

SHIRE OF KOJONUP
Kojonup



AGENDA

Ordinary Council Meeting

19 July 2023

TO: THE SHIRE PRESIDENT AND COUNCILLORS

NOTICE is hereby given that a meeting of the Council will be held in the Council Chambers, Administration Building, 93 Albany Highway, Kojonup on Wednesday, 19 July 2023 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**

14 July 2023

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for people with disability

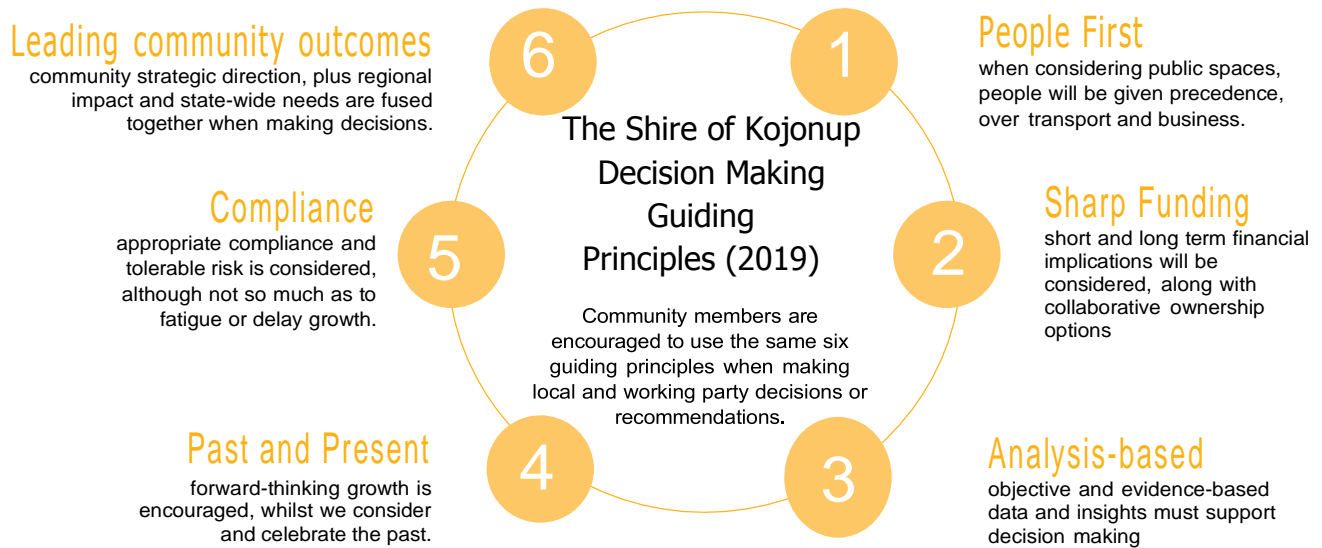
AGENDA FOR A COUNCIL MEETING TO BE HELD ON 19 JULY 2023

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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 Radford	Shire President
Cr Wieringa	
Cr Gale	
Cr Singh	
Cr Bilney	
Cr Egerton-Warburton	

STAFF

Grant Thompson	Chief Executive Officer
Judy Stewart	Manager Governance and Administration
Jill Johnson	Manager Finance and Corporate Services

3.1 APOLOGIES

3.2 APPROVED LEAVE OF ABSENCE

CM60/23:

Cr P Webb	Deputy President
Cr F Webb	

4 **DECLARATION OF INTEREST**

5 **PUBLIC QUESTION TIME**

5.1 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

5.2 PUBLIC QUESTION TIME

6 **CONFIRMATION OF MINUTES**

6.1 ORDINARY COUNCIL MEETING 20 JUNE 2023

Unconfirmed Minutes of an Ordinary Council Meeting held 20 June 2023 are at [attachment 6.1.1](#).

OFFICER RECOMMENDATION

That the Minutes of an Ordinary Council Meeting held 20 June 2023 be confirmed as a true record.

7 **PRESENTATIONS**

7.1 PETITIONS

7.2 PRESENTATIONS

7.3 DEPUTATIONS

7.4 DELEGATES' REPORTS

8 **METHOD OF DEALING WITH AGENDA BUSINESS**

9 **REPORTS**

9.1 KEY PILLAR 'LIFESTYLE' REPORTS

9.2 KEY PILLAR 'ECONOMICS' REPORTS

9.3 KEY PILLAR 'VISITATION' REPORTS

9.4 KEY PILLAR ‘PERFORMANCE’ REPORTS

9.4.1 MONTHLY PAYMENTS LISTING – JUNE 2023

AUTHOR	Tonya Pearce - Finance Officer
DATE	Monday, 10 July 2023
FILE NO	FM.AUT.1
ATTACHMENT	9.4.1.1 – Monthly Payments Listing 1 to 30 June 2023

<p>‘PLACEMAKING’ STRATEGIC COMMUNITY PLAN JULY 2023 TO JUNE 2033 TO BE: <i>“The Cultural Experience Centre of the Great Southern”</i> <i>Kojonup’s Community Vision Plan – by June 2027</i> STRATEGIC/CORPORATE IMPLICATIONS</p>		
Key Strategic Pillar/s	Community Goal/s	Corporate Objective/s
Performance	12. A High Performing Council	12.1 SoK finances and funding

DECLARATION OF INTEREST

Nil

SUMMARY

To receive the list of payments covering the month of June 2023.

BACKGROUND

Nil

COMMENT

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

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

CONSULTATION

Nil

STATUTORY REQUIREMENTS

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

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

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

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

All payments are made in line with Council Policy.

STRATEGIC/CORPORATE IMPLICATIONS

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

RISK MANAGEMENT IMPLICATIONS

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

ASSET MANAGEMENT PLAN IMPLICATIONS

There are no asset management implications for this report.

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

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

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

FROM – 1 June 2023		TO – 30 June 2023
Municipal Cheques	14362-14364	\$43,886.76
EFTs	32150 - 32370	\$762,481.34
Direct Debits		\$390,381.68
Total		\$1,196,749.78

be received.

9.4.2 INFORMATION STATEMENT 2023/2024

AUTHOR	Judy Stewart – Senior Administration Officer
DATE	Friday, 7 July 2023
FILE NO	IM.FOI.7
ATTACHMENT(S)	9.4.2.1 – Information Statement 2023/2024

<p>‘PLACEMAKING’ STRATEGIC COMMUNITY PLAN JULY 2023 TO JUNE 2033 TO BE: <i>“The Cultural Experience Centre of the Great Southern”</i> <i>Kojonup’s Community Vision Plan – by June 2027</i> 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

To review and consider, prior to annual publishing, the Shire of Kojonup’s Information Statement.

BACKGROUND

Section 96(1) of the *Freedom of Information Act 1992* requires each government agency, including local governments, to prepare and publish annually an Information Statement.

Section 94 of the *Freedom of Information Act 1992* states that the Information Statement must set out:

- The Agency’s Mission Statement;
- Details of legislation administered;
- Details of the agency structure;
- Details of decision-making functions;
- Opportunities for public participation in the formulation of policy and performance of agency functions;
- Documents held by the agency; and
- The operation of Freedom of Information (FOI) in the agency.

The 2022/2023 Information Statement was adopted by the Council at its Ordinary Meeting held 26 July 2022.

COMMENT

The Shire of Kojonup's Information Statement 2023/2024 is attached. The document complies with the requirements of the *Freedom of Information Act 1992*, as outlined above.

A copy of the Information Statement will be forwarded to the Information Commissioner as required.

CONSULTATION

Nil

STATUTORY REQUIREMENTS

This item is required under the *Freedom of Information Act 1992*. Section 94 states:

94. *Term used: information statement*

A reference in this Act to an information statement, in relation to an agency, is a reference to a statement that contains—

- (a) a statement of the structure and functions of the agency;*
- (b) a description of the ways in which the functions (including, in particular, the decision-making functions) of the agency affect members of the public;*
- (c) a description of any arrangements that exist to enable members of the public to participate in the formulation of the agency's policy and the performance of the agency's functions;*
- (d) a description of the kinds of documents that are usually held by the agency including —*
 - i. which kinds of documents can be inspected at the agency under a written law other than this Act (whether or not inspection is subject to a fee or charge); and*
 - ii. which kinds of documents can be purchased; and*
 - iii. which kinds of documents can be obtained free of charge;*
- (e) a description of the agency's arrangements for giving members of the public access to documents mentioned in paragraph (d)(i), (ii) or (iii) including details of library facilities of the agency that are available for use by members of the public;*
- (f) a description of the agency's procedures for giving members of the public access to the documents of the agency under Part 2 including —*
 - i. the designation of the officer or officers to whom initial inquiries as to access to documents can be made; and*
 - ii. the address or addresses at which access applications can be lodged;*
- (g) a description of the agency's procedures for amending personal information in the documents of the agency under Part 3 including —*

- i. *the designation of the officer or officers to whom initial inquiries as to amendment of personal information can be made; and*
- ii. *the address or addresses at which applications for amendment of personal information can be lodged.*

POLICY IMPLICATIONS

The Information Statement is the Policy for access to information under the *Freedom of Information Act 1992*, and is linked to the Information Management Policy and Recordkeeping Plan RKP2021041.

FINANCIAL IMPLICATIONS

Nil

RISK MANAGEMENT IMPLICATIONS

The review of this document ensures compliance with legislation and is a vital tool in ensuring open and accountable local governance.

ASSET MANAGEMENT IMPLICATIONS

Nil

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

That the 2023/2024 Information Statement, as attached, be adopted and published in accordance with the *Freedom of Information Act 1992*.

9.4.3 CHANGE TO SEPTEMBER 2023 ORDINARY COUNCIL MEETING DATE

AUTHOR	Judy Stewart – Senior Administration Officer
DATE	Friday, 7 July 2023
FILE NO	GO.CNM.6
ATTACHMENT(S)	Nil

<p>‘PLACEMAKING’ STRATEGIC COMMUNITY PLAN JULY 2023 TO JUNE 2033 TO BE: <i>“The Cultural Experience Centre of the Great Southern”</i> <i>Kojonup’s Community Vision Plan – by June 2027</i> 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

Council to consider changing its September 2023 Ordinary Meeting date.

BACKGROUND

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

At its 29 November 2022 Ordinary Meeting, Council resolved as follows:

“That:

1. *Ordinary Meetings of Council be scheduled to be held in the Shire of Kojonup (Shire) Council Chambers, 93 Albany Highway, Kojonup the third Tuesday of each month in 2023 commencing at 3:00pm with the following exceptions:*
 - *No scheduled meeting to be held in January;*
 - *The February meeting to be brought forward to the first Tuesday being 7 February;*
 - *The July meeting be held on the fourth Tuesday (25 July) to make allowance for the Annual Budget adoption; and*

- *The December meeting be held on the second Tuesday (12 December) given timing to the Christmas break period.*
- 2. *The following dates be approved for the 2023 calendar year for Ordinary Meetings of Council:*
 - 7 February 2023*
 - 21 March 2023*
 - 18 April 2023*
 - 16 May 2023*
 - 20 June 2023*
 - 25 July 2023*
 - 15 August 2023*
 - 19 September 2023*
 - 17 October 2023*
 - 21 November 2023*
 - 12 December 2023*
- 3. *That Council's approved Ordinary Meeting schedule for 2023, as above, be published on the Shire website and local public notice given."*

COMMENT

The Western Australian Local Government Association (WALGA) has, over the course of the last few months, advised that it will be holding its annual Local Government Convention (Convention) between the dates of 17 and 19 September 2023 which covers Council's scheduled September 2023 Ordinary Meeting date of 19 September 2023.

Council Policy 3.3 states as follows:

Local Government Week

All Councillors are encouraged to attend Local Government Week. The Shire President and Deputy Shire President are the Council's nominated delegates to attend the conference and vote on motions on the Council's behalf. Council shall be required to authorise attendance by any other Councillor wishing to attend.

Council, at its 20 June 2023 Ordinary Meeting, resolved as follows:

That Council authorises Cr Bilney to be the Shire of Kojonup's second voting delegate, in the absence of the Deputy President, at the Western Australian Local Government Association Local Government Convention 2023 to be held 17-19 September 2023.

Shire President, Cr Radford (as per Council Policy 3.3), and Cr Bilney (as per the above resolution) will attend the WALGA Convention as Council's two voting delegates. The

Chief Executive Officer will also be attending the WALGA Convention. It is, therefore, recommended that the previously scheduled Ordinary Meeting date of 19 September 2023 be changed to 26 September 2023 and public notice given in accordance with r. 12 (3) of the *Local Government (Administration) Regulations 1996*.

CONSULTATION

Chief Executive Officer

STATUTORY REQUIREMENTS

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

r. 12 (3) of the *Local Government (Administration) Regulations 1996*

5.25. Regulations about council and committee meetings and committees

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

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

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

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

(1) In this regulation —

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

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

- (a) ordinary council meetings;
- (b) committee meetings that are required under the Act to be open to members of the public or that are proposed to be open to members of the public.

(3) Any change to the meeting details for a meeting referred to in sub-regulation (2) must be published on the local government’s official website as soon as practicable after the change is made.

(4) If a local government decides that a special meeting of the council is to be open to members of the public, the CEO must publish the meeting details for the meeting and the purpose of the meeting on the local government’s official website as soon as practicable after the decision is made.

POLICY IMPLICATIONS

Council Policy 3.3 states as follows:

Local Government Week

All Councillors are encouraged to attend Local Government Week. The Shire President and Deputy Shire President are the Council’s nominated delegates to attend the conference and vote on motions on the Council’s behalf. Council shall be required to authorise attendance by any other Councillor wishing to attend.

FINANCIAL IMPLICATIONS

Nil

RISK MANAGEMENT IMPLICATIONS

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

IMPLICATIONS

Allows compliance with s. 5.25 (1) (g) of the *Local Government Act 1995* and r. 12 – *Local Government (Administration) Regulations 1996* - publication of meeting details.

ASSET MANAGEMENT IMPLICATIONS

Nil

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

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

That the 19 September 2023 Ordinary Meeting of Council, scheduled to commence at 3.00pm in the Council Chambers, 93 Albany Highway, Kojonup, be changed to commence at 3.00pm in the Council Chambers, 93 Albany Highway, Kojonup on 26 September 2023 and advertised in accordance with r. 12 (3) of the *Local Government (Administration) Regulations 1996*.

9.4.4 143 ALBANY HIGHWAY, KOJONUP – LEASE AND FUTURE OPERATIONS OF BLACK COCKATOO CAFE

AUTHOR	Grant Thompson – Chief Executive Officer
DATE	Thursday, 13 July 2023
FILE NO	CP.LEA.1
ATTACHMENT(S)	<u>UNDER SEPARATE COVER</u> 9.4.4.1 – Correspondence – Kodja Place Community Fund Inc. – 25 April 2023

<p>‘PLACEMAKING’ STRATEGIC COMMUNITY PLAN JULY 2023 TO JUNE 2033 TO BE: <i>“The Cultural Experience Centre of the Great Southern”</i> <i>Kojonup’s Community Vision Plan – by June 2027</i> STRATEGIC/CORPORATE IMPLICATIONS</p>		
Key Strategic Pillar/s	Community Goal/s	Corporate Objective/s
Performance	12. A High Performing Council	12.6 SoK asset management

DECLARATION OF INTEREST

Nil

SUMMARY

Council to consider accepting the Kodja Place Community Fund Incorporated’s (KPCFI) relinquishment of its lease of the Black Cockatoo Café (BCC) and to retrospectively approve the transitioning of the operations of the BCC to the Shire of Kojonup as of 17 July 2023.

BACKGROUND

Council resolved, at a Special Council Meeting held on 23 August 2022, as follows:

*“That Council:
 Subject to no public submissions being received, proceed in accordance with Section 3.58 of the Local Government Act 1995 to lease the Black Cockatoo Café to the Kodja Place Community Fund Inc, as the successful respondent, for an initial term of three (3) years with a further option of three (3) years in accordance with the terms and conditions as mutually agreed and executed.”*

COMMENT

As Council is aware, the KPCFI wrote to Council on Tuesday, 25 April 2023 outlining its intention to transition the BCC back to the Shire as the KPCFI did not see the BCC being sustainable under its management structure (attachment 9.4.4.1).

KPCFI more recently emailed the Council stating it was seeking ways to improve the BCC and ensure its sustainability prior to discussions on any transitional state.

Following receipt of correspondence from the KPCFI and subsequent discussions between the KPCFI, Councillors, and Officers, it has become evident that the sustainability of the BCC and its reputation are at risk.

There are nil termination clauses in the Lease Agreement (Lease) between the Shire and the KPCFI related to the Lessee relinquishing the Lease; however, subject to consent of both parties, the Lease can be varied at any time by agreement of both parties in writing.

The Author recommends that Council retrospectively approves, in writing to the KPCFI, the KPCFI's request to relinquish the Lease and returns the BCC to the Shire's control as of Monday, 17 July 2023. These actions will ensure that the BCC remains open and the reputation of the BCC, as an ongoing operation, remains intact.

Based on the previous correspondence and notice from KPCFI and following discussions with Councillors and relevant stakeholders, the Author has moved to mitigate the transitional and reputational risk by preparing the BCC to be transitioned. As a result, the Shire is ready to transition to operate the BCC as of Monday, 17 July 2023.

CONSULTATION

Briefing Session - 4 July 2023
Manager Governance and Administration
Manager Finance and Corporate Services

STATUTORY REQUIREMENTS

Local Government Act 1995

POLICY IMPLICATIONS

Nil

The objectives of The Kodja Place precinct, as defined by The Kodja Place Master Plan, are:

1. To be sustainable – financially, socially and culturally
2. To be a place of community pride and engagement
3. To nurture our future storytellers and makers

FINANCIAL IMPLICATIONS

This action has been considered in budget estimates as it will require accounting for the revenue and costs associated with the BCC. The systems and elements are set up

from when the Shire previously operated the BCC, resulting in little impact in this regard.

There may be short term cash-flow implications but these are expected to be minimal as the BCC is anticipated to be self-funding.

RISK MANAGEMENT IMPLICATIONS

RISK MANAGEMENT FRAMEWORK			
Risk Profile	Risk Description/Cause	Key Control	Current Action
1 - Asset Sustainability	Inadequate financial management and planning (capital renewal plan)	Asset replacement schedule	Nil
10 – Management of Facilities, Venues and Events	Lack of Lease/Contract/ agreement/MOU/Licence documentation	Lease agreements for Shire Facilities: Signage at all venues	Develop Lease Agreements for all Shire Facilities
Risk Rating – <i>Moderate</i>			
IMPLICATIONS			
Any actions to manage the BCC will benefit the Kodja Place precinct.			

ASSET MANAGEMENT IMPLICATIONS

Nil

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Absolute Majority

<p>Officer Recommendation:</p> <p>That Council:</p> <ol style="list-style-type: none"> 1) retrospectively approves the Kodja Place Community Fund Incorporated’s (KPCFI) request to relinquish the current Lease Agreement between the Shire of Kojonup (Shire) and the KPCFI for the lease of the Black Cockatoo Café, as of 16 July 2023 (upon which date the KPCFI will have vacated the premises); 2) retrospectively delegates authority to the Chief Executive Officer to commence the Shire’s operating of the Black Cockatoo Café as of Monday, 17 July 2023; and 3) communicates these actions to the Kojonup community as soon as practicable.
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9.4.5 CHANGE TO POLICY 3.21 – APPOINTMENT OF OFFICERS TO ACTING CHIEF EXECUTIVE OFFICER

AUTHOR	Grant Thompson – Chief Executive Officer
DATE	Friday, 14 July 2023
FILE NO	CS.SVP.2
ATTACHMENT(S)	9.4.5.1 – Policy 3.21 – Appointment of Officers to Acting Chief Executive Officer – existing policy 9.4.5.2 – Policy 3.21 – Appointment of Officers to Acting Chief Executive Officer – amended policy

‘PLACEMAKING’ STRATEGIC COMMUNITY PLAN JULY 2023 TO JUNE 2033 TO BE: <i>“The Cultural Experience Centre of the Great Southern”</i> <i>Kojonup’s Community Vision Plan – by June 2027</i> STRATEGIC/CORPORATE IMPLICATIONS		
Key Strategic Pillar/s	Community Goal/s	Corporate Objective/s
Performance	12. A High Performing Council	12.1 SoK finances and funding 12.3 SoK values and culture growth

DECLARATION OF INTEREST

Nil

SUMMARY

The purpose of this report is for Council to consider a change to Policy 3.21 – Appointment of Officers to Acting Chief Executive Officer.

BACKGROUND

Council, at its 21 March Ordinary Meeting, adopted a new Strategic Community Plan (SCP) – July 2023 to June 2033 ‘Placemaking Strategy’:

“That the Shire of Kojonup’s Strategic Community Plan 2023-2033 “Placemaking Strategy”, as attached, be adopted.”

COMMENT

Subsequent to the adoption of the SCP, the Author has commenced structural workforce changes designed to achieve the Kojonup Community’s Vision Plan to make the Shire of Kojonup ‘The Cultural Experience Centre of the Great Southern’.

As a result, Policy 3.21 *Appointment of Officers to Acting Chief Executive Officer* requires updating to reflect the appointment of new senior managers and changes in functional roles.

CONSULTATION

Nil

STATUTORY REQUIREMENTS

Local Government Act 1995

POLICY IMPLICATIONS

The endorsement of amended Policy 3.21 (attachment 9.4.5.2) would formalise delegated authority in the event of the Chief Executive Officer being on leave or unable to perform their duties.

FINANCIAL IMPLICATIONS

Higher duties as per amended Policy 3.21.

RISK MANAGEMENT IMPLICATIONS

RISK MANAGEMENT FRAMEWORK			
Risk Profile	Risk Description/Cause	Key Control	Current Action
2. Business and Community Disruption	Failure to adequately prepare and respond to events that cause disruption to the local community and/or normal business activities.	Business Continuity Framework (Policy, Procedures & Plans)	Nil
5. Employment Practices	Ineffective human resource policies, procedures and practices	Human resource management	Nil
<i>Risk rating - Moderate</i>			
IMPLICATIONS			
Minimised disruption and decision making to business as usual.			

ASSET MANAGEMENT IMPLICATIONS

Nil

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

Nil

VOTING REQUIREMENTS

Absolute Majority

OFFICER RECOMMENDATION

That Council adopts the changes to Policy 3.21, as presented, relating to the appointment and delegated authority of an Acting Chief Executive Officer.

