverable.
- Assess damage and undertaken salvage operations – **Chief Executive Officer, Manager Works and ~~Services~~Infrastructure, Property Services and Natural Resource Manager**
 - Undertake initial assessment of salvageable materials, items and records, etc.
 - Contact staff to remove items to the salvage site (RSL or Town Hall)
- Co-ordinate all communications, media and elected members, Local Government insurers and general co-ordination of recovery process – **Chief Executive Officer**
 - Liaise with Shire President to issue a media statement
 - Co-ordinate meetings of Incident Response team
 - Authorise all immediate purchasing requirements
 - Liaise with Shire's insurers

Recovery Time Objective

It is the aim of the Recovery Plan to achieve this task within 72 hours.

Resource Requirements

- Office furniture and stationery
- Administration and Works staff
- IT hardware and software
- Communications (land line and internet)

TASK 3 – Assess damage and prepare medium term Recovery Plans

This task provides the necessary steps to commence planning for medium term operations from the Disaster Recovery Site.

Incident Response Team

Team Leader: Chief Executive Officer

Team Members: Manager Works and ~~Services~~Infrastructure
Property Services and Natural Resource Manager
~~Risk Management Co-ordinator~~Governance and Rates

Officer

Recovery Procedure

Undertake the following steps:

- Establish the disaster recovery site for full operations in the medium to longer term – ~~Manager-Regulatory Services~~Chief Executive Officer
 - Recover data to pre disaster state
 - Bring all records up to date
 - Contact all necessary persons to inform of incident, expected delays and seek documentation where necessary
 - Establish necessary equipment and infrastructure requirements to provide full operations from recovery site including demountable buildings and other office accommodation
- Finalise damage assessment and commence planning for re-establishing services through full or partial rebuild – **Chief Executive Officer, Manager Works and ~~Service~~Infrastructure, Property Services and Natural Resource Manager**
 - Undertake assessment of building and determine action to fully or partially rebuild and make recommendation to Council
- Co-ordinate all communications, media and elected members, Local Government insurers and general co-ordination of recovery process – **Chief Executive Officer**
 - Oversee assessment and recovery
 - Co-ordinate meetings of Incident Response Team
 - Oversee planning for medium term operation from Disaster Recovery Site (6-12 months)

Recovery Time Objective

4 weeks

Resource Requirements

- IT contractors
- Additional infrastructure as identified
- Contractors to clean up disaster site

TASK 4 – Long term Recovery Plan and relocation to permanent office building

This task provides the necessary steps to finalise planning, rebuilding and recommencement of operation from the permanent office building.

Incident Response Team

Team Leader:

Chief Executive Officer

Team Members:

Manager Works and ~~Services~~Infrastructure

Property Services and Natural Resource Manager

Shire President

Recovery Procedure

Undertake the following steps: **Chief Executive Officer**

- Establish working party to:
 - Review operations for location of new premises
 - Undertake design and tendering processes
 - Oversee construction of new premises
 - Oversee commissioning of new premises
- Present review findings to Council for decision
- Appoint architect, exterior and interior designers, engineers and other necessary assistance to design, specify and document new premises
- Issue tenders, appoint contractor and commence construction
- Commission new premises and commence operations from new building

Recovery Time Objective

From the commencement of this task, after 4 weeks from the incident, it is the target to have all Kodja Place precinct functions permanently operational from the rebuilt Kodja Place in 12 months.

Resource Requirements

- Planning assistance
- Consultants/architects
- Contractors

Immediate Response Checklist

INCIDENT RESPONSE	✓	ACTIONS TAKEN
Have you:	<input type="checkbox"/>	
• assessed the severity of the incident?	<input type="checkbox"/>	
• evacuated the site if necessary?	<input type="checkbox"/>	
• accounted for everyone?	<input type="checkbox"/>	
• identified any injuries to persons?	<input type="checkbox"/>	
• contacted Emergency Services?	<input type="checkbox"/>	
• implemented your Incident Response Plan?	<input type="checkbox"/>	
• started an Event Log?	<input type="checkbox"/>	
• activated staff members and resources?	<input type="checkbox"/>	
• appointed a spokesperson?	<input type="checkbox"/>	
• gained more information as a priority?	<input type="checkbox"/>	
• briefed team members on incident?	<input type="checkbox"/>	
• allocated specific roles and responsibilities?	<input type="checkbox"/>	
• identified any damage?	<input type="checkbox"/>	
• identified critical activities that have been disrupted?	<input type="checkbox"/>	
• kept staff informed?	<input type="checkbox"/>	
• contacted key stakeholders?	<input type="checkbox"/>	
• understood and complied with any regulatory/ compliance requirements?	<input type="checkbox"/>	
• initiated media/public relations response?	<input type="checkbox"/>	

4. Event Log

The Event Log is to be used to record information, decision and actions in the period immediately following the critical event or incident.

Date	Time	Information/Decisions/Actions	Initials

5. Register of Initials

Name:	Initial:	Signed:

6. Incident Recovery Checklist

INCIDENT RESPONSE	✓	ACTIONS
Now that the crisis is over, have you:	<input type="checkbox"/>	
• refocused efforts towards recovery?	<input type="checkbox"/>	
• deactivated staff members and resources as necessary?	<input type="checkbox"/>	
• continued to gather information about the situation as it affects you?	<input type="checkbox"/>	
• assessed your current financial position?	<input type="checkbox"/>	
• reviewed cash requirements to restore operations?	<input type="checkbox"/>	
• contacted your insurance broker/company?	<input type="checkbox"/>	
• developed financial goals and timeframes for recovery?	<input type="checkbox"/>	
• kept staff informed?	<input type="checkbox"/>	
• kept key stakeholders informed?	<input type="checkbox"/>	
• identified information requirements and sourced the information?	<input type="checkbox"/>	
• set priorities and recovery options?	<input type="checkbox"/>	
• updated the Recovery Plan?	<input type="checkbox"/>	
• captured lessons learnt from your individual, team and business recovery?	<input type="checkbox"/>	

7. Evacuation Procedures

Relevant procedures and plans have been developed and are displayed in accordance with Council's ~~OSH~~WHS policy and procedures in positions easily accessible to staff and customers.

8. Emergency kit

In the event of evacuation or damage to the Administration building, Works Depot, Springhaven Lodge or The Kodja Place and relocation of the unit to a Disaster Recovery Site two emergency kits have been made up.

The kits are located at:

- The Administration Building, in the server room; and
- The Kodja Place, behind the main desk.

The Risk Management Coordinator is responsible for annually checking and updating the kits.

The items and documents included in the emergency kit are:

- Business Continuity Plan and Disaster Recovery Plan incorporating contact lists
- List of staff names and contact numbers
- Councillor contact details
- Copy of Shires templates and forms (on a USB)
- Basic stationery
- One ream of Council Letterhead
- Box of envelopes

9. Pandemic Response Plan

See Pandemic Response Plan – Appendix 1

10. Review and Maintain

It is critical that this plan is regularly reviewed to ensure that it remains relevant, accurate and useful. The Risk Management Co-ordinator is responsible for reviewing and maintaining the plan including annual updating of all the contact and insurance lists. This maintenance is a key factor in the successful implementation of the plan during an emergency.

The plan should use staff titles rather than names and any organisational structure changes must be reviewed with the plan.

After an event it is important to assess the performance of the plan, highlighting what was handled well and what could be improved upon next time.

Each workplace fire warden will develop an evacuation process which will be laminated and displayed clearly for staff and visitors to access.

LGIS Insurance Policies

Insurance type	Policy coverage	Policy exclusions	Insurance company and contact	Last review date	Payments due
<i>Business Interruption</i>	<i>Business interruption due to:</i> <ul style="list-style-type: none"> • Fire • Flood • Theft 	<ul style="list-style-type: none"> • Terrorism • Tsunami • Landslide 	<i>LGIS – David Wood (9483 8888)</i> <i>Policy No V01.2014</i>	<i>30 June Annually</i>	<i>Annually</i>
<i>Motor Vehicle</i>	<i>All motor vehicles and trailers</i>	Section 1 Loss or damage to vehicles as per Interest Insured. Current market value at the time of loss or damage or sum insured value specified in the Declaration of vehicles, whichever is the lesser, but limited per council to \$20,000,000 any one event. Section 2 Cover for Third Party Liability \$35,000,000 but limited to \$5,000,000 for any dangerous goods carrying vehicles, for all claims arising from the one accident or series of accidents resulting from the one original cause (as defined in this section of the policy).	<i>LGIS – David Wood (9483 8888)</i> <i>Zurich 002152</i>	<i>30 June Annually</i>	<i>Annually</i>
<i>Personal Accident</i>	<i>The Mayor, Chairperson, Elected Members, Councillors, Commissioners, Employees of the Insured, Accompanying Partners/Spouses of the Covered Persons above, Voluntary Workers, Members of any Committees and Trusts. Other Persons where the Insured is required to provide coverage whilst such persons are engaged in any Government Labour Market, Training or Job Creation Projects.</i>	<i>Covering Insured Persons whilst engaged in a Journey and any other activity directly or indirectly connected with or on behalf of the Authority and Insured Persons whilst engaged in any activity directly or indirectly connected with or on behalf of the Authority.</i>	<i>LGIS – David Wood (9483 8888)</i> <i>Policy No 93130605</i>	<i>30 June Annually</i>	<i>Annually</i>

Insurance type	Policy coverage	Policy exclusions	Insurance company and contact	Last review date	Payments due
Public liability	100% protection	None	LGIS – David Wood (9483 8888) Policy No 000114	30 June Annually	Annually
Workers Compensation	100% protection Lump Sum \$300,000 Weekly \$2,500	None	LGIS – David Wood (9483 8888) Policy No 000121	30 June Annually	Annually
Buildings – Shire office	\$4,079,250 - industrial special risks, machinery breakdown, electronic equipment, general property, includes physical loss, destruction or damage to property	None – excess only	LGIS – David Wood (9483 8888) Policy No 114	30 June Annually	Annually
Contents – Shire office	\$500,000	None – excess only	LGIS – David Wood (9483 8888) Policy No 114	30 June Annually	Annually
Building – Springhaven Lodge	\$5,953,500 – industrial special risks, machinery breakdown, electronic equipment, general property, includes physical loss, destruction or damage to property	None – excess only	LGIS – David Wood (9483 8888) Policy No 114	30 June Annually	Annually
Contents – Springhaven Lodge	\$420,000	None – excess only	LGIS – David Wood (9483 8888) Policy No 114	30 June Annually	Annually
Fidelity Guarantee	Loss as a result of an act or acts of employee dishonesty (\$400K)	\$50,000 excess	LGIS – David Wood (9483 8888) Policy No 05CH005846	30 June Annually	Annually
Building – Kodja Place	\$4,704,100 - industrial special risks, machinery breakdown, electronic equipment, general property, includes physical loss, destruction or damage to property	None – excess only	LGIS – David Wood (9483 8888) Policy No 114	30 June Annually	Annually
Contents – Kodja Place	\$250,000	None – excess only	LGIS – David Wood (9483 8888) Policy No 114	30 June Annually	Annually
Management Liability Councillors and Officers	\$4,000,000		LGIS – David Wood (9483 8888) Chubb 001877	30 June Annually	Annually

Insurance type	Policy coverage	Policy exclusions	Insurance company and contact	Last review date	Payments due
Bush Fire Volunteer Bush Fire Brigade Members	\$20,000,000 for all claims arising from one event \$750,000 Annual aggregate stop loss limit	None	LGIS – David Wood (9483 8888) LGIS 000114	30 June Annually	Annually
Medical Malpractice	\$20,000,000	\$1,000 excess	Vero Insurance LPP 104157341	30 June Annually	Annually
Commercial Crime and Cyber Liability	\$500,000 Internal Crime External Crime Theft Physical Loss or Damage	\$1,000 excess	David Wood (9483 8888) LGIS 001877 Chubb Australia	30 June Annually	Annually

11. Data Security and Backup Strategy

The Shire of Kojonup **protects our data and our network** (e.g.; virus protection, secure networks and firewalls, secure passwords and data backup procedures). For security reasons, specific details of these processes are not included in this publicly available plan, but are available from the Chief Executive Officer when required.

12. Business Impact Analysis

*As part of the **Business Continuity Plan** the Shire has undertaken a **Business Impact Analysis** which will use the information in the Risk Management Plan to assess the identified risks and impacts in relation to critical activities of the Shire operations and determine basic recovery requirements.*

Critical Business Activity

The following table lists the critical business activities that must be performed to ensure the Shire's business continues to operate effectively.

General Risk Area 1

Finance and Accounting
Payroll
Environmental Health

General Risk Area 2

Road construction and maintenance
Public Conveniences
Waste Management

Business Impact Analysis

Critical Business Activity	Description	Priority	Impact of loss <i>(losses in terms of financial, staffing, reputation etc.)</i>	RTO <i>(critical period before business losses occur)</i>
General Risk Area 1	<p>All critical activities to manage Council's key administrative and governance processes:</p> <ul style="list-style-type: none"> • Finance and Accounting • Payroll • Environmental Health 	High	<ul style="list-style-type: none"> • Staffing numbers will not change; however, there will be an impact on productivity levels as functions are completed manually or resources are redirected to the recovery process • Continuing payment of permanent and part time Springhaven staff whilst residents accommodated elsewhere and until new building completed – cost of wages v no income from facility • The urgent re-establishment of these critical needs may result in Council breaching various statutory and service requirements • There will be a minor impact on customer services which may temporarily reflect upon Council poorly • The re-establishment of the service will depend on many alternate suppliers, such as IT and Communication suppliers, electricity and software providers 	72 hours

Critical Business Activity	Description	Priority	Impact of loss <i>(losses in terms of financial, staffing, reputation etc.)</i>	RTO <i>(critical period before business losses occur)</i>
General Risk Area 2	<p>All critical activities to manage Council's on ground, engineering and maintenance services:</p> <ul style="list-style-type: none"> • Road construction and maintenance • Public conveniences 	High	<ul style="list-style-type: none"> • Re-establishment/incremental costs: <ul style="list-style-type: none"> ○ Machinery at hire rates ○ Public conveniences – no impact • Staffing numbers will not change; however, there will be an impact on productivity levels as functions are completed manually or resources are redirected to the recovery process • There will be minor impact on customer services which may temporarily reflect upon Council poorly • The urgent re-establishment of these critical needs may result in Council temporarily breaching various statutory and service requirements 	72 hours

13. Action Plan for Implementation

Action	Responsible Officer	Timeframe
Commence planning and undertake test of documented incident plans	SMT & Risk management Co-ordinator	
Review document as a result of test and in preparation for Council	SMT & Risk management Co-ordinator	Reviewed annually: May 2019 April 2020 September 2021 May 2023
Prepare Emergency Kit as identified in this Plan	Risk management Co-ordinator	Prepared and reviewed annually
Educate and train all staff on the plan	Risk management Co-ordinator	Distribute after each review
Investigate contractual requirements for radio failure and alternative contingency plans for methods of communications for works staff	Manager Works & <u>Services and Infrastructure</u> Chief Executive Officer	

14. Glossary

Business Continuity Planning	A process that helps develop a plan document for a business to ensure that it can operate to the extent required in the event of a crisis/disaster.
Business Continuity Plan	A document containing all of the information required to ensure that the business is able to resume critical business activities should a crisis/disaster occur.
Business Impact Analysis	The process of gathering information to determine basic recovery requirements for our key business activities in the event of a crisis/disaster.
Key business activities	Those activities essential to deliver outputs and achievement of business objectives.
Recovery Time Objective (RTO)	The time from which you declare a crisis/disaster to the time that the critical business functions must be fully operational in order to avoid serious financial loss.
Resources	The means that support delivery of an identifiable output and/or result. Resources may be money, physical assets, or most importantly, people.
Risk Management	Is the process of defining and analysing risks, and then deciding on the appropriate course of action in order to minimise these risks, whilst still achieving business goals.

15. Appendix

Pandemic Response Plan

SHIRE OF KOJONUP



KOJONUP AGING IN PLACE
COMMITTEE MEETING

MINUTES

8 May 2025

TERMS OF REFERENCE

KOJONUP AGING IN PLACE COMMITTEE

1. Objectives

1.1 Primary Objective

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

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

1.2 Functions

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

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

2. General

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

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

2.1 Membership

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

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

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

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

(d) There will be no remuneration paid to members of the Kojonup Aging in Place Committee including any external person/s.

(e) The Shire of Kojonup CEO shall be responsible for the provision of secretarial and administrative support to the Kojonup Aging in Place Committee.

2.2 Meetings

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

2.3 Reporting

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

UNCONFIRMED

MINUTES OF A KOJONUP AGING IN PLACE COMMITTEE MEETING
HELD ON 8 MAY 2025

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MINUTES

1 DECLARATION OF OPENING

The Chairperson declared the meeting open at 9.00am and alerted the meeting of the procedures for emergencies including evacuation, designated exits and muster points.

2 ATTENDANCE, APOLOGIES & LEAVE OF ABSENCE

MEMBERS

Cr Bilney	Elected Member (Chairperson)
Cathy Ivey	Community Member
Jill Mathwin	Community Member
Kevin Broom	Community Member

STAFF (OBSERVERS)

Grant Thompson	Chief Executive Officer (CEO)
Tonya Pearce	Governance and Rates Officer

APOLOGIES

Cr Egerton-Warburton	Elected Member
Cr Mathwin	Elected Member

3 SUMMARY OF RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE

Nil

4 CONFIRMATION OF MINUTES

Kojonup Aging in Place (KAIP) Committee meeting held 4 December 2024 (attachment 4.1)

OFFICER RECOMMENDATION/COMMITTEE DECISION

1KAIP/25 Moved J Mathwin

Seconded K Broom

That the minutes of a Kojonup Aging in Place Committee meeting held on 4 December 2024 be confirmed as a true and correct record.

CARRIED 4/0

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

5 BUSINESS ARISING

Jill Mathwin has formally resigned from the Audit and Risk Committee.