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 Meeting of Council held 20 June 2023
9.4.1	9.4.1.1	Monthly Payments Listing 1 to 30 June 2023
9.4.2	9.4.2.1	Information Statement 2023/2024
9.4.5	9.4.5.1	Policy 3.21 – Appointment of Officers to Acting Chief Executive Officer – existing policy
	9.4.5.2	Policy 3.21 – Appointment of Officers to Acting Chief Executive Officer – amended policy

UNDER SEPARATE COVER

9.4.4	9.4.4.1	Correspondence - Kodja Place Community Fund Inc. – 25 April 2023
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SHIRE OF KOJONUP

Kojonup



MINUTES

ORDINARY MEETING

20 JUNE 2023

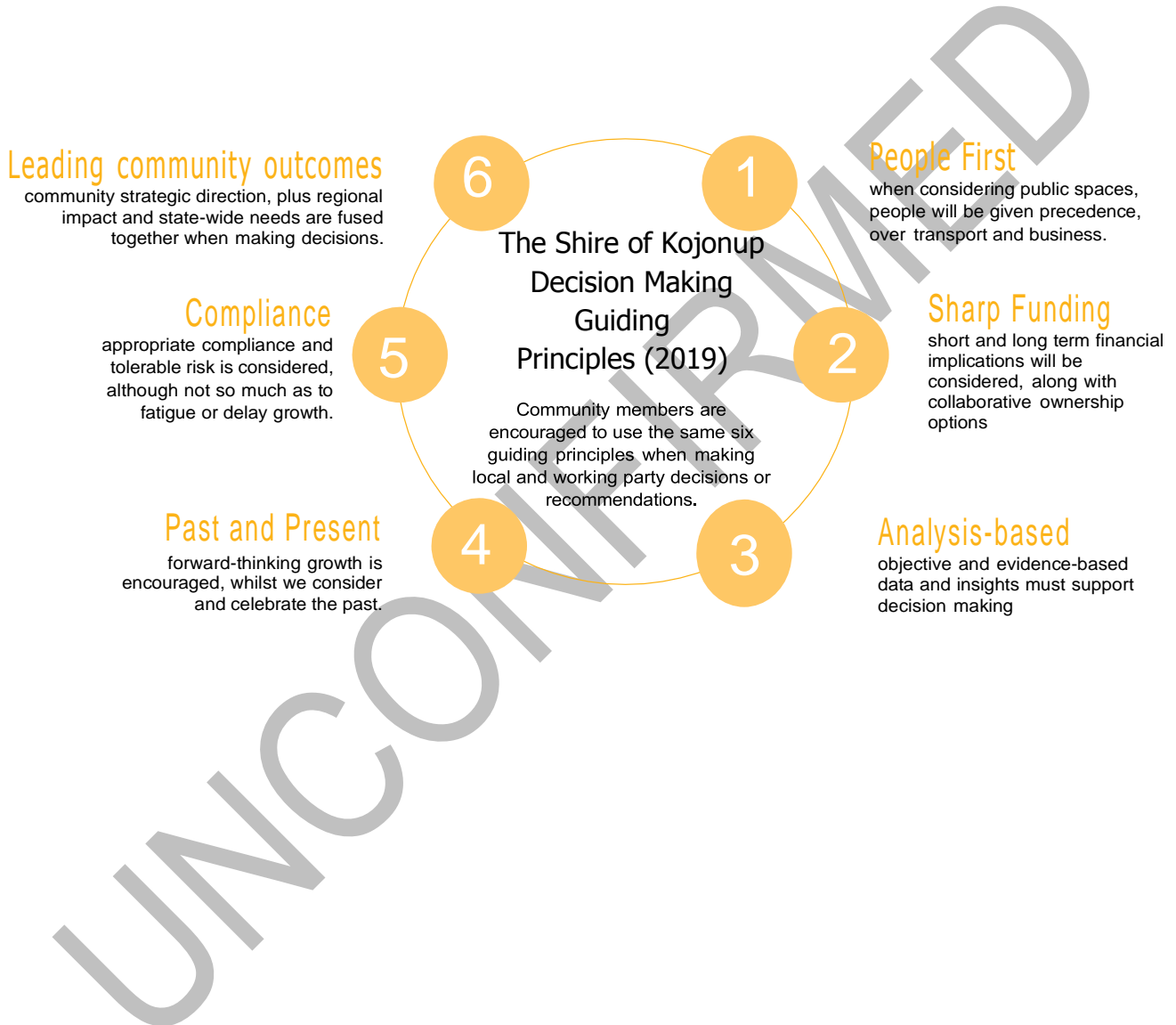
MINUTES OF A COUNCIL MEETING HELD ON 20 JUNE 2023

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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.



MINUTES

1 DECLARATION OF OPENING AND ANNOUNCEMENT OF GUESTS

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

Disclaimer

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

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

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

Acknowledgement of Country

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

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

Prayer

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

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

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

Amen

2 ANNOUNCEMENTS FROM THE PRESIDING MEMBER

Nil

3 ATTENDANCE

COUNCILLORS

Cr N Radford	Shire President
Cr Wieringa	
Cr Singh	
Cr R Bilney	
Cr Egerton-Warburton	

STAFF

Grant Thompson	Chief Executive Officer
Robert Jehu	Manager Regulatory Services
Judy Stewart	Senior Administration Officer

3.1 APOLOGIES

Nil

3.2 APPROVED LEAVE OF ABSENCE

CM60/23:
Cr P Webb Deputy President
Cr F Webb
Cr Gale

4 DECLARATION OF INTEREST

14.1.1 – 143 ALBANY HIGHWAY, KOJONUP – REALLOCATION OF LEASE AMOUNT AUGUST 2023 - JANUARY 2024
Cr Singh – Financial Interest

5 PUBLIC QUESTION TIME

5.1 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

5.2 PUBLIC QUESTION TIME

Nil

6 CONFIRMATION OF MINUTES

6.1 ORDINARY COUNCIL MEETING 16 MAY 2023

Unconfirmed Minutes of an Ordinary Council Meeting held on 16 May 2023 are at [attachment 6.1.1](#).

OFFICER RECOMMENDATION/COUNCIL DECISION

64/23 Moved Cr Egerton-Warburton Seconded Cr Wieringa
That the Minutes of an Ordinary Council Meeting held on 16 May 2023 be confirmed as a true record.

CARRIED 5/0

6.2 SPECIAL COUNCIL MEETING 6 JUNE 2023

Unconfirmed Minutes of a Special Council Meeting held 6 June 2023 are at [attachment 6.1.2](#).

OFFICER RECOMMENDATION/COUNCIL DECISION

65/23 Moved Cr Bilney Seconded Cr Singh
That the Minutes of a Special Council Meeting held on 6 June 2023 be confirmed as a true record.

CARRIED 5/0

7 PRESENTATIONS

7.1 PETITIONS

Nil

7.2 PRESENTATIONS

Nil

7.3 DEPUTATIONS

Nil

7.4 DELEGATES' REPORTS

Nil

- 8 METHOD OF DEALING WITH AGENDA BUSINESS
There were nil changes to the order of business.

9 REPORTS

- 9.1 KEY PILLAR 1 – ‘PLACE’ REPORTS
Nil

UNCONFIRMED

9.2 KEY PILLAR 2 – ‘CONNECTED’ REPORTS

9.2.1 BUSH FIRE BRIGADE LOCAL LAW 2023

AUTHOR	Robert Jehu – Manager Regulatory Services
DATE	Tuesday, 16 May 2023
FILE NO	LE. LCL.1
ATTACHMENT(S)	<p>9.2.1.1 - Shire of Kojonup Bush Fire Brigades Local Law 2023</p> <p>9.2.1.2 - Response received from Minister Stephen Dawson, Department of Emergencies</p> <p>9.2.1.3 - Response received from Steven Elliott, Acting Principal Strategy Officer, Department of Local Government, Sport and Cultural Industries</p> <p>9.2.1.4 - Flow chart of Local Law making process</p>

STRATEGIC/CORPORATE IMPLICATIONS		
“Smart Possibilities – Kojonup 2027+”		“Smart Implementation – Kojonup 2018-2022”
Key Pillar	Community Outcomes	Corporate Actions
2 - Connected	2.3 – Be providing for a safe and secure environment by working with State and Federal authorities.	2.3.2 – Support appropriate initiatives to improve safety and reduce crime (N2.4.2).

DECLARATION OF INTEREST

Nil

SUMMARY

The purpose of this report is for Council to consider adopting the Shire of Kojonup Bush Fire Brigades Local Law 2023 (Local Law).

BACKGROUND

Under the *Bush Fires Act 1954 (Act)* a local government may establish and maintain one or more bush fire brigades for the purpose of carrying out normal brigade activities.

The Shire of Kojonup (Shire) has approximately 493 volunteers across twelve (12) bush fire brigades.

As per motion 25/23, Council resolved at its 21 March 2023 Ordinary Meeting to propose the *Shire of Kojonup Bush Fire Brigades Local Law 2023* (local law) as follows:

“That Council proposes to make the Shire of Kojonup Bush Fire Brigades Local Law 2023 (Local Law), as presented, with the following purpose and effect:

Purpose: The purpose of this local law is to provide for the establishment, organisation and maintenance, administration and funding of bush fire brigades;

Effect: The effect of this local law is that bush fire brigades will be organised and ensure they align with changes in the law and operational practices; and

advertises the proposed Local Law for a period of not less than six weeks, in accordance with section 3.12 of the Local Government Act 1995.”

COMMENT

Under the *Bush Fire Act 1954* a local government is required to establish, organise and maintain, administer and fund bush fire brigades under a bush fire brigades local law.

The proposed Local Law is recommended to address the current absence of a local law for the Shire’s bush fire brigades. The Shire’s proposed Local Law has been created by utilising the Model Local Law (provided by the Western Australian Local Government Association) which is currently implemented in various surrounding Shires including the Shire of Cranbrook, Shire of Broomehill–Tambellup and Shire of Boyup-Brook.

The *Local Government Act 1995* requires local governments to give public notice of the proposed local law. A period of ‘not less than six weeks after the notice is given’ for submission is required. The proposed local law was advertised for the period 28 March 2023 to 12 May 2023.

On 28 March 2023, a public notice outlining Council’s intention to make the proposed local law was advertised in the following:

- Great Southern Herald;
- Kojonup Newsletter;
- Social media including the Shire’s Facebook page and e-newsletter; and
- Placed on notice boards in the Shire Administration Building and Shire Library

On 30 March 2023, a copy of the proposed Local Law was provided to both the Minister of Emergency Services; Innovation and the Digital Economy; Medical Research; Volunteering (Hon. Stephen Dawson and the Minister for Housing; Lands; Homelessness; Local Government (Hon. John Carey) for comment.

On 24 April 2023 the Shire received feedback from Minister Stephen Dawson with one suggestion for a minor grammatical rectification (as per attachment 9.2.1.2).

On 27 April 2023 the Shire received feedback from Steven Elliott, Acting Principal Strategy Officer, Department of Local Government, Sport and Cultural Industries with minor suggestions for grammatical rectification (as per attachment 9.2.1.3).

No further comments or submissions were received in relation to the proposed local law.

The identified grammatical suggestions have been implemented within the proposed local law.

As only minor grammatical changes have been made, it is noted that the Local Law for adoption is not significantly different from the advertised proposed local law and is now able to be adopted as per Section 3.12(4) of the *Local Government Act 1995*.

CONSULTATION

Western Australian Local Government Association

Kojonup Bush Fire Advisory Committee

Hon Stephen Dawson, Minister of Emergency Services; Innovation and the Digital Economy; Medical Research; Volunteering

Steven Elliott; Acting Principal Strategy Officer, Department of Local Government, Sport and Cultural Industries

Senior Ranger

STATUTORY REQUIREMENTS

Bush Fires Act 1954 (Act) - sections 41, 43 and 62

Local Government Act 1995 - section 3.12 - Procedure for making local laws

Summary of the legislative requirements to make a local law under *Bush Fires Act 1954*:

Section 43:

This section of the Act provides that a local government which establishes a bush fire brigade shall, by its local laws:

“provide for the appointment or election of a captain, a first lieutenant, a second lieutenant, and such additional lieutenants as may be necessary as officers of the bush fire brigade, and prescribe their respective duties.”

Section 41:

- *the local government may, in accordance with its local law, establish and maintain one or more bush fire brigades and equip each bush fire brigade with appliances, equipment and apparatus.*

Section 62(1):

- *the appointment, employment, payment, dismissal and duties of bush fire control officers; and*

- *the organisation, establishment, maintenance and equipment with appliances and apparatus of bush fire brigades to be established and maintained by the local government; and*
- *any other matters affecting the exercise of any powers or authorities conferred and the performance of any duties imposed upon the local government by this Act.*

Summary of the legislative requirements to make a local law under the *Local Government Act 1995*:

Local Government Act 1995 – Section 3.12. Procedure for making Local Laws:

(1) In making a Local Law a local government is to follow the procedure described in this section, in the sequence in which it is described.

(2A) Despite subsection (1), a failure to follow the procedure described in this section does not invalidate a Local Law if there has been substantial compliance with the procedure.

(2) At a council meeting the person presiding is to give notice to the meeting of the purpose and effect of the proposed Local Law in the prescribed manner.

(3) The local government is to —

(a) give local public notice stating that —

(i) the local government proposes to make a Local Law the purpose and effect of which is summarized in the notice; and

(ii) a copy of the proposed Local Law may be inspected or obtained at any place specified in the notice; and

(iii) submissions about the proposed Local Law may be made to the local government before a day to be specified in the notice, being a day that is not less than 6 weeks after the notice is given; and

(b) as soon as the notice is given, give a copy of the proposed Local Law and a copy of the notice to the Minister and, if another Minister administers the Act under which the Local Law is proposed to be made, to that other Minister; and

(c) provide a copy of the proposed Local Law, in accordance with the notice, to any person requesting it.

[(3a) deleted]

(4) After the last day for submissions, the local government is to consider any submissions made and may make the Local Law as proposed or make a Local Law* that is not significantly different from what was proposed. * Absolute majority required.*

(5) After making the Local Law, the local government is to publish it in the Gazette and give a copy of it to the Minister and, if another Minister administers the Act under which the Local Law is proposed to be made, to that other Minister.

(6) After the Local Law has been published in the Gazette the local government is to give local public notice —

- (a) stating the title of the Local Law; and
- (b) summarizing the purpose and effect of the Local Law (specifying the day on which it comes into operation); and
- (c) advising that the Local Law is published on the local government’s official website and that copies of the Local Law may be inspected at or obtained from the local government’s office.

(7) The Minister may give directions to local governments requiring them to provide to the Parliament copies of Local Laws they have made and any explanatory or other material relating to them.

(8) In this section —
making in relation to a Local Law, includes making a Local Law to amend the text of, or repeal, a Local Law.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Advertising costs are associated with the advertising of adopted local laws and its gazettal for which there is provision within the budget at Chart of Account code 1922 - Advertising.

RISK MANAGEMENT FRAMEWORK			
Risk Profile	Risk Description/Cause	Key Control	Current Action
3. Failure to Fulfil Compliance Requirements (Statutory/Regulatory)	Inadequate compliance framework	Nil; however, governance calendar reminder system is in place	Nil
<i>Risk rating – Adequate</i>			
IMPLICATIONS			
Maximising compliance with legislation mitigates risk of damage to image and reputation as well as penalties associated with non-compliance; compliance demonstrates that best practice methodology is in place.			

ASSET MANAGEMENT IMPLICATIONS

Nil

VOTING REQUIREMENTS

Absolute Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

66/23 Moved Cr Egerton-WarburtonSeconded Cr Bilney

That the following local law be adopted, as presented, following advertising for public comment having taken place in accordance with s. 3.12 (3) of the *Local Government Act 1995*, and grammatical amendments made as required:

Shire of Kojonup Bush Fire Brigades Local Law 2023

Purpose: The purpose of this local law is to provide for the establishment, organisation and maintenance, administration and funding of bush fire brigades.

Effect: The effect of this local law is that bush fire brigades will be organised and ensure they align with changes in the law and operational practices.

CARRIED BY ABSOLUTE MAJORITY 5/0

9.2.2 BUSH FIRE ADVISORY COMMITTEE (BFAC) MEETING MINUTES – 9 MAY 2023

AUTHOR	Robert Jehu – Manager Regulatory Services
DATE	Monday, 12 June 2023
FILE NO	ES.CIR.2
ATTACHMENT(S)	9.2.2.1 – Unconfirmed BFAC Meeting Minutes – 9 May 2023

STRATEGIC/CORPORATE IMPLICATIONS		
“Smart Possibilities – Kojonup 2027+”		“Smart Implementation – Kojonup 2018-2022”
Key Pillar	Community Outcomes	Corporate Actions
KP 2 - Connected	2.3 – Be providing for a safe and secure environment by working with State and Federal authorities.	2.3.1 - Maximise community safety through safe urban design and advocate for enhanced emergency service provisions.

DECLARATION OF INTEREST

Nil

SUMMARY

The purpose of this report is to receive the unconfirmed minutes of a BFAC meeting held 9 May 2023.

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 9 May 2023 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/COUNCIL DECISION

67/23 Moved Cr Bilney

Seconded Cr Wieringa

That the unconfirmed minutes of a Bush Fire Advisory Committee meeting held 9 May 2023 be received.

CARRIED 5/0

9.2.3 APPOINTMENT OF BUSH FIRE CONTROL OFFICERS

AUTHOR	Robert Jehu – Manager Regulatory Services
DATE	Monday, 12 June 2023
FILE NO	ES.CIR.2
ATTACHMENT(S)	As per attachment 9.2.2.1 - Unconfirmed BFAC Minutes - 9 May 2023

STRATEGIC/CORPORATE IMPLICATIONS		
“Smart Possibilities – Kojonup 2027+”		“Smart Implementation – Kojonup 2018-2022”
Key Pillar	Community Outcomes	Corporate Actions
KP 2 - Connected	2.3 – Be providing for a safe and secure environment by working with State and Federal authorities.	2.3.1 - Maximise community safety through safe urban design and advocate for enhanced emergency service provisions.

DECLARATION OF INTEREST

Nil

SUMMARY

The purpose of this report is to consider the recommendations of the Bush Fire Advisory Committee (BFAC) for the appointment of Bush Fire Control Officers for the 2023/2024 bush fire season.

BACKGROUND

The Annual General Meeting of the Kojonup Bushfire Association (Association) was held on 17 April 2023. The BFAC endorsed the Association’s recommendations at its meeting held 9 May 2023.

COMMENT

The BFAC made the following recommendations for 2023/2024, at its 9 May 2023 meeting:

- a) Tony Fisher be recommended for the Chief Bush Fire Control Officer (CBFCO);
- b) Ross Fryer-Smith be recommended for the Deputy Chief Bush Fire Control Officer (DCBFCO);
- c) Nick Trethowan and Ben Blewett be recommended for the Senior Bush Fire Control Officers (SBFCO);
- e) The CBFCO and the DCBFCO are recommended for the Fire Weather Officer and Deputy Fire Weather Officer respectively;
- f) 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

g) *The CBFCO, DCBFCO and the two Senior SBFCO’s be authorised to advise the Chief Executive Officer of the Shire of Kojonup on the imposition of harvesting and movement of vehicles bans in the Shire of Kojonup for the 2023/2024 year.*

CONSULTATION

Nil

STATUTORY REQUIREMENTS

Section 38 of the *Bush Fires Act 1954*

Section 67 of the *Bush Fires Act 1954*

POLICY IMPLICATIONS

Policy 6.1 Fire Management Plan

Policy 2.3.5 Risk Management

FINANCIAL IMPLICATIONS

Nil

RISK MANAGEMENT IMPLICATIONS

RISK MANAGEMENT FRAMEWORK			
Risk Profile	Risk Description/Cause	Key Control	Current Action
2 - Business Continuity	Failure to adequately prepare and respond to events that cause disruption to the local community and/or normal business activities.	Community fire and emergency education Maintain regular communications with agencies and support services	Nil
3 - Compliance	Failure to correctly communicate laws and regulations as a result of an inadequate compliance framework. This includes new or proposed regulatory and legislative	External Audits (compliance)	Nil

	<p>changes, in addition to the failure to maintain updated internal & public domain legal documentation.</p> <p>Ineffective policies & processes</p>		
Risk Rating - <i>Adequate</i>			
IMPLICATIONS			
<p>Appointment of these positions is legislated by the <i>Bushfires Act 1954 (Act)</i>; compliance with this <i>Act</i> demonstrates processes are followed at management and governance levels that will assist in minimising the risks of bush fire upon the greater community.</p>			

ASSET MANAGEMENT IMPLICATIONS

Nil

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

68/23 Moved Cr Bilney

Seconded Cr Egerton-Warburton

- A) That the Council appoints to the following positions for the 2023/2024 year:
1. Tony Fisher - Chief Bush Fire Control Officer and Bush Fire Weather Officer;
 2. Ross Fryer-Smith - Deputy Chief Bush Fire Control Officer and Deputy Fire Weather Officer;
 3. Nick Trethowan and Ben Blewett - Senior Bush Fire Control Officers;
 4. The Chief Bush Fire Control Officer and the Deputy Chief Bush Fire Control Officer be appointed as authorised officers to issue permits to burn for the collection of clover seed in the Shire;
 5. The Chief Bush Fire Control Officer, Deputy Chief Bush Fire Control Officer and the two Senior Bush Fire Control Officers be authorised to recommend to the Chief Executive Officer of the Shire of Kojonup on the imposition of Harvest and Vehicle Movement Bans.

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

Bevan Bignell	Captain/FCO, Boilup Brigade
Glen Woodhams	Captain/FCO, Boscabel Brigade
Paul Norrish	Captain/FCO, Changerup Brigade
Owen Bignell	Captain/FCO, Cherry Tree Pool Brigade
Joe Young	Captain/FCO, Jingalup Brigade
James Eyres	Captain/FCO, Kojonup Brigade
James Heggaton	Captain/FCO, Lumeah Brigade
Warren Parker	Captain/FCO, Mobrurup Brigade
Nathan Leitch	Captain/FCO, Muradup Brigade
Griff Chomley	Captain/FCO, Orchid Valley Brigade
Shannon Binns	Captain/FCO, Qualeup Brigade
Stuart Tohl	Captain/FCO, Ryan's Brook Brigade
Matthew Hardingham	FCO, Muradup Town
Myles Reid	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.

CARRIED 5/0

9.2.4 FIRE BREAK ORDER 2023/2024

AUTHOR	Robert Jehu – Manager Regulatory Services
DATE	Friday, 9 June 2023
FILE NO	LE.NOT.2
ATTACHMENT(S)	9.2.4.1 - Shire of Kojonup Fire Break Order 2023-2024

STRATEGIC/CORPORATE IMPLICATIONS		
“Smart Possibilities – Kojonup 2027+”		“Smart Implementation – Kojonup 2018-2022”
Key Pillar	Community Outcomes	Corporate Actions
KP – 2 - Connected	2.3 – Be providing for a safe and secure environment by working with State and Federal authorities.	2.3.1 - Maximise community safety through safe urban design and advocate for enhanced emergency service provisions.

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 2023/2024.

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. The order is distributed with the rates notice and any other publication as required by the *Act*.

COMMENT

The format of the Fire Break Order will be similar to previous years, with some changes being made.

The wording ‘Building Protection Zone’ (BPZ) listed under ‘Urban Land’ Firebreak Requirements has been changed to ‘Asset Protection Zone’ (APZ) in line with current terminology used by the Department of Fire and Emergency Services (DFES). The definition and context of an APZ is the same as a BPZ and remains unchanged.

A provision for wind turbine firebreak requirements has also been included. This requirement is as follows:

‘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.’

This requirement is in line with the Shire of Broomehill-Tambellup who will also be including the same change in their 2023/2024 Fire Break Order.

Other changes, such as updated contact information, have been made to support the new Zulu contacts. This comes after the departure of Roger House as Deputy Fire Control Officer and the appointment of Ross Fryer-Smith in this role, and the appointment of Ben Blewett as Senior Fire Control Officer.

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 a refrigerator for easy reference as required.

Adoption of the 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 2023.

CONSULTATION

On Tuesday, 9 May 2023, at the Bush Fire Advisory Committee (BFAC) meeting, the proposed Fire Break Order was presented. The BFAC unanimously endorsed the 2023/2024 Fire Break Order and agreed to have it proposed to Council.

STATUTORY REQUIREMENTS

Section 17(7) of the Bush Fires Act 1954 – Prohibited Burning Periods

(7) Subject to subsection (7B), in any year in which a local government considers that seasonal conditions warrant a variation of the prohibited burning times in its district the local government may, after consultation with an authorised CALM Act officer if forest land is situated in the district, vary the prohibited burning times in respect of that year in the district or a part of the district by —

- (a) shortening, extending, suspending or reimposing a period of prohibited burning times; or*
- (b) imposing a further period of prohibited burning times.*

(7B) A variation of prohibited burning times shall not be made under subsection (7) if that variation would have the effect of shortening or suspending those prohibited burning times by, or for, more than 14 successive days.

Section 18(5) of the Bush Fires Act 1954 – Restricted Burning Periods

(5) Subject to subsection (5B) in any year in which a local government considers that seasonal conditions so warrant the local government may, after consultation with an authorised CALM Act officer if forest land is situated in its district —

(a) vary the restricted burning times in respect of that year in the district or a part of the district by —

- (i) shortening, extending, suspending or reimposing a period of restricted burning times; or*
- (ii) imposing a further period of restricted burning times; or*

(b) vary the prescribed conditions by modifying or suspending all or any of those conditions.