Shire President Cr Bilney would like to thank Jill Mathwin for her time on the Committee and for everything Jill has done in the Community

6 DECLARATIONS OF INTEREST

Nil

UNCONFIRMED

7 COMMITTEE STATUS REPORT

Issue / Action #	Submitted By	Issue Description	Action(s)	Submitted Date	Actions Assigned Owner	Department	Due By Date	Category	Priority	Urgency	Action Approved	Risk	Comments/Variance Reporting on progress	Status	Estimated Completion Date	Closed Date	% ACTION COMPLETE
1	KAIP Committee	Hall and Prior Business Sale Transaction	Shire to invite Hall and Prior to attend a Committee Meeting at least once a year.	4/12/2024	CEO - Grant Thompson	Office of the CEO	8/05/2025	Strategic/Business	LOW	Must Have - 6 months	YES	LOW	Kristy away and was unable to attend the 8 May 2025 Committee Meeting	In Process			20%
2	KAIP Committee	Merge DAIC with the KAIP Committee	Merge the two committees, take decision to May Council	8/05/2025	CEO - Grant Thompson	Office of the CEO	20/05/2025	Strategic/Business	HIGH	Urgent - 2 months	YES	HIGH	Kristy away and was unable to attend the 8 May 2025 Committee Meeting	In Process			40%

8 **GENERAL BUSINESS**

Disability & Inclusion Committee Merger discussion

COMMITTEE RECOMMENDATION/DECISION

2KAIP/25 Moved C Ivey

Seconded J Mathwin

That the Kojonup Aging in Place Committee recommend to Council to merge the Disability Access and Inclusion Committee with the Kojonup Aging in Place Committee.

CARRIED 4/0

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

Disability & Inclusion Plan

(Attachment 8.1 & 8.2)

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

As part the Commonwealth 2025 Capital Grant Process, Hall & Prior will be requesting a grant funding contribution to:

- renovate 22 existing rooms by building individual ensuites;
- convert two shared bathrooms into new bedrooms;
- construct an additional 16 beds over two new wings;
- convert an existing 8-bed wing into a memory support unit (with sitting area);
- build a new resident living room, hairdresser, washroom, pan room, staff offices, reception desk, locker room, recreation room and additional dining spaces;
- The project will also include upgrades to meet modern 9c building compliance, including sprinklers, door widening and general fire safety upgrades;
- New single beds and mattresses for the 18 new rooms and 8 existing rooms; and
- purchase appropriate IT equipment for fit out.

COMMITTEE RECOMMENDATION/DECISION

3KAIP/25 Moved C Ivey

Seconded J Mathwin

That the Kojonup Aging in Place Committee recommends the Council write a letter of support to Hall & Prior in its endeavour to request grant funding for renovations to the Springhaven facility.

CARRIED 4/0

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

COMMITTEE RECOMMENDATION/DECISION

4KAIP/25 Moved K Broom

Seconded C Ivey

That the Kojonup Aging in Place Committee recommends to Council it supports the request from Fresh Fields Management (NSM) No 2 Pty Ltd to reassign the 'Springhaven' lease and the Residential tenancy Leases to Fresh Fields Aged Care Pty Ltd, as part of its group re-structure to streamline its corporate entities.

CARRIED 4/0

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

10 NEXT MEETING

The next meeting of the Kojonup Aging in Place Committee is scheduled to be held at 9.00am 3 September 2025.

11 CLOSURE

There being no further business to discuss, the Chairperson thanked members for their attendance and declared the meeting closed at 9.44am.

ATTACHMENTS (SEPARATE)

- 4.1 Unconfirmed Minutes of a Kojonup Aging in Place Committee meeting held 4 December 2024
- 8.1 Disability Access Inclusion - 5 February 2025 - Agenda - Final
- 8.2 Shire of Kojonup Disability Access and Inclusion Plan 2020-2025

UNCONFIRMED

- **Kojonup Aging, Disability, Access, Inclusion and Health Committee**

The primary objective of the Kojonup Aging, Disability, Access, Inclusion and Health Committee is to recommend to Council on matters related to "future proofing" medical and wellbeing infrastructure and facilities for the aged, disabled, medical and aged care assets in Kojonup including but not limited to: strategic issues, financial reporting, management of risk, maintaining a reliable system of internal controls and facilitating the achievement of regulatory standards. As well as focussing on inclusion and access for all residents.

The *Disability Services Act 1993* requires local government authorities to develop and implement a Disability Access and Inclusion Plan (DAIP) that provides the framework through which Local Governments can create accessible and inclusive communities.

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 does not have executive powers or authority to implement actions in areas over which management has responsibility and does not have any delegated financial responsibility.

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

Terms of Reference

The purpose of this committee is to:

- Provide community advice and identify opportunities relating to the implementation of the Disability Access and Inclusion Plan (DAIP), including seeking access to funding opportunities;
- Liaise with the community and relate agency feedback to the implementation of the DAIP;
- Contribute to the review and reporting of the DAIP;
- Identify issues relating to disability access and inclusion in the Shire; and
- Raise awareness and community input about matters relating to disability access and inclusion in the Shire and with key organisations.

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

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

The Committee will also review, monitor and advise Council on the strategic options for sustainability of medical services in Kojonup including;

- Funding of services
- Management of services
- Support and liaison with community medical groups

Membership

Membership of the Committee will be at least six (6) members made up as follows:

- Community members – the community will be represented by at least two (2) community members with relevant interest and experience;
- Clinical expertise – at least one clinical subject matter expert who works with people covered by the above terms of reference;
- Elected members – the Council will be represented by at least three (3) Councillors;
- One Councillor will act as Chair; and
- External independent relevant expertise as required decided by the Council.

The Chairperson of this committee will be an elected member appointed by the Council.

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

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

There will be no remuneration paid to members of the Kojonup Aging, Disability, Access, Inclusion and Health Committee including any external person/s.

The Shire of Kojonup CEO shall be responsible for the provision of secretarial and administrative support to the Kojonup Aging, Disability, Access, Inclusion and Health Committee.

Supporting Team Members

Chief Executive Officer

Governance and Rates Officer

Other Council staff will attend as required determined by the CEO.

Meetings

Meetings of this Committee will ordinarily take place on a quarterly basis or as deemed appropriate by the Chairperson.

Reporting

This Committee shall, after every meeting, forward a record of that meeting to the next practical Ordinary Meeting of the Council including any recommendations and key outcomes.

SHIRE OF KOJONUP

Kojonup



Kojonup Bush Fire Advisory Committee

MINUTES
RECEPTION ROOM

7:00 pm Wednesday, 7th May 2025

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 (11 in total)

- Councillors x4 (Currently Cr Bilney, Cr Radford, Cr Webb and Cr Mathwin)
- 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

Supporting Team Members

- The Chief Executive Officer (CEO)
- Shire Delegates x 4

MINUTES FOR THE KOJONUP BUSH FIRE ADVISORY COMMITTEE MEETING

HELD 7 MAY 2025

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MINUTES

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. A special welcome to John Binns who has been appointed the President of the Kojonup Bushfire Association, succeeding Digby Stretch as President.

2. **ATTENDANCE & APOLOGIES**

MEMBERS

John Binns	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
Roger Bilney	Councillor / Chairperson
Mick Mathwin	Councillor
Paul Webb	Councillor

SUPPORTING TEAM MEMBERS

Grant Thompson	Chief Executive 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
Ross Fryer – Smith	Senior Bush Fire Control Officer
Nick Trethowan	Senior Bush Fire Control Officer
Paul Norrish	Senior Bush Fire Control Officer
Darryn Watkins	Manager Works and Services
Ned Radford	Councillor

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 12 February 2025 were previously circulated under separate cover.

COMMITTEE DECISION

That the minutes of the Bushfire Advisory Committee Meeting held 12 February 2025 be confirmed as a true record with changes as requested.

Moved by Mick Mathwin and second by Matthew Crabb

Carried 7/0

Changes to Minutes

Cr Paul Webb requested two changes to the minutes and referred to two questions asked at the Bushfire Advisory Committee Meeting held on the 12th February 2025 that was not recorded in the minutes.

Question one: Did the Shire receive the MAF Grant money for the Myrtle Benn Reserve?

Question two: Can the Shire hold Department of Fire and Emergency Services accountable for the correct process not being followed when the Shire did the bush fire mitigation at Myrtle Benn Reserve?

Cr Webb requested these be noted in the minutes.

7. **BUSINESS ARISING**

Cr Paul Webb requested that the two questions from a previous meeting held on the 12th of February 2025 require an answer.

Question one: Did the Shire receive the MAF Grant money for the Myrtle Benn Reserve?

Answer: The Shire has received the first tranche payment of the Grant funding. There are two tranches.

Question two: Can the Shire hold the Department of Fire and Emergency Services (DFES) accountable for the correct process not being followed when the Shire did the bush fire mitigation at Myrtle Benn Reserve?

Answer: The process failures are the accountability of the mandated landowner, which in this case is the Shire. Advice can be received from third parties however it is the Shires responsibility to fully comply with the regulations.

- Further to Cr Webb's questions, Tony Fisher raised the issue that the town's risk profile is extreme if Myrtle Benn Reserve burns. Neighbouring farmers already are expressing concerns especially when cropping is taking place. A mechanical caused fire can easily spread into the bush at Myrtle Benn which will put the town of Kojonup and its residents at risk.
- Cr Mathwin explained that unfortunately it is not a group of people that is stopping the mitigation to go ahead but the Aboriginal Heritage Act.
- Shire President and CEO further explained that the Shire will continue to drive a process of surveying the reserves and seek DPLH permission to undertake further mitigations.

8. ANNOUNCEMENTS

Nil

9. PETITIONS, DEPUTATIONS & PRESENTATIONS

Nil

10. DECLARATIONS OF INTEREST

Nil

11. STATUS REPORTS / GENERAL ITEMS

11.1 Shire of Kojonup – Community Emergency Services Manager – Shane Harris

11.1.1 Shire of Kojonup Fire Break Order:

Remove the paragraph containing:

"Where chemical spraying is the method chosen as the means by which firebreaks are constructed, this is to be completed to the Shire's satisfaction by 15th September.

Firebreaks must be maintained throughout the dates of this notice. If not, the Shire will do the work at the landowner's expense."

Reason for change is to non restrictive on how residents manage their obligations as long as the property is compliant by the gazetted date.

Changes to the date on Restricted Burning time was changed to the 1st of March instead of the 1st of April.

Reason for change was an edit to align the seasons dates and correct the required date.

Changes to the date on the Fire Control Officers and Brigades was changed from 2024/2025 to 2025/2026.

Reason for change was a correction to an error in publishing the dates.

Various request to do more education in and around town was mentioned by Matthew Crabb. Roger Bilney mentioned a big screen that was planned by the Football Club could be utilised to put messages on during the season. Shire to review pre-season messaging.

A special notification to all landowners with property bigger than 4000m² in the gazetted townsite of Kojonup that they will need to be compliant with a 3m fire break around the properties.

However, if a crop cannot be harvested by the deadline gazetted in the Fire Break Order, property owners can request an extension from the Shire on the height requirements which will be considered by the Chief Executive Officer and either approved or not-approved.

The CEO (Grant Thompson) mentioned that the Council has the desire for landowners within the townsite to be encouraged to develop land for housing and development.

COMMITTEE DECISION

The Committee endorses and recommends to Council the Fire Break Order 25/26 as Presented with the recommended changes as presented.

Moved by Mick Mathwin and second by Tony Fisher

Carried 7/0

11.1.2 Fire Incidents by Brigade for 2024-2025

Brigade	Fire Incidents by Brigade for 2024 - 2025												
	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	1	2	0	0	0	0	3
Cherry Tree Pool	0	0	0	0	0	0	0	0	1	1	0	0	2
Jingalup	0	0	0	1	0	0	0	2	0	0	0	0	3
Kojonup	0	0	0	1	2	1	0	0	1	1	0	0	6
Lumeah	0	0	0	0	0	0	0	0	0	0	0	0	0
Mobrup	0	0	1	0	1	0	2	0	0	1	0	0	5
Muradup	0	0	0	1	1	1	0	0	0	0	0	0	3
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	4	2	3	4	2	3	0	0	22

From the report above it's noticeable that the number of fires in the 2024/2025 season are quite a lot less than the previous years.

11.1.3 Report – DFES - Attached

- Soil dryness index still around 160, still quite dry.
- AFDRS – course now online – will be put under review again.
- Australian Warning System – course now online
- Discussion on Aboriginal Heritage Act, currently causing concerns for all Shires managing bushfire mitigations. Bush Fires act supersedes the Aboriginal Heritage Act only if there is a fire and imminent threat to lives.
- CESM has submitted the LGGS Grant application for funding, requested more than the previous years, still waiting on feedback.
- Need list of names of individuals who require FCO training (Denise Berryman could confirm that there are at least 4 new candidates that will need the training). The date and time will be made public once seeding is done roughly in July.
- There is interest for a 'Women in Kojonup' training session. This should be done annually and not every few years.

11.2 Shire of Kojonup -Chief Executive Officer – Grant Thompson

11.2.1 SoKo BFAC Issues / Action Register – discussion on items that are completed. Shire of Kojonup Bushfire Action Register tabled and discussed. Refer to current status report for changes

11.2.2 Shire in the fortunate position, in conjunction with the Department of Water and Environment Regulation, to receive funding for approximately 14 new water tanks in and around Kojonup to assist with Drought and Community resilience.

11.2.3 At the LEMC meeting prior in the week, a desktop exercise was undertaken on the evacuation of Muradup townsite. In the training it was established that St Johns Ambulance crew will not assist with evacuations, however if they are required in

emergency situations, a long lead time and notification is required of an hour and half. Also the St Johns Ambulance crew requires notification of all incidents and fires.

11.2.4 Shire to place St Johns number on the SMS alerts system.

11.3 Kojonup Chief Bushfire Control Officer – Tony Fisher

11.3.1 SoKo Permits issued in 2024/2025

160 Permits was written this year; most people did a good job.

11.3.2 Chief Bushfire Control Officer Report

- Season is now open, and the Shire of Kojonup is in non-restricted burning time. Only a few fires outside of Kojonup has happened in the non-restricted burning time where the Kojonup Brigades assisted.
- The 2024/2025 was a good season with only 18 fires from which the largest one was about 200ha. Quite a good roll up of volunteer fire fighters to these fires, with exceptional teamwork especially in the mop ups.
- The new communication tower is working very well, taken out a few black spots and giving good results and coverage.
- In the organisation a few changes took place. Nick Trethowan stepped down from his position as Zulu 3. Ben Blewett moved up into this position with Paul Norish stepping into Zulu 4's position.
- A new president was elected, John Binns, who's taking over from Digby Stretch. The Team is excited to work alongside the new members and looking forward to another season going forward.

11.4 President of Kojonup Bushfire Association – John Binns

11.4.1 Presentation of the Bushfire Association AGM held on the 7th of April 2025. and the endorsement of newly selected FCO's, Zulus and all other newly selected nominees.

COMMITTEE DECISION

To receive the minutes of the Bushfire Association AGM held on the 7th of April 2025.

Moved by John Binns and second by Denise Berryman

Carried 7/0

11.4.2 The Kojonup Bushfire Association presents the following newly selected Fire Chief Officers, Zulu's and other nominees.

- Tony Fisher - Chief Bush Fire Control Officer and Bush Fire Weather Officer;
- Ross Fryer-Smith - Deputy Chief Bush Fire Control Officer and Deputy Fire Weather Officer;
- Paul Norrish and Ben Blewett - Senior Bush Fire Control Officers;
- The Chief Bush Fire Control Officer and the Deputy Chief Bush Fire Control Officer be appointed as authorised officers to issue permits to burn for the collection of clover seed in the Shire;

- The Chief Bush Fire Control Officer, Deputy Chief Bush Fire Control Officer and the two Senior Bush Fire Control Officers be authorised to recommend to the Chief Executive Officer of the Shire of Kojonup on the imposition of Harvest and Vehicle Movement Bans.
- The following Fire Control Officers per brigades:

Ben Johnston	Captain/FCO, Boilup Brigade
Craig Ivey	Captain/FCO, Boscabel Brigade
Murray Magini	Captain/FCO, Changerup Brigade
Peter Kowald	Captain/FCO, Cherry Tree Pool Brigade
Chris Wright	Captain/FCO, Jingalup Brigade
Matt Bilney	Captain/FCO, Kojonup Brigade
Lochi Thorn	Captain/FCO, Lumeah Brigade
Digby Stretch	Captain/FCO, Mobrup Brigade
Kent Stone	Captain/FCO, Muradup Brigade
Griff Chomley	Captain/FCO, Orchid Valley Brigade
Shannon Binns	Captain/FCO, Qualeup Brigade
Stuart Tohl	Captain/FCO, Ryan's Brook Brigade
Bevan Brown	FCO, Kojonup Town

COMMITTEE DECISION

To recommend to Council the selected Fire Chief Officers and Zulus for endorsement, as presented.

Moved by Mick Mathwin and second by Tony Fisher

Carried 7/0

11.5 Kojonup Volunteer Fire Rescue Services – Matt Crabb

- Fire signs – new number printed and will replace the old emergency number.
- Bushfire skills toolkit – new fat book, it's electronic, quite relevant and comes from DFES.
- Satisfied with the ranger taking on the tasks of writing infringements this year to non-compliant property owners.
- Update on the Electric Vehicle / Lithium battery fires – SOP's will be handed out.
- Call out to house fire in Woodanilling, backed up Wagin team. Had a similar incident to a previous house fire where the team had to wait for water to arrive.
- Grant Thompson asked if the Muradup standpipe water pressure is sufficient for the VFRS. It's determined that solutions should be reviewed by the Shire Property Services Manager.

11 OTHER ITEMS

Nil

12 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

13 LATE ITEMS

Nil

14 NEXT MEETING

6 August 2025

15 CLOSURE

There being no further business to discuss the Presiding Member thanked the members for their attendance and declared the meeting closed at 9:08 pm.

Confirmed as true and correct:

Chairperson

Date

Kojonup Bushfire Association Minutes

Sports Complex

APRIL 7th 2025 at 7.30pm.

Opening of the meeting and recording of attendance.

PRESENT:

Ben Johnston	Boilup Brigade
Bevan Bignell	Boilup Brigade
Craig Ivey	Boscabel Brigade
Jordan Hunter	Boscabel Brigade
Paul Norrish	Changerup Brigade
Murray Magini	Changerup Brigade
Michael Baxter	Changerup Brigade
Owen Bignell	Cherry Tree Pool Brigade
Peter Kowald	Cherry Tree Pool Brigade
Chris Wright	Jingalup Brigade
Simon Kloppe	Jingalup Brigade
Andrew Plowman	Jingalup Brigade
Sally Robinson	Jingalup Brigade - secretary
Matt Bilney	Kojonup Brigade
Tony Fisher	Kojonup Brigade - CBFCO
Gina Unuwai	Kojonup Brigade
Bevan Brown	Kojonup Brigade
Justin Brown	Lumeah Brigade
James Heggaton	Lumeah Brigade
Nick Trethowan	Lumeah Brigade – Senior BFCO
Ross Fryer-Smith	Mobrup Brigade – SBFCO
Digby Stretch	Mobrup Brigade – Kojonup Bush Fire Association President
Rob Warburton	Mobrup Brigade
Roger House	Muradup Brigade - Vice President Kojonup Bush Fire Assoc
Nathan Leitch	Muradup Brigade
Richard Banks	Muradup Brigade
Leonie Banks	Muradup Brigade
Denise Berryman	Muradup Brigade - Association Secretary
Griff Chomley	Orchid Valley Brigade
Tony Davis	Orchid Valley
Colin Ednie-Brown	Orchid Valley
John Binns	Qualeup Brigade

Greg Marsh	Qualeup Brigade
Stuart Tohl	Ryans Brook Brigade
Melissa Shepherd	Ryans Brook Brigade
Grant Thompson	CEO Shire of Kojonup
Roger Bilney	Shire of Kojonup President - Lumeah
Ned Radford	Shire of Kojonup Councillor
Estelle Lottering	Shire of Kojonup - Regulatory Services
Shane Harris	CESM
Dwayne Lottering	Shire of Kojonup

APOLOGIES:

- Melvin Hettner Cherry Tree Pool Brigade
- Mick Mathwin Jingalup Brigade Shire of Kojonup Councillor
- Ben Blewett Muradup Brigade Senior BFCO
- Robert Sexton Qualeup Brigade
- Andrew Marsh Qualeup Brigade
- Anthony Marsh Qualeup Brigade
- Bevan Gibbs Ryan's Brook Brigade

All 12 Brigades had representatives at the meeting.

1. Announcements by the President
The President made the meeting aware of the exit doors and where the muster point was outside.
2. Confirmation of minutes of: Minutes April 2024

Moved: Craig Ivey
Seconded: Melissa Shepherd
Carried: Yes
3. Business arising from the minutes other than listed. None

4. Election of CBFCO, DCBFCO and two (2) senior FCO's to be recommended to the Kojonup Shire Council for appointment to their respective positions.

We would like to thank Nick Trethowan who is retiring from his position. Also Paul Norrish has nominated for a Zulu position.

Moved by – John Binns seconded by Richard Banks : that

- Tony Fisher.....is recommended for the position of Chief Bushfire Control officer in the Shire of Kojonup for the 2025/2026 year
- Ross Fryer-Smith..... is recommended for the position of Deputy Chief Bushfire Control officer in the Shire of Kojonup for the 2025/2026 year.
- Ben Blewett.....and Paul Norrishare recommended for the position of Senior Fire Control Officers in the Shire of Kojonup for the 2025/2026 year.
- That the CBCO and the DCBCO are recommended for appointment as Fire Weather officer and Deputy Fire Weather officer respectively for the 2025/2026 year.
- That the CBCO and the DCBCO are recommended to be appointed as authorised officers to issue permits to burn for the collection of clover seed for the 2025/2026 year.
- That the CBFCO and the DCFBCO and the two senior BFCO's be authorised to advise the Shire Council on the imposition of harvesting and movement of vehicles bans in the Shire of Kojonup for the 2025/2026 year.

Carried - Yes

5. The Brigades have nominated Brigade Captains as listed below

Moved by Roger House – seconded by Tony Davis that the nominees listed below be appointed to their respective Brigades as Captain subject to each person having successfully completed the FCO's course as conducted by DFES.

Ben JohnstonCaptain/FCO, Boilup Brigade
Craig IveyCaptain/FCO, Boscabel Brigade
Murray Magini.....Captain/FCO, Changerup Brigade
Peter Kowald-----Captain/FCO, Cherry Tree Pool Brigade
Chris WrightCaptain/FCO, Jingalup Brigade
Matt BilneyCaptain/FCO, Kojonup Brigade
Lochie ThornCaptain/FCO, Lumeah Brigade
Digby StretchCaptain/FCO, Mobrup Brigade
Kent StoneCaptain/FCO, Muradup Brigade
Griff Chomley.....Captain/FCO, Orchid Valley Brigade
Shannon Binns -----Captain/FCO, Qualeup Brigade
Stuart Tohl.....Captain/FCO, Ryans Brook Brigade
Bevan BrownFCO, Kojonup Town

Carried - Yes

6 CBFCO Report: to be read out at meeting

The first three fires that brigades had to attend were early in the season and these were timber heaps that had not been dealt with correctly. They had been lit in the winter months and then left without being pushed out. We have this happen way to regularly season after season. People need to make a note or pin drop these heaps to their reminder calendars so as to make sure they are out. Most of the heaps that cause issues have not been pushed out and are full of dirt.

The biggest fire we had this fire season came from a heap, other fires such as Header fires and Pole top fires can be excused to a point. We need landowners and property managers to make sure the land is clear of materials that could start fires before putting machinery onto the land.

We have had a total of 18 fires for the season with one fire being around 200 hectares.

The shire now has a very big proportion of it into crop so at the start of our seasons we are in maximum risk of fires turning into big fires.

With all the fires in our shire and neighbouring shires they were extremely well attended by fire fighters, fire units big and small and well assisted by fast fills which are vital to keep water up to units. FCO's have done a very good job getting info back to the Zulu on duty and getting fire fighters where they need them to be. Mop ups are something that is very important and we must do them and do them well or fires will come back to bite us.

Our sheds started when or very close to when the first harvester started in the shire in November. We had very good attendances once harvest was in full swing. We had 7 day sheds which we dropped back in accordance with climate and fire risk. In recent weeks only FCO's 3 times in week for fire permits. All FCO's and radio operators have done a great job and need to be congratulated on their jobs.

All fires start small and without good systems in place and dedicated responders and a good reliable bush fire radio tower they

can turn into big fires very quickly. The new bush fire tower is working very well with good distance to ute sets and handhelds which is very pleasing with no obvious spots of no reception. In the shire this season we have had 17 harvest and vehicle movement bans and 1 harvest ban. The first HVMB was on the 30th November 2024 and the last one was on the 9th of February 2025. We had extremely hot and high winds with lots of fuel loadings. This season HVMB have not been done lightly. They were done so as to prevent fires starting with bad weather on days of bans and following days with high temps and high winds. When we put bans on in the shire there will be no exemptions for any activities in paddocks unlike in other shires.

We are volunteers and I think we as a shire backed Association are doing very well in keeping our community safe by preventing fires and then outing them out. We need to make sure all of us are doing our bit when it comes to protective burning, whether you sheep graze, spray or burn that you do it so fire will not carry over it. We want to make sure people that your families are safe and also if a fire does start we have a safe place for fire fighters to go to. We can also then rule out fires coming out around sheds and houses from activities that may start fires.

On the 24th January 25 we had an extreme fire danger rating in areas. A fire in the Arthur River shire, Woodanilling and Wagin area got going and burnt out a huge area of land about 11000 hectares of which some of our northern parts of the shire attended. It was related back to myself that some of the houses and sheds had nothing done around them. I have mentioned to the chiefs in those areas that is not safe to send fire fighters into those areas, this is why we must keep pushing to do good jobs around buildings so if that day comes we can remain safe.

Permits for restricted burning were able to start when climatic conditions allowed us to do so which was in the early part of March. Our first permit was issued on the 17th March. With very good follow up rains in the last few days we are pursuing getting the season into

the Non restricted burning time. I am hoping within a couple of days this will be ticked off by the Shire and DFES.

I would like to thank Simon Klopper and his team for their availability at fires, not only his machinery but also his fire fighting truck.

Thank you to Grant and the shire staff for assisting us and a big thank you to Shane for his help as our CESM.

To the 2.4 trucks and their crews a huge thanks for always being available and diligent.

Thanks to our President Digby for his work over the last year.

On behalf of all the Zulus I would like to thank Denise for all she does to make it easier for us by working hard to ensure all fires are reported and for keeping on top of permits that have been listed.

Thank you Denise

I would like to thank Zulu 3 – Nick Trethowan for doing his job as a Zulu and working and being part of the Volunteer Bushfire Association of which he did extremely well. As he is standing down we wish him all the very best and a big thanks Nick.

To Ross and Nick and Ben I would like to thank them very much for their work in their positions and a very big thanks for all the support they have given this year. It is very much appreciated to be part of a fantastic team.

Lastly I would like to thank all the FCO's, radio operators, fire fighters and volunteers for what makes an outstanding organisation that we are all part of.

If things are not broken don't try and fix them

Thank you
Tony Fisher
CBFCO

Moved: Paul Norrish

Seconded: Craig Ivey

Carried: Yes

7 Brigade office bearers

The Brigade office bearers and radio operators for the 2025/2026 year have been elected from their respective Brigades and will be listed in the Shire Emergency Directory

The Association Secretary will forward to Bush Fire Advisory Committee

8 Presidents Report. to be read out at meeting

President's Report

April 7th, 2025

Kojonup Bushfire Association

We were very pleased to begin the 2025 season operating with the new radio tower. It is working well; reception is improved, and we thank the Kojonup Shire for their efforts in getting the tower commissioned. This has been a very long process that started while Steve Gash was Shire CEO.

With the WhatsApp phone groups supporting the radio network, our response time to fires is excellent.

I'd like to commend Ross Fryer-Smith and Tony Davis (Bowzer) for their efforts in building new fast fill trailers for the Mobrup and Orchid Valley brigades. They've raised the bar to a new level, as have the brigades by kicking in to cover the cost without waiting for a grant. Work is progressing on developing a format for induction of bushfire volunteers to compliment the training that they must do. The new legislation requires volunteers to be inducted as well as trained. I'm pleased to report that online training for the Bushfire Awareness course is available and has been used successfully.

It is likely that a DPIRD weather station will be installed at Prasser-Jones' property this year, which is close to the centre of the shire. With the other local DPIRD stations, I believe that may give us enough weather data coverage for our Vehicle and Movement Ban decisions. Importantly, these stations give us the ability to access historical data if ever required. I believe that the time has come to embrace the technology available. Decision making will become clearer, quicker and more accountable with less impost on the valuable time of brigade FCO's.

I'd like us to develop a set of Standard Operating Procedures for the Zulu's. There are no formal instructions or guide for them to go by, which is not ideal particularly for people new to, or considering the position. It is also important that the roles and responsibilities are clearly defined to guide and protect the Zulu's during and after major incidents.

During the leadup to this meeting, I've realized that our constitution could do with some amendments since we endorsed it in 2014. We should review it as soon as possible.

Thanks to all the Zulu's and brigades for another season done well, thanks to the shire for their support, and to Denise Berryman for her tireless work during the year. Best wishes and special thanks to Nick Trethowan, who retires this year.

I've been doing this for a long time. Seeing the new radio tower commissioned was my original aim in this job, along with taking the increasing bureaucratic and political load off the Zulu's. This isn't a great sales pitch, but I'm ready to pass the baton to anyone keen to take over.

Digby Stretch

Moved: Roger House
Seconded: Griff Chomley
Carried: Yes

- 9 **Correspondence In –**
 Qualeup: letter – see attached
 Emails from Shire and CESM to send out to brigades

Correspondence Out –
 Emails forwarded to Secretaries of each brigade

Correspondence In and Out to be accepted:

Moved: Bevan Bignell
Seconded: Stuart Tohl
Carried: Yes

10 General Business

Shane Harris – Spontaneous volunteers – to explain about this new topic.
The shire does not support this type of volunteer the reason being insurance.
They may say they have training but if anything happens and they are found
not to have had training they would not be covered.

- FCO Course (Preferred month)
- Volunteer Induction and SOPs
These have to be done for safety reasons – insurance. Understand
vehicles – pumps – skill sets.
- Reporting Incidents
These are critical whether the fire be big or small – good for statistics.
Insurance companies may ask for them if looking for recompense if a fire
gets into a neighbour's property.
- Issuing of fire permits
Make sure they are written out correctly with all the details. Property,
address and dates and what is being burnt. Number of people required-
number of vehicles required
- Membership
Need to update – add in new members – take off people who have left.
Cost about \$130 per member to insure.
- Rural Awareness course can be done on-line. Seasonal workers training –
they are not registered volunteers so they need to print their certificate

once they finish the on line course and show their employer and also the shire. Once completed their participation does not show in computer.

- **Weather stations**

Shane has put in for some in the funding – people have asked about them

Boilup Brigade: Weather stations – install more. Ben Johnstone has priced. There is a start-up cost and a disconnect fee if you are not happy and want it taken away. Company called Insight – about \$230 per month – they own the hardware and maintain. App on phone.

- Others mentioned ; Montos – temp, wind and humidity \$1500 – no subs – unlimited
- In Cranbrook Rob mentioned 4 systems - \$2200 each and \$20 a month. They operate on Telstra system app to load to what you want. DAFWA. Any weather station can be looked at by all if given the weather number.

Roger- we need to have weather stations used and not FCO's taking too much time on radio.

Stuart – short range forecast very good

Ross – we still need to have FCO's to help making decisions – use Kestrels. They give average wind speed.

Pole top fires:

Chris asked if DFES can do anything about this. Shane said to record if you put one out yourself and send in the report – Western Power don't acknowledge many fires.

Nick said he wrote a letter to the minister about this subject. He received a reply after 6 weeks and it was not a good response from the minister. He had also cc'd a copy to Peter Rundle and Peter rang the very next day and he is working hard to get Western Power to acknowledge this problem. Western Power have categories for their Poles - High or low. In town ones high - get priority.

Digby asked could WALGA look into it. The subject regularly covered at ROAC meeting. Observations from the room suggested that 95% could be caused by dust. Fire in the cross arms and bolt heats up and then top half of poles go up. The new insulators are coated in silicone. This attracts dust.

Drop down fuses – keep area underneath clear. Horizon Power uses steel poles in the Esperance region, which work much better.

Bans:

Murray – if a ban needs to go on put it on.

Craig – common sense if day going to be bad shut down yourself.

Paul – 10 % we have to worry about

Nick – Mobrup could be cool but cherry Tree Pool very hot. Call around the FCO's to get what each area is. North dangerous – south okay

Aerial Inspection

Greg Marsh asked why the aerial inspection was not carried out in December 2024. This was due to Budget reasons. The shire CEO said also the operator of the aviation service had changed and costs went up. Cash was not available in the budget for the new price.

Tony said that it will be on next year. You need to consider the safety of your family - somewhere safe to be so fire doesn't come to.

Craig said that at the Arthur River fire around the houses was worse than in the paddock.

Digby suggested going a month earlier with inspection – December too late.

Roger said that firebreaks around houses sheds are easier to see from the plane than grazing or mowing.

Grant – shire CEO agreed the 10% need to be looked at and were targeted this year instead of aerial inspection.

Arthur River fire - Stuart said on Day 3 at Arthur river fire it was down to luck that it didn't get away after this. Western Power lines cross arms – spacing not good ½ metre. Candle stick shape – not enough separation.

Fires – it was suggested that the dozer driver needs a spotter – too hard to operate on own and look up – especially at night. A loader plays a part – excellent for access points not to be used for trees higher than the machine.

Mobile phone coverage- coverage patchy in some areas. Whats app not always being able to get. Paul Norrish mentioned that another shire had purchased boosters for FCO vehicles.

Nick mentioned that since 3G turned off phone reception is bad. He has gone with Starlink Roam – works well for him. Grant – CEO said they could look into different communications

Fire units water capacity- it was mentioned that 600 litres in tank in unit in the paddock is not enough – it should be more. A lot of paddocks now 400 hectare – need more units than one and someone who can operate those units.

Greg suggested that on acreage basis – fire units how many then they need trucks.

Burns- start earlier – burn heaps earlier.

Nick said thank you for allowing to be a Zulu for the past few years. His new business is taking up time so he is stepping down.

11 Election of President. (Conducted by the CBFCO)

Tony called for nominations

1 Moved by: – Stuart Tohl seconded by Melissa Shepherd that John Binns be nominated.

2 Moved by Greg Marsh seconded by Craig Ivey that Digby Stretch be nominated.

Digby declined the nomination

John Binns accepted the nomination and was elected President for the 2025/2026 year.

12 Election of Deputy President.

Roger House was the Deputy but declined to stand this year.

Moved by Tony Fisher – seconded by Chris Wright that James Heggaton be elected Deputy President for the 2025/2026 year.

James accepted the nomination.

13 Election of Secretary.

Moved: by Melissa Shepherd seconded by Bevan Bignell nominating Denise Berryman be elected Secretary for the 2025/2026 year.

There were no other nominations and Denise Berryman was elected for the 2025/2026 season

Roger Bilney thanked the Zulus and Digby for their time and work they put into their positions. He looks forward to working with John and James

Meeting closed at: 9.05

Attachments: Letter – Qualeup brigade – emailed

- Zulu Nomination forms

Next meeting April 2026

Qualeup Bush Fire Brigade
613 Qualeup North Road
Kojonup
W.A 6395.
29-3-25.

Kojonup Bush Fire Association.

At our recent meeting of the Qualeup Bush Fire Brigade there was a common satisfaction with the operation of fire prevention and control in the Shire of Kojonup.

We would like to thank the 4 Zulus for their dedication to their roles, without which we would not have such an exceptional response to fires.

We appreciate their decisions are based on what's believed to be best for the community as well as those that are called upon to control any fires.

Thankyou for all you do.

John Binns
Secretary/Treasurer.