(5B) A variation shall not be made under subsection (5) if that variation would have the effect of —

- (a) shortening the restricted burning times by; or*
- (b) suspending the restricted burning times, or any prescribed condition, for,*

more than 14 successive days during a period that would, in the absence of the variation under subsection (5), be part of the restricted burning times for that zone in that year.

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

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

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

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

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

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

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

POLICY IMPLICATIONS

Policy 6.1 Fire Management Plan
Policy 2.3.5 Risk Management

FINANCIAL IMPLICATIONS

The production of Fire Break Orders is budgeted for each financial year.

RISK MANAGEMENT IMPLICATIONS

RISK MANAGEMENT FRAMEWORK			
Risk Profile	Risk Description/Cause	Key Control	Current Action
2 Business Disruption	Failure to adequately prepare and respond to events that cause disruption to the local community and/or normal business activities	Community fire and emergency education	Nil
3 Compliance	Failure to correctly communicate laws and regulations as a result of an inadequate compliance framework. This includes new or proposed regulatory and legislative changes, in addition to the failure to maintain updated internal & public domain legal documentation. Ineffective policies & processes	External Audits (compliance)	Nil
<i>Risk rating - Adequate</i>			
IMPLICATIONS			
Maximising compliance with legislation mitigates risk of damage to image and reputation as well as penalties associated with non-compliance; compliance demonstrates that best practice methodology is in place.			

Advertising of the dates of the burning period is required as per the *Bush Fires Act 1954*; compliance with this *Act* demonstrates processes are being followed at a governance level that will assist in minimising the risks of bushfire upon the greater community.

ASSET MANAGEMENT IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple majority

OFFICER RECOMMENDATION/COUNCIL DECISION

69/23 Moved Cr Egerton-Warburton

Seconded Cr Bilney

That Council adopts the 2023/2024 Fire Break Order as presented.

CARRIED 5/0

UNCONFIRMED

9.3 KEY PILLAR 3 – ‘PERFORMANCE’ REPORTS

9.3.1 FINANCIAL MANAGEMENT – MONTHLY STATEMENT OF FINANCIAL ACTIVITY
MAY 2023

AUTHOR	Jill Johnson – Senior Finance Officer
DATE	Wednesday, 14 June 2023
FILE NO	FM.FNR.2
ATTACHMENT(S)	9.3.1.1 – Monthly Financial Statements 1 to 31 May 2023

STRATEGIC/CORPORATE IMPLICATIONS		
“Smart Possibilities – Kojonup 2027+”		“Smart Implementation – Kojonup 2021 +”
Key Pillar	Community Outcomes	Corporate Actions
KP – 3 Performance	3.4 – Be organised and transparent with our financial management.	3.4.1 - Increase regularity of readable financial reporting to the community. 3.4.2 – Act with sound long-term and transparent financial management and deliver residents considered value for money.

DECLARATION OF INTEREST

Nil

SUMMARY

The purpose of this report is to note the Monthly Financial Statements for the period ending 31 May 2023.

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 July 2022 to 31 May 2023 represents eleven (11) months, or 91% of the year.

The following items are worthy of noting:

- Closing surplus position of \$317,210.
- Capital expenditure achieved 68% of budgeted projects.
- Cash holdings of \$4.80m of which \$3.80m is held in cash backed reserve accounts and \$1m is unrestricted cash.
- Rates debtors outstanding equate to 7% of total rates raised for 2022/2023.

- Page 11 of the statements detail major variations comparing year to date (amended) budgets to year to date actuals in accordance with Council Policy 2.1.6.

CONSULTATION

Darren Long, DL Consulting
Chief Executive Officer

STATUTORY REQUIREMENTS

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

POLICY IMPLICATIONS

Council Policy 2.1.6 defines the content of the financial reports.

FINANCIAL IMPLICATIONS

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

RISK MANAGEMENT IMPLICATIONS

Nil

ASSET MANAGEMENT IMPLICATIONS

Nil

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

70/23 Moved Cr Wieringa

Seconded Cr Bilney

That the monthly financial statements for the period ending 31 May 2023, as attached, be noted.

CARRIED 5/0

9.3.2 MONTHLY PAYMENTS LISTING – MAY 2023

AUTHOR	Tonya Pearce - Finance Officer
DATE	Wednesday, 7 May 2023
FILE NO	FM.AUT.1
ATTACHMENT	9.3.2.1 – Monthly Payments Listing 1 to 31 May 2023

STRATEGIC/CORPORATE IMPLICATIONS		
“Smart Possibilities – Kojonup 2027+”		“Smart Implementation – Kojonup 2019-2023”
Key Pillar	Community Outcomes	Corporate Actions
KP3 - Performance	3.4 – Be organised and transparent with our financial management.	3.4.1 - Increase regularity of readable financial reporting to the community. 3.4.2 – Act with sound long-term and transparent financial management and deliver residents considered value for money.

DECLARATION OF INTEREST

Nil

SUMMARY

To receive the list of payments covering the month of May 2023.

BACKGROUND

Nil

COMMENT

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

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

CONSULTATION

Nil

STATUTORY REQUIREMENTS

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

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

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

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

All payments are made in line with Council Policy.

STRATEGIC/CORPORATE IMPLICATIONS

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

RISK MANAGEMENT IMPLICATIONS

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

ASSET MANAGEMENT PLAN IMPLICATIONS

There are no asset management implications for this report.

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

71/23 Moved Cr Egerton-Warburton Seconded Cr Bilney
 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 May 2023		TO – 31 May 2023
Municipal Cheques	14359-14361	\$47,891.22
EFTs	31949 - 32149	\$852,310.87
Direct Debits		\$209,418.93
Total		\$1,109,621.02

be received.

CARRIED 5/0

UNCONFIDENTIAL

9.3.3 AUTHORISATION OF ELECTED MEMBERS’ ATTENDANCE AT THE WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION (WALGA) LOCAL GOVERNMENT CONVENTION 2023

AUTHOR	Judy Stewart – Senior Administration Officer
DATE	Thursday, 15 June 2023
FILE NO	CM.POL.2
ATTACHMENT(S)	9.3.3.1 - Policy 3.3 Councillor Induction and Training 9.3.3.2 - WALGA Local Government Convention 2023 Programme

STRATEGIC/CORPORATE IMPLICATIONS		
“Smart Possibilities – Kojonup 2027+”		“Smart Implementation – Kojonup 2021 +”
Key Pillar	Community Outcomes	Corporate Actions
KP3 - 3 Performance	3.1 - Be a continually engaged and strategic community which leads and organises throughout the entire stakeholder group.	3.1.3 - Encourage interaction and input to the Shire of Kojonup, particularly through contemporary working party teams.

DECLARATION OF INTEREST

Nil

SUMMARY

For Council to consider Councillor attendance at the WALGA Local Government Convention 2023 to be held 17-19 September 2023.

BACKGROUND

In accordance with Policy 3.3 Councillor Induction and Training, authorisation from Council is required for Elected Members, other than the Shire President and Deputy Shire President, to attend the annual WALGA Convention and Trade Exhibitions or to have voting rights.

‘All Councillors are encouraged to attend Local Government Week. The Shire President and Deputy Shire President are the Council’s nominated delegates to attend the conference and vote on motions on the Council’s behalf. The Council shall be required to authorise attendance by any other Councillor wishing to attend.’

COMMENT

Policy 3.3 Councillor Induction and Training encourages Elected Members to attend the WALGA Convention and Trades Exhibition; the Shire President and Deputy Shire President are the Council’s only automatically nominated delegates. All other Elected Members must

obtain formal approval to attend the conference and do not have voting rights unless replacing the Shire President and Deputy President by Council resolution to do so. Due to the Deputy President having advised that he will not be attending this year’s WALGA Convention, Council will need to resolve to appoint a second voting delegate.

Shire officers have not received the actual Convention costings as yet; however, it is anticipated to be slightly higher than last year due to inflation and is estimated to be in the vicinity of \$2,500 per attendee.

Councillors are referred to the *Financial Implications* in this report for the budget impact related to attendance at the WALGA Convention and other Elected Member training requirements funded by Budget code 1512 - *Members Conference Expenses*.

CONSULTATION

Briefing Session – 6 June 2023
Chief Executive Officer

POLICY IMPLICATIONS

Policy 3.3 – Councillor Induction and Training

FINANCIAL IMPLICATIONS

Budget code 1512 - *Members Conference Expenses* usually has an allocation of around \$13,500 which incorporates all required Elected Member training for a financial year. The budget code allocation for 2023/2024 is anticipated to be similar to 2022/2023 and would not cover all Councillors attending this year’s WALGA Convention.

Given that 2023 is a local government election year, it is anticipated that funds may be required for newly Elected Members’ training in 2023/2024.

The Chief Executive Officer has a separate budget line for the WALGA Convention and is not considered in this allocation.

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	Policies and Procedures	Nil

	legislative changes, in addition to the failure to maintain updated internal & public domain legal documentation.		
12. Misconduct	Poor enforcement of policies and procedures	Budget monitoring Elected Member training	2021/2022 Annual budget allocation.
Risk rating - <i>Moderate</i>			
IMPLICATIONS			
Robust systems and controls, including guidance documents such as Council’s Policy Manual, reduce inconsistencies and risks associated with Shire operations. A lack of effective policies and processes can contribute to impulsive decision making (causes of compliance risk).			

ASSET MANAGEMENT IMPLICATIONS

Nil

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

72/23 Moved Cr Wieringa

Seconded Cr Singh

That Council authorises Cr Bilney to be the Shire of Kojonup’s second voting delegate, in the absence of the Deputy President, at the Western Australian Local Government Association Local Government Convention 2023 to be held 17-19 September 2023.

CARRIED 5/0

COUNCIL DECISION

73/23 Moved Cr Singh

Seconded Cr Wieringa

That Cr Singh and Cr Gale attend the Western Australian Local Government Association Local Government Convention 2023 to be held 17-19 September 2023.

LOST 1/4

9.3.4 ACCEPTANCE OF ANNUAL REPORT 2021/2022

AUTHOR	Judy Stewart – Senior Administration Officer
DATE	Monday, 12 June 2023
FILE NO	FM.AUD.2 & FM.FNR.1
ATTACHMENT(S)	9.3.4.1 - Annual Report 2021/2022 9.3.4.2 – Excerpt - Item 9.3.6 from unconfirmed Ordinary Council Meeting Minutes 16 May 2023

STRATEGIC/CORPORATE IMPLICATIONS		
“Smart Possibilities – Kojonup 2027+”		“Smart Implementation – Kojonup 2021 +”
Key Pillar	Community Outcomes	Corporate Actions
KP – 3 Performance	3.4 – Be organised and transparent with our financial management.	3.4.1 - Increase regularity of readable financial reporting to the community. 3.4.2 – Act with sound long-term and transparent financial management and deliver residents considered value for money.

DECLARATION OF INTEREST

Nil

SUMMARY

The purpose of this report is for Council to consider acceptance of the 2021/2022 Annual Report incorporating the audited Annual Financial Statements.

BACKGROUND

Each local government is to prepare an Annual Report (incorporating the Annual Financial Statements) for each financial year. The report is a record of the Shire of Kojonup’s (Shire) activities for the financial year and is an integral part of the accountability principles established for local governments in Western Australia.

The Audit and Risk Committee considered the Annual Financial Statements and the Auditor’s Management letter at its meeting held 2 May 2023 and resolved as follows:

“That the Audit and Risk Committee recommends to Council that:

- 1) the 2021/2022 Annual Financial Report be adopted;*
- 2) the Chief Executive Officer forward a copy of this Audit and Risk Committee and the Council agenda items to the Minister for Local Government and places them on*

the Shire of Kojonup website in accordance with Section 7.12A (Duties of local government with respect to audits) of the Local Government Act 1995; and
3) That Council conducts its Annual Electors Meeting for the 2021/2022 financial year on 25 July 2023.”

Council, at its 16 May 2023 Ordinary Meeting, resolved as follows:

“That:

- 1) the 2021/2022 Annual Financial Report be adopted;*
- 2) the Chief Executive Officer forward a copy of this Audit and Risk Committee and the Council agenda items to the Minister for Local Government and places them on the Shire of Kojonup website in accordance with Section 7.12A (Duties of local government with respect to audits) of the Local Government Act 1995; and*
- 3) That Council conducts its Annual Electors Meeting for the 2021/2022 financial year on 25 July 2023 at 6.00pm at the Kojonup Sporting Complex.”*

An excerpt from the above minutes is attached at 9.3.4.2 in which matters contained within the Auditor’s Management Letter are detailed.

At a Special Council Meeting held 6 June 2023, Council resolved as follows:

“That Council:

- 1. conducts its Annual Electors Meeting for the 2021/2022 financial year on Wednesday, 19 July 2023 at 6.00pm at the Kojonup Sporting Complex; and*
- 2. changes its July 2023 Ordinary Meeting from Tuesday, 25 July 2023 to Wednesday, 19 July 2023.”*

The Annual Electors Meeting must be held within 56 days of accepting the Annual Report including the Annual Financial Statements, with appropriate time being allowed after adoption to give notice of the meeting, say 14 days. Holding its Annual Electors Meeting on 19 July 2023 falls within 56 days of this meeting date and this report’s adoption of the Annual Report.

COMMENT

This year’s Annual Report contains the customary annual snapshot of the activities of Council for 2021/2022 including statistical information, the Elected Members who formed Council, President’s Report, Councillors’ attendance at meetings, Chief Executive Officer’s Report, Council’s Senior Management Team, the Organisational Structure, changes to staffing, a ‘traffic light’ system indicating progress within Key Pillars of the Shire’s Strategic Community Plan, Statutory Statements, and the Audited Financial Statements for the financial year (the latter previously adopted by Council at its 16 May 2023 Ordinary Meeting).

CONSULTATION

Chief Executive Officer
Manager Works and Services
Manager Springhaven
Manager Regulatory Services
Manager the Kodja Place, Tourism and Marketing
Senior Finance Officer

STATUTORY REQUIREMENTS

Sections 5.26 to 5.33; 5.53 & 5.54 of the *Local Government Act 1995*
Regulation 50(1) (c) of the *Local Government (Financial Management) Regulations 1996*
Section 4 of the *Local Government (COVID-19 Response) Order 2020*

POLICY IMPLICATIONS

There are nil policy implications for this report.

FINANCIAL IMPLICATIONS

This item includes the financial position of the Shire as at 30 June 2022. 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

Absolute Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

Moved Cr Bilney

Seconded Cr Egerton-Warburton

That:

1. The 2021/2022 Annual Report incorporating the Annual Financial Statements be accepted; and
2. The Chief Executive Officer forward a copy of the Committee and the Council agenda items to the Minister for Local Government and places them on the Shire of Kojonup website in accordance with Section 7.12A (Duties of local government with respect to audits) of the *Local Government Act 1995*.

AMENDMENT TO THE MOTION

74/23 Moved Cr Bilney

Seconded Cr Egerton-Warburton

That the following number changes are made on page 8 within the Annual Report referred to in Clause 1 above:

- under Ordinary Meeting, for Cr Fleay, from 2 to 3 and, for Cr Pedler, from 1 to 2;
 - under Audit and Risk Committee, for Cr Gale, from 3 to 2; and
 - under Bush Fire Advisory Committee, for Cr Bilney, remove 3 and, for Cr Benn, add 1;
- and, on page 3 of the Annual Report referred to in Clause 1 above, under the building related approvals information, change \$2,540 million to \$2.540 million.

CARRIED 5/0

THE AMENDMENT BECAME PART OF THE MOTION AND WAS PUT

75/23 Moved Cr Bilney

Seconded Cr Wieringa

That:

1. The 2021/2022 Annual Report incorporating the Annual Financial Statements be accepted with the following number changes:
 - under Ordinary Meeting, for Cr Fleay, from 2 to 3 and, for Cr Pedler, from 1 to 2;
 - under Audit and Risk Committee, for Cr Gale, from 3 to 2;
 - under Bush Fire Advisory Committee, for Cr Bilney, remove 3 and, for Cr Benn, add 1;and the following value change:
 - on page 3 of the Annual Report, under the building related approvals information, change \$2,540 million to \$2.540 million; and
2. The Chief Executive Officer forward a copy of the Committee and the Council agenda items to the Minister for Local Government and places them on the Shire of Kojonup website in accordance with Section 7.12A (Duties of local government with respect to audits) of the *Local Government Act 1995*.

CARRIED BY ABSOLUTE MAJORITY 5/0

9.4 KEY PILLAR 5 – ‘PROSPERITY’ REPORTS

Nil

9.5 KEY PILLAR 5 – ‘DIGITAL’ REPORTS

Nil

10 APPLICATIONS FOR LEAVE OF ABSENCE

Nil

11 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

12 QUESTIONS FROM MEMBERS WITHOUT NOTICE

12.1 CR BILNEY – KOJONUP NATURAL RESOURCE MANAGEMENT ADVISORY COMMITTEE TERMS OF REFERENCE

COUNCIL DECISION

76/23 Moved Cr Bilney

Seconded Cr Singh

That Council review the Terms of Reference of the Kojonup Natural Resource Management Advisory Committee.

CARRIED 5/0

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

Nil

14 MEETING CLOSED TO THE PUBLIC

14.1 MATTERS FOR WHICH THE MEETING MAY BE CLOSED

14.1.1 143 ALBANY HIGHWAY, KOJONUP – REALLOCATION OF LEASE AMOUNT AUGUST 2023 – JANUARY 2024

AUTHOR	Grant Thompson – Chief Executive Officer
DATE	Thursday, 15 June 2023
FILE NO	CP.LEA.1
ATTACHMENT(S)	14.1.1.1 – Kodja Place Community Fund Inc. - Letter requesting rent support

14.1.2 CHIEF EXECUTIVE OFFICER (CEO) ANNUAL PERFORMANCE AND REMUNERATION REVIEW

AUTHOR	Judy Stewart – Senior Administration Officer
DATE	Wednesday, 14 June 2023
FILE NO	PE.HMR.116
ATTACHMENT(S)	14.1.2.1 - Variation to Contract Remuneration - Grant Thompson 14.1.2.2 – Determination of the Salaries and Allowances Tribunal - 6 April 2023 14.1.2.3 – CEO Council Performance Review 1 Aug 2021 to 31 July 2022 – G Thompson

STATUTORY REQUIREMENTS

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

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

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

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

The Manager Regulatory Services left the meeting at 3.45pm.

PROCEDURAL MOTION

77/23 Moved Cr Bilney **Seconded Cr Egerton-Warburton**
That the meeting proceed behind closed doors in accordance with Section 5.23(2) (e) of the *Local Government Act 1995* at 3.45pm.

CARRIED 5/0

Cr Singh declared a Financial Interest and left the meeting at 3.45pm and re-entered the meeting at 3.46pm.

The Chief Executive Officer left the meeting at 3.46pm and re-entered the meeting at 3.55pm.

PROCEDURAL MOTION

79/23 Moved Cr Bilney **Seconded Cr Wieringa**
That the meeting be reopened to the public at 3.55pm.

CARRIED 5/0

14.2 PUBLIC READING OF RESOLUTIONS THAT MAY BE MADE PUBLIC

14.2.1 143 ALBANY HIGHWAY, KOJONUP – REALLOCATION OF LEASE AMOUNT AUGUST 2023 – JANUARY 2024

OFFICER RECOMMENDATION

That the Council waive the next bi-annual rent payment for the Kodja Place Community Fund Inc. (KPCFI) on condition that the waived rental value is allocated by the KPCFI as a co-contribution toward the engagement of a consultant to review the Black Cockatoo Cafe business model and operating parameters.

LAPSED DUE TO LACK OF A QUORUM

UNCONFIRMED

14.2.2 CHIEF EXECUTIVE OFFICER (CEO) ANNUAL PERFORMANCE AND REMUNERATION REVIEW

OFFICER RECOMMENDATION/COUNCIL DECISION

78/23 Moved Cr Egerton-Warburton Seconded Cr Wieringa

That Council:

1. complete the Chief Executive Officer (CEO) performance review process, undertaken by all the Elected Members of Council, and endorse the findings of the collated CEO Review document (as presented) and acknowledge the current CEO has exceeded all performance criteria during the review year, 1 August 2021 through 31 July 2022, as per the Performance Review (as presented);

2. accept the attached 'Variation to Contract Remuneration 2023 - Grant Thompson', increasing the CEO's total remuneration components as presented, in compliance with the 'Western Australia Salaries and Allowances Act 1975 - Determination Of The Salaries And Allowances Tribunal On Local Government Chief Executive Officers And Elected Members 6 April 2023' (as presented) recommendation;

3. endorse the CEO be permitted to organise their remuneration packaging, in line with the above, to organise an optimal mutually beneficial outcome;

4. endorse this increase be back dated to the CEO's review date of 2 May 2023; and

5. continue with the pre-set performance criteria and reporting structure and review the Key Performance Indicators for the subsequent review periods.

CARRIED BY ABSOLUTE MAJORITY 5/0

15 CLOSURE

There being no further business to discuss, the President thanked the members for their attendance and declared the meeting closed at 4.00pm.

16 ATTACHMENTS (SEPARATE)

Item 6.1	6.1.1	Unconfirmed Minutes of an Ordinary Council Meeting held on 16 May 2023
	6.1.2	Unconfirmed Minutes of a Special Council Meeting held on 6 June 2023
Item 9.2.1	9.2.1.1	Shire of Kojonup Bush Fire Brigades Local Law 2023
	9.2.1.2	Response received from Minister Stephen Dawson, Department of Emergencies
	9.2.1.3	Response received from Steven Elliott, Acting Principal Strategy Officer, Department of Local Government, Sport and Cultural Industries
	9.2.1.4	Flow chart of Local Law making process
Item 9.2.2	9.2.2.1	Unconfirmed BFAC Meeting Minutes – 9 May 2023
Item 9.2.4	9.2.4.1	Shire of Kojonup Fire Break Order 2023-2024
Item 9.3.1	9.3.1.1	Monthly Financial Report – 1 to 31 May 2023
Item 9.3.2	9.3.2.1	Monthly Payments Listing 1 to 31 May 2023
Item 9.3.3	9.3.3.1	Policy 3.3 Councillor Induction and Training
	9.3.3.2	WALGA Local Government Convention 2023 Programme
Item 9.3.4	9.3.4.1	Annual Report 2021/2022
	9.3.4.2	Excerpt - Item 9.3.6 from unconfirmed Ordinary Council Meeting Minutes 16 May 2023



SHIRE OF KOJONUP

Detailed June 2023 Creditors List

Cheque Payments 1/06/23 - 30/06/23				
Chq/EFT	Date	Name	Description	Amount
14362	29/06/2023	MARK SWINFIELD	Gift	-500.00
290623	29/06/2023	MARK SWINFIELD	Departing Gift in Accordance with Policy 2.2.5 Presentations	500.00
14363	29/06/2023	Shire of Kojonup	2023/24 Fleet Schedule Licencing for all Shire Plant ref B0296	-14982.70
011107755183	01/06/2023	Shire of Kojonup	Kojonup Bushfire Brigade 1TER730, Kojonup Bushfire Brigade 1TER730, Bosacbel Bushfire Brigade 1TER738, Bosacbel Bushfire Brigade 1TER738, Boilup Bushfire Brigade 1TER734, Boilup Bushfire Brigade 1TER734, Changerup Bushfire Brigade 1TER737, Changerup Bushfire Brigade 1TER737, Muradup Bushfire Brigade 1TER729, Muradup Bushfire Brigade 1TER729, Orchid Valley Bushfire Brigade 1TER735, Orchid Valley Bushfire Brigade 1TER735, Mobrup Bushfire Brigade 1TER733, Mobrup Bushfire Brigade 1TER733, Ryan's Brook Bushfire Brigade 1TER731, Ryan's Brook Bushfire Brigade 1TER731, Caterpillar Loader KO240, Caterpillar Loader KO240, Cherry Tree Bushfire Brigade 1TER736, Cherry Tree Bushfire Brigade 1TER736, Town Brigade 1TER728, Town Brigade 1TER728, Tandem Box Trailer 1TED612, Tandem Box Trailer 1TED612, Loadstar Trailer 1TKT707, Loadstar Trailer 1TKT707, Custom made boxtop trailer 1TOK585, Custom made boxtop trailer 1TOK585, Loadstar Boxtop 1TQJ322, Loadstar Boxtop 1TQJ322, Multi Message Trailer KO10555, Multi Message Trailer KO10555, John Papas Boxtop Trailer 1TWE141, John Papas Boxtop Trailer 1TWE141, Toyota Hilux KO16, Toyota Hilux KO16, Toyota Hiace KO1022, Toyota Hiace KO1022, Holden Colorado KO2, Holden Colorado KO2, Ford Ranger KO525, Ford Ranger KO525, Toyota Hilux KO10, Toyota Hilux KO10, Toyota Hilux KO095, Toyota Hilux KO095, Toyota Hilux KO118, Toyota Hilux KO118, Holden Colorado KO528, Holden Colorado KO528, Kubota Zero Turn Mower KO006, Kubota Zero Turn Mower KO006, Caterpillar Front End Loader KO291, Caterpillar Front End Loader KO291, Caterpillar Skid Steer Loader KO736, Caterpillar Skid Steer Loader KO736, John Deere Mower KO582, John Deere Mower KO582, Caterpillar Forklift KO11777, Caterpillar Forklift KO11777, Can-Am Defender KO11743, Can-Am Defender KO11743, Tandem Axle Side Tipping Trailer 1TNB660, Tandem Axle Side Tipping Trailer 1TNB660, Tandem Axle Dolly 1TNL804, Tandem Axle Dolly 1TNL804, Hino	14982.70
14364	29/06/2023	Water Corporation	Water Usage	-28404.06
0159	21/06/2023	Water Corporation	a/c9007693146 for Sale Yard at Soldier Rd - 21/04/23 - 20/06/23	667.52
0179	21/06/2023	Water Corporation	a/c9007693082 for Depot at Bilston St - 21/04/23 - 20/06/23	104.90
0138	21/06/2023	Water Corporation	a/c9007692987 for Sports Ground at Blackwood Rd - 21/04/23 - 20/06/23	288.09
0175	21/06/2023	Water Corporation	a/c9007692223 for Standpipe at Albany Hwy - 21/04/23 - 20/06/23	11047.33
0138	22/06/2023	Water Corporation	a/c9010045721 for 5B Vanzuilecom St - 24/04/23 - 21/06/23	266.46
0140	22/06/2023	Water Corporation	a/c9010045713 for 5A Vanzuilecom St - 24/04/23 - 21/06/23	315.97
0128	22/06/2023	Water Corporation	a/c9007699572 for 5I Soldier Rd - 24/04/23 - 21/06/23	204.18
0160	22/06/2023	Water Corporation	a/c9007697710 for 8 Newton St - 24/04/23 - 21/06/23	15.24
0171	22/06/2023	Water Corporation	a/c9007695803 for House at Soldier Rd - 24/04/23 - 21/06/23	382.94
0132	22/06/2023	Water Corporation	a/c9007695766 for Museum at Barracks Pl - 24/04/23 - 21/06/23	11.19
0175	22/06/2023	Water Corporation	a/c9007695715 for Toilets at Barracks Pl - 24/04/23 - 21/06/23	379.62
0038	22/06/2023	Water Corporation	a/c9021746216 for 15 Loton Cl - 01/05/23 - 30/06/23	255.03
0041	22/06/2023	Water Corporation	a/c9021629626 for Residential at Soldier Rd - 24/04/23 - 21/06/23	324.99
0039	22/06/2023	Water Corporation	a/c9021629618 for 11 Loton Cl - 01/05/23 - 30/06/23	255.03
0161	22/06/2023	Water Corporation	a/c9007693605 for Workshop at 135 Albany Hwy - 24/04/23 - 21/06/23	241.97
0038	22/06/2023	Water Corporation	a/c9021629597 for 9 Loton Cl - 01/05/23 - 30/06/23	255.03
0038	22/06/2023	Water Corporation	a/c9021629589 for 7 Loton Cl - 01/05/23 - 30/06/23	255.03
0172	22/06/2023	Water Corporation	a/c9007695694 for Museum at 20 Spring St - 24/04/23 - 21/06/23	52.18
0136	22/06/2023	Water Corporation	a/c9007695686 for 16 Pensioner Rd - 24/04/23 - 21/06/23	234.95
0176	22/06/2023	Water Corporation	a/c9007693509 for Hall at 2 Albany Hwy - 21/04/23 - 21/06/23	122.94
0173	22/06/2023	Water Corporation	a/c9007693330 for Swimming Pool at Benn Pde - 21/04/23 - 21/06/23	1144.06
0170	22/06/2023	Water Corporation	a/c9007693349 for Toilets at Benn Pde - 21/04/23 - 21/06/23	1357.26
0136	22/06/2023	Water Corporation	a/c9007693357 for Club at Benn Pde - 21/04/23 - 21/06/23	41.96
0173	22/06/2023	Water Corporation	a/c9007693445 for Park at Albany Hwy - 21/04/23 - 21/06/23	636.94
0183	22/06/2023	Water Corporation	a/c9007697921 for 39 Vanzuilecom St - 24/04/23 - 21/06/23	260.75
0038	22/06/2023	Water Corporation	a/c9021629570 for 5 Loton Cl - 01/05/23 - 30/06/23	255.03
0180	22/06/2023	Water Corporation	a/c9007695790 for 15 Barracks Pl - 24/04/23 - 21/06/23	2056.66
0020	22/06/2023	Water Corporation	a/c9023603884 for 8c Newton St - 24/04/23	277.89
0023	22/06/2023	Water Corporation	a/c9023555405 for 12b Elverd St - 24/04/23	277.89
0024	22/06/2023	Water Corporation	a/c9023555392 for 12a Elverd St - 24/04/23	314.08
0046	22/06/2023	Water Corporation	a/c9023522881 for 79 Soldier Rd - 01/05/23 - 30/06/23	138.34
0011	22/06/2023	Water Corporation	a/c9023522910 for 13 Loton Cl - 01/05/23 - 30/06/23	255.03
0038	22/06/2023	Water Corporation	a/c9021629562 for 3 Loton Cl - 01/05/23 - 30/06/23	255.03
0022	22/06/2023	Water Corporation	a/c9023606321 for 8a Newton St - 01/05/23 - 30/06/23	255.03

0022	22/06/2023	Water Corporation	a/c9023606348 for 8B Newton St - 01/05/23 - 30/06/23	255.03
0038	22/06/2023	Water Corporation	a/c9021629554 for 1 Loton Cl - 01/05/23 - 30/06/23	255.03
0115	22/06/2023	Water Corporation	a/c9012927090 for 2 Elverd St - 24/04/23 - 21/06/23	357.62
0113	22/06/2023	Water Corporation	a/c9012927082 for 4 Elverd St - 24/04/23 - 21/06/23	326.12
0113	22/06/2023	Water Corporation	a/c9012927074 for 6 Elverd St - 24/04/23 - 21/06/23	470.85
0124	23/06/2023	Water Corporation	a/c9012449121 for Office at Albany Hwy - 26/04/23 - 22/06/23	770.36
0029	23/06/2023	Water Corporation	a/c9022950235 for Rear Unit 93 Bagg St - 01/05/23 - 30/06/23	175.07
0030	23/06/2023	Water Corporation	a/c9022950227 for Front Unit Bagg St - 01/05/23 - 30/06/23	240.41
0143	23/06/2023	Water Corporation	a/c9010312252 for 30 Kojonup-Katanning Rd - 26/04/23 - 22/06/23	328.55
0168	23/06/2023	Water Corporation	a/c9008790482 for Centre at Murby St - 26/04/23 - 22/06/23	136.28
0188	23/06/2023	Water Corporation	a/c9007696056 for 109 Albany Hwy - 26/04/23 - 22/06/23	357.52
0145	23/06/2023	Water Corporation	a/c9010312244 for 34 Katanning Rd - 26/04/23 - 22/06/23	150.30
0128	23/06/2023	Water Corporation	a/c9007696793 for Park at 16 Newstead Rd - 26/04/23 - 22/06/23	302.08
0167	23/06/2023	Water Corporation	a/c9007696136 for Hall at 95 Albany Hwy - 26/04/23 - 22/06/23	52.18
0175	23/06/2023	Water Corporation	a/c9007696101 for Hall at 99 Albany Hwy - 26/04/23 - 22/06/23	395.94
0019	23/06/2023	Water Corporation	a/c9023737401 for 26 Kojonup-Katanning Rd - 26/04/23 - 22/06/23	238.98
0034	23/06/2023	Water Corporation	a/c9023737428 for 28 Kojonup-Katanning Rd - 01/05/23-30/06/23	148.84
0177	26/06/2023	Water Corporation	a/c9007797797 for Standpipe for Blackwood Rd - 26/04/23 - 23/06/23	236.36
				43,886.76

EFT Payments 1/06/23 - 30/06/23				
Chq/EFT	Date	Name	Description	Amount
EFT32150	01/06/2023	DL Consulting	Consulting Services	-660.00
1084	30/04/2023	DL Consulting	Finance consultancy and advice	660.00
EFT32151	01/06/2023	Marion Anne Myers	Reimbursement	-238.70
240523	24/05/2023	Marion Anne Myers	Police Clearance	58.70
260523	26/05/2023	Marion Anne Myers	Nurse's Registration	180.00
EFT32152	01/06/2023	Department of Fire & Emergency Services (DFES)	22/23 ESL Quarter 4	-11384.29
155605	21/05/2023	Department of Fire & Emergency Services (DFES)	2022/23 ESL Quarter 4 in accordance with DFES	11384.29
EFT32153	01/06/2023	Australia Post	Postage	-459.05
1012388741	03/05/2023	Australia Post	Postage & Freight costs for April 2023	459.05
EFT32154	01/06/2023	Hi-Way Sales & Service	Engineering Supplies	-35.93
246840	05/05/2023	Hi-Way Sales & Service	ULP 18.63L	35.93
EFT32155	01/06/2023	Carony Pty Ltd	February 2023 Account	-103.20
08-000347	27/02/2023	Carony Pty Ltd	Springhaven Newspapers February 2023	103.20
EFT32156	01/06/2023	Telstra	Telecommunications	-1561.17
T311 MAY 23	18/05/2023	Telstra	Internet charges for Kodja Place from 18/05/23 - 17/06/23, Mobile charges for Snr Ranger from 18/05/23 - 17/06/23, iPad charges for MCCS Place from 18/05/23 - 17/06/23, iPad charges for MRS from 18/05/23 - 17/06/23, iPad charges for MWS from 18/05/23 - 17/06/23, Mobile charges for Springhaven staff from 18/05/23 - 17/06/23, Phone charges for Springhaven solar panels from 18/05/23 - 17/06/23, Phone charges for Avdata monitoring system from 18/05/23 - 17/06/23	302.15
K373932711-3	18/05/2023	Telstra	Shire office landline and modem, Bushfire landline Shire office and Kodja Place, Kodja Place landline and modem, Springhaven landline and modem, Depot security landline, Airstrip landline, Swimming pool landline	429.02
T311 MAY 23	25/05/2023	Telstra	iPad/Mobile charges for CEO 25/05/23 - 24/06/23, iPad charges for Kodja Place 25/05/23 - 24/06/23, iPad charges for MCCS 25/05/23 - 24/06/23, iPad/tablet charges for Springhaven 25/05/23 - 24/06/23, Mobile charges for MWS 25/05/23 - 24/06/23, Twig Tone Devices 25/05/23 - 24/06/23, Standpipe controller on Stock Rd 25/05/23 - 24/06/23, Mobile charges for Works Foreman & Technical Officer 25/05/23 - 24/06/23, Mobile charges for Swimming Pool 25/05/23 - 24/06/23	830.00
EFT32157	01/06/2023	Synergy	Electricity	-14523.92
2081806455	15/05/2023	Synergy	a/c354238990 for 8B Newton St - 08/03/23 - 09/05/23	91.94
2081807055	15/05/2023	Synergy	a/c955462010 for 32 Katanning Rd - 08/03/23 - 09/05/23	106.37
2057816060	15/05/2023	Synergy	a/c145682100 for 34 Katanning Rd - 08/03/23 - 09/05/23	67.89
2009835533	15/05/2023	Synergy	a/c361072390 for 39 Vanzuilecom St - 08/03/23 - 09/05/23	92.25
2069809376	15/05/2023	Synergy	a/c250826500 for 10 Bagg St - 08/03/23 - 09/05/23	333.48
2097771254	15/05/2023	Synergy	a/c269776860 for 8 Soldier Rd - 08/03/23 - 09/05/23	1812.00
2009818653	15/05/2023	Synergy	a/c169800510 for Loc10345 Crapella Rd - 16/02/23 - 21/04/23	125.06
2029825050	15/05/2023	Synergy	a/c742636350 for 26 Pensioner Rd - 03/03/23 - 05/05/23	186.60
2093773911	15/05/2023	Synergy	a/c340194030 for Barracks Pl - 21/03/23 - 17/04/23	1721.08
2093773918	15/05/2023	Synergy	a/c105148670 for Loc2418 Albany Hwy - 15/02/23 - 06/04/23	136.74
2037818784	15/05/2023	Synergy	a/c304755820 for 27 Blackwood Rd - 04/03/23 - 08/05/23	845.49
2005832993	15/05/2023	Synergy	a/c647537230 for 111 Albany Hwy - 12/04/23 - 09/05/23	199.71
2029825066	15/05/2023	Synergy	a/c705366590 for Lot162 Blackwood Rd - 08/03/23 - 05/05/23	138.06
2029825068	15/05/2023	Synergy	a/c537275390 for Lot21 Barracks Pl - 08/03/23 - 09/05/23	124.50
2037823600	15/05/2023	Synergy	a/c810101920 for Loc53 Albany Hwy - 08/03/23 - 09/05/23	149.35
2029825073	15/05/2023	Synergy	a/c762855310 for Benn Pde - 03/03/23 - 09/05/23	130.82

2029825080	15/05/2023	Synergy	a/c545361230 for Benn Pde - 03/03/23 - 09/05/23	134.72
2029825101	15/05/2023	Synergy	a/c108640990 for Lot147 Broomehill Rd - 09/03/23 - 10/05/23	378.22
2005833018	15/05/2023	Synergy	a/c251948190 for Lot16 Soldier Rd - 02/03/23 - 08/05/23	130.96
2037818831	15/05/2023	Synergy	a/c189975470 for 5 Barracks Pl - 04/03/23 - 08/05/23	162.20
2029825108	15/05/2023	Synergy	a/c834694030 for Loc7437 Blackwood Rd - 08/03/23 - 05/05/23	143.15
2037823646	15/05/2023	Synergy	a/c499920430 for 2 Spencer Rd - 08/03/23 - 09/05/23	173.31
2029825122	15/05/2023	Synergy	a/c510069810 for Lot1 Gordon St - 03/03/23 - 05/05/23	159.96
2029825134	15/05/2023	Synergy	a/c310216670 for 20 Blackwood Rd - 08/03/23 - 05/05/23	363.30
2037818852	15/05/2023	Synergy	a/c358833310 for 19 Blackwood Rd - 04/03/23 - 08/05/23	280.08
2093774021	15/05/2023	Synergy	a/c375969790 for Benn Pde - 21/03/23 - 17/04/23	2026.26
2049806469	15/05/2023	Synergy	a/c447590190 for Loc7787 Blackwood Rd - 15/02/23 - 21/04/23	763.77
2037823695	15/05/2023	Synergy	a/c239108590 for 129 Albany Hwy - 08/03/23 - 09/05/23	145.46
2029825182	15/05/2023	Synergy	a/c272131310 for 16 Pensioner Rd - 03/03/23 - 05/05/23	123.13
2037823717	15/05/2023	Synergy	a/c104306350 for Lot1 Bagg St - 08/03/23 - 09/05/23	913.69
2029825203	15/05/2023	Synergy	a/c150868300 for Lot19 Soldier Rd - 08/03/23 - 09/05/23	1695.98
2065815677	16/05/2023	Synergy	a/c337284750 for 143 Albany Hwy - 18/04/23 - 15/05/23	668.39
EFT32158	01/06/2023	Kleenheat Gas Pty Ltd	Gas	-455.51
22100705	04/05/2023	Kleenheat Gas Pty Ltd	LPG Bulk Gas - Sporting complex May 2023	127.26
22103775	10/05/2023	Kleenheat Gas Pty Ltd	LPG bulk gas - Springhaven	328.25
EFT32159	01/06/2023	Westrac Equipment	Truck Parts	-298.61
PI8248258	06/05/2023	Westrac Equipment	2 new oil hoses	298.61
EFT32160	01/06/2023	Kojonup Country Kitchen	Catering	-339.10
2989	09/05/2023	Kojonup Country Kitchen	Additional Catering 09/05/23	32.45
2993	10/05/2023	Kojonup Country Kitchen	afternoon tea 10/05/2023 Wound care Training	101.40
2994	16/05/2023	Kojonup Country Kitchen	Catering - 16/05/23 - morning tea and lunch for 9 people	205.25
EFT32161	01/06/2023	Egabva Plumbing & Gas Service	Plumbing	-2181.84
4405	18/05/2023	Egabva Plumbing & Gas Service	Unblock Drain - 2 Elverd street - 1 May 2023	345.40
4400	18/05/2023	Egabva Plumbing & Gas Service	Unblocked Urinal, ladies cistern repair - 29 April 2023	868.13
4393	18/05/2023	Egabva Plumbing & Gas Service	Water leak at meter - 20 April 2023	692.26
4409	19/05/2023	Egabva Plumbing & Gas Service	Springhaven May maintenance issues	276.05
EFT32162	01/06/2023	Piano Magic	Piano Tuning	-330.00
21974	12/05/2023	Piano Magic	Springhaven Piano Service May 2023	330.00
EFT32163	01/06/2023	St Bernards School	Refund	-185.00
230523	23/05/2023	St Bernards School	Refund of Duplicate Payment	185.00
EFT32164	01/06/2023	The West Australian	Advertising	-539.00
1055593920230520	20/05/2023	The West Australian	Albany Advertiser - Taste Great Southern 12.5 x 2 Advert	539.00
EFT32165	01/06/2023	Jill Johnson	Reimbursement	-412.60
190523	19/05/2023	Jill Johnson	Travel to and from Perth for Budget Training 520km @ 0.78c/km & Meal	412.60
EFT32166	01/06/2023	Visimax	Ranger Equipment	-617.53
INV-0771	09/05/2023	Visimax	Microchip Reader - Datamars, Compact Max, Fdxb & A - Sku 40108, Warning notice books - ranger services - sku 40270, Economy Slip Lead Bulk 25 Pack - 15mm X 120cm, Random Colours - Sku 40115	617.53
EFT32167	01/06/2023	Team Global Express Pty Ltd	Freight	-290.30
0530-S104118	07/05/2023	Team Global Express Pty Ltd	From SLWA on 21/04/23, From T-Quip on 26/04/23	41.04
0323-80774145	15/05/2023	Team Global Express Pty Ltd	From Westrac on 05/05/23	16.87
0531-S104118	15/05/2023	Team Global Express Pty Ltd	From Surgical House on 09/05/23	39.88
0324-80774145	21/05/2023	Team Global Express Pty Ltd	From Sunny Signs on 15/05/23	168.34
0532-S104118	21/05/2023	Team Global Express Pty Ltd	From Surgical House on 15/05/23	24.17
EFT32168	01/06/2023	Optus Billing Services Pty Ltd	Telecommunications	-2685.22
357297548	07/05/2023	Optus Billing Services Pty Ltd	Optus Loop for Admin 07/04/23 - 06/05/23	1202.31
357297550	07/05/2023	Optus Billing Services Pty Ltd	Optus Loop for Springhaven 07/04/23 - 06/05/23	497.00
358002641	10/05/2023	Optus Billing Services Pty Ltd	Optus Loop for Kodja Place 10/04/23 - 09/05/23	403.50
358633668	13/05/2023	Optus Billing Services Pty Ltd	Optus Loop for Depot 13/04/23 - 12/05/23	268.01

360395386	20/05/2023	Optus Billing Services Pty Ltd	Phone and internet charges - Admin, Phone and internet charges - Swimming Pool, Phone and internet charges - Kodja Place, Phone and internet charges - Springhaven, Phone and internet charges - Depot	314.40
EFT32169	01/06/2023	Sunny Signs	Signage	-2257.20
497932	12/05/2023	Sunny Signs	Fixed Traffic Signs	2257.20
EFT32170	01/06/2023	Great Southern Group Training	Training	-186.30
6761	01/07/2022	Great Southern Group Training	Staff trainee ship Springhaven	186.30
EFT32171	01/06/2023	Lincolns Accountants & Business Advisers	Audit Services	-1320.00
38812	12/05/2023	Lincolns Accountants & Business Advisers	Audit Acquital of the Drought Communities Programme	1320.00
EFT32172	01/06/2023	GREAT SOUTHERN TOYOTA	Vehicle Service	-365.82
JC34042577	16/05/2023	GREAT SOUTHERN TOYOTA	Springhaven Bus service	365.82
EFT32173	01/06/2023	BEST OFFICE SYSTEMS	Printing	-302.90
615315	12/04/2023	BEST OFFICE SYSTEMS	Magenta Toner for Wide Format Printer	95.00
617091	25/05/2023	BEST OFFICE SYSTEMS	Kodja Place Konica Minolta Photo Coper Charges, Period 20/04/2023 - 20/05/2023	207.90
EFT32174	01/06/2023	BUNNINGS WAREHOUSE ALBANY	Hardware	-1985.91
2181/00965658	25/05/2023	BUNNINGS WAREHOUSE ALBANY	Jean Sullivan Unit Bathroom upgrade	1985.91
EFT32175	01/06/2023	KOJONUP BMC EMBROIDERY	Uniforms	-276.00
9162	19/05/2023	KOJONUP BMC EMBROIDERY	4 Shirts with Embroidery - MRS	276.00
EFT32176	01/06/2023	Lorreen Avis Greeuw	RSL HALL HIRE BOND REFUND	-387.00
290523	29/05/2023	Lorreen Avis Greeuw	Working with Children Check Contract Requirement - Amity HHealth - Play Cafe	87.00
T197	30/05/2023	Lorreen Avis Greeuw	Sporting Complex Bond - 13 May 2023, Cleaning deducted from bond	300.00
EFT32177	01/06/2023	PFD Foodservices (Southway Distributors)	Food and Dry Goods	-562.25
LG872218	03/05/2023	PFD Foodservices (Southway Distributors)	Springhaven Meals and refreshments May 2023	182.25
LG940122	10/05/2023	PFD Foodservices (Southway Distributors)	Springhaven Meals and refreshments May 2023	457.10
LG978976	12/05/2023	PFD Foodservices (Southway Distributors)	Credit Note: Springhaven Meals and refreshments May 2024	-77.10
EFT32178	01/06/2023	SURGICAL HOUSE	Pharmaceuticals	-108.50
A864757	10/05/2023	SURGICAL HOUSE	Springhaven surgical house April 2023	108.50
EFT32179	01/06/2023	The Cott Family Trust t/a FueleX	Diesel	-19341.85
23572	17/05/2023	The Cott Family Trust t/a FueleX	Supply 11500L @ 152.9cpl on 17/05/23	19341.85
EFT32180	01/06/2023	Clarke's Furniture & Kitchen Design	Building Maintenance	-682.25
3062	22/05/2023	Clarke's Furniture & Kitchen Design	Feb Routine maintenance and painting rm 6	682.25
EFT32181	01/06/2023	Gower Industries	Workshop Supplies	-125.40
3492	23/05/2023	Gower Industries	Assorted Sanding Discs, Gloves	125.40
EFT32182	01/06/2023	IST Information Services and Technology Pty Ltd	Software Licences	-132.00
23133	04/05/2023	IST Information Services and Technology Pty Ltd	Collections MOSAIC 2023 Online Support for The Kodja Place	132.00
EFT32183	01/06/2023	Hollywood Touch	Gate Maintenance	-61.00
4213	25/05/2023	Hollywood Touch	15 Loton Close Gate	61.00
EFT32184	01/06/2023	Kristel Thomson	Reimbursement	-165.53
260523	26/05/2023	Kristel Thomson	Responsible Service of Alcohol (Certificate), to be able to serve alcohol for events at Kodja Place	59.00
260523	26/05/2023	Kristel Thomson	Face Paint, Sponges and Brushes for NAIDOC week activities	106.53
EFT32185	01/06/2023	Great Southern Centre for Outdoor Recreation Excellence T/A Outdoors Great Southern	Consultancy Services	-17759.50
INV-0005	31/03/2023	Great Southern Centre for Outdoor Recreation Excellence T/A Outdoors Great Southern	Grain Rail Trail site assessment and concept plan as per fee proposal	17759.50
EFT32186	01/06/2023	IPD Group LTD T/A Gemtek	EV Charger	-4950.83
34901	19/05/2023	IPD Group LTD T/A Gemtek	Chademo lead replacement	4950.83
EFT32187	01/06/2023	Kojonup Light Civil	Construction	-330.00
520	28/05/2023	Kojonup Light Civil	Sand for Sewer conversion	330.00
EFT32188	01/06/2023	Data#3 Limited	Visio Plan 2	-494.46