SHIRE OF KOJONUP

NOMINATION FORM

VOLUNTEER BUSHFIRE BRIGADE OFFICE BEARERS – 2025 / 2026

I, Tony Fisher wish to hereby nominate

to The Shire of Kojonup to act in the capacity of the following position:

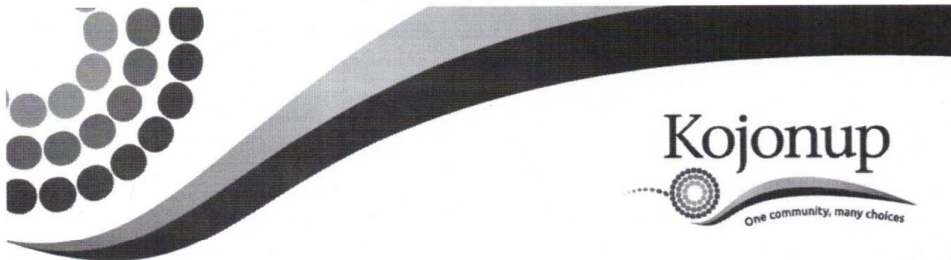
<input checked="checked" type="checkbox"/>	Chief Bush Fire Control Officer
<input type="checkbox"/>	Deputy Bush Fire Control Officer
<input type="checkbox"/>	Senior Bush Fire Control Officer

In the Shire of Kojonup.


Signed

18/11/2025
Date

Return Forms to: Shire of Kojonup: council@kojonup.wa.gov.au
: Hand delivered: 93-95 Albany Highway, Kojonup



SHIRE OF KOJONUP

NOMINATION FORM

VOLUNTEER BUSHFIRE BRIGADE OFFICE BEARERS – 2025 / 2026

I, ROSS FRYER-SMITH wish to hereby nominate

to The Shire of Kojonup to act in the capacity of the following position:

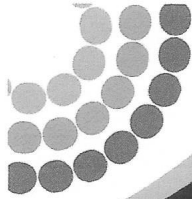
<input type="checkbox"/>	Chief Bush Fire Control Officer
<input checked="" type="checkbox"/>	Deputy Bush Fire Control Officer
<input type="checkbox"/>	Senior Bush Fire Control Officer

In the Shire of Kojonup.


Signed

20-MAR-2025
Date

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SHIRE OF KOJONUP

NOMINATION FORM

VOLUNTEER BUSHFIRE BRIGADE OFFICE BEARERS – 2025 / 2026

I, BEN BLEWETT wish to hereby

nominate to The Shire of Kojonup to act in the capacity of the following position:

<input type="checkbox"/>
<input type="checkbox"/>
<input checked="" type="checkbox"/>

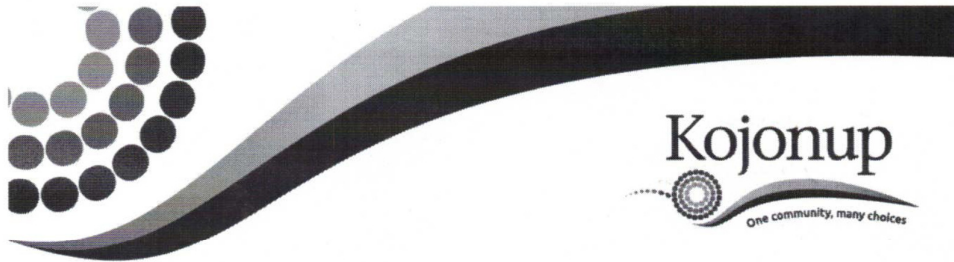
Chief Bush Fire Control Officer
Deputy Bush Fire Control Officer
Senior Bush Fire Control Officer

In the Shire of Kojonup.

Bm Blunt
Signed

18-3-25
Date

Return Forms to: Shire of Kojonup: council@kojonup.wa.gov.au
: Hand delivered: 93-95 Albany Highway, Kojonup



SHIRE OF KOJONUP

NOMINATION FORM


VOLUNTEER BUSHFIRE BRIGADE OFFICE BEARERS – 2025 / 2026

I, PAUL NORRISH wish to hereby nominate

to The Shire of Kojonup to act in the capacity of the following position:

<input type="checkbox"/>	Chief Bush Fire Control Officer
<input type="checkbox"/>	Deputy Bush Fire Control Officer
<input checked="" type="checkbox"/>	Senior Bush Fire Control Officer

In the Shire of Kojonup.


Signed

23/4/25
Date

Return Forms to: Shire of Kojonup: council@kojonup.wa.gov.au
: Hand delivered: 93-95 Albany Highway, Kojonup

Permits Issued 2024 – 2025 Season

Permit Holder	Date Issued	Days permit for	Any Cancellations Due to H fire rate	Issued By
G Robinson	8/10/24	2 days	-	
Josh Matthews	8/10/24	2 days	-	
I Robertson	9/10/24	3 days	-	
D Berryman	28/10/24	1 day	-	N Leitch
N Leitch	28/10/24	3 days	-	Ben Blewett
N O'Halloran	1/11/24	2 days	-	Owen Bignell
T Bock	6/11/24	3 days	-	Paul Norrish
S Tohl	11/11/2024	3 days	-	Ross Fryer-Smith
T fisher	13/11/2024	1 day	-	James Eyres
W Parker	15/11/2024	Fire Pit	Cancelled N/A	Griff Chomley
P Mason	26/11/2024	3 days	1 day cancelled	Ross Fryer-Smith
L Thorn	27/11/2024	3 days	2 days cancelled	R-Fryer-Smith
P Durack	27/11/2024	3 days	2 days cancelled	R-Fryer-Smith
I Robertson	4/12/2024	3 days	-	R-Fryer-Smith
Catrina Kowald	4/12/2024	2 days (5 th & 6 th)	1 day cancelled	Owen Bignell
T Taylor	4/12/2024	2 days (5 th & 6 th)	1 day cancelled	Owen Bignell
I Palmer	5/12/2024	3 days (5 th /6 th /7 th)	3 days	Justin Brown
S Venables	5/12/2024	3 days	2 days	B Johnston
T Fisher	11/12/2024	1 day	-	James Eyres
D Mathwin	11/12/2024	3 days	2 days	Justin Brown
T Mathwin	18/3/2025	3 days		Ross Fryer-Smith
J Clifton	18/3/2025	3 days		Stuart Tohl
O Bignell	18/3/2025	3 days		Ben Blewett
N Forrester	18/3/2025	3 days		Rob E-Warburton
J O'Halloran	18/3/2025	2 days		Tom Mathwin
R House	18/3/2025	3 days		Ben Johnston
N Scolari	19/3/2025	3 days		Tom Mathwin
B Brown	19/3/2025	3 days		Tom Mathwin
D Brockman	19/3/2025	3 days		Nathan Leitch
G Coleman	19/3/2025	3 days		Shannon Binns
J Woods	19/3/2025	3 days		Shannon Binns
J Brown	20/3/2025	3 days		Shannon Binns
H Thorn	20/3/2025	3 days		Justin Brown
B Blewett	20/3/2025	3 days		Nathan Leitch
S Williams	20/3/2025	3 days		Tom Mathwin
C Wright	20/3/2025	3 days		Tom Mathwin
J O Halloran	20/3/2025	3 days		Tom Mathwin
Rob Warburton	21/3/2025	3 days		Ross Fryer-Smith
N Scolari	21/3/2025	3 days	1 day	Tom Mathwin
D stretch	21/3/2025	3 days		Rob Warburton
J Thorn	22/3/2025	3 days	1 day	Tony Fisher
H Elliot	22/3/2025	3 days	1 day	Tony Fisher
D Prasser-Jones	22/3/2025	3 days	1 day	Tony Fisher
J wood	22/3/2025	3 days	1 day	Shannon Binns
J Thorn	23/3/2025	3 days	1 day	Tony Fisher
N Scolari	23/3/2025	3 days	1 day	Tom Mathwin
G Woodhams	24/3/2025	3 days	1 day	Craig Ivey

Permits Issued 2024 – 2025 Season

Permit Holder	Date Issued	Days permit for	Any Cancellations Due to H fire rate	Issued By
H Thorn	24/3/2025	3 days	1 day	Justin Brown
Jason Thorn	25/3/2025	3 days		Tony Fisher
Justin Brown	25/3/2025	3 days		Tony Fisher
J Elliot	25/3/2025	3 days		Craig Ivey
Ben Blewett	25/3/2025	3 days		Nathan Leitch
P Oldham	26/3/2025	3 days		Tony Fisher
S Williams	26/3/2025	3 days		Tom Mathwin
N Scolari	26/3/2025	3 days		Tom Mathwin
G Dalton	26/3/2025 *	3 days 28 th 29 th 30 th	28 th /29 th /30 th	Griff Chomley
D Simpson	26/3/2026	3 days		Griff Chomley
G Woodhams	26/3/2025	3 days		Craig Ivey
W Carrington-Jones	26/3/2025	3 days		Justin Brown
Ben Blewett	26/3/2025	3 days		Nathan Leitch
T Davis	26/3/2025	3 days		Ross Fryer-Smith
S Jackson	27/3/2025	3 days		Ross Fryer-Smith
J Brown	27/3/2025	3 days		Ross Fryer-Smith
K Stone	27/3/2025	3 days		Nathan Leitch
J Elliot	27/3/2025	3 days		Craig Ivey
D Stretch	28/3/2025	3 days	3 days cancelled	Rob Warburton
J O'Halloran	28/3/2025	3 days	3 days cancelled	T Mathwin
N Scolari	28/3/2025	3 days	3 days cancelled	T Mathwin
Beau Harvey	28/3/2025	3 days	3 days cancelled	Griff chomley
G Dalton	28/3/2025 *	3 days	3 days cancelled	Griff Chomley
D Lee	28/3/2025 *	3 days	29 th 30 th 31 st 2 days cancelled	Tom Mathwin
S Jackson	31/3/2025	3 days		Tony Fisher
G Jones	31/3/2025	3 days		Tony Fisher
S Williams	31/3/2025	3 days		Tony Fisher
Beau Harvey	31/3/2025	3 days		Griff Chomley
Geoff Dalton	31/3/2025	3 days		Griff chomley
W Carrington-Jones	31/3/2025	3 days		Justin Brown
D Stretch	31/3/2025	3 days		Rob Warbrton
G Coleman	31/3/2025	3 days		Paul Norrish
T Mathwin	1/4/2025	3 days		Ben Blewett
D Lee	1/4/2025	3 days		Tom Mathwin
B Brown	1/4/2025	3 days		Tom Mathwin
J Clifton	1/4/2025	3 days		Stuart Tohl
M Campbell	1/4/2025	3 days		G Chomley
K Stone	1/4/2025	3 days		N Leitch
Robinson Bros	1/4/2025	3 days		T Fisher
J Thorn	1/4/2025	3 days		T Fisher
S Goodall	1/4/2025	3 days		T Fisher
J Brown	2/4/2025	3 days		T Fisher
R Webb	2/4/2025	3 days		B Blewett
O Bignell	2/4/2025	3 days		B Blewett

Permits Issued 2024 – 2025 Season

Permit Holder	Date Issued	Days permit for	Any Cancellations Due to H fire rate	Issued By
N Scolari	2/4/2025	3 days		B Blewett
T Zadow	2/4/2025	3 days		G Chomley
Robinson Bro's	3/4/2025	3 days		T Fisher
J Eyres	3/4/2025	3 days		T Fisher
M Mathwin	3/4/2025	3 days		B Blewett
N Leitch	3/4/2025	3 days		B Blewett
O Bignell	3/4/2025	3 days		B Blewett
J Elliot	3/4/2025	3 days		C Ivey
L Thorn	3/4/2025	3 days		J Brown
G Dalton	3/4/2025	3 days		G Chomley
C Ivey	3/4/2025	3 days		T Fisher
W Crook	4/4/2025	3 days		T Mathwin
C Ivey	4/4/2025	3 days		T Fisher
J Heggaton	4/4/2025	3 days		J Brown
J Eyres	7/4/2025	3 days		T Fisher
R Warburton	7/4/2025	3 days		R Fryer-Smith
R Webb	7/4/2025	3 days		B Blewett
N Leitch	7/4/2025	3 days		B Blewett
J Elliot	7/4/2025	3 days		C Ivey
R House	7/4/2025	3 days		B Johnston
N O'Halloran	7/4/2025	3 days		T Mathwin
D Ladyman	7/4/2025	3 days		O Bignell
T Zadow	7/4/2025	3 days		G Chomley
D Zadow	7/4/2025	3 days		C Ivey
A Reid	8/4/2025	3 days		R Fryer-Smith
O Bignell	8/4/2025	3 days		B Blewett
J Heggaton	8/4/2025	3 days		J Brown
A Postifix	8/4/2025	3 days	Spelling may be wrong	J Brown
A Kowald	8/4/2025	3 days		O Bignell
S Williams	8/4/2025	3 days		T Mathwin
C Robinson	8/4/2025	3 days		T Mathwin
C Wright	8/4/2025	3 days		T Mathwin
M Bilney	9/4/2025	3 days		T Fisher
J Eyres	9/4/2025	3 days		T Fisher
S Goodall	9/4/2025	3 days		T Fisher
N Scolari	9/4/2025	3 days		T Mathwin
G Coleman	9/4/2025	3 days		P Norrish
L Thorn	9/4/2025	3 days		J Brown
A Reid	10/4/2025	3 days		R Fryer-Smith
R House	10/4/2023	3 days		B Johnston
L Anderson	10/4/2025	3 days		B Johnston
G Norris	10/4/2025	3 days		T Fisher
N Scolari	10/4/2025	3 days		B Blewett
G Dalton	10/4/2025	3 days		G Chomley

[illegible]



SoKO BFAC ISSUES / ACTION REGISTER:

Issue / Action #	Submitted By	Issue Description	Action(s)	Submitted Date	Actions Assigned Owner	Department	Category	Priority	Urgency	Action Approved	Risk	Comments/Variance Reporting on progress	Status	Due By Date	Closed Date	% ACTION COMPLETE
1	CESM	Vertex handheld radio's need replacing in certain brigades.	Buy batteries and distribute	06-11-24	CESM	PM & Regulatory Services	IT, Communication Systems and Infrastructure	HIGH	Urgent - 2 months	YES	MEDIUM	Underway and batteries purchased	Closed	12-02-25		100%
2	CEO	BFB Volunteer Induction roll out	Create roll out plan	06-11-24	CESM	PM & Regulatory Services	Failure to Fulfill Compliance Requirements (Statutory, Regulatory)	HIGH	Must Have - 6 months	YES	HIGH	Induction approved, roll out plan to be formed	In Process	01-09-25		50%
3	Tony Fisher	Road Verge Management requires attention	Plan for Roadside Management	06-11-24	MWI / MPS	Works & Infrastructure	Environment Management	MEDIUM	Must Have - 6 months	YES	HIGH	Requires planning between Property Services and Works & Infrastructure	Not Started	01-09-25		0%
4	Digby Stretch	Request for the Shire's water tanker to be available when needed.	Prepare the unit for immediate use	06-11-24	MWI	Works & Infrastructure	Asset Sustainability Practices	MEDIUM	Required before 12 months	YES	MEDIUM	Works & Infrastructure preparing unit for use	In Process	12-02-25		90%
5	Digby Stretch	Shire to consider adding a 5 metre fire break to standalone power units	create a policy around these units that's going on the farms. Review Fire break notice	06-11-24	CESM	PM & Regulatory Services	Failure to Fulfill Compliance Requirements (Statutory, Regulatory)	MEDIUM	Must Have - 6 months	NO	MEDIUM	Western power has not cleared around standalone power units, there is no fire break.	Not Started	01-06-25		5%
6	Matt Crabb	Educate Community members in town of dates for preparation of fire season	Shire to investigate a better advertising mechanism to inform / advise town members about dates for slashing and fire breaks.	06-11-24	CEO/CESM	PM & Regulatory Services	Engagement practices	MEDIUM	Required before 12 months	YES	MEDIUM	Communication Plan required	Not Started	01-06-25		0%
7	Mick Mathwin	Investigate the use of DPIRD Weather Stations	Determine what station information can be utilised for Kojonup decision making and then advise whether new stations are required	06-11-24	CEO/CESM	PM & Regulatory Services	IT, Communication Systems and Infrastructure	MEDIUM	Required before 12 months	NO	LOW	Further discussion on relevance of current assets required by BFAC	In Process	01-04-25		50%
8	All	Joint Volunteer Service Centre	Investigate the viability of a joint volunteer emergency services centre in Kojonup.	06-11-24	CEO	Office of the CEO	Asset Sustainability Practices	MEDIUM	Nice to have 24 Months	NO	LOW	first local meeting taken place, now concepts required, land to be identified, each person to take forward to their relevant organisations	In Process	Ongoing		10%
9	Shane Harris	Group Call	Setup Group Call to be used by Zulu's.	12-03-25	CESM	Office of the CEO		HIGH	Show Stopper - Need it now - 2 weeks			Going through trial period	Closed			100%
10	Tony Fisher	Shire of West Arthur	Ceo's to discuss exemption procedures	12-03-25	CEO	Office of the CEO		MEDIUM	Required before 12 months		HIGH		Not Started			0%
11	Tony Fisher	Shire of Boyup Brook	Ceo's to discuss policies and criteria for calling Harvest and Vehicle movement ban	12-03-25	CEO	Office of the CEO		MEDIUM	Required before 12 months		HIGH		Not Started			0%
12	Tony Fisher	Fire Break Order amendments	Prohibiting of factories and plants to proceed operating during HVM Bans	12-03-25	CESM	Office of the CEO		MEDIUM	Required before 12 months		MEDIUM		Not Started			0%
13	Cr M Mathwin	DPIRD weather stations	Follow up on the optimal use of weather stations and costs	12-03-25	CESM	Office of the CEO		MEDIUM	Required before 12 months		MEDIUM		Not Started			0%
14	Shane Harris	Kojonup Fuel Load	Follow up on amount of fuel load in Kojonup with photos from different sectors and 4 locations in the Shire	12-03-25	CESM	Office of the CEO		HIGH	Urgent - 2 months		HIGH		Not Started			0%
15	Cr M Mathwin	Kojonup Fire Break booklet	Changes to be made	07-05-25	PMRS	PM & Regulatory Services		HIGH	Show Stopper - Need it now - 2 weeks		MEDIUM		Closed			100%
16	Grant Thompson	Training for Women in Kojonup (farmers wives)	Training to be scheduled	07-05-25	CESM	Office of the CEO		MEDIUM	Must Have - 6 months		MEDIUM		Not Started			0%
17	Shane Harris	FCO training to take place	List of names needed	07-05-25	CESM	PM & Regulatory Services		HIGH	Must Have - 6 months		HIGH		In Process			
18	Grant Thompson	St Johns Text message correspondence	Add to Sms List	07-05-25	PMRS	PM & Regulatory Services		HIGH	Urgent - 2 months		HIGH		In Process			

Formula for Summary Log Counts
Closed-HIGH
In Process-HIGH
Not Started-MEDIUM
In Process-MEDIUM
Not Started-MEDIUM
Not Started-MEDIUM
In Process-MEDIUM
In Process-MEDIUM
Closed-HIGH
Not Started-MEDIUM
Not Started-MEDIUM
Not Started-MEDIUM
Not Started-MEDIUM
Not Started-HIGH
Closed-HIGH
Not Started-MEDIUM
In Process-HIGH
In Process-HIGH

SHIRE OF KOJONUP

Kojonup



Kojonup Bush Fire Advisory Committee

MINUTES
RECEPTION ROOM

7:00 pm Wednesday, 7th May 2025

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 (11 in total)

- Councillors x4 (Currently Cr Bilney, Cr Radford, Cr Webb and Cr Mathwin)
- 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

Supporting Team Members

- The Chief Executive Officer (CEO)
- Shire Delegates x 4

MINUTES FOR THE KOJONUP BUSH FIRE ADVISORY COMMITTEE MEETING

HELD 7 MAY 2025

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MINUTES

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. A special welcome to John Binns who has been appointed the President of the Kojonup Bushfire Association, succeeding Digby Stretch as President.