SIN000119694	26/05/2023	Data#3 Limited	Microsoft Visio (Plan 2) Professional Licence 12 Month Subscription 12/04/2023-12/04/24	494.46
EFT32189	01/06/2023	Tonya Pearce	Reimbursement	-320.00
300523	30/05/2023	Tonya Pearce	Uniforms for FO	320.00
EFT32190	01/06/2023	Maria Bauer	Long Table Dinner	-542.00
51	14/05/2023	Maria Bauer	Approved Manager for the Bar for the Long Table Dinner 13/05/23	542.00
EFT32191	01/06/2023	Greenway Turf Solutions Pty Ltd	Turf Maintenance	-2805.00
SI-00059811	12/05/2023	Greenway Turf Solutions Pty Ltd	5x 20L Drums Numchuk	2805.00
EFT32192	01/06/2023	Jill Watkin	Reimbursement	-165.00
260523	26/05/2023	Jill Watkin	Manage Legislative (Certificate) Responsibilities for the sale, supply and service of liquor for events at Kodja Place	165.00
EFT32193	01/06/2023	Fatima Gementiza	RSL HALL HIRE BOND REFUND	-130.00
T198	17/05/2023	Fatima Gementiza	Bond for Hire of RSL Hall, Cleaning deducted from bond	130.00
EFT32194	01/06/2023	J B Lawn Care	Yard Maintenance	-275.00
88	18/04/2023	J B Lawn Care	15 Loton Close - Lawn Maintenance	137.50
130	22/05/2023	J B Lawn Care	15 Loton Close - Lawn Maintenance	137.50
EFT32195	01/06/2023	Enviro-On-Ground	NRM Reporting	-150.00
183	25/05/2023	Enviro-On-Ground	NRM Grant Report Consultation	150.00
EFT32196	01/06/2023	Teletrac Navman and Transtech	Navman	-1930.01
92804863	05/05/2023	Teletrac Navman and Transtech	Vehicle tracking devices and service fees	1930.01
EFT32197	01/06/2023	Nathan Ian Jones	Reimbursement	-385.50
230523	23/05/2023	Nathan Ian Jones	Travel to and from Kojonup 31/03/23 & 02/04/23	385.50
EFT32198	01/06/2023	TLC Carpet and Tile Cleaning	Carpet Cleaning	-275.00
INV-0418	20/05/2023	TLC Carpet and Tile Cleaning	11 Loton Close, Carpet Cleaning	275.00
EFT32199	01/06/2023	Good Batch CO.	Bouquet	-198.00
23001	18/05/2023	Good Batch CO.	2x Posy Bouquet	99.00
23002	29/05/2023	Good Batch CO.	2x Seasonal Florals and Greenery	99.00
EFT32200	01/06/2023	Rosalury Pty Ltd T/A Alkoomi Wines	Wine	-597.57
INV-2275	22/05/2023	Rosalury Pty Ltd T/A Alkoomi Wines	21 Alkoomi Collection Shiraz and 18 AL Cordon Cut Semillon, For the Long Table Dinner at The Kodja Place 13/05/2023	597.57
EFT32201	01/06/2023	Manuka Woodfire Kitchen	Long Table Dinner	-1912.30
INV-0041	24/05/2023	Manuka Woodfire Kitchen	Food Items for The Kodja Place Long Table Dinner and , 2x Manuka Staff Members on Saturday 13/05/23	1912.30
EFT32202	06/06/2023	Western Australian Treasury Corporation	Loan Repayment	-47882.33
JUN 2023	08/06/2023	Western Australian Treasury Corporation	Capital Repayment on Loan 147, Interest Repayment on Loan 147, Capital Repayment on Loan 146, Interest Repayment on Loan 146	47882.33
EFT32203	06/06/2023	Redfish Technologies	Zoom Renewal	-1883.20
INV-4387	01/05/2023	Redfish Technologies	Zoom Licenses renewals 04/05/23-04/05/24	1883.20
EFT32204	12/06/2023	Payroll Deductions - Shire of Kojonup	Payroll deductions	-1695.00
DEDUCTION	06/06/2023	Payroll Deductions - Shire of Kojonup	Payroll Deduction	1125.00
DEDUCTION	06/06/2023	Payroll Deductions - Shire of Kojonup	Payroll Deduction	570.00
EFT32205	12/06/2023	Child Support Agency	Payroll deductions	-311.78
DEDUCTION	06/06/2023	Child Support Agency	Payroll Deduction	311.78
EFT32206	12/06/2023	Australian Services Union (LGO)	Payroll deductions	-51.80
DEDUCTION	06/06/2023	Australian Services Union (LGO)	Payroll Deduction	51.80
EFT32207	12/06/2023	Australian Services Union (MEU)	Payroll deductions	-25.90
DEDUCTION	06/06/2023	Australian Services Union (MEU)	Payroll Deduction	25.90
EFT32208	12/06/2023	EasiSalary	Novated Lease Payments	-1981.41
WEEK 50 PP25	08/06/2023	EasiSalary	Payroll Deduction	1981.41
EFT32209	16/06/2023	Craig Jamie Mcvee	Good For Sale	-30.00
010623	01/06/2023	Craig Jamie Mcvee	Goods Sold on Consignment	30.00
EFT32210	16/06/2023	Air Liquide	Gas Rental	-26.06
YX5746	31/05/2023	Air Liquide	Cylinder Fee	26.06
EFT32211	16/06/2023	DL Consulting	Consulting Services	-3564.00
1097	31/05/2023	DL Consulting	Finance Consultant/Support	3564.00
EFT32212	16/06/2023	Hi-Way Sales & Service	Engineering Supplies	-2127.80
247342	10/05/2023	Hi-Way Sales & Service	Pipe Med Black 20mm - 3/4in (6.5m)	16.25
247261	17/05/2023	Hi-Way Sales & Service	ULP 19.61L	36.64

247220	17/05/2023	Hi-Way Sales & Service	Diesel 435.15L	822.01
247219	17/05/2023	Hi-Way Sales & Service	Diesel 56.59L	106.90
247218	17/05/2023	Hi-Way Sales & Service	524.09L Diesel	990.00
247705	31/05/2023	Hi-Way Sales & Service	2x 8.5 Gas Swap, 2x 6005 Bearings, 2x Paint, 1x Butane	156.00
EFT32213	16/06/2023	Ixom Operations Pty Ltd	Chemicals	-42.28
6676679	31/05/2023	Ixom Operations Pty Ltd	Monthly Chlorine Gas Bottle Service Fee	42.28
EFT32214	16/06/2023	Kojonup Agricultural Supplies	Agricultural Supplies	-619.62
10216379	18/05/2023	Kojonup Agricultural Supplies	Float Assembly Automatic Drinking Bowl, Thread Seal Tape	18.57
10216416	19/05/2023	Kojonup Agricultural Supplies	12 x large droplet nozzles for spray bar, 2 x 12 volt spray pump switches for can-am and spray truck	253.60
10216504	23/05/2023	Kojonup Agricultural Supplies	Pine Fence.	211.37
10216919	30/05/2023	Kojonup Agricultural Supplies	20L 68W Hydrualic Oil	136.08
EFT32215	16/06/2023	Kojonup Pharmacy	Pharmaceuticals	-926.50
MAY 2023	31/05/2023	Kojonup Pharmacy	Springhaven Pharmacy May 2023	926.50
EFT32216	16/06/2023	Shire Of Katanning	Refuse Site Fees	-8591.10
45862	31/05/2023	Shire Of Katanning	Refuse site fees - May 2023	8591.10
EFT32217	16/06/2023	Synergy	Electricity	-172.66
2013853218	31/05/2023	Synergy	a/c392675750 for Powerwatch 01/05/23 - 31/05/23	172.66
EFT32218	16/06/2023	Kojonup Tyre Service	Tyre Services	-2675.20
INV-5982	09/05/2023	Kojonup Tyre Service	New Tyre	2080.10
INV-6135	22/05/2023	Kojonup Tyre Service	new tyre, new tyre	500.50
INV-6224	30/05/2023	Kojonup Tyre Service	Puncture Repair 12 Forklift	94.60
EFT32219	16/06/2023	RENTOKIL INITIAL PTY LTD	Hygiene Services	-792.00
97682309	29/05/2023	RENTOKIL INITIAL PTY LTD	4 cartons of sanitary lids	792.00
EFT32220	16/06/2023	Kojonup Auto Electrical Services	Auto Electrics	-3001.95
12224	15/05/2023	Kojonup Auto Electrical Services	diagnose and repair on radio	1692.35
12676	29/05/2023	Kojonup Auto Electrical Services	Check Tipper Operation, No Power to Switch	87.75
12696	30/05/2023	Kojonup Auto Electrical Services	replace UHF and radio speakers	739.00
12748	30/05/2023	Kojonup Auto Electrical Services	fixed broken wires into adblu injector	242.75
12834	09/06/2023	Kojonup Auto Electrical Services	fixed uhf aerial	240.10
EFT32221	16/06/2023	Kojonup Supermarket	Groceries	-6991.65
MAY 2023	31/05/2023	Kojonup Supermarket	a/c240 Springhaven meals and refreshements May 2023	6292.95
45 MAY 2023	31/05/2023	Kojonup Supermarket	a/c45 for KP, a/c45 for KP	45.77
617 MAY 2023	31/05/2023	Kojonup Supermarket	a/c617 for Council, a/c617 for Admin, a/c617 for Pound, a/c617 for Play in the Park, a/c617 for Depot, a/c617 for BFB, a/c617 for BFB	652.93
EFT32222	16/06/2023	Westrac Equipment	Truck Parts	-5084.04
PI8312352	22/05/2023	Westrac Equipment	Assorted Filters, Assorted Filters, Parl Brake Switch	852.48
SI1692932	23/05/2023	Westrac Equipment	fault diagnostic and repair on seat ride air bag	550.64
PI8322746	24/05/2023	Westrac Equipment	new blades and bolts	369.91
PI8327721	25/05/2023	Westrac Equipment	Assorted Filters, Parl Brake Switch	164.07
PI8327720	25/05/2023	Westrac Equipment	2x blades, nuts and bolts	552.46
PI8332544	26/05/2023	Westrac Equipment	v belt	239.56
SI1694584	29/05/2023	Westrac Equipment	replace bush and pin on steering ram	1927.79
SI1695654	31/05/2023	Westrac Equipment	Park Brake Switch Diagnoses	367.09
PI8348918	31/05/2023	Westrac Equipment	bolts	60.04
EFT32223	16/06/2023	Kojonup Country Kitchen	Catering	-277.60
3000	06/06/2023	Kojonup Country Kitchen	6/06/23 - morning tea and lunch for 9 people	207.60
2999	08/06/2023	Kojonup Country Kitchen	Sausage Rolls & Savoury Scones for Depot	70.00
EFT32224	16/06/2023	BOC Gases	Industrial Gases	-162.37
5006077049	29/05/2023	BOC Gases	Supply of industrial gases for Depot, Supply of industrial gases for Springhaven, Supply of industrial gases for Springhaven, Supply of industrial gases for Fire Truck	129.58
4034065213	29/05/2023	BOC Gases	1x Oxygen Industrial Size G	32.79
EFT32225	16/06/2023	Egabva Plumbing & Gas Service	Plumbing	-209.52
4412	06/06/2023	Egabva Plumbing & Gas Service	repair leaking pipe at Railway reserve tap supplying water to the RV dump area	209.52
EFT32226	16/06/2023	Synergy - Street Lights	Electricity	-5370.85
2009850610	01/06/2023	Synergy - Street Lights	a/c131337630 for 289 Street Lights - 25/04/23-24/05/23	5370.85
EFT32227	16/06/2023	Paul Hartmann Pty Ltd	Healthcare Products	-1174.28
437304956	31/05/2023	Paul Hartmann Pty Ltd	Springhaven Continece Aids June 2023	1174.28
EFT32228	16/06/2023	Kojonup Aboriginal Corporation	Goods For Sale	-121.21

MAY 2023	31/05/2023	Kojonup Aboriginal Corporation	Goods Sold on Consignment	121.21
EFT32229	16/06/2023	Kojonup Bus Service Swanhaven Pty Ltd	Bus Hire	-176.00
4328	06/06/2023	Kojonup Bus Service Swanhaven Pty Ltd	Bus Hire (dry) - 9/05/23 - Councillor roads inspection	176.00
EFT32230	16/06/2023	Western Australian Treasury Corporation	Loan Repayment	-33431.05
JUN 2023	22/06/2023	Western Australian Treasury Corporation	Capital Repayment on Loan 135, Interest Repayment on Loan 135	5844.69
JUN 2023	28/06/2023	Western Australian Treasury Corporation	Capital Repayment on Loan 148, Interest Repayment on Loan 148	13778.30
JUN 2023	29/06/2023	Western Australian Treasury Corporation	Capital Repayment on Loan 134, Interest Repayment on Loan 134	13808.06
EFT32231	16/06/2023	McLeods Barristers and Solicitors	Legal Services	-301.58
129942	31/05/2023	McLeods Barristers and Solicitors	Lease agreement finalisation - Lot 330 (No. 10) Elverd Street, Kojonup - WANSLEA Early Learning and Development	301.58
EFT32232	16/06/2023	Team Global Express Pty Ltd	Freight	-192.05
0325-80774145	29/05/2023	Team Global Express Pty Ltd	From Westrac on 22,24&25/05/23	66.83
0533-S104118	29/05/2023	Team Global Express Pty Ltd	From Supatruf on 04/05/23, From Supatruf on 04/05/23, From SLWA on 23/05/23	84.80
0326-80774145	04/06/2023	Team Global Express Pty Ltd	From Westrac on 31/05/23	15.69
0327-80774145	11/06/2023	Team Global Express Pty Ltd	From Westrac on 06/06/2023	24.73
EFT32233	16/06/2023	Moving ON Audits	Audit Services	-275.00
12696	01/06/2023	Moving ON Audits	Springhaven Moving on Audits June 2023,	275.00
EFT32234	16/06/2023	Elders Limited - Kojonup	Agricultural Supplies	-150.50
CW68996	07/06/2023	Elders Limited - Kojonup	1x 20L Drum Parafinic Oil	150.50
EFT32235	16/06/2023	Sunny Signs	Signage	-7746.20
498278	18/05/2023	Sunny Signs	Road Signs Dalton Rd x2, McIlwarrath x2, Douglas Rd x2, Fisher Rd x2, Qualeup Nth Rd x2, Wongerup Rd x2 + directional signs	2248.40
498275	18/05/2023	Sunny Signs	Witches hats x150 + Candles x30	5497.80
EFT32236	16/06/2023	Public Transport Authority	Bus Fares	-189.94
MAY 2023	31/05/2023	Public Transport Authority	Fare Values for May 2023	189.94
EFT32237	16/06/2023	Jamie Rose McVee	Goods For Sale	-651.50
010623	01/06/2023	Jamie Rose McVee	Goods Sold on Consignment	651.50
EFT32238	16/06/2023	Greenway Enterprises - Stratagreen	Gardening Equipment	-59.40
155552	14/06/2023	Greenway Enterprises - Stratagreen	Tree Rings: 1x Small Pack 2x Madium Pack 2x Large Pack	59.40
EFT32239	16/06/2023	BEST OFFICE SYSTEMS	Printing	-93.50
617747	12/06/2023	BEST OFFICE SYSTEMS	Paper catching in top feeder when trying to scan	93.50
EFT32240	16/06/2023	ABCO Products	Cleaning Products	-3343.04
INV872732	22/05/2023	ABCO Products	Abco Cleaning Order	2796.12
INV873265	24/05/2023	ABCO Products	Abco Cleaning Order	546.92
EFT32241	16/06/2023	SELECT A PART	Truck Parts	-273.80
44000	24/05/2023	SELECT A PART	2x service kits	273.80
EFT32242	16/06/2023	BUNNINGS WAREHOUSE ALBANY	Hardware	-235.16
2181/00664774	22/05/2023	BUNNINGS WAREHOUSE ALBANY	Pots, plants, to propagate seedlings to prepare for Bloom festival	235.16
EFT32243	16/06/2023	KOJONUP BMC EMBROIDERY	Uniforms	-3385.00
9198	31/05/2023	KOJONUP BMC EMBROIDERY	Depot uniform pink shirts, winter jackets for new crew and caps	1692.50
9198	31/05/2023	KOJONUP BMC EMBROIDERY	50% Deposit - Depot uniform pink shirts, winter jackets for new crew and caps	1692.50
EFT32244	16/06/2023	LANDGATE	Valuation Services	-11241.80
383859	05/05/2023	LANDGATE	Country Urban UV Revaluation	167.50
383958	10/05/2023	LANDGATE	Mining Tenements	252.50
384255	18/05/2023	LANDGATE	Rural UV Gen Vals First 500 Shared, Rural UV Gen Vals Over 500 Shared	10821.80
EFT32245	16/06/2023	Lorreen Avis Greeuw	Reimbursement	-13.00
140623	14/06/2023	Lorreen Avis Greeuw	Mother Natured 'Nature Arts & Crafts' - Resource for Play Cafe	13.00
EFT32246	16/06/2023	PFD Foodservices (Southway Distributors)	Food and Dry Goods	-1368.70
LH209096	17/05/2023	PFD Foodservices (Southway Distributors)	Springhaven Meals and refreshments May 2023	494.00
LH274521	24/05/2023	PFD Foodservices (Southway Distributors)	Springhaven Meals and refreshments May 2023	364.45

LH339694	31/05/2023	PFD Foodservices (Southway Distributors)	Springhaven Meals and refreshments May 2023	562.10
LH284461	24/05/2023	PFD Foodservices (Southway Distributors)	Credit Note: Springhaven Meals and refreshments May 2024	-51.85
EFT32247	16/06/2023	SURGICAL HOUSE	Pharmaceuticals	-1311.76
A867097	23/05/2023	SURGICAL HOUSE	Springhaven Surgical House May 2023	71.50
A868664	31/05/2023	SURGICAL HOUSE	Springhaven Surgical House June 2023	1240.26
EFT32248	16/06/2023	CONPLANT	Equipment Hire	-1662.10
421302	31/05/2023	CONPLANT	Hire of 15t - 106228 Roller - 2 weeks - Kojonup-Darkan Rd	1662.10
EFT32249	16/06/2023	Christie Leanne McVee	Goods For Sale	-192.44
010623	01/06/2023	Christie Leanne McVee	Goods Sold on Consignment	192.44
EFT32250	16/06/2023	IRIS Consulting Group Pty Ltd	Training	-264.00
2091	09/01/2023	IRIS Consulting Group Pty Ltd	eSentencing Disposal Archiving	264.00
EFT32251	16/06/2023	BKS Refrigeration & Airconditioning Pty Ltd	Airconditioning Services	-2529.00
INV-3343	12/05/2023	BKS Refrigeration & Airconditioning Pty Ltd	Springhaven service coolroom check airconditioner unit	593.00
INV-3343	12/05/2023	BKS Refrigeration & Airconditioning Pty Ltd	Springhaven service coolroom check airconditioner unit Sept 2022	1936.00
EFT32252	16/06/2023	Susan Trout	Reimbursement	-190.70
010323	01/03/2023	Susan Trout	Pre-Employment Medical	132.00
130323	13/03/2023	Susan Trout	Police Clearance	58.70
EFT32253	16/06/2023	ROBYNNE BAILYE	SPORTING COMPLEX HIRE BOND REFUND	-300.00
T199	15/06/2023	ROBYNNE BAILYE	Sporting Complex Hire Bond	300.00
EFT32254	16/06/2023	The Cott Family Trust t/a FueleX	Diesel	-17874.45
23634	26/05/2023	The Cott Family Trust t/a FueleX	Supply 4500L @ 155.9cpl on 26/05/23	7717.05
23737	09/06/2023	The Cott Family Trust t/a FueleX	Supply 6000L @ 153.9L on 09/06/23	10157.40
EFT32255	16/06/2023	Marketforce	Advertising	-548.59
47858	29/05/2023	Marketforce	Public Notice of proposed Cats local laws (repeal and new) and Parking Local Law (amended) - Great Southern Herald - 25 May 2023 edition	604.34
41577	01/06/2023	Marketforce	Credit Note: Public Notice of proposed Cats local laws (repeal and new) and Parking Local Law (amended) - Great Southern Herald - 25 May 2023 edition	-55.75
EFT32256	16/06/2023	Environmental Health Australia (New South Wales) Inc	Annual Subscription	-330.00
4842	05/06/2023	Environmental Health Australia (New South Wales) Inc	I'm Alert Food Safety Program annual subscription renewal 01/07/23-30/06/24	330.00
EFT32257	16/06/2023	Ramped Technology & Management Systems Pty Ltd	IT Support	-1131.22
INV-7250	31/05/2023	Ramped Technology & Management Systems Pty Ltd	Technical Telephone Support 02/05/23 - 31/05/23	1058.50
INV-7366	07/06/2023	Ramped Technology & Management Systems Pty Ltd	Sophos XG 135 Monthly Subscription 01/06/23 - 30/06/23	72.72
EFT32258	16/06/2023	Cr Kevin Gale	Garden Maintenance	-110.00
8	24/05/2023	Cr Kevin Gale	Wicking Garden Beds	110.00
EFT32259	16/06/2023	Clarke's Furniture & Kitchen Design	Building Maintenance	-222.40
3063	05/06/2023	Clarke's Furniture & Kitchen Design	Maintenance May	222.40
EFT32260	16/06/2023	Premier Smash Repairs	Site Office Relocation	-550.00
18170	01/06/2023	Premier Smash Repairs	Site office to be picked up from Shire Depot and taken to site on Kojonup-Darkan Road (R Leusciatti gravel pit site)	550.00
EFT32261	16/06/2023	Everlon	Plaque	-518.38
16628	07/06/2023	Everlon	Simpson plaque remake	518.38
EFT32262	16/06/2023	Leonie Jane Smith	Goods For Sale	-30.00
010623	01/06/2023	Leonie Jane Smith	Goods Sold on Consignment	30.00
EFT32263	16/06/2023	WA Tool and Trade Supply Co	Workshop Supplies	-27.59
6963	23/05/2023	WA Tool and Trade Supply Co	127mm Air Blower	27.59
EFT32264	16/06/2023	CJ Liquor Pty Ltd	Refreshments	-262.00
78824	17/05/2023	CJ Liquor Pty Ltd	6x 5kg bags of Ice, 1x Carton Somersby Cider, 3x Great Northan Super Crisp, For Sale at the Long Table Dinner Saturday 13/05/23	262.00