2. **ATTENDANCE & APOLOGIES**

MEMBERS

John Binns	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
Roger Bilney	Councillor / Chairperson
Mick Mathwin	Councillor
Paul Webb	Councillor

SUPPORTING TEAM MEMBERS

Grant Thompson	Chief Executive 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
Ross Fryer – Smith	Senior Bush Fire Control Officer
Nick Trethowan	Senior Bush Fire Control Officer
Paul Norrish	Senior Bush Fire Control Officer
Darryn Watkins	Manager Works and Services
Ned Radford	Councillor

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 12 February 2025 were previously circulated under separate cover.

COMMITTEE DECISION

That the minutes of the Bushfire Advisory Committee Meeting held 12 February 2025 be confirmed as a true record with changes as requested.

Moved by Mick Mathwin and second by Matthew Crabb

Carried 7/0

Changes to Minutes

Cr Paul Webb requested two changes to the minutes and referred to two questions asked at the Bushfire Advisory Committee Meeting held on the 12th February 2025 that was not recorded in the minutes.

Question one: Did the Shire receive the MAF Grant money for the Myrtle Benn Reserve?

Question two: Can the Shire hold Department of Fire and Emergency Services accountable for the correct process not being followed when the Shire did the bush fire mitigation at Myrtle Benn Reserve?

Cr Webb requested these be noted in the minutes.

7. **BUSINESS ARISING**

Cr Paul Webb requested that the two questions from a previous meeting held on the 12th of February 2025 require an answer.

Question one: Did the Shire receive the MAF Grant money for the Myrtle Benn Reserve?

Answer: The Shire has received the first tranche payment of the Grant funding. There are two tranches.

Question two: Can the Shire hold the Department of Fire and Emergency Services (DFES) accountable for the correct process not being followed when the Shire did the bush fire mitigation at Myrtle Benn Reserve?

Answer: The process failures are the accountability of the mandated landowner, which in this case is the Shire. Advice can be received from third parties however it is the Shires responsibility to fully comply with the regulations.

- Further to Cr Webb's questions, Tony Fisher raised the issue that the town's risk profile is extreme if Myrtle Benn Reserve burns. Neighbouring farmers already are expressing concerns especially when cropping is taking place. A mechanical caused fire can easily spread into the bush at Myrtle Benn which will put the town of Kojonup and its residents at risk.
- Cr Mathwin explained that unfortunately it is not a group of people that is stopping the mitigation to go ahead but the Aboriginal Heritage Act.
- Shire President and CEO further explained that the Shire will continue to drive a process of surveying the reserves and seek DPLH permission to undertake further mitigations.

8. ANNOUNCEMENTS

Nil

9. PETITIONS, DEPUTATIONS & PRESENTATIONS

Nil

10. DECLARATIONS OF INTEREST

Nil

11. STATUS REPORTS / GENERAL ITEMS

11.1 Shire of Kojonup – Community Emergency Services Manager – Shane Harris

11.1.1 Shire of Kojonup Fire Break Order:

Remove the paragraph containing:

"Where chemical spraying is the method chosen as the means by which firebreaks are constructed, this is to be completed to the Shire's satisfaction by 15th September.

Firebreaks must be maintained throughout the dates of this notice. If not, the Shire will do the work at the landowner's expense."

Reason for change is to non restrictive on how residents manage their obligations as long as the property is compliant by the gazetted date.

Changes to the date on Restricted Burning time was changed to the 1st of March instead of the 1st of April.

Reason for change was an edit to align the seasons dates and correct the required date.

Changes to the date on the Fire Control Officers and Brigades was changed from 2024/2025 to 2025/2026.

Reason for change was a correction to an error in publishing the dates.

Various request to do more education in and around town was mentioned by Matthew Crabb. Roger Bilney mentioned a big screen that was planned by the Football Club could be utilised to put messages on during the season. Shire to review pre-season messaging.

A special notification to all landowners with property bigger than 4000m² in the gazetted townsite of Kojonup that they will need to be compliant with a 3m fire break around the properties.

However, if a crop cannot be harvested by the deadline gazetted in the Fire Break Order, property owners can request an extension from the Shire on the height requirements which will be considered by the Chief Executive Officer and either approved or not-approved.

The CEO (Grant Thompson) mentioned that the Council has the desire for landowners within the townsite to be encouraged to develop land for housing and development.

COMMITTEE DECISION

The Committee endorses and recommends to Council the Fire Break Order 25/26 as Presented with the recommended changes as presented.

Moved by Mick Mathwin and second by Tony Fisher

Carried 7/0

11.1.2 Fire Incidents by Brigade for 2024-2025

Brigade	Fire Incidents by Brigade for 2024 - 2025												Total
	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	
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	1	2	0	0	0	0	3
Cherry Tree Pool	0	0	0	0	0	0	0	0	1	1	0	0	2
Jingalup	0	0	0	1	0	0	0	2	0	0	0	0	3
Kojonup	0	0	0	1	2	1	0	0	1	1	0	0	6
Lumeah	0	0	0	0	0	0	0	0	0	0	0	0	0
Mobrup	0	0	1	0	1	0	2	0	0	1	0	0	5
Muradup	0	0	0	1	1	1	0	0	0	0	0	0	3
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	4	2	3	4	2	3	0	0	22

From the report above it's noticeable that the number of fires in the 2024/2025 season are quite a lot less than the previous years.

11.1.3 Report – DFES - Attached

- Soil dryness index still around 160, still quite dry.
- AFDRS – course now online – will be put under review again.
- Australian Warning System – course now online
- Discussion on Aboriginal Heritage Act, currently causing concerns for all Shires managing bushfire mitigations. Bush Fires act supersedes the Aboriginal Heritage Act only if there is a fire and imminent threat to lives.
- CESM has submitted the LGGS Grant application for funding, requested more than the previous years, still waiting on feedback.
- Need list of names of individuals who require FCO training (Denise Berryman could confirm that there are at least 4 new candidates that will need the training). The date and time will be made public once seeding is done roughly in July.
- There is interest for a 'Women in Kojonup' training session. This should be done annually and not every few years.

11.2 Shire of Kojonup -Chief Executive Officer – Grant Thompson

11.2.1 SoKo BFAC Issues / Action Register – discussion on items that are completed. Shire of Kojonup Bushfire Action Register tabled and discussed. Refer to current status report for changes

11.2.2 Shire in the fortunate position, in conjunction with the Department of Water and Environment Regulation, to receive funding for approximately 14 new water tanks in and around Kojonup to assist with Drought and Community resilience.

11.2.3 At the LEMC meeting prior in the week, a desktop exercise was undertaken on the evacuation of Muradup townsite. In the training it was established that St Johns Ambulance crew will not assist with evacuations, however if they are required in

emergency situations, a long lead time and notification is required of an hour and half. Also the St Johns Ambulance crew requires notification of all incidents and fires.

11.2.4 Shire to place St Johns number on the SMS alerts system.

11.3 Kojonup Chief Bushfire Control Officer – Tony Fisher

11.3.1 SoKo Permits issued in 2024/2025

160 Permits was written this year; most people did a good job.

11.3.2 Chief Bushfire Control Officer Report

- Season is now open, and the Shire of Kojonup is in non-restricted burning time. Only a few fires outside of Kojonup has happened in the non-restricted burning time where the Kojonup Brigades assisted.
- The 2024/2025 was a good season with only 18 fires from which the largest one was about 200ha. Quite a good roll up of volunteer fire fighters to these fires, with exceptional teamwork especially in the mop ups.
- The new communication tower is working very well, taken out a few black spots and giving good results and coverage.
- In the organisation a few changes took place. Nick Trethowan stepped down from his position as Zulu 3. Ben Blewett moved up into this position with Paul Norish stepping into Zulu 4's position.
- A new president was elected, John Binns, who's taking over from Digby Stretch. The Team is excited to work alongside the new members and looking forward to another season going forward.

11.4 President of Kojonup Bushfire Association – John Binns

11.4.1 Presentation of the Bushfire Association AGM held on the 7th of April 2025. and the endorsement of newly selected FCO's, Zulus and all other newly selected nominees.

COMMITTEE DECISION

To receive the minutes of the Bushfire Association AGM held on the 7th of April 2025.

Moved by John Binns and second by Denise Berryman

Carried 7/0

11.4.2 The Kojonup Bushfire Association presents the following newly selected Fire Chief Officers, Zulu's and other nominees.

- Tony Fisher - Chief Bush Fire Control Officer and Bush Fire Weather Officer;
- Ross Fryer-Smith - Deputy Chief Bush Fire Control Officer and Deputy Fire Weather Officer;
- Paul Norrish and Ben Blewett - Senior Bush Fire Control Officers;
- The Chief Bush Fire Control Officer and the Deputy Chief Bush Fire Control Officer be appointed as authorised officers to issue permits to burn for the collection of clover seed in the Shire;

- The Chief Bush Fire Control Officer, Deputy Chief Bush Fire Control Officer and the two Senior Bush Fire Control Officers be authorised to recommend to the Chief Executive Officer of the Shire of Kojonup on the imposition of Harvest and Vehicle Movement Bans.
- The following Fire Control Officers per brigades:

Ben Johnston	Captain/FCO, Boilup Brigade
Craig Ivey	Captain/FCO, Boscabel Brigade
Murray Magini	Captain/FCO, Changerup Brigade
Peter Kowald	Captain/FCO, Cherry Tree Pool Brigade
Chris Wright	Captain/FCO, Jingalup Brigade
Matt Bilney	Captain/FCO, Kojonup Brigade
Lochi Thorn	Captain/FCO, Lumeah Brigade
Digby Stretch	Captain/FCO, Mobrup Brigade
Kent Stone	Captain/FCO, Muradup Brigade
Griff Chomley	Captain/FCO, Orchid Valley Brigade
Shannon Binns	Captain/FCO, Qualeup Brigade
Stuart Tohl	Captain/FCO, Ryan's Brook Brigade
Bevan Brown	FCO, Kojonup Town

COMMITTEE DECISION

To recommend to Council the selected Fire Chief Officers and Zulus for endorsement, as presented.

Moved by Mick Mathwin and second by Tony Fisher

Carried 7/0

11.5 Kojonup Volunteer Fire Rescue Services – Matt Crabb

- Fire signs – new number printed and will replace the old emergency number.
- Bushfire skills toolkit – new fat book, it's electronic, quite relevant and comes from DFES.
- Satisfied with the ranger taking on the tasks of writing infringements this year to non-compliant property owners.
- Update on the Electric Vehicle / Lithium battery fires – SOP's will be handed out.
- Call out to house fire in Woodanilling, backed up Wagin team. Had a similar incident to a previous house fire where the team had to wait for water to arrive.
- Grant Thompson asked if the Muradup standpipe water pressure is sufficient for the VFRS. It's determined that solutions should be reviewed by the Shire Property Services Manager.

11 OTHER ITEMS

Nil

12 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

13 LATE ITEMS

Nil

14 NEXT MEETING

6 August 2025

15 CLOSURE

There being no further business to discuss the Presiding Member thanked the members for their attendance and declared the meeting closed at 9:08 pm.

Confirmed as true and correct:

Chairperson

Date

Kojonup Bushfire Association Minutes

Sports Complex

APRIL 7th 2025 at 7.30pm.

Opening of the meeting and recording of attendance.

PRESENT:

Ben Johnston	Boilup Brigade
Bevan Bignell	Boilup Brigade
Craig Ivey	Boscabel Brigade
Jordan Hunter	Boscabel Brigade
Paul Norrish	Changerup Brigade
Murray Magini	Changerup Brigade
Michael Baxter	Changerup Brigade
Owen Bignell	Cherry Tree Pool Brigade
Peter Kowald	Cherry Tree Pool Brigade
Chris Wright	Jingalup Brigade
Simon Kloppe	Jingalup Brigade
Andrew Plowman	Jingalup Brigade
Sally Robinson	Jingalup Brigade - secretary
Matt Bilney	Kojonup Brigade
Tony Fisher	Kojonup Brigade - CBFCO
Gina Unuwai	Kojonup Brigade
Bevan Brown	Kojonup Brigade
Justin Brown	Lumeah Brigade
James Heggaton	Lumeah Brigade
Nick Trethowan	Lumeah Brigade – Senior BFCO
Ross Fryer-Smith	Mobrup Brigade – SBFCO
Digby Stretch	Mobrup Brigade – Kojonup Bush Fire Association President
Rob Warburton	Mobrup Brigade
Roger House	Muradup Brigade - Vice President Kojonup Bush Fire Assoc
Nathan Leitch	Muradup Brigade
Richard Banks	Muradup Brigade
Leonie Banks	Muradup Brigade
Denise Berryman	Muradup Brigade - Association Secretary
Griff Chomley	Orchid Valley Brigade
Tony Davis	Orchid Valley
Colin Ednie-Brown	Orchid Valley
John Binns	Qualeup Brigade

Greg Marsh	Qualeup Brigade
Stuart Tohl	Ryans Brook Brigade
Melissa Shepherd	Ryans Brook Brigade
Grant Thompson	CEO Shire of Kojonup
Roger Bilney	Shire of Kojonup President - Lumeah
Ned Radford	Shire of Kojonup Councillor
Estelle Lottering	Shire of Kojonup - Regulatory Services
Shane Harris	CESM
Dwayne Lottering	Shire of Kojonup

APOLOGIES:

- Melvin Hettner Cherry Tree Pool Brigade
- Mick Mathwin Jingalup Brigade Shire of Kojonup Councillor
- Ben Blewett Muradup Brigade Senior BFCO
- Robert Sexton Qualeup Brigade
- Andrew Marsh Qualeup Brigade
- Anthony Marsh Qualeup Brigade
- Bevan Gibbs Ryan's Brook Brigade

All 12 Brigades had representatives at the meeting.

1. Announcements by the President
The President made the meeting aware of the exit doors and where the muster point was outside.
2. Confirmation of minutes of: Minutes April 2024

Moved: Craig Ivey
Seconded: Melissa Shepherd
Carried: Yes
3. Business arising from the minutes other than listed. None

4. Election of CBFCO, DCBFCO and two (2) senior FCO's to be recommended to the Kojonup Shire Council for appointment to their respective positions.

We would like to thank Nick Trethowan who is retiring from his position. Also Paul Norrish has nominated for a Zulu position.

Moved by – John Binns seconded by Richard Banks : that

- Tony Fisher.....is recommended for the position of Chief Bushfire Control officer in the Shire of Kojonup for the 2025/2026 year
- Ross Fryer-Smith..... is recommended for the position of Deputy Chief Bushfire Control officer in the Shire of Kojonup for the 2025/2026 year.
- Ben Blewett.....and Paul Norrishare recommended for the position of Senior Fire Control Officers in the Shire of Kojonup for the 2025/2026 year.
- That the CBCO and the DCBCO are recommended for appointment as Fire Weather officer and Deputy Fire Weather officer respectively for the 2025/2026 year.
- That the CBCO and the DCBCO are recommended to be appointed as authorised officers to issue permits to burn for the collection of clover seed for the 2025/2026 year.
- That the CBFCO and the DCFBCO and the two senior BFCO's be authorised to advise the Shire Council on the imposition of harvesting and movement of vehicles bans in the Shire of Kojonup for the 2025/2026 year.

Carried - Yes

5. The Brigades have nominated Brigade Captains as listed below

Moved by Roger House – seconded by Tony Davis that the nominees listed below be appointed to their respective Brigades as Captain subject to each person having successfully completed the FCO's course as conducted by DFES.

Ben JohnstonCaptain/FCO, Boilup Brigade
Craig IveyCaptain/FCO, Boscabel Brigade
Murray Magini.....Captain/FCO, Changerup Brigade
Peter Kowald-----Captain/FCO, Cherry Tree Pool Brigade
Chris WrightCaptain/FCO, Jingalup Brigade
Matt BilneyCaptain/FCO, Kojonup Brigade
Lochie ThornCaptain/FCO, Lumeah Brigade
Digby StretchCaptain/FCO, Mobrup Brigade
Kent StoneCaptain/FCO, Muradup Brigade
Griff Chomley.....Captain/FCO, Orchid Valley Brigade
Shannon Binns -----Captain/FCO, Qualeup Brigade
Stuart Tohl.....Captain/FCO, Ryans Brook Brigade
Bevan BrownFCO, Kojonup Town

Carried - Yes

6 CBFCO Report: to be read out at meeting

The first three fires that brigades had to attend were early in the season and these were timber heaps that had not been dealt with correctly. They had been lit in the winter months and then left without being pushed out. We have this happen way to regularly season after season. People need to make a note or pin drop these heaps to their reminder calendars so as to make sure they are out. Most of the heaps that cause issues have not been pushed out and are full of dirt.

The biggest fire we had this fire season came from a heap, other fires such as Header fires and Pole top fires can be excused to a point. We need landowners and property managers to make sure the land is clear of materials that could start fires before putting machinery onto the land.

We have had a total of 18 fires for the season with one fire being around 200 hectares.

The shire now has a very big proportion of it into crop so at the start of our seasons we are in maximum risk of fires turning into big fires.

With all the fires in our shire and neighbouring shires they were extremely well attended by fire fighters, fire units big and small and well assisted by fast fills which are vital to keep water up to units. FCO's have done a very good job getting info back to the Zulu on duty and getting fire fighters where they need them to be. Mop ups are something that is very important and we must do them and do them well or fires will come back to bite us.

Our sheds started when or very close to when the first harvester started in the shire in November. We had very good attendances once harvest was in full swing. We had 7 day sheds which we dropped back in accordance with climate and fire risk. In recent weeks only FCO's 3 times in week for fire permits. All FCO's and radio operators have done a great job and need to be congratulated on their jobs.

All fires start small and without good systems in place and dedicated responders and a good reliable bush fire radio tower they

can turn into big fires very quickly. The new bush fire tower is working very well with good distance to ute sets and handhelds which is very pleasing with no obvious spots of no reception. In the shire this season we have had 17 harvest and vehicle movement bans and 1 harvest ban. The first HVMB was on the 30th November 2024 and the last one was on the 9th of February 2025. We had extremely hot and high winds with lots of fuel loadings. This season HVMB have not been done lightly. They were done so as to prevent fires starting with bad weather on days of bans and following days with high temps and high winds. When we put bans on in the shire there will be no exemptions for any activities in paddocks unlike in other shires.

We are volunteers and I think we as a shire backed Association are doing very well in keeping our community safe by preventing fires and then outing them out. We need to make sure all of us are doing our bit when it comes to protective burning, whether you sheep graze, spray or burn that you do it so fire will not carry over it. We want to make sure people that your families are safe and also if a fire does start we have a safe place for fire fighters to go to. We can also then rule out fires coming out around sheds and houses from activities that may start fires.

On the 24th January 25 we had an extreme fire danger rating in areas. A fire in the Arthur River shire, Woodanilling and Wagin area got going and burnt out a huge area of land about 11000 hectares of which some of our northern parts of the shire attended. It was related back to myself that some of the houses and sheds had nothing done around them. I have mentioned to the chiefs in those areas that is not safe to send fire fighters into those areas, this is why we must keep pushing to do good jobs around buildings so if that day comes we can remain safe.

Permits for restricted burning were able to start when climatic conditions allowed us to do so which was in the early part of March. Our first permit was issued on the 17th March. With very good follow up rains in the last few days we are pursuing getting the season into

the Non restricted burning time. I am hoping within a couple of days this will be ticked off by the Shire and DFES.

I would like to thank Simon Klopper and his team for their availability at fires, not only his machinery but also his fire fighting truck.

Thank you to Grant and the shire staff for assisting us and a big thank you to Shane for his help as our CESM.

To the 2.4 trucks and their crews a huge thanks for always being available and diligent.

Thanks to our President Digby for his work over the last year.

On behalf of all the Zulus I would like to thank Denise for all she does to make it easier for us by working hard to ensure all fires are reported and for keeping on top of permits that have been listed.

Thank you Denise

I would like to thank Zulu 3 – Nick Trethowan for doing his job as a Zulu and working and being part of the Volunteer Bushfire Association of which he did extremely well. As he is standing down we wish him all the very best and a big thanks Nick.

To Ross and Nick and Ben I would like to thank them very much for their work in their positions and a very big thanks for all the support they have given this year. It is very much appreciated to be part of a fantastic team.

Lastly I would like to thank all the FCO's, radio operators, fire fighters and volunteers for what makes an outstanding organisation that we are all part of.

If things are not broken don't try and fix them

Thank you
Tony Fisher
CBFCO

Moved: Paul Norrish

Seconded: Craig Ivey

Carried: Yes

7 Brigade office bearers

The Brigade office bearers and radio operators for the 2025/2026 year have been elected from their respective Brigades and will be listed in the Shire Emergency Directory

The Association Secretary will forward to Bush Fire Advisory Committee

8 Presidents Report. to be read out at meeting

President's Report

April 7th, 2025

Kojonup Bushfire Association

We were very pleased to begin the 2025 season operating with the new radio tower. It is working well; reception is improved, and we thank the Kojonup Shire for their efforts in getting the tower commissioned. This has been a very long process that started while Steve Gash was Shire CEO.

With the WhatsApp phone groups supporting the radio network, our response time to fires is excellent.

I'd like to commend Ross Fryer-Smith and Tony Davis (Bowzer) for their efforts in building new fast fill trailers for the Mobrup and Orchid Valley brigades. They've raised the bar to a new level, as have the brigades by kicking in to cover the cost without waiting for a grant. Work is progressing on developing a format for induction of bushfire volunteers to compliment the training that they must do. The new legislation requires volunteers to be inducted as well as trained. I'm pleased to report that online training for the Bushfire Awareness course is available and has been used successfully.

It is likely that a DPIRD weather station will be installed at Prasser-Jones' property this year, which is close to the centre of the shire. With the other local DPIRD stations, I believe that may give us enough weather data coverage for our Vehicle and Movement Ban decisions. Importantly, these stations give us the ability to access historical data if ever required. I believe that the time has come to embrace the technology available. Decision making will become clearer, quicker and more accountable with less impost on the valuable time of brigade FCO's.

I'd like us to develop a set of Standard Operating Procedures for the Zulu's. There are no formal instructions or guide for them to go by, which is not ideal particularly for people new to, or considering the position. It is also important that the roles and responsibilities are clearly defined to guide and protect the Zulu's during and after major incidents.

During the leadup to this meeting, I've realized that our constitution could do with some amendments since we endorsed it in 2014. We should review it as soon as possible.

Thanks to all the Zulu's and brigades for another season done well, thanks to the shire for their support, and to Denise Berryman for her tireless work during the year. Best wishes and special thanks to Nick Trethowan, who retires this year.

I've been doing this for a long time. Seeing the new radio tower commissioned was my original aim in this job, along with taking the increasing bureaucratic and political load off the Zulu's. This isn't a great sales pitch, but I'm ready to pass the baton to anyone keen to take over.

Digby Stretch

Moved: Roger House
Seconded: Griff Chomley
Carried: Yes

- 9 Correspondence In –**
Qualeup: letter – see attached
Emails from Shire and CESM to send out to brigades

Correspondence Out –
Emails forwarded to Secretaries of each brigade

Correspondence In and Out to be accepted:

Moved: Bevan Bignell
Seconded: Stuart Tohl
Carried: Yes

10 General Business

Shane Harris – Spontaneous volunteers – to explain about this new topic.
The shire does not support this type of volunteer the reason being insurance. They may say they have training but if anything happens and they are found not to have had training they would not be covered.

- FCO Course (Preferred month)
- Volunteer Induction and SOPs
These have to be done for safety reasons – insurance. Understand vehicles – pumps – skill sets.
- Reporting Incidents
These are critical whether the fire be big or small – good for statistics. Insurance companies may ask for them if looking for recompense if a fire gets into a neighbour's property.
- Issuing of fire permits
Make sure they are written out correctly with all the details. Property, address and dates and what is being burnt. Number of people required- number of vehicles required
- Membership
Need to update – add in new members – take off people who have left. Cost about \$130 per member to insure.
- Rural Awareness course can be done on-line. Seasonal workers training – they are not registered volunteers so they need to print their certificate

once they finish the on line course and show their employer and also the shire. Once completed their participation does not show in computer.

- **Weather stations**

Shane has put in for some in the funding – people have asked about them

Boilup Brigade: Weather stations – install more. Ben Johnstone has priced. There is a start-up cost and a disconnect fee if you are not happy and want it taken away. Company called Insight – about \$230 per month – they own the hardware and maintain. App on phone.

- Others mentioned ; Montos – temp, wind and humidity \$1500 – no subs – unlimited
- In Cranbrook Rob mentioned 4 systems - \$2200 each and \$20 a month. They operate on Telstra system app to load to what you want. DAFWA. Any weather station can be looked at by all if given the weather number.

Roger- we need to have weather stations used and not FCO's taking too much time on radio.

Stuart – short range forecast very good

Ross – we still need to have FCO's to help making decisions – use Kestrels. They give average wind speed.

Pole top fires:

Chris asked if DFES can do anything about this. Shane said to record if you put one out yourself and send in the report – Western Power don't acknowledge many fires.

Nick said he wrote a letter to the minister about this subject. He received a reply after 6 weeks and it was not a good response from the minister. He had also cc'd a copy to Peter Rundle and Peter rang the very next day and he is working hard to get Western Power to acknowledge this problem. Western Power have categories for their Poles - High or low. In town ones high - get priority.

Digby asked could WALGA look into it. The subject regularly covered at ROAC meeting. Observations from the room suggested that 95% could be caused by dust. Fire in the cross arms and bolt heats up and then top half of poles go up. The new insulators are coated in silicone. This attracts dust.

Drop down fuses – keep area underneath clear. Horizon Power uses steel poles in the Esperance region, which work much better.

Bans:

Murray – if a ban needs to go on put it on.

Craig – common sense if day going to be bad shut down yourself.

Paul – 10 % we have to worry about

Nick – Mobrup could be cool but cherry Tree Pool very hot. Call around the FCO's to get what each area is. North dangerous – south okay

Aerial Inspection

Greg Marsh asked why the aerial inspection was not carried out in December 2024. This was due to Budget reasons. The shire CEO said also the operator of the aviation service had changed and costs went up. Cash was not available in the budget for the new price.

Tony said that it will be on next year. You need to consider the safety of your family - somewhere safe to be so fire doesn't come to.

Craig said that at the Arthur River fire around the houses was worse than in the paddock.

Digby suggested going a month earlier with inspection – December too late.

Roger said that firebreaks around houses sheds are easier to see from the plane than grazing or mowing.

Grant – shire CEO agreed the 10% need to be looked at and were targeted this year instead of aerial inspection.

Arthur River fire - Stuart said on Day 3 at Arthur river fire it was down to luck that it didn't get away after this. Western Power lines cross arms – spacing not good ½ metre. Candle stick shape – not enough separation.

Fires – it was suggested that the dozer driver needs a spotter – too hard to operate on own and look up – especially at night. A loader plays a part – excellent for access points not to be used for trees higher than the machine.

Mobile phone coverage- coverage patchy in some areas. Whats app not always being able to get. Paul Norrish mentioned that another shire had purchased boosters for FCO vehicles.

Nick mentioned that since 3G turned off phone reception is bad. He has gone with Starlink Roam – works well for him. Grant – CEO said they could look into different communications

Fire units water capacity- it was mentioned that 600 litres in tank in unit in the paddock is not enough – it should be more. A lot of paddocks now 400 hectare – need more units than one and someone who can operate those units.

Greg suggested that on acreage basis – fire units how many then they need trucks.

Burns- start earlier – burn heaps earlier.

Nick said thank you for allowing to be a Zulu for the past few years. His new business is taking up time so he is stepping down.

11 Election of President. (Conducted by the CBFCO)

Tony called for nominations

1 Moved by: – Stuart Tohl seconded by Melissa Shepherd that John Binns be nominated.

2 Moved by Greg Marsh seconded by Craig Ivey that Digby Stretch be nominated.

Digby declined the nomination

John Binns accepted the nomination and was elected President for the 2025/2026 year.

12 Election of Deputy President.

Roger House was the Deputy but declined to stand this year.

Moved by Tony Fisher – seconded by Chris Wright that James Heggaton be elected Deputy President for the 2025/2026 year.

James accepted the nomination.

13 Election of Secretary.

Moved: by Melissa Shepherd seconded by Bevan Bignell nominating Denise Berryman be elected Secretary for the 2025/2026 year.

There were no other nominations and Denise Berryman was elected for the 2025/2026 season

Roger Bilney thanked the Zulus and Digby for their time and work they put into their positions. He looks forward to working with John and James

Meeting closed at: 9.05

Attachments: Letter – Qualeup brigade – emailed

- Zulu Nomination forms

Next meeting April 2026

Qualeup Bush Fire Brigade
613 Qualeup North Road
Kojonup
W.A 6395.
29-3-25.

Kojonup Bush Fire Association.

At our recent meeting of the Qualeup Bush Fire Brigade there was a common satisfaction with the operation of fire prevention and control in the Shire of Kojonup.

We would like to thank the 4 Zulus for their dedication to their roles, without which we would not have such an exceptional response to fires.

We appreciate their decisions are based on what's believed to be best for the community as well as those that are called upon to control any fires.

Thankyou for all you do.

John Binns
Secretary/Treasurer.





SHIRE OF KOJONUP

NOMINATION FORM

VOLUNTEER BUSHFIRE BRIGADE OFFICE BEARERS – 2025 / 2026

I, Tony Fisher wish to hereby nominate

to The Shire of Kojonup to act in the capacity of the following position:

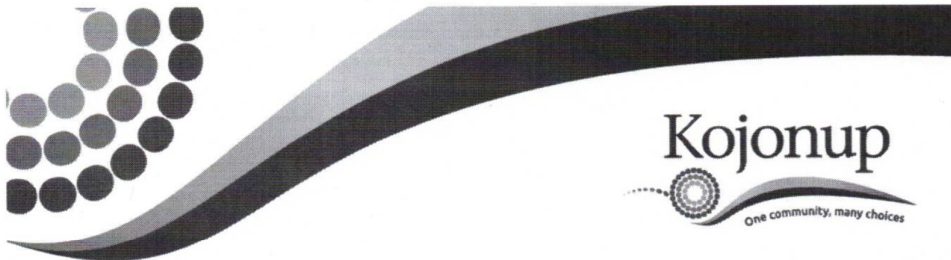
<input checked="checked" type="checkbox"/>	Chief Bush Fire Control Officer
<input type="checkbox"/>	Deputy Bush Fire Control Officer
<input type="checkbox"/>	Senior Bush Fire Control Officer

In the Shire of Kojonup.


Signed

18/11/2025
Date

Return Forms to: Shire of Kojonup: council@kojonup.wa.gov.au
: Hand delivered: 93-95 Albany Highway, Kojonup



SHIRE OF KOJONUP

NOMINATION FORM

VOLUNTEER BUSHFIRE BRIGADE OFFICE BEARERS – 2025 / 2026

I, ROSS FRYER-SMITH wish to hereby nominate

to The Shire of Kojonup to act in the capacity of the following position:

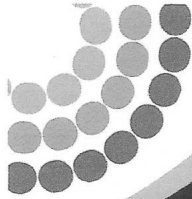
<input type="checkbox"/>	Chief Bush Fire Control Officer
<input checked="" type="checkbox"/>	Deputy Bush Fire Control Officer
<input type="checkbox"/>	Senior Bush Fire Control Officer

In the Shire of Kojonup.


Signed

20-MAR-2025
Date

Return Forms to: Shire of Kojonup: council@kojonup.wa.gov.au
: Hand delivered: 93-95 Albany Highway, Kojonup



SHIRE OF KOJONUP

NOMINATION FORM

VOLUNTEER BUSHFIRE BRIGADE OFFICE BEARERS – 2025 / 2026

I, BEN BLEWETT wish to hereby

nominate to The Shire of Kojonup to act in the capacity of the following position:

<input type="checkbox"/>
<input type="checkbox"/>
<input checked="" type="checkbox"/>

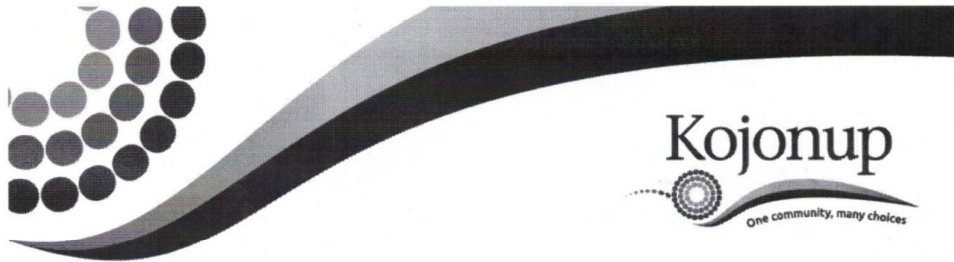
Chief Bush Fire Control Officer
Deputy Bush Fire Control Officer
Senior Bush Fire Control Officer

In the Shire of Kojonup.

Bm Blunt
Signed

18-3-25
Date

Return Forms to: Shire of Kojonup: council@kojonup.wa.gov.au
: Hand delivered: 93-95 Albany Highway, Kojonup



SHIRE OF KOJONUP

NOMINATION FORM


VOLUNTEER BUSHFIRE BRIGADE OFFICE BEARERS – 2025 / 2026

I, PAUL NORRISH wish to hereby nominate

to The Shire of Kojonup to act in the capacity of the following position:

<input type="checkbox"/>	Chief Bush Fire Control Officer
<input type="checkbox"/>	Deputy Bush Fire Control Officer
<input checked="" type="checkbox"/>	Senior Bush Fire Control Officer

In the Shire of Kojonup.