EFT32265	16/06/2023	ITR	Truck Parts	-4128.30
580998A	05/04/2023	ITR	Grader blades for CAT Grader KO 368, Grader blades for CAT Grader KO 007	4128.30
EFT32266	16/06/2023	Michelle Jorgenson	Reimbursement	-17.52
300523	30/05/2023	Michelle Jorgenson	2x Plungers	17.52
EFT32267	16/06/2023	Kojonup Concrete	Concrete	-1407.44
1673	31/05/2023	Kojonup Concrete	3 x cubes of cement - Kojonup Darkan Road	1407.44
EFT32268	16/06/2023	3E Advantage Pty Ltd	Printing	-1906.74
INV-93958-V2R4W4	05/06/2023	3E Advantage Pty Ltd	Printing charges June 2023 Kodja Place	122.10
INV-94018-P7X7C6	05/06/2023	3E Advantage Pty Ltd	Printing charges July 2022 - June 2023 Admin Depot Springhaven	1784.64
EFT32269	16/06/2023	Country Water Solutions	Irrigation Supplies	-1810.57
19363	14/06/2023	Country Water Solutions	Supply materials for irrigating the front and back garden and lawn areas	1810.57
EFT32270	16/06/2023	Chronicle Rip Pty Ltd	Annual Subscription	-1165.23
INV-0447	29/05/2023	Chronicle Rip Pty Ltd	Chronicle Software License Renewal 01/05/23 - 30/04/23	1165.23
EFT32271	16/06/2023	Epos Systems Pty Ltd	IT Support	-383.90
INVOICE-322818	12/06/2023	Epos Systems Pty Ltd	Renewal of Eposnow Point of Sale Software, For The Kodja Place Visitor Centre	383.90
EFT32272	16/06/2023	Wendy Hammond	Reimbursement	-58.70
020523	02/05/2023	Wendy Hammond	Police Clearance	58.70
EFT32273	16/06/2023	Joey Pajares	Reimbursement	-340.00
010623	01/06/2023	Joey Pajares	HR Driving Test	340.00
EFT32274	16/06/2023	Acorn Trees & Stumps	Contractor	-12716.00
1304	08/06/2023	Acorn Trees & Stumps	Tree Removal/Tree Uplifting/Stump Removal	12716.00
EFT32275	16/06/2023	Boyup Property Maintenance	Property Maintenance	-8475.00
22	24/05/2023	Boyup Property Maintenance	Clean Gutters - Loton Close, Clean Gutters - Jean Sullivan Units, Clean Gutters - Admin Office, Clean Gutters - Kodja Place, Clean Gutters - Daycare, Clean Gutters - Bagg street, Clean Gutters - 34 Katanning Road, Clean Gutters - 30 Katanning Road, Clean Gutters - CWA Building, Clean Gutters - Meneded, Clean Gutters - Old Barracks, Clean Gutters - Elverds Cottage, Clean Gutters - Apex Park Toilets, Clean Gutters - RSL Hall, Clean Gutters - 26/28 Katanning Road, Clean Gutters - Show Grounds	7800.00
22	24/05/2023	Boyup Property Maintenance	Springhaven Gutter Cleaning	675.00
EFT32276	16/06/2023	Greenway Turf Solutions Pty Ltd	Turf Maintenance	-1683.00
SI-00060038	18/05/2023	Greenway Turf Solutions Pty Ltd	1 x 20 litres Numchuck, 1 x 20 litres Numchuck, 1 x 20 litres Numchuck	1683.00
EFT32277	16/06/2023	Fabric Covered Pots T/A Tammy McVee	Goods For Sale	-20.00
010623	01/06/2023	Fabric Covered Pots T/A Tammy McVee	Goods Sold on Consignment	20.00
EFT32278	16/06/2023	Killen Time - Wheat and Children's Clocks T/A Clare Stone	Goods For Sale	-45.00
010623	01/06/2023	Killen Time - Wheat and Children's Clocks T/A Clare Stone	Goods Sold on Consignment	45.00
EFT32279	16/06/2023	FAE Australia Pacific Pty Ltd	Truck Parts	-734.80
537	31/05/2023	FAE Australia Pacific Pty Ltd	Side Scraper Tooth Type Right & Left, Freight	734.80
EFT32280	16/06/2023	Monarch Ventures Pty Ltd T/A Roadtech Civil and Construction	Civil & Construction	-57444.64
265	31/05/2023	Monarch Ventures Pty Ltd T/A Roadtech Civil and Construction	Intersection of Shamrock Rd/Jingalup Rd - clean and reform broken shoulders, patch, supply and spray emulsion	20022.64
200	31/05/2023	Monarch Ventures Pty Ltd T/A Roadtech Civil and Construction	Kojonup-Darkan Shoulder Top work for 6km, SLK14.5 - 16.5 and SLK4.0 to 5.0, Equipment hire and shoulder works	37422.00
EFT32281	16/06/2023	Redmond Sales	Goods For Sale	-834.90
890	06/06/2023	Redmond Sales	Wren, Parrot, Floral, Galah and Magpie Tins, For Sale in Visitor Centre Shop	834.90
EFT32282	16/06/2023	Lauren Wright	Goods For Sale	-14.00
010623	01/06/2023	Lauren Wright	Goods Sold on Consignment	14.00
EFT32283	16/06/2023	Monique Sackers T/A 3 Bridges Collections	Goods For Sale	-170.53
010623	01/06/2023	Monique Sackers T/A 3 Bridges Collections	Goods Sold on Consignment	170.53
EFT32284	16/06/2023	ZELVi Equipment	Equipment Hire	-4162.40

71065	31/05/2023	ZELVi Equipment	4.2t Kubota SVL75 Tracked Skid Steer with GP Bucket/broom, Delivery and pick up.	4162.40
EFT32285	16/06/2023	Digrite	Road Maintenance	-3080.00
H0670	30/05/2023	Digrite	1880mm extreme duty skid steer track loader rake bucket, Kojonup-Darkan Road	3080.00
EFT32286	16/06/2023	Lisa Martello-Hart	Goods For Sale	-125.00
030123	03/01/2023	Lisa Martello-Hart	Goods Sold on Consignment	30.00
010323	01/03/2023	Lisa Martello-Hart	Goods Sold on Consignment	95.00
EFT32287	16/06/2023	Chyan Berliner	Reimbursement	-186.90
080623	08/06/2023	Chyan Berliner	Pre-Employment Medical & Police Clearance	186.90
EFT32288	16/06/2023	Brandy Newton	Long Table Dinner	-500.00
424	13/05/2023	Brandy Newton	Live Music Performance - Long Table Dinner , Saturday 13/05/23	500.00
EFT32289	16/06/2023	Andrew Chandler	Research	-450.00
1	13/06/2023	Andrew Chandler	Historical Research	450.00
EFT32290	16/06/2023	Ruth Patterson	Long Table Dinner	-126.00
98	14/06/2023	Ruth Patterson	30x Long Stem Banksia and 12 Small Banksias , For the Long Table Dinner on Saturday 13/05/23	126.00
EFT32291	21/06/2023	AUSTRALIAN TAXATION OFFICE	BAS	-121428.00
MAY 2023	20/06/2023	AUSTRALIAN TAXATION OFFICE	May 2023	121428.00
EFT32292	27/06/2023	Payroll Deductions - Shire of Kojonup	Payroll deductions	-1615.00
DEDUCTION	20/06/2023	Payroll Deductions - Shire of Kojonup	Payroll Deduction	1125.00
DEDUCTION	20/06/2023	Payroll Deductions - Shire of Kojonup	Payroll Deduction	490.00
EFT32293	27/06/2023	Child Support Agency	Payroll deductions	-311.78
DEDUCTION	20/06/2023	Child Support Agency	Payroll Deduction	311.78
EFT32294	27/06/2023	Australian Services Union (LGO)	Payroll deductions	-51.80
DEDUCTION	20/06/2023	Australian Services Union (LGO)	Payroll Deduction	51.80
EFT32295	27/06/2023	Australian Services Union (MEU)	Payroll deductions	-25.90
DEDUCTION	20/06/2023	Australian Services Union (MEU)	Payroll Deduction	25.90
EFT32296	27/06/2023	EasiSalary	Payroll Deductions	-3962.82
PP25	06/06/2023	EasiSalary	Payroll Deduction	1981.41
WEEK 52 PP26	27/06/2023	EasiSalary	Payroll Deduction	1981.41
EFT32297	30/06/2023	WA Hino Sales & Services	New Vehicle	-58236.60
F4290	28/06/2023	WA Hino Sales & Services	Purchase of Hino Truck 816 AT 4200 Wide Crew Cab, Alloy polished bull bar, Trade In: Hino Tip Truck 300 Series (KO 571) 2016	58236.60
EFT32298	30/06/2023	Cr Edwin James Radford	Councillor Fees	-12723.18
APR - JUN 23	20/06/2023	Cr Edwin James Radford	Claim for Councillor Fees and Reimbursement 01/04/23 - 30/06/23	12723.18
EFT32299	30/06/2023	Heather Marland	Reimbursement	-353.95
190623	19/06/2023	Heather Marland	Wax Supplies for NAIDOC Week	353.95
EFT32300	30/06/2023	Australia Post	Postage	-184.48
1012454520	03/06/2023	Australia Post	Postage & Freight costs for May 2023	184.48
EFT32301	30/06/2023	Hi-Way Sales & Service	Engineering Supplies	-2947.90
247800	02/06/2023	Hi-Way Sales & Service	ULP 25.84L	48.29
247896	07/06/2023	Hi-Way Sales & Service	ULP 11.94L	22.32
248477	16/06/2023	Hi-Way Sales & Service	20 Litre grease pump and seal kit for workshop	1480.00
248228	20/06/2023	Hi-Way Sales & Service	ULP 42.69L	79.35
248271	21/06/2023	Hi-Way Sales & Service	4 Litre Oil Drums - Prokart, BPR6EX Sparkplugs (Honda pumps)	756.00
248428	27/06/2023	Hi-Way Sales & Service	ULP 10.28L	19.11
248453	28/06/2023	Hi-Way Sales & Service	Diesel 56.5L	105.03
248522	29/06/2023	Hi-Way Sales & Service	Soldering iron for workshop	437.80
EFT32302	30/06/2023	Kojonup Agricultural Supplies	Agricultural Supplies	-236.17
10218024	27/06/2023	Kojonup Agricultural Supplies	Replace damaged gate at Drapers on Hillier Road	236.17
EFT32303	30/06/2023	Carony Pty Ltd	May 2023 Account	-4522.42
03-106795	02/05/2023	Carony Pty Ltd	Shears EnergyCut 2in1	96.25
03-106791	02/05/2023	Carony Pty Ltd	Survey Marker Wht 350g	16.20
03-106771	02/05/2023	Carony Pty Ltd	14 Day Mask Tape 48mmx50m, Line Marker Pak Ylw 500g	90.00
03-106830	02/05/2023	Carony Pty Ltd	1 pair size 11.5 Steel Blue Boots	195.00
03-106950	04/05/2023	Carony Pty Ltd	Cement Grey 20kg, Tape Mask Blue 36mmx50m	40.05
01-235601	04/05/2023	Carony Pty Ltd	Napkins 20pk asst colours	12.00
03-107216	08/05/2023	Carony Pty Ltd	Camlock 3/4" Part B, Valve Ball Metal 3/4 Full, Philmac Nipple Bsp 3/4 4222"	31.85
01-235689	09/05/2023	Carony Pty Ltd	Pro-Trade Const/Adh Fast Grip 420g	9.95
01-235690	09/05/2023	Carony Pty Ltd	Sealant Adhesive Filler 3in1 for Cemetery	15.50

03-107502	11/05/2023	Carony Pty Ltd	Safety work boots - DE (Depot) - Steel Blue - 9 1/2	210.00
01-235757	11/05/2023	Carony Pty Ltd	11 Loton Close - Paint	47.50
03-107496	11/05/2023	Carony Pty Ltd	Wash n Wear L/Sheen Ex Bright 1l, Paint Craft Roller Kit 230mm	73.50
01-235771	11/05/2023	Carony Pty Ltd	Size 7 Womens, Size 9 1/2 Mens for Depot Staff	370.00
01-235772	11/05/2023	Carony Pty Ltd	Sealant Armour Flex Clear 300g, Sealant Adhesive Filler 3in1	6.25
03-107529	12/05/2023	Carony Pty Ltd	11 Loton Close - Paint	35.95
03-107540	12/05/2023	Carony Pty Ltd	11 Loton Close - Paint	47.75
03-107573	12/05/2023	Carony Pty Ltd	11 Loton Close - Paint	15.95
03-107700	15/05/2023	Carony Pty Ltd	Pking Bubble Cushion 500mmx10m	16.00
03-107735	15/05/2023	Carony Pty Ltd	11 Loton Close - Paint	320.25
03-107809	16/05/2023	Carony Pty Ltd	Philmac Bush 1x3/4"	99.95
01-235877	16/05/2023	Carony Pty Ltd	Bolt & Nut Hex	10.00
03-107818	16/05/2023	Carony Pty Ltd	11 Loton Close - Paint	61.75
01-235917	17/05/2023	Carony Pty Ltd	Saddle Half Metal 20mm, Double U Bolt Gal 8x105x35mm	7.65
03-107967	18/05/2023	Carony Pty Ltd	11 Loton Close - Paint	47.75
03-107960	18/05/2023	Carony Pty Ltd	11 Loton Close - Paint	10.95
03-108061	19/05/2023	Carony Pty Ltd	Handle Shovel Metal D	37.50
03-108167	22/05/2023	Carony Pty Ltd	Conct End PolxFI bsp25mmx1in3g, Micro Joiner Barb 19mm, 19mm Poly Ratchet Clamp	15.95
03-108248	23/05/2023	Carony Pty Ltd	1 x pallet of cement for headwalls	719.00
01-236078	23/05/2023	Carony Pty Ltd	11 Loton Close - Maintenance Supplies	26.80
01-236079	23/05/2023	Carony Pty Ltd	11 Loton Close - Cement	35.85
03-108448	25/05/2023	Carony Pty Ltd	Cement Grey 20kg	25.90
01-236147	26/05/2023	Carony Pty Ltd	Garden Hose Fitted 12mmx15m	23.50
03-108549	26/05/2023	Carony Pty Ltd	Super Enamel H/Gloss White 1l	59.50
03-108653	29/05/2023	Carony Pty Ltd	Super Enamel H/Gloss White 1l	59.50
01-236187	29/05/2023	Carony Pty Ltd	Soldier Road ILU - Timber for rail replacements	191.85
08-000429	29/05/2023	Carony Pty Ltd	Springhaven Newspapers May 2023	115.20
03-108690	29/05/2023	Carony Pty Ltd	Post-it Notes, Tub Flexible 16l ass colours, Card, USB Drv Stat 2.0 16gb	50.54
03-108780	30/05/2023	Carony Pty Ltd	CEO House - gas replacement bottles	191.00
03-108866	31/05/2023	Carony Pty Ltd	12 Elverd Street - Oven Replacement	848.00
03-108886	31/05/2023	Carony Pty Ltd	Fluid Priming PVC Red 500ml, Sol Pvc Cement P Green 250ml, Elbow Storm 90mm 45deg, Coupling Storm Pvc Slip 90mm	42.63
01-235600	20/06/2023	Carony Pty Ltd	6x Nipper Tile Parrot Beak 200mm, For Kodja Place Mosaicing Class	191.70
EFT32304	30/06/2023	Synergy	Electricity	-3078.76
3000201443	15/06/2023	Synergy	a/c647537230 for 111 Albany Hwy - 10/05/23 - 13/06/23, a/c375969790 for Benn Pde - 18/04/23 - 15/05/23	905.94
2005865443	20/06/2023	Synergy	a/c375598950 for 28 Kojonup-Katanning Rd - 19/04/23 - 19/06/23	594.83
2005865442	20/06/2023	Synergy	a/c375598810 for 26 Kojonup-Katanning Rd - 19/04/23 - 19/06/23	502.93
2029857005	20/06/2023	Synergy	a/c337284750 for 143 Albany Hwy 16/05/23 - 19/06/23	932.13
2089828231	23/06/2023	Synergy	a/c542221630 for 31 Piesse St - 22/04/23 - 22/06/23	142.93
EFT32305	30/06/2023	Kleenheat Gas Pty Ltd	Gas	-2183.58
4517701	01/06/2023	Kleenheat Gas Pty Ltd	LPG Bulk Gas - Sporting Complex	323.99
4517704	01/06/2023	Kleenheat Gas Pty Ltd	2x 45kg Cyl - Facility Fee / Cylinder Service Charge - 10 Loton Cl	93.50
4517703	01/06/2023	Kleenheat Gas Pty Ltd	2x 45kg Cyl - Facility Fee / Cylinder Service Charge - 39 Vanzuilecom St	93.50
4517702	01/06/2023	Kleenheat Gas Pty Ltd	2x 45kg Cyl - Facility Fee / Cylinder Service Charge - 8 Newton St	187.00
4518151	01/06/2023	Kleenheat Gas Pty Ltd	LPG bulk gas - Spinghaven	647.99
4517700	01/06/2023	Kleenheat Gas Pty Ltd	LPG Bulk Gas - 95 Albany Hwy	323.99
22117890	08/06/2023	Kleenheat Gas Pty Ltd	LPG bulk gas - Springhaven	430.42
22128079	27/06/2023	Kleenheat Gas Pty Ltd	LPG Bulk - Sporting Complex	83.19
EFT32306	30/06/2023	Kojonup Tyre Service	Tyre Services	-941.60
INV-6453	21/06/2023	Kojonup Tyre Service	New Tyres for 38KO	941.60
EFT32307	30/06/2023	BK Thomson Electrical Service	Electrical Services	-1314.71
2718	06/06/2023	BK Thomson Electrical Service	Sporting complex Oven not warming up	117.00
2717	06/06/2023	BK Thomson Electrical Service	Electrical wiring work	299.10
2720	08/06/2023	BK Thomson Electrical Service	12 Elverd street - Stove Replacement labour	175.50
2733	15/06/2023	BK Thomson Electrical Service	30 Katanning Road - Installation of oven, induction cooktop and extractor fan.	358.36
2739	20/06/2023	BK Thomson Electrical Service	30 Katanning Road - Installation of oven, induction cooktop and extractor fan.	364.75
EFT32308	30/06/2023	R & A Mort Smash Repairs	Abandoned Vehicle	-110.00
7307	26/06/2023	R & A Mort Smash Repairs	Towage of Abandoned Daihatsu on 15/06/23 on Partidge Road - Tow to Works Depot	110.00
EFT32309	30/06/2023	Kojonup Auto Electrical Services	Auto Electrics	-180.35
12875	13/06/2023	Kojonup Auto Electrical Services	repair wiring on adblu injector	180.35
EFT32310	30/06/2023	Westrac Equipment	Truck Parts	-922.12
PI8367434	06/06/2023	Westrac Equipment	new blades and bolts	185.74

PI8367435	06/06/2023	Westrac Equipment	new blades and bolts	185.74
S11699219	19/06/2023	Westrac Equipment	update ecu and increase flow rate of hydraulics for better performance of mulcher	550.64
EFT32311	30/06/2023	Kojonup Country Kitchen	Catering	-229.55
3003	20/06/2023	Kojonup Country Kitchen	Catering - 20/06/23 - morning tea and lunch for 7 people	169.55
3002	20/06/2023	Kojonup Country Kitchen	Sausage Rolls	60.00
EFT32312	30/06/2023	BOC Gases	Industrial Gases	-31.74
4034237572	28/06/2023	BOC Gases	1x Oxygen Industrial Size G	31.74
EFT32313	30/06/2023	Egabva Plumbing & Gas Service	Plumbing	-10940.39
4376	12/04/2023	Egabva Plumbing & Gas Service	To repair mainline water leak at Admin office north carpark, including fittings	477.73
4421	06/06/2023	Egabva Plumbing & Gas Service	RV Camp area - Albany Highway - Dumping poing to be emptied	511.50
4433	06/06/2023	Egabva Plumbing & Gas Service	Annual servicing of RPZDs - Due May 2023, - Standpipes at Katanning - Kojonup Rd (Dearle st) and Blackwood Rd Muradup, Annual servicing of RPZDs - Due May 2023 - Springhaven Grease Trap, Steriliser, Binwash Area	616.00
4426	06/06/2023	Egabva Plumbing & Gas Service	Check and clean restricter filters at water meter on units 4&6 Elverd Street.	343.75
4414	06/06/2023	Egabva Plumbing & Gas Service	12/05/23 - Springhaven Bathroom Reno, cut in new vinyal floor grate, fixings	523.51
4420	08/06/2023	Egabva Plumbing & Gas Service	Sport Complex - repairs to urn and gas leak	732.40
4416	15/06/2023	Egabva Plumbing & Gas Service	Apex park - replacing broken disabled toilet seats, Apex park - replacing broken disabled toilet seats	785.50
4404	22/06/2023	Egabva Plumbing & Gas Service	Septic to Sewer Conversion - 30 Katanning Road	6950.00
EFT32314	30/06/2023	Lotex Filter Cleaning Service	Filters	-115.87
9263	26/05/2023	Lotex Filter Cleaning Service	Filters, Filters	115.87
EFT32315	30/06/2023	Wurth Australia Pty Ltd	Workshop Supplies	-854.22
4320545994	14/06/2023	Wurth Australia Pty Ltd	24v flashing globes, oil spill mats, stumpy ratchet, right angle drill attachment, can of rustex	854.22
EFT32316	30/06/2023	ABA Security	Security	-814.98
34303	08/06/2023	ABA Security	Depot - Change 2 Alarm Detectors So That Robo Deebot Cleaner Doesnt Set Off Alarms.	595.99
34340	13/06/2023	ABA Security	Monitoring alarm at depot - 13/6/23 - 12/9/23	218.99
EFT32317	30/06/2023	Kojonup Lions Club	LESSER HALL BOND REFUND	-350.00
T67	28/06/2023	Kojonup Lions Club	Hire Lesser Hall - Lions Club	350.00
EFT32318	30/06/2023	Shire of Cranbrook	CESM	-9547.75
2150	01/02/2023	Shire of Cranbrook	CESM Contribution	4516.12
2150	01/02/2023	Shire of Cranbrook	CESM Contribution for October - December 2022	5031.63
EFT32319	30/06/2023	BENARA Nurseries	Plants	-363.51
464767	22/06/2023	BENARA Nurseries	Plants for landscaping 30 Katanning rd house	363.51
EFT32320	30/06/2023	Team Global Express Pty Ltd	Freight	-739.93
0328-80774145	18/06/2023	Team Global Express Pty Ltd	From Sunny Signs on 22/05/23, From Initial Hygiene on 26/05/23	563.33
0534-S104118	18/06/2023	Team Global Express Pty Ltd	From Surgical house on 06&08/06/23	136.97
0329-80774145	25/06/2023	Team Global Express Pty Ltd	From SLWA on 09/06/23	39.63
EFT32321	30/06/2023	Optus Billing Services Pty Ltd	Telecommunications	-2692.72
364452711	07/06/2023	Optus Billing Services Pty Ltd	Optus Loop for Admin 07/05/23 - 06/06/23	1202.31
364452713	07/06/2023	Optus Billing Services Pty Ltd	Optus Loop for Springhaven 07/05/23 - 06/06/23	497.00
365157250	10/06/2023	Optus Billing Services Pty Ltd	Optus Loop for Kodja Place 10/05/23 - 09/06/23	403.00
365780474	13/06/2023	Optus Billing Services Pty Ltd	Optus Loop for Depot 13/05/23 - 12/06/23	268.01
367500587	20/06/2023	Optus Billing Services Pty Ltd	Phone and internet charges - Admin, Phone and internet charges - Swimming Pool, Phone and internet charges - Kodja Place, Phone and internet charges - Springhaven, Phone and internet charges - Depot	322.40
EFT32322	30/06/2023	Warren Blackwood Waste	Waste and Recycling	-29729.61
18607	07/06/2023	Warren Blackwood Waste	240Lt Bins Pick Up, KJP St Bins Pickup, 240Lt Recycling Bins Pick Up, KJP Service Townsite area bins, Travel Cost (hourly) for 2 x Sideloader trucks to empty Waste	17817.33
18606	07/06/2023	Warren Blackwood Waste	Kojonup Transfer Station Management fees May 2023	11612.28
18618	07/06/2023	Warren Blackwood Waste	Kojonup 1.5m3 Front Lift Bins - May 2023	300.00
EFT32323	30/06/2023	Tradelink Plumbing Supplies	Maintenance Supplies	-2609.99