Signed

23/4/25
Date

Return Forms to: Shire of Kojonup: council@kojonup.wa.gov.au
: Hand delivered: 93-95 Albany Highway, Kojonup

**Notice to all landowners and occupiers
within the Shire of Kojonup**

Pursuant to section 33 of the *Bush Fires Act 1954*



2025/2026 FIRE BREAK ORDER

By order of the Shire of Kojonup (Shire) Council
20 May 2025

Grant Thompson, Chief Executive Officer

**EMERGENCY SMS LIST- CALL THE SHIRE
9831 2400 AND ADD YOUR NUMBER
SOK BUSHFIRE BAN PHONE LINE: 9831 1580**

Stirling West Fire Weather District

PROHIBITED BURNING TIME

1 NOVEMBER – 28 FEBRUARY

Permits may be issued between 1 Nov – 15 Dec for protective burning only. Between 16 Dec – 28 Feb no fires may be lit without the express permission of the Chief Bush Fire Control Officer. The Shire Council has authority to extend this date, and you should consult with your local Fire Control Officer or ring the Shire at 9831 2400.

RESTRICTED BURNING TIME

1 OCTOBER – 31 OCTOBER & 1 MARCH – 30 APRIL

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

Permits will not be issued for town site burning between 1 March – 30 Apr. Please note restricted burning times may be extended by the CBFCO, you should consult with your local Fire Control Officer or ring the Shire at 9831 2400.

NON-RESTRICTED BURNING TIME

1 MAY – 30 SEPTEMBER

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

FIREBREAK INSPECTION WARNING

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

4 November – Council will commence its annual firebreak inspection of all land within the gazetted townsites.

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

16 December – Council will commence its annual firebreak inspection process of all land outside the gazetted townsite.

IMPORTANT DATES

BURNING RULES

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

NON-COMPLIANCE WITH THE ABOVE MAY LEAD TO PROSECUTION

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

TO REPORT A FIRE

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

Provide the following information:

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

RADIO COMMUNICATIONS

VHF Channel 41	Mid Band Channel
UHF Channel 11	Upon arrival at firesite
Channel 234 or 229	WAERN

Do you require a Permit to Burn?

If so, the person who takes out the permit is solely responsible for all conditions agreed to on the permit.

Any damage or injuries that are caused due to negligence, are the permit holder's responsibility and may result in penalties being lodged.

There have been too many fires caused by permit burns in the Great Southern. Please take care and ensure all burns are monitored until they are extinguished.

GENERAL INFORMATION

BURNING RULES

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

1. Urban Land (Land within a gazetted townsite)

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

- On all land, regardless of size or how the land is zoned, an Asset Protection Zone (APZ) of 20 metres surrounding all buildings must be established. An APZ is a reduced fuel load zone. Living standing trees, remnant vegetation, maintained gardens and lawns are exempt from an APZ.
- On all land that is 4,000 square metres or less, all remaining flammable material is to be reduced to a height of less than 50mm.
- On all land in excess of 4,000 square metres, clear a 3.0 m wide firebreak immediately inside all external boundaries of the land and maintain all remaining flammable material on the land to a height of less than 150mm.
- Woodpiles are permitted on any land providing a 3.0 m wide firebreak is installed and maintained immediately surrounding the woodpile.
- The Chief Executive Officer may instigate a Fire Notice on any property with specifications listed to reduce any potential hazard as he deems applicable.

2. Rural Land (land outside a gazetted townsite)

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

3. Plantation/Tree Farmland

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

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

4. Wind Turbine Firebreaks

The fire break requirements for all wind turbines in the Shire of Kojonup is in accordance with the individual Bush Fire Management Plan, as approved at the time of development approval, unless expressly amended by the Council.



Non-Compliant Firebreak



Compliant Firebreak



Compliant APZ

URBAN/RURAL/PLANTATION LAND

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

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

Powerlines

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

Western Power has a minimum requirement of ten metres clearance either side of the outside power pole. Generally, the clearance distanced from the powerline should be no less than the expected mature height of the trees planted in the outside row. However, in all instances where power lines are crossing land where it is proposed that plantations be planted, the owner should consult with Western Power, 131351 for advice.

Boundary Firebreaks

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

Exemptions

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

Firebreak Inspection

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

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

As per the *Bush Fires Act 1954*,

- Occupier of land to extinguish bush fire occurring on own land
- (1) Where a bush fire is burning on any land —
 - (a) at any time in any year during the restricted burning times; or
 - (b) during the prohibited burning times;

and the bush fire is not part of the burning operations being carried on upon the land in accordance with the provisions of the Act, the occupier of the land shall forthwith, upon becoming aware of the bush fire, whether he has lit or caused the same to be lit or not, take all possible measures at his own expense to extinguish the fire.

(1B) Where he requires assistance for the purpose he shall if practicable, without leaving the fire unattended, inform or cause to be informed the nearest available bush fire control officer, or bush fire brigade officer, of the existence and locality of the fire.

(2) For the purposes of this section, a fire lit before the commencement of a period of prohibited burning times relating to the district where the fire is situated, and which is still burning at the commencement of those prohibited burning times, is to be regarded as being a bush fire which is not part of the burning operation being carried on upon the land in accordance with the provisions of this Act.

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

Harvesting

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

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

Swathers, Balers and Track Chainers

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

Oxyacetylene, Arc Welders, Friction Cutting Equipment etc.

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

DEFINITIONS AND SPECIFICATIONS

FIRE CONTROL OFFICERS AND BRIGADES 2024/2025				
BRIGADE		PHONE		MOBILE
BOILUP				
Ben Johnston	Bravo 1	FCO	-----	0429 328 082
Bevan Bignell	Bravo 2	LT	-----	0427 625 312
BOSCABEL				
Craig Ivey	Boscabel 1	FCO		0428 720 065
Kim Bellotti	Boscabel 2	LT	-----	0427 331 001
Jordan Hunter	Boscabel 3	LT	-----	0459 124 216
Brad Ashton	Boscabel 4	LT	-----	0427 445 126
CHANGERUP				
Murray Magini	Charlie 1	FCO	9863 1191	0429 198 701
Maurice Shilcock	Charlie 2	LT		0438 911 045
Gordon Coleman	Charlie 3	LT		0427 160 883
CTP				
Peter Kowald	CTP 1	FCO	-----	0427 095 720
Neal O'Halloran	CTP 2	LT	-----	0429 371 363
Andrew Bushell	CTP 3	LT	-----	0409 111 691
Owen Bignell	CTP 4	LT	-----	0429 311 383
JINGALUP				
Chris Wright	Jingalup 1	FCO	-----	0428 336 298
Steve McGuire	Jingalup 2	LT	-----	0428 336 232
Andrew Plowman	Jingalup 3	LT	-----	0429 706 202
KOJONUP				
Matt Bilney	Keelo 1	FCO	-----	0439 745 639
Jason Thorn	Keelo 2	LT	-----	0488 310 808
Mitchell Blakers	Keelo 3	LT		0458 033 066
Bevan Brown	Tango 1	TWN		0427 312 616
LUMEAH				
Lachie Thorn	Leema 1	FCO	-----	0408 943 070
James Heggaton	Leema 2	LT	-----	0419 711 203
Brad Bilney	Leema 3	LT	-----	0417 916 900
MOBRUP				
Digby Stretch	Mobrup 1	FCO	-----	0428 540 521
Andrew Parker	Mobrup 2	LT	-----	0458 043 883
Rob Warburton	Mobrup 3	LT	-----	0428 337 517
MURADUP				
Kent Stone	Mike 1	FCO	-----	0447 455 238
Simon Zacher	Mike 2	LT	-----	0428 915 482
ORCHID VALLEY				
Griffin Chomley	OV 1	FCO	-----	0428 323 005
Colin Ednie-Brown	OV 2	LT	9832 3071	0429 323 071
Tony Davis	OV 3	LT	-----	0427 231 891
QUALEUP				
Shannon Binns	Qualeup 1	FCO		0428 173 990
Ben Webb	Qualeup 2	LT	9832 3025	0427 987 273
Fred House	Qualeup 3	LT		0455 625 776
Joel Wood	Qualeup 4	LT		0458 151 474
RYANS BROOK				
Stuart Tohl	Romeo 1	FCO	9834 2225	0447 342 225
Jonson Clifton	Romeo 2	LT	-----	0427 342 210
Bevan Gibbs	Romeo 3	LT		0427 441 348
SECRETARY				
Denise Berryman	Mike 4	Sec	9832 1041	
BRIGADE CONTACT DETAILS				

ZULU CONTACTS			
Name	Position	Call Sign	Contact Details
Tony Fisher	Chief FCO / Fire Weather Officer	Zulu 1	Mb: 0428 311 504
Ross Fryer-Smith	Deputy FCO / Deputy Fire Weather Officer	Zulu 2	Mb: 0429 342 202
Ben Blewett	Senior FCO	Zulu 3	Mb: 0427 250 226
Paul Norrish	Senior FCO	Zulu 4	Mb: 0428 919 609
SECRETARY			
Denise Berryman	Secretary	Mike 4	Ph 9832 1041 mberryman@bordnet.com.au
SHIRE CONTACT DETAILS			
Shire Office		9831 2400	
SoKo After Hour Emergency / Standby Manager		0448 560 943	
Chief Executive Officer		0419 903 363	
Projects Manager and Regulatory Services		0460 426 416	
Works and Infra Structure Manager		0436 962 954	
Property Services and NRM Manager		0473 523 216	
Community Emergency Services Manager		0499 899 189	
EMERGENCY CONTACTS			
Ambulance		000	
Hospital		9831 2222	
Police		9831 2555 or 000	
Kojonup Fire & Rescue Service		000	
Bush Fire Emergency		000	
RADIO COMMUNICATIONS			
VHF Channel 41		Mid Band Channel	
UHF Channel 11		Upon arrival at firesite	
Channel 234 or 229		WAERN	
ZULU & SHIRE CONTACT DETAILS			



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CHANGE TO PUBLICATION TIMES 2012

Clients please note that the publication time for all General Government Gazettes has changed from 3.30 pm to 12.00 noon.

This change commenced for the General Government Gazette published on 6 January 2012.

All copy close-off times will remain the same, being 12.00 noon on Wednesday each week for the Friday Gazette and 12.00 noon Friday for the Tuesday Gazette.

JOHN STRIJK, Director and Government Printer,
State Law Publisher,
Department of the Premier and Cabinet.

3. Declaration of prohibited burning times

(1) Under section 17(1) of the Act, the times of the year mentioned in Schedule 1 column 1 are declared in respect of the corresponding zones of the State mentioned in Schedule 1 column 2.

(2) For the purposes of subclause (1), a reference in Schedule 1 column 2 to a local government is to be read as a reference to the district or to the state portion of the district, as the case requires, of the local government.

4. Revocation

The instrument published in the *Gazette* on 27 October 1995 at pages 4947 to 4956, to the extent to which it was a declaration made under section 18(2) of the Act and as amended from time to time, is revoked.

Schedule 1—Prohibited burning times

Prohibited burning time	Zone of the State
15 November-1 March	City of Albany (Generally north of dividing line described in Schedule 15 published in the <i>Government Gazette</i> of 16 September 1982 at pages 3720 to 3721).
22 December-14 March	City of Albany (generally south and southwest of dividing line described in Schedule 15 published in the <i>Government Gazette</i> of 16 September 1982 at pages 3720 to 3721).
1 December-31 March	City of Armadale
Nil	Shire of Ashburton
22 December-28 February	Shire of Augusta-Margaret River
15 December-31 March	Town of Bassendean
15 December-31 March	City of Bayswater
15 December-31 March	City of Belmont
15 November-14 February	Shire of Beverley
15 December-14 March	Shire of Boddington
21 November-28 February	Shire of Boyup Brook
15 December-14 March	Shire of Bridgetown-Greenbushes
1 November-28 February	Shire of Brookton
Nil	Shire of Broome
1 November-14 February	Shire of Broomehill-Tambellup
1 November-31 January	Shire of Bruce Rock
30 December-28 March	City of Bunbury
15 December-12 May	Shire of Busselton
15 December-31 March	Town of Cambridge
15 December-31 March	City of Canning
15 December-14 March	Shire of Capel
15 October-31 January	Shire of Carnamah (Eastern Area)
1 November-31 January	Shire of Carnamah (Western Area)
Nil	Shire of Carnarvon
22 October-14 February	Shire of Chapman Valley (that portion of the Shire lying generally south-westerly of the dividing line as described in Schedule 11 published in the <i>Government Gazette</i> of 16 September 1982 at page 3719).
1 October-31 January	Shire of Chapman Valley (that portion of the Shire lying generally northeast of the dividing line as described in Schedule 11 published in the <i>Government Gazette</i> of 16 September 1982 at page 3719).
1 December-31 March	Shire of Chittering
15 December-31 March	Town of Claremont
1 December-31 March	City of Cockburn
15 December-14 March	Shire of Collie
1 September-30 April	Shire of Coolgardie (Remainder of the Shire after the exclusion of the Townsites of Coolgardie and Kambalda).
15 January-30 April	Shire of Coolgardie (Townsites of Coolgardie and Kambalda only).
1 November-14 February	Shire of Coorow (Coastal Strip) (that portion of the Shire west of the western boundary of a road approximately 60 metres wide situate approximately 72 km from and approximately parallel to the shores of the Indian Ocean from the northern boundary to the southern boundary of the Shire).

Prohibited burning time	Zone of the State
15 October-14 February	Shire of Coorow (remainder of the Shire after the exclusion of the Coastal Strip described above).
1 November-1 March	Shire of Corrigin
15 December-31 March	Town of Cottesloe
1 November-28 February	Shire of Cranbrook
1 November-1 March	Shire of Cuballing
15 December-31 March	Shire of Cue—Townsite
15 December-31 March	Shire of Cue—Remaining Part of Shire excluding Townsite
1 November-14 February	Shire of Cunderdin
15 November-14 February	Shire of Dalwallinu
1 November-14 February	Shire of Dandaragan
15 December-14 March	Shire of Dardanup
24 December-28 February	Shire of Denmark
Nil	Shire of Derby/West Kimberley (Gazetted Fire District)
Nil	Shire of Derby/West Kimberley (Remainder of Shire)
15 November-14 March	Shire of Donnybrook-Balingup (Nelson Locations 3598, 8513, 8758, 9249, 9434, 9696, 10833, 11108, 11725, 11122, 11287, 11815, 11859, 11866, 12087 and 12276).
15 December-14 March	Shire of Donnybrook-Balingup (remainder of the Shire after the exclusion of the above Locations)
6 November-29 February	Shire of Dowerin
1 November-31 January	Shire of Dumbleyung
15 November-28 February	Shire of Dundas
15 December-31 March	Town of East Fremantle
Nil	Shire of East Pilbara
1 November-31 January	Shire of Esperance
Nil	Shire of Exmouth
15 December-31 March	City of Fremantle
22 November-29 February	Shire of Gingin
1 November-16 February	Shire of Gnowangerup
1 November-14 February	Shire of Goomalling
1 December-31 March	City of Gosnells
19 October-14 March	City of Greater Geraldton (wards of Champion Bay, Chapman, Port, Tarcoola and Willcock and the localities of Waggrakine, Moresby, Woorree, Deepdale, Meru, Narngulu, Cape Burney and Rudds Gully).
19 October-14 March	City of Greater Geraldton (Hills ward excluding the localities of Waggrakine, Moresby, Woorree, Deepdale, Meru, Narngulu, Cape Burney and Rudds Gully).
1 November-28 February	City of Greater Geraldton (Mullewa ward).
Nil	Shire of Halls Creek
22 December-14 February	Shire of Harvey (that portion of the Shire known as the Irrigation area as described in Schedule No.24 of the <i>Government Gazette</i> of 16 September 1982 at pages 3724 to 3725).
15 December-28 February	Shire of Harvey (that portion of the Shire known as the Western or Coastal Area as described in Schedule No. 23 of the <i>Government Gazette</i> of 16 September 1982 at page 3724).
15 December-14 March	Shire of Harvey (remainder of the Shire after the exclusion of those portions as described in Schedules No. 23 and 24 of the <i>Government Gazette</i> of 16 September 1982 at pages 3724 to 3725)
1 December-28 February	Shire of Irwin (Townsites of Dongara and Denison only).
1 December-28 February	Shire of Irwin (the remainder of the Shire after the exclusion of the Townsites of Dongara and Denison).
1 November-1 March	Shire of Jerramungup
15 December-31 March	City of Joondalup
1 December-31 March	Shire of Kalamunda

Prohibited burning time	Zone of the State
1 November-30 April	City of Kalgoorlie-Boulder (that portion of the Townsite outside the area known as the Kalgoorlie-Boulder Fire District as described in Schedule 30 of the <i>Government Gazette</i> of 16 September 1982 at page 3728).
15 December-14 April	City of Kalgoorlie-Boulder—Fire District
1 November-14 February	Shire of Katanning
1 November-31 January	Shire of Kellerberrin
1 November-7 February	Shire of Kent
1 November-28 February	Shire of Kojonup
15 November-14 February	Shire of Kondinin
1 November-31 January	Shire of Koorda
1 November-31 January	Shire of Kulin
1 December-31 March	Town of Kwinana
1 November-31 January	Shire of Lake Grace
1 November-30 April	Shire of Laverton
1 September-31 March	Shire of Leonora
1 December-31 March	City of Mandurah
1 January-28 February	Shire of Manjimup (that portion of the Shire described in Schedule 17 of the <i>Government Gazette</i> of 16 September 1982 at page 3721).
22 December-14 March	Shire of Manjimup (with the exception of that portion of the Shire described in Schedule 17 of the <i>Government Gazette</i> of 16 September 1982 at page 3721).
15 December-31 March	Shire of Meekatharra
15 December-31 March	City of Melville
1 November-15 March	Shire of Menzies
1 November-31 January	Shire of Merredin
1 November-31 January	Shire of Mingenew
1 November-14 February	Shire of Moora
15 October-31 January	Shire of Morawa
15 December-31 March	Town of Mosman Park
15 December-31 March	Shire of Mount Magnet
1 November-31 January	Shire of Mount Marshall
1 November-31 January	Shire of Mukinbudin
15 December-31 March	Shire of Mundaring
Nil	Shire of Murchison
15 December-14 March	Shire of Murray
22 December-28 February	Shire of Nannup
1 November-31 January	Shire of Narembeen
1 November-1 March	Shire of Narrogin
1 November-14 February	Town of Narrogin
15 December-31 March	City of Nedlands
1 October-30 April	Shire of Ngaanyatjaraku
1 November-14 February	Shire of Northam (that portion of the Shire lying east of the eastern boundaries of the Clackline-Toodyay, Eastern and Great Southern Railway Reserves).
1 November-21 February	Shire of Northam (that portion of the Shire lying west of the eastern boundaries of the Clackline-Toodyay, Eastern and Great Southern Railway Reserves).
15 October-15 February	Shire of Northampton
1 November-31 January	Shire of Nungarin
15 December-31 March	Shire of Peppermint Grove
1 October-31 January	Shire of Perenjori
15 December-31 March	City of Perth
1 November-14 February	Shire of Pingelly
15 November-14 February	Shire of Plantagenet (that portion of the Shire shown as East Zone on Deposit Plan 44449).

Prohibited burning time	Zone of the State
15 December-14 February	Shire of Plantagenet (that portion of the Shire shown as West Zone on Deposit Plan 44449).
Nil	Town of Port Hedland
1 November-14 February	Shire of Quairading
1 November-31 January	Shire of Ravensthorpe
1 December-31 March	City of Rockingham
Nil	Shire of Roebourne
15 December-31 March	Shire of Sandstone
1 December-31 March	Shire of Serpentine-Jarrahdale
15 November-31 March	Shire of Shark Bay
15 December-31 March	City of South Perth
15 December-31 March	City of Stirling
15 December-31 March	City of Subiaco
1 December-31 March	City of Swan
1 November-14 February	Shire of Tammin
1 November-28 February	Shire of Three Springs
1 November-8 March	Shire of Toodyay
1 November-7 February	Shire of Trayning
Nil	Shire of Upper Gascoyne
15 December-31 March	Town of Victoria Park
1 November-28 February	Shire of Victoria Plains
15 December-31 March	City of Vincent
1 November-14 February	Shire of Wagin
1 November-21 February	Shire of Wandering (the remainder of the Shire after the exclusion of that portion of the Shire west of the eastern boundary of the Canning River and Serpentine Catchment areas).
15 December-14 March	Shire of Wandering (that portion of the Shire west of the eastern boundary of the Canning River and Serpentine Catchment areas).
1 December-31 March	City of Wanneroo
22 December-14 February	Shire of Waroona (that portion of the Shire known as the Irrigation area as described in Schedule No. 28 of the <i>Government Gazette</i> of 16 September 1982 at page 3727).
15 December-28 February	Shire of Waroona (that portion of the Shire known as the Coastal Strip area as described in Schedule No. 25 of the <i>Government Gazette</i> of 16 September 1982 at page 3725).
15 December-28 February	Shire of Waroona (that portion of the Shire known as the Central area as described in Schedule No. 27 of the <i>Government Gazette</i> of 16 September 1982 at page 3726).
15 December-14 March	Shire of Waroona (that portion of the Shire known as the Dry Sand area described in Schedule No. 26 of the <i>Government Gazette</i> of 16 September 1982 at page 3726).
15 December-14 March	Shire of Waroona (that portion of the Shire known as the Hills area as described in Schedule No. 29 of the <i>Government Gazette</i> of 16 September 1982 at page 3727).
5 November-21 February	Shire of West Arthur
1 November-14 February	Shire of Westonia
14 November-7 February	Shire of Wickepin
1 November-14 February	Shire of Williams
1 November-31 March	Shire of Wiluna
15 November-11 February	Shire of Wongan-Ballidu
1 November-14 February	Shire of Woodanilling
1 November-7 February	Shire of Wyalkatchem
Nil	Shire of Wyndham/East Kimberley (Gazetted Townsite and Irrigation Areas).
Nil	Shire of Wyndham/East Kimberley (remainder of the Shire after exclusion of the Gazetted Townsite and Irrigation Areas).

Prohibited burning time	Zone of the State
15 November-31 March	Shire of Yalgoo
1 November-31 January	Shire of Yilgarn
1 December-14 February	Shire of York

WAYNE GREGSON APM, Chief Executive Officer of the
Fire and Emergency Services Authority of Western Australia,
as a sub-delegate of the Minister under section 16 of the *Fire and
Emergency Services Authority of Western Australia Act 1998*.

FE403*

BUSH FIRES ACT 1954

BUSH FIRES (RESTRICTED BURNING TIMES) NOTICE 2012

Made by the Chief Executive Officer of the Fire and Emergency Services Authority of Western Australia under section 18(2) of the Act.

1. Citation

This notice is the *Bush Fires (Restricted Burning Times) Notice 2012*.

2. Commencement

This notice comes into operation as follows—

- (a) clauses 1 and 2—on the day on which this notice is published in the *Gazette*;
- (b) the rest of the notice—on the day after that day.

3. Declaration of restricted burning times

(1) Under section 18(2) of the Act, the times of the year mentioned in Schedule 1 column 1 are declared in respect of the corresponding zones of the State mentioned in Schedule 1 column 2.

(2) For the purposes of subclause (1), a reference in Schedule 1 column 2 to a local government is to be read as a reference to the district or to the state portion of the district, as the case requires, of the local government.

4. Revocation

The instrument published in the *Gazette* on 27 October 1995 at pages 4947 to 4956, to the extent to which it was a notice made under section 18(2) of the Act and as amended from time to time, is revoked.

Schedule 1—Restricted burning times

Restricted burning time	Zone of the State
3 October-30 April	City of Albany (Generally north of dividing line described in Schedule 15 published in the <i>Government Gazette</i> of 16 September 1982 at pages 3720 to 3721).
9 November-30 April	City of Albany (generally south and southwest of dividing line described in Schedule 15 published in the <i>Government Gazette</i> of 16 September 1982 at pages 3720 to 3721).
1 October-31 May	City of Armadale
1 January-31 December	Shire of Ashburton
9 November-12 May	Shire of Augusta-Margaret River
2 November-30 April	Town of Bassendean
2 November-30 April	City of Bayswater
2 November-30 April	City of Belmont
3 October-29 March	Shire of Beverley
2 November-26 April	Shire of Boddington
9 October-30 April	Shire of Boyup Brook
2 November-26 April	Shire of Bridgetown-Greenbushes
19 September-14 April	Shire of Brookton
1 April-31 December	Shire of Broome
19 September-15 April	Shire of Broomehill-Tambellup
19 September-15 March	Shire of Bruce Rock
15 November-10 May	City of Bunbury
1 November-12 May	Shire of Busselton
2 November-30 April	Town of Cambridge

Restricted burning time	Zone of the State
2 November-30 April	City of Canning
2 November-26 April	Shire of Capel
17 September-15 March	Shire of Carnamah (Eastern Area)
17 September-15 March	Shire of Carnamah (Western Area)
1 November-30 April	Shire of Carnarvon
7 September-29 March	Shire of Chapman Valley (that portion of the Shire lying generally south-westerly of the dividing line as described in Schedule 11 published in the <i>Government Gazette</i> of 16 September 1982 at page 3719).
14 August-14 March	Shire of Chapman Valley (that portion of the Shire lying generally northeast of the dividing line as described in Schedule 11 published in the <i>Government Gazette</i> of 16 September 1982 at page 3719).
19 October-31 May	Shire of Chittering
2 November-30 April	Town of Claremont
1 October-30 September	City of Cockburn
2 November-31 May	Shire of Collie
20 July-12 June	Shire of Coolgardie (Remainder of the Shire after the exclusion of the Townsites of Coolgardie and Kambalda).
19 September-12 June	Shire of Coolgardie (Townsites of Coolgardie and Kambalda only).
19 September-29 March	Shire of Coorow (Coastal Strip) (that portion of the Shire west of the western boundary of a road approximately 60 metres wide situate approximately 72 km from and approximately parallel to the shores of the Indian Ocean from the northern boundary to the southern boundary of the Shire).
16 September-29 March	Shire of Coorow (remainder of the Shire after the exclusion of the Coastal Strip described above).
19 September-15 April	Shire of Corrigin
2 November-30 April	Town of Cottesloe
1 October-12 April	Shire of Cranbrook
1 October-19 April	Shire of Cuballing
1 October-30 April	Shire of Cue —Townsites
1 October-30 September	Shire of Cue —Remaining Part of Shire excluding Townsite
19 September-29 March	Shire of Cunderdin
1 October-15 March	Shire of Dalwallinu
19 September-29 March	Shire of Dandaragan
2 November-26 April	Shire of Dardanup
19 November-26 April	Shire of Denmark
1 April-14 January	Shire of Derby/West Kimberley (Gazetted Fire District)
1 April-14 January	Shire of Derby/West Kimberley (Remainder of Shire)
3 October-26 April	Shire of Donnybrook-Balingup (Nelson Locations 3598, 8513, 8758, 9249, 9434, 9696, 10833, 11108, 11725, 11122, 11287, 11815, 11859, 11866, 12087 and 12276).
2 November-26 April	Shire of Donnybrook-Balingup (remainder of the Shire after the exclusion of the above Locations)
20 October-30 April	Shire of Dowerin
19 September-31 March	Shire of Dumbleyung
1 October-31 March	Shire of Dundas
2 November-30 April	Town of East Fremantle
1 January-31 December	Shire of East Pilbara
19 September-15 March	Shire of Esperance
1 October-30 April	Shire of Exmouth
2 November-30 April	City of Fremantle
1 October-31 May	Shire of Gingin
15 October-30 May	Shire of Gnowangerup
19 September-29 March	Shire of Goomalling
1 October-31 May	City of Gosnells

Restricted burning time	Zone of the State
1 January-31 December	City of Greater Geraldton (wards of Champion Bay, Chapman, Port, Tarcoola and Willcock and the localities of Waggrakine, Moresby, Woorree, Deepdale, Meru, Narngulu, Cape Burney and Rudds Gully).
7 September-7 April	City of Greater Geraldton (Hills ward excluding the localities of Waggrakine, Moresby, Woorree, Deepdale, Meru, Narngulu, Cape Burney and Rudds Gully).
1 October-15 March	City of Greater Geraldton (Mullewa ward).
1 April-14 January	Shire of Halls Creek
9 November-29 March	Shire of Harvey (that portion of the Shire known as the Irrigation area as described in Schedule No.24 of the <i>Government Gazette</i> of 16 September 1982 at pages 3724 to 3725).
2 November-12 April	Shire of Harvey (that portion of the Shire known as the Western or Coastal Area as described in Schedule No. 23 of the <i>Government Gazette</i> of 16 September 1982 at page 3724).
2 November-26 April	Shire of Harvey (remainder of the Shire after the exclusion of those portions as described in Schedules No. 23 and 24 of the <i>Government Gazette</i> of 16 September 1982 at pages 3724 to 3725)
15 October-15 March	Shire of Irwin (Townsites of Dongara and Denison only).
15 October-15 March	Shire of Irwin (the remainder of the Shire after the exclusion of the Townsites of Dongara and Denison).
1 October-1 May	Shire of Jerramungup
2 November-30 April	City of Joondalup
1 October-31 May	Shire of Kalamunda
15 September-31 May	City of Kalgoorlie-Boulder (that portion of the Townsite outside the area known as the Kalgoorlie-Boulder Fire District as described in Schedule 30 of the <i>Government Gazette</i> of 16 September 1982 at page 3728).
1 November-31 May	City of Kalgoorlie-Boulder—Fire District
1 October-30 April	Shire of Katanning
19 September-15 March	Shire of Kellerberrin
19 September-22 March	Shire of Kent
1 October-30 April	Shire of Kojonup
19 September-31 March	Shire of Kondinin
19 September-15 March	Shire of Koorda
19 September-15 March	Shire of Kulin
1 October-31 May	Town of Kwinana
19 September-15 March	Shire of Lake Grace
20 July-12 June	Shire of Laverton
20 September-12 May	Shire of Leonora
1 July-30 June	City of Mandurah
19 November-12 April	Shire of Manjimup (that portion of the Shire described in Schedule 17 of the <i>Government Gazette</i> of 16 September 1982 at page 3721).
9 November-26 April	Shire of Manjimup (with the exception of that portion of the Shire described in Schedule 17 of the <i>Government Gazette</i> of 16 September 1982 at page 3721).
1 October-30 April	Shire of Meekatharra
2 November-30 April	City of Melville
19 September-15 March	Shire of Menzies
19 September-15 March	Shire of Merredin
17 September-15 March	Shire of Mingenew
19 September-29 March	Shire of Moora
15 October-15 March	Shire of Morawa
2 November-30 April	Town of Mosman Park
1 October-30 April	Shire of Mount Magnet
19 September-15 March	Shire of Mount Marshall
19 September-15 March	Shire of Mukinbudin
1 October-31 May	Shire of Mundaring

Restricted burning time	Zone of the State
1 October-30 April	Shire of Murchison
1 November-30 April	Shire of Murray
9 November-30 April	Shire of Nannup
19 September-15 March	Shire of Narembeen
15 October-19 April	Shire of Narrogin
19 September-31 May	Town of Narrogin
2 November-30 April	City of Nedlands
19 August-12 June	Shire of Ngaanyatjaraku
19 September-29 March	Shire of Northam (that portion of the Shire lying east of the eastern boundaries of the Clackline-Toodyay, Eastern and Great Southern Railway Reserves).
19 September-5 April	Shire of Northam (that portion of the Shire lying west of the eastern boundaries of the Clackline-Toodyay, Eastern and Great Southern Railway Reserves).
17 September-15 April	Shire of Northampton
1 October-15 April	Shire of Nungarin
2 November-30 April	Shire of Peppermint Grove
17 September-15 March	Shire of Perenjori
2 November-30 April	City of Perth
19 September-29 March	Shire of Pingelly
3 October-29 March	Shire of Plantagenet (that portion of the Shire shown as East Zone on Deposit Plan 44449).
2 November-12 April	Shire of Plantagenet (that portion of the Shire shown as West Zone on Deposit Plan 44449).
19 June-12 June	Town of Port Hedland
16 October-29 March	Shire of Quairading
1 January-30 December	Shire of Ravensthorpe
1 October-31 May	City of Rockingham
1 July-30 June	Shire of Roebourne
1 October-30 April	Shire of Sandstone
1 October-31 May	Shire of Serpentine-Jarrahdale
1 October-30 April	Shire of Shark Bay
2 November-30 April	City of South Perth
2 November-30 April	City of Stirling
2 November-30 April	City of Subiaco
1 October-31 May	City of Swan
15 October-15 March	Shire of Tammin
16 October-15 March	Shire of Three Springs
1 October-30 April	Shire of Toodyay
19 September-31 March	Shire of Trayning
1 October-30 April	Shire of Upper Gascoyne
2 November-30 April	Town of Victoria Park
1 October-31 March	Shire of Victoria Plains
2 November-30 April	City of Vincent
19 September-30 April	Shire of Wagin
1 October-5 April	Shire of Wandering (the remainder of the Shire after the exclusion of that portion of the Shire west of the eastern boundary of the Canning River and Serpentine Catchment areas).
2 November-26 April	Shire of Wandering (that portion of the Shire west of the eastern boundary of the Canning River and Serpentine Catchment areas).
1 October-30 September	City of Wanneroo
9 November-29 March	Shire of Waroona (that portion of the Shire known as the Irrigation area as described in Schedule No. 28 of the <i>Government Gazette</i> of 16 September 1982 at page 3727).
2 November-12 April	Shire of Waroona (that portion of the Shire known as the Coastal Strip area as described in Schedule No. 25 of the <i>Government Gazette</i> of 16 September 1982 at page 3725).

Restricted burning time	Zone of the State
2 November-12 April	Shire of Waroona (that portion of the Shire known as the Central area as described in Schedule No. 27 of the <i>Government Gazette</i> of 16 September 1982 at page 3726).
2 November-26 April	Shire of Waroona (that portion of the Shire known as the Dry Sand area described in Schedule No. 26 of the <i>Government Gazette</i> of 16 September 1982 at page 3726).
2 November-26 April	Shire of Waroona (that portion of the Shire known as the Hills area as described in Schedule No. 29 of the <i>Government Gazette</i> of 16 September 1982 at page 3727).
30 September-15 May	Shire of West Arthur
1 October-31 March	Shire of Westonia
1 October-14 April	Shire of Wickepin
23 September-29 March	Shire of Williams
20 September-12 May	Shire of Wiluna
14 October-31 March	Shire of Wongan-Ballidu
19 September-29 March	Shire of Woodanilling
19 September-22 March	Shire of Wyalkatchem
1 April-14 January	Shire of Wyndham/East Kimberley (Gazetted Townsite and Irrigation Areas).
1 April-14 January	Shire of Wyndham/East Kimberley (remainder of the Shire after exclusion of the Gazetted Townsite and Irrigation Areas).
1 October-30 April	Shire of Yalgoo
19 September-15 March	Shire of Yilgarn
15 October-14 April	Shire of York

WAYNE GREGSON APM, Chief Executive Officer of the
Fire and Emergency Services Authority of Western Australia,
as a sub-delegate of the Minister under section 16 of the *Fire and
Emergency Services Authority of Western Australia Act 1998*.

FE404*

BUSH FIRES ACT 1954
TOTAL FIRE BAN DECLARATION

Correspondence No. 12080

Pursuant to powers delegated under the *Bush Fires Act 1954*, the Assistant Chief Operations Officer of the Fire and Emergency Services Authority of Western Australia, declared under Section 22A of the *Bush Fires Act 1954*, a total fire ban for 31 January 2012, for the local government districts of—

Armadale; Bassendean; Bayswater; Belmont; Cambridge; Canning; Carnamah; Chapman Valley; Chittering; Claremont; Cockburn; Coorow; Cottesloe; Dandaragan; East Fremantle; Fremantle; Gingin; Gosnells; Greater Geraldton; Irwin; Joondalup; Kalamunda; Kwinana; Mandurah; Melville; Mingenew; Moora; Morawa; Mosman Park; Mundaring; Murray; Nedlands; Northampton; Peppermint Grove; Perenjori; Perth; Rockingham; South Perth; Stirling; Subiaco; Swan; Three Springs; Victoria Park; Victoria Plains; Vincent; Wanneroo; Waroona.

GARY GIFFORD, Assistant Chief Operations Officer of the
Fire and Emergency Services Authority of Western Australia,
as a sub-delegate of the Minister under section 16 of the *Fire and
Emergency Services Authority of Western Australia Act 1998*.

31 January 2012.