99721061	08/06/2023	Tradelink Plumbing Supplies	Oven Multifunction 60cm, Rangehood Fixed undermount - 60cm, Cooktop Induction 60cm, Dishwasher FR/STD 12 place, Delivery Fee	2609.99
EFT32324	30/06/2023	Australian Institute of Horticulture Inc.	Membership	-330.00
INV-3513	18/05/2023	Australian Institute of Horticulture Inc.	Annual Membership 23/24	330.00
EFT32325	30/06/2023	Blackout Fire Fighting Equipment & Tohl Engineering	BFB Equipment	-1157.20
4238	20/06/2023	Blackout Fire Fighting Equipment & Tohl Engineering	FD 20 Nozzle, FD 25 Nozzle, FD 40 Nozzle	1157.20
EFT32326	30/06/2023	BEST OFFICE SYSTEMS	Printing	-27.00
617883	16/06/2023	BEST OFFICE SYSTEMS	Toner for Library Printer	27.00
EFT32327	30/06/2023	KOJONUP BMC EMBROIDERY	Uniforms	-238.00
9239	15/06/2023	KOJONUP BMC EMBROIDERY	Pink shirts - collection/donation to charity for shirts by staff members	238.00
EFT32328	30/06/2023	Able Westchem	Cleaning Products	-711.00
571859	01/06/2023	Able Westchem	Springhaven Chemical order June 2023	711.00
EFT32329	30/06/2023	Lorreen Avis Greeuw	Reimbursement	-140.00
190623	09/06/2023	Lorreen Avis Greeuw	Uniform Pants for SLO	140.00
EFT32330	30/06/2023	PFD Foodservices (Southway Distributors)	Food and Dry Goods	-2034.20
LH416358	08/06/2023	PFD Foodservices (Southway Distributors)	Springhaven Meals and Refreshments June 2023	529.15
LH465933	14/06/2023	PFD Foodservices (Southway Distributors)	Springhaven Meals and Refreshments June 2023	321.60
LH533863	21/06/2023	PFD Foodservices (Southway Distributors)	Springhaven Meals and Refreshments June 2023	431.30
LH597872	28/06/2023	PFD Foodservices (Southway Distributors)	Springhaven Meals and Refreshments June 2023	752.15
EFT32331	30/06/2023	SURGICAL HOUSE	Pharmaceuticals	-607.88
A869683	07/06/2023	SURGICAL HOUSE	Springhaven Surgical House June 2023	384.56
A870407	12/06/2023	SURGICAL HOUSE	Springhaven Surgical House June 2023	160.40
A872300	21/06/2023	SURGICAL HOUSE	Springhaven Surgical House June 2023	62.92
EFT32332	30/06/2023	Quality Printers & Cartridges	Printer Cartridges	-140.81
SI-02113681	14/06/2023	Quality Printers & Cartridges	Library printer cartridge	140.81
EFT32333	30/06/2023	CALIBRE CARE	Aged Care Equipment	-14158.20
INV-6310	21/06/2023	CALIBRE CARE	3x New beds required due to failed in service report June 2023	9297.00
INV-6314	21/06/2023	CALIBRE CARE	Medical equipment required June 2023	1762.20
INV-6309	21/06/2023	CALIBRE CARE	New Equipment (due to failure during service) June 2023	3099.00
EFT32334	30/06/2023	SJ & MJ WILLIAMS	Site Rental	-2500.00
50	01/06/2023	SJ & MJ WILLIAMS	2022-2023 Shire Communication Site - Samson Road Rental	2500.00
EFT32335	30/06/2023	KOJONUP COMMUNITY MEN'S SHED	Building Maintenance	-670.00
47966	28/06/2023	KOJONUP COMMUNITY MEN'S SHED	Labour for removing rooms at back, and dumpster hire	670.00
EFT32336	30/06/2023	BJ Systems	Security	-144.10
813622	20/06/2023	BJ Systems	Monitoring fees for Kojonup Sporting Complex	144.10
EFT32337	30/06/2023	Autosmart WA Southwest	Workshop Supplies	-66.19
111174	16/06/2023	Autosmart WA Southwest	15kg Rags, T/Wash Broom Head	66.19
EFT32338	30/06/2023	Great Southern Floorcovering	Floorcoverings	-14854.00
3318	07/06/2023	Great Southern Floorcovering	30 Katanning Road - Replacing 3 bedroom & lounge carpets, and install vinyl planks through out the house	11632.00
3317	07/06/2023	Great Southern Floorcovering	11 Loton Close - Supply and lay selected carpet with underlay	825.00
3319	12/06/2023	Great Southern Floorcovering	Blinds for renovation	2397.00
EFT32339	30/06/2023	Cr. Alan Egerton- Warburton	Councillor Fees	-3895.50
APR - JUN 23	20/06/2023	Cr. Alan Egerton- Warburton	Claim for Councillor Fees and Reimbursement 01/04/23 - 30/06/23	3895.50
EFT32340	30/06/2023	Clarke's Furniture & Kitchen Design	Building Maintenance	-350.00
3066	09/06/2023	Clarke's Furniture & Kitchen Design	11 Loton close Cupboard maintenance	350.00
EFT32341	30/06/2023	Edge Planning & Property	Planning Services	-2619.37
2331	12/06/2023	Edge Planning & Property	Town Planning Services May 2023	2619.37

EFT32342	30/06/2023	Quintis Sandalwood t/a The Sandalwood Shop	Goods For Sale	-649.59
SI-307829	20/06/2023	Quintis Sandalwood t/a The Sandalwood Shop	Assorted Beauty Products, Toiletries and Smellies, For Sale in Visitor Centre Shop	649.59
EFT32343	30/06/2023	Lucindas Everlastings	Goods For Sale	-157.50
4880	12/06/2023	Lucindas Everlastings	15x 10g Packets and 5x 20g Packets of Everlasting Seeds, For Sale in Visitor Centre Shop	157.50
EFT32344	30/06/2023	Thurlby Herb Farm Pty Ltd	Goods For Sale	-1077.24
13081	20/06/2023	Thurlby Herb Farm Pty Ltd	Assorted Smellies and Scents, For Sale in Visitor Centre Shop	1077.24
EFT32345	30/06/2023	Green Eleven Pty Ltd	Strategic Community Plan	-4554.22
#2223098	05/05/2023	Green Eleven Pty Ltd	Strategic Planning overhaul - 2022/2023	4554.22
EFT32346	30/06/2023	LGIS Insurance Broking (Jardine Lloyd Thompson Pty Ltd)	LGIS Insurance	-8038.64
062-213988	13/06/2023	LGIS Insurance Broking (Jardine Lloyd Thompson Pty Ltd)	Regional Risk Coordinator Fees January 2023 - June 2023	8038.64
EFT32347	30/06/2023	Kristel Thomson	Reimbursement	-58.70
150623	15/06/2023	Kristel Thomson	Police Clearance	58.70
EFT32348	30/06/2023	Dinninup Grove	Goods For Sale	-794.50
607	26/06/2023	Dinninup Grove	Assorted Oils, Olives, Sauce, Tapenade and Quice Paste, For Sale in Visitor Centre Shop	794.50
EFT32349	30/06/2023	Klopper Contracting T/A Ron Wright Bulldozing	Contractor	-4290.00
IV00000002214	14/06/2023	Klopper Contracting T/A Ron Wright Bulldozing	Pushing up gravel at Rob Leuciatti site.	4290.00
EFT32350	30/06/2023	RC & D Kowald - Beaufort River Dolomite	Dolomite	-96.80
564	01/05/2023	RC & D Kowald - Beaufort River Dolomite	2T Dolomite - 01/05/2023	96.80
EFT32351	30/06/2023	Michelle Jorgenson	Reimbursement	-20.69
280623	28/06/2023	Michelle Jorgenson	Cleaning Products	20.69
EFT32352	30/06/2023	Kojonup Light Civil	Construction	-100.00
526	25/06/2023	Kojonup Light Civil	Blue metal for french drain at Daycare Centre for fencing	100.00
EFT32353	30/06/2023	Cr Cynthia Wieringa	Councillor Fees	-3895.50
APR - JUN 23	20/06/2023	Cr Cynthia Wieringa	Claim for Councillor Fees and Reimbursement 01/04/23 - 30/06/23	3895.50
EFT32354	30/06/2023	Lilly's Garden operated by Marina Murray	Goods For Sale	-525.00
57-58	09/06/2023	Lilly's Garden operated by Marina Murray	Assorted Jams and Relish, For Sale in Visitor Centre Shop	525.00
EFT32355	30/06/2023	Mathwin Transport	Freight	-248.33
2830	14/06/2023	Mathwin Transport	From Digrite on 06/06/23	190.58
2847	15/06/2023	Mathwin Transport	From Able Westchem on 08/06/23	57.75
EFT32356	30/06/2023	Jill Watkin	Goods For Sale	-23.23
010623	01/06/2023	Jill Watkin	Goods Sold on Consignment	23.23
EFT32357	30/06/2023	KOH Living	Goods For Sale	-4277.48
WHO#3970	16/06/2023	KOH Living	Assorted Teatowels, Drink Bottle, Coasters, Mugs and Carousels, For Sale in Visitor Centre Shop	4277.48
EFT32358	30/06/2023	Emelee Peet	Reimbursement	-429.00
130623	13/06/2023	Emelee Peet	Mobile Phone Usage 28/04/23 - 27/05/23	143.00
130623	13/06/2023	Emelee Peet	Mobile Phone Usage 28/05/23 - 27/06/23	143.00
130623	13/06/2023	Emelee Peet	Mobile Phone Usage 28/03/23 - 27/04/23	143.00
EFT32359	30/06/2023	Enviro-On-Ground	NRM	-225.00
688	27/06/2023	Enviro-On-Ground	NRM Grant Report Consultation	225.00
EFT32360	30/06/2023	Teletrac Navman and Transtech	Navman	-1930.01
92825106	05/06/2023	Teletrac Navman and Transtech	Vehicle tracking devices and service fees	1930.01
EFT32361	30/06/2023	Albany 4x4 Accessories	Vehicle Parts	-1168.00
18140	21/06/2023	Albany 4x4 Accessories	airbags kit for the suspension	1168.00
EFT32362	30/06/2023	Energy Wise Australia C&F Building Approvals	Building Approvals	-275.00
INV-3894	15/06/2023	Energy Wise Australia C&F Building Approvals	Building Surveyor Consulting fees June 2023	275.00
EFT32363	30/06/2023	Nathan Ian Jones	Reimbursement	-385.50
210623	21/06/2023	Nathan Ian Jones	Travel to and from Kojonup 16/06/23 - 17/06/23	385.50
EFT32364	30/06/2023	Amalgamated Civil & Plant Hire Pty Ltd	Civil & Plant	-1540.00
966	31/05/2023	Amalgamated Civil & Plant Hire Pty Ltd	Drainage works - Shamrock Road	1540.00
EFT32365	30/06/2023	A2Z Painting & Improvement	Painting	-9460.00

257-2023	06/06/2023	AZZ Painting & Improvement	30 Katanning Road - Paint of whole house inside.	9460.00
EFT32366	30/06/2023	Sarah Kearing	NAIDOC	-1300.00
30 JUN 2023	30/06/2023	Sarah Kearing	Djurpin Djindas Dance Performance, Didjeridoo Player and Travel, for Naidoc Week Celebrations at The Kodja Place.	1300.00
EFT32367	30/06/2023	Cohesis Pty Ltd	ERP Request	-5225.00
INV-00335	19/06/2023	Cohesis Pty Ltd	ERP Request for Proposal - Process Management	5225.00
EFT32368	30/06/2023	Airnet Wireless	NBN Connection	-300.00
AN0120	16/04/2023	Airnet Wireless	Soldier Road - GROH Housing - NBN Connection	300.00
EFT32369	30/06/2023	The Webb Family Trust T/A D.M. and J.A. Webb	Gravel	-4400.00
1462023	14/06/2023	The Webb Family Trust T/A D.M. and J.A. Webb	Gravel - 2,000m3 - Tandara - Tambellup West Road	4400.00
EFT32370	30/06/2023	F.M.C. - Brian Staines	SPORTING COMPLEX HIRE BOND REFUND	-300.00
T202	28/06/2023	F.M.C. - Brian Staines	Sporting Complex Hire Bond	300.00

762,481.34

Direct Deposits 1/06/23 - 30/06/23				
Ref	Date	Name	Description	Amount
DD23351.1	06/06/2023	Aware Super	Payroll deductions	-15327.95
SUPER	06/06/2023	Aware Super	Super	12982.56
DEDUCTION	06/06/2023	Aware Super	Payroll Deduction	139.08
DEDUCTION	06/06/2023	Aware Super	Payroll Deduction	97.88
DEDUCTION	06/06/2023	Aware Super	Payroll Deduction	1471.01
DEDUCTION	06/06/2023	Aware Super	Payroll Deduction	550.00
DEDUCTION	06/06/2023	Aware Super	Payroll Deduction	87.42
DD23351.2	06/06/2023	ANZ Smart Choice Super	Superannuation contributions	-271.35
SUPER	06/06/2023	ANZ Smart Choice Super	Super	271.35
DD23351.3	06/06/2023	Prime Super	Superannuation contributions	-1751.45
SUPER	06/06/2023	Prime Super	Super	1751.45
DD23351.4	06/06/2023	Essential Super -Enzo Del Testa	Superannuation contributions	-179.71
SUPER	06/06/2023	Essential Super -Enzo Del Testa	Super	179.71
DD23351.5	06/06/2023	Commonwealth Superannuation Savings Account	Superannuation contributions	-382.59
SUPER	06/06/2023	Commonwealth Superannuation Savings Account	Super	382.59
DD23351.6	06/06/2023	AMP Super Fund	Superannuation contributions	-249.95
SUPER	06/06/2023	AMP Super Fund	Super	249.95
DD23351.7	06/06/2023	Colonial First State FirstChioce Superannuation Trust	Payroll deductions	-1072.33
SUPER	06/06/2023	Colonial First State FirstChioce Superannuation Trust	Super	432.33
DEDUCTION	06/06/2023	Colonial First State FirstChioce Superannuation Trust	Payroll Deduction	139.46
DEDUCTION	06/06/2023	Colonial First State FirstChioce Superannuation Trust	Payroll Deduction	500.54
DD23351.8	06/06/2023	HOSTPLUS	Superannuation contributions	-708.24
DEDUCTION	06/06/2023	HOSTPLUS	Payroll Deduction	60.88
SUPER	06/06/2023	HOSTPLUS	Super	647.36
DD23351.9	06/06/2023	Australian Super Pty Ltd	Superannuation contributions	-2208.16
DEDUCTION	06/06/2023	Australian Super Pty Ltd	Payroll Deduction	235.74
SUPER	06/06/2023	Australian Super Pty Ltd	Super	1972.42
DD23366.1	21/06/2023	Motorcharge Limited (Puma)	Puma/Starcard June Fuel Cards	-1813.40
JUNE	21/06/2023	Motorcharge Limited (Puma)	June Starcard Fuel Expenses, Fees	1813.40
DD23366.2	21/06/2023	Ampol (Formerly Caltex Star Card)	Ampol June Fuel Card Expenses	-2615.58
JUNE	21/06/2023	Ampol (Formerly Caltex Star Card)	Ampol June Fuel Card Expenses, Annual Fees	2615.58
DD23368.1	20/06/2023	Aware Super	Payroll deductions	-14808.31
SUPER	20/06/2023	Aware Super	Super	12528.42
DEDUCTION	20/06/2023	Aware Super	Payroll Deduction	139.08
DEDUCTION	20/06/2023	Aware Super	Payroll Deduction	101.94
DEDUCTION	20/06/2023	Aware Super	Payroll Deduction	1398.86

DEDUCTION	20/06/2023	Aware Super	Payroll Deduction	550.00
DEDUCTION	20/06/2023	Aware Super	Payroll Deduction	90.01
DD23368.2	20/06/2023	ANZ Smart Choice Super	Superannuation contributions	-253.97
SUPER	20/06/2023	ANZ Smart Choice Super	Super	253.97
DD23368.3	20/06/2023	Prime Super	Superannuation contributions	-1556.88
SUPER	20/06/2023	Prime Super	Super	1556.88
DD23368.4	20/06/2023	Unisuper	Superannuation contributions	-48.02
SUPER	20/06/2023	Unisuper	Super	48.02
DD23368.5	20/06/2023	Commonwealth Superannuation Savings Account	Superannuation contributions	-382.59
SUPER	20/06/2023	Commonwealth Superannuation Savings Account	Super	382.59
DD23368.6	20/06/2023	AMP Super Fund	Superannuation contributions	-206.79
SUPER	20/06/2023	AMP Super Fund	Super	206.79
DD23368.7	20/06/2023	Colonial First State FirstChioce Superannuation Trust	Payroll deductions	-1072.33
SUPER	20/06/2023	Colonial First State FirstChioce Superannuation Trust	Super	432.33
DEDUCTION	20/06/2023	Colonial First State FirstChioce Superannuation Trust	Payroll Deduction	139.46
DEDUCTION	20/06/2023	Colonial First State FirstChioce Superannuation Trust	Payroll Deduction	500.54
DD23368.8	20/06/2023	HOSTPLUS	Superannuation contributions	-777.56
DEDUCTION	20/06/2023	HOSTPLUS	Payroll Deduction	110.00
SUPER	20/06/2023	HOSTPLUS	Super	667.56
DD23368.9	20/06/2023	Australian Super Pty Ltd	Superannuation contributions	-2237.38
DEDUCTION	20/06/2023	Australian Super Pty Ltd	Payroll Deduction	235.74
SUPER	20/06/2023	Australian Super Pty Ltd	Super	2001.64
DD23384.1	30/06/2023	NAB	MRS Credit Card - June 2023	-7544.89
JUNE	30/06/2023	NAB	Accommodation - Training J Johnson, Workwear Group - Uniforms, Hillview - Meeting, Dome - meeting, Hire in Style - KP Function, Limepay - KP Event, Teacher Superstore - KP Event, Spotlight - Naidoc Week, Clever Patch - KP Event, Tambellup Store - CEO Coffee, Indeed Jobs, CEO Coffee Meeting, Modern Teaching Aides - Play Café, CEO Meals Meeting, Fees	3270.69
JUNE	30/06/2023	NAB	Independent Living - Medical Supplies, Nisbets Aust - Kitchen Supplies, MedSales - Medical Supplies, OfficeWorks - Chairs, SpotLight - Laundry, Mobile, Nisbets - Kitchen, Nisbets - Kitchen	2571.25
JUNE	30/06/2023	NAB	Beacon Lighting Loton Close Repairs, Local Government Training L Greeuw, Fire Protection Accredation, Local Government Training L Greeuw, Bon Marche Uniforms, Bunnings Loton Close Repairs, Bunnings Loton Close Repairs	1702.95
DD23351.10	06/06/2023	REST SUPERANNUATION	Superannuation contributions	-699.68
SUPER	06/06/2023	REST SUPERANNUATION	Super	699.68
DD23351.11	06/06/2023	IOOF Superannuation	Superannuation contributions	-243.03
SUPER	06/06/2023	IOOF Superannuation	Super	243.03
DD23351.12	06/06/2023	Panorama Super	Superannuation contributions	-54.52
SUPER	06/06/2023	Panorama Super	Super	54.52
DD23351.13	06/06/2023	Australian Retirement Trust	Superannuation contributions	-1185.46
SUPER	06/06/2023	Australian Retirement Trust	Super	1185.46
DD23351.14	06/06/2023	Hesta Superannuation	Superannuation contributions	-752.42
SUPER	06/06/2023	Hesta Superannuation	Super	752.42
DD23368.10	20/06/2023	Australian Retirement Trust	Superannuation contributions	-1564.04
DEDUCTION	20/06/2023	Australian Retirement Trust	Payroll Deduction	66.62
SUPER	20/06/2023	Australian Retirement Trust	Super	1497.42
DD23368.11	20/06/2023	Hesta Superannuation	Superannuation contributions	-987.60
DEDUCTION	20/06/2023	Hesta Superannuation	Payroll Deduction	21.12
SUPER	20/06/2023	Hesta Superannuation	Super	966.48
DD23368.12	20/06/2023	REST SUPERANNUATION	Superannuation contributions	-740.20
SUPER	20/06/2023	REST SUPERANNUATION	Super	740.20
DD23368.13	20/06/2023	IOOF Superannuation	Superannuation contributions	-221.18
SUPER	20/06/2023	IOOF Superannuation	Super	221.18
DD23368.14	20/06/2023	Panorama Super	Superannuation contributions	-76.73
SUPER	20/06/2023	Panorama Super	Super	76.73
FEES	05/06/2023	WESTNET	Westnet	-725.79

FEES	30/06/2023	NAB	MISCELLANEOUS BANK CHARGES	-408.93
FEES	30/06/2023	2023	Centrelink Charge :	-6.93
2428	01/06/2023	Trans Lice - TRANSPORT LICENCING (DEC) MUN	TRANSPORT LICENCING (DEC) MUN	-1725.55
2428	13/06/2023	Trans Lice - TRANSPORT LICENCING (DEC) MUN	TRANSPORT LICENCING (DEC) MUN	-3786.15
2428	14/06/2023	Trans Lice - TRANSPORT LICENCING (DEC) MUN	TRANSPORT LICENCING (DEC) MUN	-848.10
2428	15/06/2023	Trans Lice - TRANSPORT LICENCING (DEC) MUN	TRANSPORT LICENCING (DEC) MUN	-1529.95
2428	16/06/2023	Trans Lice - TRANSPORT LICENCING (DEC) MUN	TRANSPORT LICENCING (DEC) MUN	-2054.45
2428	19/06/2023	Trans Lice - TRANSPORT LICENCING (DEC) MUN	TRANSPORT LICENCING (DEC) MUN	-5026.15
2428	20/06/2023	Trans Lice - TRANSPORT LICENCING (DEC) MUN	TRANSPORT LICENCING (DEC) MUN	-1668.05
2428	21/06/2023	Trans Lice - TRANSPORT LICENCING (DEC) MUN	TRANSPORT LICENCING (DEC) MUN	-3098.65
2428	22/06/2023	Trans Lice - TRANSPORT LICENCING (DEC) MUN	TRANSPORT LICENCING (DEC) MUN	-1099.80
2428	22/06/2023	013B - PAYROLL CREDITORS MUN	PAYROLL CREDITORS MUN	-137423.75
2428	23/06/2023	Trans Lice - TRANSPORT LICENCING (DEC) MUN	TRANSPORT LICENCING (DEC) MUN	-1715.35
2428	02/06/2023	Trans Lice - TRANSPORT LICENCING (DEC) MUN	TRANSPORT LICENCING (DEC) MUN	-1835.85
2428	27/06/2023	Trans Lice - TRANSPORT LICENCING (DEC) MUN	TRANSPORT LICENCING (DEC) MUN	-615.90
2428	28/06/2023	Trans Lice - TRANSPORT LICENCING (DEC) MUN	TRANSPORT LICENCING (DEC) MUN	-1586.70
2428	29/06/2023	Trans Lice - TRANSPORT LICENCING (DEC) MUN	TRANSPORT LICENCING (DEC) MUN	-6539.30
2428	30/06/2023	Trans Lice - TRANSPORT LICENCING (DEC) MUN	TRANSPORT LICENCING (DEC) MUN	-4024.15
2428	06/06/2023	Trans Lice - TRANSPORT LICENCING (DEC) MUN	TRANSPORT LICENCING (DEC) MUN	-4429.45
2428	07/06/2023	Trans Lice - TRANSPORT LICENCING (DEC) MUN	TRANSPORT LICENCING (DEC) MUN	-301.30
2428	08/06/2023	Trans Lice - TRANSPORT LICENCING (DEC) MUN	TRANSPORT LICENCING (DEC) MUN	-948.65
2428	08/06/2023	013B - PAYROLL CREDITORS MUN	PAYROLL CREDITORS MUN	-145268.19
2428	09/06/2023	Trans Lice - TRANSPORT LICENCING (DEC) MUN	TRANSPORT LICENCING (DEC) MUN	-612.80
2428	12/06/2023	Trans Lice - TRANSPORT LICENCING (DEC) MUN	TRANSPORT LICENCING (DEC) MUN	-1107.50

390,381.68

SUMMARY FOR JUNE 2023	
Cheque 14362 - 14364	43,886.76
EFT 32150 - 32370	762,481.34
Direct Debits	390,381.68
Total	1,196,749.78

Kojonup



INFORMATION STATEMENT

2023/2024

Reviewed:
21 October 2014
18 August 2015
19 July 2016
25 July 2017
24 July 2018
23 July 2019
28 July 2020
27 July 2021
26 July 2022
19 July 2023

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1.0 Introduction

Section 96 (1) of the *Freedom of Information Act 1992 (Act)* requires each government agency, including local governments, to prepare and publish annually an Information Statement.

The Information Statement must set out:-

- The Agency's Mission Statement
- Details of legislation administered
- Details of the agency structure
- Details of decision-making functions
- Opportunities for public participation in the formulation of policy and performance of agency functions
- Documents held by the agency
- The operation of FOI in the agency

This document has been prepared for the Shire of Kojonup to satisfy Part 5 of the *Act*, and is correct as at July 2023. Copies of this document may be obtained from the Shire of Kojonup website at www.kojonup.wa.gov.au or:

*The Chief Executive Officer
Shire of Kojonup
PO Box 163
KOJONUP WA 6395*

Enquiries may be made by telephoning (08) 9831 2400 Monday to Friday from 8.30 a.m. to 4.30 p.m. or by e-mailing council@kojonup.wa.gov.au

2.0 Vision

By 2033 Kojonup aims to be The Cultural Experience Centre of the Great Southern.

3.0 Details of Legislation Administered

The Shire of Kojonup is constituted as a Local Authority under the *Local Government Act 1995*. The general function of a local government is to provide for the good government of people living and working within its district and includes legislative and executive powers and responsibilities.

Using its legislative powers, a local government may make local laws prescribing all matters that are required or permitted to be prescribed by a local law, or are necessary or convenient to be so prescribed for it to perform any of its functions under the *Local Government Act 1995*.

The Local Government's executive powers involve administering its local laws and

doing other things that are necessary or convenient to be done for, or in connection with, performing its functions under the *Local Government Act 1995*, including the provisions of services and facilities.

The Shire of Kojonup is wholly or partly responsible for administering the following legislation and regulations:

- *Animal Welfare Act 2002*
- *Building Act 2011 and Regulations 2012*
- *Bush Fires Act 1954 and Regulations 1954*
- *Caravan Parks and Camping Grounds Act 1995 and Regulations 1997*
- *Cemeteries Act 1986*
- *Control of Vehicles (Off Road Areas) Act 1978 and Regulations 1979*
- *Dangerous Goods Safety Act 2004*
- *Disability Services Act 1993*
- *Dog Act 1976 and Regulations 2013*
- *Emergency Management Act 2005*
- *Environmental Protection (Noise) Regulations 1997*
- *Food Act 2008 and Regulations 2009*
- *Freedom of Information Act 1992 and Regulations 1993*
- *Hairdressing Establishment Regulations 1972*
- *Health (Air-Handling and Water Systems) Regulations 1994*
- *Health (Asbestos) Regulations 1992*
- *Health Act (Carbon Monoxide) Regulations 1975*
- *Health (Cloth Materials) Regulations 1985*
- *Health (Garden Soil) Regulations 1998*
- *Health Act (Laundries and Bathrooms) Regulations*
- *Health (Pesticides) Regulations 2011*
- *Health (Public Buildings) Regulations 1992*
- *Health (Skin Penetration Procedure) Regulations 1998*
- *Health (Temporary Sanitary Conveniences) Regulations 1997*
- *Health (Treatment of Sewage and Disposal of Effluent and Liquid Waste) Regulations 1974*
- *Heritage of Western Australia Act 1990*
- *Land Administration Act 1997*
- *Litter Act 1979*
- *Liquor Licensing Act 1988*
- *Local Government Act 1995*
- *Local Government (Functions & General) Regulations 1996*
- *Local Government (Administration) Regulations 1996*
- *Local Government (Financial Management) Regulations 1996*
- *Local Government (Audit) Regulations 1996*
- *Local Government (Uniform Local Provisions) Regulations 1996*
- *Local Government (Constitution) Regulations 1998*
- *Local Government (Elections) Regulations 1997*
- *Local Government (Miscellaneous Provisions) Act 1960*

- *Local Government Grants Act 1978*
- *Local Government (Rules of Conduct) Regulations 2007*
- *Main Roads Act 1930*
- *Parks and Reserves Act 1895*
- *Planning and Development Act 2005*
- *Rates and Charges (Rebates and Deferments) Act 1992*
- *Shire of Kojonup Town Planning Scheme No. 3*
- *Strata Titles Act 1985*
- *Valuation of Land Act 1978*
- *Waste Avoidance and Resource Recovery Act 2007*
- Any other Act becoming law or amended to require Local Government to wholly or partly be responsible for administering.

The Shire of Kojonup is wholly responsible for administering the following Shire of Kojonup Local Laws:

- Health Local Laws 2000
- Cemeteries Local Law 2020
- Local Government Property Local Law 2020
- Activities in Thoroughfares and Public Places and Trading Local Law 2020
- Fencing Local Law 2020
- Local Government (Council Meetings) Local Law 2020
- Dogs Local Law 2020
- Repeal Local Law 2020

As of 01 July 2023, the following Local Law is awaiting gazettal:

- Bush Fire Brigades Local Law 2023 (effective 14 days following gazettal)

As of 01 July 2023, the following Local Laws are proposed:

- Parking (Amendment) Local Law 2023
- Cat (Repeal) Local Law 2023
- Cat Local Law 2023

4.0 Structure and Executive Functions of the Shire of Kojonup

The Council

The Council is the primary decision making body. Decisions are made by:

- (i) Debate and voting on agenda items at the monthly Ordinary Council meeting. Members of the public are welcome at all Council Meetings which are routinely held the third Tuesday of each month commencing at 3:00pm, excluding January where no meeting will be held and December where the Council Meeting will be held on the second Tuesday as opposed to the third.
- (ii) Delegation of authority to the Chief Executive Officer to implement powers under the legislative Acts previously listed or on specific issues as determined by Council. These delegations are listed in detail in the Delegations Register, which is available for inspection by members of the public upon request.
- (iii) Adoption of formal policies to provide specific guidelines and directions.

Councillors

The elected representatives of the Shire of Kojonup at July 2023 are:

President	Cr Ned Radford	(term due to expire 2025)
Deputy President	Cr Paul Webb	(term due to expire 2025)
Councillors	Cr Felicity Webb	(term due to expire 2023)
	Cr Cindy Wieringa	(term due to expire 2023)
	Cr Kevin Gale	(term due to expire 2023)
	Cr Parminder Singh	(term due to expire 2023)
	Cr Roger Bilney	(term due to expire 2025)
	Cr Alan Egerton-Warburton	(term due to expire 2025)

The next ordinary election is anticipated to be held on 21 October 2023.

Role of the Council

- (i) directs and controls the Local Government's affairs;
- (ii) is responsible for the performance of the Local Government's functions;
- (iii) is to oversee the allocation of the Local Government's finances and resources; and
- (iv) to determine the Local Government's policies.

Role of the Shire President

- (i) presides at meetings in accordance with the *Local Government Act 1995*;
- (ii) provides leadership and guidance to the community in the district;
- (iii) speaks on behalf of the local government; and
- (iv) liaises with the Chief Executive Officer on the local government's affairs and the performance of its functions.

Role of Councillors

- (i) represent the interests of electors, ratepayers and residents of the district;
- (ii) provide leadership and guidance to the community in the district;
- (iii) facilitate communication between the community and the Council; and
- (iv) participate in the Local Government's decision-making processes at Council and Committee Meetings.

Committees of Council

Committees of Council have advisory functions and roles only. There are no delegations of authority recorded for any committee.

Councillors are nominated as delegates or members on various internal and external committees such as:

- Audit and Risk Committee
- Kojonup Natural Resource Management (NRM) Advisory Committee
- Bush Fire Advisory Committee
- Kojonup Spring Advisory Committee
- Disability Access and Inclusion Committee
- Great Southern Zone of WA Local Government Association
- Southern Link VROC (Voluntary Regional Organisation of Councils)
- Great Southern Joint Development Assessment Panel
- Great Southern Regional Road Group
- Great Southern Recreation Advisory Group
- Great Southern Treasures
- Kojonup Homes for the Aged
- Kojonup Historical Society
- Kodja Place Community Fund Inc.

Chief Executive Officer

The Council of the Shire of Kojonup is the overall decision-making body. The Council employs a **Chief Executive Officer** who is charged with the responsibility of putting into effect the decisions of the Council.

As of 01 July 2023, assignment of the roles and responsibilities within the Shire management structure are outlined below:

OFFICE OF THE CEO

Strategic Planning	Natural Resource Management
Governance	Council Liaison & Support
Executive Management	IT Systems & Support
Records Management	Council Minutes & Agendas
Risk Management	Library
Community Development	

CORPORATE & FINANCIAL SERVICES

Financial Management	Audit Liaison
Administration Support	Procurement
Rates	Vehicle Licensing
Accounting Standards	Debtors Management

WORKS & SERVICES

Road Construction	Road Maintenance
Bridge Maintenance	Plant & Equipment
Parks & Gardens	Airport
Footpaths	Cemetery Maintenance
Private Works	Cleaning

REGULATORY & TECHNICAL SERVICES

Environmental Health	Bushfire Support
Waste	Emergency Management
Ranger Services	Building Maintenance
Work Health and Safety	Swimming Pool
Planning & Building	Saleyards
Asset Management	Sporting Facilities
Community Buildings	Public Halls

AGED CARE SERVICES

Springhaven Aged Care Hostel	Loton Close Units
Jean Sullivan Units	

KODJA PLACE, TOURISM AND MARKETING

The Kodja Place Precinct	Tourism & Promotion
Visitor Information	

Executive Management

The Shire of Kojonup's Senior Management Team consists of:

Chief Executive Officer	Grant Thompson
Manager of Works & Services	Craig McVee
Manager of Regulatory Services	Robert Jehu
Manager the Kodja Place, Tourism & Marketing	Jill Watkin
Director of Nursing, Springhaven	Ryan Woolley

Delegations

The Chief Executive Officer and other officers have delegated authority from Council to make decisions on a number of specified administrative and policy matters. These delegations are listed in the Delegation Register and are reviewed annually by Council.

The *Local Government Act 1995* and associated Regulations requires Council to:

- determine policies to be applied by Council in exercising its discretionary powers;
- determine the type, range and scope of projects to be undertaken by Council; and
- develop comprehensive management plans, budgets, financial controls and performance objectives and indicators for the operations of Council.

5.0 Public Participation

Members of the public have a number of opportunities to put forward their views on particular issues before the Council.

These include:

Public Question Time

Members of the public are able to ask questions (preferably in writing) on any matter affecting the Shire in the time set aside for this purpose at meetings of the Council and Committees open to the public, at the commencement of the meeting.

Deputations

Requests for deputations must be made to the Chairperson/Presiding Member of the meeting or Chief Executive Officer at least 30 minutes prior to the meeting.

Petitions

Written petitions to be presented to the Council must be addressed to the Shire President or Chief Executive Officer and received by hand at the Shire of Kojonup administration office or mail via the Shire of Kojonup nominated postal address, or by email addressed to council@kojonup.wa.gov.au.

Written Requests

A member of the public can write to the Council on any policy, activity or service of the Council. Requests should be addressed to the Chief Executive Officer or may be on the nominated service request or complaint forms.

Elected Members

Members of the public can contact the elected members of the Council to discuss any issue relevant to the Council.

Community Consultation

The Shire consults with its residents on particular issues that affect their district by way of advertising in the local papers, calling public meetings, and seeking responses to various proposals. In addition, the Shire uses Facebook, its website, e-News and other media, to provide information and seek feedback on a variety of topics.

In situations where property owners may be directly affected by a decision they are contacted directly.

6.0 Documents Held by the Shire

The Shire of Kojonup holds a large number and variety of documents. The majority of these are held in hard copy. Documents are retained for periods of time in accordance with the General Disposal Authority for Local Government Records.

Documents to which the public have free access include:

- Agendas and Minutes of Council meetings
- Annual Report
- Annual Budget
- Town Planning Scheme
- Policy Manual Delegations
- Code of Conduct
- Community Strategic Plan
- Corporate Business Plan
- Long Term Financial Plan
- Asset Management Plan
- Workforce and Diversity Plan
- Local Laws
- Development proposals which have been advertised for public comment
- Rates records
- Electoral Roll
- Tender Register
- Schedule of Fees and Charges
- Disability Access & Inclusion Plan
- Recordkeeping Plan

These documents are available to view free of charge by request at the Shire Administration Office in their current form; however, there will be a cost applied should you require any or all of a document to be printed or copied. The cost is not to exceed the amount needed to produce the copy as requested. Some documents can also be viewed at the Kojonup Library or on the Shire's website www.kojonup.wa.gov.au.

Where appropriate other information requests are dealt with informally to provide prompt and efficient service. These include:

Functional Files

Functional files contain records relating to the functions and administration of the Shire. Requests to view information contained in these files will be considered on an individual basis as they may contain personal or privileged documents.

Rates Books

The Shire has rates books dating back to the early 1900s.

Minutes

The Shire has minute books dating back to the 1960s until the present.

Building Applications

The Shire has building applications dating back to the 1960s.

Reports

The Shire produces reports according to statutory requirements (e.g.; Annual Report, Annual Budget and Strategic Plan) and from time to time produces or commissions reports on specific projects.

Municipal Heritage Inventory

The Shire maintains a Municipal Heritage Inventory of all buildings within the Shire boundary that are, or may become, of cultural heritage significance to the community. The Municipal Heritage Inventory was last updated in 2017.

Retention and Disposal of Council Records

Retention and Disposal of the Shire of Kojonup records is in accordance with the *State Records Act 2000, DA 2015-001/1 General Disposal Authority for Local Government Records* and Shire of Kojonup Recordkeeping Plan.

Available via Freedom of Information Act 1992

While the Council endeavors to respond to information requests informally, Freedom of Information legislation may be used to request access to information not available by any other means.

The Council is to administer the *Act* in a way that:

- Assists the public to obtain access to documents;
- Allows access to documents to be obtained promptly and at the lowest reasonable costs; and
- Assists the public to ensure that personal information contained in documents is accurate, complete, up-to-date and is not misleading.

While the *Act* provides for general right of access to documents it also recognises that some documents require protection – these exemptions are listed in Schedule

1 of the *Act* and include:

- Personal information;
- Information concerning trade secrets;
- Other commercially valuable information; or
- Any other information concerning the business, professional, commercial or financial affairs of a third party who is not the applicant.

7.0 Freedom of Information Procedures, Contacts and Access Arrangements

It is the aim of the Shire to make information available promptly and at the least possible cost. Wherever possible, documents and information will be provided outside the FOI process.

If information is not routinely available, the *Freedom of Information Act 1992* provides the right to apply for documents held by the Shire and to enable the public to ensure that personal information in documents is accurate, complete, up-to-date, and not misleading.

Freedom of Information Applications

Access applications have to be:

- In writing;
- Give sufficient information so that the documents requested can be identified;
- Give an Australian address to which notices can be sent; and
- Be lodged at the Shire with the appropriate application fee payable.

Applications and enquiries should be addressed to:

FOI Co-ordinator
Shire of Kojonup
PO Box 163
KOJONUP WA 6395

Or

Telephone: (08) 9831 2400

Applications will be acknowledged in writing and applicants are notified of the decision within forty-five (45) days.

No specific application form is required and any written request that contains the information required, detailed above, will be considered.

Freedom of Information Fees and Charges

A scale of fees and charges is set under the regulations of the *Freedom of Information Act 1992*. Apart from the application fee for non-personal information, all charges are discretionary. A 25% concession may be applied where applicants can demonstrate that they are financially disadvantaged.

GST is not applied under Division 81 of the *Goods and Services Tax Act 1999*. The fees and charges are as follows:

1. Type of Fee

Application fee under section 12(1)(e) of the Act (for an application for non-personal information)	\$30.00
--	---------

2. Type of Charge

- | | |
|---|-------------|
| a) Charge for time taken by staff dealing with the application (per hour or pro rata for part thereof) | \$30.00 |
| b) Charge for access time supervised by staff (per hour or pro rata for part thereof) plus the actual additional cost to the agency of any special arrangements (e.g.; hire of facilities or equipment) | \$30.00 |
| c) Charges for photocopying: | |
| i. Per hour or pro rata for part thereof, of staff time; and | \$30.00 |
| ii. Per copy | \$ 0.20 |
| d) Charge for time taken by staff transcribing information from a tape or other device (per hour or pro rata for part thereof) | \$30.00 |
| e) Charge for duplicating a tape, film or computer information | Actual Cost |
| f) Charge for delivery, packaging and postage | Actual Cost |

Advance Deposits

An advance deposit of 25% of the estimated charges may be requested in the discretion of the FOI Co-ordinator.

Further interim payments may be required to meet the charges for dealing with the application.

Access Arrangements

Access to documents can be granted by way of inspection, a copy of a document, a copy of a video or audio tape, or computer disk, or a transcript of a recorded, shorthand or encoded document from which words can be reproduced.

Notice of Decision

As soon as possible but in any case within forty-five days, applicants are provided with a notice of decision, which will include details such as:

- The date the decision was made;
- The name and the designation of the officer who made the decision;
- If the document is an exempt document, the reasons for classifying the matter exempt, or the fact that access is given to an edited document; and
- Information on the right to review and the procedures to be followed to exercise those rights.

Refusal of Access

Applicants who are dissatisfied with a decision of the Shire are entitled to ask for an **internal review** by the Shire. Application should be made in writing within thirty days of receiving the notice of decision.

Applicants are to be notified of the outcome of the review within fifteen days.

If applicants disagree with the result, they can then apply to the Information Commissioner for an **external review**. Details are advised to appellants when the internal review decision is issued.

Freedom of Information Procedures for the Amendment of Personal Information

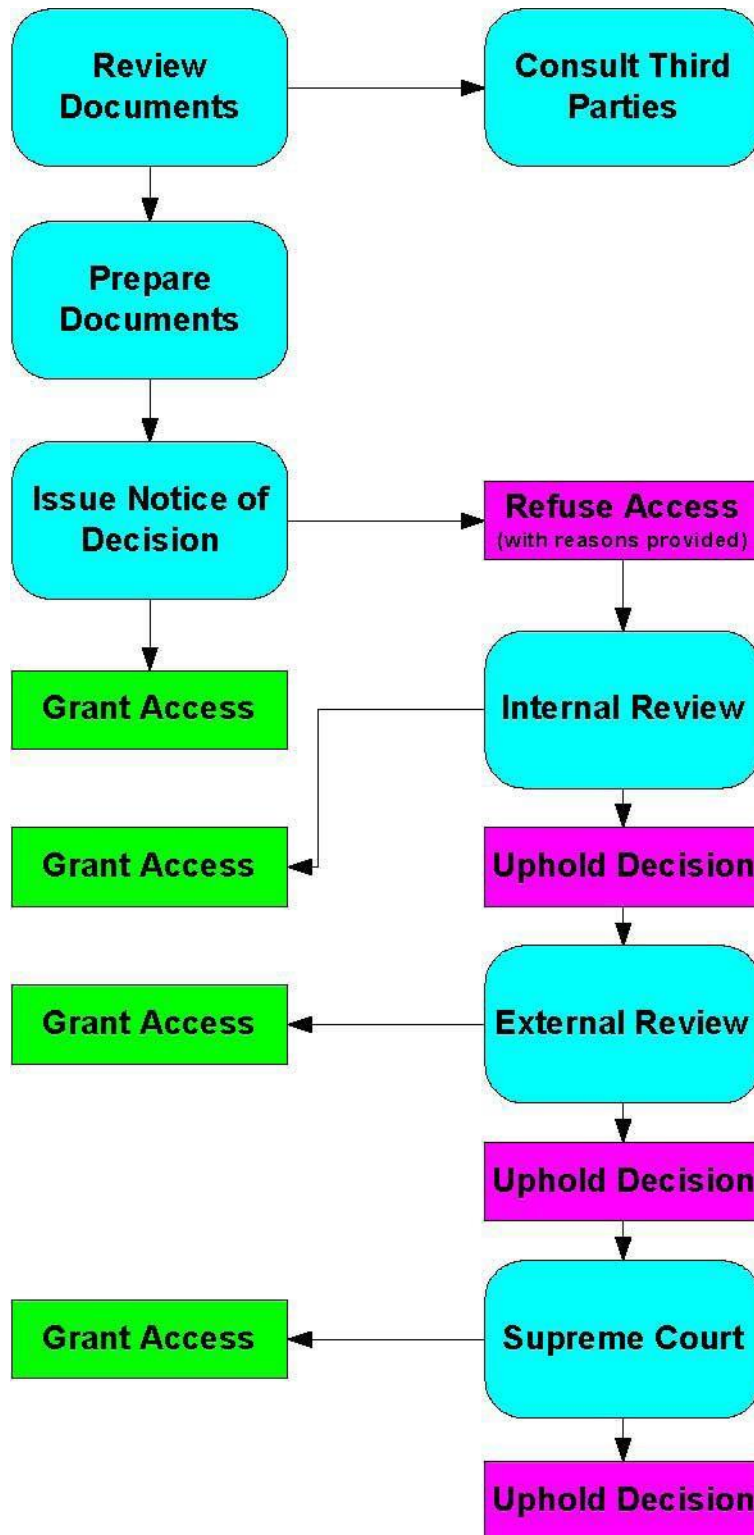
The only records of a personal nature held by the Shire of Kojonup are staff employee records, financial interest disclosures by elected members, and Springhaven Medical Records.

Any person concerned that any records maintained by the Shire may contain personal information about himself or herself that may require amendment can write or contact:

FOI Co-ordinator
Shire of Kojonup
PO Box 163
KOJONUP WA 6395

Grant Thompson
CHIEF EXECUTIVE OFFICER

Attachment 1. The FOI Process Flow chart



3.21 APPOINTMENT OF OFFICERS TO ACTING CEO

Adopted or Reviewed by Council:	17/11/15 16/11/21	Council Minute Reference:	183/15 135/21
Reviewer:	Chief Executive Officer		
Local Law:			
Procedure:			
Delegation:			

OBJECTIVE

To ensure that the Shire of Kojonup maintains a continuity of the CEO's responsibilities and duties in the CEO's absence.

POLICY

That, in the absence of the CEO, the Shire of Kojonup maintains continuity of the CEO's responsibilities and duties:

Where the Chief Executive Officer is on leave for a period of two days or more, the Manager Corporate and Financial Services or another appropriate Officer, as determined by the Chief Executive Officer, assumes the position of Acting CEO, with the salary to be set at a rate of 90% of the CEO's salary.

3.21 APPOINTMENT OF OFFICERS TO ACTING CEO

Adopted or Reviewed by Council:	17/11/15 16/11/21	Council Minute Reference:	183/15 135/21
Reviewer:	Chief Executive Officer		
Local Law:			
Procedure:			
Delegation:			

OBJECTIVE

To ensure that the Shire of Kojonup maintains continuity of business relating to the CEO's responsibilities and duties in the CEO's absence as well as Delegated Authority to that role.

POLICY

That:

In the event the Chief Executive Officer (CEO) is on leave for a period of more than seven (7) business days, the CEO has delegated authority to determine which Senior Employee will be appointed to the position of Acting CEO during their absence of leave.

The higher duties salary for the Acting CEO role is to be set at a rate of the mid-point between the current CEO's salary and the current Senior Employees salary.

Where a Senior Employee is appointed as Acting CEO the Council Delegates CEO Authority to that person.

Council determines that Senior Employees in the Shire of Kojonup, as per the *Local Government Act 1995*, are:

1. Manager Governance & Administration;
2. Manager Financial & Corporate Services;
3. Manager Regulatory Services;
4. Manager Works & Services.